

TUESDAY, JANUARY 29, 2002

A regular meeting of the Council of the City of Burbank was held in the Council Chamber of the City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 4:01 p.m. by Mr. Kramer, Mayor.

CLOSED SESSION

Present- - - - Council Members Golonski (arrived at 4:02 p.m.), Laurell, Murphy, and Kramer.
Absent - - - - Council Member Ramos.
Also Present - Mr. Ovrom, City Manager; Mr. Barlow, City Attorney; and, Mrs. Campos, City Clerk.

Oral Communications There was no response to the Mayor's invitation for oral communications on Closed Session matters at this time.

4:02 P.M. Recess The Council recessed at this time to the City Hall Basement Lunch Room/Conference Room to hold a Closed Session on the following:

- a. Conference with Legal Counsel – Existing Litigation:
Pursuant to Govt. Code §54956.9(a)
 1. **Name of Case:** In the matter of the application of Burbank-Glendale-Pasadena Airport Authority – Administrative (Variance) Hearing conducted by Cal Trans.
Case No.: OAH No. L-9701269
Brief description and nature of case: Administrative review of Airport noise variance standards.
 2. **Name of Case:** City of Burbank v. Burbank-Glendale-Pasadena Airport Authority.
Case No.: BC259852
Brief description and nature of case: Declaratory Relief.
 3. **Name of Case:** City of Burbank v. El Burrito Grande.
Case No.: BC232473
Brief description and nature of case: Condemnation of property at 1001 Victory Place for 5 Points Realignment Project.
- b. Conference with Legal Counsel – Anticipated Litigation (City as possible plaintiff):
Pursuant to Govt. Code §54956.9(c)
Number of potential case(s): 1

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- c. Conference with Legal Counsel – Anticipated Litigation (City as potential defendant):
Pursuant to Govt. Code §54956.9(b)(1)
Number of potential case(s): 2

Regular Meeting Reconvened in Council Chambers The regular meeting of the Council of the City of Burbank was reconvened at 6:36 p.m. by Mr. Kramer, Mayor.

Invocation The invocation was given by Reverend Ron Degges, Little White Chapel.

Flag Salute The pledge of allegiance to the flag was led by Police Captain Ed Skvarna.

ROLL CALL

Present- - - - Council Members Golonski, Laurell, Murphy, Ramos and Kramer.

Absent - - - - Council Members None.

Also Present - Mr. Ovrom, City Manager; Mr. Barlow, City Attorney; and, Mrs. Campos, City Clerk.

301-1 Burbank Police Reserve Officers Mayor Kramer and Police Captain and Commandant of the Burbank Police Reserves Ed Skvarna recognized the following Reserves and presented awards to those present.

Police Reserve 1,000 Hour Milestones:

- 17,000 Sgt. DeWayne Wolfer
- 10,000 Capt. Russ Jordan
- 10,000 Sgt. Ed Kritzman
- 7,000 Lt. Ralph Hathaway
- 5,000 Officer Joe Vargas
- 5,000 Officer Rick Mathewson
- 5,000 Officer Kevin Berry
- 3,000 Officer Steve Perez

600 Club Achievements:

- | | |
|---------------------|-----------|
| Sgt. DeWayne Wolfer | 898 hours |
| Ofc. Kevin Berry | 885 hours |

Reporting on Closed Session Mr. Barlow reported on the items considered by the City Council and Redevelopment Agency during the Closed Session meetings.

