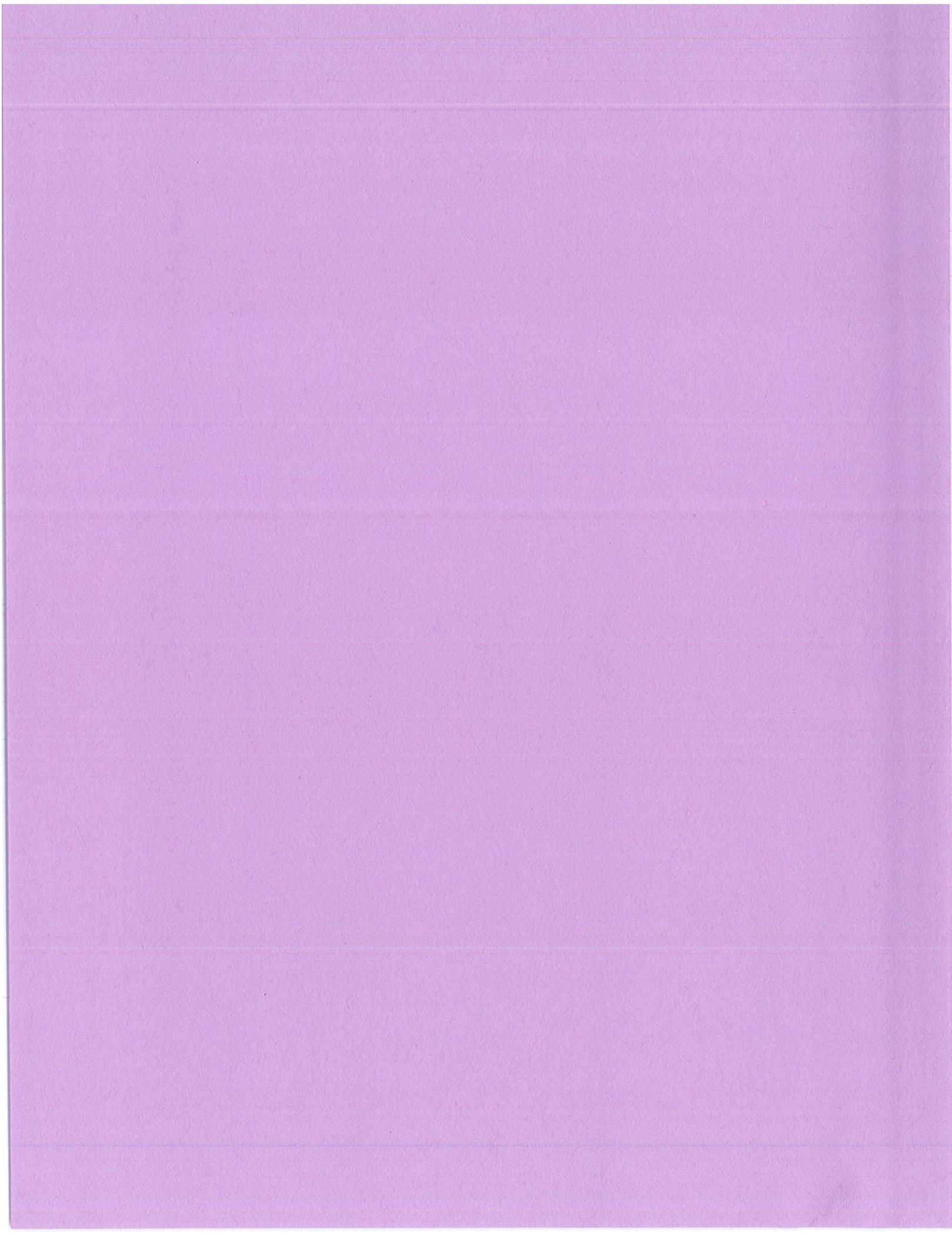


Weekly Management Report

May 29, 2015

1. **Staff Reports** – City Council Compensation Issues – Management Services Department
2. **Letter** – California High-Speed Rail Authority, Dan Richard, Chair, Board of Directors – City Manager
3. **Memo** – Citywide Landscape Maintenance Contract – Parks and Recreation Department
4. **Notes** – City Notes, May 29, 2015 – City Manager





DATE: May 29, 2015
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: City Council Compensation Issues

Attached are two reports concerning City Council compensation. I need to seek City Council direction on both issues, which I will do on an upcoming City Council meeting agenda.

CalPERS Member Contribution

Only 3 of the 5 City Council Members choose to take CalPERS coverage. The Employee Contribution paid by the 3 Council Members is 4%, meaning the City pays the other 4%. As you know, this was standard across the City at the time it was instituted, but actions have now been taken with all other employee groups to eliminate the 4% City participation. Offsetting salary increases were granted to other employees when this change was made.

