

COMMUNITY DEVELOPMENT



MISSION STATEMENT

The Community Development Department's mission of working together for a safe, beautiful, and thriving community 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 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. Additionally, each division's FY 2020-21 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, parking, 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, the implementation of the City's Homelessness strategy. The Real Estate Section provides support services to the general public, all City departments, and outside agencies, including the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide. The Economic Development Section seeks to diversify and strengthen the economy through business retention, expansion, and attraction efforts, along with marketing and tourism.

COMMUNITY DEVELOPMENT

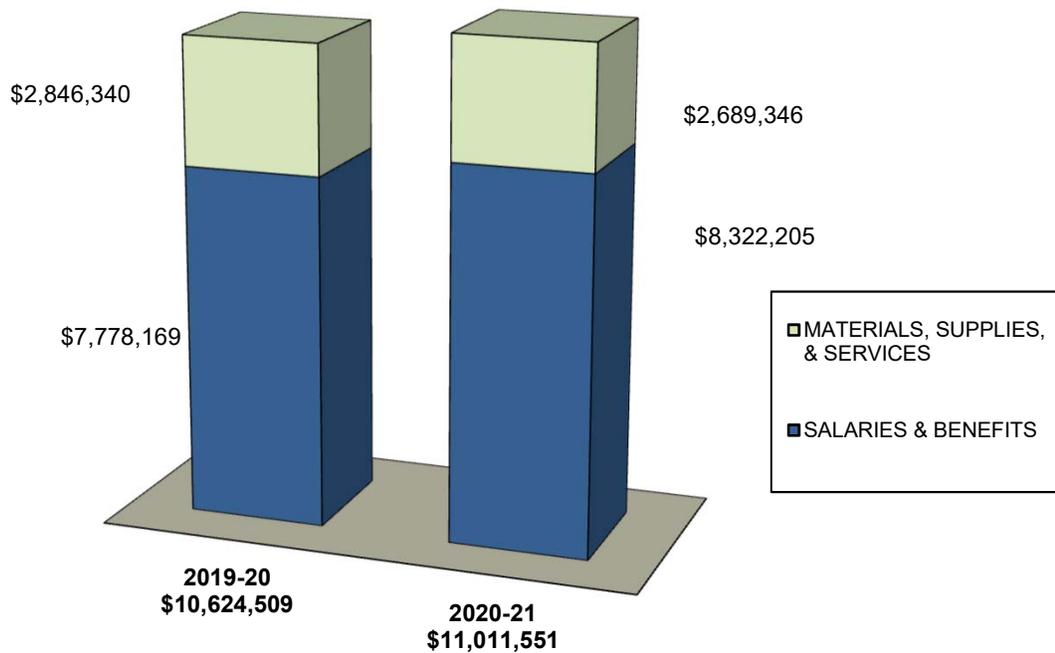


The Housing Authority has an allotment of 1,014 Section 8 Vouchers (for households whose income falls below 50 percent of the median in Los Angeles County), although high rents and federal funding constraints limit the actual number of vouchers issued. Included is also an additional 15 Veterans Affairs Supportive Housing (VASH) Vouchers allocated to Burbank. In addition, the Housing Authority also functions as the Successor Housing Agency and implements the Low- and Moderate-Income Housing efforts. The CDBG and Affordable Housing Sections administer funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low- and moderate-income and homeless persons. Some funds for homeless programs also come from Measure H grant funding.

DEPARTMENT SUMMARY

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	51.180	57.840	59.840	2.000
Salaries & Benefits	\$ 6,228,159	\$ 7,778,169	\$ 8,322,205	\$ 544,036
Materials, Supplies & Services	3,594,199	2,846,340	2,689,346	(156,994)
Capital Expenses	11,452	-	-	
TOTAL	\$ 9,833,809	\$ 10,624,509	\$ 11,011,551	\$ 387,042

