

# Weekly Management Report

## June 16, 2017

1. **Memo** Information on Red Cub Policy  
**Public Works Department**
2. **Memo** Newly Installed Flashing Yellow Arrows  
**Public Works Department**
3. **Synopsis** The Burbank Hospitality Association (BHA) meeting of  
May 11, 2017  
**Public Works Department**
4. **Minutes** Burbank Police Commission meeting of May 17, 2017  
**Burbank Police Department**
5. **Agenda** Burbank-Glendale-Pasadena Airport Authority Regular  
Meeting of June 13, 2017  
**Burbank-Glendale-Pasadena Airport Authority**



**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** June 6, 2017

**TO:** Ron Davis, City Manager

**FROM:** Jim Biery, Interim Director/Special Advisor to the City Manager *JB/kyse*  
By: Jonathan Yee, Assistant Public Works Director Traffic

**SUBJECT: City Manager Tracking List No. 1998 - Information on Red Curb Policy**

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**Introduction**

At the Council meeting on May 9, 2016, information was requested regarding the policy for painting red curb.

**Background**

Section 6-1-1101 of the Burbank Municipal Code states:

**“red curb markings shall mean** no stopping, standing, or parking at any time except as permitted by the California Vehicle Code and except that a bus may stop in a red zone marked or signed a bus loading zone.”

California Vehicle Code 365 states:

**“an intersection** is the area embraced within the prolongation of the lateral curb lines, or if none, then the lateral boundary lines of the roadways...”

California Vehicle Code 21458(a)(1) states:

**“red curb indicates** no stopping, standing, or parking whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or signposted as a bus loading zone.”

California Vehicle Code 22500(a) states:

“a person shall not stop, park, or leave standing any vehicle whether attended or unattended **within an intersection**, except adjacent to curbs as may be permitted by local ordinance.”

California Vehicle Code 22514 states:

“no person shall not stop, park, or leave standing any vehicle **within 15 feet of a fire hydrant** except if the local authority adopts an ordinance or resolution reducing that distance.”

The City of Burbank has not adopted an ordinance or resolution permitting a restriction of less than 30 feet (15 feet on either side) at fire hydrants. This can be done to add on-street parking.

## **Discussion**

The Traffic Division of Public Works is responsible for the installation and maintenance of red curb within the City. Staff typically receives 100 requests per year and only installs red curb when it is needed for access, bus zones, California Vehicle Code enforcement, mobility, safety, and security.

### *Access*

Residents frequently request red curb around their driveway apron. The typical reasons for the red curb include to:

- prevent vehicles from parking close to their driveway apron
- provide an area to place trash bins
- improve turning into and out of driveway

In the past, the City satisfied these requests and painted three to five feet of red curb around residential driveway aprons. However, staff found the action would lead to additional requests from neighbors living on the same block. In addition, the red curb was not effective and would not prevent vehicles from parking close to their driveway apron. Therefore, staff revised its policy to only paint red curb when the requestor's driveway apron was substandard.

The City uses Burbank Standard Plan BS-103 as its standard for a residential driveway apron. This standard states a driveway apron shall be 18 feet wide between the concrete joints around the apron. Staff will now paint three to five feet of red curb around a residential driveway apron only when their existing driveway apron is 15 feet wide or less.

### *Bus Zones*

Schools and transit operators frequently request red curb at bus zones. Staff typically paints red curb for bus zones on collector or arterial streets. Staff revised its policy for schools to use bus zone signs with restrictions on school days between 7AM-4PM. Past policy resulted in resident complaints of parking restrictions outside of school hours.

It should be noted that a majority of bus zone red curb is installed and maintained by Los Angeles Metro. The transit operator typically installs 100 feet of red curb at its bus stops.

### *California Vehicle Code Enforcement*

The City has several intersections with multiple approaches or large functional areas. At these locations, staff will paint red curb to identify the intersection area and enforce California Vehicle Code 22500(a). Examples of such locations are several signalized intersections on Burbank Boulevard.

Both businesses and residents also request red curb adjacent to fire hydrants. Staff evaluates each request by observing parked vehicles around the fire hydrant and observing oil stains. If the observations indicate vehicles are frequently parking immediately adjacent to a fire hydrant, staff will paint 30 feet of red curb adjacent to the fire hydrant to enforce California Vehicle Code 22514.

