

Weekly Management Report

January 11, 2019

- 1. Memo** Summary of California's New Tax Increment Financing Tools
Community Development Department
- 2. Agenda** Burbank Water and Power Board – Notice for Special Meeting to be held on January 14, 2019
Water and Power Department
- 3. Synopsis** Planning Board Actions of January 7, 2019
Community Development Department
- 4. Memo** City Manager Tracking List
City Manager Department
- 5. Minutes** Police Commission Minutes from October 17, 2018
Police Department

memorandum

DATE: January 9, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Ross Young, Real Estate and Project Manager

SUBJECT: Summary of California's New Tax Increment Financing Tools

Since the dissolution of redevelopment agencies in California, new forms of tax increment financing have emerged to give local jurisdictions options to finance infrastructure and economic development projects. The new tools have similarities to original Infrastructure Financing Districts (IFDs) and redevelopment agencies. They include:

- Infrastructure and Revitalization Financing Districts (IRFDs).
- Enhanced Infrastructure Financing Districts (EIFDs); and
- Community Revitalization and Investment Authorities (CRIAs).

BACKGROUND

In general terms, these tools allow for geographic "districts" to be formed and financing mechanisms to be created to improve those neighborhoods. Each rely on a percentage of growth in property taxes over time. The increase in property taxes above "base year" assessed values is the tax increment that can be used to fund activities, which is known as Tax Increment Financing (TIF) (Exhibit A). With a steady source of revenue, governing bodies are able to pledge future tax increment revenues to issue debt to fund projects and programs.

The funding method of using TIF operates in the same way that redevelopment agencies previously functioned, with some notable differences. In the original redevelopment model, when a district (or redevelopment project area) was created, taxing entities had no choice in the matter and were required to forfeit their portion of tax increment from redevelopment project areas that was then used by the redevelopment agencies. However, the new tools require taxing entities (such as the City and the County) to agree to participate and to voluntarily contribute their tax increment. Also, unlike with redevelopment, participation by education taxing entities including school districts and community college districts is prohibited.

For each of these new tools, blight findings are not required and each can fund similar economic development and infrastructure improvements. Routine maintenance, repair work or costs of ongoing operations or services are not permitted.

Although very similar, these tools do have differences and the applicability of any one tool over another is dependent on the unique characteristics of the geographic district and the types of projects being pursued for that district. Some noteworthy distinctions include the methods for formation, the arrangement of the governing bodies, funding allocation and bonding requirements, allowable activities, affordable housing obligations, reporting requirements and time limits. Exhibit B includes a matrix of the specific differences, Exhibit C provides answers to frequently asked questions, and the following sections provide a brief summary of each financing tool.

Infrastructure and Revitalization Financing Districts (IRFDs)

Formation

IRFDs function very similarly to traditional IFDs and are districts that are created and governed by the sponsoring community's legislative body. The formation of IRFDs and any bond issuances must be approved by two-thirds (2/3) of the eligible voters of a district. IRFDs implement "Infrastructure Financing Plans" that include a geographic map of the districts, projects, community significance findings, financing, time limits, and related information. The Infrastructure Financing Plans must include a public participation process prior to adoption by the legislative body.

Eligible Activities

Similar to IFDs, projects under IRFDs must have "communitywide significance" (commonly interpreted as large scale infrastructure improvements including highways, transit, water and sewer projects, flood control, libraries, parks, waste facilities, etc.); however the definition of "communitywide significance" for IRFDs is broader and can also include smaller projects such as:

- Brownfield restoration;
- Land acquisition for development purposes;
- Acquisition, construction or repair of housing for rental or multi-purpose uses; and
- Acquisition of commercial or industrial structures for private use.

Housing

There are no set-aside requirements for affordable housing. However, there is a 20 percent inclusionary requirement for new housing projects.

Term

IRFDs can operate for 40 years (traditional IFDs can operate for 30 years).

Enhanced Infrastructure Financing Districts (EIFDs)

Formation

EIFDs can be formed when a Public Financing Authority (PFA) is created by a city, county, special districts, or other taxing entities, to govern the EIFD. EIFDs implement Infrastructure Financing Plans that include a geographic map of the district, projects, financing, term, and

related information. Once the Infrastructure Financing Plan is prepared, the PFA and each participating agency of the PFA must adopt the Infrastructure Financing Plan and the EIFD is created.

The makeup of the EIFD Boards must include at least two public members in addition to members of the legislative bodies from the public agencies that formed the PFA. EIFDs are not subject to voter approval; however subsequent bond issuances require 55 percent voter approval of registered voters within the district.

Eligible Activities

Similar to IRFDs, EIFDs can be used to finance facilities of “communitywide significance” (large scale infrastructure improvements) as well as broader uses such as land acquisition, brownfield restoration, and affordable housing development.

Housing

There are no housing set-aside requirements and no inclusionary housing requirements.

Term

EIFDs can operate for 45 years.

Community Revitalization and Investment Authorities (CRIAs)

Formation

CRIAs can be created when a joint powers agreement is entered into by any combination of cities, counties, special districts, or other taxing entities.¹ Voter approval is not required to create a CRIA; however, the CRIA must prepare a Revitalization Plan that could be subject to voter approval. CRIAs also must meet certain socio-economic requirements for formation (described below).

Revitalization Plans must include: goals; descriptions of physical impairments of the district; financing; and plans for affordable housing, hazardous materials remediation, and economic development. Once Revitalization Plans are created, a series of public meetings must be held prior to plan approval. If the plan is met with protest, a protest proceeding commences, that can either terminate the plan or require voter approval. The makeup of the CRIAs must include at least two public members in addition to members of the legislative bodies from the public agencies that formed the district.

The requirements for forming a CRIA have stringent conditions. CRIAs can only be created in the following three locations:

1. Former military bases;
2. Census tracts or block groups situated within a disadvantaged community as identified by the California Environmental Protection Agency;

¹ Single member CRIA's can also be formed. In those cases, the legislative body that formed the CRIA would function as its governing body.

3. Areas where not less than 80 percent of the land contains census tracts or block groups with an annual median household income that is less than 80 percent of the statewide, citywide or countywide median income, AND three of the four following points:
 - a. An unemployment rate at least 3 percent higher than the statewide average;
 - b. Crime rates at least five percent higher than statewide average crime rates;
 - c. Deteriorated or inadequate infrastructure; and
 - d. Deteriorated commercial or residential structures.

Eligible Activities

Similar to IRFDs, CRIsAs can fund a wide variety of projects including large scale infrastructure projects as well as other types of projects, such as:

- Affordable housing;
- Brownfield restoration;
- Seismic retrofits;
- Acquisitions for projects;
- Loan and grant programs; and
- Business assistance.

Housing

There is a 25 percent set-aside requirement and inclusionary housing requirements.

Term

CRIsAs can operate for 45 years (debt limited to 30 years) but are subject to protest proceedings every 10 years.

Eminent Domain

CRIsAs are the only tool with the power of eminent domain (12-year period).

DISCUSSION

Each of these funding mechanisms has their benefits and drawbacks. The requirements for formation, nature of the eligible projects, life of districts, reporting requirements, and affordable housing requirements all differ among each of the tools. The success of any one tool is dependent on the characteristics of the district, public support, *and most importantly, the participation of multiple taxing entities.*

In Burbank, the effectiveness of any district would be dependent on the participation of other taxing entities, namely Los Angeles County. Since the use of tax increment from educational taxing entities is prohibited, the County represents the only other viable contributor. Unless it is willing to participate, financing would be limited to the City's contribution. This represents the biggest obstacle as the County would have to see the value in giving up tax increment for the long-term benefit of a district. The following table shows the approximate distribution of property tax revenues in Burbank and highlights the need for the County's participation.

<u>Taxing Entity</u>	<u>% Distribution</u>
Public Education	44%
→ Los Angeles County	33% ←
City of Burbank	18%
Community College District	3%
County Fire, Flood Control, Vector Control	2%
Total	100%

In response to inquiries from cities in Los Angeles County, on August 1, 2017, the Los Angeles County Board of Supervisors adopted a Board policy (Policy) for evaluating EIFDs and CRIAs. The Policy requires submittal of a fiscal analysis for any proposed district and sets forth minimum requirements for consideration (Exhibit D).

To date, only one city in Los Angeles County has formed a district and Los Angeles County did not participate in that district as it was being established while Los Angeles County was developing its guidelines. Now that the County has established a policy, cities have a vehicle for submitting proposals; however, it remains to be seen if the County chooses to participate in future districts.

While many jurisdictions in California have started the formation process, few have succeeded, mostly due to their inability to generate enough tax increment revenues to be financially viable as a tool to support infrastructure and redevelopment goals. A few examples of jurisdictions that have started the process and one that completed the process include:

1. Treasure Island, San Francisco – An IRFD is being formed at the former naval base on Treasure Island in the San Francisco Bay. The IRFD will fund infrastructure and housing, affordable housing, retail, office and hotel development (City and County participation).
2. West Sacramento – An EIFD covering 4,100 acres across the city is being formed to fund infrastructure improvements (bridge, roadway, transit, bicycle, water, sewer, storm drain, municipal facility, and park infrastructure) (City participation only).²
3. Placer County – An IRFD covering 8,900 acres is being formed to fund infrastructure and commercial, industrial, and open space development (County participation only).³
4. City of La Verne – An EIFD was approved on October 30, 2017 covering approximately 110 acres adjacent to La Verne’s Old Town Specific Plan Area. The EIFD will fund: development of mixed-use housing, potential hotel, retail, and event space; train station and circulation improvements; and sustainability improvements to commercial and industrial structures (City participation only).

In February 2017, the Southern California Association of Governments (SCAG) awarded a Sustainability Planning Grant (SPG) to the City of Burbank to study the feasibility of implementing an EIFD in the Golden State Specific Plan (GSSP) area (Exhibit E). Using some

² The City of West Sacramento receives 48 percent of property tax increment.

³ Placer County gets 22 percent of property tax increment; however, this district appears to be unique in that there are fewer than 12 registered voter and several large property owners.

general assumptions, Exhibit F shows an example TIF Model for the GSSP area to illustrate how tax increment is calculated and to show the possible tax increment revenues that could be generated. These are preliminary estimates and a feasibility study would include a more detailed formation analysis, property tax projections, bonding capacity analysis, and a fiscal impact analysis. If the feasibility study supports an EIFD or another tax increment financing tool and if the County is willing to participate, the City may be in a position to fund significant improvements to the GSSP.

