

Weekly Management Report February 10, 2017

1. **Minutes** Burbank Police Commission Meeting of January 18, 2017
Burbank Police Department
2. **Synopsis** Art in Public Places Meeting of January 26, 2017
Parks and Recreation Department
3. **Synopsis** Burbank Hospitality Association (BHA) Special Meeting of
January 23, 2017
Community Development Department
4. **Notes** City Notes, February 10, 2017
City Manager

JANUARY 18, 2017

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 1814 hours by Commissioner Pletcher.

CALL TO ORDER AND ROLL CALL

Present: Commissioners Chapman, Cohen, Hergelian, and Pletcher

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

INVOCATION AND FLAG SALUTE

The flag salute was led by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Hergelian and Chapman attended the Burbank Police Foundation Family Fun Day on October 29th at Johnny Carson Park.

Commissioner Hergelian attended the Academy Graduation on November 16th.

At the October 2016 meeting, Commissioner Hergelian had distributed a copy of the Code of Conduct to Commissioners which included verbiage on business cards. He requested that the record reflect that this Code was a draft discussed at the January 2011 meeting. The final Code of Conduct adopted by Commissioners at the February 16, 2011 meeting did not include any language on business cards.

Chair Diamond and Commissioner Pletcher met with City Manager Davis regarding business cards and received a draft of a statement of expectations.

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on parking patrol in the Magnolia Park area and the discussion of business cards.

RESPONSE TO ORAL COMMUNICATIONS

Captain Cremins announced that the Tannery Creek Auto Chalk System (originally referred to as the GenTech system) is the new electrical vehicle marking system. This system will be in the testing phase next month and will replace physical chalk marking of tires.

APPROVAL OF MINUTES FROM OCTOBER 19, 2016

A motion was made by Commissioner Chapman, seconded by Commissioner Hergelian, to approve the minutes as written from the October 19th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

With the absence of three Commission members, it was recommended by Commissioner Pletcher to table the discussion on the agenda items until the full membership is in attendance. Commissioners expressed their concern about the timeliness of their discussion to have a representative provide input to the Charter Review Committee. Assistant City Attorney Oh stated there is no time constraint to attend the meeting - she will obtain a new schedule of meetings and provide it at the next Commission meeting. There was consensus to move all agenda items to the next meeting.

January 18, 2017

Meeting of the Burbank Police Commission

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Announcements by the Deputy Chief Albanese:

- 10 personnel were promoted/reassigned to new assignments on January 15th
- Academy Graduation on Thursday, January 19th
- On-going participation at recruitment fairs
- Burbank Police Foundation Police Awards Luncheon will be held on March 16th

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Victor Trujillo, who commented on the investigation of the death of an officer in 2009, and Mike Nolan, who commented on PCO activity in Magnolia Park and misleading statements made by staff.

RESPONSE TO ORAL COMMUNICATIONS

Lieutenant Deroian will speak with Mr. Trujillo regarding his issue.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

For the February meeting, discussion of the three continued agenda items.

For the February meeting, Commissioner Pletcher requested an update on the testing period of the electronic chalking system. For the March meeting, he requested a report of the data compiled.

For the March meeting, Commissioner Chapman requested a discussion on developing a protocol of how citizen correspondence is presented to the Commission.

For the March meeting, Commissioner Chapman requested an update on mental health training for Department personnel.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, February 15th at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1905 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission

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CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places*

Date: **1-26-17**

Members Present: Karen Bradfield, Gordon Haines, Carole Kubasak and Dink O'Neal

Members Absent: Robert Brody, Carolyn Jackson and Kimberly Jo

Staff Present: Judie Wilke, Marisa Garcia and Krista Dietrich

Council Liaison Present: *none*

Item Discussed	Summary	Direction or Action, if any
1 Approval of Minutes	Approval of September 29, 2016 meeting minutes.	Approved 4-0
2 600 IKEA WAY- IKEA	ARTIST NAME: Christian Moeller LOCATION: 600 IKEA WAY DESCRIPTION: Fiberglass sculpture containing a kinetic element. ART OBLIGATION: \$360,000 INSTALLATION DATE: TBD	4-0 to approve the artwork as proposed.
3 Regional Intermodal Transportation Center (RITC) Selection Committee Update	Mr. O'Neal will report out as the Committee's representative on the selection committee.	Received Report.

4	2627 Hollywood Way - Regional Intermodal Transportation Center (RITC)	ARTIST NAME: Fausto Fernandez LOCATION: 2627 Hollywood Way DESCRIPTION: Paintings photographed and digitally transferred onto aluminum panels which fuses and binds the ink to the panels ART OBLIGATION: \$377,198 INSTALLATION DATE: TBD	4-0 to approve the artwork as proposed. Bring back, as a courtesy, the final proposal once designed and approved by the Airport Authority.
5	Hugo Bailin Murals Plaque	Staff provided the committee with an overview of the project.	Received Report.
6	2411 W. Burbank Blvd Update	Staff provided the committee with an update on the submitted building permit valuation.	Received Report.
7	Additional Agenda Items	Committee Member O'Neal requested staff add a discussion regarding a community outreach event to highlight Art in Public Places in Burbank to a future agenda.	Approved 4-0



memorandum

DATE: January 31, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director 
Business and Economic Development

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)
SPECIAL MEETING SYNOPSIS – JANUARY 23, 2017**

- Alan Puana, Director of Sales for Universal Studios Hollywood, discussed the renewal of the 2017 Universal Studios Hollywood Preferred Hotel Partnership Program (Program). The Program partners with hotels in the greater Los Angeles area and designates them as preferred hotels on the Universal Studios website. The hotels receive promotional marketing opportunities with Universal Studios Hollywood and their guests receive benefits such as early admission to the theme park.

