

MEMORANDUM



FINANCIAL SERVICES DEPARTMENT

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director

SUBJECT: Budget Discussion Papers

BACKGROUND

During the budget study session held on May 9, 2023, the City Council requested additional information (Discussion Papers) on several items related to the Budget.

The following is a summary of the discussion paper requests that are attached:

No.	Dept.	Subject
1	CAO/CDD	Addition of a Landlord-Tenant Dispute Resolution Program
2	CM	Addition of a Legislative Analyst in the City Manager's Office and Expansion of the Scope of Services for the City's Current State Legislative Advocacy Group
3	CDD	Expansion of Homeless Outreach Services
4	CDD	Emergency Solutions Grant for Security Deposit Assistance to Renters; or Similar Service Provider City Funded Program
5	FD	Transitioning EMS Membership Program from "Opt-In" to "Opt-Out"
6	FD	Introduction of a Mobile Integrated Health Model into the Burbank Fire Department
7	P&R	Information on Burbank's Reforestation Strategy
8	P&R	Funding Options for the Burbank Historical Society 50th Anniversary Event

Additionally, the following discussion papers were included in the Proposed Budget binder and previously made available for City Council consideration:

No.	Dept.	Subject
9	BWP	Options to Expand Upon Existing Revenue Resources as an Alternative to Rate Increases
10	CAO	Addition of a Senior Assistant City Attorney Position
11	CDD	Addition of a Housing Development Manager
12	LB	Creation of an Additional Administrative Analyst I Position to Enhance Sister City Activities
13	PD	Community Service Officer Program
14	PW/CDD	Community Development and Public Works Requests to Support Long-Range Land Use Planning

MEMORANDUM



CITY ATTORNEY'S OFFICE

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Joseph H. McDougall, City Attorney

SUBJECT: Budget Discussion Paper: Landlord-Tenant Dispute Resolution Program

INTRODUCTION

During the May 9, 2023 Budget Study Session, the City Council directed the City Attorney's Office to explore offering mediation services geared towards resolving landlord-tenant disputes. Mediation services (a voluntary form of dispute resolution in which a neutral third-party mediator without authority to impose a certain outcome attempts to assist both parties in resolving their legal disputes) could be provided by an attorney employed by the City, under contract with a private attorney, or under contract with some other private entity such as a nonprofit legal aid organization.¹ Intake and referrals would likely be coordinated by the City's housing staff.

DISCUSSION

Mediation can be a low-cost option to resolve landlord-tenant disputes and avoid litigation. While the idea of City-provided mediation services may sound like a solution to landlord-tenant disputes, it is important to also understand the limitations. Mediators do not have authority to issue decisions or impose a specific outcome. A successful mediation requires both parties involved in a dispute to first voluntarily agree to mediation, participate meaningfully with a mediator, and finally to come to an agreement. If a party refuses to mediate or abide by the terms of the agreement reached in mediation, neither the mediator, the City Attorney's Office, nor the courts will have the jurisdiction to carry out enforcement. As such, mediation is not a substitute for seeking the advice of an attorney or a guaranteed solution for either party and any delay a party experiences while going through the mediation process could potentially negatively impact their right to seek an enforceable legal solution. Nonetheless, in discussing dispute resolution programs

¹ We do not recommend providing mediation through a non-lawyer given the specialized nature of landlord-tenant law and the necessity to understand the legal options and consequences available to landlords and tenants in mediating their disputes.

with other cities, it has been noted that these programs are generally well-received by constituents and have the potential to be very successful.

The City Attorney's Office reviewed surrounding cities' landlord-tenant dispute resolution approaches to identify a program that might be used as a model. The review established that no existing programs offer mediation services for landlord-tenant disputes internally by city attorneys, and most refer out to non-profit organizations as described below:

City of Glendale: Sought to create a mediation services program in 2019 and should have a recommendation ready within the next two months.

City of Hawthorne: Offered mediation and arbitration services by referring out to the South Bay Center for Dispute Resolution, however, the program ended in February 2022.

City of Los Angeles: Refers landlord-tenant disputes to volunteer mediators. Community members can become volunteer mediators by completing a 40-hour basic mediation training course and background check.

Town of Los Gatos: Contracts with non-profit organization, Project Sentinel, to provide rental dispute resolution services, as required by the Town's Rental Dispute Mediation and Arbitration Ordinance. Project Sentinel is a region-specific non-profit organization serving the Bay Area and Central Valley.

City of Pasadena: Offers an in-house community mediation program, however, does not include landlord-tenant disputes as this area of law is very specialized. Instead, landlord-tenant disputes in need of mediation are referred to the Housing Rights Center, a local non-profit organization, in a manner similar to how Burbank conducts tenant referrals.

