



# Weekly Management Report

## October 14, 2022

- 1. Memo**                      Sustainable Burbank Commission Opposition  
To Artificial Turf Installations  
**Public Works Department**
  
- 2. Minutes**                    Sustainable Burbank Commission  
Meeting on September 19, 2022  
**Public Works Department**
  
- 3. Minutes**                    Police Commission Meeting  
on July 20, 2022  
**Police Department**
  
- 4. Minutes**                    Police Commission Meeting  
on August 17, 2022  
**Police Department**
  
- 5. Notice**                      Burbank-Glendale-Pasadena Airport Authority  
Meeting on October 13, 2022  
**Burbank-Glendale-Pasadena Airport Authority**



# MEMORANDUM



## PUBLIC WORKS

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**DATE:** October 14, 2022

**TO:** Justin Hess, City Manager

**FROM:** Ken Berkman, Public Works Director *KB*

**SUBJECT:** Sustainable Burbank Commission Opposition to Artificial Turf Installations

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At its August 15, 2022 meeting, the Sustainable Burbank Commission (SBC) received a presentation from BWP and the Parks & Recreation Department about the proposed artificial turf (turf) installation proposed at Brace Canyon Park. The SBC considered the information and their proposed memorandums opposing turf installations to the City Council and continued the discussion to the meeting of September 19th, at which time they approved sending the attached memos to Council. Minutes from the August meeting are also attached for reference; however, the September minutes are not available at this time.

The Parks & Recreation Department will be presenting the Brace Canyon Park Improvement Project to the Parks & Recreation Board on November 10<sup>th</sup> and to Council on December 6<sup>th</sup>. One of the options to improve the park is the installation of turf on the playing fields.

Staff is submitting the attached letters from the SBC for Council's future consideration and action as it deems appropriate. Staff will keep the SBC apprised of future Council discussions and/or actions at the SBC's staff comment portion of its public meetings.

Attachments:

SBC August 15, 2022 Meeting Minutes

Memorandums from the SBC to City Council dated September 19, 2022

**SUSTAINABLE BURBANK COMMISSION**  
**August 15, 2022 MINUTES**

**I. CALL TO ORDER**

The meeting of the Sustainable Burbank Commission was held in the Burbank Recycle Center Conference Room, 500 South Flower Street on the above date. Chair Robin Gemmill called the meeting to order at 5:00 p.m.

**II. ROLL CALL**

**Members Present:**

Robin Gemmill (Chair)  
Jean Schanberger (Vice Chair)  
Victoria Kirschenbaum  
Kevin O'Brien  
Chris Weber  
Limor Zimskind  
Alissandra Valdez  
Jenny Deahl  
Jason Bennett

**Members Absent:**

**Council Members and Staff Present:**

Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Streets & Sanitation  
Amber Duran – Recycling Coordinator  
Berenice Quintero – Clerical Worker – Recording Secretary  
Nick Schultz – Council Liaison  
Jeannine Edwards – Assistant General Manager, Burbank Water & Power  
Marisa Garcia – Parks and Recreation Director  
Michael del Campo – Parks and Recreation Landscape and Forestry Services Superintendent  
Diego Cevallos – Deputy Director of Parks and Recreation  
Robert Wilson – Water & Power Assistant General Manager  
Dawn Lindell – General Manager, Burbank Water & Power  
Drew Johnstone – Sustainability Officer, Burbank Water & Power

**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**

David Eisenberg, Chair of the Verdugo Hills Group of the Sierra Club, talked about artificial turf. He mentioned that Sierra Club opposes artificial turf installation in California. He is concerned with the it being used on top of the reservoir due to the chemicals found in artificial turf.

Tamala Takahashi, resident of Burbank, talked about artificial turf. She informed the Commission on the effects living organisms face due to exposure of micro plastics. She asks the Commission to find alternative options for artificial turf and avoid harm to people.

Dianne Wolke called in to express her opposition on the use of artificial turf over Brace Canyon Park. She mentioned those who will drink or use water from the reservoir will be exposed to micro plastics pollution. Ms. Wolke is concerned that the City will not accept legal liability for violations of the Clean Water Act.

## B. Commission Member Communication

Commissioner Alissandra Valdez informed the Commission and members of the public about an event hosted by CicLaVia in Hollywood on Sunday, August 21<sup>st</sup>. She encouraged everyone to attend the open streets event and to envision what it could be for the City.

Robin Gemmill announced that the final redesign for George Izay Park is posted at the Recreational Center. She included that Parks and Recreation is looking for feedback from the public.

## C. Staff Communication

Ken Berkman announced that the requested protocols for communication between the Commission and other City staff must be followed.

John Molinar announced that he and Staff, Amber Duran, should be included when communicating with the Commission's Recording Secretary.

## IV. APPROVAL OF MINUTES

The July 18 minutes were approved by Ms. Gemmill, Ms. Kirschenbaum, Mr. O'Brien, Ms. Valdez, Mr. Weber, Ms. Zimskind and Ms. Deahl. Ms. Schanberger and Mr. Bennett abstained from voting.

## V. ARTIFICIAL TURF PRESENTATION

- Parks and Recreation Director, Marisa Garcia, explained to the Committee that the City is considering synthetic turf for Brace Canyon Park due to limitations maintaining an adequate playing field over a potable water reservoir. The change would be a step to offering the community playing fields since fertilizers can't be used to retain the grass turf.
- Water and Power's Assistant General Manager Richard Wilson presented to the Committee that their role is to comply with California Code of Regulations Title 22 Section 64585. He explained that Burbank Water and Power is required to follow both Title 22 CA Code of Regulations and the Safe Drinking Water Act and there are currently no guidelines from the State or Federal level on how to test for chemicals from synthetic turf (Attachment 1).
- Landscape and Forestry Services Superintendent Michael del Campo explained to the Committee the reasons why grass can no longer be grown in Brace Canyon Park and informed that Parks and Recreation's goal is to provide the best solution for the reservoir over Brace Canyon Park to provide playing fields for the community.
- Committee members stated their concerns for contaminating water in the reservoir and on temperature increases.
- Marisa Garcia informed the Committee that they will be presenting the project design to the Parks and Recreation Board and then bring it to City Council in Fall.
- Ms. Schanberger moved a motion to defer consideration of the memorandums to Council on artificial turf being proposed for Brace Canyon Park and on general City property. Ms. Kirschenbaum seconded the motion; all present approved.

## VI. URBAN FORESTRY PRESENTATION

- Michael del Campo provided a presentation on City tree planning (Attachment 2). He explained the duties of Forestry and the process of designing where and how trees are planted throughout the City and how climate change is considered in the process and long-term maintenance.
- Ms. Gemmill let the Commission know about the changes that will be made to the Chandler bike path. She suggested the native landscaping in public spaces subcommittee meet with Michael to discuss how the subcommittee can assist the department to expand native landscape in public places.

## VII. NATIVE TREE CANOPY INITIATIVE PRESENTATION

The Native Tree Canopy Initiative presentation has been moved to the September 19<sup>th</sup> meeting.

**VIII. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT**

Ms. Gemmill will provide Ms. Deahl meetings dates for the subcommittee. Mr. Berkman informed the Committee to ensure they follow the requested protocols of communicating with City staff through Public Works staff.

**IX. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT**

Burbank Water and Power will be requesting help from community volunteers and a member from the subcommittee to participate in the process used to set forth the motion for the Integrated Resources Plan. Mr. Weber introduced the new Sustainability Officer and BWP Liaison, Drew Johnstone. Commissioner Bennett joined the subcommittee. The subcommittee will be meeting with BWP. The subcommittee met with Mario Osuna, Assistant Community Development Director, related to information on how other cities have handled ordinances with building electrification. The subcommittee postponed the discussion of the draft memo to Council on the banning of gas leaf blowers.

