



# Weekly Management Report

## November 1, 2019

- 1. Memo**      Response to Council on Ransomware  
**Information Technology Department**
  
- 2. Synopsis**    Landlord-Tenant Commission Meeting on  
October 7, 2019  
**Community Development Department**
  
- 3. Notice**      Special Meeting of the Senior Citizen Board  
On November 21, 2019  
**Parks and Recreation Department**
  
- 4. Agenda**      Planning Board Agenda – Special Meeting  
Saturday, November 2, 2019  
**Community Development Department**
  
- 5. Synopsis**    Burbank Hospitality Association Meeting on  
October 16, 2019  
**Community Development Department**
  
- 6. Notice**      Art in Public Place Committee Meeting  
November 4, 2019 CANCELLED  
**Parks & Recreation Department**
  
- 7. Synopsis**    Sustainable Burbank Commission Meeting on  
October 21, 2019  
**Public Works Department**
  
- 8. Agenda**      Special Meeting for the Burbank-Glendale-Pasadena  
Airport Authority on November 4, 2019  
**Burbank-Glendale-Pasadena Airport Authority**






CITY OF BURBANK  
INFORMATION TECHNOLOGY DEPARTMENT

MEMORANDUM

---

**DATE:** October 25, 2019  
**TO:** Justin Hess, City Manager  
**FROM:** Kevin Gray, Chief Information Officer   
**SUBJECT:** RESPONSE TO COUNCIL ON RANSOMWARE

---

**EXECUTIVE SUMMARY**

Ransomware perpetrators employ a variety of methods using traditional and new techniques, as they constantly explore ways to exploit both people and technologies. The City of Burbank IT Department (IT) is doing what it can to protect the City from ransomware attacks. Preventive measures are in place and enhanced periodically to block ransomware from infiltrating our network. In addition, we are researching detection and response improvements to minimize the impact of successful attacks and restore services in a timely manner, if needed.

In the meantime, we are leveraging the Cyber Security Risk Management Framework from the National Institute of Standard and Technology (NIST), to guide us in building a robust and resilient Cyber Security strategy and infrastructure to protect against ransomware and other malicious software.

**BACKGROUND**

Ransomware is one form of malicious software that infiltrates an organization's network. It looks for files and various types of documents, rendering them useless by encrypting them and turning the files into meaningless symbols and characters. The perpetrator will then ask the victim to pay some amount of money (ransom) for restoration of the original files.

An increasing number of cities, counties, hospitals, and private sector organizations fall victim to ransomware attacks. In the case of local municipalities, the impact could be devastating. For example, if a police department's call dispatch system is unavailable, 911 operations are crippled, or digital assets such as payment platforms or citizen portals are shutdown, a municipality may be forced to use pen and paper instead of applications or websites designed to streamline operations, and critical operations are severely impacted.

## **PREVENTION**

Prevention, otherwise known as Blocking, is how we prevent ransomware from infiltrating our network. From a technology perspective, we employ protective measures using applicable technologies. From an administrative perspective, we educate our users by providing various forms of security awareness trainings and with documentation, such as our Cyber Security and Acceptable Technology Use Policies.

- End users are the main gateway for ransomware infiltration of an organization's network. By tricking a user into visiting a website or downloading and opening an email attachment, ransomware can trigger the process of file encryption. We periodically educate our users through posters, email campaigns, internal presentations, and guest speakers from law enforcement agencies. IT is also in the process of purchasing an online security awareness training and phishing simulation software for this purpose.
- Incoming emails from external sources are marked with a banner in a distinguishing color. This banner is a visual reminder to caution users when receiving, responding to, or acting on emails which originated from outside of the City.
- IT restricts the type of applications and programs that run on users' workstations or mobile devices. Only approved applications can execute. Macro scripts or embedded programs associated with Microsoft Office files are disabled. This restriction helps prevent the execution of ransomware from a user's device.
- The City's end point protection software, also known as antivirus software, protects our end users' workstations and mobile devices by blocking malicious files and software, quarantining, and eventually deleting malicious software. Attackers are more sophisticated and can bypass the traditional signature-based antivirus program. Many agencies are looking to include an extra layer of protection by implementing Machine Learning and Artificial Intelligence based virus detection software. IT and BWP's OT Department are exploring and intend to implement this additional protection as well.
- More and more of our users are accessing our network and resources from the internet via mobile devices. IT is looking to implement a cloud-based firewall and antivirus to block ransomware.
- To ensure security vulnerabilities are appropriately addressed, we regularly patch and update our operating system and software to the most current level. In addition, IT follows a monthly plan to patch servers and workstations.
- Our firewall technology constantly updates its blacklist of internet sites and file hashes that have the potential to spread ransomware. When a user tries to visit this site or download suspicious files, the firewall will block the content and issue a warning. The firewall is also set to block downloads of certain file types that can potentially be used to deliver ransomware.