DEPARTMENT SUMMARY





2019-20 WORK PROGRAM HIGHLIGHTS

Building and Safety Division

- Adoption of the 2019 California Building Standards Code ordinance including local Burbank amendments for higher order of building and fire safety.
- Provided technical guidelines for the public on updated building code requirements such as the Wood Frame Provisions for Residential Wood Construction.
- Coordinated training for technical staff on new building codes requirements encompassing new structural, accessibility, energy, electrical, and green building standards.
- Filed local building and fire code amendments and the Local Responsibility Area map of the Very High Fire Hazard Severity Zone with the California Building Standards Commission.
- Launched the Online Building Inspection Request portal for scheduling of building inspections through a weblink to City's permitting system.
- Launched the Online Business Tax Certificate Renewal portal for annual payment of Business Tax renewals.
- Presented City Council with a status of building seismic retrofit, including Soft-Story apartment buildings, with direction to return to Council with a proposed required retrofit program.
- Continued assistance to homeowners in seismically strengthening single-family homes with grant monies from the California Earthquake Authority "Brace+Bolts Program".
- Continued assisting homeowners with plan check, permitting, and inspection of Accessory Dwelling Units consistent with City Zoning regulations.
- Continued service to the public through complaint reporting with the Online Code Enforcement web page.
- Presented City Council with a staff report banning the sale of flavored tobacco products with a full effective date of May 1, 2020.
- Provided outreach and assistance to all City located tobacco retailers prior to the effective date of the flavored tobacco ban.
- Continued administration of the State Department of Justice Tobacco Grant to augment efforts of tobacco sales enforcement and outreach.
- Replaced outdated 3G cellular phones for field inspection and code enforcement staff with updated mobile smart phones with 4G technology.
- Coordinated a multi-Department effort for the planning and permitting of The Burbank Studios, successfully meeting the permit issuance goal date.
- Coordinated a multi-Department effort for planning and permitting phase for all buildings on the 61-acre Avion project site.
- Continued plan review coordination among City Departments for the Providence Saint Joseph's Urgent Care facility, First Street Village Phase 1 building, AC Hotel, and Sixth & Cedar Density Bonus project.
- Assisted in the expedited plan review and permitting of two Burbank locations for D.C. Electric Vehicle Fast Charging Stations, in collaboration with the Governor's Office of Planning and Research.

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 150 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 four 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.
- Processed and received City Council approval of the 777 Front Street Mixed Use Project, which includes 572 new apartment units, a 307 room hotel, structured parking, and 1/2-acre of open space. The project also provides extensive public improvements and community benefits totaling more than \$30 million.
- 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.



2019-20 WORK PROGRAM HIGHLIGHTS - cont.

Planning Division

- Processed and received City Council approval of the Avion Project that includes six single-story industrial flex buildings totaling 1,004,307 square feet; nine two-story office buildings totaling 142,250 square feet; two single-story retail/restaurant buildings totaling 15,475 square feet; and a six-story, 150 room hotel of 101,230 square feet on a 61-acre Project Site. The project also provides extensive public benefits totaling more than \$23 million.
- 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 the 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.
- Started the work on the update of the Housing Element and Burbank Center Plan.
- 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.
- Completed the plan check review to facilitate building permit issuance for the Warner Brothers Second Century project, which includes 800,000 square feet of office space.
- Undertook and completed a report to the City Council regarding the City's compliance with the Greenhouse Gas Reduction Plan.
- Updated the City's regulations for Accessory Dwelling Units.
- Completed the plan check review to facilitate building permit issuance of phase I of First Street Village.

Transportation Division

- Minimized community impacts caused by I-5/Empire Interchange project construction and ensured that the project stayed on schedule, including opening the Empire Interchange to traffic.
- Pursued active transportation projects to create a more walkable and bikeable community for everyone.
- Completed installation of a real-time arrival system on BurbankBus buses that provides riders with real-time bus arrival information, live bus maps, user-friendly time tables, and rider alerts.
- Expanded the BurbankBus Metrolink-Media District all-day service route (Metro-Media/Pink route) to connect the Media District and Downtown Burbank to the Metro Red Line at Universal City/Studio City station.
- Adopted 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.
- Completed 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.

Economic Development & Housing Division

- In collaboration with the Property Based Business Improvement District (P-BID), increased visitation and Sales Tax Revenue to Downtown Burbank through marketing, events, business attraction, hospitality and social service outreach programs, and capital improvements.
- 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.
- Continued the Burbank Tech Talk series with the annual Burbank Pitch Fest event.
- Completed the sale of a Successor Agency property located at 2712 & 2760 N. Hollywood Way, Burbank.
- Commenced the development of a user-friendly database showing information about all-City owned properties with links to vesting documents, title reports, easements, lease agreements, and/or other documents related to each property.
- Facilitated the re-use of the City-owned property at 10 W. Magnolia Blvd by continuing to work on the Burbank Common Project, a proposed restaurant/entertainment facility.



2019-20 WORK PROGRAM HIGHLIGHTS - cont.

Economic Development & Housing Division

- Administered the Section 8 Program, utilizing the \$8 million dollars available for housing assistance payments to approximately 850 households during the year. The budget allocation for the year allowed applicants to be selected from the 2016 waiting list during the fiscal year, based on preferences. In addition to the 850 households, an additional 40 households selected from the waiting list were added to the program.
- The Burbank Housing Authority (BHA) applied for and received an additional ten VASH Vouchers for a total of 15 VASH vouchers allocated to Burbank. Five VASH vouchers were allocated in 2018. Furthermore, the BHA was granted an exception payment standard for a higher subsidy level for these veteran voucher holders.
- In November 2019, the Burbank Housing Corporation (BHC) completed the rehabilitation of three affordable housing units located at 2300 N. Fairview Street. Two of the three units are available for extremely-low income households (households making less than 30% of the area median income), and one unit is available to a lower-income household (making 80% of area median income). The lower-income household was an existing tenant that was moved temporarily during rehabilitation and returned to the property once rehabilitation was completed, saving on relocation costs for the project.
- The Lifting People Up financial stability pilot program (adopted in March 2019 to assist BHC households with increasing independence, increasing income, and improving housing options and circumstance), held it's first year of classes and case management. The program transitioned from Communitas Initiative to Family Promise of the Verdugos in January 2020; nearing target goals and metrics in its first year of implementation.
- Utilized the Community Development Block Grant Program (CDBG) to deliver effective and efficient programs through public service programs and infrastructure totaling \$1,202,059.
- Participated in the annual 2020 Greater Los Angeles Homeless Count in order to obtain data and demographics to aid and plan future Burbank anti-homeless measures.
- Renewed Continuum of Care funding to assist 20 chronically homeless individuals and families with Permanent Supportive Housing (PSH) totaling \$486,416.
- Commenced the planning and implementation of a Homeless Storage Facility in partnership with the Salvation Army, expanded the City's outreach efforts by adding a City-wide Homeless Services Specialist in partnership with Streetplus, and completed a feasibility study of affordable housing for First Christian Church of Burbank.
- Develop and present to the City Council a new Five-Year (2020-2025) Consolidated Plan and Analysis of Impediments to Fair Housing Choice for Federal Programs.
- Applied for and received a \$99,000 Measure H grant for Landlord Incentives in order to increase the successful utilization of Permanent Supportive Housing Program vouchers and Section 8 vouchers awarded to homeless individuals and families.
- Applied for and received a \$140,000 Measure H Innovative Funding for Cities grant for the continued implementation of strategies in the City's Homelessness Plan.
- Adopted a city-wide Nuisance Ordinance authorizing the legal abatement of personal belongings in the public parks, open spaces, parking lots, streets, alleys, and public right-of-way that are a public health, safety, or obstruction of free passage risk.

2020-21 WORK PROGRAM GOALS

Building and Safety Division

- Initiate a City Council approved Soft-Story Seismic Retrofit Program for multi-family buildings.
- Provide outreach to soft-story building owners and apartment dwellers on retrofit program elements.
- Conduct a Soft-Story Seismic Retrofit "Fair" for public information, outreach and resources.
- Implement a web-based tool for Online Simple Permits for water heaters, reroofs, plumbing fixtures and other simple scope permits.
- Implement Garage Sale Online Permits with mapping tools to identify garage sale information.
- Present an Ordinance to the City Council on standards for sidewalk vending consistent with State Government Code and Senate Bill 946 (2018).
- Continue to assist homeowners with strengthening single-family homes with through the State's "Brace+Bolts Program".
- Explore a "Back-To-Business" Program for major corporations to perform building damage assessment in post-disaster events.



