



Weekly Management Report

December 15, 2023

- 1. Memo** Downtown Burbank Partnership (PBID)
Meeting on October 12, 2023
Community Development Department

- 2. Summary** Parks and Recreation Board
Meeting on December 6, 2023
Parks and Recreation Department

- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on December 18, 2023
Burbank-Glendale-Pasadena Airport Authority

- 4. Memo** Update on DeBell Slope Failure
Parks and Recreation Department

MEMORANDUM





COMMUNITY DEVELOPMENT



DATE: November 28, 2023

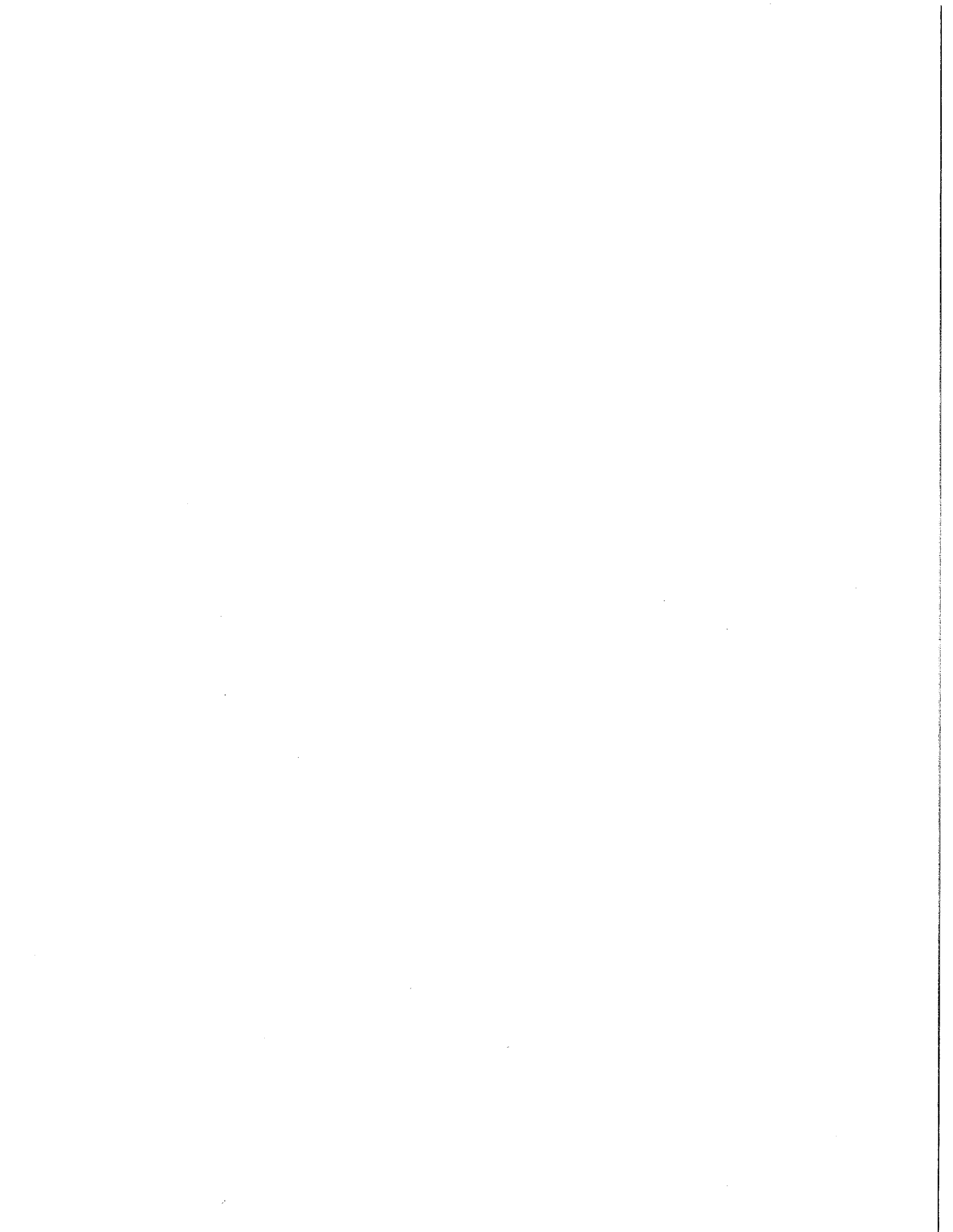
TO: Justin Hess, City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – October 12, 2023

