



# Weekly Management Report

## April 16, 2021

- 1. Notice**                    Burbank-Glendale-Pasadena Airport Authority  
Meeting on April 19, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Memo**                      Response to Council Inquiries Regarding  
Federal Funding  
**City Manager's Office**
- 3. Minutes**                  Police Commission Meeting on  
March 17, 2021  
**Police Department**





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April 15, 2021

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, April 19, 2021, 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, April 19, 2021

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, April 19, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT  
(For items not on the Agenda. Public Comment on specific Agenda items will be received at the time the item is presented.)
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee  
      - (i) February 16, 2021 **[See page 1]**
    - 2) Finance and Administration Committee  
      - (i) March 15, 2021 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee  
      - (i) March 15, 2021 **[See page 5]**
  - b. Commission Minutes  
(For Approval)
    - 1) April 5, 2021 **[See page 7]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Service Agreement – Armored Vehicle and Cash Management Services **[See page 11]**
  - b. Exercise of Extension Option – External Auditing Services **[See page 14]**  
Macias Gini & O'Connell LLP
  - c. Exercise of Extension Option – Professional Services Agreement **[See page 16]**  
for AutoCAD, GIS, Graphic Display and Airport Planning Services
  - d. Approval of Professional Services Agreement Extension **[See page 30]**  
RS&H California, Inc.
  - e. Award of Contract – Body-Worn Camera (BWC) System **[See page 34]**

## COMMISSION NEWSLETTER

Monday, April 19, 2021

*[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 special meeting of February 16, 2021; approved minutes of the Finance and Administration Committee meeting of March 15, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of March 15, 2021, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 5, 2021, Commission meeting are attached for the Commission's review and approval.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF SERVICE AGREEMENT – ARMORED VEHICLE AND CASH MANAGEMENT SERVICES. A staff report is included in the agenda packet. At its meeting on April 5, 2021, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission approve a Service Agreement for Armored Vehicle and Cash Management Services (“Agreement”) with Brinks, Inc., for the rental of smart equipment and armored car pickup and delivery services. These services under the proposed Agreement are for a three-year period beginning May 1, 2021, with two one-year options.
- b. EXERCISE OF EXTENSION OPTION – EXTERNAL AUDITING SERVICES – MACIAS GINI & O’CONNELL, LLP. A staff report is included in the agenda packet. At its meeting on April 5, 2021, the Finance and Administration Committee voted (2–0, 1 absent) to recommend that the Commission exercise the second one-year extension option of the Professional Services Agreement for External Auditing Services with Macias Gini & O’Connell LLP for the term beginning April 1, 2021 to March 31, 2022, and to undertake the audits of the Authority’s financial statements for the fiscal year ending June 30, 2021.
- c. EXERCISE OF EXTENSION OPTION – PROFESSIONAL SERVICES AGREEMENT FOR AUTOCAD, GIS, GRAPHIC DISPLAY AND AIRPORT PLANNING SERVICES. A staff report is included in the agenda packet. At its meeting on April 5, 2021, the Operations and Development Committee voted (2–0, 1 absent) to recommend that the Commission exercise the first of two one-year extension options contained in the Professional Services Agreement between the Authority and Azrial Ltd. for continued AutoCAD, GIS, graphic display, and airport planning support services.



# MEMORANDUM



## CITY MANAGER'S OFFICE

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**DATE:** April 6, 2021

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Assistant City Manager *Judie Wilke*

**SUBJECT:** **City Manager Tracking List #2344: Response to Council Inquiries Regarding Federal Funding**

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### **Background**

On October 13, 2020 the City of Burbank's federal advocacy firm, David Turch and Associates presented a legislative update to City Council. This memo is in response to inquiries made by Council in regard to federal initiatives for a variety of issues, including extended Medicare coverage for COVID treatment, Amtrak funding, wildfire prevention and mitigation, student debt relief, and refinancing for single family and multifamily properties. Several iterations of a COVID relief package had been proposed following the passage of the Coronavirus Aid, Relief, and Economic Securities (CARES) Act in March 2020, with a second stimulus package successfully passing both houses of Congress and signed into law in December 2020. With the installation of a new President, several Executive Orders were signed the first week of January extending certain economic protections during the pandemic. With enhanced unemployment benefits set to expire on March 14, Congress debated and passed a third relief package, the American Rescue Plan on March 10, 2021.

### **Wildfire Prevention and Mitigation**

In the last legislative session, Senators Dianne Feinstein and Steve Daines introduced S.4431, the Emergency Wildfire and Public Safety Act on August 4, 2020. The bill would have provided federal agencies with critical new tools to reduce hazardous fuels, protect communities, and support forestry jobs, biomass development, and smarter energy practices. According to Senator Feinstein, the bill was the result of extensive stakeholder engagement, outreach across party lines, and months of deliberations to ensure a bipartisan approach to reduce the risk of wildfire. In September 2020, the bill was assigned for a hearing in the Senate Energy and Natural Resources committee, but due to other pressing Congressional priorities, did not progress further in the legislative process. Per the City's advocacy firm, it is anticipated that identical or similar legislation



will be introduced during the 117<sup>th</sup> Congress given bipartisan support for wildfire mitigation efforts.

