

Weekly Management Report

March 6, 2020

- 1. Synopsis** Downtown Burbank Partnership (PBID)
Meeting on February 6, 2020
Community Development Department

- 2. Synopsis** Landlord-Tenant Commission Meeting
On February 3, 2020
Community Development Department

- 3. Synopsis** Infrastructure Oversight Board Meeting on
February 27, 2020
Public Works Department

- 4. Memo** Information on Speed Humps
Public Works Department

- 5. Memo** Grove Theater Center update
Parks and Recreation Department

memorandum

20 MAR -3 AM 12:22

DATE: February 27, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development 

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 6, 2020

- Due to recurring absences, Ms. Barbara Holliday was elected to a non-voting Board position. It was also announced the Mr. Michael Wilford had resigned from the Board. Due to these recent Board member vacancies, Ms. Christine Deschaine and Mr. Parham Yedidsion were appointed to the Board as voting members.
- The Board approved the 2020 PBID Budget. The Budget reallocates Event and Marketing funds to Economic Enhancements and Capital Improvements. This reallocation will support the continuation of Hospitality and Social Outreach Services performed by Street Plus as well as new holiday décor and wayfinding signage. The budget provides an outline for annual services, and ensures that the PBID is on target with spending in accordance with the Management District Plan.
- The Board appointed three members to a Holiday Décor Subcommittee tasked with reviewing holiday décor proposals and recommending a final contract to the Board for review and approval.
- Staff provided an update on The 2019 Winter Wine Walk, which sold out with ticket sales of more than 1,500, and holiday street fair attendance of 15,000 attendees. The event offered 23 in-store tasting locations and 5 pop-up wine gardens with an additional 30 tasting booths. Staff is working with the California Beer Festival team to enhance next year's event with expanded tasting locations and upgraded entertainment.
- Staff reported that despite a neighboring Rink set up in the City of Glendale; The Rink in Downtown Burbank received good attendance and marketing exposure. Open from December 12, 2019, through January 5, 2020, more than 11,600 skaters visited The Rink, down slightly from 13,000 in 2019. The decrease in skaters is partially attributed to the new seasonal ice rink that opened in Glendale. Total attendance at The Rink as determined by waivers signed was 14,108.

memorandum

20 MAR -3 P 4:40

DATE: February 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 – February 3, 2020

- Six members of the public attended the meeting. Four (4) of the six (6) people completed a Tenant Information Form for assistance in various areas related to: lease agreements, security deposits and rent increases. One tenant form could not be addressed by the Commission, as the tenant was already involved in legal proceedings.
 - The Commission answered questions, and provided resources including: references to legal services, AB 1482 sample letter resources and handed out Landlord-Tenant Handbooks.
- Staff announced the date of the annual Boards, Commissions, and Committees Dinner, which will be held on March 10th. A formal invitation will be sent to all Commissioners to RSVP for the event.
- Staff provided an outreach summary list to the Commission of the different organizations and representatives who were contacted for the upcoming Housing Rights Workshop on February 24, 2020.
- The Commissioners agreed to review the Commission's most frequently asked questions and provide revisions for discussion at the next meeting.
- Subcommittee members provided updates on three cases from the past month involving: rent increases, noise disturbances and assistance with AB 1482 sample materials. The cases were resolved by mediation.
- The meeting was adjourned at 8:24 pm.

Infrastructure Oversight Board

February 27, 2020 SYNOPSIS

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

Members Absent: None.

ANNOUNCEMENTS

Mr. Jef Vander Borcht announced the upcoming 2020 Census, encouraging Burbank citizens to go to www.2020census.gov for further information.

Mr. Walter Brennan Jr. announced his tour of the City Yard Project, and encouraged the rest of the board to tour it as well. He gave kudos to City staff on the specifications and plans of the project; however, he expressed concern with possibly being under budget.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

It was moved by Ms. Coronado, seconded by Mr. Walter Brennan Jr., and carried 7-0, to approve the January 23rd meeting minutes.

REPORTS TO BOARD

GOVERNANCE TRAINING

Mr. Donald Davis of Burke, Williams & Sorensen, LLP. provided governance training to the Infrastructure Oversight Board.

UPDATED – PROPOSED CAPITAL PROJECTS PLAN FOR FISCAL YEAR 2020-2021

Staff presented additional information as requested by the board on the Proposed Capital Projects for FY 2020-2021.

After discussion, Mr. Walter Brennan Jr. moved to forward the Fiscal Year (FY) 2020-21 budget to City Council; with the request that the \$4.7 million commitment be an indexed amount that grows and shrinks with the City's budget; Mr. Greg Jackson seconded, and the motion was carried 7-0.

SYNOPSIS OF THE REGIONAL RECYCLED WATER ADVANCED PURIFICATION CENTER AND WEYMOUTH TREATMENT PLANT TOUR

Ms. Vanessa Rachal and Ms. Tamala Takahashi provided a synopsis of the tour of the Regional Recycled Water Advanced Purification Center and Weymouth Treatment Plant.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None.

