



Weekly Management Report

March 27, 2020

- 1. Memo** Information regarding Bus Benches in the Magnolia Park District
Community Development Department

- 2. Memo** City Incentives for Green Contractors
City Manager's Office

- 3. Notice** Art in Public Place Committee Cancellation Notice for April 6, 2020
Parks and Recreation Department




- 4. Notice** Burbank Cultural Arts Commission Cancellation Notice For April 9, 2020
Parks and Recreation Department

- 5. Notice** Parks and Recreation Board Cancellation Notice For April 9, 2020
Parks and Recreation Department

memorandum

DATE: March 11, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager 
By: Marissa Minor, Economic Development Analyst II

SUBJECT: CM TRACKING LIST ITEM #2282 – INFORMATION REGARDING BUS BENCHES IN THE MAGNOLIA PARK DISTRICT

At the Tuesday, January 14th Council meeting, Council Member Emily Gabel-Luddy requested that staff provide information regarding bus benches in Magnolia Park. In response to Council's request for information, staff has compiled a report (Attachment A) of bus stop locations on Magnolia Boulevard between Victory Boulevard and Clybourn Avenue.

Currently, there are twelve bus stops with shelters and benches in Magnolia Park, and nine bus stops with uncovered concrete benches. Two bus stops on Magnolia Boulevard do not have any seating. The stops without seating are located on Magnolia Boulevard at the cross streets of Keystone Street and Buena Vista Street respectively.

Funding for the shelters comes from a third-party contractor in exchange for their right to place advertisements on the shelters. The City and the contractor split additional revenue from the advertisements, and the revenue is deposited into the general fund for use in transit operations.

Standalone concrete benches (not at bus stops) are paid through the City's general fund. In addition to the nine bus stops with uncovered concrete benches, there are six standalone metal benches in Magnolia Park that are not affiliated with bus stops; these are also maintained through the General Fund. Below are a few options to add more benches in Magnolia Park.

- New concrete benches and trash receptacles could be added at the two remaining bus stops that have no seating. They would be funded via general fund revenue earmarked for transit operations, or through Prop A or C Local Return Transportation Funds. Benches funded this way must serve transit; these funds cannot pay for benches used as a neighborhood amenity.

- A second option would be to ask the City's shelter advertising contractors if they are interested in installing additional shelters with integrated benches at existing bus stops where there are currently City maintained concrete benches or at bus stops with no seating. If feasible, any newly installed shelters would be paid and maintained by the advertising contractor and must be placed at transit stops. If new bus shelters are installed with new benches, then the existing concrete benches in those locations could be moved to new locations in Magnolia Park; however, general fund money would need to be allocated to maintain those benches.
- A third, possibly better option, would be to create a Property Based Business Improvement District, or PBID for Magnolia Park. A PBID utilizes funding from property owners in a designated area to fund capital improvements and maintenance projects that economically enhance that specific area. For example, the Downtown Burbank PBID paid for the installation of new street furniture including benches and trash receptacles in Downtown Burbank. Utilizing funding from this model, the PBID purchased and installed 36 benches and 25 trash receptacles throughout the district. These benches and trash receptacles are also cleaned and maintained with funding from the PBID. Benches funded through a PBID could be placed anywhere in Magnolia Park within the established PBID area.

If the Council wishes, staff can be directed to investigate the possibility of conducting a feasibility study to see if a PBID might be a viable option for Magnolia Park.

Attachment A – Bus Stop Locations on Magnolia Boulevard

ATTACHMENT A - Bus Stop Locations on Magnolia Boulevard

Bus Stop Number	Stops	Cross Street on Magnolia	Street Direction	Relation To Cross Street	Shelter w/Bench	Does inside seating have arm rests?	Seating Type/Material	Seating Outside Shelter	Does outside seating have arm rests?	Outside Seating Type/ Material	Damage to Outside Seating	Seating at Bus Stop
10250	MT-16070	HOLLYWOOD WAY	East	Near	Yes	No	Pre-Molded	No				Inside Shelter
11863	BU-105.MT-20150	PASS AVE	East	Far	Yes	No	Pre-Molded	Yes	Yes	Other		Both inside shelter and outside shelter
11864	MT-20151	CALIFORNIA ST	East	Near	No			Yes	Yes	Other		Yes, no shelter
11865	MT-20152	CATALINA ST	East	Near	Yes	No	Pre-Molded	No				Inside shelter
11866	MT-20153	BUENA VISTA ST	East	Near	No			Yes	Yes	Pre-Molded		Yes, no shelter
11867	MT-20154	KEYSTONE ST	East	Near	Yes	No	Pre-Molded	No				Inside Shelter
11868	MT-20155	REESE PL	East	Near	No			Yes	Yes	Pre-Molded	Cracked	Yes, no shelter
11869	MT-20156	MARIPOSA ST	East	Near	No			Yes	Yes	Pre-Molded		Yes, no shelter
11870	MT-20157	VICTORY BLVD	East	Near	Yes	No	Pre-Molded	No				Inside Shelter
11973	MT-20279	VICTORY BLVD	West	Far	Yes	No	Pre-Molded	Yes	Yes	Pre-Molded		Both inside shelter and outside shelter
11974	MT-20280	MARIPOSA ST	West	Near	No			Yes	Yes	Pre-Molded		Yes, no shelter
11975	MT-20281	REESE PL	West	Near	No			Yes	Yes	Pre-Molded		Yes, no shelter

