



Weekly Management Report

September 14, 2018

1. **Memo** Burbank Roller Hockey Update
Parks & Recreation Department

2. **Memo** Downtown Burbank Partnership (P-BID)
Meeting on August 9, 2018
Community Development Department

3. **Synopsis** Burbank Hospitality Association (BHA)
Meeting on August 27, 2018
Community Development Department

4. **Memo** Planning Board Actions
Meeting on September 10, 2018
Community Development Department

5. **Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of September 17, 2018
Burbank-Glendale-Pasadena Airport Authority

6. **Minutes** Police Commission Meeting
August 15, 2018
Police Department



CITY OF BURBANK
Parks and Recreation Department
MEMORANDUM

DATE: September 6, 2018

TO: Ron Davis, City Manager

FROM: Judie Wilke, Parks and Recreation Director *Judie Wilke*

SUBJECT: CITY MANAGER TRACKING LIST NO. 2155 - BURBANK ROLLER HOCKEY UPDATE

At the City Council meeting of August 14, 2018, the Council requested that staff provide an update on the new roller hockey operator.

As approved by City Council during their December 19, 2017 meeting, P.I.M. Inc. (PIM) was selected to provide youth and adult roller hockey, and ball hockey leagues and activities at the Burbank Roller Hockey Facility (also known as LA Kings Burbank Sports Center), located at Ralph Foy Park. The term of the agreement began February 1, 2018 for a period of five-year years with up to three (3) five-year extensions. Although PIM has successfully launched their inaugural winter season, they have also overcome a number of setbacks.

Prior to taking over the facility, the City and PIM were challenged with vandalism and stolen property at the roller hockey rink. Repairing damages to the rink and office, and replacing equipment created delays for PIM. Despite these obstacles, PIM held two separate "Meet and Greet" events to welcome roller hockey and ball hockey players on February 3 and 4, 2018. There were approximately 100 people that attended each day. PIM accepted registration for the winter season, served free lunch, and officially opened the LA Kings Burbank Sports Center to the public.

Since taking over the facility PIM has offered two full seasons of multiple play, including adult roller hockey leagues, adult stick time (open play), free youth skate and instruction, ball hockey league, and open ball hockey (open play). The spring season had 36 adult roller hockey and 4 adult ball hockey teams. Unfortunately due to the lack of youth interest, a youth league was not offered in winter. However, PIM responded by offering free roller hockey clinics for youth. These clinics had approximately 15 youth that regularly attended. PIM also offered public youth open skate rink time and had a total of 47 participants attend.

Similar to the previous operator, youth roller hockey was not offered during the summer season due to excessive afternoon heat during practices and games. However, the

