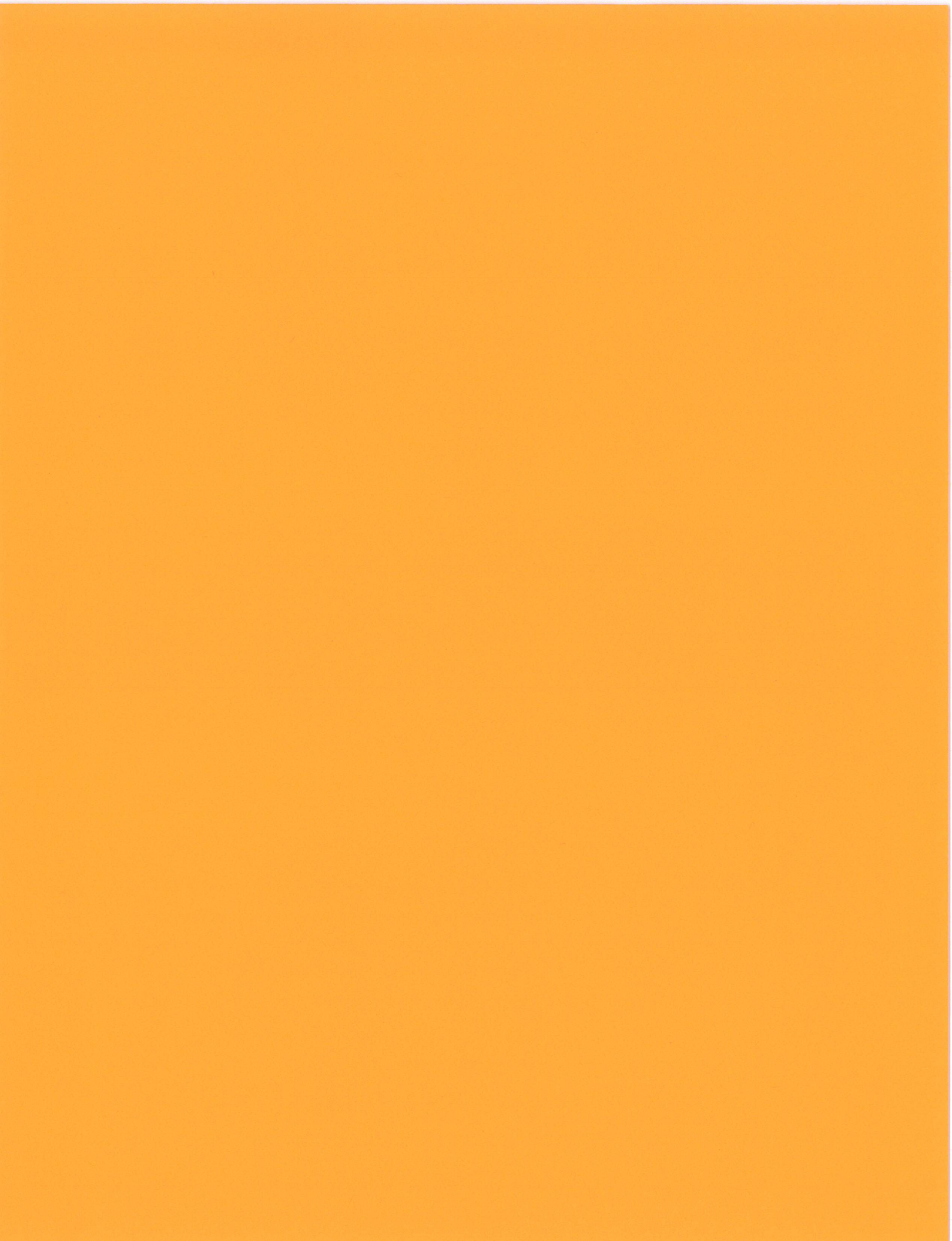




Weekly Management Report

May 3, 2024

- 1. Synopsis** Transportation Commission Meeting on March 27, 2024
Community Development Department
- 2. Memo** City Manager Tracking List No. 2612
Update on the status of the Old Fire Station/Boys and Girls Club Building at 2244 N. Buena Vista
Community Development Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority Meeting on May 6, 2024
Burbank-Glendale-Pasadena Airport Authority




