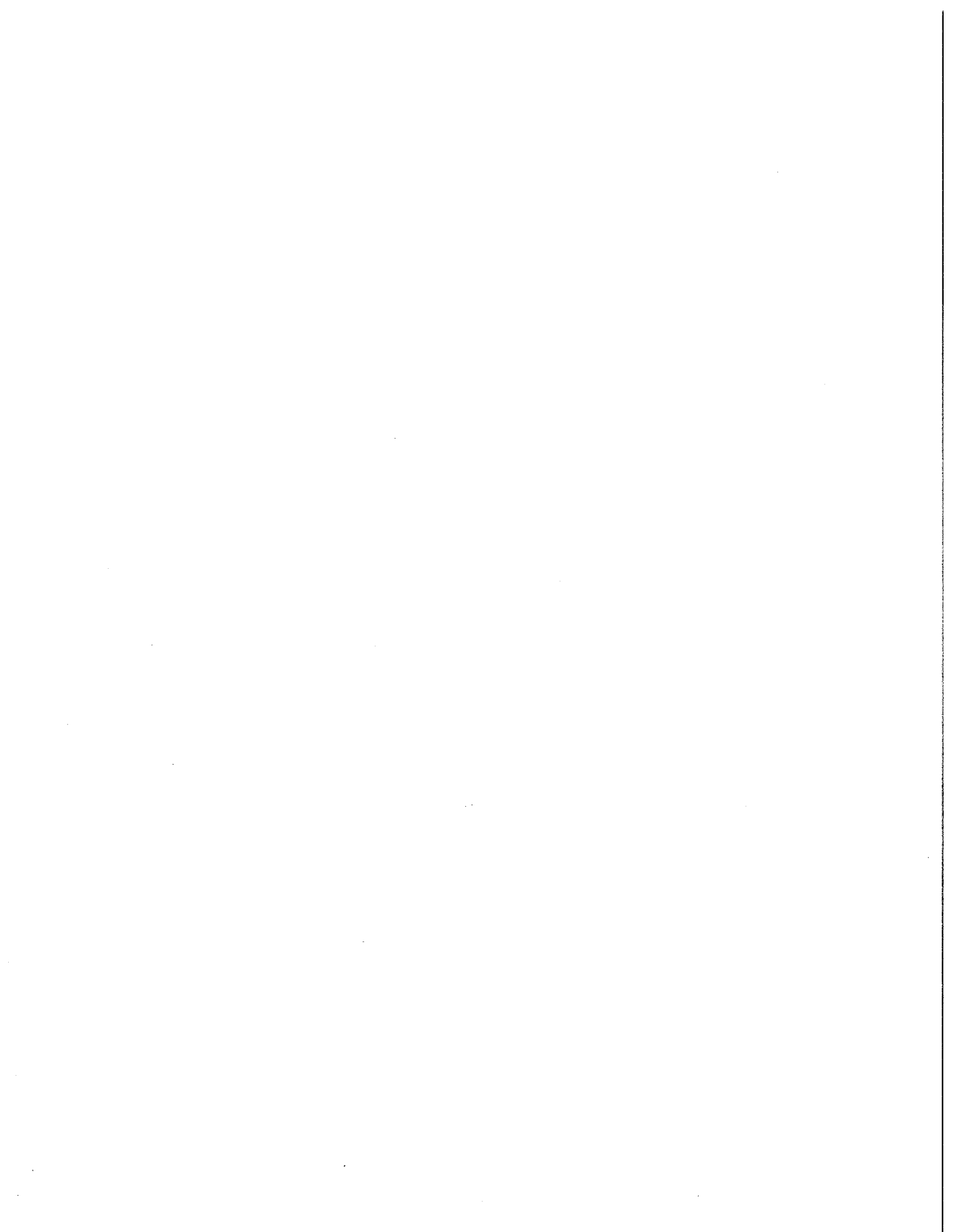


# Weekly Management Report

## October 15, 2021

- 1. Memo**                      City Manager Tracking List #2422 Regarding a Memo on City Protocols Addressing Future Deadline Tracking  
**City Manager's Office**
  
- 2. Notice**                    Burbank-Glendale-Pasadena Airport Authority Meeting on October 14, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Minutes**                 Burbank Hospitality Association Meeting Meeting on September 15, 2021  
**Community Development Department**



