



# Weekly Management Report

## April 11, 2025

- 1. Synopsis** Special Heritage Commission  
Meeting on April 2, 2025  
**Community Development Department**
- 2. Synopsis** Heritage Commission  
Meeting on February 6, 2025  
**Community Development Department**
- 3. Synopsis** Burbank Hospitality Association (BHA)  
Meeting on January 29, 2025  
**Community Development Department**
- 4. Minutes** Burbank Police Commission  
Meeting on March 19, 2025  
**Burbank Police Department**








# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** April 3, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Robert Keatinge, Associate Planner   
By: Diana Arias, Clerical Worker 

**SUBJECT:** Special Heritage Commission Meeting – April 2, 2025

This memorandum recaps the Special Heritage Commission meeting that was held on April 3, 2025

- Commissioner Arthur Solis was absent
- Staff and the Commission agreed to hold a special meeting on April 2, 2025, as the Chair was unavailable on the regular scheduled meeting date of April 3, 2025.
- Commissioner Schmidt made a motion to approve the minutes from February 6, 2025. Seconded by Commissioner Hardy, carried by a vote 4-0.
- Associate Planner Robert Keatinge presented training that provided the Commission an overview of Burbank Municipal Code Section 10-1-928 Procedures and Criteria for Actions Subject to Review with Emphasis on the Permit to Alter a Designation Historic Resource.
- Associate Planner Keatinge briefed the Commission on the latest alterations at 4211 West Riverside Drive (Bob's Big Boy).
- Associate Planner Keatinge let the Commission know they will be having two historic designations presented to them in the following two meetings.





# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** April 3, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
Via: Robert Keatinge, Associate Planner  
By: Diana Arias, Clerical Worker

*[Handwritten signature]*  
*[Handwritten initials DK]*  
4/8/25

**SUBJECT:** Heritage Commission Meeting – February 6, 2025

This memorandum recaps the Heritage Commission meeting that was held on February 6, 2025

- Commissioner Arthur Solis was absent
- The Rancho Community shared that 915 Mariposa Street was purchased by a nonprofit organization.
- Vice Chair Kronzek made a motion to approve the minutes from December 19, 2025. Seconded by Commissioner Schmidt, carried by a vote 4-0.
- Associate Planner Robert Keatinge presented training that provided an overview of Burbank Municipal Code Title 10, Chapter 1, Division 6, Historic Preservation Regulations with emphasis on the Criteria and Procedure for Designation of Historic Resources.
- Associate Planner Keatinge let the Commission know they will be tentatively reviewing and voting on the historic designation of 1515 E. Alameda Avenue.





# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** April 9, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager  
BY: Odette Zakarian, Administrative Analyst II

**SUBJECT:** Burbank Hospitality Association (BHA) Meeting – January 29, 2025

- The Board Appointed Michael Hernandez, General Manager at Hilton Garden Inn Burbank, as Vice Chairperson for the remainder of the 2024-2025 fiscal year.
- An Ad Hoc Subcommittee was created for the TBID Renewal. The District is up for renewal in 2026. Key steps in the renewal process will include the creation of a management district plan which will provide information on the assessment amount, the services provided, and what funding can be directed towards. The Subcommittee will be comprised of hotel members as they are the ones paying into the BID.
- The Marketing Subcommittee provided an update on RFPs for a new digital marketing agency and social media manager for Visit Burbank, Burbank Merch designs for Visit Burbank Merchandise, and Hollywood Burbank Airport advertising creative. All three items the Subcommittee recommended were approved by the Board.





## **MARCH 19, 2025**

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 Coomes.

### **CALL TO ORDER**

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

Also Present: Deputy Chief Cornils, Captain Losacco, Sergeant Turner, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; (no liaisons)

### **FLAG SALUTE**

The flag salute was led by Commissioner McKenna.

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

Commissioners reported out on events/meetings attended.

### **FIRST PERIOD OF ORAL COMMUNICATIONS**

Appearing before the Commission was David Donahue, who commented on the e-bikes issue he brought to the Commission a few years back and how it is was brought forth to the Council, who voted unanimously to further discuss the topic.

### **RESPONSE TO ORAL COMMUNICATIONS**

Commissioners thanked Mr. Donahue for his comments.

### **APPROVAL OF MINUTES FROM FEBRUARY 19, 2025, MEETING**

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

### **ITEMS OF BUSINESS**

#### **1. Training conducted by the City Attorney's Office on the Brown Act, Public Records Act, and Political Reform Act**

Senior Assistant City Attorney Johal provided a refresher on the above-listed Acts.

#### **2. Discussion on the dissemination of promotional materials related to awareness of domestic violence**

As an extension of the conversation regarding DV outreach from last month's meeting, Captain Losacco provided a brief presentation on the members and goals of the Domestic Violence Task Force. Commissioners reported out on their contact with various agencies to determine if they had a phone number to provide DV resources.

Commissioner Elman made a motion, seconded by Commissioner McKenna, to rescind the decision made at the last Commission meeting to attempt to include DV information in the BWP bills. Motion passed, with abstentions by Chair Coomes and Commissioner Chapman.

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

Upcoming events:

3/19 Two recruits graduated this morning

3/21 Award ceremony at District Attorney's Office honoring Detective Jesus Espindola

3/25 Macarons with MHET, Artelice Patisserie, 10 – 1pm

4/5 Baker to Vegas Relay  
4/10 Community Academy Graduation  
Two Recruits graduation from LASD academy  
4/26 Drug Take Back event

### **INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Already agendized for April:

- Equity in hiring and advancement
- Report out by the Pedestrian Safety Ad Hoc Subcommittee

(April) Commissioner McKenna made a motion, seconded by Commissioner Elman, for an overview of the operations of the Communication Center and recognition of their service. Motion carried.

(May) Commissioner Elman made a motion, seconded by Commissioner Chapman, for a statistical review of RIPA data for the City of Burbank last year. Motion carried.

**NEXT MEETING DATE –** Wednesday, April 16, 2025  
6:00 p.m., City Council Chamber

### **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 7:26 pm.

Paul McKenna  
Secretary, Burbank Police Commission