- Nick Burant, Administrative Analyst II, and Karen Pan, Transportation Services Manager from the City's Transportation Division provided an update on parking management and paid parking in Downtown Burbank. Based on the Transportation Division's review, the most impacted parking areas in the City are in Downtown Burbank, therefore, the Downtown area is a good fit for implementing the City's first comprehensive Parking Management Program. Staff will continue to provide updates to the Board as plans for parking management in Downtown Burbank progress.
- Marcos Fuentes, Senior Transportation Planner with the City's Transportation Division presented an update on the San Fernando Blvd Pilot Reconfiguration (Pilot). The Pilot project is currently underway, and the installation of new striping patterns and plastic bollards is provisionally scheduled for January 2024. A temporary road closure will be in effect during the installation phase. Transportation Division Staff will keep the community and the Board informed and provide updates as the construction progresses. Staff will present progress reports to the City Council at the six-month mark, once the Pilot is underway.
- City Treasurer, Krystle Palmer, provided an overview of the City's investment portfolio for the PBID's holding account. City Fund 642 started in 2003 with the establishment of the PBID. The City collects the funds from the property tax and disburses them to the PBID. Interest is allocated amongst City funds based on monthly cash balances as a percentage of the total cash.

- Staff provided mid-year project updates to the Board. In the short term, the purchase of barricades is in its final stages of processing, and the barricades are expected to be delivered end of November. Staff is also working with Parkwood to make the irrigation repairs to the planters in Downtown Burbank which is the first step to completing the replanting. Additionally, a landscape architect was hired to finalize a new plant palate for the Downtown, plants include: Coral Aloe, Fruitless Olive, Lantana, Foxtail Fern, and Star Jasmine. New plants will be scheduled for installation once the irrigation repairs have been completed.



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Youth Board

Date: Wednesday, December 06, 2023

Staff Present: Jenny Griffin, Recreation Supervisor; Diego Cevallos, Assistant Director; Buster Roebuck, Senior Recreation Leader; Noah Altman, Recreation Supervisor; Christina Romero, Recording Secretary

Board Members Present: Audrey Arutunyan, Alisa Avetisyan, Alexis Bell, Abbas Darwich, Natalie Garibyan, Catalina Jaramillo, Jesiah Licardo, Vincent Millunzi, Pagorn Prachasaisoradej, Neha Ramesh, Victoria Valenzuela, Edna Yeghnanyan, Amy Yoo

Board Members Absent: Sophia Duarte, Isabella Najaryan, Caitlin Wells

Guests: Elizabeth Harris

Item Discussed	Summary	Direction or Action, if any
1 Oral Communications	Mr. Altman spoke during the public comment about the Outdoor Equity Grant Program.	
2 Response to Oral Communications	None.	
3 Approval of Minutes	The Board approved the minutes from the November 1, 2023, meeting.	It was motioned by Ms. Bell, second by Mr. Darwich, and carried 13-0 to approve the minutes. Absent- Ms. Duarte, Ms. Najaryan, Ms. Wells.
4 LA County's Youth Climate Survey	Elizabeth Harris from the Youth Climate Commission provided a brief presentation on Climate Change. Board members completed a survey.	Discuss, note and file.
5 Board Liaison Reports	No reports at this time.	Note and file.
6 January 2024 Meeting Date	Next Youth Board meeting will be held on January 10, 2024.	Voted 12-1 to approve the new meeting date. Absent- Ms. Duarte, Ms. Najaryan, Ms. Wells.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

7	Goals & Objectives	<p>The board unanimously approved in participating in the Egg-Stravaganza on March 23, 2024. Board members voted for their theme of the year to be "healing."</p> <p>Board members established 3 goals to focus on over the next year: Goal 1: Book bans Goal 2: Social media Goal 3: Family Service Agency</p>	<p>It was motioned by Ms. Yoo and carried 13-0 to approve participation in the Egg-Stravaganza. Absent-Ms. Duarte, Ms. Najaryan, Ms. Wells.</p> <p>It was motioned by Mr. Darwich, second by Ms. Yeghnanyan, and carried 13-0 to approve the theme. Absent-Ms. Duarte, Ms. Najaryan, Ms. Wells.</p>
8	Tobacco Grant	The Board unanimously approved to participate in the Tobacco Grant.	It was motioned by Ms. Bell and carried a 13-0 vote to participate. Absent-Ms. Duarte, Ms. Najaryan, Ms. Wells.
9	School Reports	School representatives gave brief reports regarding respective school activities.	
10	Personal Achievement/ Recognitions	Members volunteered to share personal achievements and accomplishments.	
11	Adjournment	The meeting was adjourned at 7:30 p.m.	





