

# Weekly Management Report

## February 14, 2025

- 1. Summary** Landlord-Tenant Commission  
Meeting on January 6, 2025  
**Community Development Department**
- 2. Summary** Parks and Recreation Board  
Meeting on February 5, 2025  
**Parks and Recreation Department**
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority  
Meeting on February 18, 2025  
**Burbank-Glendale-Pasadena Airport Authority**



# MEMORANDUM





## COMMUNITY DEVELOPMENT

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**DATE:** February 11, 2025

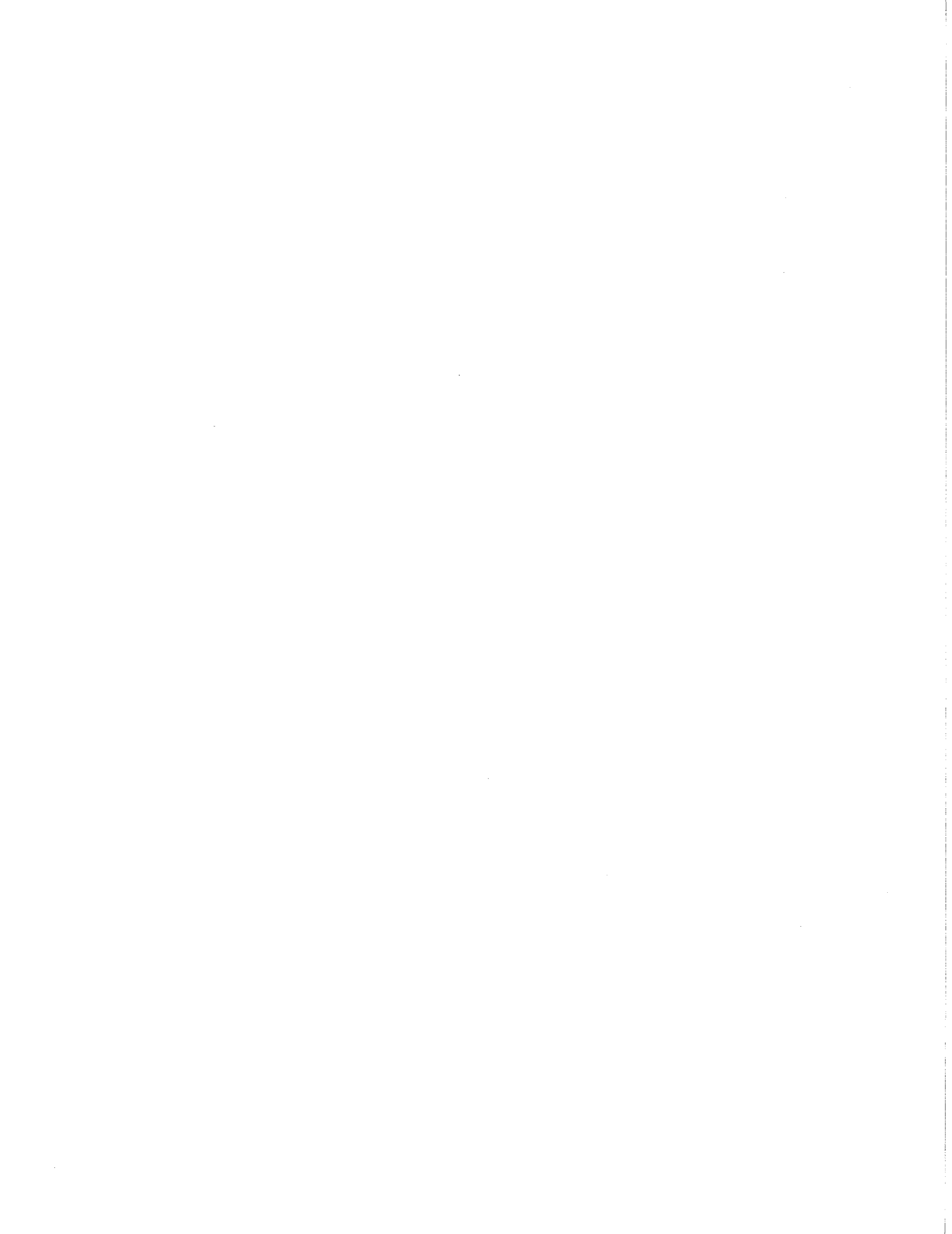
**TO:** Justin Hess, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – January 6, 2025**

