

Weekly Management Report

July 14, 2023

- 1. Memo** Burbank-Glendale-Pasadena Regional
Housing Trust Meeting on
June 7, 2023
Community Development Department
- 2. Minutes** Sustainable Burbank Commission
Meeting on June 26, 2023
Public Works Department
- 3. Minutes** Burbank Police Commission
Meeting on June 21, 2023
Police Department



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: July 6, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT: BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST
BOARD MEETING – JUNE 7, 2023**

BACKGROUND

At the City Council meeting of February 28, 2023, the City Council approved the Joint Powers Agreement (JPA) as authorized by SB 1177 to form the Burbank-Glendale-Pasadena Regional Housing Trust (BGRHT). The cities of Glendale and Pasadena approved the JPA in March 2023. The JPA was executed and effective May 2, 2023, and the first meeting was held on May 3rd in Glendale.

The second meeting of the BGRHT was held on June 7, 2023, in Pasadena. The following is a summary of the meeting.

BGRHT BOARD MEETING SUMMARY

- ✓ Roll Call:
Board members in attendance were Pasadena Mayor Victor Gordo; Burbank City Councilmember Nikki Perez; and Glendale Mayor Dan Brotman.
- ✓ Oral Communications:
No one attended the meeting in person or called in to provide public comment via the call-in number.
- ✓ Approval of Minutes:
Board Member Brotman moved approval of the May 3rd meeting minutes. Minutes were approved by 3-0.

✓ Review and Adoption of Draft By-Laws:

Glendale staff provided an overview of the Draft By-Laws. The Board approved the By-Laws by requiring each jurisdiction to appoint an alternate.

Vice-Chair Perez moved to adopt the by-laws with the amendment that each jurisdiction shall identify a designated alternate. Motion approved 3-0.

✓ FY 2023-24 Adoption of Operating Budget:

Burbank Staff presented the proposed FY 2023-24 Operating Budget to the Board of Directors.

Board Member Brotman moved to adopt the proposed FY 2023-24 Operating Budget. Motion approved 3-0.

✓ Approval of a PSA between the Housing Trust and the Consultant, Civic Home, for \$200,698:

Burbank Staff provided an overview of the Request for Proposal and the consultant selection process which resulted in the approval of Civic Home as the consultant for the Board. Civic Home provided a presentation of its background and experience to the Board and answered all questions regarding Regional Housing Trusts.

Board Member Brotman moved to approve the recommended consultant. Motion approved 3-0.

✓ Board/Staff Comments:

Board Members discussed holding the next BGPRHT Board Meeting on July 12, 2023, in Burbank.

✓ Meeting Adjourned at 5:11 PM.

**SUSTAINABLE BURBANK COMMISSION
JUNE 26, 2023, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, Room 104, 150 N Third St., on the above date. Chair Robin Gemmill called the meeting to order at 5:03 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Chair)
Alissandra Valdez
Limor Zimskind
Jean Schanberger (Vice Chair)
Kevin O'Brien
Victoria Kirschenbaum
Jenny Deahl
Jason Bennett

Members Absent:

Council Members, Liaisons, and Staff Present:

Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Nikki Perez – Council Member

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 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

Jerilyn Lopez Mendoza spoke to the Commission about Senate Bill 233. She encouraged the Commissioners to contact California State Representative Laura Freedman in support of the bill.

B. Commission Member Communication

Commissioner Victoria Kirschenbaum stated that she did not attend the Integrated Resources Plan Stakeholder Group (IRP StaG) meeting. She attended the webinar Climate Private Equity Los Angeles.

Commissioner Jason Bennett announced when the Drought Tolerant Task Force will hold their first meeting and stated he will attend.

C. Staff Communication

There was no staff communication.

IV. APPROVAL OF MINUTES

The May 15, 2023, minutes were approved by Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Ms. Gemmill, Ms. Zimskind, Ms. Schanberger, Ms. Valdez, and Mr. O'Brien.

V. CONSIDERATION TO PERMANENTLY HOLD FUTURE MEETINGS IN THE COMMUNITY SERVICES BUILDING, ROOM 104

Mr. Berkman recommended the Commission make a motion during their July meeting should they choose to permanently hold their meetings in the Community Services Building, Room 104. Staff will confirm Room 104 is permanently available for the Commission meetings.

VI. GREEN SPOTLIGHT AWARD FOR JULY 2023

Ms. Kirschenbaum presented the July 2023 Green Spotlight Award to *Buy Nothing Burbank Media West*.

VII. REVIEW OF COMMISSIONER O'BRIEN'S MEETING ATTENDANCE RECORD

Mr. Berkman read to the Commission the Burbank Municipal Code of attendance for Committees, Commissions and Boards. Vice Chair Jean Schanberger moved, and Commissioner Limor Zimskind seconded a motion to excuse Mr. O'Brien's absences and have Chair Robin Gemmill write a letter to accompany the staff report to City Council. Approved unanimously.

VIII. DISCUSSION OF COMPOSTABLE MATERIALS – DISPOSAL AND PROCESSING

The Commission and staff discussed the process and disposal of Burbank's compostable materials.

IX. DISCUSSION OF AD HOC ACTION PLAN SUBCOMMITTEE'S ACTION PLAN ASSESSMENT

The Commission discussed the Action Plan and reviewed the Ad Hoc Action Plan Subcommittee's assessment of the action plan.