2020-21 WORK PROGRAM GOALS - cont.

- Continue assistance to major development projects in timely building inspection services including: The Burbank Studios, Avion Project, First Street Village Phase 1, and AC Hotel.
- Continue assistance to major development project management and plan check services including: First Street Village Phase 2, La Terra 777 Front Street, and St. Joseph's Urgent Care Facility.
- Continue to regulate, monitor, and report on State mandated regulations including Low Impact Development, and Model Water Efficient Landscape Ordinance.
- Assist homeowners, design professionals, contractors, and developers in acclimation of new 2019 California Building Standards Codes.
- Assist in the implementation of the City's Economic Recovery Plan.

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.
- Prepare Council update on the status and implementation of the adopted Accessory Dwelling Unit requirements and R-1 development standards.
- Update the Empire Center Planned Development.
- Work with property owners to review and update the existing Mills Act Contracts.
- Update the Greenhouse Gas Reduction Plan.
- Continue work on the Bob Hope/Media District Planned Development.
- Prepare a City Council update regarding commercial cannabis.
- Continue to monitor the proposed design of the Airport Replacement Terminal and implement the conditions of approval and mitigation measures.
- Complete work and present the Burbank Town Center Redevelopment Project (at the former IKEA site) to the Planning Board and City Council.
- Update the General Plan Housing Element and Safety Element.
- Continue work on the Burbank Center Plan Update pursuant to the awarded Metro grant and \$310,000 in SB 2 grant funds to facilitate the update of the Burbank Center Plan.
- Assess the feasibility of expanding the Transfer of Development Rights program Citywide.
- Provide project management oversight for major current planning projects including: Burbank Commons, Marriot Hotel Planned Development, and 115 Screenland Drive/3805 W. Olive Avenue.
- Continue work on the Golden State Specific Plan and High Speed Rail Station Area Plan.
- Continue staff review of the Burbank Town Center Mall renovation.
- Update to the City's zoning code regarding density bonus, inclusionary housing, short-term rentals, 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 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.
- Assist in the implementation of the City's Economic Recovery Plan.

Transportation Division

- Complete landscaping along Leland Way to mitigate impacts caused by the Interstate 5 High Occupancy Vehicle/Empire Interchange Project.
- Pursue active transportation projects to create a more walkable and bikeable community for everyone.
- Complete the First Street Bikeway project and provide safety benefits for bicyclists in the Downtown Burbank area to connect the Downtown Burbank Metrolink Station, commercial corridors, residential areas, and employment centers.
- Complete Downtown pedestrian improvements, including pedestrian safety enhancements for those accessing Downtown Burbank to and from the Downtown Burbank Metrolink Station by restricting car access to Bonnywood Place from the intersection of Olive Avenue and First Street.
- Complete the Front Street Bikeway connecting the Downtown Burbank Metrolink Station to the Downtown Area.
- Design, implement, and manage parking facilities and programs citywide, including impacted residential and commercial areas such as Magnolia Park, Downtown Burbank, and large non-commercial vehicle (LNCV) parking.
- Improve the effectiveness of the City's BurbankBus transit programs by implementing the City Council's BurbankBus policies while accounting for necessary safety and service adjustments needed for the Covid-19 pandemic.



2020-21 WORK PROGRAM GOALS - cont.

- Complete the Burbank Channel Bikeway project. This 3/4-mile bike path eliminates a critical gap in the regional bike path network and provides a safe, landscaped off-street facility for bicycle riders and pedestrians of all ages and an alternative route for transit users to get to and from the Downtown Burbank Metrolink Station.
- Assist in the implementation of the City's Economic Recovery Plan.