### *Mobility*

Businesses, residents, and other City departments request red curb adjacent to intersections to improve mobility. Staff evaluates each request by evaluating the turning radius and observing vehicles turning at the intersection. If parked vehicles are found to inhibit or increase difficulty of completing the turn, staff will paint five to 25 feet of red curb to improve mobility.

### *Safety*

Both businesses and residents frequently request red curb to improve the view of oncoming traffic when stopped at a driveway apron or intersections.

Staff evaluates each request by measuring the sight distance and evaluating the view of the street. If parked vehicles are limiting the sight distance and inhibiting the view of the street, staff will paint five to 50 feet of red curb to improve safety. The length of red curb is dependent on the sight distance required based on speed limit of the street and the Caltrans Highway Design Manual.

### *Security*

Occasionally, businesses or employers request red curb to provide a clear area for security. Past examples include areas adjacent to Disney and Warner Brothers.

Staff evaluates each request by observing the parking occupancy and the apparent vulnerability of the land use at the requested site. If the observations indicate parking will not be severely impacted, staff will paint red curb to satisfy the request.

### **Conclusion**

The Traffic Division of Public Works only installs red curb when it is needed for access, bus zones, California Vehicle Code enforcement, mobility, safety, and security. Staff consistently evaluates the locations of red curbs to ensure parking is maximized and allowed as required by the California Vehicle Code.



**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** June 6, 2017

**TO:** Ron Davis, City Manager

**FROM:** Jim Biery, Interim Director/Special Advisor to the City Manager *AB/MS*  
By: Jonathan Yee, Assistant Public Works Director Traffic

**SUBJECT:** **City Manager Tracking List No. 1995 - Information on Newly Installed Flashing Yellow Arrows**

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**Introduction**

The City controls left turns at its 192 traffic signals using three different modes:

1. Permissive Only Mode: Where turns are made on a GREEN CIRCLE or flashing YELLOW ARROW, after yielding to pedestrians and/or any opposing through traffic.
2. Protected Only Mode: Where turns are made only when a left-turn GREEN ARROW is displayed.
3. Protected/Permissive Mode: Where both Permissive and Protected modes occur during the same signal cycle.

In March and April 2017, staff installed flashing yellow arrows at 7 major intersections after a 6-month test at Olive Avenue and First Street. The new installations occurred at:

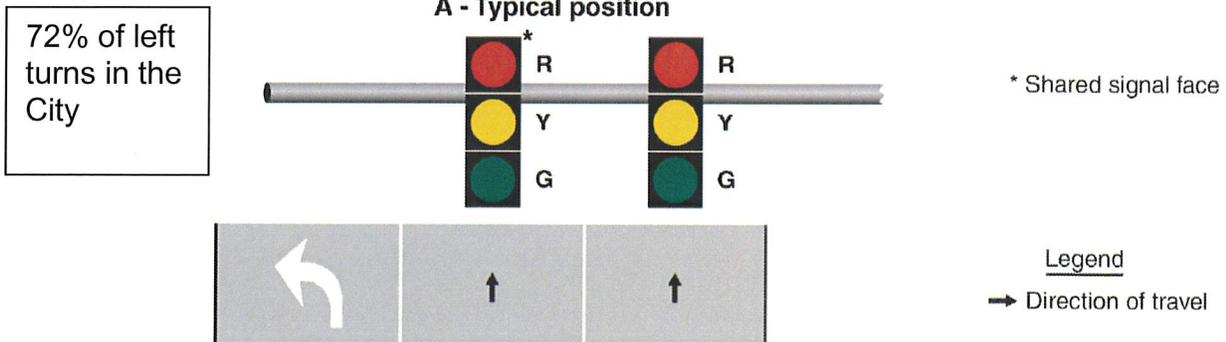
1. Alameda Avenue at Cordova Street
2. Buena Vista Street at Alameda Avenue
3. Buena Vista Street at Burbank Boulevard
4. Buena Vista Street at Empire Avenue
5. Buena Vista Street at Magnolia Boulevard
6. Buena Vista Street at Olive Avenue
7. Glenoaks Boulevard at Scott Road

The purpose of these flashing yellow arrow installations is to reduce traffic accidents. They have been successfully used by other agencies to achieve this purpose.

