

COMMUNITY DEVELOPMENT



MISSION STATEMENT

The Community Development Department's mission is to provide the core services necessary to maintain strong community ties, safe and quality development, economic vitality, affordable housing, well-planned residential and commercial neighborhoods, and effective transportation planning. Staff is committed to providing these services to their customers and co-workers in an effective and efficient manner.

ABOUT COMMUNITY DEVELOPMENT

The Community Development Department (CDD) consists of five divisions: Administration, Building and Safety, Planning, Transportation, and Economic Development and Housing (please note that the Housing Authority budget is located in separate section of the budget). Together, these divisions serve Burbank residents by managing the physical development of the city, preserving single family residential neighborhoods, maintaining the overall transit programs within the city boundaries, developing housing programs to benefit low and moderate income persons, addressing homelessness, enforcing City, State, County, and Federal codes, collecting business taxes, and reviewing building and safety issues.

OBJECTIVES

The overall objective of the Department is to provide long range physical, economic, transportation, and community building for the City of Burbank. The objective of each division for FY 2018-19 is described below.

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

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 district; 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.

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.

The Economic Development and Housing Division includes the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant (CDBG), and Affordable Housing/Housing & Urban Development (HUD) Fund (formerly the HOME Program). The Real Estate Section provides support services to the general public, multiple 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 job creation, business activity and retention, and expansion and attraction efforts, along with marketing and tourism.

COMMUNITY DEVELOPMENT

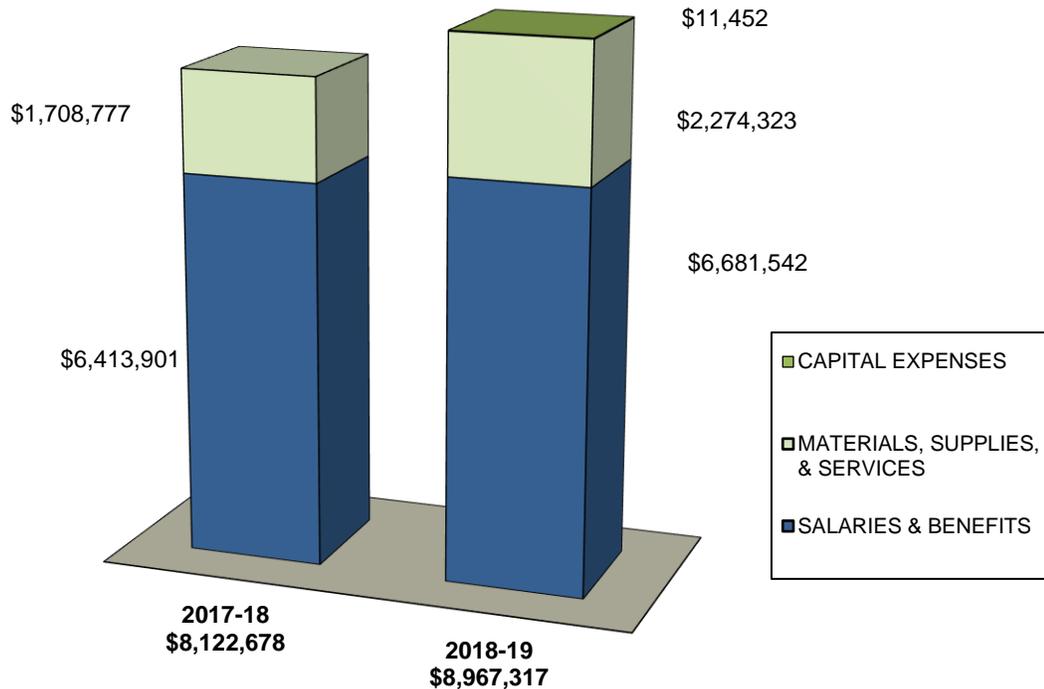


The Housing Authority has an allotment of 1,014 Section 8 Vouchers for households whose income falls below 50 percent of the median in Los Angeles County. In addition, the Housing Authority also functions as the Successor Housing Agency and implements the Low- and Moderate-Income Housing efforts. The 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.

DEPARTMENT SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	51.230	51.230	51.230	
Salaries & Benefits	\$ 5,747,798	\$ 6,413,901	\$ 6,681,542	\$ 267,641
Materials, Supplies & Services	1,508,458	1,708,777	2,274,323	565,546
Capital Expenses			11,452	11,452
TOTAL	\$ 7,256,256	\$ 8,122,678	\$ 8,967,317	\$ 844,639

DEPARTMENT SUMMARY





2017-18 WORK PROGRAM HIGHLIGHTS

Building and Safety Division

- Hired an experienced building official as Assistant CDD Director/Building Official as an integral part of the organization.
- Implemented new fee structure for building permits and plan check based on a citywide fee study.
- Established process with a City Council Ordinance for expedited streamlined permitting for electric vehicle charging stations.
- Provided preparatory assistance to residents in the hillsides areas for mud and debris flows as a result of the September 2017 La Tuna Fire.
- Launched the Burbank Property Portal - an online based search tool for permit, zoning, accessor property information.
- Established criteria for plan check thresholds for Mechanical-Electrical-Plumbing projects.
- Hired a Code Enforcement staff member for full-time weekend Code Enforcement.

