



Weekly Management Report

October 2, 2020

- 1. Memo** List of Small Assisted Living Facilities (6 or less) for Staff to Contact for Welfare Checks/Home Health Visits
Community Development Department

- 2. Synopsis** Sustainable Burbank Commission Meeting on September 21, 2020
Public Works Department

- 3. Synopsis** Infrastructure Oversight Board on September 24, 2020
Public Works Department

- 4. Agenda** Burbank-Glendale-Pasadena Airport Authority Meeting on October 5, 2020
Burbank-Glendale-Pasadena Airport Authority

- 5. Synopsis** Landlord-Tenant Commission meeting on September 14, 2020
Community Development Department



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 22, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Eric Garcia, Chief Burbank Fire Department 

SUBJECT: City Manager Tracking List Item #2299 – List of Small Assisted Living Facilities (6 or less) for Staff to Contact for Welfare Checks/Home Health Visits

This memo updates the City Manager on staff's response to a City Council request regarding welfare checks on residential group homes (licensed and unlicensed) in Burbank. There are currently 32 residential group homes in Burbank, and 8 of them are currently unlicensed. Regardless of the type of license, these residential group homes have permitted uses in the City's residential zones and are overseen by State and County agencies. Los Angeles County makes quarterly checks on these group homes, and when the COVID-19 crisis began, they reached out to each of these homes providing a variety of services such as supportive on-site mental health services. Additionally, when the COVID-19 crisis began, Burbank Fire Department facilitated the drive-through distribution of medical supplies, such as masks, for all group homes in the east San Fernando Valley. Since then, the supplies have been sent directly to the group homes. The Burbank Fire Department also reached out by telephone to check on all the group homes and shared the guidance and best practices from the Centers for Disease Control.

In Burbank, there are a variety of licensed and unlicensed residential group homes that are for the youth, low-income, substance abuse recovery, and developmentally disabled. A license is not required if the home is financed under certain federal housing programs and residents are able to obtain care and supervision independently from a third party. Other times when a license is not required is when recovery homes are providing group living arrangements for people who have graduated from a drug and alcohol program and do not provide care or supervision.

SUSTAINABLE BURBANK COMMISSION
September 21, 2020

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award agenda item has been tabled until the State's "Safer at Home" order has been lifted.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Burbank Resident Tamala Takahashi voiced a concern for the amount of polystyrene and packaging being used in take-out food due to COVID-19. She also asked if the Green Choice Program (clean energy program) from Burbank Water & Power (BWP) might be promoted more.

B. Commission Member Communication:

Ms. Robb and Mr. O'Brien attended an energy equity webinar from US Green Building Council. She provided information on the burden of energy cost on low income customers. Ms. Robb also announced that the Federal Aviation Administration's (FAA) Environmental Impact Statement was released for the Hollywood Burbank Airport development. Ms. Robb stated that the public comment period was extended through October 27, 2020.

Ms. Gemmill announced that she is working with a group of master gardeners to create an on-line victory garden program. She hopes it will culminate with a community garden in Burbank.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, announced an on-line composting workshop is planned for October 1, 2020. He also stated that his group is planning for the State organics mandates.

III. APPROVAL OF MINUTES:

Minutes from the August 17, 2020 meeting were approved by all in attendance, noting Mr. O'Brien's absence.

IV. STAFF FROM BURBANK WATER AND POWER (BWP) TO DISCUSS ENERGY USAGE DURING COVID-19:

At their July 20, 2020 meeting, Commissioners agreed to invite staff from BWP to discuss energy usage during COVID-19. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Tenenbaum introduced Lincoln Bleveans, Assistant General Manager, Power Supply. Mr. Bleveans discussed the changes in energy usage during COVID-19. He explained that residential energy usage increased and commercial usage decreased, with an overall reduction in consumption of 10 -16%.

Mr. Bleveans and the Commissioners engaged in a question and answer session.

V. ELECTION OF OFFICERS:

City Council Ordinance No. 16-3,874, adopted on February 9, 2016, requires the members of each board, commission, and committee to annually elect a chair and vice-chair at their first meeting in August following the appointment of successors to fill expired terms of office.

