



Weekly Management Report

October 22, 2021

- 1. Minutes** Burbank Police Commission Meeting
on September 15, 2021
Police Department
- 2. Synopsis** Cultural Arts Commission Meeting
on October 14, 2021
Parks and Recreation Department
- 3. Minutes** Sustainable Burbank Commission
Meeting on September 20, 2021
Public Works Department

September 15, 2021

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 Secretary Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Coomes, Elman (left the meeting at 7:00 p.m.), Forouzan, Hacopian, Lu, Turner
In Chamber: Commission Secretary Chapman

Also Present: In Chamber: Chief Albanese and Executive Assistant Nakamura

Additional Staff: Sergeant Brimway, Officer Peltier

Via Videoconference: Captains Cremins and Irving, Police Administrator Padgett, Senior Assistant City Attorney Oh, Liaisons Frutos and Schultz, OIR Michael Gennaco

FLAG SALUTE

The flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

- Commissioner Elman attended Chief LaChasse's retirement celebration on August 25th and observed the DUI checkpoint on August 28th.
- Commissioners Coomes and Forouzan are attending the NACOLE virtual webinar seminars.
- Commissioner Chapman attended National Night Out on August 3rd.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM JUNE 16, 2021

Since there was no quorum to vote on the minutes, it was recommend that the meeting minutes be noted and filed.

ITEMS OF BUSINES

1. Brief self-introduction by each Police Commissioner

Each Commissioner provided personal introductions.

2. Presentation by Michael Gennaco, Office of Independent Review (OIR), on police oversight and the role of the Police Commission

Mr. Michael Gennaco provided his personal background as an educator, attorney, and independent police auditor prior to contracting with the City in 2011 to provide oversight into allegations of misconduct and uses of force by the Burbank Police Department.

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OIR's role is to look at issues of accountability: what are the allegations of misconduct, the methodology of the investigation, Command Staff's determination of the findings, and verifying that the outcome is based on evidence and appears to be fair and reasonable.

BPD leadership has allowed OIR unfettered access to information and been receptive to recommendations for improvement of the overall process. OIR encourages dialog with BPOA leadership prior to the release of report, not to solicit changes, but to gain better officer perspective. Further transparency is achieved at a joint City Council / Police Commission meeting to broaden dialog about issues or other concerns. Finally, the report, OIR's recommendations for improvement, and the Department's response to the recommendations are all posted on the BPD website annually.

With the death of George Floyd in 2020, the national narrative has restarted in communities, just as it did after the Rodney King incident, to stimulate rethinking of how public safety is performed and any changes to be considered and/or that need to be made at the legislative level.

As mentioned earlier, OIR's role as independent police auditor is to look at issues of accountability. The Police Commission as an oversight body has a complementary role, which may look into hiring practices, evaluation process, community outreach, community policing, interactions with juveniles; the Commission has the opportunity to look at the Department on a broader scope and make recommendations to improve the system.

3. Election of Chair, Vice-Chair, and Secretary

Commissioner Forouzan nominated Commissioner Chapman to serve as Commission Chair. Approved by consensus.

For Vice Chair, Commissioner Hacobian nominated Commissioner Elman, and Commissioner Lu nominated Commissioner Coomes. Mr Coomes was selected as the Vice Chair with votes by Commissioners Chapman, Forouzan, Lu, and Coomes.

Commissioner Turner self-nominated to serve as Secretary. Approved by consensus.

4. Discussion of the Welcome Packet, email protocols in consideration of the Brown Act and Public Records Act

Senior Assistant City Attorney Oh pointed out a few of the documents in the packet that will aid the Commissioners in conducting business, including the Code of Conduct, meeting guidelines, and powers and authority of the Commission as set forth in the Charter.

In an unprecedented move, the City granted the Police Commission individual city email addresses to correspond directly with community members. Ms. Oh explained that these email addresses are to be used for official business only, with the knowledge that the public may request to view them under the CA Public Records Act. The use of private email accounts is discouraged, as they may also be subject to disclosure if it contains subject matter within the jurisdiction of the Police Commission.

Also discussed was the Brown Act, also known as the Open Meeting Law in California, which denotes that public business cannot be conducted in private. As it relates to emails, a group email involving four or more people (a quorum) in discussion of Police Commission business may be in violation of the Brown Act, whether it was deliberate or inadvertent. It is recommended that if notifications need to be sent to all commissioners, they should be directed to the Department Liaison/ Executive Assistant Nakamura for dissemination.

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

9/21 Boards and Commission

10/8 BPOA Golf Tournament

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Hacobian made a motion, seconded by Commissioner Coomes, for a presentation and discussion on California Senate Bill 2 and its implementation and impact on the BPD. Approved by consensus.

Commissioner Coomes made a motion, seconded by Commissioner Forouzan, for a presentation and discussion on the recruitment and hiring of new officers. Approved by consensus.

Commissioner Forouzan made a motion, seconded by Commissioner Coomes, to discuss and brainstorm strategies to stimulate community engagement. Approved by consensus.

Commissioner Forouzan made a motion, seconded by Commissioner Lu, for a presentation and discussion on street racing within the city, statistics related to street racing as a crime, and police response to that particular crime. Approved by consensus

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, October 20, 2021, 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2023 hours.

