

# Weekly Management Report

## September 16, 2022

- 1. Memo**                      Flavored Tobacco Ordinance Enforcement  
on September 16, 2022  
**Community Development Department**
  
- 2. Memo**                      Landlord-Tenant Commission  
Meeting on August 1, 2022  
**Community Development Department**
  
- 3. Memo**                      Traffic Enforcement and Education Measures Conducted  
As part of the 2022 Office of Traffic Safety Selective  
Traffic Enforcement Program (STEP) Grant  
**Police Department**
  
- 4. Notice**                    Burbank-Glendale-Pasadena Airport Authority  
Meeting on September 15, 2022  
**Burbank-Glendale-Pasadena Airport Authority**



# MEMORANDUM






## COMMUNITY DEVELOPMENT

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**DATE:** September 16, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Department   
VIA: Mario Osuna, Building Official/Assistant Community Development Director  
BY: Abo Velasco, Building Inspector III  

**SUBJECT:** Flavored Tobacco Ordinance Enforcement

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City Council adopted an ordinance to prohibit the sale of flavored tobacco products, (not including hookah), on October 15, 2019. The ordinance went into effect on November 15, 2019, with a deferred enforcement date to give retailers time to sell their inventories.

In 2020, there were 104 licensed tobacco retailers operating in Burbank. Staff created a compliance schedule whereby all Licensed Tobacco Retailers would be inspected at random over a six-month period. A schedule of two to four inspections per week was arranged. Due to the Covid-19 Safer at Home shutdown period, enforcement could not begin until October 2020 when retailers began to open. Of the 104 tobacco retailers, five were found to be selling flavored tobacco products. As of March 2022, all five retailers have been brought into compliance.

The Parks and Recreation Department currently oversees the Department of Justice Tobacco Grant whose purpose is to promote a healthier California by reducing illegal sales and marketing of tobacco products to minors and youth. Working with Parks and Recreation, staff plans to establish a compliance verification follow-up schedule in 2023. Staff will take a current inventory of tobacco retailers and schedule two to four inspections per week until all retailers have been verified. Staff costs for enforcement will be recuperated by the Grant.



# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** September 2, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – August 1, 2022

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- The Commission welcomed and congratulated newly appointed Commissioners Shanna Ingalsbee and Anne Nahabedian.
- As the first order of business, the Commission elected Commissioner Pelayo as Chairperson and Commissioner Chase as Vice Chair to serve from September 2022 through August 2023.
- Two members of the public attended the in-person meeting, and one person joined over Zoom for oral communications. The person who joined over Zoom asked if there were any announcements as the person tuned-in after that item on the Agenda. The first in-person attendee thanked the Commission for assistance in a previous rent increase case, and the second in-person attendee was listening for educational purposes.
- The Commission provided intake form updates to six cases received in the last month related to: rent increases, property alterations, eviction notices, and AB 1482.
- The Commission introduced a new subcommittee rotation. New intake forms will be assigned to an existing commissioner and one of the new commissioners for shadowing and training purposes. This rotation will be evaluated on a monthly basis, and change/end when no longer required.
- The meeting adjourned at 7:22 p.m.



# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** September 8, 2022

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police  
BY: Courtney Padgett, Police Administrator  
John Pfrommer, Lieutenant – Traffic Bureau

**SUBJECT:** Report on Traffic Enforcement and Education Measures Conducted as Part of the 2022 Office of Traffic Safety Selective Traffic Enforcement Program (STEP) Grant

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### **BACKGROUND**

At the September 28, 2021, City Council meeting, Council adopted a resolution authorizing the acceptance of the California Office of Traffic Safety 2022 Selective Traffic Enforcement Program grant agreement. Upon acceptance of this award, Council Member Frutos requested that the Department provide an update on grant funded traffic enforcement and education activities towards the end of the grant performance period.

### **DISCUSSION**

The California Office of Traffic Safety provides competitive grant funding through its Selective Traffic Enforcement Program (STEP). STEP aims to reduce the number of persons killed and injured in vehicular collisions involving alcohol, speeding (including street racing), running of red lights, and other primary collision factors. Grant funded strategies may include impaired driving enforcement, enforcement operations focusing on primary collision factors, distracted driving, seat belt enforcement, and enforcement and awareness operations pertaining to motorcycle, pedestrian, and bicycle safety. The Burbank Police Department was awarded \$100,000 in 2022 STEP grant funding. The performance period for this grant began on October 1, 2021 and ends on September 30, 2022.

