Weekly Management Report
November 21, 2014

1. **Memo** – Status of Buena Vista Street Bridge Construction for the Interstate 5 High Occupancy Vehicle/Empire Interchange Project – Community Development Department/Public Works Department

2. **Synopsis** – Status of Leland Way Interstate 5 Landscaping Community Meeting of October 29, 2014 – Community Development Department

3. **Memo** – Changes to State Law Governing Massage Establishments and the Potential Impact on Burbank's Zoning Ordinance – Community Development Department

4. **Memo** – Talaria Project Resident Follow-Up – Community Development Department

5. **Memo** – Have the Santa Monica Mountain Conservancy Board Member Give Simi-Annual Updates to the Parks and Recreation Board – Parks, Recreation and Community Services Department

6. **Synopsis** – San Fernando Valley Service Council Meeting of November 5, 2014 – Community Development Department

7. **Synopsis** – Burbank Hospitality Association Meeting of November 12, 2014 – Community Development Department

8. **Synopsis** – Downtown Burbank Partnership Meeting of November 6, 2014 – Community Development Department

9. **Synopsis** – Burbank Water and Power Board Meeting of November 6, 2014 – Burbank Water and Power Department

10. **Synopsis** – Planning Board Meeting of November 17, 2014 – Community Development Department

11. **Synopsis** – Parks and Recreation Meeting of November 13, 2014 – Parks, Recreation and Community Services Department

12. **Synopsis** – Cultural Arts Commission Meeting of November 13, 2014 – Parks, Recreation and Community Services Department

13. **Synopsis** – Senior Citizen Board Meeting of November 12, 2014 – Parks, Recreation and Community Services Department

14. **Synopsis** – Art in Public Places Meeting of November 17, 2014 – Parks, Recreation and Community Services Department

15. **Synopsis** – Sustainable Burbank Commission Meeting of November 17, 2014 – Public Works Department

16. **Minutes** – Burbank Police Commission Meeting of October 15, 2014 – Burbank Police Department

city of burbank
community development department

memorandum

DATE: November 18, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
Bonnie Teaford, Public Works Director
By: David L. Kriske, Deputy City Planner

SUBJECT: Status of Buena Vista Street Bridge Construction for the Interstate 5 High Occupancy Vehicle / Empire Interchange Project

As part of the Interstate 5 High Occupancy Vehicle / Empire Interchange Project, Caltrans must construct a new rail bridge over Buena Vista Street at San Fernando Boulevard and widen the adjacent Buena Vista Street freeway overpass. This construction involves several steps and will impact traffic circulation on Buena Vista Street and nearby on- and off-ramps. This work is expected to begin in November and will occur in various stages over the next two to three years.

Caltrans has developed a 13-stage construction staging plan for construction of the railroad grade separation, and is working on a similar plan for constructing the freeway bridge widening. The plans call for various levels of traffic restrictions on Buena Vista Street over the coming months:

1. Daily, intermittent lane closures outside of AM and PM rush hours
2. Long-term turn restrictions at the Buena Vista Street / San Fernando Boulevard intersection
3. Weekend full closures of Buena Vista Street and Winona Avenue

The first work planned for November involves street, curb, and gutter relocation on Buena Vista Street at Interstate 5, which will require one lane on Buena Vista Street to close each day roughly between the hours of 8:30 AM and 3:30 PM. In January, more extensive work will require a long-term left turn restriction for southbound Buena Vista Street and southbound San Fernando Boulevard. This is needed to begin constructing several bridge piers for the new overpasses. In late winter and early spring 2015, more lane closures on Buena Vista Street and Winona Avenue will be required to build additional bridge footings that are located close to the roadway. All of these closures will significantly impact traffic congestion on Buena Vista Street. Motorists will be advised to use alternate routes such as Hollywood Way and Burbank Boulevard to reach Interstate 5.

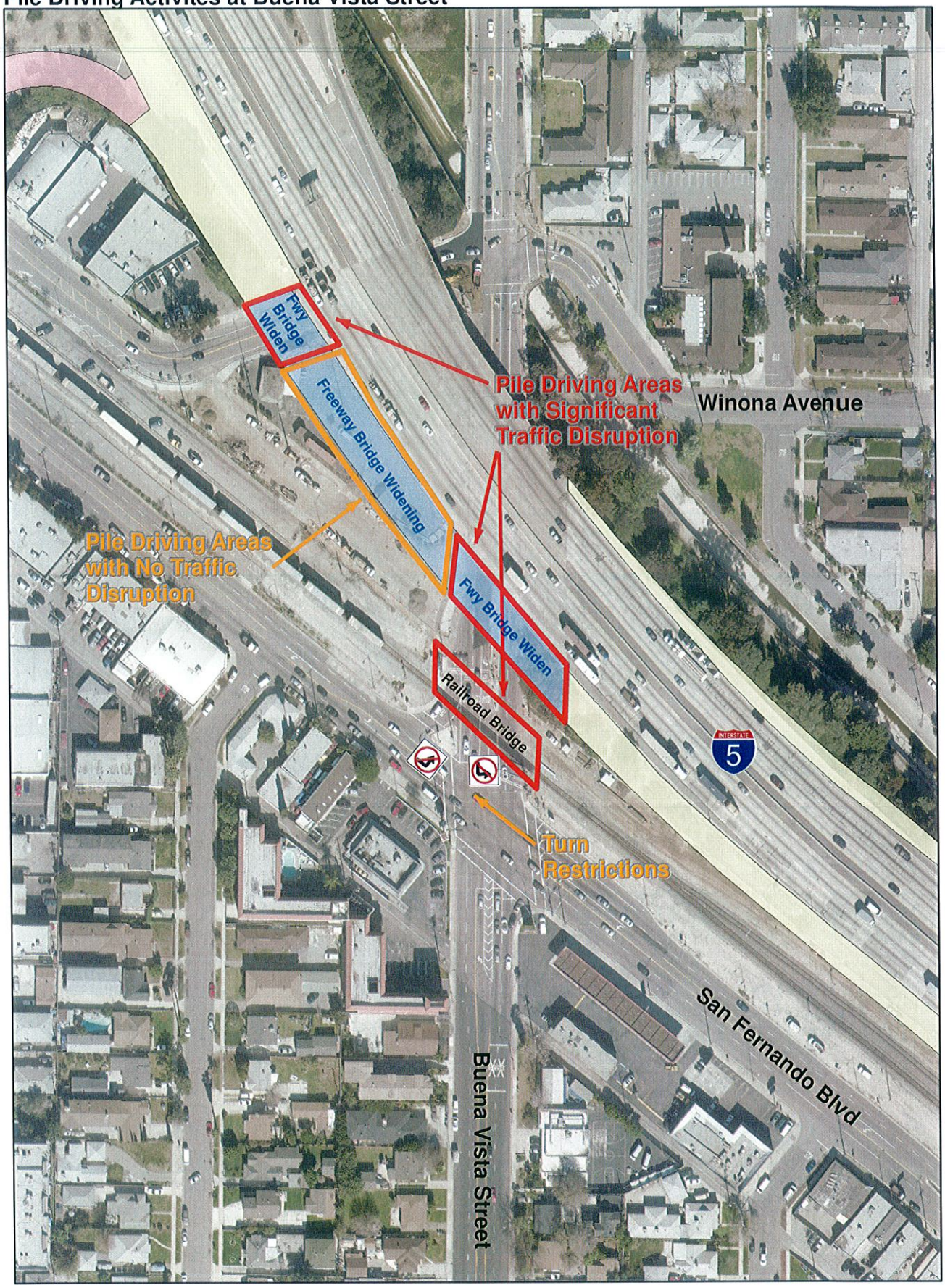
Caltrans will take the lead in providing outreach to nearby residents, commuters, and businesses affected by these lane closures, and will post detours of any closures

