

## II. ANNUAL ACTION PLAN



The Annual Plan states actions planned for the upcoming fiscal year to accomplish Strategic Plan objectives. The Annual Plan describes:

- ✓ Available **resources**
- ✓ **Programs** and **activities** to assist those households in need
- ✓ Project **goals** to meet Strategy objectives

The Annual Plan also addresses the following areas:

- ✓ Anti-poverty strategy actions
- ✓ Lead-based paint hazard reduction
- ✓ Reduction of barriers to affordable housing
- ✓ Activities to further fair housing
- ✓ Anti-displacement/relocation
- ✓ Institutional Structure/Coordination among agencies
- ✓ Monitoring federal programs
- ✓ Citizen participation and consultation

### A. RESOURCES FOR HOUSING AND COMMUNITY DEVELOPMENT ACTIVITIES

Burbank has access to a variety of federal, state, local and private resources to achieve its housing and community development goals. Specific funding sources will be utilized based on the opportunities and constraints of each program. The Consolidated Plan Strategy Table V-1 summarizes the major sources of funding available to carry out housing and community development activities in Burbank for fiscal 2008.

The Burbank Redevelopment Agency's low and moderate income (LMI) housing set-aside funds provide the majority of the City's affordable housing activities, and is leveraged with other resources such as HOME and Low Income Housing Tax Credits to maximize the number of households which can be assisted. The Agency has developed projections of LMI funds expected to be generated during the Consolidated Plan period. Beginning in 2008/09, the Agency projects an annual set-aside fund contribution of approximately \$8.8 million. The annual contribution is expected to reach \$9.9 million by 2012/13, translating to a total contribution of approximately \$46 million during the 2008-2013 Consolidated Plan.

As a federal entitlement jurisdiction, Burbank also receives HOME and CDBG funds directly from HUD. The City's annual HOME entitlement is approximately \$780,000

and annual CDBG funds total \$1.2 million, including the City's annual entitlement, HUD reallocated funds, and program income. While HOME funds are directed entirely towards affordable housing activities, because Burbank has significant Redevelopment LMI resources, CDBG funds are typically directed towards community development activities.

A new and growing source of funds available to Burbank is the Affordable Housing Trust Fund. The Fund was established in conjunction with the Inclusionary Housing Ordinance adopted by City Council in 2006 for deposit of in-lieu fee housing revenues. Monies from the Trust Fund must be used to increase and improve the supply of housing affordable to very low, low and moderate-income households. Permissible uses include, but are not limited to, assistance to housing development corporations, equity participation loans, grants, pre-home ownership co-investment, pre-development loan funds, participation leases or other public-private partnership arrangements. The Fund may be used for the benefit of both rental and owner-occupied housing.

Table II-1 lists what resources are planned to be utilized in fiscal year 2008. CDBG funds include the estimated entitlement and HUD reallocated funds (\$1,163,808) and program income (\$139,089), but not project funds already programmed and expected to be spent during the year. HOME funds total an expected entitlement of \$783,209, but do not include uncommitted project funds. All (100%) federal funds (CDBG and HOME) are earmarked for targeted-area projects that benefit low-moderate income households, either under low-moderate area benefit (LMA) or HOME income guidelines.

<b>Table II-1: Fiscal Year 2008-09 Estimated Resources</b>		
<b>Resource</b>	<b>Planned Uses</b>	<b>Projected Expenditure</b>
<i>Federal Programs</i>		
CDBG	Capital Projects	\$846,884
	Public Services	195,434
	Program Administration	260,579
HOME	CHDO Set-aside [Acquisition/Rehab Activities]	\$704,889
	Program Administration	78,320
Section 8	Rental Assistance	\$ 6,693,255
Section 811		\$ 0*
MCC		\$ 0
<i>Total Federal</i>		\$ 8,779,361
<i>State Programs</i>		
<i>Total State</i>		\$ 0
<i>Local Programs</i>		
20% Set-aside	Redevelopment Housing Fund	\$ 8,800,000
<i>Total Local</i>		\$ 8,800,000
<b>Total Resources</b>		<b>\$17,579,361</b>

**Note:** In fiscal year 2006, Burbank returned \$1.233 million to its line of credit to be programmed for other eligible CDBG activities. A public facility improvement-area benefit project (Lake/Alameda Pedestrian Pathway and Sidewalk Improvement Project) is currently pending bid preparation. The project is a collaborative effort with Los Angeles County-Public Works Department, and is estimated to cost \$1.65 million with Burbank CDBG funds contributing about \$1.05 million. This amount is not included in the federal resources listed above. Burbank receives no income from float-funded activities, and does not receive any surplus funds from urban renewal settlements.

**HOME Matching Funds:** For fiscal 2007-08, the source and amount of HOME match will be reported in the CAPER, due in September 2008. During fiscal 2006-07, HOME match contributed totaled \$462,585, with the City's excess match carried over to fiscal 2007-08 equaling \$4,438,311.

**Fund Leverage:** When practical to partner with developers in creating affordable housing, Burbank leverages federal or local funds with the State to secure tax credit or bond financing for private and nonprofit firms. [For all applicable HOME projects, fund leverage or matching funds are identified as projects are approved]. To attract private funds, the City can offer developer concessions that may include land write down, direct financial subsidy or undertaking the public improvements necessary to facilitate a development. Burbank further helps developers in working with City Departments to streamline the process of project approval.

In residential rehabilitation activities federal and local funds are leveraged by private investment of property owners to complement rehab loans. Rehab programs also leverage funds each year to the extent that loans are repaid. Other private funds, foundations and grants support nonprofit organizations that receive assistance from Burbank.

### **Geographic Distribution of Resources**

For federal program resources listed above, assistance is provided in all eligible areas reflected by the 2000 census, as well as, areas of minority concentration.

**Population Characteristics:** While White residents still comprise the majority of the City's population, the proportion has decreased substantially from almost 80 percent in 1960 to approximately 60 percent in 2000. In contrast, the City's share of Hispanic residents increased steadily over the past twenty years, growing from 16 percent in 1980 to 25 percent in 2000. Although Asian residents represent a relatively smaller segment of the population, the share of Asian residents more than tripled since 1980, increasing from three percent in 1980 to nine percent in 2000. The City's African American population has remained relatively limited, rising from less than one percent in 1980 to almost two percent in 2000.

*Population Distribution:* Although Hispanic residents reside throughout the City, three primary areas of concentration exist. The Golden State neighborhood east of the airport, the Peyton/Grismer neighborhood, and the Alameda Avenue/Victory Boulevard neighborhood west of the I-5 Freeway all contain relatively high numbers of Hispanic residents. Each City Neighborhood Revitalization Focus Area falls within one of the areas of Hispanic concentration. The Asian population is more evenly distributed throughout the City. The higher concentrations are in the downtown area, as well as, in the Peyton/Grismer neighborhood in northeastern Burbank.

### **CDBG Eligible Areas (2000 Census)**

<b>Census Tract</b>	<b>Block Group</b>	<b>Low-Mod Universe</b>	<b>Total Low-Mod Persons</b>	<b>Percent Low-Mod</b>
3102	2	2,010	850	42.3
3105	3	2,062	1,170	56.7
3106	2	1,081	571	52.8
3106	3	1,763	1,023	58.0
3106	4	2,070	963	46.5
3107.01	1	1,687	774	45.9
3107.01	2	458	355	77.5
3107.02	1	4,397	1,952	44.4
3107.02	2	1,751	1,266	72.3
3107.03	1	2,680	1,327	49.5
3107.03	2	2,367	1,117	47.2
3108	1	817	331	40.5
3108	3	1,162	689	59.3
3109	1	1,175	521	44.3
3109	3	814	325	39.9
3110	4	792	316	39.9
3117	5	831	340	40.9
3118	1	1,640	718	43.8
3118	3	2,555	1,083	42.4
3118	4	2,548	1,402	55.0
Total		34,660	17,093	49.3

***Exception Criteria: 39.9%***

### **Underserved Needs**

In establishing five-year priorities for assistance, Burbank has taken several concerns into consideration: 1) those categories of lower and moderate income households most in need of housing and community development assistance; 2) which activities will best meet the needs of those identified households; and 3) the extent of federal and other resources available to address these needs. Contingent on the individual Consolidated Plan Priority, Burbank's "underserved" population by definition may vary. To generalize, however, the City will consider those underserved to be households at or below 80% of median family income, and particularly those households at or below 50% of median family income.

The specific programs, activities, and assistance planned to serve very low and low-income households during the Consolidated Plan period are identified in the priority needs listed below and in the respective narratives that follow each category.

- ✓ Priority Housing Needs
- ✓ Priority Homeless Needs
- ✓ Priority Special Needs Populations
- ✓ Priority Community Facilities
- ✓ Priority Infrastructure Improvements
- ✓ Priority Community Services
- ✓ Priority Economic Development Needs

For each priority category listed above, five year (Consolidated Plan) objectives are quantified. Since program, project and activity planning can vary year to year within the Consolidated Plan cycle, and because city, departmental and political processes fluctuate, specific annual goals are averaged over the Consolidated Plan period. A comparative year by year matrix is included in the Consolidated Annual Performance and Evaluation Report (CAPER), as well as, a summary Performance Measurement Analysis.

To further meet the needs of underserved groups, Burbank applies for all applicable federal programs that are consistent with its housing and community development strategy and are within its organizational capacity to deliver. The City further increases its programs to create and preserve affordable housing, while maintaining long-term affordability provisions in its contracts. [All applicable HOME program provisions will be met when projects are identified and approved for funding. Planned activities using HOME funds generally entail acquisition and/or acquisition and rehabilitation of rental housing units in geographically targeted or “focus neighborhoods.” Affirmative marketing and minority/women business enterprise outreach policies are in place]. The City also supports funding applications by other groups/agencies or will certify consistency, when the objectives comply with its Consolidated Plan.

## **B. HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVES AND PROJECTS**

The national objectives and performance outcomes established by HUD provide the framework for assigning priorities to needs for which funding may be allocated. The three national objectives are to develop viable urban neighborhoods by:

- Providing Decent Housing (DH)
- Providing a Suitable Living Environment (SL)
- Expanding Economic Opportunities (EO)

Performance outcomes are grouped into the following three categories:

- Availability and accessibility
- Affordability
- Sustainability

Every program, project or activity must meet at least one of the three objectives and one of the three performance outcomes. Table V-2 of the Consolidated Plan Strategy summarizes Burbank's 2008-2013 housing and community development objectives, identifying the national objective and performance outcome for each activity.

In establishing five-year priorities for assistance with CDBG and HOME funds, the City of Burbank has taken several factors into consideration: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan needs assessment, consultation, and public participation process; 2) which activities will best meet the needs of those identified households; and 3) the extent of other non-federal resources and programs available to address these needs.

