



# Weekly Management Report

## October 13, 2023

- 1. Memo**                      Review of Migration of the Burbank Mental Health Evaluation Team (MHET) from the Police Department to the Fire Department  
**Police Department**
  
- 2. Memo**                      Downtown Burbank Partnership (PBID) Meeting on September 7, 2023  
**Community Development Department**
  
- 3. Notice**                    Burbank-Glendale-Pasadena Airport Authority Meeting on October 16, 2023  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 4. Minutes**                  Burbank Police Commission Meeting on August 16, 2023  
**Police Department**
  
- 5. Minutes**                  Sustainable Burbank Commission Meeting on September 18, 2023  
**Public Works Department**
  
- 6. Memo**                      Landlord-Tenant Commission Meeting on October 2, 2023  
**Community Development Department**



# MEMORANDUM



## POLICE DEPARTMENT

---

**DATE:** October 10, 2023

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police  
VIA: Mark Hatch, Deputy Fire Chief  
Denis Cremins, Captain – Administrative Services  
BY: Courtney Padgett, Police Administrator  
Kelly Bravo-Cuevas, Administrative Analyst I

**SUBJECT:** City Manager Tracking List # 2543 - Review of Migration of the Burbank Mental Health Evaluation Team (MHET) from the Police Department to the Fire Department

---

At the May 9, 2023, City Council Meeting, Mayor Anthony requested an informational report on the potential migration of the Mental Health Evaluation Team (MHET) from operating within the Burbank Police Department (BPD) to the Burbank Fire Department (BFD).

### **BACKGROUND**

In 2012, in response to an inordinate number of mental health related calls for service and interventions, BPD identified the need to provide an appropriate response level to community members experiencing mental illness. Specifically, the Department sought to address the chronic number of high utilizers of police and fire services that resulted in a mental health hospitalization without any follow-up services for the provision of sustained care.

The Department pursued a partnership with the Los Angeles County Department of Mental Health (DMH) to implement MHET, a co-response model comprised of a specially trained police officer and a DMH licensed clinical social worker. MHET responds to calls for service involving a mental health component and conducts evaluations to determine if further action is needed, such as referral to a treatment program or placement on a mental health commitment (defined by the Welfare and Institutions Code section number

5150 and commonly referred to as a "5150 hold"). In addition to crisis response and intervention, MHET also provides ongoing case management, conducts homeless outreach, assists with acquiring gun violence restraining orders, provides consultation services, and educates and trains other City departments and community organizations.

Since its implementation, MHET has continually evolved to develop its current service delivery model specific to the needs of the Burbank community. MHET conducted 889 activities in Fiscal Year (FY) 2022-23, including responses to calls for service, case management contacts, homeless outreach, and participating in community engagement. Sixty-nine percent (69%) of MHET activities are case management related, an aspect that sets Burbank's MHET apart from traditional co-response teams that focus solely on crisis response with no follow-up conducted after the initial contact. MHET's case management component is essential in linking individuals to sustained care to prevent future hospitalizations and contacts with law enforcement. Case management includes follow-up in-person visits, phone calls, and contacts with service providers and family members.

The MHET program has been well-received within the Burbank community and has been regularly commended by City Council, other City departments, the Burbank Unified School District, and service organizations for its work in providing services to the community. The team has also been recognized by the Department of Justice Community Oriented Policing Services and the Peace Officers Association of Los Angeles County and has received letters of commendation from current United States Vice President (former California Attorney General) Kamala Harris and Congressman Adam Schiff.

## **DISCUSSION**

There are a variety of mental health response models that utilize fire and emergency medical services (EMS) personnel, working with or without a mental health professional. Generally, these programs serve medically stable, non-combative, and cooperative individuals. Each model is tailored differently to accommodate and fulfill its jurisdiction's needs and goals, and in many instances is provided concurrently with a law enforcement co-response model. A summary of some regional and state programs is provided in Attachment 1.

### **Burbank Fire Department**

When responding to calls for service, the Burbank Fire Department (BFD) adheres to the County of Los Angeles EMS policy and personnel receive continuing, but basic, training related to managing behavioral health emergencies. In FY 2022-23 BFD responded to 193 mental health related incidents. In comparison, in FY 2022-23 BPD responded to 2,169 mental health related calls for service. MHET regularly collaborates with BFD to consult on high utilizers of fire services and to conduct outreach and follow-ups when there is a mental health component. BPD patrol officers request BFD assistance when certain criteria are present during a call for service, such as if an individual is suicidal or

has immediate medical needs. There are no current plans for BFD to implement a co-response model specific to managing mental health incidents.

There are several areas pertaining to MHET operations that would require additional evaluation should the program migrate from BPD to BFD:

#### Available Resources

The BFD is not currently staffed for and does not have a personnel deployment model to support the transition of MHET. Reassignment of MHET to BFD would require the full-time assignment of personnel for program oversight, assignment of a designated firefighter or paramedic to the team (two once the team expands), equipment and vehicle costs, program start up and on-going maintenance costs, and training costs. This will create additional strain on the already limited resources within BFD. While BPD has been able to implement and plan for personnel expansion of the program within its existing resources, operating MHET under BFD would require approval of new positions and associated annual recurring cost to the City.

