



Weekly Management Report

June 19, 2020

- 1. Memo** Report with Draft Letter Regarding Assembly Bill 828,
Rent Reduction Legislation
Community Development Director

- 2. Synopsis** Parks and Recreation Board Meeting on
June 11, 2020
Parks and Recreation Department

- 3. Notice** Senior Citizen Board – No Meetings on
June 24, 2020 and July 22, 2020
Parks and Recreation Department

- 4. Memo** Evaluate Extending BurbankBus Fixed-Route
Service into the Hillside Area
Community Development Director

MEMORANDUM




**COMMUNITY
DEVELOPMENT**



DATE: June 10, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: City Manager Tracking List Item #2302 – Report with Draft Letter Regarding Assembly Bill 828, Rent Reduction Legislation

At the April 28, 2020 City Council meeting, Mayor Springer requested a report and draft letter of opposition to Assembly Bill (AB) 828. The bill would suspend foreclosures, allow courts to adjudicate whether tenant remains in possession during unlawful detainer case if tenant can prove loss of income or increased expenses due to COVID. The bill also stated that courts may establish repayment plans and potentially reduce rent by 25%. AB 828 was amended on May 18, 2020 and the rent reduction provision was removed and it was sent to the Senate Rules Committee. AB 828 is one of 80 or so housing bills that staff is tracking and staff will pay careful attention to how this bill progresses and prepare letters of support or opposition as appropriate.

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

Meeting: Parks and Recreation Board

Date: Thursday, June 11, 2020

Staff Present: Marisa Garcia, Parks and Recreation Director; Diego Cevallos, Deputy Director; Mike Del Campo Landscape and Forestry Services Superintendent; Kristen Smith, Deputy Director; Erin Barrow, Recreation Service Manager; Paula Ohan, Administrative Analyst II; Meri Young, Administrative Analyst II; Rena Ghamelian, Recording Secretary; Daniel Amaya, Clerical Worker and 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	Paula Ohan provided an update on all the Parks and Recreation programs and facilities.	
2 Recognitions:	Erin Barrows presented the recognition of the Utility Box Beautification Program. The Utility Box Beautification Program is a Partnership between the Parks and Recreation Department and Burbank Cultural Arts Commission; with the completion of Phase 3 themed "A world of Entertainment" the Department would like to thank all the artists and sponsors for the effort in beautifying and enhancing the community. Erin Barrows announced that Phase 4 of the program will start June 15, 2020 and run through July 23, 2020. Lucy Burghdorf expressed her appreciation for the program and requested to get addresses of the recently completed utility box.	
3 Oral Communications	Suzanne Weerts, member of the Burbank Cultural Arts Commission, called to share her appreciation of the Parks and Recreation Department. She is very pleased with the program and wanted to thank the staff for all of their hard work. Tamala Takahashi a 20-year Burbank resident and a 2020 RISE Program participant shared that RISE participants would like to extend their services	

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	<p>for any Departmental need. She also petitioned to having Phase 4 of the Utility Box Beautification Program be considered in the Magnolia Park area. Lastly, she asked for an update on the Community Garden project.</p> <p>Mr. Dawson Dill a 6-year resident of Burbank called in to convey his thanks to the Department for the various programs they provide the community and share his concern of the Rose Parade Float drawings. He has noticed that in the last few years most of the floats do not represent people of color. He would like to see to diversity on the float to better represent Burbank.</p>	
4	<p>Response to Oral Communications</p> <p>Barry Gussow addressed Mr. Dill's comment, sharing that float decisions are made in advance and a committee makes the design choice.</p> <p>Marisa Garcia shared with Mr. Dill that the choosing of the float design is done by a non-profit organization called Burbank Tournament of Roses Association. The Department will provide their contact information for Mr. Dill to share his thoughts.</p> <p>Marisa Garcia responded to Ms. Takahashi with an update on the community garden project.</p> <p>Marisa Garcia expressed her gratitude for Suzanne Weerts' comments regarding Staff and the Department.</p> <p>Ms. Peguero Gamifo voiced her agreement with Mr. Dill and appreciates the comment of adding diversity to the Burbank Rose Float.</p>	
5	<p>Written Communications</p> <p>None.</p>	
6	<p>Park Board Comments</p> <p>Mr. Gussow commented that he is on the Golf Advisory Board and wanted to share how great the DeBell Staff is handling the Golf course during this pandemic. They are making sure all protocols are met and the golf course looks outstanding.</p>	

