Weekly Management Report
September 16, 2016

1.	**Minutes**	Burbank Police Commission Meeting of August 17, 2016 **Burbank Police Department**
2.	**Synopsis**	Parks and Recreation Board Meeting of September 8, 2016 **Parks and Recreation Department**
3.	**Synopsis**	Cultural Arts Commission Meeting of September 8, 2016 **Parks and Recreation Department**

AUGUST 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 1812 hours by Commission Chair David Diamond.

CALL TO ORDER AND ROLL CALL

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

Also Present: Deputy Chief Albanese, Captains Caruso, Cremins, and Dermenjian, Police Administrator Wilson, Lieutenant Deroian, 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 Dineen.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Cohen, Diamond, Dineen, Hergelian, and Stearns-Niesen attended National Night Out on August 2, 2016.

Commission Chair Diamond welcomed newly-appointed Police Commissioner Mike Chapman.

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on business cards for the Commission and issue at Romancing the Bean.

RESPONSE TO ORAL COMMUNICATIONS

Commission Chair Diamond requested copies of the letters referenced by Mr. Nolan regarding Romancing the Bean issue.

APPROVAL OF MINUTES FROM JUNE 15, 2016

A motion was made by Commissioner Stearns-Niesen, seconded by Commissioner Cohen, to approve the minutes from the June 16th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

1) Introduction of the new Burbank Mental Health Evaluation Team

Deputy Chief Albanese introduced the new Burbank Mental Health Evaluation Team members, Officer Geoffrey Snowden and Department of Mental Health Social Worker Maria Panduro.

2) Presentation by Deputy District Attorney Marc Debbaudt on Prop 47

Mr. Debbaudt was unable to attend this evening – presentation will be rescheduled.

3) Presentation and discussion on the Department's emergency response plans for entertainment venues in the City

Captain Cremins stated the tactical response to entertainment venues is similar to responses to schools or government buildings. First responders assess the active threat (life threatening and ongoing), announce parameters upon arrival, assemble at the incident site, and advance (move into action). Incident model can be scaled to the size of the event – from a traffic accident to a mass casualty incident. Table top, on-site training, and roll call training is on-going.

4) Presentation and discussion on the effectiveness of the use of the Taser device

Lieutenant Deroian described the Taser as one device on the officer's duty belt available to subdue suspects. The Taser is specifically designed to create incapacitation without injury to the suspect or officer.

In 2015, BPD personnel deployed the Taser 10 times, with 5 effective uses. In 2016, to date, the Department has 7 deployments, with 4 effective uses. Our success rate is comparable to the statistics provided by the LAPD (approximately 53%) and other law enforcement agencies.

Effectiveness is defined as causing the neuromuscular incapacitation of the suspect. The Taser may not be effective when the two probes do not make full contact with the suspect, e.g. if they are wearing loose clothing, running away, or fighting. The Taser is reliable in deploying 100% of the time...it is only about 53% effective in bringing the suspect down.

5) Discussion on any follow up from the July 12 Joint City Council/Police Commission meeting

Commissioner Stearns-Niesen requested a joint meeting with the Commission and City Council when Mr. Gennaco makes his OIR report presentation.

Commissioner Diamond plans to meet with Mr. Bob Corbin to discuss the best ways the Commission may utilize his services. Commissioner Diamond will then bring those ideas for discussion at a future meeting.

6) Announcements by the Police Chief:

8/25 Academy graduation – three graduates
9/11 Ceremony commemorating the 15th anniversary - steps of City Hall
9/16 Community Relations Service sponsoring seminar on community based problem solving

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan, who commented on the Commissions' business cards, minutes of the meeting, and the tabling of the discussion of department emails.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners responded to Mr. Nolan's comments.

Assistant City Attorney Oh reminded Commissioners that per the Brown Act, any non-agendized items (including issues brought up at oral communication periods) may have a brief response.

A more in-depth conversation will need to be agendized to allow members of the public to be included in the discussion.