In 2016, ten Burbank hotels participated in the inaugural year of the Program. The BHA invested the annual cost of \$100,000, or \$10,000 per hotel. In 2017, there was a modification to the Program, hotels with revenues that exceeded \$100,000 during 2016 would be considered top tier hotels and would be required to maintain the partnership through a \$20,000 annual investment to the Program. Three of the ten hotels exceeded the \$100,000 revenue. The total investment for the ten hotels to participate in the 2017 Program was \$130,000 (three hotels at \$20,000 and seven hotels at \$10,000). The BHA Board voted to renew the Program with an investment of \$130,000. The BHA also requested that staff reach out to additional hotels in Burbank to see if they would be interested in participating in the program for 2017.

- The next regular meeting of the BHA is scheduled for February 9, 2017.

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Important Updates for the Burbank City Council

February 10, 2017

BPD Assists with Annual Homeless Count



Sworn and civilian members of the Burbank Police Department (BPD) partnered with community volunteers to participate in the 2017 Homeless Count on the evening of Tuesday, January 24, which was coordinated under the auspices of the Los Angeles Homeless Services Authority (LAHSA). The BPD personnel included members of the command staff, community outreach and the Mental Health Evaluation Team (MHET). Following registration and

briefing at Providence St. Joseph Medical Center, the teams were provided with census tract maps and were dispersed throughout Burbank. The teams with BPD personnel imbedded within them were assigned to areas where volunteers had concerns for their safety, or where there was limited accessibility. Throughout the very cold evening, the BPD teams located numerous individuals as well as makeshift shelters and tents. Although the official count is still being tallied for the grand total, the BPD teams located 30 homeless individuals in their assigned areas of responsibility. Follow-up contacts by social welfare organizations will be initiated to offer appropriate services to mapped individuals.

The Rink in Downtown Burbank

The fourth annual event "The Rink" in Downtown Burbank was open for three and a half weeks from December 15, 2016 through January 8, 2017. This year, The Rink was made possible by the Downtown Burbank Partnership (PBID), in collaboration with Ice America and KIND Snacks. The 2016-17 holiday season attracted approximately 12,000 skaters and brought special events like 'learn to curl' hosted by Hollywood Curling and 'Free Skate Rental Day' for Burbank residents. Other highlights at this year's ice rink included skating lessons provided in partnership with Pickwick Ice, and special appearances from KIND Snacks and The Burbank Community YMCA. Merchant responses to The Rink were positive with Pizza Rev reporting, "We had a lot of families and couples coming in from The Rink. . . . The Rink always brings in new revenue, and is a great event for us." Moore's Deli also noted, "I love it, fantastic. I only wish The Rink would run longer. It brings in business for me because it's right across the street. I think The Rink is the best thing that Burbank does." Similar to last year, The Rink utilized 75 percent recycled water.



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Election Season is Here!

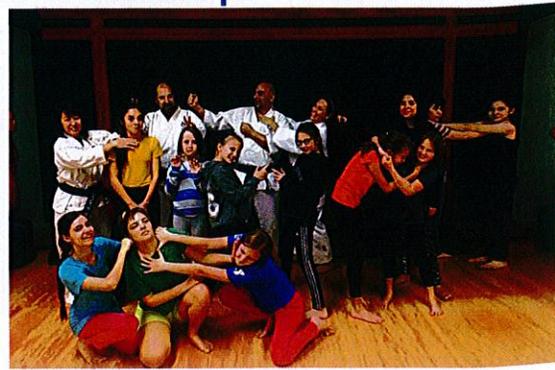
In preparation for the Tuesday, February 28 Primary Election, the City Clerk's Office has placed:

- 300 signs
- Magnolia/Hollywood Way-Street Banner
- 38 bridge/street pole banners
- 8 yard banners
- 100 posters
- Distributed hundreds of flyers
- Promoted the election on Facebook, Twitter and the City website

The Vote by Mail ballots were mailed Tuesday, January 31, and are already being returned.

Street Smart: Teen Girl's Self-Defense Workshop

Teen girls were invited to get STREET SMART on Saturday, January 21, at McCambridge Karate Studio, where martial arts experts from Masters in Motion led a self-defense workshop. The workshop focused on confidence building and life-saving self-defense techniques to overcome size and strength.



Handy Market Receives Green Spotlight Award



The Sustainable Burbank Commission presented Handy Market with the Green Spotlight Award for outstanding sustainable practice in the City of Burbank on Monday, January 30. Alan Arzoian, owner, of the Magnolia Boulevard market, reduces waste by recycling cardboard and donates non-sellable produce to a local bunny farm. Congratulations to Handy Market for being a community role model.

The Burbank Channel Wins Two Golden Mike Awards

The Burbank Channel (TBC), the City of Burbank's government TV channel, garnered two Golden Mike Awards during the Radio & Television News Association of Southern California's (RTNA) 67th annual awards ceremony in Universal City Saturday, January 28. The RTNA selected the City's magazine-style show, Burbank On Demand, as Best News Public Affairs Program (Div. B) for 2016, the second time in three years the program has taken home a trophy in this category since its debut in April, 2013. The quarterly show features City of Burbank services and unique stories regarding people and places in the Media Capital of the World.



The award winning entry included stories on possible rolling blackouts due to the Porter Rancher natural gas leak, the numerous ways to play more thanks to the programs provided by the City's Parks and Recreation Department, a humorous look at how to prevent food waste, and the frequently updated information segment "What's New in Burbank." The food waste story also earned a Golden Mike for Senior Video Production Associate Walter Lutz in the category for Best Light Feature Reporting. The average family throws away \$1,500 worth of food each year wasting resources and shortening the life of landfills. Judges were impressed with Lutz's light-hearted approach to a serious subject that affects virtually the entire community.