Economic Development & Housing Division

- In response to COVID-19, implement the policies and goals of the Economic Recovery Plan that was adopted by the City Council on May 19, 2020.
- 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.
- 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.
- 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.
- Utilize federal, state, and other funding sources to serve as many households as possible within funding constraints. And, apply for additional voucher opportunities as they become available.
- Utilize available funds for projects and programs that could include: a homeless shelter, 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 gathering important data and incorporating mental health, public health, first responders, and County-wide agencies into the City's Homeless Coordination workgroups.
- Expand the use of the Burbank Police Department's case management software for utilization by staff for homeless outreach efforts and coordination.
- 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 the storage facility for the homeless by leveraging CDBG funds.
- Expend Federal HOME Investment Partnership Program Funds in a timely manner 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.
- Continuing working toward completing a 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.
- Implement an emergency small business and rental assistance program to aid renters and businesses impacted by COVID-19.

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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 347,715	\$ 379,986	\$ 409,607	\$ 29,621
60012.0000 Fringe Benefits	54,295	63,937	61,733	(2,204)
60012.1008 Fringe Benefits:Retiree Benefits	2,028	2,329	2,268	(61)
60012.1509 Fringe Benefits:Employer Paid PERS	30,952	36,813	38,564	1,751
60012.1528 Fringe Benefits:Workers Comp	4,919	4,142	3,768	(374)
60012.1531 Fringe Benefits:PERS UAL	59,196	67,530	74,761	7,231
60022.0000 Car Allowance	4,488	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	5,254	5,510	5,939	429
60031.0000 Payroll Adjustments	1,530	-	-	
Salaries & Benefits	510,378	564,735	601,128	36,393
62310.0000 Office Supplies, Postage & Printing	\$ 2,387	\$ 3,500	\$ 3,500	
62470.0000 Fund 533 Office Equip Rental Rate	-	8,378	8,378	
62485.0000 Fund 535 Communications Rental	10,337	10,614	10,606	(8)
62496.0000 Fund 537 Computer System Rental	526,961	347,009	383,092	36,083
62700.0000 Memberships & Dues	550	1,000	1,000	
62710.0000 Travel	1,238	500	500	
62755.0000 Training	8,562	9,279	9,279	
62895.0000 Miscellaneous Expenses	7,071	5,000	5,000	
Materials, Supplies & Services	557,106	385,280	421,355	36,075
Total Expenses	\$ 1,067,484	\$ 950,015	\$ 1,022,483	\$ 72,468

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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	6.650	7.760	7.760	
Salaries & Benefits	\$ 853,484	\$ 1,129,069	\$ 1,186,183	\$ 57,114
Materials, Supplies, Services	431,145	492,947	611,243	118,296
TOTAL	\$ 1,284,629	\$ 1,622,016	\$ 1,797,426	\$ 175,410

Economic Development & Housing Division

Affordable Housing Section



001.CD23A

In Fiscal Year 2020-21, 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

Grant funding for homeless services in the amount of \$99,000 was transferred from the Low and Moderate Income Housing Fund to better reflect the division's operations.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years		0.110	0.110	-
60001.0000 Salaries & Wages	\$ -	\$ 11,991	\$ 14,854	\$ 2,863
60012.0000 Fringe Benefits	-	2,086	2,092	6
60012.1008 Fringe Benefits:Retiree Benefits	-	-	16	16
60012.1509 Fringe Benefits:Employer Paid PERS	-	1,162	1,399	237
60012.1528 Fringe Benefits:Workers Comp	-	131	137	6
60012.1531 Fringe Benefits:PERS UAL	-	-	1,983	1,983
60027.0000 Payroll Taxes Non-Safety	-	174	215	41
Salaries & Benefits	-	15,544	20,696	5,152
62085.0000 Other Professional Services	\$ -	\$ -	\$ 99,000	\$ 99,000
62170.0000 Private Contractual Services	67	-	-	
62496.0000 Fund 537 Computer System Rental	-	-	742	742
Materials, Supplies & Services	67	-	99,742	99,742
Total Expenses	\$ 67	\$ 15,544	\$ 120,438	\$ 104,894

