



# Weekly Management Report

## May 31, 2019

- 1. Synopsis** Burbank Hospitality Association Meeting on April 15, 2019  
**Community Development Department**
  
- 2. Synopsis** Downtown Burbank Partnership Meeting on May 2, 2019  
**Community Development Department**
  
- 3. Synopsis** Landlord-Tenant Commission Meeting on May 6, 2019  
**Community Development Department**
  
- 4. Notice** Art in Public Place Committee – Meeting on June 3, 2019 – CANCELLED  
**Parks & Recreation Department**
  
- 5. Synopsis** Sustainable Burbank Commission Meeting on May 20, 2019  
**Public Works Department**
  
- 6. Minutes** Civil Service Board Meeting on May 1, 2019  
**Management Services Department**
  
- 7. Agenda** Regular Meeting of the Burbank-Glendale-Pasadena Airport Authority on June 3, 2019  
**Burbank-Glendale-Pasadena Airport Authority**





# memorandum

**DATE:** May 24, 2019

**TO:** Ron Davis, 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  
– APRIL 15, 2019**


- The Representatives from LaTerra presented a proposed mixed-use residential-hotel project located at 777 North Front St. The project features 573 apartments, a 307-room hotel, gallery space, public common areas, and over 1,500 parking spaces. The Board decided to continue consideration of a letter of support until the Environmental Impact Report and Development Agreement are completed.
- Alan Tate, General Manager of the Burbank Marriott, and Adrian Pastrana, General Manager of the Quality Inn, were approved to serve on the BHA Board filling two currently vacant positions.
- Staff presented information on Phase I sponsorship applications from Flapper's Comedy Club, The Creative Talent Network Expo, and Dragonfest. After some discussion regarding the return on investment from room nights generated as a result of the each event, the Board approved a sponsorship of \$20,000 for the annual Dragonfest and \$150,000 for the annual CTN eXpo. Flapper's Comedy Festival did not generate enough room nights to substantiate a sponsorship for 2019.



# memorandum

**DATE:** May 24, 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 (PBID) Meeting – May 2, 2019**

- Representatives from LaTerra presented a proposed mixed-use residential-hotel project located at 777 North Front St. The project will feature 573 apartments, a 307 room hotel, gallery space, and public common areas. The Board decided to continue consideration of a letter of support until conditions of approval for the project are provided by City Staff.
- Staff updated the Board on the Downtown Burbank Arts Festival scheduled for Saturday and Sunday May 18-19, 2019. This year's event features artisans curated by Jackalope Arts and the Creative Talent Network Expo. The 2019 event will also feature extended hours from 11:00am to 7:00pm to encourage local shopping and dining.
- Staff reported that hospitality and social outreach services provided by StreetPlus have been a great benefit to the neighborhood. StreetPlus team leader Robert Newman and his staff have helped four individuals obtain transportation back to their families/residences.
- Staff updated the Board on Zone 3 maintenance work, reporting that 78 pots between Angeleno Avenue and Alameda Avenue received irrigation repairs and were replanted with drought tolerant birds of paradise. Additional porter services for Downtown Burbank were also added in the evenings from Wednesday to Sunday beginning April 3rd. Additional porter services include trash pick-up, emptying of trash receptacles, and general cleaning of benches and street furniture in the evenings from Wednesday to Sunday.





# memorandum

**DATE:** May 20, 2019

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
**VIA:** Simone McFarland, Assistant Community Development Director 

**SUBJECT: Landlord-Tenant Commission Meeting – May 6, 2019**

- Two households had questions for the Commission. Both parties completed a Tenant Information Form.
  1. The first household had questions regarding an ongoing issue with mold in his unit. Commissioner Stump referenced the “Repairs and Habitability” section in the Landlord Tenants Rights handbook.
  2. The second household submitted a Rental Information Form for on-going repair issues in the unit. In addition, the tenant was served a rental increase notice. Commission Chair Smith clarified the landlord cannot raise the rent until the lease is up. She also stated landlords are required to make health and safety improvements only. The tenant stated they will reach out to the landlord, in writing, before proceeding with the Commission Subcommittee.
- Commissioner Stump shared that she spoke at the City Council meeting as a Burbank resident about the density bonus project on Cedar Avenue. She also provided the Commissioners with information on average rent prices in Burbank and a new 3-day notice law.
- Commissioner Stump asked if the Tenant Information form can be provided in any other language. As of this writing, the form has been translated in Spanish and Armenian.
- The Commission asked to agendize a discussion on the Section 8 program, and how to incentivize landlords to accept Section 8.
- The meeting was adjourned at 7:10 pm.





