

City of Burbank/Burbank Unified School District – Collaborative Ventures Matrix

Updated October 2006

TIER 1	TIER 1 - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
1	<p><u>Pilot vendor agreements for repairs</u></p> <ul style="list-style-type: none"> • <u>Elevators:</u> BUSD/City staff met several times and completed an evaluation of existing inventory, existing scopes of service, terms of existing agreements and future needs assessment. • The City currently uses a “piggyback” bid from Long Beach. BUSD/City staff explored extension of “piggyback” bid to BUSD or the possibility of a joint BUSD/City Request for Proposal (RFP). • Joint BUSD/City RFP or “piggyback” concept abandoned in favor of a multi-jurisdictional RFP approach. • Six agencies included in project (Burbank, Glendale, Pasadena, and their respective school districts). • Pasadena Unified School District opted out. Glendale and Pasadena Community Colleges tentatively want to be included. Now a seven agency bid: Burbank, Glendale, Pasadena, BUSD, Glendale school district, Glendale Community College, Pasadena Community College. • Awaiting elevator inventory from Glendale, Pasadena, Glendale Community College, and Pasadena Community College. • Agencies to then review the joint specifications. Next step is to draft joint RFQ. • Estimated date for issuance of joint contract is October 2005. • This project serves as a pilot project for the multi-agency joint RFQ/contract process and, if successful, may establish relationships among the agencies that could be used in the future for additional RFQs/contracts. • <u>BUSD/City staff determined that issuing a joint RFP and developing a comprehensive plan covering both agencies is not feasible at this time.</u> 	Steve Bradley/ Chuck Colgan	Paul Herman /Bob Van Hazelen	<u>Complete</u>
2	<p><u>Purchase of items – Tier 1 items</u></p> <p><i>For all items in this category, City/BUSD staffs are evaluating existing inventory, existing scopes of service, terms of existing agreements and future needs prior to evaluating the potential for joint purchase. In an effort to decrease standing inventories, reduce costs, increase “Just in Time” site delivery and increase customer service, BUSD/City staff are at a minimum evaluating the merits of joint RFP’s, “piggybacking” on existing contracts, modifying scopes of service, modifying methods of service delivery, and/or combining operations.</i></p> <ul style="list-style-type: none"> • <u>Janitorial Supplies:</u> City recently completed comprehensive RFP and purchase process for “Just in Time” delivery of janitorial supplies. • Inventories and existing pricing agreements reviewed by BUSD/City staffs. • BUSD explored feasibility of piggybacking on City bid pricing and agreed to issue joint bid with City as lead agency. • Waiting for revised product list from BUSD to be routed to BWP and Fire Department for review. • Estimated date to go out for bid is June 2005. • <u>Both agencies going out on joint bid, with City taking lead. Revising lists with goal to bid by December 2006.</u> 	Steve Bradley	Paul Herman	In Progress

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	<ul style="list-style-type: none"> • Overall replacement analysis to be completed with recommendations for internal City review in July 2005. The City will issue an RFP for a print/copy solution to various vendors who offer the specified services in September 2005. Language will be included in the RFP to allow BUSD to piggyback on the contract should BUSD staff decide the City's contract is the best option. • BUSD staff is currently evaluating the District's large scale printing costs and considering the feasibility of implementing a similar program and any potential cost savings. BUSD staff met with Xerox to discuss alternative cost saving programs and determined that the Xerox program was cost prohibitive. BUSD staff is also investigating potential savings through increased use of e-mail and the District's website and reduced use of paper. • <u>BUSD staff has evaluated the Xerox proposal and determined negligible cost savings.</u> • <u>BUSD has purchased multifunctional copiers and positioned them in selective locations. These copiers allow for direct printing, faxing, e-mail, and scanning workstations.</u> • <u>City is currently evaluating proposals received from RFP for all-inclusive print/copy/fax solution and alternative service delivery system. Evaluation of proposals to be completed in October and brought to Council for consideration in November.</u> 			
