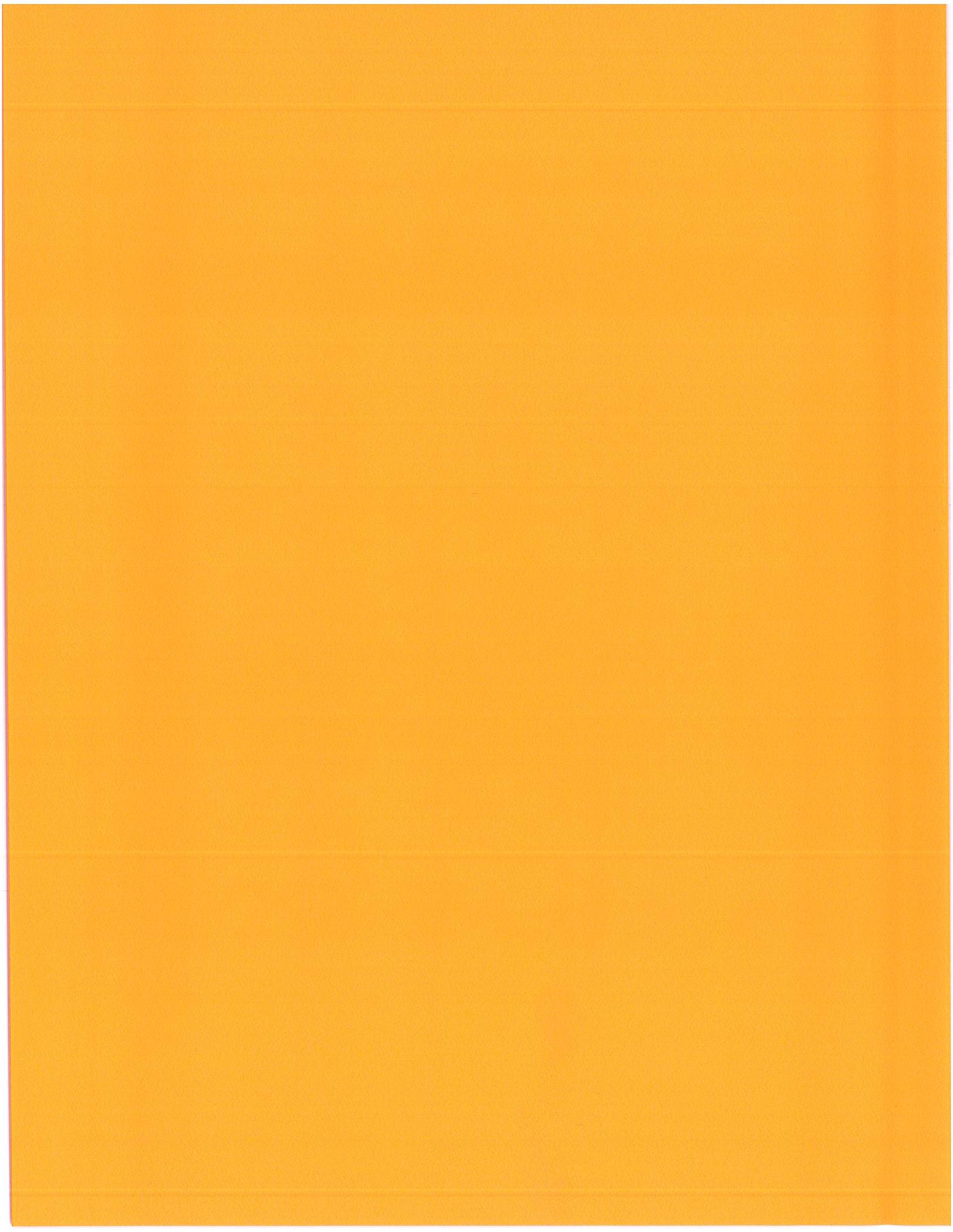


# Weekly Management Report

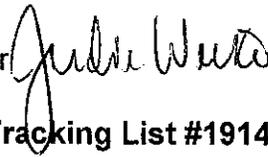
## October 14, 2016

- 1. Memo**      **Burbank Arts Beautification Program**  
**Parks and Recreation Department**
- 2. Synopsis**      **Heritage Commission Meeting of September 8, 2016**  
**Community Development Department**
- 3. Synopsis**      **Landlord-Tenant Commission Meeting of October 3, 2016**  
**Community Development Department**



