



# Weekly Management Report

## June 18, 2021

- 1. Minutes**      Police Commission Meeting  
on April 21, 2021  
**Police Department**
  
- 2. Memo**        Burbank Hospitality Association  
Meeting on May 19, 2021  
**Community Development Department**
  
- 3. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on June 21, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 4. Minutes**      Sustainable Burbank Commission  
Meeting on May 17, 2021  
**Public Works Department**



**April 21, 2021**

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 1810 hours by Commission Chair Kobaissi.

**CALL TO ORDER**

Present: Via Videoconference: Commissioners Cohen, Elman, and Vest  
In Chamber: Chair Kobaissi

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Acting Police Administrator Padgett, and Executive Assistant Nakamura

Additional Staff: Lieutenant Puglisi, Sergeant Kendrick, Administrative Analyst Bravo-Cuevas, Officer Kyles, and DMH Clinician Casabella

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

**FLAG SALUTE**

The flag salute was led by Chair Kobaissi.

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

None

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Phoning in to speak to the Commission were:

- Gene Paulin, who commented on the Officer Chauvin/George Floyd case verdict; need for reform of police union involvement in Department matters; support of bill in Sacramento to remove officers who engage in misconduct.
- Tamala Takahashi, who commented on the BHRC presentation last night on redefining community policing; suggested consideration of Denver STAR program model for the MHET program

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM MARCH 17, 2021**

A motion was made by Commissioner Cohen, with a second by Commissioner Vest, to approve the minutes of the March 17, 2021 meeting. Approved by consensus.

**ITEMS OF BUSINESS**

**1. Presentation and Discussion on the Department's Hiring Process**

Sergeant Kendrick provided an overview of the application process, written and physical testing, oral interviews, background process, and final medical and psychological evaluations. The background process, ideally, can be completed in 3-4 months, but is dependent on the quantity and location of prior work history and any other agencies the applicant has applied with. POST does an annual audit of the background packages to determine if all hiring standards have been met.

April 21, 2021

**Meeting of the Burbank Police Commission**

Page 2

**2) Presentation by BPD regarding alternatives to the Mental Health Evaluation Team and mental health pilot programs in other areas. Discussion and recommendations by Police Commission to City Council on whether or not to expand the Mental Health Evaluation Team.**

In response to the Council's request from the joint meeting on February 9, 2021, the Commission was tasked to evaluate other models of mental health response teams to assist in the evaluation and recommendation to expand the Mental Health Evaluation Team.

Three members of the MHET team presented on mental health crisis response models utilized by law enforcement agencies across the country, including Crisis Intervention Teams, Community Based Response Model, and the Co-Response Model currently in use at the BPD, LAPD, and Sheriff's Departments.

It was agreed that a subcommittee, comprised of Chair Kobaissi and Commissioner Elman, will follow up with other agencies on how they are expanding their programs (hiring more people, creating new divisions, etc) and bring back further information to assist in the development of their recommendation to Council.

Chief LaChasse stated metrics on calls for service will be provided at the next meeting.

**3) Presentation of body worn camera footage from the officer involved shooting that occurred on March 8, 2021. Please note, while the body worn camera footage is being released pursuant to Government Code Section 6254, as amended by AB748, this is an ongoing investigation and as such, questions and answers will be extremely limited in scope and substance.**

The video was shown to the Police Commissioners and simultaneously launched on social media and on the Police Department's website for the public.

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

Chief LaChasse announced the 2020 Complaint Summary has been posted on the website.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Chair Kobaissi requested a discussion about how the public communicates with the Commission (e.g. email dissemination), establishing an identity independent of the PD (current use of PD letterhead for Commission business), and any other procedural practices that may need further evaluation.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, May 19, 2021, 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2012 hours.

