



# Weekly Management Report

## February 01, 2019

1. **Notice**                      Downtown Burbank Partnership  
**Community Development Department**
  
2. **Synopsis**                    Planning Board Actions of January 26, 2019  
**Community Development Department**
  
3. **Agenda**                      Burbank-Glendale-Pasadena Airport Authority Meeting  
Monday, February 4, 2019 at 9:00 am  
**Burbank-Glendale-Pasadena Airport Authority**
  
4. **Minutes**                      Civil Service Board Meeting held  
January 2, 2019  
**Management Services Department**



DOWNTOWN BURBANK PARTNERSHIP  
HOSPITALITY AND SOCIAL SERVICE OUTREACH PROGRAM  
SCOPE OF SERVICES

*Send to:*  
*• Council*  
*• Edes*  
*Service Start*  
*March 5th -*  
*Ron*

**Reporting/Records**

1. STREETPLUS's Operations Manager will meet with the DBP's District Manager, preferably daily, but no less than once a week. The District Manager of the DBP, in consultation with the Board of the DBP, shall decide any and all questions that may arise as to the manner of performance, rate of progress of the Program, and to the interpretation of this Agreement. The DBP District Manager's decisions upon all questions, claims, and disputes will be final and conclusive upon the parties to this Agreement.
2. STREETPLUS will conduct quarterly audits to measure effectiveness and results. This performance audit will be forwarded to the DBP District Manager no later than ten business days after the completion of the audit.
3. STREETPLUS shall prepare an annual report on the Program to be delivered to the DBP District Manager each year.
4. STREETPLUS Operations Manager shall attend DBP Board Meetings from time to time as requested by the DBP District Manager.
5. STREETPLUS shall maintain, in accordance with generally accepted accounting principles, full, complete, and accurate books of account and other records, reflecting all expenses with respect to the Program, including time records for STREETPLUS employees. Such records and other data and information in connection with the Program shall be available to the DBP and its authorized agents at all reasonable times, for itself, its agents, and its accountants for the purpose of ascertaining the correctness of the statements furnished to the DBP from time to time under the provisions of this Agreement or any amendments hereto.

**Hospitality Services.** The following services and duties shall be performed seven (7) days a week, Monday through Sunday, or more often, depending on the needs of the DBP, within the DBP, and in areas and for entities under agreement with the DBP, and as needed by the DBP:

- i. Walking visibility patrols. STREETPLUS employees shall be deployed within the DBP on foot to serve as a visible deterrent to illegal and unwanted activity and to interact with pedestrians, businesses, residents, and visitors within the boundaries of the DBP. STREETPLUS employees shall remain highly visible and available while conducting these patrols, however, STREETPLUS employees shall not actively engage in crime prevention and/or control beyond alerting and/or participating in lawful arrests effectuated by law enforcement.

- ii. Bicycle visibility patrols. STREETPLUS employees shall be deployed within the DBP on bicycles to serve as a visible deterrent to illegal and unwanted activity and to interact with pedestrians, businesses, residents, and visitors within the boundaries of the DBP. STREETPLUS employees shall remain highly visible and available while conducting these patrols, however, STREETPLUS employees shall not actively engage in crime prevention and/or control beyond alerting and/or participating in lawful arrests effectuated by law enforcement.
- iii. Business contacts. STREETPLUS employees, including the Operations Manager, Team Leader, Ambassadors and Social Service Outreach shall contact representatives of businesses within the DBP for the purpose of being visible, introducing themselves, distributing information regarding crime prevention, providing information on current events and future programming, and listening to the concerns expressed by DBP businesses.
- iv. Personal safety escorts. STREETPLUS employees shall provide escorts when requested within the boundaries of the DBP. STREETPLUS employees will conduct these escorts in a professional and courteous manner while being highly visible to deter illegal and unwanted activity.

**Quality of Life Interactions.** STREETPLUS employees will be knowledgeable of existing City of Burbank Ordinances addressing “quality of life” infractions, that includes, but is not limited to the following:

1. Passive Panhandling
2. Aggressive Panhandling
3. Trespassing
4. Loitering
5. Public Urination
6. Public Intoxication
7. Noise Infractions including street performers
8. Other non-emergency situations that adversely affect public domain

**Crime Prevention and Information Sharing.** STREETPLUS employees shall be utilized to share information to educate people and businesses on safety related issues. STREETPLUS employees shall distribute brochures and other materials with the purpose of providing educational information. STREETPLUS Operations Manager, working with the DBP District Manager, shall share information with private security organizations assigned to private buildings and businesses.

