

CITY OF BURBANK CALIFORNIA

San Fernando

ADOPTED ANNUAL BUDGET
2021 ▶ 2022
WWW.BURBANKCA.GOV



ABOUT THE COVER

The City of Burbank Fiscal Year 2021-22 Annual Budget book cover and tabs feature initiatives aimed at supporting Burbank businesses and enhancing retention and expansion - especially those most impacted by statewide stay-at-home orders during the pandemic. In May of 2020, the City Council adopted the Economic Recovery Plan to help mitigate the negative impacts of the COVID-19 pandemic. Initiatives in the Plan included the Burbank Together at Home Campaign; Small Business Loan Programs, expanded outdoor dining on sidewalks, parking lots and in street dining parklets; and the unveiling of a bronze monumental Batman statue to encourage social media engagement.

Economic recovery initiatives are still underway in the new fiscal year, and include:

- The Burbank Together Again campaign
- Business Retention and Visitation Program
- Chow Down Burbank Restaurant Campaign
- Burbank Tech Talks and the Future of Work Accelerator

COVER LAYOUT:
Cassidy Allen

PHOTOGRAPHY:
Burbank Economic Development Department

CITY OF BURBANK FISCAL YEAR 2021-22 ADOPTED ANNUAL BUDGET

CITY COUNCIL

Bob Frutos, Mayor
Jess Talamantes, Vice-Mayor

Konstantine Anthony
Council Member

Nick Schultz
Council Member

Sharon Springer
Council Member

ELECTED OFFICIALS

Zizette Mullins, City Clerk
Krystle Palmer, City Treasurer

APPOINTED OFFICIALS

Justin Hess, City Manager
Amy Albano, City Attorney

MANAGEMENT TEAM

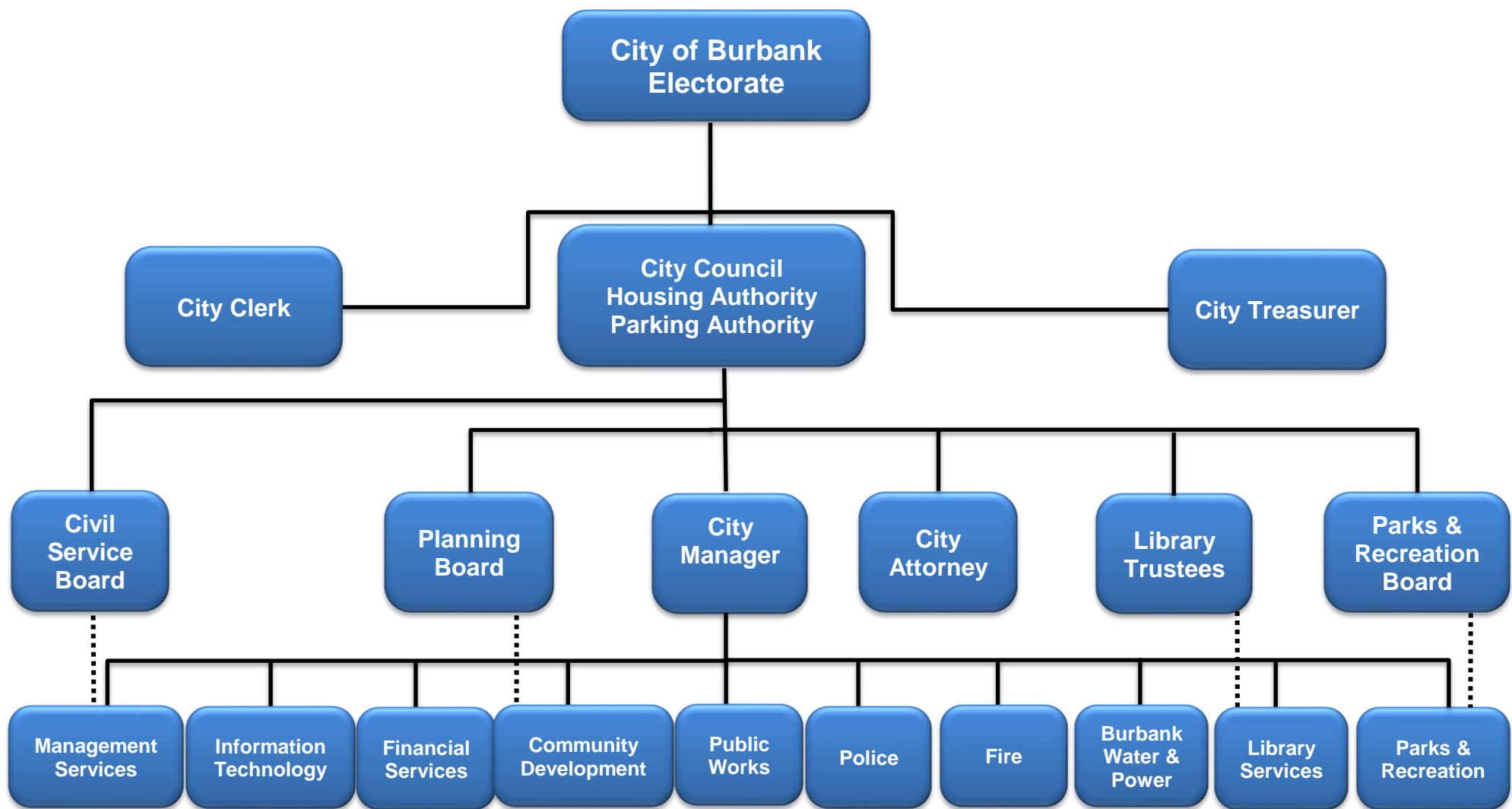
Judie Wilke, Assistant City Manager
Dawn Roth Lindell, Burbank Water & Power General Manager
Kevin Gray, Chief Information Officer
Patrick Prescott, Community Development Director
Jennifer Becker, Financial Services Director
Eric Garcia, Fire Chief
Michael Albanese, Interim Police Chief
Elizabeth Goldman, Library Services Director
Betsy McClinton, Management Services Director
Marisa Garcia, Parks & Recreation Director
Ken Berkman, Public Works Director

BUDGET PREPARATION STAFF

Leana Mkrtychyan, Deputy Financial Services Director
Susan Langford, Revenue Manager
Steven Aragon, Senior Administrative Analyst
Joy Escalante, Senior Administrative Analyst
Nathan Lightell, Administrative Analyst I

(The compilation of this document would not have come to fruition without significant input from several other departmental personnel.)

CITY ORGANIZATION CHART



Boards, Committees and Commissions in Burbank Municipal Code (Not in City Charter)

<ul style="list-style-type: none"> Art In Public Places Committee Board of Building and Fire Code Appeals Burbank Housing Corporation Burbank Water and Power Board Community Development Goals Committee 	<ul style="list-style-type: none"> Cultural Arts Commission Heritage Commission Infrastructure Oversight Board Landlord-Tenant Commission Police Commission 	<ul style="list-style-type: none"> Senior Citizen Board Sustainable Burbank Transportation Commission Youth Board
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Mayor
Bob Frutos



Vice Mayor
Jess Talamantes

Councilmember
Konstantine Anthony



Councilmember
Nick Schultz



Councilmember
Sharon Springer



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
Award*

PRESENTED TO

**City of Burbank
California**

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill
Executive Director

Last year's Adopted FY 2020-21 Annual Budget document received two awards. The Government Finance Officer's Association of the United States and Canada (GFOA) presented a "Distinguished Budget Presentation Award" to the City of Burbank, for its annual budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental entity must publish a budget document that meets program rating criteria, as a policy document, operations guide, financial plan, and communications device.

This award is valid for a period of one year only. In preparing the Adopted FY 2021-22 Annual Budget document, staff has once again followed the GFOA criteria. This document will be submitted to be considered for the FY 2021-22 budget award.



At the State level, the City's Adopted Fiscal Year 2020-21 Annual Budget document received the "Operating Budget Excellence Award" from the California Society of Municipal Finance Officers (CSMFO). As with the GFOA, the CSMFO also has a set of specific rating criteria. This award is also valid for a one year period only.

In preparing the Adopted FY 2021-22 Annual Budget document, staff has followed the CSMFO criteria, as well as made enhancements to the budget document. This document will be submitted to the CSMFO to be considered for the FY 2021-22 budget award.

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CITY MANAGER'S BUDGET MESSAGE



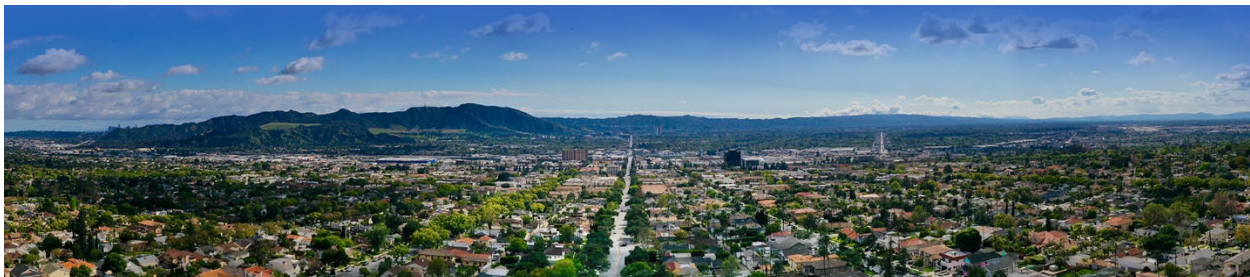
To the Honorable Mayor and Members of the City Council,

On behalf of City Staff, it is my privilege to present to the residents of the City of Burbank the adopted budget for Fiscal Year (FY) 2021-22. The City's annual budget represents a series of challenges and difficult decisions required to adequately fund the excellent level of services and programs the residents of this City have come to expect. This year was no exception. In the midst of unprecedented times, the City Council approved this budget, which will fund public safety, transportation, libraries, parks and open space, reliable utility services, and street improvements, as well as many other municipal programs and services.

One year ago, the City of Burbank was heading into the FY 2020-21 Budget process facing a very uncertain future. The COVID-19 pandemic was only weeks old, and the social and financial impacts of this health crisis to the Burbank community were largely unknown. While neither the economy nor our everyday lives have fully returned to normal, the City of Burbank has reason to be optimistic as we head into the 2021-22 Fiscal Year, as all signs point to an economic recovery. The COVID-19 vaccine has been widely distributed and is now available to all adults and teens, and while we are still far from the end of the pandemic, the number and severity of cases in Los Angeles County and the State of California is significantly lower than its peak. Unemployment is down, tourist attractions have reopened, and local restaurants and businesses are welcoming more customers as the state and county have eased their most restrictive public health orders.

It is estimated that the City of Burbank has lost close to \$30 million in General Fund revenues over the last two fiscal years, as a result of the COVID-19 pandemic. Current projections indicate that the City's revenues will not return to "pre-COVID" levels until at least 2023. Fortunately, prior City Council actions, along with some significant assistance from the federal government, have allowed the City to be strategic and not just reactive to this economic crisis. The City Council has adopted several new financial policies in recent years that guide City staff on topics ranging from employee compensation to infrastructure funding. Additionally, the City has implemented numerous Council and Labor initiatives, which have improved the overall fiscal health of the City.

The FY 2021-22 Adopted Budget takes a cautious approach in assuming a moderate amount of economic recovery and utilizing COVID-19 relief dollars received by the federal government to meet immediate community needs and address the goals established by the City Council for the coming year. Additionally, despite the financial challenges brought about by the pandemic, the Adopted Budget continues to move forward with the implementation of prior initiatives that will provide long term recurring savings to the City, such as the multi-year pension funding plan and the continued investment in maintaining and improving the City's infrastructure. Lastly, staff continues to move forward with the implementation of the aforementioned Council and Labor initiatives, in support of a citywide culture of continuous improvement and financial sustainability.



CITY MANAGER’S BUDGET MESSAGE



BUDGET OVERVIEW

ADOPTED BUDGET SUMMARY

The FY 2021-22 budget totals just over \$699 million in appropriations for all funds, with the General Fund totaling \$204 million. Total appropriations are \$29 million more than the Adopted FY 2020-21 Budget, an increase of approximately 4.3%, while General Fund appropriations increased by \$5 million, or 2.5% from the prior year. **Table 1** provides a citywide snapshot of the adopted resources and appropriations for FY 2021-22.

Table 1 – FY 2021-22 Adopted Citywide Budget

FUND/FUND GROUP	ADOPTED RESOURCES	ADOPTED APPROPRIATIONS
General Fund	\$ 200,225,912	\$ 203,984,849
Special Revenue Funds (incl. Cap. Projects Fund)	52,498,535	46,510,565
Internal Service Funds	56,576,440	70,457,746
Enterprise Funds	37,964,036	40,954,172
Electric and Water (BWP)	275,014,186	315,923,210
Successor Agency	8,677,218	6,991,922
Housing Authority	12,767,116	13,604,205
Parking Authority	552,111	751,201
TOTAL ALL FUNDS	\$ 644,275,554	\$ 699,177,870

GENERAL FUND

BUDGET DEVELOPMENT PROCESS

At the beginning of this year’s budget development process, staff projected a General Fund recurring deficit of \$6.1 million heading into FY 2021-22. After incorporating department budget requests as well as the impact of several continuing Council and Labor cost saving initiatives, the budget was adopted with a deficit of approximately \$6.7 million for FY 2021-22. Recurring General Fund appropriations for FY 2021-22 are just under \$193 million, an increase of 1.9% over last year’s adopted recurring budget of \$189.4 million. Staff has made significant efforts to maintain spending at existing budget levels citywide; however, some departments did identify immediate needs for items that required funding. Roughly \$1.3 million in new General Fund recurring budget items (net of revenue) and \$500,000 in one-time items were incorporated into the FY 2021-22 Adopted Budget. The City Manager reviewed in detail the proposed budget requests during the months of February and March. New appropriations were prioritized according to their adherence to the City Council’s stated goals for the coming year, and address issues such as homelessness, sustainability, and improved customer service to Burbank residents and businesses.

Offsetting these new appropriations are savings resulting from the continued implementation of several Council and Labor cost saving initiatives. The City will benefit from an additional \$2 million (\$1.8 allocated to General Fund) in Workers Compensation savings in FY 2021-22 due to a reduction in both total claims and a reduction in the growth of the cost of claims. Additionally, the City will save \$999,312 through the proposed prepayment of our CalPERS liability at the beginning of FY 2021-22. Staff is continuing to focus on citywide cost saving initiatives and revenue enhancements to address projected General Fund deficits and improve the long-term health of the City’s financial forecast.

CITY MANAGER’S BUDGET MESSAGE



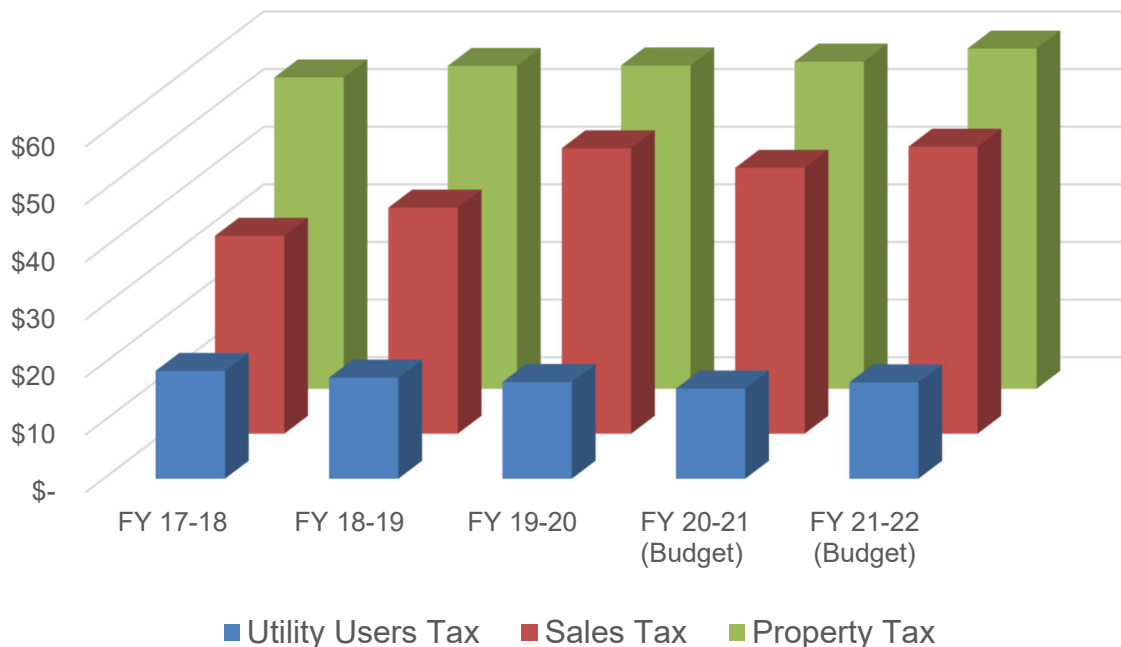
In response to the economic impacts of COVID-19, the City implemented over \$14 million in budget savings measures in FY 2020-21, including a citywide hiring freeze, savings from programs and special events not permitted under current public health guidelines, modified reductions in department training and travel budgets, and the use of Redevelopment Loan Reserve dollars to fund the additional payment to CalPERS as part of the City’s multi-year pension funding plan. As the City’s budget has continued to experience significant financial impacts from the pandemic, staff will maintain roughly \$9.8 million of these COVID-19 budget savings measures into the new fiscal year. As local public health orders are lifted and the City’s revenues continue to recover, staff will return to the City Council to recommend modifications to these budget savings measures.

GENERAL FUND REVENUE

In the last two fiscal years, the City of Burbank has experienced nearly \$30 million in General Fund revenue losses as a result of the COVID-19 pandemic, including \$7.2 million in FY 2019-20 and \$22.5 million in FY 2020-21. Nearly every revenue category experienced some level of decline, with Sales Tax, Service Charges, Transient Occupancy Tax, and Transient Parking Tax most significantly impacted by state and local public health orders. Following a year of unprecedented economic decline due to the outbreak of the pandemic and subsequent efforts to stop the spread of the virus, economists now expect robust growth for the U.S. and California as the COVID-19 pandemic abates. Reflecting this projected recovery, Burbank’s General Fund recurring revenue estimates for FY 2021-22 represent a 7.9% increase over the revised FY 2020-21 projections. It should be noted that even with the projected financial recovery, FY 2021-22 General Fund anticipated revenues are still nearly \$9 million, or 4.6% lower than pre-pandemic projections.

Sales Tax, Property Tax, and the Utility Users’ Tax (UUT) continue to be the General Fund’s largest revenue sources, representing 68% of recurring revenue. **Chart 1** highlights three years of actual results and two years of budgeted projections for these three revenue sources. The increase in Sales Tax in FY 2019-20 represents the first full year of the ¾ cent Transactions and Use Tax (TUT) approved as part of the 2018 Measure P ballot measure. For more detail on the City’s General Fund revenue projections and assumptions, refer to the “Revenues” section of this budget document.

Chart 1 - Top General Fund Revenue Categories (\$ in Millions)



CITY MANAGER'S BUDGET MESSAGE



Citywide Fee Schedule

The FY 2021-22 Proposed Fee Schedule remains in compliance with the City Council's adopted cost recovery policy, which provides a set of principles to determine when, and if, cost recovery is appropriate for different types of fees for services based on the benefits a user receives above a general taxpayer. Some of the more notable changes to the Fee Schedule for FY 2021-22 include: modifications to parking permit fees to separate residential and commercial permits, cost recovery for traffic signal construction inspections, and increases to passport photo fees to align with industry standards. All other proposed fees include Consumer Price Index (CPI) based increases for FY 2021-22, in accordance with the cost recovery policy. A detailed listing of all proposed new fees and changes to existing fees can be found in the "Fee Schedule Changes" section of the FY 2021-22 Proposed Budget.

The Burbank Program Activity and Service Subsidy (PASS) program remains in effect citywide. This popular program provides financial assistance to low income residents for City programs and services and has served as a valuable resource for residents who have been financially impacted by the COVID-19 Pandemic. To date, 606 Burbank residents have been enrolled in the PASS program.

GENERAL FUND FIVE-YEAR FORECAST

The intended purpose of the financial forecast is to foster an understanding of long-term financial trends, and their impact to the City's overall financial picture. This long-term perspective allows the City Council and City Management to make informed financial decisions today while fully understanding the future financial impacts of decisions.

It is staff's expectation that recurring revenue growth over the next five years (FY 2021-22 through FY 2025-26) will average 4.2% while recurring expenditures will average 2.7%. Revenue expectations assume a modest post-pandemic economic recovery with locally based revenues such as Sales Tax and Utility Users Tax recovering in the more immediate future, while tourism based revenues such as Transient Occupancy Tax (TOT) and Transient Parking Tax (TPT) taking the full five years to return to pre-pandemic levels. The average revenue growth in the current forecast includes the following projections for the City's three largest General Fund revenues: Sales Tax 3.6%, Property Tax 3.2%, and UUT 1.8%.

The two main drivers of expenditures for the General Fund are salaries and benefits, most notably the CalPERS rates that are applied to the base salaries. The expenditure growth assumes the following costs:

Memorandum of Understanding (MOU) Projected Costs:

Salaries and benefits currently comprise approximately 80% of the General Fund operating budget. Thus, the memorandum of understanding (MOU) negotiation process for the City's bargaining groups plays a significant role in determining the City's financial position. The City's Financial Policies dictate that Burbank strives to pay market rates to all of the City's labor groups. Market rates are determined through salary and benefit surveys which compare the City's job classifications to those of similar organizations throughout the region. The City of Burbank calculates the average salary paid for the comparable positions to determine whether employee salaries are at market. The General Fund forecast includes recently adopted MOUs as well as assumptions for salary and benefit growth over the next five years based on projected market rates for all of the City's bargaining groups.

The City's Financial Policies also dictate that the City and employees will evenly share the normal cost of the CalPERS pension benefits. This goal was fully achieved with the adoption of the Burbank City Employees Association (BCEA) MOU in December, and the General Fund forecast reflects all groups reaching the 50% target by the end of FY 2021-22.

Public Employees Retirement System (PERS) Costs:

Managing costs associated with CalPERS pensions continues to be an increasingly onerous challenge for the City, leading to a heightened fiscal constraint. In recent years, the City of Burbank has taken measures towards mitigating pension cost increases, including sending lump sum contributions to CalPERS to decrease the City's unfunded liability, increasing employee contributions towards their pension rates, and implementing the changes directed by the Public Employees' Pension Reform Act (PEPRA) adopted by the State of California in 2012.

CITY MANAGER’S BUDGET MESSAGE



Based on the most recent CalPERS actuarial reports, Burbank currently has an Unfunded Actuarial Liability (UAL) of just under \$397 million across the City’s three pension plans. Table 2 shows the actual CalPERS employer rates and unfunded actuarial liability (UAL) contributions for the three employee classifications for the current year (FY 2020-21), next fiscal year (FY 2021-22), and the projected employer rates and contributions for the following two fiscal years (FY 2022-23 and FY 2023-24). As shown in the table, the employer rate for all three of the City’s groups will decline in FY 2021-22 and as well as in future year projections. This is a result of the changes directed by the PEPRAs adopted by the State of California in 2012. As the City’s share of PEPRAs (versus Classic) employees increases, the blended normal cost of providing pension benefits to current employees decreases, thus lowering the overall employer rate.

Table 2 – City of Burbank Pension Costs FY 2020-21 – FY 2023-24

Classification	Actual FY 2020-21	Actual FY 2021-22*	Projected FY 2022-23	Projected FY 2023-24
Police 3% @ 50 Rate	23.421%	23.1%	22.7%	22.3%
Police Liability Payment	\$6,585,150	\$6,977,538	\$8,023,000	\$8,473,000
Fire 3% @ 55 Rate	17.856%	17.55%	17.3%	17.1%
Fire Liability Payment	\$4,208,896	\$4,346,362	\$5,069,000	\$5,342,000
Misc 2.5% @ 55 Rate	10.555%	10.38%	10.2%	10.0%
Misc Liability Payment	\$17,579,506	\$18,718,410	\$21,375,000	\$22,371,000

* Amounts shown are the total amounts due for FY 2021-22 if the City were to pay CalPERS on a monthly basis. For FY 2021-22, Burbank plans to prepay the liability payments, which will result in a net savings of \$999,312 citywide.

The emergence of COVID-19 and subsequent recovery efforts have had a wide ranging impact on investment funds throughout the world, and of course California Public Employee Retirement System (CalPERS) funds are no exception. At the end of June 2020, CalPERS reported a year-end investment gain of 4.7%, which is below CalPERS’ expected rate of return of 7%. This trend reversed itself the following year, with CalPERS realizing year-end returns of 21.3% as of June 2021. The larger than anticipated return triggered the activation of the CalPERS Risk Mitigation Policy adopted in 2015, which allows CalPERS to adjust the discount rate when investment performance significantly outperforms expected returns. Based on the current year end rate of return of 21.3%, the CalPERS discount rate will be permanently reduced 20 basis points, to 6.8%, with no phase-in. This strategy allows CalPERS to split excess returns between employer cost reductions and lowering the discount rate to offset future investment risk. It should be noted that there is essentially a two year lag for these strategies to be implemented. The June 2021 CalPERS returns will not be reflected until the City’s fall 2022 actuarial, which provides Burbank’s pension rates for FY 2023-24. So there will be no fiscal impact to the City of either the excess returns or the reduced discount rate until FY 2023-24.

The FY 2021-22 Budget includes \$13 million in funding citywide (\$8.8 million General Fund) to continue the multi-year pension funding plan approved by the City Council during the FY 2019-20 budget process (see **Table 3**). By continuing with our pension funding plan (\$13 million in FY 2021-22, and \$12 million in FY 2022-23), the City can reduce the impact of the increase by \$3 million annually, saving the City \$53 million over the next 20 years. The American Rescue Plan legislation expressly prohibits cities from using the federal COVID relief funding for pension payments. As such, the five-year forecast assumes the continued use of RDA Loan Repayment Set-Aside funds to provide the General Fund’s portion of the additional pension contributions in FY 2021-22 and FY 2022-23.

CITY MANAGER’S BUDGET MESSAGE



Table 3 – City of Burbank Pension Funding Plan FY 2019-20 – FY 2022-23

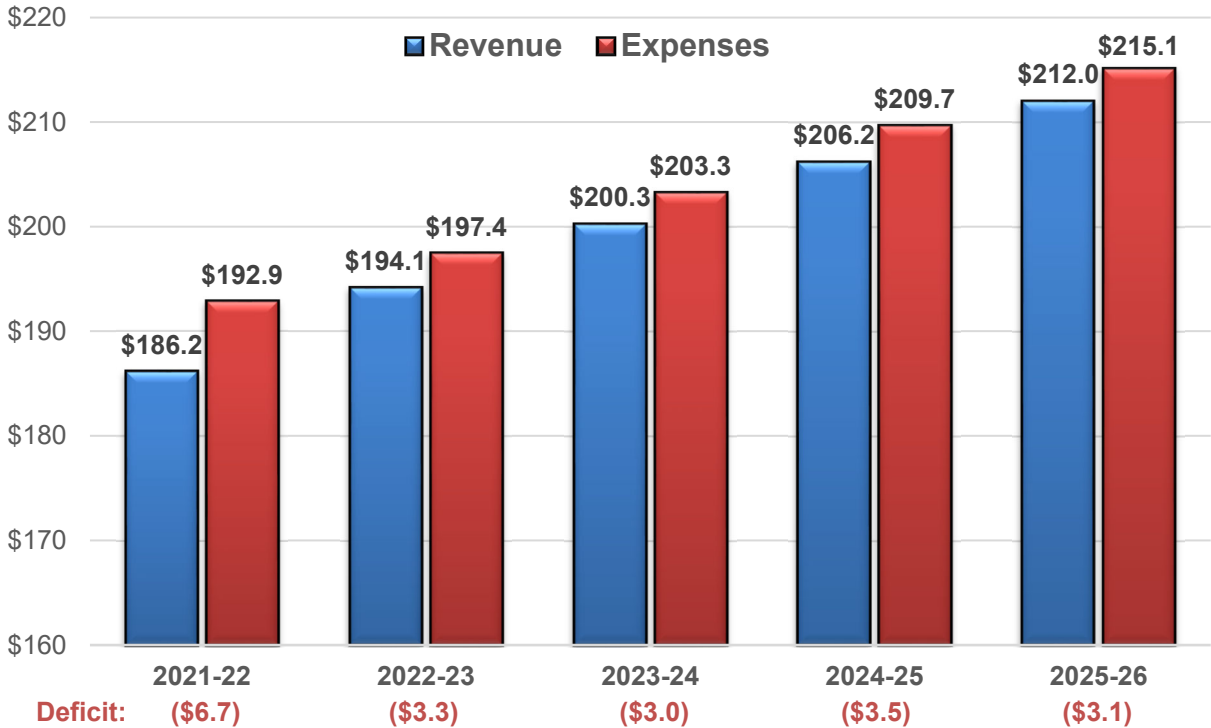
PLAN	TOTAL 4-YEAR COMMITMENT	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	INTEREST SAVINGS	PAY-OFF PERIOD
Misc	\$ 34,000,000	\$10,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$35,864,382	20 YRS
Police	\$ 12,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$17,349,733	24 YRS
Fire	\$ 7,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 9,744,444	24 YRS
Citywide	\$ 53,000,000	\$15,000,000	\$13,000,000	\$13,000,000	\$12,000,000	\$62,958,559	
Gen. Fund Commitment	\$ 36,000,000	\$10,000,000	\$ 9,000,000	\$ 9,000,000	\$ 8,000,000	\$45,026,368	

In June 2020, the Burbank City Council approved the establishment of a Section 115 Trust, along with the recommendation to fund the Trust with a \$10.7 million General Fund commitment. The Section 115 Trust will allow the City to set aside funds that could be used to help offset future pension related economic volatility. The funding of the 115 Trust is another strategy the City is utilizing to address on-going pension obligations, in furtherance of the City Council’s Pension Funding Commitment Policy. As of May 2021, the current balance in the Trust is \$10,926,140.

GENERAL FUND SUMMARY

As illustrated in Chart 2, staff is projecting a recurring General Fund deficit of \$6.7 million in FY 2021-22, dropping to \$3.3 million in FY 2022-23, as revenues continue to recover and the City’s pension obligation bonds are largely paid off, leaving the General Fund free of bonded debt. The deficit remains at around \$3 million for the remaining years of the forecast as projected increases to expenses keep pace with projected revenues. It should be noted that there are several risks associated with our projections, including outstanding labor agreements, potential changes to future CalPERS assumptions, the overall health of the economy, and impacts of future economic development projects.

Chart 2: General Fund Financial Forecast FY 2021-22 through FY 2025-26 (in \$1,000,000s)



CITY MANAGER'S BUDGET MESSAGE



STATE AND FEDERAL RESOURCES

STATE AND FEDERAL RESPONSES TO COVID-19

The City of Burbank has sought out a variety of resources from the state and federal governments to help the City of Burbank along with our local residents and businesses recover from the economic impacts of the pandemic. To date, over \$4 million in funding has been awarded to the City for pandemic recovery as well as a variety of COVID-19 related projects including elderly nutrition, emergency assistance for renters and small businesses, personal protective equipment for safety personnel, and \$1.3 million in reimbursements to the City's General Fund for COVID-19 related expenses.



The Federal emergency declaration enabled the Federal Emergency Management Agency (FEMA) to reimburse for eligible activities related to the activation of the Emergency Operation Center (EOC). In the past, expenses under the FEMA Public Assistance Program were reimbursed at 75%. Recent Executive orders by the new administration indicate that Public Assistance for Category B (Emergency Protective Measures), is 100% reimbursable for eligible expenses through September 30, 2021. This includes personal protective equipment and measures taken by safety personnel in direct response to saving lives due to COVID-19. Also,

possibly eligible are supplies, services, and equipment used by other City staff performing emergency protective measures. Staff has submitted expenses through May 2021 and is estimating to receive \$795,811 in FEMA reimbursements. Staff will continue to track and submit eligible expenses through the end of the FEMA eligibility period in the first quarter of FY 2021-22.

On March 11, 2021, President Biden signed The American Rescue Plan Act (ARPA) into law, which includes \$350 billion in emergency relief for state and local governments. The Plan provides federal resources for pandemic response and recovery for cities of all sizes. In addition, there is no minimum population requirement, and the funding can be used to replace revenue losses resulting from the pandemic. The City of Burbank was granted \$25.5 million in ARPA funds and received the first of two \$12.8 million installments in May 2021. The second payment of \$12.8 million will be received 12 months following the first payment. Both payments have been included in the updated General Fund Projected Unassigned Fund Balance for FY 2021-22 and will provide significant assistance towards replacing the \$30 million in General Fund revenue losses resulting from the pandemic. Staff will continue to monitor the progress of any pending legislation or grant opportunities and maximize any possible funding resources that become available.

FY 2021-22 STATE BUDGET

Earlier this year, the Governor and the State Legislature acted swiftly to approve a historic relief package that provided needed relief to individuals, families, and businesses suffering economic hardships due to the pandemic. It called for four priorities for immediate action: providing a one-time \$600 payment to low-income Californians through the Golden State Stimulus Program, providing grants and fee waivers to small businesses, an extension of eviction protections, and a safe reopening of schools. The FY 2021-22 budget, which was adopted on June 28th, reflects \$262.6 billion in total spending, with a General Fund total of \$196.4 billion. The budget includes \$25.2 billion in reserve funds with \$15.8 billion in the Rainy Day Fund for fiscal emergencies.



While California's finances have survived and bounced back after the COVID-19 downturn, many California families and small businesses continue to struggle. The FY 2021-22 budget includes an expansion to the Golden State Stimulus Program. The Golden State Stimulus II Program provides a total of \$8.1 billion in stimulus payments to middle-class families with an adjusted gross income of \$75,000 or less. They will

CITY MANAGER'S BUDGET MESSAGE



receive a one-time \$600 payment if they have not already received a payment from the earlier stimulus program. Qualified families with dependents, regardless of immigration status, will also be eligible for an additional \$500 payment. The two stimulus programs total approximately \$14.7 billion in relief for Californians.

To address the public health and economic impacts from the pandemic, the State received \$27 billion Coronavirus State Fiscal Recovery Funds from ARPA. While the federal assistance will be used specifically to respond to the public health emergency and its negative impacts, replace lost revenue, and invest in broadband infrastructure, this will allow the State's budget to focus on additional investments to support all sectors of the State. The FY 2021-22 Budget expands relief to small businesses by adding \$1.5 billion to the State's earlier \$2.5 billion investment in the Small Business COVID-19 Relief Grant Program. In an effort to combat homelessness, the Budget includes \$2.75 billion for Project Homekey (to acquire and rehab hotels and other buildings as housing for individuals experiencing homelessness. To assist renters, the Budget extends the State eviction moratorium to September 30 and adjusts the emergency rental assistance program to cover 100% of back rent and prospective rent for eligible tenants. To promote economic development, the Budget includes one-time investments for tourism, live event venues, and ports. The Budget also expands opportunities in education providing more childcare slots to further support working parents and investing in student housing to increase college affordability. Lastly, the Budget includes strategies to reduce the impacts of climate change, with investments to support the State's zero-emission vehicle goals and an additional \$1 billion to address a comprehensive wildfire and forest resiliency strategy.

The Administration is continuing to implement the Road Repair and Accountability Act of 2017 (SB-1), which provides funding for both State and local transportation infrastructure. SB-1 increased the gas fuel tax by 12 cents in 2017 and provides a stable and on-going increase in State transportation funding. Due to an annual inflation adjustment, the gas fuel tax was increased to 13 cents effective on July 1, 2021. For the four-year period from 2020-21 through 2023-24, \$17.4 billion is programmed for new and ongoing state highway repair and rehabilitation projects. The City of Burbank is estimated to be eligible to receive SB-1 funding of \$2 million in FY 2021-22.

Budget resiliency will be critical to protect State programs in the future. California's prudent fiscal planning is supporting the State's recovery from the COVID-19 Recession. The Budget prioritizes one-time spending over ongoing expenses. The combination of the State's surplus and federal relief funds gives California an opportunity to provide immediate relief to mitigate the impacts of the COVID-19 Pandemic. The multi-year forecast reflects a budget kept in balance by focusing on one-time spending. The State has paid off budgetary debts and has plans to pay down its long-term retirement liabilities. In addition to these actions, the state's historic reserve levels will enhance the state's budget resiliency.

NON-GENERAL FUNDS

INTERNAL SERVICE FUNDS

The City of Burbank has seven Internal Service Funds to accumulate monies for specific purposes, such as equipment replacement and insurance. As part of an overall effort to identify ways to reduce recurring costs, each year staff examines each internal service fund rental rates to see if savings could be achieved. Life cycles and replacement costs of city equipment are reviewed and the health of each overall fund is analyzed to ensure that funds will be available for future scheduled replacements.

The **General Liability Fund (Fund 530)** and the **Workers Compensation Fund (Fund 531)** both rely on an actuarial report that is performed annually to determine their long term liabilities for which funds must be reserved. Both funds experienced decreases in actuarial liability of \$2.2 million and 6.3 million, respectively, for FY 2021-22. However, General Liability Fund continues to experience rising costs for liability and property insurance due to the hardening of the market for municipalities. This necessitated a \$1.5 million budget increase for FY 2021-22 and a resulting increase to citywide required contributions to Fund 530. Conversely, the City will benefit from \$2 million (\$1.8 allocated to General Fund) in Workers Compensation savings in FY 2021-22 due to a reduction in both total claims and a reduction in the growth of the cost of claims. The Management Services Department, in cooperation with the City's labor groups, continues to

CITY MANAGER'S BUDGET MESSAGE



make significant progress on reducing Workers Compensation expenses. Roughly \$4 million in annual General Fund Workers Compensation savings has been achieved since this item was first identified as a City Council and Labor initiative in FY 2017-18.

The **Vehicle Equipment Replacement Fund 532**, **Office Equipment Replacement Fund 533**, and **Communication Equipment Fund 535** (managed by BWP), continue to operate with no new capital items or increases to operating budgets. As mentioned above, these funds will continue with the scheduled replacement of fully depreciated equipment for the coming budget year. Within the Vehicle Fund, 47 pieces of equipment are scheduled for replacement in FY 2021-22, for a total budget of \$4,624,500. 112 additional depreciated vehicles have been deferred to a future year, for a savings of \$7.4 million. Within Fund 533, a number of Safety items totaling \$173,361 are budgeted for replacement, including the Fire Department's HazMat suits as well as the air compressor system for filling Self-Contained Breathing Apparatus (SCBA) air tanks.

The **Information Technology (IT) Fund 537** houses the entire Information Technology Department and also provides for the replacement, maintenance, and upgrades of all of the City's computer and network equipment, as well as software. Fund 537 receives its revenues in the form of rates paid by other departments based on the results of an annual cost of service study. The Adopted Budget includes nearly \$2.2 million in planned capital investment in the City's technology for FY 2021-22. This includes \$690 in capital outlay to replace equipment that has reached the end of its useful life, in addition to \$1.5 million for citywide IT projects for the coming year. \$1.2 million of these projects will be funded by a one-time contribution from the General Fund. The following is a list of the IT projects approved for the FY 2021-22 Budget:

- Electronic Signature and Document Workflow - \$70,000
- Citywide Parking Management - \$15,000
- Identity and Access Management (IAM) - \$250,000
- Oracle 12.2.x Upgrade - \$450,000
- Target Solutions Add-On "Check It": Log inventory and maintenance - \$5,000
- Enterprise Content Management (ECM) - \$140,000
- 311 Integrations - \$200,000
- Additional Body Worn Cameras for PD - \$47,542
- Video Monitoring Management Study - \$75,000
- Computer Aided Dispatch (CAD) Replacement Study - \$100,000
- SharePoint Upgrade & Cloud Migration - \$165,000

SPECIAL REVENUE FUNDS

The City has several Special Revenue Funds which are administered by various departments and fund infrastructure improvements as well as a range of City programs. These funds receive restricted revenues that can only be used for specific purposes, such as Gas Tax Funds for street construction and maintenance or Housing and Urban Development (HUD) funds for affordable housing. The following highlights some of the special revenue funds which have new appropriations for FY 2021-22:

Funds 104, 105, 107, and 108 (Transportation Funds): These funds provide transit programs and public improvements through the use of Local Return money generated by ½ cent Sales Tax increases that were approved by Los Angeles County voters in 1980, 1990, 2008 and 2016. While Transportation Fund revenues were negatively impacted by the COVID-19 pandemic in FY 2020-21, staff is projecting a modest recovery in the coming year. Within all of the City's transportation funds, \$8.9 million has been appropriated in FY 2021-22 to fund the BurbankBus system (including fixed-route, senior and disabled transit), maintenance and improvements to the Downtown Metrolink Station, and various street and bridge improvements throughout the City.



CITY MANAGER'S BUDGET MESSAGE



Fund 109 (Measure W): This fund was newly created in FY 2020-21 to account for revenue received from the Los Angeles County Safe, Clean Water (SCW) Municipal Program. The program is funded by a special parcel tax approved by voters in 2018 to augment countywide efforts to capture, treat and recycle stormwater. Burbank has received approximately \$1.4 million in revenue from this program to date, and has included \$700,000 in the FY 2021-22 Budget to fund infrastructure projects that will strengthen the City's capacity to improve water quality and increase water supplies as well as reduce pollution from urban runoff.



SAFE CLEAN WATER L.A.

Fund 122 (Community Development Block Grant): Community Development Block Grant (CDBG) monies go to fund both public service projects as well as capital projects designed to benefit persons of low to moderate income. In June 2021, the City Council approved \$171,254 in public service funding for local non-profit groups, including the Armenian Relief Society, BCR "A Place to Grow", Boy Scouts Verdugo Hills Council, Boys and Girls Club, Burbank Coordinating Council, Burbank Community YMCA, Burbank Noon Lions, Burbank Temporary Aid Center, Family Promise of the Verdugos, Family Service Agency of Burbank, and the Kids Community Dental Clinic. In addition, capital and economic development project funds totaling \$742,103 will assist in funding a solar panel project for the Armenian Cultural Foundation's Burbank Youth Center, dental program capacity expansion for the Kids Community Dental Center, a citywide homeless planning study and related capital improvements, and capacity building and technical assistance for local non-profit organizations.

Funds 123 and 125 (Street Improvement Funds): These funds receive revenues collected by the State through vehicle registration fees and fuel excise taxes, and were roughly doubled when voters approved SB1, in April 2017. The combined budgets for the Road Maintenance and Recovery Act (RMRA) Fund and the Gas Tax Fund total \$5.2 million for FY 2021-22. Similar to the Transportation Funds, revenues for Funds 123 and 125 experienced declines in FY 2020-21 due to reduced demand for fuel statewide resulting from the pandemic. These revenues will be bolstered in FY 2021-22 due to a scheduled inflation adjustment that went into effect on July 1, 2021. The RMRA Fund will dedicate \$2.3 million to street improvements for FY 2021-22, which funds a list of specific projects approved by the City Council in March of 2021. An additional \$400,000 is appropriated for street improvements within the Gas Tax Fund.



Fund 127 (Public Improvements Fund): This program funds public improvements through the receipt of Development Impact Fees. The Public Improvements budget is just under \$1.5 million for FY 2021-22, with roughly \$240,000 going towards capital. Included in this year's infrastructure investment plan is \$199,500 for picnic facility improvements at Verdugo Park.

Fund 128 (Affordable Housing Programs): The City receives funds annually from HUD for affordable housing programs. For FY 2021-22, Burbank is investing a combined total of \$684,122 in HOME program funds to improve substandard housing in the City and Permanent Supportive Housing (PSH) funds which will be utilized for rental assistance and supportive services for chronically homeless persons.

Fund 129 (Street Lighting): The General Fund directs 1.5% of the 7% BWP In-Lieu of Tax fee transfer revenue to this fund for the purpose of maintaining citywide street lights. Approximately \$2.8 million is appropriated this year for street lighting improvements and maintenance.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The City of Burbank currently has four Enterprise Funds: Electric, Water, Water Reclamation and Sewer, and Refuse. Each Enterprise Fund must ensure that its revenues cover operating expenses, including depreciation and cost of providing goods and services to users/customers. Revenues may be comprised of service charges/fees/sales, interest, and other income. Three of Burbank's

CITY MANAGER'S BUDGET MESSAGE



four Enterprise Funds required rate increases for FY 2021-22 as outlined below. These were adopted by the City Council at a separate public hearing on May 18, 2020. It should be noted that no rate increases were adopted during the 2020-21 fiscal year due to the impacts of the COVID-19 pandemic.

Fund 494 (Water Reclamation and Sewer Fund): The Public Works Department administers this Fund and its main objective is to operate and maintain the City's Water Reclamation Plant and Industrial Waste Monitoring in compliance with federal, state, and local regulations. The Water Reclamation and Sewer Fund has a FY 2021-22 Budget of \$21.2 million with \$2.7 of that amount dedicated to capital projects. There is no rate increase for this fund in FY 2021-22.

Fund 498 (Refuse Collection and Disposal Fund): This Fund is also administered by the Public Works Department and consists of four programs: Refuse Collection, Refuse Disposal (which includes the City's Landfill operations), Recycling and Street Sweeping. The Refuse Fund's FY 2021-22 Budget totals \$19.8 and includes an approved rate increase of 2.5% to meet rising operational costs and stay in compliance with state mandates. For the average residential customer, this equates to a monthly increase of approximately \$0.66.

Fund 496 (Electric Fund): Burbank Water and Power (BWP) administers this fund, which supplies and distributes to the City of Burbank and its consumers electricity that is reliable, sustainable and cost efficient. The Electric Utility strives to keep rates competitive, while providing sufficient funding for operations and maintenance, including covering the rising costs of energy and providing funds for system reliability and capital improvements. The BWP Electric Fund's FY 2021-22 Budget has a total of \$270 million in overall appropriations, with projected operating revenue of \$240 million. The FY 2021-22 CIP budget for the Electric Fund is approximately \$32.9 million.



The adopted Electric Fund budget includes a 2.5% rate increase for electric service in FY 2021-22, which is necessitated by the increase in natural gas prices, labor costs, and transition related costs for the Intermountain Power Project. In recognition of the financial impact of the pandemic on local residents and businesses, the electric rate increase will be delayed until after the peak summer season and phased in over two dates, with increases of 1.24% approved to be implemented in October 2021 and April 2022. For the typical medium-sized family home, the cumulative impact of the approved rate increase is estimated at \$2.17 per month.

Fund 497 (Water Fund): Also administered by BWP, the Water Fund supplies potable and recycled water to the City of Burbank and its customers. The Water Utility is committed to providing safe drinking water reliably at competitive rates, promoting sustainability, and drought proofing a portion of the water supply by investing in the Recycled Water System. The Water Fund Budget includes total appropriations of \$45.8 million, with projected operating revenue of approximately \$35 million. The Water Fund CIP Budget for FY 2021-22 totals approximately \$6.2 million.

The adopted Water Fund budget includes a 6% rate increase for water service in FY 2021-22. The increase is necessary to recover the increased costs of purchasing water from the Metropolitan Water District (MWD) of Southern California, operating and maintaining the City's water system, and modernizing the City's water infrastructure. In recognition of the economic impact of COVID-19, the rate increase will be phased in over three dates to help customers transition to the new rate, with 1.96% increases to be implemented in October 2021, January 2022, and April 2022. The new rates represent a cumulative monthly increase of \$4.08 to the typical customer.

HOUSING AUTHORITY

The City's Housing Authority is funded by HUD, and the use of funds is pursuant to federal government regulations. The Housing Authority will continue to concentrate on expanding housing opportunities for very

CITY MANAGER'S BUDGET MESSAGE



low-income housing families, avoiding concentrations of assisted housing, and using existing housing stock as affordable housing. This year, \$10.6 million has been budgeted for housing assistance payments.

Since the dissolution of Redevelopment in February 2012, the Burbank Housing Authority has assumed oversight of the Low and Moderate Income Housing Fund, which provided funding for the City's Affordable Housing Program. The objective is to utilize available funds to implement the Focus Neighborhood Revitalization Program to transform once-blighted areas into healthy neighborhoods that encourage community engagement, heightened community identity, and that foster a meaningful quality of life. The Housing Authority now receives debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. As required by State law, 20% of the reimbursement payments are restricted to affordable housing purposes only.

PARKING AUTHORITY

The Parking Authority Fund provides for the acquisition, construction, maintenance, and operation of all City-owned or operated public parking facilities within the City of Burbank. Revenue sources include monthly parking permit fees, lease fees, the Downtown Public Facility Maintenance District levy, and various public-private parking agreements within the downtown area. In FY 2020-21, the management of the Parking Authority transitioned from the Public Works Department to the Community Development Department's (CDD) Transportation Division. CDD is leading the City's efforts towards a citywide parking management strategy, while Public Works continues to retain oversight of the continuing capital projects within the Parking Authority Fund. Total FY 2021-22 appropriations of \$751,201 for the Parking Authority will fund the operations and maintenance of downtown parking lots and structures and the administration of parking maintenance agreements and parking permit programs.



CAPITAL IMPROVEMENT PROGRAM

Although the Capital Improvement Program (CIP) Budget document is developed in conjunction with the operating budget, it is submitted separately to provide more detailed information for each of the 312 capital projects taking place within the City of Burbank. The document itself is a cooperative effort among City staff responsible for their respective projects. Major capital improvements can often be complex projects requiring several years of strategic planning, design, funding, and ultimately, construction. The CIP is a five-year program designed to tie the planning of capital improvements to realistic, reliable funding sources to ensure that both planning and implementation of such projects are balanced with available resources.

In furtherance of the City Council's adopted Infrastructure Maintenance, Repair, and Improvement Policy, the FY 2021-22 Adopted Budget continues to contribute half of the Measure P Sales Tax revenue to the Municipal Infrastructure Fund 534, in addition to the annual \$4.7 million General Fund maintenance of effort. Proposed projects were given a prioritization score based on five categories, including health and safety, system condition, joint agreement/legal requirements, coordination opportunity, and community interest. The prioritized projects were then presented to the Infrastructure Oversight Board (IOB) for review at two public meetings on February 25 and March 25, 2021, the second of which the IOB formally approved the capital plan for inclusion in the FY 2021-22 Budget. Similar to prior years, all existing capital projects were carried over as part of the budget adoption process, so that staff can continue to make progress on current projects already in various stages of activity.

Of the City's total budget for FY 2021-22, approximately 10.8% is appropriated for Capital Improvements. The multi-year Capital Improvement Program totals \$538 million, including FY 2021-22 appropriations of \$75 million and prior year appropriations of \$211 million. Included in this year's total is over \$3.2 million in grant funds the City anticipates receiving in FY 2021-22. Approximately \$252 million in future year appropriations will be required to complete all of the projects included in this year's Capital Improvement Program Budget.

CITY MANAGER'S BUDGET MESSAGE



CITY COUNCIL GOALS

The City Council holds periodic goal setting workshops, the most recent of which took place on Wednesday, January 27, 2021. The goal setting process assists policy leaders in developing a future focus, discussing issues and opportunities facing the community, setting strategic direction, and determining priorities. Council goal setting also provides a clear message to City staff as to what the Council aims to accomplish in the upcoming planning period. The City Council discussed and ranked their priorities as follows for the upcoming year:



-  Economic Development/Recovery
-  Housing/Homelessness
-  Sustainability
-  City Services
-  Quality of Life

The City Council's goals drive the development of City department goals, also known as the Work Program, as well as department performance measures, both of which are prepared annually by City staff as part of the budget process. For the 2021-22, both the City's Work Program and Performance Measures were completely revamped, to better align with best practices established by the Government Finance Officers Association (GFOA). Work program items were revised to provide more meaningful and quantifiable objectives that are clearly linked with the City Council's established goals. Performance Measures were distilled down to items that reflect output, efficiency, and effectiveness to highlight results and accomplishments. The measures were also moved from a stand-alone section of the budget into the department sections to better align with each department's goals and objectives.

The highlights of the FY 2020-21 Work Program, the Work Program goals for FY 2021-22, and the annual Performance Measures can be found within the individual department sections of this budget document. Goals and Performance Measures are clearly linked to the City Council's five stated goals for 2021 utilizing the icons displayed next to each of the goals shown above. The elements of the Work Program are above and beyond the core services to the community that the City provides and part of our continuous improvement efforts. The Adopted FY 2021-22 Budget reflects these stated efforts and aligns approved increases to funding with the above priorities established by the City Council.

CITY MANAGER'S BUDGET MESSAGE



CONCLUSION

The adopted budget represents a tremendous amount of work by Department Managers and key members of their staff, and I would like to thank all of those responsible for the successful completion of this year's budget. Special thanks go to the Financial Services Department Budget Staff, who spent countless hours developing this budget into a single working document. Lastly, I would also like to thank the City Council for their leadership as policymakers throughout the budget process, and for making difficult, yet responsible decisions to guide this City through difficult times. I am confident that this year's FY 2021-22 Budget meets the needs of the Burbank community, and positions the City well for a future economic recovery.

The economic impacts of the COVID-19 are significant worldwide, and the City of Burbank is not immune to these impacts. However, in the years prior to the pandemic, Burbank took numerous steps to improve and strengthen the financial position of the City. John F. Kennedy once said, "The time to repair the roof is when the sun is shining." The fiscal discipline that the City of Burbank has maintained and actions taken by the City Council (such as strengthening City revenues, paying down pension liabilities, working with labor groups to implement equal cost sharing of pension costs, and fully funding financial reserves), afford the City the opportunity to be strategic, and not just reactive, in times of economic downturn. By choosing this approach, we protect our community from unintended or unnecessary consequences and become part of the solution working to restore stability for our residents and businesses.

The City Council's prior strategic actions and prudent financial management, along with the assistance from the American Rescue Plan, have helped position the City in a relatively solid financial condition. The General Fund remains in a positive cash position, and future recurring deficits are projected at less than 1.5% of the total General Fund Budget. With continued adherence to the City Council's Financial Policies, a commitment to addressing future pension and infrastructure costs, and several large development projects on the horizon, Burbank is well-positioned to thrive as the post pandemic economic recovery takes hold.

Thank you for allowing me the opportunity to play a role in the continuing success of this great City.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Justin Hess".

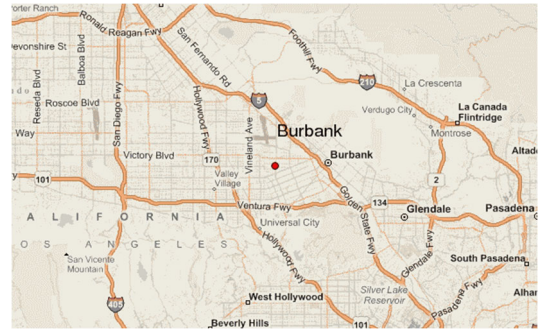
Justin Hess
City Manager



BUDGET USER'S GUIDE



The City of Burbank is a unique urban community of 17.16 square miles located in the heart of Los Angeles County and nestled between the Hollywood Hills and the Verdugo Mountains. The City is one of the three older Los Angeles suburbs that comprise the "Tricities" of Burbank, Glendale, and Pasadena. There are approximately 13,000 businesses and non-profit agencies, and 44,000 households within the City limits. According to the U.S. Census, the median income per household is \$80,440. As of January 1, 2021, Burbank's population is estimated to be 103,969 (California Department of Finance), making it one of the largest populated cities in Los Angeles County.



Burbank is home to one of the largest entertainment areas in the country. The City's continued commitment to the entertainment industry and the area's revitalization has brought some of the most famous names in the entertainment business, including The Walt Disney Company, Warner Bros. Entertainment, Inc., ABC, Inc., Nickelodeon Animation, and the Cartoon Network. The Hollywood Burbank Airport, with major airlines offering scheduled daily flights, plays a prominent role in fulfilling the air transportation needs of Burbank's residents and businesses, as well as surrounding communities. Other businesses and industries with a strong presence in Burbank include: manufacturing, retail, wholesale, real estate, banking/finance, hospital/medical facilities, automotive, hotel, restaurant, education, and public utilities. There are several major retail centers throughout the city including the Burbank Town Center, Burbank Empire Center, and Downtown Burbank.

However, the real pride and joy of Burbank is its residential community. While tourists will notice the theaters, nightlife, restaurants, office buildings, and studio backlots, Burbank residents praise their tree-lined neighborhoods, equestrian trails, well-kept roads, high-quality schools, parks and recreational facilities, outstanding police and fire services, and high levels of general governmental services.

The City of Burbank is a full-service Charter City governed by the Council-Manager form of government. Residents elect the City Council members who in turn appoint the City Manager and City Attorney. The City Council consists of five members and acts as the legislative body of the City. The City Council also serves as the governing bodies of the Burbank Housing Authority, Burbank Parking Authority, and Public Financing Authority. City Council members serve four-year terms with elections staggered every two years. The Mayor is chosen by the City Council to serve as its presiding officer. Traditionally, the Mayor serves a one-year term. The City Treasurer and City Clerk are also elected at large for four-year terms.



Advisory Boards, Commissions, and Committees assist the City Council by identifying specific needs and collaborating with community organizations. Each meets on a regular basis and is open to the public. The length of member terms and when they are appointed varies.

The City Manager, who is appointed by the City Council, acts as the chief administrative officer responsible for the day-to-day operations of the City. The City Manager appoints all non-elected and non-Council appointed department managers. Each department manager is responsible for the day-to-day operations of his/her department and selects his/her division managers as well as various support staff members.

The City Attorney is appointed by the City Council to be the legal advisor to the City Council, Housing Authority, Parking Authority, and all other City officials. The City Attorney appoints all the attorneys on his/her staff.

BUDGET USER'S GUIDE



Background

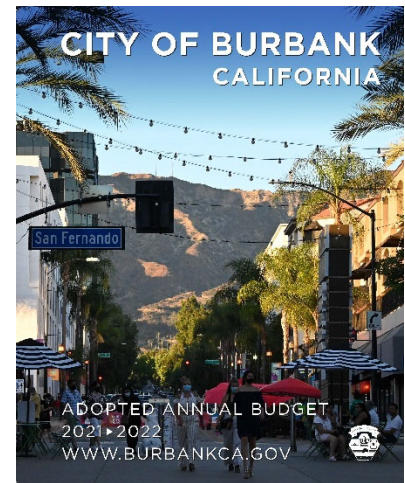
Section 1005 of the Burbank City Charter mandates and sets forth the legal requirements for the preparation and adoption of the City budget. The Financial Services Department - Budget Division, prepares an annual Budget Guide providing detailed instructions and assistance to each department with respect to the preparation of their particular department budgets.

Burbank uses a combined program and line item budget format. This is designed to provide for comprehensive management control and financial planning system. This format is aimed at achieving goals and objectives at the operational levels that are consistent with the City Council's policies and annual Work Program. The budgeting process is generally an incremental one, which starts with a historical base budget. Requests for changes in appropriations are made at the departmental level and are initially compiled and reviewed by the Budget Division. The City Manager reviews all of the requests and ensures that all budget decisions are in full accordance with stated City Council policies and all applicable federal, state, and local laws and regulations.

Preparation of the Budget Document

Altogether, the budget preparation process takes approximately eight months. Departments begin preparing their budget requests and revenue estimates in January. During years when a recurring budget deficit is projected, departments may also prepare budget reduction scenarios as determined by the City Manager. Budget staff meets regularly with departmental representatives throughout the budget preparation process.

From January through March, the Budget Division, Financial Services Director and the City Manager carefully reviews, evaluates, and prioritizes department reductions (when necessary) as well as each department's budget submissions for new and additional services, positions, materials and supplies, capital outlay, and capital improvement projects. The overall picture of estimated revenues and proposed appropriations is also carefully studied. Moreover, remaining mindful of public safety and legal requirements; adhering to the City Council's financial policies; and providing the most efficient, effective, and economical service levels possible are major considerations throughout the budget process.



BUDGET USER'S GUIDE



The City Manager meets with each department manager and the budget staff to review department budget requests and reductions as necessary and finalize the proposed budget. Budget study sessions are held in April and May, culminating with a public hearing, which occurs in late May. The City Council may revise the City Manager's Proposed Budget as it deems necessary. A majority vote is required to adopt the final Budget. Per the requirements of the City Charter, the budget must be adopted prior to the beginning of the fiscal year on July 1st.

Budget Calendar - Summary

The following calendar highlights some of the key milestones for the FY 2021-22 budget process:

December 10	Budget Kick-Off Meeting
January 15	Capital Improvement Program (CIP) project requests due to Public Works Department
January 22	First Budget Deadline: New budget requests
February 5	Second Budget Deadline: Budget worksheets, budgeted position changes, revenue projections, and fee schedule changes
February 25	Infrastructure Oversight Board (IOB) meeting to review proposed general City infrastructure plan
March 19	Third Budget Deadline: CIP project forms, agreements and contracts lists, and department narratives
March 25	Infrastructure Oversight Board (IOB) meeting to finalize proposed general City infrastructure plan
April 21	Citywide distribution of Proposed FY 2021-22 Budget document and budget study session materials; Proposed Budget materials are also made available online and at all Burbank libraries, the Financial Services Department public counter, and the City Clerk's Office
April 27, May 4	City Council study sessions providing a high-level overview of all funds, proposed changes to the budget and citywide fee schedule, and a review of the proposed infrastructure spending plan
May 18	Public hearing and adoption of FY 2021-22 utility rates
May 25	Public hearing and adoption of FY 2021-22 Annual Budget
May 28	Deadline for work program highlights, goals, and performance measures
July	Publication of the FY 2021-22 Citywide Fee Schedule
August	Publication of FY 2021-22 Adopted Budget and Capital Improvement Program

Budget Implementation and Budget Transfers

Once the budget is adopted by the City Council, the final numbers are uploaded to the City's financial system prior to July 1 of each year. The responsibility of implementing each department's budget lies with the department manager, with ultimate responsibility resting with the City Manager. Department managers are expected to operate within the appropriations established in the budget. Budget transfers are permitted for certain operating line item accounts, with approval from Financial Services staff. Budget amendments and transfers from reserves must be approved by the City Council.

BUDGET USER'S GUIDE



BUDGET ORGANIZATION

The City of Burbank's Budget document consists of several sections with a corresponding tab for each section.

Introductory Sections

The City Manager's Budget Message outlines the key contents of the Budget and how they relate to the City Council's goals for the coming year. The fiscal health of all the fund types, as well as the City as a whole are also discussed.

The Budget User's Guide provides the reader with a brief overview and introduction to the City of Burbank as well as an explanation on how to understand, read, and use this Budget document.

The Budget Summaries section provides an easy-to-read overview of the City's expenditures/appropriations and various other financial matters.

The Revenues Section provides a more detailed overview of each fund's estimated revenues and each General Fund revenue source. It is important to note that the City's revenue estimates are fairly conservative and make assumptions based on actual receipts and future economic forecasts and legislation. Overall, the revenue estimates assume moderate and stable growth. Appropriations, in turn, are based on the assumed revenue increases.

Department Budget Sections

These sections represent the main body of the Budget document. They contain the following department budgets: City Council, City Clerk, City Treasurer, City Attorney, City Manager, Management Services, Financial Services, Parks & Recreation, Library Services, Community Development, Public Works, Fire, Police, and Non-Departmental. Performance measures are included in each department section and provide a tool to measure effectiveness and efficiencies of City operations.

Special Revenue Funds Section

This section contains funds that provide "Special Revenue" activities. In most cases, these funds represent activities that are grant funded or provided for via specific user fees, charges, and taxes. These revenues are usually legally restricted to expenditures for specific purposes. Special Revenue Funds include: Propositions A and C—Transportation Funds (Fund 104 and 105), Air Quality Management District (AQMD) —Transportation Fund (Fund 106), Measure R—Transportation Fund (Fund 107), Measure M—Transportation Fund (Fund 108), Measure W – Stormwater Fund (Fund 109), General City Grant Fund (Fund 121), Community Development Block Grant (CDBG) Fund (Fund 122), Road Maintenance and Rehabilitation Fund (Fund 123), Drug Asset Forfeiture Fund (Fund 124), State Gas Tax Fund (Fund 125), Public Improvements Fund (Fund 127), Housing Urban Development (HUD) Affordable Housing Fund (Fund 128), Street Lighting Fund (Fund 129), Tieton Hydropower Project (Fund 133), and the Magnolia Power Plant (MPP) Fund (Fund 483).

Internal Service Funds Section

This section contains the City's seven internal service funds: General Liability Insurance (Fund 530), Workers Compensation Insurance (Fund 531), Vehicle Equipment Replacement (Fund 532), Office Equipment Replacement (Fund 533), Municipal Infrastructure (Fund 534), Communications Equipment Replacement (Fund 535), and Information Technology (Fund 537).

Burbank Water and Power Section

This section contains the Burbank Water and Power (BWP) budget. There are two enterprise funds within this section: Electric Fund (Fund 496) and Water Fund (Fund 497).

BUDGET USER'S GUIDE



Enterprise Funds Section

This section contains the City's non-BWP enterprise funds: the Water Reclamation and Sewer Fund (Fund 494) and the Refuse Collection and Disposal Fund (Fund 498).

Successor Agency Section

As outlined in the Community Redevelopment Law, successor agencies are given the authority to make payments on the former Redevelopment Agency enforceable obligations and wind-down the activities of the former Redevelopment Agency. The Successor Agency budget must be approved by a separate Oversight Board whose role is to determine which obligations are enforceable and must be paid out. Thus, this section is included within the City budget document for informational purposes only.

Housing Authority Section

Housing Authority activities are administered by the Housing Division of the Community Development Department. Since the dissolution of the Redevelopment Agency, the Housing Authority is entrusted with the former Redevelopment Agency's affordable housing projects and the Low and Moderate Income Housing Fund. A separate budget section is prepared for the Housing Authority because it is separate from, and outside the control of the City Council, although City Council members also serve as Authority Board Members.

Parking Authority Section

The Community Development Department administers the Parking Authority's activities. A separate budget section is prepared for the Parking Authority since its activities are overseen by the Burbank Parking Authority, which is separate from, and outside the control of the City Council, although the City Council members also serve as authority board members.

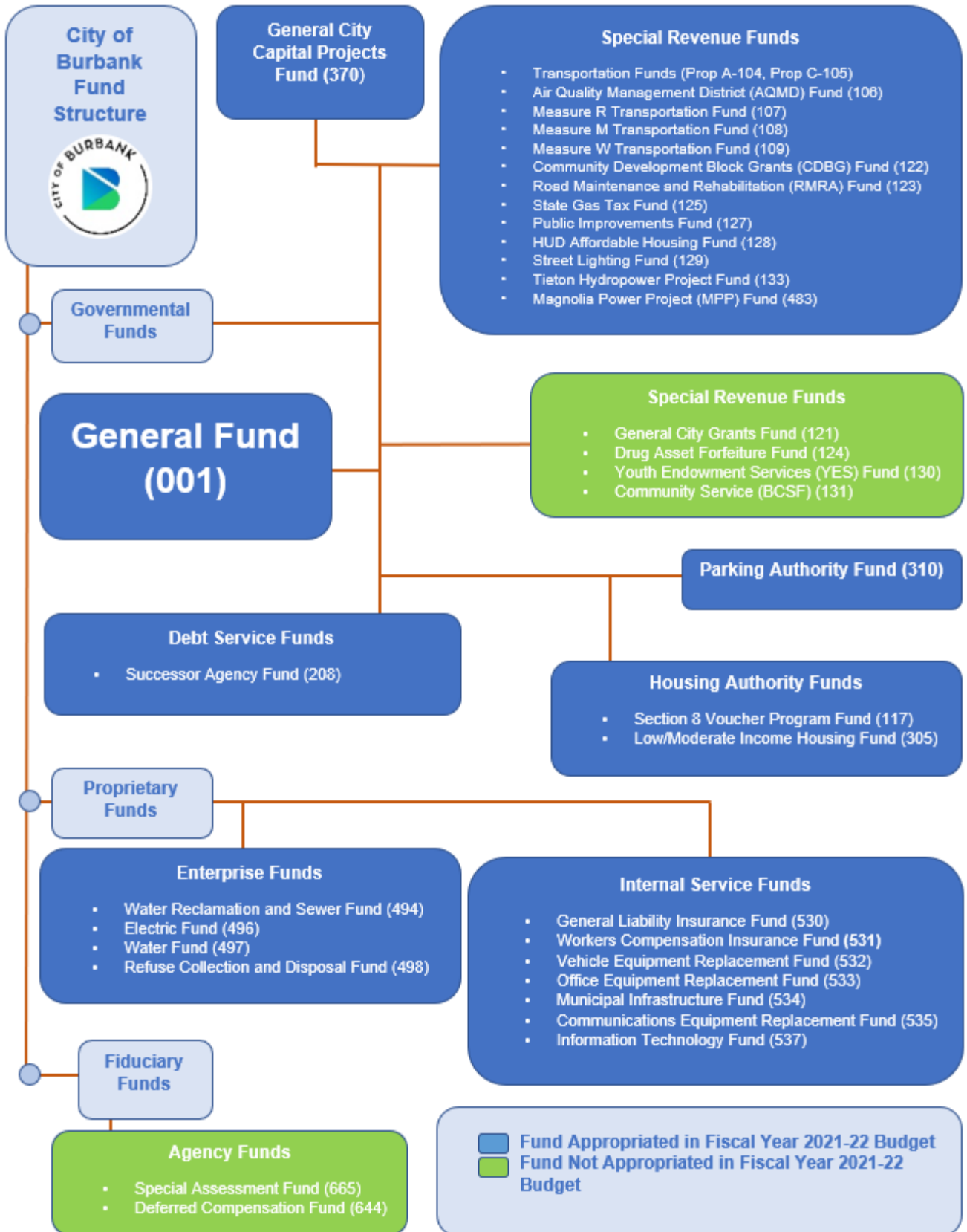
Concluding Sections

The Glossary of Budget Terms is provided to better familiarize the reader with some of the budgetary and financial vocabulary found throughout the Budget document. The Glossary also contains descriptions of all City funds and fund types. A glossary of acronyms is included in this section as well.

The Appendix contains the following items to better inform the reader: 1) Burbank Community Profile and Historical Timeline; 2) a map of the City; 3) Facts about Burbank; 4) a list of the City's Boards, Commissions, and Committees; 5) a revenue/appropriation comparison with other cities, and 6) agreements and contracts by department for the upcoming fiscal year.

The Index provides a quick and easy-to-use page reference to a particular area of interest. The Index references every City department, division/program, section, special activity, and notable item of interest.

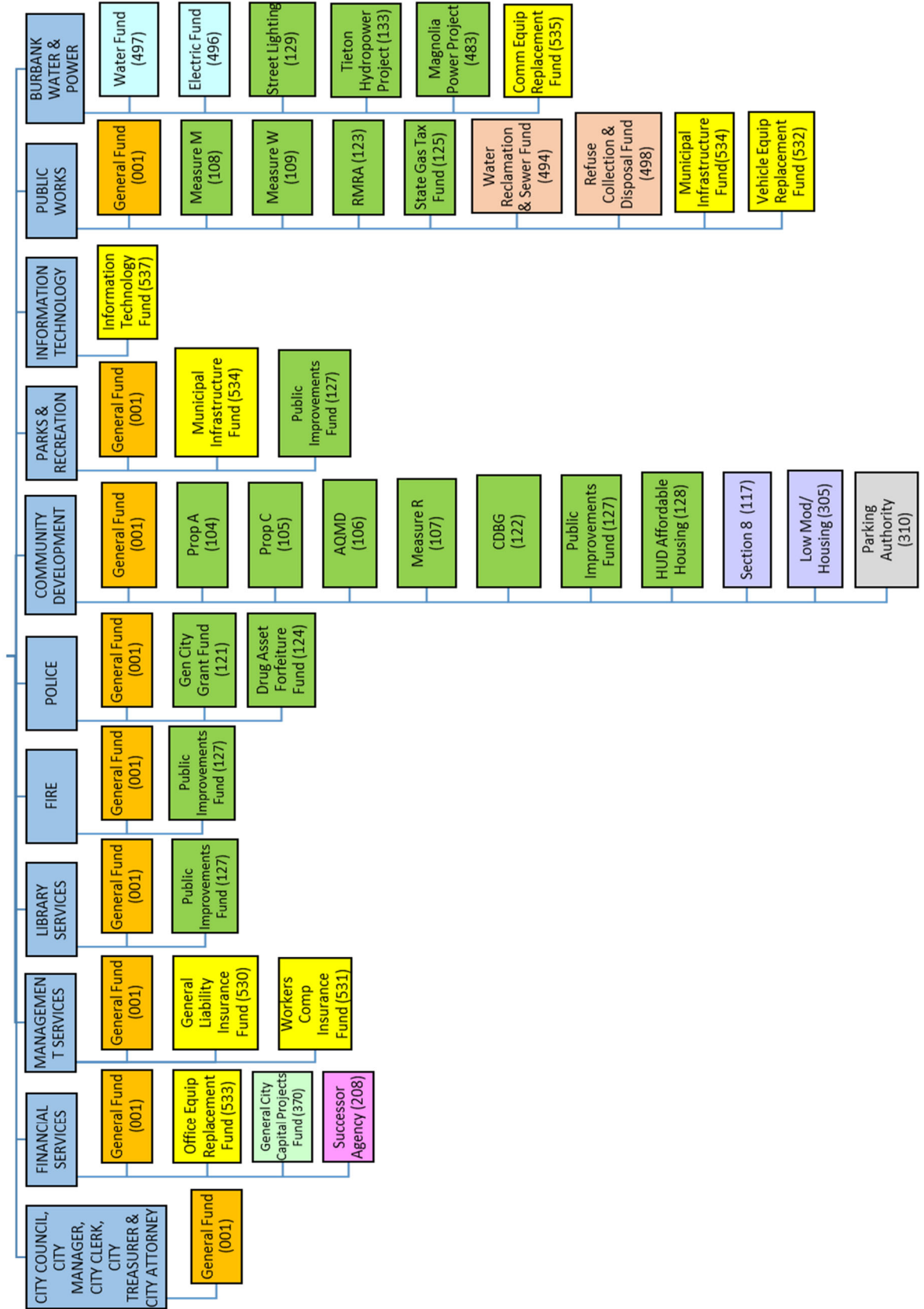
BUDGET USER'S GUIDE



BUDGET USER'S GUIDE



CITY OF BURBANK DEPARTMENT & FUND RELATIONSHIP



BUDGET USER'S GUIDE



THE ACCOUNTING SYSTEM, BUDGETARY CONTROL AND THE CITY COUNCIL'S FINANCIAL POLICIES



The City of Burbank's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). Government fund types (General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds), Agency funds, and expendable trust funds are maintained via a modified accrual basis of accounting. Proprietary fund types (Enterprise and Internal Service Funds) and non-expendable trust funds are maintained via an accrual accounting basis.

The City Council is required to adopt an annual budget resolution by July 1 of each fiscal year for the General, Special Revenue (except for the Drug Asset Forfeiture), Debt Service, and Capital Projects funds. (Appropriations for the Drug Asset Forfeiture fund occur based on actual cash receipts and do not lapse at year-end.) The budgets are presented for reporting purposes, in accordance with GASB 54, on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles. Under this method, revenues are recognized in the period they become measurable and available, while expenditures are recorded when incurred. Certain multi-year capital improvements and other projects are also budgeted on a project length basis.

The City Council also adopts budgets for the Enterprise and Internal Service funds annually. However, all proprietary fund types are accounted for on a cost of service (net income), or "capital maintenance" measurement basis. The City is not legally mandated to report the results of operations for these proprietary fund types on a budget comparison basis.

The City uses an "encumbrance system." Under this procedure, commitments such as purchase orders and contracts at year-end are recorded as reserved fund balance.

The degree of appropriated budgetary control is at the functional departmental level. The City Manager or Financial Services Director may authorize transfers of appropriations within a department function. Expenditures may not legally exceed total departmental appropriations. Supplemental appropriations during the year must be approved by the City Council by a majority vote. These appropriations, representing amendments to the budget during the year, could be significant in relationship to the original budget as adopted. As part of the budgetary control, City staff reports to the City Council on a quarterly basis to inform them of the City's financial condition at the close of the quarter. Generally, the City Council is presented with proposed budget adjustments during the mid-year financial report. Unexpended or unencumbered appropriations lapse at the end of the fiscal year and fall into the fund balance. Encumbered appropriations are re-appropriated in the next year's budget.

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures are tracked and used as intended. These controls are designed to provide reasonable assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements as well as accountability for all City of Burbank assets. The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits and that the evaluation of costs and benefits likely to be derived thereof require estimates and judgments by management. The system is reviewed as regularly as possible, and as required by law, by either internal audit staff and/or independent, certified public accountants.

The City's financial policies were adopted in 1990 as a means to ensure long-term fiscal stability, and were last updated on June 11, 2020. Combined with the City Treasurer's formal Investment Policies, these Financial Policies serve as a solid foundation in guiding both elected officials and staff with respect to managing the City's resources. Continued adherence to these Financial Policies will help the City avoid operating practices, which could have adverse financial consequences.

BUDGET USER'S GUIDE



City of Burbank Financial Policies

1. We will maintain a designated General Fund working capital reserve equivalent to 15 percent of the General Fund's operating budget and a designated emergency reserve equivalent to 5 percent of the General Fund's operating budget.
2. We will maintain a balanced operating budget for all governmental funds with recurring revenues equal to or greater than recurring expenditures. Appropriations of available fund balance will only be permitted for "one-time" non-recurring expenditures.
3. We will assume that normal revenue inflation and/or growth will go to pay normal inflation expenditures. In no event will normal expenditure increases be approved which exceed normal revenue inflation and/or growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures in other programs.
4. We will require that all Enterprise Funds have revenues (customer charges, interest income, and all other income) sufficient to meet all cash operating expenses, depreciation expense, and prescribed cash reserve policies per financial policies as recommended for each enterprise activity. Additionally, each Enterprise Fund will maintain debt service coverage requirements set forth in any related bond covenants.
5. We will require that each Internal Service Fund which includes vehicles, equipment, and building maintenance have revenues, (City user charges, interest income, and all other income) sufficient to meet all cash operating expenses and depreciation expenses. The related revenues should also be sufficient to maintain cash reserves, which provide sufficient cash to replace vehicles and equipment in accordance with replacement policies.
6. We will maintain appropriate reserves in the Risk Management Self-Insurance Fund and the Workers' Compensation Self-Insurance Fund to meet statutory requirements and actuarially projected needs.
7. We will maintain a general operating reserve, which will support operations for each Enterprise Fund during times of financial emergencies. The amount of the general operating reserves will be determined based on a risk assessment of each Enterprise Fund.
8. We will maintain other Enterprise Fund reserves such as debt reduction and capital funding reserves, fleet replacement reserves, and general plant reserves (in addition to the general operating reserve and other reserves) as necessary and prudent for the operation of the specific Enterprise Fund. Such reserves will be reviewed as necessary during the annual budget process, or at least every two years.
9. We will maintain a long-range fiscal perspective through the use of an annual operating budget, a five-year capital improvement plan, and a five-year financial forecast.
10. We will use long-term financing methods or cash accumulated in excess of policy requirements for major capital improvements and acquisitions. These improvements will be planned via the annual capital improvement plan process.
11. We will issue bonds or incur other terms of indebtedness only for appropriate purposes and only if the debt service does not affect the City's ability to meet future operating, capital, and reserve requirements.
12. We will require each budget appropriation request to include a fiscal impact analysis.
13. We will comply with all the requirements of "Generally Accepted Accounting Principles."

BUDGET USER'S GUIDE



14. Subject to these Financial Policies:

- A. In order to recruit and retain a well-qualified workforce to provide exceptional services, we will compensate employees at a level commensurate with the average of Burbank's relevant labor market.
- B. The City and employees will evenly share the Normal Cost of employee pensions.
- C. To effectively manage workload demand and personnel costs, we will staff services and programs based on the operational needs of the City.

15. We will require responsible funding of City provided post-employment benefits. The objective being to maintain all benefits fully funded, understanding that due to the use of actuarial assumptions, actual results will vary leading to years of either over or under funded status. In all years, the City will include the greater of the actual actuarially calculated annual post-employment benefit cost or the actuarially calculated annual normal cost of the post-employment benefit as a recurring cost in the City's annual budget. In other words, the City will pay as we go annually the cost of retirement benefits for current or past employment service. Further, the funding status of post-employment benefits will be reported to the City Council and public as an integral part of each year's public budget presentation.

16. The City's objective is to maintain citywide infrastructure. To help ensure a minimum, reliable funding source for General Fund infrastructure improvements, maintenance, and repairs, the City will dedicate no less than 50 percent of the revenues generated through the Burbank Infrastructure and Community Services Protection Measure (Measure P, §BMC 2-4-2101, et. seq.) toward this purpose. This dedicated revenue does not supplant the previously existing General Fund commitment but is in addition to the baseline General Fund annual commitment of \$4.7 million. The baseline General Fund annual commitment is based on the average of the previous three year's recurring General Fund infrastructure maintenance and repair funding prior to the voter approval of the Measure P (FY 2015-16, FY 2016-17, FY 2017-18).

17. In an effort to ensure employee pension benefits are responsibly funded, the City will require that any year-end General Fund balance, in excess of 6 percent of the General Fund's budgeted recurring appropriations, be used to fund employee pension liabilities (either through a 115 trust or through direct payment to the benefit administrator i.e. CalPERS). This annual funding commitment will be required if employee pension benefits are less than 90 percent funded.

Policy 11 has provided adequate guidance to the City Council on the subject of debt issuance and allows the City Council the ability to consider the need for debt within the context of the economic situation and needs of the City at the time of issuance. However, it does not meet the strict standards of the Government Finance Officers Association (GFOA) concerning debt issuance policy because it does not provide an absolute limitation on the uses of debt nor does it provide an absolute ceiling on the amount of debt incurred. This has not been an issue in the City of Burbank, as the City has been very judicious in its use of debt financing.

It must be stressed that the information presented in the Budget is not audited nor necessarily in full compliance with GAAP. The information presented in the Budget is designed to enhance management control and fiscal planning on a program-by-program basis and is not intended to directly correlate with the data presented in financial reports such as the Annual Financial Report, which is designed to provide a retrospective overview on a fund-by-fund basis.

EMPLOYEE COMPENSATION/BENEFITS

One of the City's financial policies is to "compensate employees at a level commensurate with the average of Burbank's relevant labor market." Salary surveys with our comparison cities (Anaheim, Glendale, Garden Grove, Huntington Beach, Inglewood, Long Beach, Pasadena, Riverside, San Bernardino, Santa Ana, Santa Monica, and Torrance) are made periodically to determine if Burbank employees' wages are at market levels. These surveys may be part of multi-year labor agreements.

BUDGET USER'S GUIDE



Each classification title within the City of Burbank has a corresponding salary range. As part of the budget preparation for salaries and benefits each year, range movement, if an employee is not at “top step,” and any approved cost of living adjustments (COLA) are programmed according to existing agreements reached through negotiations by the bargaining groups, known as Memorandum of Understanding (MOU).

Retirement – The City is a member of the California Public Employee Retirement System (CalPERS). There are three benefit plans, and their rates are determined by whether an employee became a CalPERS member before the Public Employee Pension Reform Act (PEPRA) was enacted on January 1, 2013 (Classic), or after January 1, 2013 (New). Employees in the CalPERS system are not covered by Social Security.



<u>PLAN</u>	<u>CLASSIC</u>	<u>NEW</u>
Miscellaneous Group	2.5% @ 55	2.0% @ 62
Fire Safety Group	3.0% @ 50	2.7% @ 57
Police Safety Group	3.0% @ 55	2.7% @ 57

CalPERS collects the normal cost of employee pensions as a percentage of salary and unfunded actuarial liability (UAL) as a fixed payment amount. Although employers are invoiced at the beginning of the fiscal year for their unfunded liability payment, CalPERS offers the option of paying a monthly dollar payment or an annual prepayment amount. By electing the prepayment option, the City of Burbank will save a total of \$999,312 across the three plans for the 2021-22 fiscal year. Below are the actual employer rates and UAL contributions for the three employee classifications for last fiscal year (FY 2020-21), the current fiscal year (FY 2021-22), and the projected rates for the next two fiscal years (FY 2022-23 and FY 2023-24).

Classification	Actual FY 2020-21	Actual* FY 2021-22	Projected FY 2022-23	Projected FY 2023-24
Police 3% @ 50 Rate	23.421%	23.1%	22.7%	22.3%
Police Liability Payment	\$6,585,150	\$6,977,538	\$8,023,000	\$8,473,000
Fire 3% @ 55 Rate	17.856%	17.55%	17.3%	17.1%
Fire Liability Payment	\$4,208,896	\$4,346,362	\$5,069,000	\$5,342,000
Misc 2.5% @ 55 Rate	10.555%	10.38%	10.2%	10.0%
Misc Liability Payment	\$17,579,506	\$18,718,410	\$21,375,000	\$22,371,000

* Amounts shown are the total amounts due for FY 2021-22 if the City were to pay CalPERS on a monthly basis. For FY 2021-22, The City Council approved the prepayment of the liability payments, which will result in a net savings of \$999,312 citywide.

Flexible Benefits Plan – The City provides a specific dollar amount to each employee based on the employee’s bargaining unit and number of dependents, to use toward the purchase of health insurance. Employees who have insurance coverage provided by a spouse can receive any unused amount as taxable compensation. MissionSquare Retirement, a non-profit independent financial services corporation, currently provides Section 457 deferred compensation benefits to employees.

Medicare – All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

Section 125 Plan – Employees may also sign up for Section 125 benefits related to medical reimbursement or childcare reimbursement during an open enrollment period. An exception to this would be a change in the family, such as the birth of a child.

BUDGET USER'S GUIDE



Post-Retirement Medical Trust – In FY 2002-03, a retiree medical trust was established to provide partial funding for post-retirement medical expenses. Employees with five years of service are eligible to receive the benefits at the age of 58.

Tuition Reimbursement – The City supports the continued education of its employees and offers a program that is negotiated with each bargaining unit. Any reimbursement must have the employee's supervisor's approval prior to course enrollment, and the student must satisfactorily pass the course to receive a percentage reimbursement.

Sick Leave – Full-time employees receive eight hours of sick leave per month; for part-time employees this amount is pro-rated.

Vacation – Time is granted based on number of years of service to the City. For the most part, employees with less than five years earn two weeks of vacation, from 5 to 15 years earn three weeks of vacation, and employees working over 15 years earn four weeks of vacation.

Universal Leave – The City has instituted a universal leave plan for executives, unrepresented managers and members of the Burbank Management Association (BMA). Rather than granting time in separate categories, such as vacation and sick leave, these groups will accumulate universal leave time on a monthly basis which they can use for any type of absence from work.

COST ALLOCATION PLAN

Every year, a cost allocation plan is prepared to identify the General Fund costs associated with providing certain services to other funds. These indirect charges reimburse the administration and overhead services provided by departments such as Financial Services, City Attorney, and Management Services. The full cost allocation plan delineates the basis of allocation by department and can include the total operating budget (excluding capital and debt), the number of full-time equivalent positions per department, specific number of requests or hours of service provided, or percentage estimates provided by departments.

Additionally, a supplemental utility cost plan has been incorporated which includes allocations for public safety and right-of-way street costs to fully reimburse the General Fund for services provided to the City's Enterprise Funds.

The City uses a "Double Step Down" method, which allocates service costs to all departments and then allocates service costs only to operating departments. The "Services of Other Departments - Indirect" account is listed as a line item in the Enterprise Funds, Burbank Water & Power, Special Revenue Funds, Internal Service Funds, Housing Authority, and Parking Authority budget sections.

WORK PROGRAM AND PERFORMANCE MEASURES

For FY 2021-22, the Government Finance Officers Association (GFOA) issued revised guidance on performance measures, emphasizing the need to have objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs. Burbank's performance measures and department goals, also known as the Work Program, have been revised to align with the new GFOA standards. Included in the first few pages of each department's budget, the newly formatted Work Program Goals are linked to an established City Council Goal, while Performance Measures are used to assess how efficiently and effectively those department goals and objectives are accomplished. Performance measures use both qualitative and quantitative data that allow the City's programs and services to be measured in such a way that the following may be ascertained: how well are our services being delivered, are planned accomplishments being met, are community problems being solved, and are the City's residents/customers satisfied with the results.

BUDGET USER'S GUIDE



SAMPLE BUDGET FORMAT

This budget is formatted to create a reader-friendly document, summarizing department, division and program expenditures while maintaining line item detail within each section. Each division or program has a line-item detail page located within the department section. A position summary at the end of the department budget provides changes to budgeted positions over a three-year period.

The following contains a sample budget format from the Cultural Services Program of the Parks and Recreation Department. This sample budget format includes:

- ① The heading identifies the division, program, and/or section discussed. Underneath the heading is the cost center (PR32D in this example) designation in the City's financial system.
- ② This section provides a brief descriptive overview of the division/program/section's mission as well as a description of some of its major activities.
- ③ Objectives
This section provides a list of some of the division/program's goals for the upcoming fiscal year and is directly related to the City Council Work Program. While the budget for the fiscal year outlines what each department intends to do over the next twelve months, the Work Program acts as a tracking device designed to monitor the progress toward attaining these goals and objectives.
- ④ Changes from Prior Year
This section describes some of the major appropriations for FY 2021-22 and a discussion of changes from the prior year, explaining the variances by expenditure, if any, which are projected to occur during the next fiscal year.
- ⑤ Line-Item Budget
This section identifies the division/program's Staff Years, Salaries and Benefits, Materials, Supplies, and Services, and may include Capital Outlay, Capital Improvements, and Contributions to Other Funds. Line-item details for the actual 2019-20 fiscal year end, the FY 2020-21 Budget, the FY 2021-22 Budget, and the change from the FY 2020-21 Budget are also provided in this section.

BUDGET USER'S GUIDE



SAMPLE BUDGET

① **Community Services Division**
Cultural Services Program
001.PR32D

② The Cultural Services Program provides a variety of performing and visual arts programs, exhibits, instructional classes, workshops and special events to the Burbank community.

③

- Offer quarterly visual and performing art classes for youth and adults.
- Maintain and update content on the Burbank Arts website.
- Provide liaison support to the Burbank Cultural Arts Commission and other arts organizations.
- Coordinate the Art Experiences daycamp for children ages 5 ½-11 years during the summer.
- Coordinate and conduct at least ten gallery shows each year at the Betsy Lueke Creative Arts Center Gallery.
- Coordinate the annual Youth Art Expo with the Burbank Unified School District.
- Coordinate with the Fine Arts Federation to provide a membership show and the Holiday Boutique.

