



Weekly Management Report

October 16, 2020

- 1. Memo** Landlord Tenant Commission – Case mediation scope of issues and city-issued phones for Commissioners
Community Development Department

- 2. Synopsis** Parks and Recreation Board Special Meeting on October 8, 2020
Parks and Recreation Department

- 3. Minutes** Sustainable Burbank Commission Meeting on September 21, 2020
Public Works Department

- 4. Agenda** Burbank-Glendale-Pasadena Airport Authority Meeting on Monday, October 19, 2020
Burbank-Glendale-Pasadena Airport Authority

- 5. Minutes** Burbank Police Commission Meeting on September 16, 2020
Police Department


MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: October 5, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Simone McFarland, Assistant Community Development Director
VIA: Maribel Leyland, Housing Authority Manager
BY: Melania Kuredjian, Clerical Worker

SUBJECT: CM Tracking List No. 2324 - Landlord Tenant Commission - Case mediation scope of issues and city-issued phones for Commissioners

At the City Council meeting of July 28, 2020, Council Member Timothy Murphy requested a report on the Landlord-Tenant Commission's scope of issues and the possibility of providing city-issued phones for Commissioners.

COMMISSION SCOPE OF ISSUES ADDRESSED

The Commission hears a variety of cases and issues each month related to:

- evictions and rent increases related to Assembly Bill 1482,
- security deposits,
- repairs, and;
- Burbank's Eviction Moratorium in place through September 30, 2020.

The Commission quarterly elects two separate sub-committees to handle case mediation. These cases are discussed on an ongoing basis during monthly meetings.

PUBLIC OUTREACH STRATEGY

At the Commission meeting of September 14, 2020, the Commission reviewed a public outreach strategy in collaboration with the City's Public Information Office (PIO) to promote the Commission's success stories, and also provide helpful tips to assist both tenants and landlords. A banner has been added to the City Website and a slide on the Burbank Channel addressing the public that the Commission can help with landlord-tenant problems. Later this month, PIO will be sharing the tips and stories via the City's

social media platforms including Facebook, Twitter, Instagram, and NextDoor. The plan is to promote the Commission's services, upcoming meetings, and updates regarding housing rights.

COMMUNICATION WITH THE PUBLIC

At the Commission meeting of July 2020, the Commission addressed phone communication issues related to Landlord Tenant case assistance. Commission Chairperson Stump brought up the concern, and staff recommended the Commission utilize the Google Voice application, free of charge, for privacy reasons when communicating with Landlords and Tenants. The Google Voice application automatically assigns the Commissioner with a unique local phone number. This feature eliminates privacy concerns since it does not reveal the Commissioner's personal phone number when calls are being made. The application also features an adjustable "do not disturb" setting, which deters callers to the application's voice message system. When the caller leaves a voice message, the Commissioner is then prompted to follow-up the next day. This function has been discussed and the Commission agreed to utilize this feature when communicating with the public.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board Special Meeting

Date: Thursday, October 08, 2020

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Mike del Campo, Landscape and Forestry Services Superintendent; Gwen Indermill, Recreation Services Manager; Kristen Hauptli, Administrative Analyst II; Andrea Del Rio, Clerical Worker and Recording Secretary; Daniel Amaya, Clerical Worker and WebEx Host.

Board Members Present: Mr. Gussow, Mr. DePalo, Ms. Peguero Gamiño, Ms. Lowers.

Board Members Absent: None

Item Discussed	Summary	Direction or Action, if any
1 Oral Communications	None.	
2 Response to Communications	None.	
3 Park Board Comments	None.	
4 Virtual Facility Program Tour	<p>The Board met Via Video Conference/Teleconference at 4:00 p.m. to tour various City parks.</p> <p>4:15 - 4:25 Johnny Carson Park- Dog Park 4:25 - 4:29 Johnny Carson Park- Shade Structures 4:29 - 4:38 Brace Canyon Park- Ball Field 4:38 - 4:142 Ralph Foy Park- Fitness Equipment 4:42 - 4:44 Ralph Foy Park- Scoreboard 4:44 - 4:51 Izay Park and McCambridge Park- Batting Cage 4:51 - 5:00 McCambridge Park- War Memorial 5:01 - 5:08 Verdugo Park- Gym Floor</p>	
6 Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the September 10, 2020 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed.</p>	<p>It was moved by Ms. Lowers seconded by Mr. DePalo and carried 4-0 "to approve the Consent Calendar."</p>