First Period of Oral Communications	Mr. Kramer called for speakers for the first period of oral communications at this time.
Citizen Comment	Appearing to comment were Gary Garrison, on Charter Communications rate increases; Gloria O'Donohoe, on the Burbank Public Library fundraising campaign to recycle computer cartridges; R. C. "Chappy" Czapiewski, on an alleged attempt to violate his 1 st Amendment rights to speak when he attempted to make a presentation to Mr. Wiggins and Mr. Ovrom; Esther Espinoza, requesting we establish a Sister City relationship with a Palestine city, and that a claim form for alleged civil rights violations be mailed to her home; and Cecil Selman, on traffic signals at the intersections of Chandler Boulevard and Hollywood Way, and Chandler Boulevard and Buena Vista Street, and on confusion as to where to stop at the railroad tracks.
Staff Response	Members of the Council and staff responded to questions raised.
Second Period of Oral Communications	Mr. Kramer called for speakers for the second period of oral communications at this time.
Citizen Comment	Appearing to comment were Don Elsmore, on construction noise at the Graciela Burbank Hotel site during non-authorized hours, the traffic generated by construction, that there is no way to contact appropriate staff during the weekend, stating a sign containing construction hours must be posted at the site, and that eventually a Building Inspector was finally dispatched and he closed the construction down, but there is no penalty imposed for the violations; R. C. "Chappy" Czapiewski, on rumors that Mr. Laurell was going to be appointed head of the Public Information Office at the end of his term, on Measure A and the declaratory relief lawsuit, on the noise variance hearings which appear on the closed session agenda, and stating that the Town Hall schedule will burn everybody out; Esther Espinoza, asking why the Graciela Burbank Hotel application for the sale of alcohol was approved, on the Trades and Crafts Leadworker position and on low hiring rates of African Americans; Ted McConkey, on the Council ignoring the many residents who came to speak against approval of the Conditional Use Permit (CUP) for the Graciela Burbank Hotel, on staff providing answers to questions about the Department of Alcoholic Beverage Control (ABC) licenses raised at the

hearing a week after the fact when it was too late to consider the answers before taking a vote, on Mr. Ovrom's letter of apology to the Council, stating this apology should have been made to the residents, and encouraging the Council to reject the CUP tonight; H.L. Chambers, echoing Mr. McConkey's comments on the Graciela Burbank's CUP, requesting the Council to reverse their previous decision because of the flawed process, on over-concentration of bars in the area of the Graciela Burbank, reading the conditions previously proposed into the record, including the three-year annual renewal of the CUP; Irma Loose, on the Graciela Burbank Hotel and the Council's approval of the appeal by the applicant, and her opinion that the Council should have upheld the Planning Board's decision; Howard Rothenbach, providing the Council copies of Will Rogers' column of October 4, 2000 on the Bombay Bicycle Club, requesting the Council reconsider their decision on the Graciela Hotel, and on the ABC license requiring that they serve the members of the public and provide a full service restaurant; Mike Nolan, encouraging Council to take a field trip to 237 E. Olive, and the posting of notices required by ABC license applications, stating there is no sign posted regarding construction hours at the Graciela site, on construction noise at the Graciela site over the weekend, and on the type of ABC license applied for by the Graciela; Eden Rosen, on the Charter Communications rate increase for the wire maintenance fee, on the fact that they are a monopoly and are taking advantage of their customers; Jocille Santolucci, on the Charter Communications rate increases, and on Charter boxes causing damage to television sets; and Mark Barton, agreeing with the Council's decision on the Graciela Burbank's CUP, on his videotape on security at the Airport, on the fact that he did not meet the deadline to get the tape played during the meeting and asking the Council to allow his tape to be played.

Staff
Response

Members of the Council and staff responded to questions raised.

Jt. Mtg. with
Redev. Agency,
Housing
Authority,
Parking
Authority, and
YES Fund Board
802-1
Investment
Policy for 2002

Mrs. Donna Anderson, City Treasurer, presented the City's Investment Policy for 2002 for the Investment Pool comprised of the City, Redevelopment Agency, Parking Authority, Youth Endowment Services, and, separately, for the Housing Authority. She noted that, although there are no major changes from the 2001 Policy, there is a larger liquidity amount based on the appropriations in the budget.

Mrs. Anderson reported that she will be submitting the approved Investment Policy to a certification program through

the Municipal Treasurers Association of the United States and Canada. Mrs. Anderson stated that this organization will review the Policy and make any recommendations they deem necessary. She stated the policy has already been reviewed by both the State of California Association, Fiscal and Treasurer's Review Group, and the Treasurer's Oversight Review Committee.

The Council approved the Investment Policy for 2002.