Ms. Gemmill moved and Mr. Weber seconded a motion to elect Ms. Robb as Chair. The motion passed unanimously by all in attendance, noting the absence of Mr. O'Brien.

Ms. Zimskind moved and Ms. Gemmill seconded a motion to elect Ms. Tenenbaum as vice-chair. The motion passed unanimously by all in attendance, noting the absence of Mr. O'Brien.

Ms. Robb thanked Ms. Zimskind for her service and leadership as chair.

VI. WORK PLAN DEVELOPMENT:

At their June 15, 2020 meeting, Commissioners agreed to begin the process of developing a work plan. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Tenenbaum suggested, and the group agreed, to postpone this agenda item until the October meeting. Ms. Zimskind will forward the draft work plan to staff for distribution.

VII. FACEBOOK LIVE WITH COUNCIL CANDIDATES:

At their August 17, 2020 meeting, Commissioners agreed to discuss hosting a Facebook Live event with the Council candidates. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

John Molinar, Assistant Public Works Director – Street and Solid Waste, explained that the City Attorney's Office strongly discouraged the group from hosting a Facebook Live event with Council Candidates.

Ken Berkman, Public Works Director, reminded the group to avoid quorums if attending any events.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

At their 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.

Ms. Robb explained that the ad hoc Community Engagement Phase 2 Subcommittee is currently on hold. She asked if any Commissioner has attended any interesting virtual events. Ms. Schanberger responded that there are many on-line events currently. She added that there is an opportunity for the Commission to gain competence in technology for hosting on-line events.

Ms. Tenenbaum asked the group to continue sending items to her to post on social media.

Ms. Robb asked that members of the Subcommittee bring five ideas for virtual events during COVID-19 to the October meeting.

IX. 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.

The Commissioners discussed the Greenhouse Gas Reduction Plan (GGRP) status. Ms. Robb stated that the Subcommittee members plan to discuss the GGRP with staff from the Community Develop Department (CDD) on Tuesday, September 22, 2020.

X. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT:

At their 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 indicated that the Subcommittee will present a proposed Hollywood Burbank Airport sustainability public educational document to the group in the coming months.

XI. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:

At its February 2, 2020 meeting, the Commission agreed to form 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 Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Mr. Weber suggested that the Subcommittee members set objectives once the work plan has been established.

XII. 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.

Ms. Schanberger stated that the following Council agenda items concern the equity and economic aspects of sustainability:

- COVID-19 assistance program for municipal services customers on September 29, 2020
- Coronavirus Aid Relief, And Economic Security Act Funding Allocations For Elderly Nutrition Program Services on October 6, 2020

XIII. 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 agreed to add the following to the October 19, 2020 meeting agenda:

- Invite staff from BWP Customer Service division to discuss energy programs
- Update on the polystyrene/single use plastic ban

XIV. BURBANK GREEN SPOTLIGHT AWARD FOR OCTOBER 2020:

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

The agenda item has been tabled until the State's "Safer at Home" order has been lifted.

XV. ADJOURNMENT:

The meeting adjourned at 6:39 p.m.

Infrastructure Oversight Board

September 24, 2020 SYNOPSIS

Members Present: Armen Avazian; Walter Brennan Jr.; Maria Coronado; Greg Jackson; Vanessa Rachal; Tamala Takahashi; Jef Vander Borght

Members Absent: None.

ANNOUNCEMENTS I. Staff provided a briefing on Local/Residential Street Paving Project - Phase X (10), due to be awarded at the September 29, 2020 City Council Meeting.

II. Staff provided an update on the Automatic Pedestrian Signal Operation Phased Removal

III. City Attorney's Office reminded the Board that state law prohibits public entities from using public resources to engage in political advocacy.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

It was moved and carried 4-0, with three board members absent from this item, to approve the August 22, 2020 meeting minutes.

REPORTS TO BOARD

G-2. ANNUAL CAPITAL IMPROVEMENT PROJECT PRIORITIZATION

Staff presented the prioritization methodology to the Board, with the goal of helping the Board and staff work together cooperatively to submit a proposed infrastructure improvement program for Council's consideration during the budget development process.

