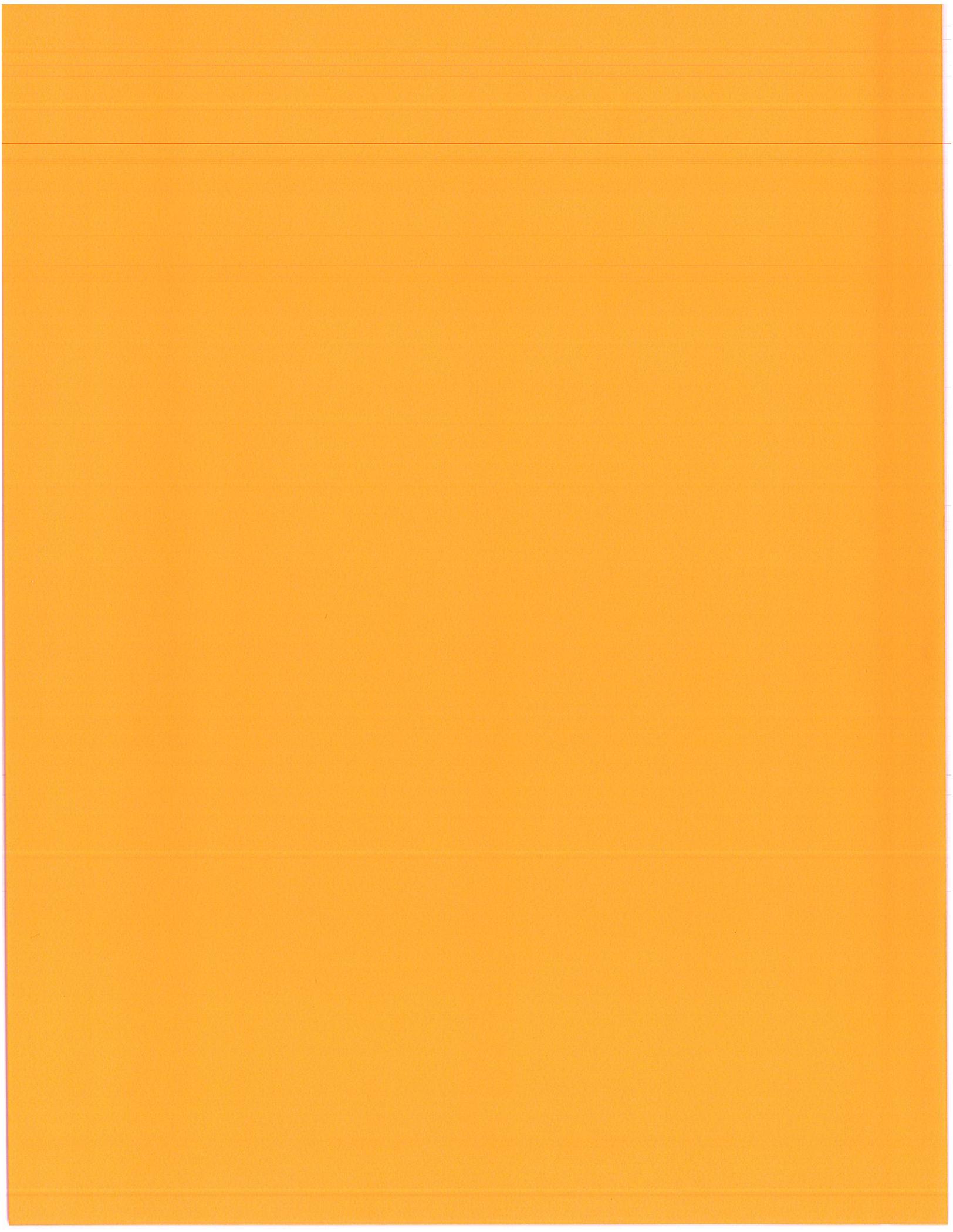


Weekly Management Report November 4, 2016

- 1. Memo** City Fees for Bicycle Racks in Front of Businesses
(Public Right of Way Encroachment)
Public Works Department
- 2. Synopsis** Civil Service Board Meeting of November 2, 2016
Management Services Department
- 3. Minutes** Traffic Commission Meeting of October 27, 2016 DARK
Public Works Department