Planning Division

- Prepared a Zone Text Amendment to allow new Accessory Dwelling Units (ADU) in the City's residential zones consistent with State ADU law.
- Prepared a zoning code amendment to update regulations for new requests to install wireless telecommunication facilities in the public right-of-ways.
- Facilitated Council review of the Development Agreement and Planned Development for the First Street Village Mixed-Use Project that included market rate and affordable housing units, a public park and enhanced sidewalks and open space (Entitlement process completed in July 2017).
- Updated Planning Division Fee Schedule to improve City cost recovery for all planning applications and fees.
- Hired and trained new planning staff members.
- Completed draft of Design Standards for Mixed Use Places for Planning Board and City Council consideration.
- Prepared and distributed the draft environmental impact report for public review regarding the Premier on First Project, a phased project of two 14-story mixed-use buildings.
- Completed review and secured the Planning Board's approval of AC Hotel; a six-story; 196 room hotel.
- Continued to work on the development of the Avion site, including General Plan amendment and preparation of an Environmental Impact Report.
- Conducted community outreach, study sessions, and hearings with the Planning Board and separately with the City Council on a range of issues including: affordable housing policies and programs, design standards for mixed use places, accessory dwelling unit regulations, and wireless telecommunication facilities in the public right-of-ways.
- Continued to facilitate timely processing of permits for new tenants and signage as part of the \$60 million dollar Burbank Town Center Redevelopment Project.
- Continued discretionary review and environmental assessment work on the proposed redevelopment of the former IKEA Store and adjacent mall facilities as part of a mixed-use development with 1,100 apartments, a 200 room hotel, new retail spaces, and publicly accessible open space.
- Continued discretionary review and environmental assessment work on the proposed mixed use project at 777 Front Street, which will include 542 apartments, a 317 room hotel, and 1/2 acre of open space.
- Continued discretionary review and environmental assessment work on the proposed Burbank Common Project that involves re-use of city-owned property next to the downtown Metrolink station with new restaurant, indoor event/conference center space, shared parking, and an acre of new publicly accessible open space.
- Facilitated review of planned development conditions of approval in order to allow completion of plan check review and permitting of Warner Bros. new Studio Tour Center and Parking Facility.
- Processed discretionary permits for new Tesla Sales and Delivery Center at 633 S. San Fernando Blvd.
- Obtained Metro grant to update the 21-year old Burbank Center Plan.
- Implemented practices and measures to improve efficiency and to better serve Burbank residents and businesses including an Inter Departmental Review Committee to improve project review and permit streamlining process.

COMMUNITY DEVELOPMENT



Transportation Division

- Minimized community impacts caused by I-5/Empire Interchange project construction and ensured that the project stays on schedule.
- Completed design and right-of-way acquisitions for the San Fernando/Burbank Intersection project and began construction activities.
- Continued community outreach for a redesign of the Olive/Sparks/Verdugo intersection to improve vehicle flow, pedestrian safety, and bicycle access.
- Completed design and right-of-way acquisition and commenced construction activities for the Burbank Channel Bikeway project.
- Procured replacement vehicles for the Senior & Disabled transit services.
- Continued to coordinate with the Planning Division to develop a Golden State Specific Plan for the area surrounding the airport with funding from Metro and the High Speed Rail Authority.
- Pursued active transportation projects to create a more walkable and bikeable community for everyone.
- Awarded a Caltrans Sustainable Communities grant which will assist in efforts to develop a Burbank Complete Streets Plan.
- Metrolink started service at the Burbank Airport North Metrolink Station, which was constructed by Metro. BurbankBus will add a stop at this new station and improve rail connectivity to the Golden State area.
- Completed a comprehensive operational analysis of the City's fixed-route transit system to identify strengths and areas for improvements, and provide suggestions to improve efficiency and increase usage.

Economic Development & Housing Division

- In collaboration with the Property Based Business Improvement District (P-BID), implemented capital improvements, such as paseo and lighting improvements, art and mural projects, and enhanced maintenance, events, marketing and leasing advocacy, which maintained a low vacancy rate and increased sales tax revenues in Downtown Burbank.
- In collaboration with the Tourism Business Improvement District (T-BID), implemented targeted marketing campaigns to attract domestic/international travelers and meetings/conventions to boost hotel occupancy and Transient Occupancy Tax (TOT) revenue.
- Evolved the Burbank Tech Talks to include a sold-out Burbank Tech Summit with 400 registrants titled "The Future of Entertainment/Technology/Digital Media & Healthcare." The Tech Talks create networking opportunities and resources for start-ups to attract new business and help expand existing ones. Attendance is expected to reach over 450 attendees for FY 2017-18.
- Completed land transfers for the LADWP Upper Reach Pipeline Project, facilitating the City's use of two parking lot properties and two community garden properties in Magnolia Park for 30 years at no cost.
- Administered the Section 8 Program, utilizing the \$8 million dollars available for housing assistance payments to 940 households during the year.
- Approved the Elmwood Preservation Project that will protect the City's initial investment in 10 affordable housing units for the community; and in March 2018, the City Council approved a transitional housing project in partnership with Family Promise to serve homeless households.
- Utilized the Community Development Block Grant Program (CDBG) to deliver effective and efficient programs through public service programs and infrastructure totaling \$899,260.
- Participated in the biennial 2017 Greater Los Angeles Homeless Count in order to obtain data and demographics to aid and plan future Burbank anti-homeless measures. The 2017 Homeless Count revealed that an estimated 229 homeless people live in Burbank, an increase of 37 percent over 2016 (168).
- Applied and received an annual Continuum of Care grant renewal allocation of \$462,908 to provide Permanent Supportive Housing (PSH) to chronically homeless persons. A total of 17 PSH vouchers have been issued to chronically homeless, with five placed into permanent housing.
- Approved a comprehensive three year (2018 - 2021) Homelessness Plan to address and reduce homelessness in Burbank. The plan includes seven strategies to implement within three years as the City's efforts to address systemic causes of homelessness.
- Applied and received a homeless planning grant from the Los Angeles County Homeless Initiative to combat homelessness. The grant was for \$50,000 to assist in developing, planning, and implementation of the City's homelessness strategies.
- Applied and conditionally approved grant funding in the amount of \$77,000 for landlord incentives in order to increase the successful utilization of the Permanent Supportive Housing Program vouchers and Section 8 vouchers awarded to homeless individuals and families.
- Helped facilitate the re-use of the City-owned property at 10 W. Magnolia Blvd by initiating the Burbank Common Project, a proposed multi-use facility with restaurant, café, event, and open space uses.



