



Weekly Management Report

December 20, 2019

- 1. Synopsis** Infrastructure Oversight Board Meeting
On December 11, 2019
Public Works Department

- 2. Synopsis** Downtown Burbank Partnership Meeting
On November 7, 2019
Community Development Department

- 3. Synopsis** Landlord-Tenant Commission Meeting
On December 2, 2019
Community Development Department

Infrastructure Oversight Board

December 11, 2019 SYNOPSIS

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

Members Absent: Armen Avazian

ANNOUNCEMENTS

Ms. Judie Wilke introduced herself to the board as the Interim Public Works Director.

ORAL COMMUNICATIONS

Mr. Brennan Jr. commented on the lack and need of project details in the CIP Book. Staff will agendize for our January meeting.

Ms. Takahashi encouraged her colleagues to watch the 10/29th City Council meeting to learn about the City's new purchasing code.

INFRASTRUCTURE OVERSIGHT BOARD MEETING MINUTES

Interim Public Works Director provided the board with a report on the City's process for meeting minutes.

APPROVAL OF MINUTES

It was moved by Mr. Brennan Jr., seconded by Mr. Vander Borght, and carried 5-0, to approve the October 24th meeting minutes.

OVERVIEW OF GOVERNANCE TRAINING

Staff provided an overview and purpose of the upcoming governance training.

PAVEMENT MANAGEMENT PROGRAM

Staff provided a presentation on the City's Pavement Management Program. The program is a tool to help the City assess street conditions, life expectancy, repairs needed, cost, and funding.

INVITATION TO THE REGIONAL RECYCLED WATER ADVANCED PURIFICATION CENTER AND WEYMOUTH TREATMENT PLANT

After discussion, it was agreed by the board that Ms. Coronado, Ms. Rachal, and Ms. Takahashi will attend the one day inspection water trip, and provide a synopsis of the trip at the February meeting.

FUTURE AGENDA ITEMS

- A. Governance Training (March)
- B. Synopsis from the board members that attended the trip to the Regional Recycled Water Advanced Purification Center and Weymouth Treatment Plant. (February)
- C. CIP Book projects detail report (bid documents, awardee, etc.)
- D. Delivery Processes for Infrastructure Projects
- E. Project prioritization policy

ADJOURNMENT


The meeting adjourned at 7:34pm.



memorandum

DATE: December 16, 2019

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development 

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – November 7, 2019

- Staff from Anyone Collective provided the Board with an update on the new brand identity, social media channels, district signage, and website. After a review of the new Downtown Burbank logo and design, Anyone Collective reviewed the PBID's social media channels and growth since June 2019. Over the last five months, the Facebook page for Downtown Burbank has grown substantially with more than one million impressions, Instagram's presence has also increased with more than 246,000 impressions, and 376 new followers.

Anyone Collective also created two refreshed e-newsletter templates to introduce the brand rollout and to announce new and exciting things happening in Downtown Burbank for both consumers and property owners. In advance of the roll out of a new website, a smaller branded microsite was released to begin engaging visitors.

To highlight Downtown as a vibrant, bustling City, signage was created for vacant retail space to promote the area in a positive way. Drawing the attention of both consumers and business owners, this colorful signage communicates an upbeat message that something exciting is coming soon to Downtown. Four hundred and forty new light pole banners were also recently installed, to introduce the new brand to visitors, and create a visually cohesive element on Downtown's streets.

- Staff presented an updated rendering to the Board of proposed plans for activation of the public portion of Palm Ave. known as the AMC Walkway. Created by a landscape architect, the site plans now feature planters that are more decorative, modern seating, kiosk spaces, murals, and decorative park like amenities. The current proposed cost for this project is \$580,000, and staff is looking into joint funding opportunities with the Parks and Recreation Department, including Art in Public Places and Reforestation funds.

- Subcommittee members provided updates on six cases from the past month involving notices to vacate, security deposits, and backdated documents. These cases were resolved by mediation and references to legal services.
- The meeting was adjourned at 9:35 pm.

memorandum

DATE: December 16, 2019

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – December 2, 2019

- Staff introduced Cari Pelayo as the new Commissioner appointed to the Commission.
- Fourteen members of the public attended the meeting. Eight of the fourteen people completed a Tenant Information Form for assistance in various areas related to: rent increases, notices to vacate, habitability, and other issues. The two notice to vacate cases involved the sale of property, and the tenants with rent increase cases, needed clarification on proper notice requirements. One tenant had questions related to the rent cap provisions of AB 1482.
 - The Commission answered questions, and provided resources including: Commission Subcommittee involvement, Housing Rights Center information, and handed out Landlord-Tenant Handbooks.
- Victoria Dochoghlian, a field representative from California Assembly-member Laura Friedman's office, thanked the Landlord Tenant Commission for their efforts on educating the public on Assembly Bill 1482.
- The Commission approved the draft minutes of November 4, 2019.
- The Commission asked staff to add various resources on the City's website, discussed reaching out to local elected officials, and agreed on meeting with different organizations as public outreach efforts on Assembly Bill 1482.
- The Commission suggested hosting a public educational workshop for Assembly Bill 1482. Staff will coordinate with the Housing Rights Center on the workshop date and time, and develop an outreach plan.
- The Commission agreed on the selection of two separate subcommittees: Commissioners Smith and Jacobs are one group, and Commissioners Stump and Pelayo are another group for the months of December 2019, and January - February 2020.