



Weekly Management Report

July 12, 2019

- 1. Minutes** Police Commission Meeting held on June 19, 2019
Police Department
- 2. Agenda** Burbank-Glendale-Pasadena Airport Authority Meeting
On Monday, July 15, 2019
Burbank-Glendale-Pasadena Airport Authority

June 19, 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 1805 hours by Commission Chair Vest.

CALL TO ORDER ,

Present: Commissioners Chapman, Diamond, Hergelian, Stearns-Niesen, and Vest

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Lieutenant Cornils and Irving, Sergeant Green, Administrative Analyst Padgett, Crime Analyst Panu, and Executive Assistant Nakamura

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

None

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan who commented on phone numbers posted on private property for impounds, fix-it tickets, voter expectations of Measure P, and statements by the City Attorney's Office regarding misdemeanors.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners and the Chief responded to his comments.

APPROVAL OF MINUTES FROM May 15, 2019

A motion was made by Commissioner Stearns-Niesen, with a second by Commissioner Chapman, to approve the minutes of the May 15th meeting. Approved by Commissioners, with one abstention by Commissioner Diamond.

ITEMS OF BUSINESS

1. Commission on Law Enforcement Accreditation (CALEA) Update

Administrative Analyst Padgett stated initial accreditation was earned in 2014, reaccreditation in 2017, and the Department is working towards next accreditation in 2021. There are 395 standards in this phase that provide guidelines and expected levels of performance. The Department must continually demonstrate compliance, via documentation: the first remote assessment on 75 standards was in November 2018, and a second remote assessment will be conducted at the end of the year.

2. Continuation of the Strategic Plan Implementation Update (Software and Technology)

Crime Analyst Panu described the several programs to track, predict, analyze, and store data collected by officers in the field, crime mapping, data mining, and citizen/business outreach.

June 19, 2019

Meeting of the Burbank Police Commission

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3. Training Update

Lieutenant Cornils provided an update on active shooter training exercises with Area C mutual aid partners under the Urban Area Security Initiative (UASI). Exercises have been conducted at Burbank High School with Burbank Fire for initial responders, incident command management for supervisors, a simulated attack at the Rose Bowl, and upcoming, a night-time exercise at Bob Hope Airport. Department personnel continue to receive timely and contemporary training.

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

7/16 Board and Commission appointments at the City Council meeting

7/25 Rio Hondo academy graduation – 2 recruits

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan, who commented on fix-it tickets and comments made at a roll call meeting by City Attorney personnel.

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked Mr. Nolan for his comments.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Chapman made a motion, seconded by Commissioner Stearns-Niesen, to have a discussion and some insight on AB1215, which limits the amount of biometric information collected by law enforcement. Approved by consensus.

Commissioner Stearns-Niesen made a request for copies for the Commission of the procedural draft of the Body Worn Camera policy prior to it being discussed at the City Council meeting.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, July 17, 2019, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:05 p.m.

Nidal Kobaissi, Secretary
Burbank Police Commission

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CITY OF BURBANK
CITY HALL OFFICE

19 JUL 11 P4:54

July 11, 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, July 15, 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

JULY 15, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, July 15, 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, July 15, 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 **[See page 1]**
 - (i) May 20, 2019
 - 2) Finance and Administration Committee **[See page 4]**
 - (i) June 3, 2019
 - 3) Legal, Government and Environmental Affairs Committee **[See page 6]**
 - (i) May 20, 2019
 - b. Commission Minutes
(For Approval)
 - 1) June 17, 2019 **[See page 8]**
 - c. First Amendment to Office Lease – Los Angeles
SMSA Limited Partnership dba Verizon Wireless **[See page 14]**
6. ITEMS FOR COMMISSION ACTION
 - a. Election of Officers **[See page 19]**
 - b. Appointment of Committees **[No Staff Report]**
7. ITEMS FOR COMMISSION APPROVAL
 - a. Task Order Authorization for Escalator Rehabilitation
Elevators Etc. LP **[See page 20]**