- We divided our network into segments based on criticality and functionality of servers and applications. Movement within network segments is limited. When ransomware successfully attacks a network segment, the impact is localized to that segment. This containment limits the damage and prevents it from spreading across the whole network.
- IT has commissioned the Cybersecurity and Infrastructure Security Agency (CISA) for a penetration testing engagement. The testing will identify area of weaknesses and recommend measures to strengthen our defense against ransomware and other cyber-attacks.
- Ransomware does not always need elevated privileges to spread, but if achieved, the impact will be much more damaging. Multifactor Authentication (MFA) is an authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism-knowledge, possession, and inherence. Without passing an MFA challenge, ransomware cannot spread to other systems. We have implemented MFA in a number of our systems and applications. An example is the Virtual Private Network (VPN), which we plan to roll over to Office 365 for all our users.

## **DETECTION**

Over time, ransomware's sophistication evolves and can bypass old prevention technologies. Social engineering techniques are also becoming craftier and more users are falling victim to it. In the case where the ransomware bypasses preventive measures as described in the previous section, we must be able to detect its existence in our network as soon as possible. Early detection is crucial to minimize damage and expedite recovery. While every effort is made using the tools we have today, the ability to detect every breach is unfeasible. IT is always researching additional technologies to help with the detection of ransomware.

- Network monitoring software that can detect malicious traffic in our network, and either provides reports to our staff, or automatically blocks the traffic. This effectively disrupts ransomware's communication with its Command Center on the internet and prevents it from causing more damage.
- Anomaly detection software that detects when many encryptions occur in a short period of time. The software either stops the encryption process and temporarily blocks the user's access who initiated the encryption process or alerts our staff.

## **RESPOND**

In the event of a ransomware attack, our readiness is crucial. We must have resources available to handle it appropriately, without paying ransom, and with timely restoration of services to our citizens.

- We back-up our onsite and offsite data daily. In the event of a successful ransomware attack, we should be able to reconfigure our workstations or servers and restore data from our backup without paying ransom.

- We also maintain a good relationship with law enforcement agencies, in the event further investigation and prosecution are necessary.
- IT is researching the benefits of establishing a contractual agreement with a professional agency to assist with incident planning and response.
- We established an agreement with a cyber security insurance company to cover a portion of potential damage inflicted by ransomware.



# memorandum

**DATE:** October 22, 2019

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Landlord-Tenant Commission Meeting – October 7, 2019

- Fourteen members of the public attended the meeting. Six of the fourteen people completed a Tenant Information Form and one person completed a Landlord Information Form for assistance in various areas related to: rent increases, notices to vacate, and habitability issues.
  - The Commission answered questions, and provided resources including: Commission Subcommittee involvement, Housing Rights Center information, and handed out Landlord-Tenant Handbooks.
  - Two tenants submitted forms related to evictions and AB 1482, and requested follow-up by the Commission Subcommittee.
- Staff announced the Boards, Commissions, Committees training to be held r on October 24<sup>th</sup> or October 30<sup>th</sup>. Staff asked Commission members to sign-up for one of the two dates.
- The Commission approved the draft minutes of September 9, 2019.
- The Commission asked to agendize a discussion of Assembly Bill 1482 for the November meeting.
- The Commission discussed policies and procedures, and discussed the subcommittee process. The Commission would like to continue the discussion for the November 4, 2019 meeting. Ms. Leyland handed out information related to the their roles and responsibilities as members.
- The meeting was adjourned at 8:09 pm.





