



Weekly Management Report

March 18, 2022

- 1. Minutes** Sustainable Burbank Commission
Meeting on February 7, 2022
Public Works Department
- 2. Synopsis** Parks and Recreation Board Meeting on
March 10, 2022
Parks and Recreation Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on March 21, 2022
Burbank-Glendale-Pasadena Airport Authority

SUSTAINABLE BURBANK COMMISSION
February 7, 2022 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Chair Laura Tenenbaum called the meeting to order at 5:02 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Laura Tenenbaum (Chair)
Chris Weber
Heather Robb
Jean Schanberger
Limor Zimskind

Members Absent:

Alissandra Valdez

Council Members and Staff Present:

Nick Schultz – Council Member
Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Stephanie Kandt – Senior Administrative Analyst, Public Works

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 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Craig Cadwallader, of the Surfrider Foundation, announced that the Burbank City Council adopted the balloon ordinance on January 11, 2022, and the State law AB 1276 "Food Ware Accessories Upon Request" went into effect on January 1, 2022, with local support starting on June 1, 2022.

Burbank resident, Maya Shavzin, voiced environmental and health concerns regarding gas-powered leaf blowers.

Burbank resident, Tamala Takahashi, thanked the Commission and staff for working on a plastics reduction ordinance in order to reduce waste and cost to small businesses through reuse policies. Ms. Takahashi asked for an update on the progress of the GGRP which she felt staff had been silent on. Ms. Takahashi voiced her support of the Bus Rapid Transit (BRT) project proposed on Olive Avenue which she argues is the quickest way to reach the GGRP goals. Finally, Ms. Takahashi wanted to raise awareness of the Commission to the Burbank Unified School District Eco Council's great work in sustainability.

B. Commission Member Communication:

Mr. O'Brien thanked Ms. Shavzin for her comments on the gas-powered leaf blower issue.

Ms. Gemmill announced that the Community Garden is currently getting bids for irrigation.

Ms. Kirschenbaum encouraged the concerned members of the public to research the state law regarding gas-powered leaf blowers.

Mr. Weber thanked Ms. Takahashi for the reminder of the Bus Rapid Transit Project and would like it to continue to be a topic of discussion for the Commission.

Ms. Schanberger announced that the state law regarding gas-powered leaf blowers will be effective in 2024.

C. Staff Communication:

John Molinar, Asst Public Works Director – Street & Sanitation, announced that Amber Duran and Stephanie Kandt will be taking over the administrative duties of the Commission.

Ken Berkman, Public Works Director, thanked the Commission for adhering to the vaccination/testing requirements. Mr. Berkman announced that the Community Development Department is working on the GGRP and the next step will be to bring it to the Planning Board. The GGRP will be brought to City Council along with a variety of sustainable projects including the Single-Use Plastic Ordinance and the SB 1383 Ordinance. The City will keep the Commission informed of when these items will be on the City Council agenda. Each month the City Council votes on whether the meetings will be held virtually or in-person.

Amber Duran, Recycling Coordinator, informed the Commission that the City has applied for a competitive grant through CalRecycle to develop an edible food recovery program.

IV. APPROVAL OF MINUTES:

Ms. Tenenbaum moved and Ms. Gemmill seconded a motion to approve the December 6, 2021, minutes. The minutes were approved by Ms. Kirshenbaum, Mr. O'Brien, and Chris Weber noting the absence of Ms. Valdez. Ms. Schanberger, Ms. Robb, and Ms. Zimskind abstained.

V. STAFF UPDATE ON SB 1383- SOLID WASTE AND ORGANICS RECYCLING ORDINANCE:

Amber Duran provided an update of the SB 1383 Solid Waste and Organics Recycling Ordinance, which will be presented to City Council on March 1, 2022. SB 1383 expands the definition of organics from previous definitions under AB 1826 to cover manure, wood waste, paper products, and food scraps. The SB 1383 Solid Waste and Organics Recycling Ordinance requires residential and commercial accounts to divert organic waste from the landfill by having recycling and organics services.

VI. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT:

The subcommittee met with staff from Burbank Water and Power to discuss the plan to expand energy storage and meet energy requirements administered by the State. The subcommittee also met with the City of Glendale Environmental Coalition to discuss the Green New Deal and specifically electrification. The City of Glendale has partnered with the Building Decarbonization Coalition which could possibly provide a similar study on costs and electrification for the City of Burbank. The subcommittee hopes to get a tour of the new energy storage facilities at Burbank Water and Power.

VII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:

The subcommittee has been working with Craig Cadwallader from the Surfrider Foundation to develop a policy for the City that addresses single-use plastics by encouraging and supporting reusable food service ware. The subcommittee is dedicated to working with other community groups, including Reusable Burbank, to grow support for the City's Single Use Plastics Policy. Staff will invite Craig Cadwallader to the next meeting to provide an update on the City's Single Use Plastics Policy.

