

Weekly Management Report

May 12, 2017

1. **Memo** City Council Membership and Dues Summary Information
City Manager
2. **Synopsis** Planning Board Meeting of May 8, 2017
Community Development Department
3. **Agenda** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of May 15, 2017
Burbank-Glendale-Pasadena Airport Authority
4. **Notes** City Notes, May 12, 2017
City Manager



CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMORANDUM

DATE: May 2, 2017
TO: Honorable Mayor and Members of the City Council
FROM: Ron Davis, City Manager 
SUBJECT: **City Council Memberships and Dues Summary Information**

Per Mayor Will Rogers request, and consensus from the Burbank City Council, this memo outlines all the City Council Memberships and Dues. An explanation of each membership is provided, along with the annual dues for each.

Membership: League of California Cities

Dues: \$26,310 for Calendar Year 2017

Benefit: State legislative advocacy and training

Description: Founded in 1898, the League of California Cities (League) is the leading local control advocate for California's cities. Through the League, cities collectively marshal the resources to defend and expand local control in the Legislature, at the ballot box, in the courts and through strategic outreach to inform and educate the public, policymakers and opinion leaders. League engagement has provided and protected hundreds of millions of dollars in revenue for cities in recent years and preserved local control against many threats to the land-use, employee relations and other authority of cities. All this is possible through the collective involvement of virtually every city statewide.

Membership: League of California Cities- Los Angeles County Division

Dues: \$1,444 for Calendar Year 2017

Benefit: Local legislative advocacy and training

Description: The Divisions function as the League's on-the-ground grassroots advocacy teams. They allow city officials to get involved in grassroots activities that support the quality of life in their community. The Divisions also provide the League board of directors

with necessary input and counsel from a diverse range of perspectives among a membership dispersed throughout a large state. Specific LA County Division benefits include:

- Participation in the Division Governance Structure
- Appointment to Regional Committees and Commissions
- Appointment to the League's Policy Committees
- Free Attendance at Regional Meetings and Trainings
- Policy Advocacy for Local Issues

For Fiscal Year 2016-2017, Council Member Jess Talamantes served as President for the LA County Division. Council Member Emily Gabel-Luddy and Bob Frutos served on LA County Division subcommittees.

Membership: Independent Cities Association Inc.

Dues: \$4,500 for Fiscal Year 2016-2017

Benefit: State legislative advocacy

Description: Independent Cities Association Inc. (ICA) is a nonprofit, public benefit corporation created in 1960. It is made up of forty-eight member cities in the Southern California area. The organization focuses on education, legislative advocacy, intergovernmental relationships and other major issues that transcend the boundaries of its member cities. ICA holds two Annual Seminars bringing together city council members, other city officials and business partners for the purpose of being better informed and to share relevant experiences. The Winter Seminar addresses public safety and the Summer Seminar focuses on contemporary issues. The City of Burbank has been a member since 2015.

Membership: National League of Cities

Dues: \$8,873 for Fiscal Year 2016-2017

Benefit: Federal legislative advocacy and nationwide conferences

Description: The NLC network includes mayors, council members, clerks, managers, department heads, and city staff from municipalities of all sizes that share in the resources and services offered by the NLC. NLC offers a variety of education and training opportunities throughout the year to help examine emerging issues and develop new skills. Each year NLC hosts two national conferences and a wide range of regional and issue-specific events. From webinars to press conferences to leadership training seminars, NLC events provide city leaders with the knowledge they need to build better communities. NLC empowers local leaders to advocate for city priorities. They are a voice in Washington, and can help shape NLC's policies and advocacy priorities by joining one of their seven federal policy committees:

- Community & Economic Development

- Energy, Environment & Natural Resources
- Finance, Administration & Intergovernmental Relations
- Human Development
- Information Technology & Communications
- Public Safety & Crime Prevention
- Transportation & Infrastructure Services

Former Council Member Dr. David Gordon served on the 2017 Community and Economic Development (CED) Committee.