Because the City Council compensation is so low (\$1,075 per month), this City contribution amounts to very little money (only \$43/month), but I know that City Council Members wish to change the practice to match other employees' contribution rates.

However, because of limitations set by state law and local charter, we cannot adjust the City Council salaries to offset the increase without affecting all City Council salary levels. The second attached memo addresses that larger issue.

City Council Salary Adjustment

Betsy Dolan has prepared the attached memo that provides a recent history concerning City Council compensation. It also includes a recent survey of other cities' City Council compensation levels. You will see that Council salaries vary widely by city, with Burbank ranking lower than normal.

The City Council has not raised its salary since 2007. Under the Charter and State law, the City Council could raise the salary by 5% per year. And when no action is taken, the allowable percentage increases cumulatively for each year when no increase is

granted. However, if in any year, any increase is granted, then it “zeros out” the cumulative balance.

For instance, the City Council has bypassed the 5% per year increases since 2007. Therefore, an increase of 40% would now be legal. However, if a 10% increase (or even a 1% increase) were granted in 2015, then the remainder would zero out.

For the record, I want to be clear that no City Council Member has sought an increase at this time, but it is appropriate to revisit this policy decision periodically. And, of course, it is only possible to address the option in a public discussion. Therefore, I took this initiative to ask Ms. Dolan to prepare this report.

While it is entirely a City Council option, my recommendation is that this salary (more like a stipend) should be adjusted from time to time. The public is probably unaware of the expenses incurred by City Council Members in conducting City business. Furthermore, the costs associated with office no doubt impact some potential candidates in considering whether to run for office.

The attached survey of other cities also highlights other employee-wide benefits provided to City Council Members. Most of these are optional coverages (pension, medical, dental) and some City Council Members choose to decline coverage. It is an individual choice.

I plan to place this matter on a future agenda for consideration (a) to reach consistency on the 8% CalPERS Employee contribution, and (b) for the City Council to review the current compensation level to decide whether or not to make an adjustment for the first time since 2007.



CITY OF BURBANK
MANAGEMENT SERVICES DEPARTMENT
STAFF REPORT

DATE: June 16, 2015
TO: Mark Scott, City Manager
FROM: Betsy Dolan, Management Services Director
SUBJECT: CITY COUNCIL MEMBER PENSION CONTRIBUTION

RECOMMENDATION

Provide direction regarding the City Council Members' contribution toward the California Public Employees' Retirement System (PERS).

BACKGROUND & DISCUSSION

City Council's Current Member Contribution To PERS

The City Council Members who are enrolled in PERS pay 4% toward the full 8% PERS member contribution.¹ The City Council began paying 2% toward the PERS member contribution in September 2011, and ramped up to 3% in July 2012 and to 4% in July 2013.

City Council Goal for PERS Member Contribution

As a reminder, the City Council's goal since Fiscal Year (FY) 2011-2012 has been to move all employees to paying their full PERS member contribution in order to help ensure the City's ongoing fiscal stability. Currently, all employee groups except for Executives, the Burbank City Employees' Association (BCEA), and the City Council Members are paying the full PERS member contribution or are scheduled to pay the full contribution by FY 2015-2016. As mentioned above, staff will soon bring a report to the City Council to move the Executives to the full 8%, and the City is currently in negotiations with BCEA for a new contract.

¹ Membership in PERS is optional for City Council members. City Council Members Gabel-Luddy and Talamantes declined membership in PERS, and therefore cannot pay the PERS member contribution. In July 2011, both City Council Members volunteered to pay a 2% salary reduction in lieu of the PERS contribution to assist in addressing the City's structural budget deficit. This 2% salary reduction remains in place.

FISCAL IMPACT

The savings associated with moving the City Council Members to paying the full 8% PERS contribution is approximately \$1,609 per year.

CONCLUSION

The question of whether the City Council acts to increase the City Council PERS member contribution is at the City Council's discretion. Staff recommends the Council discuss its PERS contribution and provide direction.



CITY OF BURBANK
MANAGEMENT SERVICES DEPARTMENT
STAFF REPORT

DATE: June 16, 2015
TO: Mark Scott, City Manager
FROM: Betsy Dolan, Management Services Director
SUBJECT: CITY COUNCIL COMPENSATION

RECOMMENDATION

Provide direction regarding the City Council Members' compensation.

BACKGROUND

Burbank Municipal Code (BMC) §2-1-202 sets forth the current salary for City Council Members as well as the process for providing City Council Member salary increases. BMC §2-1-202 incorporates by reference California Government Code §36516, which allows the City Council to increase City Council Member salaries by 5% each calendar year from the operative date of the last salary adjustment. If the City Council did not provide increases in previous years, the increases for those years could be carried forward. For example, the City Council last received a salary increase of 5% effective July 1, 2007. The City Council could provide up to a 5% increase to account for each July for the seven years from 2008 through 2015, or up to a total of 40%. However, if the City Council were to provide any portion of the allowable 5% increase for a given year (i.e. 3%), any remaining percentage would not be carried forward for future increases.

