Weekly Management Report
January 22, 2016

1. **Staff Report** - Request to Consider Not Permitting the use of Leaf Blowers by Parks and Recreation Maintenance Crews - Parks and Recreation Department

2. **Meeting Notice** - Beachwood/Sparks Pump Station Upgrade Project - Public Works Department

3. **Meeting Notice** - Los Angeles Regional Interoperable Communications System EIR Public Meetings - LA-RICS

4. **Synopsis** - Planning Board Meeting of January 11, 2016 - Community Development Department

5. **Synopsis** - Transportation Commission Meeting of December 14, 2015 - Community Development Department

6. **Synopsis** - Parks and Recreation Board Meeting of January 14, 2016 - Parks and Recreation Department

7. **Minutes** - Burbank Police Commission Meeting of November 18, 2015 - Burbank Police Department

8. **Notes** - City Notes, January 8, 2016 - City Manager

CITY OF BURBANK

Parks and Recreation Department

STAFF REPORT

DATE: December 18, 2015

TO: Mark Scott, City Manager

FROM: Judie Wilke, Parks and Recreation Director Judie Wilke

SUBJECT: **REQUEST TO CONSIDER NOT PERMITTING THE USE OF LEAF BLOWERS BY PARKS AND RECREATION MAINTENANCE CREWS**

At the September 24, 2015 City Council meeting, Council Member Gabel-Luddy requested that the Parks and Recreation (P&R) Department look into the feasibility of discontinuing the use of blowers at City parks. Council Member Gabel-Luddy noted concern with the increased amounts of dust due to the drought and reduction in watering of all landscaped areas.

In 1996 the City Council adopted an ordinance which placed restrictions on the use of leaf blowers in the City of Burbank. The ordinance includes restrictions regarding operational times, duration of use, number of leaf blowers, decibel limit, debris restrictions, and requires permits for landscape maintenance businesses (see Exhibit A for ordinance details).

Also, in 1997 the City held a special election in conjunction with a primary election to obtain an advisory vote on prohibiting the use of gasoline powered leaf blowers. Of the 9,153 total votes cast, 4,522 were against the prohibition, and 3,784 were for the prohibition. As such, there is no prohibition on the use of gasoline powered leaf blowers in the City.

Blowers are used by P&R maintenance crews on a daily basis for a variety of park maintenance tasks. Such tasks include daily blowing of all playgrounds, three times weekly blowing of the bleachers at all ballfields, twice weekly blowing of all park walkways and picnic areas, and bi-monthly blowing of all park facility parking lots. With 27 parks, 125 acres, 15 ballfields, and 18 playgrounds, there is a tremendous amount of area that needs to be addressed. There are 27 full-time maintenance parks crew members, and the blowing of debris is only one task among many that occur at our parks on a daily basis. Over the years, blowers have proven to save staff a substantial amount of time while also providing park patrons with clean and pleasant parks to enjoy.

To illustrate the timesaving factor, the following is offered for consideration. The playgrounds at all parks are blown off daily taking approximately 20-45 minutes each, depending on the size of the playground. Using something other than a blower, for instance a broom, would turn this into an approximate 90 minute task and would not as effectively remove all the sand which

is moved from the playground to surrounding surfaces. The bleachers at the ballfields are blown off three times per week which requires 15 to 20 minutes per field. If maintenance crews are using other methods, such as brooms or pressure washers (if allowed), each field would require at least one hour. The park walkways at most parks are blown off twice per week which requires 60 to 90 minutes in the larger parks. If this task was done using a broom, walk-behind or ride-on vacuum, it would make this job a five to seven hour task. The parking lots are blown out once every other month. This task requires six employees approximately one hour with the assistance of Public Works Sweeper trucks, and without blowers this turns into at least a four hour task.

In many cases, the end result would provide an inferior result because blowers are more effective at picking up a majority of the debris than other equipment. For instance, a broom would not remove all the sand from the playground surfacing and nearby walkways, and would instead leave sand on the surrounding surfaces resulting in increased possibilities of slip and fall injuries. Additionally, there would be an increase in debris taken to the landfill since it would no longer be possible to get as much of the debris far enough into the turf areas to allow the mowers to effectively dispose of the debris as mulch. Alternatively, there is equipment that could be purchased that could maintain the same quality of appearance of the parks as a blower does, however this equipment is expensive and still requires more time to perform the task. For example there are sweepers capable of cleaning sidewalks which cost between $60,000 and $100,000 each. Based on the number of parks in our City, between four and six units would be required.

Should it be the desire of the City Council to restrict the use of leaf blowers by the P&R staff, the fiscal impact would have two possible outcomes. First, should the P&R Department rely on the crews to manually do the maintenance currently performed with blowers, the labor time spent on these tasks would significantly increase, resulting in the need for additional staff. As was noted earlier, blowing debris in parks is only one of many duties performed by the parks maintenance staff. With the need for additional staff, consequently the cost per acreage to maintain the parks would increase, in some cases by four to five times. Second, should the decision be to purchase equipment that can accomplish the same outcome but without using a blower, the Department's equipment capital and maintenance costs will increase. Several hundred thousand dollars would be needed up front to purchase the necessary equipment, and then additional dollars would need to be capitalized annually for the replacement of that equipment in the future.

