



Weekly Management Report

May 12, 2023

- 1. Notice** Burbank-Glendale-Pasadena Airport Authority Meeting on May 15, 2023
Burbank-Glendale-Pasadena Airport Authority

- 2. Minutes** Police Commission Meeting on April 19, 2023
Police Department

- 3. Minutes** Sustainable Burbank Commission Meeting on April 17, 2023
Public Works Department

- 4. Memo** Update on the City of Burbank Administrative Procedure I-26 – Flag Display Courtesy
City Manager’s Department



May 11, 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, May 15, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

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

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of May 15, 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, May 15, 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) Operations and Development Committee
 - (i) April 3, 2023 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) April 17, 2023 **[See page 4]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) April 17, 2023 **[See page 6]**
 - b. Committee Minutes
(For Approval)
 - 1) May 1, 2023 **[See page 8]**
 - c. Treasurer's Report
 - 1) February 2023 **[See page 12]**
 - d. Fifteenth Amendment to the Lease and Concession Agreement
MCS Burbank, LLC **[See page 37]**
 - e. Transportation Security Administration Terminal Space Lease **[See page 42]**
 - f. Organizational Governance Structure Study **[See page 44]**

- g. Amendment No. 2 to Self-Park Management Services and Valet Parking Services Agreement; and Amendment No. 2 to Courtesy Shuttle Services Agreement **[See page 46]**
- h. Airport Carbon Accreditation Emissions Reduction Target for Hollywood Burbank Airport **[See page 53]**
- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Adoption of Debt Management Policy **[See page 64]**
 - b. Replacement Passenger Terminal Project Selection of Commercial Paper Program Letter of Credit Banks, Dealer and Issuing and Paying Agent **[See page 73]**
 - c. Appointment of Senior Manager and TIFIA Loan Arranger Replacement Passenger Terminal Financing Program Initial Phase **[See page 79]**
- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Air Service and Marketing Update
 - b. March 2023 Passenger and Air Cargo Statistics **[See page 88]**
 - c. March 2023 Ground Transportation Statistics
 - d. March 2023 Parking 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) (9th Cir. 2021)
- 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 future meeting.)
- 12. PUBLIC COMMENT
- 13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 15, 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 Operations and Development Committee meeting of April 3, 2023; approved minutes of the Finance and Administration Committee meeting of April 17, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of April 17, 2023, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** A draft copy of the May 1, 2023, Commission meeting minutes is attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for February 2023 is included in the agenda packet. At its meeting on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **FIFTEENTH AMENDMENT TO THE LEASE AND CONCESSION AGREEMENT MCS BURBANK, LLC.** A staff report is included in the agenda packet. At its meeting held on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve of the proposed Fifteenth Amendment ("Amendment") to the Lease and Concession Agreement with the Authority's exclusive food and beverage concessionaire, MCS Burbank, LLC. The proposed Amendment will provide an additional 185 square feet at Guy's High Ball Lounge for customer Seating.
- e. **TRANSPORTATION SECURITY ADMINISTRATION TERMINAL SPACE LEASE.** A staff report is included in the agenda packet. At its meeting held on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve of the proposed Terminal Space Lease with the General Services Administration on behalf of the Transportation Security Administration ("TSA") for 3,500 square feet of exclusive use space for a period of three years to support TSA's operation in the current terminal.
- f. **ORGANIZATIONAL GOVERNANCE STRUCTURE STUDY.** A staff report is included in the agenda packet. At its meeting on May 1, 2023, Staff requested direction from the Legal, Government and Environmental Affairs Committee regarding the undertaking of an organizational governance structure. The findings of that meeting will be presented at the Commission meeting.

- g. AMENDMENT NO. 2 TO SELF-PARK MANAGEMENT SERVICES AND VALET PARKING SERVICES AGREEMENT, AND AMENDMENT NO. 2 TO COURTESY SHUTTLE SERVICES AGREEMENT. A Staff report is included in the agenda packet. The existing parking management (self-park and valet) and courtesy shuttle agreements are set to expire June 30, 2023. Due to a delay incurred with the issuance of a Request for Proposals ("RFP") for these services, Staff seeks a limited three (3) month extension of the respective service agreements with the two current services providers. The RFP is requesting bids for combined parking management and courtesy shuttle operations. This extension will allow time to conclude the RFP process and present a recommended contract for award to the Commission.

