



Weekly Management Report

August 17, 2018

- 1. Synopsis** Traffic Commission Meeting
July 26, 2018
Public Works Department
- 2. Synopsis** Parks and Recreation Board Meeting
August 9, 2018
Parks and Recreation Department
- 3. Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of August 20, 2018
Burbank-Glendale-Pasadena Airport Authority

TRAFFIC COMMISSION
July 26, 2018

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Kevin Harrop, Linda Barnes, Vanessa Rachal, Paul McKenna, Joe Terranova, Christopher Toth, Andre Krikorian, Michael Kiaman and Brian Malone.

Members Absent:

None.

III. ORAL COMMUNICATIONS

A. Public Communication

None.

B. Commission Comments

Paul McKenna spoke on his concern of taxis and tour buses parking at the red and white curbs along Warner Blvd instead of the designated taxi stand. With the advent of ride sharing programs such as Uber and Lyft, Paul inquired if the taxi stand was out dated and if it were possible to remove the taxi stand in order to create a few more parking spaces. Staff will be looking into the criteria of the taxi stands.

Christopher Toth relayed an inquiry of a resident's concern of frequent traffic collisions at the Chandler Blvd. and Hollywood Way intersection. Christopher asked staff to look into the layout and collision records. Staff will check with PD for collision records on that intersection.

Joe Terranova inquired if paid parking or the acquisition of land for parking lots was being considered in the Citywide Parking Study. Per Staff, a draft of the parking study did include a discussion of paid parking, but there was no mention of obtaining additional land for parking.

Linda Barnes reported that this was her final meeting as a member of the Traffic Commission as she was appointed to the Civil Service Board. The Commission congratulated her and wished her well.

C. Staff Communication

Staff provided updates on the following:

- a. Council tax measure– Council voted to place a ¾ cent sales tax on the November 2018 ballot.
- b. Burbank at San Fernando construction update – Large traffic impacts are expected due to complete intersection repaving and restriping. Anticipated to occur in late August 2018.

IV. APPROVAL OF MINUTES:

Brian Malone motioned to approve Minutes for the May meeting; Christopher Toth seconded. Motion passed 5-0, with four members abstaining.

Brian Malone motioned to approve Minutes for the June meeting; Linda Barnes seconded. Motion passed 6-0, with three members abstaining.

V. PUBLIC HEARINGS: None.

VI. REPORTS:

A. School 15 MPH Speed Limits

The current California Vehicle Code (CVC) states that if you're within 500 feet of a school, the speed limit is 25 mph. CVC Section 22358.4 allows for the speed limit to be reduced from 25 mph to 15 mph if City Council passes an ordinance to do so. Staff investigated the CVC and identified 86 street segments adjacent to 27 schools that may have a 15 mph speed limit.

Staff asked the Commission to support their request to Council to declare a prima facie speed limit of 15 mph on all roadways adjacent to schools that have a maximum of two traffic lanes and a maximum posted speed limit of 30 mph.

Joe Terranova motioned to support staff recommendation to implement a 15 mph speed limit around schools with implementation scheduled during winter/summer break; Brian Malone seconded. Motion passed 7-2.

B. Updated Speed Hump Criteria

At the December 2016, February 2017, and September 2017 meetings, the Traffic Commission discussed traffic calming measures, existing speed hump criteria, and the potential use of speed cushions. Staff confirmed that speed humps were the most effective traffic calming measure in terms of speed reduction, cost, and street parking impacts. Staff also proposed various updates to the speed hump criteria to match neighboring agencies. Finally, staff proposed to use an alternative speed hump design, known as a speed cushion, to accommodate emergency vehicles.

Staff asked the Commission to support staff's request for Council to approve updates to the speed hump installation criteria, speed hump administrative procedures, and adopt the speed cushion design. Paul McKenna motioned to approve staff's recommendation; seconded by Michael Kiaman. Motion passed unanimously.

VII. FUTURE AGENDA ITEMS:

- 1) Election of Chair and Vice Chair (August)
- 2) Update on Magnolia Park parking study (September)
- 3) Update on AB1069-County regulation of taxicabs (On Hold, pending City Attorney)
- 4) Evaluation of Permit Only Parking on California Street south of Riverside Drive (On Hold)

IX. ADJOURNMENT: 5:03pm

Meeting was adjourned in recognition of Linda Barnes' service to the Traffic Commission.