4	<p><u>Library services and purchases:</u> <i>City/BUSD staffs have implemented a number of cost-saving and service-enhancing joint ventures.</i></p> <ul style="list-style-type: none"> • <i>City has facilitated priority access for BUSD library staff members during the annual Friends of the Library book sale. The City provides five free children's books per BUSD staff member and greatly reduced purchase prices on other books and reference works.</i> • <i>City/BUSD coordinated effort to provide elementary, middle and high school text books at City libraries. These titles will be changed as needed.</i> • <i>BUSD/City completed a joint purchase analysis of magazines through use of SSA, EBSCO, or other subscription services. No additional benefit for either agency was discovered.</i> • <i>Library website offers the Burbank Public Library Homework Cart program which includes downloadable forms that BUSD teachers may use to provide advance requests for homework carts to be available at the library for specific assignments.</i> • BUSD to facilitate distribution of City library card application forms to all school sites, to better market library cards to students. Target date is September 200<u>6</u>, which will coincide with National Get a Library Card Month. • City provided an introduction to cataloging workshop in September 2005 to all BUSD library staff members. • BUSD/City to continue exploring ways to reduce purchasing costs for e-resources and other specialized materials. • <u>In September (National Library Card Month), District schools worked with City to distribute library card application forms to students. Teachers collected and returned these forms.</u> • <u>BUSD and Burbank Public Library (BPL) hosted a luncheon for site principals to highlight services available to BUSD students and faculty.</u> • <u>BPL has donated older but still relatively current encyclopedias with a 5-year copyright date to BUSD.</u> 	<u>Sue Boegh</u>	Sharon Cohen	On Going

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	<ul style="list-style-type: none"> • <u>BUSD provides space for BPL to be represented at Back to School and Open House nights.</u> • <u>BUSD provides display space and information on BPL programs at sites and displays BPL posters.</u> • <u>BPL keeps copies and lists of Accelerated Reader books.</u> • <u>BPL has provided both staff and space for BUSD professional development training for BUSD library staff.</u> • <u>In August, BUSD approved the additional of a second Library Media Teacher (LMT). Mrs. Zimmerman will continue to serve as the District librarian and serve BHS and feeder schools. The new LMT will serve JBHS and feeder schools.</u> • <u>BPL provides meeting space for BUSD at Buena Vista Library at no charge.</u> 			
<p>5 NEW</p>	<p><u>Recycling Efforts:</u> <i>City/BUSD staff is requesting Council and Board direction regarding the possibility of implementing joint recycling efforts. City staff has identified several areas where collaboration may be feasible.</i></p> <ul style="list-style-type: none"> • Hazardous waste collection: <i>The City of Burbank currently contracts with the Glendale Environmental Management Center for hazardous waste disposal by Burbank residents. The City also utilizes other free of charge programs such as the County Roundups.</i> • <u>Although there is not an official contract with BUSD and the City for the collection of such universal (hazardous) waste as batteries, fluorescents, thermostats and electronics, quite a few schools (teachers and PTAs) hand carry their batteries to the City’s Recycle Center and some bring computers. Within the next month or two, the Center will have a universal waste recycler on board and can work on arrangements to include BUSD universal waste pick up.</u> • E-waste contract: <i>City will evaluate by July 2005 a new contract recently put in place by the City of Glendale, which should meet new government requirements.</i> • <u>The above-mentioned contractor who will collect the Recycle Center’s e-waste will probably also include the collection of e-waste from the BUSD. The details of how this will be handled will be worked out in the near future.</u> • Purchase of recycled products: <i>Items could include recycled paper and recycled toner cartridges. The City currently purchases these products and could coordinate with BUSD.</i> • <u>City currently uses recycled paper for incremental cost of \$0.10-0.11 per ream over cost of virgin stock. BUSD to make decision on switching to recycled paper and on using same cooperative agreement as the City (possible joint purchasing).</u> • <u>All schools have been informed that they can bring toner cartridges and cell or other phones to the Recycle Center. Some schools utilize used toner cartridges and cell phones as fundraisers. Schools are welcome to drop cartridges that have no monetary value at the Recycle Center.</u> 	<p>Dr. Alexis Sheehy</p>	<p>Paul Herman/ Kreigh Hampel</p>	<p>Direction Requested</p>

