

Weekly Management Report

October 9, 2020

- 1. Minutes** Civil Service Board Meeting on September 2, 2020
Management Services Department
- 2. Memo** Nuisance Smoke from Wood Burning Fireplaces
Community Development Department
- 3. Synopsis** Burbank Hospitality Association Meeting on
September 16, 2020
Community Development Department
- 4. Synopsis** Downtown Burbank Partnership Meeting on
September 10, 2020
Community Development Department

September 2, 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: Linda Barnes, Chairperson
Iveta Ovsepyan, Vice-Chairperson
Jacqueline Waltman, Secretary
Matthew Doyle
Richard Ramos

Also present: Brady Griffin, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Katie Picha, Administrative Analyst II
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

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 5-0 to approve the minutes of the regular meeting of August 5, 2020.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – August 2020

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of September 2020, there was one temporary appointment extension. The extension was being sought on behalf of the Management Services Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 5-0 to approve the Appointments and Assignments for the month September 2020.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:58 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Linda Barnes, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____


MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: October 5, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Ron Takiguchi, Assistant CDD Director/Building Official
By: Chris Thompson, Code Enforcement Manager

SUBJECT: City Manager Tracking List Item #2186 – Nuisance Smoke from Wood Burning Fireplaces

At the December 18, 2018 City Council meeting, then Mayor Emily Gabel-Luddy requested information on wood burning fireplaces relative to a resident claiming nuisance smoke emanating from a neighbor's property.

The City of Burbank does not prohibit the burning of wood or manufactured fire logs in certified wood burning appliances or fireplaces used for ambiance or home-heating purposes. Such fireplaces include built-in safety devices which result in total combustion.

Fireplaces built to approved specifications are intended to allow complete combustion of wood-burning products in the fireplace. Further, chimneys incorporate spark arrestors that extinguish sparks before escaping through the chimney chamber. Both the Burbank Municipal Code and the State Fire Code do not prohibit burning of wood products in existing, pre-2009 fireplaces, even in Burbank's Wildland-Urban Interface or Mountain Fire Zone.

Where existing, pre-2009 fireplaces are allowed to burn wood products in fireplaces. However, any new fireplace installed on or after March 9, 2009 must be of a clean burning gaseous fuel type. This was a rule implemented by the South Coast Air Quality Management District (SCAQMD), known as Rule 445 and is applicable to the South Coast Air Basin District which includes the City of Burbank.

Additionally, the South Coast Air Quality Management District asks residents to participate in its "Check Before You Burn" program by not burning wood in fireplaces

when unhealthful air quality is forecast. The program is intended to help improve wintertime air quality where the SCAQMD may issue mandatory "No-Burn Alerts" from November 1 through the end of February. "No-Burn Alerts" are issued for 24-hour periods for residential wood-burning fireplaces, backyard fire pits and wood stoves when emissions and stagnant weather conditions raise fine particulate pollution to unhealthy levels. AQMD regulations also prohibit burning of non-wood products in wood-burning fireplaces. These prohibited products include garbage, plastics, rubber, paints, solvents, coatings, and waste petroleum products.

The municipal code for the City of Davis California, considers visible smoke emanating from indoor burning as a possible nuisance. It appears that the City of Davis' municipal code is consistent with Burbank's interpretation of nuisances in that a nuisance affects a wide area or neighborhood but not necessarily the affect to one party. The AQMD similarly defines nuisance in the same manner. Although Burbank has not classified smoke from wood burning devices as a nuisance, the issue is addressed in AQMD's Rule 445.

Enforcement

Complaints about nuisance smoke will be investigated by Code Enforcement. Evidentiary determination however could be difficult as burning could occur at any time of the day or evening. Further, determining the exact type of product being burned based on observed or sensed smoke or smell will be difficult and without entry into the home, it is not possible to determine if the fireplace is compliant or non-compliant.

Should a complaint occur during the period of AQMD's "No-Burn Alert", Code Enforcement will work directly with the AQMD for determination of a violation. Rule 445 contains provisions for penalties for violation during the wood-burning season. Although the period of the "No-Burn Alert" is outside of the annual fire season, any complaints of nuisance smoke throughout the year will be coordinated with the Burbank Fire Department for greater measures of fire prevention.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: October 6, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Melissa Colasanto, Administrative Analyst I

SUBJECT: Burbank Hospitality Association Meeting – September 16, 2020

- Jamie Keyser, Interim CEO of Burbank Chamber of Commerce, was appointed to replace Mr. Flavin's seat on the Board, for a term ending July 1, 2021.
- Due to unforeseen costs, the Board approved allocating an additional \$15,000 for the DC Comics Art Installation Project, bringing the total cost of the project to \$115,000.
- The Board received an update on the budget assumptions for the \$50,000 sponsorship that was approved for the Virtual Creative Talent Network Animation eXpo in Burbank on November 16th through 22nd.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: October 1, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Marissa Minor, Economic Development Analyst II

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – September 10, 2020

- StreetPlus provided an update on the PBID's Hospitality and Social Outreach program. With the closure of San Fernando Blvd. to traffic and increase in outdoor dining options, there has also been an uptick in visitors to the area and guests asking for information and directions. Ambassadors are continuing to reach out to homeless community members offering services including placement in hotels to those who are eligible for project RoomKey and Bridge housing.
- To gather feedback from the merchants on how the closure of San Fernando Blvd. has effected business, a survey was sent to all Downtown Burbank merchants and owners. The Board discussed the survey results and the community and merchant feedback received for outdoor dining. The Board agreed that keeping the street closed at least through the end of the year would be beneficial. The Board would also like to look into future opportunities to implement long-term dining options in the Downtown beyond 2020 via expanded dining on sidewalk and in parking areas, and permanent parklets.
- Staff provided leasing and development updates to the Board including the planned 4Q openings of Finney's Craft House, Sushi Stop, and Cider Works. At this time, there are several business closures in Downtown that appear to be a result of Covid-19 including: Pizza Rev, Moore's Deli, Seoul Korean, Panera Bread, Lee's Beauty Supply, City Salon, and North End Pizza.
- Thanks to sister organization Visit Burbank, a new 7.5' tall bronze Batman statue will be installed this month on the AMC Walkway. The statue was created in partnership with DC Comics in honor of Batman's legacy. Once installed, visitors and residents will be able to snap a selfie on their next visit to Downtown Burbank.