④

Non-recurring, Art in Public Places restrictive funds in the amount of \$10,000 have been added in special department supplies to pay for the Burbank Arts Utility Box Beautification Program that will commission artists to paint a total of 10 new utility boxes. Since its inception, a total of 38 utility boxes have been painted.

⑤

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	4,260	4,260	4,260	
60001.0000 Salaries & Wages	\$ 247,781	\$ 253,790	\$ 274,813	\$ 21,023
60006.0000 Overtime - Non-Safety	1,262	1,386	1,386	
60012.0000 Fringe Benefits	50,293	51,982	52,292	310
60012.1008 Fringe Benefits:Retiree Benefits	345	3,221	3,420	199
60012.1509 Fringe Benefits:Employer Paid PE	22,302	23,602	25,096	1,494
60012.1528 Fringe Benefits:Workers Comp	3,147	3,220	2,844	(376)
60012.1531 Fringe Benefits:PERS UAL	36,486	49,043	45,428	(3,615)
60027.0000 Payroll Taxes Non-Safety	3,522	3,680	3,985	305
60031.0000 Payroll Adjustments	1,038	-	-	
Salaries & Benefits	366,176	389,924	409,264	19,340
62085.0000 Other Professional Services	\$ 2,850	\$ 2,850	\$ 2,850	
62165.0000 Special Recreation Contract Servi	51,618	70,120	70,120	
62300.0000 Special Dept Supplies	6,509	10,854	10,854	
62300.1014 Sp Dept Supplies:Cultural Arts lte	11,468	17,000	15,000	(2,000)
62305.0000 Reimbursable Materials	11,000	11,000	11,000	
62310.0000 Office Supplies, Postage & Printin	2,731	3,000	3,000	
62435.0000 General Equipment Maint & Repa	-	2,693	2,693	
62496.0000 Fund 537 Computer System Rent	15,156	18,995	20,937	1,942
62660.0000 Performing Arts Grant Program	-	-	50,000	50,000
62700.0000 Memberships & Dues	25	-	-	
62895.0000 Miscellaneous Expenses	702	658	658	
Materials, Supplies & Services	102,059	137,170	187,112	49,942
Total Expenses	\$ 468,234	\$ 527,094	\$ 596,376	\$ 69,282

BUDGET USER'S GUIDE



Oracle Financial System

The City of Burbank has utilized Oracle as its Enterprise Resource Planning (ERP) system since April 1999. All financial data can be viewed in the various modules within the system. General Ledger balances can also be accessed through Oracle.

Hyperion Planning and Budgeting System

The City of Burbank utilizes the Hyperion Public Sector Planning and Budgeting (PSPB) software for the coordination, operation, and management of the City's budget process. The system integrates with the City's Oracle financial and human resources management systems to provide accurate real-time and historical data, enhanced personnel budgeting, capital planning, forecasting, and reporting functionality to end users. Each of the line-item budget sections in this budget document were developed utilizing Hyperion PSPB.

Financial Transparency Portal

In 2017, the City implemented OpenGov, a cloud-based financial analysis and transparency platform. Available through the City's website, OpenGov provides internal staff and the public with an interactive view of the City's financial data through a variety of reports that are uploaded monthly from Oracle. Available reports include annual budget and expenditure information, monthly budget to actuals, and a full listing of accounts payable transactions.

Budget at a Glance

The Financial Services Department publishes a "Budget-at-a-Glance" brochure that provides a summary of the City's adopted revenues and appropriations, key City data, and City Council goals. A similar brochure is also available for the Proposed Budget each year in May.



Annual Financial Report

The Annual Financial Report is a detailed report that covers the financial statements for the City prepared in accordance with Generally Accepted Accounting Principles (GAAP) as pronounced by the Government Accounting Standards Board (GASB). This report includes an introductory section, the Independent Auditors' Report, and the Management's Discussion and Analysis (MD&A), which offers readers a narrative description as well as an analysis of the financial activity of the City for the fiscal year ended. The report continues with the government wide statements, fund financial statements, and notes to the financial statements. Statements for major funds are presented in the report, followed by all non-major fund activity, internal service funds, and the statistical section.

Water and Electric Funds Financial Statements

This report is similar to the Annual Financial Report. However, it contains audited balance sheets, related statements of operations and retained earnings, and changes in financial position for only the Water and Electric Enterprise Funds.

Citywide Fee Schedule

The Citywide Fee Schedule provides a list of fees charged by the City for services provided to Burbank residents and businesses. A description of each type of fee and the dollar amounts are provided, as well as information detailing when the fee was last updated. The fee schedule is published and distributed annually to all City departments and made available to the public prior to the beginning of the new fiscal year. Any changes in fees adopted as part of the budget process go into effect on July 1.

BUDGET USER'S GUIDE



Capital Improvement Program (CIP) Budget

The CIP is a financial plan of proposed capital improvement projects with single and multiple-year capital expenditures/expenses. The Capital Improvement Program plans for five years and is updated annually. Funding major capital improvements commonly entails multiple-year financing.

In 2018, Burbank voters passed Measure P, a $\frac{3}{4}$ cent sales tax ordinance of which half of the revenue is dedicated to citywide infrastructure. The Infrastructure Oversight Board (IOB) was established to advise City Council on general City (non-utility) infrastructure and comply with oversight provisions in the ordinance. To provide a framework by which the IOB could review and prioritize capital projects, the Public Works Department established a new capital project prioritization process in September 2020.

Though coordinated by Public Works and the Financial Services Departments, the development of the CIP is a cooperative effort between all departments involved in the planning and implementation of respective projects. Individual departments propose new CIP projects by submitting a request form to the Public Works Department. Public Works staff compiles and scores the requests. A prioritized list of scored projects and recommended funding levels is then presented to department managers for review and modified based on feedback. The recommended new projects, along with continuing and annual programmatic capital projects are incorporated into a draft infrastructure spending plan and presented to the IOB for review. Once approved by the IOB, the proposed spending plan is incorporated into the City's Proposed Budget, presented to the City Council during the budget study sessions, and adopted as part of the budget public hearing.

The CIP document is designed to give a readily understandable overview of the multi-year projects to which the City Council has made a long-term commitment. Many projects span multiple fiscal years and have multiple funding sources, including grant funding, bond proceeds, internal service funds, and enterprise funds. Due to multiple funding sources in many instances, capital improvement projects are presented in the following categories:

- Municipal Facilities
- Parks and Recreation
- Refuse Collection & Disposal
- Technology Infrastructure
- Traffic, Transportation and Pedestrian Access
- Wastewater
- BWP Communications
- BWP Electric Utility
- BWP SCPPA Projects
- BWP Street Lighting
- BWP Water Utility

Each project information sheet provides the project name, coordinating department, account number, priority level, description and justification, project status update, forecasted completion date, on-going operating and maintenance impact, project manager, and the FY 2021-22 adopted appropriation amount. Additionally, each sheet outlines the prior years' appropriations, proposed five-year project financing (which delineates funding sources and expenditure accounts and their respective dollar amounts per fiscal year), and projects future-year financing for projects anticipated to require more than five years for completion.

FOR MORE INFORMATION

The Budget-at-a-Glance brochure and reference copies of the Adopted Budget, CIP, and Fee Schedule, are available at City Hall, the Financial Services public counter, at each of the City's three libraries, and on the City's website at www.BurbankCA.gov. Questions may be referred to the Financial Services-Budget Section at (818) 238-5500.

BUDGET USER'S GUIDE



RESOLUTION NO. 21-29,236

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR FISCAL YEAR 2021-22, AND MAKING APPROPRIATIONS FOR AMOUNTS BUDGETED.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

- A. A proposed budget for the City of Burbank for the Fiscal Year commencing July 1, 2021, and ending June 30, 2022, was submitted to the Council, as required by Section 1005 of the City Charter and is on file in the City Clerk's Office.
- B. Proceedings for the adoption of said budget have been duly taken.
- C. The Council has made certain revisions, corrections, and modifications to said proposed budget, as in this resolution provided.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The proposed budget as herein amended is adopted as the budget of the City of Burbank for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022.
2. The Burbank Water and Power General Manager is authorized to use incremental wholesale electrical power sales revenue to offset associated incremental wholesale power purchase costs exceeding those provided for in this budget.
3. Pursuant to the City's Charter, to meet the year's receipts shown as coming from revenues of the Burbank Water and Power Department, an amount not to exceed seven percent (7.0%) of the gross sales of electricity by said Department, exclusive of wholesale sales of electricity to other public or privately-owned utilities, shall be deposited or transferred to the General Fund
4. The Financial Services Director is authorized to replenish the Emergency Reserve account by an amount to make the balance equal five percent (5.0%) of the Fiscal Year 2021-22 budget from projected surplus in the General Fund.
5. The Financial Services Director is authorized to appropriate an amount to make the balance equal fifteen percent (15.0%) of the Fiscal Year 2021-2022 budget from the projected General Fund surplus for increasing the working capital reserves.
6. The Financial Services Director is authorized to amend the Fiscal Year 2021-2022 Annual Budget by continuing appropriations for all ongoing and programmatic capital projects from Fiscal Year 2020-21 for the amounts remaining in various Funds.

BUDGET USER'S GUIDE



21-29,236

7. The City Manager is authorized and empowered to expend such sums for the purpose of such accounts, but no expenditure by any office or department for any item within a cost center shall exceed the amount budgeted without the prior written consent of the City Manager.

8. The City of Burbank has adopted Financial Accounting Standards Board (FASB) Statement No. 71 - Accounting for the Effects of Certain Types of Regulation, as applied to certain enterprise fund revenues.

9. The City Manager or designee is authorized to approve and execute agreements for professional services, services and goods that are listed in the Agreements and Contracts List appendix of the Budget adopted herein.

10. The Financial Services Director is authorized to amend the City's Fiscal Year 2021-22 Annual General Fund Budget by appropriating expected revenue receipts from State Mutual Aid and US Forestry Service to reimburse Burbank Fire Department for expenses incurred by sending strike teams to wildfires and other natural disasters.

11. Pursuant to California Government Code Sections 50050-50053 and 50055, the City of Burbank may claim money in its treasury or under its control that remains unclaimed for more than three years. At the expiration of the three years and after performing the required public notice in accordance with these provisions, the City Treasurer is authorized and directed to transfer said moneys to the General Fund. Any individual items of less than fifteen dollars (\$15), or any amount if the depositor's name is unknown, which remain unclaimed in the treasury or in the official custody of a City Department for a period of one year may be transferred to the General Fund.

12. The Financial Services Director is authorized to amend the Fiscal Year 2021-22 Annual Budget by appropriating development and associated consultant fees listed under Article III. Land Use and Zoning of the Adopted Citywide Fee Schedule, which have been deposited for the purpose of offsetting the cost for professional services, services and goods.

13. The Financial Services Director is authorized to make such other revisions, individual appropriation line-items, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the programs specified in this resolution, and in full accordance to the direction provided by the Council up until the adoption of this resolution.

BUDGET USER'S GUIDE



PASSED AND ADOPTED this 25th day of May, 2021.

s/Bob Frutos
Bob Frutos
Mayor of the City of Burbank

21-29,236

Approved as to Form:
Office of the City Attorney

By: s/Amy Albano
Amy Albano, City Attorney

Attest:

s/Zizette Mullins
Zizette Mullins, MMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF BURBANK)

I, Zizette Mullins, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a majority vote of the Council of the City of Burbank at its regular meeting held on the 25th day of May, 2021, by the following vote:

AYES: Anthony, Schultz, Springer, Talamantes and Frutos.

NOES: None.

ABSENT: None.

s/Zizette Mullins
Zizette Mullins, MMC, City Clerk

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BUDGET SUMMARIES



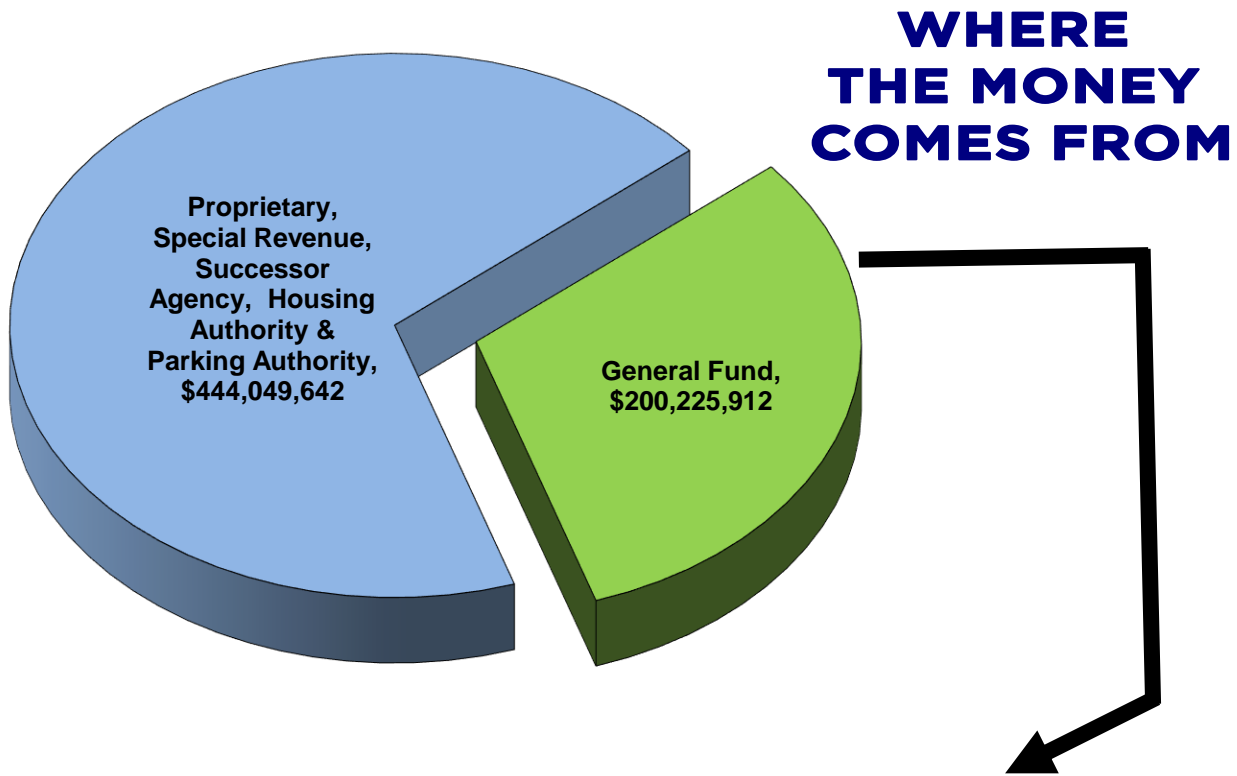
The Budget Summaries Section presents, through a series of charts, graphs and tables, the Adopted Fiscal Year (FY) 2021-22 City of Burbank Annual Budget in summary form. This section is organized as follows:

A. Revenue and Appropriations Summaries	<u>PAGE</u>
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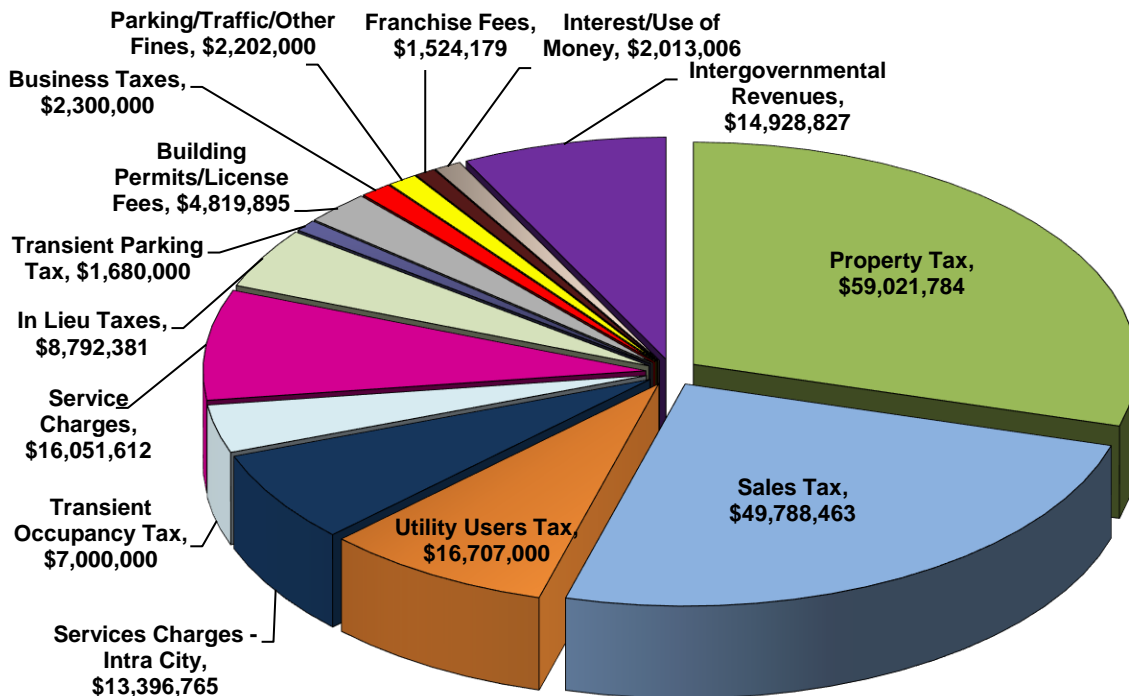


SOURCE OF FUNDS - FY 2021-22

Total City Resources \$644,275,554



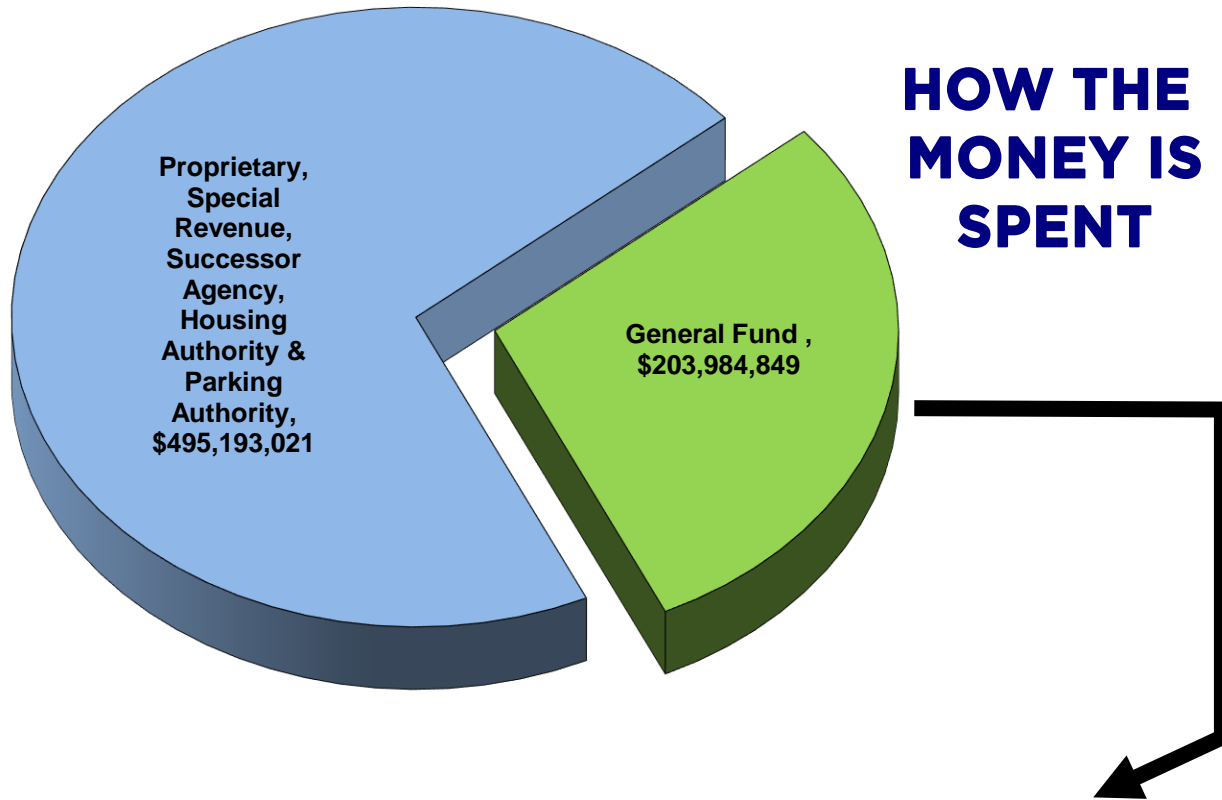
General Fund Resources \$200,225,912



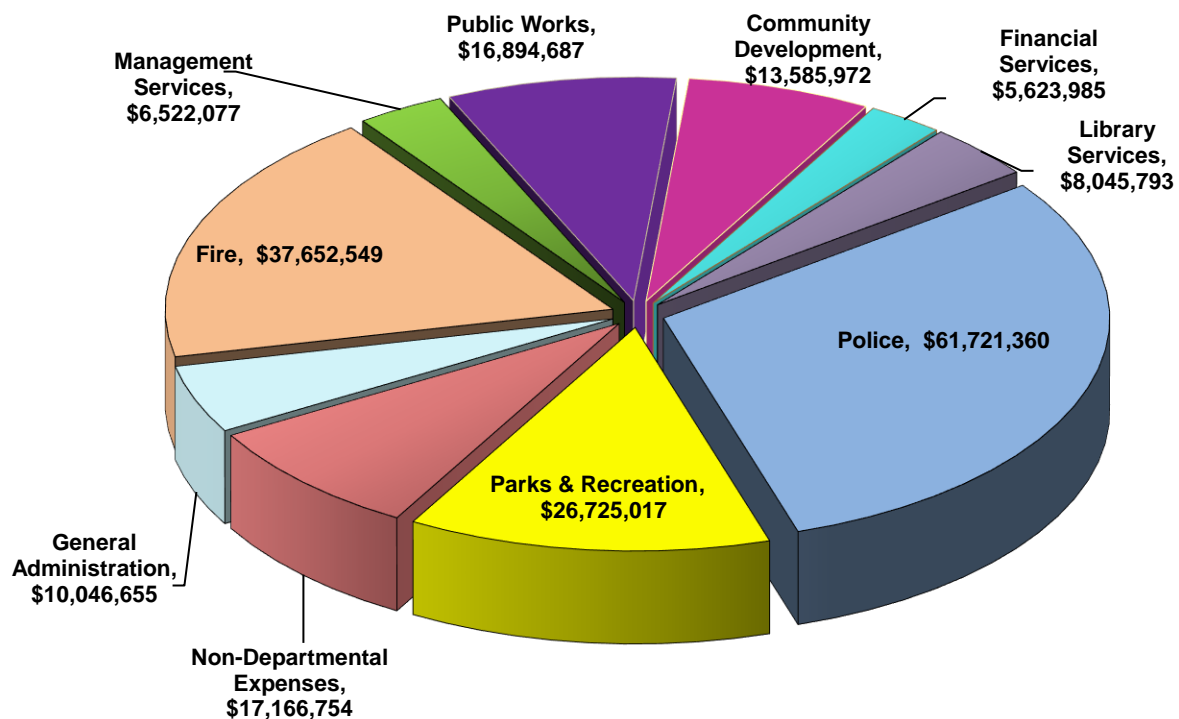


USE OF FUNDS - FY 2021-22

Total City Appropriations \$699,177,870



General Fund Appropriations \$ 203,984,849



COMPARISON OF REVENUE AND APPROPRIATIONS

FY 2019-20 through FY 2021-22



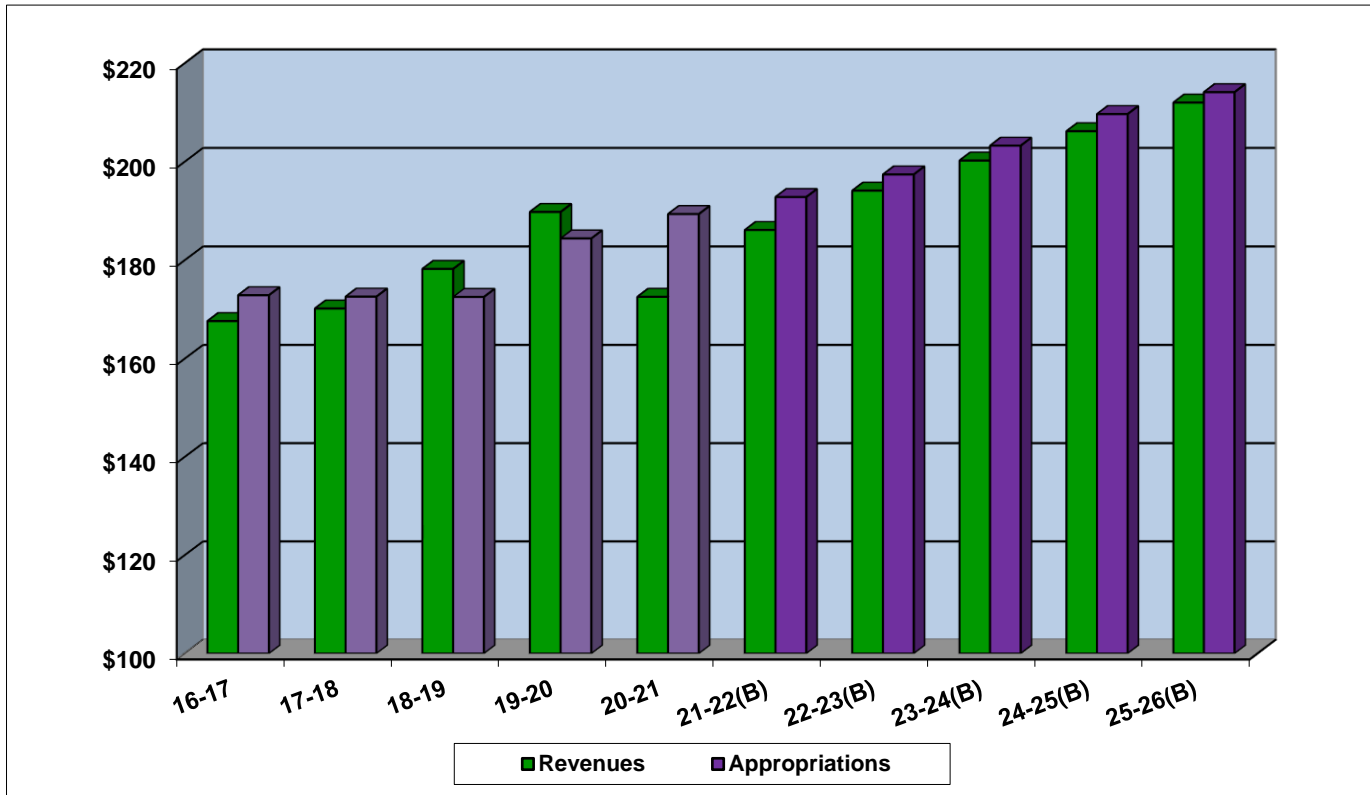
	FY 2019-20 ADOPTED		FY 2020-21 ADOPTED		FY 2021-22 ADOPTED	
	REVENUE	APPROPRIATIONS	REVENUE	APPROPRIATIONS	REVENUE	APPROPRIATIONS
CITY GOVERNMENTAL FUNDS						
<i>General Fund, Fund 001</i>	\$ 190,031,006	\$ 197,525,256	\$ 195,050,640	\$ 199,000,904	\$ 200,225,912	\$ 203,984,849
<i>Proposition A, Fund 104</i>	2,543,042	3,158,083	2,673,929	2,831,246	2,355,132	2,901,374
<i>Proposition C, Fund 105</i>	2,105,000	2,031,643	2,505,201	2,972,861	2,131,842	2,081,287
<i>AQMD, Fund 106</i>	143,000	231,957	143,400	243,917	136,080	251,110
<i>Measure R, Fund 107</i>	1,663,000	975,232	1,763,386	1,649,473	1,666,195	1,615,411
<i>Measure M, Fund 108</i>	1,510,000	1,508,271	1,618,926	1,264,574	1,526,994	2,258,568
<i>Measure W, Fund 109</i>					1,415,404	700,000
<i>General City Grants, Fund 121</i>	353,000		439,263		303,427	
<i>CDBG, Fund 122</i>	1,103,857	1,092,147	1,722,090	1,706,213	1,147,378	1,178,579
<i>RMRA, Fund 123</i>	1,779,491	1,700,000	2,033,747	2,000,000	2,059,670	2,306,871
<i>Drug Asset Forfeiture, Fund 124</i>	20,650		49,330		31,516	
<i>State Gas Tax, Fund 125</i>	2,804,290	2,982,656	2,664,005	2,502,103	2,541,473	2,916,334
<i>Public Improvements, Fund 127</i>	1,629,833	4,521,014	1,754,362	3,020,406	1,302,881	1,457,469
<i>HUD Affordable Housing, Fund 128</i>	1,079,172	526,937	552,581	555,781	621,535	684,122
<i>Street Lighting, Fund 129</i>	2,760,250	3,345,458	2,745,072	2,841,317	2,907,840	2,804,478
<i>Teiton Hydropower Project, Fund 133</i>	4,096,434	4,096,434	3,580,189	3,580,189	2,388,124	2,388,124
<i>Magnolia Power Project, Fund 483</i>	21,715,700	21,715,700	22,713,038	22,713,038	22,730,505	22,730,505
<i>Genl City Capital Projects, Fund 370</i>	8,660,934	3,949,618	10,944,548	1,291,622	7,232,539	236,333
PROPRIETARY FUNDS						
<i>Genl Liability Insurance, Fund 530</i>	6,191,595	6,677,492	6,704,206	7,161,735	6,756,629	8,767,905
<i>Workers Comp Insurance, Fund 531</i>	11,358,851	9,307,350	9,793,021	9,603,876	7,287,954	9,773,514
<i>Vehicle Equip Replacement, Fund 532</i>	9,509,081	12,723,231	8,408,068	12,982,255	7,837,261	13,645,187
<i>Office Equip Replacement, Fund 533</i>	648,008	755,038	752,776	855,975	745,359	828,034
<i>Municipal Infrastructure, Fund 534</i>	15,584,331	14,620,152	16,836,844	9,870,152	17,720,796	16,303,457
<i>Communication Equip, Fund 535</i>	3,136,808	3,559,120	3,207,646	3,762,348	3,138,181	6,926,568
<i>Information Technology, Fund 537</i>	9,842,279	12,369,683	11,767,080	13,333,707	13,090,260	14,213,081
<i>Water Reclamation & Sewer, Fund 494</i>	19,454,680	24,508,550	19,412,107	21,482,962	19,415,000	21,153,131
<i>BWP Electric, Fund 496</i>	232,988,180	253,897,380	236,646,129	259,910,720	239,681,745	270,110,507
<i>BWP Water, Fund 497</i>	34,846,594	41,040,786	35,132,788	39,581,599	35,332,441	45,812,703
<i>Refuse Collection & Disposal, Fund 498</i>	18,131,000	19,295,435	18,361,500	21,411,053	18,549,036	19,801,041
SUCCESSOR AGENCY						
<i>Successor Agency Admin., Fund 208</i>	9,764,023	9,465,613	7,233,887	9,446,587	8,677,218	6,991,922
HOUSING AUTHORITY						
<i>Section 8 Vouchers, Fund 117</i>	9,864,211	9,346,176	10,514,512	10,764,221	12,431,627	12,753,531
<i>Low/Moderate Housing, Fund 305</i>	301,299	956,464	465,685	953,236	335,489	850,674
PARKING AUTHORITY						
<i>Parking Authority, Fund 310</i>	706,900	921,066	786,372	809,746	552,111	751,201
TOTAL	\$ 626,326,499	\$ 668,803,942	\$ 638,976,328	\$ 670,103,817	\$ 644,275,554	\$ 699,177,870

GENERAL FUND TRENDS



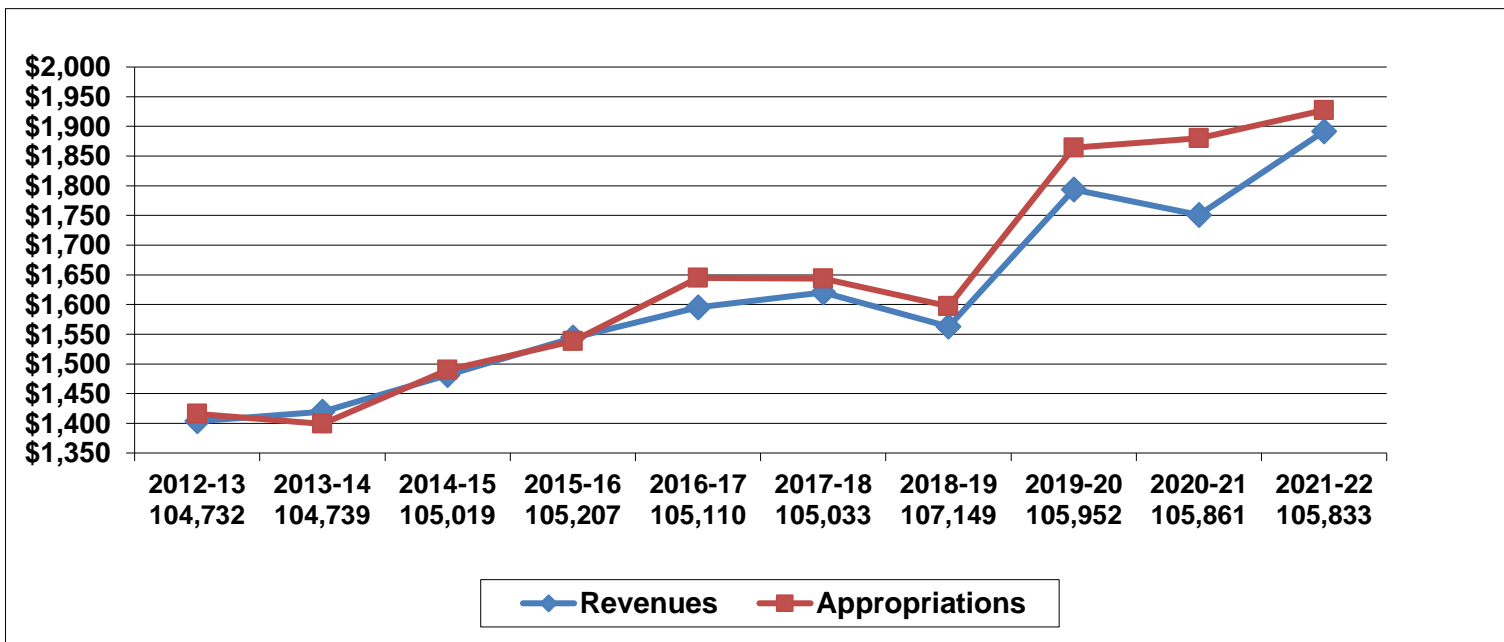
The following chart illustrates the ten-year trend for General Fund revenues and appropriations. The chart includes the most recent four years of actual results, current year budget, and the five year forecast. Only recurring revenues and appropriations are included. FY 2020-21 revenues were revised downward subsequent to the adoption of the budget due to the pandemic.

10-Year Trend of General Fund Revenues and Appropriations
(\$ in millions)



The chart below shows the ten-year trend for General Fund revenues and appropriations taking the City's population into account. Per capita revenues and appropriations indicate year-to-year fluctuations due to economic cycles during the last ten fiscal years. The sharp increase in FY 2019-20 was attributable to the Measure P Transaction and Use Tax revenues approved by voters in 2018. A slow economic recovery from the pandemic is projected for FY 2021-22 .

REVENUES AND APPROPRIATIONS PER CAPITA



GENERAL FUND PROJECTED REVENUES AND EXPENDITURES

(Amounts in Thousands)



	2021-22	2022-23	2023-24	2024-25	2025-26
Recurring Items:					
Revenues					
Sales Tax	\$ 49,788	\$ 51,780	\$ 52,816	\$ 53,872	\$ 54,949
Property Taxes	59,022	60,223	62,030	64,201	66,448
Utility Users Tax	16,707	16,791	16,874	16,959	17,044
Services Charges - Intra City	13,397	13,665	14,006	14,427	14,859
Services Charges	16,052	17,255	17,773	18,129	18,491
In Lieu Tax	8,792	8,863	8,934	9,005	9,077
Interest/Use of Money	2,013	2,114	2,219	2,297	2,377
Parking/Traffic/Other Fines	2,202	2,312	2,358	2,406	2,454
Transient Occupancy Tax	7,000	9,134	10,579	11,636	12,509
Building Permits/License Fees	4,820	5,013	5,163	5,318	5,478
Transient Parking Tax	1,680	2,184	2,621	3,014	3,315
Business Taxes	2,300	2,415	2,463	2,513	2,563
Franchises	1,524	1,524	1,524	1,524	1,524
Intergovernmental Revenues	859	877	894	912	930
TOTAL REVENUES	\$ 186,157	\$ 194,149	\$ 200,255	\$ 206,212	\$ 212,019
Expenditures					
City Council	\$ (725)	\$ (745)	\$ (765)	\$ (786)	\$ (804)
City Manager	(2,427)	(2,493)	(2,560)	(2,631)	(2,690)
City Clerk	(1,633)	(1,678)	(1,724)	(1,772)	(1,813)
City Treasurer	(860)	(883)	(907)	(932)	(953)
City Attorney	(4,402)	(4,520)	(4,641)	(4,768)	(4,871)
Management Services	(6,522)	(6,701)	(6,885)	(7,078)	(7,244)
Financial Services	(5,624)	(5,776)	(5,931)	(6,095)	(6,230)
Parks and Recreation	(26,609)	(27,357)	(28,126)	(28,927)	(29,654)
Library Services	(8,046)	(8,265)	(8,491)	(8,727)	(8,928)
Community Development	(12,831)	(13,183)	(13,546)	(13,925)	(14,252)
Public Works	(16,895)	(17,362)	(17,842)	(18,344)	(18,784)
Fire	(37,490)	(37,712)	(38,732)	(39,916)	(40,971)
Police	(61,589)	(62,669)	(64,481)	(66,456)	(68,174)
Non-Departmental	(7,200)	(8,096)	(8,646)	(9,337)	(9,773)
Subtotal General Fund Expenditures	\$ (192,851)	\$ (197,439)	\$ (203,277)	\$ (209,694)	\$ (215,143)
RECURRING BALANCE	\$ (6,695)	\$ (3,290)	\$ (3,022)	\$ (3,482)	\$ (3,123)

GENERAL FUND PROJECTED REVENUES AND EXPENDITURES

(Amounts in Thousands)



	2021-22	2022-23	2023-24	2024-25	2025-26
Non-recurring Revenue/Savings Items:					
American Rescue Plan Funding	\$12,774				
Other Non-Recurring Revenue/Resources	1,296				
Non-Recurring COVID-19 Savings Measures	9,828	7,770			
Estimated Annual Budget Savings	3,857	2,962	3,049	3,145	3,227
Non-Recurring Revenue/Savings Total:	\$27,755	\$10,732	\$3,049	\$3,145	\$3,227
Plus Beginning Balance June 30th					
Working Capital Reserve	\$ 15,358	\$ 24,180	\$ 22,934	\$ 21,794	\$ 20,174
Emergency Reserve	(734)	(688)	(876)	(963)	(817)
Compensated Absences Reserve	(245)	(229)	(292)	(321)	(272)
	(149)				
Adjusted Beginning Balance July 1st	14,230	23,262	21,766	20,511	19,084
Less Non-Recurring Items					
Adopted FY 21-22 One-Time Requests	(2,340)				
Contributions to CalPERS	(8,770)	(7,770)			
Subtotal Non-Recurring Items	(11,110)	(7,770)			
EXCESS/(DEFICIENCY) OF REVENUE OVER APPROPRIATIONS					
	\$ 30,875	\$ 26,224	\$ 24,815	\$ 23,656	\$ 22,311
PLUS RECURRING BALANCE (ABOVE)					
	\$ (6,695)	\$ (3,290)	\$ (3,022)	\$ (3,482)	\$ (3,123)
ENDING AVAILABLE FUND BALANCE	\$ 24,180	\$ 22,934	\$ 21,794	\$ 20,174	\$ 19,188

FY 2021-22 FINANCIAL FORECAST PARAMETERS



Description	2021-22	2022-23	2023-24	2024-25	2025-26
<u>Revenues</u>					
Sales Tax	8.0%	4.0%	2.0%	2.0%	2.0%
Property Taxes	4.0%	2.0%	3.0%	3.5%	3.5%
Utility Users Tax	7.0%	0.5%	0.5%	0.5%	0.5%
Services Charges - IntraCity	0.0%	2.0%	2.5%	3.0%	3.0%
Services Charges	21.5%	7.5%	3.0%	2.0%	2.0%
In-Lieu of Tax	6.4%	0.8%	0.8%	0.8%	0.8%
Interest Earnings	2.2%	5.0%	5.0%	3.5%	3.5%
Parking/Traffic/Other Fines	17.4%	5.0%	2.0%	2.0%	2.0%
Transient Occupancy Tax	40.0%	30.5%	15.8%	10.0%	7.5%
Building Permits/License Fees	0.0%	4.0%	3.0%	3.0%	3.0%
Transient Parking Tax	40.0%	30.0%	20.0%	15.0%	10.0%
Business Taxes	15.0%	5.0%	2.0%	2.0%	2.0%
Franchise Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Intergovernmental Revenues	1.7%	2.0%	2.0%	2.0%	2.0%
<u>Expenditures</u>					
Salaries & Wages *					
Utilities	2.0%	2.0%	2.0%	2.0%	2.0%
Contracts/Services/Other	2.0%	2.0%	2.0%	2.0%	2.0%
Internal Service Funds	3.0%	3.0%	3.0%	3.0%	3.0%

* confidential

SUMMARY OF CHANGES FROM PROPOSED TO ADOPTED BUDGET



At the May 4th, 2021 Budget Study Session, City Council requested staff provide memorandums on several follow-up items. This information was provided to the City Council on May 20th, 2021. The items listed below were selected to be incorporated into the adopted budget at the direction of the City Council during the May 25, 2021 public budget hearing.

Fund	Department	Item	Description	Amount
General Fund (001)	Police Department	Police Reserve 3% Stipend Increase	Reserve officers are considered unpaid volunteers who receive an annual stipend of up to \$1,260, this includes \$600 to offset program participation costs, \$360 for firearm qualifications, and \$300 uniform allowance. Most reserve officers receive \$960 annually due to minimum hours mandates.	\$324
General Fund (001)	Parks and Recreation Department	Funding for the Arts	In FY 2005-06, the City Council set aside \$100,000 in a reserve account to establish a performing arts endowment, with an additional allocation of \$100,000 in FY 2006-07. The account now has a balance of \$220,000 with accrued interest. \$50,000 will be allocated each fiscal year until the reserve is exhausted.	\$50,000
General Fund (001)	Fire Department	LUCAS Device	Funds were appropriated to purchase a third LUCAS device. LUCAS devices are used to provide high-quality, guidelines-consistent chest compressions to sudden cardiac arrest patients, enhancing life-saving measures provided by paramedics.	\$23,523
Public Improvements Fund (127)	Community Development Department	City Identifier	CalTrans is nearing completion of a new Burbank Boulevard bridge that crosses over I-5, as part of the 5 Freeway widening project. Council requested the construction of a city sign on the overpass to act as a community identifier for those traveling on the I-5.	\$250,000
Total City Council Directed Changes				\$323,847

FY 2021-22 ADOPTED BUDGET BY FUND AND PRIOR YEAR APPROPRIATIONS/EXPENDITURES



FUND NO.	DEPARTMENT/FUND NAME	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED
001	City Attorney	\$ 3,401,747	\$ 3,629,162	\$ 3,971,892	\$ 3,832,181	\$ 4,165,511	\$ 4,402,045
001	City Clerk	1,574,276	1,185,527	1,266,648	1,206,752	1,424,007	1,632,889
001	City Council	547,114	567,034	559,957	600,128	691,883	724,974
001	City Manager	2,243,479	2,590,953	2,166,429	3,136,332	2,363,468	2,426,938
001	City Treasurer	677,620	678,271	685,310	744,825	818,664	859,809
001	Community Development	7,256,256	8,392,644	9,833,809	10,192,634	11,011,551	13,585,972
001	Financial Services	4,755,319	4,710,194	4,993,922	5,653,190	5,488,241	5,623,985
001	Fire	37,199,464	38,237,361	37,126,328	38,714,502	36,571,893	37,652,549
001	Information Technology	4,612,834	4,885,939				
001	Library Services	6,099,929	6,344,606	6,591,121	7,182,207	7,708,733	8,045,793
001	Management Services	5,583,288	5,029,194	5,145,773	5,496,558	6,211,340	6,522,077
001	Parks & Recreation	18,194,136	18,529,828	21,161,166	22,928,241	25,324,293	26,725,017
001	Police	55,574,377	56,659,402	57,580,906	61,737,561	61,792,888	61,721,360
001	Public Works	15,593,766	13,437,784	14,005,519	15,324,160	16,394,868	16,894,687
001	Non-Departmental	9,609,686	7,753,153	7,474,509	16,301,673	19,033,564	17,166,754
GENERAL FUND TOTAL BUDGET		\$ 172,923,291	\$ 172,631,052	\$ 172,563,289	\$ 193,050,944	\$ 199,000,904	\$ 203,984,849
320	Public Financing Authority	\$ 4,538,525	\$ 44,328,775				
370	General City Capital Projects	\$ 5,261,912	\$ 12,220,753	\$ 6,785,492	\$ 5,934,090	\$ 1,291,622	\$ 236,333
SPECIAL REVENUE FUNDS							
104	Prop A Transportation	\$ 1,994,661	\$ 2,196,996	\$ 2,374,786	\$ 2,504,484	\$ 2,831,246	\$ 2,901,374
105	Prop C Transportation	1,598,300	2,126,310	1,787,530	1,858,053	2,972,861	2,081,287
106	Transportation (AQMD)	85,095	97,481	89,789	135,532	243,917	251,110
107	Measure R Transportation	606,299	1,387,672	1,757,799	1,324,948	1,649,473	1,615,411
108	Measure M Transportation				2,226,107	1,264,574	2,258,568
109	Measure W Transportation						700,000
121	General City Grant Fund	64,980	364,123	408,869	306,349		
122	Comm Dev Block Grants (CDBG)	858,991	1,064,465	812,935	721,454	1,706,213	1,178,579
123	Road Maintenance & Rehabilitation (RMRA)			20,334	1,601,433	2,000,000	2,306,871
124	Drug Asset Forfeiture	427,092	116,661	69,062	35,050		
125	State Gas Tax	1,842,403	2,574,173	2,213,544	2,549,837	2,502,103	2,916,334
127	Public Improvements	4,189,799	2,829,174	4,781,837	7,370,027	3,020,406	1,457,469
128	HUD Affordable Housing Fund	50,978	1,000,032	1,054,569	410,198	555,781	684,122
129	Street Lighting	2,599,219	2,400,131	2,713,193	2,360,896	2,841,317	2,804,478
130	Youth Endowment Services	132,422	8,199				
131	Community Service (BCSF)			1,103	719		
133	Tieton Hydropower Project	1,776,643	2,298,753	2,251,462	3,414,404	3,580,189	2,388,124
483	Magnolia Power Plant	22,217,041	17,817,430	18,560,424	20,313,842	22,713,038	22,730,505
		\$ 38,443,923	\$ 36,281,600	\$ 38,897,236	\$ 47,133,334	\$ 47,881,118	\$ 46,274,232
INTERNAL SERVICE FUNDS							
530	General Liability Insurance	\$ 5,840,273	\$ 1,007,840	\$ 6,701,345	\$ 8,935,902	\$ 7,161,735	\$ 8,767,905
531	Workers' Comp Insurance	8,638,201	9,973,944	7,315,260	8,030,609	9,603,876	9,773,514
532	Vehicle Equipment Replacement	10,226,900	8,261,919	8,851,947	9,025,966	12,982,255	13,645,187
533	Office Equipment Replacement	312,100	713,932	1,543,766	1,376,274	855,975	828,034
534	Municipal Infrastructure	3,137,733	1,773,296	2,945,576	6,036,790	9,870,152	16,303,457
535	Communication Equip Replacement	2,274,219	3,886,160	2,946,506	4,153,889	3,762,348	6,926,568
537	Information Technology	2,912,003	3,343,572	8,864,834	9,512,184	13,333,707	14,213,081
		\$ 33,341,429	\$ 28,960,663	\$ 39,169,234	\$ 47,071,614	\$ 57,570,048	\$ 70,457,746
ENTERPRISE FUNDS							
494	Water Reclamation and Sewer (PW)	\$ 13,864,579	\$ 15,944,377	\$ 19,467,496	\$ 20,903,423	\$ 21,482,962	\$ 21,153,131
495	Golf Fund (Parks & Recreation)	664,329					
496	Electric Fund (BWP)	228,131,790	216,454,793	208,993,451	213,598,123	259,910,720	270,110,507
497	Water Fund (BWP)	40,616,328	31,969,888	34,856,664	36,967,327	39,581,599	45,812,703
498	Refuse Collection and Disposal (PW)	16,065,061	20,840,261	20,093,495	16,090,161	21,411,053	19,801,041
		\$ 299,342,087	\$ 285,209,319	\$ 283,411,106	\$ 287,559,034	\$ 342,386,334	\$ 356,877,382

FY 2021-22 ADOPTED BUDGET BY FUND AND PRIOR YEAR APPROPRIATIONS/EXPENDITURES



FUND NO.	DEPARTMENT/FUND NAME	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ADOPTED	2021-22 ADOPTED
SUCCESSOR AGENCY							
208	Administration/Debt Service	10,167,778	52,544,516	9,486,478	11,541,882	9,446,587	6,991,922
		\$ 10,167,778	\$ 52,544,516	\$ 9,486,478	\$ 11,541,882	\$ 9,446,587	\$ 6,991,922
HOUSING AUTHORITY							
117	Housing Vouchers	\$ 9,282,715	\$ 9,685,512	\$ 9,676,092	\$ 10,692,438	\$ 10,764,221	\$ 12,753,531
305	Low/Moderate Income Housing	383,575	575,860	1,421,470	953,197	953,236	850,674
		\$ 9,666,290	\$ 10,261,372	\$ 11,097,562	\$ 11,645,635	\$ 11,717,457	\$ 13,604,205
PARKING AUTHORITY							
310	Parking Authority	\$ 585,729	\$ 820,449	\$ 706,816	\$ 661,521	\$ 809,746	\$ 751,201
		\$ 585,729	\$ 820,449	\$ 706,816	\$ 661,521	\$ 809,746	\$ 751,201
TOTAL CITY		\$ 574,270,964	\$ 643,258,499	\$ 562,117,213	\$ 604,598,054	\$ 670,103,817	\$ 699,177,870

FY 2021-22 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2021-22 ADOPTED
FUND 001 GENERAL FUND						
CL01A	CITY COUNCIL	\$ 566,512	\$ 158,462			\$ 724,974
	CITY CLERK	\$ 1,196,222	\$ 436,667			\$ 1,632,889
CC01A	Services	427,440	163,513			590,953
CC01B	Elections	90,127	169,970			260,097
CC01C	Legal Advertising	68,772	45,969			114,741
CC01D	Records Management	347,451	42,738			390,189
CC01E	Passport Services	262,432	14,477			276,909
CT01A	CITY TREASURER	\$ 689,492	\$ 170,317			\$ 859,809
	CITY ATTORNEY	\$ 4,042,052	\$ 359,993			\$ 4,402,045
CA01A	Dept Services-Admin	2,045,136	226,527			2,271,663
CA02A	Litigation	933,310	60,510			993,820
CA03A	Prosecution	1,063,606	72,956			1,136,562
	CITY MANAGER	\$ 2,026,870	\$ 400,068			\$ 2,426,938
CM01A	Operations	1,166,764	157,282			1,324,046
CM02A	PIO	860,106	242,786			1,102,892
	MANAGEMENT SERVICES	\$ 4,656,350	\$ 1,865,727			\$ 6,522,077
MS01A	General Administration	586,145	253,229			839,374
MS01B	Reprographics Printing Services	284,777	244,255			529,032
MS01C	LiveScan	110,068	53,567			163,635
MS01E	Labor Relations	450,115	138,247			588,362
MS02B	Workforce Connection	146,234	44,358			190,592
MS02C	Youth Employment	500,326	60,474			560,800
MS02D	Employment Services	952,986	465,650			1,418,636
MS02E	Employee Services	1,096,509	180,275			1,276,784
MS03A	Environmental Health & Safety	529,190	425,672			954,862
	FINANCIAL SERVICES	\$ 4,806,959	\$ 817,026			\$ 5,623,985
FN01A	Accounting/Administration	2,691,627	490,637			3,182,264
FN02A	Budget/Purchasing/Revenue	2,115,332	326,389			2,441,721
	PARKS and RECREATION	\$ 14,367,048	\$ 12,357,969			\$ 26,725,017
	Landscape & Forestry	4,719,757	3,109,793			7,829,550
PR21A	Facility Planning & Development		1,682,694			1,682,694
PR22A	Forestry Services	1,706,151	517,238			2,223,389
PR23A	Park Landscape Program	3,013,606	869,861			3,883,467
PR26A	Urban Reforestation		40,000			40,000
	Administration	2,554,735	4,376,945			6,931,680
PR28A	Administration	2,554,735	1,179,024			3,733,759
PR27A	Golf Course		3,197,921			3,197,921
	Community Services	3,020,995	1,702,324			4,723,319
PR31D	Starlight Bowl	197,576	256,895			454,471
PR31E	Stough Canyon Nature Center	283,619	71,353			354,972
PR31F	Youth Resource Programs		273,882			273,882
PR31H	Ovrom Park	244,874	131,280			376,154
PR32D	Cultural Services	409,264	187,112			596,376
PR32E	Commercial & Special Events	10,687	62,050			72,737
PR41A	Retired & Senior Volunteer Program	122,529	87,120			209,649
PR42A-C	Supplemental Nutrition	1,292,922	391,036			1,683,958
PR43A	Information & Assistance		2,812			2,812
PR45A	Senior Recreation	459,524	226,538			686,062
PR46A	Human Services		12,246			12,246

FY 2021-22 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2021-22 ADOPTED
	Recreation Services	4,071,561	3,168,907			7,240,468
PR31A	McCambridge Park	190,160	1,558,345			1,748,505
PR31B	Verdugo Park	307,875	220,670			528,545
PR31C	Olive Recreation	622,875	306,366			929,241
PR32A	Daycamp and Afterschool Program	1,188,662	247,555			1,436,217
PR32B	Organized Sports	900,293	516,405			1,416,698
PR32C	Aquatics	861,696	139,771			1,001,467
PR32F	Athletic Leagues		179,795			179,795
	LIBRARY SERVICES	\$ 6,154,344	\$ 1,891,449			\$ 8,045,793
LB01A	Technical Services	915,377	953,402			1,868,779
LB02A	Public Services	5,238,967	938,047			6,177,014
	COMMUNITY DEVELOPMENT	\$ 9,165,231	\$ 4,420,741			\$ 13,585,972
CD11A	Administration	623,098	385,484			1,008,582
	Economic Development & Housing	1,333,351	1,315,060			2,648,411
CD23A	Affordable Housing	133,216	794,610			927,826
CD23B	Economic Development	773,829	351,072			1,124,901
CD23C	Real Estate	426,306	169,378			595,684
CD31A	Planning	2,511,510	1,110,964			3,622,474
	Transportation	508,074	243,656			751,730
CD32A	Transportation	508,074	243,656			751,730
CD42A	Building Division	4,189,198	1,365,577			5,554,775
	PUBLIC WORKS	\$ 11,195,491	\$ 5,699,196			\$ 16,894,687
PW11A	Administration	1,198,648	298,473			1,497,121
	Engineering Design & Construction	3,749,754	787,663			4,537,417
PW21A	Street Design & Construction	1,240,766	156,938			1,397,704
PW21B	Permits	725,821	100,259			826,080
PW22A	Engineering & Design	560,114	129,593			689,707
PW22D	Traffic Signal Maintenance	769,842	299,023			1,068,865
PW22H	Traffic Management Center	453,211	101,850			555,061
	Street and Sanitation	1,699,116	2,869,575			4,568,691
PW22B	Signs and Painting	615,611	168,331			783,942
PW32A	Roadway & Parkway Maintenance	981,062	2,606,526			3,587,588
PW32B	Weed Abatement	28,725	34,120			62,845
PW32D	Flood Control	73,718	60,598			134,316
	Fleet & Building Maintenance	3,644,573	1,533,331			5,177,904
PW33A	Facilities Maintenance	1,925,635	938,465			2,864,100
PW33B	Custodial Services	1,718,938	594,866			2,313,804
PW35A	Field Services - Administration	903,400	210,154			1,113,554
	FIRE	\$ 31,191,881	\$ 6,298,145	\$ 162,523		\$ 37,652,549
FD01A	Fire Prevention	2,291,097	1,407,776			3,698,873
FD01B	Hazardous Materials Program	260,831	18,169			279,000
FD02A	Fire Suppression	16,109,414	3,762,174	139,000		20,010,588
FD03A	Emergency Medical Services	10,503,681	658,757	23,523		11,185,961
FD04A	Emergency Management	188,234	98,918			287,152
FD05A	Fire Apparatus and Equipment	279,128	27,276			306,404
FD06A	Training and Safety	466,278	131,916			598,194
FD07A	Administration	1,093,218	193,159			1,286,377

FY 2021-22 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2021-22 ADOPTED
	POLICE	\$ 50,328,383	\$ 11,309,677	\$ 83,300		\$ 61,721,360
PD01A-H	Patrol Division	24,772,996	7,015,185			31,788,181
PD02A-D	Investigation Division	9,464,358	750,602			10,214,960
PD03A-E	Administrative Services	6,052,949	1,386,089	83,300		7,522,338
PD04A	Animal Shelter	1,502,360	375,915			1,878,275
PD05A	Parking Enforcement	1,569,001	222,516			1,791,517
PD06C	Communication Center	2,000,058	72,646			2,072,704
PD07A-E	Support Services	3,115,354	384,343			3,499,697
PD08A	Air Support Unit	554,363	767,901			1,322,264
PD09A	Jail Division	1,296,944	334,480			1,631,424
ND01A	NON-DEPARTMENTAL	\$ 10,693,165	\$ 556,147		\$ 5,917,442	\$ 17,166,754
TOTAL GENERAL FUND		\$ 151,080,000	\$ 46,741,584	\$ 245,823	\$ 5,917,442	\$ 203,984,849
370	GENERAL CITY CAPITAL PROJECTS			\$ 236,333		\$ 236,333
SPECIAL REVENUE FUNDS						
104	PROP A TRANSPORTATION	\$ 1,529,063	\$ 1,187,311		\$ 185,000	\$ 2,901,374
CD32B	Transportation		470,957		185,000	655,957
CD33A	Administration	1,529,063	716,354			2,245,417
105	PROP C TRANSPORTATION	\$ 325,221	\$ 1,756,066			\$ 2,081,287
CD32B	BurbankBus Operations		1,589,766			1,589,766
CD33A	Administration	325,221	166,300			491,521
106	TRANSPORTATION (AQMD)	\$ 227,229	\$ 23,881			\$ 251,110
107	MEASURE R TRANSPORTATION		\$ 1,428,411	\$ 187,000		\$ 1,615,411
CD33A	Transportation		1,428,411	187,000		1,615,411
PW21A	Street Design & Construction					
108	MEASURE M TRANSPORTATION		\$ 8,568	\$ 2,250,000		\$ 2,258,568
109	MEASURE W STORMWATER			\$ 700,000		\$ 700,000
122	CDBG	\$ 81,651	\$ 1,096,928			\$ 1,178,579
123	ROAD MAINTENANCE & REHABILITATION		\$ 6,871	\$ 2,300,000		\$ 2,306,871
125	STATE GAS TAX	\$ 2,201,518	\$ 314,816	\$ 400,000		\$ 2,916,334
PW21A	Street Design & Construction	678,047	55,050	400,000		1,133,097
PW21E	Select Streets		106,766			106,766
PW22A	Engineering & Design	273,431	153,000			426,431
PW32A	Roadway & Parkway Maintenance	1,250,040				1,250,040
127	PUBLIC IMPROVEMENTS	\$ 336,174	\$ 616,795	\$ 489,500	\$ 15,000	\$ 1,457,469
CD33A	Transportation	336,174	586,795	250,000		1,172,969
CD33B	Fire				15,000	15,000
CD33D	Library		30,000	40,000		70,000
CD33E	Parks & Recreation			199,500		199,500
128	HUD AFFORDABLE HOUSING	\$ 50,373	\$ 633,749			\$ 684,122
CD25A	Grants	50,373	21,545			71,918
CD25C	Grants - PSH		612,204			612,204
129	STREET LIGHTING	\$ 460,001	\$ 1,230,477	\$ 1,114,000		\$ 2,804,478
PS61A	O&M	460,001	1,230,477			1,690,478
PS61B	Capital			1,114,000		1,114,000
133	TIETON HYDROPOWER PROJECT		\$ 2,186,534	\$ 201,590		\$ 2,388,124
483	MAGNOLIA POWER PLANT	12,609,587	\$ 9,980,918	\$ 140,000		\$ 22,730,505
TOTAL SPECIAL REVENUE FUNDS		\$ 17,820,817	\$ 20,471,325	\$ 7,782,090	\$ 200,000	\$ 46,274,232

FY 2021-22 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2021-22 ADOPTED
INTERNAL SERVICE FUNDS						
530	<i>GENERAL LIABILITY INSURANCE</i>	\$ 426,134	\$ 8,341,771			\$ 8,767,905
531	<i>WORKERS' COMP INSURANCE</i>	\$ 891,462	\$ 8,882,052			\$ 9,773,514
532	<i>VEHICLE EQUIP REPLACEMENT</i>	\$ 1,598,578	\$ 7,422,109	\$ 4,624,500		\$ 13,645,187
533	<i>OFFICE EQUIP REPLACEMENT</i>		\$ 654,673	\$ 173,361		\$ 828,034
534	<i>MUNICIPAL INFRASTRUCTURE</i>		\$ 4,596,152	\$ 11,707,305		\$ 16,303,457
CD23A	323-333 S. Front Street		68,000			68,000
PR21A	Park Facilities Maintenance		725,000	1,983,305		2,708,305
PW21A	Street Design and Construction			3,625,000		3,625,000
PW22A	Engineering and Design		440,000			440,000
PW32A	Roadway and Parkway Maintenance		220,000			220,000
PW33A	Facilities Maintenance		3,143,152	6,099,000		9,242,152
535	<i>COMM EQUIP REPLACEMENT</i>	\$ 1,269,384	\$ 2,393,184	\$ 3,264,000		\$ 6,926,568
PS71A-B	Telephone System	599,547	959,644	250,000		1,809,191
PS72A-B	Radio System	669,837	1,433,540	3,014,000		5,117,377
537	<i>INFORMATION TECHNOLOGY</i>	\$ 5,634,981	\$ 6,600,558	\$ 1,977,542		\$ 14,213,081
IT01A	Administration	1,407,210	1,259,569			2,666,779
IT02A	Networking	1,854,076	1,751,379	785,000		4,390,455
IT03A	Geographic Information System (GIS)	383,187	105,075			488,262
IT04A	Applications	788,620	698,500	435,000		1,922,120
IT04B	Enterprise Resource Planning	1,201,888	1,283,500	450,000		2,935,388
	Miscellaneous Cost Centers		1,502,535	307,542		1,810,077
TOTAL INTERNAL SERVICE FUNDS		\$ 9,820,539	\$ 38,890,499	\$ 21,746,708	\$ -	\$ 70,457,746
ENTERPRISE FUNDS						
494	<i>WATER RECLAMATION & SEWER</i>	\$ 1,892,618	\$ 16,578,941	\$ 2,681,572		\$ 21,153,131
PW23A	Engineering & Design	472,562	939,250			1,411,812
PW23B	Industrial Waste Permit/Inspection	222,267	2,166,551			2,388,818
PW23C	Plant Operations & Maintenance	190,970	12,078,746	2,526,572		14,796,288
PW23D	Sewer Maintenance	1,006,819	1,394,394	155,000		2,556,213
	<i>BURBANK WATER & POWER</i>	\$ 48,637,274	\$ 214,838,080	\$ 52,032,056	\$ 415,800	\$ 315,923,210
496	Electric Fund	41,213,159	186,441,502	42,040,046	415,800	270,110,507
497	Water Fund	7,424,115	28,396,578	9,992,010		45,812,703
498	<i>REFUSE COLLECTION & DISPOSAL</i>	\$ 7,613,097	\$ 12,037,944	\$ 150,000		\$ 19,801,041
PW31A	Refuse Collection	5,428,115	5,251,686			10,679,801
PW31B	Refuse Disposal	689,841	3,126,614	150,000		3,966,455
PW31C	Recycling	776,485	2,661,191			3,437,676
PW32C	Street Sweeping	718,656	998,453			1,717,109
TOTAL ENTERPRISE FUNDS		\$ 58,142,989	\$ 243,454,965	\$ 54,863,628	\$ 415,800	\$ 356,877,382
SUCCESSOR AGENCY						
208	<i>SUCCESSOR AGENCY</i>		\$ 6,991,922			\$ 6,991,922
CD27A	Administration		399,003			399,003
CD28E	Debt Service		6,592,919			6,592,919
TOTAL SUCCESSOR AGENCY FUNDS			\$ 6,991,922			\$ 6,991,922

FY 2021-22 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2021-22 ADOPTED
HOUSING AUTHORITY						
117	Section 8 Voucher Program	813,855	11,939,676			12,753,531
305	Low/Moderate Income Housing	297,658	553,016			850,674
TOTAL HOUSING AUTHORITY FUNDS		\$ 1,111,513	\$ 12,492,692			\$ 13,604,205
PARKING AUTHORITY						
310	Parking Authority		751,201			751,201
TOTAL PARKING AUTHORITY FUNDS			\$ 751,201			\$ 751,201
TOTAL CITY		\$ 237,975,859	\$ 369,794,188	\$ 84,874,582	\$ 6,533,242	\$ 699,177,870

GENERAL FUND NON-RECURRING APPROPRIATIONS FY 2021-22



Non-Recurring General Fund appropriations may be made utilizing non-recurring revenues. This section summarizes these "one-time" appropriations that may be comprised of non-recurring Salaries and Benefits; Materials, Supplies and Services; or Capital items for FY 2021-22.

APPROPRIATION DESCRIPTION	DEPARTMENT	AMOUNT
<u>SALARIES & BENEFITS</u>		
1 CalPERS Unfunded Actuarial Liability (UAL) Payment	Non-Departmental	\$ 8,769,600
2 Park Patrol Pilot Program	Parks and Recreation	106,000
<u>MATERIALS, SUPPLIES and SERVICES</u>		
3 Permanent Local Housing Allocation Grant ¹	Community Development	500,000
4 Professional Services Plan Check	Community Development	100,000
5 Project Management for First St. Village Sound Wall	Community Development	75,000
6 Seismic Retrofit Consultant	Community Development	80,000
7 Burbank Arts Utility Box Beautification Project ²	Parks and Recreation	10,000
8 Police Vehicle Disinfecting Services	Police	49,536
<u>CAPITAL OUTLAY</u>		
9 Water Tender Replacement Ramp-up	Fire Department	139,000
10 LUCAS Device	Fire Department	23,523
11 Mental Health Evaluation Team Vehicle and Outfitting	Police	83,300
<u>CONTRIBUTION TO OTHER FUNDS</u>		
12 FY 2021-22 Citywide Information Technology Projects	Non-Departmental	1,197,442
	TOTAL :	\$ 11,133,401

¹ Funded by California Department of Housing and Community Development Grant

² Funded by Art in Public Places Funds

ADOPTED FUND TRANSFERS SUMMARY

FY 2021-22



FROM:		TO:		
<i>Fund No.</i>	<i>Fund Title</i>	<i>Fund No.</i>	<i>Fund Title</i>	<i>Amount Purpose</i>
001	General Fund	498	Refuse Collection & Disposal Fund	20,000 Refuse Premium Roll-out Service
001	General Fund	534	Municipal Infrastructure Fund	4,700,000 Infrastructure Maintenance Repair and Improvement Funding Commitment Policy
001	General Fund	537	Information Technology Fund	1,197,442 FY 2021-22 approved Information Technology Projects
104	Proposition A	105	Proposition C	185,000 Discretionary Incentive and Growth Over Inflation and Discretionary Incentive Grant from Metro
127	Public Improvements	001	General Fund	15,000 Loan Repayment for Construction Costs of the Police/Fire Headquarters
496	Electric Fund	537	Information Technology Fund	415,800 FY 2021-22 approved Information Technology Projects
TOTAL				\$ 6,533,242

SUMMARY OF INDIRECT CHARGES FY 2021-22



Each year, the City of Burbank develops a cost allocation plan and a supplemental utility cost plan to identify the General Fund costs associated with providing certain services to other funds. These indirect charges reimburse the General Fund for overhead services provided by central service departments such as Financial Services, City Attorney, and City Clerk. The City uses a “Double Step Down” methodology which allocates service costs to all departments and then allocates service costs only to operating departments. The indirect charges can be found in the “Services of Other Departments - Indirect” line item account within the budget sections of each fund/cost center, as listed below.

FUND	COST CENTER	DESCRIPTION	FY 2021-22
494	PW23A	Water Reclamation and Sewer Fund - Engineering/Design	\$ 266,963
494	PW23B	Water Reclamation and Sewer Fund - Industrial Waste/Inspection	116,719
494	PW23C	Water Reclamation and Sewer Fund - Plant Operations	340,153
494	PW23D	Water Reclamation and Sewer Fund - Sewer Maintenance	520,418
498	PW31A	Refuse Collection and Disposal Fund - Refuse Collection Section	1,148,050
498	PW31B	Refuse Collection and Disposal Fund - Refuse Disposal Section	349,508
498	PW31C	Refuse Collection and Disposal Fund - Recycling Section	414,939
498	PW32C	Refuse Collection and Disposal Fund - Street Sweeping	212,365
496	PS41B	BWP Electric Fund - Finance Administration	3,866,667
497	PS51D	BWP Water Fund - Water Engineering and Planning	1,405,236
208	CD27A	Successor Agency Administration	202,738
530	MS04A	General Liability Insurance Fund	474,787
531	MS04A	Workers Compensation Insurance Fund	712,037
532	PW34A	Vehicle Equipment Replacement Fund	731,458
535	PS71A/72A	Communications Equipment Replacement Fund	124,138
537	IT01A	Information Technology Fund - Administration	906,650
104	CD32B	Proposition A Transportation Fund - Transportation	122,857
105	CD32B	Proposition C Transportation Fund - BurbankBus Operations	124,540
107	CD33A	Measure R Transportation Fund	71,206
108	PW21A	Measure M Transportation Fund	8,568
122	CD25A	Community Development Block Grant	91,277
123	PW21A	Road Maintenance and Rehabilitation Fund	6,871
125	PW21E	State Gas Tax Fund - Select Streets	106,766
127	CD33A	Public Improvements Fund - Transportation	326,880
129	PS61A-B	Street Lighting Fund	69,867
117	CD26A	Housing Authority - Section 8 Voucher Program	156,063
305	CD23A	Housing Authority - Low and Moderate Income	84,804
310	PW22F	Parking Authority Fund	48,700
TOTAL			13,011,225

OUTSTANDING DEBT SERVICE DESCRIPTIONS



Debt Service Funds are a recognized fund type in generally accepted governmental accounting principles. These funds account for the resources allocated toward debt service payments. When a debt schedule is set up, the amortization resembles mortgage payments in that principal payments typically increase and interest payments typically decrease over the life of the outstanding debt. All bonded indebtedness is administered by trustees as designated in the bond's Official Statement. Debt service payments and related administrative fees are budgeted annually for each of the relevant funds.

The City of Burbank has debt service obligations for the following funds:

General City	General Fund (Fund 001)
Enterprise Funds	Water Reclamation and Sewer (Fund 494) Burbank Water and Power (Funds 496 and 497) Refuse Collection and Disposal (Fund 498)
Successor Agency	Successor Agency (Fund 208)

Bond rating agencies, such as Moody's Investor Services and Standard & Poor's review the debt landscape for the City on a regular basis and rate the bonds accordingly. Factors such as the local economy, taxpayer base, and sufficient debt coverage levels influence the creditworthiness of bonds issued. Ratings on outstanding debt are provided below.

<u>Debt Issue</u>	<u>Moody's</u>	<u>S & P</u>
▪ 2012 Waste Disposal (taxable)	-	AAA
▪ 2010B Electric Revenue	Aa3	AA-
▪ 2010B Water Revenue	-	AAA
▪ 2012A Electric Revenue	Aa3	AA-
▪ 2014 Wastewater	Aa2	AA+
▪ 2015 Refunding Bonds	-	AA-
▪ 2017 Refunding Bonds	-	AA-

The City Council adopted a series of Financial Policies on January 9, 1990. These policies serve as a foundation to guide elected officials and city staff in managing the City's resources. The financial policies were revised and adopted by the City Council on June 11, 2020. Three of these policies address the handling of matters relating to Debt Service Funds.

- **Financial Policy # 4 addresses the Enterprise Fund's issuance of debt and in summary requires that all "Enterprise Funds have revenues (customer charges, interest income, and all other income) sufficient to meet all cash operating expenses, depreciation expense, and prescribed cash reserve policies per financial policies as recommended for each enterprise activity. Additionally, each Enterprise Fund will maintain debt service coverage requirements set forth in any related bond covenants."**
- **Financial Policy # 10 states that the City "will use long-term financing methods or cash accumulated in excess of policy requirements for major capital improvements and acquisitions. These improvements will be planned via the annual capital improvement plan process." This policy notes that local governments typically fund capital improvements through the issuance of municipal bonds. As a general practice, "...a municipal bond issue's maturity should approximate the useful life of the asset being financed."**
- **Financial Policy # 11 states "We will issue bonds or incur other terms of indebtedness only for appropriate purposes and only if the debt service does not affect the City's ability to meet future operating, capital and reserve requirements."**

OUTSTANDING DEBT SERVICE DESCRIPTIONS



The former Burbank Redevelopment Agency was established in May 1970 and provided incremental tax revenues attributable to an increase in the tax base within a project to pay the principal and interest on loans, advances and other indebtedness. To address State Budget deficits in 2011, Governor Brown signed a trailer bill AB1X 26, which eliminated all redevelopment agencies in California. On December 29, 2011, the California Supreme Court issued its ruling, finding AB1X 26 (Dissolution Bill) constitutional. As of February 1, 2012, all redevelopment agencies in California were dissolved. In its place, the “Successor Agency to the Redevelopment Agency of the City of Burbank” (Successor Agency) was formed to perform wind down activities of the former Redevelopment Agency and make payments on the former Redevelopment Agency’s enforceable obligations.

This section contains a table summarizing the estimated debt service for the current fiscal year and a list of overall outstanding debt over the life of each bond issue as of June 30, 2021. A description of each City of Burbank bond obligation provides details on the original principal amount, the outstanding principal remaining as of June 30, 2021, the maturity date, and a brief description stating the purpose for issuing the bonds. Bond payments are estimated at \$10,385,000 for principal payments and \$6,893,906 for interest obligations for a total of \$17,278,906 for FY 2021-22. Bond obligations are estimated at \$195,528,839 for principal and interest payments from FY 2021-22 through FYs 2043-44. The current debt service obligation for all years totals \$195,528,839.

During FY 2000-01, the Public Service Department changed its name to Burbank Water and Power (BWP) to better reflect the functionality of the department. Bonds listed in the BWP summary retain the original issue name.

During FY 2001-02, Waste Disposal Revenue bonds were issued to fund new improvements to the City’s solid waste disposal system and refund Series 1992-B, 1993-A, and 1994-A bonds, pay issuance costs, and meet the requirements of a reserve fund.

During FY 2002-03, the City remarketed the \$25 million Golden State Subordinated Tax Allocation Bonds Series 1993 to repay a loan from the General Fund for needed capital projects.

During FY 2003-04, the City of Burbank purchased in lieu of redemption \$8.795 million of the 1993 debt relating to the Golden State Project area as well as all of the City Centre 1993. This purchase in lieu of redemptions will save the City a significant amount of money in terms of interest savings. The City also issued \$25.1 million in pension obligation bonds (POBs) to refund an Unfunded Accrued Actuarial Liability for the Police and Fire safety employees. In June 2006, the City converted these bonds from a variable to a fixed rate due to rising variable interest rates. FY 2006-07 represented the first full year that the fixed interest rate took effect.

During FY 2004-05, the City issued \$19 million in debt for its Water Reclamation and Sewer fund to partially refund the 1995A series (fully paid off in FY 2005-06) and to make improvements in the sewer system.

During FY 2005-06, the Community Facilities District No. 2005-1 issued \$6.2 million in bonds to finance a parking structure containing 278 public parking spaces.

During FY 2006-07, the Public Financing Authority issued \$52.3 million in bonds to purchase a portion of the Golden State Redevelopment Project Tax Allocation Bonds, 1993 Series A. Those bonds provided funds for the acquisition and construction of various projects within the area.

During FY 2007-08, the 2007 Series A Golden State bonds were issued to refund a portion of the Agency’s outstanding revenue bonds, fund another purchase-in-lieu of redemption of the Agency’s subordinated tax allocation bonds, and pay for public capital improvements. This transaction saved the Agency nearly \$1.5 million through cost of money savings and debt service payment savings.

During FY 2010-11, BWP Water Revenue/Refunding Bonds, Series 2010A and Burbank Water and Power Water Revenue Bonds, Series 2010B (Taxable Build America Bonds) were issued to refund the 1998, 2001, and 2002 bonds. These bonds will also be used to finance future capital construction.

OUTSTANDING DEBT SERVICE DESCRIPTIONS



During FY 2011-12, Burbank Water and Power Electric Revenue Refunding Bonds, Series 2012A was issued to refund a portion of the 2002 Bonds which generates an annual savings of approximately \$200,000.

During FY 2012-13, Waste Disposal Refunding Revenue Bonds, Series 2012 were issued to refund the City's outstanding Waste Disposal Revenue Bonds, 2002 Series B which will generate an annual savings of approximately \$150,000.

During FY 2013-14, Wastewater Treatment Revenue Bonds, Series 2014 were issued to refund the Wastewater Treatment Revenue Bonds, 2004 Series A. The refinancing will generate an annual savings of \$185,000 from 2015-23 and \$134,000 from 2025-34 and is expected to generate an anticipated net value savings of \$2.2 million after payment of all transaction costs.

During FY 2014-15, Successor Agency Tax Allocation Refunding Bonds, Series 2015 were issued to refinance five outstanding bonds, loan, or note obligations of the former Redevelopment Agency of the City of Burbank. Proceeds of the Agency Obligations were used to finance or refinance redevelopment activities in two separate redevelopment project areas of the Former Agency, the Merged and Amended Redevelopment Project consisting of three merged component areas, and the West Olive Redevelopment Project. The refinancing is expected to generate an anticipated net present value savings of \$8.5 million.

During FY 2017-18, the Successor Agency of the Redevelopment Agency of the City of Burbank Tax Allocation Refunding Bonds, Series 2017 were issued. The proceeds refinanced certain outstanding bonds issued by the former Redevelopment Agency of the City of Burbank, purchase a debt service reserve policy, and pay for the costs of issuing the 2017 bonds. The refinancing is expected to generate an anticipated net present value savings of \$14.7 million.

GENERAL CITY BONDS

Pension Obligation Bonds 2004

Maturity Date: 6/1/2023

Issued: \$19,100,000
(Original amount was \$25,120,000 on June 22, 2004)

Outstanding 6/30/21: \$2,685,000

Purpose: Proceeds were used to refund an unfunded accrued actuarial liability for the Police and Fire safety employees. This bond was converted from a variable rate to a fixed rate in June 2006.

BURBANK WATER AND POWER BONDS

Burbank Water and Power Water Revenue Bonds, Series 2010B (Taxable Build America Bonds)

Maturity Date: 6/30/2040

Issued: \$27,945,000 on October 26, 2010

Outstanding 6/30/21: \$27,945,000

Purpose: Proceeds to be used to finance the costs of the 2010 Water Project and pay the costs of issuance.

Burbank Water and Power Electric Revenue Bonds, Series of 2010B (Taxable Build America Bonds)

Maturity Date: 6/1/2040

Issued: \$52,665,000 on March 17, 2010

Outstanding 6/30/21: \$52,665,000

Purpose: Proceeds to be used for costs of certain improvements to electric system; fund parity reserve account and to pay issuance costs.

OUTSTANDING DEBT SERVICE DESCRIPTIONS



Burbank Water and Power Electric Revenue Refunding Bonds Series 2012A

Maturity Date: 6/1/2022

Issued: \$9,810,000 on April 26, 2012

Outstanding 6/30/21: \$1,145,000

Purpose: Proceeds to be used for refunding a portion of the Electric Series 2002 bonds and to pay costs of issuance.

FORMER REDEVELOPMENT AGENCY/SUCCESSOR AGENCY BONDS

Successor Agency Tax Allocation Refunding Bonds – Series 2015

Maturity Date: 12/1/2033

Issued: \$41,020,000 on April 2, 2015

Outstanding 6/30/21: \$10,390,000

Purpose: The Successor Agency issued the Bonds to refinance five outstanding bond, loan or note obligations of the former Redevelopment Agency of the City of Burbank. Proceeds of the Agency Obligations were used to finance or refinance redevelopment activities in two separate redevelopment project areas of the Former Agency, the Merged and Amended Redevelopment Project consisting of three merged component areas, and the West Olive Redevelopment Project.

Successor Agency Tax Allocation Refunding Bonds – Series 2017

Maturity Date: 12/1/2043

Issued: \$33,020,000 on November 1, 2017

Outstanding 6/30/21: \$25,015,000

Purpose: The Successor Agency issued the Bonds to refinance three outstanding bonds, loan, or note obligations of the former Redevelopment Agency of the City of Burbank. The proceeds refinanced certain outstanding bonds issued by the former Redevelopment Agency of the City of Burbank, purchase a debt service reserve policy, and pay for the costs of issuing the 2017 bonds.

WASTE DISPOSAL BONDS

Waste Disposal Revenue Bonds, Series 2012

Maturity Date: 5/1/2022

Issued: \$6,315,000 on November 15, 2012

Outstanding 6/30/21: \$725,000

Purpose: Bonds were issued to refund the City's outstanding Waste Disposal Revenue Bonds, 2002 Series B and to pay the costs of issuing the bonds.

WASTEWATER TREATMENT BONDS

Wastewater Treatment Revenue Bonds, Series 2014

Maturity Date: 6/1/2033

Issued: \$10,575,000 on May 20, 2014

Outstanding 6/30/21: \$4,615,000

Purpose: Bonds were issued to refund Wastewater Revenue Bonds 2004, Series A and to pay for costs of issuing the bonds.

COMPUTATION OF LEGAL DEBT MARGIN

As of June 30, 2021

(Unaudited - in Thousands)



Net assessed value		\$ 26,235,226,959
Debt limit - 15% of assessed value		3,750,928,104
Amount of debt applicable to debt limit		
Redevelopment debt - tax allocation bonds	<u>40,390,000</u>	
Total	40,390,000	
Less		
Reserves in Debt Service funds available for principal payment:		
Redevelopment debt	<u> -</u>	
Total	-	
Total amount of debt applicable to debt limit	<u>40,390,000</u>	
Legal debt margin		<u>\$ 3,710,538,104</u>

BONDED DEBT SERVICE REQUIREMENTS

Estimated Payments - All Funds

FY 2021-2022 - FY 2043-2044



Issue Date	Description	Final Maturity Date	Total Outstanding Principal	Total Outstanding Interest	Total Outstanding
Burbank Water and Power: Funds 496, 497					
2012A	Electric Revenue Bonds	6/1/2022	1,145,000	57,250	1,202,250
2010B	Water Revenue Bonds	6/30/2040	27,945,000	19,027,132	46,972,132
2010B	Electric Revenue Bonds	6/1/2040	52,665,000	39,739,757	92,404,757
Total Burbank Water and Power:			81,755,000	58,824,139	140,579,139
Water Reclamation and Sewer: Fund 494					
2014	Wastewater Treatment Revenue Bonds	6/1/2033	4,615,000	665,662	5,280,662
Total Water Reclamation and Sewer Fund:			4,615,000	665,662	5,280,662
Refuse Collection and Disposal: Fund 498					
2012	Waste Disposal Refunding Revenue Bonds	5/1/2022	725,000	18,125	743,125
Total Refuse Collection and Disposal Fund:			725,000	18,125	743,125
Successor Agency (former Redevelopment Agency): Funds 208 and Public Financing Authority: Fund 320					
2015	Successor Agency Tax Alloc Refunding	12/1/2033	10,390,000	1,039,877	11,429,877
2017	Successor Agency Tax Alloc Refunding	12/1/2043	25,015,000	9,626,438	34,641,438
Total Successor Agency Funds:			35,405,000	10,666,315	46,071,315
General City (Funds 001)					
2004	Pension Obligation Bonds	6/1/2023	2,685,000	169,598	2,854,598
Total General City:			2,685,000	169,598	2,854,598
TOTAL DEBT SERVICE FOR ALL FUNDS:			\$ 125,185,000	\$ 70,343,839	\$195,528,839

BONDED DEBT SERVICE REQUIREMENTS

Estimated Payments - All Funds

FY 2021-22



Issue Date	Description	Average Interest Rate	Final Maturity Date	Principal	Interest	Total
Burbank Water and Power: Funds 496, 497						
2012A	Electric Revenue Bonds	2.42%	6/1/2022	1,145,000	57,250	1,202,250
2010B	Water Revenue Bonds	3.41%	6/1/2040		1,568,418	1,568,418
2010B	Electric Revenue Bonds	4.15%	6/1/2040		3,295,098	3,295,098
Total Burbank Water and Power:				1,145,000	4,920,766	6,065,766
Water Reclamation and Sewer: Fund 494						
2014	Wastewater Treatment Revenue Bonds	2.04%	6/1/2033	1,020,000	200,875	1,220,875
Total Water Reclamation and Sewer Fund:				1,020,000	200,875	1,220,875
Refuse Collection and Disposal: Fund 498						
2012	Waste Disposal Refunding Revenue Bonds	1.05%	5/1/2022	725,000	18,125	743,125
Total Refuse Collection and Disposal Fund:				725,000	18,125	743,125
Successor Agency: Fund 208						
2015	Successor Agency Tax Alloc Refunding	1.95%	12/1/2033	3,510,000	578,444	4,088,444
2017	Successor Agency Tax Alloc Refunding	3.00%	12/1/2043	1,475,000	1,016,475	2,491,475
Total Successor Agency Funds:				4,985,000	1,594,919	6,579,919
General City (Fund 001)						
2004	Pension Obligation Bonds	5.93%	6/1/2023	2,510,000	159,221	2,669,221
Total General City:				2,510,000	159,221	2,669,221
TOTAL DEBT SERVICE FOR ALL FUNDS:				\$ 10,385,000	\$ 6,893,906	\$ 17,278,906

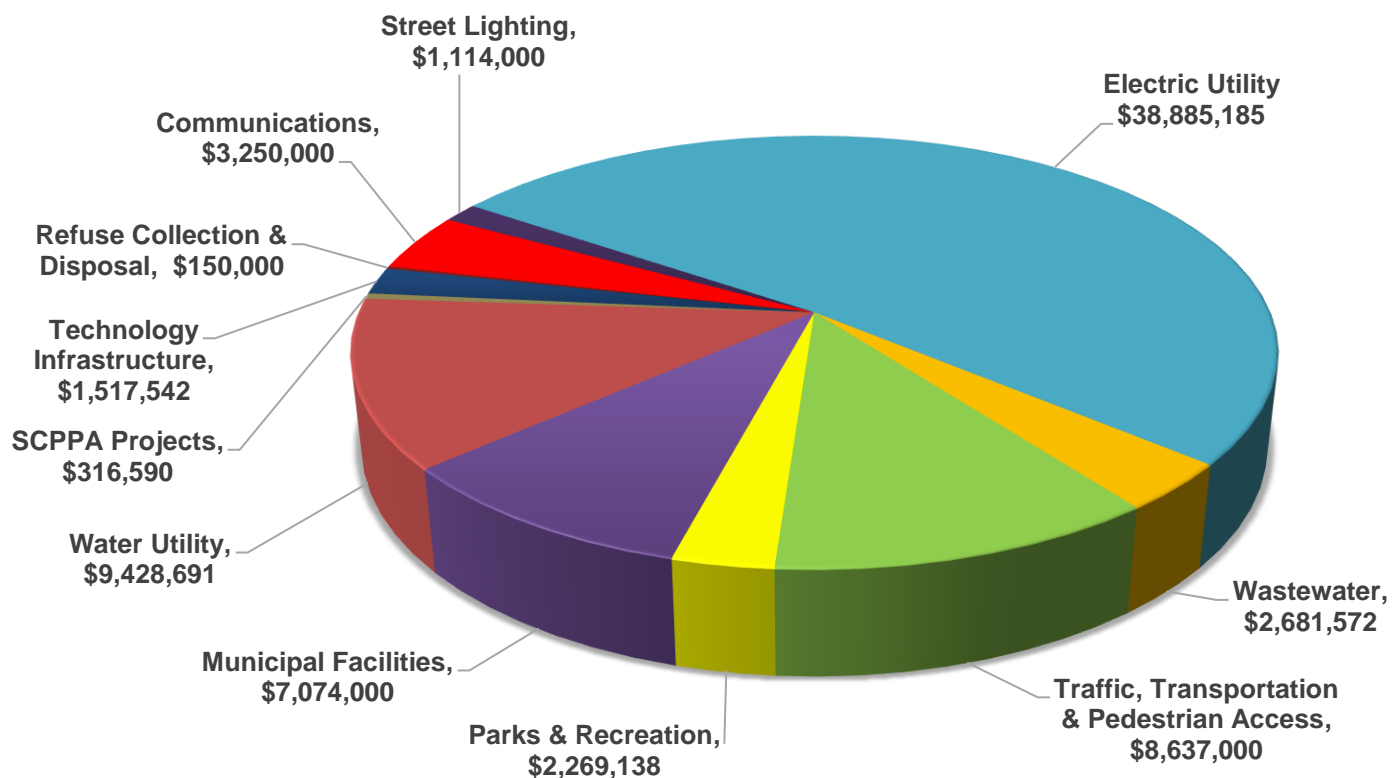
ADOPTED CAPITAL IMPROVEMENT PROGRAM (CIP)



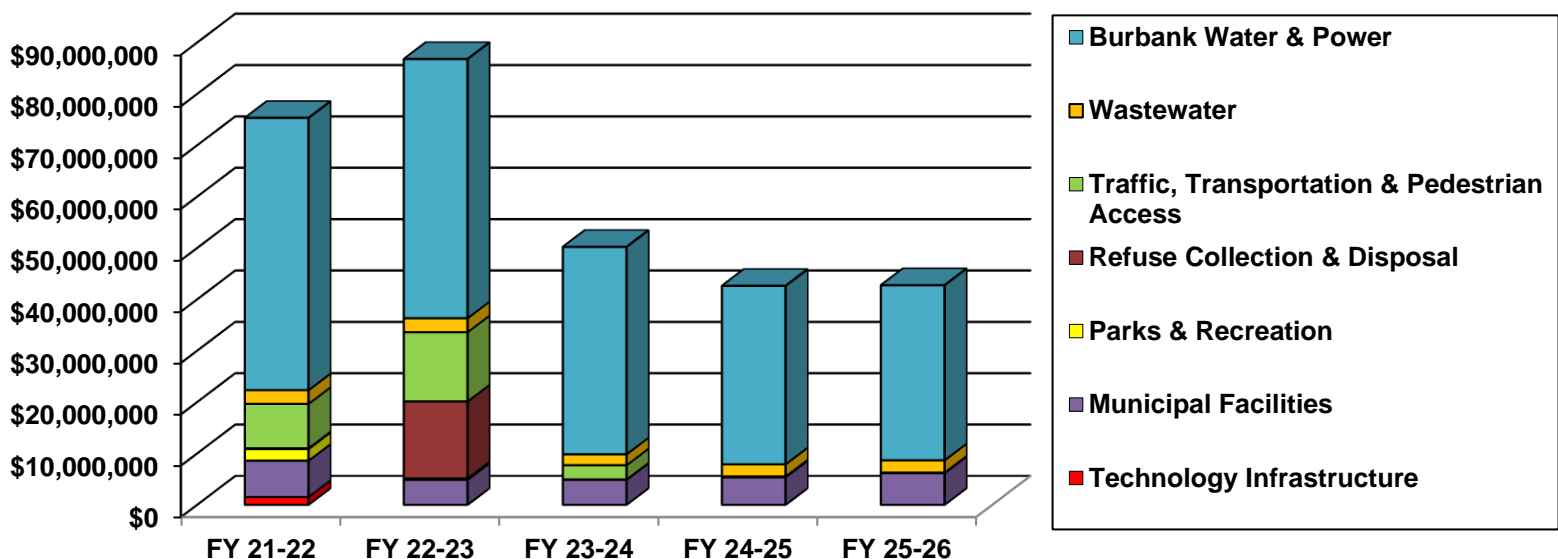
The Capital Improvement Program (CIP) Budget is developed in conjunction with the operating budget but is published as a separate document in order to provide more detailed information for each of the 313 capital projects taking place within the City of Burbank. The CIP is a multi-year program designed to tie the planning of capital improvements to realistic, reliable funding sources to ensure that both planning and implementation of such projects are balanced with available resources. The City's Infrastructure Subcommittee prioritizes projects annually to ensure that the CIP is aligned with the City's Infrastructure plan and the overall goals of the City Council.

