



# Weekly Management Report

## April 20, 2018

- 1. Minutes** Burbank Police Commission Meeting held  
March 21, 2018  
**Police Department**
- 2. Synopsis** Downtown Burbank Partnership Meeting held  
March 1, 2018  
**Community Development Department**
- 3. Memo** Direct or Formulaic Return of Measure H Funding  
to Cities  
**Community Development Department**
- 4. Memo** Concerns on the 700 Block of 5<sup>th</sup> Street  
**Public Works Department**
- 5. Synopsis** Sustainable Burbank Commission Meeting held  
April 16, 2018  
**Public Works Department**
- 6. Synopsis** Cultural Arts Commission Meeting held  
April 12, 2018  
**Parks and Recreation Department**
- 7. Synopsis** Parks and Recreation Board Meeting held  
April 12, 2018  
**Parks and Recreation Department**



**March 21, 2018**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair, David Diamond.

**CALL TO ORDER AND ROLL CALL**

Present: Commissioners Chapman, Cohen, Diamond, Dineen, Hergelian, Kobaissi, and Stearns-Niesen

Also Present: Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Police Administrator Wilson, Lieutenant Cornils, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

**INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute by Commissioner Dineen.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

None

**ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM JANUARY 17, 2018**

Commissioner Hergelian made a motion, seconded by Commissioner Stearns-Niesen, to approve the minutes from the January 17<sup>th</sup> meeting as written. Motion carried by consensus.

**ITEMS OF BUSINESS**

**1. Presentation on Work Program goals**

Police Administrator Wilson reviewed the progress of the work program goals set forth in last year's budget process and provided an overview of next fiscal year's goals.

**2. Discussion on Pillar One from the President's 21<sup>st</sup> Century on Policing Report**

Commissioner Stearns-Niesen continued the discussion on President Obama's 21<sup>st</sup> Century Policing Report recommendations (Six Pillars). The discussion revolved around Pillar One, Building Trust and Legitimacy. The nine recommendations were presented and discussed with Deputy Chief Albanese, including topics such as embracing a guardian mentality, embracing a culture of transparency, engaging the community in non-enforcement activities (e.g. Coffee with a Cop), and creating a

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**Meeting of the Burbank Police Commission**

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diverse workforce. The recommendations have been implemented, and further refinement is ongoing.

Deputy Chief Albanese announced:

- 3/30 Recruit graduation
- 3/31 Coffee with a cop at McCambridge Park at the Eggstravaganza
- 4/3 POALAC Dinner at USC
- 4/19 BPF Awards Luncheon
- 4/24 Matthew Pavelka Scholarship Presentation (note: has now been rescheduled to 5/8)
- 4/25 Tip a Cop at CA Pizza Kitchen
- 4/26 New Community Academy starts

**FINAL PERIOD OF PUBLIC COMMENTS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

The discussion of Pillar Two of President Obama's 21<sup>st</sup> Century Policing Report recommendations will take place in April.

Commissioner Kobaissi made a motion, seconded by Commissioner Stearns-Niesen, to discuss the need/appropriateness of Council Liaison comments during Commission meetings. Motion carried by consensus

Commissioner Kobaissi made a motion, seconded by Commissioner Stearns-Niesen, to receive comments from the Council Liaisons. Motion carried by consensus

Commissioner Cohen made a motion, seconded by Commissioner Stearns-Niesen, to discuss the Department's Use of Force criteria for officers and citizens. Motion carried by consensus.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Diamond, to have a discussion on publishing Department policies and procedures on-line. Motion carried by consensus.

Commissioner Chapman made a motion, seconded by Commissioner Cohen, to discuss and make a recommendation on the length of the new OIR contract. Motion carried by consensus

Commissioner Chapman reminded the Commission that the quarterly report of Commission correspondence is to be reviewed in April.

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**Meeting of the Burbank Police Commission**

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**NEXT MEETING DATE**

The next regularly scheduled meeting of the Police Commission is Wednesday, April 18, 2018.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1920 hours.