ATTACHMENT A - Bus Stop Locations on Magnolia Boulevard

Bus Stop Number	Stops	Cross Street on Magnolia	Street Direction	Relation To Cross Street	Shelter w/Bench	Does inside seating have arm rests?	Seating Type/Material	Seating Outside Shelter	Does outside seating have arm rests?	Outside Seating Type/ Material	Damage to Outside Seating	Seating at Bus Stop
11976	MT-20282	KEYSTONE ST	West	Near	No			No				No seating or shelter
11977	MT-20283	BUENA VISTA ST	West	Near	Yes	No	Pre-Molded	No				Inside Shelter
11978	BU-100,MT-20284	CATALINA ST	West	Mid-block	Yes	No	Pre-Molded	No				Inside Shelter
11979	BU-101,MT-20285	CALIFORNIA ST	West	Near	Yes	No	Pre-Molded	No				Inside Shelter
11980	BU-102,MT-20286	HOLLYWOOD WAY	West	Near	Yes	Yes	Pre-Molded	No				Inside Shelter
11981	BU-103,MT-20287	PASS AVE	West	Near	No			Yes	Yes	Other		Yes, no shelter
11983	BU-104,MT-20289	CLYBOURN AVE	West	Far	Yes	No	Pre-Molded	No				Inside Shelter
36099	MT-10087	THIRD ST	West	Mid-block	Yes	No	Pre-Molded	No				Inside Shelter
36114	BU-99	BUENA VISTA ST	West	Far	No			No				No seating or shelter



**CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMO**

DATE: March 12, 2020

TO: Justin Hess, City Manager

FROM: Judie Wilke, Assistant City Manager 

SUBJECT: CITY MANAGER TRACKING LIST NO. 1985 – CITY INCENTIVES FOR GREEN CONTRACTORS

At the April 18, 2017 Council meeting, Former Mayor, at the time Vice Mayor, Will Rogers requested information on potential incentives for “green contractors” offered by the City of Burbank (City), similar to Veterans credits and incentives offered to minority-based enterprises (MBE) and woman-based enterprises (WBE).

Burbank Municipal Code Section 2-2-105 has recommendations for purchasing and using recycled products when possible and economically feasible. Current City policy as outlined in the Green Purchasing Administrative Procedure (AP) (Attachment 1) is to incorporate environmental considerations into procurement practices to reduce pollution and conserve natural resources. The AP states that City departments are responsible for ensuring that contractors are aware of and support the City’s green initiatives, which include reducing waste and purchasing products that minimize environmental impacts. Departments are expected to exercise due diligence in procurements made by their contractors in order to promote the purchase of environmentally preferred products including recycled materials, non-toxic chemicals, and energy and water conserving equipment. Therefore, City procurement policies not only dictate that Staff keep sustainability in mind when purchasing goods and services in the City, but also encourage City contractors to employ environmentally responsible practices when feasible and cost-effective.

Staff has researched the use of incentives for “green contractors” in other cities. The only city that staff could find that offers an incentive is the City of Sacramento. They have implemented a Sustainable Purchasing Policy (Attachment 2) similar to the City’s Green Purchasing AP.

While the City does not currently provide financial incentives or credits for green certified contractors during the bidding process, contractors ultimately bid on plans and specifications provided by the City, which may include sustainability guidelines. Staff is actively working with the business community to achieve our stated sustainability goals. Existing City programs, such as the Burbank Green Spotlight award which recognizes

businesses with environmentally responsible practices and Burbank Water and Power's LEED incentives for green building design and construction, continue to encourage urban sustainability throughout our community.

City Staff feels the current AP provides adequate guidance for Staff and contractors to ensure sustainability is at the forefront of our purchasing practices.

ATTACHMENTS

Attachment 1 – Green Purchasing Administrative Procedure

Attachment 2 – City of Sacramento Sustainable Purchasing Policy



ADMINISTRATIVE PROCEDURE
SUBJECT: **GREEN PURCHASING**

NO. 1 Rev. 1
DATE 01/31/2012

CITY MANAGER

I. STATEMENT:

The City of Burbank is a large consumer of both goods and services. As such, the purchasing decisions of our employees and contractors can have a significant impact both positive and/or negative on our environment. By including environmental considerations into our procurement decisions along with traditional concerns of price, performance and availability, the City can remain fiscally responsible while promoting practices that help improve public health and safety while reducing pollution and conserving natural resources. The purpose of this document is to establish the framework for creating an environmentally based purchasing program for the City of Burbank. The areas of responsibility shall include the following practices and procedures, which are outlined as part of this policy to ensure compliance with best procurement practices that result in the purchasing of products and services targeted at minimizing impacts on human health and the environment.

