Weekly Management Report
August 8, 2014

1. **Memo** – Election Consolidation, July 25, 2014 – City Clerk

2. **Memo** – Installation of Quiet Zones in Burbank – Public Works Department

3. **Synopsis** – Downtown Burbank Partnership (PBID) Meeting of July 31, 2014 – Community Development Department

4. **Synopsis** – Burbank Landlord-Tenant Commission Meeting of August 4, 2014 – Community Development Department

5. **Synopsis** – Heritage Commission Meeting of August 7, 2014 – Community Development Department

6. **Synopsis** – Burbank Athletic Federation Meeting of August 5, 2014 – Park, Recreation and Community Services Department

7. **Synopsis** – Civil Service Board Meeting of August 6, 2014 – Management Services Department

8. **Bulletin** – Burbank Police Department, Community Now Enrolling for Fall/Winter 2014 Community Academy – Burbank Police Department

CITY OF BURBANK
OFFICE OF CITY CLERK

MEMORANDUM

DATE: July 25, 2014

TO: Honorable Mayor and Council Members

FROM: Zizette Mullins, City Clerk

SUBJECT: Election Consolidation

I am writing this memo in an effort to address a Council request on the City Manager's tracking list. In 2012, Council requested information regarding a comparison of consolidating the election with the County vs. conducting a stand-alone election.

I would like to advise you that prior to conducting a consolidated election, our Charter would first have to be amended to change the date of the election and this action would also remove the primary election.

Typically, consolidating with the County means costs are approximately 20% higher than conducting a stand-alone election.

If the Council is interested, I would be pleased to prepare a report outlining the steps that it would take and the approximate costs for each of those steps. Please feel free to contact me if you have any questions or need additional information regarding this memo.

Thank you

c: City Manager
City Attorney

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM

DATE: July 30, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director
By: Ken Johnson, Traffic Engineer

SUBJECT: City Manager Tracking List No. 1546 – Installation of Quiet Zones in Burbank

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This memorandum provides the current status of the City of Burbank's safety facilities at rail-highway at-grade crossings, a summary of Quiet Zone requirements, the process to establish a Quiet Zone in Burbank, the estimated additional costs, potential legal implications, and staff's next steps.

Existing Burbank At-Grade Rail Crossings

There are four at-grade rail-highway crossings and four at-grade rail-pedestrian crossings in Burbank (See Exhibit 1). The rail-highway crossings include two crossings of Buena Vista Street and one crossing of Empire Avenue at Clybourn. The crossing of Buena Vista Street at San Fernando Boulevard was improved with new gates, communications and advance traffic signals several years ago. It will be fully grade separated in about two years with the widening of I-5.

The crossing of Buena Vista Street at Vanowen Street was improved with a joint *Southern California Regional Rail Authority* (SCRRA)-Burbank project that was substantially completed in 2013 to a standard that would have permitted a Quiet Zone throughout the City at that time. The project included active pedestrian crossing gates at all approaches, vehicle exit gates, medians, and improved rail-highway communications. The Burbank portion of the project is finished, but the SCRRA project must install exit gates and advanced communications to be completed.

Two rail-pedestrian crossings are located at each of the two Burbank rail stations, at Bob Hope Airport and Downtown Burbank. The two-track downtown station is currently equipped with horns, extensive signs, flashing (wig-wag) lights and a barrier between the two tracks. The Bob Hope Airport station is equipped with horns, some signage, flashing (wig-wag) lights, but no barrier between the tracks.

Quiet Zone Regulatory Framework

The Code of Federal Regulations (CFR) Title 49, Part 222.21[1] requires that a train horn be sounded when approaching an at-grade crossing. A Quiet Zone is a segment of rail line that has enough safety devices at highway or pedestrian at-grade crossings to permit train engineers not to sound their horns. Generally, a Quiet Zone may be established if the risk of an accident at the crossing without horns is less than the national average accident risk with horns. Communities that qualify for this exception may create a Quiet Zone within which, locomotive horns may not be routinely sounded (although an engineer may continue to use the horn for railroad related or safety related reasons). Train horns must be sounded in any case for emergency situations.