DISCUSSION

Salary

The current monthly salary for Council Members is \$1,075/month.¹ Below is a table showing actions taken regarding City Council Member salaries.

¹ The City Council Members previously received \$25 per Redevelopment Agency Board meeting; however, they no longer receive this additional payment because of the dissolution of redevelopment in California.

Date	Consideration/Action	Percentage Increase	New Salary
Prior to May 2001			\$881/Month
04/10/2001 General Election ²	Salary increase effective May 1, 2001.	5%	\$925/month
04/10/2001 General Election	Salary increase effective May 1, 2002.	2.8%	\$951/month
02/17/2004 Council Meeting	Salary increase effective July 1, 2003.	2.5%	\$975/month
02/28/2006 Council Meeting	Salary increase effective July 1, 2005.	5%	\$1,024/month
10/30/2007 Council Meeting	Salary increase retroactive to July 1, 2007.	5%	\$1,075/month
02/03/2009 Council Meeting	Information on Council compensation provided for Council's consideration. Council pushed discussion to May 2009.	N/A	N/A
05/19/2009 Council Meeting	Council took action to freeze Council compensation at the FY 2008-2009 level.	N/A	N/A
05/14/2013 Council Meeting	Staff proposed a 5% increase to Council Member salary. Council took no action.	N/A	N/A

Medical Contribution and Other Benefits

The current medical contribution amount for Council Members is as follows:

One Party Medical Plan	Up to \$703.75/month
Two Party Medical Plan	Up to \$900/month
Three Party Medical Plan	Up to \$1,200/month

"Up to" signifies that if the monthly medical premium is less than the maximum contribution, only an amount equal to the premium is provided. The contribution amounts have been in effect since December 1, 2010.

The Council receives other benefits, which are summarized in the attached Benefits Summary Sheet.

FISCAL IMPACT

The fiscal impact associated with a 1% salary increase to City Council Member salaries is \$734.77 per year. The total fiscal impact associated with any compensation change for Council Members is dependent on the actual change implemented.

² During the April 2001 General Election, the Burbank electorate passed City Council Members salary increases for May 2001 and 2002.

CONCLUSION

The question of whether or not the City Council acts to increase City Council Member salaries or any other element of compensation is completely at the Council's discretion. Staff recommends the Council discuss its members' compensation and provide direction.

EXHIBITS

- A – City Council Member Survey
- B – City Council Member Benefit Summary Sheet

Exhibit A - Mayor and City Council Salaries and Benefits

City	Annual Compensation		Annual Benefits									
	Mayor	Council (Highest Salary)	Housing Authority (per meeting)	Sanitation District (per meeting)	Annual Auto Allowance	Other Expense Allowance (Max)	Medical Insurance (Max. City Contribution)	Dental Insurance (Max)	Vision Insurance (Max)	Life Insurance		
Anaheim	\$18,000	\$18,000	None	None	\$7,800	None	\$22,061	\$43 Employee & One Dependent Can use Flex Amt to Pay Out of Pocket	Included with Med Insurance Can use Flex Amt to Pay Out of Pocket	\$50,000		
Garden Grove	\$7,200	\$5,832	\$50	\$100	None	None	\$14,400	\$1,466 Family	\$302 Family	One year of Annual Salary		
Glendale	\$17,160	\$17,160	\$25	None	\$6,300	None	\$24,686	\$540 Employee Only	\$222 Employee Only	\$50,000		
Huntington Beach	\$2,101	\$2,101	None	\$213	\$0	\$2,100 travel expenses	\$4,934	\$1,789 Family	\$144 Family	None		
Inglewood	\$111,303*	\$60,660*	None	None	None	None	\$13,176	None	None	City Council: \$65,000		
Long Beach	\$136,152*	\$34,044*	\$50 (Limit \$250/month max)	None	\$5,400	\$960 cell phone stipend	\$14,135	Family Coverage Included with Med Insurance	Family Coverage Included with Med Insurance	Mayor: 3x Annual Salary up to \$500,000		
Newport Beach	\$21,101	\$14,872	None	None	None	None	\$14,688	None	None	None		
Pasadena	\$25,354	\$16,903	None	\$375	None	Reimbursements: City Council - up to \$3,600 for office expenses, up to \$1,800 for cell phone Mayor- up to \$6,000 for office expenses, up to \$3,600 for cell phone	\$14,869	\$1,443 Family	None, Can use Flex Amt to Pay Out of Pocket	\$100,000		
Riverside	\$82,764*	\$41,376*	\$50	None	\$6,000	None	\$12,732	\$540 Family	Included with Med Insurance	Twice the annual salary (\$700,000 Max)		
Santa Ana	\$2,400	\$1,500	\$50 (Limit 4 per month)	None	\$6,000	None	\$18,807	\$1,080 Family	None	\$20,000		
Santa Monica	\$16,676	\$13,896	\$50	None	\$4,800	\$50 (Parking Authority Per Meeting)	\$25,760	\$1,214 Family	\$147 Employee Only	\$50,000		
Torrance	\$1,200	\$1,200	None	None	\$5,352	Reimbursements For Misc. Expenses: City Council - \$3,000 Mayor - \$4,200	\$12,252	\$917 Employee & One Dependent	\$38.76 Employee Only	\$200,000		
San Bernardino	\$89,400*	\$600	None	None	\$7,200	None	\$13,102	\$1,380 Family	\$204 Family	\$50,000		
Burbank	\$12,900	\$12,900	None	None	None	\$500 (Wellness - Physical)	\$14,400	\$1,370 Family	\$198 Employee Only	\$50,000		

