



# Weekly Management Report

## November 22, 2019


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October 21, 2019  
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**Public Works Department**
5. **Memo** Residential Permit Parking Program  
**Public Works Department**
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**Parks and Recreation Department**
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**Public Works Department**
8. **Notice** Dark Meeting Notice for December 12, 2019  
Burbank Cultural Arts Commission  
**Parks and Recreation Department**



# memorandum

**DATE:** October 22, 2019

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** **October 21, 2019 Transportation Commission Meeting Synopsis**

City staff discussed the LA County Metro and Metrolink plans to increase service along the Metrolink Antelope Valley Line. City staff also discussed the necessary capital improvements at the City's stations and grade crossings that will be critical to the safe, robust, and frequent transit system that Metro and Metrolink are aiming to build. Finally, staff discussed the potential for California High Speed Rail funds to build a high-speed corridor between Burbank and Anaheim, and how that dovetails with Metro and Metrolink's plans to improve the Antelope Valley service.

The Commission passed a motion recommending that staff work with Metro and Metrolink to strive for

- Quiet zones citywide,
- Improve grade at-grade rail crossings, particularly the at-grade pedestrian crossing at the Downtown Burbank Metrolink Station,
- Support Metro and Metrolink's goal of 30 minute service frequencies,
- Request that Amtrak add the Downtown Burbank Station stop to the Surfliner's schedule,
- Continue working with StreetPlus as the City's Downtown Burbank Station's security provider.





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 12, 2019

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Interim Public Works Director *Judie Wilke*  
By: Jonathan Yee, Assistant Public Works Director Traffic *J. Yee 11/12/19*

**SUBJECT: City Manager Tracking List No. 2190 – San Fernando and Verdugo**

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This memo provides the City Council with information requested on January 8, 2019, regarding the intersection of San Fernando Boulevard and Verdugo Avenue.

Background

On January 14, 2019, Public Works spoke with a resident who appeared before Council at the January 8, 2019 meeting. The resident stated vehicles are not yielding to pedestrians at the intersection of San Fernando Boulevard and Verdugo Avenue. The same resident appeared before Council on December 5, 2017, to request a No Right on Red sign. Staff installed cameras to observe traffic operations and submitted a memorandum (Tracking List No. 2078) stating right turn conflicts were not observed during an 8-hour period.

Discussion

In response to the January 2019 request, Public Works observed additional intersection video and reviewed the collision history. Staff watched 18 hours of recorded video on the dates of January 24, 2019 and May 16, 2019. The video showed that 4 percent of right turns (2 of 46) and 18 percent of left turns (3 of 16) did not yield to pedestrians. There was one instance of a "close call" when a right turn vehicle proceeded to turn in front of a pedestrian. The video demonstrated that a majority of vehicles yielded to pedestrians in the crosswalk.

A collision history report between January 2009 and January 2019 showed one reported collision between a vehicle and a pedestrian. The collision was between a pedestrian in the west crosswalk and a northbound left turning vehicle with a driver under the influence.

Staff also completed a left turn warrant analysis to determine if the intersection needs green arrows. Based on the intersection geometry, vehicle counts, and collision history, green arrows could potentially be used for the northbound left and westbound left movements.

### Conclusion

Based on video observation and the left turn warrant analysis, Public Works recommends to modify the traffic signal to use protected-permissive phasing for the northbound left and westbound left movements. This will add a dedicated green arrow for left turning vehicles. Public Works Traffic staff will replace the signal indications and reconfigure the traffic signal controller.

In addition, Public Works will investigate the use of a leading pedestrian interval. This interval will display the Walk indication earlier to allow pedestrians to begin crossing prior to vehicles seeing a green.

The implementation of both improvements will enhance the safety of pedestrians. The green arrows will allow left turns to proceed without conflicting with pedestrians. A leading pedestrian interval is recommended by the Federal Highway Administration to increase the likelihood of motorists seeing and yielding to pedestrians in a crosswalk.



**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** March 21, 2018

**TO:** Ron Davis, City Manager

**FROM:** Marnell Gibson, Public Works Director  
By: Jonathan Yee, Assistant Public Works Director – Traffic *[Signature]* 3/21/18

**SUBJECT:** City Manager Tracking List No. 2078 – San Fernando Blvd and Verdugo Ave - Request for No Right Turn on Red

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This memo provides the City Council with information about pedestrian safety and traffic signal operations related to concerns at the intersection of San Fernando Boulevard and Verdugo Avenue.

Introduction

At the December 5, 2017 Council meeting, a resident spoke during public comment to express concerns regarding pedestrian safety at San Fernando Boulevard and Verdugo Avenue. The resident requested No Right Turn on Red signs.

