



# Weekly Management Report

## October 21, 2022

- 1. Memo** Burbank Hospitality Association  
Meeting on August 10, 2022  
**Community Development Department**
- 2. Synopsis** Board of Building and Fire Code Appeals  
Meeting on September 8, 2022  
**Community Development Department**

... and the fact that the research was conducted in a developing country, where the business environment is characterized by high levels of uncertainty and risk. The authors argue that the results of this study have important implications for managers and researchers alike, and they call for further research to explore the underlying mechanisms of the relationships identified in this study.

The authors also discuss the limitations of their study and suggest directions for future research. They note that the study was limited to a single country and a single industry, and they suggest that future research should explore the generalizability of their findings to other contexts. They also suggest that future research should investigate the role of other factors, such as organizational culture and leadership, in the relationships identified in this study.

In conclusion, this study provides valuable insights into the relationships between organizational performance and various factors in a developing country. The authors argue that the results of this study have important implications for managers and researchers alike, and they call for further research to explore the underlying mechanisms of the relationships identified in this study.

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# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** October 13, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director  
Mary Hamzoian, Economic Development Manager   
BY: Megan Anghel, Administrative Analyst I

**SUBJECT:** Burbank Hospitality Association Meeting – August 10, 2022

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- Heather Rozman, Executive Director of the Hotel Association of Los Angeles (HALA), and Sandra Oberle from California Hotel & Lodging Association (CHALA) provided an informational presentation about becoming a member of the HALA and CHALA organizations and requested an annual investment of \$72,280 for advocacy support and legislative updates to the hotels. The Board requested staff to contact other cities/ destination market associations who are HALA/CHALA members to better understand the need for the membership.
- The Board held their annual meeting where they extended various Board Member terms, elected new Board members to serve on Subcommittees and selected a new Chair, Vice Chair, Treasurer and Secretary.



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

Secondly, the document highlights the need for regular reconciliation. By comparing the company's internal records with bank statements and other external sources, discrepancies can be identified and corrected promptly. This process helps in detecting errors, fraud, and unauthorized transactions, thereby safeguarding the company's assets.

Thirdly, the document stresses the importance of timely reporting. Financial statements should be prepared and reviewed regularly to provide management with up-to-date information for decision-making. Delayed reporting can lead to inaccurate data and hinder the company's ability to respond to market changes effectively.

Finally, the document discusses the role of internal controls in ensuring the accuracy and reliability of financial information. A robust system of internal controls, including segregation of duties, authorization procedures, and regular audits, is essential for preventing and detecting errors and fraud. It also helps in maintaining compliance with applicable laws and regulations.

# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** October 4, 2022

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Mario Osuna, Building Official – Assistant Community Development Director  
BY: Kassandra Sandoval, Intermediate Clerk

**SUBJECT:** Meeting Synopsis for the Board of Building and Fire Code Appeals – September 8, 2022

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- Staff provided an overview of the 2022 California Building and Fire Standards Code, and proposed three local amendments: Appendix P on Emergency Housing, Cool Roof Standards, and Electric Vehicle Charging Stations for new construction.
- Staff reminded the Board that the 2022 California Building Standards Code will go into effect on January 1, 2023 in its base form regardless of a formal adoption by the City.
- Fire Battalion Chief Dave Burke discussed changes to the 2022 California Fire Code, which included the definitions of lithium batteries, requirements of smoke detection systems, and anchorage requirements for inflatable amusement structures.
- The Board made a motion recommending that City Council adopt the 2022 California Building and Fire Standards Code with local amendments.