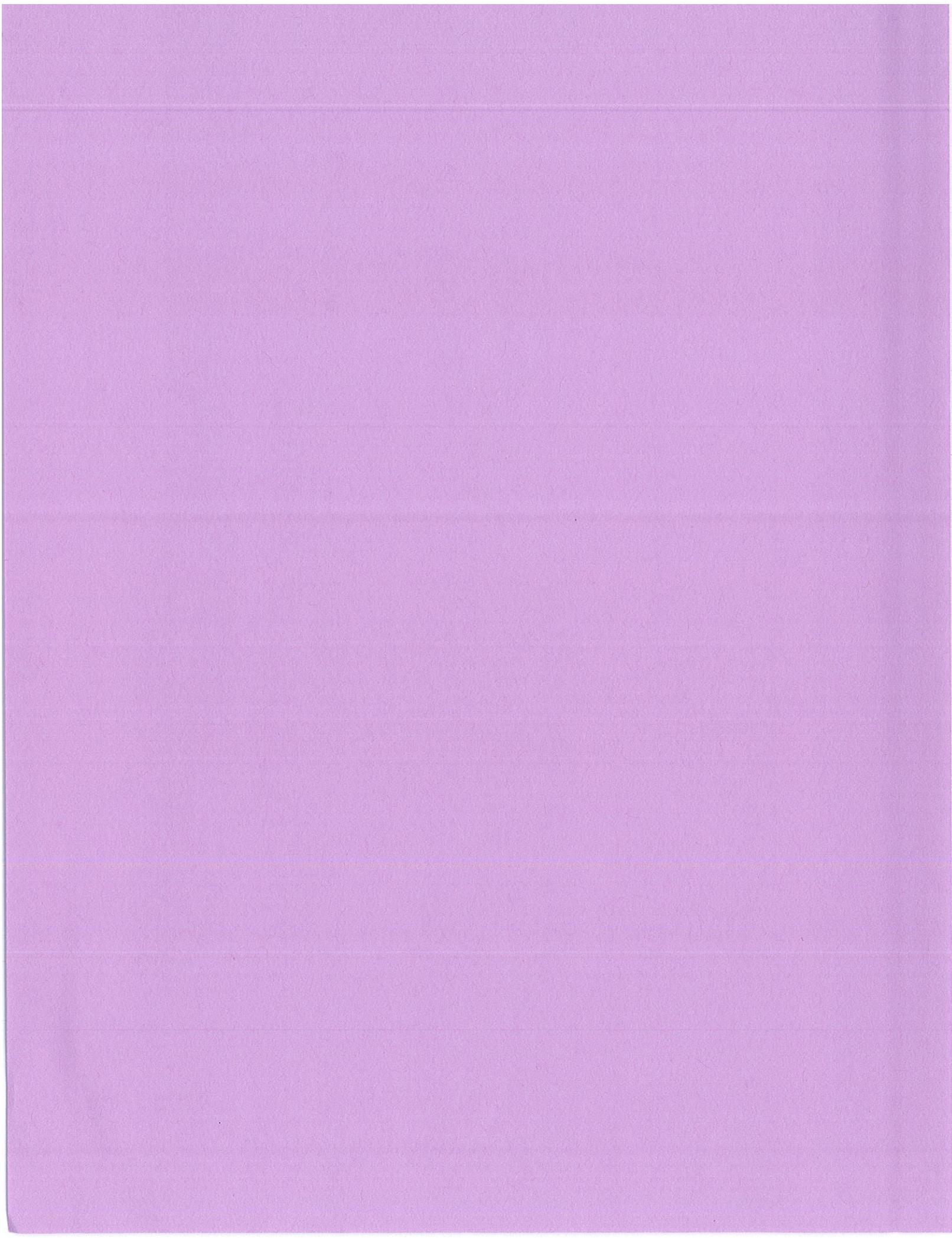


Weekly Management Report May 8, 2015

1. **Memo** – Commercial and Retail Building Permits – Community Development Department
2. **Memo** – Status of Burbank Quiet Zone –Public Works Department
3. **Synopsis** – Downtown Burbank Partnership (PBID) Meeting of April 30, 2015 – Community Development Department
4. **Minutes** – Burbank Water and Power Board Meeting of April 2, 2015 – Burbank Water and Power Department
5. **Synopsis** – Traffic Commission Meeting of April 23, 2015 – Public Works Department
6. **Synopsis** – Landlord-Tenant Commission Meeting of May 4, 2015 – Community Development Department
7. **Synopsis** – Civil Service Board Meeting of May 6, 2015, and Approved Minutes from April 1, 2015 Meeting



memorandum

DATE: May 6, 2015

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Commercial and retail building permits

Staff was requested to provide a list of all commercial and retail building permits pulled in the past 12 months that are still open. Staff was also asked to provide information on how many extensions have been granted and the rationale for each extension within that same period. Before discussing specific statistics regarding this request, it is important to understand the process for extending permits as well as the data retrieval limitations of the City's Enterprise Permitting and Licensing System (ePALS) .

MINISTERIAL VERSUS DISCRETIONARY PERMITS

Permit extensions are treated differently depending on whether the permit is ministerial or discretionary. A ministerial permit is issued by-right when a project conforms to all applicable City and State building codes. A residential addition, or commercial tenant improvement are two basic examples. A discretionary permit is issued in conjunction with a zoning entitlement, such as a Conditional Use Permit, Variance, or other Planning related process. Often, these entitlements include an expiration date, and if the associated building permit or plan check submittal expires, the entitlement is no longer valid.

Extending or reinstating either of these building permits, or plan checks, can be informal, provided the applicable codes have not changed. There are two procedures for these projects, one for reinstatement or extensions within the same code cycle, and one for projects beyond the implementation date of a new code cycle.

EXTENSION/REINSTATEMENT WITHIN A CODE CYCLE

State Building Codes are amended on a triennial cycle. Within that three-year period, the Building Code permits multiple extensions of 90 days each for plan check and 180 days each for a permit. Multiple extensions are allowed during the code cycle as the requirements are consistent, so extending a permit has no real effect on the code provisions applicable to that project, and the previously approved plan check or permit remain valid.

EXTENSION/REINSTATEMENT BEYOND A CODE CYCLE

The State Building Code also provides for projects extending beyond the code cycle adoption date. The term of that grace period is 180 days for both plan check and permits and allows time for a project submitted shortly before the adoption date to complete the permitting process. The code requires that a project be lawfully authorized by the end of that 180 day period. The City's interpretation policy applies that allowance to any project that has obtained complete plan check approval by that date. The City then grants them 180 days to commence construction. If construction does not commence, the permit is invalid and cannot be extended or reinstated without complying with the new code requirements.

To assist applicants in meeting deadlines, the City mails two courtesy notifications. The first letter is sent 30 days prior to the expiration date for both plan checks and permits and notifies the applicant that the expiration date is approaching. The letter also includes a summary of what may be required if the plan check or permit expires. The second letter is sent a week after the plan check or permit expires again notifying the applicant what is required to reinstate the permit. In the case of discretionary permits, where a zoning entitlement was granted, reinstatement may also require granting a new Planning entitlement if the original entitlement has expired.

