



COUNCIL AGENDA - CITY OF BURBANK
TUESDAY, MARCH 29, 2005
5:00 P.M.

CITY COUNCIL CHAMBER – 275 EAST OLIVE AVENUE

This agenda contains a summary of each item of business which the Council may discuss or act on at this meeting. The complete staff report and all other written documentation relating to each item on this agenda are on file in the office of the City Clerk and the reference desks at the three libraries and are available for public inspection and review. If you have any question about any matter on the agenda, please call the office of the City Clerk at (818) 238-5851. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (48 hour notice is required). Please contact the ADA Coordinator at (818) 238-5021 voice or (818) 238-5035 TDD with questions or concerns.

CLOSED SESSION ORAL COMMUNICATIONS IN COUNCIL CHAMBER:

Comments by the public on Closed Session items only. These comments will be limited to **three** minutes.

For this segment, a **PINK** card must be completed and presented to the City Clerk.

CLOSED SESSION IN CITY HALL BASEMENT LUNCH ROOM/CONFERENCE ROOM:

Conference with Labor Negotiator:

Pursuant to Govt. Code §54957.6

Name of the Agency Negotiator: Management Services Director/Judie Sarquiz.

Name of Organization Representing Employee: Represented: Burbank City Employees Association, Burbank Management Association, International Brotherhood of Electrical Workers, Burbank Firefighters Association, Burbank Firefighters Chief Officers Unit, and Burbank Police Officers Association; Unrepresented, and Appointed Officials.

Summary of Labor Issues to be Negotiated: Current Contracts and Retirement Issues.

When the Council reconvenes in open session, the Council may make any required disclosures regarding actions taken in Closed Session or adopt any appropriate resolutions concerning these matters.

6:30 P.M.

INVOCATION:

The Courts have concluded that sectarian prayer as part of City Council meetings is not permitted under the Constitution.

FLAG SALUTE:

ROLL CALL:

ANNOUNCEMENT: WEDNESDAY NIGHT PRIME TIME PROGRAMS.

ANNOUNCEMENT: ALL MAIL BALLOT GENERAL MUNICIPAL ELECTION – APRIL 12, 2005.

PROCLAMATION: FAIR HOUSING MONTH.

PROCLAMATION: CESAR CHAVEZ WEEK.

COUNCIL COMMENTS: (Including reporting on Council Committee Assignments)

INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At this time additional items to be considered at this meeting may be introduced. As a general rule, the Council may not take action on any item which does not appear on this agenda. However, the Council may act if an emergency situation exists or if the Council finds that a need to take action arose subsequent to the posting of the agenda. Govt. Code §54954.2(b).

6:30 P.M. PUBLIC HEARINGS:

1. V-370 RESOLUTION TO VACATE A PORTION OF THE ALLEY ADJACENT TO THE FORMER BUENA VISTA LIBRARY LOCATED AT 401 NORTH BUENA VISTA STREET (APPLICANT – CITY OF BURBANK):

On March 8, 2005, the Council adopted a Resolution of Intention to vacate a portion of the alley behind the former Buena Vista Library, located at 401 North Buena Vista Street. This is a conditional vacation which requires a public hearing. The Resolution of Intention set the public hearing for March 29, 2005. At this time, staff requests that the public hearing be postponed to a date uncertain. If the public hearing is postponed, a new Resolution of Intention will have to be adopted to set a new public hearing date, two notices will be published in the Burbank Leader at least two successive weeks prior to the new hearing date, staff will post notices at the site of the vacation at least two weeks prior to the new hearing date, and notices will be sent to property owners within a 1,000 foot radius of the alley to be vacated within ten days of the new public hearing date.

Recommendation:

Staff recommends that the public hearing be postponed.

2. APPEAL OF CONDITIONAL USE PERMIT NO. 2004-105 – 1011 LA RAMBLA:

On March 1, 2005, the Council held a public hearing regarding Project No. 2004-105, a request by Arsen and Ripsime Retchian to construct a 3,210 square foot home at 1011 La Rambla. The applicants had appealed the Planning Board's decision to deny the application without prejudice. After closing the public hearing and deliberating, the Council denied the appeal by a vote of 4 -0.

At the March 8, 2005 Council meeting, the applicants requested that the Council reconsider the decision. This request was based upon the willingness of the applicants to make modifications to the project.