Subject to approval by the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of: 1) A proposed Amendment No. 2 to the Self-Park Management Services and Valet Parking Services Agreement with SP Plus Corporation to extend the agreement to September 30, 2023. If approved, the proposed amendment would become effective immediately, continuing with the current fee structure; and 2) A proposed Amendment No. 2 to the Courtesy Shuttle Services Agreement with MV Transportation, Inc. to extend the agreement to September 30, 2023, and increase the monthly fee from \$239,493.56 to \$246,678.36 (fuel costs will continue to be paid by the Authority). If approved, the proposed amendment would become effective July 1, 2023.

- h. AIRPORT CARBON ACCREDITATION EMISSIONS REDUCTION TARGET FOR HOLLYWOOD BURBANK AIRPORT. A staff report is included in the agenda packet. At its meeting held on May 1, 2023, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve Resolution No. 501 which is the Hollywood Burbank Airport's ("Airport") Emission Reduction Target statement. This is part of the ongoing effort to achieve Level 2 Airport Carbon Accreditation certification from the Airport Council International to support the Burbank-Glendale-Pasadena Airport Authority's sustainability efforts in reducing the carbon emissions footprint of the Airport.

6. ITEMS FOR COMMISSION APPROVAL

- a. ADOPTION OF DEBT MANAGEMENT POLICY. A staff report is included in the agenda packet. At its meeting held on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission adopt a Debt Management Policy ("Policy"), in the form set forth in Exhibit A of the attached proposed Resolution No. 502. The Policy is recommended to be in place before the Commission takes final action to authorize the issuance and sale of commercial paper notes as interim financing for the Replacement Passenger Terminal project.
- b. REPLACEMENT PASSENGER TERMINAL PROJECT SELECTION OF COMMERCIAL PAPER PROGRAM LETTER OF CREDIT BANKS, DEALER AND ISSUING AND PAYING AGENT. A staff report is included in the agenda packet. Over the past few months, Staff and the financing team have been developing the Authority's commercial paper ("CP") program to provide interim financing to support the development of the Replacement Passenger Terminal ("RPT") project. As part of that

effort, qualified financial institutions have been solicited to serve various roles necessary to implement the CP program.

At its meeting held on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve the selection of Barclays Bank and Sumitomo Mitsui Bank Corporation as letter of credit providers, Barclay Capital Inc., as the CP dealer and Zions Corporate Trust as the issuing and paying agent for the Authority's CP program to provide the interim financing in support of the RPT project.

- c. APPOINTMENT OF SENIOR MANAGER AND TIFIA LOAN ARRANGER – REPLACEMENT PASSENGER TERMINAL FINANCING PROGRAM INITIAL PHASE. A staff report is included in the agenda packet. Staff and the financing team (Public Resources Advisory Group and Ricondo & Associates) have been working to secure a Transportation Infrastructure Finance and Innovation Act ("TIFIA") loan from the United States Department of Transportation to finance the Replacement Passenger Terminal ("RPT") project.

Citigroup Global Markets Inc. ("Citi") has provided important expertise with this effort over the past five years. Citi also is the investment banking firm most knowledgeable of the Authority's RPT project. Based on this, it is appropriate to formalize Citi's role within the overall financing program.

The Authority will issue the GARBs under the Marks-Roos Local Bond Pooling Act (Government Code Sections 6584 *et. seq.*). Under the Local Bond Pooling Act, the Authority may sell the GARBs to a pre-selected underwriter without a competitive bidding process. Government Code Section 5956.5 (which pertains to agreements for certain infrastructure projects) also permits the Authority to contract with a private entity without undergoing competitive bidding.

At its meeting held on May 1, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve the appointment of Citi as the Authority's TIFIA loan arranger and senior manager of the underwriters for the first \$600 million of general airport revenue bonds for the RPT project.