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	<ul style="list-style-type: none"> • Identify additional materials to be recycled: <i>Potential items include food service disposables, scrap metal collection, carpet recycling, and food composting.</i> • For the past two years, the Recycle Center has worked with all schools, particularly the middle and high schools, on recycling bottles and cans for cash. At least two middle schools have been earning approximately \$2,500 a year from the sale of CRV beverage containers. The L.A. Conservation Corps has provided free pickup service to schools and offers a full redemption rate. This year and last, the Recycle Center has convened BUSD teacher workshops for augmenting recycling programs in their schools. Two upcoming workshops at schools with very successful recycling programs are coming up in October. • The BUSD now has the opportunity to avoid disposing of scrap metals and missed waste plastics. If taken to the Recycle Center, these materials will help the BUSD avoid the cost of their disposal. Food recycling is still a distance away, however, the City and BUSD will be moving forward with Styrofoam tray recycling in the 2006-2007 school year. • Identify alternative products: <i>Reduce toxins in landscape, janitorial, and maintenance products by implementing product screening and staff training.</i> • Student recycling awareness programs: <i>Burbank Recycle Center currently provides educational programs at their facility and in various schools.</i> 			
TIER II	TIER II - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
6	<p><u>Purchase of items – Tier II items</u></p> <p><i>For all items in this category City/BUSD staffs are evaluating existing inventory, existing scopes of service, terms of existing agreements and future needs prior to evaluating the potential for joint purchase. In an effort to decrease standing inventories, reduce costs, increase “Just in Time” site delivery and increase customer service, BUSD/City staff are at a minimum evaluating the merits of joint RFP’s, “piggybacking” on existing contracts, modifying scopes of service, modifying methods of service delivery, and/or combining operations.</i></p> <ul style="list-style-type: none"> • Office Supplies: <i>BUSD/City “Just in Time” delivery for office supplies from Office Depot.</i> • <i>BUSD purchases of \$70,000 and City \$550,000 annually. City currently piggybacks on a national contract for office supplies. City staff recommends combined volume RFQ.</i> • City to evaluate benefits of combined volume (City/BUSD) RFQ, and if beneficial, BUSD to piggyback on combined volume bid. • City and BUSD to issue joint contract, if beneficial, by June 2006. • <u>BUSD provided a list of over 40 commonly used items to the City for consideration. City and BUSD to begin joint bid effort by June 2007.</u> 	Steve Bradley	Paul Herman	In Progress

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	<ul style="list-style-type: none"> • Paper-Printing & Copy Stocks: <i>BUSD currently piggybacks on Los Angeles County Office of Education contract for purchase of paper. BUSD/City staff reviewing current pricing agreements.</i> • BUSD/City to explore feasibility of City piggybacking onto Los Angeles County Office of Education’s yearly bid for paper. • <u>City currently uses a cooperative contract (County of LA) for purchasing recycled paper stock. BUSD to make decision on purchase from same contract. Possible gains from joint purchase under this agreement.</u> • Plumbing Supplies: <i>Preliminary analysis by BUSD/City staff has determined that action on this item should be moved into a future fiscal year.</i> • Upon completion of higher priority items (based on potential costs savings, timing of existing contracts, staffing levels, existing efficiency efforts, each agencies’ individual priorities, etc.), this item will be given a timetable during a future fiscal year. Project is on hold. • Electrical Supplies: <i>Preliminary analysis by BUSD/City staff has determined that action on this item should be moved into a future fiscal year.