

Weekly Management Report June 12, 2015

1. **Letter** – League of California Cities – City Manager
2. **Synopsis** – Traffic Commission Meeting of May 28, 2015 – Public Works Department
3. **Synopsis** – Landlord-Tenant Commission Meeting of June 1, 2015 – Community Development Department
4. **Synopsis** – Civil Service Board Meeting of June 3, 2015 – Management Services Department
5. **Notes** – City Notes, June 12, 2015 – City Manager



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Council Action Advised by July 31, 2015

May 29, 2015

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 30 – October 2, San Jose**

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

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Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures 2015 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2015 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 18, 2015. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, September 18, 2015

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TRAFFIC COMMISSION

May 28, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Rebecca Granite-Johnson, Kevin Harrop, Brian Malone, Paul McKenna, Joe Terranova

Members Absent:

David Carletta, Linda Barnes, Robin Gemmill, Vanessa Rachal

III. ORAL COMMUNICATIONS

A. Public Communication

Representatives of Tri-City Transportation Systems Inc., United Taxi of Southwest Inc., and a taxicab driver expressed their concern on California Public Utilities Commission (CPUC) enforcement of regulations on Uber type drivers/vehicles.

Several residents spoke in support of the Four-Way Stop Control at Kenneth Road and Orange Grove Avenue.

B. Commission Comments

Mr. McKenna expressed his concern on the compliance of bicyclists and vehicles at the stop signs at Chandler and Mariposa. He would like this intersection inspected and discussed at a future meeting.

C. Staff Communication

Mr. Johnson introduced the two new Traffic Commission Members, Mr. Michael Kiaman and Mr. Andre Krikorian.

IV. APPROVAL OF MINUTES:

February 26, 2015, March 12, 2015, and April 23, 2015 minutes were approved.

V. PUBLIC HEARINGS:

None.

VI. REPORTS:

A. Determination Regarding the Application of All Town Ambulance, LLC to Operate in Burbank

All Town Ambulance, LLC has applied for a permit to operate in Burbank. A Certificate of Public Convenience and Necessity issued by the Traffic Commission is required.

ACTION REQUESTED: Support staff's recommendation.

Item was tabled for the next meeting, June 25th.

- B. Overview of Transportation Network Company Regulations
Traffic Commission requested an update on Uber type services in the area and in Burbank. A report of conditions is provided. Senior Assistant City Attorney Joe McDougall, Ed Skavarna (airport police chief) and Lieutenant Jay Hawver will be present to report and answer questions.
ACTION REQUESTED: Receive and File.

Senior Assistant City Attorney Joe McDougall gave a report on California Public Utilities Commission (CPUC) regulation of Uber type drivers/vehicles.

- C. Update on Measure R Projects
Traffic Commission requested an update on the current Measure R program that includes about \$35 million in transportation related projects. Staff will discuss the status of the six projects currently funded.
ACTION REQUESTED: Receive and File.

Item was tabled for the next meeting, June 25th.

- D. Update on Victory Place Widening and I-5 Construction
Staff will present the current status of the widening of Victory Place north of Lake Street.
ACTION REQUESTED: Receive and File.

Item was tabled for the next meeting, June 25th.

- E. Discussion of a Four Way Stop Control at Kenneth Road and Orange Grove Avenue
Staff received a request to consider a four way stop because of an accident issue at the intersection. The accident data indicate that the additional stop signs are warranted.
ACTION REQUESTED: Support staff's recommendation.

Commission discussed and approved staff's recommendation to recommend installation of a four way stop control at Kenneth Road and Orange Grove Avenue.

VII. REVIEW OF FUTURE AGENDA ITEMS:

Commission to select Chair & Vice Chair next meeting, June 25th.

VIII. ADJOURNMENT:

Meeting adjourned at 5:36pm

memorandum

DATE: June 2, 2015
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: **Landlord-Tenant Commission Meeting – June 1, 2015**

- The Commission welcomed new Commissioner Suzy Jacobs and Vice Chairperson Judy Smith thanked former Commissioner/Chairperson Razmik Hovanessian for his 12 years of service on the Commission.
- Three members from the public attended the meeting. Two of the attendees were tenants of the same property and submitted a questionnaire requesting that the Commission Subcommittee assist them with harassment issues at their property. The case was assigned and the Subcommittee will report next month.
- The third attendee was a tenant reporting on a questionnaire submitted last month. The Commission answered questions on the case and provided information and resources to assist the tenant through the eviction notice he received.
- The Commission voted Vice Chairperson Smith as the new Chairperson, and Commissioner Jane Smallin as the new Vice Chairperson. They will serve for the remainder of the term through September 2015.
- Commissioner Daniel Hasenstaub requested a meeting date change for the month of November 2015. Staff will add that request as a future Agenda Item.



CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **June 3, 2015** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City’s website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items**

None

3. **Open Public Comment Period of Oral Communications**

None

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. **Election of Officers**

OVERVIEW: This is the time of year when the Board will select its new Chair, Vice-Chair and Secretary, for June 2015 – June 2016. The new terms will be in effect immediately.

Approved 5-0 for Mr. Doyle as Chair, Mr. Nos as Vice-Chair and Mr. Porras as Secretary

5. **Approval of Minutes**

OVERVIEW: Regular meeting of May 6, 2015.

RECOMMENDATION: Approve as submitted.

