



# 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



## COMMUNITY DEVELOPMENT

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**DATE:** November 13, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director *for P. Prescott*  
Via: Leonard Bechet, Principal Planner *LJB*  
By: Diana Arias, Clerical Worker

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

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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



## COMMUNITY DEVELOPMENT



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**DATE:** November 13, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director *for P. 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

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- 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 14<sup>th</sup>. A custom Green Lantern comic book was also created for Visit Burbank.



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**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**

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- 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.