

Weekly Management Report March 24, 2017

1. **Synopsis** Transportation Commission Meeting of February 27, 2017
Community Development Department
2. **Synopsis** Landlord-Tenant Commission Meeting of March 6, 2017
Community Development Department
3. **Synopsis** Burbank Cultural Arts Commission Meeting of March 8, 2017
Parks and Recreation Department
4. **Synopsis** Parks and Recreation Board Meeting of March 9, 2017
Parks and Recreation Department
5. **Synopsis** Sustainable Burbank Commission Meeting of March 20, 2017
Public Works Department
6. **Memo** City Council Travel Expenses
City Manager
7. **Notes** City Notes, March 24, 2017
City Manager

memorandum

DATE: March 16, 2017

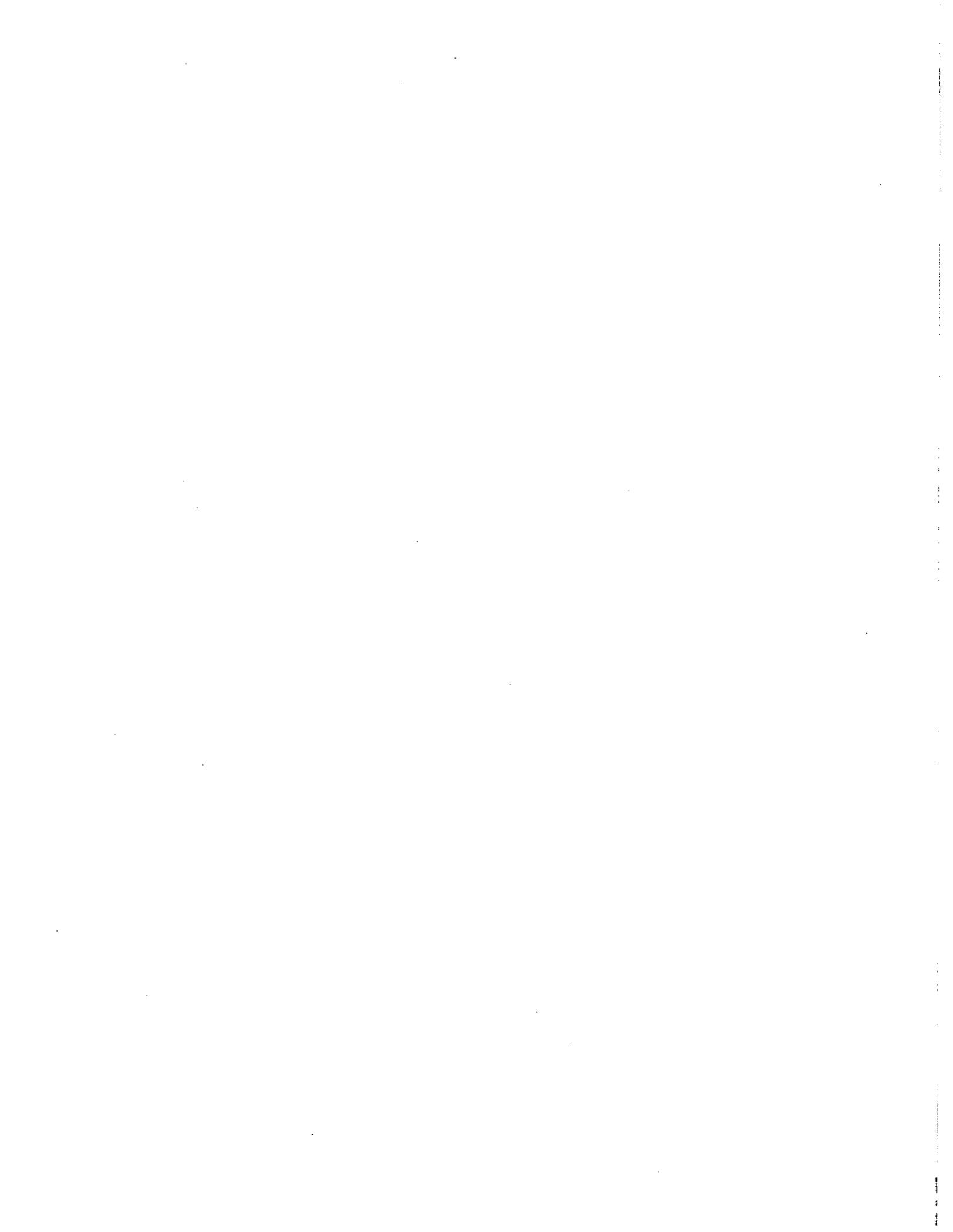
TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director