VIII. AD HOC NATIVE LANDSCAPING IN PUBLIC PLACES:

The USDA Natural Resources Conservation Service, which monitors the monarch butterfly, has reported that efforts to increase the population have been successful. A webinar on the topic will be sent to the Commission by Ms. Gemmill when it is announced.

Ms. Gemmill voiced support of the City taking advantage of the organics procurement of mulch for the native landscaping of spaces. Ms. Gemmill will coordinate with John Molinar and Mike Del Campo, the City's Landscape and Forestry Services Superintendent, to review the planting details. Ms. Gemmill announced that there is only six more weeks to plant native landscapes, so a meeting will be held soon to make the arrangements.

Ms. Tenenbaum reminded Commissioners that a link to take a survey regarding the George Izay Park Master Plan was sent to all Commissioners to participate and forward to other interested members in the community.

IX. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

Ms. Kirschenbaum stated that the subcommittee has had a lot of success in speaking to the public during the Burbank Farmer's Market at the table shared with the Master Gardeners each month. The subcommittee has the opportunity to outreach to people regarding food scrap collection and have collected email addresses of residents interested in hearing more information on sustainability in Burbank.

Ms. Gemmill inquired into the budget that is available to provide an Earth Day Event. Staff can request from City Council funding for the Commission for an Earth Day Event in 2023. The Commission will plan to provide support for City Earth Day events in 2022. Eco Council will be doing an Earth Day Event in 2022 and will provide another update closer to the event.

X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

No updates were provided, as the Subcommittee was unable to meet.

XI. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

Ms. Tenenbaum announced that on February 8, 2022 City Council would be reviewing a proposed Adoption of a Resolution Approving the Establishment of the Title, Specification, Salary, and Conflict of Interest Code Designation for the Classification of Sustainability Officer and Adoption of a Resolution Approving the Citywide Salary Schedule. Ms. Tenenbaum suggested that a member from the Commission attend the Council meeting to show support of the Resolution.

XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Ms. Gemmill moved and Ms. Tenenbaum seconded a motion to add the Sustainable Burbank Commission Work Plan to the March agenda. The motion was approved by all in attendance, noting the absence of Ms. Valdez.

XIII. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2022:

The March 2022 Green Spotlight Award recipient will be selected at a later date.

XIV. ADJOURNMENT:

The meeting was adjourned at 6:50 p.m. The next meeting will be held on Monday, March 21, 2022 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ad

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

Meeting: Parks and Recreation Board

Date: Thursday, March 10, 2022

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Erin Barrows, Recreation Services Manager; Grace Coronado, Administrative Officer; Kristen Hauptli, Administrative Analyst II; Noah Altman, Recreation Services Supervisor; Brenda Castaneda, Animal Shelter Superintendent; Alex Acevedo, Senior Recreation Leader; Lupe Santariaga, Recording Secretary

Board Members Present: Mr. Gussow, Ms. Peguero Gamño, Ms. Durbin, Ms. Ramsey, and Mr. Messerlian.

Board Members Absent: None.

Item Discussed	Summary	Direction or Action, if any
1	Announcements Mr. Alex Acevedo provided announcements for Parks and Recreation programs and facilities.	
2	Department Director Report Ms. Garcia informed the Board of the City of Burbank's recognition for Outstanding Achievements by the California Parks and Recreation Society.	
3	Oral Communications Leah Harrison, of the Burbank Cultural Arts Commission introduced herself and spoke on the Arts Funding allocation recommendations. Council member Sharon Springer shared her Congratulations to Parks and Recreation Department for the Awards and Achievements. She also thanked the board member for their service.	
4	Response to Oral Communications Ms. Ramsey thanked all the speakers for their public comments and showed appreciation to Leah Harrison for providing a brief break down of the funding allocation recommendations.	
5	Written Communications Three emails were provided to the board from Bill Boyd and Wendy Deleon.	
6	Park Board Comments None.	
7	Update on the Burbank Animal Shelter Transitioning from the Police Department to the Parks, Recreation and Community Services Department Kris Smith, Deputy Director, provided an update on the transition of the Burbank Animal Shelter from the Police Department to the Parks, Recreation, and Community Services Department.	
8	Dick Clark Dog Park Concepts Kristen Hauptli, Administrative Analyst II, presented a report on two concept proposals for the Dick Clark Dog Park.	It was moved by Ms. Durbin, seconded by Ms. Ramsey and carried 5-0 to recommend 2b

