



COUNCIL AGENDA - CITY OF BURBANK
TUESDAY, JULY 31, 2007
5:30 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:

- a. **Conference with Real Property Negotiator:**
Pursuant to Govt. Code §54956.8
Agency Negotiator: Community Development Director/Susan Georgino
Property: 2721 West Burbank Boulevard.
Parties with Whom City is Negotiating: Family Service Agency, 2013 West Magnolia Boulevard Burbank, CA 91506.
Name of Contact Persons: Sue Georgino – City; Laurie Bleick – Executive Director of Family Service Agency.
Terms Under Negotiation: Proposed amendment to Lease Agreement.

- b. **Conference with Real Property Negotiator:**
Pursuant to Govt. Code §54956.8
Agency Negotiator: Community Development Director/Susan Georgino
Property: Opportunity Site #5 – Bounded by Olive Avenue, First Street, Angeleno Avenue and the back or businesses along San Fernando Boulevard.
Parties with Whom City is Negotiating: L. Albert Lemus, Senior Vice President Lowe Enterprises Real Estate Group, 11777 San Vicente Boulevard Suite 900 Los Angeles, CA 90049.
Name of Contact Person: Jennifer Mack
Terms Under Negotiation: Instruction to negotiator will concern price and terms of payment regarding the sale of three City-owned parking lots located at 135 – 155 E. Angeleno Avenue (46 parking spaces) and 100 S. First Street (30 parking spaces).

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:

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

FLAG SALUTE:

ROLL CALL:

ANNOUNCEMENT: DARK MEETING ON AUGUST 7, 2007.

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 HEARING:

1. ARCHITECTURAL AND DESIGN CHANGES TO PROJECT NO. 2004-64 PLANNED DEVELOPMENT – 1935 NORTH BUENA VISTA STREET:

The purpose of this report is for Casden Properties, Limited Liability Company (Casden) to request changes to the architecture and design of a previously-approved Planned Development (PD) project. In January 2006, the Council approved PD No. 2004-64 project which authorized the construction of a 276-unit residential complex including three live/work units and 1,000 square feet of retail space on a 7.35-acre property. The project included private garages and some surface parking spaces, but most of the parking was proposed within a parking structure. Although plans were presented which showed a certain level of detail with regard to the architecture and layout of the units, a Condition of Approval was added which allowed modifications to these features upon review and approval by the Planning Board and the Council.

The applicant and property owner at the time of approval sold the property to Casden. In October 2006, the Council approved transferring the development rights of PD No. 2004-64 to Casden. This means that they are entitled to build the project approved in

January 2006, but also means that they must comply with the Development Agreement (DA) and all conditions imposed. Casden has proposed changes to the architecture and layout as they feel the new design better suits the Burbank community and their market. The project remains consistent with the DA and all Conditions of Approval that were imposed including height, setbacks and density. The modifications proposed improve upon the original architecture, with better circulation and more usable open space available to the residents. On July 9, 2007, the Planning Board reviewed the modifications and recommended approval to the Council.

Recommendation:

Adoption of proposed resolution entitled:
A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING MODIFICATIONS TO PROJECT NO. 2006-64 PLANNED DEVELOPMENT (1935 NORTH BUENA VISTA STREET; APPLICANT: CASDEN PROPERTIES, LLC).

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 action items on the agenda 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 THE INITIAL OPEN PUBLIC COMMENT PERIOD OF ORAL COMMUNICATIONS:

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

COUNCIL AND STAFF RESPONSE TO AGENDA ITEM ORAL COMMUNICATIONS:

CONSENT CALENDAR: (Items 2 through 10)

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.

2. CONFIRMING THE ITEMIZED WRITTEN REPORT OF THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES FOR THE COUNTY OF LOS ANGELES FOR THE ABATEMENT OF WEEDS AND PUBLIC NUISANCES, AND CONFIRMING THE COSTS OF SUCH ABATEMENT AND ASSESSING SUCH COSTS AGAINST CERTAIN REAL PROPERTY:

Staff is requesting Council approval of a resolution confirming and approving the itemized written report submitted by the County of Los Angeles (County) Agricultural Commissioner/Director of Weights and Measures, and the special assessment for the costs to abate certain weeds and debris. This resolution also directs the Agricultural Commissioner to file with the County Auditor, a certified copy of this resolution and a copy of the itemized list of private property costs for abatement work performed by the County.

