

## Weekly Management Report November 22, 2024

1. Summary Heritage Commission

Meeting on November 7, 2024

**Community Development Department** 

2. Summary Landlord-Tenant Commission

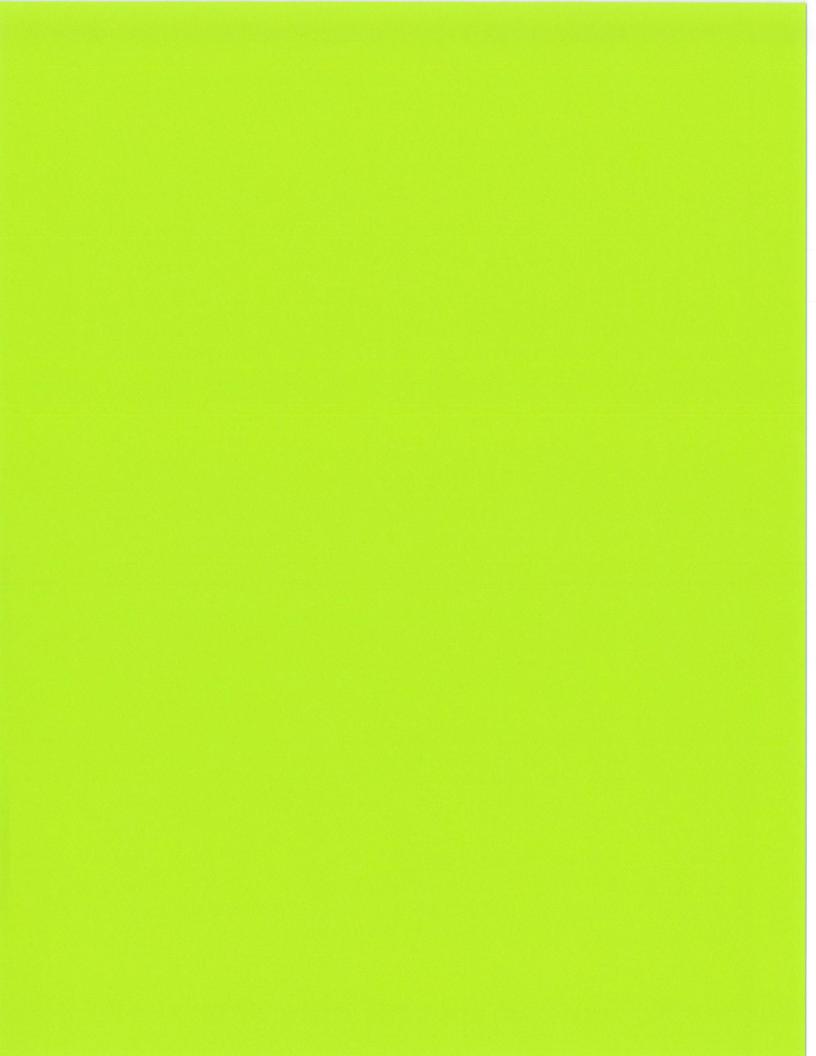
Meeting on November 4, 2024

**Community Development Department** 

3. Summary Burbank Hospitality Association

Meeting on October 16, 2024

**Community Development Department** 



## **MEMORANDUM**



**DATE:** November 13, 2024

**TO:** Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director for for forescott

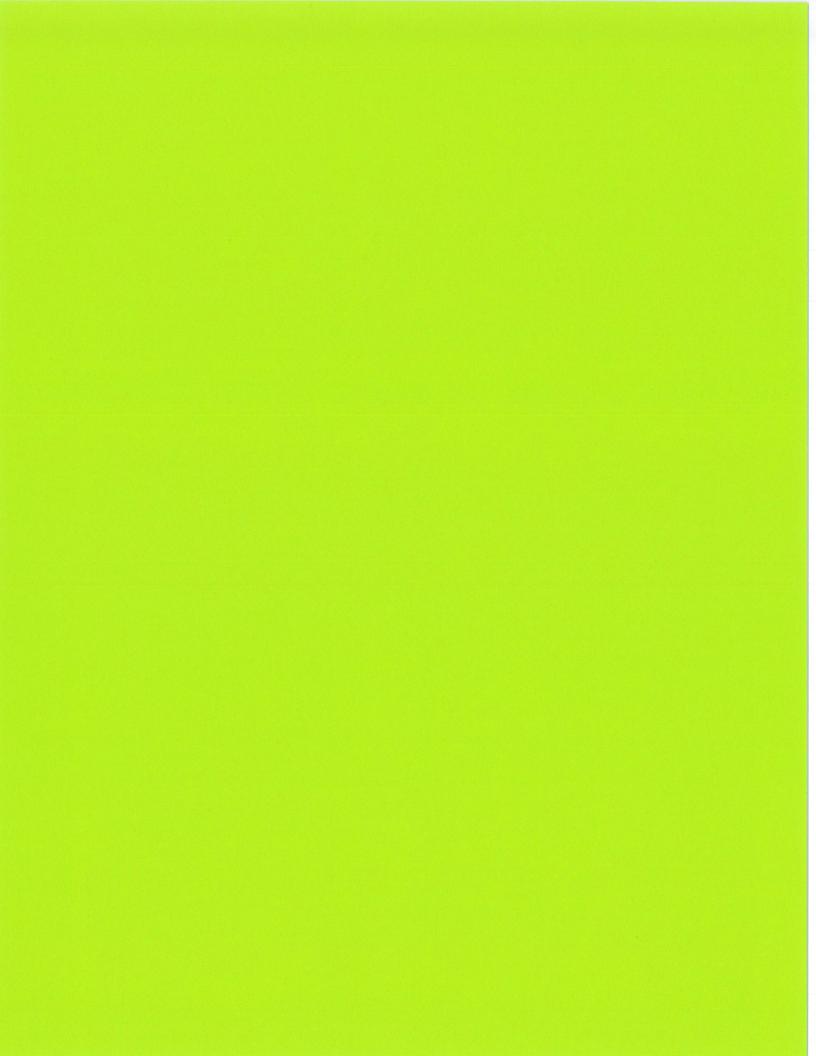
Via: Leonard Bechet, Principal Planner 切象

By: Diana Arias, Clerical Worker

**SUBJECT:** Heritage Commission Meeting – November 7, 2024

This memorandum recaps the Heritage Commission meeting that was held on November 7, 2024

- The Commissioners viewed Modules 1 and 2 of an eLearning course which
  provided an introduction to the Secretary of the Interior's Standards for the
  Treatment of Historic Properties and the Four Treatments for Historic Properties.
  The course was created by the California Office of Historic Preservation (OHP)
  and viewable on their website.
- Staff and the Commission agreed to hold a special meeting on December 19, 2024, as staff will be unavailable on the regularly scheduled meeting date of December 5, 2024.
- Principal Planner Bechet informed the Commission that they will view Module 3
  of the Interpretation and Application of Secretary of the Interior's Standards for
  the Treatment of historic Properties eLearning course from California OHP at the
  next meeting.



## MEMORANDUM





DATE:

November 13, 2024

TO:

Justin Hess, City Manager

FROM:

Patrick Prescott, Community Development Director And for Prescott

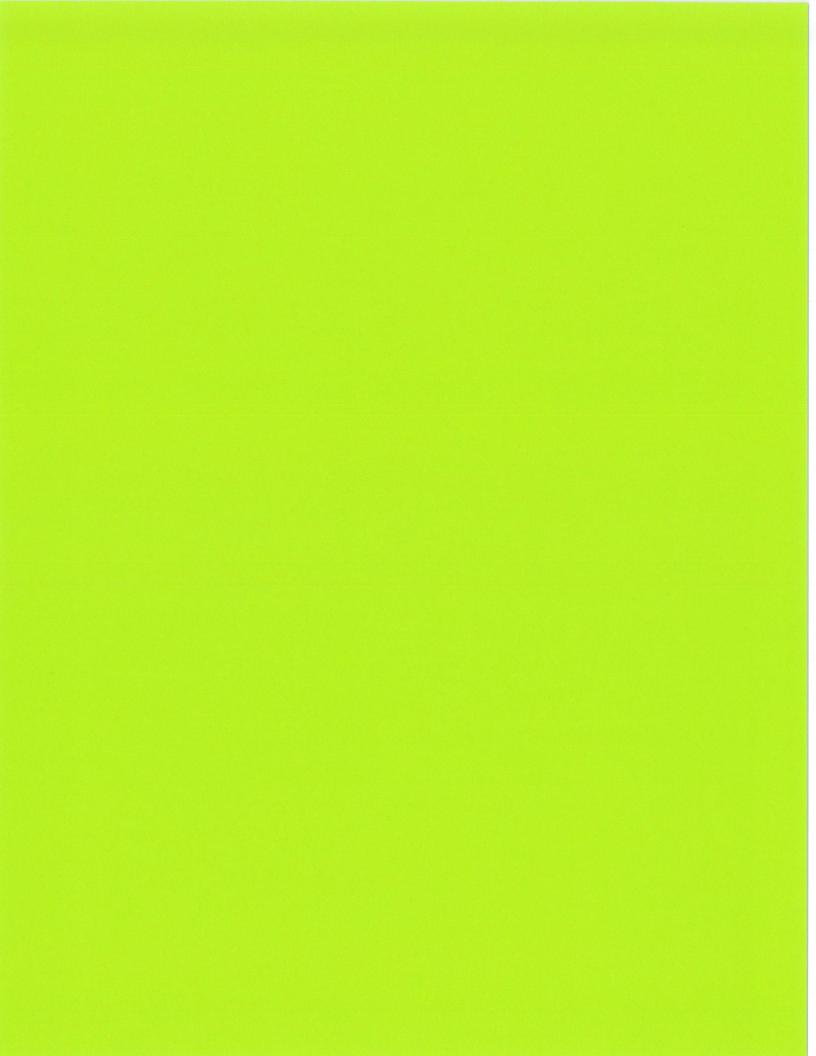
VIA: Simone McFarland, Asst. Community Development Director

Mary Hamzoian, Economic Development Manager BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – October 16, 2024

With the departure of Peter Kolla, Tony Garibian, General Manager of Coast Anabelle and Safari Inn hotels, was appointed BHA Chair. Mr. Garibian has served on the Board for many years and has prior experience as BHA Board Chair.

- Sponsorship awards were approved for the following events: CTN Animation Expo - \$30K, MUSEXPO 2025 - \$60K, and Arts Media and Entertainment Institute -\$30K. These events combined brought in 1,400 room nights, and over \$170K room revenue last year.
- Staff presented the final global metrics for Elephant Parade Burbank, which generated 212K impressions, 46K interactions, and 210K accounts reached on social media, as well as media coverage on local news stations and digital publications averaging over 16 million views per month.
- Images of the completed Green Lantern statue were shared with the Board. The unveiling event will take place at the Empire Center under Hangar 28 on November 14th. A custom Green Lantern comic book was also created for Visit Burbank.



## **MEMORANDUM**



DATE:

November 18, 2024

TO:

Justin Hess, City Manager

FROM:

Patrick Prescott, Community Development Director

VIA: Simone McFarland, Assistant Community Development Director &

SUBJECT: Landlord-Tenant Commission Meeting – November 4, 2024

Four members of the public attended the in-person meeting, and no one joined via Zoom.
 Three individuals had comments for the Commission regarding a tenant complaint form, the procedure for assigning intake forms, and feedback on the Rent Cap Study presented at the City Council meeting on October 15, 2024.

- Staff informed the public of an amended agenda to correct a typo and noted that new landlord-tenant forms will be included in the December agenda.
- In response to oral communications, housing staff clarified that intake forms are shared only
  with two ad hoc committee members and not the other three Commission members ahead
  of time. Commission Chair Ingalsbee motioned to discuss agenda item four after comments
  on oral communications, which was seconded by Commissioner Linda Kite and supported
  by Commissioner Rose.
- The Commission reported on three intake forms: two requested mediation, and one was related to a change of terms of tenancy.
- The Commission approved the draft minutes of October 7, 2024.
- The meeting adjourned at 07:21 p.m.