COUNCIL LIAISON COMMENTS

Council Member Gordon – encouraged the Commissioners to engage the public during public comment, and challenge the Council with questions at the next Joint meeting.

Commissioner Dineen inquired about direction from Council regarding the level of investigation of the email issue that was tabled prior to the Joint Meeting. Assistant City Attorney Oh stated there had been an opportunity for the Commission to bring up issues at the Joint Meeting.

Commissioners expressed an interest to address the newly-formed Charter Review Committee to make suggestions to clarify the powers and duties of the Commission.

Dr. Gordon will speak with the City Manager and apprise him of this discussion.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Dineen, to have a discussion about conducting a Town Hall meeting in the fall to present current law enforcement issues in the Fall. Motion carried by consensus.

Commissioner Diamond made a motion, seconded by Commissioner Stearns-Niesen, for a presentation and discussion on the email system in the Department, including the firewall system and the Department's email policy. Motion carried by consensus.

Commissioner Chapman made a motion to have a presentation and discussion on the number of complaints made to the Department. Without a second, the motion died.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, September 21, 2016.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2003 hours.

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, September 8, 2016

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Krista Dietrich, Administrative Officer; Gwen Indermill, Recreation Services Manager; Kristen Compean, Administrative Analyst; Jonathan McGinley, Recreation Supervisor; Jason Dyer, Recreation Coordinator; and Patricia Molinar, Recording Secretary.

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

Council Members Present: Jess Talamantes, Mayor

	Item Discussed	Summary	Direction or Action, if any
1	Recognitions	Jonathan McGinley introduced the Track and Field award recipients. Dr. Barta presented recognition certificates to the participants. Dr. Barta recognized Julio Barrenzuela of the Soldiers Who Salsa Organization.	N/A
2	Oral Communications	Mr. Steven Beardsley thanked the Board and recreation staff for the support in providing additional pickleball playing time and locations. Mayor Talamantes invited the Board and the public to the 15th Anniversary of the 9/11 Attacks Memorial Celebration, on Sunday, September 11, at 6:45 a.m. at the Police/Fire Headquarters.	N/A
3	Response To Oral Communications	Mr. DePalo and Ms. Lowers congratulated the Track and Field meet winners and commended Sports staff. Mr. DePalo expressed interest in connecting Mr. Barrenzuela with the Veterans Committee. Ms. Lowers commended Mr. Barrenzuela's efforts to introduce Soldiers Who Salsa program to our community.	N/A
4	Written Communications	None	N/A
5	Park Board Comments	Mr. DePalo attended the Cultural Arts Committee on September 8, 2016.	N/A
6	DeBell Golf Course Annual Operations Report	Ms. Indermill presented the Board with the DeBell Golf Course Annual Operations Report. She said that S&S Golf, Inc. is in compliance with the terms and conditions of their agreement and continues to improve the operations of the premises. S&S Golf, Inc. will be making a presentation to City Council to address watering costs challenges and future capital improvements. Mr. Scozzola, operator of DeBell Golf Club, presented the	Note and File.

		Board with the DeBell Golf Course 2015-2016 operations report.	
7	Park Maintenance Update	Ms. Compean provided the Board with a summary of findings on neighboring cities' landscape maintenance budgets, State level landscape budgets, and local park bond measures. Based on the data collected for Fiscal Year 2016-2017, local agencies budget an average of $5,363,510 on total landscape maintenance costs. When comparing Burbank to surveyed agencies, Burbank's figures are well below the average with a total landscape maintenance budget of $4,169,639. It is worth noting that as a result of the Los Angeles County Wide Parks Needs Assessment, "Measure A", will be introduced on the November 8, 2016 ballot. Should this measure be approved, the City of Burbank could receive $379,882 annually in perpetuity of the Measure.	Note and File
8	Consent Calendar	<u>Approval of Minutes</u> Minutes of the August 11, 2016 Meeting 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. <u>Departmental Operations Update</u> Noted and Filed.	It was moved by Ms. Lowers seconded by Mr. Gussow and carried 5-0 to approve the Consent Calendar. Mr. Gussow inquired on the status of Captain Cremin's presentation to the Board. Ms. Wilke advised staff is currently working on the scheduling.
9	Tabled Items	None	N/A
10	Second Period of Oral Communications	Mr. Steven Beardsley, member of Senior Men's Golf Club, spoke of the conditions of the DeBell Golf Course greens.	N/A
11	Response to Second Period of Oral Communications	Ms. Wilke offered to engage in a conversation with Mr. Scozzola and Mr. Beardsley to find solutions regarding the condition of the course.	
12	Additional Comments from the Board	Board raised questions and discussed.	
13	Introductions of New Agenda Items	Ms. Lowers requested staff to research the process of creating a bond to allocate funds for park improvements.	N/A