The purpose of the annual weed abatement program is to remove the nuisance created on certain private properties by weeds and debris. The nuisances are potential fire hazards and serve as a haven for rodents and vectors. The County completed the abatement of weeds and debris on all parcels that did not respond to the notice that was mailed by the County and submitted a report to the City that identifies the parcels where abatement occurred and the cost of abatement.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CONFIRMING THE ITEMIZED WRITTEN REPORT OF THE AGRICULTURAL COMMISSIONER/DIRECTOR OF WEIGHTS AND MEASURES FOR THE COUNTY OF LOS ANGELES FOR THE ABATEMENT OF WEEDS AND PUBLIC NUISANCES, AND CONFIRMING THE COSTS OF SUCH ABATEMENT AND ASSESSING SUCH COSTS AGAINST CERTAIN REAL PROPERTY.

3. APPROVAL OF FINAL MAP NO. 62871 – 711 EAST ANGELENO AVENUE:

Staff is requesting Council approval of Final Map No. 62871, a one-lot subdivision totaling 7,626 square feet located at 711 East Angeleno Avenue. The property is in the R-3 Multiple-Family Low-Density Residential Zone and is owned by 711 Angeleno LLC, a California Limited Liability Company. Conditions of Approval for Tentative Tract Map No. 62871 have been cleared by the Planning Division (Division) for the purpose of Final Map approval. The Condition of Approval relating to Covenants, Conditions and Restrictions (CC&Rs) will be satisfied when the applicant submits two recorded copies of the CC&Rs to the Division (applicant cannot record the CC&Rs until this tract map is approved by the Council and recorded at the Los Angeles County Recorder's Office).

According to the State Subdivision Map Act, Chapter 3, Article 4, Section 66458 and the provisions of Chapter 27 of the Burbank Municipal Code, the Council must approve Final Map No. 62871 if it conforms to all the requirements. If such conformity does not exist, the Council must disapprove the map at the meeting it receives the map, or at its next regular meeting. If the Council has not authorized an extension to allow more time to disapprove the map, and the map conforms to all requirements, the map shall be deemed approved by operation of law.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING FINAL MAP OF TRACT NO. 62871 (711 EAST ANGELENO AVENUE).

4. ESTABLISHMENT OF THE SPECIFICATION, TITLE AND SALARY FOR THE CLASSIFICATION OF CRIME ANALYST:

Staff is requesting Council approval of the establishment of the specification, title and salary for the classification of Crime Analyst (CA) (CTC No. 0231). The Police Department is currently implementing a Department wide computer system upgrade that will require a full-time administrator to oversee the new system and provide up-to-the-minute crime analysis information in support of the Department's proactive, problem solving, policing efforts. The CA will be a non-sworn classification and report directly to the Investigations Captain. The classification will be a Civil Service position, represented by the Burbank Management Association, subject to the Fair Labor Standards Act and will not be included in the City's Conflict of Interest Code. The proposed salary for this classification is \$4,534 to \$5,509 and was established by conducting a survey of comparable positions within other cities. There will be no fiscal impact for the establishment of the classification of CA. The department has included this position in its budget for Fiscal Year 2007-08.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ESTABLISHING THE TITLE AND CLASSIFICATION OF CRIME ANALYST (CTC No. 0231) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

5. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF WATER QUALITY SPECIALIST AND THE ESTABLISHMENT OF THE SPECIFICATION, TITLE AND SALARY FOR THE CLASSIFICATION OF CROSS CONNECTION CONTROL SPECIALIST:

Staff is requesting Council approval of the revisions to the specification for the classification of Water Quality Specialist (WQS) (CTC No. 0994) and the establishment of the specification, title and salary for the classification of Cross Connection Control Specialist (CCCS) (CTC No. 0233). The WQS specification originally included duties directly related to backflow prevention and cross connection only. The specification was revised in May 2000 to include duties necessary for identifying, planning, managing and reporting water quality issues. The Department was unable to attract a qualified candidate who could perform all of the functions, and the Water Production/Operations Manager has taken on the additional water quality responsibilities. This has placed an undue burden on the Manager, and the Department has identified the need for a full-time water quality employee and a full-time cross connection employee. The revised WQS specification focuses primarily on water quality and water production related duties and the CCCS classification will handle the backflow prevention and cross connection duties. Both classifications will be Civil Service positions, represented by the Burbank City Employees Association, subject to the Fair Labor Standards Act and not included in the City's Conflict of Interest Code. The salary for WQS will remain at its current range of \$4,910 to \$6,132. The salary range for CCCS is \$4,611 to \$5,758 and was established by conducting a survey of comparable positions within other cities. There will be no fiscal impact associated with the revision for the classification of WQS or the establishment of the classification of CCCS. The Department has included both positions in its budget for Fiscal Year 2007-08.

