



Weekly Management Report

March 9, 2018

- 1. Synopsis** Downtown Burbank Partnership
Meeting of February 1, 2018
Community Development Department
- 2. Minutes** Civil Service Board
Meeting of February 7, 2018
Management Services Department
- 3. Notice** Call and Notice of a Special Meeting of the
Legal, Government and Environmental Affairs
Committee will be held on Monday, March 12, 2018
Burbank-Glendale-Pasadena Airport Authority



memorandum

DATE: February 28, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Asst. Community Development Director:
Business & Economic Development 

SUBJECT: Downtown Burbank Partnership (P-BID) Meeting – February 1, 2018

- The Board appointed Michael DeLeon, the new Manager for the Burbank Town Center as a voting member to the Board effective immediately.
- Flappers Comedy Club made a presentation to the Board requesting \$20,000 in funding for the 4th Annual Burbank Comedy Festival which will take place August 12-19, 2018. The Board opted to vote on sponsorship fund allocations once all sponsorship fund requests had been received. No further action was taken.
- Staff presented a proposal for social media marketing management by Strausberg Group to manage Downtown Burbank's social media assets and enhance engagement, key performance indicators, and page performance; the Board approved the proposal as presented.
- Staff updated the Board on the five new district murals as well as installation of the remaining new benches and trash receptacles throughout Downtown. Plans for installation of lighting and pergola painting were also discussed and are currently underway.
- Staff provide an overview of the 2017 Burbank Beer Festival and Winter Wine Walk events. The Beer Festival, held on October 21st sold more than 2,300 tickets and attracted crowds of more than 13,000 to enjoy the event's live music and free fall street fair. The Wine Walk was held on November 18th selling more than 1,600 tickets and attracting crowds of more than 8,000. These events seek to target a new market of shoppers from an extended drive time which will assist in increasing revenues for merchants while generating awareness of Downtown Burbank as a visitor destination.
- The next regular board meeting is scheduled for March 1, 2018.

February 7, 2018
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Miguel Porras, Chairperson
Matthew Doyle, Secretary
Susan Widman

Members not present: Jacqueline Waltman, Vice-Chairperson

Also present: Sean Aquino, Administrative Officer – BWP
Brady Griffin, Human Resources Manager
Nicholas Hammett, Ast Power Production Superintendent
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Frank Messineo, Power Production Manger
April Moreno, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 3-0 to approve the minutes of the regular meeting of January 3, 2018.

Proposed Amendments to Classification Plan

- **ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF UTILITY FACILITIES SUPERVISOR**

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Doyle and carried 3-0 to approve the establishment of the title and specification for the classification of Utility Facilities Supervisor.

Recruitment and Selection Report – January 2018

RECOMMENDATION: Note and file.

Appointments and Assignments – February 2018

For the month of February 2018, there was one temporary assignment extension needed. The extension was sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Doyle and carried 3-0 to approve the Appointments and Assignments for the month February 2018.

July 2018 Civil Service Board Meeting

RECOMMENDATION: Note and file. The Board directed staff to bring this item back to the March 7, 2018 Board meeting to provide the opportunity for all Board members to participate in the discussion.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:47p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Miguel Poras, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____



March 8, 2018

CALL AND NOTICE OF A SPECIAL MEETING OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Legal, Government and Environmental Affairs Committee will be held Monday, March 12, 2018, at 9:00 a.m., in the Burbank Room of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

SPECIAL MEETING
OF THE
LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE

Burbank Room
Monday, March 12, 2018
9:00 A.M.

NOTE TO THE PUBLIC: Any disclosable public records related to an open session item on a special meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes
 - a. February 20, 2018 **[See page 1]**
4. Contracts and Leases
 - a. Annual Review and Adjustment of Noise Violation Fines
 - Staff report attached **[See page 3]**

Staff seeks a Committee recommendation to the Commission that it authorize Staff to increase the noise fines associated with certain restricted operations as detailed in Rules 8 and 9 in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.

b. Award of Professional Services Agreement for Maintenance and Search Engine Optimization for Replacement Terminal Website (WWW.BURreplacementterminal.com)

- Staff report attached

[See page 5]

Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of an Award of Professional Services Agreement to Counterintuity, LLC for the maintenance and Search Engine Optimization of the replacement terminal website, www.BURreplacementterminal.com, in the amount of \$1,950 per month, \$23,400 per year, totaling \$70,200 for a three-year period. In addition to the initial three-year period, the proposed PSA includes two (2) one-year options to extend, with a 5% escalation fee.

c. Substation Reimbursement Agreement;
Substation Capacity Assignment Agreement

- Staff report attached

[See page 7]

Staff seeks a Legal, Government and Environmental Affairs Committee recommendation to the Commission for approval of: (i) a Substation Reimbursement Agreement with Burbank Industrial Investors ("BII"); and (ii) a Substation Capacity Assignment Agreement with BII and the City of Burbank.

5. Item for Discussion

a. Legislative (State) Update

- Legislative Status Report attached

[See page 51]

Staff along with Michael Arnold and Kristi Foy of Arnold & Associates will review the Legislative Status Report and update the Committee on proposed legislation and ongoing activities of the current legislative Session.