II. PROCEDURE:

A. "Green" initiatives:

1. Institute practices that reduce waste through increased product efficiency and effectiveness.
2. Purchase of products that minimize environmental impacts including but not limited to toxic substances, pollution, and hazards to workers and to community safety to the greatest extent practicable.
3. Purchase products that include recycled content, are durable and long lasting, conserve energy, water and natural resources, use agricultural products, fibers and residues, reduce greenhouse gas emissions and other pollutants, use unbleached or chlorine free manufacturing processes, and use wood from sustainable harvested forests or other environmentally friendly substitutes.

B. Sustainability Objectives:

1. Minimize environmental impacts such as pollution and use of water, energy and natural resources.

REQUIRES EMPLOYEE ASSOCIATION APPROVAL



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SUBJECT: **GREEN PURCHASING**

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2. Eliminate or reduce toxic substances that create hazards to workers and/or our community.
3. Protect the City's soil, surface and subterranean waters by minimizing the use of chemicals or other substances known to contaminate soil and water resources through toxicity, bioaccumulation or persistence.
4. Encourage manufacturers and vendors to reduce or eliminate environmental impacts in their production and distribution systems to the extent possible.
5. Serve as a model for purchasing environmentally preferable products and encourage other purchasers in our community to adopt similar goals.
6. Assist in improving the air quality for City residents and visitors by purchasing vehicles and equipment that minimize emissions of pollutants and particulates.
7. Preserve resources locally and globally through purchasing practices that:
 - a. Maximizes water, energy, and natural resource efficiency;
 - b. Utilizes renewable energy resources;
 - c. Maximizes post-consumer recycled content;
 - d. Utilizes readily recyclable or compostable materials; and
 - e. Facilitates long-life commodity use through product durability, repairability, and reuse.

C. Definitions and Standards:

1. All products, for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, including but not limited to printing paper, office paper, janitorial supplies, construction, landscaping, miscellaneous, and non-paper office products, shall contain the highest post-consumer content practicable, but not less than the minimum recycled content standards established by the U.S. EPA Guidelines.
2. In general, environmentally preferable products and services are those that would have a reduced effect on human health and the environment when



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compared with competing products and services. More specifically, this comparison should include consideration of all phases of the product's life cycle, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance and disposal, including potential for reuse or ability to be recycled.

3. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are manufactured, used, transported, stored, packaged and disposed of. It means procuring products that do not harm human health, are less polluting while minimizing waste and maximizing use of bio-based or recycled materials, that conserve energy, water and natural resources, and reduce the consumption and/or disposal of hazardous materials. When determining whether a product is environmentally preferable, the following standards, at a minimum, should be considered:

- Bio-based
- Bio Degradable
- Carcinogen-free
- Bio-accumulative toxic (PBT) free
- Chlorofluorocarbon free (CFC) free
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low volatile organic compound (VOC) free
- Made from renewable materials
- Compostable
- Low toxicity
- Recycled content or is re-usable
- Reduced packaging, refurbished
- Greenhouse gas emission
- Energy, resource and water efficient

D. Responsibilities:

The Purchasing Division shall:

1. Work with other governmental purchasing groups and agencies such as, but not limited to, U.S. Communities, National Association of Counties (NACO), the National Institute of Governmental Purchasing (NIGP), and the Environmentally Preferable Purchasing (EPP) Department of the U.S.



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Environmental Protection Agency (EPA) to determine appropriate standards for green purchasing.

2. Work with requesting departments to specify environmentally friendly products manufactured from recycled materials or energy efficient products whenever possible.
3. Utilize when applicable, cooperative green purchase agreements from other public agencies and from purchasing consortiums, including but not limited to, U.S. Communities, the National Intergovernmental Purchasing Alliance (NIPA), the National Joint Powers Alliance (NJPA), the Western States Contracting Alliance (WSCA), National Purchasing Partners (NPP), and California Multiple Award Schedules (CMAS), to reduce the cost impact of purchasing environmentally friendly products.
4. Establish Price Agreements for green products and inform City departments of their availability.
5. Evaluate green product alternatives where appropriate. The evaluation should include the consideration of total life cycle costs anticipated for the entire time period that a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, energy costs, disposal costs and the expected lifetime of a product(s), as compared to other alternatives. Green considerations for evaluation include:
 - a. The durability of the product, if it is long lasting, reusable or refillable
 - b. If there is a "Take back or Trade in Program" guarantee, for electronic equipment, computers, monitors, printers, or copiers for reuse or environmentally safe recycling at the end of the product life cycle.
 - c. If product packaging is environmentally friendly and can be reused or recycled.