*These cities have full-time mayors and/or city councilmembers, and are not included in the average salaries.

**Effective Date of Current Salary is for Mayor's Salary

CITY COUNCIL BENEFIT SUMMARY SHEET

COMPENSATION: \$1075/month

FRINGE BENEFITS AND WELLNESS

- **MEDICAL**
City medical plan premium contribution up to \$703.75/month for employee, plus additional contribution if enrolling eligible dependent(s)
 - **DENTAL INSURANCE**
City paid family coverage
 - **EMPLOYEE ASSISTANCE PROGRAM (EAP)**
City paid family coverage
 - **VISION PLAN**
City paid for employee only
Dependents maybe added at additional cost to employee
- **LIFE INSURANCE**
City paid \$50,000 policy
 - **ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**
City paid coverage for accident/injury up to \$52,000
Work-related accident up to an additional \$50,000
 - **MEDICARE COVERAGE**
Provided for employees hired after April 1, 1986
Both City and employee make contributions

RETIREMENT BENEFITS

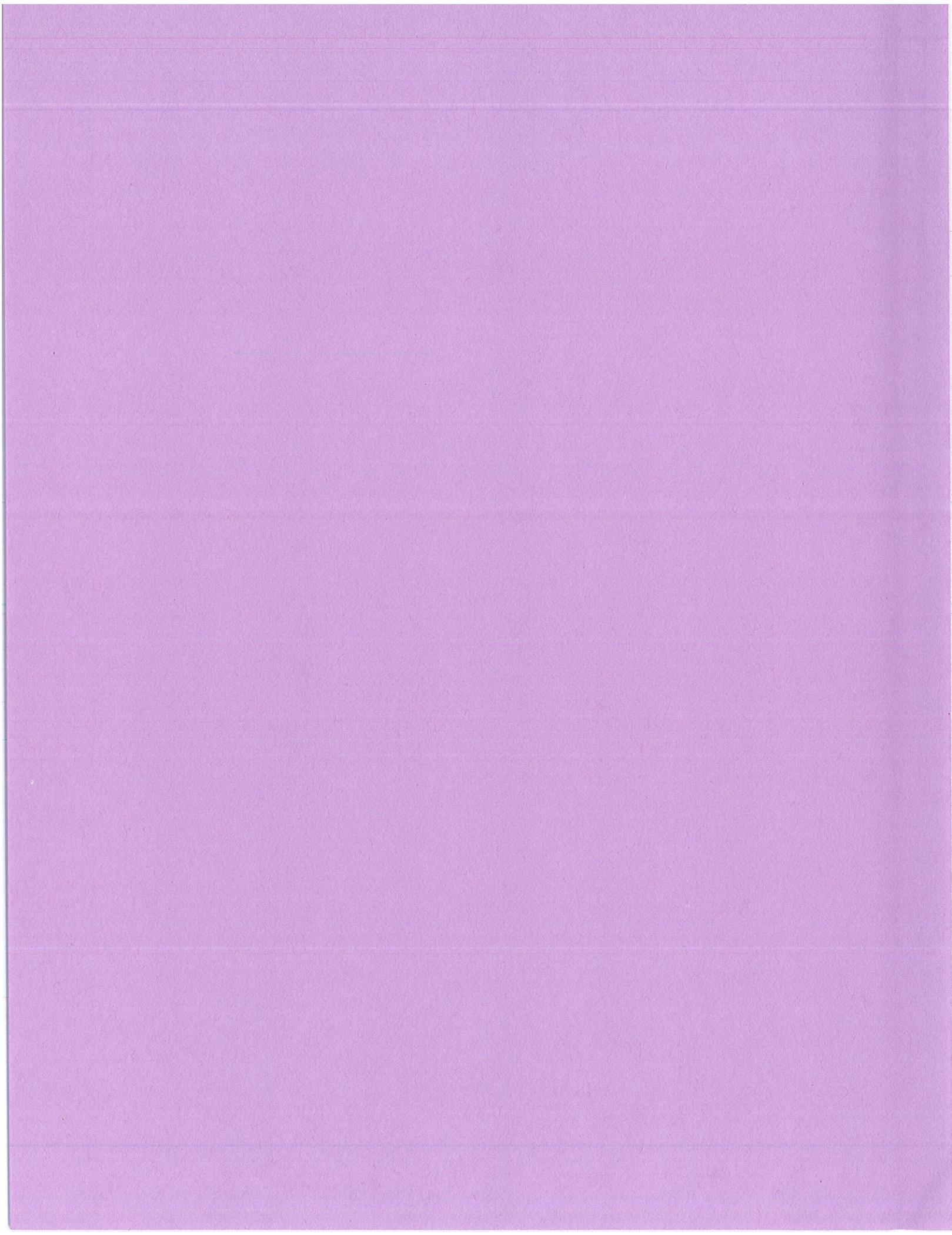
- **RETIREMENT - PERS**
2.5% @ 55 OR 2.0% @ 62 up to 2.5% @ 67
(depending on PERS membership date and City hire date)

