



Weekly Management Report

March 03, 2023

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority Meeting on March 06, 2023
Burbank-Glendale-Pasadena Airport Authority
- 2. Memo** City Council 2023 Goal Setting Session
City Manager's Office



March 2, 2023

CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, March 6, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Special Meeting of Monday, March 6, 2023

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.



When in-person attendance or participation at meetings of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *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 three 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, March 6, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) February 1, 2023 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) February 6, 2023 **[See page 4]**
 - b. Commission Minutes
(For Approval)
 - 1) February 21, 2023 **[See page 6]**
 - c. Fourth Amendment to the Wireless Communications License Agreement Between Burbank-Glendale-Pasadena Airport Authority and AWH Burbank Hotel, LLC dba Los Angeles Marriott Burbank Airport **[See page 12]**
 6. ITEM FOR COMMISSION APPROVAL
 - a. Direction on Restart or Termination of ADK Consulting, Inc., Contract for Organizational Governance Structure Study **[See page 17]**
 7. ITEM FOR COMMISSION DISCUSSION
 - a. Presentation of Preliminary Design Concepts Replacement Passenger Terminal Project

8. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

- b. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representatives: Frank R. Miller, Executive Director
Unrepresented Employee: Director of Public Safety/Chief of Police

- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Director of Public Safety/Chief of Police

9. ITEMS PULLED FROM CONSENT CALENDAR

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

12. PUBLIC COMMENT

13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, March 6, 2023

[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 Executive Committee meeting of February 1, 2023, and approved minutes of the February 6, 2023, meeting of the Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the February 21, 2023, Commission meeting minutes is attached for the Commission's review and approval.
- c. FOURTH AMENDMENT TO THE WIRELESS COMMUNICATIONS LICENSE AGREEMENT BETWEEN BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY AND AWH BURBANK HOTEL, LLC DBA LOS ANGELES MARRIOTT BURBANK AIRPORT. A staff report is included in the agenda packet. At its meeting held on February 21, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Fourth Amendment to the Wireless Communications License Agreement ("Agreement") with AWH Burbank Hotel, LLC dba Los Angeles Marriott Burbank Airport ("Marriott") to extend the term of the Agreement for the placement of radio equipment on the roof of the Marriott which supports the Interagency Communication Interoperability system for the Burbank-Glendale-Pasadena Airport Authority.

6. ITEMS FOR COMMISSION APPROVAL

- a. DIRECTION ON RESTART OR TERMINATION OF ADK CONSULTING, INC., CONTRACT FOR ORGANIZATIONAL GOVERNANCE STRUCTURE STUDY. A staff report is included in the agenda packet. At the February 21, 2023, Commission meeting Commissioner Ovrom requested an update on the status of the ADK Consulting Inc., professional services agreement for an organizational governance structure evaluation.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION OF PRELIMINARY DESIGN CONCEPTS – REPLACEMENT PASSENGER TERMINAL PROJECT. No staff report attached. As discussed at the March 1, 2023, Executive Committee meeting, representatives from Jacobs Project Management Co., and Corgan will present to the Commission the preliminary concepts for the Replacement Passenger Terminal project.

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: March 1, 2023

TO: City Council

FROM: Justin Hess, City Manager
VIA: Judie Wilke, Assistant City Manager
BY: Viviana Garzon, Administrative Analyst II *J. Hess*

SUBJECT: City Council 2023 Goal Setting Session

The purpose of this memo is to provide a list of the goals identified by Council at the Goal Setting Session on January 26, 2023.

Prior to the meeting, Council Members were asked to identify up to 10 priority goals for a two-year period. Council Members submitted the goals to staff who then combined similar goals, sorted them under themes, and had them on display during the meeting.

At the Goal Setting Session, Council reviewed and discussed the goals and themes (Attachment 1). In total, 41 goals were submitted by Council and the goals were sorted in six themes: City Services, Economic Development, Housing/Homelessness, Quality of Life, Sustainability/Resilience, and Transportation/Traffic.

At the meeting, Council also adopted two documents: "How We Work Together" (Attachment 2) and "Expectations of Staff" (Attachment 3).

