



Weekly Management Report

January 25, 2019

- 1. Synopsis** Parks and Recreation Board Meeting on
January 10, 2019
Park and Recreation Department
- 2. Memo** Sole Source for Weather TRAK Irrigation Management
and Control
Park and Recreation Department
- 3. Notice** Planning Board Cancellation Notice for
January 28, 2019
Community Development Department
- 4. Notice** Special Planning Board Meeting on Saturday,
January 26, 2019
Community Development Department

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

Meeting: Parks and Recreation Board

Date: Thursday, January 10, 2019

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Erin Barrows, Recreation Services Manager; Diego Cevallos, Recreation Services Manager; Kristen Hauptli, Administration Analyst II; Paul Paolone, Recreation Supervisor; Lupe Santarriaga, Sr. Recreation Leader; and Patricia Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. Gussow, Mr. DePalo, and Ms. Jackson. Ms. Jackson left the meeting at 6:55 p.m.

Board Members Absent: None.

Item Discussed	Summary	Direction or Action, if any
1	Lupe Santarriaga announced the Department's upcoming events.	
2	Chair Lowers presented certificates of recognition to the Disney VolunteARS for their continued dedication and support through the year.	
3	Mr. Glenn Hamanaka, recommended Burbank Athletic Federation Board appointee, introduced himself to the Board and expressed thanks for the pending appointment.	
4	The Board thanked Mr. Hamanaka for his service to Parks and Recreation's sports programs.	
5	Written Communications None.	
6	Park Board Comments Ms. Burghdorf reported on last year's achievements and on the new year's goals and objectives of the Burbank Cultural Arts Commission. Mr. DePalo praised the Department for an outstanding Tree Lighting event.	
7	2019 Starlight Bowl Programming Update This item was scheduled to as the fourth item on the Agenda, however it was heard first in order to accommodate a Board member's commitment. Ms. Barrows presented the Board with a report discussing the opportunity to a pilot program expanding programming to up-to 21 shows for the 2019 Starlight Bowl Summer Concert Season.	Recommended sending the surrounding neighborhood a marketing piece with the lineup so they are aware of the events.

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8	Grove Theater Center Annual Report – Fiscal Year 2017-18	Ms. Garcia reported that the Grove Theater was in substantial compliance of their obligations with the City. Ms. Garcia introduced Mr. Cochran, Grove Theater’s Artistic Director, who presented the Theater’s annual report.	Noted and Filed.
9	Burbank Athletic Federation (BAF) Board Appointments	Diego Cevallos, Recreation Services Manager, reported on the two vacancies on the BAF Board and explained the advertising and interview process which culminated on the recommendation on of Jim Frankian and Glenn Hamanaka to serve on the BAF Board.	It was motioned by Mr. DePalo and seconded by Mr. Gussow and carried 4-0 to “appoint Jim Frankian and Glenn Hamanaka to fill the two vacancies for a three-year term to the Burbank Athletic Federation Board of Directors.”
10	Staff Safety Training	At the request of the Board, Kristen Hauptli provided a report on employee preparedness training as it relates to an active shooter situation. Occupational Training Systems is a consulting firm who conducts staff’s Active Shooter Training three to four times a year. The training facilitates emergency action planning and capabilities for coordinated responses. Staff can access additional resources through the Burbank Employee Network – BEN. Chair Lowers thanked staff for the reports and recommended that training is reinforced by continuous training opportunities.	Noted and Filed.
11	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the November 8, 2018 meeting were approved.</p> <p><u>Burbank Athletic Federation (BAF) Board Appointments</u> Noted and Filed.</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 Reports</u> Noted and Filed.</p> <p><u>Fiscal Year 2019-20 Budget Priorities</u> Report regarding Fiscal Year 2019-2020 Budget Priorities.</p>	<p>It was moved by Mr. Gussow seconded by Ms. Burghdorf and carried 4-0 “to approve the Consent Calendar.”</p>

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		<u>Departmental Operations Update</u> Noted and Filed.	
12	Tabled Items	None.	
13	Second Period of Oral Communications	None.	
14	Response to Second Period of Oral Communications	None.	
15	Additional Comments from the Board	Mr. Gussow shared he had received praised for Ovrom staff from a program participant. Ms. Lowers inquired on the transition of the DeBell Golf course.	
16	Introduction of New Agenda Items	None.	
17	Adjournment	The meeting was adjourned at 7:21 p.m.	