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 and retention 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.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$15,000 were transferred from the City Council's budget for the Valley Economic Alliance memberships & dues.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	3,975	4,975	4,975	
60001.0000 Salaries & Wages	\$ 329,960	\$ 471,658	\$ 516,716	\$ 45,058
60012.0000 Fringe Benefits	49,083	90,435	91,002	567
60012.1008 Fringe Benefits:Retiree Benefits	2,479	3,086	3,758	672
60012.1509 Fringe Benefits:Employer Paid PERS	28,190	45,694	48,936	3,242
60012.1528 Fringe Benefits:Workers Comp	5,780	5,845	5,969	124
60012.1531 Fringe Benefits:PERS UAL	55,200	78,210	68,089	(10,121)
60027.0000 Payroll Taxes Non-Safety	4,750	6,839	7,492	653
60031.0000 Payroll Adjustments	409	-	-	
Salaries & Benefits	475,852	701,767	741,962	40,195
62085.0000 Other Professional Services	\$ 34,792	\$ 45,990	\$ 66,200	\$ 20,210
62220.0000 Insurance	11,663	9,679	10,796	1,117
62310.0000 Office Supplies, Postage & Printing	5,264	5,500	5,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	5,652	5,900	5,992	92
62485.0000 Fund 535 Communications Rental Rate	6,356	6,496	6,492	(4)
62496.0000 Fund 537 Computer System Rental	20,342	39,145	37,189	(1,956)
62615.1000 Econ Dev:Business Centre	158	-	-	
62615.1004 Econ Dev:Marketing & Advertising	116,580	114,760	102,435	(12,325)
62615.1005 Entrepreneurial & Small Business Dev	47,692	81,000	73,000	(8,000)
62675.0000 Downtown PBID Assessment	6,659	6,000	6,000	
62700.0000 Memberships & Dues	6,960	6,750	21,865	15,115
62710.0000 Travel	1,078	1,000	1,000	
62755.0000 Training	1,775	9,770	9,770	
62895.0000 Miscellaneous Expenses	25	-	-	
Materials, Supplies & Services	264,996	331,990	346,239	14,249
Total Expenses	\$ 740,847	\$ 1,033,757	\$ 1,088,201	\$ 54,444

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.
- 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 FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	2,675	2,675	2,675	
60001.0000 Salaries & Wages	\$ 263,117	\$ 274,574	\$ 283,356	\$ 8,782
60012.0000 Fringe Benefits	48,398	48,757	48,460	(297)
60012.1008 Fringe Benefits:Retiree Benefits	2,020	2,077	2,019	(58)
60012.1509 Fringe Benefits:Employer Paid PERS	22,685	26,601	26,965	364
60012.1528 Fringe Benefits:Workers Comp	4,031	3,697	3,823	126
60012.1531 Fringe Benefits:PERS UAL	33,348	52,071	54,793	2,722
60027.0000 Payroll Taxes Non-Safety	3,793	3,981	4,109	128
60031.0000 Payroll Adjustments	240	-	-	
Salaries & Benefits	377,632	411,758	423,525	11,767
62040.0000 Engineering Services	\$ 2,917	\$ 5,000	\$ 5,000	
62045.0000 Appraisal Services	15,176	32,000	32,000	
62085.0000 Other Professional Services	14,772	2,000	2,000	
62085.1000 Professional Services:Real Estate	51,675	89,750	89,750	
62170.0000 Private Contractual Services	53,646	-	-	
62310.0000 Office Supplies, Postage & Printing	2,533	4,000	4,000	
62450.0000 Building Grounds Maint & Repair	219	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	4,238	4,331	4,328	(3)
62496.0000 Fund 537 Computer System Rental	10,218	11,876	16,184	4,308
62710.0000 Travel	154	500	500	
62755.0000 Training	5,597	4,500	4,500	
62895.0000 Miscellaneous Expenses	4,938	5,000	5,000	
Materials, Supplies & Services	166,083	160,957	165,262	4,305
Total Expenses	\$ 543,715	\$ 572,715	\$ 588,787	\$ 16,072

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.