PERS will determine Classic or New membership status; if there is a portion of Employee Contribution paid by the City, it will be reported as Special Compensation for retirement purposes only
 - **RETIREMENT HEALTH SAVINGS PLAN (RHS)**
City contributes \$100.00/month
- **RETIREE MEDICAL TRUST**
\$50.00/pay period City paid contribution
 - **\$457 DEFERRED COMPENSATION PLAN**
City matches \$457 deferred compensation employee contribution up to \$100.00/month

MISCELLANEOUS

- **WELLNESS**
Up to \$500.00/year for physical examination
- **WORKERS COMPENSATION**
City is self insured and provides coverage to member

THIS IS PROVIDED AS A SUMMARY OF BENEFITS AND DOES NOT CONFER ANY RIGHTS UPON ANY EMPLOYEE. PLEASE REFER TO THE APPROPRIATE RESOLUTION FOR A MORE DETAILED DISCUSSION OF THESE BENEFITS.



May 18, 2015

BOARD MEMBERS

Dan Richard
CHAIR

Thomas Richards
VICE CHAIR

Lou Correa

Daniel Curtin

**Katherine
Perez-Estolano**

Michael Rossi

Lynn Schenk

Thea Selby

Jeff Morales
CHIEF EXECUTIVE OFFICER

The Honorable Bob Frutos
Mayor
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Dear Mayor Frutos:

Thank you for taking time out of your busy schedule to meet with me on May 8, 2015 to discuss potential high-speed rail alignments in and out of Burbank, and the many benefits high-speed rail will bring to your community. I found the discussion with you, your colleagues on the City Council, and the staff to be informative, and assure you that I will take your comments to heart as we move forward with the process to ultimately select a preferred alignment. One thing I am sure of is that Burbank will be an absolutely critical hub for high-speed rail in Southern California. The possibilities to improve connectivity, spur economic development, and expand mobility are truly endless and I look forward to working with the City to ensure these possibilities are made reality.

Thank you again for meeting with me and please do not hesitate to contact me regarding this matter in the future. It is absolutely essential that the voices of those communities along or near potential alignments and stations are heard loud and clear. Only with this input will we be able to deliver the best possible high-speed rail system.