Ministerial permits, including plan check, which have expired are either extended or reinstated in a couple of ways depending on several factors.

- Often, sub-trade permits such as electrical, mechanical and plumbing permits are issued concurrently with the building permit. However, the work associated with these permits may be delayed while footings are trenched, steel installed, concrete poured and framing begun. Because of this these permits can expire, but since they are part of the overall construction, and work is continuing regularly on the project, the building inspector will administratively reinstate these permits, and update their status in the permitting system accordingly.
- Many times construction may have begun on projects, and work may be delayed, most often for financial or health reasons. This can result in an expired permit. If this has occurred during a code cycle, the City's policy requires the applicant to submit an extension request form which includes the reason for the delay. The request form is for documentation purposes and the extension is typically granted. If the delay extends beyond a code cycle, a special inspection with an additional fee is generally required to document the condition of the construction. The building inspector determines the number of inspections required to complete the construction and the appropriate fees are charged. These projects are required to meet new code requirements depending on the stage of construction. If, for example, foundations have been poured and framing is complete, the applicant is not required to demolish construction that has been approved, but is required to meet any new life-safety provisions that can be incorporated into the project. Additionally, if construction has not been protected from the weather, the applicant is required to provide an engineering report documenting the condition of the structural elements and the required replacement of any damaged structural members.

EPALS REPORTING CAPABILITIES

Because the ePALS permitting system does not retain an overall activity status history, once a permit is extended the activity status generally reverts to 'Permit Issued.' Therefore, ePALS is unable provide data that shows what plan checks and permits have been extended. A report based on a text search for attachments can be run, although this is not completely reliable since spelling variations, abbreviations, and differences in how staff titles each document can affect the report's accuracy.

REQUESTED DATA SEARCH

A text search report was run for the number of extension requests made in 2014 with results as follows:

Total Extensions: 29

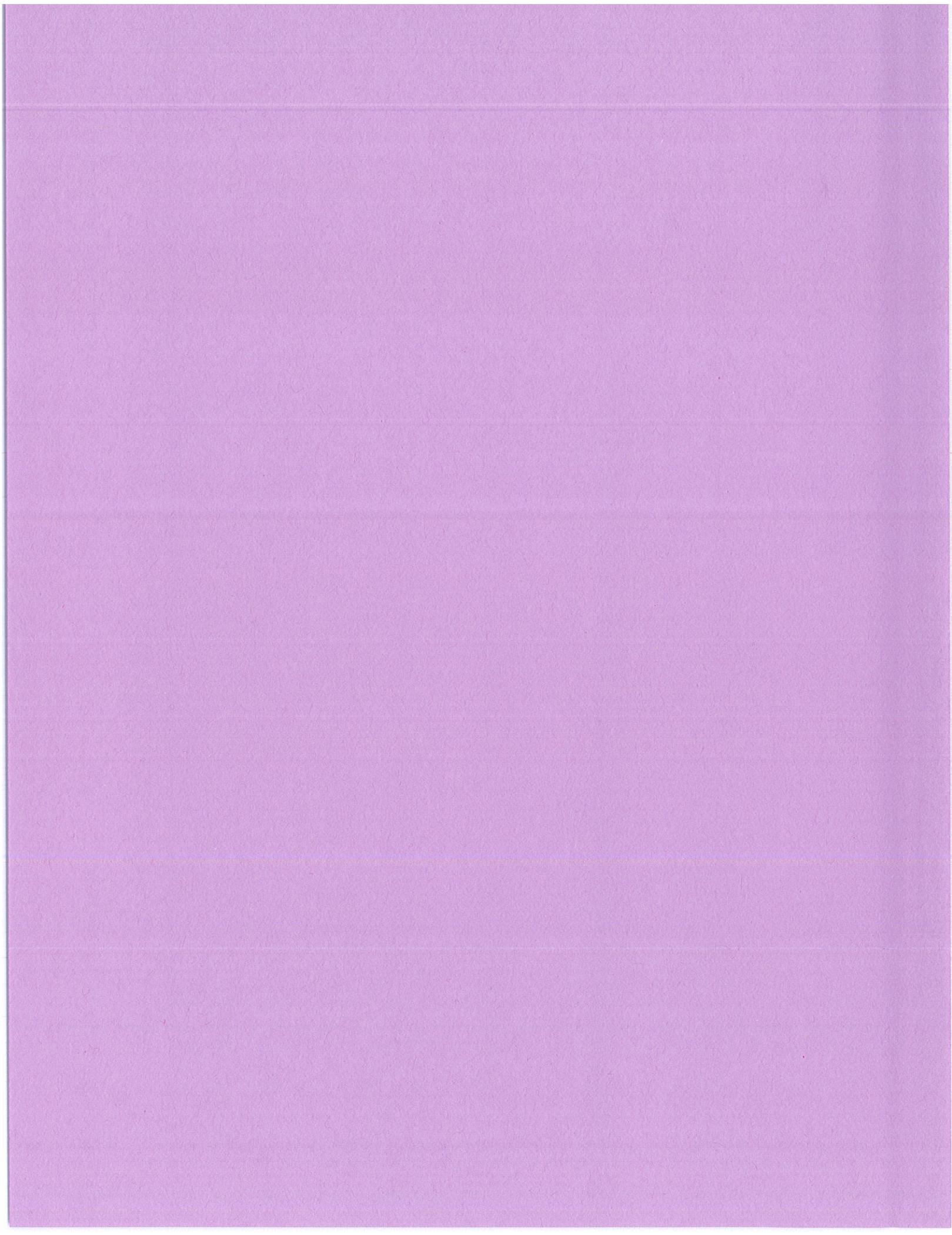
Residential Extension Requests:	20
Code Enforcement Extension Requests:	3
Commercial Extension Requests:	6

Commercial Extension Requests (all issued in 2011, 2012, and 2013):

- BS1210754, Cell Site – plan check extension request to make plan revisions prior to permitting.
- BS1105028, City of Burbank Operable Unit Storage Building – plan check extension requested until construction contract was awarded.
- BS1315614, Office Building – plan check extension requested until construction loan finalized.
- BS1302396, Tenant Improvement – permit extension requested based on delivery date of equipment to be installed prior to final inspection.
- BS1312644, BS1312645, HVAC Units – permit extension requested to allow for coordination of inspection time with building tenants.

There are currently 59 building permits, including tenant improvements, issued in calendar year 2014 that are still active (this does not include mechanical, electrical and plumbing permits). They are listed below by type.

<u>Type</u>	<u>Qty</u>
• Accessory Structure- Commercial	1
• City Building	1
• Educational	1
• Health Club/ Exercise	1
• Hotel/ Motel	4
• Industrial/ Manufacturing	3
• Office	23
• Restaurant	2
• Retail	9
• Studio-Production	8
• Studio-Sound	1
• Warehouse	<u>5</u>
	59





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: April 29, 2015

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director *B Teaford*
By: Ken Johnson, Assistant Public Works Director - Traffic *Ken Johnson*

SUBJECT: Status of Burbank Quiet Zone

Staff prepared a status report (attached) on Quiet Zones in Burbank on July 30, 2014, that identified the steps needed to consider a Quiet Zone in Burbank. The information in that report has been periodically updated via emails in response to citizen queries, most recently on April 10, 2015 (email attached).

