

## Weekly Management Report April 14, 2017

1. **Minutes** Burbank Police Commission Meeting of February 15, 2017  
**Burbank Police Department**
2. **Synopsis** Burbank Athletic Federation Meeting of April 4, 2017  
**Parks and Recreation Department**
3. **Agenda** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of April 17, 2017  
**Burbank-Glendale-Pasadena Airport Authority**
4. **Notes** City Notes, April 14, 2017  
**City Manager**



## **FEBRUARY 15, 2017**

A regular meeting of the Burbank Police Commission was held in the Community Services Building, Room 104, 150 N Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair Diamond.

### **CALL TO ORDER**

Present: Commissioners Chapman, Diamond (left the meeting at 7:35 p.m.), Dineen, Hergelian (joined the meeting at 6:45 p.m.), Pletcher, and Stearns-Niesen (joined the meeting at 6:35 p.m.)

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

### **INVOCATION AND FLAG SALUTE**

The flag salute was led by Commissioner Diamond.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners Chapman, Dineen, Hergelian, and Pletcher attended budget presentations by the Chief and Police Administrator Wilson.

Commission Chair Diamond noted that he would like to have a future discussion about creating a new subcommittee as a liaison to the BPOA.

### **ORAL COMMUNICATIONS**

Appearing to speak before the Commission was Ralph Persinger, owner of a business in the 3400 block of Magnolia Park, who commented on his involvement in the Romancing the Bean incident.

Also appearing to speak was Mike Nolan who commented on the Romancing the Bean incident and parking statistics.

### **RESPONSE TO ORAL COMMUNICATIONS**

Chair Diamond assured Mr. Nolan that the report of the parking statistics from the missed meeting would be provided.

### **APPROVAL OF MINUTES FROM JANUARY 18, 2017**

A motion was made by Commissioner Pletcher, seconded by Commissioner Hergelian, to approve the minutes as written. Motion carried by Commissioners Chapman, Hergelian, and Pletcher, with abstentions by Commissioners Diamond, Dineen, and Stearns-Niesen.

### **ITEMS OF BUSINESS**

#### **1. Update of Tannery Creek Auto Chalking System**

Lieutenant Hawver of the Traffic Bureau introduced Mr. Bill Franklin, CEO and Owner of the Tannery Creek Auto Chalking system. This electronic marking system utilizes cameras and laser beams to scan vehicles, license plates, and the surroundings of the parking space. The system is in the introductory phase and is not fully operational at this time. Staff will begin training next week.

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**2. Police Commission discussion regarding City Charter Section 705 and select person to attend the Charter Citizen Committee meetings to represent the opinions of the Commission**

Commissioners discussed the current language of the City Charter pertaining to the Police Commission. Commissioners agree that the language of the Charter is broad enough to encompass what the Commission does now or may do in the future, perhaps with some refinement. Suggestions for consideration included:

- Creating a methodology of the intake of complaints, without crossing POBAR guidelines
- Define "the Council shall direct the action..." does this refer to direction from just the liaisons or the entire body of the Council?
- Review of citizen complaints for timeliness, types of complaints (high volume of discourtesy in a month?) or reviewing/making recommendations on the disposition of the incident
- OIR or independent oversight entity is memorialized in the Charter

Commissioner Pletcher volunteered to be the liaison to the Charter Review Committee.

**2. Discussion regarding the planning of a Community Forum**

Chief LaChasse was consulted about ways to partner with the Commission to put on the Forum. Suggestions included holding the Forum at a location where there are particular neighborhood problems; have a booth at recurring community events (e.g. National Night Out or Police/Fire Service Day) to communicate with citizens on their concerns and base the Forum on their input; or bring back the Street Beat cable show format with a call-in show in lieu of a regularly scheduled meeting.

**3. Formation of a review board and the rules and models of operation of other Police Commission in CA and the establishment of a subcommittee to evaluate the models**

This topic was brought forth in relation to the previous discussion on creating a code of expectations on the use of business cards by this and all other boards/commissions. Commission Chair Diamond and Commissioner Pletcher met with City staff regarding the draft of the code of expectations. At this point, the Commission declines to create a subcommittee to further investigate rules and models of other Police Commissions.

**4. Announcements by the Police Chief**

- 157 of 160 officer positions filled
- With regard to the OC Academy, the hosting agencies have filled their training slots with their own recruits, thereby not able to accommodate ours. We will send a future class to the Rio Hondo Academy for training.

Police personnel will participate in the following events:

- 3/3 BTAC fundraiser event
- 3/3 Read-in at McKinley Elementary
- 3/4 Read-in at Miller Elementary
- 3/9 BUSD State of the Schools presentation

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- 3/15 POALAC awards dinner – three officers to receive awards for innovation in training
- 3/16 Burbank Police Foundation Recognition Lunch

Due to the conflict with the March 15<sup>th</sup> POALAC dinner, the Commissioners agreed to go dark in March and move the month's agenda items forward.

**FINAL PERIOD OF PUBLIC COMMENTS**

Appearing to speak before the Commission was Ralph Persinger and Mike Nolan, who commented on the Romancing the Bean incident. Mr. Nolan also commented on misleading statements by staff.

