

Weekly Management Report March 18, 2016

1. **Synopsis** - Leland Way Streetscape Project Community Meeting of March 10, 2016 - Community Development Department
2. **Synopsis** - Burbank Police Commission Meeting of February 17, 2016 - Burbank Police Department
3. **Synopsis** - Parks and Recreation Board Meeting of March 10, 2016 - Parks and Recreation Department
4. **Notes** - City Notes, March 18, 2016 - City Manager

memorandum

DATE: March 17, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Leland Way Streetscape Project Community Meeting – March 10, 2016

- The City of Burbank Community Development Department held a community meeting on March 10, 2016 in the Community Services Building to present landscaping and street configuration alternatives to be studied for the City's Leland Way Streetscape Project. A presentation was made by City staff outlining the existing conditions, project scope, timeline and budget, and initial proposed alternatives. A majority of the meeting was devoted to discussions between residents, the City, and Stantec consulting about the project and preliminary streetscape alternatives for Leland Way.
- Eight residents attended the community meeting, most of whom live on Broadway, and one property owner on Leland Way. The community meeting was also attended by the Project Team which is comprised of Transportation Division staff, the Community Development Director, and engineers and a landscape architect from the consultant team. Prior to the meeting, the City received one email communication, one phone communication, and one in-person discussion with residents who could not attend. In order to address concerns from a resident in the project area who could not attend the community meeting, staff conducted a one-on-one meeting earlier in the day.
- Staff and residents discussed the preliminary project alternatives, and the tradeoffs in budget, landscaping or street configuration that would be made from one alternative to the next. Based on these discussions, City staff believes that there was positive interest expressed and a strong desire about the project moving forward. Residents noted support for opportunities for mitigating I-5 construction impacts by screening the new soundwall, freeway signage, and addressing on-street parking needs of the residents. The consensus from the residents was to support a one-way road configuration while maintaining the existing curb on the east side of Leland Way to maximize opportunities within the budget and the right-of-way for landscaping along the new soundwall. Residents also expressed support for a walking tour of the project area as part of the next community meeting to be held in Spring 2016.

FEBRUARY 17, 2016

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, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captain Cremins, Lieutenant Ruiz, Crime Analysts Larson and Statland, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on the finalization of the BPOA contract, parking restrictions and enforcement in Magnolia Park, and revisit of the issue at Romancing the Bean.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners and Chief responded to Mr. Nolan's comments regarding video surveillance.

APPROVAL OF MINUTES FROM JANUARY 20, 2016

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Dineen, to approve the minutes from the January 20th meeting. Motion carried by Commissioners Dineen, Hergelian, Pletcher, and Stearns-Niesen, with abstentions by Commissioners Cohen and Reyna.

ITEMS OF BUSINESS

1) Presentation of the monthly Part 1 crime incidents stats/map

Crime Analysts Larson and Statland provided an overview of crime statistics/incidents in the City during the month of January, including Part 1 crimes, calls for service, officer initiated activity, and crime trends in the city.

(Commissioner Stearns-Niesen left the meeting at 6:50 pm)

2) Presentation and discussion of the impact of the theft of recyclables in the City

Lieutenant Ed Ruiz provided an overview of the municipal code related to the theft of curbside recyclables (scavenging) and enforcement efforts by the Department. Once recyclables are placed in the bins and set at the curb, they become the property of the City. Removal of items is considered an infraction – fines may be levied, increasing incrementally for each occurrence. Depending on the call load, violators may be warned, field interview cards completed, or citations issued by officers.

3) Presentation and discussion of the updates/expansion of components of the 2011 Strategic Plan

Captain Denis Cremins stated a subsequent update to the original 2011 Strategic Plan was completed in 2014 to comply with CALEA accreditation requirements. Using a strengths/weakness/opportunities/threats planning tool, four main areas were identified:

Technology; professional standards; external and internal communications; and emergency preparedness.

In the next phase of maintaining CALEA certification, a new three year plan, effective from 2017-2020, is to be formulated by a committee this year. Commissioners would like to see the current update in written form and have tabled the discussion until the document is available for review. Commissioners were also invited by Chief LaChasse to participate in the drafting of the new phase of the Plan.

4) Briefings by the Police Administrative Staff

Chief LaChasse stated:

- 2/18 Optimists Club recognition of the Employees of the Year
- 3/4 BTAC annual fundraiser
- 3/10 Burbank Police Foundation 2nd annual recognition luncheon
- 3/16 POALAC dinner – BPD is to receive an award for Excellence in Innovation
- 3/19 Baker to Vegas relay

Deputy Chief Albanese reviewed current events in the Department:

Patrol rifle deployment – In a review of the San Bernardino attack of a civilian worksite, first responders were only armed with handguns, as they were enroute to lunch when they responded. To be better equipped in the event of a similar situation, all BPD patrol vehicles will be equipped with a rifle, and all sworn members will be trained in its use.

