



Weekly Management Report

November 12, 2021

- 1. Minutes** Burbank Police Commission Meeting
on October 20, 2021
Police Department

- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on November 15, 2021
Burbank-Glendale-Pasadena Airport Authority

- 3. Minutes** Sustainable Burbank Commission
Meeting on October 18, 2021
Public Works Department

October 20, 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 Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Coomes, Elman, Forouzan, Hacobian, and Lu
In Chamber: Chair Chapman

Also Present: In Chamber: Captains Irving and Cremins, and Executive Assistant Nakamura

Additional Staff: Lieutenant Puglisi, Sergeants Brimway and Stone, Officer Peltier

Via Videoconference: Senior Assistant City Attorney Oh, Council Liaison Schultz, Police Administrator Padgett

FLAG SALUTE

The flag salute was led by Lieutenant Puglisi.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Coomes and Forouzan are continuing to participate in NACOLE conference seminars.

Commissioner Forouzan attended the Boards and Commissions dinner and participated in separate introductory meetings with Lieutenant Puglisi and Commissioner Hacobian.

Commissioner Hacobian joined Council Member Schultz and CEO Albert Hernandez of Family Promise at the Council Member's monthly community conversation, attended the State of the City luncheon, and also had introductory meetings with Lieutenant Puglisi and Commissioner Lu.

Commissioner Forouzan announced that the City would be conducting meetings in November on homelessness and unhoused citizens.

FIRST PERIOD OF ORAL COMMUNICATIONS

Phoning in to speak to the Commission were:

- Linda Bessin, who commented on Domestic Violence (DV) awareness month, the DART (Domestic Abuse Response Team) program managed by the LAPD which assists DV survivors, and recommended the City look into DV counselors for citizens
- Dory Foster, who commented on Together We Can, a grassroots organization with the purpose to raise awareness on speeding and street racing
- Tamala Takahashi, who commented on working with the Burbank Human Relations Council and extended an invitation to meet to expand community engagement

- Laurie, who commented on speeding on Glenoaks

RESPONSE TO ORAL COMMUNICATIONS

Commissioners thanked community members for their comments.

APPROVAL OF MINUTES FROM SEPTEMBER 15, 2021

A motion was made by Commissioner Coomes, with a second by Commissioner Hacobian, to approve the minutes of the September 15, 2021 meeting. Approved by the majority, with an abstention by Commissioner Elman.

ITEMS OF BUSINESS

1. Presentation and discussion of the recruitment and hiring of new officers

Lieutenant JJ Puglisi provided an overview of the hiring process of sworn officers. The process includes such components such as a written exam, physical agility test, oral interviews, background investigation, and med and psychological exams.

Recruitment efforts include job fairs, outreach via social media, and word of mouth from current officers.

2. Presentation and discussion on street racing within the city, statistics related to street racing as a crime and police response to that particular crime

Sergeant Fletcher Stone gave an overview of reported collisions, speed enforcement, and staffing deployed throughout the City.

While there are 12 motor officers assigned to Traffic, on average, there are usually eight officers deployed throughout the City on a given day. Military leave, vacations, injuries, and other leaves account for the absences.

There has been a downward trend of traffic collisions over the past five years. Statistics were provided for fatal collisions, and calls for service for racing vehicles, reckless driving, excessive speed/exhaust noise, and motorcycle racing.

In January 2020, motor officers issued approximately 4,500 citations, of which 440 were for speed related violations. In 2021, the same number of overall citations were issued, however, 1,804 citations were issued for speed, demonstrating the increase of enforcement efforts.

Since the fatal collision on Glenoaks, Motor personnel adjusted their shift to later hours, with mandatory enforcement details on Fridays and Saturdays, targeting speed, excessive noise from exhaust, and reckless driving violators.

3. Discussion and brainstorming strategies to stimulate community engagement

Commissioners suggested the following ideas:

- Share information via social media
- Form a subcommittee to work with City's PIO, other City Staff to research other options and the possibilities and legalities of using social media
- Previous Commission had started discussions on a community forum – may want to follow through on the feasibility of having an outdoor meeting - note: live/in person events need to follow requirements of the Brown Act to allow for public participation

- Modeling after a format utilized by a Council Member, Commissioners could conduct individual forums with citizens via Zoom
- Participate in roll call meetings at the PD to open dialog, create familiarity

Commissioners Elman, Hacobian, and Forouzan volunteered to be members of the subcommittee to develop suggestions to engage community members.