Elise Stearns-Niesen, Secretary  
Burbank Police Commission

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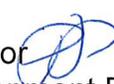




# memorandum

**DATE:** April 6, 2018

**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 – March 1, 2018**

- The Burbank International Film Festival made a presentation to the Board requesting \$35,000 in funding for the 10th Annual Burbank Film Festival which will take place September 5-9, 2018. The Board opted to vote on sponsorship fund allocations once all sponsorship fund requests had been received. No further action was taken.
- Staff presented a proposal for the P-BID's Marketing Consultant Robin Faulk Marketing to the Board. Mr. Faulk's proposed scope of work includes execution of the 2018 marketing strategy, coordination and marketing efforts for all Downtown Burbank signature events, preparation of analytic and statistical reports, and facilitation of cross-promotions with Visit Burbank. The proposal for services was approved as presented.
- Staff updated the Board on the PBID's renewal and expansion efforts. The next step in the renewal process will be approval of the draft Management District Plan and distribution and collection of signed petitions from property owners within the district. Staff hopes to begin the petition process in March and take the Resolution of Intention Staff Report to City Council in April or early May. The steering committee will be meeting in late March to discuss distribution of petitions to property owners.
- The next regular board meeting is scheduled for April 2018.



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# memorandum

**DATE:** April 15, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director *PP*  
VIA: Simone McFarland, Assistant Community Development Director *SM*  
BY: Marcos Gonzalez, Grants Coordinator *MG*

**SUBJECT:** Direct or Formulaic Return of Measure H Funding to Cities

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On April 12, 2018, Vice Mayor Emily Gabel-Luddy and Council Member Sharon Springer, accompanied by Marcos Gonzalez, Grants Coordinator, met with Los Angeles County Board Supervisor Kathryn Barger and County staff on a direct or formulaic return of Measure H funds to Burbank. This meeting was pursuant to a letter the City of Burbank (City) submitted to Supervisor Barger's Office in mid-March (see attached).

During the meeting with Supervisor Barger, Vice Mayor Gabel-Luddy and Council Member Springer outlined Burbank's homeless strategies, existing services and programs, and our commitment to addressing homelessness in our City, which would have a benefit to the region. After a lengthy dialogue with Supervisor Barger and County staff, the County shared the following concerns on a direct return to cities.

- Development of a direct or formulaic return based on a City's contribution to Measure H or homeless point in time count can be problematic as some communities have relatively low homeless populations.
- The re-distribution of Measure H funding to all cities would be a detriment to services and programs in high density homeless communities (Metro Los Angeles, South Los Angeles, and other communities).
- Some cities do not have the infrastructure or political will to address homelessness in their communities at this point in time.
- Cities are encouraged to work within the Measure H contract opportunities process.

Based on the reasons provided above, a direct or formulaic return to cities was not supported by County Supervisor Barger. However, Supervisor Barger has a better understanding of Burbank's homeless needs. As directed by Supervisor Barger, Burbank will be provided direct support from her Homeless Service Deputy, Dana Vanderford, to increase contract opportunities in support of our homelessness strategies. This opportunity also creates an avenue to submit unsolicited homeless proposals to the County with the potential of direct funding allocations.

Attachment: Letter to Los Angeles County

# CITY OF BURBANK

## OFFICE OF THE MAYOR

March 14, 2018

Honorable Kathryn Barger  
Los Angeles County Board of Supervisor – 5<sup>th</sup> District  
Kenneth Hahn Hall of Administration  
500 W. Temple St. Room 358,  
Los Angeles CA 90012

RE: FISCAL YEAR 2018-19 DRAFT MEASURE H FUNDING RECOMMENDATIONS

Dear Honorable Kathryn Barger:

As the Mayor of the City of Burbank, I wish to submit comments regarding the Fiscal Year 2018-19 Measure H Funding Recommendation open and inclusive citizen participation process.

As the Los Angeles County Board of Supervisors determines how to dedicate Measure H funding across the 21 interconnected Homeless Initiative strategies, I support a formulaic or direct return to cities that can assist the homelessness local/regional efforts and service gaps. This return could be similar to those allocated in LA County Measures R and M, Public Safety, and MTA Propositions A and C.

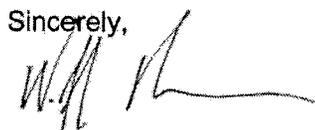
Although the Measure H funding will positively impact cities across Los Angeles County including cities within the San Fernando Valley Council of Governments and the Service Planning Area 2 region, cities at this time are not eligible for a direct allocation of funds similar to other Los Angeles County departments/lead agencies.

