

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 a separate section of the budget). Each division enforces City, State, County, and Federal codes related to their work and develops and implements policies applicable to their areas of expertise and responsibilities. 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, collecting business taxes, and reviewing building and

OBJECTIVES

The overall objective of the Department is to provide long-range physical, economic, transportation, and community building for the City of Burbank. Additionally, each division's FY 2019-20 objectives are 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 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.

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), Affordable Housing/Housing & Urban Development (HUD) Fund, and while not a section, homelessness concerns. 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 business retention, expansion, and attraction efforts, along with marketing and tourism.

COMMUNITY DEVELOPMENT

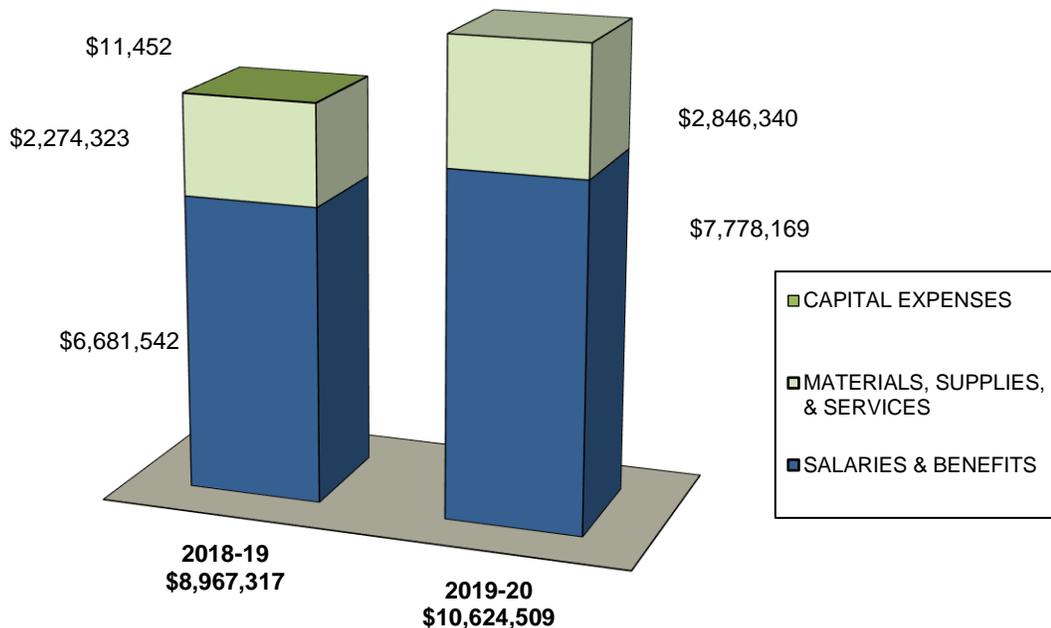


The Housing Authority has an allotment of 1,014 Section 8 Vouchers for households whose income falls below 50 percent of the median in Los Angeles County, although high rents and federal funding constraints limit the actual number of vouchers issued. In addition, the Housing Authority also functions 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.

DEPARTMENT SUMMARY

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	51.230	51.180	57.840	6.660
Salaries & Benefits	\$ 6,110,893	\$ 6,681,542	\$ 7,778,169	\$ 1,096,627
Materials, Supplies & Services	2,281,751	2,274,323	2,846,340	572,017
Capital Expenses	-	11,452	-	(11,452)
TOTAL	\$ 8,392,644	\$ 8,967,317	\$ 10,624,509	\$ 1,657,192

