



# Weekly Management Report

## April 10, 2026

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- 1. Memo**            Landlord-Tenant Commission  
Meeting on March 2, 2026  
**Community Development Department**
- 2. Memo**            Heritage Commission  
Meeting on March 5, 2026  
**Community Development Department**
- 3. Minutes**        Police Commission  
Meeting on March 18, 2026  
**Police Department**



# MEMORANDUM





## COMMUNITY DEVELOPMENT

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**DATE:** April 2, 2026

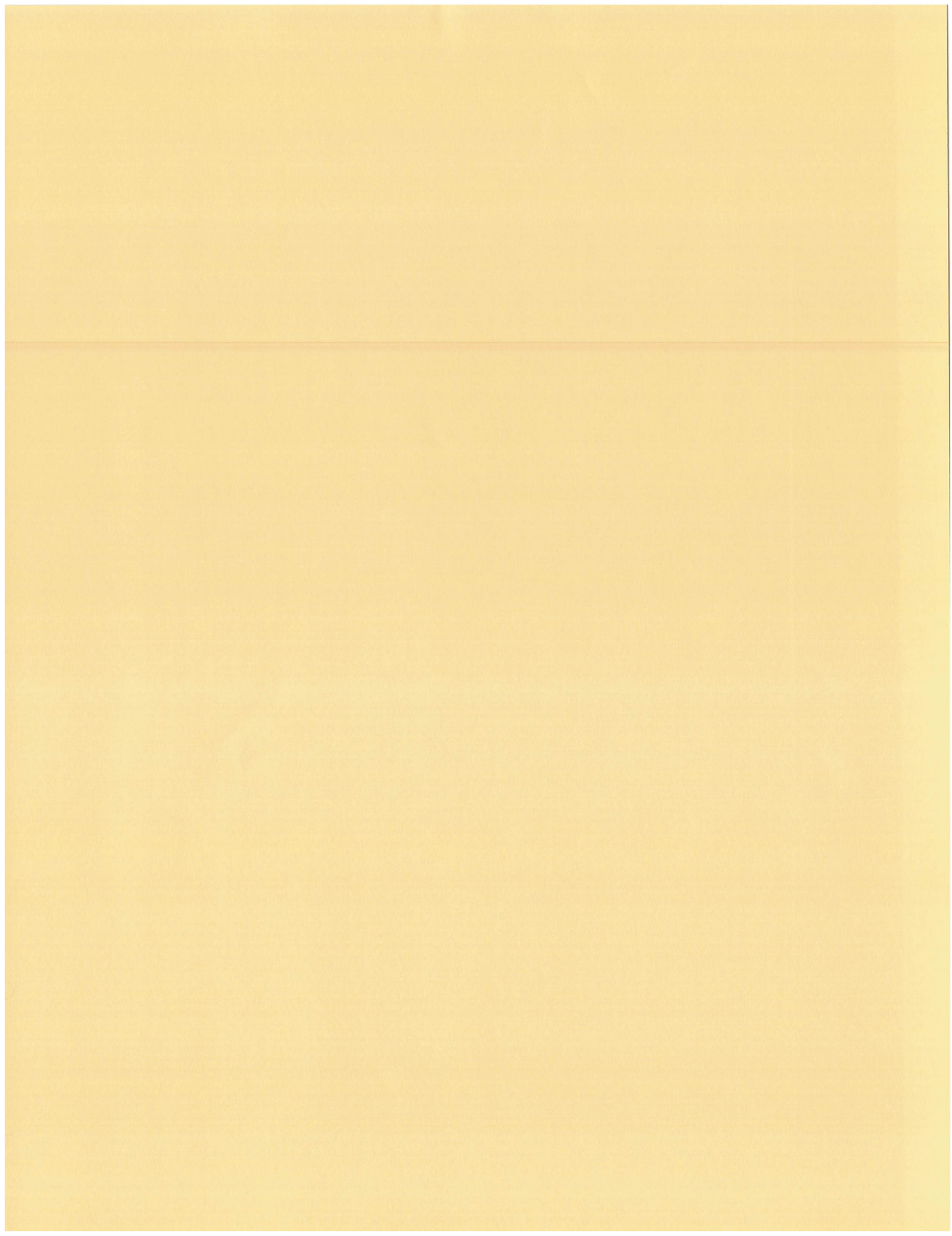
**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Maribel Leyland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – March 2, 2026

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- There were no virtual or in-person attendees.
- The Commission Subcommittee reported on three intake forms.
- The first form was a request to facilitate mediation for noise related concerns. The parties did not reach an agreement. The case was closed after the Committee provided the tenant with alternative options available to pursue.
- The second form was a request to facilitate mediation for a rent waiver due to noise and privacy impacts from on-site construction. The case is open as the tenant is in the process of vacating the unit.
- The third form was related to reimbursement of security deposit. The tenant has filed a small-claims court case. This case is closed.
- The meeting adjourned at 6:34 P.M.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** April 2, 2026

**TO:** Justin Hess, City Manager

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

Via: Amanda Landry, Principal Planner

Ryan Allen-Esquivel, Assistant Planner

By: Diana Arias, Intermediate Clerk

JP  
RA 4/2/2026

**SUBJECT:** Heritage Commission Meeting – March 5, 2026

This memorandum recaps the Heritage Commission meeting that was held on March 5, 2026:

- Vice-Chair Kronzek was absent.
- Gary Hubbard, owner of 902 East Olive Avenue, thanked staff and the Commission for their help in the preparation of a Permit to Alter a Designated Historic Resource for the rehabilitation and restoration of the roof at the subject property.
- Principal Planner Landry presented: an application for a Permit to Alter a Designated Historic Resource at 902 East Olive Avenue to rehabilitate an existing historic and character defining concrete tile roof.
- Assistant Planner Rendon presented: community outreach program, including the status of implementation, action items, and next steps.
- Assistant Planner Rendon informed the Commission that the property located at 1515 East Alameda Avenue had been approved by the City Council as a designated historic resource and further advised that the applicant is interested in applying for the Mills Act.
- Assistant Planner Allen-Esquivel notified the Commission the Mills Act application of 808 North Ford Street is being reviewed by Staff and will be presented to them in the upcoming meetings.
- Assistant Planner Rendon replied to Commissioner Mensing's request to create individual videos with official City branding for the Heritage Commission. Planner Rendon informed the Commissioner that the Public Information Office does not have the budget or staff resources to intake or manage video content produced

by individual Commissioners. He explained that such materials would require staff time for review to ensure consistency with the City of Burbank's policies, messaging standards, and overall vision. Given current staffing and resource constraints, accommodating the review or support of such videos is not feasible. However, Commissioners are welcome to create and share content on their personal platforms, provided it is done without City involvement or endorsement. Assistant Planner Allen-Esquivel informed the Commission of their needed participation in provided their experience to the State for the Annual CLG Reporting.

- Assistant Planner Allen-Esquivel informed the Commission that staff have received letters from the public regarding the vinyl canopy enclosure on the patio and overhead heaters located at 4211 West Riverside Drive, Bob's Big Boy. There is an ongoing investigation opened by Code Enforcement; if permits are needed then it will come to the Commission for review and approval.
- Commissioner Mensing asked to put on the agenda to review the materials being used for the community outreach in May.
- Chair Baldaseroni asked to put on the agenda an update for 837 Olive Avenue.
- Commissioner Schmidt asked to put on the agenda the code enforcement investigation at 4211 West Riverside Drive.



## **MARCH 18, 2026**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Hacobian.

### **CALL TO ORDER**

Present: Commissioners Chapman, Coomes, Elman, Hacobian, Hartoonian, McKenna and Wenzel

Also Present: Chief Quintero, Lieutenant Fekety, Chief Assistant City Attorney Oh, Executive Assistant Nakamura

### **FLAG SALUTE**

The flag salute was led by Commissioner McKenna.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES**

#### **FIRST PERIOD OF PUBLIC COMMENTS**

None

#### **RESPONSE TO PUBLIC COMMENTS**

None

### **APPROVAL OF MINUTES FROM FEBRUARY 18, 2026, MEETING**

Commissioner McKenna made a motion, seconded by Commissioner Coomes, to approve the minutes of the February 19<sup>th</sup> meeting. Motion carried by consensus.

### **ITEMS OF BUSINESS**

#### **1. Discussion and recommendations on the scope of work for an oversight monitor in anticipation of the City Attorney's RFP process**

The following recommendations were presented to amend the Scope of Services:

Commissioner Hartoonian made a motion, seconded by Commissioner Chapman to replace Item A.6 to read "All Type 1 uses of force, and a random ¼ of Type 2 and 3 use of force reviews." Motion carried by consensus.

Commissioner Hartoonian made a motion, seconded by Commissioner McKenna, to add an Item to read "Review the use of surveillance technology used by the Department, including, but not limited to, ALPR, public safety cameras, marketplace data tracking tools, unmanned aircraft systems, real-time information systems, and biometric recognition to prevent misuse and insure privacy protection of the public." Motion carried by consensus.

Commissioner Coomes made a motion, seconded by Commissioner McKenna, to modify Item G to include the language "Also, the Police Commission may be included as deemed appropriate by the city manager, city attorney, and/or the police chief or their representative as a demonstration of transparency." Motion carried by consensus.

Commissioner Coomes made a motion, seconded by Commissioner Chapman, to modify Item H to include the language "Also, the Police Commission may be included as deemed appropriate by the city manager, city attorney, and/or the police chief or their representative as a demonstration of transparency." Motion did not pass, with five votes against, and two in support (Commissioners Coomes and Chapman).

**2. Discussion and recommendations on the updates to the Agenda Support and Community Engagement documents, which were introduced at the February meeting**

From the last meeting:

- Removed verbiage regarding oversight – changed to “advisory”

New recommendations proposed by Commissioner Hartoonian:

- Add page numbers
- Community Engagement Document (list of activities Commissioners participate in) – add as an Appendix, subject to update annually

Commissioner Elman made a motion, seconded by Commissioner McKenna, to accept the Agenda Screening Framework, with the amendments recommended by Commissioner Hartoonian. Motion carried by consensus.

**3. General announcements by Chief Quintero - brief announcements regarding upcoming events and/or items of note related to the police department**

- 4/2 Coffee with a Cop, Café Grano, 9-11 a.m.
- 4/9 Recruit Graduation
- 4/9 Community Academy Graduation
- Staffing: at 160 officers

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Already agendized for April: presentation by Commissioner McKenna on the Blue Envelope program for individuals with special needs

Commissioner Wenzel made a motion, seconded by Commissioner Chapman, to discuss methods and means for community engagement between the Police Commission and community members. Motion carried by consensus. (April)

Commissioner Coomes made a motion, seconded by Commissioner Hartoonian, for a review and discussion of the annual RIPA report. Motion carried by consensus. (Future meeting)

Chair Hacobian made a motion, seconded by Commissioner Elman, for a discussion on the Department's use of the Flock safety cameras in solving crimes and supporting citywide public safety goals. Motion carried by consensus. (April)

**NEXT MEETING DATE –** Wednesday, April 15, 2026  
6:00 p.m., City Council Chamber

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 7:35 pm.

Anne Wenzel  
Secretary, Burbank Police Commission