Grant funding provides the opportunity for the Department to supplement and enhance traffic enforcement and education initiatives beyond its regular on-going operations. Note

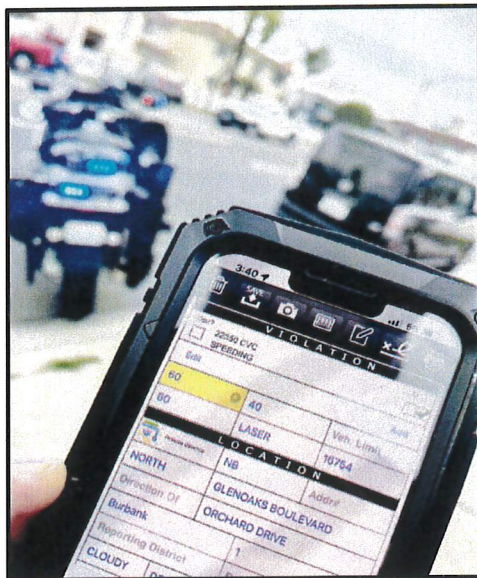
that this report only lists activities supported by grant funding and does not include all of the Department's traffic enforcement and education initiatives. Listed below is a summary of activities conducted by the Department's Traffic Bureau utilizing 2022 STEP grant funding. In total, this grant funding has supported 38 enforcement operations, as well as educational/awareness initiatives, officer training, and the purchase of equipment.

### Driving Under the Influence (DUI) Checkpoints

The Department conducted two DUI checkpoint operations. These operations are scheduled during times and at locations that have demonstrated a higher incident rate for DUI related arrests and collisions. During these operations, the Department processed 1,426 total vehicles through the checkpoints, resulting in one DUI arrest, one impounded vehicle, and the issuance of 26 citations. The issued citations included violations for speeding, driving without a license, driving on a suspended license, and operating a vehicle without proper equipment.

### Enforcement Operations

The Department utilized grant funds to conduct 36 specialized enforcement details. These details have a specific mission assignment and focus on driving behaviors that have a high likelihood to cause collisions and injuries. A summary of the outcome of each of these enforcement operations is listed below. Note that an advisal is provided when there is the potential for a violation and the officer provides educational information to the driver to prevent violations from occurring in the future.



- 14 DUI Saturation Patrols:  
7 DUI arrests; 129 citations issued; 44 advisals
- 11 Speeding Operations:  
186 citations issued; 18 advisals
- 4 Distracted Driving Operations:  
70 citations issued; 8 advisals
- 3 Pedestrian Safety Operations:  
24 citations issued; 14 advisals
- 3 Bicycle Safety Operations:  
12 citations issued; 36 advisals
- 1 Motorcycle Safety Operation:  
10 citations; 1 advisal

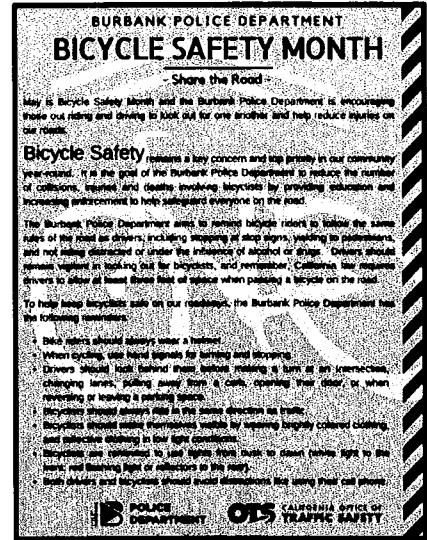
### Public Awareness/Education Campaigns

As part of the grant requirements, the Department participated in the following traffic safety awareness campaigns through the publication of educational materials and videos



on the Department website and via postings on the Department's and the City's various social media platforms:

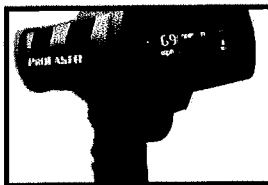
- National Walk to School Day
- National Teen Driver Safety Week
- National Highway Traffic Safety Administration Impaired Driving Mobilization
- National Distracted Driving Awareness Month
- National Motorcycle Safety Month
- National Bicycle Safety Month
- National Highway Traffic Safety Administration Click It or Ticket Mobilization
- National Child Passenger Safety Week
- California's Pedestrian Safety Month



**Training**

Two officers from the Traffic Bureau participated in Standardized Field Sobriety Testing (SFST) training and Advanced Roadside Impaired Driving Enforcement (ARIDE) training utilizing grant funds. SFST training is a comprehensive course that increases an officer's ability to detect impairment in a driver and ARIDE provides officers with knowledge to observe, identify, and articulate signs of impairment related to drugs, alcohol, or both.

**Equipment**



Grant funds were utilized for the purchase of two new lidar (light detection and ranging) speed detection devices. Grant funds also supported the purchase of lighting towers, a utility cart, and signage used for enforcement operations.

**CONCLUSION**

The Police Department will continue to pursue grant funding opportunities to support its focus on reducing traffic collisions in the City through proactive traffic enforcement. The Department also will continue ongoing education initiatives within the community on traffic safety subjects, to include pedestrian and bicycle safety, distracted driving, speeding, driving under the influence, and other topics focused on deterring high-risk driving behaviors. The Department has applied for and is currently pending award notification on two additional traffic enforcement and safety grants: the Office of Traffic Safety 2023 Selective Traffic Enforcement Program (STEP) grant and the Office of Traffic Safety 2023 Traffic Records Improvement Program (TRIP) grant. These grant awards will be presented to Council at an upcoming City Council meeting for review and authorization for acceptance.





September 15, 2022

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 19, 2022, 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, September 19, 2022  
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, September 19, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Executive Committee
      - (i) August 10, 2022 **[See page 1]**
    - 2) Operations and Development Committee
      - (i) July 18, 2022 **[See page 3]**
    - 3) Finance and Administration Committee
      - (i) July 18, 2022 **[See page 6]**
    - 4) Legal, Government and Environmental Affairs Committee
      - (i) July 18, 2022 **[See page 10]**
  - b. Commission Minutes
    - 1) August 15, 2022 **[See page 12]**
  - c. Second Extension Option **[See page 21]**  
Airport Conveyance Equipment Services Agreement  
Elevators Etc., LP
  - d. Award of Contract **[See page 27]**  
HVAC System Compressor Replacement
  - e. Award of Contract **[See page 29]**  
Safety Management System / Part 139 Software Program
  - f. First Amendment to Aviation Hangar Lease **[See page 33]**  
Star Aviation, Inc.

- g. First Amendment to Ground Lease Vehicle Effects, Inc. **[See page 38]**
- h. Replacement Passenger Terminal Program Manager Jacobs Project Management Company Task Order Authorization **[See page 44]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings **[See page 51]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Fiscal Year 2022 Financial Update
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. Airport Police Department Life Saving Award
  - b. Airport Award Announcement
  - c. July 2022 Passenger and Air Cargo Statistics **[See page 53]**
  - d. July 2022 Ground Transportation Statistics
  - e. July 2022 Parking Revenue Statistics
- 9. ITEMS PULLED FROM CONSENT CALENDAR
- 10. EXECUTIVE DIRECTOR COMMENTS
- 11. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)
- 12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, September 19, 2022

