

BURBANK REDEVELOPMENT AGENCY
JULY 29, 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 4:32 p.m. by Ms. Murphy, Chairman.

CLOSED SESSION

Present- - - - Members Campbell, Golonski, Ramos, Vander Borgh and Murphy
Absent - - - - Members None.
Also Present - Ms. Alvord, Executive Director; Mr. Newsham, Acting Assistant City Manager; Mr. Barlow, City Attorney; Mrs. Georgino, Assistant Executive Director; and, Mrs. Campos, Secretary.

4:32 P.M. The Agency recessed at this time to the City Hall Basement Lunch
Recess Room/Conference Room to hold a Closed Session on the following:

- a. Conference with Real Property Negotiator:
Pursuant to Govt. Code §54956.8
Agency Negotiator: Assistant Executive Director/Susan M. Georgino.
Property: 600 South San Fernando Boulevard, South San Fernando Boulevard/Providencia Avenue.
Parties With Whom Agency is Negotiating: United Cerebral Palsy, 6430 Independence Avenue, Woodland Hills, California 91367-2607.
Name of Contact Person: Ronald Cohen.
Terms Under Negotiation: Conveyance of Agency site at 600 South San Fernando Boulevard to United Cerebral Palsy under terms of Disposition and Development Agreement.

- b. Conference with Real Property Negotiator:
Pursuant to Govt. Code §54956.8
Agency Negotiator: Assistant Executive Director/Susan M. Georgino.
Properties: 1801-1819 Grismer Avenue and 1729-1735 Elliott Drive.
Party With Whom Agency is Negotiating: Burbank Housing Corporation, 241 West Verdugo Avenue, Burbank 91502.
Name of Contact Person: Judith Arandes, Executive Director of Burbank Housing Corporation.
Terms Under Negotiation: Sales negotiations to convey 1801-1819 Grismer Avenue and 1729-1735 Elliott Drive to the Burbank Housing Corporation for a mixed-income affordable housing project.

5:37 P.M. Mrs. Lazar, Planner, Community Development Department, noted
Jt. Study Session Burbank's excellent record of addressing the affordable housing
w/City Council needs of the community and stated through various plans and
Affordable programs, Burbank has encouraged and facilitated the production of
Housing over 150 new affordable housing units over the past three years,
with an additional 75 units planned or in progress. She added the
City has an overriding affordable housing strategy, guided by

information from the community, the resources available to meet housing needs, and various governmental requirements.

Regarding housing needs, Mrs. Lazar stated the two main sources of information include: the Regulatory Housing Needs Allocation (RHNA) which is produced by the local council of governments and estimates both current and future needs; and the Housing Needs Assessment, a study commissioned by the City in 1999, which executed a detailed analysis of the housing needs in the community. She added the findings of these reports included: a decline in the number of available home ownership and rental opportunities for lower-income households, especially options for very-low income households; a significant number of lower income households were overpaying for housing and/or are living in overcrowded conditions; and, a shortage of available larger rental units, three bedrooms or more, especially for lower income renters.

Mrs. Lazar also stated the State Government Code had specific Planning and Redevelopment laws that dictated what plans have to be prepared and what they must include, in addition to Federal requirements that have to be met in order for the City to receive certain housing related funds, including approximately \$1.4 million in Community Development Block Grant (CDBG) and \$8 million in HOME Investment Partnership Program (HOME) funds, each year. She explained one State requirement that significantly affects the City's housing plans and programs is the State mandated RHNA, by which each city is allocated a share of the expected regional growth and is required to address this future growth need in the Housing Element of its General Plan. She explained the RHNA allocation is broken down into housing for four income categories: very low income, low, moderate and above moderate, and that each city is expected to show that it not only has adequate sites and zoning provisions to allow for the allocated amount of housing, but also programs to facilitate and encourage the production of affordable housing. She informed the Council based on the RHNA allocation for Burbank between 2000 and 2005, 1,200 lower and moderate- income units needed to be produced and noted only 235 affordable housing units were produced over the past three years. She also noted the resources available to assist in the production of affordable housing options which include the Twenty Percent Affordable Housing Set Aside Fund, Federal HOME and CDBG funds, as well as zoning powers which enable the City to offer density bonuses for affordable housing production and require that new housing development include a proportion of affordable housing units.

