



# Weekly Management Report

## May 10, 2024

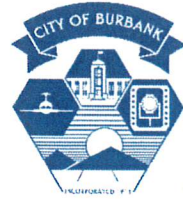
- 1. Synopsis**      Burbank Hospitality Association  
Meeting on April 3, 2024  
**Community Development Department**
  
- 2. Synopsis**      Planning Commission  
Meeting on April 22, 2024  
**Community Development Department**
  
- 3. Minutes**        Burbank Police Commission  
Meeting on April 17, 2024  
**Police Department**
  
- 4. Memo**            Update on the Outreach Plan for the Implementation  
of the Waste Reduction Ordinance  
**Public Works Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** May 7, 2024

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Burbank Hospitality Association Meeting – April 3, 2024

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- Burbank Merch founder, Romik Hacobian, presented an opportunity to partner with Visit Burbank to sell branded merchandise on the Visit Burbank website. Visit Burbank would receive a share of the proceeds for each item sold through their website. No action was taken, and it was recommended that Mr. Hacobian to return with a formal proposal.
- The Burbank Chamber of Commerce discussed a marketing partnership with Visit Burbank which would help enhance local tourism by expanding Visit Burbank's reach in the Chamber Guide, on their website and during Chamber hosted events. The intent would be to encourage generate local awareness of Visit Burbank to encourage staycations and local business events at hotels. The Board will vote on this item at the next BHA meeting.
- Board Member Kolla wanted to explore the possibility of purchasing panic buttons for hotel staff. BHA Legal Counsel made a presentation on whether panic buttons for employees are permitted expenditures under law. The purchase is not currently allowed in the Management District Plan and therefore the request was formally declined.



# MEMORANDUM





## COMMUNITY DEVELOPMENT

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**DATE:** May 6, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Fred Ramirez, Assistant Community Development Director – Planning   
By: Diana Arias, Clerical Worker

**SUBJECT:** Planning Commission Meeting – April 22, 2024

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This memorandum goes over general information of the Planning Commission meeting that was held on April 22, 2024.

- Project No. 23-0001160 was presented to the Planning Commission by Associate Planner, Karen Chavez, a request to modify an existing Conditional Use Permit to for an Amusement Enterprise facility (Round One Entertainment, Inc.) at 201 E. Magnolia Boulevard, Unit 145. The project expands the footprint of the Round 1 location by an additional 6,218 sq. ft., updates their alcohol license to a Type 47 ABC license to allow beer, wine and spirits, and allows for alcohol to be served in the party/karaoke rooms, subject to the Conditions of Approval and the added security measures.
- After commission discussion, Mr. Mkrtoumian made a motion to approve Project No. 23-0001160 | A Request to modify an existing Conditional Use Permit to an Amusement Enterprise facility (Round One Entertainment, Inc.) at 201 E. Magnolia Boulevard, Unit 145, seconded by Ms. Wick. Motion passes by a vote 4-0.



**APRIL 17, 2024**

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, Captain Cornils and Cremins, Police Administrator Garzon, Lieutenant Green, Sergeant Childs and Turner, Detective Sanchez, Senior Assistant City Attorney Johal, and Executive Assistant Nakamura

**FLAG SALUTE**

The flag salute was led by Commissioner Hacobian.

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

Commissioners reported out on events/meetings attended.

**FIRST PERIOD OF PUBLIC COMMENTS**

Appearing before the Commission was David Donohue, who commented on a previous presentation/report on Vision Zero and having the Council made aware of statistics pertinent towards this effort.

Phoning in were Hovanes Tonyan, who announced National Crime Victims Right week, and Ross Benson, who made a correction to the new date of the BPF's bocce ball fundraiser as Saturday, June 8<sup>th</sup>.

**RESPONSE TO PUBLIC COMMENTS**

Commissioners thanked the community members for their comments.

**APPROVAL OF MINUTES FROM MARCH 20, 2024**

A motion was made by Commissioner Hacobian, seconded by Commissioner Elman, to approve the minutes from the March 20<sup>th</sup> meeting. Motion carried by consensus.

**ITEMS OF BUSINESS**

**1. General announcements by the Police Chief**

Chief Albanese introduced Detective Sanchez, who made a brief presentation on Team Burbank's participation at the Baker to Vegas Relay Race – they placed first in their division!

Chief Albanese announced:

- 4/27 Drug Take Back event
- 5/2 Jail Academy graduation
- 5/11 Police/Fire Service Day
- 5/15 Coffee with a Cop (Nordstrom Rack 1000-1200 hours)

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**2. Presentation, discussion, and recommendations, if applicable, on the Zero Bail measure and its effect on the Department**

Sergeant Childs explained the 2023 judicial decision which ended the cash bail system. Crimes, other than serious/violent ones, are categorized into three categories: Magistrate Review, Cite and Release, Book and Release. The criteria for each were discussed, stats provided for arrests since the implementation of the policy (qty: 23), and comparison of arrests since the policy went into effect and from the same period in the prior year were presented.

**3. Presentation, discussion, and recommendations, if applicable, on the results of the biennial citywide survey conducted by the Department as required under the standards of CALEA accreditation**

Lieutenant Green provided highlights from the survey. The full survey and results will be posted on the BPD website.

