

THURSDAY, MAY 10, 2001

An adjourned meeting of the Council of the City of Burbank was held at the City Council Chambers, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:12 p.m. by Mr. Kramer, Mayor.

Present- - - - Council Members Golonski (arrived at 6:14 p.m.), Laurell, Ramos and Kramer.
Absent - - - - Council Member Murphy.
Also Present - Ms. Alvord, Assistant City Manager; Mr. Barlow, City Attorney; and, Mrs. Sarquiz, City Clerk.

Budget Study Session Mr. Kramer said that the purpose of this meeting is to conduct a Budget Study Session including a discussion of the following departments: Fire, City Clerk's Office, City Treasurer's Office, City Manager's Office, City Attorney's Office, City Council Office, Library Services, and Financial Services.

Mr. Hanway, Financial Services Director, began by stating that the total projected source of City funds for Fiscal Year (FY) 2001-02 is \$580,187,623 with total appropriations of \$570,850,151. Next, he said the total projected General Fund revenues for FY 2001-02 are \$105,428,645 with the largest source of revenues coming from property taxes (\$17,140,974), sales taxes (\$21,038,424), and Utility Users Taxes (\$15,149,136). He then noted the following General Fund reserve balances as of June 30, 2001: 15 percent working capital - \$13,634,226; five percent emergency - \$4,535,440; and, Burbank Water and Power Competitiveness - \$6,023,923.

Next, he discussed the following proposed General Fund one-time items that are proposed to be funded from the non-recurring fund balance: Airport costs - \$2,000,000; Capital Outlay - \$800,768; Information Technology related projects - \$500,000; and, LED traffic signals - \$300,000. He then noted the General Fund highlights: new Burbank City Employees Association merit program - \$497,833; Internal Service Charges - \$251,808; and, Utilities - \$55,000.

Fire Department At this time, Mr. Hanway presented the Fire Department Budget. He said the total proposed budget is \$19,069,106, a \$1,575,286 increase over the FY 2000-01 budget. He noted the following Department budget highlights: salaries and benefits increased by \$1,200,648; Materials Supplies and Services (MS&S) increased by \$171,260; Capital Outlay funds in the amount of \$1,456,947 to purchase a fire ladder truck, self-containing breathing apparatus, vehicles, generators, computer workstations/printers, records management system,

and a stand alone base station for Red 11. He then briefly discussed the exceptions to the one percent increase provided to every department: special departmental supplies - \$22,747; Verdugo Communications increase of \$13,398; travel - \$5,640; private contractual services - \$1,260; miscellaneous - \$750; and, equipment rentals - \$380.

Fire Chief Davis said that the Department was proposing fee increases to various to paramedic ambulance services to more accurately cover necessary personnel costs. He then noted the following performance indicators: In-service training of all sworn employees; Conduct a joint recruit academy with Glendale; Continuing education training of hazardous material personnel; All firefighters re-certify with hazardous material 1st responders training; Preventative maintenance and service on all emergency apparatus; 25 percent of all staff trained on a rotating basis in Standardized Emergency Management Systems; Provide Community Emergency Response Team to City employees; Monthly training of Community Disaster Volunteer program participants; and, California Specialized Emergency Institute training of key Emergency Operations Center staff.

He then briefly noted the following Fire Department Work Program items: Conduct a joint recruit class with Glendale Fire Department; Develop apparatus specifications, purchase and place into service a replacement tractor drawn aerial ladder truck for Truck 11 to be placed into reserve status; Purchase and place into service two fire prevention sedans; Purchase and place into service one department head sedan; Develop command vehicle specifications, purchase, and place into service a new Suburban Command Vehicle; Develop specifications, purchase, and place into service a new emergency generator for Fire Station 16; Research, develop specifications, and purchase replacement of "self-contained breathing apparatus" for the Public Works and Fire Departments; Insure continuous high quality EMS services through purchase of reusable and disposable medical linens; Upgrade hazardous material technicians to the specialist level requiring additional two weeks of state certified training for each member; and, Upgrade and enhance the Fire Training Center and Emergency Operations Center including raised access flooring, wiring and new furniture.

Lastly, Fire Chief Davis discussed the Department Discussion Paper item (the Discussion Paper includes a variety of departmental unfunded items/programs): \$81,400 for one-time costs for materials/supplies to enhance the effectiveness of the City Disaster Preparedness Program.

City Treasurer's Office Mr. Hanway said that the total proposed budget for the City Treasurer's Office is \$471,813, a \$18,334 increase over the FY 2000-01 budget. Mrs. Anderson, City Treasurer, discussed the following Work Program items: The goal for the fiscal year end average monthly investment portfolio yield is 5.25 percent with continued emphasis on safety and liquidity; and, Implement E-Commerce for the City.

City Attorney's Office Mr. Hanway stated that the total proposed budget for the City Attorney's Office is \$2,263,215, a \$284,524 increase over the FY 2000-01. He noted the following budget highlights: new Senior Assistant City Attorney and Legal Secretary; upgrade of Assistant City Attorney to Senior Assistant City Attorney; \$1,000 increase in equipment rentals due to increased volume of in-house photocopying; \$4,050 combined increase in office supplies, memberships and dues, travel, training, and miscellaneous expenses to accommodate new positions; and, \$10,501 appropriation for new computers, desks, chairs and file cabinets for the new positions.

Mr. Barlow discussed the following performance indicators for the City Attorneys Office: Number of requests for legal services; Number of requests for opinions; Number of criminal filings; Number of rejected criminal filings; Amount of restitution collected; number of litigation cases filed; Number of cases filed against the City; Number of cases filed by the City; Number of potential litigation costs; and, Number of litigation cases remaining open.

