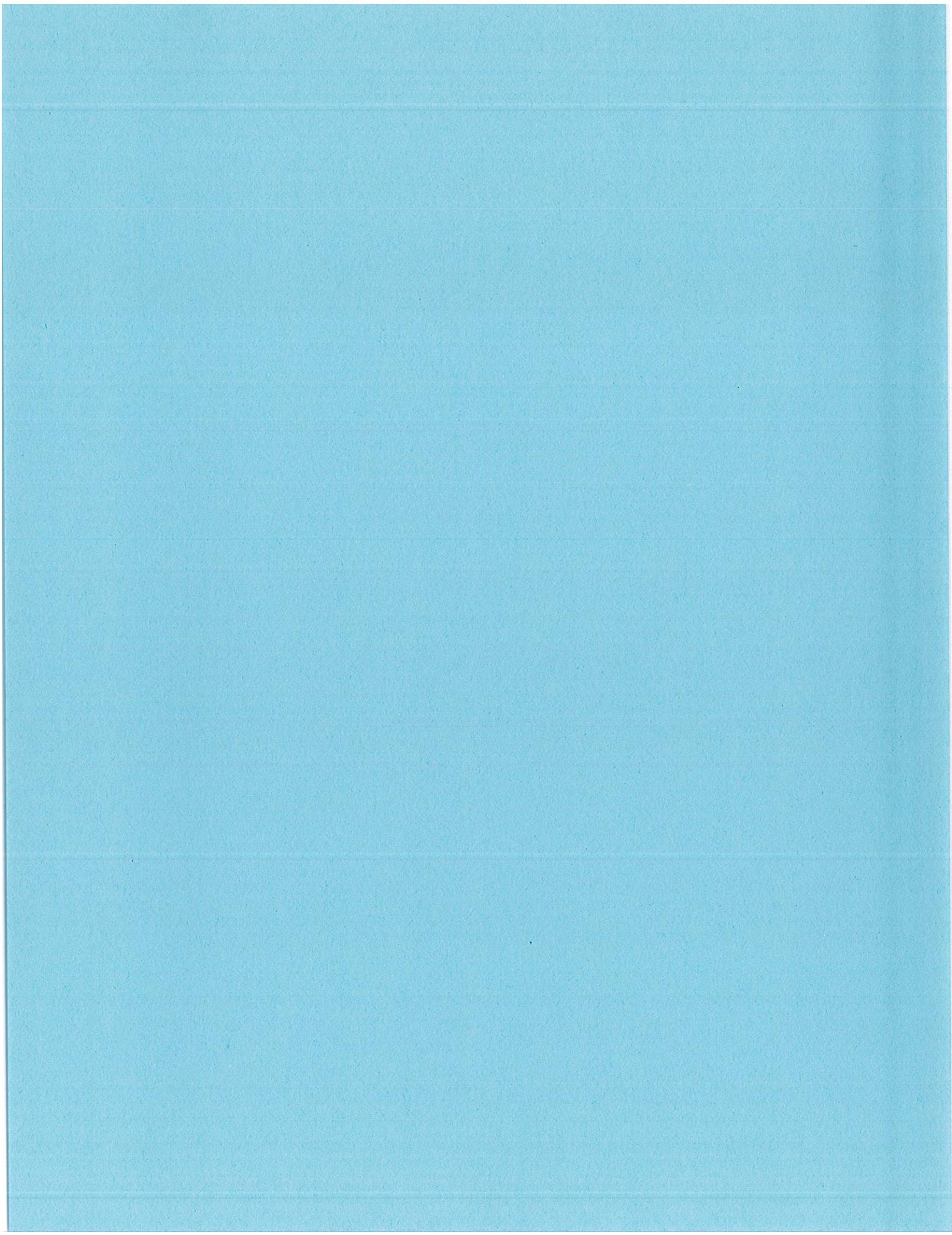


Weekly Management Report September 23, 2016

1. **Memo** Federal Asset Forfeiture Certification Report for the Fiscal Year End of June 30, 2016
Burbank Police Department
2. **Memo** Leland Way Streetscape Project Update
Community Development Department
4. **Synopsis** Downtown Burbank Partnership (P-BID) Meeting of September 8, 2016
Community Development Department
5. **Synopsis** Sustainable Burbank Commission Meeting of September 19, 2016
Community Development Department
6. **Notes** City Notes, September 16, 2016
City Manager



City of Burbank Police Department MEMORANDUM



DATE: August 17, 2016

TO: Ron Davis, City Manager

FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
By: Josephine Wilson, Police Administrator

SUBJECT: FEDERAL ASSET FORFEITURE CERTIFICATION REPORT FOR THE FISCAL YEAR END OF JUNE 30, 2016

The U.S. Department of Justice requires all state and local government agencies participating in the Equitable Sharing Program to submit an Equitable Sharing Agreement and Certification form annually. Through this program, the Department of Justice is able to distribute forfeited cash and property to participating agencies. Please find attached a copy of the Federal Asset Forfeiture Certification Report for the City of Burbank for the Fiscal Year (FY) end of June 30, 2016. The report is compliant with the reporting requirements outlined in the Guide to Equitable Sharing for State and Local Law Enforcement Agencies.