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

Meeting: Parks and Recreation Board

Date: Thursday, August 9, 2018

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Hauptli, Administrative Analyst I; and Patricia Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. DePalo, and Mr. Gussow

Board Members Absent: Ms. Jackson

Item Discussed	Summary	Direction or Action, if any
1 Park Board Comments	Ms. Burghdorf attended the Burbank Cultural Arts Commission meeting of August 9, 2018. Additionally she shared that a vacancy exists and if anyone is interested please submit an application by August 23, 2018. Mr. Gussow honorably pitched the ceremonial first pitch at the Ponytail League All-Star Game in June.	
2 Recognitions	None.	
3 Oral Communications	None.	
4 Response To Oral Communications	None.	
5 Written Communications	None.	
6 Announcements	Ms. Kristen Hauptli, Administrative Analyst I, announced the Department's upcoming activities and events.	
7 Election of Officers & Board Liaison Assignment	The Board engaged in a discussion resulting in the Election of Officers for the position of Chair, Vice Chair, and Secretary.	It was moved by Mr. Gussow, seconded by Mr. DePalo and carried 4-0 to elect Ms. Lowers as Chair. It was moved by Mr. Gussow, seconded by Mr. DePalo and carried 4-0 to elect Ms. Burghdorf as Vice Chair.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

8	Council Liaison Definition and Board, Commission, and Committee Members Expectations	Ms. Wilke informed the Board of the guidelines and expectations of the recently adopted Code of Conduct and Council Liaison Policy which all board and commission members and liaisons are to observe.	It was moved by Mr. DePalo, seconded by Ms. Burghdorf and carried 4-0 to elect Mr. Gussow as Secretary. Due to Ms. Jackson's absence, the election of board liaisons was rescheduled for the next Board meeting, or at the Board meeting when all members are present. Noted and Filed.
9	DeBell Golf Course Update	Ms. Garcia apprised the Board on the DeBell Golf Course Facility's operations. At the request of SS Golf Inc. president Scott Scozzola, the City has terminated the Lease and Operating Agreement of the DeBell Golf Course effective June 30, 2018. As of July 1, 2018, the Parks and Recreation Department has assumed DeBell's day-to-day operations, on an interim basis, until a new operator is selected. Staff are overseeing all contracts with the Facility's providers. On May 24, 2018, a Request For Proposal was released to find a new operator. Staff has received four (4) proposals which are now in the review process and anticipates selecting a new operator by October 2018. During this transition the Department continues to serve the community and its golf patrons.	Noted and Filed.
10	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the May 2018 and June 2018 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>	It was moved by Mr. DePalo seconded by Ms. Burghdorf and carried 4-0 "to approve the Consent Calendar."

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Park Patrol Reports</u> May 2018, June 2018, and July 2018 Park Patrol Reports were noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p> <p>None.</p>	
11	Tabled Items	Mr. Mark Kienlen commented on the RFP process and a vision for the DeBell Golf Course.	
12	Second Period of Oral Communications	Mr. Gussow expressed that the City's vision is to select a golf operator who will offer a great facility with services at reasonable prices. Ms. Burghdorf suggested an open house where the operator can express their vision to the public. The Board thanked Mr. Scozolla for the 17 years of dedication to the City and the community.	
13	Response to Second Period of Oral Communications	Mr. Gussow invited all to attend the last Starlight Bowl concert of the summer season on Saturday, August 11 th . Mr. DePalo announced that Sports Office will begin to oversee the Burbank Parochial League and thanked Mr. Cevallos, Recreation Manager –Sports and Aquatics, for his professionalism and guidance of the Sports and Aquatics staff.	
14	Additional Comments from the Board	None.	
15	Introduction of New Agenda Items	The meeting was adjourned at 6:43 p.m.	
16	Adjournment	It was moved by Mr. Gussow seconded by Mr. DePalo and carried 4-0 "to adjourn the meeting".	



August 16, 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, August 20, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

A handwritten signature in black ink, appearing to read "Terri Williams". The signature is fluid and cursive, with a large initial "T" and "W".

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



REGULAR COMMISSION MEETING

AGENDA

AUGUST 20, 2018

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, August 20, 2018

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 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

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 **[See page 1]**
 - (i) May 21, 2018
 - 2) Finance and Administration Committee
 - (i) June 18, 2018 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee **[See page 6]**
 - (i) June 4, 2018
 - b. Commission Minutes
(For Approval)
 - 1) July 16, 2018 **[See page 7]**
 - c. Treasurer's Report
 - 1) May 2018 **[See page 13]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Construction Contract, Award of Professional Services Agreements and Approval of Project Budget for Taxiway C and D West End, and General Aviation Ramp Rehabilitation Project Number E17-08 **[See page 36]**
 - b. Award of Professional Services Agreement – Parking and Ground Transportation Consulting Services Steer Davies & Gleave, Inc. **[See page 44]**

- c. Amendment to Lease – Sixth Amendment to Fixed Base Operator Lease and Concession Agreement - Van Nuys Skyways, Inc., dba Million Air Burbank ***[See page 54]***
 - d. Award of Purchase Order for Shuttle Services Between Burbank Airport – North Metrolink Station and Hollywood Burbank Airport ***[See page 62]***
7. ITEMS FOR COMMISSION INFORMATION
- a. Airline Statistics Analysis ***[See page 64]***
 - b. June 2018 Passenger/Cargo and Regional Airport Passenger Statistics ***[See page 70]***
 - c. June 2018 Parking Revenue Statistics ***[No Staff Report]***
 - d. June 2018 Transportation Network Companies (“TNC”) ***[No Staff Report]***
8. CLOSED SESSION
- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))
Name of Case: Carey v. Burbank-Glendale-Pasadena Airport Authority
(Case No. WCAB #ADJ7503274)
 - b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))