In December 2020, Congress passed the \$2.3 trillion 2021 Omnibus Appropriations Bill, which provided \$900 billion in COVID relief and also funded government operations through the 2021 fiscal year. Included in the package was \$3.74 billion for fire suppression. The American Rescue Plan provided a further \$300 million in funding, with \$100 million going directly to the Assistance to Firefighter Grants (AFG) Program, which aims to help firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards. The City will continue to monitor pertinent legislation and grant opportunities and respond to such legislation as necessary in alignment with the City Council's adopted Legislative Platform, which includes support for funding for fire prevention and mitigation.

### **Student Debt Relief**

In March 2020, the CARES Act paused payments and suspended debt collection on most federal student loans until September 30, 2020. It prohibited garnishment, tax seizure, benefits reduction, and interest accrual on these loans, allowing borrowers to remain current for the purpose of credit reporting and loan forgiveness programs. With the failure of the HEROES Act to pass Congress in October 2020, these protections were then extended by Presidential Executive Orders, initially to January 31, 2021 and later through September 30, 2021. The American Rescue Plan, Section 9675 enacted further relief for student loan borrowers by making all student loan debt eligible for tax-free loan forgiveness through December 2025.

### **Assistance to Homeowners**

The CARES Act imposed a temporary foreclosure moratorium and mortgage forbearance for homeowners with federally backed loans. Initially, the foreclosure moratorium was implemented for four months, and mortgage forbearance for up to a year, including a prohibition on fees and additional interest during the term of the forbearance. Multifamily rental property owners with federally backed mortgages were also provided access to forbearance for up to 90 days and were required to comply with requirements to halt evictions and late fees for the duration of the forbearance. President Biden has twice extended the foreclosure moratorium for federally guaranteed mortgages, which is currently set to expire on June 30, 2021.

Since the American Rescue Plan was a budget bill, it did not include an extension of the federal eviction or foreclosure moratorium but did provide \$30 billion in emergency rental assistance while establishing a \$10 billion Homeowners Assistance Fund to be distributed directly to states. Each state is guaranteed a minimum of \$50 million in funding, which will be distributed following the issuance of guidelines from the U.S. Treasury for the provision of state mortgage assistance programs.

### **Medicare Coverage**

Medicare covers inpatient hospital stays, skilled nursing facility (SNF) stays, certain home health visits, and hospice care under Part A, as well as outpatient services, physician visits, emergency ambulance transportation, and emergency room visits under Part B. If an inpatient hospitalization is required for treatment of COVID-19, this treatment will be covered for Medicare recipients, including those in traditional Medicare and those in Medicare Advantage plans.

Beneficiaries who need post-acute care following a hospitalization have coverage of SNF stays, but Medicare does not usually cover long-term services and supports, such as extended stays beyond 100 days in a nursing home. Following the federal declaration of a public health emergency, the Centers for Medicare and Medicaid Services (CMS) implemented a waiver process authorizing the extension or early restart of the 100-day Medicare benefit period in situations directly related to COVID-19 and waiving the mandatory three-day hospital stay requirement for subsequent skilled nursing coverage. These changes were intended to free up hospital beds during the pandemic in anticipation of a surge in COVID cases.

As yet, there are no specific legislative proposals that would automatically increase the number of inpatient days (above 100) Medicare can cover for rehabilitation care during the pandemic. Staff will coordinate with David Turch and Associates to monitor congressional initiatives in this regard and update Council as necessary.

### **Amtrak Funding**

The December 2020 COVID relief package included \$14 billion for transit, \$1 billion of which was appropriated as emergency funding for Amtrak as a temporary measure to minimize the negative impacts of the pandemic on customers, employees, and services. A further \$1.7 billion was included in the American Rescue Plan for use towards restoration of daily long-distance service and regular service to remote communities, rehiring 1,500 employees who were involuntarily furloughed last year, and expansion of new corridor routes and capital projects.

### **American Rescue Plan: Relief to Cities**

The most recent iteration of a COVID stimulus bill, the American Rescue Plan, passed both houses of Congress in March 2021 as a budget bill, providing \$1.9 trillion in federal relief. In conjunction with our federal advocacy firm, the City of Burbank actively advocated for passage of the American Rescue Plan. City staff drafted letters and held meetings with Burbank's Congressional representatives' offices to voice support for further funding to aid Burbank's residents, homeowners, businesses, and schools as well as provide direct and flexible funding to cities to ensure long-term fiscal stability.