Federal Asset Forfeiture balance is \$398,425.07 with several pending projects. Beginning with FY 2017-18 vehicle rental rate costs will have to be shifted to Fund 532 and in FY 2018-19, Fund 124 (Asset Forfeiture) will no longer have sufficient funds to sustain the recurring expenses for Communication Equipment.

Pending Asset Forfeiture Projects - Federal	
FY 16-17 Communication Equipment	85,000.00
FY 17-18 Communication Equipment	85,000.00
Vehicle Rental Rates FY 16-17 Only	50,000.00
K9 Training 2016-2018	10,000.00
Surveillance Equipment 2016-2018	5,000.00
Weapons	50,000.00
Tiburon Upgrade	100,000.00
Total	385,000.00
Fund Balance	
	\$13,425.07

State Asset Forfeiture balance is \$428,929.39 with the following pending projects.

Pending Asset Forfeiture Projects - State

Restricted 15% Set Aside	\$64,339.41
Taser Replacement	\$260,000.00
Protective Gear	\$50,000.00

Total **\$374,339.41**

Fund Balance **\$54,589.98**

Attachment: Expenditure Summary

SUMMARY OF FY 2015-16 FEDERAL ASSET FORFEITURE FUND

REVENUE	JUSTICE	TREASURY	
FY 15 -16 Total Federal Revenue	0.00	0.00	
FY 15 -16 Other Agencies Revenue	0.00	0.00	
FY 15 -16 Interest Received	943.15	4,936.41	Total
Final Balances as of June 30, 2016	943.15	4,936.41	\$5,879.56

EXPENDITURES	TOTALS	DOJ PD91B	TREASURY PD91D	
Communication/Computers		7,128.51	54,070.82	Verizon and Sprint
	61,199.33	7,128.51	54,070.82	
Weapons and Protective Gear				
Electronic Surveillance	1,200.00	1,200.00		Special Services - Trackers
Buildings and Improvements				
Vehicle Maintenance Costs	34,766.00	25,862.00	8,904.00	Vehicle Rental Rates
Other/Software				
Other	4,200.00		4,200.00	K9 Training
	\$101,365.33	\$34,190.51	\$67,174.82	



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: CA0191200

Agency Name: City Of Burbank - Burbank Police Department **Type:** Police Department

Mailing Address: 200 North Third Street
Burbank CA 91502

Finance Contact

Name: Wilson, Josephine

Phone: 8182383221

Email: JNWilson@ci.burbank.ca.us

ESAC Preparer

Name: Wilson, Josephine

Phone: 8182383221

Email: JNWilson@ci.burbank.ca.us

Last FY End Date: 6/30/2016

Agency Current FY Budget: \$54,667,404.00

Annual Certification Report

	Justice Funds ¹	Treasury Funds ²
1 Beginning Equitable Sharing Fund Balance <small>(Must match Ending Balance from prior FY)</small>	\$51,234.00	\$441,467.74
2 Equitable Sharing Funds Received	\$0.00	\$0.00
3 Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force <small>(Complete Table B)</small>	\$0.00	\$0.00
4 Other Income	\$0.00	\$0.00
5 Interest Income	\$966.63	\$6,122.03
6 Total Equitable Sharing Funds Received <small>(total of lines 1-5)</small>	\$52,200.63	\$447,589.77
7 Equitable Sharing Funds Spent <small>(total of lines a - n below)</small>	\$34,190.51	\$67,174.82
8 Ending Equitable Sharing Funds Balance <small>(difference between line 7 and line 6)</small>	\$18,010.12	\$380,414.95

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCSIS, DSS and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

	Justice Funds	Treasury Funds
a Law enforcement operations and investigations	\$0.00	\$0.00
b Training and education	\$0.00	\$0.00
c Law enforcement, public safety and detention facilities	\$0.00	\$4,200.00
d Law enforcement equipment	\$34,190.51	\$62,974.82
e Joint law enforcement/public safety operations	\$0.00	\$0.00
f Contracting for services	\$0.00	\$0.00
g Law enforcement travel and per diem	\$0.00	\$0.00
h Law enforcement awards and memorials	\$0.00	\$0.00
i Drug, gang and other education or awareness programs	\$0.00	\$0.00
j Matching grants <small>(Complete Table C)</small>	\$0.00	\$0.00
k Transfers to other participating law enforcement agencies <small>(Complete Table D)</small>	\$0.00	\$0.00
l Support of community-based programs <small>(Complete Table E)</small>	\$0.00	\$0.00
m Non-categorized expenditures <small>(Complete Table F)</small>	\$0.00	\$0.00
n Salaries <small>(Complete Table G)</small>	\$0.00	\$0.00
Total	\$34,190.51	\$67,174.82

Table B: Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Table C: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table D: Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Table E: Support of Community-based Programs

Recipient	Justice Funds	Treasury Funds

Table F: Non-categorized expenditures in (a) - (n) Above

Description	Justice Funds	Treasury Funds

Table G: Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section: 1400 New York Avenue, N.W., Washington, DC 20005.

