



# Weekly Management Report

## February 18, 2022

- 1. Summary** Council Goal Setting Meeting  
on January 31, 2022  
**City Manager's Office**
  
- 2. Notice** Cancellation of Regular Meeting on February 21, 2022  
and Notice of Special Meeting of the Burbank-Glendale-  
Pasadena Airport Authority on Tuesday,  
February 22, 2022  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Memo** Burbank Hospitality Association Meeting on  
December 15, 2021  
**Community Development Department**
  
- 4. Synopsis** Art in Public Places Meeting on February 7, 2022  
**Parks and Recreation Department**
  
- 5. Synopsis** Parks and Recreation Board Meeting on  
February 10, 2022  
**Parks and Recreation Department**



# Burbank City Council Goals



Mayor  
Talamantes

Vice  
Mayor  
Anthony

Council  
Member  
Frutos

Council  
Member  
Springer

Council  
Member  
Schultz

**Quality of Life**

**Economic Recovery/  
Responsible  
Development**

**Housing/  
Homelessness**

**COUNCIL  
GOALS FOR  
2022**

**City Services**

**Transportation/  
Traffic**

**Sustainability**

**Infrastructure**



# 2022 Council Goal Setting Session



Mayor  
Talamantes

Vice  
Mayor  
Anthony

Council  
Member  
Frutos

Council  
Member  
Springer

Council  
Member  
Schultz

Economic Recovery

Economic Recovery

Traffic and Speeding  
Reduction

Economic Recovery

Comprehensive  
COVID-19 Response

Citywide Recruitment  
(safety services)

Assistance to Small  
Businesses

Homelessness

Sustainability

Economic Recovery

Homelessness and  
Mental Health  
Services

Affordable Housing  
Production

Smart Development

Housing and  
Homelessness

Affordable Housing

Promote Moderate  
and Low Income  
Housing

Streamline  
Government  
Operations

Improve  
Burbank Bus

Quality of Life

Homelessness  
Action Plan

Speeding and Traffic  
Safety

Traffic Calming  
Measures and Road  
Safety Infrastructure

Bring back Primary  
Election

Safety

Sustainability

Sustainability

Stronger Labor  
Standards and  
Higher Wages

Trolley Bus

Neighborhood  
Protection

Climate Resiliency

Diversity, Equity and  
Inclusion

increased  
Environmental  
Standards

Repave/repair Alleys

Transportation

Preserving  
Quality of Life

Safety of Employees  
and Residents

Support Homeless  
Services

Balanced Budget

Child Care

Traffic Safety and  
Infrastructure

Focus on Arts

Maintain Staffing  
Levels and Increase  
as needed

Prefabricated ADUs

City Services

Diversity, Equity, and  
Inclusion

Create a dog park

increase Transit  
Effectiveness

Quality of Life

Local Determination

Community  
Workforce  
Investments

**2022 City Council Goal Setting  
Council Goals – Detail**

**Goal #1: Economic Recovery/ Responsible Development**

- Economic Recovery (Talamantes)
  - Facilitate new business
  - Promote new business
  - Facilitate permit process
- Support Small Businesses (Anthony)
- Provide prefab ADU options for residents to decrease cost and time (Frutos)
- Economic Recovery (Springer)
  - Includes local control
  - Locally administered programs to help businesses in Burbank
  - Ensure residents and business are aware of available state and local resources
- Neighborhood protection (Springer)
- Local Determination and local control (Springer)
- Economic Recovery (Schultz)
  - Continue finding creative ways to reduce barriers to locally owned and small business, including streamlined permit review processes, reduced costs, and policies that provide flexibility to our recovering businesses (e.g., dining in parking lots).

**Goal #2: Housing/Homelessness**

- Support Homeless Services (Anthony)
- Promote Moderate and Low-Income Housing (Talamantes)
  - Make it easier for developers to build
- Homelessness and Mental Health Services (Talamantes)
  - Maintain what we are doing and also improve
- Continuation of last year's goal to work on our homeless issues (Frutos)
- Smart development in response to state mandates (Frutos)
- Housing and Homelessness (Springer)
  - Integrated housing; avoid segregation and concentration of low-income population
  - Create innovative home ownership options
  - Continue effective homeless prevention
  - Pursue conservatorship for individuals who cannot take care of themselves
- Affordable Housing (Schultz)
  - Explore creative options to facilitate the addition of affordable housing, including pre-approved ADU floorplans
  - Create incentives for developers to exceed affordable unit minimum requirements, while implementing enhanced tenant protections.

