



Weekly Management Report

June 17, 2022

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on June 20, 2022
Burbank-Glendale-Pasadena Airport Authority

- 2. Minutes** Sustainable Burbank Commission
Meeting on May 16, 2022
Public Works Department

- 3. Memo** Burbank Hospitality Association
Meeting on May 18, 2022
Community Development Department

- 4. Minutes** Downtown Burbank P-Bid Board Meeting
on May 10, 2022
Community Development Department



June 16, 2022

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 on Monday, June 20, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. Members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, June 20, 2022

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.



When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 N. 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

Monday, June 20, 2022

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) May 16, 2022 **[See page 1]**
 - (ii) March 21, 2022 **[See page 3]**
 - 2) Finance and Administration Committee
 - (i) May 25, 2022 **[See page 5]**
 - (ii) May 16, 2022 **[See page 6]**
 - (iii) May 12, 2022 **[See page 9]**
 - (iv) May 2, 2022 **[See page 10]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) May 16, 2022 **[See page 12]**
 - b. Commission Minutes
(For Approval)
 - 1) June 6, 2022 **[See page 14]**
 - c. Office Space Sublease with Atlantic Aviation **[See page 19]**
Office Sub-Sublease with Jacobs Project Management Co.
 - d. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings **[See page 22]**

6. ITEMS FOR COMMISSION APPROVAL

- a. Award of Agreement Extension
Self-Park Management Services and Valet Parking Services **[See page 24]**
- b. Amendment No. 2 to Professional Services Agreement
Trifiletti Consulting, Inc. **[See page 26]**
- c. National Auto Fleet Group Change Order
Replacement Vehicles Acquisition Authorization **[See page 30]**
- d. Standing and Ad Hoc Advisory Committee
Structure and Functions Review **[See page 34]**

7. ITEMS FOR COMMISSION DISCUSSION

- a. Progressive Design Build Method and Selection Process

8. ITEMS FOR COMMISSION INFORMATION

- a. April 2022 Passenger and Air Cargo Statistics **[See page 52]**
- b. April 2022 Ground Transportation Statistics
- c. April 2022 Parking Revenue Statistics

9. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, June 20, 2022

[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 Operations and Development Committee meetings of May 16, 2022, and March 21, 2022; approved minutes of the Finance and Administration Committee special meeting of May 25, 2022, the meeting of May 16, 2022, the special meeting of May 12, 2022, and the meeting of May 2, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 16, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the June 6, 2022, Commission meeting are attached for the Commission's review and approval.
- c. OFFICE SPACE SUBLEASE WITH ATLANTIC AVIATION; OFFICE SUB-SUBLEASE WITH JACOBS PROJECT MANAGEMENT CO. A staff report is included in the agenda packet. Staff seeks the Commission's approval of an Office Space Sublease ("Sublease") with Mercury Air Center-Burbank, Inc. dba Atlantic Aviation and an Office Space Sub-Sublease ("Sub-Sublease") with Jacobs Project Management Company in connection with the provision of on-Airport office space for the program management firm overseeing the Replacement Passenger Terminal Program. The proposed Sublease and Sub-Sublease are for 2,438 square feet of office space in Building 3 with associated parking in the Southwest Quadrant of the Airport.
- d. AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees. Pursuant to the motion passed at the May 16, 2022, meeting, the agenda for the July 18, 2022, meeting will include an item for the Commission to provide direction on the return to in-person Commission and Committee meetings at the Airport.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF AGREEMENT EXTENSION – SELF-PARK MANAGEMENT SERVICES AND VALET PARKING SERVICES. A staff report is included in the agenda packet. At its meeting on June 6, 2022, the Operations and Development Committee voted

unanimously (3–0) to recommend that the Commission exercise the second of two one-year extension options available under the Agreement for Self-Park Management Services and Valet Parking Services with SP Plus Corporation. The base contract period was for three years beginning on July 1, 2018, and expired on June 30, 2021. The first extension period began on July 1, 2021, and expires on June 30, 2022. If approved, the second extension period will begin on July 1, 2022, and will expire on June 30, 2023.

