Weekly Management Report
January 2, 2015

1. **Memo** – Burbank's Section 8 Administration Assessment – Community Development Department

2. **Memo** – Media District Boundaries – Community Development Department

3. **Memo** – City Council Legislative Trip to Washington, DC – City Manager

4. **Memo** – Follow-Up to Council Members' Workshop Questions – David Turch and Associates

5. **Synopsis** – High Speed Rail Community Open House, December 8, 2014 – Community Development Department

6. **Synopsis** – Transportation Commission Meeting of December 15, 2014 – Community Development Department

7. **Synopsis** – Traffic Commission Meeting of December 18, 2014 – Public Works Department

8. **Synopsis** – Downtown Burbank Partnership Meeting of December 11, 2014 – Community Development Department

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

city of burbank
community development department

memorandum

DATE: December 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Burbank's Section 8 Administration Assessment**

Attached is a letter from the United States Department of Housing and Urban Development (HUD) regarding their assessment of Burbank's administration of the Section 8 program for fiscal year ending June 30, 2014. Burbank Housing Authority received 145 points out of a possible 145 points for a score of 100.

As you know, it can be quite difficult to administer this federal program providing housing for almost 1,000 of Burbank's households with only four fulltime staff members dedicated to management of the program. We are proud of this accomplishment and wanted to share it with you.

U.S. Department of Housing and Urban Development
Office of Public Housing
Los Angeles Field Office, Region IX
611 W. 6th Street, Suite 1040
Los Angeles, CA 90017

OCT 0 9 2014

Mrs. Ruth Davidson
Assistant Executive Director
ATTN: Ms. Maribel Leyland, Housing Authority Manager
Burbank Housing Authority
150 N. Third Street
P.O. Box 6459
Burbank, CA 91510-6459

2014 OCT 16 PM 3:55

BHA

Dear Mrs. Davidson:

SUBJECT: SEMAP Notification Final Score Letter

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **Burbank Housing Authority**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Burbank Housing Authority's** final SEMAP score for the fiscal year ended **6/30/2014** is **100**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	**15**
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	**20**
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	**20**
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	**5**
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	**5**
Indicator	6	HQS Enforcement (24 CFR 982.404)	**10**
Indicator	7	Expanding Housing Opportunities	**5**
Indicator	8	Payment Standards(24 CFR 982.503)	**5**
Indicator	9	Timely Annual Reexaminations(24 CFR 5.617)	**10**
Indicator	10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	**5**
Indicator	11	Pre-Contract HQS Inspections(24 CFR 982.305)	**5**
Indicator	12	Annual HQS Inspections(24 CFR 982.405(a))	**10**
Indicator	13	Lease-Up	**20**
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	**10**
Indicator	15	Deconcentration Bonus	NA

Your overall performance rating is **High**. Your PHA has earned a total of **145** points out of **145** possible points.

Thank you for your cooperation with the SEMAP process. Should you have any questions regarding this matter, please contact Alejandra Sigala, Public Housing Revitalizations Specialist at (213) 534-2605.

Sincerely,

Marcie Chavez

Marcie P. Chavez
Director
Office of Public Housing

city of burbank
community development department

memorandum

DATE: December 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: Media District Boundaries

At the December 9, 2014 City Council meeting, a member of the public presented a map of the Media District that showed the Media District boundaries extending to the north side of Alameda Avenue between Brighton Street and Keystone Street and asked why the map she possessed was not consistent with what the actual Media District boundaries are. The map displayed at the City Council meeting is incorrect. The correct boundaries are those in the exhibit attached to Ordinance No. 3225 which established the Media District zones (Exhibit A). It is difficult to speculate about how the incorrect map came to be public as it is at least 22 years old. It is likely that the map displayed at the December 9th City Council meeting was simply a public copy that is incorrect or was a public review draft of the Media District boundaries that was not ultimately adopted. Exhibit B is a detail of the Zone Map along the portion of Alameda Avenue that is in question that clearly shows the properties are zoned C-3, Commercial General Business, and they are not part of the Media District Specific Plan area.

EXHIBITS
EXHIBIT A – Ordinance #3225 creating the Media District Overlay Zone
EXHIBIT B – Detail of Zone Map

Effective date:
February 16, 1991

ORDINANCE NO. 3225

1702

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK APPROVING ZONE MAP AMENDMENT NO. 90-5 CREATING THE MEDIA DISTRICT OVERLAY ZONE.