All public crossings in a Quiet Zone must at a minimum be equipped with flashing lights, railroad protection gates, and crossing signs. In addition to these minimum requirements, other safety devices such as extra gates, medians, wayside horns, operational changes, and other improvements may be required to insure that the safety of the crossing. The type and number of additional safety devices will depend upon the Quiet Zone Risk Index (QZRI) in comparison to the National Significant Risk Threshold (NSRT) as defined by the Federal Railroad Administration (FRA).

The *California Public Utilities Commission* (CPUC) has additional regulatory authority in California. The Commission's Rail Crossings Engineering Section (RCES) reviews notices of intent, establishment or continuation of Quiet Zones, and provides written comments to local authorities, focusing on safety concerns related to the potential for collisions between trains and the public. Although the federal regulations do not require state authority to establish a Quiet Zone, RCES is required to receive and evaluate all notices of intent, establishment or continuation of Quiet Zones, and provide written comments. The evaluation requires research and verification of data submitted under the rule, as well as a field diagnostic review (Diagnostic Meeting) of the crossings. RCES participates in diagnostic reviews of crossings in the proposed Quiet Zone and makes recommendations for safety enhancements in lieu of the sounding of the train horn.

The SCRRA and *Union Pacific* (UP), as rail system operators, have significant input into required safety features at the at-grade rail crossings. In 2009, SCRRA determined that station pedestrian-rail crossings must provide full pedestrian treatments, including signage, channelization, and active pedestrian warning devices with gates, swing gates and fencing[2]. These new requirements meant that the improvements made at Buena Vista Street at the Vanowen Street crossing were insufficient to create a citywide Quiet Zone; additional improvements would be needed at the other rail crossings along the corridor. Specific requirements for each pedestrian-rail crossing are determined from the grade crossing Diagnostic Meeting.

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[1] Code of Federal Regulations, Title 49, Parts 222 to 229, Use of Locomotive Horns at Public Highway Rail Crossings, May 1, 2014.

[2] SCRRA Highway-Rail Grade Crossings Recommended Design Practices and Standards Manual, SCRRA, June 30, 2009, Page 103.

The CPUC, SCRRA and UP, under the authority of the FRA guidelines, establish requirements for safety features needed for a Quiet Zone. These requirements are periodically updated by the CPUC. The specific requirements for a particular at-grade crossing are identified at a Diagnostic Meeting for each crossing attended by all affected parties.

New Quiet Zone Requirements

The CPUC and SCRRA now require active pedestrian crossing gates and pedestrian barriers at all pedestrian crossings. Thus, under current rules, active pedestrian crossing gates (similar to those installed for the Buena Vista crossing at Vanowen Street), exit swing gates, and pedestrian barriers are required at the two Burbank train stations to qualify for a Quiet Zone.

Quiet Zone Process and Roles

The process for establishing a Quiet Zone involves the following agencies:

- Burbank (local jurisdiction where crossings are located),
- Union Pacific and Southern California Regional Rail Authority (affected railroads)
- California Public Utilities Commission (CPUC)
- Federal Railroad Administration (FRA)

The roles of each agency are:

- *Burbank*
    - Design the minimum requirements for a Quiet Zone,
    - Obtain FRA approval of improvements,
    - Attend a Diagnostic Meeting for each crossing
    - Apply to the CPUC for approval to alter existing crossings,
    - Execute Construction and Maintenance Agreements with the railroad,
    - Install advance warning sign of the Quiet Zone,
    - Indemnify SCRRA for any incidents at the crossing,
    - Conduct a review of the effectiveness of the Quiet Zone (every 2.5 to 3 years),
    - Design and construct the non-rail components of the safety improvements
    - Fund all construction needed to implement a Quiet Zone,
    - Pay for any additional maintenance of the Quiet Zone,
    - Fund any technological superior upgrades that may be necessary to maintain a Quiet Zone in the future.

- Affected Railroads
    - Review and approve proposed plans for the Quiet Zone,
    - Participate in a Diagnostic Meeting for each at-grade crossing,
    - Prepare a Construction and Maintenance (C&M) agreement for the construction,
    - Determine the safety improvements necessary for a Quiet Zone,

- Design and construct the rail components of the safety improvements,
- Cease routine use of train horns in the Quiet Zone.

- CPUC
  - Participate in a Diagnostic Meeting for each at-grade crossing
  - Agree and approve improvements necessary for a Quiet Zone

- FRA
  - Approve improvements necessary for a Quiet Zone
  - Identify monitoring requirements based on improvement type
  - Monitor the Quiet Zone

Quiet Zone Preliminary Additional Costs

The establishment of a Quiet Zone throughout Burbank will require improving all highway-rail and pedestrian-rail grade crossings between Clybourn Avenue and the Glendale city limits to current FRA, CPUC, and SCRRA standards on both rail lines. The highway-rail crossing of Buena Vista Street at Vanowen Street is almost fully constructed. The Burbank portion is complete, but the SCRRA rail construction is about 80% complete. SCRRA has indicated they need an additional $200,000 from the City to complete their portion of the crossing reconstruction. The SCRRA work includes installation of exit gates for southbound traffic and increased communication capability between the rail control system and the highway traffic control.

New station safety requirements identified by SCRRA in 2009, have added requirements for station improvements to qualify for a Quiet Zone. The pedestrian rail crossings at the two stations currently have some safety features (wig-wag lights and bells) that qualify for a Quiet Zone under FRA rules. However these crossings, under the new SCRRA rules, must be equipped with active gate restraints, swing (passive) gates, new pedestrian track panels, and pedestrian fencing. The estimated construction cost of improvements for each pedestrian crossing is about $900,000 based on recent improvements required by SCRRA at other stations, and SCRRA agency costs are estimated at $100,000 to $200,000 for the project. Burbank would be responsible for any railing, pedestrian channelization and Americans with Disabilities Act (ADA) compliant facilities at each crossing. Thus, the four pedestrian crossings could cost the City of Burbank between $4.0 and $4.5 million for all SCRRA and Burbank required improvements. The total cost to implement a Quiet Zone is expected to be close to $5.0 million with the Vanowen Street and station work.

Legal Implications

The City Attorney has reviewed the language in the Quiet Zone Guidelines and Procedures and has concluded that the indemnification language in the Guidelines substantially increases the potential City liability for vehicle vs. train accidents in a Quiet Zone. At the very least the indemnification language in the Guidelines would most likely prevent the City from obtaining a summary judgment and early dismissal from any case

