

WEDNESDAY, MAY 16, 2001

An adjourned meeting of the Council of the City of Burbank was held at the Fire Training Center, 1845 North Ontario Street, on the above date. The meeting was called to order at 6:10 p.m. by Mr. Kramer, Mayor.

Present- - - - Council Members Golonski, Ramos and Kramer.  
Absent - - - - Council Members Laurell and Murphy.  
Also Present - Mr. Ovrom, City Manager; Ms. Alvord, Assistant City Manager; Ms. Oh, Deputy City Attorney; and, Mrs. Sarquiz, City Clerk.

Budget Study Session Mr. Kramer said that the purpose of this meeting is to conduct a Second Budget Study Session including a discussion of the following departments: Public Works, Management Services Department, Information Technology Department, and Park, Recreation and Community Services Department.

Public Works Department Mr. Hanway, Financial Services Director, began by stating that the Public Works Department contains the following funds: Refuse Fund (\$10,389,184), Sewer Fund (\$19,492,842), Gas Tax (\$3,324,484), Parking Authority (\$729,681), Equipment and Vehicle Fund (\$8,238,812), Community Development Block Grant Fund (\$921,539), Capital Projects (\$21,187,000), Municipal Building Fund (\$2,368,719), and General Fund (\$12,709,250).

Next, he discussed that the Public Works General Fund total proposed budget is \$12,709,316, a \$957,316 increase over the Fiscal Year (FY) 2000-01 budget. He noted the following budget highlights for the Administration Division: Capital Projects Office has been absorbed into the Public Works Department budget whereby the Deputy City Manager position was eliminated and those funds were redirected for consultant services to oversee the capital projects function; and, a Secretary position was upgraded to an Administrative Analyst position. He then noted the following budget highlights of the Engineering Division: salaries and benefits increased by \$1,172,473; Materials Supplies and Services (MS&S) increased by \$4,765; Capital Outlay funds in the amount of \$53,544 to purchase a mini pickup truck, a computer/software, and a microfilm scanner. He further noted the following budget highlights for the Traffic Division: salaries and benefits increased by \$119,838 for an additional Civil Engineering Associate (partially funded by Gas Tax); MS&S increased by \$243,229; and, capital outlay decreased by \$19,271. Lastly, he noted the following budget highlights for the Field Services Division – Street Maintenance - \$99,146 increase; Field Services Division – Building Maintenance - \$247,066 increase; and, Field Services Division – Administration - \$32,093 increase.

Mr. Hanway then said he would be discussing the Public Works special revenues in more detail and noted that he would begin with the Gas Tax. He said the total proposed budget is \$3,324,484, a \$55,911 decrease over the FY 2000-01 budget. He then noted the following budget highlights: annual slurry seal program (\$450,000); left turn phasing (\$420,000); streets, alleys and sidewalks (\$400,000); pedestrian signal installation (\$175,000); traffic signal interconnect (\$151,000); traffic signal detection (\$150,000); flashing beacon crosswalk improvement (\$120,000); traffic signal construction (\$60,000); and, replace obsolete signs (\$60,000).

Next, he discussed the Vehicle Equipment Maintenance Fund. He said the total proposed budget is \$8,238,812, a \$2,307,927 increase over the FY 2000-01 budget. He then noted the following budget highlights: \$300,000 Holding Account for vehicle repair shop modifications for safe maintenance and repair of natural gas vehicles; \$3,300,595 in capital outlay for police vehicle replacement, fire vehicle replacement, including Fire Ladder Truck, other departmental vehicles scheduled for replacement, and new equipment including water recycling system and side by side lift.

Mr. Hanway then referred to the Municipal Building Replacement Fund. He said the total proposed budget is \$2,383,984. He noted the following budget highlights: seismic retrofit design (\$200,000); City Hall awnings (\$90,000); legionnaires HVAC inspections (\$75,000); City Hall Annex – re-roof and seal (\$75,000); emergency exit lights for five facilities (\$50,000); Central Library re-pipe (\$50,000); McCambridge Park Pool repairs (\$40,000); and, McCambridge Park Building improvements (\$37,000).

At this point he discussed the Water Reclamation and Sewer Fund. He said the total proposed budget is \$11,432,939, a \$1,215,343 increase over the FY 2000-01 budget. He then noted the following budget highlights: salaries and benefits increased by \$47,522; MS&S increased by \$1,160,71; and, a capital improvement program of \$7,717,500 (increased by \$4,960,901 over FY 2000-01). He stated that this was year two of a 5.75 percent rate increase which was approved during the FY 2000-01 budget process.

He then said the Refuse Collection/Disposal Fund has a total proposed budget of \$10,389,184, a \$164,947 decrease over the FY 2000-01 budget. He noted the following budget highlights: salaries and benefits increased by \$115,409; MS&S increased by \$193,869; and, capital outlay increased by

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\$121,397. He then said that this was the second year of a 2.96 percent rate increase which was approved during the FY 2000-01 budget process.