Of the City's total budget for FY 2021-22, approximately 10.8% is appropriated for Capital Improvements. The multi-year Capital Improvement Program totals \$543 million, including FY 2021-22 appropriations of \$75 million and prior year appropriations of \$226 million. Approximately \$242 million in future year appropriations will be required to complete all of the projects included in this year's CIP Budget.

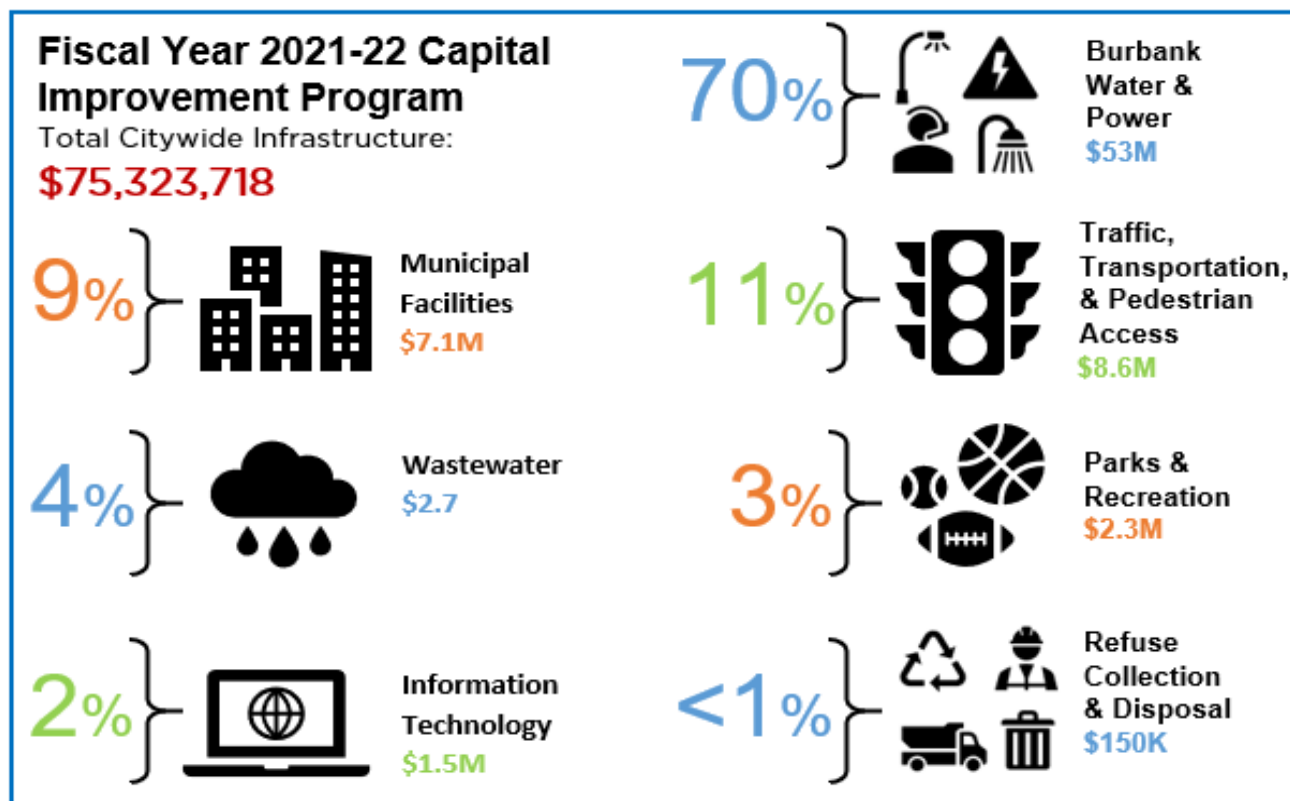
Total FY 2021-22 CIP Appropriations: \$75,323,718



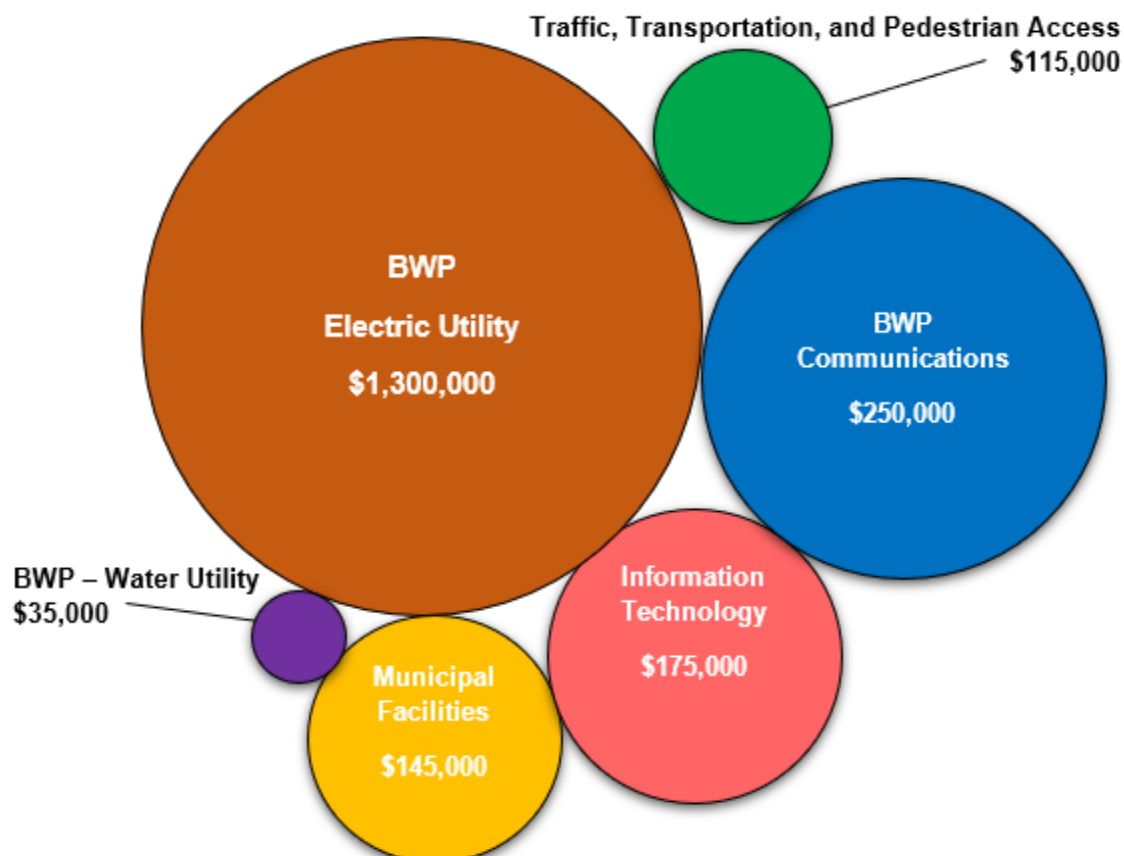
CIP Project Summary FY 2021-22 through FY 2025-26



ADOPTED CAPITAL IMPROVEMENT PROGRAM (CIP)



Annual Operating Impact of Capital Projects by Project Category



*Operating and maintenance impact for individual projects can be found within the project sheets in the FY 2021-22 CIP document.

There are long-range costs that must be recognized when the City commits to a Capital Improvement Program (CIP). For this reason, it is important to evaluate the long-range Operating and Maintenance impact of projects. The cost of operating new or expanded facilities or infrastructure is included in the operating budget in the fiscal year the asset becomes operational. Debt service payments on any debt issued for capital projects are also included in the operating budget. Due to decreased repair or/and maintenance costs, many of the City's capital projects have either little to no impact on future operating budgets or result in budget savings. However, there are several projects that will have long-term operating and maintenance costs. The overall anticipated annual operating impact of current capital projects to the citywide operating budget totals approximately \$2 million.

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 104 - Prop A Transportation								
Downtown Metro Station Elevator	400,000							400,000
Fund 104 Total	\$400,000							\$400,000
Fund 105 - Prop C Transportation								
Downtown Metro Station Elevator	350,000							350,000
Fund 105 Total	\$350,000							\$350,000
Fund 107 - Measure R Transportation								
Bike and Pedestrian Minor Project Improvements	290,000							290,000
Downtown San Fernando Blvd Reconfiguration		187,000	358,000					545,000
Downtown Pedestrian Improvements	117,206							117,206
First Street Bike Lane	200,000							200,000
Street and Concrete Programmatic Capital	4,450,000							4,450,000
Traffic Signal Service Upgrade	125,000							125,000
Fund 107 Total	\$5,182,206	\$187,000	\$358,000					\$5,727,206
Fund 108 - Measure M Transportation								
Bridge Repairs		50,000						50,000
Fiscal Year 21-22 Annual Residential Paving		400,000						400,000
Fiscal Year 21-22 Sidewalk Rehabilitation		1,400,000						1,400,000
Olive Magnolia Safety Bridge Rail		400,000						400,000
Street and Concrete Programmatic Capital	5,150,000							5,150,000
Fund 108 Total	\$5,150,000	\$2,250,000						\$7,400,000
Fund 109 - Measure W Stormwater								
Safe Clean Water Program		700,000	700,000	1,200,000	1,700,000	2,700,000		7,000,000
Fund 109 Total		\$700,000	\$700,000	\$1,200,000	\$1,700,000	\$2,700,000		\$7,000,000
Fund 122 - Community Development Block Grants								
Street and Concrete Programmatic Capital	7,603,467							7,603,467
Fund 122 Total	\$7,603,467							\$7,603,467
Fund 123 - Road Maintenance and Rehabilitation								
Fiscal Year 21-22 Annual Residential Paving		1,100,000						1,100,000
Fiscal Year 21-22 Arterial Pavement Rehabilitation		1,200,000						1,200,000
Street and Concrete Programmatic Capital	5,400,000							5,400,000
Fund 123 Total	\$5,400,000	\$2,300,000						\$7,700,000
Fund 125 - State Gas Tax								
Fiscal Year 21-22 Arterial Pavement Rehabilitation		400,000						400,000
Street and Concrete Programmatic Capital	12,365,625							12,365,625
Fund 125 Total	\$12,365,625	\$400,000						\$12,765,625
Fund 127 - Public Improvements								
Brace Canyon Park Ballfield	825,000							825,000
Buena Vista/Vanowen Quiet Zone	180,252							180,252
Chandler Bikeway Extension	570,046		2,729,059					3,299,105
Downtown Burbank Metrolink Access	300,000							300,000
First Street Bike Lane	150,000							150,000
First Street Village Sound Wall	300,000		1,200,000					1,500,000
I-5 Mitigation Empire Interchange	668,000							668,000
I-5 Mitigation Empire Ave. and Buena Vista St.	4,000,000							4,000,000
LA River Bridge	300,000			1,700,000				2,000,000
Olive Recreation Center Re-Design	250,000							250,000
Picnic Facility Improvements Verdugo		199,500						199,500
San Fernando Bikeway	1,158,564		6,494,922					7,653,486
San Fernando Connector/Empire Interchange	4,373,263							4,373,263
Traffic Signal Service Upgrade	125,000		150,000	125,000	50,000			450,000
Fund 127 Total	\$13,200,125	\$199,500	\$10,573,981	\$1,825,000	\$50,000			\$25,848,606
Fund 129 - Street Lighting								
Aid In Construction SL Projects for Customers	504,319	255,000	260,000	260,000	165,000	165,000	170,000	1,779,319
Aid In Construction SL for Other Departments	92,352	30,000	35,000	35,000	35,000	40,000	40,000	307,352
Convert SL Circuits to Underground 120V Circuits	13,913	20,000	500,000	20,000	20,000	20,000	20,000	613,913
Install LED Luminaires	862,533	275,000	270,000	270,000	180,000	150,000	268,800	2,276,333
Replace Deteriorated SL Standards and Substructures	415,636	344,000	420,000	420,000	480,000	480,000	430,000	2,989,636
Replace Streetlights Due to Knockdowns	236,097	105,000	110,000	115,000	120,000	125,000	130,000	941,097
Replace Streetlights with LED 12kV Conversion Area	60,000	10,000	5,000	5,000				80,000
SL Customer Requests - Replace Deteriorated Poles	247,939	75,000	80,000	80,000	85,000	85,000	90,000	742,939
Fund 129 Total	\$2,432,789	\$1,114,000	\$1,680,000	\$1,205,000	\$1,085,000	\$1,065,000	\$1,148,800	\$9,730,589

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 133 - Tieton Hydropower project								
Fiscal Year 2021-22 Tieton Improvements		191,590						191,590
Fund 133 Total		\$191,590						\$191,590
Fund 310 - Parking Authority Capital Projects								
Orange Grove Parking Structure Project	545,000							545,000
Parking Structure Security Cameras	300,000		300,000					600,000
Fund 310 Total	\$845,000		\$300,000					\$1,145,000
Fund 370 - General City Capital Projects								
Alameda Signal Synchronization	250,000							250,000
Annual Roof Repair/Replacement	285,500							285,500
Bike and Pedestrian Minor Project Improvements	28,863							28,863
Brace Canyon Park Ballfield	819,622							819,622
Bridge Repairs	1,059,226							1,059,226
Buena Vista/Vanowen Quiet Zone	349,123							349,123
Burbank Little Theatre Renovation	180,000							180,000
Catch Basin Trash Excluders	250,000							250,000
City Building Seismic Retrofit	200,000							200,000
City Yard Services Building	5,150,000							5,150,000
Community Garden	125,000							125,000
Debris Basin Permit Mitigation	465,689							465,689
Debris Flow Mitigation	1,724,292							1,724,292
Downtown Metro Station Elevator	250,000							250,000
Downtown Pedestrian Improvements	32,794							32,794
Glenoaks Boulevard and First Street Signal Improve	3,200,000							3,200,000
I-5 Arterial Phase 3	200,000		500,000	900,000				1,600,000
Indoor/Outdoor Court Resurfacing	20,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000
McCambridge Recreation Center Gym Mural	10,000							10,000
Maxam Park Restroom and Building Project	150,000							150,000
New Burbank Central Library		150,000						150,000
Olive/Verdugo Intersection Improvements	1,600,000		2,000,000					3,600,000
Police/Fire Evidence Storage	100,000							100,000
Police/Fire Headquarters Flooring	350,000							350,000
Police/Fire HVAC Replacement	300,000							300,000
San Fernando Bikeway	62,566							62,566
Schafer Bleacher Shade Installation	23,362	36,033						59,395
Street and Concrete Programmatic Capital	35,275,580							35,275,580
Tennis Center Improvements	56,000		6,000	6,000	6,000			74,000
Verdugo Aquatic Facility Public Art Project	142,882							142,882
Verdugo Basketball Backboards Replacement		40,300						40,300
Victory Boulevard Signal Synchronization	250,000							250,000
Fund 370 Total	\$52,910,499	\$236,333	\$2,516,000	\$916,000	\$16,000	\$10,000	\$10,000	\$56,614,832
Fund 483 - Magnolia Power Project (MPP)								
Magnolia Power Project Stormwater Improvements	1,254,764	50,000						1,304,764
Zero Liquid Discharge (ZLD) Improvements	75,000	75,000	75,000	75,000	75,000	75,000	75,000	525,000
Fund 483 Total	\$1,329,764	\$125,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$1,829,764
Fund 494 - Water Reclamation and Sewer								
Hyperion Capital Construction	6,172,600	1,034,400	953,900	453,700	684,900	500,000		9,799,500
Providencia Relief Sewer - 2	1,600,002							1,600,002
Pump Station Improvements	1,130,000	125,000	125,000	125,000	125,000	125,000		1,755,000
Riverside Relief Sewer Project	3,946,000							3,946,000
Sanitary Sewer Repairs/Upgrade	13,050,000	300,000	300,000	300,000	300,000	300,000		14,550,000
Sewer Manhole Repair Project	605,000	30,000	30,000	30,000	30,000	30,000		755,000
Water Reclamation Plant Doors								
Water Reclamation Plant Lab Modernization								
Water Reclamation Plant Operation Improvements	11,876,884	1,192,172	1,311,006	1,223,718	1,211,310	1,438,674		18,253,764
Fund 494 Total	\$38,670,486	\$2,681,572	\$2,719,906	\$2,132,418	\$2,351,210	\$2,393,674		\$50,949,266
Fund 496 - Electric Utility								
4-12kV Conversion V-2 to GS-10					1,400,000	1,000,000		2,400,000
4-12kV Conversion V-3 to GS-10						3,900,000		3,900,000
4-12kV Conversion - V-9	800,000	1,275,000						2,075,000
4 kV to 12 kV Conversion of Circuit V-1			4,300,000	500,000				4,800,000
4 kV to 12 kV Conversion of Circuit V-8		3,304,162						3,304,162
4 kV to 12 kV Conversion of Circuit V-13					3,500,000			3,500,000
4 kV to 12 kV Conversion of Circuit V-14				4,400,000				4,400,000
4 kV to 12 kV Conversion of Circuit W-1	500,000		500,000					1,000,000
4 kV to 12 kV Conversion Engineering	100,087	104,213	100,863	102,692	104,521	106,108	106,758	725,242
69kV Line Metering			200,000	200,000				400,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 496 - Electric Utility (Continued)								
Advanced Distribution Energy Resource Management				300,000				300,000
Advanced Distribution Management System (DMS)	4,000,000	718,404		100,000		200,000		5,018,404
AIC Avion Project 3001 N Hollywood Way	3,000,000	2,000,000						5,000,000
Alameda Station Restoration				550,000				550,000
AMI Backhaul Network Replacement					1,000,000	1,000,000		2,000,000
AMI Collector Network Replacement						1,000,000	1,000,000	2,000,000
Backup Energy Control Center (ECC) - Ontario		554,122						554,122
Breaker Fail Program		181,522	150,000	150,000	150,000	150,000	150,000	931,522
Build Service to Large Customers	3,000,000	2,513,527	2,511,644	1,522,879	1,538,427	1,551,921	1,557,446	14,195,844
Bus Diff Installation at Hollywood Way Station						350,000		350,000
Bus Diff Relay Upgrade Valley						225,000		225,000
BWP Enterprise Security	198,559			88,500				287,059
C-181 Reconfigure 69kV at RSE			220,000					220,000
C-185 Ontario Station Transmission	4,604,889			565,000	750,000			5,919,889
C-186 Ontario Station Distribution	2,488,333			575,000	227,667			3,291,000
Campus Microgrid					3,600,000			3,600,000
CIS Upgrade/Replacement Fiscal Year 2024-25						3,062,500		3,062,500
Customer Information System Upgrade FY 2023-24	177,118			393,750				570,868
Customer Meter Voltage Monitoring			50,000	250,000				300,000
Customer Web Portal	564,375			393,750				958,125
Data Center Hardware		486,750						486,750
DC Panel Upgrades Flower & McCambridge			100,000					100,000
DC Panel Upgrades TBD				100,000	50,000			150,000
Distribution Substation Transformer Replacement	1,209,124			750,000				1,959,124
ECC Cyber & Physical Security System	40,000	40,000	40,000					120,000
Electric AMI Upgrade	304,646		250,000			2,500,000		3,054,646
Electric Vehicle Charging Program	1,647,629	702,063	791,537	849,256	568,998	511,035	3,459,775	8,530,294
Energy Trade Risk Management S/W Replacement				750,000	750,000			1,500,000
Enterprise Data/Info Architecture Implementation		354,000						354,000
ESSN Network Infrastructure Replacement	50,000	704,347						754,347
Extend 34kV Line from Valley to Capon			2,000,000	1,500,000				3,500,000
Feeder Relay and Communication Processor Replace						500,000		500,000
Fiber Optic Infrastructure Replacement						100,000		100,000
Fiber Optic Services FO-1 Citywide AIC	200,000	206,560	201,311	204,091	206,872	209,285	210,273	1,438,392
Fleet Building Modification			200,000					200,000
FO-2A Fiber Infrastructure Expansion		150,000	130,000	100,000	130,000			510,000
GIS Upgrades Fiscal Year 2022-23			60,000				50,000	110,000
Golden State Substation Rebuild		3,786,000	4,814,000					8,600,000
Ground Grid Improvements	255,158	135,249	128,031	121,910	123,208	124,334		887,890
HVAC Upgrade - BWP Buildings	232,578	168,681	228,684	238,154	237,977	217,365	235,676	1,559,115
Hyperion to Cloud				109,519				109,519
Implement New Gridview Modules	225,488		50,000				50,000	325,488
Install 34 kV Potential Transformers for Metering			200,000	200,000				400,000
Install Transformer Gas Monitor - Lincoln and Valley			125,000					125,000
Install Transformer Temperature Monitors			115,000					115,000
Interactive Voice Response (IVR) Upgrade	376,250			43,750				420,000
Keystone Feeder Station Relay					500,000			500,000
Lake NOx Emission System Retrofit	190,000	2,000,000						2,190,000
Media District 12 kV Capacity	3,500,000	10,338,350	11,310,000	1,440,250				26,588,600
Meter Inventory System	25,000	184,348						209,348
Meter Data Management System Upgrade and Update			306,250			1,750,000		2,056,250
Municipal Rooftop Solar					3,000,000	1,500,000		4,500,000
New Customer Services Under 1MW	800,000	820,822	804,658	814,535	824,413	832,985	836,495	5,733,908
ONE-Burbank Network Infrastructure Exp 19	400,000	414,110	402,803	408,748	414,693	419,852	421,965	2,882,170
Ontario Distribution Station Phase II				863,514	1,192,472			2,055,986
Operational Reliability	22,125	177,000						199,125
OT Cyber Security Protection and Monitoring	303,024		66,375			88,500		457,899
Pacific N/W DC Intertie FY 2021-22+	275,000	400,000	200,000	100,000	100,000	100,000	100,000	1,275,000
Pedestrian Access-Offsite Parking/Campus		44,250	221,250					265,500
Protective Relay Network Replacement	1,076,560	500,000	300,000					1,876,560
Relay Setting Management				150,000				150,000
Relays-34kV Lines Town-Flower			258,163					258,163
Replace 34 kV General Electric Relays		305,165	370,000					675,165
Replace 34/69 KV Lines FY 2016-17	105,000	107,546	105,542	106,696	107,848	108,848	109,258	750,738
Replace Burbank Substation Getaways	504,535	536,090	200,431					1,241,056
Replace General Electric Bus Relays at Capon					200,000			200,000
Replace General Electric Relays on 69kV	214,000	61,920		351,860				627,780
Replace Metal Voltage Breakers	130,000	133,490	400,000	400,000	400,000	400,000	400,000	2,263,490
Replace Overhead Distribution Lines	2,000,000	1,569,222	1,006,900	1,021,533	1,036,167	1,048,867	1,054,067	8,736,755
Replace Obsolete Equipment	250,000	254,814	417,486	422,758	428,030	432,605	434,479	2,640,172
Replace Services	500,000	513,037	503,083	509,621	516,158	521,833	524,156	3,587,888

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 496 - Electric Utility (Continued)								
Replace Substation High Voltage Breakers	210,000	214,748	210,000	420,000	420,000	420,000	420,000	2,314,748
Replace Transformer Software	75,000		75,000					150,000
Replace Underground Distribution Lines	1,000,000	1,015,007	1,303,364	812,920	821,700	829,320	832,440	6,614,751
Replacement Batteries & Chargers - TBD		101,303	100,302	100,942	101,582	102,138	102,365	608,632
Replacement Meters				100,000				100,000
Roof Replacements - BWP	110,625	88,500	66,375	66,375	66,375	66,375	66,375	531,000
Security Operations Center		221,250						221,250
Standardized Capacitor Bank Control Upgrade						200,000	200,000	400,000
Station Capacitor Bank Relay Upgrade						200,000		200,000
Station Remote Terminal Units Replacement			300,000	600,000	300,000			1,200,000
Substation Safety Shower Replacement	54,000	54,606						108,606
Substation Security Enhancements	100,000					100,000		200,000
Sudden Pressure Relay Replacement	100,000	103,011						203,011
Transformer and Breaker Bushing Replacement	100,000	50,000	50,000	50,000	50,000	50,000	50,000	400,000
Transformer Bushing Monitoring				50,000	300,000	300,000		650,000
Transformer Gas Monitor - Receiving Station				150,550				150,550
Underground Existing Lines	3,483,550		400,000	400,000	400,000	400,000	400,000	5,483,550
Upgrade 34 kV Relays TBD FY 2024-25					260,000	260,000	780,000	1,300,000
Upgrade Circuit M-2 Overhead Lines		542,120						542,120
Upgrade Circuit W-11 Overhead Lines			100,000					100,000
Upgrade Geographical Information System (GIS)		100,870	500,000				300,000	900,870
Upgrade Work Force Management Software			100,000				100,000	200,000
Volt-Ampere Reactive (VAR) Balancing	100,000	207,100	150,939	152,930	155,387	157,278	158,052	1,081,686
Vertical Lift Modules					600,000			600,000
Voltage Regulator Replacements			200,000					200,000
Wavelength-Division Multiplex Equipment	10,000	241,737						251,737
Fund 496 Total	\$39,612,653	\$38,685,016	\$37,894,991	\$24,551,484	\$26,532,494	\$26,996,149	\$14,109,579	\$208,382,366

Fund 497 - Water Utility								
6th, 710 6th to Elmwood		56,388						56,388
7th - Angeleno to Tujunga						175,000		175,000
Advanced Water Meter Infrastructure	2,700,734		1,800,000	3,500,000				8,000,734
Alley East of 5th, Elmwood to Cedar		143,257						143,257
Alley North of Orange Grove					135,000			135,000
Alley North of Orange Grove - Glenoaks to Sixth					250,000			250,000
Alley North of San Jose Glenoaks to North 3rd Street					150,000			150,000
Alley North of Santa Anita						275,000		275,000
Alley North of Tujunga					125,000			125,000
Alley North of Verdugo, 7th Street to Kenneth Road					120,000			120,000
Alley North Santa Anita - 6th to 7th						140,000		140,000
Alley North Tujunga 6th to 7th						175,000		175,000
Alley South of Olive - Belaire to Kenneth				250,000				250,000
Alley South of San Fernando Olive to Orange Grove						175,000		175,000
Brighton Pacific to Monterey			120,000					120,000
Buena Vista - Chandler to Burbank						325,000		325,000
Burbank, Beechwood to Parish						400,000		400,000
Burbank - Five Points to Beechwood					400,000			400,000
BWP Enterprise Security	25,805			11,500				37,305
CIS Upgrade/Replacement Fiscal Year 2024-25						437,500		437,500
Catalina - Burbank to Wyoming			125,000					125,000
Clear Street Improvements	12,500	12,749	12,796	12,903	13,011	13,104	12,500	89,563
Country Club, Sunset Canyon/Via Montana			400,000					400,000
Customer Information System Upgrade FY 2023-24	25,303				56,250			81,553
Customer Web Portal	80,625				56,250			136,875
Data Center Hardware		63,250						63,250
Destruction of Well # 6		75,200						75,200
Destruction of Well # 13		75,200						75,200
Distribution Valve Replacement	75,000	150,000	150,000	150,000	75,000	75,000	75,000	750,000
Empire, Naomi to Ontario	485,000		485,000					970,000
Enterprise Data/Info Architecture Implementation		46,000						46,000
Exterior Tank Paint Full Strip		85,166						85,166
Exterior Tank Painting - Overcoat			60,000	60,000	75,000	75,000	60,000	330,000
Ford - Clark to Magnolia		519,252						519,252
Frederic/Naomi/Willow Loop			500,000					500,000
Geo-Enterprise Mapping Service Water Upgrade					75,000			75,000
HVAC Upgrade - BWP Buildings	30,222	21,919	29,716	30,946	30,923	28,245	30,624	202,595
Granular Activated Carbon (GAC) Repairs		275,000						275,000
Hollywood Way, Victory to Burbank			775,000					775,000
Hydrant Replacement	80,000	80,000	80,000		80,000	80,000	80,000	560,000
Hyperion to Cloud					14,231			14,231
Interactive Voice Response (IVR) Upgrade	53,750			6,250				60,000
Install and/or Replace Transmission Main TBD					200,000	200,000	200,000	600,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 497 - Water Utility (Continued)								
Interior Tank Painting	75,000		145,000		145,000	145,000		510,000
Irving - Glenoaks to Scott			150,000					150,000
Lake - North of Burbank Bridge		209,724						209,724
Lifecycle Assets			50,000	50,000				100,000
Meter Data Management System Upgrade and Update			43,750			250,000		293,750
Magnolia, I-5 to 3rd	100,000	605,000						705,000
Magnolia, Mariposa to Reese					400,000			400,000
Magnolia, Reese to Keystone						400,000		400,000
Magnolia, Victory to Mariposa				400,000				400,000
Magnolia - Wash to Victory				400,000				400,000
Mobile Information Management System Upgrade			75,000					75,000
Miscellaneous Plant Replacement	35,000	35,000	35,000	35,000	35,000	35,000	35,000	245,000
MWD B-1 Booster Station Improvements			50,000	175,000	1,500,000			1,725,000
New Water Meters	520,411	666,151	666,151	666,151	764,961	764,961	764,961	4,813,747
Operational Reliability	2,875	23,000						25,875
Old Ikea- Town Center			350,000					350,000
Ontario - Ontario to Cohasset		307,009						307,009
Orange Grove North of Alley Sunset to Kenneth					250,000			250,000
Orchard - Clark to Magnolia		245,737						245,737
Osisoft Process Information Development		75,000						75,000
OT Cyber Security Protection and Monitoring	39,376		8,625			11,500		59,501
Palm Pump Station				60,000				60,000
Parkside - Parish to Reese		270,712						270,712
Pass - Burbank to Chandler			275,000					275,000
Pass, Clark to Magnolia				300,000				300,000
Pedestrian Access-Offsite Parking/Campus		5,750	28,750					34,500
Pipeline Failure Prediction		75,000						75,000
Pump Station 1 Rehabilitation						50,000	100,000	150,000
Recycled Security Improvements	12,500	12,500	12,500	12,500	12,500	12,500	12,500	87,500
Recycled Water Hydrants	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Recycled Water Master Plan						100,000		100,000
Recycled Water Meters	14,105	48,588	48,588	48,588	48,588	48,588	48,588	305,633
Reese - Monterey to Lock Channel		271,452						271,452
Rehabilitation of Well #7			125,000					125,000
Replacement of Single Detector Check Valves	35,000	75,000	75,000	75,000	75,000	75,000	75,000	485,000
Replace Transmission Valve		210,000	210,000	210,000	210,000	210,000	210,000	1,260,000
Reservoir # 2 Replacement			300,000	3,000,000				3,300,000
Reservoir #4 Install Stair Access		20,000		75,000				95,000
Reservoir # 5 In/Out Pipe Replacement						100,000	300,000	400,000
Reservoir # 5 Install Stairs		20,000			150,000			170,000
Reservoir Joint Replacement and Crack Repair				215,000	325,000	125,000	200,000	865,000
Roof Replacements - BWP	14,375	11,500	8,625	8,625	8,625	8,625	8,625	69,000
RW Equipment Replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000	105,000
RW Interior Tank Painting	75,000	215,000		105,000			105,000	500,000
RW SCADA Upgrades					35,000			35,000
SCADA Equipment Replacement	20,000	20,148	20,711	20,771	20,832	20,884	20,000	143,346
SCADA Equipment Replacement	10,000	10,083	10,087	10,121	10,155	10,185	10,000	70,631
SCADA S/W Implementation Study		10,000	75,000					85,000
SCADA Software Upgrade					75,000			75,000
Security Improvements	25,000	107,000	66,000	25,000	25,000	25,000	25,000	298,000
Security Operations Center		28,750						28,750
Seismic Analysis of MWD Connections				150,000				150,000
Service Replacement Tree Roots	95,000	95,000	95,000	95,000	95,000	95,000	95,000	665,000
Services (Under New Policy)		10,857	10,907	11,019	11,132	11,229	10,000	65,144
Sixth - Eaton to Andover				350,000				350,000
Successful Grant Projects		200,000	200,000	200,000	200,000	200,000		1,000,000
System Expansion Meters	83,762	83,762	83,762	83,762	83,762	83,762	83,762	586,334
System Expansion Services	875,000	307,835	307,868	310,543	313,918	316,847	318,046	2,750,057
Tank Replacement-Wildwood Tank			200,000					200,000
Twin Tanks Site Work				100,000				100,000
Upper Country Club 1450 6" Ductile Iron			450,000					450,000
Upper Zones Disinfect Residual Improvement	45,000	425,752	596,750					1,067,502
Utility Network Evaluation and Mitigation Plan		75,000	50,000					125,000
Utility Network Migration				200,000	100,000			300,000
Valencia East of Victory						100,000		100,000
Valley Pumping Plant Station Seismic Assessment		150,000	100,000					250,000
Valley Pumping Plant (VPP) Booster Upgrade	2,680,000	2,824,169						5,504,169
Valley Pumping Plant (VPP) Disinfection System			200,000	1,800,000				2,000,000
Valley Pumping Plant (VPP) - Office Modifications						150,000	1,500,000	1,650,000
VPP Forebay Wall Replacement / Realignment			300,000					300,000
Victory, Chandler to Magnolia					400,000			400,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Project	Prior Year Appropriation	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	Future Years	Estimated Project Total
Fund 497 - Water Utility (Continued)								
Victory, Isabel to Chandler				300,000				300,000
Victory - Verdugo to Providencia				225,000				225,000
Walnut, Sixth to Kenneth Fiscal Year 2023-24				225,000				225,000
Water Facility Master Plan		250,000						250,000
Zone 1 Storage			225,000					225,000
Fund 497 Total	\$8,351,342	\$9,628,860	\$10,210,586	\$14,195,410	\$7,048,407	\$5,947,930	\$4,404,606	\$59,787,141
Fund 498 - Refuse Collection and Disposal								
Landfill Gas Well Expansion	400,000	100,000						500,000
Landfill Phase IID/E Liner Construction	550,000	50,000	15,000,000					15,600,000
Recycle Center Warehouse Improvements	1,986,200							1,986,200
Fund 498 Total	\$2,936,200	\$150,000		\$15,000,000				\$18,086,200
Fund 532 - Vehicle Equipment Replacement								
E.J. Ward System Hardware Replace	125,000							125,000
Fund 532 Total	\$125,000							\$125,000
Fund 534 - Municipal Infrastructure								
Annual Roof Repair/Replacement	1,040,500							1,040,500
Ballfield Light Izay Valley	402,600	128,700						531,300
Bridge Repairs			50,000	50,000	50,000	50,000	50,000	250,000
Catch Basin Trash Excluders		125,000	125,000	125,000	125,000	125,000		625,000
City Building Seismic Retrofit		744,000						744,000
City Yard Services Building		3,100,000						3,100,000
DeBell 18 Hole and Par 3 Improvements		319,000						319,000
DeBell Club House Improvements		38,500						38,500
DeBell Driving Range Improvements		275,000						275,000
Dick Clark Dog Park	150,000							150,000
Downtown Metro Station Elevator	60,000							60,000
Fiscal Year 21-22 Annual Residential Paving		3,500,000						3,500,000
Facilities Capital Improvement	1,625,000	1,625,000	3,330,000	3,330,000	3,330,000	3,330,000		16,570,000
Facility Security Enhancements and Upgrades	350,000	175,000	400,000	200,000	200,000			1,325,000
Indoor/Outdoor Court Resurfacing	60,000	60,000	60,000	60,000	60,000	60,000	60,000	420,000
Irrigation Controllers System	400,000	199,500	199,500					799,000
Izay Irrigation Replacement	1,300,000							1,300,000
Maxam Park Restroom and Building Project	622,767							622,767
McCambridge Park Pool Repairs		455,000						455,000
Playground Replacement Valley Ovrom		825,000						825,000
Police/Fire HVAC Replacement	300,000							300,000
Schafer Bleacher Shade Installation		137,605						137,605
Street and Concrete Programmatic Capital	7,350,000							7,350,000
Fund 534 Total	\$13,660,867	\$11,707,305	\$4,164,500	\$3,765,000	\$3,765,000	\$3,565,000	\$110,000	\$40,737,672
Fund 535 - Communication Equipment Replacement								
Fire Department Ultrahigh Frequency radio lifecycle		350,000	350,000	350,000				1,050,000
P-25 Phase II Infrastructure Lifecycle Replacement		2,650,000						2,650,000
Phone System Resiliency		250,000	250,000					500,000
Fund 535 Total		\$3,250,000	\$600,000	\$350,000				\$4,200,000
Fund 537 - Computer Equipment Replacement								
City Attorney Case Management	200,000							200,000
Citywide Parking Management		15,000						15,000
E-Signature Document Workflow		70,000						70,000
Enterprise Content Management Enhancements		140,000						140,000
Fire Department Operations Management		5,000						5,000
Identity Access & Management		250,000						250,000
Mobile 311 Integrations		200,000						200,000
Oracle 12.2.x Upgrade		450,000						450,000
Police Department Body Worn - Add HW		47,542						47,542
Police Department CAD Replacement Study		100,000						100,000
SharePoint Upgrade (BEN)		165,000						165,000
Video Monitoring Management Study		75,000						75,000
Fund 537 Total	\$200,000	\$1,517,542						\$1,717,542
FUNDED PROJECT TOTALS								
	\$210,726,023	\$75,323,718	\$86,792,964	\$50,215,312	\$42,623,111	\$42,752,753	\$19,857,985	\$528,291,867
UNFUNDED/UNIDENTIFIED								
Olive Recreation Center Re-Design			2,000,000	3,000,000	3,202,500			8,202,500
Olive Magnolia Safety Bridge Rail			2,000,000					2,000,000
UNFUNDED PROJECT TOTALS			\$4,000,000	\$3,000,000	\$3,202,500			\$10,202,500
CIP Total								
	\$210,726,023	\$75,323,718	\$90,792,964	\$53,215,312	\$45,825,611	\$42,752,753	\$19,857,985	\$538,494,367

PROJECTED CHANGE IN FINANCIAL POSITION
GOVERNMENTAL FUNDS
FY 2021-22 ADOPTED BUDGET



Fund	Title	a	b	c	d (b + c)	e	f (a + b - e)
		Est. Spendable Fund Balance ¹ 6/30/2021	Estimated Revenues	Use of Fund Balance	Estimated Revenue and Use of Fund Balance	Adopted Appropriations	Est. Spendable Fund Balance 6/30/2022
001	General Fund	\$ 27,938,879	\$ 200,225,912	\$ 3,758,937	\$ 203,984,849	\$ 203,984,849	24,179,942
104	Prop A - Transportation	972,637	2,355,132	546,242	2,901,374	2,901,374	426,395
105	Prop C - Transportation	614,917	2,131,842		2,131,842	2,081,287	665,472
106	AQMD Transportation	331,808	136,080		136,080	136,080	331,808
107	Measure R Transportation	1,515,950	1,666,195		1,666,195	1,615,411	1,566,734
108	Measure M Transportation	1,320,286	1,526,994	731,574	2,258,568	2,258,568	588,712
109	Measure W Stormwater		1,415,404		1,415,404	700,000	715,404
121	General City Grants ²	665,994	303,427		303,427		969,421
122	CDBG	714,672	1,147,378	31,201	1,178,579	1,178,579	683,471
123	Road Maintenance & Rehabilitation	399,263	2,059,670	247,201	2,306,871	2,306,871	152,062
124	Drug Asset Forfeiture ²	250,434	31,516		31,516		281,950
125	State Gas Tax	374,861	2,541,473	374,861	2,916,334	2,916,334	-
127	Public Improvements	15,730,514	1,302,881	154,588	1,457,469	1,457,469	15,575,926
128	HUD Affordable Housing	215,552	621,535	62,587	684,122	684,122	152,965
129	Street Lighting	2,397,199	2,907,840		2,907,840	2,804,478	2,500,561
130	Youth Endowment (YES)	702					702
131	Community Service (BCSF)	22,118					22,118
133	Tieton Hydropower Project		2,388,124		2,388,124	2,388,124	
483	Magnolia Power Project		22,730,505		22,730,505	22,730,505	
370	General City Capital Projects	20,638,100	7,232,539		7,232,539	236,333	27,634,306
Total City Governmental Funds		\$ 74,103,887	\$ 252,724,447	\$ 5,907,191	\$ 258,631,638	\$ 250,380,384	\$ 76,447,950
SUCCESSOR AGENCY FUNDS							
208	Successor Agency Admin	\$ (1,315,645)	\$ 8,677,218	(1,685,296)	\$ 6,991,922	\$ 6,991,922	\$ 369,651
Total Successor Agency Funds		\$ (1,315,645)	\$ 8,677,218	\$ (1,685,296)	\$ 6,991,922	\$ 6,991,922	\$ 369,651
HOUSING AUTHORITY FUND							
117	Section 8 Vouchers	\$ 400,029	\$ 12,431,627		\$ 12,431,627	\$ 12,753,531	\$ 78,125
305	Low & Moderate Income Housing	7,509,874	335,489	515,185	850,674	850,674	6,994,689
Total Housing Authority Funds		\$ 7,909,904	\$ 12,767,116	\$ 515,185	\$ 13,282,301	\$ 13,604,205	\$ 7,072,815
PARKING AUTHORITY FUND							
310	Parking Authority	\$ 921,259	\$ 552,111	\$ 199,090	\$ 751,201	\$ 751,201	\$ 722,169
Total Parking Authority Funds		\$ 921,259	\$ 552,111	\$ 199,090	\$ 751,201	\$ 751,201	\$ 722,169
TOTAL GOVERNMENTAL FUNDS		\$ 81,619,404	\$ 274,720,892	\$ 4,936,170	\$ 279,657,062	\$ 271,727,712	\$ 84,612,584

¹ Spendable fund balance includes the release of any reserves or set-asides authorized for appropriation in FY 2021-22

² Any funds received during FY 2021-22 will be presented to the Council for appropriation.

PROJECTED CHANGE IN FINANCIAL POSITION
INTERNAL SERVICE FUNDS
FY 2021-22 ADOPTED BUDGET



	General Liability Insurance <i>Fund 530</i>	Workers Compensation <i>Fund 531</i>	Vehicle Equipment Replacement <i>Fund 532</i>	Office Equipment Replacement <i>Fund 533</i>
Total Operating Revenues	\$ 6,454,648	\$ 6,702,770	\$ 7,345,279	\$ 707,976
Total Operating Expenses	(8,767,905)	(9,773,614)	(9,020,687)	(654,673)
Operating Income (Loss)	(2,313,257)	(3,070,844)	(1,675,408)	53,303
Nonoperating Income (Expense)				
Interest Income	301,981	585,184	491,982	37,383
Contribution (to) from Other Funds				
Total Other Income (Expense)	301,981	585,184	491,982	37,383
Net Income (Loss)	\$ (2,011,276)	\$ (2,485,660)	\$ (1,183,426)	\$ 90,686
WORKING CASH BUDGET:				
Projected Beginning Net Working Capital	\$ 23,276,380	\$ 52,247,415	\$ 25,700,257	\$ 3,170,122
Additions				
Net Income	(2,011,276)	(2,485,660)	(1,183,426)	90,686
Depreciation			2,512,089	463,343
Total Additions	(2,011,276)	(2,485,660)	1,328,663	554,029
Deductions				
Capital Expenditure			\$ (4,624,500)	\$ (173,631)
Total Deductions			(4,624,500)	(173,631)
Projected Ending Net Working Capital	\$ 21,265,104	\$ 49,761,755	\$ 22,404,420	\$ 3,550,520

PROJECTED CHANGE IN FINANCIAL POSITION
INTERNAL SERVICE FUNDS
FY 2021-22 ADOPTED BUDGET



	Municipal Infrastructure <i>Fund 534</i>	Communications Equipment Replacement <i>Fund 535</i>	Computer Equipment Replacement <i>Fund 537</i>
Total Operating Revenues	\$ 12,834,152	\$ 3,068,103	\$ 11,715,637
Total Operating Expenses	(4,596,152)	(3,662,568)	(12,235,539)
Operating Income (Loss)	8,238,000	(594,465)	(519,902)
Nonoperating Income (Expense)			
Interest Income	186,644	70,078	81,481
Contribution (to) from Other Funds	\$ 4,700,000		\$ 1,293,142
Total Other Income (Expense)	4,886,644	70,078	1,374,623
Net Income (Loss)	\$ 13,124,644	\$ (524,387)	\$ 854,721
WORKING CASH BUDGET:			
Projected Beginning Net Working Capital	\$ 11,927,018	\$ 7,069,955	\$ 4,483,357
Additions			
Net Income	13,124,644	(524,387)	854,721
Depreciation		839,431	255,997
Total Additions	13,124,644	315,044	1,110,718
Deductions			
Capital Expenditure	\$ (11,707,305)	\$ (3,264,000)	\$ (1,977,542)
Total Deductions	(11,707,305)	(3,264,000)	(1,977,542)
Projected Ending Net Working Capital	\$ 13,344,357	\$ 4,120,999	\$ 3,616,533

PROJECTED CHANGE IN FINANCIAL POSITION
 ENTERPRISE FUNDS
 FY 2021-22 ADOPTED BUDGET



	Water Reclamation & Sewer Fund 494	Electric Fund 496	Water Fund 497	Refuse Collection & Disposal Fund 498
Operating Revenues:				
Charges for Services	18,815,000	\$ 237,332,801	\$ 34,663,440	17,599,356
TOTAL OPERATING REVENUES	18,815,000	237,332,801	34,663,440	17,599,356
TOTAL OPERATING EXPENSES	(18,184,667)	\$ (222,058,112)	\$ (32,794,718)	(19,621,423)
OPERATING INCOME (LOSS)	630,333	15,274,689	1,868,722	(2,022,067)
Work for Other Income		35,812	4,654	
Interest Income	600,000	794,584	127,834	949,680
Interest Expense and Bond Costs	(300,242)	(3,352,348)	(2,495,977)	(25,618)
Unfunded Pension Liability Payments		(2,660,000)	(530,000)	
Other Income (Expense)	\$ 56,650	1,518,547	536,511	(4,000)
TOTAL OTHER INCOME (Expense)	356,408	(3,663,405)	(2,356,978)	920,062
Net Income (Loss)	\$ 986,741	\$ 11,611,285	\$ (488,256)	\$ (1,102,005)
WORKING CASH BUDGET:				
Projected Beginning Net Working Capital	\$ 22,946,355	\$ 83,353,206	\$ 13,993,260	\$ 11,278,726
Additions				
Net Income(Loss)	986,741	11,611,285	(488,256)	(1,102,005)
Project Stabilization Fund		4,134,281		
Bond Proceeds			24,000,000	
Bond Issuance Cost	103,617			7,493
Depreciation and amortization	3,092,828	22,566,175	4,471,843	1,460,629
TOTAL ADDITIONS	\$ 4,183,186	\$ 38,311,741	\$ 27,983,587	\$ 366,117
Deductions				
Bond Principal Payments	\$ (1,020,000)	\$ (1,145,000)	\$ (504,462)	\$ (725,000)
Loan Principal Payments			(454,596)	
Interfund Loan Payments		6,450,000	(6,450,000)	
Hyperion Reserve	(10,308,185)			
IPP Demolition Reserve		(2,000,000)		
Low Carbon Fuel Standards Obligation		(2,068,498)		
Adjustments for AR, AP and Other		(196,000)	500,000	
Public Benefit Obligation		(7,850,000)		
Capital Expenditure	(2,681,572)	(54,285,320)	(13,346,903)	(150,000)
TOTAL DEDUCTIONS	\$ (14,009,757)	\$ (61,094,819)	\$ (20,255,961)	\$ (875,000)
Projected Ending Net Working Capital	\$ 13,119,784	\$ 60,570,128	\$ 21,720,886	\$ 10,769,843

GENERAL FUND SUMMARY OF RESERVES AND BALANCES¹ as of June 30, 2021



Reserve Account	Description	Amount
15% Working Capital	Per the City Council's adopted financial policies, we maintain a designated General Fund working capital reserve equivalent to 15% of the General Fund's operating budget.	\$ 28,409,239
5% Emergency Contingency	Per the City Council's adopted financial policies, we maintain a designated General Fund designated emergency reserve equivalent to 5% of the General Fund's operating budget.	9,469,746
Compensated Absences	Per City Council Policy, these funds are set aside to cover the annual cost of employee leave cash-outs upon separation from the City. The City's policy is to reserve 20% of the total General Fund payout liability.	2,499,602
RDA Loan Repayments	Loan repayment funds from the former Redevelopment Agency (RDA), which were designated by the City Council in FY 2015-16 to be utilized for infrastructure projects.	9,384,112
Art in Public Places	Per the Art in Public Places ordinance, this account was established for the purpose of collecting fees paid in lieu of developers committing their minimum allocation to an on-site art project. Such funds shall be used for financing art projects located at public buildings or on public grounds as recommended by the Art in Public Places Committee and approved by the City Council.	754,226
Inmate Telephone	Revenues received from the phone company from payphones in the City's jail. These funds are designated by law for use in inmate care.	138,384
PEG Fees	Fees paid by cable providers that are restricted for capital and supplies in support of Public, Educational, and Governmental access (PEG) channels.	644,464
Park Development	Per the Burbank Municipal Code, this account was established for the purpose of collecting fees paid by developers to address impacts on existing parks/park facilities. Such funds shall be used for financing park development and/or park capital improvement projects. Fee is assessed at \$150 per bedroom.	75,600
Performing Arts	Established in FY 2005-06 for the purpose of utilizing interest earned to fund the Perform Arts Grant Program. The Perform Arts Grant Program was implemented in 1993 to actively foster, develop, and assist with funding the performing arts in Burbank, but was eliminated in FY 2004-05.	220,397
Tennis Center CIP	Per Agreement, Tennis Center Operator pays City \$500 per month specifically identified as funding for Tennis Center Capital Improvements.	6,961
Burbank Athletic Federation (BAF)	Revenues received from athletic fees to fund improvements to the City's sports facilities.	182,311
General Plan Fee	In FY 2014-15, the General Plan fee was adopted as part of Article III, Section 4 of the Citywide Fee schedule to set aside funds for future updates of the City's General Plan. The fee is based on 10% of building and planning permit valuation.	239,886
Youth Endowment	General fund unrestricted dollars set aside by the City Council to fund youth programs.	12,580
Other Restricted/Assigned Accounts	Advances to Fund 127 and Redevelopment, Changes to Imprest, Continuing Appropriations, Encumbrances, GASB 31, Inventories and Prepaids.	23,082,029
TOTAL GENERAL FUND RESERVES AND BALANCES:		\$ 75,119,537

Special Accounts	Description	Amount
Section 115 Trust	Balance of the City of Burbank's Section 115 Trust with CalPERS, which can be used for future employee pension costs.	10,693,881
Golf and Arbiter	Bank accounts utilized to manage contract operations of the DeBell Golf Course, and payments for organized sports program officials.	969,166

¹ All of the figures contained in this table represent staff's estimates as of June 30, 2021. The actual figures will likely vary, and will be known officially when the FY 2020-21 Annual Financial Report is completed in December 2021.

SUMMARY OF RESERVES AND BALANCES BY FUND ¹

AS OF JUNE 30, 2021



Fund No.	Fund/Reserve Account	Non Spendable Restricted Accounts	Budgetary Designated Accounts	Assigned Unassigned Accounts	Total
001	GENERAL FUND				
	15% Working Capital		28,409,239		28,409,239
	5% Emergency Contingency		9,469,746		9,469,746
	Compensated Absences		2,499,602		2,499,602
	RDA Loan Repayments		9,384,112		9,384,112
	Art in Public Places		754,226		754,226
	Advances to Fund 127	20,000			20,000
	Advances to Redevelopment	9,702,848			9,702,848
	Change and Imprest	176,248			176,248
	Continuing Appropriations			2,850,508	2,850,508
	Encumbrances		8,123,409		8,123,409
	GASB 31		2,012,572		2,012,572
	Inmate Telephone	138,384			138,384
	Inventories	29,344			29,344
	PEG Fees	644,464			644,464
	Prepays	167,100			167,100
	Park Development		75,600		75,600
	Performing Arts		220,397		220,397
	Tennis Center CIP	6,961			6,961
	Burbank Athletic Federation (BAF)		182,311		182,311
	General Plan Fee		239,886		239,886
	Youth Endowment		12,580		12,580
TOTAL GENERAL FUND		\$ 10,885,349	\$ 61,383,680	\$ 2,850,508	\$ 75,119,537
	SPECIAL REVENUE FUNDS				
104	Proposition A - Transportation	478,909	519,249		998,158
105	Proposition C - Transportation	614,917	594,572		1,209,489
106	AQMD - Transportation	331,808			331,808
107	Measure R Transportation	1,515,950			1,515,950
108	Measure M Transportation	545,531			545,531
121	Police Operating Grants	665,994			665,994
122	CDBG	714,672			714,672
123	Road Maintenance & Rehabilitation	399,263			399,263
124	Asset Forfeiture	250,434			250,434
125	State Gas Tax	221,330	479,301		700,630
127	Public Improvements			15,730,514	15,730,514
128	HUD Affordable Housing	215,552			215,552
129	Street Lighting	39,166	140,028	86,339	265,533
130	Youth Endowment (YES)	702			702
131	Community Service (BCSF)	22,118			22,118
133	Tieton Hydropower Project				
483	Magnolia Power Project				
TOTAL SPECIAL REVENUE FUNDS		\$ 6,016,346	\$ 1,733,150	\$ 15,816,853	\$ 23,566,348

SUMMARY OF RESERVES AND BALANCES BY FUND ¹

AS OF JUNE 30, 2021



Fund No.	Fund/Reserve Account	Non Spendable Restricted Accounts	Budgetary Designated Accounts	Assigned Unassigned Accounts	Total
INTERNAL SERVICE FUNDS					
530	General Liability Insurance		5,000,000	16,917,962	21,917,962
531	Workers Compensation Insurance			22,204,050	22,204,050
532	Vehicle Equipment Replacement		790,300	24,526,352	25,316,652
533	Office Equipment Replacement			3,076,719	3,076,719
534	Municipal Building Maintenance			11,498,395	11,498,395
535	Communications Equip Replacement			7,514,000	7,514,000
537	Computer Equipment Replacement			3,985,255	3,985,255
TOTAL INTERNAL SERVICE FUNDS				\$ 89,722,733	\$ 95,513,033
CAPITAL PROJECTS					
370	General Capital Projects		750,000	20,638,100	21,388,100
TOTAL CAPITAL PROJECTS				\$ 750,000	\$ 20,638,100
ENTERPRISE FUNDS					
494	Water Reclamation & Sewer		15,436,290		15,436,290
496	BWP-Electric	10,736,952		123,862,873	134,599,825
497	BWP-Water			70,043,955	70,043,955
498	Refuse Collection & Disposal	18,422,862	10,267,948		28,690,810
TOTAL ENTERPRISE FUNDS		\$ 29,159,814	\$ 25,704,238	\$ 193,906,828	\$ 248,770,880
SUCCESSOR AGENCY FUNDS					
208	Successor Agency Admin	369,651			369,651
TOTAL SUCCESSOR AGENCY FUNDS		\$ 369,651			\$ 369,651
HOUSING AUTHORITY FUNDS					
117	Section 8 Vouchers	400,029			400,029
305	Low/Mod Income Housing Projects	7,509,874			7,509,874
TOTAL HOUSING AUTHORITY FUNDS		\$ 7,909,904			\$ 7,909,904
PARKING AUTHORITY FUNDS					
310	Parking Authority: Capital Projects			921,259	921,259
TOTAL PARKING AUTHORITY FUNDS				\$ 921,259	\$ 921,259
TOTAL ALL FUNDS		\$ 54,341,064	\$ 89,571,068	\$ 323,856,281	\$ 473,558,712

¹ All of the figures contained in this table represent staff's estimates as of June 30, 2021. The actual figures will likely vary, and will be known officially when the FY 2020-21 Annual Financial Report is completed in December 2021. The Annual Financial Report should be consulted for explanations of the various reserve account headings and individual General Fund reserve line-items listed in this table.

GANN APPROPRIATIONS LIMIT

FY 2021-22



The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution. Informally known as the “Gann Initiative,” Article XIII-B provides limits regarding the total amount of appropriations in any fiscal year from “the proceeds of taxes.” Every year the City Council adopts via resolution an appropriations limit for the proposed fiscal year.

The State Legislature, in 1980, added Section 9710 to the Government Code, providing that the governing body of each local jurisdiction must establish, by resolution, an appropriations limit for the following year. The appropriation limit for any fiscal year, was equal to the previous year’s limit, adjusted for population changes and the changes in the US Consumer Price Index (or California per capita personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

However, the original Article XIII-B (Proposition 4) and its implementing legislation were modified by Proposition 111 and SB 88 by the voters in June 1980. The changes were incorporated into the FY 1990-91 and FY 1991-92 Appropriations Limits. Beginning with the FY 1990-91 Appropriations Limit, a city may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income, or the growth in the non-residential assessed valuation due to construction within the City and the population growth within the county or the city. The revised annual adjustment factors were applied to the FY 1986-87 Limit and each year in between in order to calculate the current year’s Limit. However, the Limits for FY 1986-87 through FY 1989-90 were not affected.

The following compares the difference between Burbank’s FY 2021-22 Appropriations Limit and the estimated proceeds of taxes in the budget. It reflects a significant gap of **\$82,564,499**. The City remains well below its Appropriations Limit for FY 2021-22.

<u>Fiscal Year</u>	<u>Appropriations Limit</u>	<u>Subject to Limit</u>	<u>Difference</u>
1992-93	79,169,604	50,734,682	28,434,922
1993-94	82,106,796	58,893,635	23,213,161
1994-95	83,913,146	58,149,731	25,763,415
1995-96	89,057,022	61,597,585	27,459,437
1996-97	93,808,857	54,682,939	39,125,918
1997-98	99,164,138	64,641,892	34,522,246
1998-99	101,888,586	68,151,213	33,737,373
1999-00	105,066,184	71,129,363	33,936,821
2000-01	111,460,123	74,017,327	37,442,796
2001-02	121,332,020	78,880,887	42,451,133
2002-03	112,058,395	86,003,027	26,055,369
2003-04	116,607,407	85,870,877	30,736,529
2004-05	121,877,315	89,261,394	32,615,921
2005-06	130,212,383	95,157,444	35,054,939
2006-07	136,356,986	99,872,119	36,484,866
2007-08	143,579,990	105,802,653	37,777,337
2008-09	150,727,853	110,672,647	40,055,206
2009-10	152,608,385	111,096,840	41,511,545
2010-11	149,817,876	107,351,338	42,466,538
2011-12	154,929,794	106,768,689	48,161,105
2012-13	161,124,343	113,622,405	47,501,938
2013-14	170,186,904	115,094,989	55,091,915
2014-15	170,593,513	116,768,266	53,825,247
2015-16	177,924,892	116,799,096	61,125,796
2016-17	188,004,401	122,778,285	65,226,116
2017-18	196,598,768	132,382,245	64,216,523
2018-19	205,403,692	129,129,315	76,274,377
2019-20	212,128,383	150,031,049	62,097,334
2020-21	220,810,914	162,734,056	58,076,858
2021-22	232,202,677	149,638,178	82,564,499

GANN APPROPRIATIONS LIMIT FY 2021-22



Appropriations Setting Limit Methodology

FY 2020-21 Appropriations Limit <i>Adjusted due to Proposition 111</i>		220,810,914
Percentage Change in Per Capita Personal Income	1.0573	
Percentage Change in City of Burbank Population <i>January 2020 to January 2021</i>	0.9946	
FY 2020-21 Appropriations Limit Adjustment Factor <i>multipliers from above (1.0573 x .9946)</i>		1.05159
City of Burbank Fiscal Year 2021-22 Appropriations Limit		232,202,677
Appropriations Subject to Limitation <i>Fiscal Year 2021-22</i>		<u>149,638,178</u>
	Difference	<u><u>\$82,564,499</u></u>

COMPARATIVE STAFF-YEARS AUTHORIZED FY 2019-20 through FY 2021-22



DESCRIPTION	FY 2019-20	FY 2020-21	FY 2021-22	CHANGE FROM PRIOR YEAR
City Council	3.000	3.000	3.000	
City Clerk	9.535	9.535	10.100	0.565
City Treasurer	5.000	5.000	5.000	
City Attorney	18.000	18.000	19.000	1.000
City Manager	11.800	11.500	11.500	
Management Services	46.262	46.062	46.062	
Financial Services	32.800	33.000	33.000	
Parks & Recreation				
Administration Division	17.900	17.900	17.900	
Landscape and Forestry Services	49.000	49.000	49.000	
Recreation Services Division	67.753	67.753	66.403	(1.350)
Community Services Division	33.644	33.585	33.585	
Library Services	64.015	64.265	64.327	0.062
Community Development				
Administration Division	3.000	3.000	3.000	
Building Division	29.000	29.000	30.000	1.000
Economic Development & Housing Division	7.760	7.760	8.760	1.000
Planning Division	16.000	16.000	18.000	2.000
Transportation Division	2.080	4.080	4.080	
Public Works				
Administration	8.435	8.435	7.435	(1.000)
Engineering	10.000	10.000	23.403	13.403
Traffic Division	21.403	19.403		(19.403)
Field Services Administration	5.410	5.410	6.303	0.893
Street and Sanitation	10.150	10.150	16.150	6.000
Fleet and Building Maintenance	35.000	34.940	34.940	
Fire	136.000	136.000	136.000	
Police	271.280	274.280	274.280	
TOTAL GENERAL FUND	914.227	917.058	921.228	4.170
Fund 104 - Prop A Transportation	14.888	14.888	14.888	
Fund 105 - Prop C Transportation	1.805	1.805	1.805	
Fund 106 - AQMD Transportation	0.950	0.950	0.950	
Fund 117 - Housing & Grants	5.500	5.000	5.000	
Fund 122 - CDBG	0.710	0.710	0.710	
Fund 125 - State Gas Tax Fund	16.500	16.500	16.500	
Fund 127 - Public Improvements Fund	1.860	1.860	1.860	
Fund 128 - HUD Home Program	0.230	0.230	0.230	
Fund 305 - Low & Moderate Housing	1.450	1.950	1.950	
Fund 530 - General Liability Insurance Fund	2.000	2.000	3.000	1.000
Fund 531 - Workers Comp. Insurance Fund	5.000	5.500	6.500	1.000
Fund 532 - Vehicle Equipment Replacement	12.627	12.657	12.643	(0.014)
Fund 535 - Communication Equipment	6.000	6.000	6.000	
Fund 537 - Information Technology Fund	33.000	33.000	33.000	
Fund 496 - BWP Electric	286.000	286.000	287.500	1.500
Fund 497 - BWP Water	53.000	53.000	53.000	
Fund 494 - Water Reclamation & Sewer	11.897	11.897	11.897	
Fund 498 - Refuse Collection & Disposal	62.821	62.851	62.973	0.122
TOTAL ALL FUNDS	1,430.465	1,433.856	1,441.634	7.778



ESTIMATED REVENUES



The Estimated Revenues section presents the Adopted Fiscal Year (FY) 2021-22 City of Burbank projected revenues for all funds. This section is organized as follows:

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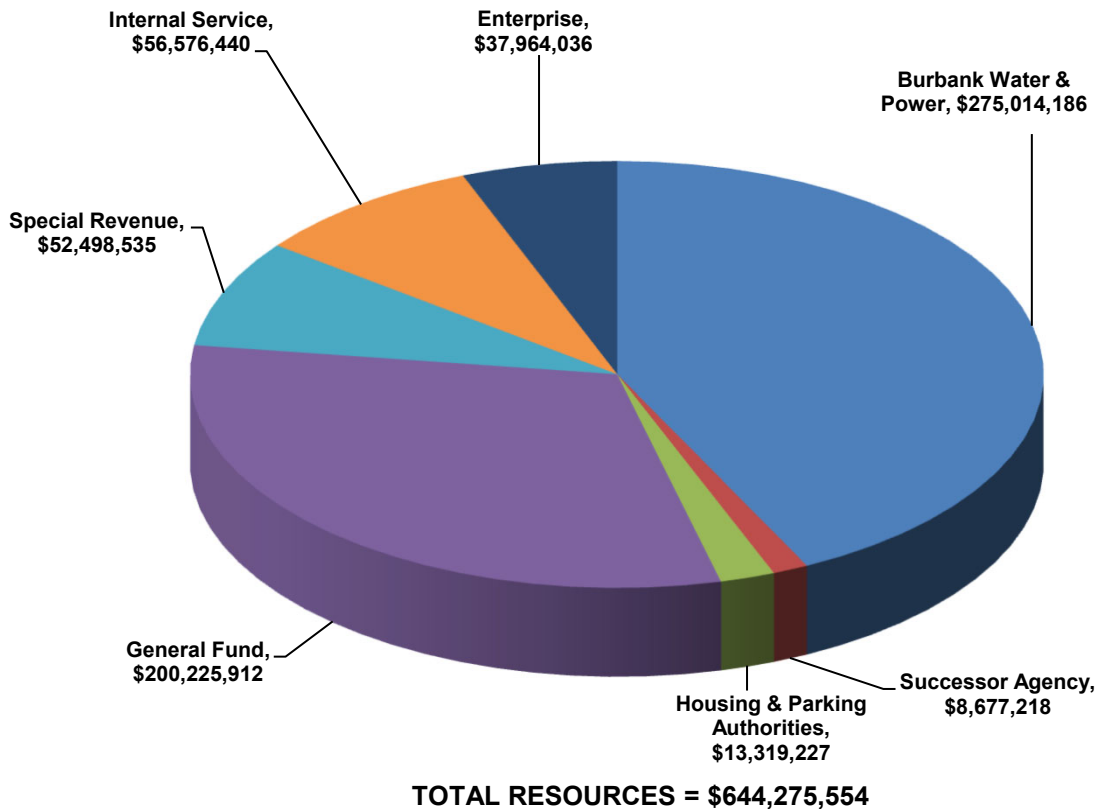
ESTIMATED REVENUES



FY 2021-22 REVENUE SUMMARY

FUND/FUND GROUP	ESTIMATED RESOURCES*
General Fund	\$200,225,912
Special Revenue Funds (incl. Cap. Projects Fund)	\$52,498,535
Internal Services Funds	\$56,576,440
Enterprise Funds	\$37,964,036
Electric and Water (BWP)	\$275,014,186
Successor Agency	\$8,677,218
Housing Authority	\$12,767,116
Parking Authority	\$552,111
TOTAL ALL FUNDS	\$644,275,554

* Resources represent the total sources available to each fund, such as taxes, fees, interest and contributions from other funds.



ESTIMATED REVENUES



REVENUE SUMMARY- ALL FUNDS (RECURRING & NON-RECURRING)

FY 2017-18 through FY 2021-22

	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED
CITY GOVERNMENTAL FUNDS					
<i>General Fund, Fund 001</i>	\$ 174,101,581	\$ 184,859,343	\$ 191,581,874	\$ 195,050,640	\$ 200,225,912
<i>Proposition A, Fund 104</i>	2,258,619	2,559,142	2,507,713	2,673,929	2,355,132
<i>Proposition C, Fund 105</i>	1,939,771	2,249,797	2,270,828	2,505,201	2,131,842
<i>AQMD, Fund 106</i>	143,218	153,398	150,118	143,400	136,080
<i>Measure R, Fund 107</i>	1,560,427	1,493,907	2,474,750	1,763,386	1,666,195
<i>Measure M, Fund 108</i>	1,091,058	1,541,589	1,528,175	1,618,926	1,526,994
<i>Measure W, Fund 109</i>					1,415,404
<i>General City Grant Fund, Fund 121</i>	366,826	440,394	301,542	439,263	303,427
<i>CDBG, Fund 122</i>	1,014,680	782,531	618,821	1,722,090	1,147,378
<i>RMRA, Fund 123</i>	609,627	2,004,364	1,865,412	2,033,747	2,059,670
<i>Drug Asset Forfeiture, Fund 124</i>	10,582	60,125	74,560	49,330	31,516
<i>State Gas Tax, Fund 125</i>	2,190,697	2,241,133	2,422,186	2,664,005	2,541,473
<i>Public Improvements, Fund 127</i>	4,385,341	2,249,243	7,410,768	1,754,362	1,302,881
<i>HUD Affordable Housing, Fund 128</i>	900,665	869,691	613,865	552,581	621,535
<i>Street Lighting, Fund 129</i>	2,962,753	2,783,674	2,900,747	2,745,072	2,907,840
<i>YES Fund, Fund 130</i>	176	17	218		
<i>Community Service (BCSF), Fund 131</i>	268	6	1,000		
<i>Tieton Hydropower Project, Fund 133</i>	2,298,983	2,251,462	3,414,404	3,580,189	2,388,124
<i>Magnolia Power Project, Fund 483</i>	17,817,430	18,560,424	20,313,841	22,713,038	22,730,505
<i>General City Capital Projects, Fund 370</i>	10,391,161	10,718,671	6,009,359	10,944,548	7,232,539
PROPRIETARY FUNDS					
<i>General Liability Insurance, Fund 530</i>	5,981,103	9,132,310	8,129,890	6,704,206	6,756,629
<i>Workers Comp Insurance, Fund 531</i>	11,545,605	13,942,696	13,068,043	9,793,021	7,287,954
<i>Vehicle Equip Replacement, Fund 532</i>	9,707,608	9,792,739	10,763,309	8,408,068	7,837,261
<i>Office Equip Replacement, Fund 533</i>	686,115	2,249,021	1,721,849	752,776	745,359
<i>Municipal Infrastructure, Fund 534</i>	3,156,874	6,179,090	17,455,500	16,836,844	17,720,796
<i>Communication Equip, Fund 535</i>	2,958,270	3,256,228	3,357,171	3,207,646	3,138,181
<i>Information Technology, Fund 537</i>	3,350,700	8,694,315	10,350,123	11,767,080	13,090,260
<i>Water Reclamation & Sewer, Fund 494</i>	17,678,657	19,709,874	20,379,347	19,412,107	19,415,000
<i>BWP Electric, Fund 496</i>	213,323,119	206,961,954	192,167,201	236,646,129	239,681,745
<i>BWP Water, Fund 497</i>	35,400,508	32,974,072	35,112,714	35,132,788	35,332,441
<i>Refuse Collection & Disposal, Fund 498</i>	17,969,473	19,847,431	19,815,362	18,361,500	18,549,036
SUCCESSOR AGENCY					
<i>Successor Agency Administration, Fund 208</i>	54,283,969	17,735,108	19,926,006	7,233,887	8,677,218
PUBLIC FINANCING AUTHORITY					
<i>PFA Capital Projects, Fund 320</i>	(116,837)				
HOUSING AUTHORITY					
<i>Section 8 Vouchers, Fund 117</i>	9,847,447	9,625,000	10,790,905	10,514,512	12,431,627
<i>Low/Moderate Income Housing, Fund 305</i>	610,328	623,635	390,722	465,685	335,489
PARKING AUTHORITY					
<i>Parking Authority, Fund 310</i>	721,144	848,197	780,132	786,372	552,111
TOTAL	\$ 611,147,946	\$ 597,390,581	\$ 610,668,455	\$ 638,976,328	\$ 644,275,554

ESTIMATED REVENUES



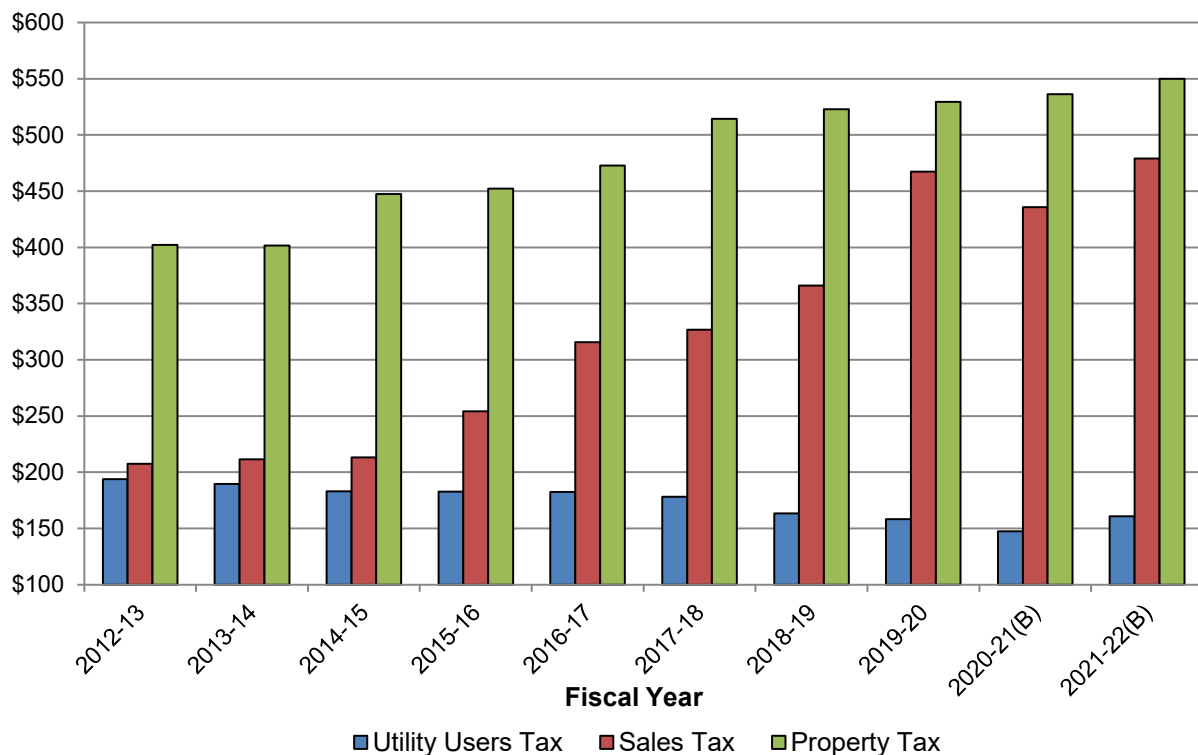
GENERAL FUND REVENUE OVERVIEW

As the world continues to grapple with the unprecedented global event of the COVID-19 pandemic, the City has experienced a significant decline in major revenue sources including sales tax, transient occupancy tax, and various departmental revenues from reduced or canceled programs and services. Over the past year, the City has had to reduce revenue projections and operating expenses due to the continued closures to mitigate the pandemic. With the distribution of vaccines and the reopening of businesses driving a forecasted economic recovery, General Fund revenues for FY 2021-22 are expected to increase by 7.9% from the revised FY 2020-21 recurring revenue estimates. On March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law to provide \$1.9 trillion in federal funding to state and local governments. The City of Burbank was allocated \$25.4 million in federal funds, which are subject to restrictions in accordance with the ARPA legislation. City staff will closely monitor the Treasury Department guidelines for the reporting and usage of ARPA funds.

Sales, property, and utility users taxes (UUT) are the three largest sources of funds for the City, representing 68% of General Fund revenues. General Fund revenue projections for FY 2021-22 include a 4.0% increase in property taxes, an 8% increase in sales tax, and a 7% increase in UUT from the revised forecast of FY 2020-21. The three revenue sources are anticipated to contribute \$125.5 million to the General Fund for FY 2021-22. The increases for FY 2021-22 are due to the anticipation of an economic recovery fueled by businesses reopening and the local workforce returning to studios and offices.

The chart listed below provides eight years of actual results and two years of projections for the top three General Fund revenue sources: Property Tax, Sales Tax, and Utility Users Tax. These three sources of revenue are a good indicator of Burbank’s overall economy. The significant increase in Sales Tax in FY 2019-20 is a result of the passage of Measure P, which implemented a 3/4 cent local Transaction and Use Tax.

Top General Fund Revenue Categories (Per Capita)



ESTIMATED REVENUES

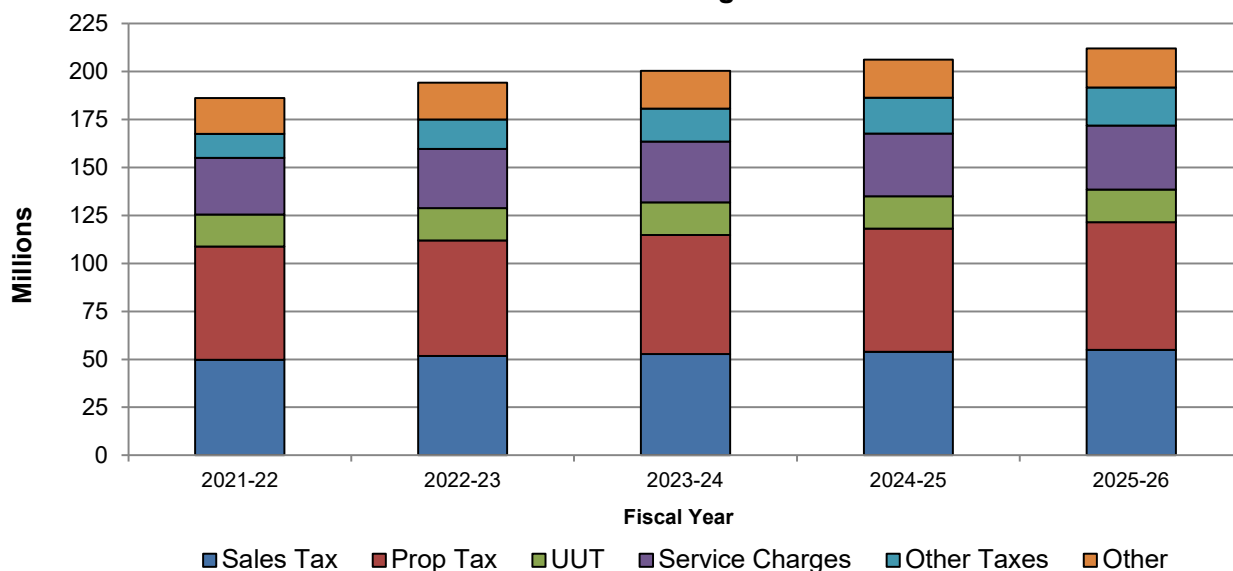


The City's General Fund provides for services that citizens associate with local government. This includes safety services - fire and police, park, recreation and senior programs, library programs, planning, street maintenance, and code enforcement. The City charges fees to end users of certain services to partially recover costs, i.e. permitting and facility rentals. Burbank completed a citywide fee study during the FY 2017-18 budget process. As a result of these efforts, the City was able to document compliance with California Proposition 26, which limits certain fees collected to the reasonable cost of providing the service. Additionally, the City Council established a cost recovery policy, which provides a set of principles to determine when and if cost recovery is appropriate for different types of fees for services based on the benefits a user receives above a general taxpayer. For FY 2021-22, increases to program and service fees are in accordance with the City Council's adopted cost recovery policy and are largely driven by the Consumer Price Index (CPI). It is important to note that while the City Council annually adopts fees and charges for certain City services, the majority of General Fund revenue is beyond the City's control.

FINANCIAL FORECASTING

The Financial Services Department provides updated General Fund Forecast information to City Council throughout the year. The City utilizes various techniques to forecast recurring revenues and expenditures. Under the direction of the City Manager, revenue estimates are developed by the Budget Office with input from individual City departments using a variety of techniques, including trend analysis, expert opinion and judgmental forecasting. Trend data includes historical fiscal performance and historical and projected data modified for known past, current and anticipated anomalies. The City also takes into consideration expert opinion from the City's sales tax and property tax consultant, Hinderliter, De Llamas and Associates (HdL), and reports from various state and federal agencies. The forecasts presented based on judgment incorporating information provided by various analytical methods; known and potential legislative and developmental impacts; and national, state, and local conditions expected to affect revenue sources. Revenue assumptions are updated throughout the year based on current results and anticipated trends. The City of Burbank experienced a \$7.2 million loss in General Fund revenues for FY 2019-20 and \$22.5 million in FY 2020-21 totaling nearly \$30 million in the last two fiscal years. The FY 2021-22 Adopted Budget takes a cautious approach in assuming a moderate amount of economic recovery as economists expect robust growth to occur for the U.S. and California. However, General Fund revenues are anticipated to take five years to recover to pre-COVID levels. The average growth is projected at 4.2% for the five-year forecast. The following chart illustrates the forecasted growth in General Fund revenue summarized by major revenue types.

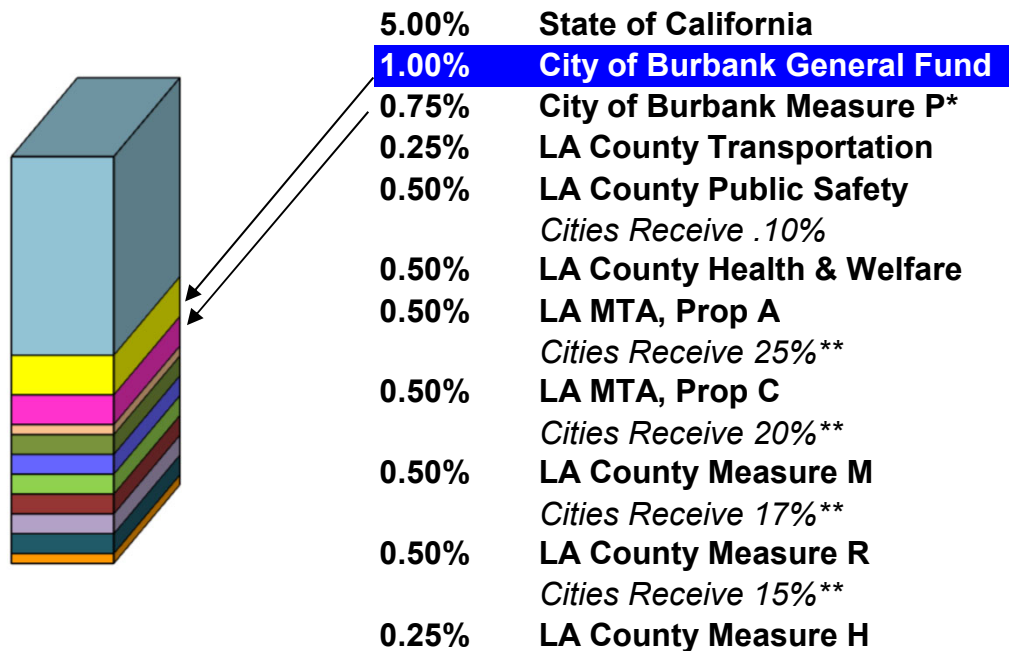
General Fund Five Year Recurring Revenue Forecast



ESTIMATED REVENUES



Allocation of the Burbank Taxpayer's 10.25% Sales Tax



* On November 6, 2018, the Burbank Infrastructure and Community Services Protection Measure (Measure P) was approved by the City of Burbank voters, which added an additional 3/4 cent local tax to the City's sales tax rate effective April 2019.

** This is referred to as "Local Return" dollars for Burbank Transportation Projects/Services. The City can also compete for a small portion of the remaining percentage for use on specific one-time transportation projects.

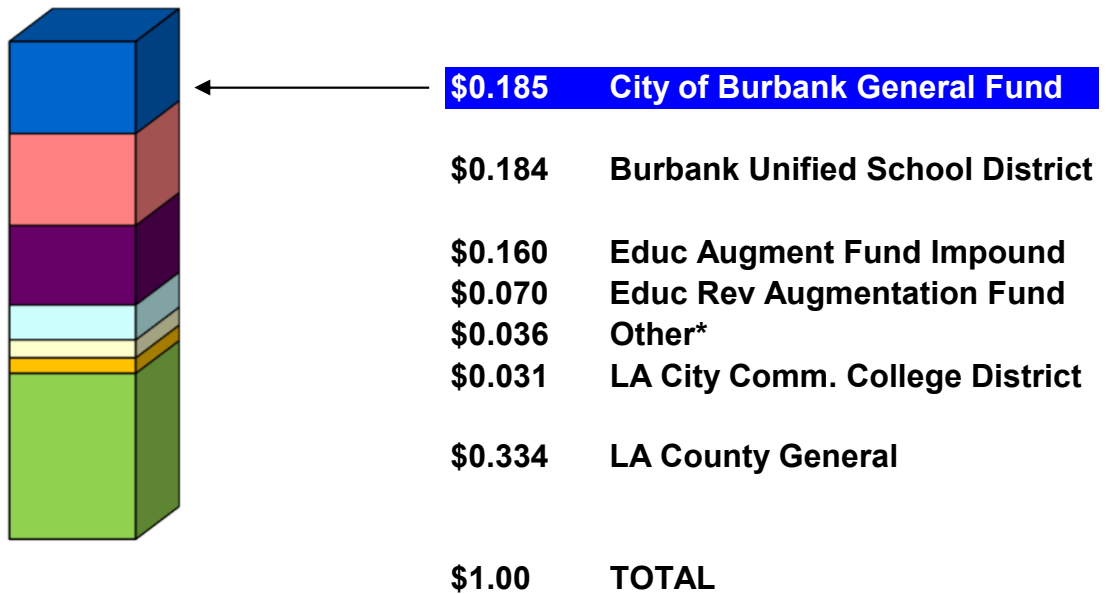
TOP SALES TAX PRODUCERS (ALPHABETICALLY)

- | | |
|---------------------------|---|
| Albecine | Imagic |
| All Phase Electric Supply | Lowe's |
| Ashley Furniture | Macys |
| Best Buy | Office Solutions Business Products & Services |
| BMC West | Ralphs |
| Carmax | Reno Hardware & Supply |
| Community Chevrolet | REI |
| Costco | Shell |
| CVS Pharmacy | Target |
| Enterprise Rent A Car | Tesla |
| Filmtools | Vons |
| Home Depot | Walmart Supercenter |
| IKEA | |

ESTIMATED REVENUES



Allocation of the Burbank Taxpayer's Property Tax



* Includes LA County Flood Control Maintenance; County School Services Fund Burbank; LA County Fire-FFW; Children's Institutional Tuition Fund; LA County Flood Control District Improvement District Maintenance; Burbank Children's Center Fund; County School Services; Greater LA County Vector Control; LA Community College Children's Center Fund; LA County Accumulative Capital Outlay.

