



Weekly Management Report

October 13, 2017

1. **Synopsis** Traffic Commission Meeting of September 28, 2017
Public Works Department
2. **Notice** Burbank-Glendale-Pasadena Airport Authority Regular Meeting of October 16, 2017
Burbank-Glendale-Pasadena Airport Authority
3. **Notes** City Notes, October 13, 2017
City Manager

TRAFFIC COMMISSION
September 28, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Brian Malone, Paul McKenna, Vanessa Rachal, Joe Terranova, and Christopher Toth

Members Absent:

Michael Kiaman and Andre Krikorian

III. ORAL COMMUNICATIONS

A. Public Communication

Resident requested a safety review of intersection of N. Keystone St. and Burbank Blvd. Suggests "No turn on red" sign on N. Keystone, turning onto Burbank Blvd. Those turning right on red do not anticipate a crosswalk on their right.

Resident concerned that traffic travels at an excessive speed on W. Verdugo Ave. between Victory Blvd. and S. Lake St. Verdugo Activity Center is located in the middle of the block and the concern is that the street is unsafe for children and pedestrians when crossing. He recommends a crosswalk with flashing lights be installed.

B. Commission Comments

Paul McKenna stated he was asked by Providence High School to inquire about adding a stop sign on Bob Hope Dr., at the intersection of Bob Hope Dr. and Parkside Ave. Parents dropping their children off at the school are having a difficult time turning onto Bob Hope due to the volume of vehicles exiting the freeway. As a result, Parkside Ave. tends to bottleneck.

Vanessa Rachal inquired on the fatal traffic accident involving a Disney employee being struck by a vehicle. Lt. Hawvard stated the accident is under criminal investigation and therefore no details can be released.

Vanessa also inquired on the counter at Empire and Avon. Per staff, the counter is related to the Hollywood Way resynchronization project.

Linda Barnes inquired on how long E. Orange Grove Ave. would be closed between N. First St. and the freeway onramp. Per staff, the project will take approximately 6 weeks starting from 9/29/17.

Brian Malone inquired on agendizing the Metrolink/Vanowen incident. Per Lt. Hawver, incident is under investigation; therefore no information can be released.

C. Staff Communication

Staff provided updates on the following:

- a. Caltrans Project: Buena Vista Congestion – Schedule is being pushed back until the end of October. Staff is following up with Caltrans on a weekly basis and will notify residents once the contractor mobilizes.
- b. AT&T construction – E. Orange Grove Ave. is closed between N. Bonnywood Pl. and N. First St. due to AT&T relocating all communication lines into a new pathway under the freeway before Caltrans knocks down the bridge. The installation will take approximately 6 weeks.
- c. Citywide Parking Study update – Consultant completed the Magnolia Park parking study, both weekdays and weekends. Study to determine the occupancy and turnover will be used to make recommendations for parking management. Joe suggested utilizing private parking lots such as UMe Credit Union and the DIY Center. Community Development is looking into the use of private parking lots.

IV. APPROVAL OF MINUTES:

Brian Malone motioned to approve Minutes for the August meeting; Linda Barnes seconded. The motion passed unanimously.

V. PUBLIC HEARINGS: None.

VI. REPORTS:

A. Overview of Fiscal Year 2017-2018 Capital Improvement Program

Staff provided an overview of the budget packet adopted by Council June, 2016. Council approved \$14million for 28 traffic and transportation projects which will be spent this year. Traffic Commission members commended staff on an outstanding job of the report.

B. Consider Alternate Speed Hump Design

Staff presented new speed hump design for streets used by emergency vehicles.

After the commission discussed the new design option, Joe Terranova motioned to recommend the use of speed cushions as an alternate speed hump design only for only for streets that meet all of the speed hump criteria except number 8 – Emergency Vehicle Access. Seconded by Paul McKenna. Motion passed unanimously.

C. Flashing Yellow Arrow Public Information Tutorial

Staff presented flashing Yellow Arrow Public Information Tutorial.

Vanessa Rachal recommends staff tweet the tutorial and rotate the information to the front of the City's website.

VII. DISCUSS COMMISSION GOALS:

A. Commission Goals

Commission discussed possible goals to be presented to the City Council.
Commission members will email ideas to recording secretary; recording secretary to collaborate ideas as final draft.

