



Weekly Management Report

November 16, 2018

1. **Notice** Cancellation Notice for Senior Citizen Board Meetings November 28 & December 26, 2018
Parks and Recreation Department

2. **Notice** Cancellation Notice of the regular meeting of the Burbank-Glendale-Pasadena Airport Authority on Monday, November 19, 2018
Burbank-Glendale-Pasadena Airport Authority

3. **Synopsis** Transportation Commission Meeting of October 15, 2018
Community Development Department

4. **Notice** Withdrawal of Notice of Layoff at Deluxe's Empire Facility
City Manager's Office

5. **Notice** Withdrawal of Notice of Layoff at Deluxe's Hollywood Way Facility
City Manager's Office

6. **Synopsis** Parks and Recreation Board Meeting November 8, 2018
Parks and Recreation Department

Senior Citizen Board
CANCELLATION NOTICE

The Senior Citizen Board will **NOT** be meeting on:

Wednesday – November 28, 2018
&
Wednesday- December 26, 2018
1:00 p.m. – Joslyn Adult Center
1301 West Olive Avenue, Burbank

The next regular meeting of the Senior Citizen Board will be held on
Wednesday, January 23, 2019
1:00 p.m. – Joslyn Adult Center
1301 West Olive Avenue, Burbank

Copies to:

City Mgr./Asst.City Mgr.
City Clerk
City Attorney

Board Members:

Lynn Shelby
William Smith
Peter McGrath
Marva Murphy
Bruce Oldham
Henry Diel
Perla Obal

City Council:

Emily Gabel-Luddy, Mayor
Sharon Springer, Vice Mayor
Jess Talamantes, Council Member
Bob Frutos, Council Member
Timothy M. Murphy, Council Member

Department Staff:

Judie Wilke
Marisa Garcia
Kristen Smith
Erin Barrows
Diego Cevallos
Gwen Indermill
Cathryn LaBrado
Del Campo, Michael
Grace Coronado
Kristen Hauptli

Other:

Public Info. (c/o City Hall)
Youth Board liaison
Public Information
Press (6)
Building Maintenance

SENIOR CITIZEN BOARD

A. Attaryan

Recording Secretary



November 15, 2018

CANCELLATION NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, November 19, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505, has been canceled.

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

memorandum

DATE: October 18, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **October 15, 2018 Transportation Commission Meeting Synopsis**

- Staff provided an overview of the City's Safe Routes to School project, which aims to increase safety for children walking and biking to school. Staff gave a presentation with a review of the project goals, results from outreach, and proposed safety improvements around Jefferson, Washington, and John Muir Schools.
- The Burbank Transportation Management Organization gave a presentation discussing their activities over the last year, including their rebranding effort and average vehicle ridership.
- During public comment, a community member discussed concerns with the lack of bus service on Buena Vista St. with the Commission, listing many benefits and connections it would have. The Commission requested that this be discussed as part of the Commission's ongoing review of BurbankBus fixed-route service, which will be discussed at their next meeting on Monday, November 19, 2018.



CITY OF BURBANK
CITY COUNCIL OFFICE

2018 NOV 13 A 11:05
14

November 13, 2018

VIA E-MAIL & OVERNIGHT MAIL

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 50/Room 5099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

Re: Withdrawal of Notice of Layoff at Deluxe's Empire Facility

Dear Sir/Madam:

By overnight delivery on November 8, 2018 and email on November 9, 2018, Deluxe Entertainment Services Group Inc., including certain of its subsidiaries, ("Deluxe") submitted the attached notice (see Attachment A hereto) to your office concerning its plans to conduct layoffs at its facility located at 2400 W. Empire Ave., Burbank, CA 91504 ("November 9th Notice").

Deluxe has decided to postpone the layoffs referenced in the November 9th Notice and thus will **not** be moving forward with the actions referenced therein at this time. As a result, Deluxe is submitting this letter to officially withdraw the November 9th Notice and requests that the notice be disregarded and destroyed. Deluxe will resubmit a new notice accordingly if or when it decides to move forward with the referenced layoffs.

In light of the withdrawal of the November 9th Notice, it is imperative that none of the information contained therein is made public.

If you have any questions, please do not hesitate to call or contact Kevin Saman, Vice President & Associate General Counsel, Labor & Employment, at 818-260-2095 or kevin.saman@bydeluxe.com.

