



Weekly Management Report

March 16, 2018

- 1. Synopsis** Art in Public Places
Meeting of February 5, 2018
Parks and Recreation Department
- 2. Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of March 19, 2018
Burbank-Glendale-Pasadena Airport Authority
- 3. Notes** City Notes, March 16, 2018
City Manager Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** *2-5-18*

Members Present: Carolyn Jackson, Dink O’Neal, Diane Eaton, Robert Brody, Gordon Haines, Carole Kubasak

Members Absent: Karen Bradfield

Staff Present: Judie Wilke – Parks and Recreation Director, Marisa Garcia – Assistant Parks and Recreation Director, Paula Ohan-Administrative Analyst

Council Liaison Present: *none*

Item Discussed	Summary	Direction or Action, if any
<p>1 2300 EMPIRE – BURBANK EMPIRE CENTER</p>	<p>Ms. Garcia reported that the property owner of the Burbank Empire Center temporarily removed their public artwork to protect it from construction. The property owner was unaware the removal of the public artwork required the Committee’s approval. Upon being advised of the violation, the property owner has been working with staff to rectify the situation.</p> <p>The property owner is now seeking the Committee’s formal approval of the temporary art removal before receiving a permit for Phase 2 of the Empire Center renovation project.</p> <p>Representatives on behalf of the property owner provided members with further detail on their actions. They also informed the members their desire to reinstall the artwork in a different location, on the same property. They advised that plans for the relocation were tentative and would be brought back to the Committee for more insight and</p>	<p>It was moved by Ms. Jackson, seconded by Mr. Brody and carried 5-1 (Mr. Haines voting no), to accept the removal as done as a way to protect the artwork and for the Empire Center to come back with a relocation proposal.</p>

		approval. The original artist was also present at the meeting for further comment. Chair Haines and members discussed extensively and raised several questions.	
2	MEETING CALENDAR	Ms. Ohan provided members with a 2018 Art in Public Places Committee meeting calendar. She advised that meetings will be held each month as noted on the calendar and members will be notified only if a meeting is canceled.	NONE
3	PRESENTATION OF MURALS AS A PUBLIC ART	Ms. Garcia introduced Randall Williams, Muralist, to discuss his expertise on murals for a potential Committee public art project per the Committee's request. Mr. Williams provided vast information on murals. Members briefly discussed and requested staff to agendize this item for the next scheduled meeting.	NONE
4	ART IN PUBLIC PLACES ORDINANCE AND GUIDELINES FOR ALTERATION OR RELOCATION OF INSTALLED ART	Ms. Garcia advised members that Staff is still working with the City Attorney's Office on the revisions to the Art in Public Places Ordinance. She informed that the item would be agendized for the next scheduled meeting. Ms. Garcia recommended members to review and formally approve the Final Draft of the Guidelines for the Repair, Relocation, Removal, or Replacement of Public Artwork.	It was moved by Mr. O'Neal, seconded by Mr. Haines and carried 5-0 (Ms. Jackson absent) to approve the Guidelines for the Repair, Relocation, Removal, or Replacement of Public Artwork.

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

5	LINCOLN PARK PUBLIC ART GARDEN UPDATE	Ms. Ohan provided members with an update on the Lincoln Park Public Art Garden project. She advised that the fabrication of the three art pieces are at different locations with only one here locally. She informed that the artists may attend the next scheduled meeting to provide the Committee with an update. Ms. Ohan also distributed photos received by the artists on the fabrication.	NONE
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March 15, 2018

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, March 19, 2018, 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



REGULAR COMMISSION MEETING

AGENDA

MARCH 19, 2018

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, March 19, 2018

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 least 48 hours prior to the meeting.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) February 1, 2018
 - (ii) February 5, 2018

[See page 1]

[See page 3]

