

A GUIDE TO

# BURBANK



INCORPORATED 1911

# **CITY OF BURBANK**

**CITY OF PEOPLE, PRIDE, AND  
PROGRESS**

**YOUR MUNICIPAL GOVERNMENT**

INCORPORATED 1911

**August 2020**

## FORWARD

**This booklet is provided as a brief summary of the government of the City of Burbank, its functions and activities.**

**It is our hope that the general information it contains will be helpful to the many students, residents, and others who have an interest in local government and the City.**



**City Clerk**

INCORPORATED 1911

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## FACTS AND FIGURES

INCORPORATED .....	July 8, 1911
CHARTER.....	July 8, 1911
FORM OF GOVERNMENT .....	Council-City Manager
NAMED FOR ...	Dr. David Burbank, a dentist and early owner of ranch property located where the City now stands.
LOCATION .....	Eastern part of the San Fernando Valley, 12 miles from the City of Los Angeles.
AREA.....	17.135 square miles
CLIMATE .....	Average Temperature: 62.8°F
RAINFALL .....	Average rainfall: 12.1”
ELEVATION:.....	484 to 957 feet above sea level
HUMIDITY .....	Average humidity: 61%
NUMBER OF EMPLOYEES.....	1,518
POPULATION.....	Approximately 106,801
REGISTERED VOTERS .....	70,367as of July 2020
ASSESSED VALUATION (Fiscal Year 2019-20) .....	\$ 25,006,187,358

### LEGISLATIVE REPRESENTATIVES

Congressional District 28  
U. S. Representative  
Adam B. Schiff

Congressional District 30  
U. S. Representative  
Brad Sherman

United States Senator  
Dianne Feinstein

United States Senator  
Kamala Harris  
Senate District 18  
State Senator Robert M. Hertzberg  
Senate District 25  
State Senator Anthony Portantino  
Assembly District 43  
State Assemblyman  
Laura Friedman

## A CAPSULE HISTORY

### THE DONS

Much of the area which is now the City of Burbank was a portion of the Rancho San Rafael, a land grant made by the Spanish government in 1798 to one Jose Maria Verdugo as a reward for military service. Upon his death, the land was inherited by his two children, son Julio and daughter Catalina. The two held the land in common until the time of the American occupation, which began in 1847 with the signing of the Treaty of Cahuenga, ending the Mexican War in California. The Land Commission created by Congress confirmed the claim of the Verdugos to the Rancho San Rafael in 1855.

The remaining portion of Burbank, or the southern portion, was contained in the Rancho La Providencia, a Mexican land grant of 4,600 acres. This Rancho is of historical interest as the scene of a military skirmish in 1845 that resulted in the unseating of the Spanish governor of California, Emmanuel Micheltorena, and his replacement by the Mexican leader, Pio Pico.

### THE PIONEER RANCHERS

The Verdugos were forced to sell some of their holdings to satisfy debts and, in 1857, Jonathan R. Scott, a colorful Los Angeles attorney, became the first American to own land in the San Rafael portion of Burbank.

By this time, the Rancho La Providencia had come into the hands of Alexander Bell and David W. Alexander, members of the first City Council of Los Angeles.

In 1867, Dr. David Burbank, a dentist from Los Angeles, purchased more than 4,000 acres from Jonathan R. Scott and 4,600 acres of the Rancho La Providencia, which he combined into a large and, for a time, extremely successful sheep ranch.

### THE FARMERS

Possibly because of a drought in 1886, Dr. Burbank sold his holdings to the Providencia Land, Water and Development Company in 1887 for what is thought to be a profit of \$240,000. The place called "Burbank", named for the pioneer ranching dentist, came into being May 1, 1887.

The countryside surrounding the town site was divided into farms; vineyards were planted, and crops of peaches, grapes, alfalfa, melons and vegetables were produced. Thirty or so residential homes were completed; a \$30,000 hotel was built; and, a furniture factory, store buildings, etc. were constructed.

Through vigorous and imaginative real estate promotion, the community experienced a temporary boom but fell victim to the land speculation bubble in April 1888. Many properties were sold for delinquent taxes and development was virtually at a standstill for two decades.

During the early 1900's the community's chief claim to fame was the home of the undefeated heavyweight champion of the world, James J. Jeffries, who bought a 107-acre ranch where he raised alfalfa and purebred cattle. The ranch house was located at what is now Buena Vista Street and Victory Boulevard.

### **BURBANK BECOMES A CITY**

The population of the village had reached 500 in 1911 when the voters (by an 80 to 51 majority) approved incorporation, chose its first governing body called the Board of Trustees and adopted the City Charter.

Glenoaks Boulevard had been paved in 1910 when a campaign was started to bring the Pacific Electric streetcar from Glendale. The first streetcar rolled into town in 1911 despite opposition to the public fundraising led by J.W. (Joe) Fawkes. Fawkes built a type of monorail line in 1907, which he had wanted to put into operation.

The following years showed marked progress in Burbank's development as a City. In 1913 bonds were approved for municipal water and electric facilities; and, in 1914, an additional 9.4 square miles were annexed. In 1916, bonds were approved for building a city hall, electric light works and acquisition of fire apparatus. In 1917, \$25,000 was raised to buy a 25-acre farm site at the corner of Alameda Avenue and San Fernando Road for the Moreland Truck Company, providing Burbank with a major industry.

A period of industrial growth and real estate development followed, and the population increased from 2,913 in 1920 to 16,622 by 1930.

In 1926, a fifteen-member Board of Freeholders was elected and commissioned to draw up a new City Charter; the Charter was adopted at a special election, approved by the State Legislature, and became effective January 13, 1927. Since this time the Charter has been

amended several times, with the most recent amendments approved by voters in June 2018.

## **DEPRESSION AND RECOVERY**

The stock market crash of 1929 brought the City's boom to an abrupt halt, with the depression extending into the mid-1930's. Increased employment at Lockheed Aircraft and construction work created by the Metropolitan Water District improved the economic situation.

World War II had a tremendous impact on Burbank, as 94,000 employees at Lockheed produced more than 19,000 planes for the nation's war effort and the population climbed to 53,899 by 1943.

The Japanese surrender brought a decrease in war production but Burbank's prosperity continued and new housing tracts increased the population to 78,577 by 1950.

## **THE MATURE CITY**

Growth continued at a somewhat slower rate during the 1950's as municipal services were modernized and upgraded.

A ten-year capital improvement program made possible construction of several needed new municipal facilities, most of which were completed when the City celebrated its 50<sup>th</sup> Anniversary on July 8, 1961.

Despite these capital improvements, the City was faced with problems of deterioration in the central business district and in the industrial areas of the City. A major step to rejuvenate the central business district was undertaken with the Golden Mall dedication in November of 1967. A new capital improvement program for upgrading park and library facilities, street beautification and residential street lighting was approved by the electorate in 1968.

The City continued to grow; the population in 1970 was 88,871.

## **REDEVELOPMENT**

Emphasis on rejuvenation and redevelopment continued into the 1970's with the formation of the Burbank Redevelopment Agency (Agency), which was abolished in January of 2012. There were four redevelopment areas formed in Burbank: the Golden State Redevelopment Project Area, being adopted on December 22, 1970; the City Centre Redevelopment Project Area, being adopted on October 26, 1971; the West Olive Redevelopment Project Area, being adopted on August 26, 1975; and

the South San Fernando Redevelopment Project Area, being adopted in June 1997.

The mission of the Agency was to ensure a diverse mix of service-enriched housing; and fostered a climate that generated jobs, economic and social vitality to support a high quality of life for the entire community. To that end, the Agency functioned to enhance the overall economic development of the City through the revitalization and rejuvenating of focus neighborhoods, project areas, and business attraction and retention.

The Successor Agency was created to wind down the affairs of the Redevelopment Agency. The role of the Burbank Successor Housing Agency was assigned to the Burbank Housing Authority, which assumed all affordable housing assets of the former Redevelopment Agency (except for fund balances). The last payment of funds for the Redevelopment Agency will occur in 2022.

## **THE HOUSING AUTHORITY**

The Housing Authority plays a vital role in addressing Burbank's affordable housing needs. In an effort to meet the affordable housing needs of the community, the Housing Authority is committed to providing a variety of affordable housing developments and programs. These developments and programs will expand affordable housing opportunities to very low, low, and moderate-income families and provide affordable and accessible housing for special needs populations.

As required by State law, 20 percent of the former Agency's tax increment was required to be used to increase and improve housing stock available to low- and moderate-income households. In Agency-assisted new developments, a portion of the units are made available at affordable rents for rental properties and are priced for affordable homeownership in owner-owned projects. In addition to new construction housing opportunities, the City and Agency also provide affordable housing through acquisition rehabilitation efforts through a partnership with the Burbank Housing Corporation (BHC) to provide affordable units within the City's five Focus Neighborhoods:

- Elmwood
- Verdugo-Lake
- Peyton-Grismer
- Golden State
- Lake-Alameda

With assistance from the former Redevelopment Agency and the Housing Authority, the BHC is a local non-profit developer that owns and

manages more than 300 affordable housing units in Burbank. BHC's mission is to preserve, rehabilitate and develop new affordable housing opportunities in Burbank and to provide a safe, service-enriched environment for the residents in our communities. For more information regarding the Burbank Housing Corporation, please visit their website at [www.burbankhousingcorp.org](http://www.burbankhousingcorp.org) or you may contact them at (818) 559-2336.

Since inception of the Agency in 1970, the City and Agency have produced more than 1,600 affordable housing units, including new ownership units for first-time homebuyers. In addition affordability covenants were placed on existing housing units to address the housing needs of Burbank's low and moderate-income households.

The Housing Authority was formed in 1975 for the purposes of administering the programs in the area of housing preservation, revitalization, and rental assistance. The funds for these programs are provided by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. The Section 8 Voucher Program provides rent subsidy payments directly to landlords on behalf of low- and very-low income tenants. The Authority has the ability to provide 1,014 baseline vouchers to assist low-income families. The actual number of vouchers issued depends on funding from year to year.

Recently, the Housing Authority sought and received 15 Veteran Affairs Supportive Housing (VASH) vouchers. These provide rental assistance for veterans.

The City and Housing Authority continue to seek opportunities to develop quality workforce housing in proximity to major employment corridors within the City and continue the residential rehabilitation programs and acquisition of scattered, distressed properties for rehabilitation and in-fill development. For more information on the City and Authority's affordable housing programs, please visit the Authority's website at [www.burbankca.gov](http://www.burbankca.gov).

## **TRANSPORTATION**

The City of Burbank is well-located with respect to regional transportation facilities. Burbank is served by two freeways, two commuter rail corridors, local and regional bus service, and the Hollywood Burbank Airport. For complete information on all of Burbank's transportation services, visit the City's web site at [www.burbankca.gov](http://www.burbankca.gov) or the BurbankBus website at [www.burbankbus.org](http://www.burbankbus.org).

### Hollywood Burbank Airport

The Hollywood Burbank Airport provides domestic commercial flight services, as well as convenient general and corporate aviation services. Commercial airlines including Southwest, United, Alaska, Delta, U.S. Airways, and JetBlue provide flights out of the Hollywood Burbank Airport, although many of these airlines have reduced or placed flights on hold due to the COVID pandemic.