- 7:50 P.M.
Recess
- The Council recessed to permit the Redevelopment Agency, Housing Authority, Parking Authority, and Youth Endowment Services Fund Board to hold their meetings. The Council reconvened at 7:53 p.m. with all members present.
- Item Removed
From Consent
Agenda
- The item regarding the Resolution Regarding Appeal of Conditional Use Permit No. 2001-17 (322 Pass Avenue, Belvedere Hotels and Resorts LLC) was removed from the consent agenda for the purpose of discussion.
- Motion
- It was moved by Ms. Murphy and seconded by Mr. Golonski that "the following items on the consent calendar be approved as recommended."
- 802-1
Treasurer's
Report
- The City Treasurer's report on investment and reinvestment of temporarily idle funds for the quarter ending December 31, 2001 was noted and ordered filed.
- 703
401-2
Proposition 40 –
Clean Water,
Clean Air, Safe
Neighborhood
Parks Bond Act
- RESOLUTION NO. 26,167:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK IN SUPPORT OF PROPOSITION 40, THE CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS, AND COASTAL PROTECTION BOND ACT OF 2002.
- 1007-1
1009-1
Establish Title of
Trades and
Crafts
Leadworker
- RESOLUTION NO. 26,168:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ESTABLISHING THE TITLE AND CLASSIFICATION OF TRADES AND CRAFTS LEADWORKER (CTC NO. 0948) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY, AND SPECIFICATION THEREOF.

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907
801-2
Narcotics
Enforcement

RESOLUTION NO. 26,169:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE 2001-2002 ANNUAL BUDGET FOR THE PURPOSE OF AUGMENTING FUNDING FOR THE BURBANK POLICE DEPARTMENT'S NARCOTICS ENFORCEMENT EFFORTS.

1602-11
804-2
Eliminate Resid.
Parking and
Pref.
Parking Fees

RESOLUTION NO. 26,170:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING FY 2001-2002 CITYWIDE FEE SCHEDULE TO ELIMINATE THE RESIDENTIAL PARKING AND PREFERENTIAL PARKING FEES.

804-3
703
Grant App. for
Trail of
Knowledge

RESOLUTION NO. 26,171:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER TO APPLY FOR GRANT FUNDS FOR URBAN RECREATIONAL AND CULTURAL CENTERS, MUSEUMS, AND FACILITIES FOR WILDLIFE OR ENVIRONMENTAL EDUCATION PROGRAM UNDER THE SAFE NEIGHBORHOOD PARKS, CLEAN WATER, CLEAN AIR, AND COASTAL PROTECTION BOND ACT OF 2000 (URCC) WITH REGARDS TO PROJECT "TRAIL OF KNOWLEDGE".

Adopted The consent calendar was adopted by the following vote:

Ayes: Council Members Golonski, Laurell, Murphy, Ramos
 and Kramer.
Noes: Council Members None.
Absent: Council Members None.

1704-3
602
Appeal of CUP
2001-17 (322
Pass Ave. –
Belvedere
Hotels)

Mr. Forbes, Associate Planner, introduced discussion of this item by stating that the Council had voted 3-2 on January 8, 2002, to approve the Conditional Use Permit (CUP) for the sale of alcohol at the Graciela Burbank Hotel, with one additional condition of approval being the three-year period for annual sunsetting.

Mrs. Georgino, Community Development Director, reported that a number of questions were raised at the January 8, 2002 Council meeting regarding the undue concentration of alcohol sales in a given area, and as a result the Department of Alcoholic Beverage Control (ABC) was contacted, and the inspector responded that no public hearing was required for

this license, with certain caveats. She stated the inspector discussed that in order for ABC to make a finding of undue concentration they must find there is a public convenience or necessity, and the guideline used is that there be no establishment offering a similar type of alcohol service within a similar circumstance within a 1,000 foot radius of the project in question. Mrs. Georgino stated that in this case, the project in question was a hotel, and there is no other hotel within 1,000 feet of that property. She stated the second question raised was in regard to food service with this permit, and to this question the inspector indicated a full service menu must be available in the lobby lounge anytime alcohol is being sold, even if a full service menu is available through Room Service. She added that the Applicant represented to the Council and staff that they would be offering a limited menu, and if a complaint were received by the ABC, ABC would be required to investigate it and make requirements for the operator to comply with the requirements, and such requirements would still have to be in compliance with the CUP.