Did your agency purchase any controlled equipment? YES NO

Affidavit

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the Guide during the reporting period and that the recipient Agency is compliant with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is compliant with the applicable nondiscrimination requirements of the following laws and their implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

Yes No

Agency Head

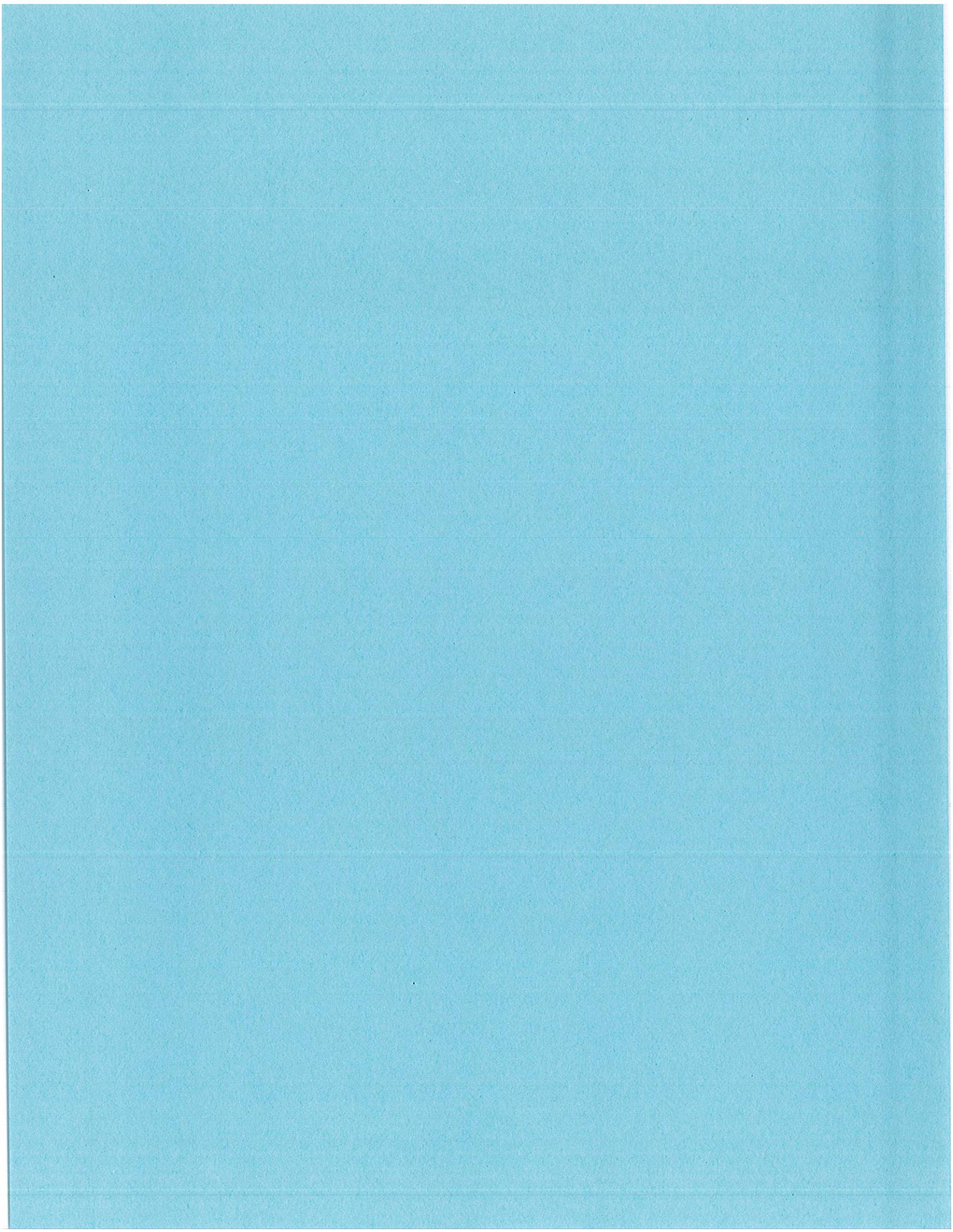
Name: LACHASE, SCOTT
Title: POLICE CHIEF
Email: SLaChasse@Burbankca.gov

Governing Body Head

Name: DAVIS, RON
Title: CITY MANAGER
Email: RDavis@Burbankca.gov

To the best of my knowledge and belief, the information provided on this form is true and accurate and has been duly reviewed and authorized by the Law Enforcement Agency Head and the Governing Body Head whose names appear above. Their typed names indicate their acceptance of and their agreement to abide by the policies and procedures set forth in the Guide to Equitable Sharing for State and Local Law Enforcement Agencies, this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing Programs.

