



Weekly Management Report

October 19, 2018

- 1. Synopsis** Planning Board Actions of October 8, 2018
Community Development Department
- 2. Synopsis** Transportation Commission Meeting
September 17, 2018
Community Development Department
- 3. Minutes** Police Commission Meeting
September 19, 2018
Police Department
- 4. Memo** Parks and Recreation Facility Code of Conduct
And Appeal Process
Parks and Recreation Department
- 5. Synopsis** Parks and Recreation Board Meeting
October 11, 2018
Parks and Recreation Department

memorandum

DATE: October 9, 2018
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of October 8, 2018**

At the regular meeting of October 8, 2018, the Planning Board discussed the following items:

Hearing

1. **Project No. 18-0399 (Development Review and Conditional Use Permit Amendment) | 10950 Sherman Way**

The Board was presented with a request for a development review application and conditional use permit amendment to allow the construction of a 909 square foot drive-through Starbucks in the Plaza Del Sol shopping center. The Board approved the project with a vote of 4-0.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by October 23, 2018.

2. **Project No. 17-5797 (Draft Environment Impact Report – PD 89-7) | 2233 N. Ontario – Media Studios Project**

The Board was presented with the Draft Environmental Impact Report (DEIR) for the proposed Media Studios Project. The Board opened the item to public comment regarding the DEIR. Subsequent to public comment, the Board was asked to provide their comments on the environmental impacts of the proposed project. The public review period for the DEIR is from September 10, 2018 thru October 29, 2018. The Board discussed concerns regarding potential traffic impacts and the proposed design of the building.

Attendance

Present: Rizzotti, Eaton, Hadian, Liu.

Absent: Atteukenian.

memorandum

DATE: September 18, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: September 17, 2018 Transportation Commission Meeting Synopsis

- Chair Mark Ehrhardt and Vice Chair Janet Diel were both reappointed to their leadership positions on the Commission.
- Consultants from the Arroyo-Verdugo Communities Joint Powers Authority presented their draft list of projects for the first five year round of Measure M Sub Regional Program funding and explained the process behind the disbursement of funding. The Commission was generally supportive of the projects in the draft list. The Commission favored projects that involved pedestrian safety and bicycle connectivity.
- Staff discussed recent incidents with the City's contracted security company at the Downtown Burbank Metrolink Station and the steps staff has taken to rectify those issues.

September 19, 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 Diamond.

CALL TO ORDER

Present: Commissioners Chapman, Diamond (left the dais at 1835 hours), Hergelian, Kobaissi, and Stearns-Niesen

Also Present: Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Lieutenant Cornils, Sergeant Green, 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 Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Chapman stated the Commission was provided informational articles by Lieutenant Puglisi on behalf of the BPOA, written by Lexipol, to provide insight on use of force and officer involved shootings.

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM MAY 16, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Kobaissi, to approve the minutes of the May 16th meeting. Approved by consensus.

APPROVAL OF MINUTES FROM AUGUST 15, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Kobaissi, to approve the minutes of the August 15th meeting. Approved with 4 ayes, and one abstention by Commissioner Stearns-Niesen.

ITEMS OF BUSINESS

1. Ratification of the Minutes of June 20, 2018

A motion was made by Commissioner Kobaissi, with a second by Commissioner Chapman, to approve the minutes of the June 20, 2018. With three 3 ayes, and 2 abstentions, resulting in the lack of a quorum vote, the approval of the minutes will be pushed to the October meeting.

2. Presentation and discussion of the municipal laws regarding drones and BPD enforcement/policy

Sergeant Green defined drones as unmanned aircraft. There are three categories identified for drones: hobby/recreational, commercial, and public usage (law enforcement). The FAA, State of California, and City of Burbank all have congruent statutes pertaining to drones.

With regard to owning a drone:

- Drones over .55 pounds need to be registered and can be done online
- Owner must be 13 years of age or older
- Drones cannot be operated within a 5-mile radius of an airport, unless special permits have been obtained

The major concerns of drone operation include interference with aircraft during emergency/tactical operations by safety personnel, and invasion of privacy (personal space, film studios).

Drone regulations have been uploaded to the BPD website.

