



Weekly Management Report

May 27, 2022

- 1. Memo** Update on Tenant and Eviction Protection
For Burbank Residents
Community Development Department

- 2. Synopsis** Downtown Burbank Partnership (PBID)
Meeting on May 10, 2022
Community Development Department

- 3. Synopsis** Landlord-Tenant Commission
Meeting on May 2, 2022
Community Development Department

- 4. Minutes** Civil Service Board
Meeting on May 4, 2022
Management Services Department

- 5. Minutes** Burbank Water and Power Board
Meeting on May 05, 2022
Water and Power Department

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: April 29, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
BY: Simone McFarland, Assistant Community Development Director
Maribel Leyland, Housing Authority Manager

SUBJECT: City Manager Tracking List No. 2459 –
Update on Tenant and Eviction Protections for Burbank Residents

At the City Council meeting of February 8, 2022, Councilmember Nick Schultz requested information on Tenant and Just Cause Eviction protections in AB 1482, the Tenant Protection Act of 2019 (AB 1482), along with a comparison of those provisions to local orders including the cities of Glendale and Culver City. A similar request was made in October 2019, and a report was presented at that time on a proposed, no-fault eviction urgency ordinance to protect tenants until January 1, 2020, when AB 1482 took effect (Attachment 1). The City Council moved to note and file the report, and did not give further direction to pursue a Local Tenant Protection and Just Cause Eviction Ordinance, as AB 1482 had been adopted.

In March 2021, during the COVID-19 Pandemic (Pandemic), staff prepared a memo that further explained the protections of AB 1482, along with information on State and City Emergency Rental Assistance for COVID-19 hardship, eviction moratoria in place at the time, and the anti-gouging law that prohibits rent increases by more than 10% during an emergency (Attachment 2).

This memo contains additional information not included in those two reports: information on the Los Angeles County Updated COVID-19 Tenant Protections Resolution extended on January 26, 2022 (and updated on March 31, 2022); and the new state law, AB 2179 COVID-19 Relief: Tenancy Act (AB 2179) adopted on March 31, 2022. This new law extends notice requirements originally enacted by the COVID-19 Tenant Relief Act and the COVID-19 Rental Housing Recovery Act of 2020 and 2021 as described in the following sections.

No Fault evictions allow a landlord to take a property off the rental market (often to move into, or for redevelopment or substantial renovations). In a No Fault situation, the building's owner must pay the tenant one month's rent as relocation assistance. There are exemptions, such as single-family homes not owned by a Limited Liability Company (LLC). A complete list of exemptions may be found on the city's website <https://www.burbankca.gov/documents/173607/240356/AB+1482+FAQ.pdf/3283a932-e66c-6599-a2b8-f64192b27261?t=1607012267600>.

Landlord Tenant Commission Education and Mediation

The City Council appointed Landlord Tenant Commission continues to keep the public informed of tenant and landlord rights and responsibilities, and the protections as summarized in this report during monthly meetings. The Commission meets the first Monday of the month (unless noted and posted), and beginning on June 6, 2022, the Commission will return to in person meetings. Agendas and the information included in this report are posted on the City's website <https://www.burbankca.gov/web/community-development/housing/landlord-tenant-commission-and-housing-resources>.

CONCLUSION

There are several cities such as the cities of Los Angeles, Santa Monica, Culver City and Glendale that have their own Just Cause Eviction Ordinances. These Ordinances may include a higher level of relocation assistance in a No Fault Just Cause situation and additional provisions beyond those covered in AB 1482. In the past, City Council has discussed a local Tenant Protection and Just Cause Eviction order, and has elected to defer to State regulations. Existing Tenant and Just Cause Eviction protections exist under AB 1482 (the Tenant Protection Act of 2019) and the newly adopted AB 2179 (the COVID-19 Relief: Tenancy Regulations Act).