While staff understands the concerns associated with the noise and dust blown into the air by blowers, eliminating their use by P&R maintenance crews would ultimately require a significant increase in personnel and time to accomplish tasks, and possibly new and more expensive equipment. Further, the inability to blow out the parks would result in a substantial decrease in the cleanliness of the Parks which will impact the patron experience.

EXHIBIT

A - October 26, 2015 Community Development Department Memo: Leaf Blower Noise and Dust

EXHIBIT A

city of burbank
community development department

memorandum

DATE: October 26, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director
Via Tom Sloan, Assistant Community Development Director
By Carol-Ann Coates, Building Administration Manager

SUBJECT: **Leaf Blower Noise and Dust**

This memo addresses Council's concerns about the operation of leaf blowers, which are defined by the Burbank Municipal Code as any machine, however powered, that is used to blow leaves, dirt and other debris off sidewalks, driveways, lawns and other surfaces. The City currently regulates leaf blowers through the following restrictions:

- Time Restrictions: No person shall operate a leaf blower within a residential zone or within 200 feet of a residential zone between 6:00 pm to 8:00 am.
- Duration of Use: No person shall operate a leaf blower within a residential zone or within 200 feet of a residential zone for more than 15 minutes per hour on parcels less than one-half acre and no more than 30 minutes per hour on parcels greater than one-half acre.
- Number of Leaf Blowers: No person shall operate within a residential zone or within 200 feet of a residential zone more than one leaf blower per parcel.
- Decibel Limit: A leaf blower may not exceed the ambient noise level by more than 20 decibels (dBA). The ambient noise level for residential properties is 45 dBA at nighttime and 55 dBA during daytime. For commercial zones, the ambient noise level is 65 dBA anytime. A typical leaf blower operates between 65 to 75 dBA.
- Debris Restriction: No person shall blow leaves, dirt, and other debris on to adjoining properties or public rights-of-way and allow the material to remain there for more than 15 minutes.
- Permits: Gardeners and landscape maintenance businesses must register for a business tax account. No other special license or permit is required to operate a leaf blower.

Cities in California regulate leaf blowers through complete bans or by restricting use. At least 20 cities have banned the use of leaf blowers, and another 80 have ordinances restricting time of use, noise level, distance of use from a residence, or a combination thereof. In 1997, the City held a special election in conjunction with a primary to obtain

an Advisory Vote on prohibiting the use of gasoline-powered leaf blowers. Of the 9,153 total votes cast, 4,522 were against the prohibition, and 3,784 were for the prohibition.

Since 2005, code enforcement staff have received 45 leaf blower complaints. Seventy-eight percent of the complaints were about blower noise occurring prior to 8:00 am. Other complaints were about duration of use, blowing dust onto adjacent properties, and not cleaning up debris.

The California Landscape Contractors Association (CLCA), in a position paper posted on its website, writes that while concerns about leaf blower dust, sound, and air emissions are understandable, gas-powered leaf blowers are essential for landscape maintenance contractors. The CLCA says gas-powered leaf blowers clean large areas very efficiently, save a lot time, and lower costs paid by consumers for gardening and landscape services.

Equipment comes in two main varieties and is either electric or gas-powered. Gas-powered blowers are the industry standard for landscape maintenance businesses, and electric blowers or vacuums are more likely to be purchased by a homeowner or for occasional use.

Leaf Vacuums

Small leaf vacuums are typically corded-electric and resemble leaf blowers or lawn mowers. Basic models are relatively inexpensive, ranging from $60 to $100. Handheld models vary from eight to 12 pounds. Drawbacks of small vacuums are considered to be: tendency to clog, dust, frequent emptying, and not working as well when the ground or leaves are wet. Larger, heavier duty units can be expensive, ranging from $500 into the thousands of dollars. Either size of vacuum produces about the same amount of noise as a leaf blower.

Leaf Blowers

Leaf blowers can be electric, battery-operated or gas-powered. They range in price from $60 for a handheld electric model to $800 for a gas-powered backpack unit.

Battery – They need to be recharged after 30 or 40 minutes, and the battery adds some weight. A typical unit weighs around10 pounds. Heavy-duty models are available.

Electric – Plug-in or corded models are quieter from a distance than gasoline units. Newer higher end models can be as powerful as a gasoline-powered unit, but mobility and range of use are limited by cord length, which is typically 100 feet. At an average of eight pounds, they are generally lighter than battery or gas models.

Gasoline - In addition to emissions, noise is a concern. Newer backpack units have gotten quieter over the past decade, but at $500 to $800 per unit, their cost makes them a little expensive to purchase or replace. Handheld units weigh around 10 pounds, and backpack units around 17 pounds. Wheeled blowers are available but not very common.

The Public Works and Parks and Recreation departments use gas-powered handheld and backpack blowers to maintain City parks, facilities and rights-of-way. Contracted landscape maintenance vendors also use gas-powered blowers. Public Works and Parks Staff consider the gas-powered blowers to be very efficient in cleaning large areas quickly and effectively.

