



Weekly Management Report

April 15, 2022

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority Meeting on Monday, April 18, 2022
Burbank-Glendale-Pasadena Airport Authority
- 2. Minutes** Sustainable Burbank Commission Meeting on March 21, 2022
Public Works Department
- 3. Minutes** Police Commission Meeting on March 16, 2022
Police Department



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April 14, 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, April 18, 2022, 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, April 18, 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, April 18, 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) Finance and Administration Committee
 - (i) March 21, 2022 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) March 21, 2022 **[See page 4]**
 - b. Commission Minutes
(For Approval)
 - 1) April 4, 2022 **[See page 6]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Amendment No. 1 to Aviation Hangar Leases
Netflix, Inc. **[See page 12]**
 - b. Determinations Regarding Return to In-Person Meetings
and AB 361 Findings for Special Brown Act Requirements
for Teleconference Meetings **[See page 16]**
7. ITEMS FOR COMMISSION INFORMATION
 - a. Commemoration – Dan Dittman – 50 Years of Service
 - b. February 2022 Passenger and Air Cargo Statistics **[See page 18]**
 - c. February 2022 Ground Transportation Statistics
 - d. February 2022 Parking Revenue Statistics

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)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. California High Speed Rail Authority (Case No. 34-2022-80003821)

b. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION

(California Government Code Section 54956.9(d)(4)): 1 potential case

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 18, 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 Finance and Administration Committee meeting of March 21, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of March 21, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 4, 2022, Commission meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. AMENDMENT NO. 1 TO AVIATION HANGAR LEASES – NETFLIX, INC. A staff report is included in the agenda packet. At its meeting on April 4, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve Amendment No. 1 to two Aviation Hangar Leases (“Leases”) with Netflix, Inc. (“Netflix”) to memorialize extension of the term of each for an additional five years to April 30, 2027. Netflix has separate Leases for Hangar 39 and Hangar 43.
- b. DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and standing Committee meetings at the Airport, and to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.

7. ITEMS FOR COMMISSION INFORMATION

- a. COMMEMORATION – DAN DITTMAN – 50 YEARS OF SERVICE. No staff report attached. Over the past fifty years, Mr. Dittman has served in various capacities at the Airport such as Parking Manager, Key Master and now as Construction Coordinator. In commemoration of his fifty years of dedicated and loyal service to Hollywood Burbank Airport, staff has a presentation for Mr. Dittman to celebrate this momentous occasion.
- b. FEBRUARY 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The February 2022 passenger count of 371,889 was down 19% compared to February 2020's 456,545 passengers. Also compared

to February 2020, air carrier aircraft operations in February 2022 decreased 10%, while cargo volume was down 7%, at 7.7 million pounds.

- c. FEBRUARY 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff has updated the monthly activity report to include the three modes of ground transportation, Transportation Network Companies, Metro Micro On-Demand Ride Share, and Taxis servicing the Airport. Staff will update the Commission on the activities of these services for the month of February 2022.
- d. FEBRUARY 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of February 2022.

SUSTAINABLE BURBANK COMMISSION
March 21, 2022 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Laura Tenenbaum called the meeting to order at 5:02 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Laura Tenenbaum (Chair)
Chris Weber
Heather Robb
Jean Schanberger
Alissandra Valdez (arrived at 5:33)

Members Absent:

Limor Zimskind
Kevin O'Brien

Council Members and Staff Present:

Nick Schultz – Council Member
Bob Frutos – Council Member
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Stephanie Kandt – Senior Administrative Analyst, Public Works

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

A. Public Communication:

Burbank resident, Maya Shavzin, voiced environmental and health concerns regarding gas-powered leaf blowers.

B. Commission Member Communication:

Ms. Gemmill announced that the Community Garden is ready to open and is now accepting applications for plots on the Commission's Facebook page or in-person at the Olive Recreation Center until April 15, 2022. Plots will be assigned in mid-May. Ms. Gemmill also spoke about the George Izay Park charrette that she attended. The Commission's Facebook page links to the George Izay Park survey which is still open to the public.

Ms. Tenenbaum announced that she has applied for the Burbank Water and Power Board. Ms. Tenenbaum would resign from the Sustainable Burbank Commission if she is awarded a seat on the Board. Ms. Tenenbaum also announced that the Sustainable Burbank Commission was thanked by Council for their efforts to support the creation of a Sustainable Officer position.

