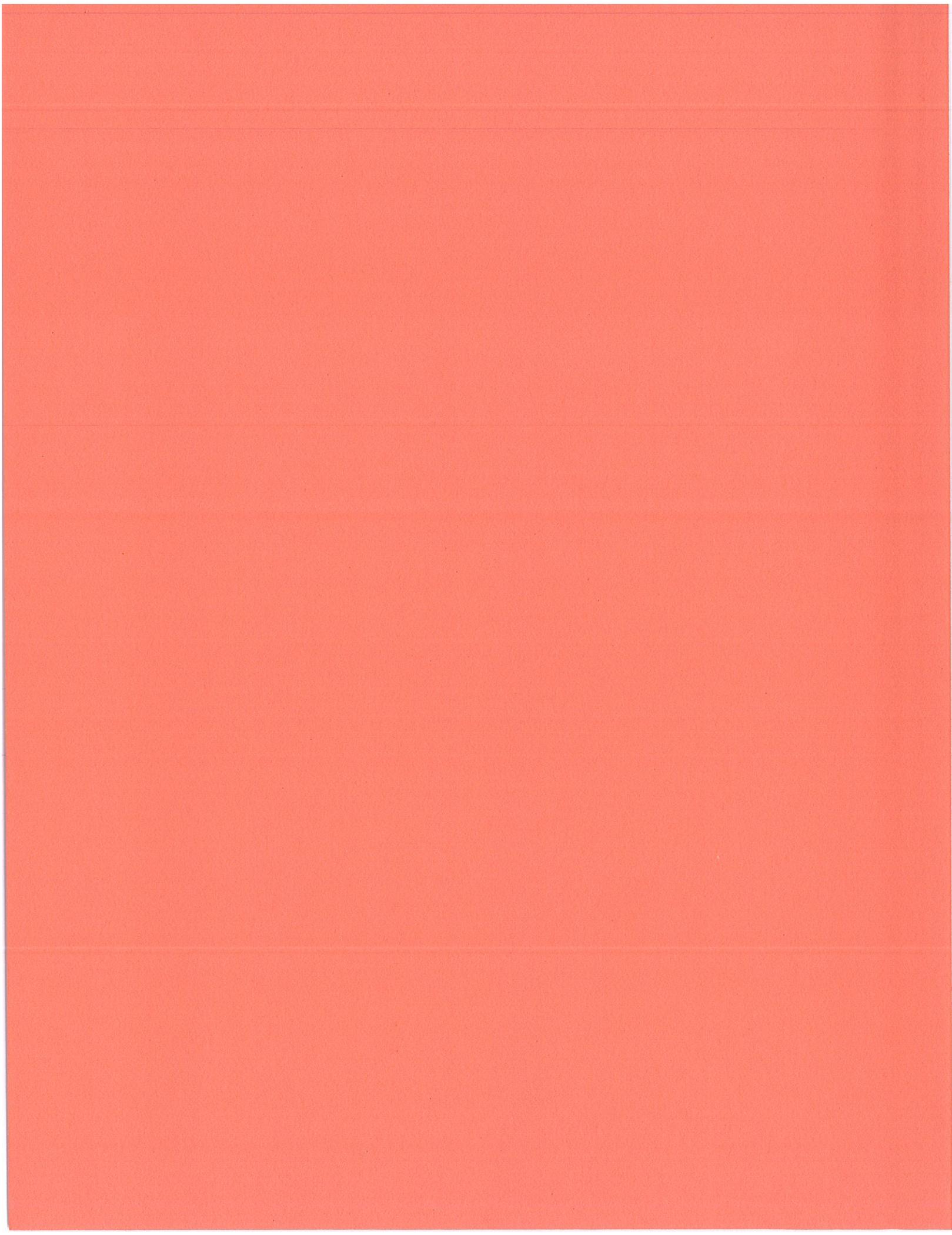


Weekly Management Report July 2, 2015

1. **Synopsis** – Burbank Hospitality Association Meeting of June 26, 2015 – Community Development Department
2. **Synopsis** – Traffic Commission Meeting of June 25, 2015 – Public Works Department
3. **Synopsis** – Civil Service Board Meeting of July 1, 2015 – Management Services Department
4. **Notes** – City Notes, June 26, 2015 – City Manager



