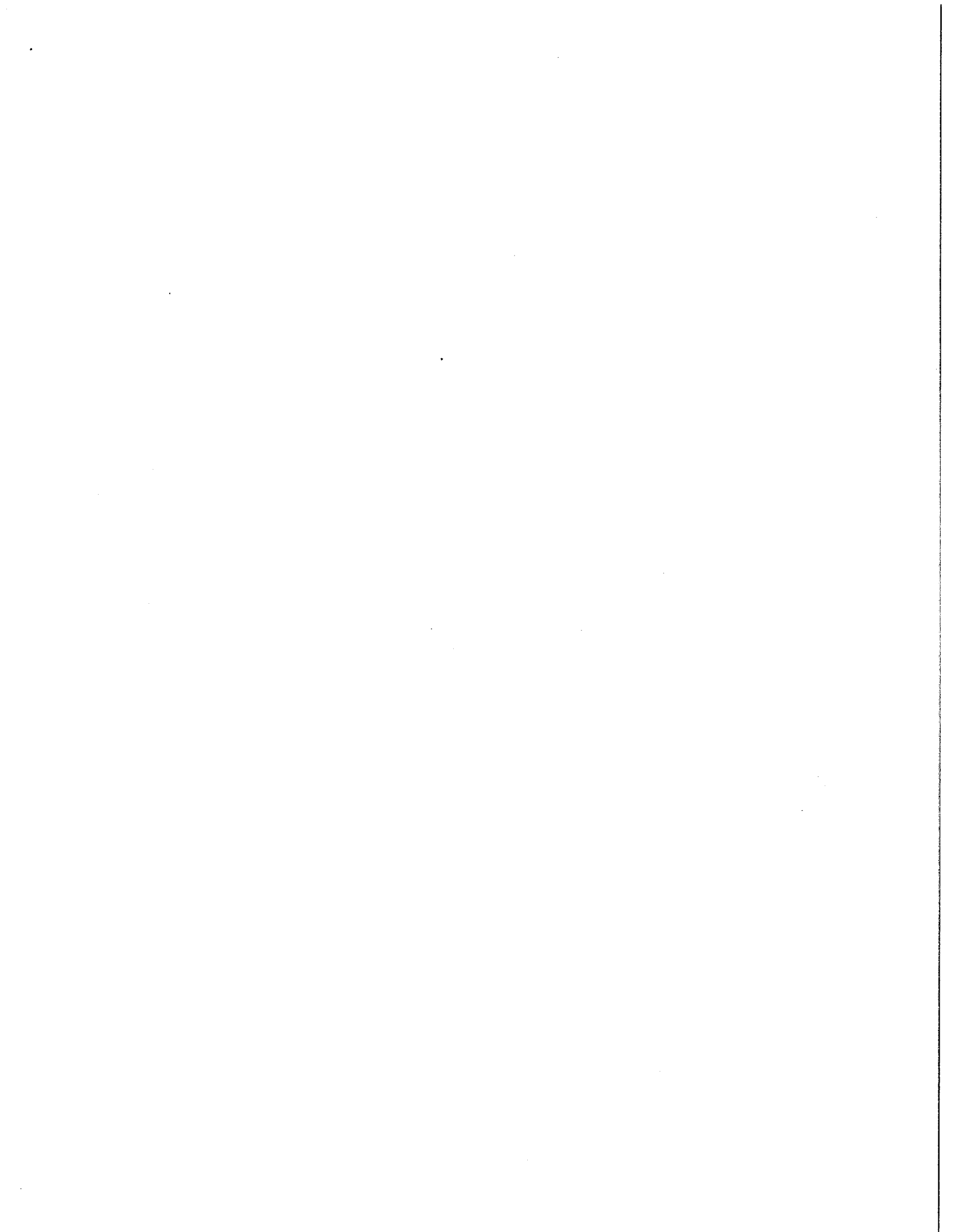




Weekly Management Report

August 25, 2023

- 1. Summary** Parks and Recreation Board
Meeting on June 8, 2023
Parks and Recreation Department
- 2. Minutes** **Infrastructure Oversight Board**
Meeting on June 22, 2023
Public Works Department
- 3. Notice** Special Meeting of the Burbank-
Glendale-Pasadena Airport Authority on
August 28, 2023
Burbank-Glendale-Pasadena Airport Authority