Mike Chapman, Secretary  
Burbank Police Commission



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** June 10, 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Erika De Leon, Administrative Analyst II

**SUBJECT:** Burbank Hospitality Association Meeting – May 19, 2021

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- The Board appointed Peter Kolla, new Hotel Amaranos General Manager, to the Burbank Hospitality Association Board.
- The Board received an update on the Chamber of Commerce Chow Down Burbank Campaign.
- The Board agreed to extend the terms of Sundeep Vaghashia to July 1, 2022.





June 17, 2021

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, June 21, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

*Dial In: (818) 862-3332*

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



BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Skyroom

Regular Meeting of Monday, June 21, 2021

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.*

## AGENDA

Monday, June 21, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT  
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) April 5, 2021 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) May 26, 2021 **[See page 3]**
  - b. Commission Minutes  
(For Approval)
    - 1) June 7, 2021 **[See page 5]**
6. PRESENTATION TO FORMER COMMISSIONERS
7. ITEMS FOR COMMISSION APPROVAL
  - a. Appointment of Committees
  - b. Award of Agreement Extension  
Self-Park Management Services and Valet Parking Services **[See page 10]**
  - c. Award of Contract  
Designated Aviation Channeling Services **[See page 12]**
  - d. Fourth Amendment to Ground Lease  
D&L Transportation, Inc. dba Desmond's Studio  
Production Service **[See page 15]**
  - e. Third Amendment to Aviation Hangar Lease  
AT&T Services, Inc. **[See page 19]**
  - f. Award of License Agreement  
City of Los Angeles **[See page 24]**

8. ITEMS FOR COMMISSION INFORMATION

- a. Airport Health Accreditation - Airports Council International ***[See page 35]***

9. 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

10. EXECUTIVE DIRECTOR COMMENTS

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

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, June 21, 2021

*[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 April 5, 2021; and approved minutes of the Finance and Administration Committee special meeting of May 26, 2021 are included in the agenda packet for information purposes.
  - b. COMMISSION MINUTES. Draft minutes of the June 7, 2021, Commission meeting are attached for the Commission's review and approval.
6. PRESENTATION TO FORMER COMMISSIONERS. No staff report attached. Commission President will make a presentation to individual persons.
1. Presentation of a Certificate of Appreciation to Bill Wiggins, Former Airport Authority Commissioner, City of Burbank; June 2001 – May 2021
  2. Presentation of a Certificate of Appreciation to Ray Adams, Former Airport Authority Commissioner, City of Burbank; February 2015 – May 2021
  3. Presentation of a Certificate of Appreciation to Steve Madison, Former Airport Authority Commissioner, City of Pasadena; June 2010 – June 2021
  4. Presentation of a Certificate of Appreciation to John Kennedy, Former Airport Authority Commissioner, City of Pasadena; August 2020 – June 2021

7. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT OF COMMITTEES. No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he may wish to make.
- b. AWARD OF AGREEMENT EXTENSION – SELF-PARK MANAGEMENT SERVICES AND VALET PARKING SERVICES. A staff report is included in the agenda packet. At its meeting on June 7, 2021, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission exercise the first of two one-year extensions available under the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation. The base contract period is for three years, which began on July 1, 2018 and expires on June 30, 2021. If approved, the first extension period will begin on July 1, 2021, and will expire on June 30, 2022.