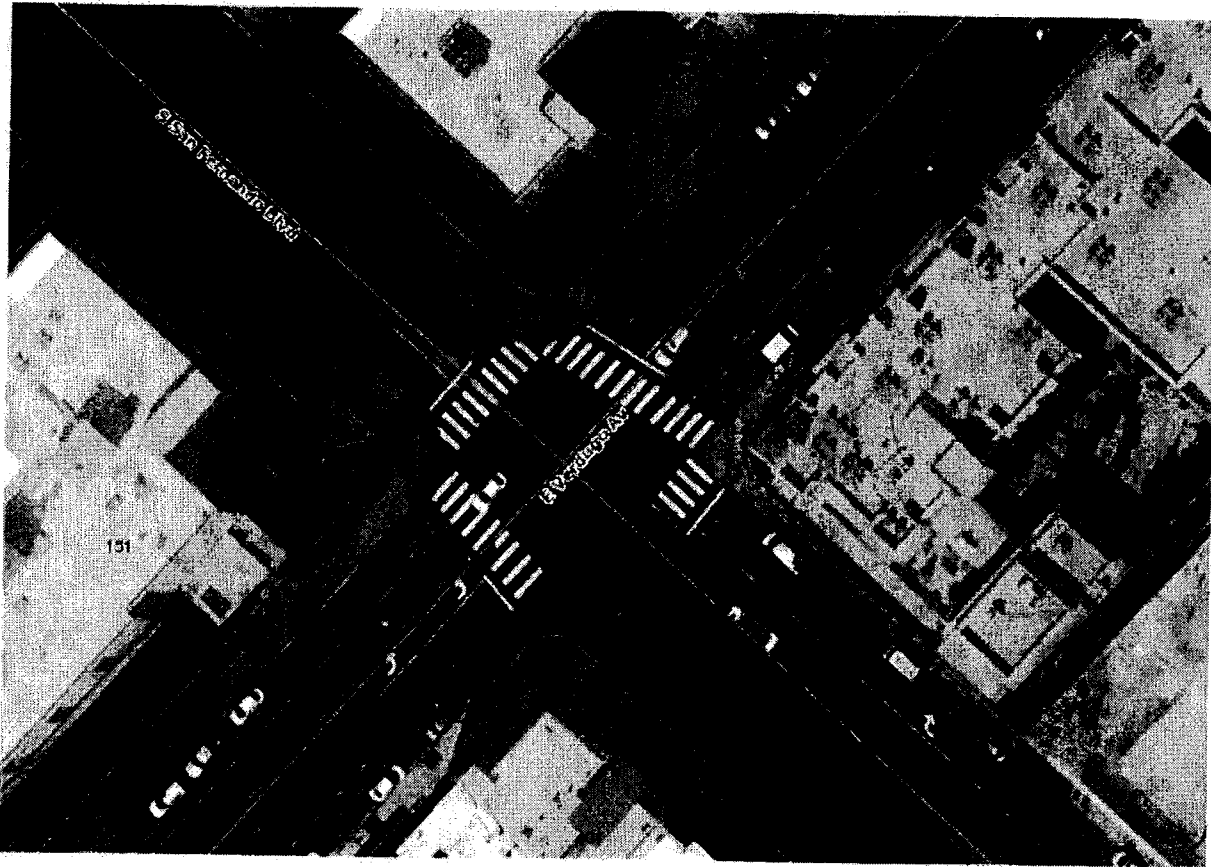
Background

The intersection of San Fernando Boulevard and Verdugo Avenue is controlled by a traffic signal. San Fernando Boulevard is a two-lane street without parking north of the intersection and becomes a four-lane street with parking south of the intersection. Verdugo Avenue is a two-lane street with striped bicycle lanes and parking. The north, east, and west approaches have speed limits of 30 mph and the south approach has a speed limit of 35 mph. In addition, Los Angeles Metro 94 and 155 bus lines travel through the intersection.

In November 2016, the intersection was repaved and re-striped with high visibility crosswalk bars and stop lines set 4 feet behind the crosswalk. An aerial view of the intersection is shown on the next page.



## Aerial View of San Fernando Blvd at Verdugo Ave Intersection



### Discussion

The 2014 California Manual on Uniform Traffic Control Devices Section 2B.54 provides standards and guidance regarding No Right Turn on Red Signs.

In November 2017, Public Works Traffic staff installed traffic cameras to observe the intersection and complete an investigation of the intersection. Below is a summary of the results:

- Staff observed the intersection using camera video and did not observe any conflicts between pedestrians and vehicles turning right on red. There were a few instances of vehicles beginning to turn on green, stopped partially in the crosswalk, and waited for pedestrians to cross
- Staff reviewed the intersection incident history during the past 10 years. There were two incidents involving pedestrians (2009 and 2015). One incident was caused by a vehicle driving under the influence and the second incident was caused by a vehicle turning on green. There were no incidents involving vehicles turning right on red
- In addition, staff collected data and compared conditions to the 2014 CAMUTCD criteria.



The table below summarizes the analysis.

2014 CAMUTCD guidance	Criteria	Verdugo at San Fernando Intersection	Met?
A. Sight Distance	North leg: 200ft South leg: 200ft East leg: 250ft West leg: 200ft	North leg: 225ft South leg: 200ft East leg: 200ft* West leg: 300ft	No No Yes* No
B. Intersection Geometry	Odd geometry resulting in unexpected conflicts	Normal geometry, no unexpected conflicts	No
C. Exclusive Pedestrian Phase	Used	Not Used	No
D. Pedestrian Conflicts	Unacceptable number of right turn on red conflicts	No right turn on red conflicts observed	No
E. Incidents	3 or more right on red accidents in 12 months	0 right on red accidents in 12 months	No
F. Skewed Angle	Skewed angle exists	No skewed angle exists	No

\* The sight distance from the east leg is within 25 feet of the standard. On March 12, 2018 staff painted 30 feet of additional red curb to increase the sight distance.

**Conclusion**

Staff does not recommend installing No Right Turn on Red signs at the intersection of San Fernando Boulevard and Verdugo Avenue. Based on video observation, the intersection appears to operate in a safe and efficient manner. The intersection has existing striping that clearly outlines the crosswalks and a 12-inch white stopline located four feet away from the crosswalk. All traffic signal indications are visible and do not have obstructions.

Public Works has notified the Police Department Traffic Bureau about the complaint. California Vehicle Code 21453 states a driver shall stop at a marked limit line before entering the crosswalk. A driver turning right shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk. Drivers may be cited for violating this code.

Public Works staff will continue to monitor the intersection and work with the Police Department Traffic Bureau to optimize pedestrian safety.