Recommendation:

Adoption of proposed resolutions entitled:

1. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING THE SPECIFICATION FOR THE CLASSIFICATION OF WATER QUALITY SPECIALIST (CTC No. 0994).
2. A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ESTABLISHING THE TITLE AND CLASSIFICATION OF CROSS CONNECTION CONTROL SPECIALIST (CTC No. 0233) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

6. ESTABLISHMENT OF THE SPECIFICATION, TITLE AND SALARY FOR THE CLASSIFICATION OF FACILITY TECHNOLOGY COORDINATOR:

Staff is requesting Council approval of the establishment of the specification, title and salary for the classification of Facility Technology Coordinator (FTC) (CTC No. 0340). Burbank Water and Power (BWP) operates a Geographical Information System (GIS) which is a computer based technology system used for mapping electrical and water infrastructure. In the last decade, GIS technology has not only become a standard tool for managing municipal and utility infrastructure, but is also essential for day to day operations and now requires specialized full-time support. The FTC will be responsible for operating and supporting the complex utility information technology. The proposed specification describes the specialized duties and necessary requirements of this classification and also meets the current and ongoing needs of the Department. The classification will be a Civil Service position, represented by the Burbank City Employees Association, subject to the Fair Labor Standards Act and will not be included in the City's Conflict of Interest Code. The salary range is \$6,155 to \$7,687 and was developed by reviewing internal salary relationships within BWP. There will be no fiscal impact for the establishment of this classification. The Department plans to upgrade an Electrical Engineering Associate position and use salary savings from vacant positions to cover the difference in salary between the two positions for Fiscal Year 2007-08.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ESTABLISHING THE TITLE AND CLASSIFICATION OF FACILITY TECHNOLOGY COORDINATOR (CTC No. 0340) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

7. ESTABLISHMENT OF THE SPECIFICATION, TITLE AND SALARY FOR THE CLASSIFICATION OF MARKETING ASSOCIATE:

Staff is requesting Council approval of the establishment of the specification, title and salary for the classification of Marketing Associate (MA) (CTC No. 0543). In addition to many other duties and responsibilities, the Marketing Division of Burbank Water and Power (BWP) is in charge of the electric and water efficiency programs, and is responsible for complying with the legislative proceedings that pertain to electricity and water conservation. Over the past year, the Marketing Division has established several new efficiency programs, and there has also been a dramatic increase in the number of legislative actions. The new programs and additional reporting requirements have placed a strain on the Marketing Manager. The MA will be responsible for handling the legislative requirements, managing all new and ongoing electric and water efficiency programs and serving as the primary contact for the City's largest users of electricity and water. The classification will be a Civil Service position, represented by the Burbank City Employees Association, subject to the Fair Labor Standards Act and included in the City's Conflict of Interest Code. The salary

range is \$6,198 to \$7,741 and was established by conducting a survey of comparable positions within other cities and reviewing the internal salary relationships within BWP. There will be no fiscal impact for the establishment of the classification of MA. The Department has included this position in its budget for Fiscal Year 2007-08.

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 MARKETING ASSOCIATE (CTC NO. 0543) AND PRESCRIBING CLASSIFICATION CODE NUMBER, SALARY AND SPECIFICATION THEREOF.

8. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF FORENSIC SPECIALIST:

Staff is requesting Council approval of the revisions to the specification for the classification of Forensic Specialist (FS) (CTC No. 0366). In order to perform and interpret tests in the field, a FS must be able to discern chemical reaction color and have the ability to see the whole spectrum of blacks and grays. Therefore, the Police Department is requesting to include keen color perception as a requirement for this classification. The proposed revisions to the specification for the classification of FS will meet the needs of the Department and ensure that candidates have appropriate education/training and the special conditions and requirements necessary to successfully perform the duties and responsibilities of this position. The classification will continue to be a Civil Service position, subject to the Fair Labor Standards Act and will not be included in the City's Conflict of Interest Code. The Burbank City Employees Association will continue to represent the classification. There will be no fiscal impact associated with the revision of the specification for the classification of FS. The salary will remain at its current range of \$3,985 to \$4,976.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK REVISING THE SPECIFICATION FOR THE CLASSIFICATION OF FORENSIC SPECIALIST (CTC No. 0366).

