



Weekly Management Report

December 13, 2019

- 1. Memo** Discussion Paper – Zero Electric Motorcycles
Police Department

- 2. Synopsis** Burbank Hospitality Association Meeting on
November 13, 2019
Community Development Department

- 3. Notice** Senior Citizen Board Dark Meeting Notice for
December 25, 2019
Parks & Recreation Department

- 4. Agenda** Regular Meeting of the Burbank-Glendale-Pasadena
Airport Authority on Monday, December 16, 2019
Burbank-Glendale-Pasadena Airport Authority

CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM



DATE: November 27, 2019
TO: Justin Hess, City Manager
FROM: Scott LaChasse, Chief of Police *Scott LaChasse*
By: Josephine Wilson, Police Administrator
Lieutenant John Pfrommer, Traffic Bureau

SUBJECT: DISCUSSION PAPER – ZERO ELECTRIC MOTORCYCLES

On October 1, 2019, Council Member Frutos requested a status report on the use of electric motorcycles by the Burbank Police Department (BPD).

Background:

The Burbank Police Department acquired two 2014 Zero Standard Police Package electric motorcycles in November of 2014, courtesy of Burbank Water and Power's Public Benefits Program. The cost of the motorcycles was \$49,984.36. Both motorcycles are dual-sport motorcycles, designed for both on and off-road use. The BPD Traffic Bureau conducted initial tests and evaluations of the motorcycles for both on and off-road purposes. It was determined that the motorcycles were severely lacking in key safety features and other necessary elements for street enforcement. Examples include, but are not limited to, the lack of storage capacity for equipment, operational range due to the battery capacity, lack of anti-lock brakes, and substandard tires for safe street enforcement use. Conversely, the motorcycles excelled in off-road use and filled a much needed purpose by providing a vehicle that officers could utilize to respond to incidents in the hillside area of the City.

The Zero motorcycles have been designated as off-road purpose vehicles in the BPD Traffic Bureau, and utilized to conduct patrols and respond to service calls and/or emergency requests in the hillside area. The motorcycles have been instrumental by providing officers the mobility required to enter areas of the hillside that previously had to be traversed by foot. Response times can be a crucial element in emergency situations and the Zero motorcycles have drastically reduced the amount of time required to travel through the hillside areas.

Proactive Enforcement Results and Testimonials:

The dual sport electric motorcycles have been utilized a number of times to perform searches for lost hikers in the mountains above Burbank, Sun Valley, and Glendale. During one incident, BPD Dispatch received a call of a lost hiker in the hills above the Burbank Nature Center. Patrol officers responded and learned the lost hiker had separated from his group of friends, and they could only provide the officers with the general direction the group utilized to hike the hill. A BPD airship was deployed to assist

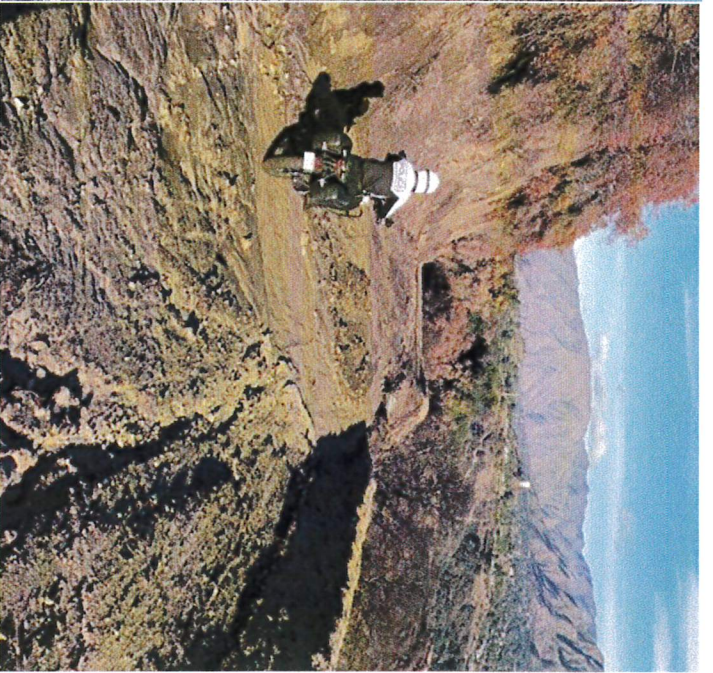
with the search for the lost hiker; however, they were unable to locate the subject. BPD Detectives responded to the area on the electric motorcycles and were able to quickly comb the hiking trails, which were covered with foliage and prevented the airship from being able to view the entire hillside. The detectives ultimately located the lost hiker, who had been dehydrated and walking in the opposite direction from his group of friends and toward Sun Valley. The Detectives were able to provide the hiker with a ride on the motorcycle and travel over two miles to return him to his friends at the Burbank Nature Center where he received medical aid from the Burbank Fire Department.