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, June 08, 2023

Staff Present: Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Paula Ohan, Senior Administrative Analyst; Dena Moon, Senior Administrative Analyst; Jennifer Lev, Recreation Services Manager Lupe Santarriaga, Administrative Analyst I; Jon McGinley, Recreation Supervisor; Jennifer Griffin, Recreation Supervisor; Alex Hernandez, Senior Recreation Leader; Buster Roebuck, Senior Recreation Leader and Emily Aghajanian, Facility Attendant

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

Board Members Absent: Mr. Messerlian

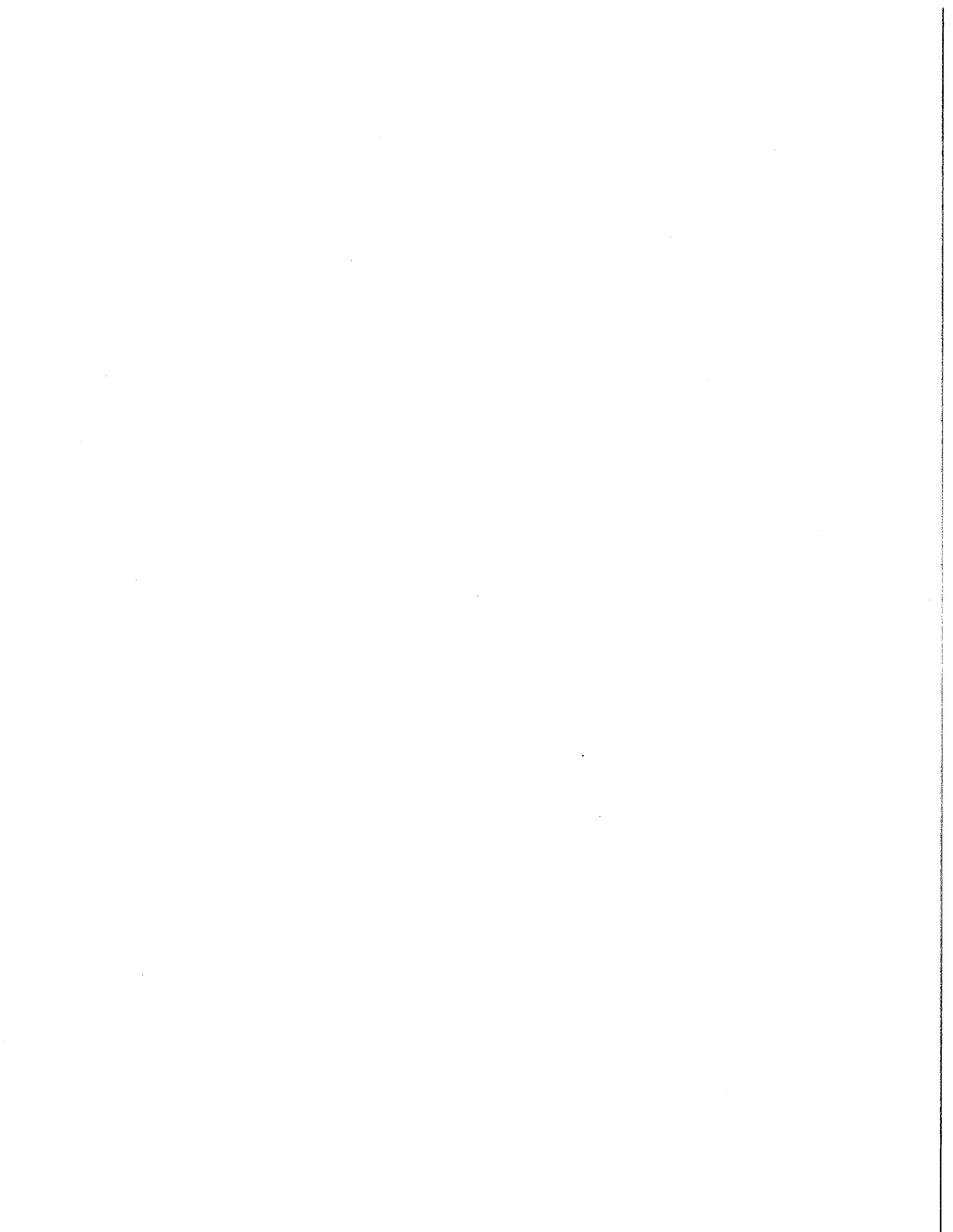
Item Discussed	Summary	Direction or Action, if any
1	Announcements Ms. Aghajanian provided announcements for the P&R programs and facilities.	
2	Presentations Mr. McGinley facilitated the recognition of the Youth Sports Perpetual Award Recipients and Piper Pals Recognition. Ms. Griffin facilitated the recognition of the Summer 2023 Counselors in Training Program.	
3	Department Director Report Mr. Cevallos provided an update on the City's reforestation strategy.	
4	Oral Communications Eight members of the community spoke during public comment. Seven of the public comments were regarding the removal of Aleppo Pine trees. One community member addressed her concerns regarding the Verdugo Aquatic Facility.	
5	Response to Oral Communications Board members discussed the Brown Act Violation of speaking about Aleppo Pine tree removal without being on the agenda.	
6	Written Communications None.	
7	Park Board Comments None.	
8	Election of Officers and Liaison Listing Ms. Ohan provided a report on the Election of Officers for the positions of Chair, Vice Chair, and Secretary in addition to their liaison assignments.	It was motioned by Ms. Ramsey, seconded by Ms. Durbin and carried 4-0 to elect Ms. Gamiño as Chair. It was motioned by Ms. Gamiño, seconded by Mr. DePalo to elect Ms. Durbin as Vice Chair. It was motioned by Ms. Gamiño, seconded by Ms.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

