



Weekly Management Report

May 17, 2024

- 1. Memo** Landlord-Tenant Commission Meeting
on May 6, 2024
Community Development Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on May 20, 2024
Burbank-Glendale-Pasadena Airport Authority
- 3. Summary** Parks and Recreation Board
Meeting on May 9, 2024
Parks and Recreation Department
- 4. Minutes** Sustainable Burbank Commission
Meeting on April 15, 2024
Public Works Department

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 15, 2024

TO: Justin Hess, City Manager

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

SUBJECT: **Landlord-Tenant Commission Meeting – May 6, 2024**

- Six members of the public attended the in-person meeting, and one member attended the meeting via Zoom. Four members had comments for the Commission summarized below:
- A real estate broker requested information related to no-fault evictions on behalf of his client, who would like to renovate the property and then sell it.
- Another member expressed concerns about the proposed school bond and voiced concerns about the current intake form process.
- An elderly Burbank resident who received a no-fault eviction requested the Commission to continue the mediation process with his landlord.
- A Burbank Tenant's Union member encouraged the prior speaker to participate in the upcoming city council meeting on May 7, 2024, to voice his concerns to the Burbank City Council.
- During Commission and staff comments on oral communications, City Attorney Iain McMillan informed the Commission of their ability to change the intake form process and how the Commission would need to proceed if they wanted to move forward.
- Housing Authority Manager Maribel Leyland clarified the intake form process by explaining why commission members assign an ad hoc committee to review the intake forms before the committee reports at the monthly meeting.
- Aaron from Livable presented the Ratio Utility Billing System (R.U.B.S.), which is a customizable metering system used to help landlords pass the cost of services to tenants such as landscaping, cable, internet, trash, sewer, pest control, and the cost of implementing the R.U.B.S. The system is calculated using customizable factors such as the square footage of a unit or establishing a per-person cost. The additional costs can be disclosed as utilities as part of rent or utilities additional to the cost of rent where there are no additional city

ordinances. Additionally, the system has been banned in many cities, most of which have rent control.

- The Commission reported on three tenant intake forms related to rent increases, tenants' rights, and no-fault evictions.
- The Commission approved the draft minutes of April 8, 2024.
- During commission and staff announcements, housing staff announced the upcoming release of the CPI information for new rent increases, which will take effect in August 2024, and Commissioner Pelayo expressed disagreement towards further tenant protections as there has been a decrease in eviction-related forms following the initial COVID-19 restrictions.
- The meeting adjourned at 08:19 p.m.



May 16, 2024

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, May 20, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 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

Regular Meeting of May 20, 2024

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, May 20, 2024

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) April 15, 2024 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) April 15, 2024 **[See page 4]**
 - b. Commission Minutes
(For Approval)
 - 1) May 6, 2024 **[See page 6]**
 - c. Treasurer's Report
 - a. February 2024 **[See page 11]**
 - d. Second Amendment to Office Lease
Los Angeles SMSA Limited Partnership dba
Verizon Wireless **[See page 38]**
 - e. Second Amendment to License Agreement
Los Angeles SMSA Limited Partnership dba
Verizon Wireless **[See page 42]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Committee Assignments
 - b. Award of Purchase Order
Procurement of Triple Flail Tractor Mower **[See page 46]**

c. Adjustments to Parking Rates

[See page 55]

7. ITEMS FOR COMMISSION DISCUSSION

a. Replacement Passenger Terminal Project ("RPT Project"):
Continued Discussion of Design Elements and Construction Status

8. CLOSED SESSION

a. PUBLIC EMPLOYMENT
(California Government Code Section 54957(b))
Title: Deputy Chief of Police

9. ITEMS PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

a. FAA Reauthorization Bill
b. 2024 Series Airport Revenue Bonds – Investor Presentations

11. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 20, 2024

[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 April 15, 2024; and approved minutes of the Finance and Administration Committee meeting of April 15, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of May 6, 2024, are included in the agenda packet for Commission review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for February 2024 is included in the agenda packet. At its meeting on May 6, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. SECOND AMENDMENT TO OFFICE LEASE – LOS ANGELES SMSA LIMITED PARTNERSHIP DBA VERIZON WIRELESS. A staff report is included in the agenda packet. At its meeting on May 6, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Second Amendment to the Office Lease with the Los Angeles SMSA Limited Partnership d/b/a Verizon Wireless. This Second Amendment would extend the Lease to June 30, 2026, and would then continue the Lease on a month-to-month basis up to the closing of the current terminal facilities.
- e. SECOND AMENDMENT TO LICENSE AGREEMENT – LOS ANGELES SMSA LIMITED PARTNERSHIP DBA VERIZON WIRELESS. A staff report is included in the agenda packet. At its meeting on May 6, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Second Amendment to the License Agreement dated June 1, 2015, with the Los Angeles SMSA Limited Partnership dba Verizon Wireless extending the term of the Agreement to June 30, 2026, and would then continue on a month-to-month basis up to the closing of the current terminal.

6. ITEMS FOR COMMISSION APPROVAL

- a. COMMITTEE ASSIGNMENTS - No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she may wish to make.