FISCAL IMPACT

The City's cost to provide mediation services in-house would be the cost of a new attorney position, and likely an additional CDD housing staff member at the Administrative Analyst II level. The City Attorney's Office recommends that attorney be a Senior Assistant City Attorney to enable the City to attract a candidate with sufficient knowledge and expertise in landlord-tenant law, who can effectively mediate between the landlord, tenant and their respective legal counsel, and persuade the parties as to the implications and legal consequences of failing to reach an agreement in mediation. The annual cost for a senior attorney is \$233,614. The cost to add an additional Administrative Analyst II housing staff member is \$114,864. Adding a new attorney position would enable the City to expand mediation services beyond landlord-tenant disputes to include other community grievances such as business or neighbor disputes. As well, when not conducting mediations, this position would be available to assist with other housing matters, and work on other City work program matters and City Council initiatives. While it may be possible to provide some mediation services with the addition of a part-time attorney, recruiting and retaining an attorney that wants to work part-time is more difficult than recruiting full-time attorneys, which could delay or disrupt continuity of any mediation program.

Another option would be to contract a professional mediator to carry out this service. The cost of a professional mediator can range from \$250-\$500 an hour², which is two to four times the hourly cost of the City's in-house legal staff. Further, most private mediators require a minimum of two hours per mediation and/or schedule only half-day or full-day sessions. In the City's experience professional mediation services for civil litigation range from \$7,500 to \$10,000 per full-day of mediation. However, the number of potential mediations is unknown. If the number of disputes that qualify for mediation is relatively low, paying private counsel to mediate could result in costs savings over a new full-time in-house senior attorney position.

Under the Los Gatos model, the City would contract with a non-profit organization that would provide mediation services at an affordable cost to the City. Unfortunately, one of the major local non-profit organizations, Housing Rights Center (HRC), does not presently offer contract mediation services, nor do they have the capacity to do so. However, HRC is willing to consider creating a possible mediation program to serve the City depending upon the scope of work and adequate funding. The City Attorney's Office is also exploring what options may be available with the County of Los Angeles.

Whichever option is selected, intake and referrals would be best handled by the Community Development Department's housing staff who regularly coordinate housing programs, rental assistance, and case referrals to the Landlord Tenant Commission, and provide other resources to the City's renters and future residents. However, any of the mediation options will increase CDD's workload and require additional housing staff and resources to coordinate and implement.

CONCLUSION

The City Attorney's Office requests direction as to whether Council wishes to offer a landlord-tenant mediation program and, if so, which option Council prefers to pursue. Creating an in-house mediation program will cost the City \$348,478 per year on a recurring basis. A pilot program utilizing outside mediators could be initiated with a one-time budget appropriation for legal services, but additional housing staff would still be required to coordinate and implement the program. Staff recommends that a pilot program be funded with at least \$150,000 to cover the costs of implementation. The pilot program will be coordinated with the Community Development Department and geared toward providing mediation services for landlord-tenant disputes by partnering with a non-profit organization or hiring a private mediation firm.

² During the COVID-19 Pandemic, the Chamber of Commerce purportedly partnered with a private law firm to offer discounted commercial landlord-tenant mediation services for approximately \$550 for an initial 2-hour mediation session. This is far below market rates for private mediation services.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Marcos Gonzalez, Housing Development Manager

SUBJECT: Budget Discussion Paper: Expansion of Homeless Outreach Services

INTRODUCTION

At the City Council Meeting on May 9, 2023, Council Member Mullins requested a budget discussion paper on the feasibility of expanding the social outreach services provided by Streetplus Company L.L.C (Streetplus). Streetplus is a purveyor of services that ensure the City maintains clean, safe, and hospitable neighborhoods through business district ambassadors and social outreach support.

BACKGROUND

Various challenges exist for people experiencing unsheltered homelessness, including meeting physiological, shelter, safety, and psychological needs. As described in the Council approved five-year (2022-2027) Homelessness Plan, access, outreach, and engagement is a multi-layered strategy to reduce the number of Burbank's unsheltered homeless population identified in the 2022 Los Angeles County Homeless Count by 50% before the end of 2027. To reduce entries into chronic homelessness and increase the number of people in housing placements, the City continues to implement proactive, coordinated, and human-centered responses in our outreach that includes access to services. Currently, the City relies heavily on new and renewal funding to meet these expectations through Streetplus and other homeless service partners.

DISCUSSION

Streetplus Service Overview

Burbank's homeless outreach strategy implemented by Streetplus encompasses consistent outreach to people experiencing homelessness. This strategy attempts to develop a rapport by offering services as many times as necessary. Currently the City has three contracts with Streetplus. One of these is paid for by the Downtown Business

Improvement District as part of their Ambassador Program. The hours of operation include Monday through Thursday from 8:00 a.m. to 8:00 p.m. and Friday through Sunday from 11:00 a.m. to 11:00 p.m. During the hours of operation, there are two Ambassadors that patrol the Downtown areas, helping visitors, ensuring cleanliness of tables and seating areas, and providing general assistance to the businesses. The second contract is through our Transportation Division, funded by Proposition A - Local Return, which funds one Public Safety Ambassador who patrols our Downtown Burbank Metrolink Station 24-hours a day, seven days a week, and may act as a back up to Downtown if necessary. Lastly, Streetplus is also contracted to provide two Homeless Services Liaisons that provide outreach, intakes, and support to housing and services to people experiencing homelessness citywide Monday through Friday 8:00 a.m. to 5:00 p.m. and Thursday through Sunday 11:00 a.m. to 8:00 p.m. The Homeless Services Liaisons are funded by a grant and the General Fund. The total cost for all these services is \$583,121 annually.