SUBJECT: February 27, 2017 Transportation Commission Meeting Synopsis

- Staff reminded Commission Members of current term expiration dates ending this year on July 31st. Commission Member Lucy Burghdorf announced that she will be stepping down from the Transportation Commission when her term expires on July 31, 2017.
- Jeanet Owens from Metro was scheduled to provide a Regional Rail Update presentation, but was instead postponed to the March 20th meeting due to Commission Chair Paul Dyson's absence.
- Staff presented Measure M's allocation and implications for Burbank. Measure M will be providing about \$1 billion dollars over the next 40 years. Staff discussed the current proposed budget allocation of Measure M and Measure R Local Return for the upcoming 2017 – 2018 fiscal year that will be going to Council. The Commission discussed voting on a percentage to be allocated for active transportation projects. The Commission decided to postpone their vote to the April 17th meeting stating that they needed more time to come to a decision.
- Staff presented updated ridership numbers and analysis for the BurbankBus fixed route system. Staff also discussed preliminary details of an upcoming Comprehensive Operations Analysis (COA) that will be performed to better understand current ridership trends and recommendations to improve service.
- The next Transportation Commission meeting will be held on Monday, April 17th at 5:00 pm.



memorandum

DATE: March 14, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistance community Development Director,
Business and Economic Development 