**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
TRAFFIC DIVISION WORK ORDER**

**TO:** Signs and Painting

**DATE:** March 7, 2018

**W.O. NO.:** \_\_\_\_\_

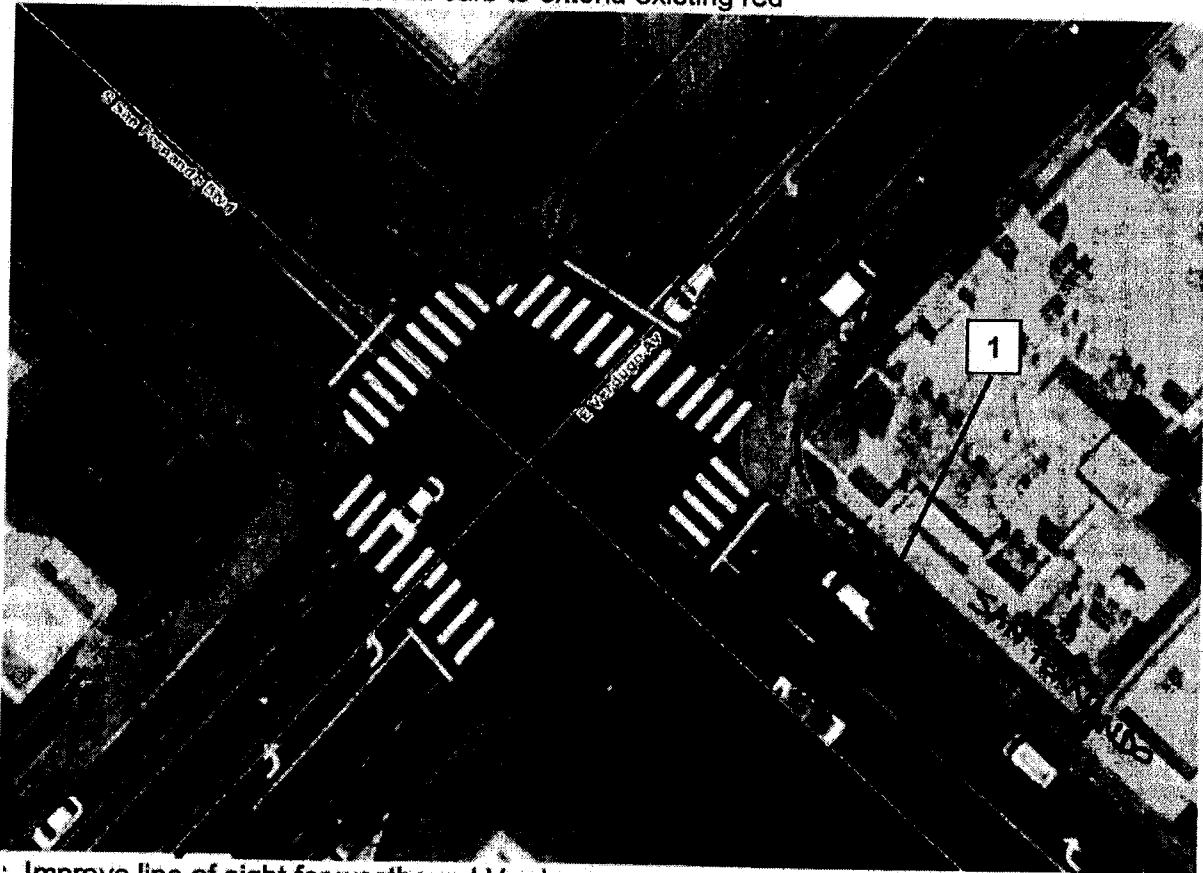
**ATTN:** Jerry Anderson

**PRIORITY:** Normal

**P.W. FILE:** Location File

**LOCATION:** East side of San Fernando just south of Verdugo

**DESCRIPTION:** Paint 30 LF of red curb to extend existing red



Note: Improve line of sight for westbound Verdugo.

<b>Requested by:</b> Resident at Council meeting . August 2017 meeting	<b>Date:</b> 3/7/2018
<b>Approved by:</b> Jonathan Yee <i>[Signature]</i>	<b>Date:</b> 3/7/2018
<b>Completed by:</b> <i>[Signature]</i>	<b>Date:</b> 3-12-18
<b>Copy sent to Police Department</b> <i>[Signature]</i>	<b>Date:</b> 3/13/18

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**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 12, 2019

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Interim Public Works Director *Judie Wilke*  
By: Jonathan Yee, Assistant Public Works Director Traffic *Jonathan Yee 11/14/19*

**SUBJECT: City Manager Tracking List No. 2178 – San Fernando at Burbank Blvd**

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This memo provides the City Council with information requested on November 27, 2018 regarding southbound San Fernando Boulevard approaching Burbank Boulevard.

Background

On October 10, 2018, Public Works completed the construction of the Burbank Boulevard at San Fernando Boulevard intersection. This project widened both approaches of San Fernando Boulevard, replaced intersection concrete, reconstructed the traffic signal, implemented new traffic signal operations, installed bicycle lanes, installed high visibility crosswalks, and added a second right turn lane from southbound San Fernando Boulevard to westbound Burbank Boulevard. The \$2.2 million cost was 100% funded by a County Measure R highway fund grant obtained by Community Development.

Discussion

In 2008, the State passed the California Complete Streets Act. The goal of this bill was to ensure roadways are designed to safely accommodate all users, including bicyclists and pedestrians. As required by this bill, the City included complete streets policies as part of the Burbank 2035 General Plan adopted in 2013, such as:

*“Policy 3.2 Complete city streets by providing facilities for all transportation modes.*

*Policy 3.3 Provide attractive, safe street designs that improve transit, bicycle, pedestrian, and equestrian connections between homes and other destinations.*

*Policy 3.5 Design street improvements so they preserve opportunities to maintain or expand bicycle, pedestrian, and transit systems.*

*Policy 5.1 Maximize pedestrian and bicycle safety, accessibility, connectivity, and education throughout Burbank to create neighborhoods where people choose to walk or ride between nearby destinations.*

*Policy 5.2 Implement the Bicycle Master Plan by maintaining and expanding the bicycle network, providing end-of-trip facilities, improving bicycle/transit integration, encouraging bicycle use, and making bicycling safer.*

*Policy 5.3 Provide bicycle connections to major employment centers, shopping districts, residential areas, and transit connections.”*

In addition, the Bicycle Master Plan adopted by Council in 2009 identified San Fernando Boulevard bicycle lanes as a top priority.

### Discussion

Bicycle lanes approaching the San Fernando Boulevard and Burbank Boulevard intersection were installed to meet goals of the 2008 Complete Streets Act, the 2009 Bicycle Master Plan, and the 2013 Burbank 2035 General Plan. The design of southbound San Fernando Boulevard first shifts bicycles from the curb to the left of the right turn lane at Walnut Avenue, and then shifts bicycles to the left of the dual right turn lanes at Burbank Boulevard. This is in accordance with the 2014 California Manual on Uniform Traffic Control Devices Section 9C.04, which states:

**“Standard:**

**06 A through bicycle lane shall not be positioned to the right of a right turn only lane or to the left of a left turn only lane.”**

Shortly after construction was completed in October 2018, Public Works Traffic received complaints from drivers. In response, staff observed 8 hours of intersection video to review traffic operations. The video showed that some drivers were not aware of the new configuration and used one of the two right lanes to proceed straight.

