

BURBANK HOUSING AUTHORITY  
JUNE 18, 2002

A regular meeting of the Burbank Housing Authority was held in the Council Chamber of the City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:35 p.m., by Mr. Laurell, Chairman.

Invocation           The invocation was given by Council Member Ramos.

Flag  
Salute                The pledge of allegiance to the flag was led by Kristin Mackey, Crest student.

ROLL CALL

Present- - - - -       Commissioners Golonski, Murphy, Ramos, Vander Borgh and Laurell.

Absent - - - - -       Commissioners None.

Also Present - -       Mr. Ovrom, Executive Director; Ms. Alvord, Assistant City Manager; Mr. Barlow, City Attorney; Mrs. Georgino, Assistant Executive Director; and Mrs. Campos, Clerk.

7:43 P.M.  
Meeting  
Continued             Following a report and the combined oral communications, the Council, Redevelopment Agency, Housing Authority, Parking Authority and Youth Endowment Services Fund Board held a joint meeting.

7:43 P.M.  
Jt.                    Mtg.  
w/Council,  
Redev., Parking &  
YES  
HA 2  
Adopt FY 2002-03  
Annual Budget,  
Citywide Fee Sch.  
& Appropriations  
Limit                 Mrs. Sarquiz, Deputy Financial Services Director, began by stating the proposed balanced budget, with the proposed sources of funds, totals \$456,564,819, and proposed appropriations total \$450,549,774. She noted that pursuant to the City Charter, the Council received public comments on the proposed budget at the June 11, 2002 Public Hearing and also provided direction to staff as to what should be incorporated into the annual budget before the Council for adoption.

Mrs. Sarquiz summarized that Departments requesting funding for items not funded during the regular budget process prepared Discussion Papers, that a total of 19 Discussion Papers were presented to the Council and, pursuant to Council direction, seven Discussion Paper items have been incorporated into the budget which total \$645,255, of which \$568,828 will be funded by the General Fund, and \$76,427 will be funded by the Street Lighting and Maintenance Fund. She reminded the Council that at the June 11, 2002 Council meeting, several citizens requested Council consideration of funding the Discussion Paper items relating to interior art and plants for the Buena Vista Branch Library, and following discussion, the Library

Services Department was directed to return to the Council with a report subsequent to the budget adoption detailing a more in-depth presentation of the items, with various funding options.

Next, she noted the Citywide Fee Schedule had also been discussed and, after reviewing some of the proposed rate increases, the Council directed staff to provide additional details on all proposed fee increases over 15 percent, and, pursuant to such direction, the Departments had prepared the appropriate justification for such fee increases. She informed the Council that \$13,000 from the proposed Group Picnic Fee increase in the Park & Recreation Section is tied to two positions, a Recreation Program Leader and a Work Trainee, and any reduction to this proposed fee increase will have an adverse impact on the General Fund.

Mrs. Sarquiz reminded the Council that the struggling California economy posed a high degree of economic uncertainty as preparations began for the City's FY 2002-03 Budget, that the State's projected budget deficit has grown to \$23.6 billion and, based on the Governor's May Revised Budget, the City is projected to suffer a loss of \$338,294 and the Redevelopment Agency is projected to suffer a loss of \$745,839. Additionally, Mrs. Sarquiz stated that due to this lingering State budget crisis, the City has charted a prudent course of action which will allow the City to be more adequately prepared to handle the additional cuts which may come from the State after the November election, while at the same time allowing the City to embark upon the new fiscal year with new programs and services in place. Mrs. Sarquiz concluded by informing the Council that, based upon the proposed budget, including the addition of the seven Discussion Paper items, factoring the potential loss of revenues from the State, and augmenting the recurring fund balance with \$100,000 and the non-recurring fund balance with \$70,000 from the Utility Users Tax and In-Lieu designated reserve accounts, the projected recurring fund balance approximates \$57,027 and the projected non-recurring fund balance approximates \$5,619, and after releasing both the \$100,000 recurring and \$70,000 non-recurring funds from the designated account reserves, there is approximately \$2.23 million still available, and there is projected to be another \$2.4 million by June 30, 2003.