MEMORANDUM



COMMUNITY DEVELOPMENT

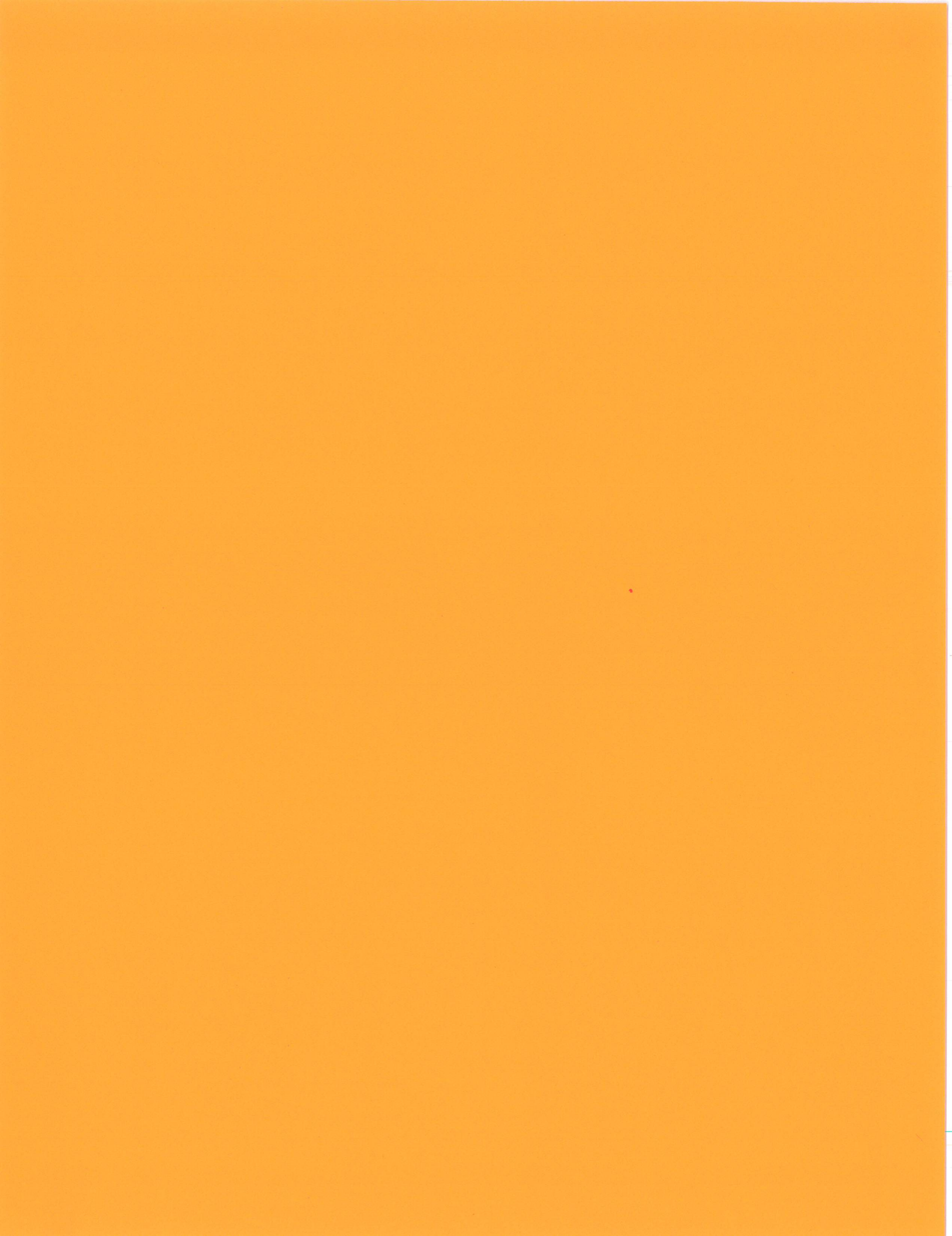
DATE: April 3, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Nick Burant, Administrative Analyst

SUBJECT: Transportation Commission Meeting Synopsis – March 27, 2024

- The Commission noted and filed a presentation on the latest Fiscal Year 2023-2024 Local Return BurbankBus Performance Figures. The Commission informally asked staff if future presentations could include more detailed performance data on each fixed route.
- The Commission received a presentation on Safe Streets Burbank initial collision analysis and information on the next steps of plan development. The Commission held a discussion on the types of data staff is using for their analysis, infrastructure projects that the City may pursue via Safe Streets Burbank, how the City communicates these projects to the public, and future opportunities for both community and Transportation Commission input on Safe Streets Burbank.





MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: April 24, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
BY: Simone McFarland, Assistant Community Development Director 

SUBJECT: Update on the status of the Old Fire Station/Boys and Girls Club Building at 2244 N. Buena Vista – City Manager Tracking List #2612

BACKGROUND

The City currently owns a building located at 2244 N. Buena Vista that was originally built as a fire station and then leased to the Boys and Girls Club who vacated the property in 2021. Home Again Los Angeles (HALA) wants to lease the building from the City as their headquarters office along with creating a Homeless Access Center for families that would include four small homes¹. This project meets a goal within the City's homeless plan under Strategy 3: Create Interim Housing that can Include Shelters and/or Transitional Housing Including a Tiny Home Village.

Additionally, the use of this building by HALA would supplement the proposed Homeless Solutions Center at N. Front Street. Buena Vista (Homeless Access Center) would provide services to families while Front Street (Homeless Solutions Center) would focus on individuals.

A timeline for the proposed project follows:

- From 1994 through 2021, the Boys and Girls Club leased the Property for \$1.00 per year. In 2021, the Boys and Girls Club vacated the Property and moved to a new facility located at 300 E. Angeleno; the Property is currently vacant.
- At the April 5, 2022, Council meeting, staff was directed to issue a Request for Proposals (RFP) to lease the Property to a non-profit that would provide services that supports the City's goals.

¹ The type and content of these homes has not yet been decided.

- On November 1, 2022, Council directed staff to award the RFP to HALA for the purpose of negotiating a long-term lease. HALA proposes to develop a Homeless Access Center for families and children that will include four transitional housing units that would be added to the outside of the property as housing suites. The development will convert the main facility into an Access Center that will include a community room, job center, case management and intake rooms, a community partner's room. The existing trailers and storage sheds on the property would be removed.
- Between November 2022 and October 2023, staff conducted assessments on the property. The building on the Property is in severe disrepair and needs substantial updates, including but not limited to, the air conditioning system, plumbing, and electrical panel. Additionally, life safety systems will need to be updated and will include fire sprinklers, removal of asbestos flooring, and structural retrofitting. The Property will also need interior and exterior painting and patching along with energy upgrades.
- In December 2022, the City's five-year (2022-2027) Homelessness Plan was approved by Council. Within the Plan, Strategy 3 discusses the need to create shelter and housing accessibility. One way to accomplish this is to assist HALA in the development of interim housing to include shelters and/or transitional housing for families.
- Between October 2023 and March 2024, staff developed the Architecture and Engineering scope of work, selecting a proposed firm, refining the cost, and creating a PSA for Council's approval. This is currently scheduled to go to City Council on June 4, 2024.
- On April 9, 2024, Council approved the request to move forward with the plan for transitional units at the 323 Front Street location along with declaring a Shelter Crisis Emergency. The Emergency Shelter Crisis declaration also applies to this project and authorizes the City to streamline the entitlement process by negating CEQA and zoning requirements along with enacting Appendix P of the building code, allowing for the development of transitional housing units along with supportive services.
- Lastly, the June 4, Council report will also include an Exclusive Negotiation Agreement (ENA) with HALA that ties the City that outlines scheduling and financial obligations for each party.