3. Discussion of the Fourth Pillar (Community Policing and Crime Reduction)

Commissioner Stearns-Niesen continued the discussion on President Obama's 21st Century Policing Report recommendations (Six Pillars). The discussion revolved around Pillar Four, Community Policing and Crime Reduction. Lieutenant Adam Cornils provided comprehensive information on the Department's community outreach efforts to residents, schools/juveniles, businesses, and religious community via community/youth academies, social media, involvement in civic organizations, and direct engagement at events such as Police/Fire Service Day, Coffee with a Cop, National Night Out, and Neighborhood Watch meetings.

Commissioner Stearns-Niesen suggested possible future discussions on conducting another Community Forum, and a look back at the services provided by the now defunct Outreach Center.

4. Announcements by the Deputy Chief

Deputy Chief Albanese stated:

- 9/26 Unveling Pink Patrol Vehicle – Wrapix, 202 W Palm, 3:30 pm
- 9/27 Burbank Police Foundation fundraiser - Gordon Biersch, 5-9 pm
- 10/3 State of the City luncheon at the Marriott
- 10/3 National Coffee with a Cop – Ugly Mug, 3112 W Burbank, 2-4 pm
- 10/10 City Council – recognition of employees who have 20+ years of service

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Candyce Myers, who commented on parking on front lawns and riding bicycles on sidewalks, and Drew Simmons, who commented on parking enforcement around Sparks/Verdugo/Olive (Starbucks).

RESPONSE TO ORAL COMMUNICATIONS

Lieutenant Cornils, Sergeant Green, and Captain Cremins addressed their concerns.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

- Ongoing agenda item – review of Pillar Five (Training and Education)
- Review and discussion of quarterly report of Commission correspondence

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Chapman, to provide a debrief on her attendance to the NACOLE conference. Approved by consensus.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Chapman, to discuss the former Outreach Center's multijurisdictional services provide to juveniles. Approved by consensus.

Commissioner Kobaissi inquired about a discussion AB931 (Use of Force by Officers) and SB 1421(Peace Officers Release of Records) as to the position of the City and how it will affect the BPD, with the possibility of making a recommendation to the City Council, if applicable. It was recommended that the Chief provide a briefback, as this is to be a topic of conversation at the Chiefs' conference he is currently attending.

Commissioner Hergelian inquired about a discussion on offensive advertising vehicles parked around the City, and the public perception that the BPD is not taking action to remove them. While the City Manager, City Attorney, and Police Department are well aware of the issue, however, at this time, the vehicles are within first amendment rights. Chief LaChasse will provide a briefback on this issue next month for clarification.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, October 17, 2018, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:40 pm.

Nidal Kobaissi, Secretary
Burbank Police Commission

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CITY OF BURBANK
Parks and Recreation Department
MEMORANDUM

DATE: October 11, 2018
TO: Ron Davis, City Manager
FROM: Judie Wilke, Parks and Recreation Director *Judie Wilke*
SUBJECT: CITY MANAGER TRACKING LIST NO. 2167 – PARKS AND RECREATION FACILITY CODE OF CONDUCT AND APPEAL PROCESS

At the City Council meeting of October 9, 2018, the Council requested that staff provide information on the Parks and Recreation (P&R) Facility Code of Conduct and appeal process.

This memo outlines the P&R Department's Facility Rules of Conduct and appeal process. The P&R Department has established Facility Rules of Conduct as a standard of behavior expected of all patrons using the facility. These rules of conduct are in place in order to maintain a peaceful atmosphere for everyone and protect Facility property. The P&R Department requires the public to observe and follow the rules of conduct. The Library Services Department has a similar Facility Code of Conduct and appeal process that the library patrons must abide by. Any violation of these facility rules or the commission of illegal conduct will result in consequences including verbal warning, immediate eviction from the facility, suspension, and/or criminal sanctions.

Below is the P&R Department's ***Appeal of Suspension Process*** that has been reviewed and approved by the City Attorney's Office.

Appeal of Suspension. Anyone who has been suspended from the Facility for one or more days may appeal the suspension by submitting a written request for appeal prior to the start of the suspension to the Facility Supervisor and/or the Parks and Recreation Department located at 150 North Third Street Burbank California 91502.

The written request for appeal should include the reasons for requesting an appeal and contact information. All appeals shall be heard by the Parks and Recreation Director, or her designee, within 30 business days of the receipt of the request. The suspension will be tolled during the appeal process. The decision of the Parks and Recreation Director is final.