### Freeways

Burbank is served by two freeways; the Golden State Freeway (Interstate 5) and the Ventura Freeway (State Route 134).

### Downtown Burbank Metrolink Station

The Downtown Burbank Metrolink Station, located at 201 Front Street (adjacent to Interstate 5 between Olive Avenue and Magnolia Boulevard), is the central hub of the City's transportation network. The station provides access to all Metrolink services in the City, BurbankBus, Metro bus service, Megabus, and is home to the Burbank BikeStop; a high-capacity indoor bicycle parking facility.

### BurbankBus

BurbankBus operates three local fixed-route transit lines and dial-a-ride van services through BurbankBus Senior and Disabled Transit. Prior to COVID, BurbankBus carried about 206,000 passengers on its fixed-route services and provided approximately 42,000 seniors with curb-to-curb transportation services per year.

### Metro

The Metropolitan Transportation Authority (Metro) provides local and regional transit services connecting Burbank to the Los Angeles region. Metro operates 11 local bus lines and one Rapid bus line that services Burbank. The Metro Red line and Orange line provide regional connections via the nearby North Hollywood Station. Direct connections to Metro's regional rail services are provided by BurbankBus.

### Bicycling

Voted the 2005 Most Bikeable City in Los Angeles County, the City of Burbank is committed to accommodating bicycling as an alternative to private automobile trips. Burbank currently has about 25 miles of designated bikes routes including the two-mile Chandler Bikeway, a Bicycle Parking Program that includes nearly 200 bicycle racks and lockers citywide, and at the Burbank BikeStop, a high-capacity indoor bicycle parking facility at the Downtown Burbank Metrolink Station.

### Metrolink/Amtrak

Burbank has excellent Metrolink and Amtrak train services. Metrolink, Southern California's commuter rail provider, currently serves Burbank's three train stations with more than 50 Metrolink trains daily to Ventura County, Antelope Valley, and Downtown Los Angeles. The Downtown Burbank Metrolink Station provides access to all Metrolink services. Metrolink trains on the Ventura County line serve the Hollywood Burbank Airport at the Burbank Airport South Station located on Empire Avenue. Airport service to the Antelope Valley Line is provided by the Burbank Airport North Station.

Amtrak trains stop at the Burbank Airport South Station with daily service to San Diego and San Luis Obispo, as well as other cities served by the nationwide Amtrak network.

### **POPULATION SHIFT**

Population growth between 2010 and 2020 has been about 6%. The current population is 106,801, and the median age is 42 years.

The needs of senior citizens are recognized and partially met by the Joslyn Adult Center and the Tuttle Senior Center along with the institution of such programs as Project Hope, the Burbank Volunteer Program (BVP), the Senior Nutrition Program, and BurbankBus Senior and Disabled transit services. An ordinance was also adopted by the City Council providing for a Senior Citizen Board.

The needs of young citizens were not forgotten as the City continued its outstanding recreation program. A provision was made for a Youth Board to advise the Council. In 2008, Burbank was awarded the prestigious 100 Best Communities for Young People designation by America's Promise Alliance.

### **OPEN SPACE**

The interest in ecology and preservation of the City's mountain backdrop was reflected in the formulation of the Ecoplan-Verdugos providing for maintenance of open space.

Although the voters in 1973 rejected a proposed bond issue for purchase of mountain property, interest in acquisition of mountain property for open space using other revenue sources continued, with purchases completed in 1975.

## **ENERGY**

The severe effects of the nationwide energy crisis in 1975 were most directly felt by the City and its citizens in the increased cost of electricity necessitated by the astronomical increase in the fuel oil used to generate electrical energy for homes, businesses and factories. The City government acted quickly to meet the situation by instituting a Citywide energy conservation program, and by exploring alternatives to fuel oil for generation of electricity, the most innovative being geothermal energy exploration.

Again, in 1979, the City instituted strict energy conservation methods to alleviate the shortages of fuel for City vehicles and electric generation as well as to counter the increases in prices.

In 2000 and 2001, Burbank Water and Power (BWP) faced its greatest energy crisis since the oil embargoes of the 1970s. Misguided deregulation by the State and a drought-induced shortage of hydroelectric power forced many utilities to raise their rates dramatically. The State required others to subject their customers to rolling blackouts.

BWP avoided rolling blackouts and raised its rates modestly. It continues to be one of the most reliable utilities in the nation, while remaining cost competitive. It's winning strategy:

- Building and maintaining its own power plants like the Magnolia Power Project, which won the 2005 Power Plant of the Year Award from Platt Magazine;
- Using long-term hedging strategies in the wholesale power market; and,
- Building in redundancy in its electric system and pursuing an aggressive program of preventive maintenance.

In addition, BWP recognizes the importance of ensuring local decisions and actions are environmentally responsible. To help our customers do their part as well as save money, a wide array of energy conservation information, incentives and programs are available. Program offerings include educational workshops, facility audits and rebates for energy efficient appliances. Details of the programs and how to take advantage of them are available at [www.burbankwaterandpower.com](http://www.burbankwaterandpower.com).

## **WATER AND POWER**

In 1913, Burbank's early leaders created Burbank Water and Power (BWP) through the City Charter because they believed in local control of essential public services. The community elected City Council, not the

California Public Utilities Commission, regulates BWP's rates and services. About 30% of all California citizens receive electric service from publicly-owned utilities. The advantage of municipal ownership over an investor-owned utility is that a municipal utility returns profits to its customers through lower electric rates and helps fund other important City functions, including Police, Fire and Library services.

BWP's priority is to help build a sustainable community while continuing our proud tradition of providing Burbank residents and businesses with safe, reliable and affordable water and electric services. Every decision made at BWP takes three cornerstone requirements into consideration: reliability, affordability and sustainability. The key to our success is the daily balancing of these three essentials.

- All electric utilities measure their reliability performance in terms of frequency and duration of outages. BWP is one of the most reliable utilities in the nation. Outages in Burbank are infrequent and, when they do occur, are fixed faster than at most other utilities.
- More than a decade ago, water and electric rates in Burbank were amongst the highest in the region; today they are amongst the lowest.
- In 2003, electricity generated from coal accounted for 45% of our energy portfolio. Today, coal is 25% and renewable energy accounts for one-third of our portfolio. Burbank has expanded the use of recycled water, requiring the use of recycled water for targeted large irrigated landscaped areas and other industrial uses. This will rapidly increase the use of recycled water helping make water availability in Burbank more sustainable.

In 2007, Burbank adopted the highest Renewable Energy Portfolio Standard (RPS) of any city in the United States at the time, including a commitment to power Burbank with 33% renewable energy by 2020. Along with achieving the ambitious RPS goal, improving how efficiently BWP delivers water and energy by avoiding losses, minimizing peak energy use by shifting use to off-peak hours, and reducing potable water demand by shifting applicable demand to recycled water, will be the focus of much of the utility's resources for the foreseeable future.

These strategies, as well as working with our customers to conserve and use water and energy more wisely, are the significant building blocks of BWP's sustainability plan. BWP continues to offer and provide our customers with opportunities, incentives and education related to conservation and the smart use of water and energy. Program offerings currently include educational workshops, free efficiency home upgrades,

and rebates for energy efficient upgrades and solar installations for homes and businesses.

For full information on BWP's history, services and efficiency programs, please visit [www.burbankwaterandpower.com](http://www.burbankwaterandpower.com).

## **AIRPORT**

The Hollywood Burbank Airport originally opened as United Airport in 1930, having been built by the forerunner of United Airlines. The name became Union Air Terminal in 1934 and it was changed to Lockheed Air Terminal in 1940 when Lockheed Aircraft Corporation bought the airport. In 1967, Lockheed dubbed the facility the Hollywood-Burbank Airport.

As Lockheed had indicated the necessity to dispose of the Airport, and in an attempt to control flights and noise, the City, after long negotiations and a search for Federal funding, entered into a Joint Powers Agreement (JPA) with the cities of Glendale and Pasadena, under the Burbank-Glendale-Pasadena Airport Authority and purchased the Airport in 1978.

The Burbank-Glendale-Pasadena Airport Authority is a separate government agency created under the JPA for the sole purpose of owning and operating the Hollywood Burbank Airport. The Authority consists of nine Commissioners, three from each City, appointed by their respective City Councils. In 2003, the City Councils of Burbank, Glendale and Pasadena approved an amendment to the JPA to rename the Burbank-Glendale-Pasadena Airport to Bob Hope Airport, in honor of the late legendary entertainer, Mr. Bob Hope. In May 2010 the Airport celebrated its 80th Anniversary, having originally opened Memorial Day weekend of 1930. In 2017, the name changed back to Hollywood Burbank Airport. The Airport provides service from carriers such as Alaska Airlines, Delta, JetBlue, Southwest, United and US Airways. Some of these airlines have cut back or placed further scheduling of flights on hold during COVID-19.

## **THE 80's**

The City of Burbank opened the Burbank Recycle Center, a buyback/drop-off facility at 720 North Lake Street and began a Citywide curbside recycling collection program in September 1982. This program was one of the first in the State.

A period of intense residential development in the late 80's created a concern as to its effects on the quality of life in the City. A residential growth management ordinance, known as Measure One, was submitted to the voters and passed on February 28, 1989. To implement this

ordinance, new Multi-Family Development Standards were adopted, and a Development Review process initiated.

The reopening of the Golden Mall to vehicle traffic was completed in October 1989.

On October 19, 1989, ground was broken for a regional shopping center to be developed on a 41-acre site bounded by the Golden State Freeway (now Interstate 5), Burbank Boulevard, Third Street, and Magnolia Boulevard. This development was the culmination of extensive efforts by the Agency over a period of many years to obtain a major retail center for the City.

### **THE 90's**

In 1990, the Lockheed Corporation announced that it would be closing its Burbank operations. Lockheed owned approximately 325 acres of industrial property near the Airport. During the past 10 years over one-half of the land formerly owned by the Lockheed Corporation has been purchased and redeveloped. The Empire Center now sits on a portion of this land.

In addition to the redevelopment of the property the Lockheed Corporation disposed of during the 1990s, significant redevelopment has occurred throughout the City.

In 1992, the Disney Studios Master Plan was approved, and more than 1,000,000 sq. ft. of new floor space was built, including the 375,000 sq. ft. ABC office building completed in 2002.

On October 15, 1992, the Burbank Recycle Center celebrated the opening of a new facility at 500 South Flower Street. Located on a two and a half-acre site, the Center is a materials recovery facility (MRF) that can handle 5,000 tons of recyclables per month. Residents commingle all recyclables in one container, which are then sorted on a conveyor system. The Center is jointly operated by a public/private partnership between the City of Burbank and the Burrtec Waste Industries. The Burbank Recycle Center is also intended as a learning center for public information about all waste reduction and recycling issues.

On October 26, 1992, the Downtown Burbank Station (DBS) celebrated the opening of the new facility at 201 North Front Street. This facility has become a major Metrolink stop for two different lines, serves numerous Metropolitan Transportation Authority buses, and functions as a park-and-ride lot for Interstate 5 commuters. The Downtown Burbank Station is the second busiest destination station in the five-county Metrolink

commuter rail system. An expansion project was undertaken to make improvements to the existing building, including additional parking, a shuttle drop-off, a depot plaza, pedestrian improvements, and an elevator tower connecting the DBS with the Olive Avenue overpass. The ground breaking for the DBS expansion project was celebrated on April 22, 1997. The construction of the expansion project was completed in fall 1998. The dedication of the facility occurred on July 16, 1998.

