

Weekly Management Report

May 21, 2021

- 1. Memo** Transportation Commission Meeting
on April 19, 2021
Community Development Department
- 2. Minutes** Sustainable Burbank Commission
Meeting on April 19, 2021
Public Works Department
- 3. Synopsis** Cultural Arts Commission Meeting
on May 13, 2021
Parks and Recreation Department
- 4. Synopsis** Parks and Recreation Board
Meeting on May 13, 2021
Parks and Recreation Department

MEMORANDUM




COMMUNITY DEVELOPMENT

21 MAY 17 6:31

DATE: May 14, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Nick Burant, Administrative Analyst I

SUBJECT: Transportation Commission Meeting Synopsis – April 19, 2021

- During the announcements, Commissioner Richards noted that there was another pedestrian death in Burbank, at Victory and Verdugo. Mr. Richards asked if the Commission could spend more time on pedestrian and traffic safety. Several Commissioners asked about the former duties of the now-disbanded Traffic Commission. Commissioner Lewis asked if the Transportation Commission could have a joint meeting with the Infrastructure Oversight Board.
- During public communications on agenda items, a resident, Paul Dyson, suggested eliminating the North-Hollywood to Media District BurbankBus route, citing empty buses and a waste of resources.
- Staff discussed the draft fiscal year 2020-2021 Local Return Performance figures. Staff reviewed how the COVID-19 pandemic affected ridership on both the Senior & Disabled and the fixed route service and how the pandemic increased costs on both services. The Commission passed the following motion, introduced by Chair Ehrhardt and seconded by Commissioner McKenna, regarding the Senior and Disabled service:
 - WHEREAS, The Transportation Commission has for several years been concerned by the increasing cost, now \$186 per ride, to operate a city transportation service providing transportation to senior and disabled residents of Burbank,

- NOW THEREFORE, The Commission recommends and requests that Burbank City Council direct city staff to identify and implement a replacement service provider, qualified and capable of providing equivalent transportation services to senior and disabled residents of Burbank in a more efficient, cost effective manner.
- The motion passed 4-1-1, with Mr. Lewis voting no and Mr. Richards abstaining.
- Staff noted that the NoHo-Media District route will be considered by the Commission at a later meeting date.
- Staff updated the Commission on the Interstate-5 Freeway project, noting the progress that has been made in the project, and the estimated upcoming milestones associated with the project. Staff noted that the Burbank Boulevard bridge is expected to open to traffic by October 2021, and that the Interstate-5 Freeway are expected to fully open by February 2022. Staff indicated that the City is in the process of finalizing a punch list that CALTRANS will need to complete before closing out the project.
- During public communications on non-agenda items, Mr. Greg Jackson, a member of the Infrastructure Oversight Board (IOB), indicated that the IOB had not yet undertaken any duties related to traffic or pedestrian safety during their nearly two years of existence. Mr. Jackson was supportive of a joint meeting between the Transportation Commission and the IOB. A resident, Brooke Lais, made a public comment about a sound wall along the 134 in the Rancho District and asked if there was a way to have LA Metro expedite the construction of the sound wall, as it is a low priority on LA Metro's list of sound wall projects.

**SUSTAINABLE BURBANK COMMISSION
APRIL 19, 2021 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:01 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill
Victoria Kirschenbaum
Dion Mokhtari
Kevin O'Brien
Heather Robb (Chair)
Jean Schanberger
Laura Tenenbaum (Vice Chair)
Chris Weber
Limor Zimskind
Chris Rizzotti

Members Absent:

Darin Chase
Larry Cross
Maggie Martinez

Council Members and Staff Present:

Bob Frutos – Mayor
Nick Schultz – Council Member
Ken Berkman – Public Works Director
Dawn Roth Lindell – Burbank Water & Power General Manager
John Molinar – Asst. Public Works Director - Street & Sanitation
Dan Tunnicliff – Acting Assistant General Manager of Power Supply
Mandip Samra – Power Resources Manager, Burbank Water & Power
Scott Mellon – Principal Electrical Engineer, Burbank Water & Power
Noemi Garcia – Recording Secretary, Public Works

III. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to Kreigh Hampel for his sustainable practices and years of service in the City of Burbank. He has been a fearless leader on the Commission, at the Recycle Center, in Waste Warriors, and in various other workshops. He has been a shining example within the community.

IV. ORAL COMMUNICATIONS: (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Glendale Resident, Linnea Norton, expressed her support for the proposed Green New Deal for the City of Burbank.

Burbank Resident, Tamala Takahashi, voiced her support for the proposed Green New Deal.

Burbank Resident, Analisa Swan, expressed her support for the proposed Green New Deal.

Member of the Food and Water Action Organization, Ethan Senser, voiced his support for the proposed Green New Deal.

Sunrise Movement LA Volunteer and Glendale Resident, Olivia Ramirez, expressed her support for the proposed Green New Deal for Burbank.

Burbank Resident, Margo Rowder, voiced her support for the proposed Green New Deal for Burbank.

Burbank Resident, Aura Vasquez, expressed her support for the proposed Green New Deal.

Burbank Resident, Kreigh Hampel, expressed his support for selected portions of the proposed Green New Deal.

