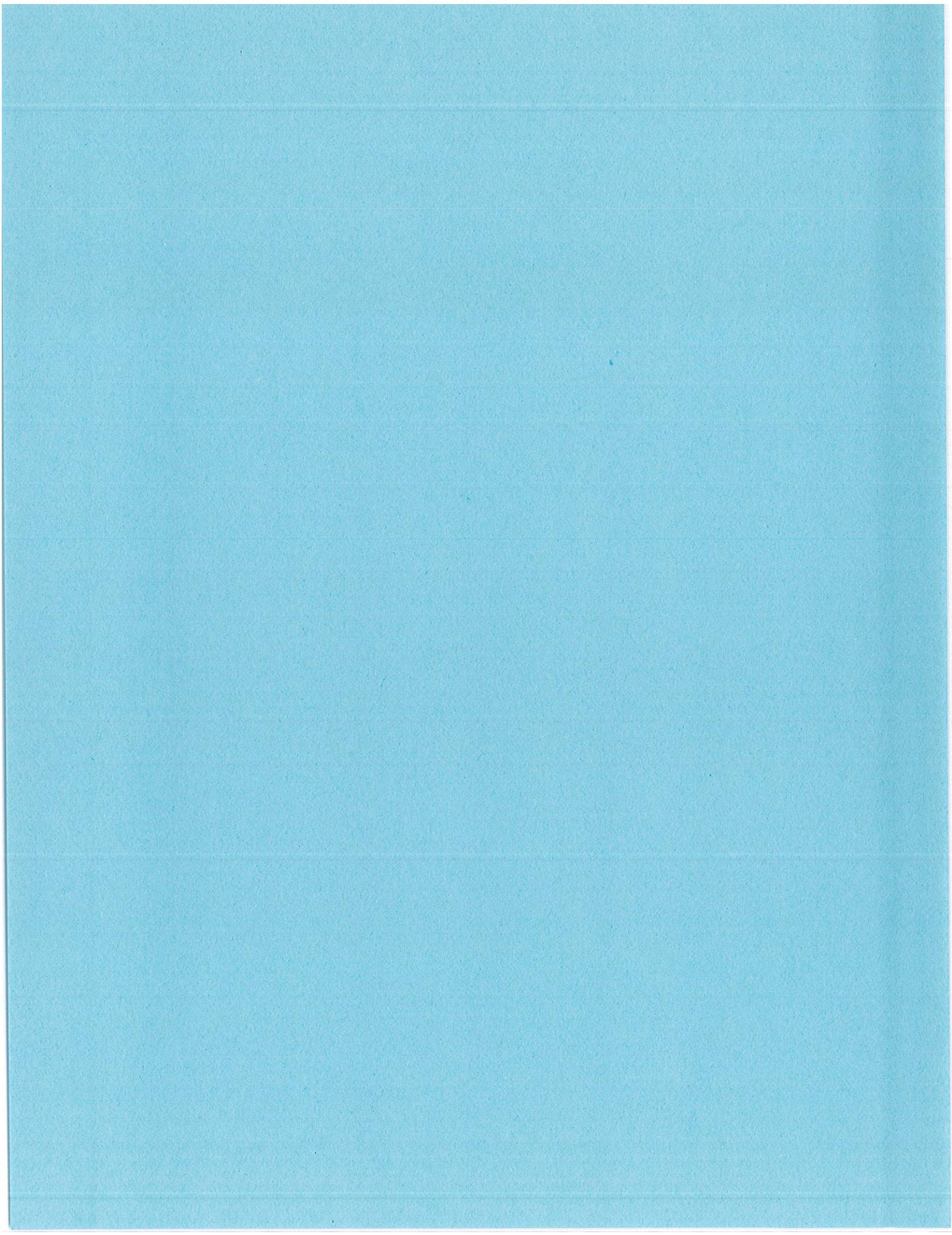


Weekly Management Report August 19, 2016

1. **Memo** - Dog Park Update - Parks and Recreation Department
2. **Memo** - Starlight Bowl Update - Park and Recreation Department
3. **Minutes** - Burbank Police Commission Meeting of June 15, 2016 - Burbank Police Department
4. **Synopsis** - Landlord-Tenant Commission Meeting of August 1, 2016 - Community Development Department
5. **Synopsis** - Planning Board Meeting of August 8, 2016 - Community Development Department
6. **Synopsis** - Sustainable Burbank Commission Meeting of August 15, 2016 - Public Works Department



Date: August 4, 2016
To: Ron Davis, City Manager
From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
Subject: Dog Park Update – Tracking List #1900

