



Weekly Management Report

February 17, 2023

- 1. Minutes** Police Commission Meeting on
January 18, 2023
Police Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on February 16, 2023
Burbank-Glendale-Pasadena Airport Authority
- 3. Memo** Burbank Hospitality Association Meeting on
January 18, 2023
Community Development Department

January 18, 2023

A special 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 Coomes.

CALL TO ORDER

Present: Commissioners Coomes, Chapman, Elman, Hacobian, Lu, and McKenna

Also Present: Chief Albanese, Captain Cornils, Lieutenant Pfrommer, Sergeants Canales, Fekety, and Stone, Officer Haratonian, Chief Assistant City Attorney Oh, and Executive Assistant Nakamura,

FLAG SALUTE

The flag salute was led by Commissioner Hacobian.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Vice Mayor Schultz, who is the Police Commission Liaison, announced that new City Council Member Mullins has been appointed as the second Police Commission Liaison.

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

CONSENT CALENDAR:

A motion was made by Commissioner Chapman, with a second by Commissioner Hacobian, to approve the consent calendar. Motion carried with six votes.

ITEMS OF BUSINESS

- 1. Presentation by and discussion with City Public Information Officer Jonathan Jones, and any action, if any, on Commission postings on the City of Burbank's social media platforms**

City PIO Jones stated social media is an invaluable tool to communicate with the public in real time; however, it can also breed misinformation and cause confusion.

The City's social media policy for Boards and Commissions was created so that all platforms maintain the professional image of the City of Burbank, meets legal standards, and have unified messaging.

The Commission discussed the types of content to post; it was suggested that Commissioners view the City's main page, another Commission's dedicated Facebook page, and the Vice Mayor's informative postings for ideas.

Commissioners agreed to go ahead and post meetings as a standing item on the City's main page (including established agenda items) and post any major events that Commissioners will participate in.

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Meeting of the Burbank Police Commission

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2. Presentation and discussion on the Brown Act and the Public Records Act, including discussion and formation of subcommittees

Chief Assistant City Attorney Oh provided training on what the Brown Act and Public Records Act are and how it applies to the actions of the Commission.

Standing subcommittees are legislative bodies, therefore, all Brown Act rules apply. The Commission redefined what were initially identified as standing committees to now be ad hoc committees - which are temporary, have specific goals, and will be dissolved upon completion of the goal. Commissioners defined parameters of some of the ad hoc committees, electing to finish the discussion when the absent Commissioner returns to weigh in on the committees she is a member of.

3. Presentation and discussion on traffic statistics from December 2022

Lieutenant Pfrommer explained the strategies and operations (e.g., DUI checkpoint, collision intersection enforcement, high volume corridor enforcement) performed by the Traffic Bureau to ensure public safety. December's statistics were presented and related to these efforts.

4. Presentation, discussion and recommendations, if any, on the draft of the AB481 report on military equipment prepared for the City Council

Sergeant Fekety explained the origin of Assembly Bill 481 which relates to funding, acquisition and use of military equipment by law enforcement agencies. Compliance included City Council approval of the equipment use policy and equipment inventory. In addition, an annual military equipment report is to be published on the agency's website and a community meeting conducted to discuss and answer questions regarding the report. A brief overview was given of selected equipment and deployment stats.

Chief Albanese requested a collaboration with the Commission to conduct this year's Community Engagement Meeting immediately preceding next month's Police Commission meeting, with the Commission moderating the Community Engagement Meeting.

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

12/10 Gun buyback event was a success, with a collection of 58 guns

2/2 New Community Academy class begins

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

February

Homeless Engagement (Commission dashboard)

A motion was made by Commissioner Chapman, seconded by Commissioner Elman, to continue further discussion on the military equipment report (following the Community Meeting), if necessary

A motion was made by Chair Coomes, seconded by Commissioner Mckenna, to have a presentation and discussion on BPD Policy 309 (Taser Deployment).

March

Equity and Hiring (Commission dashboard)

January 18, 2023

Meeting of the Burbank Police Commission

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Commissioner Hacobian requested a presentation and discussion on AB 2147 (Freedom to Walk Act), in conjunction with the City's Vision Zero efforts. All Commissioners agreed via the consensus model adopted last month.

A motion was made by Commissioner Lu, seconded by Commissioner McKenna, to review the RIPA Advisory Board report and discuss potential areas of interest for future presentations. Carried with four votes, with two votes opposed by Commissioners Elman and Hacobian.

Chair Coomes made a motion to create an ad hoc subcommittee to have a conversation on firearm safety with business owners and the BPD, and possible development of an education program; after further discussion, the motion was tabled until Commissioners have an opportunity to solicit feedback from community members at the Community Meeting on February 15th.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, February 15, 2023, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2117 hours.

Romik Hacobian
Burbank Police Commission



February 16, 2023

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

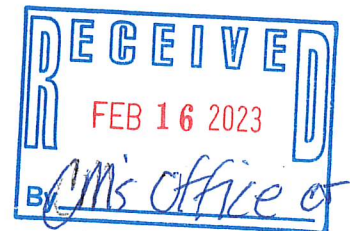
The Airport Authority administrative offices will be closed on Monday, February 20, 2023, in observance of President's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 20, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, February 21, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

In addition to attending the meeting in person, 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

Special Meeting of Tuesday, February 21, 2023

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 three 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

Tuesday, February 21, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) January 17, 2023 ***[See page 1]***
 - 2) Finance and Administration Committee
 - (i) January 17, 2023 ***[See page 3]***
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) December 19, 2022 ***[See page 5]***
 - b. Commission Minutes
(For Approval)
 - 1) February 6, 2023 ***[See page 7]***
 - c. Fleet Maintenance Services Agreement Extension
Keolis Transit Services, LLC ***[See page 12]***
 - d. Award of Multi-Year Purchase Order
Magnetic Ticket and Label Corporation ***[See page 13]***
 - e. Month-to-Month Space Lease
Certified Aviation Services, LLC ***[See page 16]***
6. ITEMS FOR COMMISSION DISCUSSION
 - a. Design Process Update