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: October 25, 2016

TO: Ron Davis, City Manager

FROM: Bonnie Teaford, Public Works Director 
By: Ricardo Sanchez, Principal Civil Engineer

SUBJECT: City Manager Tracking List No. 1907 – City Fees for Bicycle Racks in Front of Businesses (Public Right of Way Encroachment)

This memo provides the City Council with information about fees that are charged to businesses who wish to place private bicycle racks on sidewalks/parkways in the public right of way in front of their properties. A privately installed bicycle rack is considered an encroachment in the public right of way under the Burbank Municipal Code Section 7-3-701.1¹, and thus require the issuance of an encroachment permit, which must be recorded with the County of Los Angeles.

Per the Citywide Fee Schedule, there are one-time (first year) fees associated with issuing an encroachment permit, and annual (subsequent year) fees calculated based on the square footage of the encroachment. Plans or exhibits that illustrate the proposed placement of the bicycle racks are routed for approval through the Public Works and Community Development departments and Burbank Water and Power to check for potential utility conflicts, driver visibility issues, and Americans with Disabilities Act (ADA) compliance. An encroachment permit also requires insurance and indemnity for the City.

In addition to the encroachment permit, the actual installation process requires an excavation/construction permit with associated inspection to make sure the installation is completed properly. The fees associated with the excavation permit include a permit application fee, a deposit (which is refunded if the work is completed satisfactorily), an inspection fee, and a refund processing fee.

A summary of these fees is provided in Table 1 on the following page.

¹ BMC Section 7-3-701.1 excerpt: “*the term encroach shall mean any structure or object of any kind or character, temporary or permanent in nature, which extends on, in, over or under any City owned property, including streets, alleys, easements, sidewalks, and public rights of way*”

Table 1

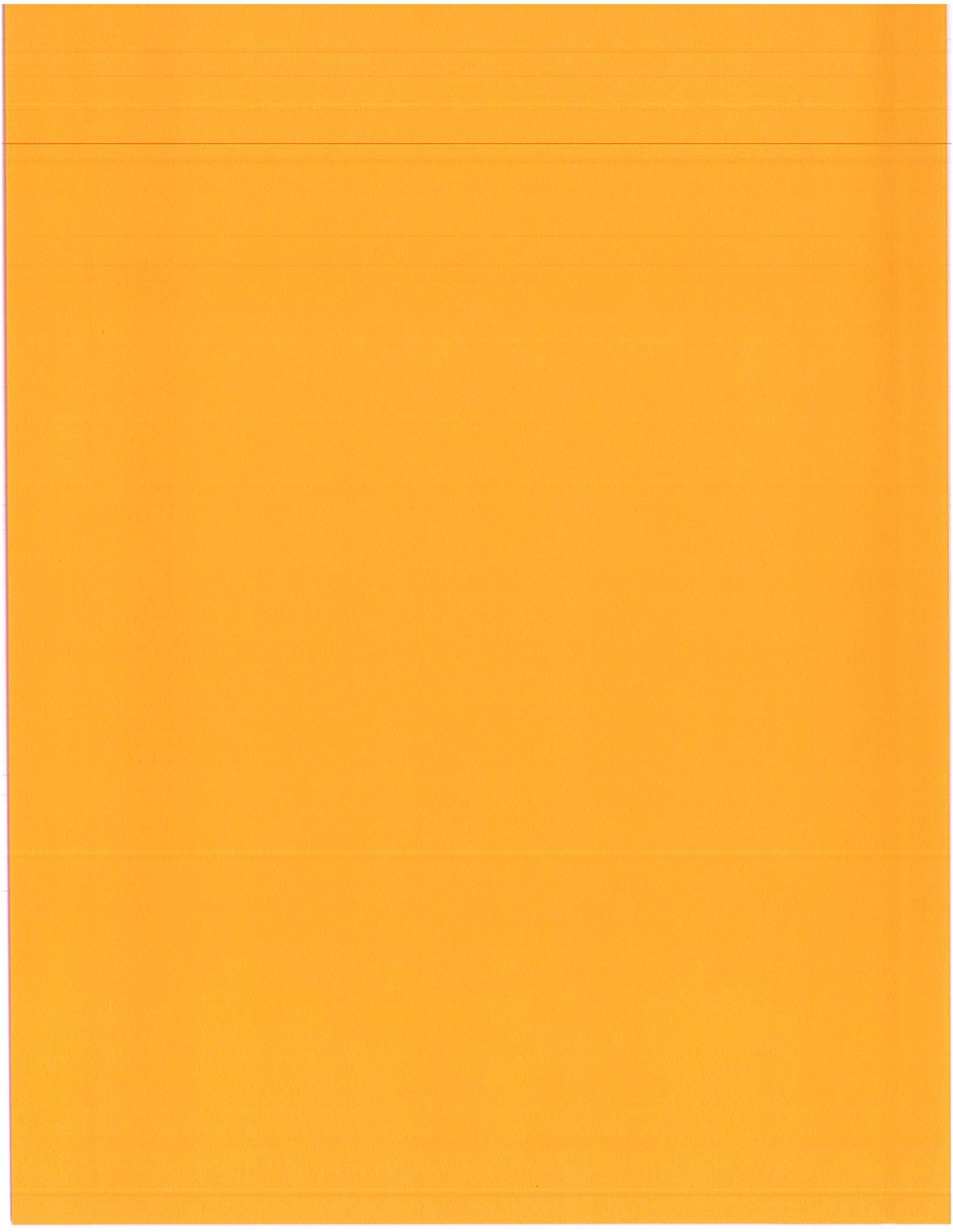
| Typical Bicycle Rack Encroachment and Excavation Permit Fees | | |
|---|-------------------|---------------------------------|
| <i>Item</i> | <i>First Year</i> | <i>Each Subsequent Year</i> |
| Encroachment Permit | | |
| Permit Fee | \$250.00 | \$127.75* |
| County Recording Fees | \$45.00 | |
| Excavation Permit | | |
| Permit Fee | \$54.00 | |
| Deposit | \$500.00 | |
| Deposit Refund* | -\$500.00 | |
| Inspection (2 hours) | \$120.00 | |
| Refund processing fee | \$50.00 | |
| Total | \$519.00 | \$127.75 (per year) |