necessary for construction. In addition, Caltrans and City staff will be coordinating with Washington School and the Boys and Girls Club to provide shuttle services for the times where sidewalks along Buena Vista Street used by school children are impacted by construction.

In addition to the traffic congestion caused by construction, Caltrans requires pile driving operations to construct bridge piers and foundations, which can cause noise impacts to nearby residences and sound-sensitive businesses. Caltrans will be conducting a test of this pile driving to assess noise and vibration effects on nearby properties, and is developing contingencies to reduce the impacts of any noise and vibration felt. This test is expected to occur in January, with the bulk of pile driving occurring in the winter and spring of 2015. Caltrans plans to conduct pile driving for all the bridge piers located between Buena Vista Street and Winona Avenue that do not affect traffic circulation first. Once these are completed, Caltrans will construct the piles and foundations next to each street, and will develop a more detailed traffic control plan to manage traffic and lane closures required for the foundations located next to moving traffic.

attachment

Caltrans Interstate 5 High Occupancy Vehicle / Empire Interchange Project
Pile Driving Activites at Buena Vista Street



city of burbank
community development department

memorandum

DATE: November 13, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Status of Leland Way Interstate 5 Landscaping Community Meeting**

On October 29, 2014, staff held a community meeting for Leland Way and Broadway residents to discuss possible landscaping options for improving aesthetics of the planned Caltrans Interstate 5 High Occupancy Vehicle Project, Burbank Western Channel Cap, and sound wall relocation. The meeting was held in Room 104 of the Community Services Building and meeting notices were mailed to all property owners and tenants of Leland Way and Broadway. Two residents from Broadway attended the meeting.

Staff reviewed Caltrans' planned narrowing of Leland Way to accommodate a widening of the freeway, and outlined five possible street reconfigurations of Leland Way to provide landscaping and improve aesthetics of the sound wall, including possible conversion of Leland Way to a one-way street. Staff also reviewed the improvements identified in the North San Fernando Master Plan adopted by the City Council, as well as the new funding source that had been secured from Metro to fund any improvements.

Both residents were in favor of improved landscaping for the wall, and one resident was in favor of converting Leland Way to a one-way street. Because the meeting attendance was so low, a second community meeting will be held in early 2015 to further discuss possible landscaping and street alternatives, with the notice indicating that conversion to one-way operation is a possible alternative. Further, due to project construction, Leland Way has been temporarily converted to one-way operations and residents will be able to assess how one-way travel affects access and convenience to their property.

city of burbank
community development department

memorandum

DATE: November 17, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
By: Carol Barrett, Assistant Community Development Director

SUBJECT: **Changes to State Law Governing Massage Establishments and the Potential Impact on Burbank's Zoning Ordinance**

The state legislature approved, and the Governor signed, a new law to regulate massage therapy, taking steps to decrease illicit massage parlors and human trafficking and give cities more control.

The Massage Therapy Reform Act (AB 1147) replaces the original state massage law that created the industry regulating nonprofit California Massage Therapy Council (CAMTC) in 2009. It will go into effect January 1, 2015 and will sunset in 2017.

The previous law allowed cities to pass ordinances restricting massage therapists. However, if the massage professionals were certified under the CAMTC, the city ordinance would also have to apply to all other licensed professionals. This essentially required massage businesses to be treated by the zoning code in the same manner as offices for architects and accountants. Starting in 2015, cities can pass zoning restrictions and implement other regulations for massage businesses specifically. The law also specifically prohibits cities and counties from zoning massage businesses as adult entertainment.

The new law creates higher professional standards for the industry, prohibiting certified massage professionals from posting sexual advertisements, wearing suggestive clothing or engaging in sexual activity at the massage business. It also requires new certificate holders to complete a minimum of 500 hours of training from an approved school. The CAMTC is responsible for the approval process for the schools. If a business is already certified (the old credential only requires 250 hours of training), it is grandfathered and does not have to meet the higher standards as long as it maintains its certification. Those whose certifications lapse for six months or longer will be treated as new applicants upon re-application and must meet the current certification requirements existing at the time the application is received. Each certified massage professional must undergo a background check and fingerprinting, and convicted sex

offenders cannot apply for a massage certification through CAMTC. CAMTC certification remains voluntary in the new law.

The updated Massage Therapy Law will also make significant changes to the board of the nonprofit CAMTC, which some have criticized for being too heavy with massage industry advocates. The new 13-member board will include appointees from the California League of Cities, the California Police Chiefs Association, the American Massage Therapy Association, a public health official and a representative from an anti-human trafficking organization, among others.

How Massage Businesses Were Treated in the Zoning Code before the 2009 Law

A definition was provided for a massage parlor in Burbank Municipal Code (BMC) Section 10-1-203.

> Means an establishment, where, for any form of consideration, massage, alcohol rub, fomentation, electric or magnetic treatment, or similar treatment or manipulation of the human body is administered, unless such treatment or manipulation is administered by a medical practitioner, chiropractor, acupuncturist, physical therapist or similar professional person licensed by the State of California. This definition does not include an athletic club, health club, school, gymnasium, reducing salon, spa or similar establishment where massage or similar manipulation of the human body is offered as an incidental or accessory service.

BMC Section 10-1-1408 established a parking standard of five spaces for every 1,000 square feet. This is the same ratio of parking required for medical offices.

Massage parlors were permitted only by a Conditional Use Permit (CUP) in the following zoning districts: C-2, C-3, C-4, M-1, M-2, BCC-2, BCC-3, BCCM, AP, and RR.

How Massage Businesses Are Currently Treated Under the Zoning Code

Because of AB 1147, enacted in 2009, by practice massage establishments are permitted by-right in any zoning classification where professional offices are allowed. Such offices are allowed everywhere except: MDM-1 (Media District Industrial), OS (Open Space), and only with a CUP in AP (Airport) and RR (Rail Road). The parking requirement is three spaces for every 1,000 square feet.