In summary, to proceed with the evaluation of Quiet Zones in Burbank, Diagnostic Meetings with the California Public Utilities Commission (CPUC), the City, and the railroad companies are required to identify the number and type of additional safety devices needed at each of Burbank's at-grade crossings. Unfortunately, CPUC staff indicated they have a significant backlog of crossings in other jurisdictions to review and will not be able to meet in Burbank for several months.

Staff continues to call or email the CPUC at least once a month to see if there are any opportunities to schedule the necessary meetings, but the CPUC staff are not available. Once the Diagnostic Meetings are held and the type and likely cost of additional improvements are identified, staff will bring the information to Council for consideration.

Attachments:

June 30, 2014, City of Burbank Public Works Department Memorandum
April 10, 2015, Email from Kenneth Johnson



**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

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 222.21¹ 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 fencing². 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.

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 SCRRRA 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 SCRRRA rail construction is about 80% complete. SCRRRA has indicated they need an additional \$200,000 from the City to complete their portion of the crossing reconstruction. The SCRRRA 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 SCRRRA 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 SCRRRA 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 SCRRRA at other stations, and SCRRRA 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 SCRRRA 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

involving a train accident at a Quiet Zone crossing. The City would probably remain in any case involving such an accident through trial. The Management Services Department has discussed the insurance coverage issue with the Authority of California Cities Excess Liability (ACCEL) and the indemnification language in the Guidelines does not pose any underwriting concerns for ACCEL. In discussions with other cities and the SCRRA it does not appear that the SCRRA has ever modified its indemnification language in the Guidelines.

Next Steps

Staff has requested that Diagnostic Meetings be scheduled with representatives from CPUC, SCRRA, UP and the City so that specific cost elements for each crossing can be identified. Unfortunately, CPUC staff has a significant backlog of Metro crossings to review and, they will not be available to meet for many months. After the total costs involved in a Quiet Zone are identified, staff will bring that information to Council for consideration. If Council elects to proceed with the improvements, staff will work with SCRRA and CPUC to identify potential funding sources to begin the development of plans and specifications.

Exhibits:

1. Burbank Rail Lines and Crossings

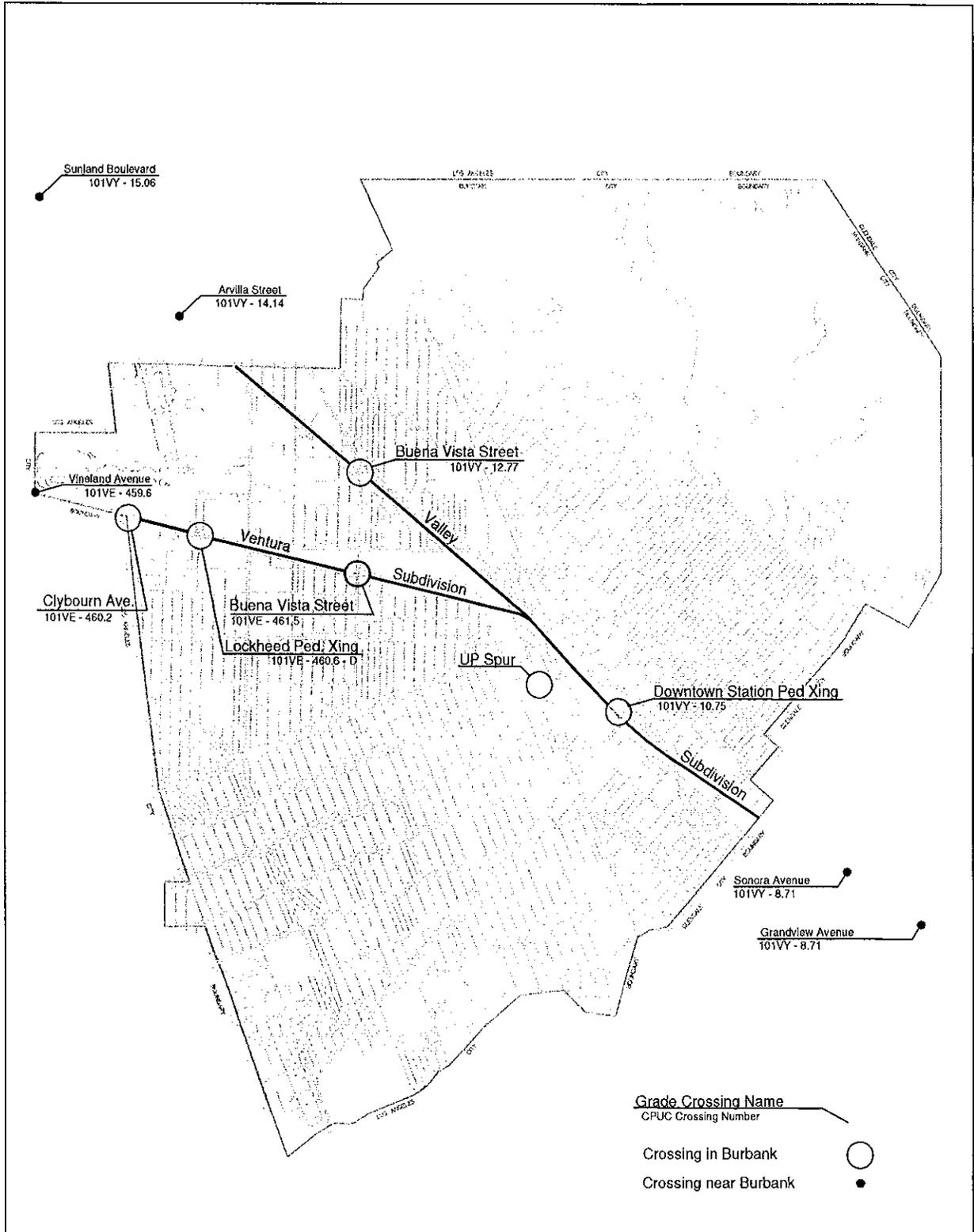


Exhibit 1

Burbank Rail Lines and Crossings

From: Johnson, Kenneth
Sent: Friday, April 10, 2015 1:32 PM
To: 'Terra Flores'
Cc: Frutos, Bob; Hess, Justin; Scott, Mark; Kriske, David; Teaford, Bonnie; Yee, Jonathan; Forbes, Joy; Kramer, Bob
Subject: RE: railroad authority in need of application for quiet zone
Expires: Wednesday, October 07, 2015 12:00 AM

Thanks - keep in touch.
Ken

-----Original Message-----

From: Terra Flores _____
Sent: Friday, April 10, 2015 12:54 PM
To: Johnson, Kenneth
Cc: Frutos, Bob; Hess, Justin; Scott, Mark; Kriske, David; Teaford, Bonnie; Yee, Jonathan; Forbes, Joy; Kramer, Bob
Subject: Re: railroad authority in need of application for quiet zone

Hi Ken -

Thank you for this update and for communicating with me via phone. I will check back with you in a month to see where you are at with arranging the co-Diagnostic Meeting of CPUC, Metro, and Federal Railway — lots of people to coordinate! I did not realize that the regulations had changed which requires construction at the airport station as well in order for Buena Vista / Vanowen to qualify. How disappointing. But thank you very much for continuing to bring everyone together to solve this very important safety and quality-of-life problem with the train horns and crossings. I'm glad Burbank is determined to see the Quiet Zone come to fruition.