Currently, cities must compete for funding through competitive bids as there is no formulaic or direct local return to cities for Measure H funds, even when residents within cities are directly contributing via the increase sales tax. Burbank alone contributes approximately \$6M each year. This equates to more than \$60M for the 10-year period.

Cities within the San Fernando Valley, like Burbank, are committed to combating homelessness and have or are in the process of creating city specific homelessness plans that include using many of the best practices outlined in the County Homeless Action Plan. While we very much appreciate the recent grants to cities to develop city specific homeless plans as well as a proposed FY 18-19 Measure H Coordinated Entry Systems funding allocation to support City Homelessness strategies, Burbank, like other cities, still has specific gaps that can be addressed by a direct local return.

I request that the County develop a formulaic or direct local return to cities that can be used flexibly to combat homelessness based on unique city needs. We are happy to provide suggestions and expertise on how to develop such a local return program. Our homelessness coordinator is Marcos Gonzalez and he can be reached at either (818) 238-5212 or [MGonzalez@burbankca.gov](mailto:MGonzalez@burbankca.gov).

Sincerely,



Will Rogers  
Mayor, City of Burbank





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** April 16, 2018

**TO:** Ron Davis, City Manager

**FROM:** Marnell Gibson, Public Works Director

Scott LaChasse, Chief of Police

By: Jonathan Yee, Assistant Public Works Director – Traffic

By: Denis Cremins, Commanding Officer—Patrol Division

*[Handwritten signature]* 4/16/18

*[Handwritten signature: Scott LaChasse]*

*[Handwritten signature]* 4/16/18

**SUBJECT: City Manager Tracking List No. 2097 – Concerns on the 700 block of 5<sup>th</sup> Street**

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This memo provides the City Council with information about existing permit parking and police enforcement related to concerns on the 700 block of 5<sup>th</sup> Street.

Introduction

At the February 13, 2018 Council meeting, a resident spoke during public comment to express concerns regarding local high-school students and the new permit parking fee.

Existing Permit Parking

In late 2015, the 700 block of 5<sup>th</sup> Street submitted a petition for permit parking. After receipt, Public Works Traffic staff processed this petition and completed a parking survey. In March 2016, Public Works installed 2-Hour, Except by Permit, signs on the 700 block of 5<sup>th</sup> Street. The new parking restriction is in effect Monday to Friday from 8AM to 6PM.

In June 2017, Council approved an increase for the residential permit parking fee. The new fee is \$30 for a 3-year permit. This fee was proposed by staff to recover 22% of the estimated cost to the City. Staff estimated that the residential permit parking program costs the City \$440,380 annually (\$44 per permit). These costs included staff time to issue and enforce permits, administer parking citations, conduct parking studies, process petitions, and install and maintain parking signs. The new permit fee is now being applied to the next three-year permit cycle of 2018 to 2020.

At the February 13, 2018 Council meeting, the 700 block of 5<sup>th</sup> Street submitted a petition requesting that the fee for their parking permits be rescinded. There is no provision in the FY17-18 Fee Schedule to waive fees, however residents may apply to the Burbank PASS (Program, Activity, and Service Subsidy) Program to be eligible for reduced fees. The PASS program is currently being administered by the Parks and Recreation Department.

## Police Enforcement

This intersection is near Burbank High School and has been an attractive hang-out for students, graduates and their friends for several years. The complaints are generally related to teens "hanging out," smoking cigarettes/marijuana, littering, being loud, driving recklessly, double parking and being confrontational with residents.

This and several nearby intersections along Fifth St have been the focus of enhanced BPD enforcement efforts since the September, 2017. Listed below is a summary of on-going enforcement efforts:

- Detective personnel met with Burbank High School (BHS) Principal Mike Bertram and his staff in December 2017 regarding this specific issue. Mr. Bertram advised the BPD personnel that BHS staff would educate their students to be respectful of the neighborhood surrounding the campus. School staff have been observed in the area by BPD personnel during patrol and enforcement activities.
- This issue involving high school students continues to be a standing discussion point at both daily and weekly Crime Control meetings.
- Patrol Bureau Watch Commanders and the Traffic Bureau Supervisor have ensured that officers routinely monitor the area and take appropriate enforcement action when warranted. This situation has been made a daily priority for the assigned beat officers.
- Since January 2018, day watch groups have assigned one to two officers to this area before school and at lunch time, which has resulted in numerous contacts and citations.
- Beginning in September 2017, the Traffic Bureau worked directly with the staff at Burbank High School, logging over 72 staff hours in the area. Traffic officers have issued 113 citations and 7 warnings in the general area for a variety of violations since that time. The Traffic Bureau also conducted one undercover operation in which several violators were issued citations. Parking Control Officers (PCOs) continue to monitor the area on a daily basis as well.
- The Community Outreach and Personnel Services (COPS) Bureau personnel are currently in the process of setting up a neighborhood meeting to discuss the ongoing concerns of the residents and to provide information relating to enforcement efforts. This meeting is being planned in conjunction with Burbank High School.
- Preliminary feedback from residents has indicated that there has been a decrease in the general nuisance activity which originally prompted the community complaints.

**SUSTAINABLE BURBANK COMMISSION**  
**April 16, 2018**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

Ms. Zimskind presented the Green Spotlight award to The New Deal restaurant. The restaurant owners, Kerry, Kendra, and Ramsey Krull, were honored for their restaurant's sustainable practices such as compostable to-go packaging, use of organic vegetables, and sustainable meats.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

None.

**B. Commission Member Communication:**

Ms. Kirschenbaum stated she attended a speech on State Bill 827 regarding affordable housing and a talk about the Affordable Housing Act. She announced that the April 7 Dig Day was a success and will be an on-going program. She also attended a rally against the Grayson Power Plant.

Mr. O'Brien mentioned that he recently learned about the Burbank Volunteer Program by reading the Burbank Parks and Recreation Guide and suggested that the Commission re-market the program on its Facebook page.

Ms. Gamino announced that Climate Fest, organized by the City of Santa Monica and Climate Action Santa Monica, will be held in Santa Monica on May 19, 2018, and will include programs such as bicycle and household item repairs and speakers on sustainability.

Mr. Dunigan asked Mary Riley if a phase II subcommittee could be created at this evening's meeting. Ms. Riley replied that it is okay to create one during the meeting and noted that the phase II subcommittee would be about the same subject as the phase I.

**C. Staff Communication:**

John Molinar, Asst. Public Works Director – Street & Sanitation, announced that a policy for expanded polystyrene (EPS) will be brought to Council. Staff will provide the Commission with a Council date when it becomes available.

Kreigh Hampel, Recycling Coordinator, mentioned that four Master Recyclers attended the Dig event at Izay Park. He announced that this Saturday, April 21, 2018, the food waste film, "Wasted," will be screened at 10:00 a.m. in the CSB meeting room. Mr. Hampel noted that a Fixit Clinic will be held on Sunday, April 22, 2018, from 12:00 – 3:00 p.m. He also mentioned that there is a Walk/Bike Burbank event this Saturday and that CicLAvia is planned for Sunday in the San Gabriel Valley.

**III. APPROVAL OF MINUTES:**

Minutes from the March 19, 2018, meeting were approved, with revisions, by Mr. Dunigan, Ms. Gamino, Mr. Goodman, and Ms. Kirschenbaum. Mr. O'Brien and Ms. Zimskind abstained.

**IV. SUSTAINABILITY PRESENTATION BY CSUN PROFESSOR, LORAIN LUNDQUIST:**

At its March 19, 2018, meeting, the Commissioners agreed to have a brief sustainability presentation by CSUN professor, Loraine Lundquist. The Commission may ask questions and engage in discussion.

Cal State Northridge Professor, Loraine Lundquist, spoke about sustainability items to consider including in a sustainability checklist for City developments. The Commission asked her questions and engaged in a discussion.

**V. 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/will ask questions, engage in discussion, and provide feedback.

Mr. Goodman provided a draft checklist for the Commission to review. Mary Riley, Senior Asst. City Attorney, suggested that the Subcommittee meet with her to determine elements of the draft checklist that are required by law, and could therefore be removed from the checklist.

Councilperson Frutos added that Council is interested in the Commission reviewing all development projects and advising Council of their sustainability.