memorandum

DATE: June 26, 2015

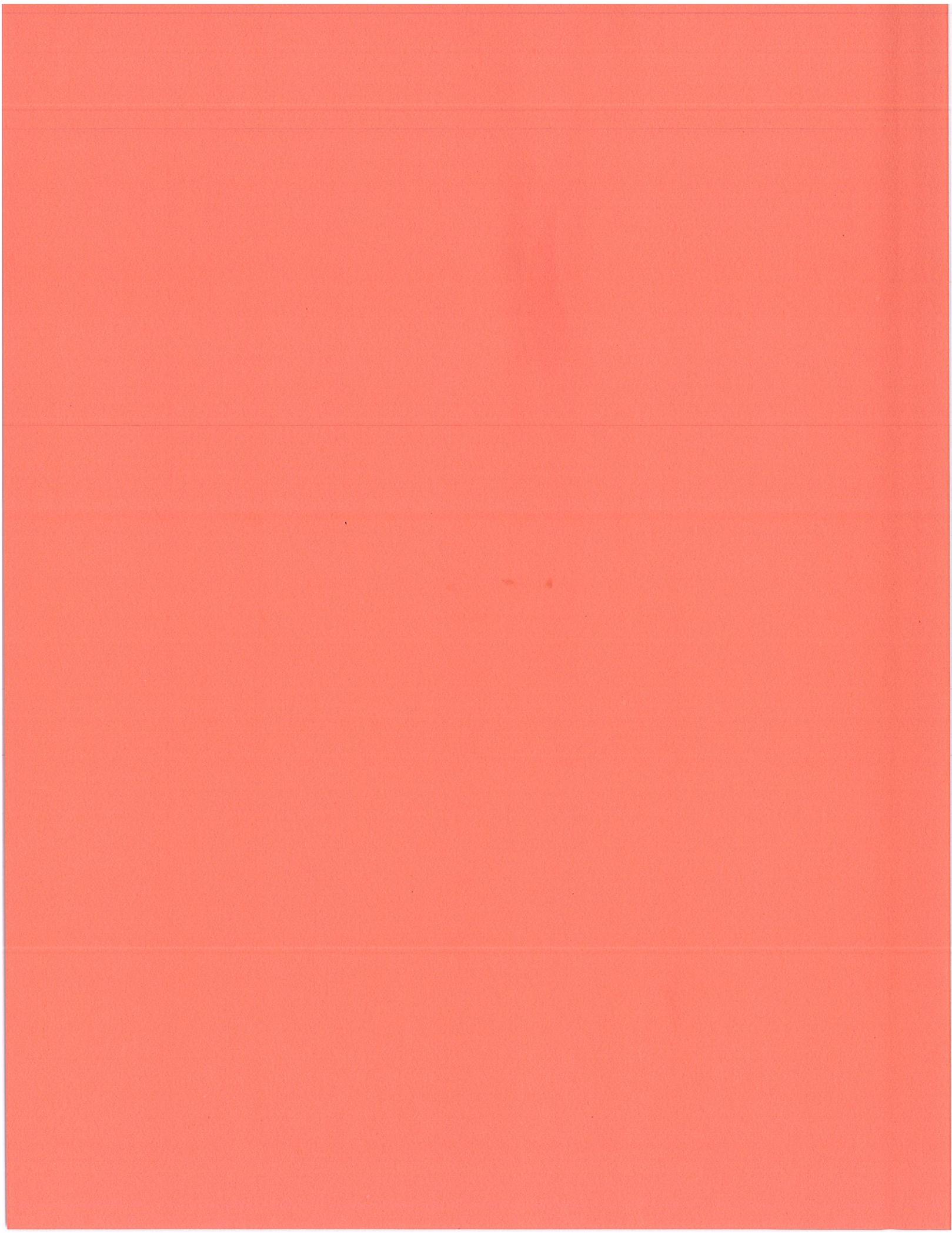
TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 

SUBJECT: Burbank Hospitality Association Meeting – June 26, 2015

- The Burbank Hospitality Association (BHA) approved the initiation of three new board members;
 - Justin Hess, Asst. City Manager/Interim Community Development Director;
 - James Fitzpatrick, General Manager of the Courtyard by Marriott; and
 - Ryan Thayer, General Manager of the Holiday Inn Burbank Media Center.
- The BHA approved the Brand Image and Consumer Print Ad Concepts presented by advertising agencies Strausberg Group and Picnic Design. This included a new logo, tagline, and ad campaign concept. The new tagline states 'Burbank-See the Bigger Picture.' The new marketing campaign will be launched in the latter half of 2015.
- The BHA approved Robin Faulk Marketing's contract renewal for a 16 month term. Mr. Faulk will continue with the day-to-day marketing operations of the BHA and insure all contract deliverables of Strausberg Group and Picnic Design are met.
- Staff presented website and hotel analytics. A recap of website analytics included an increase in traffic and the number of new visitors.





