


MEMORANDUM



FINANCIAL SERVICES DEPARTMENT

DATE: May 19, 2026

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director 

SUBJECT: Budget Discussion Papers and Follow-up Items

BACKGROUND

During the City Council meeting held on May 5, 2026, the City Council requested additional information (Discussion Papers) on several items related to the Budget.

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

No.	Dept.	Subject
1	CM	Consideration of a One-Time Budget Appropriation of \$50,000 for an Immigration Emergency Assistance Fund
2	PR	Consideration of Adding a Third Community Garden
3	CDD	Economic Impact Report on Increasing Minimum Wage and Establishing an Enforcement Unit

In addition, the City Council was previously provided with the following discussion papers during the May 5, 2026 City Council Meeting as part of the Proposed Budget binder:

No.	Dept.	Subject
1	CM	Community Events and Program Grant
2	CDD	Enhanced Renter Relocation Program for Qualified Households (Measure A)
3	PR	Proposed Increase to Community Arts Grant Funding
4	PR	Elderly Nutrition Program Funding Update (Informational)
5	PR	DeBell Golf Course Financial Update (Informational)
6	PW	Budget Appropriation for Sustainability Activities
7	PW	Consideration of Palm Ave. Closure for Community Events (Informational)
8	BWP	Two Customer Service Representative III and Two Field Service Representative Positions FY 2026-27 (Informational)

**Held in abeyance pending resolution of potential conflict of interest*

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: May 19, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager *CPadgett*
VIA: Cathryn LaBrado, Assistant to the City Manager
BY: Kylene Pecor, Community Assistance Coordinator

SUBJECT: Budget Discussion Paper – Consideration of a One-Time Budget Appropriation of \$50,000 for an Immigration Emergency Assistance Fund

BACKGROUND

At the May 5, 2026, City Council (Council) meeting, Council Member Perez requested a budget discussion paper for consideration of a one-time appropriation of \$50,000 for the establishment of an emergency assistance fund to support residents impacted by immigration enforcement actions. The request also included an evaluation of programs and funding approaches used by the cities of Pasadena, Santa Ana, and San Fernando, as well as potential partnership opportunities with the County of Los Angeles, the California Community Foundation (CCF), and Home Again Los Angeles (HALA).

DISCUSSION

In recent years, some jurisdictions throughout Los Angeles County have established emergency assistance programs intended to provide short-term support to residents impacted by federal immigration enforcement activities. These programs generally utilize partnerships with nonprofit organizations and philanthropic entities to administer assistance and distribute aid to eligible households.

Programs established by cities including Pasadena, Santa Ana, and San Fernando have generally focused on providing emergency assistance for essential needs, including:

- Housing and rental assistance;
- Utility payments;
- Food and basic necessities;
- Childcare and dependent care; and

- Immigration-related legal services.

The City of Pasadena recently established the Pasadena Emergency Assistance Fund through a partnership with CCF, which administers and distributes assistance through local nonprofit organizations serving residents. In July 2025, the Pasadena City Council appropriated \$100,000 to establish an immigration assistance fund. The program was formally launched in April 2026 to support local families impacted by federal immigration enforcement activity. The fund was initially supported through the city appropriation and supplemented through community donations and philanthropic contributions.

The City of Santa Ana has established a city-funded emergency assistance program providing financial support to residents impacted by immigration enforcement activities. In July 2025, the Santa Ana City Council approved and launched a \$100,000 emergency housing assistance program for Santa Ana families impacted by immigration enforcement. The program provides direct assistance for essential needs, including rent and utility payments, and is administered in coordination with community-based organizations serving immigrant households. In October 2025, the City Council directed the City Manager to continue funding the program with at least an additional \$100,000.

The City of San Fernando has implemented an initiative that includes a financial assistance program supporting residents impacted by immigration enforcement activities. In July 2025, the San Fernando City Council approved funding for participating community-based organizations to launch the program and begin providing services. The program provides one-time emergency assistance to eligible households and is delivered in coordination with community-based organizations, including HALA, along with other supportive services such as food distributions and referrals to local resources.