Mrs. Georgino addressed the question regarding the types of licenses applied for as follows: the Graciela has applied for a type 66 and a type 47 license, which was an area of confusion during the application process as the Applicant told staff they were not aware those two licenses were linked until after the public hearing at the first Planning Board meeting. She stated that Applicant retained the services of an attorney who specializes in ABC matters, and subsequent to this they filed an appeal as the Planning Board action did not provide for both of the types of licenses the Applicant had applied for.

Regarding public noticing requirements, Mrs. Georgino discussed that pursuant to ABC regulations, 1) there is a public notice requirement on the Graciela premises, 2) that this notice was posted on August 21, 2001, 3) an ABC Inspector conducted a field investigation on September 6, 2001, 4) The Applicant mailed a public notice to all residents within a 500-foot radius of the property, and, 5) that any member of the public can file a protest within 30 days of posting of the notice and that in fact nobody protested.

Motion It was moved by Ms. Murphy and seconded by Mr. Golonski that "the following resolution be passed and adopted:"

1704-3
602
Appeal of CUP
2001-17 (322
Pass Ave. –

RESOLUTION NO. 26,172:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK GRANTING THE APPEAL OF THE PLANNING BOARD'S DECISION AND APPROVING CONDITIONAL USE PERMIT NO. 2001-17. (322 PASS AVENUE, BELVEDERE HOTELS AND

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Belvedere
Hotels)

RESORTS LLC, APPLICANT/APPELLANT).

Adopted

The resolution was adopted by the following vote:

Ayes: Council Members Golonski, Laurell, and Murphy.

Noes: Council Members Ramos and Kramer.

Absent: Council Members None.

201-2
700
Adopt-A-Platoon
Program

Mr. Nelson, Deputy Director Park, Recreation & Community Services Department/Recreation Services, discussed that representatives of the Veterans Commemorative Committee had requested support of the "Adopt-A-Platoon" program. He stated that the purpose of this program is to provide a community-based opportunity for Burbank citizens to show support to our troops currently deployed in Operation Enduring Freedom, and that the primary effort of the program was to provide troops with a touch of home, with minimum impact or disruption to military operations or procedures. He added that items such as books, magazines, writing tablets, pens, playing cards, and handi-wipes are a few of the items which can be accepted for delivery to our troops overseas. He stated that members of the Veterans Commemorative Committee and staff will use the Navy League of the United States, a non-profit organization and the official organizing body of the program, to transport and deliver the collected items. He indicated that the support sought included the storage, collection, sorting and packing of donated items, and publicity efforts.

Motion

It was moved by Mr. Golonski and seconded by Mr. Laurell that "the City Council support the Adopt-A-Platoon Program and direct the Park, Recreation and Community Services Department to work with the Burbank Veterans Commemorative Committee and Navy League on the implementation of the program in Burbank."

Carried

The motion carried by the following vote:

Ayes: Council Members Golonski, Laurell, Murphy, Ramos and Kramer.

Noes: Council Members None.

Absent: Council Members None.

1704-3

Mr. Barlow reported that at the January 22, 2002 Council

201-2
Council
Consideration to
Agendize CUP
No. 2001-28
(Pacific Bell)

meeting, Mr. Golonski requested that the Planning Board's approval of Pacific Bell's Conditional Use Permit (CUP) No. 2001-28, relating to an underground utility vault located at the corner of Niagara Street and Verdugo Avenue, be brought before the Council for reconsideration per Burbank Municipal Code Section 31-1946. He stated that because of time constraints, the regular process established by the Council for agendizing items raised by a single council member cannot be followed, and therefore this two-step agenda procedure has been consolidated.