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

Captain Irving, standing in for Chief Albanese (who is at a conference), announced that on Monday, the Department released a community survey on the City and Department websites to solicit feedback on the performance of the BPD and other quality of life issues.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Forouzan made a motion, seconded by Commissioner Coomes, for a presentation and discussion on procedures, interventions, and challenges faced by officers in responding to domestic violence incidents. Motion approved by consensus.

Commissioner Chapman requested a presentation and discussion on Senate Bill 2 and its effect on the BPD at the January 2022 meeting.

Commissioner Lu made a motion, seconded by Commissioner Hacobian, for a presentation and discussion in early 2022 on the results of the community survey, comparison of data from past years, how the survey is developed, and if the Commission can provide input into the development of questions for the next survey. Motion approved by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, November 17, 2021 2021, 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2025 hours.

Africa Turner, Secretary
Burbank Police Commission

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November 11, 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, November 15, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, November 15, 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.



When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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, November 15, 2021

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) Finance and Administration Committee
 - (i) October 4, 2021 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) October 4, 2021 **[See page 3]**
 - b. Commission Minutes
(For Approval)
 - 1) October 18, 2021 **[See page 5]**
 - c. AB 361 Findings for Special Brown Act Requirements
for Teleconference Meetings **[See page 11]**
 - d. Treasurer's Reports
 - 1) July 2021 **[See page 13]**
 - 2) August 2021 **[See page 37]**
 - e. Auditor Required Communications for the FY 2021 Audits **[See page 61]**
 - f. Consent of Assignment – Development Ground Lease,
Non-Exclusive Fuel License Agreement and Month-to-Month
Space Lease – Mercury Air Centers – Burbank Inc. dba
Atlantic Aviation **[See page 72]**
 - g. Ratification of Amendment No. 3 to Professional Services
Agreement - RS&H California, Inc. **[See page 83]**
 - h. Community of Interest Letter to Los Angeles County
Citizens Redistricting Commission **[See page 87]**

6. ITEMS FOR COMMISSION INFORMATION

- a. Life Saving Award Presented by Airport Police Department
- b. Super Bowl LVI - Operational Preparedness and Potential Impacts
- c. First Quarter FY 2022 – Financial Update
- d. September 2021 Passenger and Air Cargo Statistics **[See page 97]**
- e. September 2021 Transportation Network Companies
- f. September 2021 Parking Revenue Statistics

7. 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 – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

8. EXECUTIVE DIRECTOR COMMENTS

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

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, November 15, 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 Finance and Administration Committee meeting of October 4, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 4, 2021, are included in the agenda packet for information purposes.
 - b. COMMISSION MINUTES. Draft minutes of the October 18, 2021, Commission meeting are attached for the Commission's review and approval.
 - c. AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda package. Staff has placed this item on the agenda to give the Commission an opportunity to make findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.
 - d. TREASURER'S REPORTS. The Treasurer's Reports for July 2021 and August 2021 are included in the agenda packet. At its October 18, 2021, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
 - e. AUDITOR REQUIRED COMMUNICATIONS FOR THE FY 2021 AUDITS. A staff report is included in the agenda package. In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP, has provided to the Commission a letter outlining its audit responsibilities, and planned scope and timing of the FY 2021 audits. Also provided was the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At its meeting on October 4, 2021, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these communications.
 - f. CONSENT OF ASSIGNMENT – DEVELOPMENT GROUND LEASE, NON-EXCLUSIVE FUEL LICENSE AGREEMENT AND MONTH-TO-MONTH SPACE LEASE – MERCURY AIR CENTERS – BURBANK INC. DBA ATLANTIC AVIATION. A staff report is included in the agenda packet. At its meeting on October 18, 2021, the Finance and Development Committee voted unanimously (3-0) to recommend that the Commission approve a Consent to Assignment for Mercury Air Centers -

Burbank, Inc. dba Atlantic Aviation ("Tenant"). Tenant desires to assign its Development Ground Lease, Non-Exclusive Fuel License Agreement and Month-To Month-Space Lease to KKR Apple Bidco, LLC, a Delaware limited liability company ("KKRAB"), pursuant to a Stock Purchase Agreement dated June 7, 2021, in which KKRAB will acquire Tenant's outstanding stock.