Approved 3-0 Mr. Doyle and Mr. Nos abstained

6. **Proposed Amendments to Classification and Pay Plan**

None

None

7. Recruitment and Selection Report – May 2015**Note and file**

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

8. Appointments and Assignments**Approved 5-0**

OVERVIEW: For the month of June 2015, there is one temporary assignment extension needed. The extension is being sought on behalf of the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

9. Promotional Statistics**Note and file**

OVERVIEW: At a previous Civil Service Board meeting, the Board inquired about the percentage of promotions occurring when the City conducts open competitive recruitments. In light of this request, staff researched two full calendar years to provide the Board with the percentage of promotions that occur with open competitive recruitments and also the percentage of promotions that occur when compared to the total number of recruitments conducted during this timeframe.

RECOMMENDATION: Note and file.

10. Adjournment

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

June 12, 2015

“Hide it, Lock it, Keep it” Campaign Goes Mobile

In an effort to raise awareness and combat property crimes in Burbank, the BPD has partnered with the Community Development Department and the City Manager's Office to help prevent property crimes. Six Burbank senior and disabled transit buses have been fitted with large banners reminding the community to keep personal possessions secure, particularly in cars. Although Burbank has a very low incidence of crime, theft from vehicles is the most reported crime within the City. Over half of the items stolen from cars in Burbank have been removed from unlocked vehicles! The majority of vehicle thefts could be prevented by people simply keeping valuables out of sight and locking their cars. The banners on the busses match the signage that is posted in the downtown parking structures.



From left to right: Graphic Designer Cassidy Allen, Transportation Planner Roy Choi and Crime Analyst Jessica Statland

CDBG Street Improvement Project Progress

The City's contractor has completed concrete repairs adjacent to three streets being improved by Community Development Block Grant (CDBG) funds: Sixth Street, Delaware Road, and Providencia Avenue. Of particular note, the work on Providencia Avenue improved access for residents at Casa de la Providencia on San Fernando Boulevard. This affordable housing was developed by the City, State and United Cerebral Palsy nearly ten years ago. Small repairs and improvements have improved access to Glenoaks Boulevard for the tenants. The contractor also made repairs to San Fernando Boulevard and Alameda Avenue sidewalks in 2014 that eliminated bumps and other small impediments for the tenants headed to the grocery store. The tenants have gone out of their way to thank the City for these repairs that mean so much to them. The three streets will be resurfaced in early July.

Burbank Neighborhood Leadership Program Graduation



Approximately 75 people attended the Burbank Neighborhood Leadership Program (BNLP) graduation in the City Hall Council Chambers on Saturday, June 6th. The BNLP Class of 2015 included eight diverse Burbank residents who committed to the leadership development program for six months. The graduation featured a presentation regarding the class community project, which helped raise funds for much needed trumpets and trombones for the John Muir Middle School Band. A graduation video yearbook was presented, as well as an inspirational speech from the ceremony's keynote speaker, Mr. Barry Gussow. A small reception was held in the City Hall Rotunda immediately following the ceremony.

BPD Sergeant Honored in Washington D.C.

The 2015 Executive Office of the United Attorney Award was presented to members of the Los Angeles U.S. Attorney's Office and its law enforcement partners for their part in the historic investigation and prosecution of Armenian Power members which led to the arrest and conviction of more than 100 individuals. Sergeant Mark Stohl was a member of the multi-jurisdictional task force that accomplished this momentous undertaking.



Creative Arts Center Gallery Show Receives Warm Reception



More than 200 people attended the opening reception for the June Gallery Show, "Fired by Junzo," held on Friday, June 5. During the reception, 11 pieces in the show were sold. Junzo Mori's expertise has affected, enhanced, and touched the work of many Los Angeles potters. This spring he will be retiring from the studio to concentrate on his own work. "Fired by Junzo" will be a tribute to and a celebration of the effort and skill that Mr. Mori has dedicated to the local ceramic community. The show will run through June 25.

National Public Works Week Celebration Goes to the Dogs

The Burbank Animal Shelter really raised the "woof" at the recent National Public Works Week celebration at Stough Park by bringing three adorable and adoptable dogs to this annual event. The dogs were a big hit with the animal-loving Public Works staff, and the Animal Shelter staff reported that two of these pups, Katie and Wagner, recently found their forever homes.



Spring Fling

The Parks and Recreation Department hosted the 43rd Annual Spring Fling at John Burroughs High School on Saturday, June 6. In celebration of the Parks and Recreation Department's 90th anniversary, the theme selected for this year's event was "Dancing Through the Decades." The Spring Fling included two shows, with a combined total of 60 performances from 50 Parks and Recreation classes. The event was attended by 1,600 people.

Successful City of Burbank Blood Drive

The Management Services Department hosted a bi-annual blood drive for City employees in the Community Services Room on Tuesday, May 26, 2015. The event was successful due to the support given by the American Red Cross staff and its mobile unit. It proved to be a very positive event with 32 total participants from multiple City departments. There were a total of 34 pints donated, which has the potential to save up to 112 lives.

Upcoming Ribbon Cuttings

World Empanadas, a new restaurant serving more than a dozen types of empanadas, will hold its ribbon cutting on Wednesday June 24th at 5:30PM. The ceremony will take place at its location on 1206 W. Magnolia Blvd.