



Weekly Management Report


June 28, 2019

- 1. Synopsis** Downtown Burbank Partnership Meeting on
June 6, 2019
Community Development Department
- 2. Synopsis** Landlord-Tenant Commission Meeting on
June 3, 2019
Community Development Department

memorandum

DATE: June 21, 2019

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 (PBID) Meeting – June 6, 2019

- The Downtown Burbank Arts Festival held on Saturday and Sunday May 18-19, was a great success with an estimated 18,000 attendees. The event featured artisans curated by Jackalope Arts and the Creative Talent Network Expo. This year's event also featured extended hours from 11:00am to 7:00pm to encourage local shopping and dining.
- Staff is working on permits to begin replanting four of Zone 3's medians. The work is proposed to begin the week of June 24th and should be completed by the beginning of July. Replanting and repairs will include new gingko biloba trees, various drought tolerant groundcover and bushes and new woodchip mulch. The remaining two medians in the area will be repaired to match the Downtown Burbank plant palate by IKEA after their utility work has been completed,
- Staff presented a Brand and Logo Design Guide and a new banner program for Downtown Burbank, designed by the newly hired marketing firm ANYONE Collective. The new banner program will encompass twelve banner designs, eight representing the PBID, and four representing the farmers market. Staff also provided imagery of the new building wrap installed on the façade of the former Movie World Bookstore. The building wrap was designed by ANYONE Collective and paid for by the property owner. Moving forward, the PBID will continue to work with property owners to install more signage and banners on empty storefronts and windows to help create a cohesive look for Downtown and disguise in-progress facades.

memorandum

DATE: June 17, 2019

TO: Ron Davis, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – June 3, 2019

- Nine members of the public attended the meeting. Eight of the nine persons were tenants, and completed a Tenant Information Form for assistance in various areas related to: handling rental unit privacy and safety concerns, property management changes impacting living environments, and securing rental deposits with proper notices.
 - The Commission provided Tenants that submitted forms with resources including: contact information for legal services, Housing Rights Center, and handed out Landlord-Tenant Handbooks.
- The Commission approved the draft minutes of May 6, 2019.
- The Commission appointed Vice Chair Smallin and Commissioner Jacobs as the new Sub-Committee members for the months of June, July and August 2019 to review landlord and tenant information forms.
- Staff reminded the Commission to direct the public to the different resources available and provided a handout on the power and duties of the commission.
- Subcommittee members Stump and Small gave brief summaries on cases received in May 2019.
- The Commission asked to agendize an overview presentation of the Section 8 program for the next meeting.
- The meeting was adjourned at 8:27 pm.