- b. Amendment No. 1 to Professional Services Agreement
Trifiletti Consulting, Inc. **[See page 22]**
- c. Award of Contracts – Taxiway A Rehabilitation Project
Number E18-20 **[See page 30]**
- d. Award of Contract – Janitorial Services **[See page 34]**
- 8. ITEM FOR COMMISSION DISCUSSION
 - a. Community Noise Concerns **[No staff report]**
- 9. ITEMS FOR COMMISSION INFORMATION
 - a. May 2019 Parking Revenue Statistics **[No staff report]**
 - b. May 2019 Transportation Network Companies **[No staff report]**
 - c. Airline Schedule Analysis **[See page 44]**
 - d. May 2019 Passenger and Regional Airport Passenger Statistics **[See page 46]**
 - e. Robert Gross Summer Camp Event **[No staff report]**
- 10. 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
- 11. COMMISSIONER COMMENTS
(Other updates and information items, if any)
- 12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, July 15, 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 May 20, 2019; approved minutes of the Finance and Administration Committee meeting of June 3, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 20, 2019 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 17, 2019 meeting are attached for the Commission's review and approval.
- c. FIRST AMENDMENT TO OFFICE LEASE - LOS ANGELES SMSA LIMITED PARTNERSHIP, dba VERIZON WIRELESS. A staff report is included in the agenda packet. At the June 17, 2019 meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a proposed First Amendment to Office Lease ("Amendment") with the Los Angeles SMSA Limited Partnership, dba Verizon Wireless. The Amendment would extend the Office Lease for a five-year term to June 30, 2024. Verizon also seeks to be allowed to continue its tenancy beyond the proposed expiration date on a month-to-month basis thereafter.

6. ITEMS FOR COMMISSION ACTION

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, Vice President and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer and Auditor.
- b. 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 committee appointments that he or she may wish to make.

7. ITEMS FOR COMMISSION APPROVAL

- a. TASK ORDER AUTHORIZATION FOR ESCALATOR REHABILITATION - ELEVATORS ETC. LP. A staff report is included in the agenda packet. At the June 17, 2019 meeting of the Operations and Development Committee, the Committee

voted unanimously (3–0) to recommend that the Commission approve the authorization of two task orders in the total amount of \$171,406 to Elevators Etc. LP for the rehabilitation of the two escalators in the “North Tower” section of the elevated walkway to the Regional Intermodal Transportation Center to be paid through the available CFC construction fund. Therefore, there will be no impact to the adopted FY 2020 budget.

- b. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT - TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At the June 17, 2019, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted (2–0) to recommend that the Commission approve a proposed Amendment No. 1 to the Professional Services Agreement with Trifiletti Consulting, Inc., for continued support services with environmental, entitlement, land use, sustainability and government advisory services in support of the proposed Replacement Passenger Terminal project.
- c. AWARD OF CONTRACTS - TAXIWAY A REHABILITATION PROJECT NUMBER E18-20. 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 authorization to: i) Award a construction contract in the amount of \$2,099,920 to Sully-Miller Contracting Company for the Taxiway Alpha Rehabilitation Project; ii) Award of a professional services agreement in the lump sum amount of \$108,725 to RDM International, Inc. for engineer of record construction administration services, onsite technical services, and material testing; iii) Approve a project budget amount for construction management, contract administration and field observation in an amount not-to-exceed \$75,000; and, iv) Approve a project contingency of \$150,000 for any unforeseen conditions that may arise during construction.

With the receipt of the Airport Improvement Grant for this project, Staff would like to initiate the construction as soon as possible to avoid the winter rainy season.

- d. AWARD OF CONTRACT - JANITORIAL 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 to award a Janitorial Services Agreement to United Maintenance Company, Inc., copy attached, for a three year period, at a fixed price of \$4,248,390.32, excluding supplies. The proposed agreement also includes two one-year extension options with a fixed annual cost of \$1,498,765.43 and \$1,529,959.97, respectively. Supplies to be provided are to be billed monthly on an actual cost basis which, based on current activity levels, are estimated to be approximately \$18,000 per month.
8. 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.

9. ITEMS FOR COMMISSION INFORMATION

- a. **MAY 2019 PARKING REVENUE STATISTICS.** No staff report is attached. Staff will present the parking revenue results for the month of May 2019.
- b. **MAY 2019 TRANSPORTATION NETWORK COMPANIES.** No staff report is attached. Staff will update the Commission on TNC activity for the month of May 2019 and impacts of the fee increase.
- c. **AIRLINE SCHEDULE ANALYSIS.** A staff report is included in the agenda packet. Staff received notice of a change in service from one airline serving Hollywood Burbank Airport. The reported change in service is reflected in the attached Airline Schedule Analysis.
- d. **MAY 2019 PASSENGER AND REGIONAL AIRPORT PASSENGER STATISTICS.** A staff report is included in the agenda packet. The May 2019 passenger count of 499,289 reflects an increase of 10.62% over the previous year of 451,343. For the calendar year-to-date (January – May 2019), the Airport accommodated approximately 2.2 million passengers which is an increase of 7.77% compared to the same period last year.
- e. **ROBERT GROSS SUMMER CAMP EVENT.** No staff report attached. This annual event supporting the Robert Gross Park Summer Daze program was held on June 19, 2019, with 62 campers ages 5 – 11, which gave them a chance to learn about the various activities that occur at an airport. Hosted by staff from TSA, Southwest Airlines, MillionAir Burbank, Airport Police and Airport Fire, these elementary school children received presentations and were able to spend some time with each of our hosts.