

Weekly Management Report

June 23, 2017

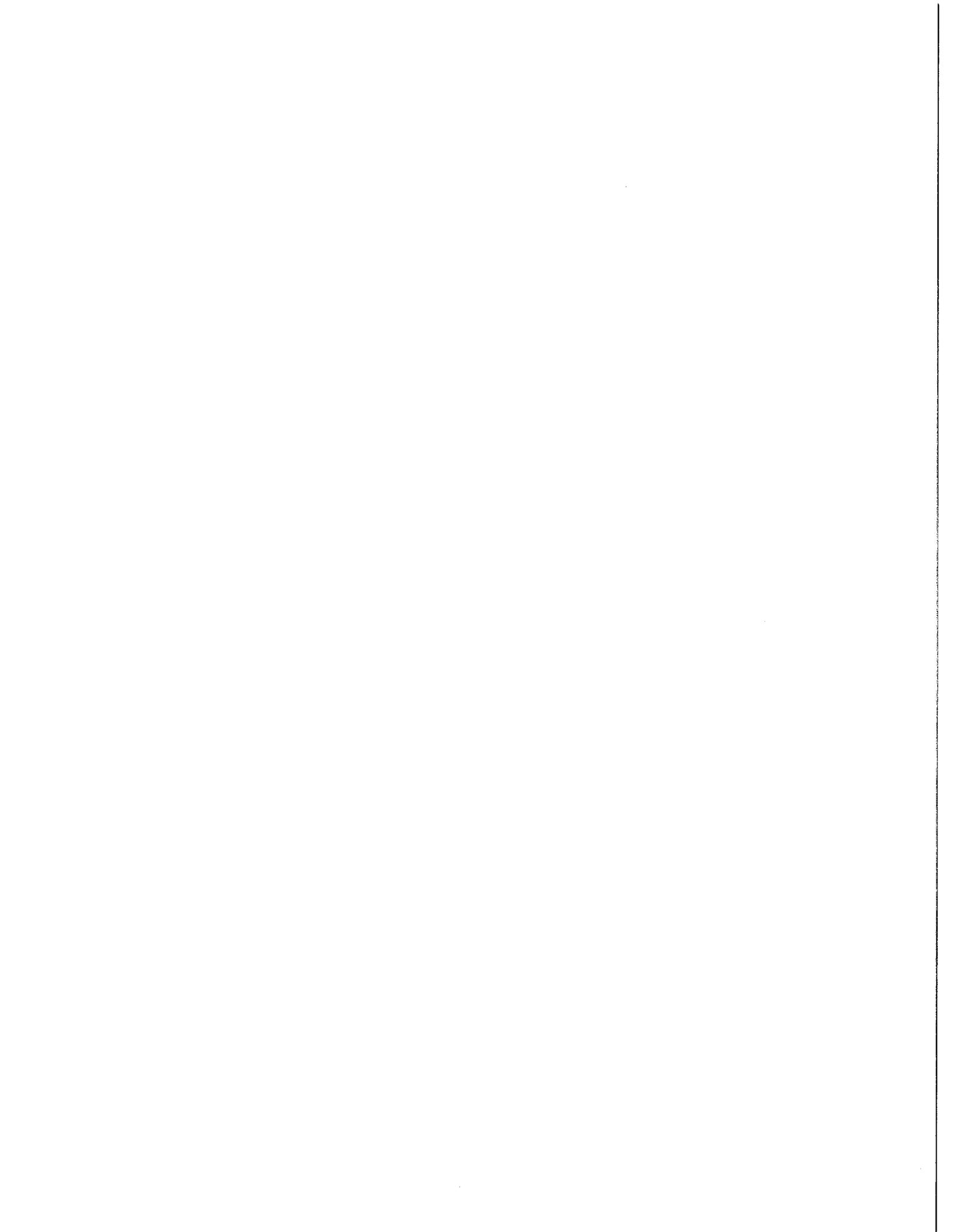
1. **Synopsis** Transportation Commission Meeting of May 15, 2017
Community Development Department

