



# Weekly Management Report

## May 11, 2018

- 1. Synopsis** Transportation Commission Meeting held on April 16, 2018  
**Community Development Department**
- 2. Synopsis** Transportation Commission Meeting held on March 26, 2018  
**Community Development Department**
- 3. Synopsis** Downtown Burbank Partnership Meeting held on April 12, 2018  
**Community Development Department**
- 4. Memo** NBC Universal Evolution Plan Transportation Mitigation Funds  
**Community Development Department**
- 5. Memo** Downtown Burbank Police Services  
**Community Development Department**
- 6. Minutes** Burbank Police Commission Meeting held April 18, 2018  
**Police Department**
- 7. Notes** City Notes, May 11, 2018  
**City Manager Department**



# memorandum

**DATE:** April 17, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** April 16, 2018 Transportation Commission Meeting Synopsis

- Staff continued their discussion of the Comprehensive Operational Analysis of the City's fixed route bus service. Staff presented four high level guiding policy criteria that the Commission has brought up in their past discussions of the fixed route bus service:
  - Fixed route service should operate on at least 15 minute frequency.
  - Service should be all-day (morning to evening)
  - Service should be point-to-point
  - Service should connect to regional transit hubs.
- Staff presented a slight modification to the Metrolink-Media District route that would allow it to fit in with the guiding policies above, with a vision towards connecting to the Universal City Metro Station. The Commission was supportive of the immediate proposed changes and the long term vision.
- Staff also discussed various route combinations and their potential overlap with LA County Metro's bus service. Staff indicated a desire to work with Metro to complement their service.
- The Commission adopted a motion that approved of staff's high level fixed route policy criteria, the immediate and long term proposed changes to the Metrolink-Media District line, and supported staff's efforts in engaging with Metro on improving their service in the City.



# memorandum

**DATE:** March 27, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** **March 26, 2018 Transportation Commission Meeting Synopsis**

- Staff presented their recommendation for a service change to the BurbankBus Empire-Downtown Line. Metrolink is opening a new station at San Fernando Boulevard and Hollywood Way on May 14, 2018. In order to serve the new station staff recommends the replacement of the City's Empire-Downtown Route with a circulator that runs through the Golden State area.
- The Commission took public comments from Alan Walters and Steven Selberg, two individuals who use the current line and opposed the change; Josh Gross and Leo Divinsky, two area employers in support of the line, and Paul Dyson, the President of the Rail Passengers Association of California, who expressed skepticism that the new rail station should exist.
- The Commission discussed the merits of the new route, operational issues, and potential changes to the route. The Commission discussed amending the staff recommended route to include the current Burbank/Bob Hope Airport Station and the Empire Center.
- The Commission recommended implementing the new route as proposed with several caveats:
  - The service should run all day.
  - The service should run counterclockwise.
  - Full and comprehensive counts of passengers entering and exiting the new Metrolink station should be taken.
  - The service should be a six month trial, with an operational review presented to the Commission at the November 2018 Commission Meeting.



# memorandum

**DATE:** May 1, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Asst. Community Development Director:   
Business & Economic Development

**SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – April 12, 2018**

- The Board discussed sponsorship funding for the Burbank Comedy Festival and the Burbank International Film Festival. The Board voted on a \$10,000 sponsorship for each event with the ability to provide an additional \$5,000 in funding if each organization can obtain new matching sponsorship funds for their respective events. The potential total sponsorship to each organization would therefore be a minimum of \$10,000 or a maximum of \$15,000. The Board also discussed developing a sponsorship application process to better help determine the return on investment from these events to property owners and merchants in Downtown.
- Staff updated the Board on the PBID's renewal and expansion efforts. The next step in the renewal process will be distribution and collection of signed petitions from property owners within the PBID. The petition process will begin the week of April 16. The Resolution of Intention staff report stating the results of the petition process is scheduled to go before City Council on May 8. Once the Resolution of Intention is approved, the ballot process will begin with a formal public hearing to be held on June 26, 2018.
- Staff updated the Board on the upcoming 15th annual Downtown Burbank Arts Festival taking place April 14 and 15. This year's event will feature four blocks of unique handcrafted art as well as specialty artists at The Creative Talent Network's 'CTNX Road-Trip' where animation and visual effects artists will converge for a weekend of book signings, meet and greets, and live drawings. Animation focused chalk painters will be creating life-sized murals throughout the weekend in front of the newly remodeled Burbank Town Center, and a Wine Garden sponsored by Urban Press Winery will take place on the Palm Paseo walkway as well.
- The next regular board meeting will be scheduled in May 2018.