- Reporting. STREETPLUS employees shall document and report activity occurring and tasks completed during their assigned shifts. STREETPLUS employees will report crimes and disturbances directly to the Burbank Police



Department (BPD) Watch Commander for dispatch, and may assist BPD by providing 'witness complaints'. Employees will support the district via reporting of maintenance and landscaping issues including burned out lights, items in the right of way, and damaged public infrastructure. Additionally, STREETPLUS employees shall be made aware of local ordinances in their training and briefings, and shall report unlawful and unwanted activity which is detrimental to "Quality of Life" and report these incidences first to BPD and then to DBP staff.

- Social Outreach Support. STREETPLUS employees shall identify potentially homeless individuals in the district, and be knowledgeable of available resources for those in need. If safe to do so, STREETPLUS employees will engage those in need and provide assistance and referrals as necessary.
- Hospitality services. STREETPLUS employees will engage pedestrians and provide directions and information about the DBP and attractions, activities, businesses, restaurants, and other locations and attractions within the DBP.

Team Leader: The following duties and tasks shall be performed by the Team Leader on a daily basis:

- Supervision. Providing street level supervision, and acts as a working team member while serving as primary supervisor on the shift. The Team Leader reports directly to the Operations Manager.
- Work Plan. Share the daily work plan with employees and assign zones and work assignments.
- Appearance Inspections. Conduct uniform and personal appearance inspections.
- Scheduling. Review the weekly work schedule and special assignments and communicate schedule to employees.
- Equipment. Ensure all equipment is inspected daily; checklists completed and operated in accordance to STREETPLUS standards.
- Training. Deliver on-going training in accordance with STREETPLUS corporate policy and Proposal for the DBP.
- Work Assignments. Check work assignments to ensure employees have completed work in such a manner to exceed DBP and STREETPLUS expectations.
- Business Contacts. Create goodwill by making daily contacts with business owners, business managers, stakeholders and others associated with the DBP.

- Reports. Communicate program achievements in the form of reports.

Operations Manager: The following duties and tasks shall be performed by the Operations Manager:

- Business liaison. Serve as a liaison to business owners/managers within the boundaries of the DBP.
- Scheduling. Review work schedule; distribute necessary information regarding special attractions, events, conventions and other events occurring in the DBP.
- Reports. Review all submitted reports and distribute in accordance with DBP and STREETPLUS requirements.
- Leadership and Development. Coach and mentor employees.
- Deployment Plan. Create, maintain and update the deployment plan and schedule, working closely with STREETPLUS and the DBP District Manager.
- Communication. Maintain open, professional and positive communication with the DBP through its District Manager.
- Service and Program Delivery. Work closely with the District Manager of the DBP in the development and implementation of new strategies, program elements and service delivery.
- Reporting. Communicate to District Manager and to STREETPLUS corporate offices (verbal and written) program achievements in the form of daily, weekly, monthly and quarterly and annual reports.



# memorandum

**DATE:** January 28, 2019

**TO:** Ron Davis, City Manager

**FROM:** Fred Ramirez, Assistant Community Development Director  
Patrick Prescott, Community Development Director

*Fred Ramirez*  
*for P. Prescott*

**SUBJECT:** **Planning Board Actions of January 26, 2019**

At the special Planning Board meeting of January 26, 2019, the Planning Board met for a site visit to discuss the following item:

**Site Visit**

- 1. Project No. 16-0004646 | General Plan Amendment, Planned Development, Development Review, Development Agreement and Tentative Parcel Map | Avion Project - 3001 N. Hollywood Way**

The Board was led on a tour of the Avion site which included a presentation by the developer, Timur Tecimer to discuss the proposal of six (6) industrial/buildings, nine (9) two-story office buildings, two (2) retail/restaurant buildings, and a 166-room hotel on the 61-acre site. Three members from the public attended the site tour as well. No action was taken.

**Attendance**

Present: Rizzotti, Eaton, Liu, Atteukenian, Hadian.

Absent:







January 31, 2019

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 Monday, February 4, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority



# **COMMISSION MEETING**

## **AGENDA**

**FEBRUARY 4, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Monday, February 4, 2019

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.*



*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 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

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 10, 2018 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) December 10, 2018 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) January 22, 2019 **[See page 8]**
  - c. Treasurer's Report
    - 1) November 2018 **[See page 14]**
    - 2) October 2018 **[See page 37]**
  - d. Resolution No. 481  
Adopting the 2019 Authority Investment Policy **[See page 60]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Professional Services Agreement For  
Terminal High Voltage Feeders Design **[See page 68]**
  - b. Resolution No. 482  
Verifying Compensation Rates For Airport Fire Department  
Personnel Assigned to Emergency Incidents Under  
The California Fire Assistance Agreement (CFAA) **[See page 72]**
  - c. Award of Aviation Hangar Lease  
Hangar 39 - Netflix, Inc. **[See page 103]**