TOP PROPERTY TAX PRODUCERS (ALPHABETICALLY)

- 3800 Alameda Owner LLC
- Burbank Empire Center LLC
- Burbank Media Village LLC
- Capref Burbank LLC
- Catalina Media Development II LLC
- IKEA Property Inc.
- PI Hudson MC Partners LLC
- PI Pinnacle Owner LLC
- Walt Disney Productions Inc
- Warner Bros Entertainment Inc

ESTIMATED REVENUES



GENERAL FUND REVENUE SUMMARY FY 2019-20 through FY 2021-22

	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2020-21 REVISED	FY 2021-22 ADOPTED	% CHANGE
Property Tax					
Property Tax	43,806,545	46,120,200	44,300,200	45,920,617	3.7%
Property Tax In-Lieu of VLF	11,628,158	11,951,816	11,967,978	12,401,167	3.6%
Real Property Transfer Tax	667,775	950,000	483,538	700,000	44.8%
Total Property Tax	\$ 56,102,478	\$ 59,022,016	\$ 56,751,716	\$ 59,021,784	4.0%
Sales Tax					
Sales Tax	37,719,228	38,577,001	34,635,591	36,954,311	6.7%
Transaction & Use Tax	11,799,910	12,005,384	11,481,420	12,834,152	11.8%
Total Sales Tax	49,519,138	50,582,385	46,117,011	49,788,463	8.0%
Utility Users Tax					
Electric	10,461,384	10,119,746	9,463,644	10,700,000	13.1%
Gas	2,120,977	1,722,000	1,722,000	2,070,000	20.2%
Telecom	4,178,183	4,434,500	4,434,500	3,937,000	-11.2%
Total Utility Users Tax	16,760,544	16,276,246	15,620,144	16,707,000	7.0%
Intra-City Service Charges					
Indirect Charges	12,479,591	12,990,189	12,990,189	13,011,225	0.2%
Direct Charges	364,918	402,541	402,541	385,540	-4.2%
Total Intra-City Service Charges	12,844,509	13,392,730	13,392,730	13,396,765	0.0%
Transient Occupancy Tax	9,343,816	12,465,000	5,000,000	7,000,000	40.0%
Service Charges					
City Clerk Fees	298,835	300,003	300,003	300,003	0.0%
Community Development Dept. Fees	3,160,502	3,225,985	2,846,185	3,558,426	25.0%
Fire Department Fees	4,930,944	4,246,941	4,196,941	3,960,183	-5.6%
Park & Recreation Fees	5,170,832	7,588,679	4,508,202	6,622,856	46.9%
Police Department Fees	941,921	1,082,594	704,800	744,544	5.6%
Public Works Fees	819,963	754,860	734,931	764,400	4.0%
Other Service Charges	25,956	9,450	(82,550)	101,200	-222.6%
Total Service Charges	15,348,953	17,208,512	13,208,512	16,051,612	21.5%
In-Lieu of Taxes - BWP	8,637,959	8,449,832	8,267,323	8,792,381	6.4%
Transient Parking Tax	2,812,835	3,494,805	1,200,000	1,680,000	40.0%
Building Permits/License Fees					
Building Permits	3,252,561	2,561,320	2,861,320	2,950,000	3.1%
Other Licenses	210,423	227,875	227,875	224,435	-1.5%
Other Permits	1,299,672	1,455,000	1,455,000	1,369,760	-5.9%
Business Licenses	346,262	275,700	275,700	275,700	0.0%
Total Licenses & Permits	5,108,918	4,519,895	4,819,895	4,819,895	0.0%
Business Tax	2,175,105	2,300,000	2,000,000	2,300,000	15.0%
Parking/Traffic/Other Fines					
Parking Fines	1,705,670	2,200,200	1,675,150	2,002,000	19.5%
Traffic Fines	190,539	300,000	200,000	200,000	0.0%
Total Parking/Traffic/Other Fines	1,896,209	2,500,200	1,875,150	2,202,000	17.4%
Franchise Fees	1,511,243	1,524,179	1,524,179	1,524,179	0.0%

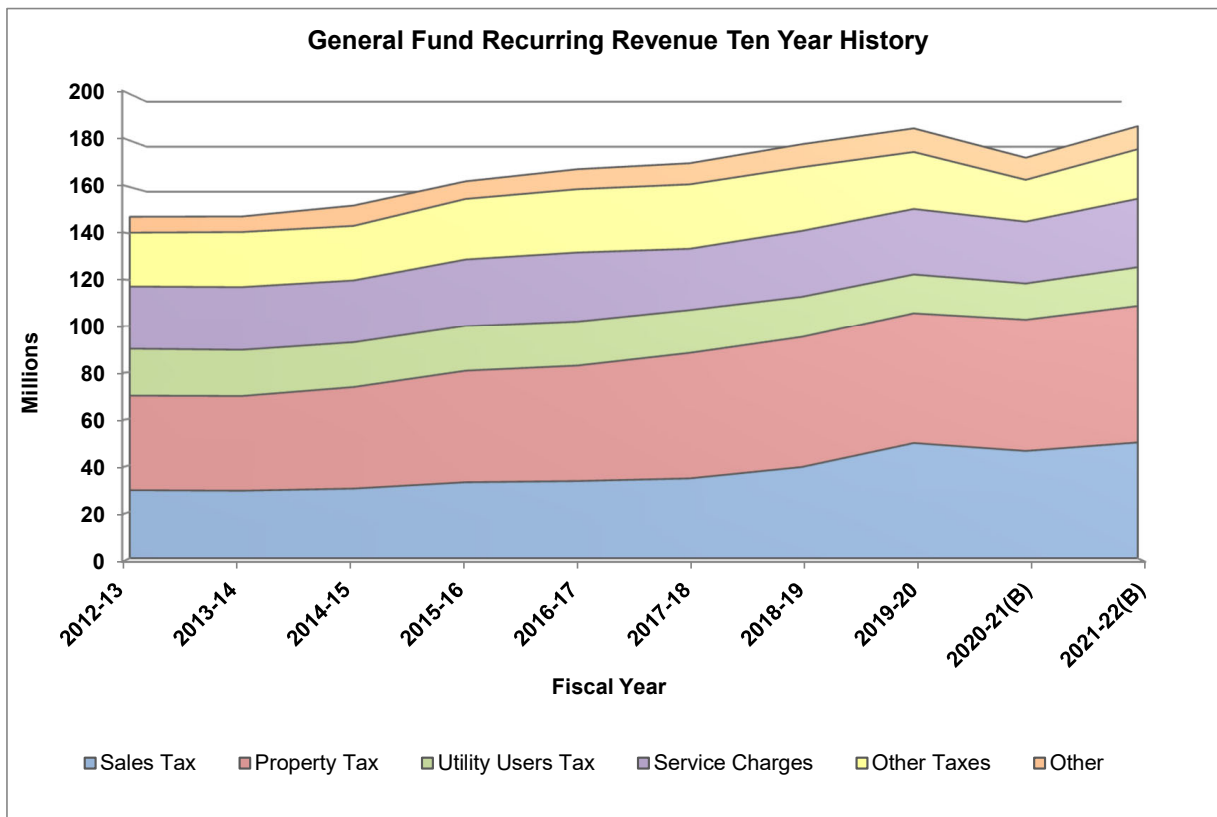
ESTIMATED REVENUES



GENERAL FUND REVENUE SUMMARY FY 2019-20 through FY 2021-22

	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2020-21 REVISED	FY 2021-22 ADOPTED	% CHANGE
Interest/Use of Money					
Interest	1,594,122	1,530,290	1,310,369	903,291	-31.1%
Advertising	377,923	395,000	225,000	267,840	19.0%
Donations	225,658	206,000	188,000	181,000	-3.7%
Rental	160,423	226,450	170,450	208,175	22.1%
Miscellaneous	185,532	112,400	75,800	452,700	497.2%
Total Interest/Use Of Money	2,543,658	2,470,140	1,969,619	2,013,006	2.2%
Intergovernmental Revenues					
Grants-Parks & Recreation	432,838	463,000	463,000	618,000	33.5%
Grants-Library	84,755	27,000	27,000	25,000	-7.4%
Grants-Safety	175,826	140,200	140,200	88,600	-36.8%
Grants-Other	66,080	214,500	214,500	127,875	-40.4%
Total Intergovernmental Revenues	759,499	844,700	844,700	859,475	1.7%
Total General Fund Recurring Revenue	\$ 185,364,864	\$ 195,050,640	\$ 172,590,979	\$ 186,156,560	7.9%
Plus Non-Recurring General Fund Revenue	6,217,009			14,069,352	
TOTAL GENERAL FUND REVENUE	\$ 191,581,874	\$ 195,050,640	\$ 172,590,979	\$ 200,225,912	16.0%

The following graph illustrates a ten year history of recurring revenue for the General Fund. The City of Burbank has a diverse revenue base, combined with sound financial policies, allowing the City to weather economic cycles better than most cities. The chart listed below provides eight years of actual results and two years of projections for the revenue categories.



ESTIMATED REVENUES



NON-GENERAL FUND REVENUE SUMMARY FY 2019-20 through FY 2021-22

	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	% CHANGE
GOVERNMENTAL FUNDS				
Proposition A, Fund 104				
Service Charges - Intra City	9,773			
Service Charges	85,455	158,800	9,700	-93.9%
Other Taxes	2,193,882	2,347,967	2,237,800	-4.7%
Interest/Use of Money	93,880	45,502	22,632	-50.3%
Intergovernmental Revenues	124,723	121,660	85,000	-30.1%
Total Fund 104	\$ 2,507,713	\$ 2,673,929	\$ 2,355,132	-11.9%
Proposition C, Fund 105				
Service Charges	127,028	147,000	36,750	-75.0%
Other Taxes	1,724,122	1,852,403	1,773,000	-4.3%
Interest/Use of Money	179,575	269,398	137,092	-49.1%
Contribution From Other Funds	240,103	236,400	185,000	-21.7%
Total Fund 105	2,270,828	2,505,201	2,131,842	-14.9%
AQMD, Fund 106				
Property Tax	134,362	135,000	132,000	-2.2%
Service Charges	156	1,000	300	-70.0%
Interest/Use of Money	15,600	7,400	3,780	-48.9%
Total Fund 106	150,118	143,400	136,080	-5.1%
Measure R, Fund 107				
Service Charges	504,063	292,000	292,000	0.0%
Other Taxes	1,291,241	1,389,302	1,330,000	-4.3%
Interest/Use of Money	164,268	82,084	44,195	-46.2%
Total Fund 107	2,474,750	1,763,386	1,666,195	-5.5%
Measure M, Fund 108				
Other Taxes	1,453,514	1,574,543	1,507,267	-4.3%
Interest/Use of Money	74,661	44,383	19,727	-55.6%
Total Fund 108	1,528,175	1,618,926	1,526,994	-5.7%
Measure W, Fund 109				
Other Taxes			1,400,404	
Interest/Use of Money			15,000	
Total Fund 109			1,415,404	
General City Grant Fund, Fund 121				
Service Charges	38			
Interest/Use of Money	16,498	10,694	6,603	-38.3%
Intergovernmental Revenues	285,006	428,569	296,824	-30.7%
Total Fund 121	301,542	439,263	303,427	-30.9%
CDBG, Fund 122				
Service Charges	7,791	41,496	96,366	132.2%
Interest/Use of Money	34,499	20,743	5,680	-72.6%
Intergovernmental Revenues	576,531	1,659,851	1,045,332	-37.0%
Total Fund 122	618,821	1,722,090	1,147,378	-33.4%
RMRA, Fund 123				
Interest/Use of Money	30,337	32,648	26,049	-20.2%
Intergovernmental Revenues	1,835,075	2,001,099	2,033,621	1.6%
Total Fund 123	1,865,412	2,033,747	2,059,670	1.3%
Drug Asset Forfeiture, Fund 124				
Service Charges	32			
Interest/Use of Money	11,037	4,730	2,766	-41.5%
Intergovernmental Revenues	63,491	44,600	28,750	-35.5%
Total Fund 124	74,560	49,330	31,516	-36.1%

ESTIMATED REVENUES



	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	% CHANGE
State Gas Tax, Fund 125				
Service Charges	197			
Interest/Use of Money	28,059	32,145	15,321	-52.3%
Intergovernmental Revenues	2,393,930	2,631,860	2,526,152	-4.0%
Total Fund 125	2,422,186	2,664,005	2,541,473	-4.6%
Public Improvements, Fund 127				
Service Charges	2,111			
Building Permits/License Fees	3,537,707	299,000	299,000	0.0%
Interest/Use of Money	700,007	344,529	173,048	-49.8%
Intergovernmental Revenues	3,170,943	1,110,833	830,833	-25.2%
Total Fund 127	7,410,768	1,754,362	1,302,881	-25.7%
HUD Affordable Housing, Fund 128				
Intergovernmental Revenues	613,865	552,581	621,535	12.5%
Total Fund 128	613,865	552,581	621,535	12.5%
Street Lighting, Fund 129				
Service Charges	151,848	195,000	295,000	51.3%
In-Lieu Taxes	2,355,718	2,515,072	2,556,369	1.6%
Interest/Use of Money	143,181	35,000	56,471	61.3%
Total Fund 129	2,900,747	2,745,072	2,907,840	5.9%
YES Fund, Fund 130				
Interest/Use of Money	218			
Total Fund 130	218			
Community Service (BCSF), Fund 131				
Service Charges	1,000			
Total Fund 131	1,000			
Tieton Hydropower Project, Fund 133				
Service Charges	3,390,161	3,580,189	2,388,124	-33.3%
Interest/Use of Money	24,243			
Total Fund 133	3,414,404	3,580,189	2,388,124	-33.3%
Magnolia Power Project, Fund 483				
Service Charges	20,236,293	22,713,038	22,730,505	0.1%
Interest/Use of Money	77,548			
Total Fund 483	20,313,841	22,713,038	22,730,505	0.1%
General City Capital Projects, Fund 370				
Service Charges	4,259			
Interest/Use of Money	1,364,117	705,599	367,160	-48.0%
Intergovernmental Revenues	2,608,808	10,122,327	6,865,379	-32.2%
Contributions From Other Funds	2,032,175	116,622		-100.0%
Total Fund 370	6,009,359	10,944,548	7,232,539	-33.9%
PROPRIETARY FUNDS				
General Liability Insurance, Fund 530				
Service Charges - Intra City	5,691,596	6,090,488	6,454,648	6.0%
Service Charges	1,207,223			
Interest/Use of Money	1,231,071	613,718	301,981	-50.8%
Total Fund 530	8,129,890	6,704,206	6,756,629	0.8%
Workers Comp Insurance, Fund 531				
Service Charges - Intra City	10,723,834	8,692,615	6,702,770	-22.9%
Service Charges	7,020			
Interest/Use of Money	2,337,189	1,100,406	585,184	-46.8%
Total Fund 531	13,068,043	9,793,021	7,287,954	-25.6%

ESTIMATED REVENUES



	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	% CHANGE
Vehicle Equip Replacement, Fund 532				
Service Charges - Intra City	7,975,953	7,616,935	7,265,279	-4.6%
Service Charges	68,495	80,000	80,000	0.0%
Interest/Use of Money	1,528,924	711,133	491,982	-30.8%
Intergovernmental Revenues	4,068			
Contributions From Other Funds	1,185,869			
Total Fund 532	10,763,309	8,408,068	7,837,261	-6.8%
Office Equip Replacement, Fund 533				
Service Charges - Intra City	593,008	683,284	707,976	3.6%
Service Charges	431			
Interest/Use of Money	145,665	69,492	37,383	-46.2%
Contributions From Other Funds	982,745			
Total Fund 533	1,721,849	752,776	745,359	-1.0%
Municipal Infrastructure, Fund 534				
Sales Tax	11,807,145	12,005,384	12,834,152	6.9%
Service Charges - Intra City	(174)			
Service Charges	(5,481)			
Interest/Use of Money	604,010	131,460	186,644	42.0%
Contributions From Other Funds	5,050,000	4,700,000	4,700,000	0.0%
Total Fund 534	17,455,500	16,836,844	17,720,796	5.3%
Communication Equip, Fund 535				
Service Charges - Intra City	3,037,000	3,036,699	3,040,938	0.1%
Service Charges	27,480	28,624	27,165	-5.1%
Interest/Use of Money	292,691	142,323	70,078	-50.8%
Total Fund 535	3,357,171	3,207,646	3,138,181	-2.2%
Information Technology, Fund 537				
Service Charges - Intra City	9,522,954	10,774,404	11,715,637	8.7%
Service Charges	9,344			
Interest/Use of Money	317,825	136,926	81,481	-40.5%
Contributions From Other Funds	500,000	855,750	1,293,142	
Total Fund 537	10,350,123	11,767,080	13,090,260	11.2%
Water Reclamation & Sewer, Fund 494				
Service Charges - Intra City	23,180			
Service Charges	18,775,709	18,803,107	18,806,000	0.0%
Building Permits/License Fees	9,642	9,000	9,000	0.0%
Interest/Use of Money	1,570,816	600,000	600,000	0.0%
Total Fund 494	20,379,347	19,412,107	19,415,000	0.0%
BWP Electric, Fund 496				
Service Charges - Intra City	59,397			
Service Charges	187,451,021	233,862,335	237,799,614	1.7%
Interest/Use of Money	4,561,841	2,783,794	1,882,131	-32.4%
Intergovernmental Revenues	93,899			
Contributions From Other Funds	1,043			
Total Fund 496	192,167,201	236,646,129	239,681,745	1.3%
BWP Water, Fund 497				
Service Charges - Intra City	38,556			
Service Charges	33,983,619	34,339,609	34,668,095	1.0%
Interest/Use of Money	1,058,369	793,179	664,346	-16.2%
Intergovernmental Revenues	32,170			
Total Fund 497	35,112,714	35,132,788	35,332,441	0.6%

ESTIMATED REVENUES



	FY 2019-20 ACTUAL	FY 2020-21 ADOPTED	FY 2021-22 ADOPTED	% CHANGE
Refuse Collection & Disposal, Fund 498				
Service Charges - Intra City	25,388			
Service Charges	17,814,730	17,305,000	17,564,856	1.5%
Interest/Use of Money	1,940,309	1,021,500	949,680	-7.0%
Intergovernmental Revenues	14,935	15,000	14,500	-3.3%
Contributions From Other Funds	20,000	20,000	20,000	0.0%
Total Fund 498	19,815,362	18,361,500	18,549,036	1.0%
SUCCESSOR AGENCY				
Successor Agency Admin, Fund 208				
Interest/Use of Money	2,377,393	105,093	55,015	-47.7%
Intergovernmental Revenues	17,548,613	7,128,794	8,622,203	20.9%
Total Fund 208	19,926,006	7,233,887	8,677,218	20.0%
HOUSING AUTHORITY				
Section 8 Vouchers, Fund 117				
Service Charges	188,389			
Interest/Use of Money	11,903	26,411	13,729	-48.0%
Intergovernmental Revenues	10,590,613	10,488,101	12,417,898	18.4%
Total Fund 117	10,790,905	10,514,512	12,431,627	18.2%
Low/Moderate Income Housing, Fund 305				
Service Charges	89,104	331,400	256,400	-22.6%
Interest/Use of Money	301,618	134,285	79,089	-41.1%
Total Fund 305	390,722	465,685	335,489	-28.0%
PARKING AUTHORITY				
Parking Authority, Fund 310				
Service Charges	239			
Building Permits/License Fees	703,701	749,944	533,300	-28.9%
Interest/Use of Money	76,192	36,428	18,811	-48.4%
Total Fund 310	780,132	786,372	552,111	-29.8%
TOTAL NON-GENERAL FUND REVENUE	\$ 419,086,581	\$ 443,925,688	\$ 444,049,642	0.0%
GENERAL FUND REVENUE	191,581,874	195,050,640	200,225,912	2.7%
TOTAL ALL REVENUE	\$ 610,668,455	\$ 638,976,328	\$ 644,275,554	0.8%

REVENUE SOURCES AND DESCRIPTIONS



GENERAL FUND

The General Fund Revenue section provides background information describing trends and economic factors for the various revenue sources. The Fiscal Year (FY) 2021-22 revenue budget was prepared using some basic assumptions about the growth of projected revenues based on property values, expected economic growth, the Consumer Price Index, and proposed fee increases. Nearly every revenue category experienced some level of decline in FY 2020-21, significantly impacted by state and local public health orders. Economists are expecting a strong rebound to occur as businesses reopen and restrictions are eased as more people become vaccinated. Reflecting this projected recovery, Burbank's General Fund recurring revenue estimates for FY 2021-22 represent a 7.9 % increase over the revised FY 2020-21 projections. Sales, property, and utility users' taxes are the three largest sources of funds, representing 68 percent of General Fund revenues.



Sales Taxes are imposed on all applicable retail and commercial businesses selling goods in the City and represent the City's second largest revenue source. This tax is based on the sales price of any taxable transaction relating to taxable personal property. In accordance with the City's Bradley-Burns Uniform Sales Tax ordinance, the California Department of Tax and Fee Administration (CDTFA) allocates the City's sales tax, 1% of taxable sales occurring in Burbank to the City.

On November 6, 2018, the City of Burbank voters approved Measure P, also known as the Burbank Infrastructure and Community Services Protection Measure. Measure P is a general purpose $\frac{3}{4}$ cent local tax in which 50% of the revenue is dedicated to infrastructure repairs, maintenance, and improvements and 50% will go towards General Fund operations.

In 2018, the U.S. Supreme Court addressed the under-collection of billions in local sales and use tax revenues across the country due to the rapid growth in online sales. The South Dakota v. Wayfair decision imposed a collection requirement on out-of-state vendors. To properly implement the Wayfair decision, AB 147 (Burke) was approved in 2019 by the California Legislature allowing the state to impose a use tax collection duty on remote retailers with specified levels of economic activity in California even though they do not have a physical presence in the State.

The continued shutdown of non-essential businesses during the COVID-19 surge in late 2020 caused significant declines for FY 2020-21. Allocations in the County pool were boosted by increased online sales activity that helped to partially offset the decline in the other sales tax categories impacted by the pandemic. With additional Federal stimulus, a gradual return to foot traffic, and consumer resilience lifted by the wide deployment of vaccines, sales tax is expected to post strong rebounding results in 2021. Sales tax is forecasted to grow 8% for FY 2021-22.

Property Taxes are the General Fund's top revenue source. This tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property (such as airplanes) located within the City. A total tax of one percent (1%) is levied on the assessed value of property as determined by the Los Angeles County Assessor. The City of Burbank receives approximately 18.5% of the 1% levy on the assessed value (AV).



Local real estate values have steadily increased since 2012. Provisions contained in Proposition 13 have over the years created a buffer between current market value and AV as determined by the Los Angeles County Assessor. Under Proposition 13, AV on parcels with continuing ownership may increase (or decrease) by inflation as defined by the California Consumer Price Index (CPI), up to a maximum increase of 2%. The State has released CPI growth, and for FY 2021-22, assessed values on properties with no change in ownership will increase 1.036%. Because of the way taxable property is assessed, due, and paid, property tax revenues will not be affected by the reduced CPI growth until FY 2022-23. Other sources of AV growth are change in ownership, new construction, recapture of prior Prop 8 impairments of value, change to values for unsecured items such as aircraft, and post Redevelopment residual distribution. Taking these factors into consideration, a 4% increase has been incorporated into the FY 2021-22 budget.

Utility Users Taxes (UUT) are applied to telephone usage (hardwired and cellular), natural gas, and electric usage at the rate of seven percent (7%). Unlike other cities, Burbank does not apply this tax to water, cable television, sewer, and refuse collection. The UUT is the third largest source of General Fund revenue. Revenues are expected to see a recovery in FY 2021-22 with the easing of restrictions that will allow businesses to reopen and more employees to return to work. The anticipated UUT revenue increase of 7% for FY 2021-22 is based on the projected recovery from the economic impacts of COVID-19 along with the phase-in of two electric rate increases occurring in October 2021 and April 2022, with an increase of 1.24% for each period.

REVENUE SOURCES AND DESCRIPTIONS



Intra-City Service Charges are largely derived from indirect charges for General Fund staff and services that are utilized to support non-General Fund activities such as payroll, human resources, and legal services. Charges are determined by an annual cost allocation plan which allocates the program and service costs to the respective departments and funds. Based on the results of the most recent cost allocation plan, revenues are expected to remain unchanged for FY 2021-22.



Service Charges are fees charged to users of city provided services and are designed to at least partially cover the costs incurred for providing these services. Fees charged for services in this category include recreation fees, fire and emergency medical services, animal shelter adoption fees, planning and code enforcement fees, and fees for passport services. The FY 2021-22 forecasted increase of 21.5% takes into consideration the CPI adjustment as well as the reopening of city facilities and services.

In-Lieu of Tax is a charge of 7% on retail electric sales collected from the Burbank Water & Power Department (BWP) instead of paying other taxes and fees that a private utility would pay to the City. This charge is deposited into two funds: the General Fund (Fund 001) receives 5.5% and the Street Lighting Fund (Fund 129) receives the remaining 1.5%. On June 5, 2018, Measure T was approved by Burbank residents, allowing the City to continue transferring revenue from Burbank Water and Power to the General Fund to preserve funding for essential City services.

Interest Income includes interest, rent, and lease income received by the City. The City Treasurer invests static funds in various investment instruments and the City's portfolio receives interest income. The main investment goal is to protect each investment while achieving the highest rate of return. The City Treasurer's goal is to achieve an average annual investment portfolio yield of 1% during FY 2021-22. This will allow flexibility with short term maturity dates, in order to minimize market value fluctuations as rates normalize.

Parking Fines are issued by the Police Department for various parking violations. Fines are dependent on the amount of the fine, number of citations issued, and the amount retained by the county and state agencies. Parking fine revenues were impacted by local Stay-at-Home orders, as the City elected to suspend specific citations for several months in 2020. With the suspension ended, this revenue category is expected to recover by 17.4% in FY 2021-22 as compared to the revised budget of FY 2020-21.

Traffic Fines are collected from moving violations issued by the Police Department. They are issued for both City and California Highway Patrol traffic violations, with the majority of the revenue going to the State of California.

Transient Occupancy Tax (TOT), otherwise known as a "Bed Tax," is a 10% tax applied to the cost of occupying a room in a hotel, inn, motel, tourist home, or other lodging facilities within the City's jurisdiction. This tax collects revenue for the use of City services by non-residents who would not likely otherwise contribute to the provision of these services. The pandemic brought the tourism and hospitality industry to a halt in 2020. Hotel occupancy rates declined significantly in FY 2020-21, impacted by the State and County health orders. While some recovery is expected to occur in FY 2021-22, travel and tourism in California are not expected to reach the pre-COVID level until 2024. Business travel may be slow to recover as companies have learned to rely more heavily on remote forms of communication. The hotel industry may likely experience a boom from the pent-up demand for leisure travel, with the steady increase of overnight stays at the hotels. For FY 2021-22, TOT is anticipated to increase by 40% from the revised FY 2020-21 projection.



Transient Parking Tax (TPT) is a 12% tax charged to customers and collected and remitted to the City by parking lot operators who charge for their services for parking short periods of time (e.g., airport, businesses, hotels, and restaurants). Approximately 80% of TPT is derived from lots at or directly serving Hollywood Burbank Airport. Passenger counts at the airport have decreased significantly due to the pandemic. As the vaccines are deployed and restrictions on travel are eased, an anticipated increase in airport activity is also expected. For FY 2021-22, staff anticipates TPT revenues to recover by 40% from the revised budget of FY 2020-21. Similar to Transient Occupancy Tax, TPT revenues will also likely take several years to fully return to pre-COVID levels.

License fees are collected for certain types of activities within City boundaries such as business licenses and pet registrations.

Permits are required by the City to ensure that structures meet specific standards. Permits are issued to all businesses with physical addresses within the City to ensure proper zoning and maintenance. The City requires various construction permits for activities such as the installation of electric, plumbing, and sewage facilities. A fee is levied for these permits in order to recover only the costs incurred. Multiple large projects were permitted during FY 2020-21, boosting revenues slightly. Staff anticipates fewer projects of that

REVENUE SOURCES AND DESCRIPTIONS



magnitude for FY 2021-22. However, a recovery in film permits is expected as production has resumed in the studios. Revenues will remain unchanged for FY 2021-22.



Business Taxes are imposed for the privilege of conducting business within the City. Burbank’s business taxes are considerably lower than many other Los Angeles County cities. Fees range from a flat amount to a graduated formula based on sales, number of employees, and square footage. The County health mandates due to COVID-19 impacted many businesses to close operations permanently in 2020. Revenue for this category is anticipated to increase by 15% for FY 2021-22 due to businesses reopening post-pandemic and some new businesses opening in the City.

Franchise Fees are imposed on various companies using “public rights-of-way” to conduct their business operations. Such fees include: A 5% Franchise Fee on cable television gross receipts, 1% fee on natural gas gross receipts, a 2% fee on receipts arising from electricity transmission by private companies, and a 2% fee on receipts arising from the use of pipelines within the City. Franchise fees are not expected to increase in FY 2021-22, reflecting the slowing cable television market.

Intergovernmental Revenues are generally grants received from federal, state, and local governments to fund various City programs such as public safety, literacy, senior services, and nutrition. Other items within this category include reimbursements for state mandated programs and reimbursements for Fire Department strike teams sent to battle wildfires throughout the state. For FY 2021-22, intergovernmental revenues will see an increase of 1.7%. The increase is due to reimbursements from the County of Los Angeles for additional projects under Proposition A for the Parks and Recreation Department.

REVENUE SOURCES AND DESCRIPTIONS



SPECIAL REVENUE FUNDS/CAPITAL PROJECTS FUND

Fund 104 Proposition A – Transportation: Proposition A revenues represent the City's portion of a special Los Angeles County ½ cent Sales Tax passed by the voters in 1980. Cities are entitled to 25% of all the ½ cent revenues. Distribution to each city is pro-rated based on each city's population. These revenues are used to fund the BurbankBus transit programs and maintenance of the Downtown Burbank Metrolink and other transit facilities. Revenue growth for these funds is contingent on the County's overall sales growth.

Fund 105 Proposition C – Transportation: Proposition C revenues represent the City's portion of a special Los Angeles County ½ cent Sales Tax approved by voters in 1990. Cities are entitled to 20% of all the ½ cent revenues. Distribution to each city is pro-rated based on each city's population. These revenues are used to fund the uses and projects that provide BurbankBus Fixed Route Transit Services.

Fund 106 AQMD Fees – Transportation: The South Coast Air Quality Management District (AQMD) receives a small portion of the annual vehicle registration license fees. The AQMD remits a portion of these revenues to cities for selected anti-pollution/transportation projects. Burbank's revenues are deposited into a special AQMD Fees–Transportation Fund for ride-sharing and anti-pollution projects.

Fund 107 Measure R – Transportation: Measure R revenues represent the City's portion of a special Los Angeles County ½ cent Sales Tax approved by voters in 2008. Cities are entitled to 15% of all the ½ cent revenues for a period of 30 years. Distribution to each city is pro-rated based on each city's population. A portion of Measure R supplements Proposition C to pay for the BurbankBus Fixed-Route Transit Program. Measure R funds are also used for other transportation-related projects and programs, including Active (Bicycle and Pedestrian) Transportation improvements and maintenance of the Burbank Airport-North Metrolink Station.

Fund 108 Measure M – Transportation: Measure M revenues represent the City's portion of a special Los Angeles County ½ cent Sales Tax approved by voters in 2016. Cities are entitled to 17% of all the ½ cent revenues. Distribution to each city is pro-rated based on each city's population. Funds will be utilized for Citywide roadway related capital improvement projects administered by the Public Works Department.

Fund 109 Measure W – Safe, Clean Water Program: Measure W is the Los Angeles County Safe, Clean Water Municipal Program (SCW) special parcel tax approved by voters in 2018. Cities are entitled to 40% of the revenues collected by the County. Distribution to each city is proportional to the tax revenues collected within each boundary. Funds will be utilized to capture, treat, and recycle stormwater.

Fund 121 General City Grant Fund: This fund accounts for revenues and expenditures related to certain recurring public safety grants. The granting agencies may be federal, state or county; including the Office of Traffic Safety, Citizens' Option for Public Safety, and the Department of Justice.

Fund 122 Community Development Block Grant: The Federal Department of Housing and Urban Development (HUD) created the Community Development Block Grant (CDBG) program to revitalize low- and moderate- income areas within American cities. Burbank's CDBG revenues change each year and have specific restrictions.

Fund 123 Road Maintenance and Rehabilitation Account: As a result of the Road Repair and Accountability Act of 2017, Senate Bill 1 (SB1), funds are derived from the taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations from the State of California for local streets and roads and other transportation purposes.

Fund 124 Drug Asset Forfeiture: The Drug Asset Forfeiture Fund was established to account for revenues and expenditures. Revenue estimates and appropriations will be made only after drug assets are seized, and the revenues are remitted to the City. Amounts will vary depending on the level of participation by Burbank's officers.

Fund 125 State Gas Taxes: State Gas Taxes are derived from State of California taxes on gasoline purchases and are allocated, on a share basis to cities. These revenues are broken down into Section 2105, 2106, and 2107 and are restricted and can only be used on public street construction, improvements, and/or maintenance. Another Section 2107.5, restricts revenue usage to public street engineering costs and administrative/labor expenditures.

Fund 127 Public Improvements: This fund provides for Public Improvements through imposition of Development Impact Fees. Public Improvement projects included in this fund are restricted to those designated in the Infrastructure Blueprint and the Community Facilities Element. Activities are restricted to specific projects in the Community Development, Fire, Library, Parks and Recreation, and Police Departments.

Fund 128 HOME Program: This program provides Housing and Urban Development (HUD) funding to increase the affordable housing supply in the City.

REVENUE SOURCES AND DESCRIPTIONS



Fund 129 Street Lighting: This fund receives 1.5% of the 7% BWP In-Lieu of Tax transfer revenue for the purpose of maintaining citywide streetlights. With the approval of Measure T on June 5, 2018, funding for street lighting will continue, preserving this essential City service. Most cities directly charge residents for this service through assessment districts. BWP administers the Street Lighting Fund.

Fund 133 Tieton Hydropower Project: The Tieton Hydropower Project is a hydroelectric power generating plant located at the Tieton Dam on the Tieton River in Yakima County, Washington. This facility was purchased by Southern California Public Power Authority (SCPPA) in November 2009 with 50% shares belonging each to the cities of Burbank and Glendale. The average annual output is 48,000 megawatt hours (MWh). Revenues are billed to recover expenses incurred by the operating agent, Burbank Water and Power.

Fund 483 Magnolia Power Project: The Magnolia Power Project (MPP) is a combined-cycle natural gas-fired, high efficiency, low polluting generation plant located in Burbank. MPP is jointly owned by the following SCPPA participating cities: Anaheim, Burbank, Cerritos, Colton, Glendale, and Pasadena. MPP commenced commercial operations in September 2005. Peak capacity is 295 megawatts with a forecasted yearly production in excess of 1,472,864 MWh. Revenues are billed to recover expenses incurred by the operating agent, Burbank Water and Power.

Fund 370 Capital Projects Fund – General City: This fund accounts for capital projects within the City of Burbank. The majority of the funding for this fund comes from contributions from the General Fund (Fund 001), grant sources, and restricted budgetary reserves.

INTERNAL SERVICE FUNDS

Fund 530 General Liability Insurance: This fund is used to account for the cost of Citywide insurance premiums and self-insurance programs, including general liability, property, earthquake, crime, and volunteer accidental death and dismemberment. The Fund also accounts for all litigated and non-litigated claims against the City, including settlements, judgments, and civil service arbitrations. Revenue for this program is collected through rates charged to each City department based on claims history and size of operations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

Fund 531 City Self Insurance: This fund is used to account for the City's Workers' Compensation Program. Funding is derived from a percentage of salaries charged to all City departments, which is based on claims history. The Management Services Department, Risk Management Division, administers this fund.

Fund 532 Vehicle Equipment Replacement: This fund is used to account for the operation, maintenance, and timely replacement of the vehicular fleet and equipment utilized by general government (non-BWP) departments on a rental fee basis. Rental rates are collected from each department based on their vehicles' annual depreciation, in addition to operating and maintenance (O&M) costs, including fuel.

Fund 533 Office Equipment Replacement: This fund is used to account for the acquisition, maintenance, and replacement of office equipment utilized by General Fund departments. Funds are collected through rental rates charged to departments based on asset depreciation amounts.

Fund 534 Municipal Infrastructure Fund: This fund provides for the maintenance and replacement of all general City infrastructure (non-enterprise). This fund receives 50 percent of the City's Transaction and Use Tax revenue, resulting from the passage of Measure P in November 2018, in addition to an annual General Fund Maintenance of Effort (MOE) contribution of \$4.7 million.

Fund 535 Communications Equipment Replacement: This fund is used to account for the maintenance and timely replacement of the City's communication equipment, such as telephones and radios. Revenue is collected through a rental rate charged to each department based on their total number of radios and phone lines.

Fund 537 Information Technology: This fund is used to account for the acquisition, maintenance, and replacement of technology infrastructure (including computer equipment, hardware, and software) utilized by City departments. Revenue is collected from other departments and funds based on an annual citywide Information Technology (IT) cost of service study.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise. The City of Burbank currently has four Enterprise Funds: Electric (operated by Burbank Water and Power), Water (operated by Burbank Water and Power), Water Reclamation and Sewer (operated by Public Works) and Refuse Collection and Disposal (operated

REVENUE SOURCES AND DESCRIPTIONS



by Public Works). Each fund must ensure that its revenues cover operating expenses (including depreciation) of providing goods and services to users/customers. Revenues may be comprised of Service Charges/Fees/Sales, Interest and Other Income.

Fund 494 Water Reclamation and Sewer Fund: This fund is used to account for the operations and maintenance of the City's Water Reclamation Plant and sewer system. The Water Reclamation and Sewer rates will remain unchanged for FY 2021-22.

Fund 496 Electric Fund: The Electric Fund is used to account for the operations of the City-owned electric utility services. The Electric Fund's budget highlights include power supply improvements, distribution expansion and improvements, and new customer projects. The adopted Electric Fund budget includes a 2.5% rate increase that will be phased in over two dates, with increases of 1.24% occurring in October 2021 and April 2022. Burbank's electric rates remain competitive, both locally and regionally.

Fund 497 Water Fund: The Water Fund is used to account for the operation of the City-owned water utility services. The Water Fund's budget highlights include a water rate increase necessitated by the increased cost of purchased water, operations, and maintenance. Burbank Water and Power will implement a 6% increase in water rates that will be phased in over three dates to help customers transition to the new rate. Increases of 1.96% will be implemented in October 2021, January 2022, and April 2022.

Fund 498 Refuse Collection and Disposal Fund: This fund is used to account for the operation of refuse collection, refuse disposal (which includes the City's Landfill operations), recycling, and street sweeping. In order to continue providing comprehensive refuse services and meet the rising operational costs, Refuse rates will increase by 2% for FY 2021-22.

SUCCESSOR AGENCY ADMINISTRATION FUND

Legislation enacted by the State in June 2011, effectively ending RDAs statewide on February 1, 2012, also provided local agencies the authority to appoint their city as the Successor Agency to the redevelopment agency. Burbank elected to pursue this option. The City of Burbank currently serves as the Successor Agency and is responsible for administrative functions of both post RDA and affordable housing functions. These include ensuring continuation payments on existing bonds and contractual obligations during the wind down phase are accurate and timely. An administrative allowance (3% of approved continuation payments) is allocated to the successor agency to partially cover the costs of these functions.

HOUSING AUTHORITY FUNDS

The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program that is funded by the United States Department of Housing and Urban Development (HUD). This Program provides rent subsidy payments directly to landlords on behalf of eligible tenants in order to increase the supply and quality of affordable housing within the City. The Section 8 Program provides an additional resource for assisting very low-income renters in Burbank.

Starting in 1977, redevelopment agencies had been required to set aside twenty percent (20%) of their incremental property tax revenues into the Low/Moderate Housing Fund (Fund 305) to be used solely for low and moderate housing development. The set aside ceased with the elimination of RDAs in February 2012. Fund 305 was shifted to the Housing Authority post RDA. The Housing Authority is responsible for administering existing contracts and ensuring all applicable regulations are adhered to during the wind down phase. As dictated by AB 1484, excess housing funds were given back during FY 2012-13, with counties responsible for distributing these funds to all the applicable taxing agencies. The Housing Authority now receives debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. As required by State law, 20% of the reimbursement payments are restricted to affordable housing purposes only.

PARKING AUTHORITY FUND

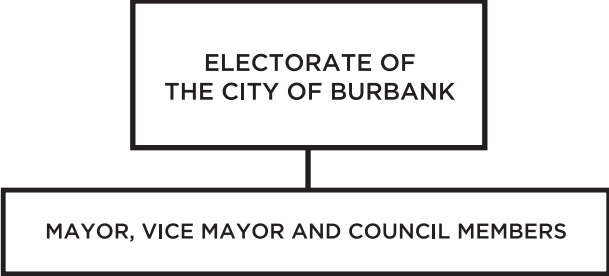
The Parking Authority has one capital projects fund which is administered by the Community Development Department, Transportation Division. The main source of income include parking permits, lease fees, and the Downtown Public Facility Maintenance District levy. In addition, AMC Theaters provide funds to offset downtown parking structure maintenance costs.

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CITY COUNCIL



CITY COUNCIL



MISSION STATEMENT

The City Council is committed to improving the overall quality of life in the City of Burbank by enhancing our neighborhoods, delivering exceptional public services, preserving and enhancing the City's economic prosperity, embracing the diversity of our citizens, and making Burbank a desirable, safe City in which to live, work and raise a family.

ABOUT CITY COUNCIL

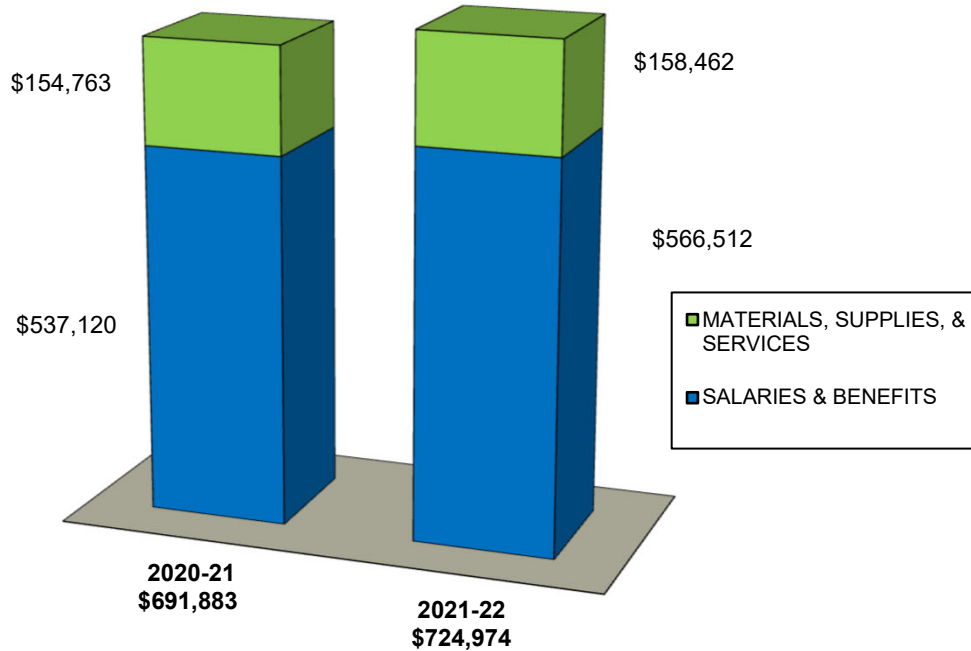
The City Council serves as the elected legislative and policy-making body of the City of Burbank, enacting all laws and directing any actions necessary to provide for the general welfare of the community through appropriate programs, services, and activities. The City Council reviews and adopts the operating budget, holds public hearings to solicit advice, and hears feedback from the public. The City Council authorizes contracts and the purchase and sale of City property, approves agreements with other governmental agencies, and appoints City commissions, boards, and committees. In addition, the City Council serves as the Burbank Parking Authority, Burbank Housing Authority, and Public Finance Authority.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
Salaries & Benefits	\$ 482,794	\$ 537,120	\$ 566,512	\$ 29,392
Materials, Supplies & Services	117,334	154,763	158,462	3,699
TOTAL	\$ 600,128	\$ 691,883	\$ 724,974	\$ 33,091



DEPARTMENT SUMMARY



I. ANNUAL COMPENSATION BUDGETED FOR COUNCIL MEMBERS

<u>Position</u>	<u>Annual Salary</u>	<u>Monthly Salary</u>
Mayor	\$17,640	\$1,470.04
Vice Mayor	\$17,640	\$1,470.04
Council Member	\$17,640	\$1,470.04
Council Member	\$17,640	\$1,470.04
Council Member	\$17,640	\$1,470.04
Total	\$0	\$7,350

Each Council Member's salary amount is subject to all applicable federal and state income taxes. In addition, the City contributes a percentage of each Council Member's salary to the Public Employees' Retirement System.

II. ANNUAL FRINGE BENEFITS BUDGETED FOR COUNCIL MEMBERS

	<u>PERS Retirement</u>	<u>Other Retirement</u>	<u>Medical/Dental/Vision Insurance*</u>	<u>Medicare (1.45%)</u>	<u>Employee Assistance Program</u>	<u>Other Health</u>	<u>Life Ins.</u>	<u>Workers Comp</u>	<u>OPEB</u>	<u>Total</u>
Member	\$1,630	\$1,200	\$11,905	\$256	\$78	\$3,500	\$191	\$104	\$123	\$18,988
Total (All Members)	\$8,150	\$6,000	\$59,527	\$1,279	\$390	\$17,500	\$956	\$520	\$617	\$94,939

*Individual medical/dental insurance options actually selected vary. The \$11,905 figure represents the amount budgeted. Actual annual costs may range between \$0 and \$11,905. Each Council Member also has the option of receiving an annual physical examination at a maximum cost of \$500. If utilized, it is charged to the Management Services Department's Medical Services line-item appropriation account (001.MS01A.62125).




2020-2021 WORK PROGRAM HIGHLIGHTS

- Participated in a City Council Goal Setting Session and prioritized five citywide goals, including Economic Recovery/Development, Housing/Homelessness, Sustainability, City Services, and Quality of Life.
- Adopted a comprehensive Legislative Platform, with the addition of two new sections to promote Healthy Communities and Social Justice and Equity.
- Held community meetings with Burbank's local and state elected representatives.
- Bolstered community resiliency and recovery during COVID-19 with the adoption of an Economic Recovery Plan and approval of the use of millions of dollars in local, state, and federal allocations for Burbank's small business and

2021-2022 WORK PROGRAM GOALS

	Economic Recovery/Development	On-going
	Housing/Homelessness	On-going
	Sustainability	On-going
	City Services	Fall 2021
	Quality of Life	Fall 2021

PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Utilize the Community Assistance Coordinator as a focal point for collecting and responding to citizen requests.				
Total number of requests, problems, and issues received or identified by Community Assistance Coordinator.	18,600	18,600	19,000	19,000
Total number of citizen requests received by Community Assistance Coordinator.	6,100	6,100	6,200	6,200
Objective: Maintain Community Assistance Coordinator visibility in the community to help identify neighborhood issues.				
Total number of large items identified and reported for bulky item pick-up by Community Assistance Coordinator.	10,500	10,500	10,600	10,600
Total number of graffiti incidents reported by Community Assistance Coordinator.	380	380	400	400
Total number of miscellaneous problems reported by Community Assistance Coordinator (includes items such as tree limbs down, traffic signs down, potholes, illegal activities, and a variety of other types of issues).	1,700	1,700	1,800	1,800

City Council

001.CL01A



OBJECTIVES

- Provide legislative policy directives for City programs and services.
- Represent the interests of Burbank citizens at all levels of government.
- Continue to concentrate on communication and cooperative efforts with City residents.
- Approve programs for the City's physical, cultural, and socio-economic development.
- Encourage cooperation among community leaders, civic groups, and citizens to resolve area-wide problems.
- Work to maintain high quality City programs and services.
- Actively participate in state and federal legislative processes.
- Work closely with the Southern California Area Governments (SCAG), League of California Cities (Cal Cities), and other organizations to focus attention on problems facing local government.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 297,946	\$ 304,854	\$ 311,787	\$ 6,933
60012.0000 Fringe Benefits	103,911	136,379	159,292	22,913
60012.1008 Fringe Benefits:Retiree Benefits	617	6,049	6,423	374
60012.1509 Fringe Benefits:Employer Paid PERS	25,631	28,702	28,809	107
60012.1528 Fringe Benefits:Workers Comp	3,213	2,805	1,840	(965)
60012.1531 Fringe Benefits:PERS UAL	46,502	53,911	53,840	(71)
60015.0000 Wellness Program Reimbursement	284	-	-	
60027.0000 Payroll Taxes Non-Safety	4,692	4,420	4,521	101
Salaries & Benefits	482,794	537,120	566,512	29,392
62000.0000 Utilities	\$ -	\$ 982	\$ 982	
62015.0000 BUSD - Close Up Program	-	8,000	8,000	
62135.1012 Govt Svcs:Council Reorganization	1,289	5,500	5,500	
62220.0000 Insurance	6,306	6,838	4,859	(1,979)
62300.0000 Special Dept Supplies	3,358	6,800	6,800	
62310.0000 Office Supplies, Postage & Printing	3,168	5,000	5,000	
62420.0000 Books & Periodicals	-	350	350	
62440.0000 Office Equip Maint & Repair	1,162	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	7,218	7,213	7,218	5
62496.0000 Fund 537 Computer System Rental	25,092	22,549	28,222	5,673
62700.0000 Memberships & Dues	49,014	37,952	37,952	
62710.0000 Travel	7,207	37,500	37,500	
62895.0000 Miscellaneous Expenses	13,521	14,079	14,079	
Materials, Supplies & Services	117,334	154,763	158,462	3,699
Total Expenses	\$ 600,128	\$ 691,883	\$ 724,974	\$ 33,091

CITY COUNCIL

Authorized Positions



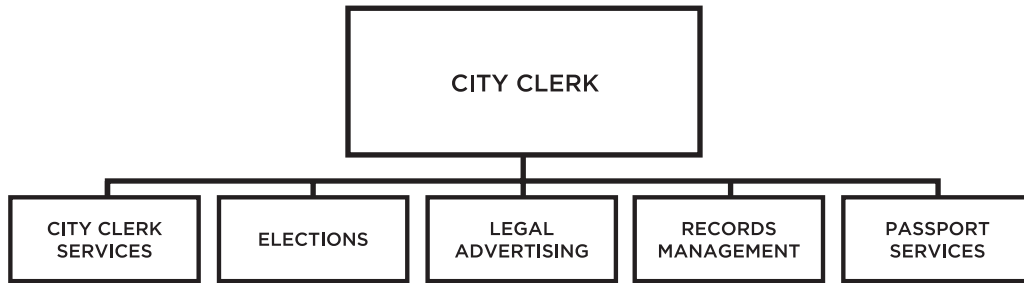
CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
EXEC AST	2.000	2.000	2.000	
COMMUNITY ASSISTANCE CORD	1.000	1.000	1.000	
TOTAL STAFF YEARS	3.000	3.000	3.000	

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CITY CLERK



CITY CLERK



MISSION STATEMENT

The City Clerk's Office is committed to pursuing excellence through professionalism, transparency, and accountability. We are committed to providing quality public service and connecting the community with the legislative process. The Department strives to ensure that the City's legislative process remains open by providing a strong link between citizens and government. Through efficient use of City resources, the City Clerk's Office is able to ensure the preservation of Burbank's legislative history.

ABOUT CITY CLERK

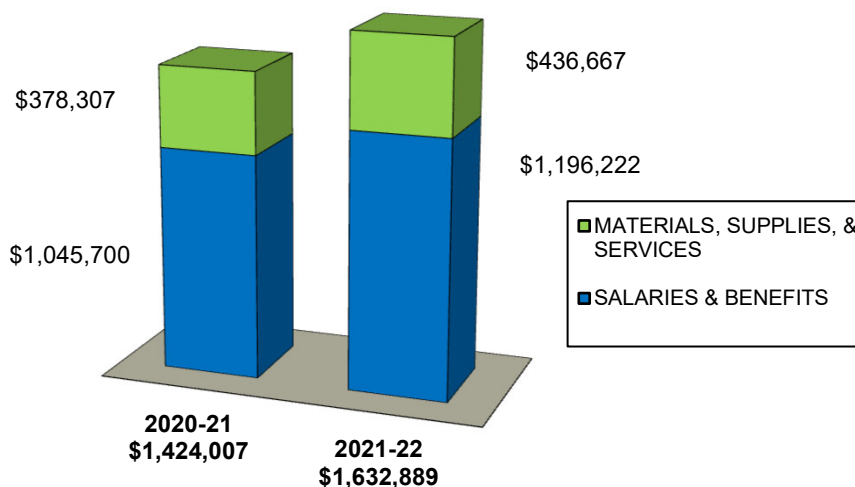
The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services (YES) Fund Board, and Public Financing Authority. The City Clerk's Office is organized into five divisions: City Clerk Services, Elections, Legal Advertising, Records Management, and Passport Services.

The City Clerk's Office is charged with the responsibility of archiving all official City records; preserving a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority and related proceedings; accurately codifying of the Burbank City Charter and Municipal Code; conducting municipal elections in accordance with all applicable city, state, and federal laws; acting as Filing Officer for required disclosures under the Political Reform Act for City elected officials, candidates, board/commission/committee members, and designated employees, providing publication of public hearing notices and other legal notices; accepting claims, summonses, and subpoenas filed against the City and responding to requests for public records; and administering the Citywide Records Management Program, which includes records storage, retention, disposition, and scanning for archival purposes. The City Clerk's Office also serves as a full-service Passport Acceptance Facility, handling up to approximately 8,000 new and renewal services annually. In addition, the Office manages the appointment process of 22 City boards, commissions, and committees.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	9.535	9.535	10.100	0.565
Salaries & Benefits	\$ 987,687	\$ 1,045,700	\$ 1,196,222	\$ 150,522
Materials, Supplies & Services	219,065	378,307	436,667	58,360
TOTAL	\$ 1,206,752	\$ 1,424,007	\$ 1,632,889	\$ 208,882

DEPARTMENT SUMMARY





2020-2021 WORK PROGRAM HIGHLIGHTS

- Administered the November 3, 2020, General Municipal Election (Including 2 City Council seats, 1 City Treasurer seat, and 1 citizen-led ballot Measure RC)
- Accepted and completed the process for 1 citizen-led Initiative Petition and 1 Referendum.
- Collaborated with the Burbank Unified School District and service organizations to successfully conduct the Clerks' Cup Youth Voter Registration Challenge.
- Processed approximately 11,000 Passport Applications and have brought in approximately \$470,000 in General Fund Revenue.
- Successfully completed all Advisory Body recruitments for scheduled and unscheduled vacancies for 22 Boards, Commissions, and Committees.
- Processed 824 internal and 1758 external public records requests.
- Properly posted and distributed 63 City Council Meeting Agenda Packets and/or Notices in FY 2020-21.
- Administered the Citywide Records Retention Schedule.
- Successfully conducted two events for citywide records destruction for records that have met or exceeded their retention. (534 boxes were destroyed).
- Continued to digitally archive vital City records to ensure transparency and the proper preservation of the City's legislative history.
- Accepted and processed general liability claims, summonses, and subpoenas against the City of Burbank.

2021-2022 WORK PROGRAM GOALS



Expand public access through the usage of improved technologies and processes.

- a. Continue to allow public access for the filing of Campaign Statements online for all filers.
- b. Ensure all Council Minutes, Resolutions, and Ordinances are properly imaged, indexed, and provided online in a searchable format.
- c. Create, disseminate, and post City forms and information regarding Elections, Records Management, and Passport Services, Advisory Body Recruitments, and City Council Meetings on the City website and social media platforms.
- d. Research and/or develop and implement other methods of providing municipal information to the community.

On-going



Continue to educate, disseminate information, and promote community outreach and participation during the Election process.

- a. Continue to attend meetings at local schools and community organizations to promote voter registration and disseminate election information.
- b. Continue partnering with the BUSD and local organizations to promote voter registration and disseminate upcoming election information.
- c. Continue to partner with the Los Angeles County Registrar-Recorder/County Clerk's Office to offer 24-hour Vote by Mail Dropboxes and Vote Centers for elections.
- d. Create voter informational promotional materials and workshops.

On-going



Continue to maintain current Passport Acceptance Facility hours to accommodate the increasing demand of appointments and generate additional General Fund revenue.

On-going



Update the Citywide Retention Schedule to ensure that compliance is met.

On-going



Conduct citywide destruction of records that have met and/or exceeded their retention.

On-going




Continue to conduct necessary training in the areas of City Council agenda process, public records requests, and records management to new employees and staff newly assigned to these respective areas.

On-going


CITY CLERK



PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Administer the November 3, 2020 General Municipal Election for 2 City Council seats, 1 City Treasurer seat, and 1 citizen-led ballot rent control ordinance Measure RC.				
Worked in collaboration with the County of Los Angeles Registrar-Recorder/County Clerk to conduct a consolidated General Municipal Election which consisted of the election of two City of Burbank Council seats, one Treasurer seat, and one citizen-led ballot Measure RC. Requested that the City Council adopt resolutions to call and consolidate the election, with the County General Election, establish candidate statements costs; worked with the County and local candidates to fulfill all election duties under the purview of the Elections Official consisting but not limited to: distribution of election materials to candidates during nomination period, publication of legal notices, adherence to the mandated translations, coordination of City facilities as vote centers, installation of 24-hour vote by mail dropboxes, and address election day needs. Disseminated and posted election-related information to the City's website and social media platforms in a timely manner maintaining transparency, improving efficiencies, and foster trust with the Burbank community. Promoted inclusivity, conducted outreach, and collaborated with the Burbank Unified School District, Burbank Chamber of Commerce, League of Women Voters, and other community organizations to increase voter registration and participation via the Clerks' Cup Voter Registration Challenge and other efforts.	n/a	100%	100%	n/a
Accepted and processed 1 citizen-led Initiative Petition and 1 Referendum and made official City determination.	100%	100%	100%	n/a




	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Sustainability				
Objective: Enterprise Content Management System (ECMS) Project – Digitize historical, active, and departmental permanent archived City Records and properly destroy records that have met their retention.				
<p>Digitizing City records will increase efficiencies and enhance customer service, minimize the City's environmental impact by reducing the number of pages printed, utilizing less paper storage, save time on record searches, improve workflow, and improve electronic document security. This will create greater accessibility to City records in a user-friendly environment by incorporating updated technologies and best practices.</p> <p>City staff now has access to City documents. The Enterprise Content Management System (ECMS) project is contingent upon funding and is scheduled to be completed in phases over the course of the next few fiscal years. Phase II is underway and will continue in FY 2021-22.</p> <p>Staff is in the process of performing a quality control check of previously scanned documents. Once completed, staff will then scan and index new and archived records, eventually release a public portal via the City website.</p> <p>Currently, staff is working on updating documents previously scanned and conducting quality control checks and indexing. Once that is complete, the focus will be on scanning new and archived records, indexing, conducting quality checks, and eventually providing to the public through a public portal via the City website.</p>	25%	50%	50%	75%
<p>Continue to conduct annual citywide destruction of records that have met and/or exceeded their required retention.</p> <p>In June 2019, the City Council approved an updated Citywide Retention Schedule. The City Clerk's Office will oversee and coordinate with City Departments and selected vendor to conduct secure citywide destruction of records. A new retention schedule update is tentatively scheduled for September 2021.</p> <p>Each Department will be provided the opportunity to have City staff compile, records inventory, and obtain City Attorney and City Clerk administrative approval to properly dispose of records that have met and/or exceeded their required retention.</p>	100%	100%	100.0%	100%

CITY CLERK



		Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal	City Services				
Objective: Continue to maintain Passport Acceptance Facility hours to accommodate the increasing demand for appointments.					
Due to the increasing demand for passport acceptance services, the Burbank Passport Acceptance Facility is now quadruple-booking appointments to meet the demand and generate additional General Fund revenue. With the recently expanded passport appointment offerings made available five days per week, approximately 100 applicants are being processed daily. Passport acceptance services are regularly promoted on the City website, at Council Meetings, on social media platforms, and through service organizations.		75%	100%	75%	100%

		Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal	 Sustainability				
Objective: Conduct Various New and Refresher Trainings for City Staff					
Conduct training for City staff involved with the agenda process, city advisory bodies, public records requests, and/or citywide records management program. The goal for these trainings is to educate and inform staff of any new changes, set realistic expectations, and ensuring the timely duplication, distribution, and posting of agendas, minutes, and meeting materials to ensure compliance with the Ralph M. Brown Act, ensure timely responses to the public are sent in accordance with the California Public Records Act, and to ensure City records are kept until they have met their respective retention. Adherence to the guidelines will not only meet legal requirements but will also improve transparency, foster public trust, allow the public to have ample time to read materials in advance of the meetings, preserve vital City records, and allow for the destruction of records that have met their retention.		100%	100%	25%	100%

Services Division

001.CC01A



The City Clerk Services Division prepares weekly meeting agendas, reports, videos, and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and Public Financing Authority, recording and indexing the actions of each, as well as finalizes resolutions, ordinances, agreements, recorded documents, grants, tract maps, and other official documents. All official documents are public information, and this Division is committed to providing access to these records to the public, elected officials, and City Departments in a transparent and efficient manner. Direct access to records provides staff with the ability to serve the public while responding to requests. This Division is responsible for distributing, publishing, and posting public notices and meeting agendas as required by law. This Division also oversees the codification of the Burbank Charter and Municipal Code and implements the requirements of the Fair Political Practices Commission (FPPC).

OBJECTIVES

- Maintain all official records.
- Publish and post notices of legislative meetings in compliance with the provisions of the Ralph M. Brown Act.
- Prepare and distribute meeting agendas and minutes to elected officials, City staff, and subscribers on the City website, in addition to providing hard copies at public facilities.
- Codify the Burbank Charter and Municipal Code, providing access to revisions and upon the City Council's adoption of an Ordinance via "Code Alert" notifications.
- Provide the public, City departments, and elected officials with general public information and conduct specific record(s) research.
- Accept and monitor Statements of Economic Interests as required by the FPPC and the City's Conflict of Interest Code.
- Oversee the recruitment process and management of services for approximately 22 Boards, Commissions, and Committees, consisting of approximately 130 Board/Commission/Committee members.
- Provide greater transparency for public access to City Board, Commission, and Committee meeting agendas, minutes, and reports available on the City website.

Services Division

001.CC01A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,646	2,396	2,724	0,328
60001.0000 Salaries & Wages	\$ 240,300	\$ 247,701	\$ 288,051	\$ 40,350
60006.0000 Overtime - Non-Safety	93	1,501	1,501	
60012.0000 Fringe Benefits	43,865	44,962	54,994	10,032
60012.1008 Fringe Benefits:Retiree Benefits	262	1,694	1,923	229
60012.1509 Fringe Benefits:Employer Paid PERS	23,220	23,090	26,619	3,529
60012.1528 Fringe Benefits:Workers Comp	4,781	3,228	2,842	(386)
60012.1531 Fringe Benefits:PERS UAL	45,717	40,082	42,845	2,763
60015.0000 Wellness Program Reimbursement	561	-	-	
60022.0000 Car Allowance	832	1,500	4,488	2,988
60027.0000 Payroll Taxes Non-Safety	3,460	3,592	4,177	585
60031.0000 Payroll Adjustments	1,334	-	-	
Salaries & Benefits	364,425	367,350	427,440	60,090
62170.0000 Private Contractual Services	\$ 20,239	\$ 21,700	\$ 21,700	
62220.0000 Insurance	8,385	9,363	10,000	637
62300.0000 Special Dept Supplies	743	1,400	1,300	(100)
62310.0000 Office Supplies, Postage & Printing	2,677	3,400	3,400	
62440.0000 Office Equip Maint & Repair	2,050	150	150	
62455.0000 Equipment Rental	3,668	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	750	750	750	
62485.0000 Fund 535 Communications Rental Rate	10,105	10,098	10,105	7
62496.0000 Fund 537 Computer System Rental	80,362	59,462	96,993	37,531
62700.0000 Memberships & Dues	1,400	1,400	1,500	100
62710.0000 Travel	1,727	3,015	3,015	
62755.0000 Training	3,655	10,000	10,000	
62895.0000 Miscellaneous Expenses	122	600	600	
Materials, Supplies & Services	135,883	125,338	163,513	38,175
Total Expenses	\$ 500,307	\$ 492,688	\$ 590,953	\$ 98,265

Elections Division

001.CC01B



The Elections Division is responsible for overseeing consolidated municipal elections with the County of Los Angeles and standalone municipal elections in accordance with all applicable city, state, and federal laws. Other responsibilities include processing initiatives, referendums, and recall petitions, participating in voter outreach and educational programs in local schools, and providing election-related information to Burbank voters during election season. This Division is also responsible for coordinating and educating the voters regarding voter registration services with the County of Los Angeles, monitoring State legislation to maintain appropriate procedures, and ensuring that Title 2 Chapter 3 (Elections) of the Burbank Municipal Code and Election Sections 800-815 of the Charter, are updated as necessary, and properly codified.

OBJECTIVES

- Accept and monitor campaign statement filings to comply with Fair Political Practices Commission (FPPC) regulations.
- Maintain an up-to-date Elections Code.
- Increase voter registration, by participating in community engagement and encourage pre-voter registration for those eligible to vote after age 16 or 17.
- Continue voter outreach efforts through the dissemination of election-related information via the City website, cable channel, Mayor's announcements at City Council Meetings, and posts on social media platforms such as Twitter, Facebook, and Nextdoor, involvement in educating students at Burbank Unified District Schools, and distribution of flyers throughout the community.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.200	1.150	0.400	(0.750)
60001.0000 Salaries & Wages	\$ 118,365	\$ 114,408	\$ 48,124	\$ (66,284)
60006.0000 Overtime - Non-Safety	25	655	655	
60012.0000 Fringe Benefits	22,938	22,019	8,434	(13,585)
60012.1008 Fringe Benefits:Retiree Benefits	139	756	923	167
60012.1509 Fringe Benefits:Employer Paid PERS	11,475	10,827	4,447	(6,380)
60012.1528 Fringe Benefits:Workers Comp	2,691	2,144	284	(1,860)
60012.1531 Fringe Benefits:PERS UAL	21,159	19,858	26,562	6,704
60015.0000 Wellness Program Reimbursement	273	-	-	
60022.0000 Car Allowance	378	-	-	
60027.0000 Payroll Taxes Non-Safety	1,694	1,659	698	(961)
60031.0000 Payroll Adjustments	682	-	-	
Salaries & Benefits	179,818	172,326	90,127	(82,199)
62170.0000 Private Contractual Services	\$ 6,202	\$ 122,481	\$ 122,481	
62310.0000 Office Supplies, Postage & Printing	214	300	300	
62420.0000 Books & Periodicals	117	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	863	863	863	
62496.0000 Fund 537 Computer System Rental	3,415	3,650	4,076	426
62530.0000 Legal Advertismt & Printing Ordinances	-	40,000	40,000	
62895.0000 Miscellaneous Expenses	136	2,000	2,000	
Materials, Supplies & Services	10,946	169,544	169,970	426
Total Expenses	\$ 190,764	\$ 341,870	\$ 260,097	\$ (81,773)

Legal Advertising Division

001.CC01C



The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council and advertises other citywide public legal notices as required by law.

OBJECTIVES

- Prepare, publish, post, and mail notices for all Public Hearings prior to the City Council, Successor Agency, and other advisory body meetings.
- Publish all notices for the Planning Board Meetings, bid openings, and other legal notices as required by law.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.250	0.250	0.550	0.300
60001.0000 Salaries & Wages	\$ 23,751	\$ 25,047	\$ 47,399	\$ 22,352
60006.0000 Overtime - Non-Safety	17	-	-	
60012.0000 Fringe Benefits	4,491	4,828	10,843	6,015
60012.1008 Fringe Benefits:Retiree Benefits	28	151	201	50
60012.1509 Fringe Benefits:Employer Paid PERS	2,318	2,358	4,380	2,022
60012.1528 Fringe Benefits:Workers Comp	338	230	280	50
60012.1531 Fringe Benefits:PERS UAL	5,427	5,262	4,982	(280)
60015.0000 Wellness Program Reimbursement	50	-	-	
60022.0000 Car Allowance	75	-	-	
60027.0000 Payroll Taxes Non-Safety	342	363	687	324
60031.0000 Payroll Adjustments	163	-	-	
Salaries & Benefits	36,999	38,239	68,772	30,533
62496.0000 Fund 537 Computer System Rental	\$ 741	\$ 845	\$ 969	\$ 124
62530.0000 Legal Advertismt & Printing Ordinances	32,572	30,000	45,000	15,000
Materials, Supplies & Services	33,313	30,845	45,969	15,124
Total Expenses	\$ 70,312	\$ 69,084	\$ 114,741	\$ 45,657

Records Management Division

001.CC01D



The Records Management Division administers the Citywide Records Management Program for all City departments and maintains a collection of historical records. In 1972, the Program was established to provide an organized structure for the oversight of the utilization, maintenance, retention, preservation, destruction, and disposition of City records. This objective enables the City to effectively conduct its business by ensuring that important records are organized and maintained in a manner that allows for the effective storage, identification, and retrieval; providing for the transfer of inactive records for storage into the Records Center; scanning and indexing to preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through a systematic disposition of records that have met their retention requirements for legal compliance. The Division also provides timely responses to requests in accordance with the California Public Records Act.

OBJECTIVES

- Administer and maintain the Citywide Records Management Program.
- Continue to train Departmental Records Coordinators on new laws and best practices to ensure adherence to the California Public Records Act.
- Oversee the implementation of an Enterprise Content Management System (ECMS) to benefit the entire City in the area of records and information management.
- Centralize and continue the preservation of historical documents.
- Implement safety practices and records storage guidelines for all departments.
- Complete safety assessment reports for the Records Centers.
- Implement procedures and guidelines for the Records Centers and staff.
- Maintain an updated citywide records retention schedule in compliance with current statutes.
- Continue annual review of departmental requests for destruction.
- Consistent with the current Citywide Records Management Program and Policies, continue to prepare records for retention and scanning into a database for public portal access at a future date.
- Continue to provide training and support to all staff liaisons of the Records Committee to facilitate the Citywide Records Management Program.

CHANGES FROM PRIOR YEAR

Part of the on-going efforts by the City Clerk's Office is to preserve, protect, and make available to the public vital City records and historical documents via a public portal. The City Clerk's Office has been working with the Information Technology (IT) Department on a long-term plan to fund the continued scanning, indexing, migrating, and importing of vital City records into the City's Enterprise Content Management System (ECMS). To prevent potential loss due to a natural disaster, it is prudent for the City to prioritize the archival of these records to ensure Burbank's legislative history is securely archived in an open and transparent manner, and eventually made available to members of the public and City staff, which will save many hours of research and response times to public records requests.

Records Management Division

001.CC01D



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,016	3,316	3,323	0,006
60001.0000 Salaries & Wages	\$ 178,227	\$ 205,425	\$ 217,781	\$ 12,356
60006.0000 Overtime - Non-Safety	17	-	-	
60012.0000 Fringe Benefits	40,879	48,599	54,338	5,739
60012.1008 Fringe Benefits:Retiree Benefits	147	2,238	2,662	424
60012.1509 Fringe Benefits:Employer Paid PERS	16,824	19,528	20,871	1,343
60012.1528 Fringe Benefits:Workers Comp	12,128	11,682	9,713	(1,969)
60012.1531 Fringe Benefits:PERS UAL	21,743	22,111	38,928	16,817
60015.0000 Wellness Program Reimbursement	330	-	-	
60022.0000 Car Allowance	227	-	-	
60027.0000 Payroll Taxes Non-Safety	2,541	2,979	3,158	179
60031.0000 Payroll Adjustments	834	-	-	
Salaries & Benefits	273,896	312,562	347,451	34,889
62085.0000 Other Professional Services	\$ 4,610	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	-	1,500	1,855	355
62300.0000 Special Dept Supplies	-	1,000	1,000	
62310.0000 Office Supplies, Postage & Printing	1,987	600	600	
62420.0000 Books & Periodicals	-	168	168	
62440.0000 Office Equip Maint & Repair	812	1,355	1,000	(355)
62496.0000 Fund 537 Computer System Rental	19,547	26,256	29,515	3,259
62700.0000 Memberships & Dues	805	805	805	
62710.0000 Travel	190	1,500	1,500	
62755.0000 Training	805	4,000	4,000	
62895.0000 Miscellaneous Expenses	94	200	200	
Materials, Supplies & Services	28,851	39,479	42,738	3,259
Total Expenses	\$ 302,746	\$ 352,041	\$ 390,189	\$ 38,148

Passport Services Division

001.CC01E



October 2020 marked the fifth year for the City Clerk's Office Passport Acceptance Program. This program has been a huge success and this Facility benefits the residents of Burbank and surrounding cities by providing all applicants with a location to efficiently and securely process passports. The Office is a full-service acceptance facility providing applications, photos, and appointments Monday through Friday, during regular business hours. Walk-in services are also offered on a limited basis.

OBJECTIVES

- To provide the residents of Burbank and surrounding cities easy access to a convenient and secure passport acceptance facility.
- Process passport applications with integrity, efficiency, and superior customer service.
- Generate revenue to the General Fund.
- Continue to meet the increasing demand for passport acceptance services by offering additional appointments and walk-in availability.
- Provide convenient access to an online self-service passport appointment system.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,424	2,424	3,104	0,680
60001.0000 Salaries & Wages	\$ 97,798	\$ 114,079	\$ 173,322	\$ 59,243
60006.0000 Overtime - Non-Safety	17	-	-	
60012.0000 Fringe Benefits	15,995	14,999	46,298	31,299
60012.1008 Fringe Benefits:Retiree Benefits	158	1,603	1,946	343
60012.1509 Fringe Benefits:Employer Paid PERS	6,594	6,365	15,643	9,278
60012.1528 Fringe Benefits:Workers Comp	2,884	736	6,746	6,010
60012.1531 Fringe Benefits:PERS UAL	6,873	15,787	15,964	177
60015.0000 Wellness Program Reimbursement	11	-	-	
60027.0000 Payroll Taxes Non-Safety	1,415	1,654	2,513	859
60031.0000 Payroll Adjustments	806	-	-	
Salaries & Benefits	132,550	155,223	262,432	107,209
62300.0000 Special Dept Supplies	\$ 2,340	\$ 3,000	\$ 3,000	
62310.0000 Office Supplies, Postage & Printing	1,732	3,000	3,000	
62496.0000 Fund 537 Computer System Rental	3,702	6,601	7,977	1,376
62895.0000 Miscellaneous Expenses	-	500	500	
Materials, Supplies & Services	7,774	13,101	14,477	1,376
Total Expenses	\$ 140,324	\$ 168,324	\$ 276,909	\$ 108,585

CITY CLERK

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	2.000	2.000	
ADM ANALYST II (M)	1.000	1.000	1.000	
AST CTY CLK	1.000	1.000	1.000	
CLERICAL WKR	1.625	1.625	3.625	2.000
CTY CLK	1.000	1.000	1.000	
MUNICIPAL RCRDS CLK	1.000	0.000	0.000	
RCRDS MGR (Z)	1.000	1.000	1.000	
WK TRAINEE I	1.910	1.910	0.475	-1.435
TOTAL STAFF YEARS	9.535	9.535	10.100	0.565

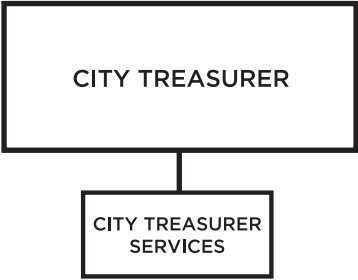
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CITY TREASURER

CITY TREASURER



CITY TREASURER



MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investment of idle funds.

ABOUT CITY TREASURER

The City Treasurer's Office is responsible for receiving, disbursing, depositing, and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking Authority, the Public Financing Authority, the Successor Agency, and the Housing Authority.

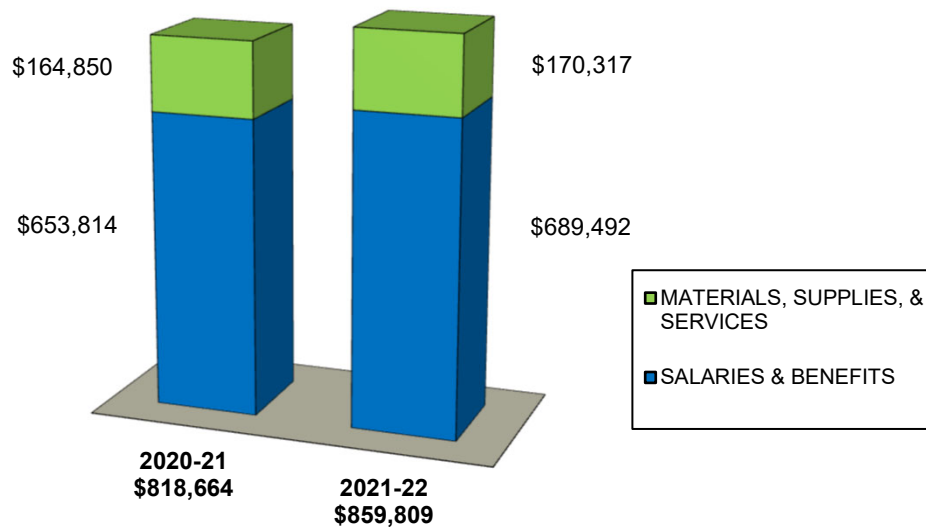
Monthly reports, including cash balances by fund and reconciled bank balances, are provided to the Financial Services Director.

The City Treasurer's Office also provides monthly reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates, and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Youth Endowment Services (YES) Fund Board, the Parking Authority, the Public Financing Authority, the Successor Agency, and the Housing Authority. These monthly reports are also provided to the City Manager, Financial Services Director, Burbank Water and Power (BWP) General Manager, Chief Financial Officer (BWP), and members of the Treasurer's Oversight Review Committee.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
Salaries & Benefits	\$ 562,845	\$ 653,814	\$ 689,492	\$ 35,678
Materials, Supplies & Services	181,980	164,850	170,317	5,467
TOTAL	\$ 744,825	\$ 818,664	\$ 859,809	\$ 41,145

DEPARTMENT SUMMARY



2020-2021 WORK PROGRAM HIGHLIGHTS

- Despite the current economic environment, the City’s investment portfolio generated excess returns over our benchmark. At the same time, we continued to maintain adequate liquidity levels while preserving the safety of our principal by avoiding credit risk and minimizing market risk.
- Integrated Environmental, Social, and Corporate Governance Environmental, Social, and Governance (ESG) principles in the City’s Investment Policy to affirm our commitment to sustainability, health and safety, and fair practices.
- Increased the number of vendors and other payees receiving electronic payment Automated Clearing House (ACH) to 869. Secure electronic payment methods decrease the risk of fraud, generate cost savings, and reduce the consumption
- Engaged with the Burbank community by establishing a social media presence and potential partnerships with local organizations to promote savings and financial literacy.

2021-2022 WORK PROGRAM GOALS



Continue to generate excess returns and maintain adequate liquidity with a continued emphasis on the safety of principal. Manage interest rate risk and duration drift by laddering the portfolio to match cash flows.

On-going



Continue to grow the number of vendors and others accepting payment from the City via ACH, with the overarching goal of eliminating payment by paper check.

On-going



Continue engaging with the Burbank community through social media and by promoting financial literacy and household savings.


On-going




Continue to increase the efficiency of banking operations by reducing bank fees through formal Request for Proposal (RFP) process and streamlining services

On-going

PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Encourage the utilization of electronic payments in place of paper checks.				
Total number of vendors accepting electronic payments	450	750	869	1,100
Total number of outgoing wire payments	657	600	618	650
Incoming ACH payments	\$364 M	\$375 M	\$381 M	\$390 M
Checks received, processed, and deposited	\$138 M	\$137 M	\$139 M	\$135 M
Total cash deposits	\$5.9 M	\$4 M	\$5.4 M	\$6 M

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: With an emphasis on safety and liquidity, manage investments to generate an appropriate rate of return based on market conditions and within the parameters of the Investment Policy.				
Total Rate of Return Fiscal Year to Date	2.20%	1.25%	1.40%	1.00%
Rate of Return Spread over Benchmark	0.86%	1.00%	1.06%	0.75%

CITY TREASURER

001.CT01A



The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity, and yield are always considered (in that order) when investing idle funds.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
60001.0000 Salaries & Wages	\$ 372,759	\$ 432,086	\$ 450,182	\$ 18,096
60012.0000 Fringe Benefits	60,775	87,031	91,660	4,629
60012.1008 Fringe Benefits:Retiree Benefits	386	3,781	4,014	233
60012.1509 Fringe Benefits:Employer Paid PERS	35,480	42,551	43,581	1,030
60012.1528 Fringe Benefits:Workers Comp	9,718	11,884	12,960	1,076
60012.1531 Fringe Benefits:PERS UAL	79,348	68,716	76,079	7,363
60015.0000 Wellness Program Reimbursement	113	-	-	
60022.0000 Car Allowance	1,479	1,500	4,488	2,988
60027.0000 Payroll Taxes Non-Safety	5,300	6,265	6,528	263
60031.0000 Payroll Adjustments	(2,513)	-	-	
Salaries & Benefits	562,845	653,814	689,492	35,678
62170.0000 Private Contractual Services	\$ 48,959	\$ 55,000	\$ 52,000	\$ (3,000)
62220.0000 Insurance	5,254	5,773	5,749	(24)
62300.0000 Special Dept Supplies	2,917	6,000	5,500	(500)
62310.0000 Office Supplies, Postage & Printing	2,482	2,500	2,000	(500)
62420.0000 Books & Periodicals	-	500	500	
62440.0000 Office Equip Maint & Repair	952	2,000	1,000	(1,000)
62455.0000 Equipment Rental	38	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	750	750	750	
62485.0000 Fund 535 Communications Rental Rate	5,052	5,049	5,052	3
62496.0000 Fund 537 Computer System Rental	70,324	48,828	43,316	(5,512)
62700.0000 Memberships & Dues	1,124	700	700	
62710.0000 Travel	347	4,000	1,000	(3,000)
62755.0000 Training	1,725	4,000	1,000	(3,000)
62830.0000 Bank Service Charges	41,956	27,500	50,000	22,500
62895.0000 Miscellaneous Expenses	100	2,000	1,500	(500)
Materials, Supplies & Services	181,980	164,850	170,317	5,467
Total Expenses	\$ 744,825	\$ 818,664	\$ 859,809	\$ 41,145

CITY TREASURER

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
AST CTY TREASURER	1.000	1.000	1.000	
CTY TREASURER	1.000	1.000	1.000	
INTERMEDIATE CLK	1.000	1.000	1.000	
TREASURER TECH	2.000	2.000	2.000	
TOTAL STAFF YEARS	5.000	5.000	5.000	



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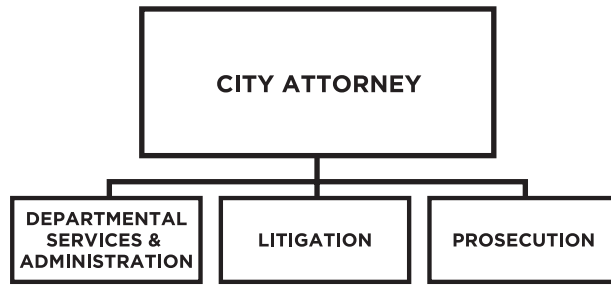
BURBANK

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DOWNTOWN BURBANK
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CITY ATTORNEY



CITY ATTORNEY



MISSION STATEMENT

The Burbank City Attorney's Office strives to efficiently deliver professional and ethical legal advice to the City Council, Commissions, Boards, City Officers, and staff. The Office actively advises the City and advocates the City's positions across a wide spectrum of municipal interests, vigorously represents the City in civil litigation and other adversarial proceedings; and protects the community by effectively prosecuting misdemeanors and infractions committed within the City.

ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation and Prosecution, with ten attorneys besides the City Attorney, one paralegal, a senior analyst, and support staff members.

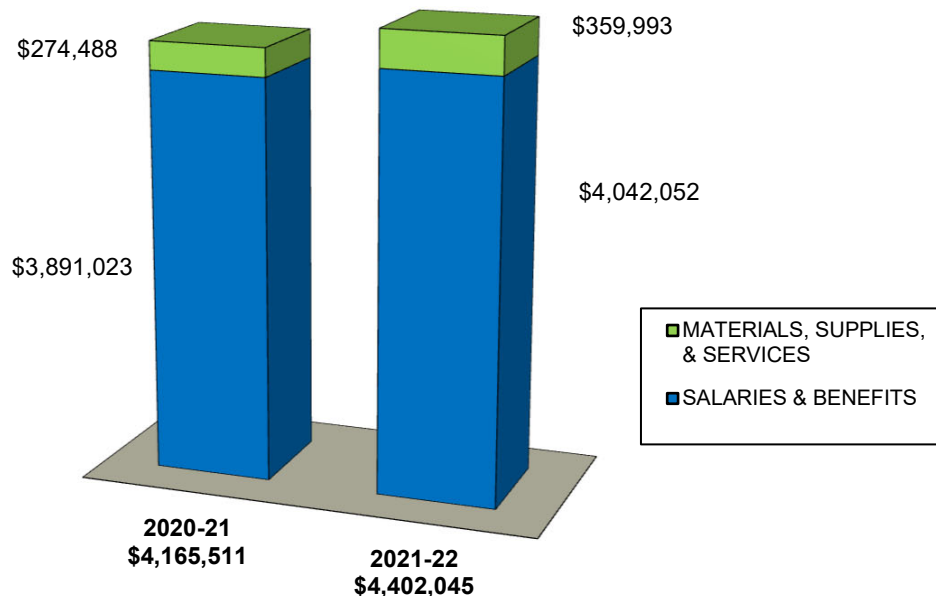
CHANGES FROM PRIOR YEAR

The City Attorney's Office is adding a mid-level Assistant City Attorney position to its budget this year. Adding this position will alleviate some of the routine work senior staff attorneys do to free up the City Attorney and other senior attorneys to focus on the most pressing Council priorities and to enable them to be more proactive and, in turn, improve the way the City conducts business.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	18.000	18.000	19.000	1.000
Salaries & Benefits	\$ 3,585,855	\$ 3,891,023	\$ 4,042,052	\$ 151,029
Materials, Supplies & Services	246,326	274,488	359,993	85,505
TOTAL	\$ 3,832,181	\$ 4,165,511	\$ 4,402,045	\$ 236,534


DEPARTMENT SUMMARY





2020-2021 WORK PROGRAM HIGHLIGHTS


- Supported well-informed advisory groups and workforce by providing training programs on topics such as Public Service Agreements (PSA) Training and Mandated Child Abuse and Neglect Reporting Act (CANRA).
- Received court order and City collection of over \$26,000 in restitution for victims.
- Consulted with City departments and made recommendations for liability prevention based on claims received by the City Attorney's Office.

2021-2022 WORK PROGRAM GOALS

- 


Work cooperatively with Community Development Department to adopt and support measures promoting housing by developing/updating/drafting relevant ordinances and policies in compliance with state mandates. June 2022
- 


Work collaboratively with the City's Homeless Task Force in developing and implementing solutions geared towards alleviating homelessness within the City. June 2022
- 

Support a well-informed workforce as well as boards and commissions by providing training opportunities on topics such as Brown Act, Conflict of Interest, Public Records Act, Mandated Reporting (CANRA), and collaborate with City departments to develop training opportunities based on individual department needs such as Updates on Police Issues, PSA Training, and New Supervisor Training. June 2022
- 

Continue to consult with City departments and make recommendations for liability prevention based on claims received by the City Attorney's Office. June 2022

PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Promote a well-informed workforce by providing training				
The total number of training opportunities provided by the City Attorney's Office on topics such as Brown Act, Harassment Prevention, Mandatory Reporting (CANRA), New Supervisor Training, or training opportunities developed in collaboration with City departments based on specific department centric needs.	6	5	3	5

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life				
Objective: Assist in breaking the cycle of domestic violence and reduce recidivism.				
The total number of domestic violence cases where domestic violence counseling classes were ordered in an effort to break the cycle of domestic violence and reduce recidivism.	10	25	1	10
The total number of diversion programs developed, in collaboration with other law enforcement agencies and appropriate non-profit organizations, supporting current criminal justice reforms.	n/a	n/a	n/a	2
Total amount of restitution collected on behalf crime victims, working in collaboratively with the Police Department.	28,000	25,000	26,554	25,000

Departmental Services and Administration

Division 001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal advice addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews, and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions, and City staff on all legal matters such as land use, real estate, personnel, purchasing, and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office and provides ongoing in-service training to City staff, as well as elected and appointed officials.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	8.600	7.750	8.250	0.500
60001.0000 Salaries & Wages	\$ 1,331,943	\$ 1,388,641	\$ 1,436,516	\$ 47,875
60012.0000 Fringe Benefits	165,950	173,173	185,589	12,416
60012.1008 Fringe Benefits:Retiree Benefits	740	6,503	6,905	402
60012.1509 Fringe Benefits:Employer Paid PERS	118,002	130,741	132,734	1,993
60012.1528 Fringe Benefits:Workers Comp	16,562	12,776	8,475	(4,301)
60012.1531 Fringe Benefits:PERS UAL	270,510	258,502	249,600	(8,902)
60022.0000 Car Allowance	4,112	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	19,335	20,135	20,829	694
60031.0000 Payroll Adjustments	239	-	-	
Salaries & Benefits	1,927,394	1,994,959	2,045,136	50,177
62170.0000 Private Contractual Services	\$ 650	\$ -	\$ -	
62170.1001 Temp Staffing	14,946	-	-	
62220.0000 Insurance	25,399	27,294	38,176	\$ 10,882
62300.0000 Special Dept Supplies	-	109	109	
62310.0000 Office Supplies, Postage & Printing	7,412	8,033	8,033	
62425.0000 Library Resource Materials	38,577	34,350	36,350	2,000
62440.0000 Office Equip Maint & Repair	567	1,000	1,000	
62455.0000 Equipment Rental	7,274	12,017	9,017	(3,000)
62485.0000 Fund 535 Communications Rental Rate	17,322	17,312	17,322	10
62496.0000 Fund 537 Computer System Rental	80,043	78,066	84,735	6,669
62700.0000 Memberships & Dues	6,459	6,850	7,850	1,000
62710.0000 Travel	319	1,655	1,655	
62755.0000 Training	11,044	21,000	21,000	
62895.0000 Miscellaneous Expenses	304	1,280	1,280	
Materials, Supplies & Services	210,317	208,966	226,527	17,561
Total Expenses	\$ 2,137,711	\$ 2,203,925	\$ 2,271,663	\$ 67,738

Litigation Division

001.CA02A



The Litigation Division is responsible for representing the City, its officers, and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil rights or employment cases, as well as litigation concerning issues unique to public agencies. This Division also interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure. The Litigation Division will benefit from a case management system replacement this year featuring a long-awaited calendaring component to supplant the current antiquated process.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	4.300	4.400	4.900	0.500
60001.0000 Salaries & Wages	\$ 533,761	\$ 561,847	\$ 645,660	\$ 83,813
60012.0000 Fringe Benefits	97,365	82,215	96,884	14,669
60012.1008 Fringe Benefits:Retiree Benefits	331	3,251	3,452	201
60012.1509 Fringe Benefits:Employer Paid PERS	51,405	53,985	60,668	6,683
60012.1528 Fringe Benefits:Workers Comp	8,721	9,764	9,050	(714)
60012.1531 Fringe Benefits:PERS UAL	110,792	113,517	108,234	(5,283)
60022.0000 Car Allowance	484	-	-	
60027.0000 Payroll Taxes Non-Safety	7,552	8,147	9,362	1,215
60031.0000 Payroll Adjustments	1,006	-	-	
Salaries & Benefits	811,417	832,726	933,310	100,584
62140.0000 Special Services	\$ 3,150	\$ 3,150	\$ 3,150	
62496.0000 Fund 537 Computer System Rental	-	23,933	57,360	33,427
Materials, Supplies & Services	3,150	27,083	60,510	33,427
Total Expenses	\$ 814,567	\$ 859,809	\$ 993,820	\$ 134,011

Prosecution Division

001.CA03A



The Prosecution Division prosecutes State misdemeanor violations such as domestic violence, sex abuse, and driving under the influence (DUI) cases, as well as City ordinances. The Prosecution staff is also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5.100	5.850	5.850	
60001.0000 Salaries & Wages	\$ 558,049	\$ 743,578	\$ 737,685	\$ (5,893)
60012.0000 Fringe Benefits	96,462	105,941	111,821	5,880
60012.1008 Fringe Benefits:Retiree Benefits	393	3,856	4,095	239
60012.1509 Fringe Benefits:Employer Paid PERS	51,803	71,840	70,086	(1,754)
60012.1528 Fringe Benefits:Workers Comp	10,321	14,586	14,341	(245)
60012.1531 Fringe Benefits:PERS UAL	117,002	112,755	114,882	2,127
60022.0000 Car Allowance	242	-	-	
60027.0000 Payroll Taxes Non-Safety	7,924	10,782	10,696	(86)
60031.0000 Payroll Adjustments	4,848	-	-	
Salaries & Benefits	847,044	1,063,338	1,063,606	268
62060.0000 Prosecution Assistance	\$ 3,831	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,825	3,825	3,825	
62300.0000 Special Dept Supplies	5,880	-	-	
62496.0000 Fund 537 Computer System Rental	19,323	29,814	64,331	34,517
Materials, Supplies & Services	32,859	38,439	72,956	34,517
Total Expenses	\$ 879,903	\$ 1,101,777	\$ 1,136,562	\$ 34,785

CITY ATTORNEY

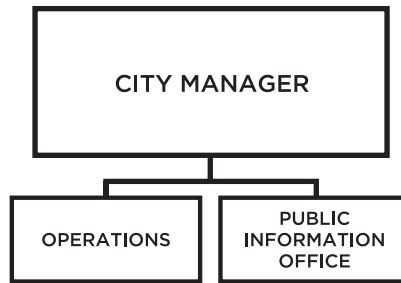
Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (Z)	1.000	1.000	1.000	
AST CTY ATTORNEY	1.000	1.000	2.000	1.000
CHIEF AST CTY ATTORNEY	0.000	0.000	1.000	1.000
CTY ATTORNEY	1.000	1.000	1.000	
LEGAL SEC	4.000	4.000	4.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
PROPOSED JOB - Z GROUP	1.000	1.000	0.000	-1.000
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR AST CTY ATTORNEY	8.000	8.000	8.000	
TOTAL STAFF YEARS	18.000	18.000	19.000	1.000



CITY MANAGER



CITY MANAGER



MISSION STATEMENT

The City Manager's Office is committed to providing on-going quality municipal services and to promoting the overall safety, health, and general well-being of the community through the teamwork of the City Council, City Boards and Commissions, City Staff, and all of Burbank's citizenry.