Should Council choose to proceed with the development of a local assistance program, staff would evaluate potential partnerships with organizations such as CCF, HALA, and/or Los Angeles County and return to Council with implementation options. Potential program components for future Council consideration may include:

- Eligibility requirements and residency requirements;
- Types of eligible emergency assistance;
- Program administration and oversight structure;
- Funding distribution procedures; and
- Reporting and accountability measures.

FISCAL IMPACT

Should Council choose to proceed with the establishment of an Immigration Emergency Assistance Fund as requested by Council Member Perez, the fiscal impact would be \$50,000 in one-time funding from the General Fund.

CONCLUSION

Some jurisdictions in the region have implemented emergency assistance funds to support residents impacted by immigration enforcement activities, generally through nonprofit organizations that administer and deliver assistance for essential needs such as housing, utilities, childcare, food, and legal services.

Should Council proceed with establishing the Immigration Emergency Assistance Fund, staff would begin evaluating potential partnerships with nonprofit organizations including HALA and CCF to determine program design and implementation structure, including administrative coordination and service delivery approaches. Staff anticipates being able to return to Council within six months and provide an implementation framework outlining proposed program components, including eligibility requirements, types of emergency assistance, funding distribution procedures, and recommended nonprofit partnership arrangements.

MEMORANDUM



PARKS AND RECREATION



DATE: May 19, 2026

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director *MSG*
Damian Skinner, Public Works Director *DS*

BY: Diego Cevallos, Assistant Parks and Recreation Director

SUBJECT: Budget Discussion Paper – Consideration of Adding a Third Community Garden

BACKGROUND

In 2021, the City Council (Council) approved agreements with the Los Angeles Community Garden Council (LACGC) for the development and operation of two community gardens located at 3705 West Clark Avenue and 1141 North Pass Avenue. Under the oversight of the Parks and Recreation Department (Department), these gardens were established to provide recreational, educational, and community-building opportunities while expanding access to urban agriculture within Burbank.

Since implementation, the Department has continued to evaluate community gardening opportunities, operational sustainability, and educational programming, and has received community interest in potential expansion.

In January 2026, the Sustainable Burbank Commission (SBC) added a recommendation for a third community garden to its February agenda and established an Ad Hoc Community Garden Subcommittee (Subcommittee). At its February meeting, the Subcommittee reported that it had independently engaged members of the Burbank community gardens to assess needs and conducted a site visit at Miller Park.

The Subcommittee recommended that the SBC request a feasibility study focused on spaces not managed by the Los Angeles Department of Water and Power, which owns the land where both existing community gardens operate. It also recommended requesting that the Council help identify any City-owned locations the SBC may not yet

be aware of. Commissioner Gemmill, a community garden advocate, noted the existence of a long waiting list and emphasized the importance of securing a large site. The SBC directed the Subcommittee to draft a letter for the commission's review and vote. At its April 2026 meeting, the SBC reviewed the draft letter and voted to forward it to the Council. The letter was sent via email on May 4, 2026 (Attachment 1).

At the May 5, 2026 Council Meeting, Mayor Takahashi requested that staff explore the feasibility of establishing a third community garden location.

DISCUSSION

The Department appreciates SBC's interest in expanding community gardening opportunities and recognizes the recreational, educational, environmental, and social benefits these programs provide. At this time, staff recommends focusing on strengthening and evaluating the City's existing community garden system and program initiatives prior to the consideration of a third garden location. A comprehensive evaluation of the existing program will help ensure long-term program success and inform future expansion opportunities.

Staff recommends assessing the following key performance metrics:

- Resident participation rates
- Plot utilization and vacancy rates
- Resident waiting lists and demonstrated unmet demand
- Program accessibility and equity considerations
- Volunteer engagement and sustainability
- Maintenance and operational performance
- Financial sustainability
- Educational programming participation
- LACGC's capacity to effectively support an expanded system

Any future expansion would also require a new agreement with LACGC to address the increased operational responsibilities and administrative oversight. Staff believes it is essential to first confirm that LACGC has the organizational capacity to effectively maintain high-quality service levels at the existing locations while supporting any future growth.

