



Weekly Management Report

February 15, 2019

1. **Synopsis** Downtown Burbank Partnership Meeting on
January 17, 2019
Community Development Department

2. **Memo** Downtown Burbank Partnership Hospitality and Social
Service Outreach Program
Community Development Department

3. **Minutes** Police Commission Meeting held on January 16, 2019
Police Department


4. **Agenda** Cancellation of Regular Meeting on February 18, 2019
and Notice of Special Meeting of the Burbank-Glendale-
Pasadena Airport Authority on Tuesday,
February 19, 2019
Burbank-Glendale-Pasadena Airport Authority



memorandum

DATE: February 7, 2019

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development

SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – January 17, 2019

- Staff provided the Board with a citywide leasing update including opening dates and information on the new Tesla dealership, Le Pain Quidion, Bob's Discount Furniture, Burgerim, Chick-Fil-A, Shake Shack, and Blink Fitness.
- Staff provided an update on the Marketing and Wayfinding RFP noting that fifteen applications had been received. Staff will create a shortlist for review from the applications received, and the Marketing and Wayfinding RFP Subcommittee will interview the short list of firms and provide the Board with a recommendation during the March 2019 Meeting.
- To assist in review of the applications received from the RFP, the Board elected four Board Members to a Marketing and Wayfinding Subcommittee.
- Staff from Street Plus made a presentation to the Board for a Hospitality and Social Services Outreach Program. After a review of the agreement scope of services and cost, the Board agreed to enter into a contract with Street Plus beginning March 2019 for Hospitality and Social Service Outreach Program in Downtown Burbank seven days a week to begin March 2019. Final approval of the agreement is pending the City Attorney's review.

memorandum

DATE: February 11, 2019

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director
By: Mary Hamzoian, Economic Development Manager

SUBJECT: Downtown Burbank Partnership (PBID) Hospitality and Social Service Outreach Program

As part of the PBID's 10 year renewal from 2019 thru 2028, several new programs and services were established to address the evolution of Downtown Burbank (Downtown) during the next 10 years. New programs include: expanded holiday décor, increased maintenance services, expanded and improved Wi-Fi infrastructure, a comprehensive branding and marketing campaign, homeless assistance services, street performer management, and business assistance/outreach.

These programs will be implemented during the 10-year span, giving priority to those that address pressing issues such as homelessness and management of street performers. Beginning March 2019, the PBID has contracted with Street Plus, a nationwide security and hospitality service company to provide a Hospitality and Social Service Outreach Program for Downtown seven days a week. The Program will cost the PBID \$182,568 annually to provide the following services to the current and expanded area of the PBID (Exhibit A):

- Identification and outreach to homeless individuals, providing resources and assistance as needed;
- Hospitality engagement with visitors and members of the public;
- Daily check-in's and quarterly surveys with Downtown businesses;
- Visibility, circulation and monitoring of issues;
- Safety escorts for local employees;
- Weekly reports documenting all activities and interactions including those with street performers, and
- Daily reporting of maintenance and landscaping issues including burned out lights, abandoned items in the right of way, trash/debris and damaged public infrastructure.

The goal of the Hospitality and Social Outreach Program is to create a safe environment in Downtown to increase visitation, consumer spending and property values while also addressing concerns from visitors, residents and businesses.

Exhibit A – Map of PBID

EXHIBIT A



January 16, 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 1807 hours by Commission Secretary Kobaissi.

CALL TO ORDER

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

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Police Administrator Wilson, Lieutenant Cornils and Ruiz, Sergeant Green, and Executive Assistant Nakamura; Commission 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

Chief LaChasse announced that City Attorney Office personnel will no longer be regularly staffing Police Commission meetings, however, it will remain a resource regarding any questions of law.

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM OCTOBER 17, 2018

A motion was made by Commissioner Stearns-Niesen, with a second by Commissioner Cohen, to approve the minutes of the October 17th meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion of the Department's criteria for selection of Academies for recruit training, and post-Academy training at the BPD

Lieutenant Cornils stated there are several different Academies in the region that teach a POST- mandated curriculum. Some are associated with community colleges (Rio Hondo) or are instructed by law enforcement agencies (OC Sheriff's Academy). The BPD selects an Academy based mainly on availability – challenges affecting selection may be placement on a waiting list or certain Academies prioritizing the training of their own agency personnel first.

2. Presentation and discussion on the protocols and safety standards practiced at the Range, and mandated qualifications for officers

Lieutenant Cornils stated the Department reviewed our practices and those of similar Ranges located in similar terrain after two recent fires that originated at the BPD Range. The Department drafted a policy change to identify and address fire prevention and mitigation at the location including assignment of a Range Safety Officer, protocols of shooting and the expulsion of hot shell casings, and brush clearance.