2018-19 WORK PROGRAM GOALS

Building and Safety Division

- Provide a public study session of the City's status on private multifamily "Soft Story" structures needing seismic strengthening and retrofit.
- Initiate measures to ensure that Building and Safety staff has updated training for disaster preparedness and building damage assessment.
- Initiate process for allowing online requests for building inspections.
- Initiate process to allow online payment of building permit and plan check fees and business taxes.
- Explore tools for higher efficiency of field inspections, including new mobile devices.
- In coordination with the Fire Department, conduct training on protection of structures in the Wildland Urban Interface in the City's Very High Fire Severity Zones.
- In coordination with the Fire Department, examine higher degree of protection of existing homes in the Wildland Urban Interface.
- Examine the feasibility of requiring higher energy efficiency of new buildings consistent with the 2035 General Plan.

Planning Division

- Complete work and present the Avion opportunity site project to Planning Board and City Council.
- Complete work and present the Premier on First Project to the Planning Board and City Council.
- Complete work and present the Burbank Town Center Mixed Use Project (at the former IKEA site) to the Planning Board and City Council.
- Initiate work on the Burbank Center Plan Update pursuant to the awarded Metro grant.
- Complete work and present Final Design Standards for Mixed Use Places to the Planning Board and City Council for approval.
- Complete work and present the 777 Front Street Mixed Use Project to the Planning Board and City Council.
- Complete work on the Golden State Specific Plan and High Speed Rail Station Area Plan.
- Complete staff review of the Burbank Town Center Mall renovation.
- Initiate updates to the City's zoning code regarding density bonus, inclusionary housing, and land use lists consistent with applicable State laws.
- Continue to implement practices to improve operational efficiencies and reduce backlog of pending discretionary projects and pending plan check reviews.
- Continue to implement best management practices including use of on-call consultant services when appropriate to facilitate project review and enhance City cost recovery for planning services.

Transportation Division

- Continue to manage the City's participation in the construction of the I-5 and Empire Interchange improvements to ensure successful project delivery.
- Complete an update of the City's Development Impact Fees.
- Complete the San Fernando Blvd./Burbank Blvd. Intersection Improvement that will provide additional vehicle capacity while improving bus stop amenities and providing for bicycle lanes as identified in the North San Fernando Master Plan.
- Procure replacement vehicles for the BurbankBus Senior & Disabled and fixed-route transit services.
- Complete landscaping along Leland Way to mitigate impacts caused by the Interstate 5 High Occupancy Vehicle/Empire Interchange Project.
- Continue to coordinate with the Planning Division to develop a Golden State Specific Plan for the area surrounding the airport with funding from Metro and the High Speed Rail Authority.
- Pursue active transportation projects to create a more walkable and bikeable community for everyone.
- Complete the Burbank Channel Bikeway Project.
- Complete construction of the Alameda/Oak Neighborhood Protection Plan elements.
- Complete installation of a real-time arrival system on BurbankBus buses and wayfinding signage on major Class I bicycle corridors directing bicyclists to/from regional facilities and major transportation destinations.
- Improve pedestrian safety for those accessing Downtown Burbank to and from the Downtown Burbank Metrolink Station by installing signage and high visibility crosswalks.
- Initiate and complete the Buena Vista Street/Riverside Drive Improvement Project to enhance safety of bicycles, pedestrians, and vehicles and improve traffic signal operations.



