

Weekly Management Report

June 9, 2017

1. **Synopsis** Landlord-Tenant Commission Meeting of May 1, 2017
Community Development Department
2. **Synopsis** Downtown Burbank Partnership (P-BID) Meeting of
May 17, 2017
Community Development Department
3. **Synopsis** Traffic Commission Meeting of May 25, 2017
Public Works Department
4. **Memo** The Castaway Restaurant – Closure Notice
City Manager
5. **Memo** Replace proposed Bicycle Rack Encroachment Permit
Public Works Department
6. **Notes** City Notes, June 9, 2017
City Manager



memorandum

DATE: May 19, 2017

TO: Ron Davis, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – May 1, 2017

- One member of the public attended the meeting for information and educational purposes.
- In response to additional agenda items, the Commission suggested a presentation by the Burbank Police Department on Landlord and Tenant issues encountered in the City. Staff will discuss the inquiry with Burbank PD and report back to the Commission.
- Staff presented a summary of the background, powers and duties of the Landlord Tenant Commission. Staff also provided a copy of the formation ordinance, and information posted on the City's website for the Commission.
- The Commission passed a motion to request a Council Liaison. Staff explained the request could be done in person at a Council meeting or in writing to the City Council. Chairperson Smith will reach out to the City Council.
- The Commission reviewed summary information on Landlord and Tenant frequently asked questions, and discussed the availability of the information on the website and in past publications like the City's newsletter and utility bill inserts.
- Staff provided the Commission with the following updates: 1) the City Attorney's Office presentation on the Brown Act and Conflict of Interest Code in June; 2) Planning staff's presentation on the new Accessory Dwelling Units (ADU) ordinance in July; and 3) a future presentation with the Fair Housing Council.

memorandum

DATE: June 1, 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 – May 17, 2017

- The Board discussed the appointment of a new member for the vacant Board seat. Mary Cutrone, CEO of the Burbank Community YMCA and Amy Brown, General Manager for the Burbank Town Center, both applied for a vacant position. Amy Brown was nominated to the position because the Board felt that the transition that the Town Center was undergoing would be vital to the success of Burbank; Ms. Brown was confirmed to fill the vacant Board seat. The Board also nominated and confirmed an offer of non-voting membership to Mary Cutrone.
- Staff discussed the First Street Village Project with the Board noting that representatives from the project had requested a letter in support of the project. The First Street Village project will be going to City Council for review on May 23, 2017. The Board briefly discussed endorsement of the project, and a letter of support was unanimously approved to be sent in favor of the project to City Council on behalf of the Downtown Burbank Partnership.
- Staff presented renderings from ASD Interiors to the Board for the Art and Mural Program. This Program would continue to improve, enliven, and add art features to the paseos in addition to the currently approved infrastructure upgrades taking place. The Board approved the proposed renderings and initiated Phase II of the contract with ASD Interiors which includes: finalizing all approved items in an organized budget, obtaining all pricing for labor and materials, and coordinating to ensure the details of the design are fully delivered for proper installation.
- Staff presented the Board with two proposals for management of the Downtown Burbank Car Classic from Utopia Entertainment and the Road Kings respectively. Working with the Road Kings would require more staff involvement up front, but would create a cost savings of potentially \$7,500 and has the potential to increase car participation due to the Road Kings experience in car show management. The Board voted to approve a proposal from the Road Kings for the 2017 Downtown Burbank Car Classic.

- Staff presented a proposal for tree maintenance to the Board from Mobile Illuminations. The proposal would allow the lighting brackets in 68 trees along San Fernando to be loosened to accommodate tree growth. Staff reminded the Board that district-wide maintenance for projects implemented and funded by the PBID are the PBID's ongoing responsibility, and will remain in place for the life of the PBID. The proposal was approved as presented.
- Staff presented a preliminary marketing strategy to the Board seeking input and direction for the development of a comprehensive marketing strategy. Items discussed included social media management, target market profiles, owned media channels, and measuring return on investment. The Board directed staff to seek out bids from marketing companies for review. City staff will oversee the management of this contract.
- The next regular board meeting is scheduled for June 1, 2017.

