



Weekly Management Report

September 6, 2019

- 1. Synopsis** Infrastructure Oversight Board Meeting on
August 22, 2019
Public Works Department
- 2. Synopsis** Downtown Burbank Partnership Meeting on
August 15, 2019
Community Development Department
- 3. Agenda** Civil Service Board Meeting on
September 4, 2019
Management Services Department

Infrastructure Oversight Board August 22, 2019 SYNOPSIS

Members Present: Armen Avazian; Walter Brennan Jr.; Greg Jackson; Vanessa Rachal; Tamala Takahashi; Jef Vander Borcht

Members Absent: None

WELCOME & INTRODUCTIONS

Council Member Liaisons, Board Members, and City Staff introduced themselves and provided a brief background of experience and current responsibilities.

SELECTION OF IOB CHAIRPERSON AND VICE-CHAIRPERSON

Mr. Jackson motioned to nominate Mr. Vander Borcht as the IOB's Chairperson. This motion was seconded by Ms. Tamala Takahashi. The motion passed unanimously.

Mr. Jackson motioned to nominate Ms. Coronado as the IOB's Vice-Chairperson. This motion was seconded by Mr. Armen Avazian. The motion was passed unanimously.

ANNOUNCEMENTS

ORAL COMMUNICATIONS

Mr. Konstantine Anthony welcomed the Board Members, and expressed his appreciation for the formation of the board.

OVERVIEW OF THE BROWN ACT, CONFLICT OF INTEREST LAWS, AND CITY COUNCIL EXPECTATIONS OF BOARD MEMBERS

Ms. Lisa Kurihara, Assistant City Attorney, provided a general discussion of the Ralph M. Brown Act, an open meeting law that applies to this Board, as well as a brief discussion of applicable conflict of interest laws and Council-adopted expectations of City Board, Commission, and Committee members.

DISCUSSION AND ESTABLISHMENT OF MEETING SCHEDULE AND MEETING RULES

After a brief discussion, Mr. Brennan motioned to conduct all future IOB meetings on the 4th Thursday of each month, starting at 6pm. His motion included 1) a five minute limit for speakers at Oral Communications; 2) to add future agenda items via the chair or vice chair with staff, or motioned and seconded at a meeting; and 3) to set the length of future meetings at 90 minutes in length. This motion was seconded by Mr. Jackson, and passed unanimously.

OVERVIEW OF ROLE AND PURPOSE OF INFRASTRUCTURE OVERSIGHT BOARD

A. Measure P and BMC Section 2-1-426: Infrastructure Oversight Board

Ms. Marnell Gibson, Public Works Director, provided an overview of Measure P and the BMC Code for the Infrastructure Oversight Board. This overview included a brief background of funding, purpose, powers, duties, and infrastructure needs.

- B. Transfer of Traffic Commission Duties – Permit Parking Public Hearings, BMC 6-1-1003 and BMC 6-1-1005

Mr. Jonathan Yee, Assistant Public Works Director, provided an overview of the history and transfer of Traffic Commission Duties to the IOB. These duties are Residential Permit Parking Zone public hearings.

- C. Review History and Current Needs of Burbank's Infrastructure

Ms. Gibson referenced the Existing Infrastructure Needs List, noting projects listed under the categories of Streets; Storm Drains; Parks; and Facilities.

- D. Perspectives of Board Members

No further comments for this item.

FUTURE AGENDA ITEMS

- A. Governance Training (special meeting to be scheduled)
- B. Infrastructure 101
- C. City's Capital Improvement Program
- D. How Infrastructure is financed
- E. Project prioritization policy

In discussing topics for future meetings, multiple requests were made for more funding information.

ADJOURNMENT

The meeting adjourned at 7:11pm.

Respectfully submitted,

Marnell Gibson, Public Works Director

Via: Julie Carreon, Recording Secretary – Public Works Executive Assistant

memorandum

19 SEP -4 P2:46

DATE: August 28, 2019

TO: Justin Hess, Acting City Manager

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

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – August 15, 2019

- The Downtown Burbank Classic, held on Saturday August 3rd was a great success with a record 225 cars and 25,000 visitors in attendance, the highest numbers to date. The event took place along San Fernando to Magnolia and included the Burbank Town Center. In addition to activities on the Burbank Town Center, the event featured three DJ's s, a live percussionist and entertainment for kids including games, face painting, and balloons. VIP Event attendees this year included the Television Motion Picture Car Club, The Burbank Historical Society and Vehicle Effects.
- As a refresher to all Board members, staff presented a Board Member Responsibilities sheet, noting Board member fiduciary duties to act in good faith while ensuring oversight and accountability for the PBID. Additionally, a Brown Act Refresher training will be scheduled in the next few months.
- Staff provided the Board with a report for Downtown Burbank social media channels and the new DTNBUR.com microsite splash page. On August 1st the new branded microsite for DTNBUR.com was released. Since June 1st, Anyone Collective the new marketing firm hired by the PBID took over all social media channels, and as a result Facebook has seen an 89.5% increase in engagement and a 41% increase in page impressions while Instagram was up 2% increase in followers, and a 20% in engagement.



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **September 4, 2019** 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

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. Election of Officers

OVERVIEW: This is the time of year when the Board will select its new Chair, Vice-Chair and Secretary, for September 2019 - August 2020. The new terms will be in effect immediately.

**Approved 5-0 for
Mr. Doyle as Chair,
Ms. Barnes as
Vice-Chair and Ms.
Ovsepyan as
Secretary**

5. Approval of Minutes

Approved 5-0

OVERVIEW: Regular meeting of August 7, 2019.

RECOMMENDATION: Approve the August 7, 2019 minutes as submitted.

6. Proposed Amendments to Classification Plan

None

None

7. Recruitment and Selection Report – August 2019

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.

8. **Appointments and Assignments**

Approved 5-0

OVERVIEW: For the month of September 2019, there are three temporary appointment extensions and one temporary assignment extension needed. The extensions are being sought on behalf of the Management Services Department, the Fire Department, Burbank Water and Power Department and the Police Department.

RECOMMENDATION: Discuss and approve.

9. **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.