			<p>Durbin to elect Ms. Ramsey as Secretary. Absent Mr. Messerlian</p> <p>Art in Public Places- Ms. Gamiño</p> <p>Burbank Athletic Federation- Primary: Ms. Durbin Alternate: Mr. DePalo</p> <p>Burbank Cultural Arts- Primary: Ms. Gamiño Alternate: Ms. Ramsey</p> <p>Burbank Sustainable- Ms. Ramsey</p> <p>DeBell Golf Course Advisory- Primary: Mr. DePalo Alternate: Mr. Messerlian</p> <p>Senior Board- Mr. DePalo</p> <p>Youth Board- Primary: Ms. Ramsey Alternate: Ms. Durbin</p>
9	Golden State Specific Plan	Ms. Karen Chavez, Assistant Planner, provided the Board with an update on the City's Golden State Specific Plan from the Community Development Department Planning Division staff.	
10	Facility Tour Proposed Meeting Date	Ms. Ohan provided an update on Park Facility Tour updates.	<p>It was motioned by Mr. DePalo, seconded by Ms. Durbin to have the Park Facility Tour on September 21st.</p>
11	Capital Improvement Program Update for Fiscal Year 2022/2023 and 2023/2024	Ms. Moon provided an update on the Department's Capital Improvement Program.	Discuss, note, and file

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

12	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the June 8, 2023, meetings were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for May and June was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p> <p>None.</p>	<p>It was motioned by Ms. Durbin, seconded by Mr. DePalo and carried 4-0 to approve Consent Calendar.</p>
13	Tabled Items		
14	Additional Comments from the Board and staff	<p>Mr. DePalo expressed his excitement and gratitude to be a part of the Parks and Recreation Board.</p>	
15	Introduction of New Agenda Items	<p>Ms. Gamiño asked for an update on the Reforestation Plan.</p>	
16	Adjournment	<p>The meeting was adjourned at 8:17 p.m.</p>	



CITY OF BURBANK
Infrastructure Oversight Board
Regular Meeting Minutes
June 22, 2023

A regular meeting of the Infrastructure Oversight Board was held in Room 104 of the Community Services Building, 150 North Third Street, on the above date. Greg Jackson, Chair, called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Greg Jackson; Vanessa Rachal; Maria Coronado; Armen Avazian

Absent: Shaunt Kodaverdian

Also Present: Ken Berkman, Public Works Director
Lisa Kurihara, Senior Assistant City Attorney
Jennifer Becker, Financial Services Director
Artin Megerdichian, Senior Civil Engineer
Martha Ruiz, Recording Secretary

ANNOUNCEMENTS

Mr. Berkman announced that the Infrastructure Oversight Board (IOB) meeting will be dark in July.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. Approval of Minutes of IOB Meetings held May 25, 2023

It was moved by Board Member Avazian, seconded by Board Member Rachal, and carried 4-0 to approve the May 2023 meeting minutes.

REPORTS TO BOARD

1. 5-Year Infrastructure Fund Budget Forecast

Staff presented an update on the Municipal Infrastructure Fund for Fiscal Year 2023 to 2024.

Board members discussed and inquired about usage of appropriated funds and the grant for the Library/Civic Center project. Staff advised the IOB that funds are being appropriated for projects that are in progress and in reserve to provide anticipated

necessary funding in the future to complete them. Ms. Becker noted the City was not awarded a grant for the Project in the first cycle, but staff did reapply for the second cycle. Chair Jackson inquired about federal and general funds. Staff noted the City has not yet received federal funds and the general funds carry over to the next fiscal year.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None.

