

BURBANK HOUSING AUTHORITY
December 10, 2002

A regular meeting of the Burbank Housing Authority 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 6:48 p.m., by Mr. Laurell, Chairman.

Invocation The invocation was given by Commissioner Marsha Ramos.

Flag
Salute The pledge of allegiance to the flag was led by Burbank Viking Cheer Squad.

ROLL CALL

Present- - - - - Commissioners Golonski, Murphy, Ramos, Vander Borcht and Laurell.

Absent - - - - - Commissioners None.

Also Present - - Mr. Ovrom, Executive Director; Ms. Alvord, Assistant City Manager; Mr. Barlow, City Attorney; Mrs. Georgino, Assistant Executive Director; and Mrs. Moioffer, Deputy Clerk.

7:17 P.M.
Jt Public Hrg. w/
Council & Redev
HA 7
HA 5
Approval of
Schematic
Design & Budget
for Dev. Com.
Srvs. Bldg. Proj
Phase I Commissioner Laurell stated that "this is the time and place for the joint public hearing of the Redevelopment Agency, Housing Authority and the Council of the City of Burbank regarding the approval of a Cooperation Agreement between the Agency, Authority and City, and the consideration of the Agency's commitment of property tax increment funds to pay for a portion of the costs of the proposed Development & Community Services Building, the DCSB. Also for consideration as part of tonight's item is the schematic design and schematic design budget for the DCSB."

Notice
Given The Deputy City Clerk was asked if notices had been given as required by law. She replied in the affirmative and advised that no written communications had been received.

Staff
Report Mr. Clifford, Capital Project Manager, presented a report on Phase 1 of the Civic Center Master Plan which specifically includes the Development and Community Services Building (DCSB) and related on-site and off-site improvements. He stated the purpose of this report is to request Council approval of the schematic design budget and schematic design, or a final conceptual plan, which precedes the development of the final design documents. The design team presented an overview of the project's master plan, the DCSB, landscape elevations, floor elevations, and the interior atrium space, presented a project milestone schedule, design costs and

comparison of the current schematic design program with the conceptual program presented to the Council in December 2000, and the financial mechanisms to fund the project.

Mr. Clifford stated that the primary focus of the DCSB is to meet the business needs of the general public and the business community for permitting, licensing, property research and information. He stated the DCSB will house the Public Works Department, the Community Development Department, Park, Recreation, and Community Services Department, and the Public Information Office which provide critical services to the public.

Mr. Clifford stated that in December 2000, the Council approved a conceptual master plan which included a 57,200 square foot, three-story facility to provide office space for approximately 153 staff members and had minimal off-site improvements. In November 2001, Widom Wein Cohen O'Leary Terasawa (WWCOT) was retained as the architectural planning and design service, and in January 2002, Turner Construction was retained for pre-construction services. In April 2002, the Council accepted the master plan and directed staff to further proceed with phase one of the master plan.

Ms. Cohen-Gehring, Principal with WWCOT and the project's Design Architect, discussed the renderings of the various elevations and interior design of the DCSB, and the need to have a Civic District with all the City facilities tied together. She stated that the Civic Center is defined as City Hall, the Police/Fire Facility, a new future Central Library, a new DCSB, a five-level parking structure, and a corner plaza at East Olive Avenue and Third Street. She also noted the addition of a new pedestrian edge along Third Street, linking the Village Center, City Hall and the DCSB with a mid-block crossing and a variety of street improvements.

Mr. Clifford then discussed the Leadership in Energy and Environmental Design (LEED), which is a standard for rating a green building, is administered by the U. S. Green Building Council and is recognized by various authorities including the United States Government, numerous universities and several state and local governments. The LEED criteria are based on the consensus of industry experts and provide an independent and strictly defined set of criteria. A green building is a design and construction practice that significantly reduces the negative impact of a building on the environment and its occupants. He stated that this project is going to be a LEED-certified building which is the bottom tier of the LEED certification. Economically, it makes sense for the City to obtain this LEED certification and it will be the first such

building in the City Limits. Some of the program elements include the atrium which will provide natural daylighting; low-energy water consumption through mechanical, electrical and plumbing design; materials with recycled content; and, better indoor air quality.