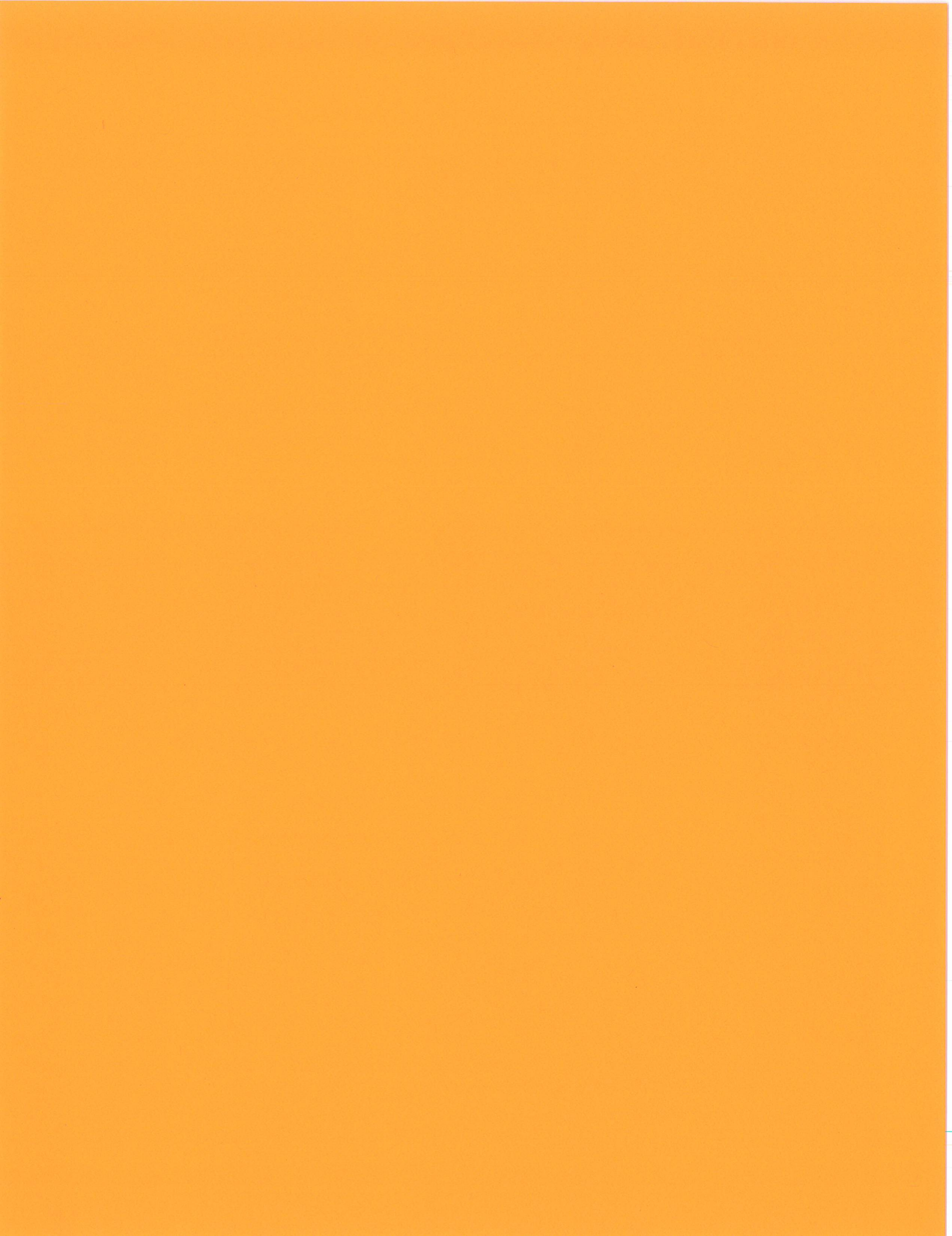
NEXT STEPS

Should the City Council approve the sole source contract request for architectural and engineering on June 4, 2024, the following would be the schedule moving forward.