Title: Executive Director
9. COMMISSIONER COMMENTS
(Updates and information items, if any)
10. ADJOURNMENT

COMMISSION NEWSLETTER
August 20, 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 May 21, 2018, Operations and Development Committee meeting; the Finance and Administration Committee meeting of June 18, 2018; and the June 4, 2018, meeting of the Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the July 16, 2018, meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT – The Treasurer's Report for May 2018 is contained in the agenda packet. At the July 16, 2018, Finance and Administration Committee ("Committee") meeting, the Committee voted (2–0, one absent) to recommend that the Commission note and file the report.

6. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF CONSTRUCTION CONTRACT – AWARD OF PROFESSIONAL SERVICES AGREEMENT AND APPROVAL OF PROJECT BUDGET FOR TAXIWAY C AND D WEST END, AND GENERAL AVIATION RAMP REHABILITATION PROJECT NUMBER E17-08. A staff report is included in the agenda packet. This item, subject to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, has been placed on the Commission's agenda for its consideration to: (i) Award a construction contract in the amount of \$5,472,800 to Sully-Miller Contracting Company ("Sully-Miller") for the construction of the Taxiway C and D West End and General Aviation Ramp Rehabilitation Project; (ii) award a professional services agreement for a lump sum amount of \$418,445 with RDM International, Inc. ("RDM") for engineer of record construction administration services, onsite technical services, inspection and material testing; (iii) approve a project budget for construction management, contract administration field observation for a not-to-exceed amount of \$175,000; and, (iv) approve a project aggregate contingency of \$333,269.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT PARKING AND GROUND TRANSPORTATION CONSULTING SERVICES; STEER DAVIES AND GLEAVE, INC. – A staff report is included in the agenda packet. At the July 16, 2018, special meeting of the Operations and Development Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission award a Professional Services Agreement ("Agreement") to Steer Davies and Gleave, Inc.,

for parking and ground transportation consulting services, including assistance with the implementation of the pre-booking program for self-park and valet parking at the Airport. The proposed Agreement is through FY 2019 and can be terminated by either party with 30 days' notice. The cost of the proposed Agreement is \$72,080.

- c. AMENDMENT TO LEASE – SIXTH AMENDMENT TO FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT – VAN NUYS SKYWAYS, INC., dba MILLION AIR BURBANK. A staff report is included in the agenda packet. At the July 16, 2018, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend that the Commission approve a Sixth Amendment, copy attached, to the Fixed Base Operator and Concession Agreement with Van Nuys Skyways, Inc., dba Million Air Burbank. The proposed Sixth Amendment will provide for the lease of an additional 20,909 square feet of ramp space for aircraft parking, an additional 3,678 square feet of ramp space for fuel truck parking, and the ability to request additional hangar and ramp space on an as needed basis.
- d. AWARD OF PURCHASE ORDER FOR SHUTTLE SERVICES BETWEEN BURBANK AIRPORT - NORTH METROLINK STATION AND HOLLYWOOD BURBANK AIRPORT. A staff report is included in the agenda packet. To maintain continuity of service, this item, subject to the recommendation of the Operations and Development Committee at its meeting immediately prior to the Commission meeting, has also been placed on the Commission’s agenda for its consideration.

Staff seeks Commission approval to award a Purchase Order (“P.O.”) to Arcadia Transit Inc. (“SuperShuttle”) in the monthly amount of \$16,240 for shuttle services between the Airport and the Burbank Airport – North Metrolink Station (“Station”) on a month-to-month basis, not to exceed six months, and to authorize the Executive Director to execute the same.

7. ITEMS FOR COMMISSION INFORMATION

- a. AIRLINE SCHEDULE ANALYSIS - Staff has received notice of changes in service, fleet mix, and scheduled operating times from four airlines serving Hollywood Burbank Airport. This report change is reflected in the staff report and on the Schedule Change Analysis.
- b. JUNE 2018 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The June 2018 passenger count of 450,025 was up 10.17% compared to the June 2017 total of 408,477. The calendar year-to-date total for the first six months is up 13.03% at 2,505,910 compared to 2,217,105 through June 2017. Air carrier aircraft operations were essentially unchanged, up .67% for the month, while cargo volume decreased for the month by 4.15% to 8.98 million pounds in June 2018. This brings the year-to-date total to 54.2 million pounds, essentially flat to the same period in 2017.
- c. JUNE 2018 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of June 2018.

- d. JUNE 2018 TRANSPORTATION NETWORK COMPANIES (“TNC”) SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the month of June 2018.