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7	Park Facility Tour	<p>Kris Smith presented the Park Facility Tour. Staff recommended that the Parks and Recreation Board select a date and time in which the Board would like to facilitate a park facility tour. The Staff would like the Board to visit the following sites:</p> <ul style="list-style-type: none"> • Batting Cages project at McCambridge Park; • Fitness Equipment at Ralph Foy Park; • Community Garden at Chandler and Pass; • Shade Structures at Johnny Carson Park; • Dog Park site at Johnny Carson Park; 	<p>It was moved by Mr. DePalo seconded by Mr. Gussow and carried 5-0 to hold the Park Facility Tour on Thursday July 30th 4:00 p.m. to 6:00 p.m.</p>
8	Capital Improvement Program Status Update	<p>Meri Young presented the Capital Improvement Program Status Update. As part of the City's Annual Budget Process, staff requested funding for the infrastructure projects, which fall into the following categories: maintenance, Programmatic capital, and CIP. Ms. Young reviewed the projects that have been completed in Fiscal Year 2019-2020. She also provided a list of anticipated projects that will be completed in Fiscal Year 2020-2021.</p> <p>Mr. Gussow is very pleased with what they have accomplished this year and is looking forward to all the new projects. He suggested the possibility of keeping the bunker project active, renovating a bunker or two each fiscal year.</p> <p>Ms. Lowers expressed her excitement in the much-needed Verdugo Gym Floor project. She expressed that the gym floor has been long overdue.</p> <p>Ms. Burgdorf asked about the cost of completing a bunker.</p> <p>Mr. Del Campo shared that it is roughly about 15-20 thousand dollars, this is based on square footage and the work involved.</p> <p>Mr. DePalo wanted information on the location of the batting cage at Olive and the type of use the City is anticipating.</p>	<p>Noted and filed.</p>

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	<p>Mr. Cevallos shared that the batting cages will be a single use cage, it will provide an area for the coach and player to practice. The batting cages will be a joint use venture with the Burbank Unified School District. The primary users will be the Burbank High School, Burroughs High School and the Park and Recreation programs. Mr. Cevallos shared that the Sports Office will be permitting the cages out when not in use.</p>	
9	<p><u>Consent Calendar</u></p> <p><u>Approval of Minutes</u> Minutes of the May 14, 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 May was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was moved by Mr. Gussow seconded by Ms. Lowers and carried 5-0 to approve the Consent Calendar.</p>
10	<p><u>Tabled Items</u></p> <p>None.</p>	
11	<p><u>Second Period of Oral Communications</u></p> <p>Mr. Dill requested to get the phone number for the Parks and Recreation department. Marisa Garcia provided the phone number.</p>	
12	<p><u>Additional Comments from the Board</u></p> <p>Mr. Gussow wanted to give a shout out to Nutrition and Sandra Allen for doing a great job at providing meals to the Seniors.</p>	
13	<p><u>Introduction of New Agenda Items</u></p> <p>Mr. DePalo would like to add the Naming of Verdugo Recreation Center in honor of our past City Manager Mary Alvord.</p>	
14	<p><u>Adjournment</u></p> <p>The meeting was adjourned at 7:19 p.m.</p>	

SENIOR CITIZEN BOARD

DARK MEETING NOTICE

PLEASE NOTE THAT THE SENIOR CITIZEN BOARD
WILL GO DARK DURING THE MONTHS OF JUNE 2020 AND JULY 2020

There will not be a meeting on June 24, 2020 and July 22, 2020

The next regular meeting of the Senior Citizen Board will take place

August 26, 2020

1:00 p.m. – Joslyn Adult Center
1301 W. Olive Avenue, Burbank

Copies to:

City Mgr. /Asst. City Mgr.
City Clerk
City Attorney

Board Members:

Lynn-White Shelby
Bruce Oldham
Ara Boyadjian
William Smith
Marva Murphy
Perla Obal

City Council:

Sharon Springer, Mayor
Bob Frutos, Vice Mayor
Emily Gabel- Luddy, Council Member
Timothy M. Murphy, Council Member
Jess Talamantes, Council Member

Department Staff:

Marisa Garcia
Kristen Smith
Erin Barrows
Diego Cevallos
Mike del Campo
Gwen Indermill
Cathryn LaBrado
Grace Coronado
Kristen Hauptli
Paula Ohan
Meri Young

Other:

**Youth Board Liaison
Public Information
Building Maintenance**

Senior Citizen Board

Angela Attaryan
Recording Secretary

MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: June 16, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Director-Transportation
BY: Adam Emmer, Transportation Services Manager

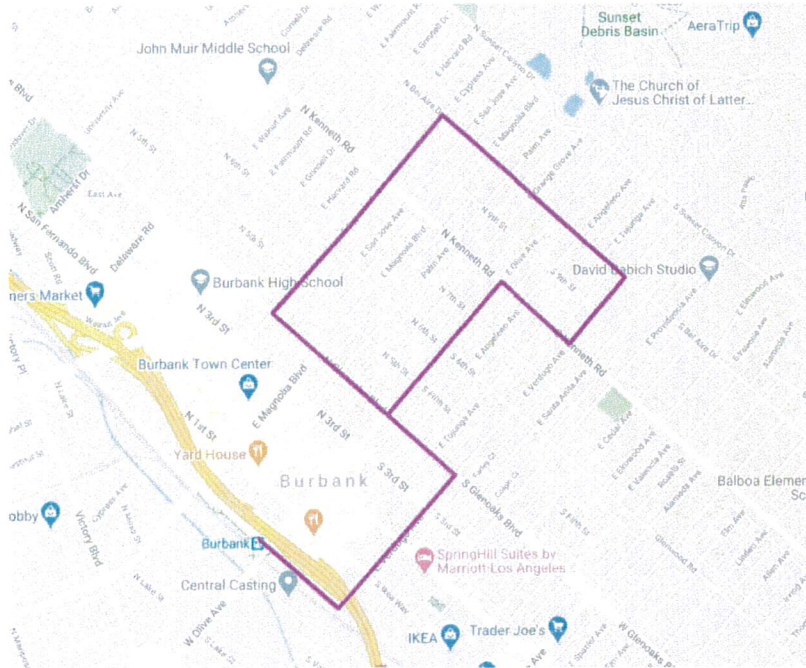
SUBJECT: City Manager Tracking List #2247– Evaluate Extending
BurbankBus Fixed-Route Service into the Hillside Area

At its September 10, 2019 regular meeting, the City Council asked staff to evaluate extending BurbankBus fixed-route service into the Burbank Hillside residential neighborhood. The memorandum responds to the City Council's request by analyzing the route, cost, and service parameters of a possible hillside fixed-route transit service that would connect to Downtown Burbank.

The Burbank Hillside neighborhood is the large single- and multi-family neighborhood east of Glenoaks Boulevard. While the Hillside does not have significant transit service, it is directly adjacent to Downtown Burbank where significant transit service converges. BurbankBus currently does not operate in the Hillside neighborhood or anywhere east of Interstate 5, although the Pink Route connects the western portion of the city to Downtown Burbank at the Downtown Burbank Metrolink Station. Metro's 183 bus service provides weekday hourly service through a portion of the Hillside neighborhood on its path between Downtown Burbank and the city of Glendale. It operates along a circuitous route via Olive Avenue, Kenneth Road, Cypress Avenue, Bel Aire Drive, and Alameda Avenue.