ABOUT THE CITY MANAGER

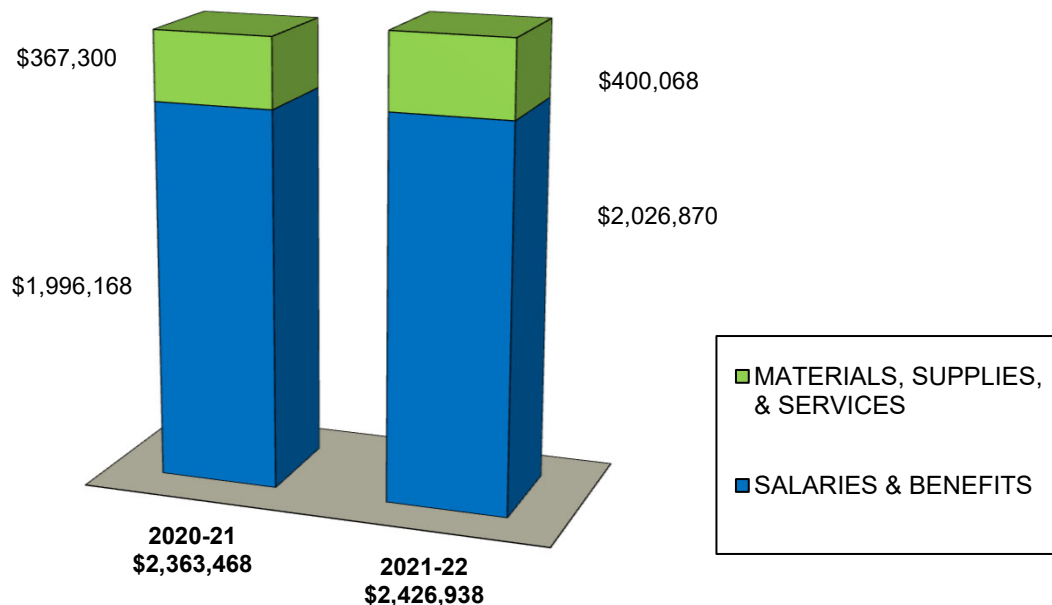
Appointed by the City Council to serve as the City's Chief Executive Officer, the City Manager is responsible for setting goals and providing administrative direction for all City departments in full accordance with the policies established by the City Council. The overall departmental objective is to carry out the policies established by the City Council, in an effort to maintain and improve the quality of life in Burbank.

The City Manager's Office includes the Public Information Office, which provides the City with a comprehensive communication program, including dissemination of information regarding City services and activities using print, internet, video, and other emerging technology.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	11.850	11.550	11.550	
Salaries & Benefits	\$ 2,078,567	\$ 1,996,168	\$ 2,026,870	\$ 30,702
Materials, Supplies & Services	339,622	367,300	400,068	32,768
Capital Expenses	718,143	-	-	
TOTAL	\$ 3,136,332	\$ 2,363,468	\$ 2,426,938	\$ 63,470

DEPARTMENT SUMMARY



CITY MANAGER



2020-2021 WORK PROGRAM HIGHLIGHTS

- Coordinated a City Council Goal Setting Workshop for the prioritization of five citywide goals, including Economic Recovery/Development, Housing/Homelessness, Sustainability, City Services, and Quality of Life.
- Presented a legislative platform to the City Council for adoption, outlining the City's legislative priorities in 18 key advocacy areas.
- Coordinated citywide legislative advocacy efforts, identified and actively tracked 90 pieces of legislation with a potential impact on the City of Burbank, and responded to over 20 pieces of legislation at various points of the legislative process.
- In coordination with city departments, responded to Federal, State, and County Health Orders and guidelines and ensured continuity of services during COVID.
- In conjunction with the Information Technology Department, the Public Information Office launched a new City website.
- The Public Information Office successfully broadcasted a completely virtual State of the City.

2021-2022 WORK PROGRAM GOALS



Monitor and coordinate department progress towards City Council's established Goals. On-going



Advocate the City's position on pertinent Federal and State legislation in line with City Council's adopted Legislative Platform. On-going



Assist in coordinating the City Council's newly established Racial Equity and Diversity subcommittee and citywide Diversity, Equity, and Inclusion initiatives. On-going



Begin the process to establish a Charter Citizens Review Committee, required every 5 years by the Burbank City Charter. Fall 2021

PERFORMANCE MEASURES

	Projected (20-21)	Actual (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal City Services				
Objective: Advocate the City's position on state and federal legislation in alignment with City Council's adopted legislative platform.				
Total number of impactful bills tracked versus pieces of legislation the City responded to.	N/A	N/A	90:20	100:30
Objective: Through the City's Public Information Office, continue to be a leading source of Burbank information.				
Number of followers on all social media outlets.	N/A	N/A	66,520	70,000
Number of press releases.	N/A	N/A	188	150
Number of social media posts.	N/A	N/A	1,722	1,500
Website hits.	N/A	N/A	910,481	900,000
Number of videos and broadcasts produced.	N/A	N/A	150	130

Administrative Division

001.CM01A



The primary function of the Administrative Division is to carry out the policies established by the City Council in their endeavor to maintain and improve the quality of life in Burbank.

OBJECTIVES

- Oversee the creation and implementation of the City Council's Citywide Goals and Objectives and provide on-going support to City Council.
- Serve as Chief Executive Officer for the City of Burbank, overseeing 1,500 employees and collaborating with department executives to ensure employees are equipped with the proper tools to provide high quality services to residents.
- In alignment with the City's adopted Legislative Platform, pro-actively monitor and lobby legislation affecting the City of Burbank, and collaborate with elected representatives to promote Burbank's interests.
- Continue to meet regularly with employee associations and unions to maintain positive management-labor relations.
- Together with the City Council, ensure adherence to fiscal policies and maintenance of a healthy financial outlook.
- Engage with the community through events, activities, and programs and be responsive to community needs.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
60001.0000 Salaries & Wages	\$ 984,121	\$ 803,979	\$ 788,257	\$ (15,722)
60012.0000 Fringe Benefits	112,549	121,734	114,903	(6,831)
60012.1008 Fringe Benefits:Retiree Benefits	386	3,781	4,014	233
60012.1509 Fringe Benefits:Employer Paid PERS	73,755	75,695	72,835	(2,860)
60012.1528 Fringe Benefits:Workers Comp	10,769	11,365	8,941	(2,424)
60012.1531 Fringe Benefits:PERS UAL	145,957	155,945	157,407	1,462
60015.0000 Wellness Program Reimbursement	1,000	-	-	
60022.0000 Car Allowance	9,841	8,977	8,977	
60027.0000 Payroll Taxes Non-Safety	12,472	11,658	11,430	(228)
60031.0000 Payroll Adjustments	2,371	-	-	
Salaries & Benefits	1,353,220	1,193,134	1,166,764	(26,370)
62170.0000 Private Contractual Services	\$ 32,028	\$ 29,000	\$ 29,000	
62220.0000 Insurance	14,579	15,385	27,307	11,922
62300.0000 Special Dept Supplies	1,228	1,500	1,500	
62310.0000 Office Supplies, Postage & Printing	753	4,000	4,000	
62420.0000 Books & Periodicals	470	350	350	
62440.0000 Office Equip Maint & Repair	5,845	6,000	6,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	16,347	11,476	5,727	(5,749)
62485.0000 Fund 535 Communications Rental Rate	8,959	8,949	8,959	10
62496.0000 Fund 537 Computer System Rental	57,752	44,532	48,367	3,835
62700.0000 Memberships & Dues	2,915	10,000	10,000	
62710.0000 Travel	1,096	1,200	1,200	
62755.0000 Training	5,830	12,000	12,000	
62895.0000 Miscellaneous Expenses	2,352	2,872	2,872	
Materials, Supplies & Services	150,153	147,264	157,282	10,018
Total Expenses	\$ 1,503,374	\$ 1,340,398	\$ 1,324,046	\$ (16,352)

Public Information Office

001.CM02A



The Public Information Office (PIO) strives to provide clear, concise, proactive, transparent, and timely information to our residents, businesses, media outlets, and employees. Additionally, the PIO works with the Economic Development team assisting with visitor and tourist communications. As such, the Office has established Guiding Principles that are incorporated into all of its efforts. These include:

- Providing transparent and truthful information to Burbank stakeholders with complete, accurate, and timely news that helps make informed decisions.
- Offering open two-way communication ensuring information is accessible throughout the community. Additionally, the Office solicits and listens to feedback along with providing timely and accurate responses to questions.
- Proactively communicating to supply regular updates on information, major developments, and concerns while striving to explain why things are occurring.
- Creating engagement offering platforms where the community has the opportunity to provide input to City concerns.
- Helping to ensure safety and crisis management by coordinating with City and partnering safety agencies to provide emergency information.
- Creating inclusiveness by striving to ensure everyone who wishes to participate has a chance to do so.

The Public Information Office continues to provide the community with live and recorded access to various public meetings, community forums, local events, public service announcements, and other significant updates through television, YouTube, social media, and a new segment called "Hey Burbank!".

The Public Information Office encourages a positive relationship with a variety of news media outlets by releasing notable updates and information promptly and accurately through media advisories, press releases, press conferences, and press tours.

OBJECTIVES

The Public Information Office is committed to being original, creative, and innovative in our communication design. The following goals for the Office have been established and are in alignment with City Council goals and policies.

- Continue to be a leading source of Burbank information.
- Provide clear and transparent access to city information and happenings.
- Develop social media/digital media campaigns that entice and engage the community.
- Increase communication with internal employees.
- Continue to provide and interact with the media supplying timely and accurate information.
- Create high quality production content.
- Work towards implementing Council's adopted City brand.
- Increase interaction with other departments along with the Burbank community.
- Create internal planning and systems to guide the PIO team.

CHANGES FROM PRIOR YEAR

As part of the FY 2021-22 Budget process, an additional \$17,595 was appropriated on a recurring basis towards expenses for the Burbank Channel, which will enable closed captioning of live and pre-recorded televised meetings.

Public Information Office

001.CM02A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6,850	6,850	6,550	(0,300)
60001.0000 Salaries & Wages	\$ 493,206	\$ 534,677	\$ 552,055	\$ 17,378
60006.0000 Overtime - Non-Safety	235	629	629	
60012.0000 Fringe Benefits	77,121	106,904	114,393	7,489
60012.1008 Fringe Benefits:Retiree Benefits	667	5,180	5,259	79
60012.1509 Fringe Benefits:Employer Paid PERS	48,220	53,368	54,160	792
60012.1528 Fringe Benefits:Workers Comp	6,158	6,088	4,546	(1,542)
60012.1531 Fringe Benefits:PERS UAL	82,428	88,435	121,059	32,624
60027.0000 Payroll Taxes Non-Safety	7,306	7,753	8,005	252
60031.0000 Payroll Adjustments	10,007	-	-	
Salaries & Benefits	725,346	803,034	860,106	57,072
62170.0000 Private Contractual Services	\$ 59,346	\$ 44,500	\$ 44,500	
62300.0000 Special Dept Supplies	7,189	2,500	2,500	
62300.1016 Sp Dept Supplies:Burbank Channel	16,790	50,000	67,595	17,595
62310.0000 Office Supplies, Postage & Printing	4,739	2,500	2,500	
62316.0000 Software & Hardware	239	320	320	
62420.0000 Books & Periodicals	-	100	100	
62435.0000 General Equipment Maint & Repair	1,395	900	900	
62440.0000 Office Equip Maint & Repair	1,319	2,300	2,300	
62485.0000 Fund 535 Communications Rental Rate	12,356	12,342	12,356	14
62496.0000 Fund 537 Computer System Rental	73,540	85,281	90,422	5,141
62615.1004 Econ Dev:Marketing & Advertising	1,338	6,400	-	(6,400)
62617.0000 Marketing and Advertising	-	-	6,400	6,400
62620.0000 Burbank Civic Pride Committee	896	1,600	1,600	
62700.0000 Memberships & Dues	4,395	4,000	4,000	
62710.0000 Travel	171	1,500	1,500	
62755.0000 Training	3,456	4,100	4,100	
62895.0000 Miscellaneous Expenses	2,300	1,693	1,693	
Materials, Supplies & Services	189,469	220,036	242,786	22,750
70011.0000 Operating Equipment	\$ 718,143	\$ -	\$ -	
Capital Expenses	718,143	-	-	
Total Expenses	\$ 1,632,958	\$ 1,023,070	\$ 1,102,892	\$ 79,822

CITY MANAGER

Authorized Positions

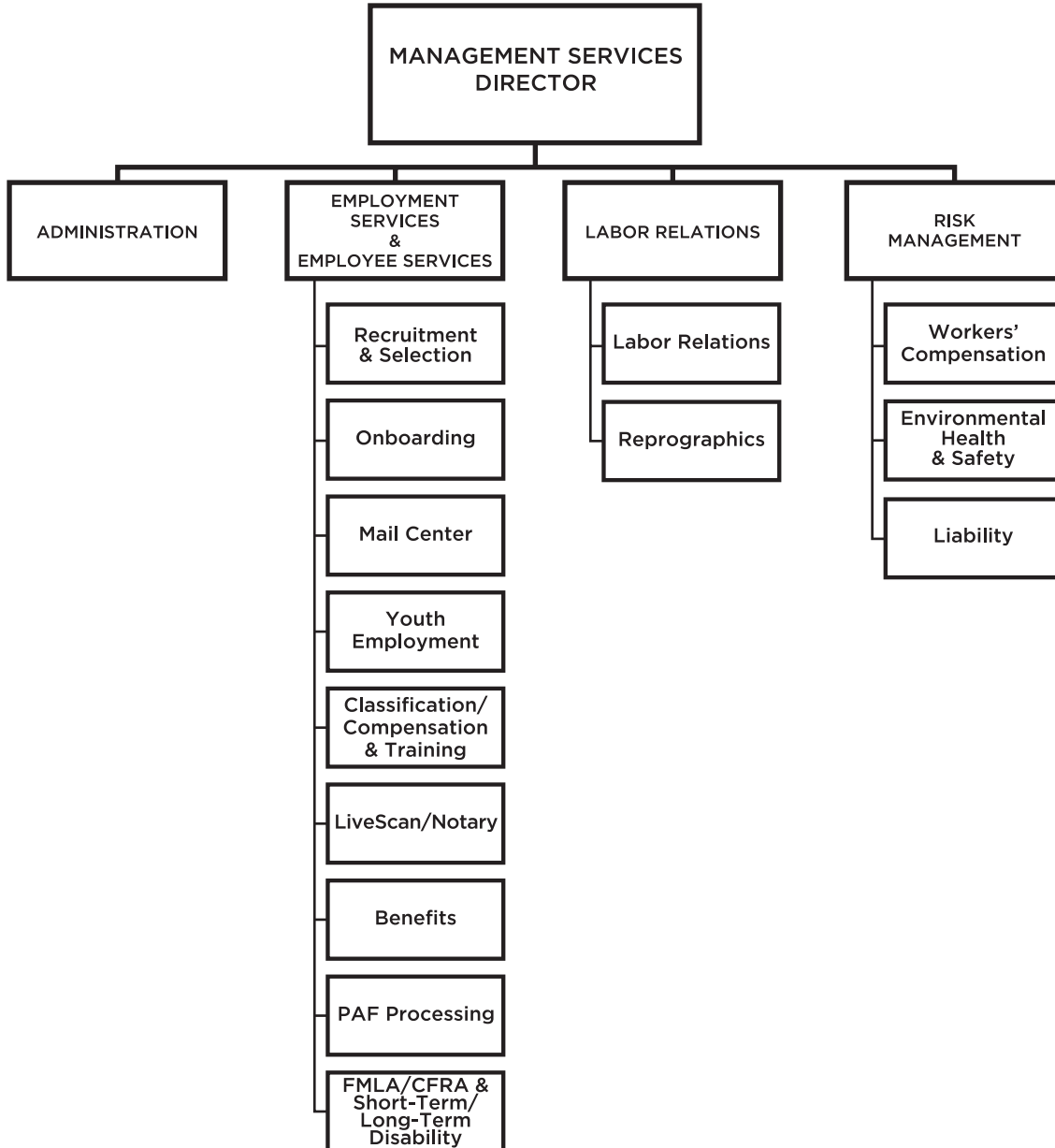


CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
ADM ANALYST II (M)	1.000	1.000	1.000	
ADM ANALYST II (Z)	1.000	1.000	1.000	
AST CTY MGR	1.000	1.000	1.000	
CLERICAL WKR	0.500	0.500	0.500	
COMM MGR*				
CTY MGR	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
GRAPHICS MEDIA DESIGNER	1.000	1.000	1.000	
PUBLIC INFO SPECIALIST	1.000	1.000	1.000	
SEC TO CTY MGR	1.000	1.000	1.000	
SR VIDEO PROD ASSOC	1.800	2.000	2.000	
VIDEO PROD ASSOC	0.500	0.000	0.000	
TOTAL STAFF YEARS	11.850	11.550	11.550	

* The Communications Manager position is being filled by the Assistant CDD Director-Business and Economic Development



MANAGEMENT SERVICES



MANAGEMENT SERVICES



MISSION STATEMENT

Management Services is dedicated to promoting organizational effectiveness through creative leadership that is responsive to our community, employees, and the public while providing courteous and quality human resources, employee services, labor relations, safety, and risk management programs in a timely and cost-efficient manner. In order to fulfill our mission to the public, Management Services is committed to fostering positive relationships between City employees and the community by promoting professional development and unity through mutual respect and sensitivity to the diversity of our population.

ABOUT MANAGEMENT SERVICES

The Management Services Department consists of several sections including Employment Services, General Liability, Employee Benefits, Labor Relations, Workers' Compensation, and Environmental Health and Safety. The Department provides support services involving a wide range of internal administrative functions to City departments and plays an integral role in enhancing each department's ability to better serve the Burbank community.

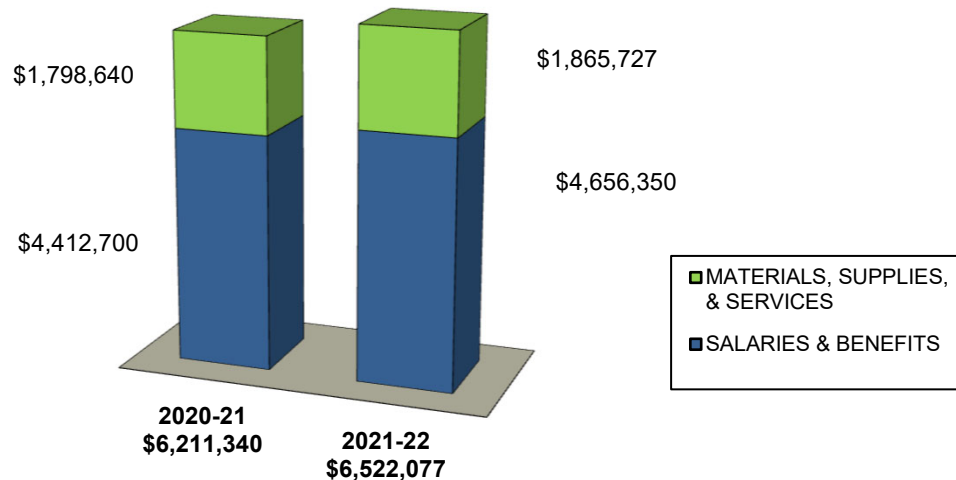
OBJECTIVES

The major and underlying mission of the Management Services Department is to ensure that the City in general, and each department in particular, uses its technical, organizational, administrative, and human resources in the most efficient, effective, and economical manner possible. The Department will continue to maintain its commitment to customer service and the focus for each division will continue to be on providing timely and efficient responses to each and every request for information, services, and analytical support.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	46.262	46.062	46.062	
Salaries & Benefits	\$ 4,152,315	\$ 4,412,700	\$ 4,656,350	\$ 243,650
Materials, Supplies & Services	1,344,243	1,798,640	1,865,727	67,087
TOTAL	\$ 5,496,558	\$ 6,211,340	\$ 6,522,077	\$ 310,737

DEPARTMENT SUMMARY



MANAGEMENT SERVICES



2020-2021 WORK PROGRAM HIGHLIGHTS

- Continued to enhance the cultural diversity of the City's workforce by increasing the participation of minorities in our employment process.
- Served approximately 525 new clients and 1,581 total employment seekers through the Burbank Employment Connection.
- Hosted the annual Veterans' Employment Fair to assist veterans within the community through a virtual platform.
- Held the annual Health and Benefits Fair through a virtual platform for all employees to coincide with open enrollment.
- Successfully met IRS reporting requirements for the Health Care Reform mandate with the assistance of the Information Technology Department.
- Completed the implementation of an online Safety Training management system that efficiently provides, tracks, and records online training for employees.
- Completed negotiations with Burbank City Employees' Association (BCEA) for a new contract.
- Partnered with the City Attorney's Office and the Environmental, Health, and Safety Section in the Management Services Department to transition to an online platform for Preventing Workplace Discrimination, Harassment, and Retaliation training to the City's workforce.
- In compliance with the Assembly Bill (AB) 1867, staff implemented supplemental paid sick leave related to COVID-19, in collaboration with the Information Technology Department, Financial Services Department, and the City Attorney's Office.
- Successfully negotiated with the City's benefit providers to lower premiums for dental, vision, and short-term disability insurances.
- Due to COVID-19, Recruitment and Selection staff re-engineered certain recruitment processes so that critical recruitments could move forward with little or no delays in the time frames.
- Created and implemented several COVID-19 related human resources and safety policies including the City's Human Resources Policies for COVID-19, COVID-19 Employee Protective Screening Procedure, Mask and Face Covering Policy, and Temporary Work from Home Policy.
- Held a modified Employee Appreciation Week and Service Recognition Awards. The event was tailored to employee safety and social distancing due to COVID-19.

2021-2022 WORK PROGRAM GOALS



Complete negotiations for a new contract with the Burbank Police Officers' Association (BPOA) and Burbank Fire Fighters-Chief Officers' Unit (BFF-COU). Begin negotiations for a new contract with Burbank Fire Fighters (BFF), Burbank Management Association (BMA), and Burbank City Employees' Association (BCEA).

June 2022



Continue to review all current training contractors/providers for effectiveness and explore training options such as Supervisory 101, Mentor Program, and an Annual Training Calendar to broaden the variety of training opportunities available to employees.

June 2022



Complete Ventiv upgrade - migration to a paperless system and bill review processing.

June 2022



Continue to develop alternative funding sources, including hosting restaurant fundraisers once a quarter and identify youth employment grants, in order to support the youth employment programs. Enhance outreach efforts to at least five new businesses to participate in the Burbank Employment and Student Training (BEST) youth employment programs.

June 2022



Hold the annual Employee Appreciation week and Service Recognition Awards.

September 2021

MANAGEMENT SERVICES



2021-2022 WORK PROGRAM GOALS cont.



Finalize the implementation of the interface with the Benefits Service Center (BSC), the City's third-party administrator for dental and vision insurance.

June 2022



Restart the Safe ACTS Safety Recognition Program that improves safety awareness and promotes positive reinforcement of safety procedures.

September 2021



Replace outdated Reprographics equipment to expand the printing services available to the City.

August 2021



Complete implementation of Workers' Compensation Medical Provider Network (MPN), monitor return to work outcomes.

June 2022



Continue to collaborate with the Burbank Police Department (BPD) with their recruitment efforts to fill all vacant Police Officer positions within the Department.

June 2022



Continue to collaborate with the Information Technology Department to explore the feasibility of automating portions of the Personnel Action Form (PAF) process.

June 2022



In collaboration with the Information Technology Department, Recruitment and Selection will be working on enhancements to decrease the time it takes to recruit and onboard employees. Items that will be implemented are enhanced notifications to candidates, in-time examinations, streamlined communication to departments, improvements to job postings, and easier options to screen and redact job applications.

June 2022



Develop and distribute a catalog of Reprographics services.

September 2021




Administer a biennial Employee Safety Perception Survey, which helps the City measure, evaluate and enhance its safety program.


June 2022


MANAGEMENT SERVICES



PERFORMANCE MEASURES

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Maintain effective employee relations with the collective bargaining groups.			
Provide efficient and effective Labor Relations services to our customers. This will ensure that labor contracts are implemented and managed properly. Further, it will ensure fair and equitable treatment of City employees, as well as, legal protection for the City. Measured by the number of arbitrations/Civil Service Board hearings. (This only includes non-safety grievances).	2	0	2


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Meet hiring needs of our customers.			
To serve as an ongoing resource to departments. Measured by percentage of new hire recruitments completed within 90 business days.	93%	87%	93%
To serve as an ongoing resource to departments. Measured by percentage of promotional recruitments completed within 45 business days.	96%	90%	96%
To serve as an ongoing resource to departments. Measured by average number of days to complete new employee backgrounds. The background process time frame is measured from receipt of Personnel Action Form (PAF) to providing start date to the hiring supervisor.	21	20	21


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Promote and maintain a diverse workforce.			
To promote an appropriate community representation within our workforce. Measured by percentage of ethnic diversity in Citywide workforce.	35%	41%	40%

MANAGEMENT SERVICES



PERFORMANCE MEASURES cont.

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Process Workers' Compensation claims efficiently and effectively.			
Protect City resources by effectively managing the various Workers' Compensation, liability claims, lawsuits, and insurance programs. Measured by percentage of employee claims closed compared to claims open.	12%	286%	67%

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Provide a safe work environment for all employees.			
Provide timely and efficient Safety services and promote Citywide Safety awareness. Measured by calculating the OSHA Incident Frequency Rate, a nationally recognized metric that can be compared to national data.	2%	3.51%	2%

General Administration

001.MS01A



General Administration is responsible for the overview of the Management Services Department, including interdivisional and interdepartmental coordination of administrative activities, budget coordination, and public relations. These responsibilities include implementing all Civil Service system responsibilities; providing for all City insurance needs, including all property, casualty, and self-insured programs; administering the Liability Claims program; and complying with state and federal regulations regarding employment law.

OBJECTIVES

- Develop alternatives for more efficient and effective administrative activities.
- Serve as staff support for the Civil Service Board.
- Improve and/or develop procedures to ensure compliance with applicable state and federal legislation.
- Maintain the Department's webpage and keep it updated with current information.
- Coordinate and manage all Departmental activities and ensure excellent service to our customers.
- Provide cost-effective coverage or alternative financial tools to ensure continued City operations, which might otherwise be negatively affected as a result of some unforeseen event.
- Offer fair, expeditious settlements whenever the City is liable for losses or injury.
- Develop and implement metrics to help track and achieve Departmental and Citywide goals.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 452,817	\$ 367,944	\$ 372,040	\$ 4,096
60006.0000 Overtime - Non-Safety	-	929	929	
60012.0000 Fringe Benefits	88,785	61,086	63,725	2,639
60012.1008 Fringe Benefits:Retiree Benefits	232	2,268	2,409	141
60012.1509 Fringe Benefits:Employer Paid PERS	43,961	34,642	34,377	(265)
60012.1528 Fringe Benefits:Workers Comp	3,822	3,385	2,195	(1,190)
60012.1531 Fringe Benefits:PERS UAL	57,924	88,230	100,587	12,357
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	6,673	5,335	5,395	60
60031.0000 Payroll Adjustments	4,179	-	-	
Salaries & Benefits	662,915	568,307	586,145	17,838
62085.0000 Other Professional Services	\$ 71,374	\$ 50,000	\$ 50,000	
62220.0000 Insurance	37,339	41,266	43,618	2,352
62300.0000 Special Dept Supplies	1,143	3,000	3,000	
62310.0000 Office Supplies, Postage & Printing	5,162	6,250	6,250	
62420.0000 Books & Periodicals	218	1,000	1,000	
62440.0000 Office Equip Maint & Repair	472	500	500	
62455.0000 Equipment Rental	2,087	2,500	2,500	
62485.0000 Fund 535 Communications Rental Rate	8,661	7,935	7,939	4
62496.0000 Fund 537 Computer System Rental	185,486	94,162	99,141	4,979
62700.0000 Memberships & Dues	5,384	4,433	4,433	
62710.0000 Travel	10,183	7,099	7,099	
62755.0000 Training	10,514	26,135	26,135	
62760.0000 Training:Citywide	1,900	-	-	
62895.0000 Miscellaneous Expenses	847	1,614	1,614	
Materials, Supplies & Services	340,770	245,894	253,229	7,335
Total Expenses	\$ 1,003,685	\$ 814,201	\$ 839,374	\$ 25,173

Reprographics Printing Services

001.MS01B



Reprographics is the City's in-house print shop. This section assists each and every department in obtaining a wide range of services and printed materials, using a centralized printing facility.

OBJECTIVES

- Provide fast, reliable, and economical black and white as well as color printing and copying services to all City departments.
- Review printing price agreements for effectiveness.
- Continue to provide Citywide training classes to enhance efficiencies.
- Maintain the Department's commitment to customer service.
- Develop and distribute a service menu to better market reprographic services.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 169,996	\$ 167,419	\$ 165,597	\$ (1,822)
60006.0000 Overtime - Non-Safety	-	800	800	
60012.0000 Fringe Benefits	50,643	44,902	47,894	2,992
60012.1008 Fringe Benefits:Retiree Benefits	232	2,268	2,409	141
60012.1509 Fringe Benefits:Employer Paid PERS	16,363	17,671	17,189	(482)
60012.1528 Fringe Benefits:Workers Comp	22,099	19,689	10,300	(9,389)
60012.1531 Fringe Benefits:PERS UAL	33,057	34,122	38,187	4,065
60015.0000 Wellness Program Reimbursement	450	-	-	
60027.0000 Payroll Taxes Non-Safety	1,623	2,428	2,401	(27)
60031.0000 Payroll Adjustments	72	-	-	
Salaries & Benefits	294,534	289,299	284,777	(4,522)
62170.0000 Private Contractual Services	\$ 611	\$ 450	\$ 450	
62300.0000 Special Dept Supplies	33,640	60,704	60,704	
62310.0000 Office Supplies, Postage & Printing	2,666	2,800	2,800	
62435.0000 General Equipment Maint & Repair	61,021	129,000	129,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	4,328	4,331	3
62496.0000 Fund 537 Computer System Rental	10,362	13,244	14,670	1,426
62755.0000 Training	-	150	150	
62895.0000 Miscellaneous Expenses	-	150	150	
63235.1000 Leased Property:Reprographic Equip	27,827	32,000	32,000	
Materials, Supplies & Services	140,459	242,826	244,255	1,429
Total Expenses	\$ 434,993	\$ 532,125	\$ 529,032	\$ (3,093)

LiveScan 001.MS01C



This revenue offset program fulfills the mandated Department of Justice fingerprint screening process for background investigation on prospective City employees and volunteers, as well as other outside individuals and non-profit agencies. Live Scan, ink fingerprinting, and notary services are offered to the general public, generating additional revenue through related fees. A fee is charged for fingerprinting volunteers and applicants from outside organizations such as the Burbank Unified School District (BUSD), the Department of Motor Vehicles (DMV), the Department of Real Estate, Notary Publics, Board of Teacher Credentialing, private schools, Department of Social Services and others. This program also disburses Burbank Fire Corps applications.

OBJECTIVES

- Continue to maintain high-quality fingerprinting processing for prospective employees, City volunteers, and the public.
- Continue to process Parks and Recreation Services and Fire Corps volunteer applications.
- Maintain the Department's commitment to customer service.
- Increase Live Scan revenue by exploring new marketing strategies.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
60001.0000 Salaries & Wages	\$ 65,584	\$ 64,805	\$ 67,417	\$ 2,612
60012.0000 Fringe Benefits	15,425	15,107	16,141	1,034
60012.1008 Fringe Benefits:Retiree Benefits	77	756	803	47
60012.1509 Fringe Benefits:Employer Paid PERS	6,331	6,840	6,998	158
60012.1528 Fringe Benefits:Workers Comp	2,402	3,720	4,389	669
60012.1531 Fringe Benefits:PERS UAL	12,373	12,840	13,342	502
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	947	940	978	38
Salaries & Benefits	103,365	105,008	110,068	5,060
62145.0000 Identification Services	\$ 35,768	\$ 45,000	\$ 45,000	
62170.0000 Private Contractual Services	-	2,500	2,500	
62496.0000 Fund 537 Computer System Rental	4,731	5,671	6,067	396
Materials, Supplies & Services	40,499	53,171	53,567	396
Total Expenses	\$ 143,864	\$ 158,179	\$ 163,635	\$ 5,456

Labor Relations

001.MS01E



Labor Relations is responsible for establishing current labor contracts and maintaining positive employer-employee relations; interpreting rules, regulations and policies; conducting investigations into allegations of harassment, discrimination, or retaliation; and ensuring compliance with the Americans with Disabilities Act (ADA).

OBJECTIVES

- Maintain effective employee relations with the collective bargaining groups.
- Prepare for negotiations with applicable unions.
- Continue to engage in a timely, good faith ADA interactive process with employees and residents.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 180,510	\$ 311,637	\$ 310,883	\$ (754)
60012.0000 Fringe Benefits	36,355	56,899	60,574	3,675
60012.1008 Fringe Benefits:Retiree Benefits	232	2,268	2,409	141
60012.1509 Fringe Benefits:Employer Paid PERS	17,398	29,341	28,726	(615)
60012.1528 Fringe Benefits:Workers Comp	5,812	8,898	9,065	167
60012.1531 Fringe Benefits:PERS UAL	52,090	32,943	33,950	1,007
60027.0000 Payroll Taxes Non-Safety	2,734	4,519	4,508	(11)
60031.0000 Payroll Adjustments	8,429	-	-	
Salaries & Benefits	303,560	446,505	450,115	3,610
62085.0000 Other Professional Services	\$ 30,650	\$ 100,000	\$ 100,000	
62125.0000 Medical Services	-	8,000	8,000	
62485.0000 Fund 535 Communications Rental Rate	2,463	2,458	2,463	5
62496.0000 Fund 537 Computer System Rental	5,503	8,300	27,784	19,484
Materials, Supplies & Services	38,616	118,758	138,247	19,489
Total Expenses	\$ 342,176	\$ 565,263	\$ 588,362	\$ 23,099

Workforce Connection

001.MS02B



WorkForce Connection is a grant-funded, self-assisted employment program that services the public by allowing them access to a variety of media venues that provide various job search techniques as well as job opportunities. This satellite resource center for the Verdugo Jobs Center includes access to the internet, phone, scan, and fax amenities to assist individuals in their employment search.

OBJECTIVES

- Continue to provide employment search resources to individuals.
- Maintain compliance with requirements put forth by the Workforce Innovation and Opportunity Act (WIOA).
- Provide a variety of workshops and resources that will assist clients with their employment search and retention.
- Assist local businesses with providing a location to host job fairs and also provide a variety of media venues to promote their employment opportunities.
- Maintain the Department's commitment to customer service.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
60001.0000 Salaries & Wages	\$ 32,317	\$ 74,450	\$ 90,144	\$ 15,694
60012.0000 Fringe Benefits	7,671	29,357	31,637	2,280
60012.1008 Fringe Benefits:Retiree Benefits	154	1,512	1,606	94
60012.1509 Fringe Benefits:Employer Paid PERS	3,112	7,858	9,357	1,499
60012.1528 Fringe Benefits:Workers Comp	3,127	4,273	5,868	1,595
60012.1531 Fringe Benefits:PERS UAL	13,852	13,034	6,315	(6,719)
60027.0000 Payroll Taxes Non-Safety	453	1,080	1,307	227
60031.0000 Payroll Adjustments	(222)	-	-	
Salaries & Benefits	60,465	131,564	146,234	14,670
62000.0000 Utilities	\$ 333	\$ 674	\$ 674	
62310.0000 Office Supplies, Postage & Printing	2,707	3,600	3,600	
62440.0000 Office Equip Maint & Repair	-	550	550	
62455.0000 Equipment Rental	2,451	4,900	4,900	
62485.0000 Fund 535 Communications Rental Rate	12,992	12,984	12,992	8
62496.0000 Fund 537 Computer System Rental	19,232	16,421	19,292	2,871
62895.0000 Miscellaneous Expenses	1,188	2,350	2,350	
Materials, Supplies & Services	38,904	41,479	44,358	2,879
Total Expenses	\$ 99,369	\$ 173,043	\$ 190,592	\$ 17,549

Youth Employment

001.MS02C



The Youth Employment section provides funds for training programs and paid work opportunities for young individuals in our community between the ages of 14 and 21. Staff creates and maintains a youth workforce development program and information network using existing City resources; public-private partnerships; community organizations; State, Federal, and local legislative and policy-making entities; Burbank Unified School District (BUSD); Burbank Chamber of Commerce; and local businesses.

OBJECTIVES

- Continue to provide work-related training to youth to help them enhance their employment seeking and performance skills.
- Coordinate the Workforce Innovation and Opportunity Act (WIOA), Workability, and Foothill Special Education Local Plan Area (SELPA) programs to address the needs of youth with disabilities and to place students in paid work experience positions.
- Continue to provide paid City internships and life-skills training for at-risk youth.
- Apply for grants to provide work experience and training to local youth.
- Continue to develop and expand the effectiveness and types of programs and trainings available to youth, at-risk youth, students, and other workers.
- Provide effective and appropriate job and life-skills training, career exploration, and work experience to participants in the City's youth employment programs.
- Provide greater employment opportunities for local youth (ages 14-21) by increasing our funding sources through outside grants, donations, sponsorships, fundraisers, and local business interests.
- Further enhance the City's youth employment programs by increasing our collaborative efforts with local businesses, BUSD, City of Glendale, Chamber of Commerce, and other agencies.
- Maintain the Department's commitment to customer service.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	13,387	13,387	13,387	
60001.0000 Salaries & Wages	\$ 256,424	\$ 338,497	\$ 418,675	\$ 80,178
60012.0000 Fringe Benefits	27,553	19,244	19,598	354
60012.1008 Fringe Benefits:Retiree Benefits	1,032	10,123	10,748	625
60012.1509 Fringe Benefits:Employer Paid PERS	5,738	5,225	5,857	632
60012.1528 Fringe Benefits:Workers Comp	16,544	21,126	25,677	4,551
60012.1531 Fringe Benefits:PERS UAL	11,708	10,236	13,700	3,464
60027.0000 Payroll Taxes Non-Safety	4,211	4,908	6,071	1,163
60031.0000 Payroll Adjustments	751	-	-	
Salaries & Benefits	323,961	409,359	500,326	90,967
62300.0000 Special Dept Supplies	\$ 8,806	\$ 6,000	\$ 6,000	
62310.0000 Office Supplies, Postage & Printing	920	2,350	2,350	
62455.0000 Equipment Rental	-	2,000	2,000	
62496.0000 Fund 537 Computer System Rental	26,802	38,321	45,743	7,422
62755.0000 Training	-	1,520	1,520	
62895.0000 Miscellaneous Expenses	3,802	2,861	2,861	
Materials, Supplies & Services	40,330	53,052	60,474	7,422
Total Expenses	\$ 364,291	\$ 462,411	\$ 560,800	\$ 98,389

Employment Services

001.MS02D



Employment Services is responsible for the City's centralized recruitment and selection, Equal Employment Opportunity (EEO) program, WorkForce Connection, youth employment programs, and adult employment, including, but not limited to, posting employment opportunities. Additionally, this section includes the Mail Center, which is responsible for sorting and delivering U.S. and inter-City mail, as well as United Parcel Service and FedEx packages.

OBJECTIVES

- Provide information and assistance to those individuals seeking employment with the City of Burbank.
- Assist individuals with the City's online employment application process through training videos and hands-on assistance.
- Further enhance the City's cultural diversity and increase the participation of minorities and women in the workforce.
- Continue to enhance the Online Employment Center in an effort to ease use by all applicants.
- Continue to administer the grant-funded WorkForce Connection and the City's various youth employment programs.
- Host the City's Annual Veterans' Job Fair.
- Maintain the Department's commitment to customer service.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	8,375	8,375	8,375	
60001.0000 Salaries & Wages	\$ 550,907	\$ 567,108	\$ 595,178	\$ 28,070
60006.0000 Overtime - Non-Safety	689	1,000	1,000	
60012.0000 Fringe Benefits	110,191	117,832	126,868	9,036
60012.1008 Fringe Benefits:Retiree Benefits	646	6,333	6,724	391
60012.1509 Fringe Benefits:Employer Paid PERS	55,862	55,238	56,955	1,717
60012.1528 Fringe Benefits:Workers Comp	15,232	22,282	25,378	3,096
60012.1531 Fringe Benefits:PERS UAL	88,945	111,624	132,253	20,629
60027.0000 Payroll Taxes Non-Safety	8,924	8,223	8,630	407
60031.0000 Payroll Adjustments	1,197	-	-	
Salaries & Benefits	832,591	889,640	952,986	63,346
62085.0000 Other Professional Services	\$ 1,809	\$ 7,000	\$ 7,000	
62125.0000 Medical Services	75,490	50,000	75,000	25,000
62145.0000 Identification Services	20,789	15,000	15,000	
62170.0000 Private Contractual Services	41,213	67,000	27,000	(40,000)
62300.0000 Special Dept Supplies	339	7,590	7,590	
62310.0000 Office Supplies, Postage & Printing	145,046	187,000	162,000	(25,000)
62316.0000 Software & Hardware	-	-	40,000	40,000
62420.0000 Books & Periodicals	310	500	500	
62440.0000 Office Equip Maint & Repair	-	3,730	3,730	
62455.0000 Equipment Rental	9,416	13,175	13,175	
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,713	7,293	7,592	299
62485.0000 Fund 535 Communications Rental Rate	5,774	5,771	5,774	3
62496.0000 Fund 537 Computer System Rental	37,542	46,144	54,989	8,845
62520.0000 Public Information	8,420	35,000	20,000	(15,000)
62520.1005 Public Information Advertising	-	-	15,000	15,000
62700.0000 Memberships & Dues	85	900	900	
62710.0000 Travel	607	1,000	1,000	
62755.0000 Training	575	1,000	1,000	
62895.0000 Miscellaneous Expenses	9,908	8,400	8,400	
Materials, Supplies & Services	365,036	456,503	465,650	9,147
Total Expenses	\$ 1,197,627	\$ 1,346,143	\$ 1,418,636	\$ 72,493

Employee Services

001.MS02E



Employee Services is responsible for carrying out City policies in processing employee benefits, processing all personnel changes, maintaining the Classification and Compensation Plan, developing and administering Citywide training programs, supporting Employee Assistance Program services, and ensuring compliance with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

OBJECTIVES

- Ensure continued compliance with the Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) including accurate tracking and timely notifications.
- Negotiate new insurance contracts, where necessary, for better benefits, rates, and service.
- Continue to review and revise job specifications for all classifications in the Classification and Compensation Plan.
- Continue to review, enhance, and track Citywide training, in order to maintain current levels and expand supervisory/leadership training.
- Confidentially assist employees and their immediate family in times of crisis.
- Update the Department's webpage with current classifications, organizational charts, and salary schedule information.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	8.500	8.800	8.800	
60001.0000 Salaries & Wages	\$ 616,651	\$ 788,053	\$ 700,121	\$ (87,932)
60012.0000 Fringe Benefits	125,502	162,994	154,176	(8,818)
60012.1008 Fringe Benefits:Retiree Benefits	701	6,427	7,065	638
60012.1509 Fringe Benefits:Employer Paid PERS	57,553	74,083	64,647	(9,436)
60012.1528 Fringe Benefits:Workers Comp	15,093	23,252	24,404	1,152
60012.1531 Fringe Benefits:PERS UAL	127,644	115,836	135,944	20,108
60027.0000 Payroll Taxes Non-Safety	8,927	11,427	10,152	(1,275)
60031.0000 Payroll Adjustments	4,131	-	-	
Salaries & Benefits	956,203	1,182,072	1,096,509	(85,563)
62170.0000 Private Contractual Services	\$ 7,259	\$ 10,000	\$ 10,000	
62310.0000 Office Supplies, Postage & Printing	5,422	6,250	6,250	
62455.0000 Equipment Rental	4,349	7,500	7,500	
62496.0000 Fund 537 Computer System Rental	15,421	23,384	29,912	6,528
62760.0000 Training:Citywide	26,799	125,000	125,000	
62895.0000 Miscellaneous Expenses	142	1,613	1,613	
Materials, Supplies & Services	59,392	173,747	180,275	6,528
Total Expenses	\$ 1,015,595	\$ 1,355,819	\$ 1,276,784	\$ (79,035)

Environmental Health and Safety

001.MS03A



Environmental Health and Safety administers the City's Injury and Illness Prevention Program (IIPP). The Environmental Health and Safety function is responsible for the safety of all City employees and ensures compliance with all federal and state safety regulations to reduce all injuries and illnesses.

OBJECTIVES

- Monitor the City Safety Program for compliance with SB 198 (Injury and Illness Prevention Program).
- Review all accidents for cause and make recommendations for preventing recurrence.
- Manage disposal of hazardous waste generated by City departments and maintain legal documents.
- Administers and manages the Department of Transportation (DOT) Drug and Alcohol Program for all City-employed commercial drivers.
- Actively participate in all Department Safety Committee meetings and encourage employee feedback on safety and health concerns.
- Conduct and coordinate Citywide safety training as required by the California Occupational Safety and Health Administration, or Cal-OSHA.
- Continue the Citywide facility inspection program to identify and correct workplace hazards.
- Conduct, as necessary, ergonomic assessments of office workstations and field operations.
- Continue to participate in pre-construction IIPP meetings to address safety concerns before the commencement of any construction project.
- Maintain the Department's commitment to customer service.

CHANGES FROM PRIOR YEAR

An additional \$14,000 was budgeted for Drug Testing to support moving the City's Department of Transportation (DOT) Safety and Compliance Program to an electronic platform.

Environmental Health and Safety

001.MS03A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	4.000	3.500	3.500	
60001.0000 Salaries & Wages	\$ 423,878	\$ 235,398	\$ 336,514	\$ 101,116
60006.0000 Overtime - Non-Safety	105	250	250	
60012.0000 Fringe Benefits	59,810	44,303	66,636	22,333
60012.1008 Fringe Benefits:Retiree Benefits	401	3,025	3,211	186
60012.1509 Fringe Benefits:Employer Paid PERS	40,132	22,721	31,675	8,954
60012.1528 Fringe Benefits:Workers Comp	5,617	4,527	5,003	476
60012.1531 Fringe Benefits:PERS UAL	75,264	77,309	81,022	3,713
60027.0000 Payroll Taxes Non-Safety	6,191	3,413	4,879	1,466
60031.0000 Payroll Adjustments	3,323	-	-	
Salaries & Benefits	614,720	390,946	529,190	138,244
62085.0000 Other Professional Services	\$ -	\$ 7,000	\$ 7,000	
62125.0000 Medical Services	89,697	146,141	146,141	
62210.0000 Drug Testing (DOT)	1,025	-	14,000	14,000
62300.0000 Special Dept Supplies	-	1,700	1,700	
62310.0000 Office Supplies, Postage & Printing	2,961	3,647	3,647	
62420.0000 Books & Periodicals	1,878	812	812	
62440.0000 Office Equip Maint & Repair	-	243	243	
62455.0000 Equipment Rental	8,528	9,220	9,220	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,631	1,777	1,523	(254)
62485.0000 Fund 535 Communications Rental Rate	3,694	3,686	3,694	8
62496.0000 Fund 537 Computer System Rental	26,451	31,444	30,152	(1,292)
62635.0000 Emergency Preparedness	11,270	9,500	9,500	
62700.0000 Memberships & Dues	1,966	1,715	1,715	
62710.0000 Travel	-	2,584	2,584	
62745.0000 Safety Program	100,972	146,291	146,291	
62755.0000 Training	4,935	9,450	9,450	
62770.0000 Hazardous Materials Disposal	24,797	36,000	36,000	
62895.0000 Miscellaneous Expenses	134	2,000	2,000	
Materials, Supplies & Services	279,940	413,210	425,672	12,462
Total Expenses	\$ 894,660	\$ 804,156	\$ 954,862	\$ 150,706

MANAGEMENT SERVICES

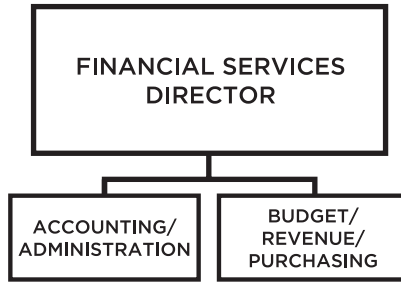
Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
ADM ANALYST II (Z)	5.000	5.000	5.000	
AST MGT SRVS DIR	1.000	1.000	1.000	
AST MGT SRVS DIR-RK MGT&SFTY	1.000	0.500	0.500	
DUPLICATING MACHINE OP	1.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY CORD	2.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY OFCR	0.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
HR MGR	3.000	3.000	3.000	
HR SPECIALIST	1.000	1.000	1.000	
HR TECH I	4.000	4.000	4.000	
HR TECH II	1.000	1.000	1.000	
INTERMEDIATE CLK	4.000	5.000	5.000	
MAIL RM AST	1.450	1.450	1.450	
MGT SRVS DIR	1.000	1.000	1.000	
OFFSET PRESS OP	1.000	1.000	1.000	
SIGN LANG INTERPRETER	1.000	0.300	0.300	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SUPVG OFFSET PRESS OP	1.000	1.000	1.000	
WK TRAINEE I	2.375	2.375	2.375	
YOUTH EMPLOYMT CORD	0.500	0.500	0.500	
YOUTH EMPLOYMT JR TEAM LDR	0.644	0.644	0.644	
YOUTH EMPLOYMT TEAM LDR	0.808	0.808	0.808	
YOUTH SRVS WKR	10.485	10.485	10.485	
TOTAL STAFF YEARS	46.262	46.062	46.062	



FINANCIAL SERVICES



FINANCIAL SERVICES



MISSION STATEMENT

The Financial Services Department is committed to quality and excellence, ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

ABOUT FINANCIAL SERVICES

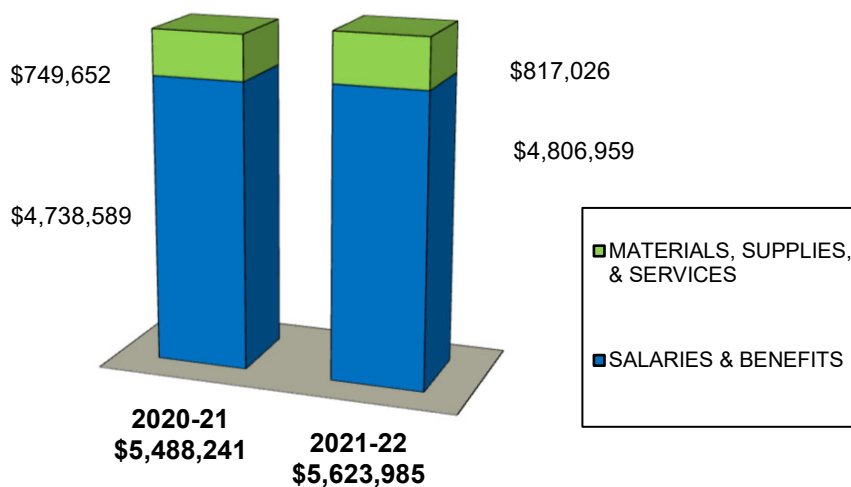
The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments, and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Annual Financial Report.

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management, and internal audit management.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	32.800	33.000	33.000	
Salaries & Benefits	\$ 4,518,673	\$ 4,738,589	\$ 4,806,959	\$ 68,370
Materials, Supplies & Services	1,056,517	749,652	817,026	67,374
Capital Expenses	78,000	-	-	
TOTAL	\$ 5,653,190	\$ 5,488,241	\$ 5,623,985	\$ 135,744

DEPARTMENT SUMMARY



2020-2021 WORK PROGRAM HIGHLIGHTS

- Worked with Oracle consultants to create a program to interface Utility Users Tax payments to Oracle, allowing users to input receipts quickly and accurately.
- Collected and submitted supporting documentation to secure \$1.3 million in funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).
- Completed the application process for the receipt of \$13 million in federal aid from the American Rescue Plan Act.
- Seamlessly transitioned to a remote/online external audit process and completed the City's Annual Financial Report weeks earlier than previous years.
- In conjunction with the City Manager's Office, revamped Performance Measures and Goals in accordance with the revised Government Finance Officers Association (GFOA) guidelines.
- Revised the City's Administrative Procedure for Budget Transfers and Amendments to clarify procedures and reflect current practices.
- Established and implemented a Direct Deposit Administrative Procedure, and continued the transition of new and existing employees, with over 99 percent now enrolled in direct deposit.
- Implemented two rounds of mandated Federal and State Employer Paid Sick Leave (EPSL) as a requirement from the Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and California Senate Bill 95.
- Transitioned employees' Statement of Earnings (SOE) and W2's to an online portal to reduce paper use and provide on demand digital access.
- Established and implemented a Relocation Allowance Administrative Procedure as a tool to attract new talent and minimize the inconvenience caused by the relocation process.
- Established a Section 115 Trust with CalPERS and invested \$10.7 million in General Fund dollars to help the City manage the short-term costs and long-term liabilities associated with pensions.
- Completed an audit of the DeBell Municipal Golf Course by audit firm Lance, Soll & Lunghard LLP. The audit reviewed the new agreement between operator Touchstone Golf, LLC and the City of Burbank.
- Assisted the Public Works Department in implementing Job Order Contracting (JOC) to speed up the purchasing process for construction projects.
- In collaboration with the Information Technology Department, created an Administrative Procedure for Oracle Access in order to clarify procedures and strengthen internal controls.

FINANCIAL SERVICES



2021-2022 WORK PROGRAM GOALS



Conduct field inspections of parking vendors within the City to ensure compliance with the Burbank Municipal Code.

June 2022



Implement the administration of Transient Occupancy Tax through a web-based portal to allow for online payments.

Sep 2021



Revise the administrative procedure for grants administration to reflect current practices and provide for better tracking of grants within the City.

June 2022



Implement Governmental Accounting Standards Board 87 Accounting for Leases to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments.

July 2021



Complete the Oracle Version 12.2 Upgrade in conjunction with IT. Test software thoroughly, assist in deployment, and ensure a seamless transition.

May 2022



Continue to implement further budget document improvements following industry best practices and GFOA recommendations.

Feb 2022



Create an online Oracle training curriculum for all Oracle modules to include individualized and virtual classroom instruction.

June 2022



In collaboration with the City Treasurer's Office, continue to enroll all employees and suppliers in Electronic Funds Transfer in place of paper checks.

June 2022



In collaboration with the City Attorney's Office, develop legal templates for purchasing related documents in order to streamline the purchasing process citywide.

Dec 2021




In collaboration with Management Services, implement new payroll element calculations to ensure overtime is paid according to the Fair Labor Standard Acts (FLSA).


Oct 2021

FINANCIAL SERVICES



PERFORMANCE MEASURES

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Economic Development/Recovery			
Objective: Work with City departments and consultants to produce accurate General Fund revenue forecasts.			
Forecast General Fund revenue within 3 percent of actual revenues at the end of the fiscal year.	3%	1%	3%
Ratio of collection costs to revenues collected.	1:5.0	1:5.48	1:5.0

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Economic Development/Recovery			
Objective: Improve efficiencies by updating processes and implementing technology.			
Increase in vendor Electronic Funds Transfer (EFT) enrollment for Accounts Payable disbursements.	N/A	2%	20%
Percentage of Price Agreements renewed on time.	N/A	62.5%	95%

Accounting/Administration Division

001.FN01A



The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This Division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS reporting, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this Division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Issue the June 30, 2021 Annual Financial Report that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate the annual financial audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and Annual Financial Report within applicable deadlines.
- Work with Information Technology to implement ongoing enhancements for the Enterprise Resource Planning (ERP) system.
- Work with other departments to update and maintain a five-year cash flow analysis for Refuse, Sewer, Gas Tax, Parking Authority, Transportation funds, Housing funds, and Internal Service funds.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Facilitate debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Coordinate the City's Internal Audit Program with our outside CPA firm and issue Transient Occupancy Tax, Transient Parking Tax, and Special Audit Reports.
- Update monthly spendable fund reports and recommend actions as needed.
- Ensure all employee and vendor payments are processed on time and in compliance with City, State, and Federal requirements.
- Ensure all biweekly, quarterly, and annual tax remittances and report filings are completed accurately and on time.

Accounting/Administration Division

001.FN01A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	17,800	18,000	18,000	
60001.0000 Salaries & Wages	\$ 1,697,243	\$ 1,772,682	\$ 1,791,122	\$ 18,440
60006.0000 Overtime - Non-Safety	1,005	8,000	8,000	
60012.0000 Fringe Benefits	299,662	308,515	326,722	18,207
60012.1008 Fringe Benefits:Retiree Benefits	1,603	13,460	14,451	991
60012.1509 Fringe Benefits:Employer Paid PERS	155,574	174,732	173,794	(938)
60012.1528 Fringe Benefits:Workers Comp	28,723	33,152	32,525	(627)
60012.1531 Fringe Benefits:PERS UAL	342,344	352,352	314,554	(37,798)
60015.0000 Wellness Program Reimbursement	100	-	-	
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	24,492	25,704	25,971	267
60031.0000 Payroll Adjustments	6,921	-	-	
Salaries & Benefits	2,562,190	2,693,085	2,691,627	(1,458)
62085.0000 Other Professional Services	\$ 256,432	\$ 187,501	\$ 187,501	
62170.1001 Temp Staffing	28,591	-	-	
62300.0000 Special Dept Supplies	29,311	9,500	9,500	
62310.0000 Office Supplies, Postage & Printing	7,543	9,405	9,405	
62420.0000 Books & Periodicals	373	500	500	
62440.0000 Office Equip Maint & Repair	123	200	200	
62455.0000 Equipment Rental	8,735	8,700	8,700	
62485.0000 Fund 535 Communications Rental Rate	26,705	26,689	26,705	16
62496.0000 Fund 537 Computer System Rental	264,038	172,945	223,306	50,361
62700.0000 Memberships & Dues	1,937	1,588	1,588	
62710.0000 Travel	185	495	495	
62755.0000 Training	10,134	21,112	21,112	
62895.0000 Miscellaneous Expenses	4,448	1,625	1,625	
Materials, Supplies & Services	638,555	440,260	490,637	50,377
Total Expenses	\$ 3,200,746	\$ 3,133,345	\$ 3,182,264	\$ 48,919

Budget/Purchasing/Revenue Division

001.FN02A



This Division is made up of three sections. The Budget Section's main function includes the preparation, development, and publication of the Annual Adopted Budget and the CIP budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures, and assisting on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services and provides administrative management of the City's procurement card program.

The Revenue Section is responsible for managing and forecasting the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts.

OBJECTIVES

- Prepare, publish and maintain a balanced Annual Operating and CIP Budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate the annual cost allocation plan.
- Prepare the annual update of the Burbank Fee Schedule.
- Provide ongoing training to all departments on Hyperion, Oracle Purchasing, and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and requests for proposals as well as negotiating contract terms.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Administer the City's billed receivables and maintain the collection of delinquent accounts for all departments.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.
- Facilitate the budget process using the Oracle Hyperion Public Sector Planning and Budgeting module.

Budget/Purchasing/Revenue Division

001.FN02A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	15,000	15,000	15,000	
60001.0000 Salaries & Wages	\$ 1,302,818	\$ 1,356,457	\$ 1,388,821	\$ 32,364
60006.0000 Overtime - Non-Safety	5,605	3,500	3,500	
60012.0000 Fringe Benefits	234,957	257,299	274,201	16,902
60012.1008 Fringe Benefits:Retiree Benefits	1,341	11,342	12,043	701
60012.1509 Fringe Benefits:Employer Paid PERS	124,793	132,589	133,553	964
60012.1528 Fringe Benefits:Workers Comp	20,628	21,409	19,804	(1,605)
60012.1531 Fringe Benefits:PERS UAL	237,992	243,239	263,272	20,033
60027.0000 Payroll Taxes Non-Safety	18,854	19,669	20,138	469
60031.0000 Payroll Adjustments	9,493	-	-	
Salaries & Benefits	1,956,482	2,045,504	2,115,332	69,828
62085.0000 Other Professional Services	\$ 94,505	\$ 101,034	\$ 101,034	
62170.1001 Temp Staffing	43,569	-	-	
62220.0000 Insurance	33,569	37,385	38,540	1,155
62300.0000 Special Dept Supplies	4,913	4,578	4,578	
62310.0000 Office Supplies, Postage & Printing	5,776	6,350	6,350	
62420.0000 Books & Periodicals	-	100	100	
62440.0000 Office Equip Maint & Repair	-	200	200	
62455.0000 Equipment Rental	7,570	9,495	9,495	
62485.0000 Fund 535 Communications Rental Rate	7,939	7,935	7,939	4
62496.0000 Fund 537 Computer System Rental	194,819	120,557	136,395	15,838
62700.0000 Memberships & Dues	1,790	1,835	1,835	
62710.0000 Travel	37	456	456	
62755.0000 Training	21,350	17,677	17,677	
62895.0000 Miscellaneous Expenses	2,124	1,790	1,790	
Materials, Supplies & Services	417,962	309,392	326,389	16,997
70023.0537 Capital Contribution:Fund 537	\$ 78,000	\$ -	\$ -	
Capital Expenses	78,000	-	-	
Total Expenses	\$ 2,452,444	\$ 2,354,896	\$ 2,441,721	\$ 86,825

FINANCIAL SERVICES

Authorized Positions



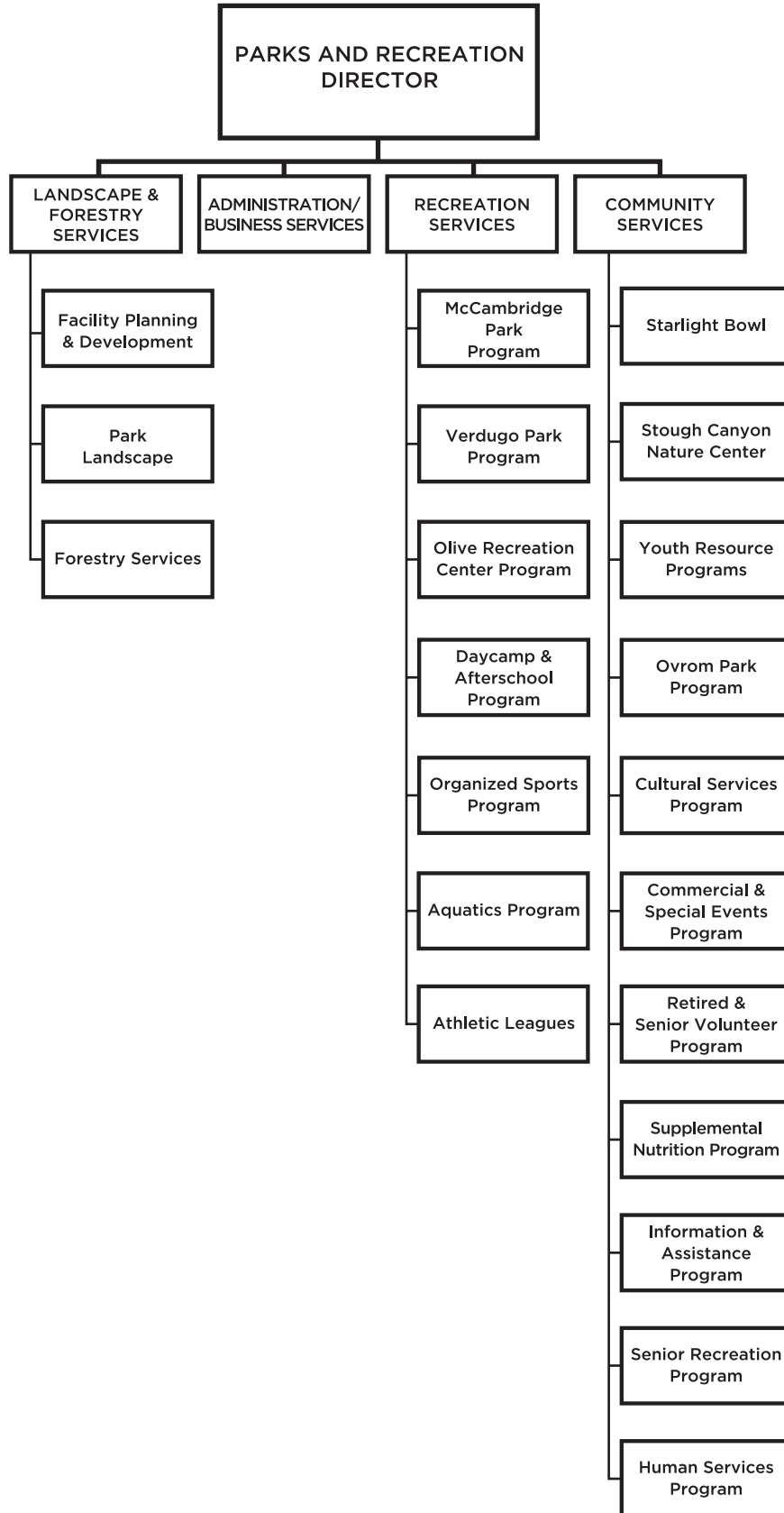
CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ACCOUNT CLK	2.800	3.000	3.000	
ACCOUNTANT	3.000	3.000	3.000	
ACCTG&AUDIT MGR	1.000	1.000	1.000	
ADM ANALYST I (Z)	1.000	1.000	1.000	
ADM ANALYST II (M)	2.000	3.000	3.000	
AST FINANCIAL SRVS DIR	2.000	1.000	1.000	
BUDGET MGR	1.000	1.000	1.000	
BUYER I	2.000	1.000	1.000	
BUYER II	1.000	2.000	2.000	
DEP FINANCIAL SRVS DIR	0.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
FINANCIAL SRVS DIR	1.000	1.000	1.000	
FINANCIAL SYS MGR	1.000	1.000	1.000	
INTERMEDIATE CLK	2.000	2.000	2.000	
PAYROLL TECH I	2.000	1.000	1.000	
PAYROLL TECH II	1.000	2.000	2.000	
PRIN ACCOUNTANT	1.000	1.000	1.000	
PURCHASING MGR	1.000	1.000	1.000	
REVENUE MGR	1.000	1.000	1.000	
SR ACCOUNTANT	1.000	1.000	1.000	
SR ADM ANALYST (M)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR CLK	1.000	1.000	1.000	
SR COLLECTIONS SPECIALIST	1.000	0.000	0.000	
SUPVG ACCOUNT CLK	1.000	1.000	1.000	
TOTAL STAFF YEARS	32.800	33.000	33.000	

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PARKS AND RECREATION



PARKS and RECREATION



MISSION STATEMENT

The Parks and Recreation Department strives to be the heart of the community by providing enriching opportunities through dedicated people, beautiful parks, and inspiring programs.

ABOUT PARKS & RECREATION

The Parks and Recreation Department is responsible for providing well-maintained recreational facilities, and programs and activities designed to meet the recreational, cultural, social, and human service needs of the Burbank community. In addition, the Department is responsible for the maintenance and improvements of all municipal grounds and parkway trees, as well as the DeBell Golf Course. The Department is organized into four divisions: Landscape and Forestry Services; Administration/Business Services; Recreation Services; and Community Services.

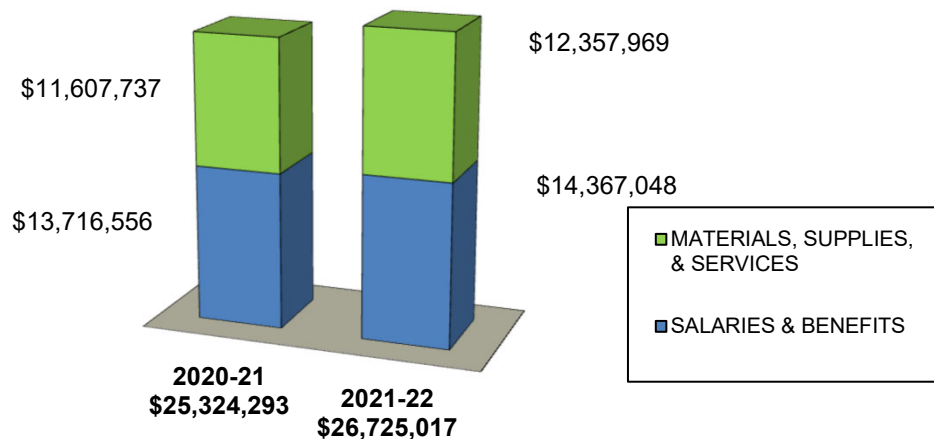
OBJECTIVES

In addition to operating and maintaining 41 public parks and facilities, the Department maintains many of the publicly-owned landscaped areas and all parkway trees throughout the City. The Department also provides recreation service programs that include special interest classes; youth and adult sports programs; day camps; after school programs; youth resource programs; environmental and educational nature programs; cultural arts activities, including visual and performing arts; commercial recreation services; volunteer programs for residents of all ages; and year-round special events. Moreover, the Department provides a variety of senior and human service programs. These include a congregate and home-delivered meal program, information and assistance services for all ages, senior recreation activities, programs for the disabled, and advocacy services. The Department also oversees the citywide Program, Activity, and Service Subsidy (PASS) Program. The Parks and Recreation Board, Senior Citizen Board, Art in Public Places Committee, Burbank Cultural Arts Commission and Youth Board, as well as a number of other City Council and Non-Council appointed advisory boards and committees, work in an advisory capacity with Department staff, cooperatively striving to identify and meet the recreational and human service needs of the community.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	168.297	168.237	166.887	(1.350)
Salaries & Benefits	\$ 12,453,490	\$ 13,716,556	\$ 14,367,048	\$ 650,492
Materials, Supplies & Services	10,083,640	11,607,737	12,357,969	750,232
Capital Expenses	391,111	-	-	
TOTAL	\$ 22,928,241	\$ 25,324,293	\$ 26,725,017	\$ 1,400,724

DEPARTMENT SUMMARY



PARKS and RECREATION



2020-2021 WORK PROGRAM HIGHLIGHTS

- Three shade structures were installed over picnic areas at Johnny Carson Park to provide sun safety.
- Replaced the outdoor fitness equipment at Ralph Foy Park and increased the existing footprint by adding rubber safety surfacing.
- Installed a new play area with rubber safety surfacing for school age children 5-12 years old, and a tot lot for ages 2-5 with two separate expression swings at Robert E. Lundigan Park. The new play area has a fire station theme which compliments Fire Station #13 located adjacent to the park.
- As part of the annual indoor/outdoor court maintenance plan, the basketball court at Robert Ovrom Park, and the tennis courts at Verdugo and Mountain View parks were resurfaced. Additionally, the tennis courts at George Izay Park were repurposed to provide the community dual use of courts for tennis and Pickleball.
- The Nutrition Program served 99,044 units of meals from July 2020 to May 2021 for congregate and Home Delivered Meals (HDM) programs to seniors. During the pandemic, senior services continued to provide the best service possible.
- Executed an agreement with the Los Angeles Community Garden Council for the construction of two community gardens.
- Completed the replacement of the gym floor at the Verdugo Recreation Center.
- The Sports and Aquatics Division safely offered a variety of youth sports offerings including classes, camps, and lap swim opportunities for the community while adhering to Los Angeles County COVID-19 operating guidelines.
- Provided meaningful personal connections for seniors and volunteers through the Project H.O.P.E. volunteer program.
- Partnered with various organizations to provide essential items and services to community members through several drive-through events. These organizations included South Hills Church, Regal/Lakeside Medical Group, Optum Healthcare, Burbank Coordinating Council, and Michelson Found Animal Foundation.
- In partnership with Providence St. Joseph Medical Center, a COVID-19 vaccine clinic was held at the Joslyn Adult Center for local community members. In total, 135 vaccines were administered.
- Launched Plant for a Greener Burbank Initiative, a collaborative effort between Parks and Recreation, Burbank Water and Power, Community Development, and Public Works to plant a minimum of 500 additional trees throughout the City in residential neighborhoods, at businesses, and in City parks.
- Provided childcare for City employees through Camp Burbank during the pandemic while schools and most learning institutions were closed.
- Partnered with the Burbank Cultural Arts Commission to support the Rose River Memorial, a temporary art installation by artist Marcos Lutyens. The Rose River Memorial Project honors the lives lost due to COVID-19.
- In partnership with the American Red Cross, conducted monthly blood drives at the Joslyn Adult Center.

2021-2022 WORK PROGRAM GOALS



Actively solicit alternative funding sources such as sponsorships, grants, and partnerships for programs and projects, including but not limited to: park patrol, reduction of tobacco use, specifically among youth; McCambridge pool, Olive Recreation Center, and other infrastructure projects as identified.

Ongoing



Further strengthen the joint use partnership of facilities by executing a memorandum of understanding (MOU) with the Burbank Unified School District (BUSD) for the cooperative use of swimming pools.

Ongoing

PARKS and RECREATION




2021-2022 WORK PROGRAM GOALS


	Evaluate collaborative private partnerships, such as private rentals at the Starlight Bowl, to generate additional revenue and provide diverse programming to the community.	Ongoing
	Continue to engage adults ages 55+ in the Burbank community with original programming, classes, and balanced-nutritious meals.	Ongoing
	Continue to fund the installation of public art projects to create a beautiful place to live, work, and play.	Ongoing
	Continue recruiting new contract class program instructors to diversify offerings for the community.	Ongoing
	In collaboration with City departments, increase the presence of Parks and Recreation at community functions and online, to expand visibility and awareness of Department services, programs, and events.	Ongoing
	Implement a specific social media marketing campaign to highlight Parks and Recreation Month and increase reach and audience engagement through social media channels.	August 2021
	Continue to collaborate in the multi-departmental efforts to address homelessness in the community.	Ongoing
	In partnership with Burbank Water and Power, continue to systematically replace drinking fountains throughout the City's park system.	Ongoing
	Complete the replacement of playground equipment at Gross, Izay, Miller, Ovrom, and Valley Parks.	June 2022
	To improve efficiencies, replace the irrigation system and install new cloud based irrigation controllers on ten holes at the DeBell Golf Club grounds.	May 2022
	Implement a pilot Park Patrol Program to supervise park grounds to promote park safety by enforcing City rules, and promoting positive engagement with park patrons.	December 2021
	Engage the community in the planning, design, and development of the Olive Recreation Center, as well as in open space and recreational opportunities for members of all ages and abilities.	October 2021
	In partnership with the Los Angeles Community Garden Council, design and develop two community gardens for Burbank residents.	August 2021

PARKS and RECREATION




PERFORMANCE MEASURES

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Enhance the quality of life through active engagement with the community, provide exceptional recreation programs and services, and support arts throughout the City.			
Establish a Pilot Park Patrol Program by hiring two (2) Community Services Officer positions to support park safety and enforce City rules, codes, and policies and promote positive engagement with park patrons.	N/A	N/A	2
Provide Burbank residents, who are in need of financial assistance, the opportunity to engage in citywide programs, activities, and services by tracking annual participants of Burbank PASS.	500	701	600
Provide subsidies to Burbank residents, who are in need of financial assistance, the opportunity to engage in citywide programs, activities, and services through the Burbank PASS.	N/A	N/A	\$40,000
Effectively communicate with other City Departments to streamline the film permit process to meet revenue goals.	\$68,411	\$80,000	\$80,000

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Sustainability			
Objective: Improve water efficiencies throughout City parks.			
Modernize the irrigation controllers at seven (7) parks: Robert Gross, Larry L. Maxam, Mountain View, Santa Anita, Verdugo, Stough Canyon Park, and Starlight Bowl to improve water usage and maximize watering efficiencies by reducing water usage by 15 percent annually.	N/A	N/A	15%

PARKS and RECREATION



	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life			
Objective: Enhance the quality of life through active engagement with the community, provide exceptional recreation programs and services, and support arts throughout the City.			
Expand awareness and community building initiatives through a variety of community events, leadership programs, educational workshops, informational publications, and the nurturing of relationships between the City, residents, non-profits, employees, service clubs, and businesses by tracking participation.	100	11,550	11,750
Provide high quality comprehensive recreation and educational programs for older adults (persons who are 55 years of age or older) by offering a variety of classes, workshops, events, cultural enrichment, excursions, and other opportunities by tracking participation.	50,000	9,971	30,000
Provide quality child care for elementary school age children after school and on pupil free days at seven child care sites. Pursue new and existing advertising methods to reach and maintain 100 percent of available spots filled.	95%	90%	100%
Provide a diverse offering of special interest classes at major park facilities that increase education and specialized skill training for the community. Track the effectiveness and impact of these classes through participation.	10,000	11,100	12,000
Establish and implement an Art & Culture grant program to enhance and support "arts" in and around the community. Utilize a competitive grant process to select grantees.	N/A	N/A	5

Landscape and Forestry Services Division **Facility Planning and Development Program** **001.PR21A**



The Facility Planning and Development Program is responsible for assisting and performing project management for the Department's Capital Improvement Program, which includes building/grounds improvement projects at park facilities.

OBJECTIVES

- Modernize ballfield lighting at George Izay and Valley Park with LED to increase safety and cost-effectiveness.
- Develop plans and specifications and complete the replacement of playground equipment at Valley and Ovrom Parks.
- Modernize the irrigation controllers at seven parks: Gross, Maxam, Mountain View, Santa Anita, Verdugo, Stough Canyon Park, Starlight Bowl.
- Improve the picnic facility at Verdugo Park.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 37,224	\$ 35,000	\$ 35,000	
62220.0000 Insurance	197,889	987,906	1,424,934	437,028
62300.0000 Special Dept Supplies	2,284	5,000	5,000	
62345.0000 Taxes	782	1,000	1,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	108,376	89,607	60,967	(28,640)
62485.0000 Fund 535 Communications Rental Rate	132,945	132,740	132,945	205
62496.0000 Fund 537 Computer System Rental	36,289	22,771	22,848	77
Materials, Supplies & Services	515,789	1,274,024	1,682,694	408,670
Total Expenses	\$ 515,789	\$ 1,274,024	\$ 1,682,694	\$ 408,670

Landscape and Forestry Services Division

Forestry Services Program



001.PR22A

The Forestry Services Program is responsible for the planting, maintenance, and removal of trees in parks, parkways, and on public grounds.

OBJECTIVES

- Prune 4,000 street trees and trim 8,000 street and park trees.
- Continue to develop strategies to improve the City's overall tree canopy and increase shade tree canopy with a goal of planting up to 100 street trees in residential and commercial parkways.
- Continue to work with Burbank Water & Power (BWP) to assist with their "Made in the Shade" program.
- Review and implement the adopted Street Tree Master Plan.
- Oversee the implementation of a block pruning program that will provide for all parkway trees being pruned once every six years.
- Oversee the implementation of the 15-year Reforestation Plan on Magnolia Boulevard and Hollywood Way.
- Support and implement directives of the Burbank 2035 General Plan.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	17,500	17,500	17,500	
60001.0000 Salaries & Wages	\$ 633,161	\$ 1,016,796	\$ 1,064,901	\$ 48,105
60006.0000 Overtime - Non-Safety	31,048	36,502	36,502	
60012.0000 Fringe Benefits	137,777	264,177	282,571	18,394
60012.1008 Fringe Benefits:Retiree Benefits	1,350	13,233	14,050	817
60012.1509 Fringe Benefits:Employer Paid PERS	55,691	106,547	109,696	3,149
60012.1528 Fringe Benefits:Workers Comp	115,409	100,966	56,014	(44,952)
60012.1531 Fringe Benefits:PERS UAL	153,458	149,760	126,976	(22,784)
60015.0000 Wellness Program Reimbursement	186	-	-	
60027.0000 Payroll Taxes Non-Safety	8,072	14,744	15,441	697
60031.0000 Payroll Adjustments	1,163	-	-	
Salaries & Benefits	1,137,315	1,702,725	1,706,151	3,426
62170.0000 Private Contractual Services	\$ 121,860	\$ 105,000	\$ 105,000	
62170.1001 Temp Staffing	85,262	-	-	
62180.0000 Landscape Contractual Services	-	16,000	16,000	
62300.0000 Special Dept Supplies	27,826	32,350	32,350	
62305.0000 Reimbursable Materials	-	1,500	1,500	
62380.0000 Chemicals	31,314	21,500	21,500	
62435.0000 General Equipment Maint & Repair	251	500	500	
62450.0000 Building Grounds Maint & Repair	17	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	327,975	309,439	275,241	(34,198)
62496.0000 Fund 537 Computer System Rental	39,263	54,916	64,377	9,461
62700.0000 Memberships & Dues	335	770	770	
62895.0000 Miscellaneous Expenses	1,001	-	-	
Materials, Supplies & Services	635,104	541,975	517,238	(24,737)
70023.0532 Capital Contribution:Fund 532	\$ 391,111	\$ -	\$ -	
Capital Expenses	391,111	-	-	
Total Expenses	\$ 2,163,530	\$ 2,244,700	\$ 2,223,389	\$ (21,311)

Landscape and Forestry Services Division

Park Landscape Program



001.PR23A

The Park Landscape Program is responsible for maintaining public park grounds and outdoor sports facilities, park irrigation systems, and all landscaped municipal grounds.

OBJECTIVES

- Provide ongoing grounds maintenance for City parks and facilities.
- Administer the maintenance of public properties at multiple non-park sites.
- Implement a new cloud-based computer irrigation system in all parks.
- Assist with the administration and evaluation of current and future infrastructure needs.
- Provide ongoing maintenance to park facilities through the Municipal Infrastructure Fund 534.
- Implement organic practices in City parks and landscapes through the purchase of products, materials, and supplies.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	31,500	31,500	31,500	
60001.0000 Salaries & Wages	\$ 1,673,445	\$ 1,729,526	\$ 1,810,257	\$ 80,731
60006.0000 Overtime - Non-Safety	21,183	18,050	18,050	
60012.0000 Fringe Benefits	390,912	458,361	493,078	34,717
60012.1008 Fringe Benefits:Retiree Benefits	2,429	23,819	25,290	1,471
60012.1509 Fringe Benefits:Employer Paid PERS	157,071	181,776	187,063	5,287
60012.1528 Fringe Benefits:Workers Comp	212,387	191,731	108,682	(83,049)
60012.1531 Fringe Benefits:PERS UAL	313,615	306,604	344,937	38,333
60015.0000 Wellness Program Reimbursement	1,470	-	-	
60027.0000 Payroll Taxes Non-Safety	23,192	25,078	26,249	1,171
60031.0000 Payroll Adjustments	10,718	-	-	
Salaries & Benefits	2,806,422	2,934,945	3,013,606	78,661
62000.0000 Utilities	\$ 65,958	\$ 61,994	\$ 61,994	
62170.0000 Private Contractual Services	177,873	178,500	178,500	
62225.0000 Custodial Services	92,163	103,500	103,500	
62300.0000 Special Dept Supplies	54,475	50,300	50,300	
62305.0000 Reimbursable Materials	-	2,000	2,000	
62380.0000 Chemicals	5,762	29,500	29,500	
62435.0000 General Equipment Maint & Repair	268	300	300	
62450.0000 Building Grounds Maint & Repair	24,098	25,000	25,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	305,764	312,883	306,156	(6,727)
62496.0000 Fund 537 Computer System Rental	66,398	94,016	111,381	17,365
62700.0000 Memberships & Dues	630	630	630	
62755.0000 Training	320	-	-	
62895.0000 Miscellaneous Expenses	4	600	600	
63050.0000 Non-Capitalized Assets	29	-	-	
Materials, Supplies & Services	793,739	859,223	869,861	10,638
Total Expenses	\$ 3,600,162	\$ 3,794,168	\$ 3,883,467	\$ 89,299

Landscape and Forestry Services Division

Urban Reforestation Program



001.PR26A

The Urban Reforestation Program, in conjunction with the Forestry Services Program, is responsible for parkway tree planting, the expansion of the urban forestry canopy, and restitution.

OBJECTIVES

- Continue the Tree Stewardship program to enhance urban forestation within the City.
- Add butterfly and pollinator gardens throughout the City to improve the urban forest and the environmental health of the City.

	EXPENDITURE FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62365.0000 Urban Reforestation - Measure 1	\$ 22,137	\$ 40,000	\$ 40,000	
Materials, Supplies & Services	22,137	40,000	40,000	
Total Expenses	\$ 22,137	\$ 40,000	\$ 40,000	

Golf Course

001.PR27A



The City of Burbank, under the supervision of the Parks and Recreation Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course, a 9 hole course, 3 par course, a driving range, pro shop, and a 13,760 square foot clubhouse.

OBJECTIVES

- Maintain exceptional customer service for golf, and dining experiences for the community.
- Provide a consistent high quality golf course and dining experience that delivers value at affordable prices.
- Improve and maintain the condition of the overall facilities and curb appeal.
- Enhance opportunities to increase playability through private events, tournaments, special events, and activities for all members of the community.
- Improve the DeBell Golf Course Driving Range, 18 hole and Par 3 Golf Course, and Clubhouse.

CHANGES FROM PRIOR YEAR

Increases in operating expenses for overall operations at DeBell Golf Club include a contractual obligation, increases in the minimum wage, and expenditure accounts for the distribution of donations collected. These expenditures will be offset by revenues.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 2,906,655	\$ 2,837,808	\$ 3,194,319	\$ 356,511
62470.0000 Fund 533 Office Equip Rental Rate	-	3,602	3,602	
Materials, Supplies & Services	2,906,655	2,841,410	3,197,921	356,511
Total Expenses	\$ 2,906,655	\$ 2,841,410	\$ 3,197,921	\$ 356,511

Administration

001.PR28A



The Administration/Business Services Division provides support to the operations of all divisions within the Parks and Recreation Department. Activities conducted within this Division include financial management and budget preparation, clerical support, personnel administration, departmental policies and procedures, departmental marketing, legislative monitoring, coordination of technology improvements, and coordination of special projects. The Division also provides administrative support for the Art in Public Places Committee, Burbank Cultural Arts Commission, Parks and Recreation Board, and Youth Board.

This Division also provides project management support for the Department's Capital Improvement Program, which includes building/grounds improvement projects of park facilities.