Sincerely,

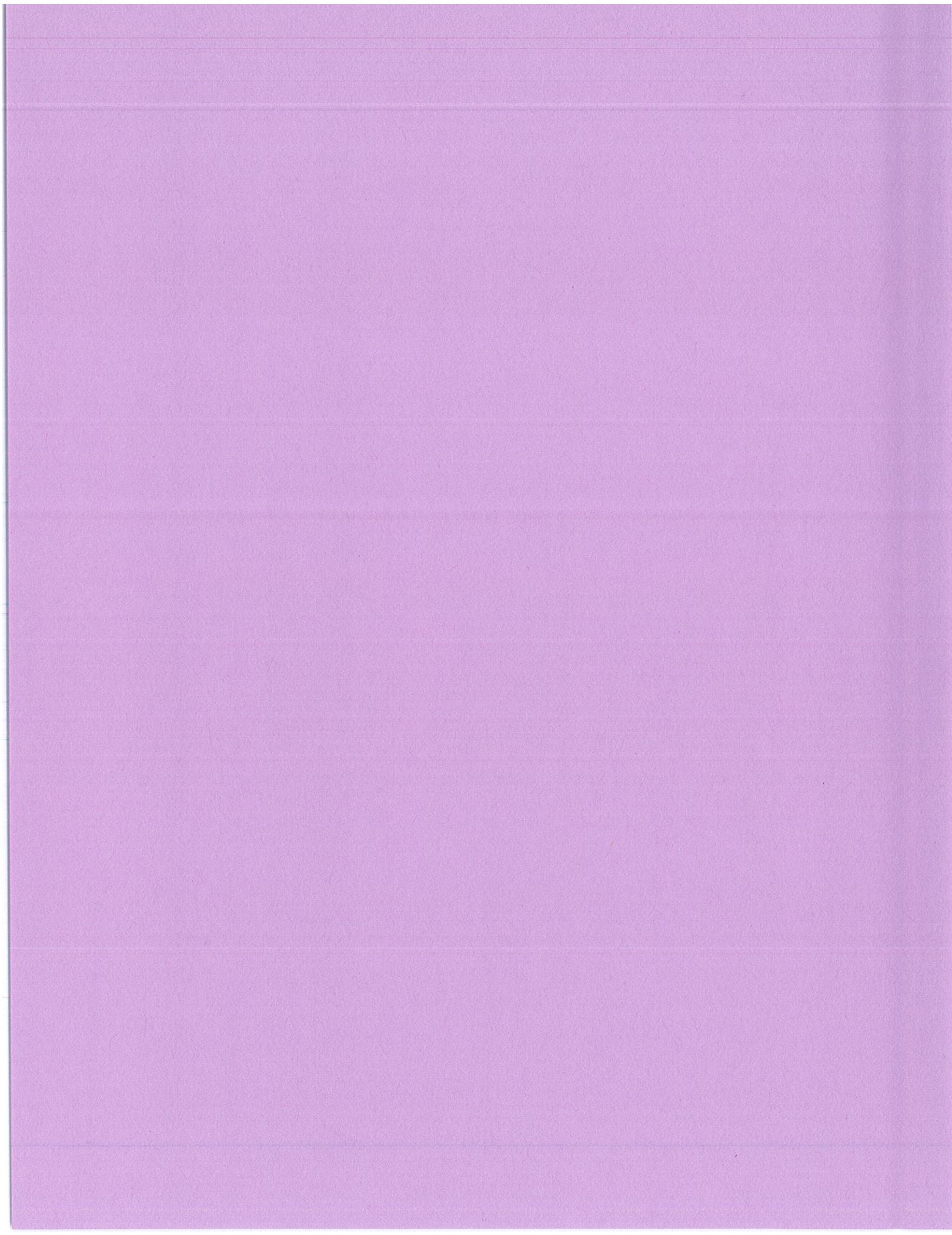


Dan Richard
Chair, Board of Directors
California High-Speed Rail Authority

cc: Hon. Jess Talamantes, Vice Mayor
Hon. David Gordon, Ph.D., Councilmember
Hon. Will Rogers, Councilmember
Mark Scott, City Manager
David Kriske, Deputy City Planner
Patrick Prescott, Deputy City Planner

EDMUND G. BROWN JR.
GOVERNOR







CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

DATE: May 27, 2015
TO: Mark Scott, City Manager
FROM: Bonnie Teaford, Public Works Director *B Teaford*
SUBJECT: CITYWIDE LANDSCAPE MAINTENANCE CONTRACT

In February 2014, Judie Wilke and I sent you a memorandum informing you that we had consolidated separate landscape maintenance contracts into one \$437,712 citywide contract managed by the Public Works Department. That consolidation resulted in annual savings of about \$66,000 per year.

The term of the consolidated contract was one year, with an option to renew it on a year-by-year basis for a maximum of three years. In fall 2014, the contractor, Mariposa Landscapes Inc., informed the City that it did not want to renew the contract for another year. Public Works staff made some minor clarifications to the technical specifications, and the Purchasing Division assembled a package that was advertised and competitively bid.

