



# Weekly Management Report

## January 4, 2019

1. **Memo**            Art in Public Places Maintenance  
**Parks and Recreation Department**
2. **Notice**         Art in Public Place Committee – Meeting Cancellation  
**Parks and Recreation Department**
3. **Notice**         Kmart Permanently Ceasing Burbank Operations  
**City Manager's Office**





**CITY OF BURBANK**  
**Parks and Recreation Department**  
**MEMORANDUM**

**DATE:** December 27, 2018

**TO:** Ron Davis, City Manager

**FROM:** Judie Wilke, Parks and Recreation Director

**SUBJECT: CITY MANAGER TRACKING LIST NO. 2190 – ART IN PUBLIC PLACES MAINTENANCE**

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At the City Council meeting of December 18, 2018, the Council requested a report on setting aside a percentage of funds for state of good repair within the Art in Public Places fund in order to maintain or make necessary repairs to the City's Public Art collection

In 1998, five years after the Art in Public Places Program was established, the Art in Public Places Committee created written policies, procedures and evaluation criteria concerning the Art in Public Places Fund that would govern their recommendations to the City Council. These Council endorsed policies and procedures include setting aside in reserve \$20,000 from the Art in Public Places Fund to cover any maintenance or emergency repairs of City-owned public art.

When these policies were established 20 years ago, the City did not own a lot of public art, therefore the \$20,000 was an adequate amount. Today, the City owns 41 pieces of public art throughout the City. Consequently, staff is currently working with the Art in Public Places Committee to not only review the Art in Public Places ordinance, but to also revise the amount that is set-aside from the Art in Public Places Fund for maintenance and repairs. Staff anticipates bringing forward that revisions to the ordinance for Council consideration in early 2019, and at that time staff will also share with the Council the percentage of funds that will need to be set-aside to maintain City-owned public art.



**CITY OF BURBANK**  
*Parks & Recreation*  
**ART IN PUBLIC PLACE COMMITTEE**

**NOTICE OF MEETING - CANCELLED**

The meeting of the Art in Public Places Committee will be held as follows:

**MONDAY, January 7, 2019**  
**6:00 P.M.**

Community Services Building  
Large Parks and Recreation Conference Room 301  
150 N. Third Street  
Burbank, CA 91502

**ART IN PUBLIC PLACES COMMITTEE**

*Daniel Amaya*

Recording Secretary

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Distribution:

**Committee Members –**

Gordon Haines  
Dink O’Neal  
Kat Olson  
Lara Saikali  
Teri O’Connor  
Carolyn Jackson – Parks and Recreation Board Liaison  
Diane Eaton – Planning Board Liaison

**Staff –**

Marisa Garcia – Assistant Director of Parks & Recreation  
Paula Ohan – Administrative Analyst

**Management Personnel –**

Ron Davis –City Manager  
City Clerk



Thursday December 27, 2018

CITY OF BURBANK  
CITY COUNCIL OFFICE

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Emily Gabel-Luddy  
Mayor of Burbank  
Burbank City Hall  
275 East Olive Avenue  
Burbank, CA 91502  
Email: [egabel-luddy@burbankca.gov](mailto:egabel-luddy@burbankca.gov)

Dear Emily Gabel-Luddy,

Please be advised that due to a change in business circumstances, Kmart Corporation will permanently cease its entire operations and close its Kmart Store # 03834, located 1000 San Fernando Rd, Burbank, CA 91503. Employee separations are expected to begin on or about March 24, 2019. The affected employees at this location are not represented by any union. There are no bumping rights for employees affected by this store closing.

Attached is a list of the job titles and number of employees currently holding the affected jobs. Should you desire additional information please contact me at the phone number below.

Sincerely,

Eli Gonzalez  
Regional HR Director  
3333 BEVERLY ROAD  
HOFFMAN ESTATES IL 60179  
Ph: 562-209-0309

## Listing of Affected Associates

Location : Kmart Corporation - UNIT # 3834

Employment separations at the store are expected to begin on or about March 24, 2019.

Job Title	No. of Associates
AP Manager	1
ASM, Hardlines (CA)	1
Asset Protection Associate	3
Checkout Service Associate	23
Checkout Service Supervisor	3
Data Integrity Specialist	1
District General Manager	1
Evening Salesfloor Supervisor	1
Hardlines Merchandiser	19
HR Lead	1
MC&C APP	1
mygofer assoc	1
Office Associate	3
Pricing Lead	1
Pricing Specialist	1
Reset Lead	1
Salesfloor Supv Hardlines	1
Salesfloor Supv Softlines	1
Service Desk Associate	2
Softlines Lead	2
Softlines Merchandiser	19
Store General Manager III, RS	1
Zone Mgr, Asset & Profit Protn	1