



Weekly Management Report

February 23, 2018

- 1. Synopsis** Board of Building and Fire Code Appeals
Meeting of January 24, 2018
Community Development Department
- 2. Synopsis** Burbank Hospitality Association
Meeting of January 11, 2018
Community Development Department
- 3. Minutes** Burbank Police Commission
Meeting of January 17, 2018
Police Department

memorandum

DATE: February 11, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Ron Takiguchi, Assistant Community Development Director

SUBJECT: Board of Building and Fire Code Appeals – January 24, 2018

- The Board welcomed a new member, Patricia Forman, an attorney with experience in the fields of architecture and construction.
- The Board announced the passing of former Board Member Charles Johnson and recognized his over 30 years of service to the Board.
- The Board asked to agendaize at its next meeting an item on holding meetings on a quarterly basis.
- New Assistant Community Development Director and Board Secretary Ron Takiguchi introduced himself to the Board and gave information about his background and experience.
- Staff gave an overview of Information Technology tools under development, including online inspection requests, online payment and permitting, and the launch of the Burbank Property Portal.
- Staff invited the Board to upcoming training on Wildland Urban Interface codes.
- Staff gave an update on residential soft story structures in the city.
- Staff provided an overview on state bills that became effective January 1, 2018.
- The Board approved the minutes of August 28, 2017.
- The meeting was adjourned at 3:55 p.m.

memorandum

DATE: February 12, 2018

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)
MEETING SYNOPSIS –JANUARY 11, 2018**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016, staff report to City Council.
- The Advisory Committee charged with reviewing Destination Development projects introduced a potential project which would provide ONE Burbank high speed fiber optics internet services to all Burbank hotel guests staying within the district. Staff from ONE Burbank was also in attendance to describe services, installation, and customization. The Board was in favor of this potential project and will move forward with acquiring more information from all interested hotels in order to receive a proposal from ONE Burbank for consideration. Under the provisions of the Management District Plan, both the BHA and City of Burbank must come to a mutual agreement before implementing any Destination Development projects.
- The Board agreed to begin creating a comprehensive calendar to coordinate Familiarization (FAM) Tours with tourism industry agents, tour operators, travel writers, and other sources of lead generation which spotlight Burbank's hotels, points of interest, and tourist attractions.
- The BHA's current marketing and design agency, Strausberg Group, presented a recap of the first Social Media Influencer Campaign. In 2017, six different national social media influencers visited Burbank blogging and posting about their visit to a combined reach of more than two million consumers. Another Influencer Campaign is slated to launch in 2018 to continue generating awareness and engagement about Burbank.
- The Board approved attending four different industry conferences in 2018 to increase brand identity, sales and lead generation, and industry knowledge.
- The BHA Book-Keeper presented an update to the status of the BHA checking account at UMe Federal Credit Union. The following individuals are authorized users on the checking account as approved by the BHA Board: Board Chair, Tony Garibian; Treasurer, Michael Swaney; and Book-Keeper, Mackey Consulting.

JANUARY 17, 2018

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 1806 hours by Commission Vice Chair Dineen.

CALL TO ORDER

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

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Lieutenant Puglisi, Management Services Director McClinton, 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 Hergelian.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

None

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM NOVEMBER 15, 2017

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

ITEMS OF BUSINESS

1. Presentation of Workers Comp Process

Management Services Director Betsy McClinton provided an overview of the California Workers Compensation system, the Burbank Firefighter's alternative resolution process (which is in it's infancy of implementation), and general information on claims in the City and budget spent on workers comp.

Overview: California workers comp is a no fault system – employers guarantee payment of medical treatment and income replacement in exchange for limitation on the employee's ability to sue. Employees are entitled to benefits, regardless of fault for cause of the injury.

The workers compensation system has five key benefits –

➤ Medical care:

- employer determines where employee goes for treatment the first 30 days (unless the employee has pre-designated their primary doctor)
- after 30 days, employee may opt to go to their own doctor who will participate in the workers comp process
- City has up to 90 days to accept a claim (average 14 day processing)

January 17, 2018

Meeting of the Burbank Police Commission

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- Temporary disability payments
 - income replacement payments are made while employee is recovering
 - the City pays 104 weeks for non-safety employees; for the first 6 months, full salary will be earned and balance will be paid at 2/3 regular salary (or max cap of \$1,215) (state rate)
 - for safety members – 4850 time (labor code) requires full year of salary compensation; balance of 104 weeks will be paid at the state rate
- Permanent disability
 - Employee does not recover fully or has permanent disability
 - will receive payments, even though employee comes back to work
 - payments based on a complex matrix based on level of disability
- Supplemental job displacement benefit
 - if employee is disabled and cannot return to work or be placed in another job in the city, the employee will be given a voucher for employment training
- Death benefit
 - monetary payment and payment of burial costs

In the case of disputes between the employee and employer, there is a workers comp dispute process. An independent physician will evaluate all the information and provide a report to resolve the dispute.

The Burbank Firefighters alternative dispute resolution has just been approved by the City Council last week. The whole point of this resolution is that it will shorten the dispute process and reduce cost for workers comp. The State process takes months...with a list of identified doctors, agreed upon by both the union and the City, the time frame for dispute resolution may be reduced to just 60 days.

Lieutenant Puglisi, VP of the BPOA, stated MSD has taken an active role in resolving the matter of employees getting quality care in a timely manner – there are no current complaints from members. The alternative dispute resolution attorney who facilitated the agreement with the BFD, who has worked with the BPOA on their workers comp claims, will be making a presentation to the BPOA Board to develop a similar resolution.

2. Review and discussion of quarterly report of Commission correspondence

Commissioners reviewed the list of correspondence addressed to them for the last quarter. There were six; item noted and filed.

3. Discussion on Pillar Six (Officer Wellness and Safety)

Commissioner Stearns-Niesen introduced the impetus and development of the President's Task Force on 21st Century Policing report. In 2014, President Barack Obama created a task force comprised of law enforcement and civil rights activists to compile recommendations, with input from a wide swath of the population, for best policing practices that can promote effective crime reduction while building public trust. There were six recommendations, identified as pillars.

The Commission reviewed some of the recommendations in Pillar Six (Officer Wellness and Safety) including annual mental health checks, vests and first aid kits for each officer, training and Range requirements met at all levels of the organization; evaluation of shift length; peer

review to openly and frankly discuss mistakes amongst themselves, without reprisal. Chief LaChasse responded the Department has already implemented these recommendations.

4. Announcement by the Police Chief

Chief LaChasse stated:

- Recognized personnel who responded to assist with the flood issues last week
- BPF hosting an event at the Story Tavern Friday night
- 1/27 Explorer graduation
- 2/1 Reserve Academy graduation
- 2/8 Recruit Academy graduation

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

COUNCIL LIASON COMMENTS

Council Member Springer thanked the BPD for its effort as part of the City team that handled the mudslide issue last week.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Ongoing agenda item – review of Pillar One next month.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, February 21, 2018, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1945 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission