



Weekly Management Report

September 15, 2023

- 1. Memo** Parkway Tree Replacement Fee Schedule
Parks and Recreation Department
- 2. Minutes** Sustainable Burbank Commission Meeting
on August 21, 2023
Public Works Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on September 18, 2023
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



PARKS AND RECREATION



DATE: September 12, 2023

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Park, Recreation, and Community Services Director
VIA: Grace Coronado, Administrative Officer
BY: Paula Ohan, Senior Administrative Analyst

SUBJECT: City Manager Tracking List No. 2559 – Provide Information on the Tree Replacement Fee Schedule

At the July 18, 2023 City Council meeting, Mayor Anthony requested information on the Parks and Recreation Department's (Department) tree replacement fee schedule.

The Department is responsible for maintaining 43 parks and facilities, including two public pools, a BMX/skate park, Stough Canyon Nature Center, and the Starlight Bowl. The Department also oversees most of the publicly owned landscape and parkway trees throughout the City. The City's commitment to preserving its 33,000-tree urban forest remains strong, as evidenced by its involvement with Tree City USA. For over 46 years, the Department has been a proud member of the Tree City USA program.

Parkway Tree Program

Property owners can contact the Landscape and Forestry Division to request a new or replacement parkway tree to be planted for every 50-foot lot. Upon receiving a request, the Department's Forestry section will provide the property owner with a Request for New or Replacement Tree form (Attachment 1) with information on the types of trees planted on that specific street according to the City's Street Tree Master Plan. Once the Department receives the form, the tree planting is scheduled with the property owner.

Currently, the Department plants 15-gallon trees at no cost. Residents can request larger size trees for an additional fee; the fee for a 24-inch box tree is \$250 and \$550 for a 36-inch box tree. As part of the Department's Reforestation Strategy, fees are waived for property owners who have trees removed and replanted, regardless of size. The Department is currently re-evaluating this program. To encourage more street trees, the City may reduce or eliminate fees for new or replacement trees citywide. Information on the Parkway Tree

Program can be found online at <https://www.burbankca.gov/web/parks-recreation/parkway-tree> or by calling the Forestry section desk at 818-238-5304.

ATTACHMENT

Attachment 1 – Request for New or Replacement Tree Form

CITY OF BURBANK ♦ PARKS & RECREATION DEPARTMENT ♦ FORESTRY DIVISION

REQUEST FOR NEW OR REPLACEMENT TREE

(at property owners request only)

0000

N. BLANK ST.

Front 1

VACANT SITE

PLEASE CIRCLE YOUR CHOICE *SUBJECT TO AVAILABILITY

BOTANICAL NAME	COMMON NAME	DROUGHT TOLERANT

PRICE OF NEW TREE:

(PLEASE CHECK ONE)

15 Gallon Tree = **FREE TREE PROGRAM**

*Subject to availability

Approximately 6' X 2in

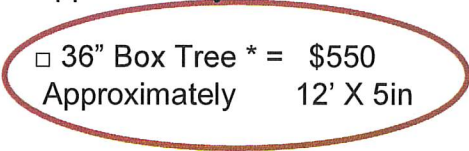
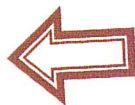
24" Box Tree * = \$250

Approximately 8' X 3in

36" Box Tree * = \$550

Approximately 12' X 5in

Upon Forestry Manager's approval



PLEASE MAKE CHECK PAYABLE TO: City of Burbank

SEND PAYMENT TO:

City of Burbank
Parks and Recreation Department – Administration
Attn: ANDREA DEL RIO
P.O. Box 6459
Burbank, CA 91510-6459

PROPERTY OWNER NAME (PRINT): _____

PROPERTY OWNER SIGNATURE: _____

DAYTIME PHONE NUMBER: _____

NOTE: BURBANK CITY ORDINANCE – ONE TREE PER 50 FOOT LOT

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT
PARKS AND RECREATION DEPARTMENT
(818) 238-5304

**SUSTAINABLE BURBANK COMMISSION
AUGUST 21, 2023, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, Room 104, 150 N Third St., on the above date. Chair Robin Gemmill called the meeting to order at 5:01 p.m.