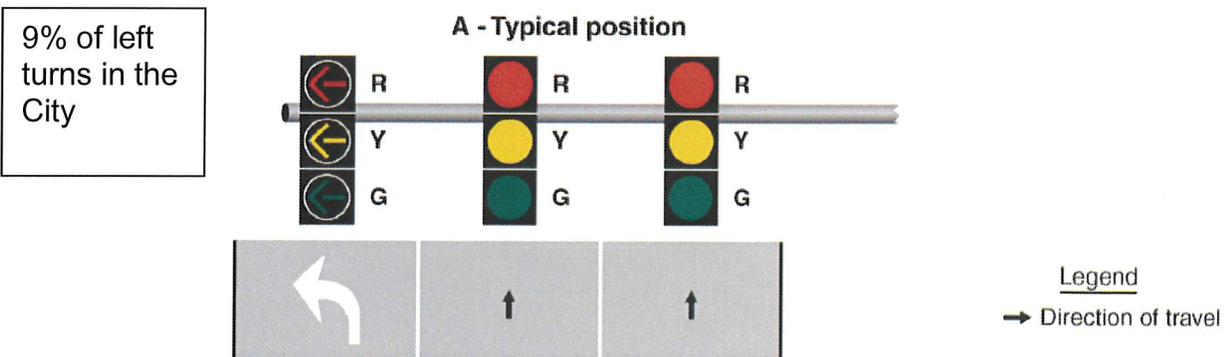
**Background**

The California Manual on Uniform Traffic Control Devices (MUTCD) identifies various signal displays for the three different modes of control described above. The displays historically used within the city are shown on the next page.

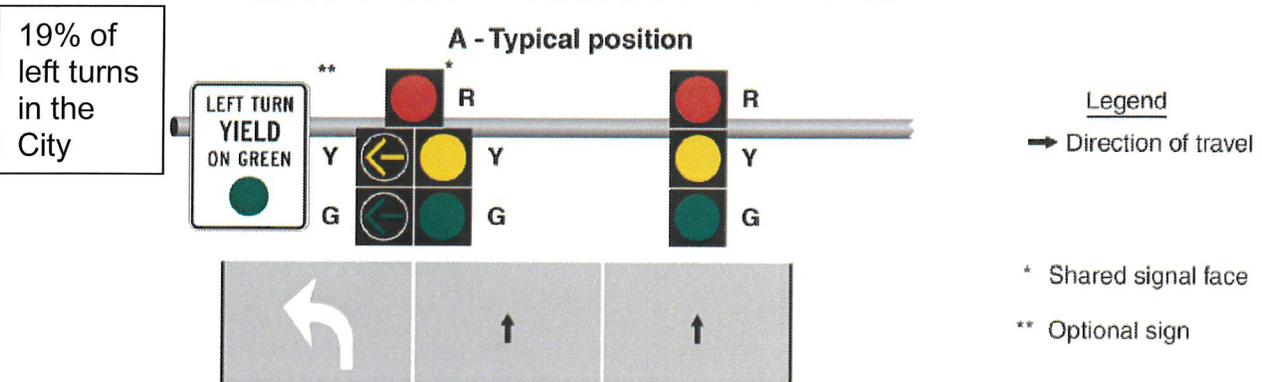
**Figure 4D-6. Typical Position and Arrangements of Shared Signal Faces for Permissive Only Mode Left Turns**



**Figure 4D-10. Typical Position and Arrangements of Separate Signal Faces for Protected Only Mode Left Turns**



**Figure 4D-11. Typical Position and Arrangements of Shared Signal Faces for Protected/Permissive Mode Left Turns**



Traditionally, agencies across the country have displayed a green circle to notify drivers they may turn left after yielding to pedestrians and/or any opposing through traffic. In 2003, a seven year federal study regarding left turn safety was published and found:

- the green circle was correctly interpreted by only 50% of drivers interviewed
- drivers who did not understand a green circle proceeded to turn without yielding
- the flashing yellow was correctly interpreted as a yield indication by drivers interviewed
- drivers who did not understand a flashing yellow arrow either yielded or stopped
- locations with the green circle had higher crash rates than flashing yellow
- changing a green circle to flashing yellow did not reduce safety or traffic flows