9. AMENDING RESOLUTION NO. 22,795 RELATING TO THE COMPENSATION PLAN FOR UNREPRESENTED MID MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2007-08 AND AMENDING THE FISCAL YEAR BUDGET FOR 2007-08:

In Fiscal Year 2005-06, a three-year agreement was reached for all miscellaneous groups which included a salary range adjustment to be effective July 1, 2007. These increases were to be prorated pursuant to survey with a total salary impact to the budget that did not exceed four percent for Executives and three percent for Unrepresented Managers. Effective July 1, 2007, staff is requesting Council approval

of a resolution to increase the Unrepresented Manager's salary ranges and amend the 2007-08 budget by a total of \$93,051 (one percent) so as to more closely maintain existing internal salary relationships between the Executives and the Unrepresented Managers.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING RESOLUTION NO. 22,795 RELATING TO THE COMPENSATION PLAN FOR UNREPRESENTED MID MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2007-2008 AND AMENDING THE FISCAL YEAR BUDGET FOR 2007-2008.

10. AUTHORIZING THE ACCEPTANCE OF A UNITED STATES DEPARTMENT OF JUSTICE GRANT AND AMENDING THE FISCAL YEAR 2007-08 BUDGET BY APPROPRIATING FUNDS:

Staff is requesting Council approval of a proposed resolution that authorizes the City Manager to accept \$28,060 in United States Department of Justice (DOJ) grant funds for the Police Department (PD) and amends the Fiscal Year 2007-08 budget by appropriating funds. The Office of Justice Programs, DOJ was created in 1984 to provide Federal leadership in developing the nation's capacity to prevent and control crime, administer justice and assist crime victims. This grant will aid in the following areas: providing crime prevention/education funding for programs such as Street Beat cable programming, Neighborhood Watch and the Community and Youth Academies; and, updating various law enforcement equipment. The funding recommendations for this grant are consistent with PD goals. This is a reimbursement grant with no match or recurring costs. Accepting the grant will have no fiscal impact on the City. The grant provides for one-time funding for law enforcement efforts specifically designated by the Council.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2007-2008 BUDGET FOR THE PURPOSE OF ACCEPTING AND APPROPRIATING THE U.S. DEPARTMENT JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF \$28,060.

END OF CONSENT CALENDAR

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REPORTS TO COUNCIL:

11. APPROPRIATION OF ADDITIONAL FUNDS AND SELECTION OF A LANDSCAPE DESIGN FOR THE ART IN PUBLIC PLACES PROJECT AT FIVE POINTS:

The purpose of this report is to request the Council appropriate additional funds for the previously-approved sculpture of David Burbank and select the landscape design for the site where it will be placed (Burbank and Victory Boulevards and Victory Place). Staff, the artist and landscape architect have been discussing how the sculpture would be integrated into a landscape design. It was determined that the original eight-foot size of the sculpture would not have the presence that was originally envisioned. The artist and staff discussed the possibility of enlarging the sculpture to 10 feet. This would require an additional \$65,000. Additionally, based on input from the artist and staff, the landscape architect developed a detailed landscape design. The cost estimate exceeded the budget by \$139,928.

The Oversight Committee reconvened to review the landscape design and the art installation. It was the recommendation of the Committee to have both the artist and landscape architect make certain revisions to their proposals and return to the Council to present their revised designs.

Recommendation:

Staff recommends that the Council approve an additional appropriation of \$65,000 from the Public Art Fund for the 10-foot sculpture and select a landscape option for the Five Points Art Installation Project. If the Council selects a landscape design that exceeds the current budget of \$350,000, staff will return during the contract award process and request an additional appropriation at that time.

