

BURBANK REDEVELOPMENT AGENCY  
JUNE 24, 2003

A regular meeting of the Burbank Redevelopment Agency was held in the City of Burbank Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:36 p.m. by Ms. Murphy, Chairman.

Invocation           The invocation was given by Reverend Roby Correa, Magnolia Park United Methodist Church.

Flag Salute           The pledge of allegiance to the flag was led by Lieutenant John Dilibert.

ROLL CALL

Present- - - - - Members Campbell, Golonski, Ramos, Vander Borcht and Murphy.

Absent - - - - - Members None.

Also Present - - Ms. Alvord, Executive Director; Ms. Scott, Chief Assistant City Attorney; Mrs. Georgino, Assistant Executive Director; and, Mrs. Campos, Secretary.

7:54 P.M. Meeting Continued       Following a City Council public hearing and the combined oral communications, the Council meeting was recessed to allow the Agency to hold its meeting.

Motion               It was moved by Mr. Golonski and seconded by Mr. Campbell that "the following item on the consent calendar be approved as recommended:"

Minutes Approved       The minutes for the regular meetings of April 15, April 22 and April 29, 2003 were approved as submitted.

Adopted               The consent calendar was adopted by the following vote:

Ayes:       Members Campbell, Golonski, Ramos, Vander Borcht and Murphy.

Noes:       Members None.

Absent:     Members None.

RA 43 Workforce Investment Act Serv. Contract w/Glendale Re. \$52,000 Reimbursement       Mrs. Ulloa, Redevelopment Project Manager, requested the Redevelopment Agency (Agency) Board's consideration of a Workforce Investment Act Services Contract and associated resolution on behalf of the Verdugo Consortium, comprised of the cities of Glendale, Burbank, and La Canada-Flintridge. She stated the City of Glendale would be reimbursing the Agency (Consultant) the amount of \$52,000 for partial salary expenses and services provided to the community at the Workforce Connection (WFC). She added the Verdugo Consortium was organized by a Joint Powers

Agreement, signed on December 14, 1999, to create a Workforce Investment Area. She added Congress requires States and local Workforce Investment Areas to establish Workforce Investment Boards (WIBs) and the Verdugo Board is responsible for the workforce development activities in the tri-city region, with the City of Glendale in the role of administrator of Federal workforce development/employment and training funds from the State Department of Health and Human Services.

Mrs. Ulloa explained in 1982, the Job Training Partnership Act was established, and following the loss of 9,000 jobs in Burbank by the relocation of Lockheed Corporation in 1990, the Verdugo Job Center (VJC) was established. She added in 2001, the WFC opened to the public, offering various services including: access to computers, internet and telephones; fax services; photocopiers; job postings; resource libraries; and conference room facilities for interviews and assistance with recruitment efforts. She also added assistance is provided to businesses facing lay-offs, and noted the client base has grown from 100 in 2001 to 1,032 in January 2003, and has reached the 10,000 client mark.

As part of the requirements, Mrs. Ulloa stated the VJC provides workforce development services to job seekers and employers in the Verdugo Consortium region, and is required to promote workforce development in the community. She added as part of the City's investment in the Verdugo Consortium partners, the Agency is rendering workforce development services to the Burbank community at WFC, an annex of the VJC, and that although the City of Glendale administers the day-to-day operation at the VJC, the Verdugo Workforce Investment Board (VWIB) is the governing body with approval powers for budgetary issues. She explained since the WFC opened to the public in the middle of Fiscal Year (FY) 2001-02, the VWIB was not able to budget specific funds for the WFC expenses in its annual budget, but acknowledged the importance of this effort by approving an allowance of \$40,000 to cover partial salary expenses and services provided at WFC for the remainder of FY 2001-02. This reimbursement was done through a Professional Services Agreement due to the time constraints involved in approving an agreement between two cities.

Mrs. Ulloa stated in FY 2002-03, the VWIB approved the amount of \$52,000 to cover partial salary expenses and services provided at WFC, but since the Workforce Investment Act funds have been reduced, VWIB will only allocate \$40,000 for the next fiscal year. She stated following the successful establishment of the WFC, staff was proposing establishing a second component, the Burbank Business Resource Center (BRC), to provide limited resources to businesses, to enable them to provide more jobs to Burbank residents. She informed the Council the City issues 10,243 business

licenses, 88 percent of which have five or less employees, and two-thirds of which are issued to single-owner employee businesses, making small businesses a major component of Burbank’s economy. She noted the proposed BRC will provide a business library; information on services provided at various agencies; financial resources; Burbank Chamber of Commerce information; License and Code Services information on how to start a business in Burbank; and, monthly workshops including business concept development, financial management, employer taxes, and payroll operations.

She concluded with the major elements of future economic development activities, including: 1) municipal competitiveness; 2) marketing an image-enhancement plan, with staff developing a broad-based branding campaign targeted at the business audience to identify Burbank as a great business location and to reduce Burbank’s high office vacancy rates; and, 3) enhancing the importance of establishing strategic alliances with community organizations to maintain Burbank’s image as a business friendly environment.

Motion It was moved by Mrs. Ramos and seconded by Mr. Campbell that “the following resolution be passed and adopted:”

RA 43 RESOLUTION NO. R-2071:  
Workforce Invest. A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY  
Act Contract OF BURBANK APPROVING AN AGREEMENT BETWEEN THE  
Agrmt. w/ AGENCY AND THE CITY OF GLENDALE RELATED TO THE  
Glendale WORKFORCE INVESTMENT ACT CONTRACT.

8:11 P.M. The Agency recessed at this time to permit the City Council to  
Recess continue its meeting. The Agency reconvened at 10:42 p.m. for  
public comment with all members present.

10:56 P.M. There being no further business to come before the Agency, the  
Adjournment meeting was adjourned at 10:56 p.m.

\_\_\_\_\_  
Secretary

APPROVED SEPTEMBER 16, 2003

\_\_\_\_\_  
Chairperson