Since the previous Council hearing, the applicant has modified the plans to remove a family room area on the top level of the home. This area has been replaced with an open balcony in an attempt to further protect the views enjoyed from the neighboring property. In an effort to retain a similar total floor area, the setback from the north property line has been reduced from 15.5 feet to 12.5 feet. This increases the size of the living room and dining room, as well as the master bedroom on the lower level.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK GRANTING THE APPEAL OF THE PLANNING BOARD'S DECISION AND APPROVING A CONDITIONAL USE PERMIT FOR PROJECT NO. 2004-105, AND A MITIGATED NEGATIVE DECLARATION RELATED THERETO (Arsen and Ripsime Retchian, Applicant/Appellant; 1011 La Rambla Drive).

REPORTING ON CLOSED SESSION:

INITIAL OPEN PUBLIC COMMENT PERIOD OF ORAL COMMUNICATIONS: (Two minutes on any matter concerning City Business.)

There are four segments of Oral Communications during the Council Meeting. The first precedes the Closed Session items, the second and third segments precede the main part of the City Council's business (but follow announcements and public hearings), and the fourth is at the end of the meeting following all other City business.

Closed Session Oral Communications. During this period of oral communications, the public may comment only on items listed on the Closed Session Agenda(s). A **PINK** card must be completed and presented to the City Clerk. Comments will be limited to **three** minutes.

Initial Open Public Comment Period of Oral Communications. During this period of Oral

Communications, the public may comment on any matter concerning City Business. A **BLUE** card must be completed and presented to the City Clerk. NOTE: Any person speaking during this segment may not speak during the third period of Oral Communications. Comments will be limited to **two** minutes.

Agenda Item Oral Communications. This segment of Oral Communications immediately follows the first period, but is limited to comments on agenda items for this meeting. For this segment, a **YELLOW** card must be completed and presented to the City Clerk. Comments will be limited to **four** minutes.

Final Open Public Comment Period of Oral Communications. This segment of oral communications follows the conclusion of agenda items at the end of the meeting. The public may comment at this time on any matter concerning City Business. NOTE: Any member of the public speaking at the Initial Open Public Comment Period of Oral Communications may not speak during this segment. For this segment, a **GREEN** card must be completed and presented to the City Clerk. Comments will be limited to **two** minutes.

City Business. City business is defined as any matter that is under the jurisdiction of the City Council. Although other topics may be of interest to some people, if those topics are not under City Council jurisdiction, they are not City business and may not be discussed during Oral Communications.

Videotapes/Audiotapes. Videotapes or audiotapes may be presented by any member of the public at any period of Oral Communications or at any public hearing. Such tapes may not exceed the time limit of the applicable Oral Communications period or any public comment period during a public hearing. The playing time for the tape shall be counted as part of the allowed speaking time of that member of the public during that period.

Videotapes must be delivered to the Public Information Office by no later than 10:00 a.m. on the morning of the Council meeting in a format compatible with the City's video equipment. Neither videotapes nor audiotapes will be reviewed for content or edited by the City prior to the meeting, but it is suggested that the tapes not include material that is slanderous, pornographic, demeaning to any person or group of people, an invasion of privacy of any person, or inclusive of material covered by copyright.

Printed on the videocassette cover should be the name of the speaker, the period of oral communication the tape is to be played, and the total running time of the segment. The Public Information Office is not responsible for "cueing up" tapes, rewinding tapes, or fast forwarding tapes. To prevent errors, there should be ten seconds of blank tape at the beginning and end of the segment to be played. Additionally, the speaker should provide the first sentence on the tape as the "in cue" and the last sentence as the "out cue".

As with all Oral Communications, videotapes and audiotapes are limited to the subject matter jurisdiction of the City and may be declared out of order by the Mayor.

Disruptive Conduct. The Council requests that you observe the order and decorum of our Council Chamber by turning off or setting to vibrate all cellular telephones and pagers, and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Council is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the Council meeting, is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Council Chamber by the Mayor.

Once an individual is requested to leave the Council Chamber by the Mayor, that individual may not return to the Council Chamber for the remainder of the meeting. BMC §2-216(b).

Individuals standing in the Council Chamber will be required to take a seat. Also, no materials shall be placed in the aisles in order to keep the aisles open and passable. BMC §2-217(b).

Your participation in City Council meetings is welcome and your courtesy will be appreciated.