DEPARTMENT SUMMARY





2018-19 WORK PROGRAM HIGHLIGHTS

Building and Safety Division

- Initiated a process for providing online requests for building inspections.
- Awarded a \$105,000 grant from the State Department of Justice to assist with the regulation of tobacco sales and illegal sales of e-cigarettes to minors.
- Worked with the State to bring the California Earthquake Authority and Cal Office of Emergency Services' Earthquake Brace + Bolt residential voluntary seismic retrofit grant program to Burbank.
- Assisted project teams with obtaining permits and completing the construction of new stores and restaurants in Downtown Burbank and the Burbank Town Center Redevelopment Project.
- Assisted the Talaria project in completing construction and obtaining Certificates of Occupancy for a new Whole Foods market and 241-unit residential building.
- Continued to work with Warner Bros. on the construction of their new Studio Tour Center and Parking Facility.
- Launched the Burbank Property Portal - an online search tool for permit, zoning, and assessor property information.
- Implemented AB3002, a new state law that requires cities to provide business license and commercial building permit applicants information regarding compliance with disability access provisions under federal and state law.
- Assisted homeowners with obtaining permits for over 50 Accessory Dwelling Units.

Planning Division

- Participated in the development of new Zone Text Amendments to update the City's Density Bonus and Inclusionary Zoning Regulations.
- Facilitated the processing of more than 120 new Accessory Dwelling Unit (ADU) applications that are counted toward meeting the City's fair share of new housing development.
- Facilitated City Council review of the Development Agreement and Planned Development for the Avion Burbank Project.
- Continued the ongoing process of updating the Planning Division Fee Schedule to improve the City's cost recovery for all planning applications and fees.
- Hired and trained new planning staff members.
- Continued work on the preparation of the Airport District/Golden State Specific Plan in order to facilitate new housing near employment centers.
- Continued to prepare a request for proposals for consultants to assist the City in the proposed Burbank Center Plan update.
- Prepared and distributed the draft environmental impact report for public review for 777 Front St., which includes 572 new apartment units, a 307 room hotel, structured parking and 1/2-acre of open space.
- Continued processing the required entitlements and associated environmental impact report for public review regarding the Premier on First Project, a phased project of two 14-story mixed-use buildings.
- Completed the plan check review to facilitate building permit issuance for the City-approved AC Hotel, a six-story 196 room hotel.
- Prepared and distributed the draft environmental impact report for public review for the Burbank Town Center Redevelopment Project that includes up to 1,165 new dwelling units, a 200 room hotel, and new restaurant and retail spaces within a mixed-use project with an urban village design.
- 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 public right-of-ways.
- Continued to facilitate timely processing of permits for new tenants and signage as part of the multi-million dollar Burbank Town Center (Mall) Redevelopment Project.
- Continued the processing of required entitlements and associated environmental assessment for new 400-room hotel expansion project at the Airport Marriot Hotel.
- Continued the 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.
- Completed the plan check review to facilitate building permit issuance for new Tesla Sales and Delivery Center at 633 S. San Fernando Blvd.
- Continued to enhance internal delivery systems and project coordination to improve efficiency and to better serve Burbank residents and businesses, including an Inter-Departmental Review Committee and Code Enforcement bi-monthly coordinating meetings to improve project and case review and permit streamlining process.
- Continued to work with the development community to facilitate new housing opportunities to meet the City's long term goal of providing housing for all economic segments of the community.



2018-19 WORK PROGRAM HIGHLIGHTS - cont.

Transportation Division

- Minimized community impacts caused by I-5/Empire Interchange project construction and ensured that the project stayed on schedule, including the opening of the new Empire southbound ramp.
- Pursued active transportation projects to create a more walkable and bikeable community for everyone.
- Completed the 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.
- Expanded the BurbankBus Metrolink-Media District route (Pink route) to all-day service, providing more options for riders traveling between Downtown Burbank Metrolink Station and the Media District.
- Completed the San Fernando Blvd./Burbank Blvd. Intersection Improvement, providing additional vehicle capacity while improving bus stop amenities and bicycle lanes as identified in the North San Fernando Master Plan.