December 14, 2023

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, December 18, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

The following is an additional teleconference location for this meeting:

Munich Marriott Hotel City West
Landsberger Str. 156
80687 Munich, Bavaria Germany

In addition to attending the meeting in person, 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

Regular Meeting of December 18, 2023

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 in-person attendance or participation at meeting 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 three 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, December 18, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) October 31, 2023 *[See page 1]*
 - 2) Finance and Administration Committee
 - (i) October 16, 2023 *[See page 4]*
 - b. Commission Minutes
(For Approval)
 - 1) November 13, 2023 *[See page 8]*
 - c. Treasurer's Report
 - 1) July 2023 *[See page 16]*
 - d. Amendment to Airport Use Agreement and Replacement Airport Use Agreement *[See page 44]*
 - e. Approval of Task Order 3 Replacement Passenger Terminal Project *[See page 55]*
 - f. Modification of Travel Authorization for Attendance at: Routes Americas 2024 Air Service Development Forum; and Passenger Terminal Expo and Conference *[See page 57]*
 - g. Service Agreement With The Regents of the University of California, on Behalf of the UCLA Center for Prehospital Care for EMT Continuing Education and Quality Improvement Care *[See page 59]*

h. Award of Contract **[See page 61]**
On-Call Architectural and Engineering Services

i. Art in Public Places **[See page 64]**
Regional Intermodal Transportation Center
Artwork Reproduction and Installation Services

6. ITEMS FOR COMMISSION APPROVAL

a. Replacement Passenger Terminal Sculpture Selections **[See page 67]**
for Burbank Art in Public Places Program

7. ITEMS FOR COMMISSION INFORMATION

a. Life Saving Award

8. 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)(9th Cir. 2021)

b. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director of Public Safety

9. ITEMS PULLED FROM CONSENT CALENDAR

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 future meeting.)

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 18, 2023

[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 Executive Committee meeting of October 31, 2023; and approved minutes of the Finance and Administration Committee meeting of October 16, 2023; are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the November 13, 2023, Commission special meeting minutes are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for July 2023 is included in the agenda packet. At its meeting on November 13, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **AMENDMENT TO AIRPORT USE AGREEMENT AND REPLACEMENT AIRPORT USE AGREEMENT.** A staff report is included in the agenda packet. At its meeting on December 6, 2023, the Executive Committee voted unanimously (3-0) to recommend that the Commission do the following: (1) Approve the proposed form of an Amendment to Airport Use Agreement ("AUA Amendment"); (2) Approve the proposed form of a replacement Airport Use Agreement ("Replacement AUA"); and (3) Authorize the Executive Director to execute the AUA Amendment and the Replacement AUA with participating airlines subject to any clerical revisions deemed necessary or appropriate by Authority General Counsel.
- e. **APPROVAL OF TASK ORDER 3 – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its meeting on December 6, 2023, the Executive Committee voted unanimously (3-0) to recommend that the Commission approve issuance of a proposed Task Order 3 to Holder, Pankow, TEC, A Joint Venture, in the amount of \$19,280,948 to fund the following items related to the construction of the Replacement Passenger Terminal Project: Component Guaranteed Maximum Price ("CGMP"): CGMP - 03: For Phase 2 General Conditions: HPTJV initial personnel cost for the period beginning first quarter of 2024 through December 31, 2024.
- f. **MODIFICATION OF TRAVEL AUTHORIZATIONS FOR ATTENDANCE AT: ROUTES AMERICAS 2024 AIR SERVICE DEVELOPMENT FORUM; AND PASSENGER TERMINAL EXPO AND CONFERENCE.** A staff report is included in the agenda packet. Staff seeks Commission approval of the following modifications of travel authorizations for attendance at the following forums:
 - (1) The Routes Americas 2024 air service development forum being held in

Bogota, Colombia from March 19-21, 2024: Thomas Henderson, Director, Operations, will replace Scott Kimball, Deputy Executive Director; no change to the other two previously approved Authority attendees (Frank R. Miller, Executive Director, and Nerissa Sugars, Director, Communications and Air Service); and (2) Passenger Terminal Expo and Conference being held in Frankfurt, Germany from April 16-18, 2024: Scott Kimball, Deputy Executive Director, will join the two previously approved Authority attendees (Felicia Williams, President, and Frank R. Miller, Executive Director).