- b. AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC. A staff report is included in the agenda packet. At its meeting on June 6, 2022, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 absent) to recommend that the Commission approve Amendment No. 2 (“Amendment”) to the Professional Services Agreement (“PSA”) with Trifiletti Consulting Inc. The proposed Amendment would extend the term of the PSA from June 30, 2022, to October 31, 2022, to allow for the completion of the deliverables required to be submitted in compliance with the Memorandum of Understanding with the South Coast Air Quality Management District. The proposed Amendment does not increase funding. The funding needed to meet these tasks was approved under Amendment No. 1 to the PSA.
- c. NATIONAL AUTO FLEET GROUP CHANGE ORDER; REPLACEMENT VEHICLES ACQUISITION AUTHORIZATION. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to execute a Change Order to an existing Purchase Order with National Auto Fleet Group for the acquisition of a second 2022 Ford Escape Plug-In Hybrid vehicle resulting in a total contract amount of \$80,977.

In addition, due to the current supply chain environment resulting in inventory shortages, long lead time delivery delays (4 – 6 months), and the need to respond without delay if replacement vehicles become available for purchase or pre-order to secure production priority, Staff seeks authorization to issue future Purchase Orders for any of the remaining six vehicles, included in the adopted FY 2023 budget, if vehicles become available in the aggregate not-to-exceed amount of \$434,000.

- d. STANDING AND AD HOC ADVISORY COMMITTEE STRUCTURE AND FUNCTIONS REVIEW. A staff report is included in the agenda packet. This item has been placed on the agenda at the request of Commissioners Dyson and Ovrom to allow the Commission to provide direction to Staff on standing and ad hoc advisory committee structure and functions.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PROGRESSIVE DESIGN BUILD METHOD AND SELECTION PROCESS. No staff report attached. Jacobs Project Management Co., the Replacement Passenger Terminal Program Manager, will provide the Commission a presentation on the Progressive Design Build Method (“PDB”) and the selection process of a PDB Team which is compliance with the applicable Code of Federal Regulations and Federal Aviation Administration Advisory Circular.

8. ITEMS FOR COMMISSION INFORMATION

- a. APRIL 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The April 2022, passenger count of 513,138 was up 6% compared to April of 2019's 486,027 passengers. Also compared to April of 2019, air carrier aircraft operations in April 2022, increased 7.5%, while cargo volume was down 5%, at 8.2 million pounds.
- b. APRIL 2022 GROUND TRANSPORTATION. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of April 2022.
- c. APRIL 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of April 2022.

**SUSTAINABLE BURBANK COMMISSION
May 16, 2022 MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in person on the above date. Vice Chair Robin Gemmill called the meeting to order at 5:03 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Chris Weber
Limor Zimskind
Heather Robb
Alissandra Valdez

Members Absent:

Jean Schanberger

Council Members and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator, Public Works Recycle Center
Ken Berkman – Public Works Director
Bob Frutos – Council Liaison
Karina Rosales – Senior Clerk
Drew Kidd – Electrical Engineering Associate II
Myles Collins – Energy Services and Utility Rates Manager

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication

Craig Cadwallader of the Surfrider Foundation (South Bay Chapter) Discussed LA County Comprehensive Foodware Ordinance, the City of LA's banning of single use plastics, and implementation of zero-waste programs and discussed the City of Glendale's comprehensive foodware plastics ordinance.

David Aprades, on behalf of the California Restaurant Association, spoke on Item VII and discussed the difficulty restaurants have acquiring biodegradable items and when considering banning plastics to consider the economic difficulties the industry is facing due to Covid-19.

B. Commission Member Communication

Due to the move away from the hybrid work model, Ms. Robb announced that she is resigning as a Commissioner.

Ms. Gemmill discussed the Community Garden, the ongoing George Izay Park renovation, and that the Eco Council is working with Karen Pan on the Greenhouse Gas Reduction Plan (GGRP) for Burbank Unified School District's sustainable growth.

The Commission discussed their preference for the hybrid work model as pertains to their general ongoing participation.

C. Staff Communication

Ken Berkman discussed the selection of the next Commission member and announced that May 15-21, 2022 is National Public Works Week.