- 2) Finance and Administration Committee
 - (i) February 5, 2018 **[See page 5]**
- 3) Legal, Government and Environmental Affairs Committee
 - (i) February 5, 2018 **[See page 7]**
- b. Commission Minutes
(For Approval)
 - 1) February 20, 2018 **[See page 9]**
- c. December 2017 Treasurer's Report **[See page 15]**
- d. Exercise of Second Extension Option
Janitorial Service Agreement
Diverse Facility Solutions, Inc. **[See page 40]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Contract – Eighth Amendment to
Lease and Concession Agreement
MCS Burbank LLC **[See page 43]**
 - b. Right of Entry Permit and Indemnity Agreement
Los Angeles County Metropolitan Transportation
Authority – Hollywood Burbank Airport
North Metrolink Station **[See page 55]**
 - c. Presentation of FY 2017 Financial Statements
and Analysis of Financial Results **[See page 62]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Airline Schedule Analysis **[See page 69]**
 - b. January 2018 Passenger/Cargo and
Regional Airport Passenger Statistics **[See page 76]**
 - c. January 2018 Parking Revenue Statistics **[No Staff Report]**
 - d. January 2018 Transportation Network
Companies ("TNC") Summary of Activities **[No Staff Report]**
 - e. Ground Transportation Analysis **[No Staff Report]**
- 8. COMMISSIONER COMMENTS
(Updates and information items, if any)
- 9. ADJOURNMENT

COMMISSION NEWSLETTER
March 19, 2018

[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 February 1, 2018, and February 5, 2018, Operations and Development Committee; February 5, 2018, Finance and Administration Committee; and February 5, 2018, Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the February 20, 2018, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for December 2017 is contained in the agenda packet. At the February 20, 2018, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file the reports.
- d. AWARD OF CONTRACT – EXERCISE OF SECOND EXTENSION OPTION JANITORIAL SERVICE AGREEMENT – DIVERSE FACILITY SOLUTIONS, INC. At the special meeting of the Operations and Development Committee ("Committee") on February 20, 2018, the Committee voted (2-0, one absent) to seek Commission approval to exercise the second of two one-year options contained in the Janitorial Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Diverse Facility Solutions, Inc.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT – EIGHTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT – MCS BURBANK LLC. At the February 20, 2018, special meeting of the Finance and Administration Committee ("Committee"), the Committee unanimously voted (3-0) to recommend that the Commission approve the proposed Eighth Amendment ("Amendment") to the Lease and Concession Agreement with the Authority's exclusive food and beverage concessionaire, MCS Burbank LLC. The proposed Amendment recommends changes to the concession space in both Terminals A and B, and requires new improvements to the proposed spaces as well as adjustments to the Minimum Annual Guarantee from the concessionaire.
- b. RIGHT OF ENTRY PERMIT AND INDEMNITY AGREEMENT – LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY – HOLLYWOOD BURBANK AIRPORT NORTH METROLINK STATION. At the February 20, 2018, special meeting of the Legal, Government and Environmental Affairs Committee ("Committee"), the Committee voted (2-0, one absent) to recommend that the

Commission approve a Right of Entry Permit and Indemnity Agreement with the Los Angeles County Metropolitan Transportation Authority for bus/shuttle access to the new Metrolink station at San Fernando and Hollywood Way. This new station is anticipated to open shortly and Staff is currently seeking proposals from firms to provide this service.

- c. PRESENTATION OF FY 2017 FINANCIAL STATEMENTS AND ANALYSIS OF FINANCIAL RESULTS. A staff report is included in the agenda packet. The Authority's independent auditor, Macias Gini & O'Connell LLP ("MGO"), has completed its audits of the Burbank-Glendale-Pasadena Airport Authority ("Authority") fiscal year 2017 financial statements. Enclosed with the staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2017 ("FY 2017") and 2016 ("FY 2016"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Audit Reports, Customer Facility Charge Audit Reports, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, and the Auditor's Report to the Authority Regarding the FY 2017 Audits.

MGO presented the results of its audits to the Finance and Administration Committee ("Committee") at its February 20, 2018, special meeting. The Committee voted unanimously (3-0) to recommend that the Authority note and file these audit reports.