- g. **SERVICE AGREEMENT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ON BEHALF OF THE UCLA CENTER FOR PREHOSPITAL CARE FOR EMT CONTINUING EDUCATION AND QUALITY IMPROVEMENT CARE.** 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 Commission approval of a Service Agreement ("Agreement") with The Regents of the University of California, on behalf of the UCLA Center for Prehospital Care for emergency medical technician continuing education and quality improvement care. The Agreement is for a one-year term at a cost of \$26,944.47 effective January 1, 2024.
- h. **AWARD OF CONTRACT – ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES.** 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 Commission approval to award a Professional Services Agreement ("Agreement") to HNTB Corporation for on-call architectural and engineering services for a not-to-exceed amount of \$375,000. The proposed Agreement will have a three-year term with two one-year extension options available to the Authority.
- i. **ART IN PUBLIC PLACES – REGIONAL INTERMODAL TRANSPORTATION CENTER – ARTWORK REPRODUCTION AND INSTALLATION SERVICES.** A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a Regional Intermodal Transportation Center Artwork Reproduction and Installation Services Agreement with Advanced Sign and Banner for the reproduction and installation of approved artwork at the RITC.

6. ITEMS FOR COMMISSION APPROVAL

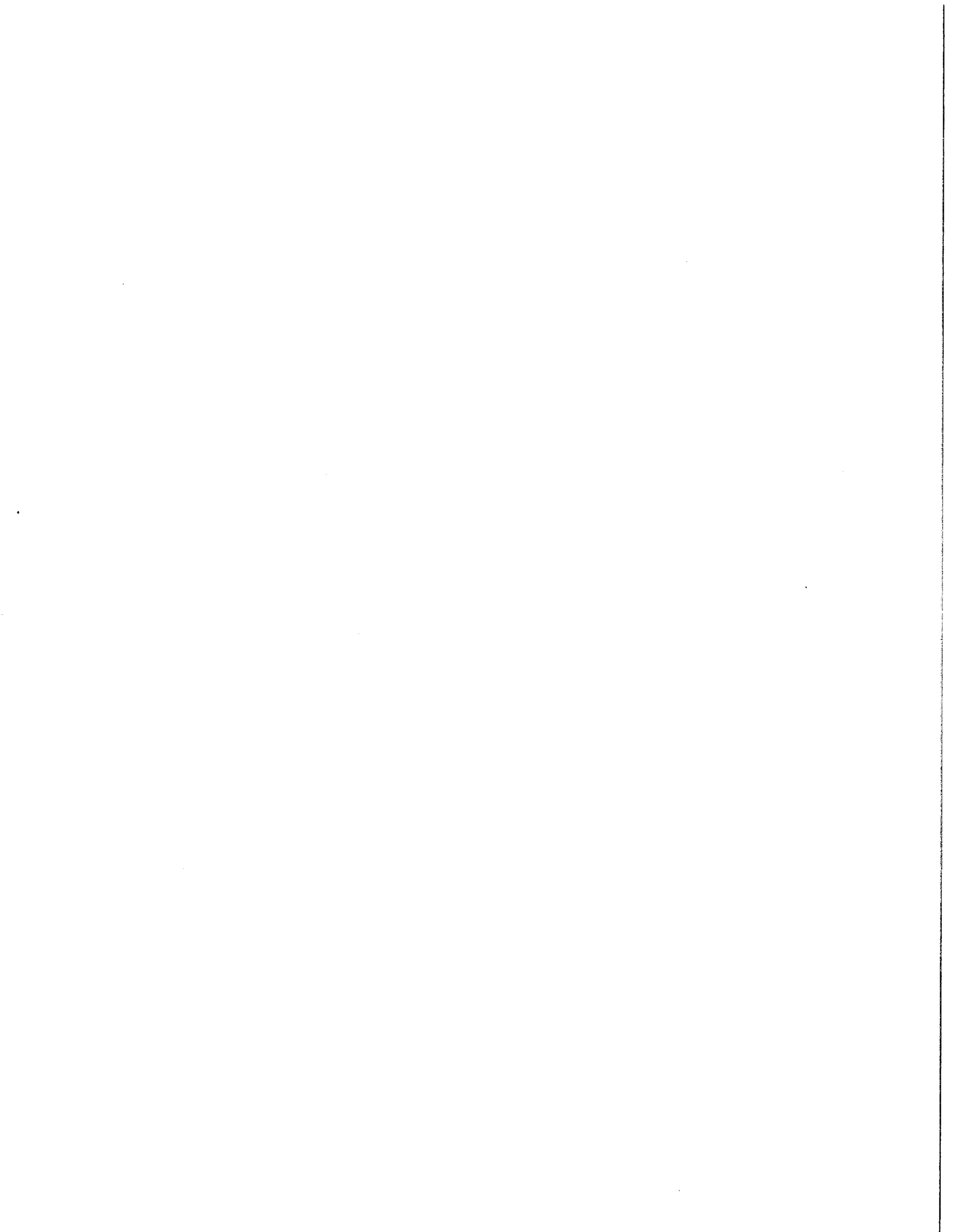
- a. **REPLACEMENT PASSENGER TERMINAL SCULPTURE SELECTIONS FOR BURBANK ART IN PUBLIC PLACES PROGRAM.** A staff report is included in the agenda packet. Staff, Jacobs Project Management Co., and Susan F. Gray & Co., are implementing an artwork procurement program for the Replacement Passenger Terminal ("RPT") Project to satisfy the City of Burbank's Art in Public Places requirement. This agenda item seeks the Commission's selection of two artworks, one for an exterior plaza sculpture and one for an interior suspended sculpture. For efficiency, it is recommended that these selections be made using the voting procedure the Commission established in Resolution No. 499 for the selection of the conceptual design for the RPT campus. A decision on the