2. **Synopsis** Parks and Recreation Board Meeting of June 8, 2017
Parks and Recreation Department

3. **Synopsis** Planning Board Actions of June 12, 2017
Community Development Department

4. **Synopsis** Sustainable Burbank Commission Meeting of June 19, 2017
Public Works Department

5. **Notes** City Notes, June 23, 2017
City Manager



memorandum

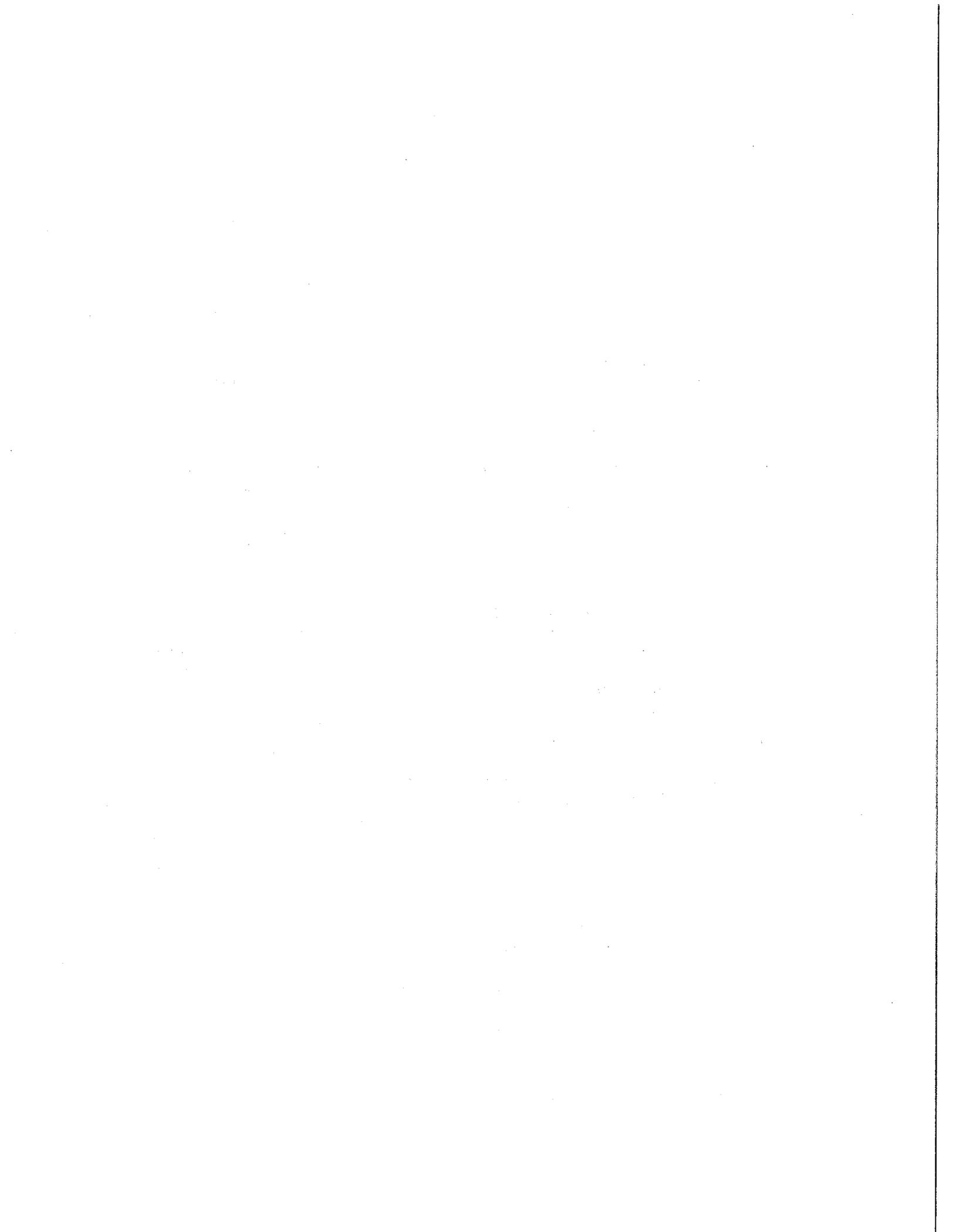
DATE: June 6, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: May 15, 2017 Transportation Commission Meeting Synopsis