Attachment 1 – Staff Report dated October 29, 2019 – First Step Tenant Protection
Attachment 2 – Memo dated May 14, 2021 – City Manager Tracking List No. 2380

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 26, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *DLK for RPP*
VIA: Simone McFarland, Asst. Community Development Director *SMH for SM*
Mary Hamzoian, Economic Development Manager *MR.*
BY: Aida Ofsepien, Economic Development Analyst

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – May 10, 2022

- Staff from Burbank Water and Power provided an update to the Board on potential plans for electrical vehicle charging stations in the 133 E. Orange Grove Parking Structure in partnership with Tesla.
- Staff from The Strausberg Group provided an update to the Board on the Downtown Burbank Marketing Program for May through December 2022. Plans for paid digital campaigns and an overview of future social media plans for the remainder of the year were also shared.
- Staff provided an update on the proposed Pilot Valet Parking Program and recommended entering into an agreement for two kiosk locations, one on Palm Ave and San Fernando Blvd and the other on Orange Grove Ave and San Fernando Blvd. The Board agreed to move forward with the proposed option and asked staff to obtain the necessary agreements to launch the program in June 2022.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 17, 2022

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – May 2, 2022

- Seven members of the public attended the Zoom meeting. One member had questions for the Commission related to a housemate, and not fixing the smoke detector in the unit. The Commission provided information and resources to the tenant. The other six members of the public in attendance were listening for educational purposes.
- Staff provided the following announcements:
 - The City Clerk's Office is currently accepting applications for multiple Boards, Commissions, and Commission vacancies including the Landlord-Tenant Commission. The deadline to submit an application is Wednesday, June 1, 2022, at 5:00pm. For more information, please contact the Burbank City Clerk's Office at (818) 238-5851 or email cityclerks@burbankca.gov.
 - The Landlord-Tenant Commission will resume in-person meetings starting with the June 6th meeting. Staff will note meeting details in the agenda and post it.
- The Commission discussed and agreed on the revised version of the Tenant Information Form that includes changes to the AB 1482 and the personal/property information sections. Staff will finalize the form and make the necessary updates to the City's website.
- The Commission provided intake form updates to six cases related to: eviction notices, utility fees, harassment, and rent increases.
- The two commissioners with expiring terms, Chairperson Stump and Vice Chair Small announced they will not be reapplying for another term. Staff reiterated the Brown Act

requirements to the Commission with the return of in-person meetings beginning in June 2022; including the requirement to have a quorum to meet.

- The meeting adjourned at 7:12 p.m.

May 4, 2022
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: Iveta Ovsepyan, Chairperson
Jacqueline Waltman, Vice-Chairperson
Linda Barnes
Matthew Doyle

Members not present: Richard Ramos, Secretary

Also present: Daniel Amaya, Administrative Analyst I
Sean Aquino, Administrative Officer - BWP
Megan Clarke, Assistant Chief Information Officer
Jim Compton, Assistant General Manager - BWP
Garen Essakhanian, Network Support Analyst IV
Kevin Gray, Chief Information Officer
Brady Griffin, Acting Ast Management Services Director
David Lasher, Administrative Analyst II
Teresa Lord, Assistant Chief Information Officer
Betsy McClinton, Management Services Director
Dena Moon, Senior Administrative Analyst
Jina Oh, Senior Assistant City Attorney
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
DeAnna Tovar, Administrative Analyst II
Mariela Trevino, Litigation Paralegal
Hazel Turrubiarres, Senior Administrative Analyst
Julianne Ventura, Ast Management Services Director
Kevin Woodruff, Ast IT Director – Application Services

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 4-0 to approve the minutes of the regular meeting of April 6, 2022.

Proposed Amendments to Classification Plan

a. Establishment of the Title and Specification for the Classification of Legal Assistant

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 4-0 to approve the establishment of the title and specification for the classification of Legal Assistant.

b. Revision of the Specification for the Classification of Manager Technology

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 4-0 to approve the revision of the specification for the classification of Manager Technology.