SUBJECT: Landlord-Tenant Commission Meeting – March 6, 2017

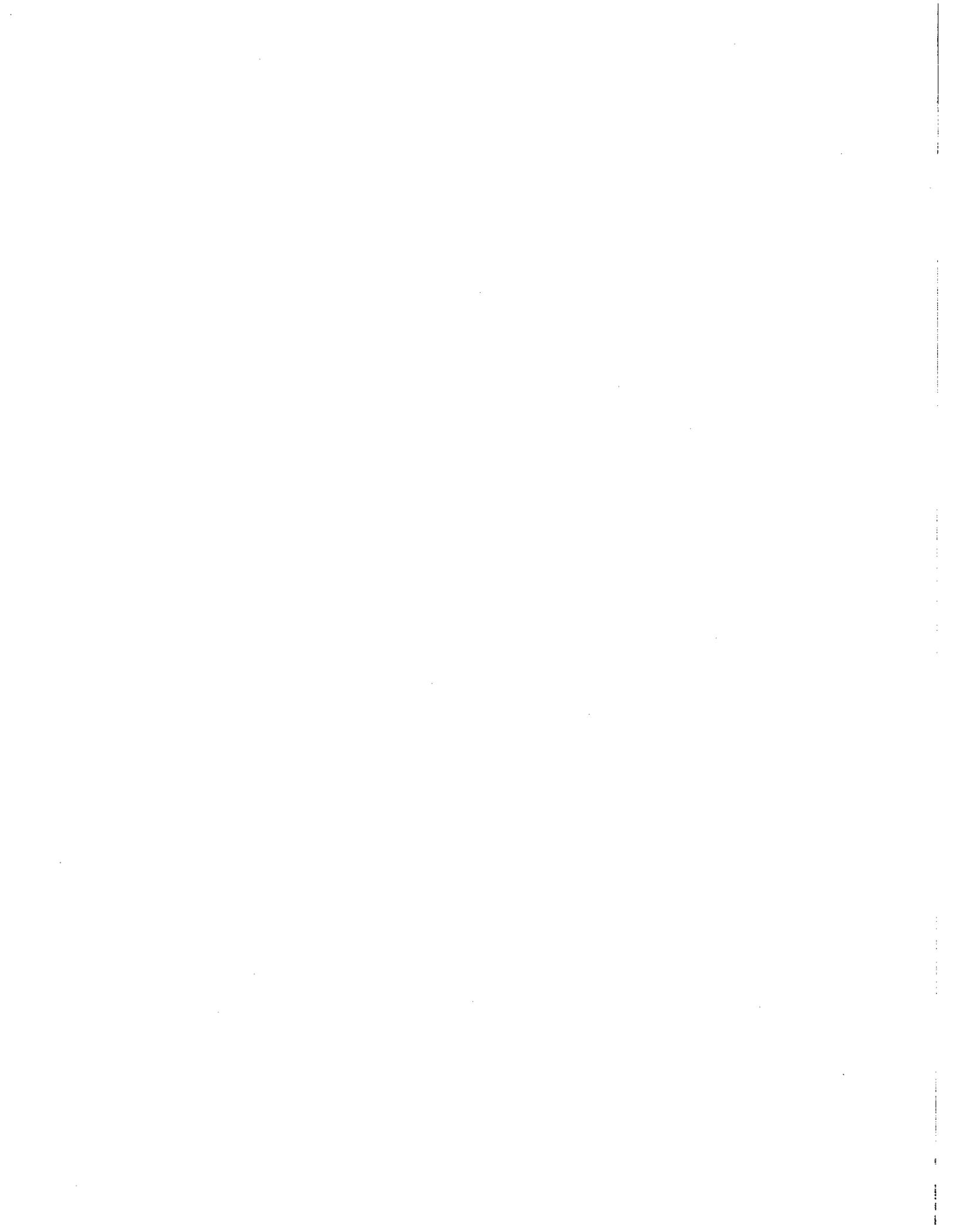
- Under Announcements, Staff reminded the Commissioners about the upcoming Boards and Commissions Appreciation Dinner scheduled for Tuesday, March 21, 2017. Furthermore, Staff announced that two applications were received for the vacancy on the Commission, and that the City Council was scheduled to make an appointment for the vacancy on March 7th.
- Four (4) members of the public attended the meeting and spoke during oral communications. The first two tenants were roommates and presented their case on a “short” notice to vacate their unit. They had several questions on noticing requirements that the Commission responded to. The tenants requested the Commission Subcommittee follow-up on their case to inform and educate their landlord on appropriate notice required. A third tenant had several questions related to leases, rent increases and requirements. The Commission responded to the questions, and provided the tenant a copy of the California Handbook and a resources list.
- The fourth member of the public was Ms. Marva Murphy (liaison from the Senior Board) who attends the meetings for educational purposes. Ms. Murphy had comments and questions surrounding homeless efforts in the community. Assistant Community Development Director Simone McFarland responded by providing a brief summary of City Council’s direction and Staff’s efforts on homelessness.
- The Commission approved the minutes of February 6, 2017.
- The Commission requested a future agenda item to discuss and possibly update the “20 Frequently Asked Questions and Answer” summary that is posted on the City’s website. Staff will schedule that item for the April meeting.
- During the Commissioner and Staff Comments item, staff provided a written summary of the updates to the Brown Act pamphlet provided by the City Attorney’s office.

- The meeting was adjourned at 7:23 p.m.

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

Meeting: Burbank Cultural Arts Commission
 Date: March 8, 2017
 Members Present: Mary Elizabeth Michaels, Barbara Beckley, Cynthia Pease, Katherine Zoraster, Diana Means, Peggy Flynn (9:23)
 Members Absent: Lynda Willner, Jeff Rector
 Staff Present: Judie Wilke, Kristin Buhagiar, Paul Paolone, Doug Fowler, Caroline Arrechea
 Liaisons Present: Jess Talamantes (City Council), Mickey DePalo (Park Board)