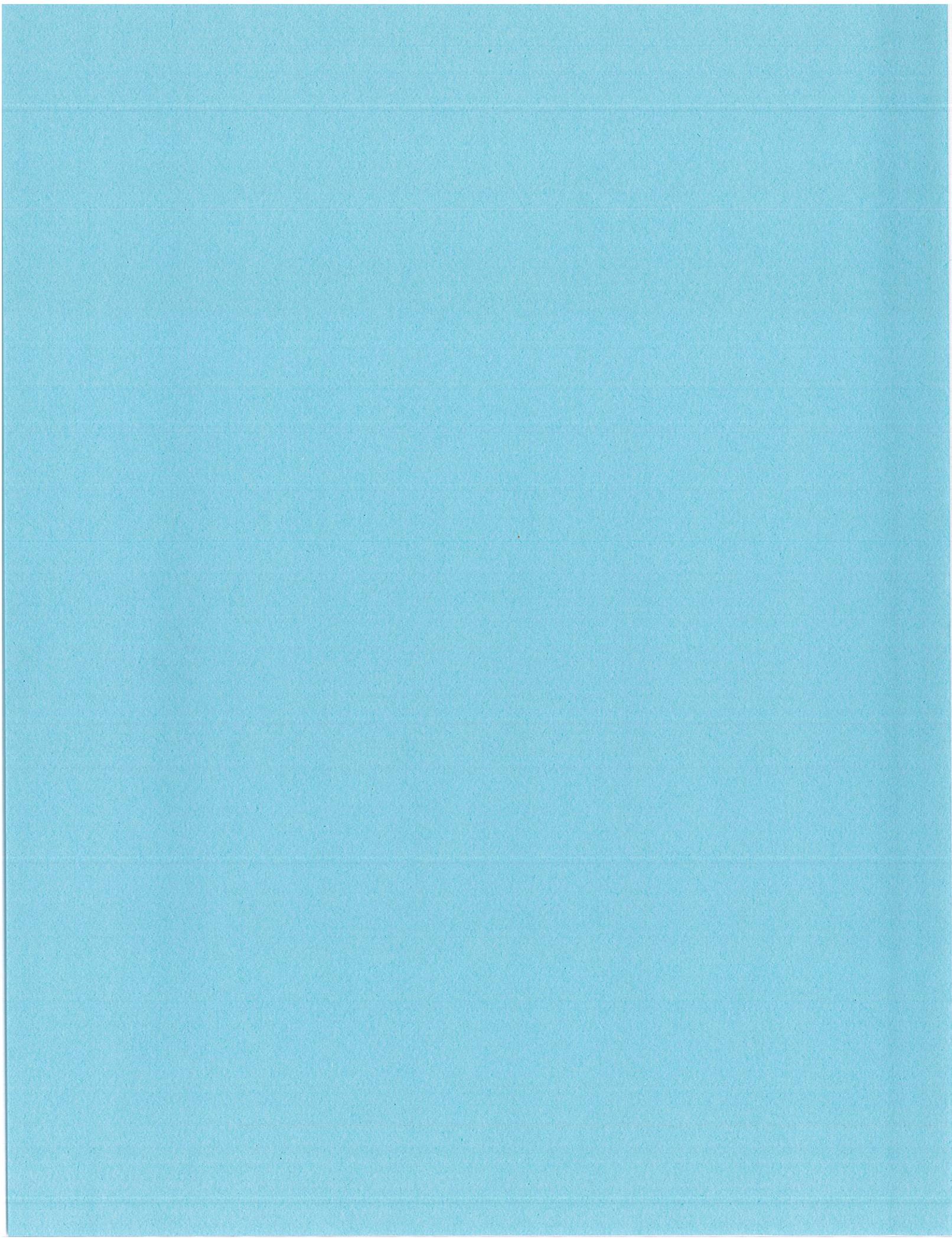
Pursuant to the City Council's direction on September 30, 2014 and with the support of the Parks and Recreation Board, staff worked with AHBE Landscape to explore the feasibility of developing an off-leash dog park and prepare conceptual site plans with project costs for Council's consideration. A memo was provided to the City Council in May 2015, recommending the Council discuss funding the dog park as part of the Fiscal Year (FY) 2015-2016 Budget. Moreover, should the project be funded, staff recommended Council's direction to present a separate report at a future Council meeting to thoroughly review the process, site options, construction costs and on-going maintenance expenses.

During the FY 2015-2016 Budget process, the City Council discussed the challenges of building new facilities, while there are over \$251 million of infrastructure needs due to the City's aging facilities, and very limited funding. The Parks and Recreation Department alone has a need for new playground equipment, restroom renovations, field renovations, new pool at McCambridge Park, updated recreation centers, significant renovations of the Starlight Bowl, to name a few. Thus, in consideration of the City's current infrastructure needs and limited resources, the City Council did not fund the dog park project.

To date, 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.