**X. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT**

The subcommittee did not meet. Staff informed the subcommittee about CalEnviroScreen Map 4.0. Jeanine Edwards offered her assistance to the subcommittee for sustainability efforts from an equity perspective.

**XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

The subcommittee continues to be a part of the farmer's market. They assisted Staff in passing out green food scrap pails. Ms. Valdez expressed her opinion on the importance of using social media for online outreach to engage with the public. The Commission discussed how it would align with modern day practices. Mr. Berkman informed the Committee that City policy allows two website posts per month on the City's website through the City's Public Information Officer. Ms. Valdez motioned for the subcommittee to draft a letter of support to create social media accounts for the Commission's additional outreach. Ms. Kirschenbaum seconded the motion; all present approved.

**XII. ELECTION OF OFFICERS**

Ms. Kirschenbaum nominated Ms. Gemmill and Ms. Schanberger to continue in their current roles as Chair and Vice Chair. Mr. Weber seconded the motion; all present approved.

**XIII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

- Adoption of a Resolution Authorizing the Submittal of a Grant Application to the California Department of Water Resources Integrated Regional Water Management Grant Program; and Approving the Adoption of the 2017 Updated Greater Los Angeles County Region Integrated Regional Water Management Plan – BWP
- Approval of a Long-Term Power Purchase Agreement with Powerex for Delivery of Renewable Resources – BWP

**XIV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

- Commissioner Zimskind moved to discuss extending public comment. Ms. Gemmill seconded the motion; all present approved.
- Ms. Kirschenbaum moved a motion to discuss the memorandums to Council to not allow artificial turf at Brace Canyon Park and the banning future use of artificial turf within City limits. Ms. Schanberger seconded the motion; all present approved.
- Ms. Kirschenbaum moved a motion to discuss the memorandum to Council on the banning of gas leaf blowers during the Greenhouse Gas Reduction Plan subcommittee report. Mr. Weber seconded the motion; all present approved.

**XV. ADJOURNMENT**

The meeting was adjourned at 7:09 p.m. The next meeting will be held on Monday, September 19, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

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

Attachment 1

# Public Drinking Water Storage Requirements



WATER AND  
POWER

Burbank Sustainability Commission

August 15, 2022

## Drinking Water Storage Requirements



- Must comply with California Code of Regulations, Title 22, Section 64585 - Design and Construction of Distribution Reservoirs
- Must pass a bi-annual sanitary survey conducted by the Division of Drinking Water (DDW)



## Buried Concrete Reservoirs

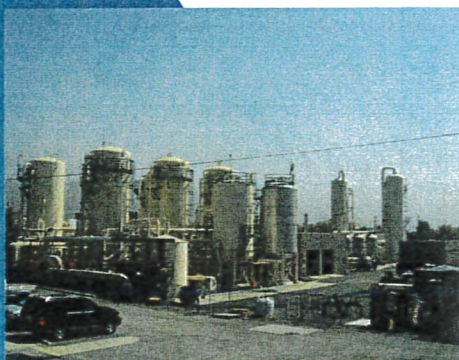
- Non-pressurized buried tanks are susceptible to contamination
- Concrete tanks degrade and they crack with time and provide a path for contaminants to enter
- Must ensure that reservoirs and surrounding area is kept free of contaminants



## Primary Drinking Water Standards

BWP must comply with legally established maximum contaminant levels for:

- Disinfectants
- Disinfection byproducts
- Inorganic chemicals
- Organic chemicals
- Radionuclides



## Natural Turf

- Chemical fertilizers contain nitrates and phosphorous that are food for bacteria



- Organic fertilizers contain animal waste, i.e., pathogenic bacteria
  - Cryptosporidium
  - Giardia Lamblia
  - Fecal coliforms and E. Coli

- Herbicides banned by DDW

## Artificial Turf

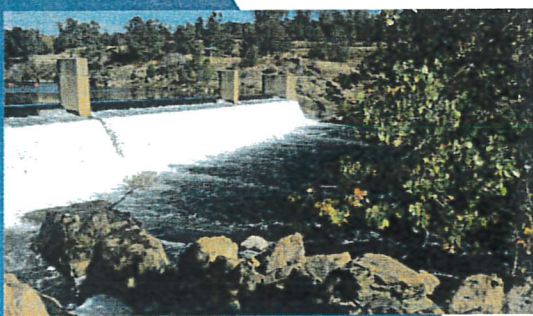
- No data or studies reviewed by DDW have demonstrated that *regulated* contaminants purported to leach from artificial turf exceed the maximum contaminant levels



- Division of Drinking Water and Title 22 Code of Regulations do not prohibit the use of artificial turf over a buried drinking water reservoir

## Summary

Under Title 22, California Code of Regulations, a reservoir shall not be designed, constructed, or used for any activity that results in the failure to comply with maximum contaminant levels for drinking water quality



Attachment 2

# SUSTAINABILITY COMMISSION

August 15, 2022



# PARKS AND RECREATION LANDSCAPE AND FORESTRY DIVISION STAFF QUALIFICATIONS

- Bachelor of Science in Range and Forest Management from Colorado State University
- Certified Arborist
- Tree Risk Assessment Qualification (TRAQ)
- Certified Playground Safety Inspector
- Qualified Pesticide Applicator (QAL)

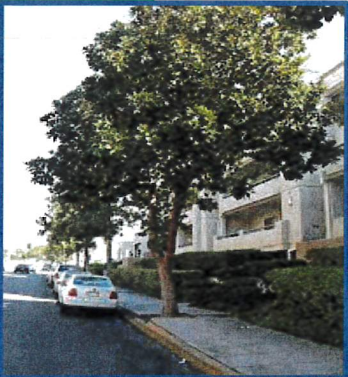


**MIKE DEL CAMPO**

Landscape and Forestry Superintendent



# FORESTRY SERVICES PROGRAM



The Forestry Services Program is responsible for maintaining and enhancing Burbank's Urban forest, which consists of 33,000 trees. This Section is responsible for administering proper tree care; planting new trees; removing dead and hazardous trees; conducting reforestation projects in parks, municipal grounds, open spaces, and parkways; and conducting emergency cleanups.



# BURBANK'S URBAN FOREST

- 33,000 trees
  - 28,000 trees in parkways
  - 5,000 trees in parks
- Burbank's mature trees are 25-111 years old



**Johnny Carson Park**



**Magnolia Boulevard  
Ficus trees**

# BURBANK'S STREET TREE MASTERPLAN

Promotes a uniform, shade focused, urban design on a neighborhood scale, while also promoting species diversity citywide.





# BURBANK'S STREET TREE MASTERPLAN COMPONENTS

- A list of (mostly drought tolerant) tree types developed to plant throughout Burbank
- What street/block is designated for each type of tree.
- Specie selection is based on minimal infrastructure damage.
- Tree specie alters every few blocks to safeguard against pest infection and infectious diseases.
- Identifies if trees are drought tolerant
- Canopy Size/Height



# STREET TREE MASTERPLAN REVISIONS

- **Climate Change, Carbon Emissions, and Heat Island Effect**
- **Tree(s) Plan**
- **Landscape Plan**



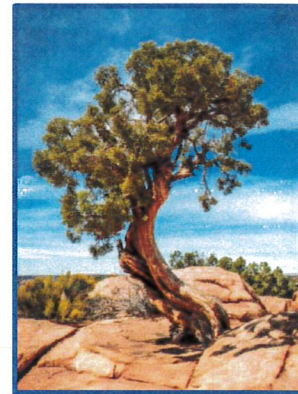
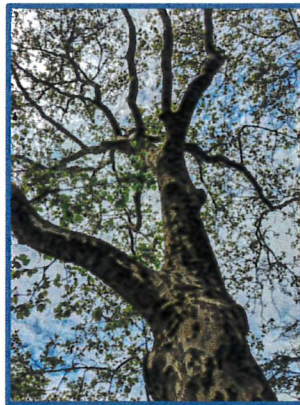
# TREE MAINTENANCE

- **Tree maintenance schedule**
- **204 trees removed annually due to maintenance**
- **Replacement of trees with drought tolerant trees**
- **Annual trees planted (222-365)**



# DROUGHT TOLERANT NO WATER NEEDED

- Drought tolerant plants are adapted to arid or drought conditions.
- Drought tolerant landscaping and plants are able to grow or thrive with minimal water or rainfall, but water is essential.