Memorandum

DATE: January 17, 2019

TO: Ron Davis, City Manager

FROM: Judie Wilke, Parks and Recreation Director *Judie Wilke*


SUBJECT: Sole Source for WeatherTRAK Irrigation Management and Control

After extensive market review of irrigation control equipment, the Parks & Recreation Department would like to enter into a sole source contract with WeatherTRAK products, from HydroPoint Data Systems, Inc., as our standard for Central Irrigation Management and Control. In July and August 2018, the Department installed a test controller at Ovrom Park and during the two hottest months, July and August, had a 12% water savings from the prior year. It is clear this technology can assist the Department with improved water management and cost savings.

The selection of WeatherTRAK system is based on a number of factors. WeatherTRAK is the only irrigation control system that has been studied by the California Environmental Protection Agency (EPA) and was proven to reduce dry weather runoff by over 70%. WeatherTRAK products qualify for the SoCal WaterSmart rebates which the City plans to apply for. The system is 100% cloud-based which eliminates the need for proprietary software or dedicated personal computers. Further, it delivers highly accurate, site specific weather data, accurate to 1 square kilometer to each controller, every day, using National Oceanic and Atmospheric Administration (NOAA), California Irrigation Management Information System (CIMIS), and other weather networks. This allows pinpoint control to every hydro-zone on each controller. Lastly, the system is all backed by a 10-year data service plan that comes with a "Worry Free Wireless" guarantee.

Staff believes standardizing with one system will streamline and consolidate maintenance issues/repairs as system wide parts will be readily available. Additionally, staff will be familiarized with one system (rather than multiple as is the case now), and be more equipped and knowledgeable to address maintenance issues as they arise. Also, there will be reduced staff travel and troubleshooting time since the controls will tell staff what is wrong and what needs to be repaired. Additionally, irrigation issues, water shut-offs and adjustments can be addressed via cell phones further saving staff time and water.

Staff is requesting approval to dispense with competitive bidding under BMC 2-2-113 (b) "when the supplies and services can only be obtained from one vendor"; and purchase from SiteOne Landscaping Supply, a current City of Burbank vendor for \$34,861.06. All sole source purchases, and purchases exceeding \$30,000 require the approval of the City Manager.

Approved: 

Ron Davis, City Manager



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

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THE PLANNING BOARD MEETING OF JANUARY 28, 2019, HAS BEEN CANCELED.

Planning Board Agenda Special Meeting

Saturday, January 26, 2019

Avion Project Site

3001 N. Hollywood Way (Gate at Tulare Avenue Stub Out)

10:00 a.m.

This agenda contains a summary of each item of business that the Planning Board may discuss or act on at this meeting. If you have any questions or comments about any agenda item, please call the Planning Division at (818) 238-5250.

This project site is not ADA accessible, however an ADA accessible van will be available for the site visit. In compliance with the Americans with Disabilities Act, if any special assistance is needed to participate in this meeting, please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD. Notification 48 hours in advance of this meeting will enable the City to make reasonable arrangements for special assistance.

CALL TO ORDER

ROLL CALL

10:00 AM TOUR OF THE AVION PROJECT SITE

3001 N. HOLLYWOOD WAY (PARK AT THE TULARE AVENUE STUB OUT)

The purpose of this meeting is a site visit to the proposed 61-acre Avion project at 3001 N. Hollywood Way. The project consists of an office/industrial park on the entire site, which includes six, industrial/ buildings totaling 1,000,307 square feet; nine, two-story office buildings totaling 142,250 square feet; two retail/restaurant buildings of approximately 15,475 square feet; and a six-story 166-room hotel of 101,230 square feet. The applicant also proposes a tentative map for the project site and condominium map for the office spaces. The applicant proposes to extend, improve and dedicate Tulare Avenue west of Hollywood Way. In addition, the applicant proposes to extend, improve and dedicate Kenwood Street south to the future Tulare Avenue. The project includes future City Council consideration of a General Plan Amendment, a Zoning Map Amendment, Planned Development (PD), Development Review, Development Agreement, and a Tentative Tract Map.

PUBLIC COMMENT FOR AVION PROJECT

ADJOURNMENT TO PLANNING BOARD MEETING OF FEBRUARY 11, 2019.

