



Weekly Management Report

March 04, 2022

- 1. Memo** Downtown Burbank Partnership (PBID)
Meeting on February 3, 2022
Community Development Department

- 2. Memo** Landlord-Tenant Commission
Meeting on February 7, 2022
Community Development Department

- 3. Synopsis** Parks and Recreation Board Meeting
on March 10, 2022
Parks and Recreation Department

- 4. Notice** Highlights of Hollywood-Burbank- Airport Authority
Meetings on February 7, 2022
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: February 23, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *PP*
VIA: Simone McFarland, Asst. Community Development Director *SMcF*
Mary Hamzoian, Economic Development Manager *MH*
BY: Marissa Minor, Economic Development Analyst II *MM*

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 3, 2022

- Staff presented the draft 2022 PBID Budget and event calendar to the Board for review. The Budget provides an outline for annual spending in capital improvements, marketing and events, economic enhancement and administrative costs based on the annual goals set forth in the Management District Plan. The budget was approved as presented.
- Staff and members of the Broker Subcommittee presented the marketing materials that were developed to promote Downtown Burbank to the potential brokers representing retail and restaurant tenants.
- Staff facilitated a discussion on a potential Pilot Valet Parking Program in Downtown Burbank based on feedback and requests from several property owners and restaurants. The Board directed staff to obtain proposals for services from valet companies to be presented to the Board at future meeting.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: February 17, 2022

TO: Justin Hess, City Manager

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

SUBJECT: **Landlord-Tenant Commission Meeting – February 7, 2022**

- Six members of the public attended the Zoom meeting. One member had questions for the Commission. The other five members were listening for educational purposes. The question was requesting a summary of the Los Angeles County’s extension of the COVID-19 Tenant Protections Resolution. Chair Stump recommended for members of the public to visit the City’s website to view the summary chart for more information. Staff explained that the tenant protections may apply in Burbank, but it is up to the courts to decide.
- Staff provided the following announcements:
 - Staff has posted the Los Angeles County’s COVID-19 Tenant Protections Resolution (formerly the LA County Eviction Moratorium) on the City’s COVID-19 webpage.
 - Senator Anthony Portantino is sponsoring a virtual webinar on the California Mortgage Relief Program which will take place Thursday, February 10, 2022, at 5:00pm.
- The Commission discussed the suggestion of removing the “Repairs needed immediately” section from the Tenant Information Form because it takes attention away from explaining the main issue on the form. The Commission discussed the topic and staff will be providing two different versions of the form at the next meeting
- The Commission provided intake form updates to nine cases related to: lease agreements, evictions, security deposits, rent increases, noise complaint, and roof repairs.
- The Commission approved the draft minutes of January 10, 2022.
- The meeting adjourned at 7: 13 p.m.

Parks and Recreation Board

*Community Services Building
150 North Third Street
Burbank, California 91502*

**Thursday, March 10, 2022
6:00 p.m**

This agenda contains a summary of each item of business, which the Committee may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda will be posted on the City's website at www.burbankusa.com. Any writings or documents provided to the Board regarding any item on this agenda subsequent to distribution of the agenda packet will be posted on the City's website at www.burbankusa.com. If you have a question about any matter on the agenda, please call the office of the Parks and Recreation Department at (818) 238-5300.

The facility is ADA accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

NOTICE IS HEREBY GIVEN that a Regular Parks and Recreation Board Meeting will be held by video conference/teleconference on Thursday, March 10, 2022 at 6:00 p.m., to discuss matters on the attached agenda. This online meeting is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom, which suspends certain requirements of the Ralph M. Brown Act.

Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner, during the current State of Emergency and in the interest of public health and safety, most-and possibly all-of the Parks and Recreation Board Members will be participating in the Meeting by teleconference. City facilities are closed to the public until further notice, and members of the public will not be able to physically attend the Meeting. The City is providing alternatives to in-person attendance for listening and participating in the Parks and Recreation Board Meeting.

In lieu of in-person attendance, members of the public may participate in the meeting via web conference. Please copy and paste the following link to access the meeting <https://burbankca.zoom.us/j/94095625318>. If you experience difficulties connecting, you may also listen to the meeting by calling (669) 900-9128 and entering event number 940 9562 5318.

Public Comment: To speak during the Public Comment period during the meeting, use the link above to join the web conference by 6:00 pm. City staff will connect speakers with the Board Chair when the public comment portion of the agenda is announced.

AGENDA

FLAG SALUTE

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

DEPARTMENT DIRECTOR REPORT

PUBLIC COMMENT

RESPONSE TO PUBLIC COMMENT

WRITTEN COMMUNICATIONS

PARK BOARD COMMENTS (including reporting on Liaison Assignments*):

NEW BUSINESS

1. Update on the Burbank Animal Shelter Transitioning from the Police Department to the Parks, Recreation, and Community Services Department

The Board will receive an update on the transition of the Burbank Animal Shelter to the Parks, Recreation, and Community Services Department.

