Weekly Management Report
September 5, 2014

1. **Memo** – Parkway Landscaping – Public Works Department

2. **Minutes** – Burbank Water and Power Board Meeting of August 7, 2014 – Burbank Water and Power

3. **Synopsis** – Civil Service Board Meeting of September 3, 2014 – Management Services Department

CITY OF BURBANK

PUBLIC WORKS DEPARTMENT

DATE: May 29, 2014

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director

SUBJECT: **CITY MANAGER TRACKING LIST NO. 1628 – PARKWAY LANDSCAPING**

Purpose

At the August 12, 2014, City Council meeting, staff was asked to provide information about the type of landscaping that is allowed in Burbank's parkways. For the purpose of this document, the term "parkway" is defined as the area of the street between the back of curb and the sidewalk that is typically planted or landscaped.

Discussion

In efforts to reduce landscape watering needs, many Burbank residents are removing turf and installing low-water-need plantings on their properties. Parkways may also be re-landscaped to use less water.

City permits ***are not*** needed for the following drought-tolerant parkway improvements: artificial turf; groundcover plants that are maintained to remain under 8 inches in height; and landscaping materials such as decorative pebbles, decomposed granite, granulated bark and similar materials. A combination of materials may be used.

Public Works permits ***are*** needed to install more permanent materials like concrete, bricks, stepping stones, or other materials that "invite" foot traffic.

A copy of the City's Parkway Improvement Permit Application and Parkway Policy is attached, and this information is also available on the Public Works Department's website under the Online Counter tab.

Attachment: City of Burbank Public Works Department Parkway Improvement Permit Application and Parkway Policy Parkway Policy

cc: Ron Davis, General Manager, Burbank Water & Power

CITY OF BURBANK
Public Works Department

PARKWAY IMPROVEMENT PERMIT APPLICATION

PLEASE PRINT ALL INFORMATION

Refer to PARKWAY IMPROVEMENT PROCESS on reverse side and CITY OF BURBANK PARKWAY POLICY attached.

Parkway (Property) Address:_____

Legal Description: Tract No. _____Block _____Lot_____

Applicant's Name:_____

Applicant's Address:_____

REASONS FOR PERMIT REQUEST:

_____

_____

_____

TYPE AND METHOD OF IMPROVEMENT PROPOSED: (AN EXHIBIT PLAN IS REQUIRED)

_____

_____

_____

Applicant's Signature_____Date:_____

Approval Routing:

Department	Date	Signature	Comments
1. Community Dev. Director			
2. Parks & Rec. Director			
3. Public Service Dept. Gen. Mgr.			

☐ **Approved subject to signed Agreement prepared by City Attorney**_____

☐ **Disapproved**_____

PARKWAY IMPROVEMENT PROCESS

1. Completed application and proposed improvement plans are submitted to Public Works Department permit counter for routing to other Departments concerned.

2. Disapproval by any Department will cause the permit to be denied.

3. An approved application will be conditional upon the applicant signing an agreement prepared by the City Attorney that requires the property owner (and subsequent property owners) to be fully responsible for all maintenance and public liability related to the new parkway improvement, with indemnification of the City of Burbank.

4. An Excavation Permit will be issued for an approved parkway improvement in accordance with BMC Title 7 Chapter 1 Article 202.

5. For further guidance and information please refer to CITY OF BURBANK PARKWAY POLICY as adopted by Resolution No. 15,708 on December 22,1970 by the Council of the City of Burbank, and as amended by Resolution No.17,083 on April 8, 1975 (attached).

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
PARKWAY POLICY

As Adopted by Resolution No. 15,708 and amended by Resolution No. 17,083

I. Statement

It is the policy of the Council of the City of Burbank to control the improvement and landscaping of parkway areas throughout the City.

II. Definitions

As used herein, unless the context otherwise clearly indicates:

A. "Parkway" means that portion of a public street or highway right-of-way which lies between the roadway and the street property line.
B. "Roadway" means that portion of a public street or highway right-of-way intended to accommodate the movement of vehicular traffic.
C. "Secondary pedestrian walkway" means a paved portion of a parkway area intended for occasional pedestrian use and travel between the roadway and the abutting property.
D. "Sidewalk" means the portion of a parkway area paved with Portland cement concrete and intended for general pedestrian use and travel.