#### Dispatch

All calls for emergency services are required by law to be routed through a law enforcement primary public safety answering point (PSAP). In Burbank, the PSAP is the BPD Communications Center. Upon receipt of an emergency call, the communications operator inquires if the individual is in need of police, fire, or paramedic services. The Communications Center directly dispatches all police resources (including MHET); for fire or paramedic services, the call is transferred to the Verdugo Fire Communications Center (Verdugo) located in Glendale. Verdugo is a secondary PSAP that is responsible for dispatching BFD resources. Transition of MHET to BFD would require collaboration with BPD, BFD, and Verdugo to establish new triage and dispatch protocols for MHET. As multiple dispatch entities would be involved, these protocols may result in the delay of an appropriate response and in many instances likely may still result in a law enforcement primary response to the situation when the caller indicates "police" as the desired service.

#### Information Sharing/Continuity of Services

As previously stated, in FY 2022-23 BPD responded to 2,169 mental health related calls for services. A key component of the MHET operation under BPD is collaboration of the team with the other Department personnel who are likely to be involved with individuals experiencing mental health issues. The team regularly shares information with the Patrol Division regarding on-going case management activities and MHET's recent interactions with individuals who may come into contact with patrol officers. MHET shares information via participation in daily crime control meetings, distribution of a weekly update report, and through attendance at shift briefings. This information sharing can be critical in ensuring a continuum of service and in enhancing the safety for all involved parties. Transition of MHET to BFD will not eliminate the necessity for police officers to regularly

interact with individuals experiencing mental illness or their likelihood to encounter individuals with whom MHET is actively working to assist. While communication can still occur if the team operates under BFD, separating the team from BPD will create logistical issues that may delay or hinder the effective transfer of information.

Under BPD, the MHET officer has access to criminal history information, police reports, prior call for service history, and other information that would not be readily accessible to a City employee who does not work for a municipal police department. Access to this information can be essential in obtaining relevant information to assist an individual in need, determine appropriate strategies to provide assistance, and to enhance the safety for all involved.

MHET also provides regular consultation for patrol officers, school resource officers, and detectives on situations with a mental health component. Currently, MHET is readily accessible within BPD for staff to utilize for the purpose of a consultation. Consultations can still occur upon a transition to BFD, however there will be inter-departmental logistical issues that could potentially delay or hinder effective communication and coordination.

### Training

MHET employs a robust internal training model for BPD staff that is essential to ensure all personnel are prepared to manage situations involving mental illness. MHET conducts specialized training for all newly hired officers and facilitates an annual mental health training for all Police Department employees. MHET regularly attends shift briefings with patrol officers to provide updated information on available resources, discuss emerging issues within mental health, overviews of challenging and/or successful case studies, and updates on mental health topics. These shift briefings also provide the opportunity for MHET to discuss trends and issues observed through their ongoing review of all BPD mental health-related reports and calls for service and for officers to ask questions regarding specific situations they may have encountered in the field. MHET also conducts a segment within the annual use of force training, that includes awareness to identify signs an individual may be experiencing mental illness, how to differentiate types of illnesses, and protocols to safely respond to persons with mental health challenges. As with consultations, this training can still occur upon a transition to BFD, however there will be inter-departmental logistical issues than could potentially hinder the effective delivery of this important training.

### Service Delivery

Transitioning MHET to BFD does not appear to offer significant improvements or changes to the delivery of services to the community. The discernable difference is the presence of a firefighter or paramedic in lieu of a police officer. Assigning a paramedic to MHET would provide the benefit for the ability to provide immediate medical care if needed. However, under current operations BFD resources are requested by MHET and patrol

officers on scene when there is a medical component to a mental health related call for service. It is also noted that as per the Welfare and Institutions Code 5150, peace officers are authorized to place an individual on a commitment for mental health assessment. Firefighters do not have this authority. Although the firefighter would be accompanied by an authorized clinician, having an officer with the ability to execute a commitment can enhance the management and efficiency of the response in certain situations.

Within Los Angeles County, there are options to request mental health services or response that are an alternative to law enforcement-based interventions. When community members access resources through these programs, BPD and MHET are unaware and uninvolved. One of these options is DMH's Psychiatric Mobile Response Team (PMRT), that provides non-law enforcement-based mobile crisis response teams comprised of licensed clinical social workers. PMRT employs specialized triage of each situation that yields engagement, support, and recovery-focused interventions from mental health clinicians.

When community members contact the BPD Communications Center requesting services, it is often due to an escalating situation requiring immediate assistance and that may involve an individual who is uncooperative or combative, to which a law enforcement presence may be the most appropriate resource to manage the situation. Firefighters are not equipped to manage individuals who are combative during an interaction. Additionally, individuals placed on a mental health commitment are often determined to be a danger to themselves or danger to others (as defined by the Welfare and Institutions Code). The absence of a law enforcement presence in these situations may pose a risk to the safety of the involved individual, the mental health clinician, the firefighter, and members of the community.

#### Case Management Model

Throughout the first few years of MHET's operation, BPD recognized the need to develop a case management model to enhance the ability to assist high utilizers of City services. In 2017, MHET implemented a case management software system and targeted case management strategies. These strategies support timely follow-up with individuals, family members and service providers, regular outreach with high utilizers, and on-going review of police reports to identify situations involving high-risk factors where MHET intervention may be of assistance. MHET's case management model has been successful in obtaining sustained care for individuals in need, often involving complex and challenging long-standing circumstances. The transition of MHET from BPD to BFD may be disruptive to the continuity of the existing case management model and may require implementation of a different case management model based on the resources, operations, and discretion of BFD.

### Prior Review/Evaluation

In 2020, Council directed the Police Commission (Commission) to conduct a detailed review on various contemporary topics related to the provision of professional police services. As part of this review, the Commission evaluated MHET during its regular meeting on August 19, 2020. This review resulted in a recommendation to continue the existing MHET program and to consider expansion of the program. This recommendation was presented to Council on February 9, 2021, and was approved with a unanimous vote. The Commission has continued to evaluate the MHET program, engaging in review and discussion about the program during public meetings on April 21, 2021, and May 18, 2022, with no additional recommendations made regarding changes to the operation or structure of the program.