14	Adjournment	The meeting was adjourned at 8:36 p.m.	It was moved by Mr. Gussow seconded by Mr. DePalo and carried 5-0 to adjourn the meeting.

CITY OF BURBANK

PARKS AND RECREATION

ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission **Date: September 8, 2016**

Members Present: Peggy Flynn, Edward Arno, Lynda Willner, Mary Elizabeth Michaels , Barbara Beckley, Cynthia Pease, Jeff Rector, Diana Means

Members Absent: Brian Miller

Staff Present: Judie Wilke, Kris Smith, Kristin Buhagiar, Vickie Cusumano, Caroline Arrechea

Liaisons Present **Mickey DePalo *(Park Board)***

Item Discussed		Summary	Direction or Action, if any
1	Logo Re-design	The item was postponed until the next meeting when more members were present to discuss..	Motion made by Mr. Arno, seconded my Ms. Beckley and passed 7-0 to postpone this discussion to the next meeting (Mr. Rector was not present for this item).
2.	Art in Public Places Update	Ms. Dietrich gave a brief overview of recent and upcoming art projects throughout the City, including the Airport (RITC), Hilton Garden Inn, IKEA, Nickelodeon, Springhill Suites, offices at 1112 Burbank Blvd., Talaria, and the Pointe. She noted that the Lincoln Park Public Art Garden Site Specific Selection Committee is working on revisions from artists and concepts.	
3.	Website Design Follow-up Discussion	Matthew Curtis, from 5D Spectrum, presented the final version of the website. He reviewed the site page by page and gave a brief overview of all aspects of the final design, including visual graphics and content.	
3.	2016 Burbank Cultural Arts Commission Goals Taskforces	The Cultural Arts Commission has established 5 goals to be accomplished over the next year: Goal 1: Public Relations/Marketing Goal 2: Burbank Arts Beautification Goal 3: Community Outreach Goal 4: Support Artists and Arts Organizations Goal 5: Commission Administration/Development	Goal 1: The committee sent information regarding the September 24th special event to various outlets including the LA Weekly. Once the website goes live an email blast will be sent as well. Staff created a flyer that will be distributed throughout the community. They also discussed other arts organizations promoting the new website. Goal 2: The Committee reported that City Council had approved Phase II of the beautification project. The traffic signal boxes will be included in future beautification projects. The subcommittee will be meeting to update the brochure, review the application, documents, process, and sponsorships. Public Works staff will be compiling a list of traffic signal box locations. Goal 3: The Committee is working with Healing for the Arts on an art cataloging project previously discussed at the meeting. The Committee would be highlighting the project on the new website and would be discussing helping them with fundraising. Goal 4: The Committee put on a convening event last month which was very successful. They obtained many organization contacts who indicated they were interested in participating at the September 24 arts event. Sixteen of the eighteen available booth spaces have been filled for the event, as well as there being participation from food trucks, a drum circle, a band, interactive booth experiences, and

			volunteer participation. Staff noted that there were 8 individuals interested in participating from our city volunteer program. The committee has reached out to some organizations (such as Walmart) for funding and are hoping to obtain sponsors to cover other costs. Funding for sound, lighting, and a tent has not yet been covered and may have to be paid from the $2,500 that the Commission has allocated for this event from their budget. Goal 5: There was no update.