III. Improvements

Subject to the conditions hereinafter set forth, the following improvements are authorized for construction in parkway areas:

A. Sidewalks

Sidewalks constructed of Portland Cement Concrete 3 ½ inches thick. In R-1-E, R-1, R-1-II and R-2 areas, sidewalks shall be 5 feet in width. Upon request of the property owner a permit may be issued by the Director of Public Works to improve the remaining portion of the parkway with an approved material. Full parkway width sidewalk may be installed in R-3 and more dense residential areas as well as commercial and industrial areas subject to the approval of the Public Works Director.

B. Secondary Pedestrian Walkways

Secondary pedestrian walkways constructed of the following materials:

1. Portland cement concrete.

2. Masonry products, if such products are securely set in a Portland cement concrete base and the interstices between the masonry products filled with Portland cement concrete in such a manner that a smooth walking surface is provided. Masonry products will not be approved for sidewalks.

3. Natural rock, if the irregularities in the natural rock surface do not exceed 1/8 of an inch and the rock is securely set in a Portland cement concrete base with the interstices between the natural rock filled with Portland cement concrete so as to provide an over-all relatively smooth surface. Natural rock will not be approved for sidewalks.

C. Planters

Raised planting areas constructed of masonry or natural rock products, if so constructed as not to interfere with pedestrian traffic or present a hazard to pedestrians.

D. Irrigation Devices

Irrigation devices such as sprinklers, hosebibs, bubblers, etc., if such devices do not project above the planting in the parkway and are maintained in such a manner as to not constitute a hazard to pedestrians.

E. House Numbers

House number signs of metal, wood or other materials when installed as close as possible to the base of a parkway tree, bush, etc., so as not to constitute a hazard to pedestrians. Such signs may be single or double faced or "V" type and the numerals may be made of light-reflective materials so as to be visible at night.

F. Statuary

Statuary will be permitted only with the approval of the Public Works Director and subject to such conditions and restrictions as he may impose.

G. Tree Wells

Tree wells in sidewalk or paved areas. Tree wells shall be constructed in accordance with standard construction methods practiced by Public Works and Park Departments.

H. Walls and Fences

1. Except for retaining walls constructed by or under the authority of the City of Burbank to protect persons or property from hazard or damage, retaining walls shall not be constructed in parkway areas or be

permitted to project into parkway areas except for footings, and then only when it can be demonstrated that it is necessary to have the footing in the parkway area in order to maintain difference in elevations between private property and the parkway.

2. Decorative walls or fences shall not be constructed in parkway areas or be permitted to encroach into parkway areas, except walls, fences or other enclosures constructed by or under the authority of the City of Burbank to protect persons or property from hazard or damage.

J. Drainage Deflection Devices

In certain areas where a history of parkway flooding is a matter of record, drainage deflection devices may be permitted by the Public Works Director if such devices do not constitute a hazard to pedestrian use of the parkway area.

IV. Landscaping

The following types of landscaping are permitted in parkway areas:

A. Grass, Dichondra or turf (natural or artificial).

B. Ground Cover

Growing Plants, as designated by the Park Department, if such plantings are maintained at a maximum height of 8 inches and are not allowed to entwine or grow up or upon tree trunks, utility poles, street and traffic signs or fire hydrants, or grow over sidewalks or curbs.

C. Trees

All trees in parkway areas shall be designated by the Park Department as to type and location and be installed and maintained by the Park Department, except for normal watering which shall be accomplished by the abutting property owner or his agent.

D. Landscaping Materials

Landscaping materials consisting of decorative rock, decomposed granite, granulated bark and similar materials.

V. Zoning Considerations

A. Residential Zones

All types of improvements and landscaping noted in Sections III and IV may be permitted by the Public Works Director in residential parkways providing such improvements and landscaping do not constitute hazards to pedestrians.