### CONCLUSION

Although some jurisdictions have implemented mental health response models involving fire department services, most of the programs reviewed operate in conjunction with a law enforcement co-response model, not as a replacement. Additionally, operating under BFD, MHET may not have the ability to manage individuals who are non-compliant and/or combative, ultimately still requiring law enforcement assistance on scene. Transition of the program to BFD would likely require additional resources and incur additional costs to the City, require the establishment of new dispatching protocols involving an outside entity, potentially delay or hinder effective response and communication, and in many instances would not eliminate the need for a law enforcement response.

The City's MHET program as it currently operates under BPD has established itself as a successful, collaborative, and relied upon resource within the community. MHET regularly participates in community outreach events such as National Night Out and is well-known to the community as a component operating within BPD. The City will continue to evaluate MHET program operations under BPD to ensure the delivery of quality services to members of the community in need, to include collaborative opportunities for outreach and response with BFD, other City departments, and resource providers.

### ATTACHMENT

Attachment 1 – Regional and State Fire/EMS Response Models



Summary of Regional and State Fire/EMS Response ModelsCity of Los Angeles – Therapeutic Transportation Pilot Program (TTP)

- Teams consists of a DMH mental health professional, psychiatric technician, peer support specialist, and clinical driver.
- Utilize a custom therapeutic transport van and operate out of LA City fire stations.
- Dispatched through fire resources and co-respond with law enforcement or take the lead on emergency calls with a mental health underpinning.
- Fire department personnel and TTP consult to determine if therapeutic transport is appropriate when the patient is not combative or experiencing a medical emergency.
- Provides case management and recovery-focused interventions as appropriate.

LA also operates a law enforcement co-response model, the Mental Evaluation Unit (MEU). MEU is equipped with a 24-hour triage line that dispatches the Systemwide Mental Assessment Response Team (SMART), a co-response team of a police officer and DMH licensed clinical social worker to assist patrol officers at the scene of a mental health related call. MEU currently has 92 police officers and 30 DMH mental health professionals who are assigned to the triage line, SMART and CAMP (Case Assessment Management Program).

City of Montebello – Montebello Community Assistance Program (MCAP)

- Team consists of a firefighter or paramedic, social work coordinator, case manager, and housing navigator.
- Field-based outreach program that assists individuals who are experiencing mental illness, homelessness, or substance use.
- Utilizes a case management approach and connects individuals in need with shelters, treatment centers, family reunification services, and other resource providers.

Montebello also operates a law enforcement co-response program (MHET) under the police department, responding to mental health calls for service and conducting homeless outreach.

City of Santa Monica – Community Response Unit (CRU) and Therapeutic Transportation Pilot Program (TTP)

- CRU consisted of two firefighters trained in mental health emergencies, crisis communications, de-escalation, and substance use disorders.
- Utilizing a standard paramedic fire engine and ambulance, CRU prioritized calls that did not need a traditional emergency response and diverted patients with mental health issues to more appropriate services.

- On scene, CRU assessed, treated, and transported patients to the hospital emergency room or urgent psychiatric care.
- CRU program discontinued operations in 2023.
- In collaboration with DMH, the City of Santa Monica is currently working on the implementation of a TTP pilot program with a service delivery model similar to LA's TTP, however the program is not yet operational.

The Santa Monica Police Department operates a law enforcement co-response program, consisting of one sergeant, two police officers and three DMH licensed clinical social workers. The team responds to mental health calls for service and individuals experiencing homelessness, providing them with assistance and services.

*City of Pasadena – Pasadena Outreach Response Team (PORT)*

- Team consists of a firefighter, a doctorate level social worker, a nurse from Huntington Hospital, and Union Station Homeless Services.
- Focuses on field outreach and case management to assist individuals experiencing chronic homelessness, severe mental illness, substance use disorders, physical disabilities, and complex chronic health conditions.
- Links individuals to appropriate facilities such as urgent care, sobering centers, or mental health services.

The Pasadena Police Department also operates the HOPE (Homeless Outreach-Psychiatric Evaluation) team, partnering a police officer and a DMH licensed clinical social worker who respond to mental health and homelessness-related calls for service.

*San Ramon Valley Fire Protection District – Public Safety for Mental Health Program*

- Teams consist of specially trained firefighters and paramedics.
- Responds to non-violent mental health emergencies instead of a police response.
- Firefighters and paramedics are trained to identify individuals experiencing a mental health emergency, de-escalate critical situations, and provide necessary referrals or transportation.
- When a patient is combative and poses a threat to others, a police response is requested and assumes primary management of the call for service.

*City of San Francisco – Street Crisis Response Team (SCRT)*

- Teams consists of an San Francisco Fire Department (SFFD) community paramedic, behavioral health clinician, and behavioral health peer specialist.
- Responds to emergency calls for service that have a mental health underpinning.
- Focuses on de-escalation, conducting medical assessments, and referrals to mental health, substance use, and social service programs.

The San Francisco Police Department also has a Crisis Intervention Team (CIT) that dispatches a police officer and mental health professional from the County Department of Public Health for mental health related emergency calls for service.