The City can consider two options in expanding outreach services to cover longer hours on weekdays/weekends, and/or concentrate efforts in hot spots known for encampments or frequent calls for service. The options include either hiring: 1) a third-party subrecipient like Streetplus or 2) a contractor (a sole proprietor). The services associated under each option would be enhanced to include the delivery of a case management to the unhoused that are service resistant, chronically homeless, and/or with underlying health and behavioral diagnosed or undiagnosed conditions. Regardless of the option, the goal is to have more boots on the ground, monitor our progress, and make any necessary adjustments when needed.

Option One: Homeless Outreach Expansion – Streetplus

Streetplus has the ability to hire, train, and supervise a third full-time Homeless Service Liaison. The work hours and days could be negotiated to cover the gaps in services. The total cost of adding a Homeless Services Liaison is approximately \$100,000, which includes salary, benefits, overhead, and training.

Option Two: Homeless Outreach Expansion – Contractor

The second option is the hiring of a contractor (a sole proprietor) to supplement the existing outreach services and fill the coverage gaps. Under a contractor position, the City would have the ability to hire an experienced case manager for the expanded outreach services. The total cost is approximately \$114,000. The responsibilities and duties would focus on outreach as supervised by City staff.

Under each option there are advantages and disadvantages to consider. Below is a comparison of services and the ramp-up that comes with each option. The purpose is to help assess a suitable option now or in the future.

Homeless Outreach Expansion Comparisons

Services	Streetplus	Contractor
Flexible work schedule	X	X
Limited liability to the City	X	X
Ability to quickly hire and train	X	
Direct supervision of the individual by City Staff		X
Access to the City's system network		X
Lower overhead for equipment and training		X
Communication privileges with City Departments		X

Staff would recommend hiring a contractor as they would be more closely embedded with the existing city staff and gain a more global understanding of City services, our standing relationships with outside agencies, and outreach methods.

FISCAL IMPACT

Funded out of the General Fund, the cost of the expanded outreach services ranges from \$100,000 to \$114,000 for fiscal year 2023-2024. Either funding option can be limited to 12 months in one-time money, but up to five years, to be in sync with the City's Homelessness Plan. Furthermore, when the Homelessness Plan is updated in 2028, the expanded homeless outreach services can be re-evaluated as part of the new plan. To recruit a suitable and experienced case manager, projected funding for this service should range anywhere from three to five years.

CONCLUSION

The expansion of homeless outreach will further enhance the City's ability to meet people where they are by deploying trained professionals quickly. Through consistent outreach and collaboration with our nonprofits and regional partners, we can all work together for a safe, beautiful, and thriving community for all residents of Burbank.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 15, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Maribel Leyland, Housing Authority Manager

SUBJECT: Budget Discussion Paper: Emergency Solutions Grant for Security Deposit Assistance to Renters; or Similar Service Provider City Funded Program

INTRODUCTION

At the City Council meeting on May 9, 2023, Councilmember Takahashi requested information on the Emergency Solutions Grant (ESG) program as a possible funding source for a security deposit program. This memorandum summarizes the ESG federal program and the City of Burbank Rapid Re-Housing (RRH) Program currently in place for Burbank.

BACKGROUND

The federal Emergency Solutions Grant or ESG provides funds for a variety of activities to address homelessness. It is authorized by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The U.S. Department of Housing and Urban Development (HUD) provides grants to States, cities, and counties who are deemed “entitlement recipients” under ESG program provisions.¹ In addition, the California Department of Housing and Community Development (HCD) receives and administers funds for non-entitlement recipients and allocates those funds to Continuums of Care (CoC).² The City of Burbank is not deemed an entitlement recipient of ESG nor are we a Continuum of Care. For additional details on this federal program, please see the ESG fact sheet (Attachment 1).

DISCUSSION

Home Again L.A. (HALA) administers Burbank’s RRH Program that includes a security deposit component. The program is funded with the City’s Permanent Local Housing Allocation (PLHA) through state funds awarded to the City.³ This is year two of a five-year RRH program approved

¹ Title 24, Code of Federal Regulations Part 576.2

² HCD ESG Program information Link - <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>.

