



# Weekly Management Report

## June 29, 2018

- 1. Synopsis** Landlord-Tenant Commission Meeting held on June 4, 2018  
**Community Development Department**
- 2. Notice** Burbank Water and Power Board Meeting Cancellation Notice for July 5, 2018  
**Burbank Water and Power**
- 3. Notice** Youth Board Meeting Cancellation Notice for July 4, 2018  
**Parks and Recreation Department**



# memorandum

**DATE:** June 11, 2018

**TO:** Ron Davis, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – June 4, 2018**

- Commission Chair Smith turned the meeting over to Vice Chair Smallin to facilitate.
- Two tenants from the same building attended the meeting. Both tenants received rent increase notices. One of the tenants had questions about landlord retaliation. Staff advised her to speak to the Housing Rights Center about landlord retaliation concerns. Both tenants did not want the Subcommittee to follow-up on their cases and will instead handle their questions and concerns independently of the Commission.
- The Commission approved the amended minutes of May 7, 2018.
- The Commission suggested changes to the 20 Most Frequently Asked Questions. Staff will make the suggested changes to the document for final approval by the Commission at the next meeting.
- The Commission also suggested the name of the Landlord and Tenant Questionnaire forms be changed. Staff will present revised forms at the next meeting for final approval.
- The Sub-Committee reported on two questionnaires received in prior months. Both questionnaires were regarding rent increases. Both cases were closed.
- The meeting was adjourned at 7:38 pm.



**CITY OF BURBANK**

**BURBANK WATER AND POWER BOARD**

**NOTICE OF CANCELED MEETING**

**THE REGULAR MEETING OF THE BURBANK WATER AND POWER BOARD WILL NOT BE HELD AS PREVIOUSLY SCHEDULED ON THURSDAY, JULY 5, 2018 BY ORDER OF THE CHAIR OF THE BOARD.**

**THE NEXT REGULAR MEETING WILL BE HELD ON THURSDAY, AUGUST 2, 2018 AT 5:00 P.M., IN THE BURBANK WATER AND POWER ADMINISTRATION BUILDING, 3RD FLOOR BOARDROOM, AT 164 WEST MAGNOLIA BLVD., BURBANK, CALIFORNIA.**

**POSTED: JUNE 28, 2018**

Lyndsey R. Kramer

**Lyndsey R. Kramer, Recording Secretary  
Burbank Water and Power Board**



City of Burbank  
**DARK MEETING NOTICE**

The Youth Board will **NOT** be meeting on:

Wednesday, July 4, 2018

**City of Burbank**

Judie Wilke, PRCS Director  
Kristen Smith, Deputy Director/Recreation Services  
Cathryn Labrado, Recreation Manager  
Noah Altman, Recreation Coordinator  
Janice Lowers, PRCS Board Liaison  
Carolyn Jackson, PRCS Board Liaison  
Police Dept.  
Library  
City Hall  
Press (1)

**High School ASB Advisors**

Burbank  
Burrroughs  
Providence  
Bellarmine-Jefferson  
Monterey

**Middle School ASB Advisors**

John Muir  
Jordan  
Luther

**Parochial ASB Advisors**

St. Francis  
St. Roberts  
St. Finbar

**Board Members**

**High School**

Noh, Joseph  
Ohanian, Melanie  
Mills, Alessandra (Alex)  
Canela, Yvette  
Menke, Carl

**Middle School**

Yoon, Sungjoo  
Kennedy, Katie  
Silberling, Lilia  
Batres, Lourdes

**At Large**

Assaf, Sandi  
Cook, Henry  
Jennings, Ella  
Mucha, Matthew  
Petrulis, Gabija  
Vlick, Chrissy

Recording Secretary

Maritza Cuevas