Mr. Clifford then stated that the Council's approval will allow for the continuation of the final design process through completion and Agency-approval of the 100 percent construction documents. He noted the design development phase is due to be completed next month. Council approval of the Guaranteed Maximum Price (GMP) contract award for the construction and documents in September 2003, commencing the construction in September 2003, substantial completion in December 2004, with DCSB occupancy in January 2005.

Mr. Clifford then discussed the increase in the cost of the project from \$13.9 million in December 2000 to \$25.5 million, which included off-site improvements for the Master Plan and Civic Center; the increase in square footage of the building with the inclusion of the Public Information Office as a tenant; a 100-seat community room; a staff increase from 153 to 190; the City's commitment to LEED; the expansion in street improvements; and, on-site improvements such as the overhead utility line relocations.

Mr. Hanway, Financial Services Director, discussed the fiscal impact of this project, the proposed funding sources and the annual bond debt service cost. Mr. Hanway stated that the building will be occupied by other than General Fund employees and therefore some of the costs should be allocated from those funds such as the Redevelopment Agency (\$682,000), Housing Authority (\$220,000), Water Reclamation and Sewer Fund (\$6,600), the Golf Course Fund (\$23,700), and Refuse Collection and Disposal Fund (\$5,900). He discussed the allocations of funds based on the percentage of occupancy related to those funds. Mr. Hanway stated that to date the General Fund has funded more than \$2.4 million for the project and staff is proposing to fund some of the add-ons that were not part of the original budget from last year's budget savings, which is about \$600,000.

He stated staff is proposing to use the \$360,000 for one year's budget for street lighting/undergrounding to fund the undergrounding utilities on the block. In addition, Mr. Hanway stated that a large portion of the LEEDS cost is public benefits charge eligible. The General Government has a one percent responsibility for public benefits charge related funds so staff is proposing to fund \$1.5 million out of the amount that is currently being set aside for the electric utility rate increases which will help meet the City's public benefit commitment. In

addition, he stated, the Art in Public Places piece is the fountain in the plaza which is much greater than the budgeted \$150,000, so staff will be requesting to fund \$150,000 for the art component out of the funds available.

Mr. Hanway then discussed recurring payment, stating that staff had been ramping up \$1.087,000 in the five-year financial forecast for the DCSB building. The plans are to allocate a piece of the net debt service, estimated to be \$1,755,000 for the financing to raise the approximately \$19.5 million on an on-going basis, according to their occupancy, to the Redevelopment Agency, Housing Authority, Proposition A and C Transportation Funds, as well as the Sewer Fund, Golf Course Fund, and Refuse Fund their share. There will be two years of capitalized interest as part of the financing and two years or later, the City would start making debt service payments.

Mr. Clifford concluded by stating that staff envisions the establishment of at least two safety nets that will enable staff and Council to maintain complete control of this project by retaining the necessary flexibility to redirect the project pending the State budget impacts. He stated that staff will return to the Council at least twice prior to commencing construction, the first being approximately June or July 2003 for approval of the bond issuance process and in September 2003 to obtain formal approval of the GMP, 100 percent construction documents, and award of a contract for the construction manager at risk.

Citizen
Comment

Appearing to comment were Mike Nolan, stating the City should not go through with this project at this time, citing funding was not available in the City Centre Project because \$9 million was spent on the AMC project, so funding has to come from the Golden State Redevelopment area, and recommending that staff wait until the economy is more stable before constructing the building; Todd Campbell, on the LEED aspect of building, noting that funds invested in a LEED-certified building will be an ultimate advantage to employees working there, and stating there are funds available that may support these aspects of the building, noting that the City has an opportunity to take a leadership role in developing a green building and strive for a higher level of participation rather than settle for the minimum level; and David Piroli, expressing problems with utilizing other fund sources and encouraging the Council not to commit sewer funds to this project.