Sincerely,

Carrie Archer

VP, Human Resources



ATTACHMENT A



November 9, 2018

VIA E-MAIL & OVERNIGHT MAIL

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 50/Room 5099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

Re: Notice of Layoff

Dear Sir/Madam:

Deluxe Entertainment Services Group Inc., including certain of its subsidiaries, ("Deluxe") plans to conduct layoffs at its facility located at 2400 W. Empire Ave., Burbank, CA 91504. The planned actions, when finalized, will be permanent.

At this time, the affected employees are scheduled to be separated beginning on January 9, 2019, or during the 14-day period beginning on that date. No one will have the right to bump or displace other employees not affected by these layoffs, and there is no union representing the affected employees. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Attachment A.

This announcement and the above timetable are based on the best information currently available. You will be informed of any significant changes in these plans as additional information becomes available. In order to enable them to better transition to new employment, employees are being notified of the layoffs on or about November 9, 2018.

To the extent that the layoffs constitute covered events under the Worker Adjustment and Retraining Notification Act (WARN), the "California WARN" act, or any similar state statute, this letter is intended to fulfill any requirements imposed under these provisions. By providing this information, however, the Company does not concede that any such provision applies or that notice is required.



If you have any questions, please do not hesitate to call or contact Antoinette Salvadori, Director, Human Resources at 818-526-3863 or Antoinette.Salvadori@bydeluxe.com.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carrie Archer', is positioned above a horizontal line.

Carrie Archer
VP, Human Resources



ATTACHMENT A

As explained in the accompanying letter, we anticipate that the job titles and the corresponding number of employees currently holding those job titles listed below will be affected by the layoffs at Deluxe's facility located at 2400 W. Empire Ave., Burbank, CA 91504.

Separations commencing on January 9, 2019, or during the 14-day period beginning on that date:

<u>JOB TITLES</u>	<u>NUMBER OF EMPLOYEES</u>
Executive Assistant	1
Dir., Business Intelligence	1
Sr. Dir., Network Ops	1
Sr. QA Engineer	1
Dir., Global Client Strategy	1
VP, Product Marketing	1
Coordinator, Ops - Real Estate	1
VP, Glbl Real Estate/Facilities	1
Assistant, HR	1
Director, Procurement	1

TOTAL NUMBER OF AFFECTED EMPLOYEES: 10



Cc:

VIA OVERNIGHT MAIL & FAX

Ms. Judith Velasco
Executive Director, Verdugo Consortium
1255 South Central Ave.
Glendale, CA 91204
Tel.: 818-409-0476
Fax: 818-409-0496

VIA OVERNIGHT MAIL

The Honorable Emily Gabel-Luddy
Mayor, City of Burbank
Burbank City Hall
275 East Olive Ave.
Burbank, CA 91502

VIA OVERNIGHT MAIL & FAX

Ms. Josie Marquez
Assistant Director
Los Angeles County, Workforce Development Aging & Community Services
3175 W. 6th St.
Los Angeles, CA 90020
Tel: 213-738-3175
Fax: 213-487-0379

VIA OVERNIGHT MAIL & FAX

The Honorable Hilda Solis
Chair, Los Angeles County Board of Supervisors
Hall of Administration
500 W. Temple St., Rm. 856
Los Angeles, CA 90012
Tel.: 213-974-4111
Fax: 213-613-1739



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CITY OF BURBANK
CITY COUNCIL OFFICE

2018 NOV 14 A 9 40

November 13, 2018

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WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 50/Room 5099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

Re: **Withdrawal of Notice of Layoff at Deluxe's Hollywood Way Facility**

Dear Sir/Madam:

By overnight delivery on November 8, 2018 and email on November 9, 2018, Deluxe Entertainment Services Group Inc., including certain of its subsidiaries, ("Deluxe") submitted the attached notice (see Attachment A hereto) to your office concerning its plans to conduct layoffs at its facility located at 2130 N. Hollywood Way, Burbank, CA 91505 ("November 9th Notice").

Deluxe has decided to postpone the layoffs referenced in the November 9th Notice and thus will **not** be moving forward with the actions referenced therein at this time. As a result, Deluxe is submitting this letter to officially withdraw the November 9th Notice and requests that the notice be disregarded and destroyed. Deluxe will resubmit a new notice accordingly if or when it decides to move forward with the referenced layoffs.

