



Weekly Management Report

December 11, 2020

- 1. Synopsis** Landlord-Tenant Commission Meeting on
November 2, 2020
Community Development Department
- 2. Synopsis** Infrastructure Oversight Board Meeting on
December 3, 2020
Public Works Department
- 3. Synopsis** Downtown Burbank Partnership (PBID) Meeting on
December 3, 2020
Community Development Department
- 4. Synopsis** Planning Board Actions of October 12, 2020
Community Development Department
- 5. Agenda** Special Meeting of the Burbank-Glendale-Pasadena
Airport Authority will be held on December 14, 2020
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: November 19, 2020

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – November 2, 2020

- Three members of the public attended the Zoom meeting. Two of the three attendees asked questions related to rent increases, three-day notice to cure, and harassment. The third member was listening to the meeting for educational purposes.
- Staff provided an announcement on upcoming City community meetings:
 - The City will be hosting an online community meeting on Thursday, November 5th at 6:00 PM to learn about the City's Greenhouse Gas Reduction Plan. This is a tool to quantify the City's share of the statewide greenhouse gas (GHG) emissions and establish action steps to help the environment
 - The Community Development Department is hosting an online Community Workshop on Thursday, November 19, 2020, at 6PM on the Downtown Burbank Transit Oriented Development (TOD) Specific Plan Project.
- Staff mentioned to the Commission and to the members of the public that all information related to AB 3088 including the law, summary, and resources are posted on the City's website for reference.
- The Commission agreed to update the Landlord-Tenant intake forms by adding the question, "How did you hear about us?" for outreach purposes.
- Commissioners provided updates on prior month cases related to: unit listing scams, relocation fees, quiet enjoyment. Sub-committee members also provided mediation, resources, and information on Assembly Bill 1482.
- The meeting adjourned at 7:28 pm.

Infrastructure Oversight Board

December 3, 2020 SYNOPSIS

Members Present: Maria Coronado; Greg Jackson; Tamala Takahashi; Jef Vander Borgh; Walter Brennan Jr.; Vanessa Rachal

Members Absent: Armen Avazian

ANNOUNCEMENTS

None.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

G-1. It was moved and carried 5-0, with Board Member Avazian absent and Board Member Rachal abstaining from this item, to approve the October 22, 2020 meeting minutes, with the following revision: Under Oral Communications in response to a public comment, "Board Member Jackson stated he would like staff to be more proactive with the resident's parking complaint and not just connect the resident with staff from the Community Development Department." Mr. Berkman noted that this was done, and the resident's issue was resolved.

REPORTS TO BOARD

G-2. PUBLIC-PRIVATE PARTNERSHIP (P3)

Griffin Structures provided a presentation to the Board Members on the potential procurement and delivery model using a public-private-partnership for use in large City Public Works projects, such as a future Central Library re-design.

After discussion, the Board noted and filed.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None.

FUTURE AGENDA ITEMS

- A. Update on sales tax income
- B. Review of the IOB's Scope of Responsibilities
- C. Project Coordination Protocol
- D. Intersection Striping

ADJOURNMENT

The meeting adjourned at 7:50pm.

Respectfully submitted,

Karina Rosales
Infrastructure Oversight Board - Recording Secretary
Public Works – Senior Clerk

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: December 8, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *PP*
VIA: Simone McFarland, Asst. Community Development Director *SM*
Mary Hamzoian, Economic Development Manager *MH*
BY: Marissa Minor, Economic Development Analyst II *M.M.*

SUBJECT: Downtown Burbank Partnership (PBID) Meeting and Business Virtual Open House – December 3, 2020

- Staff announced that the holiday décor installation for Downtown Burbank was completed. The installation adds ambiance and additional lighting to the Downtown. This year's décor includes a 36' walk-thru tree, colorful holiday wreaths, and new photo props with a family of deer and giant LED stars.
- The Board discussed the extreme hardships felt by business and property owners in the district as related to the COVID-19 pandemic. It was noted that significant losses had been felt with the new Health Orders reducing retail occupancy further and eliminating outdoor dining once again. After further discussion, the Board unanimously voted to write a letter to the LA County Supervisors Office and other applicable County organizations on behalf of the Downtown Burbank PBID. The letter will note the PBID's opposition of the current LA County Health Orders and ask for special consideration to reopen sectors based on the City's low infection rates. PBID Staff will work with the City to ensure the letter is drafted and presented in line with the City's forthcoming Council Resolution.
- Following the Board meeting, the Partnership held an online open house meeting for Downtown Burbank business and property owners. The meeting was attended by business representatives from:
 - Gyu Kaku
 - Fantasia Billiards
 - Urban Press Winery
 - Ben and Jerry's
 - Granville Café

- Story Tavern
- North End Pizzeria

Additionally, property owners representing the following properties attended:

- The Burbank Town Center Mall
- Gap Factory
- Zamba and The Ultimate Tae-Kwon-Do
- Richards Hair Salon, Fantasia Billiards, and Granville

To kick-off the virtual event, staff gave a brief presentation on the status of the San Fernando Blvd. closure, results of a merchant survey that were received, and both short and long-term ideas for outdoor dining and parking in Downtown Burbank.

Based on the feedback received at the open house, the results from the survey and several conversations with the PBID Board, a 'hybrid closure' of San Fernando Boulevard seems to be the best option to help both the retailers and restaurants in the area succeed. The recommendation of the hybrid approach is the following:

1. Install k-rail in currently permitted outdoor dining areas and place communal dining street furniture in the k-railed areas.
2. Open up the rest of San Fernando for vehicular traffic and parking.
3. Designate curb-side/pick-up zones along San Fernando where parking is available.