OBJECTIVES

- Oversee Department budget, purchasing, grants, and other financial systems.
- Provide administrative leadership, support, and assistance to other divisions and service areas.
- Develop and implement new policies and procedures.
- Monitor contract compliance for the Department's six revenue-generating contracts/agreements and the Day Laborer Center.
- Coordinate departmental activities and special projects.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for the City Council and Parks and Recreation Board meetings.
- Monitor and implement City Council goals, priorities, and objectives.
- Administer the Art in Public Places program.
- Manage the Joint Use Agreement with the Burbank Unified School District (BUSD).
- Administer the commercial permit program.
- Coordinate the production and distribution of the Department's quarterly recreation guide.
- Administer and create the Quarterly City Manager's Report which provides updates and highlights on Department activities, projects, and budget.
- Administer the Department picnic reservation and film permit programs.
- Coordinate the Residents Inspiring Service and Empowerment (RISE) Program.
- Provide liaison support to the Burbank Tournament of Roses Association and Burbank on Parade.
- Administer the Burbank PASS Program.

CHANGES FROM PRIOR YEAR

Following the construction of the Employee Wellness Center, the Department was tasked to manage and oversee the operations. Costs for the annual equipment maintenance, janitorial service, custodial supplies, and miscellaneous expenses of \$27,000 have been added to the budget.

In FY 2021-22, the Department will implement a Pilot Park Patrol Program funded in part by salary savings. The program will increase park monitoring to curtail unlawful behavior in order to maintain a positive leisure environment for the community.

Administration

001.PR28A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	17,900	17,900	17,900	
60001.0000 Salaries & Wages	\$ 1,328,043	\$ 1,576,656	\$ 1,688,045	\$ 111,389
60006.0000 Overtime - Non-Safety	2,066	1,995	1,995	
60012.0000 Fringe Benefits	239,512	315,297	332,357	17,060
60012.1008 Fringe Benefits:Retiree Benefits	1,503	12,779	13,568	789
60012.1509 Fringe Benefits:Employer Paid PERS	129,063	151,662	149,580	(2,082)
60012.1528 Fringe Benefits:Workers Comp	61,149	58,101	40,929	(17,172)
60012.1531 Fringe Benefits:PERS UAL	252,233	294,721	300,833	6,112
60015.0000 Wellness Program Reimbursement	100	-	-	
60022.0000 Car Allowance	4,216	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	19,326	22,862	22,940	78
60031.0000 Payroll Adjustments	11,013	-	-	
Salaries & Benefits	2,048,224	2,438,561	2,554,735	116,174
62085.0000 Other Professional Services	\$ 4,572	\$ 20,000	\$ 20,000	
62135.0000 Governmental Services	-	464,478	464,478	
62170.0000 Private Contractual Services	142,545	105,299	105,299	
62170.1011 Art in Public Places	-	20,000	20,000	
62300.0000 Special Dept Supplies	52,227	22,770	22,770	
62300.1018 Wellness	15,736	-	27,000	27,000
62305.0000 Reimbursable Materials	545	7,200	7,200	
62310.0000 Office Supplies, Postage & Printing	14,923	12,770	12,770	
62380.0000 Chemicals	2,324	-	-	
62450.0000 Building Grounds Maint & Repair	1,006	-	-	
62455.0000 Equipment Rental	31,900	50,863	50,863	
62470.0000 Fund 533 Office Equip Rental Rate	29,421	29,421	29,421	
62496.0000 Fund 537 Computer System Rental	239,225	186,088	245,695	59,607
62520.0000 Public Information	36,416	40,564	40,564	
62655.0000 Burbank On Parade	-	22,000	22,000	
62700.0000 Memberships & Dues	2,208	1,730	1,730	
62710.0000 Travel	2,297	3,500	3,500	
62755.0000 Training	42,740	55,654	55,654	
62830.0000 Bank Service Charges	33,457	49,680	49,680	
62895.0000 Miscellaneous Expenses	383	400	400	
Materials, Supplies & Services	651,923	1,092,417	1,179,024	86,607
Total Expenses	\$ 2,700,147	\$ 3,530,978	\$ 3,733,759	\$ 202,781

Recreation Services Division

McCambridge Park Program

001.PR31A



The McCambridge Park Program provides a variety of enrichment experiences, including over 150 instructional classes per year, various recreation programs, and drop-in recreational activities for community members of all ages.

OBJECTIVES

- Offer on a quarterly basis, a variety of special interest classes and programs for all ages.
- Provide facility accessibility and equipment for a variety of community groups for scheduled activities.
- Provide holiday and seasonal special events including the Halloween Carnival.
- Coordinate seasonal day camp programs.
- Coordinate and maintain the Military Service Recognition Banner Program, Veterans Day Ceremony, and Memorial Day Ceremony.
- Provide liaison support to the Burbank Veterans Committee.

CHANGES FROM PRIOR YEAR

The budget for utilities was decreased and transferred from this cost center to the Roadway and Parkway section of the Public Works Department for the maintenance of medians and island locations in the City.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1,775	1,700	1,700	
60001.0000 Salaries & Wages	\$ 142,162	\$ 111,681	\$ 116,870	\$ 5,189
60006.0000 Overtime - Non-Safety	685	3,003	3,003	
60012.0000 Fringe Benefits	41,047	21,934	21,504	(430)
60012.1008 Fringe Benefits:Retiree Benefits	137	1,338	1,365	27
60012.1509 Fringe Benefits:Employer Paid PERS	12,811	11,225	11,472	247
60012.1528 Fringe Benefits:Workers Comp	1,401	1,285	1,066	(219)
60012.1531 Fringe Benefits:PERS UAL	26,331	26,516	33,185	6,669
60027.0000 Payroll Taxes Non-Safety	2,022	1,619	1,695	76
60031.0000 Payroll Adjustments	230	-	-	
Salaries & Benefits	226,826	178,601	190,160	11,559
62000.0000 Utilities	\$ 1,343,437	\$ 1,456,093	\$ 1,305,093	\$ (151,000)
62165.0000 Special Recreation Contract Services	62,170	117,400	117,400	
62220.0000 Insurance	638,089	93,388	55,209	(38,179)
62300.0000 Special Dept Supplies	3,875	4,577	4,577	
62300.1011 Sp Dept Supplies:Military Banner	6,703	2,700	2,700	
62305.0000 Reimbursable Materials	1,211	2,020	2,020	
62310.0000 Office Supplies, Postage & Printing	485	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	38,637	39,325	39,359	34
62496.0000 Fund 537 Computer System Rental	17,672	20,073	20,987	914
62670.0000 WW II Commemoration	6,231	10,000	10,000	
Materials, Supplies & Services	2,118,509	1,746,576	1,558,345	(188,231)
Total Expenses	\$ 2,345,335	\$ 1,925,177	\$ 1,748,505	\$ (176,672)

Recreation Services Division

Verdugo Park Program

001.PR31B



The Verdugo Park Program provides a variety of enrichment experiences, including over 150 instructional classes per year, various recreation programs, and drop-in recreational activities for community members of all ages. Verdugo Park is also the home of a variety of teen programs which include events and various youth development programs. In addition, this program provides oversight and supervision at the Valley Skate/BMX Park.

OBJECTIVES

- Offer on a quarterly basis, a variety of special interest classes and programs for all ages.
- Provide facility accessibility and equipment for community organizations.
- Coordinate seasonal day camp programs conducted on-site.
- Coordinate citywide teen events.
- Coordinate and supervise activities at the skate/BMX park facility.
- Provide liaison support to the City's Youth Board.
- Coordinate youth development programs, including the Youth Leadership Program (YLP) and the Counselor in Training Program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,485	3,440	3,440	
60001.0000 Salaries & Wages	\$ 252,082	\$ 184,157	\$ 198,346	\$ 14,189
60006.0000 Overtime - Non-Safety	6,116	3,000	3,000	
60012.0000 Fringe Benefits	33,684	31,083	31,380	297
60012.1008 Fringe Benefits:Retiree Benefits	269	2,631	2,762	131
60012.1509 Fringe Benefits:Employer Paid PERS	23,306	13,469	14,327	858
60012.1528 Fringe Benefits:Workers Comp	2,496	2,389	2,145	(244)
60012.1531 Fringe Benefits:PERS UAL	83,333	51,251	53,039	1,788
60027.0000 Payroll Taxes Non-Safety	3,764	2,670	2,876	206
60031.0000 Payroll Adjustments	880	-	-	
Salaries & Benefits	405,930	290,650	307,875	17,225
62000.0000 Utilities	\$ 56,606	\$ 54,403	\$ 54,403	
62135.1013 Govt Svcs:Youth Leadership Program	6,467	6,000	6,000	
62165.0000 Special Recreation Contract Services	59,271	115,750	115,750	
62300.0000 Special Dept Supplies	9,719	10,420	10,420	
62305.0000 Reimbursable Materials	3,977	12,559	12,559	
62310.0000 Office Supplies, Postage & Printing	908	1,000	1,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	4,350	5,175	4,914	(261)
62496.0000 Fund 537 Computer System Rental	10,979	14,178	15,624	1,446
62685.0000 Holiday Decorations - City	116	-	-	
Materials, Supplies & Services	152,395	219,485	220,670	1,185
Total Expenses	\$ 558,325	\$ 510,135	\$ 528,545	\$ 18,410

Recreation Services Division

Olive Recreation Center Program

001.PR31C



The Olive Recreation Center Program serves as the hub to coordinate all computerized registration for citywide instructional classes, Facility Attendant operational support, and evening park gate closure staffing. This program is responsible for coordinating recreation programs, special events, and drop-in recreational activities for citizens of all ages, and serves as a liaison to coordinate building maintenance and custodial services at all recreation facilities.

OBJECTIVES

- Provide facility access and equipment for drop-in recreational activities.
- Provide support for the department's online registration program used for classes, active camps, and special event registration.
- Coordinate and provide a variety of quarterly special interest classes for the public at eight recreation facilities, and off-site locations.
- Coordinate the Spring Fling event.
- Administer and provide support for department special interest contract classes.
- Monitor the use of facilities and facility permits.
- Coordinate the evening park gate closures.
- Provide facility attendant support to recreation centers.

CHANGES FROM PRIOR YEAR

In FY 2021-22, staffing changes include freezing part-time facility attendants to implement the Pilot Park Patrol Program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	14,139	14,139	12,789	(1,350)
60001.0000 Salaries & Wages	\$ 337,720	\$ 491,116	\$ 511,722	\$ 20,606
60006.0000 Overtime - Non-Safety	18	924	924	
60012.0000 Fringe Benefits	27,521	42,451	41,520	(931)
60012.1008 Fringe Benefits:Retiree Benefits	1,090	10,684	11,352	668
60012.1509 Fringe Benefits:Employer Paid PERS	14,331	16,628	17,350	722
60012.1528 Fringe Benefits:Workers Comp	5,348	4,518	3,019	(1,499)
60012.1531 Fringe Benefits:PERS UAL	28,395	27,008	29,568	2,560
60015.0000 Wellness Program Reimbursement	145	-	-	
60027.0000 Payroll Taxes Non-Safety	5,089	7,121	7,420	299
60031.0000 Payroll Adjustments	733	-	-	
Salaries & Benefits	420,391	600,450	622,875	22,425
62000.0000 Utilities	\$ 21,472	\$ 6,579	\$ 6,579	
62165.0000 Special Recreation Contract Services	152,488	177,028	177,028	
62300.0000 Special Dept Supplies	2,414	6,700	6,700	
62305.0000 Reimbursable Materials	56	50	50	
62310.0000 Office Supplies, Postage & Printing	1,622	1,700	1,700	
62485.0000 Fund 535 Communications Rental Rate	1,231	1,229	1,231	2
62496.0000 Fund 537 Computer System Rental	37,127	100,571	113,078	12,507
Materials, Supplies & Services	216,410	293,857	306,366	12,509
Total Expenses	\$ 636,800	\$ 894,307	\$ 929,241	\$ 34,934

Community Services Division

Starlight Bowl

001.PR31D



The Starlight Bowl Program coordinates and provides a summer season of community-based programming at the Starlight Bowl outdoor amphitheater. This program is supported by Starlight Bowl ticket sales, parking revenue, a sponsorship program, private rentals, and an annual General Fund contribution.

OBJECTIVES

- Provide six community-based, summer concerts for approximately 14,000 concert goers, including an aerial fireworks display on the Fourth of July.
- Implement an effective comprehensive marketing strategy for the Starlight Bowl as a City revenue-based venture.
- Enhance the use of the facility through creative partnerships, such as private rentals.
- Facilitate and oversee alternative uses at the amphitheater.
- Enhance the Corporate Sponsorship Program.
- Enhance Starlight Bowl website and online ticket sales.
- Continue to work with the Burbank Recycle Center to become a Zero Waste venue.
- Facilitate and develop a plan to address the amphitheater's infrastructure needs over the next 10 years.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1,700	1,700	1,700	
60001.0000 Salaries & Wages	\$ 138,106	\$ 121,994	\$ 130,407	\$ 8,413
60006.0000 Overtime - Non-Safety	913	-	-	
60012.0000 Fringe Benefits	30,108	21,838	23,326	1,488
60012.1008 Fringe Benefits:Retiree Benefits	147	1,285	1,365	80
60012.1509 Fringe Benefits:Employer Paid PERS	12,037	11,424	11,918	494
60012.1528 Fringe Benefits:Workers Comp	1,563	1,573	1,426	(147)
60012.1531 Fringe Benefits:PERS UAL	26,911	28,542	27,243	(1,299)
60027.0000 Payroll Taxes Non-Safety	2,034	1,769	1,891	122
60031.0000 Payroll Adjustments	806	-	-	
Salaries & Benefits	212,625	188,425	197,576	9,151
62085.0000 Other Professional Services	\$ 123,834	\$ 124,684	\$ 124,684	
62170.0000 Private Contractual Services	80,532	89,727	89,727	
62300.0000 Special Dept Supplies	15,735	29,291	29,291	
62496.0000 Fund 537 Computer System Rental	6,032	7,812	8,443	631
62700.0000 Memberships & Dues	-	750	750	
62895.0000 Miscellaneous Expenses	3,000	4,000	4,000	
Materials, Supplies & Services	229,133	256,264	256,895	631
Total Expenses	\$ 441,758	\$ 444,689	\$ 454,471	\$ 9,782

Community Services Division

Stough Canyon Nature Center

001.PR31E



The Stough Canyon Nature Center, nestled in the Verdugo Mountains, provides the public with a convenient way to enjoy an oasis of natural habitat and beautiful surroundings. The Nature Center offers a variety of opportunities for the public to learn more about the wildlife, flora, fauna, and habitat in this area of Los Angeles County through planned activities, exhibits, and nature hikes. Partial funding is provided by a maintenance and servicing agreement with the Los Angeles County - Regional Park and Open Space District.

OBJECTIVES

- Provide an active adult docent program and junior docent program.
- Provide program opportunities and classes for the public including special events and themed hikes.
- Conduct seasonal half-day nature camps for youth.
- Coordinate educational program opportunities for groups such as schools, homeschool programs, outside camps, and scout groups.
- Coordinate the Haunted Adventure Halloween event.
- Enhance use of the facility through private rentals and Go Party! Program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,318	3,318	3,318	
60001.0000 Salaries & Wages	\$ 143,517	\$ 179,012	\$ 193,011	\$ 13,999
60006.0000 Overtime - Non-Safety	956	1,500	1,500	
60012.0000 Fringe Benefits	16,257	36,022	37,105	1,083
60012.1008 Fringe Benefits:Retiree Benefits	256	2,503	2,664	161
60012.1509 Fringe Benefits:Employer Paid PERS	11,347	17,268	18,226	958
60012.1528 Fringe Benefits:Workers Comp	2,321	2,390	2,170	(220)
60012.1531 Fringe Benefits:PERS UAL	28,495	27,864	26,144	(1,720)
60027.0000 Payroll Taxes Non-Safety	2,155	2,596	2,799	203
60031.0000 Payroll Adjustments	583	-	-	
Salaries & Benefits	205,886	269,155	283,619	14,464
62000.0000 Utilities	\$ 16,133	\$ 22,015	\$ 22,015	
62085.0000 Other Professional Services	700	600	600	
62165.0000 Special Recreation Contract Services	1,635	18,500	18,500	
62300.0000 Special Dept Supplies	8,701	8,867	8,867	
62305.0000 Reimbursable Materials	2,008	3,900	3,900	
62310.0000 Office Supplies, Postage & Printing	712	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	10,041	13,044	14,571	1,527
62685.0000 Holiday Decorations - City	-	1,900	1,900	
62755.0000 Training	23	-	-	
Materials, Supplies & Services	39,952	69,826	71,353	1,527
Total Expenses	\$ 245,838	\$ 338,981	\$ 354,972	\$ 15,991

Community Services Division

Youth Resource Programs

001.PR31F



The Youth Resource Program oversees contracts/agreements with the Family Service Agency (FSA) and Boys and Girls Club (BGC) to provide youth development and enrichment.

OBJECTIVES

- Provide administrative support for FSA to provide youth counseling services throughout the Burbank Unified School District (BUSD).
- Provide administrative support for BGC to provide a middle-school afterschool program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62135.1002 Govt Svcs:Counseling	\$ 245,000	\$ -	\$ -	
62135.1010 Govt Svcs:Middle School Drop-In	18,750	-	-	
62496.0000 Fund 537 Computer System Rental	3,212	3,354	3,053	(301)
62895.0000 Miscellaneous Expenses	441	829	829	
62970.0000 Holding	-	270,000	270,000	
Materials, Supplies & Services	267,403	274,183	273,882	(301)
Total Expenses	\$ 267,403	\$ 274,183	\$ 273,882	\$ (301)

Community Services Division

Ovrom Park Program

001.PR31H



The Ovrom Park Program provides recreation programs, instructional classes, summer tot camp, and drop-in recreational activities for citizens of all ages.

OBJECTIVES

- Offer on a quarterly basis, a variety of special interest classes and programs for all ages.
- Provide facility accessibility and equipment for community organizations.
- Provide drop-in activities for children during school breaks.
- Monitor the use of the facility by permit users.
- Coordinate the Summer Play Daze day camp for children ages 3-5 years during the summer.
- Coordinate the Seasonal Breakfast with Santa special event.
- Coordinate the after-school programs offered at the various park and elementary school sites throughout the City.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,850	2,850	2,850	
60001.0000 Salaries & Wages	\$ 156,089	\$ 162,408	\$ 164,948	\$ 2,540
60006.0000 Overtime - Non-Safety	364	1,500	1,500	
60012.0000 Fringe Benefits	23,462	28,136	28,045	(91)
60012.1008 Fringe Benefits:Retiree Benefits	220	2,155	2,288	133
60012.1507 Fringe Benefits:Prof Dev Non-Taxable	75	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	14,477	13,779	13,390	(389)
60012.1528 Fringe Benefits:Workers Comp	2,352	2,395	2,289	(106)
60012.1531 Fringe Benefits:PERS UAL	18,818	18,242	30,022	11,780
60027.0000 Payroll Taxes Non-Safety	2,297	2,355	2,392	37
60031.0000 Payroll Adjustments	94	-	-	
Salaries & Benefits	218,247	230,970	244,874	13,904
62000.0000 Utilities	\$ 28,164	\$ 32,071	\$ 32,071	
62165.0000 Special Recreation Contract Services	40,976	70,750	70,750	
62300.0000 Special Dept Supplies	6,039	8,000	8,000	
62305.0000 Reimbursable Materials	141	1,000	1,000	
62310.0000 Office Supplies, Postage & Printing	1,528	1,800	1,800	
62496.0000 Fund 537 Computer System Rental	12,302	15,104	16,159	1,055
62685.0000 Holiday Decorations - City	1,161	1,500	1,500	
Materials, Supplies & Services	90,312	130,225	131,280	1,055
Total Expenses	\$ 308,559	\$ 361,195	\$ 376,154	\$ 14,959

Recreation Services Division

Daycamp and Afterschool Program

001.PR32A



The Summer Daycamp and Afterschool Program provides day camps during the summer, winter and spring breaks, and the Afterschool Daze Program during the school year. The Afterschool Daze Program and Kinder Club Program services eight Burbank Unified elementary schools with a total of 10 programs. The program offers a structured, enriching, and safe environment for over 500 elementary age children during after-school hours. Summer day camps are offered for children ages 5-14 and provide an opportunity for children to experience and enjoy a variety of fun and exciting summer activities.

OBJECTIVES

- Provide a comprehensive program of day camp activities, including games, sports, aquatics, and excursions.
- Provide day camp extended care before and after regular operating hours to better serve working parents.
- Provide after-school programming for eight elementary schools.
- Coordinate and oversee after-school care for kindergarteners through Kinder Club.
- Provide a separate day camp program designed specifically for youth ages 11 to 14, to include a variety of activities, excursions, and special events.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	21,615	21,735	21,735	
60001.0000 Salaries & Wages	\$ 818,122	\$ 826,630	\$ 902,571	\$ 75,941
60006.0000 Overtime - Non-Safety	3,534	12,192	12,192	
60012.0000 Fringe Benefits	92,323	64,854	73,598	8,744
60012.1008 Fringe Benefits:Retiree Benefits	1,577	16,340	17,450	1,110
60012.1509 Fringe Benefits:Employer Paid PERS	50,745	36,528	38,499	1,971
60012.1528 Fringe Benefits:Workers Comp	17,489	23,066	26,933	3,867
60012.1531 Fringe Benefits:PERS UAL	97,958	101,876	104,332	2,456
60027.0000 Payroll Taxes Non-Safety	12,094	11,986	13,087	1,101
60031.0000 Payroll Adjustments	2,748	-	-	
Salaries & Benefits	1,096,591	1,093,472	1,188,662	95,190
62135.1013 Govt Svcs:Youth Leadership Program	\$ 60	\$ -	\$ -	
62165.0000 Special Recreation Contract Services	18,828	45,898	45,898	
62170.0000 Private Contractual Services	12,497	30,451	30,451	
62300.0000 Special Dept Supplies	42,860	43,600	43,600	
62305.0000 Reimbursable Materials	31,572	40,004	40,004	
62310.0000 Office Supplies, Postage & Printing	1,796	3,250	3,250	
62475.0000 Fund 532 Vehicle Equip Rental Rate	6,161	6,085	5,997	(88)
62496.0000 Fund 537 Computer System Rental	40,625	63,002	75,355	12,353
62685.0000 Holiday Decorations - City	2,584	-	-	
62700.0000 Memberships & Dues	750	1,000	1,000	
62755.0000 Training	40	-	-	
62895.0000 Miscellaneous Expenses	1,500	2,000	2,000	
Materials, Supplies & Services	159,273	235,290	247,555	12,265
Total Expenses	\$ 1,255,864	\$ 1,328,762	\$ 1,436,217	\$ 107,455

Recreation Services Division

Organized Sports Program

001.PR32B



The Organized Sports Program provides youth and adult sports programs, including volleyball, basketball, track and field, softball, baseball, pickleball, cross country, and flag football. This section also trains game officials and scorekeepers and provides seasonal instructional leagues, sports camps, and several major citywide special events.

OBJECTIVES

- Offer year-round organized sports leagues for adults.
- Organize broad year-round sports programs and leagues for youth.
- Coordinate special events for participants in youth sports programs (Burbank Dodger, Clippers, and Kings Day; Civitan Jamboree Day).
- Recruit, instruct, and certify game officials and scorekeepers for the City's organized sports leagues.
- Develop and conduct training for volunteer coaches working with youth teams.
- Provide liaison and program support for the Burbank Athletic Federation (BAF).
- In coordination with the BAF, provide liaison staff and program support for the Burbank Athletics Walk of Fame.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	10,379	10,379	10,379	
60001.0000 Salaries & Wages	\$ 633,849	\$ 617,973	\$ 638,983	\$ 21,010
60006.0000 Overtime - Non-Safety	1,373	7,854	7,854	
60012.0000 Fringe Benefits	106,848	84,220	87,909	3,689
60012.1008 Fringe Benefits:Retiree Benefits	823	7,841	8,333	492
60012.1509 Fringe Benefits:Employer Paid PERS	44,386	39,558	40,165	607
60012.1528 Fringe Benefits:Workers Comp	8,461	8,561	7,620	(941)
60012.1531 Fringe Benefits:PERS UAL	95,097	85,847	100,164	14,317
60027.0000 Payroll Taxes Non-Safety	8,932	8,961	9,265	304
60031.0000 Payroll Adjustments	140	-	-	
Salaries & Benefits	899,910	860,815	900,293	39,478
62085.0000 Other Professional Services	\$ 3,830	\$ 11,000	\$ 11,000	
62165.0000 Special Recreation Contract Services	110,519	422,700	422,700	
62300.0000 Special Dept Supplies	6,272	6,285	6,285	
62305.0000 Reimbursable Materials	1,542	2,250	2,250	
62310.0000 Office Supplies, Postage & Printing	6,569	6,200	6,200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	16,720	17,728	18,625	897
62496.0000 Fund 537 Computer System Rental	38,716	43,317	49,345	6,028
Materials, Supplies & Services	184,167	509,480	516,405	6,925
Total Expenses	\$ 1,084,076	\$ 1,370,295	\$ 1,416,698	\$ 46,403

Recreation Services Division

Aquatics Program

001.PR32C



The Aquatics Program provides a comprehensive aquatic program for participants of all ages at the McCambridge Park 50-meter pool (seasonal) and the Verdugo Aquatic Facility 50-meter and activity pool (year round).

OBJECTIVES

- Provide American Red Cross Learn-to-Swim lessons and aquatics fitness programs for all ages.
- Organize and oversee American Red Cross training programs for lifeguarding and water safety instruction.
- Coordinate and provide programming for lap swim, master swim team, youth water polo, and youth swim teams.
- Conduct various special events for aquatic patrons including Polar Plunge, Recycled Boat Regatta, Dive-in-Movie, Rock-a-Hula, Family Night, and Floating Pumpkin Patch.
- Provide pool party rental opportunities through the Go! Party program during the spring, summer, and fall seasons.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	16,360	16,360	16,360	
60001.0000 Salaries & Wages	\$ 569,673	\$ 589,493	\$ 652,816	\$ 63,323
60006.0000 Overtime - Non-Safety	12,336	1,386	1,386	
60012.0000 Fringe Benefits	70,507	61,569	67,848	6,279
60012.1008 Fringe Benefits:Retiree Benefits	1,347	12,371	13,135	764
60012.1509 Fringe Benefits:Employer Paid PERS	37,729	25,471	26,284	813
60012.1528 Fringe Benefits:Workers Comp	6,184	5,423	3,852	(1,571)
60012.1531 Fringe Benefits:PERS UAL	72,685	84,474	86,909	2,435
60027.0000 Payroll Taxes Non-Safety	8,928	8,548	9,466	918
60031.0000 Payroll Adjustments	3,360	-	-	
Salaries & Benefits	782,749	788,735	861,696	72,961
62165.0000 Special Recreation Contract Services	\$ 18,896	\$ 21,000	\$ 21,000	
62170.0000 Private Contractual Services	29,437	28,000	28,000	
62300.0000 Special Dept Supplies	25,925	22,800	22,800	
62305.0000 Reimbursable Materials	1,980	1,980	1,980	
62310.0000 Office Supplies, Postage & Printing	2,390	2,390	2,390	
62496.0000 Fund 537 Computer System Rental	39,145	55,466	63,601	8,135
Materials, Supplies & Services	117,773	131,636	139,771	8,135
Total Expenses	\$ 900,522	\$ 920,371	\$ 1,001,467	\$ 81,096

Community Services Division

Cultural Services Program

001.PR32D



The Cultural Services Program provides a variety of performing and visual arts programs, exhibits, instructional classes, workshops, and special events to the Burbank community.

OBJECTIVES

- Offer quarterly visual and performing art classes for youth and adults.
- Maintain and update content on the Burbank Arts website.
- Provide liaison support to the Burbank Cultural Arts Commission and other arts organizations.
- Coordinate the Art Experiences day camp for children ages 5 ½-11 years during the summer.
- Coordinate and conduct at least ten gallery shows each year at the Betsy Lueke Creative Arts Center Gallery.
- Coordinate the annual Youth Art Expo with the Burbank Unified School District.
- Coordinate with the Fine Arts Federation to provide a membership show and the Holiday Boutique.

CHANGES FROM PRIOR YEAR

Non-recurring, Art in Public Places restrictive funds in the amount of \$10,000 have been added in special department supplies to pay for the Burbank Arts Utility Box Beautification Program that will commission artists to paint a total of ten new utility boxes. Since its inception, a total of 38 utility boxes have been painted.

Additional funds in the amount of \$50,000 were budgeted in the performing arts account to enhance and support arts and culture for the community.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	4,260	4,260	4,260	
60001.0000 Salaries & Wages	\$ 247,781	\$ 253,790	\$ 274,813	\$ 21,023
60006.0000 Overtime - Non-Safety	1,262	1,386	1,386	
60012.0000 Fringe Benefits	50,293	51,982	52,292	310
60012.1008 Fringe Benefits:Retiree Benefits	345	3,221	3,420	199
60012.1509 Fringe Benefits:Employer Paid PERS	22,302	23,602	25,096	1,494
60012.1528 Fringe Benefits:Workers Comp	3,147	3,220	2,844	(376)
60012.1531 Fringe Benefits:PERS UAL	36,486	49,043	45,428	(3,615)
60027.0000 Payroll Taxes Non-Safety	3,522	3,680	3,985	305
60031.0000 Payroll Adjustments	1,038	-	-	
Salaries & Benefits	366,176	389,924	409,264	19,340
62085.0000 Other Professional Services	\$ 2,850	\$ 2,850	\$ 2,850	
62165.0000 Special Recreation Contract Services	51,618	70,120	70,120	
62300.0000 Special Dept Supplies	6,509	10,854	10,854	
62300.1014 Sp Dept Supplies:Cultural Arts Items	11,468	17,000	15,000	(2,000)
62305.0000 Reimbursable Materials	11,000	11,000	11,000	
62310.0000 Office Supplies, Postage & Printing	2,731	3,000	3,000	
62435.0000 General Equipment Maint & Repair	-	2,693	2,693	
62496.0000 Fund 537 Computer System Rental	15,156	18,995	20,937	1,942
62660.0000 Performing Arts Grant Program	-	-	50,000	50,000
62700.0000 Memberships & Dues	25	-	-	
62895.0000 Miscellaneous Expenses	702	658	658	
Materials, Supplies & Services	102,059	137,170	187,112	49,942
Total Expenses	\$ 468,234	\$ 527,094	\$ 596,376	\$ 69,282

Community Services Division

Commercial and Special Events Program

001.PR32E



The Commercial and Special Events Program coordinates, provides, and facilitates various citywide events with a variety of civic groups and organizations.

OBJECTIVES

- Coordinate and conduct holiday and seasonal special events, including the annual Fourth of July celebration at the Starlight Bowl and Mayor's Tree Lighting Ceremony.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.050	0.050	0.050	
60001.0000 Salaries & Wages	\$ 5,668	\$ 5,851	\$ 5,851	
60006.0000 Overtime - Non-Safety	-	2,185	2,185	
60012.0000 Fringe Benefits	1,253	937	993	56
60012.1008 Fringe Benefits:Retiree Benefits	6	38	40	2
60012.1509 Fringe Benefits:Employer Paid PERS	560	551	541	(10)
60012.1528 Fringe Benefits:Workers Comp	59	54	35	(19)
60012.1531 Fringe Benefits:PERS UAL	7,528	1,658	957	(701)
60027.0000 Payroll Taxes Non-Safety	82	85	85	
60031.0000 Payroll Adjustments	115	-	-	
Salaries & Benefits	15,271	11,359	10,687	(672)
62165.0000 Special Recreation Contract Services	\$ -	\$ 3,300	\$ 3,300	
62300.0000 Special Dept Supplies	9,442	10,216	10,216	
62305.0000 Reimbursable Materials	-	2,135	2,135	
62496.0000 Fund 537 Computer System Rental	11,342	11,850	11,051	(799)
62680.0000 Independence Day Celebration	27,500	27,500	27,500	
62685.0000 Holiday Decorations - City	7,356	6,848	6,848	
62895.0000 Miscellaneous Expenses	-	1,000	1,000	
Materials, Supplies & Services	55,640	62,849	62,050	(799)
Total Expenses	\$ 70,911	\$ 74,208	\$ 72,737	\$ (1,471)

Recreation Services Division

Athletic Leagues

001.PR32F



The Athletic Leagues program provides for the operational and resource support for delivery of year-round youth and adult athletic leagues conducted at a variety of City athletic facilities.

OBJECTIVES

- Provide support and assurance that each league is conducted in a safe and organized manner.
- In coordination with the Burbank Athletic Federation, establish procedures and administer required discipline for game infractions.
- Ensure that the majority of needed resources for league operations are collected through Athletic League Fees.
- Provide oversight of all sports facilities.
- Establish and support a code of conduct for participants, coaches, managers, officials, and spectators to ensure good sportsmanship.
- Provide for awards, schedules, supplies, registration fees, uniforms, game forfeitures, and program improvements.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 2,107	\$ 17,500	\$ 17,500	
62300.0000 Special Dept Supplies	27,665	47,600	47,600	
62305.0000 Reimbursable Materials	86,468	92,600	92,600	
62450.0000 Building Grounds Maint & Repair	40,284	10,000	10,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	16,737	6,346	6,317	(29)
62496.0000 Fund 537 Computer System Rental	5,101	5,371	4,978	(393)
62700.0000 Memberships & Dues	359	800	800	
Materials, Supplies & Services	178,721	180,217	179,795	(422)
Total Expenses	\$ 178,721	\$ 180,217	\$ 179,795	\$ (422)

Community Services Division

Burbank Volunteer Programs



001.PR41A

The Burbank Volunteer Program (BVP) provides for the personnel necessary to recruit, interview, screen and refer volunteers in needed areas and programs throughout the City. This program benefits the community, in particular, the community member participants who "get involved," utilizing their individual abilities to provide service throughout the community.

OBJECTIVES

- Recruit, screen, and place prospective individuals of all ages to become volunteers.
- Recruit volunteer stations where volunteers can be assigned.
- Provide approximately 750 volunteers to around 40 volunteer stations, delivering 130,000 hours of service annually.
- Recruit station supervisors to assist in the training of volunteers.
- Coordinate the publication of the volunteer newsletter, which is distributed to over 800 volunteers four times per year.
- Provide instructional meetings for volunteers.
- Coordinate the annual Burbank Volunteer Program Recognition and Fair.
- Administer a National Background screening for volunteers.
- Administer Project Hope to pair Burbank residents 55+ with a volunteer to assist with errands, grocery shopping, and companionship.
- Coordinate Phone Pals a volunteer telephone companionship program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1,500	1,500	1,500	
60001.0000 Salaries & Wages	\$ 69,275	\$ 74,562	\$ 77,308	\$ 2,746
60006.0000 Overtime - Non-Safety	-	177	177	
60012.0000 Fringe Benefits	9,403	19,927	21,768	1,841
60012.1008 Fringe Benefits:Retiree Benefits	115	1,134	1,204	70
60012.1509 Fringe Benefits:Employer Paid PERS	5,661	7,870	8,025	155
60012.1528 Fringe Benefits:Workers Comp	1,283	1,361	1,396	35
60012.1531 Fringe Benefits:PERS UAL	14,821	16,267	11,530	(4,737)
60027.0000 Payroll Taxes Non-Safety	1,019	1,081	1,121	40
Salaries & Benefits	101,578	122,379	122,529	150
62085.0000 Other Professional Services	\$ 1,998	\$ 12,000	\$ 12,000	
62170.0000 Private Contractual Services	410	1,000	1,000	
62220.0000 Insurance	27,821	30,608	31,566	958
62300.0000 Special Dept Supplies	3,390	7,970	7,970	
62310.0000 Office Supplies, Postage & Printing	2,391	2,907	2,907	
62485.0000 Fund 535 Communications Rental Rate	25,262	25,246	25,262	16
62496.0000 Fund 537 Computer System Rental	4,404	5,802	6,415	613
62755.0000 Training	60	-	-	
Materials, Supplies & Services	65,736	85,533	87,120	1,587
Total Expenses	\$ 167,314	\$ 207,912	\$ 209,649	\$ 1,737

Community Services Division

Supplemental Nutrition Program

001.PR42A



The Supplemental Nutrition Services Program is partially funded by a grant from the Los Angeles Area Agency on Aging to provide congregate and home-delivered meal programs in Burbank. The Congregate Meal Program provides nutritious, balanced meals in a safe, friendly, and supportive group setting, in conjunction with a variety of community-based services that maximize the seniors' independence and quality of life. The Home Delivered Meal Program assists frail and disabled homebound adults 60 years of age and older so they may live healthy, dignified lives, and remain independent and self-sufficient in their own homes as long as possible. Meals are prepared in the central kitchen five days per week at McCambridge Recreation Center and are distributed to the Joslyn Adult Center and the Tuttle Adult Center congregate sites, as well as home-delivery recipients.

OBJECTIVES

- Provide 70,000 congregate and home delivered meals to seniors age 60+.
- Provide recreational opportunities and special events in conjunction with the congregate meal program.
- Provide annual recognition events to volunteers who help serve the congregate meals and deliver the home-delivered meals.
- Provide nutritionally well-balanced meals that meet the nutritional requirements of the Federal Older American Act and provides at least one-third of the USDA requirements for adults 60 years of age and over.
- Provide liaison support to the Burbank Nutrition Advisory Group.
- Coordinate a holiday meal program that provides home-delivered Thanksgiving and Christmas dinners for homebound seniors.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62300.0000 Special Dept Supplies	\$ 315,760	\$ 308,084	\$ 308,084	
62310.0000 Office Supplies, Postage & Printing	1,132	1,000	1,000	
62435.0000 General Equipment Maint & Repair	5,141	5,467	5,467	
62475.0000 Fund 532 Vehicle Equip Rental Rate	26,470	25,304	19,206	(6,098)
62496.0000 Fund 537 Computer System Rental	31,676	44,855	56,034	11,179
62700.0000 Memberships & Dues	139	160	160	
62895.0000 Miscellaneous Expenses	728	1,085	1,085	
Materials, Supplies & Services	381,046	385,955	391,036	5,081
Total Expenses	\$ 381,046	\$ 385,955	\$ 391,036	\$ 5,081

Community Services Division

Congregate Meals

001.PR42B



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	8.548	8.488	8.488	
60001.0000 Salaries & Wages	\$ 349,890	\$ 454,172	\$ 474,901	\$ 20,729
60006.0000 Overtime - Non-Safety	482	766	766	
60012.0000 Fringe Benefits	75,379	95,123	99,874	4,751
60012.1008 Fringe Benefits:Retiree Benefits	588	6,463	6,814	351
60012.1509 Fringe Benefits:Employer Paid PERS	32,538	45,237	46,429	1,192
60012.1528 Fringe Benefits:Workers Comp	27,531	25,680	16,361	(9,319)
60012.1531 Fringe Benefits:PERS UAL	80,890	73,580	91,040	17,460
60015.0000 Wellness Program Reimbursement	115	-	-	
60027.0000 Payroll Taxes Non-Safety	5,012	6,585	6,886	301
60031.0000 Payroll Adjustments	53	-	-	
Salaries & Benefits	572,478	707,606	743,071	35,465
Total Expenses	\$ 572,478	\$ 707,606	\$ 743,071	\$ 35,465

Home Delivery

001.PR42C

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6.348	6.348	6.348	
60001.0000 Salaries & Wages	\$ 333,497	\$ 324,421	\$ 340,416	\$ 15,995
60006.0000 Overtime - Non-Safety	460	-	-	
60012.0000 Fringe Benefits	71,847	83,461	86,148	2,687
60012.1008 Fringe Benefits:Retiree Benefits	561	4,800	5,096	296
60012.1509 Fringe Benefits:Employer Paid PERS	31,014	33,120	34,085	965
60012.1528 Fringe Benefits:Workers Comp	27,241	24,979	15,598	(9,381)
60012.1531 Fringe Benefits:PERS UAL	50,205	54,540	63,572	9,032
60015.0000 Wellness Program Reimbursement	110	-	-	
60027.0000 Payroll Taxes Non-Safety	4,777	4,704	4,936	232
60031.0000 Payroll Adjustments	51	-	-	
Salaries & Benefits	519,762	530,025	549,851	19,826
Total Expenses	\$ 519,762	\$ 530,025	\$ 549,851	\$ 19,826

Community Services Division

Information and Assistance Program

001.PR43A



The Information and Assistance Program provides the critical services of collecting, assisting, and disseminating information about senior adult services and directs callers to an agency or organization that can extend the assistance necessary to resolve the client's issues or need. In some cases, staff works directly with supportive service agencies to ensure that needy clients receive proper attention. The telephone reassurance and friendly visitation programs provide outreach services to homebound individuals who need social interaction. This program also provides some supportive services. Clients are often referred through various City departments such as Police, Fire, Public Works, and Burbank Water and Power.

OBJECTIVES

- Link older persons and their family members who need assistance to the appropriate service agency.
- Provide telephone and friendly visitation contact to distribute information and reassure and comfort clients who are unable to leave their place of residence.
- Provide volunteer shopping services.
- Host programs for service agencies that provide medical, legal counseling, visual, and Medicare assistance.
- Train and supervise volunteers who provide referral services to our community.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62300.0000 Special Dept Supplies	\$ -	\$ 1,028	\$ 1,028	
62310.0000 Office Supplies, Postage & Printing	173	300	300	
62496.0000 Fund 537 Computer System Rental	1,388	1,555	1,334	(221)
62895.0000 Miscellaneous Expenses	-	150	150	
Materials, Supplies & Services	1,561	3,033	2,812	(221)
Total Expenses	\$ 1,561	\$ 3,033	\$ 2,812	\$ (221)

Community Services Division

Senior Recreation Program

001.PR45A



The Senior Recreation Program plans and provides a variety of recreation programs geared for adults age 55 and older. This program is housed at both the Joslyn Adult Center and Tuttle Center. This program is responsible for the coordination, supervision, marketing, and administration of group activities, educational programs, day excursions, health education and screenings, special events, contract classes, and various recreational activities.

OBJECTIVES

- Provide 12 health screenings and 12 seminars annually.
- Conduct 40 area programs and activities for adults 55 years of age and over.
- Partner with 30 senior organizations to provide meeting rooms and programming opportunities.
- Provide community education programs that focus on aging issues and provide resource and referral materials.
- Provide 25 instructional and support programs annually.
- Provide special events for Older Americans Month.
- Coordinate the annual Burbank Senior Games.
- Coordinate the holiday program for older adults and persons with disabilities.
- Coordinate the selection and recognition for Older Americans Month and Senior Volunteer recognition.
- Coordinate 50 fitness, dance, and wellness programs.
- Coordinate and conduct holiday and seasonal special events including the Spring Egg-Stravaganza.
- Provide liaison support for the Senior Citizen Board.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,071	5,071	5,071	
60001.0000 Salaries & Wages	\$ 282,185	\$ 243,516	\$ 304,403	\$ 60,887
60006.0000 Overtime - Non-Safety	28	176	176	
60012.0000 Fringe Benefits	47,263	50,149	66,417	16,268
60012.1008 Fringe Benefits:Retiree Benefits	403	3,834	4,071	237
60012.1509 Fringe Benefits:Employer Paid PERS	24,217	24,518	30,289	5,771
60012.1528 Fringe Benefits:Workers Comp	3,973	3,873	4,277	404
60012.1531 Fringe Benefits:PERS UAL	53,913	48,162	45,477	(2,685)
60015.0000 Wellness Program Reimbursement	219	-	-	
60027.0000 Payroll Taxes Non-Safety	4,064	3,531	4,414	883
60031.0000 Payroll Adjustments	845	-	-	
Salaries & Benefits	417,110	377,759	459,524	81,765
62000.0000 Utilities	\$ 66,712	\$ 66,956	\$ 66,956	
62165.0000 Special Recreation Contract Services	13,505	14,000	14,000	
62300.0000 Special Dept Supplies	6,399	12,043	12,043	
62305.0000 Reimbursable Materials	22,713	60,000	60,000	
62310.0000 Office Supplies, Postage & Printing	2,265	3,200	3,200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,063	7,222	8,279	1,057
62496.0000 Fund 537 Computer System Rental	66,853	58,528	60,060	1,532
62685.0000 Holiday Decorations - City	-	2,000	2,000	
62895.0000 Miscellaneous Expenses	154	-	-	
Materials, Supplies & Services	185,663	223,949	226,538	2,589
Total Expenses	\$ 602,773	\$ 601,708	\$ 686,062	\$ 84,354

Community Services Division

Human Services Program

001.PR46A



The Human Services Program provides a special information and referral program designed to respond to the service needs of the Burbank community. This program provides information and referrals, working with County services and non-profit organizations to improve the quality of life for seniors and residents with disabilities. This program also acts as a liaison to the Supporters of Senior Services in Burbank.

OBJECTIVES

- Provide information and social service referrals on an annual basis to senior and disabled community members.
- Provide liaison support for the Supporters of Senior Services in Burbank.
- Collaborate with non-profit organizations and foundations providing supportive services and assistance.
- Provide support for Senior and Human Services.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62310.0000 Office Supplies, Postage & Printing	\$ -	\$ 100	\$ 100	
62496.0000 Fund 537 Computer System Rental	12,541	13,060	12,146	(914)
Materials, Supplies & Services	12,541	13,160	12,246	(914)
Total Expenses	\$ 12,541	\$ 13,160	\$ 12,246	\$ (914)

PARKS and RECREATION

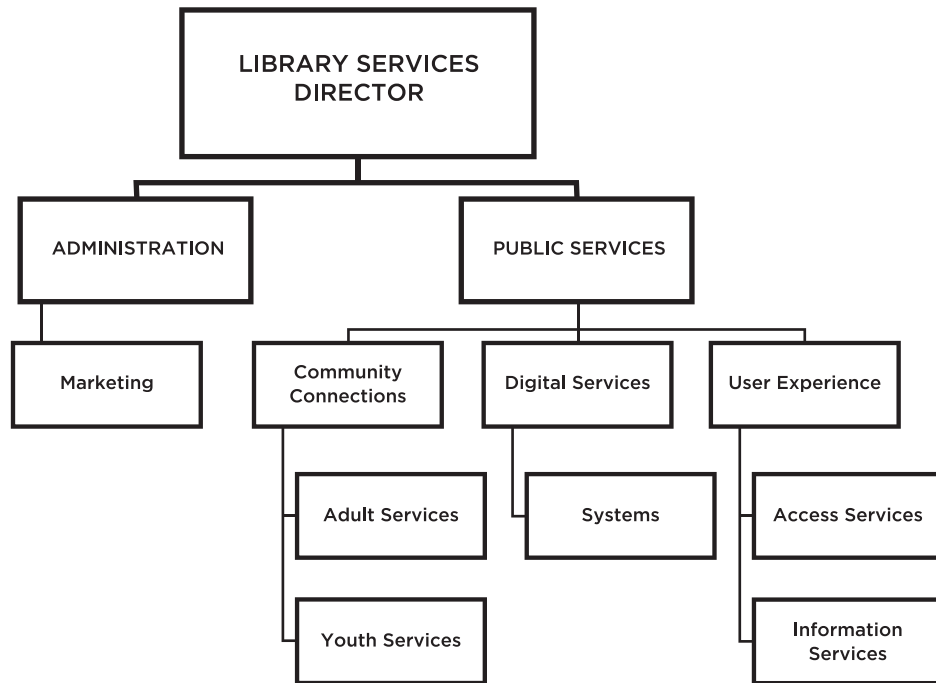
Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	3.000	3.000	3.000	
ADM ANALYST II (M)	2.000	2.000	2.000	
ADM OFCR	1.000	1.000	1.000	
AQUATIC PROG CORD	1.000	1.000	1.000	
AST PRCS DIR	1.000	1.000	1.000	
CLERICAL WKR	1.000	1.000	1.000	
DEP DIR-PRCS	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
FACILITY ATTENDANT II	11.250	11.250	9.900	-1.350
FOOD SRVS AIDE	4.200	4.200	4.200	
FOOD SRVS SUPV	1.000	1.000	1.000	
FORESTRY SVCS SUPV	2.000	2.000	2.000	
GROUNDSKEEPER	14.000	14.000	14.000	
GROUNDSKEEPER HELPER	6.000	6.000	6.000	
INTERMEDIATE CLK	2.000	2.000	2.000	
IRRIG SPEC	1.000	1.000	1.000	
LANDSCAPE AND FORESTRY SRVS SUPT	1.000	1.000	1.000	
LANDSCAPE SRVS SUPV	2.000	2.000	2.000	
LIFEGUARD	4.711	4.711	4.711	
LIFEGUARD-INSTRUCTOR	5.375	5.375	5.375	
LOCKER RM ATTENDANT	1.490	1.490	1.490	
PRCS DIR	1.000	1.000	1.000	
PROG SPECIALIST	1.333	1.333	1.333	
REC CORD	7.000	7.000	7.000	
REC LDR	17.065	17.065	17.065	
REC SRVS MGR	4.000	4.000	4.000	
REC SUPV	7.000	7.000	7.000	
SOC SRVS CORD	3.045	3.045	3.045	
SOC SRVS SUPV	0.000	0.500	0.500	
SPECIAL PROJ CREW LDR	0.500	0.500	0.500	
SR ADM ANALYST (M)	1.000	1.000	1.000	
SR CLK	4.000	4.000	4.000	
SR FOOD SRVS AIDE	2.700	2.700	2.700	
SR GROUNDSKEEPER	5.000	5.000	5.000	
SR LIFEGUARD	2.284	2.284	2.284	
SR REC LDR	10.650	10.090	10.090	
SR TREE TRIMMER	7.000	7.000	7.000	
TREE TRIMMER	5.000	5.000	5.000	
TREE TRIMMER HELPER	3.000	3.000	3.000	
WK TRAINEE I	19.694	19.694	19.694	
TOTAL STAFF YEARS	168.297	168.237	166.887	-1.350



LIBRARY SERVICES



LIBRARY SERVICES

LIBRARY SERVICES



MISSION STATEMENT

Burbank Public Library connects the community to opportunities for growth, inspiration, and discovery.

ABOUT LIBRARY SERVICES

The Library Services Department provides access to formal and informal learning opportunities and information, reading, and culture through its collection, programs, and services. Three Library sites - the Central Library, the Buena Vista Branch Library, and the Northwest Branch Library - offer access to a collection of almost 500,000 items including books, audiobooks, large print books, movies, music, magazines, historical material, eBooks, eAudiobooks, and online research resources. Staff provides basic and in-depth research help, assists with digital literacy needs using the libraries' high-speed internet access, and connects users to a variety of other services throughout the City and region. The three libraries are open a combined 154 hours per week, including evenings and weekends, and serve 850,000 people annually. Flagship programs include:

- Adult Literacy Services, which provides one-on-one tutoring to adults who read below an 8th-grade level.
- Early literacy programming for babies through age five to prepare all children for school.
- School-year and summer programs for K-12 students to maintain and improve skills and promote a lifetime love of reading.
- Technology training for all ages to build a digitally literate community, including the Spark! Digital Media Lab.
- The Burbank in Focus collection of digitized historical photos.
- Regular educational and cultural events for all ages to support lifelong learning.

OBJECTIVES

The mission of Burbank Public Library is to connect the community to opportunities for learning, growth, and discovery. The Library Services Department creates a stronger Burbank community by supporting educational and recreational needs for access to information, literature, technology, culture, and learning. The Library's Strategic Plan includes these objectives:

- Strengthen community by connecting users with resources to meet their needs.
- Support individuals and families by providing programs and services that support reading and learning throughout the lifespan.
- Improve opportunity and equity by expanding services for workforce development, entrepreneurship, and technology access.
- Build resilience in the community and in the staff.
- Demonstrate value in space, operations, and resources.

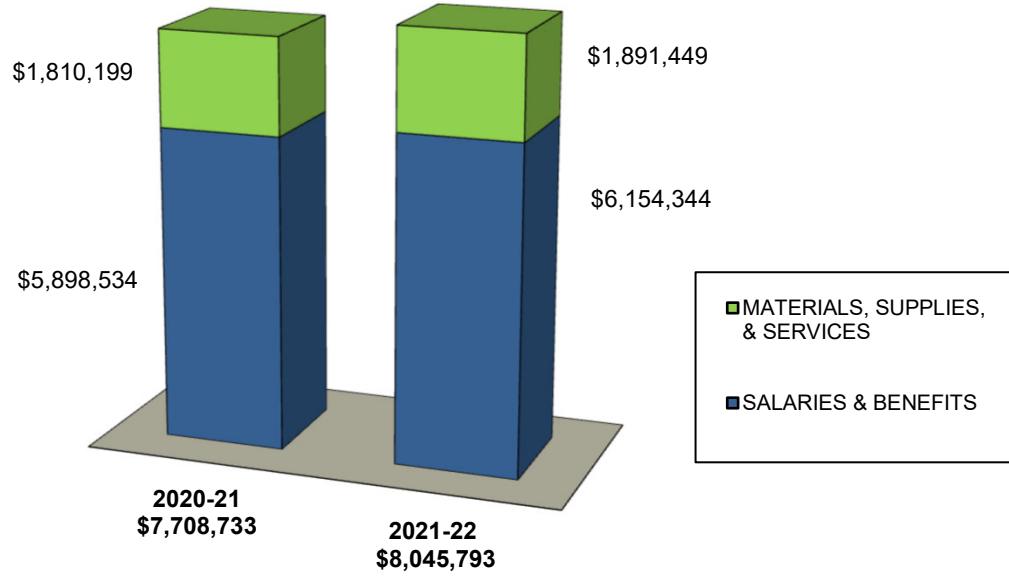
DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	64.015	64.265	64.327	0.062
Salaries & Benefits	5,467,821	5,898,534	6,154,344	255,810
Materials, Supplies & Services	1,714,387	1,810,199	1,891,449	81,250
TOTAL	\$ 7,182,207	\$ 7,708,733	\$ 8,045,793	\$ 337,060

LIBRARY SERVICES



DEPARTMENT SUMMARY



LIBRARY SERVICES



2020-2021 WORK PROGRAM HIGHLIGHTS

- Maintained a high service level despite COVID challenges. New services developed in response to pandemic restriction included:
 - a) Curbside pickup of Library materials, program supplies, computer printouts, and key documents such as tax forms and City information.
 - b) Response to all calls to the main City of Burbank phone line, normally answered at City Hall, and development of expertise to connect community members to COVID resources.
 - c) Live and pre-recorded Library programs for all ages, resulting in a YouTube archive of on-demand programs including storytime in English, Spanish and Armenian.
 - d) Book Connection, with Library staff curating collections for patron checkout based on requests for specific themes or genres.
 - e) Outdoor wifi at all three Library locations.
 - f) Limited in-person programming focused on core technology skills to help residents successfully re-enter the workforce.
- Launched the Library's 2020-23 Strategic Plan, based on extensive staff and community input.
- Completed the study, "A Vision for the New Burbank Central Library," with review by the Board of Library Trustees, Infrastructure Oversight Board, and City Council, and initiated plans to further develop the new Central Library concept in the context of larger Civic Center needs.
- Expanded eBook, eAudiobook, and streaming video collections and implemented an eLibrary card option to improve access; added online resources for homework help, job searching, and educational content.
- Extended the BConnectED partnership to all 15,000 students in the Burbank Unified School District, doubling participation. Students in transitional kindergarten through grade 5 were issued special Library cards.
- Developed a special pandemic teen summer program in the Spark! Digital Media Lab, Burbank QuaranTEEN News, and continued to offer Spark! Lab training through online offerings.
- Conducted extensive staff training in diversity, equity, and inclusion and launched the Library's first Racial Equity Action Plan with a focus on the Library collection, hiring, staff skillsets, and policies.
- Hired the Library's first social worker to connect users experiencing poverty and homelessness to local and County services.
- Launched laptop and hotspot lending programs to expand digital equity.
- Adjusted hours of service at the Northwest Library to better reflect the needs of the users, adding weekend and evening hours.
- Received grant funding from the California State Library to continue to offer adult literacy services to adults who read below an 8th-grade level.
- Implemented new technology to improve staff efficiency and effectiveness for purposes including analytics, acquisition of new Library materials, curbside pickup, and program registration.
- Deepened existing and developed new relationships with community partners through outreach by Library staff.
- Delivered special programming, including Burbank Reads in October (theme of racial equity and the Black experience in partnership with the Burbank YMCA) and Book to Action in March-May (theme of mental health and wellness in partnership with Family Services Agency of Burbank).
- Conducted research and developed a proposal to eliminate Library fines to improve equity.
- Continued to update and standardize policies and procedures through all three Library locations.
- Developed and led City employee book club.
- Supported Burbank Sister City Committee meetings and future planning.

LIBRARY SERVICES



2021-2022 WORK PROGRAM GOALS



Implement Year 2 objectives as part of the 2020-23 Library Strategic Plan.

June 2022



Lead interdepartmental effort to develop a proposal for financing and constructing a new Central Library and other Civic Center elements.

June 2022



Restore and continue to modify and improve services in response to changing Library use patterns post-pandemic.

June 2022



Carry out Racial Equity Action Plan activities, including the elimination of Library fines, collection diversity audit, and continued staff training; support Council Subcommittee on Racial Equity and Diversity.

June 2022



Expand supports for job seekers and entrepreneurs to aid City economic recovery through a transition of Burbank Employment Connection to Library Services Department.

September 2021



Support students and families to regain educational and social-emotional learning losses incurred during COVID.

June 2022



Develop consistent, relevant programming in a re-opened Spark! Digital Media Lab.

June 2022



Increase support for individuals and families experiencing homelessness or poverty by adding an embedded social worker in libraries.

August 2021



Complete and begin implementation of multi-year prioritized Technology Plan for Library.

October 2021



Implement new processes for Library materials acquisitions to improve customer experience.

August 2021




Complete a study to explore options for modernizing and improving Buena Vista Meeting Room technology for Library programming and community use.

June 2022

LIBRARY SERVICES



PERFORMANCE MEASURES

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life			
Objective: Quality of Life			
Number of physical and electronic items checked out	540,000	360,404	500,000
Number of visitors to Library locations	450,000	58,945	400,000
Number of program attendees	25,000	28,986	25,000
Instances of informational/research assistance provided	54,000	28,442	50,000
Instances of technology assistance provided	18,700	3,200	18,000
Number of public computer and wifi uses	105,000	6,126	100,000

Administration and Technical Services

001.LB01A



The Administration and Technical Services Division oversees administrative work for the entire Burbank Public Library system. It includes office staff and behind-the-scenes activities, such as finance, human resources, technology, planning, legal, marketing, and infrastructure. This division also provides staff support to the Board of Library Trustees, the Burbank Sister City Committee, and the Friends of the Burbank Public Library.

OBJECTIVES

- Maintain and improve Library operations through planning and analysis.
- Ensure proper administration of department budget, purchasing, grants, and other financial matters.
- Oversee hiring and development of staff.
- Develop system-wide policies and procedures.
- Monitor and implement City Council goals, priorities, and objectives.
- Act as liaison to Board of Library Trustees, Burbank Sister City Committee, and Friends of the Burbank Public Library.
- Administer rental of Library meeting rooms.
- Create and distribute marketing material in print, online, and social media to promote Library programs and services.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	5,500	5,500	5,500	
60001.0000 Salaries & Wages	\$ 542,018	\$ 600,989	\$ 607,901	\$ 6,912
60006.0000 Overtime - Non-Safety	-	126	126	
60012.0000 Fringe Benefits	85,356	100,827	106,476	5,649
60012.1008 Fringe Benefits:Retiree Benefits	424	4,159	4,416	257
60012.1509 Fringe Benefits:Employer Paid PERS	47,666	57,349	56,982	(367)
60012.1528 Fringe Benefits:Workers Comp	9,916	9,633	6,768	(2,865)
60012.1531 Fringe Benefits:PERS UAL	54,970	103,222	119,405	16,183
60015.0000 Wellness Program Reimbursement	180	-	-	
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	7,993	8,714	8,815	101
Salaries & Benefits	753,046	889,507	915,377	25,870
62000.0000 Utilities	\$ 270,119	\$ 347,810	\$ 347,810	
62170.0000 Private Contractual Services	117,285	152,000	152,000	
62220.0000 Insurance	45,893	51,237	54,133	2,896
62300.0000 Special Dept Supplies	36,080	40,700	40,700	
62300.1017 Metro TAP Cards	28,815	500	500	
62310.0000 Office Supplies, Postage & Printing	13,535	15,800	15,800	
62440.0000 Office Equip Maint & Repair	-	525	525	
62455.0000 Equipment Rental	3,667	4,150	4,150	
62470.0000 Fund 533 Office Equip Rental Rate	12,761	12,761	12,761	
62475.0000 Fund 532 Vehicle Equip Rental Rate	3,704	4,528	4,268	(260)
62485.0000 Fund 535 Communications Rental Rate	67,720	67,670	67,720	50
62496.0000 Fund 537 Computer System Rental	254,457	188,654	206,135	17,481
62690.0000 Sister City Committee	10,099	14,000	14,000	
62700.0000 Memberships & Dues	899	750	750	
62710.0000 Travel	291	500	500	
62755.0000 Training	27,290	29,500	29,500	
62830.1000 Credit Card Merchant Fees	1,439	1,750	1,750	
62895.0000 Miscellaneous Expenses	334	400	400	
Materials, Supplies & Services	894,387	933,235	953,402	20,167
Total Expenses	\$ 1,647,432	\$ 1,822,742	\$ 1,868,779	\$ 46,037

Public Services Division

001.LB02A



The Public Services Division represents all public-facing activities of the Library Services Department. It includes day-to-day operations for the three branches: Central, Buena Vista, and Northwest, supported by system-wide Community Connections, Digital Services, and User Experience divisions. Staff in these divisions assist the public at service points, provide programming and access to information, and conduct community engagement efforts.

OBJECTIVES

- Offer front-line service at circulation, youth, and adult/information service points at all three Library branches.
- Evaluate, select, and purchase items for the Library collection, including print and online materials.
- Answer research and informational questions in person, by phone, and online.
- Provide assistance with public computer usage and basic technology needs.
- Develop and offer programming for all ages, including literacy, learning, technology, cultural, and entertainment programs.
- Attend community events and work with community partners, including Burbank Unified School District, to extend the reach of Library services.
- Operate the Spark! Digital Media Lab and provide technology training.
- Administer Adult Literacy Services, offering one-on-one tutoring to adults who read below an eighth-grade level.
- Obtain and digitize historical images for the Burbank in Focus collection.
- Coordinate special programming such as Summer Reading and Burbank Reads.
- Deliver Library materials to Burbank residents who are unable to get to the Library due to age or illness, plus connect users with impaired vision to the Braille Institute's library.
- Participate in system-wide efforts to plan and improve Library services.

CHANGES FROM PRIOR YEAR

Additional funds for Programming and Library Materials have been budgeted to focus on developing workforce skills through the Spark! Digital Media Lab, and to address the increase in demand for eBooks. Staffing changes include reallocating positions with additional dollars from the California Library Literacy Services grant.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	58,515	58,765	58,827	0,062
60001.0000 Salaries & Wages	\$ 3,185,560	\$ 3,332,837	\$ 3,470,287	\$ 137,450
60006.0000 Overtime - Non-Safety	4,525	6,165	6,165	
60012.0000 Fringe Benefits	570,313	686,095	748,553	62,458
60012.1008 Fringe Benefits:Retiree Benefits	4,741	44,246	47,180	2,934
60012.1509 Fringe Benefits:Employer Paid PERS	264,179	313,282	317,271	3,989
60012.1528 Fringe Benefits:Workers Comp	26,577	25,376	7,535	(17,841)
60012.1531 Fringe Benefits:PERS UAL	590,979	538,046	571,952	33,906
60015.0000 Wellness Program Reimbursement	1,874	-	-	
60027.0000 Payroll Taxes Non-Safety	55,087	62,980	70,024	7,044
60031.0000 Payroll Adjustments	10,941	-	-	
Salaries & Benefits	4,714,775	5,009,027	5,238,967	229,940
62300.0000 Special Dept Supplies	\$ 4,055	\$ -	\$ -	
62310.0000 Office Supplies, Postage & Printing	2,040	-	-	
62425.0000 Library Resource Materials	302,176	222,050	242,050	20,000
62425.1001 Library Materials:Electronic	93,368	106,550	120,000	13,450
62425.1002 Library Materials:Technology	-	500	500	
62425.1003 Library Materials:Audiovisual	48,605	89,865	86,415	(3,450)
62460.0000 Library Programming	-	1,000	31,000	30,000
62470.0000 Fund 533 Office Equip Rental Rate	51,870	51,870	7,278	(44,592)
62496.0000 Fund 537 Computer System Rental	309,637	400,129	445,804	45,675
62625.0000 Literacy	8,015	4,500	4,500	
62895.0000 Miscellaneous Expenses	233	500	500	
Materials, Supplies & Services	820,000	876,964	938,047	61,083
Total Expenses	\$ 5,534,775	\$ 5,885,991	\$ 6,177,014	\$ 291,023

LIBRARY

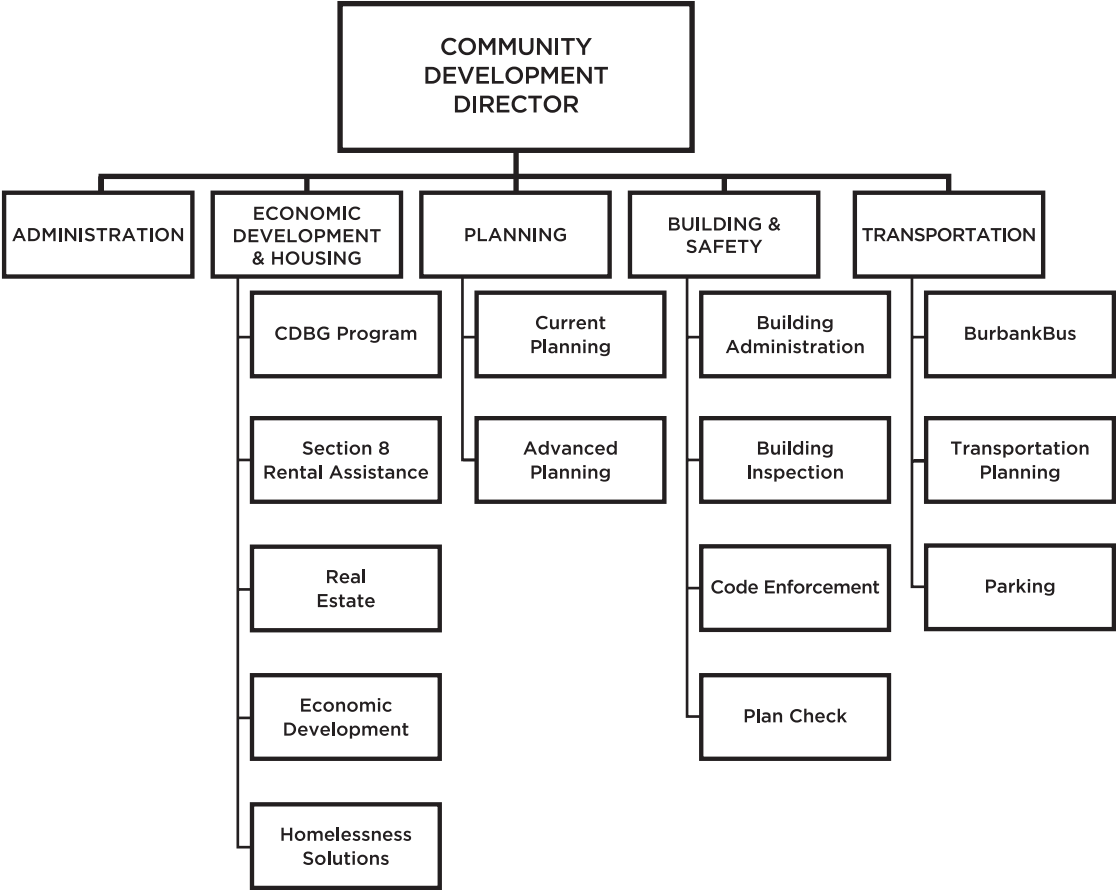
Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
AST LIB SRVS DIR	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
LIBRARIAN	15.526	15.451	15.338	-0.113
LIBRARY AST	8.000	8.250	8.375	0.125
LIBRARY CLK	14.925	15.000	14.375	-0.625
LIBRARY MONITOR	2.000	1.500	1.500	
LIBRARY PAGE/PT	7.950	7.950	8.625	0.675
LIBRARY SRVS DIR	1.000	1.000	1.000	
SOC SRVS SUPV	0.000	0.500	0.500	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR CLK	2.000	2.000	2.000	
SR LIB AST	2.000	2.000	2.000	
SR LIBRARIAN	3.114	4.114	4.114	
SUPVG LIBRARIAN	4.000	3.000	3.000	
UTILITY WKR	0.500	0.500	0.500	
TOTAL STAFF YEARS	64.015	64.265	64.327	0.062



COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT



MISSION STATEMENT

The Community Development Department's mission of working together for a safe, beautiful, and thriving community is to provide the core services necessary to maintain strong community ties, safe and quality development, economic vitality, affordable housing, well-planned residential and commercial neighborhoods, and effective transportation planning. Staff is committed to providing these services to our customers and co-workers in an effective and efficient manner.

ABOUT COMMUNITY DEVELOPMENT

The Community Development Department (CDD) consists of five divisions: Administration, Building and Safety, Planning, Transportation, and Economic Development and Housing (please note that the Housing Authority budget is located in a separate section of the budget). Each division enforces City, State, County, and Federal codes related to their work and develops and implements policies applicable to their areas of expertise and responsibilities. Together, these divisions serve Burbank residents by managing the physical development of the city, preserving single family residential neighborhoods, maintaining the overall transit programs within the city boundaries, developing housing programs to benefit our workforce and low and moderate income persons, addressing homelessness, collecting business taxes, and reviewing building and safety issues.

OBJECTIVES

The overall objective of the Department is to provide long-range physical, economic, transportation, and community building for the City of Burbank. Additionally, each division's FY 2021-22 objectives are described below.

The Building and Safety Division verifies life-safety in the built environment while assisting the public with building inspections, business permits, plan checks, and code enforcement. The Division anticipates generating approximately \$2.5 million via the Business License and Business Tax Programs, investigating approximately more than over 1,200 citizen complaints, issuing over 4,000 building permits, processing over 1,700 plan checks, generating \$2 million in permit and plan check fees, and providing over 22,000 building inspections.

The Planning Division is responsible for implementing the *Burbank2035* General Plan goals/policies/programs, the City Zoning Code, and adopted specific plans. The Division works to foster an effective partnership with the residents and businesses in the community by providing an open and transparent planning process with an emphasis on citizen involvement and participation that results in a fair, objective, predictable, and accountable planning process. The Planning Division seeks to implement responsible development that builds community and protects existing single family neighborhoods; provides for a range of housing types and increases job opportunities; focuses development in the City's primary commercial, employment and transit districts; creates vibrant neighborhoods; and promotes the long-term economic vitality of the City in order to continue the high level of City services. The Planning Division also functions as the professional and technical advisor to the Planning Board, Heritage Commission, and City Council on policy matters and issues concerning the physical development of the community.

The Transportation Division manages transportation planning and funding, BurbankBus transit operations, and active transportation programs for the City to enhance mobility for all users of the City's streets. It manages transportation projects such as street improvements and bikeways, analyzes traffic impacts of new development, seeks outside funding, and coordinates with regional agencies like Metro and Caltrans. The Transportation Division also oversees the City's residential and commercial parking programs and implements the long-range transportation vision in the *Burbank2035* Mobility Element.

The Economic Development and Housing Division includes the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant (CDBG), Affordable Housing/Housing and Urban Development (HUD) Funding, and while not a section, the implementation of the City's Homelessness Strategy. The Real Estate Section provides support services to the general public, all City departments, and outside agencies, including the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide. The Economic Development Section seeks to diversify and strengthen the economy through business retention, expansion, and attraction efforts, along with marketing and tourism.

COMMUNITY DEVELOPMENT

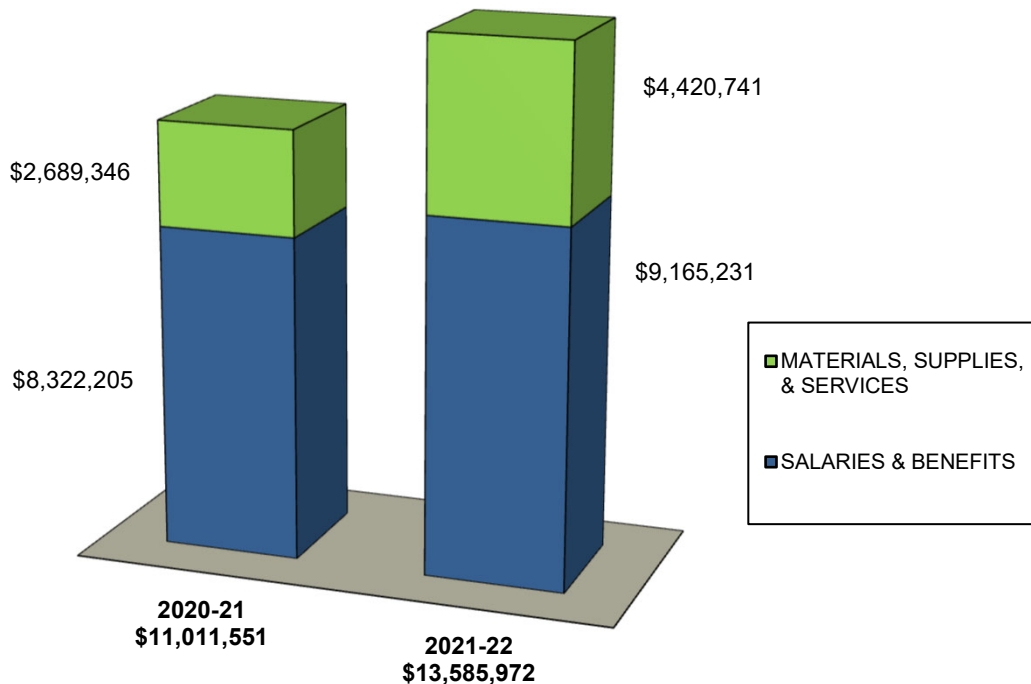


The Housing Authority has an allotment of 1,029 Section 8 Vouchers (for households whose income falls below 50 percent of the median in Los Angeles County), although high rents and Federal funding constraints limit the actual number of vouchers issued. Included in the total are 15 Veterans Affairs Supportive Housing (VASH) Vouchers allocated to Burbank. In addition, the Housing Authority also functions as the Successor Housing Agency and implements the low and moderate income housing efforts. The CDBG and Affordable Housing Sections administer funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low- and moderate-income and homeless persons. Some funds for homeless programs also come from Measure H grant funding.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	57.840	59.840	63.840	4.000
Salaries & Benefits	\$ 7,276,682	\$ 8,322,205	\$ 9,165,231	\$ 843,026
Materials, Supplies & Services	2,915,952	2,689,346	4,420,741	1,731,395
TOTAL	\$ 10,192,634	\$ 11,011,551	\$ 13,585,972	\$ 2,574,421

DEPARTMENT SUMMARY



COMMUNITY DEVELOPMENT



2020-2021 WORK PROGRAM HIGHLIGHTS

- Initiated and implemented process improvements and technological enhancements to streamline the plan check and permit process with online credit card payment module and update to ProjectDox software.
- Applied and received two planning grants for a total of \$930,000 - Local Early Action Planning (LEAP) and Regional Early Action Planning (REAP) grants to assist with long-range planning efforts.
- Created and implemented a City Economic Recovery Plan to address the mitigation, response, and recovery efforts in relation to the COVID-19 pandemic.
- Applied and received approximately \$1 million for year one and two allocation for the Permanent Local Housing Allocation (PLHA) Program.
- The City of Burbank and the Burbank Housing Authority is a recipient of 67 Emergency Housing Vouchers (EHV) in the amount of \$800,000 targeted specifically for homeless households and those at-risk of homelessness. These vouchers are provided by HUD and are temporary in nature, lasting until 2030.
- In January 2021, the Burbank Channel Bikeway opened, providing a 3/4-mile safe, landscaped off-street bike path to bicycle riders and pedestrians of all ages.
- In October 2020, landscaping was completed and the bicycle cycle track opened along Leland Way to mitigate impacts caused by the Interstate 5 High Occupancy Vehicle/Empire Interchange Project.
- In collaboration with the Property Based Business Improvement District (P-BID), created temporary outdoor dining parklets to increase capacity for restaurant use.
- Facilitated an Urgency Ordinance to temporarily remove the Administrative Use Permit for new restaurants and determine that off-site sales of alcohol and indoor live entertainment are an ancillary use for restaurants in Downtown Central Business District Area.
- As part of the Economic Recovery Plan for COVID-19, the City sponsored the Chamber of Commerce for the Dine Burbank Campaign.
- Received and implemented \$1.2 million of CARES Act funding for the Rental Assistance and Small Business Assistance Forgivable Loan Program.
- Purchased the 323-333 S. Front Street property for \$5 million.
- Updated the City's regulations for Accessory Dwelling Units (ADUs) to ensure ongoing compliance with State law.
- Unveiled the Batman statue in Downtown Burbank's AMC walkway in November 2020 and implemented a social media campaign resulting in a magnitude of press for Burbank as a destination.
- Enhanced entrepreneurial programming by launching Burbank's first virtual Future of Work Accelerator.

2021-2022 WORK PROGRAM GOALS



CDD - Continue to assist in the implementation of the City's Economic Recovery Plan by updating zoning regulations and implementing updates to the existing specific plans to facilitate a streamlined review of projects that are developed consistent with objective development standards.

June 2022



Transportation Division - Launch an online portal for residential preferential parking permits.

September 2021



Transportation Division - Implement the first three Complete Streets Plan Priority Projects identified by the City Council to create a more walkable and bikeable community for everyone.

Ongoing



Transportation Division - Implement a parking management program for Downtown Metrolink Station.

June 2022



Transportation Division - Manage the completion of the Burbank Boulevard Bridge construction project. Improvements include widening the bridge to accommodate more street lanes, bike lanes in both directions, and a wider streetwalk.

December 2021

COMMUNITY DEVELOPMENT



2021-2022 WORK PROGRAM GOALS cont.



Economic Development and Housing/Transportation Division - Shift Property Based Improvement District (PBID) funding to create permanent outdoor dining parklets to assist restaurants in Downtown Burbank. Create a long-term outdoor dining plan for San Fernando Boulevard utilizing the Complete Streets Plan.

June 2022



Economic Development and Housing/Planning Divisions - Prepare proposed ordinances for Inclusionary Housing and Density Bonus.

February 2022



Economic Development and Housing Division - Implement an updated Homelessness Plan, which includes commencing construction of the Storage Facility located at 401 Front Street.

December 2021



Economic Development and Housing Division - Utilize funding from Permanent Local Housing Allocation (PLHA) to projects and programs that could include a homeless shelter and transitional housing.

Ongoing



Building and Safety Division - Provide outreach to soft-story building owners and apartment dwellers on retrofit program elements.

June 2022



Building and Safety Division - Launch online simple building permit applications as part of City efforts to provide services online.

December 2021



Planning Division - Prepare an update of the R-1 development standards in the Burbank Municipal Code.

June 2022



Planning Division - Update Burbank2035 General Plan with 1) Housing and Safety Element and 2) Greenhouse Gas Reduction Plan.

October 2021



Planning Division - Update the Downtown Burbank Transit Oriented Development Specific Plan

March 2022




Planning Division - Adopt the Golden State Specific Plan.


April 2022

COMMUNITY DEVELOPMENT



PERFORMANCE MEASURES


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Economic Development/Recovery			
Objective: Create jobs, encourage innovation and new ideas, attract new investment, increase sales tax revenue, create vibrant neighborhoods, and improve the quality of life for all.			
The total number of entrepreneurs assisted by Burbank Tech Talks and other entrepreneurship programs.	600	900	600
The number of consulting services provided/offered to support existing businesses in Burbank, enhancing business retention.	15	25	15
Audience reach of targeted marketing campaign to attract office, entertainment, healthcare, and technology based industries to relocate or start businesses in Burbank.	1,500,000	1,500,000	1,500,000
Audience reach of strategic marketing by Visit Burbank to boost hotel occupancy and increase Transient Occupancy Tax (TOT) revenue.	50 million	30 million	50 million
The number of new retailers/restaurants recruited with support from the efforts of the Downtown Burbank Property Based Business Improvement District to increase sales tax revenue.	3	6	5
Rent assistance to households impacted by COVID-19.	150	150	150


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Housing/Homelessness			
Objective: Implement the City's Homelessness Plan			
Provide a holistic and humane approach to assisting people experiencing or at risk of homelessness through outreach and engagement.	N/A	N/A	500
Continue to address public health and safety concerns by completing Clean-Ups throughout the City	N/A	N/A	35
Continue to apply for and expend Voucher funds to assist low-income and homeless households in the community.	100%	100%	100%
Utilize available funding sources to create additional affordable housing units.	N/A	N/A	3

COMMUNITY DEVELOPMENT



PERFORMANCE MEASURES cont.

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Provide a high level of customer service satisfaction to the public related to planning entitlement and building permits.			
Process field inspections accurately and timely. Inspections include each staff visit scheduled by the applicant. The number of field inspections processed.	22,000	21,552	22,000
Process property maintenance actions accurately and timely. Cases include inspections, site visits, letters, phone calls, and other public contact required to complete the complaint process.	1,200	1,008	1,200
Total number of annual business tax accounts processed.	11,600	11,837	11,800
Number of new business tax accounts.	1,000	661	900
Number of plan checks processed.	1,800	2,036	2,000
Total number of annual regulatory business licenses and regulatory permits processed.	960	910	980
Number of new regulatory business licenses and regulatory permits.	100	20	80

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life			
Objective: Maintain and improve traffic circulation and efficiency on Burbank streets; provide convenient and high quality transportation for Burbank residents and workers through the BurbankBus transit system.			
Provide efficient operations of the Senior and Disabled Transportation Service to maintain high ridership volumes and maximize rides per hour. Provide quality service to ensure rider satisfaction. Measures are based on total rides.	10,700	10,839	14,815
Provide efficient operations of the BurbankBus fixed-route commuter service with optimized routes and schedules to meet commuter needs. Provide high quality service to ensure rider satisfaction. Measures are based on total rides.	107,000	133,815	215,000

Administration

001.CD11A



The Administration Division is responsible for the coordination of the four divisions in the Community Development Department and inter-divisional and inter-departmental coordination relating to all matters of the department. Activities conducted within these divisions include budget development and financial management, personnel administration, organizational analysis, coordination of the department's technology improvements, and various other special projects.

OBJECTIVES

- Coordinate departmental budget development and provide fiscal administration.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for City Council and Housing Authority meetings.
- Complete and monitor departmental goals and objectives as identified in the City's 10-year Strategic Plan, Economic Recovery Plan, Affordable Housing Strategy, and ensure alignment with City Council goals.
- Coordinate inter-divisional and inter-departmental communication and team building strategies.
- Represent the department at local and regional meetings.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 381,773	\$ 409,607	\$ 413,250	\$ 3,643
60012.0000 Fringe Benefits	51,336	61,733	64,319	2,586
60012.1008 Fringe Benefits:Retiree Benefits	232	2,268	2,409	141
60012.1509 Fringe Benefits:Employer Paid PERS	37,256	38,564	38,184	(380)
60012.1528 Fringe Benefits:Workers Comp	4,142	3,768	2,438	(1,330)
60012.1531 Fringe Benefits:PERS UAL	67,530	74,761	92,018	17,257
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	5,769	5,939	5,992	53
60031.0000 Payroll Adjustments	2,585	-	-	
Salaries & Benefits	555,146	601,128	623,098	21,970
62085.0000 Other Professional Services	\$ 1,620	\$ -	\$ -	
62170.0000 Private Contractual Services	544	-	-	
62300.0000 Special Dept Supplies	1,848	-	-	
62310.0000 Office Supplies, Postage & Printing	3,516	3,500	3,500	
62470.0000 Fund 533 Office Equip Rental Rate	8,378	8,378	8,378	
62485.0000 Fund 535 Communications Rental	10,614	10,606	10,614	8
62496.0000 Fund 537 Computer System Rental	347,009	383,092	347,213	(35,879)
62700.0000 Memberships & Dues	483	1,000	1,000	
62710.0000 Travel	-	500	500	
62755.0000 Training	10,413	9,279	9,279	
62895.0000 Miscellaneous Expenses	6,360	5,000	5,000	
Materials, Supplies & Services	390,785	421,355	385,484	(35,871)
Total Expenses	\$ 945,931	\$ 1,022,483	\$ 1,008,582	\$ (13,901)

Economic Development and Housing Division



The Economic Development and Housing Division encompasses the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant, and Affordable Housing/Housing and Urban Development (HUD), and while not a section, homelessness concerns. Within current fiscal limitations, the Division's activities and programs continue to demonstrate its mission to help ensure a diverse mix of service-enriched affordable housing, foster a climate that generates jobs, reduces homelessness, and promotes economic, social, and environmental sustainability.

OBJECTIVES

- Economic Development strives to create jobs, encourage innovation and new ideas, attract new investment, increase sales tax revenue, create vibrant neighborhoods, and improve the quality of life for all.
- Work closely with other divisions within the Community Development Department and other City departments to further the initiatives in the Economic Recovery Plan.
- Create and monitor affordable housing for all segments of the live and work population and administer programs that provide affordable housing opportunities to Burbank's residents.
- Plan and support necessary infrastructure investments that benefit low- to moderate-income persons and explore alternate funding mechanisms.
- Continue to consolidate and manage the City's real estate functions.
- Continue to implement the City's Homelessness Strategy.

DIVISION SUMMARY

	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGE FROM PRIOR YEAR
Staff Years	6.760	7.760	8.760	1.000
Salaries & Benefits	\$ 1,087,064	\$ 1,186,183	\$ 1,333,351	\$ 147,168
Materials, Supplies, Services	465,547	611,243	1,315,060	703,817
TOTAL	\$ 1,552,611	\$ 1,797,426	\$ 2,648,411	\$ 850,985

Economic Development and Housing Division

Affordable Housing Section



001.CD23A

The Affordable Housing Section represents two primary functions: 1) monitoring existing affordable housing covenants and 2) developing, managing, and implementing projects and programs to serve homeless families and individuals in the community.

In prior years, through the use of former Redevelopment Agency Housing Set-Aside funds and Federal HOME funds, Burbank invested millions of dollars to create more than 1,600 affordable homes for the community. The use of a limited amount of General Fund monies to monitor affordability covenants serves to preserve the City's historical investment of more than \$103 million. Furthermore, the General Fund will support the implementation of the City Council-adopted Homelessness Plan that includes actions and strategies to prevent and combat homelessness.

OBJECTIVES

- Preserve the remaining 1,400 affordable housing units through compliance monitoring.
- Promote the use of available resources toward the development and implementation of effective and efficient homeless programs and projects.

CHANGES FROM PRIOR YEAR

For the past three years, the work done on homelessness has been collaborated by one-half of one full-time staff position, assistance is still needed to continue our homeless efforts. Staffing changes include an Administrative Analyst II to address increased homelessness. With the approval of the purchase of 323-333 South Front Street, \$200,000 will be budgeted annually for homeless services along with \$80,000 for a homeless services liaison.

In FY 2021-22, \$500,000 has been budgeted as part of the Permanent Local Housing Allocation (PLHA) Grant fund. This funding is part of a 5-year PLHA Grant totaling \$2.86 million from SB 2 funds. These funds are allocated for the production and preservation of affordable housing and homelessness. The changes are being made to support the City Council's Goal of addressing homelessness.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.110	0.110	1.110	1.000
60001.0000 Salaries & Wages	\$ 15,327	\$ 14,854	\$ 96,884	\$ 82,030
60012.0000 Fringe Benefits	1,671	2,092	21,565	19,473
60012.1008 Fringe Benefits:Retiree Benefits	-	16	88	72
60012.1509 Fringe Benefits:Employer Paid PERS	1,435	1,399	8,952	7,553
60012.1528 Fringe Benefits:Workers Comp	131	137	572	435
60012.1531 Fringe Benefits:PERS UAL	-	1,983	3,750	1,767
60027.0000 Payroll Taxes Non-Safety	238	215	1,405	1,190
60031.0000 Payroll Adjustments	315	-	-	
Salaries & Benefits	19,117	20,696	133,216	112,520
62085.0000 Other Professional Services	\$ -	\$ 99,000	\$ 12,375	\$ (86,625)
62170.0000 Private Contractual Services	-	-	780,000	780,000
62300.0000 Special Dept Supplies	(7)	-	-	
62496.0000 Fund 537 Computer System Rental	-	742	2,235	1,493
Materials, Supplies & Services	(7)	99,742	794,610	694,868
Total Expenses	\$ 19,110	\$ 120,438	\$ 927,826	\$ 807,388

Economic Development and Housing Division

Economic Development Section

001.CD23B



For FY 2021-22, Economic Development continues to remain a top goal for the City Council, more than ever due to the ongoing impacts of the COVID-19 pandemic and the adoption of the Economic Recovery Plan to help mitigate the effects of the pandemic. As such, Economic Development priorities focus on creating jobs, encouraging innovation and new ideas, attracting new investment, increasing sales tax revenue, creating vibrant neighborhoods, and improving the quality of life for all. In order to increase Transient Occupancy Tax (TOT) and sales tax revenue, a continued emphasis is placed on maintaining the public/private partnerships between the City and the Downtown Burbank Property-Based Business Improvement District (P-BID) as well as the Tourism Business Improvement District (T-BID) for the hospitality industry.