City Departments shall:

Be responsible for ensuring that their respective employees, contractors, and vendors are fully aware and supportive of the City's initiative to purchase environmentally preferable goods and services. To this end, departments shall



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be responsible to exercise due diligence in their procurement decisions as well as procurements made by their contractors and consultants, promoting the purchase and use of environmentally preferable products whenever cost effective, and to the extent practicable for all work completed on behalf of the City of Burbank.

E. Preferred Products:

1. **Recycled Materials.** A maximum effort must be made, whenever possible, to purchase products manufactured from recycled materials.
2. **Remanufactured Products.** The City shall purchase remanufactured products such as laser toner cartridges, furniture, and equipment whenever practicable, without reducing safety, quality and/or effectiveness.
3. **Non-Toxic Chemicals and Sprays.** A maximum effort will be made to reduce or eliminate the use of toxic sprays or chemicals at all City properties, whenever possible.
4. **Energy and Water Conserving Equipment.** Where applicable, energy-efficient equipment shall be purchased that is equipped with the most up-to-date energy efficiency functions available at the time of procurement. This shall include, but not be limited to, high efficiency space heating systems and/or high efficiency space cooling equipment.
5. **Energy Star Designation.** Energy Star is a labeling program derived from a partnership between the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). All products displaying the Energy Star label meet Federal Energy Management Program (FEMP) standards. Typically this means that labeled products are in the top twenty five percent of all similar products when ranked by energy efficiency, and utilize twenty-five to fifty percent less energy than traditional counterparts.

F. Contracted Landscaping Services:

1. Contractors providing landscaping services to and/or for the City shall be encouraged to employ sustainable landscape management practices whenever possible, including, but not limited to, integrated and environmentally friendly pest management, recycling grass-clippings, drip



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irrigation, composting, and procurement and use of mulch and compost that gives preferences to those produced from locally (regionally) generated plant debris and/or food waste programs.

2. Plants should be selected to minimize waste and water consumption by choosing species that are appropriate to the climate they are to be placed in, can grow to their natural size in the space allotted them, and use of perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering, once established, shall be preferred.
3. Hard-scapes and landscape structures constructed of either recycled or biodegradable materials are encouraged.

G. Elimination or Reduction of Toxic Substances and Pollutants:

1. To the extent practicable, no cleaning or disinfecting products (i.e. for janitorial, maintenance or cleaning use) shall contain ingredients that are carcinogens, mutagens, or teratogens. These include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.
2. When maintaining buildings, the City shall use the lowest amount of Volatile Organic Compounds (VOC's), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.
3. The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans, including but not limited to products that use polyvinyl chloride (PVC) such as office binders, furniture and flooring, whenever practicable.

H. Conservation and Waste Reduction:

Whenever feasible and/or cost-effective, departments and/or Contractors performing services for the City shall be responsible for instituting practices that either eliminate waste and/or result in the purchase of fewer products without reducing safety and/or workplace quality.



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Examples include but are not limited to:

1. Use of electronic communication instead of printed documents
2. Use of double-sided photocopying and printing when practicable
3. Use of washable and reusable dishes and utensils
4. Use of rechargeable batteries when practicable
5. Streamlining and computerizing departmental forms
6. Use of "On-Demand" printing of documents and reports as they are needed
7. Leasing long-life products when service agreements support maintenance and repair rather than new purchases
8. Use of durable products rather than disposable
9. Recycling, especially when a premium is paid for the recycled material and/or results in reduction of waste material to the land-fill
10. Buying in bulk, when storage operations exist to support it
11. Re-using products such as, but not limited to, file folders, storage boxes, office supplies (i.e. paper clips, rubber bands etc.), and office furniture (including purchasing reconditioned furniture and equipment, where practical)

I. Green Fleet:

The City adopted Administrative Procedure No. I-13A that clearly affirms the ultimate goal in purchasing vehicles shall be to ensure that the City receives the best vehicles and equipment possible, with low life cycle costs, balanced with the goal of achieving a clean air environment, using alternative fuel vehicles.



Sustainable Purchasing Policy (SPP)

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Policy Number: AP-4003

Document Type: Policy

Version: 1.1

Effective: February 2010

Last Updated: February 2010

Responsible Department/Division:
General Services/Procurement Services

Policy Statement:

This policy sets forth City policy regarding the preferred purchase of sustainable products for City facilities and operations.

Special Situations
Not Applicable.

Purpose:

To set a standard of sustainable and environmentally preferable procurement and demonstrate the City's commitment to environmental, economic and social stewardship. The purpose of this policy is to provide City employees with clear and consistent instructions on how to consider and make purchases of SPP supplies and services when appropriate, consistent with the Council-adopted Sustainability Master Plan.