II. ROLL CALL

Members Present:

Robin Gemmill (Chair)
Alissandra Valdez
Limor Zimskind
Jason Bennett
Adrine Der-Tavitian
Kevin O'Brien
Victoria Kirschenbaum
Jenny Deahl
Jared Cavagnuolo

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power (BWP)
Andres Azarian – Senior Administrative Analyst, Burbank Water & Power (BWP)
Tamala Takahashi – Council Member

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

There was no public comment.

B. Commission Member Communication

Commissioner Victoria Kirschenbaum announced that the City of Glendale passed a city-wide ban of gas-powered leaf blowers on August 8, 2023. She also announced that she attended the stakeholder advisory group meeting for the Integrated Resources Plan.

Commissioner Robin Gemmill introduced the new Commissioners, Jared Cavagnuolo and Adrine Der-Tavitian.

Commissioner Alissandra Valdez provided details on the North Hollywood CicLAvia event occurring on September 17, 2023.

Commissioner Jason Bennett provided an update on the drought tolerance task force meetings.

C. **Staff Communication**

Drew Johnstone stated he will provide the Commission with the draft water conservation letter template for their feedback.

Amber Duran informed the Commission that the Recycle Center is working with Burbank School District to begin collecting food scraps.

Berenice Quintero asked the Commissioners to sign and return the Board, Commission, or Committee Member Handbook and Acknowledgment form.

IV. APPROVAL OF MINUTES

Ms. Kirschenbaum motioned, and Commissioner Kevin O'Brien seconded to approve the drafted July 17, 2023 minutes. Ms. Gemmill, Mr. Cavagnuolo, Commissioner Limor Zimskind, Commissioner Jenny Deahl, and Ms. Adrine Der-Tavitian approved. Ms. Valdez and Mr. Bennett abstained.

V. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE

Amber Duran provided a Foodware Policy presentation to the Commission (attachment 1). She also provided updates on outreach and stakeholder engagement. The Commission and staff discussed the status of the policy and the plans for implementation.

VI. ELECTION OF OFFICERS

Mr. O'Brien nominated Ms. Kirschenbaum as Chair, and Ms. Deahl seconded. All present approved. Mr. O'Brien nominated Ms. Gemmill as Vice Chair, and Ms. Kirschenbaum seconded. All present approved.

VII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

Ms. Valdez announced the SBC's next speaker topic for the Go Green Burbank event will be on "Electrify Everything." The subcommittee provided details on the event, which will be held on September 30, 2023, at the Community Services Building, Room 104.

VIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Sustainable Water Use Ordinance – Update (August 22, 2023)
2. BWP's Rebate Program – Proposed Updates (August 22, 2023)
3. BWP's Demand Response Programs – Update (August 22, 2023)

IX. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Ad Hoc Work Plan Development (October 16, 2023)

FUTURE AGENDA ITEMS

- City Reforestation Program (Parks & Recreation) (September 18, 2023)
- Sustainability Burbank Commission Roles and Responsibilities (October 16, 2023)
- GGRP Carbon Sequestration Update (Community Development Department) (TBD)
- UCR Turf Grass Research & Extension meeting (TBD)

X. ADJOURNMENT

The meeting was adjourned at 6:49 p.m. The next meeting will be held on Monday, September 21, 2023, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation
JM: ad