# MEMORANDUM




## CITY MANAGER'S OFFICE

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**DATE:** October 15, 2021

**TO:** Justin Hess, City Manager

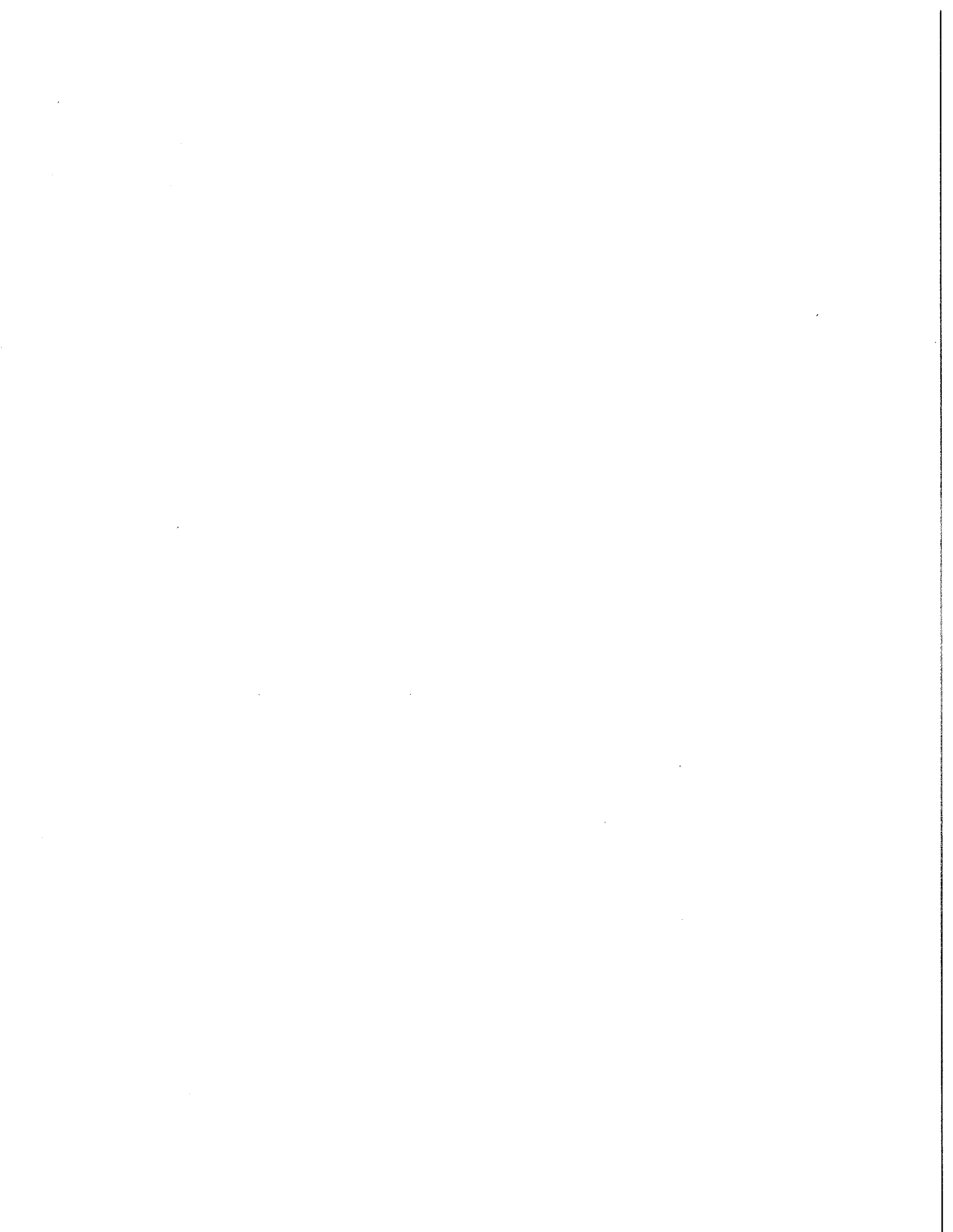
**FROM:** Judie Wilke, Assistant City Manager 

**SUBJECT:** City Manager Tracking List #2422 Regarding a Memo on City Protocols Addressing Future Deadline Tracking

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During the August 10, 2021 City Council meeting, Council Member Anthony requested a memo addressing how City staff internally tracks future deadlines for agreements, contracts, election items, leases etc. to ensure important deadlines are not missed. By and large departments track deadlines through creating spreadsheets and then identifying employees responsible for ensuring those deadlines are monitored and adhered to. This is a manual process that can certainly have flaws, but for the most part, staff is effective in overseeing the numerous deadlines that exist. It is also important to note that some departments including Community Development and Parks and Recreation have additional internal practices that track deadlines through monthly and annual reporting. Parks and Recreation has monthly monitoring to the Parks and Recreation Board through a contract compliance report and Community Development has several annual reports that go the City Council for review.

While the current process for tracking deadlines is working overall, there are process and technology solutions that can help the City automate. Information Technology (IT) has committed to working with all departments to look at our current processes and find improvements including a contract lifecycle management solution to better help the City ensure deadlines are met. This project will be included with our list of pending IT projects and will be considered and prioritized as we create the Fiscal Year 2022-23 budget.





