

Weekly Management Report
April 21, 2017

1. **Synopsis** Landlord-Tenant Commission Meeting of April 3, 2017
Community Development Department
2. **Synopsis** Downtown Burbank Partnership (P-BID) Meeting of
April 6, 2017
Community Development Department
3. **Synopsis** Parks and Recreation Board Meeting of April 6, 2017
Parks and Recreation Department
4. **Synopsis** Parks and Recreation Board Meeting of April 13, 2017
Parks and Recreation Department
5. **Synopsis** Sustainable Burbank Commission Meeting of
April 17, 2017
Public Works Department

memorandum

DATE: April 11, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director

SUBJECT: Landlord-Tenant Commission Meeting – April 3, 2017

- Under Announcements, Staff introduced and welcomed new Commission member Margaret Good. Staff also introduced a new staff liaison.
- Three members of the public attended the meeting. The first member had general questions regarding notices, and relocation assistance, if any, provided by the City. As the question of relocation assistance is out of the purview of the Commission, staff provided a business card to discuss this tenant's individual matter separately. Finally, the Commission provided the tenant resources. The last two members of the public attended the meeting for information and educational purposes.
- In response to oral communication, there was a question by the Commission on actions considered a conflict of interest. Staff discussed the matter with the City Attorney's office and the topic of Conflict of Interest will be added to a future agenda for discussion.
- The Sub-committee members for April, May and June 2017 were elected. The elected Sub-committee will be responsible for handling any Tenant and Landlord questionnaires submitted during these three months.
- Staff provided the Commission with the "20 Most Frequently Asked Landlord-Tenant Questions" that are posted on the City's website along with the California Guide to Landlord and Tenant Rights Handbook. The Commission will review for changes, and the item will be back on the Agenda at a future meeting.
- Staff provided the Commission with the following updates: 1) future presentation on the Accessory Dwelling Units (ADU) Ordinance; 2) future presentation on fair housing rights; 3) presentation of the Section 8 Administrative Plan and the FY 2017-2018 Annual Plan scheduled for consideration on April 4th; and 4) announced the next Affordable Housing Study Session is scheduled for the end of June.

- At the request of the Commission, staff contacted the City Clerk's office to inquire on the policy or procedure related to appointing and/or inviting a City Council member as a Board or Commission Liaison. Staff will report the findings at a future meeting.
- Commissioner Jacobs asked for general Burbank demographics. Staff stated demographic information will be presented as part of the next Affordable Housing discussion, and once ready, may also be presented separately to the Landlord tenant Commission.

memorandum

DATE: April 19, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director - Business & Economic Development 

SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – April 6, 2017

- Staff announced that the Partnership and the City won a CALED Award of Merit for their public/private partnership in collaboration on the MUD Paseo. It was also announced that the 2016 Downtown Burbank Annual Report would be brought to City Council for review on April 25, 2017.
- Staff from Civitas Advisors presented a proposal to the Board for the PBID's renewal and the feasibility of expanding the PBID to the South End of Downtown Burbank. Civitas recommended beginning the renewal process in May of 2017 with a target completion date of March 2018. The renewed district would potentially begin in January of 2019. The Board approved the proposal as presented. The creation of a renewal sub-committee was then discussed. It was decided that the Board would nominate a subcommittee to work with Civitas at the next Board meeting.
- Staff from the analytics firm Buxton Co. updated the Board on the current retail recruitment efforts for the City of Burbank. Buxton Co. shared information on the site selecting process for Downtown's desired retailers as well as trade area information and ideas for long term retail recruitment success. Staff will continue to reach out to the 20 desired retailers in Downtown at the upcoming International Council of Shopping Centers (ICSC) Retail Convention.
- Staff presented a proposal from ASD Interiors to the Board for review. ASD Interiors is proposing three phases of work to implement an Art and Mural Program in the Downtown. This program would be in addition to the currently approved maintenance upgrades taking place in the district paseos. After discussion, the Board agreed to approve Phase I of ASD Interiors proposal. This program will increase the desirability of the area, making Downtown a more walkable and colorful neighborhood.
- Due to lack of time, the proposal for tree maintenance and marketing strategy presentation were moved to the May Meeting agenda.
- The next regular board meeting is scheduled for May 4, 2017.