City of Burbank Public Works

NOTICE OF COMMUNITY MEETING

You Are Invited to Learn More About Construction for the Beachwood/Sparks Force Main Replacement and Pump Station Upgrade Project

WHEN:

Monday, February 1, 2016
6:00 to 7:30 p.m.

WHERE:

Joslyn Adult Center
Nutrition Room
1301 Olive Avenue
Burbank, CA 91506

Center is located at the corner of Olive Ave. and Griffith Park Dr. Parking is available at the rear of the building with access off Griffith Park Dr.

Project Background:

The Beachwood/Sparks Force Main Replacement and Pump Station Upgrade Project will replace aging sewer pipelines and pumps to ensure reliable sewer operations for the City of Burbank. The project will include the installation of more than two miles of pipeline used to transport sewage for treatment from the Beachwood Pump Station at Riverside Dr. and Beachwood Dr. to the Burbank Water Reclamation Plant located near Chestnut Street and Lake Street.

(Please see map on reverse side).

Temporary lane and sidewalk closures will occur during construction hours to accommodate above-ground and underground tunneling work.

WHAT: Crews will begin work at the Beachwood Pump Station at the intersection of Riverside Dr. and Beachwood Dr. Work will then progress north along Sparks St. to Chandler Blvd. and then east to the Burbank Water Reclamation Plant at Lake St. and Chestnut St.

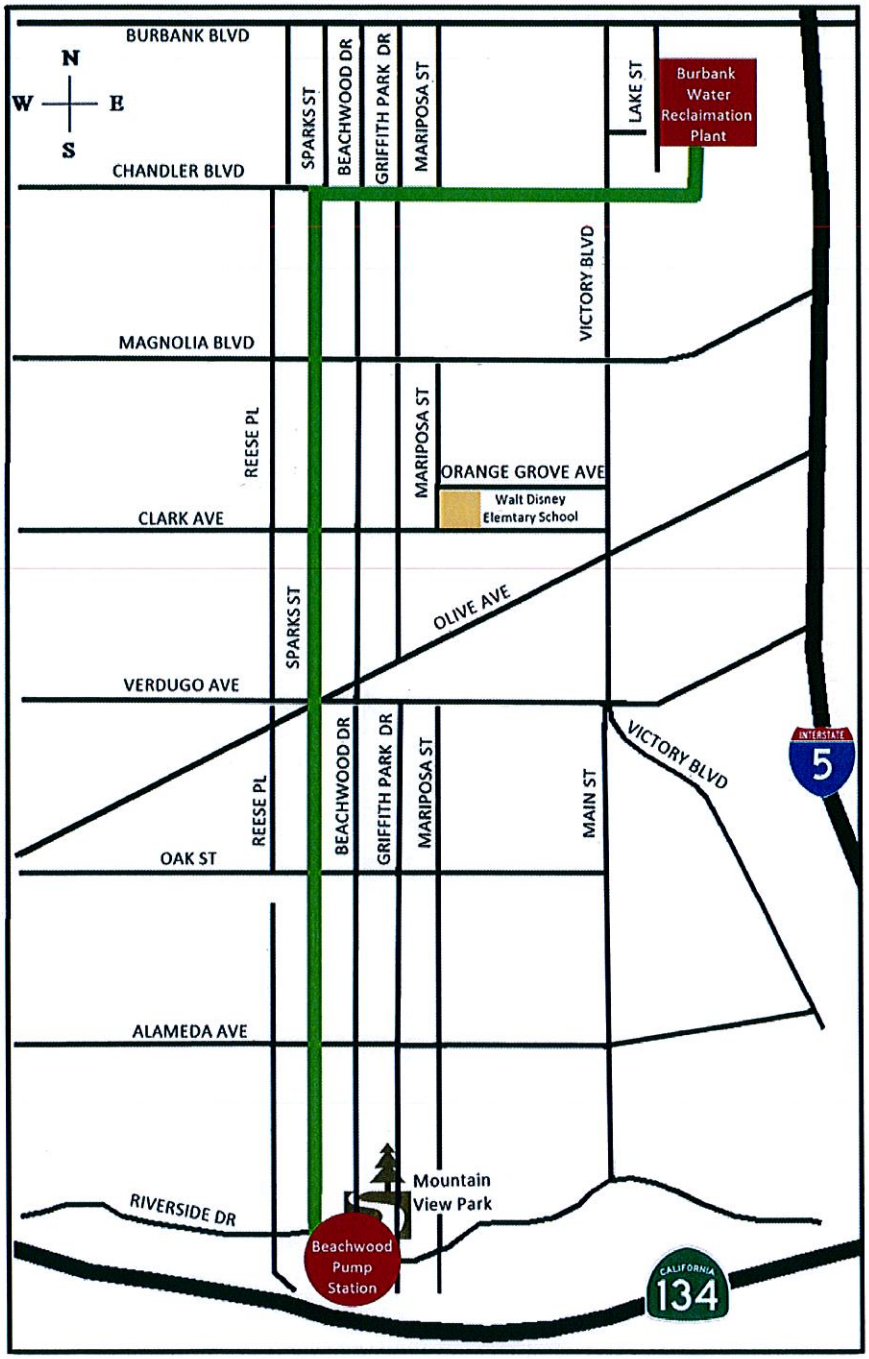
WHEN: Construction began in January 2016 and is scheduled to last approximately one year. Work hours are generally Monday through Friday from 8:30 a.m. to 3:30 p.m. There will be some night work in certain areas, with advance notice provided. No construction is expected to occur on weekends or holidays.

