



# Weekly Management Report

## February 7, 2020

- 1. Minutes**                      Civil Service Board Meeting held on  
December 4, 2019  
**Management Services Department**
  
- 2. Synopsis**                     Downtown Burbank Partnership Meeting  
on January 9, 2020  
**Community Development Department**
  
- 3. Memo**                         Sidewalk Vendors Senate Bill 946 (2018)  
**Community Development Department**
  
- 4. Memo**                         Landlord-Tenant Commission Meeting on  
January 6, 2020  
**Community Development Department**
  
- 5. Synopsis**                     Sustainable Burbank Commission  
Meeting on February 3, 2020  
**Public Works Department**



December 4, 2019  
4:30 p.m.

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

**Roll Call**

Members present: Matthew Doyle, Chairperson  
Linda Barnes, Vice-Chairperson  
Jacqueline Waltman

Members not present: Iveta Ovsepyan, Secretary  
Miguel Porras

Also present: Stacey Adams, Ast Mgmt Serv Director, Risk Mgmt-Safety  
Sean Aquino, Administrative Officer – BWP  
Susie Avetisyan, Senior Administrative Analyst  
Christine Coleman, Workers' Compensation Administrator  
David Hernandez, Mgr Transmission & Distribution Engineering  
Brady Griffin, Human Resources Manager  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
John Molinar, Ast PW Director Street and Sanitation  
Melissa Potter, Ast Library Services Director  
April Rios, Human Resources Manager  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director

**Future Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 3-0 to approve the minutes of the regular meeting of November 6, 2019.

**Proposed Amendments to Classification Plan**

**REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF ELECTRICAL ENGINEER, ELECTRICAL ENGINEERING ASSOCIATE TO ELECTRICAL**

**ENGINEERING ASSOCIATE II, AND ELECTRICAL ENGINEERING ASSISTANT TO ELECTRICAL ENGINEERING ASSOCIATE I**

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specifications for the classifications of Electrical Engineer, Electrical Engineering Associate to Electrical Engineering Associate II, and Electrical Engineering Assistant to Electrical Engineering Associate I.

**Recruitment and Selection Report – November 2019**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of December 2019, there were two temporary appointment extensions needed. The extensions were being sought on behalf of the Fire Department and the Management Services Department. Also, for the month of January 2020, there were three temporary appointment extensions and three temporary assignment extensions needed. The extensions were being sought on behalf of the Public Works Department, Library Services Department, Information Technology Department, and the Management Services Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the months of December 2019 and January 2020.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:09 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Matthew Doyle, Chairperson

DATE

\_\_\_\_\_  
Iveta Ovsepyan, Secretary

DATE





# memorandum

**DATE:** January 29, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
Via: Simone McFarland, Asst. Community Development Director:  
Business & Economic Development

**SUBJECT: Downtown Burbank Partnership (PBID) Meeting – January 9, 2020**

- Finney's Crafthouse has signed a lease for the former Market City Caffe space in Downtown Burbank. Staff has been working closely with Finney's to facilitate the start of their tenant improvements for an anticipated opening in September.
- Staff is working on a RFP for Holiday Décor to be distributed the week of January 20th. A subcommittee of board members will be selected to review proposals at the February PBID meeting. Once proposals are received, staff will schedule interviews with firms and the subcommittee as needed. Final proposals will be presented to the Board for approval and new décor will be installed in November 2020.
- Sara Mockus from the City's outreach consultancy group, Costin Outreach updated the Board on construction plans for the I-5 Freeway, and closure of the Burbank Boulevard Overcrossing. The Burbank Boulevard Bridge will be demolished and rebuilt beginning on or about February 14th. Information on the construction and closure will be sent to Downtown Burbank merchants and property owners via e-mail, and will be posted on Downtown Burbank social media channels for visitors.
- The Board approved changes to the PBID Bylaws including:
  - The capability to add non-voting member positions to the Board allowing for additional insight to help grow participation should future vacancies become available;
  - Additional information on Annual Board Meetings;
  - Clarification of posting procedures on regular vs. special meetings;
  - Clarification of quorum procedures;
  - Clarification on the addition of new Directors, and
  - A change to the period for submittal of annual report info to the City of Burbank.
- The Board approved non-voting Board Member applications for Ms. Christine Deschaine and Mr. Parham Yedidsion.