- The Commission voted to create a subcommittee to serve as liaisons between the Senior Board and the Transportation Commission to provide assistance to the Senior Board's World Health Organization (WHO) Age Friendly Cities Study. This subcommittee will be represented by Vice Chair Janet Diel and Commission Member Patrick Dickson. The Commission also discussed creating a subcommittee for the upcoming BurbankBus Comprehensive Operations Analysis (COA).
- Staff discussed the new proposed cost recovery program for the BurbankBus Senior & Disabled Transit fare, which will be part of City Council's upcoming budget discussions. Staff discussed the policy framework the City is developing for all citywide fees depending on the critical nature of the service. Senior & Disabled Transit is categorized as an "Important Service" and therefore the City has proposed to set a goal of a 20% cost recovery for the service. Council will consider increasing the Senior & Disabled Transit fare from a suggested voluntary donation to a \$2.00 mandatory fare per trip and \$0.50 per trip for low income riders. The Commission passed a 6-0 vote in support of Staff's recommendation for instituting a mandatory two-tiered fare and suggested a further study on the costs of providing the service, particularly weekend service, to find better alternatives and solutions.
- Staff presented the results of a recent report of the Downtown Burbank Metrolink Station Parking Study. The Study concluded that parking for transit users is unavailable during some peak periods and that implementing a parking management program is recommended. The Commission asked to bring back discussion of the Study at a later date in order to have more time to review the Study before making further comments or decisions.
- The next Transportation Commission meeting will be held on Monday, June 19th at 5:00 pm.