I certify that I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.



memorandum

DATE: September 21, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: Leland Way Streetscape Project Update

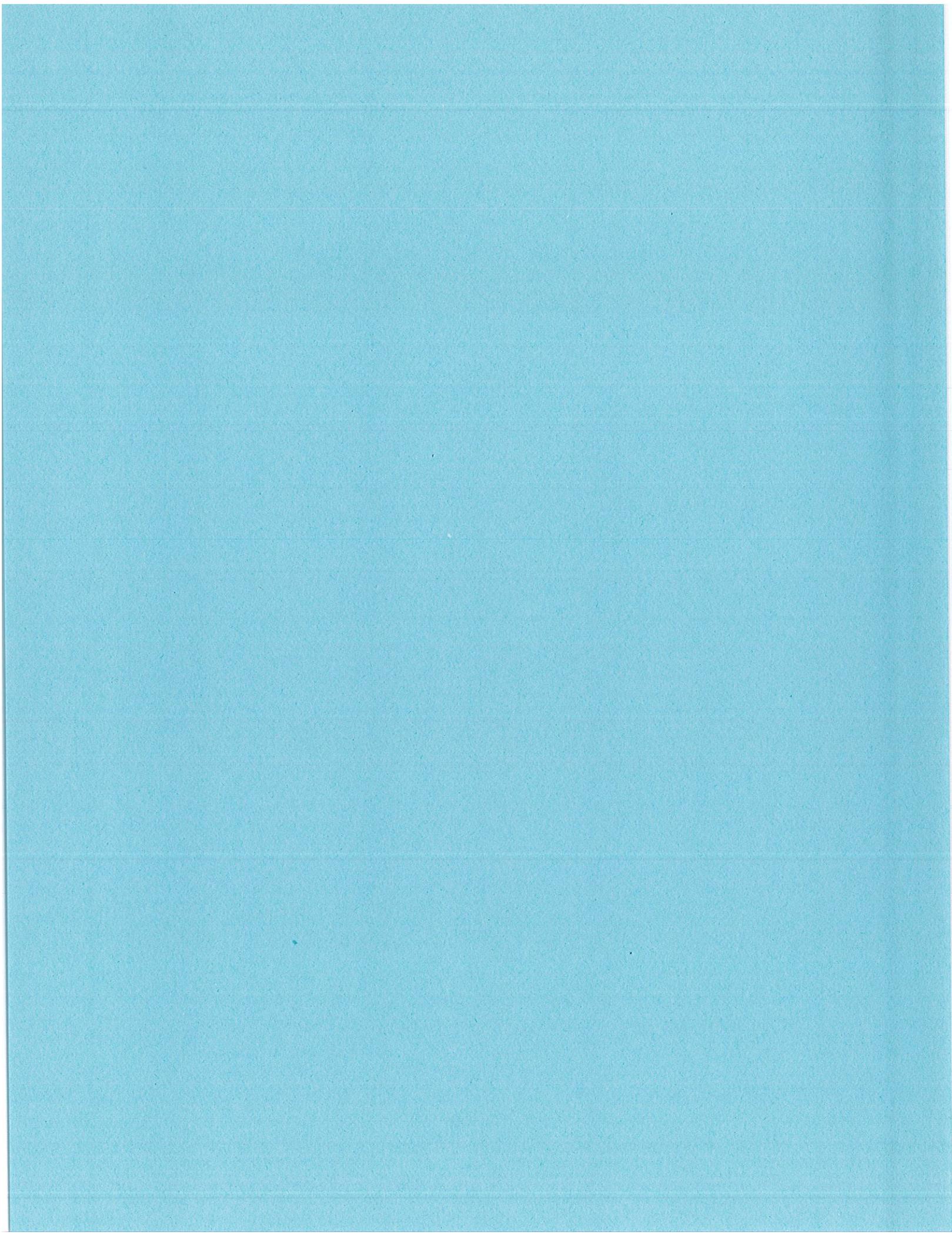
At the August 9, 2016 City Council meeting, the City Council requested an update on the Leland Way Streetscape Project. This project will mitigate the aesthetic impacts of the I-5 Freeway High Occupancy Vehicle (HOV) / Empire Avenue Interchange Project by providing aesthetic streetscape improvements for a newly-constructed sound wall along Leland Way. Landscape improvements will be designed to improve the aesthetics of the sound wall to nearby houses and deter graffiti, with proposed changes to the street configuration to calm traffic and provide for street trees or landscaped planters. The project budget is \$750,000 and is funded by Measure R construction mitigation funds provided by Metro.