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for September 2020 was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	
7	Tabled Items	None.	
8	Second Period of Oral Communications	None.	
9	Response to Second Period of Oral Communications	None.	
10	Additional Comments from the Board	Mr. DePalo asked to adjourn the meeting in memory of Mike Nolan a Vietnam Veteran and lifelong Burbank resident who recently passed.	
11	Introduction of New Agenda Items	None.	
12	Adjournment	The meeting was adjourned at 5:19 p.m.	

SUSTAINABLE BURBANK COMMISSION
September 21, 2020 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via WebEx on the above date. Chair Limor Zimskind called the meeting to order at 5:17 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill
Victoria Kirschenbaum
Dion Mokhtari
Heather Robb (Chair)
Jean Schanberger
Laura Tenenbaum (Vice Chair)
Chris Weber
Limor Zimskind

Members Absent:

Kevin O'Brien
Darin Chapman
Larry Cross
Maggie Martinez
Chris Rizzotti

Council Members and Staff Present:

Ken Berkman - Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Mary Doyle – Senior Clerk, Public Works
Karina Rosales – Senior Clerk, Public Works

III. GREEN SPOTLIGHT AWARD:

This agenda item has been tabled until the "Stay at Home" order has been lifted.

IV. ORAL COMMUNICATIONS:

is limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to five minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Burbank Resident Tanaka Takahashi voiced a concern for the amount of polystyrene and packaging being used in take-out food due to COVID-19. She also asked if the Green Choice Program (clean energy program) from Burbank Water & Power (BWP) might be promoted more.

B. Commission Member Communication:

Ms. Robb stated that she and Mr. O'Brien attended an energy equity webinar from US Green Building Council. She provided information on the burden of energy cost on low income customers. Ms. Robb also announced that the Federal Aviation Administration's (FAA) Environmental Impact Statement was released for the Hollywood Burbank Airport development. Ms. Robb stated that the public comment period was extended through October 27, 2020.

Ms. Gemmill announced that she is working with a group of master gardeners to create an on-line victory garden program. She hopes it will culminate with a community garden in Burbank.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, announced an on-line composting workshop is planned for October 1, 2020. He also stated that the Burbank Recycle Center is planning for the State organics mandates.

V. APPROVAL OF MINUTES:

Minutes from the August 17, 2020 meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. Mokhtari, Ms. Robb, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind.

VI. BURBANK WATER AND POWER (BWP) DISCUSSION ON ENERGY USAGE DURING COVID-19:

Ms. Tenenbaum introduced Lincoln Bleveans, Assistant General Manager, Power Supply, BWP. Mr. Bleveans discussed the changes in energy usage during COVID-19. He explained that residential energy usage increased while commercial usage decreased, with an overall reduction in energy consumption of 10 -16%.

Mr. Bleveans and the Commissioners engaged in a question and answer session.

VII. ELECTION OF OFFICERS:

Ms. Gemmill moved and Mr. Weber seconded a motion to elect Ms. Robb for Chair. The motion passed unanimously by all in attendance, noting the absence of Mr. O'Brien.

Ms. Zimskind moved and Ms. Gemmill seconded a motion to elect Ms. Tenenbaum for Vice Chair. The motion passed unanimously by all in attendance, noting the absence of Mr. O'Brien.

Ms. Robb thanked Ms. Zimskind for her service and leadership as Chair.

VIII. WORKPLAN DEVELOPMENT:

Ms. Tenenbaum suggested, and the group agreed, to postpone this agenda item until the October meeting. Ms. Zimskind will forward the draft work plan to staff for distribution.