³ The PLHA program is funded by Senate Bill 2 that became effective January 2018, and was part of a 15-bill housing package aimed at addressing the State’s housing shortage and high housing costs. Specifically, it

by the City Council for use of PLHA funds. HALA is the selected service provider for the RRH program due to their years of experience in administering this type of program that includes security deposit assistance as necessary. The program used to be funded by the Community Development Block Grant (CDBG) program in prior years. However, with PLHA funds available, CDBG funds are instead utilized for other critical programs in the city. The current RRH provides rental assistance to extremely-low income, homeless households, and those at risk of homelessness for up to six months; along with case management to assist households with education and training in financial stability; and a security deposit if necessary. The RRH flyer is attached for reference (Attachment 2).

HALA is also a homeless service provider in Service Planning Area (SPA) 2.⁴ They are a subrecipient of different funding sources for the area – including ESG and California Emergency Solutions and Housing Grants (CESH). Those funding sources have income and jurisdictional boundary limits, and HALA leverages those funds to assist Burbank households as appropriate. As previously noted, Burbank does not qualify for federal ESG funds, and CESH funds go directly to a Continuum of Care (CoC) for award. For Burbank, the CoC is the Los Angeles Homeless Services Authority (LAHSA). When CESH funds are available, those funds are awarded by LAHSA on a competitive basis. Burbank has and will continue to apply to those funds.⁵

Should the department's additional staff requests be approved for the Fiscal Year (FY) 2023-2024 budget, those positions will be critical for grant writing to LAHSA (and any other federal, state, or local programs); and for the implementation of future grant funds received. Future funds could augment existing programs for homeless or at risk of homelessness households; and/or create new programs for the Burbank community as outlined in the council adopted Homelessness Plan.

CONCLUSION

While the City is not eligible for ESG funds, there are other funds available through grants and other local, state, and federal programs. Additional staff is necessary to research and apply for funds to augment or create new programs for the Burbank community. As discussed during the May 9, 2023, budget study session, Community Development Block Grant Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV) funds were utilized to provide emergency rental and security deposit assistance in the city during the Covid-19 Pandemic (also administered by HALA). A total of \$667,171 was utilized to assist 265 households with emergency rental assistance and security deposits. This pandemic related effort required extensive staff time and coordination with HALA to implement and expend all available funds. The positions requested in FY 2023-2024 are required to write grants for all available funds including Los Angeles County, federal, state, and other grants for homelessness and housing programs. Those positions are

establishes a permanent source of funding intended to increase the affordable housing stock in California. The revenue from SB 2 will vary from year to year, as revenue is dependent on real estate transactions with fluctuating activity. Burbank has applied to and received PLHA funds for years 1 and 2. The year 3 application is expected later this year, and Burbank will apply.

4 The greater Los Angeles region is broken up into eight Service Planning Areas (SPAs), with Burbank falling into SPA 2. Due to the large size of LA County (4,300 square miles) it has been divided into eight areas that allows the Los Angeles Continuum of Care to develop and provide more relevant services, support, and coordination through 900+ agencies and programs.

5 Through a joint competitive application with HALA, HALA was pre-selected to receive an award of \$227,141 for three years for rapid rehousing. The final award notification and contract has not been received to formally announce this award.

critical for researching and writing grants, grant reporting (a major component of grant funds), implementing quality assurance measures, and the management of contracts with service providers.

ATTACHMENTS

Attachment 1 – Emergency Solutions Grant (ESG) Fact Sheet

Attachment 2 – Rapid Rehousing Program Flyer



Emergency Solutions Grants (ESG) Program

U.S. Department of Housing and Urban Development, Office of Community Planning and Development
Office of Special Needs Assistance Programs, 451 7th Street SW, Room 7262 Washington, DC 20410

CFDA Number: 14.231

OBJECTIVES

The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

For more information and resources about ESG, go to the HUD Exchange website at HUDEXchange.info

GRANT AMOUNTS

FY 2019 Allocation: \$280 million

- States total: \$139,063,295
- Urban Counties total: \$36,269,433
- Metro Cities total: \$104,107,272
- Territories total: \$560,000

Eligible Recipients (366)

- States: 51 (including Puerto Rico)
- Metropolitan Cities: 196
- Urban Counties: 115
- U.S. Territories: 4

RECIPIENTS & SUBRECIPIENTS

Eligible recipients generally consist of states, metropolitan cities, urban counties, and territories, as defined in 24 CFR 576.2.

Each recipient must consult with the local Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

State recipients must subgrant all of their ESG funds (except the amount for its administrative costs and HMIS costs, if applicable) to units of general purpose local government and/or private nonprofit organizations.

Metropolitan cities, urban counties and territories may subgrant ESG funds to private nonprofit organizations.

Local governments (whether recipients or subrecipients) may also subgrant ESG funds to public housing agencies and local redevelopment authorities.

CITATIONS

Statute: Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 *et seq.*) **Regulations:** 24 CFR Part 576.

ELIGIBLE PROGRAM COMPONENTS

1. Street Outreach

Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.