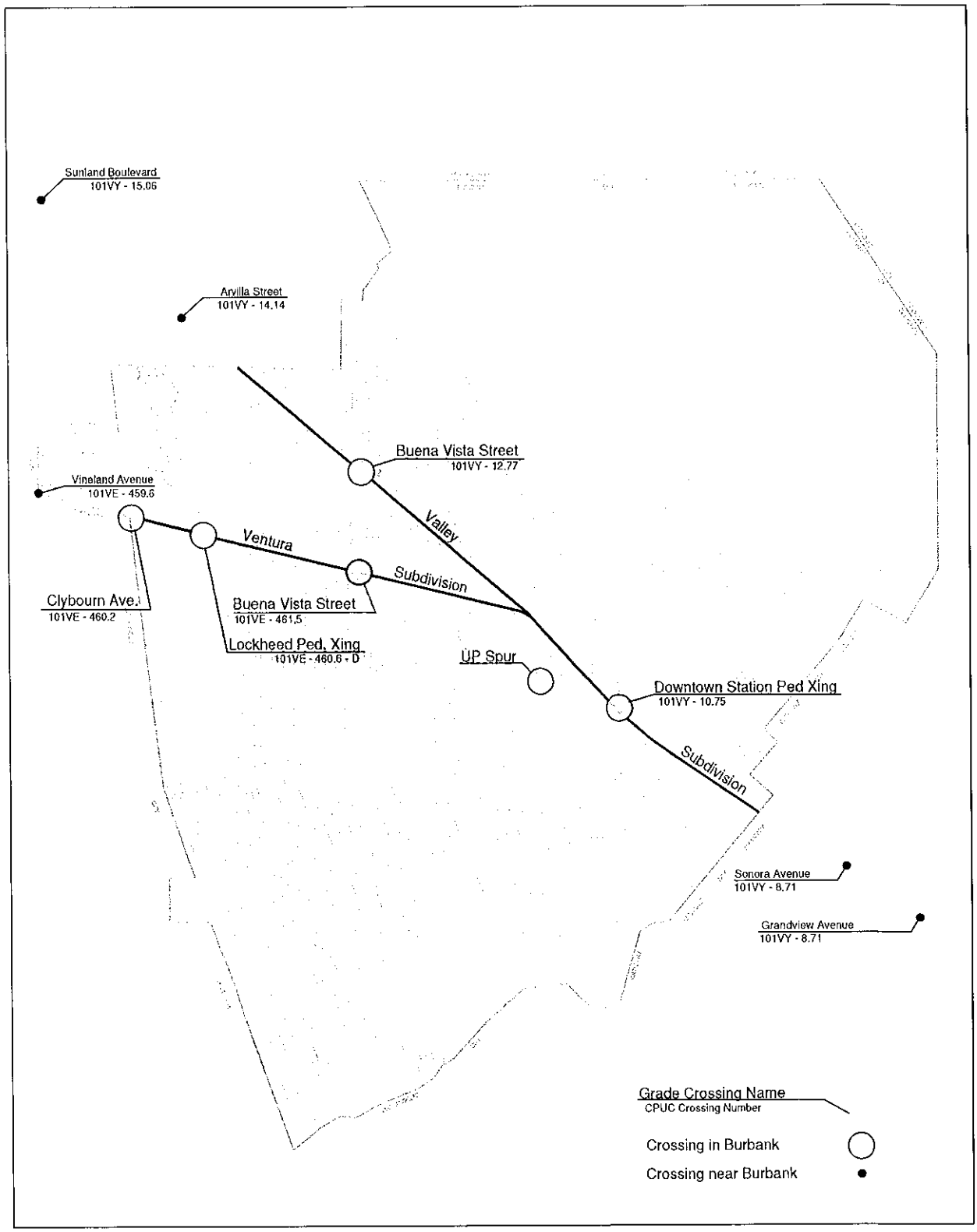

Exhibit 1

Burbank Rail Lines and Crossings

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city of burbank
community development department

memorandum

DATE: August 1, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Downtown Burbank Partnership (PBID) Meeting - July 31, 2014**

- Staff announced new businesses coming to town including Five Guys Burgers which plans to move into the Burbank Town Center in the former My Big Fat Greek Restaurant location.

- Jeff Rector from the Burbank International Film Festival gave an update on the 2014 Festival. The event, with the PBID as the title sponsor, will take place in Downtown from September 3rd through September 7th. The event's opening night screening will take place at the Burbank AMC 16 for the first time in the event's history.

- Staff updated the Board on the 3rd Annual Car Classic which took place July 26, 2014. This year's event featured Jay Leno as Lifetime Achievement Award recipient, and new business West Coast Customs as honoree of a special "Welcome to Burbank" certificate presented by Mayor Gordon. The event brought over 12,000 visitors to the City, and displayed almost 200 antique and specialty vehicles. The PBID was able to secure over $25,000 in income and sponsorships to offset half the cost of the event.

- Staff presented two proposals from DekraLite and Mobile Illuminations for enhanced holiday décor for the Downtown and the Ice Rink. After review and discussion, the Board directed staff to work with Mobile Illuminations and agreed to initiate a three-year contract, not to exceed amount of $85,000 per year.

- Staff presented a mid-year budget update (January - June) for review. The report was noted and filed.

- The next regularly scheduled meeting of the PBID Board will be held on Thursday, September 4th.

city of burbank
community development department

memorandum

DATE: August 5, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **BURBANK LANDLORD-TENANT COMMISSION MEETING SYNOPSIS – AUGUST 4, 2014**

- Four of the five Commissioners attended the meeting.
- The property owners of a couple of rental properties in the City attended the meeting. They had general questions on the eviction process. The Commission provided general guidance and referred the couple to Commission's *Most Frequently Asked Questions (FAQs)* summary and the *California Tenants Handbook – A Guide to Residential Tenants' and Landlords' Responsibilities* that outlines the eviction process.
- Chair Hovanessian announced that he has been invited to attend an upcoming Board of Realtors meeting on September 17, 2014 to present on recent mediation cases and inquiries taken before the Landlord Tenant Commission. He will pass out copies of the FAQs summary and Handbook.
- Staff reminded the Commission of the City Council adopted attendance policy. The attendance policy reminder was given last month, and again this month, in follow-up to the Attendance Report Summary the City Clerk provided to the City Council in June.

city of burbank
community development department

memorandum

DATE: August 8, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Heritage Commission Meeting Synopsis – August 7, 2014**

The Commission received and discussed a presentation from the City Attorney's Office on the Brown Act.

