



Weekly Management Report

August 25, 2017

1. **Synopsis** Parks and Recreation Board Meeting of August 10, 2017
Parks and Recreation Department
2. **Synopsis** Planning Board Actions of August 14, 2017
Community Development Department
3. **Synopsis** Sustainable Commission Meeting of August 21, 2017
Public Works Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, August 10, 2017

Staff Present: Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Grace Coronado-Cervantes, Senior Administrative Analyst; Erin Barrows, Recreation Services Manager; Gwen Indermill, Recreation Services Manager; Jonathan McGinley, Recreation Supervisor; Andrea Yanez, Senior Recreation Leader; and Patricia Molinar, Recording Secretary.

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

Board Members Absent:

Item Discussed	Summary	Direction or Action, if any
1 Recognitions	Ms. Jackson and Mr. Jonathan McGinley presented Certificates of Recognition to the young athletes who represented the City of Burbank at the Southern California Municipal Athletic Federation Track and Field meet. Ms. Jackson and Ms. Andrea Yanez presented Certificates of Recognition to this year's Counselor-In-Training Program participants.	
2 Oral Communications	None.	
3 Response To Oral Communications	None.	
4 Written Communications	None.	
5 Park Board Comments	Mr. Gussow and Mr. DePalo thanked Dr. Barta for his dedicated service to the Board over the years. The Board cordially welcomed Ms. Burghdorf to the Park Board. Ms. Lowers congratulated staff for an amazing Starlight Bowl Concert Season. Ms. Lowers reported on the Advisory Council on Disabilities. Mr. DePalo praised the continued support of parents and volunteers contributing to the success of the track and field program. Ms. Burghdorf thanked the Board for a warm welcome and expressed looking forward to working with the Board and staff.	
6 Election of Officers & Board Liaison Assignments	Board engaged in a discussion resulting in the Election of Officers for the position of Chair, Vice Chair, and Secretary. The Board also engaged in a discussion resulting in the assignment of Board Liaisons and alternates to various Parks and Recreation Boards, Committees and Commissions.	It was moved by Mr. Gussow, seconded by Mr. DePalo and carried 4-0 to elect Ms. Jackson as Chair.

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		<p>Ms. Garcia advised the Board the Advisory Council on Disabilities will now be overseen by the Management Services Department and therefore does not need a liaison for the Park and Recreation Board.</p> <p>Ms. Garcia advised the Board that going forward the Art in Public Places Committee requires a voting member to serve the committee, no longer needing a primary liaison and an alternate. Ms. Jackson will continue to serve the committee but as a voting member.</p>	<p>It was moved by Mr. DePalo, seconded by Mr. Gussow and carried 4-0 to elect Ms. Lowers as Vice Chair.</p> <p>It was moved by Ms. Lowers, seconded by Mr. Gussow and carried 4-0 to elect Ms. Burghdorf as Secretary.</p> <p>New liaison representatives and alternates were appointed for the following Boards and Commissions.</p> <p>Youth Board Primary: Ms. Lowers</p> <p>Senior Board Alternate: Ms. Burghdorf</p> <p>Art in Public Places No longer requires an alternate</p> <p>Burbank Cultural Arts Commission Primary: Ms. Burghdorf Alternate: Mr. DePalo</p> <p>Noted and Filed.</p>
7	DeBell Golf Course Fiscal Year 2016-2017 Operations Report	<p>Ms. Indermill reported on the 2016-2017 operations of the DeBell Golf Course. Ms. Indermill introduced Mr. Scozzola, operator of the DeBell Course, to provide the Board with the operation's specifics.</p>	
8	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the June 8, 2017 meeting were approved.</p> <p><u>Request for Proposal Process for the Management and Operation of a Multi-Use Facility at Ralph Foy Park Update</u> Noted and filed.</p> <p><u>City Council Agenda Items Update</u> Noted and filed.</p>	<p>It was moved by Ms. Lowers, seconded by Mr. De Palo and carried 5-0 "to approve the Consent Calendar."</p>

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		<u>Contract Compliance</u> Noted and filed. <u>Park Patrol Report</u> Noted and filed. <u>Departmental Operations Update</u> Noted and filed.	
9	Tabled Items	None.	
10	Second Period of Oral Communications	None.	
11	Response to Second Period of Oral Communications	None.	
12	Additional Comments from the Board	None.	
13	Introduction of New Agenda Items	Mr. DePalo requested an update on the Betsy Lueke naming of the Creative Art Center.	
14	Adjournment	The meeting was adjourned at 7:41 p.m.	

memorandum

DATE: August 16, 2017
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of August 14, 2017**

At the regular meeting of August 14, 2017, the Planning Board elected Christopher Rizzotti as Chair and Diane Eaton as Vice-Chair. The Board discussed the following items:

Hearing

1. Project No. 17-3134 (Conditional Use Permit) | 1221 & 1223 W. Riverside Dr.

The Board was presented with a Conditional Use Permit (CUP) request to allow two Type 41 alcohol license for the on and off premises sale and consumption of alcohol for two existing restaurants, High Horse and Base Camp. The Board approved the CUP with a 3-1 vote and amended the conditions of approval to allow for the hours of operation to be extended from 7:00 am to 10:00 pm on Saturdays and Sundays and 10:00 am to 10:00 pm Monday through Friday.