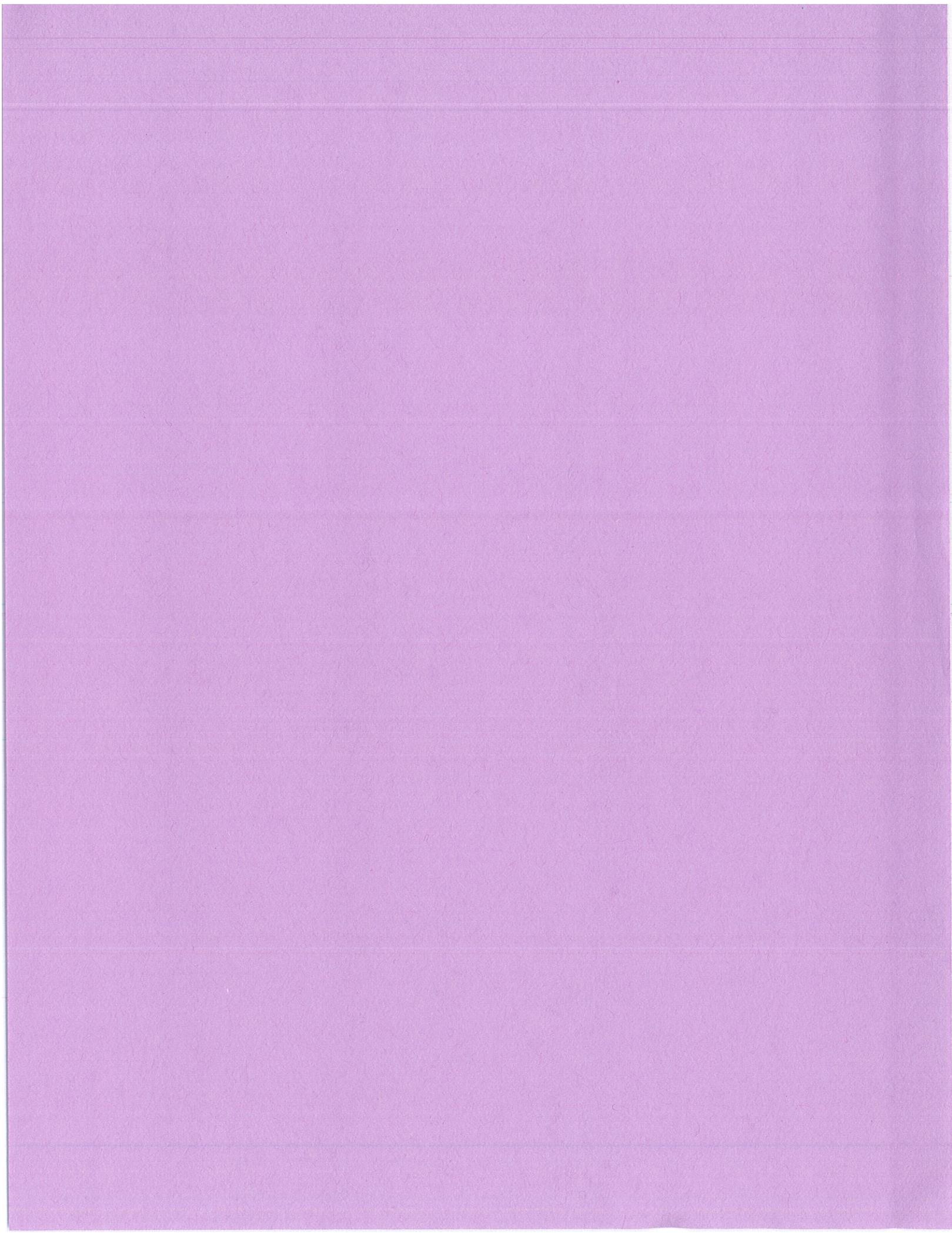
Six contractors submitted bids ranging from \$408,759 to \$620,352. Stay Green Inc. submitted the lowest bid, and after receiving positive reviews about the company from its public and private client references, Stay Green was awarded the contract. This new contract saves the City an additional \$28,953 per year. The combined savings since the multiple contracts were combined is almost \$95,000 per year.

Stay Green, Inc. began work in Burbank on May 21, 2015. Like the former contract with Mariposa Landscapes, Inc., the maintenance areas include the

- Downtown Village
- Police/Fire Headquarters Block
- Community Services Building & Administrative Services Building Block
- Downtown Burbank Metrolink Station
- Downtown Parking Structures
- Magnolia Park
- Chandler Boulevard Corridor
- Five Points Landscape
- Citywide chokers, medians, traffic islands and streetscapes

Public Works Field Services staff will continue to oversee this work, and expects to spend the next several months familiarizing Stay Green, Inc. with the many maintenance areas and their specific needs.

cc. Judie Wilke, Parks and Recreation Director
Cindy Giraldo, Financial Services Director



CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

May 29, 2015

Johnny Carson Park Project



**JOHNNY CARSON PARK
REVITALIZATION PROJECT
OPENING EARLY 2016**

CITY COUNCIL
Bob Frutos, Mayor
Joni Takamizawa, Vice Mayor
Emily O'Neil-Luddy, Council Member
Dr. David Gordon, Council Member
Walt Roberts, Council Member

FUNDED BY
City of Burbank, Prop. 134 California River Parkways,
Land & Water Conservation Fund, and Bureau of Reclamation

PROFINDER FIRM
U.S. Department of Interior,
California Department of Parks and Recreation, and
California Natural Resource Agency

CONTACT
Project Manager: Sean Corrigan, City Engineer
(916) 230-2404 • scorrigan@burbank.ca.gov

DESIGNER **MANAGER** **CONTRACTOR**
AMEL Landscape Architects | culturemanagement.org | and Engineering, Inc.

