



Weekly Management Report

May 17, 2019

- 1. Synopsis** Parks and Recreation Board Meeting on
May 9, 2019
Parks and Recreation Department

- 2. Agenda** Notice of regular meeting of the Burbank-Glendale-
Pasadena Airport Authority on Monday, May 20, 2019
Burbank-Glendale-Pasadena Airport Authority

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

Meeting: Parks and Recreation Board

Date: Thursday, May 9, 2019

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Kristen Hauptli, Administrative Analyst II; Meri Young, Administrative Analyst II; Edward Manoukian, Sr. Recreation Leader; Patty Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. Gussow, Mr. DePalo, and Ms. Jackson.

Board Members Absent:

Item Discussed	Summary	Direction or Action, if any
1	Announcements	
2	Recognitions	
3	Oral Communications	
4	Written Communications	
5	Park Board Comments	
6	Annual Report from P.I.M. INC.- Fiscal Year 2018-2019	

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

	regarding the improvements recently made to the facility, efforts to augment youth teams' participation, and plans to introduce LA Kings sponsored Youth Ball Hockey, High School Ball Hockey, and Youth Box Lacrosse. Staff is looking forward to future facility improvements and expanded programming at LAKBSC.		
7	Budget Update Fiscal Year 2019-2020	Ms. Hauptli updated the Board on the FY 2019-2020 Budget. Council's top priority is investing in the City's aging infrastructure. The Proposed Fund 534 Budget takes a significant step towards this goal with 20.7 million in capital spending proposed, alongside \$3.5 million in annual maintenance dollars. Included in the 20.7 million is an \$8 million annual investment in City's streets and roadways and another \$4 million in annual programmatic capital to fund regular upgrades and replacements of items like sidewalks building systems, and playgrounds. The Department anticipates funding from two additional sources, Measure A, passed in November 2016, will provide an annual allocation of \$369,978 (which can be accrued for up to five years) and Prop 68, passed in June 2018, would make available a minimum of \$200,000 to fund rehabilitation efforts and address deficiencies in neighborhoods lacking access to outdoor space. Adoption of the FY 2019-2020 is expected to take place on Tuesday, May 14, 2019.	Noted and Filed.
8	Parks and Recreation Calendar of Board Meetings	The Board discussed the potential months for dark meetings.	It was moved by Ms. Burghdorf seconded by Mr. DePalo and carried 4-1, Ms. Jackson abstained, to "go dark in July and December."
9	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the April 11, 2019 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> Noted and Filed.</p>	It was moved by Mr. Gussow seconded by Mr. De Palo and carried 5-0 "to approve the Consent Calendar."

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<u>River Supply Conduit Project Update</u> Noted and Filed.	
		<u>Departmental Operations Update</u> Noted and Filed.	
10	Tabled Items	None.	
11	Second Period of Oral Communications	None.	
12	Additional Comments from the Board	The Board expressed their gratitude for Ms. Jackson's contribution to the Parks and Recreation Board.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 6:42 p.m.	



May 16, 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 Monday, May 20, 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

MAY 20, 2019

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, May 20, 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, May 20, 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) April 15, 2019 **[See page 1]**
 - 2) Finance and Administration Committee
(i) April 29, 2019 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs
(i) March 18, 2019 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) May 6, 2019 **[See page 7]**
6. ITEM FOR COMMISSION APPROVAL
 - a. Award of Extension to the Janitorial Services Agreement
Diverse Facility Solutions, Inc. **[See page 11]**
 - b. Approval of Agreements for Verdugo Fire Communications
System Upgrades **[See page 15]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Project Delivery Method – Replacement Passenger
Terminal Project **[See page 18]**

- b. Legal Expense Reimbursement Request -
TBI Airport Management, Inc.

[No staff report]

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, May 20, 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 meeting of April 15, 2019; approved minutes of the special Finance and Administration Committee meeting of April 29, 2019; and approved minutes of the Legal, Government and Environmental Affairs Committee of March 18, 2019, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the May 6, 2019 meeting are attached for the Commission's review and approval.

6. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF EXTENSION TO THE JANITORIAL SERVICES AGREEMENT – DIVERSE FACILITY SOLUTIONS, INC. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a short-term extension of the Janitorial Services Agreement with Diverse Facility Solutions, Inc., on a month-to-month basis for a period not to exceed three months at the current fixed monthly cost of \$93,132, excluding supplies. Supplies will continue to be billed monthly at an actual cost basis and are estimated to be approximately \$16,700 per month.
- b. APPROVAL OF AGREEMENTS FOR VERDUGO FIRE COMMUNICATIONS SYSTEM UPGRADES. 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 following items to complete Airport Fire Department's communication system upgrades in conjunction with Verdugo Fire Communications equipment and systems upgrades to the joint fire communication system known as "Verdugo System": (1) Memorandum of Understanding with the City of Glendale in the amount of \$15,182 for the Authority's 16.667% share of the Phoenix G2 alerting system upgrade to the Northrup Grumman System Command Point Computer-Aided Dispatch system; (2) Contract with US Digital Designs, Inc., in the amount of \$46,426 for the replacement of the station alerting system to the Phoenix G2 system with an optional annual service agreement fee of \$3,762 that becomes available to the Authority eighteen months after installation; (3) Contract with Bergelectric Corporation in the amount of \$31,054 for installation of the station alerting system; and (4) Contract with Presidio Networked Solutions Group LLC in the amount of \$58,103 for the acquisition and installation of replacement Mobile Data Terminals ("MDT") and associated data network to support MDTs to be installed in the Airport Fire Department's vehicles.

The total cost of the upgrades for the interoperability with the Verdugo System, not including the optional annual service agreement fee for the station alerting equipment, is \$150,765.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PROJECT DELIVERY METHOD – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. Staff seeks the concurrence of the Commission with using a Progressive Design Build project delivery method for the Replacement Passenger Terminal Project at Hollywood Burbank Airport. Staff discussed this item with the Replacement Passenger Terminal Ad Hoc Committee on May 10, 2019, and received direction to move this item forward for Commission consideration.
- b. LEGAL EXPENSE REIMBURSEMENT REQUEST – TBI AIRPORT MANAGEMENT, INC. No staff report is attached. Staff will discuss with the Commission a request from TBI Airport Management, Inc., for reimbursement of legal expenses related to a pending lawsuit.