Membership: The Valley Economic Alliance

Dues: \$15,000 for Fiscal Year 2016-2017

Benefit: Local business economic development vitality and stability

Description: The Valley Economic Alliance is a private, nonprofit economic development and marketing corporation that serves businesses in the five-city region of Calabasas, Burbank, Glendale, Los Angeles and San Fernando. The organization seeks to elevate the economic vitality and stability of the region by assisting San Fernando Valley business, education and government communities. The Alliance has an annual operating budget of approximately \$1.1 million generated from partner donations, special projects and events, and foundation grants. The benefits of becoming a member of the Valley Economic Alliance include promotion, accessibility and events.

Promotion:

- "Featured Investor Ad" on www.TheValley.net (organization's website) for six months
- Advertising on all investor related materials and E-Newsletter
- Advertising and links on www.TheValley.net
- Coverage and releases on City services and programs through mass email blasts, media partners and social media platforms

Accessibility:

- Access to Business Assistance Workshop
- Access to Economic Alliance Staff
- Access to Valley-wide Economic Development Programs
- Access to business and community assistance services in San Fernando Valley
- Access and introductions to board members and investors
- Appointment to the Valley Economic Alliance Board of Directors (Council Member Emily Gabel-Luddy currently part of Board of Directors)

Events:

- Personalized Seminar/Workshop to Businesses or a Brokers Breakfast
- Silver Sponsorship at one Signature Economic Alliance Event
- Hire Veteran Job & Resource Fair

The summaries above explain all the organizations the City Council is a member of. All the dues are included in the 2016-2017 City Council budget and will be part of the 2017-2018 proposed budget. Staff believes these organizations are valuable as they support the City at a state, county, federal, and regional economic development level. These organizations also assist us with legislative advocacy, grants, and training opportunities and help us collaborate with others to identify best practices.

memorandum

DATE: May 10, 2017
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of May 8, 2017**

At the regular meeting of May 8, 2017, the Planning Board discussed the following items:

Hearing

1. Project No. 16-4553 (Single Family Special Development Permit) | 1075 Grinnell Dr.

The Board was presented with an appeal to a Director's Decision that approved a Single Family Special Development Permit. The project was a request to construct a new 2,985 square-foot home, 1,600 square-foot basement, an attached 373.5 square-foot two-car garage, and a detached 180.5 square-foot one-car garage. The appeal objected to Staff's analysis of findings No. 1 and 2 concerning compatibility and scale/proportion to existing homes in the neighborhood. The Board denied the appeal and upheld the Director's Decision finding the project complied with applicable zoning regulations and moved to approve the Single Family Special Development Permit with a vote of 4-0. Ms. Eaton was absent.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by May 22, 2017.

Attendance

Present: Jo, Rizzotti, Atteukenian, Petrulis.

Absent: Eaton.



May 12, 2017

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, May 15, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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



REGULAR COMMISSION MEETING

AGENDA

MAY 15, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 15, 2017

9:00 A.M.

NOTE TO THE PUBLIC: *Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) April 3, 2017

[See page 1]

2) Finance and Administration Committee

(i) April 17, 2017

[See page 3]

(ii) April 11, 2017

[See page 6]

b. Commission Minutes
(For Approval)

1) May 1, 2017

[See page 8]

c. Third Amendment to Airport Use Agreement:
United Airlines, Inc.

[See page 14]

d. Month-to-Month Ground Lease: Overflow Storage
The Hertz Corporation

[See page 19]

e. Temporary Human Resources Letter Agreement
with TBI U.S. Operations, Inc.

[See page 21]

6. ITEMS FOR COMMISSION APPROVAL

a. Replacement Passenger Terminal Program
Marathon Communications, Inc., Georgino Development LLC,
and Conway Consulting, Ltd., Contract Extensions

[See page 24]

b. Award of Aviation Hangar Lease - Netflix, Inc.