In 1995, the Warner Brothers Studios Master Plan was approved and approximately 478,000 sq. ft. of new floor space has been added to the studio facilities, including construction of the 149,000 sq. ft. Triangle Office Building on the northerly side of Olive Avenue opposite the main campus.

The City of Burbank celebrated the groundbreaking ceremony on April 18, 1995, for the new Burbank Police/Fire facility located at 200 North Third Street. This state-of-the-art facility currently serves as the headquarters for both the Police and Fire Departments. The project was funded largely with Redevelopment Agency funds and reflects the City's commitment to provide the community with the highest quality public safety services possible. The Police and Fire Departments moved into the new facility in January 1998.

In 1995, the City approved various permits for a Fry's Electronics store on approximately 10 acres of property formerly owned by the Lockheed Corporation on the southwest corner of Vanowen Street and Hollywood Way.

In April 1997, the City approved the entitlements for the Media Studios North submitted by M. David Paul Development that included refurbishment of the former Lockheed Building 90 on five acres of land on the southwest corner of Ontario Street and Thornton Avenue.

In 1997, Cayman Development started construction of a 129-lot subdivision in the hillside area above Lamer Street. New homes were constructed by both Cayman and Lennar Development and many of the homes sold for over a million dollars.

In the spring of 1999 construction of the Media Village on the southwest corner of Magnolia Avenue and Third Street was completed. The project contains 147 senior housing units, and 55,000 sq. ft. of ground floor retail.

In June 1999, the City approved an application by the Trammel Crow Company to develop a 158,000 sq. ft. office building on eight acres of

land at 2940 North Hollywood Way that was formerly owned by the Lockheed Corporation.

## **THE 2000's**

In August 2000, the Lockheed Corporation sold the 30-acre Plant A-1 North property on the northwest corner of Hollywood Way and Empire Avenue to the Zelman Development Company. The property has been developed with a commercial parking lot and additional restaurant uses. On September 12, 2000, the City approved the entitlements for the Burbank Empire Center on 103 acres of land formerly occupied by the Lockheed Plant B-1 facilities. The project as developed consists of more than 600,000 sq. ft. of retail uses, two hotels, and approximately 300,000 sq. ft. of office buildings. Retail tenants include: Target, Lowe's, Costco, Best Buy and many more. In addition, the project includes a 200-room Extended Stay America hotel and a Marriott Courtyard hotel.

In the fall of 2000, the M. David Paul Development Company began construction of the Pinnacle project adjacent to the former NBC Studios. The Pinnacle project is a two-phased six-story 585,000 sq. ft. office building complex.

In February 2013, the Council adopted the Burbank2035 General Plan and Greenhouse Gas Reduction Plan to guide how the City plans for expected growth and change in population and jobs, while protecting the characteristics that make Burbank a special place to live, work, and play. Prior to the adoption of Burbank2035, the General Plan had not been comprehensively updated since the mid-1960s. Plan recommendations include protecting the character and appearance of single-family neighborhoods, focusing future growth in and near transit centers, providing opportunities for mixed-use development in commercial areas to offer families with greater housing choice, and developing parks and open space areas to meet community needs.

## **COME OUT AND PLAY IN DOWNTOWN BURBANK**

Since the reopening of San Fernando Boulevard in 1989, the Downtown area of the City has become a vibrant destination and the perfect combination of bustling activity and classic casual vibes for a quintessential SoCal experience. Spanning San Fernando Blvd. from Magnolia Blvd. to Angeleno Ave., Downtown Burbank is completely walkable, and offers activities for all ages. With over 600 shops, restaurants, and activities, Downtown has undergone and continues to experience a revitalization.

The area is managed by the Downtown Burbank Partnership (PBID), a non-profit organization governed by Board members comprised of brokers along with property and business owners in Downtown Burbank. The Downtown Burbank Partnership collaborates closely with Visit Burbank—the City's destination marketing organization and the City of Burbank's Economic Development Division. Combined, the three organizations work to brand the City of Burbank and Downtown Burbank as a vibrant, dynamic urban neighborhood and a prime destination to visit and do business. This public/private partnership gives Burbank a competitive edge in increasing job diversity, attracting new businesses, and safeguarding existing ones. For more information, please visit [www.dtnbur.com](http://www.dtnbur.com).

## **DEVELOPMENTS IN THE CITY**

**Media Studios North**, located at Empire Avenue and Ontario Street, is in close proximity to the Hollywood Burbank Airport, consists of over 622,000 square feet of office space with various tenants. In 2013, City Council approved a ten-year Development Agreement which was extended in 2018, to build an additional 160,447 sq. ft. of office space. The onsite support amenities include: two commissaries, a health club, surface-parking lot and structured parking facilities, pedestrian paths, central garden/outdoor recreational uses, and landscaping.

**IKEA**, a 470,000 square foot retail furniture store with 1,726 parking spaces at 805 S. San Fernando Blvd opened on February 2018. At the time of opening, it was the largest IKEA store in North America. This store uses 1,872 solar panels, producing about 1.03 million kilowatt hours for electricity annually for the store.

**Talaria** is one of the most recent mixed-use residential and retail developments near the Media District area. This includes 241 luxury rental units, a 43,000 Whole Foods grocery store, and 760 parking spaces on a 3.86 acre site.

**Avion** is a 61-acre site adjacent to the Hollywood-Burbank Airport to the west and south and bounded by N. Hollywood Way to the east and San Fernando Blvd. to the north. Avion was formerly home to the now demolished Lockheed B-6 site that was previously used for research, manufacturing, storage, and office uses. Avion is currently in construction to build 1,004,307 sq. ft. of industrial space, 142,250 sq. ft. of office space, 15,475 sq. ft. of retail space and a 150-room hotel. Avion provides significant on-site, publicly accessible amenities and would provide needed improvements to the site and surrounding area including new streets, upgraded utilities, over 1,000 new trees and decorative landscaping as well as new pedestrian and bicycle infrastructure both

throughout the site and along Hollywood Way. Avion supports mass transit by offering 60 on-site parking spaces for the adjacent Burbank Airport North Metrolink station, subsidies for transit passes for future employees, and fair share contributions to fund the maintenance operation of the Metrolink station and the locally serving public bus. Avion will be completed in early 2021.

**Warner Bros. Second Century (New Iconic Frank Gehry Building) Project** is an 800,000-square-foot office building complex that will consist of a seven-story building of approximately 355,000 square feet and a nine-story building of approximately 445,000 square feet. Groundbreaking took place in the Fall of 2019, with construction of both Phases expected to be completed by 2023. Occupancy of Phase I is expected in 2022, and Phase II occupancy will coincide with the Studio's centennial celebration in 2023. Reflecting Warner Bros.' commitment to sustainability and environmental responsibility, the buildings will be built to LEED Certification standards.

As part of this transaction, Warner Bros. will purchase The Burbank Studios property, exclusive of the land on which the two Gehry buildings are to be built (which will be owned by Worthe Real Estate Group and Stockbridge). The Burbank Studios purchase provides Warner Bros. with additional production office space and eight soundstages (with room for expansion), as well as a mill building and a commissary.

**First Street Village** is a mixed-use, residential-commercial project in Downtown Burbank located on the westerly side of North First Street and between East Magnolia Boulevard. The project is currently in construction and will provide 275 new residential units (including 14 units restricted for rent to moderate income households) and a variety of mixed uses on the ground floors (retail, restaurants, and other commercial uses) that add complimentary residential and commercial activities that create a vibrant Downtown Village neighborhood, where existing and new residents can work, shop, dine, and enjoy entertainment without leaving Burbank. First Street Village will also enhance new pedestrian and bike paths, create open space/park, and create affordable workforce housing.

**La Terra** is a mixed-use residential/commercial project that will provide residential, retail, and hotel buildings on approximately 7.08-acres and includes physical improvements to both private and public land that is located at the southeast corner of W. Burbank Boulevard and N. Front Street (Attachment 17). The project includes the following:

- One, 7-story building containing a total of 252 residential units and one, 8-story building containing a total of 321 residential

units (645,806 square feet). This includes 69 new affordable units for moderate-income households;

- 1,067 square feet of commercial retail space;
- One, 7-story building containing 307 hotel rooms (212,350 square feet);

The proposed mixed-use development would provide needed improvements to the Project site and surrounding area including improvements to Front Street and Burbank Boulevard, upgraded utilities, new shade trees and decorative landscaping as well as new pedestrian and bicycle infrastructure both throughout the site and along Front Street between the Project site and the Downtown Metrolink Station. In addition, the Project will provide approximately 28,000 square feet of publicly accessible open space area and new elevator and staircase connection to the Magnolia Boulevard Overpass/Bridge that will be maintained by the Project applicant for a period of 55 years. The Project supports mass transit by offering subsidies for transit passes for future employees and residents, and fair share contributions to fund the ongoing maintenance operation of the Metrolink station, the locally serving public bus, and potential future upgrades to protect the surrounding neighborhood and resulting in a new quiet zone opportunity at the Downtown station crossing.

The Project will also include numerous Project Design Features that facilitate the implementation of green building design and reduction of greenhouse gas emissions (i.e., cool roofs, rooftop solar panels, LEED Gold Certification, Energy Star appliances, use of recycled water, enhanced access to adjacent public transit facilities facilitating reduced vehicle miles travelled, new shade trees that result in carbon capture, etc.) consistent with the City's Greenhouse Gas Reduction Plan.

**The Burbank Channel Bikeway** is a one-mile Class 1 (off-street) bike and pedestrian path that runs along the Burbank-Western Flood Control Channel, a tributary of the Los Angeles River. Phase I of the Project was completed in 2011 and extends from Victory Boulevard to Alameda Avenue. The City of Burbank is completing the design for Phase II of the project, which would extend the path from Alameda Avenue to the Downtown Burbank Metrolink Station. Construction of Phase II is projected to begin in summer 2019 and be completed by summer 2020.

## **HOW WE PLAN FOR THE FUTURE**

### **Burbank2035 General Plan**

The Burbank2035 General Plan, adopted on February 19, 2013, is a guiding document that identifies the 20-year vision for the City. It focuses on preserving single-family residential neighborhoods, while designating

key commercial areas for targeted growth and development. The General Plan sets the framework by which all other city plans and regulations must fall within. The General Plan includes state-mandated elements such as Air Quality and Climate Change, Land Use, Mobility, Noise, Open Space and Conservation, and Safety, as well as the following:

- Housing Element - A mandatory element that is updated every 8 years and provides key goals, policies, and programs to help the City towards meeting its current and future housing needs. Each year, the City reports on the status and progress in implementing the Burbank Housing Element. The report is submitted to HCD. On June 9, 2020, Planning Division staff presented both the 2019 General Plan and Housing Element Annual Progress Reports to the Burbank City Council.
- Greenhouse Gas Reduction Plan (GGRP) - A program to reduce greenhouse gas emissions Citywide in accordance with AB 32. The GGRP is a tool that the City uses to quantify their share of the statewide Greenhouse Gas (GHG) emissions and establishes action steps toward achieving a local emissions reduction target. The City's GGRP examines communitywide activities that result in GHG emissions and establishes strategies that help reduce those emissions in the future, which includes emissions from existing development through both voluntary and mandatory actions. Many of the strategies included in this planning document focuses on building and protecting neighborhoods in Burbank through responsible development, bike and pedestrian facility improvements, energy-efficient construction and retrofits, better air quality, lower energy and water bills through education and conservation, and reduced waste to extend the lifetime of Burbank's landfill. In short, the success of these strategies relies on the shared effort by the City and community to work together toward a safe, beautiful and thriving community. An updated plan will be presented early 2021.