City of Alameda – Community Assessment Response and Engagement (CARE) Team

- Consists of a licensed firefighter paramedic and emergency medical technician (EMT).
- Responds to mental health calls for service.
- Both positions have specialized training to identify patients experiencing a mental health crisis, de-escalate crisis situations, and perform medical evaluations.
- If a patient meets criteria to be placed on an involuntary commitment or becomes combative, CARE Team coordinates with the Alameda Police Department for response.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



---

**DATE:** October 3, 2023

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director   
Mary Hamzoian, Economic Development Manager  
BY: Aida Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – September 7, 2023

---

- Staff from the Information Technology (IT) Department, Transportation Division and Public Works Department, and consultants from the Transpo Group gave a presentation regarding a USDOT S.M.A.R.T Grant application that the City is applying for. This grant aims to enhance safety, manage curbsides, and optimize traffic flow in Downtown Burbank by collecting vital environmental, traffic, and safety data. Staff requested a letter of support from the PBID. The Board voted in favor of providing the letter of support.
- Staff provided an update to the Board on some of the leasing shifts that are taking place with retailers and restaurants in Downtown Burbank. In order to continue promoting leasable space to tenants that fit the best and highest use for Downtown, staff recommended creating an Ad-Hoc Committee to discuss retail recruitment for Downtown. Eric Maenner, Christine Deschaine, Parham Yedidsion, and Mark Gangi volunteered to serve on the committee.
- Staff provided an update on the City Council approved one-time, mid-year funding allotment of \$1.05 million for capital improvements for Downtown. Since the funding was allocated in 2023, re-wrapping of the K-rails and repainting of the streetlights have been completed. The purchase of barricades and new street furniture for the communal dining areas as well as irrigation repairs and landscape replanting are in progress and set to be completed by December 2023.





October 12, 2023

CALL AND NOTICE OF A REGULAR MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 16, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

LL Bean Courtyard  
95 Main St.  
Freeport, ME 04032

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of October 16, 2023

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*



## AGENDA

Monday, October 16, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Executive Committee
      - (i) September 6, 2023 **[See page 1]**
    - 2) Operations and Development Committee
      - (i) September 18, 2023 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) September 18, 2023 **[See page 7]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 2, 2023 **[See page 9]**
  - c. Approval of the Second Extension  
Deferral of Art Covenant Agreement  
City of Burbank **[See page 17]**
  - d. Exercise of Second Extension Option **[See page 21]**  
Landscape Maintenance Services Agreement  
Parkwood Landscape Maintenance, Inc.
  - e. Travel Authorization for Attendance At: **[See page 24]**  
Routes Americas 2024 Air Service Development Forum;  
Passenger Terminal Expo and Conference; and  
Joint Board Meeting of Airports Council International Europe  
and Airports Council International North America

f. Approval of Deposit for Plan Check Fees Replacement Passenger Terminal Project *[See page 27]*

g. Award of Contracts Emergency Telecom Alerting System Replacement *[See page 29]*

h. Waste Hauling and Recycling Services Agreement Extension *[See page 32]*

i. August 2023 Passenger and Cargo Statistics *[See page 38]*

j. August 2023 Ground Transportation Summary of Activities

k. August 2023 Parking Revenue Statistics

6. ITEMS FOR COMMISSION APPROVAL

a. FY 2023 (12 month) Financial Update

7. ITEMS FOR COMMISSION DISCUSSION

a. Policy Discussion – Posting of Presentations on Airport Website

b. Airport Economic Impact Study

8. ITEMS FOR INFORMATION

a. Airport Carbon Accreditation (“ACA”) Level 2 Award

9. CLOSED SESSION

a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Executive Director

b. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)  
Authority Representative: Terence R. Boga, Esq.  
Unrepresented Employee: Executive Director

10. ITEMS PULLED FROM CONSENT CALENDAR

11. EXECUTIVE DIRECTOR COMMENTS

12. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)

13. PUBLIC COMMENT

14. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 16, 2023

*[Regarding agenda items]*

### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meeting of September 6, 2023; approved minutes of the Operations and Development Committee meeting of September 18, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of September 18, 2023, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the October 2, 2023, Commission meeting minutes are attached for the Commission's review and approval.
- c. APPROVAL OF THE SECOND EXTENSION DEFERRAL OF ART COVENANT AGREEMENT - CITY OF BURBANK. A staff report is included in the agenda packet. At its meeting on October 2, 2023, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Second Extension of the Deferral of Art Covenant Agreement between the City of Burbank and the Authority to allow for an additional nine months to complete the artwork installation at the Regional Intermodal Transportation Center.
- d. EXERCISE OF SECOND EXTENSION OPTION - LANDSCAPE MAINTENANCE SERVICES AGREEMENT - PARKWOOD LANDSCAPE MAINTENANCE, INC. A staff report is included in the agenda packet. At its meeting on October 2, 2023, the Operations and Development Committee voted (2-0, 1 absent) to recommend that the Commission authorize the second and final one-year extension option for the Landscape Maintenance Services Agreement with Parkwood Landscape Maintenance, Inc.
- e. TRAVEL AUTHORIZATION FOR ATTENDANCE AT: ROUTES AMERICAS 2024 AIR SERVICE DEVELOPMENT FORUM; PASSENGER TERMINAL EXPO AND CONFERENCE; AND JOINT BOARD MEETING OF AIRPORTS COUNCIL INTERNATIONAL EUROPE AND AIRPORTS COUNCIL INTERNATIONAL NORTH AMERICA. A staff report is included in the agenda packet. Staff seeks Commission approval for travel authorizations for the following personnel to attend forums and board meetings as identified: 1) The Routes Americas 2024 air service development forum being held in Bogota, Colombia from March 19-21, 2024: Frank R. Miller, Executive Director; Scott Kimball, Deputy Executive Director; and Nerissa Sugars, Director Communications and Air Service; 2) Passenger Terminal Expo and Conference being held in Frankfurt, Germany from April 16-18, 2024: Felicia Williams, President; and Frank R. Miller, Executive Director and; 3) Joint Board Meeting of Airports Council International Europe and

Airports Council International North America being held in Istanbul, Turkey from July 2-4, 2024: Frank R. Miller, Executive Director.

