

Weekly Management Report August 16, 2019

1. Synopsis Downtown Burbank Partnership (PBID) Meeting

July 11, 2019

Community Development Department

2. Synopsis Burbank Hospitality Association (BHA) Meeting

July 15, 2019

Community Development Department

3. Minutes Sustainable Burbank Commission Meeting

July 15, 2019

Public Works Department

4. Agenda Burbank-Glendale-Pasadena Airport Authority Meeting

On Monday, August 19, 2019

Burbank-Glendale-Pasadena Airport Authority

5. Minutes Burbank Police Commission Meeting

July 17, 2019

Police Department

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memorandum

DATE:

August 6, 2019

TO:

Justin Hess, Acting City Manager

Judie Wilke, Acting Assistant City Manager

FROM:

Patrick Prescott, Community Development Director

Via: Simone McFarland, Asst. Community Development Director:

Business & Economic Development

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – July 11, 2019

- Staff gave an update on the annual Downtown Burbank Car Classic, which will be held on Saturday, August 3, 2019. Staff reported that currently there are 115 cars registered. The event will again be expanded along San Fernando Blvd. to Magnolia Blvd. to include the Burbank Town Center. Staff is working with the Burbank Town Center to activate the dining terrace with activities and entertainment. The event will feature three DJ's, a live percussionist and several sponsors including Story Tavern, Bow Wow Bungalow, and Detail Garage Burbank. VIP attendees include The Television Motion Picture Car Club, Unique Twist, The Burbank Historical Society and more. The event will also feature chalk artists and a kid's activity block with free activities including face painting and balloons.
- Staff provided the Board with an update on the Hospitality and Social Outreach Ambassador Program. With the renewal of the Downtown Burbank PBID, additional funding became available to establish programs and services to address this issue. In March of 2019, the Hospitality and Social Outreach Services Program with StreetPlus was implemented. The StreetPlus staff monitor and build relationships with performers, and work along with the community and local law enforcement to address concerns. For a period of six months from June to December, StreetPlus will compile data on: performance times, number of performers, types of performances, and whether any merchandise is being sold by the performer. At the end of the six-month period, staff will review the data and recommend any additional action that would serve the City's interest in preserving public safety and maintaining peace in the Downtown.

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memorandum

DATE:

August 6, 2019

TO:

Justin Hess, Acting City Manager

Judie Wilke, Acting Assistant City Manager

FROM:

Patrick Prescott, Community Development Director

Via: Simone McFarland, Assistant Community Development Director-

Business and Economic Development

SUBJECT:

BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS

- JULY 15, 2019

- Representatives from Universal Parks & Resorts Vacations reported to the BHA on the progress and results of the revised USH Partnership Program that was scheduled to launch January 2019. Technical delays caused the program launch several months late in March 2019. Staff asked that the current BHA contract with USH be extended to March 2020 with the same agreed upon cost due to the delay in programming. Going forward Universal Parks & Resorts Vacations will provide quarterly updates on the program to the BHA.
- Representatives from Hotel Planner made a presentation to the BHA on the benefits of the annual membership program. Preferred Membership includes enhanced website listings, improved site placement, and listing as a bestseller on the Hotel Planner website. No action was taken on this item due to a lack of quorum.
- Due to a lack of quorum, several items were tabled to a future meeting.

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SUSTAINABLE BURBANK COMMISSION MEETING July 15, 2019 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held in the Burbank Recycle Center Conference Room, 500 South Flower Third Street, on the above date. Chair Limor Zimskind called the meeting to order at 5:02 p.m.

II. ROLL CALL:

Members Present:

Limor Zimskind (Chair) Myeisha Gamiño

Joshua Goodman (Vice Chair)

Armen Hagobian

Victoria Kirschenbaum

Kevin O'Brien

Laura Tenenbaum

Members Absent:

Heather Robb Garen Yegparian

Darin Chase

Larry Cross

Maggie Martinez Chris Rizzotti

Chris Rizzotti

Ava Cannon

Council Members and Staff Present:

Bob Frutos - Councilmember

John Molinar - Asst. Public Works Director - Street & Sanitation

Kreigh Hampel - Recycling Coordinator, Public Works

Mary Doyle - Senior Clerk, Public Works

III. GREEN SPOTLIGHT AWARD:

To allow time for Ms. Gamino to arrive, this agenda item was moved to later in the meeting.