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



Date: August 12, 2016

To: Ron Davis, City Manager

From: Judie Wilke, Parks and Recreation Director *Judie Wilke*

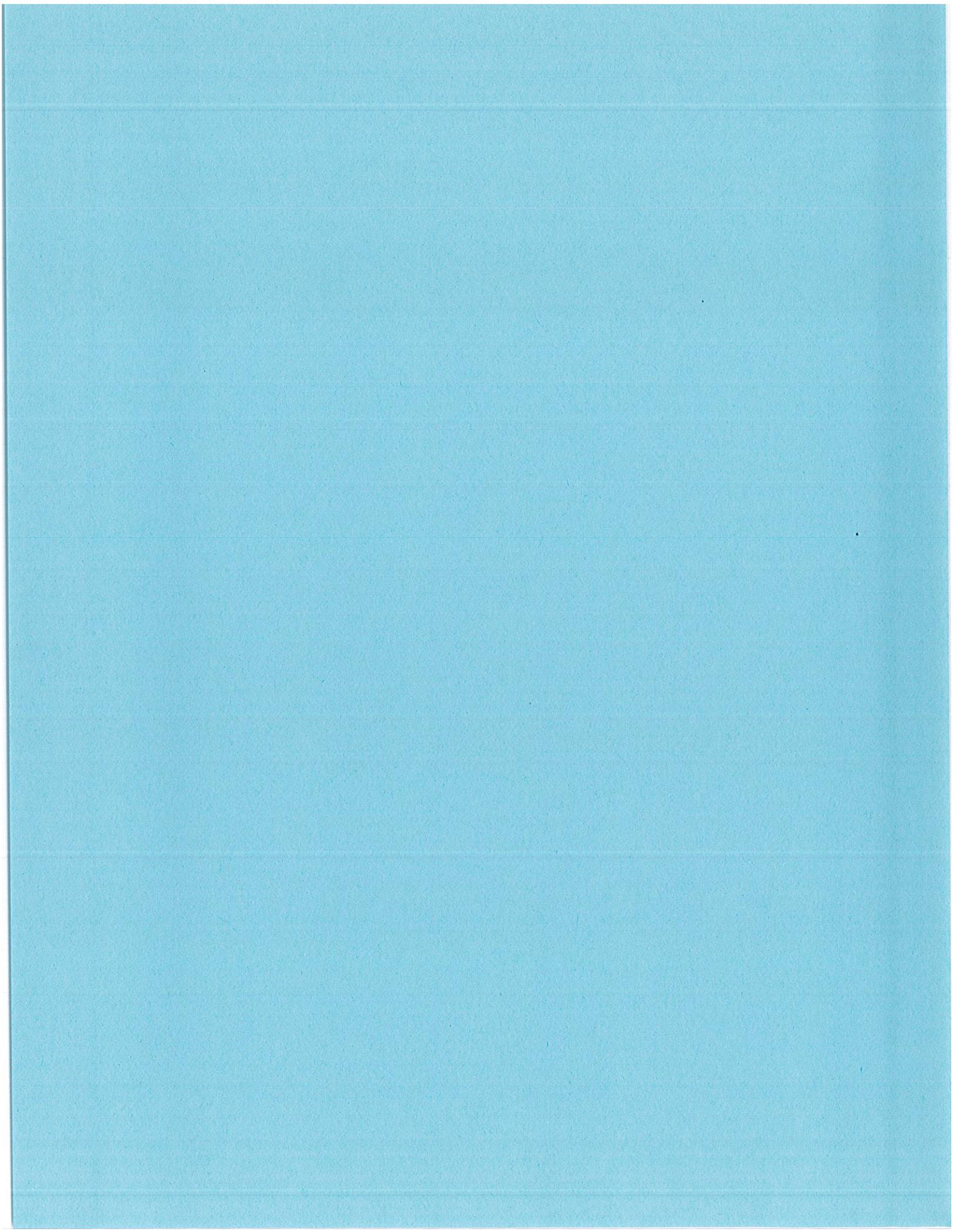
Subject: **Starlight Bowl Update – Tracking List #1901**

At the August 11, 2015 joint meeting between City Council (Council) and the Parks and Recreation (P&R) Board, Lehrer Architects Westlake Reed Leskosky Design, LLP (LAWRL) presented a report that addressed the physical and programmatic issues at the Starlight Bowl. The proposal presented overall costs for the project being reduced from \$18.1 million to \$17.6 million and a revised timeframe which incorporates a two-phase, ten-year project plan. Consequently, Council directed staff to move forward and continue to work with LAWRL to develop schematic design plans for Phase 1 for the Project.

LAWRL Design's most recent two-phase, ten-year revised redesign/refurbishment plan resulted in a cost estimate of \$17.6 Million. This cost estimate includes an estimated compounded escalation factor to account for changes in price levels of goods and services over the ten-year period, which may adjust through design and construction phases. At the conceptual level, the Project budget also includes construction and soft costs.