- f. APPROVAL OF DEPOSIT FOR PLAN CHECK FEES – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval for payment of a deposit with the City of Burbank in the amount of \$344,124 for plan check services related to the construction of the Replacement Passenger Terminal Project.
  - g. AWARD OF CONTRACTS - EMERGENCY TELECOM ALERTING SYSTEM REPLACEMENT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to purchase and install a KOVACORP Emergency Alert Notification System to replace the existing analog Emergency Telecom Alert System that has reached the end of its useable service life and authorize entering into agreements with AT&T and Connections for required circuits and equipment.
  - h. WASTE HAULING AND RECYCLING SERVICES AGREEMENT EXTENSION. A staff report is included in the agenda packet. At its meeting on August 21, 2023, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission authorize the exercise of the second of two one-year extension options for the Waste Hauling and Recycling Services Agreement with American Reclamation, Inc.
  - i. AUGUST 2023 PASSENGER AND AIR CARGO STATISTICS. Included in the agenda packet is a presentation updating the Commission on the passenger and air cargo statistics for the month of August 2023. The August 2023 passenger count of 515,506 was down 3% compared to August of 2022's 533,393 passengers. Also compared to August 2022, air carrier aircraft operations in August 2023 were down 8.5%, while cargo volume was down 3% at 6.8 million pounds.
  - j. AUGUST 2023 GROUND TRANSPORTATION STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on Ground Transportation activities for the month of August 2023.
  - k. AUGUST 2023 PARKING REVENUE STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on parking revenue data for the month of August 2023.
6. ITEMS FOR COMMISSION APPROVAL
- a. FY 2023 (12 Month) Financial Update. No staff report attached. Staff will update the Commission with information regarding the financial results for FY 2023.
7. ITEMS FOR COMMISSION DISCUSSION
- a. POLICY DISCUSSION – POSTING OF PRESENTATIONS ON AIRPORT WEBSITE. No staff report attached. At the request of Commissioner Ovrom, this item has been placed on the Commission's agenda to provide the Commission

the opportunity to discuss a policy to include the posting of presentations along with the Commission and Committee meeting agendas and provide staff direction.

- b. **AIRPORT ECONOMIC IMPACT STUDY.** No staff report attached. Per Resolution No. 496, this item has been placed on the Commission agenda for a preliminary discussion of a request that the Authority undertake a new Airport Economic Impact Study. The proposed Airport Economic Impact Study would focus on the airport's impact on the tri-cities area (Burbank, Glendale, and Pasadena). The Authority last undertook an Airport Economic Impact Study in 2014. That analysis was performed by a consultant, the Los Angeles County Economic Development Corporation, and examined the airport's impact county-wide. To obtain a new Airport Economic Impact Study, staff will have to conduct a Request for Proposals (RFP) process for the Commission to select a new consultant. Staff seeks direction from the Commission as to the following options: (1) prepare an RFP for the Commission's consideration; (2) defer this item for a determination at a later date; or (3) table this item.

#### 8. ITEMS FOR COMMISSION INFORMATION

- a. **AIRPORT CARBON ACCREDITATION ("ACA") LEVEL 2 AWARD.** No staff report attached. At the recent ACI-NA Convention in Long Beach, the Hollywood Burbank Airport was awarded its Airport Carbon Accreditation Certificate for its carbon management processes in reducing its CO2 emissions. Staff will provide the Commission with additional information regarding the ACA program.



**August 16, 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 1800 hours by Commission Chair Coomes.

**CALL TO ORDER**

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

Also Present: Chief Albanese, Captains Cremins and Cornils, Sergeant Turner, Chief Assistant City Attorney Oh, and Executive Assistant Nakamura. (Liaison Mullins)

**FLAG SALUTE**

The flag salute was led by Commissioner Wenzel.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

Commissioner McKenna reported out on the efforts of the Traffic /School Safety Ad Hoc Subcommittee.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Appearing before the Commission were:

- Joel Schlossman – commented on police officers muting BWC while on an investigation, need for improved investigation by police, request for small claims to be heard in Burbank court
- David Donohue – expressed gratitude for the ebike presentation, commented that Commission make recommendation to Council for further ordinances, and make recommendation to Council to advocate that the Freedom to Walk Act is not beneficial to the community
- Steve Mayer –commented on police response to tenants being locked out of homes

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioners thanked speakers and provided response.

**APPROVAL OF MINUTES FROM JULY 19, 2023**

A motion was made by Commissioner McKenna, with a second by Commissioner Hacobian, to approve the minutes from the July 19<sup>th</sup> meeting. Motion carried, with two abstentions by Commissioners Forouzan and Wenzel.

**ITEMS OF BUSINESS**

1. **Presentation, discussion and action, if any, on Catalytic converter thefts in the City**

August 16, 2023

**Meeting of the Burbank Police Commission**

Page 2

Crime Analyst Gobble and Lieutenant Losacco described what a catalytic converter is, annual theft stats, hot spots of thefts, vehicles most targeted, preventative measures for citizens, and investigative challenges (no jail time, hard to prove any crime with no identifying markers on the converters).

A motion was made by Chair Coomes, seconded by Commissioner McKenna, to create a PSA campaign on catalytic converter thefts to be run via available social media channels. Motion carried by consensus.

