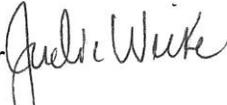


Weekly Management Report
May 5, 2017

- 1. Memo** **Los Angeles County Measure A - “Safe, Clean
Neighborhood Parks, and Beaches”
Parks and Recreation Department**
- 2. Synopsis** **Traffic Commission Meeting of April 27, 2017
Public Works Department**
- 3. Synopsis** **Civil Service Board Meeting of May 3, 2017
Management Services Department**
- 4. Synopsis** **Burbank Hospitality Association (BHA) Meeting of
April 13, 2017
Community Development Department**

Date: April 28, 2017

To: Ron Davis, City Manager

From: Judie Wilke, Parks and Recreation Director 

Subject: LOS ANGELES COUNTY MEASURE A – “SAFE, CLEAN NEIGHBORHOOD PARKS, AND BEACHES”

In response to the March 28, 2017 City Council meeting, the purpose of this memo is to provide information regarding Measure A known as “Safe, Clean Neighborhood Parks, and Beaches” which was approved by Los Angeles County voters in November 2016.

The Measure is projected to generate \$94 million annually county-wide. Locally the City of Burbank is estimated to receive \$380,000 annually beginning in 2018. The funds are restricted to protect, enhance and maintain neighborhood parks; open space; trails; beaches; natural habitat and rivers; creeks; and streams, and may also be used to issue bonds and other indebtedness to pay for such programs.

TRAFFIC COMMISSION
April 27, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Rebecca Granite-Johnson, Kevin Harrop, Michael Kiaman, Andre Krikorian, Brian Malone, Vanessa Rachal, and Joe Terranova.

Members Absent:

Paul McKenna

III. ORAL COMMUNICATIONS

A. Public Communication

Resident compliments Jonathan Yee on the work he has done since becoming Assistant Public Works Director Traffic. Resident suggests two left turn lanes for northbound Front Street at Burbank Blvd. He urges the City to discontinue the use of reflective parking signs, as they are distracting to drivers at night. Resident reports that the flashing yellow arrows are confusing to some drivers; suggests PIO creates a tutorial. Expressed concern on Angeleno at Bonnywood; says Caltrans needs signs to prevent cars from entering the off ramp onto the freeway. Voiced concern with regard to the Empire Center driveways closed and causing congestion.

B. Commission Comments

Mr. Brian Malone compliments Jonathan Yee on the work he has done since becoming Assistant Public Works Director Traffic and addressing the City's needs.

C. Staff Communication

Staff provided the commission with an update on Caltrans Empire Interchange project; railroad is operating over Buena Vista. Most of the old railroad items were taken out; however, there are a few more that the contractor needs to remove.

Staff provided an update on Empire Center Improvements; the Krispy Kreme driveway is closed for beautification. Pending permit from Metro for new signal at the intersection.

Update on Citywide parking study; proposed to start with the Magnolia Park area first.

There will be a Public Hearing at the next Traffic Commission meeting for the Permit Only Parking petition for Lima south of Magnolia.

Council approved Leland Way to permanently stay as a one way street. There will be 20-30 feet of sound wall along Leland Way that will include landscape.

Council approved to extend bike lanes on Verdugo from Hollywood Way to City limits; east of Olive towards Main St. to connect to City of Los Angeles. There will be traffic signal upgrades, including new left turn arrows at intersection of Hollywood & Verdugo, and Buena Vista & Verdugo.

Caltrans provided the City with construction plans to add IKEA Way to existing Verdugo and Olive exit signs along Interstate 5.

IV. APPROVAL OF MINUTES:

Brian Malone motioned to approve January Minutes, seconded by Joe Terranova; passed unanimously.

Rebecca Granite-Johnson motioned to approve February Minutes, seconded by Andre Krikorian; passed unanimously with Michael Kiaman, Brian Malone, and Vanessa Rachal abstaining.

V. PUBLIC HEARINGS:

A. Certify the Public Convenience and Necessity for Taxicab Operations

Review and approval of the total number of taxi operating permits and the allocation of 70 available taxi operation permits.

Staff reports that the applications are in compliance with code; recommends approval of 130 permits and allocation of 70 available permits based on applications.