Procedures that apply:

- None

Forms/Instructions that apply:

- None

Responsible Department:

General Services/Procurement Services

Definitions:

Buyer – Either (1) a position or employee in the Procurement Services Division authorized by the City Manager or Director of General Services to administer the procurement of supplies on behalf of one or more City Departments, or (2) a position or employee outside of the Procurement Services Division authorized by the Department Director to administer the procurement of supplies on behalf of the Department. A Buyer is not authorized to execute supply contracts on behalf of the City unless such signature authority has been delegated by the City Manager in accordance with applicable provisions of the City Code, or (3) anyone authorized to purchase or contract for purchases on behalf of the City, any department or its subdivisions.

Dioxins – chemical compounds classified as persistent, bioaccumulative and toxic by the U.S. Environmental Protection Agency (EPA).

Energy-Efficient Product(s) - Products that meet the EPA Energy Star qualifications or U.S. Department of Energy's (DOE) Federal Energy Management Program (FEMP) and vehicles that meet EPA's Smart Way qualifications.

Environmentally Preferable Purchasing - product or services with a reduced effect on human health or the environment when compared with products or services that serve the same purpose.

Environmentally Responsible - Products or product usage procedures which are acknowledged to have minimal impact on the environment. Such products or procedures should reduce environmental impact through their composition and/or recyclability or by reduction in quantity and toxicity of waste products, energy use or water consumption.

Fiscally Responsible Price– The cost factor or purchase price for recycled products, or for more environmentally responsible items, should be consistent with a suggested variance of 5% above the acquisition cost for similar or less environmentally responsible items.

Furans- chemical compounds classified as persistent, bioaccumulative and toxic by the EPA.

Green Sheltered Market Bid- A solicitation whereby only SPP products or services are acceptable.

Life-Cycle Cost – The comprehensive accounting of the total cost of a product including procurement, initial cost, energy and operational cost, maintenance, longevity of service and disposal.

LS-08 – The City's current landscape maintenance agreement that includes terms and conditions used to manage landscape contractors and services.

Non-Toxic Product(s) – Any item which is not considered hazardous waste and that does not otherwise pose a threat to short or long-term human health during its use.

Practicable – sufficient in performance and available at a reasonable price capable of being done, effected, or put into practice, with the available means; feasible.

Recycled Product(s) – Products made with an identifiable percentage (1% - 100%) of post consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High-content recycled products contain a minimum of 50% of post consumer material.

Sustainable Product - A product that achieves performance objectives while respecting the City's values and balancing environmental stewardship, social equity, fiscal responsibility and community enhancement.

Sustainable Purchasing - Purchasing materials, products, and labor in a manner that reflects fiscal responsibility, social equity, environmental stewardship and community enhancement.

Toxic substance – A chemical or mixture that may present an unreasonable risk or injury to human health or the environment.

Volatile Organic Compound (VOC) – organic compound that typically vaporizes at room temperature and participates in atmospheric photochemical reactions

Waste Reduction – The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.

Appendices or:

- None

Frequently Asked Questions:

Question

Answer

Question

Answer

Reference Information:

- City of Sacramento Sustainability Master Plan
- City Code Chapter 3.56
- AP-4001 - Procurement of Supplies, AP-4002 - Public Projects, AP-4101 – Non-Professional Services, and AP-4102 – Professional Services
- API# 57 – Sustainable Operations for City Departments
- Council Resolution No. 2000-551 – Authorized Use of Bid Evaluation Preference
- City's landscape agreement (currently LS-08)

Document History:

Amended: N/A
Supersedes: N/A
Effective: February 2010

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

Sustainable
Environmental
SPP (Sustainable Purchasing Policy)
EPP (Environmentally Preferred Products)

Policy

1. BACKGROUND

In October 2007, the Mayor and City Council adopted the Fleet Sustainability and Fuel Conservation Policy that outlines the policies to be followed by departments when purchasing for and operating the fleet. The overall goal of the policy is to reduce carbon emissions, thus improving the quality of air in the City of Sacramento.

In December 2007, the Mayor and City Council adopted the City's Sustainability Master Plan which sets out broad goals and targets for increasing the sustainability of the Sacramento economy and environment. In February 2008, the Mayor and City Council adopted the 2008 Sustainability Implementation Plan. The Plan included numerous action items to be implemented in 2008, including the development and implementation of sustainable operations policies and Business Environmental Resource Center (BERC) certification of City facilities. The purpose of the sustainable operations policies and BERC certification is to reduce the City's use of energy and materials which would reduce the amount of greenhouse gases the City is currently emitting thus improving the environment. The sustainable operations policies include: keeping indoor facility temperatures two degrees cooler in the winter and two degrees warmer in the summer, printing and copying double sided, and turning off all lights and computers when they are not in use for an extended time.