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

Meeting: Parks and Recreation Board

Date: Thursday, June 8, 2017

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

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

Board Members Absent: Ms. Lowers

Youth Board Members Present: Skyler Bercini, Henry Cook, and Sandi Assaf

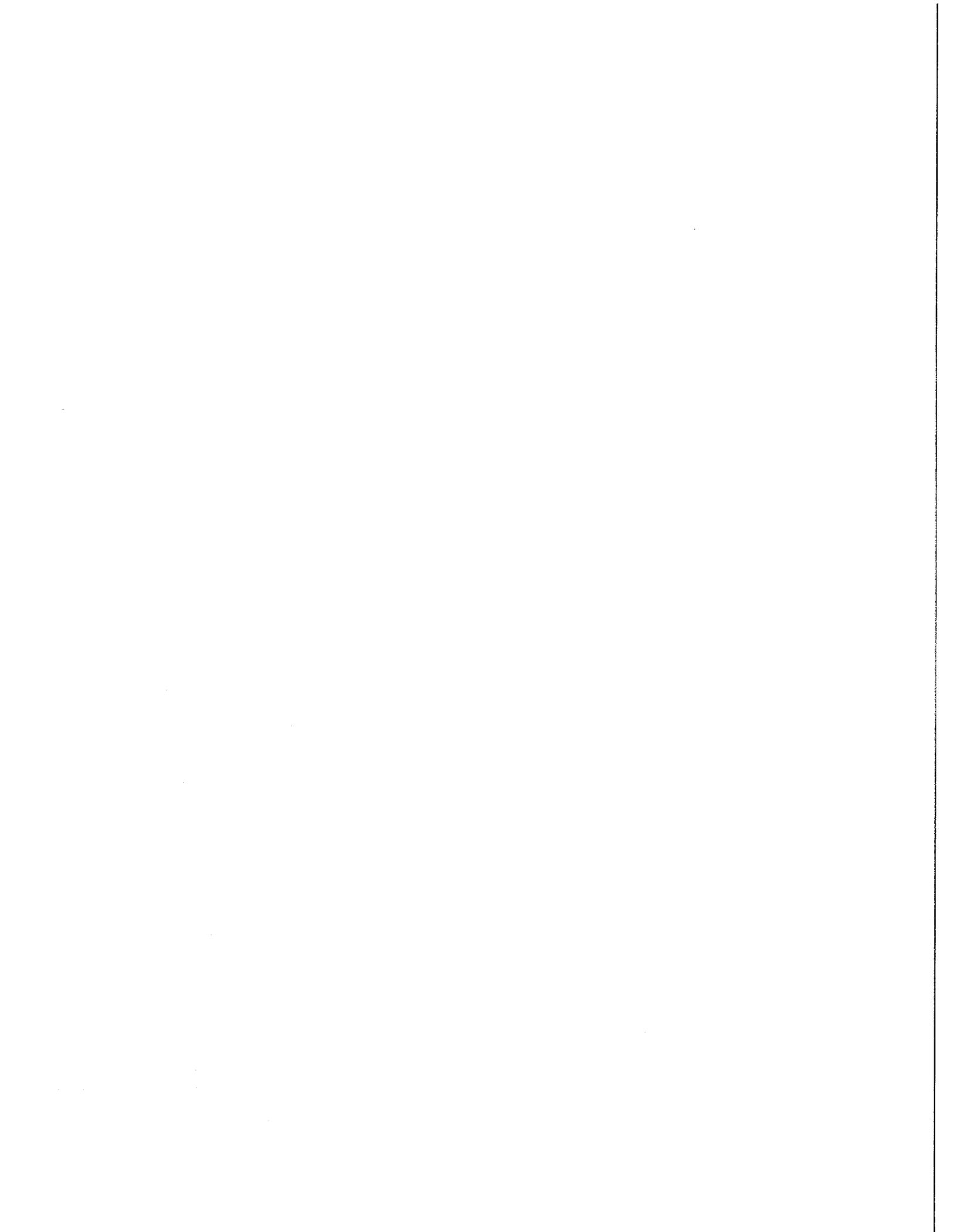
Item Discussed	Summary	Direction or Action, if any
1 Recognitions	None.	
2 Oral Communications	Alex Lewin addressed the Board concerning the higher cost of the Verdugo Aquatics Facility lap swimming fees when compared to City of Los Angeles fees.	
3 Response To Oral Communications	The Board thanked Mr. Lewin for bringing the concern to the Board. Staff provided the fee structure for monthly, summer, and yearly lap swimming. Ms. Wilke briefed the Board on the recently Council approved Program, Activity, and Service Subsidy (PASS) Program.	
4 Written Communications	None.	
5 Park Board Comments	Ms. Jackson reported on the Art in Public Places Committee meeting noting Ikea's request to change the original proposed art project location was approved. A second project reviewed for consideration was not approved.	
6 Burbank Youth Board - Teen Activities Report	Mr. Altman introduced the Youth Board members who shared results of their teen survey with the Board. The survey polled 128 teens with the objective to gauge the interest of new teen activities and programs to be offered at City parks. The results recommend implementing a larger variety of teen sports events, including volleyball tournaments, teen dodge ball events and/or paintball, teen art events such as paint nights, teen music concerts, and teen dances. Staff will explore the possibility of working with the Burbank Unified School District through the Joint Use Agreement to promote volleyball activities. Staff will also look into incorporating the activities mentioned in the results of the survey.	It was motioned by Ms. Jackson, seconded by Mr. DePalo and carried 4-0 to "direct staff to provide a report to the Youth Board on the programming changes resulting from the survey".

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

7	<p>Amendment to the Lease and Operation Agreement for DeBell Golf Course</p>	<p>Noted and Filed.</p>
8	<p>Consent Calendar</p> <p><u>Approval of Minutes</u> Minutes of the May 13, 2017 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Report</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was moved by Mr. Gussow seconded by Mr. De Palo and carried 4-0 "to approve the Consent Calendar."</p>
9	<p>Tabled Items</p>	<p>None.</p>
10	<p>Second Period of Oral Communications</p>	<p>None.</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