Economic Development & Housing Division

- In collaboration with the Property Based Business Improvement District (P-BID), renewed and expanded the PBID for a new 10-year term to continue improving Downtown Burbank.
- In collaboration with the Tourism Business Improvement District (T-BID), implemented targeted marketing campaigns to boost hotel occupancy and Transient Occupancy Tax (TOT) revenue to Burbank.
- Added to the Burbank Tech Talk series with the first-ever Burbank Pitch Fest event.
- Completed disposition of all remaining Successor Agency properties.
- Centralized the tracking system for agreements related to real property between the City and outside parties, including lease, operating, and parking agreements.
- 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.
- Administered the Section 8 Program, utilizing the \$8 million dollars available for housing assistance payments to 900 households during the year, and notified all 30,000+ applicants on the waiting list of updated applicant preferences adopted in March 2018.
- Utilized all five (5) Veterans Affairs Supportive Housing Vouchers allocated to the BHA in 2018, and was granted an exception payment standard for a higher subsidy level for these veteran voucher holders.
- Completed the Elmwood Preservation Project that protects the City's initial investment in ten affordable housing units for the community.
- In February 2019, the Burbank Housing Corporation (BHC) completed the transitional housing project in partnership with Family Promise to serve homeless households, and later that year started construction on another three-unit project for two extremely-low income households and one lower income household approved in October 2018.
- Adopted a pilot program in March 2019 to assist BHC households with increasing independence, increasing income, and improving housing options and circumstance.
- Utilized the Community Development Block Grant Program (CDBG) to deliver effective and efficient programs through public service programs and infrastructure totaling \$1,016,940.
- Participated in the biennial 2019 Greater Los Angeles Homeless Count in order to obtain data and demographics to aid and plan future Burbank anti-homeless measures.
- Applied for and received an annual Continuum of Care grant renewal allocation of \$462,908 to continue to assist 20 chronically homeless individuals and families with Permanent Supportive Housing (PSH).
- Applied for and received a one-time grant of \$340,000 in Measure H funds to implement strategies described in the City-approved three year (2018 - 2021) Homelessness Plan.
- Applied for and received an \$81,400 Measure H grant 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.



2019-20 WORK PROGRAM GOALS

Building and Safety Division

- Prepare for triennial adoption of the 2019 California Building Standards Code and coordinate staff training on new construction, accessibility, energy, structural, and green building standards.
- Continue to work with Fire Department on fire-resistant construction standards for the Very High Fire Severity and Wildland Urban Interface zones.
- Administer the State Department of Justice Tobacco Grant to assist with tobacco sales enforcement and outreach.
- Implement an online building inspection request module.
- Continue to develop an online portal for the payment of business taxes, building permit fees, and plan check fees.
- Explore tools for higher efficiency of field inspections, including new mobile devices.
- In coordination with the Fire Department, conduct training on disaster preparedness and building damage assessment.
- Assist Earthquake Brace + Bolt grant recipients with permitting and inspection of voluntary brace and bolting projects.
- Develop a new Code Enforcement webpage for inquiries and information on outside resources.
- Continue analysis of private multi-family "Soft Story" structures needing seismic strengthening and retrofit.

Planning Division

- Complete the plan check review process to facilitate new projects approved by the City Planning Board and City Council in a timely manner.
- Build up the City's capacity to undertake needed long range planning efforts to meet the City's 2035 General Plan and Housing Element goals.
- Complete work and present the Burbank Town Center Redevelopment Project (at the former IKEA site) to the Planning Board and City Council.
- Complete work and present the 777 Front Street Mixed Use Project to the Planning Board and City Council.
- Continue 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.
- Continue work on the Golden State Specific Plan and High Speed Rail Station Area Plan.
- Complete staff review of the Burbank Town Center Mall renovation.
- Complete the 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 the backlog of pending discretionary projects and pending plan check reviews.
- Continue to implement best management practices including the use of on-call consultant services when appropriate to facilitate project review and enhance City cost recovery for planning services.

Transportation Division

- Adopt a citywide Complete Streets Plan to provide streets that are safe and convenient for all users of the roadway, including pedestrians, bicyclists, motorists, persons with disabilities, and all other groups.
- 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.
- Complete construction of the Alameda/Oak Neighborhood Protection Plan elements.
- Pursue active transportation projects to create a more walkable and bikeable community for everyone.
- Complete the Safe Routes to School project to improve pedestrian, bicycle, and traffic safety around George Washington Elementary, Thomas Jefferson Elementary, and John Muir Middle Schools.
- Implement the Buena Vista Street at Vanowen Street railroad crossing quiet zone. This crossing will be equipped with safety features so trains passing through will not be required to sound their horns.



