



Weekly Management Report

May 29, 2020

- 1. Synopsis** Parks and Recreation Board
Meeting on May 14, 2020
Parks and Recreation Department

- 2. Synopsis** Sustainable Burbank Commission
Meeting on May 18, 2020
Public Works Department

- 3. Synopsis** Landlord-Tenant Commission Meeting on
March 2, 2020
Community Development Department

- 4. Agenda** Regular Meeting of the Burbank-Glendale-
Pasadena Airport Authority on June 1, 2020
Burbank-Glendale-Pasadena Airport Authority

- 5. Memo** State of California Governor Proposed
Budget: May Revision
Financial Services

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

Meeting: Parks and Recreation Board

Date: Thursday, May 14, 2020

Staff Present: Marisa Garcia, Parks and Recreation Director; Diego Cevallos, Deputy Director; Kristen Smith, Deputy Director; Meri Young, Administrative Analyst II; Angela Attaryan, Recording Secretary, Rena Ghamelian, Recording Secretary; Daniel Amaya Web Ex Host.

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	Kris Smith provided an update on all departmental projects, programs and Debell Golf Course. Marisa Garcia announced the promotion of Diego Cevallos to Deputy Director, the Department is very excited for his promotion. Marisa Garcia also shared that an updated organizational chart will be released soon for the Board. Mr. Cevallos expressed his excitement and is looking forward to working with the Parks Board in the future.	
2 Recognitions:	None.	
3 Oral Communications	None.	
4 Response to Oral Communications	None.	
5 Written Communications	None.	
6 Park Board Comments	Mr. DePalo expressed his praise for Debell Golf Course, facility looks amazing. He also congratulated Diego Cevallos on his promotion and is looking forward to working with him. Mr. Gussow piggybacked what Mr. Depalo shared and is excited to see Debell open and looking great.	
7 Acceptance of Sponsorship Donation For	Marisa Garcia presented to the Board the acceptance of sponsorship donation for dog park facility naming. The Department was approached by a representative of Kari Clark, Dick Clark's widow, enquiring about naming	It was moved by Mr. Gussow seconded by Mr. DePalo and carried 5-0 to approve the

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<p>the Dog Park Facility Naming.</p>	<p>a Park or Facility after the late Dick Clark. Mr. Clark had a deep connection with the City of Burbank, being an avid dog lover, the department felt it would be appropriate to suggest the naming of future dog park to <i>Dick Clark Dog Park</i>. Kari Clark was extremely excited for the opportunity and verbally committed a financial contribution of \$150,000. for the project. The Department's goal is to develop a dog park that is cost neutral by using various funding sources, with that said this sponsorship is a nice way to offset some of the costs. Staff would like the Board to provide some input regarding the sponsorship.</p> <p>The Board was very appreciative for the generous donation by the Clark Family and supported naming the park after Dick Clark.</p> <p>Mr. Lowers suggested the Department work with the Burbank Animal Shelter, anticipating that the dog park will impact the shelter.</p> <p>Mr. Gussow conveyed his concern with the fiscal direction the City may be heading and advised that the Department be very cautious with the amount they will be spending on dog Park.</p> <p>Mr. DePalo inquired about the material being used for the park. Ms. Garcia informed the Board the dog park turf will consist of decomposed granite.</p> <p>Ms. Gamiño shared the same sentiment as the other Board members emphasizing what Mr. Gussow mentioned regarding being fiscally responsible.</p>	<p>acceptance of sponsorship donation for the dog park facility naming.</p>
<p>8</p>	<p>Parks and Recreation Covid-19 Response</p>	<p>Marisa Garcia provided an update on the Department's COVID-19 response efforts. In mid-March, following the City of Burbank declaring a State of Local Emergency and the County issuing the Safer at Home Order, the Department incrementally closed of all recreation facilities, trails, and the golf course. Parks and restrooms remained open for public use. Over 1,000 signs were installed at all the parks and facilities encouraging social distancing; announcing closures; and providing the City COVID-19 Webpage.</p> <p>Noted and filed.</p>