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioners inquired about the report taken at Romancing the Bean; Chief LaChasse stated a miscellaneous report was taken in response to the citizen's call.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Agenda items carried forward that were originally agendized for the March meeting:

- Update on the Auto Chalk system
- Discussion on developing a protocol of how citizen correspondence is presented to the Commission
- Update on mental health training for Department personnel.

Chief LaChasse will investigate with the City PIO about the possibility of reviving the Street Beat call-in show, and/or having a telephonic Community Forum in lieu of a regularly scheduled meeting.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, April 19<sup>th</sup> at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1950 hours.

s/Elise Stearns-Niesen

Elise Stearns-Niesen, Secretary  
Burbank Police Commission



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

**Meeting: Burbank Athletic Federation**      **Date: April 4, 2017**

**Members Present:** Jim Frankian, Larry Nelson, Dennis Roy, Karen Sartoris, Char Tabet

**Members Absent:** Craig Hunter

**Members Tardy:** Ron Sabatine 6:05 p.m.

**Staff Present:** Erin Barrows, Evan Doyle, Rena Ghamelian

**Liaisons Present:** Mickey DePalo

Item Discussed	Summary	Direction or Action, if any
1 Approval of Minutes- March 7, 2017	Approved	Motion made by Ms. Sartoris and Seconded by Mr. Nelson to approve the minutes as read. Motion 6-0
2 Financial Statement	Ms. Barrows informed the Board that the windscreen panel and safety netting project at Schafer was completed today.  Gross Backstop replacement will begin April 17 <sup>th</sup> . Ms. Barrows informed the Board that the league fees will be increasing for the youth program effective 2017 Summer Sports Camp. The youth sports camps, youth instructional leagues, and youth team registration fees will be increased \$10 - \$20.	N/A
3 Announcements	Ms. Barrows announced that Mr. Doyle has accepted a position with the City Of Beverly Hills as a Recreation Coordinator and Thursday, April 6 <sup>th</sup> will be his last day with the Sports Office. He will be missed and we wish him the best in all his future endeavors.  Ms. Barrows also shared that Leo Rodas has been promoted to Senior Recreation leader for Nature Center. There will be a	N/A

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

		few openings for Recreation Leader in Sports. Staff is sad to see Leo leave but happy for his promotion and wish him the best.	
4	Oral Communication	Ms. Barrows shared that Dodger Day Tickets will go on for sale at the Sports Office on April 12 <sup>th</sup> . The ticket prices are Top Deck for \$26.00 and Reserve MVP for \$41.00. The game is on June 25 <sup>th</sup> against the Colorado Rockies.	N/A
5	Written Communication		N/A
6	Unfinished Business		N/A
	New Business	<p><b>Walk of Fame Criteria Committee:</b>  Ms. Barrows informed the Board that she will need another candidate from the Board to serve on the WOF Criteria Committee alongside Mr. Hunter. Mr. Frankian volunteered to be on the committee. The meeting will be scheduled in June at a later date.</p> <p><b>Selection of Suspension Hearing Sub-committee:</b>  Ms. Barrows drew names for the Suspension Hearing Sub-Committee:</p> <ol style="list-style-type: none"> <li>1. Char Tabet</li> <li>2. Larry Nelson</li> <li>3. Jim Frankian</li> </ol> <p>Alternates:</p> <ol style="list-style-type: none"> <li>1. Ron Sabatine</li> <li>2. Craig Nelson</li> </ol>	N/A
	Additional Agenda Items	Scott Matthews - Chief Umpire	N/A
	Staff Report	Ms. Barrows discussed and reviewed the staff report.	N/A
	Adjournment	Meeting Adjourned at 6:41	





April 14, 2017

CALL AND NOTICE OF A REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, April 17, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 17, 2017

9:00 A.M.

**NOTE TO THE PUBLIC:** Prior to consideration of business items, the Authority invites comment on airport-related matters during the Public Comment period. Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- Turn off cellular telephones and pagers.
- Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.
- If you desire to address the Commission during the Public Comment period, fill out a speaker request card and present it to the Commission's secretary.
- Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

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In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Reports  
(For Note and File)

- 1) Operations and Development Committee
  - (i) March 20, 2017 **[See page 1]**
- 2) Finance and Administration Committee
  - (i) March 20, 2017 **[See page 4]**
- b. Commission Minutes  
(For Approval)
  - 1) April 3, 2017 **[See page 7]**
- c. Treasurer's Report
  - 1) February 2017 **[See page 12]**
- d. Access/Indemnity Memorandum Of Understanding  
With Lockheed Martin Corporation **[See page 36]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Contract – Project No. E16-19  
Phase 3 Rehabilitation Project (Runway 15-33) **[See page 48]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Fiscal Year 2016/2017 ("FY 2017")  
Mid-Year Budget Performance Review **[See page 53]**
- 8. ITEMS FOR INFORMATION
  - a. February 2017 Passenger/Cargo Statistics  
and Parking Information **[See page 59]**
- 9. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation (California Government Code Section 54956.9(d)(4));  
1 potential case
  - b. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank R. Miller  
Employee Organization: IAFF I-60



# CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

April 14, 2017

## Veterans Job Fair 2017



The Management Services Department – WorkForce Connection Office successfully conducted the 5<sup>th</sup> Annual Veterans Job Fair at McCambridge Recreation Center on Thursday, March 16. The event was a collaborative effort between Burbank WorkForce Connection, Verdugo Jobs Center, and the Employment

Development Department. It was well received by the community and the team was able to assist more than 230 job seekers, including eight participants who were hired that day. The employer outreach was just as successful with 50 companies in attendance, including Coca-Cola, IKEA, Southwest Airlines, Lyft, and Lowes.

## Enduring Vietnam: An American Generation and Its War

There was a standing room only crowd of veterans, students, and others from the Burbank community to hear James Wright talk about the generation of young men and women who served in Vietnam. Mickey DePalo, the chair of the Burbank Veterans Committee, introduced Mr. Wright who gave a well-received and very moving talk on Thursday, April 6. There were a lot of veterans in the audience.

## BPL Supervisor Christine Rodriguez Honored by Adam B. Schiff

In honor of Women's History Month, Christine Rodriguez, the supervisor of the Buena Vista Branch Library was selected as the 28<sup>th</sup> Congressional District Woman of the Year. The tribute, read by Hon. Adam B. Schiff, was entered into the Congressional Record on Thursday, April 6. Chris was selected because of her work as a librarian; her community service on the Elysian Valley Riverside Neighborhood Council; fundraising and literacy awareness at Dorris Place Elementary; fundraising and participation with the Elysian Valley Arts Collective, Elysian Valley Fruitshare, and Neighborhood Garden; and keeping local "Little Free Libraries" stocked with books and her ongoing volunteer efforts throughout the community. Congratulations, Chris!



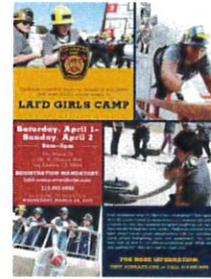
## Burbank Police Host Tip-a-Cop Event



Several Burbank Police Officers, Cadets and Explorers recently raised money for the Special Olympics Tri-Valley Athletes in the always popular "Tip-a-Cop" event. The fundraiser was held at Claim Jumper Restaurant in Burbank on Tuesday, April 4. Between the hours of 5:00 p.m. and 9:00 p.m., members of the Burbank Police Department took food orders and delivered delicious meals and drinks to customers, in exchange for tips. The event was very successful and raised over \$1,500. 100% of the proceeds were donated directly to the Special Olympics program.

## LAFD Girls Camp

The Burbank Fire Department (BFD) participated in the LAFD Girls Camp on April 1 and 2. During the camp, the girls faced challenging activities and learned about firefighter career options. They enjoyed a fun and motivating experience. BFD is committed to improving female recruitment and having a diverse workforce.



## CALED Awards

The City of Burbank's Business and Economic Development Division recently earned three California Association for Local Economic Development (CALED) Awards of Merit for the MUD Paseo Project, Burbank Tech Talks, and the Burbank Economic Development Annual Report for 2016. Awards were presented at the CALED Annual Conference on Thursday, March 23, celebrating excellence in economic development.

## April Pool's Day



More than 250 people attended the 3rd Annual April Pool's Day at Verdugo Aquatic Facility on Saturday, April 1. April Pool's Day is a free event that celebrates the beginning of the aquatic season with an emphasis on water safety. The afternoon event included free recreational swim, life jacket demonstrations, practice rescues, and swim evaluations for upcoming summer programming.

## Job Shadow Day 2017

The City of Burbank hosted juniors and seniors from Burbank and John Burroughs High Schools in this year's Job Shadow Day on Wednesday, March 1. As in past years, this event proved to be a successful day because of the participation from the City Departments. The students gathered for introductions in the morning and then accompanied their assigned mentors to their job sites for job shadowing. The students then gathered for lunch with their mentors and had an opportunity to hear from Community Development Director, Patrick Prescott, who shared with the group valuable insight about the City. There were 40 students total that participated, 20 from Burbank High School and 20 from John Burroughs High School. A big thank you to the following Departments for mentoring students: City Clerk's Office, Community Development, Financial Services, Fire Department, Management Services, Parks and Recreation, Public Works, and Police Department.



## Youth Art Expo



The Parks and Recreation Department and the Burbank Fine Arts Federation held the annual Youth Art Expo opening receptions at the Burbank Creative Arts Center on April 6 and 7. The Youth Art Expo showcases the talents of Burbank's youth, while providing an opportunity to compete and show their creativity. All Burbank students from public, private, and home schools were invited to submit their artwork. In total, 1,741 submissions were received from

students grades K-12. The top 204 pieces were selected to be featured in the gallery show. The Youth Art Expo is a judged and juried show, with the top 20 winning additional awards for their work. Artwork will be on display at the Creative Arts Center until Thursday, April 20.