sculptures is necessary at this meeting for Holder, Pankow, TEC - A Joint Venture to start on design integration in accordance with the project delivery schedule.

7. ITEMS FOR COMMISSION INFORMATION

- a. LIFE SAVING AWARD. On July 29, 2023, Airport Fire Department ("AFD") personnel responded to a report of an inflight emergency of an unconscious person onboard an inbound Avelo Airlines flight to Hollywood Burbank Airport. The onboard actions of the Avelo Flight and Cabin crew and the proactive coordination between Avelo inflight and ground crew, AFD and Airport Police Department personnel were crucial in responding to this emergency situation. Once removed from the aircraft, the passenger was delivered to Burbank Fire Department personnel which transported the individual to St. Joseph's Medical Center without delay. Due to these groups of individuals working together, quickly and efficiently, the passenger made a full recovery and was able to be released from the hospital two weeks later.

Individuals being honored today with the Airport Authority Lifesaving Award are:
Avelo Airlines: Captain Ron Gregory, First Officer Illia Kundria, Flight Attendants Kevin Torres, Chris Allison, Tali Rosas
Burbank Fire Department: Paramedics Wayne Chism, Eric Clements
Airport Fire Department: Acting Captain Kyle Humphrey, Firefighters Dan Kutsch, Dennis Whitford



MEMORANDUM



PARKS AND RECREATION



DATE: December 15, 2023

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Park, Recreation, and Community Services Director *MG*

SUBJECT: DeBell Slope Failure Update

This memo is to provide you with an update on the Parks and Recreation Department's emergency slope stabilization and irrigation infrastructure repair work at the DeBell Golf Course (DeBell).

During the winds and heavy rain storms that occurred in February 2023, DeBell experienced major slope failures which damaged irrigation infrastructure. The slope repair work is estimated to cost \$284,000. The Department identified project savings from various completed projects to fully fund this emergency repair work, thus not impacting the General Fund.

On October 3, 2023, as allowed per the Burbank Municipal Code (BMC) 2-2-123: EMERGENCY EXPENDITURES, City Manager approval was granted to forego the competitive bidding process, enabling staff to proceed with the emergency work of stabilizing the slopes before upcoming severe weather causes additional damage.

BMC 2-2-123: EMERGENCY EXPENDITURES:

When an emergency exists, besides the ability to procure goods, services or public works contracts without competitive bidding and/or letting contracts, the effected Department Director may expend funds for such procurement in response to the emergency from their budget without Council approval or appropriation. If the Department does not have funds in their budget to respond to the emergency, the City Manager may authorize expenditures from the City's Designated Emergency Reserve without Council approval or appropriation. If funds are expended from the City's designated emergency reserve, the City Manager will notify Council of the emergency and the resulting expenditures. [Added by Ord. No. 19-3,923, eff. 12/6/19.]

EMERGENCY: An unforeseen combination of circumstances or resulting state that calls for action to preserve life, property or public health. This definition of emergency is in addition to the definition in Section [5-2-102](#), and either definition may be applicable under Charter Section [1205](#).

The emergency work to stabilize the slopes is currently underway and anticipated to be completed by December 22, 2023. Temporary repairs to the irrigation infrastructure have been made by Touchstone. The permanent repairs to the irrigation infrastructure will be performed as part of the DeBell Irrigation Replacement project within the next 12-18 months.

