



Weekly Management Report

February 4, 2022

- 1. Memo** Transportation Commission Meeting
on December 20, 2021
Community Development Department
- 2. Memo** Landlord-Tenant Commission Meeting
on January 10, 2022
Community Development Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on February 7, 2022
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: January 19, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Nick Burant, Administrative Analyst

SUBJECT: Transportation Commission Meeting Synopsis – December 20, 2021

- The cities of Burbank, Glendale, and Pasadena partnered with CALSTART to investigate the necessary steps to convert the three agency's transit systems to zero emission. The California Air Resources Board requires that transit agencies begin converting to zero emission vehicles beginning in 2026. Staff presented the preliminary findings of the report prepared by CALSTART. The report indicates that electric buses are recommended over fuel cell electric buses.
 - The Commission received the information presented and asked clarifying questions about the report's findings. While broadly supportive of a transmission to zero emission vehicles, the Commission expressed concerns regarding the cost of the transition and the reliability of electric buses.
- Staff provided an update on Metro's North Hollywood to Pasadena Bus Rapid Transit Project. The Commission's conversation centered on whether to recommend side-running or mixed-flow traffic along Olive Avenue. The Commission passed the following motion regarding the project:
 - The Commission recommends that the City Council support the Metro North Hollywood to Pasadena BRT project with the Olive Avenue section implemented as a side-running bus only lane, but with later conversion to mixed-flow if traffic concerns or other issues are identified, and to ensure that street parking on Olive Avenue be preserved.
 - The motion passed 5-1-1, with Commissioner Ehrhardt voting no, and with Commissioner Adams absent from this part of the meeting.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: January 24, 2022

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – January 10, 2022

- Seven members of the public attended the Zoom meeting. Four members had questions or the Commission. One member thanked city staff and the Commission for all the Commission related resources and information on the City’s webpage. The other members had questions related to evictions, rent increases, and AB 1482. The Commission provided legal resources, information on the California Landlord-Tenant Handbook, and the mediation option through an intake form. The other three members were listening for educational purposes.
- Staff provided the following announcements:
 - The City’s Management Services department recently sent out information about the City’s vaccination policy via email to all Boards, Commission, and Committee members.
 - Staff will be adding an attorney assistance database to the Landlord and Tenant resource list which was recently shared by the state of California’s HousingisKey.com website.
- The Commission provided intake form updates to three cases related to: noise complaint, electrical issues, and a sixty-notice to vacate.
- The Commission approved the draft minutes of December 6, 2021.
- The meeting adjourned at 7: 27 pm.



01 17 2022
2:55-3:15

February 3, 2022

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, February 7, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Airport Skyroom

Regular Meeting of Monday, February 7, 2022

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.



When in-person attendance or participation at meetings 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 five 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, February 7, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
(i) December 13, 2021 **[See page 1]**
 - 2) Finance and Administration Committee
(i) December 13, 2021 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee
(i) December 13, 2021 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) January 18, 2022 **[See page 8]**
 - c. Treasurer's Report
 - 1) October 2021 **[See page 13]**
 - d. Proposed Resolution No. 493 Adopting the
2022 Authority Investment Policy **[See page 37]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Automated License Plate Recognition System
Service Agreement **[See page 46]**
 - b. Updated Automated License Plate Recognition
System Policy **[See page 65]**
 - c. Amendment No. 1 to Professional Services Agreement
Conway Consulting, Ltd. **[See page 73]**

- d. Airport Use Agreement Amendment and Airport Use and Facilities Operating Permit

[See page 82]

7. ITEMS FOR COMMISSION INFORMATION

- a. December 2021 Passenger and Air Cargo Statistics
- b. December 2021 Transportation Network Company Statistics
- c. December 2021 Parking Revenue Statistics
- d. Anyone Collective – Activity Update
- e. Replacement Passenger Terminal - Industry Day

[See page 88]

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
California Government Code Section 54956.9(d)(1)
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS
(Other updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, February 7, 2022