2. Emergency Shelter

Renovation of a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation). Note: Property acquisition and new construction are ineligible.

Essential Services for individuals and families in emergency shelter. Component services generally consist of case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation.

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings.

Relocation assistance for persons displaced by a project assisted with ESG funds.

For specific requirements and eligible costs, see 24 CFR 576.102.

3. Homelessness Prevention

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

4. Rapid Re-Housing

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help

individuals or families living in an emergency shelter or other place described in paragraph (1) of the “homeless” definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.

5. HMIS

Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.

Administration

Up to 7.5% of a recipient's fiscal year grant can be used for administrative activities, such as general management, oversight, coordination, and reporting on the program. State recipients must share administrative funds with their local government subrecipients and may share administrative funds with their nonprofit subrecipients. For specific requirements and eligible costs, see 24 CFR 576.108.

ALLOCATION FORMULA

HUD will set aside for allocation to the territories up to 0.2%, but not less than 0.1%, of the total fiscal year appropriation. The remainder will be allocated to States, metropolitan cities, and urban counties. The percentage allocated to each State, metropolitan city, and urban county will equal the percentage of the total amount available under section 106 of the Housing and Community Development Act of 1974 for the prior fiscal year that was allocated to the State, metropolitan city or urban county. If an allocation to a metropolitan city or urban county would be less than 0.05% of the total fiscal year appropriation for ESG, the amount is added to the allocation of the State in which the city or county is located. For more on the ESG formula, see 24 CFR 576.3.

MATCH

Metropolitan city and urban county recipients must match grant funds with an equal amount of contributions, which may include cash, donated buildings or materials, and volunteer services.

States must match all but \$100,000 of their awards, but must pass on the benefits of that \$100,000 exception to their subrecipients that are least capable of providing matching amounts.

Territories are exempt from the match requirement.

For the specific match requirements, see 24 CFR 576.201.

OBLIGATION & EXPENDITURE DEADLINES

Metropolitan cities, urban counties and territories must obligate all funds, except funds for administrative costs, within 180 days after HUD signs the grant agreement.

States must obligate all funds, except funds for administrative costs, within 60 days after HUD signs the grant agreement. Within 120 days after the State obligates funds to a local government, the local government must obligate all its funds.

All grant funds must be expended within 24 months after HUD signs the grant agreement with the recipient.

Further obligation and expenditure requirements are specified at 24 CFR 576.203.

CONSOLIDATED PLAN

Eligible recipients apply through the Consolidated Planning process, which requires jurisdictions to assess homeless assistance and housing needs, examine available resources, set 3-5 year strategies, and develop annual action plans. Plan preparation must include citizen participation and consultation with the local Continuum(s) of Care and other organizations. Each jurisdiction should submit its Consolidated Plan to HUD at least 45 days before the jurisdiction's program year begins as provided under 24 CFR Part 91. For specific planning and submission requirements, see 24 CFR part 91 and 576.200.

REPORTS

Annual performance reports must be submitted in accordance with 24 CFR 91.520 and are due 90 days after the jurisdiction's program year ends. Recipients also have other reporting requirements under 24 CFR 576.500(aa).



Home Again

LOS ANGELES



PLHA Burbank Rapid Rehousing

Participants must be homeless or at-risk of being homeless, or behind on rent, and extremely low income.

Please refer to the chart below.

Number of Persons in Household:		1	2	3	4	5	6	7	8
Los Angeles County Area Median Income: \$91,100	Acutely Low	9550	10900	12300	13650	14750	15850	16950	18000
	Extremely Low	25050	28600	32200	35750	38650	41500	44350	47200
	Very Low Income	41700	47650	53600	59550	64350	69100	73850	78650
	Low Income	66750	76250	85800	95300	102950	110550	118200	125800
	Median Income	63750	72900	82000	91100	98400	105700	112950	120250
	Moderate Income	76500	87450	98350	109300	118050	126800	135550	144300

The program will provide a maximum of six months of rental assistance. Not to exceed \$1,375 per month. Participants will be required to pay 30% of their income towards rent.

For more information, please call 818-562-7778 or email Tatiana@HomeAgainLA.org

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Judie Wilke, Assistant City Manager
By: Viviana Garzon, MPA, Administrative Analyst II

SUBJECT: Budget Discussion Paper: Addition of a Legislative Analyst in the City Manager's Office and Expansion of the Scope of Services for the City's Current State Legislative Advocacy Group

BACKGROUND

At the May 9, 2023, City Council meeting, in an effort to be more proactive when it comes to State legislation, Council Member Mullins requested a budget discussion paper on the addition of a Legislative Analyst in the City Manager's Office and Council Member Perez requested staff include an analysis of increasing the Scope of Services to the existing contract with Emanuel Jones & Associates (EJA), the City's current state legislative advocacy service group.