Item Discussed	Summary	Direction or Action, if any
1 Logo Re-Design	The Commission briefly discussed the options for a logo re-design and whether or not the idea should be postponed given their current goals and timelines. They agreed to table the item until the May meeting.	
2. Art in Public Places	Ms. Buhagiar reported that the contract for the Lincoln Park Public Art project would be going to the City Council for approval soon. Some of the Commission members asked if the Council would be open to having a conversation about updating/altering the Art in Public Places Ordinance. Mr. Talamantes responded, suggesting scheduling a meeting between himself (as liaison), Ms. Wilke, the City Manager and some of the Commission members so they could express their ideas on the subject.	
3. 2017 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 3 goals to be accomplished over the next year: Goal 1: Communications Goal 2: Beautification/Utility Boxes/Murals/Traffic Boxes Goal 3: Projection Mapping/Community Events	<p>Goal 1: The subcommittee is pursuing free intern options at Woodbury University, as well as continuing to research options for a paid position, in the hopes of obtaining an individual who is savvy with social media. Ms. Buhagiar cautioned the group that the budget had not yet been approved and they should be mindful of funding. An additional discussion on budget would take place under goal 3.</p> <p>Goal 2: The subcommittee is in the process of reaching out to potential sponsors for the traffic/utility boxes and discussing a timeline for the project.</p> <p>Goal 3: The subcommittee reported that the target date for the projection mapping project is April 29; the same day as Burbank on Parade and the Fine Arts Festival. The subcommittee received word last night that the mall will be providing a space for the indoor light projection, which Woodbury's Media and Technology Department will create. They would be meeting to discuss logistics as well as costs associated with the event. They briefly discussed the Commission's current budget, as well as their upcoming budget request to City Council.</p> <p>A motion was made by Ms. Michaels, Seconded by Ms. Pease and passed 6-0 to authorize an expenditure of up to \$5,597 specifically towards the projection mapping event and hiring a social media person (in favor: Mary Elizabeth Michaels, Barbara Beckley, Cynthia Pease, Katherine Zoraster, Diana Means, Peggy Flynn).</p>



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, March 9, 2017

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Gwen Indermill, Recreation Manager; 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	The Board received comments from nine members of the roller hockey community concerning the future of the rink.	Note and File
3 Response To Oral Communications	Ms. Wilke thanked the community members for their support of the roller hockey programming. Ms. Wilke notified the Board of a recent email sent by the rink operator to the rink members notifying them that the closing of the rink facility would be discussed at the March 9 th Park Board meeting. Ms. Wilke clarified that the reason the roller hockey rink item was on the agenda was to discuss the findings of the facility's current audit and not to discuss the closing of the facility. Ms. Wilke restated the Department has no plan for the City to take over the hockey rink, nor intentions to terminate the rink's programming. She also stated that the Department is currently in the process of putting out a Request for Proposal - RFP for a continued roller hockey program with an operator who would partner with the City to help with capital dollars, maintenance of the facility, as well as run its programming. The Board members thanked the rink supporters for expressing their views to the Board and reiterated that the purpose of the audit is to take a detailed look at the facility's procedural practices in order to ensure compliance.	N/A
4 Written Communications	None.	N/A
5 Park Board Comments	Mr. DePalo attended the Burbank Athletic Federation Board meeting. The Federation has proposed to hold the annual Ponytail Jamboree and the annual Civitan Day Jamboree on the same date. There would be one larger parade for both leagues, followed by the customary skill events at Izay	N/A

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

		<p>Park running simultaneously.</p> <p>Ms. Jackson reported on the Art in Public Places Committee’s approval of the Lincoln Park Public Art Garden Project. Staff will submit to City Council for final approval.</p> <p>Ms. Lowers attended the Burbank Advisory Council on Disabilities meeting. The committee announced a new Facebook page which can be utilized to bring attention to accessibility concerns directly to the Advisory Council.</p> <p>Dr. Barta reported on the Youth Board meeting held at the Burbank Family Service Agency, (FSA). The Youth Board was introduced to the Wellness Center at Burbank High School which provides FSA support services to students. A new Wellness Center is expected to open at Burroughs High School in the upcoming school year.</p>	
6	Roller Hockey Facility Internal Audit Report Update	<p>Ms. Indermill summarized the Roller Hockey Facility Audit. The audit’s findings indicate two main areas that the operator is not in compliance with the agreement with the City 1) Document Retention and 2) Accounting System and Business Records. The operator is currently working to address these areas. Once solutions are in place the operator will report on the measures taken to rectify the discrepancies.</p>	<p>It was moved by Ms. Jackson seconded by Mr. De Palo and carried 5-0 to “to work with the Operator to review the financial and operational audit completed on the Burbank Roller Hockey Program and Community Sports Foundation and develop procedures to correct the issues identified in the report.”</p> <p>Note and File</p>
7	Park Infrastructure and Maintenance Assessment Update	<p>In preparation for the Board’s Park Bond Study Session, Ms. Wilke provided the Board with a draft infrastructure plan prioritization list based on the facility conditions to review and provide comments regarding infrastructure priorities which will assist staff to prepare funding scenarios for the April 6th Study Session.</p> <p>The Board felt comfortable moving forward on developing a plan with the priorities identified on Exhibit B.</p>	<p>Note and File</p>
8	Fiscal Year 2017-2018 Budget Priorities	<p>Ms. Dietrich provided the Board with an update on the Budget for Fiscal Year 2017 – 2018 and shared cost recovery figures for various P&R programs as well as detailed the Proposed Capital Improvement Projects list.</p> <p>The McCambridge Park War Memorial Project is scheduled to begin construction soon after Veteran’s Day 2017 and expect completion by Memorial Day 2018.</p>	<p>Note and File</p>
9	Consent Calendar	<p><u>Approval of Minutes</u></p>	<p>It was moved by Mr. Gussow</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	Minutes of the February 9, 2017 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.	seconded by Ms. Lowers and carried 5-0 "to approve the Consent Calendar."
10	Tabled Items	N/A
11	Second Period of Oral Communications	N/A
12	Response to Second Period of Oral Communications	N/A
13	Additional Comments from the Board	N/A
14	Introduction of New Agenda Items	N/A
15	Adjournment	It was moved by Mr. DePalo seconded by Ms. Lowers and carried 5-0 "to adjourn the meeting."