11	Response to Second Period of Oral Communications	None.
12	Additional Comments from the Board	<p>Mr. DePalo inquired if the Betsy Lueke Creative Art Center name may now appear in upcoming Parks and Recreation program brochures. Staff will follow up on the inquiry.</p> <p>Ms. Jackson suggested that Parks and Recreation reach out to the Community Development Department (CDD) to provide park feature suggestions for the soon to be built park on Behunin property in the Downtown area. Ms. Garcia will work with CDD staff if an opportunity exists to provide input.</p> <p>Mr. Gussow invited everyone to come out to Civitan Day festivities at Izay Park on June 10th at 9:00 a.m.</p> <p>Dr. Barta stated that Park Board will be dark in the month of July.</p>
13	Introduction of New Agenda Items	None.
14	Adjournment	The meeting was adjourned at 7:28 p.m.



memorandum

DATE: June 13, 2017
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of June 12, 2017**

At the regular meeting of June 12, 2017, the Planning Board discussed the following item:

Hearing

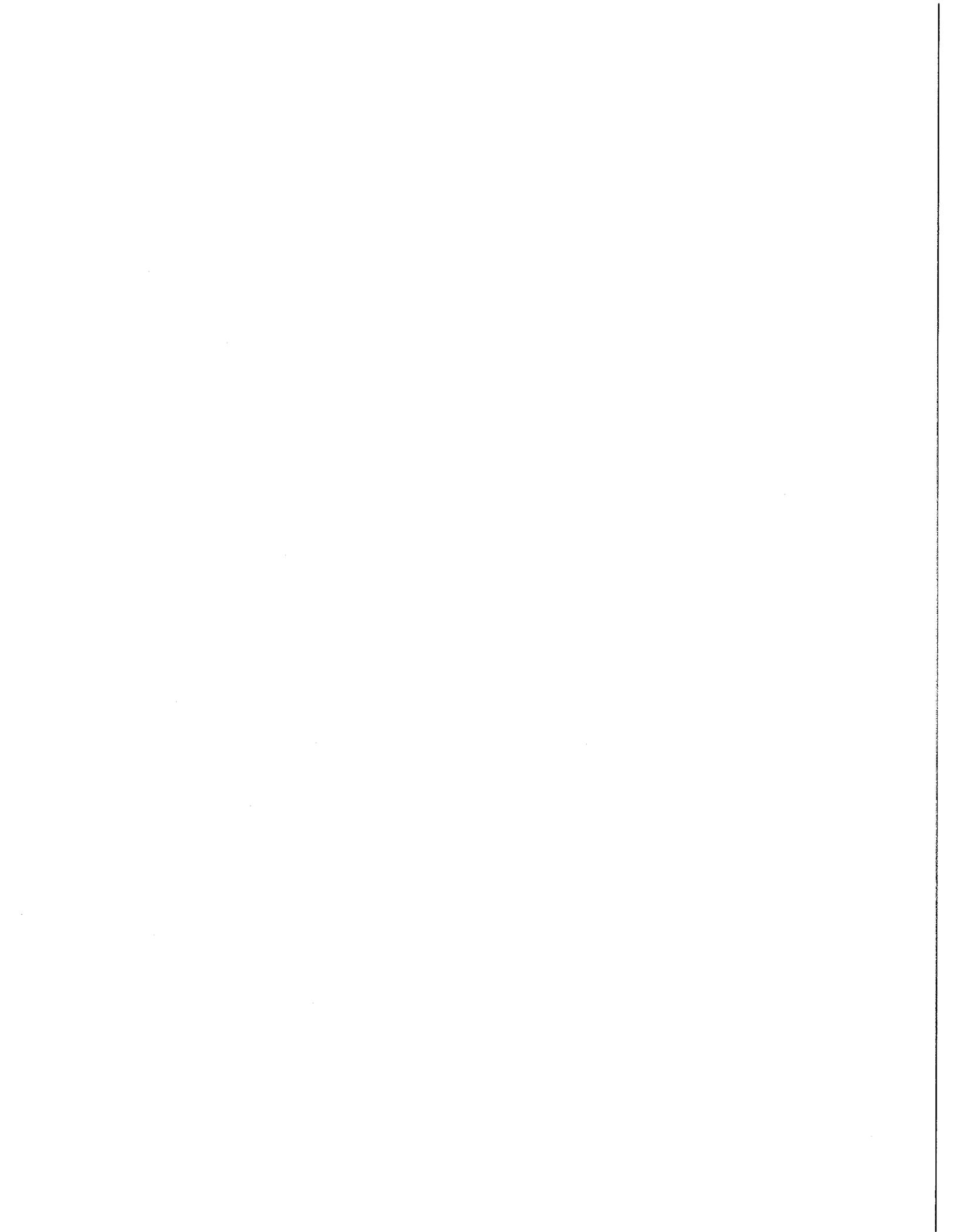
1. Project No. 16-5638 (Hillside Development Permit) | 3036 Trudi Lane