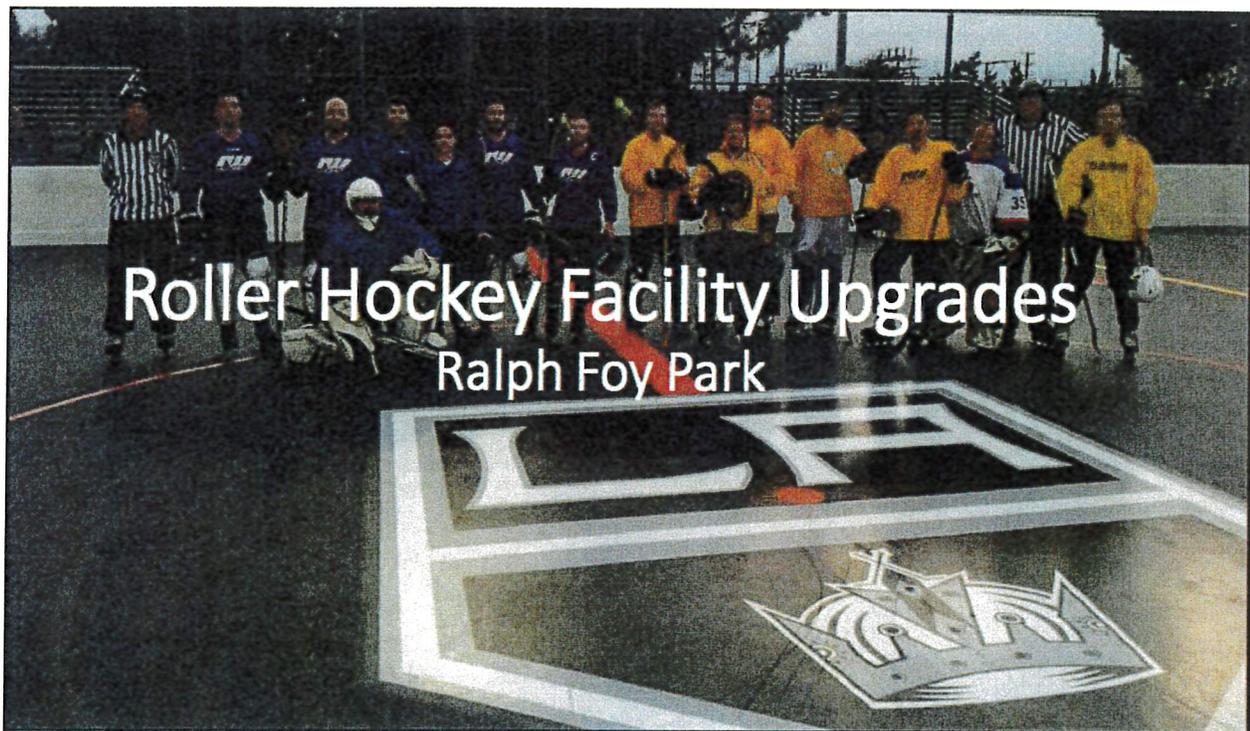
summer adult season had 36 roller hockey teams and 5 ball hockey teams. Currently fall registration is being accepted for adult roller hockey, ball hockey, and youth roller hockey.

Growing the youth roller hockey program has been challenging for PIM because the former operator opened another roller hockey facility near Burbank. It should be noted that this and the other obstacles have not discouraged PIM. Staff is also working with PIM to cross market the youth roller hockey programs in the Parks and Recreation quarterly recreation guide and social media.

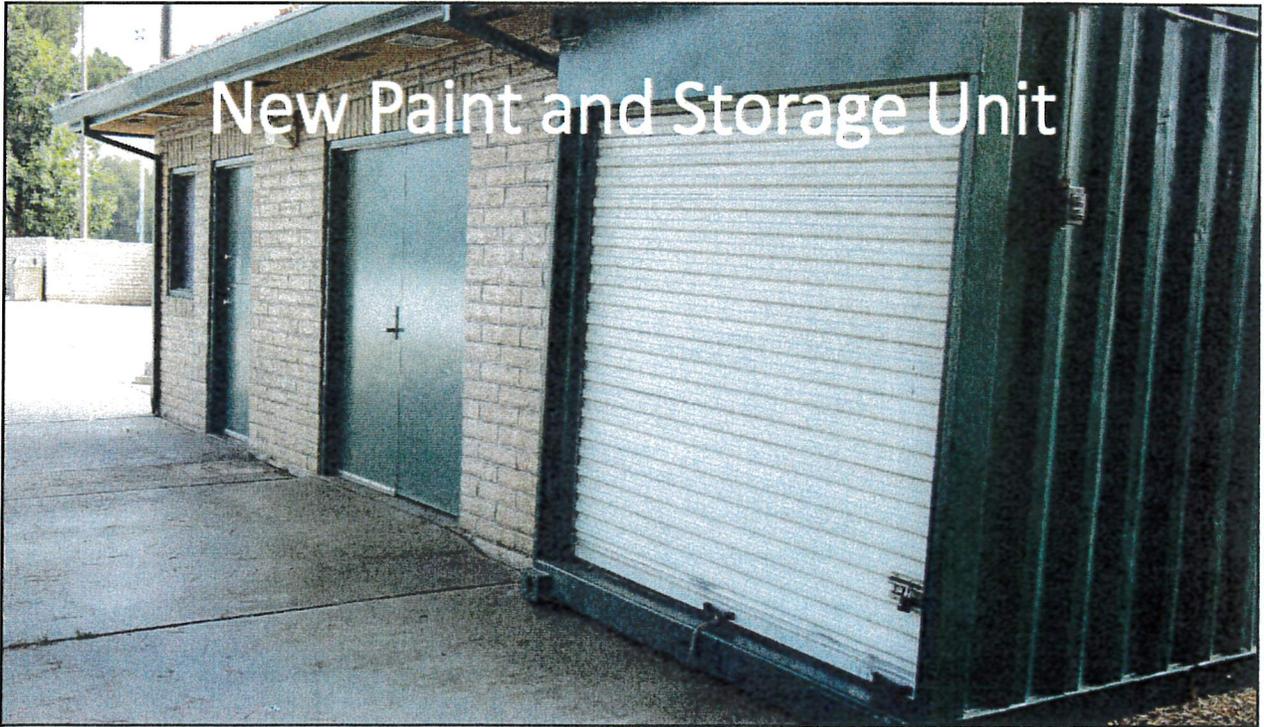
Since taking over the facility seven months ago, PIM has made several facility improvements valued at approximately \$40,000, including replacing the board system, adding a new scoreboard, creating a pro-shop, adding a storage facility, purchasing rental skates and equipment, and installing the new LA Kings logo (Exhibit A). Moreover, PIM maintains a licensing agreement with the LA Kings National Hockey League team and as part of this partnership, the LA Kings may sponsor future youth programming and facility improvements.

