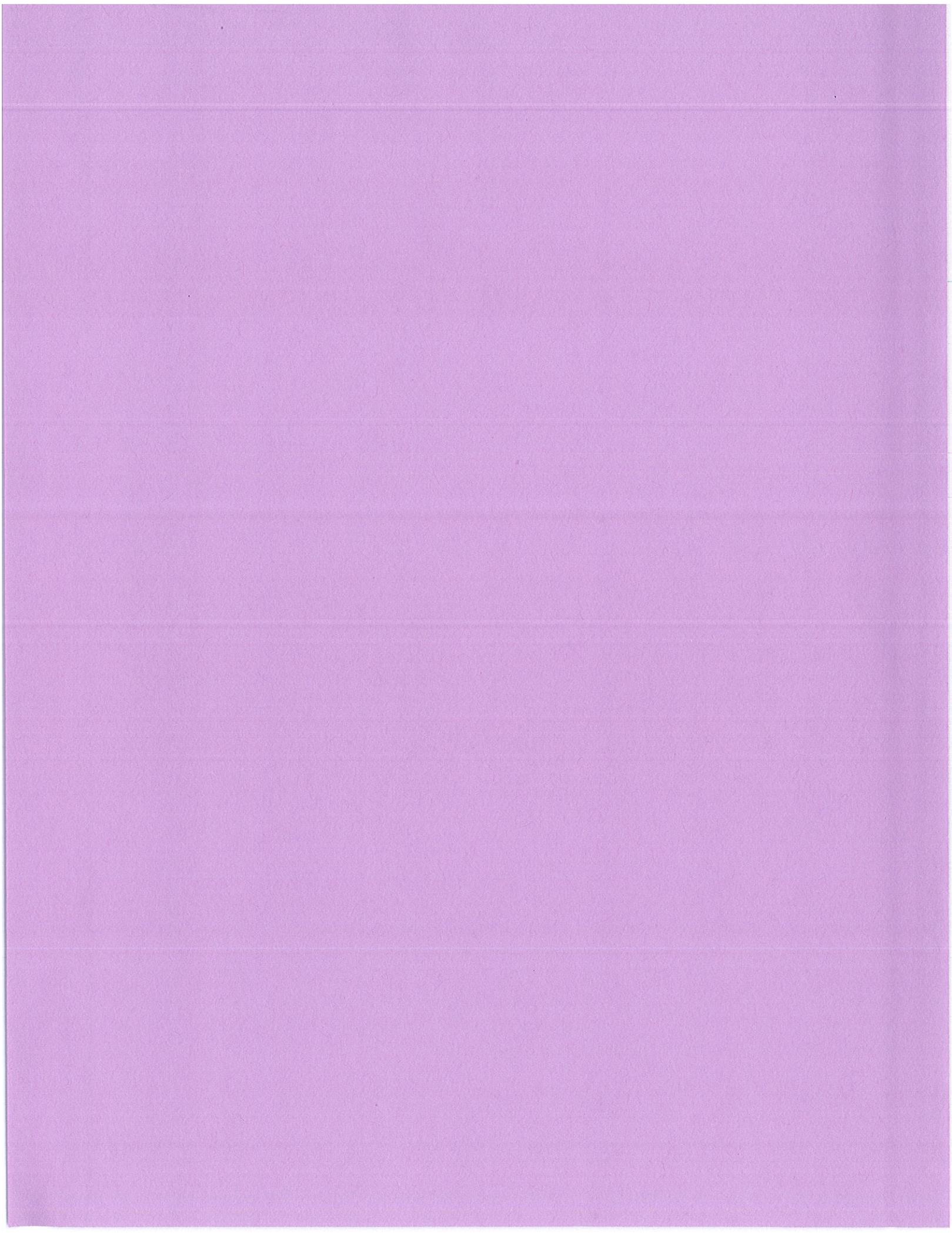


Weekly Management Report

May 15, 2015

1. **Memo** – Police Department Parking Enforcement Program – Burbank Police Department
2. **Memo** – Dog Park Update – Parks and Recreation Department
3. **Memo** – Upper Los Angeles River Enhanced Watershed Management Program Presentation – Public Works Department
4. **Synopsis** – Downtown Burbank Partnership Special Meeting of May 7, 2015 – Community Development Department
5. **Synopsis** – Burbank Water and Power Board Meeting of May 7, 2015 – Burbank Water and Power Department
6. **Synopsis** – Planning Board Meeting of May 11, 2015 – Community Development Department
7. **Minutes** – Burbank Police Commission Meeting of April 15, 2015 – Burbank Police Department
8. **Synopsis** – Heritage Commission Meeting of May 7, 2015 – Community Development Department
9. **Synopsis** – Burbank Athletic Federation Meeting of May 5, 2015 – Parks and Recreation Department
10. **Notes** – City Notes, May 15, 2015 – City Manager



**CITY OF BURBANK
POLICE DEPARTMENT
DISCUSSION PAPER**



DATE: May 1, 2015
TO: Mark Scott, City Manager
FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
By: Josephine Wilson, Police Administrator

SUBJECT: POLICE DEPARTMENT PARKING ENFORCEMENT PROGRAM

RECOMMENDATION:

Staff recommends that the Council note and file this report. The Police Department will complete the electronic parking management systems test pilot project and return with a recommendation at a future date.

BACKGROUND:

The Burbank Police Department operates a full service Parking Control Program which is responsible for maintaining traffic safety by enforcing parking laws, removing vehicles which are obstructing the roadway and impounding abandoned vehicles. Parking enforcement staff also support traffic control efforts at extraordinary Police and Fire requests, special events and oversee the School Crossing Guard program which provides service to specific school sites within the Burbank Unified School District. The Parking Control Program is staffed with ten (10) Parking Control Officers (PCOs) and one (1) Supervisor. One (1) PCO Supervisor position was eliminated in Fiscal Year (FY) 2009-10 and one (1) PCO position in FY 2010-11 due to budget cuts.

DISCUSSION:

The PCO deployment schedule is four (4) ten-hour days, with three (3) days off each week. Scheduling provides coverage for each day of the week, with one (1) PCO assigned to work on Saturday and Sunday. The remaining officers work during the business work week which has the greatest demand. One (1) PCO is assigned to assist the Patrol Division one day each week with 3 a.m. to 5 a.m. parking violations. Only one day is designated due to limited enforcement opportunities during these early hours of the day. The enforcement is rotated to address such violations on each day. Generally, the hours for parking enforcement range from 7:00 a.m. to 7:45 p.m. during the week. With parking restrictions ending at 9:00 p.m., there is no need for marking vehicles which park after 7:30 p.m. The weekend hours are 10:00 a.m. to 8:30 p.m. on Saturday and Sunday.

The City of Burbank has a total of 230 miles of roadways and approximately 50 miles of alleys. Most of this area currently has some type of parking restriction. PCOs are assigned to six geographical areas within the City. When staffing permits, additional

“Rover” officers are assigned to handle calls for service and assist with afternoon street sweeping violations. PCOs are responsible for addressing violations in their assigned areas. Calls for service/complaints take priority, followed in order of precedence by street sweeping (clear route), overtime (parking turn-over), permit, and other violations as observed.

The number of observed violations cited by PCOs varies between 3,500 and 4,300 each month. During calendar year 2014, there were 50,355 total parking citations issued for observed violations. The number of parking citations over the previous two years was 49,265 in 2013 and 49,287 in 2012.

Staffing Considerations:

There have been several discussions before the Police Commission relative to the current deployment of PCOs or the staffing level. It has been the Department’s response that the Parking Control Program is staffed and deployed as efficiently as possible, given the available resources. On several occasions, the Department has modified staffing schedules to test and develop the current deployment which has been deemed most productive.

In considering the need to add additional PCOs, the Department has evaluated other options that are consistent with the Program’s mission of facilitating the flow of traffic and traffic safety. Additional PCOs may improve the level of service to our community; however, deploying additional staffing without a specific purpose and/or need may be perceived by the public as over enforcement.

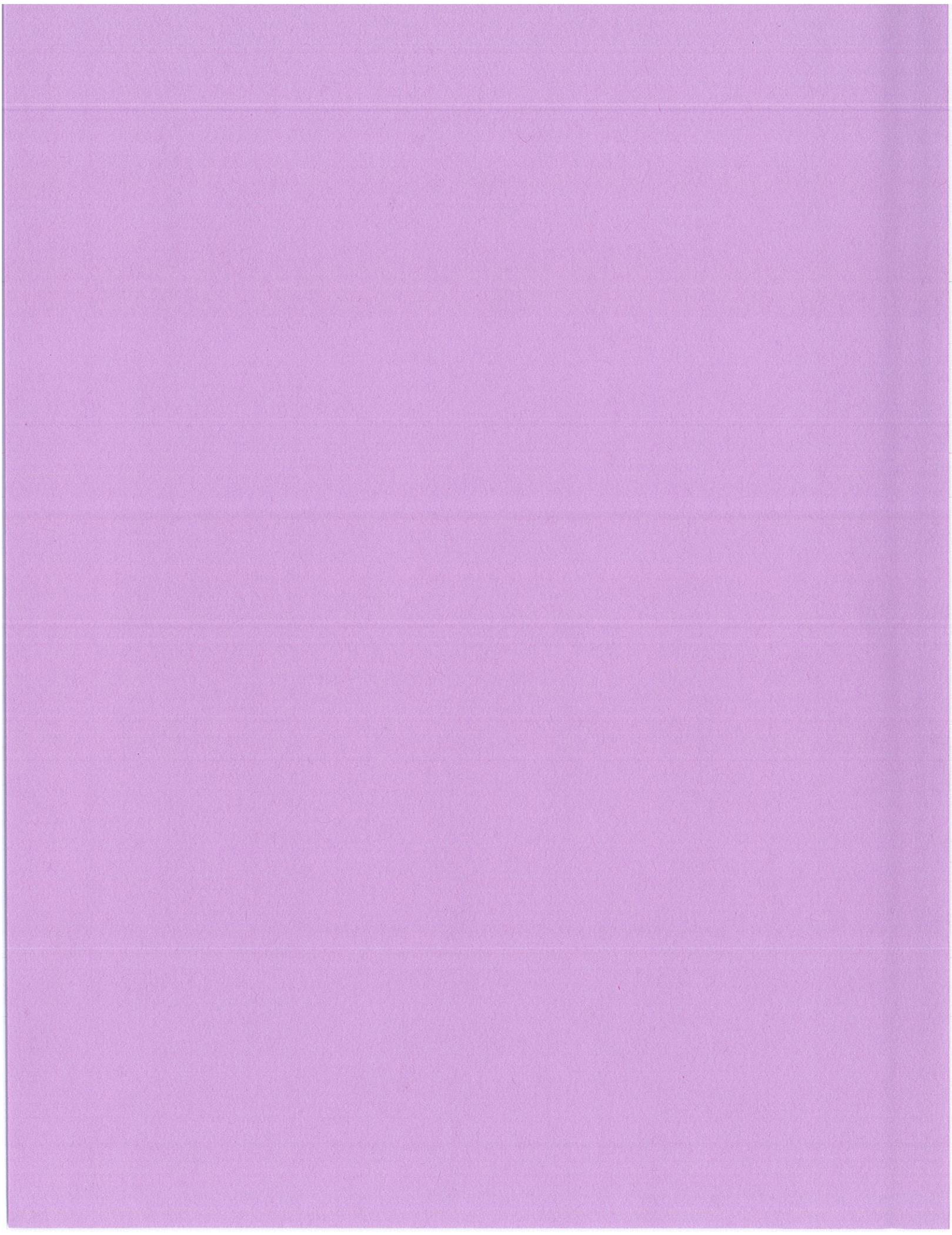
A viable alternative that the Department is evaluating is the use of technology to support efficiency and effectiveness in capturing violations especially in problematic areas that have been the subject of service complaints. To that end, the Department is testing parking management systems (Electric Chalk) which can enhance staff’s level of service and performance. Systems designed to electronically read license plates and mark vehicles will reduce the amount of time it takes one PCO to manually chalk a given city block, and then return to identify any violations.

