



# Weekly Management Report

## December 28, 2018

- 1. Synopsis** Sustainable Burbank Commission Meeting of December 17, 2018  
**Public Works Department**
- 2. Update** Current Golf Clubs  
**Parks and Recreation Department**
- 3. Update** Rules and Regulations Related to Campaign Signage  
**Community Development Department**
- 4. Minutes** Civil Service Board Meeting held December 5, 2018  
**Management Services Department**



**SUSTAINABLE BURBANK COMMISSION**  
**December 17, 2018**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award was presented to Trustworthy Brewery for their sustainable practice of donating organic materials, left over from the brewing process, to farmer and ranchers. This process diverts materials from the landfill. Chris Walowski accepted the award on behalf of the company.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

John Burroughs High School student, Ava Cannon, introduced herself to the Commission. She is the newly appointed Youth Board Representative.

**B. Commission Member Communication:**

Ms. Kirschenbaum stated that she attended a rally regarding the Sunrise Movement in Congressman Ted Liu's office. She attended Walk/Bike Burbank on November 24 and performed outreach regarding clean energy at the Farmer's Market. Ms. Kirschenbaum announced that on January 22, 2019 those interested can help count the homeless. Ms. Kirschenbaum attended the Burbank Open House and a 100% clean energy celebration at the LA Clean Tech Incubator in downtown Los Angeles. Ms. Kirschenbaum attended a meeting for the League of Women Voters because they have a climate change committee. She also attended the LA Board of Supervisors meeting regarding the Centennial development project and the City of Glendale Water and Power and the City of Pasadena Board meetings regarding the IRP. Ms. Kirschenbaum asked if staff would provide the status of the City's polystyrene policy.

Mr. Hagobian thanked Ms. Kirschenbaum for reading the IRP letter from the Commission at the December 11, 2018 Council Meeting.

**C. Staff Communication:**

Kreigh Hampel, Recycling Coordinator, responded to Ms. Kirschenbaum's polystyrene policy question stating that the City is moving slowly regarding its polystyrene policy. He noted that the City is currently having as many problems with other plastics as with polystyrene. Mr. Hampel explained that the City of Santa Monica only allows take-out containers made of wood or fiber. He added that there are a lot of State mandates and policies that the City must navigate through.

**III. APPROVAL OF MINUTES:**

Minutes from the November 19, 2018 meeting were approved with one edit by all in attendance. Minutes from the November 26, 2018 meeting were approved by all in attendance.

**IV. INTEGRATED RESOURCE PLAN (IRP) FOLLOW UP**

At its November 26, 2018 special meeting, the Commissioners agreed to discuss the outcome of the Integrated Resource Plan (IRP) report from the December 11, 2018 Council meeting. The Commission may ask questions, engage in discussion, and entertain a motion regarding further action on this item if desired.

The group discussed the outcome of the IRP item presented at the City Council meeting. They discussed creating an ad hoc subcommittee regarding the IRP, but decided to simply continue to include this item on the agendas for the next six meetings.

**V. DISCUSS THE 2019 DRAFT MEETING CALENDAR**

A draft 2019 meeting schedule is attached. Two of the regularly scheduled meetings conflict with City holidays. Staff will request the Commission to identify alternative meeting dates for the January and February, 2019, meetings. The Commission may entertain a motion regarding further action on this item if desired.

The Commission agreed to edit the 2019 Meeting Calendar to include a December 16 meeting. Mr. Yegparian moved and Mr. Goodman seconded to approve the revised calendar. All in attendance approved the motion.

**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. Goodman gave a brief overview of the checklist. The Commissioners discussed the proposed contents of the Checklist. Mr. Hagobian stated that many of the items listed on the Checklist are covered by building codes. Marnell Gibson, Public Works Director, also stated that many items are mandates, some are policy. She suggested that a representative from Community Development Department (CDD) be invited to a future Sustainable Burbank Commission meeting to discuss the Checklist. Mr. Yegparian stated that the completed Checklist should be returned to the entire Commission for review. Mr. Rizzotti noted that completed documents in the CDD development packets are public record.

All agreed to have Mr. Goodman share the Checklist, including the edits from the meeting, with CDD.