PIM has been very active on social media to promote programming and solicit input. As a requirement of their Agreement with the City, PIM will also provide the Parks and Recreation Board with annual updates on their progress as well as to report on their goals and objectives. PIM's first annual update will be in early 2019, one year after their opening. Staff is encouraged by PIM's resourcefulness and are confident that their programming will continue to build each season.

EXHIBIT A







memorandum

DATE: September 10, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director: 
Business & Economic Development

SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – August 9, 2018

- Jeff Rector from the Burbank International Film Festival (BIFF) made a presentation to the Board on the upcoming 10th Annual Film Festival. This year, the BIFF will accommodate various events and parties at local Downtown Burbank locations including the Holiday Inn Crystal View Lounge, Story Tavern, and Wockano. Over 200 films are set to be screened at the event, and Mr. Rector expects 5,000 attendees.
- Staff gave an event brief on the 8th Annual Car Classic which welcomed more than 20,000+ visitors and 200+ cars. This year, the event footprint expanded across Magnolia to include the recently renovated Burbank Town Center dining terrace. The events famed VIP block attendees included West Coast Customs, Cars from *The Fast and the Furious* franchise via Vehicle Effects, Unique Twist, and The Burbank Historical Society. A full event wrap-up will be presented at the next Board meeting.
- Staff presented a proposal to the Board for mural sponsorship at the Burbank Town Center. The Board reviewed the proposed sponsorship for the mural work, and it was noted that if a sponsorship was provided, The Burbank Town Center would then be responsible for entering into an agreement with the mural artist, receiving approval from the Partnership on a final mural design, pulling necessary permits for work, and any future mural maintenance. Upon further discussion, it was decided that a sponsorship would be approved with the caveat that the Partnership would sponsor the mural by paying the artists directly for their work. A not to exceed amount of \$10,000 for the cost of work was approved.
- The next regular board meeting will be October 2018.

memorandum

DATE: September 7, 2018

TO: Ron Davis, City Manager

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

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS –
AUGUST 27, 2018**

- The BHA reviewed and approved service agreements with Barbara Miller for Administrative Support Services and Teresa Mackey for Bookkeeping and Financial Services through September 2019.
- The BHA voted to renew terms for: Tony Garibian, James Fitzpatrick, Michael Swaney, Lucy Burghdorf, and Tom Whelan for two years. Board member Richard Sandoval was also nominated and re-instated as Vice Chair.
- Strausberg Group presented web analytics and marketing campaign updates from January 2018 – June 2018 to the Board.
- Staff presented an Airline Attraction Incentive Program with marketing materials to be used in negotiations with airlines regarding promotion of new airlines and/or new routes into Hollywood Burbank Airport. The materials include guidelines to assist the Board in determining fund allocation and collaborative campaign opportunities.
- Staff presented a proposal to allocate \$50,000 in marketing funds to Jet Blue for their new route to Boston launching in September in accordance with the approved Airline Incentives Packages Guidelines.
- The BHA reviewed and approved a not to exceed amount of \$35,000 for marketing in advance of the Creative Talent Network Animation eXpo in November 2018. Marketing items provided by Visit Burbank will, "Paint the Town CTN" and include: elevator wraps, light projections, airport digital and print advertising, social media marketing, and extended onsite police services at the CTN eXpo event.