Africa Turner, Secretary
Burbank Police Commission

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**CITY OF BURBANK
CULTURAL ARTS COMMISSION - ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Burbank Cultural Arts Commission Date: October 14, 2021
 Members Present: Leah Harrison, Eric Conner, Cynthia Pease, Rajasri Malikarjuna, Katherine Zoraster, Suzanne Weerts, Lucy Simonyan, Jackie Brenneman, Stefanie Girard
 Members Absent:
 Staff Present: Marisa Garcia, Kris Smith, Erin Barrows, Noah Altman, Doug Fowler, Caroline Arrechea
 Liaisons: Jess Talamantes

Item Discussed	Summary	Direction or Action, if any
1. McCambridge Recreation Center Gym Mural Site-Specific Selection Committee	Paula Ohan, Administrative Analyst, gave an update on the McCambridge Recreation Center Gym Mural Project and asked the Board to select a member to participate on the Mural Site-Specific Selection Committee. After discussion, the Commission agreed that Ms. Girard would be part of the panel.	
2. 2021/22 Goals and Objectives Meeting Discussion (Part 3)	The Commission continued their discussion on sub-committee goals and objectives.	
3. Cultural Arts Funding Update	Staff presented survey information and research compiled of other cities funding processes and arts grant options.	

**SUSTAINABLE BURBANK COMMISSION
SEPTEMBER 20, 2021 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Vice Chair Robin Gemmill called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Kevin O' Brien
Jean Schanberger
Alissandra Valdez
Chris Weber
Limor Zimskind

Members Absent:

Heather Robb
Laura Tenenbaum (Chair)
Darin Chase
Larry Cross
Rick Nolette
Maggie Martinez
Chris Rizzotti

Council Members and Staff Present:

Nick Schultz – Council Member
Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Noemi Garcia – Clerical Worker, Public Works

III. GREEN SPOTLIGHT AWARD:

The Commission did not select a Green Spotlight Recipient for the month of September.

IV. 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 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Burbank Resident, Isabel Yanes voiced her support for a comprehensive ordinance for reusables and reducing single use plastics in the City of Burbank.

Burbank Resident, Tamala Takahashi voiced her support for a comprehensive food ware and plastics ordinance in Burbank. She encouraged the Commission to approve the suggested elements proposed in Item VI of the agenda.

Commission Member Communication:

Ms. Valdez announced that there will be a youth climate strike to raise awareness on the latest Intergovernmental Panel on Climate Change (IPCC) report. She announced that there will be a park beautification event in November and December.

Ms. Gemmill encouraged the group to attend the upcoming Community Garden Committee meeting.

Mr. O'Brien thanked the public for their calls and emails regarding the proposed plastics ban ordinance.

Staff Communication:

John Molinar, Assistant Public Works Director - Street & Sanitation, stated that the Greenhouse Gas Reduction Plan update presentation will be postponed to a later date. He introduced the new Burbank Recycle Center Coordinator, Amber Duran.

Ms. Duran introduced herself to the group and expressed her enthusiasm for working with the Commission.

Ken Berkman, Public Works Director, welcomed Ms. Duran.

V. APPROVAL OF MINUTES:

Mr. Weber moved and Mr. O'Brien seconded a motion to approve the August 16, 2021, minutes. The minutes were unanimously approved by all in attendance, noting the absence of Ms. Robb, Ms. Schanberger, and Ms. Tenenbaum.

VI. PRESENTATION BY CRAIG CADWALLADER- SURFRIDER FOUNDATION:

Mr. Cadwallader gave a presentation on different elements for a comprehensive food ware plastics ordinance. Mr. Cadwallader, staff, and the Commission engaged in a question-and-answer session.

Ms. Kirschenbaum moved and Ms. Valdez seconded a motion to have Mr. Cadwallader work with staff in preparing a draft ordinance. The motion was unanimously approved by all in attendance, noting the absence of Ms. Robb and Ms. Tenenbaum.

VII. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

Ms. Gemmill shared a draft of the work plan summary and a draft of the Commission's objectives and goals.

Mr. O'Brien thanked Ms. Gemmill for putting the summary together and suggested some edits be made to the plastics portion of the document.

The ad hoc Single Use Plastics Ban Subcommittee will meet with staff to discuss and make the revisions needed before finalizing the draft.

VIII. AD HOC ALTERNATIVES TO REPOWERING THE INTERMOUNTAIN POWER PLANT SUBCOMMITTEE:

Ms. Gemmill shared an article on the Intermountain Power Plant by the Los Angeles Times.

Ms. Kirschenbaum shared that she has attended various energy webinars and meetings.

Mr. Weber announced that the subcommittee will be meeting with the Burbank Water and Power department to discuss the economics of the energy system.

IX. AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:

There were no updates.

X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT- EARTH DAY:

The group briefly discussed potentially staffing an outreach table at the Burbank Farmers Market.

XI. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

There were no updates.

- XII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:**
There were no updates.
- XIII. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES**
Ms. Gemmill stated that there have been requests to create a native landscape at the Burbank Adult School.
- XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:**
- September 28, 2021- Approval of the Updated Electric Vehicle Residential Charging Rebate Program – BWP
 - October 26, 2021- Adoption of an Ordinance Prohibiting the Sale of Mylar Balloons in the City of Burbank – BWP
- XV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**
The group had no additional future agenda items.
- XVI. BURBANK GREEN SPOTLIGHT AWARD FOR OCTOBER 2021:**
The October 2021 Green Spotlight Award recipient will be selected at a later date.
- XVII. ADJOURNMENT:**
The meeting was adjourned at 6:45 p.m. The next meeting will be held on Monday, October 18, 2021 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
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