**VII. AD HOC COMMUNITY SCORECARD PHASE II SUBCOMMITTEE REPORT**

At its August 20, 2018, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Phase II Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. The Commission may ask questions, engage in discussion, and provide feedback.

The group discussed the Burbank2035 General Plan.

Ms. Zimskind suggested that someone come to the Commission and speak about the Pplan. Mr. Molinar stated that staff will invite a representative from CDD to attend a future Sustainable Burbank Commission meeting to discuss Burbank2035.

**VIII. AD HOC COMMUNITY ENGAGEMENT PHASE I & PHASE 2 SUBCOMMITTEE REPORT**

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase I & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. 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. O'Brien stated that the Commission would benefit from more social media followers.

Mr. Hagobian asked if there was anything new from the City Attorney's Office about posting on social media. Mr. Rizzotti suggested that someone ask the City Attorney's Office about parameters for posting.

The Commissioners agreed to add Heather Robb and Lara Tenenbaum to the Ad Hoc Community Engagement Subcommittee. Staff will provide a list of subcommittees and members to the Commissioners.

**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.

Mr. Hampel suggested that Commissioners please forward examples, articles, and studies regarding a polystyrene ban, to him.

Ms. Tenenbaum asked that Ms. Kirschenbaum share her findings with the group. She agreed to share them with the group through staff.

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

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The Commissioners discussed upcoming sustainability related Council agenda items. Mr. Goodman mentioned that he will attend a future Council meeting to remind Council that the polystyrene ban is very important to the Commission.

**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.

The group agreed to the following future agenda items:

- Invite Lincoln Bleveans, Burbank Water and Power, to attend the February or March meeting.
- Goal setting for 2019

Ms. Gibson noted budget study sessions will occur in the near future. Staff will include the dates in the Sustainability Related Council Agenda Items list.

**XII. BURBANK GREEN SPOTLIGHT AWARD FOR FEBRUARY 2019:**

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

Ms. Kirschenbaum will follow up with Mr. Hampel's suggestion of 3D Plastics as a future Green Spotlight Award recipient.

**XIII. ADJOURNMENT:**

The meeting was adjourned at 6:45 p.m.





**CITY OF BURBANK**  
**Parks and Recreation Department**  
**MEMORANDUM**

**DATE:** December 21, 2018

**TO:** Ron Davis, City Manager

**FROM:** Judie Wilke, Parks and Recreation Director 

**SUBJECT: CITY MANAGER TRACKING LIST NO. 2184 – CURRENT GOLF CLUBS**

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At the City Council meeting of December 18, 2018, the Council requested information on existing oversight groups at DeBell.

The Parks and Recreation (P&R) Department works closely with five Council appointed boards/committees/commission. The P&R Board is the Council's advisory group on most P&R programs and services.

DeBell Golf is a long standing P&R program that is under the purview of the P&R Board. Moreover, the golf program has a long history of working jointly with its golf clubs including the Men's Club, Senior Men's Club, Women's Club and the Lady Duffers. These clubs have traditionally met monthly with the DeBell Golf Pro, P&R staff, and a liaison from the P&R Board. As daily users of DeBell they provide valuable feedback on course conditions, food & beverage operations, customer service, suggest improvements for both the golf program and food & beverage operations, help prioritize maintenance and programmatic capital expenditures and receive status updates from the golf pro, staff and P&R Board. This active and very engaged group is known as the Greens Committee. The Green Committee will continue to meet with the coordinated effort of Touchstone and staff, who once again will be an active participant along with the P&R Board.

As required, Touchstone will provide an annual update to the P&R Board. This comprehensive annual report will be inclusive of financial data, rounds of play, community events, maintenance and programmatic capital updates. Consequently, this provides yet another opportunity for the community to provide input directly to the P&R Board on the golf program. This annual report is consistent with other P&R operators including the Burbank Tennis Center, Colony Theatre, Grove Theater and Roller Hockey, and is shared with the City Council.

The P&R Department is committed to providing the Council and community with updates on the golf program. Therefore, in addition to the monthly Greens Committee meetings and annual P&R reports, staff will provide the Council with quarterly operational updates.



# memorandum

**DATE:** December 11, 2018

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Ron Takiguchi, Assistant Community Development Department Director/Building Official   
By: Chris Thompson, Code Enforcement Manager

**SUBJECT: Rules and Regulations Related to Campaign Signage**

At the November 27, 2018 City Council meeting, Councilmember Timothy Murphy requested information on whether there were any current policies or procedures regarding the removal of campaign signs on City of Burbank (City) property.