Hearing

There being no further response to the Mayor's invitation for

12/10/02

Closed	oral comment, the hearing was declared closed.
City Council Reso. Adopted	City Council Resolution No. 26,370 Approving a Cooperation Agreement Among the City, the Redevelopment Agency of the City of Burbank, and the Housing Authority of the City of Burbank, and the Housing Authority of the City of Burbank and Approving the Payment of the Cost of the Installation and Construction of Public Improvements to be Owned and Operated by the City was adopted.
Redev. Agency Reso. Adopted	Redevelopment Agency Resolution No. R-2046 Approving a Cooperation Agreement Between the Redevelopment Agency, the City of Burbank, and the Housing Authority of the City of Burbank, and Approving the Payment of the Cost Installation and Construction of Public Improvements to be Owned and Operated by the City.
Motion	It was moved by Mr. Vander Borght and seconded by Ms. Murphy that "the following resolution be passed and adopted:
HA 7 Approved Coop. Agrmt. w/Redev & City	<u>RESOLUTION NO. H-177:</u> A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK APPROVING A COOPERATION AGREEMENT AMONG THE HOUSING AUTHORITY, THE REDEVELOPMENT AGENCY OF THE CITY OF BURBANK AND THE CITY OF BURBANK.
Adopted	The resolution was adopted by the following vote: Ayes: Commissioners Golonski, Murphy, Ramos, Vander Borght and Laurell. Noes: Commissioners None. Absent: Commissioners None.
City Council Reso. Adopted	City Council Resolution No. 26,371 Amending the Budget for Fiscal Year 2002-2003 for the Purpose of Funding Additional Costs of the Development and Community Services Building (DCSB) Project Phase 1 was adopted.
Redev. Agency Reso. Adopted	Redevelopment Agency Resolution No. R-2047 Amending the Budget for Fiscal Year 2002-2003 for the Purpose of Funding Additional Costs of the Development and Community Services Building (DCSB) Project Phase 1 was adopted.
Motion	It was moved by Mr. Vander Borght and seconded by Ms. Murphy that "the following resolution be passed and

adopted:"

H 5
Amend FY 02-03 Budget for DCSB Proj. Phase 1

RESOLUTION NO. H-178:
A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK AMENDING THE BUDGET FOR FISCAL YEAR 2002-2003 FOR THE PURPOSE OF FUNDING ADDITIONAL COSTS OF THE DEVELOPMENT AND COMMUNITY SERVICES BUILDING (DCSB) PROJECT, PHASE 1.

Adopted

The resolution was adopted by the following vote:

Ayes: Commissioners Golonski, Murphy, Ramos, Vander Borcht and Laurell.
Noes: Commissioners None.
Absent: Commissioners None.

9:12 P.M.
Recess

The Authority recessed at this time to allow the City Council and the Parking Authority to hold a joint public hearing. The Authority reconvened at 11:04 p.m. with all members present.

Motion

It was moved by Ms. Murphy and seconded by Mrs. Ramos that "the following items on the consent calendar be approved as recommended:"

Minutes
Approved

The minutes for the regular meeting of October 1, 2002 were approved as submitted.

HA 2
Treasurer's
Report

The City Treasurer's report on investment and reinvestment of temporarily idle funds for the third quarter ending September 30, 2002 was noted and ordered filed.

HA 4
Approved
Certain
Destruction of
Housing Auth.
Records

RESOLUTION NO. H-179:
A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK DESTRUCTION OF CERTAIN RECORDS IN THE CUSTODY OF THE SECRETARY OF THE HOUSING AUTHORITY.

Adopted

The consent calendar was adopted by the following vote:

Ayes: Commissioners Golonski, Murphy, Ramos, Vander Borcht and Laurell.
Noes: Commissioners None.

12/10/02

Absent: Commissioners None.

11:05 P.M.
Recess

The Authority recessed at this time to permit the Parking Authority and Council to continue their meetings. The Authority reconvened at 12:07 a.m. for public comment with all members present.

12:19 A.M.
Adjournment

There being no further business to come before the Authority, the meeting was adjourned at 12:19 a.m.

Deputy Clerk

APPROVED MAY 13, 2003

Chairperson