TRAFFIC COMMISSION
June 25, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Michael Kiaman, Brian Malone, Vanessa Rachal,
Joe Terranova

Members Absent:

Rebecca Granite-Johnson, Andre Krikorian, Paul McKenna

III. ORAL COMMUNICATIONS

A. Public Communication

Former Traffic Commission Member Ralph Herman advocated the immediate widening of Victory Place to two lanes northbound and discussed suggestions for ways to widen Victory Place.

B. Commission Comments

None.

C. Staff Communication

Staff commented on the progress of the I-5 construction, including the temporary closure of Victory Place north of Empire Avenue and construction of the shoo-fly track.

IV. APPROVAL OF MINUTES:

May 28, 2015 minutes were approved. Moved by Terranova and seconded by Harrop.

V. PUBLIC HEARINGS:

None.

VI. REPORTS:

A. Election of Chair and Vice Chair

Election of Traffic Commission officers for Fiscal Year 2015-16

The Commission unanimously voted Brian Malone as Chair for Fiscal Year 2015-16, and Kevin Harrop as Vice Chair.

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

Staff recommends approval of the application.

After a short discussion, Mr. Terranova moved to approve the application of All Town Ambulance, LLC., and Mr. Malone seconded the motion. The motion passed unanimously.

C. Update on Measure R Projects

Staff recommends that the Commission receive and file the information.

Staff provided an update on the status of Measure R Projects. The Measure R program includes 6 project categories. Four of the project categories are either complete or well underway. The two bridge project categories have begun preliminary design.

D. Update on Victory Place Widening and I-5 Construction

Staff recommends that the Commission receive and file the information

Staff presented an update on Victory Place Widening and the construction for I-5.

Ralph Herman offered his suggestions and reasoning for widening Victory Place to two lanes northbound. Staff indicated that widening the roadway was not appropriate until the I-5 project was more complete since traffic demand would change significantly. After discussion, the Commission requested to agendaize the item for further discussion.

E. Modification of BMC Section 6-1-1501 Related to Speed Limits

Staff recommends that the Commission approve a recommendation to Council to adopt the proposed speed limits.

Staff discussed the modification of BMC Section 6-1-1501 Related Speed Limits to enable the Burbank police to effectively enforce speeds in conformance to California Vehicle Code Section 40208 (Speed Trap Law). Staff indicated that 14 street sections needed to be updated to conform to state law.