COUNCIL AND STAFF RESPONSE TO INITIAL OPEN PUBLIC COMMENT PERIOD OF ORAL COMMUNICATIONS:

AGENDA ITEM ORAL COMMUNICATIONS: (Four minutes on Agenda items only.)

COUNCIL AND STAFF RESPONSE TO AGENDA ITEM ORAL COMMUNICATIONS:

JOINT MEETING WITH THE REDEVELOPMENT AGENCY:

3. BURBANK BOULEVARD STREETScape PROJECT UPDATE:

One of the Council's stated goals is to improve the appearance of the major arterials throughout the City. After considering several areas, staff identified three major arterials to study to determine a starting point. The three corridors identified were: Olive Avenue between the Golden State Freeway and the Ventura Freeway; Burbank Boulevard from Victory Boulevard to the western City limit; and, West Victory Boulevard from North Victory Boulevard at the "Five Points" intersection to the western City limit. Staff retained the services of David Evans and Associates, a landscape architecture firm, to study the three arterials and make a recommendation as to which arterial would be the best candidate for streetscape improvements. The feasibility study resulted in a recommendation to first focus on the Burbank Boulevard corridor, citing the appearance of Burbank Boulevard and the lack of overhead power lines as the determining factors. The Burbank Boulevard Streetscape Project then became part of the Work Program for Fiscal Year 2004-05.

Two community meetings were held on February 23 and 24, 2005 to receive input from

merchants, property owners and residents in the area. Staff anticipates holding one more community meeting before moving forward with the schematic design phase. Additionally, staff recommends that an Oversight Committee be established for the project and requests that two members of the Council/Redevelopment Agency Board (Board) serve on the Committee.

Staff expects to host the community meeting with both groups next month. Following the community meeting, staff anticipates presenting a conceptual design for Council/Board consideration in June 2005.

Recommendation:

Staff recommends that the Council and the Redevelopment Agency Board appoint two members to serve on the Burbank Boulevard Streetscape Oversight Committee.

RECESS the Redevelopment Agency to continue the City Council meeting.

CONSENT CALENDAR: (Items 4 through 13)

The following items may be enacted by one motion. There will be no separate discussion on these items unless a Council Member so requests, in which event the item will be removed from the consent calendar and considered in its normal sequence on the agenda. A **roll call** vote is required for the consent calendar.

4. APPROVAL OF CONTRACT DOCUMENTS FOR SANITARY SEWER SYSTEM HAZARD MITIGATION PROJECT (BID SCHEDULE NO. 1177) AND AWARDED A CONSTRUCTION CONTRACT TO RE PIPE – CALIFORNIA, INC. dba PPR:

Staff is requesting Council approval of contract documents and award of a construction contract for Bid Schedule No. 1177, Sanitary Sewer System Hazard Mitigation Project.

On December 8, 1998, the Council accepted a Federal Emergency Management Agency/Office of Emergency Services (FEMA/OES) Grant Acceleration Program (GAP) offer. The FEMA/OES GAP offer provided a fixed level of funding to cover the total cost of eligible repairs to facilities damaged by the Northridge earthquake. The total amount of this agreement was \$13,645,090, which covered previously completed (Phases 2 through 6) sewer repair work and inspection services. In May 2004, the City received information from OES that a balance of \$171,339 was still available in the GAP funds. These funds will be used to fund Phase 7 of the sewer repair project.

Bid Schedule No. 1177 (Phase 7) consists of lining of 2,925 linear feet (LF) of 8" diameter sanitary sewer pipe; lining of 1,135 LF of 10" diameter sanitary sewer pipe; reinstatement of 108 lateral connections; and removal and replacement of approximately 59 LF of pipe at various depths to permit lining.

This project is categorically exempt under California Environmental Quality Act requirements per Section 15301(b), since the work being done is restoration or rehabilitation of damaged sewer pipes due to the earthquake.

Bid Schedule 1177 was advertised on January 22 and 26, 2005, and the bid opening was held on February 22, 2005. Re Pipe– California, Inc. dba PPR submitted the lowest bid of \$180,512.

The City will fund this project from Fund 494 (Water Reclamation and Sewer Fund). FEMA/OES will reimburse \$171,339 of the actual Phase 7 project costs following completion of the project and submittal of the claim request by the City.