Possible Next Steps for Zoning and Other Massage Provisions in the Municipal Code

Update definition: The current definition of massage parlor excludes practitioners licensed by the State of California. Massage practitioners are now licensed by the State and the definition needs to be updated so that the City can, if it chooses, regulate these

businesses. The following definitions could be added to the Zoning Code. They are presently in the Municipal Code under the Business and Occupation Section.

MASSAGE: Any method of treating the external parts of the body for remedial, health or hygienic purposes by means of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, bathing, touching, binding, painting, irritating, vibrating, or stimulating the external parts of the body with the hands or other parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, or with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, soaps, ointments or other similar preparations commonly used in this practice.

MASSAGE ESTABLISHMENT: An establishment having a fixed place of business where any person engages in, conducts or carries on, or permits to be engaged in, conducted, or carried on, any business of giving or furnishing massages, baths, administration of fomentation, electric or magnetic treatments, alcohol rubs, or any other type of system for treating or manipulating the human body.

And add to the above definition: This definition does not include an athletic club, health club, school, gymnasium, reducing salon, spa or similar establishment where massage or similar manipulation of the human body is offered as an incidental or accessory service.

Update use table: Replace the words "massage parlor" with "massage establishment." Retain the current limitations still in place which would only permit a massage establishment with a CUP in the limited number of zones where a massage parlor was previously permitted with a CUP.

Update the parking requirements: Replace the words "massage parlor" with "massage establishment." Retain the requirement of parking five spaces for every 1,000 square feet.

Upon direction, staff will present the necessary changes to the Planning Board and to the City Council for action.

city of burbank
community development department

memorandum

DATE: November 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director
Ruth Davidson-Guerra, Assistant Community Development Director

SUBJECT: Talaria Project Resident Follow-Up

As requested by the City Council, staff contacted the Talaria Developer (Developer) to obtain information regarding their intentions to address the relocation of residents from the development site. In response, the Developer supplied a copy of the letter that was sent to the residents, outlining the Developer's relocation plan (Exhibit A). Some highlights of the letter include: no tenant will be asked to move prior to 2015; a "Relocation Addendum" enumerating relocation payments is available for the tenants to voluntarily execute; and all residents will be given at least a 60-day notice to move. Of special note, the Developer is providing any senior citizen resident a relocation preference and special pricing, if they are interested in moving to one of the Developer's senior residential complexes.

Additionally, much concern was raised relating to a specific 90 year old resident. In the short time it took to inquire about this particular resident, staff learned that she had already secured a new home in the Developer's Olive Court complex; and had already been invited (even before her actual physical move) to participate in outings and activities provided as part of the resident programming at Olive Court.

As always, staff is available to assist as necessary, with residential complex referrals or other information on housing opportunities.

EXHIBITS
A Developer's relocation plan letter to tenants

BUR-CAL MANAGEMENT CORP.
101 SOUTH FIRST STREET, SUITE 400
BURBANK, CALIFORNIA 91502

(818) 845-7495
Fax (818) 845-8945

October 23, 2014

Dear Avon/Alameda Tenant:

The Burbank City Council has approved a development agreement to allow for the construction of a large project on the parcel of land bounded by Olive Avenue, Lima Street, Alameda Street and the 134 Freeway, which includes the residential rental property where you currently reside. Therefore, you will be asked to end your occupancy in this apartment when the time comes for this project to start. Please note that we will not give notice to any residential tenant to move out during this year, 2014, and any notice for you to move will not be given until 2015.

Further, many of your neighbors have signed a "Relocation Addendum" that provides for the payment of a relocation fee once you have vacated your apartment/home in accordance with a Landlord issued "notice to vacate". If you have not signed a "Relocation Addendum" with the Landlord, and wish to consider doing so, please contact Jessa Freemyer at 818.238.9912. Execution of this "Relocation Addendum" is not mandatory by either party, and the agreements contained in the "Relocation Addendum", including the relocation payment, are not required by the City or any other public agency. Payment of the relocation fee provided for in the "Relocation Addendum" will be paid to tenant households who execute and fulfill the tenant obligations provided for in the "Relocation Addendum" regardless of whether these tenants relocate to Bur-Cal Management managed properties or not.

Tenant households who 1) execute the "Relocation Addendum", are 2) not in default of their rental agreement, and 3) who vacate the premises in accordance with terms of the "Relocation Addendum" in response to a formal written landlord issued notice to vacate will be paid the relocation payment as provided for therein. Tenants who move out prior to the receipt of a formal written landlord issued notice to vacate will not be entitled to the payment of any relocation fee.

Note that all residents will be given not less than sixty (60) days' notice to move out from the date that the formal written landlord issued notice to vacate is issued, and as stated above, that notice will not be issued during the calendar year 2014. Tenant refunds of security deposits will be issued, less applicable deductions, after the vacation and surrender of the premises within the time period as required by law.

Finally, if you wish to look at other Bur-Cal Management managed properties as options for new apartment homes to move to, please contact Jessa Freemyer at Bur-Cal Management (818.238.9912) for options once you have received your formal "notice to vacate".

Finally, please note that if you are a senior citizen, or live in a household that includes a senior citizen, we will provide you a preference for relocation into one of our Burbank Senior Communities. Also note that we have special pricing and programs available at many of these communities for low income senior households. Again, if this is of interest, please contact Jessa Freemyer for options once you have received your formal "notice to vacate".

Best regards,

Bur-Cal Management

EXHIBIT A

City of Burbank
Parks and Recreation Department

Memorandum

DATE: November 18, 2014

To: Mark Scott, City Manager

From: Judie Wilke, Parks and Recreation Director

SUBJECT: **CITY MANAGER TRACKING LIST NO. 1656 – HAVE THE SANTA MONICA MOUNTAIN CONSERVANCY BOARD MEMBER GIVE SEMI-ANNUAL UPDATES TO THE PARKS AND RECREATION BOARD**

At the October 23, 2014 City Council Meeting, Santa Monica Mountain Conservancy (Conservancy) Advisory Board Member Garen Yegparian provided the City Council with a brief update on the Conservancy's recent activities and discussed potential funding opportunities for the City of Burbank. Following Mr. Yegparian's presentation, staff was directed to work with the Conservancy's Advisory Board Member and have him provide semi-annual updates to the Parks and Recreation Board. Mr. Yegparian is scheduled to make his first presentation to the Parks and Recreation Board at the Board's February 2015 meeting, scheduled on Thursday, February 12, 2015.

city of burbank
community development department

memorandum

DATE: November 13, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **San Fernando Valley Service Council Meeting – November 5, 2014**

- The meeting consisted of note-and-file items, along with setting a date in February for a public hearing to consider service changes to be effective June 2015.