- c. AWARD OF CONTRACT – DESIGNATED AVIATION CHANNELING 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 approval from the Commission for award of a contract and authorization for the Executive Director to execute an associated purchase order with Telos Identity Management Solutions, LLC, to provide Designated Aviation Channeling services for approximately \$25,000 per year for a three-year term.
  - d. FOURTH AMENDMENT TO GROUND LEASE – D&L TRANSPORTATION, INC. dba DESMOND’S STUDIO PRODUCTION SERVICE. A staff report is included in the agenda packet. At its meeting on June 7, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Fourth Amendment to the Ground Lease Agreement with D&L Transportation, Inc. dba Desmond’s Studio Production Service.
  - e. THIRD AMENDMENT TO AVIATION HANGAR LEASE – AT&T SERVICES, INC. A staff report is included in the agenda packet. At its meeting on June 7, 2021, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Third Amendment to Aviation Hangar Lease with AT&T Services, Inc. for Hangar 37.
  - f. AWARD OF LICENSE AGREEMENT – CITY OF LOS ANGELES. A staff report is included in the agenda packet. Staff seeks approval of the Commission to award a License Agreement (“Agreement”) to the City of Los Angeles for access to the Adjacent Parcel for the purposes of temporarily storing 125 mobile trailers and ancillary equipment through April 1, 2022.
8. ITEMS FOR COMMISSION INFORMATION
- a. AIRPORT HEALTH ACCREDITATION – AIRPORTS COUNCIL INTERNATIONAL. A staff report is included in the agenda packet. This item provides a briefing on an Airport Health Accreditation awarded to Hollywood Burbank Airport by Airports Council International – World (“ACI-World”) and Airports Council International – North America (ACI-North America).



**SUSTAINABLE BURBANK COMMISSION  
MAY 17, 2021 MINUTES**

**I. CALL TO ORDER:**

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Heather Robb called the meeting to order at 5:01 p.m.

**II. ROLL CALL:**

**Members Present:**

Robin Gemmill  
Victoria Kirschenbaum  
Dion Mokhtari  
Kevin O'Brien  
Heather Robb (Chair)  
Jean Schanberger  
Laura Tenenbaum (Vice Chair)  
Chris Weber  
Limor Zimskind

**Members Absent:**

Darin Chase  
Larry Cross  
Maggie Martinez  
Chris Rizzotti

**Council Members and Staff Present:**

Bob Frutos – Mayor  
Nick Schultz – Council Member  
Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Street & Sanitation  
Fred Ramirez – Asst. Community Development Director- Transportation & Planning  
Scott Plambaek – Deputy City Planner, Community Development  
Leonard Bechet – Senior Planner  
Daniel Villa- Senior Planner  
David Kim – Associate Planner  
Noemi Garcia – Recording Secretary, Public Works

**III. GREEN SPOTLIGHT AWARD:**

The Commission did not select a Green Spotlight Recipient for the month of May.

**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:**

Burbank Resident, Tamala Takahashi voiced her support of the proposed Green New Deal for Burbank and asked the Commission to consider adding a "Skip the Stuff" ordinance that would require restaurants to withhold plastic utensils, straws, condiments, napkins, and more from takeout orders unless specifically requested by patrons. Ms. Takahashi announced that there is a local community advocacy group that plans to voice their opposition to the Bus Rapid Transit proposal to create a bus lane that would require the removal of the sidewalk and trees. She invited a member of the Commission to join if interested.

**Commission Member Communication:**

Ms. Tenenbaum announced that she attended multiple City Council meetings and shared her experience presenting during Earth Week. She provided an update on the Burbank Reads Program.

Mr. O'Brien shared there will be a panel with sustainability coordinators from cities across the United States at an upcoming webinar, "Tackling Urban Heat" from Leadership in Energy and Environmental Design (LEED) cities.

Ms. Robb announced that she is moving out of Burbank. She plans to reapply as a non-resident Commissioner and looks forward to continuing her work with the Commission. She shared that she has been in contact with a member of a Los Angeles non-profit organization, TreePeople, and encouraged the Commission to fill out their Water Equity survey.

**Staff Communication:**

Ken Berkman, Public Works Director, thanked Ms. Tenenbaum for presenting during last week's Council meeting. He reminded all Subcommittees to include John Molinar, Assistant Public Works Director – Street and Sanitation, when coordinating meetings with other City staff members. Lastly, he announced all City contracts will be now be paperless.

**V. APPROVAL OF MINUTES:**

Ms. Robb moved and Ms. Tenenbaum seconded a motion to approve the April 19, 2021, minutes. The minutes were unanimously approved by all in attendance.