In addition, the Department is currently collaborating with Community Garden Volunteers on a pilot program that brings community garden activities and educational experiences to several after-school program locations on Burbank Unified School District properties as part of the City's After School Daze Program. Staff is committed to the full implementation and evaluation of this initiative which may help inform future considerations regarding potential community garden expansion opportunities.

Additionally, the City Parks Master Plan, developed through an 18-month community engagement process, did not identify a third community garden as a strategic priority. The adopted Plan continues to guide the City's recreational programming, operational priorities, and capital investments.

To further evaluate community interests and needs, staff will work directly with LACGC to schedule information-gathering meetings with community stakeholders and interested residents to reassess desired outcomes and existing utilization data. Additionally, staff will engage the Parks and Recreation Board to solicit their input. This feedback evaluated alongside vacancy rates, participation analysis, and LACGC capacity will inform future decisions regarding future expansion.

Should the City pursue expansion, a full fiscal analysis would be required to evaluate capital costs, operational impacts, staffing resources, contractual services, maintenance, utilities, and administrative oversight.

CONCLUSION

Staff recommends first completing a comprehensive evaluation of the existing gardens, related operational metrics, and current pilot programming initiatives prior to the consideration of expansion of the current program. Staff remains committed to supporting existing operations, evaluating community needs, and ensuring future programming decisions align with the City's operational priorities, long-term sustainability goals, and adopted City Parks Master Plan.

ATTACHMENT

Attachment 1 – SBC Recommendation Letter to City Council 4/20/26

April 20, 2026

TO: Honorable Mayor and City Council
FROM: Sustainable Burbank Commission
SUBJECT: Consideration of third Community Garden site

RECOMMENDATION:

As an advisory body to the Burbank City Council, the Sustainable Burbank Commission recommends that City Council establish funding and direct staff to undertake a feasibility study of creating a third community garden site on City of Burbank land preferably east of the 5 freeway.

BACKGROUND:

Discussions about a Burbank community garden began close to 20 years ago. By 2020, Burbank was able to negotiate a lease with LA DWP to use Whitnall Highway land and to create an agreement with the Los Angeles Community Garden Council (LACGC) to be the nonprofit fiscal sponsor for the gardens. With City Council start-up funds of approximately \$250,000 we established two community gardens in the last four years.

The first site opened at the corner of Chandler and Pass in 2022 with 34 in-ground plots and two raised accessible beds. In 2025, these gardeners grew more than 1,500 pounds of fresh, organic produce in their plots. Every Saturday the gardeners put out a share table so neighbors can also enjoy their garden's bounty. The California native plantings around the garden provide important habitat for native butterflies, birds, and bees, while also demonstrating to the community the beauty and resilience of planting with natives.

The second site at the corner of Hollywood Way and Clark opened less than a year ago in May 2025. These gardeners already have thriving plots with sufficient bounty for their family's enjoyment and to share with neighbors on a weekly share table. A native garden was planted here in December, and we look forward to watching this garden also thrive, attracting native pollinators.

Both garden sites have installed a small orchard, blueberry patch, and dedicated communal beds to boost share table offerings. Both sites have also established a compost system so effective that they are already producing "black gold" to put more nutrients back into the garden.

Built by volunteers, including the Burbank Community Garden Steering Committee members, the gardens are entirely volunteer-run and self-governing with the guidance of LACGC and with occasional support from City staff to resolve infrastructure issues.

ANALYSIS: COMMUNITY GARDEN BENEFITS

Community engagement

Since before the first site was opened in 2022 Burbank has wholeheartedly supported the community garden. At both sites, gardeners interact with neighbors, bringing them into the garden for events and education, and sharing the harvest from their plots. Educational events have included Growing and Cooking with Asian Vegetables, a Fall Harvest event with pumpkin carving, and seed starting co-hosted with Burbank Central Library, to name a few.

Working with volunteers, our gardeners develop team-building and leadership skills. Many individuals and local businesses have sent teams of volunteers to our weekly workdays (e.g. Marriott, Starbucks, South Hills Church 818 Group, Love Catering, Guildie Greenthumbs, Revenue io, Comcast Corp, Girl Scouts and Daisies, and Burroughs High School Football Team.)