### **Golden State Specific Plan**

The Golden State Specific Plan strives to fulfill the City's Burbank2035 General Plan by creating an actionable long-range planning document for the Golden State District. The Plan would identify goals, policies, guidelines, and develop an implementation plan for future development and improvements in the Golden State District. The Plan presents an opportunity for the City to plan for the future in a manner that leverages resources to meet the City's short and long term planning efforts, through a shared vision that builds on – and strengthens – the existing

neighborhood through responsible development. The vision and guiding principles of the Specific Plan will seek to provide the following:

- New Housing at all levels of affordability;
- Leveraging of the district's transportation assets;
- Preservation of existing key industries;
- Facilitating the building of a mixed-use neighborhood where residents and employees can live, work and play;
- Protection of existing residential neighborhoods;
- Reducing dependence on Vehicle Trips;
- Improvements to districtwide connections that provide safe opportunities for walking, biking and transit;
- Strengthening the unique identify of the area; and
- Long term fiscal and environmental sustainability

### *The Golden State District*

The approximately 600-acre Golden State District (the "District") is located south and east of the Hollywood Burbank Airport. It includes land zoned for industrial, commercial and residential uses. There are two existing Metrolink stations, a proposed High Speed Rail station, and the Hollywood Burbank Airport within the District. Home to Lockheed from the 1940's to the 1990's, it has been traditionally seen as one of the City's industrial hubs and a major employment center. With Lockheed's departure in the 1990s there was a slowdown in activity within the District. However, in more recent years, this area has experienced a resurgence and has evolved to have an eclectic mix of commercial, office, media, industrial and technology businesses. As of 2017, it was home to approximately 15,000 jobs and 3,500 residents.

### **Transit Oriented Development (TOD) for the Downtown Burbank Metrolink Station**

The City's General Plan Realization Land Use Program LU-3 encourages the City to "review the three existing specific plans through a public process to determine whether the vision, goals, and policies established by the plans remain applicable and appropriate. Revise the plans as necessary to ensure that they reflect current desires for each of the three areas." In order to implement this General Plan program, staff applied for and was awarded \$310,000 in funds from the California Department of Housing and Community Development (HCD) under the SB2 Planning Grant Program and \$410,000 from Los Angeles County Metropolitan Transit Authority (Metro) under the TOD Planning Grant Program. Collectively, these grant funds will facilitate a new Downtown Burbank specific plan that proposes to incorporate an update to the 1997 Burbank Center Specific Plan, 2012 North San Fernando Boulevard Master Plan, and surrounding areas of both plans into one comprehensive planning document. As part of the project, the new

specific plan will include an update to the General Plan elements and undertake the appropriate environmental assessment pursuant to the California Environmental Quality Act (CEQA). The new “Specific Plan” is referred to as the Downtown Burbank Metrolink Station TOD Specific Plan and General Plan Update.

The approximately 662-acre Specific Plan area encompasses two adopted planning areas (the Burbank Center Plan and the North San Fernando Boulevard Master Plan), which includes Downtown Burbank and the Downtown Burbank Metrolink Station. The Specific Plan’s development will include analysis of existing and proposed land uses, infrastructure, transportation, pedestrian and bicycle amenities, opportunities for new housing and other in-fill development opportunities. The Specific Plan will also analyze vehicle, bicycle, and pedestrian access to the Downtown Burbank Metrolink Station and study ways to take advantage of economic development opportunities and job creation around the station.

The project will include extensive outreach with the public, business leaders, and other agencies. When completed, the Specific Plan will be a document that guides development within and around Downtown Burbank and Downtown Burbank Metrolink Station. The proposed plan will be presented to the Planning Board and City Council in late 2021.

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## **CITY HALL BUILDING**

On June 4, 1940, the City of Burbank entered into a contract with the architectural firm of William Allen and W. George Lutzi for the design of a new City Hall to replace the existing building located across the street on the property formerly occupied by the Police Station.

In February 1941 the Federal Works Agency authorized financial assistance by the Works Projects Administration (WPA) of Southern California for construction of the new City Hall. However, due to termination of the WPA by President Roosevelt, the City was required to complete the construction of City Hall with its own funds.

The building remains a tribute to the craftsmen who built it. Extensive rare marbles, expensive woods, bronze and ornate decoration were used to carry out the theme of patriotism and the war effort. Some of the marble used in the building is Montana rose travertine, Italian levanto, and Belgian black and gold. The Council Chamber is paneled in teakwood and the Mayor’s office in semi-bent burl walnut. On February

12, 1943, Abraham Lincoln's birthday, the City Hall was dedicated to "freedom and justice," symbolic of the nation in which we live.

Three murals were included in the design. Two of the murals were created by Hugo Ballin. They are "The Four Freedoms," hanging in the Council Chamber, and "Burbank Industry," hanging in the City Hall rotunda. A third mural, "Justice," by Bartholomew Mako, is displayed in the City Attorney's Office. "The Four Freedoms" mural depicts the freedoms of speech, religion, freedom from want, and freedom from fear, as enunciated by President Roosevelt and Winston Churchill in the Atlantic Charter. "Burbank Industry" features airplanes built in the City, the motion picture industry, sunny skies, agriculture and family life. When the Municipal Services Building was built in 1964, this mural was divided into two parts to allow for the connecting bridge to the annex. The lower half was donated to the Burbank Historical Society. It was kept in storage for 37 years and in 2001 the mural was restored and the two sections were reattached by fine arts conservation experts.

The 2001 City Council-approved Chamber renovation project was completed with an eye toward comfort and modern technology, while, at the same time, respecting the original art deco style of Burbank City Hall. In addition to the Chamber renovation, the project included the restoration of two murals by Hugo Ballin: "The Four Freedoms" in the Chamber and "Burbank Industry" in the rotunda.

During the 2001 renovation, the lowered ceiling in the Chamber was removed. The ceiling was returned to its original height revealing the top of "The Four Freedoms" mural which had been covered for decades. Other work included: refinishing the teak paneling on the walls; installing new carpeting and new theatre-style seating; and, installing new brass lights similar to the original fixtures.

Many modifications have been made to the City Hall since 1943, but it still remains a beautiful building and a tribute to the architecture of the 1940's. The City Hall Building was also placed on the National Register and California Register of Historical Resources on April 18, 1996.

## CITY SEAL



There have been four Seals adopted since 1911. In 1973 a City Seal Study Committee was appointed to receive and evaluate proposed designs for a new City Seal to better reflect contemporary values. After

many suggestions, designs and revisions, a new City Seal was adopted January 1, 1978, described as:

“The seal of the City, shall consist of a curved banner inscribed with the words “City of Burbank”, below which shall be inscribed a centered hexagon containing a depiction of City Hall, which centered hexagon shall have inscribed tangent to its lower left side another hexagon of equal size containing a frontal depiction of an airborne aircraft and which same centered hexagon shall have inscribed tangent to its lower right side a third hexagon of equal size containing a depiction of a motion picture film and klieg light, all three (3) of which hexagons shall surmount an area generally of an inverted triangular shape containing a stylized depiction of the sun rising over the Verdugo Mountains, and on the truncated bottom of which triangle shall be inscribed the words ‘Incorporated 1911’.”

### **CITY FLOWER CALIFORNIA LILAC (Ceanothus)**

The California Lilac is evergreen chaparral foliage which is native to the Burbank hills. It is a natural erosion-control plant and is often planted for slope stabilization. The plant comes in a wide variety of colors (from white through various shades of blue) and sizes (low groundcover to shrubs), making it suitable for a variety of landscapes.

### **CITY TREE GRAPE MYRTLE (Lythraceae Myrtales)**

The Grape Myrtle is an extremely popular small tree covered with profuse bloom in summer. It grows up to 20 feet in height and generally has several angular trunks covered with smooth, light brown bark that flakes off to reveal the lighter underbark. The crinkled or crepe flowers are generally bright pink but are also available in red, lavender, or white. It requires full sun and average soil.

### **MEMBERS OF THE CITY COUNCIL**

	Term Expires
Sharon Springer, Mayor .....	December 19, 2022
Robert “Bob” Frutos, Vice Mayor .....	December 19, 2022
Jess A. Talamantes.....	December 19, 2022
Emily Gabel-Luddy, Mayor .....	December 14, 2020
Timothy M. Murphy .....	December 14, 2020

## OTHER ELECTED OFFICIALS

Zizette Mullins, City Clerk..... December 19, 2022  
Krystle Ang Palmer, City Treasurer ..... December 14, 2020

## OFFICIALS APPOINTED BY THE COUNCIL

Justin Hess, City Manager  
Amy Albano, City Attorney

## OFFICIALS AND EMPLOYEES APPOINTED BY THE CITY MANAGER

Assistant City Manager	Judie Wilke
General Manager, Burbank Water & Power	Jorge Somoano
Community Development Director	Patrick Prescott
Financial Services Director	Cindy Giraldo
Fire Chief	Eric Garcia
Chief Information Officer	Kevin Gray
Library Services Director	Elizabeth Goldman
Management Services Director	Betsy McClinton
Police Chief	Scott LaChasse
Park, Recreation & Community Services Director	Marisa Garcia
Public Works Director	Ken Berkman

## MUNICIPAL CALENDAR

**JANUARY 1** - Business taxes due

**MAY** – Budget and Fee Schedule Adoption for following Fiscal Year  
(deadline for Council adoption of Budget is June 30<sup>th</sup>)

**JULY 1** – Beginning of fiscal year, Business licenses due

**FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER** (even-numbered years) - General Municipal Election

**SIXTH MONDAY AFTER THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER** - Reorganization of Council/Mayoral Selection and Induction into office (even-numbered years): Members of City Council, City Clerk, and City Treasurer.

## SCHEDULE OF PUBLIC MEETINGS

### **CITY COUNCIL**

REGULAR – Tuesday evening in the Council Chamber, City Hall, 275 E. Olive Ave. at 6:00 p.m. for regular and joint business. SPECIAL – May be called as provided by the laws of the state, by written notice delivered personally to each member of the Council.

### **ART IN PUBLIC PLACES COMMITTEE**

ON CALL – In the Community Services Building, Room 301, Third Floor. 150 N. 3rd St.

### **BOARD OF BUILDING AND FIRE CODE APPEALS**

ON CALL – In the Council Chamber, 275 E. Olive Ave.

### **BOARD OF LIBRARY TRUSTEES**

REGULAR – 2nd Wednesday of each month at Central Library Auditorium, 110 N. Glenoaks Ave. 5:30 p.m.

### **BURBANK CULTURAL ARTS COMMISSION**

REGULAR – 2<sup>ND</sup> Wednesday of each month in the Community Services Building, Room 104, 150N. 3rd St., 9:00 a.m.