Economic Development & Housing Division

- Support existing businesses in Burbank to enhance business retention with the business visitation program.
- Attract new businesses, increase/maintain job growth and diversify business sectors.
- Increase Transient Occupancy Tax (TOT) revenue to the City's General Fund by partnering and supporting the efforts of the T-BID.
- Increase sales tax revenue to the City's General Fund by partnering and supporting the efforts of the P-BID with its renewal and expanded district.
- Support and enhance entrepreneurship in Burbank through Burbank Tech Talks.
- Support opportunities to streamline the film permitting process to increase filming locally.
- Perform general real estate duties including, but not limited to managing real property acquisitions and dispositions, processing right-of-way vacations and dedications, and related tasks.
- Establish commercial and residential development fees for affordable housing purposes.
- Create affordable housing for the Burbank Workforce by partnering with non-profit and for-profit organizations on residential and mixed-use development projects.
- Utilize Federal, State and other funding sources to serve as many households as possible within funding constraints.
- Utilize available funds for projects and programs including but not limited to: acquisition and rehabilitation projects; transitional housing and other special needs population projects; and monitor affordability covenants to project this housing investment.
- Allow responsible and sustainable development to serve all segments of the population that live and work in Burbank.
- Develop efficient partnerships and collaborations with public and private entities to combat homelessness.
- Connect the homeless population to supportive services that will assist them in obtaining and retaining housing.
- Promote outreach and homeless engagement.
- Ensure that the City efficiently leverages Community Development Block Grant funds together with local funds for community services and infrastructure projects and programs.
- Expend Federal HOME Investment Partnership Program Funds timely to create affordable housing for lower-income households that meets the City's Regional Housing Needs Assessment (RHNA) requirements.
- Create special needs housing opportunities for all individuals and families at risk of becoming homeless.
- Create transitional and permanent supportive housing units for homeless individuals and families.
- Utilize Permanent Supportive Housing (PSH) funds to house 20 chronically homeless households.
- Complete ground lease agreement and related approvals for the Burbank Common Project, a proposed multi-use facility with restaurant, café, event, and open space uses at 10 W. Magnolia Blvd.
- Conduct a feasibility study for the possible implementation of an Enhanced Infrastructure Financing District (EIFD) in the Golden State neighborhood.
- Work with the Planning Division on financial feasibility analysis and ordinance updates regarding in lieu fees for affordable/inclusionary housing and density bonus programs.

Administration

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The Administration Division is responsible for the coordination of the four divisions in the Community Development Department and inter-divisional and inter-departmental coordination relating to all matters of the department. Activities conducted within these divisions include budget development and financial management, personnel administration, organizational analysis, coordination of the department's technology improvements, and various other special projects.

OBJECTIVES

- Coordinate departmental budget development and provide fiscal administration.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for City Council and Housing Authority meetings.
- Complete and monitor departmental goals and objectives as identified in the City's 10 year Strategic Plan.
- Coordinate inter-divisional and inter-departmental communication and team building strategies.
- Represent the department at local and regional meetings.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 347,353	\$ 333,241	\$ 359,054	\$ 25,813
60012.0000 Fringe Benefits	55,759	57,113	62,081	4,968
60012.1008 Fringe Benefits:Retiree Benefits	1,515	1,872	1,944	72
60012.1509 Fringe Benefits:Employer Paid PERS	68,093	28,219	31,823	3,604
60012.1528 Fringe Benefits:Workers Comp	4,249	4,199	4,919	720
60012.1531 Fringe Benefits:PERS UAL	-	34,179	59,200	25,021
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	3,807	4,832	5,206	374
60031.0000 Payroll Adjustments	868	-	-	
Salaries & Benefits	486,150	468,143	528,715	60,572
62170.0000 Private Contractual Services	\$ 54,118	\$ -	\$ -	
62310.0000 Office Supplies, Postage & Printing	3,422	3,500	3,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	4,670	-	-	
62485.0000 Fund 535 Communications Rental	7,124	7,803	10,337	2,534
62496.0000 Fund 537 Computer System Rental	7,037	12,997	526,961	513,964
62700.0000 Memberships & Dues	1,000	1,000	1,000	
62710.0000 Travel	1,052	2,000	2,000	
62755.0000 Training	220	2,000	2,000	
62895.0000 Miscellaneous Expenses	5,761	5,000	5,000	
Materials, Supplies & Services	84,404	34,300	550,798	516,498
Total Expenses	\$ 570,553	\$ 502,443	\$ 1,079,513	\$ 577,070

Economic Development & Housing Division



The Economic Development and Housing Division encompasses the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant and Affordable Housing/Housing & Urban Development (HUD). Within the current fiscal limitations, the Division's activities and programs continue to demonstrate its mission to help ensure a diverse mix of service-enriched affordable housing, foster a climate that generates jobs, and promotes economic, social and environmental sustainability.

OBJECTIVES

- Economic Development efforts focus on improving the standards of living through the creation of jobs, the support of innovation and new ideas, the attraction of business investments to Burbank, and enhancements to the overall quality of life for residents, businesses and visitors.
- Create and monitor affordable housing for all segments of the live and work population and administer programs that provide affordable housing opportunities to Burbank's residents.
- Plan and support necessary infrastructure investments that benefit low- to moderate-income persons and explore alternate funding mechanisms.
- Continue to consolidate and manage the City's real estate functions.
- Continue to implement the City's Homelessness Strategy.
- Work with other Community Development Department divisions on economic development initiatives.

DIVISION SUMMARY

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	6.700	6.700	6.700	
Salaries & Benefits	\$ 711,806	\$ 907,889	\$ 949,842	\$ 41,953
Materials, Supplies, Services	291,948	515,646	525,233	9,587
TOTAL	\$ 1,003,755	\$ 1,423,535	\$ 1,475,075	\$ 51,540

Economic Development & Housing Division

Economic Development Section

001.CD23B



Economic Development continues to remain a top priority for the City Council. As such, Economic Development priorities focus on job creation, business attraction, retention, and expansion efforts along with regional targeted marketing and educational programs that provide resources for existing businesses and emerging industries in Burbank. In order to increase TOT and sales tax revenue, a continued emphasis is placed on maintaining the public/private partnerships between the City and the Downtown Burbank Property-Based Business Improvement District (P-BID) as well as the Tourism Business Improvement District (T-BID) for the hospitality industry.