Two Community Meetings have been held for this project (in March 2016 and June 2016). At the March meeting, Staff presented preliminary concepts and discussed proposed alternatives for the project design. Based on consensus decided among the residents in attendance, it was decided to narrow Leland Way to one-way operation to calm traffic and maximize landscaping along the soundwall, while still maintaining street parking on the northbound side and providing for emergency vehicle access.

The second meeting in June was held at the project location, and was attended by several residents, as well as Mayor Jess Talamantes and Vice Mayor Will Rogers. Staff presented updated landscaping design concepts and solicited feedback and ideas from residents regarding the landscaped bulbout designs, concerns about safety and parking, and fielded recommendations for trees, plants and flowers. Residents were also encouraged to provide comments after the meeting via e-mail.

Several e-mails were received from residents, as well as additional comments provided to Staff during National Night Out on August 2, 2016, and comments received during the public comment period of the City Council meeting on August 9, 2016. The comments included examples of existing decorated sound walls, tree suggestions, and concerns expressed over the size of the bulbouts and street parking availability on Leland Way. Based on these responses, Staff and Consultants will focus on providing two design options in the 30% Design Phase – one including landscaped bulbouts smaller in size than those presented in earlier concepts, and one with a straight strip of landscaping 10 feet in width along the entire length of the sound wall that provides more street parking at the ends of Leland Way.

The Consultant team is currently undergoing 30% Design, for which a draft submittal should be completed by the end of September 2016. A third Community Meeting will be scheduled in late October to present the two final refined landscape alternatives and to solicit additional feedback from residents. Design is anticipated to be completed in early 2017, followed by a fourth and final Community Meeting to present final designs to residents. Construction on the Landscaping is expected to begin in late 2017.



memorandum

DATE: September 15, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

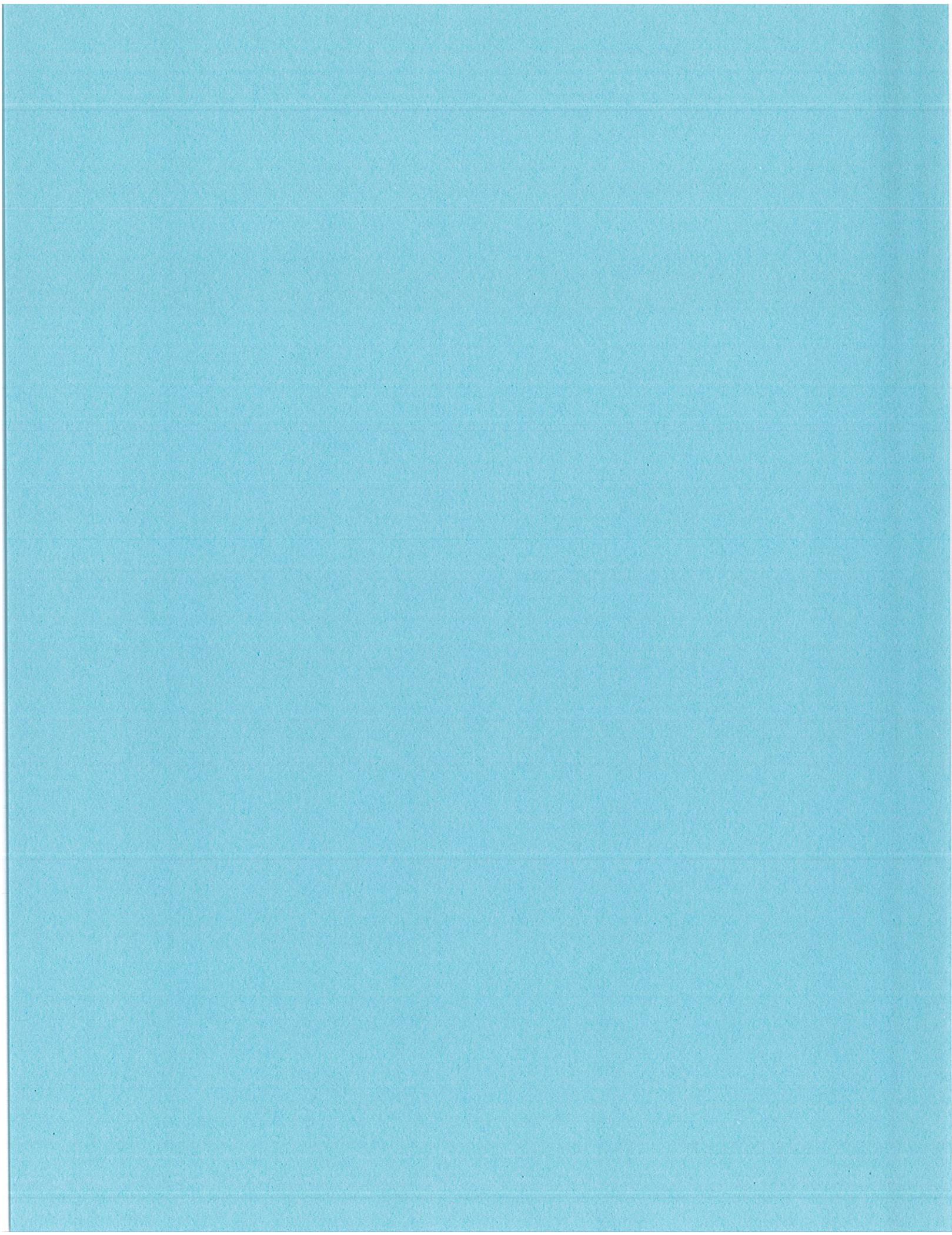
SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – September 8, 2016