### **BURBANK WATER AND POWER BOARD**

REGULAR – 1st Thursday of each month in the BWP Administrative Building, 164 W. Magnolia Blvd. 5:00 pm.

### **CIVIL SERVICE BOARD**

REGULAR – 1st Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 4:30 p.m.

### **HERITAGE COMMISSION**

REGULAR – 1st Thursday of each month in the Community Services Bldg. Room 104, 1st Fl., 150 N. 3rd St., 5:30 p.m.

### **INFRASTRUCTURE OVERSIGHT BOARD**

REGULAR – 4th Thursday of each month in the Council Chamber, 275 E. Olive Ave., 5:00 p.m.

### **LANDLORD-TENANT COMMISSION**

REGULAR – 1st Monday of each month in the Community Services Building, Rm., 104 1st Fl., 150 N. 3rd St., 6:15 p.m.

**PARK, RECREATION AND  
COMMUNITY SERVICES  
BOARD**

REGULAR – 2nd Thursday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

**PLANNING BOARD**

REGULAR – 2<sup>nd</sup> & 4th Monday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

**POLICE COMMISSION**

REGULAR – 3rd Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

**SENIOR CITIZEN BOARD**

REGULAR – 4th Wednesday of each month in the Joslyn Center, 1301 W. Olive Ave., 1:00 p.m.

**SUSTAINABLE BURBANK  
COMMISSION**

REGULAR – 3<sup>rd</sup> Monday of each month in the Police/Fire Community Room, 200 N. Third St. 5:00 p.m.

**TRANSPORTATION  
COMMISSION**

REGULAR – 3rd Monday of each month in the Community Services Building, Room 101, 2nd Fl., 150 N. 3rd St., 5:00 p.m.

**YOUTH BOARD**

REGULAR – 1st Wednesday of each month in the Community Services Bldg, Room 104, 150 N. 3rd St., 6:30 p.m.

**DUTIES AND RESPONSIBILITIES OF CITY OFFICIALS &  
DEPARTMENTS**

**THE AUTHORITY**

As in all democratic institutions, the ultimate power and authority rests with the people. In 1927, when the electorate adopted the new City Charter, the main structure of the City's government was provided for. The Charter became effective January 13, 1927, and the Council-City Manager form of Government was established.

**THE CITY CHARTER**

The City Charter is a 'chart,' a 'constitution,' or basic plan for City Government. It provides for perpetuating the name of Burbank, the

election or appointment of officers and employees, and defines the duties of the City Council and the City Manager, as well as certain departments and department heads.

It designates the time and place for regular and special meetings of the Council and prescribes the manner in which the Council may take official action.

The times and manner of conducting municipal elections are specified. Provision is made for taxation to support the City government, preparation of the annual budget, and regulations for safeguarding and disbursement of City funds.

The Charter may be amended by a majority vote of the people and was last amended in June 2018 with the passage of Measure T.

Every five years, Council is required to appoint a Charter Review Committee consisting of 5 members to consider the Charter and advise the Council whether a comprehensive Charter review is necessary. Upon such recommendation the Council may appoint a full Charter Review Committee to determine

## **THE CITY COUNCIL**

“The legislative body of the City shall consist of five persons elected at large which body shall be known as the Council.” (Section 305)

The Council enacts the laws and establishes administrative policy for the City government.

### **QUALIFICATIONS FOR COUNCIL MEMBER**

In order to serve as a Council Member, a citizen must be elected by the qualified voters of the City at a municipal election. The individual must be a citizen of the United States and must be a qualified elector of the City of Burbank at the time of nomination. The candidate must have resided in the City for twenty-nine days prior to filing nomination papers and cannot hold any other elective office for which compensation is made. (Sections 305, 800, and 1100)

### **TERM OF OFFICE**

All elective officers hold office for terms of four years or until their successors are elected or qualified. (Sections 300 and 400)

## **COMPENSATION**

Each Council Member shall receive such compensation as may be prescribed by ordinance but not to exceed the amount which Council Members of general law and cities of similar population would receive under State law. (Section 305)

## **COUNCIL MEETINGS**

The Council shall meet at 10:00 a.m. on the sixth Monday after the first Tuesday after the first Monday in November where newly elected members shall be inducted into office and the newly constituted Council shall choose one member to serve as Mayor and one member to serve as Vice Mayor pursuant to Charter Section 400.

The Council shall hold regular meetings on at least two Tuesdays of each month for closed and study sessions, and at 6:00 p.m. for regular Council business in the Council Chamber, City Hall, 275 East Olive Avenue. If the time for the regular meeting falls on a holiday, the meeting will be held as soon thereafter as a quorum of the Council is present, or at such other time as the Council may determine from time to time by resolution. (BMC §2-1-203)

Special meetings may be called by the Mayor or by three Council Members at any time by written notice delivered personally to each member. (Section 400)

All meetings shall be open to the public. (Section 400)

## **GRANICUS SYSTEM**

In August 2007, the City launched the Granicus Media Manager system, which is a software system that not only broadcasts City Council and Planning Board meetings live over the Internet, but provides on-line, integrated access to the agenda, staff reports and all pertinent documents. The best feature is that following the conclusion of the meeting, the video and all related material is available for on-demand play back at any time 24/7. In addition, a scroll-down menu with jump-to points allows any individual wanting to review a specific agenda item to simply pull up the meeting and select the item on the agenda and playback will begin at that point in the meeting. Another key feature is the search function which provides the ability to search the archives for key words or topics. The Granicus system can be accessed via a link on the City's main web page.

Additionally, City Council meetings can be viewed on the Burbank Channel: on AT&T U-Verse Channel 99 or Spectrum Cable Channel 6 and via YouTube.

## **HOW THE COUNCIL TAKES ACTION**

“The Council may take official action only by the passage or adoption of ordinances, resolutions or motions...” (Section 500)

“A majority of the Council Members shall constitute a quorum for the transaction of any business...” (Section 410) However, certain types of resolutions and ordinances require an affirmative vote of 4/5 of the Council for adoption.

## **THE MAYOR**

The Mayor is chosen by the Council to be presiding officer at the pleasure of the Council. The Mayor has the same voting power as any other member of the Council (Section 400), and receives the same compensation.

The Mayor is the executive head of the City. In extraordinary emergency, the Mayor shall assume general control of the City government and be responsible for the suppression of disorders and the restoration of normal conditions. (Section 310)

The Mayor signs all resolutions and ordinances passed by the Council.

“The Mayor shall represent the City at all ceremonial functions of a social or patriotic character...” (Section 310)

## **OTHER ELECTED OFFICIALS**

### **THE CITY CLERK**

The City Clerk’s Office consists of five divisions: City Clerk Services, Elections, Legal Advertising, Records, and Passport Services.

The City Clerk is chosen by the vote of the people at a municipal election for a four-year term in the same manner as members of the City Council.

The City Charter Section 325 outlines the duties of the City Clerk as follows:

- (1) Clerk of the Council.
- (2) Attends all sessions of the Council and keeps a full and accurate record of proceedings.

- (3) Keeper of the corporate seal of the City.
- (4) Keeps all records, documents, ordinances, resolutions, books and other such papers and matters as may be regularly delivered into the City Clerk's custody or required by law or ordinance to be filed with the Clerk.

The City Clerk is the Elections Official and oversees municipal elections in compliance with the Election Code, the City Charter, and State law.

The City Clerk also administers a Central Records Management Program, which established standardized procedures for the timely destruction or transfer of inactive records.

## **THE CITY TREASURER**

The City Treasurer is chosen by direct vote of the people at a municipal election for a four-year term in the same manner as members of the Council.

It is the City Treasurer's duty to receive and safely keep all moneys and securities belonging to the City, and to make certain warrants are paid and signed by proper officers and not otherwise. (Section 330)

In 1969, the City Treasurer was delegated the authority to invest and reinvest surplus City funds under provisions of State law.

In 2013, the City began depositing all checks electronically, cutting down on float and speeding up cash flow.

## **LOCAL APPOINTMENTS**

The Council is often called upon to make decisions requiring specialized or technical analyses. Citizens with knowledge or experience in particular areas are appointed as members of boards and commissions to make studies and prepare recommendations for consideration by the Council. These citizens serve without compensation. The City has the following such boards, commissions and committees:

REFERENCES	Charter Section	Municipal Code
Art in Public Places Committee ..		2-1-422
Board of Building and Fire Code Appeals ..		2-1-414
Board of Library Trustees ..	700	2-1-409
Burbank Cultural Arts Commission.....		2-1-425
Burbank Water and Power Board.....	700	2-1-418

Civil Service Board.....	700.....	2-1-504
Heritage Commission.....		2-1-420
Infrastructure Oversight Board .....		2-1-426
Landlord-Tenant Commission.....		2-1-417
Park, Recreation and Community		
Services Board.....	700 .....	2-1-410
Planning Board.....	700 .....	2-1-411
Police Commission.....	705.....	2-1-413
Senior Citizen Board.....		2-1-415
Sustainable Burbank Commission.....		2-1-425
Transportation Commission.....		2-1-424
Youth Board.....		2-1-416

In general, the boards, commissions and committees are advisory and make recommendations rather than take final action, having only such powers as are delegated to them by the Council.

The City also has other committees which members of the community serve on. They include: Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Community Development Goals Committee, Greater Los Angeles Vector Control District, Metropolitan Water District Board, and the Santa Monica Mountains Conservancy Advisory Committee.

## APPOINTED OFFICIALS

### THE CITY MANAGER

The City Manager is appointed by the Council on the basis of executive and administrative qualifications and experience to be the administrative head of the City government. The City Manager, in turn, appoints all officers and employees of the City except elected officers and other officers appointed by the Council.

It is the duty of the City Manager to enforce the laws of the City and carry out the policies of the Council through the control and direction of City departments.

The City Manager keeps the Council advised on the financial condition and future needs of the City and makes recommendations for consideration and action of the Council. (Section 315)

The City Manager oversees the operation of the Public Information Office, which is responsible for implementing a comprehensive public information program by utilizing various forms of media.

As part of its commitment to open government, the City of Burbank took the lead in communicating with residents through cable television. Beginning in 1978, the Public Information Office produced live televised coverage of all City Council meetings. Since then, television coverage has rapidly expanded to include Planning Board; Park, Recreation and Community Services Board, Infrastructure Oversight Board, Police Commission and Burbank Unified School District Board meetings.

Today, the Public Information Office produces a wide variety of videos including the annual State of the City and the Mayor's show along with current events and news. The Office also oversees all Citywide social media including Facebook, Twitter and Instagram. Many departments also supplement with their own social media accounts.

The Office also utilizes e-notify, a direct email system and issues press releases regarding current news. They also oversee internal communications, keeping staff informed along with ensuring that the website is up-to-date. In 2020, the Office along with the Community Development Department/Economic Development worked to develop a new brand, called the Burbank 'B' and its protocols for use. It does not replace the City Seal but supplements it. The brand will be the basis for a new website launching in late 2020/2021.

## **THE CITY ATTORNEY**

The City Attorney is appointed by the Council to be the legal advisor to the Council and to all other City officials and appoints other attorneys on his/her staff.