**2022 City Council Goal Setting  
Council Goals – Detail**

- Homelessness (Schultz)
  - Develop and approve a 5-year homeless action plan that compassionately and comprehensively reduces the number of our unhoused residents by at least 50 %, including the exploration of sites for a homeless shelter and/or safe overnight parking.

**Goal #3: Sustainability**

- Increased Environmental Standards (Anthony)
- Sustainability (Springer)
  - Plant more trees
  - Select Complete Street Projects that would fall under this category, such as Magnolia Bridge
  - CHG Reduction
  - Supports green choice program
  - Help with graywater
- Sustainability:
  - Build upon our commitment to sustainable practices by hiring a Sustainability Coordinator
  - Implement our drought mitigation measures
  - Continue to pursue investments in electric vehicle charging and solar energy storage.
- Climate Resiliency (Schultz)
  - Support a “Green New Deal” for Burbank, which includes the transition to 100% renewable energy on the earliest feasible timeframe and all-electric construction requirements, while also adopting an updated Greenhouse Gas Reduction Plan, and implementing citywide organic waste collection services pursuant to Senate Bill 1383.

**Goal #4: City Services**

- Create a dog park (Talamantes)
- Citywide Recruitment (Talamantes)
  - Emphasis on safety services
  - Consider tiered signing bonus
- Maintain Staffing Levels and Increase as Needed (Anthony)
- Streamline Government Operations (Anthony)
- Improve ridership on Burbank bus (Frutos)
- Establish a trolley bus that would take people to different districts in Burbank and encourage people to get out of their vehicles (Frutos)
- Have a balanced budget and keep Burbank out of the red (Frutos)
- Ensure City workforce will be sufficient to meet the needs of the growing housing developments by 2035 and beyond (Frutos)

**2022 City Council Goal Setting  
Council Goals – Detail**

- Keeping high level of service and quality of life
- Priority in safety
- Proper staffing of BFD and BPD and all other departments (Springer)
- Libraries and parks—keep them going and viable (Springer)
- Comprehensive COVID-19 Response (Schultz)
  - Work closely with BUSD, Providence Saint Joseph Medical Center, and other community partners to set up testing and vaccination sites, while also educating the public with factual and scientific information about the virus.

**Goal #5: Quality of Life**

- Diversity, Equity, and Inclusion (Talamantes)
- Maintain Safety of Employees, Residents, Workforce (Talamantes)
- Focus on Arts as Media Capital of the World (Talamantes)
- Affordable Housing Production (Anthony)
- Stronger Labor Standards and Higher Wages (Anthony)
- Begin repaving alleys (Frutos)
- Quality of Life (Springer)
  - Arts
  - Childcare
  - Senior services
- Preserving Quality of Life:
  - Develop standards and metrics to appropriately plan for the growth of city services (e.g., firefighters and BWP personnel) to keep our high level of quality services as our city population naturally increases.
- Diversity, Equity & Inclusion (Schultz)
  - Build upon our commitment to a more diverse, equitable, and inclusive community by undergoing a citywide organizational audit conducted by a third-party, while exploring the creation of a DEI citizen commission.
- Community Workforce Investments:
  - Incorporate a “community wealth policy” into our updated Housing Element and various Specific Plans to ensure that a locally hired, skilled, and trained workforce is utilized under appropriate labor standards (wages, benefits, etc.)

**Goal #6 Transportation/ Traffic**

- Speeding and Traffic Safety (Talamantes)
- Traffic Calming Measures and Road Safety Infrastructure (Anthony)
- Increase Transit Effectiveness (Anthony)
- Traffic speeding and accident reductions throughout the City (Frutos)
- Adopt a Vision Zero program to eliminate pedestrian, vehicle, bicyclists' accidents (Springer)
- Transportation (Springer)

**2022 City Council Goal Setting  
Council Goals – Detail**

- Magnolia and Olive Bridges
- People crossings
- Traffic Safety and Infrastructure (Schultz)
  - Utilize all state and federal funding opportunities to make pedestrian, equestrian, and bicyclist safety improvements to our streets
  - Prioritize speed reductions under Assembly Bill 43 and neighborhood protection measures to mitigate traffic impacts in our neighborhoods.