Senior Citizen Board  
**NOTICE OF SPECIAL MEETING**

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

**Thursday, November 21, 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



# Planning Board Agenda Special Meeting

**Saturday, November 2, 2019**

777 N. Front Street Project

777 North Front Street

(Park and Meet at the Downtown Metrolink Station Northerly Parking Lot)

10:00 a.m.

This agenda contains a summary of each item of business that the Planning Board may discuss or act on at this meeting. If you have any questions or comments about any agenda item, please call the Planning Division at (818) 238-5250.

**This project site is not ADA accessible, however an ADA accessible van will be available for the site visit. In compliance with the Americans with Disabilities Act, if any special assistance is needed to participate in this meeting, please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD. Notification 48 hours in advance of this meeting will enable the City to make reasonable arrangements for special assistance.**

## **CALL TO ORDER**

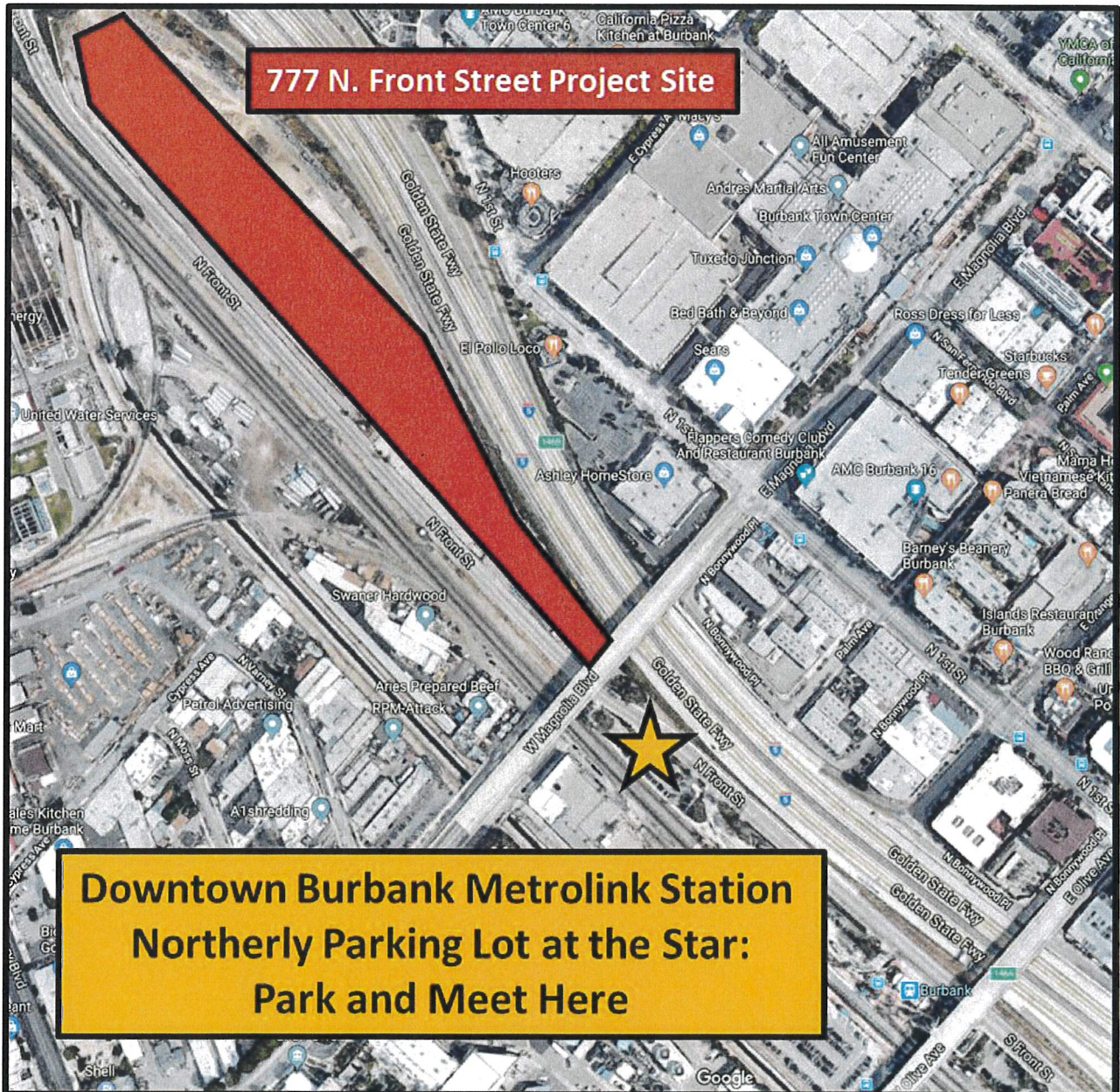
## **ROLL CALL**

## **10:00 AM TOUR OF THE 777 N. FRONT STREET PROJECT SITE 777 FRONT STREET (PARK & MEET AT THE DOWNTOWN METROLINK STATION NORTHERLY PARKING LOT)**

The purpose of this meeting is a site visit to the proposed 777 N. Front Street mixed-use Project on a vacant 6.77-acre site at 777 Front Street that includes: one 7-story building containing a total of 252 residential units (272,162 square feet); one 8-story building containing a total of 321 residential units (346,644 square feet); 1,067 square feet of commercial retail space; one 7-story building containing 307 hotel rooms (212,250 square feet); between 1,168 parking spaces in integrated parking structures with 2-levels of subterranean parking and up to 8-levels of above grade parking; and construction of approximately 27,800 square feet of publically accessible open-space on an adjacent city-owned property. The Project applicant also proposes a Tentative Tract Map for the Project site which includes the vacation of 1,950 square feet of Front Street right-of-way, the dedication