The following section of the Consolidated Plan presents the City's five-year objectives and implementing programs. In addition to the summary of objectives presented in Table V-2, the City's Priority Housing Needs and Objectives are presented in Table V-3, and Priority Community Development Needs and Objectives are presented in Table V-4 of the Consolidated Plan Strategy.

**Table V-2  
Statement of 2008-2013 Objectives**

Specific Obj. #	Specific Outcome/Objectives	Sources of Funds	Performance Indicators	Fiscal Year	Expected Number	Actual Number	Percent Completed
<b>DH - 1 Availability/Accessibility of Decent Housing</b>							
DH – 1.1	<b>RESIDENTIAL REHABILITATION LOAN PROGRAM</b> Address the availability of decent housing by offering rehabilitation assistance to low and moderate income households.	RDA Set-Aside	Total Number of Housing Units Assisted	2008	27		
				2009	27		
				2010	27		
				2011	27		
				2012	27		
				Total	135 (73 Low, 49 Mod, 13 >Mod)		
<b>DH-2 Affordability of Decent Housing</b>							
DH – 2.1	<b>FOCUS NEIGHBORHOOD REVITALIZATION</b> Address the need for decent, affordable housing through multi-family acquisition and rehabilitation with affordability covenants.	RDA Set-Aside, HOME	Total Number of Housing Units Assisted	2008	33		
				2009	20		
				2010	20		
				2011	20		
				2012	20		
				Total	113 (26 Low, 73 Mod, 14 >Mod)		
DH – 2.2	<b>SECTION 8 RENTAL ASSISTANCE</b> Address the need for decent, affordable rental housing for low income tenants.	HUD Section 8	Total Number of Housing Units Assisted	2008	1,014		
				2009	1,014		
				2010	1,014		
				2011	1,014		
				2012	1,014		
				Total	1,014 (Low)		
DH – 2.3	<b>AFFORDABLE HOUSING DEVELOPMENT</b> Address need for affordable decent housing by increasing supply of ownership units affordable to low income households.	RDA Set-Aside, HOME	Total Number of Housing Units Assisted	2008			
				2009	8		
				2010			
				2011			
				2012			
				Total	8 (Low)		
<b>DH-3 Sustainability of Decent Housing</b>							
DH – 3	<b>NO PROGRAMS FIT THIS CATEGORY</b>						
<b>SL-1 Availability/Accessibility of Suitable Living Environment</b>							
SL – 1.1	<b>CODE ENFORCEMENT</b> Provide for the availability of a suitable living environment by funding code enforcement activities within CDBG target areas.	CDBG	Total Number of Housing Units Assisted	2008	250		
				2009	250		
				2010	250		
				2011	250		
				2012	250		
				Total	1,250		
SL – 1.2	<b>COMMUNITY CENTERS and PARKS/RECREATION FACILITIES</b> Improve the availability of a suitable living environment by providing improvements to community centers, parks and recreational facilities.	CDBG	Total Number of Persons Provided Improved Access to Public Facilities	2008	108,000		
				2009	108,000		
				2010	108,000		
				2011	108,000		
				2012	108,000		
				Total	108,000 (6 facilities)		
SL – 1.3	<b>INFRASTRUCTURE IMPROVEMENTS</b> Improve the availability of a suitable living environment by improving streets/sidewalks, sewer lines, storm drains, and traffic signals.	CDBG	Total Number of Persons Provided Improved Access to Infrastructure	2008	108,000		
				2009	108,000		
				2010	108,000		
				2011	108,000		
				2012	108,000		
				Total	108,000 (10 projects)		

SL – 1.4	<b>YOUTH SERVICES</b> Improve the availability of a suitable living environment by providing youth counseling, tutoring and mentoring programs.	CDBG	Total Number of Persons Assisted	2008	6,475		
				2009	6,475		
				2010	6,475		
				2011	6,475		
				2012	6,475		
				Total	6,475		
SL – 1.5	<b>CHILDCARE SERVICES</b> Improve the availability of a suitable living environment by offering childcare programs.	CDBG	Total Number of Persons Assisted	2008	20		
				2009	20		
				2010	20		
				2011	20		
				2012	20		
				Total	100		
SL – 1.6	<b>EMERGENCY SERVICES</b> Improve the availability of a suitable living environment by offering emergency food and shelter to homeless and those at-risk of homelessness.	CDBG	Total Number of Persons Assisted	2008	1,000		
				2009	1,000		
				2010	1,000		
				2011	1,000		
				2012	1,000		
				Total	5,000		
SL – 1.7	<b>DISABILITY SERVICES</b> Improve the availability of a suitable living environment by offering services for the disabled.	CDBG	Total Number of Persons Assisted	2008	100		
				2009	100		
				2010	100		
				2011	100		
				2012	100		
				Total	500		
SL – 1.8	<b>SENIOR SERVICES</b> Improve the availability of a suitable living environment by offering services to low and moderate income seniors.	CDBG	Total Number of Persons Assisted	2008	20		
				2009	20		
				2010	20		
				2011	20		
				2012	20		
				Total	100		
SL – 1.9	<b>HEALTH SERVICES</b> Improve the availability of a suitable living environment by offering health services, such as eye, ear, and dental services.	CDBG	Total Number of Persons Assisted	2008	510		
				2009	510		
				2010	510		
				2011	510		
				2012	510		
				Total	2,550		
SL – 1.10	<b>OTHER PUBLIC SERVICES</b> Improve the availability of a suitable living environment by offering other services such as fair housing, literacy, and services for recent immigrants	CDBG	Total Number of Persons Assisted	2008	315		
				2009	315		
				2010	315		
				2011	315		
				2012	315		
				Total	1,575		
<b>SL - 2 Affordability of Suitable Living Environment</b>							
SL – 2	NO PROGRAMS FIT THIS CATEGORY						
<b>SL - 3 Sustainability of Suitable Living Environment</b>							
SL -3	NO PROGRAMS FIT THIS CATEGORY						
<b>EO – 1 Availability/Accessibility of Economic Opportunity</b>							
EO-1.1	<b>EMPLOYMENT TRAINING</b> Enhance the availability of economic opportunity through employment training programs for youth and the disabled.	CDBG	Total Number of Persons Assisted	2008	95		
				2009	95		
				2010	95		
				2011	95		
				2012	95		
				Total	475		
<b>EO-2 Affordability of Economic Opportunity</b>							
EO-2	NO PROGRAMS FIT THIS CATEGORY						
<b>EO-3 Sustainability of Economic Opportunity</b>							
EO – 3	NO PROGRAMS FIT THIS CATEGORY						

## 1. Priority Housing Needs

In summary, Burbank's 2008-2013 housing strategy encompasses:

- 1) Maintaining and strengthening neighborhoods through Focus Neighborhood revitalization, housing rehabilitation, and code enforcement;
- 2) Preserving existing affordable housing through Section 8 rental assistance and preservation of at-risk rental units; and
- 3) Expanding the supply of affordable housing through affordable housing development assistance and various zoning tools and incentives.

Redevelopment Agency Low and Moderate Income (LMI) Housing funds serve as Burbank's primary funding to address the community's housing needs. HOME and Section 8 reflect the two other local funds directed towards low and moderate income housing. With the exception of contributing leverage to some of Burbank Housing Corporation's acquisition/rehabilitation projects, CDBG funds are directed almost entirely towards community development activities.

Burbank's priority housing needs are reflected in HUD Table V-3 below. Pursuant to HUD guidelines for this table, the priority need indicated reflects the priority for federal funds only (HOME, CDBG and Section 8), and does not reflect the City's priorities for expenditure of Redevelopment LMI funds. However, identified 5 year goals reflect the number of households to be assisted using all funding sources. The unmet housing needs identified in Table V-3 are based on 2000 census statistics of households with housing problems compiled as part of the CHAS Databook.

As illustrated in Table V-3, a priority need ranking for Federal CDBG, HOME and Section 8 funds has been assigned to households to be assisted under each priority action according to the following HUD ranking:

**High Priority:** Activities to address this need will be funded by the City using Federal CDBG, HOME or Section 8 funds during the five-year period.

**Medium Priority:** If CDBG or HOME funds are available, activities to address this need may be funded by the City during this five year period. Also, the City may take other actions to help this group locate other sources of funds.

**Low Priority:** The City will not fund activities to address this need using CDBG or HOME funds during the five-year period, but other entities' applications for Federal assistance might be supported and found consistent with this Plan. In order to commit CDBG or HOME Program monies to a Low Priority activity, the City would have to amend the Consolidated Plan through a formal process required by the Consolidated Plan rules.

**No Such Need:** The City finds that there is no need or that this need is already substantially addressed. The City will not support other entities' applications for Federal assistance for activities where no such need has been identified.

**Table V-3  
Priority Housing Needs Summary**

PRIORITY HOUSING NEEDS (households)		Priority Need Level High, Medium, Low		UNMET Need	5 YEAR GOALS
Renter	Small Related	0-30%	H	789	64
		31-50%	H	1,035	272
		51-80%	H	1,180	51
	Large Related	0-30%	H	183	16
		31-50%	H	274	72
		51-80%	H	474	22
	Elderly	0-30%	H	739	70
		31-50%	H	682	281
		51-80%	M	388	
	All Other	0-30%	H	834	53
		31-50%	H	703	212
		51-80%	M	1,110	
Owner	0-30%	M	572		
	31-50%	H	507	81	
	51-80%	H	848	49	
Special Needs		0-80%			
<b>Total Goals</b>					1,243
Total 215 Goals					1,243
<b>Total 215 Renter Goals</b>					1,113
<b>Total 215 Owner Goals</b>					130

Priority Need Level reflects relative priority for federal funds (HOME, CDBG, Section 8). 5 Year Goals reflect households to be assisted using all funding sources, including RDA Set-Aside.

Section 215 rental unit - occupied by <80% MFI household and bears rent < FMR, or 30% of 65% MFI

Section 215 rehabilitated owner unit - occupied by <80% MFI and has after rehab value < HUD mortgage limit

Special Needs Households already included in estimates for renter and owner households

## Priority 1.1: Sustain and Strengthen Neighborhoods

### Priority Needs/Target Groups:

- High priority – Address substandard housing for lower and moderate income households.
- High priority - Address homeowner housing rehabilitation needs.

### Supporting Rationale:

- Approximately 75% of Burbank’s housing stock is greater than 30 years in age.
- Within Neighborhood Focus Areas there are concentrations of deteriorating multi-family rental properties [Approximately 15% of the total 3,700 units (550 units)].
- An additional 2% of the 40,000 units in the balance of the City are estimated to require rehabilitation [800 units].

### Five-Year Objectives:

- Assist 113 renter households through the acquisition/rehabilitation program. [26 low income (50% MFI); 73 moderate income (80% MFI); and 14 above moderate income].
- Assist 135 single-family homeowners and rental property owners with rehabilitation assistance. [73 low income; 49 moderate income, and 13 above moderate income]. Conduct 250 code enforcement inspections annually.