Recommendation:

Adoption of proposed resolution entitled:
(4/5 vote required)

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING AND ADOPTING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AND DETERMINING THE LOWEST RESPONSIBLE BIDDER, ACCEPTING THE BID, AND AUTHORIZING EXECUTION OF A CONTRACT FOR THE SANITARY SEWER HAZARD MITIGATION PROJECT, BID SCHEDULE NO. 1177, AND AMENDING THE FISCAL YEAR 2004-2005 BUDGET BY APPROPRIATING \$180,512.00.

5. PROFESSIONAL SERVICES AGREEMENT TO PROVIDE ANNUAL AUDIT SERVICES FOR FISCAL YEARS 2004-05 THROUGH 2008-09:

During Fiscal Year (FY) 2000-01, the Council retained KPMG LLP, Certified Public Accountants, to provide annual audit services to the City, and related entities. The annual cost for the annual audit services rendered for FY 2003-04 was \$84,900.

At the Audit Committee meeting of July 20, 2004, staff was given direction to submit a Request for Proposal (RFP) for annual and internal audit services for five-year agreements. In September 2004, an Auditor Selection Committee (ASC) was formed, and issued a n RFP for audit services as directed by the Audit Committee. The ASC is comprised of the City Treasurer, Assistant Financial Services Director, Burbank Water and Power Assistant General Manager–Finance, and the Redevelopment and Enterprise Fund Senior Accountant. The RFPs were distributed to CPA firms requesting an audit for the City, the Redevelopment Agency, the Water and Electric Utility, and all other related entities of the City, plus 100 hours of management consultation.

Six responses to the RFP were received and were evaluated by the ASC. The proposals were evaluated in three phases. The first phase was to rate the CPA firms based on technical qualifications. The top four scores were then rated on price component. The technical qualifications comprised 70 percent of the final score. This was combined with the second phase of the evaluation, which was based on the proposed fee, which was weighted at 30 percent of the total score.

Below is a recap of the final composite scores as rated by the ASC for the annual audit:

1. McGladrey and Pullen	362
2. KPMG	344
3. Conrad & Associates	328
4. Macias Gini & Company	258

The ASC dropped Macias Gini & Company from consideration as their fee quote was more than double the next highest firm's fees. Interviews were then set up with the top three firms and the ASC. After the interview process, KPMG was then dropped from consideration. Even though the ASC rated them the highest in the technical portion, their proposed fee increase of 79 percent over their current contract was deemed unacceptable.

Subsequent to the interviews, City and Utility references were reviewed by the ASC. At the January 25, 2005 meeting of the Council Audit Committee, the ASC recommended that the City engage Conrad and Associates, LLP, to provide annual audit services. The Audit Committee approved the recommendation.

Fees for the annual audit are not to exceed: \$81,279 for FY 2004-05; \$83,312 for FY 2005-06; \$85,394 for FY 2006-07; \$87,529 for FY 2007-08; and, \$89,718 for FY 2008-09. The cost of the proposed agreement between the City and Conrad and Associates, LLP will be budgeted within the Financial Services Department budget.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BURBANK AND CONRAD AND ASSOCIATES, L.L.P.

6. ESTABLISHMENT OF THE SPECIFICATION FOR THE CLASSIFICATION OF DOWNTOWN MANAGER:

The revitalization of downtown Burbank has been on the Council's Work Program for several years. The revitalization efforts are balanced with redevelopment projects and now revitalization programs that include marketing, promotional events, business attraction, and, last year, a downtown Property-Based Business Improvement District or PBID (Downtown Burbank Partnership, Inc.) was formed. The Community Development Department, Housing and Redevelopment Division, has realized the need for a specialized position to handle these projects instead of a Redevelopment Project Manager. The establishment will address the needs of the Community Development Department, the Council and the community. It will also assist the Department as it needs to recruit for this highly specialized field.

This classification will be a Civil Service position, subject to the Fair Labor Standards Act (FLSA), and included in the City's Conflict of Interest Code. The Burbank Management Association (BMA) will represent this classification. The Civil Service Board approved the establishment of this specification at their regular meeting on March 2, 2005.