We are committed to completing this work as quickly as possible. However, this timeframe could change due to inclement weather or other unforeseen circumstances.

Thank you for your patience during construction.

CONTACT: For questions or additional information, please call our Construction Hotline at (800) 283-3870.

01-13-16



What to Expect During Construction:

The City's Public Works project team will closely monitor construction activities in an effort to minimize the impact to residences, schools, businesses and community organizations. The community can expect the following during construction:

- Increased truck and construction traffic.
- Localized noise, dust and vibrations.
- Residents and business owners will be notified of the construction schedule prior to the start of construction in each area.
- Signage will be posted to help direct traffic.
- Construction will include above-ground and underground construction methods that will require lane closures and traffic control measures.
- Open trenches will be barricaded, plated or fenced at the end of each workday and noise levels will be monitored to ensure compliance with City noise ordinances.

Project Benefits:

- Increased sewer reliability and pumping capacity.
- Significantly reduced risk of sewage spills.
- New street paving upon completion of construction.
- The ability to produce more recycled water at Burbank's Water Reclamation Plant.

LA-RICS

Los Angeles Regional Interoperable Communications System

PUBLIC REVIEW OF A DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED LAND MOBILE RADIO SYSTEM

The Los Angeles Regional Interoperable Communications System (LA-RICS) Joint Powers Authority (JPA) invites the public to provide comments on the Draft Environmental Impact Report (EIR) for the installation and operation of the proposed Land Mobile Radio (LMR) system, which includes telecommunications facilities at sites located primarily in Los Angeles County. The LMR sites would contain the infrastructure and equipment necessary to provide voice communications coverage for emergency responders throughout Los Angeles County.

The Draft EIR will be available for public review and comment from Jan. 12, 2016, to Feb. 25, 2016. Attend upcoming public meetings to learn more about the proposed project and how to provide comments on the environmental analysis presented in the Draft EIR.

PUBLIC MEETINGS

Monday, Jan. 25, 2016
6:30 to 8:30 p.m.
Walnut Senior Center, Assembly Room
21215 La Puente Road
Walnut, CA 91789

Tuesday, Jan. 26, 2016
6:30 to 8:30 p.m.
Canoga Park Branch Library, Meeting Room
20939 Sherman Way
Canoga Park, CA 91303

Wednesday, Jan. 27, 2016
6:30 to 8:30 p.m.
Culver City Veterans Memorial Building, Multipurpose Room
4117 Overland Ave.
Culver City, CA 90230

Thursday, Jan. 28, 2016
6:30 to 8:30 p.m.
Jane Reynolds Activity Center, Activity Room
716 Oldfield St.
Lancaster, CA 93534

Monday, Feb. 1, 2016
4 to 6 p.m.
Catalina Country Club, Dining Room
1 Country Club Drive
Avalon, CA 90704

Tuesday, Feb. 2, 2016
6:30 to 8:30 p.m.
Peck Park Community Center, Auditorium
560 N. Western Ave.
San Pedro, CA 90732

All comments must be provided in writing and postmarked or received by LA-RICS no later than 5 p.m. on Feb. 25, 2016, for consideration in the Final EIR.
Only written comments will be accepted.
Written comments may be submitted at public meetings, mailed or emailed to:

Nancy Yang, Project Engineer
Los Angeles Regional Interoperable Communications System
2525 Corporate Place, Suite 100, Monterey Park, CA 91754
Email: DraftEIR.Hotline@la-rics.org

For more information
For project details or information about accessing a copy of the Draft EIR, visit www.LA-RICS.org or contact Nancy Yang at (323) 881-8180 or DraftEIR.Hotline@la-rics.org.

LA-RICS

www.LA-RICS.org

LA-RICS

Notice of Availability
Los Angeles Regional Interoperable Communications System (LA-RICS) Land Mobile Radio (LMR) Project Draft Environmental Impact Report SCH #2014081025

Date: January 11, 2015
To: Responsible Agencies and Interested Parties
From: Los Angeles Regional Interoperable Communications System Joint Powers Authority
2525 Corporate Place, Suite 100
Monterey Park, California 91754
Contact: Ms. Nancy Yang, Project Engineer
DraftEIR.Hotline@la-rics.org

Subject: Notice of Availability of the Draft Environmental Impact Report

The Los Angeles Regional Interoperable Communications System (LA-RICS) Joint Powers Authority (Authority) as Lead Agency has prepared a Draft Environmental Impact Report (DEIR) for the proposed Land Mobile Radio system.