7. ITEMS FOR COMMISSION INFORMATION

- a. AIR SERVICE AND MARKETING UPDATE. No staff report attached. Staff, along with Michael Fiore, Co-Founder and Chief Brand Officer of Anyone Collective, will present basic information on the Authority's air service development (ASD) program, along with a general overview of the ASD program's marketing activity.
- b. MARCH 2023 PASSENGER AND AIR CARGO STATISTICS. The March 2023 passenger count of 494,296 was up 8% compared to March of 2019's 459,829 passengers. Also compared to March 2019, air carrier aircraft operations in March 2023 were up 5%, while cargo volume was down 21% at 6.5 million pounds.
- c. MARCH 2023 GROUND TRANSPORTATION STATISTICS. No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of March 2023.

- d. MARCH 2023 PARKING STATISTICS. No staff report attached. Staff will present parking revenue data for the month of March 2023.

April 19, 2023

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 1803 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, and McKenna

Also Present: Chief Albanese, Captain Cornils, Lieutenants Garay and Losacco, Sergeants Fekety and Laufer, Officers Haratonian and Roberts, Chief Assistant City Attorney Oh, Executive Assistant Nakamura, Council Liaisons Mullins and Schultz.

FLAG SALUTE

The flag salute was led by Commissioner Forouzan.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM MARCH 15, 2023

A motion was made by Commissioner Chapman, with a second by Commissioner Hacobian, to approve the minutes from the March 15th meeting. Motion carried with five votes, with one abstention by Commissioner Elman.

ITEMS OF BUSINESS

- 1. Presentation, discussion, and action, if any, of an overview of the School Resource Officer (SRO) position, how the SRO interact with BUSD/private schools and students, threat assessments, suspected child abuse reports (SCAR), Internet Crimes Against Children (ICAC) partnership, and the Mindfulness for Young Drivers program**

Lieutenant Losacco, Sergeant Laufer and Officer Roberts described the scope of the Domestic and Family Crimes Bureau (which includes the SRO detail). SRO responsibilities include investigating SCAR reports, threat assessment training for BUSD employees, teaching classes on vaping and Mindfulness for Young Driver training, participating in various school and community events, in addition to responding to high-risk criminal activity in and around schools. There are 22 BUSD and 7 private schools in the city, served by one SRO. Statistics for arrests, counseling, and citations issued were provided.

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Meeting of the Burbank Police Commission

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Commissioner Coomes made a motion, seconded by Commissioner Elman, to make a recommendation to the City Council that the number of SROs be increased in the schools. Motion passed with five votes, with one vote in opposition by Commissioner Forouzan.

Chair Coomes made a motion, seconded by Commissioner McKenna, to make a recommendation to the City Council that, at their direction, Commissioners would avail themselves to open dialog/communications between the City Council and/or the PD with the BUSD to continue to explore the relationship and impact of officers on campus. Motion carried by consensus.

Chair Coomes will author the recommendations to be forwarded to Council staff.

Commissioner Elman made a motion, seconded by Commissioner Chapman, for Chair Coomes to reach out to the School Board to get their input on the role of SROs in schools. Motion carried by five Commissioners (Commissioner McKenna was not in the room when the vote was taken).

2. Presentation, discussion and action, if any, of the K-9 policy, criteria for deployment, and case studies from the past 12 months, in light of AB742 (restricts the use of police k-9's)

Lieutenant Garay provided an overview of the program, training, review of the Department's K-9 policy, recent scenario deployments, review of incidents as a use of force, and implications of the passage of AB742.

Commissioner Elman made a motion, seconded by Commissioner Chapman, to request that Chair Coomes write a letter that it is the Commission's opinion and recommendation that the City Council oppose the legislation. Motion carried by consensus.

3. Discussion and action with regard to the proposed written request to the City Council, prepared by an Ad Hoc Subcommittee, to obtain business cards for Commission members

The Subcommittee, comprised of Chair Coomes, and Commissioners Lu and Hacobian, created the written request to the City Council. Members agreed on its contents and signed the document to be submitted.

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

BPD participated in the Baker to Vegas relay race on April 1 and 2. There were 237 teams participating in the race; BPD placed 8th out of the 22 teams in their division.