CONCLUSION

A variety of tax increment financing tools are available for communities in California. These tools can be used on a wide range of infrastructure and economic development projects to improve infrastructure, spur private sector development, expand affordable housing, and remediate environmentally impacted properties, among other powers. The City of Burbank will be embarking on a study to assess the feasibility of creating a district in Burbank. If the City pursues an EIFD or other tax increment financing tool, it will be critical that the County participates by contributing some of its tax increment for the district. This will allow the district to effectively leverage funds beyond the City's own future property tax revenues to undertake infrastructure and redevelopment projects that have long-term local and regional benefits.

EXHIBITS

- A – Tax Increment Financing Graph
- B – Summary of Tax Increment Financing Tools
- C – FAQs on California's New Tax Increment Financing Tools
- D – LA County Board of Supervisor Policy for Evaluating EIFD's and CRIA's
- E – Golden State Specific Plan Area
- F – Example Tax Increment Financing Model for Golden State Specific Plan Area

TAX INCREMENT - CONCEPT

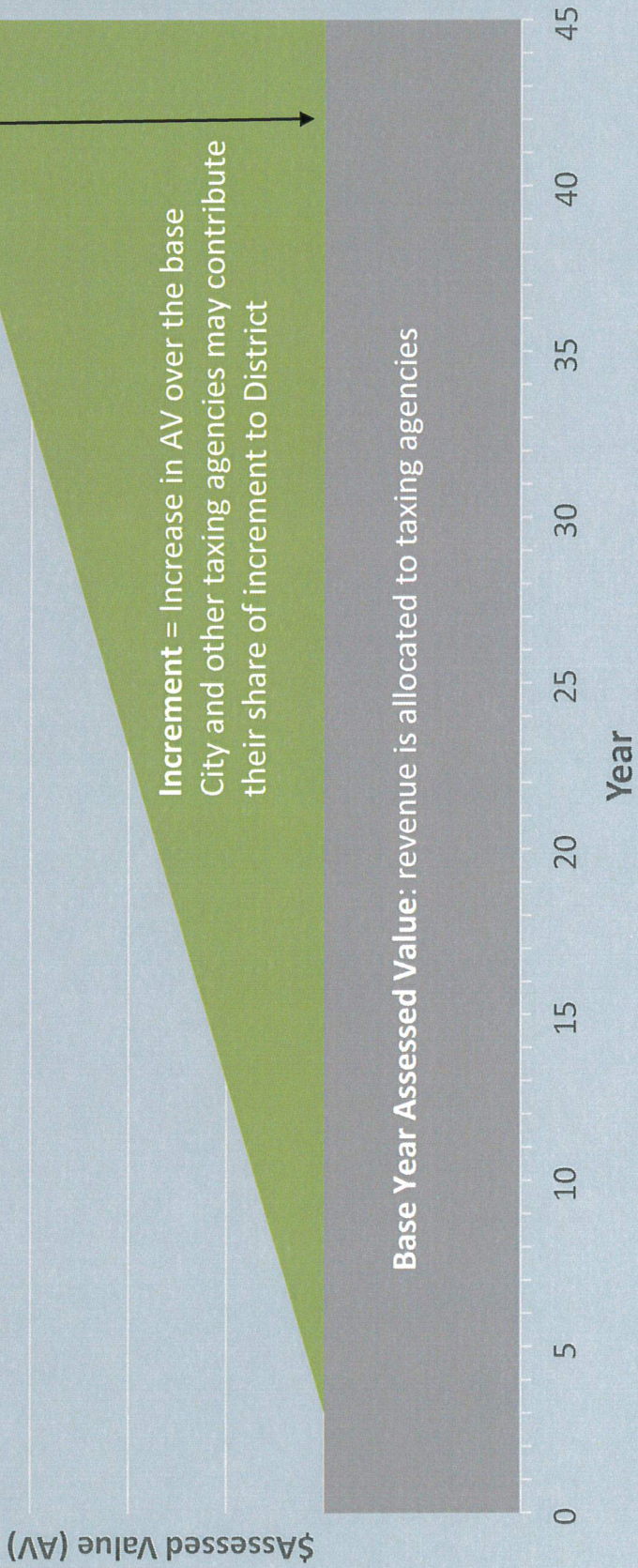


EXHIBIT A

TIF TOOLS A THROUGH Z – A summary of California tax increment financing tools for community economic development

By: GOLDFARB & LIPMAN LLP

Financing Activities				
	CRIA	IFD	EIFD/SIFD	IRFD
<i>Which taxing entities can allocate funds?</i>	Any local taxing entity except school entities and successor agencies	Any local taxing entity except school entities and successor agencies	Any local taxing entity except school entities and successor agencies	Any local taxing entity except school entities and successor agencies
<i>What funds can a participating entity pledge?</i>	Sponsoring community may pledge all or any portion of tax increment and residual distributions from redevelopment agency dissolution process Affected taxing entities make affirmative decision to pledge all or portion of tax increment by revocable resolution	Sponsoring community may pledge all or any portion of tax increment and residual distributions from redevelopment agency dissolution process Affected taxing entities make affirmative decision to retain all or any portion of the tax increment by revocable resolution	Sponsoring community may pledge all or any portion of tax increment and residual distributions from redevelopment agency dissolution process Affected taxing entities make affirmative decision to pledge all or portion of tax increment by revocable resolution Districts may also be funded through a combination of governmental or private loans, grants, bonds, assessments and fees (including among others, VLF, Mello-Roos)	Sponsoring community may pledge all or any portion of tax increment and residual distributions from redevelopment agency dissolution process Affected taxing entities make affirmative decision to pledge all or portion of tax increment by irrevocable resolution
<i>Can entity issue long term debt?</i>	Yes	Yes	Yes	Yes
<i>Is voter approval required to issue bonds?</i>	No	2/3 of votes cast by registered voters within the proposed district, if at least 12 persons are registered to vote; otherwise, landowner vote, with each landowner receiving one vote per acre or partial acre of land owned within the proposed district	EIFDs: 55 percent of votes cast by registered voters within the proposed district, if at least 12 persons are registered to vote; otherwise, landowner vote, with each landowner receiving one vote per acre or partial acre of land owned within the proposed district SIFDs- 2/3 of votes cast by registered voters within the proposed district, if at least 12 persons are registered to vote; otherwise, landowner vote, with each landowner receiving one vote per acre or partial acre of land owned within the proposed district State Lands Commission must authorize issuance of bonds for SIFDs prior to submittal to electorate	2/3 of votes cast by registered voters within the proposed district, if at least 12 persons are registered to vote; otherwise, landowner vote, with each landowner receiving one vote per acre or partial acre of land owned within the proposed district

TIF TOOLS A THROUGH Z – A summary of California tax increment financing tools for community economic development

By: GOLDFARB & LIPMAN LLP

Affordable Housing Requirements				
	CRIA	IFD	EIFD/SIFD	IRFD
Is there a low/moderate-income housing set-aside?	25 percent of taxes allocated to authority (subject to excess surplus rules)	No	No	No
Is there a replacement housing obligation?	One for one replacement obligation for units inhabited by low or moderate income household Unit must be replaced within 2 years of unit removal Units must be replaced within revitalization area	One for one replacement obligation for units inhabited by low- or moderate-income household 20 percent replacement obligation for market rate units Units must be replaced within 4 years of unit removal Units must be replaced within district boundaries	One for one replacement obligation for units inhabited by low- or moderate-income household <i>at any time 5 years prior to adoption of district</i> 2.5 percent replacement obligation for market rate units Units must be replaced within 2 years of unit removal Replacement unit must be located within 1/2 mile of demolished unit	One for one replacement obligation for units inhabited by low or moderate income household 20 percent replacement obligation for market rate units Unit must be replaced within 4 years of unit removal Replacement unit must be located within district or anywhere on former military base consistent with base reuse plan
Are relocation benefits required to be paid?	Yes	Yes	Yes	Yes
Is there an inclusion housing production requirement?	30 percent of units constructed or substantially rehabilitated by the CRIA must be made available to and occupied by low and moderate income households at an affordable housing cost and not less than 50 percent of those units by very-low income households 15 percent of units constructed or substantially rehabilitated by entity other than the CRIA within plan area must be made available to and occupied by low and moderate income households at an affordable housing cost and not less than 40 percent of those units by very-low income households	20 percent of units constructed by the district must be made available to and occupied by low- and moderate-income households at an affordable housing cost No specific inclusionary housing production requirement for all other units constructed or rehabilitated within district	No	20 percent of units constructed by the district must be made available to and occupied by low- and moderate-income households at an affordable housing cost No specific inclusionary housing production requirement for all other units constructed or rehabilitated within district
How long must units be restricted?	55 years for rental; 45 years for owner-occupied units; and 15 years for self-help units.	Not specified	55 years for rental 45 years for owner-occupied units	Not specified

TIF TOOLS A THROUGH Z – A summary of California tax increment financing tools for community economic development