The Green Spotlight Award was presented to Myeisha Gamino for her years of service on the Sustainable Burbank Commission and for her involvement in Kroger's zero waste plan.

IV. 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:

To allow time for Kate Spear to arrive, this agenda item was postponed until after the Commission Member Communication agenda item.

Kate Spear, Research Analyst, Unite Here Local 11, spoke about the City's Greenhouse Gas Reduction Plan (GGRP). She urged the Commission to request a status update on the City's GGRP.

B. Commission Member Communication:

Ms. Tenenbaum stated that she and Ms. Kirschenbaum were interviewed by the environmental beat reporter from Spectrum News at a recent Dig Day. She will advise the group when the segment will air. Ms. Tenenbaum and Ms. Robb also met with City Council members.

In her absence, Ms. Tenenbaum shared Ms. Robb's opinion on the La Terra project. Ms. Robb is disappointed that the La Terra project is not significantly exceeding Cal Green standards. She also believes that there is a need for an airport redevelopment subcommittee.

Ms. Tenenbaum announced that the Ad Hoc Community Engagement Phase 2 Subcommittee will have a table at the Magnolia Boulevard Ladies and Gents Night Out on July 26, 2019, and at the Starlight Bowl's Zero Waste Project on August 10, 2019.

Ms. Kirschenbaum stated that she and Ms. Tenenbaum met with Habits of Waste regarding the City of Malibu's polystyrene ban. Ms. Kirschenbaum also attended the Burbank Water and Power Board meeting and a 100% clean energy by 2030 outreach event.

C. Staff Communication: None.

V. APPROVAL OF MINUTES:

Minutes from the June 17, 2019 meeting were approved by Ms. Gamino, Mr. Goodman, Ms. Kirschenbaum, Mr. O'Brien, and Ms. Tenenbaum. Mr. Hagobian and Ms. Zimskind abstained.

VI. METROPOLITAN WATER DISTRICT TOUR

John Molinar, Assistant Public Works Director – Street & Sanitation, announced that there is an upcoming Metropolitan Water District tour and explained that up to four Commissioners may attend. Ms. Tenenbaum, Ms. Kirschenbaum, and Mr. Goodman would like to attend. Mr. Hagobian will confirm his availability. Ms. Zimskind and Mr. O'Brien cannot attend the tour due to scheduling conflicts.

VII. PLASTIC RECYCLABILITY

Councilperson Frutos recused himself during this agenda item. Kreigh Hampel, Recycling Coordinator, stated that the Consideration of Options for Banning Expanded Polystyrene staff report will be presented to Council on July 23, 2019. Mr. Goodman asked that a projected cost of continued polystyrene use, both short term and long term, and a cost estimate for transitioning to recyclable or compostable materials be included in the staff report. As approved at last month's meeting, Mr. Goodman will speak at the July 23, 2019 Council meeting on behalf of the Commission. Mr. Molinar encouraged the group to attend the Council meeting.

VIII. HOLLYWOOD BURBANK AIRPORT DEVELOPMENT

Mr. Goodman moved and Ms. Kirschenbaum seconded a motion to create the Ad Hoc Airport Redevelopment Subcommittee. The motion was approved by all in attendance, noting the absence of Ms. Robb and Mr. Yegparian. Volunteers will be assigned to the Subcommittee at the next Commission meeting.