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

			concept to move forward to City Council.
9	Budget Update for Fiscal Year 2022-2023	Kristen Hauptli, Administrative Analyst II, presented an update on the Fiscal Year 2022-2023 Budget planning process.	
10	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the February 10, 2022, meetings were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>City Manager's Quarterly Report</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 was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was moved by Ms. Durbin, seconded by Ms. Gamiño and carried 5-0 to approve the Consent Calendar as presented.</p>
11	Tabled Items	<p>Arts Funding Allocation Recommendation (Report from February 10) Mr. Noah Altman, Recreation Services Supervisor, presented the Burbank Cultural Arts Commission's recommendations on how to allocate \$50,000 of budgeted funds to support the arts in Burbank:</p>	<p>It was moved by Mr. Messerlian, seconded by Ms. Durbin and carried 5-0 to utilize \$50k on those three categories but not necessarily attaching a line item to each of the categories allowing staff the flexibility to use as needed.</p>
12	Second Period of Oral Communications	Jennifer commented on the Dick Clark Dog Park, she voiced her concerns and her support for Concept 2 that was presented. Leah Harrison shared her Congratulation to Parks and Recreation on their recognitions and awards. She thanks staff member for advocating the Burbank Cultural Arts Commission's recommendations and the board members for the motion that was made.	
13	Response to Oral Communications	Chair Barry Gussow addressed one of Ms. Jennifer's concerns regarding the off ramp of the 134 Freeway and the safety of the dogs at the proposed Dog Park site.	
14	Additional Comments from	None.	

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

	the Board and staff		
15	Introduction of New Agenda Items	None.	
16	Adjournment	The meeting was adjourned at 7:45 p.m.	



23 MAR 17 P2:12

March 17, 2022

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, March 21, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Regular Meeting of Monday, March 21, 2022

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 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, March 21, 2022

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) Finance and Administration Committee
 - (i) February 7, 2022 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) February 7, 2022 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) February 22, 2022 **[See page 7]**
 - c. Treasurer's Report
 - 1) December 2021 **[See page 15]**
 - d. AB 361 Findings for Special Brown Act Requirements
for Teleconference Meetings **[See page 45]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Design-Build Contract **[See page 47]**
Runway 8 Precision Approach Pathway Indicators
Navigation Aid Equipment Relocation
 - b. Appointment of Committees
7. ITEMS FOR COMMISSION INFORMATION
 - a. ACI Airport Service Quality (ASQ) 2021 Passenger Satisfaction
Survey Results
 - b. January 2022 Passenger and Air Cargo Statistics **[See page 51]**

c. January 2022 Transportation Network Company Statistics

d. January 2022 Parking Revenue Statistics

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)

Name of Case: Burbank-Glendale-Pasadena Airport Authority v. California High Speed Rail Authority

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(California Government Code Section 54957(b))

1) Title: Chief of Police/Director of Public Safety

c. 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

d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(California Government Code Section 54957(b))

Title: Executive Director

e. CONFERENCE WITH LABOR NEGOTIATOR

(California Government Code Section 54957.6)

Authority Representative: Terence R. Boga, Esq.

Unrepresented Employee: Executive Director

9. COMMISSIONER COMMENTS

(Other updates and information items, if any)

10. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, March 21, 2022

[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 Finance and Administration Committee meeting of February 7, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of February 7, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the special meeting of the February 22, 2022, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for December 2021 is included in the agenda packet. At its special meeting on February 22, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF CONTRACT – AWARD OF DESIGN-BUILD CONTRACT – RUNWAY 8 PRECISION APPROACH PATHWAY INDICATORS NAVIGATION AID EQUIPMENT RELOCATION. 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 approval from the Commission to: 1) Award a design-build contract in the amount of \$385,583 to Vellutini Corporation dba Royal Electric Company for the design and construction services necessary to relocate the Runway 8 Precision Approach Pathway Indicators Navigation Aid; 2) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$65,000; 3) Authorize a project allowance for required FAA flight-checks and other required FAA services in the amount of \$65,000; and, 4) Authorize a project contingency of \$40,000.

- b. APPOINTMENT OF COMMITTEES. No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he/she may wish to make.

7. ITEMS FOR COMMISSION INFORMATION

- a. ACI AIRPORT SERVICE QUALITY (ASQ) 2021 PASSENGER SATISFACTION SURVEY RESULTS. No staff report attached. Staff will present the results of the 2021 ACI Airport Service Quality (ASQ) Passenger Satisfaction Survey.
- b. JANUARY 2022 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The January 2022 passenger count of 318,193 was down 34% compared to January of 2020's 480,876 passengers. Also compared to January of 2020, air carrier aircraft operations in January 2022 decreased 5%, while cargo volume was down 14%, at 7.6 million pounds.
- c. JANUARY 2022 TRANSPORTATION NETWORK STATISTICS. No staff report attached. Staff will update the Commission on TNC activity for the month of January 2022.
- d. JANUARY 2022 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of January 2022.