2019-20 WORK PROGRAM GOALS - cont.

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 development impact fees for affordable housing purposes.
- Create affordable housing for the Burbank workforce, and all segments of the Burbank community, in line with the City Council's goal of 12,000 housing units over the next 15 years 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 monitoring of affordability covenants to protect 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 persons at risk of homelessness to supportive services and prevention and diversion services.
- Enhance the City's street outreach and homeless engagement by integrating mental health, public health, and referrals to County-wide services.
- Ensure that the City efficiently leverages Community Development Block Grant funds together with local funds for community services and infrastructure projects and programs.
- Complete a residential Wood Shake Roof Replacement Program utilizing CDBG funds.
- Complete an access center and a storage facility for the homeless by leveraging CDBG funds.
- 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.
- Evaluate opportunities to better utilize certain City-owned properties for housing, municipal, or other purposes through public-private partnerships.
- Finalize Inclusionary and Density Bonus ordinance updates 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 335,223	\$ 359,054	\$ 379,986	\$ 20,932
60012.0000 Fringe Benefits	50,256	62,081	63,937	1,856
60012.1008 Fringe Benefits:Retiree Benefits	1,875	1,944	2,329	385
60012.1509 Fringe Benefits:Employer Paid PERS	27,313	31,823	36,813	4,990
60012.1528 Fringe Benefits:Workers Comp	4,199	4,919	4,142	(777)
60012.1531 Fringe Benefits:PERS UAL	34,179	59,200	67,530	8,330
60022.0000 Car Allowance	4,488	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	5,169	5,206	5,510	304
60031.0000 Payroll Adjustments	6,345	-	-	
Salaries & Benefits	469,046	528,715	564,735	36,020
62310.0000 Office Supplies, Postage & Printing	\$ 1,844	\$ 3,500	\$ 3,500	
62470.0000 Fund 533 Office Equip Rental Rate	-	-	8,378	8,378
62485.0000 Fund 535 Communications Rental	7,803	10,337	10,614	277
62496.0000 Fund 537 Computer System Rental	12,997	526,961	347,009	(179,952)
62700.0000 Memberships & Dues	-	1,000	1,000	
62710.0000 Travel	1,542	2,000	500	(1,500)
62755.0000 Training	8,525	2,000	9,279	7,279
62895.0000 Miscellaneous Expenses	4,291	5,000	5,000	
Materials, Supplies & Services	37,364	550,798	385,280	(165,518)
Total Expenses	\$ 506,410	\$ 1,079,513	\$ 950,015	\$ (129,498)

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), and while not a section, homelessness concerns. Within 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, reduces homelessness, 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	6.700	6.650	7.760	1.110
Salaries & Benefits	\$ 928,361	\$ 949,842	\$ 1,129,069	\$ 179,227
Materials, Supplies, Services	384,157	525,233	492,947	(32,286)
TOTAL	\$ 1,312,518	\$ 1,475,075	\$ 1,622,016	\$ 146,941

Economic Development & Housing Division

Affordable Housing Section



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Beginning in Fiscal Year 2019-20, this Affordable Housing Section represents two primary functions: 1) monitoring existing affordable housing covenants and 2) developing, managing, and implementing projects and programs to serve homeless families and individuals in the community.

In prior years, through the use of former Redevelopment Agency Housing Set-Aside funds and Federal HOME funds, Burbank invested millions of dollars to create over 1,600 affordable homes for the community. The use of a limited amount of General Fund monies to monitor affordability covenants serves to preserve the City's historical investment of over \$103 million. Furthermore, the General Fund will support the implementation of the City Council-adopted Homelessness Plan that includes actions and strategies to prevent and combat homelessness.

OBJECTIVES

- Preserve the remaining 1,400 affordable housing units through compliance monitoring.
- Promote the use of available resources toward the development and implementation of effective and efficient homeless programs and projects.