# memorandum

**DATE:** May 4, 2018  
**TO:** Ron Davis, City Manager  
**FROM:** Patrick Prescott, Community Development Director   
 By: David Kriske, Assistant Community Development Director   
**SUBJECT:** NBC Universal Evolution Plan Transportation Mitigation Funds

In 2013 the City and County of Los Angeles approved the NBC Universal Evolution Plan, which provides entitlements for new theme park, commercial, and office development on the 391-acre Universal City property located in both the City and County of Los Angeles adjacent to Burbank. The Final Environmental Impact Report (FEIR) for the project identified several traffic impacts in the City of Burbank, and included mitigations to reduce the significance of these impacts. These include traffic signal upgrades, intersection improvements and expanded transit service. The FEIR also included a mitigation monitoring and reporting program that identified the costs for these mitigations and development triggers for when these mitigations must be constructed.

Because the City of Los Angeles does not have the ability to make infrastructure improvements in the City of Burbank, NBC Universal does not actually construct the mitigations in Burbank. Instead, the FEIR requires that NBC Universal pay the cost of the improvements to the City, who then may construct the improvements (or elect to construct alternate improvements). Since 2013, NBC Universal has paid the city a total of \$966,000 towards six of the mitigations identified in the FEIR (see Attachment). These mitigations consist of traffic signal upgrades in the Media District to expand intersection capacity and reduce delay, and allow these traffic signals to be responsive to daily variations in traffic demand. The mitigations are listed in Table 1.

**Table 1: NBC Universal Traffic Signal Mitigation Measures Funded to Date**

Mitigation	Location	Status	Project
B-40	Various Timing / Interconnect Improvements (portions funded)	Under Construction	Media District Project
B-28	Pass / Oak Intersection	Complete	City Project
B-36	Alameda / Hollywood Intersection	Complete	City Project
B-37	Olive / Hollywood Way Intersection	Under Construction	Media District Project
B-38	Olive / Riverside Intersection	Under Construction	Media District Project
B-39	Verdugo Corridor Interconnect	Complete	City Project

In April 2018 the City Council approved a construction contract for the Media District Signal Project, which is providing several traffic signal upgrades to signalized intersections in the Media District. This larger project was funded by a combination of Metro Measure R Highway Operations Improvement Funds, General Funds, Transportation Development Impact Fees, as well as \$603,000<sup>1</sup> in mitigation funds from the NBC Universal Project mitigation funding. The Media District Signal Project will construct some of the mitigations identified in Table 1. The remaining mitigations have already been completed as part of other city projects.

With the completion of the Media District Signal Project, all mitigations identified in Table 1 will be complete, and \$363,000 of the NBC Universal Funding remains available for other transportation projects. Further, as NBC Universal continues to build out their plan, they will be required to provide additional funding to the City to mitigate their impacts. The total payments owned by NBC Universal for the cost of the traffic signal mitigations alone will total \$3.6 million if the project's entitlement is fully built out. This cost does not include additional mitigations for minor intersection widening and transit improvements that are required for later phases of the project.

Finally, in addition to the mitigations identified in the FEIR, as part of the approval process NBC Universal has also committed to fund \$150,000 towards neighborhood protection improvements for neighborhoods adjacent to the Media District. These funds have already been given to the City and are available for neighborhood protection projects.

**Attachment:**

NBCUniversal Evolution Plan Funding for Transportation Mitigation Measures - Letter from Joy Forbes, Vice President, Planning and Development

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<sup>1</sup> Of this amount, \$55,000 was used for consultant design services while \$548,500 will be used for construction

April 12, 2018

Honorable Will Rogers and City Councilmembers  
City of Burbank  
275 East Olive Avenue  
Burbank, California 91502

**NBCUniversal**

Re: NBCUniversal Evolution Plan Funding for Transportation Mitigation Measures

Dear Honorable Mayor and Councilmembers,

NBCUniversal is pleased to provide the enclosed \$250,000 check to the City of Burbank in satisfaction of the adopted Mitigation Monitoring and Reporting Program for the NBCUniversal Evolution Plan. As with previously submitted mitigation funding contributions, NBCUniversal is advancing these funds prior to the Mitigation Measures being required to assist the City in its planning and scheduling efforts of important transportation improvements.