Sworn personnel participate in 8 qualifications and a dedicated 4-hour block for firearm training annually.

3. Presentation and discussion of the effects of SB1421 (Peace Officer Release of Records)

Lieutenant Ed Ruiz stated Senate Bill 1421, effective January 1, 2019, amends Penal Code Section 832.7 regarding disclosure of information and records in response to a Public Records Act request. The following records are now to be released:

- Officer involved shootings
- Use of Force resulting in great bodily injury to a member of the public
- Sustained finding when an officer engaged in sexual assault with member of the public
- Sustained finding regarding dishonesty of an officer

(please see SB1421 for the specific qualifications related to the release of records in the above mentioned events)

Public records requests have been received from the LA Times and ACLU.

4. Discussion to resume Council Liaison comments at monthly meetings

Commissioners agreed to table the discussion until next month's meeting, as Commissioner Diamond, who initiated the agenda item, was not present.

5. Review and discussion of quarterly report of Commission correspondence

The quarterly list denotes five emails directed to the Commission from October – December 2018. Noted and filed.

6. Announcements by the Police Chief

Chief stated:

- Animal Shelter building is being remediated for an infestation of rats. Shelter Personnel are operating out of the Mobile Command Post.
- Former Chief Glen Bell (1982-1990) passed away; funeral services will be held in Arroyo Grande on January 28, 2019.

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Hergelian, to have a presentation, discussion, and making a possible recommendation to Council on marijuana dispensaries coming to the City of Burbank. Approved by consensus

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, February 20, 2019, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 6:45 pm.

s/Nidal Kobaissi

Nidal Kobaissi, Secretary
Burbank Police Commission

s



February 14, 2019

CANCELLATION NOTICE OF THE 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 18, 2019, in observance of Presidents' Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 18, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Tuesday, February 19, 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



SPECIAL COMMISSION MEETING

AGENDA

FEBRUARY 19, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Tuesday, February 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.

AGENDA

Tuesday, February 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) January 22, 2019 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) February 4, 2019 **[See page 6]**
 - c. Exercise of First Extension Option
Fleet Maintenance Service Agreement
Keolis Transit Services LLC **[See page 12]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement
to RDM International, Inc. for Taxiway A
Rehabilitation Design **[See page 13]**
 - b. Presentation of FY 2018 Audited Financial Statements
and Analysis of Financial Results **[See page 17]**
 - c. Public Safety Labor Contract
Ad Hoc Committee Appointments **[See page 24]**
7. CLOSED SESSION
8. COMMISSIONER COMMENTS
(Other updates and information items, if any)
9. ADJOURNMENT

COMMISSION NEWSLETTER

Tuesday, February 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 January 22, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the February 4, 2019, meeting are attached for the Commission's review and approval.
- c. EXERCISE OF FIRST EXTENSION OPTION: FLEET MAINTENANCE SERVICE AGREEMENT – KEOLIS TRANSIT SERVICES LLC: A staff report is included in the agenda packet. At the February 4, 2019, meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission exercise the first of two one-year extension options for the Fleet Maintenance Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Keolis Transit Services, LLC.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT TO RDM INTERNATIONAL, INC. FOR TAXIWAY A REHABILITATION DESIGN. 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 a recommendation from the Commission to: i) authorize execution of a Professional Services Agreement for an engineering design contract in the amount of \$271,310 to RDM International, Inc. ("RDM"); ii) approve a not-to-exceed amount of \$27,000 for in-house staff for design management services; and, iii) establish a Project Aggregate Contingency of approximately 5% of the estimated total project budget in the amount of \$15,000.
- b. PRESENTATION OF FY 2018 AUDITED FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS. A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP ("MGO") has completed its audit of the Burbank-Glendale-Pasadena Airport Authority ("Authority") fiscal year 2018 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2018 ("FY 2018") and 2017 ("FY 2017"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Report, Customer Facility Charge Audit 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 2018 Audits.

Staff will present each report and provide an overview and analysis of financial results for the fiscal year ended June 30, 2018. MGO will present a summary of its audits. At the February 11, 2019, special meeting of the Finance and Administration Committee (“Committee”) meeting, the Committee voted unanimously (3–0) to recommend that the Commission note and file these reports.

- c. PUBLIC SAFETY LABOR CONTRACT AD HOC COMMITTEE APPOINTMENTS. A staff report is included in the agenda packet. Staff seeks Commission approval of the creation of a Public Safety Labor Contract Ad Hoc Committee and the President’s appointment of members to this Committee.