CHANGES FROM PRIOR YEAR

Funding is included for a portion of the Housing Development Manager position that will be responsible for overseeing the implementation of the City's adopted Homelessness Plan.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years			0.110	0.110
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 11,991	\$ 11,991
60012.0000 Fringe Benefits	-	-	2,086	2,086
60012.1509 Fringe Benefits:Employer Paid PERS	-	-	1,162	1,162
60027.0000 Payroll Taxes Non-Safety	-	-	174	174
60012.1528 Fringe Benefits:Workers Comp	-	-	131	131
Salaries & Benefits	-	-	15,544	15,544
62170.0000 Private Contractual Services	\$ 20	\$ -	\$ -	
Materials, Supplies & Services	20	-	-	
Total Expenses	\$ 20	\$ -	\$ 15,544	\$ 15,544

Economic Development & Housing Division

Economic Development Section

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Economic Development continues to remain a top goal for the City Council. As such, Economic Development priorities focus on improving the standard of living through the creation of jobs, the support of innovation and new ideas, the attraction of investment, and the enhancement of overall quality of life for residents, businesses, and visitors. 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 goals and strategies from the Economic Development Strategic Plan.
- 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. Increase branding awareness with a tri-city collaboration with Glendale and Pasadena.
- 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 businesses 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 the Downtown and to increase sales tax revenue.
- Create opportunities for increased filming in Burbank.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	4.000	3.975	4.975	1.000
60001.0000 Salaries & Wages	\$ 412,658	\$ 392,460	\$ 471,658	\$ 79,198
60012.0000 Fringe Benefits	57,860	73,218	90,435	17,217
60012.1008 Fringe Benefits:Retiree Benefits	3,338	2,576	3,086	510
60012.1509 Fringe Benefits:Employer Paid PERS	31,728	34,784	45,694	10,910
60012.1528 Fringe Benefits:Workers Comp	4,921	5,780	5,845	65
60012.1531 Fringe Benefits:PERS UAL	46,871	55,199	78,210	23,011
60027.0000 Payroll Taxes Non-Safety	5,981	5,691	6,839	1,148
60031.0000 Payroll Adjustments	957	-	-	
Salaries & Benefits	564,314	569,708	701,767	132,059
62085.0000 Other Professional Services	\$ 34,994	\$ 37,990	\$ 45,990	\$ 8,000
62220.0000 Insurance	17,521	11,663	9,679	(1,984)
62310.0000 Office Supplies, Postage & Printing	6,770	5,500	5,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	9,492	5,652	5,900	248
62485.0000 Fund 535 Communications Rental Rate	4,202	6,356	6,496	140
62496.0000 Fund 537 Computer System Rental	9,985	20,342	39,145	18,803
62615.1000 Econ Dev:Business Centre	93,752	-	-	
62615.1004 Econ Dev:Marketing & Advertising	73,240	102,200	114,760	12,560
62615.1005 Entrepreneurial & Small Business Dev	-	85,900	81,000	(4,900)
62675.0000 Downtown PBID Assessment	22,000	22,000	6,000	(16,000)
62700.0000 Memberships & Dues	5,788	6,410	6,750	340
62710.0000 Travel	4,053	5,000	1,000	(4,000)
62755.0000 Training	6,308	5,000	9,770	4,770
Materials, Supplies & Services	288,380	314,013	331,990	17,977
Total Expenses	\$ 852,694	\$ 883,721	\$ 1,033,757	\$ 150,036