OBJECTIVES

- Implement a new strategy to guide Economic Development efforts in the future.
- Strengthen relationships with civic and professional organizations, both internally and externally.
- Diversify Burbank's workforce and business portfolio by focusing on entrepreneurs and tech start-ups through entrepreneurial events and mixers such as Burbank Tech Talks.
- Continue to provide business retention programming to support small, medium and large businesses through the Business Visitation Program.
- Strategically market and promote the City as a competitive, regional and statewide destination to attract new business and developments.
- Support tourism in Burbank in collaboration with the Burbank Hospitality Association (T-BID), positioning Burbank as a tourist destination to increase overnight stays and Transient Occupancy Tax (TOT) for the General Fund.
- Support the Downtown Burbank Partnership's (P-BID) Management District Plan to enhance maintenance, attract new tenants, maintain low vacancy rates and increase consumer spending to increase Sales Tax Revenue for the General Fund.
- Create opportunities to increase filming in Burbank.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	4,000	4,000	4,000	
60001.0000 Salaries & Wages	\$ 307,708	\$ 376,322	\$ 392,460	\$ 16,138
60012.0000 Fringe Benefits	57,304	71,414	73,218	1,804
60012.1008 Fringe Benefits:Retiree Benefits	2,486	2,496	2,576	80
60012.1509 Fringe Benefits:Employer Paid PERS	63,982	31,867	34,784	2,917
60012.1528 Fringe Benefits:Workers Comp	4,924	4,921	5,780	859
60012.1531 Fringe Benefits:PERS UAL	-	46,871	55,199	8,328
60027.0000 Payroll Taxes Non-Safety	3,777	5,457	5,691	234
60031.0000 Payroll Adjustments	1,761	-	-	
Salaries & Benefits	441,941	539,348	569,708	30,360
62085.0000 Other Professional Services	\$ 34,864	\$ 37,990	\$ 37,990	
62220.0000 Insurance	13,317	17,521	11,663	(5,858)
62310.0000 Office Supplies, Postage & Printing	8,774	5,000	5,500	500
62475.0000 Fund 532 Vehicle Equip Rental Rate	4,546	9,492	5,652	(3,840)
62485.0000 Fund 535 Communications Rental Rate	3,864	4,202	6,356	2,154
62496.0000 Fund 537 Computer System Rental	8,784	9,985	20,342	10,357
62615.1000 Econ Dev:Business Centre	65,206	88,700	-	(88,700)
62615.1004 Econ Dev:Marketing & Advertising	50,630	102,400	102,200	(200)
62615.1005 Entrepreneurial & Small Business Dev	-	-	85,900	85,900
62675.0000 Downtown PBID Assessment	-	22,000	22,000	
62700.0000 Memberships & Dues	5,205	5,910	6,410	500
62710.0000 Travel	2,192	4,000	5,000	1,000
62755.0000 Training	4,900	4,000	5,000	1,000
Materials, Supplies & Services	202,279	311,200	314,013	2,813
Total Expenses	\$ 644,220	\$ 850,548	\$ 883,721	\$ 33,173

Economic Development & Housing Division

Real Estate Section

001.CD23C



The Real Estate Section provides support services to the general public, multiple City departments, and outside agencies. Essential municipal real estate duties and functions include the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide. In addition, this function includes services for City-owned properties, real estate projects, and infrastructure improvements.

OBJECTIVES

- Provide informed and efficient real estate services to the community, including, managing real property acquisitions and sales, processing right-of-way vacations and dedications, coordinating right-of-entry processes and related tasks.
- Coordinate with other governmental agencies on local and regional transportation projects.
- Centralize the tracking system for agreements related to real property between the City and outside parties, including lease, operating, rehabilitation loan, and parking agreements.
- Create a user friendly database showing information about all City of Burbank-owned properties.
- Help facilitate the re-use of the City-owned property at 10 W. Magnolia Blvd by negotiating a ground lease for the Burbank Common Project, a proposed multi-use facility with restaurant, café, event, and open space uses.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	2,700	2,700	2,700	
60001.0000 Salaries & Wages	\$ 185,285	\$ 257,555	\$ 264,773	\$ 7,218
60012.0000 Fringe Benefits	37,129	47,838	48,941	1,103
60012.1008 Fringe Benefits:Retiree Benefits	1,326	1,685	1,733	48
60012.1509 Fringe Benefits:Employer Paid PERS	39,117	21,810	23,467	1,657
60012.1528 Fringe Benefits:Workers Comp	3,757	3,425	4,031	606
60012.1531 Fringe Benefits:PERS UAL	-	32,495	33,350	855
60027.0000 Payroll Taxes Non-Safety	2,389	3,735	3,839	104
60031.0000 Payroll Adjustments	862	-	-	
Salaries & Benefits	269,865	368,541	380,134	11,593
62040.0000 Engineering Services	\$ -	\$ 5,000	\$ 5,000	
62045.0000 Appraisal Services	30,523	32,000	32,000	
62085.0000 Other Professional Services	1,566	2,000	2,000	
62085.1000 Professional Services:Real estate	29,700	89,750	89,750	
62170.0000 Private Contractual Services	-	53,574	52,014	(1,560)
62310.0000 Office Supplies, Postage & Printing	3,543	4,000	4,000	
62450.0000 Building Grounds Maint & Repair	315	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	2,576	2,801	4,238	1,437
62496.0000 Fund 537 Computer System Rental	10,002	4,881	10,218	5,337
62710.0000 Travel	618	500	500	
62755.0000 Training	2,251	4,500	4,500	
62895.0000 Miscellaneous Expenses	5,549	3,440	5,000	1,560
Materials, Supplies & Services	86,642	204,446	211,220	6,774
Total Expenses	\$ 356,507	\$ 572,987	\$ 591,354	\$ 18,367