**Drought Tolerant Trees**

# SUSTAINABILITY AND NATIVE TREES

- A native plant is a part of the balance of nature that has developed over hundreds or thousands of years in a particular region or ecosystem.
- The California Sycamore will naturally thrive along the Los Angeles river, but not in Burbank.



Plants that can thrive in Burbank with little water.

# NATIVE TREES

- Native to Burbank
- 216 trees are native to California
  - 37 trees “native” to the Los Angeles area
  - 15 drought tolerant
  - 8 oak trees
  - Some native trees are shrubs



**Palo Verde Tree**



**Yucca Tree**

# NATIVE TREES

- Native trees provide minimal shade, not sufficient to reduce heat island effect.
- Native ≠ drought tolerant



California Buckeye



Desert Willow

# FORESTRY SERVICES COMMUNITY ENGAGEMENT

- The Forestry Services conducts annual special events and coordinates community programs that have been recognized at the national level.
  - City of Burbank Annual Arbor Day Ceremony
  - Plant-A-Tree Program





# LANDSCAPE SERVICES PROGRAM

- The Landscape Section provides park maintenance throughout Burbank.
- Implements water conservation practices, maintains park amenities (benches, picnic shelters, sports courts or fields, etc.), repairs and replaces drinking fountains, and maintains irrigation at City parks and properties.
- A number of landscape staff are certified playground safety inspectors and state-certified pesticide applicators.



# LANDSCAPE COMMUNITY SUSTAINABILITY SOLUTIONS

- Partner and collaborate with Girl Scouts and volunteer groups to transform selected high water use water beds into butterfly gardens.
- Currently, a volunteer group is transforming Chandler Bike Path into butterfly pollinator gardens.



# ACTIVE AND PASSIVE LANDSCAPE



# PASSIVE LANDSCAPE

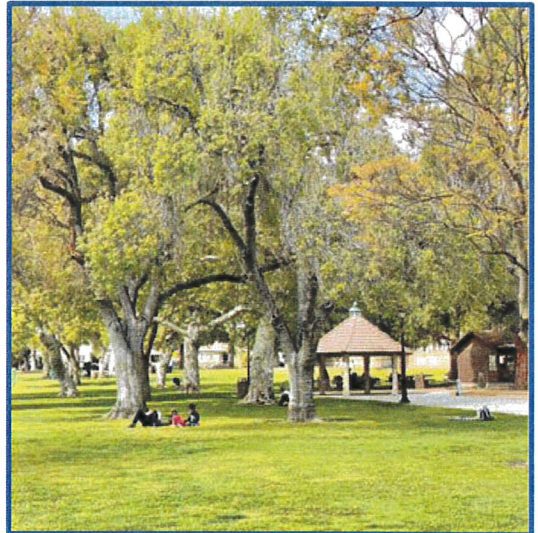
## Native Plants



# ACTIVE LANDSCAPE



**Brace Canyon Park**



**Verdugo Park**



# BENEFITS OF TREES



- **Oxygen Provider**
- **Money Saver**
- **Power Investor**
- **Emission Combater**
- **Air Purifier**
- **Natural Coolant**
- **Stress Reducer**
- **Energy Saver**
- **Stormwater Filter**
- **Peacemaker**

# QUESTIONS?



MEMORANDUM:  
OPPOSING ARTIFICIAL TURF AT BRACE CANYON  
Sustainable Burbank Commission  
September 19, 2022

An advisory body to the Burbank City Council, the Sustainable Burbank Commission recommends that City Council oppose artificial turf for the Brace Canyon ball field for health and environmental concerns, as well as financial risks.

The price tag of approximately \$3 million is outdated by two years and does not take into account costs for repairs, removal, disposal and replacement every eight years, and the possibility of early forced replacement with natural grass as state and federal PFAS regulations escalate for products and drinking water. PFAS in artificial turf is surely on the radar. No cost comparison has been provided as yet by the Parks Department for alternative natural grass management and potential replacement of natural grass every 3 to 4 years. However, a recent similar proposal for ball fields in Westfield, NJ, indicated that the cost of installation and maintenance of natural grass would be about a third the cost of artificial turf over a ten year life cycle.

<https://patch.com/new-jersey/westfield/westfield-turf-debate-continues-pro-field-manager-weighs>

Commissioners have had an opportunity to review the extensive materials sent to City Council by David Eisenberg, Sierra Club, Verdugo Hills Chapter. (See links at the end of this Memorandum.) BWP and the Parks and Recreation Department presented additional information to commissioners regarding the reservoir under the ball field at Brace Canyon and on field maintenance and usage challenges.

Commissioners also studied the staff report provided to the Parks and Rec. Board, and support a combination of Option One and Option Three. The Commission recommends waiting one to two years, maintaining current field care, before taking any action at Brace field. In this interim period, the Parks Department can plan for Option Three in the staff report: explore alternative natural grass management and renovation, and possibly replace the grass field every three to four years or as needed.

Natural grass is by far the best choice for the Brace Canyon field. The downsides of artificial turf are well documented.

### **Health Impacts**

- 1) Artificial turf sheds microplastics laden with a chemical group known as PFAS. Scientific research links PFAS to weaker immune systems, cancer, liver damage, and more. These microplastics migrate onto players bodies, exposing them to the risks listed above.

<https://www.consumerreports.org/liver-disease/report-links-pfas-exposure-to-liver-damage-a2222667414/>



Additionally, in June of 2022, the EPA issued interim updated water health advisories for PFAS, indicating that negative health effects may occur with concentrations of PFAS in water that are near zero and that even miniscule amounts of PFAS are harmful. The EPA is moving forward with proposing a PFAS National Drinking Water Regulation in the fall of 2022. This is of critical concern as the reservoir under the Brace field is an aging buried concrete tank subject to contamination.

[https://www.epa.gov/sdwa/drinking-water-health-advisories-pfoa-and-pfos#:~:text=On%20June%2015%2C%202022%2C%20EPA.and%20polyfluoroalkyl%20substances%20\(PFAS\).](https://www.epa.gov/sdwa/drinking-water-health-advisories-pfoa-and-pfos#:~:text=On%20June%2015%2C%202022%2C%20EPA.and%20polyfluoroalkyl%20substances%20(PFAS).)

In August of 2022, the EPA announced it will designate two specific types of PFAS, linked to cancer, as hazardous substances, and require reporting of contamination in water and soil.

<https://www.nytimes.com/2022/08/26/climate/epa-pfas-forever-chemicals-hazardous.html>

At Brace Canyon, PFAS-laden microplastics could leach into the reservoir. Yet a public records review requested by the Sierra Club revealed that the Parks Department and BWP are relying solely on a document from Teter Engineering provided by consultant Verde Design to assess the safety of artificial turf over a reservoir. Sierra Club discovered that “the report is out of date and written before PFAS were identified in artificial turf. There were no citations of any reservoirs with turf actually on top” but rather next to a reservoir. Furthermore, according to the Sierra Club, Verde Design takes no responsibility for the chemical properties of artificial turf, and states that some clients have hired third party testing consultants to assess environmental impacts and water safety.