Below is a listing of funding provided to date:

April 2014 contribution	\$316,000
August 2015 contribution	\$150,000
November 2016 contribution	\$250,000
April 2018 contribution (enclosed)	\$250,000

Based on our current mitigation phasing plan, the total contribution to date (including the enclosed payment) of \$966,000 is intended to apply to the following Mitigation Measures (in order of the phasing program approved by the Los Angeles Department of Transportation in accordance with the adopted Environmental Impact Report):

- Mitigation Measure B-40 – various signal timing and interconnectivity improvements
- Mitigation Measure B-28 – Pass/Oak intersection improvements
- Mitigation Measure B-36 – Alameda/Hollywood Way signal upgrades
- Mitigation Measure B-37 – Olive/Hollywood Way signal upgrades
- Mitigation Measure B-38 – Olive/Riverside signal upgrades
- Mitigation Measure B-39 – Verdugo corridor interconnects

NBCUniversal looks forward to continuing our cooperative relationship with the City of Burbank as the Evolution Plan is implemented. Please do not hesitate to contact me at 818.777.4011 or by email at [joy.forbes@nbcuni.com](mailto:joy.forbes@nbcuni.com) should you have any questions.

Sincerely,



Joy R. Forbes  
Vice President, Planning and Development

cc: Ron Davis, City Manager  
Justin Hess, Assistant City Manager  
Patrick Prescott, Community Development Director  
David Kriske, Assistant Community Development Director, Transportation





# memorandum

**DATE:** April 25, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director *PP*  
Scott LaChasse, Chief of Police *Scott LaChasse*  
Via: Simone McFarland, Assistant Community Development Director,  
Business and Economic Development *SM*  
By: Mary Hamzoian, Business and Economic Development Manager *MH*  
Josephine Wilson, Police Administrator

**SUBJECT: CITY MANAGER TRACKING LIST NO. 2103 - DOWNTOWN BURBANK  
POLICE SERVICES**

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## Background

At the City Council meeting of February 27, 2018, a Councilmember requested information pertaining to Burbank Police Department (BPD) Calls for Service made in Downtown Burbank (Downtown) and the potential need for additional security or police services due to an observed increase in visitors to Downtown.

## Burbank Police Department Data

Attached is a report of raw data involving, Calls for Service, Field Interviews and reported Part 1 Crimes in Downtown from January 2015 through February 2018. The following definitions will assist in interpreting the report:

- **Calls for Service:** Assignments that are distributed to BPD field personnel which require their presence to resolve, correct, or assist a particular situation.
- **Field Interviews:** A method of documenting informal police contacts during the course of patrol.
- **Part 1 Crimes:** Part I Crimes are defined by the Uniform Crime Reporting System and may include murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, and arson.

The data shows that while there is an increase in Calls for Service and Field Interviews to the BPD, the Part 1 Crimes reported were lower in 2017 than 2016, and on trend to potentially decrease again in 2018. According to the BPD, the increase in Calls for Service (as well as Field Interviews) are due to an increase in the number of homeless individuals and associated issues, combined with an increase in noise complaints from street performers. This information is included in Exhibit A.

Currently, the BPD does not have any officers assigned exclusively to the Downtown area. While it is generally agreed that any dedicated Police presence is a benefit, it is also noted that officers cannot technically be exclusively dedicated to a particular area, as the nature of the job dictates they may be called away at any time depending on the needs of the City.

#### Downtown Burbank Ambassador Program

In 2004, one year after its initiation in 2003, the Downtown Burbank Property-Based Business Improvement District (PBID) hired security personnel via contract to serve as ambassadors in Downtown. These ambassadors were meant to serve as the 'eyes and ears' for the Downtown property owners and merchants and report any issues to the PBID and/or directly to the BPD.

Due to the high cost associated with security and ambassador programs, the PBID was only able to hire two Ambassadors to patrol the district Thursday thru Sunday each week. The program cost an average of \$4,000 per month during its nine-year tenure. The ambassadors' weekly duties included checking in with local merchants, directing visitors, reporting graffiti and homelessness issues, and immediately reporting emergency issues to the BPD. Most of the incidents reported to the PBID during the program were related to homelessness and graffiti; there were no emergency issues of note reported. The program was periodically reviewed by PBID staff, and merchants were often interviewed and surveyed regarding the practicality of the Ambassador Program.

In 2013, it became clear that most of the property owners and merchants did not see a return on investment in the Ambassador Program. The Partnership then disbanded the Ambassador Program due to its high cost, difficulty maintaining staffing, and a lack of return on investment to area property owners and merchants. Since the Ambassador Program was shuttered in 2013, the Partnership has experienced no complaints from property owners regarding its disbandment, and furthermore have not received any complaints regarding security or safety.

#### 2019-2028 District Renewal

While there have not been any security or safety issues of note in Downtown since the Ambassador Program ended, the growing Downtown has brought about new challenges and changes that the PBID will be addressing with its renewal in 2019.