ATTACHMENTS:

Attachment 1: 2023-24 City Council Goals

Attachment 2: City Council Document "How We Work Together As A Team"

Attachment 3: City Council Document "City Council: Expectations of Staff"

City Services

1. Reduce employee vacancy rate by 25%, recruit and retain quality employees – 3 votes
2. Take an innovative, proactive, and equitable approach to City governance – 1 vote
3. Maintain a balanced General Fund budget – 1 vote
4. Fully embrace diversity, equity and inclusion at the City level
5. Modernize processes like 311, agile systems, permitting
6. Improve City/School District collaboration

Economic Development

1. Raise wages – 1 vote
2. Media industry jobs fair – 1 vote
3. Economic sustainability, diversity and innovation – 1 vote
4. Require locally hired, skilled and trained workforce – 1 vote
5. Assist small businesses – 1 vote
6. Economic viability of Burbank Town Center
7. Streamline business permit process
8. Stronger relationship with media industry partners
9. Revitalize Downtown
10. Develop Magnolia Park infrastructure

Housing/Homelessness

1. Renter protections and resources, including education on AB1482 and other laws – 4 votes
2. Open tiny homes/shelter/homelessness center; streamline homelessness efforts – 3 votes
3. Implement pre-approved ADU floorplans – 2 votes
4. Increase home ownership; increase rental and ownership opportunities – 2 votes
5. Prioritize housing for workforce, families, seniors, disabled – 1 vote
6. Approve plans for safe overnight parking
7. Reduce number of people experiencing homelessness by 20-25%
8. Expand mental health services
9. Meet affordable housing needs
10. Update the General Plan

Quality of Life

1. Implement local inspection program and buffer zones for gun stores – 2 votes
2. Progress plans for a state-of-the-art library/civic center – 1 vote
3. Increase safety for residents walking, shopping, etc – 1 vote
4. Improve quality of life with more community events and dog parks – 1 vote
5. Invest in equestrian services – 1 vote
6. Increase visibility, support and access to arts and creative endeavors – 1 vote

2023-24 City Council Goals
Goal Setting Session – January 26, 2023

Sustainability/Resilience

1. Support environmental sustainability and regeneration; reduce emissions – 3 votes
2. Implement Citywide single-use plastics prohibition – 2 votes
3. Require 100% electrification of new construction – 1 vote
4. Accelerate the move to renewable energy
5. Plant more trees

Transportation/Traffic

1. Support an accessible, equitable and safe multimodal transportation network including pedestrian, bicycle, equestrian mobility – 2 votes
2. Increase use of public transportation without loss of lanes on Olive – 1 vote
3. Design full service neighborhoods where residents can meet needs by walking/biking – 1 vote
4. Implement Vision Zero/create a Vision Zero task force – 1 vote



CITY COUNCIL: HOW WE WORK TOGETHER AS A TEAM

Above all else, we are a leadership TEAM working together for the good of *our* community.

Each council member brings a unique set of values, perspectives, and strengths - and when these are collectively aimed toward the common purpose of strengthening our city, then we become a healthy leadership team that models to the rest of our community what it means to thrive.

As we work together as a city leadership team, let's commit to one another, our city staff, and our community the following key behaviors:

Working Together

1. Focus on issues that transcend personal agendas. Set goals and make decisions that are in the best interest of our *entire community*.
2. Reserve comments for the discussion period that will take place before we vote. Use the Chair as a valuable resource to facilitate an orderly and healthy conversation.
3. When it's your turn to speak, you're invited to articulate your decision and rationale clearly, candidly, and respectfully.
4. As your fellow Council members state their opinions, ideas, and positions, *deeply* listen to them. Resist the urge to interrupt them. Keep an open heart and mind.
5. Avoid unnecessarily disruptive or divisive comments.
6. Create an environment where your colleagues and staff feel physically and psychologically safe - as though they can express their ideas without fear of being ridiculed, shamed, or hurt.
7. Embrace the reality that change can be uncomfortable, but it's also perfectly natural and healthy. Also, remember change is not an indictment of the past.
8. As a team, our votes do not need to be unanimous.
9. Once votes have been taken, let's move on. Don't let the voting outcome disrupt the focus and purpose of our team.

Professionalism

1. Demonstrate genuine respect and friendliness to your Council colleagues. Do not personalize votes, issues, or disagreements. Be hard on the issue, not the person who raises it.
2. Seek to keep your interactions among Council members positive.
3. It's OK to disagree - Just keep disagreements civil. Civility is remaining *polite* and *courteous* through *mutual empathy*, *mutual respect*, and *mutual purpose*.
4. Do not make comments outside meetings to the public or the press that could be seen as attacking, demeaning, or undermining to another Council colleague.
5. Avoid re-opening items that have already been voted on. This can create uncertainty for our community, the Council, and our staff.
6. Be keenly aware of those who might seek to divide our Council. We might be divided on issues, but we must always remain unified as a team.
7. Respect the diversity, lived experiences, and cultural backgrounds of our Council, staff and community.