Mr. Golonski stated that this particular property was among the most blighted in the City's R-1 zones, and he wanted to review the landscape plan provided with this project to be sure it was adequate. Ms. Murphy clarified that the only portion of the property which the CUP pertained to was the small easement on the property, and that Pacific Bell did not control the condition of the remainder of the property. Mr. Barlow confirmed that the City could not mandate Pacific Bell to landscape property which is owned by the Los Angeles Department of Water and Power (LADWP), nor can the City use Pacific Bell's request to get the owner to landscape the property. Mr. Barlow added that the City could either require that Pacific Bell landscape the easement as the Planning Board required, or perhaps that Pacific Bell make a monetary donation towards landscaping the entire parcel, based on the pro-rata share of the easement. Mr. Ovrom added that an option would be for the City to enter into an agreement with Pacific Bell and LADWP, the property owner, in an effort to mitigate the blight.

Motion It was moved by Mr. Golonski and seconded by Ms. Murphy that "Conditional Use Permit No. 2001-28 be set for a hearing."

Carried The motion carried by the following vote:

Ayes: Council Members Golonski, Laurell, and Kramer.
Noes: Council Members Murphy and Ramos.
Absent: Council Members None.

1704-3
Consideration to
Hold a Public
Hearing on CUP
No. 2001-28
(500 N. Niagara
– Pacific Bell)

Mr. Bashmakian, City Planner, reported that on January 14, 2002, the Planning Board conditionally approved the proposal by Pacific Bell to construct and operate a utility facility on the property located at 500 North Niagara Street, in an R-1 Single Family Residential Zone, and that this facility would consist of an underground vault. He indicated that the Council may, within 15 days after the decision is mailed to the applicant and reported to the Council, set the matter for a public hearing, and that the Council must therefore decide by January 31, 2002, whether or not they wish to set the matter for a public

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hearing. He stated that the City cannot compel Pacific Bell to landscape anything other than their easement, and indicated Council could direct staff to prepare a report on all 10 properties owned by LADWP in Burbank.

Motion It was moved by Mr. Golonski and seconded by Mr. Laurell that " that Council set a hearing on CUP No. 2001-28."

Carried The motion carried by the following vote:

Ayes: Council Members Golonski, Laurell, and Kramer.
Noes: Council Members Murphy and Ramos.
Absent: Council Members None.

8:30 P.M. Recess The Council recessed at this time. The meeting reconvened at 8:47 p.m. with all members present.

1206 Efforts to Improve Charter Communications Call Center Problems Mr. McManus, Public Information Officer, reported that during the month of December 2001 and into January 2002 the Charter Communications Customer Service Department had been experiencing problems at the call center which kept Charter from meeting the service level required by the Franchise Agreement, which mandates a waiting period not to exceed 30 seconds prior to speaking with a customer service representative. He stated that customers have been subjected to extended waiting periods, sometimes longer than 20 minutes, and in addition were at times greeted with a recorded message that requested the customer call back at a later time.

Mr. McManus said that there had been a break in an overhead water main at the Charter Communications Service Center located at 601 South Glenoaks Boulevard, which flooded the entire facility. He stated that as a result of this problem, Charter had expedited the move to their new Customer Service Center located in Irwindale, California, and in addition, some of their employees who had previously agreed to relocate to Irwindale had changed their minds.

He stated that Charter acknowledged customer service problems in a letter dated January 3, 2002, addressed to the City Manager, and they have taken a number of steps in an effort to improve the situation including the completion of training for twenty-eight new employees by mid-January, with a second group of thirty-five newly trained employees scheduled to complete training by the end of February, and Charter reported the recruitment of 104 more customer service

representatives with the goal to have all new hires trained and on the phones by May 2002. He stated that in addition, on January 7, 2002, Charter made a special arrangement to add a call supervisor just for subscribers in Glendale and Burbank, and that this person will be kept in place until the current situation is under control.

Mr. McManus reported that the City Attorney advised that the Council could direct a letter be written to Charter putting them on notice that they are not in compliance with the terms of the Franchise Agreement, and requesting the City's concerns be addressed.