Project Description and Location: The LMR system would consist of installation and operation of LMR facilities at up to 90 sites. The Authority is considering a total of 94 sites to provide alternate locations if some sites are determined to be unviable and are removed from further consideration during site feasibility assessments, system engineering, geotechnical evaluations, the permitting process, and/or in lease agreement discussions with the property owner. Of these 94 sites, the Authority has previously determined that 40 sites are statutorily exempt from California Environmental Quality Act (CEQA) under Public Resources Code section 21080.25. This DEIR analyzes the remaining 54 sites that do not qualify for the CEQA statutory exemption. Although potential LMR sites are located in Los Angeles County and adjacent portions of Orange and San Bernardino counties, the sites evaluated in the DEIR (i.e., the sites not subject to statutory CEQA exemption) are all located within Los Angeles County with the exception of one site in San Bernardino County. Each of the 54 sites analyzed in this DEIR would be equipped with whip and microwave antennas mounted on either (a) an existing building, or on an existing or modified monopole or lattice tower, or (b) a new monopole or new lattice tower. Supporting infrastructure to be developed at each site would include equipment racks to be located inside a new or existing equipment shelter or building, a new up to 85 kilowatt backup generator with up to 1,500 gallon integrated diesel fuel tank, and supporting interconnections for fiber and electrical service.

Significant Anticipated Environmental Effects: The Proposed Project analyzed in the DEIR would result in significant and unavoidable impacts at some locations to aesthetic and cultural resources as a result of project activities. Cumulative impacts to migratory birds would also be significant and unavoidable. Impacts to air quality, biological resources, geology and soils, hazards, hydrology/water quality, noise, transportation, and utilities at some sites would be significant, but reduced to less than significant with implementation of mitigation measures. All other identified project level and cumulative impacts would be less than significant or could be reduced to less than significant with implementation of mitigation measures.

Hazardous Waste Sites: In accordance with CEQA Guideline Section 15087 (c) (6), this notice discloses that one LMR site analyzed in the DEIR is located on a list of sites enumerated under Section 65962.5 of the Government Code. This site is located at the Pacific Design Center in the City of West Hollywood.

Document Availability: Copies of the DEIR are available for review at the following locations and on the LA-RICS website at www.LA-RICS.org.

Acton Agua Dulce Library
33792 Crown Valley Road
Acton, CA 93510

Angelo M. Iacoboni Library
4990 Clark Ave.
Lakewood, CA 90712

Azusa City Library
729 N. Dalton Ave.
Azusa, CA 91702

Avalon Public Library
215 Sumner Ave.
Avalon, CA 90704

Canoga Park Branch Library
20939 Sherman Way,
Canoga Park, CA 91303

Castaic Library
27971 Sloan Canyon Road
Castaic, CA 91384

James S. Thalman Chino Hills Branch Library
14020 City Center Drive
Chino Hills, CA 91709

Lancaster Library
601 W. Lancaster Blvd.
Lancaster, CA 93534

Los Angeles Public Library Central Library,
Science, Technology & Patents Department
630 W. Fifth St.
Los Angeles, CA 90071

Los Angeles Regional Interoperable Communications System Headquarters Building
2525 Corporate Place, Suite 100
Monterey Park, CA 91754

Malibu Library
23519 Civic Center Way
Malibu, CA 90265

Pasadena Public Library
285 E. Walnut St.
Pasadena, CA 91101

Peninsula Center Library
701 Silver Spur Road
Rolling Hills Estates, CA 90274

West Hollywood Library
625 N. San Vicente Blvd.
West Hollywood, CA 90069

Westlake Village Library
31220 Oak Crest Drive
Westlake Village, CA 91361

Wrightwood Public Library
6011 Pine St.
Wrightwood, CA 92397

Public Review and Meetings: The DEIR will be available for public review starting on January 12, 2016. The 45-day review period ends on February 25, 2016. The LA-RICS Authority has scheduled six public meetings to provide additional opportunity to input. The public meetings are scheduled as follows and will be held at the following locations and times:

Monday, Jan. 25, 2016, 6:30 to 8:30 p.m.
Walnut Senior Center, Assembly Room
21215 La Puente Road, Walnut, CA 91789

Tuesday, Jan. 26, 2016, 6:30 to 8:30 p.m.
Canoga Park Branch Library, Meeting Room
20939 Sherman Way, Canoga Park, CA 91303

Wednesday, Jan. 27, 2016, 6:30 to 8:30 p.m.
Culver City Veterans Memorial Building, Multipurpose Room
4117 Overland Ave., Culver City, CA 90230

Thursday, Jan. 28, 2016, 6:30 to 8:30 p.m.
Jane Reynolds Activity Center, Activity Room
716 Oldfield St., Lancaster, CA 93534

Monday, Feb. 1, 2016, 4 to 6 p.m.
Catalina Country Club, Dining Room
1 Country Club Drive, Avalon, CA 90704

Tuesday, Feb. 2, 2016, 6:30 to 8:30 p.m.
Peck Park Community Center, Auditorium
560 N. Western Ave., San Pedro, CA 90732

Written comments to the DEIR may be submitted at these meetings, by mail to the address below, or by email to DraftEIR.Hotline@la-rics.org.