City Attorney Synopsis

This Ordinance changes the Zone Map of the City of Burbank to create seven Zones in the Media District Overlay Zone. Specifically the current C-2 Zone will become MDC-2 (Media District Limited Commercial); the C-3 Zone will become MDC-3; the C-4 Zone will become MDC-4; and M-1 Zone will become MDM-1 (Media District General Business). The Multi-Family Residential Zones R-3, R-4 and R-5 within the Media District will be renamed MDR-3, MDR-4, and MDR-5 respectively; however, no substantive changes have been made to the residential zones.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Zone Map Amendment No. 90-5 is part of the Media District Specific Plan project. The Zone Map Amendment involves the creation of seven zones within the Media District Overlay Zone.

B. Zone Map Amendment No. 90-5 was considered by the Planning Board of the City of Burbank at its regular meeting on November 19, 1990. The Planning Board unanimously recommended approval of the Zone Map Amendment.

C. The Council of the City of Burbank held a public hearing on the Zone Map Amendment at a special meeting on November 29, 1990. Said hearing was properly noticed in accordance with Section 31-309 of the Burbank Municipal Code.

D. The overall Media District Specific Plan project, including the Zone Map Amendment, was examined in a Final Environmental Impact Report dated November 1990 ("FEIR"). In Resolution No. 23,145, the Council certified the FEIR in accordance with California Environmental Quality Act ("CEQA") Guidelines §15090, adopted findings in accordance with Public Resources Code §21081 and CEQA Guidelines § 15091, and issued a Statement of Overriding Considerations in accordance with CEQA Guidelines §15093.

MEDIA.MRO
11/30/90 ms/cjc

E. This Council considered the report and recommendations of the City Planner, the action and recommendations of the Planning Board as evidenced by its Resolution No. 2140, the FEIR, and the evidence presented at such hearing.

THE COUNCIL OF THE CITY OF BURBANK ORDAINS AS FOLLOWS:

1. The Zone Map of the City of Burbank, adopted by reference by Section 31-7 of the Burbank Municipal Code, is amended to conform to the Zone designations of that area depicted and delineated on the two maps identified as Map 1 and Map 2 below, as follows:

Map 1

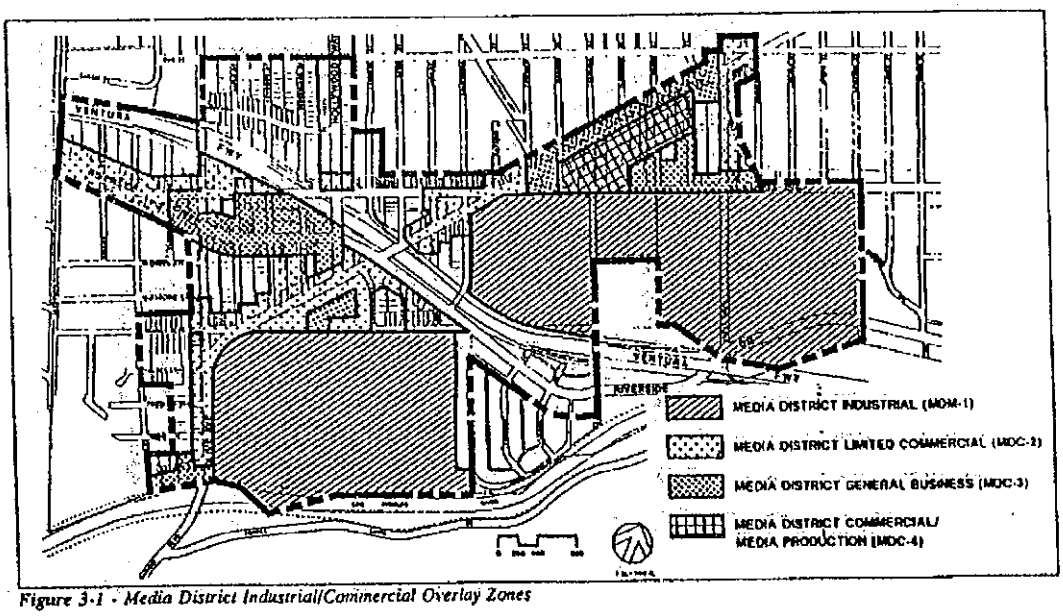

Figure 3-1 - Media District Industrial/Commercial Overlay Zones

Map 2

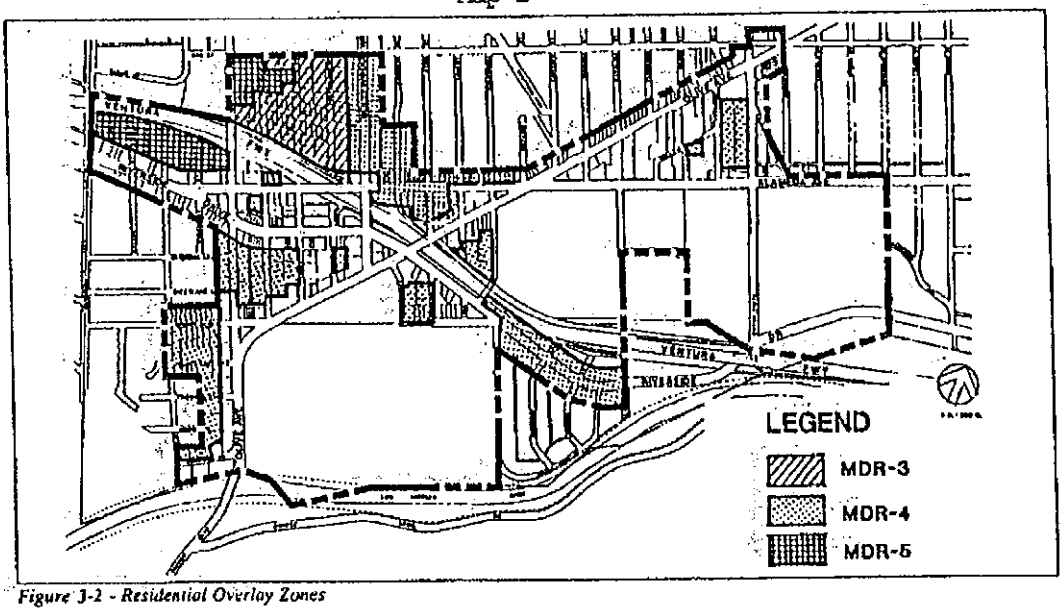

Figure 3-2 - Residential Overlay Zones

2. The City Clerk shall certify to the passage of this Ordinance and cause the title, number, date, and synopsis of this Ordinance to be published once in the Burbank Leader, a newspaper of general circulation, published and circulated in the City of Burbank, California.

3. This Ordinance shall become effective at 12:01 A.M. of the thirty-first day after publication.

PASSED and ADOPTED this 8th day of January 1991.

Thomas E. Flavin
Mayor of the City of Burbank

Attest:

Merle L. Woodburn, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Merle L. Woodburn, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. 3225 was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the 8th day of January, 1991, by the following vote:

AYES: Councilmembers Bowne, Hastings, Howard, Murphy and Flavin.

NOES: Councilmembers None.

ABSENT: Councilmembers None.

I further certify that said Synopsis was published as required by law in the Burbank Leader as a newspaper of general circulation in the City of Burbank, California on the 16th day of January, 1991.