- Staff provided an update on the Burbank Beer Festival and the Burbank Winter Wine Walk.

The Beer Festival, held on October 15, 2016, will feature two ticketed tasting sessions, a free fall street fair, and live entertainment. Tickets for beer tasting are \$45 each session, and 100 tickets have been sold so far.

The Burbank Winter Wine Walk, held on November 19, 2016, will feature a holiday street fair, as well as wine and craft beer tastings from participating Downtown restaurants and retailers. Entertainment will include live musical performances on the main stage throughout the day, holiday snow fall, and an official Downtown tree lighting.

- Lisa McKay, Vice President of the retail analysis and recruitment firm Buxton, presented the benefits of utilizing Buxton to assist with the attraction of new retailers to Downtown. Buxton has a long history of expertise in the field, and will help the Partnership in targeting and securing a mix of new attractive retail stores. Buxton's streamlined process will give a completion date of November 2016 for deliverables which include: drive time trade area maps, retail site assessments, retailer specific marketing packages for up to twenty (20) retailers, and a mobile tablet device with pre-loaded findings. After discussion, the Board agreed to enter into a contact with Buxton, beginning in September 2016.
- The next regular board meeting is scheduled for October 6, 2016.



SUSTAINABLE BURBANK COMMISSION
September 19, 2016

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Hagobian reported that he sent Community Development Department (CDD) staff an email following the update of the Bicycle Master plan at the July 18, 2016, Commission meeting. To date, Mr. Hagobian has not received a response. Public Works staff will follow up with CDD staff.

Mr. Smith reported that the Greenbuild International Conference and Expo will be held at the Los Angeles Convention Center on October 5-7, 2016.

C. Staff Communication:

Bonnie Teaford, Public Works Director, stated that City Council has requested that the Commission Chair and Vice Chair provide a brief presentation to introduce themselves and provide the Council with a synopsis of the Commission's mission and its future goals.

Kreigh Hampel, Recycling Coordinator, announced that the Recycle Center will partner with Tree People to host a drought-buster workshop at the Community Day School on Saturday, September 24, 2016.

II. APPROVAL OF MINUTES:

Mr. Yegparian moved and Mr. Smith seconded, to approve the August 15, 2016, minutes. The minutes were unanimously approved by all present with two abstentions. Mr. Newhoff and Mr. Duniquan abstained.

III. DISCUSS NOVEMBER AND DECEMBER MEETING DATES

Upcoming regularly scheduled Commission meetings are calendared for Monday, November 21, 2016, and Monday, December 19, 2016. The Commissioners may discuss whether or not they will be available to attend these meetings due to holiday and vacation schedules. The Commission may entertain a motion regarding further action on this item if desired.

The Commission agreed to meet at the regularly scheduled Commission meetings calendared for Monday, November 21, 2016, and Monday, December 19, 2016.

IV. STATEWIDE REFERENDUM TO OVERTURN BAN ON SINGLE-USE PLASTIC BAGS

At its March 21, 2016, meeting, the Commission requested that staff return with ballot language regarding the single-use plastic bag referendum that qualified for the November 8, 2016, statewide ballot. Voter information from the Secretary of State's office for Proposition 67 – Ban on Single-Use Plastic Bags Referendum and Proposition 65 – Carryout Bags Charges is attached. The Commission may entertain a motion with its recommendation to request that the City Council either support, oppose, or remain neutral regarding this matter.