# memorandum

**DATE:** January 29, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Ron Takiguchi, Assistant Community Development Director /  
Building Official

**SUBJECT: Status - City Manager Tracking List Item # 2185  
Sidewalk Vendors Senate Bill 946 (2018)**

Senate Bill 946 (2018, Lara) Sidewalk Vendors, modified the State Government Code to define the practice of sidewalk vendors and established parameters for local authorities to regulate sidewalk vending. The Burbank Municipal Code (BMC) has existing regulations – Title 3, Chapter 4 Businesses and Occupation - for Peddlers, Solicitors, and Itinerant Merchants. This memorandum provides the status of Burbank’s compliance with SB 946 and future necessary action.

## BMC versus SB 946

BMC regulations on Peddlers, Solicitors, and Itinerant Merchants (Article 11, §3-4-1101, et. seq.) was added to the Municipal Code in 1987 establishing requirements for street vendors, those peddling from motorized vehicles and persons who conduct door-to-door surveys, marketing or sales orders. The BMC does not allow vendors to conduct business from a stationary location on the public right-of-way. Administrative requirements include the licensure, registration, fingerprinting and arrest record statement of all merchants. Further, BMC regulations restrict pushcarts or self-propelled vehicles in any neighborhood except the downtown area and do not allow peddling from a vehicle within the vicinity of an elementary or middle school during school hours.

SB 946 became effective on January 1, 2019 allowing sidewalk vendors to vend in the public right-of-way. SB 946 affects sidewalk vending, but not vending from a vehicle and does not affect door-to-door solicitation.

## City Manager Tracking List Item #2185

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The Bill does not allow cities to restrict stationary vending (such as a fruit cart) in the public right-of-way in any area of the City with one exception, nor the vending within a City park (with specified conditions). The exception allows a City to prohibit stationary sidewalk vendors in areas zoned exclusively residential, but shall not prohibit roaming sidewalk vendors. However, the Bill does allow a local jurisdiction to regulate the “time, place and manner” of sidewalk vending which is related to general health, safety and welfare concerns. Furthermore, the bill decriminalizes sidewalk vending rules and only allows administrative penalties.

The BMC regulations on street vending are not consistent with SB 946 so changes to the code are necessary.

Until the BMC is amended to be consistent with state law, staff has incorporated its basic provisions into current administrative practices. Applicants and licensees must follow the normal application and renewal processes, which includes providing a copy of their Los Angeles County Department of Public Health approval. In addition, they are provided a handout explaining restrictions in the public right-of-way directly related to health, safety and welfare concerns. For example, vendors selling on the sidewalk may not block public access and must allow unrestricted access for Persons-With-Disabilities.

### City Council Item

Although the State law was effective on January 1, 2019, Burbank has seen little effect as a result of the Bill. In 2019, the Community Development Department (CDD) issued only five new annual peddler licenses bringing the total number in Burbank to 39.

Staff will present a Staff Report to City Council in the spring of 2020 with suggested revisions to the BMC in compliance with SB 946. The update to the ordinance will include parameters on regulating “time, place and manner” for street vendors in order to protect neighborhoods while being consistent with the new law.

In preparation for the item to City Council, CDD staff will work closely with the City Attorney’s Office, Parks and Recreation, Public Works, and the Police Department for enforcement beyond standard Code Enforcement citations.

### Attachments

Attachment 1: Temporary Operating Requirements for Sidewalk Food Vending.

**Temporary Operating Requirements for Sidewalk Food Vending**

A Business License is required, and the Vendor must display the License on the Cart. Licenses must be renewed each year. Applicants shall provide the following information:

- Valid identification
- Name, address, and telephone of vendor
- Types of food or merchandise to be sold
- Copy of Los Angeles County Health Department certificate (food vendors)

A Food Vendor must provide a trash receptacle for customers and ensure proper disposal of customer trash. The trash receptacle must be large enough to accommodate customer trash without having to use existing trash receptacles that are for use by the general public. A Vendor must maintain a clean and trash-free 10-foot radius from the Vendor's Cart during hours of operation and must leave the area clean by closing time.

