



Weekly Management Report

April 19, 2019

1. **Minutes** Police Commission Meeting on February 20, 2019
Police Department

2. **Synopsis** Burbank Hospitality Association Meeting on
March 25, 2019
Community Development Department

3. **Memo** How Pedestrian Safety is Incorporated into the Complete
Streets Plan
Community Development Department

4. **Synopsis** Sustainable Burbank Commission Meeting on
April 15, 2019
Public Works Department

5. **Synopsis** Parks & Recreation Board Special Meeting
On April 11, 2019
Parks and Recreation Department

February 20, 2019

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 1807 hours by Commission Chair Vest.

CALL TO ORDER

Present: Commissioners Chapman, Cohen, Diamond, Kobaissi, Stearns-Niesen, and Vest

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Lieutenant Puglisi and Losacco, Sergeant Green, and Executive Assistant Nakamura; (Liaison Springer)

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 Diamond stated a scholarship given by the Burbank Little League in honor of Officer Matthew Pavelka will be presented on March 2, 2019.

Commissioner Chapman stated the quarterly meeting of the Network Against Hate Crimes is being held at the Fire Training Center on Thursday, February 21st.

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM JANUARY 16, 2019

A motion was made by Commissioner Stearns-Niesen, with a second by Commissioner Kobaissi, to approve the minutes of the January 16th meeting. Approved by Commissioners Kobaissi, Cohen, Stearns-Niesen, and Cohen, with abstentions by Commissioners Vest and Diamond.

ITEMS OF BUSINESS

1. Discussion to resume Council Liaison comments at the monthly meeting

Commissioner Diamond reintroduced this topic, to clarify the presence of the Council Liaison at the monthly meetings. It was agreed that the Commissioners will bring the topic up for clarification at the joint Council/Commission meeting on March 5th.

2. Presentation, discussion, and making a possible recommendation to Council on marijuana dispensaries coming to Burbank

The Mayor has asked for a discussion on dispensaries to come back before the Council (looking at operations in other cities) in a second step discussion, which still remains to be scheduled. Commissioners discussed the pros (added tax revenue) and cons (regulation of the businesses, exposure to youths, attraction of bad elements) of having dispensaries in the City.

February 20, 2019

Meeting of the Burbank Police Commission

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Commissioner Stearns-Niesen invited Lieutenant Puglisi, President of the BPOA, to provide their stance on the issue.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Chapman, to draft a memo to the Council to advise that the Commission is not in favor on having dispensaries nor allowing deliveries in the City of Burbank. Motion passed, with an abstention by Commissioner Diamond.

3. Discussion to conduct the regularly scheduled Police Commission meeting on Wednesday, March 20th, in addition to the special Joint Council / Commission

Commissioner Vest made a motion, seconded by Commissioner Kobaissi, to cancel the regularly scheduled Police Commission meeting on March 20 (since they are meeting as part of the joint City Council / Police Commission meeting scheduled for March 5th). Approved by consensus.

4. Announcements by the Police Chief – brief announcements regarding upcoming events and/or items of note related

2/28 Optimists recognition of Employees of the year
3/5 Joint Council/Commission meeting
3/12 Boards and Commission dinner
3/15 BTAC annual event
3/23 Baker to Vegas Relay

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

None

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Tuesday, March 5, 2019, at 1800 hours.

ADJOURNMENT

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

s/Nidal Kobaissi

Nidal Kobaissi, Secretary
Burbank Police Commission

memorandum

DATE: April 11, 2019

TO: Ron Davis, City Manager

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

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS
– MARCH 25, 2019**

- The Board approved a proposal to enter into an agreement with Destination Travel Network to sell and manage ads on the VisitBurbank.com website at no cost to BHA. This program will help to generate additional revenue for the association.
- The Board approved sponsorship of the Southwest Airlines 'Deck Party' in Dallas Fort Worth. As one of the main commercial airlines for the Hollywood Burbank Airport, this event helps to fulfill the BHA's goal of destination development by supporting Southwest Airlines.
- Staff reported on a collaboration with Warner Bros for 'selfie spots in and around Burbank featuring DC comics characters in celebration of the 80th anniversary of of Batman and the upcoming 60th anniversary of DC's Justice League.
- The Board approved transferring the remaining 10% or \$28,595 of the Destination Development Budget to Marketing. The transferred funds will be used for two approved Familiarization (FAM) Tours being coordinated with Visit California.
- The Board approved a contract with Strausberg Group for the 2019-2020 media plan.



memorandum

DATE: April 9, 2019

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director
Marnell Gibson, Public Works Director

Handwritten signatures in blue ink, including one that appears to be 'M. Gibson' and another that is less legible.