C. Staff Communication:

John Molinar, Asst. Public Works Director – Street & Sanitation, announced that the Commission meetings will be in person again starting in May.

Amber Duran, Recycling Coordinator, informed the Commission that the City has passed the SB1383 ordinance and is moving forward with implementation.

IV. APPROVAL OF MINUTES:

Ms. Tenenbaum moved and Ms. Robb seconded a motion to approve the February 7, 2022, minutes. The minutes were approved by all in attendance noting the absence of Ms. Valdez (arrived at 5:33), Mr. O'Brien and Ms. Zimskind.

V. SINGLE USE PLASTICS ORDINANCE UPDATE:

Amber Duran and Craig Cadwallader from the Surfrider Foundation provided an update on the Single-Use Plastics Policy. The City will begin enforcement of AB 1276 beginning in June. The City is also developing an ordinance to further reduce disposable food service ware waste in Burbank through restricting materials that are not recyclable or compostable and requiring reusables where applicable. Craig Cadwallader reported that over 150 cities in California have adopted similar ordinances and many businesses have reported a cost savings by replacing disposable with reusable food service ware. Ms. Gemmill recommended the City distribute reusable utensil kits to promote the new regulations. Ms. Schanberger inquired if the schools could be covered by the Burbank ordinance since they are exempt from the State law. Ms. Tenenbaum recommended that the SBC Ad Hoc Community Engagement Subcommittee act as a liaison with the school district regarding the City's ordinance. Ms. Tenenbaum also brought up that the food truck events in the City can produce a lot of single-use plastic waste.

VI. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

The Work Plan lays out the Commission's focus for 2022-2023. The Work Plan addresses the Single-Use Plastic Policy, the GGRP, and water conservation including the expansion of California natives and shade tree canopy planting in public spaces. Ms. Tenenbaum would like to discuss the plan further at the next meeting.

VII. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT:

The Cities of Glendale, Pasadena and Los Angeles have had a lot of progress in support of electrification of new builds. The Building Decarbonization Coalition provides resources and guidance to cities in support of passing an electrification ordinance.

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

The subcommittee has met with the Community Development Department to review the points of the GGRP and compared it to the Commission's recommendations. The subcommittee will provide the documents distributed during the meeting to the rest of the Commission. Input on the GGRP from the Commission can be directed to the subcommittee. Ms. Gemmill spoke of the California Conservation Corps Program that provides fellowship opportunities in partnering cities to implement actions in the GGRP and other environmental programs.

IX. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES:

The Monarch Mile project is moving forward with planting now that the area has been cleared. The City Forestry Division is working with Eco Council and Tree People to develop plans for tree planting in the City. The California Native Plant Society provided informational material that can be distributed to residents at events.

X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

The subcommittee will be helping with the Eco Council's "Trashion" Show on Earth Day. The Waste Warrior Program will be starting up again after a hiatus due to COVID during the week of Earth Day. Staff will provide the Waste Warrior signup information so the subcommittee can help promote the program.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

Ms. Tenenbaum announced that on April 4, 2022 City Council will be voting on the BWP Board appointing. On May 3, 2022, City Council will be voting on the GGRP.

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Ms. Schanberger provided an update on an item brought to the Planning Board regarding the housing element changes. Ms. Gemmill moved and Ms. Robb seconded the motion to add the Electrification of Landscape Equipment to the April agenda. The motion was approved by all attendance except Ms. Tenenbaum, noting the absence of Mr. O'Brien and Ms. Zimskind.

XIII. ADJOURNMENT:

The meeting was adjourned at 6:37 p.m. The next meeting will be held on Monday, April 18, 2022 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ad

March 16, 2022

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 Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Coomes, Elman, Forouzan, Hacobian, and Turner
In Chamber: Chair Chapman

Also Present: In Chamber: Captains Cornils and Irving; Sergeants Fekety and Kendrick, Officer Peltier, and Executive Assistant Nakamura

Via Videoconference: Chief Assistant City Attorney Oh, Liaisons Frutos and Schultz

FLAG SALUTE

The flag salute was led by Sergeant Fekety.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

Commissioner Coomes reported that he and Commissioner Hacobian met and have prepared a report of Commission activities/achievements for a self-evaluation discussion. The subcommittee will agendaize a discussion of the report for an upcoming meeting.

