



**CITY MANAGER'S  
OFFICE**

# Weekly Management Report

## April 3, 2020

- 1. Update**                      Shared use Mobility Recommendations  
**Community Development Department**
  
- 2. Synopsis**                    Parks and Recreation Board Meeting on  
March 12, 2020  
**Parks and Recreation Department**
  
- 3. Memo**                        Downtown Burbank Farmers Market Revenue  
Allocation  
**Community Development Department**
  
- 4. Memo**                        City's Use of Roundup  
**Public Works Department**
  
- 5. Agenda**                      Burbank-Glendale-Pasadena Airport Authority  
Meeting will be held on Monday, April 6, 2020  
via teleconference  
**Burbank-Glendale-Pasadena Airport Authority**






# memorandum

**DATE:** March 24, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: David Kriske, Asst. Community Development Director, Transportation  
BY: Nick Burant, Administrative Analyst

**SUBJECT:** Update on Shared Use Mobility Recommendations

## BACKGROUND

The purpose of this report is to provide an update on proposed regulations for shared use mobility regulations. The City Council received a report describing staff's proposed regulations on June 25, 2019. At the meeting, the City Council directed staff to further develop their proposal and bring the item back to the Transportation Commission for additional input and recommendations.

## DISCUSSION

Staff's initial proposal presented to the City Council in June 2019 was to regulate all shared use mobility devices under a comprehensive regulatory program. The program would have allowed 1000 devices from up to five companies to operate in the City, created detailed rules for parking, maintenance, and the removal of improperly parked devices. The program comprised of an ordinance, administrative regulations, a new set of fees, and a contract with Girard & Peterson for the removal of improperly parked devices.

At the meeting, the City Council expressed concerns about staff's proposed regulations. Specifically, the City Council asked that the regulations be more tailored to Burbank's needs regarding community engagement, interaction with horses in the Rancho District, and where devices can operate. The City Council directed staff to review the proposed regulations in light of these concerns and then return to the Transportation Commission with an updated proposal, seeking further input.

In response to the City Council's direction, staff updated their proposal based on the City Council's comments. These adjustments included more detailed community outreach requirements, a plan for right of way signs for scooter/pedestrian/horse interactions in the Rancho District, and prohibiting scooters on 35 miles per hour roads. Staff presented these revised regulations to the Transportation Commission at their

September 16, 2019 meeting. The Commission had three concerns with staff's revised proposal. First, the Commission believed that the proposed regulations would not prevent shared use mobility devices from becoming a nuisance in Burbank. They believed that the devices would create ugly, unsightly conditions in neighborhoods, could contribute to lowered property values, and would block the sidewalk for pedestrians. Second, the Commission felt that Burbank's infrastructure is not ready for scooters. State law is more restrictive on where scooters can be ridden than where bicycles can be ridden. Scooters can only be ridden on roads with posted speed limits of 25 miles per hour or slower, or on faster roads only if there are bicycle lanes. Since Burbank's infrastructure limits where scooters can be ridden, they felt that riding them in Burbank creates safety issues. Third, the Commission felt that bicycles are safer to ride than scooters, as most people know how to ride bikes, while electric scooters are not as widely known. The scooters' acceleration can be more sudden than one might anticipate, and the brakes take some getting used to. Thus, the Commission felt that should the City wish to offer a shared-use mobility device to promote travel options, that only shared-use mobility bicycles be allowed. After reviewing staff's revised proposal, the Commission voted to recommend that shared use scooters be banned in the City, but that shared use bicycles be allowed to operate under the revised regulations proposed by staff.

Since the Commission's September meeting, staff has been evaluating the revised proposal in light of the Transportation Commission's recommendation. Both staff and the Commission have points of agreement. Both feel that providing an easily accessible transportation alternative to driving is a worthwhile endeavor. Shared use mobility devices can provide a distributed network of transportation options for Burbank's residents and visitors. Both feel that shared use mobility fits in with the City's mobility goals. Finally, both believe that the demand for shared use mobility exists in the City, since most if not all the shared use mobility devices that come into the City are ridden in from North Hollywood.

To respond to the Transportation Commission's recommendation to ban shared-use scooters, staff has identified an alternative regulatory framework that could achieve this goal. A scooter ban requires two complementary approaches. The first is to have the shared use mobility companies geofence their devices so that they cannot enter the City. Geofences are methods by which the scooter operators identify areas where scooters are being ridden and modifying their behavior if the devices travel into prohibited areas. They work by either slowing down the devices so that they are essentially inoperable, or by not letting users finish their rides inside the boundaries of prohibited areas.