Demolition work is complete and revitalization is under way at Johnny Carson Park. Underground electrical conduits and concrete foundations for the new pathway lights are complete. The land for the stage, picnic areas, and other hardscape locations has been graded. The contractor will begin the installation of a new irrigation system and the stream restoration work in June of 2015.

Burbank in Focus

The Burbank Public Library will be launching Burbank in Focus, a searchable, historical digital photo collection in 2016. The Burbank Public Library will be searching for historic photos of Burbank places, events, people and modes of transportation to add to the collection.

The Burbank Public Library Photo Team will be in the Southern California Genealogical Society's Jamboree on June 5th and 6th to answer the public's questions and to speak with them about their photos. Ancestry.com has kindly offered to professionally scan photos at the Jamboree and give a copy of the digital image to the Burbank Public Library. This allows the Burbank community to keep their original photos and share the scanned images through the library's website!

BPD Personnel Travel to D.C. to Honor Fallen Officers

Sergeant Mitch Ross and Field Training Officer Fletcher Stone represented the Burbank Police Department at the 2015 National Law Enforcement Officer's Memorial in Washington D.C. Each year, law enforcement agency personnel from all over the country gather in D.C. during National Police Week for a week of events to commemorate the individuals who have fallen in the line of duty. In a poignant bi-coastal moment, as Sergeant Ross stood guard by Officer Matthew Pavelka's name on the wall at the Memorial during the candlelight vigil, his son, Clint, was awarded the Matthew Pavelka Scholarship Award at the Burbank City Council meeting.



Sergeant Mitch Ross (left) and Officer Fletcher Stone

Burbank Senior Games

The Parks and Recreation Department hosted the 21st Annual Burbank Senior Games from May 11th through May 16th. This year's Senior Games attracted 200 participants and featured the following nine events: bowling, cribbage, golf, horseshoes, party bridge, pool, Skip-bo, tennis, Texas Hold-em, and Wii virtual bowling. RSVP Volunteer and this year's recipient of the LA County Older Americans Volunteer Service Award, Judy Pike, directed this year's games.

Departments Work to Improve Larry L. Maxam Memorial Park



The basketball courts at Larry L. Maxam Memorial Park (formerly Pacific Park) have received new basketball poles and hoops thanks to teamwork between the Public Works and Parks and Recreation Department. The existing basketball hoop posts were made of concrete and had reached the end of their service life. The Public Works Street Crew used a backhoe and Bobcat to remove the posts and concrete bases, and then placed concrete footings in which Parks and Recreation staff set the new poles. Public Works will soon return to place a new concrete pad to make a smooth surface for future basketball games. This is a great example of teamwork between two

City departments that utilized existing resources to save money on maintaining and improving a City park.

Burbank Adult Nutrition Emergency Meal Program

The Parks and Recreation Department is responsible for coordinating the Home Delivered Meal Program that assists frail and disabled homebound adults 60 years of age and older so they may live healthy, dignified lives, and remain independent and self-sufficient in their own homes as long as possible. Staff delivered approximately 140 emergency meals to clients who are part of the home-delivered meal program from May 4 - 15. The emergency meals are a requirement from the County of Los Angeles and comply with the California Department of Aging (CDA) emergency preparedness policies and procedures and the Los Angeles County Community and Senior Services (CSS), Area on Aging (AAA) mandatory disaster/emergency plan. Home-delivered meal clients in the City of Burbank received six meals that have a one-year shelf life for use in case of emergency, medical or natural disaster. All meals were well-balanced and met strict nutrition guidelines required by the County of Los Angeles.

Outstanding Youth in Burbank

The Youth Board presented its annual Austin Cook Award for Outstanding Youth to Sapphyre Price and Nirosh Mataraarachchi at the City Council of May 12th. The award recognizes the outstanding service of young people, and accomplishments of youth while overcoming great hardship.

Each year, the Youth Board dedicates itself to a number of service projects in the community. This year, the Board raised funds for the Coordinating Council Holiday Basket Drive to provide food and gift donations for one family, and volunteered a collective 96-volunteer hours for the Spring Egg-stravaganza Bunny Booth and Family Service Agency Care Walk. In addition to the volunteer efforts, the Youth Board raised and donated over \$400 to Family Service Agency, Special Olympics and Pack for Success.

Upcoming Ribbon Cuttings

Burn Cycle is a boutique fitness studio offering a variety of indoor cycling and fitness classes in Burbank. A ribbon cutting will be held at 1719 W. Verdugo Ave on Wednesday, June 3rd at 5:30PM.



House of Colors is an affordable ceramic studio catering to families and those looking to create a memorable experience. A ribbon cutting will be held at 2115 N. Glenoaks Blvd. on Wednesday, June 10th at 5:30PM.