**CITY OF BURBANK**  
*Parks & Recreation*  
**ART IN PUBLIC PLACE COMMITTEE**

**NOTICE OF MEETING - CANCELLED**

The meeting of the Art in Public Places Committee will be held as follows:

**MONDAY, June 3, 2019**  
**6:00 P.M.**

Community Services Building  
Large Parks and Recreation Conference Room 301  
150 N. Third Street  
Burbank, CA 91502

**ART IN PUBLIC PLACES COMMITTEE**

*Daniel Amaya*

Recording Secretary

\* \* \* \*

Distribution:

**Committee Members –**

Gordon Haines  
Dink O'Neal  
Kat Olson  
Lara Saikali  
Teri O'Connor  
Carolyn Jackson – Parks and Recreation Board Liaison  
Diane Eaton – Planning Board Liaison

**Staff –**

Marisa Garcia – Assistant Director of Parks & Recreation  
Paula Ohan – Administrative Analyst

**Management Personnel –**

Ron Davis – City Manager  
City Clerk



**SUSTAINABLE BURBANK COMMISSION**  
**May 20, 2019**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award was presented to Junk For Joy for their sustainable practices such as saving clothing from a landfill.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

Chris Tourtellotte from La Terra Development addressed the Commission regarding a proposed development project. He highlighted the sustainable aspects of the proposed project. During his address, Mr. Rizotti and Councilperson Frutos recused themselves.

**B. Commission Member Communication:**

Ms. Kirschenbaum stated that she is planning to meet with representatives of Disney and Warner Brothers regarding sustainable practices. She met with union organizer, Kate Spiers.

Ms. Tenenbaum asked why the adhoc subcommittee updates were not included in the agenda. Staff responded that during the April 15, 2019 meeting, the group agreed to a lighter agenda to allow ample time for the Stormwater Capture and Plastic Recyclability agenda items. Ms. Tenenbaum noted that the Ad Hoc Community Engagement Phase 2 Subcommittee was involved in several Earth Day events. She encouraged the group to follow the Sustainable Burbank Commission on its Facebook page. Ms. Tenenbaum suggested that the group attend City Council meetings and provide regular updates to Council regarding Sustainable Burbank Commission activities. John Molinar, Assistant Public Works Director – Street and Sanitation, suggested that she agendaize this item for a future Sustainable Burbank Commission meeting.

Mr. O'Brien noted that he attended a shared use mobility devices meeting.

Ms. Robb commended Ms. Tenenbaum for speaking at an Earth Day event. She also commended the other members of the Ad Hoc Community Engagement Phase 2 Subcommittee for their activities. Ms. Robb announced that Ava Canon, Youth Board liaison, is graduating from high school next week.

Mr. Hagobian asked about the Frank Gehry project for Warner Brothers. Councilperson Frutos responded that it is currently in the proposal phase.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, complimented the group for their activities and good work during the past month.

**III. APPROVAL OF MINUTES:**

Ms. Zimskind moved and Mr. Yegparian seconded a motion to approve the minutes from the April 15, 2019 meeting. The minutes were approved by Ms. Gamino, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, Ms. Robb, Ms. Tenenbaum, Mr. Yegparian, and Ms. Zimskind. Mr. Goodman abstained.

**IV. STORM WATER CAPTURE DISCUSSION**

At its April 15, 2019 meeting, the Commissioners agreed to discuss watersheds and a possible pilot program similar to those discussed during the Storm Water Capture Presentation by Melanie Winter. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Melanie Winter, Founder and Director of The River Project, lead a discussion regarding storm water capture in the City. The group discussed Measure W funds and the notion of a City storm water pilot program.

**V. PLASTIC RECYCLABILITY**

At its April 15, 2019 meeting, the Commissioners agreed to discuss plastic recyclability. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Mr. Hampel discussed the current state of the plastic recycling industry.

Mr. Goodman moved to draft a letter in support of AB1080, California Circular Economy and Plastic Pollution Reduction Act, and bring it to the next Commission meeting. The motion passed with consensus. There were no objections.