**Placement of Stationary or Mobile Carts:**

Placement of cart shall not endanger the safety of persons or property.

A Vendor may not use a stationary cart to vend in a residential area. Only a mobile cart may be used to vend in a residential area. A Vendor who vends in a residential area shall move continuously, except when conducting a sale, which may last no more than 10 minutes per sale.

Based on health, safety and welfare concerns for pedestrians and emergency access vending on City sidewalks shall be prohibited:

- Within 5 feet of a marked crosswalk
- Within 5 feet of the curb return of an unmarked crosswalk.
- Within 5 feet of any fire hydrant, fire call box or other emergency facility, as defined in
- Within 5 feet ahead and 45 feet to the rear of a sign designating a bus stop.
- Within a marked bus zone.
- Within 5 feet of a bus bench.
- Within 10 feet of a transit shelter.
- Within 5 feet of a driveway or driveway apron.
- Within 4 feet of an outdoor dining or patio dining area.
- Within 18 inches from the edge of the curb.
- Placement shall not impede the flow of pedestrian traffic by reducing the clear space to less than 5 feet, or impede access to, egress from or the use of abutting property, including, but not limited to, residences and places of business.
- Within 3 feet of a door or entrance/exit to a building.
- On City-owned property other than sidewalk or within a park without prior City approval.

Thank you for your cooperation.



# memorandum

**DATE:** January 27, 2020

**TO:** Justin Hess, City Manager

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

**SUBJECT:** Landlord-Tenant Commission Meeting – January 6, 2020

- Nine members of the public attended the meeting. Three (3) of the nine (9) people completed a Tenant Information Form and one person completed a Landlord Information Form for assistance in various areas related to: Assembly Bill 1482 rent rollback, property exemptions, habitability, and rent increases. The cases involving the rent rollback, property exemptions, and rent increases needed clarification based on the new law. One tenant had questions related to habitability and noise disturbance from a neighboring tenant.
  - The Commission answered questions, and provided resources including: Commission Subcommittee involvement, references to legal services, AB 1482 resources and handed out Landlord-Tenant Handbooks.
- Staff announced the Burbank Housing Rights Workshop presented by the Housing Rights Center on February 24, 2020, which will include various housing topics such as: Assembly Bill 1482, evictions, notices to vacate, repairs, and security deposits.
- Commissioners agreed to compile a list of different organizations and representatives to reach out to and provide information on Assembly Bill 1482; including notification of the upcoming Housing Rights Workshop on February 24, 2020.
- Subcommittee members provided updates on four cases from the past month involving: notices to vacate, rent increases, and habitability issues. These cases were resolved by mediation and references to legal services.
- The meeting was adjourned at 8:45 pm.



**SUSTAINABLE BURBANK COMMISSION**  
**February 3, 2020**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award was presented to Porto's Bakery & Café for their sustainable practices such as donating food to the Union Rescue Mission, using plates made from plants, and state of the art sustainable buildings.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

Burbank resident, Armond Matevosian, spoke in favor of a leaf blower ban and the importance of providing information to the public regarding leaf blowers.

**B. Commission Member Communication:**

Mr. Yegparian requested that staff ask the City Attorney if polling Commissioners outside of a meeting to revise an agenda is a Brown Act violation. Later during this agenda item, he stated that he attended a tour of the Weymouth Water Treatment Plant.

Ms. Kirschenbaum expressed her disappointment with the Green Rate Program. She attended a San Fernando Valley Town Hall meeting. Ms. Kirschenbaum expressed concern that SB32 is not receiving the amount of support she would like.

Ms. Gemmill stated that she was in contact with Burbank resident, John Orr, the Theodore Payne Foundation, and Michael Del Campo, Landscape and Forestry Services Superintendent, Parks and Recreation, regarding the possibility of a Monarch Mile planting along the Chandler Bike Path.

Ms. Schanberger attended a UCLA Extension conference.

Ms. Tenenbaum met with Lincoln Blevens, Assistant General Manager, Power Supply, Burbank Water and Power regarding the Greenhouse Gas Reduction Plan. She expressed interest in a tour of Burbank Water and Power. Ms. Tenenbaum announced that she will speak again regarding sustainability in Barcelona, Spain in two weeks.