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

Meeting: Parks and Recreation Board

Date: Thursday, April 6, 2017

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Amy Albano, City Attorney; Lisa Kurihara, Deputy City Attorney; Cindy Giraldo, Financial Services Director; 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 Response To Oral Communications	None	N/A
4 Written Communications	None	N/A
5 Park Board Comments	Dr. Barta announced that the Youth Board will be presenting the results of their survey to the Board during the June 2017 Park Board meeting. The survey addressed possible new activities to be implemented in the Parks and Recreation Department, specifically geared towards teens. Ms. Jackson reported that the Arts in Public Places Committee approved the Tularia project.	N/A
6 Study Session – Park Bond Report	Per Board's request, Ms. Coronado presented the Board with an analysis regarding local park bond measures and potential funding mechanisms to address unfunded Department infrastructure needs. The Board discussed the possibilities and concluded that additional discussion is necessary to move towards a solution and asked staff to place this item on the agenda for a future Park Board meeting. At this time the Board members were not in favor of a bond measure, and are interested in further exploring some form of a tax to address infrastructure needs.	Note and File
7 Tabled Items	None	N/A
8 Second Period of Oral Communications	None	N/A

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

9	Response to Second Period of Oral Communications	None	N/A
10	Additional Comments from the Board	The Board thanked Ms. Albano, Ms. Kurihara, and Ms. Giraldo for their expertise and recommendations. Also, the Board thanked staff for an outstanding and informative report.	N/A
11	Introduction of New Agenda Items	None	N/A
12	Adjournment	The meeting was adjourned at 6:35 p.m.	It was moved by Ms. Lowers seconded by Mr. DePalo and carried 5-0 "to adjourn the meeting."

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

Meeting: Parks and Recreation Board

Date: Thursday, April 13, 2017

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Cathryn LaBrado, Recreation Manager; Noah Altman, Recreation Coordinator; and Patricia Molinar, Recording Secretary.

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

Council Members Present: Jess Talamantes, Mayor

Item Discussed	Summary	Direction or Action, if any
1 Recognitions	None.	N/A
2 Oral Communications	The Board received comments from Andrea Fernando regarding promoting awareness of sustainability at City parks.	N/A
3 Response To Oral Communications	Ms. Wilke briefed the Board on the recycling and sustainability efforts of the City and the Parks and Recreation Department.	N/A
4 Written Communications	None.	N/A
5 Park Board Comments	Ms. Jackson reported on the Art in Public Places Committee. The Committee reviewed three proposed private developer projects; the Talaria Project at 3401 W. Olive, was approved. The artwork for 2401 W. Burbank Boulevard and 3000 N. San Fernando Boulevard were not approved. Dr. Barta reported on the Youth Board's efforts to poll their peers to provide feedback on teen activities for City parks. The survey is the response of a public comment presented at the February 9, 2017 meeting. The survey results will be presented at the June Park Board meeting.	N/A
6 Burbank BMX and Skate Park 2016 Update	Mr. Altman reported on the highlights of the Burbank BMX and Skate Park 2016 operations as well as future plans for renovation and additional programming opportunities.	Note and File.
7 Park Bond Report Follow-Up	Ms. Wilke recapped the April 6, 2017 Park Bond Study Session which provided the Board with tax, revenue, and bond information applicable to revenue generating options for our park system's unfunded infrastructure needs. Park Board members are in agreement that Parks' and the City's unfunded infrastructure needs deem immediate attention and directed staff to seek Council action.	It was moved by Ms. Lowers seconded by Mr. DePalo and carried 5-0 to "recommend to City Council to hire a consultant to advise on meeting infrastructure financial needs".

SUSTAINABLE BURBANK COMMISSION
April 17, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

B. Commission Member Communication:

Mr. Newhoff voiced his concerns regarding the decrease in the City's tax revenue due to big box stores leaving Burbank and creating the "ghost mall" effect. Mr. Newhoff suggested awarding the Green Spotlight Award to philanthropic entities, residents, and businesses that enhance the City's finances. The group agreed to invite the City's Financial Director to a future Commission meeting. Council member Frutos recommended inviting Economic Development staff to a future Commission meeting.