Commissioner Forouzan reported that she and Commissioners Lu and Coomes have requested data on pedestrian safety from the Department and will be drafting the subcommittee's recommendations for discussion at an upcoming meeting.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM FEBRUARY 16, 2022

A motion was made by Commissioner Coomes, with a second by Commissioner Hacobian, to approve the minutes of the February 16, 2022, meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on biased-based policing training

Sergeant Kendrick, of the Personnel and Training Bureau, stated Recruits in the Academy receive 16 hours of introductory instruction. Once they graduate from the Academy, the new officers review and sign off on all BPD policies and procedures, including Policy 402 on Bias-Based Policing. Audits are conducted on BWC footage to ensure compliance; annual department trainings are conducted in compliance with the CALEA standard; Racial and Identity Profiling Act (RIPA) data collection requirements became effective this year; and outside training is introduced to broaden the breadth of relevant topics.

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Meeting of the Burbank Police Commission

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2. Presentation and discussion on the transition of the Burbank Animal Shelter from the BPD to the Parks and Recreation Department.

Captain Irving provided a historical timeline of the discussions pertaining to the removal of the Animal Shelter from under the supervision of the Police Department. Last year, as the city began evaluating ways of improving City services, the City Manager requested a feasibility study to consider moving the Shelter under Parks and Rec supervision. After a pros/cons evaluation, it became clear that the Shelter had a more natural fit with Parks and Rec's community outreach and integration into their event programming.

Currently, the Shelter is co-managed by PD and Parks and Rec personnel. At the beginning of the next fiscal year, the Shelter will make the full transition to Parks and Rec.

3. Presentation and discussion on how the Department manages the no-knock/high risk warrant process

Captain Cornils, Patrol Division commander, stated the BPD does not conduct no-knock warrants. The captain explained the logistics of planning, service of warrants, risks vs benefits, and statistics on the number of warrants served for the last three years.

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

The Commission will return to in-person meetings in Chamber starting in May.

Pursuant to AB 481 (funding, acquisition, and use of military equipment by law enforcement agencies), the Department's policy was published on March 10th. Staff will make a presentation at the April 12th City Council meeting for approval of current inventory; future acquisitions defined as military equipment will require Council approval.

Street racing ads are being sent electronically to BWP customers – kudos to Commissioners for initiating the process and to City Staff (PD, PIO, BWP) who participated in producing the promotion.

4/16 Eggstravaganza
4/30 Drug Take Back event
5/7 Police/Fire Service Day

Department staff met with psychologist Dr. Gina Gallivan to discuss ways to energize the Department's wellness program.

The MHET team developed a placard that can be used at home or in a car to notify first responders that there is a person with special needs who may not respond, may resist help, or not recognize danger. It includes an image of a green ribbon, the international sign for mental health awareness.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Coomes made a motion, amended by Commissioner Forouzan, and seconded by Commissioner Hacobian, for a presentation, discussion, and potential action regarding the Self Evaluation Subcommittee's report on the current performance of the Commission and to explore areas to strengthen the work or role of the Commission (for May meeting). Approved by consensus.

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Commissioner Coomes made a motion, seconded by Commissioner Hacobian, to discuss and draft a proposal to the City Council, City Manager, and the Police Department regarding no-knock warrants in Burbank and to send that proposal to state and federal representatives. Motion carried, with one opposing vote by Commissioner Elman.

Commissioner Coomes made a motion, seconded by Commissioner Forouzan to request a presentation by the MHET team during "Mental Health month" (in May) on cases and success stories. Approved by consensus.

Commissioner Forouzan made a motion, seconded by Commissioner Coomes for a presentation, discussion, and potential action on the draft from the Subcommittee's recommendations for pedestrian and traffic safety. Approved by consensus.

Commissioner Hacobian made a motion, seconded by Commissioner Elman, for a presentation and discussion on the Department's drone program. Approved by consensus.

Commissioner Hacobian made a motion for a presentation by Assemblymember Laura Friedman on traffic safety, which had recently been shared at a community meeting. The motion was withdrawn so that Commissioner Hacobian can review the content to verify that it comports with the purview of the Commission.

Commissioner Elman made a motion, seconded by Commissioner Coomes, to review the Charter, discuss the Police Commission's duties as outlined in the Charter and take any potential action. Approved by consensus.

Commissioner Turner made a motion, seconded by Commissioner Elman, to request an in-person presentation by the creators of the "Why'd you Stop Us" training program. Approved by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, April 20, 2022, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2015 hours.

Africa Turner, Secretary
Burbank Police Commission

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