VIII. FUTURE AGENDA ITEMS:

- 1) Caltrans Construction Update
- 2) Evaluation of Permit Only Parking on California Street south of Riverside Drive
- 3) Update on CDD Citywide Parking Study
- 4) Update on AB 1069-County regulation on taxicabs

IX. ADJOURNMENT:

5:40pm



October 12, 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, October 16, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank.

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



REGULAR COMMISSION MEETING

AGENDA

OCTOBER 16, 2017

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 16, 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) Finance and Administration Committee
 - (i) September 18, 2017

[See page 1]

- b. Commission Minutes
(For Approval)
 - 1) October 2, 2017 **[See page 4]**
 - c. Treasurer's Report **[See page 11]**
 - 1) June 2017
 - d. Other Transaction Agreement with Department of
Homeland Security and the Transportation Security
Administration for Janitorial and Electrical Reimbursement **[See page 36]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Award of Lease – The American National Red Cross **[See page 38]**
 - b. Award of Professional Services Agreement –
Allied Universal for Airport Security and
Traffic Control Services **[See page 43]**
7. ITEMS FOR COMMISSION DISCUSSION
- a. August 2017 Passenger/Cargo Statistics
and Parking Information **[See page 49]**
 - b. Regional Airport Statistics **[No Staff Report]**
 - c. Transportation Network Companies
Summary of Activities **[No Staff Report]**
8. CLOSED SESSION
- a. CONFERENCE WITH LABOR NEGOTIATORS
(California Government Code Section 54957.6)
Authority Representatives: Frank Miller
Employee Organization: IAFF I-60
 - b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Frank R. Miller
Unrepresented Employee: Director of Public Safety/Chief of Police
 - c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director
9. ADJOURNMENT

COMMISSION NEWSLETTER
October 16, 2017

[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 September 18, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES – Draft minutes of the October 2, 2017, meeting are attached for Commission’s review and approval.
- c. TREASURER’S REPORT - The Treasurer’s Report for June 2017 is included in the agenda packet. At the October 2, 2017, Finance and Administration Committee (“Committee”) meeting, the Committee voted (2–0, one absent) to recommend that the Commission note and file the report.
- d. OTHER TRANSACTION AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY AND THE TRANSPORTATION SECURITY ADMINISTRATION FOR JANITORIAL AND ELECTRICAL REIMBURSEMENT - A staff report is included in the agenda packet. At the October 2, 2017, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend to the Commission that it approve the modified Other Transaction Agreement with the Department of Homeland Security Transportation Security Administration, for the purposes of obtaining reimbursement for electrical and janitorial charges associated with areas used for baggage screening operations at Hollywood Burbank Airport.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF LEASE – THE AMERICAN NATIONAL RED CROSS - A staff report is included in the agenda packet. At the October 2, 2017, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommendation that the Commission approve a proposed five-year Lease (“Lease”) with The American National Red Cross (“Red Cross”), for 2,840 square feet of space in the northern end of Hangar 35 for the parking and storage of vehicles used by the Red Cross for their mobile operations. The proposed Lease will generate \$4,264.80 per month with total gross revenue of \$51,177.60 annually.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – ALLIED UNIVERSAL FOR AIRPORT SECURITY AND TRAFFIC CONTROL SERVICES - A staff report is included in the agenda packet. This item, subject to the recommendation of the Operations and Development Committee (“Committee”), has been placed on the

Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff seeks Commission approval to award a Professional Services Agreement ("PSA") for airport security and traffic control services to Universal Protection Service LP ("Allied Universal"). This award is for a three-year base term (November 1, 2017, through October 31, 2020) with two one-year extension options available to the Commission at its discretion. The proposed PSA is recommended for a not-to-exceed contract price of \$3,525,849, calculated based upon the estimated hours for the initial three years of the Agreement.

7. ITEMS FOR COMMISSION INFORMATION

- a. **AUGUST 2017 PASSENGER/CARGO STATISTICS AND PARKING INFORMATION.** The August 2017 passenger count of 419,768 was up 14.21% compared to 367,527 in August 2016. The calendar year-to-date total for the first eight months now stands at 3,037,098 compared to 2,671,758 through the same period in 2016, an increase of 13.67%. During the month air carrier aircraft operations increased 17.58%, and year-to-date, are up 7.72%. Cargo volume also increased, up 5.5% to 9.3 million pounds in August bringing the year-to-date total to 71.5 million pounds, which is a 4.76% increase over the same period last year. A complete report is included in the agenda packet.
- b. **REGIONAL AIRPORT STATISTICS –** No staff report attached. Staff will present passenger activity data of the area airports for the months of July and August.
- c. **TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES.** No staff report attached. Staff will update the Commission on TNC activity.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