Presently, a PCO must use a chalk stick to manually mark each car in areas where parking restrictions exist. The PCO must then wait the requisite amount of time before returning to the block to either cite and/or re-chalk the area. A specific example is that during the month of January 2015, the PCO assigned to the Magnolia Park area generally marked the 3400 block seven times per shift. The block typically holds 10 to 12 vehicles. This would suggest that 70 to 84 vehicles were marked each day. Over the period of one month (16 shifts) the PCO marked more than 1,100 vehicles. Of all those vehicles marked, there was only one citable violation. This example illustrates the challenges associated with the process and the underlying possibility that adding staff in this scenario could potentially be more counterproductive and perceived as over enforcement.

In contrast, the E-Chalk technology consists of multiple cameras configured in the PCO vehicle that captures license plate information and photographs of vehicles. The vehicle is marked (GPS based coordinates) with a photograph depicting wheel/valve stem position. Vehicle marking occurs at average road speed, without the need to slow and mark conventionally. Using this system, the PCO can electronically mark their area in the same time it would take an average person traveling at the speed limit to cover the same distance. A significant benefit of the system is capturing a significant amount of data without slowing down and or having a PCO exit the vehicle to look for vehicle identifiers. That in itself results in a very efficient and effective system in managing violations that will result in parking availability. The violation is photographed and all data related to the violation is memorialized electronically and is indisputable.

FISCAL IMPACT:

The fiscal impact for additional PCO positions is approximately \$68,000 per position, per year. This cost will increase depending on Memorandum of Understanding agreements and salary adjustments over time. The fiscal impact for purchasing two systems is estimated at \$104,000 with associated annual maintenance/upgrade costs of \$15,000.



Date: May 14, 2015

To: Mark Scott, City Manager

From: Judie Wilke, Parks and Recreation Director 

Subject: Dog Park Update

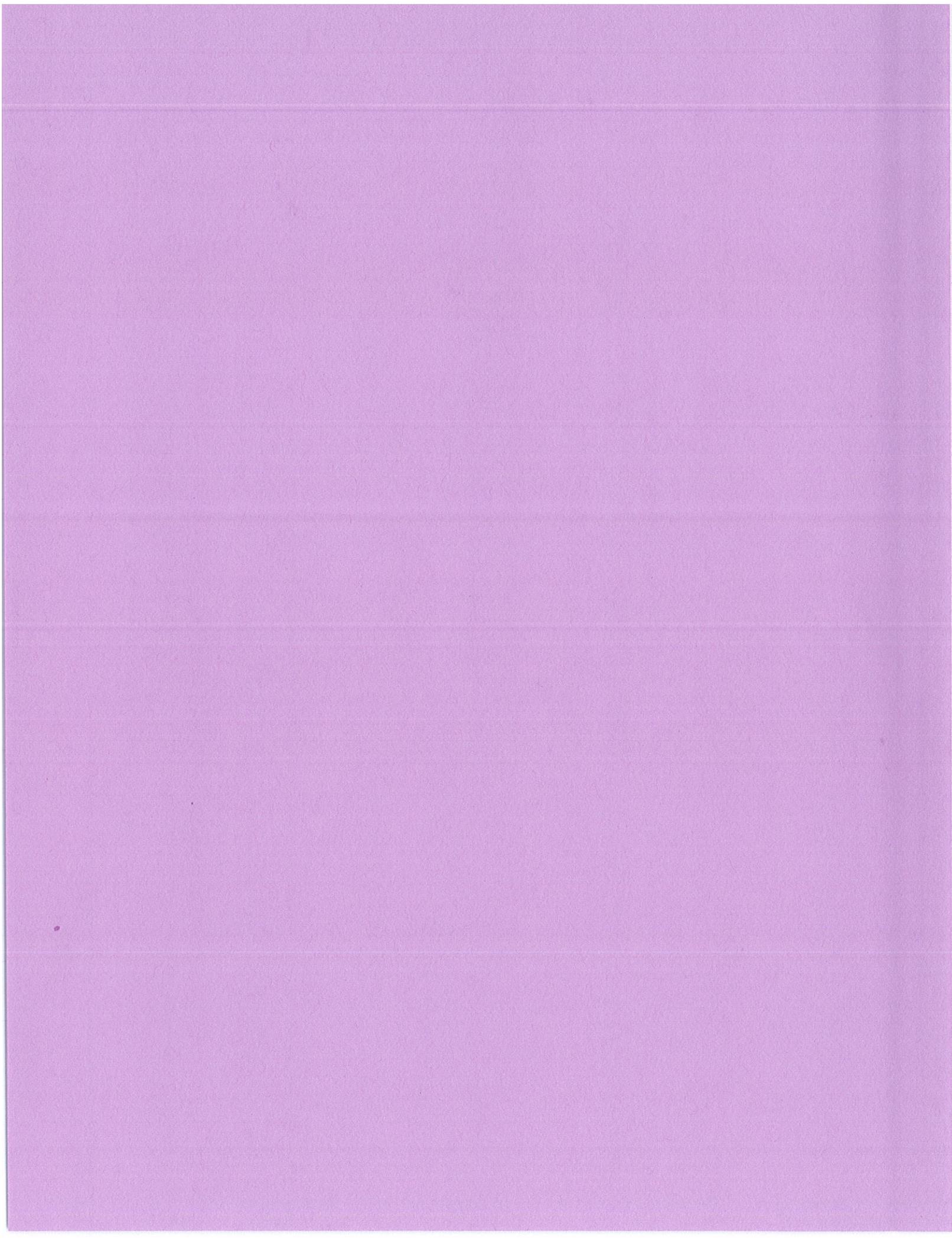
Pursuant to the City Council's direction, staff worked with AHBE Landscape to explore the feasibility of developing an off-leash dog park and prepare conceptual site plans with project costs that can be included as part of the Fiscal Year (FY) 2015-2016 Budget process.

The following three locations were considered: the Starlight Bowl Parking Lot, Johnny Carson Park South and BWP-owned property on Bel Aire, adjacent to Bel Aire Ballfield. Community input was a critical part of the process. To that end, a total of four community meetings were held to discuss the community's preferred site and specific site amenities. Moreover, the email address BurbankDogPark@burbankca.gov was created for those residents who were unable to attend the meetings but wanted to provide input on the proposed dog park.

Of the three sites that were considered Johnny Carson Park was the preferred site, receiving 82% of the votes. The second choice was the Bel Aire site, which received 14% of the votes, followed by Starlight Bowl receiving 4% of the votes. Below are the preliminary costs for each site. A placeholder cost of \$1,255,000 was included in the FY 2015-2016 Budget.

Location	Votes Received (%)	Preliminary Cost
Bel Aire	14%	\$1,017,390
Johnny Carson Park	82%	\$ 403,968
Starlight Bowl	4%	\$ 469,770

Should it be the desire of the City Council to consider the development of the proposed dog park project, it is staff's recommendation that a separate report be presented in coordination with the project architect AHBE at a future City Council meeting to thoroughly review the process and options with the City Council.





CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

DATE: May 11, 2015

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director

A handwritten signature in black ink, appearing to read "Teaford", is written over the printed name of Bonnie Teaford.

SUBJECT: Upper Los Angeles River Enhanced Watershed Management Program Presentation

On May 7, 2015, Assistant City Manager Justin Hess, Senior Assistant City Attorney Joe McDougall, and several Public Works Department staff attended a special presentation on the Upper Los Angeles River (ULAR) Enhanced Watershed Management Program (EWMP) and the Coordinated Integrated Monitoring Program (CIMP). A copy of the presentation slides is attached.

The ULAR EWMP and CIMP are requirements of the City's revised State-issued storm water discharge permit that became effective on December 28, 2012. The EWMP and CIMP are being prepared under a Memorandum of Understanding (MOU) with 16 other local agencies who are subject to the same storm water discharge permit. The MOU was approved by Burbank's City Council on November 5, 2013. The draft EWMP and CIMP must be submitted to the Regional Water Quality Control Board (Regional Board) by June 28, 2015. The Regional Board is expected to approve the EWMP and CIMP in early 2016.

There are significant costs and strict deadlines associated with implementing these programs. Public Works staff recommends scheduling a study session in summer or fall 2015 to allow a more thorough discussion of these programs with City Council.