There are currently 450 people on the waitlist for a plot, demonstrating both the need for more community gardens in Burbank and residents' enthusiasm to become part of this vibrant community.

Growing food

All gardeners are encouraged to grow produce or flowers that they can harvest and enjoy with friends and family. The community gardens practice organic gardening to ensure that the fruits and vegetables are of high quality without any pesticides or chemicals. The use of onsite composted organic material to fertilize plots creates especially nutrient-dense produce, diminishing grocery bills, and supporting healthy eating habits.

Mental and physical health

Research in Europe, including from Britain's Royal Horticultural Society and several universities, has shown that gardening two or three times a week is beneficial to mental and physical health. It reduces depression and anxiety, strengthens bones and muscles, and can reduce the risk of dementia. As population density increases in Burbank, fewer residents enjoy access to space outside or anywhere they can garden. A third community garden site would enable more Burbank residents to enjoy the many benefits of gardening.

Water conservation and native habitat

All gardeners at Burbank's Community Gardens are encouraged to practice water conservation, in particular to use ollas or unglazed terra cotta clay pots to irrigate their plot using minimal water. These underground reservoirs encourage growing plants to sip the water needed for healthy growth, minimizing wasteful evaporation from excessive surface watering practices.

California native plants are an important part of our ecosystem, supporting local biodiversity. The native plant gardens at each community garden site provide habitat and food for native butterflies, moths, bees, insects, and birds, which are all experiencing an alarming worldwide decline in numbers. Native plants can help to protect our environment with their low water requirements and ability to thrive in local soil types. The native plantings around the exterior of

both gardens demonstrate the practicality of landscaping with California natives, beautify the surrounding neighborhood, and help to restore our local food web.

DISCUSSION:

The simple act of working the soil and growing food companionably side by side with others builds community bonds. Stewardship of shared land is a unique responsibility that allows the community to create a valuable resource for future generations. The person-to-person sharing of home-grown food is nourishing to our bodies and to our souls.

Negotiations with LA DWP for the use of their land slowed the opening of the first two gardens. Future community garden sites might be better situated on City of Burbank land to avoid those lengthy delays.

Existing garden sites are along the Chandler Bikeway and in Magnolia Park. To serve residents throughout the city, the next garden site might preferably be located east of the 5 freeway. We have scouted a few possible locations, but we also encourage the Council to consider city-owned lots or land that this Commission may be unaware of.

Suggestion A: Palm Ball Field, 1125 E. Orange Grove, Burbank, CA 91501

Suggestion B: Southwest corner of Joaquin Miller Park, 720 E. Providencia Avenue Burbank, CA 91501

Suggestion C: Burbank Fire Department Station 16 (in front of the station—site preparation to include removing lawn and terracing for garden plots), 1600 N. Bel Aire Dr., Burbank, CA 91504

Suggestion D: Ralph Foy Park, behind the Burbank Public Library, Northwest Branch, 3323 W Victory Blvd, Burbank, CA 91505

Suggestion E: CalTrans vacant lot between Walnut Ave. and the 5 freeway at Burbank Blvd. (behind IHOP)

Based on the experience of creating the first two sites, the community garden steering committee knows that as soon as the land and infrastructure is available from the City, gardeners will commit as many hours as needed to build, create, and sustain these community gardens.

CONCLUSION:

The Commission strongly recommends creating a third site for a community garden so that more Burbank residents can grow their own food, enjoy the health benefits of gardening, build new friendships that strengthen our community bonds, and share the pleasure and value of green spaces in our city.

The Commission strongly recommends that the City explore possibilities for a third community garden on city-owned land, preferably east of the 5 freeway.


The Commission strongly recommends that City Council allocate funds in the upcoming '26-'27 budget for the creation of a third community garden.

MEMORANDUM



DATE: May 19, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
BY: Simone McFarland, Assistant Community Development Director

SUBJECT: Budget Discussion Paper – Economic Impact Report on Increasing Minimum Wage and Establishing an Enforcement Unit

BACKGROUND

At the May 5, 2026, City Council meeting, Council Member Anthony requested that staff return with a Budget Discussion Paper from last year regarding a potential minimum wage increase and the creation of an enforcement unit (Attachment 1). The budget discussion paper was presented on May 6, 2025 as part of budget discussions for Fiscal Year 2025-26, and Council took no action on this item.

