



Weekly Management Report

November 9, 2023

- 1. Minutes** Burbank Police Commission Meeting
on October 18, 2023
Police Department
- 2. Minutes** Sustainable Burbank Commission
Meeting on October 16, 2023
Public Works Department
- 3. Memo** Burbank Hospitality Association
Meeting on October 18, 2023
Community Development Department

October 18, 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, Hacobian, McKenna, and Wenzel

Also Present: Chief Albanese, Captain Cornils and Cremins, Sergeants Stone and Turner, Chief Assistant City Attorney Oh, Senior Assistant City Attorney Johal, and Executive Assistant Nakamura

FLAG SALUTE

The flag salute was led by Commissioner Elman.

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:

- Joel Schlossman, who commented on BWC being muted by officers in the field, viewing of BWC footage by officers before writing reports
- David Donohue – commented on joining lawsuit by other agencies to block zero-bail measure, SROs in schools

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked speakers and provided response.

APPROVAL OF MINUTES FROM AUGUST 16, 2023

A motion was made by Commissioner McKenna, with a second by Commissioner Elman, to approve the minutes from the August 16th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

- 1. Co-presentation by the BPD Mental Health Evaluation Team and Streetplus on community quality of life efforts with discussion and recommendations, if any, by the Commission**

Officer Kyles and Analyst Cuevas reviewed the functions of the MHET team.

Marcus Gonzalez, who works for the City in the Community Development Department, described the Streetplus hospitality services (cleaning, sanitizing, removal of graffiti) in Downtown. Began partnership (contracted) with the City in 2019 and has expanded to providing a Metrolink Safety program and homeless service liaisons.

Collaborative efforts between the BPD and Streetplus include referrals for housing, mobile showers, vaccinations, welfare checks, reunification with family, and welfare checks, as well as other services. Successful collaborative efforts include encampment abatements and providing housing.

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2. Back-to-school safety presentation by the Traffic Bureau and report out by the School Safety Ad Hoc Subcommittee, with discussion and recommendations, if any, by the Commission

Lieutenant Pfrommer stated each motor officer is assigned two to three schools to meet the principals and school staff; they become familiar with the campus and personnel and address issues specific to each school. Education efforts begin for the first few weeks at the start of school, followed by periods of enforcement. He also described the development of the traffic safety education program for 9th graders called Mindfulness for Young Drivers; back to school tips for students and parents; efforts to reinstitute/expand the school valet program by updating signage, extending length of the drop-off area, and asking parents via a survey for some metrics to improve the model.

The School Safety Ad Hoc Subcommittee reported out on meetings with school personnel and observations (via ridealongs) of school traffic issues and the school district's support of expanding of the School Resource Officer program.

3. Update, discussion, and recommendations, if any, on the efforts of the LA County Task Force towards smash and grab thefts

Lieutenant Losacco explained why the task force was formed, participating agencies, benefits of shared assets/intelligence, what the task force is doing and strategies moving forward. "Flash mob" style thefts have occurred during business hours, and business burglaries occurring at night have resulted in billions of dollars in losses.

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

Chief Albanese announced:

10/28 Drug Takeback event

11/15 Matthew Pavelka unveiling of a commemorative plaque and flagpole, near Defender of the Constitution statue

12/9 Gun buyback event

12/13 Shop with a Cop

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized: Discussion of RIPA report recommendations

Motion made by Commissioner Elman, seconded by Chair Coomes, for a presentation on trends of domestic violence with respect to mental health, substance abuse, and coming out of the Covid pandemic. Motion carried by consensus.

Motion made by Commissioner Hacobian, seconded by Commissioner McKenna, for a presentation on mailbox thefts including types of property taken, trends, and patterns of investigative actions. Motion carried by consensus.

Motion made by Chair Coomes, seconded by Commissioner Wenzell, to discuss the creation of an Ad Hoc Subcommittee, comprised of the Chair, Vice Chair and Secretary, to focus on a mission statement based on information provided in the normalizing racial equity in local government and mission/vision/goals of commissions trainings. Motion carried by consensus.

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Motion made by Commissioner Elman, seconded by Chair Coomes, for a presentation on the Zero Bail and effect on City of Burbank (future agenda item – waiting for more data). Motion carried by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, November 15, 2023, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1945 hours.

Mike Elman
Secretary, Burbank Police Commission

**SUSTAINABLE BURBANK COMMISSION
OCTOBER 16, 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 (5:14 PM)
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
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)
Tamala Takahashi – City Council Member
Nikki Perez – City 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

Burbank resident, Cheryl Bomar, asked that Parks and Recreation staff provide more information on the Aleppo Pine Tree Reforestation process.