Attachment: ULAR City Manager Presentation

cc: Justin Hess, Assistant City Manager
Joe McDougall, Senior Assistant City Attorney
Daniel Rynn, Assistant Public Works Director-Wastewater Systems

Upper LA River Stormwater Compliance:
Enhanced Watershed Management Program
Coordinated Integrated Monitoring Program

Overview

- Elements of Enhanced Watershed Management Program
- Coordinated Integrated Monitoring Program
- EWMP Implementation Strategy
- Compliance Timeline and Costs
- Next Steps

May 7, 2015

Elements of EWMP

EWMP Driver: Stormwater Regulations

1938-1959: Army Corps of Engineers line channels and construct a storm drain system for flood control

1948: Federal Water Pollution Control Act

1969: California Porter-Cologne Water Quality Control Act - Expanded Authority of State Boards

1972: Clean Water Act - prohibited discharge of any pollutant to navigable waters from a point source

1987: Water Quality Act - requiring a permit for discharges from a storm sewer system

2001: Previous MS4 Permit Compliance via monitoring

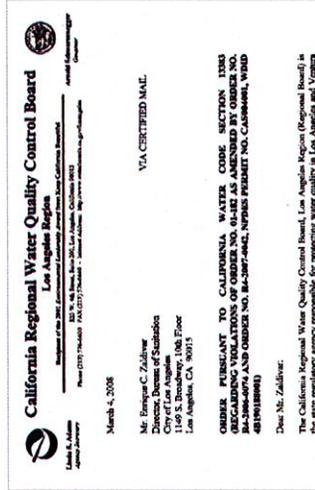
2000-2010: Many TMDLs adopted

2012: Current MS4 permit: Compliance via EWMPs

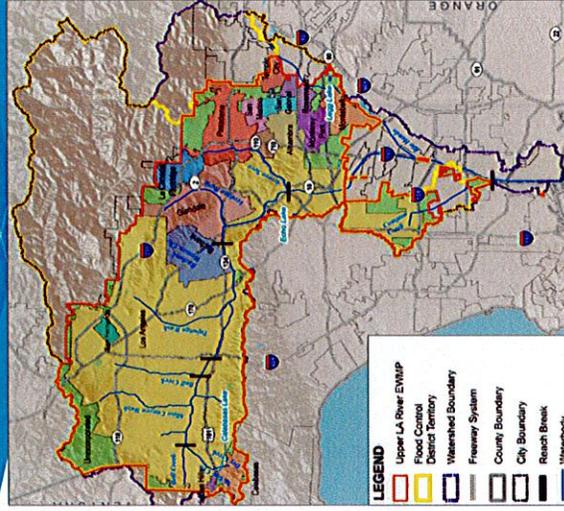


Risk of Non-compliance

- Exposure to Lawsuits from Environmental Groups
- Subject to Enforcement Actions from State and EPA
 - Civil penalties of \$37,500 per pollutant per day (192 Pollutants)
 - Criminal penalties up to imprisonment
- Consent decrees



Upper Los Angeles River Watershed

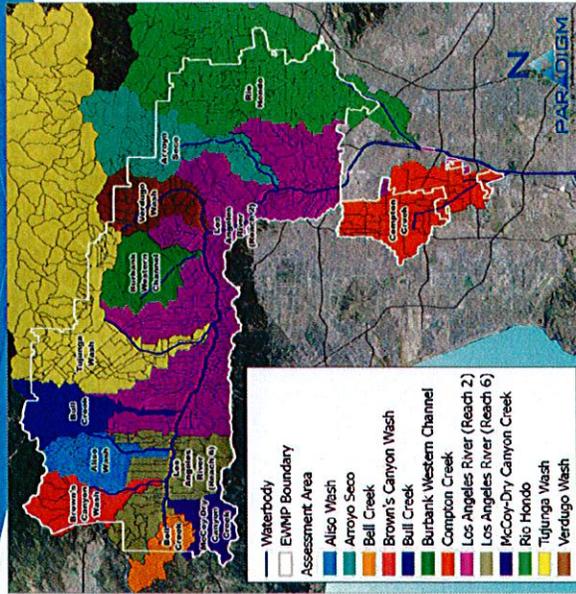


ULAR EWMP Group:

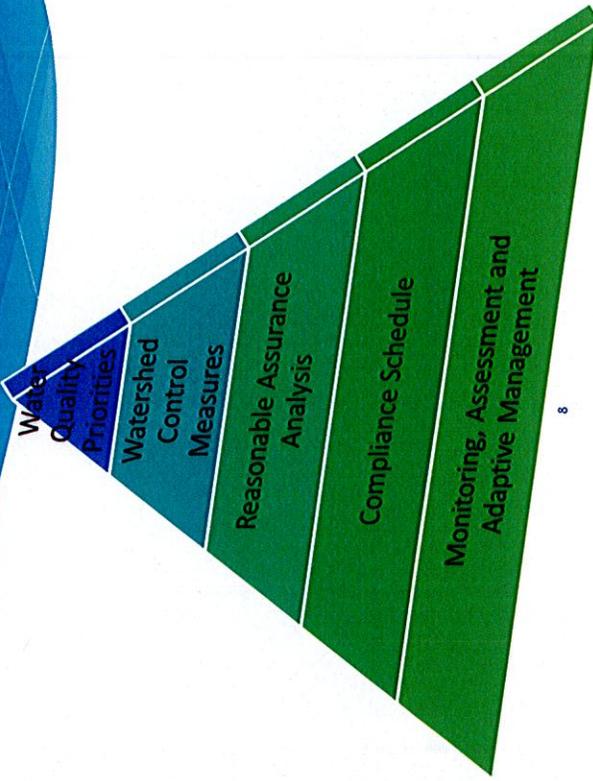
- City of LA
- County of LA
- LACFCD
- Alhambra
- Burbank
- Calabasas
- Glendale
- Hidden Hills
- Temple City
- Montebello
- Monterey Park
- Pasadena
- Rosemead
- San Fernando
- San Gabriel
- San Marino
- South Pasadena
- La Canada Flintridge
- South El Monte *

Upper LA River Assessment Areas

- LA River mainstem
- Compton Creek
- Rio Hondo
- Arroyo Seco
- Verdugo Wash
- Burbank W. Ch.
- Tujunga Wash
- Bull Creek
- Aliso Wash
- Brown's Canyon Wash
- Bell Creek
- McCoy-Dry Canyon



EWMP Elements



Water Quality Priorities

Highest

- **Total Maximum Daily Loads**
- e.g., LA River Metals TMDL and Bacteria TMDL

High

- **Impaired on 303(d) list**
- e.g., LA River is impaired by mercury and diazinon

Medium

- **Exceedances found during EWMP data analysis**
- e.g., LA River and some tributaries recently had exceedances for salts (chloride, TDS, sulfate)

Coordinated Integrated Monitoring Program

CIMP Overview

- **Receiving Water Monitoring**
 - Attainment of water quality standards
 - BMP effectiveness assessment
- **Outfall Monitoring**
 - Is MS4 causing or contributing to issues?
 - Jurisdiction-specific assessment
 - Prioritize non-stormwater discharges
- **Adaptive Management**
 - Support future EWMP revisions

Receiving Water Monitoring

Where

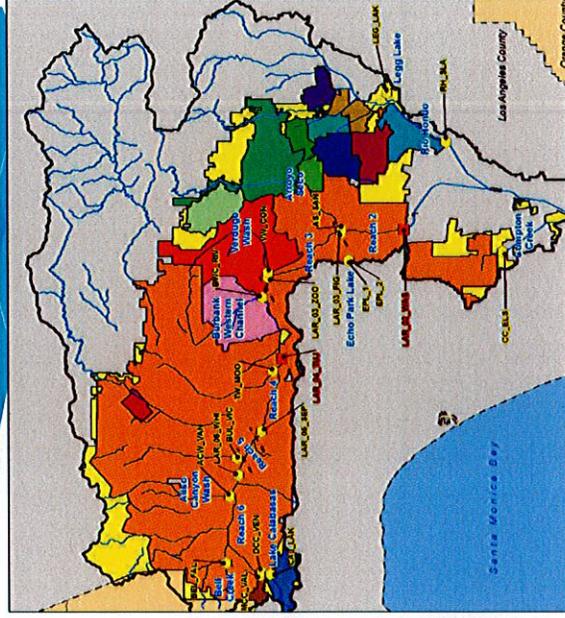
- 6 LA River
- 11 Tributaries
- 4 Lake

When

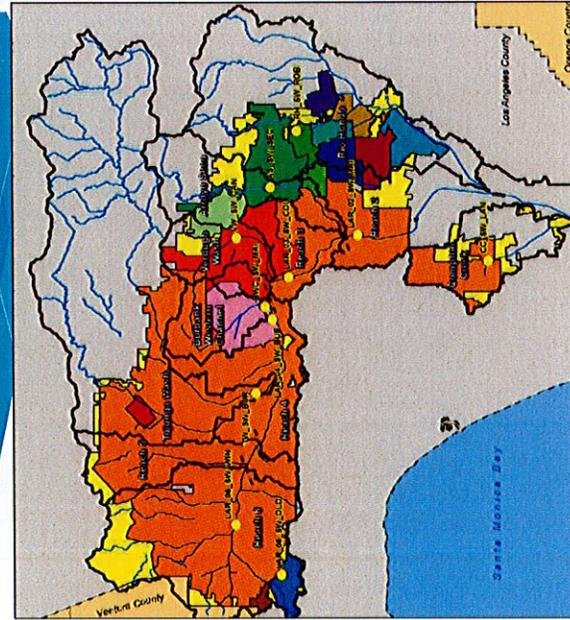
- 2 to 12 times per year (wet+dry)

What

- Metals, Bacteria, Nutrients, Toxicity, Pesticides



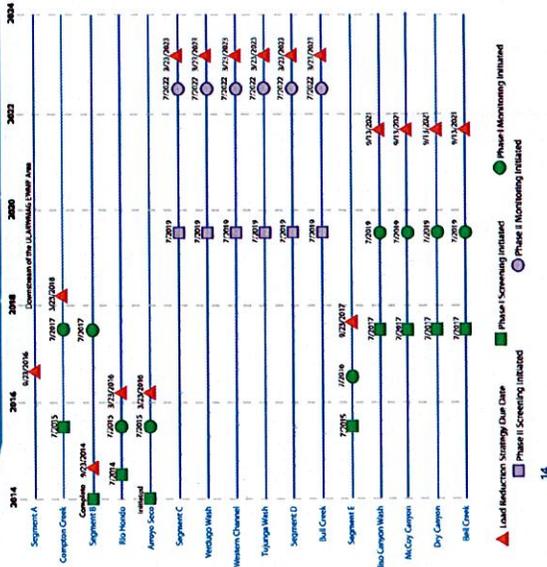
Stormwater Outfall Monitoring



- Where**
- 11 throughout the watershed
- When**
- 3 storms / year
- What**
- Metals, Bacteria, Nutrients, Toxicity, Pesticides

Dry Weather Monitoring

- Where**
- 400+ outfalls
- When**
- 6 times (initially) →
- What**
- Bacteria (initially)
 - Select Outfalls:
 - Source Investigations
 - Metals, Nutrients, Pesticides, Toxicity (later)



CIMP Costs (5-year)

Estimated CIMP Cost	Receiving Water Monitoring	Stormwater Outfall Monitoring	Non-Stormwater Outfall Screening and Monitoring	Reporting and Other	Annual Total
FY 14-15	\$ -	\$ -	\$ 340,000	\$ 10,000	\$ 350,000
FY 15-16	\$ 630,000	\$ 270,000	\$ 760,000	\$ 450,000	\$2,110,000
FY 16-17	\$ 460,000	\$ 410,000	\$ 490,000	\$ 350,000	\$1,710,000
FY 17-18	\$ 460,000	\$ 480,000	\$ 480,000	\$ 360,000	\$1,780,000
FY 18-19	\$ 460,000	\$ 200,000	\$ 480,000	\$ 360,000	\$1,500,000
Total	\$ 2,010,000	\$1,360,000	\$ 2,550,000	\$1,530,000	\$7,450,000