Lastly, in January 2009, the City Manager approved the policy on Sustainable Operations for City Departments (API# 57), which sets forth sustainable operations for all City facilities and operations.

These policies and other green initiatives form the basis of this policy.

2. POLICY

Purchasing Sustainable Products

After the adoption of this policy, City employees will endeavor to procure products and services in a manner that integrates fiscal responsibility, social equity, environmental stewardship and community enhancement.

2.1 Sustainable Purchasing Objectives

The City's sustainable purchasing objectives will include acquisitions that:

- Conserve natural resources
- Reduce the use of water and energy
- Minimize environmental impacts such as pollution and use of water and energy
- Eliminate or reduce toxics that create hazards to our workers and our community
- Support strong recycling efforts and utilize products where a high likelihood of recycling exists (e.g. steel and paper products)
- Reduce materials that are placed in landfills
- Increase the use and availability of environmentally preferable products
- Encourage vendors to reduce environmental impacts in their production and distribution systems
- All buyers shall consider short-term and long-term cost in comparing product alternatives when feasible. This includes evaluation of total cost expected during the time a product is owned, extended warranties, operation, supplies, maintenance, disposal cost and expected lifetime compared to other alternatives.

In coordination with the City's Sustainability Master Plan, Sustainable Operations for City Departments Policy (API# 57) and other green initiatives, the Procurement Services Division and those with delegated procurement authority will be responsible for meeting the objectives of this program. This responsibility will include establishing appropriate standards for SPP or green purchasing, assessing cost-effectiveness and making recommendations related to acquisition strategies and issuing reports related to the City's progress in environmental purchasing. These areas are further detailed in the following sections.

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements, procure products that do not perform adequately for their intended use, exclude adequate competition or pursue products not available at a reasonable cost in a reasonable period of time.

2.2 Data Collection and Performance Reporting

Buyers shall **require** vendors to supply data for performance tracking and evaluation of the City's environmentally responsible purchasing program upon request.

Buyers shall compile records for producing an annual summary of the City's environmentally responsible/sustainable purchasing actions, and to evaluate the effectiveness in reducing the environmental impacts of City procurement.

Each City department shall cooperate in information gathering for the purposes of tracking, reporting, and evaluating the sustainable purchasing program.

2.3 Defining Sustainable Products

In general, SPP products and services are those that would have a reduced adverse effect on human health and the environment when compared with competing products and services.

In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, used, transported, stored, packaged and disposed of. It means looking for products that do not harm human health, are less polluting and that minimize waste, maximize use of bio-based or recycled materials, conserve energy and water and reduce the consumption or disposal of hazardous materials. When determining whether a product is sustainable, the following standards should be considered:

- Biobased
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC)-free
- Heavy material free (i.e. no lead, mercury, cadmium)
- Low volatile organic compound (VOC) content
- Made from renewable materials
- Compostable
- Low toxicity
- Recycled content
- Rechargeable (batteries and other items)
- Reusable or refurbished
- Reduced packaging
- Reduced greenhouse gas emission
- Energy, resource and water efficient

Factors to consider when comparing bids and proposals and for determining if a product or service has environmentally preferable attributes:

- Minimization of virgin material used in product or service life cycle
- Maximization of recycled materials used in product or service life cycle
- Life cycle economics of products and services
- Reuse of existing products or material in product or service life cycle
- Reduction of energy and fuel consumption
- Durability and minimal maintenance requirements
- Ultimate disposal of the product
- Buying locally to reduce emissions and transportation costs

As environmental and sustainability practices become more widespread, more standards and benchmarks will be available. At this time, the United States Environmental Protection Agency (U.S. EPA) is a recognized leader in developing baseline standards for the use of environmentally friendly and/or sustainable products and will be called upon when procuring these items.

Current benchmarks and standards will be utilized for all products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing and office paper, janitorial supplies, construction, landscaping, miscellaneous and non-paper office products, shall contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA guidelines.

2.4 Procurement Responsibilities

In coordination with the City's Sustainability Master Plan and other green initiatives, the City Departments, the Procurement Services Division and buyers will be responsible for:

- Working with other governmental purchasing groups and agencies, such as, but not limited to: U.S. EPA, Green Seal, National Institute for Governmental Purchasing (NIGP), and others to determine and establish appropriate standards for green purchasing and advocate the use of environmentally safe products
- Assigning purchasing department staff and Sustainability Committee members to evaluate various green products that are utilized city-wide and to provide guidance and assistance to City departments regarding the procurement of such products
- Developing and implementing a plan to phase in contract requirements for various categories of goods under the SPP. Generally easy to implement items (e.g. paper, and janitorial supplies) will be implemented very early in the program
- Evaluate various products where the cost differential is great and/or the products are not considered good substitutes
- Whenever feasible, include contract language that requires suppliers of electronic equipment, including but not limited to computers, monitors, printers and copiers, to take back equipment for reuse or sustainable safe recycling when the City discards or replaces such equipment
- Assessing and making recommendations to apply the use of a SPP bid preference and the use of green sheltered markets
- Establishing contracts and creating a catalogue of sustainably friendly and energy efficient products for City SPP purchases to help departments comply with this policy
- Within existing resources, the delegated procurement authority shall designate a single point of contact for City Departments, suppliers, and

other interested parties to contact regarding environmentally preferable and sustainable purchasing considerations.