Planning Division

001.CD31A



The Planning Division plans the physical development of the city to ensure consistency with the City's Burbank 2035 General Plan land use goals and policies. Responsibilities include working with residents, business owners, and developers to accommodate growth consistent with the community character and values expressed in the General Plan. Extensive community engagement is the backbone of the Division's work. The Planning Division maintains Burbank's community character through community-based planning efforts and development review practices that seek to balance the competing interests of providing a high quality of life for Burbank residents while responding to business needs and facilitating economic growth and diversity. The Planning Division seeks to implement responsible development that: builds community and protects existing neighborhood; provides for a range of housing types and increases job opportunities; focuses development in the City's primary commercial, employment and transit district; 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 reviews and processes current planning applications and other entitlements and conducts environmental reviews under the California Environmental Quality Act (CEQA). Community-wide Planning responsibilities include maintaining and updating the General Plan and Zoning Ordinance, processing Zone Text and Zone Map Amendments, and preparing area plans for neighborhoods or districts.

OBJECTIVES

- Implement Burbank 2035 General Plan through ordinances, resolutions, policies, and procedures to achieve the community's vision and goals.
- Participate in regional planning efforts and projects including High Speed Rail, Metro's regional rapid transit efforts and corridor planning, and the Southern California Association of Government's Sustainable Communities Strategy to ensure that Burbank's interests are represented.
- Complete a specific plan and associated environmental assessment for the development of the Golden State District to capitalize on the existing transportation infrastructure and enhance the economic future of the City.
- Present recommendations to the community and City Council on density bonus and inclusionary housing regulations, design standards for mixed use places, updates to the City's specific plans in order to encourage responsible development that builds community by: 1) protecting and respecting the character of existing single family residential neighborhoods; 2) provides a range of housing and job opportunities; 3) focuses development in the City's primary commercial, employment and transit districts (Media District, Downtown, Airport); 4) creates vibrant neighborhoods; and 5) promotes the long term economic resilience that facilitates the high level of City services to the community.
- Provide high quality staff support to the Heritage Commission, Planning Board, City Council, and the public by providing complete and accurate information and thorough analysis.
- Work closely with the Transportation Division, Building and Safety Division, and the Public Works Department to coordinate land use and transportation concerns focused on maintaining high quality of life in Burbank.
- Continue to refine the City's development review process to foster greater communication across city divisions and departments in order to reduce wait times in the processing of new projects that help in the recycling of underutilized sites and facilitate adaptive reuse of existing structures.

Planning Division

001.CD31A



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	12,000	12,000	12,000	
60001.0000 Salaries & Wages	\$ 811,557	\$ 1,004,262	\$ 1,055,669	\$ 51,407
60006.0000 Overtime - Non-Safety	631	1,500	1,500	
60012.0000 Fringe Benefits	117,685	198,010	203,229	5,219
60012.1008 Fringe Benefits:Retiree Benefits	5,228	7,488	7,776	288
60012.1509 Fringe Benefits:Employer Paid PERS	155,936	85,041	93,564	8,523
60012.1528 Fringe Benefits:Workers Comp	18,090	13,962	17,288	3,326
60012.1531 Fringe Benefits:PERS UAL	-	129,412	136,156	6,744
60027.0000 Payroll Taxes Non-Safety	8,900	14,562	15,307	745
60031.0000 Payroll Adjustments	8,514	-	-	
Salaries & Benefits	1,126,541	1,454,237	1,530,489	76,252
62050.0000 Planning, Survey & Design	\$ 52,856	\$ 39,363	\$ 39,363	
62085.0000 Other Professional Services	314,539	200,000	169,783	(30,217)
62170.0000 Private Contractual Services	1,124	4,000	2,000	(2,000)
62170.1001 Contractual Services:Temp Staffing	70,870	-	-	
62220.0000 Insurance	31,418	18,962	16,286	(2,676)
62300.0000 Special Dept Supplies	2,361	4,500	4,500	
62310.0000 Office Supplies, Postage & Printing	7,938	10,150	10,150	
62420.0000 Books & Periodicals	411	1,000	1,000	
62455.0000 Equipment Rental	13,411	13,540	13,540	
62470.0000 Fund 533 Office Equip Rental Rate	292	319	319	
62475.0000 Fund 532 Vehicle Equip Rental Rate	16,470	17,215	12,361	(4,854)
62485.0000 Fund 535 Communications Rental Rate	8,157	8,871	13,419	4,548
62496.0000 Fund 537 Computer System Rental	65,856	74,088	120,429	46,341
62700.0000 Memberships & Dues	1,476	4,000	4,000	
62710.0000 Travel	4,367	4,000	4,000	
62755.0000 Training	10,461	8,000	8,000	
62830.1000 Credit Card Merchant Fees	1,371	600	600	
62895.0000 Miscellaneous Expenses	3,903	3,000	3,000	
Materials, Supplies & Services	607,284	411,608	422,750	11,142
Total Expenses	\$ 1,733,825	\$ 1,865,845	\$ 1,953,239	\$ 87,394