[Note: All 5-year objectives are subject to changes/adjustments during the term of the Consolidated Plan. However, to be consistent for federal reporting purposes, original 5-year objectives are not changed year to year, but annual reports will reflect changes or adjustments made to specific 5-year objectives for clarification purposes].

**Implementing Programs:** The City will implement the following programs to address Priority 1.1:

**Focus Neighborhood Revitalization:** Burbank’s Housing and Redevelopment Division administers the Focus Neighborhood Revitalization Program, and has designated five neighborhoods for revitalization: Verdugo-Lake, Elmwood, Golden State, Peyton-Grismer, and Lake-Alameda (refer to Figure 5 in the Needs Assessment). Within these neighborhoods, the City and its Redevelopment Agency provide funding to assist the non-profit Burbank Housing Corporation (BHC) to acquire, rehabilitate, and manage rental properties as long-term affordable housing. In exchange for Agency and City assistance, covenants are placed on properties acquired by BHC to ensure long-term affordability and strong property management.

The Focus Neighborhood program involves a multi-faceted approach to improving designated neighborhoods. Properties are selectively acquired, to remove blight and alleviate unsafe housing, and provide support facilities such as after-school achievement centers to create a service-enriched

environment. The Program is part of the City's overall efforts to improve living conditions as well as provide affordable rental housing. To the extent feasible, projects involve increasing the number of bedrooms to better accommodate large families (5+ members), and address household overcrowding.

New and/or continuing projects for fiscal year 2008 include the following:

**Peyton-Grismer Project:** This project involved the acquisition of 99 market rate rental units, located at 1801-1815 and 1819 Grismer Avenue and 1729-1735 Elliott Drive, as a mixed-income affordable housing project. The Agency purchased these properties and entered into a 55-year lease with the Burbank Housing Corporation (BHC), and in 2004 loaned BHC \$3.441 million to reconfigure the project into 70 units. Additionally, BHC received a grant of \$397,000 to construct a Family Resource Center at 1819 Grismer Avenue. Rehabilitation will result in an increase in the number of larger bedroom units, rehabilitation of 70 rental units, demolition of 29 units and the construction of an activity center. The project budget is \$13.115 million in Low Moderate Income Housing (LMI) funds. Due to unexpected cost increases in rehabilitation and the construction of the new Family Resource Center, in January 2008, the Agency Board loaned an additional \$2.6 million to complete this project.

In this priority category, FY 2008 is estimated to provide 39 additional units [Peyton-Grismer (16); Linden/Elm (9); and Niagara/Verdugo (14)]. while in FY 2009 an additional 32 units is currently projected [Peyton-Grismer (24); Elliott/Keeler (8)]. Table II-2 details the annual goals for FY 2008 and 2009 by household income to ultimately meet the five-year objective of 113 units. Project completions and unit goal accomplishments will be shown in the HUD annual reports.

<b>Fiscal Year</b>	<b>0-50% MFI</b>	<b>51-80% MFI</b>	<b>80-120% MFI</b>	<b>Total</b>
2008	14	16	9	39
2009	10	8	14	32
Total	24	24	23	71

**Single and Multi-family Rehabilitation Assistance:** The Redevelopment Agency administers a multi-faceted Residential Rehabilitation Program. The goal of the program is to preserve the City's older housing stock of single-family homes and rental units, and ensure their continued affordability to lower income households. The program provides rehabilitation financing to residential property owners through (a) single-family deferred loans that provide below market interest rate (BMIR) to lower and moderate income-

income owner-occupants that postpone payment until the property is conveyed; (b) rental rehabilitation loans (single and multi-family) offering BMIR deferred loans that are forgiven gradually during a 15-year affordability period in exchange for 25 percent of the units being affordable to lower-income households; and (c) grants to very low-income owner-occupants for minor rehabilitation and accessibility improvements to single-family dwellings.

During the Consolidated Plan period, the Agency expects to rehabilitate over 135 single family and multi-family units, or approximately 27 units per year. Of the total households assisted, 122 are estimated to be at or below moderate income as shown in Table II-3. For 2008-09, the Agency expects to spend \$577,500 on rehabilitation projects.

<b>&lt;30%MFI</b>	<b>31-50% MFI</b>	<b>51-80% MFI</b>	<b>81-120% MFI</b>	<b>Total Households</b>
0	73	49	13	135

**Code Enforcement Program:** This program is conducted by the License and Code Services Division in coordination with other neighborhood and housing revitalization activities of the City. It involves pro-active code enforcement within the City's Community Development Block Grant (CDBG) targeted census tracts (refer to Figure 2 in the Needs Assessment), with approximately 250 inspections conducted on an annual basis. The availability of the City's rehabilitation loan program is actively solicited to qualified property owners with building deficiencies. For FY 2008, CDBG funds of \$145,230 are programmed for code enforcement.

The implementation of the City's code enforcement and Section 8 programs that conduct code compliance inspections in CDBG areas and housing quality standards inspections citywide on all covered rental units ensures long-term compliance with housing codes. For the HOME program or the Redevelopment Agency's housing programs, each unit assisted must meet housing codes as a condition of participation in the program. For income restricted units, units are inspected annually when tenants are recertified.

## **Priority 1.2: Preserve Existing Affordable Housing**

### **Priority Needs/Target Groups:**

- High priority - Address the rental assistance needs of low and moderate income households.

### **Supporting Rationale:**

- Apartment rents in Burbank are at a level that low and moderate income households can no longer afford to live in the City without facing overpayment and/or overcrowding.

■ Affordable housing through a combination of tenant rental assistance, long-term affordability controls on publicly-assisted units, and owner incentives to maintain affordable rents can all help preserve affordable housing.

**Five-Year Objectives:**

- Continue to provide Section 8 rental assistance to lower income households, with a goal of maintaining assistance to 1,014 households.
- Preserve the 168 very low income units in Pacific Manor as long-term affordable housing.

**Implementing Programs:** The City will implement the following programs to address Priority 1.2:

***Preservation of Assisted Housing:*** Only one of Burbank’s numerous affordable housing projects is potentially at risk of conversion to market rate during the next ten years - the 168 unit Pacific Manor senior housing project (2016). Fortunately, Pacific Manor is owned by Wesley Homes, a non-profit organization committed to maintaining the long-term affordability of the project. Nonetheless, the project’s Section 8 Housing Assistance Plan (HAP) contracts are subject to annual renewals from HUD, and therefore the project is technically considered at-risk.

Burbank will undertake the following strategies to preserve Pacific Manor:

- **Monitor At-Risk Units:** Maintain an ongoing dialogue with Wesley Homes to discuss the City’s ongoing desire to preserve as affordable housing.
- **Rental Assistance:** Should Section 8 contracts not be renewed by HUD, pursue alternative funding sources for rent subsidies to maintain affordability.
- **Tenant Education:** Based on California law, property owners are required to give a nine month notice of their intent to opt out of low income use restrictions. The City will work with tenants and as necessary contract with specialists like the California Housing Partnership and other non-profits, to provide education regarding tenant rights and conversion procedures.

***Section 8 Rental Assistance:*** The Burbank Housing Authority was established in 1975 for the purpose of administering the federally funded Section 8 Rental Assistance Program. The Program provides rent subsidies directly to the landlord in the private rental market for very low income (50% MFI) tenants. The Program has 1,014 Housing Vouchers that are fully utilized. The turnover rate is about 10 percent, meaning about 100 new households can be assisted each year. The Program requires that 75 percent of new admissions be limited to extremely low income households (30% MFI). Given the significant gap between market rents and what these lower income households can afford to pay for housing, Section 8 plays a critical role in allowing such households to remain in the community. With over 6,500 persons on the Section 8 waiting list (of which approximately 300 are current Burbank residents), the need for rental assistance is substantial.

The Burbank Housing Authority anticipates a budget of approximately \$6.69 million, not including administrative fees for 2008 to provide over 1,000 housing vouchers.

<b>Median Family Income</b>	<b>Small Related</b>	<b>Large Related</b>	<b>Elderly</b>	<b>All Others</b>	<b>Total</b>
30% MFI	286	50	405	20	761
50% MFI	95	17	135	6	253
Totals	381	67	540	26	1,014

**Public Housing Improvements and Resident Initiatives:** Burbank has no public housing inventory.

### **Priority 1.3: Expand the Supply of Affordable Housing**

#### **Priority Needs/Target Groups:**

- High priority - Provide additional housing affordable to low and moderate income renters.

#### **Supporting Rationale:**

- The City's 2008-2014 Housing Element identifies the following housing construction needs: 947 very low (0-50% MFI) income units, 566 low (51-80% MFI) income units, 608 moderate (81-120% MFI) income, and 560 above-moderate (120%+ MFI) units.

#### **Five-Year Objectives:**

- Provide assistance through land write-downs, direct financial assistance, and regulatory incentives to develop affordable rental and ownership projects. Implement the City's Inclusionary Housing Ordinance as a tool to integrate affordable housing within market rate developments, or alternatively, to generate fees in support of affordable housing in off-site locations.

In Burbank, the private market only addresses the production needs for upper income, and to a lesser degree moderate income housing. Therefore, the City and its Redevelopment Agency play a critical role in facilitating development of affordable housing in the private market by assembling sites for development, providing financial assistance and infrastructure improvements, and offering flexible zoning mechanisms.

- Construct at least eight homeownership units affordable to lower income households.
- Acquire and rehabilitate rental properties for very low, low and moderate income households.

**Implementing Programs:** The City will implement the following programs to address Priority 1.3:

***Affordable Housing Development Assistance:*** The City and its Redevelopment Agency play an active role in the provision of quality, affordable housing through land assembly and write-downs; direct financial assistance using HOME, redevelopment set-aside and Housing Trust Fund resources; and regulatory incentives (density bonus and other development incentives). With the exception of special needs housing such as that for seniors or the disabled, affordable units are typically integrated within market rate developments.

The Agency is interested in supplementing acquisition/rehabilitation activities to further stabilize Focus Neighborhoods by supporting construction of new homeownership housing. To this end, BHC has acquired several properties within the Peyton Grismer Focus Neighborhood, with the proposed outcome to construct eight homeownership units affordable to moderate income (80% MFI) households. City staff and BHC are currently in negotiations with the Greater Los Angeles Habitat for Humanity Chapter for the development of the eight affordable ownership units. In addition to this project, the Redevelopment Agency anticipates assisting in the construction of other new housing development projects over the duration of the Consolidated Plan as opportunities become available.

***Inclusionary Housing Ordinance:*** Zoning Ordinance Sections 31-644 to 31-651 require new residential projects with five or more units to provide at least 15 percent of the total units as affordable for very low, low and moderate income households. Rental units are required to be made available to very low and low income households, while owner units are to be available to low and moderate income households. The Ordinance provides incentives for provision of units for disabled and large family households, as well as for deeper income targeting. Developers may elect to pay an in-lieu fee rather than provide the affordable units within the project. Developers may also be permitted to fulfill inclusionary requirements through provision of affordable units at an off-site location, and may be new construction, substantial rehabilitation, adaptive reuse, or donation of land.