Merle L. Woodburn, City Clerk

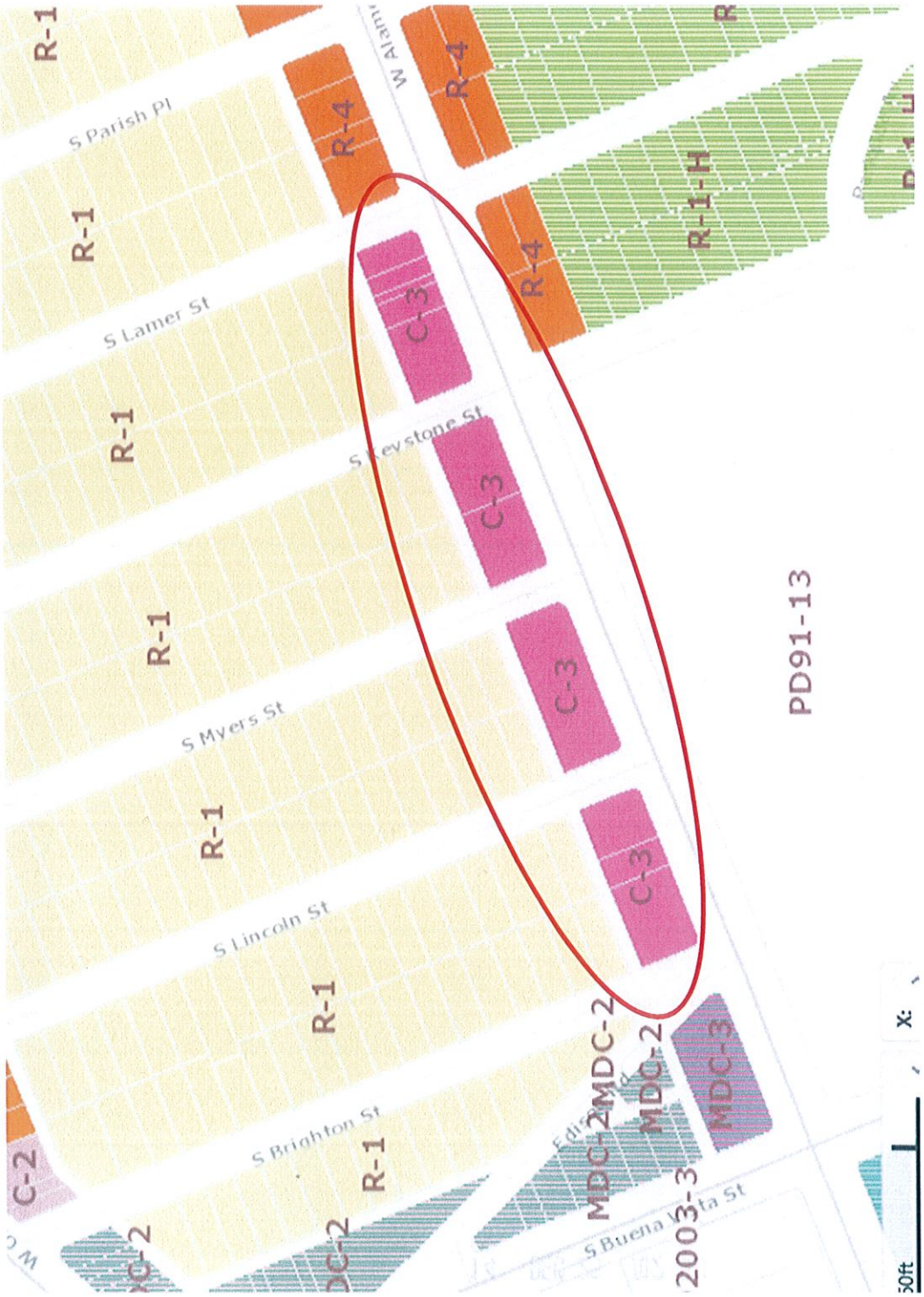
R-1
S Parish Pl
R-1
S Lamer St
R-1
S Keystone St
R-1
S Myers St
R-1
S Lincoln St
R-1
S Brighton St
R-1
C-2
R-4
W Alameda
R-4
R-4
R-1-H
C-3
C-3
C-3
C-3
PD91-13
MDC-2
MDC-2
MDC-2
MDC-3
S Buena Vista St
2003-3

EXHIBIT - B

CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: January 2, 2015

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager MS

SUBJECT: **City Council Legislative Trip to Washington, DC**

Attached is a report that identifies potential dates and costs for a trip to Washington, DC to meet with local legislators and certain key agency staffs. As the memo indicates, we will need to supplement the budget if the City Council wishes to do this. In my experience, however, a trip of this sort will pay for itself. I would urge that we do a legislative trip at least every other year.

It is legal to do a trip like this with three or more City Councilmembers, but it requires extensive notice, accessibility to the public or media, and very disciplined control over conversations. (Just as one would do at a League of California Cities or National League of Cities convention). Out of an abundance of caution, I would suggest splitting up meetings so that we never have more than 2 Councilmembers in a discussion with legislators or agency staff.

275 E. Olive Avenue • P.O. Box 6459
Burbank, California 91510-6459

CITY OF BURBANK

CITY MANAGER'S OFFICE

MEMO

DATE: December 16, 2014

TO: Honorable Mayor and City Council Members

FROM: Mark Scott, City Manager

SUBJECT: **Travel Dates and Costs for Council Legislative trip to Washington, D.C.**

The available dates for members of the Burbank City Council to visit Washington, D.C. to meet with legislators and agencies are listed below. The following dates reflect when the House will be in session, when there are availabilities for both congressional and agency meetings. The date is marked in Red if there is a conflict with an existing City Council Meeting or other pre-existing events that City Managers and City Council Offices are aware of.