- 2) Plant based infill (PBI) proposed for the field would contain sand, olive pits, and cork. Cork is subject to mold and fungi growth, and cork dust can cause respiratory disease. Weekly testing for hardness is required, and typical annual refill of this infill is 3.5 tons.  
[https://docs.google.com/file/d/1MScmC4TVuWXtGLnJvy1R\\_xBOV2SMT3ue/edit?filetype=msword](https://docs.google.com/file/d/1MScmC4TVuWXtGLnJvy1R_xBOV2SMT3ue/edit?filetype=msword)
- 3) Playing sports on artificial turf leads to more skin abrasions, putting players at higher risk of MRSA (methicillin resistant staphylococcus aureus, an antibiotic resistant infection). Fields are treated with biocides to kill MRSA, and biocides come with their own health risks.  
[https://www.washingtonpost.com/national/health-science/does-playing-on-artificial-turf-pose-a-health-risk-for-your-child/2017/03/17/0c61b7b4-0380-11e7-ad5b-d22680e18d10\\_story.html](https://www.washingtonpost.com/national/health-science/does-playing-on-artificial-turf-pose-a-health-risk-for-your-child/2017/03/17/0c61b7b4-0380-11e7-ad5b-d22680e18d10_story.html)
- 4) Synthetic turf absorbs heat the way asphalt does, reaching temperatures of 150° to 200° and exposing players to skin burns, dehydration and heat stroke.  
<https://www.npr.org/2008/08/07/93364750/high-temps-on-turf-fields-spark-safety-concerns>

## Environmental Impacts

- 1) Contrary to the industry's claims, the product does not save water. Properly cared for artificial turf requires substantial amounts of potable water for cooling, cleaning, and maintaining the moisture content of the infill. Although mowing time is obviously eliminated, the product necessitates maintenance hours for cleaning and cooling.  
[https://drive.google.com/file/d/1\\_8-HwZjhrN78RelU9roKYArcN5ZsAcxP/view](https://drive.google.com/file/d/1_8-HwZjhrN78RelU9roKYArcN5ZsAcxP/view)
- 2) Hole-punch backing is the industry standard for artificial turf, allowing water for constant cleaning and cooling to flow through. This would allow all the toxic substances listed above to flow into the reservoir: PFAS, biocides to kill MRSA, unknown pesticides and chemicals.
- 3) Artificial turf fields contribute to the heat island effect, increasing need for air conditioning and energy use in the surrounding community adjacent to the field. (See NPR article above under heat danger to players.)
- 4) At the end of its 8-10 year lifespan, this proposed artificial turf field, comprising 85,000 pounds of polyethylene and 800,000 pounds of infill, would go to the landfill. Though the industry claims the product is recyclable, no actual recycling project for a removed CA field could be found.

Commissioners visited the Brace field on 7/28/22. The field (a double field actually, with space for two games to occur simultaneously) was green and well maintained. The condition of the field is excellent, despite the Parks Department having to eliminate fertilizer use starting in 2019 due to state regulations for reservoirs. Parks and Rec asserts this condition is only possible because of lack of use, due to Covid restrictions. We encourage exploration of alternatives to synthetic turf.

**Grass Maintenance:** Could Brace be adequately maintained with a type of fertilizer that would not put the reservoir at risk? Might worm castings be used? Might a different kind of grass be employed? Would a different type of turf management be the answer? The Sierra Club suggests applying for Measure W stormwater capture funding for natural grass athletic field projects that utilize greywater or captured stormwater. These funds can include money for ongoing maintenance costs. The Sierra Club recommendations for caring for natural grass above a reservoir include organic land care  
<https://nofa.organiclandcare.net/organic-land-care-resources/> and safe pesticides  
<https://www.beyondpesticides.org/resources/lawns-and-landscapes/tools-for-change>.

**Field Logistics:** If the issue is partially that the Brace field is so heavily used during the school year, could rotating activities to less-used city fields be of help? Two fields within a few minutes drive of Brace, Palm and Bel Aire fields, are brown. Might these two fields be watered and used to lessen the burden on Brace? Fencing and improved lighting could bring Bel Aire up to speed.

The natural grass currently at Brace is the only safe choice for the community, our drinking water, and the environment. Given the countless harmful aspects of artificial turf, the

Commission recommends exploring alternative options for a healthy, safe, and sustainable future for Burbank.

For reference, these are the materials already sent to Council by the Sierra Club opposing artificial turf:

Here is the first letter sent to Burbank:

<https://drive.google.com/file/d/1bIDdJ365eyo5Nx7b6Pjo9hV62UYfXaKG/view?usp=sharing>

Here is the 2<sup>nd</sup> letter sent to Burbank:

[https://drive.google.com/file/d/1ImbULbxuxw\\_MDWJsYrZtcaFMDYFuOL\\_q/view?usp=sharing](https://drive.google.com/file/d/1ImbULbxuxw_MDWJsYrZtcaFMDYFuOL_q/view?usp=sharing)

Here is a list of Turf Resources.

<https://docs.google.com/document/d/1ABYr6x7cGlhywuPmTtECm65CayAI8N9fKK4k9vIxXLM/edit?usp=sharing>

**MEMORANDUM:**  
**OPPOSING ARTIFICIAL TURF AT ALL CITY PROPERTIES, INCLUDING SPORTS FIELDS**  
**Sustainable Burbank Commission**  
**September 19, 2022**

An advisory body to the Burbank City Council, the Sustainable Burbank Commission recommends that City Council oppose artificial turf for all city properties, including sports fields, for both health and environmental reasons.

Commissioners have had an opportunity to review the extensive materials sent to City Council by the Sierra Club, Verdugo Hills Chapter. (See links at the end of this Memorandum)

Burbank is fortunate to have significant open green space. The city's many parks, ball fields and other areas of natural grass at city facilities such as libraries are beautifully maintained. Replacing any of the natural grass at these locations, particularly at ball fields, would be harmful to the community and the environment.

#### **ENVIRONMENTAL HAZARDS**

- Synthetic turf heats up to 150° to 200°, killing all organisms beneath it. Fields of artificial grass contribute to the heat island effect. Heated plastic off-gasses the greenhouse gasses methane and ethylene.
- Artificial turf is made from polyethylene with additional toxic and carcinogenic chemicals and sheds microplastics laden with PFAS. PFAS, often called "forever chemicals", migrate into the environment harming bird populations and bees. Additionally, at Palm Field and Brace Fields, there are reservoirs below the fields, and PFAS and other chemicals would leach out of the artificial turf, risking contamination of drinking water.
- At the end of its 8-10 year lifespan, artificial turf and infill on ball fields go to the landfill.
- Properly cared for artificial turf on sports fields requires substantial amounts of potable water (not recycled water that Burbank has been proud to make available at many locations and almost all ball fields) for cooling and cleaning. Artificial turf does not save water.

#### **RISKS TO PLAYERS**

- Heated plastic on ball fields may cause skin burns, dehydration and heat stroke. In 2020, Burbank had 77 days over 90°. On a 90° day, the surface temperature of an artificial turf field would be 165°.
- Usually the infill is made of crumb rubber from used tires. Crumb rubber contains carcinogens, neurotoxins, endocrine disruptors, which can be ingested, inhaled or absorbed through the skin. Plant based infill (PBI) sourcing and composition are unknown and untested. PBI can contain pesticides and/or PFAS. Coconut husk infill is primarily sourced in Indonesia and India, countries where there is poor regulation of pesticides and chemicals. Rice husk is imported from Vietnam where pesticide use is 200% higher than other south east Asian countries. Cork is subject to mold and fungi growth, and cork dust can cause respiratory disease. Weekly testing for hardness is required for cork, and typical annual refill of this infill is 3.5 tons.
- PFAS in artificial turf migrates to players' bodies. These chemicals are linked to weaker immune systems, cancer, and thyroid hormone disruption.

- Playing sports on artificial turf leads to more skin abrasions, putting players at higher risk of MRSA (methicillin resistant staphylococcus aureus, an antibiotic-resistant life-threatening infection).