Los Angeles Regional Interoperable Communications System
Joint Powers Authority
2525 Corporate Place, Suite 100
Monterey Park, California 91754

city of burbank
community development department

memorandum

DATE: January 12, 2016

TO: Mark Scott, City Manager

FROM: Patrick Prescott, Interim Community Development Director

SUBJECT: **Planning Board Actions of January 11, 2016**

At the regular meeting of January 11, 2016, the Planning Board discussed the following items:

1. 156 West Verdugo | Project No. 15-0008223 | Conditional Use Permit

The Board was presented with a request that the public hearing for the Conditional Use Permit continued to the February 22, 2016 Planning Board meeting to allow the applicant additional time to adjust their proposed project. The request was granted with a 5-0 vote.

2. 1264 and 1270 Paseo Redondo | Project No. 13-0004276 | Tentative Parcel Map & Hillside Development Permit

The Board was presented with a report and a discussion of findings to allow a Tentative Parcel Map and Hillside Development Permit that would combine portions of two parcels into one new residential lot and examine if those findings are consistent with the City's General Plan. The Board voted 4-1 to deny the Tenative Parcel Map as they found the proposed project was not consistent with the General Plan.

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 January 26, 2016.

Attendance

Present: Rizzotti, Jo, Eaton, Petrulis, Atteukenian

Absent: None.

city of burbank
community development department

memorandum

DATE: January 7, 2015

TO: Mark Scott, City Manager

FROM: Patrick Prescott, Interim Community Development Director

SUBJECT: **Transportation Commission Meeting – December 14, 2015**

- The Commission discussed the upcoming meeting between the City Council High Speed Rail subcommittee and a subcommittee of the Commission, including the roles they wished to play in informing the City Council about the project. They reiterated the Commission's desire for the City Council subcommittee to attend a future Transportation Commission meeting. The Commission selected Mark Ehrhardt and Paul Dyson as the subcommittee members and Patrick Dickson as an alternative if either Mr. Ehrhardt or Mr. Dyson cannot be present.

- Staff reviewed the Fiscal Year 2015-2016 1st Quarter BurbankBus performance measures and the Local Return budget. Mr. Kriske noted that the City was budgeting money through two fiscal years to rehabilitate the Downtown Metrolink Station elevator.

- The Commission briefly discussed ongoing parking availability problems at the Downtown Metrolink Station. Staff indicated that the City was looking to hire a new security company through the bid process to monitor the Downtown Metrolink Station, including the station parking lots.

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board Date: Thursday, January 14, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Kristen Smith, Deputy Director; Krista Dietrich, Administrative Officer; Erin Barrows, Manager; Thomas Ware, Aquatics Coordinator; Kristen Compean, Administrative Analyst I; and Iliana Tauvaga, Work Trainee.

Board Members Present: Mr. DePalo, Dr. Barta, Mr. Gussow, Ms. Jackson and Ms. Lowers

Board Members Absent:

Council/Board Liaisons Present: None

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Kris Smith made the following announcements: • Stough Canyon Nature Center Activities include: The Verdugo Mountain Explorers on Saturday, January 16th at 10:30 a.m., Full Moon Hike on Saturday, January 23rd at 6:30 p.m., Wild Creatures Walk on Sunday January 31st at 11:30 a.m., and a Bird Walk on Sunday February 14th at 9:00 a.m. • Youth scorekeeper and umpire training will be offered starting in February for youth and adults. • Adults 55+ are invited to a New Year Celebration Lunch on Saturday, January 16th at the Joslyn Adult Center and Valentines Breakfast on Saturday, February 6th at the Tuttle Center. • Marlan's One Warm Coat program is accepting donations of new, clean, gently worn coats and items for hygiene kits for veterans and their families Items can be dropped off at Joslyn Adult Center and Police/Fire Headquarters. • The Creative Arts Center is now featuring an artist Co-Op of 7 entitled "Mix it Up" through January 28th. • The Burbank Community is invited to participate in a community night out at an LA Clippers game on March 5th, deadline to purchase tickets is February 5th. • RISE Burbank, a free 9 week community leadership program is now accepting applications until Friday, January 22nd.	N/A

2	Presentations	The Board recognized the Youth Volleyball and Flag Football League SCAMF Champions.	N/A
3	Oral Communications	None	N/A
4	Response To Oral Communications	None	N/A
5	Written Communications	None	N/A
6	Park Board Comments	Ms. Jackson thanked the City Council for approving the development of a public art garden at Abraham Lincoln Park. Dr. Barta recognized the work of the various artists who were selected to paint seven electrical equipment boxes throughout the City. He noted that it has enhanced and beautified the City.	N/A
7	Aquatics Year-Round Annual Report	Ms. Erin Barrows and Mr. Thomas Ware provided a summary of the 2014 – 2015 Aquatic Program. Ms. Barrows highlighted summer programming attendance and enrollment, and also shared operating hours and costs for both pools. She continued to expand on aquatic programming which includes lap swim, swim and water polo teams, and several special events. In addition to the programming, Verdugo Aquatic Facility (VAF), in particular, has become a popular Go Party! and private rental facility generating additional revenue. Staff has also created pool rental partnerships to further enhance program offerings. In conclusion the Aquatic Program generated $382,975 in programming, fees, and event rentals for the 2014-2015 year. Board Members inquired about the cost to operate the pools which lead to a discussion regarding overall pool costs and unfunded infrastructure.	Report noted and filed.
8	Fiscal Year 2016-2017 Budget Priorities	Ms. Judie Wilke provided the Board an update on the Fiscal Year 2016-2017 Budget Priorities. Ms. Wilke stated that a budget deficit will occur over the next 4-5 years. Staff has been asked to identify opportunities to increase existing revenue, adopt new revenue	Report noted and filed.