DISCUSSION

As of January 1, 2026, California's minimum wage increased from \$16.50 per hour to \$16.90 per hour. Additionally, some of the local minimum wage rates have increased since the last report. The table below has been updated to reflect the 2026 increases.

Figure 1: Local Minimum Wage by County/City

Location	Minimum Wage	Effective Date
State of California	\$16.90	January 1, 2025
Los Angeles County (Unincorporated Areas)	\$18.47 Effective July 1, 2026	July 1, 2025
City of Burbank*	\$16.90	January 1, 2025
City of Los Angeles	\$17.87 Annual CPI adjustment expected to \$18.42 July 1, 2026	July 1, 2024
City of Malibu	\$17.27 Annual CPI adjustment expected \$17.91 July 1, 2026	July 1, 2024
City of Mountain View	\$19.70 Annual CPI adjustment expected July 1, 2027	January 1, 2025
City of Pasadena	\$18.57 Effective July 1, 2026	July 1, 2024
City of San Diego	\$17.75 Annual CPI adjustment expected Jan. 1, 2027	January 1, 2025
City of Santa Monica	\$17.81 July 1, 2026, adjustment expected amount not yet announced.	July 1, 2024
City of West Hollywood	\$20.25 Annual CPI adjustment expected Jan. 1, 2027	January 1, 2025

**Burbank does not have a local minimum wage ordinance and follows the State established minimum wage*

FISCAL IMPACT

None. This report is for informational purposes only.

CONCLUSION

California’s state minimum wage has increased to \$16.90 per hour and those cities who have local minimum wage, are also increasing.

ATTACHMENT

Attachment 1 – May 6, 2025, Budget Discussion Paper – Economic Impact Report on Increasing Minimum Wage and Establishing an Enforcement Unit

MEMORANDUM



DATE: May 6, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Mary Hamzoian, Economic Development Manager

SUBJECT: Budget Discussion Paper – Economic Impact Report on Increasing Minimum Wage and Establishing an Enforcement Unit

BACKGROUND

At the City Council meeting on November 19, 2024, staff provided City Council (Council) with a First Step Report on a Potential Taskforce for Citywide Minimum Wage and Paid Parental Leave (Attachment 1). Council directed staff to come back with a Fiscal Year (FY) 2025-26 budget discussion item to consider utilizing a consultant to assess the economic impact on increasing minimum wage. Items for consideration would include raising the minimum wage to \$20.00 per hour with a \$5.00 per hour overage for tourism and healthcare workers (with an exemption on employers with fewer than 25 employees) and assessing the cost of establishing an enforcement unit on minimum wage for Burbank.

DISCUSSION

As of January 1, 2025, California's minimum wage is \$16.50 per hour. There are more than 12,400 businesses in the City of Burbank that are subject to paying the minimum wage as established by the State of California. With the passage of Assembly Bill 1228 and Senate Bill 525, new sections have been added to the California Labor Code which increased the minimum wage for all fast-food workers and some healthcare workers. Beginning April 1, 2024, fast food employees receive a State minimum wage of \$20.00 per hour. As of October 16, 2024, healthcare employees in various facilities receive a minimum wage ranging from \$18.00 to \$23.00 per hour depending upon the type of care facility.

Employers within Burbank are required to comply with State minimum wage laws. This includes annually adjusted pay rates of \$16.50 per hour for all employers, \$20.00 per

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hour for fast food employees, and a range of \$18.00 to \$23.00 per hour for certain health care facility employees.

On November 5, 2024, California voters considered California ballot measure Proposition 32 to raise the State's current minimum wage to \$17.00 for the remainder of 2024 for employers with at least 26 employees, increasing to \$18.00 per hour starting in January 2025. Small businesses with fewer than 26 employees would be required to start paying employees \$17.00 an hour in January 2025 and \$18.00 per hour in 2026. Proposition 32 was not passed by California voters.