- Incorporate sustainability standards into procurement decisions.
- Develop and implement contract provisions for more sustainable products and services.
- Authorized buyers shall consider life cycle costing in the procurement process, that includes product disposal, trade-in or recycling of products at the end of its useful life.

When determined that bidding will be conducted for only SPP products or a sheltered market bid for SPP products, the following items should be considered in the development of specifications or scope of work:

- Products that are durable, long-lasting, reusable or refillable will be preferred whenever feasible
- All suppliers shall be required, where applicable, to use and recycle packaging material used for product delivery.

Key areas for immediate consideration:

Facilities and Janitorial

When practicable, no cleaning or disinfecting products (for janitorial use) shall contain ingredients that are toxic. These include chemicals listed by the U.S. EPA or OSHA and those listed under Proposition 65 by the California Office of Environmental Health Hazard Assessment.

When maintaining buildings, the City shall strive for the lowest amount of VOC's (volatile organic compounds), highest recycled content and low to no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.

The City shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This restriction includes, but is not limited to:

- Purchasing paper, paper products and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible
- Eliminating the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture and flooring, whenever practicable.

Historic Buildings and regulatory items that are in conflict with this policy are exempt from the SPP program.

Office Supplies

When purchasing office supplies, departments will first consider the use of recycled content paper, toner cartridges and other supplies which either contain post consumer recycled materials or may be recycled at the end of its useful life.

Landscaping

Workers and contractors providing landscaping service for the City shall be encouraged to employ sustainable landscape management practices, whenever practicable, including but not limited to, integrated pest management, grass-cycling, drip irrigation, composting and use of mulch and compost. See the City's landscape agreement (currently LS-08) for detailed policies and guidelines promoting sustainable landscaping practices.

Hardscapes and landscape structures constructed of recycled content that reduces the need for watering and reduces the use of herbicides are also described in LS-08.

Plants should be selected to minimize waste by choosing species that are appropriate to the micro-climate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought tolerant plants that require no or minimal watering once established are preferred.

Consideration of purchases that promote those products produced from regionally generated plant debris and/or food waste programs shall be considered when practical.

2.5 Implementation

It is the intent of this policy to phase in the implementation by immediate consideration of the following:

- Exclusive purchases of 100% recycled paper for use in all City departments, with exceptions granted only for equipment related issues, backed by written justification of the manufacturer
- Purchase of postconsumer recycled content cardboard and paper (minimum 20% post-consumer recycled content) office supplies such as envelopes, file folders, planners, boxes, etc.
- Business cards shall be printed on recycled card stock and shall display the recycling symbol
- Restrictions on the purchase of bottled water per API# 57
- Purchase of SPP cleaning and janitorial products, including 100% post consumer recycled paper products

- Exclusive purchases of 100% remanufactured laser toner cartridges
- Purchases of appliances and electronics for which Energy Star certification is available when practicable
- Energy efficient lighting, including CFL's and other energy saving bulbs and high efficiency heating and cooling (HVAC) systems and equipment
- Purchase of water saving products, including low flow faucets and toilets and efficient irrigation systems
- Vehicle purchases utilizing the Fleet Low Emission Vehicle Acquisition policy
- Utilization of a bid evaluation preference when procuring supplies and equipment; however such preference shall not exceed 5% or \$50,000 total dollars on any single bid or proposal. This preference shall apply to all bid solicitations that are \$25,000 or more. This preference may be applied, when applicable, to procurements of lesser value at the discretion of the delegated procurement authority.
- Utilize existing city and cooperative contracts that offer products and services which meet the objective of this policy

3. SURPLUS / DISPOSITION

The reuse of materials such as furniture and computers is an excellent way to help the environment. Procurement Services is tasked with the responsibility for coordination of the disposition of surplus commodities and the monitoring of residual surplus that includes furniture, computers and other equipment that still has useful life. Departments will look first to residual surplus items when considering purchases of common items like those mentioned above. Contact the Procurement Division for information.

4. PRIORITIES

Health and safety of workers and citizens is of the utmost importance and takes precedence over all stated requirements.

Nothing contained in this policy shall be construed as requiring a buyer or contractor to procure products or services that do not perform adequately for their intended use, exclude adequate competition, or procure products or services that are not available at a reasonable price, or available within a reasonable timeframe.