The P&R Department is committed to providing the community with safe and quality programming and services.

ATTACHMENT

A – Parks and Recreation Facility Code of Conduct

FACILITY RULES of CONDUCT

We welcome you to our Facility.

In order to maintain the Facility's peaceful atmosphere, facilitate usage, preserve easy access to equipment and materials, and protect Facility property, we require you to observe the following Rules of Conduct.



Please keep in mind the following:

- Demonstrate common courtesy to fellow participants, community members, and staff.
- Maintain an environment where conflict and differences can be addressed in a respectful manner.
- Help keep the Facility clean by consuming food and drink in designated areas and throw away trash in the appropriate receptacle.
- Please limit cellular telephone conversations to not disturb others or use the areas outside the building.
- Please consult with front office staff regarding use of the Facility, including room reservations, set-up, and use of equipment.
- Proper attire, including shoes and shirts, must be worn at all times.

A copy of these Rules of Conduct may be obtained from the Front Desk staff.

The following are prohibited at Parks and Recreation Facilities:

- 1** Engaging in any activity prohibited by law;
- 2** Acts of discrimination and/or harassment based on any of the following protected characteristics: age, sex, race, color, national origin, ancestry, gender, gender identification, sexual orientation, genetic information, marital status, religion, citizenship status, medical condition, military and veteran status, or any disability protected by State or Federal law;
- 3** Disturbing, disruptive, or unsafe behavior, including any conduct that interferes with the use of the Facility by others or with the functioning of Facility staff. Persons who continue to create a disturbance will be required to leave the Facility. Examples include, but are not limited to:
 - Disruptive outbursts, use of loud, abusive or threatening language, threatening or harassing behavior;
 - Spitting or smoking inside the building. Smoking is permitted only in designated areas outside the building (BMC Section 4-1-704);
 - Use of electronic smoking devices inside the building. Electronic smoking is permitted only in areas outside the building that are otherwise designated for smoking under BMC Section 4-1-704.
 - The use of electronic devices without headphones or unauthorized use of amplified sound, such as, radios, music players, video games and computers, that results in discomfort or annoyance to a reasonable person of normal sensitivity;
 - Disruptive cellular phone conversations;
 - Unauthorized borrowing and/or tampering with another person's property/belongings.
- 4** Conducting personal commercial activities without a City-issued permit, including but not limited to the unauthorized sale or display for sale of goods, tickets or services (BMC 3-3-801.1);
- 5** Aggressive soliciting in the building, on the grounds or in the parking lot (Penal Code Section 647(c));

- 6** Conducting unauthorized events, demonstrations, or campaigning unless expressly allowed by law;
- 7** Charging personal electronic devices and/or batteries through the use of Facility resources;
- 8** Damaging City or Facility property. Persons caught breaking, defacing, or destroying property will be required to leave the Facility and may be criminally prosecuted (Penal Code Section 594);
- 9** Animals are not allowed in the Facility, with the exception of service animals, as defined by the Americans with Disabilities Act. The owner must be in physical proximity and have full control of the service animal at all times;
- 10** Persons exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health of others may be asked to leave the Facility until the condition is remedied;
- 11** Dangerous and/or hazardous materials;
- 12** Firearms and/or weapons (BMC 5-3-804, Penal Code);
- 13** Alcoholic beverages and illegal substances (BMC 5-3-108, Health & Safety Code);
- 14** Photographing, videotaping, or recording of any kind without a permit issued by the City;
- 15** Engaging in or attempting to engage in any business, activity or act for financial compensation without a permit issued by the City. (BMC 3-3-801.1).

CONSEQUENCES

Any violation of these Facility Rules or the commission of other illegal conduct in the Facility may be addressed in the following manner:

- **Verbal Warning.** (e.g. notification of violation and reference to Rules of Conduct);
- **Immediate eviction from the Facility.** Immediate eviction shall mean removal from the Facility, and banishment from any other Parks and Recreation Facility, for the remaining hours of operation for the day of eviction;
- **Suspension of Facility privileges.** Suspension of Facility Privileges shall mean denial of access to the Facility and all Facility services for one or more days. The effective date and length of suspension shall be determined by the Facility Supervisor, depending upon the scope and severity of the violation, and notice of such suspension shall be made in writing;
- **Criminal Sanctions** or any other remedy available under local, state, or federal laws.