Attachment 1



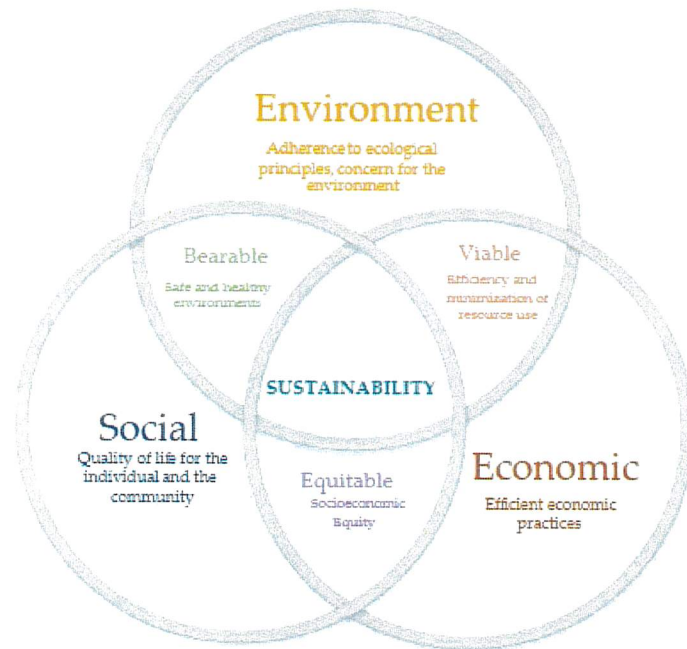
Burbank Foodware Policy Update to the Sustainable Burbank Commission

8/21/23

**Healthy Planet =
Healthy People**



3 Pillars of Sustainability



Paredes, Gabriela & Herrera, Rodrigo F.. (2020). Teaching Multi-Criteria Decision Making Based on Sustainability Factors Applied to Road Projects. Sustainability. 12. 1-25. 10.3390/su12218930.



Project Drawdown

Project Drawdown reviews and analyzes practices and technologies that can reduce greenhouse gas concentrations in Earth's atmosphere and also are

- currently available
- growing in scale
- financially viable
- able to have a net positive impact
- quantifiable under different scenarios.

More solutions are needed and emerging, but there is no reason—or time—to wait. *Now* is better than *new*, and society is well equipped for transformation today.



Reduced Food Waste

Scenario 1: #1

Roughly one-third of the world's food is never eaten. By reducing loss and waste, we can reduce the need for land and resources used to produce food as well as the greenhouse gases released in the process.

88.5 to 102.2

GIGATONS

CO₂ EQUIVALENT
REDUCED/SEQUESTERED
2020–2050

Methane Reduction



Trends in Methane Reduction

California Senate Bill 1383

- Organic waste (food, yard, and paper waste) banned from landfill
- Reducing Food Waste- Edible Food Recovery Program - surplus food must be donated instead of disposed



Reduced Plastics

Plastic production has grown tremendously over the last century, mainly for short-term use. Reducing the amount of plastic used in nondurable goods can achieve significant reductions in both greenhouse gas emissions and plastic waste.

REDUCE SOURCES > ■ Industry > *Improve Materials*

3.76 to 5.4

GIGATONS

CO₂ EQUIVALENT
REDUCED/SEQUESTERED
2020–2050

*Research Fellows: Miranda Gorman,
Emilia Jankowska; Senior Director: Chad
Frischmann*



Trends in Reduced Plastics

- Accessories only on request - AB 1276
- Reusables for dining on site
- Reusables for take-out
- Source Reduction Purchasing Policy



Surfrider Advocates

Many foodware laws include requirements or recommendations that all foodware be recyclable and/or compostable. We generally support these clauses as part of a comprehensive foodware policy that focuses on source reduction, but we do not support such requirements as stand-alone policies.



Composting

Composting can range from backyard bins to industrial-scale operations. Regardless, it converts organic waste into soil carbon, averting landfill methane emissions in the process.

1.13 to 1.4

GIGATONS
CO₂ EQUIVALENT
REDUCED/SEQUESTERED
2020–2050

–26.9 to –35.5

BILLION US\$
NET FIRST COST
TO IMPLEMENT

–4.18 to –1.73

TRILLION US\$
LIFETIME NET
OPERATIONAL SAVINGS



Trends in Composting

Fiber foodware made from wood, bamboo, and palm fronds*

Organic material banned from the landfill - SB 1383

Per- and polyfluoroalkyl substances (PFAS) compounds

“Compostable” plastic does break down but not fast enough for industrial composting but fast enough to release PFAS.

Possible opportunities for community compost hubs.



