

Weekly Management Report

October 7, 2016

1. **Synopsis** Traffic Commission Meeting of September 22, 2016
Public Works Department
2. **Synopsis** Civil Service Board Meeting of October 5, 2016
Management Services Department

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 data. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions and how to use a double-entry system to ensure that the books are balanced. It also discusses the importance of regular reconciliations to catch any errors early on.

The second part of the document focuses on the practical aspects of bookkeeping. It provides a step-by-step guide to setting up a chart of accounts, which is a list of all the accounts used in the business. This chart is essential for organizing the data and for generating financial statements. The document also discusses the importance of using a consistent accounting method, such as accrual or cash, and how to choose the one that best fits the business's needs.

The third part of the document discusses the importance of maintaining good records for tax purposes. It explains how to keep track of all deductible expenses and how to properly document them. It also discusses the importance of keeping records for a sufficient period of time to allow for an audit if necessary. The document provides a checklist of items that should be kept and how to organize them for easy access.

The final part of the document discusses the importance of using technology to streamline the bookkeeping process. It discusses the benefits of using accounting software and how to choose the right one for the business. It also discusses the importance of backing up data regularly and how to protect it from security threats. The document concludes by emphasizing the importance of staying up-to-date on changes in accounting practices and regulations.

TRAFFIC COMMISSION
September 22, 2016

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Rebecca Granite-Johnson, Andre Krikorian, Brian Malone, Paul McKenna, and Joe Terranova

Members Absent:

Michael Kiaman and Vanessa Rachal.

III. ORAL COMMUNICATIONS

A. Public Communication

A resident inquired on window decals for residential parking permits with a provision for visitor parking permits; urged Commission to ensure that IKEA signage complies with California code, expressed concern over safety of 4-way stops, the amount of 4-way stops there are in Burbank, and voiced his frustration with delivery trucks parking in the "suicide lane" when making their deliveries.

B. Commission Comments

Rebecca Granite-Johnson addressed her concern of pods on residential streets.

Kevin Harrop inquired on IKEA signage on the I-5.

Andre Krikorian requested an update of the study at the intersections of Olive, Verdugo, and Sparks.

Paul McKenna thanked Staff for the swift installation of the pedestrian countdown timer at California & Riverside. He expressed concerns about the left turn lane onto Oak from Buena Vista, and requested clarification about commercial vehicle parking.

Linda Barnes expressed concern over IKEA's directional signage and about the new flashing yellow left turn signal at First & Olive. She is additionally concerned with traffic from First St. turning onto Olive Ave.

Joe Terranova expressed concern with vehicles veering right from Olive Avenue onto Bonnywood Place.

C. Staff Communication

Staff provided the following updates: a) Alameda North Neighborhood – City Council voted to make the closures of all four streets permanent; project updates will be agendaized for a future meeting; b) Riverside and California countdown pedestrian timers – completed in August; c) Caltrans construction, Flower Street closure – Flower will be closed nightly until October 10th to widen the freeway; d) IKEA Street Improvements – Finished work on the Chevron corner, now working on the Walgreens corner; final step will be repaving and restriping Alameda & San Fernando; e) Verdugo Ave improvement project – Two signals were updated near Burroughs, complete except for a few finishing touches; f) Alameda Ave Improvement Project – Installed bike lanes between Main St & Disney signal, updated signals at Alameda & Main and Alameda & Victory, now complete.

IV. APPROVAL OF MINUTES:

Rebecca Granite-Johnson requested to amend the minutes for last month to reflect both sides of the IKEA Wayfinding Signage discussion.

Brian Malone moved to approve the minutes from the August meeting as amended by expanding the discussion of the IKEA signage. Paul McKenna seconded; motion passed unanimously.

V. PUBLIC HEARINGS:

VI. REPORTS:

A. IKEA Site Signage

Staff reported on IKEA Site Signage.

Staff will research the resident's suggestion about Burbank exercising control over private street signs.

Francis Park, a representative from IKEA assured the Commission that the primary access point for IKEA will be IKEA Way. Staff stated there will be a new traffic signal installed for IKEA at the San Fernando & Elmwood entrance. Staff requested an update from IKEA on their signage plan, the signs are under fabrication; IKEA is agreeable to all of Staff's recommendations.

Linda Barnes expressed concern that vehicles would attempt to enter IKEA through Gateway. Staff stated signage may be installed near Gateway for additional guidance.

Rebecca Granite-Johnson expressed her desire for IKEA to have landscaping that would help them to conform to Burbank's aesthetic standards. Francis Park responded that IKEA will be landscaping along the entrance and street frontages.

B. Update on Transportation Network Company Regulation

Staff provided an updated on Transportation Network Company Regulations. Currently the CPUC regulates TNCs; however, Governor Jerry Brown proposed reform to transfer regulation to the California State Transportation Agency. Also, Assembly Bill 650 is pending approval and would transfer the regulation of taxi cabs from cities to the state.