As a part of the renewal process, staff surveyed and held meetings with property owners and merchants to discuss current issues in Downtown. From these conversations, two new services were proposed: a Homelessness Assistance Liaison, and a Street Performer Management Program. These proposed programs will target the most prevalent issues in Downtown, and create an ongoing mechanism to address these issues with property owners and merchants. Additionally, staff will bring recommendations for Street Performer and Noise Ordinances to City Council.

Conclusion

We recognize the Councilmembers concern with safety in Downtown and hope to alleviate some of the issues related to homelessness and street performers with PBID's proposed programs and the Street Performer and Noise Ordinances.

The decrease in Part 1 Crimes in Downtown since 2016, the proposed Homeless Assistance Liaison, and Street Performer Management Program should further help decrease Calls for Service and Field Interviews in the future.

**Exhibit A - Downtown Raw Data for January 2015 through February 2018**







**April 18, 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 1800 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 Cremins, Dermenjian, and Deroian, Police Administrator Wilson, Lieutenant Cornils, Senior Assistant City Attorney Oh, and Senior Secretary Cole

**INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute by Commissioner Dineen.

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

None

**ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM MARCH 21, 2018**

Commissioner Cohen made a motion, seconded by Commissioner Chapman, to approve the minutes from the March 21<sup>st</sup> meeting as written. Motion carried by consensus.

**ITEMS OF BUSINESS**

**1. Discussion of use of force criteria for officers and citizens**

Lieutenant Adam Cornils provided key points on decisions of how and why use of force is applied by Department personnel. Standards of use of force (reasonable force, justifiable homicide) are set by the CA Penal Code. Decisions are made by keeping in mind three safety priorities: protect innocent lives, maintaining officer safety, and safely detaining suspects.

Last year, the Department had over 89,000 contacts between officers and citizens... of those, there were 65 categorical uses of force.

Community members (private citizens) using force are evaluated by criminal jury instructions (people have the right of self-defense – imminent danger) and the CA Penal Code (right to defend real or personal property, reasonable fear of death or great bodily harm).

April 18, 2018

**Meeting of the Burbank Police Commission**

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**2. Fiscal year 2018-19 budget review**

Police Administrator Wilson reviewed the budget for next year: there are no reduction scenarios, new budget requests were made for software and equipment, and proposed fee adjustments recommended. On May 15<sup>th</sup>, there will be a public hearing on the utility rates, and on May 22<sup>nd</sup>, there will be a public hearing and budget adoption.

**3. Review and discussion of quarterly report of Commission correspondence**

The quarterly list denotes six emails directed to the Commission from January – March 2018. James Coomes is the Director at the Olive View Mental Health Urgent Care Center, and through an introduction to Commissioner Stearns-Niesen, has invited the Commissioners to come out and tour the facility.

**4. Discussion on Pillar Two from the President's 21<sup>st</sup> Century on Policing Report**

Commissioner Stearns-Niesen continued the discussion on President Obama's 21<sup>st</sup> Century Policing Report recommendations (Six Pillars). The discussion revolved around Pillar Two, Policy and Oversight. The multiple recommendations were presented and discussed with Deputy Chief Albanese, Captain Deroian, and Sergeant Green on the adoption, implementation, posting, and transparency of various policies and procedures in the Department. Many of the recommendations have been implemented; two recommendations were of note:

- Department policies will be posted online by next month, under Resources on the webpage
- Commissioner Stearns-Niesen inquired if a Commissioner could participate in the Critical Incident Review process

**5. Council Liaison Comments**

The discussion on the need/appropriateness of Council Liaison comments and a period of Liaison comments has been tabled until the May meeting at the request of Commissioner Kobaissi.

**6. Announcements by Deputy Chief Albanese**

Upcoming events:

- 4/19 BPF Awards Luncheon
- 4/25 Tip-a-Cop fundraiser at CPK supporting Special Olympics
- 4/26 New Community Academy starts
- 4/28 Drug Take Back event
- 5/5 Matthew Pavelka Scholarships presented at the City Council meeting
- 5/12 National Police Week/Fire Service Day

**FINAL PERIOD OF PUBLIC COMMENTS**

Appearing before the Commission was Mike Elman, who commented on calculating the ratio of population and staffing of officers.

April 18, 2018

**Meeting of the Burbank Police Commission**

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**RESPONSE TO ORAL COMMUNICATIONS**

The Deputy Chief stated there are formulas that exist to determine the number of officers per the population; this will be a discussion for review in the future, following the City's stabilization of the budget.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

The discussion of Pillar Three (Technology and Social Media) of President Obama's 21<sup>st</sup> Century Policing Report recommendations will take place in May.