Mrs. Lazar further stated to balance the variety of identified housing needs with the available resources, a Housing Strategy was formulated which serves as the foundation for all City housing plans and documents, serves as the common thread that ensures consistency between the various required plans, and prioritizes the utilization of available funds. She added the City's initial Housing Strategy focused on the identified housing needs, including: the need for neighborhood rehabilitation; need for larger rental units for lower-income households; and, preservation of existing affordable housing options. She explained the 12-point Housing Strategy included specific programs to address these needs and enhance the community by: working through the Burbank Housing Corporation (BHC) to acquire and rehabilitate substandard properties and rent them to lower-income households; expanding the first time homebuyers program; and, continuing the Focused Neighborhood Revitalization program to provide service enriched housing opportunities to lower-income households and enhance neighborhoods.

Regarding housing plans, Mrs. Lazar stated three significant housing plans were developed in 2000 to address the affordable housing needs, based on the Housing Strategy. She added each of these plans responded to a different governmental requirement and included: the General Plan Housing Element, mandated by State planning law; the Redevelopment Five-Year Implementation Plan as required by State redevelopment law; and, the Consolidated Plan, a Federal requirement for receipt of Federal funds.

She also stated the 2001 Housing Profile was an update of the 1999 Housing Needs Assessment, with the purpose of assessing the status of the assumptions of the Housing Strategy, and to ascertain the allocation of resources was still reflective of the needs of the community. She added the major findings of the report reinforced the findings of the earlier Housing Needs Assessment and the Housing Strategy, and included: the need for larger units with more bedrooms for lower-income renters; the need for more affordable rental options for very low-income households; and, the need for affordable home ownership options for moderate-income households.

She recounted in 2002, the community began expressing concerns about the lack of affordable housing in Burbank and in an effort to involve the public in the City's affordable housing efforts, the Council appointed the Blue Ribbon Task Force (Task Force) on affordable housing, which worked with staff to come up with

seven affordable housing objectives, and 16 implementation measures to achieve those objectives. She noted the Task Force concurred the most significant objective was to create community in conjunction with housing, which is implemented through the continued integration of community-serving use, such as child care and achievement centers, within new and existing housing developments. She stated other objectives set by the Task Force included: encouraging mixed-use and in-fill housing; preserving existing affordable housing; sustaining and strengthening neighborhoods; and expanding home ownership opportunities.

Ms. Frausto, Redevelopment Project Manager, briefly discussed the affordable housing need in Burbank and described the Redevelopment Agency's (Agency) efforts towards addressing affordable housing needs before the Task Force was created. She stated three key indicators that demonstrated the need for affordable housing were: housing vacancy rates, rental rates, and housing prices, noting an acceptable vacancy rate for ownership housing units was two percent, and five percent for rental units. She stated Burbank has consistently been at a one percent vacancy rate for ownership housing and two percent for rental housing, and added as noted in the 2001 Housing Profile, a low vacancy rate can and has led to competition for units, raising rental rates and housing prices. She further explained since 1998, housing prices have escalated from a median home sales price of \$202,000 to an average of \$368,000 at the end of 2002, almost a 50 percent increase, and added similar increases have occurred with rental rates within the last few years. She also stated rental rates for one-bedroom apartments have increased by 40 percent since 1998, and more than 45 percent for a two-bedroom unit, consequently forcing renters to combine households or move out of the area. She added along with these increases in rental rates and housing prices, Burbank has witnessed a significant increase in overcrowding as a result of demographic shifts towards a greater number of large families with children and noted the limited availability of three or four-bedroom rental units to meet this demand.

To address the affordable housing need, Ms. Frausto stated the Agency assisted new residential construction projects, to provide a total of 372 units, of which almost 30 percent were made available to very low, low and moderate-income households, including the condominiums and townhouses on Riverside Drive that made available 10 of the 20 units to moderate-income households, and the recently approved Burbank Village Walk project which will make

available 14 of the 140 units to moderate-income households. In addition, she stated through acquisition/rehabilitation efforts, the Agency has assisted in providing 121 units, of which more than half have been made available to very low, low and moderate-income households, as in the Verdugo Avenue and Thornton Avenue projects, which were completed in conjunction with the BHC and saw the provision of more than 80 units in perpetuity to low and moderate-income households. She noted these Agency-assisted projects, along with private residential development, have succeeded in reducing Burbank's RHNA production goals.