On November 19, 2018, Public Works Traffic installed three additional straight arrows, three additional right arrows, and a traffic sign. These improvements provided drivers with additional notification of the lane assignments (two right lanes and one through lane).

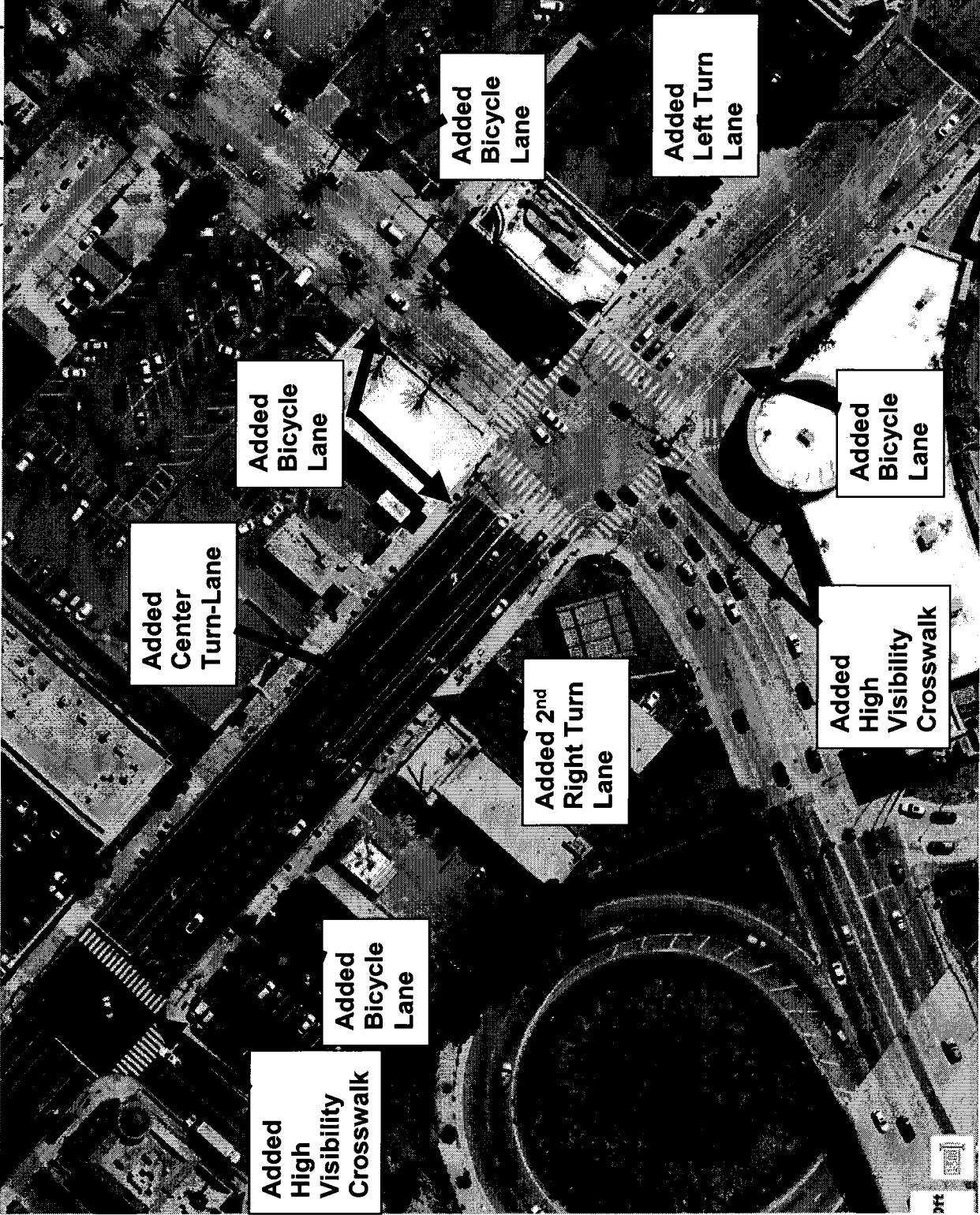
Since January 2019, there have been two complaints received by staff regarding the southbound San Fernando Boulevard turn radius and bicyclist positioning. Staff has drafted a design to place the bicycle lane adjacent to the curb. This design requires a traffic signal modification to install a bicycle signal and two right turn signals to reduce conflicts.

### Conclusion

Public Works reconstructed the San Fernando Boulevard and Burbank Boulevard intersection to enhance safety, implement complete street policies, and reduce traffic congestion. The new configuration provides bicycle lanes, high visibility crosswalk, new traffic signal operations, and additional vehicular capacity.

