



Weekly Management Report

September 15, 2017

- 1. Update** Polyphagous Shot Hole Borer Beetle and provide Private Sector Gardeners with the handout on insects affecting trees (English/Spanish)
Parks and Recreation Department
- 2. Update** Inform Businesses and neighborhood about the 15-year Tree replacement program occurring along Magnolia Blvd.
Parks and Recreation Department
- 3. Synopsis** Burbank Athletic Federation Meeting of September 5, 2017
Parks and Recreation Department
- 4. Memo** Bus Shelter Advertising
Public Works Department
- 5. Notice** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of September 18, 2017
Burbank-Glendale-Pasadena Airport Authority
- 6. Notes** City Notes, September 15, 2017
City Manager

Memorandum

Date: September 1, 2017

To: Ron Davis, City Manager

From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
Simone McFarland, Acting Public Information Officer

Subject: **CITY MANAGER TRACKING LIST NO. 2022 – PROVIDE FURTHER EDUCATION TO THE COMMUNITY AT LARGE ON THE POLYPHAGOUS SHOT HOLE BORER BEETLE**

CITY MANAGER TRACKING LIST NO. 2038 – PROVIDE PRIVATE SECTOR GARDENERS WITH THE HANDOUT ON INSECTS AFFECTING TREES (ENGLISH/SPANISH)

Due to rising concerns over the invasive beetle species known to cause tree damage in Burbank and Southern California, at the City Council meeting of June 13, 2017 the Council requested that staff provide the community information on the Polyphagous Shot Hole Borer beetle. The purpose of this memorandum is to provide an update on staff's efforts to inform the Burbank community and local gardeners about this beetle.

Parks and Recreation staff has created a bilingual flyer/poster to alert the community about the Polyphagous Shot Hole Borer beetle. This flyer contains background information, signs and symptoms to look for, as well as pictures of infected trees. There are also links to websites for additional resources. This flyer and detailed information on the beetle can also be found on the Parks and Recreation website. Moreover, staff plans to distribute this flyer to local nurseries, hardware stores, the City's day laborer center, and will be available at the License and Code counter for those gardeners/landscape professionals obtaining business licenses to conduct work in the City.

The Public Information Division added the beetle flyer to the City's website banner scroll and linked it to Parks and Recreation's page for more information.

Memorandum

Date: September 1, 2017

To: Ron Davis, City Manager

From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
Simone McFarland, Acting Public Information Officer

Subject: **CITY MANAGER TRACKING LIST NO. 2039 – INFORM BUSINESSES AND NEIGHBORHOOD ABOUT THE 15-YEAR TREE REPLACEMENT PROGRAM OCCURRING ALONG MAGNOLIA BOULEVARD**

At the City Council meeting of July 18, 2017 the Council requested that staff inform the business and surrounding neighborhood about the 15-year Magnolia Park Reforestation Plan. The purpose of this memorandum is to provide an update on staff's efforts to inform the neighborhood and businesses about this Reforestation Plan.

Parks and Recreation staff has sent letters to all businesses along Magnolia Boulevard (from Victory Boulevard to the City border) and to residents that live between Chandler Boulevard and Clark Street informing them of the upcoming Reforestation Plan. Approximately 4,000 letters were mailed. Additionally, Parks and Recreation staff has created a webpage which provides detailed information about the Magnolia Park Reforestation Plan, including explaining why the City is removing the trees and showing pictures of what the new trees will look like. Furthermore, Public Information Office has created a video about the reforestation plan, which will air in the September issue of "What's New in Burbank," as well as distributed in social media.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: September 5, 2017**

Members Present: Jim Frankian, Larry Nelson, Karen Sartoris, Char Tabet

Members Absent: Craig Hunter, Dennis Roy, Ron Sabatine

Members Tardy:

Staff Present: Erin Barrows, Rena Ghamelian

Liaisons Present: Mickey DePalo

Item Discussed	Summary	Direction or Action, if any
1 Approval of Minutes- August 1, 2017	Approved	Motion made by Mr. Nelson and Seconded by Ms. Tabet to approve the minutes as read. Motion 4-0
2 Financial Statement	Ms. Barrows informed the Board that the backboard project at McCambridge Gym will start September 11, 2017 and should be completed by Halloween. The Board was informed that Olive Ball fields will get new backstop and light pole pads.	N/A
3 Announcements	N/A	N/A
4 Oral Communication	N/A	N/A
5 Written Communication	N/A	N/A
6 Unfinished Business	Annual Tour of Facilities Ms. Barrows reminded the Board that the tour is scheduled for October 3, 2017 and asked for suggestions. The board discussed and decided to visit the following sites: McCambridge Gym McCambridge Ballfield 1	N/A

