



# Weekly Management Report

## October 6, 2017

- 1. Synopsis** Downtown Burbank Partnership Meeting of  
September 7, 2017  
**Community Development Department**
- 2. Synopsis** Landlord-Tenant Commission Meeting of  
September 11, 2017  
**Community Development Department**



# memorandum

**DATE:** September 25, 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 – September 7, 2017**

- Representatives from the Burbank Community YMCA addressed the Board requesting a sponsorship of \$15,000 for their annual Turkey Trot event. The annual event is held on Thanksgiving in Downtown Burbank and hosts more than 2,500 runners. The Board agreed to approve a \$15,000 sponsorship to the YMCA for this event, and directed staff to work with the YMCA to develop opportunities for merchants to benefit from event attendees prior to or after the event. The Board also requested to be notified of the request for sponsorship earlier in the future.
- Representatives from the retail analysis and recruitment firm Buxton Co. presented a wrap-up to the Board of the 2016 partnership and recruitment efforts for Downtown Burbank. During the last year, Buxton has assisted staff with outreach to more than 20 targeted retailers resulting in several meetings and discussions with potential tenants. Buxton also presented two new opportunities to extend their partnership with the Board for 2017-18. After some discussion, the Board agreed to approve a contract with Buxton that would assist in the recruitment and outreach of an additional 20 retailers via targeted research and demographic reporting.
- Staff presented a contract to partner with the California Beer Festival Company to produce the 2017 Burbank Beer Festival. The event which is slated to take place on Saturday, October 21, 2017 will feature two ticketed tasting sessions, a free fall street fair and live entertainment. The Board approved the contract.
- Marcos Gonzales from the City's Community Development Department addressed the Board with a request to nominate two business or property owner volunteers that would serve on the Homeless Steering Committee for the City. The Committee will meet monthly through January 2018 to develop a Homelessness Plan tailored to the City of Burbank. Board member Frank Gangi and Downtown Burbank

representatives from Story Tavern Diane Slaughter or Brian Slaughter were approved by the Board as Committee nominees.

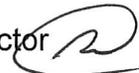
- An update on the Downtown Burbank Car Classic was tabled to the September meeting in the interest of time.
- The next regular board meeting will be held on October 5, 2017



# memorandum

**DATE:** September 25, 2017

**TO:** Ron Davis, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – September 11, 2017**

- Seven members of the public attended the meeting. Six residents were from the same building with similar issues with their Landlord. The Commission as well as the City License and Code division will follow-up with residents regarding their issues. The last tenant (from a separate building) had questions regarding rent increases. The Commission informed her about proper notices for rent increases, and provided her with contact information should she have further questions.
- Eight tenant questionnaires were submitted and distributed to the Sub-Committee for follow-up.
- Nishanthi Kurukulasuriya from the Mental Health Advocacy Services office in Los Angeles gave a presentation on Fair Housing Law.
- The Commissioners unanimously re-elected Commissioner Judy Smith as Chairperson and Commissioner Jane Smallin as Vice Chairperson for the term of September 2017 through July 2018.
- The Commission approved amended minutes of August 7, 2017.
- The meeting was adjourned at 8: 20 p.m.