SUBJECT: City Manager Tracking List Item #2194 – How Pedestrian Safety is Incorporated Into the Complete Streets Plan.

The goal of the Complete Streets Plan is to improve safety for all modes of travel for everyone. Whether people are walking, bicycling, taking transit, driving, pushing a stroller, or other mobility devices, the Complete Streets Plan will identify goals, policies, and projects to implement future infrastructure improvements. Staff will be cataloging existing street infrastructure conditions, identifying new infrastructure standards, incorporating community input, and developing an implementation plan for future projects. Additionally, the Complete Streets Plan will identify benchmarks for ways in which the City can improve safety, sustainability, health, transportation equity, connectivity, and economic vitality to build better neighborhoods and ensure future development incorporates these standards. Pedestrians and pedestrian safety is a primary component of the Complete Streets Plan.

Some of the objectives for the Citywide Complete Streets Plan related to pedestrian safety will be to:

- Improve first-mile/last-mile connections, which most often is a pedestrian;
- Improve and identify active transportation connectivity to residential and employment areas, including establishing pedestrian connectivity standards and updates to the Bicycle Master Plan;
- Improve safety and serve all users of the City of Burbank's transportation network to re-prioritize projects that provide the greatest safety and mobility benefits;
- Identify opportunities to widen sidewalks and include fully accessible curb ramp improvements at intersections and other Americans with Disabilities Act (ADA) considerations; and
- Develop sustainable, accessible, healthy, equitable, and economically vibrant livable communities by improving the public realm.

SUSTAINABLE BURBANK COMMISSION
April 15, 2019

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was created for Sprouts Farmers Market. A representative from the market did not attend the meeting. Ms. Robb will deliver the award to them.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Burbank resident, Ronald Goldstein, applauded the Commission for urging Council to support renewable energy. He asked the Commission to encourage Burbank Water and Power (BWP) to quickly transition to renewable energy. Mr. Goldstein spoke in favor of Cool Pavement. Cool Pavement paints city streets white to reflect energy and reduce heat.

Burbank resident and Recycle Center's Waste Warrior program attendee, Karen Lau, voiced her opposition to single use plastics and polystyrene in the City.

Burbank resident, Gina Richardson, stated that she would like to get involved with the Commission. In addition to attending meetings, Mr. O'Brien suggested that she follow the Commission on Facebook.

B. Commission Member Communication:

Ms. Kirschenbaum noted that she and Ms. Robb attended a public charrette regarding the Avion project. Ms. Robb added that sustainability is a key element of the project. She explained that there will be six additional public charrettes scheduled for this project.

Ms. Robb stated that she is extremely happy with the Waste Warrior program and encourages all to participate in future programs.

Ms. Zimskind announced that the Commission now has a banner to use at its events. She displayed the banner during the meeting.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, stated that he is looking forward to the plastics conversation portion of the meeting.

John Molinar, Asst. Public Works Director – Street and Sanitation, reminded the Commission that at the December 18, 2018 meeting, the Commissioners requested a presentation by the Community Development Department. He stated that if the Commission is still interested in a presentation, the group should request it during the Introduction of Additional Agenda Items section of the meeting.

III. APPROVAL OF MINUTES:

Ms. Gamino moved and Ms. Tenenbaum seconded a motion to approve the minutes from the March 18, 2019 meeting. The minutes were approved by Ms. Gamino, Mr. Hagobian, Ms. Kirschenbaum, Ms. Robb, Ms. Tenenbaum, Mr. Yegparian, and Ms. Zimskind. Mr. O'Brien abstained.

IV. STORM WATER CAPTURE PRESENTATION BY MELANIE WINTER

At its March 18, 2019 meeting, the Commissioner agreed to invite Melanie Winter of Water LA to give a brief presentation on storm water capture. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Melanie Winter, Founder and Director of The River Project, gave a presentation on storm water capture. Following the presentation, the Commissioners discussed the subject of storm water capture in the context of climate change.