A motion was made by Chair Coomes, seconded by Commissioner Hacobian, to develop an Ad Hoc subcommittee, to report out in November, to look at past, current, and proposed legislation around catalytic converter thefts. The Ad Hoc Subcommittee will include Chair Coomes and Commissioners Forouzan and Elman. Chief recommended looking into pending legislations: AB 1740 and SB1087. Motion carried by consensus.

Commissioner Elman requested to have the Ad Hoc Subcommittee draft a letter to elected representatives about enforcing current catalytic converter theft laws.

**2. Election of Officers**

Nominations for Chair:

Commissioner Hacobian	1 vote
Chair Coomes	5 votes, 1 abstention **

Nomination for Vice Chair:

Commissioners Hacobian	Unanimous **
------------------------	--------------

Nomination for Secretary:

Commissioner Forouzan	1 vote
Commissioner Elman	6 votes **

**3. Discussion and creation of a new Commission annual dashboard calendar**

The purpose of the dashboard calendar is to create a worksheet of topics of interest to be agendized for further exploration throughout the year.

The calendar was determined as discussed:

September	Annual joint Council meeting / OIR report
October	Pedestrian Safety
November	Domestic Violence and Gang Activity
December	(DARK)
January	DUI Enforcement Military Equipment Report discussion
February	Homeless Engagement Discussion on facilitating community engagement meeting on the Military Equipment Report
March	Equity in Hiring and Advancement
April	Communications Center appreciation



August 16, 2023

**Meeting of the Burbank Police Commission**

Page 3

May	Mental Health month
June	Year-end review
July	Traffic / School / Bike Safety
August	Election of Officers

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

Chief Albanese announced:

9/14	Recruit Graduation
9/26	Joint Council/Commission meeting (OIR Report)
10/3	Pink Car unveiling
10/8	Faith in Blue Event – St. Finbar 0700-1200 hours
10/13	BPOA Golf Tournament

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

**OCT:**

- Traffic/Back to School Safety Presentation / Report out by School Safety Ad Hoc Subcommittee
- Co-Presentation by BPD MHET Team and Street Plus Representative Bob Newman
- A motion was made by Commissioner Hacobian, seconded by Commissioner McKenna, for an update on the efforts of the LA County Task force towards smash and grab thefts. Motion carried by consensus.

**JAN:**

- A motion was made by Chair Coomes, seconded by Commissioner Elman, to add discussion on the annual Military Equipment Report to the dashboard calendar. Motion carried by consensus.
- A motion was made by Commissioner Elman, seconded by Chair Coomes, to have a presentation and discussion on the City's 2035 General Plan and how it relates to the BPD. Motion carried, with one abstention by Commissioner McKenna.

**FEB:**

- A motion was made by Commissioner Forouzan, seconded by Commissioner Elman, to add a discussion of facilitating the community engagement meeting regarding the Military Equipment Report to the dashboard calendar. Motion carried by consensus.

**APR:**

- A motion was made by Commissioner Hacobian, for a presentation on encryption of the radio channels and effect on police and fire responses. Motion carried by consensus.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be a joint meeting with the City Council for the annual review of the OIR Report on Tuesday, September 26, 2023, at 1800 hours.