B. Commercial and Industrial Zones

Improvements in these zones shall be limited to sidewalks, planters, tree wells, and irrigation devices. Landscaping shall be limited to grass, dichondra, turf, trees, and growing plants in planters.

VI. Permits

A. Improvements of a permanent nature constructed with Portland cement concrete, masonry or natural rock shall be accomplished only by permit issued by the Public Works Director.

B. Irrigation devices shall be installed only under a permit issued by the Building Department.

C. Landscaping and other easily removed plantings will not require a permit but must be removed upon notification by the Public Works Director that such landscaping is hazardous to pedestrians.

VII. Exceptions

A. In areas where the grade of the abutting property is materially different than the normal parkway slope of ¼ inch to one foot, and the need for sidewalk is not of prime importance or imminent, special landscaping treatment may be permitted upon submittal of a plan to the Public Works Director.

B. The provisions of this policy shall not be applicable to planting within a parkway area adjacent to publicly owned property where the City Council finds that the public welfare requires special landscaping treatment. The public agency involved shall submit a detailed landscaping plan to Public Works Department for approval. All such landscaping shall be installed and maintained at the expense of such public agency.

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
AUGUST 7, 2014

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:12 p.m. in the third floor Board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Ms. Kronzek led the Pledge of Allegiance to the Flag.

ROLL CALL

Present: Mr. Olson, Mr. Smith, Mr. Eskandar, Mr. Ford, Ms. Kronzek, Mr. Leclair

Absent: Ms. Hovanessian

Present: Mr. Davis, General Manager; Mr. Liu, Chief Financial Officer; Mr. Somoano, Assistant General Manager, Electric; Mr. Fletcher, Assistant General Manager, Power; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Ms. Hillesland, Administrative Officer; Mr. Chwang, Sr. Assistant City Attorney; Ms. Riley, Sr. Assistant City Attorney; Ms. McGinley, Legislative Analyst; Mr. Flores, Marketing Associate; Mr. Gonzales, Assistant Power Production Superintendent; Mr. Bleveans, Power Resources Manager; Mr. Joffee, Power Production Manager; Mr. Sleiman, Sr. Electrical Engineer; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Smith called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

It was moved by Mr. Eskandar, seconded by Mr. Olson and carried 4-2 to approve the minutes of the regular meeting of June 5, 2014. Mr. Olson, Mr. Smith, Mr. Eskandar and Mr. Ford voted yes. Ms. Kronzek and Mr. Leclair abstained.

It was moved by Ms. Kronzek, seconded by Mr. Leclair and carried 6-0 to approve staff's recommendation to authorize the General Manager of BWP to execute the First Amendment to the Professional Services Agreement with ChemTreat, Inc.

It was moved by Mr. Eskandar, seconded by Mr. Olson and carried 6-0 to approve staff's recommendation to approve the award of the Streetlight Underground Conduit System and Related Substructure Improvements Citywide-Bid Schedule No. 1390 to KDC Inc. dba Dynalectric.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS
Mr. Liu presented BWP's financial update for June and Water and Electric's fiscal year-end update. Mr. Mace spoke on the change of operations and maintenance at the Burbank Operable Unit from APTwater, LLC to TerranearPMC, LLC effective July 31, 2014.

Mr. Davis, Mr. Liu, and Mr. Mace responded to Board member questions.

No action was taken.

EMERGENCY WATER CONSERVATION MEASURE
Mr. Flores reported on the State of California adopted emergency regulations.

In complying with California's emergency water conservation regulations Council adopted a resolution implementing Stage II of the Sustainable Water Use Ordinance which took affect August 1, 2014. This involves conservation measures such as limiting outdoor potable water use for irrigation to no more than 15 minutes per day per irrigation station three days a week. (Limited to Tuesday, Thursday and Saturday, April through October, and Saturday, November through March.) Other restrictions include no watering on rainy days or while the sun is out, no hosing down driveways, patios and other hardscape surfaces, and repairing plumbing and irrigation leaks quickly. Mr. Flores explained that Burbank has been building its water storage over the last 10 years. 25% of the water supplied to the City is MWD firm water and 75% is from storage.