LAWRL's proposal for architectural services related to the Phase 1 refurbishment of the Starlight Bowl is \$343,250. During the FY 2016-2017 Budget process, the City Council approved and funded this Capital Improvement Project. This includes all fees connected to schematic design of Phase 1 such as: accessibility requirements, architecture, structural, lighting, theatrical, signage, acoustics, and civil engineering. The fees also include enhanced services for a marketing assessment, landscape architecture, fundraising program and traffic and parking consultant. The marketing assessment will be conducted by AMS Planning & Research Corp. and will provide research, analysis, and recommendations on various operating Pro Forma's for future use of the Starlight Bowl. LAWRL will provide staff with two renderings of the Starlight Bowl and a conceptual plan depicting the unified re-imagined site. In addition, LAWRL will provide staff with a "Ten year Visioning Plan" which is geared to give the Starlight Bowl an aesthetic identity to support the brand. These materials will be critical to the fundraising efforts and capital campaign. The schedule for the work outlined in the scope of service will be completed within a four-month time period.

The 2016 Starlight Bowl Summer Concert Season concluded on Sunday, August 7th. The Parks and Recreation Department annually reviews the Starlight Bowl Summer Concert Series with the P&R Board. The annual Starlight Bowl report highlights the key operating components of the 2016 summer concert season. A copy of this report will be shared with the Council in October 2016.



June 15, 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 1807 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

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

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Caruso, Cremins, and Dermenjian, Sergeant Losacco, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

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

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Hergelian attended the June 2nd Community Academy graduation.

ORAL COMMUNICATIONS

Appearing to speak before the Commission:

- Mike Chapman, Burbank Human Relations Council, commented on the receipt of complaints and correspondence addressed to the Police Commission and their acknowledgement of such correspondence
- Mike Nolan commented on the attention of officers to the transient population in the Magnolia Park area, interfacing with Traffic Engineer, and issue of the video tape at Romancing the Bean.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners stated they did not receive correspondence from the Burbank Human Relations Council (correspondence obtained from Mr. Chapman and copies distributed to Commissioners).

APPROVAL OF MINUTES FROM MAY 18, 2016

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Diamond, to approve the minutes from the May 18th meeting with one correction. Motion carried by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion by Professors Carrol Seron and Charis Kubrin of UC Irving on their viewpoints of the effect of Prop 47 and AB109

Professors Carrol Seron and Charis Kubrin are faculty members in the Criminology, Law, and Society Department at the University of California, Irvine. They conducted a three-year research project focused on the effect on crime and recidivism by the passage of AB109 (Realignment) in 2011 utilizing scientific analysis. Scholars around the country compiled 12-13 studies on the subject, which was published in the Annals of the American Academy of Political and Social Science.

June 15, 2016

Meeting of the Burbank Police Commission

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Crime rates across California were evaluated pre- and post-Realignment. A key finding was that violent crime rates were not affected by Realignment. However, there was an uptick in property crimes that can be attributed to Realignment. It was noted that the data analysis was up until May 2013...there have been upticks in criminal behavior since, however, it was suggested that this may not only be attributable to criminal justice policy – a further analysis of other factors such as police/community relations, drug/gun markets, poverty, unemployment, etc. would need to be explored.

There are 58 counties in the state of California, with varying use of the state prison system and diverse implementation of responses to AB109 (decarceration) utilizing money provided by the State. Los Angeles County was in the middle of the pack, with its mid-range prison use (which slightly increased as Realignment approached), and prison to jail displacement (decrease incarceration, offset by increased county jail incarceration).

A recidivism study compared approaches to Realignment, categorized by enforcement focused counties (e.g. using their Realignment funds to purchase more jail beds) and re-entry focused counties (more funds allotted toward programs and services). Felony re-arrest rates varied post Realignment – those counties that focused on re-entry programs and services (rehabilitation) experienced a 4% decrease in recidivism than those focused on enforcement activities.

2. Elections of new officers

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Vest, to nominate Commissioner Diamond to assume the position of Chair. Motion accepted by consensus. Incumbents Commission Vice Chair Dineen and Commission Secretary Stearns-Niesen volunteered to remain in their positions, which was approved by consensus.

3. Discussion and selection of attendees to the NACOLE conference, September 25-29, 2016

Police Administrator Wilson stated the conference will take place in Albuquerque. The Department has a budget to send three Commissioners to the conference. Commissioners Hergelian, Stearns-Niesen, Pletcher and Diamond are interested in attending, pending work schedules. Final attendees will be determined within a few weeks.