Mrs. Crafts, representing Charter Communications, apologized to the Council for the problems Burbank subscribers have experienced during the past two months. She stated that during the past few years Charter had invested a great deal of money into building their infrastructure so they could offer a variety of services and advanced technology products. She indicated that during the past two weeks, their rate in answering customer calls had increased significantly and that their new T.C.S. System was in operation which enables them to track incoming calls by days and times to facilitate scheduling of customer service representatives during appropriate times.

Motion It was moved by Ms. Murphy and seconded by Mrs. Ramos that "the City Attorney draft a letter to Charter Communications regarding their failure to comply with the terms of the Franchise Agreement."

Carried The motion carried by the following vote:

Ayes: Council Members Golonski, Laurell, Murphy, Ramos and Kramer.

Noes: Council Members None.

Absent: Council Members None.

1206 Mr. McManus reported that Charter Communications has notified the City they will be making rate adjustments on Charter Comm. March 1, 2002, which includes rate increases in some services Intent to Raise and rate decreases in others, and that they are not raising any Certain Cable regulated rates, the basic service rate, nor the economically Rates disadvantaged senior rate. He stated the City Attorney's office has met with an outside consultant with regard to the proposed increases and it has been determined that the rate increases are not within the City's control.

Mr. Golonski requested that when notifications were sent to the customer regarding the rate increases, Charter would make it clear to customers that they can purchase the basic service

of \$12 and not the more expensive expanded basic service of \$29.26, as many of the people affected by the rate increases are seniors on limited incomes. Mrs. Crafts offered to place an ad in the Burbank Leader explaining the differences, in addition to the letter which has already been mailed out to customers giving the 30-day notification of the rate increase. Mr. Laurell agreed with Mr. Golonski, and added that if Charter were to name their service "Tier Two" rather than "Expanded Basic", it would be more clear to customers, especially the elderly.

Mr. McManus clarified the prior dispute over the optional wire maintenance charge, and stated the Federal Communications Commission ruled that Charter had misled their customers about this service, and therefore Charter was ordered to refund the charge to its customers.

Mayor Kramer asked about the possibility of Channel 6 being aired on satellite television, and in response Mr. McManus indicated he was researching this topic and will bring a report back on a future agenda. In addition, Mayor Kramer requested a report showing a cost comparison between Charter Communications and the satellite companies.

The Council noted and filed the report.

204-2
League of
Women Voters
Request to
Conduct Pros
and Cons Forum

Mrs. Campos stated that the League of Women Voters of Glendale/Burbank is requesting to conduct a Pros and Cons Forum on the Initiatives for the March 5, 2002 State-wide Primary Election in the Council Chamber on Wednesday, February 20, 2002 at 7:00 p.m., and that the forum be broadcast live on Channel 6 and replayed as often as reasonably possible prior to the election.

She stated that the League had requested the City consider facilitating, at its cost, the production and broadcast of the forum, and that it was anticipated the City's cost would be approximately \$395.00. She added that the League has been recognized by the Council as a neutral, non-partisan organization that meets all established requirements who have conducted this type of forum in the past, and the forum would further enhance voter education and information.

Motion

It was moved by Ms. Murphy, seconded by Mrs. Ramos and carried that "the City Council approve the request from the League of Women Voters to conduct a Pros and Cons Forum on February 20, 2002.

201-2
Mid-Year Work
Program (Library,
City Clerk & City
Manager)

Mr. Fuchs, Library Services Director, reported on the Library Services Department's Work Program goals as follows: reviewed and revised the Mission Statement as of December 2001; developed and placed on-line an expanded Library website as of September 2001, including the 24-7 Reference Service which allows customers to communicate with a librarian 24 hours a day, seven days a week through the internet; pursuant to Council approval, will move forward with the construction documents to facilitate the utilization of available floor space at the Central Library as a result of the relocation of the Warner Collection; work is in progress for the opening of the new Buena Vista Branch Library, including the placement of 90 percent of the steel and the pouring of all concrete slabs and the opening target date has been set for the beginning of 2003; a collection development analysis at all three library facilities, including printed as well as video/electronic resources is in progress; work is in progress for developing plans for renovating and expanding the Northwest Branch Library, with a target date of June 2002, including a needs assessment.