***Affordable Housing Density Bonus:*** Zoning Code Sections 31-633 to 31-643 sets forth Burbank's density bonus incentives consistent with State law. In summary, applicants of residential projects of five or more units may apply for a density bonus and additional incentive(s) if the project provides for one of the following:

- 10% of the total units for lower income households; or
- 5% of the total units for very low income households; or
- A senior citizen housing development; or

- 10% of the total dwelling units in a condominium or planned development for moderate income households.

The amount of density bonus varies according to the amount by which the percentage of affordable housing units exceeds the established minimum percentage, but generally ranges from 20-35% above the specified General Plan density. In addition to the density bonus, eligible projects may receive 1-3 additional development incentives, depending on the proportion of affordable units and level of income targeting. The City offers the following development incentives in conjunction with the density bonus:

- A reduction in site development standards or architectural design requirements.
- Approval of mixed-use zoning in conjunction with the housing project.
- Deferred development impact fees.
- Expedited processing of application.
- Incentives pursuant to the Inclusionary Housing Ordinance, including off-site construction of affordable units.
- Other regulatory incentives or concessions proposed by the applicant or the City that would result in identifiable cost reductions.

***Affordable Housing New Construction Program:*** The Agency utilizes set-aside funds, supplemented with HOME and CDBG funds as necessary, to acquire land and sell it to private developers at a reduced rate in return for construction of affordable rental and ownership units. With the exception of special needs housing such as that for senior citizens or the disabled, affordable units are typically integrated within market rate developments.

As a means of accommodating needed affordable housing while preserving existing neighborhoods and hillside areas, the City directs new housing towards the Downtown and in underutilized commercial areas, and on scattered residential sites. The Redevelopment Agency is actively involved in assisting in development of the following affordable projects to be completed during the Consolidated Plan timeframe:

- ✓ The Collection at Downtown Burbank – 118 mixed units/15 above moderate (120% MFI) income [Project is under construction].

In addition to the currently identified projects, the Redevelopment Agency anticipates assisting in the construction of other new housing development projects over the duration of the Consolidated Plan as opportunities become available.

## **Priority 1.4: Expand Homeownership Opportunities**

### **Priority Needs/Target Groups:**

■ Given high housing prices in Burbank, homeownership assistance is primarily targeted towards above moderate income (120% Median Family Income) households who currently live or work in the community.

### **Five-Year Objectives:**

■ Consistent with the Agency's Implementation Plan, seek to provide affordable homeownership opportunities to above moderate income households on an annual basis.

**Implementing Programs:** The City will implement the following programs to address Priority 1.4:

***Site assembly for development of mixed income homeownership:*** The Redevelopment Agency plays an active role in fostering homeownership both through new construction, and provision of mortgage assistance to income qualified purchasers. Through site assembly and other assistance, the Agency is assisting in developing the following mixed income ownership developments to be completed during the Consolidated Plan timeframe:

- ✓ The Collection at Downtown Burbank
- ✓ Opportunity Site 5
- ✓ Opportunity Site 6B

***Mortgage Assistance Program:*** The City of Burbank's Homebuyer Mortgage Assistance Program (MAP) is currently only available to assist households purchasing Agency-assisted affordable homeownership developments. The Agency has provided MAP funding to assist homebuyers with purchases in the following new homeownership developments: The 20 unit Riverside Drive project included MAP loans to 10 above-moderate (120% MFI) income homebuyers, and similarly the 20 unit Burbank Cottages provided assistance to 10 above-moderate (120% MFI) income purchasers.

## **2. Priority Homeless Needs**

### **Priority 2.1: Provide Support Services and Housing for the Homeless and Near Homeless through Support of Social Service Agencies and Regional Programs**

#### **Priority Needs:**

■ High priority - Provide emergency services and homeless prevention services to the homeless and at-risk homeless populations.

**Supporting Rationale:**

■ The Los Angeles Homeless Services Authority (LAHSA) and local service providers estimate Burbank's homeless population at 180 - 220 individuals. Burbank participates with LAHSA in building a regional continuum of care to address the homeless and those at-risk of becoming homeless.

**Five-Year Objectives:**

■ Coordinate with LAHSA and other local communities to provide a continuum of care of services and facilities for the homeless.

■ Continue funding support to BTAC and the Salvation Army to provide temporary emergency shelter, food, clothing and other services to Burbank's homeless and at-risk homeless population.

**Implementing Programs:** The City will implement the following programs to address Priority 2.1:

***Emergency Shelters:*** Burbank addresses the emergency needs of the homeless and other persons needing emergency shelter by actively participating in programs administered by public and quasi-public agencies. While no permanent year-round shelter exists within Burbank, in December 2007, the Burbank City Council approved the use of the National Guard Armory for a cold weather shelter, providing capacity for up to 150 individuals. The City supports the voucher assistance program administered by the Burbank Temporary Aid Center (BTAC) through an annual allocation of CDBG funds, providing approximately 100 nights of motel vouchers annually. This program provides motel vouchers to homeless persons for a limited stay at local motels. The City also provides CDBG funds to support the Burbank Salvation Army who provide emergency lodging to homeless and displaced families, rental assistance, and utility assistance. Approximately 300 emergency shelter beds and 1,270 units of transitional housing (Table III-11) are located in the immediate communities surrounding Burbank.

***Emergency Services:*** BTAC and the Salvation Army in Burbank offer a variety of services to homeless individuals and families, and persons at risk of becoming homeless, such as victims of domestic violence. These agencies provide counseling and referrals, a soup kitchen, food pantry, clothing and hygiene items, transportation assistance, laundry and showers, medical and prescription assistance. Through CDBG assistance, BTAC and the Salvation Army assist approximately 1,000 persons on an annual basis. For fiscal 2008, these agencies have CDBG proposals pending that total \$60,200. The Family Service Agency in Burbank provides counseling to homeless persons as well as assistance to victims of domestic violence, including counseling and referrals.

***Section 8 Rental Assistance:*** Lower income households overpaying for housing are likely to be at risk of becoming homeless upon loss of employment. The Section 8 Rental Assistance program provides rent

subsidies to lower income households who spend more than 30 percent of their income on rent. (This program was discussed earlier under Priority 1.2)

**Homeless Prevention:** Burbank will continue to contract with the Fair Housing Council of San Fernando to provide a wide range of fair housing services to ensure equal housing opportunities for its residents. The City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords.

**Community Resources:** In recent years, the Housing and Redevelopment Division hosted "Improving the Quality of Life Roundtable Discussion" for local non-profit organizations, the faith-based community, and City of Burbank staff to provide an opportunity for all service providers to exchange detailed information on services and programs for the homeless, low-income individuals and families. One outcome from the discussion is to survey providers and non-profit organizations with the intent to distribute the identified "needs" to the faith-based community and churches to ensure better coordination of services, volunteers and assistance for the homeless and needy populations. Additionally, Community Resources staff will produce an informational local resources booklet, identifying all service providers in the area, which provide services for the homeless and low-income populations.

**Chronic Homelessness:** With the supportive organizations and services offered through LAHSA and the organizations, programs, services and resources listed above, Burbank contributes to all area and local efforts to ameliorate the problems that plague the chronically homeless.

### **3. Priority Special Needs Populations**

#### **Priority 3.1: Provide Housing and Supportive Services for Special Needs Populations**

##### **Priority Needs/Target Groups:**

- High priority - Assist senior citizen homeowners to make necessary housing repairs.
- High priority - Provide supportive services for all lower and moderate income elderly, disabled, female-headed, and large households.

##### **Supporting Rationale:**

- Special needs groups in Burbank [the elderly, disabled persons, female-headed and large family renter households, persons with drug and/or alcohol dependencies, and persons with AIDS and related diseases] need affordable and accessible housing, housing in proximity to public services and transportation, and housing of adequate size to permit them to live as independently as possible.

**Five-Year Objectives:**

- Support the provision of special needs housing through new construction and re-use of existing structures, and through coordination with non-profit housing providers.
- Continue to support the provision of services for special needs populations.

**Implementing Programs:** The following programs address Priority 3.1:

***Housing for Special Needs Populations:*** These populations experience greater difficulty securing adequate and affordable housing due to their specific housing needs. The City's Housing Element contains numerous policies and programs which address the housing needs of large families, seniors and the disabled, including:

- Adoption of a reasonable accommodation ordinance for persons with disabilities to facilitate accessibility improvement requests through modifications in zoning, building codes, and permit processing procedures.
- Provision of rehabilitation grants to income qualified households for access improvements.
- Provision of incentives within the City's inclusionary housing ordinance for development of affordable housing for large families and the disabled.
- Provision of large family rental units in conjunction with Agency assisted acquisition/rehabilitation projects.
- Zoning provisions for second dwelling units, providing seniors and disabled individuals an independent living alternative.
- Creating community in conjunction with housing by paring community-serving uses, such as childcare and family resource centers, with housing development.

Certain special needs housing may be more conducive to re-use of existing structures than new construction. For example, transitional housing facilities for victims of domestic violence are typically provided within existing residential structures to maintain their anonymity. The City's role in this instance may be to help purchase and rehabilitate the building for use as transitional housing and conveyance to the provider.

***Home Secure and Earthquake Shut-Off Valve Programs:*** The Burbank Redevelopment Agency contracts with Jewish Family Services to administer this program to provide free home safety and security services to renters and homeowners with fixed or limited incomes. The Home Secure Program installs deadbolts, window and patio locks, door peepholes, and grab bars for bathroom safety. It also allows grab bars, hand-held shower hoses, adjustable shower chairs, and other accessibility improvements for bathroom safety. The Earthquake Shut-Off Valve Program, added in 1998, installs gas

shut-off valves in the homes of lower income residents. For FY 2008, this program is budgeted for \$70,000.

**Residential Lifeline Program:** The goal of Burbank Water and Power's (BWP) Lifeline Program is to reduce housing costs for low income seniors and the disabled by reducing utility costs. Any low income (50% MFI) Burbank resident who is at least 62 years of age or disabled is eligible for the program. The program is also available to any person on an approved life-support system with no limit on income or age. The program offers eligible persons an exemption from BWP's monthly Customer Service Charge and the Utility User's Tax (a savings of about \$8 - \$25 monthly). There is also a lower rate on sewer service charges, and applicants may qualify for discounted refuse fees. The City's reduced utility rate customers are referred to the phone, gas and cable companies that may in turn provide lower tax rates for these customers.

**Services for Special Needs Populations:** Burbank supports a variety of services for special needs populations, both through the City's Parks, Recreation and Community Services Department, and through support of public service providers. These services are described under Priority 6 - Community Services.