The Commission requests to be updated on the status of these bills.

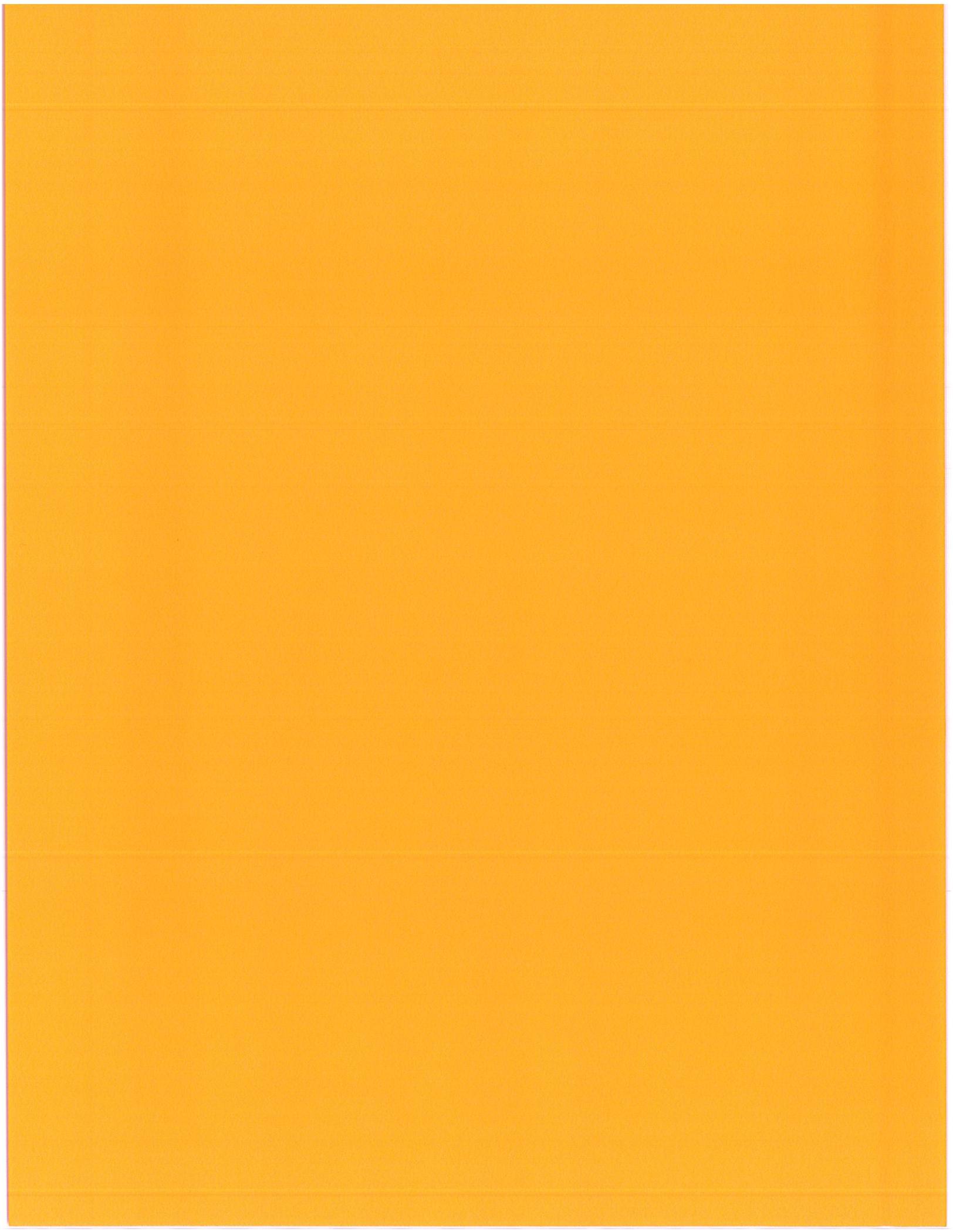
C. Olive Avenue and Kenneth Road Safety Review

The Commission chose to table this item to next meeting since Michael Kiaman requested it and was absent.

VII. FUTURE AGENDA ITEMS:

- 1) Discussion of speed hump procedures and alternative measures – October or December
- 2) Update on Assembly Bill 650
- 3) Approved Alameda North Neighborhood Protection Plan Update - December
- 4) Update on Measure M and any projects that might be related.
- 5) Residential parking permits – decals and visitor permits.
- 6) Olive Avenue and Kenneth Road Safety Review including lighting in the area

VIII. ADJOURNMENT: 5:11 pm





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **October 5, 2016** 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. Adjournment**

The meeting was adjourned due to lack of a quorum.

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.