Transportation Division

001.CD32A



The Transportation Division is responsible for long range planning and traffic forecasting, seeking out and managing outside transportation grants and funding, capital project design, and coordination with transportation agencies. This Division serves as the administrator for Local Return funds allocated by Metro, Development Impact Fee funds, and other local and regional transportation subsidies. Staff also evaluates the traffic impacts of development, implements roadway, non-motorized, and transit projects. This Division also manages the City's Transportation Demand Management (TDM) Ordinance and works closely with the Burbank Transportation Management Organization (TMO) in reducing peak-time traffic from major employers in the Media District and Downtown areas.

OBJECTIVES

- Continue to manage and monitor the Caltrans I-5 / Empire Interchange Project.
- Implement Burbank2035 Mobility Element goals through revising the City's measures of a project's impact on mobility to be consistent with Burbank2035 and new State guidelines (SB 743), and updating the transportation impact fee program.
- Work with the Planning Division to complete a specific plan for the development of the Golden State District to capitalize on the existing transportation infrastructure and enhance the economic future of the City.
- Monitor revenues from Local Return, fare box and regional pass reimbursement, and transit vehicle advertising to ensure that the City's transportation programs remain financially sustainable. Identify transit system changes and enhancements to ensure local return expenditures are spent on effective transportation programs.
- Develop a Complete Streets Plan to ensure the City's transportation system serves all mobility users as prescribed in the General Plan.
- Continue to pursue grant funding to leverage local funds for transportation projects and programs.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	0.530	0.530	0.530	
60001.0000 Salaries & Wages	\$ 60,049	\$ 63,557	\$ 65,051	\$ 1,494
60006.0000 Overtime - Non-Safety	-	5,233	5,233	
60012.0000 Fringe Benefits	9,152	9,764	10,140	376
60012.1008 Fringe Benefits:Retiree Benefits	290	331	343	12
60012.1509 Fringe Benefits:Employer Paid PERS	12,571	5,382	5,765	383
60012.1528 Fringe Benefits:Workers Comp	709	801	891	90
60012.1531 Fringe Benefits:PERS UAL	-	11,022	10,904	(118)
60027.0000 Payroll Taxes Non-Safety	731	922	943	21
60031.0000 Payroll Adjustments	1,601	-	-	
Salaries & Benefits	85,103	97,011	99,270	2,259
62300.0000 Special Dept Supplies	\$ 1,896	\$ 1,400	\$ 1,400	
62310.0000 Office Supplies, Postage & Printing	12	1,365	1,365	
62420.0000 Books & Periodicals	-	450	450	
62485.0000 Fund 535 Communications Rental Rate	3,864	4,202	6,356	2,154
62496.0000 Fund 537 Computer System Rental	7,541	8,827	11,674	2,847
62700.0000 Memberships & Dues	270	2,350	2,350	
62710.0000 Travel	36	2,000	2,000	
62755.0000 Training	1,609	3,500	3,500	
62895.0000 Miscellaneous Expenses	417	800	800	
Materials, Supplies & Services	15,644	24,894	29,895	5,001
Total Expenses	\$ 100,747	\$ 121,906	\$ 129,165	\$ 7,259

Building & Safety Division

001.CD42A



The Building and Safety Division provides protection and preservation of neighborhoods consistent with the mission of the Community Development Department. The Division confirms safe occupancy of buildings, protection of Burbank citizens and visitors through the built environment, and community preservation through zoning and building code enforcement. The Building and Safety Division consists of four sections: Building Inspection, Building Plan Check, Code Enforcement, and Administration of Permits and Business License. In enforcing California Building Standards Law and the City of Burbank Municipal Code, the Division verifies the highest standard of care in building and neighborhood compliance. The Division also serves as the administrator of business tax accounts and business licenses.

Building and Safety's focus is first-rate customer service while verifying safe buildings or conducting investigations of zoning or building code violations. The Division achieves customer satisfaction with counter plan review services, next day inspection requests, consultation to homeowners and contractors, and immediate response to citizen's complaints of zoning or building violations. The Division ensures professional service to the public with the latest in technical building code training and certification of its technical staff.

OBJECTIVES

- Enforce building standards to safeguard life, health, and property through plan review and inspection procedures.
- Promote customer service through an emphasis on technological improvements such as e-commerce solutions, electronic plan check and document imaging of permit records.
- Issue about 4,000 building permits (including plan checks) per year generating approximately \$2 million in revenue to partially offset costs.
- Perform 22,000 building inspections per year.
- Advise, encourage, and enforce design and construction practices that incorporate green building materials, material resource conservation, water conservation, energy efficiency, sustainable building practices, and alternate materials and building methods.
- Enforce standards for excavation, shoring, grading and drainage for community preservation and life-safety conformance.
- Confirm and enforce accessibility standards for Persons-With-Disabilities consistent with State and Federal Standards to the Americans With Disabilities Act.
- Respond to over 1,200 complaints per year about private and public property maintenance and alleged violations of zoning and other Municipal, County, and State codes.
- Register and license over 1,000 businesses requiring special regulation and issue regulatory permits.
- Enforce the Burbank Municipal Code and State statutes relative to the licensing and taxing of businesses both in commercial and residential zones while providing customer oriented service at the permit counter.
- Collect \$2.5 million in annual business taxes from approximately 12,000 businesses.
- Launch an online, user-friendly citizen access portal for the public to retrieve business and residential property information.