4. Briefings by the Police Administrative Staff

Chief LaChasse announced:

- Budget approved on 6/1
- Academy graduation on 6/9 - four recruits graduated – BPD earned several recognitions: Recruit Coleman was voted Class Sergeant, top Academic Award went to Recruit Nunez, and top physical training award went to Recruit Montalban
- Senator Carol Liu is to hold a roundtable discussion at Buena Vista Library regarding homelessness
- 6/20 Follow up meeting with Burbank Human Relations Council
- 6/21 Noon Rotary presentation of Rex Andrews Scholar Award to Detective Chris Robarts
- 6/21 Council Presentation of Rex Andrews Scholar Award
- 6/22 Walmart Grand Opening
- 6/23 Promotion Party of BPD personnel

June 15, 2016

Meeting of the Burbank Police Commission

Page 3

- 7/12 City Council/Police Commission joint meeting
- 8/2 National Night Out on Chandler Bike Path

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan who requested information about the incident at Romancing the Bean and parking in Magnolia Park.

(Commissioner Dineen left the dais at 7:45 p.m.)

RESPONSE TO ORAL COMMUNICATIONS

Commissioners and City Attorney responded to Mr. Nolan's comments.

COUNCIL LIAISON COMMENTS

Council Liaisons encouraged Commissioners to bring requests to discuss issues of concern to them prior to the Joint Meeting on July 12th.

Council Member Frutos announced he attended the Emergency Services Day at Universal Studios with Fire Department personnel and saw BPD personnel there as well. He encouraged the Commission Chair to sit with the Mayor to generate dialog on the upcoming meeting.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Stearns-Niesen requested follow up discussion on matters addressed at the joint meeting.

Commissioner Pletcher requested a presentation from the Department on the emergency response plan with respect to studios, theaters, restaurants, nightclubs, and other entertainment venues in the City.

A discussion on the effectiveness of the Tasers and a discussion about the effects of Prop 47 with Deputy District Attorney Marc Debbaudt were agendized at a prior meeting.

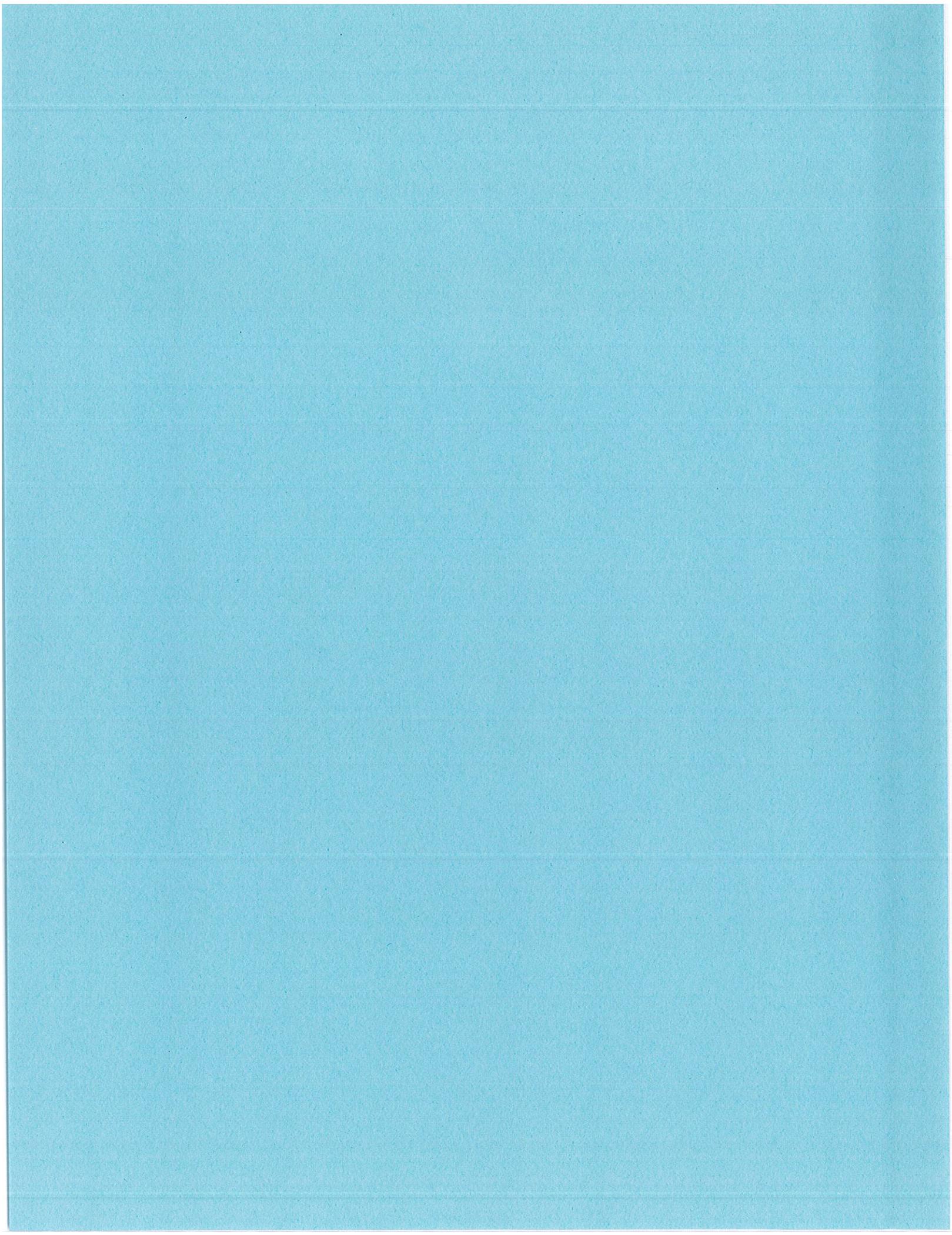
NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, August 17, 2016 at 6:00 pm. (July's meeting will be held as a Joint City Council/Police Commission meeting on Tuesday, July 12, 2016).