By 2016, more than 30 states and hundreds of agencies have deployed the flashing yellow arrow. Locally, Fullerton and Pasadena have been using the flashing yellow arrow for ten years. A majority of installations have experienced decreases in collisions and several agencies have formally adopted flashing yellow arrows. Agencies now using the flashing yellow arrow include:

- Dallas, TX surrounding cities
- Denver, CO and surrounding cities
- Houston, TX and surrounding cities
- Las Vegas, NV
- Los Angeles, CA, including Fullerton, Pasadena, and Torrance
- Phoenix, AZ and surrounding cities
- Portland, OR and surrounding cities
- San Antonio, TX
- Seattle, WA and surrounding cities
- St. Louis, MO and surrounding cities
- State Departments of Transportation (Colorado, Indiana, Iowa, Michigan, Minnesota, Nevada, New York, North Carolina, Texas, etc.)

## **Discussion**

In October 2015, staff investigated the use of the flashing yellow arrow and met with the City of Pasadena to understand its operation, requirements, and feasibility. In June 2016, staff installed flashing yellow arrows for two directions at Olive Avenue and First Street.

After a 6-month evaluation period, staff found the flashing yellow arrow improved traffic operations while maintaining safety. Therefore, staff conducted left turn studies for Alameda Avenue at Cordova Street and Glenoaks Boulevard at Scott Road. In addition, an engineering consultant (Iteris, Inc.) completed a left turn study for several locations on Buena Vista Street. These studies recommended protected/permissive with flashing yellow arrows be used at 7 additional locations.

On Buena Vista Street, the flashing yellow arrow replaced a green circle used for protected/permissive control. These locations had been using protected/permissive control with a green circle for over ten years.

Recently, staff received a complaint claiming the flashing left turn arrow created a conflict with pedestrians at Buena Vista Street at Alameda Avenue. However, the left turn control was not changed at this location and vehicles could turn left (after yielding) prior to the installation of the flashing yellow arrow. Staff reviewed video of the installation and did not discover additional conflicts caused by the flashing yellow arrow.

### *Benefits*

Since June 2016, staff has deployed the flashing yellow arrow for left turns at eight locations. The flashing yellow arrow was installed to achieve specific benefits for each location:

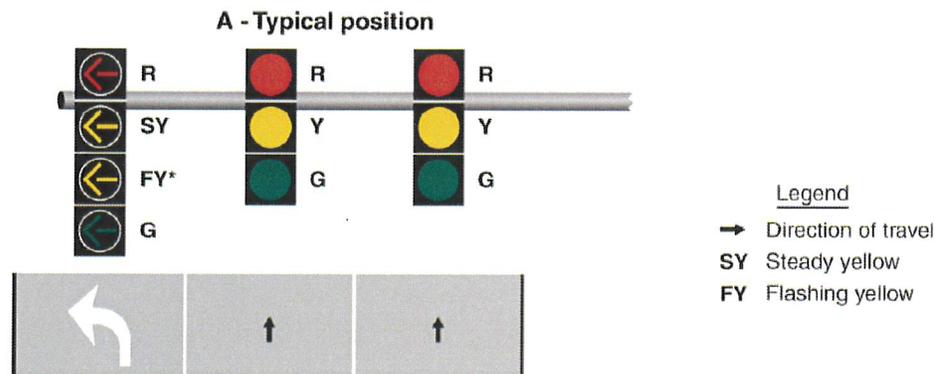
1. Alameda Avenue at Cordova Street
  - a. additional capacity for State Route 134 on-ramp demand
  - b. reduce delay for left turn movements
2. Buena Vista Street at Alameda Avenue
  - a. red arrow and flashing safety feature
  - b. flexible left turn modes
3. Buena Vista Street at Burbank Boulevard
  - a. red arrow and flashing safety feature
  - b. flexible left turn modes
4. Buena Vista Street at Empire Avenue
  - a. additional capacity
  - b. reduce delay for left turn movements
5. Buena Vista Street at Magnolia Boulevard
  - a. red arrow and flashing safety feature
  - b. flexible left turn modes
6. Buena Vista Street at Olive Avenue
  - a. red arrow and flashing safety feature
  - b. flexible left turn modes
7. Glenoaks Boulevard at Scott Road
  - a. separate Peyton Avenue and Eton Drive movements
  - b. reduce delay for Glenoaks Boulevard left turn movements
8. Olive Avenue at First Street
  - a. additional capacity for movements to and from Interstate 5 ramps
  - b. reduce delay for left turn movements

*Design Features*

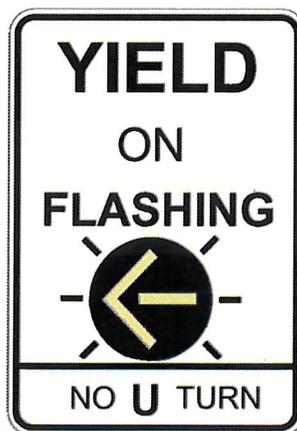
The City's flashing yellow arrow installations include several design features to improve safety and understanding.

