



# Weekly Management Report

## December 22, 2017

- 1. Synopsis** Downtown Burbank Partnership (P-Bid) Meeting of November 2, 2017  
**Community Development Department**
- 2. Synopsis** Sustainable Burbank Commission Meeting of December 18, 2017  
**Public Works Department**
- 3. Notes** City Notes, December 22, 2017  
**City Manager**





# memorandum

**DATE:** December 12, 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 – November 2, 2017**

- Representatives from LaTerra Development made a presentation to the Board with a request for a letter of support detailing their proposed mixed-use development project. The project, which is slated for an 8-acre parcel adjacent to the Metrolink Station, will be located at 777 N. Front Street and will feature both a 300 key boutique contemporary hotel and 500+ residential units in addition to meeting space and a rooftop pool. Additionally, LaTerra will be proposing development of a 27,000 square foot park on adjacent City property that will create an added community element to the area, increasing connectivity between the Metrolink and Downtown Burbank. The Board chose to 'note and file' the presentation at this time and requested that LaTerra come back with their request once they were further along in their entitlement process.
- Due to time constraints, the Burbank Beer Festival Event Wrap-up was tabled for review at a future Board meeting.
- The board adjourned the November Board Meeting at 9:45am in order to begin the Downtown Burbank Open House Renewal Meeting for property owners.
- The next regular board meeting will be held in January 2017.



**SUSTAINABLE BURBANK COMMISSION**  
**December 18, 2017**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

Ms. Zimskind introduced the December Green Spotlight recipient, Girl Scout Troop 2056 who demonstrated outstanding sustainability by developing a class project focusing on water conservation.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

None

**B. Commission Member Communication:**

Ms. Kirschenbaum expressed that she met with organizations and attended meetings regarding affordable housing, a RoundUp ban, and polystyrene. She also met with Linda Taalman of Woodbury University regarding assessing projects for sustainability, and with Sarah Andrews, Burbank High School student, regarding her project on banning polystyrene in the City.

Mr. Goodman thanked Ms. Zimskind for recommending Girl Scout Troop 2056 for the Green Spotlight award.

Mr. Dunigan announced that he and Ms. Kirschenbaum will respond to Councilperson Gabel-Luddy's request for the Commission to suggest ways to maintain City parks without using RoundUp. He will meet with Judie Wilke, Parks and Recreation Director, and asked that comments or suggestions from Commissioners be sent to Mary Doyle, Recording Secretary.

**C. Staff Communication:**

John Molinar, Assistant Public Works Director – Street and Sanitation, announced that Commissioners not present for at least 2/3 of a meeting, will be considered absent from that meeting.

**III. APPROVAL OF MINUTES:**

The minutes from the November 20, 2017, meeting were approved by Mr. Dunigan, Ms. Gamino, Mr. Goodman, Ms. Kirschenbaum, Mr. O'Brien, and Ms. Zimskind. Mr. Roesner abstained. Mr. Yegparian arrived late to the meeting and was not present to vote.

**IV. 10 MINUTE AFFORDABLE HOUSING PRESENTATION BY ALEX VISOTZKY:**

At its November 20, 2017 meeting, the Commissioners agreed that Victoria Kirschenbaum would request an affordable housing presentation by Alex Visotzky, affordable housing advocate for Bend the Arc.

Mr. Visotzky spoke about the need for affordable housing in Burbank and how it supports sustainability.

**V. POLYSTYRENE BAN DISCUSSION AND DRAFT LETTER REVIEW:**

At its October 16, 2017 meeting, the Commissioners agreed to discuss a proposal to ban polystyrene in the City. The discussion may include the ability to vote on a letter to Council recommending a ban on polystyrene.

The Commissioners discussed the draft Polystyrene Ban letter. Afterwards, they voted to approve the letter as written. The letter was approved by Mr. Dunigan, Mr. Goodman, Ms. Kirschenbaum, Mr. O'Brien, Mr. Yegparian, and Ms. Zimskind. Ms. Gamino and Mr. Roesner abstained.

Mr. Dunigan will present the letter at a future Council meeting. Mr. Dunigan will advise staff when he secures a Council date for his presentation. Staff will inform the Commission of the date so they may attend if desired.

**VI. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT:**

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Outreach Subcommittee to investigate and formulate avenues for community outreach that will promote sustainability throughout the City. 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.

Ms. Kirschenbaum asked to nominate Kathryn Grandon, the youngest Rose Parade float designer, as a future Green Spotlight award recipient. She also noted that the Sustainable Burbank Commission has 122 Facebook followers.

**VII. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT:**

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. 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.

Mr. Goodman asked the Commissioners to provide feedback on the draft Checklist he distributed at the November 20, 2017, meeting. He asked that feedback be sent to Ms. Doyle by January 23, 2018. Mr. Goodman will incorporate the changes into the draft and will present the document for the group to review at the February 5, 2018, meeting.

**VIII. AD HOC COMMUNITY SCORECARD SUBCOMMITTEE REPORT:**

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. 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.

Ms. Zimskind gave a brief presentation on scorecards. She noted that she will collect public data for the sustainability scorecard and share it with the Commission at its February 5, 2018, meeting. The Commissioners discussed options for creating a City scorecard.

**IX. AD HOC BICYCLE PATH CONNECTIVITY SUBCOMMITTEE REPORT:**

At its September 18, 2017 meeting, the Commissioners agreed to form the ad hoc Bicycle Path Connectivity Subcommittee to focus its efforts on bicycle path links and regional bicycle path connectivity. 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.

Mr. Yegparian explained that Mr. Hagobian had a bicycle accident prior to the November 18, 2017, meeting and has been recovering. He stated that he hopes to have an update at the February meeting.

**X. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT:**

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. 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.