Notes:

* Bicycle racks with two parked bicycles typically require a 7-foot by 5-foot space (35 square feet total), and the ongoing encroachment fee is \$0.01 per square foot per day (35 sq.ft. x \$.01 per sq. ft. per day x 365 days per year = \$127.75 per year)

**Assumes work is completed properly and deposit is refunded

Staff welcomes the safe installation of bicycle racks on public sidewalks/parkways where the racks can be easily accessed by the public. Should Council decide it wishes to reduce or eliminate certain fees to encourage more businesses to make such installations, staff could bring back a proposal with recommendations either as part of the Fiscal Year 2017-18 budget process, or as a separate Council agenda item. The fiscal impact of reducing fees associated with the installation of bicycle racks in the public right of way is considered to be minimal; staff believes only one application has been received and processed to date.





CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **November 2, 2016** 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

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.

Ms. McClinton Introduced to the Board our two new staff members, Sarab Khalsa and David Lasher

4. Approval of Minutes

OVERVIEW: Regular meeting of September 7, 2016 and October 5, 2016.

Approved 3-0

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification and Pay Plan

None

None

6. Recruitment and Selection Report – September and October 2016

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. **Expedited Recruitment Quarterly Report**

Note and File

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for the expedited recruitments completed this quarter.

RECOMMENDATION: Note and file.

8. **Appointments and Assignments**

Approved 3-0

OVERVIEW: For the month of November 2016, there is one temporary appointment and three temporary assignment extension needed. The extensions are being sought on behalf of the Burbank Water and Power Department. For the month of October 2016, there are retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on October 5, 2016. There is one temporary appointment and one provisional appointment extension needed on behalf of the Police Department and the Public Works Department.

RECOMMENDATION: Discuss and approve.