memorandum

DATE: September 11, 2018
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of September 10, 2018**

At the regular meeting of September 10, 2018, the Planning Board discussed the following items:

Hearing

1. **Project No. 18-7831 (Appeal of Single Family Special Development Permit) | 407 S. Bel Aire Dr.**

The Board was presented with an appeal of a Community Development Director's approval of a Single Family Special Development permit for a proposed project at 407 S. Bel Aire Drive. The project consisted of a new two-story, 2,358 square foot home. The Board denied the appeal and upheld the Community Development Director's decision by a 5-0 vote.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by September 25, 2017.

2. **Project No. 16-4646 (Public Comment on Draft Environment Impact Report – DEIR) | 3001 N. Hollywood Way**

The Board was presented with the main points of the Draft Environment Impact Report (DEIR) of the proposed Avion Project by City Staff. No comments were received.

Attendance

Present: Rizzotti, Eaton, Atteukenian, Hadian, Liu.



September 13, 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, September 17, 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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, September 17, 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) July 16, 2018
 - 2) Finance and Administration Committee **[See page 5]**
 - (i) July 16, 2018
 - 3) Legal, Government and Environmental Affairs Committee **[See page 8]**
 - (i) July 16, 2018
 - b. Commission Minutes
(For Approval)
 - 1) August 20, 2018 **[See page 10]**
 - c. Proposed Resolution No. 479 – Authorizing Acceptance of Transportation Security Administration Grant Funding **[See page 19]**
 - d. Department of Homeland Security Transportation Security Administration Other Transaction Agreement (“OTA”) Modification **[See page 22]**
 - e. Treasurer’s Report
 - 1) June 2018 **[See page 28]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement - InterVistas Consulting, Inc. for Air Service Development Consulting Services **[See page 53]**

- b. Award of Short Term Parking Space Reservation Agreement – Silverco Enterprises **[See page 55]**
 - c. Award of Professional Services Agreements - Passenger Facility Charge Application Support Services – Ricondo & Associates **[See page 57]**
 - d. Award of Purchase Orders to Motorola Solutions for Replacement of Public Safety Radio Equipment **[See page 59]**
 - e. Public Art at the Regional Intermodal Transportation Center (“RITC”) – Art Panels Project Restart **[See page 61]**
7. ITEMS FOR COMMISSION INFORMATION
- a. July 2018 Passenger Statistics and Airline Schedule Report **[See page 63]**
 - b. July 2018 Parking Revenue Statistics **[No Staff Report]**
 - c. July 2018 Transportation Network Companies (“TNC”) **[No Staff Report]**
8. CLOSED SESSION
- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of Litigation (California Government Code Section 54956.9(d)(4)):
1 potential case: Noise Variance Application to California Department of Transportation, Division of Aeronautics.
 - b. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
 - c. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Frank Miller
Employee Organization: IOE – Local 501
9. COMMISSIONER COMMENTS
(Updates and information items, if any)
10. ADJOURNMENT