EWMP Implementation Strategy

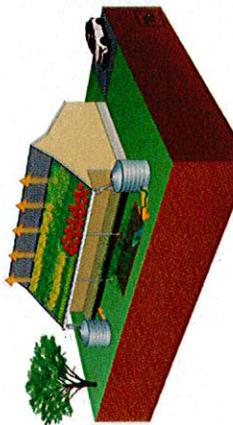
Comply by Implementing Control Measures

- Four primary categories of control measures:

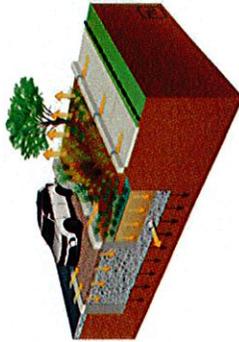
(1) **Institutional BMPs**

e.g., Enhanced sweeping

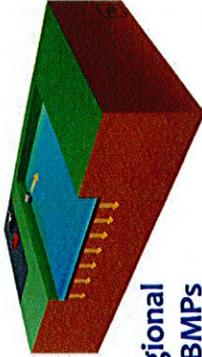
(3) **Low Impact Development**



(2) **Green Streets**

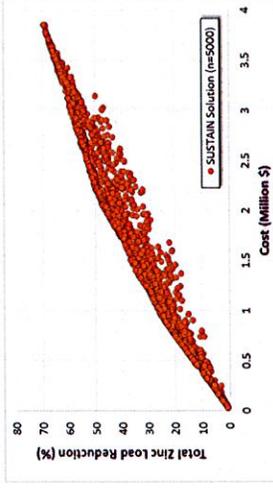


(4) **Regional BMPs**

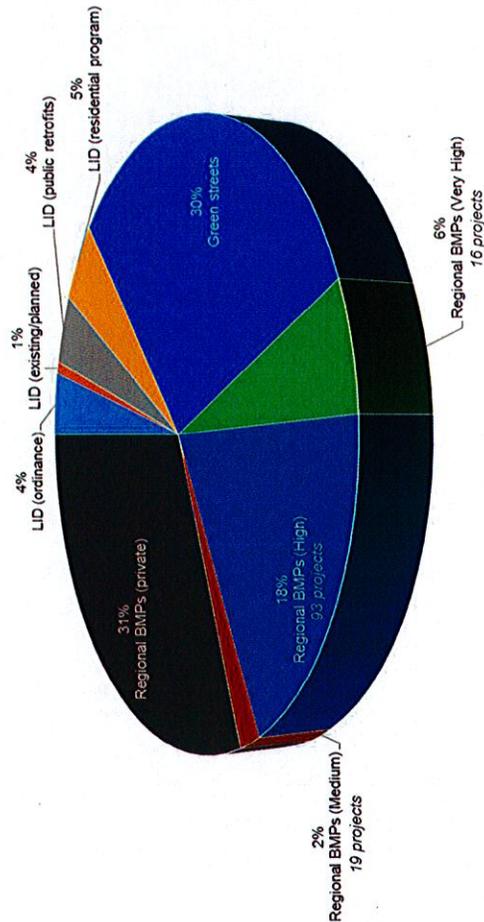


Reasonable Assurance Analysis

- RAA is quantitative demonstration that projects will result in compliance
- Watershed Management Modeling System (WMMS) also supports control measure selection based on cost effectiveness
- Model approved by Regional Board and methods are consistent with RAA Guidelines



Recipe for Compliance



Relative BMP Capacities

Stormwater Storage

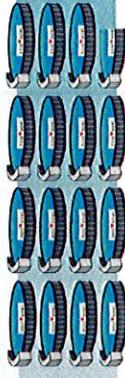


Rose Bowl Stadium

Seating Capacity: **92,542** fans
 Volume: **259** acre-feet

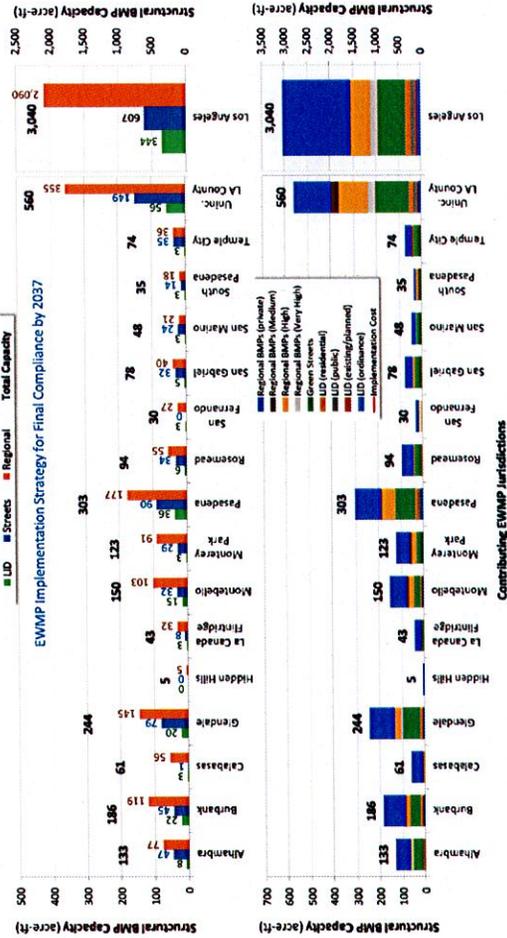
Upper Los Angeles River EWMP

4,067 acre-feet capacity (metals)

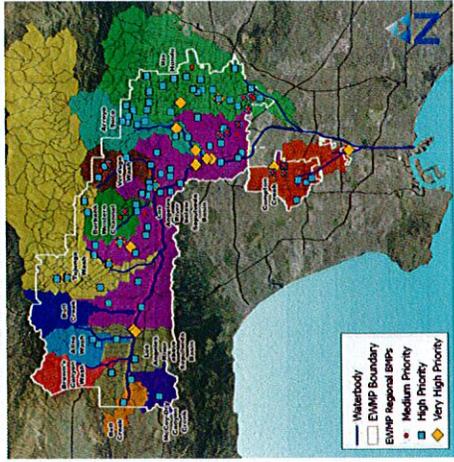


The volume of 15.7 stadiums!

EWMP Implementation Strategy (Bacteria, thru 2037)



Regional BMPs

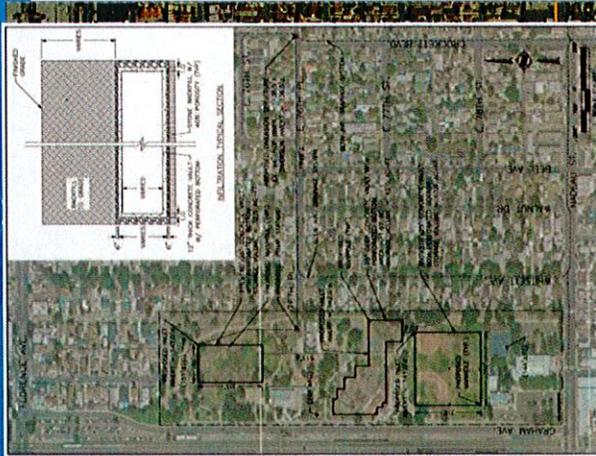
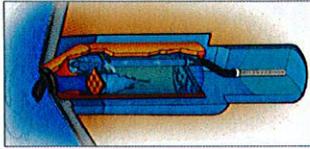


- Regional projects on public land are one of the most cost-effective options
- Over 3000 parcels screened
- 128 regional projects selected
- Scheduling based on categories of Very High, High and Medium

Example Regional Project: Roosevelt Park

Subsurface Infiltration Basin

Summary of Proposed Infiltration Basin	
Basin Volume (Gallons)	2,700,000
Basin Surface Area (Square Feet)	180,000
Basin Depth (Feet)	15
Basin Construction Cost (\$)	\$1,200,000
Basin Operation Cost (\$/Year)	\$100,000
Basin Maintenance Cost (\$/Year)	\$50,000
Basin Lifespan (Years)	20
Basin Capacity (Gallons/Day)	100,000
Basin Infiltration Rate (Gallons/Day/Inch)	100,000



Low Impact Development

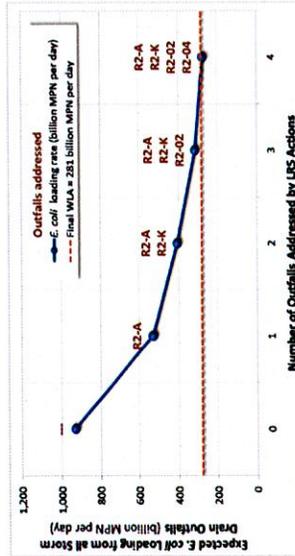
- Nearly 70% of runoff is generated from impervious area on parcels
- LID is first line of defense
- Residential LID incentive programs can be very cost-effective

Residential LID programs



Load Reduction Strategies (dry weather)

- Bacteria TMDL offers an extended compliance schedule for agencies that develop a Load Reduction Strategy
 - **MONITORING:** measure flows and bacteria at outfalls
 - **MODELING:** analyze which outfalls are biggest contributors
 - **ENGINEERING:** identify control measures for prioritized outfalls

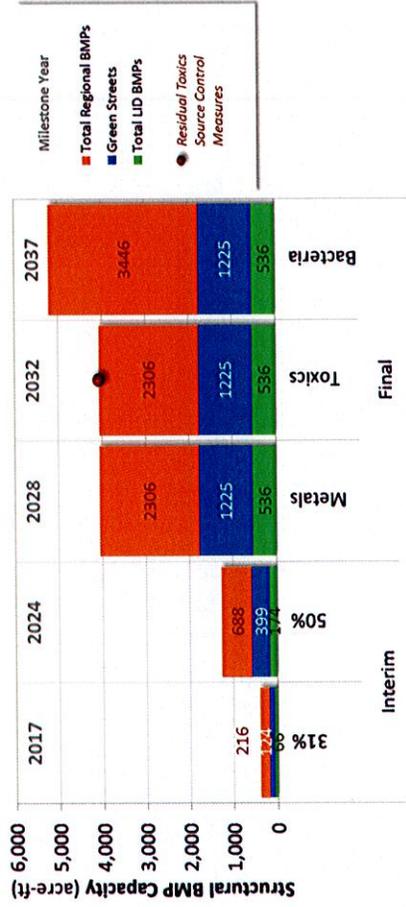
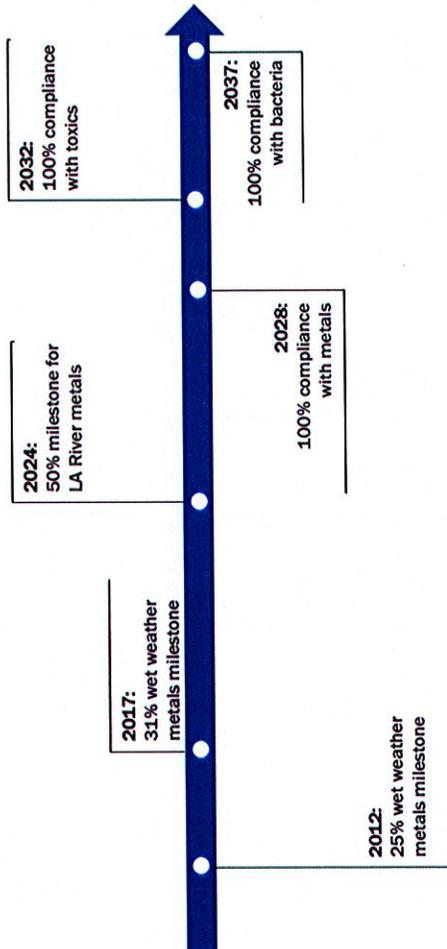