The Commission attempted to view an educational webinar. There were technical difficulties and the viewing was continued to the next regular meeting.

Three of the five members of the Heritage Commission were present. One member of the public attended the meeting.

CITY OF BURBANK

PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Athletic Federation **Date: August 5, 2014**

Members Present: Steven Beardsley, John Dilibert, Dennis Roy, Ron Sabatine, Karen Sartoris, Terry Scott

Members Absent: Charlene Tabet

Staff Present: Judie Wilke, Erin Barrows, Rena Ghamelian.

Liaisons Present: Mickey De Palo

Item Discussed		Summary	Direction or Action, if any
1	Approval of Minutes- June 4, 2014	Minutes	Approved as corrected 6-0
2	Financial Statement	Ms. Barrows informed the Board that Public Works is taking the lead on the McCambridge Ballfield #2 shade structure. She will be working with Purchasing on the bid process for Schafer field improvements and McCambridge gym improvements. The Board was given an update on the Floor Scrubber at Olive Gym. The staff has been using it 3 times a week. It seems to be working and has helped decrease the number of complaints regarding slippery gym floor surface.	N/A
3	Announcements	N/A	
4	Oral Communication	N/A	
5	Written Communication	N/A	
6	Unfinished Business	Burbank Athletic Federation Charter: 1. Ms. Barrows shared that the oldest charter she could find electronically was dated 2007. Mr. Beardsley requested for a charter further back dating to 1990's.	

		Ms. Barrows will further look into the Archive room and try to find an older version. 2. The Board reviewed and discussed the revised Burbank Athletic Federation Charter. Ms. Barrows will present the Board with the revised Constitution and By-Laws at the next scheduled meeting for them to sign.	Motion made by Mr. Dilibert and seconded by Ms. Sartoris to approve the BAF Constitution and By-Laws as revised. Approved 6-0
	New Business	Homerun Ball for Schafer Ballfield 1. Mr. Beardsley suggested encasing the first Homerun ball for each Hap Minor season and giving it to the player as a reward. Ms. Barrows shared staffs' concern regarding supplying a reward like this to one league and not for the other and the possible ramifications it may cause as well as the cost of it.	Board Discussed and decided not to pursue this suggestion.
		Track and Field Contract Instructor 1. Ms. Sartoris shared with the Board the possibility of contracting Mr. Lynwood Robinson as a Track and Field instructor to further better the program with his professional experience in Track and Field. He has been volunteering his services at the moment and promotes nothing but positive attitude for both the participants and parents. Ms. Barrows informed the Board that Carol Mercado (Youth Supervisor) and herself will be meeting with Mr. Robinson to discuss possibilities of contracting and fee with him. Ms. Barrows will return with more detailed information once they have met with Mr. Robinson.	Board discussed this item and will get more information from Ms. Barrows at a later date.
		Officials Apparel 1. Mr. Roy suggested in supplying the umpires with baseball caps that have logos so participants and coaches can locate the umpire easily. Ms. Barrows	Board Discussed and decided not to pursue this suggestion.