IX. AD HOC ENERGY AND WATER RESOURCES SUBCOMMITTEE REPORT

Ms. Tenenbaum stated that members of the Ad Hoc Energy and Water Resources Subcommittee met with Councilmembers. The Subcommittee suggested that Council vote on the Intermountain Power Project (IPP) at a later date. The Subcommittee believes there is a considerable amount of confusion regarding the IPP and recommends Council gather more information before making a final decision. Ms. Tenenbaum and Ms. Kirschenbaum encouraged Commissioners to attend the Council meeting to voice their opinions during public comment.

X. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

On behalf of the Subcommittee, Mr. Goodman stated that there are no updates. The Subcommittee would like this item to remain on the agenda and will provide an update at a future Commission meeting.

XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Kirschenbaum stated that she and Ms. Tenenbaum staffed a table at the Democratic Club picnic. Ms. Tenenbaum said the Subcommittee will also have a table at the Starlight Bowl during the summer concert season. She expressed an interest in doing more than simply staffing event tables. The Subcommittee will brainstorm at their next meeting.

XII. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT

Mr. Goodman stated that this agenda item was covered during the Plastic Recyclability discussion, item VII. above.

XIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commissioners discussed Council agenda items relating to sustainability.

XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

The group agreed to add the following items to a future agenda:

- Draft letter to Council regarding IPP (if Council vote is delayed)
- Greenhouse Gas Reduction Plan discussion with Kate Spear
- Airport Redevelopment Subcommittee
- Election of officers

XV. BURBANK GREEN SPOTLIGHT AWARD FOR AUGUST 2019:

The proposed August 2019 Green Spotlight Award recipient is Warner Brothers.

XVI. ADJOURNMENT:

Ms. Zimskind thanked Ms. Gamino for her years of service on the Commission. The meeting was adjourned at 5:50 p.m. The next meeting will be held on Monday, August 15, 2019, at 5:00 p.m., at the Burbank Recycle Center, 500 S Flower Street.

Respectfully submitted,

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



August 15, 2019

CALL AND NOTICE OF A REGULAR MEETING OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a <u>regular</u> meeting of the Burbank-Glendale-Pasadena Airport Authority will be held <u>Monday</u>, <u>August 19</u>, <u>2019</u>, <u>at 9:00 a.m.</u>, 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

AUGUST 19, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY Regular Meeting of Monday, August 19, 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 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.

<u>AGENDA</u>

Monday, August 19, 2019

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) June 17, 2019	[See page 1]					
	2) Finance and Administration Committee						
	(i) June 17, 2019	[See page 4]					
	b. Commission Minutes (For Approval)						
	1) July 15, 2019	[See page 6]					
	c. Treasurer's Reports						
	1) April 2019	[See page 16]					
	2) May 2019	[See page 39]					
6.	ITEMS FOR COMMISSION APPROVAL						
	a. Award of Aviation Hangar Lease – Hangar 38	[See page 62]					
	 b. Month-to-Month Office Lease United Maintenance Company, Inc. 	[See page 64]					
	c. Change Order – Superior Life Support Inc. for Medical Director Oversite Services	[See page 66]					
	d. Waste Hauling and Recycling Services Contract Award	[See page 69]					

7. ITEMS FOR COMMISSION DISCUSSION

a. Community Noise Concerns

[No Staff report]

8. ITEMS FOR COMMISSION INFORMATION

a. Art in Public Places Program and Alternative at Regional Intermodal Transportation Center ("RITC")

[No Staff report]

b. June 2019 Parking Revenue Statistics

[No Staff Report]

c. June 2019 Transportation Network Companies

[No Staff Report]

d. Airline Schedule Analysis and June 2019 Passenger/Cargo and Regional Airport Passenger Statistics

[See page 73]

CLOSED SESSION

 a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code Section 54957(b))

1) Title: Chief of Police/Director of Public Safety

b. CONFERENCE WITH LABOR NEGOTIATOR
 (California Government Code Section 54957.6)
 Authority Representatives: Frank R. Miller, Executive Director Unrepresented Employee: Director of Public Safety/Chief of Police

 THREAT TO PUBLIC SERVICES OR FACILITIES (California Government Code Section 54957(a))
 Consultation with Director, Public Safety

 d. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (California Government Code Section 54956.9(d)(1))
 Name of Case: Burbank-Glendale-Pasadena Airport Authority v. Boeing Digital Solutions, Inc. (Case No. USPTO Trademark Trial and Appeal Board Cancellation No. 92068763)

- e. 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
- 10. COMMISSIONER COMMENTS (Other updates and information items, if any)
- 11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, August 19, 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 June 17, 2019 and approved minutes of the Finance and Administration Committee meeting of June 17, 2019 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the July 15, 2019, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORTS. The Treasurer's Reports for April 2019 and May 2019 are included in the agenda packet. At the July 15, 2019, Finance and Administration Committee meeting, the Committee voted (3–0) to recommend that the Commission note and file these reports.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF HANGAR LEASE HANGAR 38. A staff report is included in the agenda packet. At the July 15, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3–0) to recommend the Commission approve an Aviation Hangar Lease between Avalon Capital Group, Inc., and the Authority for Hangar 38, which seeks a lease of three years with an option for one three-year extension for the purpose of storing aircraft at Hollywood Burbank Airport.
- b. MONTH-TO-MONTH OFFICE LEASE UNITED MAINTENANCE COMPANY, INC. A staff report is included in the agenda packet. Staff seeks Commission approval for a month-to-month office space lease with United Maintenance Company, Inc. ("United Maintenance"). United Maintenance was recently awarded the contract to provide janitorial services to the Authority and will utilize the office space as a break room area for its employees as well as support space for its on-site manager. Normally, such a lease would first be presented to the Finance and Administration Committee. However, due to the transition between the two companies, to be completed on August 31/September 1, Staff is bringing this to the Commission directly to support the change in service providers.
- c. CHANGE ORDER SUPERIOR LIFE SUPPORT INC. FOR MEDICAL DIRECTOR OVERSITE SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval

for a Change Order in the amount of \$10,000 with Superior Life Support Inc. for medical director oversite services required to implement the Airport Fire Department's initiation of a Narcan and EpiPen program. These programs, mandated by the Los Angeles County Department of Health Services Emergency Medical Services Agency, are part of the scope of practice for Emergency Medical Technicians effective July 1, 2019. These two programs require medical director oversite by a licensed physician

d. WASTE HAULING AND RECYCLING SERVICES CONTRACT AWARD. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Waste Hauling and Recycling Services contract to American Reclamation Inc. for a three-year term commencing October 1, 2019 and extending to September 30, 2022 at an initial fixed monthly fee of \$10,573 with an allowance for on-call services of \$1,500 per month. The contract also contains two one-year options at the Authority's discretion, prices subject to adjustment.

7. ITEMS FOR COMMISSION DISCUSSION

a. COMMUNITY NOISE CONCERNS. No staff report is attached. Staff will report to the Commission on activities undertaken regarding community noise concerns.

8. ITEMS FOR COMMISSION INFORMATION

- a. ART IN PUBLIC PLACES PROGRAM AND ALTERNATIVE AT REGIONAL INTERMODAL TRANSPORTATION CENTER ("RITC"). No staff report is attached. The Art in Public Places requirement for the Regional Intermodal Transportation Center has yet to be achieved. Staff has met with the city representatives responsible for the program and researched alternatives which would meet the requirements. Staff will present to the Commission the results of its research and present a recommendation to fulfill the goal of the program.
- b. JUNE 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of June 2019.
- c. JUNE 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of June 2019.
- d. AIRLINE SCHEDULE ANALYSIS AND JUNE 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The June 2019 passenger count of 520,215 was up 15.6% compared to last year's 450,025 passengers. Air carrier aircraft operations increased 21.84% while cargo volume in June was slightly down at 8.6 million pounds.

Changes to the airline schedule result in a decrease of 40 round-trip flights a week with an increase of 1,372 weekly seats, primarily due to changes in equipment to

larger aircraft. This revised schedule has a combined total of 187,536 available weekly seats for all carriers.