Recommendation: Discuss, note, and file.

2. Dick Clark Dog Park Concepts

The Board will receive a report on two concept proposals for the Dick Clark Dog Park.

Recommendation: Discuss and select one concept.

3. Budget Update for Fiscal Year 2022-2023

The Board will receive an update on the Fiscal Year 2022-2023 Budget Planning Process.

Recommendation: Discuss, note, and file.

CONSENT CALENDAR - All matters listed under the **Consent Calendar** are considered routine by Department staff and may be enacted on by the Board by one motion. There will be no separate discussion of these items unless, before the Board votes on the motion to approve the recommendations, Board Members, staff, or public request specific items be removed from the Consent Calendar for separate action. Removed consent items will be discussed separately.

4. Approval of Minutes

Approval of February 10, 2022 Minutes.

Recommendation: Approve minutes as submitted.

5. City Council Agenda Items Update

Recent or upcoming City Council items pertaining to the Parks and Recreation Department.

Recommendation: Note and File.

6. Contract Compliance

Monthly Contract Compliance Report on contracts overseen by the Parks and Recreation Department.

Recommendation: Note and File.

7. Park Patrol Report

Park Patrol Report for February provided by the Burbank Police Department.

Recommendation: Note and File.

8. Departmental Operations Update

Departmental operations, such as budgetary issues, projects and programs:

Aquatics Program	Grants	Skate/BMX Program
Art in Public Places Program	LA River Project	Special Projects
Budget	Landscape Services	Sports Program
Capital Improvement Program	Nature Programs	Starlight Bowl
Colony Theatre	Park Vandalism	Supplemental Nutrition Program
Commercial/Special Events Program	Partnership Programs	Tennis Center Operations
Cultural Arts Program	Recreation and Community Centers	Trail Operations
Daycamp and Afterschool Program	RISE Burbank	Volunteer Programs
Forestry Services	Roller Hockey Program	Work Program
Golf Operations	Senior and Human Services Programs	Youth/Teens Program

(This section is meant to provide brief updates. Any substantive discussion and/or direction must be agendaized for future meetings).

TABLED ITEMS Arts Funding Allocation Recommendation (Report from February 10)

SECOND PERIOD OF PUBLIC COMMENT

ADDITIONAL COMMENTS FROM THE BOARD

INTRODUCTION OF NEW AGENDA ITEMS

ADJOURNMENT

***Liaison Assignments:**

Art in Public Places: Ms. Gamiño; Burbank Athletic Federation: Ms. Durbin (alternate - Mr. Gussow); Burbank Cultural Arts Commission: Mr. Gussow (alternate - Gamiño); Golf Course Greens Committee: Mr. Messerlian (alternate – Mr. Gussow); Senior Board: Mr. Gussow (alternate – Ms. Ramsey); Youth Board: Ms. Ramsey (alternate – Gamiño)

February 28, 2022

To: Mayor Talamantes
Vice Mayor Anthony

From: Commissioners Gabel-Luddy and Ovrrom
cc: Justin Hess, Judy Wilke, Joe McDougall

Subject: **Highlights of Hollywood-Burbank Airport
Authority Meetings February 2022**

Greetings! Below is our regular monthly report to the Mayor, Vice Mayor, Council, staff and community.

Airport Authority Meeting February 7:

A. General

- The Authority extended an automatic license plate reading system, replacing older equipment and accompanied by a training policy addressing privacy, use and data storage.
- The expected merger of Spirit and Frontier Airlines later this year is not expected to negatively impact airport operations.
- Similar to the drop in December 2021 passenger travel, the drop in Lyft/Uber surface transportation was attributed to impacts of omicron on drivers' availability. See Bud's Report on passenger statistics.

B. Presentations of note:

- Anyone Collective (AC), a Pasadena-based **digital media firm provides Airport and airlines with print/digital media promotions.**
- They are focussing on leisure, business and bleisure. But business travel remains a tough sell across the board. The approach used by AC is to build momentum, not over-communicate and remain respectful to all who travel. Recently, AC traveled to Southwest Airlines' Dallas headquarters to directly engage with the airline over strategies to increase business-2-business (B2B) travel for SWA. They primarily engage with regional public agencies (Metro, Metrolink), trade and tourist organizations ("Visit Pasadena," Burbank Hospitality) and have continued print media buys with magazines like Pasadena Weekly and Business Life. AC applies analytics to gain more nuanced information about travelers — more detail about who they are, age, partner/family status etc. and what they are looking for in an Airport experience.