After discussion, the Board noted and filed.

G-3. ELECTION OF CHAIR AND VICE-CHAIR

Mr. Jef Vander Borght nominated Maria Coronado as the Chair, seconded by Walter Brennan Jr., and passed unanimously.

Mr. Walter Brennan, Jr. nominated Tamala Takahashi as the Vice Chair, seconded by Mr. Jef Vander Borght, and passed unanimously.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Mr. Walter Brennan Jr. inquired on how the City is preparing for the fire season. Mr. Greg Jackson seconded. Staff will work with the Fire Department to provide a briefing for the Board at a future meeting.

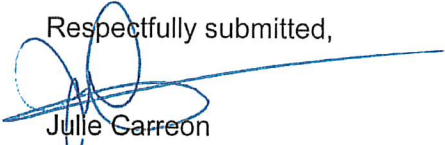
FUTURE AGENDA ITEMS

- A. Update on the Library Project
- B. Public Private Partnership (P3) Project Delivery Method
- C. Update on sales tax income

ADJOURNMENT

The meeting adjourned at 7:09pm.

Respectfully submitted,



Julie Carreon
Infrastructure Oversight Board - Recording Secretary
Public Works - Executive Assistant



OCTOBER 1, 2020

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, October 5, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

Dial In: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 5, 2020

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, October 5, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) August 17, 2020 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) August 17, 2020 **[See page 4]**
 - 3) Legal Government and Environmental Affairs Committee
 - (i) August 17, 2020 **[See page 7]**
 - b. Commission Minutes
(For Approval)
 - 1) September 21, 2020 **[See page 9]**
 - c. Treasurer's Report
 - 1) June 2020 **[See page 16]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Professional Services Agreement – Trifletti Consulting, Inc. **[See page 41]**
7. CLOSED SESSION
 - a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (California Government Code Section 54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern California Metroplex Project.
8. COMMISSIONER COMMENTS
(Other updates and information items, if any)
9. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, October 5, 2020

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. **COMMITTEE MINUTES.** Approved minutes of the Operations and Development Committee meeting of August 17, 2020; approved minutes of the Finance and Administration Committee meeting of August 17, 2020; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of August 17, 2020, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the September 21, 2020 Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for June 2020 is included in the agenda packet. At its September 21, 2020, meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.

6. ITEMS FOR COMMISSION APPROVAL

- a. **PROFESSIONAL SERVICES AGREEMENT – TRIFILETTI CONSULTING, INC.** A staff report is included in the agenda packet. At its meeting on September 21, 2020, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Professional Services Agreement with Trifiletti Consulting, Inc., in a not-to-exceed amount of \$75,000 for continued support services with environmental, entitlement, land use, sustainability, and government advisory services in support of the Memorandum of Understanding with the South Coast Air Quality Management District.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 23, 2020

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – September 14, 2020

- One member of the public attended the WebEx meeting.
- Staff provided the following announcement:
 - The Community Development Department is hosting an online Community Workshop on Saturday, October 3, 2020, on the 2021-2029 Housing Element Update. The meeting will be conducted online via Zoom and streamed on YouTube. For more information, residents can find out more about the online meeting and the Housing Element by visiting the project website at www.burbankhousingelement.com
- Commission Chair Stump provided the following announcement:
 - On August 31, 2020, Governor Newsom signed Assembly Bill 3088 – Tenant, Homeowner, and Small Landlord Relief and Stabilization Act of 2020. Staff added that an FAQ on the new law is being prepared to share with the public.
- The Commission discussed and agreed on adjusting the sub-committee team structure. Commission Chair Stump presented the formation as two separate sub-committees with two members each, and a one stand-alone member who would have the ability to ask for assistance from either the Chair or Vice Chair.
- Commissioners provided updates on cases related to: rent increase, security deposits, rent repayment and evictions. Sub-committee members provided mediation and resources on Assembly Bill 1482 and Burbank's Eviction Moratorium. The case involving the security deposit is still pending and will be reported back in the next meeting.

- The meeting adjourned at 7:26 pm.