Planning Division

001.CD31A



	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	12,000	16,000	16,000	
60001.0000 Salaries & Wages	\$ 937,084	\$ 1,429,379	\$ 1,442,223	\$ 12,844
60006.0000 Overtime - Non-Safety	1,986	1,500	1,500	
60012.0000 Fringe Benefits	134,248	265,718	262,544	(3,174)
60012.1008 Fringe Benefits:Retiree Benefits	7,639	9,317	12,098	2,781
60012.1509 Fringe Benefits:Employer Paid PERS	81,922	138,478	144,870	6,392
60012.1528 Fringe Benefits:Workers Comp	17,288	22,248	24,073	1,825
60012.1531 Fringe Benefits:PERS UAL	136,152	192,482	197,870	5,388
60027.0000 Payroll Taxes Non-Safety	13,593	20,726	20,912	186
60031.0000 Payroll Adjustments	8,255	-	-	
Salaries & Benefits	1,338,166	2,079,848	2,106,090	26,242
62050.0000 Planning, Survey & Design	\$ 163,707	\$ 39,363	\$ 39,363	
62085.0000 Other Professional Services	1,460,094	549,783	169,783	(380,000)
62170.0000 Private Contractual Services	1,325	2,000	2,000	
62220.0000 Insurance	16,286	48,204	60,423	12,219
62300.0000 Special Dept Supplies	2,603	4,500	4,500	
62310.0000 Office Supplies, Postage & Printing	6,714	10,150	10,150	
62420.0000 Books & Periodicals	375	1,000	1,000	
62455.0000 Equipment Rental	10,210	13,540	13,540	
62470.0000 Fund 533 Office Equip Rental Rate	319	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	12,361	8,640	9,025	385
62485.0000 Fund 535 Communications Rental Rate	13,419	13,714	18,754	5,040
62496.0000 Fund 537 Computer System Rental	120,429	104,751	136,199	31,448
62700.0000 Memberships & Dues	3,157	4,000	4,000	
62710.0000 Travel	1,013	200	200	
62755.0000 Training	2,097	14,112	14,112	
62830.1000 Credit Card Merchant Fees	2,380	600	600	
62895.0000 Miscellaneous Expenses	2,777	3,000	3,000	
Materials, Supplies & Services	1,819,264	817,557	486,649	(330,908)
Total Expenses	\$ 3,157,431	\$ 2,897,405	\$ 2,592,739	\$ (304,666)

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. Additionally, starting in FY 2020-2021, the Transportation Division oversees the City's parking functions, including the residential and commercial preferential parking program.

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 administering 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.
- Oversee, manage, and administer the City's residential and commercial preferential parking program.
- Manage the City Parking Authority and City parking lots and structures.

CHANGES FROM PRIOR YEAR

Beginning FY 2020-21, the department's Transportation Division will manage the the City's residential and commercial preferential parking program as well as the City parking lots and structures. A Parking Analyst and Intermediate Clerk was transferred from the Public Works Department to this division.

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	0.530	2.080	4.080	2.000
60001.0000 Salaries & Wages	\$ 66,278	\$ 206,180	\$ 348,684	\$ 142,504
60006.0000 Overtime - Non-Safety	-	5,233	5,233	
60012.0000 Fringe Benefits	9,183	36,139	68,899	32,760
60012.1008 Fringe Benefits:Retiree Benefits	401	411	1,573	1,162
60012.1509 Fringe Benefits:Employer Paid PERS	5,802	19,975	34,345	14,370
60012.1528 Fringe Benefits:Workers Comp	891	2,247	5,569	3,322
60012.1531 Fringe Benefits:PERS UAL	10,908	13,339	26,355	13,016
60027.0000 Payroll Taxes Non-Safety	955	2,990	5,056	2,066
60031.0000 Payroll Adjustments	203	-	-	
Salaries & Benefits	94,621	286,514	495,714	209,200
62300.0000 Special Dept Supplies	\$ 2,379	\$ 1,400	\$ 1,400	
62310.0000 Office Supplies, Postage & Printing	2,072	1,865	1,665	(200)
62420.0000 Books & Periodicals	-	450	450	
62485.0000 Fund 535 Communications Rental Rate	6,356	6,496	6,492	(4)
62496.0000 Fund 537 Computer System Rental	11,674	31,081	25,826	(5,255)
62700.0000 Memberships & Dues	759	1,850	2,050	200
62710.0000 Travel	-	500	500	
62755.0000 Training	1,230	7,119	7,119	
62895.0000 Miscellaneous Expenses	282	800	800	
Materials, Supplies & Services	24,752	51,561	46,302	(5,259)
Total Expenses	\$ 119,372	\$ 338,075	\$ 542,016	\$ 203,941