Replacement Passenger Terminal Project:

- An introduction to new AECOM Project Manager Mark Kelly.
- Mr. Kelly managed programs for 20 years at Denver International; served as Director of AECOM for new terminal in Wichita, Kansas airport and airfield improvements — a project similar to Burbank's. A short term assignment at Dallas-Fort Worth International included the development of a progressive design contract— a scheme similar to Burbank's.

- The range of his experience includes programming, procedures, program efficiency, construction — smooth transitions to opening and, ultimately, new terminal use. This experience covers 3 of top 5 airports in the country.

- He covered upcoming February 16, 2022 initiative called Industry Day (**see followup below**) to be held on-line at 10AM and announced through elevatebur.com . This session is intended to Restart (advance widespread design/construction industry interest); Program (id airport info, pandemic impacts, foundational information like the Development Agreement between Authority and City of Burbank, challenges and opportunities at the site); Outcomes (reach a wider audience to advance small/ disadvantaged firms, SBE, DBE and identify team opportunities) and advise design builders of their obligation to reach wide audience. He expects a high level of participation, will present an updated schedule of procurement activities, assure inclusivity is delivered. Finally, given the magnitude of the effort (new terminal and airfield improvements), he expects that response from 4 industry teams would reflect a good response to "Industry Day."

Passenger Statistics:

- Despite the national increase in holiday travel, BUR experienced a **15.18% decrease** from the pre-pandemic total in **December 2019** of 554,520 passengers to 470,365 in **December 2021**. Largely as a result of the Omicron surge.
- The **2021** calendar year total of 3,732,971 passengers was **37.61% below** the pre-pandemic year-end total 5,983,737 in **2019**. It was a long year: in January 2021 BUR had only 68,643 passengers, compared to 483,145 passengers by November!
- All the **signs going forward look positive** for BUR, despite the many challenges that still face all airports as a result of the pandemic. For **8 of the last 12 months**, BUR had **month-over-month** growth. During 2021, BUR saw the **addition of three new airlines** – Avelo, Flair and Frontier. BUR now has a **record high of 10 airlines**. Those 10 airlines provide direct/nonstop flights to a **record high** total of **29 destinations**.

C. Executive Director Report:

- **Super Bowl** will impact operations, increase volume of passengers and private aviation; working with NFL and FAA. Has allocated a defined level of arrival and departure slots. Private flights will be assigned to occur within the voluntary curfew hours.

- **5G** update The majority of planes are covered under an alternative means consistent with FAA that also provides an alternative means of compliance for 737 MAX. There is only one flight, Alaskan Airlines Burbank to Portland that may be affected.

- Legal staff distributed the revised **Commissioner Conduct Memorandum** following the meeting.

Finance and Administration Committee

- At its last meeting, the Finance Committee began work on the FY 2022-23 budget, a 4 month process which is anticipated to result in the budget being adopted by the full Commission at its first meeting in June.
- The Committee and staff continue to work with the Authority's two financing consultants, Public Resources Advisory Group (PRAG) and Ricondo and Associates (Ricondo), to develop both interim and long term financing plans. The consultants and staff are currently working with the Authority's Program Manager, AECOM, to finalize an initial project cost estimate, which is integral to starting the development of the financing plan. Staff and the various consultants are still working on being able to issue the Request for Proposals (RFP) for Design Built teams during this first quarter of calendar 2022.
- When the FY2021-22 budget was being prepared in early 2021, the future of COVID was very unpredictable. Staff and the Commission adopted a very conservative set of activity assumptions for each quarter, ranging from a 65% reduction of passengers in the first quarter to 45% in the 4th quarter – an **expected fiscal** year average of a **53.7% reduction** in passengers!
- As the fiscal year progressed over the first 6 months, revenues performed far more favorably. Revenue passengers were budgeted at 1,299,124 and came in at 2,677,156 - - 106% favorable to budget!
- Each of the 7 revenue categories (such as parking, concessions, and investment income and ground transportation) performed above budget. Total budgeted

operating revenues of \$17,685,000 for the first 6 months came in at \$33,336,799 – 88.5% favorable to budget!

- Expenses have increased and will likely continue to do so as the year progresses. However, a condition of the Federal relief funding that all commercial airports received was the requirement for no layoffs or furloughs of employees, which resulted in more predictable results.
- Operating expenses for the first 6 months were budgeted at \$26,284,021 and came in at \$25,896,021 - about as close to being 'right on the mark' as you can get during turbulent times.

Legal, Government and Environmental Committee

No reportable matters.

Operations and Development Committee

No reportable matters.

Airport Authority Meeting February 22:

A. General

- The Commission **approved the results of the Airport Annual Audit**. The Audit importantly revealed no changes to its "unmodified opinion," which means the financial records were mistake-free, no material weaknesses, no disagreement, compliance with ethical requirements, no significant deficiencies. A clean bill of health.