SUSTAINABLE BURBANK COMMISSION
March 20, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

C. Staff Communication:

II. APPROVAL OF MINUTES:

Mr. Roesner moved and Ms. Gamiño seconded, to approve the January 30, 2017, minutes. The minutes were unanimously approved by all present with one abstention. Mr. Newhoff abstained.

III. DISCUSS COMMISSION MEMBER'S ABSENTEEISM

In the event a member of a board, commission, or committee is absent for three consecutive regularly scheduled meetings of the board, commission or committee to which he/she has been appointed, or who fails to attend at least 75% of the regularly scheduled meetings during a twelve (12) month period, the attendance record of such member shall be reviewed by the commission to which the member was appointed (Burbank Municipal Code 2-1-403). Commission member Berge Kallibjian has failed to attend at least seventy five percent (75%) of regularly scheduled meetings in the past 12 months. The Commission will discuss and consider the reasons for his nonattendance and make a determination whether the absences should be excused or unexcused by the City Council. The Commission will make a recommendation that shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration.

Mr. Roesner requested an update on Commissioner Kallibjian's absenteeism. Ms. Batayneh stated that he last attended a Commission meeting on April 18, 2016. Mr. Roesner stated that he has made several attempts to reach Commissioner Kallibjian via email. Commissioner Kallibjian has not responded. Ms. Riley suggested contacting Commissioner Kallibjian by telephone. Council member Frutos requested that Mr. Roesner write a letter to the Mayor explaining the situation.

Mr. Roesner moved and Mr. Yegparian seconded, to move forward with writing a letter to the Mayor that will include the outcome of Mr. Roesner's efforts to reach Commissioner Kallibjian by telephone. The motion was unanimously approved by all present.

IV. DISCUSS THE COMMISSION'S PARTICIPATION IN EARTH DAY 2017

At its January 30, 2017, meeting, the Commissioners agreed to discuss its participation in Earth Day 2017 that will be celebrated on Saturday, April 22nd. The Commission may entertain a motion and vote regarding its involvement as a group.

Mr. Hampel reported that the Burbank Recycle Center reserved the Buena Vista Library conference room on Saturday, April 22, 2017, from 10:00 a.m. to 2:00 p.m. for Earth Day. Staff is in the process of organizing the event that will include a history of recycling in Burbank and a celebration of the Recycle Center's 25th anniversary at the Flower Street location.

Mr. Roesner moved and Mr. Yegparian seconded, to form an ad hoc subcommittee to address collaborating with staff to formulate the Earth Day event. Ms. Gamiño and Mr. Smith volunteered to be members of the subcommittee. The motion was approved by all present.

V. DISCUSS COMMISSION EMAIL POLICIES AND THE BROWN ACT

At its January 30, 2017, meeting, the Commissioners requested that staff from the City Attorney's Office provide a brief overview of the Brown Act and information on the City's email policies concerning Commissioner correspondence. The Commission may ask questions, engage in discussion, and provide feedback.

Commissioners were given a copy of the new 2017 Ralph M. Brown Act pamphlet, prepared by the City Attorney's Office, and Ms. Riley distributed a Brown Act memo summarizing the open meeting law. The Commissioners engaged in discussion and asked questions of staff. Council member Frutos reminded the group that the Brown Act pamphlet is provided for the benefit of all boards, commissions, and committees that must comply with this important open meeting law.