- g. RATIFICATION OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT – RS&H CALIFORNIA, INC. A staff report is included in the agenda packet. Staff seeks ratification by the Commission of the Executive Director's execution of Amendment No. 3 to the Professional Services Agreement, with RS&H California, Inc., to extend the period of performance by ten months to August 31, 2022.
- h. COMMUNITY OF INTEREST LETTER TO LOS ANGELES COUNTY CITIZENS REDISTRICTING COMMISSION. A staff report is included in the agenda packet. Staff seeks Commission approval to submit a "Community of Interest" letter to the Los Angeles County Citizens Redistricting Commission regarding the boundaries for the 2021 Los Angeles County supervisorial districts.

6. ITEMS FOR COMMISSION INFORMATION

- a. LIFE SAVING AWARD – PRESENTED BY THE AIRPORT POLICE DEPARTMENT. No staff report is attached. Chief Edward B. Skvarna will present the Airport Authority Life Saving Award to those individuals that responded to an incident that occurred on August 16, 2021, in Terminal A. Recipients of the award are: Transportation Security Officer Jeremy Keet; Airport Police Officer Sean McLaughlin; Airport Police Officer Edward Santos; and Airport Fire Department Firefighter Vincent Sanchez.
- b. SUPER BOWL LVI – OPERATIONAL PREPAREDNESS AND POTENTIAL IMPACTS. No staff report attached. Staff will brief the Commission on the ongoing activities between the Federal Aviation Administration, the National Football League and Los Angeles area airports in preparation for the anticipated increase in general aviation activity during the Super Bowl event being held at the So-Fi Stadium during the period from February 9th to the 14th.
- c. FIRST QUARTER FY 2022 – FINANCIAL UPDATE. No staff report attached. Staff will update the Commission with information regarding the financial results for the first quarter of FY 2022.
- d. SEPTEMBER 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The September 2021 passenger count of 406,757 was down 21% compared to the September 2019 count of 518,033 passengers. Also compared to September 2019, air carrier aircraft operations in September 2021 decreased 17%, while cargo volume was up 9%, at 9 million pounds.
- e. SEPTEMBER 2021 TRANSPORTATION NETWORK STATISTICS. No staff report attached. Staff will update the Commission on TNC activity for the month of September 2021.

- f. SEPTEMBER 2021 PARKING STATISTICS. No staff report attached. Staff will present parking revenue data for the month of September 2021.

**SUSTAINABLE BURBANK COMMISSION
OCTOBER 18, 2021 MINUTES**

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Laura Tenenbaum called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Jean Schanberger
Laura Tenenbaum (Chair)
Alissandra Valdez
Chris Weber
Limor Zimskind

Members Absent:

Kevin O' Brien
Heather Robb

Council Members and Staff Present:

Nick Schultz – Council Member
Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Noemi Garcia – Clerical Worker, Public Works

III. ORAL COMMUNICATIONS: (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 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Burbank Resident, Tamala Takahashi suggested that the Commission release a public service announcement to share where the City stands on its Plastics Policy. She asked the Commission to consider moving the discussion of agenda item IX. Ad Hoc Single Use Plastic Ban Implementation Subcommittee Report following item V. Burbank Recycle Center Update on Senate Bill 1383 and the City's Plastics Policy. She highlighted that AB1276 was signed by the governor.

Burbank Resident, Sam Miyamoto voiced her support for a plastics ordinance and single-use plastics ban for the City of Burbank.

Commission Member Communication:

Ms. Kirschenbaum shared her enthusiasm with the newly passed state law that bans new gas leaf blowers by 2024. She stated that she attended the Burbank Rapid Transit (BRT) presentation by Metro.

Ms. Tenenbaum announced that her and Dawn Roth Lindell, Burbank General Manager, will be hosting a live book discussion group as part of the Burbank Reads program.

Mr. Weber shared that UCLA Anderson will be hosting a series of discussions on climate impact and the built economy.

