



Weekly Management Report

March 11, 2022

- 1. Memo** Burbank Hospitality Association
Meeting on February 23, 2022
Community Development Department
- 2. Minutes** Police Commission Meeting
on February 16, 2022
Police Department

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: March 1, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager 
BY: Megan Anghel, Administrative Analyst I

SUBJECT: Burbank Hospitality Association Meeting – February 23, 2022

- Tina Price, founder of the Creative Talent Network (CTN), provided the Board with a summary presentation of the November 17-21, 2021, CTN Animation eXpo.
- Jamie Keyser, CEO of the Chamber of Commerce, presented the new virtual Chamber Guide and opportunities for Visit Burbank to participate in.
- Robin Faulk provided an update on the February Director of Sales Meeting, Visit Burbank Marketing Campaigns and Super Bowl outreach.

February 16, 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, and Lu
In Chamber: Chair Chapman

Also Present: In Chamber: Captains Irving and Puglisi, Lieutenants Green and Losacco, Sergeant Fekety, Officer Peltier, and Executive Assistant Nakamura
Via Videoconference: Chief Assistant City Attorney Oh, Liaisons Frutos and Schultz

FLAG SALUTE

The flag salute was led by Sergeant Fekety.

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.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Ms. Takahashi for her comments.

APPROVAL OF MINUTES FROM JANUARY 19, 2022

A motion was made by Commissioner Elman, with a second by Commissioner Coomes, to approve the minutes of the January 19, 2022 meeting. Approved by consensus.

ITEMS OF BUSINESS

1) Presentation and discussion on statistics of recent retail crimes and crime deterrence strategies for businesses in the city

Lieutenant Losacco, of the Investigation Division, defined robbery/burglary terminology, presented theft and arrest statistics from the past three years, described PD efforts to curtail crimes, and deterrence strategies for business owners.

2) Presentation and discussion of the results of the Community Survey conducted October 18 – November 22, 2021

Lieutenant Green, of the Community Outreach and Personnel Services Bureau, stated a community survey has been conducted since 2014 as part of the CALEA accreditation process. More importantly, the survey provides an opportunity for self-reflection and is another channel of communication with community members.

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The survey was offered in three languages; there were roughly 1,100 respondents; community members were asked to rate the Department on services such as response times, professionalism, perceived safety in the City, confidence and satisfaction, and communication. The full report will be posted on the website tomorrow.

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:

2/22 LA County homeless count

2/23 Cookie with a Cop (Sliders)

2/27 Leadership Burbank car show fundraiser

3/10 Coffee and Donuts (Ballers and Brew)

5/7 Police/Fire Service Day at the station

7/1 Animal Shelter will transition from the PD to Parks and Rec

In March, April and May, the BPD will make presentations at BUSD regarding driving behavior and safety.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Agendized at the January meeting for the March meeting will be a presentation and discussion on biased-based policing training.

Commissioner Forouzan made a motion, seconded by Commissioner Lu, to have a presentation and discussion on data collection (e.g. criminal activity, pedestrian safety, arrests, moving violations, traffic stops, officer activity) and the crime analysis process. Approved by consensus.

Commissioner Elman made a motion, seconded by Commissioner Coomes, for a presentation and discussion on the future of the BPD to manage expansion and resources that may be affected by the specified elements in the City's 2035 General Plan. Approved by consensus.

Commissioner Hacobian made a motion, seconded by Commissioner Chapman for a presentation and discussion on the transition of the Animal Shelter from the Police Department to the Parks and Recreation Department. Approved by consensus.

Commissioner Coomes made a motion, seconded by Commissioner Forouzan, for a discussion on goal setting and self-reflection of meeting those goals, which will also include feedback from the public. After some discussion, Commissioner Coomes withdrew his motion and it was decided that a subcommittee would be created to explore setting goals and evaluating the performance of the Commission, and advertising to the public to participate in the process. Commissioner Hacobian also volunteered to be part of the subcommittee.

Commissioner Coomes made a motion, seconded by Commissioner Hacobian, for a presentation and discussion on the service of "no-knock" warrants. Approved by consensus.

NEXT MEETING DATE

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

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ADJOURNMENT

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

Africa Turner
Burbank Police Commission

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