- Informational items included an update on construction of a pedestrian tunnel between the Red Line / Orange Line Station under Lankershim Boulevard in North Hollywood, an update on planning and environmental analysis for the East San Fernando Valley Corridor project to construct either Bus Rapid Transit or Light Rail along Van Nuys Boulevard, and a proposal to rename the North Hollywood Red Line / Orange Line Station after outgoing Supervisor Zev Yaroslavsky

- Three of the four Service Sector Representatives representing Los Angeles are new members recently appointed by City of Los Angeles Mayor Garcetti and attended their first meeting.

- Metro staff gave an overview of bus service performance statistics for the San Fernando Valley. Councilmember Bric asked about the relationship between slight declines in ridership and recent lowered gasoline prices.

city of burbank
community development department

memorandum

DATE: November 13, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Burbank Hospitality Association Meeting – November 12, 2014**

- Nerissa Sugars, a Communications Consultant, attended the meeting to propose the idea of creating a magazine for Burbank. The magazine would be printed on a quarterly or bi-annual basis and placed in each hotel room in Burbank as well as high traffic tourist areas such as the Burbank Bob Hope Airport and the Warner Bros. VIP Tours. The Board requested a detailed proposal outlining the scope of work and costs associated with the magazine for future review.

- Staff presented website and hotel analytics to the Board. A recap of analytics included a 54 percent increase in new visitors to visitburbank.com, over 10,000 "Likes" on the Facebook page and 935 lodging referrals in October through the Jack Rabbit booking engine.

- Staff presented a recap of the 2nd Annual OktoBURfest. The event doubled in size from 300 attendees to 600. The $5,000 sponsorship from Visit Burbank helped generate 11 room nights and 20 complementary tickets to overnight visitors.

- Staff presented a timeline for the Request for Proposal (RFP) for the Phase II Marketing Plan. The RFP launched on October 22nd with proposals due by December 5th. The Board will review RFP's during their December meeting, conduct interviews of selected firms in January, and award a final contract in February 2015.

- Staff presented several options for promotional items to enhance brand awareness during tradeshows, conventions, and concierge events. The Board approved moving forward with a not-to-exceed amount of $10,000 to purchase reusable bags, portable phone chargers, lip balm, and smartphone photo adaptor tri-pods, known as "selfie-sticks".

city of burbank
community development department

memorandum

DATE: November 6, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **The Downtown Burbank Partnership Meeting - November 6, 2014**

- Staff announced that the bi-annual joint meeting of the Burbank Hospitality Association and the Downtown Burbank Partnership (PBID) is currently being planned for early December.
- Staff announced that the holiday décor program is currently being installed and will be completed by the time The Rink opens on Friday, November 28th.
- Staff provided an update on the 2nd Annual OktoBURfest held on October 18th. The event doubled in attendance from 2013 bringing in 600 attendees and 26 breweries. Visit Burbank was a $5,000 event sponsor, which helped generate 11 room nights for hotels in Burbank.
- Staff reported that construction for The Rink is scheduled to begin on November 17th, and a ribbon cutting ceremony to welcome this year's ice rink is currently being planned for the week of December 1st.
- Staff presented the new website for Downtown Burbank: www.DTNBUR.com. The website features updated and user-friendly information and maps, a specialized social media page, and itineraries and hotel information for visiting guests.
- Staff provided an update regarding the costs associated with maintenance of the City Hall Parking Lot. Understanding the current state of the Parking Authority, the PBID Board allocated funding to provide immediate repairs in an effort to enhance safety and aesthetics before the holiday season. A not to exceed amount of $13,000 was directed to power wash, slurry seal, and re-stripe the structure. The Board further discussed the need for increased maintenance and repairs for both the structures and the public right-of-ways in Downtown. It was then determined that a walking tour to assess the needs of the District would be a beneficial next step, to identify ways to partner with the City on future maintenance or repairs.
- Staff updated the Board on the progress of the MUD Paseo upgrade, noting that Public Works staff had met with the project's landscape architect to help implement plan changes proposed by various City departments. A site survey to assess water flow in the Paseo was also recommended by Public Works and is currently being contracted out by the PBID's Architect.
- Staff announced that Board applications have been distributed to Downtown Burbank property owners and merchants in an effort to fill the recently vacated Board seat. Applications are due by November 17th, and all applicants will be invited to attend the January 2015 Board meeting.
- The next scheduled meeting of the PBID Board will be a 'Downtown Burbank Maintenance Walk' held in early December and the Board recommended including the City Manager and City staff.

MEMORANDUM

DATE: November 10, 2014

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the November 6, 2014 BWP Board meeting:

PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC RIM AUTOMATION, INC. FOR PUMP STATIONS CONTROL UPGRADE

This was a consent item. Staff asked for the Board's authorization for the General Manager of Burbank Water and Power to execute a Professional Services Agreement with Pacific Rim Automation, Inc. for the design and programming conversions of the Recycled Water System Pump Station control panels. The current control systems cannot provide the level of service and reliability needed today to manage, monitor and secure the City's Recycled Water System. The BWP Board voted 6-0 in favor of staff's recommendation.

FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TERRANEARPMC, LLC FOR OPERATION AND MAINTENANCE OF THE BURBANK OPERABLE UNIT

This was a consent item. Staff asked for the Board's authorization for the General Manager of Burbank Water and Power to approve an Amendment to the Professional Services Agreement with TerranearPMC, LLC for the Operation and Maintenance of the Burbank Operable Unit. The City requires an Operation and Maintenance contractor to execute the day-to-day activities associated with the BOU Water Treatment Plant Facility. The cost of the Agreement will be paid by the trust set up by Lockheed-Martin. The BWP Board voted 6-0 in favor of staff's recommendation.

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for September. He reported that BWP's distribution system held up well during the recent heat wave. The renewable percentage was at 31% in September with Copper Mountain coming on line.

DATA ANALYTICS SOFTWARE IMPLEMENTATION

Mr. Clark provided an update on the recent implementation of the Advanced Meter Infrastructure (AMI) software. Mr. Clark emphasized that data from this software will help with improving quality service, minimizing losses, directing capital spending, maximizing asset utilization, and avoiding outages.

NAMING OF RESERVOIR #1

Mr. Mace updated the Board with information regarding public input as to the possible names for Reservoir #1. At the April 3, 2014 Board meeting, staff was directed to ask for public suggestions for names. Four suggestions were received from the public. After a lengthy discussion, the Board voted 3-2 with 1 abstention in favor of naming Reservoir #1 for Mr. Earl C. Blais, a former Burbank Mayor and long term MWD Director for Burbank. Mr. Blais' name

had been proposed at a Council meeting in January 2012 during the Public Comment period of the meeting. The Board asked however, that it be suggested to the Council to consider naming Reservoir #4 after Mr. Blais since that reservoir is currently a conjunctive use site.