**2022 COUNCIL GOAL SETTING SESSION**  
**PERSONAL VALUES**

**Mayor Talamantes**

- Community
- Honesty
- Creativity
- Family
- Spirituality

**Vice Mayor Anthony**

- Knowledge
- Love
- Altruism
- Emotional Well Being
- Family

**Council Member Frutos**

- Loyalty
- Honor
- Dignity
- Passion
- Honesty

**Council Member Springer**

- Spirituality/Religion
- Honesty
- Emotional Well Being
- Health
- Creativity

**Council Member Schultz**

- Honesty
- Humility
- Altruism
- Community
- Justice

**2022 COUNCIL GOAL SETTING SESSION**  
**WHAT IS ONE THING THE COUNCIL MEMBER DOES TO MAKE BURBANK BETTER?**

**Mayor Talamantes said:**

- Vice Mayor Anthony – I am learning from you. We are doing a great job together
- Council Member Frutos – you have passion and compassion
- Council Member Springer – you are focused on the community and their needs
- Council Member Schultz – we have met on common ground

**Vice Mayor Anthony said:**

- Mayor Talamantes – you know a lot of history, knowledge, and understanding
- Council Member Frutos – you push me to think so far outside of my box which allows me to expand my knowledge of what government can do
- Council Member Springer – you are present in the community and engage consistently
- Council Member Schultz – I have watched your ability to learn and process new things in a way I have never seen anyone do; you have an earnest thirst for knowledge, and you listen to the community

**Council Member Frutos said:**

- Mayor Talamantes – you are a very distinguished, experienced city statesman. You have a lot of passion and you are a strong pillar of leadership
- Vice Mayor Anthony Anthony – I listen to you a lot because you are the new generation. I listen to you and learn from you
- Council Member Springer – you are passionate person and you make sure all residents are heard. Your passion is genuine
- Council Member Schultz – you are a very highly educated statesman. You prepare for meetings. You bring a younger perspective and I learn from you

**Council Member Springer said:**

- Mayor Talamantes – I respect your lifelong experience in Burbank and your knowledge and your commitment to family not just your own but to other families
- Vice Mayor Anthony – I am grateful for your kind heartedness
- Council Member Frutos – I appreciate your honest and straight forwardness. I always know where you are coming from and you speak the truth
- Council Member Schultz – I appreciate your good communication skills and for reaching out to the community

**2022 COUNCIL GOAL SETTING SESSION**  
**WHAT IS ONE THING THE COUNCIL MEMBER DOES TO MAKE BURBANK BETTER?**

**Council Member Schultz said:**

- Mayor Talamantes – you are Burbank's brain. I appreciate you sharing your wisdom
- Vice Mayor Anthony – you are our creative side. You bring ideas that make me reevaluate my position on things
- Council Member Frutos – I think of you as Burbank's heart because you genuinely care about the community and you support the frontline workers. You have compassion and passion
- Council Member Springer – You are Burbank's eyes and ears. No one is more connected than you

Adopted  
January 31, 2022



## CITY COUNCIL: HOW WE WORK TOGETHER AS A TEAM

Above all else, we are a leadership TEAM working together for the good of *our* community.

Each council member brings a unique set of values, perspectives, and strengths - and when these are collectively aimed toward the common purpose of strengthening our city, then we become a healthy leadership team that models to the rest of our community what it means to thrive.

As we work together as a city leadership team, let's commit to one another, our city staff, and our community the following key behaviors:

### Working Together

1. Focus on issues that transcend personal agendas. Set goals and make decisions that are in the best interest of our *entire community*.
2. Reserve comments for the discussion period that will take place before we vote. Use the Chair as a valuable resource to facilitate an orderly and healthy conversation.
3. When it's your turn to speak, you're invited to articulate your decision and rationale clearly, candidly, and respectfully.
4. As your fellow Council members state their opinions, ideas, and positions, *deeply* listen to them. Resist the urge to interrupt them. Keep an open heart and mind.
5. Avoid unnecessarily disruptive or divisive comments.
6. Create an environment where your colleagues and staff feel physically and psychologically safe - as though they can express their ideas without fear of being ridiculed, shamed, or hurt.
7. Embrace the reality that change can be uncomfortable, but it's also perfectly natural and healthy. Also, remember change is not an indictment of the past.
8. As a team, our votes do not need to be unanimous.
9. Once votes have been taken, let's move on. Don't let the voting outcome disrupt the focus and purpose of our team.