By: GOLDFARB & LIPMAN LLP

Summary of Activities				
What activities can the entity undertake?	CRIA	IFD	EIFD/SIFD	IRFD
<p>Provide funding to:</p> <ul style="list-style-type: none"> • Rehabilitate, repair, upgrade, or construct infrastructure; • Provide for low- and moderate-income housing; • Remedy or remove a release of hazardous substances; and • Seismically retrofit existing buildings. <p>Acquire and transfer real property and retain regulatory controls or covenants</p> <p>Issue bonds</p> <p>Borrow money, receive grants or accept financial or other assistance or investment from the state or the federal government or any other public agency or private lending institution</p> <p>Qualify for funding as a disadvantaged community pursuant to Water Code §79505.5 or under Govt. Code §56033.5</p> <p>Enter into an agreement with a qualified community development entity to coordinate investments of funds derived from the New Markets Tax Credits</p> <p>Adopt a Community Revitalization and Investment Plan</p> <p>Make loans or grants for owners or tenants to improve, rehabilitate or retrofit buildings or structures within the plan area</p>	<p>Finance the purchase, construction, expansion, improvement, seismic retrofit, or rehabilitation of any real or other tangible property with an estimated useful life of at least 15 years and that is of communitywide significance, including but not limited to:</p> <ul style="list-style-type: none"> • Highways, interchanges, ramps and bridges, arterial streets, parking facilities and transit facilities; • Sewage treatment and water reclamation plants and interceptor pipes; • Facilities for collecting and treating of water for urban uses; • Flood control levees and dams, retention basins and drainage channels; • Child care facilities; • Libraries; • Parks, recreational facilities and open space; and • Facilities for the transfer and disposal of solid waste, including transfer stations and vehicles. <p>Finance planning and design work that is directly related to the purchase, construction, expansion, or rehabilitation of property</p>	<p>Finance the purchase, construction, expansion, improvement, seismic retrofit, or rehabilitation of any real or other tangible property with an estimated useful life of at least 15 years and that is of communitywide significance, including but not limited to:</p> <ul style="list-style-type: none"> • Highways, interchanges, ramps and bridges, arterial streets, parking facilities and transit facilities; • Sewage treatment and water reclamation plants and interceptor pipes; • Facilities for collecting and treating water for urban uses; • Flood control levees and dams, retention basins and drainage channels; • Child care facilities; • Libraries; • Parks, recreational facilities and open space; • Facilities for the transfer and disposal of solid waste, including transfer stations and vehicles; • Brownfield restoration and other environmental mitigation; • Development of projects on a former military base; • Repayment of the transfer of funds to a military base reuse authority; • Acquisition, construction or rehabilitation of housing for persons of very low-, low-, and moderate-income and a proportionate share of affordable units in mixed-income housing 	<p>Finance the purchase, construction, expansion, improvement, seismic retrofit, or rehabilitation of any real or other tangible property with an estimated useful life of at least 15 years and that is of communitywide significance, including but not limited to:</p> <ul style="list-style-type: none"> • Highways, interchanges, ramps and bridges, arterial streets, parking facilities and transit facilities; • Sewage treatment and water reclamation plants and interceptor pipes; • Facilities and watershed lands used for collecting and treating water for urban uses; • Flood management, including levees, bypasses, dams, retention basins and drainage channels; • Child care facilities; • Libraries; • Parks, recreational facilities, open space and habitat restoration; • Facilities for the transfer and disposal of solid waste, including transfer stations and vehicles; • Brownfield restoration and other environmental mitigation; • Purchase of land and property for development purposes and related site improvements; • Acquisition, construction or repair of housing for rental or purchase, including multipurpose facilities; • Acquisition, construction or repair of 	

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By: GOLDFARB & LIPMAN LLP

Summary of Activities			
CRIA	IFD	EIFD/SIFD	IRFD
		developments; • Acquisition, construction or repair of industrial structures for private use; • Transit priority projects located within priority project area; • Projects to implement a Sustainable Communities Strategy; and • Port or harbor infrastructure. Finance planning and design work that is directly related to the purchase, construction, expansion or rehabilitation of property	commercial or industrial structures for private use; • Repayment of the transfer of funds to a military base reuse authority; and • Projects to implement a Sustainable Communities Strategy.
Can the entity supplant existing facilities or services?	No specific limitation, and CRIA is authorized to rehabilitate, repair, upgrade or construct infrastructure	No, but the IFD may supplement those facilities and services as needed to serve new development	Yes, if those facilities or services are essentially nonfunctional, obsolete, hazardous, or in need of upgrading or rehabilitation, or as needed to serve new developments
Can the entity fund facilities located outside its boundaries?	No	Yes, if specified conditions are satisfied	Yes, if specified conditions are satisfied
Can the entity finance routine maintenance, repair work, or costs of ongoing operation or services?	No	No	No
Can the entity exercise power of eminent domain?	Yes	No	No

This summary does not represent the legal opinion of Goldfarb & Lipman LLP or any member of the firm on the issues described, and the information contained in this publication should not be construed as legal advice. Should further analysis or explanation of the subject matter be required, please contact the attorney with whom you normally consult.



CALIFORNIA ASSOCIATION FOR
LOCAL ECONOMIC DEVELOPMENT

FAQs on California's New Tax Increment Financing Tools

*Get answers to frequently asked questions
regarding CRIAs and EIFDs*

*Compare the tools to see which one
works best for your project*

*Learn how to complete projects with new tax increment
financing tools to increase economic development*

*Watch for CA TIF Primer
coming soon*

EXHIBIT C-1



FAQs on California's New Tax Increment Financing Tools

Tax increment financing (TIF) tools work by transferring the property tax revenues that flow from a designated project area to the city, county, and other taxing entities.

Additional tax revenue in future years (the "increment") is diverted into a separate pool, which can be used to pay for improvements directly or to pay back bonds issued against the anticipated TIF revenue.

In California, TIF has historically been used by redevelopment agencies to raise funding for infrastructure improvements, housing and other projects in redevelopment areas. However, with the dissolution of redevelopment agencies as of February 1, 2012, the traditional form of TIF is not available. New financing mechanisms such as Enhanced Infrastructure Financing Districts (EIFDs) and Community Revitalization Investment Areas (CRIAs) are opportunities for public agencies to create more economic development within your community.

CALED has created a Technical TIF Committee comprised of expert practitioners, attorneys and consultants to assist in sharing knowledge and resources to help California communities leverage these new tools. This frequently asked questions document was created to help answer some of the most common questions about California's new TIF tools. For more information, please contact CALED.

Why am I hearing so much about EIFDs and CRIAs lately?

Enhanced Infrastructure Financing Districts (EIFDs) and Community Revitalization and Investment Authorities (CRIAs) provide local governments a way to finance certain projects with tax increment. They authorize the broadest uses of tax increment allowed in California since Redevelopment, and are therefore generating a lot of interest as replacement tools.

How is this tax increment different from redevelopment tax increment?

In general, like redevelopment, a base year is established and increases in revenues above base year levels are tax increment. Projects can be funded through a loan or bonds secured by tax increment, or on a cash basis.

Unlike redevelopment, school districts or educational entities may not contribute their property tax share to an EIFD or a CRIA. On average, schools are collectively allocated about half of the property tax share, which reduces the maximum possible contribution of tax increment to the remaining general levy.

All non-school taxing agencies must choose whether or not to participate in the EIFDs / CRIAs. If participating, each agency can choose to allocate all or just a portion of its revenue. The greater the number of participants, the greater the funding that becomes available. Planning projects that benefit more than one taxing agency may help garner support and increase funds through the EIFD or CRIA.

CALED Technical TIF Committee Members

Aaron Laurel, *Economic Development & Housing Director, City of West Sacramento (Co-Chair)*

James Hamill, *Managing Director, CA Statewide Communities Development Authority (Co-Chair)*

Constantine Baranoff, *Shareholder, Kronick Moskowitz Tiedemann & Girard*

Jon Goetz, *Shareholder, Kronick Moskowitz Tiedemann & Girard*

Lynn Hutchins, *Partner, Goldfarb & Lipman LLP*

Debbie Kern, *Senior Principal, Keyser Marston Associates, Inc.*

Larry Kosmont, *President, Kosmont Companies*

Ellen Martin, *Executive Vice President, EPS*

Mike Nuby, *Manager, Economic Development Services, Southern California Edison*

Daniel Rofoli, *Consultant, Economic and Housing Development Division, Community Development Commission of Los Angeles County*

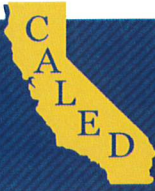
Nicholas Romo, *Legislative Policy Analyst, League of California Cities*

Alexa Smittle, *Principal, RSG, Inc.*

Randy Starbuck, *Consultant, A2B Consulting*

Rafael Yaquían, *Partner, Goldfarb & Lipman LLP*

EXHIBIT C-2



FAQs on California's New Tax Increment Financing Tools

How does the funding work in an area that was a redevelopment project area?

In short, all Recognized Obligation Payment Schedule (ROPS) debts of a Successor Agency are senior to an EIFD or CRIA. This means that while an EIFD or CRIA could be formed where redevelopment project areas exist, available revenue may be limited while old redevelopment debts are paid. This would be especially important to understand if the EIFD/CRIA intended to fund projects with bonds, where extensive due diligence must be performed to show adequate revenues.

What can I do with the money?

Generally, in an EIFD, you may purchase, improve, develop, rehabilitate, etc. public capital facilities or projects of "communitywide significance" which include:

- Roads, transit facilities, parking facilities
- Sewer treatment/water reclamation
- Flood control
- Child care facilities, libraries, parks, recreational facilities
- Facilities for solid waste
- Brownfield restoration/mitigation, including Polanco Act powers

- Projects on former military base
- Affordable housing
- Industrial structures
- Port/Harbor infrastructure

With a CRIA, you have more flexibility to invest directly in economic development efforts in addition to infrastructure. A CRIA may fund:

- Infrastructure improvements
- Affordable housing
- Hazardous substance remediation, including Polanco Act powers
- Building and other physical improvements
- Acquisition of property for economic development purposes
- Direct business assistance for industrial and manufacturing uses
- Reuse of previously developed sites

Note that a CRIA has a 25% affordable housing set-aside requirement.

What are the differences between an EIFD and a CRIA?

Some of the key points of these tools are highlighted in the table below. It's important to think through what you hope to accomplish, as each tool has varied advantages and disadvantages.

	EIFD	CRIA
Governing Body	Public Finance Authority	Community Revitalization Investment Authority
Qualification Criteria for area	No	Yes - median income requirements and certain economic indicators
Voter approval to form District	No	If 25-50% of property owners/residents protest, an election must be held. If more than 50% protest, adoption proceedings are terminated
Planning Documents Required	Infrastructure Financing Plan	Community Revitalization and Investment Plan
Other Formation Requirements	If a redevelopment project area is involved, Successor Agency must meet certain requirements including finding of completion	If City or County involved has a Successor Agency, the SA must meet certain requirements including finding of completion
Duration	Max 45 years from approval to issue bonds	Max 45 years from formation
Reporting Requirements	Audit every 2 years after issuance of bond debt	Substantive annual report; five year audit of housing expenditures; ten year protest proceeding which can stop all further action with majority protest
Affordable Housing Set-Aside	No, but can build/rehab units if affordability covenants exist or are instated	Yes, 25% of tax increment
Inclusionary Housing Requirement	If housing is financed, units restricted to low and moderate income	Covenants: 55-year rental, 45-year owner occupied, 15-year mutual self-help. Proportional expenditure limits apply.
Voter Approval to Issue Bonds	Yes - 55%	No

For a more extensive comparison, see CALED's Tax Increment Financing Tools Comparison Chart

EXHIBIT C-3



FAQs on California's New Tax Increment Financing Tools

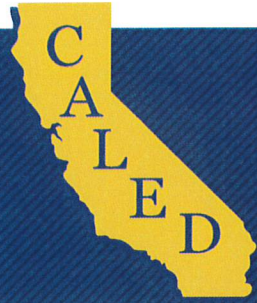
What should I consider before escalating the idea further?