Real grass, as opposed to artificial turf, is a natural coolant, absorbs carbon from the atmosphere, reduces the heat island effect, and the soil in which it grows sustains organisms essential for clean water and air. Real grass is the safe and sustainable choice for Burbank's green spaces.

Sources:

PFAS:

<https://www.consumerreports.org/liver-disease/report-links-pfas-exposure-to-liver-damage-a2222667414/>

Infills:

<https://journals.sagepub.com/doi/full/10.1177/1048291120906206>

MRSA:

[https://www.washingtonpost.com/national/health-science/does-playing-on-artificial-turf-pose-a-health-risk-for-your-child/2017/03/17/0c61b7b4-0380-11e7-ad5b-d22680e18d10\\_story.html](https://www.washingtonpost.com/national/health-science/does-playing-on-artificial-turf-pose-a-health-risk-for-your-child/2017/03/17/0c61b7b4-0380-11e7-ad5b-d22680e18d10_story.html)

High Temperatures:

<https://www.npr.org/2008/08/07/93364750/high-temps-on-turf-fields-spark-safety-concerns>

Infill:

[https://docs.google.com/file/d/1MScmC4TVuWXtGLnJvy1R\\_xBOV2SMT3ue/edit?filetype=msword](https://docs.google.com/file/d/1MScmC4TVuWXtGLnJvy1R_xBOV2SMT3ue/edit?filetype=msword)

For reference, these are the materials already sent to Council by the Sierra Club opposing artificial turf:

Here is the first letter sent to Burbank:

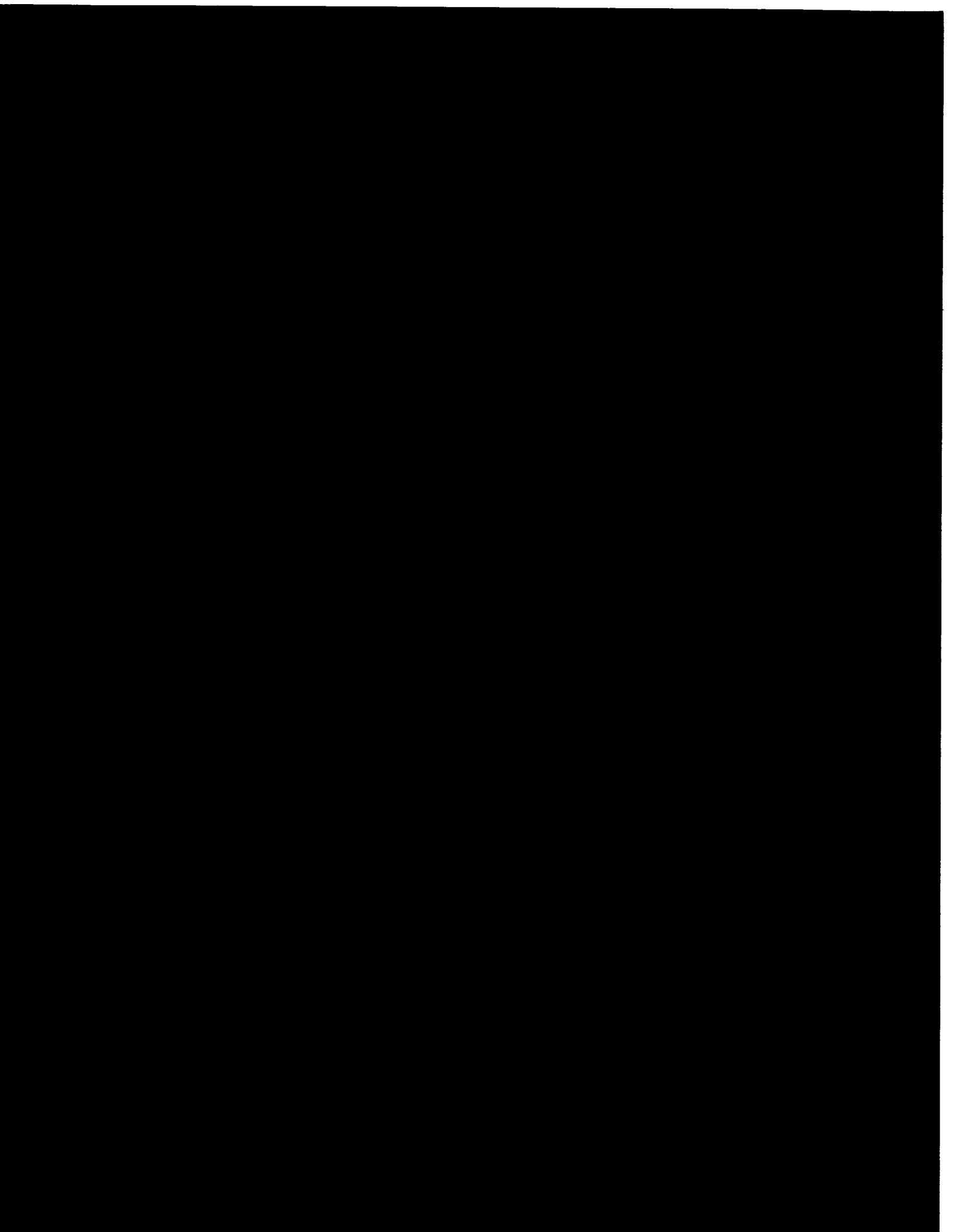
<https://drive.google.com/file/d/1bIDdJ365eyo5Nx7b6Pjo9hV62UYfXaKG/view?usp=sharing>

Here is the 2<sup>nd</sup> letter sent to Burbank:

[https://drive.google.com/file/d/1ImbULbxuxw\\_MDWJsYrZtcaFMDYFuOL\\_q/view?usp=sharing](https://drive.google.com/file/d/1ImbULbxuxw_MDWJsYrZtcaFMDYFuOL_q/view?usp=sharing)

Here is a list of Turf Resources.

<https://docs.google.com/document/d/1ABYr6x7cGlhywuPmTtECm65CayAI8N9fKK4k9vIxXLM/edit?usp=sharing>



**SUSTAINABLE BURBANK COMMISSION  
SEPTEMBER 19, 2022 MINUTES**

**I. CALL TO ORDER**

The meeting of the Sustainable Burbank Commission was held in the Burbank Recycle Center Conference Room, 500 South Flower Street on the above date. Chair Robin Gemmill called the meeting to order at 5:02 p.m.

**II. ROLL CALL**

**Members Present:**

Robin Gemmill (Chair)  
Jean Schanberger (Vice Chair)  
Victoria Kirschenbaum  
Kevin O'Brien  
Limor Zimskind  
Jenny Deahl  
Jason Bennett

**Members Absent:**

Chris Weber  
Alissandra Valdez

**Council Members and Staff Present:**

Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Streets & Sanitation  
Amber Duran – Recycling Coordinator  
Berenice Quintero – Clerical Worker – Recording Secretary  
Nick Schultz – Council Liaison  
Bob Frutos – Council Liaison  
Jeannine Edwards – Assistant General Manager, Burbank Water & Power  
Drew Johnstone – Sustainability Officer, Burbank Water & Power

**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**

David Eisenberg, representative of the Verdugo Hills Group of the Sierra Club, expressed his support of the plastics ban.

Tamala Takahashi, resident of Burbank, expressed that the two-minute duration for public comment is not enough time for discussing topics and recommended extending the time to three minutes. She informed the Commission that the Chair is able to extend public comment.

Dianne Wolke called in to express her concerns with the City's plans to test for PFAS chemicals after installing artificial turf over Brace Canyon Park.

**B. Commission Member Communication**

Jean Schanberger announced that she attended University of California Riverside's (UCR) Turfgrass Research Center's annual field day. She also urged the Commission to listen to the latest City Council meeting as they discussed the roles and directions of City boards and commissions.