- The Airport has no significant debt (3-4 years remain on the 2012 RITC). The anticipated debt for the Replacement Passenger Terminal Project will become more clear as costs are more fully developed. The current generalized estimate to rebuild the airfield and construct the RPT is approximately \$1.2 billion total.

- The Authority's auditors, Macias Gini & O'Connell (MGO), **presented the audit for last fiscal year**.
- MRG was able to successfully make all of the findings required by law and stated that the Authority received the '**cleanest of clean audits**' the firm can issue!
- The credit for this result goes to the **excellent financial staff** the Authority is fortunate to have!
- **Furthering sustainability:** Commission approved a fleet service contract extension and required that a new RFP include a statement advocating 100% electric transportation.

B. Presentations of Note

Financial Performance for FY2021-22

- When the FY2021-22 budget was being prepared in early 2021, the future of COVID was very unpredictable. Staff and the Commission adopted a very conservative set of activity assumptions for each quarter, ranging from a 65% reduction of passengers in the first quarter to 45% in the 4th quarter – an **expected fiscal** year average of a **53.7% reduction** in passengers!
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Replacement Passenger Terminal:

- Ms. Georgino presented a thorough recap of the City’s relationship with the Airport, including the community vote on the Terminal, the 2019 charrettes (6 in Burbank, 1 each in Glendale, Burbank and Los Angeles) and detailed summaries from those charrettes: a terminal that would stand test of time (glass/steel, art deco, mid-century modern, modernist), reflect local history (including first nations, film, agriculture, major destinations), use bold touches, create a welcoming environment, open air walkways, high ceiling, spacious boarding areas, public art, (local talent, historical), environmentally sustainable building/outdoors, multi-loading advantage, exceed all ADA standards.

- This report, primarily for Commissioners unfamiliar with Burbank’s extensive relationship to the air port terminal, elicited additional reminders especially in light of COVID: advocacy for a “touchless” experience and for LEED Platinum and expect a reflection of that in some manner going forward (could be a deductible alternate).

- Overall message was: don't screw up — use what works now, maximize use of technology, design and function first, work spaces, places to rest, family, pet, child friendly TSA ease, visibility for jetways, ramps, continue rear loading (a ramp and a stairs option, with which the airlines agree).

2021-22 Adopted Budget vs. Performance:

- The budget vs. actual performance exceeded conservative budget expectations. From a quarter-to-quarter comparison, the revenue is 13% down from a projected adopted budget of -55%. Actual revenue performed ahead of budget.

September, AECOM contract restarted

April-June looking more positive

City of Burbank will receive an additional \$129,000 (forecast) in parking revenue.

- The remaining uncertainties are supply chain and on-going pandemic issues.

Passenger statistics:

- Compared to other airports (Ontario excluded because much of their traffic is freight related, Fed Ex, etc.), BUR is performing very well! The chart below compares 2019 to 2021. LAX is still 33% off of pre-pandemic passenger counts. John Wayne (SNA) doing excellent, in large part because of its constrained air traffic: a mandatory curfew and cap on number of flights makes all flights retain desirability.

AIRPORT	PASSENGER PERFORMANCE
LAX	-33%
Long Beach	-28%
John Wayne	- 5.27
BUR	-17%

C. Executive Director Report

Industry Day:

- 345 people attended; **virtual briefing on Replacement Passenger Terminal/Airfield Improvements Project.** Significantly more participation than first session (200 people); many different types of contractors; representatives from 6 very large firms and therefore more than expected. AECOM Project Manager Mark Kelley gave updated schedule. The presentation was recorded and should be available on ElevateBUR.com The Q/A will be posted on the website for all contractors to see.

Air Traffic/Private Jets due to Super Bowl:

- Successful for BUR; significantly reduced from anticipation; Reservation program worked well: did not exceed 35% occupancy; 60-75 jets parked at one time. More typically, private jets made quick turnarounds — a drop off and pick up. Emergency operations was open for 4 days — anticipation of unexpected events. On Monday mid-day, the airspace was saturated and there was a ground stop for all departing aircraft from BUR for awhile

Director of Operations Henderson felt it was very successful and is a good template for handling a large scale event — the all star Baseball Game; world cup soccer; and the 2028 olympics.

Closing thoughts

As the Mayor, Vice Mayor, staff are aware, the Authority filed a lawsuit against California High Speed Rail over the inadequacy of its Environmental Impact Report, taking a basic position that mitigation deferred is mitigation denied. The concerns are multiple and a copy of the lawsuit was sent from the Airport to Joe McDougall for further distribution. A copy is included with this Report also.