Best,

Terra Flores

> On Apr 10, 2015, at 12:22 PM, Johnson, Kenneth <KJohnson@burbankca.gov> wrote:

>

> Terra

> The CPUC has not yet been able to break free from their commitments to other Diagnostic Meetings. I communicate with them regularly but have not received any update on availability. A Diagnostic Meeting must be held before total Quiet Zone costs can be determined. Then we can discuss with Council.

> Keep in touch.

> ken

>

> -----Original Message-----

> From: Terra Flores

> Sent: Friday, April 10, 2015 9:41 AM

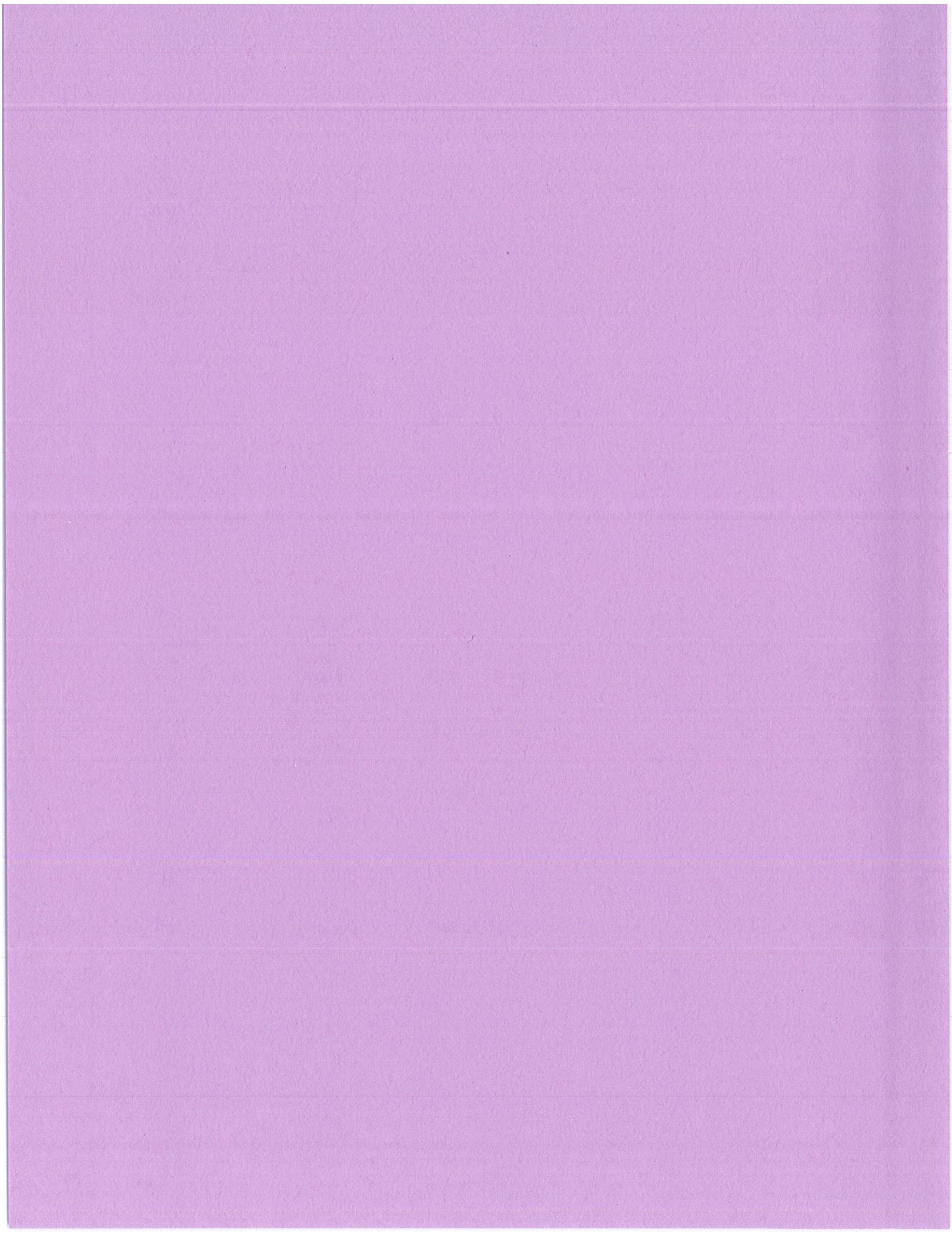
> To: Kramer, Bob

> Cc: Frutos, Bob; Hess, Justin; Scott, Mark; Johnson, Kenneth; Kriske, David; Teaford, Bonnie; Yee, Jonathan; Forbes, Joy

> Subject: Re: railroad authority in need of application for quiet zone

>

> Hi Bob -
>
> Checking in to see what is the status on the quiet zone application?
>
> Thank you,
>
> Terra Flores
>
>
>> On Mar 3, 2015, at 3:57 PM, Kramer, Bob <BKramer@burbankca.gov> wrote:
>>
>> Vice Mayor Frutos
>>
>> Thank you for forwarding me this email. Let me check with Ken Johnson and see what he says.
>>
>> Sincerely
>>
>> Bob K
>>
>> -----Original Message-----
>> From: _____:
>> Sent: Tuesday, March 03, 2015 12:40 PM
>> To: Kramer, Bob
>> Subject: Fw: railroad authority in need of application for quiet zone
>>
>>
>>
>> Bob Frutos
>> :
>> Original Message
>> From: Terra Flores <
>> Sent: Tuesday, March 3, 2015 10:29 AM
>> To: MScott@burbankca.gov
>> Cc: CityCouncil@burbankca.gov
>> Subject: railroad authority in need of application for quiet zone
>>
>> Hi Mr. Scott -
>>
>> I hope you are well. Before the holidays I had made 3 requests for information on what was happening with the quiet zone at the Vanowen and Buena Vista rail crossing. I did not hear back from you. So today I have made contact with Charlie Heygood at the Regional Rail Authority, and he says he is waiting for Burbank's application for a quiet zone to be submitted. He has no record of the application.
>>
>> When do you think the application could be submitted?
>>
>> The residents in this area are inflicted with train horns day and night, and we have been waiting several years for the construction at this crossing to be completed so that the quiet zone could be implemented. If all that is needed is an application to be submitted for the quiet zone to occur, why has this not happened?
>>
>> Mr. Charlie Heygood's phone number is 916-798-7814. He can speak with anyone in your office or the public works' office about the application. He is the one who manages the application process.
>>