Mr. Hampel provided a brief history of the legislative attempts to ban plastic bags in California that led to the single-use plastic bag referendum. Council member Frutos suggested that the Chair write a letter to the Mayor requesting the Council's support of the Commission's recommendation.
(Continued on next page)

Mr. Yegparian moved and Mr. Smith seconded to have the Chair, on behalf of the Sustainable Burbank Commission, write a letter to the City Counting requesting the Council's support of Proposition 67 - Ban on Single-Use Plastic Bags Referendum. The motion was unanimously approved by Mr. Dunigan, Ms. Gamiño, Ms. Hadian, Mr. Hagobian, Mr. Roesner, Mr. Smith and Mr. Yegparian. Mr. Newhoff left the meeting early and did not vote on this item.

V. 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, Assistant City Manager, and the Community Development Director to discuss urban design and growth in Burbank. The Subcommittee is working with staff on the planning and implementation phases of projects in order to make them more sustainable. The group is compiling examples of projects to bring to the Commission at a future meeting.

VI. 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.

Ms. Gamiño, on behalf of the Subcommittee, reported that the Subcommittee discussed the development of a high level concept outlining the goals, purpose, and eligibility of the Green Spotlight Award. The Subcommittee hopes to launch the new Green Spotlight Award format in 2017. The Subcommittee will continue their efforts and report on their progress at the October meeting.

VII. 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 agreed to include the following item(s) on a future agenda:

- Mobility in Burbank – roundtable discussion
- Review the Commission's goals for a future Council presentation
- Confirm November and December meeting dates
- Discuss Potential of touring the South Coast Air Quality facility

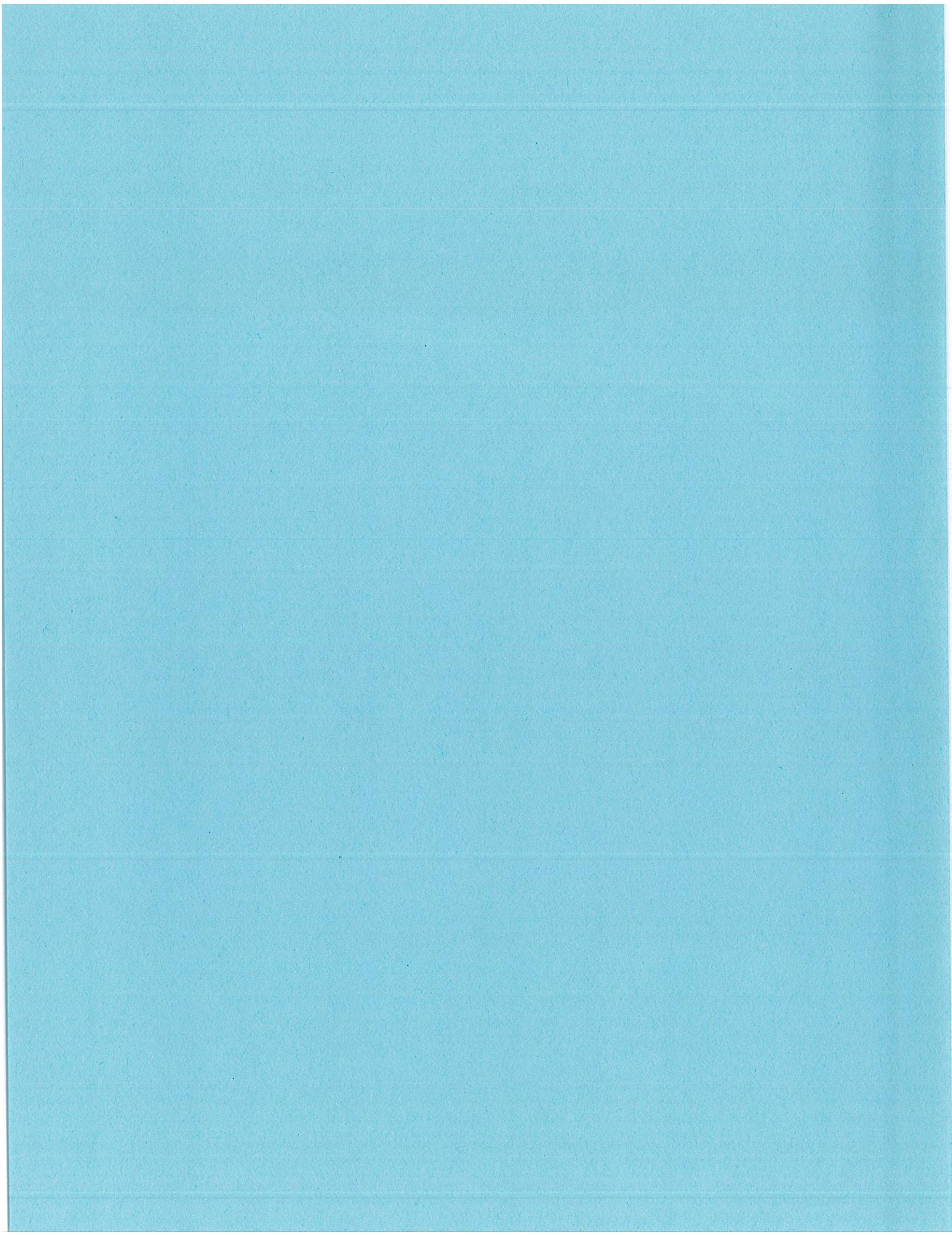
VIII. BURBANK GREEN SPOTLIGHT AWARD:

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

Ms. Springer volunteered to choose the October Green Spotlight recipient and the postponed September Award will also be presented to the recipient at the October 17, 2016, meeting.