This will allow restaurants to quickly resume their outdoor dining abilities once the closure is lifted. In the meantime, the re-opening of the street will help the retail businesses and alleviate concerns with transients and loitering.

memorandum

DATE: October 12th, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Fred Ramirez, Assistant Community Development Director 
Xjivrr Thomas, Planning Technician
Karen Chavez, Planning Technician

SUBJECT: Planning Board Actions of October 12th, 2020

At the Planning Board meeting of October 12th 2020, the Planning Board met for a public hearing to discuss the following items:

Public Hearing

1. Project No. 19-0000807 | 551 N Hollywood Way | Resolution

The Board was presented with a resolution for approving a Conditional Use Permit allowing for the incidental sale of beer and wine for on-site consumption in conjunction with the operation of a bona fide public eating place, California Fish Grill. The Board made a motion, carried by a vote 3-0.

2. Project No. 19-0007421 | 236 E Alameda Ave | Resolution

The Board was presented with a resolution for approving a Conditional Use Permit allowing for the incidental sale of beer, wine and distilled spirits for on-site consumption in conjunction with the operation of a bona fide public eating place, Selfie Fusion Kitchen. The Board made a motion, carried by a vote 3-0.

Attendance

Present: Rizzotti, Liu, Hadian

Absent: Gamboa, Atteukenian



December 10, 2020

CANCELLATION NOTICE OF THE REGULAR MEETING AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, December 21, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been cancelled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, December 14, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, December 14, 2020

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, December 14, 2020

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) October 19, 2020 *[See page 1]*
 - 2) Finance and Administration Committee
(i) October 19, 2020 *[See page 3]*
 - 3) Legal, Government and Environmental Affairs Committee
(i) October 19, 2020 *[See page 5]*
 - b. Commission Minutes
(For Approval)
 - 1) November 16, 2020 *[See page 7]*
 - c. Treasurer's Report
 - 1) August 2020 *[See page 14]*
6. ITEMS FOR COMMISSION APPROVAL
 - a. Citizen's Advisory Committee *[See page 36]*
 - b. MOBILEMONEY Automated Teller Machine
Concession and Lease Agreement Amendment *[See page 42]*
 - c. Proposed Concession Relief Program Extension *[No staff report]*
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Report to Commission: Diversity, Inclusion Programs *[No staff report]*

8. ITEMS FOR COMMISSION INFORMATION

- a. Support for Armenia Relief ***[See page 47]***
- b. COVID-19 Testing Availability at Hollywood Burbank Airport ***[See page 48]***
- c. October 2020 Passenger and Cargo Ground Statistics ***[See page 49]***
- d. October 2020 Transportation Network Companies ***[No staff report]***
- e. October 2020 Parking Revenue Statistics ***[No staff report]***

9. 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.

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

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, December 14, 2020

[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 October 19, 2020; approved minutes of the Finance and Administration Committee meeting of October 19, 2020; approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 19, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the November 16, 2020 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for August 2020 is included in the agenda packet. At its November 16, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

6. ITEMS FOR COMMISSION APPROVAL

- a. CITIZEN'S ADVISORY COMMITTEE. A staff report is included in the agenda packet. At its meeting of November 16, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend to the Commission that it adopt proposed Resolution No. 488 to establish a 12-member Citizen's Advisory Committee ("CAC") comprised of representatives from Burbank, Glendale, Pasadena, and Los Angeles. The proposed CAC would be tasked with gathering public input on airplane noise issues associated with the Bob Hope Airport and with assisting in the update of the Authority's Noise Exposure Map and Noise Compatibility Program.
- b. MOBILEMONEY AUTOMATED TELLER MACHINE CONCESSION AND LEASE AGREEMENT AMENDMENT. A staff report is included in the agenda packet. At its meeting on November 16, 2020, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Second Amendment to the Automated Teller Machine Concession ("ATM") and Lease Agreement with MOBILEMONEY, INC. for the operation of ATMs at Hollywood Burbank Airport.
- c. PROPOSED CONCESSION RELIEF PROGRAM EXTENSION. Staff will present a recommendation to the Commission to continue the current Concession Relief program through the end of the current fiscal year and authorize the Executive Director to terminate the program if conditions warrant.

7. ITEMS FOR COMMISSION DISCUSSION

- a. REPORT TO COMMISSION: DIVERSITY, INCLUSION PROGRAMS. No staff report attached. Staff will present to the Commission information regarding diversity and inclusion programs at Hollywood Burbank Airport and other airports.

8. ITEMS FOR COMMISSION INFORMATION

- a. SUPPORT FOR ARMENIA RELIEF. A staff report is included in the agenda packet. At the request of Commissioner Kennedy, this item is being agendaized to provide the Commission information regarding options available to the Authority to provide support for Armenia relief efforts.
- b. COVID-19 TESTING AVAILABILITY AT HOLLYWOOD BURBANK AIRPORT. Staff will advise the Commission of a COVID-19 testing program available to Hollywood Burbank Airport passengers managed by COVID Clinic, a non-profit company, at its location across the street from the Regional Intermodal Transportation Center. Testing is available either through an advance appointment or on a drive-up basis. Airport passengers will be provided a dedicated "traveler lane" for testing with results delivered to their cell phone in as quickly as 15 minutes.
- c. OCTOBER 2020 PASSENGER AND CARGO GROUND STATISTICS. A staff report is included in the agenda packet. The October 2020 passenger count of 134,856 was down 76% compared to last year's 551,544 passengers. Air carrier aircraft operations decreased 64%, while cargo volume in October was up 3%, at 9.4 million pounds.
- d. OCTOBER 2020 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of October 2020.
- e. OCTOBER 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of October 2020.