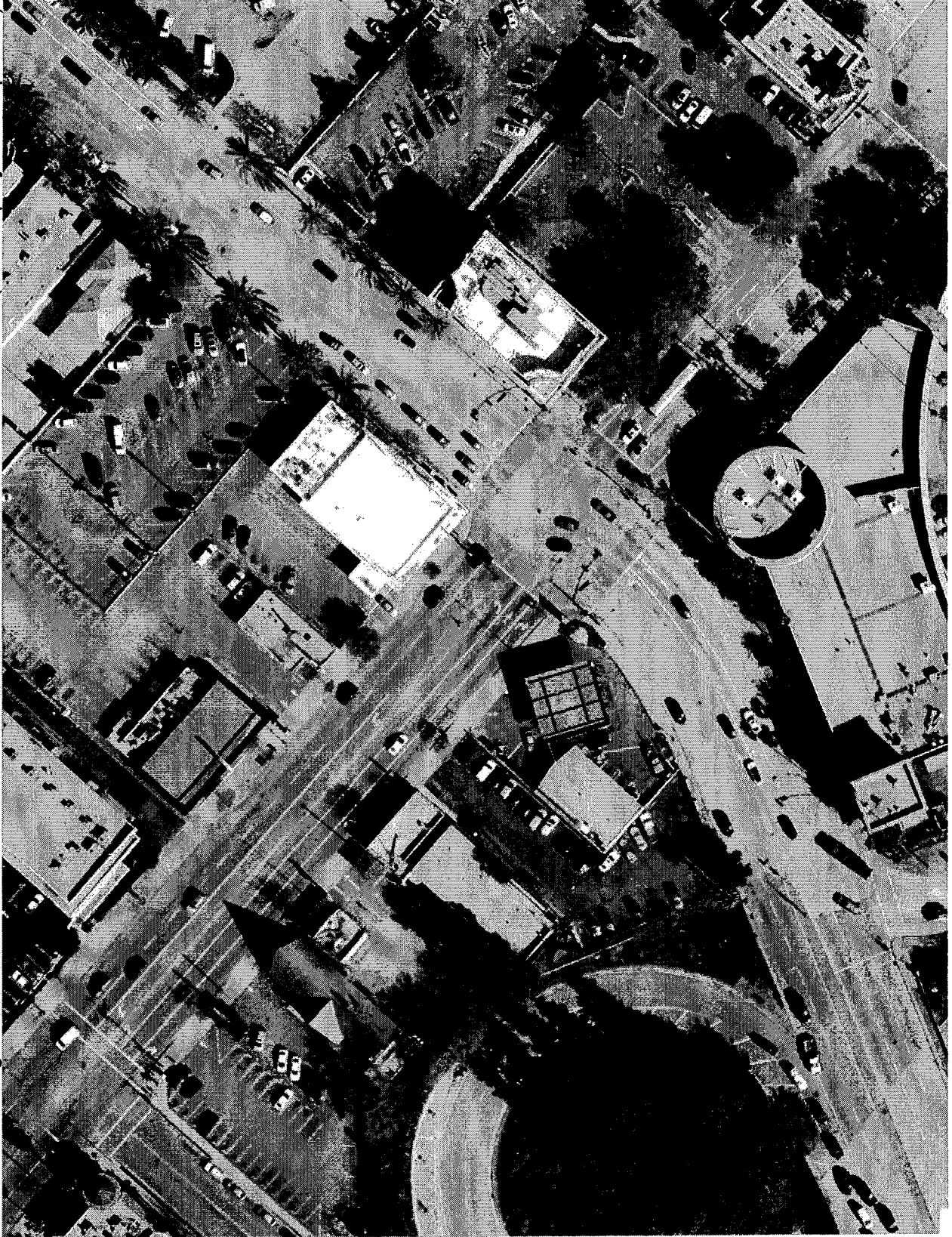
Since January 2019, a majority of drivers traveling on southbound San Fernando Boulevard approaching Burbank Boulevard have become familiar with the new configuration. However, staff believes there is value in further improving the intersection (as outlined above). Staff is waiting until Caltrans closes the Burbank Boulevard Bridge in early 2020 to implement these additional improvements to further enhance safety.

2019 Aerial Image of the Burbank Boulevard and San Fernando Boulevard Intersection (After project completion)





2017 Aerial Image of the Burbank Boulevard and San Fernando Boulevard Intersection (Before project completion)









**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 12, 2019

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Interim Public Works Director *Judie Wilke*  
By: Jonathan Yee, Assistant Public Works Director Traffic *Jonathan Yee 11/12/19*

**SUBJECT: City Manager Tracking List No. 2137 – Verdugo Avenue Status**

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This memo provides the City Council with information requested on May 22, 2018, regarding the status of the Verdugo Avenue bicycle lanes.

Background

Since 2009, the Council and staff have been enhancing the safety of Verdugo Avenue. Below is a timeline of the past activities:

- October 2009: Council provided direction for staff to pursue a temporary reconfiguration of Verdugo Avenue in conjunction with a paving project.
- December 2009: Community Development staff presented a traffic analysis. Council approved a temporary configuration of Verdugo Avenue, between Olive Avenue and Hollywood Way, from four travel lanes with parking to two travel lanes, one center turn lane, bicycle lanes and parking.
- March 2010: Public Works constructed the temporary configuration.
- November 2010: Community Development staff presented a six-month review to Council to show the temporary reconfiguration reduced collisions and did not increase travel times. Council voted to keep the reconfiguration and directed staff to apply for a Caltrans safety grant to expand the configuration.
- April 2011: Public Works was awarded a Caltrans safety grant.
- September 2011: Community Development staff presented additional information to Council to confirm the results of the six-month review. Council voted to keep the reconfiguration and accepted the Public Works safety grant.
- November 2013: At the request of Council, Public Works staff presented information on the history and status of the Verdugo Avenue reconfiguration. Council discussed the reconfiguration and ultimately voted to keep the bicycle lanes.
- April 2017: Public Works and Community Development staff presented a six-year review to Council to show the reconfiguration has reduced collisions and slightly increased travel times. Council voted to make the configuration permanent and expand the reconfiguration to sections between Clybourn Avenue and Hollywood Way and between Virginia Avenue and Victory Boulevard.
- March 2018: Public Works constructed the approved expansion.

Discussion

The purpose of the reconfiguration was to improve the safety of bicyclists, pedestrians, and vehicles. The reconfiguration also implemented a top priority project approved by Council in 2009 within the Bicycle Master Plan. Verdugo Avenue serves land uses attractive to bicyclists and pedestrians, including the Downtown Burbank Metrolink Station, the Olive Recreation Center, John Burroughs High School, Lincoln Park, the Buena Vista Library, the Mary Alice O' Connor Family Center, and the Verdugo Recreation Center.

Public Works measured the time needed to travel Verdugo Avenue between Olive Avenue and Clybourn Avenue during the evening commute period and compared results to prior data. As shown below, the current travel times are within 30 seconds, or 8 percent, of those experienced prior to the reconfiguration.

Date	Eastbound	Westbound
	(Min: Sec)	(Min: Sec)
Sept 2009	4:59	5:17
Sept 2019	5:23	4:56

Public Works also compared the collisions within two periods before and after the reconfiguration, January 2008 to October 2009 and January 2018 to October 2019. The number of accidents that occurred before and after the reconfiguration declined by 7 percent. However, the most severe accident types, head-on and broadside, declined substantially by 29 percent.

Accidents	1/2008-10/2009	1/2018-10/2019
Broadside	19	13
Head-on	2	2
Rear-end	6	9
Sideswipe	2	3
Total	29	27

The speed limit on Verdugo Avenue is 35 mph. There are currently 16 speed limit signs, eight in each direction, and they are located beyond major intersections (Clybourn Avenue, Pass Avenue, Hollywood Way, California Street, Buena Vista Street, Burroughs High School, Olive Avenue, and Victory Boulevard). The signs are installed in compliance with 2014 California Manual on Uniform Traffic Control Devices Section 2B.13.