## **Professionalism**

1. Demonstrate genuine respect and friendliness to your Council colleagues. Do not personalize votes, issues, or disagreements. Be hard on the issue, not the person who raises it.
2. Seek to keep your interactions among Council members positive.
3. It's OK to disagree - Just keep disagreements civil. Civility is remaining *polite* and *courteous* through *mutual empathy*, *mutual respect*, and *mutual purpose*.
4. Do not make comments outside meetings to the public or the press that could be seen as attacking, demeaning, or undermining to another Council colleague.
5. Avoid re-opening items that have already been voted on. This can create uncertainty for our community, the Council, and our staff.
6. Be keenly aware of those who might seek to divide our Council. We might be divided on issues, but we must always remain unified as a team.

## **Communication and Transparency**

1. The City of Burbank is committed to the greatest transparency possible.
2. Both the law and good governance occasionally require information to be kept confidential. Do not share information that has been provided to you confidentially.
3. Make a good faith effort to share any relevant information and documents you receive from the public or others with the City Manager's Office as soon as possible. This way information can be appropriately redistributed to the entire Council.
4. During the Council Comments section of the meeting, disclose any meetings and other communications with the public, work trips and attendance at conferences.
5. If participating in a Council subcommittee or serving as a liaison, report back to the full Council on a regular basis during the Council Comments section.
6. Strive to talk to each other before, during and after meetings, but make sure not to discuss matters in a way that creates serial deliberations or decisions in violation of California's open meeting law, the Brown Act.



Adopted  
January 31, 2022



## CITY COUNCIL: EXPECTATIONS OF STAFF

The purpose of this document is to provide staff with an understanding of City Council's expectations. In turn, it also demonstrates to Council actions they can take so staff are able to meet Council's expectations.

The City Manager and key management staff are responsible for ensuring these values are implemented at all levels of the organization.

### CITY COUNCIL EXPECTS:

#### 1. Effective Communications

Reports and presentations will be made in an understandable and non-bureaucratic manner. Both staff reports and presentations will include information comprehensive enough such that Council can make informed decisions.

Staff reports should include, where appropriate, pro and con arguments, as well as research explaining best practices at comparable agencies.

Presentation style should encourage open discussion and exchange of ideas. Presentations should summarize the information from the staff report rather than reviewing it verbatim and should be clear as to what the decision would mean to the public.

#### 2. Objective Analysis

Reports and presentations will provide an objective analysis of the issues and not be oriented to the advantage of a particular point of view. Different alternatives or options should be presented.

#### 3. Recommendation

In reports and presentations, there should be a clear staff recommendation on each major issue, with supporting evidence. This professional advice should be given in a forthright and candid manner, regardless of whether opposition is expected. In turn, Council members will not personally attack the staff member delivering a report or presentation, nor will they personalize opposition to a professional recommendation that does not agree with their own point of view.

When the staff recommendation differs from a Board or Commission decision, staff will present Council the Board/Commission's decision and reasoning for that decision in addition to staff's professional recommendation.

**4. Faithful Compliance**

Staff will enthusiastically and faithfully represent, defend and carry out the direction of the Council even when the final direction is contrary to the staff recommendation. Staff will ask for clarification and restatement of the final direction as needed to avoid confusion.

**5. No Surprises**

Staff will keep Council well informed as to relevant activity and discussion. Staff will make sure Council is made aware in advance as to potential problems or issues beyond the immediate horizon.

**6. Play No Favorites**

Staff will maintain open, cooperative, impartial, and supportive relationships with all members of the Council, regardless of any differences of opinion that might exist amongst the Council Members.

**7. Availability**

The City Manager, City Attorney, and Executive staff will be readily available and responsive to all five members of the Council.