4/22 Drug Take Back Day: 9am – 2pm

5/13 Police/Fire Service Day: 9am -2 pm

5/16 Coffee with a Cop (Starbucks at San Fernando/Palm) 8-10 am

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Previously ajenized at the March meeting:

(May) Recruitment Strategic Plan

(May) Dr. Gina Gallivan and the Department's wellness program

(June) Presentation, discussion, and possible action on the effects of SB357

Commissioner Chapman made a motion, seconded by Commissioner McKenna, to have a discussion to develop a matrix of the recommendations (denoted in the RIPA report) for future

April 19, 2023

Meeting of the Burbank Police Commission

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presentations and discussions. Passed with five votes and one abstention by Commissioner Elman.

Commissioner Chapman made a motion, seconded by Commissioner Elman, to request a presentation/overview of the Department's proposed budget for the next fiscal year at the May meeting. Motion passed by consensus.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, May 17, 2023, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2025 hours.

Romik Hacobian
Burbank Police Commission

SUSTAINABLE BURBANK COMMISSION
April 17, 2023, MINUTES

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Burbank Council Chamber, 257 E Olive Ave., on the above date. Chair Robin Gemmill called the meeting to order at 5:04 p.m.

II. ROLL CALL

Members Present:

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

Members Absent:

Kevin O'Brien

Council Members, Liaisons, and Staff Present:

Ken Berkman – Public Works Director
John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Pete DiBiasio – Senior Clerk
Drew Johnstone – Sustainability Officer, Burbank Water & Power
Nikki Perez – Council Member
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 suggested that James Ingram from Livable Communities Initiative meet with the Commission. She stated she attended the Burbank Leadership event regarding reducing plastics. Ms. Kirschenbaum announced that she has been meeting with Michael Rochmes from Climate Reality and hopes the Greenhouse Gas Reduction Plan (GGRP) subcommittee could meet with him. She also attended Burbank Water and Power's (BWP) Stakeholder Technical Advisory Group (STAG) meeting. She also asked to move up the Green Spotlight Award item.

Commissioner Vice Chair Jean Schanberger encouraged the Commission to watch the City Council meetings. She informed that she spoke during public comment as a member of the Commission at the Parks and Recreation Commission on Commissioner Chair Gemmill's behalf. She asked the Parks and Recreation Commission to include on their agenda a discussion to establish a mutual liaison between the commissions.

Ms. Gemmill announced that Burbank Unified School District (BUSD) is working with Tree People and the Theodore Payne Foundation to request a grant of \$100,000.

C. Staff Communication

Ken Berkman presented a five-year service award to Ms. Kirschenbaum.

Amber Duran introduced Recycle Center's staff Pete DiBasio, who will be cross training as Recording Secretary. She announced that the Burbank Recycle Center donated compost to the community garden and to George Washington Elementary School.

IV. APPROVAL OF MINUTES

The March 20, 2023, minutes were approved by Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Ms. Gemmill, and Ms. Schanberger, Mr. Weber, and Ms. Valdez, noting Mr. O'Brien's absence. Ms. Zimskind abstained.

V. CONSIDERATION OF A NEW MEETING LOCATION – JUNE AND NOVEMBER MEETINGS

Staff announced that the Council Chambers will be occupied during the Commission's June and November 2023 meetings. The Commission and staff agreed to relocate the June 26, 2023, meeting to the Burbank Recycle Center. Mr. Berkman is to provide an update during the May meeting to see if the Commission's June and November meetings could be held in the Community Services Building, Room 104.

VI. DISCUSSION OF COMMISSION ROLE AS ADVISOR TO CITY COUNCIL

The Commission discussed and asked staff questions about the Commission's role as an advisory body to City Council. Some Commissioners voiced that they would prefer to take an active approach to advising Council. They also discussed how the Commission's Work Plan plays a role in their efforts to advise Council. Mr. Berkman stated he will check with the City Manager and report back to the Commission at the next meeting.