Other cities across the State have adopted their own local minimum wage ordinances, as depicted in Figure 1. Some of these ordinances have differentiated between large (26 or more employees) and small (less than 26 employees) employers using the State's definition.

Figure 1: Local Minimum Wage by County/City

Location	Minimum Wage	Effective Date
State of California	\$16.50	January 1, 2025
Los Angeles County (Unincorporated Areas)	\$17.81	July 1, 2025
City of Burbank*	\$16.50	January 1, 2025
City of Los Angeles	\$17.27	July 1, 2024
City of Malibu	\$17.27	July 1, 2024
City of Mountain View	\$19.20	January 1, 2025
City of Pasadena	\$17.50	July 1, 2024
City of San Diego	\$17.25	January 1, 2025
City of Santa Monica	\$17.27	July 1, 2024
City of West Hollywood	\$19.65	January 1, 2025

**Burbank does not have a local minimum wage ordinance and follows the State established minimum wage*

Many cities across the region, including the City of Glendale, have not taken additional action on minimum wage and therefore, utilize the state established rate of \$16.50 per hour. If Council directs staff to hire a consultant to conduct an economic impact study, the consultant's scope of work would include:

1. Analyzing the potential effects of a minimum wage increase on the local economy, businesses, and employees;

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2. Examining the economic impact of similar wage increases in comparable cities;
3. Assessing how businesses of different sizes and sectors might respond to the increase, including impacts on labor costs and potential job gains or losses; and
4. Evaluating the costs associated with establishing an enforcement unit.

The process of selecting a consultant and completing the study is expected to take approximately four to six months.

FISCAL IMPACT

A General Fund appropriation in the amount of \$100,000 is necessary during FY 2025-26 if Council wishes to hire a consultant to conduct an economic impact study on increasing minimum wage and establishing an enforcement unit. If approved staff recommends that a To Be Determined (TBD) consultant be included in the Agreements and Contract List with the amount of \$100,000 for the FY 2025-2026 budget.

CONCLUSION

Should the Council request to conduct an economic impact study on increasing minimum wage and establishing an enforcement unit, staff would hire a consultant to conduct a study on the impact of minimum wage increases for Burbank businesses including the direct impact to the City of Burbank as an employer, and the cost associated with establishing an enforcement unit.

ATTACHMENT

Attachment 1 – November 19, 2024, First Step Report on Potential Taskforce for Citywide Minimum Wage and Paid Parental Leave

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: November 19, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Marissa Cardwell, Senior Administrative Analyst

SUBJECT: First Step Report on Potential Taskforce for Citywide Minimum Wage and Paid Parental Leave

RECOMMENDATION

Note and file.

BACKGROUND

At the January 9, 2024, Council Meeting, Council Member Anthony requested a first step report on a potential taskforce related to minimum wage and paid parental leave for private employers within the City.

Minimum wage laws vary across states and counties, with some municipalities electing to enact additional increased minimum wage laws at their discretion. In recent years, neighboring cities including Los Angeles City, Pasadena, Santa Monica, and West Hollywood have enacted minimum wage laws that supersede the State's current hourly pay rate. The City of Los Angeles implemented a task force prior to passing their own minimum wage law within the city. Additional cities outside of California utilize a task force for the purpose of assessing minimum wage include Chicago and Seattle. The State of California has an existing paid parental leave policy, which is followed by most cities in California. Staff is not aware of any local cities with active task forces dedicated to minimum wage and/or family leave.

DISCUSSION

Minimum Wage

In January 2022, California became the first state to implement a \$15.00 minimum wage, an 87.5% increase over its \$8.00 level in early 2014. In the same period, 38 California

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localities raised and indexed their minimum wages above the State level. As of January 1, 2024, the State minimum wage is \$16.00 an hour for all employees. As of January 1, 2025, California's minimum wage will increase by 50 cents to \$16.50 per hour.