		shared with the Board her concern with cost as well as supplying this for one sport and not the others. Walk of Fame 1. Ms. Barrows informed the Board that the 2014 Walk of Fame is scheduled for October 4 and have received 5 applicantions that will be reviewed for possible inductions. 2. Ms. Barrows requested for the Board to select 2 Board members to be on the Criteria Committee for the Walk of Fame applications. The selected two for the committee are Ms. Karen Sartoris and Mr. John Dilibert with Mr. Dennis Roy as the alternate. Ms. Barrows will contact the selected members with a meeting date. Suspension Hearing Sub- Committee Selection 1. Ms. Barrows requested the Board to select 3 members for the suspension hearing sub-committee in case a suspension hearing is requested for the next scheduled BAF meeting. The selected 3 are: Mr. Steven Beardsley, Ms. Karen Sartoris and Mr. Dennis Roy with an alternate of Mr. Ron Sabatine.	
	Additional Agenda Items		
	Staff Report	Ms. Barrows shared with the Board an update with the various upcoming sports including a new Instructional Volleyball league for Kindergarten to Second grade that will be instructed by Ms. Karen Sartoris and Ms. Erin Barrows. Registrations are steadily coming in. Ms. Barrows also shared that the free flag football clinic was a great success and staff did a great job in working with the kids. Lastly the first track meet for Burbank Track and Field was held at John Burroughs High School and it was a great success with a lot of positive feedback.	

	Adjournment	Board moved the next scheduled BAF meeting to September 9, 2014. Adjournment 6:49 p.m.	

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **August 6, 2014** 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** — **Mr. Kozak addressed the Board regarding a Recruitment concern.**

   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 3-0**

   OVERVIEW: Regular meeting of July 2, 2014.

   RECOMMENDATION: Approve as submitted.

5. **Elections of Officers** — **The Board requested that the Elections of Officers be postponed to the September 3, 2014 meeting.**

   OVERVIEW: In light of Mr. Leclair's resignation from the Civil Service Board, a new Chairman needs to be selected. Depending on the Board's decision, a new Vice-Chair and Secretary may also need to be selected, thru June 2015. The new terms will be effective immediately.

6. **Proposed Amendments to Classification and Pay Plan** — **Approved 3-0**

   OVERVIEW: The City Clerk's Office is requesting to revise

Agenda Posted: August 1, 2014

the title and specification for the classification of Records Management Coordinator to Records Manager. The proposed revision accurately reflects the classification's current level of responsibility and duties, aligns the classification with industry standards, and addresses current and ongoing needs of the Department.

RECOMMENDATION: Discuss and approve.

7. **Recruitment and Selection Report – July 2014**

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 3-0

OVERVIEW: For the month of August 2014, there are two temporary appointment extensions and one provisional appointment extension needed that are being sought on behalf of Burbank Water and Power.

RECOMMENDATION: Discuss and approve.

9. **Information Regarding the Senior Librarian Recruitment**

Note and file

OVERVIEW: Per the Board's request during the July 2014 Civil Service Board meeting, staff is bringing back information regarding the recent Senior Librarian Recruitment for discussion.

RECOMMENDATION: Note and file.

10. **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.

BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

COMMUNITY BULLETIN

NOW ENROLLING FOR
FALL / WINTER 2014
COMMUNITY ACADEMY

The Burbank Police Department Community Academy is held throughout the year for those who live or work in the City of Burbank. The academy is conducted in English, Spanish, Armenian, and for the deaf/hard of hearing. The academy is a terrific opportunity for the Burbank Police Department to reach out to its diverse community and allow individuals to get a behind-the-scenes look at the personnel and operations of the department.

For nine weeks, participants interact with officers from the various bureaus and assignments in the department. Presentation topics include the criminal justice system, training, traffic control, animal control, reserve program, patrol and detective functions, air support unit, Special Weapons and Tactics team, police K-9s, and much more. Participants who graduate from the community academy may be eligible to become a Burbank Police Department volunteer.

The fall/winter Community Academy takes place on Thursday evenings, and will begin on Thursday, September 18, 2014, and concluding on November 13, 2014. Meetings start at 6:30 p.m. and conclude at approximately 9:00 p.m., at the Burbank Police Station. There is no charge for the Community Academy. Applicants are subject to a background check.

Applications may be picked up at the Police Department, or downloaded from the Police Department website (www.BurbankPD.org), and should be returned no later than Friday, September 12, 2014. Please indicate on the application which class you would prefer (English, Spanish, Armenian, deaf/hard of hearing). Space is limited. Applying early is recommended.

Questions regarding the Community Academy may be directed to
Community Resource Officer Joshua Kendrick @ 818-238-3223