Mr. Weber stated that he and Ms. Zimskind spoke to resident, Harvey Branman, regarding water.

**C. Staff Communication:**

Kreigh Hampel, Recycling Coordinator, announced that the 2020 Waste Warrior program has begun. He also stated that he recently attended an Eco Farm conference in Monterey.

### III. APPROVAL OF MINUTES:

Minutes from the December 16, 2019 meeting were approved by Ms. Gemmill, Ms. Kirschenbaum, Ms. Schanberger, Ms. Tenenbaum, Mr. Weber, Mr. Yegparian, and Ms. Zimskind.

### IV. DISCUSS THE EQUITY AND ECONOMIC ASPECTS OF SUSTAINABILITY

At its December 16, 2019 meeting, the Commission agreed to discuss the equity and economy aspects of sustainability. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The group discussed investigating the equity and economic aspects of sustainability. Ms. Tenenbaum moved and Mr. Yegparian seconded a motion to create the ad hoc Equity and Economic Sustainability Subcommittee. The ad hoc Subcommittee will explore and make recommendations regarding equity and economic aspects of sustainability in the City. The motion was approved by all in attendance, noting the absence of Mr. O'Brien and Ms. Robb. Ms. Gemmill, Mr. Weber, and Ms. Zimskind volunteered to staff the Subcommittee.

### V. DISCUSS A BAN ON LEAF BLOWERS

At its December 16, 2019 meeting, the Commission agreed to discuss a ban on leaf blowers. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

The Commissioners discussed a leaf blower ban. Vice Mayor Frutos reminded the group that a City ordinance banning leaf blowers was previously voted down by residents. The group agreed that the ad hoc Community Engagement Phase 2 Subcommittee will educate the public on leaf blower issues/concerns.

Judie Wilke, Assistant City Manager – Interim Public Works Director explained that there is a program through the Air Quality Management Department (AQMD) and educational information that can possibly be used by the Subcommittee.

### VI. AD HOC EARTH DAY 2020 SUBCOMMITTEE REPORT

At its December 16, 2019 meeting, the Commission agreed to form the ad hoc Earth Day 2020 Subcommittee. The ad hoc Earth Day 2020 Subcommittee will develop ideas for Earth Day 2020 and present them to the Commission. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

On behalf of the subcommittee, Ms. Tenenbaum announced that the Recycled Boat Regatta Earth Day event will be expanded to include adults this year. She said that the Recycle Center is looking for judges for the event. Ms. Gemmill suggested holding an event around the Monarch Mile.



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

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 is complete and community engagement goals have been approved by the Commission. Phase 2 will focus on enacting the goals. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

On behalf of the Subcommittee, Ms. Tenenbaum explained that the Subcommittee plans to reach out to active sustainable groups, such as the Buy Nothing Burbank groups, to collaborate.

**VIII. AD HOC SUSTAINABILITY- RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT**

At its November 18, 2019 meeting, the Commission agreed to disband the ad hoc Greenhouse Gas Reduction Plan Subcommittee and rename the ad hoc Sustainability Action Plan Subcommittee to the ad hoc Sustainability-related Plan Update. The Subcommittee will review the City's current sustainability-related action plans and offer recommendations for updates to the action plans. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Schanberger stated that the Subcommittee had no new items to report.

**IX. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT**

At its July 15, 2019 meeting, the Commissioners agreed to form the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The ad hoc Subcommittee will clarify its goals and provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Weber stated that he sent the proposed letter for the Airport redevelopment project to the Pasadena Environmental Advisory Commission for their feedback.

The group discussed self-generating energy for the Airport's future redevelopment.

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

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

The group discussed upcoming sustainability related Council items. Ms. Zimskind will attend the 2/25/20 Council meeting and Ms. Tenenbaum and Mr. Weber will attend the 3/3/20 Council meeting in support of Complete Streets.

**XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

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

The group had no additional future agenda items.

**XII. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2020:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2020.

The March Green Spotlight Award recipient will be Buy Nothing Burbank.

**XIII. ADJOURNMENT:**

The meeting adjourned at 6:27 p.m.