[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 Operations and Development Committee special meeting of December 13, 2021; approved minutes of the Finance and Administration Committee special meeting of December 13, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of December 13, 2021, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the special meeting of the January 18, 2022, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for October 2021 is included in the agenda packet. At its special meeting on January 18, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. PROPOSED RESOLUTION NO. 493 ADOPTING THE 2022 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code ("Code"), the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's Investment Manager, Columbia Management Investment Advisors LLC ("CMIA"), has opined that the 2021 Authority Investment Policy, with overall investment criteria of capital preservation (safety) and liquidity, is still appropriate and conservative, and does not need revisions at this time. Staff concurs with the CMIA recommendation and seeks a Finance and Administration Committee recommendation to the Commission that it adopt the attached proposed Resolution approving the 2022 Investment Policy (Exhibit A), which reaffirms the current 2021 Investment Policy with no changes.

At its special meeting on January 18, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve Resolution No. 493 adopting the 2022 Authority Investment Policy.

6. ITEMS FOR COMMISSION APPROVAL

- a. **AUTOMATED LICENSE PLATE RECOGNITION SYSTEM SERVICE AGREEMENT.** A staff report is included in the agenda packet. At its special meeting on January 18, 2022, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission award Flock Group, Inc., a two-year Service Agreement for an Automated License Plate Recognition System at a cost of \$22,500 per year plus a one-time installation fee of \$2,250 to replace the current system which has reached the end of its useful life.
- b. **UPDATED AUTOMATED LICENSE PLATE RECOGNITION SYSTEM POLICY.** A staff report is included in the agenda packet. At its special meeting on January 18, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve the adoption of an updated Automated License Plate Recognition System policy governing how the data gathered by the system is accessed and managed by the Airport Police Department.
- c. **AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – CONWAY CONSULTING, LTD.** A staff report is included in the agenda packet. At its special meeting on January 18, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve Amendment No. 1 to the Professional Services Agreement with Conway Consulting, Ltd. (“Conway Consulting”), providing an expanded time and materials scope of services with an additional not-to-exceed funding authorization of \$134,000 through June 30, 2022. The Commission approved the restart of the Replacement Passenger Terminal program in August 2021, with the goal (expressed by both the Commission and airlines) to expedite the process moving forward as the program had been on hold since March 2020 due to the COVID-19 pandemic. The increase in funding authorization will provide for additional technical planning and support services anticipated to be required from Conway Consulting through the end of the fiscal year.
- d. **AIRPORT USE AGREEMENT AMENDMENT AND AIRPORT USE AND FACILITIES OPERATING PERMIT.** A staff report is included in the agenda packet. At its special meeting on January 18, 2022, the Legal, Government and Environmental Affairs Committee (“Committee”) voted unanimously (3–0) to recommend that the Commission approve of the following:
 1. Proposed form of Airport Use Agreement Amendment, copy attached; and,
 2. Authorization for the Executive Director to execute the Amendment or an Airport Use and Facilities Operating Permit with the Airlines operating at the Airport.

7. ITEMS FOR COMMISSION INFORMATION

- a. DECEMBER 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The December 2021 passenger count of 470,365 was down 15% compared to December of 2019's 554,520 passengers. Also compared to December of 2019, air carrier aircraft operations in December 2021 decreased 7%, while cargo volume was up 8% at 10.2 million pounds.
- b. DECEMBER 2021 TRANSPORTATION NETWORK STATISTICS. No staff report attached. Staff will update the Commission on TNC activity for the month of December 2021.
- c. DECEMBER 2021 PARKING STATISTICS. No staff report attached. Staff will present parking revenue data for the month of December 2021.
- d. ANYONE COLLECTIVE - ACTIVITY UPDATE. No staff report attached. An update to the Commission regarding the advertising, marketing and support services for the first six months will be presented.
- e. REPLACEMENT PASSENGER TERMINAL - INDUSTRY DAY. No staff report attached. AECOM will present to the Commission its plan for the scheduling of an "Industry Day" to outreach and re-introduce the Replacement Passenger Terminal program to potential interested parties and the pending issuance of a Progressive Design Builder Request for Qualifications/Request for Proposal.