



Weekly Management Report

September 18, 2020

- 1. Minutes** Burbank Police Commission Meeting on
August 19, 2020
Police Department
- 2. Synopsis** Art in Public Places Meeting on September 14, 2020
Parks and Recreation Department
- 3. Agenda** Burbank-Glendale-Pasadena Airport Authority
Meeting on Monday, September 21, 2020
Burbank-Glendale-Pasadena Airport Authority

August 19, 2020

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 1812 hours by Commission Chair Vest.

CALL TO ORDER

Present: Via Videoconference: Commissioners Chapman, Cohen, Elman, Kobaissi
In Chamber: Chair Vest

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Acting Police Administrator Padgett, Sergeant Green, and Executive Assistant Nakamura
Via Videoconference: Assistant City Attorney McDougall Liaisons Frutos and Gabel-Luddy

FLAG SALUTE

The flag salute was led by Commissioner Vest.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEE

Commissioner Elman stated he continues to attend the virtual NACOLE conference sessions and observed the August 15th DUI checkpoint.

Commissioner Kobaissi is also attending the daily NACOLE conference sessions.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission were

- Candace Meyers, resident on Sparks, has issue with late night power washing of Starbucks and confusion between PD and Code Enforcement over who is supposed to conduct enforcement.
- Emily Weisberg has reached out to the SROs and the Sergeant and has not received a reply to her concerns

Also phoning in to speak were Gene, Kirby Allen, Heather Robb, Vicky, Konstantine Anthony, and Alex (some surnames unavailable), who commented on:

- BPOA is impediment to reforms by supporting officers' review of video before writing their report
- Remove SRO's from school; what research have Commissioners conducted to insure that they are well-equipped to speak on racism in the Department
- Decouple officer from MHET / unarmed response
- Establish hate crime unit / collection of data
- Commission members should be representative of community
- Feedback from Officers is that they would rather do police work, and not babysit mentally ill and homeless
- Mask enforcement
- data transparency; speed up RIPA (Racial Identity and Profiling Act) implementation
- why are there police officers on the commission

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RESPONSE TO ORAL COMMUNICATIONS

Commissioners and Chief LaChasse responded to public comments. Sergeant Turner will reach out to Ms. Weisberg regarding her concerns. Chief LaChasse stated there was an arrest and an ongoing investigation regarding the dispute between Ms. Meyers and Starbucks.

APPROVAL OF MINUTES FROM JULY 22, 2020

A motion was made by Commissioner Kobaissi, with a second by Commissioner Chapman, to approve the minutes of the July 22, 2020. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the School Resource Officers in the schools

Sergeant Turner, supervisor of the Juvenile Bureau, described the roles of the SROs, including child abuse reporting, community outreach, active shooter training for teachers and administrators, acting as a liaison between school administration at the 22 public and 12 private schools in the City, and maintaining active partnership with organizations such as Juvenile Probation, DCFS, National Center for Missing Children, Boys and Girls Club, etc. An Anti-Vaping program was created by SROs and BUSD in 2019 as an educationa-based reform, rather than legal enforcement as student vaping on campus was on the rise. During the 2018 and 2019 school years, there were 12 arrests versus almost 700 counseling/advisal contacts.

2. Presentation and discussion on decoupling the BPD from the Mental Health Evaluation Team / Mental health training provided to BPD personnel

Deputy Chief Albanese, Detective Snowden, and Acting Police Administrator Padgett reviewed mental health training for officers, case management, and a few examples of successful outreach.

In May 2012, the Department started the co-response (BPD/Department of Mental Health) Mental Health Evaluation Team. The five functions of the MHET include:

- Crisis response
- Targeted case management
- Homeless outreach
- Consultations – referrals
- Training and community engagement

3. Election of new officers

Commissioner Cohen made a motion, seconded by Chair Vest, to nominate Commissioner Kobaissi to serve as Commission Chair. Motion carried by consensus.

Commissioner Kobaissi made a motion, seconded by Commissioner Cohen, to nominate Chair Vest to serve as Commission Vice Chair. Motion carried by consensus.

Chair Vest made a motion, seconded by Commissioner Kobaissi, to nominate Commissioner Chapman to serve as Commission Secretary. Motion carried by consensus.

4. Discuss and determine topics to be addressed at upcoming meeting

Commissioners agreed on implicit bias training, having BPOA commentary on agendized topics, and progress report on OIR recommendations.

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

Chief LaChasse announced:

- Courtney Padgett is now the Acting Police Administrator with the departure of Josephine Wilson
- Auto thefts are up – citizens have been leaving their vehicles unlocked – harden the target
- 10/6 National Night Out (moved from August)
- 10/13 Rex Andrews Scholarship Award presentation to Officer Ryan Rhoads

FINAL PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Agendized at the August meeting: presentation and discussion on the disciplinary process and the amount of transparency related to the process.

Commissioners would like an update on Carmenita Helligar's concerns at the next meeting.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, September 16, 2020, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:57 pm.

Mike Chapman, Secretary
Burbank Police Commission

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CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places*

Date: **9-14-2020**

Members Present: Dink O’Neal, Patti Hollis, Lara Saikali, Kat Olson, Myeisha Peguero Gamino

Members Absent: Heather Owens, Matt Gamboa

Staff Present: Paula Ohan - Administrative Analyst, Daniel Amaya – Recording Secretary, Megan Anghel – Senior Recreation Leader

Item Discussed	Summary	Direction or Action, if any
<p>1 PUBLIC ART FUND – ART IN PUBLIC PLACES COMMITTEE POLICY UPDATE</p>	<p>Ms. Ohan discussed the Art in Public Places Committee Policies, Procedures and Evaluation Criteria adopted by City Council in September 1998. She advised that the policy states that \$20,000 from the Public Art Fund be set aside for maintenance of City-owned public art pieces. To update this policy, all City-owned public art pieces were appraised at the request of the Committee. Staff presented the following recommendations for the set aside fund:</p> <p>Option 1: 5% of total art valuation, equal to \$165,700, per year for 7 years.</p> <p>Option 2: 7% of total art valuation, equal to \$231,980, per year for 14 years.</p> <p>Option 3: 10% of total art valuation, equal to \$331,400, per year for 21 years.</p>	<p>Motion made by Ms. Olson, seconded by Ms. Hollis, and moved (5-0) to accept Option 2: To set aside 7% or \$231,980 for the maintenance of the art pieces on City property and revisit the policy in 2032.</p>



SEPTEMBER 17, 2020

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, September 21, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (978) 990-5000

Access Code: 880737#

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, September 21, 2020

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, September 21, 2020

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 18, 2020 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) July 20, 2020 **[See page 2]**
 - 3) Legal Government and Environmental Affairs Committee
 - (i) July 20, 2020 **[See page 6]**
 - b. Commission Minutes
(For Approval)
 - 1) August 17, 2020 **[See page 9]**
 - c. Auditor Required Communications for the FY 2020 Audits **[See page 19]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project – Project Number E20-01 **[See page 30]**
 - b. Award of Contract - Aircraft Rescue Firefighting (“ARFF”) Vehicle Replacement **[See page 35]**
 - c. Approval of Form of Non-Exclusive License Agreement Commercial Aviation Ground Handling and Support Services **[See page 38]**

d. Modification to Other Transaction Agreement
Transportation Security Administration ***[See page 40]***

e. Request for Appropriations – Director, Government and
Public Affairs ***[See page 47]***

7. ITEMS FOR COMMISSION INFORMATION

a. July 2020 Parking Revenue Statistics ***[No staff report]***

b. July 2020 Transportation Network Companies ***[No staff report]***

c. July 2020 Passenger and Cargo Ground Statistics ***[See page 48]***

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

9. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, September 21, 2020

[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 18, 2020; approved minutes of the Finance and Administration Committee meeting of July 20, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of July 20, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the August 17, 2020 Commission meeting are attached for the Commission's review and approval.
- c. **AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2020 AUDIT.** A staff report is included in the agenda packet. In accordance with the applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2020 audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At its meeting on August 17, 2020, the Finance and Administration Committee voted (2-0, 1 absent) to recommend the Commission note and file these communications.