PENDING AGENDA ITEMS

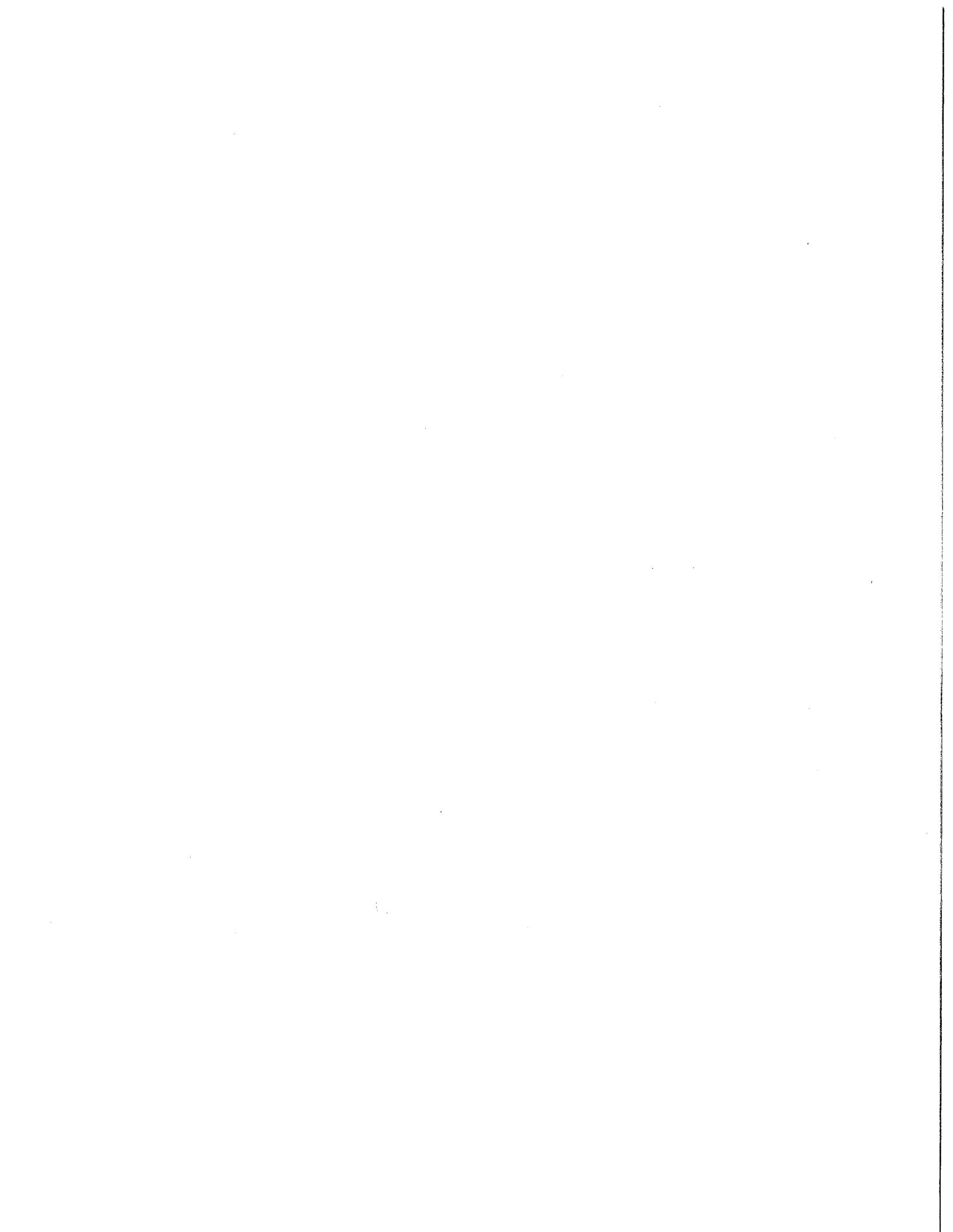
1. **July - DARK**
2. **August**
 - a. New Member Introductions and By-Laws Review.
3. **Future**
 - a. Metro North Hollywood to Pasadena Bus Rapid Transit (BRT) Project Update
 - b. Golden State Plan update.

ADJOURNMENT

The meeting adjourned at 6:42 p.m. The next meeting will be held on Thursday, August 24, 2023, at 6:00 p.m., in Room 104 of the Community Services Building.