January

Tuesday, 6
Wednesday, 7
Thursday, 8

Tuesday, 13
Wednesday, 14 (am only)

Wednesday, 21
Thursday, 22

Tuesday, 27
Wednesday, 28 (am only)

February

Tuesday, 3
Wednesday, 4
Thursday, 5

Wednesday, 11
Thursday, 12

Wednesday, 25 (Day after Primary Election)
Thursday, 26

March

Tuesday, 3
Wednesday, 4
Thursday, 5

Tuesday, March 17
Wednesday, March 18
Thursday, March 19

Tuesday, March 24
Wednesday, March 25
Thursday, March 26 (Boards and Commissions Dinner – tentative)

April

Tuesday, 14 (City Council General Election Night)
Wednesday, 15
Thursday, 16

Wednesday, 22
Thursday, 23

Wednesday, 29
Thursday, 30

May

Wednesday, 13
Thursday, 14

Tuesday, 19
Wednesday, 20
Thursday, 21

(Red Dates are conflicting with currently-scheduled City Council Meetings)

Fiscal Impact

A forecast was put together in order to project the costs associated with sending an individual or multiple individuals to Washington, D.C. and whether the City Council has enough money currently budgeted.

The cost for one individual to attend for two (2) days of meetings would be approximately $1,250. The cost for one councilmembers to attend for three (3) days of meetings would be approximately $1,625. These calculations are based on flying to Washington D.C. the evening prior to meetings, and leaving back to Burbank on the afternoon of the last day of the trip. The standard City per diem was calculated, along with average hotel costs and travel costs while in Washington D.C. This trip was not included in the current City Council budget. After review of FY 2015-to-date expenses and projections of remaining events, additional appropriations are required to fund this trip.

Additionally, it is suggested that key staff members attend the legislative trip to Washington D.C. to assist the City Council in providing technical information in agency meetings.

David Turch and Associates

TO: Burbank City Council Members
Mark Scott, City Manager
Justin Hess, Deputy City Manager
Jackson Hite, Administrative Analyst

FROM: Jamie Jones
(202) 543-3744
Jamie.jones@davidturch.com

DATE: December 19, 2014

RE: Follow Up to Council Members' Workshop Questions

I am taking the liberty of following up with responses to funding questions posed by several Council Members during our presentation on December 16, 2014.

Please let me know if Council Members are interested in more detailed explanations or have additional questions.

In the recently enacted $1.1 trillion FY 2015 Consolidated and Further Continuing Appropriations Act (Omnibus), the following funding allocations were included for:

AMTRAK and HIGH-SPEED RAIL

- ***Rail Investments:*** $1.39 billion for Amtrak, which is consistent with the level of funding provided in fiscal year 2014. This funding will allow Amtrak to continue providing passenger rail service in 46 states. Amtrak's ridership hit an all-time high of 31.6 million people last fiscal year, and Amtrak has reached record ridership levels for 10 of the last 11 years. According to Congress, this level of funding will allow Amtrak to make investments in the state-of-good repair infrastructure projects and to operate a safe and reliable passenger rail network for the nation. The agreement provides $1 billion less than the President's budget request, which assumed the mandatory funding would be provided through new legislation authorizing surface transportation (Reauthorization of MAP-21) programs instead of the appropriations process.

- **The Omnibus includes no funding for high-speed rail.**

POLICE BODY CAMERAS

- Congress **did not** include any funding for President Obama's initiative to help local police departments purchase policy body cameras. Earlier this month, President Obama asked Congress for $263 million in funding for police body cameras and training in the wake of the shooting death of unarmed 18-year-old Michael Brown. The program, which needs congressional approval, would offer a total of $75 million over three years to match state funding for the cameras by 50 percent, helping to pay for more than 50,000 of the devices.