The speed limit of 35 mph is determined by an Engineering and Traffic Survey that is required by the California Vehicle Code. This survey collects prevailing speeds to determine an appropriate speed limit based on the 85<sup>th</sup> percentile speed of traffic. This is the speed traveled by 85 percent of all vehicles traveling on the roadway. The 85<sup>th</sup> percentile speed of Verdugo Avenue is 36.7 mph.

Conclusion

Verdugo Avenue has been one of the most extensively monitored streets in the City. The travel time analysis and collision history demonstrate the street is operating safer with minimal travel time impacts.

Verdugo Avenue currently has a 35 mph speed limit as determined by an Engineering and Traffic Survey required by the California Vehicle Code. There are 16 speed limit signs that are installed in compliance with the 2014 California Manual on Uniform Traffic Control Devices Section 2B.13.





**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** November 12, 2019

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Interim Public Works Director *Judie Wilke*  
By: Jonathan Yee, Assistant Public Works Director Traffic *Jonathan Yee 11/12/19*

**SUBJECT:** City Manager Tracking List No. 2120 – Residential Permit Parking

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This memo provides the City Council with information requested on April 17, 2018, regarding changes to the residential permit parking program.

Background

In March 2016, City Council approved various changes to the Burbank Municipal Code Title 6, Chapter 1 to simplify the process to establish permit parking on residential streets. When the new code was adopted, Public Works had just completed the 2015 citywide parking permit renewal. Since the code changed the procedure to issue one type of permit, implementation was postponed until the 2018 citywide permit renewal instead of re-issuing permits at considerable cost and time.

During the 2018 citywide parking permit renewal, residents questioned the new FY17-18 permit fee and permit issuance procedures that had been delayed until the 2018 citywide permit renewal.

Discussion

**Permit Fee:** In June 2017, staff analyzed the residential permit parking program fees to attempt to recover 30% of its costs. The analysis showed that the cost of the program was \$440,380 (\$44 per permit) annually. The costs included Public Works staff time to issue permits, conduct parking studies, manage the program, and install and maintain parking signs, as well as Police staff time to enforce permit zones, issue citations, and process fines.

In June 2018, Council adopted a fee of \$30 for a three-year permit (\$10 per year). This fee allowed the City to recover 22% of the cost. The fee was eligible to be prorated each calendar year (i.e. \$20 when issued in 2019 for the remaining 2 years of the three year permit cycle; \$10 when issued in 2020 for the final year of the permit cycle).

The residential parking permit fee is eligible for the PASS Program. Residents who qualify for the PASS Program pay \$6 for a three-year permit (\$2 per year).

**Residential Permit-Only Zone:** In accordance with the new code, 2018 permits for permit-only zones were issued and affixed to each registered vehicle. The Police determined the location of the permit decal for adequate enforcement (driver-side, lower windshield). Residents within a permit-only zone could also purchase one, \$6 visitor permit valid for three years or obtain free visitor permits valid for dates specified using permanent ink.

Prior to 2018, the permits were hang-tags that could be used in any vehicle. Public Works and Police received complaints that non-residents were using the hang-tags and there was no way to determine if the permit was being used by a resident. Beginning in 2018, a proof of vehicle registration was required for each permit issued.

**Expanded Zone Area:** Public Works issued permits in 2018 based on permit zones. The City was divided into eight permit zones, identified as zones A through H, and residents were mailed a zone map with their permit renewal forms. The zone map identified the boundaries for each zone and the type of permit on certain streets.

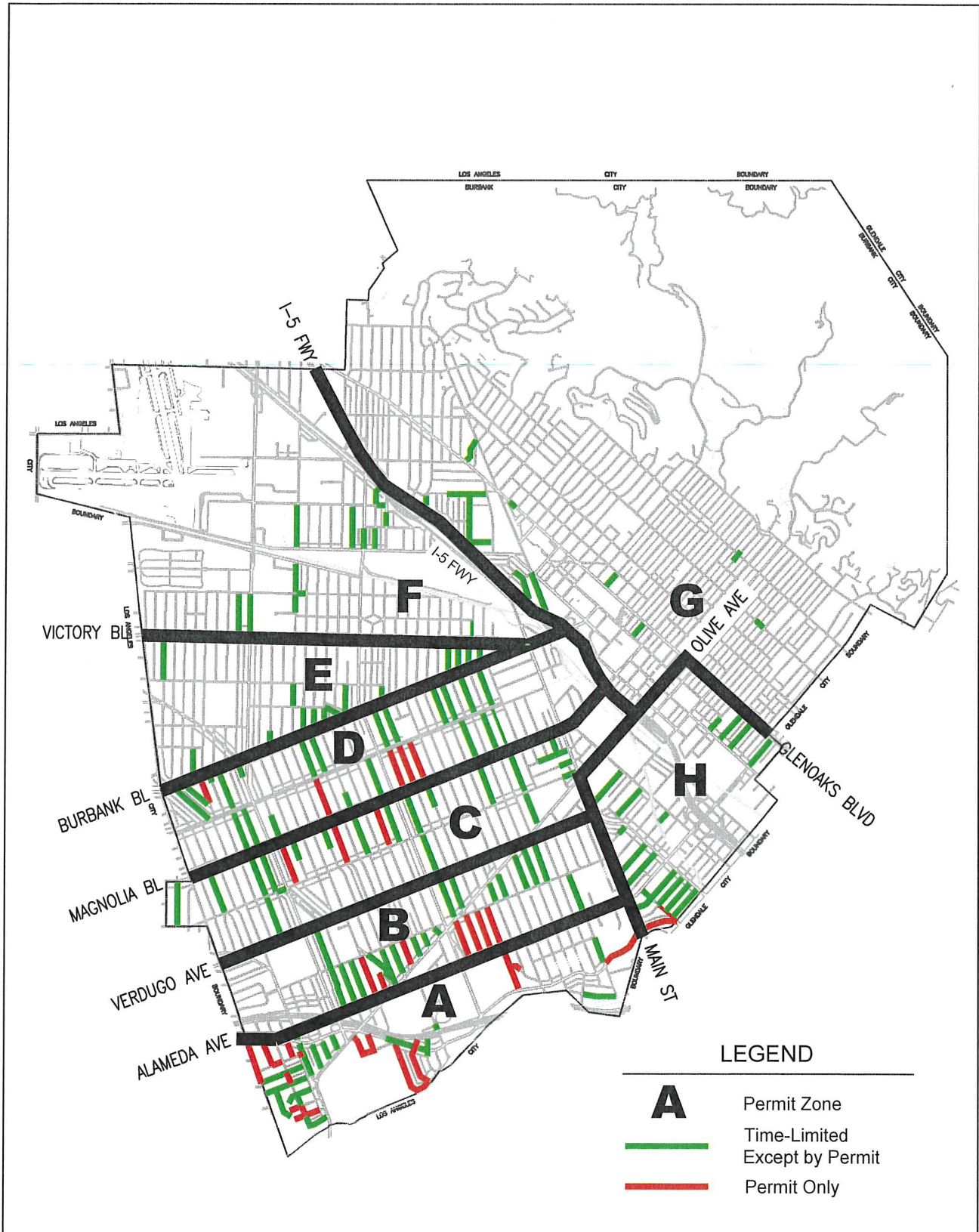
Prior to 2018, permits were issued for a specific street and limited to a specific 100 block. Parking outside of the 100 block, even on the same street, could have resulted in a citation. Public Works and Police received complaints that residents could not use their permit on adjacent zones when all street parking was occupied. Beginning in 2018, permits only displayed the zone letter and were valid on any similar permitted street within the zone. For example, a time limited (1-hour or 2-hour) hang-tag permit issued for Zone C was valid for any time limited permit streets in Zone C. This allowed residents to make use of all permit parking that was available in areas with limited supply.