The group agreed to table the discussion to a future meeting. Later in the meeting, Councilperson Frutos suggested to Chair Dunigan to keep a light meeting agenda, if possible, for the meeting in which the Checklist will be discussed.

**VI. 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 stated that she completed some outreach regarding a polystyrene ban and alternatives to its use. Mr. Hampel added that there may be a public meeting regarding polystyrene alternatives.

**VII. 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.

Mr. Roesner needed to leave the meeting early and presented a PowerPoint presentation out of order. He explained a scorecard model, Circles of Sustainability, and how it differs from the STAR model that was presented at an earlier Sustainable Burbank Commission meeting. Mr. Roesner noted that the Circles of Sustainability has a clear visual presentation but is not as data-driven as the STAR model. He suggested that a possible hybrid of the two models may work best.

All Commissioners in attendance approved a motion to disband the Subcommittee.

Later in the meeting, the Commission discussed creating a phase II Ad Hoc Community Scorecard Subcommittee and agreed to table the discussion to a future meeting to allow absent members the opportunity to volunteer for the new Subcommittee.

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

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The Commission discussed and ultimately voted to disband the Ad Hoc Bicycle Path Connectivity Subcommittee due to lack of updates from the Subcommittee members. Ms. Zimskind moved and Ms. Kirschenbaum seconded a motion to close the Subcommittee. The motion was approved by Mr. Dunigan, Ms. Gamino, Ms. Kirschenbaum, and Ms. Zimskind. Mr. Goodman and Mr. O'Brien abstained.

**IX. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT**

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Ms. Kirschenbaum reported that she believes the Subcommittee has accomplished its goals. The Sustainable Burbank Commission Facebook page is up and running and the Subcommittee will continue to perform outreach if/when there is a polystyrene ban. The group discussed disbanding the Ad Hoc Community Outreach Subcommittee but decided to keep it as is.

**X. 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.

None.

**XI. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2018:**

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

The Commission agreed to present South Hills Church with the Green Spotlight award at their May 2018 meeting.

**XII. ADJOURNMENT**

Mr. Goodman requested that the meeting be adjourned in memory of New York attorney, David Buckel, who took his own life in protest of fossil fuel use. All in attendance agreed and the meeting was adjourned at 6:55 p.m. in Mr. Buckel's memory.



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

Meeting: Burbank Cultural Arts Commission  
 Date: April 12, 2018  
 Members Present: Mary Elizabeth Michaels, Cynthia Pease, Gerrard Panahon, Monica Groves, Diana Means, Jeff Rector (arrived 9:20), Barbara Beckley (arrived 9:20)  
 Members Absent: Katherine Zoraster, Leah Harrison  
 Staff Present: Kris Smith, Erin Barrows, Paul Paolone, Caroline Arrechea  
 Liaisons:

Item Discussed	Summary	Direction or Action, if any
1. Brown Act Overview – Lisa Kurihara, City Attorney’s Office	Lisa Kurihara from the City Attorney’s office gave an overview of Brown Act rules/regulations and answered questions from the Commission members.	
2. Asian Pacific American Heritage Month Pop-up Event	Mr. Panahon was approached by Senator Portantino regarding hosting a pop up event related to Asian Pacific American Heritage Month. The Commission would be co-sponsoring the event which would take place in June or July.	
3. Variety Show	The Commission members discussed final details regarding the variety Show. Mr. Rector distributed event tickets to the members to sell. He will also be putting an announcement in the Burbank Chamber newsletter regarding the event and ticket information.	
4. Art in Public Places Update	There was no update.	
5. 2018 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established goals to be accomplished over the next year: Goal 1: MARKETING AND COMMUNITY OUTREACH Goal 2: WEBSITE/NEWSLETTER Goal 3: BEAUTIFICATION/UTILITY BOXES MURALS/TRAFFIC BOXES Goal 4: EVENTS/FUNDRAISING	Goal 1: The sub-committee is working on materials for the upcoming art fair, sign-ups for the newsletter, and a new postcard. Goal 2: The subcommittee continues to work on updating website and expanding the newsletter. Goal 3: The subcommittee continues to work on a potential planter mural project (with Downtown Burbank) to beautify the area. Goal 4: The Events sub-committee continues to work in conjunction with other sub-committees in coordinating the Cultural Arts Commission booth at the upcoming Fine Arts Festival (April 14-15).