1. **Four section display:** Staff follows the California MUTCD and uses a separate four section display for the flashing yellow arrow. This display is noticeably different than other displays in the City and provides a visual cue of a different left turn mode.

**Figure 4D-12. Typical Position and Arrangements of Separate Signal Faces with Flashing Yellow Arrow for Protected/Permissive Mode and Protected Only Mode Left Turns**



2. **Yield sign:** Staff uses a sign to notify drivers they are supposed to yield during the flashing yellow arrow. The Federal Highway Administration (FHWA) states this sign is optional, however research studies show drivers have a greater understanding when a sign is used. Staff aligns the sign's yellow arrow with the flashing indication and installs the same sign used by the City of Pasadena to further improve understanding.



3. **Red arrow:** Staff programs a 5-second red arrow between the green arrow and the flashing yellow arrow. This time allows pedestrians to enter the crosswalk and opposing through traffic to enter the intersection before the flashing yellow arrow starts. The red arrow ensures vehicles stop and wait before entering the intersection to yield and turn left.

## **Conclusion**

Staff has installed flashing yellow arrows at various locations to enhance traffic operations and improve safety. The flashing yellow arrows have been installed throughout the country because of demonstrated benefits. Staff believes the flashing yellow arrows are a strategy to achieve Policy 5.1 (Maximize pedestrian and bicycle safety, accessibility, connectivity, and education) and Policy 6.1 (Maintain arterial street efficiency) of the General Plan. The new display uses a red arrow and flashing arrow to promote safety while maintaining capacity by permitting drivers to turn after yielding.

Staff continues to monitor these locations, log driver feedback, and collect data to evaluate the flashing yellow arrows.



# memorandum

**DATE:** June 13, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director-  
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS –MAY 11, 2017**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016 staff report to City Council.
- Jeff Rector from the Burbank International Film Festival (Festival) provided additional information regarding attendance and overnight stays from the 2016 Festival. A total of 32 room nights were reserved at various Burbank hotels as a result of the 2016 Festival. For an established, five-day event of this caliber, the Board did not see a significant return on investment to justify a \$20,000 sponsorship as requested. Thereafter, the Board approved a \$10,000 sponsorship for the 2017 Festival. Funding will be used for marketing buys promoting the Festival to the drive time audience to encourage overnight hotel stays.
- Staff from Park, Recreation, and Community Services presented several sponsorship opportunities for the 2017 Starlight Bowl Concert Series (Series). The Board approved a \$2,500 sponsorship for the Series. Funding will be used for marketing via online ticket sales, conducting social media contests with ticket giveaways and distributing promotional materials.
- The Board approved the BHA Fiscal Year 2014-2015 audit report as presented.
- The Board approved Policy 2017-002 titled 'The Board Member Initiation and Renewal Policy.' The purpose of the policy is to provide a uniform process for selecting and renewing Board Members and establishing term limits to Executive Committee Member positions.
- Due to a vacancy on the Board, the Board reviewed an application from Sundeep Vaghashia, representing the Travelodge and Quality Inn. The Board initiated Mr. Vaghashia as a voting Board Member for a two-year term.