LEGISLATIVE UPDATE

In her report, Ms. McGinley touched on the recent elections. Federal updates included:

- Cyber physical security
- Tax reform currently in the legislature

State updates included:

- Proposition 1 – the Water Bond
- Emergency drought legislation
- Proposition 218 reform

DROUGHT UPDATE

Mr. Mace and Mr. Flores presented an update on California's drought. Two-thirds of storage has been used. Unfortunately, drawing on storage has given the public a false sense of security. BWP's source is running out of water. Staff has recommended that Council stay with Stage 2 of the sustainable Water Use Ordinance which mandates landscape watering at three days a week during the warmer months and one day a week during the cooler months.

COPPER MOUNTAIN 3 SOLAR PROJECT

Mr. Bleveans provided a brief presentation on the Copper Mountain 3 Solar Project. The 250 MW solar PV site is located outside of Boulder City, NV. It is sourced through SCPPA with Los Angeles owning 84% and Burbank 16%. 40 MW will be for Burbank when the project is completed. At this time construction is ahead of schedule.

city of burbank
community development department

memorandum

DATE: November 18, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: Planning Board Actions of November 17, 2014

At the regular meeting of November 17, 2014, the Planning Board discussed the following items:

1. **550 North Third Street | Project No. 13-0009058 | Planned Development, Development Agreement, and Development Review for a Mixed-Use Project:**

The Board voted 4-0 to recommend that the City Council adopt and approve Conditions of Approval, a Mitigated Negative Declaration with a Mitigation Monitoring and Reporting Program, a Planned Development, Development Agreement, and Development Review for the mixed-use project consisting of 97 residential rental units and a 1,526 square-foot commercial tenant space.

The Board's decision on Item 1 is a recommendation to the City Council. The City Council is scheduled to consider this item at a public hearing on December 16, 2014.

2. **Project No. 12-0003357 | Elimination of R-5 and MDR-5 references from the Zoning Ordinance and Zone Map:**

The Board voted 4-0 to adopt a resolution recommending approval of a Zone Text Amendment and a Zone Map Amendment to delete outdated and obsolete references to the R-5 and MDR-5 zones from the Zoning Ordinance and modify the Zone Map to re-zone R-5 and MDR-5 parcels to R-4 and MDR-4.

The Board's decision on Item 2 is a recommendation to the City Council. The City Council is scheduled to consider this item at a public hearing on January 13, 2015.

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Date: Thursday, November 13, 2014

Staff Present: Judie Wilke, PR Director; Marisa Garcia, PR Asst. Director; Kristen Smith, Deputy Director; Graciela Coronado, Administrative Analyst II; and Melissa Colasanto, Senior Clerk

Board Members Present: Mr. Gussow, Mr. DePalo, Mr. Barta Mr. Aghakhanian, and Mr. Hirsch

Board Members Absent: None

Council/Board Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Marisa Garcia announced the following events: • Thanksgiving Lunch on Saturday, November 15th from 11:00am-11:45pm at McCambridge Recreation Center – Room 4. The event is geared towards adults of ages 60 and over. There is a suggested donation of $3 for all registered with the Area Agency on Aging (AAA), and $4 for all others. • The City of Burbank's Annual Mayor's Tree Lighting Ceremony on Friday, December 5th at 6:30pm on the front steps of City Hall. • Teen Dance and Fun Night on Friday, December 12th from 7:00 to 9:45 p.m. at the Verdugo Recreation Center. Kristen Smith also announced the following events: • Breakfast with Santa Claus on Saturday, December 13th in the Burbank Town Center Food Court. • Country Western Holiday Hop on Friday, December 19th from 5:00 to 9:00pm, at Joslyn Adult Center, featuring the "Whitey O'Kane Band." • Holly Daze Winter Break Camp for students K-5 is available from January 22nd – January 2nd at Verdugo Recreation Center.	N/A

		• Winter in the Wild Nature Camp at the Stough Canyon Nature Center December 22, 2014 – January 31st. • Polar Plunge on January 4th from 11:00am to 12:00pm at the Verdugo Aquatic Center.	
2	Recognitions	The Board recognized the Burbank Magnolia Optimist Club and the RSVP Advisory Council.	N/A
3	Oral Communications	• Bill Proffitt spoke regarding his son Shane Proffitt and requested to have a tree planted and trial named in memory at Stough Canyon Park. • The following people spoke in support of the proposed Boys and Girls Club in a City of Burbank Park: Sherine Anderson, Al Shapiro, Brittany Vaughan, Danika Castanon, Sapphyre Price, Lovie Sutton, Adrian Avendano, Jordan Finnels, and Garett Chipman.	N/A
4	Response To Oral Communications	Board Members responded to Bill Proffitt.	5-0 Board approved that staff place the renaming of the trail located at the Stough Canyon Nature Center "the Shane Colin Trail" as a future agenda item.
5	Written Communications	None	N/A
6	Park Board Comments	Mr. DePalo thanked the Proffitt's for attending the meeting. He also thanked the participants in the Magnolia Park Optimist and the RSVP Advisory Council for their service to the community. Mr. Aghakhanian thanked the children who spoke during oral communications regarding the Boys and Girls Club Project.	N/A
7	Boys and Girls Club Proposed Project Update	Ms. Wilke provided the Board with a report regarding the Boys and Girls Club (BGC) Proposed Project. Ms. Wilke noted that in 2009 Lundigan Park was identified as the most	3-2 Board approved that staff research the zoning requirements for each location, if grant funding was allocated to either park, general

		appropriate City facility to potentially build a joint community center. Since then, Larry Maxam Memorial Park has also been brought up as a potential site for the proposed project. Ms. Wilke reviewed the photos provided to the Board related to the proposed area at Lundigan Park and Larry Maxam Memorial Park. She also reviewed the pros and cons of each proposed facility. Board members discussed the potential partnership. At the request of the Board, Michael Walbrecht spoke on behalf of the Boys and Girls Club regarding the potential partnership. Mr. Hirsch requested for each Board to give current opinion of project at this point in time.	plan, public hearing components of the potential project. The Board requested that staff provide an update of the requested findings at the next scheduled Board meeting. (DePalo/Hirsch/Gussow)
8	December 2014 – Dark Meeting	The Board discussed the viability of canceling their regularly scheduled meeting in December 2014.	5-0 board approved to cancel their regularly scheduled meeting in December 2014.
9	Consent Calendar	<u>Approval of Minutes</u> Minutes of the October 9, 2014 meeting was approved. <u>Burbank Athletic Federation (BAF) Appointments</u> Noted and Filed. <u>City Council Agenda items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Report</u> Noted and Filed.	5-0 Board approved the consent calendar.