Burbank resident, Virginia Hunt Johns, expressed her opposition on the tree removals on Niagara Street.

Burbank resident, Karen Bortoli, spoke about her concerns regarding the communication and process of the tree removals.

Burbank resident, Martin Perlmutter, expressed his concerns about the decorum from the public at the September 18, 2023, meeting.

Burbank resident, Dyane Mackinnon, voiced her concerns about the trees that have been removed.

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

Burbank resident, Dennis Bomar, voiced his concerns about the pine tree removals.

Burbank resident, Linda Matsumoto, expressed her disappointment regarding the tree removals.

Burbank resident, David Donahue, commented on the decorum of the community at the September 18, 2023, meeting and spoke in support of the plastics single-use ordinance draft.

Burbank resident, Armond Matevosian, voiced his concerns about gas powered leaf blowers.

B. Commission Member Communication

Commissioner Jenny Deahl provided an update on the Parks and Recreation Board meeting.

Commissioner Alissandra Valdez informed the Commission about a report by Strategic Actions for a Just Economy (SAJE) on equitable decarbonization.

Commissioner Jason Bennett informed the Commission that there was no update from the Drought Tolerant Task Force.

Chair Victoria Kirschenbaum informed that California mayors have asked the Governor for a statewide zero emission buildings code. She attended the Parks and Recreation Board tour, the Replant the Forest Festival, and watched the U.S. Green Building Council webinar.

C. Staff Communication

Amber Duran reminded the Commission that December is a dark meeting.

IV. APPROVAL OF MINUTES

The September 18, 2023, meeting draft minutes were approved by Ms. Kirschenbaum, Ms. Deahl, Ms. Valdez, Mr. Bennett, Ms. Zimskind, Ms. Der-Tavitian., Mr. O'Brien, Mr. Cavagnuolo and Ms. Gemmill.

V. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE

Ms. Kirschenbaum moved, and Ms. Deahl seconded a motion for the Sustainable Burbank Commission to not support the Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance September 2023 Draft unless the following elements are added:

1. the draft ordinance must ban all single-use plastics,
2. compostable Foodware must not be described as toxic,
3. all restaurants must be required to transition to reusables for dine-in,
4. the draft ordinance must include a 25-cent cup fee on single-use cups,
5. the retail sale of polystyrene products, including foodware, coolers, packaging materials, polystyrene egg cartons and raw food trays must be banned,
6. the record requirement in the current draft ordinance is unworkable; instead, restaurants must certify that they are in compliance when they renew their business license,
7. exemptions must only be for undue hardship, and
8. the deadline for implementation in the draft ordinance must comply with Council directive in March: July 1, 2024 (not January 1, 2025).

The motion was amended by Ms. Zimskind to remove item number 4 from the list and was accepted by Ms. Kirschenbaum and Ms. Deahl. Ms. Kirschenbaum, Ms. Deahl, Ms. Gemmill, Mr. O'Brien, Mr. Cavagnuolo, and Ms. Valdez approved. Ms. Zimskind, Ms. Der-Tavitian, and Mr. Bennett did not approve the motion. The motion passed with 6 support votes and 3 oppose votes.

VI. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE

This item will be revisited at a later meeting.

VII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

This item will be revisited at a later meeting.

VIII. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE

This item will be revisited at a later meeting.

IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. 2024 Integrated Resource Plan – Approval (December 5, 2023)
2. Ordinance for Single-Use Foodware Regulations – Introduction (January 9, 2023)
3. Ordinance for Single-Use Foodware Regulations – Adoption (January 23, 2023)

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Discussion to draft a letter to City Council to recommend working on an Urban Forestry Plan
2. Urban Forestry Plan Presentation by Parks and Recreation

FUTURE AGENDA ITEMS

- Discuss the 2024 Draft Meeting Calendar (November 13, 2023)
- GGRP Carbon Sequestration Update (Community Development Department) (TBD)

XI. ADJOURNMENT

The meeting was adjourned at 6:50 p.m. The next meeting will be held on Monday, November 13, 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

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 7, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Burbank Hospitality Association Meeting – October 18, 2023

- Krystle Palmer, City Treasurer, provided an overview and an update to the Board regarding the BHA's money held in the City's account.
- Danny Kahn from Warner Bros. Studio Tour Hollywood provided a preview of the new rewards-based hotel concierge program planned by Warner Bros. Studio Tour Hollywood.
- Staff provided an update on the design and location of the Green Lantern statue proposed by DC Comics.
- The Board voted to approve the following two resolutions:
 - Resolution No. 2023-002: Appointing Account Representatives and Authorized Signatories.
 - Resolution No. 2023-003: Establishing the Rights and Obligations of Nonvoting Members.