



# Weekly Management Report

## January 06, 2023

- 1. Minutes**      Sustainable Burbank Commission  
Meeting on December 12, 2022  
**Public Works Department**
  
- 2. Memo**         Landlord-Tenant Commission Meeting  
on December 5, 2022  
**Community Development Department**



**SUSTAINABLE BURBANK COMMISSION  
December 12, 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)  
Chris Weber  
Kevin O'Brien  
Alissandra Valdez  
Victoria Kirschenbaum  
Jenny Deahl  
Jason Bennett  
Limor Zimskind

**Members Absent:**

**Council Members and Staff Present:**

John Molinar – Asst. Public Works Director - Streets & Sanitation  
Amber Duran – Recycling Coordinator  
Drew Johnstone – Sustainability Officer, Burbank Water & Power  
Berenice Quintero – Clerical Worker – Recording Secretary  
Nick Schultz – Council Liaison

**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**

Vicki Kirschenbaum stated that she attended the civic center development outreach. She watched the Eco Motion consultant at the Glendale City Council meeting, which discussed a study on solar battery. Ms. Kirschenbaum also attended the Burbank Eco Council meeting.

Robin Gemmill informed the Committee that Eco Council is working with the Burbank Superintendent Environmental Action Committee. She announced that they are looking for stakeholders to assist Burbank Unified School District with environmental sustainability matters, such as the tree canopy. She was asked to participate in meetings. Ms. Gemmill also announced that Burbank is sponsoring a rain barrel event on January 8, 2023.

Alissandra Valdez announced that she was accepted into the leadership development program at Sierra Club's Climate Activism Academy. She stated she will share information with the Commission.

Jenny Deahl attended the Monarch Mile on December 3, 2022. She informed the Committee that the plants were sprayed during the event by a City contractor and asked for information on the practice.

Jean Schanberger stated that Parks and Recreation estimated their Brace Canyon Park proposal to City Council will be postponed to early February. She also informed that City staff asked her and Ms. Gemmill for preliminary input on sustainability for the Downtown Revitalization Project.

**C. Staff Communication**

John Molinar provided information on the spray that was used by the contractor at the Monarch Mile.

Amber Duran informed the Committee that the City continues to work on residential outreach through distributing the green pails and that the newsletter is set to go out to residents and businesses in the coming months. She also informed that per SB 1383, the City will conduct contamination audits in residential areas. Duran stated that she has coordinated with David Jones, Glendale's Sustainable Officer, for the plastics policy and has followed his presentation to Glendale City Council. Duran also suggested that the Committee reintroduce the Green Spotlight award.

Drew Johnstone informed the Committee of a plumbing code policy that will be presented to Council for adoption. He also informed them of a new policy on all electric new construction code he is drafting to send to Council. He also stated that he is working on an application for a \$1M grant from the Department of Water Resources for turf grass replacement in disadvantaged communities in Burbank.

**IV. APPROVAL OF MINUTES**

The November 14, 2022, minutes were approved by Ms. Valdez, Ms. Deahl, Mr. Bennett, Ms. Kirschenbaum, Ms. Gemmill, Ms. Zimskind, Mr. O'Brien and Ms. Schanberger. Mr. Weber abstained.

**V. DISCUSS THE 2023 DRAFT MEETING CALENDAR**

The Commission discussed the dates on the draft calendar. Commissioner O'Brien moved and Ms. Kirschenbaum seconded a motion to accept the drafted 2023 meeting calendar with the following changes: hold a January 9, 2023, meeting, change February's meeting to February 13, 2023, hold a July 17, 2023, meeting and make December dark; all present approved.

**VI. LETTER TO COUNCIL SUPPORTING A ROBUST SINGLE USE PLASTICS ORDINANCE**

The Commissioner Kirschenbaum asked staff for an update on the plastics ordinance and on the presentation that was scheduled for the meeting. Staff John Molinar stated that the presentation was postponed until the January meeting. The first read of the ordinance will be held on January 31<sup>st</sup> and the second reading will be on February 14<sup>th</sup>. The Commission and staff discussed the information that will be on the policy. Commissioner Chair Gemmill stated that Ms. Kirschenbaum will draft a letter to Council for the Commission to vote on.

**VII. PROCESS FOR SELECTING A COMMISSIONER TO PARTICIPATE IN OPPORTUNITIES AND CITY FUNCTIONS DISCUSSION**

The Commission had a discussion on how a member would be selected to represent the Committee at events they are invited to attend. Ms. Schanberger motioned that as a decision-making protocol for opportunities is for the Chair to publish the opportunity, ask for volunteers and have the discretion to select a member. Commissioner Weber seconded the motion; all present approved.

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

The subcommittee agreed to reconvene.

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

The subcommittee met with Burbank Water and Power's Marketing Manager, Salem Afeworki.

They discussed the subcommittee's plan for community outreach and the new educational forums to provide the residents of Burbank. They plan to meet with Salem again in January 2023 to discuss topics and the target audience.

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

Ms. Gemmill informed the Commission that the Community Development Department will present an ordinance for city trees and vegetation on January 31, 2023, to City Council. She expressed her concerns about the organized efforts regarding the care of and the identification of the tree canopy. She continued that this new ordinance could be an opportunity for the Commission to provide new ideas.

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

December 13, 2023, 14. Update on Burbank Water and Power's Burbank Utility Service Subsidy Program (BUSS) – BWP

January 10, 2023, 6. Review Complete Streets Plan Implementation and Vision Zero Discussion – CDD

January 24, 2023, 1. Update to Burbank Water and Power's Sustainability Programs – BWP

January 31, 2023, 2. Introduction of an Ordinance Adding Article 4 to Title 4 (Health and Sanitation), Chapter 2 (Solid Waste, Weeds and Litter) Regarding Single Use Plastics, to the Burbank Municipal Code, Relating to Solid Waste Management – PW

**XII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Artificial Turf at Brace Canyon Park

Letter to Council on Banning Gas Leaf Blowers

Green Spotlight Award

Single Use Plastic Ban Presentation

Earth Day Community Outreach Forum

**FUTURE AGENDA ITEMS**

- Subcommittee coordination with Workplan subcommittee (February 13, 2023)
- UCR Turf Grass Research & Extension meeting
- Discussion to have a liaison from Parks and Recreation for the Commission

**XIII. ADJOURNMENT**

The meeting was adjourned at 6:43 p.m. The next meeting will be held on Monday, January 9, 2023, at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

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# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** December 23, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** **Landlord-Tenant Commission Meeting – December 5, 2022**

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- Staff announced that Christopher Toth was appointed to the Landlord-Tenant Commission to complete a term vacated by Darin Chase.
- Eight members of the public attended the meeting in person. No one attended online for oral communications. Four members of the public had questions for the Commission related to rent increases, renovations, security deposits, leases, and AB 1482. The other four members of the public in attendance were listening for educational purposes. The Commission provided information and resources to the tenants.
- The Commission provided intake form updates to three cases received in the last month related to: habitability issues, renovations, evictions, leases, and AB 1482.
- The Commission discussed processes and protocols for the benefit of new Commission Member Toth.
- The Commission approved the draft minutes of November 7, 2022.
- The meeting adjourned at 7:57 p.m.