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	<p>The closures significantly impacted programs and services provided to the community. Thereafter, the Department took measures to continue serving the community. They include: starting Camp Burbank, a childcare program for City Employees' that are school aged; the creation of Virtual Ways to Play More, online resource listing ways to stay active and connected; providing meals for seniors initially via pick-up locations before transitioning to all home delivered meals; partnering with actress Elizabeth Stanton and Bucca di Peppo Italian Restaurant to provide free meals to seniors and PASS participants; and promoting the Project Hope volunteer program that partners seniors in need of assistance for grocery shopping and picking up medications with a volunteer. Additionally, in collaboration with the Burbank Police Department, Crossing Guards were deployed to monitor the Chandler Bike Path and trails Monday through Friday, and Recreation staff monitored Chandler Bike Path and all parks during the weekends.</p> <p>Lastly, per the direction of County, the DeBell Golf Course and park trails were reopened as of May 8, 2020.</p>	
<p>9</p> <p>Consent Calendar</p>	<p><u>Approval of Minutes</u> Minutes of the March 12, 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 Mr. Gussow seconded by Mr. DePalo and carried 5-0 to approve the Consent Calendar.</p>
<p>10</p> <p>Tabled Items</p>	<p>None.</p>	

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11	Second Period of Oral Communications	None.	
12	Additional Comments from the Board	Mr. Gussow wanted to express his great appreciation to staff working through this difficult time, making sure everything is running smoothly.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 7:05 p.m.	

SUSTAINABLE BURBANK COMMISSION
May 18, 2020

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award has been tabled until the State's Safer at Home order has been lifted.

II. INTRODUCTION OF NEW PUBLIC WORKS DIRECTOR, KEN BERKMAN:

Ms. Zimskind introduced Ken Berkman, the new Public Works Director. Mr. Berkman gave a brief summary of his experience and background.

III. ORAL COMMUNICATIONS:

A. Public Communication:

None.

B. Commission Member Communication:

Ms. Robb asked about screening a film about plastics. John Molinar, Assistant Public Works Director – Street & Sanitation, suggested she address this during the ad hoc Community Engagement Phase 2 Subcommittee agenda item.

Mr. Weber stated that he spoke to Burbank Water and Power (BWP) regarding the Green Choice Program.

Ms. Gemmill gave an update about two community garden projects in the City.

Later in the meeting Ms. Schanberger asked when the Recycle Center will reopen. Mr. Molinar responded that he will let the group know once a date is set.

C. Staff Communication:

John Molinar welcomed the Commissioners back to the monthly Sustainable Burbank Commission meetings.

IV. APPROVAL OF MINUTES:

Minutes from the February 3, 2020 meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind. Mr. O'Brien and Ms. Robb abstained.

V. COMPLETE STREETS PRESENTATION BY CDD

Hannah Woo, Senior Planner, Community Development Department (CDD), gave a presentation on the Complete Streets project and asked the Commission to support the project at the June 16, 2020 Council Meeting. The group agreed that Ms. Robb and Ms. Tenenbaum will draft a letter of support on behalf of the Commission and present it for approval during the June 15, 2020 Sustainable Burbank Commission meeting.

VI. 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 is complete and community engagement goals have been approved by the Commission. Phase 2 will focus on enacting the goals. 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, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb stated that she will discuss screening a film regarding plastics with fellow members of the ad hoc Community Engagement Phase 2 Subcommittee. She added that due to the State's Safer at Home orders, they may screen the film online.

VII. AD HOC SUSTAINABILITY-RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT

At its November 18, 2019 meeting, the Commission agreed to disband the ad hoc Greenhouse Gas Reduction Plan Subcommittee and rename the ad hoc Sustainability Action Plan Subcommittee to the ad hoc Sustainability-related Plan Update. The Subcommittee will review the City's current sustainability-related action plans 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.

Ms. Robb stated that the Subcommittee has questions ready to pose to CDD when they meet with them next.

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. Robb attended a Pasadena Environmental Commission meeting. That Commission agreed to agendize the creation of a letter in support of a sustainable airport. Ms. Robb will follow up with the Chair of the Pasadena Environmental Commission.

Mr. Webb met with Leadership Burbank to discuss green initiatives at the airport.

IX. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

At its February 2, 2020 meeting, the Commission agreed to form the ad hoc Equity and Economic Sustainability Subcommittee. The ad hoc Subcommittee will explore and make recommendations regarding equity and economic aspects of sustainability in the City. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

This agenda item was tabled until the June 15, 2020 meeting.