Isabel Yanes, voiced her support for the proposed Green New Deal.

B. Commission Member Communication:

Ms. Gemmill informed the Commission that the Los Angeles Community Garden Approval of Assignments will be postponed until the May 4, 2021 City Council meeting.

Mr. Weber announced UCLA Anderson School of Management will host a series of courses involved around sustainability and social impact. There will be a panel on plastic pollution and possible solutions on April 22, 2021. He encourages the Commissioners to attend.

Ms. Robb announced the Burbank Eco Council will host virtual events for Earth Week. These events can be found on the Commission's Facebook page.

Ms. Tenenbaum suggested the Commission begin Earth Week preparations in November to ensure enough planning time. She gave a brief description of the Earth Day presentation she will be giving at the April 27, 2021 City Council meeting.

Staff Communication:

John Molinar, Assistant Public Works Director – Street and Sanitation announced the Library is planning for Burbank Reads 2021 and selected the environment as a theme for this year. They are asking for a volunteer to represent the Commission. Ms. Tenenbaum volunteered to serve as a liaison.

V. APPROVAL OF MINUTES:

Ms. Robb moved and Ms. Tenenbaum seconded a motion to approve the March 15, 2021, minutes. The minutes were unanimously approved by all in attendance.

VI. INTRODUCTION OF BURBANK WATER AND POWER GENERAL MANAGER, DAWN ROTH LINDELL:

Ken Berkman, Public Works Director, introduced the new Burbank Water and Power (BWP) General Manager, Dawn Roth Lindell to the Commission.

Ms. Roth Lindell shared her excitement in partnering with the Commission. She stated that Burbank remains one-hundred percent dependent on imported drinking water, and uses innovated strategies to diversify such as using recycled water, importing less expensive water during the off season, and continuing ground water cleanup. She shared that BWP will be deploying a new technology that will continuously monitor for water leaks on critical pipelines. She explained that they are committed to meeting or exceeding the State's renewable mandates, reaching carbon neutral goals, and exploring several partnerships with businesses and City departments to combine solar generation with storage. She shared that BWP is partnering with the Los Angeles Department of Water and Power (LADWP) on the Intermountain Power Plant (IPP) upgrade. She stated Burbank, LADWP, and Glendale are committed to implementing an intelligently applied hydrogen infrastructure at the IPP.

Lastly, Ms. Lindell announced that BWP is an active partner in creating and undertaking the new Burbank Sustainability Plan and has added a Sustainability Coordinator position in fiscal year 2021-2022.

The Commission and Ms. Roth Lindell engaged in a question and answer session.

Dan Tunnichliff, Acting Assistant General Manager of Power Supply at BWP, provided an update on the status of the demand and response program.

VII. DISCUSS THE INTERMOUNTAIN POWER PLANT LETTER IN SUPPORT OF RENEWABLE ENERGY:

This agenda item was tabled to the May 17, 2021 meeting.

VIII. DISCUSS AND VOTE ON THE DRAFT PROPOSAL FOR A GREEN NEW DEAL FOR THE CITY OF BURBANK:

Tom Pike and Nicki Perez from Sunrise Movement LA gave a presentation on Phase I of the proposed Green New Deal for the City of Burbank.

Mr. Pike, Ms. Perez, and the Commissioners engaged in a question and answer session.

Ms. Robb moved and Ms. Kirschenbaum seconded a motion to have the chair speak at the April 27, 2021 City Council meeting in favor of Phase I of the Green New Deal for Burbank.

Ms. Kirschenbaum moved and Mr. Weber seconded a motion to ask the Chair and members of the GGRP Subcommittee to craft an official letter to Council endorsing Phase I of the Green New Deal for Burbank. The motion passed unanimously by all in attendance.

IX. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

The Commissioners discussed and edited a work plan document. The group agreed to form three additional ad hoc subcommittees: Single-Use Plastic Ban Implementation, Monarch Mile Establishment, and Community Garden Establishment.

Mr. O'Brien, Ms. Kirschenbaum, Ms. Zimskind, and Ms. Robb volunteered to staff the ad hoc Single-Use Plastic Ban Implementation Subcommittee.

Ms. Gemmill, Ms. Robb, and Ms. Tenenbaum volunteered to staff the Monarch Mile Establishment Subcommittee.

Ms. Gemmill, Ms. Schanberger, Mr. Weber, and Mr. Mokhtari volunteered to staff the ad hoc Community Garden Establishment Subcommittee.

X. DISCUSS HAVING A BURBANK ECO COUNCIL LIAISON:

The Commission discussed this item, but no action was taken.

XI. AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:

Ms. Robb stated that the GGRP timeline has shifted since last meeting. The Subcommittee intends to follow up with staff from the Community Development Department (CDD).

XII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Robb thanked the Commission for forwarding articles to share with the community. There were no other updates.

XIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

Ms. Gemmill shared that the following Council agenda item concerns the Commission:

- Approval of Assignments to the Los Angeles Community Garden Council of License Agreements Between the City of Burbank and the Los Angeles Department of Water & Power, to Manage and Operate Community Gardens in Burbank – PRCS

XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

The group agreed to add the following items to the May 17, 2021 meeting:

- Discuss drafting a letter in support of renewable energy specific to the City of Burbank.
- Discuss crafting an official letter to Council endorsing Phase I of the proposed Green New Deal.