Mrs. Sarquiz added that the professional services agreement listing has been revised and a request for \$20,000 for writing services for the City Manager's Office will be removed from the list.

6/18/02

With regard to fee justifications, Mr. Golonski expressed appreciation to the staff for responding to this request so quickly. In response to Mr. Golonski's inquiry about the increase in group picnic permit fees, Mr. Flad responded that Burbank's fee has not been increased since its inception, and is significantly lower than Glendale's fees, which impacts Burbank's facilities. He stated that this fee increase is tied to two positions with picnic reservations requiring a full time clerical position.

With regard to questions by Mr. Golonski on Burbank Water & Power's (BWP) new service connection fee increases, Fred Lantz, Assistant General Manager BWP/Water Systems, responded that Burbank's fees are comparable to surrounding cities, that there was a \$4 million positive change in retained earnings, and that there was a change in accounting practices at the City. After discussion, Council directed staff to remove these fee increases from the Fee Resolution, and bring back a more thorough explanation of the increase for further consideration, including a comparison of Burbank's rates with those of surrounding cities.

In response to a question by Mr. Golonski, JoAnn Fletcher, Burbank Water and Power Manager/Customer Service, stated the \$50,000 expenditure is for governance training for BWP Advisory Board Members who have never had any training on policy and utility issues, and at the present time BWP has not designated any specific training. At the request of Mr. Golonski, Mr. Ovrom assured the Council that before any money is spent, BWP would bring back a report to the Council as to exactly what the courses/training will include.

Next, Mr. Golonski referred to a discussion held earlier whereby the Council discussed a list of items on the CDBG list which could possibly be augmented with money from the General Fund, and inquired whether these items had been included in the proposed budget. Mrs. Georgino responded that this was a proposed Discussion Paper item which included the Community Grant requested by Council Member Ramos and assured the Council that the CDBG items that were not funded would be brought back at mid-year for consideration.

City Council  
Reso. Adopted

City Council Resolution No. 26,256 Adopting the Budget for Fiscal Year 2002-03, Providing for the Transfer of Revenue from the Burbank Water & Power Department to the General Fund, and Making Appropriations for Amounts Budgeted was adopted.

City Council Reso. Adopted	City Council Resolution No. 26,257 Determining and Establishing the City's Appropriations Limit for Fiscal year 2002-03 was adopted.
City Council Reso. Adopted	City Council Resolution No. 26,258 Adopting the Burbank Fee Resolution was adopted.
City Council Reso. Adopted	City Council Resolution No. 26,259 Amending the Budget for Fiscal Year 2001-02 Providing for the Purpose of Making Appropriations for Amounts Delineated was adopted.
Redev. Agency Reso. Adopted	Redevelopment Agency Resolution No. R-2028 Adopting the Budget for Fiscal Year 2002-2003 was adopted.
Motion	It was moved by Mr. Golonski and seconded by Ms. Murphy that "the following resolution be passed and adopted:"
HA 2 Adopt FY 2002-03 Budget	<u>RESOLUTION NO. H-169:</u> A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR FISCAL YEAR 2002-2003.
Adopted	The resolution was adopted by the following vote:  Ayes: Commissioners Golonski, Murphy, Ramos, Vander Borght and Laurell. Noes: Commissioners None. Absent: Commissioners None.
Parking Auth. Reso. Adopted	Parking Authority Resolution No. P-56 Adopting the Budget for Fiscal Year 2002-2003 was adopted.
YES Fund Board Reso. Adopted	Youth Endowment Services Fund Board Resolution No. Y-27 Adopting the Budget for Fiscal year 2002-2003 was adopted.
8:18 P.M. Recess	The Authority recessed at this time to permit the Council to continue its meeting. The Authority reconvened at 10:10 p.m. for public comment with all members present.
10:35 P.M.	There being no further business to come before the

6/18/02

Adjournment Authority, the meeting was adjourned at 10:35 p.m.

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Clerk

APPROVED OCTOBER 1, 2002

CHAIRPERSON