



# Weekly Management Report

## March 7, 2025

- 1. Minutes**      Civil Service Board Meeting  
on February 5, 2025  
**Management Services Department**
  
- 2. Memo**        City Manager Tracking List Item No. 2599: Feasibility  
of Imposing Affordability Requirements on Residential  
Units Permitted Pursuant to Senate Bill 9, California  
Government Code Section 65852.21  
**Community Development Department**



February 5, 2025  
4:30 p.m.

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

**Roll Call**

Members present: Matthew Doyle, Chairperson  
Linda Barnes, Vice-Chairperson  
Jacqueline Waltman, Secretary  
Mal Kelman  
Iveta Ovsepyan

Also present: Sean Aquino, Ast General Manager – Cust Serv & Mrktg  
Jacqueline Batayneh, Administrative Officer  
Griselda De La Cruz, Acting Human Resources Manager  
Garen Essakhanian, Manager Technology  
Betsy McClinton, Management Services Director  
Jina Oh, Chief Assistant City Attorney  
Brooke Oldaker, Acting Administrative Analyst II  
Alex Prestia, Ast Gen Mgr-Utility Administrative Services  
April Rios, Human Resources Manager  
Rene Sanchez, Administrative Analyst II  
Jessica Sandoval, Executive Assistant  
Stephen Spence, Manager Technology  
Anna Ter-Yegishyan, Administrative Analyst II  
Julianne Venturo, Ast Management Services Director  
Chris White, BMA President

**Open Public Comment Period of Oral Communications**

None.

**Future Agenda Items**

None.

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 5-0 to approve the minutes of the regular meeting of December 4, 2024.

**Proposed Amendments to Classification Plan**

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet

the needs of the departments and the City. For the month of February 2025, the Burbank Water and Power Department and the Information Technology Department were proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 5-0, to approve the establishment of the title and specification for the classification of Utility Business Systems Analyst, establishment of the title and specification for the classification of Senior Utility Business Systems Analyst, establishment of the title and specification for the classification of Principal Utility Business Systems Analyst, establishment of the title and specification for the classification of Client Technology Specialist, establishment of the title and specification for the classification of Lead Client Technology Specialist, and establishment of the title and specification for the classification of Principal Client Technology Specialist.

**Recruitment and Selection Report – December 2024 and January 2025**

RECOMMENDATION: Note and file.

**Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of February 2025, there were four temporary appointment extensions and two temporary assignment extensions. The extensions were being sought on behalf of the Burbank Water and Power Department and the Public Works Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Waltman and carried 5-0 to approve the Appointments and Assignments for the month of February 2025.

**Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:14 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

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

\_\_\_\_\_ DATE \_\_\_\_\_  
Jacqueline Waltman, Secretary



# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** March 4, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** City Manager Tracking List Item No. 2599: Feasibility of Imposing Affordability Requirements on Residential Units Permitted Pursuant to Senate Bill 9, California Government Code Section 65852.21.

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### BACKGROUND

At the February 13, 2024, City Council meeting, Councilmember Konstantine Anthony requested a memorandum outlining whether the City of Burbank (City) can require that all new residential units proposed pursuant of California Government Code Section 65852.21 (SB-9 Units), be designated as deed restricted affordable units<sup>1</sup>. This report responds to the inquiry.

### ANALYSIS

California Government Code Section 65852.21 (CGCS 65852.21) does not explicitly speak to the imposition of affordability restrictions on SB-9 Units (Attachment 1). However, it does state that:

*"A local agency shall not impose objective zoning standards, objective subdivision standards, and objective design standards that do not apply uniformly to development within the underlying zone..."* [CGCS 65852.21(b)(3)]

Per CGCS 65852.21 and the Burbank Municipal Code, SB-9 Units are only permissible on property with an underlying zone of Single Family Residential (R-1 Zone). The City

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<sup>1</sup> Senate Bill 9 (SB 9) was signed into law September 16, 2021, and took effect on January 1, 2022. It included the addition of California Government Code Sections 65852.21 and 66411.7 and specifies that when a proposed project is located in the Single-Family Residential (R-1) Zone and meets certain criteria, local jurisdictions must (1) ministerially approve up to two single-family dwellings; and (2) allow for the subdivision of one property into two properties. SB 9. California Government Code Sections 65852.21 and 66411.7 were subsequently amended by Senate Bill 450 that came into effect on January 1, 2025.

does not currently impose affordability restrictions that apply to all development in the R-1 Zone. Therefore, the City cannot impose affordability restrictions on SB-9 Units.

**CONCLUSION**

While direct imposition of affordability requirements on SB-9 Units is not currently permitted, the City has the option to explore broader inclusionary housing policies to include the citywide development of additional deed restricted units under State Law to address affordable housing goals (California Government Code Section 65850, Attachment 2).

State Law allows the City to adopt inclusionary housing ordinances that establish affordability requirements for residential units, to the extent that they do not create an undue burden on housing production<sup>2</sup> (California Government Code Section 65850.01, Attachment 3). As an example, in 2006 the City adopted an Inclusionary Housing Program (Program) that currently applies to residential developments proposing 5 or more residential units. The City is currently working on potential updates to these regulations pursuant to the 2021-2029 Housing Element Housing Plan Program No. 10 (Inclusionary Housing Ordinance), which ensures consistency with the City's Housing Production Goals and Affordable Housing Strategy. It anticipated that these regulations will be considered toward the latter part of 2025.

**ATTACHMENTS:**

Attachment 1 – California Government Code Section 65852.21

Attachment 2 – California Government Code Section 65850

Attachment 3 - California Government Code Section 65850.01

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<sup>2</sup> Additionally, affordability restrictions are subject to constitutional limits to ensure that a property owner isn't denied a fair and reasonable return on their property.