

## Weekly Management Report March 10, 2017

1. **Memo** Burbank Hospitality Association (BHA) Audit Status  
**Community Development Department**
2. **Synopsis** Transportation Commission Meeting of January 23, 2017  
**Community Development Department**
3. **Synopsis** Downtown Burbank Partnership (P-BID) Meeting of  
March 2, 2017  
**Community Development Department**



# memorandum

**DATE:** March 3, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director   
By: Susie Avetisyan, Administrative Analyst II 

**SUBJECT: BHA Audit Status**

The status of the Burbank Hospitality Association (BHA) audit is pending review. The audit commenced in August of 2016 with LSL CPA's and Advisors, referred to the BHA by the City of Burbank Finance Department. Staff received a draft audit report in late December of 2016. A final step of the audit includes a written letter from the organization's attorney asking if the organization is involved in any current or anticipated litigation. Concurrent to this time, the BHA was in the process of hiring their legal counsel as recently recommended by the City Attorney to Burbank City Council.

On January 31, 2017, the BHA retained the legal services of Colantuono Highsmith Whatley, PC. Since then, the BHA and their legal counsel have established an ad hoc advisory committee charged with developing a series of recommendation to the BHA Board. Topics of discussion include the City Attorney's proposed recommendations, future BHA operations, and the finalization of the draft audit report. A tentative timeline of approximately six to eight weeks is forecasted to review all pending matters. Should this timeline change, staff will report a revised timeline as appropriate.





# memorandum

**DATE:** February 21, 2017

**TO:** Ron Davis, City Manager

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

**SUBJECT: January 23, 2017 Transportation Commission Meeting Synopsis**

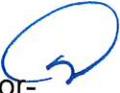
- Staff and Commission discussed overall policies and procedures for Commission meetings. The Commission agreed that the public comment period shall be presented before the item and shall be limited to 5 minutes per person, but may be changed at the Chair's discretion.
- Staff provided an overview of the Metro Brighton to Roxford Double Track Project. The Commission voted to recommend the Council support the Project as they believe it would benefit the Burbank community. The Commission also recommended the Council to lobby Metro to identify and acquire funds to accelerate construction, conduct a service analysis to study the entire Antelope Valley Line, and to ensure bikeway connectivity throughout the Project corridor.
- Staff presented performance measures for Quarter 1 of FY '15-'16 of Local Return (Prop A, C, and R) and BurbankBus. The Commission requested from staff a quarter to quarter comparison for the next review. The Commission discussed marketing strategies and data collection to better assess where BurbankBus patrons live and work to increase ridership.
- The next Transportation Commission meeting will be held on Monday, February 27<sup>th</sup> at 5:00 pm. This is a special meeting that will be held because the regular February meeting falls on a holiday.



# memorandum

**DATE:** March 6, 2017

**TO:** Ron Davis, City Manager

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

**SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – March 2, 2017**

- The Board voted on the renewal of two current members, Ted Slaughter and Michael Wilford, for a two year term through 2018. An appointment of a current Board Member to Vice Chair was also discussed. Jim O'Neil was nominated and accepted the nomination of the Vice Chair position. The Board unanimously approved the renewal of Mr. Slaughter and Mr. Wilford, as well as the appointment of Mr. O'Neil to Vice Chair.
- Jason Miller from the City's Information Technology (IT) Department discussed the current and future plans for wireless internet service in Downtown Burbank. Mr. Miller noted that currently there are 23 Wi-Fi access points in the District and that approximately 6,000 clients connect to the network in a 30 day period. The current Wi-Fi infrastructure will be phasing out in October 2017, and new receptors will need to be purchased and installed if service is to continue. IT will get costs for proposed infrastructure upgrades and possible expansion of the network to south San Fernando. The Board will review and discuss a proposal for this at a later meeting.
- Elaine Pease, Senior License and Code Inspector and Police Sergeant Derek Green came to speak to the Board about the Downtown Burbank Smoking Ordinance and its enforcement. The Ordinance has been in effect since 2007, and is enforceable by ticket only if the action is seen by a Police Officer. Currently, there are several smoking compliant areas in Downtown that meet certain City requirements and were created by the business owner or designated by the City Manager. However there are several areas where non-compliant smoking is occurring. It was suggested that a refresher email be sent to the business owners in Downtown regarding the Ordinance as well as staff personally reaching out to areas where non-compliance continues to be of concern such as the Burbank Village Walk property.
- The Board discussed sponsorship opportunities for the Burbank International Film Festival (BIFF) and Burbank Comedy Festival. After a review of the 2016 Profit and Loss Statements for each organization, a motion was made to allocate \$30,000 in sponsorship to the BIFF and \$20,000 in sponsorship to the Burbank Comedy Festival. The Board approved both sponsorships.

- Staff noted that plans for a future art/mural program for Downtown as well as design upgrades to the remaining four paseos in the District would be discussed at a future meeting.
  
- The next regular board meeting is scheduled for April 6, 2017.