[See page 41]

7. ITEMS FOR INFORMATION

a. Revised March 2017 Passenger/Cargo Statistics

[See page 43]

b. Moody's Credit Rating Update

c. Replacement Passenger Terminal Status Update

8. CLOSED SESSION

a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller
Employee Organization: IAFF I-60

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director

9. ADJOURNMENT

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

May 12, 2017

Proposed Budgets for Fiscal Year 2017–18

The City of Burbank is getting ready to adopt its Fiscal Year (FY) 2017-18 Budget. Proposed budgets and budget study session materials were distributed on Thursday, May 4. Budget materials are now available for review at the City Clerk's office, Financial Services Department, Burbank Library Branches and on the City of Burbank website. A budget study session took place on Tuesday, May 9, and another session scheduled to take place on Tuesday, May 16. The study sessions include an overview of the FY 2017–18 proposed budget, which includes information on FY 2017–18 General Fund projected revenues, proposed appropriations, the 6-year forecast, as well as the citywide fee study along with proposed fee schedule changes. A public hearing on utility rates will take place on Tuesday, May 23. The public hearing and adoption of the FY 2017–18 Budget will take place on Tuesday, June 6.

Burbank Police Host Coffee with a Copy Event at Porto's



The Burbank Police Department hosted another round of “Coffee with a Cop” at Porto's Bakery in Burbank on Wednesday, May 3. This increasingly popular event drew a crowd of community members who stopped by for casual conversation with Burbank Police Officers and, of course, a fresh cup of coffee and pastry. Coffee with a Cop has grown in popularity and gives the public an opportunity to ask questions and learn more about the Police Department, while sharing crime prevention tips and other useful information. The next event is already in the planning stages and will likely be expanded to include a Saturday or Sunday so more people are able to attend.

Tri-City Electric Car Guest Drive Event

BWP and two neighbors to the east, Glendale and Pasadena, hosted an Electric Vehicle Guest Drive event on Saturday, April 8. The event was a huge hit with 350 people attending, and 237 drivers taking nearly 500 test drives! Attendees got to pick electric vehicle options from Audi, BMW, Chevrolet, Kia, Nissan, Tesla, Toyota, and Volkswagen. Participants heard from EV owners about their personal experience with owning an electric vehicle. It was a beautiful day filled with EV education and fun!



Gross Science



Students in Grades 2-5 learned more than they ever wanted to know about digestion. The incredibly messy program was called Gross Science – How the Digestive System Works and was offered at Burbank Central Library on Wednesday, April 19.

Senior with a Senior for a Day

The Joslyn Adult Center partnered with the Burbank Unified School District to facilitate the second annual “Senior with a Senior for a Day” on Tuesday, April 18. Approximately 50 participants from local high schools and Joslyn Adult center were paired and given the opportunity to experience an average day from the other person’s perspective. The day began at local high schools where partnered participants attended classes, ate lunch and toured campuses together. All participants finished the day at Joslyn Adult Center for a tour of the facility, dessert, and a presentation from Mayor Jess Talamantes and Superintendent Matt Hill. The purpose of this



day event is to offer seniors in high school a chance to communicate, share and collaborate with the older citizens in community. It also allows the older citizens to learn about how things have changed for high school students, and how education is impacting the lives of future leaders. This program is a great reminder that good people, doing good things at any age is wonderful and there is so much we can learn from each other.

Economic Development Website



Burbank’s new Economic Development website launched in the first quarter of 2017. The purpose of the new website is to unite all economic resources into one user-friendly location. The homepage provides direct access to information needed to assist the business community, including resources on how to start a business, business incentives, citywide demographics, and current and proposed developments. The website also presents a portal for economic indicators, entrepreneurship, workforce and industry

profiles, quality of life, permit and license guidance, zoning information, leasing opportunities, and business incentives. In addition to this pertinent citywide information, the all-encompassing website provides a valuable tool to the business community with helpful links to local, regional, statewide, and national resources and business incentives.

Baby Steps

Baby Storytime is offered each week at the Northwest Branch Library for children under 12 months and their caregivers. The time together focuses on songs, stories, and rhymes. Learning to read starts from birth. Newborn babies learn how to read signals all around them by listening to voices, watching faces, and reading body language. Babies need to hear and



use sounds, sound patterns, and spoken language. This helps prepare them to eventually learn to read printed words.