The motorcycles also played a vital role during the floods and fires the City of Burbank endured last year. Several residential streets that lead deep into the canyons of the Burbank hillside, such as Via Montana, Vista Ridge, Walnut and Harvard were devastated by the fires and subsequent floods. Such roadways became essentially inaccessible to police and fire emergency vehicles. BPD Traffic officers were able to deploy to the area and ride through the roadways on the electric motorcycles to access citizens in need and assist with emergency evacuations. Without the motorcycles, these same actions would have taken patrol officers hours to complete by traveling on foot.

On one occasion during the floods, the BPD Traffic officers extended their search of the Burbank hills along the La Tuna Canyon corridor between the 210 freeway and Sunland Boulevard. The officers located residents along La Tuna Canyon who had been stranded for two days, with some of the residents claiming they had not seen emergency personnel from the time their homes had actually flooded. The flooding and mudslides had made it impossible for the residents to leave their homes in vehicles, and most were too fearful to venture out on foot. The BPD Traffic officers were able to plough through the deep mud, water, and debris on the electric motorcycles to meet with Los Angeles County Fire and Rescue personnel approximately two miles away, who were attempting to clear a path in the direction of the stranded residents.

Conclusion:

The electric motorcycles have become essential vehicles and tools in the BPD Traffic Bureau, providing the ability to travel over rough terrain that other vehicles simply cannot cross. BPD personnel have been able to reduce response times to emergency situations in the hillside area of our community. Residents expressed a heightened level of gratification to the officers who were able to reach them in their time of need during the fires and floods. Our officers were proud to provide a higher level of service with the addition of the electric motorcycles. The BPD Traffic Bureau is in the process of training additional motor officers on the use of the electric motorcycles to increase the number of patrols in the hillside area and be able to respond during lifesaving emergency operations at any given time.





memorandum

19 DEC 10 P4:53

DATE: December 9, 2019

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director-
Housing and Economic Development

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS
– NOVEMBER 13, 2019**

- China Luxury Advisors provided a presentation on China Ready services. China Ready is a destination development initiative to enhance the Chinese visitor experience in Burbank. China Ready services will assist Burbank hoteliers with training tailored to meet the large influx of Chinese tourists coming to Los Angeles.
- The Board voted to commence China Ready services with China Luxury Advisors, at a not to exceed amount of \$20,000.
- Ryan Dunn, BHA Legal Counsel, discussed the changes in the Amended Services Agreement between the BHA and the City of Burbank to be presented to Burbank City Council on November 19, 2019. The Board approved the amendment to the agreement.