HOUSEING/HOMELESS VETERANS

- **Homeless Veterans Programs:** The Omnibus includes $7.42 billion for health care and support services for homeless veterans. This includes $1.64 billion in direct programs to assist homeless veterans, including $374 million for the Department of Housing and Urban Development (HUD) and VA's Supportive Housing (HUD-VASH) program, and $253 million for the Homeless Grant Per Diem Program. The 2013 point-in-time count prepared by HUD estimated that there were 57,849 homeless veterans in the U.S. on a single night in January 2013. Homelessness among veterans has declined 24 percent between 2009 and 2013. The total number of veterans served in Veterans Health Administration programs for homeless or at risk veterans in fiscal year 2013 was over 240,000, 16 percent more than 2012.

- **Section 8 and Public Housing** – Included in the bill is $26.4 billion for Public and Indian Housing. This is an increase of $156 million above the fiscal year 2014 enacted level, and is $1 billion below the President's request. Within this total, the bill provides funding to continue assistance to all 2.2 million families that the Housing Choice Voucher program serves. **The bill also fully funds the President's request for 10,000 new veterans' housing vouchers at $75 million.**

city of burbank
community development department

memorandum

DATE: December 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **High Speed Rail Community Open House – December 8, 2014**

- The California High Speed Rail Authority held a community open house at the Buena Vista Library to present updated alignment alternatives to be studied in the Palmdale to Burbank Draft Environmental Impact Report. The meeting was held in an open house format without a formal presentation or opportunity for comments from the public. Stations were set up where the public could get detailed information on various alignment alternatives. Authority staff formally presented the three Angeles Forest alignments between Palmdale and Burbank as well as the two Burbank alignments (see description in staff's previous California High Speed Rail Project Legislative Briefing Synopsis from the Weekly Management Report of December 5, 2014).

- High Speed Rail officials reported to Burbank staff that approximately 100 people attended the meeting. Attendees included Vice Mayor Frutos and Councilmember Gabel-Luddy, Katherine Perez-Estolano from the California High Speed Rail Authority Board, Southern California Regional Director Michelle Boehm, Mark Hardyment and Lucy Burghdorf from Burbank Airport, and representatives from Disney, the Foothill Trails Neighborhood Council and the Shadow Hills Property Owners Association.

- The California High Speed Rail Authority received 15 written comment cards at the meeting. Authority staff also indicated that they had several one-on-one discussions with meeting attendees. Based on these discussions, Authority staff believes that there was positive interest expressed about the project, including questions from attendees on when the project would be built. There were also negative concerns expressed from residents in communities north of Burbank (Shadow Hills, Lake View Terrace, etc.), as well as questions about tunneling, noise and property impacts, and interest in the new proposed alternatives.

city of burbank
community development department

memorandum

DATE: December 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Transportation Commission Meeting – December 15, 2014**

- Staff and the City's BurbankBus marketing consultant, Moore and Associates, reviewed analysis of the NoHo-Empire all-day service scenarios recommended by the Commission at their November meeting. This included service that would operate weekdays from 5:30 AM to 10:22 PM between the North Hollywood Red Line / Orange Line Station and the Airport RITC. The service would include improvements to on-time performance as well as directly serving the RITC bus transfer facility. The Commission also considered a related scenario that would run later to provide another departing trip from the Airport to North Hollywood at 10:37 PM to match later airline flights. Increased cost for the late-service option would be $360,000 per year above the City's current BurbankBus fixed-route annual budget. However, nearly $100,000 of this annual cost is attributed to the increased expense of serving the RITC. The Metro Measure R I-5 Mitigation funding could provide $340,000 per year for five years to pay for most of this increased service. The Commission voted 7-0 to endorse the late-night all-day service option for five years.

- The Commission heard an update from staff on a study by Metro to implement Express bus service between the NoHo Red Line Station and the Pasadena Del Mar Gold Line Station along the State Route 134 corridor with stops in the Burbank Media District and Glendale, and a service spur from North Hollywood to the Airport RITC. This study was sponsored by Board Member Najarian of Glendale and will be brought back to the Metro Board in January 2015. The Commission expressed concern that the connection between North Hollywood and the Airport would duplicate the all-day BurbankBus service being funded by I-5 mitigation funds (see above).

- Staff reviewed the revenue and expenditures for Proposition A, Proposition C and Measure R, noting that all performance measures were generally within budget for the first quarter. The Commission was pleased that the cost/hour and passengers/hour figures for Senior and Disabled Transit were better than budget, which is partially attributable to ongoing efforts by Senior and Disabled Transportation staff to schedule rides efficiently. Staff noted ridership declines in BurbankBus routes serving the Metrolink Station and theorized that this decline

was likely related to Metrolink passenger declines. BurbankBus ridership declines are not evident on BurbankBus routes that serve Red and Orange Line passengers.