VI. 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. At its January 30, 2017, meeting, the group reviewed its continuing efforts and agreed that each Commissioner will prepare a bullet point list of proposed 2017 goals for a group discussion at its March 20, 2017, meeting. The Commission may also discuss securing a Council date for their presentation and may entertain a motion and vote regarding items to include in the presentation

Mr. Roesner and Mr. Dunigan each prepared a draft of proposed 2017 goals and distributed them to the group. The Commission reviewed the goals and agreed to focus on the following items for 2017:

1. Get ahead of proposed development projects and develop a sustainability scorecard to grade improvements.

Ms. Gamiño moved and Mr. Newhoff seconded, to have staff notify the Commission when scoping meetings for active EIRs are scheduled. The motion was approved by all present.

2. Community engagement through the Green Spotlight Award and other programs.
3. Develop a food recovery program.
4. Address the urban heat island effect and review codes/ordinances.
5. Research best practices for sustainability, including the potential for a Sustainability Officer.
6. Biodiversity and enhancement of wildlife corridors.

Ms. Gamiño volunteered to create the final list of 2017 goals for distribution at the April Commission meeting.

VII. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Hadian, on behalf of the Subcommittee, provided a PowerPoint presentation on urban categories that relate to sustainability in the community: 1) environment and neighborhoods, (2) infrastructure, 3) economic prosperity and livelihoods, 4) ecosystems, 5) inclusion, 6) education and culture, 7) public safety, and 8) health and wellness. The Subcommittee will focus its efforts on implementing urban sustainability through performance targets and measurable practical functionality.

VIII. 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.

This item was tabled to the April 17, 2017, meeting.

IX. 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.

- Continue Earth Day event discussion (ad hoc subcommittee report)
- Update on the Community Garden project
- Continue discussing Commission goals and future Council date
- Discuss providing Council with periodic Commission updates
- Discuss urban heat island effect and parameters

X. BURBANK GREEN SPOTLIGHT AWARD FOR APRIL 2017:

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

This item was tabled to the April 17, 2017, meeting.

XI. ADJOURNMENT

The meeting was adjourned at 7:09 p.m.



CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMORANDUM

DATE: March 23, 2017

TO: Honorable Mayor and Members of the City Council

FROM: Ron Davis, City Manager 

SUBJECT: City Council Travel Expenses

As requested at the City Council meeting on March 14, 2017, staff has prepared a report detailing City Council travel expenses from July 2013 to February 2017. Please note that the term "travel expenses" in our internal accounting includes events such as out of town conferences and trainings, legislative trips and attendance at local events.

Staff utilized the Travel Expense Claim Forms to prepare the following report of City Council travel expenses. Following each conference, event, or mileage reimbursement request, staff prepares the Travel Expense Claim Form. The individual Council Member and the City Manager sign this form before it is routed to the Finance Department. Please note that while some Council Members have plans to travel in the next two weeks, those expenses have not yet been recorded on the Travel Expense Claim Forms. Travel Expense Claim Forms are only submitted following the event to ensure all costs are included, and based on actual expenses.

The first page of the attachment provides an overall summary of the City Council's travel expenses. Subsequent pages break down each Council Members detailed travel expenses. I would note that many of the expenses, mileage reimbursement for instance, are simply reimbursed costs of representing the City. All of these costs involve time spent performing City service.

The total cost of City Council Travel in Fiscal Year 2015-2016 was \$ 28,864.92. Fiscal Year 2016-2017 expenses as of February 2017 are \$7,918.46. Burbank's budget for Council travel is modest for a city of our size and expectations. Ultimately, the cost of training and networking should be judged by the benefits from access to information, grant opportunities, legislative action, and official contacts.