The Board was presented with an appeal of the Community Development Director's decision to deny a Hillside Development Permit. The project was denied because the proposed front porch design and "Top Plate" height (13.5 feet) was not compatible with the prevailing neighborhood character. The appeal objected to staff's analysis in findings No. 1 and 2 required for the approval of an HDP, concerning compatibility and scale/proportion to existing homes in the neighborhood. The Board disagreed with staff that finding No. 1 and 2 cannot be made and voted 5-0 to uphold the appeal and approve the Hillside Development Permit.

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 June 27, 2017.

Attendance

Present: Jo, Rizzotti, Atteukenian, Eaton, Petrusis.



SUSTAINABLE BURBANK COMMISSION
June 19, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication:

Public speakers, Chris Weber and Heather, asked for the Commission's support on developing policies for sustainable practices at the Burbank Glendale Pasadena Airport.

Councilmember Frutos, on behalf of Councilmember Springer, distributed a summary of developer contributions for the First Street Village project.

B. Commission Member Communication:

Newly appointed Commissioner, Limor Zimskind, introduced herself to the group.

Mr. Roesner thanked Mr. Smith for his service as a Commissioner. Mr. Smith is the only remaining original member of the group.

Mr. Newhoff expressed his concerns regarding Amazon's acquisition of Whole Foods and the negative impact it has on other retailers.

Mr. Dunigan stated that he would like to discuss the Commission's communication with Council during a future meeting.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, stated that the Recycle Center is hosting a composting workshop on June 28, 2017, and will host a showing of the film "Just Eat It" on June 26, 2017. Recycle Center staff will also be facilitating the annual zero waste program for the Starlight Bowl summer concert events.

Mr. Hampel reported that there is a State Senate bill currently in process that would ban polystyrene food containers in California by 2020.

II. APPROVAL OF MINUTES:

Mr. Yegparian moved and Ms. Gamiño seconded, to approve the May 15, 2017, minutes. The minutes were approved by all present.

III. ECONOMIC DEVELOPMENT PRESENTATION

At its April 17, 2017, meeting, the Commissioners agreed to invite staff from the Community Development Department to provide a presentation on business and economic development in Burbank. The Commission may ask questions, engage in discussion, and provide feedback.

Simone McFarland, Assistant Community Development Director, Business & Economic Development, provided a presentation on the economic and business development in the City of Burbank and discussed parking, housing, retention of businesses, tourism, planning, and homelessness.

IV. 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, reported that there will be a business and resident category for the award. The Subcommittee created a draft application that will be emailed to staff for distribution to the group for review and feedback. Ms. Zimskind volunteered to help refine the final application. The Subcommittee will now focus on outreach to encourage applicant participation.

V. CONTINUE FINAL COMMISSION GOALS DISCUSSION & CREATE AD HOC SUBCOMMITTEES:

The group discussed and reviewed their 2017 goals at the April 17, 2017, meeting. The Commission may continue to review, refine, finalize, and prioritize their future objectives and may entertain a motion to form as-needed ad hoc subcommittees that pertain to the Commission's final list of goals.

The group discussed moving forward with refining, prioritizing, and finalizing their goals to make Burbank more sustainable. Councilmember Frutos reported that Council approved the Environmental Impact Report for the site at 600 San Fernando Boulevard and encouraged the group to create Subcommittees for upcoming development projects. Mr. Roesner suggested dissolving current subcommittees.