FUTURE AGENDA ITEMS

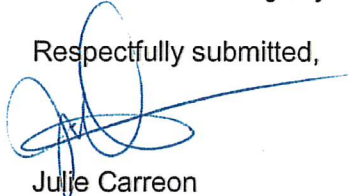
A. CIP Book projects detail report (bid documents, awardee, etc.)

- B. Complete Streets Plan
- C. Delivery Processes for Infrastructure Projects
- D. Project prioritization policy
- E. Public Private Partnership (P3)
- F. Report on storm drains

ADJOURNMENT

The meeting adjourned at 8:41pm.

Respectfully submitted,



Julie Carreon
Infrastructure Oversight Board - Recording Secretary
Public Works - Executive Assistant



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: March 5, 2020

TO: Justin Hess, City Manager

FROM: Judie Wilke, Interim Public Works Director *Judie Wilke*
By: Jonathan Yee, Assistant Public Works Director Traffic
Katherine Lopez, Administrative Analyst II

SUBJECT: City Manager Tracking List No. 2281 – Information on Speed Humps

This memo provides the City Council with information requested at the January 14, 2020 City Council meeting regarding the use of speed humps in the City.

Background

At the January 7, 2020, Council meeting, a group of residents in the Starlight Estates appeared before Council to express concerns about visitors to the area, including speeding. The residents requested action be taken to address their safety concerns and mentioned the use of gel-based speed humps. At the January 14, 2020, Council meeting, Council Member Murphy requested information on speed humps, including the use of gel-based speed humps.

Discussion

Speed humps are a traffic calming measure used to reduce speeds of vehicles. In addition, agencies throughout the country have also used speed humps to deter traffic from using neighborhood streets to avoid congestion. The City of Burbank has followed a similar approach to prioritize arterials for vehicles to meet General Plan Goal 5, Neighborhood Protection. In 1996, Council adopted criteria to guide the installation of speed humps in the City. Since that time, Public Works has been using the criteria for the installation of new speed humps. The City currently has 290 speed humps on 114 streets. In the past 5 years alone, Public Works has received 70 requests for speed humps and has installed 59 speed humps on 20 streets.

The City's existing speed humps are made of asphalt concrete material and are 12 feet wide and 3 inches tall. This design requires vehicles to travel 10 to 15 mph over each hump. Various traffic studies have shown this design can reduce average travel speeds by 20% to 25% and many agencies throughout the country use a similar design.

Public Works investigated the gel-based speed humps mentioned by a resident of the Starlight Estates. The hump is manufactured by Badennova, a company in Spain, which

uses a proprietary technology that hardens based on a vehicle's impact speed. Therefore, a fast moving vehicle may cause the hump to harden while a slow moving vehicle will travel unimpeded.

This device is a speed bump and is 1-foot-wide and 3 inches tall. The smaller width requires vehicles to travel 2 to 5 mph over each bump. Only one agency in Spain has tested the installation within a parking facility. There have been no test installations outdoors, on a public street, or within any city outside of Spain.

Conclusion

Public Works continues to install asphalt concrete speed humps to successfully protect neighborhoods by lowering speeds and reducing cut-through traffic. The City currently uses a standard speed hump design that is commonly found through the country. This speed hump can be installed by Public Works staff and easily maintained with readily available materials (asphalt concrete and traffic paint). The hump design causes most vehicles to travel 10 to 15 mph over each hump and lowers average vehicle speeds by 20% to 25%.

A gel-based speed hump is currently being tested in Spain and is a proprietary product manufactured by one company. The current design is a speed bump that requires vehicles to travel 2 to 5 mph instead of the typical 10 to 15 mph. Staff recommends the City continue to use its existing design until the gel-based product is further deployed and tested on city streets in the United States, and is designed for 15 mph travel speeds.

city of burbank

**PARKS
&
RECREATION**



DATE: March 5, 2020

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director



SUBJECT: **GROVE THEATER CENTER UPDATE**

I wanted to provide you an update regarding the Grove Theater Center (GTC), operators of the Burbank Little Theatre. GTC's 20 year agreement to manage and operate the Burbank Little Theatre is scheduled to expire September 20, 2020. One of the founding partners, Charles Johanson passed away on August 26. After considering options to continue operating the theater, it was determined that GTC would conclude their contractual obligations with the City effective September 30, 2020. Staff will continue to work closely with Mr. Johanson's business partner, Kevin Cochran during this transition and to plan an exit strategy.

Staff recognizes that the needs of the community may have changed over the last 20 years since GTC assumed operation of the theatre. Therefore, staff is taking the opportunity over the next several months to explore possible programming options for the theatre space. Thereafter, staff will work with the Park and Recreation Board to determine the most appropriate use of the facility.