To investigate the City Council's request, staff developed a potential route that would operate as a single-direction service originating and terminating at the City's Downtown Metrolink Station. Given BurbankBus does not currently operate east of Interstate 5, staff assumed the Hillside service would be provided as an all-new BurbankBus route. Having the proposed route originate at the Downtown Metrolink station would facilitate connections with the regional rail system (Metrolink), BurbankBus' Pink Route (providing connections with Metro rail services at the Universal City Metro Station), Metro bus services, and Santa Clarita Transit.

A potential Burbank Bus Hillside route would very likely duplicate portions of Metro Line 183 and Metro Line 92. The route would serve that portion of the Hillside neighborhood, who would potentially use the proposed services in lieu of current Metro bus services. It would also serve key trip generators in Downtown Burbank as well as Burbank High School. A representation of the potential route appears below.



The potential route would travel the following path:

- Exit the Downtown Metrolink Station along Front St.
- Right on First St.
- Left on Verdugo Ave.
- Left on Glenoaks Bl. (light)
- Right on Cypress Ave. (light)
- Right on Bel Aire Dr. (2-way stop; Bel Aire does not stop)
- Right on Verdugo Ave. (2-way stop; Bel Aire does not stop)
- Right on Kenneth Rd. (4-way stop)
- Left on Olive Ave. (4-way stop)
- Left on Glenoaks Bl. (light)
- Left on Verdugo Ave. (light)
- Right on First St.
- Left into Downtown Metrolink Station

The potential route covers a distance of 4.4 miles. Based on the likely operating speed, a run-time of between 19 and 22 minutes is anticipated. This run-time would support 30-minute service frequency. The route was identified for broad planning and cost purposes and would have to be further evaluated prior to implementation to determine stop locations, roadway and parking conditions, and the vehicle's ability to negotiate turns

along the proposed alignment. The narrow streets, high use of on-street parking, and uncontrolled street intersections would require additional analysis to determine how effectively a large transit bus could serve this neighborhood.

For service planning purposes, staff assumed all-day service consisting of a 13-hour service day (6:00 a.m. to 7:00 p.m.) with 30-minute service frequency utilizing one vehicle. Based on these basic service parameters, the estimated cost is presented below.

	Hours	Cost/hour	Total Cost
Daily	13	\$59.16	\$769.08
Weekly	65	\$59.16	\$3,845.40
Annually	3,315	\$59.16	\$196,115.40

The cost estimates are based on the City’s current transit operations contractor rate of \$59.16 per hour and the assumption that the City’s current fixed-route fleet is sufficient to accommodate the proposed service. Additional costs related to bus stop installation including signage and associated rider amenities have not been included within the operational cost estimates.

Further, staff evaluated the proposed Hillside service using the City Council’s recently adopted BurbankBus Service Policies. The City Council established four core service principles to guide future BurbankBus service development: 1) minimum 15-minute service frequency, 2) all-day service, 3) point-to-point service (i.e., no loops), and 4) connect with regional transit hubs. As envisioned the proposed Hillside service would address only two of the four service development principles (Principles 2 and 4).

Based on historic ridership data for Metro Line 183, staff estimates the proposed Hillside route would provide less than 100 rides per day. This is comparable to the low ridership that the City experienced on the Golden State Circulator service, which was recently discontinued due to low ridership and high cost. This translates to a projected cost per ride of nearly seventy-five dollars (\$75.00), and is nearly eight-times higher than the current BurbankBus system-wide cost per ride of (\$9.46). This ridership estimate also does not take into account the impacts that the COVID-19 pandemic is having on transit service overall.

The Fiscal Year 2019-20 BurbankBus annual operating budget is \$2,069,343. Implementation of the proposed Hillside service would require allocation of 9.5% of the annual budget and necessitate service reductions to more productive BurbankBus routes or an increase in the operating budget to cover the new service.

Due to low historic ridership, duplication of existing services provided by Metro, anticipated cost per passenger trip, impacts to other BurbankBus routes and only partial adherence with adopted BurbankBus service development policies, staff recommends against implementing a proposed Hillside bus service.