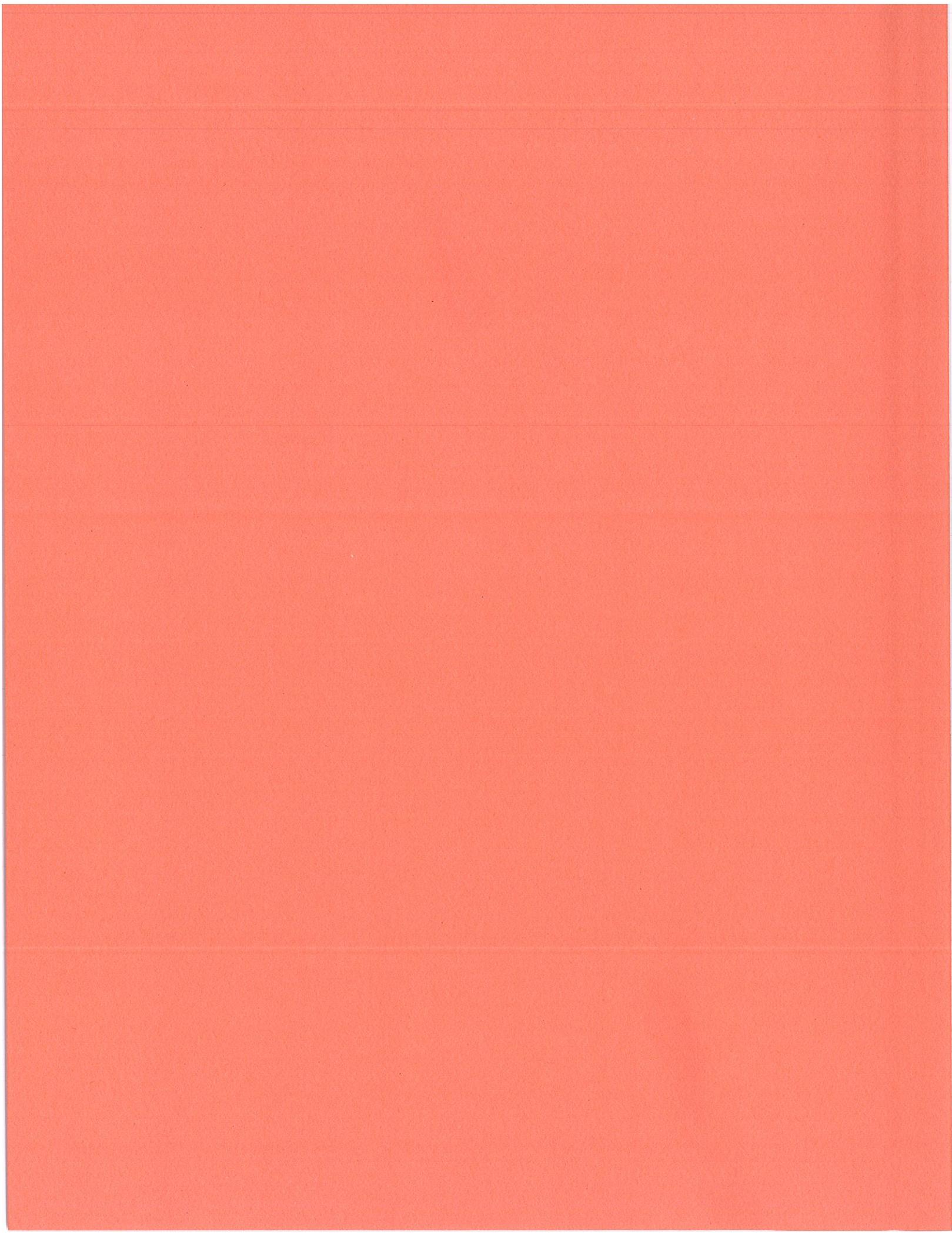
After discussion of the Item, Mr. Harrop moved to accept all changes in BMC Section 6-1-1501, except that Riverside Dr. should remain at a speed limit of 30 MPH. Mr. Malone seconded the motion. The motion passed unanimously.

VII. FUTURE AGENDA ITEMS:

- 1) Further discussion on Victory Place Widening
- 2) Discussion of California Vehicle Code regulations for street sweeping signs
- 3) Discussion of flashing yellow left turn arrow signals.
- 4) Discussion of wayfinding signs to public parking lots in Magnolia Park.

VIII. ADJOURNMENT:

Meeting adjourned at 6:06pm





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **July 1, 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. Approval of Minutes

Approved 4-0

OVERVIEW: Regular meeting of June 3, 2015.

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification and Pay Plan

Approved 4-0

OVERVIEW: The Community Development Department Building Division is requesting to establish the title and specification for the classification of Building Administration Manager. The establishment of the title and specification of the Building Administration Manager will improve departmental efficiency, streamline processes for the public, and meet the ongoing needs of the Department.

RECOMMENDATION: Discuss and approve

6. **Recruitment and Selection Report – June 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.

7. **Expedited Recruitment Quarterly Report**

Note and file

OVERVIEW: Pursuant to the Board’s request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for the expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

8. **Appointments and Assignments**

Approved 4-0

OVERVIEW: For the month of July 2015, there are two temporary appointment extensions needed. The extensions are being sought on behalf of the Library Services Department.

RECOMMENDATION: Discuss and approve.

9. **Additional Leave Report**

Note and file

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing employees that have been granted additional leave, pursuant to Civil Service Rule X and XIV.

RECOMMENDATION: Note and file.