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- A member of the Burbank Tenants Union raised concerns about price gouging in Burbank and thanked the Housing Authority for investigating the allegations.
- Another member announced a City Council Meeting scheduled for February 11, where tenant protections will be discussed, encouraging public participation.
- A resident reported issues with their landlord regarding necessary repairs following a ceiling collapse in their apartment.
- Another resident expressed frustration regarding delays by a landlord in dealing with his friend's ceiling collapse.
- Housing Staff informed attendees that on February 11, 2025, an update on the Housing Enforcement Unit will be provided, along with proposals for amendments to the Tenant Protection Ordinance.
- For the collapsed ceiling issues, it was advised to report to Burbank Code Enforcement. Information regarding low-income legal services and a mediation program was also mentioned.
- Senior City Attorney Jill Vander Boght indicated that letters have been sent to potential price-gouging violators and noted the involvement of the Los Angeles County Bureau of Consumer Affairs.
- Upcoming agenda items include a Brown Act training, a Housing Enforcement Unit presentation, and updates from the February 11, 2025, City Council meeting.
- The Commission approved the draft minutes of January 6, 2025.
- The meeting was adjourned at 6:40 p.m.



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

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Meeting: Youth Board

Date: Wednesday, February 5, 2025

**Staff Present:** Nikki Perez, Mayor; Jenny Griffin, Recreation Supervisor; Noah Altman, Recreation Service Manager; Diego Cevallos, Assistant Director; Buster Roebuck, Senior Recreation Leader; Christina Romero, Recording Secretary

**Board Members Present:** Rachel Dias, Christopher Ebrahim, Emma Fernandez, Corbin Gunnell, Joshua Hardin (arrived at 6:10 p.m.), Sanchana Karthik, Janice Kim, Inayat Saini, Sabrina Toner, Aiden Yoon

**Board Members Absent:** Alisa Avetisyan, Natalie Garibyan, Avery Gopez, Angel Hanna, Riley McGann, Alexander Nasev, Charlotte Pangman,

Item Discussed		Summary	Direction or Action, if any
1	Call to Order	The meeting was called to order at 6:04 p.m.	Noted and field.
3	Oral Communications	None.	Noted and filed.
4	Response to Oral Communications	None.	Noted and field.
5	Approval of Minutes	The Board approved the minutes from January 15, 2025, meeting.	Motioned by Mr. Yoon, seconded by Ms. Dias, to unanimously approve the minutes. Absent: Ms. Avetisyan, Ms. Garibyan, Ms. Gopez, Ms. Hanna, Ms. McGann, Mr. Nasev, Ms. Pangman.
6	Boys and Girls Club Teen Initiative	David Montero, Teen Services Coordinator at the Boys & Girls Club, presented an overview of teen programming at the Boys & Girls Club.	Noted and field.
7	Family Service Agency Presentation	Laurie Bleick and Taylor Foxhall provided an overview of Family Service Agency's recourses and services.	Noted and field.
8	Park, Recreation and Community Service Board Liaison Update.	No report at this time.	Noted and field.