Mr. Fuchs reported that with regard to the goal of initiating planning for a new Central Library facility, no decisions have been made, but staff is trying to accomplish all of the planning steps in order to be eligible to apply for a State grant in March 2003 for the construction of a new facility.

He stated that a goal of providing beginning internet classes for seniors has been completed; that this will be ongoing as there is a need and interest for instruction on using the resources on the internet

Mrs. Campos reported on the status of the City Clerk's Office's goals on the Work Program, including: that work is in progress for implementation of the Document Imaging System pilot project which the Council approved in November 2001, including indexing templates, imaging guidelines, reviewing the licensing agreement for Liberty Net Software and the preparation of the Professional Services Agreement for backfile conversion which was previously funded by Council approval. She stated that an extensive voter education program was implemented and conducted for the ROAR Initiative Special Election of October 9, 2001, and stated this program will be continued for the 2003 Municipal elections; outlined steps staff has taken on the establishment of policies for the retention of electronic files; stated no further work had been done on the purchase of electronic voter equipment in partnership with the city of Glendale due to cost constraints, but indicated the Voter Modernization Act was one of the initiatives on the March ballot which, if passed, would fund

part of the purchase of such equipment to designated California counties, including Los Angeles, and that Los Angeles County had taken the lead on this matter. In conclusion, she stated that work on the update of the Burbank Municipal Code continues, that the second reading of Chapter One was on the Council agenda for approval that evening, and that staff was in the process of distributing Chapter Two for review.

Mrs. Wolfe, Administrative Analyst, and Mr. McManus, Public Information Officer, reported on the progress of the goals for the City Manager's Office as well as the Public Information Office, including: planning for the implementation of Town Hall meetings, including an Open House where City departments will display services for the public and the preparation of a Neighborhood Tool Kit; and developing guidelines for a City Hall Information Desk in the rotunda of City Hall through a joint effort by the City Manager's Office, the Clerk's Office and the Retired Senior Volunteer and Youth Employment Programs of the Parks, Recreation and Community Services Department. Mrs. Wolfe stated that having someone in the rotunda to answers questions and direct visitors would improve efficiency and service to our residents.

Mr. McManus reported that the Public Information Office continued to work on projects related to the resolution of issues with the Burbank-Glendale-Pasadena Airport; changed service providers for the City's website and worked on the redesign of the new website; stated the Public Information Office's work plan is in progress; and stated progress has also been made on the implementation of a City newsletter which they plan to issue four times a year.

The City Council reviewed the Work Program items pertaining to the Library Services Department, City Clerk's Office and City Manager's Office.

306
Town Hall
Meetings

Mrs. Wolfe, Administrative Analyst, requested direction from the Council on how to proceed with implementation of the Town Hall meetings. She stated the goal of the Town Hall meetings is to increase citizen awareness of services, and that the purpose of this presentation was to set direction. She outlined the proposed plan as follows: meetings will be held once a month for a period of three consecutive months, meetings will be held in the evening for increased public participation, and meetings could be held in lieu of regular City Council meetings or on an alternative day of the week. With

regard to the order of events, she reported the Open House is proposed to be held from 6:00 p.m. to 8:00 p.m., and the actual meeting to take oral communications would be scheduled from 7:00 p.m. to 10:00 p.m.

Mrs. Wolfe reported an extensive notification effort which is neighborhood specific would be made and would include the distribution of a flyer and letter of invitation, publicizing that translation services in Spanish and Armenian will be available, placing ads in local newspapers and advertising on the BTV6 scroll, working with the schools to publicize the meeting, and making announcements at the Council meeting. She requested a mid-year adjustment of \$14,500 to cover the cost of videotaping and rebroadcasting the meeting, and also materials and supplies for notification.

Mayor Kramer questioned whether more residents would participate if the meetings were not videotaped, as many people are reluctant to appear on television. Mr. Laurell suggested setting up ground rules so that one speaker doesn't monopolize the microphone for an inordinate amount of time, and that questions be answered immediately after the speaker is finished, rather than at the end of the meeting. Mrs. Ramos requested that residents be allowed to fill out cards where they can state their concern, and that someone else be allowed to read the contents of the cards.