- b. **AWARD OF PURCHASE ORDER – PROCUREMENT OF TRIPLE FLAIL TRACTOR MOVER.** A staff report is included in the agenda packet. As the result of a split vote (1–1) at its meeting on May 6, 2024, the Operations and Development Committee moved without recommendation that this item be referred to the Commission for consideration to award a Purchase Order in the amount of \$153,759.17 to Eberhard Equipment for the purchase of a Jacobsen HM600 Triple Flail Mower to replace the Authority's 1996 John Deere Tractor Mower.
- c. **ADJUSTMENTS TO PARKING RATES.** A staff report is included in the agenda packet. At its meeting on May 6, 2024, the Operations and Development Committee voted (2–0) to recommend that the Commission authorize adjustments to the parking rates for Lot C, Lot E, Lot F, Lot G, Valet Lot, and the Short-Term Parking Structure. The proposed parking rate adjustments, if approved, would become effective on July 1, 2024.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **REPLACEMENT PASSENGER TERMINAL PROJECT (“RPT PROJECT”); CONTINUED DISCUSSION OF DESIGN ELEMENTS AND CONSTRUCTION STATUS.** No staff report attached. At its meeting on May 6, 2024, the Commission approved the establishment of the GMP of the RPT Project as well as other appropriations and authorizations for the project. Due to time constraints, the Commission requested Staff return to continue the presentation on design elements and construction status at the next scheduled meeting.

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

Meeting: Parks and Recreation Board

Date: Thursday, May 09, 2024

Staff Present: Diego Cevallos, Assistant Parks, and Recreation Director; Kris Smith, Assistant Parks, and Recreation Director; Grace Coronado, Assistant Parks, and Recreation Director; Megan Wilke, Administrative Analyst II; Chad Thompson, Executive Assistant; Erin Barrows, Recreation Services Manager; Jon McGinley, Recreation Services Manager; Buster Roebuck, Senior Recreation Leader; Jackie Montes, Police Records Technician

Board Members Present: Ms. Gamiño, Ms. Durbin, Mr. Messerlian, and Ms. Ramsey

Board Members Absent: Mr. DePalo

Item Discussed	Summary	Direction or Action, if any
1	Announcements Ms. Montes provided announcements for the P&R programs and facilities. Ms. Barrows provided and announcement on the Starlight Bowl Concert Season.	
2	Presentations Ms. Gamiño presented the Aquatic staff a proclamation for Water Safety month on behalf of the Mayor.	
3	Department Director Report None.	
4	Oral Communications There were two public comments received.	
5	Response to Oral Communications None.	
6	Written Communications None.	
7	Park Board Comments Mr. Messerlian thanked staff for their hard work with Starlight Bowl.	
8	Youth Board Annual Update Mr. Roebuck introduced the Chair of Youth Board, Neha Ramesh, to provide an annual update on Youth Board. Ms. Ramsey thanked the Board for their work. Mr. Messerlian asked how members are selected to be on the Board.	Discuss, note and file
9	Consent Calendar <u>Approval of Minutes</u> Minutes of the March 14, 2024, and April 11, 2024 meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Reports</u> The Park Patrol Report for March was noted and filed.	It was motioned by Mr. Messerlian, seconded by Ms. Durbin, and carried 4-0 to approve the Consent Calendar. Note the absence of Mr. DePalo.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<u>Departmental Operations Update</u> Noted and Filed.	
10	Tabled Items	None.	
11	Additional Comments from the Board and staff		
12	Introduction of New Agenda Items	None.	
13	Adjournment	The meeting was adjourned at 6:36.	

**SUSTAINABLE BURBANK COMMISSION
APRIL 15, 2024, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:02 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Robin Gemmill (Vice Chair)
Kevin O'Brien
Limor Zimskind
Alissandra Valdez
Adrine Der-Tavitian
Jenny Deahl
Jared Cavagnuolo

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director - Streets & Waste Management
Amber Duran – Recycling Coordinator and acting Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)
Nikki Perez – City Council Member
Tamala Takahashi – City Council Member

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 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

Resident Gina Richardson. spoke about her ideas on concrete removal reuse and rebate programs.

B. Commission Member Communication

Commissioner Deahl provided an update on the Parks and Recreation Board meeting.

Chair Kirschenbaum informed that she and Vice Chair Gemmill had a Zoom meeting with Parks and Recreation's consultant on the Commission's position and ideas for the departments master plan. She also stated that the Airport Commission has provided her with updates on their progress on the Leed Gold certification.

C. Staff Communication

Parks and Recreation Staff Noah Altman provided information on the department's upcoming events.

Drew Johnstone provided information on an Earth Day event hosted by Eco Council on April 21, 2024.

John Molinar informed the Commission that Public Works Street Division does turn used concrete and asphalt into recycled material.

IV. APPROVAL OF MINUTES

Ms. Gemmill moved, and Ms. Kirschenbaum seconded a motion to approve the March 18, 2024, draft minutes. The motion was approved by Mr. O'Brien, Mr. Cavagnuolo, Ms. Deahl, Ms. Valdez, and Ms. Der-Tavitian. Ms. Zimskind abstained.

V. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

The subcommittee and staff discussed possible outreach efforts for implementing the new ordinance to businesses.

VI. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE

Ms. Kirschenbaum provided updates to the Commission on greenhouse gas reduction efforts by the City. Staff announced that Burbank Water and Power has a rebate on batteries for electric landscape equipment. The Commission discussed that a new Drought Contingency Plan representative is needed.

VII. AD HOC OUTREACH SUBCOMMITTEE

Ms. Valdez provided an update on the Earth Day event outcome.

VIII. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE

Ms. Gemmill stated she attended a presentation on the micro forest at the Betty Davis Park and provided information.

IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

Nothing

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Letter to Council on the Commission's position on the Bus Rapid Transit
2. Media District Specific Plan Update (June 24, 2024)
3. Greenhouse Gas Reduction Plan Annual Report and Inventory Update (July 15, 2024)
4. Presentation from Parks and Recreation on Urban Forestry, Habitat Restoration and Electrification of Landscape Equipment (July 15, 2024)

FUTURE AGENDA ITEMS

- GGRP Update (Community Development Department) (TBD)
- Urban Forestry Plan Presentation by Parks and Recreation (TBD)

XI. ADJOURNMENT

The meeting was adjourned at 5:53 p.m. The next meeting will be held on Monday, May 20, 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad