



# Weekly Management Report

## October 30, 2020

- 1. Memo**                      Burbank Small Business Loan Program Update  
**Community Development Department**
- 2. Memo**                      Landlord-Tenant Commission Meeting on  
October 5, 2020  
**Community Development Department**
- 3. Minutes**                    Civil Service Board Meeting on October 7, 2020  
**Management Services Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** October 13, 2020

**TO:** Justin Hess, City Manager

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

**SUBJECT:** CM Tracking List No. 2343 - Burbank Small Business Loan Program Update

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On May 19, 2020, City Council approved the Small Business Loan Program (Program) utilizing \$414,104 in CARES Act funding to provide forgivable loans to businesses and microenterprises impacted by COVID-19.

The Program opened on Monday, June 29, 2020, and closed on Wednesday, July 1, 2020, after reaching 104 applications (72 microenterprise and 32 small business) to ensure that we maintained enough money to potentially fund all of the applicants, should they all qualify.

The Program operator, California Community Economic Development Association (CCEDA), has been working diligently to review and process the applications. As of September 10, 2020, two (2) small business and 19 microenterprise loans have been funded; utilizing \$115,000 in available funding.

### **MAGNOLIA PARK BUSINESSES**

From the 104 applications received, a total of seven businesses are located in Magnolia Park. Of these, one was awarded \$10,000, one was ineligible, and the remaining five have been contacted by CCEDA to determine eligibility and are going through the qualification process. CCEDA expects to make a determination on those final five businesses in the next few weeks.

### **NEXT STEPS**

Several businesses and microenterprises that applied to the Program were determined ineligible due to receiving prior CARES Act funding and did not qualify for various reasons. CCEDA is currently reviewing the final 30 applicants on the waiting list and will award funds to approved businesses and microenterprises within the next few weeks. Based on

the first 20 loans that have been funded, staff estimates approximately \$200,000 will still be available from the original budget of \$414,104.

Staff is preparing to reopen the Program to allow for additional small businesses and microenterprises impacted by COVID-19 to apply. CCEDA expects the application intake and review process to move much quicker as the Program procedures have been refined. As with the previous application period, advance notice will be posted on the City's Website, posted to Social Media, and shared directly with businesses with our such as the Chamber of Commerce.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** October 21, 2020

**TO:** Justin Hess, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – October 5, 2020**

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- Five members of the public attended the WebEx meeting. One of the five members completed a Tenant Information Form regarding a no-fault eviction that was assigned to a Commission sub-committee for follow-up. Three of the attendees asked questions related to Assembly Bill 1482, rent increases, and short-term rentals. The fifth member was listening to the meeting for educational purposes.
- Staff provided an announcement regarding the City Council meeting of Tuesday, October 6, 2020 and invited the Commission to tune-in to hear the discussion and outcome:
  - Consideration and Adoption of an Uncodified Urgency Ordinance of the Council of the City of Burbank, Amending Urgency Eviction Ordinance No. 20-3,942 as to Commercial Tenants Only.
  - Review of Elections Code Section 9212 Report on Impacts of an Initiative Ordinance on Rent Stabilization and Tenant Protections.
- The Commission appointed Commissioner Smith and Commissioner Pelayo as the first sub-committee to serve for the months of October, September, and December 2020. The Commission also appointed Vice Chair Small and Commissioner Chase as the second sub-committee. Chair Stump will be the back-up member for both sub-committees.
- Commissioners provided updates on prior month cases related to: rent increases, security deposits, rent repayment and evictions. Sub-committee members also provided information and resources on Assembly Bill 1482 and Assembly Bill 3088.
- The meeting adjourned at 7:43 pm.



October 7, 2020  
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

**Roll Call**

Members present: Iveta Ovsepyan, Vice-Chairperson  
Jacqueline Waltman, Secretary (was in attendance but had technical difficulties with her audio)  
Matthew Doyle  
Richard Ramos

Members not present: Linda Barnes, Chairperson

Also present: Brady Griffin, Human Resources Manager  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
Jina Oh, Senior Assistant City Attorney  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director

**Future Agenda Items**

None

**Open Public Comment Period of Oral Communications**

Mr. Joel Schlossman

**Approval of Minutes**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Ramos and carried 3-0 to approve the minutes of the regular meeting of September 2, 2020.

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – September 2020**

RECOMMENDATION: Note and file.



**Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of October 2020, there were no appointment or assignment extensions needed.

RECOMMENDATION: Note and file.

**Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 4:51 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

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Linda Barnes, Chairperson

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_