- Don Sepulveda, Metro Executive Officer of Regional Rail, presented an overview of the Metro Regional Rail projects, including the status of the Hollywood Way Station project, double-tracking between Burbank Junction and Sylmar, the run-through tracks at Union Station, and other improvements. He heard from the Commission on their concerns about High Speed Rail's planned interim terminus at Burbank and their request to study a blended system between Burbank and Union Station as an alternative. A representative from the California High Speed Rail attended the meeting as a guest but did not participate in the discussion.

TRAFFIC COMMISSION
December 18, 2014

SYNOPSES OF ITEMS ARE IN BOXES BELOW

Members Present:
Linda Barnes, Robin Gemmill, Rebecca Granite-Johnson, Kevin Harrop, Vanessa Rachal, Joe Terranova

Members Absent:
David Carletta, Brian Malone, Paul McKenna

III. ORAL COMMUNICATIONS

A. Public Input--Several members of the public spoke during presentation of the reports.

B. Commission Members--Ms. Barnes discussed the closing of Buena Vista St, and was concerned about traffic congestion from closures due to I-5 construction.

C. Staff Communications--
Update on Victory Place Widening Request of City Manager--No response.
Pedestrian Countdown Signal Operation and Timing--Will discuss next meeting.
Caltrans I-5 Widening Project Issues and Update--Staff will continue to send weekly email updates to the Commission.

IV. APPROVAL OF MINUTES:

The November 20, 2014, meeting minutes were approved.

V. PUBLIC HEARINGS

None.

VI. REPORTS:

A. Subcommittee Reports

Traffic Controls Near Schools Subcommittee
No update.

B. Extend the Operational Period of the Traffic Controls Subcommittee
The Commission initially established the subcommittee for six months. Additional time is required to complete the subcommittee tasks. Commission needs to extend the life of the subcommittee.

This item was postponed until next month's meeting for discussion by the full Commission.

C. Review One Hour Parking in the 3400 Block of Magnolia Boulevard

Staff will present and discuss the parking data collected in the 3400 block of Magnolia Boulevard and recommend an action by the Commission.

Staff requested that the 1 hour restrictions be retained in the 3400 block of Magnolia Blvd. Chuck Kradjian from 3407 W Magnolia Blvd was very pleased with the parking changes that resulted from changing parking restrictions from 2-hr to 1-hr, and restricting the parking on Lima St to 2 hours. Mr. Harrop presented a letter from several businesses on the 3400 block expressing thanks to the city for changing the parking to 1-hr. Mr. Harrop moved (Ms. Gemmill seconded) to keep the described restrictions at 1-hr indefinitely. The motion passed unanimously.

D. Discussion of Four-way Stop Controls at the Intersection of Oak Street and Frederic / Edison Streets

Staff recommends that a four way stop be installed at the above intersection.

This item was postponed until next month's meeting for discussion by the full Commission.

E. Evaluation of Parking Needs at 3418 Burbank Boulevard

Staff recommends that the existing parking restrictions be retained.

Several options were presented by staff for accommodating residents. Tassilo Baur, resident of the apartment at 3018 Burbank Blvd. said the street sweeping signs on Burbank Blvd causes safety problem for disabled people in the building and requested reasonable accommodation on the street. Standard Public Works policy for street sweeping is unfair. Staff focused on a number of solutions, and wants to find a solution that will work for all. Lucy Chambers a resident from 3400 block of W Burbank asked for clarification of parking signage. She is concerned about walking to her house late at night due to limited parking. Cruz Rodarte, a resident on Avon, discussed how she recently fell in the alley near there because there wasn't parking near her house, and she had to park far away. John Paul Rodarte, a resident of the apartment, felt there was a problem about the parking near his house, and said his building rents their parking garages separately, which are expensive. He would like handicapped parking. Mr. Johnson said green curb can be installed nearby for a fee, then any handicapped person can park with a placard. Staff recommended leaving the streets sweeping signage as is, but staff can remove signs on Burbank Blvd. for the residents if local businesses approved. The Burbank Municipal Code would need to be changed to revise the daily overnight street sweeping restrictions in commercial areas.

Ms. Gemmill moved (Mr. Terranova seconded) to have staff temporarily suspend street sweeping in the commercial area on side streets (Avon and Lima) until the issue is resolved. The motion passed unanimously.

Mr. Harrop asked that staff explore the possibility of recommending to the City Council that the BMC be changed re: commercial area street sweeping to change it to something more flexible, instead of restrictions every day.

F. Discussion of Stop Sign Controls at Schools

Staff has collected information on multi-way stop controls at schools.

Staff investigated the need for four-way stop controls at seven locations and found one location that met stop sign criteria - Kenneth Road and Cedar Street. Staff also contacted all school principals in the City regarding stop sign installation needs near their schools. Two specific requests were made by the school staff - Virginia/Oak and Sixth/Cedar. After discussion, Ms. Barnes moved to put stop signs on Kenneth/Cedar and Virginia/Oak (Mr. Terranova seconded), which passed unanimously. These locations will be recommended to Council for additional stop signs and additional locations will be discussed at Traffic Commission in January.

VII. REVIEW OF FUTURE AGENDA ITEMS:

The Traffic Commission identified three potential items for the January meeting:
1) Buena Vista Closure Plan for I-5 Widening
2) Extend the Operational Period of the Traffic Controls Subcommittee
3) Discussion of Four-way Stop Controls at the Intersection of Oak Street and Frederic / Edison Streets

VIII. ADJOURNMENT:

The meeting adjourned at 5:09 pm.

city of burbank
community development department

memorandum

DATE: December 17, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director

SUBJECT: **Downtown Burbank Partnership Meeting - December 11, 2014**

- Representatives from Collier's International presented information regarding Five 50 North, the proposed mixed-use residential project slated for Downtown Burbank. The project will provide 97 apartment units along with a neighborhood-serving ground floor retail space. The Board was in support of this proposed project, and voted unanimously (with abstentions from the Community Development Director and Assistant City Manager) to write a letter voicing their support before the project is presented to City Council on December 16th.

- At the request of the City Manager, the Downtown Burbank Partnership (PBID) Board and key staff members (including the City Manager) conducted a walking tour of Downtown Burbank. The purpose of the tour was to review infrastructure conditions and deficiencies. Bonnie Teaford, Public Works Director, made a brief presentation to the Board regarding the current status of the Parking Authority and an overview of the City-funded maintenance contract for Downtown Burbank. Also discussed were the various issues regarding the repair/maintenance needs of the City owned parking structures and surface lots in Downtown Burbank. It was noted that the City Hall Parking Structure is slated to be slurry sealed and re-striped in May of 2015.

- The Board discussed that a future revenue generating mechanism such as paid parking or additional funding from the General Fund would be needed to sufficiently improve and maintain the parking structures and surface lots.

- At the January 8, 2015 meeting, the Board will debrief on the tour of Downtown Burbank and discuss how best to address the maintenance and aesthetic issues and concerns that were observed.

December 3, 2014
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present:	Matthew Doyle, Vice-Chairperson David Nos, Secretary Miguel Porras Jacqueline Waltman
Members not present:	Susan Widman, Chairperson
Also present:	Janel Byrne, Administrative Analyst II Betsy Dolan, Management Services Director Brady Griffin, HR Manager Charmaine Jackson, Senior Assistant City Attorney Scott Mellon, BMA President April Moreno, HR Manager Karen Pan, Administrative Analyst II Jessica Sandoval, Executive Assistant Terry Stevenson, Senior Assistant City Attorney Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

Ms. Dolan mentioned that this would be Mr. Stevenson's last meeting as he will be retiring. Mr. Stevenson introduced Ms. Jackson who will now be serving as legal counsel to the Civil Service Board.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Porras (with Mr. Doyle abstaining) and carried 3-0 to approve the minutes of the regular meeting of November 5, 2014.

Proposed Amendments to Classification and Pay Plan

None

Recruitment and Selection Report – November 2014

RECOMMENDATION: Note and file.

Appointments and Assignments – December 2014

For the month of December 2014, there was one temporary appointment extension and one temporary assignment extension needed. The extensions were sought on behalf of Burbank Water and Power.

MOTION CARRIED: It was moved by Mr. Nos, seconded by Mr. Porras and carried 4-0 to approve the Appointments and Assignments for the month of December 2014.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:23 p.m.

Betsy Dolan
Management Services Director

APPROVED:

_____DATE_____
Susan Widman, Chairperson

_____DATE_____
David Nos, Secretary