Trends in PFAS Regulations

EPA's PFAS Strategic Roadmap

AB 1817 prohibits the distribution, sale, or offer for sale, of any food packaging that contains regulated PFAS substances and also requires the manufacturer to use the least toxic alternative when replacing the PFAS in the product beginning January 1, 2023.

Biodegradable Products Institute (BPI) - Fluorinated Chemicals (PFAS) – BPI's standard for fluorinated chemicals went into effect on January 1, 2020. Products may no longer be claimed as BPI-Certified unless they meet all conditions of the rule, including no intentionally added fluorinated chemicals, a test report showing less than 100 ppm total organic fluorine, and a technical review of the formulation.



Recycled Plastics

Recycling plastics requires less energy than producing new materials and relieves demand for fossil-fuel-based raw materials. It also saves landfill space and reduces environmental pollution.

0.52 to 1.69

GIGATONS

CO₂ EQUIVALENT
REDUCED/SEQUESTERED
2020–2050

–48.5 to –158.06

BILLION US\$

NET FIRST COST
TO IMPLEMENT

0

BILLION US\$

LIFETIME NET
OPERATIONAL SAVINGS



Trends in Plastic

Pollutes streets and waterways

Traditional plastic used from fossil fuels - valuable resource and doesn't break down

Can only be recycled a few times before it's in the landfill

#1 and #5 plastic with the exception of a black color can be recycled

China Sword and recycled content laws invested in the domestic market for recycling plastic

Recycling chasing arrows must mean recyclable - SB 343 January 1, 2024



Proposed Ordinance

Cadwallader:

- **Reusable dishes for dining on premises for all restaurants**

Staff:

- **Reusable dishes for dining on premises for restaurants 31+ seats**



Proposed Ordinance

Cadwallader:

- **\$0.25 fee charged to customers for disposable cups**

Staff:

- **Restaurants may charge customers for take-out containers or discount for bringing their own**



Proposed Ordinance

Cadwallader:

- **ban on sale and distribution of single-use water bottles under 1 liter for all restaurants and stores**

Staff:

- **City events and facilities can not distribute or sell plastic water bottles**



Proposed Ordinance

Cadwallader:

- **Ban on single-use plastic foodware**

Staff:

- **Ban on single-use non-recyclable plastic foodware**



Proposed Ordinance

Cadwallader:

- **Compostable PFAS Free**

Staff:

- **Compostable PFAS Free**

Amber Duran

City of Burbank

Recycling Coordinator

aduran@burbankca.gov

(818) 238-3902

Burbank Recycling Center

500 S. Flower Street, Burbank CA 91502



Thank you for your time!



September 14, 2023

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, September 18, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 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

Regular Meeting of September 18, 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.



Members in-person attendance or participation at meeting 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, September 18, 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 **[See page 1]**
 - (i) August 2, 2023
 - 2) Operations and Development Committee **[See page 4]**
 - (i) July 10, 2023
 - 3) Legal, Government and Environmental Affairs Committee **[See page 7]**
 - (i) July 10, 2023
 - b. Commission Minutes
(For Approval)
 - 1) August 28, 2023 **[See page 9]**
 - 2) April 27, 2022 **[See page 18]**
 - c. Treasurer's Report
 - 1) May 2023 **[See page 21]**
 - d. Award of Contract **[See page 50]**
Wildlife Hazard Assessment and
Wildlife Hazard Management Plan
 - e. Replacement Aircraft Rescue Firefighting Vehicle Acquisition **[See page 53]**
 - f. Approval of Additional Aid-In-Construction Deposit for **[See page 56]**
Temporary Power – Replacement Passenger Terminal Project

- g. Airport Solution Line Service Agreement Extension *[See page 58]*
- h. July 2023 Passenger and Air Cargo Statistics *[See page 61]*
- i. July 2023 Ground Transportation Statistics
- j. July 2023 Parking Revenue Statistics

6. ITEMS FOR COMMISSION INFORMATION

- a. Burbank Water and Power Solar Panel Presentation

7. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section
54956.9(d)(2): 1 case. Facts and Circumstances: Dickerson Claim