DISCUSSION

Legislative Analyst

The City has an approved classification for the position of Legislative Analyst and currently there is one Legislative Analyst in the City that works in the Burbank Water & Power Department. The Legislative Analyst's responsibilities include managing an effective legislative outreach program, coordinating action on all legislative and regulatory matters that may impact the City's interest including, but not limited to, energy, water, and telecommunications; and recommending positions and strategies in response to legislative and regulatory issues at the state and federal level.

A Legislative Analyst provides significant value by supporting legislative analysis, tracking, and advocacy efforts. They also provide valuable assistance to City staff and Council Members in monitoring and analyzing legislation at the state and federal levels. In addition, the Legislative Analyst can help the City and Council stay informed and

engaged in legislative matters that affect the community, while also identifying potential opportunities for the City to advance its legislative priorities as presented in the annual Council adopted Legislative Platform. The total salary with benefits for a Legislative Analyst is between \$114,265 and \$152,872.

Increasing the Scope of Services to the existing contract with Emanuel Jones & Associates

EJA is a state legislative advocacy service group that has represented the City of Burbank since 1999. The firm is conveniently based in Sacramento, California, which is the center of the state's legislative activity. Staff at EJA provide the City with legislative and regulatory monitoring, analysis, and advocacy. EJA provides valuable assistance to staff in all areas related to legislation as well as communicating with key stakeholders; there has been a significant amount of State legislation impacting local governments over the past years and it is difficult for one staff to be aware of all of it. An increase in the Scope of Services could provide the City with more support in this area at a smaller cost compared to hiring additional staff.

Proposed changes to the current Scope of Services could include the addition of:

- Three in person presentations to City Council per year. Currently, there is one legislative update included in the contract. This would increase the number of in-person legislative updates to City Council from one to four per year at key periods during the legislative process.
- Monthly written legislative update reports to City Council.
- Three virtual legislative workshops (1 hour each) for Council Members (no more than 2 Council Members per meeting; optional meeting for Council) and key staff to outline the legislative process, important dates, timing of committee actions, how things work in Sacramento, bill updates, state budget updates, etc.
- One intensive 2-hour virtual workshop with the City's executive team and/or key staff in October to help draft the upcoming Legislative Platform and share insight into existing and potential State legislation for the following year.

EJA's current annual contract is \$57,000. These changes would increase the contract with the City by approximately \$7,000 per year.

FISCAL IMPACT

The recurring annual cost of a Legislative Analyst position is \$114,265.74 – \$152,872. The recurring annual cost to increase the Scope of Services for the City's current state lobbying group is approximately \$7,000.

CONCLUSION

Having a dedicated position to focus on both the state and federal legislation for the whole City does have its benefits. However, at this time staff recommends Council consider increasing the annual budget for the City's contract with EJA by \$7,000. EJA's contract is

on an annual basis and staff can re-evaluate in one year. EJA's existing relationship with the City and their expertise in state legislative advocacy make them well-suited to provide the City with valuable assistance in monitoring, analyzing, and advocating for legislative and regulatory matters that affect Burbank's interests.

MEMORANDUM



FIRE DEPARTMENT

DATE: May 15, 2023

TO: Justin Hess, City Manager

FROM: Eric Garcia, Fire Chief
BY: Sana Arakelian, Fire Administrator

SUBJECT: Budget Discussion Paper: Transitioning Emergency Medical Services Membership Program From “Opt-In” to “Opt-Out”

BACKGROUND

At the May 9, 2023 City Council Meeting, Council Member Takahashi requested a discussion paper regarding the feasibility of requiring citywide participation in the Emergency Medical Services Membership Program (Program) with an “opt-out” ability.

DISCUSSION

The Program was created in 1997 to provide Burbank residents financial relief from the increasing cost of emergency medical services (EMS) during a time when 911 prehospital care service delivery was still a relatively new concept. At inception, the Program was projected to become an additional source of revenue to offset the growing cost of EMS, with staff anticipating a 30% household enrollment rate. Currently, of the 43,044 households in Burbank, 4,045 or 9% are enrolled in the program. The Program is not a major source of revenue, as the revenues received offset the write down cost of dismissing EMS bills for patients that participate in the program.

The Burbank Fire Department (BFD) in collaboration with the City Attorney’s Office (CAO), Finance Department and Willdan Financial Services has evaluated the feasibility of transitioning the existing EMS Membership Program from “opt-in” to “opt-out” and determined that it is impermissible under Proposition 218, Proposition 26, and California user fee law. Specifically, for the EMS Membership Program to fall within an exception to Proposition 26’s definition of a tax, residents must “opt-in” or request to be part of the Program. The EMS Membership Program cannot legally run as an “opt-out” program as requested.

FISCAL IMPACT

There is no fiscal impact as an “opt-out” program is not legal under existing California law.

CONCLUSION

Without a formal legal opinion, staff believes that an “opt-out” EMS Membership Program is not permissible under Proposition 218 and 26 as well as California user fee laws.