Ms. Frausto stated since the Agency appointed the Task Force, greater strides have been made toward meeting Burbank's affordable housing needs. She described the efforts towards each Task Force objective and stated each of these programs can be funded through a variety of funding sources including State funds, noting many of the funding sources were limited to specific activities such as land assembly, construction or subsidizing rents; and may also require fully affordable projects targeted to very low or low-income households. As a result, she stated the Agency has typically relied on two primary funding sources to support affordable housing activities: the Twenty Percent Set-Aside Funds and Federal HOME funds. She added over the next few years left in the current RHNA schedule, it is estimated that the Agency could leverage its funds to produce 75 affordable units, and noted other on-going housing activities such as the Mortgage Assistance Program (MAP), and the rehabilitation programs that do not necessarily produce units and are not included in the count.

Ms. Frausto concluded the Agency and the community would continue to see the City's progress toward creating affordable housing to meet the community's changing, affordable housing needs. She added staff would also continue to implement the objectives and programs of the Task Force.

Mr. Vander Borcht emphasized the need for the City to take advantage of any available funding opportunities through the State and Federal government.

Mr. Golonski reiterated the need for providing affordable housing and stated the City needed to continuously refine its strategy with emphasis on the home ownership program.

Mrs. Ramos requested the status of the State Housing Bonds applications and inquired as to the feasibility of corporate partnerships to provide affordable housing and Mrs. Georgino,

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Community Development Director, responded the City did not qualify for the majority of the bonds and that staff would work on incorporating the business community in the affordable housing efforts.

Regular Meeting Reconvened in Council Chambers The regular meeting of the Redevelopment Agency of the City of Burbank was reconvened at 6:32 p.m. by Ms. Murphy, Chairman.

Invocation The invocation was given by Mr. Jef Vander Borght, City of Burbank Council Member.

Flag Salute The pledge of allegiance to the flag was led by Ms. Gina Scarlata, Girls Scout.

ROLL CALL

Present- - - - - Members Golonski, Murphy, Ramos, Vander Borght and Laurell.
Absent - - - - - Members None.
Also Present - - Ms. Alvord, Executive Director; Mr. Barlow, City Attorney; Mrs. Georgino, Assistant Executive Director; and, Mrs. Campos, Secretary.

9:19 P.M. Meeting Continued Following a report and the combined oral communications, the City Council and Redevelopment Agency held a joint meeting.

Jt. Mtg. w/ City Council RA 80 Update on Community Mtg. on Re-Use of Old Buena Vista Lib. Ms. Frausto, Redevelopment Project Manager, presented a report to the Council updating them on the community meeting that was held at the end of May 2003, to receive feedback from the community on the reuse of the old Buena Vista Library site. She clarified staff was seeking feedback on two specific land use options that the Council had been reviewing for the site, single-family residential units and a childcare facility, and also provided an open forum for the community to share any other thoughts and ideas for the site. She explained staff's extensive community outreach efforts to publicize the meeting, including notices on Burbank Channel 6, the Burbank Leader and the Chamber of Commerce Journal; sending written notices to property owners and residents within a 2500 foot radius of the site and also to several Burbank civic and community organizations; and flyers placed at all

public counters. She informed the Council some participants supported the idea of constructing single family homes, while others expressed the desire to keep the existing building for a community use, and added although most participants recognized the need for childcare, there was no consensus on whether or not to use this site for a childcare facility. She stated other uses suggested by participants included: an art gallery; administrative offices and meeting space for the Girl Scouts; museum or library; senior center; community center/multi-purpose use; and, dance studio among others.