Mental health training – the LA County Mental Health Task Force, which the BPD is a part of, was tasked to develop mandated training for all first responders in LA County to manage mental health related calls. Today was the inaugural training hosted and conducted by the BPD.

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan, who commented on the importance of surveillance videos and discussions during staff briefings.

RESPONSE TO ORAL COMMUNICATIONS

None

COUNCIL LIAISON COMMENTS

Mayor Frutos announced that he and members of the Command Staff met with Magnolia Park residents today regarding their concerns of safety in the City.

Council Member Gordon stated the Council is sensitive to the staffing needs of the Department.

Commissioners expressed an interest in being invited to future community meetings.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Pletcher would like to continue the discussion on the Patrol Rifle program.

February 17, 2016

Meeting of the Burbank Police Commission

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Commissioner Reyna requested a presentation on the Baker to Vegas race by team members.

Commissioner Hergelian requested a presentation and discussion on scams affecting the City and prevention measures for the community members.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, March 23, 2016 (the following week after the regularly scheduled meeting).

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:50 pm.

Elise Stearns-Niesen, Secretary
Burbank Police Commission

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

Meeting: Parks and Recreation Board

Date: Thursday, March 10, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Krista Dietrich, Administrative Officer; Erin Barrows, Recreation Services Manager; and Iliana Tauvaga, Senior Clerk.

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	<p>Kris Smith made the following announcements:</p> <ul style="list-style-type: none"> • Tree City USA – Tuesday, March 22, 2016 at Verdugo Park starting at 11:00 A.M. This event will celebrate Plant-A-Tree month and honor National Arbor Day. • The Creative Arts Center Gallery is hosting the Fine Arts Federation Membership Exhibit, entitled “Art Round Up”. The annual juried mix media exhibit represents approximately 80 artists in several art mediums including painting, sculpture, pottery, collage and photography. The exhibit runs until March 24th. • Spring Egg-Stravaganza will be on Saturday, March 26th from 9:00 A.M. to 12:00 P.M. at McCambridge Park. The park will be filled with fun activities for all ages including games, a bounce house, egg hunts for children, photo opportunities with City of Burbank mascots and the famous Bunny. Families can walk to the park or ride their bikes and park with the bike valet. This event is free but to participate in the egg hunts, you must reserve a spot. • Burbank residents can register their children for Summer Daze Day Camps at McCambridge Recreation Center or the Verdugo Recreation Center before Friday, March 25th. All residents will need a lottery number in order to register. Lottery numbers can be obtained at Verdugo and McCambridge Recreation Center. Summer Daze Day 	N/A

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		Camps include Verdugo Summer Daze, McCambridge Summer Daze, Summer Daze Express at Gross Park, and Summer Daze Plus at Verdugo and are available for children ages 5-14. Priority registration for Burbank Residents will be ONLINE this year starting April 11 th through the 15 th .	
2	Presentations	None	N/A
3	Oral Communications	Linda Oseransky addressed the Board regarding the request to rename the Creative Arts Center to Betsy Lueke Creative Arts Center and the request to rename a City park in honor of Dewey Kruckeberg.	N/A
4	Response To Oral Communications	None	N/A
5	Written Communications	None	N/A
6	Park Board Comments	None	N/A
7	Aquatic Program Costing	Ms. Barrows provided an update on Operating Costs per participant for the year-round Aquatic Program and highlighted the revenue generated; staff costs for Parks and Recreation, Public Works, and Maintenance costs from October 2014 through September 2015. The total programming in operating costs at Verdugo Aquatic Facility and McCambridge Pool for this period of time was \$1,162,020.84. The amount includes staff costs for Parks and Recreation, Public Works, and Material Supplies and Services. The Aquatics Program generated \$382,975 for the same time frame with a cost recovery of 43%. Verdugo Aquatic Facility and McCambridge welcomed 71,777 participants in Aquatic Programs which breaks down to \$10.85 per participant. Ms. Barrows also announced that the Verdugo Aquatic Facility will be hosting its 2 nd Annual April Pool's Day on Saturday, April 2 nd from 1:00 P.M. to 4:00 P.M. There will be water safety fun for the whole family and free recreation swimming.	Report noted and filed
		Board Members discussed and raised questions	