7. ITEMS FOR COMMISSION INFORMATION

- a. Presentation of Fiscal Year 2022 Financial Statements and Summary of Audit Results **[See page 18]**
- b. Financial Performance Update Six Months of FY 2023
- c. December 2022 Passenger and Air Cargo Statistics **[See page 25]**
- d. December 2022 Ground Transportation Statistics
- e. December 2022 Parking Revenue Statistics
- f. Information Item - Electric Vertical Take-Off and Landing Aircraft **[See page 31]**

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

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

9. ITEMS PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

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

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Tuesday, February 21, 2023

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee special meeting of January 17, 2023; approved minutes of the Finance and Administration Committee special meeting of January 17, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of December 19, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the February 6, 2023, Commission meeting minutes is attached for the Commission's review and approval.
- c. FLEET MAINTENANCE SERVICES AGREEMENT EXTENSION - KEOLIS TRANSIT SERVICES, LLC. A staff report is included in the agenda packet. At its meeting held on February 6, 2023, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission authorize a second one-year extension of the Fleet Maintenance Services Agreement with Keolis Transit Services, LLC.
- d. AWARD OF MULTI-YEAR PURCHASE ORDER – MAGNETIC TICKET AND LABEL CORPORATION. A staff report is included in the agenda packet. At its meeting held on February 6, 2023, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission approve a multi-year Purchase Order with Magnetic Ticket & Label Corporation for the provision of all paper stock utilized by the SITA Common Use Passenger Processing System and Common Use Self-Service equipment. This paper is a thermal type of stock used for boarding passes, kiosk documents, and baggage tags. The term of the proposed Purchase Order is from April 1, 2023, through March 31, 2026, with two one-year extension options. The cost of these supplies are fully reimbursable by the Airlines serving the Airport. The annual cost of these supplies can vary as the paper stock utilization is affected by passenger use and level of enplanements, but historical annual cost is approximately \$110,000.
- e. MONTH-TO-MONTH SPACE LEASE – CERTIFIED AVIATION SERVICES, LLC. A staff report is included in the agenda packet. At its meeting held on February 6, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Month-To-Month Space Lease with Certified Aviation Services, LLC for the purpose of providing support space for aircraft and ground equipment maintenance services, commonly referred to as "aircraft line maintenance".

6. ITEMS FOR COMMISSION DISCUSSION

- a. DESIGN PROCESS UPDATE. No staff report attached. Mr. Brent Kelly of Corgan and Mr. Roger Johnson of Jacobs Project Management Co., will review with the Commission the participation and feedback that are being incorporated into the Replacement Passenger Terminal project design process.

7. ITEMS FOR COMMISSION INFORMATION

- a. PRESENTATION OF FISCAL YEAR 2022 FINANCIAL STATEMENTS AND SUMMARY OF AUDIT RESULTS. A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP has completed its audit of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2022 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2022 ("FY 2022") and 2021 ("FY 2021"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, and the Auditor's Required Communications to the Authority Regarding the FY 2022 Audits. At its meeting on February 6, 2023, the Finance and Administration Committee voted unanimously (3-0) to that the Commission note and file these audit reports.
- b. FINANCIAL PERFORMANCE UPDATE – FIRST SIX MONTHS OF FY 2023. No staff report attached. Staff will update the Commission with information regarding the financial results for the first six months of FY 2023.
- c. DECEMBER 2022 PASSENGER AND AIR CARGO STATISTICS. No staff report attached. The December 2022 passenger count of 440,542 was down 21% compared to December of 2019's 554,520 passengers. Also compared to December of 2019, air carrier aircraft operations in December 2022 were down 14%, while cargo volume was down 16%, at 7.9 million pounds.
- d. DECEMBER 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of December 2022.
- e. DECEMBER 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of December 2022.
- f. INFORMATION ITEM - ELECTRIC VERTICAL TAKE-OFF AND LANDING AIRCRAFT. A staff report is included in the agenda packet. At the Legal, Government and Environmental Affairs Committee meeting of February 6, 2023, Commissioner Dyson requested the attached report on Electric Vertical Take-off and Landing ("eVTOL") aircraft be provided to the Commission. In summary, the report discusses the progress in a new category of aircraft and a potential disruption of the current air and ground transportation model that has generated significant interest from private industry and launched a form of air transportation commonly termed Urban Air Mobility ("UAM"). The various types of aircraft involved are referred to as eVTOL. These new designs have the potential to enhance mobility throughout

metropolitan areas but may result in unanticipated demand effects for airports and communities.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: February 9, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Megan Wilke, Administrative Analyst I

SUBJECT: Burbank Hospitality Association Meeting – January 18, 2023

Chris Martin from Universal Parks & Resorts Vacations provided an update of the 2022 Partner Hotel Program and requested approval of the 2023 Partner Hotel Program. Visit Burbank funded the 11 participation of Burbank hotels to join in the Universal Parks & Resorts Vacations Partner Hotels Program to attract overnight stays from theme park attendees. As a result, Partner Hotels are included on Universal's website where hotel packages can be purchased directly by park visitors. The Board approved the 2023 Partner Hotel Program in the amount of \$120,000 annually.

Chelsea Kawahara, from Strausberg Marketing Group presented the January – June 2022 six-month Marketing Plan in the amount of \$155,000.

General Counsel from Colantuono, Highsmith & Whatley provided a Brown Act training to the Board.