of 9,629 square feet of private property to accommodate right-of-way improvements to Front Street, and the purchase of approximately 15,000 square feet of city-owned adjacent property. The project includes future City Council consideration of a Specific Plan Amendment, Findings of Public Convenience or Necessity for alcohol sales; a Zoning Map Amendment, Planned Development (PD), Development Review, Development Agreement, a Tentative Tract Map, and Certification of the Final Environmental Impact Report (FEIR) and Mitigation Monitoring and Reporting Program (MMRP) with a Statement of Overriding Considerations and Findings of Fact. No decisions will be made at this meeting.

**PUBLIC COMMENT FOR 777 N. FRONT STREET PROJECT**

**ADJOURNMENT TO THE SPECIAL PLANNING BOARD MEETING OF NOVEMBER 4, 2019.**







# memorandum

**DATE:** October 30, 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  
– OCTOBER 16, 2019**

- The Board discussed the amendments to the Universal Studios Hollywood Partner Hotel Program Agreement, which included extending the agreement from December 31, 2019 to March 31, 2020 and the removal of the Early Park Admission. Christopher Martin, Senior Director for Marketing and Revenue Management at Universal Orlando, provided the Board with a year to date production and promotion offers update. The Board decided to approve the amended agreement as presented.
- Staff provided the Board with an update on ONE Burbank connections, bandwidth usage, and potential changes to gigabyte allocation. The Board approved to restructure the bandwidth allocation to cover additional hotels without increasing the current gigabyte limit and monthly cost. The Board designated authority to staff to have the ability to work with ONE Burbank and make adjustments to the bandwidth allocation as needed.
- Staff presented proposals from potential companies offering China Ready services for Burbank hotels. China Ready is a destination development initiative to attract Chinese tourist to Burbank and enhance their experience while they are here. The Board decided to table the item to the next meeting and requesting additional information and follow up.