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

Meeting: Parks and Recreation Board

Date: Thursday, April 12, 2018

**Staff Present:** Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Erin Barrows, Recreation Services Manager; Grace Coronado, Senior Administrative Officer; Kristen Hauptli, Administrative Analyst II; Paul Paolone, Recreation Supervisor; Noah Altman, Recreation Coordinator; Elisa Accardi-Harrison, Recreation Coordinator; and Patricia Molinar, Recording Secretary.

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

**Board Members Absent:** Ms. Lowers

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Chair Jackson dedicated the Board meeting to Krista Dietrich and honored Krista's memory with a loving tribute to her life. Ms. Accardi-Harrison announced the Department's upcoming activities and events.	
2 Recognitions	Ms. Jackson introduced Noah Altman to present certificates of recognition to the Youth Leadership Program-YLP participants whose efforts contributed to the Service Connection Day event. Ms. Wilke announced that the Parks and Recreation Department's Residents Inspiring Service and Empowerment Program (RISE) was selected as the 2018 California Park and Recreation Society (CPRS) Award of Excellence recipient in the Creating Community Division. RISE coordinated and organized the City's first ever Service Connection event for Burbank's homeless population and delivered essential quality of life services and gathered vital information from the homeless who attended the event. Ms. Wilke recognized Marisa Garcia, Grace Coronado, and Kristen Hauptli for their commitment to the RISE program's mission.	
3 Oral Communications	None.	
4 Response To Oral Communications	None.	

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

5	Written Communications	None.	
6	Park Board Comments	Ms. Jackson noted the well-attended RISE Program Dig Day service event.	
7	Park Board Facility Tour	Ms. Wilke invited the Board to participate in a tour to visit the recently renovated parks and facilities.	Special Meeting in lieu of Regular Meeting – Park Facility Tour will be held on Thursday, June 7 at 4:00 p.m. at Verdugo Park.
8	Budget Update Fiscal Year 2018-2019	Ms. Wilke reported that budget documents for the Fiscal Year 2018-2019 will be made public on April 20, 2018. The budget will be presented to City Council on April 24, 2018. The budget for all departments is status quo. As reported at a previous Board meeting, a 10% (\$1.9 million) budget reduction scenario was created to inform Council and the community of the services compromised in the event the General Fund projected deficit is not adequately addressed. Additional budget information, such as the Capital Improvement Program and infrastructure improvements, will be shared at the May Board meeting.	Noted and Filed.
9	Starlight Bowl-2018 Season Programming	Mr. Paolone provided an update on the programming of the upcoming Starlight Bowl season. Tickets for the season go on sale May 15, 2018. The 2018 Starlight Bowl line-up features the following entertainment: <ul style="list-style-type: none"> <li>• Wednesday, July 4, 2018 – 4<sup>th</sup> of July Celebration – High Street Band &amp; Precious Byrd</li> <li>• Saturday, July 14, 2018 – Mirage (Fleetwood Mac) &amp; The PettyBreakers (Tom Petty and The Heartbreakers)</li> <li>• Saturday, July 21, 2018 – The Fab Four (The Beatles)</li> <li>• Saturday, July 28, 2018 – One More From The Road (Lynyrd Skynyrd) &amp; Fortunate Son (Creedence Clearwater Revival)</li> <li>• Saturday, August 4, 2018 – Dog ‘N’ Butterfly (Heart) &amp; Best Shot (Pat Benatar)</li> <li>• Sunday, August 11, 2018 – Uptown Funk (Bruno Mars)</li> <li>• August 18 &amp; 19, 2018 – Private Rental – Thomas Andrews and Modern Talking Band</li> </ul>	Noted and Filed.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the February 8, 2018 meeting were approved.	It was moved by Ms. Jackson seconded by Ms. Burghdorf and

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

		<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>	carried 4-0 "to approve the Consent Calendar."
11	Tabled Items	None.	
12	Second Period of Oral Communications	None.	
13	Response to Second Period of Oral Communications	None.	
14	Additional Comments from the Board	None.	
15	Introduction of New Agenda Items	Mr. Gussow requested an update on the Roller Hockey Rink.	
16	Adjournment	The meeting was adjourned at 7:08 p.m. in loving memory of Krista Dietrich.	