



# Weekly Management Report

## October 4, 2019

- 1. Notice** Special Senior Citizen Board Meeting on  
October 16, 2019  
**Parks and Recreation Department**
  
- 2. Agenda** Burbank-Glendale-Pasadena Regular Meeting on  
October 7, 2019  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Minutes** Civil Service Board Meeting on October 2, 2019  
**Management Services Department**
  
- 4. Notice** Art in Public Placed Committee Meeting on  
October 7, 2019 has been Cancelled  
**Parks and Recreation Department**
  
- 5. Synopsis** Burbank Hospitality Association meeting on  
September 23, 2019  
**Community Development Department**



Senior Citizen Board  
**NOTICE OF SPECIAL MEETING**

The next special meeting of the Senior Citizen Board will be held as follows:

**Wednesday, October 16, 2019  
1:00 p.m. – Joslyn Adult Center  
1301 West Olive Avenue, Burbank, CA 91506**

***Copies to:***

City Mgr./Asst.City Mgr.

City Clerk

City Attorney

***Board Members:***

Lynn Shelby

William Smith

Peter McGrath

Marva Murphy

Bruce Oldham

Henry Diel

Perla Obal

***City Council:***

Emily Gabel-Luddy, Mayor

Sharon Springer, Vice Mayor

Jess Talamantes, Council Member

Bob Frutos, Council Member

Timothy M. Murphy, Council Member

***Department Staff:***

Marisa Garcia

Kristen Smith

Erin Barrows

Diego Cevallos

Gwen Indermill

Cathryn LaBrado

Michael Del Campo

Grace Coronado

Kristen Hauptli

Paula Ohan

Meri Young

***Other:***

Public Info. (c/o City Hall)

Youth Board liaison

Public Information

Press (6)

Building Maintenance

SENIOR CITIZEN BOARD

*A. Attaryan*

Recording Secretary





CITY OF BURBANK  
CITY CLERK'S OFFICE

19 OCT -3 10:37

October 3, 2019

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, October 7, 2019, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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



# **COMMISSION MEETING**

## **AGENDA**

**OCTOBER 7, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 7, 2019

9:00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 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, October 7, 2019

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) August 19, 2019 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) August 19, 2019 **[See page 6]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) August 19, 2019 **[See page 8]**
  - b. Commission Minutes  
(For Approval)
    - 1) September 23, 2019 **[See page 9]**
  - c. Treasurer's Reports
    - 1) June 2019 **[See page 17]**
  - d. Auditor Required Communications for FY 2019 Audits **[See page 42]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Approval of Purchase and Sale Agreement  
Hollyona Parcel Acquisition **[See page 55]**
  - b. Amendment No.1 to Professional Services Agreement  
Geosyntec Consultants, Inc. **[See page 57]**
  - c. Award of Professional Services Agreement for  
Air Service Consulting Services **[See page 61]**



- d. Harris Miller Miller & Hanson, Inc. **[See page 76]**  
Contract Amendment
- e. Designation of Representative on Orangeline **[See page 80]**  
Development Authority Board of Directors
- 7. ITEMS FOR COMMISSION INFORMATION
  - a. August 2019 Parking Revenue Statistics **[No Staff Report]**
  - b. August 2019 Transportation Network Companies **[No Staff Report]**
  - c. Airline Schedule Analysis and August 2019 Passenger/Cargo **[See page 82]**  
and Regional Airport Passenger Statistics
- 8. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern  
California Metroplex Project
- 9. COMMISSIONER COMMENTS  
(Other updates and information items, if any)
- 10. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 7, 2019

*[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 August 19, 2019; approved minutes of the Finance and Administration Committee meeting of August 19, 2019; and, approved minutes of the Legal, Government and Environmental Affairs Committee meeting of August 19, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the September 23, 2019, special meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for June 2019 is included in the agenda packet. At the September 23, 2019, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. AUDITOR REQUIRED COMMUNICATIONS FOR FY 2019 AUDITS. A staff report is included in the agenda packet. In accordance with applicable professional standards, the Authority's auditor, Macias Gini & O'Connell LLP ("MGO") has provided the attached letter to the Commission outlining its audit responsibilities, and planned scope and timing of the FY 2019 audits. Also attached is a copy of the annual engagement letter, which substantially conforms to the professional services agreement between the Authority and MGO for audit services. At the September 23, 2019, special meeting of the Finance and Administration Committee, it was voted unanimously (3-0) to recommend to the Commission that it note and file these Auditor communications.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF PURCHASE AND SALE AGREEMENT – HOLLYONA PARCEL ACQUISITION. A staff report is included in the agenda packet. At the September 23, 2019, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a Purchase and Sale Agreement with the Successor Agency to the Redevelopment Agency of the City of Burbank in the amount of \$2,132,000 for a 0.99-acre parcel located at the southeast corner of Hollywood Way and Winona Avenue ("Hollyona Parcel") that is within the Runway Protection Zone of Runway 8/26.