Respectfully submitted,

Martha Ruiz
Infrastructure Oversight Board – Recording Secretary
Public Works – Senior Clerk





August 24, 2023

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

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, August 28, 2023, 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

Special Meeting of August 28, 2023

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, August 28, 2023

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) Executive Committee ***[See page 1]***
 - (i) June 7, 2023
 - 2) Operations and Development Committee ***[See page 3]***
 - (i) June 26, 2023
 - 3) Finance and Administration Committee ***[See page 6]***
 - (i) June 26, 2023
 - 4) Legal, Government and Environmental Affairs Committee ***[See page 8]***
 - (i) June 26, 2023
 - b. Commission Minutes
(For Approval)
 - 1) July 10, 2023 ***[See page 10]***
 - c. Treasurer's Report ***[See page 19]***
 - 1) April 2023
 - d. Sixteenth Amendment to the Lease and Concession Agreement
MCS Burbank, LLC ***[See page 47]***
 - e. Amendment No. 2 to License Agreement
County of Los Angeles ***[See page 53]***

- f. Wire Transfers for Payments Under Commercial Paper Program **[See page 58]**
- g. Award of Professional Services Agreements
Replacement Passenger Terminal Project **[See page 65]**
- h. Award of Professional Services Agreement
Reliance Engineers, LLC **[See page 69]**
- i. Janitorial Services Transition – Diverse Facility Solutions Contract
Amendment and C&W Facility Services Contract Award **[See page 85]**
- j. Award of Professional Services Agreement
Air Service Consulting Services **[See page 89]**
- k. Renee Public Policy Group
Legislative Representation Service Contract **[See page 104]**
- l. June 2023 Passenger and Air Cargo Statistics **[See page 108]**
- m. June 2023 Ground Transportation Statistics
- n. June 2023 Parking Revenue Statistics
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Committee Assignments
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Hollywood Burbank Airport - Replacement Passenger Terminal Project **[See page 114]**
Subcontractor Procurement Overview
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. Status of Replacement Passenger Terminal Project
Dashboard for Commissioners
 - b. Air Quality Improvement Program MOU Report
- 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 meeting.)
- 12. PUBLIC COMMENT
- 13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, August 28, 2023

[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 June 7, 2023; approved minutes of the Operations and Development Committee meeting of June 26, 2023; approved minutes of the Finance and Administration Committee meeting of June 26, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting June 26, 2023, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the July 10, 2023, Commission special meeting minutes is attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for April 2023 is included in the agenda packet. At its special meeting on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. SIXTEENTH AMENDMENT TO THE LEASE AND CONCESSION AGREEMENT – MCS BURBANK, LLC. A staff report is included in the agenda packet. At its special meeting held on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve the proposed Sixteenth Amendment ("Amendment") to the Lease and Concession Agreement with the Authority's exclusive food and beverage concessionaire, MCS Burbank, LLC. The proposed Amendment will provide an additional 108 square feet of space for a "Grab N Go" location in Terminal A.
- e. AMENDMENT NO. 2 TO LICENSE AGREEMENT – COUNTY OF LOS ANGELES. A staff report is included in the agenda packet. At its special meeting held on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission approve the proposed Amendment No. 2 to a License Agreement with the County of Los Angeles to extend the term for an additional year for the continued operation of a vaccination clinic at the Airport.
- f. WIRE TRANSFERS FOR PAYMENTS UNDER COMMERCIAL PAPER PROGRAM. A staff report is included in the agenda packet. The Authority has established a commercial paper program ("CP Program") as a part of the financing plan for the Replacement Passenger Terminal project. At its special meeting on July 10, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission adopt Resolution No. 506, subject to one revision. By adopting Resolution No.506, the Commission will: (i) affirm the authorization for the use of wire transfers for the CP Program, and (ii) give

directions regarding the processing of these wire transfers and the preparation of related quarterly reports.

Pursuant to the Committee's instructions, Staff has revised the proposed Resolution No. 506 to require either the Treasurer or Auditor approval for any single wire transfer exceeding \$10 million and for combined wire transfers that exceed such amount within a 24-hour period. A copy of Resolution No. 506, with markings to show the changes, is attached to the staff report as Exhibit B.