IX. FACEBOOK LIVE WITH COUNCIL CANDIDATES:

John Molinar, Assistant Public Works Director, Street and Solid Waste, explained that the City Attorney's Office strongly discouraged the group from hosting a Facebook Live event with Council Candidates.

Ken Berkman, Public Works Director, reminded the group to avoid quorums if attending any events.

X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Robb explained that the ad hoc Community Engagement Phase 2 Subcommittee is currently on hold. She asked if any Commissioner has attended any interesting virtual events. Ms. Schanberger responded that there are many on-line events currently. She added that there is an opportunity for the Commission to gain competence in technology for hosting on-line events.

Ms. Tenenbaum asked the group to continue sending items to her to post on social media.

Ms. Robb asked that members of the Subcommittee bring five ideas for virtual events during COVID-19 to the October 19, 2020, meeting.

XI. AD HOC SUSTAINABILITY – RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT:

The Commissioners discussed the Greenhouse Gas Reduction Plan (GGRP) status. Ms. Robb stated that the Subcommittee members plan to discuss the GGRP with staff from the Community Develop Department (CDD) on Tuesday, September 22, 2020.

XII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT:

Mr. Weber indicated that the Subcommittee will present a proposed Hollywood Burbank Airport sustainability public educational document to the group in the coming months.

XIII. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

Mr. Weber suggested that the Subcommittee members set objectives once the work plan has been established.

XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

Ms. Schanberger stated that the following Council agenda items concern the equity and economic aspects of sustainability:

- COVID-19 assistance program for municipal services customers on September 29, 2020
- Coronavirus Aid Relief, And Economic Security Act Funding Allocations For Elderly Nutrition Program Services on October 6, 2020

XV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

The group agreed to add the following to the October 19, 2020 meeting agenda:

- Invite staff from BWP Customer Service Division to discuss energy programs
- Update on the polystyrene/single use plastic ban

XVI. BURBANK GREEN SPOTLIGHT AWARD FOR OCTOBER 2020:

The agenda item has been tabled until the State's "Safer at Home" order has been lifted.

XVII. ADJOURNMENT:

The meeting was adjourned at 6:28 a.m. The next meeting will be held on Monday, October 19, 2020 at 5:00 p.m. Location will be determined at a future date.

Respectfully submitted,

John Molinar, Assistant Public Works Director, Street & Sanitation
JM: md

DRAFT



OCTOBER 15, 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, October 19, 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: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 19, 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, October 19, 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) September 21, 2020 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) September 21, 2020 **[See page 3]**
 - b. Commission Minutes
(For Approval)
 - 1) October 5, 2020 **[See page 5]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Tegile Intelliflash T4200 Hybrid Storage Array Purchase and Installation Services for Primary Network **[See page 8]**
 - b. Allied Universal Contract Amendments **[See page 11]**
7. ITEMS FOR COMMISSION INFORMATION
 - a. August 2020 Passenger and Cargo Ground Statistics **[See page 21]**
 - b. August 2020 Transportation Network Companies **[No staff report]**
 - c. August 2020 Parking Revenue Statistics **[No staff report]**
8. COMMISSIONER COMMENTS
(Other updates and information items, if any)
9. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 19, 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 September 21, 2020, and approved minutes of the Finance and Administration Committee meeting of September 21, 2020 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 5, 2020 Commission meeting are attached for the Commission's review and approval.

6. ITEMS FOR COMMISSION APPROVAL

- a. TEGILE INTELLIFLASH T4200 HYBRID STORAGE ARRAY PURCHASE AND INSTALLATION SERVICES FOR PRIMARY NETWORK. A staff report is included in the agenda packet. At its meeting on October 5, 2020, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission approve the purchase and installation of two Tegile IntelliFlash T4200 Hybrid Storage Arrays, also known as Storage Area Networks ("SANs"), to replace two current SANs that will soon be reaching their end of life and will no longer be supported by the manufacturer.