**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, November 4, 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



**SUSTAINABLE BURBANK COMMISSION**  
**October 21, 2019**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

This agenda item was moved to later in the meeting to allow time for the recipient to arrive. The Green Spotlight Award was presented to Lola Danger Refill Service. This company provides refill services for environmentally friendly beauty and cleaning products at various locations, such as farmers markets, reducing single-use plastic consumption.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

Burbank resident, Karen Lao, spoke regarding sustainability programs in Burbank schools. She explained that she is helping form an Eco Council at Roosevelt Elementary School and requested support from the Commission to fund programs such as refillable water stations, gardens, and solar panels at City schools.

**B. Commission Member Communication:**

Ms. Kirschenbaum announced that she attended a climate protest as well as a climate strike. She attended pop-up events at the Burbank Farmers Market for the Complete Streets project. Ms. Kirschenbaum met with Mayor Gabel-Luddy, Vice Mayor Springer, and Greg Spotts of LA DWP regarding cool pavements. She attended the L.A. River master plan meeting as well as the potential community garden located at Clark and Hollywood Way. Ms. Kirschenbaum would like the Commission to advocate for a permanent ban on the use of Roundup in the City. She encourages all to attend the Burbank Water and Power Open House on October 26.

Mr. Yegparian announced the final Airport redevelopment charrette is scheduled for October 26, 2019.

Mr. O'Brien stated that he spoke at a recent City Council meeting on behalf of the Commission to provide updates on current sustainability issues.

New Commissioner, Mr. Chris Weber, introduced himself to the group.

Ms. Tenenbaum announced that she continues to meet with Lincoln Bleveans, Assistant General Manager, Power Supply, Burbank Water and Power. She also stated that she would like a permanent

**C. Staff Communication:**

John Molinar, Assistant Public Works Director - Street and Sanitation, requested that all Commissioners respond to the City Clerk's Office for training. He also announced that Marnell Gibson, Public Works Director, resigned from the City. Her last day is Friday, October 25, 2019.

Kreigh Hampel, Recycling Coordinator, stated that revisions to the internal plastics policy/administrative procedure were sent to the executive team for comments. He expects to receive comments by the end of the month. Mr. Hampel announced that the Recycling staff will attend the BWP Open House. He mentioned that the annual City Employee Breakfast, that is being held on Thursday, October 24, is a zero waste event.. Mr. Hampel also announced that a hard-hitting story on plastics recently aired on KCET.

### III. APPROVAL OF MINUTES:

Minutes from the September 16, 2019 meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. O'Brien, Ms. Schanberger, Ms. Tenenbaum, and Mr. Yegparian. Mr. Weber abstained.

### IV. AD HOC GREEN HOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT

At its August 19, 2019 meeting, the Commission agreed to discuss the City's Green House Gas Reduction plan, including the hiring of a Sustainability Coordinator. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Tenenbaum reported that the Subcommittee did not meet.

### V. GREEN HOUSE GAS REDUCTION PLAN LETTER

At its September 16, 2019 meeting, the Commission agreed to review, discuss, and vote on a Green House Gas Reduction Plan letter to Council. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The group agreed that the ad hoc Green House Gas Reduction Plan Subcommittee will meet to discuss writing a letter to Council.

### VI. AD HOC SUSTAINABILITY ACTION PLAN SUBCOMMITTEE REPORT

At its September 16, 2019 meeting, the Commission agreed to form the ad hoc Sustainability Action Plan Subcommittee. The Subcommittee will review the City's current Sustainability Action Plan and the Zero Waste Plan and offer recommendations for updates to the action plans. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

On behalf of the Subcommittee, Ms. Schanberger stated that a revision to the Sustainability Action Plan is necessary and explained that a proposed Sustainability Coordinator is probably the proper person to revise it.

Ms. Tenenbaum asked about the Commission's Mission Statement. Ms. Schanberger read the statement she found on the City website and stated that she will forward it to staff to distribute to the group.

Mr. Weber volunteered to join the Subcommittee.

### VII. AD HOC SUSTAINABILITY COORDINATOR SUBCOMMITTEE REPORT

At its September 16, 2019 meeting, the Commission agreed to form the ad hoc Sustainability Coordinator Subcommittee to create a job description for a Sustainability Coordinator and provide substantive facts to support why the position is necessary. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The group discussed edits to the letter to Council recommending a Sustainability Coordinator position. Mr. Yegparian moved and Ms. Kirschenbaum seconded a motion to approve the letter with edits discussed at this meeting and to approve any further revisions made by the Subcommittee. The motion was unanimously approved by all in attendance, noting Ms. Robb's and Ms. Zimskind's absence.