Economic Development & Housing Division

Real Estate Section

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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.
- Evaluate opportunities to better utilize certain City-owned properties for housing, municipal, or other purposes through public-private partnerships.
- 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 FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	2.700	2.675	2.675	
60001.0000 Salaries & Wages	\$ 253,239	\$ 264,773	\$ 274,574	\$ 9,801
60012.0000 Fringe Benefits	47,462	48,941	48,757	(184)
60012.1008 Fringe Benefits:Retiree Benefits	1,964	1,733	2,077	344
60012.1509 Fringe Benefits:Employer Paid PERS	21,155	23,467	26,601	3,134
60012.1528 Fringe Benefits:Workers Comp	3,425	4,031	3,697	(334)
60012.1531 Fringe Benefits:PERS UAL	32,495	33,350	52,071	18,721
60027.0000 Payroll Taxes Non-Safety	3,654	3,839	3,981	142
60031.0000 Payroll Adjustments	654	-	-	
Salaries & Benefits	364,048	380,134	411,758	31,624
62040.0000 Engineering Services	\$ 9,214	\$ 5,000	\$ 5,000	
62045.0000 Appraisal Services	24,160	32,000	32,000	
62085.0000 Other Professional Services	1,943	2,000	2,000	
62085.1000 Professional Services:Real estate	39,420	89,750	89,750	
62170.0000 Private Contractual Services	615	52,014	-	(52,014)
62310.0000 Office Supplies, Postage & Printing	4,300	4,000	4,000	
62450.0000 Building Grounds Maint & Repair	273	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	2,801	4,238	4,331	93
62496.0000 Fund 537 Computer System Rental	4,881	10,218	11,876	1,658
62710.0000 Travel	336	500	500	
62755.0000 Training	4,096	4,500	4,500	
62895.0000 Miscellaneous Expenses	3,719	5,000	5,000	
Materials, Supplies & Services	95,757	211,220	160,957	(50,263)
Total Expenses	\$ 459,805	\$ 591,354	\$ 572,715	\$ (18,639)

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 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 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, which includes updating the City's Housing Element.
- 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.
- Continue work on specific plans and associated environmental assessments for the proposed Airport District/Golden State Specific Plan and the Burbank Center Plan Update in order to capitalize on the existing transportation infrastructure, create new housing opportunities near critical employment centers, 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, and updates to the City's specific plans in order to encourage responsible development that build community by: 1) protecting and respecting the character of existing single family residential neighborhoods; 2) providing a range of housing and job opportunities; 3) focusing development in the City's primary commercial, employment, and transit districts (Media District, Downtown, Airport); 4) creating vibrant neighborhoods; and 5) promoting 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.

CHANGES FROM PRIOR YEAR

The Planning Division's FY 2019-20 budget incorporates staff changes that address the City's increasing needs for reviewing and processing current planning applications and other entitlements, conducting environmental reviews, and continuing long-range planning responsibilities. The changes include four new Planner positions and one position upgrade. Additionally, the Division budgeted \$380,000 in one-time funds under Other Professional Services to hire a consultant to assist with the next Housing Element Update, as required by State law. These changes are supported by Planning's permit and fee revenue.

Planning Division

001.CD31A



	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	12,000	12,000	16,000	4,000
60001.0000 Salaries & Wages	\$ 941,219	\$ 1,055,669	\$ 1,429,379	\$ 373,710
60006.0000 Overtime - Non-Safety	6,480	1,500	1,500	
60012.0000 Fringe Benefits	143,937	203,229	265,718	62,489
60012.1008 Fringe Benefits:Retiree Benefits	7,768	7,776	9,317	1,541
60012.1509 Fringe Benefits:Employer Paid PERS	78,269	93,564	138,478	44,914
60012.1528 Fringe Benefits:Workers Comp	13,962	17,288	22,248	4,960
60012.1531 Fringe Benefits:PERS UAL	129,412	136,156	192,482	56,326
60027.0000 Payroll Taxes Non-Safety	13,515	15,307	20,726	5,419
60031.0000 Payroll Adjustments	3,004	-	-	
Salaries & Benefits	1,337,566	1,530,489	2,079,848	549,359
62050.0000 Planning, Survey & Design	\$ 14,154	\$ 39,363	\$ 39,363	
62085.0000 Other Professional Services	815,259	169,783	549,783	380,000
62170.0000 Private Contractual Services	20,550	2,000	2,000	
62170.1001 Temp Staffing	134,364	-	-	
62220.0000 Insurance	18,962	16,286	48,204	31,918
62300.0000 Special Dept Supplies	4,998	4,500	4,500	
62310.0000 Office Supplies, Postage & Printing	9,965	10,150	10,150	
62420.0000 Books & Periodicals	-	1,000	1,000	
62455.0000 Equipment Rental	12,351	13,540	13,540	
62470.0000 Fund 533 Office Equip Rental Rate	319	319	-	(319)
62475.0000 Fund 532 Vehicle Equip Rental Rate	17,215	12,361	8,640	(3,721)
62485.0000 Fund 535 Communications Rental Rate	8,871	13,419	13,714	295
62496.0000 Fund 537 Computer System Rental	74,088	120,429	104,751	(15,678)
62700.0000 Memberships & Dues	3,988	4,000	4,000	
62710.0000 Travel	4,232	4,000	200	(3,800)
62755.0000 Training	3,135	8,000	14,112	6,112
62830.1000 Credit Card Merchant Fees	1,799	600	600	
62895.0000 Miscellaneous Expenses	2,618	3,000	3,000	
Materials, Supplies & Services	1,147,006	422,750	817,557	394,807
Total Expenses	\$ 2,484,572	\$ 1,953,239	\$ 2,897,405	\$ 944,166