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8	Facility Naming Request to Rename Creative Arts Center to Betsy Lueke Creative Arts Center	Ms. Wilke provided a report on Betsy Lueke and her accomplishments for the City of Burbank. Board Members discussed and raised questions.	It was moved by Mr. Gussow, seconded by Ms. Lowers, and carried 4-1 to rename the Creative Arts Center to Betsy Lueke Creative Arts Center.
9	Facility Naming Request to Rename City Park in Honor of Dewey Kruckeberg	Ms. Wilke shared a report on Dewey Kruckeberg and his accomplishments for the City of Burbank. Board Members discussed and raised questions.	It was moved by Mr. Gussow, seconded by Dr. Barta, and carried 4-1 to rename Brace Canyon Park in honor of Dewey Kruckeberg. It was moved by Ms. Lowers, seconded by Mr. DePalo, and carried 5-0 that regardless of whether or not renaming Brace Canyon Park in Mr. Kruckeberg's honor is approved that the City Council consider installing an art piece at a Park that memorializes all of the accomplishments and contributions of Mr. Kruckeberg.
10	Facility Naming Request to Rename Robert E. Gross Park to Frank B. Davis Park	Ms. Wilke shared a report on Frank B. Davis and his accomplishments and history with the City of Burbank. Ms. Wilke also mentioned that the applicant stated that if the Park Board was not interested in renaming the park, that they consider naming the ball fields at Robert Gross Park in honor of Frank B. Davis. Board Members discussed and raised questions.	It was moved by Mr. DePalo, seconded by Dr. Barta, and failed 3-2 that the City Council name one of the ball fields at Robert Gross Park in honor of Frank Davis.
11	Fiscal Year 2016-2017 Budget Priorities	Ms. Dietrich provided the Board an update on the Fiscal Year 2016-2017 Budget Priorities. The discussion was a continuation regarding the Department's proposed budget. Staff would like the Board to review the Department's proposed Fiscal Year 2015-2016 Mid-Year Adjustments and the Department's proposed Fiscal Year 2016-2017 Capital Improvements Projects. Ms. Dietrich noted mid-way into each fiscal year, the Financial Services Department requests that each department respectively reviews existing budgetary appropriations to determine whether or not any	Report noted and filed.

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	<p>revisions are necessary resulting from unanticipated costs that occurred thus far during the fiscal year. The Mid-Year Adjustment report is scheduled to go before the Council on March 15, 2016.</p> <p>Mid-Year Appropriation Requests FY 2015-16 include:</p> <ul style="list-style-type: none"> • Daycamp and Afterschool Program - Special Recreation Contract Services. • Supplemental Nutrition Program – Special Department Supplies. • Aquatics – Salaries • Non-Departmental Revenue –The Parks and Recreation Department collected funds for the Veterans Committee in conjunction with Keller Williams for the Hands Across the Battle Field program. <p>As part of the FY 2016-2017 Budget Process staff is requesting that a total of \$4,017,582 be appropriated for a multitude of Capital Improvement Projects.</p> <p>Board Members discussed and raised questions</p>	
<p>12 Consent Calendar</p>	<p><u>Approval of Minutes</u> Minutes of the February 11, 2016 minutes were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Ms. Jackson requested an update on Johnny Carson Park. Staff</p>	<p>4-0 Board approved the items on the consent calendar. Board member Gussow excused himself from the meeting due to a sudden emergency.</p>

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		<p>reported that Johnny Carson Park will be turned over to the Department on March 16th. Once the Park is turned over, there is a three-month waiting period under warranty of Landscape to allow the grass to grow. Johnny Carson Park is scheduled to open to the public in July. The Department is planning an event to welcome the Park. Ms. Wilke mentioned that Johnny Carson Park would be included on the Board Member's Park Tour.</p> <p>Noted and Filed.</p>	
14	Tabled Items	Ms. Wilke mentioned that the Board would get an update on a Memorandum received regarding the financial state of the Colony Theater in May.	N/A
15	Second Period of Oral Communications	None	N/A
16	Additional Comments from the Board	Mr. DePalo thanked Park staff for the tree planting in memory of Lois McMillan at Verdugo Park.	N/A
17	Introductions of New Agenda Items	None	N/A
18	Adjournment	The meeting was adjourned at 7:44 p.m.	N/A

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

March 18, 2016

2nd Annual Burbank Police Foundation Recognition

The Burbank Police Foundation hosted its second annual Burbank Police Awards Luncheon to recognize the outstanding achievements of officers, volunteers, and community members. During the event held Thursday, March 10, the Police Foundation honored 23 individuals who performed over and above the call of duty for acts such as: heroism by officers as first responders to residential fires; citizens tending to a motorist with a severe injury; advocating for a child victim, whether it be the difficult task of bringing charges against the parents, or a youngster reporting an incident to the police; and many more acts of service and involvement to support the mission of the Department.