#### **4. Priority Community Facilities**

Burbank's priority non-housing community development needs are reflected in HUD Table V-4 which follows. These needs include unmet community facility, infrastructure, public service, economic development and planning needs. Identified needs and priorities reflect the results of input from various City departments, as well as input from agency consultations and the citizen participation process.

Similar to Table V-3 - Housing Needs, Table V-4 assigns a priority need ranking for federal CDBG funds of High, Medium, Low or No Such Need (refer to earlier description of rankings under *Priority Housing Needs*). Where CDBG funds are anticipated to be requested to address these needs, the estimated dollars needed over the five year period are identified. Finally, the estimated five year goals to be achieved using CDBG funds are indicated. As a means of estimating 5 year public service goals, funding levels and assistance goals for service agencies funded in 2007-08 have been projected forward for the entire period.

**Table V-4  
Priority Community Development Needs**

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level High/Med/Low/None</b>	<b>CDBG Dollars to Address</b>	<b>2008-2013 Goals</b>
<b>PUBLIC FACILITY NEEDS</b> (projects)			
Senior Centers	M		
Centers for Disabled	M		
Homeless Facilities	M		
Youth Centers	M		
Child Care Centers	M		
Health Facilities	M		
Community Centers, Parks, Recreation Facilities	H	\$9,500,000	6 projects
Parking Facilities	M		
Non-Residential Historic Preservation	M		
<b>INFRASTRUCTURE</b> (projects)			
Water/Sewer Improvements	M	\$3,500,000	2 Projects
Street and Sidewalk Improvements	H	\$5,000,000	5 Projects
Solid Waste Disposal Improvements	N		
Flood Drain Improvements	M	\$150,000	1 Project
Other Infrastructure Needs (traffic signals)	M	\$400,000	2 Projects
<b>PUBLIC SERVICE NEEDS</b> (people)			
Senior Services	H	\$50,000	100
Disabled Services	H	\$45,000	500
Youth Services	H	\$285,000	6,475
Child Care Services	H	\$50,000	100
Emergency Services	H	\$225,000	5,000
Employment Training	H	\$290,000	475
Health Services	H	\$60,000	2,550
Fair Housing Services	H	\$98,000	75
Crime Awareness	M		
<b>OTHER - LITERACY, HOMELESS, IMMIGRANT SERVICES</b>	H	\$52,000	1,575
<b>ECONOMIC DEVELOPMENT</b>			
ED Technical Assistance(# businesses)	M		
C/I Infrastructure or Rehabilitation (projects)	M		
<b>PLANNING</b>	H	\$50,000	

TOTAL ESTIMATED DOLLARS NEEDED:		\$19,755,000	
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### **Priority 4.1: Provide for New Community Facilities and Improve the Quality of Existing Community Facilities to Serve Those of Low and Moderate Income**

#### **Priority Needs:**

- High priority - The provision of community centers, parks and recreation facilities.
- Medium priority - Senior citizen center improvements, youth centers, child care centers, and homeless facilities.

#### **Supporting Rationale:**

- The growing number of families with children have placed added strain on existing recreational and community facilities, and many facilities are old and in need of renovation.
- The increase in families and the City's burgeoning workforce generate needs for additional, affordable childcare facilities.
- Additional facility space is needed for expanded programming for the City's senior population, particularly offerings for Burbank's younger seniors.

#### **Five-Year Objectives:**

- Maximize the effectiveness of available CDBG funds for community facilities consistent with the urgency of the established need for facilities, the availability of other long-term funding for the facilities, and the provision of services at such facilities.
- Improve an estimated six facilities.

**Implementing Programs:** The City will implement the following programs to address Priority 4.1: [Fiscal Year 2008 CDBG projects/activities are listed in Exhibits A and B attached]:

***Community Centers and Parks/Recreation Facilities:*** The City Park, Recreation and Community Services Department operates 25 park facilities, 3 community/youth centers, 2 performance theatres, an outdoor amphitheatre, a golf course, tennis center, skate park and Nature Center. These facilities provide a wide range of services and recreational opportunities to residents. CDBG funds may be used to support the continued operation of programs offered at these facilities, as well as to finance needed improvements or provision of new facilities. During the five year Consolidated Plan period, the Department estimates improvements will be made to six facilities, and has identified the following projects for which CDBG funds may be requested:

- ✓ Improvement/Renovations of Recreation Centers
- ✓ Creation of Soccer Fields
- ✓ Renovation and/or Expansion of Ball-fields/Sports Facilities

- ✓ Replacement of Park Playground Equipment
- ✓ Overnight Campground/Trail Signage
- ✓ Pursue opportunities for new parks. Where possible, acquire sites for future park use as they become available for sale or development.

In 2006, the City reimbursed CDBG funds originally expended (\$1.23 million) to acquire park sites and reprogrammed the funds for use in another CDBG eligible neighborhood (Lake/Alameda). The Redevelopment Agency in conjunction with Los Angeles County will construct a pedestrian access pathway in the Lake/Alameda neighborhood in 2008. The project is estimated to cost \$1.4 million (\$800,000 CDBG; \$600,000 L.A. County).

The City maintains a joint use agreement with the Burbank Unified School District to allow community use of school recreational facilities during non-school hours. Many school playground facilities are in need of upgrading, and may be supported using CDBG funds where facilities principally benefit low and moderate income households. One of the most significant recreational needs in Burbank is the provision of additional fields for soccer use, which can involve installation of artificial track surfacing on school fields to allow year round usage, and/or installation of field lighting to allow evening play. Based on HUD's designation of low and moderate income neighborhoods derived from the 2000 Census (refer to earlier Figure III-7), only Disney and Washington elementary schools remain eligible for expenditure of CDBG funds. For FY 2008, CDBG project funds of \$343,200 have been approved to complete playground improvements at Disney Elementary School.

In addition to the City's three existing community/youth centers, the City supports the Burbank Housing Corporation (BHC) in establishing neighborhood activity centers in conjunction with neighborhood revitalization activities. BHC has four family resource/activity centers in the Elmwood, Verdugo-Lake, Golden State and Peyton-Grismer Focus Neighborhoods. A fifth center is located at the Mary Alice O'Conner Family Center.

**Senior Centers:** The City operates three senior centers - Joslyn, Tuttle and a center in the McCambridge Recreation Center. In order to meet increasing demand from the City's population of 13,000 senior residents, these centers require ongoing expansion and/or renovation. During the past Consolidated Plan cycle, CDBG funds were budgeted to support remodeling and expansion of the Tuttle and Joslyn Senior Centers to add additional all purpose rooms, as well as a computer lab and new conference room in Joslyn. The Tuttle project has been completed and \$320,000 in FY 2007 CDBG funds are earmarked for the completion of the Joslyn project during FY 2008.

City Parks and Recreation staff also indicates the current shuffleboard area at Joslyn is underutilized, providing potential opportunity for removal to enable expansion of the current building to accommodate additional meeting/activity

room space. City staff indicates the desire to expand program offerings targeted towards a younger senior population which could be housed in this expanded meeting/activity room area.

**Childcare Centers:** Affordable, quality childcare has been identified as a significant need by local service agencies surveyed as part of the Consolidated Plan. The Redevelopment Agency has assisted in establishment of two new childcare centers in Burbank with 20 percent of spaces offered at affordable rates: Burbank Cottages and Children’s Center (2003 - capacity for 92 children) and Mary Alice O’Connor Family Center (2007 - capacity for 88 children). Over 200 children are on the joint waiting list for these two facilities, indicating the demand for childcare facilities still exceeds the supply. The City supports the expansion of existing childcare facilities in the community.

**Other Community Facilities:** Burbank may use CDBG funds to assist in the construction, expansion, and/or rehabilitation of other public facilities and non-City owned facilities serving low and moderate income residents, and residents with special needs. For example, Centers for the Disabled, Homeless Facilities, Health Facilities, and Non-Residential Historic Preservation have all been identified by the City as Medium Priority for federal funds. Parking facilities have also been identified as Medium Priority.

For 2008, \$40,000 in CDBG funds has been approved for Build Rehabilitation to install new windows at its Burbank facility. Additionally, prior year CDBG funds of \$171,400 will be used to construct new training rooms and install a new electrical system and floor drain

## **5. Priority Infrastructure Improvements**

### **Priority 5.1: Provide for Needed Infrastructure Improvements in Lower and Moderate Income Target Areas**

#### **Priority Needs:**

- High priority - Street and sidewalk improvements
- Medium priority - Water/sewer and flood drain improvements; provide traffic signals

#### **Supporting Rationale:**

- Most of Burbank’s low and moderate income neighborhoods are older, and many contain aging infrastructure. The Public Works Department has identified street resurfacing and improvements to the sewer system as particularly significant needs in these neighborhoods.

■ Through the City's Capital Improvements Plan (CIP) process, the City has identified priority infrastructure improvement needs within low/mod areas and throughout the City.

**Five-Year Objectives:**

■ Maximize the effectiveness of available CDBG funds for infrastructure improvements consistent with the urgency of the established need for improvements and the availability of other long-term funding for improvements.

**Implementing Programs:** The City will implement the following programs to address Priority 5.1:

***Infrastructure Improvements:*** The City's Capital Improvements Plan (CIP) identifies long range infrastructure and public improvements to be undertaken in Burbank. The City utilizes CDBG funds to assist in financing needed infrastructure improvements within designated low and moderate income areas (refer to prior Figure III-7), including streets, alleys, sidewalks, sewers, storm drains and traffic improvements. FY 2008, CDBG funds of \$318,454 have been budgeted to reconstruct sidewalks in CDBG eligible areas and to install pedestrian ramps citywide. Based on the CIP, the Public Works Department anticipates undertaking the following CDBG funded infrastructure improvements in low/mod areas during the five year Consolidated Plan period, contingent upon eligibility under CDBG regulations:

- ✓ Street Reconstruction/Sidewalk Improvements - 5 projects
- ✓ Sewer Line Improvements - 2 projects
- ✓ Installation of Storm Drains - 1 project
- ✓ Installation of traffic signals - 2 projects

Water service is provided by Burbank Water and Power (BWP). Water system improvements are made incrementally as necessary to support new development and not geographically targeted to any particular low and moderate income areas of the City.

## **6. Priority Community Services**

### **Priority 6.1: Provide Needed Community Services to Those of Lower and Moderate Income**

**Priority Needs:**

■ High priority - Provide services to the following groups: youth, senior citizens, disabled, and homeless. High priority services include child care, employment training, health care, fair housing, literacy, and immigrant services.

**Supporting Rationale:**

■ Consultation with over a dozen housing and social service providers conducted as part of this Consolidated Plan, combined with over 200 responses to the community development needs survey, identify the following key service needs in Burbank: *youth services* (after-school programs, teen programming, employment training); *disabled services*; *health services*; *childcare services*; *crime awareness and prevention*; *transportation services*; and *emergency services for homeless and persons at risk of homelessness*.