Robin Gemmill informed the Commission about Burbank Water and Power inviting a member of the Commission to the Metropolitan Water District's Infrastructure Inspection trip and added that there should be a process in place for selecting a member to volunteer when more than one member is interested. She also informed members about UCLA's Webinar for

Public Health and Climate Change certification program and about Burbank Unified School District's new Environmental Action Committee.

Jenny Deahl announced that she attended the monthly Monarch Mile event and encouraged the Commission to attend.

C. Staff Communication

Amber Duran provided an update to the Committee about the next steps for enforcing SB1383.

**IV. APPROVAL OF MINUTES**

The August 15 minutes were approved by Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Mr. O'Brien, Ms. Zimskind and Ms. Gemmill, and Ms. Schanberger.

**V. DISCUSSION ON INDIVIDUAL PUBLIC COMMENT TIME TO SPEAK**

Mr. Bennett stated that three minutes for public comments seems reasonable, given that other committees and Council are harmonious at three minutes; Ms. Schanberger agreed. Ms. Gemmill stated she would be willing to extend the time to five minutes. Bob Frutos informed the Commission that three minutes is the most that can be allotted for public comment as boards and commission meetings need to be consistent with Council's. Ms. Gemmill motioned, and Ms. Schanberger seconded to extend public comment to three minutes; all present approved.

**VI. MEMORANDUMS TO COUNCIL ON THE BANNING OF ARTIFICIAL TURF**

Ms. Kirschenbaum explained to the Commission about the edits made on the previous memorandums to Council on the banning of artificial turf over Brace Canyon Park and on all City property. Ms. Schanberger stated that she spoke with the head of the UCR turfgrass program, Jim Baird, about plans for Brace Canyon Park and he offered to speak with the Commission and the Burbank Community. Ms. Gemmill informed the Commission that she, Michael del Campo and a countywide horticulturist had a walkthrough of Brace Canyon Park and discussed the condition and options for the field. She motioned and Ms. Schanberger seconded to submit both drafted memorandums of banning of artificial turf at Brace Canyon Park and on general City property. All present approved, excluding Mr. Bennett; he abstained.

**VII. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT**

Ms. Gemmill announced that the subcommittee met with Parks and Recreation staff, Marisa Garcia and Michael del Campo and Public Works staff member, John Molinar. They discussed the efforts Parks and Rec is taking for landscape planning and to get volunteers for landscape related community events.

**VIII. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE REPORT**

Ms. Schanberger announced that the subcommittee had a call with City of Burbank staff and discussed the efforts to secure energy. She informed the Committee that BWP has asked them to designate a member of the subcommittee to participate in their Energy Integrated Resources Plan. Ms. Gemmill moved a motion to identify Commissioner Victoria Kirschenbaum to be the Commission representative for the Energy Integrated Resources Plan Stakeholder Group. Ms. Zimskind seconded the motion; all present approved. Ms. Schanberger continued that the Drew Johnstone has been working with the Community Development Department on breach code updates for consideration to Council. The Commission has agreed to edit the draft memorandum on banning gas leaf blowers before submitting to Council.

**IX. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT**

Ms. Zimskind announced that the subcommittee would be meeting with Jennine Edwards and Drew Johnstone to discuss equity and economic sustainability efforts.



**X. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT**

Staff member, Amber Duran provided an update to the Committee on the next phase of the single use plastics ban initiative. The subcommittee asked if she could do a presentation at the October 17<sup>th</sup> meeting.

**XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

There were no updates from the Community Engagement subcommittee.

**XII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

- Adoption of a Resolution to Approve the 2021-2029 Housing Element, Safety Element, and Environmental Justice General Plan Updates – CDD

**XIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

- Process for selecting a commissioner to participate in opportunities and City functions
- Letter of support for adoption of cool roof requirement and EV CalGreen tier 2
- Single Use Plastic Ban presentation

**FUTURE AGENDA ITEMS**

- UCR Turf Grass Research & Extension meeting
- Subcommittee coordination with Workplan subcommittee
- Native Tree Canopy Initiative presentation (December 19, 2022)

**XIV. ADJOURNMENT**

The meeting was adjourned at 6:38 p.m. The next meeting will be held on Monday, October 17, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

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

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table that categorizes various types of expenses, such as salaries, rent, utilities, and depreciation. The document also discusses the importance of proper documentation for all expenses, including receipts and invoices, to support the accounting entries.

The third part of the document addresses the issue of asset valuation. It discusses the different methods used to determine the fair market value of assets, such as cost, replacement cost, and liquidation value. It also explains how to handle changes in asset value over time and how to record these changes in the accounting records. This section includes a table that shows the calculation of depreciation for different types of assets, such as buildings, equipment, and vehicles.

The final part of the document provides a summary of the key points discussed and offers some practical advice for implementing the accounting procedures. It emphasizes the importance of consistency and accuracy in all accounting transactions and encourages the use of modern accounting software to streamline the process. The document concludes with a list of references and a glossary of key terms.

**July 20, 2022**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Chapman.

**CALL TO ORDER**

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, Lu; Liaison Schultz

Also Present: Chief Albanese, Captain Cornils, Lieutenant Pfrommer, Sergeant Fekety, and Executive Assistant Nakamura

**FLAG SALUTE**

The flag salute was led by Commissioner Forouzan.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

Commission Vice Chair Coomes announced the resignation of Africa Turner as a Police Commissioner; City Clerk's Office will now accept applications for the vacancy.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Appearing to speak to the Commissioners were:

- Joel Schlossman, who commented on the no-bid contract for Girard Peterson Tow Company, comments made by Council last night at the joint BUSD meeting, and transition of the Animal Shelter to Parks and Rec
- Tamala Takahashi, who commented on new 998 mental health hotline, free gun locks availability, and thank you to BPD for community outreach efforts
- Dory Foster, who commented on grassroots efforts of Together We Can

Phoning in to speak to the Commission was:

- Jason Lewis, who commented on expressing interest in having a joint meeting with the Transportation Commission on common concerns in the City

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioners responded to the public comment speakers.

**APPROVAL OF MINUTES FROM JUNE 15, 2022**

A motion was made by Commissioner Coomes, with a second by Commissioner Hacobian, to approve the minutes of the June 15, 2022, meeting. Motion carried with six votes, with an abstention by Commissioner Forouzan.

**ITEMS OF BUSINESS**

1. **Presentation, discussion, and possible recommendations on the Department's traffic safety efforts including those implemented following the 8/3/21 fatal traffic accident on Glenoaks Boulevard**

Lieutenant Pfrommer discussed fatal collisions in the City of Burbank – 22 occurred since 2017 – with the most recent occurring on 8/3/21 on Glenoaks Boulevard. Traffic enforcement efforts

July 20, 2022

**Meeting of the Burbank Police Commission**

Page 2

towards speeding and reckless driving and their results were presented. Education efforts directed towards young drivers included presentations in the local high schools and postings on social media.

**2. Presentation, discussion, and possible recommendations on the Department's training, procedures, and processes with regard to school safety.**

Captain Cornils reviewed the Patrol Bureau, School Resource Officers, and Mental Health Evaluation Team functions and response protocols in the event of an emergency at a school. As a result of prior school shootings around the country, the BPD enhanced medical equipment at the schools, equipped patrol vehicles with appropriate entry tools, and conducts comprehensive and ongoing active shooter trainings in partnership with the BUSD.

**3. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department**

7/27 Youth Academy graduation  
8/2 National Night Out  
8/4 Community Academy graduation  
9/27 Joint Council meeting

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

On the Commission Calendar, pedestrian safety was listed as a discussion topic. The Subcommittee is still waiting on some data figures. The item will be discussed at an upcoming meeting.