The Commissioners agreed to have a study session at their July meeting to review the Burbank Sustainability Action Plan in order to finalize their future goals.

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.

The Subcommittee had no new 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.

- Study session to review the Sustainability Action Plan and the Commission's future goals
- Discuss creating ad hoc subcommittees for specific development projects
- Discuss the Commission's communication with the City Council
- Discuss drafting a letter in support of a styrofoam ban
- Discuss hosting a sustainable film fest
- Discuss the creation of a noise ordinance in the downtown

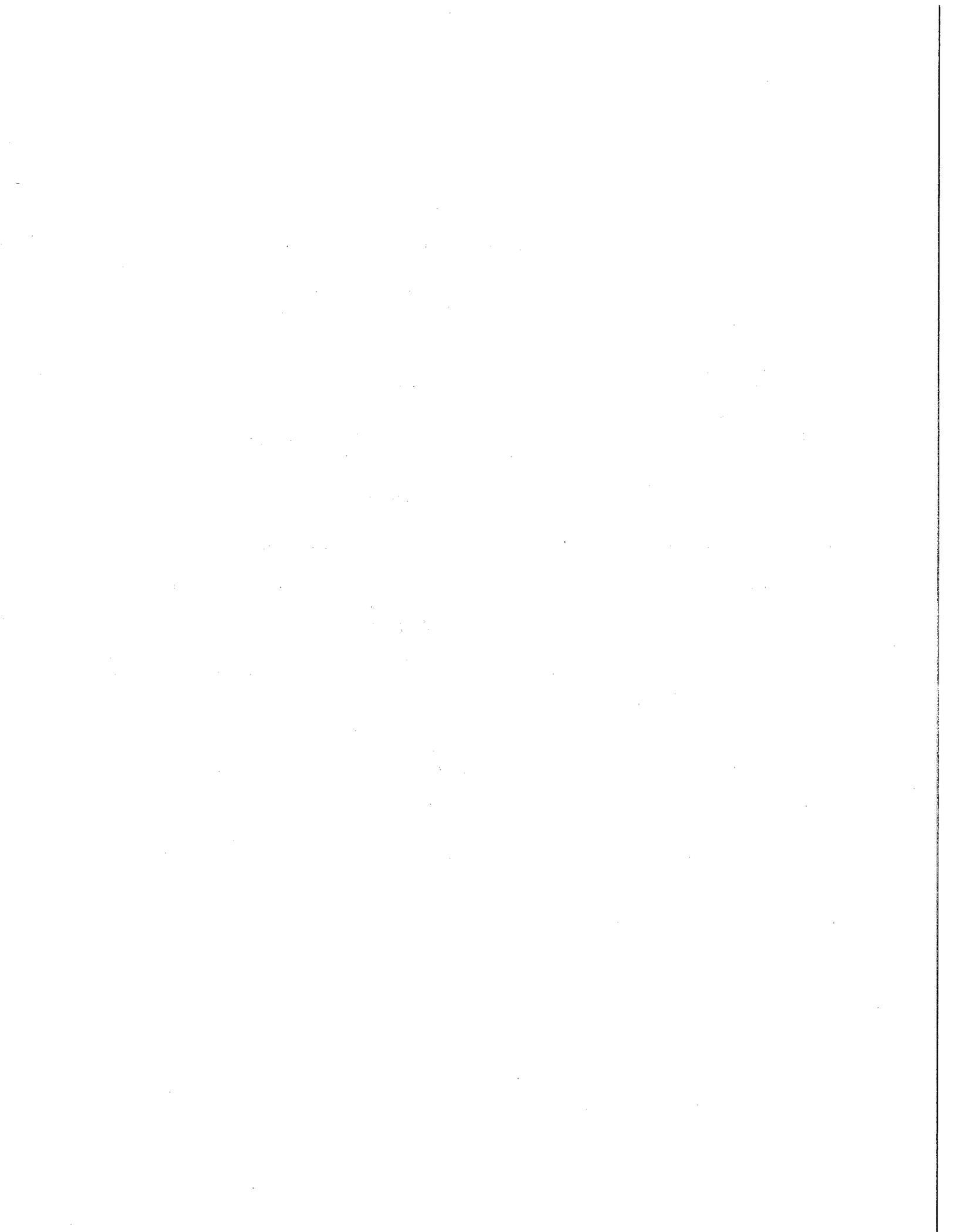
VIII. BURBANK GREEN SPOTLIGHT AWARD FOR JULY 2017:

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

This item was tabled to August 2017.