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.

CHANGES FROM PRIOR YEAR

The FY 2019-20 budget incorporates staffing changes to address the City's transportation planning and transportation capital projects needs. This includes adding an Associate Planner and upgrading an Associate Planner to Senior Planner. The Division also transferred portions of administrative costs for three positions (Assistant CD Director - Transportation & Planning, Senior Planner, and Administrative Analyst I) from Transportation Development Impact Fees (Fund 127) to the General Fund, proportional to the actual amount of time staff spends implementing transportation projects as identified on the City's Infrastructure Blueprint.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	0.530	0.530	2.080	1.550
60001.0000 Salaries & Wages	\$ 68,888	\$ 65,051	\$ 206,180	\$ 141,129
60006.0000 Overtime - Non-Safety	-	5,233	5,233	
60012.0000 Fringe Benefits	8,344	10,140	36,139	25,999
60012.1008 Fringe Benefits:Retiree Benefits	387	343	411	68
60012.1509 Fringe Benefits:Employer Paid PERS	5,403	5,765	19,975	14,210
60012.1528 Fringe Benefits:Workers Comp	801	891	2,247	1,356
60012.1531 Fringe Benefits:PERS UAL	11,022	10,904	13,339	2,435
60027.0000 Payroll Taxes Non-Safety	991	943	2,990	2,047
60031.0000 Payroll Adjustments	196	-	-	
Salaries & Benefits	96,032	99,270	286,514	187,244
62300.0000 Special Dept Supplies	\$ 547	\$ 1,400	\$ 1,400	
62310.0000 Office Supplies, Postage & Printing	1,109	1,365	1,865	500
62420.0000 Books & Periodicals	1,096	450	450	
62485.0000 Fund 535 Communications Rental Rate	4,202	6,356	6,496	140
62496.0000 Fund 537 Computer System Rental	8,827	11,674	31,081	19,407
62700.0000 Memberships & Dues	-	2,350	1,850	(500)
62710.0000 Travel	3,023	2,000	500	(1,500)
62755.0000 Training	1,316	3,500	7,119	3,619
62895.0000 Miscellaneous Expenses	518	800	800	
Materials, Supplies & Services	20,638	29,895	51,561	21,666
Total Expenses	\$ 116,671	\$ 129,165	\$ 338,075	\$ 208,910

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 approximately 4,000 building permits together with 1,700 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 approximately \$2.5 million in annual business taxes from over 11,500 businesses.
- Expand online citizen access portal to include online inspection requests, payment of business taxes, and online permitting.

CHANGES FROM PRIOR YEAR

The Building & Safety Division budgeted an additional \$231,000 in Private Contractual Services to procure necessary consultant services needed to review plans requiring highly-specialized expertise and \$35,000 in Training to fund staff's continuing education as required by State Law. Additionally, the Division allocated \$26,700 in one-time funding under Books and Periodicals for reference materials required as part of a State-mandated triennial code adoption. These changes are supported by Building's permit and fee revenue.