City Council Travel Expense

Please See Attachment

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

March 24, 2017

BPD Employees Honored by Magnolia Park Optimist Club



Three members of the Burbank Police Department were recently honored for their contributions and outstanding service by the Magnolia Park Optimist Club. Each year, the Club helps recognize three employees of the BPD who have truly made a difference. The event was held at the Elks Lodge in Burbank on Thursday, February 23. This year's honorees included Burbank Police Volunteer of the Year, Soon Hee Newbold Rettig, Non-sworn Employee of the Year, Sharise Barker, and Officer of the Year, Sergeant Mark Stohl. Members of the Burbank Police Command Staff and Administration were on-hand as Police Chief Scott LaChasse introduced and presented the employees with elegant plaques commemorating this achievement. All three employees were recognized in the third annual Burbank Police Awards Luncheon, held at the Pickwick Gardens banquet center on Thursday, March 16. For more information, visit www.burbankpolicefoundation.org.

Master Recycling Program: A "Trash" Course

The 2017 Master Recycler Program that began in January will finish on Tuesday, April 4. During the program, students learned about recycling, packaging challenges, and helped on a waste audit. Experts spoke to the participants about commodity markets for recyclables, plastic pollution in our waterways, and businesses responsibility. In addition, there was extensive coverage on the statewide mandate (AB 1826) to keep valuable organic material out of the waste stream. Participants also took field trips to the Burbank Landfill, the Starlight Bowl compost pile, and local reuse facilities. Whew! Talk about a "trash" course! As part of the program, participants must commit to 30 volunteer hours devoted to their own passion projects. Soon program participants will be taking their new Zero Waste knowledge out in the community to further efforts to reduce, recycle, and rethink waste. Participant volunteer efforts may include projects such as organizing local clean ups, implementing recycling at schools, creating a "little free library" in Burbank neighborhoods, and more.



Master Recycler Program participants on a tour of the Burbank Landfill. Public Works Assistant Director, John Molinar, shared what the City is doing to keep the landfill space preserved for the next 50-60 years or more.

Photo Exhibit



Ribbons were awarded to the winning entries in the Friends of the Library Photography Contest on Thursday, March 9. 246 entries were submitted, which are currently on display in the Central Library auditorium through Wednesday, April 26, during regular library hours. Burbank resident Cheryl Herrera is this year's winner of Best of Show for her entry in the Scenic- Color category.

Service Connection

Through the City of Burbank's ongoing homeless outreach efforts, the Community Development and Parks and Recreation (P&R) Department coordinated a Service Connection Event held at The Salvation Army located in Burbank on Saturday, March 11, from 9:00 a.m. to 2:00 p.m. The Service Connection Day was centered on delivering essential quality of life services and gathering vital information from the homeless that attended the event. At the event a range of services were provided by 31 public and private homeless and social service organizations, including the City's Library Services and Police Department. Additionally, the P&R Burbank RISE Class of 2017 was instrumental in conducting outreach to local businesses, non-profits, and community residents for food, clothing, hygiene, and other personal care donations. Furthermore, the P&R's Youth Leadership Program supported the event by assembling care packages and organizing clothing for the attendees. Through this coordinated effort, a total of 52 homeless persons, 36 male and 16 female, were provided with health screenings, showers, lunch, employment and housing services, and homeless care packages/backpacks.



Mental Health First Aid Training



Staff from Burbank, Glendale and local nonprofits participated in Mental Health First Aid training, offered in partnership by Burbank Public Library and Glendale Public Library, on March 2 and 3. Through a grant from the California State Library, both cities now have certified Mental Health First Aid trainers on staff. Mental Health First Aid, like traditional first aid, offers a set of skills anyone can use in a crisis situation to keep everyone safe until professional help arrives. The training covers signs and symptoms of depression, anxiety, psychosis, substance abuse and eating

disorders, and provides techniques to use in various situations that many of City staff members encounter every day. City of Burbank participants included representatives from the Library Services Department, Management Services Department, Community Development Department and Parks, Recreation and Community Services Department.

Youth Basketball Season Finale

The Sports Office celebrated the conclusion of the youth basketball season with a Season Finale event at MCambridge Recreation Center for participants and their families on Saturday, March 4. The Finale included an awards ceremony, free throw contest, skills challenge, performances from the Burbank Bombshellz, and a guest appearance from the Clipper Spirit Squad. Awards were presented for sportsmanship, league, tournament titles, skills challenge and free throw contest. Additional recognition was given to Instructional Basketball League participants. The Instructional League is an 8-week program that prepares students in grades k-2 for league play by teaching fundamental basketball skills. This season 75 teams with over 750 players competed in the basketball league, with an additional 100 participants in the Instruction League.