10. **Review of the Professional Services Agreements with Sole Proprietors and Individuals**

Note and file

OVERVIEW: Pursuant to the Board’s request, staff provides a list of Professional Services Agreements (PSAs) the City has entered into with sole proprietors and individuals, as defined by the Internal Revenue Service (IRS), on an annual basis for their review.

RECOMMENDATION: Note and file.

11. **Adjournment**

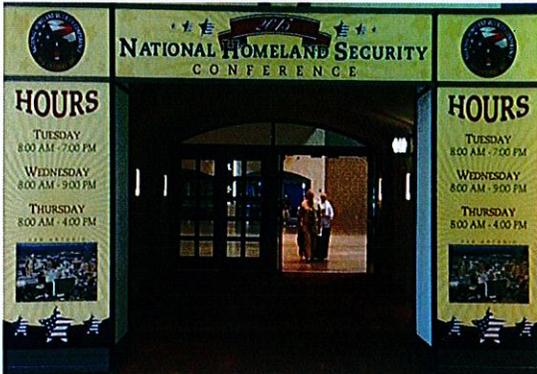
If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please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



Important Updates for the Burbank City Council

June 26, 2015

BPD Participates in National Homeland Security Conference



Chief LaChasse and three members of the Burbank Police Department represented the Los Angeles County Police Chiefs Association at the 2015 National Homeland Security Conference in San Antonio, Texas, June 9-12. The conference is the annual meeting of local Homeland Security and Emergency Management professionals from the nation's largest metropolitan areas. During the 2015 conference, federal, state, local leaders and practitioners discussed the latest issues in Homeland Security and shared information on recent innovations and best practices in Homeland Security and Emergency Management.

Hap Minor Baseball Civitan Day

More than 300 boys grades K-5 gathered at George Izay Park for the Annual Hap Minor Civitan Day on Saturday, June 20th. Coaches, parents, and players celebrated the 2015 season with a parade, ceremony, and various baseball skills contests. The event was sponsored by the Burbank Civitan Club, which provided hot dogs, drinks, and trophies for the event. A special thanks to Mayor Bob Frutos, Vice Mayor Jess Talamantes, and Council Member Emily Gabel-Luddy who came to support the event.



Burbank Library Begins Outreach for Historical Photo Collection



Library Administration reached out to the Southern California Genealogical Society and arranged for the Burbank Public Library to host a booth at the organization's annual Genealogy Jamboree in Burbank. For two days, Library staff greeted genealogists from all over the country and discussed the library's upcoming historical digital photo collection (Burbank in Focus). The booth highlighted the Library's other genealogical resources, including City directories and yearbooks. Staff was able to meet many people who had historical ties to Burbank and were interested in donating photos to the new collection. The Jamboree is a popular, annual event with over 1000 attendees each year and the Library was thrilled to be a part of the fun!

Go Skate Day

The Burbank Skate Park hosted a skate event celebrating the official annual holiday, Go Skateboarding Day on Sunday, June 21st. The event attracted more than 150 participants who enjoyed, free hot dogs, skating, face painting, "fingerboarding", skate contests, and prizes donated by local skate companies.



Burbank Library Donates to Veterans

The Burbank Library and Friends of the Burbank Library have donated ten boxes of books to the National Coalition of Homeless Veterans Resource Fair that will be held in Downtown Los Angeles on June 25. The Library donated 325 books to the 2014 fair and Coalition representative Lance Asamura reported that they were all gladly taken by the Veterans. The books came from donations by the community to the Friends of the Library that were not added to the Library's collection or were not sold at the bookstore and book sale. The Library regularly donates books to local Burbank non-profits and is committed to serving the Veteran population.

Bike Registration on Chandler Bike Path

The Burbank Police Department hosted a free bike registration event on Saturday, June 20th. Nationwide, thousands of stolen or lost bicycles are recovered, but many are never returned to their owners because they cannot be identified. The Burbank Police Department has established a database which helps return bicycles to their owners in the event they are ever lost or stolen. This event added 106 bicycles to the database.



Teen Pool Party



135 middle school students attended the Teen Pool Party at the Verdugo Aquatic Facility on Saturday, June 13th. The evening swim event included dive contests, access to the activity pool, water polo, swimming, music, food, and giveaways.

Upcoming Ribbon Cutting



UME Credit Union will hold their 75th Anniversary party on Friday, June 26 at 5:30PM. The event will take place at 3000 W Magnolia Blvd.