



# Weekly Management Report

## January 24, 2025

- 1. Synopsis**      Transportation Commission  
Meeting on December 18, 2024  
**Community Development Department**
  
- 2. Memo**            Downtown Burbank Partnership (PBID)  
Meeting on December 5, 2025  
**Community Development Department**
  
- 3. Memo**            Burbank Hospitality Association  
Meeting on November 20, 2025  
**Community Development Department**
  
- 4. Memo**            Landlord-Tenant Commission Meeting  
on January 6, 2025  
**Community Development Department**
  
- 5. Notice**          Citizen's Advisory Committee of Burbank-Glendale-  
Pasadena Airport Authority Meeting on January 30, 2025  
**Burbank-Glendale-Pasadena Airport Authority**



## MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** January 13, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: David Kriske, Assistant Community Development Director –  
Transportation  
BY: Natalie Burns, Intermediate Clerk

**COUNCIL MEMBER LIASIONS PRESENT: Konstantine Anthony**

**SUBJECT:** Transportation Commission Meeting Synopsis – December 18, 2024

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The Commission received a presentation from staff with an update on the East Olive Avenue Reconfiguration Project. Staff requested the Commission note and file the report.

- Commissioner Lewis supported Staff continuing the program, and the inclusiveness with pedestrian use.
- Commissioner Polon supported Staff's on their feedback for the phone calls they received from residents. Commissioner Polon expressed his concern regarding the notice given to the neighborhood about this project update. He would like to see Staff develop a better outreach process moving forward.
- Commissioner Polon shared that he would be in favor for a protected bike lane, left turn lanes and possible roundabouts.
- Commissioner Ehrhardt expressed his concerns about the City's liability exposure and safety hazard of the narrow parking lanes adjacent to the traffic lane. He suggested traffic enforcement be increased to address speeding.
- Vice Chair Pipher shared his appreciation for the intention of this project to reduce speeds and increase safety but believes it would be a mistake to continue with the direction of the way the project is going. He believes Staff should go back to the drawing board to reconsider the overall project concept.
- Chair Kalauskas shared her appreciation of Staff in considering other alternatives for this project. She also shared concerns with the width of the parking lane. She

expressed the importance for all to think of Olive Avenue as a holistic public right of way. She shared the importance of the sustainability goals of the project to be listed as a part of the project objectives. She suggested that the Transportation Commission engage with the Sustainability Commission.

- The Commission passed the following motions:
  1. The Commission directed Staff to modify the parking lane from 8 feet to 10 feet to address community concerns, as soon as practical.
    - This motion passed 5-0, with 2 absences.
  2. The Commission requested Staff to return with additional striping options for the street and a study of the street that incorporates the additional neighborhood comments and concerns, as well as Commission comments accommodating other modes of travel and other issues on the street.

The Commission also recommends coordinating with the Sustainability Commission in the discussion of those findings.

    - This motion passed 4-1, with 2 absences.

The Commission received a brief overview of the Boards, Commissions, and Committees attendance policy, and discussed the policy.



# MEMORANDUM





## COMMUNITY DEVELOPMENT



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**DATE:** January 15, 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: Aida Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – December 5, 2024

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- Eddie Newquist, CEO and Founder of the National Animation Museum, presented plans to establish the first dedicated Animation Museum in the US, identifying Burbank as the ideal location due to its rich animation history. The non-profit leading the project is working on the design phase and an economic feasibility study while collaborating with City staff to identify potential locations.
- Sat Bisla, founder of MUSEXPO, requested a \$4,500 sponsorship for a music focused Pub Crawl event in Downtown Burbank leading up to the 2025 MUSEXPO conference held annually at Castaway Burbank. MUSEXPO introduced the Pub Crawl event at various businesses in Downtown Burbank in 2024 and it was a great success. The Board expressed enthusiasm, and approved a \$4,500 sponsorship for the 2025 Pub Crawl event which will include more public performances at additional venues throughout Downtown Burbank.
- Staff provided an update on the recent Ad-Hoc Leasing Committee meeting including an overview of current leases, vacancies, outreach to more than 50 retailers and restaurants, and demographic data. Next steps include continuing broker and tenant outreach efforts with the release of new press materials, exploring a Broker Open House event in Spring 2025, and participating in the Entertainment Evolution Experience Expo.