		Departmental Operations Update Noted and Filed.	
10	Tabled Items	None.	N/A
11	Second Period of Oral Communications	None	N/A
12	Additional Comments from the Board	Mr. DePalo commended staff for the Halloween events hosted by the department. Mr. Aghakhanian commented on the Youth Leadership Program. Mr. Hirsch and Ms. Wilke thanked Mr. DePalo for his involvement with the Veterans Day Ceremony.	N/A
13	Introductions of New Agenda Items	Trail Renaming/Memorial Tree Planting Shane Colin Proffitt	N/A
14	Adjournment	The meeting was adjourned at 8:34pm in memory of Shane Colin Proffitt	N/A

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Cultural Arts Commission **Date: November 13, 2014**

Members Present: Edward Clift, Peggy Flynn, Edward Arno, Cynthia Pease , Mary Elizabeth Michaels, Jan Osborn, Lynda Willner, Barbara Beckley

Members Absent: Brian Miller

Staff Present: Kris Smith, Vickie Cusumano, Noah Altman

Liaisons Present: Jess Talamantes, Emily Gabbel-Luddy

Item Discussed		Summary	Direction or Action, if any
1	Holiday Meeting Schedule	The Commission may elect to not have a meeting during December due to holiday conflicts. An emergency meeting can be called if needed.	The Commission elected to have a December meeting. The next Burbank Cultural Arts Commission is scheduled on December 11, 2014 at the Colony Theatre.
2	2015 Participation in Burbank on Parade (April 5, 2015)	The Commission members will discuss their interest in participating in the 2015 Burbank on Parade event.	Ms. Willner provided a brief update to the Commission on the potential participation in Burbank on Parade. The Board approved to participate in the 2015 Burbank on Parade.
3.	Presentation by Mr. Dan Feger, Executive Director of the Bob Hope Airport	Presentation will include an update on recent projects at the Bob Hope Airport: the Regional Intermodal Transportation Center (RITC); the Airport as a transportation hub; the Airport's History and Art Realization Program (HARP), and the replacement terminal process.	Dan Feger, Executive Director from the Bob Hope Airport provided an overview of the history and recent projects at the Bob Hope Airport.
4.	Tour of the Regional Intermodal Transportation Center (RITC)	Tour will include the available art opportunities at the Bob Hope Airport.	Dan Feger, Executive Director from the Bob Hope Airport would like the Commission to return in the Spring 2015 for another meeting. He would like to discuss ways that the Burbank Arts Commission

			could assist with sponsors for the airport project and discuss future art concepts/opportunities at the Burbank Bob Hope Airport.
4.	Art in Public Places	Update is provided to the Commission on a monthly basis about Art in Public Places.	This item was tabled until the next meeting.
5	2013/2014 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 8 goals to be accomplished over the next year: Goal 1: Web App and Social Media Goal 2: Paint Electrical Boxes Goal 3: Make Measurable Progress at Starlight Bowl Goal 4: Participate in Community Outreach Goal 5: Clearly Define Mission/Identity Goal 6: Collaborate and Support Burbank Arts Organizations/Artists through convening Goal 7: Obtain Funding For Commission Priorities	The Burbank Cultural Arts Commission Goal Taskforces was tabled until the next meeting.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Senior Citizen Board **Date: 11-12-14**

Members Present: Bill Anderson, Peter McGrath, Henry Diel, Marva Murphy, Cynthia Leva, Lynn Shelby

Members Absent:

Staff Present: Gayle Migden, Angela Attaryan

Guests:

Liaisons Present: Mickey DePalo (Park Board), Jess Talamantes (City Council)

Item Discussed		Summary	Direction or Action, if any
1	**Unfinished Business:** 2014-2015 Goal Setting Discussion	Gayle Migden provided an overview of programs, activities and services offered at the Joslyn Adult Center. Lynn Shelby provided a document listing the 3 goals the Board will focus on for the next year: Visibility, Continue Programming and New Programs/Projects.	Board members Cynthia Leva, Lynn Shelby and Marva Murphy have volunteered to participate in the Ambassador program. The Ambassador program subcommittee will bring back information to the January meeting for the Board to discuss.
2	**New Business:** Older American's Month Committee	The Board discussed and selected two members to serve as Senior Board representatives on the Older American's Month Committee.	The Board selected Bill Anderson and Cynthia Leva to serve on the Older American's Month Committee.
3	**Future Agenda Item**	The Board will select a third person to serve on the Older America's Month Committee. Scott Brumer from Counseling4Kids is scheduled to present to the Board at the January 2015 meeting.	

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** *11-17-14*

Members Present: Karen Bradfield, Gordon Haines, Terre Hirsch, Carole Kubasak, and Dink O'Neal

Members Absent: Robert Brody, Kimberly Jo

Staff Present: Marisa Garcia, Paula Ohan

Council/Board Liaisons Present: *Vice-Mayor Bob Frutos (Special Guest)*

P & R Board Liaison/Member Terre Hirsch

Item Discussed		Summary	Direction or Action, if any
1	SCULPTURE GARDEN	The Committee joined by Vice-Mayor Frutos toured Lincoln Park and discussed the best approach to move forward with the development of a sculpture garden in the neighborhood park. Vice-Mayor Frutos provided the Committee with valuable suggestions and options on ways to bring this project forward to the City Council.	The Committee noted the suggestions by Vice-Mayor Frutos and will begin to develop their plan of action, including creating options for the City Council to consider.

SUSTAINABLE BURBANK COMMISSION
November 17, 2014

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Roesner reported that he met a member from another Burbank commission interested in placing artwork on utility boxes in the City. Mr. Roesner will gather more information about the other group's interest and provide the Commission with an update at a future meeting.

C. Staff Communication: None

II. APPROVAL OF MINUTES:

The October 20, 2014, minutes were approved by Mr. Newhoff, Ms. Obal, Mr. Roesner, and Mr. Smith. Ms. La Camera, Ms. Lopez-Ledesma, and Ms. Springer abstained.

III. BURBANK MASTER RECYCLER PROGRAM PRESENTATION:

Staff from the Recycle Center will introduce the 2014 Burbank Master Recycler Program graduates and provide a brief overview of the volunteer program for Burbank residents, business associates, and students. The program is designed to provide a better understanding of waste concepts to improve the environment and shape a positive future.

Ferris Kawar, Recycling Specialist, and Kriegh Hampel, Recycling Coordinator, provided a brief overview of the Master Recycler program. Three graduates from the 2014 class introduced themselves and spoke about what they learned and the benefits of the two month program. Mr. Kawar and Mr. Hampel distributed flyers with information on how to apply for the upcoming Master Recycler Program beginning in January 2015. The Commissioners asked questions of the graduates and engaged in a brief discussion.

IV. DISCUSS MEETING DATE FOR DECEMBER:

At the October 20, 2014, meeting the Commissioners agreed to discuss perhaps canceling the December 15, 2014, meeting due to holiday vacation schedules. The Commission may entertain a motion regarding further action on this issue if desired.