There is no fiscal impact from the establishment of this specification because the salary range for this position will be set at \$6,245-\$7,588, the same as a Redevelopment Project Manager. This position will be established by replacing one vacant Redevelopment Project Manager position.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ESTABLISHING THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF DOWNTOWN MANAGER (CTC No. 0272) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

7. REVISING AND RE-TITLING THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF CUSTOMER SERVICE SUPERVISOR I AND CUSTOMER SERVICE SUPERVISOR II/BWP TO CUSTOMER SERVICE SUPERVISOR AND MANAGER CUSTOMER SERVICE OPERATIONS:

Burbank Water and Power (BWP) has been undergoing departmental reorganization over the past several years to better address the changes in the utility industry and to be on the cutting edge of these changes. In 2000, all titles and specifications within the Customer Service Division were reviewed, consolidated and revised to create clear paths through the ranks, supervision and management. There were four senior level positions that essentially acted as supervisor within the work groups and these positions were given the title of Customer Service Supervisor I and more formal supervisory responsibilities. The existing Customer Service Supervisor positions were given the title of Customer Service Supervisor II/BWP and management and leadership responsibilities. This structure has been in place for several years and works very well with one exception. The numeric designations of I and II are confusing within and outside the Department. They do not appropriately convey the level, status and responsibilities of these positions within the Department. To be consistent and clear within the market and within BWP's own hierarchy, there is a need to re-title these specifications.

The classifications of Customer Service Supervisor and Manager Customer Service Operations will continue to be Civil Service positions and subject to the Fair Labor Standards Act (FLSA). The classification of Customer Service Supervisor will not be included in the City's Conflict of Interest Code but will continue to be represented by the Burbank City Employees Association (BCEA). The classification of Manager Customer Service Operations will be included in the

Service Operations will be included in the City's Conflict of Interest Code and will continue to be represented by the Burbank Management Association (BMA). The Civil Service Board approved the revisions and re-titlings of these specifications at their regular meeting on March 2, 2005.

There is no fiscal impact from the revisions or re-titling of these specifications because the current salary ranges for these positions will be maintained.

Recommendation:

Adoption of proposed resolutions entitled:

1. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION OF CUSTOMER SERVICE SUPERVISOR I (CTC No. 0254) TO CUSTOMER SERVICE SUPERVISOR.
 2. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF CUSTOMER SERVICE SUPERVISOR II (CTC No. 0242) TO MANAGER CUSTOMER SERVICE OPERATIONS (CTC No. 0540).
8. REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF MANAGER CUSTOMER SERVICE TO ASSISTANT GENERAL MANAGER – CUSTOMER SERVICE AND MARKETING:

A few years ago, the Marketing Section of Burbank Water and Power (BWP) was organizationally placed within the Customer Service Division and under the direction of the division manager, Manager Customer Service. The Manager Customer Service, as well as other division managers, is a member of the Department's executive team. The team is composed of four Assistant General Managers, the Manager Customer Service and the Administrative Officer/BWP. The executive management team reports directly to the department head, General Manager BWP. The title of Manager Customer Service does not appropriately convey the level and status of this position within the department, is not consistent with the industry market and is too similar to the newly-proposed title change for the Customer Service Supervisor II/BWP to Manager Customer Service Operations. The re-titling and revisions to the specification for the classification of Assistant General Manager – Customer Service and Marketing addresses the significant changes to the position and will assist the Department when it needs to recruit in this highly specialized field.

This classification will continue to be an unrepresented management (Z group) position, exempt from Civil Service and the Fair Labor Standards Act (FLSA). This position will be included in the City's Conflict of Interest Code. As this is an exempt position, the Civil Service Board only reviewed this item for informational purposes at their regular meeting on March 2, 2005.

There is no fiscal impact from the revisions or re-titling of this specification because the current salary range for the position will be maintained.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF MANAGER CUSTOMER SERVICE (CTC No. 0530) TO ASSISTANT GENERAL MANAGER – CUSTOMER SERVICE & MARKETING (CTC No. 0068).

9. REVISING AND RE-TITLING THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF ELECTRICAL EQUIPMENT SUPERINTENDENT AND ELECTRICAL TEST SUPERINTENDENT TO MANAGER ELECTRICAL EQUIPMENT AND MANAGER COMMUNICATIONS SYSTEMS:

Burbank Water and Power (BWP) has recognized the need to revise and re-title the above specifications to portray them as management positions and to reorganize certain electrical field work, mainly electric testing and pad mount transformer installation, to increase crew efficiency and better organizational effectiveness. The revisions and re-titlings of these specifications reflect existing market conditions and reflect the current needs of the Department. They will also assist the Department when it needs to recruit in these highly specialized fields.