**VIII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT**

At its July 15, 2019 meeting, the Commissioners agreed to form the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The ad hoc Subcommittee will clarify its goals and provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Schanberger announced that the sixth and final Airport charrette is planned for October 26. She plans to speak at the October 29 Council meeting regarding the airport redevelopment. Ms. Schanberger explained that members of the Subcommittee are attempting to connect with other sustainable groups in Glendale and Pasadena to discuss airport redevelopment issues. She stated that Mr. O'Brien is investigating a possible plastics ban at the airport.

**IX. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT**

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

This agenda item was tabled to a future meeting.

**X. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Kirschenbaum stated that the Subcommittee plans to have a table at the Ladies and Gents Night Out on October 25, 2019. She also stated that she is looking into a ban on leaf blowers in the City.

Ms. Tenenbaum announced that many residents have requested a community composting program.

**XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

Ms. Schanberger announced that she plans to speak at the October 29 Council meeting. Ms. Tenenbaum announced that she will attend the November 5, 2019 Council meeting because she and Ms. Robb will receive Waste Warrior Awards.

Mr. Weber stated that an update on the Greenhouse Gas Reduction Plan study session is on the Council agenda for the November 19, 2019 and suggested that a Commissioner attend.

**XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The Commission agreed to the following future agenda items:

- Discuss recommending a permanent ban of the sale and/or use of Roundup in the City
- Discuss cool pavements
- Discuss solar/green roof and land ordinance for new developments
- Discuss composting collaboration with existing compost hub

**XIII. BURBANK GREEN SPOTLIGHT AWARD FOR OCTOBER 2019:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for October 2019.

A Green Spotlight Award recipient was not determined during the meeting.

**XIV. ADJOURNMENT:**

The meeting adjourned at 6:32 p.m.





October 31, 2019

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

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, November 4, 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**

**NOVEMBER 4, 2019**

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, November 4, 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, November 4, 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) October 7, 2019 **[See page 1]**
    - 2) Finance and Administration Committee
      - (i) September 23, 2019 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) September 23, 2019 **[See page 7]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 21, 2019 **[See page 10]**
  - c. Treasurer's Reports
    - 1) August 2019 **[See page 13]**
    - 2) July 2019 **[See page 36]**
  - d. Department of Homeland Security Transportation Security Administration - Other Transaction Agreement **[See page 59]**
  - e. Consent to Assignment – Non-Exclusive On-Airport Car Lease and Concession Agreement – Fox Rent A Car, Inc. **[See page 65]**
  - f. Agreements with Paylocity Corporation for Access to the Authority's Payroll Bank Account for Payroll Tax Processing and Setup of an Automated Data Exchange **[See page 69]**

- g. Letters of Support – Burbank Unified School District - Grant Programs **[See page 79]**
- h. Request for Support - 777 N. Front Street Project **[See page 82]**
- 6. ITEMS FOR COMMISSION APPROVAL
  - a. Professional Services Agreement - Parking and Ground Transportation Consulting Services **[See page 85]**
  - b. Ninth Amendment to Lease and Concession Agreement MCS Burbank LLC **[See page 95]**
  - c. South Coast Air Quality Management District Memorandum of Understanding – Hollywood Burbank Airport Air Quality Improvement Plan **[See page 100]**
  - d. Award of Contract – Airside Paving Rehabilitation Project Number E18-16 **[See page 126]**
  - e. Award of Contract – Landscape Maintenance Services **[See page 134]**
  - f. Award of Professional Services Agreement for Replacement Passenger Terminal Project - Program Management Services and Authorization of Initial Task Orders **[See page 137]**
  - g. Appointment of Committees **[No staff report]**
- 7. ITEMS FOR COMMISSION DISCUSSION
  - a. Consideration of TBI Airport Management Contract Extension Request and Ad Hoc Committee Appointment **[See page 143]**
  - b. Community Noise Concerns **[See page 146]**
- 8. ITEMS FOR COMMISSION INFORMATION
  - a. September 2019 Parking Revenue Statistics **[No staff report]**
  - b. September 2019 Transportation Network Companies **[No staff report]**
  - c. September 2019 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 147]**
- 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