IX. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.



CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

June 23, 2017

BFD's Hazardous Materials 12 Attains Type 1 Re-Certification



The Burbank Fire Department's Hazardous Materials (HazMat) 12 was inspected by the California Governor's Office of Emergency Services and successfully attained re-certification as a Type 1 HazMat Team on Thursday, June 8. This designation means HazMat 12 has the highest level of operational capability and provides a vital element of public safety that mitigates chemical, biological, radiological, nuclear or explosive substances. There are just six other Type 1 HazMat Teams in LA County. Congratulations to the dedicated HazMat 12 members for maintaining the Type 1 status!

The City Clerk's Office Passport Services Page has had a Facelift

The City Clerk's Office announced a fresh new look on the City website for its Passport Services. It provides easy access to make an appointment, access forms, check on application status and much more. The standard processing time is 6-8 weeks and has available appointments as early as Tuesday, June 27. Please visit the site at burbankca.gov/passport.



Students Tour Public Works



Fourth grade students from Saint Finbar School were introduced to the world of Public Works on Tuesday, May 23. Students toured the Public Works Yard while learning about the various types of equipment and jobs in the Public Works Department. Included in the tour were demonstrations of heavy equipment, police vehicles, concrete pouring and stamping, computerized traffic signal monitoring, City sign production, and sewer line video and pipes. Students were also educated on what not to dispose of in sewer lines.

The goal of the tour was to provide the students with a greater knowledge of how their city operates.

Spring Fling

The Parks and Recreation (P&R) Department hosted the 45th Annual Spring Fling show at John Burroughs High School on Saturday, June 3. The Spring Fling showcase featured 31 performances from P&R performing arts classes, with performers as young as one year-old. This event was sold out with approximately 900 attendees.



Sidewalk CPR Day

The Burbank Fire Department provided free hands-only CPR training on Sidewalk CPR Day at Palm Avenue and San Fernando Boulevard on Thursday, June 1. More than 100 individuals learned how to save a life with a quick lesson from firefighters and staff from Providence Saint Joseph Medical Center. Effective bystander CPR provided immediately after sudden cardiac arrest can triple a victim's chance of survival. The Burbank Fire Department is proud to bring Sidewalk CPR to the community!



Celebration of Lydia's 105th Birthday at the Joslyn Center



Burbank Nutrition Services participant and long-time Burbank resident Lydia Depew celebrated her 105th birthday at the Joslyn Center on Thursday, June 1. She was joined by her daughter and nephew who came in from out of town to share this moment with her. The staff presented her with a certificate from Mayor Rogers on this special day. Nutrition participants all received cake in honor of Lydia's birthday.

Learning to Read – The Big Picture

Literacy Services at the Burbank Public Library continues to grow:

- 42 active learners (up from 22 last year)
- 10 learners looked for and applied for work
- 17 got a raise or improved at their current job
- 2 received their driver's licenses
- 8 learners were able to help their children read and do homework
- 5 are taking GED or starting college courses

Civitan Jamboree Day

The Hap Minor Baseball and Ponytail Softball seasons concluded with the annual Civitan Jamboree Day on Saturday, June 10. This year marked the first time the boys and girls events were held on the same day. Teams met at John Burroughs High School and paraded down Clark Avenue to George Izay Ballfields. City dignitaries celebrated the accomplishments of the athletes and thanked the coaches, parents and athletes for their contributions to the programs. The Burbank and Foothill Civitans Clubs generously hosted the lunch. The skills competition included base-running and throwing for accuracy. More than 700 athletes participated in this year's festivities. Staff received compliments on the successful event.