Burbank Volunteer Program Grant Award

The Burbank Volunteer Program (BVP) receives a three-year grant for the Retired and Senior Volunteer Program (RSVP). This award continues the forty-three year relationship with the Corporation for National and Community Service, a federal agency that helps more than five million Americans improve the lives of their fellow citizens through service. Through the grant, 45 Burbank RSVP volunteers will help the growing elderly population tackle the limitations of aging with dignity and will help people to participate fully in life through providing services like transportation for medical visits, shopping and participation in social events. In addition, the program will also decrease the likelihood of isolation and depression by providing friendly visitation, telephone reassurance and other services that provide opportunities for increased socialization, companionship, education and lifelong learning. BVP is proud of the can-do-spirit of the volunteers.

Display Case for Kids!

The Central Library's second floor Children's Room now features a display case devoted to kids and their collections. Personal collections (origami, artwork, keychains, Legos, etc.) are exhibited for a month-long period, which is currently showcasing a Lego, Rocks, Minerals & Clay collection. Parents/caregivers can get more information and sign-up their child at the Children's Desk.



Burbank Senior Nutrition Program Awards

The County of Los Angeles Community and Senior Services hosted its annual awards and training program on Thursday, February 25. The City of Burbank received the "Silver Thermometer" award for the Joslyn Congregate meal program, the McCambridge Congregate Meal program, the McCambridge Central Kitchen and the Tuttle Congregate Meal program, which signifies meeting the highest standards in serving safe food. The City also received the "Distinguished Site" award for both the Joslyn Adult Center and Tuttle Senior Adult Center. Lastly, the "Golden Apple" award was given to several employees for successfully completing in-service training sessions on food safety and quality, and for possessing the knowledge and skills to provide safe, quality meals.

Burbank PD Hosts Regional Police Chaplain Training

The Burbank PD hosted a regional police chaplain training on Friday, March 11. Several chaplains from law enforcement agencies such as Burbank, Glendale, Pasadena, South Pasadena, Alhambra, and the Los Angeles Sheriff's Department participated in the two-hour session. The main topic of discussion was dealing with large scale events, including acts of terrorism, and how chaplains can help their respective organizations prepare for and deal with these situations. Burbank PD currently has a strong cadre of five volunteer chaplains from a variety of faiths who support our mission.

Beachwood/Sparks Force Main Replacement Project



Pipe installation at Sparks Street and Parkside Avenue

As part of the Beachwood/Sparks force main replacement project, a tunneling operation is required under the Olive Avenue and Verdugo Avenue intersection. The tunneling method is necessary to avoid a number of critical utilities in the intersection that could otherwise be impacted by an open trench operation. A second attribute to tunneling under the intersection is that it will allow the Olive/Verdugo intersection to remain open to traffic. The contractor will begin excavating the pit to install a tunneling machine and begin tunneling operations on Monday, March 28. In order to accommodate the pit and the equipment, the contractor will need to close Sparks Street at Olive Avenue. The closure, which will begin on the South Sparks segment adjacent to Starbucks, will be in effect for approximately six to eight weeks. Public Works staff and the

construction team have met with Starbucks management and have made some alignment adjustments to preserve the ingress and egress of the Starbucks parking lot on Sparks Street. Staff has also reached out to the other nearby businesses to address their concerns. Both of the alleys south of Olive Avenue will remain open during construction. The street closure may still be in place during Burbank on Parade, which would alleviate the need for additional barricades at Sparks Street. The construction team will take extra housekeeping measures to make sure the closures are clean and safe prior to the parade date. Following the completion of the tunneling operation at Olive and Verdugo, two other tunneling locations are scheduled to take place at Magnolia Avenue and Sparks Street and under the railroad spur on Victory Boulevard at Chandler Boulevard.

Coffee with a Cop

Several members of the Police Department visited Caffeine 2306, a new family-run business in Burbank, for Coffee with a Cop on Wednesday, March 9. BPD partnered with the Burbank Police Foundation, which generously provided coffee cups and coffee cup sleeves. Dozens of residents were engaged over a good cup of joe, with questions answered, information provided on resources and tips on everything from traffic to rowdy neighbors, and photos taken with those in attendance. Coffee with a Cop events are planned every month or two at different venues throughout the community.