</i> • Upon completion of higher priority items (based on potential cost savings, timing of existing contracts, staffing levels, existing efficiency efforts, each agencies’ individual priorities, etc.), this item will be given a timetable during a future fiscal year. Project is on hold. • Replacement Glass: <i>Preliminary analysis by BUSD/City staff has determined that action on this item should be moved into a future fiscal year.</i> • Upon completion of higher priority items (based on potential cost savings, timing of existing contracts, staffing levels, existing efficiency efforts, each agencies’ individual priorities, etc.), this item will be given a timetable during a future fiscal year. Project is on hold. 			<p>In Progress</p> <p>Revisit at a future date</p> <p>Revisit at a future date</p> <p>Revisit at a future date</p>
7	<p><u>Co-locating warehousing operations:</u> <i>BUSD/City staffs have completed a facility tour of each warehouse, and preliminary discussion of warehouse operations and future warehouse needs.</i></p> <ul style="list-style-type: none"> • <i>BUSD/City staffs continue to evaluate warehouse operations in an effort to maximize each agency’s operations.</i> • <i>In recent years, the City has dramatically reduced the quantity of items warehoused, thereby reducing cost, improving service delivery and creating additional warehouse space. From a facility capacity standpoint, adequate space appears to be available at the City facility to co-locate BUSD warehouse operations.</i> • <i>BUSD/City staff will continue to identify warehoused items used by both agencies which might result in a volume discount if purchased jointly.</i> • <i>Assuming no reduction in staffing, preliminary benefits of co-locating include closer proximity of BUSD warehouse to City fuel, BUSD employee working at City warehouse ensures warehouse coverage on Fridays, potential City utilization of BUSD’s larger delivery truck and better use of vacant City warehouse space.</i> • <i>Next steps are to address union issues, consolidate computer systems for inventory, consolidate inventory, conduct the physical move, and develop procedures for the joint warehouse.</i> 	Steve Bradley	Paul Herman	Revisit at a future date

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	<ul style="list-style-type: none"> Project is on hold pending negotiations with BUSD Unions. City/BUSD working on joint purchases for paper and janitorial supplies (items 2 and 6), which comprise majority of BUSD warehouse inventory. 			
8	<p>Digital copy machines/centralized copy facility (using high school ROP students with City): BUSD/City staff have visited and observed a centralized copying program at Westside Elementary School in Palmdale. BUSD/City staffs are currently evaluating existing copying practices, the feasibility of centralized facilities, digital copiers contracts, etc.</p> <ul style="list-style-type: none"> City staff and the BUSD Administrative Offices plan to implement a pilot project to provide printing services (color and black and white) for both agencies by September 2005. City staff developed order forms, set pricing structure, designed format for submission of orders, and planned a delivery mechanism so that BUSD staff can place orders for printing with the City. Staff expects to expand the pilot project to school sites by September 2006. Staff will create a printer apprentice program through the BUSD Regional Occupational Program (ROP) by January 2006. BUSD staff assisted City printing manager apply for and receive an ROP credential. City and BUSD working to adapt ROP printing curriculum for class. <u>Due to changes in City staff in the printing office, this plan is on hold and staff is exploring alternate options such as partnering with local printing businesses to offer the ROP program.</u> 	Sue Boegh	Judie Sarquiz	In Progress
TIER III	TIER III - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