Ms. Kirschenbaum said that Ms. Zimskind developed a survey to determine the level of community support for a ban on polystyrene. She stated that the Subcommittee is reaching out to individuals and groups in order to build allies in support of the ban. –Mr. Goodman added that the Subcommittee will ask the Commission to approve the survey once they have secured a Council date for a presentation..

**XI. 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.

- Ten minute presentation (what is the topic of the presentation?) by Woodbury University Professor, Linda Taalman.
- Discuss possibility of meetings with joint City departments.

**XII. BURBANK GREEN SPOTLIGHT AWARD FOR FEBRUARY 2018:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for February 2018.

The Commission agreed to present Sarah Anderson the Green Spotlight award at their February 2018 meeting.

**XIII. ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.



# CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

December 22, 2017

## Strike Team 1203A and 1207A



Burbank Engines 11 and 12 responded as part of Strike Team 1203A to the Thomas Fire in Ventura County in the evening of Monday, December 4. Engine 16 and Battalion Chief Steve Briggs responded as part of Strike Team 1207A to the Rye Fire in Santa Clarita in the afternoon of Tuesday, December 5. All Burbank resources returned home from the Thomas Fire on Tuesday, December 19. They have been credited with saving numerous homes in the communities of Santa Paula, Ventura, Ojai and Montecito. The photos only begin to describe the conditions, long hours and unprecedented fire behavior these firefighters have been working in during the last two weeks and throughout the entire fire season. This response is a shining example of the Burbank Fire Department's level of professionalism and commitment not only to the community to which they swore to serve, but also to the master mutual aid agreement with the State of California. One of the members was even lucky enough to be able to defend the home owned by one of his relatives!

## BPD Teams Up with Target for Heroes & Helpers Holiday Shopping Event

Burbank Police Officers, Cadets and Explorers participated in the annual Heroes & Helpers holiday shopping event on Wednesday, December 13. Also referred to as "Shop with a Cop," the event was first launched in December of 1990 and provides youth who are less fortunate an opportunity to purchase holiday gifts for themselves and their families. This year, Target was the event sponsor and provided 30 children each with \$200 gift cards. Each child was pre-selected by the Boys & Girls Club of Burbank based on family income and need. Burbank Police personnel accompanied the children throughout the store as they filled shopping carts with toys, electronics, clothing, and just about everything else they could get their hands on. Following the shopping event, participants were provided with a holiday feast sponsored by the Burbank Noon Rotary Club, Community Bank, and community member Lisa Komorowski.



## New Fire Chief for the City of Burbank



Eric Garcia has been named the new Fire Chief for the City of Burbank. Garcia will take over for Fire Chief Tom Lenahan who is set to retire. A Change of Command Ceremony will be held at Fire Station 11 on Thursday, December 28. Chief Garcia started his service with the Burbank Fire Department in 1994 and has steadily moved up through the ranks. He currently serves as the Assistant Fire Chief. "I'm very thankful for the opportunity and eager to get to work," says Chief Garcia. "I'm proud to serve the City of Burbank."

## The Burbank Bike Angels

The Burbank Bike Angels celebrated its 9th Holiday season by displaying more than 100 gleaming restored bikes for less fortunate kids on the steps of City Hall! The bikes will be distributed in time for the Holidays through local non-profit organizations such as the Salvation Army, Boys & Girls Club, Family Service Agency and Penny Lane. To date, the Burbank Bike Angels have restored more than 1,500 bikes!



## Parks and Recreation Holiday Events

The *Holiday Arts & Craft Boutique* is an annual event that is sponsored by the Parks & Recreation Department and the Burbank Fine Arts Federation. All of the items sold are hand made by participants who are either members of the Fine Arts Federation, students who take art classes at the Betsy Lueke Creative Arts Center, or contract instructors. The opening weekend saw record number of shoppers visit the boutique, all enjoyed browsing the beautiful handmade items for sale while enjoying great live music. The Parks and Recreation Department and the Burbank Town Center welcomed approximately 240 participants to the annual *Breakfast with Santa* event on Saturday, December 9. Children of all ages enjoyed a warm breakfast, holiday crafts and games, cookie decorating, entertainment, and a visit from Santa, Ms. Claus, and a couple of Santa's elves! As always, Santa capped off the event with story time for all the children. The *Burbank Nutrition Services* held its annual Holiday Lunch at each of its sites for those ages 55+ on Thursday, December 14. The Disney VoluntEARS came out to help the 160 lunch participants on the busiest day of the year at the Joslyn Adult Center. The Disney VoluntEARS have been helping serve this meal for the Joslyn Adult Center participants during the holiday party for many years. To end the event the VoluntEARS handed out a 10" Mickey plush to every nutrition participant who joined the Holiday Lunch.



*Holiday Arts & Craft Boutique*



*Breakfast with Santa*



*Burbank Nutrition Services  
Holiday Lunch*

## BUSD Food Share Program



Burbank Recycle Center staff are working with the Burbank Unified School District to launch food share tables at all 11 Burbank Elementary schools. A food share table allows students to donate food items that are unopened, prepackaged and uneaten. Students are also invited to take food that they would like to eat. The first share table launched at Disney Elementary in October was a rousing success—all the donated food was eaten by the end of lunch! The Campus Supervisors also helped students reduce food waste by reminding them to “Choose what you want, Eat what you choose.” A fun and educational assembly from EcoHeroes kicked off the share

table program at most schools. Through music and lively skits, the performances helped focus students on reducing food waste. The Burbank Leader covered the first program at Disney Elementary. BUSD's food share program helps fulfill California's AB 1826 waste reduction goals. Under the law, yard clippings, wood, food scraps, and wet paper must be diverted from landfills and processed to reduce greenhouse gas emissions.