- The Board approved Policy 2017-003 titled 'The BHA Annual Audit Policy.' The purpose of the policy is to implement annual audits of the BHA's financial statements for accuracy and transparency.
- At the request of Board Member Mr. Tarn, staff initiated discussion regarding the next phase of Visit Burbank's marketing and design campaign. The current marketing contract will expire in September and the BHA requested that staff begin the process to solicit marketing and design service agencies through a Request for Proposal (RFP) process.
- The BHA's marketing and design agency, Strausberg Group, presented updated website, social media, and marketing analytics. Year to date, Visit Burbank has more than 30,000 social media followers, and more than 110,000 visitors to the website, which is more than a 100% increase when compared to last year. This increase is attributed to the highly concentrated digital marketing campaign to increase Burbank's visitor profile and attract overnight hotel stays.
- The Advisory Committee charged with reviewing the Administrative Services RFP's shared feedback from the interviews they conducted with the two agencies that submitted proposals; the Burbank Chamber of Commerce and Willdan Financial Services. The Advisory Committee felt that at this point in time, neither agency was a suitable match for the administrative functions of the BHA and recommended reposting the RFP with necessary revisions. The Board then suggested developing an all-encompassing RFP to include both administrative and marketing staffing services. The Board was in favor of this strategy.
- The next regular meeting of the BHA is scheduled for June 15, 2017.



**MAY 17, 2017**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair Diamond.

**CALL TO ORDER**

Present: Commissioners Chapman, Cohen, Diamond, Dineen (left podium at 7:35 pm), Hergelian, Pletcher, and Stearns-Niesen (left podium at 7:35 pm)

Also Present: Deputy Chief Albanese, Captains Caruso, Cremins, and Dermenjian, Police Administrator Wilson, Lieutenant Ross, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

**INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Dineen.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioner Pletcher attended Coffee with a Cop on May 6<sup>th</sup> at Porto's.

Commissioner Chapman attended the Departmental promotion party on May 3<sup>rd</sup>.

Commissioner Hergelian attended the City Council reorganization on May 1<sup>st</sup>.

Commissioners Hergelian and Cohen attended the May 13<sup>th</sup> Police/Fire Service Day event.

Commissioners congratulated Captain Ron Caruso on his upcoming retirement.

**ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM APRIL 19, 2017**

A motion was made by Commissioner Stearns-Niesen, seconded by Commissioner Cohen, to approve the minutes as written. Motion carried by consensus.

**ITEMS OF BUSINESS**

**1. Impact of Prop 64**

Lieutenant Mitch Ross, one of four Watch Commanders in the Patrol Division, had previously been assigned to the Investigation Division/Vice Narcotics detail for five years. In November 2016, voters of California approved Prop 64, which allows for the recreational use of marijuana. People over the age of 21 can possess one ounce of marijuana, possess/process six plants in one's home for personal use, and smoke marijuana. However, marijuana cannot be smoked anywhere that is prohibited by the municipal code relating to the smoking of cigarettes (such as

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in a park, city buildings, within 100 feet of a school). Also, smoking marijuana is prohibited while driving or riding in a vehicle.

The City of Burbank does not currently have any recreational marijuana dispensaries, as business licenses will not begin to be issued by the State until late 2017, early 2018.

Since it was passed only 6 months ago, it is too soon to evaluate the impact of the law. According to the Traffic Bureau, historically, 20% of DUI arrests are resultant from drug use, including marijuana. While in the Vice Narcotics detail, Lieutenant Ross stated the most prevalent complaint by citizens was of neighbors smoking marijuana in their respective homes. While bothersome, smoking laws allow for smoking in one's own home, and will now include the use of marijuana.

**2. Discussion to request than an independent oversight body for the Department be permanently designated in the City Charter**

Commissioners discussed options and agreed to move forward with the exploration of proposing an oversight body to be included in the Charter to the Charter Review Committee. Chair Diamond will reach out to Mr. Bob Corbin to investigate options for oversight bodies. Mr. Mike Ellman, a member of the Charter Review Committee, stepped to the podium and advised the Commission that the Committee is currently writing their recommendations to the City Council, with no further meetings scheduled at this time. Commissioner Pletcher will make contact with the Committee to arrange another meeting in an attempt to voice the consensus of the Commission.

**3. Update on the status of the Boards and Commissions welcome packet from the City**

City Manager and Staff are still working to provide new members with background information to be a successful member of the commission. The Charter, Brown Act, Commissioner Handbook and information related to the Police Department (e.g. Police Officer Bill of Rights) are to be included, along with a newly-created information sheet to convey more specific issues that have been raised by past and present Commission members. Once the packet is completed, it will be reviewed by the City Attorney and City Manager.

**4. De-escalation**

Deputy Chief Albanese affirmed that Commissioners had been provided in advance with the Department's use of force policy and the LAPD's revised use of force of policy (April 2017).