9	<p>Solar heating of BUSD pools: BUSD is proceeding with the installation of solar heating panels at John Burroughs and Burbank High Schools. The City Council and City staffs have expressed strong support for installation of these systems. The installation of the solar heating systems should provide significant savings to the BUSD.</p> <ul style="list-style-type: none"> Per City Council and Board of Education direction on March 29, 2004, City staff contacted BP Solar regarding potential partnership opportunities related to the solar heating projects at both high school swimming pools. BP solar works solely on active solar (photovoltaic) projects and therefore would be unable to assist with the BUSD's passive solar water heating projects at the high schools. Swimming pool solar heating systems are in final stages of installation. Estimated completion date is June 30, 2005. <u>Burbank High School solar heating system installation completed February 2005.</u> <u>John Burroughs High School solar heating system installation completed February 2005.</u> <u>Annual estimated savings from both systems - \$40,805.</u> 	Craig Jellison	Jeanette Meyer	<u>Completed</u>

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<p>10</p>	<p><u>Joint Facilities Use Agreement:</u> <i>BUSD/City staffs recommend the development of a new Joint Use of Facilities Agreement.</i></p> <ul style="list-style-type: none"> • <i>City staff is currently requesting/reviewing existing joint use of facilities agreements from other agencies and school districts. Documents to be reviewed by BUSD staff.</i> • <i>City/BUSD staffs are reviewing the existing agreement and working to develop a new agreement.</i> • <i>New agreement expected to be in place by Spring 2006.</i> • <u>Multiple meetings have transpired.</u> • <u>Additional meetings will be scheduled.</u> • <u>BUSD relocates Miller Kindergarten program to Miller main campus, effective 2006-2007 school opening.</u> • <u>BUSD relocates Community Day School (CDS) to previous Miller Kindergarten site, effective 2006-2007 school opening.</u> • <u>Lease agreement between City and BUSD for the CDS site terminated.</u> 	<p>Greg Bowman/ Steve Bradley/ Chuck Colgan</p>	<p>Eric Hansen</p>	<p>In Progress</p>
<p>11</p>	<p><u>Child care programs and facilities:</u> <i>BUSD/City staffs have met and continue to meet as part of the Child Care Committee in an effort to improve Burbank’s child care options.</i></p> <ul style="list-style-type: none"> • <i>City/BUSD staff reviewed potential benefits of joint training. Conflict resolution training conducted in conjunction with Peacebuilders in March 2005. City staff currently receiving training on BUSD’s disaster training procedures.</i> • <u>City/BUSD staff to continue additional advertising opportunities for BUSD programs. Some options include utility bill inserts, banners during the summer promoting the state preschool program, flyers at City programs/facilities, and recreation guide promotions. Park, Recreation and Community Services staff continues to advertise BUSD programs through these methods.</u> • <u>City/BUSD staffs continue to advertise opportunities for BUSD preschool programs.</u> • <u>BUSD staff continues to participate on the City Child Care Committee.</u> • <u>BUSD has volunteered to assist in the development of the resource center in the new Mary Alice O’Connor Family Resource Center.</u> 	<p>Goldie Bemel</p>	<p>Eric Hansen/ Sue Georgino</p>	<p>In Progress</p>
<p>12</p>	<p><u>LiveScan Fingerprinting:</u> <i>City staff is exploring the possibility of providing a reduced fee for LiveScan fingerprinting to BUSD and other customers through a contract that would provide increased discounts for certain levels of guaranteed users.</i></p> <ul style="list-style-type: none"> • <u>Staff is working on an agreement with BUSD to offer a reduced fee for LiveScan fingerprinting to BUSD prospective employees.</u> 		<p>Judie Sarquiz</p>	<p>In Progress</p>

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<p>13 NEW</p>	<p><u>Middle and High School Counseling Program:</u> <i>The Mayor’s Youth Task Force has submitted their recommendation to the Burbank City Council to support the current middle school counseling program and a high school counseling component for the FY 2005-06 school year.</i></p> <ul style="list-style-type: none"> • <i>The Families First Agency will be responsible for providing trained counselors and supervisors to work with middle and high school age pupils.</i> • <i>The Agency will coordinate their efforts with designated school representatives.</i> • <i>BUSD personnel will continue to assist in identifying at-risk pupils, scheduling of pupils, and providing an office for the counseling sessions.</i> • <i>The Agency will make efforts to promote a self-referral program with the assistance of the school’s notification process.</i> • <u>City authorized funding for these services to serve students in the three middle schools in February 2004; the program was approved by the Board of Education.