Lastly, Mr. Hanway stated that the Parking Authority Fund has a total proposed budget of \$729,681, a \$1,557 increase over the FY 2000-01 budget. He then said that the revenues were proposed to be \$701,300, a decrease of \$34,168 from the FY 2000-01 budget. He noted that the Parking Authority Capital Projects fund continues to provide funds for maintenance for the City's public surface parking lots and structures including parking attendants, trash clean-up, power washing, landscaping, elevator repair, and graffiti removal.

Mr. Feng, Public Works Director, discussed the following Public Works Department Work Program items: Modifications to City Hall basement entrance; Modifications for Verdugo elevator and upper restrooms; Capital projects including Buena Vista Library, Municipal Services Building No. 1, Chandler Accessway, conceptual drawings for Northwest Library and Municipal Services Building No. 2, five points realignment, Buena Vista intersection enhancement, and Empire beautification; Study to evaluate impacts of underground utilities to City streets and right-of-ways; household hazardous waste program; Catch basin inserts required by National Pollutant Discharge Elimination System (NPDES); Vehicle utilization study – alternative fuel policy; Supplemental litter pick-up on CalTrans ramps through adopt-a-highway program and adopt-a-drain program; NPDES projects pursuant to the Clean Water Act; and, Community Development Block Grant approved projects including street resurfacing, sidewalk, alley and pedestrian ramp repair, Verdugo Recreation Center elevator, and audio traffic signal.

Lastly, Mr. Feng discussed the Department Discussion Paper item (the discussion paper includes departmental unfunded items/programs): additional funding for streets, sidewalks and alleys with no City funds requested, instead staff will continue to seek funding from grants and other sources.

7:35 P.M.  
Recess

The Council recessed at this time. The meeting reconvened at 7:45 p.m. with the same members present.

Management  
Services  
Department

Mr. Hanway said that the total proposed budget for the Management Services Department is \$3,650,443, a \$173,312 increase over the FY 2000-01 budget. He then noted the following budget highlights: salaries and benefits increased by

\$130,716 to upgrade a work trainee to offset press operator, and to upgrade two intermediate clerks to workers compensation clerks; MS&S increased by \$40,523; and, \$21,775 in capital outlay purchases.

Mr. Nicoll, Management Services Director, discussed the following Department Discussion Paper items: \$27,418 for a work trainee program; and, \$12,411 to upgrade two senior clerks to human resources technician 1. He then briefly noted the following Work Program items: Conduct a joint fire fighter recruit academy with the City of Glendale; Increase job opportunities for the developmentally disabled and vision impaired; Create a central database for survey cities to facilitate the use of labor and organizational data; Evaluate the salary survey methodology and/or explore incentives in order to pay competitive, market level compensation to recruit and retain competent and public service oriented personnel; Promote quarterly blood drives; Maintain current hiring standards while at the same time targeting diversity in all recruitment's with the goal of increasing ethnic or gender minority staff and enhancing bilingual skills; Explore document management system to replace or more effectively manage outdated record management systems; Provide supervisory training for managers and supervisors, including diversity, sexual harassment, violence in the workplace, writing and presentation skills, and computer applications, as well as to establish a certification and/or recertification requirement every three years; Negotiate multi-year labor contracts with the IBEW, BFF, and BFF-COU; Revise job classifications in accordance with federal regulations for all positions recruited in 2001-02; Utilize task-specific employees to meet varied service needs; Explore supplemental retirement systems to facilitate rightsizing efforts; Achieve a five percent reduction in the timeline of hiring for new hires and promotions, as well as encourage on-line job applications; Maintain a proactive loss control program to mitigate risk and their associated costs; and, Protect the City resources by effectively managing the various insurance programs.

Mr. Hanway then discussed the two departmental internal service funds. He began by stating that the Fund 530 – General Liability – has increased by \$914,913 including a \$96,000 increase for litigation requiring specialized defense, \$525,800 increase in insurance rates, and \$203,540 increase in litigation and court awarded judgements. He then said that the Fund 531 – Workers Compensation – has increased by \$602,512 including a \$330,000 increase in workers compensation claims costs associated with rising medical costs and retirements, and a \$169,619 increase in disability reimbursement.

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Information  
Technology  
Department

Mr. Hanway stated that the total proposed budget for the Information Technology Department is \$3,873,984, a \$1,026,003 increase over the FY 2000-01 budget. He noted the following budget highlights: salaries and benefits increased by \$410,700; MS&S increased by \$516,590; capital outlay purchases of \$223,935; and, Oracle Holding Account of \$1,386,000.

Ms. Wyatt, Information Technology General Manager, discussed the following performance indicators for the Department: City network will be accessible to all City employees 95 percent of the time; Information Technology will notify customers of planned outages and scheduled maintenance at least 48 hours in advance; All calls to the Technology Help Desk will be responded to within two hours; All calls to the technology Help Desk will be answered by a staff person between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday; All capital outlay items will be ordered within 60 days of budget approval; All capital outlay items will be scheduled for delivery and installation within six-months of budget approval; 100 percent of Information Technology staff will have a completed annual performance evaluation; 98 percent of mainframe production reports will be prepared and ready for delivery according to schedule; and, 100 percent of Information Technology staff will complete two training courses each year as identified in individual training plans.