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

	<p>Schafer Ballfield Olive Ballfields 1-4 George Izay Park- Walk of Fame Ms. Barrows will ask the Parks crew and see if they are able to demonstrate the Laser Level during the tour. She will also ask the Landscape Architect, Jeff Maxwell, if he is available to discuss and show designs for the Walk of Fame project.</p>	
New Business	<p>Walk of Criteria Review: Ms. Barrows provided the Board a copy of the criteria specifications for the Walk of Fame. She discouraged the Board from making any changes since the set criteria allows the Criteria Committee to select highly qualified applicants for induction in the Walk of Fame. The Board discussed this item and decided to leave it as is and suggested some options that may make it easier for the nominator to complete the application. The department will discuss the options with Marketing.</p> <p>Suspension Hearing Sub Committee: Ms. Barrows drew names for the next suspension hearing subcommittee: <ol style="list-style-type: none"> 1. Ron Sabatine 2. Dennis Roy 3. Char Taber Alternates: <ol style="list-style-type: none"> 1. Craig Hunter 2. Jim Frankian </p>	N/A
Additional Agenda Items	Walk of Fame Criteria review	
Staff Report	Installation Dinner	
Adjournment	Ms. Barrows discussed and reviewed the Staff Report. Meeting Adjourned at 7:02 p.m.	N/A

**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: August 31, 2017

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director 
By: John Molinar, Assistant Public Works Director – Street and Sanitation

SUBJECT: City Manager Tracking List No. 2012 – Bus Shelter Advertising

At the May 23, 2017, Council meeting, Mayor Will Rogers asked staff to consider opportunities to advertise the contact information of the Community Assistance Coordinator on bus benches that do not have current advertising.

The City contracts for bus shelters with two companies, Outfront Media (formerly CBS Outdoor) and Clear Channel Outdoor, with the City earning revenue based on the amount of advertising each company sells quarterly. Each contract allows for a certain amount of advertising space for the City's promotional needs. The City must provide the panel poster and the only costs for advertising are design and material printing, which is currently provided by an outside vendor.

Public Works manages the City's overall advertising schedule, working with other departments to coordinate planned advertisements. Panels are planned about a year in advance and include advertisements for Recycle Center activities, Starlight Bowl events, Burbank on Parade, the Burbank Beerfest, Winter Wine Walk and The Rink, as well as various other City offerings.

In each of the bus shelter contracts, it is required that all shelters shall have advertisements or public service announcements on or attached to them at all times. Although it is possible that a panel has been empty in the past, overall, Public Works has not been aware that this is a common occurrence. If there is an empty panel, it is usually very short-lived, such as during an advertiser change-out or due to damage.

Although available advertising space is generally planned out a year in advance, if space becomes available, it is recommended to advertise City services and include the Community Assistance Coordinator's information as well. The Community Assistance Coordinator's role is to forward inquiries to the proper department; however, this increases the response time to residents. A quicker response is obtained if a resident contacts the proper department directly, leading to higher overall satisfaction.



September 14, 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, September 18, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank.

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



REGULAR COMMISSION MEETING

AGENDA

SEPTEMBER 18, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, September 18, 2017

9.00 A.M.

NOTE TO THE PUBLIC: *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each item is reached. 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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Commission Minutes
(For Approval)
 - 1) August 21, 2017

[See page 1]

6. ITEMS FOR COMMISSION APPROVAL

- a. Approval of Conceptual Design and Modification of Task Schedule for Public Art at the Regional Intermodal Transportation Center ("RITC") Art Panels

[See page 7]

7. ITEMS FOR COMMISSION INFORMATION

- a. New Carrier – Mokulele Airlines
- b. Airline Schedule Analysis
- c. July 2017 Passenger/Cargo Statistics and Parking Information

[See page 12]

[See page 15]

8. CLOSED SESSION

- a. Existing CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: Maricelli v. Burbank-Glendale-Pasadena Airport Authority
(Case No. BC664537)
- b. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller
Employee Organization: IAFF I-60
- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director

9. ADJOURNMENT

COMMISSION NEWSLETTER
September 18, 2017

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. **COMMISSION MINUTES – Draft minutes of the August 21, 2017, meeting are attached for Commission's review and approval.**

6. ITEMS FOR COMMISSION APPROVAL

- a. **Regional Intermodal Transportation Center ("RITC") Art Panels – A staff report is included in the agenda packet. Staff seeks the Commission's approval of the conceptual design for the artwork that will be displayed on six panels of the Regional Intermodal Transportation Center at Hollywood Burbank Airport and approval of Amendment No. 1 to Artwork Commission Agreement for the modification of Exhibit B.**