V. AD HOC POLYSTYRENE BAN

At its March 18, 2019 meeting, the Commissioners agreed to discuss the progress of the proposed Polystyrene ban. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Mr. Hampel discussed the current state of the plastics recycling industry. He noted that before recommending a citywide ban on any type of plastic, there should be something to take its place. Mr. Hampel explained that staff continues to work on a solution to plastics.

VI. INTEGRATED RESOURCE PLAN (IRP) FOLLOW UP

At its November 26, 2018 special meeting, the Commissioners agreed to discuss the outcome of the Integrated Resource Plan (IRP) report from the December 11, 2018 Council meeting. The Commission may ask questions, engage in discussion, and entertain a motion regarding further action on this item if desired.

Ms. Robb stated that she has attempted to contact BWP's Lincoln Bleveans without success. Ms. Zimskind responded that she is meeting with him on Friday, April 19, 2019 and will ask that he contact Ms. Robb.

VII. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

At its September 18, 2017 meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability check for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Hagobian reported that there is no update. He explained that Mr. Goodman has not met with City staff yet.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Kirschenbaum stated that the Subcommittee has been primarily focusing on Earth Day events.

Ms. Tenenbaum distributed fliers for the April 25, 2019 Earth Day presentation at Buena Vista Library and asked the group to post them in order to increase attendance.

IX. SCOUT BADGE

At its March 18, 2019 meeting, The Commissioners agreed to discuss the creation of a scout badge and encourage scout troops to complete sustainability-related projects. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Gamino provided a handout with scout badge options. The Commission discussed this item and agreed to have Ms. Gamino and Ms. Zimskind explore options that may offer a greater impact on the community at large. Ms. Robb offered her assistance as well.

X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The group discussed Council agenda items relating to sustainability.

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commission agreed to the following future agenda items:

- Water shed discussion – May
- Plastics and non-recyclables discussion – May
- Earth Day 2020 – June

XII. BURBANK GREEN SPOTLIGHT AWARD FOR MAY 2019:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2019.

The proposed May 2019 Green Spotlight Award recipient is Junk For Joy.

XIII. ADJOURNMENT:

The meeting adjourned at 6:48 p.m.

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

Meeting: Parks and Recreation Board Special Meeting

Date: Thursday, April 11, 2019

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Kristen Hauptli, Administrative Analyst I.

Board Members Present: Ms. Lowers-arrived at 5:00pm, Ms. Burghdorf, Mr. Gussow- departed at 4:30 p.m., Mr. DePalo, and Ms. Jackson.

Board Members Absent:

Item Discussed	Summary	Direction or Action, if any
1 Oral Communications	None.	
2 Response to Communications	None.	
3 Park Board Comments	None.	
4 Facility Program Tour	The Board met at the DeBell Golf Driving Range at 4:00 p.m. to tour various City parks. 4:30 - 4:45 Abraham Lincoln Park- Public Art Garden 5:00 - 5:15 Pickleball Court - Court Enhancement and Program Overview 5:30 - 5:35 Brace Canyon Park -Future Park Plans 5:45 - 6:00 DeBell Golf Clubhouse	
5 Recognitions	Chair Lowers and Noah Altman presented certificates of recognition to the participants of the Youth Leadership Program. The Board thanked the graduates for their time commitment and dedication to the Burbank community.	
6 Consent Calendar	<u>Approval of Minutes</u> Minutes of the March 11, 2019 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed.	It was moved by Mr. DePalo seconded by Ms. Jackson and carried 4-0 "to approve the Consent Calendar."

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Budget Update – Fiscal Year 2019-2020</u> Noted and Filed.</p> <p><u>Starlight Bowl – 2019 Season Programming Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for March 2019 was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	
7	Tabled Items	None.	
8	Second Period of Oral Communications	Liam McKenna, Youth Board Liaison, brought to the Board's attention the advertisement promoting vaping, on the bench signs on the DeBell Driving Range, and expressed they should be removed.	
9	Response to Second Period of Oral Communications	Staff informed the Board that efforts to remove the advertisement are in process.	
10	Additional Comments from the Board	None.	
11	Introduction of New Agenda Items	Ms. Lowers requested rental pricing at the DeBell Golf Course. The Board requested an update on LADWP's River Works Project taking place near Johnny Carson Park.	Staff will provide the Board with the fee structure for the DeBell Golf Course. Staff will share the information provided by LADWP on the River Project with the Board.
12	Adjournment	The meeting was adjourned at 6:30 p.m.	