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 8:15 p.m.

Elise Stearns-Niesen, Secretary
Burbank Police Commission



memorandum

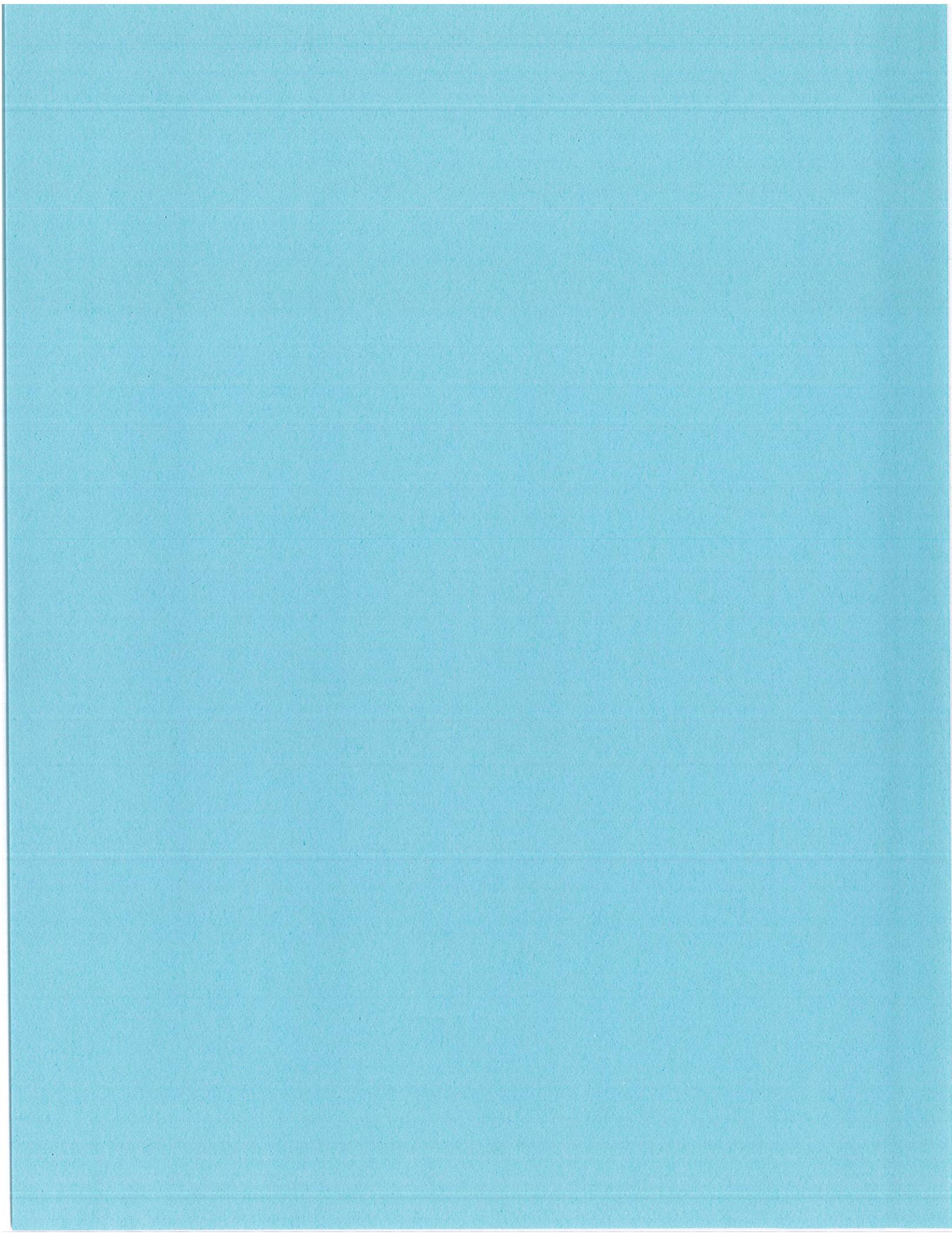
DATE: August 5, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – August 1, 2016