The second approach to implementing a scooter ban is an enforcement mechanism. Effective geofencing by the scooter operators would likely prevent most scooters from entering the City limits. If, however, scooters are found within the City, staff must have a mechanism to remove them. Under staff's original proposed regulations, scooter operators would consent to the City enforcing its regulations and offset the City's costs

by paying fees. If scooters are banned, enforcement is more difficult, and costs cannot be recovered by fees.

Under a scooter ban, there are two options for enforcement: a proactive system where either the City or a contractor does patrols for scooters on a regular basis, or a reactive system where the City only responds to complaints as they arise. The primary difference between a reactive and proactive enforcement model is the cost, which could range from \$10,000 to \$140,000, respectively, per year. The City Council would have to amend its annual budget to pay for enforcement should scooters be banned.

Since the Transportation Commission's September meeting, two recent developments have caused changes in how shared-use mobility devices operate in the City. First, in early 2020 Bird, Lime, and Sherpa all instituted geofences around Burbank. These companies are those that currently operate in or near the City. Since these geofences have been implemented, complaints about scooters operating in Burbank have declined significantly. Because of this recent development, staff has delayed returning to the City Council while it monitors the implementation of these geofences, because their usage greatly influences if a scooter ban can be administered effectively.

Second, the shared-use mobility operators have drastically changed operations in response to the COVID-19 pandemic. Many operators have suspended operations; Lime, for example, pulled all its scooters out of operation, and Bird has significantly curtailed operations in the Los Angeles area. Consequently, staff will wait until the shared use mobility companies return to their normal operations to resume monitoring the effects of the geofencing on the number of scooters in Burbank. As a result of these two recent developments, staff anticipates returning to the City Council in Fall 2020 with an update on shared-use mobility devices.

### **CONCLUSION**

Based on City Council's direction in June 2019, staff has refined its proposed shared-use mobility regulations and sought additional input from the Transportation Commission. Based on the Transportation Commission's input as well as changes to the shared-use mobility device landscape, staff continues to monitor how these devices are currently operating in Burbank and plans to share its latest findings with the City Council in Fall 2020.



**CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, March 12, 2020

**Staff Present:** Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Gwen Indermill, Recreation Services Manager; Meri Young, Administrative Analyst II; Angela Attaryan, Recording Secretary, Christina Lara, Recreation Leader.

**Board Members Present:** Ms. Burghdorf, Mr. Gussow, Mr. DePalo, Ms. Peguero Gamiño, Ms. Lowers

**Board Members Absent:**

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Marisa Garcia gave an update on the Coronavirus pandemic and the precautions the City is taking. Christina Lara announced the Department's activities and events.	
2 Recognitions: Rise Graduate Recognition	The Rise Graduate Recognition will be postponed to a future meeting.	
3 Oral Communications	Tiffany Nelson spoke about Minor League Baseball and made a few suggestions regarding the fields in Burbank.	
4 Response to Oral Communications	Marisa Garcia noted that staff will contact Ms. Nelson.	
5 Written Communications	None.	
6 Park Board Comments	Ms. Gamiño gave an update on the Arts and Public Places Committee meeting that took place on March 5, 2020. She noted that the Boards and Commissions Dinner was well received and was an outstanding event.	
7 DeBell Golf Course Update	Gwen Indermill provided the Board with a six month update on the DeBell Golf Club operations. The golf course operation and revenues have improved significantly since Touchstone took over management of the facility. Among the improvements are: golf course irrigation improvements, new leased golf carts, and repair/replacement of furniture. When comparing 2018 to 2019 the number of golfers have increased 10%; revenues have also increased for the same six month period from 2018 to 2019. Jeff Hastings DeBell Golf Club's General Manager gave the Board an	Noted and filed.



CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

		overview on golf maintenance, food and beverage operations, marketing and special events and tournaments. Mr. Gussow thanked Mr. Hastings and for all the improvements they have made. Ms. Lowers inquired about extended hours.	
8	Budget Overview- Fiscal Year 2020-2021	Meri Young gave an update on the budget preparation for Fiscal Year 2020-2021.	Noted and filed.
9	Consent Calendar	<p><u>Approval of Minutes</u>  Minutes of the February 13, 2020 meeting were approved.</p> <p><u>City Council Agenda Items Update</u>  Noted and Filed.</p> <p><u>Contract Compliance</u>  Noted and Filed.</p> <p><u>Park Patrol Reports</u>  The Park Patrol Report for February 2020 was noted and filed.</p> <p><u>Departmental Operations Update</u>  Noted and Filed.</p>	<p>It was moved by Ms. Gamiño and seconded by Mr. DePalo and carried 5-0 to approve the Consent Calendar.</p>
10	Tabled Items	None.	
11	Second Period of Oral Communications	None.	
12	Additional Comments from the Board	None.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 7:30 p.m.	It was moved by Ms. Burghdorf and seconded by Mr. DePalo and carried 5-0 to adjourn the meeting.