**Five-Year Objectives:**

■ Annually, allocate 15% (\$200,000) of Burbank’s CDBG entitlement towards community services consistent with the urgency of the established need for community services and the availability of other reliable long-term funding sources. For fiscal year 2008, in response to its annual request for public service proposals, the City received 18 proposals from 13 agencies totaling over \$440,000 in requests against available CDBG funds of \$195,434.

To estimate community service assistance goals over the 5 year period (as required in the Community Development Needs Table V-3), the CDBG-funded service agencies’ annual assistance goals described in this section have been projected out five years.

**Implementing Programs:** The City will implement the following programs to address Priority 6.1:

**Youth Services:** The City continues to identify youth services as a high priority for CDBG funds; the following summarizes the agencies Burbank provides CDBG funding support for provision of needed services for the community’s youth:

- **Family Service Agency** - Clinical counseling program for at-risk youth and their parents or guardians (Creating Resolution Among Families Together “CRAFT”), serving approximately 40 parents and children; a Community Day School for middle-school to high school age at-risk youth, serving an estimated 50 students annually; an elementary, middle-school and high school counseling program serving 13 schools and approximately 1,200 students annually; and a social service intervention program in conjunction with the Burbank Housing Corporation (The CARE Cottages), serving 5 families. In 2008, these programs are requested at \$156,000 in CDBG funding.
- **Boys & Girls Club of Burbank** - A new free drop-in program for teens involving after school tutoring, mentoring, job and college preparatory assistance, technical/computer assistance training, creative arts classes and athletics. An estimated 40-50 youth will be served in the program’s initial 2008/09 year, with increases over time, particularly if

the Boys and Girls Club is successful in opening a new teen center. For FY 2008, the Club has requested \$35,000 in CDBG for this program.

The City's commitment to serving its youth is evidenced in the great diversity of youth programs offered through the Parks, Recreation and Community Services Department, including:

- **Summer Food Lunch Program** – Free lunches offered at four summer park sites for youth 18 years or younger (7 week program).
- **Afterschool Drop-In Programs** – Free on-site supervised recreational programs at McKinley and Providencia Elementary Schools and Jordan, Luther-Burbank and Muir Middle Schools.
- **Affordable Afterschool Daze Program** – This fee based program provides on-site supervised recreational activities for Burbank elementary school children at Edison, Emerson, Jefferson, Miller and Washington Elementary Schools, and at Olive and Verdugo Recreation Centers.
- **Day Camp Programs** – Various programs are offered for youth ages 5-14 during school breaks at McCambridge and Verdugo Recreation Centers and Gross Park.
- **Kids at Play** – A mobile recreation program, which utilizes City staff and two vans equipped with supplies provide activities to smaller parks and neighborhoods where access to larger recreation centers is limited.
- **Pack for Success Program Youth Board** – In collaboration with the Burbank Youth Board, the Burbank Outreach Center, and We Care for Youth, this program provides backpacks filled with school supplies to students without the means to buy supplies.

Input from the Burbank Youth Board and the Youth Endowment Services Fund Advisory Committee will continue to influence the City's strategy to address the service needs of youth throughout this Consolidated Plan.

**Childcare Services:** The need for affordable childcare services has been identified as a High Priority. The City provides CDBG funding support to the YMCA for operation of a childcare program, providing subsidized care for approximately 20 children on an annual basis. The YMCA has requested \$15,000 in CDBG support for childcare in 2008-09.

The Redevelopment Agency has been actively involved in increasing the number of childcare spaces in Burbank, with the opening of the 92 space Cottages Child Care Center in 2004, and the 88 space Mary Alice O'Connor Family Center in 2007. Both these facilities provide 20 percent of the childcare spaces at subsidized rates.

The City established a Child Care Committee in 1988 to address the need to establish a coordinated strategy to providing quality and affordable childcare in the community. Members include representatives of the Burbank Unified School district, private industry, non-profit organizations serving children, developers, and childcare providers.

**Employment Training:** The City provides CDBG funding to several agencies that provide job training and placement services to lower income youth and the disabled. BUILD Rehabilitation Industries provides job training and placement to developmentally disabled persons, and serves approximately 60 individuals on an annual basis. The Burbank School District's Summer Youth and Training Program places low and moderate income youth in various work settings in Burbank where they are provided with job training designed to enhance their employability. CDBG funds support the placement of approximately 35 students each summer, depending on funding availability. For 2008, the School District and Build Rehabilitation CDBG requests for funding total \$54,600 and \$17,000, respectively.

The City maintains a strong commitment to employment training, and supports or participates in several other important programs. Burbank's Community Development and Management Services Departments staff the Workforce Connection job training center, funded through the Workforce Investment Act (WIA). Workforce Connection serves as the City's primary center for job training and assistance, and serves 850 - 900 persons each month.

The City administers or supports other work training programs, including:

- ✓ CREST Program (City Resources Employing Students Today)
- ✓ Magnolia Park CREST Program
- ✓ Workability (Foothill SELPA)
- ✓ BEST Program (Burbank Employment and Student Training)
- ✓ Summer Trails Program
- ✓ DRIVE Program (Developing Responsible, Independent Valuable Employees)
- ✓ WIA ISY (Workforce Investment Act - In School Youth Program)
- ✓ WIA OSY Program (Workforce Investment Act – Out of School Youth Program)

**Services to Persons with Disabilities:** CDBG funds may be used to support social service agencies that serve disabled persons. The City contributes funds to Burbank Center for the Retarded (BCR) to operate three programs: an extended day program for developmentally disabled children (ages 6-17), a separate extended day program for adults; and an adult day activity program for adults. Approximately 100 persons are served in BCR's three programs on an annual basis. As previously described under Employment

Training, the City also provides CDBG funds to BUILD Rehabilitation Industries to provide job training, employment and placement services to persons with developmental disabilities. The City further contracts with Work Training Programs (WTP) to offer job training and placement to persons with developmental disabilities or mental illness. In FY 2008-09, BCR has requested \$12,000 in CDBG funds, while Build Rehabilitation has requested \$17,000 for its training program.

The Parks, Recreation and Community Services Department has identified the need for additional services for the disabled in Burbank, and has indicated that the City may not necessarily be the service provider. The Burbank Advisory Council on Disabilities will continue to help identify the specific needs of the disabled in the community, and advise City Council on strategies to address these needs.

**Senior Services:** The City may use CDBG funds to provide needed services to its senior population, such as in-home services, fitness programs, adult day care, nutrition programs, health services, information and referral, and transportation. As previously described under Priority 4.1 Community Facilities, the City's existing senior centers require expansion to meet increasing demand from the City's population of approximately 13,000 senior residents. In order to provide additional staffing and programming associated with any expansion in facilities, additional funding may be necessary.

The Burbank Senior Citizens Board provides input to Council on the needs of seniors in the community, and will continue to assist in defining the City's strategy to address these needs throughout the Consolidated Plan cycle.

**Crime Awareness/Prevention Programs:** The Burbank Police Department operates a number of crime prevention/education programs, although none of these are currently funded through CDBG. Included among the Department's numerous crime awareness programs are:

- **Youth Outreach Program** - A cooperative effort between the Burbank Unified School District, the City of Burbank, the Burbank Police Department, the Los Angeles County Probation Department, and the Department of Children and Family Services. It focuses on providing assistance to families and at-risk youth.
- **Burbank Police Department Volunteer Program** - Gives qualified individuals the opportunity to lend their time and skills to help the BPD. Volunteers help with administrative and public service projects, and help promote positive police-citizen relations.
- **Cadet Program** - Designed for college students interested in a career in law enforcement.

- **Citizens and Youth Academy** - Gives Burbank residents and youth an opportunity to observe police work and gain a better understanding of departmental operations. These mini-police academies are designed to familiarize citizens and youth with the department's community policing philosophy, internal policies, and the guiding principles of law and ethical conduct governing the delivery of police services within our community.
- **Community Resource Officer** - Acts as a liaison between the community and the Police Department. This person is responsible for crime prevention programs such as Neighborhood Watch and coordinating personnel for community events. The Community Resource Officer also speaks to community groups and assists in community problem solving.
- **Explorer Program** - Youth oriented program which gives young men and women an opportunity to investigate the field of law enforcement.
- **Neighborhood Watch Program** - Reduces crime by encouraging the public to take an active part in the safety of their neighborhood. Through this program citizens maintain a safe neighborhood through vigilance and cooperation with police.
- **Street Beat Television Program** - A weekly, live call-in television program that discusses a variety of police and community oriented topics.
- **Regional Occupation Program** - Personnel from the Burbank Police Department instruct classes for the Los Angeles County Regional Occupational Program (ROP). These ROP classes are focused on the field of Law Enforcement and are designed to provide academic studies and hands-on training. Students are trained in job relevant skills and are instructed in the proper attitude and knowledge to become a prepared applicant for a career in the field of law enforcement.

**Emergency Services:** CDBG funds are also provided to two key service organizations in Burbank - Burbank Temporary Aid Center (BTAC) and the Salvation Army - to provide services to homeless individuals and families, and lower income persons at risk of becoming homeless. These agencies provide counseling and referrals, a soup kitchen, food pantry, clothing and hygiene items, transportation assistance, laundry and showers, medical and prescription assistance. Through CDBG assistance, each agency is able to serve approximately 500 persons on an annual basis, for assistance to 1,000 homeless and persons at-risk of homelessness. For fiscal 2008, BTAC and the Salvation Army CDBG proposals total \$41,700 and \$18,500, respectively.

**Health Services:** The City may use CDBG funds to support organizations in providing health care services to low and moderate

income households. The City currently funds Burbank Noon Lions (BNL) to administer eye examinations/hearing tests and provide prescription glasses and hearing aids, assisting approximately 10 low income residents annually. BNL is requesting \$3,000 in 2008 CDBG funds to operate these programs.

The City also provides CDBG funding support to Kids Community Dental Clinic, an organization providing dentistry to uninsured, low income children up to the age of 19. Services are provided by professional volunteer dentists, the majority of which have their own private practices in Burbank. The Dental Clinic also conducts educational outreach to local schools, Focus Neighborhoods, and at health fairs. With the move of the Kids Community Dental Clinic offices to McKinley Elementary School in 2008, an estimated 500 children and youth are anticipated to be served annually under this program. Redevelopment Agency funds of \$130,000 are budgeted to provide tenant improvements and equipment at the McKinley School site. Additionally, the Kids Clinic is requesting approximately \$30,000 in 2008 CDBG funds.

***Fair Housing and Tenant/Landlord Mediation Services:*** Burbank contracts with Fair Housing Council of San Fernando Valley (FHCSFV) to provide fair housing services for its residents. A variety of services are provided, including investigation of allegations or complaints regarding unfair housing practices, conducting community outreach and education, fair housing audits and testing, and providing counseling or referrals to other agencies when individuals may have been victims of discrimination. The FHCSFV works with real estate agents, lenders, landlords, home-seekers and tenants to reduce incidents of discrimination against people because of race, color, religion, age, ancestry, sex, sexual orientation, familial status, national origin or physical or mental disability. CDBG funds provide for investigation of approximately 15 discrimination inquiries on an annual basis. (For purposes of Table V-3: Community Development Needs, Fair Housing assistance goals are aggregated under "Other Public Service Needs"). For FY 2008-09, \$19,500 of CDBG administration funds are requested for fair housing services.