X. SUBCOMMITTEE COORDINATION WITH WORKPLAN SUBCOMMITTEE

The commission will revisit this item at a future meeting.

XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

Ms. Gemmill provided an update on the Go Green Adapting to High Heat community event. She announced that the subcommittee will begin to plan the next Go Green community event.

XII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE

Ms. Duran provided an update on the stakeholder outreach meetings regarding the plastics ordinance. Mr. Berkman confirmed the Subcommittee can hold meetings with or without staff for plastic ordinance related topics without public notice.

XIII. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE

There was no update from the subcommittee.

XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Complete Streets Objective Development Standards – Adoption (June 27, 2023)
2. Vacancies on Various City of Burbank Boards, Commissions, and Committees – Appointment to Fill (July 18, 2023)
3. 2024 Integrated Resources Plan – Update (July 25, 2023)
4. Burbank's Sustainable Water Use Ordinance – Update (July 25, 2023)

XV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Discussion of Meetings Going Past Scheduled Time

FUTURE AGENDA ITEMS

- Boards & Commissions Team Development Training (July 17, 2023)
- UCR Turf Grass Research & Extension meeting (TBD)

XVI. ADJOURNMENT

The meeting was adjourned at 7:10 p.m. The next meeting will be held on Monday, July 17, 2023, at 5:00 p.m. at the Council Chambers.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ad

DRAFT

June 21, 2023

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 1802 hours by Commission Secretary Hagopian.

CALL TO ORDER

Present: Commissioners Chapman, Elman, Forouzan, Hacobian, and McKenna

Also Present: Chief Albanese, Captain Cornils, Lieutenant Losacco, Sergeant Fekety, Officer Haratonian, Senior Assistant City Attorney McMillan, and Executive Assistant Nakamura. (Liaison Schultz)

FLAG SALUTE

The flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

Appearing before the Commission were:

- Valerie Kameya, who commented on Section 8 housing units being built on Catalina, potential parking issues, and any plans to increase police presence
- David Donahue, who commented on Vision Zero and e-bikes on the sidewalks

COMMISSION RESPONSE TO PUBLIC COMMENTS

Commissioners thanked and responded to public comments.

APPROVAL OF MINUTES FROM MAY 17 , 2023

A motion was made by Commissioner McKenna, with a second by Commissioner Elman, to approve the minutes from the May 17th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

1. **Presentation and discussion on the effects of SB357 (the Safer Streets for All Act, enacted into law in July 2022, will decriminalize loitering for the purposes of prostitution)**

California Senate Bill 357, enacted in July 2022, repeals the law criminalizing prostitution-related loitering. Lieutenant Losacco described the elements of the repealed law, efforts by law enforcement and legislators to repeal the new law, Burbank stats on the prostitution and loitering, and the impact to the Burbank community.

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Meeting of the Burbank Police Commission

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2. Discussion and action, if any, on attendance and participation in the annual NACOLE Conference (November 12-16, Chicago)

Commissioner McKenna expressed an interest in attending and was selected to represent the Commission at the NACOLE conference.

3. Presentation of proposed Data Request Form to be utilized by the Police Commission when requesting information/data from the police department. Discussion and potential adoption of procedures/processes for requesting information/data.

Commissioner Forouzan brought forth the form created by the Data Subcommittee which is to be submitted to the Department to fulfill any data requests. Revisions to the form were suggested; Commissioner Forouzan made a motion to adopt the form, seconded by Commissioner McKenna. Approved by consensus.

4. Discussion and action, if any, of the Commission's annual self-review (from the calendar dashboard)

Commissioner Hacobian read the contents of the Quarterly Commission Chair's Report to Council Liaisons (prepared by Chair Coomes), which included topics presented and addressed, and mention of the work of the Ad Hoc Subcommittees. Commissioners suggested that trainings attended be added to the report.

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

8/1 National Night Out, 5:30 -7:30 p.m. at Johnny Carson Park

9/26 Joint City Council / Police Commission Meeting, 6:00 p.m. (OIR Report)

Chief Albanese responded to Mr. Donohue's question about ebikes on sidewalks. Per the law, Class 1 or Class 2 ebikes may be ridden on the sidewalk. Class 3 ebikes (pedal assisted with motor) may not be ridden on the sidewalk.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

July – Discuss and prioritize RIPA recommendations for future presentations and discussions (previously agendized)

October - A motion was made by Commissioner McKenna, seconded by Commissioner Chapman to have a presentation / debrief by the Traffic Bureau on back-to-school safety efforts and a report out by the School Safety Ad Hoc Subcommittee. Motion carried by consensus.

July - A motion was made by Commission Chapman, seconded by Commissioner Elman for a presentation on bicycle and ebike safety, and vehicle codes pertaining to those bikes and other motorized devices operating on the sidewalk. Motion carried by consensus.

August – Commission Hacobian made a motion, seconded by Commissioner McKenna, to discuss the development a new annual dashboard calendar. Motion carried by consensus.

NEXT MEETING DATE

June 21, 2023

Meeting of the Burbank Police Commission

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The next scheduled meeting of the Police Commission will be Wednesday, July 19, 2023, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1918 hours.

Romik Hacobian
Burbank Police Commission