





# memorandum

**DATE:** March 14, 2019

**TO:** Ron Davis, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting –March 4, 2019**

- The Commission approved the amended minutes of February 4, 2019.
- Commissioner Jacobs suggested a future agenda item on housing goals. Ms. Leyland reminded the Commission of the February 5, 2019 housing goals discussion with the City Council, and invited the Commission to review that presentation on-line. If still necessary, a housing goals discussion could be added to the Commission agenda at a later date.
- One member of the public updated the Commission with the following information.
  - The Burbank Housing Corporation's Lower Income Waiting List is currently open and accepting applications.
  - Provided an overview of the Burbank Homeless Resources Brochure.
  - Notified the Commission of an upcoming convention that assists the aging population familiarize themselves with today's growing technology.
- Commissioner Smith gave an update on a Rental Information Form received last month regarding a Tenant's 60-day notice to vacate and a rental increase. She confirmed the 60-day notice to vacate was not final, and that the tenant and landlord agreed to new rent terms.
- The Commission appointed Commissioners Small and Smallin as the new Sub-Committee members for the months of March, April and May 2019 to review landlord and tenant information forms.
- The Commission had one change to the DRAFT New Commissioner Orientation Summary, staff will revise the DRAFT Document and will present it to the Commission for review and approval at the April 1, 2019 meeting.
- The meeting was adjourned at 7:12 pm.



## SUSTAINABLE BURBANK COMMISSION

March 18, 2019

### SYNOPSIS OF ITEMS ARE IN BOXES BELOW

#### I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to Tony's Darts Away for their sustainable practices of using reusable beer kegs, vegan menu options, and locally sourced ingredients. Andrew Phillipp, General Manager, accepted the award on behalf of the company.

#### II. ORAL COMMUNICATIONS:

##### A. Public Communication:

None.

##### B. Commission Member Communication:

Ms. Kirschenbaum stated that the Los Angeles Mayor and City Council agreed to not repower three gas plants.

Ms. Robb announced that Burbank Parks and Recreation staff is asking for a volunteer to lead the Dig Day at Verdugo Park scheduled for Saturday, March 23, 2019. Ms. Robb volunteered and Ms. Kirschenbaum agreed to help.

Ms. Robb also noted that she attended a webinar regarding grants for LEED certification.

##### C. Staff Communication:

John Molinar, Assistant Public Works Director – Street & Sanitation, stated that per the City Attorney's Office, attendance on a Metropolitan Water District trip must be limited to less than a quorum. He referred to a handout he provided to the group from the City Attorney's Office.

Mr. Molinar noted that he is working with the City's Public Information Office (PIO) regarding the Commission's request to advertise events on the City's website and the Commission's request to create a Sustainable Burbank Commission Instagram account. He announced the creation of the Master Calendar and reminded the group to provide staff with additions to the calendar.

In response to Mr. Molinar's water trip announcement, Mr. Yegparian stated that the City Attorney's over caution is disrupting the Commission's ability to function.

#### III. APPROVAL OF MINUTES:

Minutes from the February 4, 2019 meeting were approved with edits. Mr. Goodman moved and Mr. Yegparian seconded a motion to approve the minutes. The minutes were approved by Mr. Gamino, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Ms. Robb, Ms. Tenenbaum, and Mr. Yegparian. Ms. Zimskind abstained.

**IV. INTEGRATED RESOURCE PLAN (IRP) PRESENTATION BY BWP**

Staff from Burbank Water and Power will give a brief presentation on the IRP and provide the group with updates for discussion. The Commission may ask questions, engage in discussion, and provide feedback.

The Burbank Water and Power (BWP) presentation occurred out of agenda sequence.

Lincoln Bleveans, Assistant General Manager of Power Supply, spoke to the group about the current status of the Integrated Resource Plan and some of the challenges BWP is facing with regard to it.

Joe Flores, BWP Marketing Associate, spoke briefly about infrastructure and incentives for electric cars. Tessa Haagenson, Power Resources Manager, also attended.

Ms. Kirschenbaum respectfully voiced her discouragement regarding the length of time the City is taking to use 100% renewable energy. Ms. Robb shared Ms. Kirschenbaum's disappointment and asked what the Commission could do to help.

**V. INTEGRATED RESOURCE PLAN (IRP) FOLLOW UP**

At its November 26, 2018 special meeting, the Commissioners agreed to discuss the outcome of the Integrated Resource Plan (IRP) report from the December 11, 2018 Council meeting. The Commission may ask questions, engage in discussion, and entertain a motion regarding further action on this item if desired.

Mr. Goodman asked for a vehicle replacement list. Mr. Molinar said he can provide one for Public Works vehicles.

Ms. Robb will follow up with Mr. Bleveans to obtain best practices for conversation points Commissioners may use at events.

**VI. DISCUSS THE DRAFT LETTER TO COUNCIL OPPOSING HERBICIDE USE IN THE CITY**

At its February 4, 2019 meeting, the Commissioners agreed to have Ms. Kirschenbaum draft a letter to Council opposing the use of herbicides in the City. The Commission may review the draft letter, ask questions, engage in discussion, provide feedback, edit the draft letter, and entertain a motion regarding further action on this item if desired.

Because the City Council Meeting agenda item was delayed to a later date, a draft letter was not created yet. Ms. Kirschenbaum will draft a letter and bring it to a future meeting.

Mr. Molinar clarified that herbicides are being used in the City but not in City parks.

**VII. DISCUSS PLAN FOR EARTH DAY EVENT**

At its February 4, 2019 meeting, the Commissioners agreed to authorize the Community Engagement Ad Hoc Subcommittee to develop a plan for an Earth Day event and present the plan to the group at its March 18, 2019 meeting. The Commission may ask questions, engage in discussion, revise, approve or reject the plan, and entertain a motion regarding further action on this item if desired.

Ms. Kirschenbaum announced that Ava Canon will participate in an Earth Day event and an E-waste drive at John Burroughs High School. Ms. Robb will staff a Sustainable Burbank Commission table at an event on April 20, 2019 in collaboration with the Burbank Recycle Center. Ms. Tenenbaum will lead an event at the Buena Vista Library on April 24, 2019.

**VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. 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, and provide feedback.

Ms. Tenenbaum explained that the Subcommittee focused on developing Earth Day events and creating a banner. They will investigate using the City media pages to publicize outreach events.

Mr. Molinar stated that the Commission may use Facebook, but they need to make him an administrator. He will meet with the PIO regarding an Instagram account.

**IX. 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.

The Commission discussed upcoming sustainability related council agenda items.

Councilperson Frutos announced that there is a public hearing regarding the Avion project at the March 26, 2019 City Council Meeting. He encouraged Commissioners to attend.

**X. 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 the following future agenda items:

- Discussion with Melanie Winter, The River Project, regarding storm water capture - April.
- Scout patches and ways to encourage Scout troops to think about sustainability and sustainability projects.
- Mr. Goodman requested the Ad Hoc Community Development Checklist Subcommittee Report be included on the next agenda.
- Discuss the Polystyrene Ban and why it is delayed.

**XI. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2019:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2019.

The proposed April 2019 Green Spotlight Award recipient is San Marco Coffee Roasters.

**XII. ADJOURNMENT:**

The meeting was adjourned at 6:27 p.m.