



Weekly Management Report

April 30, 2021

- 1. Memo** Landlord-Tenant Commission Meeting
on April 5, 2021
Community Development Department
- 2. Minutes** Infrastructure Oversight Board
Meeting on March 25, 2021
Public Works Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on May 3, 2021
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

CITY OF BURBANK
COMMUNITY DEVELOPMENT
21 APR 28 4 8 46

DATE: April 15, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – April 5, 2021

- Ten members of the public attended the Zoom meeting. Four of the ten members had questions for the Commission. The questions were related to evictions, rental assistance application, lease agreement, repairs, and harassment. The Commission provided information and resources and directed the public to the City's Housing website. The remaining members were listening for educational purposes.
- Staff provided the following announcements:
 - When the new April 2021 Consumer Price Index (CPI) is released in May 2021, staff will post the link for the Los Angeles, Long Beach, and Anaheim CPI on the city website. Staff will continue to keep/share the current information until the data is obtained and posted.
 - The revised Landlord and Tenant Resources have been updated on the city's webpage.
 - Additional Landlord-Tenant Commission outreach efforts have been coordinated with the Burbank Water and Power E-Current Newsletter, Workforce Connection, and Library Services.
 - Staff suggests for the Commission to add the 20 Landlord-Tenant Commission Frequently Asked Questions as an additional agenda item for discussion since the last discussion took place in March 2020.
- The Commission agreed to agendize the discussion of the revisions and updates to the 20 most frequently asked questions (FAQs) sheet for the next meeting.
- The meeting adjourned at 7:32 pm.

CITY OF BURBANK
Infrastructure Oversight Board
Regular Meeting Minutes
March 25, 2021

A regular meeting of the Infrastructure Oversight Board was held virtually online, on the above date. Maria Coronado, Chair, called the meeting to order at 6:00p.m.

ROLL CALL

Present: Armen Avazian; Maria Coronado; Greg Jackson; Tamala Takahashi;
Walter Brennan Jr.; Vanessa Rachal

Absent: Jef Vander Borcht

Also Present: Ken Berkman, Public Works Director
Lisa Kurihara, Senior Assistant City Attorney
Hoon Hahn, Capital Projects Program Manager
Jennifer Becker, Interim Financial Services Director
Marisa Garcia, Parks and Recreation Director
Diego Cevallos, Deputy Director of Parks and Recreation
Karina Rosales, Senior Clerk – Recording Secretary

ANNOUNCEMENTS

Mr. Hahn provided an update on the Gas Company “System Enhancement Program” construction project at Verdugo Avenue and Reese Place.

Board Member Jackson inquired on measures used by the City to ensure resurfaced areas remain level over time. Mr. Hahn stated that permits and City inspectors govern resurfacing requirements as a preventative measure.

ORAL COMMUNICATIONS (During this period, any person may address the Board on any items on the printed agenda or items regarding the business of the Infrastructure Oversight Board; time limited to 5 minutes)

None.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

CONSENT CALENDAR

It was moved by Board Member Brennan Jr. and carried 6-0, with Board Member Vander Borght absent, to approve the February 25, 2021 meeting minutes.

REPORTS TO BOARD

UPDATED PROPOSED CAPITAL IMPROVEMENT PROJECT (CIP) PROGRAM FOR FISCAL YEAR 2021-2022

Staff presented an updated Fiscal Year 2021-2022 Proposed CIP Program for the IOB's review and concurrence.

Board Member Jackson inquired on the increased funding for fiscal year 2021-2022 proposed budget. Mr. Hahn explained additional funding has come from Fund 534 and other sources. Board Member Jackson noted lower ranking projects on the CIP scoring list were not presented. Mr. Hahn confirmed no projects have been omitted; all project requests have been shown to the board for review.

Board Member Takahashi inquired on the total requested budgeting for Fund 534 and how that amount was calculated. Mr. Berkman confirmed the total \$11.7 million budget derives from the sum of presented CIP Projects tied to Fund 534. Mr. Berkman noted, proposed projects are balanced against allocated funds to ensure work is completed within the given budget. Ms. Becker noted that the 534 Fund also has nearly \$4.5 million of allocated funds for the annual maintenance and operating budget. With conservative planning of infrastructure projects, the next fiscal year budget will still have a positive ending fund balance.

Board Member Takahashi asked whether Staff is aware of any unforeseen requests for unfunded projects. Mr. Berkman confirmed there is a possibility for new projects to be presented; any change to the CIP approved through Council will be presented to the IOB. Mr. Berkman confirmed there are no new projects to be added at this time.

Board Member Takahashi inquired on the \$150,000 budget for the Library Project. Mr. Hahn and Mr. Berkman confirmed that the \$150,000 budget is allocated for identifying the appropriate project delivery method and planning. Board Member Takahashi inquired on Fund 370 and Ms. Becker noted it is money set aside as a savings account which may also be used for unforeseen expenses related to the Library.