**VI. PRESENTATION BY THE COMMUNITY DEVELOPMENT DEPARTMENT – UPDATE ON THE GOLDEN STATE AND DOWNTOWN BURBANK TOD SPECIFIC PLAN:**

Daniel Villa, Senior Planner with the Community Development Department (CDD), provided an update on the Golden State Specific Plan. The Plan seeks to create a vibrant economic center and transportation hub that facilitates the preservation of existing key industries while creating new opportunities for housing and jobs with an elevated sense of arrival from the Hollywood-Burbank Airport, Metrolink stations, and the future high-speed rail station.

Leonard Bechet, Senior Planner with the CDD, provided an update on the Downtown Burbank Transit Oriented Development (TOD) Specific Plan. This plan combines and updates the existing Burbank Center Plan and 2021 San Fernando Blvd. Master Plan in order to meet State and Council goals for affordable housing imbalance by introducing more housing, including workforce and affordable housing, and to create a beautiful, safe, and thriving Downtown Burbank.

The Commission and staff from the CDD engaged in a question and answer session.

**VII. DISCUSS DRAFTING A LETTER IN SUPPORT OF RENEWABLE ENERGY:**

Ms. Kirschenbaum, Ms. Robb, and Mr. Weber volunteered to staff the Alternatives to Repowering the Intermountain Power Plant Subcommittee that was created at the March 15, 2021 meeting.

**VIII. DISCUSS AND VOTE ON THE DRAFT LETTER ENDORSING THE GREEN NEW DEAL FOR THE CITY OF BURBANK:**

Ms. Robb shared the letter she drafted on behalf of the Commission to send to Council endorsing Phase I of the Green New Deal.

Ms. Kirschenbaum moved and Ms. Gemmill seconded a motion to approve the draft letter. The motion was unanimously approved by all in attendance.

**IX. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:**

There were no new updates to the Work Plan.



**X. AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:**

Ms. Robb shared that members of the Subcommittee met with staff from the CDD, along with an outside consultant from Rincon. They discussed the timeline and current status of the Greenhouse Gas Reduction Plan.

Ms. Schanberger and Ms. Robb spoke briefly on the proposed Sustainability Coordinator role.

**XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:**

Ms. Robb thanked the Commission for forwarding articles to share with the community.

**XII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION REPORT:**

Ms. Robb shared she has been in communication with members of the newly formed Sustainable Glendale Commission.

Ms. Robb and Ms. Kirschenbaum briefly spoke on the nonprofit organization "Plastic Free Restaurants".

Mr. O'Brien shared that the Subcommittee is currently exploring reusables and programs in different areas such as San Francisco and New York.

Mr. Molinar shared that City Council has instructed Public Works to model the City of Berkeley's plastic ban ordinance.

**XIII. AD HOC MONARCH MILE ESTABLISHMENT REPORT:**

Ms. Tenenbaum shared that her husband donated a water tank to the Monarch Mile Organization. She mentioned that the organization, along with the Parks and Recreation Department, started a plot on the corner of Pass and Chandler. She encouraged the Commission to sign up to volunteer for the Burbank Monarch Mile.

Ms. Gemmill thanked the Parks and Recreation Department for putting together a budget for native plants. She announced they are looking at California native workshops to educate City staff and the public.

**XIV. AD HOC COMMUNITY GARDEN REPORT:**

Ms. Gemmill shared her enthusiasm for the approval of both community gardens and provided a brief update.

**XV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:**

Ms. Robb shared that the following Council agenda item concerns the approval of a Sustainability Coordinator:

- Adoption of Fiscal Year 2021-22 Annual Budget, Citywide Fee Schedule, and Appropriations Limit

**XVI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

The group had no additional future agenda items.

**XVII. BURBANK GREEN SPOTLIGHT AWARD FOR JUNE 2021:**

The June 2021 Green Spotlight Award recipient will be selected at a later date.

**XVIII. ADJOURNMENT:**

The meeting was adjourned at 7:25 p.m. The next meeting will be held on Monday, June 21, 2021 at 5:00 p.m. Location will be determined at a future time.

Respectfully submitted,

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

DRAFT