The Commissioners agreed to meet on December 15, 2014.

V. 2015 MEETING CALENDAR:

A draft 2015 meeting calendar is attached. Two of the regularly scheduled meetings conflict with City holidays. Staff will request the Commission to identify alternative meeting dates for the January and February, 2015, meetings.

Mr. Smith moved and Mr. Yegparian seconded, to schedule the Commission meeting on January 26, 2015, and to cancel the February 2015 meeting. The motion was approved by all present.

VI. SOCIAL MEDIA POLICY GUIDELINES:

Staff from the Public Information Office will give a presentation on the status of the City's proposed social media guidelines. The Commission may ask questions of staff regarding social media and how to move forward with their Facebook page.

Drew Sugars, Public Information Officer, stated that the City currently does not have an official social media policy. Mr. Sugars is working with the City Attorney's Office to create a draft social media policy that will be presented to Council sometime in the first quarter of 2015. The Commissioners asked questions of staff and engaged in discussion.

VII. DISCUSS THE COMMISSION'S FACEBOOK PAGE AND ITS DIRECTION:

The Commission's Facebook page administrator duties have recently been turned over to Commission Roesner who has requested assistance from an ad-hoc subcommittee to review the existing contents of the Facebook page and determine what, if anything, should be archived. The Commission will consider the request, and entertain a motion to establish an ad-hoc subcommittee to address the Commission's Facebook page.

The Commissioners agreed to continue using their Facebook page as a means for public outreach to promote sustainability. Postings will not allow comments by the public, and any information that is provided on the Commission's Facebook page will be approved by the group before it is posted. The Commission will continue to discuss how to move forward with their Facebook page at future meetings.

VIII. DISCUSS PROVIDING A MONTHLY COMMISSON REPORT TO THE CITY COUNCIL:

At its October 20, 2014, meeting, the Commission agreed to discuss preparing a monthly report for the City Council to communicate ideas on the development of upcoming projects. The Commission may entertain a motion regarding further action on this issue if desired.

Mr. Smith would like the Commission to investigate how to better serve the community through regular communication with Council members on items pertaining to sustainability and its impact on the development of upcoming projects. Ms. Gabel-Luddy suggested meeting with Council members one-on-one or communicating during public comment at the City Council meetings. Mr. Smith moved and Mr. Yegparian seconded, to discuss the Commission's goals and priorities for 2015 at the January 26, 2015, meeting. The motion was approved by all present.

IX. DISCUSS COMMISSIONER'S ATTENDANCE REQUIREMENTS AND RECORDS:

At its October 20, 2014, meeting, the Commission agreed to discuss preparing a monthly report for the City Council to communicate ideas on the development of upcoming projects. The Commission may entertain a motion regarding further action on this issue if desired.

Mary Riley, Senior City Attorney, gave an overview of the attendance policy, Ordinance No. 3472, that was adopted by the City Council on September 9, 1997. The Commissioners agreed to note and file.

X. AD HOC MOBILITY SUBCOMMITTEE REPORT:

At its September 16, 2013, meeting, the Commission agreed to form an ad hoc subcommittee to discuss bicycle issues, public transit, and transportation items as they relate to sustainability in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's focus and progress for discussion and Commission direction.

There were no items to report.

XI. AD HOC HEALTHY URBAN DESIGN SUBCOMMITTEE REPORT:

At its October 21, 2013, meeting, the Commission agreed to disband the ad hoc Healthy Living Subcommittee and the ad hoc Urban Design Subcommittee and form the ad hoc Healthy Urban Design Subcommittee to discuss sustainability efforts for urban design and healthy living in the Burbank community. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Smith, on behalf of the Subcommittee, reported that the Subcommittee is currently working on formulating design criteria to present to the entire Commission at a future meeting. Mr. Smith stated that he met with staff from the Community Development Department to discuss the proposed mixed-use project at Third Street and Cypress Avenue. Ms. Springer expressed concern regarding the density of the project.

Mr. Smith reported that Proposition 1 passed and that $725 million has been approved for recycled water projects. Mr. Smith also stated that three projects included in the Integrated Regional Water Management Plan are located in the City of Burbank. The Subcommittee will continue to monitor the progress of water projects.

XII. AD HOC MASSACHUSETTS PLAN SUBCOMMITTEE REPORT:

At its October 20, 2014, meeting, the Commission agreed to form the ad hoc Massachusetts Plan Subcommittee to discuss drafting a conceptual plan for a retiree employment program in Burbank, similar to the plan in Massachusetts, where businesses hire retirees with technical backgrounds. The ad hoc subcommittee will provide the Commission with an update on the group's progress for discussion and Commission direction.

Mr. Newhoff, on behalf of the Subcommittee, reported that he attended the Senior Board meeting to discuss drafting a retiree employment program. Members from the Senior Board were in favor of the program, but do not have any business connections. Mr. Newhoff will contact Mr. Mendelsohn, the Chamber of Commerce Commission liaison, to perhaps set up a meeting with Chamber members to discuss whether or not they are interested in furthering a conceptual plan for a retiree employment program in Burbank.

Ms. Obal asked to be removed from the Ad Hoc Massachusetts Plan Subcommittee.

XIII. 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 Commissioners agreed to include the following items on a future agenda:

- Update on the State's direction on organics
- Discuss the Commission's goals and priorities

XIV. BURBANK GREEN SPOTLIGHT AWARD FOR JANUARY 2015:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for January 2015.

The Commission agreed not to have a Green Spotlight Award in December. Mr. Smith volunteered to choose the January 2015 Green Spotlight recipient.

XV. ADJOURNMENT:

The meeting was adjourned at 7:07 p.m.

October 15, 2014

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 1815 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

Present: Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack

Also Present: Chief LaChasse, Deputy Chief Angel, Captains Albanese, Caruso and Cremins, 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 Hergelian.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Hergelian attended the following events:

9/4 Armenian Community Forum hosted by the LAPD, held at the St. Leon Armenian Cathedral
9/8 Attorney General award presented to the Traffic Bureau at LAPD Headquarters
10/9 Town Hall meeting with LA County Sheriff's Department candidate Jim McDonnell at Woodbury University

He also thanked the BPD Newsletter staff for presenting an article on the Police Commission as the Feature of the Month in September.

Commissioners Hergelian, Stearns-Niesen, and Pletcher attended the NACOLE Conference from September 14-18, 2014.

ORAL COMMUNICATIONS

Appearing to speak to the Commission was Mike Nolan, who commented on community acknowledgement of officers on patrol and the new vehicles now in service.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Mr. Nolan for his comments. Chief LaChasse stated the new vehicle was recognized as the Best Cruiser at the COPS West Expo. It is a functional vehicle and a collaborative effort between the PD, IT, and Public Works.