Staff Communication:

Ken Berkman, Public Works Director, reminded the Commission that they are an advisory Commission to City Council. Mr. Berkman announced that City Council has approved a mandatory vaccination and testing policy for all staff, Boards, Commissions, and Committees.

IV. APPROVAL OF MINUTES:

Mr. Weber moved and Ms. Gemmill seconded a motion to approve the September 20, 2021, minutes. The minutes were unanimously approved by all in attendance, Ms. Tenenbaum abstained, noting the absence of Mr. O' Brien and Ms. Robb.

V. BURBANK RECYCLE CENTER UPDATE ON SENATE BILL 1383 AND THE CITY'S PLASTICS POLICY:

Amber Duran, Recycling Coordinator provided an update on Senate Bill 1383 and the City's current Plastics Policy.

The bill will require a ban of organics going into the landfill, a procurement requirement on recycled content materials, and the building of infrastructure on edible food recovery. The City plans on developing food waste reduction education campaigns, increase construction and demolition recycling, implement water efficient landscape programs, monitor contaminations, and secure organics processing capacity.

The City of Burbank will purchase about 5,000 tons of compost and mulch every year for land application.

Staff is currently drafting a comprehensive ordinance and plan on taking the ordinance to Council in 2022.

Ms. Duran and the Commission engaged in a question-and-answer session.

VI. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

The group agreed to discuss and approve a draft of the Commission's work plan at the November 18, 2021 meeting.

VII. AD HOC ALTERNATIVES TO REPOWERING THE INTERMOUNTAIN POWER PLANT SUBCOMMITTEE:

Ms. Kirschenbaum moved and Mr. Weber seconded a motion to rename the ad hoc Alternatives to Repowering the Intermountain Power Plant Subcommittee to the ad hoc Renewable Energy Subcommittee. The motion was unanimously approved by all in attendance, noting the absence of Mr. O' Brien and Ms. Robb.

Mr. Weber shared that the Subcommittee met with staff from Burbank Water and Power to discuss the economics behind decisions related to renewable energy purchases and contracting.

Ms. Kirschenbaum shared that she attended various LA City Council Energy Committee meetings. She shared her excitement with the City of Glendale's proposed virtual power plant.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Kirschenbaum and Ms. Gemmill shared that they staffed a table along with the Backyard Growers at the Burbank Farmers Market.

IX. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:

Ms. Tenenbaum moved and Ms. Zimskind seconded a motion to move the discussion of agenda item IX. Ad Hoc Single Use Plastic Ban Implementation Subcommittee report following item V. Burbank Recycle Center Update on Senate Bill 1383 and the City's Plastics Policy.

Ms. Kirschenbaum shared that she has been in communication with Craig Cadwallader from the Surfrider Foundation. She stated that various bills have passed recently such as AB 1276, AB 1201, and SB 343.

X. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES:

Ms. Gemmill stated that this Subcommittee is an extension of the Monarch Mile. The group will be partnering with Mike Del Campo, Landscape and Forestry Services Superintendent in clearing four new spaces for native landscaping.

Ms. Tenenbaum encouraged the public and the Commissioners to volunteer through the Monarch Mile website.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

There were no upcoming sustainability related council agenda items.

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Ms. Kirschenbaum moved and Ms. Scharberger seconded a motion to invite Scott Peattie and Nick Smallwood from Sunrun to present. The motion was unanimously approved by all in attendance, noting the absence of Mr. O'Brien and Ms. Robb.

Ms. Kirschenbaum moved and Ms. Gemmill seconded a motion to have a discussion of the Food and Water Watch letter with the purpose of creating a letter of consideration to the governor about water conservation. The motion was unanimously approved by all in attendance, noting the absence of Mr. O'Brien and Ms. Robb.

Ms. Tenenbaum moved and Mr. Weber seconded a motion to remove the roll call of the Commission's liaisons from the minutes. The motion was unanimously approved by all in attendance, noting the absence of Mr. O'Brien and Ms. Robb.

XIII. BURBANK GREEN SPOTLIGHT AWARD FOR NOVEMBER 2021:

The November 2021 Green Spotlight Award recipient will be selected at a later date.

XIV. ADJOURNMENT:

The meeting was adjourned at 6:46 p.m. The next meeting will be held on Monday, November 15, 2021 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ng