Staff thinks it is in the City’s best interest to continue to provide public education on the existing EMS Membership Program and will enhance its presence on all social media platforms as well as research additional marketing efforts to solicit broader interest and increase voluntary participation in the Program.

MEMORANDUM



FIRE DEPARTMENT

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Eric Garcia, Fire Chief
BY: Sana Arakelian, Fire Administrator

SUBJECT: Budget Discussion Paper: Introducing a Mobile Integrated Health Model into the Burbank Fire Department

BACKGROUND

At the City Council Meeting on May 9, 2023, Council Member Takahashi requested a discussion paper regarding introducing Mobile Integrated Health (MIH) into the Burbank Fire Department's (BFD) Emergency Medical Services (EMS) program.

DISCUSSION

MIH is a patient-centered, delivery model that offers a broader scope of practice centered on non-emergent field treatments, chronic care and preventive services, delivered in the patient's home or mobile environment. MIH resources can include a combination of an emergency medical technician or paramedic, and a nurse practitioner or physician's assistant. The approach aims to deliver high level and more cost-effective medical care by coordinating a combination of these human resources to help patients get the most appropriate care, and social service program referrals that can assist with services to enhance in-home self-care.

In recent decades, fire service delivery has changed where the majority of 911 calls are no longer fire and rescue-related, but instead EMS related calls for service. In Burbank 911 calls for EMS have steadily increased, 84% of calls for service are for EMS and of those about 60% are low acuity or non-emergent calls. The increase in calls can predominantly be attributed to the aging population, the implementation of the Affordable Health Care Act, a growing homeless population, and the plain fact that the use of 911 is the main entry point into the health care system for many individuals.

This increasing volume in low-acuity calls has led fire agencies like BFD to explore MIH models to provide a more comprehensive pre-hospital, medical service by utilizing the appropriate response level. A MIH program in Burbank would likely consist of a unit that

would respond to low level, non-emergent medical requests and be staffed with a nurse practitioner and a Burbank firefighter/paramedic. This would be in place of a standard paramedic rescue ambulance and engine company that equates to a response totaling 5-6 fire personnel.

A MIH unit would respond to non-urgent, low acuity medical calls; acuity is defined as the level of severity of illness. Examples of low acuity medical problems include minor abdominal pain, chronic back pain, lacerations, falls, or possible upper respiratory infections. These are all common medical issues currently called into the 911 system. When arriving on scene, the firefighter/paramedic, nurse practitioner team would respectively confirm there is not an advanced life support treatment need and evaluate the patient to determine whether the patient can be better treated at home or referred to their primary care physician or specialist.

This type of MIH program reduces total costs to the patient and the health care system by delivering appropriate healthcare services on scene, providing positive patient experience, preventing unnecessary transports to the hospital/urgent care whereby relieving the impact on these facilities. Additionally, this would enable BFD to keep rescue ambulances available for emergent medical or fire-related incidents, increasing response effectiveness and resource efficiency.

FISCAL IMPACT

The fiscal impact to the General Fund for introducing a MIH program into BFD will first require an operational proposal and implementation plan to be in place in order to calculate the budgetary needs accurately. BFD staff anticipates the cost of adding a MIH program to range roughly between \$450,000 to \$850,000 per year.

CONCLUSION

MIH is part of BFD's EMS vision and overall improvement plan. BFD prides itself on the ability to adapt and evolve with the ever-changing needs of our community. BFD will continue to work with EMS industry partners at the Local EMS Authority, fire communications center, hospital and urgent care teams, and social program resources to pave a path forward for BFD MIH integration. Given the current budget presentation/adoption timeframe, BFD recommends City Council allow staff to develop a MIH integration plan and return with more information and budget proposal for consideration at a later date.

MEMORANDUM



PARKS AND RECREATION

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Park, Recreation, and Community Services Director
VIA: Michael Del Campo, Landscape and Forestry Services Superintendent
By: Megan Wilke, Administrative Analyst II

SUBJECT: Budget Discussion Paper: Information on Burbank's Reforestation Strategy

The purpose of this memorandum is to provide information on Burbank's Reforestation Strategy, per Council Member Takahashi's request at the May 9, 2023, City Council meeting.

A successful urban forest requires diversity, maintenance, and a planting strategy that considers a number of criteria, including growth rate, disease and pest vulnerability, drought tolerance, size, and root system. The City's commitment to preserving its 33,000 tree urban forest remains strong, as evidenced by its involvement with Tree City USA and the ongoing investment in the Department's successful tree maintenance program. For over 46 years, the Department has been a proud member of the Tree City USA program. Park's involvement with Tree City USA is a testament to the City's commitment to preserving its urban forest, a recognition that highlights the Department's dedication to sustainable urban forestry, and provides opportunities for the City to access resources and expertise to improve its tree management practices.