The City Attorney is responsible for drafting all legal documents and for performing all other necessary legal services. The City Attorney controls and directs the prosecution and defense of all suits and proceedings to which the City is a party and criminally prosecutes all infractions, violations of the Burbank Municipal Code and all State law misdemeanors. (Section 320)

## **CITY DEPARTMENTS**

All City departments are responsible to the City Manager as the administrative head of the City government. The activities for which these departments are responsible make it possible to group them as follows:

1. Departments primarily concerned with public health, safety, and welfare;

2. Departments primarily devoted to culture and recreation; and,
3. Departments which assist the departments involved directly in service to the public in the fulfillment of their functions.

## **PUBLIC HEALTH, SAFETY AND WELFARE**

The following City departments are primarily concerned with the public health, safety and welfare.

### **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department's mission is to work together for a safe, beautiful, and thriving community. There are five divisions:

#### Administration Division

The Administration Division is responsible for all administrative functions of the Department including budget development, financial administration, personnel management, and special project coordination. In addition, this Division is responsible for the interdivisional and interdepartmental coordination relating to agenda items for City Council and Housing Authority meetings.

#### Building & Safety Division

This Division assists the public with building inspections, business permits, plan checks, and code enforcement. This Division anticipates generating approximately \$2.5 million via the Business License and Business Tax Programs; investigating approximately over 1,200 citizen complaints, issuing more than 4,000 building permits, generating \$2 million in permit and plan check fees, and providing over 22,000 building inspections annually.

#### Planning Division

The Planning Division is responsible for implementing the Burbank2035 General Plan goals/policies/programs, the regulations of the Zoning Code, and adopted specific plans. The Division works to foster an effective partnership with the residents and businesses in the community by providing an open and transparent planning process with an emphasis on citizen involvement and participation that results in a fair, objective, predictable, and accountable planning process.

The Planning Division seeks to implement responsible development that builds community and protects existing single family neighborhoods; provides for a range of housing types and increases job opportunities; focuses development in the City's primary commercial, employment and transit districts; creates vibrant neighborhoods; and promotes the long term economic vitality of the City in order to continue the high level of City services.

The Planning Division also functions as the professional and technical advisor to the Planning Board, Heritage Commission, and City Council on policy matters and issues concerning the physical development of the community.

### Economic Development & Housing Division

The Economic Development and Housing Division includes the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant (CDBG), Affordable Housing/Housing & Urban Development (HUD) Fund, and while not a section, the implementation of the City's Homelessness strategy.

The Real Estate Section provides support services to the general public, all City departments, and outside agencies, including the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide.

The Economic Development Section seeks to diversify and strengthen the economy through business retention, expansion, and attraction efforts, along with marketing and tourism. They also oversee the Business Improvement District (BID) for Downtown and another BID for Tourism, branded as Visit Burbank.

The Housing Authority has an allotment of 1,014 Section 8 Vouchers (for households whose income falls below 50 percent of the median income in Los Angeles County), although high rents and federal funding constraints limit the actual number of vouchers issued, resulting in less vouchers issued. Included is also an additional 15 Veterans Affairs Supportive Housing (VASH) Vouchers allocated to Burbank. In addition, the Housing Authority also functions as the Successor Housing Agency and implements the low- and moderate-income housing efforts.

The CDBG and Affordable Housing Sections administer funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low- and moderate-income and homeless persons. Some funds for homeless programs also come from Measure H grant funding.

The City has a Homelessness Plan approved by the City Council and works to implement the Plan. In 2020, a new homeless storage facility will be developed and homeless abatements are on-going in partnership with the Police Department, City Attorney's Office and Public Works.

### Transportation Division

The Transportation Division manages the transportation planning, funding, transit operations, and active transportation programs for the City to enhance mobility for all users of the City's streets and roadways, including pedestrians and bicyclists. It manages transportation projects

such as street improvements and bikeways, analyzes traffic impacts of new development, seeks outside funding, and coordinates with regional agencies like Metro and Caltrans. The Transportation Division also manages the BurbankBus transit system to improve mobility for residents and employees and implements the long-range transportation vision in the Burbank2035 Mobility Element.

## **FIRE DEPARTMENT**

The primary mission of the Burbank Fire Department is to perform fire suppression, rescue and emergency medical services. The Department also coordinates citywide emergency management and provides educational and inspection programs for fire prevention and life safety. The Department is organized into seven divisions.

### Administration Division

The Administration Division provides support to the operations of all divisions within the Fire Department including financial management and budget preparation, personnel administration, departmental policies and procedures, legislative monitoring, technology improvements and other special projects. The Office of the Fire Chief is also within the Administration Division.

### Fire Prevention Division

The Fire Prevention Division is charged with reducing the potential for fire through inspections and enforcement of building, fire and safety laws, codes and ordinances, including oversight of brush clearance in the areas closest to the vulnerable local foothills. Safety education programs are offered to a wide variety of community groups, with special emphasis placed on fire and safety outreach for the local school children. The Division is additionally responsible for administering the Hazardous Materials Disclosure Program.

### Fire Suppression Division

The Fire Suppression Division provides personnel and equipment for the suppression of all fires which threaten loss of life and property and is also responsible for the response to and mitigation of all hazardous material incidents.

### Emergency Medical Services Division

The Emergency Medical Services Division provides the Paramedic Program and ensures ongoing training and readiness to meet the ever-increasing demands for emergency medicine by the community. In addition, the Paramedics perform regular fire suppression duties.

### Fire Apparatus and Equipment Division

The fire equipment maintenance shop has two highly-trained and qualified personnel that maintain all fire apparatus and equipment such as emergency apparatus and utility vehicles. They are also on call for unanticipated emergencies on a 24-hour basis.

### Emergency Management Division

The Emergency Management Division strives to ensure that the City is a safe place to live and work. This Division develops, implements and maintains comprehensive programs to ensure that the City, its employees and the community are ready for a variety of threats, such as earthquakes, hazardous material incidents, brush fires, plane crashes, riots and terrorism. Critical elements of this program include disaster preparedness, hazard mitigation, response procedures and recovery operations.

### Training & Safety Division

The Training and Safety Division ensures that personnel are trained and competency is maintained to effectively, efficiently and safely execute all responsibilities such as individual and company skills, organizational culture and values, and the multiple local, state and federal requirements.

## **INFORMATION TECHNOLOGY DEPARTMENT**

The Information Technology Department is committed to serving the business operations of the city by providing enterprise-wide integrated system solutions and high quality customer service to ensure the efficient utilization of technology resources and investments.

The Department provides centralized technical services and support for all 15 departments. Information Technology manages and operates a primary data center and is responsible for ensuring city departments have access to their data and application systems when needed. Access is provided to more than 140 different business applications in addition to enterprise-wide email, human resources/payroll, financials, permitting and licensing, utility billing, public safety systems and collaboration tools. The department works in partnership with customers to provide high value, low cost integrated solutions.

The Department is comprised of three divisions: Administration; Network Management and Technical Services; and, Application Services and Support under the supervision of the Information Technology Director.

### Administration Division

This Division is responsible for providing a vision for the organization and developing plans for future technology in the City. Divisional responsibilities include interdepartmental project management and executive level departmental communications, coordination of administrative activities between divisions, as well as budget preparation, purchasing and product license management, and personnel actions. Strategic planning, security audits and special projects are managed by the division as well. The Information Technology Fund (Fund 537) provides for the maintenance and replacement of citywide infrastructure including desktops, laptops, mobile devices, and network equipment. Rental rates and service charges are established annually for the efficient replacement of computer hardware and software.

### Network Management and Technical Services Division

This Division is comprised of two sections:

*Network Management* is responsible for administration and management of the City information networks which includes all technology infrastructure, servers, user accounts, security, storage, e-mail, Internet access, back-up and recovery, capacity planning security and escalated help desk support. Additionally, the Division is responsible for supporting remote access connectivity to participating cities, consultants, and staff, the wireless bridge network, Public Library network, the Energy Control Center (ECC) and data center management.

*Technical Services* is responsible for the installation and maintenance of all computers and related equipment. Staff is responsible for providing Service Desk Support to our customers experiencing technical issues with computers, peripheral devices, and software applications. Support includes phone assistance and field services for on-site problem resolution or warranty repair. All requests are logged and tracked for problem resolution.

### Application Services and Support Division

This Division is responsible for all new systems development, database management and administrative services, interface development and ongoing support, including customer education in end user technology tools. The division performs analysis of business and technical requirements, assists in the vendor selection and contract aware of software contractors and implementers. The division develops and implements software standards, provides project management for system implementations and upgrades and conducts modifications to software systems and applications. In addition, the Division is responsible for managing and maintaining the city's software systems, including Oracle eBusiness Systems: Financials, Human Resource

Management and Benefits, Payroll, Inventory and Work Order Asset Management; public safety systems for both Police and Fire including mobile units; Enterprise Permitting and Licensing, and Geographic Information Systems (GIS) which is the digital record of the City's land base and utility networks and providing GIS mapping and analytical services.

## **POLICE DEPARTMENT**

The mission of the Burbank Police Department is to protect life and property, provide professional police services, and work in partnership with the community. The Department has also adopted the following core values: Respect - Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity - Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and, Excellence - Quality through continuous improvement. To accomplish its mission, the Department operates four major divisions: Patrol, Investigations, Administrative Services, and Support Services.

### Patrol Division

The Patrol Division is responsible for responding to all calls for services, conducting initial field investigations and preventing crime through proactive, directed and non-directed patrols. Patrol Division personnel are first responders to critical incidents and major events. The Division consists of the Traffic Bureau, Special Weapons and Tactics (SWAT) Team for resolution of critical incidents, the K-9 Unit, Quality of Life, Mental Health Program (MHET), Air Support, Gang Enforcement, and the Bicycle Detail.

### Investigation Division

The Investigation Division is responsible for conducting criminal investigations as well as collecting and analyzing evidence to support criminal prosecutions. The Investigation Division consists of the Detective Bureau, Forensics Section, and Crime Analysis Section. This Division also oversees the Police Reserve Detail, a group of very dedicated volunteer peace officers selected from the community to assist the Police Department in its mission.

### Administrative Services Division

The Administrative Services Division provides services necessary to support the operation of the other divisions in the Department and assure quality control. These services are provided by the Community Outreach and Personnel Services Bureau, which handles media relations, training, backgrounds on applicants, and Community Policing Programs; the Office of the Chief of Police; Finance; Professional Standards Bureau,

which incorporates Manuals and Orders and the Audit and Inspections Units; and, the Internal Affairs Unit. The Division also assumed the responsibility of researching and assessing emerging technology in law enforcement and some crime analysis functions.

### Support Services Division

The Support Services Division consists of bureaus and units that provide logistical and operational support for the other divisions of the Department. The Records Bureau, Property and Evidence, and Facility Maintenance Unit support the law enforcement mission of the Department. This Division also oversees the Animal Shelter, a full-service facility which is responsible for enforcing all laws related to the regulation, care, treatment and impounding of animals; the Communication Center which receives calls regarding potential emergencies and the Jail facility for prisoner bookings and short-term detention of pre-arraigned inmates.