Nothing contained in this policy shall be construed as requiring a buyer or contractor to take any action that conflicts with city code, or state and federal requirements when applicable.

5. COST AND PRICE CONSIDERATIONS

Department directors are advised that the purchase of some environmentally preferable products may exceed the cost of comparable products. This factor alone should not determine whether an environmentally preferable product should be purchased, although it should be a factor in the decision. All purchases shall be handled in a fiscally responsible manner. Generally, for non-paper products, if the life cycle cost of the environmentally preferable product does not exceed the cost of the alternative by more than 10%, and the product meets all necessary specifications, strong consideration should be given to purchase the environmentally preferable product.

Nothing contained in this policy shall be construed as requiring a department or contractor to procure products that do not meet specifications or expected performance, or delivery requirements for their intended use.

6. BID EVALUATION PREFERENCES

Council Resolution No. 2000-551 authorizes the use of incremental bid evaluation preferences up to a total not to exceed five percent of the total bid amount when evaluating the cost of products or services that represent the efforts to recycle and re-use sustainable and environmentally preferred products described in this policy. However, such bid preferences shall not exceed a total value of \$50,000 on any single bid procurement bid preference and should be agreed upon in coordination with Procurement Services.

7. BEST PRACTICES AND CONTINUAL IMPROVEMENT

Sustainable Purchasing is a relatively new and evolving concept where better ideas, products and practices are constantly being introduced. The City's sustainability team will stay abreast of the latest and best SPP practices to guide the City to be the most sustainably responsible agency it can be. Departments should check both the Department of General Services and the Procurement intranet site for current and updated policy information to stay informed and aware of this rapidly evolving concept.

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CITY OF BURBANK
Parks & Recreation
ART IN PUBLIC PLACE COMMITTEE

NOTICE OF MEETING - CANCELLED

The meeting of the Art in Public Places Committee will be held as follows:

MONDAY, April 6, 2020
6:00 P.M.

Community Services Building
Large Parks and Recreation Conference Room 301
150 N. Third Street
Burbank, CA 91502

ART IN PUBLIC PLACES COMMITTEE

Daniel Amaya
Recording Secretary

* * * *

Distribution:

Committee Members –

Gordon Haines
Dink O’Neal
Kat Olson
Lara Saikali
Patricia Hollis
Myeisha Peguero Gamiño – Parks and Recreation Board Liaison
Matt Gamboa – Planning Board Liaison

Staff –

Kristen Smith – Deputy Director of Parks & Recreation
Paula Ohan – Administrative Analyst

Management Personnel –

Justin Hess – City Manager
City Clerk

City of Burbank
Burbank Cultural Arts Commission Agenda

NOTICE OF CANCELLATION

NOTICE IS HEREBY GIVEN THAT THERE WILL BE NO REGULAR MEETING OF THE
BURBANK CULTURAL ARTS COMMISSION ON APRIL 9, 2020.

Copies to:

City Manager
City Clerk
Council Liaison-Jess Talamantes
Parks and Recreation Board Liaison

Committee Members:

Monica Groves
Leah Harrison
Mary-Elizabeth Michaels
Cynthia Pease
Barbara Beckley
Katherine Zoraster
Rajasri Mallikarjuna
Suzanne Weerts
Eric Conner

Staff:

Marisa Garcia, Parks and Recreation Director
Kristen Smith, Deputy Director
Erin Barrows, Recreation Services Manager
Noah Altman, Recreation Supervisor
Doug Fowler, Recreation Coordinator
Mary Hamzoian, Economic Development Manager
Press
PIO (agenda only)
Building Maintenance

BURBANK CULTURAL ARTS COMMISSION

Caroline Arrechea

Recording Secretary

PARKS AND RECREATION BOARD

CANCELLATION NOTICE

PLEASE NOTE THAT THE
PARKS AND RECREATION BOARD
WILL NOT MEET APRIL 9, 2020

The next regular meeting of the Parks and Recreation Board is scheduled for

Thursday – May 7, 2020
6:00 p.m. – City Council Chambers
275 E. Olive Avenue, Burbank

Copies to:

City Mgr. /Asst. City Mgr.
City Clerk
City Attorney

Board Members:

Lucy Burghdorf
Barry Gussow
Mickey DePalo
Myeisha Peguero Gamiño
Janice Lowers

City Council:

Sharon Springer, Mayor
Bob Frutos, Vice Mayor
Emily Gabel-Luddy, Council Member
Timothy M. Murphy, Council Member
Jess Talamantes, Council Member

Department Staff:

Marisa Garcia
Kristen Smith
Erin Barrows
Diego Cevallos
Mike del Campo
Gwen Indermill
Cathryn LaBrado
Grace Coronado
Kristen Hauptli
Paula Ohan
Meri Young

Other:

Youth Board Liaison
Public Information
Building Maintenance

PARKS AND RECREATION BOARD

Rena Ghamelian

Recording Secretary