### Conclusion

City Council updated the code and fee schedule to address deficiencies in the permit parking code, make permit parking more attainable for residents, improve enforcement, and recover 22% of the City's cost.

Residents were made aware of these changes in the recent 2018 permit renewal cycle and had several questions. Between January 2018 and April 2018, staff explained the reasons for the updated code, increased fee, and expanded zone area. Since then, the changes have generally been successful for residents. Permits for permit-only zones are now assigned to specific vehicles and complaints of permit misuse has reduced. In addition, staff received compliments from residents regarding the expanded zone area because they now have access to a greater parking supply.





Residential Parking Zones



PARKS AND RECREATION BOARD

**DARK MEETING NOTICE**

PLEASE NOTE THAT THE PARKS AND RECREATION BOARD  
WILL GO DARK IN DECEMBER 2019

**There will not be a meeting on December 12, 2019**

The next regular meeting of the Parks and Recreation Board will take place

**Thursday – January 9, 2020**  
6:00 p.m. – City Council Chambers  
275 E. Olive Avenue, Burbank

**Copies to:**

City Mgr. /Asst. City Mgr.  
City Clerk  
City Attorney

**Board Members:**

Lucy Burghdorf  
Barry Gussow  
Mickey DePalo  
Myeisha Peguero Gamiño  
Janice Lowers

**City Council:**

Emily Gabel-Luddy, Mayor  
Sharon Springer, Vice Mayor  
Bob Frutos, Council Member  
Timothy M. Murphy, Council Member  
Jess Talamantes, Council Member

**Department Staff:**

Marisa Garcia  
Kristen Smith  
Erin Barrows  
Diego Cevallos  
Mike del Campo  
Gwen Indermill  
Cathryn LaBrado  
Grace Coronado  
Kristen Hauptli  
Paula Ohan  
Meri Young

**Other:**

**Youth Board Liaison**  
**Public Information**  
**Building Maintenance**

PARKS AND RECREATION BOARD

*Angela Attaryan*  
Recording Secretary



**SUSTAINABLE BURBANK COMMISSION**  
**November 18, 2019**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award was presented to Blast From the Past for their sustainable practices such as recycling toys, reusing packaging, and utilizing solar panels on their roof.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

None.

**B. Commission Member Communication:**

Ms. Kirschenbaum announced that she attended the Burbank Channel Bikeway project groundbreaking. She also attended Ladies and Gents Night Out, Burbank Water and Power's (BWP) Open House, BWP Planning Board's Greenhouse Gas Reduction Plan presentation, and the Watershed Area Steering Committee (WASC) regarding Measure W. She also toured the Bike Angels facility.

Ms. Robb stated that she attended a Youth Board meeting and explained that there are two Burbank students interested in becoming Commission Youth Board liaisons and asked staff about the liaison policy.

Mr. Weber announced that he attended panels at the Net Impact Conference on upcycling, recycling at a corporate level, and water as a human right. He also explained that he recently replaced a water heater with a tank-less one at his home and was surprised by all of the available rebates. As part of Leadership Burbank, Mr. Weber recently toured Warner Brothers and heard about their plastic ban. He will meet with Mike Slavitch, Director of Sustainability at Warner Brothers, to discuss their sustainability measures.

Ms. Schanberger attended the sixth and final charrette for the Hollywood-Burbank Airport redevelopment. She also attended the BWP Open House. Ms. Schanberger walked through a recent Smart Streets pop-up and encouraged all to attend the Smart Streets pop-up at the Holiday in the Park event on November 22, 2019.

**C. Staff Communication:**

Kreigh Hampel, Recycling Coordinator, stated that the internal plastics ban policy draft will be presented to Council in January, 2020.

**III. APPROVAL OF MINUTES:**

Minutes from the October 21, 2019 meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Schanberger, and Mr. Weber. Ms. Robb and Ms. Zimskind abstained.

**IV. DISCUSS RECOMMENDING A PERMANENT BAN ON THE SALE AND/OR USE OF ROUNDUP IN THE CITY**

At its October 21, 2019 meeting, the Commission agreed to discuss recommending a permanent ban on the use and/or sale of Roundup in the City. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Kirschenbaum suggested that the Commission advocate for a permanent ban on Roundup use on public and private property in the City. The group agreed that Mr. Yegparian will speak at the November 19, 2019 Council meeting in support of a ban on the use of Roundup on public and private property in the City.