9. **Additional Leave Quarterly Report**

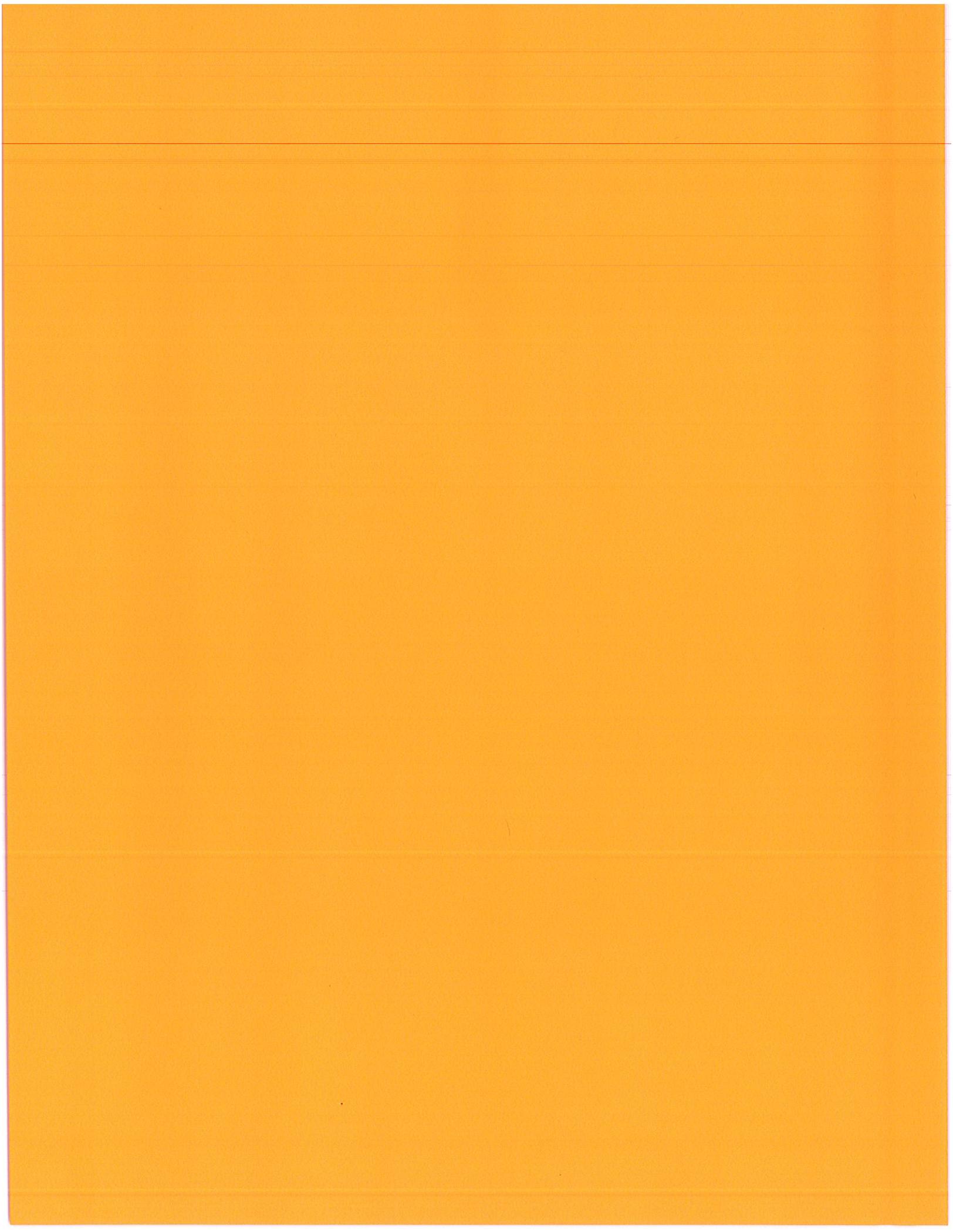
Note and File

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing employees that have been granted additional leave, pursuant to Civil Service Rule X and XIV.

RECOMMENDATION: Note and file.

10. **Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

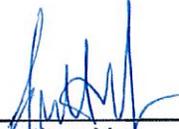


TRAFFIC COMMISSION MINUTES
DARK MEETING
THURSDAY, OCTOBER 27, 2016

A Regular meeting of the Traffic Commission was not held on the above date.



Chantal Castillo
Intermediate Clerk



Jonathan Yee
Assistant Public Works Director – Traffic

APPROVED DATE: November 1, 2016