Staff applies the applicable regulations from California Civil Code Section 1940.4, Burbank Municipal Code (BMC) 5-3-207, and 7-3-701. The California Civil Code states that political signage may be posted 90 days before, and must be removed 15 days after the election. Additionally, the City has adopted further restrictions and practices for regulating and removing campaign signage:

- *PUBLIC PARKWAYS – No person shall place or deposit upon any parkway any movable or immovable object of any character whatsoever (BMC 5-3-207).*

If the public parkway is in a residential area, Code Enforcement staff will identify who owns the campaign signage. If a person is identified and is found to be present on their private property, Code Enforcement staff will immediately ask them to remove the signage from the public parkway. If the person is not present, Code Enforcement staff will immediately remove the sign and place it on their front porch with a notice informing them of the restrictions.

- *PUBLIC PROPERTY – No person shall encroach on, in, over or under any real property, including easements, owned by the City, by any structure or object of any kind or character, temporary or permanent in nature, and whether such encroachment is real, personal or mixed property (BMC 7-3-701).*

Code Enforcement staff will contact the candidate or campaign manager and inform them of the State and City restrictions as a courtesy before removing the

signage. If the signage is not removed with 24 hours, Code Enforcement staff will remove the signage from public property.

- *VACANT OR ABANDONED PRIVATE PROPERTY – There are incidents where vacant or abandoned private properties have campaign signage.*

Code Enforcement staff will contact the property owner to verify that they are aware that campaign signage has been placed on their property. At any time if the campaign signage violates the State or City regulations, Code Enforcement staff will remove the signage and provide a written notice to the private property.



December 5, 2018  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: Jacqueline Waltman, Chairperson  
Linda Barnes, Secretary  
Iveta Ovsepyan  
Miguel Porras

Members not present: Matthew Doyle, Vice-Chairperson

Also present: Adam Cornils, Police Lieutenant  
Marisa Garcia, Ast Parks & Rec Director  
Brady Griffin, Human Resources Manager  
Sherry Kelley, Senior Secretary  
Lisa Kurihara, Assistant City Attorney  
David Lasher, Administrative Analyst II  
Bob Lieu, Chief Financial Officer  
Betsy McClinton, Management Services Director  
Melissa Potter, Assistant Library Services Director  
Sherry Richardson, Administrative Officer  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Arineh Sarkissian, Customer Service Supervisor  
Mihran Sarkisian, Ast PW Director Fleet & Building  
Sean Swe, Utility Rates and Programs Analyst

**Additional Agenda Items**

Ms. McClinton asked the Board if they are planning on attending the January 2, 2019 Civil Service Board meeting. MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Barnes to cancel the January 2, 2019 meeting. However, after further consideration, the first motion was rescinded and the Board made a second motion. MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Barnes to hold the January 2, 2019 Civil Service Board meeting.

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan (with Ms. Waltman abstaining) and carried 3-0 to approve the minutes of the regular meeting of November 7, 2018.

**Proposed Amendments to Classification Plan**

- a. **REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF SENIOR FLEET MAINTENANCE TECHNICIAN AND FLEET MAINTENANCE TECHNICIAN**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Porras and carried 4-0 to approve the revision of the specifications for the classifications of Senior Fleet Maintenance Technician and Fleet Maintenance.

- b. **REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF UTILITY RATES AND PROGRAMS ANALYST TO UTILITY RATES MANAGER**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 4-0 to approve the revision of the title and specification for the classification of Utility Rates and Programs Analyst to Utility Rates Manager.

**Recruitment and Selection Report – November 2018**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of December 2018, there was one provisional appointment extension, five temporary appointment extensions, and one temporary assignment extension needed. The extensions were being sought on behalf of the Library Services Department, Burbank Water and Power Department, Police Department, and the Parks and Recreation Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month December 2018.

**Adjournment**

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

Betsy McClinton  
Management Services Director

APPROVED:

\_\_\_\_\_  
DATE \_\_\_\_\_  
Jacqueline Waltman, Chairperson

\_\_\_\_\_  
DATE \_\_\_\_\_  
Linda Barnes, Secretary