- A tenant couple attended the meeting requesting assistance with a rent increase to take effect in September 2016. The couple had several questions for the Commission, and staff provided resource lists and a copy of the California Handbook of Landlord and Tenant Rights. The tenant couple asked for the assistance of the Commission in possibility negotiating the rent increase with their landlord. The Commission Subcommittee will follow-up with the landlord and report out at the next meeting.
- Marva Murphy attended as a liaison from the Senior Board. She stated that the Senior Board is preparing information for the review and consideration of the City Council related to providing affordable housing in the community. Ms. Murphy also stated she reviewed the Landlord Tenant Commission duties and responsibilities. Ms. Leyland recapped those advisory responsibilities for Commission members, and reminded members that the City Clerk's office is holding training this month to answer any questions Commission members may have on duties and responsibilities.
- General Business: 1) the Minutes of the July meeting were approved; 2) current Chairperson Smith and Vice Chairperson Smallin were re-elected to serve a second year in their respective roles; and 3) Chairperson Smith and Commissioner Siner were elected to serve as Subcommittee members for the months of August and September.
- The Commission reviewed the updated 20 Frequently Asked Questions (FAQs), and approved the changes suggested.
- The Commission requested past information on the position of the City Council on Rent Control, and information on what the City is doing to provide more affordable housing in the community. Staff will provide these updates in the months to come.



memorandum

DATE: August 9, 2016
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: Planning Board Actions of August 8, 2016

At the regular meeting of August 8, 2016, the Planning Board discussed the following items:

Study Session

1. Review Draft Single Family Design Guidelines

The Board reviewed the draft single family design guidelines and provided the following policy directions: emphasize criteria related to mass, bulk, and building modulation; consider removing color as a criteria; and provide a better explanation of quality building materials. John Kaliski and staff noted the recommendations made by the Planning Board and the public.

