



Weekly Management Report

February 21, 2025

- 1. Summary** Parks and Recreation Board Meeting on February 13, 2025
Parks and Recreation Department
- 2. Minutes** Sustainable Burbank Commission Meeting on January 13, 2025
Public Works Department
- 3. Minutes** Burbank Police Commission Meeting on January 15, 2025
Police Department

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board (Board)

Date: Thursday, February 13, 2025

Staff Present: Marisa Garcia, Park, Recreation and Community Services Director; Kristen Smith, Assistant Park, Recreation and Community Services Director; Diego Cevallos, Assistant Park, Recreation and Community Services Director; Grace Coronado, Assistant Park, Recreation and Community Services Director; Paula Ohan, Senior Administrative Analyst, Megan Wilke, Administrative Analyst II; Jon McGinley, Acting Recreation Services Manager; Erin Barrows, Recreation Services Manager; Brenda Castaneda, Animal Shelter Superintendent; Chad Thompson, Executive Assistant; Virginia Causton-Keene, Program Specialist.

Board Members Present: Mr. Messerlian, Mr. Brody, Ms. Gamiño, Ms. Ramsey and Mr. DePalo

Board Members Absent: None.

Council Liaison Present: Christopher Rizzotti.

Council Liaison Absent: Konstantine Anthony.

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Causton-Keene provided announcements for the P&R programs and facilities.	
2 Presentations	None.	
3 Department Director Report	Ms. Garcia provided the Board with an update on the damage sustained to the Starlight Bowl during the January 7 windstorm. She also shared that staff is actively working on plans to host concerts in the park this summer.	
4 Oral Communications	One public comment speaker addressed the Board regarding the Burbank Community Band.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	None.	
8 Fiscal Year 2023-2024 P.I.M Roller Hockey Rink Annual Report.	Mr. McGinley updated the Board on recent improvements at the roller hockey rink and introduced Scot Floman to present the Roller Hockey Rink annual report. Board members had questions and commended the operator on the variety of offerings and the accessibility to the community.	Noted and filed.
9 Approval of Funding Allocation for the Community Arts Grant Program	Ms. Barrows presented the Community Arts Grant Program Panel's recommendation to allocate a total of \$56,500 for the 2025 Community Arts Grant Program awards. She provided an overview of the selection process and how the funds will support local artists and organizations. Mr. Brody commended Ms. Barrows on her hard work and dedication to her Department.	The Board unanimously voted to approve the allocation of funding for the 2025 Community Arts Grant Program awards, totaling \$56,500.

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10	Fall 2024 Parks and Recreation Programming Update	Ms. Castaneda provided the Board with Department key highlights and accomplishments from Fall 2024 (October–December). The Board commended the Department for its dedication, hard work, and commitment to enhancing services and programs.	Noted and Filed.
11	Amending Burbank Municipal Code Sections 5-3-410 Unlawful to be in Parks When Closed and Updating Department Name in the Burbank Municipal Code.	Ms. Ohan presented updates to the Burbank Municipal Code (BMC), including amendments to Section 5-3-410 regarding park closure enforcement and an update to reflect the Department's current name. Parking lot closures, official name of the Parks and Recreation Department, and the fiscal impact were also discussed.	It was motioned by Mr. Brody, seconded by Ms. Gamiño, and carried 5-0 to approve the proposed amendments to the BMC Section 5-3-410, Unlawful to Be in Parks When Closed along with update the department name in the BMC.
12	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the January 9, 2025 meetings were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Police Park Patrol Reports</u> The Police Park Patrol Report for December was noted and filed.</p> <p><u>Update on the 2025 Sublease and Master Lease Modification, and Operating Agreement between the City of Burbank, Onni Burbank Town Center LLC, and The Colony Theatre Company for the Use of the Burbank Center Stage</u> Noted and Filed</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	It was motioned by Mr. DePalo, seconded by Ms. Gamiño, and carried 5-0 to approve the Consent Calendar.
13	Tabled Items	None.	
14	Additional Comments from the Board and staff	None.	
15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned in memory of Anthony Lopez at 7:31pm.	

**SUSTAINABLE BURBANK COMMISSION
JANUARY 13, 2025, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 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)
Adrine Der-Tavitian (Vice Chair) arrived at 5:05 p.m.
Limor Zimskind
Charles Wilson arrived at 5:19 p.m.
Alissandra Valdez
Kevin O'Brien arrived at 5:05 p.m.
Robin Gemmill
Jared Cavagnuolo
Jenny Deahl

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk, Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power
Michelle Hoffmann – Senior Admin. Analyst, Burbank Recycle Center

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 Maya Shavzin expressed her concerns about gas powered leaf blowers being used during an emergency ban due to the winds and fires.

B. Commission Member Communication

Commissioner Gemmill thanked City staff for maintaining the city during the windstorm. She also provided an update on the opening of the Hollywood Way/Clark community garden.

Commissioner Deahl also thanked staff for maintaining the city and provided an update on the recent Parks and Recreation Board meeting.

Chair Kirschenbaum provided an update on the Aleppo Pine Tree topic discussed by City Council. She also provided an update on other sustainability efforts.

C. Staff Communication

Drew Johnstone provided Burbank Water and Power (BWP) updates following the windstorm. He reminded the Commission about the upcoming BWP presentation to City Council on the GGRP Status Report.

Amber Duran informed the Commission of the addition to the Burbank 311 application to report SB 1383 and Waste Reduction Ordinance violations. She also spoke to the development of a logo for the Commission.