October 14, 2021

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 18, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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

*Dial In: (818) 862-3332*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, October 18, 2021

9:00 A.M.

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



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

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



*The following activities are prohibited:*

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



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

# AGENDA

Monday, October 18, 2021

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) Finance and Administration Committee
      - (i) September 20, 2021 **[See page 1]**
    - 2) Legal, Government and Environmental Affairs Committee
      - (i) September 20, 2021 **[See page 4]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 4, 2021 **[See page 7]**
  - c. AB 361 Facilitating Virtual Meetings During Declared Emergencies **[See page 16]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Professional Services Agreement  
Taxiway C and Shoulders Rehabilitation Design (E21-01) **[See page 18]**
  - b. Award of Contract Amendment No. 3  
Airport Solution Line Service Agreement Common Use  
Passenger Processing System and Related Equipment **[See page 22]**
  - c. Award of Amendments to Professional Service Agreements  
Allied Universal **[See page 38]**
  - d. Adjustments to Airport Parking Operation **[See page 47]**

7. ITEMS FOR COMMISSION INFORMATION

- a. Commission Meeting Schedule
- b. August 2021 Passenger and Air Cargo Statistics
- c. August 2021 Transportation Network Companies
- d. August 2021 Parking Revenue Statistics

***[See page 49]***

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)

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS  
(Other updates and information items, if any)

11. ADJOURNMENT



## COMMISSION NEWSLETTER

Monday, October 18, 2021

*[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 Finance and Administration Committee meeting of September 20, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of September 20, 2021, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 4, 2021, Commission meeting are attached for the Commission's review and approval.
- c. AB 361 FACILITATING VIRTUAL MEETINGS DURING DECLARED EMERGENCIES. 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 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

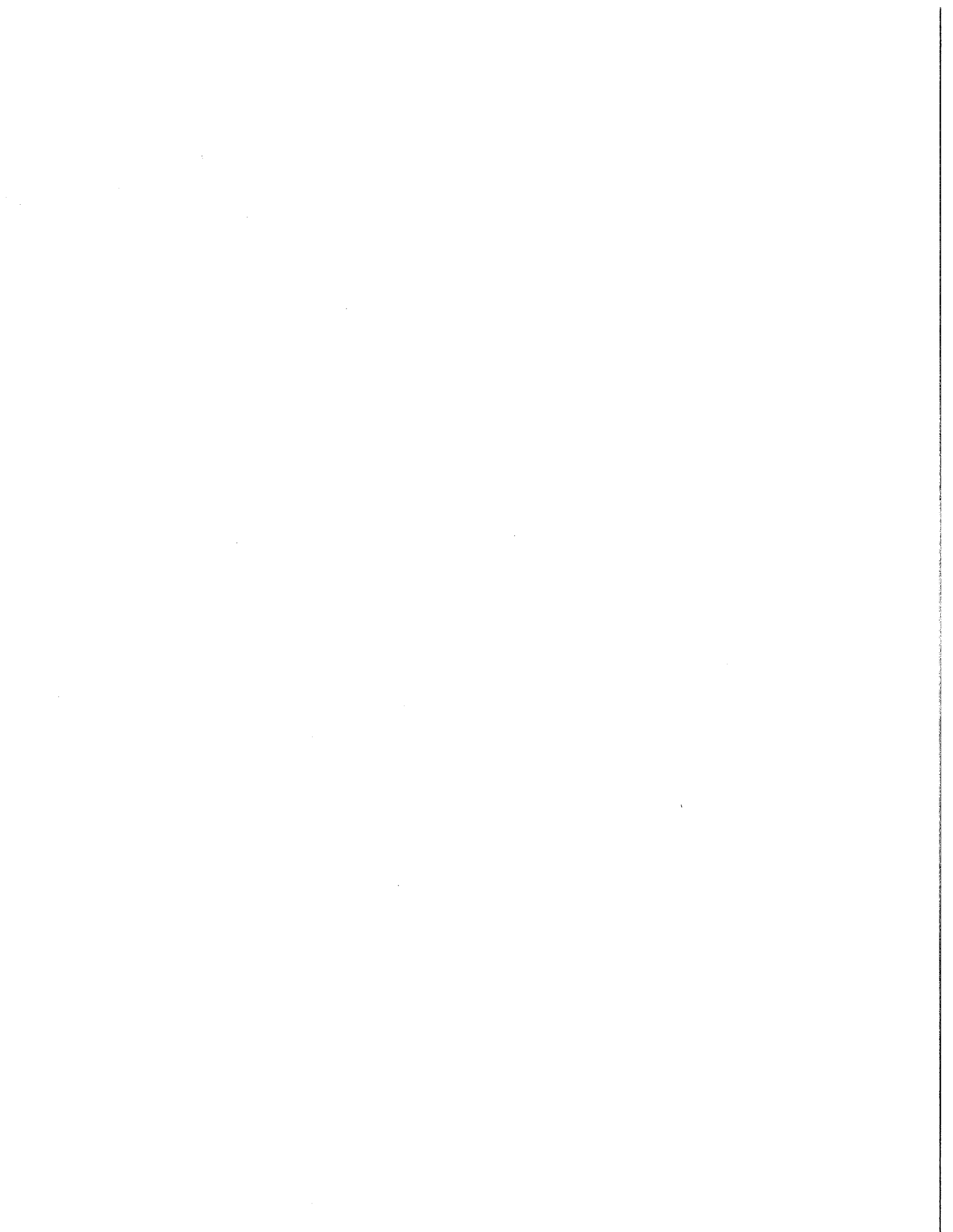
- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT – TAXIWAY C AND SHOULDERS REHABILITATION DESIGN (E21-01). A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks a approval from the Commission that it: (1) Award a Professional Services Agreement ("PSA") for design and engineering services in the amount of \$199,997 to RDM, Inc. ("RDM"); (2) Approve a project budget for design management services for a not-to-exceed amount of \$20,000; and (3) Approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.
- b. AWARD OF CONTRACT AMENDMENT NO. 3 – AIRPORT SOLUTION LINE SERVICE AGREEMENT COMMON USE PASSENGER PROCESSING SYSTEM AND RELATED EQUIPMENT. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for Amendment No. 3 of the Airport Solution Line Service Agreement with SITA Information Networking Computing USA, Inc. for the software upgrade and partial hardware refresh of the Common Use Passenger Processing