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 August 29, 2017.

2. Project No. 15-5132 (Draft Environmental Impact Report) | 103 E. Verdugo Ave.

The Board was presented with a Draft Environmental Impact Report (DEIR) for a project that includes a 14-story mixed-use building with 154 residential units and a total of 9,700 square feet of commercial space; and a 12 to 13-story hotel with a maximum 230 rooms, with conference center totaling approximately 25,000 square feet and approximately 5,900 square feet of commercial space. The public was notified of the DEIR via a public notice that was sent to residents within a 1000' radius of the project site. Furthermore, the DEIR was posted to the City website in its entirety. The Board held the meeting to receive public comments regarding the DEIR. No comments were received on this item.

SUSTAINABLE BURBANK COMMISSION
August 21, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. COMMISSION MEMBER RECOGNITION:

Mayor Will Rogers presented Jim Smith with a certificate of recognition for his service on the Sustainable Burbank Commission.

II. GREEN SPOTLIGHT AWARD:

Burbank resident Karin Flores introduced the Green Spotlight Award winner, Rita Fabra, owner of We Care. We Care is a Burbank based company that has one of the largest selections of green, environmentally responsible toner products and has been in business since 1992. We Care also uses environmentally and consumer-friendly packaging for its products.

III. ORAL COMMUNICATIONS:

A. Public Communication:

Jessica Salans, from the consumer watch-dog group Food & Water Watch, asked the Commissioners if she could give a presentation opposing the Delta Tunnels project at a future meeting.

Council Member Bob Frutos reminded the group that the Metropolitan Water District will be providing an update at the August 22, 2017, Council meeting, and encouraged the Commissioners to attend.

Burbank resident Jim Smith spoke in support of opposing tunnels in the Delta.

Burbank resident Karin Flores addressed the Commission in support of banning polystyrene in the City.

B. Commission Member Communication:

Mr. Roesner welcomed the new Commissioners to the meeting.

Mr. Yegparian inquired about the Delta trip hosted by Burbank Water & Power (BWP). Mr. Yegparian suggested having a representative from BWP provide a presentation on solar energy and new development projects.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, reported that there is about three times more mattress tonnage being disposed of at the City's landfill.

IV. APPROVAL OF MINUTES:

Mr. Dunigan moved and Mr. Yegparian seconded, to approve the July 17, 2017, minutes. The minutes were approved by all present with two abstentions. Ms. Gamiño and Mr. Dunigan abstained.

Ms. Gamiño moved and Mr. Yegparian seconded, to approve the August 2, 2017, minutes. The minutes were approved by all present.

V. ELECTION OF OFFICERS:

City Council Ordinance No. 16-3,874, adopted on February 9, 2016, requires the members of each board, commission, and committee to annually elect a chair and vice chair at their first meeting in August following the appointment of successors to fill expired terms of office.

Gregory Dunigan was elected Chair and Myeisha Gamiño was elected Vice Chair.

VI. BROWN ACT PRESENTATION:

Staff from the City Attorney's Office will provide an overview on the background and purpose of the Brown Act and how it affects the Sustainable Burbank Commission's ability to conduct business. The Commission may ask questions, engage in discussion, and provide feedback.

Mary Riley, Senior City Attorney, gave a presentation on the Brown Act and distributed Brown Act pamphlets to the group.

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

The Commissioners reviewed a draft of the new Green Spotlight Award application. Based on input from the group, Mr. Dunigan will revise the application and present the final draft to the Commission at the September meeting.

VIII. 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.

Mr. Roesner moved and Mr. Dunigan seconded to disband the Ad Hoc Mobility and Urban Design Subcommittee. The motion was approved by all present.

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.

- Green Burbank Airport presentation
- Presentation by BWP on solar energy impacts on new Burbank developments in
- Delta Tunnels presentation

X. BURBANK GREEN SPOTLIGHT AWARD FOR SEPTEMBER 2017:

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

There were no nominations for the September Green Spotlight Award.

XI. ADJOURNMENT

The meeting was adjourned at 6:49 p.m.