Both of these classifications will continue to be Civil Service positions and included in the City's Conflict of Interest Code but will not be subject to the Fair Labor Standards Act (FLSA). These classifications will continue to be represented by the Burbank Management Association (BMA). The Civil Service Board approved the revisions and re-titlings of these specifications at their regular meeting on February 2, 2005.

There will be no fiscal impact from the revisions and re-titling of the specification for the classification of Electrical Equipment Superintendent to Manager Electrical equipment because the current salary range will be maintained. The salary range for Manager Communications Systems will be set at \$6,722 - \$8,167 which will result in a salary savings to the Department of \$3,648 per year from the previous salary of Electrical Test Superintendent.

Recommendation:

Adoption of proposed resolutions entitled:

1. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF ELECTRICAL EQUIPMENT SUPERINTENDENT (CTC No. 0296) TO MANAGER ELECTRICAL EQUIPMENT (CTC No. 0538).
2. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-

RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF ELECTRICAL TEST SUPERINTENDENT (CTC No. 0307) TO MANAGER COMMUNICATIONS SYSTEMS (CTC No. 0537).

10. RE-ESTABLISHING THE SPECIFICATION FOR THE CLASSIFICATION OF PRINCIPAL CIVIL ENGINEER/BURBANK WATER AND POWER:

Several months ago, during a reorganization of the Burbank Water and Power (BWP) Water Division, one Principal Civil Engineer/BWP position was upgraded, revised and re-titled to Manager Water Engineering/Planning to portray its management position and to reflect the actual duties and requirement of the position and one Principal Civil Engineer/BWP position was downgraded to Senior Civil Engineer/BWP. BWP has been having difficulty recruiting and retaining a qualified candidate for the vacant Senior Civil Engineer/BWP position. The Department is proposing to re-establish the higher level position of Principal Civil Engineer/BWP to replace the Senior Civil Engineer/BWP position in the hopes of attracting highly qualified and experienced water utility engineers to apply for this highly specialized field.

This classification will be a Civil Service position, subject to the Fair Labor Standards Act (FLSA), and included in the City's Conflict of Interest Code. The Burbank Management Association (BMA) will represent this classification. The Civil Service Board approved the re-establishment of this specification at their regular meeting on March 2, 2005.

The salary range for the Principal Civil Engineer/BWP will be set at \$7,864-\$9,555. Burbank Water and Power will be upgrading one Senior Civil Engineer/BWP position to Principal Civil Engineer/BWP. The estimated additional costs associated with this upgrade would be \$16,188 per year. This increase will be achieved through salary savings during this fiscal year (FY). The position will be budgeted in the FY 2005-06 Budget.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK RE-ESTABLISHING THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF PRINCIPAL CIVIL ENGINEER/BWP (CTC No. 0680) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

11. REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF BUILDING MAINTENANCE SUPERVISOR TO FACILITIES MAINTENANCE MANAGER:

The specification for the classification of Building Maintenance Supervisor has not been revised since 1982 with one exception. In July 2003 the specification was revised to reflect the change in the Education/Training requirements to include the "any combination" language. Additionally, the

combination” language. Additionally, the incumbent in this position, a long-term employee, will be retiring soon. With the impending recruitment and the fact that this specification has not been revised in more than 20 years, this is the appropriate time to revise the specification and title to reflect the management status of the position, reflect the actual duties and requirements of this position including project management responsibilities and address consistency with the current market industry. The revisions and re-titling of this specification reflects the current needs of the Department and will assist the Department as it needs to recruit in this highly specialized field.

This classification will continue to be a Civil Service position, subject to the Fair Labor Standards Act (FLSA), and included in the City’s Conflict of Interest Code. The Burbank Management Association (BMA) will continue to represent this classification. The Civil Service Board approved the revisions and re-titling of this specification at their regular meeting on March 2, 2005.

There is no fiscal impact from the revisions or re-titling of this specification because the current salary range for the position will be maintained.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF BUILDING MAINTENANCE SUPERVISOR (CTC No. 0119) TO FACILITIES MAINTENANCE MANAGER (CTC No. 0337).

12. REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF EQUIPMENT MAINTENANCE SUPERVISOR TO FLEET SERVICES SUPERVISOR:

In March 2001 a night shift was implemented in the Public Works Department, Equipment Division, based upon the results of a competitiveness review that was conducted by Spectrum Consultants, Inc. in 1998 and 1999. At that time, the Equipment Maintenance Supervisor was permanently assigned to be in charge of the night shift operations. The night shift has proved successful in its goal of reducing customer inconvenience because of daytime maintenance. The specification for the classification of Equipment Maintenance has not been revised since 1988 with one exception. In July 2003 the specification was revised to reflect the change in the Education/Training requirements to include the “any combination” language. Additionally, the incumbent in this position, a long-term employee, will be retiring soon. With the impending recruitment, this is the appropriate time to revise the specification and title to reflect consistency with the current market industry and to reflect the actual duties and requirements of the position. These revisions and re-titling of this specification reflects the current needs of the Department and will assist the Department as it needs to recruit in this highly specialized field.

This classification will continue to be a Civil Service position, subject to the Fair Labor Standards Act (FLSA) and included in the City's Conflict of Interest Code. The Burbank Management Association (BMA) will continue to represent this classification. The Civil Service Board approved the revisions and re-titling of this specification at their regular meeting on March 2, 2005.

There is no fiscal impact from the revisions or re-titling of this specification because the current salary range for the position will be maintained.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING AND RE-TITLING THE SPECIFICATION FOR THE CLASSIFICATION OF EQUIPMENT MAINTENANCE SUPERVISOR (CTC No. 0322) TO FLEET SERVICES SUPERVISOR (CTC No. 0361).

13. REVISING THE SPECIFICATION FOR THE CLASSIFICATION OF GRAPHIC ILLUSTRATOR:

The current specification for the classification of Graphic Illustrator has not been revised since 1985. The specification dates back to a time before computer-aided graphic design technology was available. With the tremendous changes in technology and in an effort to be consistent with the industry, the Community Development Department has recognized that the specification for this position is obsolete and needs to be revised. This position is responsible for performing a variety of professional and complex computer-generated graphics, illustrative and photographic work. These duties are primarily achieved through the use of computers, computer software programs related to graphic design and photography. The proposed revisions more accurately describe the actual duties and requirements of this position, remove obsolete language, and will conform to equivalent positions in Burbank's survey cities and other comparable agencies in the industry. These revisions will also assist the department when it needs to recruit for this highly specialized field.

This classification will continue to be a Civil Service position and subject to the Fair Labor Standards Act (FLSA). This classification will not be included in the City's Conflict of Interest Code. The Burbank City Employees Association (BCEA) will continue to represent this classification. The Civil Service Board approved the revisions of this specification at their regular meeting on March 2, 2005.

There is no fiscal impact from the revisions of this specification because the current salary range for the position will be maintained.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING THE

SPECIFICATION FOR THE CLASSIFICATION OF GRAPHIC ILLUSTRATOR (CTC No. 0392).

END OF CONSENT CALENDAR

REPORTS TO COUNCIL:

14. PROPOSED MODIFICATIONS TO THE TRAFFIC SIGNAL OPERATION AT CHANDLER BOULEVARD/HOLLYWOOD WAY AND CHANDLER BOULEVARD/BUENA VISTA STREET:

This report is intended to apprise the Council of planned modifications to the traffic signals along the Chandler Bikeway to reduce significant traffic delays on Hollywood Way and Buena Vista Street during periods of high traffic demand.

Traffic signal operation at the intersections of Hollywood Way/Chandler Boulevard and Buena Vista Street/Chandler Boulevard was significantly changed with the opening of the Chandler Bikeway. Additional signal phases were added to the signal operation to ensure that pedestrians and bicyclists could traverse each intersection safely. The new signal operation has created two traffic issues at these signalized intersections; the current traffic signal cycle is 130 to 140 seconds long because of all the required signal phases causing significant traffic congestion on the main streets; and, the special programmed visibility (PV) traffic signal heads are difficult for motorists to see causing driver hesitation and confusion.

Staff proposes to reduce congestion and improve visibility by modifying the traffic operation at each intersection with the elimination of some vehicle turning movements across the bikeway. The prohibition of turning movements across the bikeway will allow the consolidation of several traffic signal phases into one operation to reduce the total signal cycle length. The modification will also enable elimination of the confusing PV traffic signal indications.

Staff plans to implement the changes to the traffic signals in several steps to minimize driver confusion. Turn prohibitions will be implemented first with the installation of appropriate signs and pavement markings. The traffic signal operation will be left unchanged for two weeks to allow drivers to become accustomed to the restrictions; then, the traffic signal will be retimed. Staff will monitor the operation of each intersection and adjust the traffic control as necessary to maintain the safest possible operation.