Mr. Molinar announced that the Planning Division at CDD will present an update on the Golden State Specific Plan and Downtown Burbank TOD Specific Plan.

XV. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2021:

The May 2021 Green Spotlight Award recipient will be selected at a later date.

XVI. ADJOURNMENT:

The meeting was adjourned at 8:10 p.m. The next meeting will be held on Monday, May 17, 2021 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

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**CITY OF BURBANK
CULTURAL ARTS COMMISSION - ANNOTATED AGENDA/MEETING SUMMARY**

Date: May 13, 2021

Meeting: Burbank Cultural Arts Commission
Members Present: Leah Harrison, Eric Conner, Cynthia Pease, Rajasri Malakarjuna, Katherine Zoraster, Suzanne Weerts, Mary-Elizabeth Michaels, Lucy Simonyan, Barbara Beckley
Members Absent:
Staff Present: Kris Smith, Erin Barrows, Noah Altman, Doug Fowler, Caroline Arrechea
Liaisons: Jess Talamantes

Item Discussed	Summary	Direction or Action, if any
1. Summer Meeting Schedule	The Commission discussed their summer meeting scheduled and decided to go dark in July.	Motion made by Ms. Weerts, seconded by Ms. Pease and passed 9-0 to go dark in July, noting that sub-committees can still meet as needed.
2. Commission Vacancies	The Commission discussed upcoming vacancies for the members whose terms expire in July.	
3. Art in Public Places Update	The Commissioners were given a brief update regarding the last APP meeting, during which the members received a presentation of the Burbank Channel Bikeway Project, and an update on the public art maintenance for FY 19/20.	
4. The Cultural Arts Commission subcommittees provided updates on their goals: Goal 1: EVENTS Goal 2: BURBANK ARTS BEAUTIFICATION Goal3: MARKETING/COMMUNICATIONS Goal 4: COMMUNITY ENGAGEMENT	GOAL 1: The sub-committee gave a brief update on the Virtual Burbank recycling event, and a future Lost Burbank event. GOAL 2: There have been 2 submissions for the Burbank Arts Beautification project, and the sub-committee has secured a sponsorship from Fleet Feet. Graffiti on some of the pieces will be addressed. GOAL 3: The sub-committee continues to work on updating and enhancing the Burbank Arts website. GOAL 4: The sub-committee is working to obtain information on grants and funding opportunities to provide support to local artists and arts organizations.	

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

Meeting: Parks and Recreation Board

Date: Thursday, May 13, 2021

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Erin Barrows, Recreation Manager; Cathryn Labrado, Recreation Manager; Christine Rumfola, Recreation Supervisor; Viviana Garzon, Recreation Supervisor; Kristen Hauptli, Administrative Analyst II; Daniel Amaya, Clerical Worker.

Board Members Present: Mr. Gussow, Mr. DePalo, Ms. Lowers, Ms. Peguero Gamiño, Ms. Durbin.

Board Members Absent: None.

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Gussow noted the meeting would be adjourned in memory of Esme Hernandez (and a tribute video was presented). Bryce Burton provided announcements for Parks and Recreation programs and facilities.	
2 Recognitions	Mickey De Palo was recognized for 33 years of service and commitment to the Burbank Community and presented a CPRS Community Champion Award.	
3 Presentation	Youth Board member Tony Oroukhanian provided an update.	
4 Oral Communications	Steve Starleaf, Todd Layfer, and Katherine Zoraster shared thoughts and well wishes to Mr. DePalo.	
5 Response to Oral Communications	Mr. DePalo commented to the speakers.	
6 Written Communications	None.	
7 Park Board Comments	None.	
8 Golden State and Downtown Burbank Transit Oriented (TOD) Specific Plan- Community Development Presentation	Daniel Villa and Leonard Bechet, Senior Planners from the Community Development Department gave a presentation on two projects, the Downtown TOD Specific Plan, and the Golden State Specific Plan. They presented specific detailed project overviews which look at focused parts of the City to establish a vision for future development. Mr. Villa and Mr. Bechet explained the City's vision for the future and the plan of action moving forward. The Board members provided feedback.	
10 Consent Calendar	Approval of Minutes Minutes of the March 11, 2021 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Reports</u>	It was moved by Ms. Peguero Gamiño, seconded by Mr. DePalo and carried 5-0 to approve the Consent Calendar.

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

		The Park Patrol Reports for March and April were noted and filed. <u>Departmental Operations Update</u> Noted and Filed.	
11	Tabled Items	None.	
12	Second Period of Oral Communications	None.	
13	Additional Comments from the Board	Ms. Lowers and Mr. Gussow spoke about Mr. DePalo, personally and professionally. Mr. DePalo spoke about of his years of service and thanked staff and the Board.	
14	Introduction of New Agenda Items	None.	
15	Adjournment	The meeting was adjourned at 7:48 p.m. in memory of Esmerelda Hernandez.	