*[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 Executive Committee meeting of August 10, 2022; approved minutes of the Operations and Development Committee meeting of July 18, 2022; approved minutes of the Finance and Administration Committee meeting of July 18, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of July 18, 2022, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the August 15, 2022, Commission meeting minutes are attached for the Commission's review and approval.
- c. **SECOND EXTENSION OPTION – AIRPORT CONVEYANCE EQUIPMENT SERVICES AGREEMENT – ELEVATORS ETC., LP.** A staff report is included in the agenda packet. At its meeting on August 15, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission authorize the exercise of the second of two one-year extension options for the Airport Conveyance Equipment Services Agreement with Elevators Etc., LP.
- d. **AWARD OF CONTRACT – HVAC SYSTEM COMPRESSOR 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 approval from the Commission to award a contract in the amount of \$109,889 to ACCO Engineered Systems for the replacement of two compressors and associated valves and piping of the Heating Ventilation and Air Condition system that provides cooling for Building 9.
- e. **AWARD OF CONTRACT – SAFETY MANAGEMENT SYSTEM / PART 139 SOFTWARE PROGRAM.** A staff report is included in the agenda packet. At its meeting on August 15, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission award a contract to AeroSimple LLC for the acquisition of a Safety Management System and Federal Aviation Regulations Part 139 software program in an amount not-to-exceed \$153,500 over a five-year period.
- f. **FIRST AMENDMENT TO AVIATION HANGAR LEASE – STAR AVIATION, INC.** A staff report is included in the agenda packet. At its meeting on August 15, 2022, the Finance and Administration Committee voted (2–0) to recommend that the Commission approve a proposed First Amendment to the Aviation Hangar Lease

("Lease") with Star Aviation, Inc., extending the term of the Lease for an additional ten years to October 31, 2032, for Hangar 22 located in the northwest quadrant of the Airport.

- g. **FIRST AMENDMENT TO GROUND LEASE – VEHICLE EFFECTS, INC.** A staff report is included in the agenda packet. At its meeting on August 15, 2022, the Finance and Administration Committee voted (2–0) to recommend that the Commission approve a proposed First Amendment ("Amendment") to the Ground Lease ("Lease") with Vehicle Effects, Inc. The proposed Amendment extends the term of the Lease from a month-to-month basis to three years expiring on September 30, 2025, for a 5,000 square foot lot located on the northwest quadrant of the Airport at 7604 Wheatland Avenue in Sun Valley.
- h. **REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER – JACOBS PROJECT MANAGEMENT COMPANY - TASK ORDER AUTHORIZATION.** A staff report is included in the agenda packet. At its meeting on September 7, 2022, the Executive Committee voted unanimously (3–0) to recommend that the Commission approve Task Order #2 in the amount of \$1,463,249.51 with Jacobs Project Management Co. for program management services for the Replacement Passenger Terminal project.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. **DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELE-CONFERENCE MEETINGS.** A staff report is included in the agenda packet. Pursuant to the motion passed at the May 16, 2022, Authority meeting, Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and Committee meetings at the Airport. Additionally, this item gives the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.

#### 7. ITEMS FOR COMMISSION DISCUSSION

- a. **FISCAL YEAR 2022 FINANCIAL UPDATE.** No staff report attached. Staff will update the Commission with information regarding the financial results for the fiscal year 2022.

#### 8. ITEMS FOR COMMISSION INFORMATION

- a. **AIRPORT POLICE DEPARTMENT LIFE SAVING AWARD.** No staff report attached. Airport Police Chief and Director of Public Safety Edward Skvarna will bestow the Airport Police Lifesaving Award to Officers Mark Morimoto; Dennis Patton and Keith Soboleski for their response following a distress call from a driver that entered the Airport roadway with a non-responsive male (driver's son) in the back seat of her vehicle on August 16, 2022. Initially enroute to Olive View Hospital, the mother's growing concern over her son's condition led her to seek help at the Airport. Officers Morimoto, Patton and Soboleski responded to the scene and administered life-saving measures and with the assistance of Burbank Fire Department, the young man



regained consciousness. Their intervention saved his life. He was taken to Olive View Hospital for further treatment by his mother.

- b. AIRPORT AWARD ANNOUNCEMENT. No staff report attached. Staff is pleased to share with the Commission that Hollywood Burbank Airport has once again earned the recognition by the readers of the Los Angeles Daily News as the "Best Airport in Los Angeles."
- c. JULY 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The July 2022 passenger count of 547,197 was up 1% compared to July of 2019's 541,942 passengers. Also compared to July of 2019, air carrier aircraft operations in July 2022 decreased 6%, while cargo volume was down 33%, at 6.2 million pounds.
- d. JULY 2022 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of July 2022.
- e. JULY 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of July 2022.