</u> • <u>During 2005-2006, the program expanded to address emotional needs of students in the two comprehensive high schools and both alternative education schools.</u> • <u>City Council has authorized funding for services to three middle schools, the two comprehensive high schools, and Monterey High School, from September 1, 2006 to August 31, 2007.</u> • <u>The Family Service Agency (FSA) serves 255 Burbank students, utilizing student-study team meetings to identify at-risk students who may benefit from therapeutic counseling.</u> • <u>BUSD provides space for counseling sessions.</u> • <u>FSA has begun a self-referral process for students.</u> • <u>BUSD staff and FSA have begun a campaign to inform students of the self-referral process.</u> 	<p>Hank Jannace</p>	<p>Teri Stein</p>	<p>In Progress</p>
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	<u>COMPLETED ITEMS</u>			
TIER I	COMPLETED TIER I - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
14	<p><u>BUSD purchase of gasoline from City:</u></p> <ul style="list-style-type: none"> • <i>BUSD and City to set up pilot program in December on at least 4 BUSD Grounds Department vehicles.</i> • <i>As of 1/16/04, pilot program on- going with BUSD Grounds Department and warehouse truck, invoices being analyzed by finance departments.</i> • <i>Pilot program was successful. Full implementation to begin immediately. BUSD expects savings of 15-20 cents per gallon.</i> • Project deemed beneficial for BUSD. City finalized agreement for Council approval on May 18, 2004. 	Steve Bradley/ Chuck Colgan	Paul Herman/ Bob Van Hazelen	Complete
15	<p><u>Pilot vendor agreements for repairs</u></p> <ul style="list-style-type: none"> • <u>Fire Extinguishers:</u> <i>In November BUSD/City completed a preliminary evaluation of existing inventory, existing scopes of service, terms of existing agreements and assessments of future needs.</i> • <i>As of January 16th, BUSD/City staff determines that joint purchase will not result in an appreciable benefit to either entity. BUSD/City to remain with existing contracts.</i> • Pending the completion and evaluation of the pilot multi-agency RFQ process, and its applicability to these purchases, this item is complete. Joint activity not warranted at this time. • <u>Fire Alarms, Security Alarms, Keypad Access and Video Surveillance:</u> <i>City and BUSD staff has evaluated each agency's current contract. City staff has developed a comprehensive specification.</i> • City/BUSD staffs have concluded that the requirements for these items are too different for each agencies and a joint RFQ would yield little benefit. • Pending further direction from the City Council/Board of Education, this item is considered complete. 	Steve Bradley/ Chuck Colgan	Bob Van Hazelen/ Paul Herman	Complete
16	<p><u>Purchase of items – Tier 1 items</u></p> <p><i>For all items in this category City/BUSD staffs are evaluating existing inventory, existing scopes of service, terms of existing agreements and future needs prior to evaluating the potential for joint purchase. In an effort to decrease standing inventories, reduce costs, increase “Just in Time” site delivery and increase customer service, BUSD/City staff are at a minimum evaluating the merits of joint RFP’s, “piggybacking” on existing contracts, modifying scopes of service, modifying methods of service delivery, and/or combining operations.</i></p>	Steve Bradley	Paul Herman	Complete

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	<ul style="list-style-type: none"> • Pool Supplies: BUSD/City currently utilizing the same local vendor for supplies. • Existing pricing agreement analysis reveals disparate pricing. • BUSD to begin piggyback onto City purchase order. • BUSD/City issued a joint RFQ and contract is in place. • Auto Parts: Total vehicles in service for each agency approximately 65 for BUSD and 750 for City. City is currently implementing cost reducing efficiency measures aimed at reducing inventory, standardizing parts, increasing internal customer service and decreasing costs. • City has developed an approved name brand list and performance specifications. • City has provided a tire contract. • City is working on an updated consumption list. • Next step is for the BUSD to provide consumption data and advise on approved name brand list. City and the BUSD then to draft a joint RFQ. Estimated date for issuance of joint contract is March 2005. • BUSD determined that no benefit could be obtained through a joint RFQ. • Pending further direction from the City Council/Board of Education, this item is considered complete. 			