August 16, 2023

**Meeting of the Burbank Police Commission**

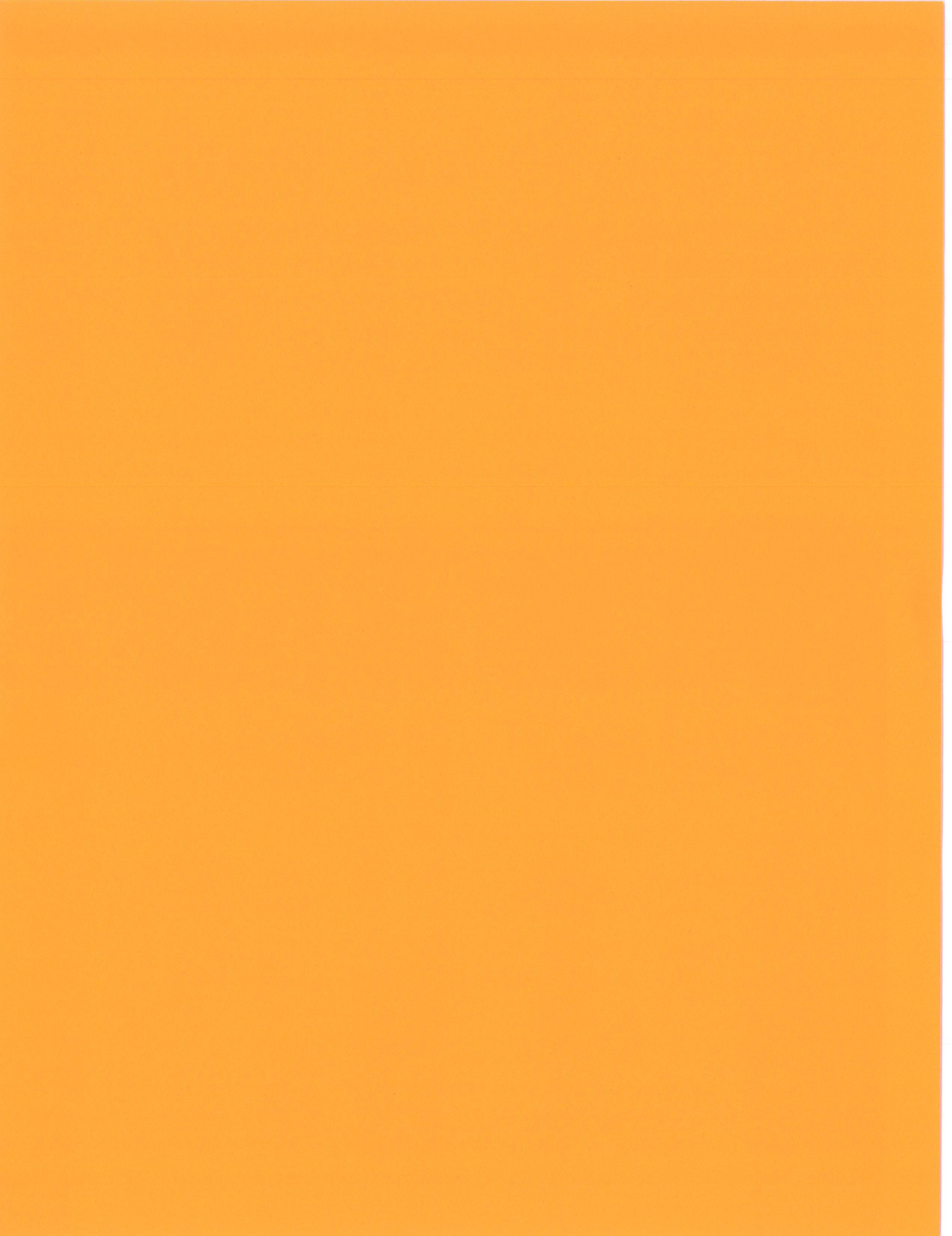
Page 4

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1955 hours.

Mike Elman

Secretary, Burbank Police Commission



**SUSTAINABLE BURBANK COMMISSION  
SEPTEMBER 18, 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 Victoria Kirschenbaum called the meeting to order at 5:02 p.m.

**II. ROLL CALL**

**Members Present:**

Victoria Kirschenbaum (Chair)  
Robin Gemmill (Vice Chair)  
Alissandra Valdez  
Limor Zimskind  
Jason Bennett  
Adrine Der-Tavitian  
Kevin O'Brien  
Jenny Deahl  
Jared Cavagnuolo

**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  
Marisa Garcia – Parks & Recreation Director  
Michael Del Campo – Landscape & Forestry Services Superintendent  
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)

**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**

Burbank resident, Dyane Mackinnon, expressed her concerns about the tree removals on Niagara Street.

Burbank resident, James Mackinnon, expressed his opposition on the tree removals on Niagara Street.

Burbank resident, Virginia Hunt Johns, spoke about her objections towards the tree removals.

Burbank resident, Karen Bortoli, expressed her concerns about the tree removals.

Burbank resident, Cheryl Boman, expressed her concerns about the tree removals.

Burbank resident, Juliane Crump, expressed her concerns about the reforestation project.

**B. Commission Member Communication**

Chair Victoria Kirschenbaum announced a member of the public provided her with a letter on artificial turf, she and Vice Chair Robin Gemmill attended the Normalizing Racial Equity in Local Government training, and that the City of Glendale approved a design plan for direct energy resources.

C. Staff Communication

Drew Johnstone provided an update on electric vehicle charging stations. He announced that Burbank Water & Power (BWP) will table at upcoming community events.

**IV. APPROVAL OF MINUTES**

Commissioner Kevin O'Brien motioned, and Commissioner Limor Zimskind seconded to approve the drafted August 21, 2023, minutes. Ms. Gemmill, Ms. Kirschenbaum, Commissioner Jared Cavagnuolo, Commissioner Alissandra Valdez, Commissioner Jenny Deal, Commissioner Adrine Der-Tavitian, and Commissioner Jason Bennett approved.

**V. CITY REFORESTATION PROGRAM BY PARKS AND RECREATION**

Parks and Recreation staff Marisa Garcia and Mike Del Campo provided a presentation on the Aleppo Pine Tree Reforestation Update (attachment 1). Ms. Gemmill moved, and Mr. Cavagnuolo seconded a motion for the Commission to ask Parks and Recreation to consider a more comprehensive plan that identifies a longer time frame and the environmental factors. All present approved.

**VI. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE**

Recycle Center staff, Amber Duran, announced that a community feedback meeting regarding the proposed Foodware Ordinance will be held on September 28, 2023. Ms. Kirschenbaum asked to revisit the discussion. Ken Berkman informed the Commission there will be a presentation on the draft ordinance at the October meeting.

**VII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

Ms. Gemmill provided an update on the Go Green event, "Electrify Everything." Ms. Valdez asked the Commissioners to share the event. Ms. Der-Tavitian joined the subcommittee.

**VIII. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE**

Ms. Valdez and Mr. Cavagnuolo joined the subcommittee. Mr. Bennett provided an update on the BWP Stakeholder Group meetings.

**IX. HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT**

Ms. Zimskind joined the subcommittee.