APPROVAL OF MINUTES FROM AUGUST 20, 2014

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Vest, to approve the minutes from the August meeting as written. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

ITEMS OF BUSINESS

1. Presentation of the draft of the monthly Part 1 crime incidents map

Crime Analyst Statland presented the crime trends in the City and the efforts of the Department for crime suppression and prevention. In September, compared to August, crime trends were down, with Part 1 crimes down 14%. A crime hot spot still remains in the Empire Center, mostly from shoplifting; catalytic converter/third row seats, commercial burglaries and burglary from the Nature Center were prevalent crime trends for the last two months.

2. Presentation on PCO scheduling, staffing, and issues in Magnolia Park

Sergeant Schilf stated there have been complaints on parking in the 3400 block of Magnolia (between Buena Vista and Hollywood Way). The BPD Traffic Bureau has been working with the City's Traffic Engineer to address the concerns.

A study was conducted on the removal of a Parking Control Officer on Sundays. This would result in an average of 3000 violations that would go unaddressed city-wide each year (time violations in Magnolia Park and the Village; parking in red/green zones in the city).

3. Grading of progress on critical strategies of the Strategic Plan

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to grade the Psychological Services progress as Satisfactory. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Vest, Stearns-Niesen, and Warmack.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to grade the Enhance Approach /Strategies in Managing Mental Health Interventions progress as Satisfactory. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Vest, Stearns-Niesen, and Warmack.

4. Presentation and discussion of critical strategies of the Strategic Plan

Detective Operations Manual - Captain Cremins stated the document is a work in progress, designed to be a reference of policy and procedures. In its completed form, the manual will standardize investigative procedures; list budget work program goals; designate individual unit responsibilities and responsibilities by rank; training; access to databases; procedures on case management and prioritization; bureau expectations and documentation. The document should be completed in a year.

Jail Operations – Captain Caruso focused on the elements that were noted as incomplete strategies:

- Training matrix has been implemented and is an on-going process. A senior Jailer has been sent to a trainer certification program, who now manages the training elements in the strategic plan
- Suicide prevention training – completed and on-going
- Review and amend booking procedures - implemented and is an on-going to standardize with LA County forms
- Review and revise training program – new Jailers train with the certified Jailer and receive daily progress reports
- Revision of the Jail manual – on-going, per annual review by state/federal inspections

5. Debrief of the NACOLE Conference

Commissioners thanked the City Council and Department for the opportunity to attend the conference. Conference stats include: 311 participants from 31 states, 8 countries; between the Commissioners, they attended 32 sessions at the conference; Vice Mayor Frutos attended sessions as well.

As a result of attending sessions at the conference, Commissioner Stearns-Niesen inquired about the application of the following topics in the Department:

- Acquiring body cameras for officers
- Officers involved as suspects in domestic violence (BPD or other agencies) - policy and procedures in place for this and other issues (DUI, drugs) when incident occurs off-duty
- Photo identification techniques – procedure used by the Department?
- Department policy of releasing voice recording, and what information is released to the media

Commissioner Hergelian stated that he and Commissioner Stearns-Niesen have attended three conferences and are in the process of becoming Certified Practitioners of Oversight.

Commissioner Hergelian commented on the following:

- Body cameras appear to be the next generation of technology
- Building community through Spanish immersion program in Kansas City - a 10-week Spanish language program for officers to learn the language and culture to better interact with residents
- San Francisco PD has created a Department Bulletin and Order that provides information on language services assistance that can be provided to residents
- Captain from LAPD – internal audits process discussion
- Mike Gennaco (OIR) – how an oversight body may become involved in the audit process

Commissioner Pletcher commented on the audit session he attended. The process can be expanded to include performance measures for things like criminal victimization rates, clearance/conviction rates, reducing fear and enhancing personal safety, deployment/scheduling efficiencies, civilianization of job roles, etc.

6. Briefings by the Police Administrative Staff

Chief LaChasse announced:

10/7	Staff worked in partnership with BUSD to train principals regarding active shooter scenarios and capabilities of the MET, Traffic personnel, and School Resource Officer
10/12-14	Women Leaders in Law Enforcement conference - 8 members of the staff attended
10/21	MET recognized by the Mental Illness and Law Enforcement Systems (MILES) coalition
10/22	MET awarded Dept. of Mental Health merit award at the Dorothy Chandler Pavilion
10/29	Coffee with a cop at Romancing the Bean
11/4	Rex Andrews scholar award presentation to Officer Cindy Guillen at City Council
11/21	City Manager, PD Command staff to receive CALEA accreditation in Albuquerque

Chief LaChasse also commented on:

- The Department is in the process of securing the technology for body cameras that are compatible with in-car camera features
- As we enter the holiday season, citizens need to harden the target on vehicle burglaries (lock it, hide it) and report suspicious activity

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan, who commented about parking enforcement in the Downtown and Magnolia Park areas.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners responded to Mr. Nolan's comments.

COUNCIL LIAISON COMMENTS

Mayor Gordon commented on the NACOLE Conference and raising awareness to make a stronger connection between the Commission and the community

Vice Mayor Frutos commented on the NACOLE conference for 2015, budgeting for body camera for next budget cycle, Prop 47 reduction in penalties for non-violent crimes, and recommended viewing the LAPD police commission meeting from yesterday to see their body in action

Commissioner Pletcher requested that an agenda item be scheduled to allow the Commission to make a presentation on their participation at the NACOLE Conference, and provide an update on the progress of the Strategic plan topics.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to have a presentation and discussion of Department policies that address DUI, drug, and domestic violence (as perpetrators) of off-duty personnel, both within the BPD and other agencies. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

Commissioner Vest made a motion, seconded by Commissioner Pletcher, to have a presentation and discussion about how the Department educates and prevents bullying (including cyberbullying) in the schools. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

Commissioner Warmack made a motion, seconded by Commissioner Pletcher, to discuss how the Police Commission can become better engaged with the community, through a newsletter, via the Police website, or other means of increasing outreach. Motion carried by Commissioners Hergelian, Pletcher, Stearns-Niesen, Vest, and Warmack, with one dissenting vote by Commissioner Rubinfeld.

Commissioner Hergelian made a motion, seconded by Commissioner Pletcher, to establish a subcommittee and appoint members to maintain an active relationship with NACOLE and expand networking with other commissions and oversight bodies. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

Commissioner Stearns-Niesen made a motion to discuss the release of information to the media and an update on the policy of creating a photo lineup. Without a second, the motion will not be considered.

Commissioner Pletcher made a motion, seconded by Commissioner Rubinfeld, to have a presentation by the attendees of the Women Leaders in Law Enforcement conference. Motion carried by Commissioners Hergelian, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack.

NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, November 19, 2014.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2000 hours.

Amy Vest, Secretary
Burbank Police Commission

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