**Date:** October 5, 2016

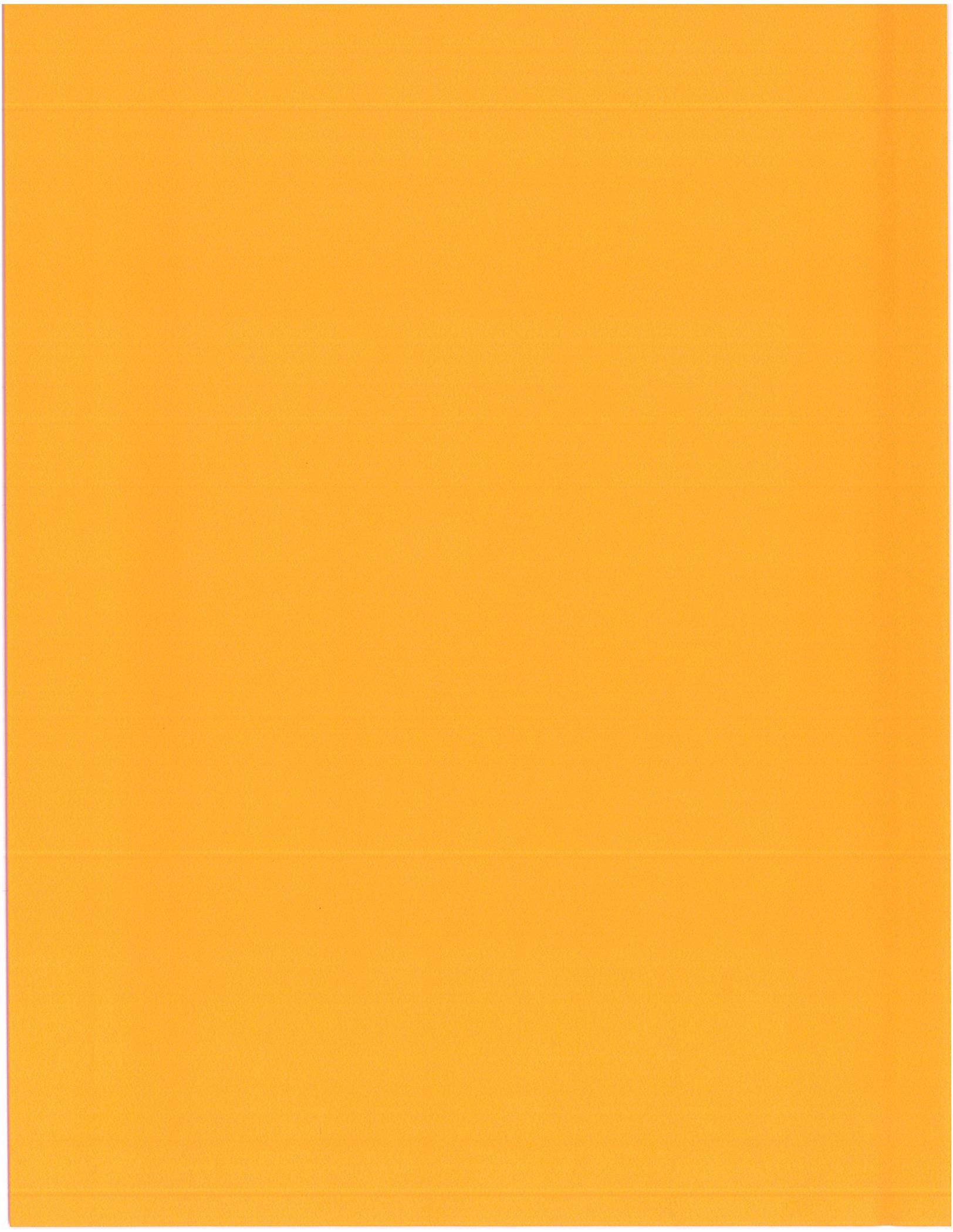
**To:** Ron Davis, City Manager

**From:** Judie Wilke, Parks and Recreation Director 

**Subject:** **Burbank Arts Beautification Program- Tracking List #1914**

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This memo is in follow up to a question raised by Dr. Gordon at the August 30<sup>th</sup> City Council meeting regarding selecting more visible locations for the Burbank Arts Beautification Program (Program). Parks and Recreation (P&R) staff is currently working on soliciting sponsorship for Phase II of the Program. The Phase II project will enhance eight BWP padmounted electrical equipment boxes with public art at various parks and City locations but future programs will enhance additional locations throughout the City. Public Works staff has provided P&R with a list of traffic control boxes that can be used for future phases of the Program. P&R and the Burbank Cultural Arts Commission plans to utilize traffic control boxes for Phase III of the project and will select utility boxes that are fully visible to the public.



