



Weekly Management Report

May 20, 2022

- 1. Synopsis** Transportation Commission Meeting on March 21, 2022
Community Development Department
- 2. Synopsis** Transportation Commission Meeting on April 28, 2022
Community Development Department
- 3. Minutes** Police Commission Meeting on April 20, 2022
Police Department

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 22, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Nick Burant, Administrative Analyst

SUBJECT: Transportation Commission Meeting Synopsis – March 21, 2022

- The Commission heard a presentation from City staff and consultants on the City's Greenhouse Gas Reduction Plan update. The Commission asked questions about residential solar, whether the transportation emissions of trips originating, terminating, or both were considered, hydrogen fuel, composting, active transportation, and safe routes to school. The Commission also expressed support for measures relating to curbside charging and bike parking.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 3, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Nick Burant, Administrative Analyst

SUBJECT: Transportation Commission Meeting Synopsis – April 28, 2022

- The Transportation Commission (TC) held a joint meeting with the Infrastructure Oversight Board (IOB).
- Staff provided a presentation on the former Traffic Commission and the roles and responsibilities of the IOB and the TC regarding traffic safety.
- IOB and TC members discussed how traffic safety policy should be addressed, as the City's municipal code for each body is ambiguous. The City Attorney noted that either Commission could handle the work.
- The TC passed a motion requesting that the City Council clarify whether the IOB or the TC can oversee traffic safety policy development. The motion passed 4 – 0, with three abstentions. The IOB passed the same motion.
- The TC also agreed to agendize the creation of a school safety subcommittee and to create a liaison with the IOB.

April 20, 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 1815 hours by Commission Chair Chapman.

CALL TO ORDER

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

Also Present: In Chamber: Captains Irving and Puglis, Lieutenant Losacco, Sergeant Fekety, Detective Peltier, Officers Haratonian and Rhoads, and Executive Assistant Nakamura

Via Videoconference: Chief Assistant City Attorney Oh, Liaison Schultz

FLAG SALUTE

The flag salute was led by Officer Rhoads.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Forouzan reminded community members about the Department's Etch and Catch program, a partnership with local auto shops to etch serial numbers on catalytic converters.

Commissioner Forouzan also stated she is waiting for traffic safety data to compile the ped/traffic safety subcommittee report.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM MARCH 16, 2022

A motion was made by Commissioner Elman, with a second by Commissioner Forouzan, to approve the minutes of the March 16, 2022, meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the Department's drone program

Lieutenant Claudio Losacco and Officer Ryan Rhoads provided an overview of the drone program, description and uses of the devices, benefits and challenges associated with the drones, and future of the technology.

2. Discussion, and potential action, with regard to the Commission's duties as outlined in the City Charter

Commissioners discussed the duties as expressed in the Charter. This item will be tabled to a future agenda so the entire Commission may review the Charter and participate in the discussion of possibly making recommendations for change of it and the municipal code

April 20, 2022

Meeting of the Burbank Police Commission

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3. Discussion of the hybrid public comments period upon return to in-person Boards and Commissions meetings

Captain Puglisi announced the return to in-person meetings starting in May for Council and Boards and Commission meetings. For ninety days, a hybrid public comments period will now include in-Chamber comments, followed by a period of phone-in comments from the public.

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

- 4/27 Morning Fuel with First Responders 8-10 am
- 4/30 Drug Take Back Event 10-2 pm
- 5/7 Police/Fire Service Day 9-2 pm
- 5/17 Muffins with MHET at Miracle Bakery 8-10 am

The annual NACOLE conference will be held September 11-15, 2022. Commission members should come prepared to discuss the selection of participants at the May meeting.

The Joint Council/Commission meeting will be held sometime in July, pending Council and OIR schedule availability.

The BPD fielded a team of 20 runners and numerous support personnel to participate in the 120-mile Baker to Vegas relay race on April 9, 2022.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

For the May meeting, the items currently agendized include a presentation by the MHET team, selection of NACOLE conference participants, a presentation and discussion by the Self-Evaluation Subcommittee, and the Charter/Municipal Code discussion.

Commissioner Chapman made a motion to discuss making a request to Council for business cards and the parameters for their use. Motion not seconded; motion failed.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, May 18, 2022, at 1800 hours (return to in-person meeting in City Council Chamber).

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

s/Africa Turner

Africa Turner, Secretary
Burbank Police Commission

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