- IV. APPROVAL OF MINUTES**
Ms. Zimskind moved and Ms. Robb seconded a motion to approve the April 18, 2022 minutes. The minutes were approved by all in attendance except Ms. Robb, who abstained, and noting Ms. Schanberger's absence.
- V. STAFF UPDATE ON THE DOWNTOWN BURBANK/TESLA PROJECT**
Drew Kidd presented on a proposed project to install Electric Vehicle (EV) infrastructure in a partnership between Tesla and Burbank Water and Power (BWP) at the 133 Orange Grove parking structure.
- VI. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT**
The Subcommittee had no updates.
- VII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT**
Ms. Kirschenbaum expressed her frustration with staff's inaction on the Single-use Plastics Policy. Discussion took place about staffing and enforcement issues, timeline concerns due to the SB1383 implementation, and community support and inclusion.
- VIII. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE**
The Committee discussed the need for, and the methods through which incremental quarterly status updates for the Single Use Plastics Ban, the GGRP, and shade tree canopy can be provided. Commissioner Gemmill nominated Ms. Zimskind to document those quarterly updates via spreadsheet. Ms. Robb seconded, and all present voted in favor. Commissioner Gemmill then moved to remove Ms. Zimskind from the Single Use Plastics Subcommittee, Ms. Robb seconded, and all present voted in favor.
- IX. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT**
Myles Collins discussed the upcoming public hearing on BWP's proposed July 1, 2022 rate increases, including several considerations for lower-income residents. Commissioner Gemmill moved to put this subcommittee under the Greenhouse Gas Reduction Plan Subcommittee, with respect to renewable energy. The motion was approved by all in attendance, noting Ms. Schanberger's absence.
- X. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT**
The Subcommittee discussed concerns about non-native parkway trees.
- XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**
The Subcommittee informed staff of the collection of contact information of Burbank residents interested in environmental sustainability. Staff mailed letters to all businesses informing them of their requirements for SB1383.
- XII. ELECTRIFICATION OF LANDSCAPE EQUIPMENT**
The Subcommittee discussed the City of Pasadena's ban on use of gas-powered landscape equipment at City facilities and Citywide. Limitations of battery storage capacity, infrastructure, and battery disposal were also discussed. Staff reported that Burbank contributes additional funding to the electric equipment rebate offered by the South Coast Air Quality Management District.
- XIII. UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**
- Adoption of a Resolution Approving Increases to City Fees and Charges for Water, Refuse, Sewer, and Electric Services – BWP/PW

XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Presentation of native landscape in public spaces and urban forestry.

XV. ADJOURNMENT

The meeting was adjourned at 6:47 p.m. The next meeting will be held on June 20, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ad

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 14, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager 
BY: Megan Anghel, Administrative Analyst I

SUBJECT: Burbank Hospitality Association Meeting – May 18, 2022

- Sat Bisla, President & Founder, A&R Worldwide provided a summary of the March 20th to 25th, 2022, MUSEXPO event to the Board. The 2022 event brought in 842 attendees to Castaway Burbank, booking 279 hotel rooms. The attendance of the event was impacted due to the surge in the omicron variant and travel restrictions from international destination. The event producer hopes to come back to Burbank in 2023.
- Chelsea Kawahara from the Strausberg Group made a presentation on the Visit Burbank Annual Media Marketing Strategic Plan for July 2022 – June 2023 for the Board to review and approve.

**DOWNTOWN BURBANK P-BID BOARD MEETING
MINUTES FOR MEETING OF MAY 10, 2022**

9:00 A.M. - 10:00 A.M.
150 N. Third Street, Room 104
Burbank, CA 91502

Members Present: Frank Gangi, Gangi Development, **Treasurer**
Michael de Leon, Burbank Town Center Manager
Parham Yedidsion, Evolution Strategic Partners LLC
Christine Deschaine, Kennedy Wilson
Patrick Prescott, Community Development Director
Judie Wilke, Assistant City Manager

Members Absent: Michael Cusumano, Cusumano Real Estate Group, **Chair**
James O'Neil, Crown Realty & Development, **Vice Chair**
Ted Slaughter, The Village Walk, **Secretary**
Brett Warner, Lee and Associates
Dominick Scarola, North End Pizzeria
Barbara Holliday, Flappers Comedy Club (non-voting)

Members from the Public: None

Department Key Staff: Simone McFarland, Community Development Dept.
Mary Hamzoian, Community Development Dept.
Marissa Minor, Community Development Dept.
Megan Anghel, Community Development Dept.
Aida Ofsepian, Community Development Dept.
Teresa Mackey, Downtown Burbank Partnership Bookkeeper

The Board meeting was called to order at 9:11 a.m., on Tuesday, May 10, 2022.