**VI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The group discussed Council agenda items relating to sustainability. Mr. Goodman suggested that Ms. Kirschenbaum speak in support of a citywide ban on polystyrene during the Public Comments section of the June 25, 2019.

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

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commission agreed to the following future agenda items:

- Invite a representative from La Terra to return and speak in depth regarding the La Terra project - June
- Invite Kate Spiers and a representative from La Terra to discuss the La Terra project - July
- Continue discussing recyclables - June
- Discuss Commissioners attending Council meetings to update Council on Sustainable Burbank Commission items/activities - June
- Mr. Yegparian will research examples of take back programs and present to the group - June
- Discuss setting time limits for agenda items - June

**VIII. BURBANK GREEN SPOTLIGHT AWARD FOR JUNE 2019:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for June 2019.

The proposed June 2019 Green Spotlight Award recipient is World Empanadas.

**IX. ADJOURNMENT:**

The meeting adjourned at 6:39 p.m.



**May 1, 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: Matthew Doyle, Vice-Chairperson  
Linda Barnes, Secretary  
Iveta Ovsepyan

Members not present: Jacqueline Waltman, Chairperson  
Miguel Porras

Also present: Sean Aquino, Administrative Officer - BWP  
Grace Coronado-Cervantes, Sr. Administrative Analyst  
Marisa Garcia, Ast Park, Rec and Community Serv Dir  
Brady Griffin, Human Resources Manager  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Arineh Sarkissian, Customer Services Supervisor  
Ron Takiguchi, Ast Community Dev Dir – Building Official  
Julianne Venturo, Ast Management Services Director  
Judie Wilke, Park, Recreation & Community Services Director

**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 Ms.Ovsepyan and carried 3-0 to approve the minutes of the regular meeting of April 3, 2019.

**Proposed Amendments to Classification Plan**



**a. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF FIELD SERVICE REPRESENTATIVE**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 3-0 to approve the revision of the specification for the classification of Field Service Representative.

**b. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF RECREATION COORDINATOR**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specification for the classification of Recreation Coordinator.

**Recruitment and Selection Report – April 2019**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of May 2019, there was one provisional appointment extension, three temporary assignment extensions, and three temporary appointment extensions needed. The extensions were being sought on behalf of the Community Development Department, Parks & Recreation Department, Management Services Department, and the Burbank Water and Power Department.

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

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:03 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_





May 30, 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, June 3, 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**

**JUNE 3, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 3, 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

Monday, June 3, 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) May 6, 2019 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) May 6, 2019 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs  
(i) May 6, 2019 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) May 20, 2019 **[See page 8]**
  - c. Treasurer's Report
    - 1) March 2019 **[See page 15]**
6. ITEMS FOR COMMISSION DISCUSSION
  - a. Community Noise Concerns **[No staff report]**
7. ITEMS FOR COMMISSION INFORMATION
  - a. April 2019 Parking Revenue Statistics **[No staff report]**
  - b. April 2019 Transportation Network Companies **[No staff report]**



- c. Airline Schedule Analysis and April 2019 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 31]***
- d. Highlights of Airport Academy of 2019 ***[No staff report]***
- 8. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 9. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, June 3, 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 special Operations and Development Committee meeting of May 6, 2019; approved minutes of the Finance and Administration Committee meeting of May 6, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee of May 6, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the May 20, 2019 meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for March 2019 is included in the agenda packet. At the May 20, 2019, Finance and Administration Committee meeting, the Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.

### 6. 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.

### 7. ITEMS FOR COMMISSION INFORMATION

- a. APRIL 2019 PARKING REVENUE STATISTICS. No staff report is attached. Staff will present parking revenue data for the month of April 2019.
- b. APRIL 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of April 2019.
- c. AIRLINE SCHEDULE ANALYSIS AND APRIL 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The Airlines serving Hollywood Burbank Airport have notified Staff of changes in service, fleet mix, and scheduled operating times.

In April 2019 passenger numbers at Hollywood Burbank were up 10.56% over last year's count, with 486,027 passengers traveling through the Airport. In April 2018, the total was 439,597. For calendar year-to-date January-April 2019, the Airport saw 1.7 million passengers, about 7% more compared to the same period last year.

- d. HIGHLIGHTS OF AIRPORT ACADEMY CLASS OF 2019. No staff report is attached. As a follow-up to Commissioner Selvidge's report on May 20, Staff will present activity highlights from this year's Airport Academy class.