The centerpiece of the LAPD's revised policy is the use of time, distance, communication, and available resources to de-escalate an incident. The BPD's Policy already encompasses the above protocols. Personnel are trained and the policy reviewed annually.

**5. Update on the Department's developments on body worn cameras.**

Deputy Chief Albanese stated this item is subject to the budget process, listed on the unfunded needs list. The Department is looking at products, with the various incentives offered by companies, and moving forward with policy development at the request of the City Manager. The work in progress will have input from various stakeholders (BPOA, Commission) with final approval to be provided by the City Attorney. These efforts are a precursor to the eventual acquisition of the cameras, with the hope of a seamless transition to deployment.

**6. Announcement by the Police Chief**

Captain Cremins made a presentation on the community outreach efforts of Patrol personnel. Started last September, Officers are asked to introduce themselves to businesses or citizens in

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their assigned beats and complete outreach cards, which may be used as a resource (surveillance camera in a business) or a means to note nuisances/concerns expressed by members of the community, and/or to encourage connection to the Department via social media channels.

Deputy Chief Albanese announced:

- 5/18 Captain Caruso's retirement celebration
- 5/21 Armenian National Committee of America/Burbank Annual Gala
- 6/1 Community Academy graduation
- 6/7 Meeting with Magnolia Park Merchants' Association to address community concerns
- 6/8 Academy graduation in Orange County

**FINAL PERIOD OF PUBLIC COMMENTS**

Appearing to speak before the Commission were:

- Mike Elman, who commented on storage of data for body worn cameras
- Mike Nolan, who commented on loud/modified cars, Romancing the Bean incident

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioners would like to know the term of the contract with the Office of Independent Review. Per Senior Assistant City Attorney Oh, we will send the Commissioners the information requested.

**COUNCIL LIAISON COMMENTS**

None

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

From the April meeting, Commissioner Cohen had requested a discussion on decorum of conduct during Commission meetings.

Staff will agendize the following items for the June meeting:

- Grants Update
- Discussion to determine attendees to the 2017 NACOLE Conference

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, June 21, 2017 at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

s/Elise Stearns-Niesen

Elise Stearns-Niesen, Secretary  
Burbank Police Commission





June 13, 2017

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 Monday, June 19, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, June 19, 2017

9:00 A.M.

***NOTE TO THE PUBLIC:*** *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each 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 Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

*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 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*

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee
      - (i) May 15, 2017

**[See page 1]**

- 2) Finance and Administration Committee
  - (i) May 11, 2017 **[See page 2]**
  - (ii) May 15, 2017 **[See page 4]**
  - (iii) May 22, 2017 **[See page 6]**
- 3) Legal, Government and Environmental Affairs Committee
  - (i) March 20, 2017 **[See page 7]**
  - (ii) May 15, 2017 **[See page 10]**
- b. Commission Minutes  
(For Approval)
  - 1) June 5, 2017 **[See page 12]**
- c. TBI Airport Management Contract Amendment **[See page 15]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. First Amendment to the Airport Access and Facilities Use Agreement Class VIII Operators (Transportation Network Companies) **[See page 22]**
  - b. Short-Term Parking Space Reservation Agreement JP Motorsports, Inc. **[See page 24]**
  - c. Transportation Security Administration Recapitalization Project Baggage Screening Equipment Project No. E16-17 **[See page 26]**
  - d. Arnold & Associates - Legislative Representation Services Contract **[See page 29]**
  - e. Award of Contract – External Auditing Services Macias Gini & O’Connell LLP **[See page 31]**
  - f. Review of the Proposed Fiscal Year 2017/2018 (“FY 2018”) Annual Budget and Proposed Resolution No. 475, A Resolution Adopting the Fiscal Year 2017/2018 (“FY 2018”) Annual Budget **[See page 34]**
- 7. ITEM FOR COMMISSION INFORMATION
  - a. Ground Transportation Operation Realignment **[No Staff Report]**

8. CLOSED SESSION

a. Existing CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))  
Name of Case: Maricelli v. Burbank-Glendale-Pasadena Airport Authority  
(Case No. BC664537)

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))

Title: Director, Public Safety

c. CONFERENCE WITH LABOR NEGOTIATORS  
(California Government Code Section 54957.6)  
Authority Representatives: Frank R. Miller  
Employee Organization: IAFF I-60

9. ADJOURNMENT