**8. Direction**

Staff will take direction from the Council, as a body, and not from individual Council Members. Input from individual Council Members is appropriate, encouraged and appreciated. When Council Members provide input or ask questions, staff will not interpret those comments as direction and will follow up through normal procedures and practices.

**9. Differences**

If differences or discord among the Council and the City Manager, City Attorney, or Executive staff occur, both the Council and staff agree to raise concerns with all relevant parties present.

**11. Ethics**

Executive staff, as well as other key management staff, will disclose any conflicts of interest or potential conflicts of interest.

**WHAT STAFF MAY EXPECT FROM COUNCIL:**

In exchange, Council agrees to consider the following when interacting with staff:

1. Council members will set and remain focused on established Council goals and will understand that work toward these goals takes priority over additional Council requests.
2. Council members will make requests for staff to provide information or agenda items at the appropriate time during Council meetings and will not individually suggest work direction to a staff member.
3. Council members will conduct their dealings with staff via the City Manager, City Attorney and Executive team rather than directly to rank-and-file employees.
4. Council members will listen, ask thoughtful questions, provide input and express their opinions to staff respectfully.
5. Council members will treat the staff member delivering a report or presentation with appropriate courtesy and respect. They will not personalize opposition to a professional recommendation that does not agree with their own point of view.
6. Council members will welcome appropriate feedback from staff when differences occur.





February 17, 2022

CANCELLATION NOTICE OF A REGULAR MEETING AND  
CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will be closed on Monday, February 21, 2022, in observance of President's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 21, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, February 22, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 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  
Special Meeting of Tuesday, February 22, 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

Tuesday, February 22, 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) January 18, 2022 **[See page 1]**
    - 2) Finance and Administration Committee  
      - (i) January 18, 2022 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee  
      - (i) January 18, 2022 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) February 7, 2022 **[See page 9]**
  - c. Treasurer's Report
    - 1) November 2021 **[See page 16]**
  - d. AB 361 Findings for Special Brown Act Requirements  
for Teleconference Meetings **[See page 40]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Presentation of Fiscal Year 2021 Financial Statements and  
Analysis of Financial Results **[See page 42]**
  - b. Fleet Maintenance Services Agreement Extension  
Keolis Transit Services, LLC. **[See page 49]**
  - c. Award of Contract to MV Transportation, Inc. for  
Courtesy Shuttle Services **[See page 51]**

- d. Award of Insurance Brokerage Services Agreement **[See page 54]**
  - e. Amendment No. 4 to Concession and Lease Agreement  
HG Burbank JV dba Hudson Group Retail, LLC. **[See page 68]**
  - f. Fourth Amendment to Ground Development Lease  
Harbor Freight Tools USA, Inc. **[See page 75]**
  - g. Staff Increase – Operations Support Specialist **[See page 80]**
7. ITEMS FOR COMMISSION INFORMATION
- a. Presentation – Replacement Passenger Terminal Charrette Process
  - b. Financial Performance Update  
First Six Months of FY 2022
8. EXECUTIVE DIRECTOR COMMENTS
9. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
10. ADJOURNMENT

## COMMISSION NEWSLETTER

Tuesday, February 22, 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 special meeting of January 18, 2022; approved minutes of the Finance and Administration Committee special meeting of January 18, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of January 18, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the regular meeting of the February 7, 2022, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for November 2021 is included in the agenda packet. At its meeting on February 7, 2022, the Finance and Administration Committee voted unanimously (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda package. Staff has placed this item on the agenda to give the Commission an opportunity to make the monthly 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.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. PRESENTATION OF FISCAL YEAR 2021 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 has completed its audit of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2021 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2021 ("FY 2021") and 2020 ("FY 2020"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor's Report on Compliance with Section 6.05 of the Bond Indenture, and the Auditor's Required

Communications to the Authority Regarding the FY 2021 Audits. At its meeting on February 7, 2022, the Finance and Administration Committee voted unanimously (3-0) to that the Commission note and file these audit reports.