- g. **AWARD OF PROFESSIONAL SERVICES AGREEMENTS – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its special meeting held on August 2, 2023, the Executive Committee voted unanimously (3–0) to recommend the Commission approve new professional services agreements (“PSAs”) with seven consultants to continue their services assisting Staff, Jacobs Project Management Co. (“Jacobs”), and Holder, Pankow, TEC - A Joint Venture (“HPTJV”), with the Replacement Passenger Terminal Project (“Project”) development. Except for a shut-down during the suspension of the Project at the height of the COVID-19 pandemic, the Authority has been utilizing the following services for the project for several years: strategic planning, outreach and support services; financial feasibility, forecasting and advisory services; Passenger Facility Charge applications and implementation; and airline coordination and technical support services.

The proposed PSAs reflect support services needed through the forecasted schedule for Phase 1 of the Project (design and construction of the RPT and associated improvements) and the start of Phase 2 (demolition of the current terminal).

- h. **AWARD OF PROFESSIONAL SERVICES AGREEMENT – RELIANCE ENGINEERS, LLC.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to Reliance Engineers, LLC for continued technical support and advisory services in a not-to-exceed amount of \$95,000 in conjunction with the Authority's California Environmental Quality Act lawsuit against the California High-Speed Rail Authority.
- i. **JANITORIAL SERVICES TRANSITION – DIVERSE FACILITY SOLUTIONS CONTRACT AMENDMENT AND C&W FACILITY SERVICES CONTRACT AWARD.** 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: (i) approve an amendment to the Janitorial Services Agreement with Diverse Facility Solutions, Inc., to extend the term until October 31, 2023, and increase the monthly fee; and (ii) award a 12-month Janitorial Services Agreement to C&W Facility Services Inc., which will commence on November 1, 2023. During the next 12 months, Staff will issue a Request for Proposals for a long-term janitorial services provider.
- j. **AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIR SERVICE CONSULTING SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement to Arthur D. Little, LLC (“ADL”) for continued

air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed cost for the proposed services are for an amount not-to-exceed \$70,000.

- k. **RENNE PUBLIC POLICY GROUP - LEGISLATIVE REPRESENTATION SERVICE CONTRACT.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement ("Agreement") to Renne Public Policy Group ("RPPG") for state legislative representation services in Sacramento. The proposed Agreement will have a three-year base term and two one-year extension options for the Authority. The compensation for RPPG will be \$8,300 per month plus expenses for the first year, and may be adjusted based on CPI-changes each subsequent year up to a 5% cap.
- l. **JUNE 2023 PASSENGER AND AIR CARGO STATISTICS.** Included in the agenda packet is a presentation updating the Commission on the passenger and air cargo statistics for the month of June 2023. The June 2023 passenger count of 513,921 was down 1% compared to June of 2019's 520,215 passengers. Also compared to June 2019, air carrier aircraft operations in June 2023 were down 6%, while cargo volume was down 26% at 6.4 million pounds.
- m. **JUNE 2023 GROUND TRANSPORTATION STATISTICS.** No staff report attached. Included in the agenda packet is a presentation updating the Commission on Ground Transportation activities for the month of June 2023.
- n. **JUNE 2023 PARKING REVENUE STATISTICS.** No staff report attached. Included in the agenda packet is a presentation updating the Commission on parking revenue data for the month of June 2023.

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.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **HOLLYWOOD BURBANK AIRPORT - REPLACEMENT PASSENGER TERMINAL PROJECT – SUBCONTRACTOR PROCUREMENT OVERVIEW.** A staff report is included in the agenda packet. With the progress continuing with the development of the Replacement Passenger Terminal ("RPT") Project, this item was agendaized for Holder, Pankow, TEC - A Joint Venture ("HPTJV") to brief the Executive Committee on the contractual requirements for subcontractor trade package procurements at its special meeting on August 2, 2023, and will now be presented to the Commission. Subcontractor procurements do not require Authority approval, and this item for discussion will allow HPTJV to describe its commitment to community participation in the RPT Project.

8. ITEMS FOR COMMISSION INFORMATION

- a. **STATUS OF REPLACEMENT PASSENGER TERMINAL PROJECT DASHBOARD FOR COMMISSIONERS.** No staff report attached. With input from the Executive Committee at its special meeting of August 2, 2023, Jacobs

will present to the Commission the draft of the Replacement Passenger Terminal Project dashboard specifically for the Commissioners.

- b. AIR QUALITY IMPROVEMENT PROGRAM MOU REPORT. No staff report attached. Staff and a representative from Trifiletti Consulting will update the Commission on the Memorandum of Understanding the Authority entered into with the South Coast Air Quality Management District for the implementation of certain Air Quality Improvement Plan measures to reduce emissions from airport operations at Hollywood Burbank Airport.