- Segment B LAR: submit June 2015
- Rio Hondo: submit March 2016
- Arroyo Seco: submit March 2016
- Segment E LAR: submit Sept. 2017
- Compton Creek: submit March 2018

Scheduling and Costs

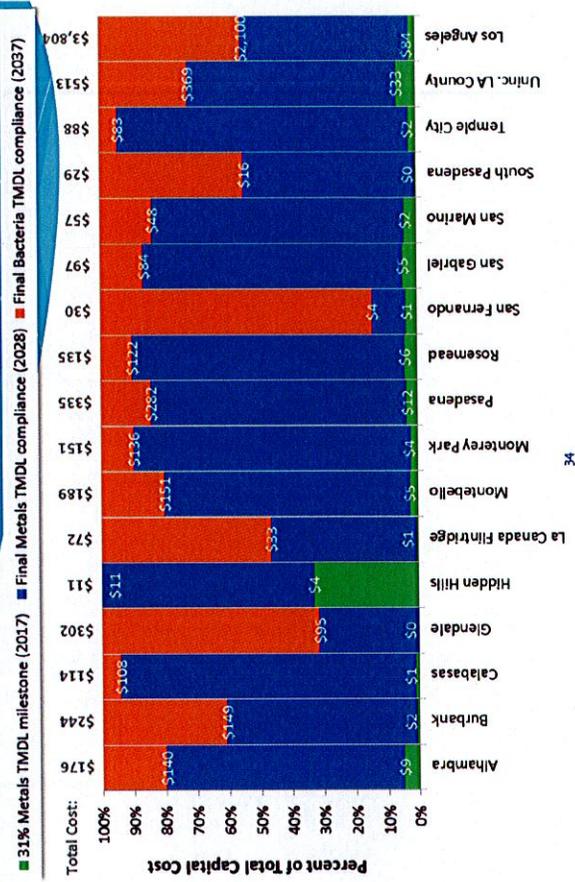
Compliance Schedules in Permit

Scheduling for Compliance

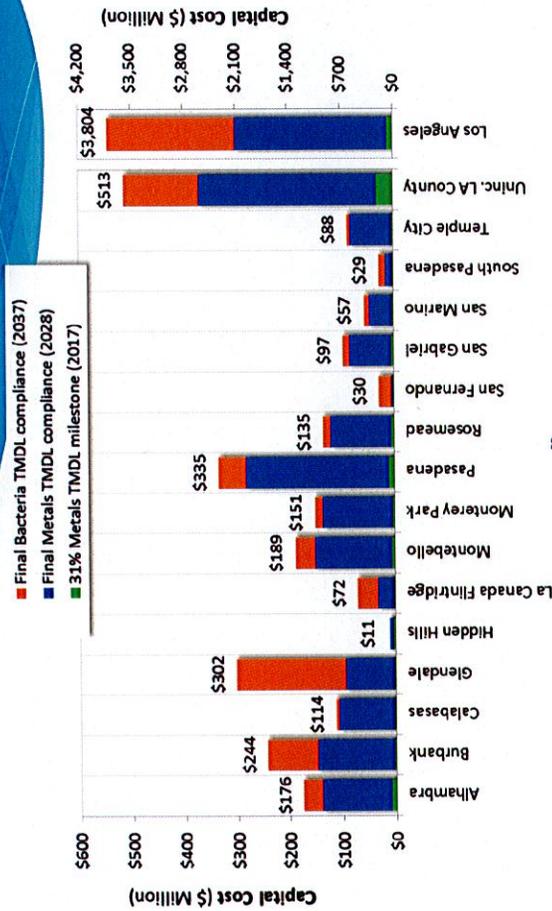


Plus many other TMDLs and compliance dates

Compliance Cost



Compliance Cost



A blue decorative graphic consisting of a vertical bar with a wavy, organic shape on the right side, transitioning from a darker blue at the top to a lighter blue at the bottom.

Next Steps

- **EWMP:**
 - Revised EWMP draft using comments from Group
 - Submit EWMP to Regional Board by June 28
 - EWMP approval anticipated Spring 2016
- **CIMP:**
 - Revise CIMP based on comments from Regional Board
 - Submit revised CIMP to Regional Board by June 15
 - Initiate monitoring in Fall 2015



memorandum

DATE: May 7, 2015

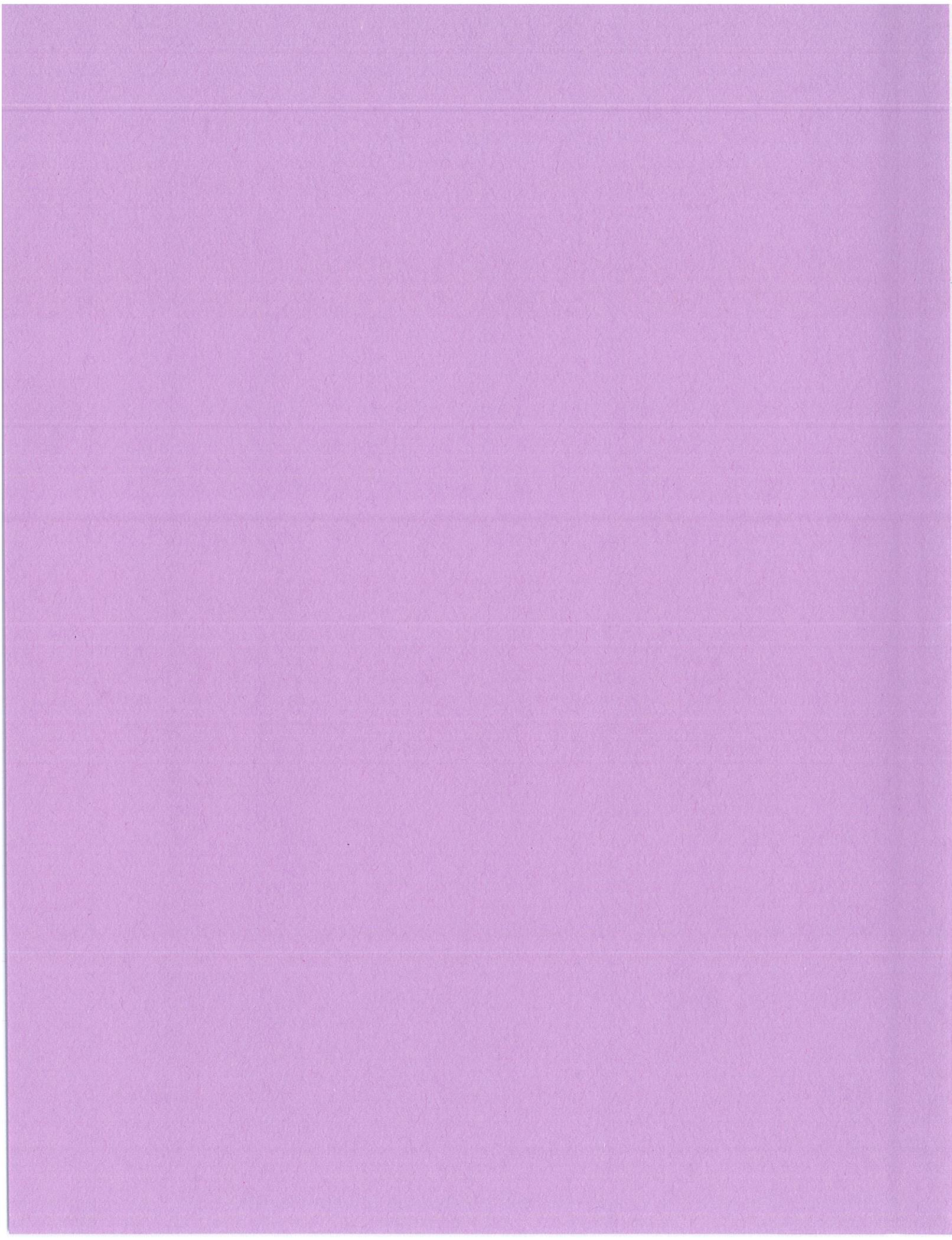
TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Downtown Burbank Partnership Special Meeting - May 7, 2015

- The Downtown Burbank Partnership (PBID) Board held a special meeting to discuss event production, event partnership strategy, and the Event and Marketing Budget for 2015.
- Staff presented several strategies for the Board to consider for reducing event costs for Downtown Burbank including: working with Utopia Entertainment (an event production company), generating a Request for Proposal to attract additional event producers, and partnering with local community organizations (i.e. West Coast Customs) to co-produce current events.
- For 2015, the Board elected to produce three events: The Art Festival, The Car Classic, and the OktoBURfest. The Board then voted to eliminate The Rink as an event for 2015 due to its high cost and inability to bring a diversified demographic of visitors.
- The Board also approved \$10,000 sponsorships to both the Burbank Comedy Festival and the YMCA Turkey Trot.

011
12 MAY 9 10:50



Burbank Water and Power

MEMORANDUM

DATE: May 8, 2015

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP

SUBJECT: SYNOPSIS OF BWP BOARD MEETING

Following is a synopsis of the May 7, 2015 BWP Board meeting:

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for March. He reported that March 2015 was the hottest March in 30 years although the minimum load was the lowest it's been in 10 years.

IMPLEMENTATION OF STAGE III OF THE SUSTAINABLE WATER USE ORDINANCE

Mr. Mace reported that the Metropolitan Water District (MWD) has voted to go to a water supply allocation. The state has only registered 6% snow pack this year.

Per the governor's direction, Burbank must reduce its water usage by 28%. Currently Burbank's water usage has dropped 7%. Stage III of the Sustainable Water Use Ordinance specifies no more than 2 days a week watering (Tuesday and Saturday) from April to October, and 1 day a week watering from November to March; no outdoor evaporative cooling devices; no outdoor hand watering of landscape while the sun is up; and pool covers.

Ms. Myer spoke of some of BWP's programs offered to help residential/industrial/commercial customers obtain that goal.

- Home Rewards Rebates
- Turf Removal
- Green Home House Call
- Showerheads and Aerators
- LivingWise
- Home Water Reports

The BWP Board voted 6-0 in favor of staff's recommendation.