- b. **FLEET MAINTENANCE SERVICES AGREEMENT EXTENSION – KEOLIS TRANSIT SERVICES, LLC.** A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Operations and Development Committee voted (2–0) to recommend that the Commission authorize a one-year extension of the Fleet Maintenance Services Agreement with Keolis Transit Services, LLC.
- c. **AWARD OF CONTRACT TO MV TRANSPORTATION, INC. FOR COURTESY SHUTTLE SERVICES.** A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Operations and Development Committee voted (2–0) to recommend that the Commission award a Courtesy Shuttle Services Agreement to MV Transportation, Inc. for courtesy shuttle services (utilizing a CNG fleet) between Airport Parking Lots A, C, and Employee Lot to and from the Airport Terminal for a fixed-price monthly fee of \$234,797.61, plus the cost of fuel. The term of the proposed agreement is for a ten-month period from March 1, 2022, through December 31, 2022. A Request for Proposals will be issued in the spring of CY 2022 for the purposes of complying with the Authority’s Air Quality Improvement Plan that requires fifty percent of the shuttle bus fleet serving the Airport be electrified by 2023.
- d. **AWARD OF INSURANCE BROKERAGE SERVICES AGREEMENT.** A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Finance and Administration Committee voted (3–0) to recommend that the Commission award an Insurance Brokerage Services Agreement to Willis Towers Watson Insurance Services West, Inc. for exclusive brokerage services of all Authority insurance policies for a three-year term, with two, one-year extension options available for exercise at the discretion of the Authority.
- e. **AMENDMENT NO. 4 TO CONCESSION AND LEASE AGREEMENT – HG BURBANK JV DBA HUDSON GROUP RETAIL, LLC.** A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve a Fourth Amendment (“Amendment”) to the Concession and Lease Agreement with HG Burbank JV dba Hudson Group Retail, LLC, the News and Gift Concessionaire at Hollywood Burbank Airport. The proposed Amendment provides an additional 330 square feet of concession space in Terminal A to the “Glendale Crossings” retail shop, extends the term of the Agreement from May 31, 2025, to January 1, 2026, and provides for a month-to-month extension thereafter.
- f. **FOURTH AMENDMENT TO GROUND DEVELOPMENT LEASE – HARBOR FREIGHT TOOLS USA, INC.** A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve a proposed Fourth Amendment (“Amendment”) of the Ground Development Lease with Harbor Freight Tools USA, Inc. The proposed Amendment extends the term of Lease for an additional five years to June 30, 2036.



- g. STAFF INCREASE – OPERATIONS SUPPORT SPECIALIST. A staff report is included in the agenda packet. At its meeting on February 7, 2022, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve a staff increase by one person to support the Authority’s Operations Department.

7. ITEMS FOR COMMISSION INFORMATION

- a. PRESENTATION – REPLACEMENT PASSENGER TERMINAL CHARRETTE PROCESS. No staff report attached. At the request of the Commission, Ms. Sue Georgino, Georgino Development, will review the “Community Design Vision for the Replacement Passenger Terminal” or “Charrette” process the Authority has completed as required under the Development Agreement between the City of Burbank and the Airport Authority.
- b. FINANCIAL PERFORMANCE UPDATE – FIRST SIX MONTHS OF FY 2022. No staff report attached. Staff will update the Commission with information regarding the financial results for the first six months of FY 2022.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** February 9, 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 – December 15, 2021

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- Chris Martin and Joseph DiBella from Universal Parks & Resorts Vacations provided a follow-up summary of the 2021 Partner Hotel Program and requested approval of the 2022 Partner Hotel Program.
- Chelsea Kawahara, from Strausberg Marketing Group presented to the January – June 2022 6-month BHA Marketing Plan.
- Staff presented a 6-month (January – June 2022) estimated budget to the Board, given the fluctuating occupancy in the city.
- Robin Faulk provided an update on the December Director of Sales Meeting, Influencers and Site Visits and Advertising Collaborations with Avelo and Flair Airlines.
- Robin Faulk provided an update on which airlines currently use Burbank Hotels for overnight stays.