7. ITEMS FOR INFORMATION

- a. **NEW CARRIER – MOKULELE AIRLINES – No staff report is attached. Staff will present to the Commission information on the inauguration of air service from Hollywood Burbank Airport to Santa Maria Airport by Mokulele Airlines starting Tuesday, October 3, 2017.**
- b. **AIRLINE SCHEDULE ANALYSIS – A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from two airlines serving Hollywood Burbank Airport. These changes are detailed in the Staff Report and accompanying Schedule Change Analysis.**
- c. **July 2017 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION - The July 2017 passenger count of 400,225 was up 17.57% compared to 340,413 in July 2016. The calendar year-to-date total for the first seven months now stands at 2,617,330 compared to 2,304,231 through July 2016, an increase of 13.59%. During the month air carrier aircraft operations increased by nearly 11%, and year to date, are up 6.32%. Cargo volume also increased, up 6.18% to 8.18 million pounds in July bringing the year-to-date total to 62.18 million pounds which is a 4.65% increase over the same period last year. A complete report is included in the agenda packet.**

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

September 15, 2017

BPD Uses Social Media to Keep Public Informed During the La Tuna Fire



During the recent La Tuna fire, the Burbank Police Department launched an aggressive communications campaign to keep residents, members of the media, City and Department employees, and neighboring agencies informed of the rapidly changing events. BPD used Twitter, Facebook, and the Nixle Alert mass notification system to

broadcast up-to-the-minute evacuation orders, road closures, and other pertinent information related to the fire and public safety. As fear and anxiety mounted among residents, Burbank Police instituted a new approach and strategy to communicating with the public using live Facebook broadcasts. These broadcasts provided the community with a live feed for updates, progress, timely information, and answers to their questions. It also afforded a more personal connection, which, based on the feedback received, helped to calm and reassure the community.

Elks Community Service Awards Dinner

The Elks recognized the 2016 and 2017 Firefighter of the Year at their Community Service Awards Dinner on Wednesday, August 30. The Burbank Fire Department is proud of Captain Daryl Iozaki and Engineer Andrew Chest's outstanding dedication, loyalty and integrity. Well done!



Summer Youth Employment Program



The Management Services Department wrapped up another successful Summer Youth Employment Program with a celebration at the Starlight Bowl on Thursday, August 3. The students were cheered on by their family and friends as they were presented with their certificates of completion. Throughout the last few months, 75 Summer Trails, CREST, and BEST

students ages 14 – 21 gained valuable employment skills through their worksite experience in City Departments, local businesses, non-profit organizations, and training sessions developed to help them with future career aspirations. Training sessions included goal setting, time management, conflict resolution, team building, professional communication, and workplace ethics.

Burbank Police Officers of the Year Honored by Elks Lodge

Several recent Burbank Police Officers of the Year were honored by the Burbank Elks Lodge on Wednesday, August 30. The ceremony, which is hosted by the Elks, was focused on honoring Burbank's hometown heroes with Community Service Awards. Also among the honorees were Burbank Unified School Teachers, Burbank Firefighters, and City of Burbank Employees of the Year. The Burbank Elks recognized Burbank Police Sergeant Cindy Guillen, Sergeant Adam Baumgarten, Sergeant Mark Stohl, and Detective Joshua Kendrick, all of whom are past recipients of the Burbank Police Officer of the Year award.



BWP Welcomes Delegation from Al Ain Distribution Company, United Arab Emirates



BWP was pleased to host visitors from the Al Ain Distribution Company (AADC) in the United Arab Emirates. Since its inception in 1999, AADC has been responsible for operating and developing the distribution network and extending water and electricity services to customers within its geographical zone in the United Arab Emirates. The group was sponsored by DNV-GL (formerly KEMA), a global energy service company that BWP uses for the Home Improvement Program. AADC wanted to visit BWP due to its reputation for excellent operations and reliable service to its customers. AADC was provided with an overview of operations and goals of the Utility to incorporate

strategies AADC could adopt as they quickly expand their electric and water systems for fast developing cities such as Dubai. Bassil Nahhas, Principal Civil Engineer, described BWP's Water Operations and Pipeline Asset Management strategies. Albert Lopez, Manager of Water Production/Operations, provided a tour and presentation of the Burbank Operating Unit where he spoke on water distribution systems and the challenges in providing reliable and affordable service. Joe Flores, Conservation Manager/Public Information Officer, shared water conservation methodologies, provided examples and achievements in meeting state and utility goals through numerous conservations programs, and provided an EcoCampus tour. Elizabeth Montes, Home Improvement Program Manager, coordinated the logistics and tour details.

Solar Eclipse Viewing

The Joslyn Adult Center hosted a Solar Eclipse viewing event at George Izay Park on the ball field on Monday, August 21. Participants were given solar eclipse glasses donated by JPL at a first-come, first-served basis. Staff also provided two solar eclipse telescopes as an alternative viewing option to help with the limited amount of glasses and to give another opportunity to view the eclipse in a magnified experience. The Joslyn Center Mary Stoica Café volunteers sold coffee, pastries and other treats. Seniors 55+ with a Burbank Senior Activity Card were given free coffee. Everyone that came out was extremely happy and enjoyed their time viewing the eclipse. More than 300 people were in attendance for this great community event.