Building & Safety Division

001.CD42A



	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
STAFF YEARS	29,000	29,000	29,000	
60001.0000 Salaries & Wages	\$ 2,269,153	\$ 2,381,618	\$ 2,430,261	\$ 48,643
60006.0000 Overtime - Non-Safety	7,905	1,000	1,000	
60012.0000 Fringe Benefits	419,311	502,381	496,158	(6,223)
60012.1008 Fringe Benefits:Retiree Benefits	20,420	18,792	22,516	3,724
60012.1509 Fringe Benefits:Employer Paid PERS	186,370	211,083	234,480	23,397
60012.1528 Fringe Benefits:Workers Comp	32,791	38,351	37,640	(711)
60012.1531 Fringe Benefits:PERS UAL	308,723	385,468	460,853	75,385
60015.0000 Wellness Program Reimbursement	345	-	-	
60027.0000 Payroll Taxes Non-Safety	31,115	34,533	35,095	562
60031.0000 Payroll Adjustments	3,754	-	-	
Salaries & Benefits	3,279,887	3,573,226	3,718,003	144,777
62085.0000 Other Professional Services	\$ 5,836	\$ 15,000	\$ 17,500	\$ 2,500
62145.0000 Identification Services	2,326	3,000	3,000	
62170.0000 Private Contractual Services	194,916	200,000	431,000	231,000
62220.0000 Insurance	44,257	34,484	30,111	(4,373)
62300.0000 Special Dept Supplies	39,000	30,509	30,509	
62310.0000 Office Supplies, Postage & Printing	16,303	16,000	16,000	
62420.0000 Books & Periodicals	955	2,000	28,700	26,700
62470.0000 Fund 533 Office Equip Rental Rate	1,096	1,096	-	(1,096)
62475.0000 Fund 532 Vehicle Equip Rental Rate	68,017	62,433	64,808	2,375
62485.0000 Fund 535 Communications Rental Rate	64,798	61,374	63,987	2,613
62496.0000 Fund 537 Computer System Rental	219,183	261,281	306,425	45,144
62645.0000 Strong Motion Education	-	470	470	
62700.0000 Memberships & Dues	655	2,000	2,000	
62755.0000 Training	9,478	15,000	63,485	48,485
62830.1000 Credit Card Merchant Fees	25,021	40,000	40,000	
62895.0000 Miscellaneous Expenses	747	1,000	1,000	
Materials, Supplies & Services	692,586	745,647	1,098,995	353,348
70023.0532 Capital Contribution:Fund 532	\$ -	\$ 11,452	\$ -	(11,452)
Capital Expenses	-	11,452	-	(11,452)
Total Expenses	\$ 3,972,473	\$ 4,330,325	\$ 4,816,998	\$ 486,673

COMMUNITY DEVELOPMENT

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.000	0.000	0.200	0.200
ADM ANALYST II (M)	3.000	3.000	4.000	1.000
ADM OFCR	1.000	1.000	1.000	
ASSOC PLNER	2.050	2.050	5.000	2.950
AST CD DIR-BLDG OFFICIAL	1.000	1.000	1.000	
AST CD DIR-BUSINESS & ECONOMIC I	1.000	0.950	0.950	
AST CD DIR-TRANS&PLNG	1.150	1.150	1.200	0.050
AST PLNER	3.000	2.000	3.000	1.000
BLDG ADMINISTRATION MGR	1.000	1.000	1.000	
BLDG INSP I	5.000	5.000	5.000	
BLDG INSP II	4.000	4.000	3.000	-1.000
BLDG INSP III	4.000	4.000	4.000	
BUILDING INSPECTION MANAGER	1.000	1.000	1.000	
CD DIR	1.000	1.000	1.000	
CODE ENFORCEMENT MGR	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	
HSG DEV MGR	0.000	0.000	0.110	0.110
INTERMEDIATE CLK	2.000	2.000	2.000	
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	2.000	1.000
PRIN CLK	1.000	1.000	2.000	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 CODE ENFORCEMENT INSP	1.000	1.000	1.000	
SR PLAN CHECK ENG	3.000	3.000	3.000	
SR PLNER	2.200	3.200	3.550	0.350
TOTAL STAFF YEARS	51.230	51.180	57.840	6.660

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