SENIOR CITIZEN BOARD

DARK MEETING NOTICE

PLEASE NOTE THAT THE SENIOR CITIZEN BOARD
WILL GO DARK IN DECEMBER 2019

There will not be a meeting on December 25, 2019

The next regular meeting of the Senior Citizen Board will take place

Wednesday – January 22, 2020

1:00 p.m. – Joslyn Adult Center
1301 W. Olive Avenue, Burbank

Copies to:

City Mgr. /Asst. City Mgr.
City Clerk
City Attorney

Board Members:

Lynn-White Shelby
Bruce Oldham
William Smith
Henry Diel
Marva Murphy
Perla Obal

City Council:

Emily Gabel-Luddy, Mayor
Sharon Springer, Vice Mayor
Bob Frutos, Council Member
Timothy M. Murphy, Council Member
Jess Talamantes, Council Member

Department Staff:

Marisa Garcia
Kristen Smith
Erin Barrows
Diego Cevallos
Mike del Campo
Gwen Indermill
Cathryn LaBrado
Grace Coronado
Kristen Hauptli
Paula Ohan
Meri Young

Other:

Youth Board Liaison

Public Information

Building Maintenance

Senior Citizen Board

Angela Attaryan
Recording Secretary



December 12, 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 on Monday, December 16, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Regular Meeting of Monday, December 16, 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, December 16, 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) Legal, Government and Environmental Affairs Committee
 - (i) October 21, 2019 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) November 4, 2019 **[See page 3]**
 - c. Consideration of TBI Airport Management Contract
Extension Request **[See page 15]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement for
Airside Pavement Rehabilitation Project Design
and Construction Administration; In-House Design
Management Services Budget Approval **[See page 18]**
 - b. Award of Purchase Order – Airport Police Department
Portable Radio Replacement **[See page 23]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Community Noise Concerns **[See page 26]**
8. ITEMS FOR COMMISSION INFORMATION
 - a. October 2019 Parking Revenue Statistics **[No staff report]**
 - b. October 2019 Transportation Network Companies **[No staff report]**
 - c. October 2019 Passenger/Cargo and
Regional Airport Passenger Statistics **[See page 27]**

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
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: United Maintenance Claim
- c. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
- d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director

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

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 16, 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 Legal, Government and Environmental Affairs Committee meeting of October 21, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the November 4, 2019, special Commission meeting are attached for the Commission's review and approval.
- c. CONSIDERATION OF TBI AIRPORT MANAGEMENT CONTRACT EXTENSION REQUEST. A staff report is included in the agenda packet. At its December 10, 2019 special meeting, the Legal, Government and Environmental Affairs Committee ("Committee") voted unanimously (3-0) to recommend that the Commission authorize the Committee and General Counsel to negotiate a contract amendment with TBI Airport Management, Inc. ("TBI") for a 10-year extension of the airport management services agreement and clarification of the parties' financial responsibility for expenses related to TBI's union negotiations, collective bargaining agreement implementation, and special counsel legal fees.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR AIRSIDE PAVEMENT REHABILITATION PROJECT DESIGN AND CONSTRUCTION ADMINISTRATION; IN-HOUSE DESIGN MANAGEMENT SERVICES BUDGET APPROVAL. A staff report is included in the agenda packet. Subject to the recommendation of the Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval that it: (i) award of a Professional Services Agreement for design and engineering services in the amount of \$369,535 to RDM International Inc. (ii) approve of a project budget for in-house design management services not to exceed \$37,000, and (iii) approve of a project aggregate contingency of \$60,000 to address any changes in scope of the design and engineering services resulting from information developed during the initial design.
- b. AWARD OF PURCHASE ORDER – AIRPORT POLICE DEPARTMENT PORTABLE RADIO REPLACEMENT. 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 that it authorize the issuance of a purchase order to Motorola Solutions for the acquisition of replacement Motorola Portable Radios for the APD in the amount of \$367,979.25.

7. ITEMS FOR COMMISSION DISCUSSION

- a. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. The next Task Force meeting will be held on Wednesday, January 15, 2020 at 6:30 p.m., at the Los Angeles Marriott Burbank Airport Hotel and Convention Center. Presentations by community groups are expected.

8. ITEMS FOR COMMISSION INFORMATION

- a. OCTOBER 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of October 2019.
- b. OCTOBER 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of October 2019.
- c. OCTOBER 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The October 2019 passenger count of 551,544 was up 18.71% compared to last year's 464,607 passengers. Air carrier aircraft operations increased 21.33%, while cargo volume in October was down at 9.2 million pounds.