memorandum

DATE: May 1, 2015

TO: Mark Scott, City Manager

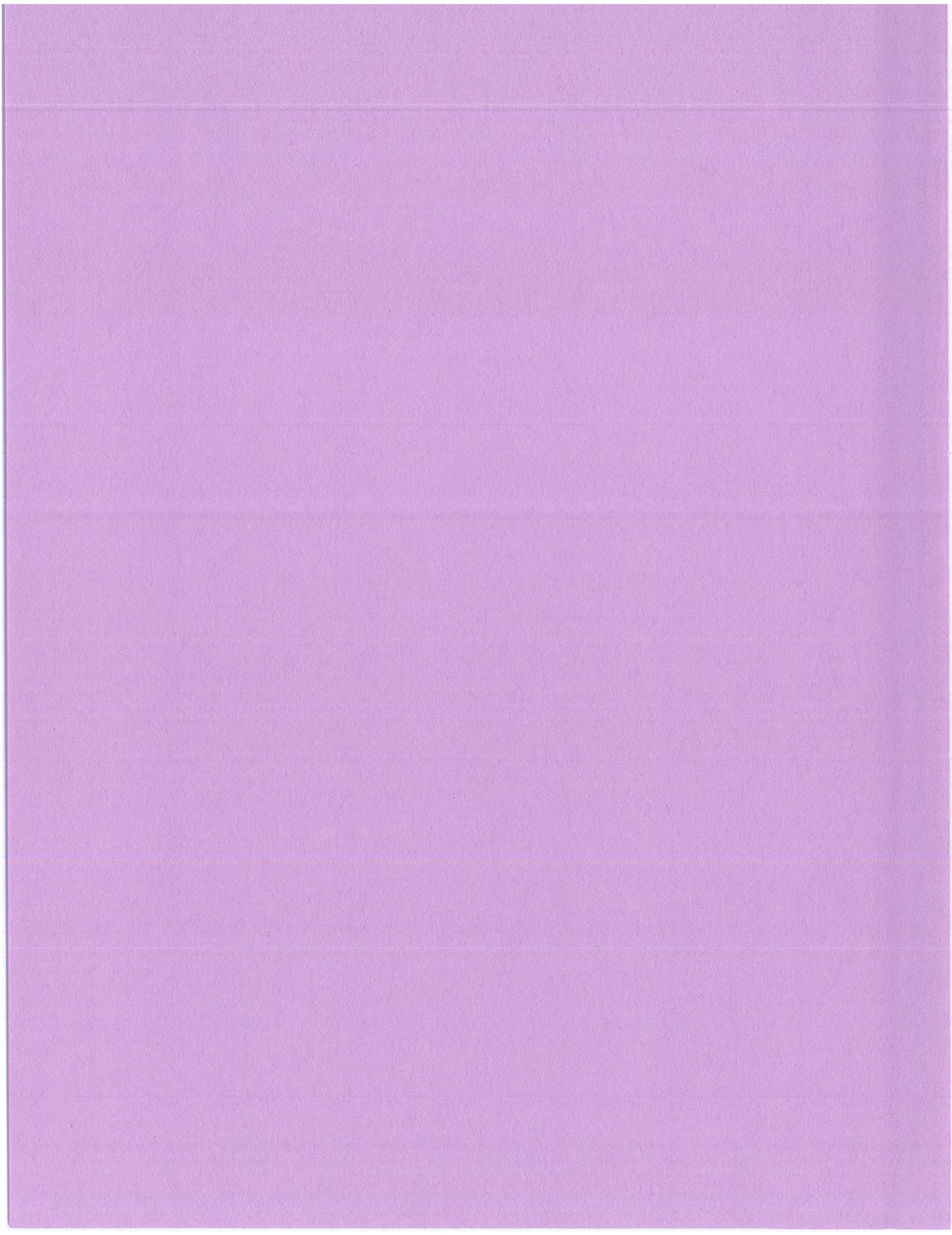
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **Downtown Burbank Partnership (PBID) Meeting - April 30, 2015**

- Staff announced that Gyu-Kaku, European Wax Center, and Color Me Mine are currently undergoing tenant improvements and will be open by summer of 2015.
- Staff announced that new district-wide banners will be installed this week. The colorful banners feature the new DTN BUR logo and things to do in the district, such as Explore, Stay, Dine and Shop.
- The Burbank International Film Festival (BIFF) provided the Board with an updated sponsorship proposal in the amount of \$20,000. The Board voted to support the festival in the amount of \$10,000 declaring that more sponsorship funding could potentially be considered contingent upon their ability to coordinate their events and seminars with Downtown Burbank merchants.
- Staff provided a recap of the 2015 Art Festival which took place April 11th & 12th in partnership with The Creative Talent Network Expo. The festival welcomed over 12,000 visitors and hosted over 100 artists and sponsors throughout the weekend.
- Staff presented the 2015 Event and Marketing Budget for review. The Board discussed budgeting and proposed reductions for events, sponsorship, and marketing. After review of merchant surveys and research analysis of existing events, the Board was inconclusive and requested dedicating an entire meeting to discuss potential changes and recommendations to this item.
- Staff presented an updated MUD Paseo construction budget for review and approval. At the discretion of the Public Works Department additional work was required for the construction. The total construction budget was valued at \$50,000, a \$30,000 increase from the estimated budget that was previously approved by the Board. The new budget was approved.

12 MAY -4 11 22

211 X 113
C111



**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
APRIL 2, 2015**

UNAPPROVED

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:05 p.m. in the third floor Board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Leclair led the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Olson, Mr. Smith, Mr. Eskandar, Mr. LeClair, Ms. Kronzek and Mr. Ford

Board Absent: Ms. Hovanessian

Staff Present: Mr. Davis, General Manager; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Somoano, Assistant General Manager, Electric; Mr. Fletcher, Assistant General Manager, Power; Ms. Fletcher, Assistant General Manager, Customer Service & Marketing; Ms. Hillesland, Administrative Officer; Ms. Riley, Sr. Assistant City Attorney; Ms. McGinley, Legislative Analyst; Mr. Blevens, Power Resources Manager; Ms. Meyer, Marketing Manager; Mr. Aquino, Customer Service Supervisor; Mr. Elsner, Principal Civil Engineer; Mr. Antoun, Electrical Engineering Associate; Mr. Joyce, Electrical Engineering Associate; Mr. Hou, Redevelopment Project Manager; Mr. Prescott, Deputy City Planner; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

Mr. Davis asked that the Governor's recent executive order on California's drought be added to the agenda for discussion and comment. This item will be discussed before Information from Staff.

MOTION

It was moved by Mr. Olson, seconded by Ms. Kronzek and carried 6-0 to approve adding the drought item and direction on the Governor's order to the agenda.

ORAL COMMUNICATIONS

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

CONSENT AGENDA

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Leclair and carried 6-0 to approve the minutes of the regular meeting of March 5, 2015.

PROFESSIONAL SERVICE AGREEMENT WITH OPEN SYSTEMS INTERNATIONAL FOR THE WATER DIVISION'S SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM SOFTWARE REPLACEMENT

Mr. Lopez reported to the Board that a minor change had been made in the wording of the recommendation for this item. The updated recommendation reads "Staff recommends that the BWP Board authorize the General Manager of BWP to execute a PSA with OSI for the software, design and programming for the Water Division's SCADA System pending review/revision to legal form. Commercial terms are final as indicated above".