The above remedies may be cumulatively applied.

- **Appeal of Suspension.** Anyone who has been suspended from the Facility for one or more days may appeal the suspension by submitting a written request for appeal prior to the start of the suspension to the Facility Supervisor and/or the Parks and Recreation Department located at 150 North Third Street Burbank California 91502.
- **The written request for appeal should** include the reasons for requesting an appeal and contact information. All appeals shall be heard by the Parks and Recreation Director, or her designee, **within 30 business days of the receipt of the request.** The suspension will be tolled during the appeal process. The decision of the Parks and Recreation Director shall be final.

If you have any questions regarding these rules, please see the Front Desk staff.

The Facility reserves the right to modify these rules at any time.

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

Meeting: Parks and Recreation Board

Date: Thursday, October 11, 2018

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Mike del Campo, Landscape and Forestry Superintendent; Gwen Indermill, Recreation Manager; Grace Coronado, Senior Administrative Analyst; Paul Paolone, Recreation Supervisor; Doug Fowler, Recreation Coordinator; and Patricia Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. Gussow, Mr. DePalo, and Ms. Jackson

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Doug Fowler announced the Department's upcoming activities and events.	
2 Recognitions	None.	
3 Oral Communications	Mr. Zak Bennie expressed being excited and hopeful to work collaboratively with DeBell's new operator to introduce and grow the sport of Disc Golf.	
4 Response to Oral Communications	The Board thanked Mr. Bennie for the support towards the golf course.	
5 Written Communications	None.	
6 Park Board Comments	None.	
7 Election of Liaison Assignment	The Board engaged in a discussion resulting in the election of Park Board Liaisons.	It was moved by Mr. Gussow seconded by Mr. DePalo and carried 5-0 to "leave the Liaisons representatives and alternative assignments as they were last year".
8 Request for Proposal for Management and Operation of DeBell Golf Course Update	Gwen Indermill provided the Board with the specifics on the search of the new operator for the DeBell Golf Course. Currently staff is in negotiations with Touchstone Golf and foresees tentatively presenting an agreement for City Council approval in November This agreement was described by Ms. Garcia. Touchstone Golf representatives Stephen Parker, CEO; Mark Luthman, President; Troy Sacco, Vice President of Operations and Sales; and Stan Gonzalez, Regional Manager were present. Mr. Luthman spoke to the Board on the vision for DeBell Golf Course and the restaurant, also he shared the locations of other golf courses Touchstone Golf manages.	Noted and Filed.

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

9	Glyphosate Ban in Burbank City Parks	Michael del Campo updated the Board on the new procedures and alternative efforts being implemented to remove and control weeds at City parks.	Noted and Filed.
10	Starlight Bowl 2018 Season Update	Paul Paolone shared highlights of performances and special engagements, marketing, advertising, and sponsorships, attendance and financial totals for the 2018 Summer Season. Doug Fowler reported on the operational aspects, including concessions, public safety, environmental awareness, and the outstanding volunteer and summer program support which contributed in making the 2018 Starlight Bowl Season a success.	Noted and Filed.
11	Consent Calendar	<u>Approval of Minutes</u> Minutes of the September 13, 2018 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Reports</u> The Park Patrol Report for September 2018 was noted and filed. <u>Departmental Operations Update</u> Noted and Filed.	It was moved by Mr. Gussow seconded by Mr. DePalo and carried 5-0 "to approve the Consent Calendar."
12	Tabled Items	None.	
13	Second Period of Oral Communications	Mr. Zak Bennie would like to see the 3-Par course developed for Disc Golf.	Staff will be in communication with Mr. Bennie to discuss the possibility of the request.
14	Response to Second Period of Oral Communications	Ms. Wilke informed the Board staff welcomes ideas and feedback from user groups of the golf course.	
15	Additional Comments from the Board	None.	

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

16	Introduction of New Agenda Items	Mr. Gussow requested a report on the new operator of the roller hockey rink. In addition, Mr. Gussow requested an update on the homeless situation.	Staff will present a report on the new operator of the rink soon after their one-year mark. Staff will coordinate with the Community Development Department to provide an update on homelessness to the Board.
17	Adjournment	The meeting was adjourned at 8:07 p.m.	It was moved by Ms. Burghdorf and seconded by Mr. DePalo and carried 5-0 "to adjourn the meeting".