7. ITEMS FOR COMMISSION INFORMATION

- a. AIRLINE SCHEDULE ANALYSIS - A staff report is included in the agenda packet. Staff has received notice of changes in service, fleet mix, and scheduled operating times from five airlines serving Hollywood Burbank Airport. This report change is reflected in detail on the attached Airline Schedule Analysis.
- b. JANUARY 2018 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS – The January 2018 passenger count of 370,230 was up 13.15% compared to last year's count of 327,191 passengers. Air carrier aircraft operations increased 12.2% while cargo volume in January grew marginally, just short of 1% to 8.7 million pounds. A complete report is included in the agenda packet.
- c. JANUARY 2018 PARKING REVENUE STATISTICS – No staff report attached. Staff will present parking revenue data for the month of January 2018.
- d. JANUARY 2018 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the month January 2018.
- e. GROUND TRANSPORTATION ANALYSIS. No staff report is attached. Staff will present preliminary analysis of data collected between passenger activity and ground transportation services.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

March 16, 2018

BPD Employees Honored by Magnolia Park Optimist Club



Three members of the Burbank Police Department were recently honored and recognized by the Magnolia Park Optimist Club for their contributions and outstanding service to the community. The annual recognition event was hosted at the Elks Lodge in Burbank on Thursday, March 1. This year's honorees included Burbank Police Officer of the Year, Officer Dan Turpin, Civilian Non-sworn Employee of the Year, Forensic Technician Carly Lott, and Police Volunteer of the Year, Elaine Stevens. Members of the Burbank Police Command Staff and Administration were on-hand as Chief Scott LaChasse presented each recipient with a plaque commemorating the achievement.

All three employees will also be recognized at the upcoming Burbank Police Awards Luncheon, being held on Thursday, April 19, at the Pickwick Gardens banquet center.

Job Shadow Day 2018

The City of Burbank hosted juniors and seniors from Burbank and John Burroughs high schools in this year's Job Shadow Day on Wednesday, February 14. As in past years, this event proved to be a successful day because of the participation from the City Departments. The students gathered for introductions in the morning and then accompanied their assigned mentors to their job sites for job shadowing. The students then gathered for lunch with their mentors and had an opportunity to hear from Community Development Director, Patrick Prescott, who shared with the group valuable insight about the City and his professional experiences.



There were 40 students total that participated, 20 from Burbank High School and 20 from John Burroughs High School. A big thank you to the following Departments for mentoring students: Burbank Water and Power, City Attorney's Office, City Clerk's Office, Fire Department, Management Services, Parks and Recreation, Public Works, and Police Department.

Fine Arts Federation 2018 Membership Show

The Fine Arts Federation held its 2018 Membership Show on Friday, March 2. This was a juried mixed media exhibit featuring more than 70 different artists, which included painting, sculpture, ceramics, and photography. The exhibit will continue to be on display at the Betsy Lueke Creative Arts Center until Thursday, March 22.

Dedication Ceremony for the Renamed Betsy Lueke Creative Arts Center

More than 200 people attended the Dedication Ceremony for the Betsy Lueke Creative Arts Center on Friday, March 2. In attendance were City Councilmembers, Department Heads, and City Commissioners. Linda Oseranski (née Lueke) and Mickey DePalo paid tribute to Betsy Lueke, expounding on her achievements in establishing programs for visual and performing arts in the City and her founding of the Fine Arts Federation over 40 years ago.



Photo Contest and Exhibit

240 photos were submitted to this year's amateur photography contest. The contest is sponsored by the Friends of the Burbank Public Library, who have been coordinating the event since the 1980s. More than 180 photographers, friends, and families gathered to see who took home a ribbon, and who was awarded Best of Show at the Awards Reception on Thursday, March 8. All photos are on display in Burbank Central Library's auditorium through Saturday, April 28, and the slide show of winning photos can be seen on the Burbank Public Library YouTube Channel.



Glow and Throw Teen Event



The Parks and Recreation Department hosted its first Glow and Throw Ultimate Frisbee Teen event at the Verdugo Recreation Center on Saturday, March 10. The free event, exclusively for middle and high school students, was glow in the dark themed and included black lights, glow bracelets and necklaces, and a light up Frisbee. Participants enjoyed staff-run ultimate Frisbee games, food, and music. Approximately 30 participants from Burbank schools attended the event.