The final legislation included provisions for \$1,400 stimulus checks; an additional \$300 in weekly unemployment benefits through September 6, 2021; \$93 billion for coronavirus testing, contact tracing, vaccine distribution, and other public health activities; \$125 billion for K-12 education to prepare for school re-openings; and \$350 billion in direct and flexible

funding for state and local governments to be distributed in accordance with Community Development Block Grant (CDBG) allocation formulas.

According to calculations by the National League of Cities, the City of Burbank is expected to receive approximately \$26 million in direct and flexible funding for use towards pandemic response, economic relief programs, and mitigation of revenue loss. Funds will be disbursed in two allotments, 12 months apart, with the first disbursement expected to occur within 60 days of the bill being signed into law. Restrictions on the funds include a deadline of December 31, 2024 for expenditure, periodic reporting to the U.S. Treasury, and prohibitions against use of funds towards pensions.

At the March 16, 2021 Council meeting, Mayor Frutos requested further information regarding transportation funding included within the American Rescue Plan. The bill provides \$30.5 billion for transit, including \$26 billion for urbanized area (UZA) formula grants that assist local transit agencies with capital and operating expenses. Per the City's advocacy firm, Burbank falls within the Los Angeles-Long Beach-Anaheim UZA, which has been allocated approximately \$1.65 billion in American Rescue Plan funding. These monies are expected to be disbursed via the Southern California Association of Governments (SCAG) in accordance with federal guidelines. Funding is intended for emergency uses only, such as covering revenue loss and payroll expenses and not for expansion of transit systems or fleet replacement.

### **Conclusion**

The City continues to actively monitor and respond to federal legislation, while seeking federal funding opportunities, especially in light of Congress' recent re-introduction of earmarks to the federal appropriations process. Staff will coordinate with the City's federal advocacy firm, David Turch and Associates and keep the Council apprised of further developments regarding COVID relief and federal funding.



**March 17, 2021**

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 1800 hours by Commission Chair Kobaissi.

**CALL TO ORDER**

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

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Acting Police Administrator Padgett, and Executive Assistant Nakamura

Additional Staff: Lieutenant Puglisi, Sergeant Brimway, Animal Shelter Superintendent Castaneda and Administrative Analyst Rojo

Via Videoconference: Senior Assistant City Attorney Oh, Liaisons Frutos and Schultz

**FLAG SALUTE**

The flag salute was led by Chair Kobaissi.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

None

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Phoning in to speak to the Commission was Zack Frank, who commented on the officer involved shooting and requested that the footage from the body worn camera be released to the public.

**RESPONSE TO ORAL COMMUNICATIONS**

Chief LaChasse stated the investigation is still on going, no findings have been determined yet, there is a concurrent investigation being done by the DA's Office, and the footage is to be released after 45 days.

**APPROVAL OF MINUTES FROM FEBRUARY 17, 2021**

A motion was made by Commissioner Elman, with a second by Commissioner Vest, to approve the minutes of the February 17, 2021 meeting. Approved by consensus.

**ITEMS OF BUSINESS**

**1. Discussion on decoupling the Animal Shelter from the Police Department**

Based on the comments from callers last month and citizens who have commented via social media platforms like Nextdoor, Commissioners agreed that the current functioning model of the Animal Shelter should remain as it is.

**2. Presentation and discussion on the Community Academy Program**

Lieutenant Puglisi described the purpose, curriculum, and diversity of participants of the Community and Youth Academies. Annually, two Community Academy classes are conducted, and the Youth Academy hosted during the summer. The Community Academy classes have been limited to two sessions each year, as the classes are part of the multitude of community

March 17, 2021

**Meeting of the Burbank Police Commission**

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events (e.g. National Night Out, Shop with a Cop, Police/Fire Service Day, Coffee with a Cop) hosted by the COPS Bureau throughout the year.

**3. Discussion on having one or two periods of oral communications during the meeting, and how oral communications are denoted in the minutes**

After discussion, Commissioners agreed to continue with one period of oral communications on any matter (within the subject matter jurisdiction of the Commission) or agenda item, and keeping the current format of the meeting minutes. It was noted that Commissioners have an opportunity to make revisions during the vote to approve of the minutes at each meeting, and reminded community members they may view the recordings of the meetings on-line.

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

Chief LaChasse announced:

3/18 Department personnel will participate in a community meeting with California State Assembly Member Laura Friedman

4/2 Academy graduation – three recruits

Retail theft is on the rise, as well as theft of catalytic converters.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

The remaining item from the report presented at the joint Council/Commission meeting in February is a review of the Department's hiring process. The Chief stated he would also report out each month on staffing levels in the Department.

Also from the joint meeting, Council directed the Commission to further study recommendations, alternatives, and pilot programs in other areas to assist in the evaluation to expand the Mental Health Evaluation Team.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, April 21, 2021, 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1923 hours.

Mike Chapman, Secretary  
Burbank Police Commission

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