**X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

1. BWP's Energy Risk Management Policy (October 3, 2023)
2. BWP's Exceedance of Response Level – Update (October 24, 2023)
3. BWP's Integrated Resource Plan – Approval (November 7, 2023)

**XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

**FUTURE AGENDA ITEMS**

- Sustainability Burbank Commission Roles and Responsibilities (October 16, 2023)
- GGRP Carbon Sequestration Update (Community Development Department) (TBD)

**XII. ADJOURNMENT**

The meeting was adjourned at 6:30 p.m. The next meeting will be held on Monday, October 16, 2023, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ad

Attachment 1

# ALEPPO PINE TREE REFORESTATION UPDATE

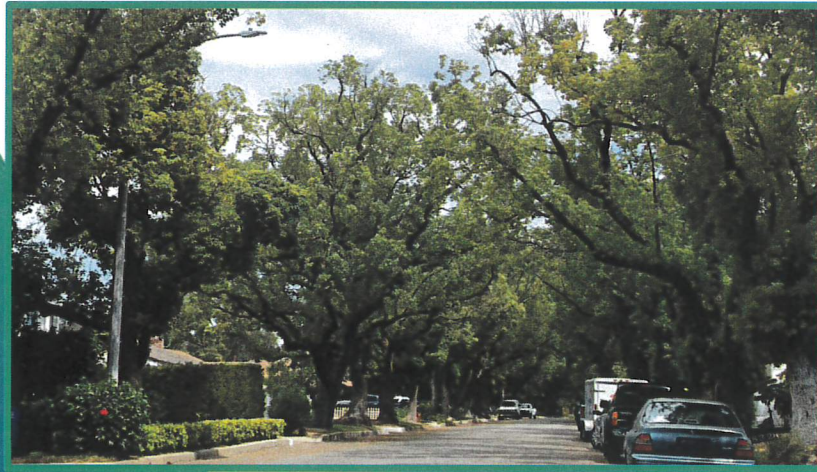
Sustainable Burbank Commission  
September 18, 2023



**PARKS AND  
RECREATION**

# COMMITMENT TO URBAN FOREST

- 33,000-tree urban forest
- 46-year involvement with Tree City USA
- Investment in a tree maintenance program



# PLANT FOR A GREENER BURBANK

The Plant for A Greener Burbank Initiative aims to add a minimum of 500 trees in Burbank's parks, residences, businesses, and streets.





# CITY'S ALEPPO PINE FOREST



# IMPACT TO CITY'S EXISTING FOREST





# REFORESTATION STRATEGY

- Includes strategically planting, removing, and replanting trees
- May 2023 - Approximately 125 Aleppo Pine trees citywide identified that have likely reached their mature life
- Funding to implement Reforestation Strategy was approved in Fiscal Year 2023-24 Budget
- July 2023 – City began executing the Strategy to replace 121 trees
- In response to feedback received, implementation was paused to allow for additional staff research, and community education and engagement.
- City hired a third party, independent ISA Certified Arborist

# COMMUNITY ENGAGEMENT

- Over 1,000 letters mailed to residents living on blocks where an Aleppo Pine tree will be strategically replaced
- Webpage to keep residents informed  
[www.BurbankCA.gov/CityReforestation](http://www.BurbankCA.gov/CityReforestation)



## COMMUNITY MEETINGS

- Thursday, September 14 at 6pm – Parks and Recreation Board Meeting, City Council Chambers, 275 E. Olive Avenue
- Monday, September 18 at 5pm – Sustainable Burbank Commission Meeting, Community Services Building, 150 N. Third Street – Community Room 104
- To be determined – Community Workshop(s)



# ALEPPO PINE TREE REPLACEMENT LIST

## Drought Tolerant (low water)

- Canary Island Pine (*Pinus Canariensis*)
- Chinese Pistache (*Pistachia Chinensis*)
- Bottle Tree (*Brachychiton Populneus*)
- Raywood Ash (*Fraxinus Angustifolia*)
- Japanese Pagoda (*Sophora Japonica*)
- Holly Oak or Holm Oak (*Quercus ilex*)
- Incense Ceder (*Calocedrus Decurrens*)
- Coast Live Oak (*Quercus Agrifolia*)
- Engelmann Oak (*Quercus Engelmannii*)

## Non-Drought Tolerant (moderate water)

- Deodora Cedar (*Cedrus Deodora*)
- Chinese Flame (*Koelreuteria Bipinnata*)
- Eastern Redbud (*Cercis Canadensis*)
- Pink Trumpet (*Handroanthus Heptaphyllus*)
- Maidenhair (*Ginkgo Biloba*)



*Chinese Pistache*





*Live Oak*



*Pink Trumpet*

## CONCLUSION

- The Department will develop a multi-phased plan to remove and replace the trees based on the independent arborist's tree risk assessment.
- Council will receive a report on the Aleppo Pine tree removal before any further action is taken

**THANK YOU**



**PARKS AND  
RECREATION**

**Marisa Garcia: Parks & Recreation Director  
Department website: [BurbankParks.com](http://BurbankParks.com)  
Contact Information: 818.238.5300**



# MEMORANDUM




## COMMUNITY DEVELOPMENT

---

**DATE:** October 10, 2023

**TO:** Justin Hess, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – October 2, 2023**

---

- A total of seventeen members of the public attended the in-person meeting. No one joined over Zoom for oral communications. Eight members had in-person questions and comments for the Commission related to No-fault evictions on substantial renovations and concerns with the scheduling of City meetings. The Commission provided information and resources to the landlords and tenants.
- Housing Staff provided guidelines on the Urgency Ordinance passed by the City of Burbank. and informed the public of available relocation assistance programs.
- Due to Commissioner Toth's absence, the Commission made a motion to update the Frequently Asked Questions (FAQ) Document in the upcoming Landlord-Tenant meeting on November 2, 2023.
- During the Legislative Update Commission Chair notified members of the public Bill AB12 was passed, which will make it illegal for landlords to request more than one month of rent as a security deposit.
- The Commission approved the draft minutes of August 5, 2023.
- Commissioner Nahabedian proposed a new agenda item to be discussed at the next meeting on the policy for Commission and Committee business cards. After a motion, all members approved the new agenda item.
- The meeting adjourned at 07:10 p.m.