17	<p><u>Technology Services and wide-area networks:</u> BUSD/City staffs continue to discuss the merits of collaboration and information sharing in the area of fiber optic cable, wireless technology, computer printers and telephones.</p> <ul style="list-style-type: none"> • <u>Telephone Systems:</u> The City and BUSD currently have different systems which are not compatible. Developing a joint telephone service agreement, utilizing existing systems, is not possible at this time. • City staff contacted the BUSD staff to research the feasibility of any communications savings: local, long-distance, cellular, or radio. • The BUSD had long distance with ATT, which was relatively expensive compared to other alternatives. The BUSD has changed to SBC for future service at rates only slightly higher than the City's current rates; this new contract will yield substantial savings for BUSD. The BUSD qualifies for and currently receives local service rates that are lower than the City's. • BUSD completed a District-wide telephone inventory for the City to review the cost and feasibility of maintaining the District's telephone systems. The information included total number of telephone instruments, types of switches, and internal components of the telephone switch. • While BWP has the technical ability to maintain the BUSD telephone system, it is currently beyond BWP's staff capability to do so. 	Rick Vonk	Greg Simay/ Jack Wildermuth	Complete

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18	<p>Channel Six and PEG Channel Options: <i>City currently maintains and operates Channel 6. City/BUSD regularly partner on the development and airing of mutually beneficial programs. Under the current cable franchise agreement, BUSD/City can program up to an additional four Public Education and Government (PEG) channels.</i></p> <ul style="list-style-type: none"> <i>BUSD has the “right” to have its own channel through Charter Communications. Initial “start-up” costs and “uplink” costs would vary depending upon the type and amount of programming desired.</i> <i>Additional BUSD information can be placed on Channel 6. The City has a “Public Information Office Sub-Committee” that approves what is currently aired on Channel 6.</i> City staff is currently exploring the feasibility of a second PEG channel for the purpose of continuously airing the “scroll” or community bulletin board. City staff will present this item to the City Council by April 30, 2004. BUSD will continue to submit requests for Committee approval for the airing of various types of programming (i.e. announcements, requests for video coverage at a particular event, an occasional broadcast of a student or BUSD produced show, etc.). 	LeeAnn O’Toole	Mike Flad/ Michael McManus	Complete
19	<p>BWP: Sales of energy savings kits/devices to families through initiatives:</p> <ul style="list-style-type: none"> <i>BWP to donate 23-watt (equivalent to 100 watt incandescent bulb) compact fluorescent light bulbs to the schools. Each school is eligible to sell them for \$3 each or 2 for \$5 and keep the entire profit. Nine elementary schools are participating.</i> <i>City obtained City Council authorization and prepared a bid for 7,000 compact fluorescent lights that will be sold by BUSD students in February 2004.</i> <p>Pending further direction from the City Council/Board of Education, this item is considered complete.</p>	Alexis Sheehy	Jeanette Meyer	Complete
TIER II	COMPLETED TIER II - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
20	<p>Vehicle or specialized vehicle repairs (power mowers, gardening equipment)</p> <ul style="list-style-type: none"> <i>BUSD/City staff has completed a preliminary analysis of joint vehicle/equipment repair. Vehicle supplies will also be analyzed for purchasing discounts through joint purchasing efforts.</i> <i>It is the determination of BUSD/City staff that joint vehicle/equipment maintenance operations are not recommended at this time.</i> 	Chuck Colgan	Bob Van Hazelen	Complete
21	<p>Review of negotiated agreements that would permit common repairs of vehicles: <i>It is the determination of BUSD/City staff that joint vehicle/equipment maintenance operations are not recommended at this time.</i></p>	Nancy Gascich	Judie Sarquiz	Complete

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22	<p>Transportation for short field trips, athletic events, etc. (Got Wheels! during the daytime): <i>The state of California carefully regulates the City’s various transportation programs. Current state law precludes the use of City owned Got Wheels! vehicles to transport students to activities or athletics practice/competitions, etc. As currently defined in the law, student transportation for such activities necessitates the utilization of a properly licensed school bus and driver. Got Wheels! vehicles and drivers are not properly licensed to serve in a school bus capacity.</i></p> <ul style="list-style-type: none"> <i>In order to transport students as described, buses must be painted orange, have “school bus”, lettered on the side, have flashing lights and a stop sign installed. Drivers are required to perform additional duties, pass additional safety inspections and complete additional training.</i> Pending additional City Council/Board of Education direction, this item is complete. It is the opinion of City staff that joint operation is not feasible at this time. 	Alexis Sheehy	Eric Hansen	Complete