UPDATE ON BWP ENERGY AND WATER EFFICIENCY PROGRAMS

Ms. Myer presented the Board with staff's proposed revisions to BWP's efficiency portfolio. BWP currently has 19 programs and will be revising 5 of them as well as adding one new program.

Proposed revisions:

- Turf Replacement
- Business Bucks
- Energy Solutions
- Home Rewards
- EV Charger Incentives

Proposed addition:

- Commercial HVAC Commercial Program

The BWP Board voted 6-0 in favor of staff's recommendation.

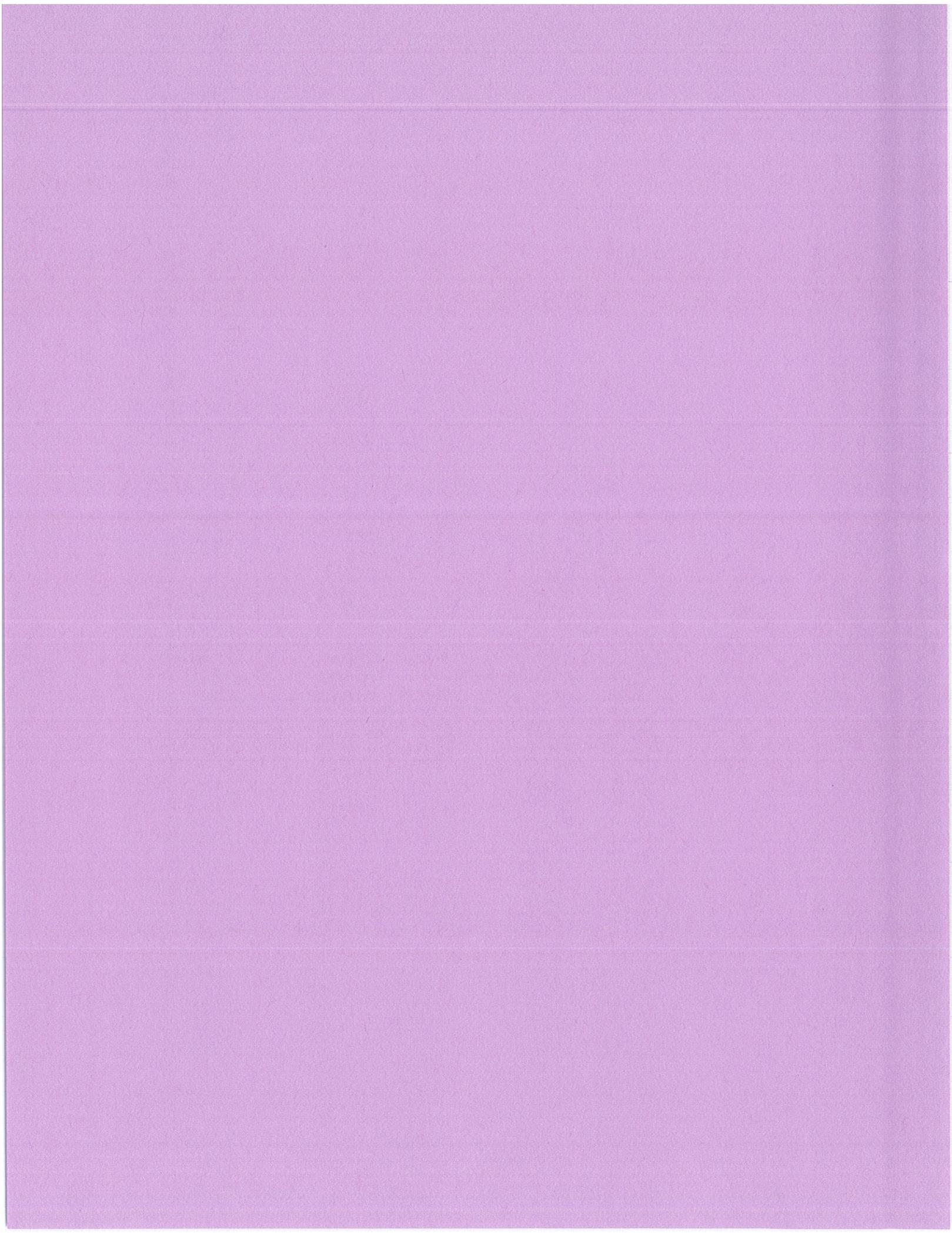
RECOMMENDATION FOR BWP TO REQUEST THAT THE CITY COUNCIL ADOPT A RESOLUTION TO APPROVE A FIVE-YEAR TERM EXTENSION OF THE WEBTRADER SERVICE AGREEMENT AND THE ETS CUSTOMER AGREEMENT BETWEEN THE CITY OF BURBANK AND OPEN ACCESS TECHNOLOGY INTERNATIONAL, INC.

Staff asked that the BWP Board approve the request to approve a five year extension for power scheduling services provided by Open Access Technology International (OATI). These services have been used for two prior five year agreements. Staff explained that the five year service agreements have worked well in the past. The cost savings for this type of agreement is \$53,500.

The BWP Board voted 6-0 in favor of staff's recommendation.

LEGISLATIVE UPDATE

Ms. McGinley handed out a list of legislative updates for discussion.



memorandum

DATE: May 12, 2015
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Planning Board Actions of May 11, 2015

At the regular meeting of May 11, 2015, the Planning Board took action on the following items:

1. 215 N. Hollywood Way | Project No. 14-0006497 | Variance and Minor Fence Exception request to have reduced setbacks for a newly constructed single-family home

The Board voted 5-0 to approve a Variance and a Minor Fence Exception request to deviate from the MDR-4 multi-family development standards. The Variance would enable the property owners to construct a functional dwelling unit on a substandard sized multi-family zoned parcel, while the Minor Fence Exception is for a six-foot tall block wall with an eight-foot tall hedge in the front yard.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by May 26, 2015.

2. 2710 Winona Avenue | Project No. 14-0007992 | Conditional Use Permit & Development Review to construct a parking structure

The Board voted 5-0 to approve a request for a Conditional Use Permit to allow an industrial training facility to operate at 2710 Winona Avenue. The applicant is proposing to construct a five-story parking structure with 429 parking spaces and 17 surface parking spaces on the existing parking lot.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of

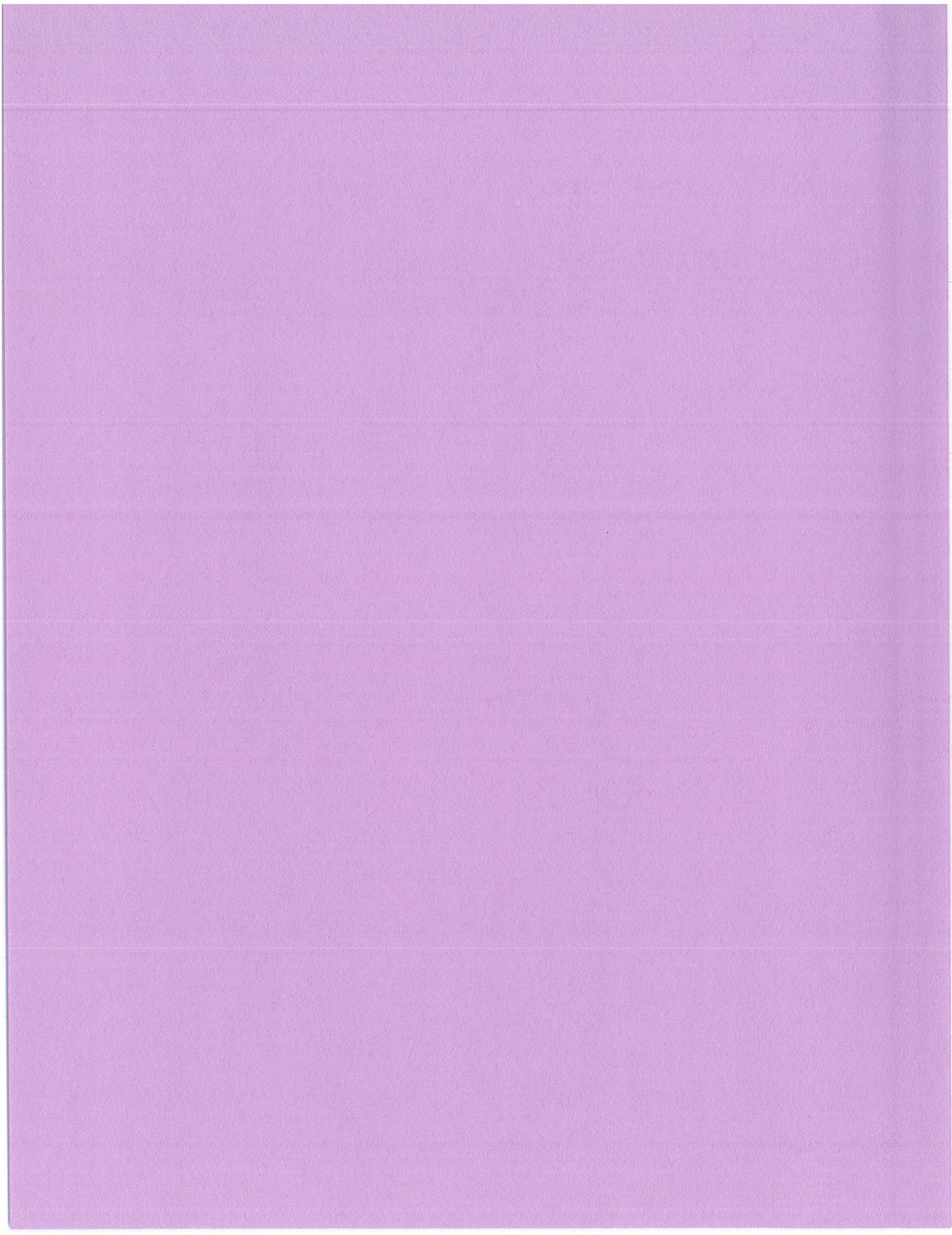
an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by May 26, 2015.

REPORTS

3. 929 E. Valencia Avenue | Project No. 14-0003973 | Conditional Use Permit

The applicant requested a Conditional Use Permit and Floor Area Ratio increase for a new single-family residence with a subterranean three-car garage, to measure the height from the average grade, and to lower the garage floor below the top of the curb. The Board held a public hearing for this item on February 9, 2015 and denied the request, and directed staff to prepare a resolution for denial without prejudice. The Board voted 5-0 to adopt the resolution for denial without prejudice.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the property owner, the public, or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by May 26, 2015.



April 15, 2015

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 1810 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

Present: Commissioners Cohen, Pletcher, Rubinfeld, Stearns-Niesen, and Warmack

Also Present: Chief LaChasse, Captains Albanese and Cremins, Police Administrator Wilson, Senior Assistant City Attorney Oh, Lieutenant Armen Dermenjian, Sergeants Adam Cornils and Todd Fatta, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Warmack and the flag salute by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Warmack acknowledged National Public Safety Telecommunications Week, which starts April 12th, and recognized the efforts of the Communications Operators of the BPD.

Commissioner Pletcher attended the POALAC awards dinner on March 19 where the Motor Officers and MET were presented awards for excellence.

Commissioner Stearns-Niesen made contact with a member of the Riverside Police Commission to set up a networking lunch between the Commissioners.

ORAL COMMUNICATIONS

Appearing to speak before the Commission were:

David Piroli commented on the walkers and runners in the bike lanes on Hollywood Way and thanked the three Commissioners, whose appointments are expiring, for their service on the Commission.

Mike Nolan commented on his concerns on the Traffic Engineer, painting of curbs, marking of vehicles, and scheduling of PCOs in the downtown area.

RESPONSE TO ORAL COMMUNICATIONS

Sergeant Fatta responded that walkers/runners are allowed to traverse in the bike lanes on the far right side of the lane.

APPROVAL OF MINUTES FROM MARCH 18, 2015

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to approve the minutes from the March 18th meeting as written. Motion carried by Commissioners Cohen, Pletcher, Rubinfeld, Stearns-Niesen, and Warmack.

ITEMS OF BUSINESS

1. Presentation of the monthly Part 1 crime incidents (violent and property crime) stats/map

Crime Analyst Statland presented the crime trends in the City and the efforts of the Department for crime suppression and prevention in February and March. Crime trends included theft from unlocked vehicles and theft of vehicle parts (e.g. catalytic converters and third row seats).

2. Presentation and discussion of Department audits conducted in the last six months

Lieutenant Dermenjian provided a summary of internal performance audits, which measure the effectiveness of the policies or procedures, utility of internal controls and to check for compliance. Audits included MDCs; employee emails; general property audit; PUMA recordings; property/high risk property; Vice/Narcotics funds.

Internal audits currently in progress, which will be reported on at a future meeting, include performance history (looking for patterns or trends over time); IA Pro System for timely and accurate entry of reports; pursuit and use of force analysis for CALEA annual evaluation.

Three external County audits were conducted on jail training records and the facility, and review of juvenile detention logs.

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

Site Surveys – Sergeant Cornils made a presentation on the site survey plans of the Emergency Operations Plan. The Department has identified critical infrastructures and important venues throughout the City and did outreach to secure and document layouts of these locations, which include schools, the airport, studios, malls, etc. Information is integrated into the Department's database for on-site accessibility in the event of an emergency.

Management and accountability of critical files, including computer intrusion – Deputy Chief Angel stated when written in 2011, the Strategic Plan identified three major areas for evaluation: an electronic management system for administrative files, the retention schedule of critical documents, and enhancing proximity card system. Since then, those items have been addressed and further enhancements enacted.

A barcoding system has been implemented to account for critical files (internal affairs, backgrounds, personnel files, training files, use of force, pursuits, etc.) and document the location and track the access of the files. File accessibility is limited to a handful of key administrative personnel via proximity card reader.

The Department will retain critical records indefinitely. Traffic cites, field interview cards and other documents that are not as critical may be destroyed after 10 years or whatever is deemed best practices in the industry.

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

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to grade the racial profiling policies and training report as Satisfactory. Motion carried by Commissioners Cohen, Pletcher, Rubinfeld, and Stearns-Niesen, with one abstention by Commissioner Warmack.

April 15, 2015

Meeting of the Burbank Police Commission

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5. Discuss and take action to implement methods for the Police Commission to increase outreach and become better engaged with the community

A report was provided by City PIO Drew Sugars, who was unable to attend the meeting, on current avenues of publicity of the Police Commission including the calendaring of meetings on the website, Burbank on Demand videos of meetings, bulletin board slide on local Channel 6, and notices of events in the BWP newsletter.

Commissioners will continue to attend police events to increase awareness.

6. Report/update on the costs of police litigations (related to Porto's Investigation)

Senior Assistant City Attorney Oh provided a list of police employment cases still pending, police litigation costs (City's outside attorneys' fees and costs) and a memorandum from Management Services Director Betsy Dolan to City Manager Mark Scott regarding payments the City's insurance carrier are to pay out (City Council also received this document).

7. Report and discussion on deployment of Parking Control Officers in Downtown and Traffic Engineer report on parking issues in the Magnolia Park area and the effects of parking enforcement in the area.

Sergeant Todd Fatta stated there are ten Parking Control Officers (PCO), with one supervisor, who work 7 days a week on a 4/10 schedule (work four day, 10 hours each day). One PCO works on Saturday, and one on Sunday in the entire city; this person is scheduled from 10 am - 8:30 pm during daylight savings hours and 7:30 am – 6 pm the rest of the year. On Fridays, five PCOs work 8 am – 6:30 pm.

Regarding Downtown enforcement – posted parking restriction is 90 minutes with enforcement between 9 am - 9 pm. A 2013 a survey was conducted – there were relatively few violations, business owners had little concerns over parking turnover or enforcement, and no complaints were received from citizens or business owners over parking enforcement in the Downtown area.

Marking tires at night is problematic due to 1) hard to see markings at night and 2) safety issue with slower moving PCO jeeps. The Traffic supervisor is looking at new technology to identify cars via license plates, without marking tires; negotiating to beta test the system.

With regard to Magnolia Park parking – a very comprehensive report dated December 18, 2014 was prepared by Traffic Engineer Ken Johnson; its finding was that signage in the 3400 block of Magnolia has improved parking turnover rate and business owners are happy with the time limits.

8. Briefings by the Police Administrative Staff

Police Administrator Wilson provided a review of the proposed budget for 2015-2016 which includes new budget requests, fee schedule changes, and vehicle replacement. Budget adoption will occur on June 2nd.

Chief LaChasse announced:

- 4/18 Hoof and Woof at the Equestrian Center

April 15, 2015

Meeting of the Burbank Police Commission

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- 4/18 Mobile pet adoption at the Farmers Market
- 4/19 Pet adoption/education in Burbank Mall
- 4/25 Burbank on Parade
- 4/26 Kiwanis Car Club
- 5/9 Police/Fire Service Day

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

COUNCIL LIAISON COMMENTS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Pletcher made a motion, seconded by Commissioner Stearns-Niesen, to discuss and vote on requiring each year's NACOLE conference attendees to report back to the Commission and the Council with a debrief on the conference, and to continue networking with NACOLE attendees and report out on interactions during monthly Commission/subcommittee comments. Motion carried by Commissioners Cohen, Pletcher, Rubinfeld, Stearns-Niesen and Warmack.

Chief LaChasse will provide a status update on the topic of body worn cameras.

NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, May 20, 2015.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2015 hours.

Amy Vest, Secretary
Burbank Police Commission

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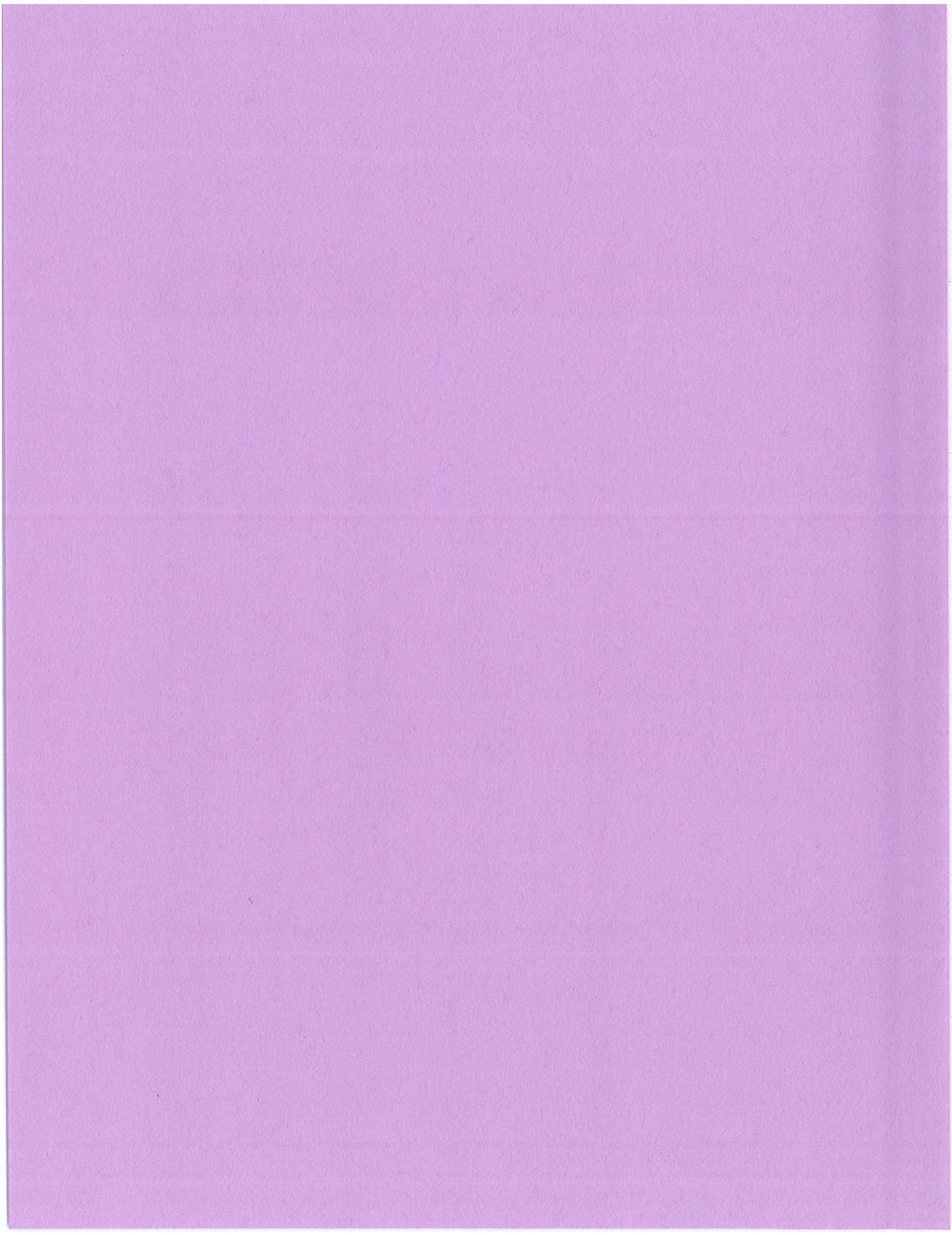
memorandum

DATE: May 7, 2015
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Heritage Commission Meeting – May 7, 2015

The Heritage Commission discussed the April 7, 2015 City Council Public Hearing regarding the Draft Historic Sign Ordinance and selected a new Chair and Vice-Chair. Karen Volpe-Gussow was selected Chair, and Marisa DiDomenico was selected Vice-Chair. The Commission also discussed upcoming public outreach opportunities for National Historic Preservation Month in May.