# memorandum

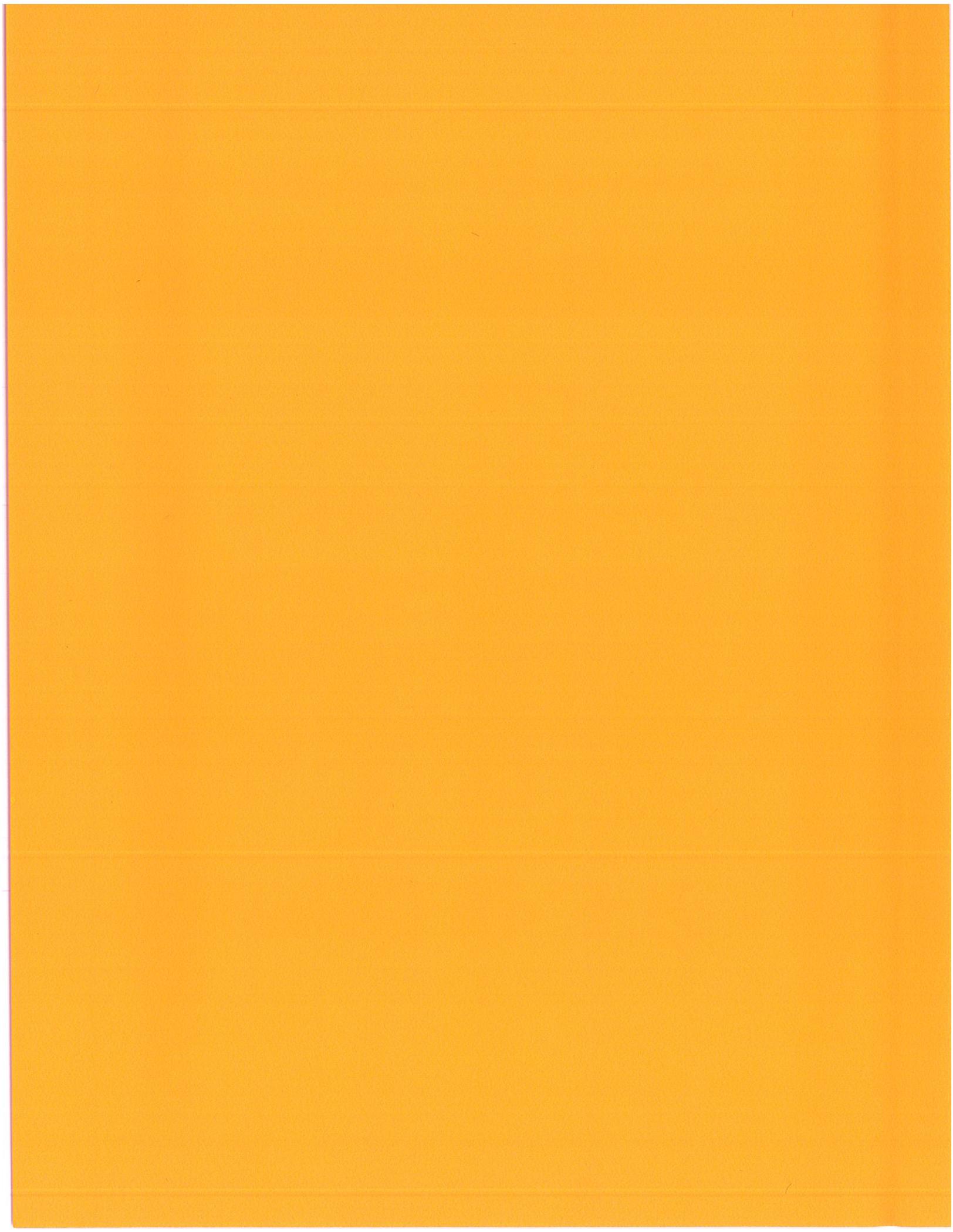
**DATE:** September 9, 2016

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Christina Michaelis, Assistant Planner

**SUBJECT:** **Heritage Commission Meeting Synopsis- September 8, 2016**

- At the August 4, 2016 Heritage Commission meeting, the Commission requested staff to send letters to the homeowners who live in potentially historic miniature cottages on Hollywood Way. The letter was an invitation to the September 8, 2016 Heritage Commission meeting where homeowners could learn about the historic district designation process. Four homeowners attended the meeting. Staff provided information about the process and answered questions.
- The Commission discussed attending Burbank Farmers Market events (held on every Saturday in the Community Services Building parking lot) to inform residents the benefits of historic preservation in the City. Commissioner Marisa DiDomenico stated that she would reach out to the Burbank Farmers Market and report back to the Commission.
- The next Heritage Commission meeting will be held on October 6, 2016.



# memorandum

**DATE:** October 7, 2016

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT: Landlord-Tenant Commission Meeting – October 3, 2016**

- The Commission reviewed two tenant questionnaires. The first was regarding a smell complaint after supposed mold remediation had been completed on the tenant's unit. Staff referred the case to License and Code to make sure there are no safety issues. A License and Code inspector has been in contact with the tenant, and will follow-up on the case. The second tenant shared landlord retaliation concerns. The Commission answered questions, and provided information on low cost/no cost legal resources that could possibly assist this tenant. There is no follow-up required of the Commission Subcommittee at this time.
- General Business: 1) Commissioner Siner reported on a questionnaire received in September and stated the case was closed; 2) the Minutes from the September 2016 meeting were approved; and 3) Commissioners Jacobs and Smallin were selected to serve on the Subcommittee for the months of October, November, and December 2016.
- Staff provided the Commission additional information related to an upcoming affordable housing study session to be held later this year. Staff shared the purpose of the study session is to discuss ideas on how to provide more affordable housing in the community.
- The meeting adjourned at 7:00 p.m. to the next meeting scheduled for Monday, November 7, 2016.