7. ITEMS FOR COMMISSION INFORMATION

- a. 2018 Community Fundraiser Results ***[No Staff Report]***
- b. December 2018 Parking Revenue Statistics ***[No Staff Report]***
- c. December 2018 Transportation Network Companies ***[No Staff Report]***
- d. December 2018 Passenger\Cargo and Regional Airport  
Passenger Statistics ***[See page 105]***

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern  
California Metroplex Project

9. COMMISSIONER COMMENTS

Briefing: January 2019 AAEE Aviation Issues Conference

(Other updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER  
February 4, 2019

*[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 meeting of December 10, 2018, and of the December 10, 2018, Finance and Administration Committee meeting are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the January 22, 2019, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Reports for November 2018 and October 2018 are included in the agenda packet. At the January 22, 2019, Finance and Administration Committee meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- d. RESOLUTION NO. 481: ADOPTING THE 2019 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. At its meeting of January 22, 2019, the Finance and Administration Committee ("Committee") reviewed the recommendation from Staff and the Authority's investment advisor, Columbia Management Investment Advisors, that the policy remain unchanged from 2018. The Committee voted unanimously (3-0) to recommend the same to the Commission. 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.

6. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR TERMINAL HIGH VOLTAGE FEEDERS DESIGN - A staff report is included in the agenda packet. At the January 22, 2019, special meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission: (i) Award a professional services agreement in the amount of \$75,830 to DH Green Energy, Inc. ("DHGE") for electrical design and construction support services for the Terminal High Voltage Electrical Upgrade Project; (ii) Approve a project budget for in-house design management and contract administration services not-to-exceed amount of \$11,375; and, (iii) Approve a contingency of \$8,700.

- b. RESOLUTION NO. 482: VERIFYING COMPENSATION RATES FOR AIRPORT FIRE DEPARTMENT PERSONNEL ASSIGNED TO EMERGENCY INCIDENTS UNDER THE CALIFORNIA FIRE ASSISTANCE AGREEMENT (CFAA). A staff report is included in the agenda packet. At the January 22, 2019, special meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve adoption of Resolution No. 482 verifying compensation rates for Airport Fire Department personnel, including travel time, when assigned to emergency incidents under the California Fire Assistance Agreement (CFAA).
- c. AWARD OF AVIATION HANGAR LEASE: HANGAR 39 – NETFLIX, INC. A staff report is included in the agenda packet. At the January 22, 2019, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve an Aviation Hangar Lease ("Lease") for Hangar 39, copy attached, between Netflix, Inc. ("Netflix") and the Burbank-Glendale-Pasadena Airport Authority ("Authority"). Netflix seeks a three-year term for the purpose of storing additional aircraft to its fleet based at Hollywood Burbank Airport.

#### 7. ITEMS FOR COMMISSION INFORMATION

- a. 2018 COMMUNITY FUNDRAISER RESULTS. No staff report attached. Staff will update the Commission on the results of the 2018 Community Fundraiser.
- b. DECEMBER 2018 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of December 2018.
- c. DECEMBER 2018 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of December 2018.
- d. DECEMBER 2018 PASSENGER\CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The passenger activity for the month of December 2018 was up 8.81% to 465,154 passengers compared to 427,499 in December 2017. The calendar year-end total is 5,263,972 compared to 4,739,466 in calendar year ended 2017, an increase of 11.07%. During the month air carrier aircraft operations increased nearly 6% and were up 5.3% for the year. Cargo volume declined approximately 8.6% to 9.3 million pounds in December bringing the year-to-date total to 109.4 million pounds, essentially flat compared to the 2017 calendar year totals.





January 2, 2019  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: Jacqueline Waltman, Chairperson  
Linda Barnes, Secretary  
Matthew Doyle, Vice-Chairperson

Members not present: Iveta Ovsepyan  
Miguel Porras

Also present: Sean Aquino, Administrative Officer – BWP  
Lisa Kurihara, Assistant City Attorney  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
Omar Moheize, BMA President  
Sherry Richardson, Administrative Officer  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Jonathan Yee, Assistant Public Works Director – Traffic

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of December 5, 2018.

**Proposed Amendments to Classification Plan**

**a. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF  
TRANSPORTATION MANAGEMENT CENTER MANAGER**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specification for the classification of Transportation Management Center Manger.

**Recruitment and Selection Report – December 2018**

RECOMMENDATION: Note and file.

**Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of January 2019, there was one temporary assignment extension needed. The extension was being sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 3-0 to approve the Appointments and Assignments for the month January 2019.

**Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 4:51 p.m.

Betsy McClinton  
Management Services Director

APPROVED:

\_\_\_\_\_  
Jacqueline Waltman, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Linda Barnes, Secretary

DATE \_\_\_\_\_