



Weekly Management Report

February 11, 2022

- 1. Minutes** Sustainable Burbank Commission Meeting on December 6, 2021
Public Works Department
- 2. Minutes** Police Commission Meeting on January 19, 2022
Police Department

**SUSTAINABLE BURBANK COMMISSION
DECEMBER 6, 2021 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Laura Tenenbaum called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Laura Tenenbaum (Chair)
Alissandra Valdez
Chris Weber

Members Absent:

Heather Robb
Jean Schanberger
Limor Zimskind

Council Members and Staff Present:

Nick Schultz – Council Member
Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Noemi Garcia – Clerical Worker, Public Works

III. ORAL COMMUNICATIONS: (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:
None.

Commission Member Communication:

Ms. Gemmill announced that on December 11, 2021 the Community Garden at Chandler and Pass will be hosting a weeding and seeding event for the community.

Staff Communication:

John Molinar, Asst Public Works Director – Street & Sanitation, asked members of the Commission to check-in ten minutes prior to the start of each meeting. To ensure there is a quorum, Mr. Molinar asked that the group confirm their attendance via email.

Amber Duran, Recycling Coordinator, shared that the City is partnering with Angel City Lumber.

IV. APPROVAL OF MINUTES:

Ms. Tenenbaum moved and Ms. Kirschenbaum seconded a motion to approve the November 15, 2021, minutes. The minutes were unanimously approved by all in attendance, noting the absence of Ms. Robb, Ms. Schanberger and Ms. Zimskind.

V. DISCUSS THE 2022 DRAFT MEETING CALENDAR

Ms. Tenenbaum moved and Mr. O'Brien seconded a motion to approve the 2022 meeting calendar with two revisions. The motion was approved by all in attendance, noting the absence of Ms. Robb, Ms. Schanberger, and Ms. Zimskind.

VI. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT:

Ms. Kirschenbaum reported that her and Mr. Weber continue meeting with staff from Burbank Water and Power to discuss energy and sustainability.

Mr. Weber shared that the Subcommittee met with Councilmember Sharon Springer.

Ms. Tenenbaum volunteered to staff the ad hoc Renewable Energy Subcommittee.

VII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Gemmill asked the Commission if they were interested in staffing a table at the Burbank Farmer's Market once a month.

Ms. Kirschenbaum suggested they continue sharing a table with the Master Growers. The group agreed to discuss during their Subcommittee meeting.

VIII. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

No updates were provided, as the Subcommittee was unable to meet.

IX. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:

Ken Berkman, Public Works Director, announced that at the request of City Council, they will be providing a memo with an update on the Single Use Plastics and Skip the Stuff Ordinance. Mr. Molinar anticipates a tentative schedule of Spring 2022.

X. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES:

Ms. Gemmill asked that staff help coordinate the placement of native plants in public spaces.

Mr. Berkman suggested that the Subcommittee meet with Public Works staff and Mike Del Campo, Landscape and Forestry Services Superintendent to discuss and coordinate.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

- December 14, 2021- Annual Review of Plan Developments and Development Agreements
- January 4, 2022- Adoption of an Ordinance Prohibiting the Sale of Mylar Balloons in the City of Burbank – BWP
- January 4, 2022- Overview of Burbank Water and Power's Water Conservation Programs
- February 8, 2022- Introduction of an Ordinance Amending Title 4 Chapter 2 of the Burbank Municipal Code, Relating to Solid Waste and Organics Recycling (SB 1383) - PW

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Mr. O'Brien moved and Ms. Tenenbaum seconded a motion to ask staff for an update on SB 1383 – Solid Waste and Organics Recycling Ordinance. The motion was approved by all in attendance, noting the absence of Ms. Robb, Ms. Schanberger, and Ms. Zimskind.

XIII. BURBANK GREEN SPOTLIGHT AWARD FOR FEBRUARY 2022:

The February 2022 Green Spotlight Award recipient will be selected at a later date.