City Clerk's Office Mr. Hanway discussed that the total proposed budget for the City Clerk's Office is \$709,791, a \$16,257 increase over the FY 2000-01 budget. Mrs. Sarquiz discussed the following Work Program items: Review Request for Proposals for electronic document imaging system and select a system best suited for the City beginning with a pilot project in the City Clerk's Office and Building Division; and, Update and reformat the Burbank Municipal Code with the intent of enabling easier maintenance of Code as well as allowing for ability to effectively do research with the Code in the future.

Following discussion, the City Council directed the City Clerk to add voter awareness/education programs to the Work Program.

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City Manager's Office

Mr. Hanway said that the total proposed budget for the City Manager's Office is \$1,576,356, a \$91,503 increase over the FY 2000-01 budget. He then noted the following budget highlights: \$15,000 increase in private contractual services; \$9,000 increase for general equipment maintenance including costs to maintain the City Web Site and repair of newly acquired broadcasting equipment; \$1,800 increase in travel; \$1,000 increase in training; and, \$2,000 increase in utilities.

Mr. Hess, Administrative Analyst discussed the following Discussion Paper item: \$20,000 for a Citywide Newsletter – a quarterly newsletter, 6-8 pages in length, mailed to all postal patrons in the City, written and edited by the Public Information Office (PIO). He then briefly noted the following Work Program items: Oversee the implementation of the City Council's Citywide goals and objectives; Provide on-going support to the City Council; Monitor and actively lobby legislation affecting the City; and, Continue to meet regularly with employee associations and unions to maintain positive management-labor relations.

Mr. McManus, Public Information Officer (PIO), discussed the following PIO Work Program items: Complete a five-year Master Plan for the PIO; Relocate cameras and update control room accordingly as part of the Council Chamber remodel/restoration; Put on-line and administer new City Web Site; and, Develop comprehensive strategy to improve City communications with the public.

City Council Office

Mr. Hanway said the proposed budget for the City Council Office is \$439,919, a \$23,167 increase over the FY 2000-01 budget. He noted the following budget highlights: \$6,304 increase in salaries and benefits for five percent increase in Council salaries approved by the voters; \$10,000 increase in funding for Burbank Unified School District Close-Up Program; and, \$3,000 increase to account for more retirees and to upgrade the quality of City retirement plaques.

Mr. Hess discussed the following Work Program items: Provide and further enhance a strong economic base by encouraging quality, clean retail, commercial and industrial development that is compatible within a community of homes; Ensure that the City retains a sense of community and high quality of life characterized by permanent residency in well-maintained, attractive single-and multifamily neighborhoods suitable for all age and socio-economic groups; Provide cost effective quality safety services and facilities that result in a safe environment for citizens to pursue professional and personal activities; Provide and further enhance high levels of leisure, information and other human services to Burbank citizens; Enhance the

City's leadership role in protecting the environment and preserving natural resources, while continuing to provide and enhance essential public works and infrastructure; Provide municipal government leadership that is open and responsive to residential and corporate constituents, and characterized by stability, confidence in the future, and cooperative interaction among civic leaders, residents, business community and City staff, while recognizing and respecting legitimate differences of opinion on critical issues facing the City; and, Operate the City government in a fiscally and managerially responsible and prudent manner.

Library Services
Department

Mr. Hanway stated that the proposed budget for the Library Services Department is \$5,087,864, a \$483,658 increase over the FY 2000-01 budget. He then noted the following budget highlights: \$210,192 in new positions and upgrades; \$276,305 increase in MS&S including \$218,695 in ramping up charges for the new Buena Vista Library and \$55,572 for annual maintenance costs of the Public Internet Access; and, \$68,852 for capital outlay.

Mr. Fuchs, Library Services Director, said that the Department was proposing a reduction in overdue fines for video and DVD in adult and juvenile media from \$3 to \$1 per item per day. He then briefly discussed the following Work Program items: Review and revise the Library mission statement; Develop and place online an expanded Library web site; Plan the re-use of available floor space at the Central Library; Continue planning for the opening of the new Buena Vista Library; Initiate collection development analysis at all three Library facilities; Develop plans for renovating and expanding Northwest branch; Initiate planning for a new Central Library facility; and, Provide beginning Internet classes for seniors.

Financial
Services
Department

Mr. Hanway stated that the proposed budget for the Financial Services Department is \$3,150,425, a \$443,005 increase over the FY 2000-01 budget. He then noted the following budget highlights: \$358,300 increase in salaries and benefits related to new positions and a staff reorganization; \$82,850 increase in MS&S; and, \$9,420 for capital outlay. He then discussed the following performance indicators: Purchase orders; Purchasing-quotations; Payroll checks issued; Payroll – retro checks; Accounts payable checks issued; Accounts payable specials processed; Collections/expenditures ratio; 125 Plan enrollments; and, 457 Deferred Compensation enrollments and distributions. Lastly, he noted the following Work Program items: Coordinate a Citywide inventory and valuation of infrastructure assets; Restate the 6/30/2001 Comprehensive Annual Financial Report into the Governmental Accounting

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Standards Board (GASB) 34 format; Increase Citywide awareness of collection function by conducting training classes; Increase presence on Internet to include providing access to information on Purchasing bids; Create user-friendly budget report summary for dissemination to the public; and, Coordinate the City's internal audit program, including transient occupancy tax, outdoor bus shelter agreement, paramedic billing including membership program, HazMAT handling, parking citation program, and credit card procurement.

Adjournment There being no further business to come before the Council, the meeting was adjourned at 8:28 p.m.

Judie Sarquiz, City Clerk

APPROVED JULY 17, 2001

Mayor of the Council
of the City of Burbank