Businesses within Burbank are currently subject to paying the minimum wage as established by the State of California. With the passage of Assembly Bill 1228 and Senate Bill 525, new sections have been added to the California Labor Code which increased the minimum wage for all fast-food workers and some healthcare workers. Beginning April 1, 2024, fast food employees receive a State minimum wage of \$20.00 per hour. As of October 16, 2024, healthcare employees in various facilities receive minimum wage ranging from \$18.00 to \$23.00 per hour depending upon the type of care facility. Additional increases for healthcare facility workers are also in process, with a planned implementation date of January 1, 2025.

On November 5, 2024, California voters considered California ballot measure Proposition 32, which if passed, will raise the State's current minimum wage to \$17.00 for the remainder of 2024 for employers with at least 26 employees, increasing to \$18.00 per hour starting in January 2025. Small businesses with fewer than 26 employees would be required to start paying employees \$17.00 an hour in January 2025 and \$18.00 per hour in 2026. As of this writing (November 14th), the passage of the ballot measure is still not resolved with 51% voting "no" and 49% voting "yes". The California Secretary of State is expected to certify the election results on December 13, 2024.

Other cities across the State have adopted their own local minimum wage ordinances, and many have been in effect for several years. Some of these ordinances have differentiated between large (26 or more employees) and small (less than 26 employees) employers using the State's definition. For example, effective July 1, 2024, the minimum wage for all employers in unincorporated Los Angeles County and the City of Los Angeles is \$17.28 an hour (Figure 1). Additional details for neighboring cities with local minimum wage ordinances can be reviewed on the chart below.

Location	Minimum Wage	Effective Date
State of California	\$16.00	January 1, 2024
Los Angeles County (Unincorporated Areas)	\$17.27	July 1, 2024
City of Burbank*	\$16.00	January 1, 2024
City of Los Angeles	\$17.27	July 1, 2024
City of Malibu	\$17.27	July 1, 2024
City of Mountain View	\$18.75	January 1, 2024
City of Pasadena	\$17.50	July 1, 2024

City of San Diego	\$16.85	January 1, 2024
City of Santa Monica	\$17.27	July 1, 2024
City of West Hollywood	\$19.08	July 1, 2023

Figure 1: Local Minimum Wage by County/City

**Burbank does not have a local minimum wage ordinance and follows State established minimum wage*

Paid Family Leave (PFL)

As of 2020, the State of California’s current paid parental leave policy allows eligible employees to receive up to eight weeks of PFL to bond with a new child, whether through birth, adoption, or foster care placement. The PFL is ‘job-protected’ under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), meaning employees can return to their job after leave. The leave can be taken at any time within the first 12 months of a child entering the family. Citizenship and immigration status do not affect eligibility.

Eligibility requirements for the use of PFL by employees include but are not limited to having earned at least \$300 in wages during a base period and contributing to State Disability Insurance (SDI) or a voluntary plan in lieu of State Disability Insurance. Employees working in public service do not qualify for the State’s PFL as they do not contribute to the State Disability Insurance program.

State Disability Insurance and PFL provide wage replacement benefits only; they do not provide job protection. Disability Insurance and Paid Family Leave do not change the federal or State leave laws in any way and are separate from them. In addition to wage replacement benefits, employees in California may be protected under other employee leave laws, such as the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA).

Family and Medical Leave Act

FMLA is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly placed child;
- To care for a spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- Any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active-duty status.

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FMLA applies only to 'covered' employers including all public agencies (inclusive of state, local, and federal employers), local education agencies (schools), and private sector employers who employ 50 or more employees for at least 20 work weeks in the current or preceding calendar year. Covered employers must provide FMLA benefits and protections to eligible employees and comply with other responsibilities required under the FMLA and its regulations. In addition to providing eligible employees an entitlement to leave, FMLA requires that employers maintain employees' health benefits during leave and restore employees to their same or an equivalent job after leave. The law also protects employees from interference and retaliation for exercising or attempting to exercise their FMLA rights.

While most cities in California follow the requirements set forth within the FMLA, the San Francisco Board of Supervisors passed the Paid Parental Leave Ordinance in 2016. The ordinance requires employers in San Francisco to provide supplemental compensation to employees bonding with a child in addition to California PFL. The law applies to employers with 20 or more employees worldwide.