A. Roll Call

B. Announcements

- Staff announced the following "Now Open/Coming Soon" businesses:
 - Construction is currently happening on Boba Time, a new business that will be occupying the former City Salon Spa.
 - Fuddruckers has been leased to a Mexican restaurant Kalaveras.
 - There is a new Travel Agency and Currency Exchange business in the former Neko Stop also on San Fernando Blvd.
 - Th Arts Festival will be taking place this weekend Saturday and Sunday, May 14th and 15th from 11:00 am – 7:00 pm each day. Newly added this year is a chalk block featuring 12 artists creating scenes from film and television. Posters have been distributed to our merchants via the Downtown Burbank Ambassadors.

- The parklet in front of Granville has now been removed. The owner of Smashed, The Terrace, and Chick Me Up has rescinded his permit application for decking and has asked each of the businesses to apply for outdoor sidewalk dining individually. At this time no permits for decking or outdoor dining have been received for this area. Revised plans for decking at Over/Under have been submitted and are currently under review by the City's Public Works and Building Departments. Staff will provide an update on raised decking at a future meeting.
- The Music on the Blvd. Street Performer Program resumed in the month of April with eight performers visiting the Downtown two days a week between 6:00 pm and 9:00 pm. The next batch of performances is scheduled to take place in June.
- An application for a vacant position for Visit Burbank was sent to all PBID board members, Board Members are encouraged to apply and work more collaboratively with their sister organization Visit Burbank.
- The Downtown Broker Open House will take place on June 7, 2022 from 11:00 am-1:30 pm at the Urban Press Winery and Kitchen. Invitations were sent to the Board members and local brokers. Staff is working on the program and giveaways for the event.
- Frank Gangi announced his resignation from the Board due to the fact that he is moving to San Diego and wouldn't be able to attend in-person meetings.

C. Public Comment

There was no public comment.

D. Approval of Minutes

ACTION ITEM

The minutes for the meeting of April 7, 2022, were presented for approval. Frank Gangi made a motion to approve the minutes as presented, seconded by Judie Wilke; motion carried 6-0.

E. Treasurer's Report

ACTION ITEM

The Treasurer's report as of March 31, 2022, was presented to the Board by Treasurer Frank Gangi. Mr. Gangi noted that the PBID currently has assets totaling \$520,683.62. Marissa Minor noted that the reports presented are now based on what has been reconciled by City Treasurer and are more up to date. The Board reviewed the report as presented, and Michael DeLeon made a motion for approval, seconded by Parham Yedidsion; motion carried 6-0.

F. 133 E Orange Grove Parking Structure – EV Chargers

Drew Kidd, Electrical Engineering Associate II, from Burbank Water and Power (BWP) and project consultant Mauricio Mejia presented some preliminary information on an EV Charging Program being proposed for the 133 E Orange Grove Parking Structure. This proposal was for informational purposes only, as the project has not yet been approved by City Council.

This proposed project would provide 12 BWP DC fast-charging stations, more than 20 Tesla superstations, and additional level two stations from BWP. This combination will make sure that the needs of all drivers are met since Tesla chargers can only be utilized by Tesla drivers only. Furthermore, Mr. Kidd stated that data from Tesla shows that the addition of charging stations nearby increases consumer visitation to the area.

The BWP stations would be installed on the 3rd floor of the parking structure, and Tesla's chargers will be split between the 4th and 5th floors. If City Council were to approve the project, construction could start as soon as Spring 2023.

G. Downtown Burbank Marketing Strategy Update

Chelsea Kawahara and Elizabeth Phelps from The Strausberg Group gave a presentation on the Downtown Burbank PBID Marketing strategy for May through December 2022. The proposed Digital Marketing Plan has a total cost of \$135,000 and includes Paid Search & Social Ads, Social Media, and Website marketing. The Plan will focus on District and Broker Marketing with a concentration on increasing visitations to the area and attracting new businesses. Staff also noted that in partnership with Visit Burbank, new influencer campaigns will feature Downtown Burbank businesses and events. In the future, Downtown Burbank could allocate funding to a dedicated influencer campaign as well. The Board also discussed LinkedIn outreach and marketing including the importance of marketing available and recently leased space to the local broker community.

H. StreetPlus Update

In the absence of StreetPlus Team Lead Samuel Merritt, the Board agreed that an update on April Hospitality and Social Outreach happenings will be presented at the next meeting.