1. Identify types of projects you would want to get done
 - a. Are they a better fit for an EIFD or a CRIA?
 - b. Will another taxing agency/agencies partner with you to support those projects?
 - c. Are there other funding sources to leverage?
2. Determine ideal boundary alternatives
 - a. Is there the potential for growth that will generate tax increment for investment?
 - b. Is there a redevelopment project area already in existence there?
 - c. If a CRIA, does the area qualify?
 - d. Are there significant residential uses, and if so, will residents support bond issuance for an EIFD or approval of the formation of a CRIA?
3. Perform a back-of-the-envelope analysis to determine the revenue potential. This cursory look could be done as follows:
 4. Up front funding to initiate an EIFD or CRIA could be expensive, including staff time, consultants, special counsel, etc. At a minimum, you will need to consider costs and time for:
 - a. More in-depth revenue estimates to determine fiscal feasibility
 - b. Outreach and negotiations with taxing agencies
 - c. Formation of Public Finance Authority / JPA if necessary
 - d. Drafting of Plan for adoption – note that both the Infrastructure Financing Plan and the Community Revitalization and Investment Plan are substantive documents, and are subject to CEQA.
 - e. In the case of a CRIA, the project could result in the need for a vote.
 5. Can your general fund absorb growing costs of service delivery while giving up a portion of its revenue to an EIFD or CRIA?
 6. Are potential projects already captured by other CEQA documentation, or can they be? For example, an EIR for a general plan update could double as the necessary documentation for an EIFD/CRIA if planned in advance.
 7. When do you expect your redevelopment project area to expire, and is it an area still needing investment? Setting up an EIFD or CRIA now may put a tool in place you can leverage more later.

STEP	EXAMPLE
Identify tax rate areas that roughly reflect the potential EIFD or CRIA	TRAs 10001 and 10002 approximate our ideal boundaries
Obtain assessed value reports by tax rate area from the Auditor Controller	Combined TRAs assessed value = \$10,000,000
Assume an annual assessed value growth rate, and add in any potential development to identify future increment above current assessed value	3% annual growth rate, no new development Year 1: \$10M x 3% = new assessed value of \$10,300,000 Incremental assessed value: \$10.3M - \$10M (base) = \$300,000
Multiply annual increment by 1%, then by the general levy share you anticipate can be achieved (e.g. city only, city and county, city and special district)	Incremental revenue: \$300,000 x 1% = \$3,000 Assume City and County participate with combined levy share of 25% \$3,000 x 25% = \$750 collected in Year 1
Project for 45 years (for estimating purposes) to determine gross increment	Repeat calculation: Year 2: \$10,300,000 AV x 3%, less base, etc.

EIFDs and CRIAs are tools for entrepreneurial cities and counties that see an opportunity to leverage tax increment for the benefit of their communities. Yes, these tools probably aren't a silver bullet for the many issues that face us, and yes, initiating these efforts seems a bit daunting. However, Redevelopment – as we once knew it – was tough to get going as well. We learned, we got better at it, and have some really good examples of public investment and partnership throughout the state as a result. We can take those lessons and apply them here. You might already have projects in mind that could benefit from these districts; and if you don't, consider that we may see a revolution in land use, transportation, and environmental stewardship over the next 25 years. Putting these tools in place now may be just a part of preparing for the future.

EXHIBIT C-4



Tax Increment Financing Tools Comparison Chart

This chart was created by CALED's Tax Increment Financing Technical Committee to provide a summary of key similarities and differences between Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization Investment Authorities (CRIAs), and former Redevelopment Agencies (RDAs). To obtain more information and technical assistance on tax increment financing tools available to California cities and counties, visit www.caled.org.

Powers

TOPIC	RDA	EIFD	CRIA
Infrastructure Financing	Yes, if no other reasonable means of financing available	Yes, for public capital facilities and projects of communitywide significance	Yes
Land Acquisition	Yes (may acquire itself or finance acquisition)	Yes (finance acquisition only)	Yes (may acquire itself or finance acquisition)
Eminent Domain	Yes - 12 year limit	No	Yes - 12 year limit
Land Conveyance	Yes	No	Yes
Environmental Remediation	Yes	Yes	Yes
Affordable Housing	Yes	Yes	Yes
Private Commercial Rehabilitation	Yes, for commercial rehabilitation loans and industrial/manufacturing financing	Yes, for acquisition, construction or repair of industrial structures	Yes
Maintenance, Operations and Services	No	No	No

CALED Technical TIF Committee Members

Aaron Laurel,
Economic Development & Housing Director,
City of West Sacramento (Co-Chair)

James Hamill, *Managing Director,*
CA Statewide Communities Development
Authority (Co-Chair)

Constantine Baranoff, *Shareholder,*
Kronick Moskovitz Tiedemann & Girard

Jon Goetz, *Shareholder,*
Kronick Moskovitz Tiedemann & Girard

Lynn Hutchins, *Partner,*
Goldfarb & Lipman LLP

Debbie Kern, *Senior Principal,*
Keyser Marston Associates, Inc.

Larry Kosmont, *President,*
Kosmont Companies

Ellen Martin, *Executive Vice President,* EPS

Mike Nuby, *Manager,* Economic
Development Services,
Southern California Edison

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Economic and Housing Development
Division, Community Development
Commission of Los Angeles County

Nicholas Romo, *Legislative Policy Analyst,*
League of California Cities

Alexa Smittle, *Principal,*
RSG, Inc.

Randy Starbuck, *Consultant,*
A2B Consulting

Rafael Yaquián, *Partner,*
Goldfarb & Lipman LLP

EXHIBIT C-5



Tax Increment Financing Tools Comparison Chart

Formation

TOPIC	RDA	EIFD	CRIA
Blight Finding	Yes	No	80% of revitalization area income must be less than 80% statewide median income Must also meet 3 of 4 tests: 1. unemployment rate 3% higher than state rate 2. crime rate 5% higher than state rate 3. deteriorated/inadequate infrastructure 4. deteriorated commercial and residential buildings
Urbanization Finding	Yes	No	No
Relationship with RDA	-	<ul style="list-style-type: none"> EIFD may include former redevelopment project area Successor Agency must have Finding of Completion for RDA project, RDA litigation must be resolved, Controller review must be complete 	<ul style="list-style-type: none"> CRIA may include former redevelopment project area Successor Agency must have Finding of Completion for RDA project, RDA litigation must be resolved, Controller review must be complete
Citizen Committee Review	Yes – if residential eminent domain allowed	No	Voter protest hearing
Governing Board	Usually same as City Council/ County Board that established RDA	<ul style="list-style-type: none"> Governing board is separate public financing authority If one taxing entity: 3 members of entity's legislative body + 2 public members If multiple taxing entities: majority of members of each entity's legislative body + 2 public members 	<ul style="list-style-type: none"> If one taxing entity: 3 members of entity's legislative body + 2 public members If multiple taxing entities: majority of members of each entity's legislative body + 2 public members
Noticed Public Hearing	Yes	Yes	Yes – 3 hearings
Preparation of Plan	Yes – Redevelopment Plan	Yes – Infrastructure Financing Plan	Yes – Community Revitalization and Investment Plan
Public Agency Vote	Simple Majority	Simple Majority	Simple Majority
Voter Approval of Formation	No	No	Yes, if 25 – 50% of voters protest at public hearing
CEQA	Yes – EIR	Yes (may be covered by CEQA documentation for project)	Yes (may be covered by CEQA documentation for project)

EXHIBIT C-6



Tax Increment Financing Tools Comparison Chart

Financing

TOPIC	RDA	EIFD	CRIA
Property Tax Increment	Yes – mandatory for all taxing agencies	Yes – only for consenting taxing agencies; education districts may not consent	Yes – only for consenting taxing agencies; education districts may not consent
Amount of Tax Increment to District	All	All or portions of consenting agencies' share as designated in plan	All or portions of consenting agencies' share as designated in plan
Issuance of Tax Allocation Bonds	Yes	Yes	Yes
Vote for Bond Issuance	RDA Board – Simple majority	IFD Board – simple majority + District Voters – 55% majority	No (issuance of bonds provided for in plan adopted by Authority)
Term	Up to 45 years receipt of taxes to repay debt	Up to 45 years from issuance of bonds	Up to 45 years from district formation
Relationship to RDA Debt	-	Subordinate to RDA enforceable obligations	Subordinate to RDA enforceable obligations

Special Requirements

TOPIC	RDA	EIFD	CRIA
Mandatory Expenditure for Affordable Housing	Yes – 20% of funds	No	Yes – 25% of funds
Inclusionary Housing	Yes – 15% of privately developed housing, 30% of RDA developed housing	Yes – 100% of EIFD financed housing	Yes – 15% of privately developed housing, 30% of CRIA developed housing
Replacement Housing	Yes	Yes	Yes
Relocation	Yes	Yes	Yes
Owner Participation Rights	Yes	No	No
Restriction on Assistance to Big Box Stores and Auto Dealers	Yes	No	Yes
Prevailing Wages	<ul style="list-style-type: none"> • Required for RDA's own projects • For assistance to other projects, depends on form of assistance 	Depends on form of assistance	Depends on form of assistance
Tax Sharing Payments to Other Taxing Agencies	Yes – Required for 1994-2011 plans, permitted for pre-1994 plans	No	No

EXHIBIT C-7



SACHI A. HAMAI
Chief Executive Officer

**County of Los Angeles
CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

August 01, 2017

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

26 August 1, 2017

LORI GLASGOW
EXECUTIVE OFFICER

**APPROVAL OF BOARD POLICY FOR EVALUATING ENHANCED
INFRASTRUCTURE FINANCING DISTRICT AND COMMUNITY REVITALIZATION
AND INVESTMENT AUTHORITY PROJECTS
(ALL DISTRICTS)
(3 VOTES)**

SUBJECT

The Chief Executive Officer recommends approval of a new Board of Supervisors policy establishing evaluation criteria for proposed Enhanced Infrastructure Financing District and Community Revitalization and Investment Authority projects.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors policy (Board Policy) entitled, Evaluating Enhanced Infrastructure Financing District (EIFD) and Community Revitalization and Investment Authority (CRIA) Projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 29, 2014, the Governor approved Senate Bill 628, which authorized the formation of an EIFD, and on September 22, 2015, approved Assembly Bill 2, which authorized the formation of a CRIA. EIFDs and CRIAs are limited tax increment financing districts created after the dissolution of redevelopment agencies in early 2012. The County's participation in any such district is voluntary and would require approval of the Board.

Because the County would be a principal contributor of property tax revenue to any EIFD or CRIA, it is expected that many cities within the County may request that the Board of Supervisors (Board) consider participating in an EIFD or CRIA within that city's boundaries. The Board Policy described herein will ensure that the County performs the necessary due diligence prior to any decision whether to participate in an EIFD or CRIA. The Board policy will ensure that no EIFD or CRIA is presented to the Board without first determining that it provides a positive fiscal impact to the County, and is consistent with established Board priorities. Any departure from the Board Policy would need to be justified by overriding considerations related to the merit of the EIFD or CRIA proposal.