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

Building & Safety Division

001.CD42A



	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
STAFF YEARS	29,000	29,000	29,000	
60001.0000 Salaries & Wages	\$ 2,328,640	\$ 2,430,261	\$ 2,605,214	\$ 174,953
60006.0000 Overtime - Non-Safety	12,678	1,000	1,000	
60012.0000 Fringe Benefits	405,766	496,158	497,757	1,599
60012.1008 Fringe Benefits:Retiree Benefits	20,164	22,516	21,928	(588)
60012.1509 Fringe Benefits:Employer Paid PERS	195,122	234,480	254,242	19,762
60012.1528 Fringe Benefits:Workers Comp	38,351	37,640	43,887	6,247
60012.1531 Fringe Benefits:PERS UAL	385,410	460,853	471,286	10,433
60015.0000 Wellness Program Reimbursement	670	-	-	
60027.0000 Payroll Taxes Non-Safety	32,294	35,095	37,776	2,681
60031.0000 Payroll Adjustments	12,415	-	-	
Salaries & Benefits	3,431,510	3,718,003	3,933,090	215,087
62085.0000 Other Professional Services	\$ 29,245	\$ 17,500	\$ 15,000	\$ (2,500)
62145.0000 Identification Services	768	3,000	3,000	
62170.0000 Private Contractual Services	203,203	431,000	431,000	
62170.1001 Temp Staffing	17,899	-	-	
62220.0000 Insurance	34,484	30,111	33,970	3,859
62300.0000 Special Dept Supplies	24,983	30,509	30,509	
62310.0000 Office Supplies, Postage & Printing	12,175	16,000	16,000	
62420.0000 Books & Periodicals	1,009	28,700	2,000	(26,700)
62470.0000 Fund 533 Office Equip Rental Rate	1,096	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	62,433	64,808	77,504	12,696
62485.0000 Fund 535 Communications Rental Rate	61,374	63,987	63,900	(87)
62496.0000 Fund 537 Computer System Rental	261,281	306,425	343,959	37,534
62645.0000 Strong Motion Education	-	470	470	
62700.0000 Memberships & Dues	1,770	2,000	2,000	
62755.0000 Training	17,321	63,485	63,485	
62830.1000 Credit Card Merchant Fees	32,891	40,000	40,000	
62895.0000 Miscellaneous Expenses	-	1,000	1,000	
Materials, Supplies & Services	761,932	1,098,995	1,123,797	24,802
70023.0532 Capital Contribution:Fund 532	\$ 11,452	\$ -	\$ -	
Capital Expenses	11,452	-	-	
Total Expenses	\$ 4,204,893	\$ 4,816,998	\$ 5,056,887	\$ 239,889

COMMUNITY DEVELOPMENT

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.000	0.200	0.200	
ADM ANALYST II (M)	3.000	4.000	4.000	
ADM OFCR	1.000	1.000	1.000	
ASSOC PLNER	2.050	5.000	5.000	
AST CD DIR-BLDG OFFICIAL	1.000	1.000	1.000	
AST CD DIR-BUSINESS & ECONOMIC I	0.950	0.950	0.950	
AST CD DIR-TRANS&PLNG	1.150	1.200	1.200	
AST PLNER	2.000	3.000	3.000	
BLDG ADMINISTRATION MGR	1.000	1.000	1.000	
BLDG INSP I	5.000	5.000	5.000	
BLDG INSP II	4.000	3.000	3.000	
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 ENF 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	0.110	0.110	
INTERMEDIATE CLK	2.000	2.000	3.000	1.000
PARKING ANALYST	0.000	0.000	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	2.000	2.000	
PRIN CLK	1.000	2.000	2.000	
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 ENF INSP	1.000	1.000	1.000	
SR PLAN CHECK ENG	3.000	3.000	3.000	
SR PLNER	3.200	3.550	3.550	
TOTAL STAFF YEARS	51.180	57.840	59.840	2.000