Communication and Transparency

1. The City of Burbank is committed to the greatest transparency possible.
2. Both the law and good governance occasionally require information to be kept confidential. Do not share information that has been provided to you confidentially.
3. Make a good faith effort to share any relevant information and documents you receive from the public or others with the City Manager's Office as soon as possible. This way information can be appropriately redistributed to the entire Council.
4. During the Council Comments section of the meeting, disclose any meetings and other communications with the public, work trips and attendance at conferences.
5. If participating in a Council subcommittee or serving as a liaison, report back to the full Council on a regular basis during the Council Comments section.
6. Strive to talk to each other before, during and after meetings, but make sure not to discuss matters in a way that creates serial deliberations or decisions in violation of California's open meeting law, the Brown Act.

ADOPTED
JANUARY 26, 2023



CITY COUNCIL: EXPECTATIONS OF STAFF

The purpose of this document is to provide staff with an understanding of City Council's expectations. In turn, it also demonstrates to Council actions they can take so staff are able to meet Council's expectations.

The City Manager and key management staff are responsible for ensuring these values are implemented at all levels of the organization.

CITY COUNCIL EXPECTS:

1. Effective Communications

Reports and presentations will be made in an understandable and non-bureaucratic manner. Both staff reports and presentations will include information comprehensive enough such that Council can make informed decisions.

Staff reports should include, where appropriate, pro and con arguments, as well as research explaining best practices at comparable agencies.

Presentation style should encourage open discussion and exchange of ideas. Presentations should summarize the information from the staff report rather than reviewing it verbatim and should be clear as to what the decision would mean to the public.

2. Objective Analysis

Reports and presentations will provide an objective analysis of the issues and not be oriented to the advantage of a particular point of view. Different alternatives or options should be presented.

3. Recommendation

In reports and presentations, there should be a clear staff recommendation on each major issue, with supporting evidence. This professional advice should be given in a forthright and candid manner, regardless of whether opposition is expected. In turn, Council members will not personally attack the staff member delivering a report or presentation, nor will they personalize opposition to a professional recommendation that does not agree with their own point of view.

When the staff recommendation differs from a Board or Commission decision, staff will present Council the Board/Commission's decision and reasoning for that decision in addition to staff's professional recommendation.

4. Faithful Compliance

Staff will enthusiastically and faithfully represent, defend and carry out the direction of the Council even when the final direction is contrary to the staff recommendation. Staff will ask for clarification and restatement of the final direction as needed to avoid confusion.

5. No Surprises

Staff will keep Council well informed as to relevant activity and discussion. Staff will make sure Council is made aware in advance as to potential problems or issues beyond the immediate horizon.

6. Play No Favorites

Staff will maintain open, cooperative, impartial, and supportive relationships with all members of the Council, regardless of any differences of opinion that might exist amongst the Council Members.

7. Availability

The City Manager, City Attorney, and Executive staff will be readily available and responsive to all five members of the Council.

8. Direction

Staff will take direction from the Council, as a body, and not from individual Council Members. Input from individual Council Members is appropriate, encouraged and appreciated. When Council Members provide input or ask questions, staff will not interpret those comments as direction and will follow up through normal procedures and practices.

9. Differences

If differences or discord among the Council and the City Manager, City Attorney, or Executive staff occur, both the Council and staff agree to raise concerns with all relevant parties present.

10. Ethics

Executive staff, as well as other key management staff, will disclose any conflicts of interest or potential conflicts of interest.

WHAT STAFF MAY EXPECT FROM COUNCIL:

In exchange, Council agrees to consider the following when interacting with staff:

1. Council members will set and remain focused on established Council goals and will understand that work toward these goals takes priority over additional Council requests.
2. Council members will make requests for staff to provide information or agenda items at the appropriate time during Council meetings and will not individually suggest work direction to a staff member.
3. Council members will conduct their dealings with staff via the City Manager, City Attorney and Executive team rather than directly to rank-and-file employees.
4. Council members will listen, ask thoughtful questions, provide input and express their opinions to staff respectfully.
5. Council members will treat the staff member delivering a report or presentation with appropriate courtesy and respect. They will not personalize opposition to a professional recommendation that does not agree with their own point of view.
6. Council members will welcome appropriate feedback from staff when differences occur.
7. Council members will respect the diversity, lived experiences and cultural backgrounds of all staff.