Recruitment and Selection Report – April 2022

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of May, 2022, there was one temporary appointment extension and one temporary assignment extension. The extensions were being sought on behalf of the City Attorney's Office and the Management Services Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month of May, 2022.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:15 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Iveta Ovsepyan, Chairperson

DATE

Richard Ramos, Secretary

DATE

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
May 05, 2022**

Mr. Brody called the regular meeting of the Burbank Water and Power Board to order at 5:03 p.m. in the third floor board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Brody called for the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Brody, Mr. Eskandar, Ms. LaCamera, Mr. Luddy, Mr. Malotte

Board Absent: Mr. Bardin, Ms. Tenenbaum

Staff Present: Ms. Lindell, General Manager – BWP; Mr. Chwang, Senior Assistant City Attorney; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Tunnicliff, Assistant General Manager – Customer Service Operations; Mr. Sleiman, Assistant General Manager – Electric Services; Ms. Edwards, Assistant General Manager – Sustainability, Marketing, and Strategy; Mr. Aquino, Administrative Officer; Ms. Sarkissian, Manager Customer Service Operations; Mr. Messineo, Power Production Manager; Mr. Wang, Senior Electrical Engineer; Mr. Hernandez, Manager Transmission & Distribution Engineering; Ms. Schnitzius, Senior Secretary; Mr. Nahhas, Principal Civil Engineer; Mr. Beckett, Water Maintenance & Construction Superintendent; Mr. Clark, Senior Electrical Engineer, Mr. Casillas, Senior Administrative Analyst

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Brody called for oral communications at this time. No one requested to speak.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS

None.

INTRODUCTION OF RECENTLY APPOINTED BOARD MEMBERS

Mr. Brody welcomed our newly appointed board members to the entire BWP Board and staff.

GENERAL MANAGER REPORT

Ms. Lindell updated the board on covid-19 statistics relating to the impact on BWP staff noting that there have been 145 positive cases since covid-19 hit in March 2020. Additionally, Ms. Lindell informed the board on recent covid-19 cases citing 9 positive cases in April 2022.

Ms. Lindell thanked Mr. Brody and Mr. Eskandar for participating in fiscal year 2022-2023 budget presentation to council on April 26, 2022. Ms. Lindell noted both Mr. Brody's and Mr.

Eskandar's opening remarks received positive feedback. Ms. Lindell continued with informing the board on the upcoming council meeting on Tuesday, May 24th, when council will vote on the fiscal year 2022-2023 budgets.

Additionally, Ms. Lindell informed the board that she is pulling agenda items 8B and 8C for staff to present new information that has developed between the time the reports were finalized to the day of the board meeting.

Ms. Lindell updated the board on tightening up security across the BWP main campus and satellite campuses across the city of Burbank. Lastly, Ms. Lindell informed the board on upcoming seating arrangement changes noting poor audio quality in previous in-person meetings.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Malotte, seconded by Mr. Eskandar, carried 3-0, with two abstentions to approve the meeting minutes of the regular meeting of April 7, 2022.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of February 2022.

Mr. Liu, Ms. Lindell, Mr. Nahhas, Ms. Edwards, and Mr. Sleiman responded to board member questions.

This was an information item only. No action was taken.

COVID-19 IMPACT UPDATE

Ms. Sarkissian presented to the board an update on the number of customers in arrears and the status of associated debt. Staff continues to work with customers impacted by covid-19 through payment arrangements. Ms. Sarkissian also presented an update on the California Arrearage Payment Program (CAPP).

Ms. Sarkissian, Ms. Lindell, and Ms. Edwards responded to board member questions.

This was an information item only. No action was taken.

UPDATE TO BWP'S 2022 WILDFIRE MITIGATION PLAN

Mr. Clark presented to the board an update to the BWP 2022 Wildfire Mitigation Plan.

Mr. Clark responded to board member questions.

This was an information item only. No action was taken.

APPROVAL OF A \$125,000 AMERICAN PUBLIC POWER ASSOCIATION DEMONSTRATION OF ENERGY AND EFFICIENCY DEVELOPMENT PROGRAM GRANT FOR AN ENERGY STORAGE DEMONSTRATION PROJECT

Mr. Messineo presented to the board an agreement with the American Public Power Association (APPA) for the Demonstration of Energy and Efficiency Development (DEED) program grant for energy storage in the amount of \$125,000.

Mr. Messineo and Mr. Sleiman responded to board member questions.

It was moved by Mr. Luddy, seconded by Ms. LaCamera, carried 5-0 to recommend that the City Council approve and authorize the General Manager of BWP, as designee of the City Manager, to execute the agreement with the APPA for the DEED program grant, in the amount of \$125,000.