System at the Airport. The cost of the proposed Amendment is \$1,106,008 which will be fully reimbursed by the Airlines over a 12-month amortization period upon completion and acceptance of the project by the Authority.

- c. AWARD OF AMENDMENTS TO PROFESSIONAL SERVICE AGREEMENTS – ALLIED UNIVERSAL. 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 amendments to two Professional Service Agreements (“Agreements”), with Universal Protection Service LP, dba Allied Universal. One Agreement is for airport security and traffic control services, and the other Agreement is for airport consumer item inspection services. The proposed amendments (i) address costs of the staffing related to the return of passenger activity during the continuing recovery from COVID-19; and (ii) extend the term of each Agreement by one-year so that each Agreement will expire on October 31, 2022.
- d. ADJUSTMENTS TO AIRPORT PARKING OPERATION. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee meeting immediately preceding the Commission meeting, Staff seeks Commission approval of the following: (i) reopening of Lot A and the Employee Lot to accommodate the increased public parking demand, (ii) increase in staffing by SP+ to service the increase in parking activity; (iii) reinstatement of parking shuttles provided by MV Transportation from these remote parking lots, and (iv) authorization for staff to adjust parking rates up to the levels detailed in this report effective January 1, 2022.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. COMMISSION MEETING SCHEDULE. No staff report attached. This item is a reminder for the scheduling of Commission meetings in November and December. The Commission meeting in November is scheduled for Monday, November 13, 2021. The meeting in December is currently scheduled for Monday, December 20, 2021. Due to the anticipated holiday traffic levels beginning on that day, Staff requests Commission consideration to reschedule the meeting to Monday, December 13, 2021.
- b. AUGUST 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The August 2021 passenger count of 415,304 was down 25% compared to 556,491 passengers in August 2019. Also compared to August of 2019, air carrier aircraft operations in August 2021 decreased 29%, while cargo volume was down 4%, at 9 million pounds.
- c. AUGUST 2021 TRANSPORTATION NETWORK STATISTICS. No staff report attached. Staff will update the Commission on TNC activity for the month of August 2021.
- d. AUGUST 2021 PARKING STATISTICS. No staff report attached. Staff will present parking revenue data for the month of August 2021.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** October 4, 2021

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Burbank Hospitality Association Meeting – September 15, 2021

- Heather Rozman, Executive Director of the Hotel Association of Los Angeles, provided an informational presentation about the proposed Los Angeles Worker Protection Ordinance.
- Staff presented information from Phase I of the Sponsorship Applications for the following events: Dragonfest, MUSEXPO- California Entertainment Week, CTN animation eXpo + CTN Live and Arts Media and Entertainment Leadership Institute. The Board approved the sponsorship amounts recommended by the sub-committee allocating a total of \$110,000 in funding for MUSEXPO – California Entertainment Week, CTN Animation eXpo + CTN Live, and the Arts, Media and Entertainment Leadership Institute events.
- Marketing Consultant, Robin Faulk presented a summary of Visit Burbank's HotelPlanner preferred membership which is set to expire on October 1, 2021. The Board reviewed and approved the renewal of a 13-month HotelPlanner preferred membership.