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November 9, 2018

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Carrie Archer
VP, Human Resources



ATTACHMENT A

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Separations commencing on January 9, 2019, or during the 14-day period beginning on that date:

<u>JOB TITLES</u>	<u>NUMBER OF EMPLOYEES</u>
Account Coordinator	2
Account Director	1
Account Mgr	7
Acct. Mgr., Gbl Strategic Partnership	2
Analyst	1
Assistant, Executive	1
Business Systems Analyst	1
Coordinator, Labeling	1
Coordinator, QA	1
Coordinator, Shipping	1
Data Manager	1
Dir, Operations - Studio	1
Dir., Transformation Progrms-Sr	1
Mgr, Project	1
Operator, Conversion	1
Operator, Duplication	1
Operator, Encoding	3
Operator, Packaging	1
Operator, QC - Lead	2
Operator, Quality Control	6
Operator, Tape	2
Packaging & Delivery - Lead Tier3	1
Packaging & Delivery - Tier1	1
Packaging & Delivery - Tier2	1
Quality Control Technician II	1
Senior Mgr, Prj.- Technical	1
Specialist, Asset	1
Specialist, QualAssurance	1
Technician, QC	10
Technician, QC - Lead	1
Technician, QC - Video	1
Technician, Video	1
Technician, Video - Tier 2	1



VP, Business Transform & Security	1
Writer - Tech	1

TOTAL NUMBER OF AFFECTED EMPLOYEES: 61



Cc:

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Executive Director, Verdugo Consortium
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**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, November 8, 2018

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kristen Smith, Deputy Director; Diegos Cevallos, Recreation Services Manager; Todd Fahlstrom, Aquatics Program Coordinator; Kristen Hauptli, Administrative Analyst I; Adrine Ovasapyan, Recreation Coordinator; Leonardo Rodas, Senior Recreation Leader; Megan Anghel, Management Intern; and Patricia Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. Gussow, and Ms. Jackson. Ms. Burghdorf left the meeting at 7:10 p.m.

Board Members Absent: Mr. DePalo

Item Discussed	Summary	Direction or Action, if any
1	Announcements Ms. Megan Anghel announced the Department's upcoming activities and events.	
2	Recognitions Chair Lowers and Adrine Ovasapyan presented certificates of recognition to the volunteers of this year's Haunted Adventure event.	
3	Oral Communications Peter Lambert, Arcelia Hayden, Kim Dodd, and Kayla Dodd commented on the programs and opportunities being offered at the Verdugo Aquatic Facility.	
4	Written Communications One with the Water.org provided a letter of support and thanks to the staff of the Verdugo Aquatic Facility.	
5	Response to Communications The Board thanked all of the speakers for the positive feedback and support of the Verdugo Aquatic Facility.	
6	Park Board Comments None.	
7	Burbank Little Theater Annual Update (Grove Theater) The Board was to receive an annual update on the Burbank Little Theater, however; the Theater's representative was unable to attend the Board meeting.	Due to the Theater's representative unforeseen absence, the Annual Update will be scheduled for a future Board meeting.
8	Aquatics Year-Round Annual Report Diego Cevallos, Recreation Services Manager, provided the Board with an annual report of the year-round programming, October 2017 through September 2018, offered at the Verdugo Aquatic Facility. The Program	Noted and Filed.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

	<p>includes learn-to-swim classes, recreational lap swimming, aqua fitness classes, masters and youth sports, as well as facility rentals, hosting of seven special community events, and pool rental partnerships with various for profit and non-profit agencies. Diego introduced Todd Fahlstrom, Aquatics Program Coordinator, who shared management's strides to provide a safe, successful, and efficient program by ensuring in-service trainings and securing safety certifications for aquatics staff. Todd also announced that Shadi Eghbali, Senior Lifeguard, has been invited to attend the prestigious American Red Cross Water Safety Instructor Trainer Course. This certification will facilitate in-house training of instructors resulting in savings on training costs as well as the opportunity to offer instructor training to local agencies hence creating an additional revenue stream for the Department.</p>	
9	<p>Consent Calendar</p> <p><u>Approval of Minutes</u> Minutes of the October 11, 2018 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for October 2018 was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>It was moved by Mr. Gussow seconded by Ms. Jackson and carried 3-0 "to approve the Consent Calendar."</p>
10	<p>Tabled Items</p>	None.
11	<p>Second Period of Oral Communications</p>	None.
12	<p>Response to Second Period of Oral Communications</p>	None.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

13	Additional Comments from the Board	None.	
14	Introduction of New Agenda Items	Provide a report on the City's effort to train employees in emergency settings, such as in an active shooter situation.	Staff will present report to the Board.
15	Adjournment	The meeting was adjourned at 7:15 p.m. in memory of Sergeant Ron Helus of the Ventura County Sheriff Department.	