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

9	Sustainable Burbank Commission Liaison Update	No report at this time.	Noted and filed.
10	Goals & Objectives	<p>The Board discussed and voted on additional goals and objectives for the 2024-2025 term.</p> <p>Ms. Griffin reminded members about upcoming volunteer opportunities, including the Burbank Adaptive Sports Expo, which still needs volunteers, and Dig Day on March 1 from 8:00 to 10:00 AM, another volunteer opportunity. She also shared donation ideas.</p> <p>The Board approved assembling personal care kits for various donation drives.</p>	<p>Motioned by Mr. Yoon, seconded by Mr. Ebrahim, to unanimously approve making care kits for various donation drives. Absent: Ms. Avetisyan, Ms. Garibyan, Ms. Gopez, Ms. Hanna, Ms. McGann, Mr. Nasev, Ms. Pangman</p>
11	Teen Programming & Youth Leadership Program Update	Mr. Roebuck provided a report on the Youth Leadership and Counselor in Training Programs.	Noted and filed.
12	School Reports	School representatives gave brief reports regarding respective school activities.	None
13	Personal Achievements/ Recognitions	Board members volunteered to share personal achievements and accomplishments.	None
14	Adjournment	The meeting was adjourned at 7:03 p.m.	Noted and filed.





February 13, 2025

CANCELLATION OF A REGULAR MEETING  
AND CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will recognize the observance of President's Day on Monday, February 17, 2025, and our Administrative office will be closed. Therefore, notice is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 17, 2025, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, February 18, 2025, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

In addition to attending the meeting in person, 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

Special Meeting of February 18, 2025

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 in-person attendance or participation at meeting 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 three 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, February 18, 2025

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
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) Operations and Development Committee
      - (i) December 16, 2024 **[See page 1]**
      - (ii) November 18, 2024 **[See page 2]**
    - b. Commission Minutes
      - 1) January 21, 2025 **[See page 4]**
  6. Treasurer's Reports
    - 1) October 2024 **[See page 10]**
  7. ITEMS FOR COMMISSION APPROVAL
    - a. Month-to-Month License Agreement  
SAAB, Inc. **[See page 37]**
    - b. Award of Professional Services Agreement  
Concessions Technical Coordinator Services  
Replacement Passenger Terminal Project **[See page 39]**
    - c. Election of Assistant Secretary **[See page 42]**

8. CLOSED SESSION
  - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Executive Director
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 future meetings.)
12. PUBLIC COMMENT
13. ADJOURNMENT

## COMMISSION NEWSLETTER

Tuesday, February 18, 2025

*[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. Copies of the approved minutes of the Operations and Development Committee meetings of December 16, 2024, and November 18, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission special meeting of January 21, 2025, are included in the agenda packet for Commission review and approval.

### 6. TREASURER'S REPORT. The Treasurer's Report for October 2024 is included in the agenda packet. At its special meeting on January 21, 2025, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.

### 7. ITEMS FOR COMMISSION APPROVAL

- a. MONTH-TO-MONTH LICENSE AGREEMENT – SAAB, INC. A staff report is included in the agenda packet. Subsequent to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommend that the Commission approve a proposed Month-To-Month License Agreement ("Agreement") for Surface Awareness Initiative Equipment installation and maintenance with Saab, Inc. This equipment is part of the Federal Aviation Administration Program to enhance safety and efficiency in the United States National Airspace System.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – CONCESSIONS TECHNICAL COORDINATOR SERVICES - REPLACEMENT PASSENGER TERMINAL PROJECT. 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 recommend that the Commission award a Professional Services Agreement for concessions technical coordinator services in an amount not-to-exceed \$1,648,044 to ATX, Inc. These services, from March 17, 2025 to March 17, 2027, are necessary to facilitate the development of the concessionaire programs in the Replacement Passenger Terminal, ensure compliance with the technical requirements, coordination with the design-builder and the project management team.
- c. ELECTION OF ASSISTANT SECRETARY. A staff report is included in the agenda packet. With the retirement of Frank R. Miller as Executive Director, the position of Assistant Secretary is vacant. Although not required to do so, the

Commission may choose an Assistant Secretary to fill the role until the Election of Officers is held at the first July meeting. Staff recommend that the Commission elect an Assistant Secretary for the remainder of FY 2025.