Board Member Takahashi commented in favor of the Olive and Magnolia Bridge Safety Barrier Rail Project and hopes that it can move forward expeditiously. Mr. Hahn noted the budget for the coming fiscal year is allocated for analysis and design, and funding for construction will be requested in the future. Mr. Hahn noted that Council approved "on-call" consultants which will expedite the Request for Proposal process, which may help with getting construction started more quickly. Board Member Takahashi asked if this project is integrated with the complete streets and Staff confirmed it is not; it's purely for safety.

Board Member Takahashi inquired on the estimated completion of the Bus Rapid Transit Project. Mr. Berkman noted that Staff has recommended improvements to be made to Olive Bridge, within that project. Mr. Berkman noted Council will approve the letter to Metro.

Board Member Brennan Jr. asked how the \$150,000 budget for the Library Project was calculated. Mr. Hahn and Mr. Berkman stated it is a conservative estimate; multiple development avenues will be analyzed.

Board Member Coronado inquired on the \$81,000 for Bridge Repairs funding from fiscal year 2020-2021 and the proposed \$50,000 budget for fiscal year 2021-2022. Mr. Hahn clarified that the \$81,000 is the City's share of the cost for the project that the County is performing on City's behalf for work being completed in Burbank; the remaining balance for the County project is covered by a federal grant. Mr. Hahn stated the \$50,000 is allocated for bridge inspection and maintenance; the budget is estimated and may increase or carry over to future years.

Board Member Avazian asked whether federal funding been used for bridge repair and preventative maintenance. Mr. Hahn confirmed the program is currently being federally funded and the City is using Measure M funds to cover our share of the Bridge Repair Project.

Board Member Avazian inquired on the status of the City Building Seismic Retrofit project. Mr. Hahn noted that the project is in design and the funds requested in the budget are for construction.

It was carried 6-0, with Board Member Vander Borgh absent, to approve the Proposed Capital Improvement Project Program for Fiscal Year 2021-2022.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Mr. Jackson requested an update on the I-5 Project.

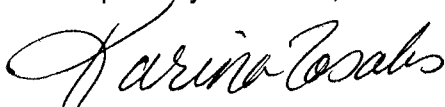
FUTURE AGENDA ITEMS

1. Fiscal Year 2020-2021 3rd Quarter CIP Report
1. Update on sales tax income
2. Review of the IOB's Scope of Responsibilities; including traffic responsibilities
3. Project Coordination Protocol
4. Fire protection of City facilities adjacent to hillside areas and open spaces

ADJOURNMENT

The meeting adjourned at 7:00 pm. The next meeting will be held on Thursday, April 22, 2021, at 6:00pm, via a virtual meeting to be held online.

Respectfully submitted,



Karina Rosales
Infrastructure Oversight Board - Recording Secretary
Public Works – Senior Clerk



APR 29 2021 3:06 PM

21 APR 29 P3:06

April 29, 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, May 3, 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, May 3, 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, May 3, 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) Finance and Administration Committee
 - (i) April 5, 2021 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) April 19, 2021 **[See page 3]**
 - c. Treasurer's Report
 - 1) February 2021 **[See page 10]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Appointment to Ad Hoc Committee for the Replacement Passenger Terminal
7. ITEMS FOR COMMISSION INFORMATION
 - a. ACI-ASQ Report
 - b. March 2021 Passenger and Air Cargo Statistics **[See page 34]**
 - c. March 2021 Transportation Network Companies
 - d. March 2021 Parking Revenue Statistics
8. EXECUTIVE DIRECTOR COMMENTS
9. COMMISSIONER COMMENTS
(Other updates and information items, if any)
10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 3, 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 April 5, 2021 are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the April 19, 2021 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for February 2021 is included in the agenda packet. At its April 19, 2021, meeting, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file this report.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPOINTMENT TO AD HOC COMMITTEE FOR THE REPLACEMENT PASSENGER TERMINAL. No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make an appointment to the ad hoc committee for the Replacement Passenger Terminal.

7. ITEMS FOR COMMISSION INFORMATION

- a. ACI – ASQ REPORT. No staff report is attached. Staff will update the Commission on the results of the 2020 ACI Airport Service Quality (ASQ) Passenger Satisfaction Survey.
- b. MARCH 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The March 2021 passenger count of 137,317 was down 70% compared to March of 2019's 459,829 passengers. Also compared to March of 2019, air carrier aircraft operations in March 2021 decreased 55%, while cargo volume was up 20%, at 10.3 million pounds.
- c. MARCH 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of March 2021.
- d. MARCH 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of March 2021.