TRAFFIC COMMISSION
May 25, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Rebecca Granite-Johnson, Kevin Harrop, , Andre Krikorian, Brian Malone, Paul McKenna
Vanessa Rachal, and Joe Terranova.

Members Absent:

Michael Kiaman

III. ORAL COMMUNICATIONS

A. Public Communication

Residents spoke both in support and in opposition of the installation of Permit-Only Parking Zone on the 900 block of North Lima Street.

B. Commission Comments

Brian Malone would like the agenda and report(s) posted a week prior to the Traffic Commission Meeting, if possible.

Linda Barnes voiced her concern on the stop sign at Bonnywood Place and Orange near the freeway exit/entrance; it is difficult to see due to placement and trees. Joe Terranova also requests a stop sign be placed on the left side as well. Staff to review the area.

C. Staff Communication

Staff provided an update on the following:

Caltrans Empire Project – Caltrans reopened Empire Avenue east of Wilson to Victory Place; however, there were turning issues and it was determined the best way to resolve that was to reclose the Empire Avenue. Stop signs were removed from Victory Place.

Buena Vista Synchronization Project – South of San Fernando to 134 freeway synchronization is deployed; consultant and staff to present the results to the commission at June's meeting.

Metro Board Meeting - Metro board approved additional \$4 million in Measure R funding to complete further improvement projects. Once City Council approves the formal budget for FY17-18, staff will present all traffic projects to the commission.

Staff introduced the Interim Director, Jim Biery.

IV. APPROVAL OF MINUTES:

Brian Malone motioned to approve the April Minutes; seconded by Joe Terranova. The motion passed unanimously.

V. PUBLIC HEARINGS:

A. Install a New Permit-Only Parking Zone on 900 Block of North Lima Street

Staff reported on and recommended the approval of the petition for Permit-Only Parking Zone on the 900 block of North Lima Street.

David Kriske and Fred Ramirez, representatives of Community Development, reported on an upcoming citywide comprehensive parking study, pending City Council's approval. Also reported on a short term resolution, involving the sharing of private off street parking lots. CDD has reached out to businesses with underused parking lots to gauge their interest in sharing their lots, and possibly charging for public use in off business hours.

Several business owners spoke against the proposed permit parking zone while some residents spoke in favor of the zone.

After further discussion, Brian Malone motioned not to support staff's recommendation to install a Permit-Only Parking Zone; Vanessa Rachal seconded the motion. Motion passed 6 to 2, with Kevin Harrop and Paul McKenna against.

Joe Terranova motioned to recommend to the Public Works Director to contact the residents of the 900 N. Lima block, indicating the Traffic Commission recommends a 2 Hour Time-Limit Parking Zone; Brian Malone seconded. Motioned passes unanimously.

VI. REPORTS: None.

VII. DISCUSS COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

Commission will email staff, individually, three goals to present to City Council. Goals will be compiled and discussed at the next Traffic Commission meeting.

VIII. FUTURE AGENDA ITEMS:

- 1) Public Hearing, Review of preferential parking zone on Chavez St-June
- 2) Report on Buena Vista signal synchronization project-June
- 3) Bike Share Program via Metro
- 4) Report on AB1069
- 5) PIO tutorial for flashing yellow arrows
- 6) Update from CDD on parking study

IX. ADJOURNMENT:

7:09 pm



CITY OF BURBANK
CITY COUNCIL OFFICE

'17 JUN -7 A11:18

(Copy to CM + ACM)

May 31, 2017

Will Rogers
Mayor, City of Burbank
Burbank City Hall
275 East Olive Avenue
Burbank, California 91502

Re: Closure Notice – The Castaway restaurant, 1250 E. Harvard Road, Burbank, California 91501; Closure Date: August 6, 2017

Dear Mayor Rogers:

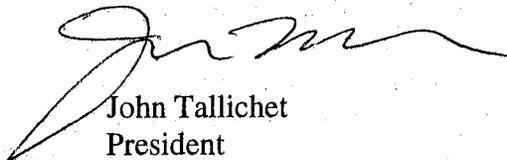
This notice is being provided pursuant to the federal and California Worker Adjustment and Retraining Notification Act (“WARN”), which requires employers to give official notice to certain government units or officials of a pending permanent closure. This letter serves to advise the Mayor of Burbank that Verdugo Restaurant Corporation will be temporarily closing The Castaway restaurant, located at 1250 E. Harvard Road, Burbank, California 91501 for renovations which are expected to last up to approximately four (4) months. On August 6, 2017, Verdugo Restaurant Corporation will close the restaurant, at which time all operations at the restaurant will cease. The closure will result in the loss of approximately 155 positions. Below is a list of job titles and the number of employees with each title that will be affected by the closing:

<u>Job Title</u>	<u>Total</u>
General Manager	1
Assistant General Manager	1
Assistant Manager	2
Sous Chef	1
Chef de Cuisine	1
Director of Catering	1
Special Events Sales Manager	3
Special Events Manager	1
Floor Supervisor	1
Host/Hostess	8
Busperson	10
Server	26
Food Runner	5
Bartender	7

Line Cook	12
Prep Cook	10
Dishwasher	8
Special Event Sales	3
Special Events Captain	3
Special Events Bartender	8
Special Events Food Server	31
Special Events Busperson	7
Special Events Set Up	1
Office Manager	1
Repair and Maintenance	3

The affected employees do not have transfer or bumping rights, and are not represented by a union. For further information, please contact Verdugo Restaurant Corporation's Human Resources Administrator, Beth Cameron, at (714) 279-6158.

Sincerely,



John Tallichet
President

**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: June 6, 2017

TO: Ron Davis, City Manager

FROM:  Jim Biery, Interim Director/Special Advisor to the City Manager
Via: Dan Rynn, Chief Assistant Public Works Director – City Engineer

SUBJECT: Replace proposed Bicycle Rack (Bike Rack) Encroachment Permit fee with a one-time Excavation Permit fee of \$102

At the May 16th Council Budget Study Session, City Council discussed the proposed new encroachment fee for the installation of bike racks within the public right-of-way. These bike racks would be installed in the parkway/sidewalk and not on the pavement section of the street. At the May 16th Council meeting, staff recommended that bike rack installations be permitted with an Excavation Permit instead of an Encroachment Permit as originally proposed. The \$200 yearly Encroachment Permit would be replaced with a \$102 one-time Excavation Permit. The City would also take on the maintenance and liability for these bike racks. This action is consistent with the City of Burbank's efforts to encourage active mobility with new bicycle lanes and related facilities.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

June 9, 2017

Burbank Police Participate in Special Olympics Torch Run



Seventeen members of the Burbank Police Department participated in the annual Southern California Special Olympics Torch Run on Wednesday, June 7. The Special Olympics Torch carries the “Flame of Hope” and is symbolic of the nationwide partnership between law enforcement and the Special Olympics program. The torch was carried across Los Angeles County, leading up to the start of the Tri-Valley Special Olympics Summer Games, which will take place on June 10 and 11 at California State University, Long Beach. Burbank Police accepted the torch

from LAPD North Hollywood Division just before 1:00 p.m., at Riverside Drive and Clybourn Avenue. The route then spanned four miles as runners headed east on Olive Avenue to the Burbank Police Department for a group photo, before running the final leg down Glenoaks Boulevard to Alameda Avenue for a hand-off to Glendale Police. The Burbank Police is very active in the Special Olympics and participate in several other events throughout the year, including “Tip-a-Cop” and the “Plane Pull” fundraiser.

Memorial Day Ceremony

Hundreds of community members gathered at McCambridge Park for the Burbank Memorial Day Ceremony on Monday, May 29. The annual event was hosted by the Parks and Recreation Department and Burbank Veterans Committee. The event included a pre-ceremony concert by the Burbank Community Band, flyover by the Condor Squadron, the National Anthem sung by Ms. Grace Sessinghaus of John Burroughs High School, and remarks from elected officials Mayor Will Rogers, Congressman Adam Schiff, Senator Anthony Portantino and Assemblymember Laura Friedman. During the Ceremony of the Rose, local Boy Scouts and Girl Scouts placed roses on approximately 288 fallen Burbank soldiers’ names on the War Memorial from all five military branches.



PRExcellence Awards



The PRExcellence Awards are presented by the California Library Association (CLA), and honor the highest quality efforts of California libraries in promoting and communicating their message to their customers. Libraries are encouraged to submit their best PR materials and entries are assessed according to their visual appeal, relevance to the target audience, clarity of brand or identity, originality, creativity, and overall impression. This year’s winner in the Wildcard Category is Joan Cappocchi’s 2016 project, “Launch of Burbank in Focus.” Combining promotional ideas from a number of library staff, Joan created the logo and marketing materials for *BurbankinFocus.org*. Submitting those ideas and

materials, along with the added promotion from the City’s Public Information Office (PIO), combined to create an award-winning campaign.

Older Americans Month

The City celebrated its seniors this May with Older Americans Month. This year's theme was "Age Out Loud," which focused on giving aging a new voice. Throughout the month, communities across the nation recognized outstanding senior volunteers as active, productive, and influential members of our communities. This year, the recipients of the City of Burbank's Older American Volunteer Service Awards are Lynn White-Shelby and Mickey DePalo. Both awardees were recognized at the City Council Meeting on Tuesday, May 23. Lynn was also recognized at the 52nd Annual Older Americans Recognition Day Awards in Los Angeles on Wednesday, May 31.



Burbank's Master Recycler Program Gains Notoriety

The City's Public Works Department completed the Providencia Sewer – Phase I Improvement project in May 2017. The work consisted of constructing approximately 1,700 feet of new sewer pipe along Providencia Avenue (from just east of San Fernando Boulevard to Bonnywood Place) and along Cedar Avenue (just west of San Fernando Boulevard). To complete these necessary sewer improvements, the City coordinated with IKEA's on-going construction work and grand opening events, and with other surrounding businesses to minimize the impacts. Finally, the City was able to resurface the streets and intersections affected by the construction (see photo below), which will improve the ride quality for motorists.



Intersection of Providencia & San Fernando looking west during construction



Intersection of Providencia & San Fernando looking west after construction

Senior Games



The kick off day for the 23rd Annual Burbank Senior Games was held on Monday, May 8. In the two-week period, 105 participants engaged in friendly competition in nine different events including Tennis, Golf, Wii Bowling, Texas Hold-Em, and Horseshoes. The Joslyn Adult Center staff thanks Judy Pike, an amazing volunteer who helped run the games.

The Burbank Channel Receives Three Emmy Nominations

The Burbank Channel (TBC), the City of Burbank's government TV channel, has earned an unprecedented three Emmy nominations for the 69th Los Angeles Area Emmy Awards to be held Saturday, July 22, at the Television Academy's Saban Media Center in North Hollywood. The Academy has nominated former Mayor Jess Talamantes' 2016 State of the City video "Wave of the Future" in the "Feature Segment." The video focused on the inevitability of change and how the Burbank community has addressed change in the past, present and future. This is the second year in a row the Academy has recognized TBC's State of the City video; last year's "Drawing Power of Burbank" won for "Information Segment." TBC also earned an Emmy nomination in the "Informational Series" category for its magazine show "Burbank On Demand." The quarterly show features City of Burbank services and unique stories regarding people and places in the Media Capital of the World. TBC's third Emmy nomination came in the "Information Segment" category for its "Food Waste Prevention" story. The humorous piece explored how the average family throws away \$1,500 worth of food each year wasting resources and shortening the life of landfills.