The Chief Executive Office (CEO) developed the Board Policy in cooperation with the Economic Development Policy Committee (Policy Committee), which includes representation from each of the five Board Offices. The Policy Committee approved its final content at a meeting on March 23, 2017. The Board Policy was then presented to the Audit Committee and approved by this body on May 18, 2017. The Audit Committee is also managed by representatives from each of the five Board Offices.

FISCAL IMPACT/FINANCING

There will be no fiscal impact to the County resulting from the approval of the proposed Board Policy. There would only be a fiscal impact if the Board were to approve an EIFD or CRIA, and the Policy mandates a very comprehensive review process prior to any recommendations being made to the Board. Furthermore, the Policy contains provisions such that the County may request reimbursement from a proposing city should there be costs associated with the County's review of any EIFD or CRIA proposal.

As part of the Board Policy, the CEO has established specific criteria that will mitigate any financial or budgetary risk to the County. Such criteria include: 1) CEO fiscal analysis demonstrating a positive net impact to the County General Fund; 2) a "But for..." analysis that evaluates whether the County's participation is a necessary pre-condition for the infrastructure projects to be undertaken; 3) a requirement that a city's contribution of property tax in the project must be equal to or greater than the County's contribution; and 4) a requirement that the County cannot contribute 100 percent of its share of property tax. Each of these requirements is intended to protect the County General Fund in the event that an EIFD or CRIA were not to meet its original property tax growth projections.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Both EIFDs and CRIAs were designed to function as tax increment financing districts, which would allow a governmental authority to secure a portion of property tax revenue for the construction of public infrastructure and other capital needs. The structure of these districts would be such that property tax revenue growth above a certain base year would accrue to the benefit of a newly-formed administrative body rather than to the local taxing entities. A key difference between EIFDs and the former redevelopment agencies, however, is that the tax increment given to the new district excludes all property tax associated with school districts, which under redevelopment was backfilled and paid for by the State of California (State). The result is that approximately 50 percent of all property tax increment in any district is not available to the EIFD or CRIA. The largest potential source of property tax increment would no longer be the State, but would instead be the County.

Since the time of their authorization in 2015, there has been only limited interest across the State in

forming an EIFD or CRIA. The apparent reason for the lack of progress in EIFD and CRIA formation is that there is not sufficient tax increment to be generated in the absence of State property tax contributions. Local taxing entities forming an EIFD or CRIA can no longer leverage State property tax funding and, therefore, require significantly greater property tax growth to become financially viable. The fiscal analysis included in the Board Policy is designed to ensure that all parties participating in an EIFD or CRIA provide a meaningful property tax contribution to the proposed project. For example, cities that don't contribute a share of property tax equal to at least 15 cents (\$0.15) for every dollar (\$1.00) of tax increment will only be eligible if there are significant overriding considerations that merit their review and assessment.

Formation process

According to Section 53398.68(a) of the California Government Code, the County, as an affected taxing entity must approve any contribution of property taxes to the proposed EIFD project by a resolution of the Board of Supervisors. Government Code Section 62005(d) similarly requires all taxing entities to adopt a resolution to participate in the proposed CRIA plan, although the resolution may be adopted after the plan is approved by the city. The CEO will conduct its review of any EIFD or CRIA proposal in advance of presenting a resolution to the Board for its consideration.

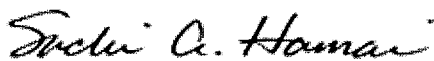
IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no anticipated impact on current services or projects.

CONCLUSION

Upon approval of the recommended policy, please provide an adopted copy to the Chief Executive Office, Economic Development/Affordable Housing Unit, Room 754 of the Kenneth Hahn Hall of Administration.

Respectfully submitted,



SACHI A. HAMAI
Chief Executive Officer

SAH:JJ:DSB
RM:acn

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Economic Development Policy Committee



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
0.000	Evaluating Enhanced Infrastructure Financing District (EIFD) and Community Revitalization and Investment Authority (CRIA) Projects	00/00/00

PURPOSE

Establishes a County policy that defines the role of the Chief Executive Officer (CEO), in conjunction with County Counsel and Auditor-Controller, in evaluating Enhanced Infrastructure Financing District (EIFD) and Community Revitalization and Investment Authority (CRIA) proposals from cities within the County. The proposals from cities should be consistent with the economic development goals of the County, as established by the Economic Development Policy Committee. These goals include measurable gains in job creation, private investment in the community, expansion of the tax base, and enhanced opportunities for disadvantaged, target populations.

EIFDs and CRIAs were signed into State law to provide cities and counties with a limited form of property tax increment financing to assist with the funding of infrastructure and development projects after the dissolution of redevelopment agencies in 2012.

REFERENCE

October 20, 2015 Board motion by Supervisors Mark Ridley-Thomas and Hilda L. Solis.

EIFD POLICY

On September 29, 2014, the Governor approved Senate Bill 628, which authorized the formation of an EIFD. The following policies are to guide the County's review and response to proposals for the County to participate in EIFD projects. The purpose of the policy is to protect the County's interests, and provide policy guidance to the CEO when evaluating EIFD proposals from cities. All correspondence with cities, and any Board communications concerning EIFDs, must cite and be consistent with these policies. Any departure from these policies must be justified by significant overriding considerations.

Minimum Requirements:

1. The City's share of property tax increment must equal a minimum of 15 cents (\$0.15) for every dollar (\$1.00) captured in the EIFD Project Area.
2. The City's contribution of property tax increment must at least equal that contributed by the County General Fund and its special districts. Examples of County special districts include the Fire District, Flood Control District, and Library Fund.
3. The County must not be required to contribute 100 percent of its property tax increment.
4. The Fiscal Analysis conducted by the CEO must demonstrate a positive net impact to the County General Fund as a result of the tax revenue generated from the Project Area.
5. In addition to supporting economic development, the proposed EIFD Project must align with established Board priorities in one or more of the following areas: 1) affordable housing; 2) homeless prevention; 3) workforce development; or 4) sustainability.
6. Any rental housing proposed for the EIFD must allocate a minimum of 20 percent of all units for affordable housing. In certain circumstances, this requirement may be satisfied through payment of an in-lieu fee, or through provision of an equivalent number of affordable housing units at a separate location in proximity to the economic development site.
7. The EIFD proposal must be consistent with Division 2 of Title 5 of the California Government Code (Section 53398.5 - 53398.58), which authorizes the formation of EIFDs.

Fiscal Analysis:

1. Each EIFD proposal shall be subject to a fiscal analysis that will determine the expected financial impact to the County General Fund and any special districts that may contribute a portion of their tax increment share. Where appropriate, the County may require reimbursement from the proposing entity for the cost of conducting the fiscal analysis.
2. The fiscal analysis shall review the following:
 - a. Anticipated growth in assessed value absent any new development;
 - b. Expected new development in terms of retail square footage, business park square footage, office space, apartment units, condominium units, housing units, hotel units, and parking spaces;
 - c. Tax increment generated as a result of each new development opportunity associated with the EIFD;

- d. Tax increment contributions from each participating agency;
 - e. Scenario analysis based on differing contributions from each County taxing entity;
 - f. Property tax revenue resulting to each taxing entity based on new development and growth in assessed value; and
 - g. Sales and transient occupancy tax revenues resulting to the City and County.
3. The resulting fiscal analysis must demonstrate a positive net impact to the County General Fund based on the anticipated tax revenue. This analysis shall include a comparison of the increased amount of property and sales taxes to the County generated by the project with the amount of property taxes contributed to the EIFD.
 4. A sensitivity analysis shall be conducted to evaluate the risk associated with tax forecasts based on various economic scenarios that might impact the amount of actual development realized in the EIFD.

Proposal Standards:

1. Any EIFD proposal from a city must initially be directed to the Economic Development Unit of the CEO for review.
2. All EIFD proposals must demonstrate regional and community significance in areas that may include job creation, affordable housing, blight removal, sustainability measures, or improvements to regional transportation.
3. Project feasibility analysis must include a "But for..." review that evaluates whether the contribution of County property tax increment is a necessary pre-condition for the infrastructure and development projects being considered.
4. Cost estimates for all infrastructure to be funded by the EIFD must be provided. A cap on County contributions should be established related to the list of infrastructure projects to be completed. Additionally, a plan for funding the anticipated operations and maintenance costs for the proposed infrastructure must be given.
5. A plan to fund the administrative costs of the EIFD in the start-up and early years of the project should be presented.
6. A schedule of bond issuance, and an estimated amount of bond proceeds, must be provided in relation to any debt to be secured by EIFD tax increment.
7. If the proposed EIFD is within a former redevelopment project area, the amount of residual revenue from the redevelopment successor agency must be evaluated in relation to the projected amount of tax increment.

8. Job creation must be projected, including for local and targeted workers as identified in the County's Local and Targeted Worker Hire Policy.
9. Opportunities for affordable housing, including permanent supportive housing, must be referenced - even if not included in the recommended plan for the proposed Project Area.
10. Any potential impact to adjacent unincorporated areas must be identified and evaluated.

CRIA POLICY

On September 22, 2015, the Governor approved Assembly Bill 2, which authorized the formation of a CRIA. The following policies are to guide the County's review and response to proposals for the County to participate in CRIA projects. The purpose of the policy is to protect the County's interests, and provide policy guidance to the CEO when evaluating CRIA proposals from cities. All correspondence with cities, and any Board communications concerning CRIAs, must cite and be consistent with these policies. Any departure from these policies must be justified by significant overriding considerations.

Minimum Requirements:

1. The City share of property tax increment must equal a minimum of 15 cents (\$0.15) for every dollar (\$1.00) captured in the CRIA Project Area.
2. The City contribution of property tax increment must at least equal that contributed by the County General Fund and its special districts. Examples of County special districts include the Fire District, Flood Control District, and Library Fund.
3. The County must not be required to contribute 100 percent of its property tax increment.
4. The Fiscal Analysis conducted by the CEO must demonstrate a positive net impact to the County General Fund as a result of the tax revenue generated from the Project Area.
5. The proposed CRIA must conform to the statutory requirement that 25 percent of the property taxes generated by the CRIA must be set aside for Low and Moderate Income Housing.
6. Any rental housing proposed for the CRIA must allocate a minimum of 20 percent of all units for affordable housing.