CITY OF BURBANK  
 PARKS AND RECREATION  
 ANNOTATED AGENDA/MEETING SUMMARY

**Meeting:** *Art in Public Places*

**Date:** *February 7, 2022*

**Members Present:** Kat Olson, Patti Hollis, Myeisha Gaminno, Robert Monaco, Heather Owens, Shanna Ingalsbee

**Members Absent:** None

**Staff Present:** Paula Ohan - Administrative Analyst II, Lupe Santarriaga – Senior Clerk, Grace Coronado – Administrative Officer,  
 Marisa Garcia – Parks and Recreation Director, Erin Barrows – Recreation Services Manager, Doug Fowler – Recreation  
 Services Supervisor

Item Discussed	Summary	Direction or Action, if any
1	ELECTION OF OFFICERS  Ms. Olson introduced the Election of Officers agenda item and shared of the current Board vacancy for the role of Secretary.	Motion made by Ms. Hollis, seconded by Ms. Gaminno, and carried (6-0) to elect Ms. Owens as Secretary.
2	501 SOUTH BUENA VISTA STREET – PROVIDENCE ST. JOSEPH MEDICAL CENTER EMERGENCY DEPARTMENT AND URGENT CARE  Ms. Ohan introduced the Providence St. Joseph Medical Center project and shared with the Board that a new Emergency Department and Urgent Care was being constructed. Per the Burbank Municipal Code, such development obligates an onsite public art obligation. Ms. Ohan advised the Committee that the total art obligation for this project is \$360,000. Ms. Ohan also introduced	Motion made by Mr. Monaco, seconded by Ms. Ingalsbee, and carried (6-0) that the project be approved as proposed.

		<p>Angela Williams from Boulder Associates, representing the developer for this portion of the project.</p> <p>Ms. Williams provided the Committee with an overview of the proposed onsite public artwork.</p> <p>Artist: Michael Amescua          Artwork: All stainless steel on a tube superstructure          Location: Providence St. Joseph Emergency Department (outdoor)          Selling Price: \$180,000          Installation: To Be Determines</p> <p>Artist: Evelyn Lai          Artwork: Graphic embedded resin all internally illuminated with LED's.          Location: Providence St. Joseph Emergency Department Public Lobby/Reception          Selling Price: \$150,000          Installation: To Be Determined</p> <p>Artist: Evelyn Lai          Artwork: Vinyl wall graphics          Location: Providence St. Joseph Emergency Department Public Lobby, Guards Desk          Selling Price: \$5,000          Installation: To Be Determined</p> <p>Artist: Evelyn Lai          Artwork: Vinyl wall graphic back lit with LED's          Location: Providence St. Joseph Emergency Department Public Lobby/Triage          Selling Price: \$75,000          Installation: To Be Determined</p>	
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CITY OF BURBANK  
**PARKS AND RECREATION**  
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	<p>Artist: Evelyn Lai          Artwork: Vinyl wall graphics          Location: Providence St. Joseph Emergency Department Lobby/Waiting Area          Selling Price: \$5,000          Installation: To Be Determined</p> <p>Artist: Evelyn Lai          Artwork: Graphic embedded resin all internally illuminated with LED's.          Location: Providence St. Joseph Urgent Care Entry          Selling Price: \$150,000          Installation: To Be Determined</p>	
3	<p>BURBANK CULTURAL ARTS COMMISSION – BEAUTIFICATION PROJECT (UTILITY BOXES) PHASE V UPDATE AND PHASE VI OF THE PROJECT</p> <p>Burbank Cultural Arts Commission (BCAC) staff liaisons, Erin Barrows and Doug Fowler, provided the Committee with an update regarding Phase V of the Burbank Beautification Project (utility boxes) and thanked the Committee for the financial support.</p> <p>BCAC member Suzanne Wertz also provided the Committee with information regarding Phase VI of the project which includes painting ten (10) utility boxes along Glenoaks Boulevard. On behalf of the BCAC, she requested to partner with the Committee to partially fund Phase VI of the project by considering a sponsorship of \$12,000 (\$1,000 per box) from the Public Art Fund.</p> <p>The Committee was also requested to consider voting for a representative to be part of the site-specific selection committee for Phase VI of the project.</p>	<p>Motion made by Mr. Monaco, seconded by Ms. Ingalsbee, and carried (6-0) to appropriate \$12,000 from the Public Art Fund to sponsor Phase VI of the Burbank Beautification Program.</p> <p>Motion made by Mr. Monaco, seconded by Ms. Ingalsbee, and carried (6-0) to select Mr. Monaco as the Art in Public Places representative for the Phase VI site specific selection committee.</p>