6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF CONSTRUCTION CONTRACT, AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND APPROVAL OF PROJECT BUDGET FOR TAXIWAY D7 CONNECTOR, TAXIWAY G INFIELD, AND DELTA RAMP REHABILITATION AND RECONSTRUCTION PROJECT – PROJECT NUMBER E20-01.** A staff report is included in the agenda packet. At its meeting on August 17, 2020, the Operations and Development Committee voted unanimously (3-0) to recommend to the Commission approval for: (I) Award of a construction contract in the amount of \$2,374,323 to PALP, Inc. dba Excel Paving Company Excel™) for the Taxiway D7 Connector, Taxiway G Infield, and Delta Ramp Rehabilitation and Reconstruction Project; (II) Award of a professional services agreement to RDM International, Inc., for a lump sum amount of \$178,004 for engineer of record construction administration services, onsite technical services, and materials testing for the Project; (III) Approval of a project budget for construction management, contract administration, and field observation for a not-to-exceed amount of \$75,000; and, (iv) Approval of a project contingency of \$120,000.

- b. AIRCRAFT RESCUE FIREFIGHTING ("ARFF") VEHICLE 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 approval to award an Aircraft Rescue Firefighting ("ARFF") Vehicle Purchase Contract and related Purchase Order in the amount of \$808,912.33 to Rosenbauer Minnesota, LLC ("Rosenbauer") for a Rosenbauer Panther 4x4 Aircraft Rescue Firefighting vehicle with a no-later-than August 31, 2021 delivery date.
- c. APPROVAL OF FORM OF NON-EXCLUSIVE LICENSE AGREEMENT - COMMERCIAL AVIATION GROUND HANDLING AND SUPPORT SERVICES. A staff report is included in the agenda packet. At its meeting on August 17, 2020, the Finance and Administration Committee voted (2-0, one absent) to recommend that the Commission approve a Non-Exclusive License Agreement to Conduct Commercial Aviation Ground Handling and Support Services template.
- d. MODIFICATION TO OTHER TRANSACTION AGREEMENT - TRANSPORTATION SECURITY ADMINISTRATION. A staff report is included in the agenda packet. In support of the continuing effort to combat the spread of COVID-19, the Transportation Security Administration ("TSA") requested additional cleaning services for the passenger security checkpoints and employee breakroom in the Airport. Staff negotiated an increase in the authorized reimbursement with TSA and executed a Modification No. 2 to Other Transaction Agreement for these additional services for a four-month period beginning September 1 and ending December 31, 2020. Cleaning services are being provided by the Authority's janitorial service provider, Diversified Facility Solutions.
- e. REQUEST FOR APPROPRIATIONS – DIRECTOR, GOVERNMENT AND PUBLIC AFFAIRS. A staff report is included in the agenda packet. At the August 17, 2020, meeting of the Legal, Government and Environmental Affairs Committee, as part of the federal legislative update item, Staff discussed the need to fill the position of Director, Government and Public Affairs to address the growing list of issues at the federal, state, county and local levels. Currently the duties of this position are being addressed by Executive Director and Senior Deputy Executive Director. However, Staff finds that the Authority would be best served with this position filled on a full-time basis.

7. ITEMS FOR COMMISSION INFORMATION

- a. JULY 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of July 2020.
- b. JULY 2020 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of July 2020.

- c. **JULY 2020 PASSENGER AND CARGO GROUND STATISTICS.** A staff report is included in the agenda packet. The July passenger count of 110,548 was down 79.60% compared to last year's 541,942 passengers. Air carrier aircraft operations decreased 56.61%, while cargo volume in July was up 21.30%, at 11.24 million pounds.