California Family Rights Act

CFRA is a California State law that provides eligible employees with up to 12 work weeks of unpaid, job-protected leave to care for their own serious health condition, a family member with a serious health condition, or to bond with a new child. In addition, the law requires covered employers to provide employees disabled by pregnancy, childbirth, or a related medical condition with unpaid, job-protected leave (Pregnancy Disability Leave) and/or accommodations.

To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees. Eligible employees may take leave of up to 12 work weeks in a 12-month period, and the leave may be taken consecutively or intermittently under CFRA, many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends.

Minimum Wage Task Forces

Although not a task force, the City of Los Angeles (LA) has a dedicated division within its Bureau of Contract Administration, the Office of Wage Standards (OWS), that administers and enforces its minimum wage laws and studies the potential impacts of raising the minimum wage in LA. The OWS is also responsible for managing and updating LA's minimum wage ordinances and policies related to paid sick leave and fair hiring practices. LA studied the potential impact of a citywide minimum wage increase when implementing "Raise LA", an initiative to increase the minimum wage and provide paid sick leave for workers in Los Angeles with a focus on hotel employees. Prior to the implementation of "Raise LA" the city commissioned multiple reports to assess the potential economic impacts with consulting firms including Blue Sky Consulting Group and Beacon Economics. The program was approved by voters in 2016 and has been implemented in phases since then.

Outside of California, the cities of Chicago and Seattle have developed task forces in the past to address minimum wage. Established in 2014, Chicago's Minimum Wage Task Force included a diverse group of stakeholders from various sectors of the City's economy, including labor, business, and government. In 2023, Chicago (estimated population 2.6 million) developed the 'One Fair Wage' ordinance based on a proposal to phase out the city's subminimum wage for tipped workers over a five-year period.

Formed in 2014, Seattle's Minimum Wage Task Force included representatives from business, labor, and non-profit sectors, as well as local government officials and community leaders. In 2015, the Seattle (estimated population 770,000) implemented a tiered minimum wage law based on the efforts of the task force. Seattle will be reconvening the stakeholders to address minimum wage with the goal of ending tiered wages.

City of Burbank Considerations

Implementing a task force to review minimum wage within the City of Burbank would require extensive planning, research, resource allocation, and coordination among various departments and stakeholders. The task force would need to conduct in-depth research into the potential economic and social impacts of potentially increasing minimum wage or expanding the existing paid family leave regulations. Task force activities would include analyzing implementation strategies and estimating costs related to education and enforcement. Additionally, the composition of the task force would require careful thought and significant coordination to ensure broad, inclusive representation, to clearly outline the task force's mission and goals, and to ensure a focused scope of work. This multi-faceted undertaking will require substantial allocation of resources to ensure success. A task force creation would need to be balanced with the Council's existing goals and work program, which could present challenges in terms of time and resource allocation.

ENVIRONMENTAL REVIEW

This report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review pursuant to § 15378 of Title 14 of the California Code of Regulations (CEQA Guidelines).

FISCAL IMPACT

There is no fiscal impact associated with consideration of this first-step report. Council may consider that education and enforcement of an ordinance on minimum wage would likely have significant fiscal impacts. Preliminary research on the cities of Pasadena and Santa Monica suggest that resource costs related to minimum wage enforcement range from \$110,000 to \$125,000 per year.

CONCLUSION

Like many neighboring cities, employers within Burbank are required to comply with State minimum wage laws. This includes annually adjusted pay rates of \$16.00 per hour for all employers, \$20.00 per hour for fast food employees, and a range of \$18.00 to \$23.00 per hour for certain health care facility employees.

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Employers within Burbank are also subject to the State's PFL policy, which applies to all employees within the state of California. Additionally, employers meeting the requirements of the State's FMLA policy are also required to provide unpaid, job-protected leave for specified family and medical reasons.

Based on the existing applicable state laws regarding minimum wage and paid parental leave and the anticipated challenges of resource allocation required to manage a task force, Staff recommends that Council take no action to pursue a dedicated minimum wage task force at this time.

ATTACHMENT

Attachment 1 – April 13, 2021 Staff Report