**COMMUNITY  
DEVELOPMENT**

**MEMORANDUM**

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**DATE:** March 25, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Simone McFarland, Asst. Community Development Director  
VIA: Mary Hamzoian, Economic Development Manager  
By: Marissa Minor, Economic Development Analyst II

**SUBJECT:** CITY MANAGER TRACKING LIST ITEM #2288 –  
INFORMATION REGARDING THE DOWNTOWN BURBANK  
FARMERS MARKET REVENUE ALLOCATION

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At the Tuesday, February 25th Council meeting, Council Member Jess Talamantes requested that staff provide information regarding Providence Saint Joseph Foundation's (Foundation) revenue allocations from the weekly Downtown Burbank Farmer's Market (Market).

The Market officially started in Burbank on June 27, 1983. Operating under the Foundation for more than 36 years, the Market takes place weekly in Downtown Burbank in the Community Services Building parking lot and is operated by employees of the Farmers Market, and volunteers from the Burbank Certified Farmers Market Guild, a support group of the Foundation.

From 1983 through 2015, the net revenue from the weekly Market went to provide financial aid to individuals experiencing hardship in need of medical care at Providence Saint Joseph Medical Center. Beginning in 2016, in partnership with the Foundation, the Farmers Market Guild decided to divert approximately \$50,000 annually in funding to the new Emergency Department and Urgent Care Facility project, totaling \$250,000. The funding goals of the Emergency Department and Urgent Care Facility are aligned with those of the Farmers Market Guild and the mission of Providence Saint Joseph Medical Center, providing care for those in need, particularly the poor and vulnerable. The Emergency



Department and Urgent Care Facility Project is an investment in the community and all of the funds for this project will go to serving the health of the City, and anyone seeking out care.

The cost of the Emergency Department and Urgent Care Facility Project is approximately \$78 million dollars. Providence Saint Joseph Foundation has raised more than 80% of their goal so far. The Emergency Department and Urgent Care Facility Project is entirely funded through community donors.

By the end of 2020, the \$250,000 goal for the Emergency Department and Urgent Care Facility project will be completed. Thereafter, the Farmers Market funds will revert to their original program, providing financial aid to Providence Saint Joseph Medical Center patients in need.







**PUBLIC  
WORKS**

**MEMORANDUM**

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**DATE:** April 2, 2020

**TO:** Justin Hess, City Manager

**FROM:** Judie Wilke, Assistant City Manager/Interim Public Works *Judie Wilke*  
By: John Molinar, Asst. Public Works Director – Street and Solid Waste

**SUBJECT:** CITY MANAGER TRACKING LIST NO. 2243 – CITY’S USE OF ROUNDUP

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This memo provides information requested by Council Member Murphy at the August 13, 2019, City Council meeting regarding the use of Roundup by City forces.

On July 11, 2017, Council banned the use of Roundup on City parks and the Chandler Boulevard bike path. Since that time, the Parks and Recreation staff have been experimenting with several alternatives. Public Works staff continued the use of Roundup on medians and alleys.

In March 2019, Los Angeles County banned the use of Roundup by their forces. Staff discussed the ban with County management and assessed the available options to Public Works. After weighing all options, in May 2019, staff voluntarily ended the use of Roundup on medians and alleys.

At this time no viable alternative has been found to replace Roundup. Parks staff have found the steam foam machine to be somewhat successful; however, it is very slow to utilize and will not work for the majority of Public Works applications.

With no replacement to Roundup, street crews will use manual weed pulling, weed whips, and mowers to control weeds. However, employing City forces alone will not effectively keep weeds at bay. Another method that will be employed is holding the adjacent property owners responsible for their street and alley frontage.



The Burbank Municipal Code has long been used to cite problematic property owners for weed abatement. Now this program will be expanded to help ensure that property frontages are kept tidy. While this method will place additional demand on City field and clerical staff, we will be working to streamline the process by providing optimal results and the best service possible to the public.