		opportunities, reduce programmatic expenditures, and detect any operational efficiencies. Staff is looking at potential opportunities to generate revenue in filming and Go Party!, and evaluating current programming offerings. It was noted that aging infrastructure continues to be an ongoing issue facing the Department. Two discussion papers will go before City Council which includes the Golf Fund and establishing a Park Patrol Program. Staff will ensure to bring discussion papers before the Board.	
9	Consent Calendar	<u>Approval of Minutes</u> Minutes of the November 12, 2015 minutes were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Reports</u> Noted and Filed. Departmental Operations Update	It was moved by Ms. Jackson, seconded by Dr. Barta, and carried 4-0 that Consent Calendar be approved with Mr. Gussow abstaining.
11	Tabled Items	None	N/A
12	Second Period of Oral Communications	None	N/A
13	Additional Comments from the Board	Ms. Jackson acknowledged the efforts of the Department to provide outstanding service to the community despite financial burdens. Moving forward into budget season she remains hopeful that the outstanding service will continue. Mr. DePalo thanked staff for putting on a wonderful Tree Lighting ceremony. He also agreed with Ms. Jackson's comments regarding the Department's service to the community.	N/A

14	Introductions of New Agenda Items	None	N/A
15	Adjournment	The meeting was adjourned at 7:54 p.m.	N/A

NOVEMBER 18, 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 1811 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

Present: Commissioners Cohen, Dineen, Pletcher, Reyna, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Caruso, Cremins and Dermenjian, Police Administrator Wilson, Lieutenant Deroian, Sergeants Fatta and Schilf, Senior Assistant City Attorney Oh, and Senior Secretary Cole

INVOCATION AND FLAG SALUTE

The flag salute was led by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM OCTOBER 21, 2015

Commissioner Cohen made a motion, seconded by Commissioner Stearns-Niesen, to approve the minutes from the October 21st meeting. Motion carried by Commissioners Cohen, Dineen, Pletcher, Reyna, and Stearns-Niesen.

ITEMS OF BUSINESS

1) **Debrief and discussion with Council Member Will Rogers, who attended the 2015 NACOLE Conference**

Council Member Rogers and the Commissioners had a robust discussion about the presentations and attendees at the NACOLE conference, and the origin and roles of civilian oversight bodies across the country. Council Member Rogers found that the presentations were well-balanced, with ample documentation supporting both sides of a particular issue.

2) **Presentation and discussion of traffic enforcement efforts regarding speed on major streets and in residential areas, and high incident traffic collision intersections**

Sergeant Fatta stated there are 230 miles of roadway in the City, accommodating a population of up to 150,000-200,000 commuters each day. There are 950 intersections in the City, with 20,000 vehicles traveling through each day. Statistics show, however, that there are less than 15 collisions each year at the major intersections.

Corridor enforcement and accountable intersection strategies were employed in 2012 at intersections with the greatest injury rates. Motor Officers were deployed for high visibility and

held accountable for their enforcement efforts. Since in its inception, collisions have declined by 27% citywide, and 40% at the high accident corridors.

Sergeant Schilf provided information on the Traffic Bureau's additional responsibilities, which include speed and traffic enforcement details, school traffic safety, bicycle/pedestrian/school education, and large scale event management.

3) Presentation and discussion on the status of BPD recruitment efforts and a comparison of officers' salaries in other cities

Lieutenant Deroian provided present staffing levels and demographics of sworn officers, the Department's recruitment efforts (including the development of a recruitment team of officers, increasing the number of recruiting events, and having continuous open recruitment), and the challenges facing our efforts.

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

Commissioner Cohen made a motion, seconded by Commissioner Pletcher, to grade the report on the update on the High Tech Crimes Unit as Satisfactory. Motion carried by Commissioners Cohen, Dineen, Pletcher, Reyna, and Stearns-Niesen.

5) Briefings by the Police Administrative Staff

Chief LaChasse announced:

- 12/19 Fundraiser for the Burbank Police Foundation at Viva Cantina
- 1/14 Academy graduation (two recruits)
- Working with BUSD and St. Joes, with the Fire Department, for emergency/large scale event preparedness
- A recommendation was made to the City Manager to develop city policy on the homeless population

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Elman, who commented on command and control issues that occurred in Boston during a bombing event, and traffic enforcement coverage in the City.

RESPONSE TO ORAL COMMUNICATIONS

Chief LaChasse stated there is an Incident Command System in place which identifies the controlling agency based on the scope of the event. Staff clarified enforcement efforts as being 24/7 and a responsibility of all officers, not just Motor Officers.

COUNCIL LIAISON COMMENTS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Reyna made a motion, seconded by Commissioner Dineen, to have a presentation and discussion on the Department's emergency response plan. Motion carried by concensus.

NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, January 20, 2016.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2031 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission

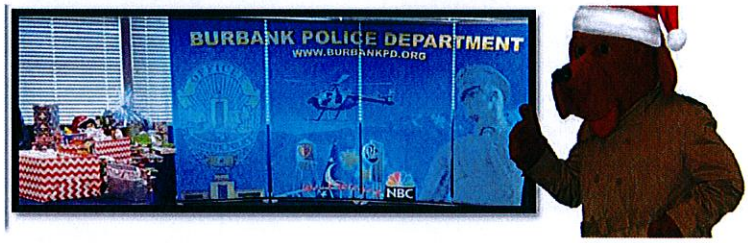
s

CITY MANAGER'S OFFICE
CITY NOTES

Important Updates for the Burbank City Council **January 8, 2016**

Police Personnel Bring Holiday Joy to a Local Family

Earlier this month, Burbank Police Officers responded to a tragic incident in the community in which a father of four children was victimized. As a result of the injuries sustained, the father has been unable to work and will likely be out of work for some time. Police employees began a collection to purchase Christmas gifts for the children. Dozens of wrapped gifts, bicycles, grocery store gift cards, and other household necessities were presented to the family at the police station on Wednesday, December 23. McGruff the Crime Dog made a special appearance. The victim's wife, through tears, said, "I thank each and every one of you for giving our family a Christmas we weren't going to have this year." Community Resource Officer Joshua Kendrick said, "Although there are difficult and tough events that we deal with, it is times like these when we, as a "Police Family," come together to help others that makes this job so worth it."



Burrr-bank Polar Plunge

The Verdugo Aquatic Facility hosted its coolest event of the year – the 3rd Annual Polar Plunge on Sunday, January 3. Participants braved a chilly ride down a water slide into a 49° Activity Pool, making it the coldest plunge to date. Free hot chocolate was served to all in attendance, but the warm drink was especially enjoyed by participants that took the chilly plunge.

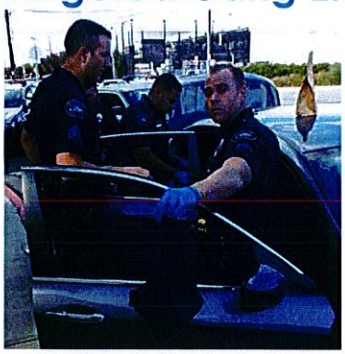
New Traffic Signal at Olive Avenue and Florence Street

Construction was completed on a new traffic signal at Olive Avenue and Florence Street on Thursday, December 3. The new traffic signal is coordinated with existing traffic signals at Buena Vista Street and at Alameda Avenue. It will help in regulating traffic speeds on this section of Olive Avenue. The construction was financed through a public-private partnership with FotoKem.

BPD Safely Escorts Burbank Float to Rose Parade and Back

Members of the Burbank Police Department's Motorcycle Unit escorted the City of Burbank's float entry for the Tournament of Roses to the Rose Parade staging area on Thursday, December 31. The float arrived intact with no mishaps along the route. The Motorcycle Unit then repeated the process in reverse order to get the float safely back to Burbank on the evening of Sunday, January 3, where it was put on display at the corner of Glenoaks Boulevard and Olive Avenue.

Targeted Gang Enforcement Yields Firearms



Burbank Police Department personnel noticed a marked increase in gang graffiti in a neighborhood that borders the City of Glendale approximately three weeks ago. This was followed by reports of shots fired in Verdugo Park and in a separate incident; a bullet hole was located in a garage on Lake Street. Patrol officers were deployed to these areas for the purpose of targeting and suppressing criminal gang activity. Within a two-week span and in separate incidents, officers arrested four gang members for possession of loaded firearms. Officers recovered three firearms and linked three gang members to an armed robbery that had occurred earlier in the day in Los Angeles. There have been no reports of shots being fired in the targeted areas within the past two weeks.

Silent Film – Live Music

Laurel & Hardy and Scrooge are not usually seen together, but they both showed up at the Buena Vista Branch Library when a crowd gathered to listen to pianist and composer Michael Mortilla perform while we watched silent films. Laurel & Hardy tried to deliver Christmas trees in Big Business, followed by a screening of a 1912 version of Charles Dickens, A Christmas Carol. Another silent film screening will be held in February at the Central Library and back at Buena Vista in April, both with live piano accompaniment.

Laurel & Hardy

Scrooge

A Show of Gratitude for BPD Officers

On Tuesday, October 20, at approximately 3:40 a.m., Burbank Police Officer Adam Chang observed several suspects acting suspiciously near the business Wooden Camera located at 923 West Olive Avenue in Burbank. Officers Krueger and Martinez were nearby and quickly assisted. Sergeant Lamoureaux, Officer Jordan, and several other officers also responded. It was ultimately discovered that the suspects had burglarized the business and stolen approximately $40,000 in camera equipment. Due to the officers' quick response and tenacity, suspects were arrested and all the stolen property was recovered. The investigation revealed the suspects were likely involved in organized crime and were responsible for another business burglary with a loss of over $400,000. Wooden Camera showed their gratitude for the officers' collective efforts by presenting the Burbank Police Department with a custom wooden carved camera on Monday, December 14. The inscription reads: "BURBANK POLICE DEPARTMENT Thank you for your quick response at Wooden Camera and to your dedication of service to this community."