12. DOWNTOWN PARKING MANAGEMENT INVESTIGATIONS:

During the June 16, 2007 Council meeting, staff presented a parking management update report. The Council directed staff to further investigate enhanced enforcement for the downtown area, the possibility of redirecting downtown area parking enforcement revenue to the Parking Authority Fund, gated/pay parking for the downtown area in one or more City-owned parking structures and reallocation of funds that have been set aside for the Courthouse parcel purchase for capital purchases needed for parking management. Staff will present a report discussing each of the four topics and request further direction from the Council.

Recommendation:

Staff requests further direction on the four items discussed.

13. STREAMLINING OF COUNCIL MEETINGS:

At the Council meeting of Tuesday, May 29, 2007, the Council considered the subject of streamlining its meetings. After much discussion of many options, the Council directed that staff bring back implementing documents to effect various changes in Council meetings, including that the number and frequency of Council meetings would be determined annually; the Council would continue to not meet on election days to allow the City Clerk to devote full attention to the election; to provide that Council meetings not last past 11:00 p.m. without an affirmative vote of a majority of the Council; to change the number and length of public comment periods at Council meetings; to require speakers who wish to present documents to the Council to provide ten copies; and, provide that regular Council meetings would begin at 6:00 p.m.

In addition to these changes staff is suggesting several others to be consistent with these amendments and with current practice. These include formally changing the designation of Oral Communications to Public Comments; allowing the Council as well as the Mayor to call a special meeting; allowing special meetings to also be called by email; allowing the City Manager to set the order of business at Council meetings; allowing the City Clerk flexibility in which three public buildings she may post the agenda; defining the Consent Calendar; deleting the option of publicly reading the minutes; clearly designating by whom a point of order may be raised; and, clarifying that in heavy agendas the speaking time may be adjusted.

Recommendation:

Adoption of proposed resolution entitled:

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING RULES FOR THE CONDUCT OF COUNCIL MEETINGS AND REPEALING RESOLUTIONS NOS. 26,029, 26,046, 26,087, 26,438, 26,527, AND 26,751.

Introduction of proposed ordinance entitled:

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING SUBSECTION (A) OF SECTION 2-203 OF THE BURBANK MUNICIPAL CODE RELATING TO MEETINGS OF THE CITY COUNCIL.

14. PROPOSED FISCAL YEAR 2007-08 ANNUAL WORK PROGRAM AND PERFORMANCE INDICATORS:

The purpose of this report is to present the proposed Fiscal Year (FY) 2007-08 Annual Work Program (AWP) and Performance Indicators (PI) for Council discussion and direction. The AWP is used as a management tool to identify, prioritize and monitor the City's projects and activities. The proposed FY 2007-08 AWP contains over 350 work items that have been identified by each department and suggested by the Council during the past year, the Council's Goal Setting Workshop and the annual budget study sessions.

The FY 2007-08 PI are used by the City to assess how efficiently and effectively programs and activities are provided and to determine whether organizational goals are being met.

Each Department Head will present his or her proposed FY 2007-08 AWP and PI for the Council's review per the following schedule:

| | |
|--|-----------------|
| City Manager's Office Management Services Park, Recreation and Community Services | July 31, 2007 |
| Police Department Public Works | August 14, 2007 |

Recommendation:

Staff recommends that the Council review the proposed FY 2007-08 AWP and PI per the proposed presentation schedule and provide input and direction as necessary.

ADOPTION OF PROPOSED ORDINANCE:

15. AMENDING BURBANK MUNICIPAL CODE SECTION 5-622 - ALCOHOLIC BEVERAGES:

The proposed ordinance amends Burbank Municipal Code (BMC) Section 5-622, Alcoholic Beverages, by re-enacting BMC Section 5-622 (a) and thereby allowing the continuation of the sale and consumption of alcoholic beverages by the concessionaire in the area of the DeBell clubhouse and on the golf course. On October 3, 1989, Ordinance No. 3171 was adopted by the Council with a provision that subsection (a), which allowed the sale of alcoholic beverages at the clubhouse and golf course premises, shall remain in effect until September 30, 1990, and on such date is repealed. This sunset clause was never repealed prior to September 30, 1990 and as such, the sale of alcoholic beverages at the golf course is not consistent with the BMC provisions.

Recommendation:

Adoption of proposed ordinance entitled:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK RE-ENACTING SECTION 5.622 (a) OF CHAPTER 5 OF THE BURBANK MUNICIPAL CODE RELATING TO ALCOHOL CONSUMPTION AT THE DEBELL CLUBHOUSE AND GOLF COURSE.

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.

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