CHANGES FROM PRIOR YEAR

Additional funds in the amount of \$11,452 have been budgeted to support the purchase of a replacement vehicle for building inspections.

Building & Safety Division

001.CD42A



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
STAFF YEARS	28,000	29,000	29,000	
60001.0000 Salaries & Wages	\$ 2,344,374	\$ 2,392,479	\$ 2,381,618	\$ (10,861)
60006.0000 Overtime - Non-Safety	12,277	1,000	1,000	
60012.0000 Fringe Benefits	436,418	496,246	502,381	6,135
60012.1008 Fringe Benefits:Retiree Benefits	14,969	18,096	18,792	696
60012.1509 Fringe Benefits:Employer Paid PERS	444,469	202,595	211,083	8,488
60012.1528 Fringe Benefits:Workers Comp	39,022	32,791	38,351	5,560
60012.1531 Fringe Benefits:PERS UAL	-	308,723	385,468	76,745
60015.0000 Wellness Program Reimbursement	900	-	-	
60027.0000 Payroll Taxes Non-Safety	25,920	34,691	34,533	(158)
60031.0000 Payroll Adjustments	19,849	-	-	
Salaries & Benefits	3,338,198	3,486,620	3,573,226	86,606
62085.0000 Other Professional Services	\$ 5,779	\$ 15,000	\$ 15,000	
62145.0000 Identification Services	1,536	3,000	3,000	
62170.0000 Private Contractual Services	90,990	200,000	200,000	
62220.0000 Insurance	6,566	44,257	34,484	(9,773)
62300.0000 Special Dept Supplies	42,623	38,275	30,509	(7,766)
62310.0000 Office Supplies, Postage & Printing	12,949	16,000	16,000	
62420.0000 Books & Periodicals	5,037	1,000	2,000	1,000
62470.0000 Fund 533 Office Equip Rental Rate	1,005	1,096	1,096	
62475.0000 Fund 532 Vehicle Equip Rental Rate	52,710	68,017	62,433	(5,584)
62485.0000 Fund 535 Communications Rental Rate	58,329	64,798	61,374	(3,424)
62496.0000 Fund 537 Computer System Rental	200,146	219,183	261,281	42,098
62645.0000 Strong Motion Education	-	470	470	
62700.0000 Memberships & Dues	-	750	2,000	1,250
62755.0000 Training	7,863	9,484	15,000	5,516
62830.1000 Credit Card Merchant Fees	22,672	40,000	40,000	
62895.0000 Miscellaneous Expenses	396	1,000	1,000	
Materials, Supplies & Services	508,600	722,330	745,647	23,317
70023.0532 Capital Contribution:Fund 532	\$ -	\$ -	\$ 11,452	11,452
Capital Expenses	-	-	11,452	11,452
Total Expenses	\$ 3,846,798	\$ 4,208,950	\$ 4,330,325	\$ 121,375

COMMUNITY DEVELOPMENT

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	3.000	3.000	3.000	
ADM OFCR	1.000	1.000	1.000	
ASSOC PLNER	1.050	2.050	2.050	
AST CD DIR-BLDG OFFICIAL	1.000	1.000	1.000	
AST CD DIR-BUSINESS & ECONOMIC I	1.000	1.000	1.000	
AST CD DIR-TRANS&PLNG	1.150	1.150	1.150	
AST PLNER	3.000	3.000	2.000	-1.000
BLDG ADMINISTRATION MGR	1.000	1.000	1.000	
BLDG INSP I	6.000	5.000	5.000	
BLDG INSP II	4.000	4.000	4.000	
BLDG INSP III	3.000	4.000	4.000	
BUILDING INSPECTION MANAGER	1.000	1.000	1.000	
CD DIR	1.000	1.000	1.000	
DEP CTY PLNER	1.000	1.000	1.000	
ECONOMIC DEV MGR	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
INTERMEDIATE CLK	2.000	2.000	2.000	
L&C MGR	1.000	1.000	1.000	
PERMIT CORD	1.000	1.000	1.000	
PERMIT TECH	4.000	4.000	4.000	
PLAN CHECK ENG	1.000	1.000	1.000	
PLAN CHECK MGR	1.000	1.000	1.000	
PLNG TECH	1.000	1.000	1.000	
PRIN CLK	1.000	1.000	1.000	
REAL ESTATE&PROJ MGR	0.700	0.700	0.700	
SR ADM ANALYST (M)	0.130	0.130	0.130	
SR CLK	1.000	1.000	1.000	
SR L&C SRVS INSP	0.000	1.000	1.000	
SR PLAN CHECK ENG	3.000	3.000	3.000	
SR PLNER	3.200	2.200	3.200	1.000
TRANS SRVS DRIVER	1.000	0.000	0.000	
TOTAL STAFF YEARS	51.230	51.230	51.230	