COMMISSION NEWSLETTER
September 17, 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 July 16, 2018, Operations and Development Committee meeting; the Finance and Administration Committee meeting of July 16, 2018; and the July 16, 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 August 20, 2018, meeting are attached for the Commission's review and approval.
- c. PROPOSED RESOLUTION NO. 479 – AUTHORIZING ACCEPTANCE OF TRANSPORTATION SECURITY ADMINISTRATION GRANT FUNDING. At the August 20, 2018, meeting of the Legal, Government, and Environmental Affairs Committee ("Committee"), the Committee voted unanimously (3–0) to recommend that the Commission adopt the attached Proposed Resolution No. 479, authorizing designated senior personnel to execute documents for acceptance of Transportation Security Administration grant funding.
- d. DEPARTMENT OF HOMELAND SECURITY TRANSPORTATION SECURITY ADMINISTRATION OTHER TRANSACTION AGREEMENT ("OTA") MODIFICATION. At the August 20, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted (2–0, one absent) to recommend that the Commission approve a modified Other Transaction Agreement with the Department of Homeland Security, Transportation Security Administration, for reimbursement of electrical and janitorial charges associated with areas used for baggage screening operations at Hollywood Burbank Airport.
- e. TREASURER'S REPORT. The Treasurer's Report for June 2018 is contained in the agenda packet. At the August 20, 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 PROFESSIONAL SERVICES AGREEMENT – INTERVISTAS CONSULTING, INC., FOR AIR SERVICE DEVELOPMENT CONSULTING SERVICES. At the August 20, 2018, meeting of the Operations and Development Committee ("Committee"), the Committee voted (3–0) to recommend that the Commission award a Professional Services Agreement ("Agreement"), to InterVistas Consulting, Inc., for air service development support services. The total proposed

expenditure for these services is for an amount not-to-exceed \$70,000, to be completed within FY 2019.

- b. AWARD OF SHORT TERM PARKING SPACE RESERVATION AGREEMENTS – SILVERCO ENTERPRISES. At the August 20, 2018, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend that the Commission approve a Short Term Parking Space Reservation Agreement (“Agreement”) with Silverco Enterprises (“Silverco”) for 523 spaces in Parking Lot B (“Lot B”) located on Hollywood Way. Due to an increase in its operations, Silverco has requested to utilize the parking spaces in Lot B for the parking of motor vehicles and trucks on a daily basis. Payment for these parking spaces will be in arrears and is subject to the City of Burbank’s transient parking tax.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENTS – PASSENGER FACILITY CHARGE APPLICATION SUPPORT SERVICES – RICONDO & ASSOCIATES. At the August 20, 2018, meeting of the Finance and Administration Committee (“Committee”), the Committee voted (2–0, one absent) to recommend that the Commission award two Professional Services Agreements (“Agreements”), copies attached, to Ricondo & Associates Inc., for Passenger Facility Charge (“PFC”) application support services. These services will be for an amended PFC Application No. 15 and new PFC Application No. 16. The cost for these services is \$20,000 and \$59,000 respectively for a total amount of \$79,000. The cost of these services is PFC eligible and will be included as a part each PFC application.
- d. AWARD OF PURCHASE ORDERS TO MOTOROLA SOLUTIONS FOR REPLACEMENT OF PUBLIC SAFETY RADIO EQUIPMENT. A staff report is attached. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission authorization to award two separate Purchase Orders to Motorola Solutions for: 1) replacement of the Airport Fire Department’s (“AFD”) 12 Motorola 5000 portable radios with 12 Motorola APX 8000 series radios in the amount of \$89,154.33 and 2) replace 8 Motorola APX Consolettes that provide radio communication for the Communication Center in amount of \$68,911.46.
- e. PUBLIC ART AT THE REGIONAL INTERMODAL TRANSPORTATION CENTER. (“RITC”) – ART PANEL PROJECT RESTART. A staff report is attached. At its meeting on August 17, 2018, the Legal, Government and Environmental Affairs Committee (“Committee”) voted unanimously (3-0) to recommend to the Commission approval of the following: 1) restarting of the Regional Transportation Center (“RITC”) art panels project; 2) termination for convenience of the Artwork Commission Agreement with Mr. Fausto Fernandez for design, fabrication, and delivery of original paintings for six RITC art columns; 3) authorization for Staff to negotiate a nominal severance payment to Mr. Fernandez in exchange for a full release; and 4) termination of the Purchase Order issued to Gail M. Goldman Associates, LLC (“Goldman”) for art consultant services.