XIV. ADJOURNMENT:

The meeting was adjourned at 5:53 p.m. The next meeting will be held on Monday, February 7, 2022 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ng

DRAFT

January 19, 2022

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 Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Coomes, Elman, Forouzan, Hacobian, Lu, and Turner
In Chamber: Chair Chapman

Also Present: In Chamber: Captains Irving and Puglisi, Lieutenant Brimway, Sergeant Fekety, Officer Peltier, Records Manager Moran, and Executive Assistant Nakamura

Via Videoconference: Chief Assistant City Attorney Oh, Liaisons Frutos and Schultz

FLAG SALUTE

The flag salute was led by Lieutenant Brimway.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commission members reported out on events and meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission was Tamala Takahashi, who commented on Agenda Item #1, thanked the MHET team for their presentation to Kiwanis, and other legislation that became effective this year.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Ms. Takahashi for her comments.

APPROVAL OF MINUTES FROM NOVEMBER 17, 2021

A motion was made by Commissioner Hacobian, with a second by Commissioner Elman, to approve the minutes of the November 17, 2021 meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the new National Incident Based Reporting System (NIBRS) crime reporting system

Records Manager Moran described NIBRS, the new national data collection standard for law enforcement.

Previously, agencies had reported Summary Reporting System (SRS) data to the FBI, with only the most serious offense reported, even though there might have been multiple crimes in one incident. This system only provided limited data collection on victims, suspects, and crime types.

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The FBI saw a need to get uniform data reports from all states, hence the creation of NIBRS. The system was broadened from 9 to 52 offenses, allowing more specificity on crime data to be used for strategic crime prevention, education, and improved budget resource allocation.

As of January 2022, the FBI required agencies to stop collecting SRS data and start collecting NIBRS data. California agencies report their data to the Department of Justice, the clearinghouse of data, before it is submitted to the FBI.

The BPD upgraded software and conducted department-wide training before NIBRS went live on December 1, 2021. The first month of data was collected during December for submission in January. We are waiting for the error spreadsheet from the DOJ, which will notify agencies of errors created by users or the system. Once the data is certified error free for three consecutive months by the DOJ, the BPD will then post information on the website.

Once reports are published, it may appear that crime statistics have risen in the city - this may not necessarily be the case, as the NIBRS system of data collection will reflect more accurately all the offenses that may occur in one incident, rather than the top offense in the hierarchy.

2. Presentation and discussion on California Senate Bill 2

Captain Puglisi provided an overview of CA Senate Bill 2, the Kenneth Ross Jr. Police Decertification Act of 2021 which provides updates to codes and laws.

Topics discussed were changes to civil liability, applicant certification disqualifications, release of records (e.g., use of force, dishonesty, discharge of a firearm), the establishment of an advisory board to review misconduct investigations at public meetings, causes for decertification for applicants or current officers, and reporting requirements starting in 2023.

3. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

Chief Albanese announced promotions and reassignments throughout the Department.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

As agendaized at the November 2021 meeting, there will be a presentation and discussion of the Community Survey results.

Commissioner Coomes made a motion, amended by Commissioner Hacobian, and seconded by Commissioner Forouzan, for a presentation and discussion on statistics of recent retail crimes and crime deterrence strategies for businesses in the city, in light of recent smash and grab thefts in the Magnolia Park area. Approved by consensus

Commissioner Elman made a motion, amended by Commissioner Coomes, to have a presentation and discussion on what discussions the Department is conducting on budget and staffing levels in light of the city plans for 2035. The motion was not seconded; motion failed.

Commissioner Turner made a motion, seconded by Commissioner Coomes, for a presentation and discussion on anti-bias and anti-racism training conducted for new and current officers. Motion passed, with one vote by Commissioner Elman against.

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NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, February 16, 2022, 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1930 hours.

s/Africa Turner

Africa Turner, Secretary
Burbank Police Commission

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