October 13, 2017

Fallen Burbank Police Officer Honored



Fallen Burbank Police Officer Richard E. Kunkle was honored by the Burbank Police Officers' Association and members of the Burbank Police Honor Guard with a wreath ceremony in front of The Guardians statue on the morning of Friday, September 22. Officer Richard "Dick" E. Kunkle, Badge #46, was appointed as a Patrolman on January 4, 1954. He was killed in the line of duty while riding a police motorcycle on September 22, 1961. Officer Kunkle was attempting to catch a motorist and was entering Victory Boulevard from Orange Grove when he was struck by another vehicle. Members of Officer Kunkle's family were on-hand for the ceremony, which featured the playing of "Taps" by Burbank Police Sergeant Chris Canales. A video of the ceremony is available on the Burbank Police Department Facebook page.

Fall 2017 Community Emergency Response Team Class

The Burbank Fire Department offered a Fall 2017 Community Emergency Response Team (CERT) class, wherein sixteen people completed the training on Saturday, October 7. The class taught self-sufficiency in the event of a catastrophic disaster. It was another successful training as individuals learned how to help their community and themselves in an emergency.



Storyboard Workshop for Teens

The library teens met with artists from Cartoon Network for a Storyboard Workshop at the Central Library on Saturday, September 30. Each artist supervised a table of five or six teens walking them through the creative process. They brought along great handouts – a script, two characters pre-drawn in case the kids didn't want to come up with their own, multiple blank storyboarding sheets, plus lots of enthusiasm and encouragement. Many of the teens and parents expressed how much they appreciated the library and Cartoon Network for providing this opportunity.



BPD and West Coast Customs Join Forces in Fight Against Breast Cancer

The Burbank Police Department and West Coast Customs of Burbank unveiled a completely transformed, chrome pink police S.U.V. on Thursday, October 5. The Burbank Police Ford Explorer was customized with a unique and vibrant wrapping in support of Breast Cancer Awareness Month. The pink police cruiser was unveiled during a ceremony hosted by West Coast Customs Founder Ryan Friedlinghaus and Chief of Police, Scott LaChasse. The vehicle's purpose is to increase awareness and encourage regular screenings for the early detection of breast cancer. It will be displayed throughout the month of October



at various community events, affording the public an opportunity to take photos and write messages in support of those affected by breast cancer. The messages will then be affixed to the vehicle and later collected for a display in the lobby of the police station. Photos and a video of the unveiling are available on the Burbank Police Department's Facebook page.

Aquatics Special Events

The McCambridge Pool ended its summer season with the annual Doggie Splash on Sunday, August 13. Residents gave their canine-friends a special treat with a recreational swim experience designed exclusively for the furry friends with only dogs and lifeguards in the pool. More than 60 canines joined in on the event this year. The tail-wagging fun was featured in the Burbank Leader – an exclusive photo gallery is available online at: bitly.com/doggie_splash. The 4th Annual Rock-A-Hula event, designed specifically for Adults 55+, was held at Verdugo Aquatic Facility on Thursday, September 28. More than 180 attendees participated in the food and festivities which included swimming, aqua fitness demonstrations, and entertainment featuring hula dancing, a ukulele performance and a Rockin' Tribute to The King by Scot Bruce. The Verdugo Aquatic Facility opened its recreational swim during the cool evening hours for the annual Family Nights Swim on Saturday, September 30. The event attracted more than 75 swimmers who enjoyed one last summer evening in both the activity and main pool.



Doggie Splash



Rock-A-Hula



Family Nights Swim

Burbank Police Hosts "Coffee with a Cop" at Starbucks



The Burbank Police Department recently hosted another round of "Coffee with a Cop," this time on a Saturday! After receiving feedback from the community asking that the event be scheduled for a weekend, Burbank Police made arrangements with Starbucks Coffee to host on Saturday, September 16. The event was held in the Starbucks courtyard next to Bob's Big Boy and drew one of the largest turnouts to date, as dozens of community members stopped by to engage in casual conversation with members of the Department. "Coffee with a Cop" has grown in popularity nationwide and provides an opportunity for the public to ask questions and learn more about their local police department in a relaxed atmosphere, while sharing crime prevention tips and other useful information.