APRIL 2, 2020

**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, April 6, 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 from the Burbank Room at the Airport or through the following number:

*Dial In: (978) 990-5000*

*Access Code: 880737#*

Members of the public also may observe the meeting online at the following address by clicking on Watch Live Stream:

<https://hollywoodburbankairport.com/airport-authority/commission-meeting-videos/>

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, April 6, 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, April 6, 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 **[See page 1]**
      - (i) February 18, 2020
    - 2) Finance and Administration Committee **[See page 4]**
      - (i) February 18, 2020
    - 3) Legal, Government and Environmental Affairs Committee **[See page 7]**
      - (i) February 18, 2020
  - b. Commission Minutes  
(For Approval)
    - 1) March 16, 2020 **[See page 9]**
  - c. Treasurer's Reports
    - 1) January 2020 **[See page 16]**
  - d. Annual Review and Adjustment of Noise Violation Fines **[See page 39]**
  - e. Amendment No. 4 to Amended and Restated  
Employment Agreement with Director of  
Public Safety/Chief of Police **[See page 41]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Contract – Parking Access and Revenue Control  
Maintenance Service and Approval of Acquisition of  
Additional Pre-Book Parking Equipment **[See page 45]**

b. Fourth Amended and Restated  
TBI Airport Management Contract

**[See page 47]**

7. ITEMS FOR COMMISSION DISCUSSION

a. Update: COVID-19 Impact Report and Proposals  
for Commission consideration

**[No staff report]**

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

9. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, April 6, 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 special meeting of February 18, 2020; approved minutes of the Finance and Development Committee special meeting of February 18, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of February 18, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the March 16, 2020, Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORTS.** The Treasurer's Report for January 2020 is included in the agenda packet. At its March 16, 2020, meeting, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. **ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES.** A staff report is included in the agenda packet. At its meeting on March 16, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission authorize an increase to the noise fines associated with certain restricted operations as detailed in Rules 8 and 9, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.
- e. **AMENDMENT NO. 4 TO AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE.** A staff report is included in the agenda packet. This item seeks Commission approval of a fourth amendment to the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police. The proposed amendment will memorialize that the Director of Public Safety/Chief of Police is subject to the Airport Authority Take-Home Vehicle Policy that applies to other personnel who receive authorization to take home an Authority vehicle.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF CONTRACT – PARKING ACCESS AND REVENUE CONTROL MAINTENANCE SERVICE AND APPROVAL OF ACQUISITION OF ADDITIONAL PRE-BOOK PARKING EQUIPMENT.** A staff report is included in the agenda packet. At its meeting on March 16, 2020, the Operations and Development



Committee voted (2-0, 1 absent) to recommend that the Commission: (i) award a contract to Skidata, Inc. ("Skidata") for a replacement Maintenance Service Contract to maintain the Skidata Parking Access and Revenue Control System for a four-year term with one optional extension year; and (ii) authorize execution of a Change Order to Skidata for acquisition and installation of additional equipment that supports the pre-booking system.

- b. **FOURTH AMENDED AND RESTATED TBI AIRPORT MANAGEMENT CONTRACT.** A staff report is included in the agenda packet. At its meeting on March 16, 2020, the Legal, Government and Environmental Affairs Committee was presented a request from General Counsel to recommend that the Commission approve a fourth amended and restated airport management services agreement ("Fourth Management Contract") with TBI Airport Management, Inc. The proposed Fourth Management Contract amends and restates the third amended and restated airport management services agreement to: (i) extend the term by 10 years; (ii) redefine cost sharing for legal and professional fees and costs associated with Airport-related collective bargaining, employee grievances, and litigation; (iii) revise the supplemental employment practices liability insurance requirement; (iv) remove certain outdated provisions; and (v) make clerical revisions.

#### 7. ITEMS FOR COMMISSION DISCUSSION

- a. **UPDATE: COVID-19 IMPACT REPORT AND PROPOSALS FOR COMMISSION CONSIDERATION.** No staff report attached. Staff will update the Commission with the status of airport operations, and cost reduction measures implemented due to the severe drop in passenger activity. Staff will also present for Commission consideration, effective as soon as possible for the foreseeable future, consolidation of passenger activity into one terminal (Terminal A) due to the reduction in airline schedules and decline in passenger activity levels. Staff will also present request for relief (deferrals of rents and fees) by the airlines and all concessionaires impacted by the drop in passenger activity through June 30, 2020.