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July 17, 2019

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 1804 hours by Commission Chair Vest.

CALL TO ORDER

Present:

Commissioners Chapman, Cohen, Hergelian, Kobaissi, Stearns-Niesen, and

Vest

Also Present:

Chief LaChasse, Deputy Chief Albanese, Captains Dermenjian and Irving,

Sergeant Green, and Executive Assistant Nakamura; (Liaison Frutos)

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Chapman thanked departing Commissioners Diamond, Hergelian, and Stearns-Niesen for their service on the Commission.

ORAL COMMUNICATIONS

Appearing before the Commission was Mike Nolan who commented on Commission minutes, fix-it tickets, mid-level management raises, and staffing of officers.

Council Liaison Frutos thanked Commissioners Hergelian and Stearns-Niesen for their participation in the community and contributions to the Commission.

RESPONSE TO ORAL COMMUNICATIONS

Chief LaChasse stated the Department is down 20 officers, but making strides to hire personnel since the City hiring freeze last year.

APPROVAL OF MINUTES FROM JUNE 19, 2019

A motion was made by Commissioner Chapman, with a second by Commissioner Hergelian, to approve the minutes of the June 19th meeting. Approved, with abstentions by Commissioners Cohen and Kobaissi.

ITEMS OF BUSINESS

1. Insight and discussion of AB1215, which addresses facial recognition and biometric data collection by law enforcement.

Deputy Chief Albanese stated the bill prohibits law enforcement from installing any biometric surveillance -recording systems specific to body worn or in-car cameras. The Axon body worn camera system the Department will recommend to the City Council on July 30th does not have this technology. To be clear, the cameras will record video that will be uploaded into an evidence storage system and there will be no cross referencing to identify individuals.

 Discussion and selection of attendees to the NACOLE Conference (September 22-26, 2019, in Detroit, MI)

Police Administrator Wilson announced the conference dates and inquired about interested attendees. Commissioner Kobaissi indicated his interest; one final opportunity to express interest to attend will be extended to the next Commission meeting.

3. Review and discussion of quarterly report of Commission correspondence

Commissioner Kobaissi inquired about the dispo dates of correspondence sent to the Commission. Chief LaChasse stated the dispo date is the date the issue has been resolved.

4. Announcements by the Police Chief – brief announcements regarding upcoming events and/or items of note related

7/25 Recruit Academy graduation

8/6 National Night Out

On July 16th, the City Council voted and approved a reduction in the number of Police Commissioners (7 to 5 members) and reduction of frequency of the Police Commission meetings (monthly to quarterly).

Chief LaChasse thanked departing Commissioners for their service and commitment to the City.

FINAL PERIOD OF PUBLIC COMMENTS

Appearing before the Commission was Mike Nolan, who commented on a personnel matter, hiring freeze, and tax approved by voters to hire PD/FD personnel.

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Kobaissi made a motion, seconded by Commissioner Stearns-Niesen, to make a request to the City Council to provide direction to the Commission on reviewing the Body Worn Camera policy. Commissioner Stearns-Niesen stated the BWC policy is already scheduled for approval at the 7/30 Council Meeting. Approved by consensus.

Commission Chapman made a motion for a discussion on the necessity of the attendance of PD staff not participating in any of the agenda discussions at Police Commission meetings. Chief LaChasse stated the Department would be more judicious about staff presence at the meeting on a go-forward basis.

Commissioner Cohen made a motion, seconded by Commission Chair Vest, to have a discussion about holding one of the quarterly meetings in the community. Approved by consensus.

July 17, 2019

Meeting of the Burbank Police Commission
Page 3

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, August 21, 2019, at 1800 hours.

Commissioner Hergelian, who served four terms, and Commissioner Stearns-Niesen, who served three terms, thanked the City Council, staff, and colleagues for their collaboration and support of the Commission.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 6:55 pm.

s/Nidal Kobaissi

Nidal Kobaissi, Secretary Burbank Police Commission

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