I. Maintenance Update

At the last PBID Meeting a maintenance update was requested. Staff reminded the Board that the City (in Partnership with the PBID) is working on a bid for services that is pending approval and should be released in the next month. Currently, in Downtown Burbank, The Partnership provides the following maintenance services:

- Daily portering services along San Fernando Blvd. between Magnolia Blvd. and Angeleno Ave. (includes cleaning of benches and trash bins and emptying of bins are done once per day).
- Once per week hand watering of plants along San Fernando Blvd. between Magnolia Blvd. and Angeleno Ave.
- Pressure washing services are performed once a month (week 1) and paid for by the City. Anything beyond these services (remaining three weeks of the month - weeks 2 thru 4) would need to be paid for by PBID. Furthermore, the Palm Paseo from San Fernando Blvd. to the Alleyway behind the former Pizza Rev is washed once a month, usually the first week of the month on Monday as well and these services are paid for by the PBID.
- Additional porter services (as described above) in the evenings from Wednesday to Sunday from 3:00 pm – 11:00 pm.

Staff is also working on a few maintenance projects in the area including replanting pots along San Fernando with new white Rock-Rose Bushes as well as working with the City's Planning Division and IKEA to schedule upgrades to the median in front of IKEA in Zone 3. Upgrades to the median would be paid for by IKEA. As a reminder, staff monitors the area and reports issues with trash, planters, graffiti, etc. to the Public Works Department as needed. Staff will continue to keep the Board apprised of any changes that arise from this process.

J. Valet Parking Update & Discussion

ACTION ITEM

In March, staff sent two proposals to the Board for review from Curbstand (Arya Alexander & Simo Chraygane) and ProPark Mobility. Both companies made a presentation to the Board at that meeting. Following the March meeting staff distributed a survey to Downtown Burbank merchants and property owners to get feedback. Additionally, staff met internally to discuss the Pilot Program with the Transportation Division.

Staff provided an update on the progress of the proposed Pilot Program and the steps that were taken so far:

- Staff met with the City's Transportation Division and confirmed the use of the City Hall Parking Structure as a car storage site for the Program.
- Staff also discussed using the Gangi Structure as a viable second location.
- Staff met with Gangi Development to discuss the use of their structure for the Program and received preliminary approval to move forward with that site.
- Staff met with Burbank Town Center (BTC) to discuss the addition of a third valet location to be paid for by the BTC.

Pro Park Mobility notified staff that they would no longer be able to move forward with their proposal for valet parking in Downtown Burbank.

Next staff presented three options from Curbstand for the Board to review. Staff recommended entering into an agreement for the three kiosk locations with two to be paid for by the PBID and one to be paid for by the Burbank Town Center (BTC) (pending confirmation that the BTC will move forward with the third kiosk). The goal is to implement this Program in June 2022. The pricing for the options presented was:

- Option 1: One Kiosk (City Hall Lot)
 - \$38,988 / Six-Month Pilot
- Option 2: Two Kiosks (City Hall Lot and Gangi Lot)
 - \$53,064 / Six-Month Pilot
- Option 3: Three Kiosks (City Hall Lot, Gangi Lot, and BTC on Magnolia Blvd.)
 - \$67,416/ Six-Month Pilot
 - \$14,352 (BTC)

- \$53,064 (PBID)

Simo Chraygane from Curbside was also on hand to share information and answer the Board's questions. Mr. Chraygane provided details on the recommended pricing structure for the valet service noting that it would be easier to reduce the price in the future versus increasing the price. For this reason, the cost of \$10 was the recommended starting price for services, and an additional \$1.20 fee would be added to the consumer for the cost of transient parking tax.

Staff reminded the Board that funding for this Program would come from the PBID's reserves. After some discussion, Board member Parham Yedidsion noted that he would be open to three kiosk locations pending final approval from the BTC should the pricing with the Burbank Town Center be renegotiated as an equal split.

Michael DeLeon made a motion for approval of option three with the note that staff will discuss the pricing model with the Burbank Town Center, seconded by Parham Yedidsion; motion carried 6-0.

K. On-going Operational Issues

ACTION ITEM

Staff requested the Board to consider transferring \$85,000 in funds from the PBID holding account to \$10,000 in marketing expenses, \$15,000 in StreetPlus ambassador expenses, a not to exceed the cost of \$55,000 in Valet Program expenses, and \$5,000 in monthly administrative expenses. Frank Gangi made a motion for approval, seconded by Judie Wilke; motion carried 6-0.

L. Future Agenda Items:

- Downtown Dining Parklet Update
- StreetPlus Update

M. Next Scheduled Meeting: June 2, 2022.

N. Adjournment: The meeting adjourned at 10:35 a.m.