



Weekly Management Report

February 9, 2018

1. **Synopsis**

Sustainable Burbank Commission
Meeting of February 5, 2018
Public Works Department

2. **Minutes**

Civil Service Board
Meeting of January 3, 2018
Management Services Department

SUSTAINABLE BURBANK COMMISSION
February 5, 2018

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Ms. Zimskind introduced the February Green Spotlight recipient, Burbank High School student, Sarah Andrews. Ms. Andrews has brought awareness to the community on the issue of health hazards associated with disposable polystyrene products. Ms. Andrews will continue to advocate for a ban on polystyrene in Burbank.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Jay Geisenheimer spoke on the issue of bicyclists crossing the Mariposa Bridge located in the Burbank Rancho.

David Andrews asked that the correct terminology be used for polystyrene (not the trademark "Styrofoam") and recommended creating a petition for a polystyrene ban in Burbank.

B. Commission Member Communication:

Mr. Dunigan reported that he and Ms. Kirschenbaum met with Parks and Recreation staff to discuss alternative ways to maintain City parks without using RoundUp. Mr. Dunigan reported that he attended the January 9, 2018, Council meeting in support of a citywide polystyrene ban. Mr. Dunigan informed the group that the Community Development Department will present a report to Council on the Caltrans Sustainable Communities Grant FY 17/18 – City of Burbank Complete Streets Plan at the February 13, 2018, meeting. He encouraged Commissioners to attend.

Mr. Yegparian informed the group that the Glendale City Council will be discussing the re-building of their power plant and asked that Commissioners attend the meeting.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, reported that he recently attended an educational conference on healthy soils.

Mary Riley, Senior Assistant City Attorney, informed the group that a rainwater recycling measure, SCA 9, will be on the June 2018 statewide ballot. If approved by California voters, the measure would allow property owners to install rainwater capture systems without triggering a reassessment of the value of their property and an increase in their property taxes.

III. APPROVAL OF MINUTES:

The minutes from the December 19, 2017, meeting were approved by Mr. Dunigan, Ms. Gamino, Mr. Roesner, Mr. Yegparian, and Ms. Zimskind. Mr. Hagobian abstained.

IV. TEN MINUTE PRESENTATION ON REVIEWING DEVELOPMENT PROPOSALS FOR SUSTAINABILITY BY LINDA TAALMAN:

At its December 18, 2017, meeting, the Commissioners agreed that Ms. Kirschenbaum would ask Linda Taalman, Associate Professor, Woodbury University, to speak to the Commission regarding Reviewing development proposals for sustainability.

Due to unforeseen circumstances, Ms. Taalman was unable to attend the February 5, 2018, meeting.

V. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT:

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Outreach Subcommittee to investigate and formulate avenues for community outreach that will promote sustainability throughout the City. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Zimskind asked to nominate Catherine Glandon, the youngest Rose Parade float designer, for the March Green Spotlight award. Ms. Zimskind reported that Ms. Kirschenbaum met with Poison Free Malibu, a non-profit organization that educates the public about problems with pesticides. The Subcommittee also met with staff from Parks and Recreation to discuss alternatives to Roundup. Ms. Zimskind also noted that the Sustainable Burbank Commission has approximately 166 Facebook followers.

VI. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT:

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Dunigan, on behalf of the Subcommittee, reported that Mr. Goodman did not receive any further feedback from the group and will continue to move forward on finalizing a draft project development checklist to present to the Commission at the March meeting.

VII. AD HOC COMMUNITY SCORECARD SUBCOMMITTEE REPORT:

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Zimskind gave a sustainable score card PowerPoint presentation based on the STAR Community Rating System that helps communities assess their efforts in seven key areas that consist of goals, objectives, and evaluation measures. The Subcommittee will now focus their efforts on preparing a presentation for the City Council.

VIII. AD HOC BICYCLE PATH CONNECTIVITY SUBCOMMITTEE REPORT:

At its September 18, 2017 meeting, the Commissioners agreed to form the ad hoc Bicycle Path Connectivity Subcommittee to focus its efforts on bicycle path links and regional bicycle path connectivity. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

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

IX. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT:

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Zimskind, on behalf of the Subcommittee, reported that Mr. Dunigan attended the January 9, 2018, Council meeting in support of a proposed polystyrene ban. Members of the Subcommittee met with Council members to discuss a citywide polystyrene ban. Ms. Zimskind reported that the Subcommittee discussed creating a polystyrene survey for businesses and residents. She also stated that Ms. Kirschenbaum would like to write an op-ed in support of a polystyrene ban. Councilmember Frutos informed the group that staff will prepare a report on polystyrene and present it to Council at a future meeting. Councilmember Frutos suggested waiting for staff's presentation to Council before proceeding with an op-ed.

X. DISCUSS JOINT MEETINGS:

At its December 18, 2017, meeting, the Commission agreed to discuss the interest of joint meetings with other City Commissions.

This item was tabled to the March 19, 2018 meeting.

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

- Roundup discussion
- Robert's Rules of Order - presentation by City Attorney staff

XII. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2018:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2018.

The Commission agreed to present Catherine Glandon with the Green Spotlight award at their March 2018 meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

January 3, 2018
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Administrative Services Building, Management Services Department Training Room 102.

Roll Call

Members present: Miguel Porras, Chairperson
Jacqueline Waltman, Vice Chairperson
Matthew Doyle, Secretary
Susan Widman

Also present: Sean Aquino, Administrative Officer – BWP
Adam Emmer, Transportation Services Manager
David Kriske, Asst. CD Dir, Transportation & Planning
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Simone McFarland, Asst. CD Dir, Business & Econ Dev
April Moreno, Human Resources Manager
Karen Pan, Administrative Officer
Alex Reyes, BCEA President
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 4-0 to approve the minutes of the regular meeting of November 1, 2017 and December 6, 2017.

Proposed Amendments to Classification Plan

- **REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF TRANSPORTATION SERVICES DRIVER, TRANSPORTATION SCHEDULER, AND TRANSPORTATION OPERATIONS SUPERVISOR**

MOTION CARRIED: It was moved by Ms. Widman, seconded by Ms. Waltman and carried 4-0 to approve the revision of the specifications for the classifications of Transportation Services Driver, Transportation Scheduler, and Transportation Operations Supervisor.

Recruitment and Selection Report – November and December 2017

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments – December 2017 and January 2018

For the month of January 2018, there was one temporary appointment extension and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water and Power Department and the City Manager's Office. For the month of December 2017, there were retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on December 6, 2017. There was one temporary appointment extension and two temporary assignment extensions needed. The extensions are being sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 4-0 to approve the Appointments and Assignments for the months of December 2017 and January 2018.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:55 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Miguel Poras, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____