VII. REVIEW OF THE 2008 SUSTAINABLE ACTION PLAN

Ms. Schanberger moved, and Ms. Gemmill seconded a motion to create a sustainable action plan subcommittee to review the current action plan and provide updates and recommendations to the Commission to provide an updated plan to City Council. All present approved, noting Mr. O'Brien's absence. Ms. Gemmill moved, and Ms. Schanberger seconded a motion to have the Sustainable Action Plan Ad Hoc Subcommittee consist of Commissioner Alissandra Valdez, Commissioner Jenny Deahl, Commissioner Jason Bennett and Commissioner Limor Zimskind. All present approved, noting Mr. O'Brien's absence.

VIII. SUBCOMMITTEE COORDINATION WITH WORKPLAN SUBCOMMITTEE

Staff requested that the subcommittee provide an update of the current Sustainable Workplan within the next few meetings. The subcommittee agreed.

IX. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

Ms. Gemmill reminded the Commission about the Go Green Burbank event. The subcommittee informed the Commission that there will be an ongoing series of events through collaborations with various City departments. The Commission discussed possible resources for upcoming events.

X. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE

The subcommittee met with staff. They requested from staff an update on the plastics ordinance draft. Ms. Deahl and Ms. Schanberger joined the subcommittee.

XI. AD HOC GREENHOUSE GAS REDUCTION PLAN SUBCOMMITTEE

There was no update from the subcommittee.

XII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. Golden State Specific Plan and Neighborhood Protection Plan – Update and discussion (April 25, 2023)
2. Electric Distribution Plan – Update (April 25, 2023)
3. Financial Reserve's Policy – Update (April 25, 2023)

XIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Discussion for Sustainable Burbank Commissioners to get permission to attend the June 10, 2023, community event
2. Memorandum to council on the banning of gas leaf blowers

FUTURE AGENDA ITEMS

- Zero Emissions Building Code for New Construction Presentation (May 15, 2023)
- UCR Turf Grass Research & Extension meeting (TBD)
- Boards & Commissions Team Development Training (TBD)

XIV. GREEN SPOTLIGHT AWARD FOR MAY 2023

The May 2023 Green Spotlight Award recipient is Alexis Bell. She spoke about her efforts with the Burbank High School Environmental Club.

XV. ADJOURNMENT

The meeting was adjourned at 6:32 p.m. The next meeting will be held on Monday, May 15, 2023, at 5:00 p.m. at the Burbank Council Chamber.

Respectfully submitted,

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

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: May 12, 2023

TO: City Council

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

SUBJECT: Update on the City of Burbank Administrative Procedure I-26 – Flag Display Courtesy

The purpose of this memo is to provide City Council with an update on the City of Burbank Administrative Procedure I-26 – Flag Display Courtesy (AP). On April 25, 2023, staff presented a report for Council's discussion on the City's flag policy in response to Council Member Takahashi's request for a first-step report on raising the pride flag at City Hall during the month of June in support of Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month (Pride Month). The City currently follows a policy through the AP to display the National flag of the United States and the State flag of the State of California at specific buildings throughout the City, but the AP does not include a procedure for displaying non-governmental flags such as the pride flag.

After discussion at the April 25th meeting, Council directed staff to return with a draft amendment to the existing AP that includes a Light Display Courtesy and information on the infrastructure of City buildings and the possible placement of additional flag poles at these buildings. Council's direction will require a substantial amount of work, research, and writing that will not be completed prior to this year's Pride Month. Staff's goal is to return to Council with a comprehensive amendment to the AP that is reflective of the values of the Burbank community and the Council while also protecting the City from any legal threats.

Although the Pride Flag will not be raised at City Hall this year, there are other ways the City and Council plan to recognize Pride Month and the LGBTQI+ community in Burbank.

Mayor Anthony will present a proclamation declaring June as “Pride Month” in the City of Burbank at the City Council meeting on Tuesday, June 6, 2023. Additionally, City Hall will be lit in the six colors of the traditional Pride Flag for one week from June 1st through June 8th.

Staff will be conducting research on flag policies of other cities and reviewing the City's current process for lighting City Hall. They will also be exploring the City's infrastructure to determine the feasibility of placing additional flags at City facilities. Staff aims to return with a draft amendment to the AP in late summer.