## **BURBANK WATER AND POWER**

Burbank Water and Power, (BWP), provides potable and recycled water, electric power and street lighting, and certain communications services to the residents and businesses in the City of Burbank. BWP is responsible for the generation, production, treatment, purchase, distribution, and sale of electric energy and water. For each of these service functions, BWP provides the necessary planning, design, construction, testing, operations, and maintenance services. The Department has six divisions:

### Power Supply Division

This division is responsible for BWP's supply of electricity. The division acquires, operates, and builds facilities for the generation and delivery of energy to BWP. The division acquires power from a diverse number of resources including hydro, natural gas, coal, and nuclear-using facilities throughout the West. The division also operates the local power plants. It conducts the City's wholesale power marketing efforts to minimize the cost of power through temporary wholesale energy sales to other energy companies.

### Electric Services Division

This division is responsible for the planning, engineering, construction, testing, operation, and maintenance of electric stations, power lines, service drops, and meters. This division also improves and maintains the street lighting within the City, does fiber optic installation and testing, and does electrical maintenance for the power plant and water facilities.

### Water Division

This division is responsible for the planning, engineering, construction, operation and maintenance of the City's water production, treatment, boosting, storage, and distribution facilities. The distribution facilities include water mains, services, meters, valves, and fire hydrants. The division acquires imported water from the Metropolitan Water District of Southern California. This division also operates and maintains the domestic and recycled water systems for the Department.

### Customer Service Division

This division provides customer assistance related to all municipal service accounts and billing information. This division also provides community support and educational outreach focusing on water and energy conservation efforts, environmental stewardship, and the community's youth.

### Finance Division

This division is responsible for utility accounting, financial planning and reporting, auditing, budgeting, energy risk management, financial analysis, Magnolia Power Project accounting and reporting, and ensuring access to capital markets and obtaining financing as needed. The division is also responsible for internal controls for BWP, which ensure the integrity of financial information regarding department operations, and support operations for the other divisions including warehousing and fleet maintenance.

### Technology Division

BWP's Operational Technology Division oversees telecommunications, security, operational technology, fiber services, and the Smart Grid program for the utility. This division operates and maintains the City's radio and telephone services equipment (Fund 535) and all physical and cyber security for the utility including aspects of NERC-CIP compliance. The division also manages BWP's Ethernet Switched Services Network and a fiber-optic communications network within the City, which includes lit fiber services under the ONE Burbank program as well as dark fiber services. The division also manages and oversees the execution of the Smart Grid program and its many projects.

## **PUBLIC WORKS DEPARTMENT**

The Public Works Department plans, designs, builds, operates and maintains the City's public works systems in a financially and environmentally responsible manner, while responding to the community's changing needs. Public Works consists of six divisions: Administration, Engineering Design and Construction, Traffic, Fleet and

Building Maintenance, Street and Sanitation, and Water Reclamation and Sewer.

#### Administration Division

Administration provides administrative, financial, legislative, and employee relations support for the Department.

#### Engineering Design and Construction Division

The Engineering Design and Construction Division includes the Street Design and Construction section and Permits section. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City's street, alley, and sidewalk infrastructure improvements, overseeing all work in the public right-of-way for public safety and adherence to City standards. The Permits section regulates all work performed in the public right-of-way. The Engineering Design and Construction Division is also responsible for coordinating the design and construction of the City's major new municipal facilities.

#### Traffic Division

The Traffic Division includes the Traffic Engineering and Design section, Signs and Painting section, and Traffic Management Center (TMC). Traffic Engineering oversees traffic control designs, plan checking/permitting, and neighborhood protection plans. The Signs and Painting section oversees installation/maintenance of traffic signs, pavement and curb markings, pedestrian crosswalks, and bikeways. The Signal Maintenance section oversees maintenance/installation of traffic signals, dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection. The TMC prepares traffic signal coordination and timing and monitors traffic operations in the City.

#### Fleet and Building Maintenance Division

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings with the exception of Fire equipment and BWP equipment/facilities. The Fleet Services section repairs a diverse range of conventional and alternate fueled vehicles and equipment, including the City's Compressed Natural Gas (CNG) infrastructure. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 775,000 sq. ft. located within 80 buildings. Custodial Services cleans 532,000 sq. ft. of occupied space in 28 buildings.

#### Street and Sanitation Division

The Street and Sanitation Division includes the Road and Parkway Maintenance, Weed Abatement, Street Sweeping and Flood Control

sections. Also administered by this Division are the Refuse Collection, Refuse Disposal, Landfill Engineering and Operations, and Recycling sections, which are a part of the Refuse Enterprise Fund. The Roadway and Parkway Maintenance section consists of three separate repair areas: Asphalt Crew, Concrete Crew and General Maintenance. This section maintains streets, alleys, sidewalks, parking lots, overpasses and underpasses throughout the City and coordinates the City's graffiti removal program. The Weed Abatement section handles weed spraying and cutting. The Street Sweeping section is responsible for sweeping the streets in the industrial, commercial, and residential areas of the City. The Flood Control section is responsible for maintaining the City's flood control system.

### Water Reclamation and Sewer Division

The Water Reclamation and Sewer Division includes the Engineering and Design section, Industrial Waste Permitting and Inspection section, Plant Operations and Maintenance section, and Sewer Maintenance section. Its functions include issuing sewer permits, establishing sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating administrative activities with the City of Los Angeles, state and federal regulating agencies.

## **CULTURE AND RECREATION**

Two departments of the City are primarily devoted to serving the citizens of the community by providing and maintaining facilities for the encouragement of educational, cultural, social and recreational activities.

## **LIBRARY SERVICES DEPARTMENT**

Library Services Department, more commonly known as Burbank Public Library, connects the community to opportunities for growth, inspiration and discovery. The Library provides access to formal and informal learning opportunities and to information, reading, and culture through its collection, programs, and services. Three Library sites – the Central Library, the Buena Vista Branch Library, and the Northwest Branch Library – offer access to a collection of almost 500,000 items including books, audiobooks, large print books, movies, music, magazines, historical material, eBooks, eAudiobooks, and online research resources. Staff provide basic and in-depth research help, assist with digital literacy needs using the libraries' high-speed internet access, and connect users to a variety of other services throughout the City and region. The three libraries are open a combined 155.5 hours per week, including evenings and weekends, and serve 850,000 people annually. Flagship programs include:

- Adult Literacy Services, which provides one-on-one tutoring to adults who read below an 8<sup>th</sup> grade level
- Early literacy programming for babies through age 5 to prepare all children for school
- School-year and summer programs for K-12 students to maintain and improve skills and promote a lifetime love of reading
- Technology training for all ages to build a digitally literate community, including the Spark! Digital Media Lab
- The Burbank in Focus collection of digitized historical photos
- Regular educational and cultural events for all ages to support lifelong learning

For full details of services offered by Burbank Public Library, visit [www.burbanklibrary.org](http://www.burbanklibrary.org)

## **PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

The Park, Recreation and Community Services Department is responsible for providing well-maintained recreational facilities, and programs and activities designed to meet the recreational, cultural, social and human service needs of the Burbank community. In addition, the Department is responsible for maintenance and improvements of all municipal grounds and parkway trees. The Department is organized into four divisions: Administration/Business Services; Facility Operations; Park Services; and Recreation and Community Services.

### Administration:

The Administration Division provides administrative leadership and support for all program and service areas. This Division also administers facility and picnic area group reservations and film permits.

The Administrative Services Program provides administrative, capital, financial, legislative and employee relations support and coordination for the Department. It plans and implements the Department's Capital Improvement Program. This Program also administers scholarship funding for Burbank youth and senior citizens to participate in City sponsored recreational and community programs. In addition, this Division monitors contract compliance of all contracts/agreements and manages the Joint Use Agreement with the Burbank Unified School District (BUSD).

### Facility Operations Division

The Facility Operations Division is primarily responsible for overseeing the operations of the Department's 41 facilities and administers contract classes which accommodate more than 11,000 participants annually. The Division monitors contract compliance for the Department's six revenue generating contracts/agreements and manages the operation agreement for the Temporary Skilled Worker Center. More recently, this Division provides marketing and public relations support and coordination for the Department. The Program is responsible for marketing and advertising the Department's programs, services and activities through print, media and community outreach. It also administers the Department's sponsorship program and is responsible for organizing numerous Citywide special events.

### Landscape and Forestry Services

The Landscape and Forestry Services Division administers two programs: Forestry Services and Landscape Maintenance. The Division maintains public park grounds and landscaped areas, as well as all trees in public parkways and public grounds, and plans and implements the Department's Capital Improvement Program.

The Forestry Services Program is responsible for the planting, removal and maintenance of all trees in public parkways and on public grounds. There are approximately 33,000 trees for which this program is responsible.

The Landscape Maintenance Program is responsible for maintaining public park grounds and outdoor sports facilities, and all municipal landscaped grounds. In all, a total of forty-one parks and facilities, as well as multiple non-park sites, are maintained by personnel in this program, which also has responsibility for the maintenance of all irrigation systems, and providing oversight of the Chemical Spray Crew.

### Recreation and Community Services Division

The Recreation and Community Services Division is responsible for providing and operating programming at the City's three recreation centers, two senior centers, community center, creative arts center, nature center, outdoor amphitheater, variety of athletic facilities, and two outdoor pool facilities. This entails overseeing the Department's extensive offering of for youth and adults, as well as providing a varied program of performing, visual and fine arts.

The Division provides recreation programs, instructional opportunities, special events and drop-in recreational activities for citizens of all ages at McCambridge, Olive and Verdugo Recreation Centers; Joslyn and Tuttle Adult Center; and Ovrom Community Center. The Division offers

quarterly staff-instructed and contract classes to accommodate more than 11,000 participants annually.

It also offers specialized summer programs to provide sufficient seasonal recreational activities for community youth, implements special teen programs, and volunteer opportunities for participants of all ages.

Additionally, the Division implements elementary afterschool programs on a cost-recovery basis; develops and implements a wide range of seasonal organized sports programs for youth and adults; coordinates and facilitates the use of facilities for City and BUSD athletic programs as well as community reservations; plans, coordinates and conducts the annual Starlight Bowl season; provides liaison support to the Burbank Tournament of Roses Association, Burbank on Parade, Burbank Athletic Federation, Cultural Arts Commission, Burbank Youth Board, Burbank Senior Board, Walk-of-Fame Committee, Burbank Veterans Committee, Childcare Committee and Burbank Youth Task Force amongst others.

This Division is also responsible for the congregate and home-delivered meals programs and oversees the Connect with your Community programming which focuses on creating opportunities and projects that strengthen the local non-profit and community service agenda.

Furthermore, it provides environmental nature program opportunities facilitated through the Stough Canyon Nature Center; and provides a wide-range of seasonal aquatics programs and special events;

## **DEPARTMENTAL ASSISTANCE**

Two departments of the City are primarily devoted to serving the citizens of the community by providing services to the departments directly involved in service to the public.

## **FINANCIAL SERVICES DEPARTMENT**

The Financial Services Department is committed to quality and excellence, ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service. The department consists of Administration, Accounting, Budget, Revenue, Accounts Payable, Payroll, and Purchasing.

### Administration

Administration provides support and overall coordination to the operations of all the department sections including financial management, budget preparation, personnel administration, department policies and procedures, and the coordination of technology improvements and special projects.

### Accounting

The Accounting Section is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This Division is responsible for accounting and financial reporting, debt management, internal audits, fiscal support functions to other City departments and other responsible agencies.