Mr. Smith announced that Sharon Springer was elected to City Council. The group congratulated Ms. Springer.

Council member Frutos announced that there will be a special public hearing at the April 25, 2017, Council meeting, to discuss an urgency ordinance for accessory dwelling units.

C. Staff Communication:

Mr. Molinar informed the group that the Community Garden bid opening is expected to begin on July 1, 2017.

Ms. Batayneh informed the group that former Commissioner Kallibjian was removed from the Commission by City Council at their April 4th meeting. The City Clerk's Office is accepting applications for the vacancy.

The group welcomed Christopher Rizzotti, the new Planning Board liaison, and Kathy Seesinghaus, the BUSD liaison filling in for Mr. Nolette.

Mr. Hampel announced that the Recycle Center will be hosting a series of compost workshops. On May 3, 2017, at 7:00 p.m. there will be a Los Angeles agriculture presentation at the Buena Vista Library. Mr. Hampel also announced that the Master Recyclers concluded their classroom training.

II. APPROVAL OF MINUTES:

Mr. Roesner moved and Mr. Newhoff seconded, to approve the March 20, 2017, minutes. The minutes were approved by Greg Dunigan, Myeisha Gamiño, Nazafarin Hadian, Robert Newhoff, David Roesner, and Jim Smith. Mr. Hagobian abstained. Mr. Yegparian arrived late and did not vote on this item.

III. AD HOC EARTH DAY SUBCOMMITTEE REPORT

At its March 20, 2017, meeting, the Commissioners agreed to form an ad hoc Earth Day Subcommittee to address collaborating with staff to formulate the April 22, 2017, Earth Day event. The Subcommittee may give an update on its activities. The Commission may ask questions, engage in discussion, and provide feedback.

The Earth Day event was cancelled and the ad hoc Subcommittee was dissolved.

IV. FINAL 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. The group finalized its 2017 goals at the March 20, 2017, meeting. The Commission may review their final goals, discuss securing a Council date for their presentation, and may entertain a motion and vote regarding items to include in the presentation.

The Commissioners reviewed the following 2017 goals from the March 20, 2017, meeting:

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

The group discussed formulating ordinances and/or codes that could be presented to Council that would provide guidelines to enhance sustainability citywide. Council member Frutos suggested that the Commissioners attend Council meetings to recommend proposed ordinances or codes for Council's consideration and direction. The group will continue to review their goals and discuss possibly preparing a presentation for a future Council meeting.

V. 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

Mr. Dunigan, on behalf of the Subcommittee, prepared the Green Spotlight Award Draft 2017 Criteria and Process. Ms. Gamino provided a brief overview of the draft document and asked the group to email revisions, comments, and suggestions to Ms. Batayneh for the May 15, 2017, meeting. The Subcommittee will prepare a draft Green Spotlight Award application for the group's review.

VI. 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.

There were no items to report.

VII. DISCUSS PERIODIC COUNCIL REPORTS

At its March 20, 2016, meeting, the Commissioners agreed to discuss providing periodic recommendations to Council on upcoming projects in the City. The Commission may entertain a motion and vote to appoint a Commissioner or Commissioners to provide recommendations during the oral communication period of Council meetings. The Commission may ask questions, engage in discussion, provide feedback, and may entertain a motion and vote regarding specific projects that the group would like to present to Council as an advisory body.

Mr. Smith would like to keep the Council apprised of the Commission's work. Council member Frutos recommended providing five minute updates during the Council meeting's first public comment period. The Commission Chair may request a joint meeting if there are issues of importance the group would like to discuss with the Council. The group agreed to revisit this item at a future meeting.

VIII. 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.

- Economic development presentation
- Continue final 2017 goals review
- Create new ad hoc subcommittees as needed for 2017 goals
- Information on how to prepare and pass an ordinance (City Attorney staff)
- Presentation on the City's finances (Finance staff)
- Review trash and recycle bin ordinance

IX. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2017:

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

This item was tabled to the May 15, 2017, meeting.

X. ADJOURNMENT

The meeting was adjourned at 6:58 p.m.