

BURBANK REDEVELOPMENT AGENCY  
OCTOBER 28, 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 6:33 p.m. by Ms. Murphy, Chairman.

Invocation           The invocation was given by Pastor Ron White, American Lutheran Church.

Flag                   The pledge of allegiance to the flag was led by David Peterson,  
Salute                 Supervising Librarian.

ROLL CALL

Present- - - - -       Members Golonski, Ramos, Vander Borgh and Murphy.

Absent - - - - -       Member Campbell.

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

7:54 P.M.  
Meeting               Following the combined oral communications, the Redevelopment  
Continued             Agency and the Council held a joint meeting.

7:54 P.M.  
Jt. Mtg. w/  
Council               Mr. Lynch, Senior Redevelopment Project Manager, reported that  
RA 42                 Proposition 46, the Housing and Emergency Shelter Trust Fund Act  
RA 50                 (Trust Fund) was approved by voters statewide in 2002 to address  
Jobs Housing         California's growing housing crisis. He added that part of the Trust  
Balance Incentive    Fund is a \$25 million Jobs Housing Balance Incentive Grant  
Grant Prog. for       Program offered to local governments who have submitted an  
Cottages             approved Housing Element, and demonstrated a 12 percent  
Childcare Center     increase in the number of building permits issued for housing during  
                          the 2001 calendar year compared to the average of the previous  
                          three years.

Mr. Lynch informed the Council that the City applied for grant funds based on the State formula, which allows for an award of up to \$451,100. He clarified that the funds can be used for capital improvements that serve the community, including childcare and community centers. He stated that the City's original application requested funds to construct the proposed Peyton-Grismer Activity Center, and added that in June 2003 the State accepted the City's application, however, because the State received applications in excess of the amount of funding available, Burbank's award was reduced to \$397,757. He also stated that subsequently, due to funding constraints imposed by the grant, the City modified its application to redirect the funds toward the Cottages Housing and Childcare Center Project, located in the Golden State

Redevelopment Project Area, which includes a 92-space childcare center and 20 small-lot single family homes. He noted that the Cottages Childcare Center is currently under construction and is anticipated to be completed in January 2004.

Mr. Lynch concluded with staff's recommendation that the Council appropriate \$397,757 from the 20% Set-Aside Affordable Housing Account for the Peyton-Grismer Project to backfill the transfer of the grant funds. He informed the Council that the 20% Set-Aside Account recently received \$412,000 in unanticipated revenue from the Agency's profit participation in the housing portion of the Cottages Housing and Childcare Center Project. He added that the Agency will be saving \$397,757 in Golden State Redevelopment Project Area funds that were initially used to fund the Cottages Childcare Center Project.

Motion It was moved by Mr. Vander Borgh and seconded by Mr. Golonski that "the following resolutions be passed and adopted:"

City Council Reso. Adopted City Council Resolution No. 26,576 Accepting the Job Housing Balance Grant, Amending the Fiscal Year 2003-2004 Budget for the Purpose of Receiving and Appropriating Job Housing Balance Grant Funds in the Amount of \$397,797.00 for the Cottages Childcare Center, and Approving a Cooperation Agreement with the Redevelopment Agency of the City of Burbank was adopted.

RA 42  
RA 50  
Amend FY03-04  
Budget for Job  
Housing Balance  
Grant Funds for  
Cottages  
Childcare Center  
Proj. & Approved  
Coop. Agrmt. w/  
City

RESOLUTION NO. R-2088:  
A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2003-2004 BUDGET FOR THE PURPOSE OF RECEIVING AND APPROPRIATING JOB HOUSING BALANCE GRANT FUNDS IN THE AMOUNT OF \$397,797.00 FOR THE COTTAGES CHILDCARE CENTER PROJECT AND APPROVING A COOPERATION AGREEMENT WITH THE CITY OF BURBANK.

Adopted The resolutions were adopted by the following vote:

Ayes: Members Golonski, Ramos, Vander Borgh and Murphy.  
Noes: Members None.  
Absent: Member Campbell.