MOTION

It was moved by Mr. Eskandar, seconded by Mr. LeClair and carried 6-0 to authorize the General Manager of BWP to execute a PSA with OSI for the software, design and programming for the Water Division's SCADA System pending review/revision to legal form. Commercial terms are final as indicated above.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for February. He reported that typically February has the lightest load of the year. Mr. Liu will provide a new monthly summary handout to the Board that will feature Fiscal Year-to-Date monthly highlights as well as current monthly highlights.

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

No action was taken.

PROPOSED NORTH SAN FERNANDO BOULEVARD UNDERGROUND UTILITY DISTRICT (UUD#2)

Mr. Hou and Mr. Prescott talked about the proposed North San Fernando Blvd. Underground project, or Underground Utility District (UUD#2). This project will run along North San Fernando Blvd. from Grismer Ave. to Burbank Blvd. Burbank Water and Power (BWP) facilities as well as AT&T and Charter Communications will be affected. The removal of the overhead facilities will improve public health and safety as it removes obstructions in the sidewalk enabling better pedestrian access as well as improve site lines from the roadway and abutting driveways. With the overhead facilities removed the aesthetics of the area will improve.

Mr. Davis, Mr. Hou and Mr. Prescott responded to Board member questions.

No action was taken

RECYCLED WATER SYSTEM EXPANSION STATUS AND ENHANCED CUSTOMER SERVICE OUTREACH

Mr. Elsner and Ms. Meyer reported on the recycled water system expansion and enhanced customer outreach plan to maximize the use of Burbank's recycled water resources. In 2007 expansion of the recycled water system was endorsed by Council. Expansion of the recycled water system and the increased use of recycled water will improve our sustainability and drought proof a portion of our water supply. That is essential as California has entered its fourth year of a drought. Progress has been made but there are still many large conversion opportunities that need to be realized.

Mr. Davis, Mr. Elsner and Ms. Meyer responded to Board member questions.

No action was taken.

SUSTAINABLE BURBANK COMMISSION REPORT

Mr. Eskandar reported that he attended the March meeting of the Sustainable Burbank Commission.

The following was discussed:

- Sustainable development in town
- Upcoming Earth Day

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. LeClair asked about the CIS award. He would also like an update on the new CIS system, one year later. Mr. Leclair would like a tour of BWP's facility.

Mr. Eskandar asked if he could get information on the Johnny Carson Park groundbreaking

Mr. Smith would like a tour of the operable unit and reclamation plant.

Mr. Eskandar asked if a tour of the operable unit and reclamation plant could be extended to the Council and public.

Mr. Ford asked if water treatment plants generally have tours. He also asked if the Dirty for the Drought stickers are available to the public.

DROUGHT UPDATE – GOVERNOR BROWN'S EXECUTIVE ORDER

The governor announced that due to the continuing drought, he is implementing an executive order to reduce water usage 25% based on 2013 usage.

This year the snowpack is only 6% of normal. Thirty to thirty-five percent of the water flowing down to the reservoirs comes from snow pack. The Metropolitan Water District is going to discuss allocations at its April Board meeting (April 14) but with the Governor's announcement staff is not sure what level of allocation they are planning to implement.

INFORMATION FROM STAFF

Legislative Update.

Ms. McGinley handed out a report that listed legislative bills by subject. A number of the bills were discussed.

Drought Update

This item was discussed in the drought update and governor's announcement above.

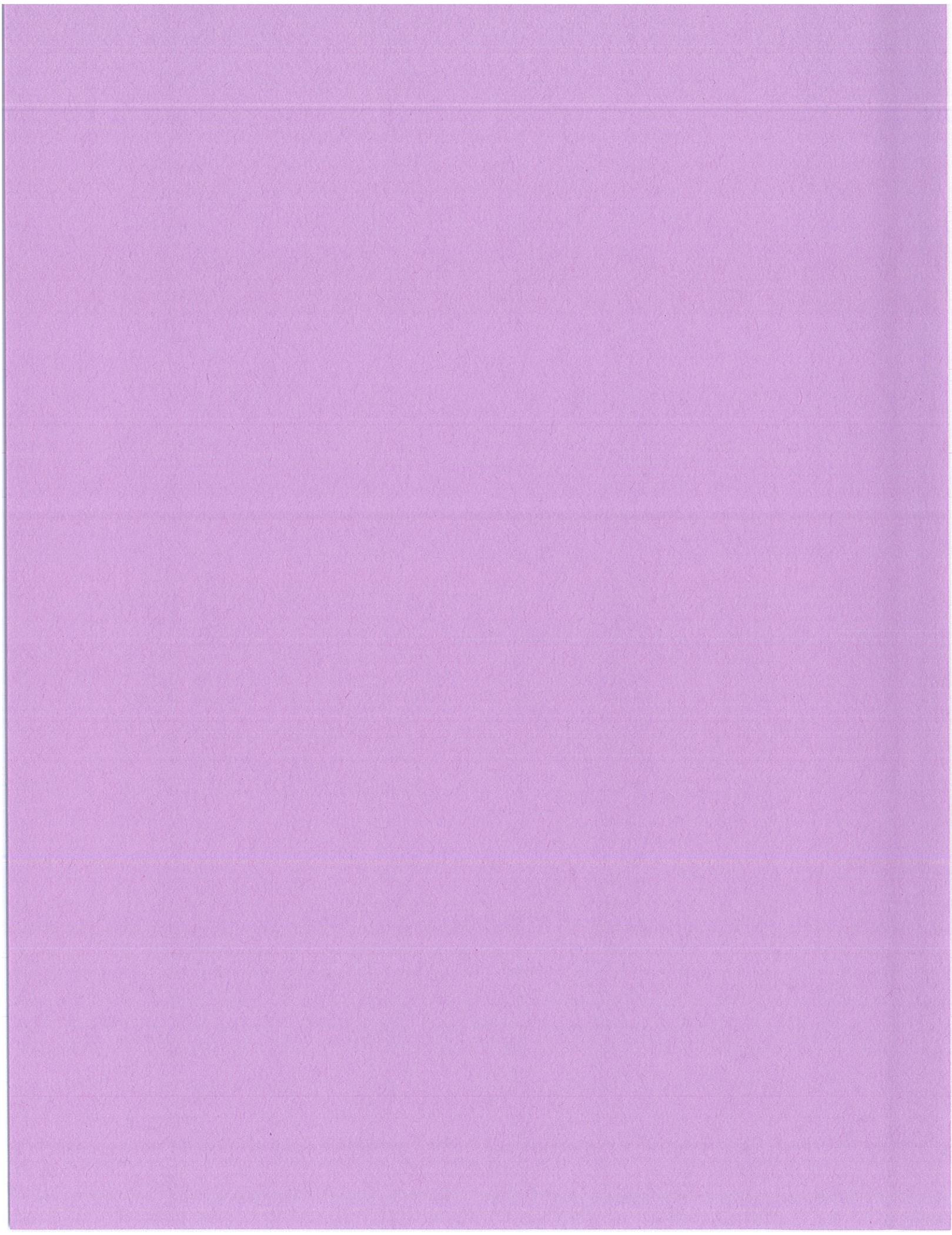
ADJOURNMENT

The meeting was adjourned at 8:46 p.m. The next meeting will be held on Thursday, May 7, 2015, 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



TRAFFIC COMMISSION
April 23, 2015

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

David Carletta, Rebecca Granite-Johnson, Kevin Harrop, Brian Malone, Paul McKenna, Vanessa Rachal, Joe Terranova

Members Absent:

Linda Barnes and Robin Gemmill

III. ORAL COMMUNICATIONS:

A. Public Communication:

Councilman Gary Bric spoke as a business owner, in support of Tri-City Transportation Systems Inc. request for 60 operating permits.