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2015
CITY OF BURBANK



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: May 5, 2015**

Members Present: John Dilibert, Craig Hunter, Dennis Roy, Ron Sabatine, Karen Sartoris, Char Tabet

Members Tardy: Steven Beardsley

Members Absent:

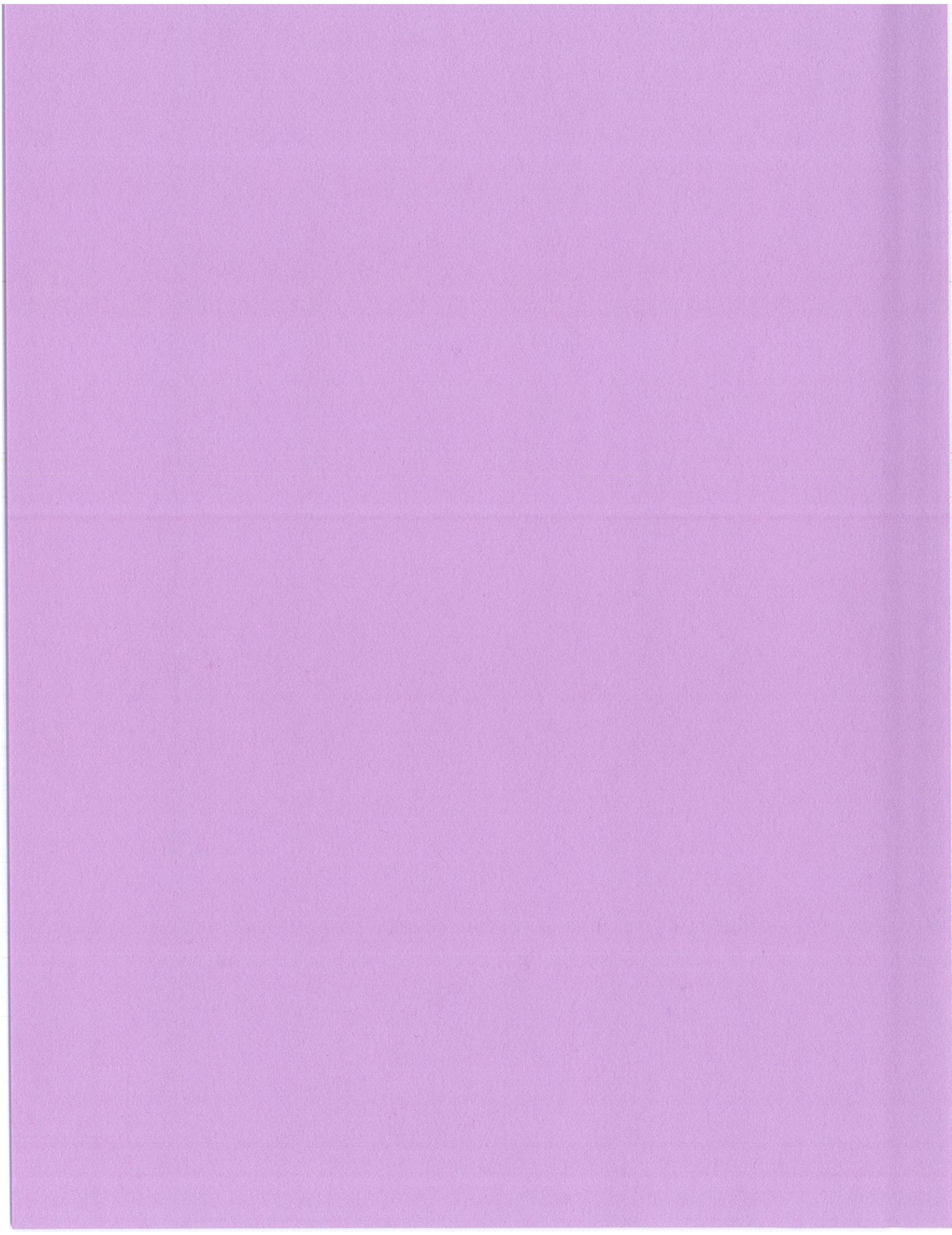
Staff Present: Erin Barrows, Rena Ghamelian

Liaisons Present:

Item Discussed	Summary	Direction or Action, if any
1 Approval of Minutes- March 10, 2015	Minutes Reviewed	Approved 6-0
2 Financial Statement	Ms. Barrows reviewed and provided updates on various capital projects.	N/A
3 Announcements	N/A	N/A
4 Oral Communication	N/A	
5 Written Communication	N/A	
6 Unfinished Business	Walk of Fame: A. Expansion Project Ms. Barrows discussed the Walk of Fame behind Olive field 2 and offered several ideas about expanding the project. Board suggested possibly expanding on the ground in the red section. Ms. Barrows informed the Board she will contact Mr. Williams for an on-site meeting to brainstorm on options. Mr. Dilibert also mentioned the option of adding walls 5 feet high next to the bleachers as a Wall of Fame.	N/A

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

	New Business	Walk of Fame Criteria Committee: Ms. Barrows informed the Board that they will need to select two BAF members to be part of the Committee for the Walk of Fame application review.	The Board selected Ms. Karen Sartoris and Ms. Char Tabet.
	Additional Agenda Items	N/A	
	Staff Report	Ms. Barrows informed the Board of a staffing movement effective July 1 st . Ms. Kim Freed will be leaving Sports and moving to Nutrition and Ms. Christine Rumfola will be coming to Sports as the Adult Sports Supervisor. The Staff is sad to see Kim leave but it will be a good change for her. Ms. Barrows reviewed and discussed the monthly staff report. The Board noted the dates for Civitan and Jamboree June 20 th and 27 th .	N/A
	Adjournment	June Meeting Meeting Adjourned at 6:52 p.m.	Motion made by Mr. Beardsley and seconded by Ms. Tabet to move the June 2 nd meeting to June 9 th so Ms. Barrows may be present. Motion 7-0



Important Updates for the Burbank City Council

May 15, 2015

Police Department Acquires New Mobile Command Post



The Police Department took delivery of a new state-of-the-art Mobile Command Post vehicle in early May 2015. The outdated existing vehicle was replaced thanks to Federal grant funding. The new vehicle provides the department with a platform that houses modern technology in order to remotely manage the response to major emergencies, disasters, large scale events and other serious crime scenes.

Burbank on Parade Water-Filled Barricades

The Burbank on Parade Committee hosted its Wild West themed parade on Saturday, April 25th. Traffic control included the use of 77 water-filled barricades, each capable of holding approximately 135 gallons. After the parade, instead of emptying the barricades into the City's storm drain system, which would be in violation of the Municipal Separate Storm Sewer System (MS4) Storm Water permit, the Public Works Sewer Crew emptied each barricade using its cleaning-vacuum combo truck and utilized the water in its sewer maintenance process. About 10,400 gallons of slightly used water was put to productive use in a manner that is compliant with the MS4 permit.



Job Shadow Day 2015

The City hosted students from Burbank and John Burroughs high schools in this year's Job Shadow Day on Thursday, April 2nd. The students had an opportunity to hear from Fire Chief Tom Lenahan and Economic Development Manager Mary Hamzoian, who kicked off the event by talking to the students about their City careers. After the morning festivities, the students went to the job sites with their mentors for job shadowing. The students had an opportunity to hear specifically about what it is like working for the City and learn about the City's infrastructure. There were 31 students total that participated, 20 from Burbank High School and eleven from John Burroughs High School. A big thank you to the following Departments for mentoring students: Burbank Water and Power, City Clerk, City Treasurer, Community Development, Fire Department, Management Services, Parks and Recreation, Financial Services, and Police Department.

Firefighter Recruit Academy Graduation



The Burbank Fire Department is pleased to announce the graduation of its newest firefighter recruits. The recruits were challenged both physically and mentally throughout their 15-week firefighter recruit academy. This rigorous professional training provided these newest firefighters with the skills to perform their jobs effectively and safely. The Firefighter Recruit Academy Graduation was held on May 7, 2015.

Valley Porcelain Artists Mother's Day Tea

More than 150 people attended the annual Valley Porcelain Artists Mother's Day Tea at the Joslyn Adult Center on Saturday, May 2nd. Each year, the Valley Porcelain Artists invite community members to enjoy a morning tea that highlights the porcelain work made throughout the year by members of the group. The Valley Porcelain Artists meet at the Joslyn Center the last Friday of each month at 10am. The group hosts renowned artists that demonstrate porcelain techniques.



BPD Captain Attends Training



Captain Ron Caruso was among a select group of police executives to receive an invitation to attend training at the National Center for Missing and Exploited Children (NCMEC) at their headquarters in Alexandria, Virginia. The mission of the training was to provide information and assistance to law enforcement executives to improve their response to cases involving the sexual exploitation of children. The Burbank Police Department Communications Center and all BPD first responders are certified by NCMEC for handling missing and abducted children cases.

Fire Service Day

The Burbank Fire Department (BFD) celebrated Fire Service Day on Saturday, May 9. Highlights of the day included station tours, a kids obstacle course, and photo opportunities with Disney characters and Lil' Squirt. The community learned about BFD services by watching demonstrations of a vehicle extrication and talking to the Hazardous Materials Response Team. BFD Paramedics also taught Hands-Only CPR to the public.



Spring Youth Employment Program

The Management Services Department wrapped up another successful Spring Youth Employment Program session on Thursday, March 26. From early February to the end of March, 25 CREST and BEST students gained valuable employment skills through their worksite experience in City Departments, local businesses, non-profit organizations, and training sessions developed to help them with future career aspirations. Training sessions included goal setting, time management, conflict resolution, team building, professional communication, and workplace ethics. A special thank you to the following Departments for participating and supervising CREST students: Burbank Water and Power, City Attorney, City Clerk, City Treasurer, Fire Department, Information Technology, Management Services, Parks and Recreation, Library Services, Public Works, and Police Department.

Burbank Police Foundation Hosts Hoof and Woof Fundraiser



The Burbank Police Foundation hosted its third annual Hoof and Woof fundraiser at the Equestrian Center On Saturday, April 18. Proceeds from the event benefitted the Police Department's K-9 and Mounted Unit details. In addition to a parade of dogs and a horse ride led by Police Chief Scott LaChasse, there were demonstrations by Burbank and Glendale PD K-9 units, the Diamond Bar Country Vaulters, a pet CPR specialist, and a special appearance by actress/rescue supporter Linda Blair.

Upcoming Ribbon Cuttings

Cafe Magazzino celebrates their new location in Burbank. A ribbon cutting will be held on Wednesday, May 27, 2015 at 4:30PM. Café Magazzino serves fresh sandwiches, salads, and daily vegan soups, and is now located at 3917 West Riverside Drive.