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code Section 54957(b))  
Title: Executive Director

c. CONFERENCE WITH LABOR NEGOTIATOR  
(California Government Code Section 54957.6)  
Authority Representative: Kevin Ennis, Esq.  
Unrepresented Employee: Executive Director

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

11. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, November 4, 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 October 7, 2019; approved minutes of the Finance and Administration Committee special meeting of September 23, 2019; and, approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of September 23, 2019, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the October 21, 2019, Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORTS.** The Treasurer's Reports for August 2019 and July 2019 are included in the agenda packet. At the October 21, 2019, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- d. **DEPARTMENT OF HOMELAND SECURITY TRANSPORTATION SECURITY ADMINISTRATION - OTHER TRANSACTION AGREEMENT** – A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend the Commission approve a modified Other Transaction Agreement with the Department of Homeland Security Transportation Security Administration for reimbursement of electrical and janitorial charges associated with areas used for baggage screening operations at Hollywood Burbank Airport.
- e. **CONSENT TO ASSIGNMENT – NON-EXCLUSIVE ON-AIRPORT CAR LEASE AND CONCESSION AGREEMENT – FOX RENT A CAR, INC.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend Commission approval of the Consent to Assignment of Fox Rent A Car Inc.'s Non-Exclusive On-Airport Rental Car Lease and Concession Agreement to Europcar Mobility Group, a European Corporation ("Europcar"), pursuant to a Stock Purchase Agreement in which Europcar will acquire Fox's outstanding stock.
- f. **AGREEMENTS WITH PAYLOCITY CORPORATION FOR ACCESS TO THE AUTHORITY'S PAYROLL BANK ACCOUNT FOR PAYROLL TAX PROCESSING AND SETUP OF AN AUTOMATED DATA EXCHANGE.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend

the Commission approve two agreements with Paylocity Corporation ("Paylocity"), to transition the Burbank-Glendale-Pasadena Airport Authority's Police Department personnel and the Authority's Commissioners' payroll tax processing services, which is administered by TBI US Operations, Inc., to Paylocity beginning January 2020.

- g. **LETTERS OF SUPPORT – BURBANK UNIFIED SCHOOL DISTRICT - GRANT PROGRAMS.** A staff report is included in the agenda packet. Staff seeks Commission approval to deliver two letters of support on behalf of the Burbank Unified School District in support of their grant applications for the K-12 Strong Workforce Program and Career Technical Education Incentive Program.
- h. **REQUEST FOR SUPPORT – 777 N. FRONT STREET PROJECT.** A staff report is included in the agenda packet. Staff seeks the Commission's authorization to provide public testimony to the Burbank City Council expressing Authority support for the proposed 777 N. Front Street Project, a mixed-use development near the Burbank Metrolink Station.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. **PROFESSIONAL SERVICES AGREEMENT - PARKING AND GROUND TRANSPORTATION CONSULTING SERVICES.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission award a Professional Services Agreement ("Agreement") to Steer Davies & Gleave, Inc., for parking and ground transportation consulting services including parking capacity analyses, future parking activity forecasting and planning, and on-call services for parking services implementation. The proposed Agreement is through FY 2020 and can be terminated by either party with 30 days' written notice. The cost of the proposed Agreement is a not-to-exceed amount of \$69,360.
- b. **NINTH AMENDMENT TO LEASE AND CONCESSION AGREEMENT – MCS BURBANK LLC.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Finance and Administration Committee, the Committee voted unanimously (3–0) to recommend that the Commission approve a Ninth Amendment to the Lease and Concession Agreement ("Amendment") between the Burbank-Glendale-Pasadena Airport Authority and MCS Burbank LLC. The proposed Amendment provides an additional 70 square feet of space for a Lunchbox "Grab 'N Go" location in Terminal A, Gates A7 through A9.
- c. **SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT MEMORANDUM OF UNDERSTANDING – HOLLYWOOD BURBANK AIRPORT AIR QUALITY IMPROVEMENT PLAN.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Legal, Government and Environmental Affairs Committee, the Committee voted unanimously (3–0) to recommend the Commission approve a voluntary Memorandum of Understanding with the South Coast Air Quality Management District and to approve an Air Quality Improvement Plan to minimize and reduce air emissions related to non-aircraft mobile source activities at the Airport.