Ms. Frausto also reported on the Council's request for staff to consider a mixed-use option that incorporated a residential component along Frederic Street in a small lot/planned development scenario with a back-up childcare facility in the existing footprint of the building. She informed the Council after discussing this proposal with the project Oversight Committee, it was determined that there are too many uncertainties with operations of a back-up childcare facility, and that a smaller facility for about 25 children could not meet the greater childcare need in the community. She stated staff recommended the existing building be used for a full service childcare facility with a Family Resource Center, and added the site plan was being refined to address the primary concerns of the Oversight Committee which include: additional traffic on Frederic Street; providing a buffer along the perimeter of the site; and securing the playground areas. She stated staff would continue to work with the architectural consultant, potential childcare operators such as Knowledge Beginnings, and the project Oversight Committee to finalize plans for the full-service childcare facility and project costs.

Mrs. Ramos stated she attended the community meeting, noted the community consensus to retain the existing building and recognized the need for community meeting space, but expressed concern with maintenance/staffing/scheduling activities at the site. She indicated support for staff's recommendation.

Ms. Murphy indicated support for retaining the property for a community use to serve as many people as possible. She was not supportive of placing a community use, together with a childcare facility.

Ms. Alvord, City Manager, noted the need for more community meeting space and stated the Development and Community Services Building would include a large community component. She also stated that Robert Ovrom Park was still in the design

phase and a community meeting space could be considered at that site, too. She also stated the City was reviewing its Joint Use Agreement with the Burbank Unified School District and would consider using some school facilities for community meeting space.

Mr. Golonski requested the City Manager work with all groups who submitted discussions or made presentations to see if there were any other opportunities available to accommodate their needs.

Motion It was moved by Mrs. Ramos and seconded by Mr. Campbell that "staff be directed to explore the feasibility of a joint use including a childcare center and a family resource center."

Carried The motion carried by the following vote:

Ayes: Members Campbell, Golonski, and Ramos.

Noes: Members Vander Borcht and Murphy.

Absent: Members None.

10:13 P.M. Recess The Agency recessed at this time to allow the City Council to continue its meeting.

11:13 P.M. Reconvene The Redevelopment Agency reconvened at this time to hold a joint meeting with the City Council, Parking Authority and Youth Endowment Services Fund Board.

Jt. Mtg. w/
Council, Parking,
& YES Fund
Board
RA 42-1
Request for
Continuing FY 02
To 03 Appro. Mr. Hanway, Financial Services Director, requested approval to carry over continuing appropriations from Fiscal Year (FY) 2002-03 to the FY 2003-04 budget for the City, Redevelopment Agency, Parking Authority, and Youth Endowment Services (YES) Fund. He stated at the end of each fiscal year, departments review their budgeted appropriations and submit requests for manual carryovers (unencumbered funds) to the Financial Services Department in mid-June. He noted due to the budgetary problems that the City is projected to be facing for the next five years, it was decided that the Executive Team would review the final list and make the determination as to what carryover requests would be submitted to the Council/Agency/Authority/YES Fund Board for consideration. He explained the carryover appropriations are requested on an annual basis by the departments for a variety of reasons, but are most commonly in the following general areas: ongoing capital projects; delayed program implementation; continuing operations,

including projects and studies; outstanding invoices; and restricted dollars for a specific purpose. He added this year, some of the major carryover requests were for ongoing capital projects and include: the Chandler Bikeway Project; Avon Street Connect – Empire Beautification Project; street improvements for Bid Schedules that have been awarded and the work may or may not have commenced yet; building improvements such as the work associated with the Development and Community Services Building; and, park projects such as the Robert Ovrom Park and the Walk of Fame at George Izay Park.

Mr. Vander Borght requested clarification on the Public Works Department line item regarding bridge barrier rail replacement, and Mr. Feng, Public Works Director, noted the City was currently in non-conformance with the mandated standard height for bridge rails, and explained the funds would be used for replacing the bridge barriers on Magnolia Boulevard, Olive Avenue and Burbank Boulevard.

Mr. Vander Borght also expressed concern on the planned improvements at the Central Library considering the possible replacement of the facility, and Mrs. Cohen, Library Services Director, responded the Library was in dire need of some repairs pending the potential opening of the new library in February 2007.

Motion	It was moved by Mr. Golonski and seconded by Mr. Campbell that “the following resolutions be passed and adopted:”
City Council Reso. Adopted	City Council Resolution No. 26, 533 Amending the Fiscal Year 2003-2004 Budget for the Purpose of Continuing Appropriations from Fiscal Year 2002-2003 was adopted.
RA 42-1 Amend FY 03-04 for Continuing FY 02-03 Appro.	<u>RESOLUTION NO. R-2078:</u> A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2003-2004 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM FISCAL YEAR 2002-2003.
Parking Auth. Reso. Adopted	Parking Authority Resolution No. P-61 Amending the Fiscal Year 2003-2004 Budget for the Purpose of Continuing Appropriations from Fiscal Year 2002-03 was adopted.
YES Fund Board Reso. Adopted	Youth Endowment Services Fund Board Resolution No. Y-34 Amending the Fiscal Year 2003-2004 Budget for the Purpose of Continuing Appropriations from Fiscal Year 2002-2003 was adopted.

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Adopted	The resolutions were adopted by the following vote: Ayes: Members Campbell, Golonski, Ramos, Vander Borgh and Murphy. Noes: Members None. Absent: Members None.
Jt. Mtg. w/ Council & YES Fund Board RA 42 YES Fund Advisory Com. Funding Recommendation	Mrs. Stein, Deputy Director, Park, Recreation and Community Services Department, requested the Council, Redevelopment Agency Board and the Youth Endowment Services Fund (YES) Board approve a recommendation from the YES Grant Advisory Committee to grant awards for the Fiscal Year (FY) 2002-03 YES Fund Grant Awards Program. She stated the Program started in 1998 and since then modifications to the process and application have been recommended and approved, including the allocation of fund balances at the end of the fiscal year to the Robert Ovrom Park project. She added for the FY 2002-03, \$320,719 was available and requested approval for 16 projects for a combined total of 241,640 including: \$12,683 to the Burbank Family YMCA for child care facility improvements; \$16,104 to Jordan Middle School for auditorium improvements; \$9,007 to the Burbank Little League for athletic field improvements; \$13,000 to Jefferson Elementary School for a shade structure; \$25,000 to Luther Burbank Middle School for a lunch shelter; \$10,000 to John Burroughs High School for a girls softball batting cage; \$5,626 to Disney Elementary School for a sound system; \$6,000 to the City of Burbank Park, Recreation and Community Services Department for repairing the Olive Recreation Center dance floor; \$1,250 to the Burbank Tennis Center for a storage shed; \$15,000 to the Burbank Unified School District (BUSD) for field improvements at John Burroughs High School, \$10,000 for lighting at Burbank High School, \$10,000 to replace light fixtures at the John Burroughs High School baseball field, \$8,000 to replace light fixtures at the John Burroughs High School tennis courts, and \$10,000 to replace light fixtures at John Burroughs High School Memorial Field; \$45,000 to the Park, Recreation and Community Services Department to install new playground equipment at Robert Lundigan Park, and \$45,000 to install new playground equipment at Vickroy Park; with the remaining \$79,049 to be allocated to the Robert Ovrom Park project for a total appropriation of \$320,719.
Motion	It was moved by Mrs. Ramos and seconded by Mr. Vander Borgh that "the following resolutions be passed and adopted:"
City Council Reso. Adopted	City Council Resolution No. 26,534 Authorizing Certain Youth Endowment Services Expenditures was adopted.

RA 42 RESOLUTION NO. R-2079:
Authorized YES A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY
Expenditures OF BURBANK AUTHORIZING CERTAIN YOUTH ENDOWMENT
 SERVICES EXPENDITURES.

YES Fund Board Youth Endowment Services Fund Board Resolution No. Y-35
Reso. Adopted Approving Grant Awards of YES Funds to Five Recipients and
 Amending Fiscal Year 2002-2003 Budget for the Purpose of
 Appropriating Funds for the YES Fund Grant Recipients was adopted.

Adopted The resolutions were adopted by the following vote:

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

Noes: Members None.

Absent: Members None.

11:27 P.M. The Agency recessed at this time to permit the City Council to
Recess continue its meeting. The Agency reconvened at 11:32 p.m. for
 public comment with all members present.

11:41 P.M. There being no further business to come before the Agency, the
Adjournment meeting was adjourned at 11:41 p.m.

Secretary

APPROVED SEPTEMBER 16, 2003

Chairperson