Furthermore, the Department's tree maintenance program is an ongoing effort to ensure the health, safety and longevity of the City's existing urban forest. This program includes regular pruning and trimming of trees to remove dead or diseased branches and to maintain the proper shape and size of the trees. The Department's Forestry Division also conducts regular inspections of its trees to identify any potential hazards or health issues. In addition to routine maintenance, Forestry also has a robust tree planting program to ensure the continued growth and health of its urban forest. Most recently in 2019, the Department in partnership with Burbank Water and Power and the Community Development Department launched Plant for a Greener Burbank, a tree planting initiative. Through these efforts, Burbank maintains a vibrant and healthy urban forest that provides numerous benefits, including improving the community's health, aesthetic and quality of life.

Over the past several years, the science of urban forests has evolved. Incorporating climate resilience into tree planting and urban forest management helps improve the adaptive capacity of a community's tree canopy. With ongoing environmental changes, the Department understands that certain tree species will likely perform better in Burbank. Moreover, despite the Department's best efforts, climate changes and water restrictions have impacted the City's existing urban forest. Most recently, the Department observed significant impact to trees citywide from recent heavy rain and high winds on February 28.

To proactively maintain the City's tree canopy for future generations, the Department's long-term plan includes a citywide Reforestation Strategy. The Reforestation Strategy includes strategically planting, removing, and replanting trees. While the decision to remove trees in our community is difficult, prior to any tree removal, the Department diligently identifies alternative treatments and solutions as well as balances the tree's remaining useful life expectancy with the potential benefit for replanting. Notably, the Department will replant more trees than it removes. Unfortunately, sometimes adequate alternative solutions are not available, and trees will need to be removed. However, the Department understands the importance of replanting a beautiful, healthy and resilient urban forest that prioritizes community wellbeing. The Reforestation Strategy will improve the overall ecological health of the area, enhance the City's aesthetic appeal, and provide numerous benefits such as: reducing air pollution; saving energy and reducing energy costs; reducing stormwater runoff; reducing daytime temperatures; minimizing noise pollution; and providing habitat for wildlife and native species.

As the first step in the Reforestation Strategy, the Department will proactively notify all impacted residents and business owners of the tree removal and replanting strategy, which consists of approximately 125 trees citywide, including mature Aleppo Pines. The estimated cost is \$770,000 including removal, replacement, and planting. This effort is expected to commence in July 2023 with an anticipated completion of June 2024.

MEMORANDUM



PARKS AND RECREATION

DATE: May 16, 2023

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks, Recreation and Community Services Director
BY: Grace Coronado, Administrative Officer

SUBJECT: Budget Discussion Paper: Funding Options for the Burbank Historical Society 50th Anniversary Event

BACKGROUND

At the May 9, 2023, City Council meeting, Mayor Anthony and Council Member Mullins requested funding options to support the Burbank Historical Society (BHS) 50th Anniversary celebration.

The BHS was founded in 1973 and currently operates the Gordon R. Howard Museum and Mentzer House located at the George Izay Park. This museum complex is dedicated to collecting, preserving, and sharing Burbank's rich history. This includes unique stories from the entertainment industry in film, television, animation, and music, as well as narratives about agricultural development, aviation, and the car culture. A vibrant community museum, like the Gordon R. Howard Museum, provides broader reaching benefits, such as community pride and preservation of arts and culture. As a long-standing museum in Burbank, the City of Burbank (City) recognizes BHS's value in uniting the community through Burbank's history.

DISCUSSION

In recognition of the BHS 50th Anniversary, the BHS's Board of Directors (Board) is coordinating a series of commemorative events:

- Spring Tea in the Mentzer House Garden,
- Community BBQ,
- Gala Event, and
- Essay contest for Burbank Unified School District students

While the Board successfully secured funding through sponsorships and fundraising opportunities through various partnerships, the Board is seeking additional funding in the amount of \$10,000 from the City to cover the remaining costs. The requested funding would be allocated to highlight the Gordon R. Howard Museum in support of the BHS's commemorative events.

Below are three sponsorship options for Council consideration:

- 1) Sponsor up to \$5,000 in matching funds.
- 2) Sponsor \$5,000.
- 3) Sponsor \$10,000.

The first option responsibly encourages the BHS to secure additional fundraising opportunities for their celebratory events. With a commitment of \$5,000 from the City in matching funds, this allows the BHS to reach the \$10,000 requested funding amount. To further leverage the sponsorship, the City may cross market and advertise the BHS's commemorative events and fundraising opportunities.

FISCAL IMPACT

Depending on the Council's motion to sponsor the BHS, staff would need to appropriate one-time funding in an amount not to exceed \$10,000.

CONCLUSION

The City has financially sponsored various community groups in previous years. However, there is no ongoing dedicated funding source to support community sponsorship requests. The Council is in a unique position to utilize the City's General Fund for one-time requests, which would exhibit the City's continuous effort in fostering and strengthening community relationships. Staff recommends the Council to discuss and direct staff on the level of sponsorship funding for the BHS.