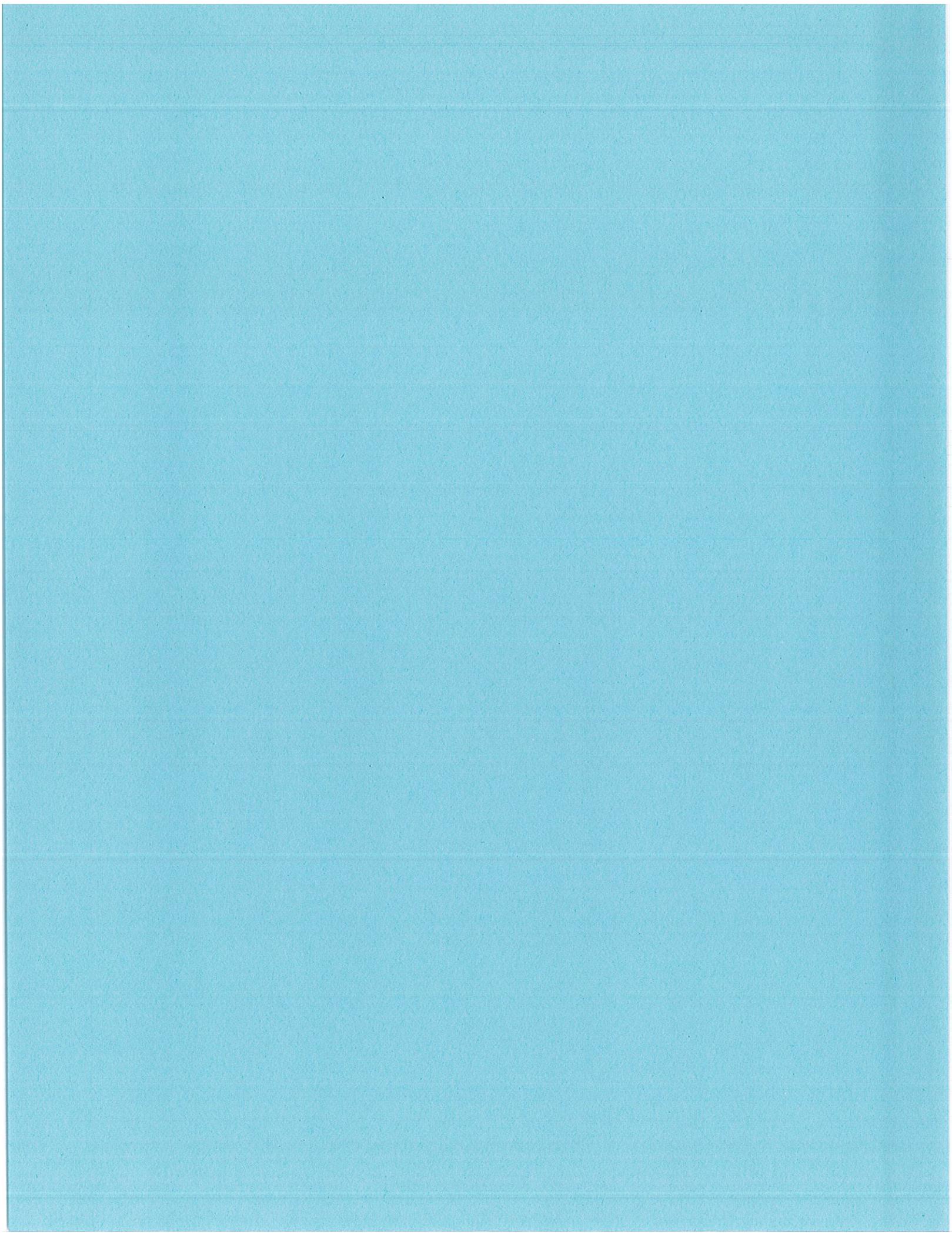
Attendance

Present: Rizzotti, Jo, Atteukenian, Eaton, Petrulis.

Absent:

19 AUG 15 11:00

11



SUSTAINABLE BURBANK COMMISSION
August 15, 2016

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Roesner thanked Deluxe staff for providing their facility as an alternate Commission meeting location.

Mr. Smith informed the group that he attended a joint meeting with Los Angeles County Parks & Recreation and Los Angeles County Flood Control to discuss strategies for a countywide stormwater plan.

Ms. Springer announced that Burbank Water & Power is offering free recycled water to residents through October 29, 2016, from 9:00 a.m. – 11:00 a.m.

Council Member Frutos suggested taking a tour of the South Coast Air Quality Management District facility at a future Commission meeting.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, announced that the Recycle Center will host a composting workshop on Friday, June 3, 2016, from noon to 1:30 p.m. On September 23, 2016, the Recycle Center will partner with Tree People to host a water harvesting workshop that will include information on mulching and composting. Mr. Hampel also announced that this evening the Burbank Central Library is showing "Just Eat It," a video on the story of food waste in America. Staff will provide dates for future showings when they are available.

II. APPROVAL OF MINUTES:

Mr. Smith moved and Mr. Hagobian seconded, to approve the July 18, 2016, minutes. The minutes were unanimously approved by all present with one abstention. Ms. Gamíño abstained. Mr. Yegparian arrived late and did not vote on this item.

III. ELECTION OF OFFICERS:

City Council Ordinance No. 16-3,874, adopted on February 9, 2016, requires the members of each board, commission and committee to annually elect a chair and vice chair at their first meeting in August following the appointment of successors to fill expired terms of office.

Ms. Gamíño nominated David Roesner for Chair. By a unanimous vote by all present, Mr. Roesner was elected Chair. Mr. Smith nominated Myeisha Gamíño for Vice Chair. By a unanimous vote by all present, Ms. Gamíño was elected Vice Chair. Mr. Yegparian arrived late and did not vote on this item

IV. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT:

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The Subcommittee may give an update on its activities. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Smith, on behalf of the Subcommittee, reported that the Subcommittee met with the City Manager and Assistant City Manager to discuss the future of Burbank's housing development. Mr. Smith reported that the Subcommittee would like a more illustrative master plan of the City's points of interest and will focus its efforts on creating a visual compilation to bring back to the group. The Subcommittee is also focusing its efforts on engaging the community and finding more efficient ways to communicate in order to balance growth in Burbank.

V. AD HOC BURBANK GREEN SPOTLIGHT AWARD SUBCOMMITTEE REPORT:

At its June 6, 2016, meeting, the Commissioners agreed to form the ad hoc Burbank Green Spotlight Award Subcommittee to investigate sponsorship and format of the Burbank Green Spotlight Award. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction.

The Subcommittee had no items to report.

VI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commissioners had no additional items for a future agenda.

VII. BURBANK GREEN SPOTLIGHT AWARD:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for the next regularly scheduled meeting.

Mr. Smith volunteered to select the September Green Spotlight Award recipient.

VIII. FACILITY TOUR – VALLEY PUMPING PLANT/BURBANK OPERABLE UNIT, 2030 N. HOLLYWOOD WAY:

As requested at its June 6, 2016, regular meeting, the Chair arranged for a tour of Burbank Water & Power's (BWP's) Valley Pumping Plant/Burbank Operable Unit at 2030 N. Hollywood Way. After a brief introduction by BWP staff, a tour of the facility will be provided unless accommodations for disabled access cannot be made. The Commissioners may ask questions, engage in discussion, and provide feedback

Albert Lopez, Manager Water Production - Operations, Burbank Water & Power, introduced himself to the Commission and provided an overview of the Burbank Operable Unit's history and operations. Prior to the tour, the group engaged in a brief discussion and asked questions of staff. Mr. Lopez led the group on a tour of the facility.

IX. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.