X. 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.

The group briefly discussed upcoming sustainability related Council items.

XI. 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 group agreed to add the Complete Streets project to the June 15, 2020 meeting agenda.

XII. BURBANK GREEN SPOTLIGHT AWARD FOR JUNE 2020:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for June 2020.

The agenda item has been tabled until the State's Safer at Home orders have been lifted.

XIII. ADJOURNMENT:

The meeting adjourned at 6:32 p.m.

memorandum

20 MAY 27 10:11

DATE: March 17, 2020

TO: Justin Hess, City Manager

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

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

- Fourteen members of the public attended the meeting. Six (6) of the fourteen (14) people completed a Tenant Information Form for assistance in various areas related to: sixty-day notices, evictions and rent increases.
 - 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 that the Community Development Department is soliciting public comments on the next Consolidated Plan document for 2020-2025 from February 29, 2020 through March 29, 2020.
- Melissa Colasanto with the Community Development Department provided a brief presentation on the importance of a complete count for the upcoming 2020 Census.
- The Commission suggested having an Assembly Bill 1482 workshop specific for landlords. Staff shared the Apartment Association of Greater Los Angeles is available to make a presentation specific to landlords at the next Commission meeting.
- The Commission agreed on the selection of two separate subcommittees for the months of March, April, and May:
 - Commissioner Small and Pelayo
 - Commissioner Stump and Smith
- The meeting was adjourned at 8:42 pm.



MAY 28, 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, June 1, 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: (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, June 1, 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, June 1, 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) April 20, 2020 ***[See page 1]***
 - 2) Finance and Administration Committee
 - (i) May 11, 2020 ***[See page 3]***
 - (ii) May 18, 2020 ***[See page 4]***
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) April 20, 2020 ***[See page 7]***
 - b. Commission Minutes
(For Approval)
 - 1) May 18, 2020 ***[See page 9]***
 - c. Treasurer's Report
 - 1) March 2020 ***[See page 14]***
6. ITEMS FOR COMMISSION APPROVAL
 - a. First Amendment to License Agreement;
Los Angeles SMSA Limited Partnership, dba
Verizon Wireless ***[See page 39]***
 - b. Aviation Hangar Lease; Federal Express Corporation ***[See page 43]***
 - c. Award of Professional Services Agreement to
Arnold and Associates for Legislative Representation
Services ***[See page 45]***

- d. Review of the Proposed Fiscal Year 2020/2021 ("FY 2021") Annual Budget; and Proposed Resolution No. 487, A Resolution of the Burbank-Glendale-Pasadena Airport Authority Adopting the Fiscal Year 2020/2021 ("FY 2021") Annual Budget

[See page 48]

7. ITEM FOR COMMISSION DISCUSSION

- a. Update: COVID-19 Impact Report

[No staff report]

8. ITEM FOR COMMISSION INFORMATION

- a. April 2020 Parking Revenue Statistics

[No staff report]

- b. April 2020 Transportation Network Companies

[No staff report]

- c. April 2020 Passenger and Cargo Ground Statistics

[See page 55]

9. COMMISSIONER COMMENTS

(Other updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, June 1, 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 April 20, 2020; approved minutes of the special meeting of the Finance and Administration Committee of May 11, 2020 and approved minutes of the meeting of May 18, 2020; and approved minutes of the Legal Government and Environmental Affairs Committee meeting of April 20, 2020, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the May 18, 2020 Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for March 2020 is included in the agenda packet. At its May 18, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

7. ITEMS FOR COMMISSION APPROVAL

- a. FIRST AMENDMENT TO LICENSE AGREEMENT – LOS ANGELES SMSA LIMITED PARTNERSHIP, dba VERIZON WIRELESS. A staff report is included in the agenda packet. At its meeting on May 18, 2020, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed First Amendment to the License Agreement dated June 1, 2015 ("Amendment"), with the Los Angeles SMSA Limited Partnership dba Verizon Wireless, expiring on May 31, 2020. This Amendment would extend the performance term of the License Agreement for an additional four (4) years to June 1, 2024 and continue thereafter on a month-to-month basis.
- b. AVIATION HANGAR LEASE – FEDERAL EXPRESS CORPORATION. A staff report is included in the agenda packet. At its meeting on May 18, 2020, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission for approve the Aviation Hangar Lease between Federal Express Corporation ("FedEx") and the Burbank-Glendale-Pasadena Airport Authority. FedEx seeks to renew their lease in Hangar 4 and the western portion of Hangar 5 for a five-year term, with a five-year extension option for the purpose of continuing to operate their air cargo operation.

- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT TO ARNOLD AND ASSOCIATES FOR LEGISLATIVE REPRESENTATION SERVICES. A staff report is included in the agenda packet. At the May 18, 2020, Legal, Government and Environmental Affairs Committee meeting, the Committee voted unanimously (3–0) to recommend to the Commission that it award a three-year professional services agreement to Arnold and Associates for legislative representation services in Sacramento. The proposed contract will retain the current compensation rate of \$8,000 per month plus expenses.
- d. REVIEW OF THE PROPOSED FISCAL YEAR 2020/2021 (“FY 2021”) ANNUAL BUDGET; AND PROPOSED RESOLUTION NO. 487, A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AUTHORITY ADOPTING THE FISCAL YEAR 2020/2021 (“FY 2021”) ANNUAL BUDGET. A staff report is included in the agenda packet. At the May 26, 2020, special meeting of the Finance and Administration Committee, the Committee voted unanimously (3-0) to recommend to the Commission for its consideration, that it adopt the proposed FY 2021 Budget.

6. ITEM FOR COMMISSION DISCUSSION

- a. UPDATE: COVID-19 IMPACT REPORT. No staff report attached. Staff will update the Commission on the status of the impact of COVID-19.

7. ITEMS FOR COMMISSION INFORMATION

- a. APRIL 2020 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of April 2020.
- b. APRIL 2020 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of April 2020.
- c. APRIL 2020 PASSENGER AND CARGO GROUND STATISTICS. A staff report is included in the agenda packet. The April passenger count of 14,042 was down - 97.11% compared to last year’s 486,027 passengers. Air carrier aircraft operations decreased 66.79%, while cargo volume in April was down 3.60%, at 8.3 million pounds.

STAFF REPORT



**FINANCIAL
SERVICES**



DATE: May 20, 2020

TO: Justin Hess, City Manager

FROM: Cindy Giraldo, Financial Services Director

SUBJECT: State of California Governor Proposed Budget: May Revision

Governor Newsom recently released his May revision to his proposed State of California budget. Significant changes were made to his proposed budget to account for the economic impacts caused by the COVID-19 pandemic. These economic impacts have taken the State from a previously projected surplus of \$5.6 billion to a now projected deficit of \$54.3 billion. State provided economic data and projections include:

- Unemployment: 4.4 million claims for unemployment have been received between mid-March to May 9th. Unemployment is projected to peak at nearly 25%, with an unemployment rate of 18% projected for 2020.
- State General Fund Revenues: Overall revenues for their next fiscal are projected to decline 9.4%, leading revenue loss drivers include:
 - Sales Tax down 27%
 - Personal Income Tax down 22.5%
 - Corporate Income Tax down 22.7%

The Governor proposed solutions for the \$54.3 billion budget shortfall come from a variety of sources. No significant impacts to current local government revenues were noted in the Governor's proposed solution. Of course, local revenues remain subject to similar economic impact. The proposed solution closes the gap as follows:

Use of Reserves	\$8.8 billion
Elimination of previously proposed program expansions	\$6.1 billion
Redirect funds previously allocated toward the pay-down	

of pension liabilities	\$2.4 billion
Borrowing from Special Revenue Funds & funding deferrals	\$10.3 billion
New revenues from tax on e-cigarettes and temporary suspension of specific corporate tax benefits	\$4.4 billion
CARES Act funding	\$8.3 billion
Triggered Budget Cuts*	<u>\$14.0 billion</u>
TOTAL PROPOSED SOLUTION	\$54.3 billion

*The Governor is including language in his proposed budget that states that the proposed budget cuts would be eliminated if the HEROS Act is approved by the Federal government. The triggered budget cuts include a 10% reduction in State employee salaries (most likely in the form of furloughs) and a 10% reduction in school funding. Under this proposal, BUSD can expect similar funding to current year levels. While the State is proposing a 10% reduction in school funding, they are supplanting the previous funding with educational funds received through the CARES Act and by redirecting a previously planned discretionary payment to CalPERS.