Commissioner Coomes made a motion, seconded by Commissioner Forouzan, to create a two-member subcommittee to meet with Staff regarding the selection and vetting process for department vendors. Motion approved 6-0. Commissioners Coomes and Elman will be members of the subcommittee.

Commissioner Coomes made a motion, seconded by Commissioner Lu, to create a two-member subcommittee to meet with the members of the Transportation Commission to share data and information on traffic safety, including pedestrian safety.

NOTE: Before a vote could be taken, the meeting was no longer being broadcast live to the public, due to the pre-set time limit in the Granicus system. It was decided to adjourn the meeting.

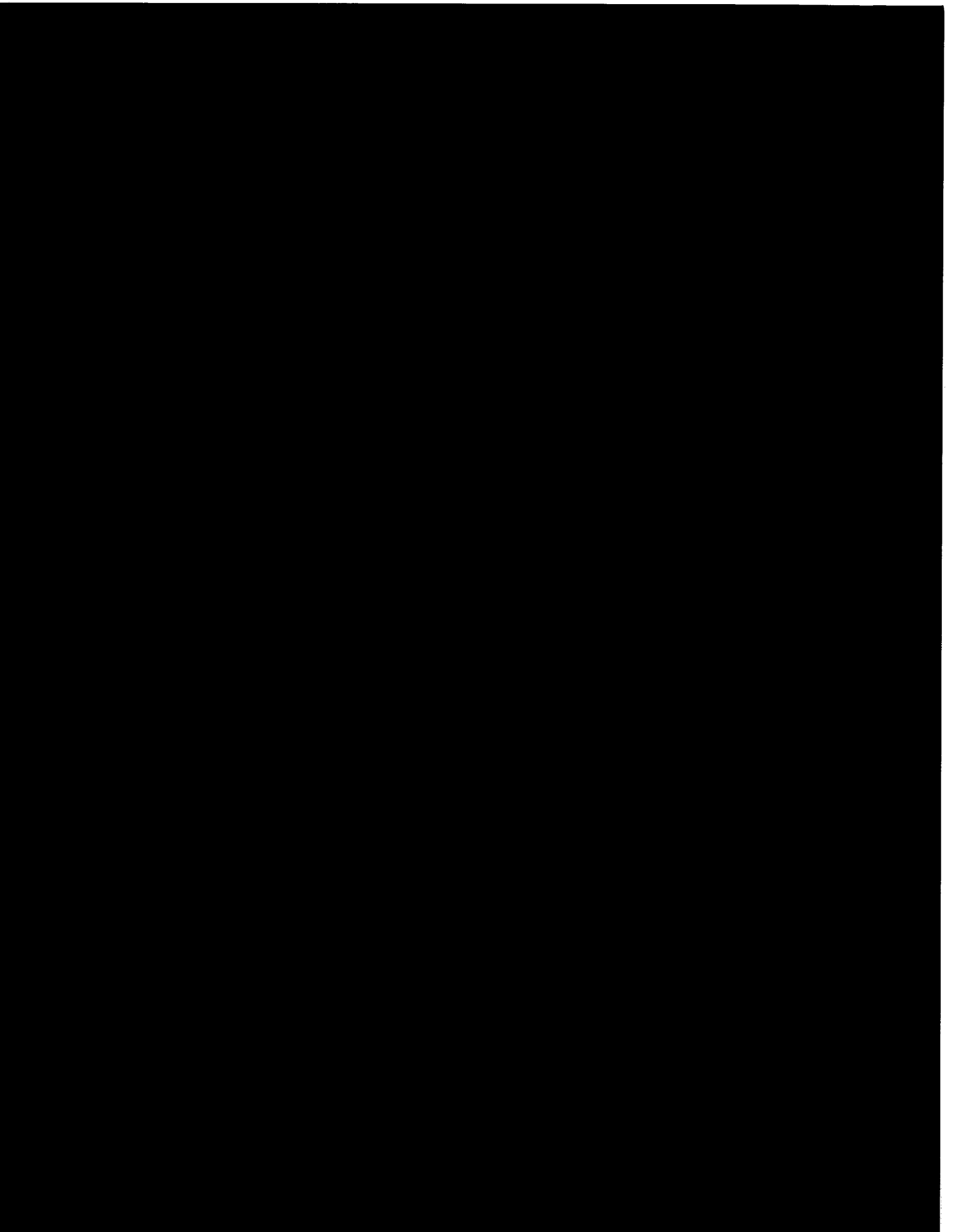
**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, August 17, 2022, at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2100 hours.

James Coomes  
Burbank Police Commission



**August 17, 2022**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Chapman.

**CALL TO ORDER**

Present: Commissioners Chapman, Coomes, Elman, Hacobian, Lu, and Forouzan (arrived at 6:09 pm).

Also Present: Chief Albanese, Police Administrator Padgett, Sergeant Fekety, Detective Peltier, Chief Assistant City Attorney Oh, Council Liaison Schultz and Administrative Analyst I Fournier

**FLAG SALUTE**

The flag salute was led by Commissioner Lu.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**ITEMS OF BUSINESS**

**1. City of Burbank Boards and Commissions Team Development Training Series**

Jim Uhl from Breaking the Chain Consulting Company presented "Building a Purpose Statement That Inspires & Drives Team Performance." This presentation included defining the roles of members of a team, creating a purpose statement that defines the "why" of what the body wants to accomplish, and acting as "guides" to call "heroes" into action with a specific purpose (using the "story" analogy).

**2. Election of Chair, Vice-Chair, and Secretary**

Commissioner Forouzan made a nomination for Commissioner Coomes to be Chair, seconded by Commissioner Hacobian. Passed with five votes, with one opposed (Commissioner Elman).

Commissioner Coomes made a nomination for Commissioner Lu to be Vice-Chair, seconded by Commissioner Forouzan. Passed with six votes.

Commissioner Coomes made a nomination for Commissioner Hacobian to be Secretary, seconded by Commissioner Elman. Passed with six votes.

August 17, 2022

**Meeting of the Burbank Police Commission**

Page 2

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Coomes requested a follow up on pedestrian safety and the Employee Wellness Program for the October meeting. The Pedestrian Safety Subcommittee is waiting for further data; Chief Albanese offered to present crime related trends.

Chief Albanese advised the Police Commission to watch the City Council meeting on September 13<sup>th</sup>. The PD will report on the roles and functions of the Police Commission, as requested by Council Member Schultz. A new Police Commissioner will also be appointed during this meeting.