BWP's goal for the ordinance enforcement is to educate, educate, educate.

Mr. Olson commented that although this item was presented to Council on July 22, 2014 he wanted it noted that the BWP Board was informed and has had water conservation discussions. The Board was well aware of the measures that went to Council on July 22, 2014.

Mr. Davis and Mr. Flores responded to Board member questions.

No action was taken.

SUSTAINABLE BURBANK COMMISSION REPORT
Mr. Eskandar reported that the Commission did not have a quorum at the July 21 meeting.

COMMENTS AND REQUESTS FROM BOARD MEMBERS
Mr. Smith introduced and welcomed new BWP Board member Phillip Leclair.

Ms. Kronzek reported that she attended a transportations study conference. She can see future collaborations. Ms. Kronzek supports enforcing Stage II of the Sustainable Water Use Ordinance.

Mr. Olson would like a discussion on customer due dates and late fee payment dates put on a future agenda. He would also like to have the video shown of the FY 2014-15 budget rate discussion at the June 17 Council meeting.

Mr. Smith asked if staff had received any comments from the community on the Chromium 6 change. Mr. Smith reported that he had been to a High Speed Rail meeting recently. He was wondering if there were thoughts about bringing this up in the future. Mr. Davis responded.

INFORMATION FROM STAFF

Legislative Update.

Ms. McGinley updated the Board on government affairs and legislative deadlines. She updated the Board on the following issues:

- Cap & Trade implementation
- Water Bond
- Groundwater management
- APPA training for the Board

Integrated Resource Plan (IRP) Update.

Mr. Fletcher reported that BWP engineers are starting to put together the IRP policies. When the policies are finished staff will present to the Board for discussion. There were three policy items Mr. Fletcher discussed: (1) He commented that the public is strongly supportive of renewable energy and also supportive of continuing beyond the 33% requirement, but in order to do so it will have to be cost effective; (2) He noted that customers have had a negative reaction to subsidies; (3) He noted that the utility could lose all or a portion of large customer load as large customers are looking at more cost effective power.

ADJOURNMENT

The meeting was adjourned at 8:18 p.m. The next meeting will be held on Thursday, September 4, 2014, at 5:00 p.m. in the third floor Board room at Burbank Water and Power.

Pat Hickman
Recording Secretary

Ron Davis
Secretary to the Board

Jordan Smith, Chair, BWP Board

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **September 3, 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** — **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. **Elections of Officers** — **Approved 4-0 for Ms. Widman as Chair, and Mr. Doyle as Vice-Chair**

   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.

5. **Approval of Minutes** — **Approved 3-0 with Mr. Doyle abstaining**

   OVERVIEW: Regular meeting of August 6, 2014.

   RECOMMENDATION: Approve as submitted.

6. **Proposed Amendments to Classification and Pay Plan** — **Note and File**

   OVERVIEW: The Park, Recreation and Community Services Department is requesting to establish the title and specification for the classifications of Facility Attendant I and

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Facility Attendant II. The proposed establishments will be used to efficiently staff PRCS' multiple facilities and address the current and ongoing needs of the Department.

RECOMMENDATION: Note and file.

7. Recruitment and Selection Report – August 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 4-0

OVERVIEW: For the month of September 2014, there is one provisional appointment extension needed that is being sought on behalf of Burbank Water and Power.

RECOMMENDATION: Discuss and approve.

9. Discussion of the Civil Service Board's Oversight Responsibilities

Note and file

OVERVIEW: As of May 2014, staff and the Board addressed and completed all projects that were identified from the joint City Council-Civil Service Board meeting in 2010. Moving forward, staff was asked to agendize an item for the September 2014 Board meeting to discuss and potentially identify new items for the Board to review this fiscal year.

RECOMMENDATION: Staff recommends the Civil Service Board discuss if there are areas in the Management Services Department that the Board would like to review and/or receive additional information.

10. Adjournment

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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.

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