OBJECTIVES

- Implement goals and strategies from the Economic Recovery Plan.
- Strengthen relationships with civic and professional organizations, both internally and externally.
- Diversify Burbank's workforce and business portfolio by focusing on entrepreneurs and tech start-ups. Increase branding awareness with a tri-city collaboration with Glendale and Pasadena.
- Continue to provide business retention programming to support small, medium, and large businesses through the Business Visitation Program.
- Strategically market and promote the City as a competitive regional and statewide destination to attract new businesses and developments.
- Support tourism in Burbank in collaboration with the Burbank Hospitality Association (T-BID), positioning Burbank as a tourist destination to increase overnight stays and Transient Occupancy Tax (TOT) for the General Fund.
- Support the Downtown Burbank Partnership's (P-BID) Management District Plan to enhance the Downtown and to increase sales tax revenue.
- Work on programs with the Burbank Chamber of Commerce that will assist small businesses to recover.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,975	4,975	4,975	
60001.0000 Salaries & Wages	\$ 448,417	\$ 516,716	\$ 517,733	\$ 1,017
60012.0000 Fringe Benefits	92,520	91,002	96,607	5,605
60012.1008 Fringe Benefits:Retiree Benefits	445	3,758	3,994	236
60012.1509 Fringe Benefits:Employer Paid PERS	42,371	48,936	48,138	(798)
60012.1528 Fringe Benefits:Workers Comp	5,845	5,969	4,608	(1,361)
60012.1531 Fringe Benefits:PERS UAL	78,210	68,089	95,242	27,153
60027.0000 Payroll Taxes Non-Safety	6,389	7,492	7,507	15
60031.0000 Payroll Adjustments	5,437	-	-	
Salaries & Benefits	679,634	741,962	773,829	31,867
62085.0000 Other Professional Services	\$ 46,948	\$ 66,200	\$ 40,125	\$ (26,075)
62220.0000 Insurance	9,679	10,796	12,622	1,826
62310.0000 Office Supplies, Postage & Printing	4,585	5,500	5,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	5,900	5,992	6,350	358
62485.0000 Fund 535 Communications Rental Rate	6,496	6,492	6,496	4
62496.0000 Fund 537 Computer System Rental	39,145	37,189	39,834	2,645
62615.1000 Econ Dev:Business Centre	7,500	-	-	
62615.1004 Econ Dev:Marketing & Advertising	107,810	102,435	62,000	(40,435)
62615.1005 Entrepreneurial & Small Business Dev	90,723	73,000	142,460	69,460
62675.0000 Downtown PBID Assessment	5,964	6,000	6,000	
62700.0000 Memberships & Dues	7,266	21,865	18,915	(2,950)
62710.0000 Travel	875	1,000	1,000	
62755.0000 Training	7,091	9,770	9,770	
Materials, Supplies & Services	339,982	346,239	351,072	4,833
Total Expenses	\$ 1,019,616	\$ 1,088,201	\$ 1,124,901	\$ 36,700

Economic Development and Housing Division

Real Estate Section

001.CD23C



The Real Estate Section provides support services to the general public, multiple City departments, and outside agencies. Essential municipal real estate duties and functions include the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide. In addition, this function includes services for City-owned properties, real estate projects, and infrastructure improvements.

OBJECTIVES

- Provide informed and efficient real estate services to the community, including, managing real property acquisitions and sales, processing right-of-way vacations and dedications, coordinating right-of-entry processes and related tasks.
- Coordinate with other governmental agencies on local and regional transportation projects.
- Evaluate opportunities to better utilize certain City-owned properties for housing, municipal, or other purposes through public-private partnerships.
- Create a user friendly database showing information about all City of Burbank-owned properties.
- Help facilitate the re-use of the City-owned property at 10 West Magnolia Boulevard by negotiating a ground lease for the Burbank Common Project, a proposed multi-use facility with restaurant, café, event, and open space uses.
- Oversee property management and reuse of 323-333 Front Street.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,675	2,675	2,675	
60001.0000 Salaries & Wages	\$ 252,210	\$ 283,356	\$ 290,604	\$ 7,248
60012.0000 Fringe Benefits	49,667	48,460	51,544	3,084
60012.1008 Fringe Benefits:Retiree Benefits	285	2,019	2,148	129
60012.1509 Fringe Benefits:Employer Paid PERS	22,633	26,965	27,151	186
60012.1528 Fringe Benefits:Workers Comp	3,697	3,823	3,268	(555)
60012.1531 Fringe Benefits:PERS UAL	52,071	54,793	47,377	(7,416)
60027.0000 Payroll Taxes Non-Safety	3,569	4,109	4,214	105
60031.0000 Payroll Adjustments	4,182	-	-	
Salaries & Benefits	388,313	423,525	426,306	2,781
62040.0000 Engineering Services	\$ 5,464	\$ 5,000	\$ 5,000	
62045.0000 Appraisal Services	16,260	32,000	20,000	(12,000)
62085.0000 Other Professional Services	7,780	2,000	14,000	12,000
62085.1000 Professional Services:Real Estate	69,342	89,750	89,750	
62310.0000 Office Supplies, Postage & Printing	3,107	4,000	4,000	
62450.0000 Building Grounds Maint & Repair	309	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	4,328	4,331	3
62496.0000 Fund 537 Computer System Rental	11,876	16,184	20,297	4,113
62710.0000 Travel	225	500	500	
62755.0000 Training	1,695	4,500	4,500	
62895.0000 Miscellaneous Expenses	5,183	5,000	5,000	
Materials, Supplies & Services	125,572	165,262	169,378	4,116
Total Expenses	\$ 513,885	\$ 588,787	\$ 595,684	\$ 6,897

Planning Division

001.CD31A



The Planning Division plans the physical development of the city to ensure consistency with the City's *Burbank 2035* General Plan land use goals and policies. Responsibilities include working with residents, business owners, and developers to accommodate growth consistent with the community character and values expressed in the General Plan. Extensive community engagement is the backbone of the Division's work. The Planning Division maintains Burbank's community character through community-based planning efforts and development review practices that seek to balance the competing interests of providing a high quality of life for Burbank residents while responding to business needs and facilitating economic growth and diversity. The Planning Division seeks to implement responsible development that builds community and protects existing neighborhoods; provides for a range of housing types and increases job opportunities; focuses development in the City's primary commercial, employment and transit districts; creates vibrant neighborhoods; and promotes the long-term economic vitality of the City in order to continue the high level of City services.

The Planning Division reviews and processes current planning applications and other entitlements and conducts environmental reviews under the California Environmental Quality Act (CEQA). Community-wide Planning responsibilities include maintaining and updating the General Plan and Zoning Ordinance, processing Zone Text and Zone Map Amendments, and preparing and updating City specific plans.

OBJECTIVES

- Implement *Burbank2035* General Plan through ordinances, resolutions, policies, and procedures to achieve the community's vision and goals, which includes updating the City's Housing Element.
- Participate in regional planning efforts and projects including High Speed Rail, Metro's regional rapid transit efforts and corridor planning, and the Southern California Association of Government's Sustainable Communities Strategy to ensure that Burbank's interests are represented.
- Continue work on specific plans and associated environmental assessments for the proposed Airport District/Golden State Specific Plan, and updates to the City's and Media District Specific Plans, and Burbank Center Plan in order to capitalize on the existing transportation infrastructure, create new housing opportunities near critical employment centers, and enhance the economic future of the City.
- Present recommendations to the community and City Council on density bonus and inclusionary housing regulations, design standards for mixed use places, update to the R1 zoning regulations, and updates to the City's specific plans in order to encourage responsible development that build community by: 1) protecting and respecting the character of existing single family residential neighborhoods; 2) providing a range of housing and job opportunities; 3) focusing development in the City's primary commercial, employment, and transit districts (Media District, Downtown, and Airport); 4) creating vibrant neighborhoods; and 5) promoting the long term economic resilience that facilitates the high level of City services to the community.
- Provide high quality staff support to the Heritage Commission, Planning Board, City Council, and the public by providing complete and accurate information and thorough analysis.
- Work closely with the Transportation Division, Building and Safety Division, and the Public Works Department to coordinate land use and transportation concerns focused on maintaining a high quality of life in Burbank.
- Continue to refine the City's development review process to foster greater communication across City divisions and departments in order to reduce wait times in the processing of new projects that help in the recycling of underutilized sites and facilitate adaptive reuse of existing structures.

CHANGES FROM PRIOR YEAR

Staffing changes for the FY 2021-22 Adopted Budget include two new positions: a Principal Planner and an Associate Planner. Professional services and private contractual services for consultant planners have been increased for City planning review and approval of Accessory Dwelling Unit (ADU) applications, single-family residence development reviews, and proposed updates to the Zoning Regulations of the Burbank Municipal Code. An additional \$45,000 has been budgeted for a CEQA consultant to review outside agencies' Environmental Impact Reports.

Planning Division

001.CD31A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	16,000	16,000	18,000	2,000
60001.0000 Salaries & Wages	\$ 1,161,695	\$ 1,442,223	\$ 1,718,325	\$ 276,102
60006.0000 Overtime - Non-Safety	7,009	1,500	1,500	
60012.0000 Fringe Benefits	183,405	262,544	316,347	53,803
60012.1008 Fringe Benefits:Retiree Benefits	1,110	12,098	12,846	748
60012.1509 Fringe Benefits:Employer Paid PERS	112,720	144,870	169,366	24,496
60012.1528 Fringe Benefits:Workers Comp	22,248	24,073	24,376	303
60012.1531 Fringe Benefits:PERS UAL	192,482	197,870	243,834	45,964
60027.0000 Payroll Taxes Non-Safety	16,887	20,912	24,916	4,004
60031.0000 Payroll Adjustments	11,495	-	-	
Salaries & Benefits	1,709,050	2,106,090	2,511,510	405,420
62050.0000 Planning, Survey & Design	\$ 171,598	\$ 39,363	\$ 39,363	
62085.0000 Other Professional Services	570,480	169,783	469,783	300,000
62170.0000 Private Contractual Services	-	2,000	302,000	300,000
62220.0000 Insurance	48,204	60,423	80,024	19,601
62261.0000 Other Grant Expenses	4,416	-	-	
62300.0000 Special Dept Supplies	1,037	4,500	4,500	
62310.0000 Office Supplies, Postage & Printing	13,769	10,150	10,150	
62420.0000 Books & Periodicals	-	1,000	1,000	
62455.0000 Equipment Rental	9,943	13,540	13,540	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,640	9,025	8,874	(151)
62485.0000 Fund 535 Communications Rental Rate	13,714	18,754	13,714	(5,040)
62496.0000 Fund 537 Computer System Rental	104,751	136,199	146,104	9,905
62700.0000 Memberships & Dues	3,498	4,000	4,000	
62710.0000 Travel	2,134	200	200	
62755.0000 Training	645	14,112	14,112	
62830.1000 Credit Card Merchant Fees	3,266	600	600	
62895.0000 Miscellaneous Expenses	3,470	3,000	3,000	
Materials, Supplies & Services	959,567	486,649	1,110,964	624,315
Total Expenses	\$ 2,668,617	\$ 2,592,739	\$ 3,622,474	\$ 1,029,735

Transportation Division

001.CD32A



The Transportation Division is responsible for long range planning and traffic forecasting, seeking out and managing outside transportation grants and funding, capital project design, and coordination with transportation agencies. This Division serves as the administrator for Local Return funds allocated by Metro, Development Impact Fee funds, and other local and regional transportation subsidies. Staff also evaluates the traffic impacts of development, implements roadway, non-motorized, and transit projects. This Division also manages the City's Transportation Demand Management (TDM) Ordinance and works closely with the Burbank Transportation Management Organization (TMO) in reducing peak-time traffic from major employers in the Media District and Downtown areas. Additionally, the Transportation Division oversees the City's parking functions, including the residential and commercial preferential parking program.

OBJECTIVES

- Continue to manage and monitor the Caltrans I-5 / Empire Interchange Project.
- Implement Burbank2035 Mobility Element goals through revising the City's measures of a project's impact on mobility to be consistent with Burbank2035 and new State guidelines (SB 743), and administering the transportation impact fee program.
- Work with the Planning Division to complete a specific plan for the development of the Golden State District and Downtown Burbank Metrolink Station TOD to capitalize on the existing transportation infrastructure and enhance the economic future of the City.
- Monitor revenues from Local Return, fare box and regional pass reimbursement, and transit vehicle advertising to ensure that the City's transportation programs remain financially sustainable. Identify transit system changes and enhancements to ensure local return expenditures are spent on effective transportation programs.
- Implement the Complete Streets Plan to ensure the City's transportation system serves all mobility users as prescribed in the General Plan.
- Continue to pursue grant funding to leverage local funds for transportation projects and programs.
- Oversee, manage, and administer the City's residential and commercial preferential parking program.
- Manage the City Parking Authority and City parking lots and structures.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$75,000 have been budgeted in the Private Contractual Services account to procure a project management consultant for the First Street Village sound wall project. Increases in special department supplies are budgeted for residential/commercial parking programs and parking restriction requests. Utilities have been increased for bus stop and transit station maintenance.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.530	2.080	4.080	2.000
60001.0000 Salaries & Wages	\$ 169,461	\$ 348,684	\$ 348,010	\$ (674)
60006.0000 Overtime - Non-Safety	-	5,233	5,233	
60012.0000 Fringe Benefits	26,104	68,899	73,253	4,354
60012.1008 Fringe Benefits:Retiree Benefits	56	1,573	3,276	1,703
60012.1509 Fringe Benefits:Employer Paid PERS	15,934	34,345	33,654	(691)
60012.1528 Fringe Benefits:Workers Comp	2,247	5,569	4,656	(913)
60012.1531 Fringe Benefits:PERS UAL	13,339	26,355	34,946	8,591
60027.0000 Payroll Taxes Non-Safety	2,443	5,056	5,046	(10)
60031.0000 Payroll Adjustments	1,632	-	-	
Salaries & Benefits	231,216	495,714	508,074	12,360
62000.0000 Utilities	\$ -	\$ -	\$ 50,000	\$ 50,000
62170.0000 Private Contractual Services	-	-	75,000	75,000
62300.0000 Special Dept Supplies	895	1,400	61,400	60,000
62310.0000 Office Supplies, Postage & Printing	1,469	1,665	2,000	335
62420.0000 Books & Periodicals	-	450	450	
62485.0000 Fund 535 Communications Rental Rate	6,496	6,492	6,496	4
62496.0000 Fund 537 Computer System Rental	31,081	25,826	38,176	12,350
62700.0000 Memberships & Dues	809	2,050	2,050	
62710.0000 Travel	8	500	165	(335)
62755.0000 Training	259	7,119	7,119	
62895.0000 Miscellaneous Expenses	1,143	800	800	
Materials, Supplies & Services	42,160	46,302	243,656	197,354
Total Expenses	\$ 273,376	\$ 542,016	\$ 751,730	\$ 209,714

Building and Safety Division

001.CD42A



The Building and Safety Division provides protection and preservation of neighborhoods consistent with the mission of the Community Development Department. The Division confirms safe occupancy of buildings, protection of Burbank citizens and visitors through the built environment, and community preservation through zoning and building code enforcement. The Building and Safety Division consists of four sections: Building Inspection, Building Plan Check, Code Enforcement, and Administration of Permits and Business License. In enforcing the California Building Standards Law and the City of Burbank Municipal Code, the Division verifies the highest standard of care in building and neighborhood compliance. The Division also serves as the administrator of business tax accounts and business licenses.

Building and Safety's focus is first-rate customer service while verifying safe buildings or conducting investigations of zoning or building code violations. The Division achieves customer satisfaction with counter plan review services, next day inspection requests, consultation to homeowners and contractors, and immediate response to citizen's complaints of zoning or building violations. The Division ensures professional service to the public with the latest in technical building code training and certification of its technical staff.

OBJECTIVES

- Enforce building standards to safeguard life, health, and property through plan review and inspection procedures.
- Initiate process to reduce plan check review by 50 percent.
- Ensure 100 percent compliance with the State-mandated 60-day review time for ADUs.
- Promote customer service through an emphasis on technological improvements such as e-commerce solutions, electronic plan checks, and document imaging of permit records.
- Issue approximately 4,000 building permits together with 1,700 plan checks per year generating approximately \$2 million in revenue to partially offset costs.
- Perform 22,000 building inspections per year.
- Advise, encourage, and enforce design and construction practices that incorporate green building materials, material resource conservation, water conservation, energy efficiency, sustainable building practices, and alternate materials and building methods.
- Enforce standards for excavation, shoring, grading, and drainage for community preservation and life-safety conformance.
- Confirm and enforce accessibility standards for Persons-With-Disabilities consistent with State and Federal Standards to the Americans With Disabilities Act.
- Respond to over 1,200 complaints per year about private and public property maintenance and alleged violations of zoning and other Municipal, County, and State codes.
- Register and license over 1,000 businesses requiring special regulation and issue regulatory permits.
- Enforce the Burbank Municipal Code and State statutes relative to the licensing and taxing of businesses both in commercial and residential zones while providing customer oriented service at the permit counter.
- Collect approximately \$2.5 million in annual business taxes from over 11,500 businesses.
- Expand online citizen access portal to include online inspection requests, payment of business taxes, and online permitting.

CHANGES FROM PRIOR YEAR

Staffing changes include a new Senior Plan Check Engineer position to reduce plan check timeframes for small residential projects and large and standard projects. One-time increases to Other Professional Services are budgeted for consultant plan check services and seismic retrofit consultants.

Building and Safety Division

001.CD42A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
STAFF YEARS	29,000	29,000	30,000	1,000
60001.0000 Salaries & Wages	\$ 2,416,690	\$ 2,605,214	\$ 2,759,079	\$ 153,865
60006.0000 Overtime - Non-Safety	16,036	1,000	1,000	
60012.0000 Fringe Benefits	434,562	497,757	549,382	51,625
60012.1008 Fringe Benefits:Retiree Benefits	3,020	21,928	23,283	1,355
60012.1509 Fringe Benefits:Employer Paid PERS	233,108	254,242	264,542	10,300
60012.1528 Fringe Benefits:Workers Comp	37,640	43,887	42,259	(1,628)
60012.1531 Fringe Benefits:PERS UAL	460,853	471,286	509,646	38,360
60015.0000 Wellness Program Reimbursement	675	-	-	
60027.0000 Payroll Taxes Non-Safety	35,760	37,776	40,007	2,231
60031.0000 Payroll Adjustments	55,861	-	-	
Salaries & Benefits	3,694,206	3,933,090	4,189,198	256,108
62085.0000 Other Professional Services	\$ 33,822	\$ 15,000	\$ 195,000	\$ 180,000
62145.0000 Identification Services	1,856	3,000	3,000	
62170.0000 Private Contractual Services	422,487	431,000	431,000	
62220.0000 Insurance	30,111	33,970	38,359	4,389
62300.0000 Special Dept Supplies	29,087	30,509	30,509	
62310.0000 Office Supplies, Postage & Printing	14,134	16,000	16,000	
62316.0000 Software & Hardware	196	-	-	
62420.0000 Books & Periodicals	16,803	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	64,808	77,504	71,227	(6,277)
62485.0000 Fund 535 Communications Rental Rate	63,987	63,900	63,987	87
62496.0000 Fund 537 Computer System Rental	306,425	343,959	407,540	63,581
62645.0000 Strong Motion Education	-	470	470	
62700.0000 Memberships & Dues	795	2,000	2,000	
62755.0000 Training	21,102	63,485	63,485	
62830.1000 Credit Card Merchant Fees	51,236	40,000	40,000	
62895.0000 Miscellaneous Expenses	1,043	1,000	1,000	
Materials, Supplies & Services	1,057,893	1,123,797	1,365,577	241,780
Total Expenses	\$ 4,752,099	\$ 5,056,887	\$ 5,554,775	\$ 497,888

COMMUNITY DEVELOPMENT

Authorized Positions



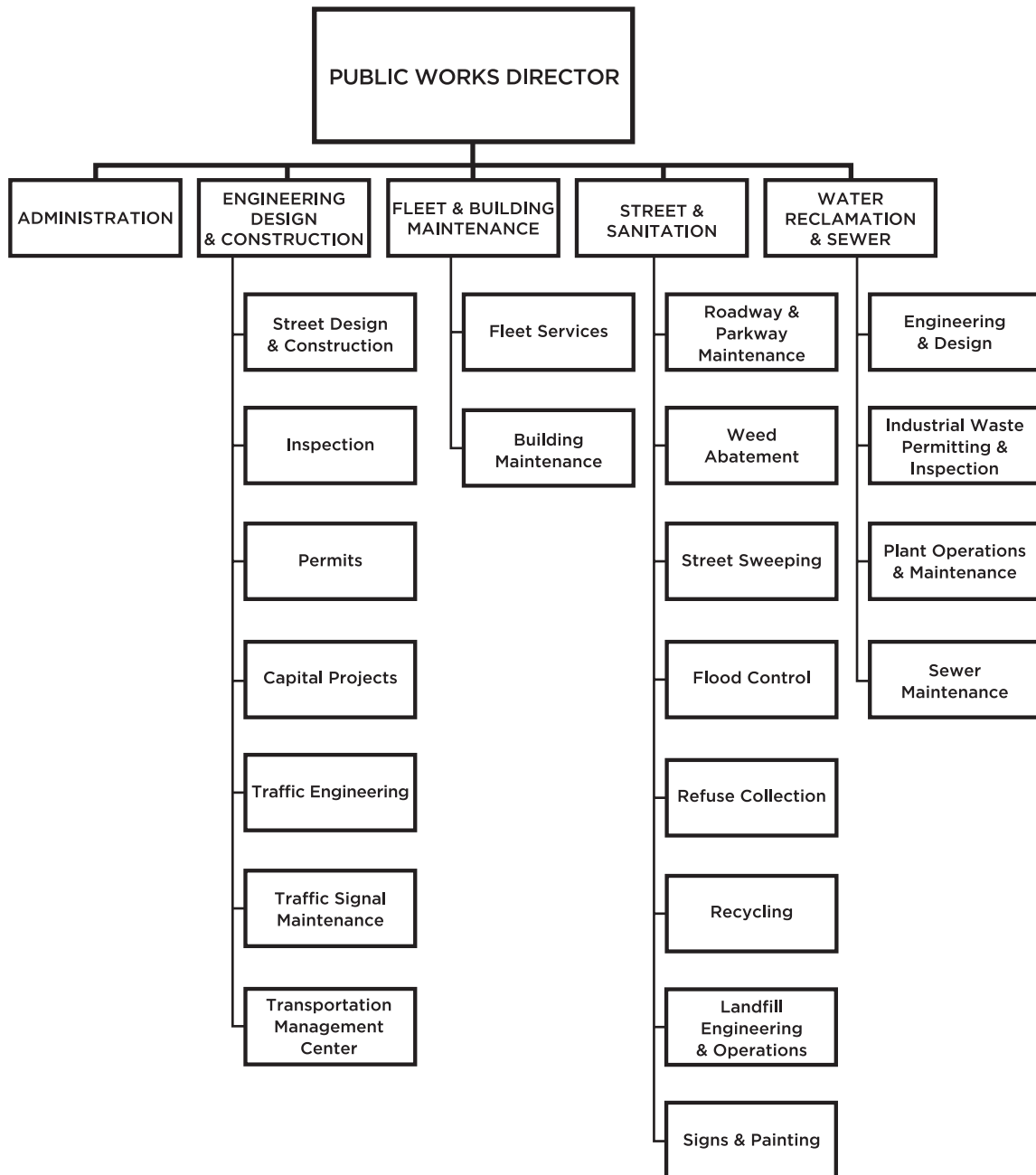
CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.200	0.200	0.200	
ADM ANALYST II (M)	4.000	4.000	5.000	1.000
ADM OFCR	1.000	1.000	1.000	
ASSOC PLNER	5.000	5.000	6.000	1.000
AST CD DIR-BLDG OFFICIAL	1.000	1.000	1.000	
AST CD DIR-BUSINESS & ECONOMIC I	0.950	0.950	0.950	
AST CD DIR-TRANS&PLNG	1.200	1.200	1.200	
AST PLNER	3.000	3.000	3.000	
BLDG ADMINISTRATION MGR	1.000	1.000	1.000	
BLDG INSP I	5.000	5.000	5.000	
BLDG INSP II	3.000	3.000	3.000	
BLDG INSP III	4.000	4.000	4.000	
BUILDING INSPECTION MANAGER	1.000	1.000	1.000	
CD DIR	1.000	1.000	1.000	
CODE ENF MGR	1.000	1.000	1.000	
DEP CTY PLNER	1.000	1.000	1.000	
ECONOMIC DEV MGR	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
HSG DEV MGR	0.110	0.110	0.110	
INTERMEDIATE CLK	2.000	3.000	3.000	
PARKING ANALYST	0.000	1.000	1.000	
PERMIT CORD	1.000	1.000	1.000	
PERMIT TECH	4.000	4.000	4.000	
PLAN CHECK ENG	0.000	1.000	1.000	
PLAN CHECK MGR	1.000	1.000	1.000	
PLNG TECH	2.000	2.000	2.000	
PRIN CLK	2.000	2.000	2.000	
PRIN PLNER	0.000	0.000	1.000	1.000
REAL ESTATE&PROJ MGR	0.700	0.700	0.700	
SR ADM ANALYST (M)	0.130	0.130	0.130	
SR CLK	1.000	1.000	1.000	
SR CODE ENF INSP	1.000	1.000	1.000	
SR PLAN CHECK ENG	4.000	3.000	4.000	1.000
SR PLNER	3.550	3.550	3.550	
TOTAL STAFF YEARS	57.840	59.840	63.840	4.000

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PUBLIC WORKS



PUBLIC WORKS



MISSION STATEMENT

The Public Works Department plans, designs, builds, operates, and maintains the City's public works systems in a financially and environmentally responsible manner while responding to the community's changing needs.

ABOUT PUBLIC WORKS

Public Works consists of five divisions: Administration, Engineering Design and Construction, Fleet and Building Maintenance, Refuse Collection and Disposal, and Water Reclamation and Sewer. Both Water Reclamation and Sewer and Refuse Collection and Disposal are Enterprise Funds that are included under a separate tab in the budget document.

The Administration Division provides administrative, financial, legislative, and employee relations support for the department.

The Engineering Design and Construction Division includes the Street Design and Construction, Traffic, and Permits Sections. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City's infrastructure improvements for streets, alleys, and sidewalks, overseeing all work in the public right-of-way for public safety, and adherence to City standards. The Traffic Section includes Traffic Engineering, Traffic Signal Maintenance, and the Traffic Management Center. The Traffic Engineering Section oversees traffic capital improvement projects, traffic design, traffic control plan checking, development review, and traffic related requests. Traffic Signal Maintenance oversees the maintenance/installation of traffic signal equipment, detection, and traffic cameras. The Traffic Management Center oversees the monitoring, operation, and synchronization of all the City's signalized intersections by using Intelligent Transportation System (ITS) devices connected to the City's high speed fiber optic network. The Permits Section regulates all work performed in the public right-of-way. The Engineering Design and Construction Division is also responsible for coordinating the design, construction, and modernization of the City's major new municipal facilities.

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings with the exception of Fire equipment and BWP equipment/facilities. The Fleet Services Section repairs a diverse range of conventional and alternative fueled vehicles and equipment, including the City's Compressed Natural Gas (CNG) infrastructure. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 1.34 million square feet located within 145 buildings. Custodial Services cleans over 638,000 square feet of occupied space in 28 buildings.

The Street and Sanitation Division includes the Road and Parkway Maintenance, Weed Abatement, Street Sweeping, Flood Control, and the Sign and Painting Sections. This Division also oversees the Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations), Recycling, and Street Sweeping sections, which are a part of the Refuse Enterprise Fund. The Roadway and Parkway Maintenance Section consists of three separate repair areas: Asphalt Crew, Concrete Crew, and General Maintenance. This section maintains streets, alleys, sidewalks, parking lots, overpasses, and underpasses throughout the City, coordinates the City's graffiti removal program, and oversees the citywide landscape maintenance contract. The Weed Abatement Section handles weed maintenance. The Flood Control Section is responsible for maintaining the City's flood control system, emergency flood response, debris removal, and flow abatement. The Signs and Painting Section oversees installation/maintenance of traffic signs and markings on streets, curbs, crosswalks, and bikeways.

PUBLIC WORKS

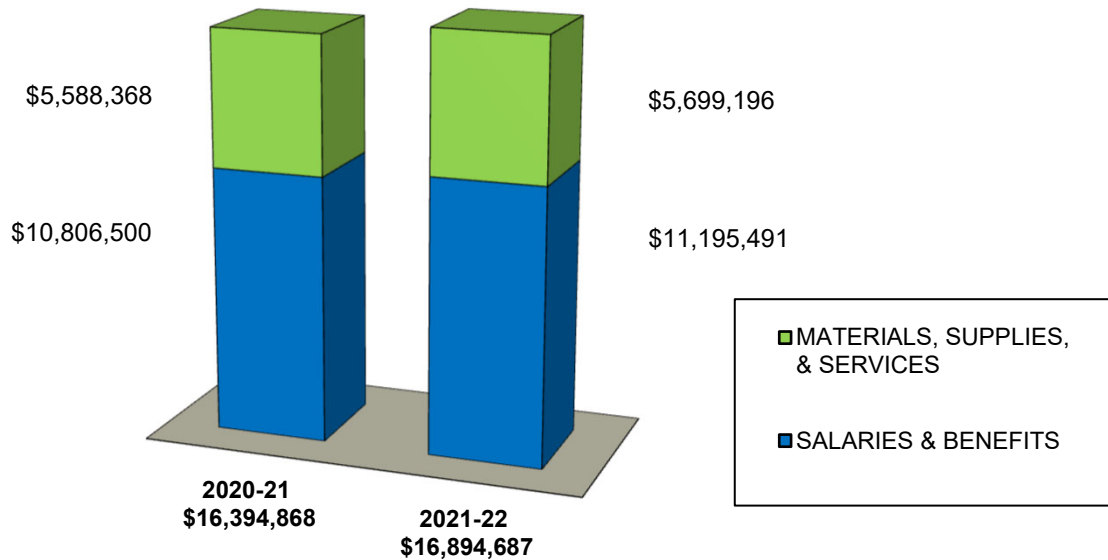


The Water Reclamation and Sewer Division includes the Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Sewer Maintenance Sections. Its functions include sewer design and construction, managing the operations of the City's water reclamation plant, issuing sewer permits, establishing sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating administrative activities with the City of Los Angeles, State and Federal regulating agencies.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	90.398	88.338	88.231	(0.107)
Salaries & Benefits	\$ 9,922,169	\$ 10,806,500	\$ 11,195,491	\$ 388,991
Materials, Supplies & Services	5,280,882	5,588,368	5,699,196	110,828
Capital Expenses	121,109	-	-	
TOTAL	\$ 15,324,160	\$ 16,394,868	\$ 16,894,687	\$ 499,819

DEPARTMENT SUMMARY














Public Works



2020-2021 WORK PROGRAM HIGHLIGHTS

- Completed construction of 0.79 miles of a concrete bike and pedestrian path for the Burbank Channel Bike Path project.
- Completed construction of the Leland Way Streetscape Improvement project.
- Completed bid advertisement, contract award, and construction of the Empire Avenue Landscape Improvement project.
- Obtained the solid waste permit for the Burbank Recycle Center from CalRecycle.
- Completed a plan for AB 1826 and AB 1383 to ensure compliance with State mandates.
- Average Landfill compaction rate is three times higher than the industry standard.
- Continued annual replacement of facilities capital infrastructure such as roofs, HVAC, electrical, etc.
- Completed construction documents for the City Yard Services Building.
- Completed construction of the Metro Midtown Commercial Corridors Project.
- Completed construction of the Hollywood Traffic Responsive System Project.
- Supported the construction of the Avion parking and traffic improvements.


2021-2022 WORK PROGRAM GOALS


	Complete construction documents, advertise, and award a construction contract for street paving of approximately 150 City blocks to start cycle one of five of the new pavement management plan on local/residential streets that were rated poor and below in four areas of the City (Zones 9, 10, 11, and 12).	June 2022
	Complete the in-house construction documents, advertise, and award a construction contract for asphalt repaving and concrete reconstruction of three main arterials: San Fernando Blvd. from Buena Vista St. to Hollywood Way and Victory Blvd. from Clybourn Avenue to Buena Vista.	June 2022
	Complete construction specifications, advertise, and award a construction contract for sidewalk repairs, pedestrian ramp upgrades, and related concrete improvements throughout four areas of the City (Zones 5, 6, 7, and 8).	June 2022
	Complete construction of Landfill Gas Well Expansion project at the Landfill.	June 2022
	Adopt a plastic reduction policy and roll out a Citywide program.	June 2022
	Perform operations efficiency study for Solid Waste Collection Section.	June 2022
	Complete replacement of 39 vehicles estimated at \$4,566,000 and 8 pieces of equipment estimated at \$71,500.	June 2022
	Continue annual replacement of facilities capital infrastructure such as roofs, HVAC, electrical, etc.	June 2022
	Start construction of Phase 1 of the new City Yard Services Building.	Spring 2022
	Implement new synchronization for the Metro Alameda Avenue Synchronization Project.	Jan 2022
	Continue the process to obtain the required permit from Caltrans, advertise, award a construction contract, and construct Providencia Relief Sewer Phase 2.	June 2022

Public Works



PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Increase citizen access to City services.				
Percentage of Engineering-managed infrastructure improvement projects on schedule and within budget.	100%	90%	100%	90%
Total number of graffiti incidents removed.	3,534	n/a	3,142	n/a
Total number of potholes filled.	14,777	n/a	11,895	n/a
Number of tours, workshops, speaking engagements, and events conducted by the Recycle Center.	61	45	18	35
Percentage of preventative maintenance completion on time, on general City (not BWP and Fire) vehicles.	74%	85%	79%	85%
Percentage of up-time for general City (not BWP and Fire) vehicles.	93%	90%	93%	90%
Number of work orders processed by Building Maintenance.	2,327	n/a	1,701	n/a
Total number of permit plan checks reviewed and approved per City and State Standards.	283	250	305	250
Total number of Traffic related Public Records Requests processed.	239	200	146	200

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life				
Objective: Maintain the safety and efficiency of infrastructure to ensure the best quality of life for Burbank residents and visitors.				
Miles of Sewer Cleaned.	292	n/a	312	300
Number of Sanitary Overflows.	0	n/a	8	4
Percentage of signal malfunctions responded to within 2 hours of the report.	99%	99%	100.0%	99%

Administration

001.PW11A



The Administration Division provides administrative, financial, legislative, and employee relations support for the department.

OBJECTIVES

- Coordinate interdivisional and interdepartmental activities and provide organizational analysis.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for City Council.
- Provide research and analysis of Public Works legislation and major Public Works issues.
- Coordinate departmental budget development and provide fiscal administration.
- Coordinate and monitor progress toward achieving the Public Works Department Work Program goals.
- Coordinate requests for public records.
- Prepare and track safety related records such as safety shoe/eyeglass requisitions and invoices, DMV medical forms, vehicular and industrial accident/illness incidents, open workers' compensation files, tailgate and review monthly inspection reports.
- Respond to phone calls involving customer inquiries, complaints, and requests for extra services.
- Respond to citizen notifications/complaints regarding illegally dumped items and possible hazards.
- Use/monitor radio communications with field units for routine and emergency responses as necessary.
- Process payroll, invoices, purchase orders, warehouse/purchase requisitions, warrants, budget transfers, and accounts receivable.
- Process evaluations and step increases, and maintain divisional personnel records.
- Schedule mandatory physical exams, as required for personnel to meet Cal-OSHA regulations.
- Process correspondence, maintain records/files and assist the customers with information.

CHANGES FROM PRIOR YEAR

The Administration Division was reorganized by moving one Senior Clerk position to Field Services Administration, cost center PW35A. The position is 100 percent funded by the General Fund.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	8,435	8,435	7,435	(1,000)
60001.0000 Salaries & Wages	\$ 711,352	\$ 852,549	\$ 798,457	\$ (54,092)
60006.0000 Overtime - Non-Safety	115	1,000	1,000	
60012.0000 Fringe Benefits	135,674	149,896	142,141	(7,755)
60012.1008 Fringe Benefits:Retiree Benefits	596	6,378	6,772	394
60012.1509 Fringe Benefits:Employer Paid PERS	65,662	82,549	75,596	(6,953)
60012.1528 Fringe Benefits:Workers Comp	14,103	17,488	14,156	(3,332)
60012.1531 Fringe Benefits:PERS UAL	125,162	128,632	144,460	15,828
60015.0000 Wellness Program Reimbursement	225	-	-	
60022.0000 Car Allowance	2,071	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	9,951	12,362	11,578	(784)
60031.0000 Payroll Adjustments	3,327	-	-	
Salaries & Benefits	1,068,238	1,255,342	1,198,648	(56,694)

Administration

001.PW11A



	EXPENDITURES FY2018-19	BUDGET FY2019-20	BUDGET FY2020-21	CHANGES FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ 500	\$ 500	
62170.1001 Temp Staffing	2,500	-	-	
62220.0000 Insurance	8,676	10,393	10,750	357
62300.0000 Special Dept Supplies	1,231	2,400	2,400	
62310.0000 Office Supplies, Postage & Printing	5,113	6,000	6,000	
62420.0000 Books & Periodicals	187	400	400	
62440.0000 Office Equip Maint & Repair	445	1,500	1,500	
62455.0000 Equipment Rental	14,530	15,000	15,000	
62470.0000 Fund 533 Office Equip Rental Rate	8,378	8,378	8,378	
62485.0000 Fund 535 Communications Rental Rate	40,802	40,767	40,802	35
62496.0000 Fund 537 Computer System Rental	235,660	171,667	194,223	22,556
62700.0000 Memberships & Dues	898	1,070	1,070	
62710.0000 Travel	57	2,000	2,000	
62755.0000 Training	4,055	13,450	13,450	
62895.0000 Miscellaneous Expenses	1,799	2,000	2,000	
Materials, Supplies & Services	324,331	275,525	298,473	22,948
Total Expenses	\$ 1,392,569	\$ 1,530,867	\$ 1,497,121	\$ (33,746)

Engineering Design and Construction Division



The Engineering Design and Construction Division includes the Street Design and Construction Section, the Traffic Section, and Permits Section. The Street Design and Construction Section is responsible for planning, designing, constructing, and monitoring the City's infrastructure improvements for streets, alleys, and sidewalks; overseeing all work in the public right-of-way for public safety, and adherence to City standards. The Traffic Section includes Traffic Engineering, Traffic Signal Maintenance, and the Traffic Management Center. The Traffic Engineering Section oversees traffic capital improvement projects, traffic design, traffic control plan checking, development review, and traffic related requests. The Permits Section regulates all work performed in the public right-of-way including new development. The Engineering Design and Construction Division is also responsible for coordinating the design, construction, and modernization of the City's major new municipal facilities.

DIVISION SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	10.000	10.000	23.403	13.403
Salaries & Benefits	\$ 1,512,790	\$ 1,658,461	\$ 3,749,754	\$ 2,091,293
Materials, Supplies, Services	302,667	244,936	787,663	542,727
TOTAL	\$ 1,815,457	\$ 1,903,397	\$ 4,537,417	\$ 2,634,020

Engineering Design and Construction Division

Street Design and Construction Section

001.PW21A



The Street Design and Construction Section programs, designs, constructs, and inspects projects to improve the public right-of-way, primarily streets and sidewalks.

OBJECTIVES

- Award and effectively administer contracts for all applicable capital improvement projects.
- Provide timely engineering and administrative support to other City departments.
- Respond to public inquiries and concerns on engineering matters.
- Provide inspection of construction work in the public right-of-way.
- Respond in a timely manner to citizen complaints of potential City code violations within the department's responsibility.
- Address unsafe or improper construction activities.

CHANGES FROM PRIOR YEAR

The Traffic Division was reorganized and the new Traffic Engineering Manager position was created. This position is a 100 percent cost savings for the General Fund; downgraded from an Assistant Public Works Director - Traffic position. The Traffic Engineering Manager and entire Traffic Division moved to the Engineering Design and Construction Division and will report to the City Engineer. A Civil Engineering Associate position was upgraded to a Senior Civil Engineer to manage more complex and varied tasks in addition to the annual pavement rehabilitation project. This upgrade is revenue offset from fee increases.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	5.500	5.500	6.500	1.000
60001.0000 Salaries & Wages	\$ 568,420	\$ 644,233	\$ 875,048	\$ 230,815
60006.0000 Overtime - Non-Safety	26,163	8,500	8,500	
60012.0000 Fringe Benefits	89,629	95,043	132,831	37,788
60012.1008 Fringe Benefits:Retiree Benefits	401	4,159	4,416	257
60012.1509 Fringe Benefits:Employer Paid PERS	54,698	63,980	83,583	19,603
60012.1528 Fringe Benefits:Workers Comp	7,117	5,927	5,163	(764)
60012.1531 Fringe Benefits:PERS UAL	101,533	105,808	118,537	12,729
60027.0000 Payroll Taxes Non-Safety	8,440	9,341	12,688	3,347
60031.0000 Payroll Adjustments	1,903	-	-	
Salaries & Benefits	858,303	936,991	1,240,766	303,775
62170.0000 Private Contractual Services	\$ 7,300	\$ 27,000	\$ 27,000	
62085.0000 Other Professional Services	87,345	-	-	
62220.0000 Insurance	20,565	12,496	13,540	1,044
62300.0000 Special Dept Supplies	3,479	2,550	2,550	
62420.0000 Books & Periodicals	123	200	200	
62455.0000 Equipment Rental	-	800	800	
62475.0000 Fund 532 Vehicle Equip Rental Rate	34,969	36,715	36,392	(323)
62485.0000 Fund 535 Communications Rental Rate	4,926	4,915	4,926	11
62496.0000 Fund 537 Computer System Rental	34,638	44,173	59,180	15,007
62700.0000 Memberships & Dues	430	500	500	
62710.0000 Travel	27	600	600	
62755.0000 Training	3,156	6,750	6,750	
62895.0000 Miscellaneous Expenses	3,676	4,500	4,500	
Materials, Supplies & Services	200,634	141,199	156,938	15,739
Total Expenses	\$ 1,058,937	\$ 1,078,190	\$ 1,397,704	\$ 319,514

Engineering Design and Construction Division

Permits Section

001.PW21B



The Permits Section regulates all work performed in the public right-of-way. This Section also maintains City records and files, including construction plans, survey data, and cadastral plat maps.

OBJECTIVES

- Respond in a timely manner to other departments, contractors, and the public on development, construction issues, and other engineering matters concerning the public right-of-way and utility easements.
- Maintain and update engineering records and City maps.
- Issue and monitor permits for all work and encroachments in the public right-of-way.
- Coordinate department wide responses to Development Reviews in a timely manner.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	4,500	4,500	4,500	
60001.0000 Salaries & Wages	\$ 437,974	\$ 498,758	\$ 498,525	\$ (233)
60006.0000 Overtime - Non-Safety	962	-	-	
60012.0000 Fringe Benefits	73,546	72,611	76,950	4,339
60012.1008 Fringe Benefits:Retiree Benefits	386	3,403	3,613	210
60012.1509 Fringe Benefits:Employer Paid PERS	42,539	51,735	50,838	(897)
60012.1528 Fringe Benefits:Workers Comp	5,053	4,589	2,941	(1,648)
60012.1531 Fringe Benefits:PERS UAL	84,582	83,142	85,725	2,583
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	6,261	7,232	7,229	(3)
60031.0000 Payroll Adjustments	2,960	-	-	
Salaries & Benefits	654,487	721,470	725,821	4,351
62170.0000 Private Contractual Services	\$ 25,276	\$ 16,500	\$ 16,500	
62300.0000 Special Dept Supplies	4,594	5,000	5,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	10,236	10,730	9,812	(918)
62496.0000 Fund 537 Computer System Rental	60,557	67,607	65,047	(2,560)
62755.0000 Training	1,342	3,350	3,350	
62895.0000 Miscellaneous Expenses	28	550	550	
Materials, Supplies & Services	102,034	103,737	100,259	(3,478)
Total Expenses	\$ 756,520	\$ 825,207	\$ 826,080	\$ 873

Engineering Design and Construction Division

Engineering and Design Section

001.PW22A



The Traffic Engineering Section oversees traffic capital improvement projects, traffic design, traffic control plan checking, development review, and traffic related requests.

OBJECTIVES

- Oversee, manage, and administer traffic related capital improvement projects.
- Secure funding for traffic related capital improvement projects.
- Oversee and manage databases for traffic collisions and speed surveys.
- Plan check traffic designs for all projects.
- Review and approve traffic control plans.
- Review and approve traffic related elements for developments.
- Receive, investigate, and resolve parking and traffic related requests.
- Coordinate with the Community Development Department on transportation planning and funding issues.

CHANGES FROM PRIOR YEAR

The Assistant Public Works Director - Traffic position was downgraded to a Traffic Engineering Manager and moved to the Engineering Division Street Design, and Construction Division. The cost savings from this position change is 100 percent General Fund.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	6.403	4.403	3.403	(1.000)
60001.0000 Salaries & Wages	\$ 579,330	\$ 536,154	\$ 347,098	\$ (189,056)
60012.0000 Fringe Benefits	81,991	77,629	60,842	(16,787)
60012.1008 Fringe Benefits:Retiree Benefits	604	4,842	3,535	(1,307)
60012.1509 Fringe Benefits:Employer Paid PERS	51,782	52,712	34,170	(18,542)
60012.1528 Fringe Benefits:Workers Comp	8,214	4,933	2,048	(2,885)
60012.1531 Fringe Benefits:PERS UAL	114,650	117,866	107,388	(10,478)
60027.0000 Payroll Taxes Non-Safety	6,988	7,774	5,033	(2,741)
60031.0000 Payroll Adjustments	5,421	-	-	
Salaries & Benefits	848,980	801,910	560,114	(241,796)
62170.0000 Private Contractual Services	\$ 18,132	\$ 25,000	\$ 25,000	
62220.0000 Insurance	407,397	577,856	31,465	(546,391)
62300.0000 Special Dept Supplies	2,694	7,500	7,500	
62485.0000 Fund 535 Communications Rental Rate	13,502	13,491	13,502	11
62496.0000 Fund 537 Computer System Rental	43,806	50,660	46,426	(4,234)
62700.0000 Memberships & Dues	2,492	2,500	2,500	
62755.0000 Training	-	3,000	3,000	
62830.0000 Bank Service Charges	72	200	200	
Materials, Supplies & Services	488,095	680,207	129,593	(550,614)
Total Expenses	\$ 1,337,076	\$ 1,482,117	\$ 689,707	\$ (792,410)

Engineering Design and Construction Division

Traffic Signal Maintenance

001.PW22D



The Traffic Signal Maintenance Section oversees the maintenance/installation of traffic signal equipment, detection, electronic information signs, and traffic cameras.

OBJECTIVES

- Administer traffic signal maintenance programs.
- Maintain 200 traffic signals, 2,500 detectors, 350 traffic cameras, and 25 changeable message signs.
- Respond to and repair emergency traffic signal malfunctions.
- Replace damaged poles, wiring, and equipment.
- Inspect traffic signal construction projects.
- Coordinate traffic system operations and maintenance with Traffic Management Center staff.

CHANGES FROM PRIOR YEAR

The Traffic Division was reorganized and this cost center was moved to the Engineering Division.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 386,814	\$ 452,184	\$ 472,570	\$ 20,386
60006.0000 Overtime - Non-Safety	17,652	24,618	24,618	
60012.0000 Fringe Benefits	67,953	94,447	100,827	6,380
60012.1008 Fringe Benefits:Retiree Benefits	509	4,537	4,817	280
60012.1509 Fringe Benefits:Employer Paid PERS	35,228	46,529	47,854	1,325
60012.1528 Fringe Benefits:Workers Comp	42,855	40,354	26,070	(14,284)
60012.1531 Fringe Benefits:PERS UAL	62,604	65,739	85,234	19,495
60023.0000 Uniform and Tool Allowance	1,346	1,000	1,000	
60027.0000 Payroll Taxes Non-Safety	5,859	6,557	6,852	295
60031.0000 Payroll Adjustments	1,345	-	-	
Salaries & Benefits	622,166	735,965	769,842	33,877
62000.0000 Utilities	\$ 91,506	\$ 91,331	\$ 91,331	
62135.0000 Governmental Services	2,944	7,000	7,000	
62170.0000 Private Contractual Services	2,499	2,500	2,500	
62300.0000 Special Dept Supplies	163,761	40,000	40,000	
62405.0000 Uniforms & Tools	2,485	3,000	3,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	117,157	97,039	94,710	(2,329)
62485.0000 Fund 535 Communications Rental Rate	6,157	6,144	6,157	13
62496.0000 Fund 537 Computer System Rental	29,858	34,212	40,325	6,113
62755.0000 Training	1,873	3,000	3,000	
62840.0000 Small Tools	11,255	7,500	7,500	
62895.0000 Miscellaneous Expenses	3,705	3,500	3,500	
Materials, Supplies & Services	433,201	295,226	299,023	3,797
70023.0532 Capital Contribution:Fund 532	\$ 121,109	\$ -	\$ -	
Capital Expenses	121,109	-	-	
Total Expenses	\$ 1,176,476	\$ 1,031,191	\$ 1,068,865	\$ 37,674

Engineering Design and Construction Division

Traffic Management Center

001.PW22H



The Traffic Management Center oversees the monitoring, operation, and synchronization of all the City's signalized intersections by using Intelligent Transportation System (ITS) devices connected to the City's high speed fiber optic network.

OBJECTIVES

- Oversee and manage the Traffic Management Center in Burbank.
- Monitor and adjust signal timing to minimize traffic delays and congestion for 200 traffic signals.
- Develop, install, and maintain efficient traffic signal synchronization plans.
- Monitor and adjust signal timing to minimize traffic delays and congestion.
- Upgrade and integrate traffic signal devices to the City's fiber optic network.
- Operate changeable message signs.
- Coordinate traffic signal timing with the County and neighboring cities.

CHANGES FROM PRIOR YEAR

The Traffic Division was reorganized and this cost center was moved to the Engineering Division.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 236,504	\$ 285,372	\$ 302,491	\$ 17,119
60006.0000 Overtime - Non-Safety	6,012	-	-	
60012.0000 Fringe Benefits	44,568	49,555	52,869	3,314
60012.1008 Fringe Benefits:Retiree Benefits	278	2,268	2,409	141
60012.1509 Fringe Benefits:Employer Paid PERS	21,841	28,840	30,092	1,252
60012.1528 Fringe Benefits:Workers Comp	6,153	8,043	8,572	529
60012.1531 Fringe Benefits:PERS UAL	61,641	46,588	51,930	5,342
60023.0000 Uniform and Tool Allowance	-	462	462	
60027.0000 Payroll Taxes Non-Safety	3,445	4,138	4,386	248
60031.0000 Payroll Adjustments	183	-	-	
Salaries & Benefits	380,624	425,266	453,211	27,945
62170.0000 Private Contractual Services	\$ 117,201	\$ 30,000	\$ 30,000	
62300.0000 Special Dept Supplies	28,358	10,000	10,000	
62496.0000 Fund 537 Computer System Rental	59,411	44,123	48,350	4,227
62755.0000 Training	480	2,000	2,000	
62840.0000 Small Tools	-	5,500	5,500	
62895.0000 Miscellaneous Expenses	823	6,000	6,000	
Materials, Supplies & Services	206,273	97,623	101,850	4,227
Total Expenses	\$ 586,898	\$ 522,889	\$ 555,061	\$ 32,172

Street and Sanitation Division



The Street and Sanitation Division includes the Road and Parkway Maintenance Section, Weed Abatement Section, Flood Control Section, and Signs and Painting Section. The Street and Sanitation Division also oversees the removal of graffiti and oversees a citywide contract for landscape maintenance of medians and streetscapes. The Refuse Collection and Disposal Section is handled through the Enterprise Fund 498, included under a separate tab in the budget document.

DIVISION SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	10.150	10.150	16.150	6.000
Salaries & Benefits	\$ 1,017,669	\$ 1,016,165	\$ 1,699,116	\$ 682,951
Materials, Supplies, Services	1,659,816	2,139,590	2,869,575	729,985
TOTAL	\$ 2,677,485	\$ 3,155,755	\$ 4,568,691	\$ 1,412,936

Street and Sanitation Division

Signs and Painting Section

001.PW22B



The Signs and Painting Section oversees the installation/maintenance of traffic signs and markings on streets, curbs, crosswalks, and bikeways.

OBJECTIVES

- Administer traffic marking and sign maintenance programs.
- Maintain 10,000 street sweeping and parking signs.
- Maintain 11,000 traffic regulatory and warning signs.
- Maintain 16 miles of curb markings and 160 miles of traffic striping.
- Maintain 80,000 square feet of pavement markings (words and symbol legends).
- Install signs for new parking restrictions and traffic control regulations.
- Collect traffic counts and vehicle speeds.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 252,389	\$ 377,600	\$ 386,596	\$ 8,996
60006.0000 Overtime - Non-Safety	652	3,061	3,061	
60012.0000 Fringe Benefits	48,600	93,288	99,587	6,299
60012.1008 Fringe Benefits:Retiree Benefits	509	4,537	4,817	280
60012.1509 Fringe Benefits:Employer Paid PERS	24,323	38,827	39,048	221
60012.1528 Fringe Benefits:Workers Comp	48,169	44,406	24,046	(20,360)
60012.1531 Fringe Benefits:PERS UAL	67,821	37,869	52,850	14,981
60027.0000 Payroll Taxes Non-Safety	3,613	5,475	5,606	131
60031.0000 Payroll Adjustments	574	-	-	
Salaries & Benefits	446,651	605,063	615,611	10,548
62170.0000 Private Contractual Services	\$ 4,822	\$ 5,000	\$ 5,000	
62300.0000 Special Dept Supplies	57,640	55,000	55,000	
62405.0000 Uniforms & Tools	1,885	3,000	3,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	70,967	64,260	64,428	168
62496.0000 Fund 537 Computer System Rental	24,409	32,523	34,703	2,180
62755.0000 Training	-	3,000	3,000	
62840.0000 Small Tools	469	1,200	1,200	
62895.0000 Miscellaneous Expenses	1,282	2,000	2,000	
Materials, Supplies & Services	161,474	165,983	168,331	2,348
Total Expenses	\$ 608,125	\$ 771,046	\$ 783,942	\$ 12,896

Street and Sanitation Division

Roadway and Parkway Maintenance Section

001.PW32A



The Roadway and Parkway Maintenance Section consists of three separate repair areas: Asphalt Crew, Concrete Crew, and General Maintenance. This Section maintains streets, alleys, sidewalks, parking lots, overpasses, and underpasses throughout the City.

OBJECTIVES

- Clean up drains, channels, catch basin inlets, pedestrian tunnels, over/underpasses, parking lots, and designated properties at locations across the City.
- Remove and reconstruct tree root-damaged concrete sidewalks, driveways, curbs, and gutters.
- Oversee the Citywide graffiti removal contract.
- Manage the Citywide landscape maintenance contract.

CHANGES FROM PRIOR YEAR

The Roadway and Parkway Maintenance Section maintains median and island locations citywide. The utility budget for maintenance of several locations was moved from the Parks and Recreation Department to the Public Works Department for appropriate tracking.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	9,350	9,350	9,350	
60001.0000 Salaries & Wages	\$ 548,567	\$ 536,129	\$ 584,519	\$ 48,390
60006.0000 Overtime - Non-Safety	8,736	5,080	5,080	
60012.0000 Fringe Benefits	121,216	134,103	151,305	17,202
60012.1008 Fringe Benefits:Retiree Benefits	738	7,070	7,507	437
60012.1509 Fringe Benefits:Employer Paid PERS	52,077	56,169	60,254	4,085
60012.1528 Fringe Benefits:Workers Comp	75,426	63,049	36,357	(26,692)
60012.1531 Fringe Benefits:PERS UAL	113,655	106,508	127,564	21,056
60015.0000 Wellness Program Reimbursement	455	-	-	
60027.0000 Payroll Taxes Non-Safety	7,961	7,774	8,476	702
60031.0000 Payroll Adjustments	2,263	-	-	
Salaries & Benefits	931,094	915,882	981,062	65,180
62000.0000 Utilities	\$ 147,372	\$ 140,000	\$ 291,000	\$ 151,000
62170.0000 Private Contractual Services	320,197	506,425	716,425	210,000
62170.1001 Temp Staffing	6,660	-	-	
62220.0000 Insurance	482,047	749,762	1,000,730	250,968
62300.0000 Special Dept Supplies	92,684	87,108	87,108	
62405.0000 Uniforms & Tools	9,709	9,100	9,600	500
62420.0000 Books & Periodicals	-	500	-	(500)
62475.0000 Fund 532 Vehicle Equip Rental Rate	419,774	453,015	387,003	(66,012)
62485.0000 Fund 535 Communications Rental Rate	69,087	68,945	69,087	142
62496.0000 Fund 537 Computer System Rental	20,758	30,793	35,949	5,156
62700.0000 Memberships & Dues	-	374	374	
62710.0000 Travel	-	2,150	2,150	
62755.0000 Training	471	7,100	7,100	
Materials, Supplies & Services	1,568,759	2,055,272	2,606,526	551,254
Total Expenses	\$ 2,499,853	\$ 2,971,154	\$ 3,587,588	\$ 616,434

Street and Sanitation Division

Weed Abatement Section

001.PW32B



The Weed Abatement Section handles the City's weed removal from sidewalks, alleys, and private property. This Section is responsible for administering weed abatement.

OBJECTIVES

- Safely complete the citywide weed control program.
- Administer anti-litter and litter nuisance programs.
- Maintain an effective weed abatement program and provide the necessary notification to property owners of the related regulations.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	0.200	0.200	0.200	
60001.0000 Salaries & Wages	\$ 17,673	\$ 17,342	\$ 18,040	\$ 698
60006.0000 Overtime - Non-Safety	130	106	106	
60012.0000 Fringe Benefits	2,466	3,089	3,294	205
60012.1008 Fringe Benefits:Retiree Benefits	16	151	161	10
60012.1509 Fringe Benefits:Employer Paid PERS	1,700	1,830	1,873	43
60012.1528 Fringe Benefits:Workers Comp	2,289	2,039	1,122	(917)
60012.1531 Fringe Benefits:PERS UAL	2,988	3,353	3,867	514
60027.0000 Payroll Taxes Non-Safety	253	251	262	11
Salaries & Benefits	27,514	28,161	28,725	564
62170.0000 Private Contractual Services	\$ 14,654	\$ 32,000	\$ 32,000	
62300.0000 Special Dept Supplies	271	440	440	
62475.0000 Fund 532 Vehicle Equip Rental Rate	915	1,401	889	(512)
62496.0000 Fund 537 Computer System Rental	583	757	791	34
Materials, Supplies & Services	16,423	34,598	34,120	(478)
Total Expenses	\$ 43,937	\$ 62,759	\$ 62,845	\$ 86

Street and Sanitation Division

Flood Control Section

001.PW32D



The Flood Control Section is responsible for managing the City's flood control efforts involving the following tasks: emergency flood response, placing sandbags, offering free sandbags to residents during emergencies, cleaning storm drains and storm drain easements, and cleaning up mudslides, rocks, and debris from streets/debris basins.

OBJECTIVES

- Clean storm drains, storm drain easements, and debris basins in accordance with State requirements.
- Clean mudslides, rocks, and debris from streets during and after heavy rainstorms.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	0.600	0.600	0.600	
60001.0000 Salaries & Wages	\$ 33,984	\$ 42,163	\$ 44,805	\$ 2,642
60006.0000 Overtime - Non-Safety	641	2,943	2,943	
60012.0000 Fringe Benefits	6,242	9,397	10,047	650
60012.1008 Fringe Benefits:Retiree Benefits	51	454	482	28
60012.1509 Fringe Benefits:Employer Paid PERS	3,316	4,330	4,531	201
60012.1528 Fringe Benefits:Workers Comp	5,551	4,958	2,787	(2,171)
60012.1531 Fringe Benefits:PERS UAL	8,406	7,266	7,473	207
60027.0000 Payroll Taxes Non-Safety	505	611	650	39
60031.0000 Payroll Adjustments	367	-	-	
Salaries & Benefits	59,062	72,122	73,718	1,596
62085.0000 Other Professional Services	\$ 53,460	\$ -	\$ -	
62170.0000 Private Contractual Services	4,871	24,000	34,000	10,000
62300.0000 Special Dept Supplies	37	8,827	8,827	
62475.0000 Fund 532 Vehicle Equip Rental Rate	14,338	14,634	15,315	681
62496.0000 Fund 537 Computer System Rental	1,928	2,259	2,456	197
Materials, Supplies & Services	74,633	49,720	60,598	10,878
Total Expenses	\$ 133,696	\$ 121,842	\$ 134,316	\$ 12,474

Fleet and Building Maintenance Division



The Fleet and Building Maintenance Division maintains and repairs all General Government City-owned equipment and buildings (non-BWP). The Fleet Services Section repairs a diverse range of conventional and alternative fueled vehicles and equipment. This Section also maintains the physical infrastructure for the City's vehicle fueling systems, which includes citywide underground fuel storage tanks and the CNG and Hydrogen fueling stations. Funding for the Fleet is handled in the Internal Services Fund 532. The Building Maintenance Section consists of Facilities Maintenance and Custodial Services, handling the maintenance, repairs, and life cycle replacements of all General Government City-owned facilities and infrastructure.

DIVISION SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	35.000	34.940	34.940	
Salaries & Benefits	\$ 3,252,445	\$ 3,482,929	\$ 3,644,573	\$ 161,644
Materials, Supplies, Services	1,512,363	1,528,027	1,533,331	5,304
TOTAL	\$ 4,764,808	\$ 5,010,956	\$ 5,177,904	\$ 166,948

Fleet and Building Maintenance Division

Facilities Maintenance Section

001.PW33A



The Public Works Facilities Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities and general infrastructure. These accounts support salaries, utilities, uniforms, training, and internal charges for the Facilities Maintenance Section, including the construction and maintenance, carpenter, and paint crews. Funding for Materials, Supplies, and Services (MS&S) of the work performed by this Section is included in the Internal Services Fund 534 budget.

OBJECTIVES

Support salaries, utilities, uniforms, and training.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	15,000	14,940	14,940	
60001.0000 Salaries & Wages	\$ 1,061,724	\$ 1,113,838	\$ 1,173,972	\$ 60,134
60006.0000 Overtime - Non-Safety	81,138	66,733	66,733	
60012.0000 Fringe Benefits	216,036	234,204	250,261	16,057
60012.1008 Fringe Benefits:Retiree Benefits	1,672	11,342	12,043	701
60012.1509 Fringe Benefits:Employer Paid PERS	101,486	115,086	119,371	4,285
60012.1528 Fringe Benefits:Workers Comp	117,533	107,406	60,735	(46,671)
60012.1531 Fringe Benefits:PERS UAL	185,575	204,635	225,116	20,481
60015.0000 Wellness Program Reimbursement	609	-	-	
60023.0000 Uniform and Tool Allowance	-	381	381	
60027.0000 Payroll Taxes Non-Safety	16,238	16,151	17,023	872
60031.0000 Payroll Adjustments	7,016	-	-	
Salaries & Benefits	1,789,027	1,869,776	1,925,635	55,859
62000.0000 Utilities	\$ 581,484	\$ 647,008	\$ 647,008	
62140.0000 Special Services	2,098.83	-	-	
62170.0000 Private Contractual Services	6,669	-	-	
62170.1001 Temp Staffing	(1,020)	-	-	
62300.0000 Special Dept Supplies	76,269	-	-	
62405.0000 Uniforms & Tools	5,968	6,200	6,200	
62450.0000 Building Grounds Maint & Repair	5,090	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	153,354	143,099	109,212	(33,887)
62485.0000 Fund 535 Communications Rental Rate	81,816	81,748	81,816	68
62496.0000 Fund 537 Computer System Rental	58,099	72,717	88,729	16,012
62755.0000 Training	356	5,500	5,500	
63050.0000 Non-Capitalized Assets	14,180	-	-	
Materials, Supplies & Services	984,363	956,272	938,465	(17,807)
Total Expenses	\$ 2,773,390	\$ 2,826,048	\$ 2,864,100	\$ 38,052

Fleet and Building Maintenance Division

Custodial Services Section

001.PW33B



The Custodial Services Section is responsible for cleaning general City buildings.

OBJECTIVES

- Provide housekeeping services, including vacuuming, mopping, dusting, sweeping, buffing floors, and emptying trash.
- Provide sanitary cleaning services for restrooms.
- Provide service of delivering special mail.
- Provide building security lock-up service.
- Provide furniture set-up for meetings and other events.
- Provide recycling container servicing.
- Investigate and facilitate the use of green products when available.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	20,000	20,000	20,000	
60001.0000 Salaries & Wages	\$ 839,414	\$ 919,742	\$ 1,004,287	\$ 84,545
60006.0000 Overtime - Non-Safety	29,748	14,215	14,215	
60012.0000 Fringe Benefits	233,371	299,113	320,852	21,739
60012.1008 Fringe Benefits:Retiree Benefits	1,589	15,123	16,057	934
60012.1509 Fringe Benefits:Employer Paid PERS	80,319	96,200	103,366	7,166
60012.1528 Fringe Benefits:Workers Comp	120,693	108,162	62,467	(45,695)
60012.1531 Fringe Benefits:PERS UAL	138,910	147,262	183,132	35,870
60015.0000 Wellness Program Reimbursement	423	-	-	
60027.0000 Payroll Taxes Non-Safety	12,203	13,336	14,562	1,226
60031.0000 Payroll Adjustments	6,746	-	-	
Salaries & Benefits	1,463,417	1,613,153	1,718,938	105,785
62170.0000 Private Contractual Services	\$ 209,346	\$ 387,517	\$ 387,517	
62170.1001 Temp Staffing	121,021	-	-	
62300.0000 Special Dept Supplies	138,244	105,000	105,000	
62310.0000 Office Supplies, Postage & Printing	200	200	-	(200)
62405.0000 Uniforms & Tools	5,314	4,300	4,500	200
62435.0000 General Equipment Maint & Repair	1,525	1,601	1,601	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,791	8,438	19,161	10,723
62496.0000 Fund 537 Computer System Rental	43,558	61,199	73,587	12,388
62755.0000 Training	-	3,500	3,500	
Materials, Supplies & Services	528,000	571,755	594,866	23,111
Total Expenses	\$ 1,991,417	\$ 2,184,908	\$ 2,313,804	\$ 128,896

Field Services Administration

001.PW35A



The Field Services Administration Section provides administrative services to the Fleet and Building Maintenance and Street and Sanitation Divisions.

OBJECTIVES

- Process correspondence, maintain records/files, and assist customers.
- Respond to phone calls involving customer inquiries, complaints, and requests for services.
- Respond to citizen notifications/complaints regarding illegally dumped items and possible hazards.
- Use/monitor radio communications with field units for routine and emergency response as necessary.
- Maintain files on anti-litter ordinance violations and prepare notices to property owners not in compliance.
- Process evaluations and step increases, and maintain divisional personnel records.
- Maintain tonnage records of solid waste materials deposited at the City landfill, as well as diversion of recycled materials, tires, asphalt and concrete materials, scrap metal and greenwaste; prepare interdepartmental invoices; and process all regulatory fees.
- Maintain daily computer updates for over 26,000 commercial, special horse services, and residential refuse accounts.
- Schedule mandatory physical exams, as required for personnel to meet Cal-OSHA regulations.
- Schedule and maintain records of bulky collection requests and graffiti removal requests.
- Handle delivery and pick-up of uniforms for all Public Works employees; maintain the records and resolve uniform issues.
- Prepare and process special projects as needed.
- Provide meeting support to the Sustainable Burbank Commission and the Infrastructure Oversight Board.
- Prepare and track safety related records such as safety shoe/eyeglass requisitions and invoices, DMV medical forms, vehicular and industrial accident/illness incidents, open workers' compensation files, tailgate, and monthly inspection reports.

CHANGES FROM PRIOR YEAR

The Administration Division was reorganized by moving one Senior Clerk from cost center PW11A to Field Services and moving management of the Field Services clerical team to the Field office under the Senior Administrative Analyst.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	5,410	5,410	6,303	0,893
60001.0000 Salaries & Wages	\$ 515,794	\$ 539,363	\$ 598,107	\$ 58,744
60006.0000 Overtime - Non-Safety	12	3,055	3,055	
60012.0000 Fringe Benefits	88,416	92,510	112,371	19,861
60012.1008 Fringe Benefits:Retiree Benefits	535	4,091	4,343	252
60012.1509 Fringe Benefits:Employer Paid PERS	48,885	52,829	58,077	5,248
60012.1528 Fringe Benefits:Workers Comp	11,018	13,622	18,129	4,507
60012.1531 Fringe Benefits:PERS UAL	98,074	112,108	100,645	(11,463)
60015.0000 Wellness Program Reimbursement	103	-	-	
60027.0000 Payroll Taxes Non-Safety	7,600	7,821	8,673	852
60031.0000 Payroll Adjustments	2,169	-	-	
Salaries & Benefits	772,606	825,399	903,400	78,001
62170.0000 Private Contractual Services	\$ 310	\$ 1,000	\$ 1,000	
62220.0000 Insurance	66,734	32,804	66,102	33,298
62300.0000 Special Dept Supplies	17	400	400	
62310.0000 Office Supplies, Postage & Printing	6,503	11,272	11,000	(272)
62420.0000 Books & Periodicals	15	500	500	
62440.0000 Office Equip Maint & Repair	6,862	7,480	7,752	272
62455.0000 Equipment Rental	-	2,500	2,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	18,337	23,077	23,897	820
62485.0000 Fund 535 Communications Rental Rate	27,174	27,142	27,174	32
62496.0000 Fund 537 Computer System Rental	66,571	46,146	60,899	14,753
62700.0000 Memberships & Dues	138	330	330	
62710.0000 Travel	-	2,900	2,900	
62755.0000 Training	-	5,700	5,700	
Materials, Supplies & Services	192,661	161,251	210,154	48,903
Total Expenses	\$ 965,267	\$ 986,650	\$ 1,113,554	\$ 126,904

PUBLIC WORKS

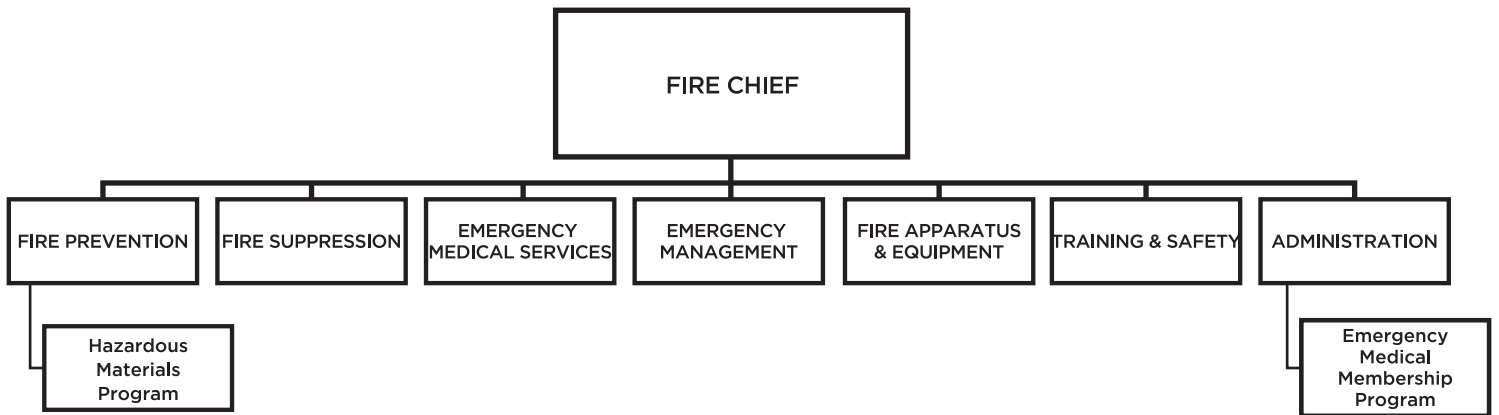
Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	1.783	1.783	0.903	-0.880
ADM OFCR	0.710	0.710	0.710	
AST PW DIR-FLEET&BLDG	1.000	1.000	1.000	
AST PW DIR-STR&SANT	0.650	0.650	0.650	
AST PW DIR-TRAF	1.000	1.000	0.000	-1.000
AST TRAF SIGNAL TECH	1.000	1.000	1.000	
CAP PROJS PROG MGR	0.000	1.000	1.000	
CARPENTER	1.000	1.000	1.000	
CARPENTER LEADWKR	1.000	1.000	1.000	
CEMENT FINISHER	0.950	0.950	0.950	
CHIEF AST PW DIR-CTY ENG	0.725	0.725	0.725	
CIVIL ENGNRG ASSOC	3.000	3.000	2.000	-1.000
CIVIL ENGNRG AST	1.000	0.000	0.000	
CONST AND MAINT WKR	5.000	5.000	5.000	
CONST INSP	1.000	1.000	1.000	
CONST SUPT	1.000	1.000	1.000	
CONST&MAINT LEADWKR	1.000	1.000	1.000	
CUSTODIAL LEADWKR	2.000	2.000	2.000	
CUSTODIAL SUPV	1.000	1.000	1.000	
CUSTODIAN	17.000	17.000	17.000	
ENGNRG AST-TRAF	0.000	1.000	1.000	
ENGNRG TECH	2.000	2.000	2.000	
EXEC AST	0.800	0.800	0.800	
FACILITIES MAINT MGR	1.000	1.000	1.000	
FINANCIAL ANALYST (M)	0.500	0.000	0.000	
FINANCIAL ANALYST (Z)	0.000	0.500	0.500	
HEAVY EQUIP OP	0.700	0.700	0.700	
HEAVY TRUCK DRIVER	1.200	1.200	1.200	
INTELLIGENT TRANS SYS SPECIALIST	1.000	1.000	1.000	
INTERMEDIATE CLK	2.000	1.000	1.000	
LABORER	2.500	2.500	2.500	
PAINTER	3.000	3.000	3.000	
PAINTER LEADWKR	1.000	1.000	1.000	
PARKING ANALYST	1.000	0.000	0.000	
PRIN CIVIL ENG (M)	1.500	1.500	1.500	
PRIN CLK	0.880	0.880	0.880	
PRIN ENG-TRAF	0.500	0.500	0.500	
PROPOSED JOB - Z GROUP	1.000	0.000	0.000	
PW JOURNEYMAN	1.900	1.900	1.900	
PW SUPV	1.450	1.450	1.450	
PW DIR	1.000	1.000	1.000	
RIGHT OF WAY SPECIALIST	1.000	1.000	1.000	
SKILLED WKR	3.000	3.940	3.940	
SR ADM ANALYST (M)	0.800	0.800	1.573	0.773
SR CIVIL ENGNRG AST	1.000	1.000	1.000	
SR CIVIL ENG	0.000	0.000	1.000	1.000
SR CLK	3.900	3.900	3.900	
SR SEC	1.000	1.000	1.000	
STR MAINT LEADWKR	1.450	1.450	1.450	
SUPVG CONST INSP	0.500	0.500	0.500	
TRAF CTRL JOURNEYMAN	3.000	3.000	3.000	
TRAF ENGNRG MGR	0.000	0.000	1.000	1.000
TRAF SIGNAL MAINT SUPV	1.000	1.000	1.000	
TRAF SIGNAL OPERATIONS SPECIALIST	1.000	1.000	1.000	
TRAF SIGNAL TECH	3.000	3.000	3.000	
TRANS MGT CTR MGR	1.000	1.000	1.000	
UTILITY WKR	2.000	1.000	1.000	
TOTAL STAFF YEARS	90.338	88.338	88.231	-0.107



FIRE DEPARTMENT



FIRE



MISSION STATEMENT

The mission of the Burbank Fire Department is to protect and serve the community by mitigating the impacts of fires, medical emergencies, and hazardous situations on life, the environment and property through prevention, public education, and preparedness while adhering to the Department's shared values.

ABOUT FIRE

The Fire Department consists of seven Divisions: Fire Prevention, Fire Suppression, Emergency Medical Services (EMS), Emergency Management, Fire Apparatus and Equipment, Training and Safety, and Administration. These divisions function in a manner that allows the department to effectively serve the community in emergency and non-emergency

CHANGES FROM PRIOR YEAR

In FY 2020-21, the Fire Department completed two Firefighter Recruit Academies to train recruits in the delivery of all-risk emergency services. These rigorous academies provided the newest firefighters with the skills to perform their jobs effectively and safely.

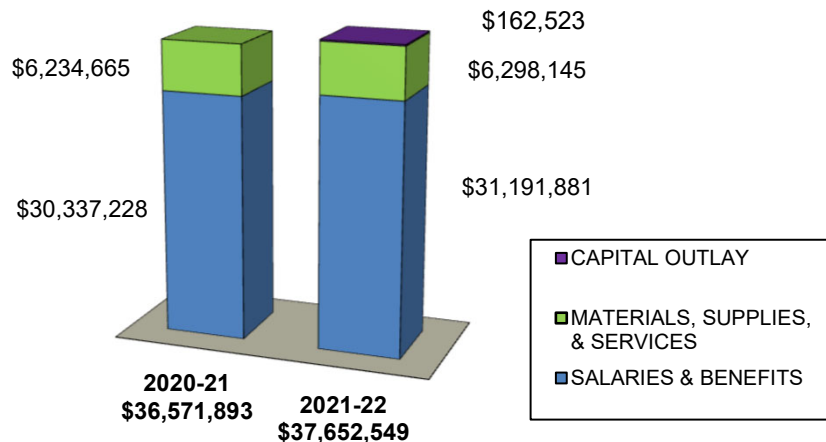
The Fire Department began a feasibility study on the Emergency Medical Services (EMS) Program and the deployment of resources. The study focuses on enhancing operational efficiencies and evaluating emerging best practices.

Additionally in FY 2020-21, the Fire Department placed three new Rescue Ambulances (RA's) into service, as part of the Fund 532 replacement process. The new RA's were a welcomed addition to the Fire Department fleet as the year 2000 reserve RA's were at the 20-year mark.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	136.000	136.000	136.000	
Salaries & Benefits	\$ 32,734,069	\$ 30,337,228	\$ 31,191,881	\$ 854,653
Materials, Supplies & Services	5,766,725	6,234,665	6,298,145	63,480
Capital Expenses	213,709	-	162,523	162,523
TOTAL	\$ 38,714,502	\$ 36,571,893	\$ 37,652,549	\$ 1,080,656

DEPARTMENT SUMMARY



2020-2021 WORK PROGRAM HIGHLIGHTS

- Purchased, outfitted, and placed into service three new rescue ambulances.
- Conducted research and wrote bid specifications for one tiller drawn aerial (truck) and one Command Vehicle.
- Replaced rescue tools (e.g., spreaders and cutters) used to extricate people in any trapped/transportation incidents.
- Prepared and conducted an Emergency Operations Center (EOC) drill, including the EOC notification process, to test City emergency readiness in the area of response and recovery.
- Continued National Incident Management System (NIMS) 100, 200, 300, 400, 700, and 800 courses for all City Staff members that are assigned duties in the EOC.
- Continued to work with County, State, and Federal agencies as well as Providence Saint Joseph Medical Center, the Hollywood Burbank Airport, Burbank Unified School District, and other stakeholders regarding coronavirus response, supply chain management, and contingency planning.
- Sent two to four Burbank Firefighters to paramedic training at the Paramedic Training Institute (PTI) in order to maintain paramedic staffing while retaining qualified personnel throughout all ranks.
- Continued to meet the equipment and training standards to support the Type 3 Light Duty Urban Search and Rescue Program.
- Completed Request for Proposal process and completed the feasibility study on the Emergency Medical Services Program and deployment of resources.
- Submitted the 2021 Annual Compliance Report to maintain accreditation status with the Center for Public Safety Excellence.
- Held a Recruit Firefighter Academy to train new recruits in the delivery of all-risk emergency services.
- Promoted and expanded the use of ProjectDox, an online plan approval system.
- Continued to address ongoing equipment needs and training requirements stipulated by the California Office of Emergency Services to maintain Burbank Fire Department's (BFD) HazMat Type 1 Team status.

2021-2022 WORK PROGRAM GOALS



Purchase and begin the build process for one tiller drawn aerial (truck).

December 2021



Purchase, outfit, and place into service one Command Vehicle.

March 2022



Look into the feasibility and coordinate with Public Works Department to transition the Burbank Fire Department fleet to renewable diesel fuel.

June 2022



Enhance the Continuity of Government (focusing on City Council and City Manager's duties) Plan for an emergency.

October 2021



Enhance the Continuity of Operations (focusing on critical City Department services) Plan for an emergency.

October 2021



Pursue funding source for two small towable Mass Casualty Incident Cache Trailers capable of quick response throughout the City.

June 2022

FIRE



2021-2022 WORK PROGRAM GOALS cont.



Develop section specific EOC training manuals per new California Governor's Office of Emergency Services guidance to meet their EOC qualification system.

June 2022



In conjunction with the Parks and Recreation Department, develop a Mass Care and Shelter Plan, which enhances evacuation shelter capabilities to become more self-reliant within the City of Burbank.

January 2022



Work with the Burbank Animal Shelter to develop a plan to keep pets with their owners at emergency evacuation shelters.

January 2022



Develop an Incident Support Guide to include reunification and logistics at large incidents at Burbank Unified School District facilities and the Hollywood Burbank Airport.

March 2022



Create and implement Company Officer Development Training Program.

May 2022



Write position descriptions for riding assignments in the engine and truck for incidents such as fire suppression, vehicle extrication, traffic collision, and elevator rescue.

April 2022



Implement a web-based third party reporting program to track inspection, testing, and code compliance of fire protection systems.

August 2021



Explore the feasibility of upgrading the fire prevention records management system.

January 2022




Develop a plan for enforcement of the Wood Shake Roof Ordinance in conjunction with the Community Development Department.


June 2022


FIRE



PERFORMANCE MEASURES


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Prevent loss of lives, property, and the environment through fire prevention services and community risk reduction efforts.			
Number of inspections performed by Prevention and Suppression staff.	3,950	454	3,950
Number of hazardous materials and underground tank inspections.	159	109	159
Number of fire hazard reduction/brush clearance inspections.	1,787	1,803	2,968


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Achieve timely, yet safe emergency response as established by the Burbank Fire Department Community Risk Assessment and Standards of Cover document to protect lives, property, and the environment.			
90th percentile total response time for the first unit on scene.	7:40	7:48	7:40
90th percentile turnout time for the first unit on scene.	1:35	2:17	1:35
Percent of single family homes where fire is contained to the room of origin.	100%	60%	100%
Percent of multi-family dwellings or multi-unit commercial structures where fire is contained to the unit of origin.	100%	100%	100%


	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Ensure that all firefighters are proficient in all types of emergency operations in order to maintain a well trained workforce that meets departmental and National Fire Protection Association's standards, ensures the rapid mitigation of all life threatening emergencies, and reduces the potential of workplace injuries.			
Number of hours for in-service trainings, multi-company drills and multi-agency drills.	20,550	10,742	20,550
Number of Emergency Medical Services Continuing Education hours.	1,350	1,301	1,350

FIRE



	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Educate the City's internal workforce to be fully trained disaster workers by providing disaster preparedness and response training and encouraging active participation in other programs such as the City's Emergency Operations Center (EOC).			
Number of emergency management training sessions/planning meetings.	8	0	8

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Achieve timely, yet safe emergency response as established by the Burbank Fire Department Community Risk Assessment and Standards of Cover document to provide consistent high quality emergency medical interventions utilizing medical industry quality assurance standards to meet all State and County treatment guidelines.			
90th percentile total response time for the first unit on scene.	New	6:54	5:30
Percent of times a patient with suspected cardiac chest pain receives a 12 lead electrocardiogram to detect a possible heart attack.	100%	86%	100%
Percent of times transmission of an electrocardiogram indicating a heart attack is attempted to the base hospital/ST-Elevation Myocardial Infarction Receiving Center for interpretation.	70%	53%	70%
Percent of time a patient with stroke symptoms is given a stroke screening in the field.	100%	97%	100%
Percent of time a stroke patient is transported to a Primary or Comprehensive Stroke Center.	100%	96%	100%
Percent of time there is a return of spontaneous circulation on a patient in cardiac arrest.	25%	34%	25%
Percent of time all engine (6) and truck (2) companies are staffed with at least 1 Paramedic.	95%	85%	96%

	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services			
Objective: Maintain local, state, and federal mutual and automatic aid commitments.			
Number of strike teams assignments and single resource/overhead assignments (Federal Incident Management Teams).	0	29	0

Fire Prevention Division

001.FD01A



The primary responsibility of the Fire Prevention Division is to anticipate and reduce the potential for fire by enforcing related laws, codes, and ordinances through business licenses and annual inspections of all occupancies, in addition to providing safety education programs. It is also responsible for the investigation of fires and the prosecution of those individuals found to blame for fires of an incendiary or arson related nature.

OBJECTIVES

- Conduct approximately 6,000 commercial, industrial and residential fire inspections.
- Investigate all complaints received.
- Investigate all significant or suspicious fires to determine the cause.
- Provide timely review of building fire alarm and fire sprinkler plans for fire code approval.
- Provide guidance and approval to produce film and television programs, including live audience productions.
- Provide plan checks for commercial and residential development and fire prevention system tests.
- Review emergency responses to ensure optimal service and reduction of false alarms.
- Provide fire safety education to students at public and parochial schools.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	10,700	10,700	10,700	
60001.0000 Salaries & Wages	\$ 235,261	\$ 274,049	\$ 277,500	\$ 3,451
60002.0000 Salaries & Wages - Safety	898,493	906,259	935,426	29,167
60002.3505 Safety Holiday Pay	20,177	19,914	19,207	(707)
60006.0000 Overtime - Non-Safety	2,406	1,653	1,653	
60007.0000 Overtime - Safety	277,573	265,630	265,630	
60012.0000 Fringe Benefits	55,473	71,939	76,794	4,855
60012.1008 Fringe Benefits:Retiree Benefits	373	3,554	4,576	1,022
60012.1509 Fringe Benefits:Employer Paid PERS	22,931	28,268	28,146	(122)
60012.1528 Fringe Benefits:Workers Comp	7,140	9,370	9,967	597
60012.1531 Fringe Benefits:PERS UAL	42,768	45,067	52,123	7,056
60015.0000 Wellness Program Reimbursement	193	-	-	
60016.0000 Fringe Benefits - Safety	116,137	101,119	117,639	16,520
60016.1008 Fringe Safety:Retiree Benefits	4,713	8,037	7,112	(925)
60016.1509 Fringe Safety:Employer Paid PERS	138,504	157,979	132,217	(25,762)
60016.1528 Fringe Safety:Workers Comp	178,668	129,850	105,392	(24,458)
60016.1531 Fringe Safety:PERS UAL	250,772	263,257	234,849	(28,408)
60023.0000 Uniform and Tool Allowance	5,577	5,000	5,000	
60027.0000 Payroll Taxes Non-Safety	3,479	3,974	4,024	50
60028.0000 Payroll Taxes Safety	15,468	13,430	13,842	412
60031.0000 Payroll Adjustments	17,810	-	-	
Salaries & Benefits	2,293,915	2,308,349	2,291,097	(17,252)

Fire Prevention Division

001.FD01A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 107,382	\$ 89,057	\$ 89,057	
62220.0000 Insurance	237,050	434,080	266,056	(168,024)
62300.0000 Special Dept Supplies	779	2,000	2,000	
62300.1006 Sp Dept Supplies:Public Education	7,500	7,500	7,500	
62316.0000 Software & Hardware	1,340	4,000	4,000	
62420.0000 Books & Periodicals	-	1,075	1,075	
62470.0000 Fund 533 Office Equip Rental Rate	7,607	7,607	-	(7,607)
62475.0000 Fund 532 Vehicle Equip Rental Rate	69,682	105,252	105,977	725
62485.0000 Fund 535 Communications Rental Rate	729,725	728,758	729,725	967
62496.0000 Fund 537 Computer System Rental	201,310	206,741	187,886	(18,855)
62700.0000 Memberships & Dues	1,010	1,000	1,000	
62710.0000 Travel	-	500	500	
62755.0000 Training	8,773	6,000	6,000	
62830.1000 Credit Card Merchant Fees	276	6,000	6,000	
62895.0000 Miscellaneous Expenses	885	1,000	1,000	
Materials, Supplies & Services	1,373,317	1,600,570	1,407,776	(192,794)
Total Expenses	\$ 3,667,233	\$ 3,908,919	\$ 3,698,873	\$ (210,046)

Hazardous Materials Program

001.FD01B



The Hazardous Materials Program administers the State-mandated Hazardous Materials Disclosure and Underground Storage Tank programs. The budgeted expenses of this program are offset by revenue derived from hazardous materials disclosure and underground storage tank fees.

OBJECTIVES

- Administer a program of site inspection, records review, and storage control of the handling and use of hazardous materials by local business and industry.
- Provide plan review, site inspections and permits to install, remove, or operate underground storage tanks.
- Review preliminary site investigation work plans to identify and mitigate contamination from unauthorized release of hazardous materials.
- Generate an estimated \$300,000 through the Certified Unified Program Agency (CUPA) Program billing for Hazardous Material handling and storage, permits/installation/removal and upgrades to underground storage tanks, permits, plan check fees, and system tests.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	2,300	2,300	2,300	
60001.0000 Salaries & Wages	\$ 153,006	\$ 167,477	\$ 171,966	\$ 4,489
60006.0000 Overtime - Non-Safety	2,406	-	-	
60012.0000 Fringe Benefits	34,103	36,443	38,868	2,425
60012.1008 Fringe Benefits:Retiree Benefits	200	1,739	1,847	108
60012.1509 Fringe Benefits:Employer Paid PERS	14,922	17,019	17,192	173
60012.1528 Fringe Benefits:Workers Comp	2,812	3,253	3,097	(156)
60012.1531 Fringe Benefits:PERS UAL	30,024	31,210	25,367	(5,843)
60015.0000 Wellness Program Reimbursement	133	-	-	
60031.0000 Payroll Adjustments	959	-	-	
60027.0000 Payroll Taxes Non-Safety	2,233	2,428	2,494	66
Salaries & Benefits	240,798	259,569	260,831	1,262
62170.0000 Private Contractual Services	\$ 368	\$ 1,000	\$ 1,000	
62420.0000 Books & Periodicals	-	925	925	
62475.0000 Fund 532 Vehicle Equip Rental Rate	6,588	6,936	2,359	(4,577)
62496.0000 Fund 537 Computer System Rental	7,146	6,021	10,265	4,244
62710.0000 Travel	-	500	500	
62755.0000 Training	1,707	3,000	3,000	
62895.0000 Miscellaneous Expenses	-	120	120	
Materials, Supplies & Services	15,808	18,502	18,169	(333)
Total Expenses	\$ 256,607	\$ 278,071	\$ 279,000	\$ 929

Fire Suppression

001.FD02A



The Fire Suppression Division is the most visible departmental operation. Providing trained personnel and equipment at all emergency scenes, the Division responds quickly and efficiently to all types of 911 emergencies, including fires (residential, commercial, industrial, high-rise, wildland, chemical, aircraft, railway, vehicle, electrical, etc.), engaging or assisting in any actions necessary to mitigate threats to life, property or the environment.

Suppression personnel also respond throughout the City, providing basic and advanced life support services in support of our paramedics. Additionally, a full service highly trained and certified Hazardous Materials Response Team and equipment are available to respond to all hazardous material incidents both locally and within the region.