23	<p>Bring together lead purchasing department personnel to identify and review commonly purchased items that can be purchased with a single bid that would benefit both agencies:</p> <ul style="list-style-type: none"> Item is complete. Meetings are currently taking place and will continue to take place until all identified items on this matrix have been analyzed and implemented when deemed appropriate. 	Steve Bradley	Paul Herman	Complete
TIER III	COMPLETED TIER III - ITEM DESCRIPTION AND ACTION SUMMARY	BUSD	CITY	STATUS
24	<p>Expanded use of reclaimed water supplies: <i>City Council has reviewed and approved the City staff prepared reclaimed water master plan. In accordance with the plan, City staff will continue to extend service to all feasible BUSD sites.</i></p> <ul style="list-style-type: none"> Pending further direction from the City Council/Board of Education, this item is considered complete. <u>Burbank High School is currently using reclaimed water for its fields and planters.</u> 	Ali Kiafar/ Chuck Colgan	Bill Mace/ Fred Lance	Complete
25	<p>Energy and conservation issues:</p> <ul style="list-style-type: none"> <i>BUSD staff has prepared a list of projects that would increase energy efficiency in its construction projects.</i> <i>BUSD/City staffs have met to discuss potential projects which could result in energy savings for BUSD. BUSD Board of Education has passed a resolution entitled, “Resolution on Sustainability and Resource Efficiency in the Design and Construction of District Projects.” This resolution formalizes the requirement that all remaining projects in the current construction and modernization program, and all such future construction projects, incorporate to the greatest extent feasible the criteria established by the Collaborative for High Performance Schools (CHPS).</i> 	Bradley/Kiafar	Jeanette Meyer	Complete

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26	<p><u>Renegotiation of Electrical Service Rate Agreement:</u> City/BUSD staffs continue to meet in an effort to develop a new agreement.</p> <ul style="list-style-type: none"> • New agreement was finalized and approved by the City Council on June 29, 2004. 	Steve Bradley	Ron Davis	Complete
27	<p><u>Library Grant:</u></p> <ul style="list-style-type: none"> • <i>The BUSD and the Burbank Library collaborated on a new grant application to the State for funding for a new main library building. The grant outlines the BLAST (Burbank Library and Schools Together) program. The BLAST program is designed to support students at critical points in their academic careers. It has a particular focus on students and families with limited education or limited English proficiency. The program elements are: Kindergarten Enrichment Reading; Fourth Grade Information Literacy; Homework Center and Assistance; Grades 3-8; College Preparation; Technology Support; Student Production of Library Publicity; and Parent Education (as of 1/16/04).</i> 	Alexis Sheehy	Sharon Cohen	Complete
28	<p><u>Disaster Preparedness:</u> <i>The Disaster Mitigation Act (DMA) 2000 requires the development of a disaster mitigation plan by all local, county and state governments, including school districts. The DMA 2000 requires agencies to conduct an assessment of the natural hazards that pose a threat to the jurisdiction; to determine the potential impact of these hazards; to create a plan to mitigate these hazards; and implement the plan to reduce the impacts of natural disasters.</i></p> <ul style="list-style-type: none"> • BUSD/City staff will develop a joint RFP for the purpose of developing a comprehensive Hazard Mitigation Plan. • Prior to November 1, 2004, each agency must adopt the proposed plan for State and Federal Emergency Management Agency (FEMA) final approval. • BUSD/City staff determined that issuing a joint RFP and developing a comprehensive Plan covering both agencies is not feasible at this time. The two agencies will work together to share information as appropriate between the two consultants. • <u>As required by the Disaster Mitigation Act (DMA) of 2000, the BUSD disaster Hazard Mitigation Plan was sent to FEMA on November 1, 2004. BUSD was notified that the plan had been approved by FEMA on July 18, 2006.</u> • <u>BUSD will distribute copies of the plan (to be included in the City’s comprehensive Hazard Mitigation Plan) to the city and local libraries upon receipt of a copy of the final approved plan from the consultant.</u> 	Marlene Burton	Rich Baenen	Complete