In addition to the FHCSFV, the City offers landlord-tenant counseling and mediation services through the Burbank Landlord-Tenant Commission. Established in 1980, the Landlord-Tenant Commission meets on a monthly basis to assist both tenants and landlords to achieve equitable solutions to a wide variety of issues, including conflicts involving property maintenance, repairs, lease agreements, evictions and rent increases.

**Community Resources:** City personnel focus on community outreach within the five focus neighborhoods. Staff in cooperation with the Burbank Housing Corporation continues to take strides in outreaching to residents in the focus neighborhoods. The Redevelopment Agency and the Burbank Housing Corporation have developed, neighborhood-by-neighborhood, activity centers from which to offer community enriching uses, such as family and youth services. The Redevelopment Agency continues to sponsor neighborhood events and facilitate information sharing for residents in an on-going effort to improve citizen participation and to strengthen and build community in their neighborhoods. Additionally, a quarterly community outreach newsletter is mailed to the five focus neighborhoods, which highlights City programs as well as other outside agency programs.

**Other Public Services:** The City provides CDBG funding support to the Library Literacy Program. The Burbank Library offers a literacy program to help adults, possessing less than sixth grade skills, to prepare for employment prospects by increasing their ability to read and write. The Library periodically sends out flyers advertising the free program to local social service agencies to identify prospective participants. Approximately 100 adults are assisted under this program on an annual basis. The Library has requested \$4,000 in 2008 CDBG funds to promote the literacy program.

The Armenian Relief Society (ARS) administers a social service program for immigrants with limited English speaking ability to better assimilate into the United States and gain self-sufficiency. ARS serves an estimated 200 unduplicated clients in Burbank annually using CDBG funds. Their request for 2008 is approximately \$34,000. Services offered include:

- Referral to ESL classes
- Employment preparation assistance
- Citizenship application
- Translation and interpretation services
- Information on welfare reform and medical changes
- Assistance in application for Section 8, EDD, disability
- Information and referral

CDBG funds are also provided to two key service organizations in Burbank - Burbank Temporary Aid Center (BTAC) and the Salvation Army - to provide services to homeless individuals and families, and lower income persons at risk of becoming homeless. These agencies provide counseling and referrals, a soup kitchen, food pantry, clothing and hygiene items, transportation assistance, laundry and showers, medical and prescription assistance. Through CDBG, each agency is

able to serve approximately 500 persons on an annual basis, for assistance to 1,000 homeless and persons at-risk of homelessness.

## 7. Priority Economic Development Needs

### Priority 7.1: Foster Economic Development Opportunities for Lower and Moderate Income Residents Through Redevelopment Agency Programs

#### Priority Needs:

■ Medium priority - Since CDBG funds are not currently used to support the City's extensive economic development activities, economic development is a medium priority.

#### Supporting Rationale:

■ The Burbank Redevelopment Agency ensures the City's long term economic vitality as a whole, and particularly in its redevelopment project areas. The majority of Burbank's commercial and industrial land uses fall within one of four Redevelopment Project Areas: Golden State; City Centre; West Olive; and South San Fernando. The Redevelopment Agency is involved in community revitalization at all levels, from relatively straightforward rehabilitation and façade improvements to complex strategies to preserve and enhance the community's job base by retaining existing businesses and attracting new businesses to the community.

■ Although the various Agency economic development strategies are financed primarily through redevelopment tax increment, federal and other outside funds may be used to leverage local resources and enhance local job opportunities. Since CDBG funds are not currently used to support the City's extensive economic development activities, the City has assigned Economic Development as a medium priority.

#### Five-Year Objectives:

- Promote and facilitate business expansion and economic development in Redevelopment Project Areas.
- Encourage commercial and industrial revitalization activities.

**Implementing Programs:** The City will implement the following programs to address Priority 7.1:

***Business Attraction, Retention & Expansion Program:*** The Burbank Redevelopment Agency implements an active business attraction, retention and expansion program to promote/facilitate economic and community development within each of the Agency's four Redevelopment Project Areas. This is accomplished through the promotion of local job opportunities, the elimination of underutilized and deteriorating properties, and assisting in the

revitalization of the business climate in the Project Area. Specific Agency activities under this program may include establishment of development sites; land acquisition; assistance with on and off-site public improvements; loans to new businesses; and other types of required assistance.

*Commercial Rehabilitation Loan Program:* This program provides low interest loans to property owner/businesses within Redevelopment Project Areas to finance a portion of the total costs involved for building rehabilitation and code compliance of existing commercial structures. Designed to encourage existing property owners/businesses to substantially upgrade deteriorated storefronts, correct code violations, and renovate the interior of stores to stimulate building improvements and upgrade the appearance of commercial properties as well as encourage new development. The Agency is also developing a Façade Improvement program, which will provide design guidelines to assist businesses to upgrade their buildings and business frontage.

*Downtown Tenant Assistance Program:* The purpose of the Downtown Tenant Assistance Program (DTAP) is to provide low interest loans as financial incentives to attract certain new key retail tenants to locate in the downtown. This loan program would be made available to specific retail tenants interested in locating downtown or property owners interested in attracting retail tenants in the downtown area.

*Public Facilities and Improvements Program:* The program includes the construction and installation of public facilities and improvements within the Redevelopment Project Areas to support the economic development of the area. Potential public improvements may include street improvements, sewer improvements, improvements to water distribution lines, and electrical distribution improvements. An example of a specific project under this program is the potential undergrounding of utilities in the San Fernando Redevelopment Project Area.

## **8. Other Priority Community Development Needs**

### **Priority 8.1: Provide for Necessary Planning Activities to Develop Both Housing and Community Development Plans to Address Anticipated Need**

#### **Priority Needs:**

- High priority - Provide planning services related to annual updates of the Consolidated Plan, and the five-year update of the City's Fair Housing analysis.

#### **Supporting Rationale:**

- The effective use of CDBG and HOME resources, requires the City to better understand its housing and community development needs, and monitor progress in

program performance. Certain planning and land use studies can help the City better facilitate development of infill housing and expand the supply of housing affordable to low and moderate income households.

**Five-Year Objectives:**

- Continue to conduct planning relevant to the CDBG and HOME program.
- Undertake relevant studies to facilitate residential infill.

**Implementing Programs:** The City will implement the following programs to address Priority 8.1:

**Consolidated Plan:** The City will annually review its Consolidated Plan, and update the Action Plan and other components as necessary. The City will also prepare a five-year update of its Analysis of Impediments to Fair Housing Choice (AI) during 2008/2009.

## **C. ANTI-POVERTY STRATEGY**

Economic development and job training are a high priority in Burbank, and the City actively supports a variety of activities to support these goals.

Burbank, along with Glendale and La Canada Flintridge, is part of the Verdugo Consortium which provides job training and programs to residents in the Verdugo Area. Funded under the federal Workforce Investment Act (WIA), the Verdugo Consortium offers a variety of activities designed to increase employment, job retention, earnings and occupational skills. To supplement the WIA-funded Verdugo Jobs Center located in Glendale, Burbank operates Work Force Connections in the City Hall annex, providing a one-stop career center offering job seekers and employers access to a variety of employment resources.

The Community Development Department has established “Team Business,” a business resource center in partnership with the Burbank Chamber of Commerce, Small Business Development Center and the Small Business Administration. This center provides workshops, financing options and a variety of services to residents who want to start a business or business owners who are looking to expand and grow. The Burbank Library Department offers a literacy program to help adults, possessing less than sixth grade skills, to prepare for employment prospects by increasing their ability to read and write. Through a partnership with Work Training Programs (WTP), job training, career counseling, and placement services are available to persons with developmental disabilities, mental illness, or lower incomes in Burbank.

The City administers or supports several other work training programs, including:

- 1) CREST Program (City Resources Employing Students Today)
- 2) Magnolia Park CREST Program

- 3) BEST Program (Burbank Employment & Student Training)
- 4) Summer Trails Program
- 5) DRIVE Program (Developing Responsible, Independent Valuable Employees)
- 6) WIA ISY Program (Workforce Investment Act - In School Youth Program)
- 7) WIA OSY Program (Workforce Investment Act - Out of School Youth Program)

The City annually assists several organizations which foster employment in the community, including BUILD Rehabilitation Industries, Burbank Unified School District (BUSD), and the Burbank Community YMCA. BUILD provides vocational training for low and moderate income adults who are either mentally or physically disabled. Through job training that simulates actual building practices, BUILD can place these individuals in private industry jobs. BUSD administers a summer youth employment-training program, providing job training and work ethic values to economically disadvantaged youth. The YMCA's child care program is designed in part for low income single mothers who are seeking employment or who are continuing their education to better provide for their families. In addition, numerous City-sponsored youth programs are geared towards keeping kids in school, with the goal of ultimately gaining meaningful employment. Other local agencies the City assists financially to help those in poverty become self-sufficient include Burbank Temporary Aid Center (BTAC) and the Salvation Army.

The City further encourages the use of apprentices and trainees in CDBG, HOME, and other federally or locally financed capital improvement projects. Single mothers with children, the elderly, the disabled and those with special needs are helped through the City's Section 8 program to the extent possible.

## **D. LEAD-BASED PAINT HAZARD REDUCTION**

Based on national averages established by HUD, an estimated 3,500 rental units and 1,900 owner units occupied by low and moderate income households in Burbank may contain lead-based paint. The Los Angeles County Health Services' Childhood Lead Prevention Program (CCLPP) has identified four census tracts (of 361 tracts County-wide) in the eastern area of Burbank considered high risk areas for lead poisoning. According to the CCLPP, between 2001-2007, 19 children in Burbank have been tested with Elevated Blood Levels (EBLs), although only two of these were at the level to be classified as a lead poisoning case.

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

- ✓ Notification
- ✓ Lead Hazard Evaluation
- ✓ Lead Hazard Reduction

- ✓ Ongoing Maintenance
- ✓ Response to Children with Environmental Intervention Blood Lead Level

The City of Burbank will coordinate with the CCLLP in addressing lead hazards in the community. CCLLP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP provides the City with the address of any household where there is evidence of lead poisoning or elevated blood levels in children, or any other evidence of lead from a physical inspection of the property. The City will then contact the property owner, and offer financial assistance to income-qualified households to assist in the abatement of the hazard. The City will provide lead hazard education and outreach through dissemination of brochures at locations throughout the community.