8. ITEMS PULLED FROM CONSENT CALENDAR

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS

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

11. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, September 18, 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 August 2, 2023; approved minutes of the Operations and Development Committee meeting of July 10, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting July 10, 2023, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the August 28, 2023, Commission special meeting minutes and a draft copy of the April 27, 2022, Commission special meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for May 2023 is included in the agenda packet. At its special meeting on August 28, 2023, the Finance and Administration Committee voted (2-0, 1 absent) to recommend that the Commission note and file this report.
- d. **AWARD OF CONTRACT – WILDLIFE HAZARD ASSESSMENT AND WILDLIFE HAZARD MANAGEMENT PLAN.** A staff report is included in the agenda packet. At its special meeting on August 28, 2023, the Operations and Development Committee voted (2-0, 1 absent) to recommend that the Commission award a contract to SES Energy Services, LLC for revisions to the Authority's Wildlife Hazard Assessment ("WHA") and an update of the current Wildlife Hazard Management Plan ("WHMP") in the amount of \$127,600. The current WHA and WHMP were completed in 2012 and 2014, respectively. Due to the level of wildlife activity and changes to the airport property and surrounding environment, the Federal Aviation Administration recommended that revisions to the current WHA and WHMP be developed.
- e. **REPLACEMENT AIRCRAFT RESCUE FIREFIGHTING VEHICLE ACQUISITION.** A staff report is included in the agenda packet. At its special meeting on August 28, 2023, the Operations and Development Committee voted (2-0, 1 absent) to recommend that the Commission approve a replacement Aircraft Rescue and Firefighting ("ARFF") vehicle acquisition from Oshkosh Airport Products, a division of Pierce Manufacturing Inc. The acquisition will be made through an award of (1) an ARFF Vehicle Purchase Contract in the amount of \$1,056,707.66 for the base vehicle and (2) a Purchase Order in the amount of \$71,015.00 for ancillary equipment. The total cost of the replacement ARFF vehicle will be \$1,127,722.66.
- f. **APPROVAL OF ADDITIONAL AID-IN-CONSTRUCTION DEPOSIT FOR TEMPORARY POWER – REPLACEMENT PASSENGER TERMINAL PROJECT.** A staff report is included in the agenda packet. At its meeting on September 6,

2023, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve an Aid-In-Construction deposit proposal with the City of Burbank in the amount of \$1,411,000 for additional material and labor cost of Burbank Water and Power to bring temporary power to the Replacement Passenger Terminal Project site.

- g. AIRPORT SOLUTION LINE SERVICE AGREEMENT EXTENSION. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a one-year extension of the Airport Solution Line Service Agreement with SITA Information Network Computing USA, Inc., for the Common Use Passenger Processing System installed at the Hollywood Burbank Airport. This extension will run from October 1, 2023, to September 30, 2024, at a monthly cost of \$66,065. The cost of the services provided under this agreement are fully reimbursed monthly by the airlines serving the Airport.
- h. JULY 2023 PASSENGER AND AIR CARGO STATISTICS. Included in the agenda packet is a presentation updating the Commission on the passenger and air cargo statistics for the month of July 2023. The July 2023 passenger count of 533,107 was down 3% compared to July of 2022's 547,197 passengers. Also compared to July 2022, air carrier aircraft operations in July 2023 were down 4%, while cargo volume was down 7% at 5.8 million pounds.
- i. JULY 2023 GROUND TRANSPORTATION STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on Ground Transportation activities for the month of July 2023.
- j. JULY 2023 PARKING REVENUE STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on parking revenue data for the month of July 2023.

6. ITEMS FOR COMMISSION INFORMATION

- a. BURBANK WATER AND POWER SOLAR PANEL PRESENTATION. No staff report attached. A representative from Burbank Water & Power ("BWP") will provide an informational presentation to the Commission with regard to renewable energy, BWP's sustainability goals, as well as the rules and regulations governing renewable energy sources in the City of Burbank.