She then discussed the following Department Work Program items: Develop individual training plans for all Information Technology staff according to job responsibilities; Develop a plan to implement Office 2000; Improve customer service support to all departments through service level agreements, assessment of outstanding projects/commitments; Complete 100 percent inventory of all computer hardware and software products; Design a Citywide technology training plan; Develop a comprehensive plan for single customer address database; Implement software license tracking system; Develop a two-year information technology strategic plan; Develop an alternative purchasing plan for computer hardware and software products; Develop a comprehensive Information Technology business contingency plan in support of emergency operations; Develop a plan for City internet and intranet portal; Establish standards for technical design, development, implementation, maintenance, and operations for the department; and, Continue with the stabilization effort of crucial ongoing operational issues in the current Oracle 10.7 financial applications while migrating to the newer version 11i.

Park, Recreation,  
and Community  
Services  
Department

Mr. Hanway discussed that the total proposed budget for the Park, Recreation and Community Services Department is \$14,593,296, a \$1,624,898 increase over the FY 2000-01 budget. He then noted the following overall budget highlights: salaries and benefits increased by \$876,654; MS&S increased by \$444,464; and Capital Outlay purchases of \$382,374. He then explained the detailed budget highlights by division and began with Parks Services. He said the Parks Services salaries and benefits budget increased by \$161,910, and MS&S increased by \$13,917. Next, he said the Recreation division salaries and benefits increased by \$538,242, MS&S increased by \$252,025, and Capital Outlay purchases of \$114,523. He then stated that the Senior Services division salaries and benefits increased by \$176,502, MS&S increased by \$178,521, and Capital Outlay purchases of \$228,000.

Next, he said the Golf Fund total proposed budget is \$2,777,687, a \$665,641 increase over the 2000-01 budget. He noted the following Fund highlights: \$126,642 decrease in indirect charges due to reduced support from Park, Recreation and Community Services administration; \$50,360 increase in professional services; and, \$1,016,000 in proposed capital improvement program appropriations including \$500,000 for golf course/tee and green improvements, \$100,000 for cart path improvements, \$100,000 for irrigation automation, \$100,000 for driving range, \$100,000 for clubhouse/pro shop plans and specifications, \$70,000 to replace clubhouse deteriorated deck and electrical system, \$25,000 for course access tram, \$15,000 to repair plumbing, \$3,000 for pro shop new drop ceiling, and \$3,000 for annual tree planting program

Mr. Hanway then discussed the Youth Endowment Services Fund. He noted that the Fund would continue to provide \$125,000 for the Grant Program.

Mr. Flad, Park, Recreation and Community Services Director, discussed the following Department performance indicators: Park Services – number of trees planted and pruned, and number of rounds of golf; Recreation Services – number of classes offered, number of participants in classes, youth employment, number of weeks and participants in summer daycamp programs, number of sites and participants in afterschool programs, number of programs and participants in middle school activities, number of events and participants in recreation center special events, number of hikes and participants in nature hike programs, number of weeks and participants in nature camps, number of groups and participants in nature center school groups, number of

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participants in Got Wheels!, number of teams, players, volunteer coaches and clinics for youth sports program, number of teams and players in adult sports, number of classes and participants at McCambridge and Verdugo pools, number of exhibits at Creative Arts Center, number of productions and patrons at Starlight Bowl summer season, number of special events and participants in Citywide special events, total number of performances in theater productions, and number of activities and participants in commercial recreation activities; Senior Services – congregate and home delivered meals, number of volunteers and hours served in Retired Senior Volunteer Program, and number of rides on Burbank Transportation and Burbank Local Transit.

Mr. Flad then noted the following Department Work Program items: Complete the request for proposal process, negotiations and implement an agreement for the operation of the Roller Hockey Facility at Ralph Foy Park; Begin construction on Lincoln Park site; Develop a plan to follow up on Mayor's Youth Summit; Complete construction of Compass Tree Park; Complete expansion of Joslyn billiard room; Complete renovation of Valley Park to include construction of a permanent skateboard facility; Achieve the year-two goals identified in Burbank Center Stage/Colony Theater Grove Theater Agreements; provide over 78,000 Burbank Transportation rides, over 230,000 Burbank Local Transit rides and 40,000 Got Wheels! Rides to the Burbank community; Continue to implement expanded Youth Employment Programs; Seek funding for proposed South San Fernando Park; and, Seek funding for overnight campground. Lastly, Mr. Flad discussed the Department Discussion Paper items: \$75,000 for Burbank Tournament of Roses Association (\$12,450 increase); and \$9,500 for Media Center Kid's Spirit Fun Run.

Adjournment            There being no further business to come before the Council, the meeting was adjourned at 9:32 p.m.

Judie Sarquiz, City Clerk

APPROVED JULY 17, 2001

Mayor of the Council  
of the City of Burbank