IV. APPROVAL OF MINUTES

Mr. Cavagnuolo moved, and Ms. Deahl seconded a motion to approve the November 18, 2024, draft minutes. The motion was approved by Ms. Kirschenbaum, Mr. O'Brien, Mr. Wilson, and Ms. Der-Tavitian. Ms. Gemmill, Ms. Valdez, and Ms. Zimskind abstained.

V. WORK PLAN UPDATE DISCUSSION

The Commission discussed their possible priorities for 2025. They will discuss the topic further during the next meeting.

VI. AD HOC OUTREACH SUBCOMMITTEE

The subcommittee provided a reminder of the next Go Green community event, Unmasking the Plastic Crisis at 6pm on February 19 at the Buena Vista Library.

VII. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE

The subcommittee requested City staff present on habitat restoration efforts.

VIII. AD HOC ENVIRONMENTAL JUSTICE SUBCOMMITTEE

There were no updates from the subcommittee.

IX. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE

There were no updates from the subcommittee.

X. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

There were no updates from the subcommittee.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Solar Net Billing – Update (January 14, 2025)
2. Greenhouse Gas Reduction Plan Status Report – Update (January 28, 2025)

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Waste Reduction Ordinance Outreach Update – February 24, 2025
2. Work Plan Update Discussion – February 24, 2025

FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

The meeting was adjourned at 6:29 p.m. The next meeting will be held on Monday, February 24, 2025, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

JANUARY 15, 2025

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

Also Present: Deputy Chief Cornils, Captain Losacco, Police Administrator Garzon, Lieutenant Barcus, Sergeants Stone and Turner, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; Liaison Mullins

FLAG SALUTE

The flag salute was led by Commissioner Forouzan.

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

- Jason Lewis, who commented on traffic issues at Walt Disney Elementary School
- Zizette Mullins, who announced that she and Council Member Rizzotti will be the Council Liaisons for the year
- David Donohue, who commented on providing support to the Equestrian Center, which is housing horses relocated from the Eaton Fire, and the issue of e-bikes

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked the speakers and responded to the communications.

APPROVAL OF MINUTES FROM THE NOVEMBER 20, 2024 MEETING

Commissioner McKenna made a motion, seconded by Commissioner Hacobian, to approve the minutes from the November 20th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

- 1. Presentation, discussion, and recommendations (if applicable) on the draft of the 2025 AB481 report on military equipment prepared for the City Council**

Sergeant Turner reviewed the military equipment report for 2025. The report is the same as last year, with the addition of two pieces of equipment (40mm dual shot launcher) to the inventory.

The report will have a public forum for any questions or concerns on Wednesday, February 19th, at 5:00 p.m. (prior to the regularly scheduled Police Commission meeting).

- 2. Presentation, discussion, and possible recommendations (if applicable) on recent DUI enforcement activities**

Lieutenant Barcus, of the Traffic Bureau, provided statistics on DUI fatalities nationwide, DUI statistics in Burbank during the holiday season (26 DUI arrests), enforcement and educational strategies/campaigns, and training for the Department's officers.

3. Report out on preliminary report on electric scooters and e-bike regulations

Deputy Chief Cornils provided a status update of existing state law, collision data, new laws passed this year and possible impacts, and laws in other municipalities. The report is almost complete for the first step presentation to the City Council on 2/25/25. A preview presentation will be provided to the Commission at the next meeting.

4. Presentation and discussion on the City's 2035 General Plan and how it relates to the BPD

Deputy Chief Cornils described the Burbank 2035 General Plan, adopted in 2013 by the City Council, which addresses a range of issues ("elements") which have citywide policy objectives.

The goals relevant to the PD under the Mobility Element include bike and pedestrian mobility, parking, traffic, vehicular traffic noise, and construction/nuisance noise. Notable under the Safety Element are emergency response/preparation, police protection, and crime prevention.

5. (Continued from November) Review of trainings received by the Executive Ad Hoc Subcommittee to evaluate a vision/mission statement – Discussion to include City Council Liaisons for guidance to draft a purpose statement

After discussion and guidance by Council Liaison Mullins, the Commissioners agreed that the purpose is designated in the Charter, but each Commissioner has brought in personal purpose via issues brought in from the community or personal experience. Takeaways include:

- Know the purpose as set forth in the Charter
- Why is this personal to you
- How the Commissioners will work together
- Know technical aspects of the job (where to look for data)
- Responsibility to the community

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

End of Mutual Aid deployment for the Eaton Fire.

1/6 Academy graduation
2/16 Start of Community Academy

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

(February dashboard) (Postponed) - Homeless engagement

(May) (agendized) – Report on narcotics activity

(February) Chair Coomes made a motion, seconded by Commissioner Hacobian, for a review of the Community Engagement Meeting, with discussion and possible recommendations, if applicable, regarding public comments. Approved by consensus.

(February) Commissioner Chapman made a motion, seconded by Commissioner Elman for a discussion on the dissemination of promotional materials related to awareness of domestic violence. Approved by consensus.

(February) Commissioner McKenna made a motion, seconded by Commissioner Hacobian, for a presentation and discussion on the ebike presentation to be made to the City Council on 2/25/25. Approved by consensus.

(June) Commissioner Forouzan made a motion, seconded by Commissioner McKenna, for an update on parking enforcement strategies since the introduction of parking enforcement contractor LAZ Parking. Approved by consensus.

Commissioner Hacobian made a motion, seconded by Commissioner McKenna, for an update of laws that went into effect in 2025. Motion did not carry. The City Council had requested a similar report, which the Department is currently compiling. Once completed, the report will be shared with the Commission.

NEXT MEETING DATE – Wednesday, February 19, 2025
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2050 hours.

Paul McKenna
Secretary, Burbank Police Commission