7. ITEMS FOR COMMISSION INFORMATION

- a. **JULY 2018 PASSENGER STATISTICS AND AIRLINE SCHEDULE REPORT.**
A staff report is included in the agenda packet. The July 2018 passenger count of 455,580 was up 13.83% compared to the July 2017 total of 400,225. The calendar year-to-date total for the first seven months is up 13.15% at 2,961,490 compared to 2,617,330 through July 2017. July 2018 air carrier operations were up 6.35% for the month and cargo volume increased for the same period by 4.08% to 8.5 million pounds, bringing the year-to-date total to 62.7 million pounds, up fractionally as compared to the same period in 2017.
- b. **JULY 2018 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of July 2018.
- c. **JULY 2018 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES.** No staff report attached. Staff will update the Commission on TNC activity for the month of July 2018.

August 15, 2018

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 1800 hours by Commission Chair Diamond.

CALL TO ORDER

Present: Commissioners Chapman, Cohen, Diamond, Dineen, Hergelian, and Kobaissi

Also Present: Deputy Chief Albanese, Captains Cremins and Deroian, Lieutenant Cornils, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Hergelian and the flag salute was led by Commissioner Chapman.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Chapman, Cohen, Hergelian, and Kobaissi attended National Night Out on August 7, 2018.

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM APRIL 18, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Hergelian, to approve the minutes of April 18th. Motion carried, with one abstention by Commissioner Kobaissi.

APPROVAL OF MINUTES FROM MAY 16, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Hergelian, to approve the minutes of the May 16th meeting. With three approvals and three abstentions (Commissioners Diamond, Dineen, and Cohen), a motion was made by Commissioner Cohen, with a second by Commissioner Kobaissi, to table the approval of the minutes until the September meeting.

ITEMS OF BUSINESS

1. Ratification of the Minutes from the June

Commissioner Diamond tabled the ratification of the minutes to the September meeting.

2. Discussion and make a recommendation to the City Council regarding the new OIR contract

Senior Assistant City Attorney Oh explained the City's decision to extend the OIR contract until December and then pursue requests for proposals for the new contract. Commissioners discussed retaining OIR or contracting with a new vendor, suggestions on the length of the contract, expanding the scope of review of cases, and requiring different members of the firm to

August 15, 2018

Meeting of the Burbank Police Commission

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review cases. Commissioner Dineen made a motion, seconded by Commissioner Cohen, to make a recommendation to the City to extend the contract with OIR for another year and monitor performance for consideration for renewal. Motion carried by consensus, with one dissenting vote by Commissioner Chapman.

3. Discussion and selection of attendees to the NACOLE Conference

Commissioner Stearns-Niesen had expressed interest in attending via email to Executive Assistant Nakamura. She will follow up with the Commissioner to confirm her availability.

4. Review and discussion of quarterly report of Commission correspondence

Commissioners reviewed the list of correspondence addressed to them for the last quarter. There were three; items noted and filed.

Commissioner Diamond suggested agendizing a future conversation about a mechanism for the public to have direct contact with the members of the Commission, rather than through the Department's email system.

5. Election of new officers

Commissioner Cohen made a motion, seconded by Commissioner Kobaissi, to nominate Commissioner Dineen to serve as Commission Chair. Motion carried by consensus.

Commissioner Dineen made a motion, seconded by Commissioner Kobaissi, to nominate Commissioner Diamond to serve as Commission Vice Chair. Motion carried by consensus, with one dissenting vote by Commissioner Diamond.

Commissioner Hergelian made a motion, seconded by Commissioner Diamond, to nominate Commissioner Kobaissi to serve as Commission Secretary. Motion carried by consensus.

6. Announcements by the Chief

Deputy Chief Albanese stated:

8/21	Recognition of Detective Joshua Kendrick by Burbank Rotary as the Rex Andrews Scholarship awardee at the City Council meeting
9/12	BUSD/BPD annual back to school meeting

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Chapman made a motion, seconded by Commissioner Kobaissi, to have a presentation and discussion on the BPD policy/enforcement of drone activity and any existing municipal laws on usage.

August 15, 2018

Meeting of the Burbank Police Commission

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NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, September 20, 2018, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1850 hours.

s/Amy Dineen

Amy Dineen, Vice-Chair
Burbank Police Commission

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