IX. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.



Important Updates for the Burbank City Council

September 16, 2016

9/11 Commemoration



The Burbank Fire and Police Departments commemorated the 15 year anniversary of the September 11 attacks with a ceremony at their joint Headquarters. The gathering featured a moment of silence, reverent songs played by the volunteer Emerald Society, and a short speech by Mayor Jess Talamantes, a retired Burbank Fire Captain. A short video of the ceremony was posted to the City's Facebook page prompting more than 6,500 views, 89 shares and nearly 700 reactions and comments.

Task Force on 21st Century Policing

Police Administrator Josephine Wilson represented the Burbank Police Department at a White House Briefing in Washington, D.C. on Thursday, September 8. The briefing provided training on several pillars and recommendations of the President's Task Force on 21st Century Policing. The Task Force was established by President Obama on December 18, 2014, in light of nationwide events that exposed rifts in the relationships between local police and the communities they protect and serve. The Task Force was charged with identifying best practices and offering recommendations on how policing practices can promote effective crime reduction while building public trust. The Police Department is in the process of updating its Strategic Plan, which will incorporate many elements of the Task Force recommendations.



Recycling Bin Makeover



Recycling is important but it doesn't have to be boring. A colorful new design on large recycling bins can be spotted in various City parks and business districts. The campaign called "Drop Them Here" showcases bottles and cans parachuting into bins. Using funds provided to Burbank by the State's beverage container deposit program, the Public Works Recycle Center was able to wrap 16 new, unused bins with whimsical instructional messages encouraging residents to deposit their "empties" in the bins, as well as other recycling reminders.

BPD Enhances Community Outreach

The Burbank Police Department has added a new dimension to community outreach efforts. The Patrol Bureau has implemented the use of community contact cards in an effort to strengthen the bonds between the City of Burbank and the community it serves. The cards are designed to be used with either individual citizens or businesses within the City of Burbank. The community contact cards are intended to be used primarily by BPD patrol personnel as officers go about their shifts. The cards have been designed to capture any concerns individuals or businesses may have about police problems primarily, but the cards can also be used to convey non-police concerns to other City departments. In one recent contact, a single mother of three children expressed concern about possible narcotics activity near her house. After receiving the information, the officers then assisted the woman's third grade daughter with a homework assignment, which was to interview a member of the community who impacted the City of Burbank.

The image shows two yellow contact cards. The left card is titled "BPD BUSINESS OUTREACH CONTACT" and includes fields for "BUSINESS NAME", "BUSINESS ADDRESS", "BUSINESS PHONE NUMBER", "BUSINESS HOURS", "SPECIAL SERVICES/EXTRAS?", "EMERGENCY CONTACT NAME", "EMERGENCY PHONE #", "PRIMARY POLICE CONCERNS", "NOTES", "OFFICER", "DATE", and "APPROVED BY". The right card is titled "BPD CITIZEN OUTREACH CONTACT" and includes fields for "NAME", "ADDRESS", "PHONE", "CITY", "STATE", "ZIP", "TYPE OF CONCERN", "TYPE OF SERVICE", "TYPE OF MANAGEMENT #?", "EMERGENCY CONTACT NAME", "EMERGENCY PHONE #", "PRIMARY POLICE CONCERNS", "NOTES", "OFFICER", "DATE", and "APPROVED BY".

Library Gets Outside the Lines



The Burbank Public Library joined 250 libraries worldwide during the week of September 11 – 17, in Outside the Lines, a celebration demonstrating the creativity and innovation happening inside and outside libraries. Highlights included paperback book giveaways at the Burbank Metrolink station and on Burbank Buses on Tuesday, September 13, outdoor crafts at the Northwest Library on Friday, September 16, the launch of a new partnership with the Cartoon Network featuring a storyboarding workshop for kids on Saturday, September 17, and outreach activities to the Burbank Farmers Market and Warner Brothers.

Adults 55+ Country BBQ

The Burbank Nutrition Services cooked up a home-style BBQ lunch at Tuttle Adult Center on Saturday, September 10. More than 170 adults 55+ and their guests enjoyed a delicious BBQ chicken meal, Texas Hold 'Em game, and dancing to live music performed by Carmine Sardo and the Wild Country Band.