- b. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT – GEOSYNTEC CONSULTANTS, INC. A staff report is included in the agenda packet. At the September 23, 2019, special meeting of the Legal, Government and Environmental Affairs Committee (“Committee”), the Committee voted unanimously (3–0) to recommend that the Commission approve the proposed Amendment No. 1 to the Professional Services Agreement with Geosyntec Consultants, Inc. in the amount of \$170,000 with an additional \$10,000 for project contingency for implementation of a State mandated work plan to determine the presence and extent of a class of chemical substances commonly known by the name of per- and polyfluoroalkyl substances.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR AIR SERVICE CONSULTING 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 approval to award a Professional Services Agreement to InterVistas Consulting, Inc., for air service consulting services. The total proposed expenditure for these services is for an amount not-to-exceed \$70,000 to be completed within FY 2020.
- d. HARRIS MILLER MILLER & HANSON, INC. - CONTRACT AMENDMENT. 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 the proposed Amendment No. 1 to the Professional Services Agreement with Harris Miller Miller & Hanson, Inc. for professional aircraft noise analysis and meeting facilitation services in support of the Southern San Fernando Valley Airplane Noise Task Force. The proposed amendment will increase the compensation limit by \$250,000 resulting in a not-to-exceed amount of \$324,960.
- e. DESIGNATION OF REPRESENTATIVE ON ORANGELINE DEVELOPMENT AUTHORITY BOARD OF DIRECTORS. A staff report is included in the agenda packet. Staff seeks the Commission’s designation of an Airport Authority representative on the Orangeline Development Authority (“OLDA”) Board of Directors.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. AUGUST 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of August 2019.
- b. AUGUST 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of August 2019.
- c. AIRLINE SCHEDULE ANALYSIS AND AUGUST 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. Staff report is included in the agenda packet. The August 2019 passenger count of 556,491 was up 20.02% compared to last year’s 463,653 passengers. Air carrier aircraft operations increased 22.88%, while cargo volume in August was down at 9.5 million pounds.





**CITY OF BURBANK  
CIVIL SERVICE BOARD**

**NOTICE**

The regular meeting of the Civil Service Board will be held on **October 2, 2019** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at [www.burbankca.gov](http://www.burbankca.gov). The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

**AGENDA**

1. **Roll Call**
2. **Additional Agenda Items**
3. **Open Public Comment Period of Oral Communications**

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. **Approval of Minutes**

OVERVIEW: Regular meeting of September 4, 2019

RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification Plan**

None

6. **Recruitment and Selection Report – September 2019**

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

7. **Expedited Recruitment Quarterly Report**

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for the expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

**8. Appointments and Assignments**

OVERVIEW: For the month of October 2019, there is one provisional appointment extension, one temporary appointment extension, and one temporary assignment extension needed. The extensions are being sought on behalf of the City Treasurer's Office, Parks and Recreation Department, and the Information Technology Department.

RECOMMENDATION: Discuss and approve.

**9. Additional Leave Quarterly Report**

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing civil service employees that have been granted additional leave, pursuant to Civil Service Rule X and XIV.

RECOMMENDATION: Note and file.

**10. Annual List of Professional Services Agreements with Sole Proprietors and Individuals**

OVERVIEW: Pursuant to the Board's request, staff provides a list of Professional Services Agreements (PSAs) the City has entered into with sole proprietors and individuals, as defined by the Internal Revenue Service (IRS), on an annual basis for their review.

RECOMMENDATION: Note and file.

**11. Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.



**CITY OF BURBANK**  
*Parks & Recreation*  
**ART IN PUBLIC PLACE COMMITTEE**

**NOTICE OF MEETING - CANCELLED**

The meeting of the Art in Public Places Committee will be held as follows:

**MONDAY, October 7, 2019**  
**6:00 P.M.**

Community Services Building  
Large Parks and Recreation Conference Room 301  
150 N. Third Street  
Burbank, CA 91502

**ART IN PUBLIC PLACES COMMITTEE**

*Daniel Amaya*

Recording Secretary

\* \* \* \*

Distribution:

**Committee Members –**

Gordon Haines  
Dink O'Neal  
Kat Olson  
Lara Saikali  
Patricia Hollis  
Myeisha Peguero Gamiño – Parks and Recreation Board Liaison  
Vacant – Planning Board Liaison

**Staff –**

Kristen Smith – Deputy Director of Parks & Recreation  
Paula Ohan – Administrative Analyst

**Management Personnel –**

Justin Hess – City Manager  
City Clerk





# memorandum

**DATE:** October 2, 2019

**TO:** Justin Hess, City Manager

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

**SUBJECT: BURBANK HOSPITALITY ASSOCIATION (BHA) MEETING SYNOPSIS  
– SEPTEMBER 23, 2019**

- Staff from the proposed LaTerra SELECT BURBANK project provided an update on the progress of the project and requested a letter of support from the Board. The mixed-use project features 573 residential units, a 300-key hotel, 27,800 square feet of open space and aims for LEED Certification. LaTerra SELECT will be going to the Burbank Planning Board for approval on October 28<sup>th</sup> and is scheduled to go to City Council on December 10<sup>th</sup>. The Board approved a letter of support for the project. No City staff participated in the discussion, nor vote.
- Staff discussed the Universal Studios Hollywood Partner Hotel Program Agreement, including the amendment to extend the Agreement from January 2020 to July 2020, to compensate for the delay in launching the marketing campaign associated with the program and the removal of Early Park Admission. The Board decided to table the item in order to get further clarification from Universal Studios Hollywood on changes presented in the amendment.
- Michael Swaney, Residence Inn General Manager and BHA Treasurer, announced his retirement effective November 1, 2019, and his resignation from the BHA Board.
- The Board approved to change the meeting day to every third Wednesday of the month at 3pm.