- d. **AWARD OF CONTRACT – AIRSIDE PAVING REHABILITATION - PROJECT NUMBER E18-16.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission: (i) award a construction contract for Airside Paving Rehabilitation in the amount of \$544,854 to PALP, dba Excel Paving; (ii) approve a project budget for construction management, administration and quality assurance testing services for a not-to-exceed amount of \$30,000; and (iii) approve a project aggregate contingency of \$8,000 for unforeseen conditions that may arise during construction.
- e. **AWARD OF CONTRACT – LANDSCAPE MAINTENANCE SERVICES.** A staff report is included in the agenda packet. At the October 21, 2019, meeting of the Operations and Development Committee, the Committee voted unanimously (3–0) to recommend the Commission approve a proposed Landscape Maintenance Services Agreement (“Agreement”) with Parkwood Landscape Maintenance, Inc. for a three-year period, at a fixed price of \$719,712 (\$19,992 monthly). The proposed Agreement also includes two one-year extension options, at the Authority’s discretion, with a fixed annual cost of \$254,292 (\$21,191 monthly) and \$269,556 (\$22,463 monthly) for year 4 and year 5 respectively.
- f. **AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR REPLACEMENT PASSENGER TERMINAL PROJECT – PROGRAM MANAGEMENT SERVICES AND AUTHORIZATION OF INITIAL TASK ORDERS.** A staff report is included in the agenda packet. Based on the recommendation of the Replacement Passenger Terminal (“RPT”) Ad Hoc Committee at its October 2, 2019 meeting, Staff seeks the Commission’s award of a Professional Services Agreement (“Agreement”) to AECOM Technical Services, Inc. for program management services associated with the RPT project. The proposed Agreement will be Task Order-based, have a seven-year term and have a \$45,000,000 contract limit. Each Task Order, including the specific services to be provided and the compensation limit for such services, will be subject to Commission approval.
- g. **APPOINTMENT OF COMMITTEES.** No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any ad hoc committee appointments that he may wish to make.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. **CONSIDERATION OF TBI AIRPORT MANAGEMENT CONTRACT EXTENSION REQUEST AND AD HOC COMMITTEE APPOINTMENT.** A staff report is included in the agenda packet. The General Counsel’s office has agendaized this item to allow the Commission to: (i) provide direction on a request from TBI Airport Management, Inc. (“TBI”) for a 10-year extension of the airport management services agreement (“Management Contract”); and (ii) decide whether to establish a new TBI Contract Ad Committee to work on this matter. If formed, this committee could be tasked with evaluating and making a recommendation on TBI’s extension request. The committee also could be tasked with identifying and negotiating any desirable changes to the Management Contract for the Commission’s consideration.



- b. COMMUNITY NOISE CONCERNS. A staff report is included in the agenda packet. The third Task Force meeting will be held on Wednesday, November 6th at 6:30 p.m. at the Los Angeles Marriott Burbank Airport Hotel and Convention Center. Presentations by community groups are expected.

8. ITEMS FOR COMMISSION INFORMATION

- a. SEPTEMBER 2019 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of September 2019.
- b. SEPTEMBER 2019 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of September 2019.
- c. SEPTEMBER 2019 PASSENGER/CARGO AND REGIONAL AIRPORT PASSENGER STATISTICS. A staff report is included in the agenda packet. The September 2019 passenger count of 518,033 was up 20.66% compared to last year's 429,349 passengers. Air carrier aircraft operations increased 23.08%, while cargo volume in September was down at 8.25 million pounds.