Recommendation:

Note and file.

15. UPDATE OF STATE ROUTE-134 WESTBOUND RAMP PROJECT:

At the February 22, 2005 meeting, Council Member Golonski requested to be agendaized this item for the Council to discuss whether to direct staff to prepare a project update for a future meeting. This report provides a brief project description and requests Council direction on whether to schedule an update on project funding and implementation.

The City has completed the local portions of the project, which were to realign the existing Westbound State Route (SR)-134 off-ramp east of Hollywood Way and to relocate the Burbank Water and Power (BWP) Hollywood Way electrical substation. The remaining phase of the project is the construction of a new Westbound SR-134 on-ramp that will be accessed from Alameda Avenue, immediately east of the new electrical substation. In accordance with the executed Cooperative Agreement between the California Department of Transportation (Caltrans) and the City, Caltrans is required to construct the new ramp at no additional cost to the City. Although that construction was originally scheduled to begin last year, the State budget situation has caused this and many other projects statewide to be delayed.

The California Transportation Commission (CTC) has previously approved (programmed) the \$32.6 million in funding needed for the remaining work, \$5.8 million for right-of-way and \$26.8 million for construction. The right-of-way funding is needed to relocate utility infrastructure and to acquire temporary and permanent easements. The right-of-way work will take approximately a year to complete, and must necessarily be done before construction of the new on-ramp can begin.

The local Caltrans office, District 7, has requested that the CTC allocate the \$5.8 million in right-of-way funding this September as part of its statewide disbursement of funds that are budgeted for right-of-way activities. If that funding is made available then, the right-of-way activities would be completed in time for a start of construction in late 2006. While there is no guarantee that the CTC will make the requested allocation, District 7 is anticipating that it will and is starting to develop a schedule for completing the right-of-way work, and the subsequent ramp construction.

Staff is continuing to monitor progress on the overall project funding issue, and will work with the City's transportation lobbyist David Grannis and with Caltrans to ensure that the needed right-of-way funding is provided as soon as possible. If for any reason funding is not provided this summer, staff would report back to the Council with that information and with potential alternative methods of funding the initial right-of-way work.

Recommendation:

Staff requests direction on whether to agendaize this item for a project update and Council discussion.

16. JOINT STUDY SESSION WITH THE PLANNING BOARD:

At the February 22, 2005 meeting, Council Member Golonski requested that the Council discuss

discuss whether to direct staff to schedule a joint study session with the Planning Board on traffic issues. This report suggests potential dates and formats should the Council wish to proceed with this direction.

Council Member Golonski specifically mentioned looking at level-of-service standards and timetables for implementing traffic and transportation improvements. Additionally, staff suggests that the study session also cover: traffic forecasts and trends; the proposed trip-based development standard; railroad grade crossings; the Citywide traffic signal program; current levels-of-service at major intersections; and, planned improvements.

Due to currently scheduled study sessions and other agenda constraints, the study session would need to be scheduled prior to a regular Council meeting in May. Alternatively, the Council could consider conducting the study session at a special joint meeting on a night other than the regular Tuesday meeting time.

Recommendation:

Staff requests direction on whether to schedule a joint study session with the Planning Board to discuss traffic issues.

RECONVENE the Redevelopment Agency meeting for public comment.

FINAL OPEN PUBLIC COMMENT PERIOD OF ORAL COMMUNICATIONS: (Two minutes on any matter concerning the business of the City.)

This is the time for the Final Open Public Comment Period of Oral Communications. Each speaker will be allowed a maximum of **TWO** minutes and may speak on any matter concerning the business of the City. However, any speaker that spoke during the Initial Open Public Comment Period of Oral Communications may not speak during the Final Open Public Comment Period of Oral Communications.

For this segment, a **GREEN** card must be completed, indicating the matter to be discussed, and presented to the City Clerk.

COUNCIL AND STAFF RESPONSE TO THE FINAL OPEN PUBLIC COMMENT PERIOD OF ORAL COMMUNICATIONS:

ADJOURNMENT. Tuesday, April 5, 2005 at 5:00 p.m. in the Council Chamber for a Study Session on Proposed Development Standards for R-1, R-1-E and R-1-H Single-Family Residential Zones.

**For a copy of the agenda and related staff reports,
please visit the
City of Burbank's Web Site:
www.ci.burbank.ca.us**