### Budget

The Budget Section's main function includes the preparation, development, and publication of the Annual Adopted Budget and the Capital Improvement Program budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures and assisting on budget amendments during the fiscal year. This section also provides reports regarding the financial status of the City during the fiscal year.

### Revenue

The Revenue/Accounts Receivable Section is responsible for managing and forecasting the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. This section is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts.

### Accounts Payable

The Accounts Payable Section ensures all vendor payments and transactions are processed regularly in compliance with City, State, and Federal requirements.

### Payroll

The Payroll Section is responsible for issuing bi-weekly employee paychecks, the administration of the deferred compensation plan, CalPERS reporting, and the issuance of W-2 employee tax statements.

### Purchasing

The Purchasing Section manages the City's master vendor list and the acquisition of materials, supplies, and services to ensure smooth operations of departments providing service to the public. The division strives to maintain a transparent process for the public bidding of contracts and service agreements and works closely with the City Attorney's office to ensure the Burbank Municipal Code and legal practices related to Purchasing processes are strictly adhered to.

## MANAGEMENT SERVICES DEPARTMENT

The Management Services Department consists of three divisions: 1) Employment Services, Benefits, and Compensation; 2) Labor Relations; and 3) Risk Management. The Department provides support services involving a wide range of internal administrative functions to City departments and plays an integral role in enhancing each department's ability to better serve the Burbank community. The Department also provides staff support to the Civil Service Board.

### Employment Services, Benefits, and Compensation

Employment Services is responsible for the City's centralized recruitment and selection process and the administration of the WorkForce Connection and Youth Employment programs. In addition, this section manages the Mail Center, which is responsible for sorting and delivering U.S. and inter-City mail, as well as United Parcel Service packages.

Benefits & Compensation is responsible for processing employee benefits, clarifying various issues related to health insurance and retirement benefits, maintaining the Classification and Compensation Plan, administering the Civil Service System responsibilities, and developing Citywide training and professional development activities. In addition, this section provides LiveScan services for background investigation of prospective City employees, volunteers, and outside individuals and agencies. A processing fee is charged for this service.

### Labor Relations

This division is responsible for the overview of labor relations and the City's reprographic services.

Labor Relations is responsible for maintaining positive employer-employee relations and negotiating labor contracts with the City's six recognized bargaining units:

- Burbank City Employees' Association (BCEA)
- Burbank Fire Fighters (BFF)
- Burbank Fire Fighters - Chief Officers' Unit (BFF-COU)
- Burbank Management Association (BMA)
- Burbank Police Officers' Association (BPOA)
- International Brotherhood of Electrical Workers (IBEW)

This section also interprets rules, regulations, and policies pertaining to labor and employment law in order to maintain compliance with state and federal regulations.

Reprographics is responsible for the City's printing of communications materials. This section assists each department in obtaining a wide range of printing services and materials through its centralized printing facility. Examples of printing services include the Burbank Water and Power's educational brochures and the Parks, Recreation and Community Services Department's Recreation Guidebook.

### Risk Management

This division is responsible for oversight of the City's Workers' Compensation, Environmental Health & Safety, and Liability & Insurance programs.

Workers' Compensation is responsible for managing the City's Workers' Compensation self-insured program. This section helps City employees resolve their work-related injuries and is committed to processing claims expeditiously and accurately.

Environmental Health & Safety is responsible for the safety of all City employees. The main priority is to provide employees with services and training that help minimize work-related injuries and illnesses. This section also identifies and reviews internal accidents and inspects each City facility to correct potential workplace safety concerns.

Other programs include the Injury and Illness Prevention Program (IIPP), the Hazardous Waste Program, the safety training program, and employees' substance/drug testing, which complies with the U.S. Department of Transportation and Federal Highway Administration regulations.

Liability & Insurance is responsible for managing the City's insurance policies and self-insurance programs, including General Liability, property, casualty, crime, volunteer, Accidental Death and Dismemberment, and related broker services. One of the main priorities of this section is to process and investigate liability claims filed against the City.

## PHONE DIRECTORY

DEPARTMENT	ADDRESS
<b>ADMINISTRATIVE SERVICES BLDG</b>	300 E. Olive Ave.
<b>Finance</b>	238-5500
Accounts Payable	238-5495
Accounts Receivable	238-5500
Budget	238-5500
Bid Opportunities and Purchasing	238-5466

**Management Services**

Administration	238-5026
BEST Program	238-5324
Employment Hotline	238-5000
Employment & Human Res.	238-5021
Police Recruit Hotline	238-1800
Work Force Connection	238-5627
Youth Employment	238-5324

**ANIMAL SHELTER** 238-3340 1150 N. Victory Pl.

**BURBANK WATER & POWER** 164 W. Magnolia Blvd.

After Hours	238-3778
Electric Services	238-3575
Environmental Affairs	238-3561
Fiber Optic Cabling Services	238-3113
General Manager's Office	238-3550
Conservation	238-3730
Level Pay Program	238-3712
Lifeline Services	238-3722
Read Your Own/Remote Meter	238-3713
Street Lighting	238-3582
Trees – Electric Lines	238-3582
Water and Electric	238-3700
Billing	
Customer Service	
Service Applications	
Water Services	238-3500

**CITY HALL BUILDING** 275 E. Olive Ave.

City Attorney	238-5700
City Clerk	238-5851
City Council	238-5751
City Manager	238-5800
Community Assistance Coordinator	
	238-5795
City Treasurer	238-5880
Information Technology	238-5080

**COMMUNITY SERVICES BUILDING** 150 N. Third St.

**Community Development Department Building** 238-5220

Contractor's	Business	Licenses,
Electrical	Systems	and Fixtures -

Permits and Inspections, Grading and Shoring - Permits and Inspections, Heating and Air Conditioning- Permits and Inspections, New Construction, Additions and Remodels - Permits and Inspections, Plumbing Systems and Fixtures - Permits and Inspections, Property Maintenance and Code Enforcement

**Business Tax and Licenses, Garage**

**Sale Permits** 238-5280

**Code Enforcement** 238-5225

**Housing and Economic Development**

Downtown Burbank 238-5180

Real Estate, Community Development Block Grant

Economic Development 238-5198

Affordable Housing 238-5160

Section 8 Housing Program

**Planning** 238-5250

Accessory Structures, Environmental Impact Reports, Fence Permits, General Plan, Guest House Restrictions, Land Use Studies, Lot Splits, Planning Information, Setback and Yard Requirements, Sign Requirements, Subdivisions, Zone Changes and Information

**Transportation** 238-5270

**Public Works Department** 238-3915

Banner Permits 238-3950

Bulky Item Pickup 238-3805

CNG/Hydrogen Fueling Station 238-3800

Curb Painting 238-3915

Driveway Permit 238-3950

Easements 238-3950

Encroachment Permits 238-3950

Excavations 238-3950

Garbage and Refuse Collection 238-3800

Graffiti Removal 238-3806

House Moving 238-3950

House Numbers 238-3950

Industrial Waste 972-1115

Inspections	238-3955
Parking Permits	238-3915
Property Ownership	238-3950
Recycling Center	238-3900
Sewer	238-3915
Sidewalk and Street Construction Maintenance	238-3800
Storm Drains	238-3915
Street Signs	238-3977
Street Sweeping	238-3800
Swimming Pools (Draining)	238-3950
Traffic Control (Traffic Engineer)	238-3915
Traffic Signal (Installation)	238-3915
Traffic Signal (Repair/Maint.)	238-3974
Weed Abatement, Anti-Litter Program	238-3800

**Public Information Office** 238-5840  
 Burbank TV 238-5840

**Park, Recreation & Community Services**

Burbank's Art in Public Places	238-5300
Child Care Directory	238-5300
Forestry	238-5304
Park Facilities Info./Permits	238-5300
Recreation Guide	238-5300
Retired Sr. Volunteer Program	238-5371
Senior Nutrition Program	238-5357
Sports & Aquatics Programs	238-5330
Starlight Bowl Programs	238-5300
Transportation/Escort Services	238-5360
Youth Rec. Nomination Form	238-5390
Youth Resources	238-5328

**FIRE DEPARTMENT** 238-3473 311 E. Orange Grove Ave  
 Fire Hydrant Repair 238-3500  
 Emergency 911  
 Branch Stations:  
 No. 12 644 N. Hollywood Way  
 No. 13 2713 Thornton Ave.  
 No. 14 2305 W. Burbank Blvd.  
 No. 15 1420 W. Verdugo Ave.  
 No. 16 1600 N. Bel Aire Dr.  
 Fire Training Center 1845 N. Ontario St.

## **LIBRARY SERVICES DEPARTMENT**

Central Library	238-5600	
Buena Vista Library	238-5620	110 N. Glenoaks Blvd.
Northwest Library	238-5640	300 N. Buena Vista St.
Literacy Services	238-5577	3323 W. Victory Blvd.

## **PARKS/RECREATION FACILITIES**

Abraham Lincoln Park		300 N. Buena Vista St.
Bel Aire Ballfield		1750 Bel Aire Dr.
Brace Canyon Park		2901 Haven Way
Bret Harte Playlot		3200 W. Jeffries
Colony Theatre		555 N. Third St.
Compass Tree park		601 S. Lake Ave.
DeBell Golf Course & Clubhouse Par 3		1500 E. Walnut
Johnny Carson Park		1200 Harvard Rd.
George Izay Park		400 S. Bob Hope Dr.
Josyln Adult Center	238-5353	1111 W. Olive Ave.
Maple Tree Playground		1301 W. Olive Ave.
Miller Park		3820 W. Jeffries Ave.
McCambridge Park		720 E. Providencia Ave.
Mountain View Park		1515 N. Glenoaks Blvd.
Earthwalk Park		751 S. Griffith Park Dr.
Larry L. Maxam Park		1922 Grismer St.
Palm Ballfield		3715 Pacific Ave.
Ralph Foy Park		1125 E. Orange Grove
Robert E. Gross Park		3211 W. Victory Blvd.
Robert E. Lundigan Park		2800 W. Empire Ave.
Robert Ovrom Park		2701 Thornton Ave.
Santa Anita Playlot		601 S. San Fernando
Starlight Bowl		250 W. Santa Anita Ave.
Stough Park		1249 Lockheed View Dr.
Stough Canyon Nature Center		1335 Lockheed View Dr.
Tuttle Adult Center	238-5367	2300 Walnut Ave.
Valley Park/Skate Park		1731 N. Ontario St.
		1625 N. Valley
Verdugo Park		3201 W. Verdugo Ave.
Vickroy Park		2300 Monterey Ave.
Whitnall Highway Park North		1202 N. Whitnall Hwy
Whitnall Highway Park South		610 N. Whitnall Hwy
Wildwood Canyon Park		1701 Wildwood Canyon

## **POLICE SERVICES BUILDING**

		200 N. Third St.
Emergency	911	
Non-emergency	238-3000	
Animal Shelter	238-3340	

Crime Prevention/Community Outreach

238-3230

Film Permits

238-3105

Jail

238-3010

Parking Citations

238-3120

Police Recruit Hotline

238-1800

Records

238-3140

**PUBLIC WORKS YARD**

238-3800

124 S. Lake St.

**RECYCLING CENTER**

238-3900

500 S. Flower St.



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