A resident spoke against the installation of stop controls at Chandler Boulevard and Valley Street.

B. Commission Member Communication:

Commissioners discussed possibly regulating Uber and Uber X. The Commission agreed to make this a future agenda item and requested to have City Attorney Joe McDougall present for the discussion.

C. Staff Communication:

None

IV. APPROVAL OF MINUTES:

Approval of February and March minutes was postponed to the May meeting.

V. PUBLIC HEARINGS:

A. Public Hearing to Certify the Public Convenience and Necessity for Taxicab Operations in Fiscal Year 2015-2016

Review and approval of the total number of taxi operating permits and the allocation of 60 available taxi operation permits. A total of 130 taxi operating permits are permitted, with 60 operating permits available for allocation this year.

ACTION REQUESTED: Approve Staff Recommendations

Tri-City Transportation requested 60 permits and United Taxi requested 10 permits. United Taxi subsequently withdrew its request.

After discussion of current operations and the impact of Uber on operations, Mr. Terranova moved to approve the current maximum number of operating permits at 130 permits (seconded by Mr. Malone). The motion passed unanimously.

Mr. Malone moved to approve all 60 current permits available for renewal to Tri-City Transportation Systems, Inc. (seconded by Mr. Carletta). The motion passed unanimously.

VI. REPORTS:

A. Discussion of Three-Way Stop Controls at South Chandler Boulevard/Valley Street and Scott Road/Naomi Street

Consideration of the installation of three-way stop controls at the above intersections.

ACTION REQUESTED: Approve Staff Recommendation

Staff had recommended the installation of three-way stop controls at two locations based on optional criteria identified in the Manual of Uniform Traffic Control Devices (MUTCD).

After a brief presentation by staff, Mr. Malone moved not to approve staff's recommendation to install stop signs at Scott Road and Naomi Street (seconded by Mr. Carletta). The motion passed unanimously.

Mr. Malone moved not to approve staff's recommendation to install stop signs at South Chandler Boulevard and Valley Street (seconded by Mr. McKenna). The motion passed unanimously.

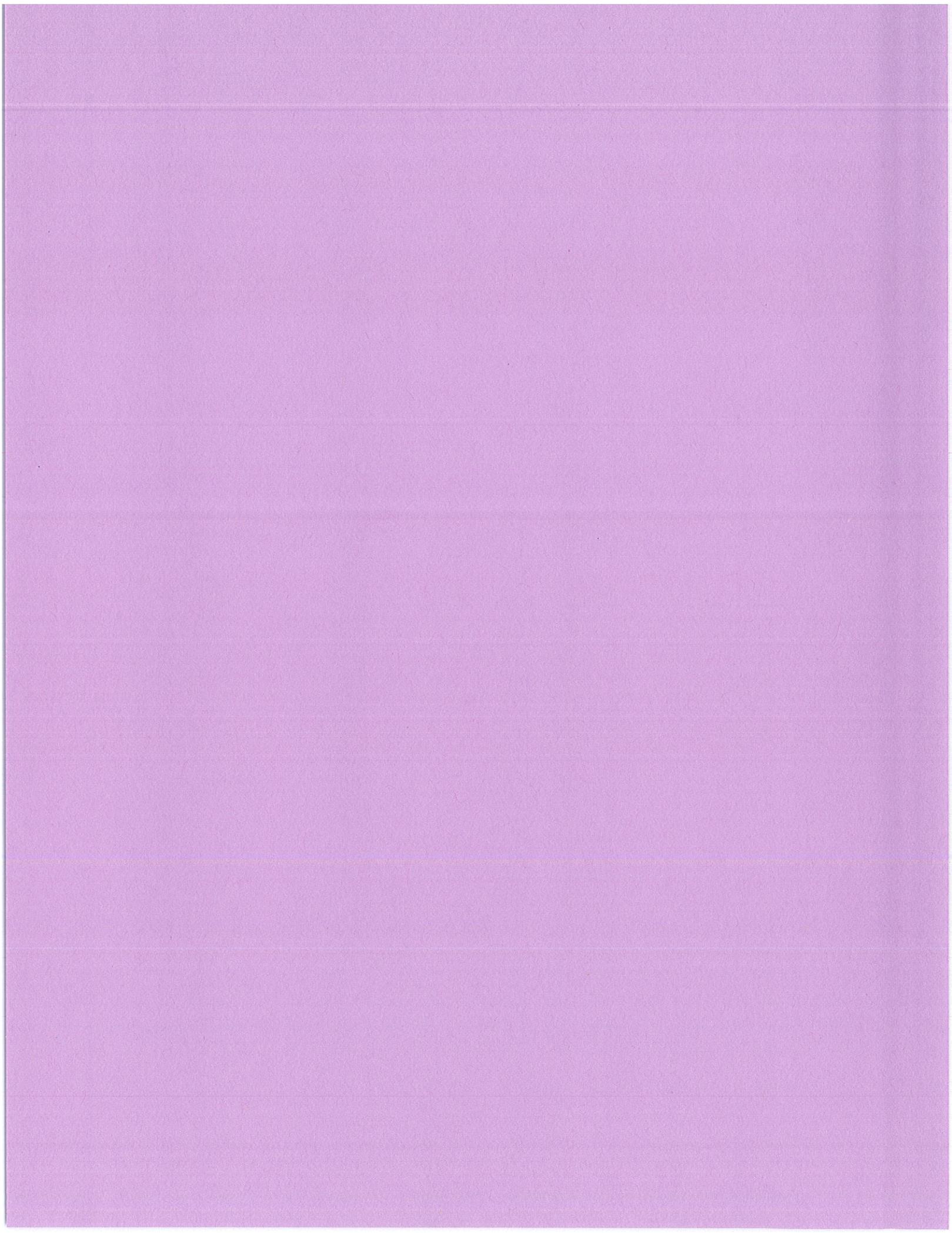
VII. REVIEW OF FUTURE AGENDA ITEMS:

The Traffic Commission identified four potential items for the May meeting:

- 1) Ambulance Operation Application
- 2) A discussion of Uber type transportation (Mc Dougall)
- 3) Victory Place Widening update
- 4) Regional Measure R Project Prioritizing update (Kriske)