7. The CRIA proposal must be consistent with Division 4 of Title 6 of the California Government Code (Section 62000 – 62208), which authorizes the formation of CRIAs.

Fiscal Analysis:

1. Each CRIA proposal shall be subject to a fiscal analysis that will determine the expected financial impact to the County General Fund and any special districts that may contribute a portion of their tax increment share. Where appropriate, the County may require reimbursement from the proposing entity for the cost of conducting the fiscal analysis.
2. The fiscal analysis shall review the following:
 - a. Anticipated growth in assessed value absent in any new development;
 - b. Expected new development in terms of retail square footage, business park square footage, office space, apartment units, condominium units, housing units, hotel units, and parking spaces;
 - c. Tax increment generated as a result of each new development opportunity associated with the CRIA;
 - d. Tax increment contributions from each participating agency;
 - e. Scenario analysis based on differing contributions from each County taxing entity;
 - f. Property tax revenue resulting to each taxing entity based on new development and growth in assessed value; and
 - g. Sales and transient occupancy tax revenues resulting to the City and County.
3. The resulting fiscal analysis must demonstrate a positive net impact to the County General Fund based on the anticipated tax revenue. This analysis shall include a comparison of the increased amount of property and sales taxes to the County generated by the project with the amount of property taxes contributed to the CRIA.
4. A sensitivity analysis shall be conducted to evaluate the risk associated with tax forecasts based on various economic scenarios that might impact the amount of actual development realized in the CRIA.

Proposal Standards:

1. Any CRIA proposal from a City must initially be directed to the Economic Development Unit of the CEO for review.
2. All CRIA proposals should clearly identify the required blight conditions in Government Code Section 62001 (d) or (e).

3. All CRIA proposals must demonstrate regional and community significance in areas that may include job creation, affordable housing, blight removal, sustainability measures, or improvements to regional transportation.
4. Project feasibility analysis must include a "But for..." review that evaluates whether the contribution of County property tax increment is a necessary pre-condition for the infrastructure and development projects being considered.
5. A plan to fund the administrative costs of the CRIA in the start-up and early years of the project should be presented.
6. A schedule of bond issuance, and an estimated amount of bond proceeds, must be provided in relation to any debt to be secured by CRIA tax increment.
7. Proposals must address a possible cap on the annual or lifetime contribution of tax increment from the County.
8. If the proposed CRIA is within a former redevelopment project area, the amount of residual revenue from the redevelopment successor agency must be evaluated in relation to the projected amount of tax increment.
9. Job creation must be projected, including for local and targeted workers as identified in the County's Local and Targeted Worker Hire Policy.
10. Any potential impact to adjacent unincorporated areas must be identified and evaluated.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date:

Sunset Date:

Golden State Specific Plan Area



Exhibit E

Example Tax Increment Financing Model for Golden State Specific Plan Area

Year	Beginning Assessed Valuation (Estimate)	Annual Growth	New Assessed Valuation Added from New Projects	Ending Assessed Valuation	Gross Cumulative Growth in Assessed Valuation	ROPs Payments for Golden State Bonds	Net Cumulative Growth in Assessed Valuation	Tax Revenues from Growth in Assessed Valuation	Tax Increment from City	Tax Increment from County	Tax Increment from City and County	Less \$5,000 County Admin Fee	EIFD Project Tax Increment w/ County Participation
	(a)	(b)	(c)	(d) = a+b+c	(e) = d - \$2B	(f)	(g) = e + f	(h) = g x 1%	(i) = h x 18%	(j) = h x 18%	(k) = i + j	(l)	(m) = k + l
FY0	\$2,000,000,000	3.1%	\$0	\$2,062,000,000	\$62,000,000	(\$8,359,468)	\$53,640,531	\$536,405	\$96,552.96	\$96,553	\$193,106	(\$5,000)	\$188,106
FY1	\$2,062,000,000	\$63,922,000	\$0	\$2,125,922,000	\$125,922,000	(\$7,190,960)	\$118,731,040	\$1,187,310	\$213,716	\$213,716	\$427,432	(\$5,000)	\$422,332
FY2	\$2,125,922,000	\$65,903,582	\$50,000,000	\$2,241,825,582	\$241,825,582	(\$8,027,194)	\$233,798,388	\$2,337,984	\$420,837	\$420,837	\$841,674	(\$5,202)	\$836,472
FY3	\$2,241,825,582	\$69,496,593	\$50,000,000	\$2,361,322,175	\$361,322,175	(\$6,504,797)	\$354,817,378	\$3,548,174	\$638,671	\$638,671	\$1,277,343	(\$5,306)	\$1,272,037
FY4	\$2,361,322,175	\$73,200,987	\$50,000,000	\$2,484,523,162	\$484,523,162	(\$7,708,236)	\$476,814,927	\$4,768,149	\$858,267	\$858,267	\$1,716,534	(\$5,412)	\$1,711,122
FY5	\$2,484,523,162	\$77,020,218	\$50,000,000	\$2,611,543,381	\$611,543,381	(\$7,202,064)	\$604,341,317	\$6,043,413	\$1,087,814	\$1,087,814	\$2,175,629	(\$5,520)	\$2,170,108
FY6	\$2,611,543,381	\$80,957,845	\$50,000,000	\$2,742,501,225	\$742,501,225	(\$5,404,357)	\$737,096,868	\$7,370,969	\$1,326,774	\$1,326,774	\$2,653,549	(\$5,631)	\$2,647,918
FY7	\$2,742,501,225	\$85,017,538	\$75,000,000	\$2,902,518,763	\$902,518,763	(\$6,347,230)	\$896,171,533	\$8,961,715	\$1,613,109	\$1,613,109	\$3,266,654	(\$5,743)	\$3,260,911
FY8	\$2,902,518,763	\$89,978,062	\$75,000,000	\$3,067,496,845	\$1,067,496,845	(\$6,076,177)	\$1,061,420,668	\$10,614,207	\$1,910,557	\$1,910,557	\$3,821,114	(\$5,858)	\$3,815,256
FY9	\$3,067,496,845	\$95,092,402	\$75,000,000	\$3,237,589,247	\$1,237,589,247	(\$6,324,041)	\$1,231,265,206	\$12,312,652	\$2,216,277	\$2,216,277	\$4,432,555	(\$5,975)	\$4,426,579
FY10	\$3,237,589,247	\$100,365,267	\$75,000,000	\$3,412,954,514	\$1,412,954,514	(\$6,408,060)	\$1,406,546,454	\$14,065,465	\$2,531,784	\$2,531,784	\$5,063,567	(\$6,095)	\$5,057,472
FY11	\$3,412,954,514	\$105,801,590	\$75,000,000	\$3,583,756,104	\$1,583,756,104	(\$6,578,734)	\$1,587,177,370	\$15,871,774	\$2,856,919	\$2,856,919	\$5,713,839	(\$6,217)	\$5,707,622
FY12	\$3,583,756,104	\$111,406,439	\$100,000,000	\$3,805,162,543	\$1,805,162,543	(\$6,703,619)	\$1,798,458,924	\$17,984,589	\$3,237,226	\$3,237,226	\$6,474,452	(\$6,341)	\$6,468,111
FY13	\$3,805,162,543	\$117,960,039	\$100,000,000	\$4,023,122,582	\$2,023,122,582	(\$6,856,347)	\$2,016,266,235	\$20,162,662	\$3,629,279	\$3,629,279	\$7,258,558	(\$6,468)	\$7,252,090
FY14	\$4,023,122,582	\$124,716,800	\$100,000,000	\$4,247,839,382	\$2,247,839,382	(\$6,996,725)	\$2,240,842,657	\$22,408,427	\$4,033,517	\$4,033,517	\$8,067,034	(\$6,597)	\$8,060,436
FY15	\$4,247,839,382	\$131,683,021	\$100,000,000	\$4,479,522,403	\$2,479,522,403	(\$7,151,048)	\$2,472,371,354	\$24,723,714	\$4,450,268	\$4,450,268	\$8,900,537	(\$6,729)	\$8,893,808
FY16	\$4,479,522,403	\$138,665,194	\$100,000,000	\$4,718,387,597	\$2,718,387,597	(\$7,186,354)	\$2,711,201,243	\$27,112,012	\$4,860,162	\$4,860,162	\$9,720,324	(\$6,864)	\$9,713,461
FY17	\$4,718,387,597	\$146,270,016	\$0	\$4,864,657,613	\$2,864,657,613	(\$7,399,601)	\$2,857,258,012	\$28,572,580	\$5,143,064	\$5,143,064	\$10,286,129	(\$7,001)	\$10,279,128
FY18	\$4,864,657,613	\$150,804,386	\$0	\$5,015,461,999	\$3,015,461,999	(\$7,529,302)	\$3,007,932,696	\$30,079,327	\$5,414,279	\$5,414,279	\$10,828,558	(\$7,141)	\$10,821,416
FY19	\$5,015,461,999	\$155,479,322	\$0	\$5,170,941,321	\$3,170,941,321	(\$7,704,054)	\$3,163,237,267	\$31,632,373	\$5,693,827	\$5,693,827	\$11,387,654	(\$7,284)	\$11,380,370
FY20	\$5,170,941,321	\$160,299,161	\$0	\$5,331,240,502	\$3,331,240,502	(\$7,861,781)	\$3,323,378,721	\$33,233,787	\$5,982,082	\$5,982,082	\$11,964,163	(\$7,430)	\$11,956,734
FY21	\$5,331,240,502	\$165,268,456	\$0	\$5,496,508,957	\$3,496,508,957	(\$8,033,340)	\$3,488,475,617	\$34,884,756	\$6,279,256	\$6,279,256	\$12,558,512	(\$7,578)	\$12,550,934
FY22	\$5,496,508,957	\$170,391,778	\$0	\$5,666,900,735	\$3,666,900,735	(\$8,203,281)	\$3,658,697,454	\$36,586,975	\$6,585,655	\$6,585,655	\$13,171,311	(\$7,730)	\$13,163,581
FY23	\$5,666,900,735	\$175,673,923	\$0	\$5,842,574,658	\$3,842,574,658	(\$8,377,347)	\$3,834,197,311	\$38,341,973	\$6,901,555	\$6,901,555	\$13,803,110	(\$7,884)	\$13,795,226
FY24	\$5,842,574,658	\$181,119,814	\$0	\$6,023,694,472	\$4,023,694,472	(\$8,554,896)	\$4,015,139,576	\$40,151,396	\$7,227,251	\$7,227,251	\$14,454,502	(\$8,042)	\$14,446,460
FY25	\$6,023,694,472	\$186,734,529	\$0	\$6,210,429,001	\$4,210,429,001	\$0	\$4,210,429,001	\$42,104,290	\$7,925,314	\$7,925,314	\$15,850,628	(\$8,203)	\$15,842,425
FY26	\$6,210,429,001	\$192,523,299	\$0	\$6,402,952,300	\$4,402,952,300	\$0	\$4,402,952,300	\$44,029,523	\$8,282,599	\$8,282,599	\$16,565,198	(\$8,367)	\$16,556,831
FY27	\$6,402,952,300	\$198,491,521	\$0	\$6,601,443,821	\$4,601,443,821	\$0	\$4,601,443,821	\$46,014,438	\$8,650,959	\$8,650,959	\$17,301,919	(\$8,534)	\$17,293,385
FY28	\$6,601,443,821	\$204,644,758	\$0	\$6,806,088,579	\$4,806,088,579	\$0	\$4,806,088,579	\$48,060,886	\$9,030,739	\$9,030,739	\$18,061,478	(\$8,705)	\$18,052,773
FY29	\$6,806,088,579	\$210,988,746	\$0	\$7,017,077,325	\$5,017,077,325	\$0	\$5,017,077,325	\$50,170,732	\$126,697,086	\$126,697,086	\$253,394,171	(\$8,879)	\$18,052,773
FY30	\$7,017,077,325	\$216,988,746	\$0	\$7,234,066,071	\$5,234,066,071	(\$180,689,014)	\$5,053,377,057	\$50,533,767	\$126,697,086	\$126,697,086	\$253,394,171	(\$202,840)	\$253,191,331
30 Year Total			\$1,125,000,000		\$70,567,958,765	(\$180,689,014)	\$703,872,698						

The Example Tax Increment Financing Model is intended to show generally how tax increment would be generated in the Golden State Specific Plan Area. These figures are unverified and provide only an example of how the calculation works and the possible tax increment revenues that could be generated.

EXHIBIT F

CITY OF BURBANK
BURBANK WATER AND POWER BOARD
NOTICE OF SPECIAL MEETING

JANUARY 14, 2019

9:00 AM

This agenda contains a summary of each item of business which the BWP Board may discuss or act on at this meeting. If you have a question about any matter on the agenda, please call the office of the General Manager at (818) 238-3550. Burbank Water and Power is disabled accessible. Auxiliary aids and services are available for individuals with speech, hearing or visual impairments (48 hours' notice is required). Please contact Lyndsey Kramer at (818) 238-3550 to make arrangements.

The meeting will be held at 9:00 a.m., with a one hour break approximately at noon, and conclude approximately at 4:00 p.m., in the Burbank Water and Power Administration Building Auditorium, located at 164 West Magnolia Boulevard, Burbank, California.

AGENDA

1. FLAG SALUTE

2. ROLL CALL

3. ORAL COMMUNICATIONS

During this portion of the agenda, any person may address the Board on any matter concerning the Department's business or agenda.

4. BOARD TRAINING WORKSHOP

At this time, the Board will participate in a workshop with an executive consultant from the American Public Power Association. The training will discuss the role and duties of the Board, the monitoring of the utility's performance and how to be more effective.

5. ADJOURNMENT

The next scheduled Board Meeting is January 17, 2019 and will be held in the third floor Boardroom at Burbank Water and Power.

memorandum

DATE: January 9, 2019

TO: Ron Davis, City Manager

FROM: Fred Ramirez, Assistant Community Development Director
Patrick Prescott, Community Development Director

SUBJECT: **Planning Board Actions of January 7, 2019**

Fred Ramirez
for P. Prescott

At the regular meeting of January 7, 2019, the Planning Board discussed the following items:

Public Hearing

- 1. Project No. 17-0007412 | Development Review and Density Bonus Request | 601-615 E. Cedar Ave**

The Board was presented with a request for a Development Review (DR) and Density Bonus Request to construct a three-story multifamily residential building with a total of 46 residential rental-units at 601-615 East Cedar Avenue. The Board voted 4-0 in denying the appeal and approving the project, with a condition that a 4-way-stop be paid for by the developer and placed at the corner of 6th Street and Cedar Avenue, all subject to the review by the City Traffic Engineer.

Board member Nazafarin Hadian recused herself from the meeting.

Attendance

Present: Rizzotti, Eaton, Liu, Atteukenian.

Absent: Hadian.



**CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMO**

DATE: January 11, 2019

TO: Honorable Mayor and City Council Members

FROM: Justin Hess, Assistant City Manager *JH*
Erika DeLeon, Administrative Analyst II

SUBJECT: City Manager Tracking List

Per City Council status update request, attached is the most current City Manager Tracking List.

The City Manager Tracking List is a task list of items requested by the City Council during "Additional Agenda Items" at a Council meeting. Items are removed from the tracking list once they have been completed, either through a Memo distributed on the Weekly Management Report or through a Report at a Council meeting.

The Tracking List consists of an item number, the request date, the responsible department, the request description, and a status update. All tasks are constantly being reviewed and updated by the City Manager's Administrative Analyst.

Exhibit:

A – City Manager Tracking List

City Manager Tracking List

Updated 1/8/19

Date Requested/ Item #	Responsible Department(s)	Item	Status
10/14/14 1672	Patrick Prescott Marnell Gibson	At a future City Council meeting, address future use of the remaining, unallocated revenue from the sale remnant property to the Talaria project.	City Council directed staff to proceed with the Alameda North NPP Work Plan on 9/11/15. Staff is still working on the "cul-de-sac" element of the Talaria mitigation. Decision on use of the remaining revenue should be deferred until this is completed.
1/27/15 1736	Patrick Prescott	Return to City Council to rezone the parcel where the Dr. David Burbank Art piece sits.	
6/2/15 1775	Kevin Gray	Following the hiring of the Information Security and Compliance Officer, provide a memo on their background, job duties and goals.	
9/15/15 1807	Ron Davis	Look into disabled access at the east side of John Burroughs High School	Discussion is ongoing with BUSD officials who are trying to locate a space on school property.
9/24/15 1812	Scott LaChasse	Prepare a memo on Parking Enforcement operations and staffing levels.	Staff is working through alternatives in discussion with the City Manager. The changes to the Preferential Permit Parking ordinance may require some changes in parking enforcement equipment and staffing.
11/2/15 1827	Amy Albano	Provide a report to Council on how the Airport Authority determined the final sale price of the Trust property.	Staff has obtained a copy of the sales agreement. There is no discussion in the document of the basis for determining final price. Staff will make further inquiry.
2/23/16 1840	Justin Hess Amy Albano Cindy Giraldo	Report to Council new Council Travel Policy	Pending
9/13/16 1919	Patrick Prescott Matt Hill (BUSD)	Council directed COB to work with BUSD on solutions for Stevenson Elementary drop off.	
9/27/16 1925	Patrick Prescott	Provide explanation of current noise ordinance.	
1/10/2017 1950	Patrick Prescott	Provide a memo regarding the definition of a bedroom and the ability to divide rooms.	
1/24/2017 1957	Patrick Prescott	Provide a memo that evaluates City's current whole house tear down provisions.	
4/18/2017 1985	Marnell Gibson	Provide Council with potential city incentives for "green contractors" to do business in Burbank, specifically the cost impact.	
4/18/2017 1987	Patrick Prescott Scott LaChasse	Provide Council with information on filming permits and a re-look at the model film ordinance.	Pending (late 2018, early 2019)
4/18/2017 1988	Patrick Prescott	Report back to Council the policy regarding rights of Multi-family lots and single family lots.	
6/13/2017 2025	Justin Hess Erika De Leon Scott La Chasse Kevin Gray	As appropriate, bring back other non-charter policy considerations as recommended by the Charter Citizen Committee. This includes Selection of Mayor, Commission on the Status of Women, Police Oversight and Information Technology Security (citizen privacy).	
6/27/2017 2029	Patrick Prescott	Request for staff to provide an update on enforcement of amplified street performers.	
8/15/17 2045	Patrick Prescott	Request for an update on the enforcement of development requirements as it relates to landscaping/tree canopies.	

City Manager Tracking List

Updated 1/8/19

Date Requested/ Item #	Responsible Department(s)	Item	Status
9/12/17 2049	Patrick Prescott	Discuss the process to receive input from Boards, Commissions, and Committee members as it relates to the design-process.	
9/12/17 2051	Patrick Prescott	Add information to City website about current and projected levels of service concerning traffic intersections.	
9/26/17 2067	Patrick Prescott Marnell Gibson	Request for a report on buildings that have received earthquake retrofitting.	Working on report to Council as resources are available.
10/17/17 2071	Eric Garcia	Request to bring back report on emergency services.	Report back Q1 2019
12/5/17 2080	Marnell Gibson	Report to Council on cool seal street pavement in comparison to traditional method – bring back with overall pavement report	Will report out as part of Pavement Management Plan
12/12/17 2083B	Patrick Prescott	Report back to council on Glendale's action on cannabis sales/dispensaries.	CDD staff will include information in the upcoming staff report to City Council in March 2019. Will add Pasadena to report.
1/9/18 2090	Marnell Gibson	Provide report back to Council on Styrofoam and potential ban	Working on report to Council as resources are available.
2/6/18 2095	Amy Albano	One step - provide Council with potential solutions for aggressive panhandling	
2/13/18 2098	Patrick Prescott Marnell Gibson	Provide first-step report regarding a potential Transportation Study Session (the future of transportation in Burbank)	Working on report to Council as resources are available.
3/6/18 2108	Patrick Prescott Marnell Gibson	Provide a report to Council regarding the Downtown Metrolink parking lot (who uses it, who enforces it, does the City have authority over it).	Working on report to Council as resources are available.
3/13/18 2111	Patrick Prescott Marnell Gibson	Provide a report to Council on the placement of bike hoops (where are they now and possibility of replacing to other businesses/restaurants)	
3/27/18 2115	Patrick Prescott	Memo to CM on potential ways to consider ADUs very low or low income level housing when calculating RHNA allocation	
4/17/18 2120	Marnell Gibson	Bring back a report to Council on Burbank parking permit process (administration, tags vs stickers, qty, etc)	Working on report to Council as resources are available.
4/17/18 2123	Patrick Prescott	Provide an update report to Council on the Single Family design guidelines (how it's working, lessons learned, adjustments)	
4/17/18 2124	Marnell Gibson	Bring back an update on Hyperion Water Reclamation Plant (what is it, billing dispute, resolved?, negotiations)	Working on report to Council as resources are available.
4/24/18 2125	Patrick Prescott Marnell Gibson	Bring back a report on bicycle and pedestrian safety	
5/8/18 2130	Patrick Prescott	Look into making Uber/Lyft fees similar to taxi fees	