Discussion of the need/appropriateness of Council Liaison comments during Commission meetings (continued from April meeting).

Period of Council Liaison comments, if appropriate (continued from April meeting).

Discussion and make a recommendation on the length of the new OIR contract (continued from April meeting).

Commissioner Chapman made a motion, seconded by Commissioner Stearns-Niesen, to discuss civilian participation/oversight on the Critical incident Review Board. Motion carried, with an abstention by Commissioner Cohen.

Commissioner Hergelian made a motion, seconded by Commissioner Cohen, to have a presentation and discussion on bicycle safety at the June meeting. Motion carried by consensus.

**NEXT MEETING DATE**

The next regularly scheduled meeting of the Police Commission is Wednesday, May 15, 2018.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2006 hours.

Elise Stearns-Niesen, Secretary  
Burbank Police Commission

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CITY MANAGER'S OFFICE

# CITY NOTES

Important Updates for the Burbank City Council

May 11, 2018

## Burbank Police Foundation Hosts 4<sup>th</sup> Annual Awards Luncheon



The fourth annual Burbank Police Awards Luncheon was held at Pickwick Gardens in Burbank on Thursday, April 19. Hosted by the Burbank Police Foundation, this event honors and recognizes the hard work and contributions of the men and women of the Burbank Police Department, as well as citizens in the community. Among this year's award recipients were Sergeant Cindy Guillen and Detective Josh Kendrick, who were presented with the Life Saving Medal. Several citizens

were also recognized for assisting police officers in the performance of their duties. Among the attendees were City of Burbank dignitaries, businesses, residents, and many others who came out to enjoy lunch and show their support. A complete list of award recipients is available at [BurbankPD.org/News](http://BurbankPD.org/News).

## Scooter Mania

The Parks and Recreation Department held its annual Scooter Mania event at Valley Skate Park on Saturday, April 21. The Scooter Mania event is for members of the community of all ages. Attendees enjoyed free food, drinks, music, games, face painting, scooter competitions, giveaways and a raffle. Approximately 100 people were in attendance. The Valley Skate Park received generous donations from S1 Helmets Co., Lucky Scooters and Scooter Zone, which included helmets, clothing, scooter parts, stickers and a complete scooter. Lucky Scooter was also able to send three of their sponsored youth riders to attend and help host the event.



<h1>Vote!</h1> <p>June 5, 2018</p> 		<h2>CITY OF BURBANK ELECTIONS</h2>
<b>MEASURE T</b> Burbank Water & Power Transfer Fee	<b>MEASURE V</b> Election Charter Amendments	<b>MEASURE Y</b> Board of Education Charter Amendments

## Pickleball Courts at Maxam Park

The Pickleball conversion project at Maxam Park was completed in April. The courts opened on Monday, April 9. The Project included resurfacing of the court to remove tennis markings. Four sets of permanent Pickleball posts and nets were added. Pickleball provides outstanding opportunities for exercise, socialization, and overall health improvement for men and women of all ages. Group Pickleball play is available at the new courts on Monday, Wednesday and Friday from 8:00 a.m. to 12:00 p.m., and on Tuesday, Thursday and Saturday from 6:00 p.m. to 9:00 p.m. All other times are available for public drop in play.



## BPL Hosts California Listens Digital Storytelling Workshop



The Burbank Public Library was one of fourteen libraries selected to host a 2018 *California Listens: Collecting Stories about Being Californian* digital storytelling workshop at the Buena Vista Library on April 23 and 24. The workshop is part of a multi-year California State Library grant and was led by Berkeley-based StoryCenter. During the workshop, participants learned how to make a compelling video story, how to write and narrate a script, how to prepare a visual treatment for their story, and how to use *WeVideo* editing software. For the participants, the workshop provided an opportunity to

bring together writing, visual art and technology to create a suite of stories that showcase the diversity of the Burbank experience. The Library will host a screening of the completed stories in fall 2018, and the videos will also be added to a statewide repository.

## April Pool's Day

The 4th Annual April Pool's Day was held at the Verdugo Aquatics Facility on Sunday, April 8. Highly-skilled aquatic instructors provided swimmers with a swim level evaluation, which assisted families with swim lesson registration during the summer. After the swim evaluations, 225 swimmers were treated to water safety demonstrations, games, and activities. Participants tried on life jackets, practiced rescues and enjoyed free recreational swimming.