VIII. ADJOURNMENT:

The meeting was adjourned at 5:38 p.m



memorandum

DATE: May 5, 2015
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director

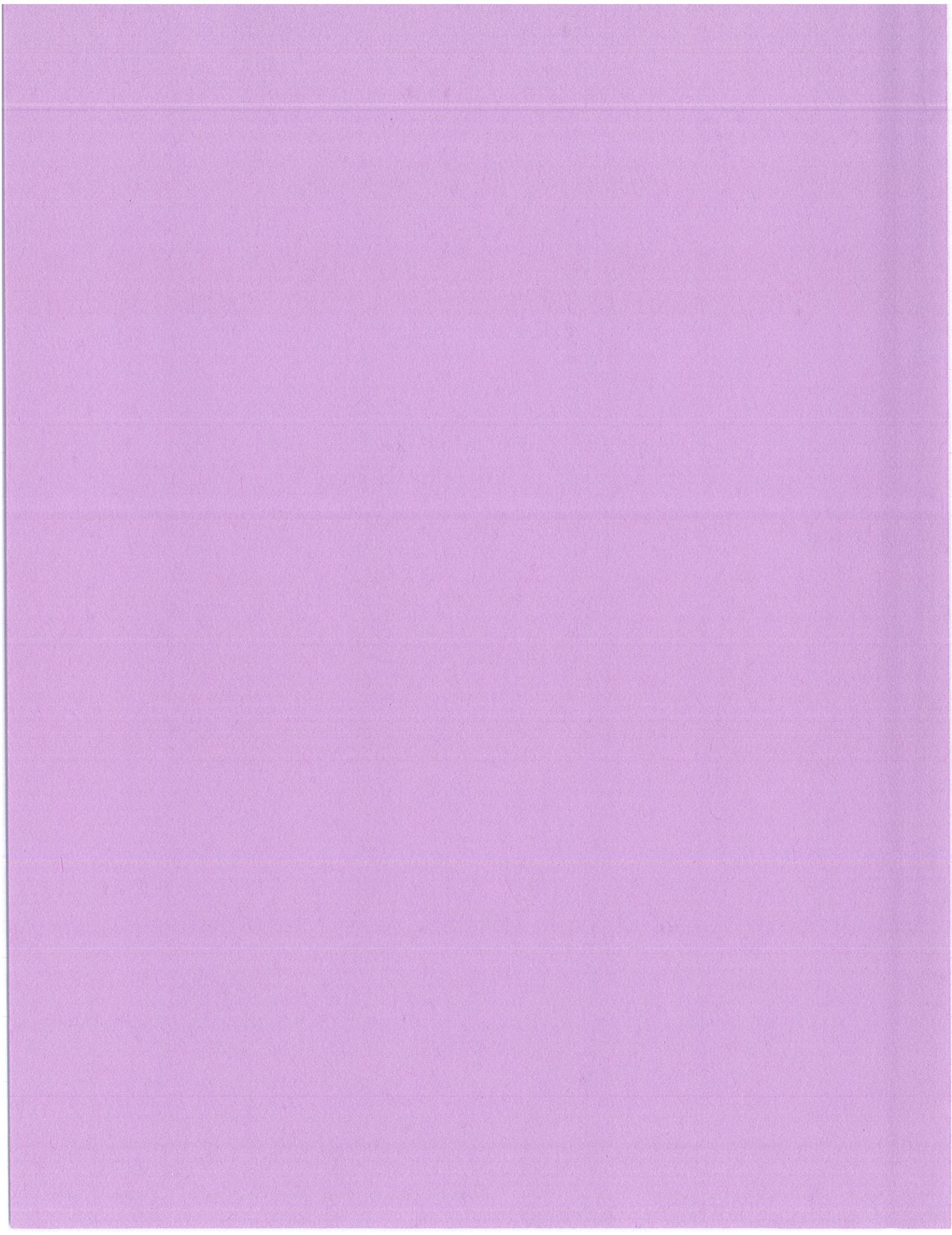


SUBJECT: Landlord-Tenant Commission Meeting – May 4, 2015

- Five members from the public attended the meeting. Two of the attendees were landlords of the same property and attended in follow-up to a questionnaire submitted last month. The other three attendees were tenants of one property that had questions on an eviction case at the property where they reside. The Commission answered questions on the eviction case first, and provided information and resources to the tenants for assistance through the process.
- The Subcommittee reported on the four questionnaires submitted last month; beginning with the questionnaire related to the landlords in attendance. The landlords also received a copy of the California Guide to Tenant and Landlord Rights to assist with their case.
- Staff provided an attendance update and report to the Commission. To date, all Commissioners fall within the minimum requirements of the City's attendance policy.

12 MAY -8 65 54

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **May 6, 2015** 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. **Approval of Minutes**

Approved 3-0

OVERVIEW: Regular meeting of April 1, 2015.

RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification and Pay Plan**

None

None

6. **Recruitment and Selection Report – April 2015**

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.

7. **Appointments and Assignments**

Approved 3-0

OVERVIEW: For the month of May 2015, there is one temporary appointment extension needed. The extension is being sought on behalf of the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

8. **Overview of the City of Burbank's Citywide Training Program Report**

Note and file

OVERVIEW: During the September 2014 Board meeting, the Board identified three items for the Board to review: 1) an overview of the Citywide Training Program; 2) an overview of Management Services Department's Work Program and Performance Indicators; and 3) an overview of Management Services Department's budget. This report provides the Board with an overview of the Citywide Training Program.

RECOMMENDATION: Note and file.

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.

April 1, 2015
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: Susan Widman, Chairperson
Matthew Doyle, Vice-Chairperson
David Nos, Secretary
Miguel Porras
Jacqueline Waltman

Also present: Mike Albanese, Police Captain
Joaquin Busquets, Human Resources Manager
Krista Dietrich, Senior Administrative Analyst
Betsy Dolan, Management Services Director
Brady Griffin, Human Resources Manager
Justin Hess, Assistant City Manager
Kathleen Hillesland, Administrative Officer – BWP
Jackson Hite, Administrative Analyst I
Charmaine Jackson, Senior Assistant City Attorney
Stephanie Kandt, Administrative Analyst I
Tom Lenahan, Fire Chief
John Owings, Fire Captain
Karen Pan, Administrative Analyst II
Melissa Potter, Assistant Library Services Director
Jessica Sandoval, Executive Assistant
David Schmitt, Fire Battalion Chief
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Nos (with Mr. Doyle abstaining) and carried 4-0 to approve the minutes of the regular meeting of March 4, 2015.

Grievance Appeal

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Porras and

carried 5-0 to adopt the recommendation to the City Manager to deny the grievance appeal for Captain Owings.

Proposed Amendments to Classification and Pay Plan

None

Recruitment and Selection Report – March 2015

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Annual Examination Appeals Report

RECOMMENDATION: Note and file.

Annual Review of Recruitment Processes Report

RECOMMENDATION: Note and file.

Appointments and Assignments – April 2015

For the month of April 2015, there were two provisional appointment extensions and ten temporary appointment extensions needed. The extensions were sought on behalf of the Burbank Water and Power Department, the City Manager's Office, the Library Services Department, and the Police Department.

MOTION CARRIED: It was moved by Mr. Nos, seconded by Mr. Porrás and carried 5-0 to approve the Appointments and Assignments for the month of April 2015 as amended.

Additional Leave Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:53 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Susan Widman, Chairperson

DATE _____

David Nos, Secretary

DATE _____