7:58 P.M.  
Jt. Mtg. w/  
Council  
RA 40  
Property-Based  
Business Improv.  
District Board  
Selection

Mr. Lynch, Senior Redevelopment Project Manager, reported that as part of the Council and Redevelopment Agency (Agency) efforts to improve the Downtown, the Council initiated the formation of a Property-Based Business Improvement District (P-BID) to fund a variety of improvements in partnership with Downtown Burbank property owners. He added that the Management District Plan (Plan) was developed and approved in July 2003 which outlined the major components of the P-BID including: the boundaries; the service plan and budget; the assessment formula; the governance of the organization; and various upgrades such as smart parking, wayfinding signage, street/paseo upgrades and holiday decorations. He also stated that included in the Plan are measures for improved maintenance and security, promotions, advertising, special events and administrative procedures.

Mr. Lynch stated that in June 2003, the Council approved the initiation of proceedings and ballots were sent out to all property owners within the proposed district to vote on whether to approve the formation of the P-BID. He added that on July 22, 2003, the Council accepted the ballots and approved the P-BID with 82 percent of the ballots from property owners in favor of the P-BID.

Mr. Lynch explained that when the P-BID was approved, the Council also approved the proposed make-up of the P-BID Board. He noted that the Plan states that the Board of Directors of the organization will be comprised of an eleven-member board representing large and small property owners, the Village District, the City and Redevelopment Agency, the Media City Center, IKEA, small business owners, residents and nonprofit organizations in the Downtown area. He informed the Council that staff began advertising for applications for the P-BID Board on October 7, 2003. To that effect, he stated that letters were sent to all stakeholders and property owners, a press release was sent to all local papers including The Leader and Daily News, and announcements were made at two Council meetings. He added that the deadline for submitting applications to the City Clerk's office was October 16, 2003 at 5:00 pm., that 11 applications were received for the nine positions, and noted that applicants who qualify for more than one category may be listed more than once.

Mr. Lynch concluded that once selected, staff will promptly schedule a meeting to set up by-laws, brief the Board on various programs and activities, and enter into a contract with the City to administer funds levied by the City on the District. He stated that staff anticipates returning with the contract in December 2003.

10/28/03

Motion It was moved by Mr. Golonski and seconded by Mrs. Ramos that "the following applicants in the categories where there were as many applicants as the positions be appointed to the Property-Based Business Improvement District: Mary Alvord and Sue Georgino representing the City and Redevelopment Agency; Yumiko Carr and James O'Neil representing IKEA and the Media City Centre Mall, respectively; Michael Cusumano representing Large Property Owners; and, YMCA Board President Lisa Rawlins, a Non-Voting Board Member, representing a Non-Profit Entity."

Carried The motion was carried by the following vote:

Ayes: Members Golonski, Ramos, Vander Borgh and Murphy.  
Noes: Members None.  
Absent: Member Campbell.

Following a vote of the Council, the following applicants were also appointed to the Property-Based Business Improvement District: Anthony Delcau and Morris Goodstein representing the Village Area; Paul Ehre, At Large Board Member/Small Business Owner; Michael Wilford, a Non-Voting Board Member, representing Burbank Residents; and, Raymond Adams, representing Small Property Owners.

Motion It was moved by Mrs. Ramos and seconded by Mr. Vander Borgh that the following items on the consent calendar be approved as recommended."

Minutes Approved The minutes for the regular meetings of September 23, September 30, October 7 and October 14, 2003 were approved as submitted.

RA 43 RESOLUTION NO. R-2089:  
Agrmt. w/Jewish A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY  
Family Services OF BURBANK AUTHORIZING THE EXECUTION OF AN AGREEMENT  
Relating to HOME WITH JEWISH FAMILY SERVICES RELATING TO THE HOME  
Secure Program SECURE PROGRAM.

Adopted The consent calendar was adopted by the following vote:

Ayes: Members Golonski, Ramos, Vander Borgh and Murphy.  
Noes: Members None.

10/28/03

Absent: Member Campbell.

8:07 P.M.  
Recess                    The Agency recessed at this time to permit the City Council to continue its meeting. The Agency reconvened at 8:38 p.m. for public comment with all members present.

8:39 P.M.  
Adjournment            There being no further business to come before the Agency, the meeting was adjourned at 8:39 p.m.

\_\_\_\_\_  
s/Margarita Campos  
Secretary

APPROVED NOVEMBER 25, 2003

\_\_\_\_\_  
s/Stacey Murphy  
Chairperson