# MEMORANDUM



## COMMUNITY DEVELOPMENT



**DATE:** January 22, 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 – November 20, 2024

- With the passing of Board Member Stacey Meyer, Hotel Amarano's General Manager, David Lurie was appointed to the vacant position on the Board. Mr. Lurie previously ran Kimpton properties in Carmel, California. Prior to that, he worked at the Beverly Hilton for several years.
- Universal Parks & Resorts Vacations (UPRV) presented their 2024 results as well as their marketing plan for 2025. The Board voted to renew membership for 10 participating Burbank hotels. Overall, the partnership brought in 6,318 room nights and \$1.8 million in revenue for the 2023-2024 fiscal year.
- Staff presented the opportunity to create a subcommittee to prepare for the upcoming 2026 FIFA World Cup, and the 2028 Olympic and Paralympic Games in Los Angeles. Board members from Hilton Garden Inn, BUR, WB Studio Tour Hollywood, and Universal Studios Hollywood volunteered to be on the subcommittee.





# MEMORANDUM





## COMMUNITY DEVELOPMENT

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**DATE:** January 21, 2025

**TO:** Justin Hess, City Manager

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

**SUBJECT: Landlord-Tenant Commission Meeting – January 6, 2025**

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- Only one member of the public attended the meeting, a representative from the Burbank tenant Union, who expressed the need for stronger tenant protections and reaffirmed their commitment to advocating for tenants' rights.
- The Commission reported on a landlord intake form from December that pertained to mediation.
- The Commission was informed about two upcoming presentations. The first presentation will cover the new Enforcement Unit, while the second will provide an update on the Brown Act. The dates for the presentations are yet to be determined.
- The Commission approved the draft minutes of December 2, 2024.
- The meeting adjourned at 6:30 p.m.





January 24, 2025

CALL AND NOTICE OF A REGULAR MEETING OF THE  
**CITIZEN'S ADVISORY COMMITTEE**  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Citizen's Advisory Committee (CAC) for the Hollywood Burbank Airport Part 150 Study will be held Thursday, January 30, 2025 from 4:00 p.m. to 6:00 p.m. at the Elks Lodge, 2232 North Hollywood Way, Burbank, California 91505.

Leslie Whitmore, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

REGULAR MEETING OF THE  
CITIZEN'S ADVISORY COMMITTEE (CAC)  
FOR THE HOLLYWOOD BURBANK AIRPORT PART 150 STUDY  
Elks Lodge  
Thursday, January 30, 2025  
4:00 p.m.

*The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*

*Members of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Committee during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*

*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Committee less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*

*In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## AGENDA

Thursday, January 30, 2025

1. Roll Call
  - A brief acknowledgement of Committee members in attendance to confirm quorum and document participation for the meeting.
2. Introductions
  - Introduction of the study team and Citizen's Advisory Committee members.
3. Public Comment
  - Opportunity for members of the public to address the Committee.
4. Roles and Responsibilities
  - Brief overview of the roles and responsibilities of stakeholders and the Committee.
5. Airport Overview
  - Summary of airport history and facilities.
6. Aircraft Noise Terminology
  - Overview of common noise terminology related to the Part 150 study.
7. Airport Noise Compatibility Program
  - Summary of the Part 150 study, the planning process, and goals of the study.
8. Schedule and Meeting Topics
  - List of dates and topics of upcoming meetings for the Part 150 study.
9. Project Contacts and Website
  - List of contact information for the Part 150 study.
10. Discussion and Wrap Up
  - Opportunity for Committee members to ask questions regarding agenda-related items.