Representatives from both G&S Transit Management Inc., and United Taxi of Southwest Inc. spoke to the commission, urging the approval of their requested permits.

Brian Malone motioned to approve the current taxi operation permits of 130; and approval of the requested 50 permits to G&S, and 20 permits to United Taxi. Joe Terranova seconded; passed unanimously.

VI. REPORTS:

A. Determination of Ambulife Ambulance, Inc Application to Operate in Burbank

Ambulife Ambulance, Inc. has applied to operate non-emergency ambulance services in Burbank. The application is presented to the Commission for review and approval.

Staff reports that the application is complete and adequate; urges the commission to approve an additional non-emergency ambulance service. The commission discussed the need for the applicant to attend the meeting to support their application. Michael Kiaman questioned why the matter is before the commission if applications are automatically approved after the operator obtains County approval. Rebecca Granite-Johnson noted the applications should be reviewed by the commission in case there were questions or personal experiences that might affect approval.

Joe Terranova motioned to approve; Brian Malone seconded. Motion passed unanimously with Michael Kiaman abstaining.

VII. DISCUSS COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

Commission will email staff, individually, three goals to present to City Council. Goals will be compiled and discussed at the next Traffic Commission meeting.

VIII. FUTURE AGENDA ITEMS:

- 1) Public Hearing, Permit Only parking request on 900 block of North Lima-May
- 2) Citywide Parking Study status-May
- 3) Bike Share Program via Metro
- 4) Report on AB1069
- 5) PIO tutorial for flashing yellow arrows
- 6) Report on signal synchronization for Buena Vista corridors-June

IX. ADJOURNMENT:

5:23 pm



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **May 3, 2017** 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 April 5, 2017.

RECOMMENDATION: Approve as submitted.

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

None

None

6. **Recruitment and Selection Report – March 2017**

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. **Appointments and Assignments**

Approved 4-0

OVERVIEW: For the month of May 2017, there are two temporary appointment extensions and one temporary assignment extension needed. The extensions are being sought on behalf of the Parks and Recreation Department, the Public Works Department, and the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

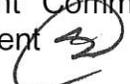
8. **Adjournment**

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.

memorandum

DATE: May 4, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director-
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)
MEETING SYNOPSIS –APRIL 13, 2017**

- Maydel Almaguer, Operations Manager of the Springhill Suites, attended the meeting on behalf of Board Member Bernadette Soriano and spoke during 'Public Comment' to welcome everyone to the hotel.
- MyBurbank.com presented a digital advertising proposal for a variety of ads and editorial features on their website. The Board approved a one year contract for leaderboard ads on their homepage and directed staff to facilitate a negotiated rate. MyBurbank.com receives approximately 55,000 visitors to their website every month from people in cities such as Los Angeles, Anaheim, Chicago, San Francisco, Dallas, and New York. In addition, MyBurbank.com has a very active local audience and the BHA agreed to advertising in this capacity to engage the local community. The BHA will advertise "Book Your Stay" and "Things to Do" on the leaderboard ads.
- The Board approved a media plan for the Burbank Comedy Festival hosted by Flappers Comedy Club and directed city staff to work closely with Flappers to broaden their marketing reach and attract more overnight hotel stays. Marketing outlets will include podcasts, social media, e-mail blasts, etc.
- Staff shared the BHA Fiscal Year 2014-2015 draft audit report. The Board asked for more time to review the financial statements prior to approval. The final draft will be brought back at the May board meeting for the Board's formal approval.
- The Board approved Resolution 2017-002 to create an ad hoc advisory committee to review the two proposals received in response to the Request For Proposal for Administrative Services. The ad hoc advisory committee includes the following board members: Board Chair Tony Garibian, Steve Tarn, and Danny Khan.
- The Board approved the BHA Meeting Expense Policy for future expenses that may be incurred during any and all meetings of the BHA. The purpose is to ensure that the

host hotel would not be left with the burden of having to cover operating costs of hosting the meeting at their respective hotel.

- The Board approved sending another representative to the International Pow Wow Conference in June 2017 in addition to Robin Faulk, the BHA's Marketing Consultant.
- The Board voted to approve the term renewal of Board Members Danny Khan and Bernadette Soriano for another two year term.
- The next regular meeting of the BHA is scheduled for May 11, 2017.