**4. Discussion and recommendations regarding Ad Hoc Subcommittees, reviewing status, goals, and due dates of their specific goals**

Commissioners discussed each existing Ad Hoc Subcommittee and determined the following:

Met goals and end of Ad Hoc Subcommittee:

- Crime Statistics (Elman, Coomes) – April 2024 (possible revisit once website is redesigned)
- Department Wellness (Hacobian, McKenna, Elman) - April 2024
- Data and Statistics (Forouzan, Elman) – April 2024 (data request form created and implemented)
- Ebikes and micro mobility devices – April 2024
- Legislation surrounding catalytic converters – April 2024

Continuation of Ad Hoc Subcommittee and anticipated end date:

- School Safety (McKenna, Wenzel, Hacobian) - August 2024 (report out on outreach to all school principals and addressing schools' drop off programs)
- Mission/Vision statement (training by League of Cities) (Coomes, Hacobian, Elman) – August 2024
- Traffic Safety (Hacobian, Coomes, McKenna) - August 2024
- Pedestrian Safety (Forouzan, McKenna) – October 2024 (pending receipt of data request from the Department)



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**5. Report, discussion, and recommendations on the proposed data request by the Pedestrian Safety Ad Hoc Subcommittee regarding pedestrian and active transportation users' traffic safety outcomes in the City**

Commissioner McKenna made a motion, seconded by Commissioner Elman, to approve submission of the data request to the Department. Motion carried by consensus.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

A motion was made by Chair Coomes, with a second by Commissioner Chapman, for an update, discussion, and recommendations, if applicable, on mental health efforts by the Department. Motion carried by consensus.

A motion was made by Commissioner McKenna, seconded by Commissioner Wenzel, for a presentation, discussion, and recommendations, if applicable, on the Department's policies, statistics, and outcomes of the Department's homeless population engagement. Motion carried by consensus, with a vote in opposition by Commissioner Elman

A motion was made by Commissioner McKenna, seconded by Commissioner Hacobian, for a presentation, discussion, and recommendations, if applicable, on the status of patrol vehicles and technology updates. Motion carried by consensus.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, May 15, 2024, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2028 hours.

Mike Elman  
Secretary, Burbank Police Commission



# MEMORANDUM



## PUBLIC WORKS

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**DATE:** May 1, 2024

**TO:** Justin Hess, City Manager

**FROM:** Ken Berkman, Public Works Director *KB*  
VIA: John Molinar, Assistant Public Works Director - Streets and Waste Management  
BY: Amber Duran, Recycling Coordinator

**SUBJECT:** Update on the Outreach Plan for the Implementation of the Waste Reduction Ordinance.

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### **BACKGROUND**

On February 13, 2024, the Burbank City Council took significant strides toward environmental sustainability by passing an ordinance aimed at mitigating food service ware and packaging waste. This ordinance, to be implemented in phases, imposes regulations on businesses and government facilities to reduce single-use plastics and encourage the adoption of reusable and recyclable alternatives.

The phased enforcement plan entails several key milestones. Effective immediately, customers must now request single-use utensils, straws, and condiments for take-out or delivery, extending to straws for dining-in situations. The subsequent phase, beginning July 1, 2024, introduces a ban on polystyrene (#6 plastic), including expanded polystyrene commonly known as Styrofoam. Finally, starting January 1, 2026, to-go food serviceware must adhere to single-use foodware standards, requiring fiber-based or recyclable materials, while dine-in establishments must transition to reusable dishes.

### **DISCUSSION**

#### *Implementation at City Facilities*

To enforce the ordinance within City facilities, administrative policies are being developed and are slated for enactment by July 1, 2024. Additionally, Public Works continues its

efforts to install hydration stations to promote the use of reusable bottles among employees and visitors. New employee training sessions are being revised to ensure compliance and understanding of the new policies.

#### *Implementation at Businesses*

Businesses in Burbank are being engaged through multifaceted approaches to facilitate compliance with the ordinance. In-person outreach campaigns, commencing June 1, 2024, will provide informational packets regarding the polystyrene ban and single-use foodware standards. The City website is being updated to include relevant information and a complaint form by July 1, 2024. Staff will attend Chamber of Commerce engagements and receive support from the Community Development Department's Planning Division through the distribution of new business packets aiming to educate and assist local businesses in adhering to the ordinance.

#### *Outreach to Residents*

Residents are integral to the success of waste reduction efforts, and outreach initiatives are tailored to inform and involve them in the process. Regular newsletters, set to circulate in June of 2024, will update residents on the progress and significance of waste reduction initiatives. The City website will also be updated to provide residents with pertinent information regarding the ordinance. Sustainable Burbank Committee (SBC) support remains ongoing, serving as a vital resource in fostering community engagement and sustainability awareness.

#### **CONCLUSION**

The Waste Reduction Ordinance implementation plan demonstrates Burbank's commitment to environmental stewardship and sustainability. Through coordinated efforts targeting businesses, City facilities, and residents, the City aims to achieve significant reductions in single-use plastics and packaging waste. Regular progress updates and outreach initiatives will ensure transparency, accountability, and active community participation in achieving waste reduction objectives. A comprehensive progress report detailing implementation efforts will be presented to the City Council in February 2025, highlighting the City's dedication to fostering a culture of sustainability and environmental responsibility.