4	BURBANK CHANNEL BIKEWAY PUBLIC ART PROJECT	<p>Ms. Ohan provided the Committee with an update regarding the Burbank Channel Bikeway public art project. Per the recommendation of the Committee, staff provided an overview of this project at the May 3, 2020 Art in Public Places meeting. Staff recommended the Committee's consideration to set aside \$400,000 for five (5) to seven (7) public art pieces from the Public Art Fund for the Fiscal Year 2022-23 Budget Process.</p>	<p>Motion made by Ms. Hollis, seconded by Ms. Owens, and carried (6-0) to set aside \$400,000 for future artwork along the phase II of Channel Bikeway.</p>
5	MEETING CALENDAR 2022	<p>Ms. Ohan provided the Committee with a 2022 Meeting Calendar to note potential meeting dates for the first Monday of the month unless there is a conflict with a holiday.</p>	None
6	MCCAMBRIDGE RECREATION CENTER GYM MURAL PUBLIC ART PROJECT	<p>Ms. Ohan provided the members with an update regarding the McCambridge Recreation Center Gym Mural public art project. She informed members that the site-specific selection committee would be meeting with the artist (finalist) for a presentation, final interview, and feedback opportunity.</p>	None
7	VERDUGO AQUATIC FACILITY PUBLIC ART PROJECT	<p>Ms. Ohan provided the members with an update regarding the Verdugo Aquatic Facility public art project. She advised the Committee of the tentative timeline with an anticipated completion date of June 30, 2022.</p>	None



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

Meeting: Parks and Recreation Board

Date: Thursday, February 10, 2022

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Erin Barrows, Recreation Services Manager; Grace Coronado, Administrative Officer; Kristen Hauptli, Administrative Analyst II; Meri Young, Administrative Analyst II; Noah Altman, Recreation Services Supervisor; Andrea Del Rio, Senior Recreation Leader; Lupe Santarraga, Recording Secretary

**Board Members Present:** Mr. Gussow, Ms. Durbin, and Ms. Ramsey.

**Board Members Absent:** Ms. Peguero Gamino and Mr. Messerlian,

Item Discussed	Summary	Direction or Action, if any
1	Announcements Ms. Del Rio provided announcements for Parks and Recreation programs and facilities.	
2	Department Director Report Ms. Garcia announced the transition of the Burbank Animal Shelter from Burbank Police Department to the Parks and Recreation Department.	
3	Public Comment None.	
4	Response to Public Comment None.	
5	Written Communications None.	
6	Park Board Comments The Board members gave a brief update on meetings and events they recently attended including Burbank Athletic Federation Dinner, Youth Board, and Senior Board.	
7	George Izay Park Masterplan Update Diego Cevallos, Deputy Director, presented an update on the efforts of the George Izay Park Masterplan outreach and community engagement. Mr. Cevallos informed the Board RIM Design has been awarded the George Izay Project. Master plan will be present back to Park Board at the completion of this project.	Noted and filed.
8	Arts Funding Allocation Recommendation Noah Altman, Recreation Supervisor, presented a report on Burbank Cultural Arts Commission (BCAC) recommendations on dedicating funds to support and enhance the Burbank arts community. Feedback on BCAC recommendations and further input was requested from the board.	Item tabled for next meeting
9	Budget Update for Fiscal Year 2022-2023 Meri Young, Administrative Analyst II, presented an update on the Fiscal Year 2022-2023 Budget planning process.	Noted and filed.
9	Consent Calendar <u>Approval of Minutes</u> Minutes of the January 13, 2022, meetings were approved. <u>City Council Agenda Items Update</u> Noted and filed. <u>City Manager's Quarterly Report</u>	It was moved by Ms. Durbin, seconded by Ms. Ramsey and carried 3-0 to approve the Consent Calendar as presented.

CITY OF BURBANK  
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		Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Park Patrol Reports</u> The Park Patrol Report for January was noted and filed. <u>Departmental Operations Update</u> Noted and Filed.	
10	Tabled Items	None.	
12	Second Period of Public Comment	None.	
13	Additional Comments from the Board	None.	
14	Introduction of New Agenda Items	None.	
15	Adjournment	The meeting was adjourned at 7:30 p.m.	