City Manager Tracking List

Updated 1/8/19

Date Requested/ Item #	Responsible Department(s)	Item	Status
5/15/18 2134	Eric Garcia	Review alternative service delivery model that impact cost but not service levels (ex: Fire EMT on ambulances) Long term goal	
5/15/18 2135	Amy Albano	Bring back a formal Council Meeting Video Policy	First Report November 27 2018. Follow up report needed
5/15/18 2136	Simone McFarland Marnell Gibson Patrick Prescott	Provide a video on the closure plans for the Burbank Bridge.	To be coordinated with CDD pending plans from Caltrans
5/22/18 2137	Marnell Gibson Patrick Prescott	Provide a report to Council on Verdugo Ave (ie cars in bike lane, right hand turns, and speed limits)	Will prepare memo on volumes, collisions, speed limits and not a final step
6/12/18 2139	Patrick Prescott	Provide a report back to Council regarding bus stop criteria and shelter design (shelter customization, similar design across the City). Example: Burbank and San Fernando bus stop	
6/12/18 2140	Kevin Gray Ron Davis Amy Albano	Report back to Council regarding mitigating/eliminating residential cut through traffic caused by the Waze app (or similar apps). Research technology solutions or possible future legislation.	Add legislation goal to 2019 Legislative Platform
6/26/18 2142	Patrick Prescott	Bring back the Olive/Verdugo/Sparks intersection improvement project with additional design options to include community input.	
6/26/18 2143	Patrick Prescott	Proceed with creating a relocation assistance ordinance (similar to Pasadena) for multi-family at 140% or less of Burbank median income.	First Step Presented in June 2018. Second step with draft ordinance on the forecast for early 2019.
6/26/18 2145	Simone McFarland	Look at providing closed captioning for City Council Meetings.	Will be incorporated into 2019-2020 Budget
7/17/18 2148	Patrick Prescott	Look into how to regulate shared mobility devices. (i.e. electric scooter rentals) - FYI Beverly Hills is suspending electric scooters for 6 months until an ordinance is considered. LA has suspended the use of them.	Staff will be presenting information to Council in Spring 2019.
7/24/18 2150	Patrick Prescott	Bring back a report on Burbank's housing goals	This item will be addressed when a series of reports related to this topic is presented to Council. The first report occurred on 10/30/18. Further discussion is scheduled for January/February 2019.
7/24/18 2151	Patrick Prescott Marnell Gibson	Bring back a report on Burbank's parking study (Magnolia Park September 2018)	Per PW: CDD is preparing a report
7/31/18 2153	Amy Albano Erika De Leon	Bring back a policy on how the Council may represent an official City position. (to also include Boards and Commissions)	Will be incorporated into 2019 Legislative Platform report
8/14/18 2154	Patrick Prescott Judie Wilke	Bring back a report on parking lot trees (include options for tree protection ordinance and recommendations for future street trees)	

City Manager Tracking List

Updated 1/8/19

Date Requested/ Item #	Responsible Department(s)	Item	Status
8/21/18 2158	Marnell Gibson Patrick Prescott	Look into the lack of traffic management at Talaria site and the City's practice in working with developers traffic management consultants for future arrangements	Unclear on PW role. Permits and inspection interact with developers contractors daily. PW Traffic does not. We can better condition developer's permits (building and excavation) to minimize traffic impacts due to their traffic control plans. Developer staging will continue to be an issue on busy streets.
8/21/18 2162	Judie Wilke	Provide a six-month update on warning track without chemical herbicide	
9/11/18 2163	Amy Albano	Provide a report to Council on "pink vans" (maid advertisement)	
9/25/18 2164	Patrick Prescott Amy Albano	Bring back a report reconsidering the BHA changes and verification of the FPPC investigation results	This item will be completed when staffing capacity permits.
9/25/18 2166	Patrick Prescott	Bring back a one-step report on current restrictions of AirBnB in Burbank	This item will be completed when staffing capacity permits.
10/9/18 2171	Erika De Leon	Request to add photo of Will Rogers in Chamber. How many Council Members have deceased while in office?	
10/30/18 2174	Erika De Leon	One step – Report to Council regarding taking a position on State/County Elections (ballot measures)	
10/30/18 2175	Patrick Prescott	One step – Report to Council on a potential townhall meeting with Magnolia Park businesses	This item will be completed when staffing capacity permits.
11/13/18 2177	Patrick Prescott	One step – As part of the tenant relocation report, consider idea of allowing tenants to lease for one year to stabilize rent	This item will be addressed when a full report related to this topic is presented to Council
11/27/18 2178	Marnell Gibson Patrick Prescott	Bring back status update on new configuration of San Fernando Rd	
11/27/18 2180	Marnell Gibson	Verify if PD parking lot reserved signage for Cartoon Network employees is sufficient	
11/27/18 2181	Betsy McClinton	Provide Council with claim figures (fund payment distribution) by department	
12/11/18 2183	Amy Albano	Look into ordinance to prohibit the sales of flavored Tobacco in Burbank	
12/11/18 2185	Patrick Prescott Amy Albano	Provide information on new street vendor regulation (SB 946) and what is Burbank going to do	
12/18/18 2187	Patrick Prescott	Verify if the Senior/Disability Bus phone line is conveniently available (i.e. not placed on hold for long period of time or busy signal)	
12/18/18 2189	Marnell Gibson	Follow up with student's concern regarding potholes on Cypress Ave by Emerson Elementary	
1/8/19 2190	Marnell Gibson	Follow up with Kip Harper regarding Verdugo and San Fernando intersection crosswalk safety (pedestrian and car safety on right turns). Phone: 818-307-5169	
1/8/19 2191	Patrick Prescott	Follow up on discussion regarding cannabis sales in Burbank (initial discussed during cannabis Ordinance meeting Nov 2017)	

City Manager Tracking List

Updated 1/8/19

Date Requested/ Item #	Responsible Department(s)	Item	Status
Green = Completed			

October 17, 2018

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Dineen.

CALL TO ORDER

Present: Commissioners Chapman, Cohen, Diamond, Dineen, Hergelian, Kobaissi, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins, Dermenjian, and Deroian, Lieutenant Cornils, Sergeant Turner, Senior Assistant City Attorney Oh, and Senior Secretary Cole

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Diamond.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Stearns-Niesen provided a briefing to the City Council regarding her attendance at the NACOLE conference.

Commissioner Cohen attended the BPF fundraiser at Gordon Biersch and participated in the BPOA Golf Tournament.

Commissioner Hergelian attended the BPF fundraiser at Gordon Biersch and the State of the City luncheon at the Marriott on October 10th.

Commissioner Chapman stated the Burbank Human Relations Council and the BPD were recognized by LA County Supervisor Kathryn Barger with the John Anson Ford Human Relations Award for their outreach to the victims of hate crimes.

Commissioner Diamond volunteered to be the liaison between the Commission and the BPOA.

ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM SEPTEMBER 19, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Kobaissi, to approve the minutes of the September 19th meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Ratification of the Minutes of June 20, 2018

A motion was made by Commissioner Chapman, with a second by Commissioner Cohen, to approve the minutes of the June 20, 2018. The motion was approved with four ayes, and 3 abstentions (Commissioners Diamond, Dineen, and Stearns-Niesen).

October 17, 2018

Meeting of the Burbank Police Commission

Page 2

2. Discussion of the Fifth Pillar (Training and Education)

Commissioner Stearns-Niesen continued the discussion on President Obama's 21st Century Policing Report recommendations (Six Pillars). The discussion revolved around Pillar Five, Training and Education. Lieutenant Adam Cornils provided comprehensive information on the Department's efforts to engage community members for input on training programs, leadership training and educational incentives for personnel, crisis intervention training, and other training topics covered at the Academy mandated by POST guidelines.

3. Discussion on the former Outreach Center

Commissioner Stearns-Niesen described the collaboration between the school district, DCFS, psychologist, City of Burbank, and a probation officer to hold joint meetings to address youths with attendance/behavior issues. Sergeant Stephen Turner, supervisor over the Juvenile Bureau, described similar services currently in place, although not under one roof, including Wellness Centers at Burroughs and Burbank High Schools, School Attendance Review Board, and a probation officer on-site at the BPD.

Commissioner Stearns-Niesen stated she would like to continue this discussion for consideration to be advocates for the return of the former Outreach Center model.

4. Debrief and discussion of attendance to NACOLE Conference

Commissioner Stearns-Niesen attended the conference in St. Petersburg, FL, attending sessions on implicit bias, police unions, peer intervention policing implemented by New Orleans PD (under a consent decree), and public access to police accountability records.

5. Review and discussion of quarterly report of Commission correspondence

Commissioners reviewed the report of Commission correspondence.

6. Announcements by the Police Chief

- Regarding the vans advertising topless maids around town, the Department is unable to remove the vans unless they violate posted parking signage or do not have permanently affixed signage – their message is protected by the First Amendment.
- Cal Chiefs supported SB1421 (public disclosure of police personnel records), which takes effect on January 1, 2019
- Cal Chiefs opposed AB748 (video/audio recording release to the public), however, the Bill passed, was signed by the Governor, and will take effect on July 1
- Personnel are wearing the Pink Patches this month
- Chief LaChasse, Deputy Chief Albanese, and Police Administrator Wilson provided a synopsis of the classes they attended at the IACP conference.

FINAL PERIOD OF PUBLIC COMMENTS

None

RESPONSE TO ORAL COMMUNICATIONS

None

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Diamond made a motion, seconded by Commissioner Stearns-Niesen, to further discuss including Council Liaison comments on the monthly Commission agendas. Approved by consensus.

Commissioner Kobaissi made a motion, seconded by Commissioner Stearns-Niesen, to have a presentation and discussion on AB931 (Use of Force by Officers) and SB 1421 (Peace Officers Release of Records) as to the position of the City and how it will affect the BPD. The City Attorney drafted a position memo that will be provided to the Commissioners for the next meeting. AB931 was killed in the legislature and will be tabled for a future discussion if re-introduced.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Kobaissi, to have a presentation and discussion on the Department's criteria for Academy selections and the post-Academy BPD training.

Commissioner Diamond made a motion, seconded by Commissioner Stearns-Niesen, to have a presentation and discussion on the protocols and safety standards practiced at the Range, and how often officers qualify at the Range.

Staff will add a discussion item to the agenda regarding going dark at the December meeting.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission is Wednesday, November 21, 2018, at 1800 hours.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:35 pm.

s/Nidal Kobaissi _____

Nidal Kobaissi, Secretary
Burbank Police Commission

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