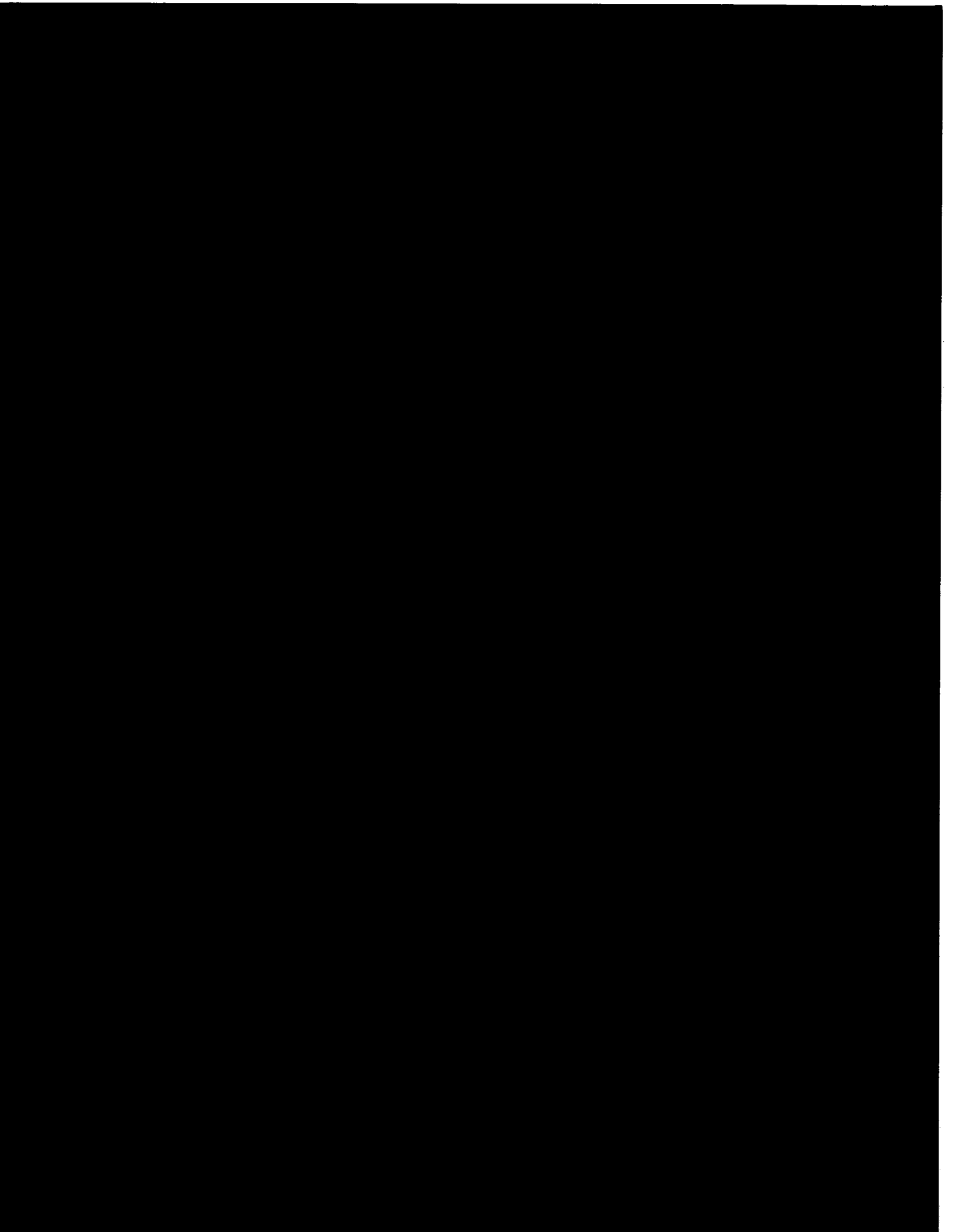
**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Tuesday, September 27, 2022, at 1800 hours (Joint meeting of the City Council with the Police Commission).

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2010 hours.

Romik Hacobian  
Burbank Police Commission







October 13, 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, October 17, 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, October 17, 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, October 17, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
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) September 26, 2022 **[See page 1]**
    - 2) Operations and Development Committee
      - (i) September 19, 2022 **[See page 4]**
    - 3) Legal, Government and Environmental Affairs Committee
      - (i) September 19, 2022 **[See page 6]**
  - b. Commission Minutes  
(For Approval)
    - 1) October 3, 2022 **[See page 8]**
  - c. Award of Professional Services Agreement **[See page 14]**  
Airport Security, Traffic Control and Consumer Item  
Inspection Services
  - d. Transfer of Custody Services for the Authority's Managed Assets **[See page 20]**  
The Bank of New York Mellon Corporate Trust Company, N.A.
  - e. Award of Professional Services Agreement **[See page 22]**  
Trifiletti Consulting, Inc.
  - f. Memorandum of Understanding **[See page 30]**  
Burbank Airport Police Officers Association

6. ITEMS FOR COMMISSION APPROVAL

- a. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

***[See page 31]***

7. ITEMS FOR COMMISSION INFORMATION

- a. August 2022 Passenger and Air Cargo Statistics
- b. August 2022 Ground Transportation Statistics
- c. August 2022 Parking Revenue Statistics

***[See page 41]***

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)

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. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, October 17, 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 Executive Committee special meeting of September 26, 2022, approved minutes of the Operations and Development Committee meeting of September 19, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of September 19, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 3, 2022, Commission meeting minutes are attached for the Commission's review and approval.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT SECURITY, TRAFFIC CONTROL AND CONSUMER ITEM INSPECTION SERVICES. A staff report is included in the agenda packet. At its meeting held on October 3, 2022, the Operations and Development Committee voted (3–0) to recommend that the Commission award a Professional Services Agreement (“Agreement”) to Universal Protection Service LP for Airport Security, Traffic Control and Consumer item Inspection Services. The proposed Agreement is for a three-year base term starting November 1, 2022, through October 31, 2025, with two one-year extension options.

The proposed Agreement is for a three-year initial contract price not-to-exceed \$5,987,415 for Airport Security and Traffic Control Services. This cost is subject to a potential annual increase based on prevailing Consumer Price Index for the Los Angeles area (all indices) as published by the U.S. Department of Labor, Bureau of Labor Statistics, not-to-exceed 6% after the first year of the Agreement. The proposed three-year base cost for Consumer Item Inspection Services is \$595,568 which is fully reimbursable by two concessionaires utilizing these services, MCS Burbank, LLC and HG Burbank JV.

- d. TRANSFER OF CUSTODY SERVICES FOR THE AUTHORITY'S MANAGED ASSETS – THE BANK OF NEW YORK MELLON CORPORATE TRUST COMPANY, N.A. A staff report is included in the agenda packet. In June 2022, Bank of America (“BofA”) notified Staff that by the end of 2022 it will be terminating its Global Custody and Agency Services (“GCAS”), which provides custodial services for the Authority's investment portfolio accounts. BofA further informed Staff that the Authority must make arrangements to transition managed assets to another custodian by the end of November 2022.

Normally, this item would be presented to the Finance and Administration Committee, but that Committee was not able to meet on October 3, 2022, due to lack of a quorum. Because of the time sensitivity of this item, at its meeting held on

October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a proposed transfer of the Authority's managed assets from BofA's GCAS to the Bank of New York Mellon Corporate Trust Company's, N.A., Global Custody Services.

- e. **AWARD OF PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC.** A staff report is included in the agenda packet. At its meeting held on October 3, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission approve a new Professional Services Agreement (“PSA”) with Trifiletti Consulting, Inc., to provide for continued environmental services in support with the Authority's Memorandum of Understanding and for the implementation of the voluntary Airport measures identified in the Air Quality Improvement Plan with the South Coast Air Quality Management District. The requested PSA will cover the period from November 1, 2022, to October 31, 2023, at a not-to-exceed annual amount of \$120,000.
- f. **MEMORANDUM OF UNDERSTANDING – BURBANK AIRPORT POLICE OFFICERS ASSOCIATION.** A staff report is included in the agenda packet. This item seeks Commission approval of a replacement Memorandum of Understanding (“MOU”) with the Burbank Airport Police Officers Association incorporating changes in compensation and benefits. The new MOU will be effective from February 1, 2023, through June 30, 2026.

#### 6. ITEMS FOR COMMISSION APPROVAL

- a. **DETERMINATIONS REGARDING RETURN TO IN-PERSON MEETINGS AND 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 provide direction on the return to in-person Commission and Committee meetings at the Airport. Additionally, this item gives the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.

#### 7. ITEMS FOR COMMISSION INFORMATION

- a. **AUGUST 2022 PASSENGER AND AIR CARGO STATISTICS.** No staff report attached. The August 2022 passenger count of 533,393 was down 4% compared to August of 2019's 556,491 passengers. Also compared to August of 2019, air carrier aircraft operations in August 2022 decreased 2%, while cargo volume was down 26%, at 6.9 million pounds.
- b. **AUGUST 2022 GROUND TRANSPORTATION STATISTICS.** No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of August 2022.
- c. **AUGUST 2022 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of August 2022.