- | | |
|------------------------------|--|
| • July 2024 – January 2025 | Predevelopment, Entitlements, and Outreach |
| • February 2025 – May 2025 | Construction and Bid Documents |
| • June 2025 – August 2025 | Bidding and Negotiations for Construction |
| • June 2025 – August 2025 | Lease and Funding Negotiations with HALA |
| • September 2025 – July 2026 | Construction |
| • August 2026 | HALA will Occupy the Property |

CONCLUSION

Leasing the property at 2244 N. Buena Vista after it has been retrofitted is an excellent opportunity for both the City and HALA. The City will meet its goal of adding additional transitional housing, specifically for families, and HALA will have a building to call its headquarters. Since the building is in such disrepair, to bring it back to good working condition will require a complete rehabilitation of the building. This will be expensive and take considerable time. Staff has been working on adequately assessing the building's condition, identifying funds, and preparing for architectural drawings and engineering designs. The City Council's declaration of a shelter crisis on April 9, 2024 was essential to streamlining pre-development efforts. If the City Council approves the June 4th requested actions (sole source contract for architecture and engineering, and the ENA), staff can then proceed to begin developing plans for construction.





May 2, 2024

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, May 6, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

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 May 6, 2024

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, May 6, 2024

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) April 3, 2024 **[See page 1]**
 - 2) Operations and Development Committee
 - (i) March 18, 2024 **[See page 4]**
 - 3) Finance and Administration Committee
 - (i) April 1, 2024 **[See page 7]**
 - b. Commission Minutes
(For Approval)
 - 1) April 15, 2024 **[See page 9]**
 - c. Treasurer's Report
 - a. January 2024 **[See page 14]**
 - d. Award of Contract **[See page 41]**
Elevators Etc. – Airport Conveyance Equipment Services
6. ITEMS FOR COMMISSION APPROVAL
 - a. Approval of Task Order 6 and Guaranteed Maximum Price Appropriation of Owner's Contingency Funds and Allowances Replacement Passenger Terminal Project **[See page 43]**
 - b. Resolution for Issuance of 2024 Bonds Replacement Passenger Terminal Project **[See page 56]**

7. ITEMS PULLED FROM CONSENT CALENDAR
8. EXECUTIVE DIRECTOR COMMENTS
9. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)
10. PUBLIC COMMENT
11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 6, 2024

[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 April 3, 2024; approved minutes of the Operations and Development Committee meeting of March 18, 2024; and approved minutes of the Finance and Administration Committee meeting of April 1, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of April 15, 2024, are included in the agenda packet for Commission review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for January 2024 is included in the agenda packet. At its meeting on April 15, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. AWARD OF CONTRACT – ELEVATORS, ETC. – AIRPORT CONVEYANCE EQUIPMENT SERVICES. A staff report is included in the agenda packet. At its meeting on April 15, 2024, the Operations and Development Committee voted unanimously (2-0, 1 absent) to recommend that the Commission approve an award of an Airport Conveyance Equipment Services Agreement to Elevators Etc., Inc., for preventative maintenance, on-call repair, and emergency repair services for the six elevators, two escalators, and six moving walkways located throughout the Airport. The Agreement will be for a two-year period with two one-year extension options available to the Authority.

6. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF TASK ORDER 6 AND GUARANTEED MAXIMUM PRICE - APPROPRIATION OF OWNER'S CONTINGENCY FUNDS AND ALLOWANCES REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on May 1, 2024, the Executive Committee voted unanimously (3-0) to recommend Commission approval of the following:
 1. Establishment of the GMP of the RPT Project at \$1,110,074,145;
 2. Task Order 6, to Holder, Pankow, TEC - a Joint Venture in the amount of \$828,508,927 to fund the remaining unauthorized scope of work for the RPT Project. Combined with the \$281,565,218 of previously approved Task Orders (1-5), the total design-build cost is \$1,110,074,145;
 3. Appropriation and expenditure authorization of the balance of the Owner's Contingency funds in the amount of \$28,235,082; and
 4. Appropriation and expenditure authorization for the Owner's Allowance in the amount of \$96,625,855. Within this amount, \$3,133,000 will be designated for

future permit applications and \$3,292,855 will be designated for the development of terminal resiliency to ensure terminal operations in the event of a major event.

- b. RESOLUTION FOR ISSUANCE OF 2024 BONDS – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its April 3, 2024 meeting, the Executive Committee voted unanimously (3-0) to recommend that the Commission adopt Resolution No. 511 for the issuance of bonds for the Replacement Passenger Terminal Project. At its April 15, 2024 meeting, the Finance and Administration Committee voted unanimously (3-0) to concur with this recommendation.