To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by the Burbank Housing Corporation (BHC) are tested for lead and asbestos. If a lead-based paint hazard is present, the City contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. BHC notifies tenants of the results of the test and the clearance report. As part of the City's Rehabilitation Program, the City includes lead based paint testing as an eligible item for homeowners and property owners to include in their rehabilitation loans. In Section 8 programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

## **E. REDUCTION OF BARRIERS TO AFFORDABLE HOUSING**

As part of Burbank's 2008-2014 Housing Element update, the City conducted an analysis of potential market and governmental constraints to the development and improvement of housing in the community. The Housing Elements sets forth the following program actions to reduce identified barriers to enable the City to continue to facilitate the production of affordable housing:

- ✓ Amend the Zoning Ordinance to better facilitate the provision of a variety of housing types, including community care facilities with 7 or more occupants; supportive and transitional housing; and emergency shelters.
- ✓ Develop and adopt a Reasonable Accommodations ordinance to facilitate accessibility improvement requests through modifications in zoning, building codes, and permit processing procedures.
- ✓ Continue to implement the Inclusionary Housing Ordinance as a tool to integrate affordable units in market-rate developments, or alternatively, to generate fees in support of affordable housing in off-site locations.

- ✓ Evaluate strengthening current condominium conversion regulations to extend the City's inclusionary housing requirements to encompass condominium conversions.
- ✓ Provide density bonuses and other regulatory incentives as a means of enhancing the economic feasibility of affordable housing development.
- ✓ Continue Redevelopment Agency assistance in development of affordable housing, including site assembly, provision of infrastructure, and direct financial assistance.
- ✓ Adopt the updated Land Use and Mobility Elements and implement mixed-use zoning standards to facilitate infill development.

## **F. ACTIVITIES TO FURTHER FAIR HOUSING**

To address HUD provisions to affirmatively further fair housing, in November 2003, Burbank updated its Analysis to Impediments to Fair Housing Choice (AI). The City's AI includes detailed analysis and specific recommendations pertaining to fair housing choice and access to credit, fair housing outreach, and a review of local planning and building codes. The City's Consolidated Plan Annual Performance Reports summarize the AI, its recommendations, and scheduled activities and actions.

Burbank's fair housing responsibility includes formulating actions to overcome the effects of identified impediments and maintaining records to support its certification to affirmatively further fair housing. The Fair Housing Plan covers this responsibility and encompasses objectives, activities and actions in the following areas:

- ✓ Education and outreach
- ✓ Monitoring lending, housing providers, and local real estate practices
- ✓ Enforcement activities
- ✓ Investigative testing and auditing local real estate markets
- ✓ Land use policies to affirmatively further fair housing
- ✓ Increasing geographic choice in housing for Section 8 Certificate and Voucher holders, other lower income renters and prospective homebuyers

Following adoption of Burbank's 2008-2013 Consolidated Plan, the City will undertake an update to its Fair Housing Plan to encompass the same time period.

Burbank continues with the Fair Housing Council of the San Fernando Valley (FHCSFV) to actively support and promote freedom of residential choice through education, advocacy, and litigation to ensure that all persons have the opportunity to secure safe and decent housing that they desire and can afford, without regard to their race, color, religion, gender, sexual orientation, national origin, familial status,

marital status, disability, ancestry, age, source of income, or other characteristics protected under fair housing laws.

Fair housing services are mandated by HUD and the City must either implement the services on its own or contract out. The City contracts with FHCSFV for these services at a cost of \$19,500 for fiscal 2008. This contract not only fulfills the City's mandate to provide fair housing services, but also at a much lower cost than if the City were to undertake the services itself.

## **G. ANTI-DISPLACEMENT/RELOCATION**

The City has a Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the HCD Act of 1974 as described in 24 CFR 570.606 (b)(1). Burbank will replace all occupied and vacant occupiable low/moderate income units demolished or converted to a use other than as affordable housing as a direct result of activities assisted with funds under the Act. Relocation assistance is provided as described in 570.606 (b)(2) of the Act.

To minimize displacement, Burbank will not undertake activities that would result in the displacement of low/moderate income households, unless applicable relocation guidelines are followed. Further, the Redevelopment Agency will not demolish residential units within a redevelopment project area unless a plan is in place for replacement of those units. Each project or activity is evaluated with respect to any projected displacement that could occur prior to program funding.

## **H. INSTITUTIONAL STRUCTURE/ COORDINATION AMONG AGENCIES**

The City and its Redevelopment Agency work with both non-profit agencies and for-profit developers in planning affordable housing through various programs. The City leverages local funds with outside sources to promote affordable housing, and offers developers concessions in exchange for provision of affordable units. Such developer incentives include land write downs, direct financial subsidies, flexible zoning, and provision of necessary public improvements. The City further helps developers by working with City Departments to streamline the process of project approval. Lastly, Burbank expands its existing relationships with local jurisdictions through cooperative agreements and with the State by obtaining increased performance incentives and accessing funds available for producing affordable housing.

The Burbank Community Development Department (CDD) maintains staff linkages with other City departments, including the Burbank Housing Authority to keep current on housing related policies, issues and services. Through daily contact and inter working relations, City staff implements programs and services and tracks issues of

concern. This process allows easy access to data on building activity, housing conditions, code requirements, zoning, growth issues, employment trends, and other demographic data. The following three agencies are integral to implementing the City's affordable housing program, including activities for acquisition/rehabilitation, preservation of assisted housing, and development of affordable housing:

**Burbank Redevelopment Agency:** The Burbank Redevelopment Agency is responsible for coordinating activities within Burbank's four redevelopment project areas: Golden State, City Centre, West Olive, and South San Fernando. The Agency administers the expenditure of the Redevelopment housing set-aside fund, which it leverages with a variety of other resources to support Burbank's affordable housing activities. The Agency is active in funding affordable rental housing, special needs housing, and acquisition/rehabilitation projects in Burbank. In addition, the Agency has funded several mixed income homeownership projects, homebuyer assistance, and residential rehabilitation programs.

**Burbank Housing Authority:** The Burbank Housing Authority administers the City's Section 8 rental assistance program. The Burbank Housing Authority, Redevelopment Agency and federal housing grants functions are all staffed within the Community Development Department, facilitating coordination amongst these agencies.

**Burbank Housing Corporation (BHC):** BHC is a non-profit housing developer actively involved in the purchase and management of affordable housing in the Burbank community. Chartered in 1997 with the assistance of the Burbank Redevelopment Agency, the Corporation's mission is twofold: 1) to develop, upgrade and preserve affordable housing opportunities for lower and moderate income Burbank households; and 2) to provide services to enrich the quality of life for BHC residents, especially that of children and youth. BHC's nine-member Board of Directors are appointed by different segments representative of the Burbank community: the Chamber of Commerce, the Ministerial Association, the Board of Realtors, Wesley Housing (senior housing), the Advisory Council on Disabilities, two tenants of BHC properties, and two members appointed by the Redevelopment Agency.

In addition to the City's internal network, through its federal entitlement and other resources, Burbank interacts with various non-profit agencies and public service groups in the delivery of programs. These entities include the following:

- ✓ Fair Housing Council of the San Fernando Valley
- ✓ Family Services Agency of Burbank
- ✓ BUILD Rehabilitation Industries, Inc.
- ✓ Burbank Temporary Aid Center
- ✓ The Salvation Army, Burbank Corps
- ✓ Burbank Community YMCA
- ✓ Burbank Unified School District

- ✓ Boys & Girls Club of Burbank
- ✓ Burbank Center for the Retarded
- ✓ Armenian Relief Society
- ✓ Kids Community Dental Clinic
- ✓ Wesley Community Corporation

These agencies are assisted by City staff in planning programs and projects, ensuring activity eligibility and costs, complying with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program funds. The City requires agencies to submit quarterly and annual reports to meet federal requirements, and periodically conducts sub-recipient audits and on-site reviews.

As part of the Consolidated Plan process, the City received input from approximately 25 housing and public service agencies through a combination of consultation workshops, interviews and a Needs Assessment Survey (refer to Appendix A for a listing of these agencies and a summary of their comments). These agencies provided valuable input into the identification of needs and gaps in service, and in development of the City's five year Strategic Plan.

Burbank City staff continues their representation on a variety of topical committees, acting as advisors to the following groups:

- ✓ Burbank Advisory Council on Disabilities
- ✓ Burbank Childcare Committee
- ✓ Burbank Landlord Tenant Commission
- ✓ Burbank Senior Citizen's Board
- ✓ Burbank Youth Board
- ✓ Community Development Goals Committee
- ✓ Mayor's Youth Task Force
- ✓ Teens in Action Communications Team
- ✓ Teens in Action Police Youth Relations Team
- ✓ Verdugo Private Industry Council

These entities address a range of housing and community development issues including tenant's rights; services for children, youth, seniors and persons with disabilities; affordable housing; job training; and the CDBG and HOME funding process. The Burbank Housing Authority is part of the Community Development Department, and has its commissioners appointed by the City Council.

In 2004, the Community Development Department began a new focused and concerted effort to enhance community outreach to build and strengthen neighborhoods. The objectives of this outreach effort are to build the capacity of individuals and neighborhoods by identifying assets and needs; improve access to community resources and services; enhance information sharing between residents,

neighborhood groups and City staff; and support neighborhood involvement and organization to maintain a high quality of life.

## **I. MONITORING**

Careful evaluation of the housing and public service delivery system can be the most effective tool in detecting gaps and making appropriate modifications. Burbank follows monitoring procedures for sub-grantees which includes in-house review of quarterly progress reports and expenditures, and annual on-site visits to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. Technical assistance is provided where necessary.

In addition, the City of Burbank performs project monitoring of HOME-assisted affordable housing units as required by 24 CFR 92.504 (d):

- Annually, a desk audit is performed wherein the owner/property manager will submit information certifying household sizes, household incomes and rents for all HOME-restricted units; and
- Periodically, an on-site visit will be conducted, which will include a property inspection and an in-depth review of all the HOME and federal crosscutting requirements, e.g., affirmative marketing and tenant selection procedures.

Project and financial data on CDBG and HOME-funded activities is maintained using HUD's IDIS (Integrated Disbursement Information System) software. Use of this system allows HUD staff easy access to local data for review and progress evaluation.

## **J. CITIZEN PARTICIPATION**

The submission of Burbank's Annual Action Plan for 2008 meets federal requirements for consultation with HUD and the State of California, as needed, units of local government, and the Burbank Housing Authority. Other local entities, including for profit and nonprofit organizations/agencies, community groups, committees, and commissions, City departments and divisions, social services and private citizens were consulted. [Refer to the Consolidated Plan].

Burbank encourages any citizen and/or group comment on the Annual Plan through a combination of public notices, postings, mailings and meetings. Public comment is requested on community needs, strategies, programs, projects and activities. The Burbank City Council and the Community Development Goals Committee, a citizen advisory committee to the Council, hold public meetings annually. The City further advertises Notices of Fund Availability and request for proposals and solicits public

review and comment on Annual Performance Reports pertaining to the use of federal funds.