The Chair called for a recess at 7:11 p.m.

The Chair called the meeting back to order at 7:31 p.m.

PROVIDE COMMENTS AND SUPPORT FOR THE GENERAL MANAGER OF BURBANK WATER AND POWER TO EXECUTE THE SUBSTATION DESIGN-BUILD CONTRACT FOR THE GOLDEN STATE SUBSTATION REBUILD PROJECT WITH AUBREY SILVEY ENTERPRISES, INC. (ASE)

Mr. Hernandez presented to the board about the design-build contract for the Golden State Substation Rebuild project.

Mr. Hernandez responded to board member questions.

This was an information item only. No action was taken.

PROVIDE SUPPORT FOR THE GENERAL MANAGER OF BURBANK WATER AND POWER TO EXECUTE THE SUBSTATION DESIGN-BUILD CONTRACT WITH AMPIRICAL SERVICES, INC.

Mr. Wang presented to the board about the design-build contract for the Willow Substation project.

Mr. Wang and Mr. Sleiman responded to board member questions.

This was an information item only. No action was taken.

INFORMATION FROM STAFF

UPDATE ON CITY COUNCIL AGENDA ITEMS

Mr. Casillas provided an update on recent items that BWP has taken to the City Council, the voting outcomes of those items, and future items that BWP has scheduled on the City Council agenda forecast.

LEGISLATIVE UPDATE

Ms. Edwards provided a federal and state legislative update. Ms. Edwards highlighted legislation that BWP is monitoring.

WATER DIVISION UPDATE

Mr. Nahhas updated the board on the ongoing drought conditions, noting the last three months being the driest on record. Mr. Nahhas continued to update the board on recent news regarding the Emergency Conservation program for the State Water Project areas, which resulted in outdoor watering to be reduced to one day per week in those areas. Mr. Nahhas noted that this restriction does not affect the city of Burbank.

Mr. Nahhas informed the board on BWP's action plan to improve water sustainability, which includes increase in customer messaging and outreach, identify water wasters and honor water savers, and refocus staff to improve results.

Mr. Nahhas responded to board member questions.

POWER SUPPLY UPDATE

Mr. Messineo updated the board on senate bill 1020 regarding the interim zero carbon target requirements, support for transmission planning, and the establishment of the Climate and Equity Trust.

Mr. Messineo continued to update the board on the changes to renewable percentages based on four different senate bills. Additionally, Mr. Messineo identified the impacts to BWP, such as the need to increase zero carbon resource by an additional 50% and negotiate at least 1 – 2 contracts every year.

Ms. Lindell responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Eskandar highlighted both Mr. Luddy's and Mr. Malotte's contributions to the discussions made at the board meeting that evening. Mr. Eskandar commented on the covid-19 precautions as he noted that covid-19 is still affecting people.

Ms. LaCamera highlighted her enjoyment of returning to an in-person board meeting after a few years of having the board meetings held virtually. Ms. LaCamera also mentioned that everyone stays well, free from covid-19. Additionally, Ms. LaCamera noted that the presentations given that evening were exceptional.

Mr. Luddy highlighted the discussions as invigorating and well-focused. Lastly, Mr. Luddy thanked everyone for a kind welcome.

Mr. Malotte thanked everyone for welcoming the new board members. Mr. Malotte highlighted a rates redesign idea that trying to figure out a way to prompt people to do the right thing with greenhouse gas.

Mr. Brody noted council's great decision on appointing the new board members to the BWP Board based on the discussions brought to the board meeting. Mr. Brody then thanked staff for

BWP Board Meeting Minutes
May 05, 2022

their excellent presentation. Additionally, Mr. Brody thanked Mr. Casillas for coordinating the in-person May board meeting and ensuring everything went seamless. Mr. Brody reminded the board of the upcoming Ron E. Davis Administration Building and EcoCampus dedication event taking place on Monday, May 16, 2022 at 4 pm.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m. The next regular Board meeting is scheduled for June 2, 2022 and will be held in the third floor board room at Burbank Water and Power Administration Building.

Armando Casillas
Recording Secretary

Dawn Roth Lindell
Secretary to the Board

Robbie Brody, BWP Board Chair