Following a discussion, staff was directed to schedule Town Hall meetings on one Thursday evening each in February, March and April, directed the first meeting not be videotaped, that Council will discuss the taping of future meetings after the initial Town Hall meeting has been held, and to leave the time allowed for oral communications open and determine the length of speaking time on the night of the meeting.

Ordinance
Submitted

It was moved by Ms. Murphy and seconded by Mr. Laurell that "Ordinance No. 3593 be read for the second time by title only and be passed and adopted." The title to the following ordinance was read:

206
Amend Chapter
1 of the BMC

ORDINANCE 3593:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK
AMENDING CHAPTER 1 OF THE BURBANK MUNICIPAL CODE.

Adopted

The ordinance was adopted by the following vote:

Ayes: Council Members Golonski, Laurell, Murphy, Ramos and Kramer.

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Noes: Council Members None.
Absent: Council Members None.

10:22 P.M. The Redevelopment Agency, Housing Authority, Parking
Reconvene Authority and Youth Endowment Services Fund Board
Redev. Agency, meetings were reconvened at this time.
Housing
Authority,
Parking
Authority and
YES Fund Board
Meetings

Third Period of Mr. Kramer called for speakers for the third period of oral
Oral communications at this time.
Communication

Citizen Appearing to comment were Anja B. Rehlmann, on a petition
Comment she sent to keep a neighborhood business from getting parking
permits, stating the business is operating out of a duplex in a
residential neighborhood and citing problems the neighbors
have had with the business; Ted McConkey, on a Planning
Board decision made on January 28, 2002 allowing additional
spaces for a Planned Development which was limited 10 years
ago to 45 spaces for recreational vehicle storage, stating the
applicant was found to have had 71 spaces for over five years,
that in the process the applicant made \$234,000 from his
violation of having the extra parking spaces, noting the City
issued a letter of non-enforcement, and the Planning Board
had rewarded the applicant by giving him approval for an
additional 22 parking spaces rather than imposing a fine; Irma
Loose, showing a videotape of a previous Council meeting
with Mrs. Ramos speaking of a \$5 million investment in the
courthouse, and on a previous Public Records Act request
which was answered by Mr. Barlow; Eden Rosen, on traffic
problems at Olive Avenue/Clark Avenue/Victory Boulevard and
drivers blocking the intersection, and informing the public of a
meeting of the Alzheimers Association scheduled for Friday,
February 1, 2002 from 10:00 a.m. to 1:00 p.m. at USC;
Joecille Santolucci, on advertising the City's website
information in the utility bill inserts, on Charter
Communications' customer service problems and cable boxes,
and on having more than one traffic sign on a pole because
she finds it confusing; Mark Barton, on Council not playing his
videotape, on not being taken seriously, and on the terrorists
regrouping for another attack; David Piroli, on traffic concerns
at Hollywood Way and Chandler Boulevard, on Buena Vista

Street from Glenoaks Boulevard to Victory Boulevard becoming a nightmare due to the opening of the Empire Center, on traffic backing up on the freeway ramps all the time, and on contractors coning off areas where they are not working; Howard Rothenbach, suggesting we use the Community Assistance Cards at the Town Hall meetings, and giving the speaker the option of not being on camera when they speak, on the parking lot behind City Hall, on losing C-Span, and requesting to know what happened to the \$10,000-a-month reports from the Washington lobbyist; and, Mike Nolan, on Betty Ogle, the employee who provided the function now suggested by the City Manager's office in the rotunda of City Hall, and on the landscaping of the Pacific Bell easement on the Los Angeles Department of Water and Power lot.

Staff
Response

Members of the Council and staff responded to questions raised.

301-2
Memorial
Adjournment

There being no further business to come before the Council, the meeting was adjourned at 11:05 p.m. in memory of Mike McDonald Sr., and to Thursday, January 31, 2002 at 6:00 p.m. for a joint meeting with the Burbank Unified School District.

Margarita Campos, City Clerk

APPROVED MARCH 26, 2002

Mayor of the Council
of the City of Burbank