The aggregate cost for the acquisition and installation of these SANs is \$123,015.42. Appropriations, in the amount of \$75,000, were included for this project in the adopted FY 2020/2021 budget. The shortfall of \$48,015.42 in appropriations, subject to budget performance in the fiscal year, is to be supported by the carryover of CARES Act funds from FY 2020.

- b. ALLIED UNIVERSAL CONTRACT AMENDMENTS. 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 the amendments to contracts with Universal Protection Service LP, dba Allied Universal, for airport security/traffic control services and airport consumer item inspection services. The proposed amendments address staffing needs due to the impacts of COVID-19 and extend the term of each contract by one-year. The compensation limit for the extension period will be \$974,413 for the airport security/traffic control services contract and will be \$113,568 for the airport consumer item inspection services contract. The latter service is fully reimbursable by the in-terminal concessionaires.

7. ITEMS FOR COMMISSION INFORMATION

- a. **AUGUST 2020 PASSENGER AND CARGO GROUND STATISTICS.** A staff report is included in the agenda packet. The August passenger count of 120,577 was down 78.3% compared to last year's 556,491 passengers. Air carrier aircraft operations decreased 57.0%, while cargo volume in August was down 3.5%, at 9.1 million pounds.
- b. **AUGUST 2020 TRANSPORTATION NETWORK COMPANIES.** No staff report attached. Staff will update the Commission on TNC activity for the month of August 2020.
- c. **AUGUST 2020 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of August 2020.

September 16, 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 1810 hours by Commission Chair Kobaissi.

CALL TO ORDER

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

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Acting Police Administrator Padgett, Sergeant Green, Lieutenant Cornils, and Executive Assistant Nakamura
Via Videoconference: Senior Assistant City Attorney Oh, Liaison Gabel-Luddy

FLAG SALUTE

The flag salute was led by Commissioner Kobaissi.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Kobaissi continues to attend online NACOLE conference sessions. He has also reached out to the Burbank Unified School District for their comments regarding the SRO program.

Commissioner Elman also continues to attend NACOLE sessions.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission were Eugene Pulin, Heather Robb, and Layla Soruzan who commented on the following:

- Defeat of Senate Bill 731 (police reform and accountability) – problematic that police agencies provide funds to influence legislations
- officers should not view videos to influence report writing
- would like to hear another perspective on the SRO program
- interim methods for officer compliance of non-discriminatory enforcement until RIPA goes into effect

RESPONSE TO ORAL COMMUNICATIONS

Chair Kobaissi encouraged the public to phone in and share their perspective on any topics of interest.

APPROVAL OF MINUTES FROM AUGUST 19, 2020

A motion was made by Commissioner Elman, with a second by Commissioner Chapman, to approve the minutes of the August 19, 2020 meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the disciplinary process

Lieutenant Cornils provided a framework on the discipline process created by City and Department policies, and guidelines by state laws (POBOR). He explained the difference between internal investigations and personnel investigations; the investigation process

September 16, 2020

Meeting of the Burbank Police Commission

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conducted by the Internal Affairs Bureau; potential findings; levels of discipline; the process of imposing a discipline; and transparency of records related to the findings of the employee's misconduct/exoneration.

2. Presentation and discussion – progress update on OIR's recommendations for the annual audit

Deputy Chief Albanese reviewed the 12 recommendations made by OIR after the annual audit and the Department's actions in response to those recommendations.

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

Implicit bias training, soliciting BPOA input prior to recommendations being drafted, re-visit diversity on the commission.

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

Chief LaChasse announced:

- Our internal CAD system is being configured to collect RIPA data – if the system is available prior to mandated reporting, we will release information
- Tri-cities officials are continuing discussions to consolidate police services

FINAL PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Police Commissioner Chapman inquired about an update resulting from a call from Carmenita Helligar – since the joint Council/Commission meeting in July, IAB had attempted to reach her, and is awaiting a return phone call to discuss her concerns.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, October 21, 2020, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1930 hours.

s/Mike Chapman _____

Mike Chapman, Secretary
Burbank Police Commission

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