**V. DISCUSS COOL PAVEMENTS**

At its October 21, 2019 meeting, the Commission agreed to discuss cool pavements. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

John Molinar, Asst. Public Works Director – Street & Sanitation, explained that based on the pilot program in the City of Los Angeles, cool pavement appears to be labor-intensive to maintain because the paint continually peels off and needs repainting.

**VI. DISCUSS SOLAR/GREEN ROOF AND LAND ORDINANCE FOR NEW DEVELOPMENTS**

At its October 21, 2019 meeting, the Commission agreed to discuss recommending an ordinance requiring new developments of a certain size to include solar/green roofs. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The group discussed elements of reducing the heat island for new development projects. Ms. Gemmill advised the group that the City of Los Angeles offers an on-line tool kit on heat island reduction. Ms. Robb recommended that the next step should be to learn about the City's policy on generating solar power as well as the limitations of solar panels.

**VII. DISCUSS COMPOSTING COLLABORATION WITH EXISTING COMPOST HUB**

At its October 21, 2019 meeting, the Commission agreed to discuss a composting collaboration with an existing compost hub. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Mr. Molinar stated that the City recently requested a feasibility study for building a composting site in the City.

Mr. Hampel announced that the next Compost Workshop will be held on November 27, 2019 at the Recycle Center. He suggested that Commissioners invite friends and neighbors without composting bins.

Ms. Gemmill would like to see the City offer incentives for residents to compost yard trimmings rather than placing them in green waste carts.

## VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 is complete and community engagement goals have been approved by the Commission. Phase 2 will focus on enacting the 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, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb stated that the Subcommittee members will have a table at the Holiday in the Park event on Friday, November 22, 2019. Mr. Hampel will provide the Subcommittee with Compost Workshop fliers for the table.

## IX. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT

At its August 19, 2019 meeting, the Commission agreed to discuss the City's Greenhouse Gas Reduction plan, including the hiring of a Sustainability Coordinator. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb encouraged all to attend the City Council meeting on November 19, 2019 and speak during the Public Comments agenda item on the status of the Greenhouse Gas Reduction Plan.

## X. AD HOC SUSTAINABILITY ACTION PLAN SUBCOMMITTEE REPORT

At its September 16, 2019 meeting, the Commission agreed to form the ad hoc Sustainability Action Plan Subcommittee. The Subcommittee will review the City's current Sustainability Action Plan and the Zero Waste Plan and offer recommendations for updates to the action plans. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

This agenda item was moved to later in the meeting because Ms. Schanberger briefly stepped out of the meeting. Ms. Schanberger suggested combining the ad hoc Sustainability Action Plan and the ad hoc Greenhouse Gas Reduction Plan Subcommittees into one. The group agreed to disband the ad hoc Greenhouse Gas Reduction Plan Subcommittee and rename the ad hoc Sustainability Action Plan Subcommittee to the ad hoc Sustainability-related Plan Update Subcommittee. The members of the ad hoc Sustainability-related Plan Update Subcommittee include Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, and Mr. Weber.

## XI. AD HOC SUSTAINABILITY COORDINATOR SUBCOMMITTEE REPORT

At its September 16, 2019 meeting, the Commission agreed to form the ad hoc Sustainability Coordinator Subcommittee to create a job description for a Sustainability Coordinator and provide substantive facts to support why the position is necessary. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb announced that she submitted the approved letter to Council recommending that the City create a Sustainability Coordinator position.

## XII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT

At its July 15, 2019 meeting, the Commissioners agreed to form the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The ad hoc Subcommittee will clarify its goals and 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.

On behalf of the Subcommittee, Ms. Robb announced that she contacted the Pasadena Environmental Advisory Commission to collaborate on the Hollywood Burbank Airport redevelopment. She explained that the Commission requires a letter to agendize the request for a collaborative endeavor and the group agreed to craft a letter.

Ms. Zimskind resigned from the Subcommittee and Mr. Weber volunteered for the Subcommittee.

**XIII. 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.

This agenda item was tabled to a future meeting.

**XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The group discussed upcoming sustainability related Council items. Ms. Kirschenbaum stated that she will attend the December 3, 2019 special Council meeting site visit of 777 N. Front Street. Ms. Robb encouraged all to attend the December 10, 2019 Council meeting and speak during the Public Comments agenda item on the 777 N. Front Street project.

**XV. 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.

The Commission agreed to the following future agenda items:

- Discuss allowing public comments during all agenda items at the Chair's discretion
- Discuss Earth Day 2020
- Discuss the January and February 2020 meeting dates
- Discuss the equity and economy aspects of sustainability (February)
- Invite staff from the Community Development Department to discuss the Greenhouse Gas Reduction Plan.

**XVI. BURBANK GREEN SPOTLIGHT AWARD FOR DECEMBER 2019:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for December 2019.

The December Green Spotlight Award winner is Burbank Bike Angels.

**XVII. ADJOURNMENT:**

The meeting adjourned at 6:49 p.m.



CITY OF BURBANK  
BURBANK CULTURAL ARTS COMMISSION  
**NOTICE OF CANCELLATION**

NOTICE IS HEREBY GIVEN THAT THERE WILL BE NO REGULAR MEETING OF THE BURBANK CULTURAL ARTS COMMISSION ON DECEMBER 12, 2019. THE NEXT REGULAR MEETING WILL TAKE PLACE IN JANUARY 2020.

**Copies to:**

City Manager  
City Clerk  
Council Liaison-Jess Talamantes  
Parks and Recreation Board Liaison

**Committee Members:**

Mary-Elizabeth Michaels  
Cynthia Pease  
Barbara Beckley  
Katherine Zoraster  
Leah Harrison  
Monica Groves  
Rajasri Mallikarjuna  
Suzanne Weerts  
Eric Conner

**Staff:**

Marisa Garcia, Acting Parks and Recreation Director  
Kristen Smith, Deputy Director  
Erin Barrows, Recreation Services Manager  
Noah Altman, Recreation Supervisor  
Doug Fowler, Recreation Coordinator  
Virginia Causton-Keene, Program Specialist  
Mary Hamzoian, Economic Development Manager  
Press  
PIO (agenda only)  
Building Maintenance

**BURBANK CULTURAL ARTS COMMISSION**

Caroline Arrechea

Recording Secretary