OBJECTIVES

- Respond to an estimated 11,000 emergencies annually, including fires, emergency medical service incidents, HazMat incidents, technical rescues, and miscellaneous calls for assistance.
- Maintain established 90th percentile benchmarks for all fire incidents.
- Utilize Federal UASI (Urban Areas Security Initiative) Grant monies allocated to the Burbank Fire Department to fund training programs that will enhance the department's capability to respond to a terrorist incident.

CHANGES FROM PRIOR YEAR

Additional funding of \$139,000 will be contributed to Fund 532 to supplement the replacement of a water tender for fire suppression and wildland services.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	67.200	67.200	67.200	
60001.0000 Salaries & Wages	\$ 33,947	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	7,135,729	7,457,779	8,068,720	610,941
60002.2002 Salaries & wages - Deputy chief	10,415	-	-	
60002.3505 Safety Holiday Pay	503,590	565,665	566,438	773
60006.0000 Overtime - Non-Safety	402	-	-	
60007.0000 Overtime - Safety	2,681,533	1,475,358	1,475,358	
60012.0000 Fringe Benefits	7,305	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	3,282	-	-	
60016.0000 Fringe Benefits - Safety	1,132,142	1,051,184	1,251,113	199,929
60016.1008 Fringe Safety:Retiree Benefits	52,641	90,013	94,094	4,081
60016.1509 Fringe Safety:Employer Paid PERS	1,305,455	1,415,037	1,195,969	(219,068)
60016.1528 Fringe Safety:Workers Comp	1,561,441	1,124,887	953,321	(171,566)
60016.1531 Fringe Safety:PERS UAL	2,115,763	2,237,192	2,313,791	76,599
60023.0000 Uniform and Tool Allowance	61,015	65,400	65,400	
60027.0000 Payroll Taxes Non-Safety	502	-	-	
60028.0000 Payroll Taxes Safety	146,110	116,340	125,210	8,870
60031.0000 Payroll Adjustments	171,844	-	-	
Salaries & Benefits	16,923,118	15,598,855	16,109,414	510,559

Fire Suppression

001.FD02A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
62000.0000 Utilities	\$ 357,295	\$ 325,827	\$ 325,827	
62135.0000 Governmental Services	508,812	617,588	617,588	
62170.0000 Private Contractual Services	6,977	15,000	15,000	
62300.0000 Special Dept Supplies	116,782	3,500	3,500	
62300.1000 Special Dept Supplies:Fire Fighting	33,515	33,400	33,400	
62300.1001 Special Dept Supplies:Training	124,514	-	-	
62300.1002 Special Dept Supplies:Rescue	5,000	5,000	5,000	
62300.1003 Special Dept Supplies:Appliances	12,758	12,500	12,500	
62300.1004 Special Dept Supplies:Hazmat	9,613	10,960	10,960	
62300.1008 Sp Dept Supplies:Communications	9,949	4,000	4,000	
62316.0000 Software & Hardware	19,720	41,620	41,620	
62405.0000 Uniforms & Tools	36,578	46,500	46,500	
62420.0000 Books & Periodicals	-	500	500	
62435.0000 General Equipment Maint & Repair	9,220	12,000	12,000	
62435.1001 Equip Maint & Repair:Cylinder Service	6,854	6,000	6,000	
62450.0000 Building Grounds Maint & Repair	18,218	17,700	17,700	
62451.0000 Building Maintenance	21,235	20,250	20,250	
62455.0000 Equipment Rental	51,293	45,000	45,000	
62470.0000 Fund 533 Office Equip Rental Rate	95,725	119,907	160,631	40,724
62475.0000 Fund 532 Vehicle Equip Rental Rate	829,167	797,510	882,710	85,200
62496.0000 Fund 537 Computer System Rental	184,058	258,720	296,389	37,669
62635.0000 Emergency Preparedness	536	-	-	
62700.0000 Memberships & Dues	150	450	450	
62820.0000 Bond Interest & Redemption	186,261	131,957	71,649	(60,308)
62830.1000 Credit Card Merchant Fees	5,626	-	-	
62840.0000 Small Tools	3,494	3,500	3,500	
62845.0000 Bond/Cert Principal Redemption	915,750	1,017,000	1,129,500	112,500
Materials, Supplies & Services	3,569,099	3,546,389	3,762,174	215,785
70011.0000 Operating Equipment	\$ 57,954	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	-	-	139,000	139,000
Capital Expenses	57,954	-	139,000	139,000
Total Expenses	\$ 20,550,170	\$ 19,145,244	\$ 20,010,588	\$ 865,344

Emergency Medical Services

001.FD03A



The Emergency Medical Services (EMS) Division provides properly trained personnel and equipment to respond to calls for medical assistance with basic and advanced life support skills, as well as ambulance services to transport sick or injured persons to the appropriate medical facilities. In addition to Emergency Medical Technician (EMT), paramedic, and assessment paramedic duties, divisional personnel also perform regular fire suppression duties.

OBJECTIVES

- Respond to an estimated 9,000 Emergency Medical calls annually.
- Transport an estimated 4,500 patients to appropriate medical facilities annually.
- Maintain established 90th percentile benchmarks for all EMS incidents.
- Continue to provide a Medical Director and EMS Nurse Specialist to monitor, evaluate, and ensure that Paramedics are delivering the best, up-to-date, pre-hospital medical care to the Burbank community.

CHANGES FROM PRIOR YEAR

The department received \$23,523 in funding to purchase a third LUCAS device to complete the department's complement of two. LUCAS devices are used to provide high-quality, guidelines-consistent chest compressions to sudden cardiac arrest patients, enhancing life saving measures provided by paramedics.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	45.800	45.800	45.800	
60001.0000 Salaries & Wages	\$ 165,287	\$ 127,090	\$ 113,644	\$ (13,446)
60002.0000 Salaries & Wages - Safety	4,739,162	4,971,853	5,379,147	407,294
60002.2002 Salaries & wages - Deputy chief	6,944	-	-	
60002.3505 Safety Holiday Pay	334,800	377,110	377,626	516
60006.0000 Overtime - Non-Safety	268	696	696	
60007.0000 Overtime - Safety	1,780,694	592,432	592,432	
60012.0000 Fringe Benefits	15,072	18,895	19,808	913
60012.1008 Fringe Benefits:Retiree Benefits	78	756	803	47
60012.1509 Fringe Benefits:Employer Paid PERS	11,009	11,966	10,501	(1,465)
60012.1528 Fringe Benefits:Workers Comp	4,822	7,295	7,398	103
60012.1531 Fringe Benefits:PERS UAL	25,743	27,426	20,706	(6,720)
60016.0000 Fringe Benefits - Safety	753,313	700,789	834,075	133,286
60016.1008 Fringe Safety:Retiree Benefits	35,139	60,009	62,729	2,720
60016.1509 Fringe Safety:Employer Paid PERS	868,027	943,358	797,313	(146,045)
60016.1528 Fringe Safety:Workers Comp	1,040,961	749,925	635,548	(114,377)
60016.1531 Fringe Safety:PERS UAL	1,368,736	1,466,182	1,522,534	56,352
60023.0000 Uniform and Tool Allowance	40,677	43,600	43,600	
60027.0000 Payroll Taxes Non-Safety	1,637	1,843	1,648	(195)
60028.0000 Payroll Taxes Safety	97,023	77,560	83,473	5,913
60031.0000 Payroll Adjustments	114,685	-	-	
Salaries & Benefits	11,404,075	10,178,785	10,503,681	324,896

Emergency Medical Services

001.FD03A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
62135.0000 Governmental Services	\$ 7,019	\$ 7,000	\$ 7,000	
62170.0000 Private Contractual Services	65,933	67,000	67,000	
62300.0000 Special Dept Supplies	132,245	130,000	130,000	
62435.0000 General Equipment Maint & Repair	421	2,000	2,000	
62470.0000 Fund 533 Office Equip Rental Rate	-	96,752	101,959	5,207
62475.0000 Fund 532 Vehicle Equip Rental Rate	149,883	160,363	164,646	4,283
62496.0000 Fund 537 Computer System Rental	102,986	147,241	175,007	27,766
62700.0000 Memberships & Dues	300	495	495	
62710.0000 Travel	-	250	250	
62755.0000 Training	8,728	10,000	10,000	
62895.0000 Miscellaneous Expenses	-	400	400	
Materials, Supplies & Services	467,515	621,501	658,757	37,256
70011.0000 Operating Equipment	\$ -	\$ -	\$ 23,523	23,523
70023.0532 Capital Contribution:Fund 532	155,755	-	-	
Capital Expenses	155,755	-	23,523	23,523
Total Expenses	\$ 12,027,345	\$ 10,800,286	\$ 11,185,961	\$ 385,675

Emergency Management

001.FD04A



The Emergency Management Division makes Burbank a safer place in which to live and work. This is done by developing, implementing and maintaining a comprehensive program to ensure that the City and the community are ready for various threats including earthquake, hazardous material incidents, brush fires, plane crash, riot, and terrorism. Critical elements of the program include disaster preparedness, hazard mitigation, response procedures, and recovery operations.

OBJECTIVES

- Ensure effective and efficient community-wide response to disasters and other emergencies.
- Train City employees and residents for a disaster.
- Ensure a well-prepared emergency management organization, including a functional Emergency Operations Center (EOC) and disaster plan.
- Organize and train neighborhood response teams.
- Where possible, mitigate disaster-related hazards.
- Ensure prompt and effective disaster recovery.
- Reduce loss of life and property in the event of a disaster and return the community to normalcy as quickly as possible.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
60001.0000 Salaries & Wages	\$ 119,466	\$ 122,647	\$ 122,647	
60006.0000 Overtime - Non-Safety	-	5,743	5,743	
60012.0000 Fringe Benefits	15,742	19,258	20,466	1,208
60012.1008 Fringe Benefits:Retiree Benefits	77	756	803	47
60012.1509 Fringe Benefits:Employer Paid PERS	11,582	11,547	11,333	(214)
60012.1528 Fringe Benefits:Workers Comp	1,292	1,128	724	(404)
60012.1531 Fringe Benefits:PERS UAL	23,894	24,780	24,474	(306)
60023.0000 Uniform and Tool Allowance	-	266	266	
60027.0000 Payroll Taxes Non-Safety	1,734	1,778	1,778	
Salaries & Benefits	173,787	187,903	188,234	331
62170.0000 Private Contractual Services	\$ 5,371	\$ 10,000	\$ 10,000	
62300.0000 Special Dept Supplies	9,956	10,000	10,000	
62420.0000 Books & Periodicals	-	750	750	
62470.0000 Fund 533 Office Equip Rental Rate	-	5,211	5,211	
62475.0000 Fund 532 Vehicle Equip Rental Rate	6,631	-	-	
62496.0000 Fund 537 Computer System Rental	46,886	50,466	49,657	(809)
62635.1000 Emergency Preparedness:EOC	5,016	7,200	7,200	
62635.1001 Emergency Preparedness:CDV	2,651	2,500	2,500	
62635.1002 Emergency Prep:Zone Wardens	520	1,000	1,000	
62635.1003 Emergency Prep:Disaster Container	6,311	6,000	6,000	
62700.0000 Memberships & Dues	75	350	350	
62710.0000 Travel	-	250	250	
62755.0000 Training	1,512	5,000	5,000	
62895.0000 Miscellaneous Expenses	927	1,000	1,000	
Materials, Supplies & Services	85,854	99,727	98,918	(809)
Total Expenses	\$ 259,641	\$ 287,630	\$ 287,152	\$ (478)

Fire Apparatus and Equipment

001.FD05A



The Fire Equipment Maintenance shop with two highly trained and qualified personnel maintains all fire apparatus and equipment, be it heavy emergency apparatus or utility and staff support vehicles on a continual schedule. They are also on call for unanticipated emergencies on a 24-hour basis.

OBJECTIVES

- Remain current on fire equipment technology.
- Train Firefighters as to equipment use.
- Organize and maintain emergency standby equipment.
- Provide 24-hour, on-call response.
- Keep equipment ready for all types of emergencies.
- Maintain working relationships with other fire departments.
- Keep staff well-informed as to fire equipment operations.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
60001.0000 Salaries & Wages	\$ 165,185	\$ 164,472	\$ 174,431	\$ 9,959
60006.0000 Overtime - Non-Safety	1,681	610	610	
60012.0000 Fringe Benefits	27,854	30,756	32,853	2,097
60012.1008 Fringe Benefits:Retiree Benefits	154	1,512	1,606	94
60012.1509 Fringe Benefits:Employer Paid PERS	14,491	17,360	18,106	746
60012.1528 Fringe Benefits:Workers Comp	30,671	23,059	19,257	(3,802)
60012.1531 Fringe Benefits:PERS UAL	29,731	22,924	29,236	6,312
60023.0000 Uniform and Tool Allowance	1,000	500	500	
60027.0000 Payroll Taxes Non-Safety	2,355	2,385	2,529	144
Salaries & Benefits	273,122	263,578	279,128	15,550
62170.0000 Private Contractual Services	\$ 4,224	\$ 3,750	\$ 3,750	
62300.0000 Special Dept Supplies	3,120	1,200	1,200	
62405.0000 Uniforms & Tools	181	250	250	
62435.0000 General Equipment Maint & Repair	-	298	298	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,141	7,046	8,748	1,702
62496.0000 Fund 537 Computer System Rental	8,099	9,991	10,810	819
62700.0000 Memberships & Dues	80	100	100	
62755.0000 Training	-	2,000	2,000	
62895.0000 Miscellaneous Expenses	-	120	120	
Materials, Supplies & Services	23,846	24,755	27,276	2,521
Total Expenses	\$ 296,968	\$ 288,333	\$ 306,404	\$ 18,071

Training and Safety

001.FD06A



The Fire Department Training and Safety Division ensures that personnel are trained and competency is maintained to effectively, efficiently, and safely execute all responsibilities such as individual and company skills, organizational culture and values, and the multiple local, state, and federal requirements.

OBJECTIVES

- Continue to provide high level training for emergency responders in the areas of "all risk" incidents.
- Conduct a recruit class to fill vacancies from retirements.
- Implement appropriate phases of a flashover training program utilizing the Swede Survival System.
- Develop and implement leadership training for Company Officers.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	1,000	1,000	1,000	
60002.0000 Salaries & Wages - Safety	\$ 194,882	\$ 198,178	\$ 204,274	\$ 6,096
60002.3505 Safety Holiday Pay	6,956	-	-	
60007.0000 Overtime - Safety	47,327	122,044	122,044	
60012.0000 Fringe Benefits	1,062	-	-	
60016.0000 Fringe Benefits - Safety	27,412	23,288	24,812	1,524
60016.1008 Fringe Safety:Retiree Benefits	783	1,339	803	(536)
60016.1509 Fringe Safety:Employer Paid PERS	34,218	28,054	28,292	238
60016.1528 Fringe Safety:Workers Comp	34,898	27,785	22,552	(5,233)
60016.1531 Fringe Safety:PERS UAL	23,657	34,419	59,539	25,120
60023.0000 Uniform and Tool Allowance	1,000	1,000	1,000	
60028.0000 Payroll Taxes Safety	3,505	2,874	2,962	88
60031.0000 Payroll Adjustments	2,128	-	-	
Salaries & Benefits	377,828	438,981	466,278	27,297
62300.0000 Special Dept Supplies	\$ 29,138	\$ 26,200	\$ 26,200	
62420.0000 Books & Periodicals	5,452	3,000	3,000	
62470.0000 Fund 533 Office Equip Rental Rate	-	-	1,983	1,983
62475.0000 Fund 532 Vehicle Equip Rental Rate	13,217	20,196	12,570	(7,626)
62496.0000 Fund 537 Computer System Rental	9,218	10,328	10,427	99
62700.0000 Memberships & Dues	307	560	560	
62710.0000 Travel	408	500	500	
62755.0000 Training	22,818	30,676	30,676	
62755.1003 Live Fire Training	367	5,000	5,000	
62755.1004 ASHE (Active Shooter Hostile Event)	-	3,000	3,000	
62755.1005 Technical Rescue	-	2,000	2,000	
62755.1006 Professional Development	5,800	10,000	10,000	
62755.1007 Staffing	-	25,000	25,000	
62895.0000 Miscellaneous Expenses	963	1,000	1,000	
Materials, Supplies & Services	87,688	137,460	131,916	(5,544)
Total Expenses	\$ 465,516	\$ 576,441	\$ 598,194	\$ 21,753

Administration Division

001.FD07A



The Administration Division provides support to the operations of all divisions within the Fire Department. Activities conducted within this Division include financial management and budget preparation, personnel administration, departmental policies and procedures, legislative monitoring, and the coordination of technology improvements and other special projects. The Office of the Fire Chief is also within the Administration Division.

OBJECTIVES

- Oversee Department budget, purchasing, grants, and other financial systems.
- Recruit for the fire academy and hire qualified applicants to maintain appropriate levels of staffing and ensure the safety and security of the community.
- Provide administrative support and assistance to other divisions.
- Develop and implement new policies and procedures.
- Coordinate interdivisional and interdepartmental activities and special projects.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for City Council meetings.
- Monitor and implement City Council goals, priorities, and objectives.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGES FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 371,578	\$ 410,377	\$ 414,816	\$ 4,439
60002.0000 Salaries & Wages - Safety	252,127	277,077	278,723	1,646
60012.0000 Fringe Benefits	77,260	86,201	91,882	5,681
60012.1008 Fringe Benefits:Retiree Benefits	424	3,781	4,817	1,036
60012.1509 Fringe Benefits:Employer Paid PERS	35,059	39,893	39,635	(258)
60012.1528 Fringe Benefits:Workers Comp	7,952	9,085	9,231	146
60012.1531 Fringe Benefits:PERS UAL	102,804	81,353	76,736	(4,617)
60015.0000 Wellness Program Reimbursement	81	-	-	
60016.0000 Fringe Benefits - Safety	31,580	24,970	25,874	904
60016.1008 Fringe Safety:Retiree Benefits	791	1,339	-	(1,339)
60016.1509 Fringe Safety:Employer Paid PERS	42,474	49,475	38,603	(10,872)
60016.1528 Fringe Safety:Workers Comp	50,174	38,846	30,771	(8,075)
60016.1531 Fringe Safety:PERS UAL	63,828	67,843	71,074	3,231
60023.0000 Uniform and Tool Allowance	600	1,000	1,000	
60027.0000 Payroll Taxes Non-Safety	5,421	5,950	6,015	65
60028.0000 Payroll Taxes Safety	3,567	4,018	4,041	23
60031.0000 Payroll Adjustments	1,704	-	-	
Salaries & Benefits	1,047,425	1,101,208	1,093,218	(7,990)
62170.0000 Private Contractual Services	\$ 29,678	\$ 37,000	\$ 37,000	
62300.0000 Special Dept Supplies	5,010	5,000	5,000	
62300.1000 Special Dept Supplies:Fire Fighting	-	5,000	5,000	
62310.0000 Office Supplies, Postage & Printing	9,404	10,000	10,000	
62405.0000 Uniforms & Tools	30,182	28,000	28,000	
62435.1000 Equip Maint & Repair:Physical Fitness	724	2,600	2,600	
62455.0000 Equipment Rental	4,019	23,080	23,080	
62470.0000 Fund 533 Office Equip Rental Rate	34,378	34,378	37,639	3,261
62496.0000 Fund 537 Computer System Rental	20,429	28,453	32,590	4,137
62710.0000 Travel	-	500	500	
62745.0000 Safety Program	1,509	2,000	2,000	
62755.0000 Training	6,998	8,250	8,250	
62895.0000 Miscellaneous Expenses	1,267	1,500	1,500	
Materials, Supplies & Services	143,597	185,761	193,159	7,398
Total Expenses	\$ 1,191,022	\$ 1,286,969	\$ 1,286,377	\$ (592)

FIRE

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
EMERGENCY MGT CORD	1.000	1.000	1.000	
EMS NURSE SPECIALIST	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
FIRE ADMSTR	1.000	1.000	1.000	
FIRE BATTALION CHIEF	6.000	6.000	6.000	
FIRE CAPTAIN	27.000	27.000	27.000	
FIRE CHIEF	1.000	1.000	1.000	
FIRE ENG	26.000	26.000	26.000	
FIRE EQUIP MECH	1.000	1.000	1.000	
FIRE EQUIP SPECIALIST	1.000	1.000	1.000	
FIRE FIGHTER	60.000	60.000	60.000	
FIRE INSP I	1.000	1.000	1.000	
FIRE INSP II	1.000	1.000	1.000	
FIRE INSP MGR	1.000	1.000	1.000	
INTERMEDIATE CLK	4.000	4.000	4.000	
PRIN CLK	1.000	1.000	1.000	
SR CLK	1.000	1.000	1.000	
TOTAL STAFF YEARS	136.000	136.000	136.000	

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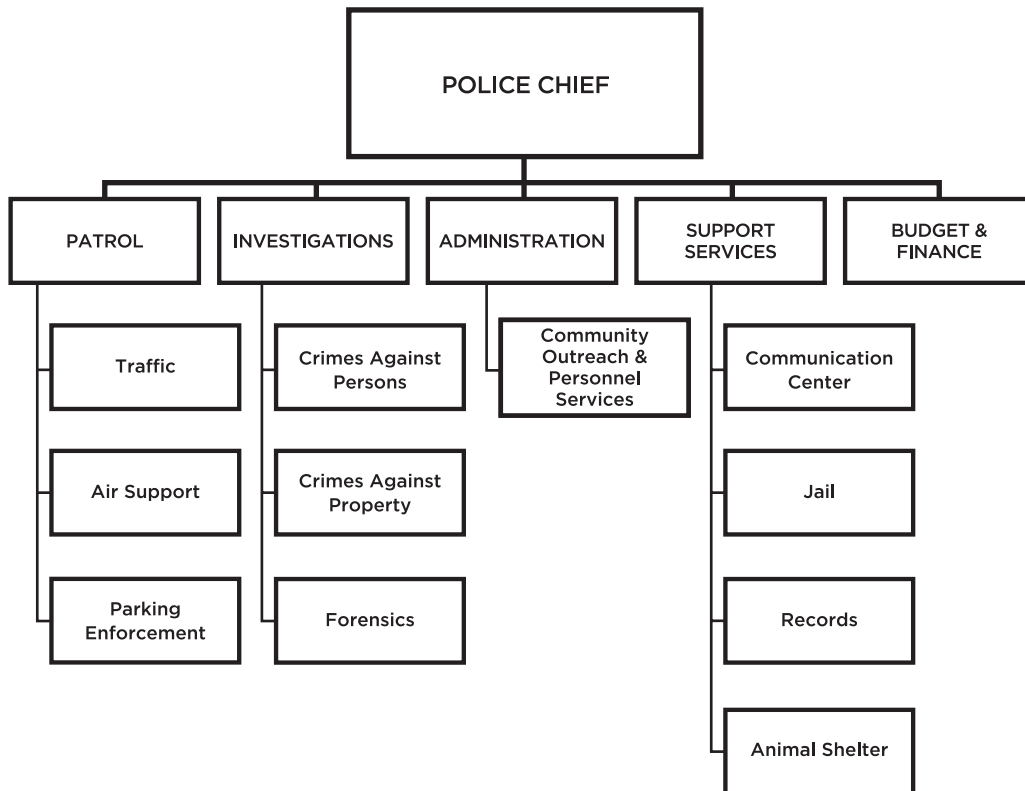




POLICE

POLICE DEPARTMENT

POLICE



POLICE



MISSION STATEMENT

The mission of the Burbank Police Department (BPD) is to protect life and property, provide professional police services, and work in partnership with the community.

The Department has also adopted the following core values: Respect - Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity - Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and Excellence - Quality through continuous improvement.

To accomplish its mission, the Department operates four major divisions: Patrol, Investigations, Administrative Services, and Support Services.

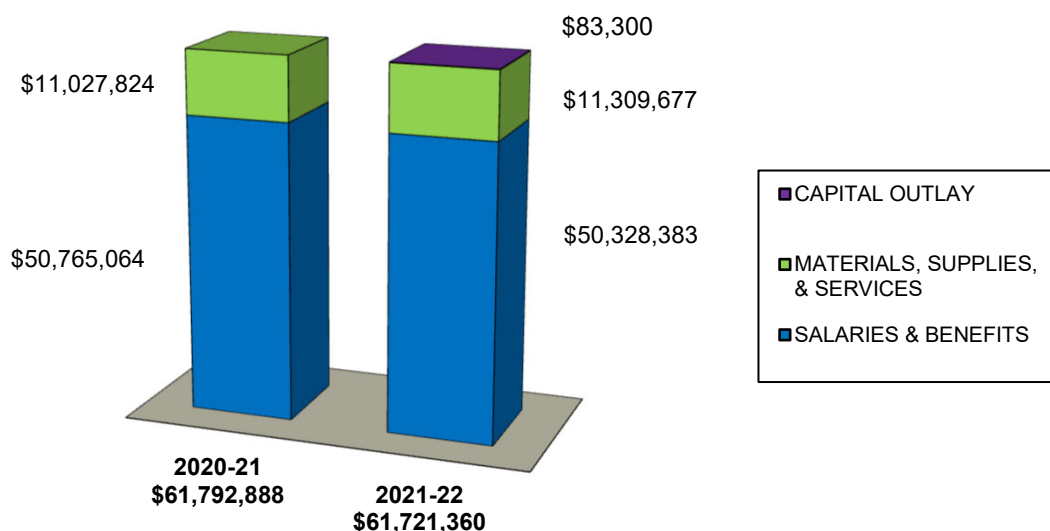
CHANGES FROM PRIOR YEAR

The adopted budget includes increased funding to support the enhancement of the services of the Department's Mental Health Evaluation Team (MHET) and to cover contractual adjustments. Increased MHET services will include a specially designed vehicle with a modified interior to provide transportation for individuals experiencing a mental health crisis in need of emergency hospitalization. Funds will also be used for adjustments to the Probation Officer contract with Los Angeles County to provide juvenile caseload services and to conduct specialized cleaning and decontamination services for all Department vehicles.

DEPARTMENT SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	271.280	274.280	274.280	
Salaries & Benefits	\$ 51,023,050	\$ 50,765,064	\$ 50,328,383	\$ (436,681)
Materials, Supplies & Services	9,948,919	11,027,824	11,309,677	281,853
Capital Expenses	765,593	-	83,300	83,300
TOTAL	\$ 61,737,561	\$ 61,792,888	\$ 61,721,360	\$ (71,528)

DEPARTMENT SUMMARY



2020-2021 WORK PROGRAM HIGHLIGHTS

- Pursuant to the Independent Monitor Agreement with the City of Burbank, the Office of Independent Review (OIR) provided its annual monitoring report of the Department at the joint City Council/Police Commission meeting held on July 14, 2020. Overall, the report found that the Department continues to perform effectively while serving the residents of the City. The report highlighted the Department's commitment to conducting meaningful assessments whenever force is used and commended the Department in taking all received complaints seriously and investigating them with objectivity and thoroughness. Several positive initiatives were noted, including advances in technology with the implementation of the body-worn and in-car camera systems, the impressive positive response received from the 2019 Community Survey, the work of the MHETin responding to issues surrounding the homeless population, the Department's commitment to maintaining a positive presence in the community through various community events, and the robust use of social media platforms.
- The Department has continued to maintain compliance within the Commission on Accreditation for Law Enforcement Agencies (CALEA) professional accreditation program. Initially accredited in 2014 and reaccredited in 2017, the Department is currently in the fourth year of its second reaccreditation cycle, with the next reaccreditation award scheduled for Fall 2021. The reaccreditation process requires continual quality assurance review of agency policies and processes in addition to the ongoing collection of various forms of documentation to demonstrate operational compliance with approximately 400 accreditation standards. The Department participated in compliance reviews in November 2020 and May 2021, during which CALEA assessors reviewed approximately 50 percent of the applicable standards. Areas reviewed included the use of force policy and incidents, disciplinary procedures, internal investigations, recruitment, training, property and evidence control, and jail operations.
- In August 2020, the Department finalized the completion of its 2020 - 2022 Strategic Plan. The plan was developed through a committee comprised of sworn and non-sworn staff at various levels of operational areas within the Department. The plan establishes an ambitious 22 initiatives to meet objectives within four identified goals: Optimizing Technology, Improving Quality of Life, Succession Planning, and Emergency Preparedness. Each initiative has an assigned project lead with various workgroups working towards the implementation to ensure continued progress towards achieving all goals and objectives by the end of the calendar year 2022.
- The Department maintained a variety of operational changes and safety measures in order to mitigate exposure and spread of the COVID-19 virus, both for employees and the members of the community we serve. These measures included continued acquisition and use of personal protection equipment such as gloves, eye protection, and face coverings, daily non-touch temperature screenings for all personnel, use of rapid-response testing for employees upon possible exposure, redundant deep cleaning processes throughout the Police/Fire facility, daily disinfecting of all vehicles, medical screening on appropriate calls by Communications Center personnel, and COVID-19 specific medical screening for all inmates prior to entering the jail facility. The Department's continued agility in responding to the pandemic has ensured the safety and health of officers and non-sworn personnel as they performed their duties and provided uninterrupted public safety services to the community throughout the pandemic.
- The Department debuted the new film permit website 'filmburbankca.com' on July 1, 2020. Development and implementation of the website was a year-long endeavor that involved collaboration with multiple City departments to include the Fire, Parks and Recreation, Community Development, and Public Works. The new website has streamlined the film permit process and created numerous efficiencies including allowing for the electronic submission of permits, automation and centralization of payments, and providing real-time information on permit requirements and status. The new website offers a contemporary look, provides an easy-to-navigate platform for users (to include members of the production industry and City staff), and brings the City up-to-date by providing a web-based system for film permitting services. The new website supports the important role of the production industry as part of the Burbank community and further solidifies the City's moniker as the "Media Capital of the World".
- The Burbank Police Department submitted a grant application for funding to support ongoing initiatives towards the detection of Fentanyl and response to Fentanyl exposure. Fentanyl is a highly dangerous synthetic opioid and continues to be a major public health concern with exposure in the field posing significant safety concerns for first responders. The Federal Bureau of Justice Assistance identified the detection of Fentanyl as a primary area of emphasis as an emerging challenge for law enforcement agencies. This funding will assist in the immediate and safe detection and identification of Fentanyl and other types of narcotics in the field. The grant was awarded in the amount of \$14,851 and was approved by Council on December 15, 2020.

2020-2021 WORK PROGRAM HIGHLIGHTS - cont.

- Despite limitations for available training opportunities due to the pandemic, the Police Department remained active in identifying and participating in contemporary training for staff at all levels. Approximately 50 members of staff, including supervisors and members of the Command Staff, attended training sessions titled 'Why'd You Stop Me/Community Policing in the 21st Century'. The focus of this training is increasing trust by proactively engaging with members of the community in both formal and informal settings, thus enhancing both officer and community safety. The curriculum includes topics such as implicit bias, procedural justice, tactical communications, and also supports a recommendation from the 2018 OIR monitoring report regarding the use of force incidents and identifying opportunities where disengagement may have been an option. This training incorporates communication strategies and de-escalation techniques that maximize the opportunity for professional interactions in support of this recommendation.
- With social distancing constraints in place due to the pandemic, the Department's Community Outreach and Personnel Services (COPS) Bureau developed new and innovative programs to maintain engagement opportunities with the community. In October 2020, the Department held a 'Reverse Trick or Treat' event, encouraging community members to color and decorate printable pumpkin templates and display the decorated pumpkins on the windows of their houses and apartments. Officers searched residences within the City for decorated pumpkins, sharing photos on social media and leaving behind a bag of treats for participants with over 260 households participating in the event. The Department also participated in the annual Heroes and Helpers holiday event aimed at providing less fortunate families with financial assistance to purchase gifts and other necessities during the holiday season. Staff worked with local businesses to secure donations and other items for the event, including gift cards and holiday food items, that were compiled in holiday-themed gift baskets. On December 9th, 2020, the Department worked in partnership with the Boys and Girls Club to host a socially-distanced drive-through event in the parking lot of the police station. Set to a backdrop of holiday decorations and music, 30 families drove through the event and were presented with gift baskets. Both events were well-received by community members, with many participants posting photos and tagging the Department on social media and expressing their appreciation to the Department for hosting these unique events.
- The Department continued optimizing social media for ongoing connectivity to the community. As of December 31, 2020, the Department had 85,805 dedicated followers across all various social media platforms, a 15 percent increase in the total number of followers from 2019.
- The Department continued its focused effort to recruit well-qualified candidates to fill its ranks of sworn officers and civilian positions through assertive ongoing recruitment efforts, utilization of the National Testing Network (NTN), and implementation of processes to expedite the background, onboarding, and orientation processes. The Department experienced great success in sworn recruitment during 2020, hiring a total of 23 candidates for either police recruit or police lateral. The Department is now competitive with staffing compared to other agencies in the region.
- Expanded the patrol-based Victim Follow-Up Assignment and Tracking System (V-FATS) to ensure timely follow-up with victims of property crimes by patrol officers. When a victim is not home, a customized door hanger is left at the location with the assigned beat officer's name and other pertinent information.
- Through grant funding, the Animal Shelter completed the installation of new feline cat condos and towers to replace older and deteriorating feline living quarters. The new feline living quarters are state of the art and were developed with input from veterinarians from the University of California Davis. These cat condos assist in the prevention of disease, offer feline residents improved mobility and behavioral health, and have an improved design for durability.

2021-2022 WORK PROGRAM GOALS



Continue to collaborate with the Burbank City Council and Police Commission to conduct an ongoing review of Department policies and practices and adhere to the OIR external oversight model that monitors the Department's operations.

On-going



Continue research and implementation of the initiatives outlined in the Department's 2020-2022 Strategic Plan.

On-going



Initiate research and assess emerging technology in law enforcement to replace the Department's aging Computer Aided Dispatch (CAD), Records Management System (RMS), Jail Management System (CMS), and mobile solutions.

June 2022



Ensure compliance with Federal National Incident-Based Reporting System (NIBRS) and State Racial and Identity Profiling Act (RIPA) mandated reporting standards.

Jan 2022



Implement regular standardized shift briefing training for all Patrol Officers utilizing externally developed curriculum to ensure the continued education of personnel on contemporary issues within law enforcement.

Oct 2021



Complete implementation of the customized electronic Daily Field Activity Report (e-DFAR) software version 2.0, enhancing data collected pertaining to all officer activities to support the continued measurement of performance at the officer, shift, and divisional levels.

Sep 2021



Continue to seek out and participate in trainings, webinars, community discussions, and other forums to remain active in the ongoing discussion regarding the national narrative on justice and policing practices.

On-going



In consultation with the Burbank City Attorney's Office, conduct training for officers and supervisory staff to enhance incident report writing practices.

Dec 2021



Expand the service delivery model of the MHET program through the addition of a second team, to support increased deployment to additional days of the week and an enhanced transportation model for the safe, secure, and compassionate transport of community members experiencing a mental health crisis.

June 2022



Optimize the use of social media to engage with the community and provide crime prevention/awareness information on a regular basis.

On-going



Complete Phase 4 of the reaccreditation process by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Nov 2021



Automate various Departmental logs such as the Watch Commander's Log, Sergeant's Log, and Jail Activity Log, into database formats to allow for enhanced information retrieval and data analysis.

June 2022



Continue to evaluate the Department's workload and manpower to ensure the appropriate alignment of resources to support the service delivery needs, to include opportunities for the civilianization of law enforcement functions as appropriate.

On-going



Utilize contemporary data crime analysis tools to include the implementation of real-time analytics "dashboards" to support strategized prevention, mitigation, and response measures for crime and traffic issues within the City.


On-going




Enhance officer safety and wellness through participation in training such as VALOR Essentials training to assist officers in remaining both physically and mentally prepared for duty and educate all employees regarding the resources available to them in an effort to cultivate positive and healthy work environment.

On-going

PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  Quality of Life				
Objective: Maintain a safe community with low crime and victimization levels.				
Per capita rate of crime per 100,000 residents.	N/A	N/A	N/A	2,700
Objective: Improve traffic safety.				
Total number of reported traffic collisions.	863	837	594	837
Total number of reported vehicle collisions involving pedestrians.	57	55	32	55
Total number of traffic complaints received from members of the community.	39	60	37	60
Objective: Enhance crime prevention and community engagement.				
Total number of graduates of the Community Academy program.	36	30	0	30
Total number of posts published on social media platforms pertaining to public safety, crime prevention, and community information.	N/A	N/A	N/A	600
Total number of presentations and/or participation in community events or forums.	85	40	41	50
Total number of coordination efforts with neighborhood watch groups.	N/A	N/A	N/A	10
Objective: Recruit and maintain a diversified workforce.				
Percentage of a minority race, ethnic, and gender group employees within the existing workforce (sworn and non-sworn personnel).	N/A	N/A	N/A	50%

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: Provide an appropriate response and intervention model for individuals experiencing a behavioral health crisis.				
Total number of calls for service responded to by the Mental Health Evaluation Team (MHET).	155	180	196	180
Objective: Link individuals with behavioral health needs to resources to support sustained care.				
Total number of case management and outreach efforts conducted by the Mental Health Evaluation Team (MHET).	221	300	404	325
Objective: Provide prompt and efficient response to requests for police services.				
Average response time for high-priority calls for service.	3:03	4:00	2:59	4:00
Average response time for all calls for service.	16:33	18:00	14:27	18:00

Patrol Division

001.PD01A-H



The Patrol Division is responsible for responding to all calls for services, conducting initial field investigations, and preventing crime through proactive, directed, and non-directed patrols. Patrol Division personnel are first responders to critical incidents and major events. The Division consists of the Patrol Bureau, Traffic Bureau, Special Weapons And Tactics (SWAT) Team for resolution of critical incidents, the K-9 Unit, Air Support Unit, Gang Enforcement Detail, and the Bicycle Detail. The functional objectives of the Patrol Division are the prevention of crime, deterrence of crime, apprehension of offenders, recovery and return of property, movement of traffic, public service, and disaster response.

The Traffic Bureau, a significant component of the Patrol Division, regulates and enforces pedestrian and vehicular traffic and parking laws and investigates traffic collisions. This Bureau is responsible for providing traffic education to the public. The Traffic Bureau also oversees Parking Control, which is a stand-alone cost center. The Traffic Bureau also oversees Citation Management, which is responsible for processing parking citations, scheduling appeals, issuing all residential and commercial alarm permits, and invoicing accordingly.

As a major production center for the motion picture and television industry, the City of Burbank actively promotes a positive atmosphere for production companies that film within City limits. The Film Permit Section is under the supervision of the Traffic Bureau.

A variety of operational changes have been made to increase effectiveness by concentrating deployments where/when call and crime volumes are heaviest and by increasing communications across all levels of the organization. Enhancement strategies in training, management, and equipment have also been implemented to support the heightened expectations.

OBJECTIVES

- Ensure discussion of current crime and traffic trends in each roll call briefing before each shift.
- Ensure each officer has at least one specific crime or traffic mission to accomplish during each shift.
- Provide visible crime prevention activities by uniformed patrol officers.
- Ensure daily self-initiated interaction between patrol officers and community members.
- Document all self-initiated, voluntary community contacts for inclusion in a database to enhance crime prevention efforts.
- Utilize strategic crime reduction tactics based upon accurate and timely crime trend analysis.
- Enforce traffic laws, target high accident locations, and assist in orderly traffic movement.
- Promptly investigate all observed or reported suspicious activities.
- Utilize the Gang Enforcement Detail to monitor all gang activity occurring in or affecting the City of Burbank. The Gang Detail will continue to interdict illegal gang-motivated activities by gathering criminal intelligence, engaging in enforcement activities, and applying other resources where appropriate.
- Prioritize the response to an investigation of violent crime, individuals driving under the influence of alcohol and/or drugs (DUI), and hate crimes.
- Make the investigation of violent crimes, Driving Under the Influence (DUI), hate crimes, and drug offenses a priority.
- Maintain readiness of the SWAT Team for the resolution of critical incidents.
- Utilize the Joint Air Support Unit to support patrol and traffic operations.
- Maintain emergency preparedness of all Patrol Division personnel.
- Ensure an emphasis on visible police patrols in the Burbank Town Center, the Empire Center, Downtown Burbank, and Magnolia Park.
- Maintain liaison with other Area C mutual aid law enforcement agencies.
- Provide an emphasis on self-initiated park checks by patrol personnel. Enforce all associated laws as appropriate and work in collaboration with the Parks and Recreation Department.
- Enhance public awareness of traffic safety through education programs at local schools, assisted living facilities, and other public forums.
- Continue to seek grant funding to support DUI and seatbelt enforcement activities.
- Conduct timely follow-up visits to crime victims by the patrol officers assigned to the beat where the crime occurred.
- Continue to support and participate in community education and public awareness programs such as the Neighborhood Watch program.
- Continue directed and external training to develop and enhance the skill sets of the Patrol and Traffic Bureau personnel to facilitate the delivery of service and crime reduction.

CHANGES FROM PRIOR YEAR

Increased funding of \$49,536 will support specialized cleaning and decontamination services for all Department vehicles, including Patrol, Parking Control, Animal Shelter, Jail, and Forensics vehicles, in an effort to ensure the continued health and safety of staff and members of the community.

Patrol Division

001.PD01A-H



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	111,150	111,150	113,150	2,000
60001.0000 Salaries & Wages	\$ 398,993	\$ 249,332	\$ 358,017	\$ 108,685
60002.0000 Salaries & Wages - Safety	11,112,660	12,784,179	12,827,596	43,417
60002.3505 Safety Holiday Pay	466,374	561,049	564,618	3,569
60002.2004 Salaries Safety: Field Training Officer	44,999	-	-	
60006.0000 Overtime - Non-Safety	9,227	10,000	10,000	
60007.0000 Overtime - Safety	2,459,201	485,969	485,969	
60012.0000 Fringe Benefits	97,124	63,095	99,174	36,079
60012.1008 Fringe Benefits:Retiree Benefits	231	2,269	4,135	1,866
60012.1509 Fringe Benefits:Employer Paid PERS	35,039	25,588	36,334	10,746
60012.1528 Fringe Benefits:Workers Comp	7,194	11,231	19,009	7,778
60015.0000 Wellness Program Reimbursement	225	-	-	
60016.0000 Fringe Benefits - Safety	1,860,945	2,141,728	2,105,123	(36,605)
60016.1008 Fringe Safety:Retiree Benefits	(4,940)	101,460	101,974	514
60016.1509 Fringe Safety:Employer Paid PERS	2,633,016	2,200,761	2,165,521	(35,240)
60016.1528 Fringe Safety:Workers Comp	2,532,683	2,047,158	1,398,147	(649,011)
60016.1531 Fringe Safety:PERS UAL	3,741,469	3,879,947	4,230,803	350,856
60012.1531 Fringe Benefits:PERS UAL	103,361	59,212	72,198	12,986
60023.0000 Uniform and Tool Allowance	94,227	95,000	95,000	
60027.0000 Payroll Taxes Non-Safety	4,386	3,615	5,191	1,576
60028.0000 Payroll Taxes Safety	192,655	193,506	194,187	681
60031.0000 Payroll Adjustments	28,434	-	-	
Salaries & Benefits	25,817,504	24,915,099	24,772,996	(142,103)
62085.0000 Other Professional Services	\$ 24,728	\$ 30,000	\$ 30,000	
62135.0000 Governmental Services	64,800	39,800	39,800	
62170.0000 Private Contractual Services	5,344	7,175	63,711	56,536
62220.0000 Insurance	1,287,622	1,224,133	1,301,309	77,176
62300.0000 Special Dept Supplies	55,607	26,000	26,000	
62310.0000 Office Supplies, Postage & Printing	10,663	14,000	14,000	
62316.0000 Software & Hardware	31,162	39,710	39,710	
62405.0000 Uniforms & Tools	4,767	7,850	7,958	108
62420.0000 Books & Periodicals	1,313	1,730	1,480	(250)
62435.0000 General Equipment Maint & Repair	4,922	8,000	8,250	250
62455.0000 Equipment Rental	1,538	2,075	2,075	
62470.0000 Fund 533 Office Equip Rental Rate	164,077	164,077	217,108	53,031
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,079,053	1,049,332	1,008,430	(40,902)
62485.0000 Fund 535 Communications Rental Rate	886,533	887,313	888,518	1,205
62496.0000 Fund 537 Computer System Rental	1,047,093	1,830,076	1,832,383	2,307
62700.0000 Memberships & Dues	199	545	545	
62745.0000 Safety Program	3,309	12,670	12,670	
62755.0000 Training	35,360	43,550	43,550	
62820.0000 Bond Interest & Redemption	227,653	161,282	87,572	(73,710)
62845.0000 Bond/Cert Principal Redemption	1,119,250	1,243,000	1,380,500	137,500
62895.0000 Miscellaneous Expenses	7,708	9,400	9,616	216
Materials, Supplies & Services	6,062,701	6,801,718	7,015,185	213,467
70011.0000 Operating Equipment	\$ 80,106	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	15,038	-	-	
Capital Expenses	95,144	-	-	
Total Expenses	\$ 31,975,349	\$ 31,716,817	\$ 31,788,181	\$ 71,364

Investigation Division

001.PD02A-D



The Investigation Division is responsible for conducting criminal investigations as well as collecting and analyzing evidence to support criminal prosecutions. The Investigation Division consists of the Detective Bureau, Forensics Specialist Section, and the High Tech Crime Unit.

Detective Bureau

The Detective Bureau consists of the Crimes Against Persons Unit and the Crimes Against Property Unit. The Crimes Against Persons Unit is comprised of the Juvenile Detail, Criminal Intelligence Detail, and Persons Detail. The Crimes Against Property Unit is comprised of the Crimes Against Property Detail and the Vice/Narcotics Detail. The School Resource Officers (SROs) report to the Juvenile Detail.

The Persons Detail investigates all violent crimes and those having the potential for violence. The Arson/Explosive Investigator is assigned to this Detail. The Criminal Intelligence Detail investigates most hate crimes and other criminal investigations that are sensitive in nature. The Property Detail investigates all larcenies, including burglary, auto theft, and fraud. The Vice/Narcotics Detail investigates complaints regarding alcohol, commercial sex, gambling, and narcotics violations. In addition, the Vice/Narcotics Detail has a detective specifically assigned to investigate gang-related crimes while acting as a liaison between the Investigations Division and the Patrol Division. The Juvenile Detail investigates juvenile crimes and child abuse investigations. The Juvenile Detail also oversees the School Resource Officer and Probation Officer programs.

Forensics Section

The Forensics Section processes crime scenes to collect and preserve evidence and conducts latent fingerprint comparisons using the Multimodal Biometric Identification System (MBIS) and the Integrated Automated Fingerprint Identification System (IAFIS) to identify suspects. The IAFIS is a national fingerprint and criminal history system maintained by the Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Division. The IAFIS maintains the largest biometric database in the world.

High Tech Crimes Unit

This unit is responsible for the forensic search and recovery of evidence from electronic devices such as computers and cell phones. The unit is part of the Internet Crimes Against Children (ICAC) Task Force, assisting with tips and investigating technology-facilitated child sexual exploitation and internet crimes against children.

OBJECTIVES

- Thoroughly investigate, solve, and assist in the prosecution of all cases with workable leads.
- Properly assess all narcotics and money laundering cases for potential asset forfeiture.
- Aggressively work to recover stolen property.
- Inform businesses that selling alcohol and tobacco products to minors is prohibited to reduce alcohol-related accidents and teen smoking.
- Successfully interact with juvenile victims and offenders to provide the proper intervention of a court or other social agencies to reduce recidivism.
- Thoroughly search for, collect, process, and analyze criminal evidence.
- Utilize technology, crime analysis, and forensic resources to solve and/or prevent crime.
- Actively participate in various multi-agency task forces.
- Actively identify crime trends and utilize appropriate resources to apprehend those responsible.
- Maintain current affiliation with professional law enforcement organizations most closely associated with criminal investigations.
- Conduct decoy programs targeting alcohol and cigarette sales to minors.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$10,000 will cover contractual adjustments for the existing contract with the County of Los Angeles Probation Department. This is a cost-sharing agreement with the County, with the City paying half of the cost for services of a full-time Deputy Probation Officer to provide caseload supervision for court-ordered juvenile probationers, conduct individual and group counseling with referred juveniles and caregivers, participate in the School Attendance Review Board, and serve as a liaison between the Police Department and County Probation Department.

Investigation Division

001.PD02A-D



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Year	39,250	39,250	39,250	
60001.0000 Salaries & Wages	\$ 320,698	\$ 364,407	\$ 370,829	\$ 6,422
60002.0000 Salaries & Wages - Safety	4,534,807	4,842,590	4,789,097	(53,493)
60002.3505 Safety Holiday Pay	180,129	207,236	207,456	220
60006.0000 Overtime - Non-Safety	31,767	9,800	9,800	
60007.0000 Overtime - Safety	1,171,956	113,488	113,488	
60012.0000 Fringe Benefits	57,553	76,163	81,191	5,028
60012.1008 Fringe Benefits:Retiree Benefits	386	3,781	5,018	1,237
60012.1509 Fringe Benefits:Employer Paid PERS	25,385	38,463	38,492	29
60012.1528 Fringe Benefits:Workers Comp	5,651	6,136	5,744	(392)
60016.0000 Fringe Benefits - Safety	795,878	690,476	678,609	(11,867)
60016.1008 Fringe Safety:Retiree Benefits	(1,543)	32,131	31,450	(681)
60016.1509 Fringe Safety:Employer Paid PERS	1,022,086	832,767	807,943	(24,824)
60016.1528 Fringe Safety:Workers Comp	952,732	774,643	521,640	(253,003)
60016.1531 Fringe Safety:PERS UAL	1,415,108	1,554,527	1,624,745	70,218
60012.1531 Fringe Benefits:PERS UAL	62,717	45,843	55,029	9,186
60023.0000 Uniform and Tool Allowance	29,942	46,000	46,000	
60027.0000 Payroll Taxes Non-Safety	4,298	5,284	5,377	93
60028.0000 Payroll Taxes Safety	79,744	73,222	72,450	(772)
60031.0000 Payroll Adjustments	1,449	-	-	
Salaries & Benefits	10,690,744	9,716,957	9,464,358	(252,599)
62085.0000 Other Professional Services	\$ 17,000	\$ 18,325	\$ 18,825	\$ 500
62125.0000 Medical Services	13,283	21,000	21,000	
62135.0000 Governmental Services	94,000	91,500	117,000	25,500
62140.0000 Special Services	55,976	10,000	10,000	
62170.0000 Private Contractual Services	10,492	17,700	17,700	
62300.0000 Special Dept Supplies	11,117	13,250	13,250	
62310.0000 Office Supplies, Postage & Printing	11,830	12,500	12,500	
62405.0000 Uniforms & Tools	1,922	2,550	2,550	
62420.0000 Books & Periodicals	399	780	780	
62435.0000 General Equipment Maint & Repair	5,219	7,050	7,050	
62455.0000 Equipment Rental	3,989	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	34,040	34,040	3,875	(30,165)
62475.0000 Fund 532 Vehicle Equip Rental Rate	251,453	249,678	224,667	(25,011)
62496.0000 Fund 537 Computer System Rental	168,950	215,543	254,355	38,812
62700.0000 Memberships & Dues	1,941	2,500	2,500	
62710.0000 Travel	813	1,100	1,100	
62745.0000 Safety Program	398	500	500	
62755.0000 Training	33,402	38,000	38,000	
62895.0000 Miscellaneous Expenses	1,011	950	950	
Materials, Supplies & Services	717,234	740,966	750,602	9,636
70011.0000 Operating Equipment	\$ 7,952	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	11,672	-	-	
Capital Expenses	19,624	-	-	
Total Expenses	\$ 11,427,602	\$ 10,457,923	\$ 10,214,960	\$ (242,963)

Administrative Services Division

001.PD03A-E



The Administrative Services Division is made up of the following: Office of the Chief of Police, Police Finance Section, Internal Affairs Bureau, Professional Standards Bureau, Community Outreach and Personnel Services Bureau, and the Crime Analysis Section. The Division provides operational support to the other divisions in the Department and is responsible for quality control assurance. The Office of the Chief of Police is responsible for overseeing the implementation of policies and procedures for the effective operation of the Department. The Police Finance Section administers the Department's budget and is responsible for allocating grant funding for law enforcement operations. The Professional Standards Bureau is responsible for policy and procedures updates, audits and inspections, and discovery requests. The Internal Affairs Bureau conducts administrative investigations, such as citizen complaints, and is responsible for the management of department-wide administrative investigations in the IAPro Early Warning System. The Division is also responsible for the research, assessment, and procurement of emerging technology for law enforcement use and crime analysis. The Crime Analysis Section provides relevant information regarding crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of crime.

OBJECTIVES

- Recruit, hire, and train qualified applicants with emphasis on gender and ethnic diversity to maintain authorized strength.
- Develop Police Explorers and Police Cadets for future careers in law enforcement as outlined by the California Commission on Peace Officer Standards and Training.
- Prepare new police recruits for the Police Academy by participating in a pre-academy program.
- Provide an avenue for community conflict resolution for non-criminal incidents.
- Maintain an employee scheduling and overtime tracking system to ensure efficient resource management.
- Establish, implement, and maintain department policies for reaccreditation by the CALEA.
- Provide training mandated by State, City, and accrediting agencies, coordinate other basic and ongoing training for employees, as well as fostering continued advancement in tactics, investigative, and supervisory practices.
- Maintain a Police Shooting Range for high-quality firearms and defensive tactics training.
- Maintain collaboration with the LA Department of Mental Health via the MHET Program to intervene in mental health cases and utilize the appropriate health care networking systems to manage high utilizers of mental health services.
- Provide the public with current crime information via CrimeMapping to enhance community-based policing efforts.
- Develop timely crime analysis reports to direct crime prevention and enforcement efforts.
- Purchase needed equipment and services as economically feasible as possible while ensuring high-quality standards.
- Conduct Community Academies in English, Spanish, Armenian, and for the hearing impaired, to give citizens a better understanding of the Department's operations.
- Provide other community crime prevention programs such as Neighborhood Watch, Business Watch, and safety presentations.
- Provide volunteer training for them to assist police personnel, support public safety, maximize police responsiveness, and promote positive relationships between members of the Police Department and the community.
- Work in conjunction with the City's Public Information Officer to utilize the Department's website and social media avenues to produce and broadcast crime prevention information.
- Provide information and a liaison to the media.
- Update the Department's Policy Manual as necessary through the use of a professional policy service (Lexipol).
- Continue to implement the IAPro Early Warning System by conducting annual audits to identify top utilizers for complaints, use of force incidents, and claims against the department.
- Assist the Department and employees with workers compensation issues.
- Produce timely Crime Alerts and a monthly newsletter for public dissemination through social media networks.
- Conduct internal affairs and citizen complaint investigations in an impartial, efficient, and timely manner.
- Continue to improve Internal Affairs Bureau roll-out protocols for critical incidents.
- Maintain a matrix of recurring internal audits and conduct audits.
- Provide administrative support and quality control to the other divisions.
- Oversee the Department's budget, purchasing, grants, and other financial systems.
- Coordinate and manage homeland security and other grant programs.
- Direct contact for the OIR as it relates to any staff report recommendations requiring a response from the Department.
- Serve as the clearinghouse for all administrative projects and internal investigations.

CHANGES FROM PRIOR YEAR

Increased funding of \$83,300 will support the enhancement of the services of the Department's Mental Health Evaluation Team (MHET). Increased MHET services will include a specially designed vehicle with a modified interior to provide transportation for individuals experiencing a mental health crisis in need of emergency hospitalization.

Administrative Services Division

001.PD03A-E



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	28,750	31,750	32,750	1,000
60001.0000 Salaries & Wages	\$ 1,163,933	\$ 1,275,009	\$ 1,280,775	\$ 5,766
60002.0000 Salaries & Wages - Safety	1,918,781	2,144,008	2,297,637	153,629
60002.3505 Safety Holiday Pay	58,964	83,324	88,139	4,815
60006.0000 Overtime - Non-Safety	24,186	7,200	7,200	
60007.0000 Overtime - Safety	226,595	54,329	54,329	
60012.0000 Fringe Benefits	157,274	293,054	324,446	31,392
60012.1008 Fringe Benefits:Retiree Benefits	1,352	10,964	15,856	4,892
60012.1509 Fringe Benefits:Employer Paid PERS	97,513	124,651	121,071	(3,580)
60012.1528 Fringe Benefits:Workers Comp	42,906	32,937	23,475	(9,462)
60012.1531 Fringe Benefits:PERS UAL	146,865	185,776	209,058	23,282
60016.0000 Fringe Benefits - Safety	224,153	270,253	285,841	15,588
60016.1008 Fringe Safety:Retiree Benefits	(722)	13,369	10,483	(2,886)
60016.1509 Fringe Safety:Employer Paid PERS	394,762	367,309	385,780	18,471
60016.1528 Fringe Safety:Workers Comp	390,358	341,673	249,075	(92,598)
60016.1531 Fringe Safety:PERS UAL	575,916	621,234	633,131	11,897
60022.0000 Car Allowance	-	4,488	4,488	
60023.0000 Uniform and Tool Allowance	10,596	9,000	9,000	
60027.0000 Payroll Taxes Non-Safety	16,226	18,488	18,571	83
60028.0000 Payroll Taxes Safety	28,752	32,296	34,594	2,298
60031.0000 Payroll Adjustments	9,095	-	-	
Salaries & Benefits	5,487,505	5,889,362	6,052,949	163,587
62000.0000 Utilities	\$ 318,415	\$ 324,767	\$ 324,767	
62085.0000 Other Professional Services	27,920	46,600	46,600	
62135.0000 Governmental Services	75,000	134,300	100,800	(33,500)
62170.0000 Private Contractual Services	69,102	129,600	129,600	
62170.1001 Temp Staffing	20,000	-	-	
62200.0000 Background Checks	9,153	7,900	7,900	
62300.0000 Special Dept Supplies	144,348	92,450	92,450	
62310.0000 Office Supplies, Postage & Printing	2,721	2,725	2,725	
62316.0000 Software & Hardware	111,877	124,100	124,100	
62405.0000 Uniforms & Tools	1,219	2,000	2,000	
62420.0000 Books & Periodicals	519	660	660	
62435.0000 General Equipment Maint & Repair	1,022	4,750	4,750	
62451.0000 Building Maintenance	5,043	5,500	5,500	
62455.0000 Equipment Rental	50,053	69,690	69,690	
62470.0000 Fund 533 Office Equip Rental Rate	117,457	64,538	64,538	
62475.0000 Fund 532 Vehicle Equip Rental Rate	43,925	39,447	38,154	(1,293)
62496.0000 Fund 537 Computer System Rental	123,278	177,410	204,165	26,755
62525.0000 Photography	585	4,000	4,000	
62700.0000 Memberships & Dues	10,469	13,720	13,720	
62710.0000 Travel	13,922	14,090	14,090	
62745.0000 Safety Program	41,052	39,350	39,350	
62755.0000 Training	61,346	90,500	90,500	
62800.0000 Fuel - Gas	135	1,000	1,000	
62830.1000 Credit Card Merchant Fees	5,862	-	-	
62895.0000 Miscellaneous Expenses	2,693	5,030	5,030	
Materials, Supplies & Services	1,257,117	1,394,127	1,386,089	(8,038)
70011.0000 Operating Equipment	\$ 650,825	\$ -	\$ -	
70023.0532 Capital Contribution:Fund 532	-	-	83,300	83,300
Capital Expenses	650,825	-	83,300	83,300
Total Expenses	\$ 7,395,447	\$ 7,283,489	\$ 7,522,338	\$ 238,849

Animal Shelter

001.PD04A



The Animal Shelter is part of the Support Services Division and is responsible for enforcing all laws related to the regulation, care, treatment, and impounding of animals, including licensing, inspection of kennels, stables and pet stores, and investigation of complaints. It is a full-service Animal Shelter that provides animal recovery, temporary shelter, adoption services, education, and enforcement to protect the welfare of animals and the community we serve.

OBJECTIVES

- Provide timely responses to citizen calls for service concerning loose domesticated animals, animal concerns, or complaints.
- Operate an efficient animal registration program.
- Maintain an active spay/neuter education program.
- Continue to promote the microchip animal identification program.
- Actively promote animal adoption and public education through community events, the Police Department website, social media, and other media outlets.
- Promote kitten adoption by nurturing and socializing newborn kittens through the Kitten Foster Program.
- Provide responsible animal care and the adoption of healthy animals by diagnosing and treating animals through the medical and vaccination program.
- Support the Career Technical Education Program to increase public awareness and inspire young people to consider a career in animal care.
- Continue educating elementary school students on animal care and other animal-related topics to foster compassion and understanding and diminish the potential for animal cruelty.
- Educate the community on co-existing with the various wildlife indigenous to Burbank.
- Actively apply for grants to enhance and support animal care programs.
- Actively seek community partnerships to enhance the services provided to the community and the animals served by the Shelter.
- Utilize volunteers to maximize the Shelter's operational effectiveness.
- Enhance the quality of life and adoption rates of long-term resident dogs through the Adult Dog Foster Program.

Animal Shelter

001.PD04A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	12,500	12,500	12,500	
60001.0000 Salaries & Wages	\$ 691,812	\$ 875,237	\$ 900,230	\$ 24,993
60006.0000 Overtime - Non-Safety	60,465	45,136	45,136	
60012.0000 Fringe Benefits	108,552	218,758	236,081	17,323
60012.1008 Fringe Benefits:Retiree Benefits	1,079	9,452	10,036	584
60012.1509 Fringe Benefits:Employer Paid PERS	62,368	89,572	90,155	583
60012.1528 Fringe Benefits:Workers Comp	113,685	93,231	70,234	(22,997)
60012.1531 Fringe Benefits:PERS UAL	152,797	136,734	137,435	701
60015.0000 Wellness Program Reimbursement	154	-	-	
60027.0000 Payroll Taxes Non-Safety	10,576	12,691	13,053	362
60031.0000 Payroll Adjustments	4,262	-	-	
Salaries & Benefits	1,205,751	1,480,811	1,502,360	21,549
62000.0000 Utilities	\$ 73,740	\$ 73,987	\$ 73,987	
62085.0000 Other Professional Services	8,916	14,000	14,000	
62170.0000 Private Contractual Services	8,508	12,500	16,000	3,500
62300.0000 Special Dept Supplies	109,886	110,250	110,250	
62310.0000 Office Supplies, Postage & Printing	12,250	19,500	19,500	
62405.0000 Uniforms & Tools	1,080	6,500	6,500	
62420.0000 Books & Periodicals	200	200	200	
62435.0000 General Equipment Maint & Repair	477	500	500	
62455.0000 Equipment Rental	749	900	900	
62470.0000 Fund 533 Office Equip Rental Rate	-	-	2,852	2,852
62475.0000 Fund 532 Vehicle Equip Rental Rate	35,179	41,148	35,404	(5,744)
62496.0000 Fund 537 Computer System Rental	86,186	92,683	92,447	(236)
62700.0000 Memberships & Dues	250	425	425	
62710.0000 Travel	-	450	450	
62755.0000 Training	1,685	2,500	2,500	
Materials, Supplies & Services	339,106	375,543	375,915	372
Total Expenses	\$ 1,544,857	\$ 1,856,354	\$ 1,878,275	\$ 21,921

Parking Enforcement

001.PD05A



Parking Enforcement is responsible for maintaining traffic safety by enforcing parking laws, removing vehicles that are obstructing the roadway, and impounding abandoned vehicles. Parking enforcement also supports traffic control efforts at special events and oversees the School Crossing Guard program, which provides service to specific school sites within the Burbank Unified School District.

OBJECTIVES

- Actively pursue parking enforcement to encourage voluntary compliance with State and local parking laws.
- Provide a program for impounding vehicles abandoned on public property.
- Ensure rapid and effective response to citizen complaints related to parking issues.
- Aggressively enforce fire lane and disabled parking violations.
- Assist the Crossing Guard Program as needed.
- Participate in and support traffic control efforts at special events.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Year	25,280	25,280	25,280	
60001.0000 Salaries & Wages	\$ 726,402	\$ 1,066,706	\$ 1,130,469	\$ 63,763
60006.0000 Overtime - Non-Safety	12,875	10,034	10,034	
60012.0000 Fringe Benefits	119,632	173,182	185,041	11,859
60012.1008 Fringe Benefits:Retiree Benefits	1,950	19,116	20,296	1,180
60012.1509 Fringe Benefits:Employer Paid PERS	46,284	112,591	68,506	(44,085)
60012.1528 Fringe Benefits:Workers Comp	11,786	9,814	6,670	(3,144)
60012.1531 Fringe Benefits:PERS UAL	120,946	116,205	102,273	(13,932)
60015.0000 Wellness Program Reimbursement	1,350	-	-	
60023.0000 Uniform and Tool Allowance	-	150	150	
60027.0000 Payroll Taxes Non-Safety	23,557	43,567	45,562	1,995
60031.0000 Payroll Adjustments	2,390	-	-	
Salaries & Benefits	1,067,170	1,551,365	1,569,001	17,636
62170.0000 Private Contractual Services	\$ 7,438	\$ 14,500	\$ 14,500	
62300.0000 Special Dept Supplies	1,054	2,200	2,200	
62310.0000 Office Supplies, Postage & Printing	7,672	8,000	8,000	
62405.0000 Uniforms & Tools	2,413	10,000	10,000	
62435.0000 General Equipment Maint & Repair	-	9,500	9,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	76,277	75,741	79,228	3,487
62496.0000 Fund 537 Computer System Rental	56,443	85,023	99,088	14,065
Materials, Supplies & Services	151,297	204,964	222,516	17,552
Total Expenses	\$ 1,218,467	\$ 1,756,329	\$ 1,791,517	\$ 35,188

Communication Center

001.PD06C



The Police Department operates a state-of-the-art 911 Communication Center which attained certification in 2013 by the National Center for Missing and Exploited Children. One of the functions of the Communication Center is to receive calls regarding potential emergencies and to provide first responders with as much accurate and complete information as possible to ensure a swift response by critical personnel to all emergency situations. The Communication Center is the vital first step in handling emergency calls from citizens for the Police and Fire Departments. Utilizing a system known as Computer-Aided Dispatch (CAD), the Communication Center assists with the efficient handling of requests for emergency and non-emergency services. The system is capable of reducing response times by making recommendations of service units to dispatch, taking into account the geographic location of the request and the availability of patrol units.

OBJECTIVES

- Maintain an effective Communication Center operation, ensuring that citizens receive a rapid response to calls for service.
- Ensure emergency preparedness such that emergency calls can be answered in the event of a disaster or other event that could incapacitate the 911 Communications Center.
- Develop and maintain new written policies in accordance with national standards.
- Provide supervisors with essential training in supervision and risk management.
- Continue to seek enhancements to the new NG911 System and provide ongoing training on the delivery of advanced emergency services.
- Install CAD monitors in various locations in the Department to enhance resource management and improve service delivery.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	16,000	16,000	16,000	
60001.0000 Salaries & Wages	\$ 896,129	\$ 1,104,159	\$ 1,180,530	\$ 76,371
60006.0000 Overtime - Non-Safety	337,810	156,130	156,130	
60012.0000 Fringe Benefits	187,526	242,759	259,723	16,964
60012.1008 Fringe Benefits:Retiree Benefits	1,234	12,098	12,846	748
60012.1509 Fringe Benefits:Employer Paid PERS	83,206	116,544	122,539	5,995
60012.1528 Fringe Benefits:Workers Comp	44,398	63,379	76,853	13,474
60012.1531 Fringe Benefits:PERS UAL	209,651	198,084	174,319	(23,765)
60015.0000 Wellness Program Reimbursement	450	-	-	
60027.0000 Payroll Taxes Non-Safety	17,259	16,010	17,118	1,108
60031.0000 Payroll Adjustments	1,555	-	-	
Salaries & Benefits	1,779,218	1,909,163	2,000,058	90,895
62170.0000 Private Contractual Services	\$ 9,846	\$ 10,000	\$ 10,000	
62300.0000 Special Dept Supplies	1,388	1,500	1,500	
62405.0000 Uniforms & Tools	1,862	2,000	2,000	
62420.0000 Books & Periodicals	525	850	850	
62435.0000 General Equipment Maint & Repair	726	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	29,440	43,429	52,556	9,127
62755.0000 Training	2,650	4,500	4,500	
62895.0000 Miscellaneous Expenses	240	240	240	
Materials, Supplies & Services	46,677	63,519	72,646	9,127
Total Expenses	\$ 1,825,895	\$ 1,972,682	\$ 2,072,704	\$ 100,022

Support Services Division

001.PD07A-E



The Support Services Division consists of bureaus and units that provide logistical and operational support for the other divisions of the Department. The Records Bureau, Property and Evidence Unit, and Facility Maintenance Unit help support the law enforcement mission of the Department.

The Records Bureau is responsible for gathering and processing all information related to arrests of adults and juveniles and all criminal records. Responsibilities also include researching and providing criminal history records to field officers, assisting the Jail with inmate searches, entering data involving criminal records, and assisting citizens at the public counter. The Records Bureau acts as the Custodian of Records in handling Subpoenas Duces Tecum and is responsible for completing Department of Justice audits of various databases, sealing records, and ensuring compliance with state and federal laws relating to public records requests. Maintaining the Department's records retention schedule and overseeing the approved destruction of records also falls under the Records Division.

The Property and Evidence Unit ensures the proper storage, disposal, and chain of custody of all property in the Department's custody in accordance with applicable policies and laws. The Property and Evidence Room operates in accordance with the International Association for Property and Evidence (IAPE) professional standards and best industry practices.

The Facility Maintenance Unit continually monitors and manages various facility security systems and addresses all building maintenance issues.

OBJECTIVES

- Conduct an ongoing review of policies and procedures.
- Adopt a revised Property and Evidence Manual providing best practice standards for packaging, storage, management, and recordation of evidence.
- Efficiently process and maintain all police records while maintaining citizen confidentiality.
- Continue to maintain a facility that is safe and secure for all employees and members of the public.

Support Services Division

001.PD07A-E



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	26,250	26,250	23,250	(3,000)
60001.0000 Salaries & Wages	\$ 1,313,387	\$ 1,439,399	\$ 1,358,465	\$ (80,934)
60002.0000 Salaries & Wages - Safety	417,847	586,874	465,011	(121,863)
60002.3505 Safety Holiday Pay	5,867	15,068	7,169	(7,899)
60006.0000 Overtime - Non-Safety	99,807	30,350	30,350	
60007.0000 Overtime - Safety	34,463	13,159	13,159	
60012.0000 Fringe Benefits	280,239	349,488	341,131	(8,357)
60012.1008 Fringe Benefits:Retiree Benefits	1,814	17,391	19,469	2,078
60012.1509 Fringe Benefits:Employer Paid PERS	129,786	150,554	139,635	(10,919)
60012.1528 Fringe Benefits:Workers Comp	53,365	79,117	83,959	4,842
60012.1531 Fringe Benefits:PERS UAL	247,028	281,212	290,649	9,437
60015.0000 Wellness Program Reimbursement	1,511	-	-	
60016.0000 Fringe Benefits - Safety	66,401	67,417	47,138	(20,279)
60016.1008 Fringe Safety:Retiree Benefits	(141)	3,049	1,906	(1,143)
60016.1509 Fringe Safety:Employer Paid PERS	94,616	99,266	76,352	(22,914)
60016.1528 Fringe Safety:Workers Comp	129,171	92,338	49,296	(43,042)
60016.1531 Fringe Safety:PERS UAL	197,624	213,000	146,120	(66,880)
60023.0000 Uniform and Tool Allowance	2,250	19,000	19,000	
60027.0000 Payroll Taxes Non-Safety	20,162	20,871	19,698	(1,173)
60028.0000 Payroll Taxes Safety	6,591	8,728	6,847	(1,881)
60031.0000 Payroll Adjustments	4,958	-	-	
Salaries & Benefits	3,106,747	3,486,281	3,115,354	(370,927)
62135.0000 Governmental Services	\$ 58,777	\$ 145,825	\$ 145,825	
62170.0000 Private Contractual Services	7,410	10,000	10,000	
62300.0000 Special Dept Supplies	9,031	8,000	8,000	
62310.0000 Office Supplies, Postage & Printing	10,691	12,500	12,500	
62405.0000 Uniforms & Tools	1,003	6,400	6,400	
62420.0000 Books & Periodicals	-	515	515	
62435.0000 General Equipment Maint & Repair	6,782	11,240	13,740	2,500
62455.0000 Equipment Rental	686	3,640	3,640	
62470.0000 Fund 533 Office Equip Rental Rate	6,553	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	12,836	14,758	15,133	375
62496.0000 Fund 537 Computer System Rental	113,352	145,033	157,465	12,432
62700.0000 Memberships & Dues	368	725	725	
62755.0000 Training	6,812	10,000	10,000	
62895.0000 Miscellaneous Expenses	-	400	400	
Materials, Supplies & Services	234,302	369,036	384,343	15,307
Total Expenses	\$ 3,341,049	\$ 3,855,317	\$ 3,499,697	\$ (355,620)

Air Support Unit

001.PD08A



In 2007, the cities of Burbank and Glendale pooled resources for the purpose of creating a Joint Air Support Unit (JASU). The merger enabled both cities to become more efficient and economical while enhancing the level of airborne law enforcement. The JASU operates out of a joint helicopter facility at the Burbank Airport, pursuant to a helicopter maintenance and operations lease between the two cities and the Bob Hope Airport Authority. The lease was entered into in 1993 and has an initial term of 30 years.

The Air Support Unit provides airborne crime suppression, responds to critical incidents, coordinates field responses, and is a force multiplier that enhances officer safety. The unit also engages in special operations assisting other City departments, with an emphasis on narcotics interdiction, code enforcement, Water and Power, and aiding the Fire Departments in airborne command and control operations involving the deployment of firefighters and equipment.

OBJECTIVES

- Emphasize routine and special operations proficiency training to ensure safety as a top priority.
- Integrate the helicopter program into the City's disaster planning, establishing missions and areas of responsibility.
- Provide special flight operations as necessary.
- Provide proper maintenance to ensure the safe operation of the aircraft.
- Provide air insertion capability for the Special Weapons and Tactics Team.
- Familiarize Department personnel with Air Support operations.
- Continue to share air resources with the City of Glendale.
- Continue cooperative patrol and flight schedule with the City of Pasadena.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,100	2,100	2,100	
60001.0000 Salaries & Wages	\$ 3,919	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	281,456	292,986	293,002	\$ 16
60002.2004 Salaries Safety: Field Training Officer	7,198	-	-	
60002.3505 Safety Holiday Pay	11,444	12,081	12,182	101
60007.0000 Overtime - Safety	44,985	4,373	4,373	
60012.0000 Fringe Benefits	707	-	-	
60016.0000 Fringe Benefits - Safety	41,813	42,269	41,544	(725)
60016.1008 Fringe Safety:Retiree Benefits	(95)	1,970	1,986	16
60016.1509 Fringe Safety:Employer Paid PERS	68,694	50,309	49,348	(961)
60016.1528 Fringe Safety:Workers Comp	58,616	46,797	31,861	(14,936)
60016.1531 Fringe Safety:PERS UAL	90,206	97,397	110,642	13,245
60023.0000 Uniform and Tool Allowance	2,100	5,000	5,000	
60028.0000 Payroll Taxes Safety	5,143	4,423	4,425	2
Salaries & Benefits	616,186	557,605	554,363	(3,242)
62135.0000 Governmental Services	\$ 391,233	\$ 369,367	\$ 369,367	
62220.0000 Insurance	8,394	9,515	9,209	(306)
62220.1003 Insurance:Helicopter	73,479	75,000	75,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	401,364	292,811	306,358	13,547
62496.0000 Fund 537 Computer System Rental	5,000	7,047	7,967	920
Materials, Supplies & Services	879,471	753,740	767,901	14,161
Total Expenses	\$ 1,495,657	\$ 1,311,345	\$ 1,322,264	\$ 10,919

Jail Operations

001.PD09A



The Jail is integral to any local government's public safety function and is an essential element of the local criminal justice system. The Jail provides a facility for prisoner bookings and short-term detention of pre-arraigned inmates. A well-managed, professional operation results in a safe and clean jail environment, which in turn reduces litigation and liability exposure and helps maintain a positive public image. An effective jail operation is achieved through compliance with standards and the efforts of a well-trained, motivated workforce.

OBJECTIVES

- Maintain a jail facility that meets or exceeds Federal, State, and local standards.
- Provide ongoing training and implement best practices involving handling belligerent prisoners, suicide prevention, strip searches, high-risk inmates, and prevention of assaults upon staff.
- Maintain the Jail Manual with current rules and regulations.
- Maintain monthly training regimen to review critical policies and procedures and for emergency preparedness, including fire suppression planning and emergency evacuation procedures.
- Provide ongoing review and, if necessary, amend booking procedures related to screening inmates for medical, psychological, and mental health issues.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	10,000	10,000	10,000	
60001.0000 Salaries & Wages	\$ 620,634	\$ 656,296	\$ 693,486	\$ 37,190
60006.0000 Overtime - Non-Safety	202,044	162,060	162,060	
60012.0000 Fringe Benefits	133,337	154,019	164,687	10,668
60012.1008 Fringe Benefits:Retiree Benefits	694	7,562	8,029	467
60012.1509 Fringe Benefits:Employer Paid PERS	55,116	68,219	70,852	2,633
60012.1528 Fringe Benefits:Workers Comp	112,552	100,676	72,400	(28,276)
60012.1531 Fringe Benefits:PERS UAL	115,723	100,073	115,374	15,301
60027.0000 Payroll Taxes Non-Safety	11,684	9,516	10,056	540
60031.0000 Payroll Adjustments	440	-	-	
Salaries & Benefits	1,252,224	1,258,421	1,296,944	38,523
62125.0000 Medical Services	\$ 151,350	\$ 163,180	\$ 163,180	
62135.0000 Governmental Services	2,144	12,000	12,000	
62170.0000 Private Contractual Services	52,764	60,700	65,210	4,510
62300.0000 Special Dept Supplies	33,605	48,700	48,700	
62405.0000 Uniforms & Tools	1,581	4,000	4,000	
62420.0000 Books & Periodicals	-	50	50	
62435.0000 General Equipment Maint & Repair	-	1,500	1,500	
62496.0000 Fund 537 Computer System Rental	17,418	27,721	33,490	5,769
62700.0000 Memberships & Dues	41	500	500	
62755.0000 Training	2,111	5,720	5,720	
62895.0000 Miscellaneous Expenses	-	140	130	(10)
Materials, Supplies & Services	261,014	324,211	334,480	10,269
Total Expenses	\$ 1,513,238	\$ 1,582,632	\$ 1,631,424	\$ 48,792

POLICE

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.500	4.500	7.500	3.000
ADM ANALYST II (M)	2.000	2.000	0.000	-2.000
ANIMAL CTRL OFCR	4.000	4.000	4.000	
ANIMAL SHELTER SUPT	1.000	1.000	1.000	
COMM OP	12.000	12.000	12.000	
COMM SUPV	4.000	4.000	4.000	
CRIME ANALYST	2.000	2.000	2.000	
CROSSING GUARD	14.280	14.280	14.280	
EXEC AST	1.000	1.000	1.000	
FORENSIC SPECIALIST	3.000	3.000	3.000	
FORENSIC SPECIALIST SUPV	1.000	1.000	1.000	
INTERMEDIATE CLK	1.000	1.000	1.000	
JAILER	9.000	9.000	9.000	
JAIL MGR	1.000	1.000	1.000	
KENNEL ATTENDANT	3.000	3.000	3.000	
PARKING CTRL OFCR	10.000	10.000	10.000	
PARKING CTRL SUPV	1.000	1.000	1.000	
POL ADMSTR	1.000	1.000	1.000	
POL CADET	3.500	3.500	3.500	
POL CAPTAIN	4.000	4.000	4.000	
POL CHIEF	1.000	1.000	1.000	
POL LIEUTENANT	9.000	9.000	9.000	
POL OFCR	95.000	95.000	95.000	
POL OFCR - DETECTIVE ASGNMT	29.000	29.000	29.000	
POL RCRDS MGR	1.000	1.000	1.000	
POL RCRDS TECH	8.000	8.000	8.000	
POL RCRDS TECH SUPV	3.000	3.000	3.000	
POL SERGEANT	22.000	22.000	22.000	
POL TECH	11.000	11.000	11.000	
PRIN CLK	2.000	2.000	1.000	-1.000
PUBLIC SFTY FACILITY TECH	1.000	1.000	1.000	
SR ADM ANALYST (M)	0.000	0.000	2.000	2.000
SR ANIMAL CTRL OFCR	1.000	1.000	1.000	
SR CLK	4.000	4.000	4.000	
SR RANGEMASTER-ARMORER	1.000	1.000	1.000	
SR SEC	2.000	2.000	0.000	-2.000
VETERINARIAN	1.000	1.000	1.000	
VETERINARY TECH	1.000	1.000	1.000	
TOTAL STAFF YEARS	271.280	274.280	274.280	



Non-Departmental

001.ND01A



The Non-Departmental section centrally budgets and accounts for General Fund functions not included in specific department budget sections. This section also includes the General City Capital Projects Fund 370.

BUDGET HIGHLIGHTS

Several General Fund expenses are not associated with a particular City department and thus are budgeted in Non-Departmental accounts. These items include taxes, education reimbursements for City employees, and transfers to other funds.

This year's Non-Departmental budget includes \$8.8 million in one-time funds that will be sent to CalPERS as part of the City's multi-year pension funding plan to address the City's unfunded pension liability and reduce future pension payments.

Continuing for this fiscal year is a \$4.7 million transfer to the Municipal Infrastructure Fund (Fund 534). This annual contribution is the General Fund's Maintenance of Effort (MOE) that was adopted in October 2018 as part of the City Council's Financial Policies and went into effect with the passage of the Burbank Infrastructure and Community Services Protection Measure, also known as Measure P.

Also included in the FY 2021-22 Budget is a contribution of \$1,197,442 to the City's Information Technology Fund (Fund 537) to support several Information Technology projects deemed critical to the City's operations.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
60012.1004 Fringe Benefits:Survivor Level 4	\$ 59,789	\$ 60,000	\$ 60,000	
60012.1007 Fringe Benefits:Replacement Benefit	219,704	215,000	235,000	20,000
60012.1532 Fringe Benefits:PERS UAL One-Time	4,710,000	3,769,600	3,769,600	
60016.1004 Fringe Safety:Survivor Level 4	14,107	15,750	15,750	
60016.1532 Fringe Safety:PERS UAL One-time	5,000,000	5,000,000	5,000,000	
60018.0000 Holding:Salaries	-	3,908,557	1,612,815	(2,295,742)
Salaries & Benefits	10,003,600	12,968,907	10,693,165	(2,275,742)
62055.1000 Strategic Legal Costs	\$ 39,078	\$ 75,000	\$ 75,000	
62170.0000 Private Contractual Services	3,000	3,500	3,500	
62240.0000 Services of Other Dept - Direct	-	-	33,709	33,709
62345.0000 Taxes	19,235	21,000	21,000	
62470.0000 Fund 533 Office Equip Rental Rate	20,000	40,000	40,000	
62496.0000 Fund 537 Computer System Rental	20,471	4,571	6,724	2,153
62560.0000 Employee Banquet & Awards	28,718	30,214	30,214	
62575.0000 Boards/Commissions Award Dinner	14,920	15,000	15,000	
62635.0000 Emergency Preparedness	297,457	-	-	
62745.1000 Safety Program:Safety Shoes	81,174	86,000	86,000	
62765.0000 Educational Reimb:Citywide	203,773	235,000	235,000	
62895.0000 Miscellaneous Expenses	-	10,000	10,000	
62895.1002 Misc:Physical Inventory Variance	8,071	-	-	
Materials, Supplies & Services	735,898	520,285	556,147	35,862
85101.0370 Transfers to Fund 370	\$ 842,175	\$ 116,622	\$ -	(116,622)
85101.0498 Transfers to Fund 498	20,000	20,000	20,000	
85101.0534 Transfers to Fund 534	4,700,000	4,700,000	4,700,000	
85101.0537 Transfers to Fund 537	-	707,750	1,197,442	489,692
Contributions to Other Funds	5,562,175	5,544,372	5,917,442	373,070
Total Expenses	\$ 16,301,673	\$ 19,033,564	\$ 17,166,754	\$ (1,866,810)

General City Capital Projects Fund

370



Fund 370 was created to account for large or one-time General City capital projects. The majority of the funding comes from contributions from the General Fund (Fund 001), as well as a variety of grant sources and restricted budgetary reserves.

BUDGET HIGHLIGHTS

The FY 2021-22 capital projects budget includes an appropriation of \$150,000 to continue exploring a plan to finance and construct a replacement Central Library as directed by the City Council. Also included in the Fund 370 budget is the utilization of restricted Burbank Athletic Federation (BAF) dollars to fund the replacement of basketball side backboards at the Verdugo Recreation Center, installation of ballfield bleacher shade structure at Schaefer field, and floor resurfacing at various indoor and outdoor park facilities. A detailed accounting by an individual project can be found in the City of Burbank Capital Improvement Program (CIP) Budget. To view a detailed budget of the City's annual capital investment plan, please refer to the Municipal Infrastructure Fund (Fund 534) in the Internal Service Funds section of this document.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 9,820	\$ -	\$ -	
Materials, Supplies & Services	9,820	-	-	
70002.0000 Street Improvements	\$ 4,546,062	\$ 450,000	\$ -	\$ (450,000)
70003.0000 Park Improvements	404,305	841,622	86,333	(755,289)
70007.0000 General Improvements	7,775	-	-	
70019.0000 Building Improvements	719,287	-	150,000	150,000
71000.0000 Infrastructure Improvements	32,812	-	-	
Capital Expenses	5,710,241	1,291,622	236,333	(1,055,289)
85101.0001 Transfers to Fund 001	\$ 14,029	\$ -	\$ -	
85101.0534 Transfers to Fund 534	200,000	-	-	
Contributions to Other Funds	214,029	-	-	
Total Expenses	\$ 5,934,090	\$ 1,291,622	\$ 236,333	\$ (1,055,289)



SPECIAL REVENUE FUNDS



This section contains the budgets for the City’s special revenue funds that are administered by various departments. These funds involve activities that are funded through specific revenues and/or grants and can only be used for specific/restricted purposes.

The funds in this section include:

Proposition A - Transportation Fund	Fund 104
Proposition C - Transportation Fund	Fund 105
Air Quality Management District (AQMD) - Transportation Fund	Fund 106
Measure R - Transportation Fund	Fund 107
Measure M - Transportation Fund	Fund 108
Measure W - Stormwater Fund	Fund 109
General City Grant Fund	Fund 121
Community Development Block Grant (CDBG) Fund	Fund 122
Road Maintenance and Rehabilitation (RMRA) Fund	Fund 123
Drug Asset Forfeiture Fund	Fund 124
State Gas Tax Fund	Fund 125
Public Improvements Fund	Fund 127
HUD Affordable Housing Fund	Fund 128
Street Lighting Fund	Fund 129
Tieton Hydropower Project	Fund 133
Magnolia Power Project	Fund 483

Proposition A Transportation Fund



Proposition A is the first of four 1/2 cent sales taxes collected in Los Angeles County to pay for transportation programs and improvements. The Proposition A Transportation Fund provides for the distribution and use of Local Return funds generated by Proposition A. The programs in this Fund are administered by the Community Development Department Transportation Division and are used to fund BurbankBus transit programs and maintenance of the Downtown Burbank Metrolink and other transit facilities.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	14.888	14.888	14.888	
Salaries & Benefits	\$ 1,431,762	\$ 1,538,304	\$ 1,529,063	\$ (9,241)
Materials, Supplies & Services	763,618	1,057,942	1,187,311	129,369
Capital Expenses	69,000	-	-	
Contributions to Other Funds	240,103	235,000	185,000	(50,000)
Total Expenses	\$ 2,504,484	\$ 2,831,246	\$ 2,901,374	\$ 70,128

Proposition A Transportation Fund

Transportation

104.CD32B



This cost center includes administrative and transit vehicle costs associated with operating the BurbankBus Senior and Disabled Transit Service.

CHANGES FROM PRIOR YEAR

Contributions to Other Funds in the amount of \$185,000 includes \$85,000 for the Growth over Inflation and \$100,000 for the Discretionary Incentive grant programs from Metro. These are restricted to public transit expenditures, which are expended from Fund 105. The \$21,000 increase in the Special Department Supplies account is due to added measures taken to ensure a safer and cleaner customer experience on BurbankBus Senior and Disabled transit service.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 1,418	\$ 6,000	\$ 6,000	
62220.0000 Insurance	17,214	23,570	31,562	7,992
62235.0000 Services of Other Dept - Indirect	110,778	124,690	122,857	(1,833)
62300.0000 Special Dept Supplies	11,814	20,000	41,000	21,000
62450.1000 Building Grounds Maint:Bus Stops	-	5,000	5,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	256,118	272,621	240,491	(32,130)
62485.0000 Fund 535 Communications Rental Rate	23,397	23,346	23,397	51
62595.0000 MTA Fare Subsidy	2,160	2,600	650	(1,950)
Materials, Supplies & Services	422,898	477,827	470,957	(6,870)
70023.0532 Capital Contribution:Fund 532	\$ 69,000	\$ -	\$ -	
Capital Expenses	69,000	-	-	
85101.0105 Transfers to Fund 105	\$ 240,103	\$ 235,000	\$ 185,000	(50,000)
Contributions to Other Funds	240,103	235,000	185,000	(50,000)
Total Expenses	\$ 732,001	\$ 712,827	\$ 655,957	\$ (56,870)

Proposition A Transportation Fund

Administration

104.CD33A



This cost center funds the salaries and benefits of the transportation drivers and administrative staff directly associated with the BurbankBus Senior and Disabled Transit Service. It also includes costs associated with an ongoing maintenance at the Downtown Burbank Metrolink Station, such as landscape/hardscape, refuse collection, utilities, restroom, and security services.

CHANGES FROM PRIOR YEAR

Private Contractual Services costs increased to implement a parking management program at the Downtown Metrolink Station.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	14,888	14,888	14,888	
60001.0000 Salaries & Wages	\$ 811,109	\$ 898,946	\$ 902,261	\$ 3,315
60006.0000 Overtime - Non-Safety	24,188	12,000	-	(12,000)
60012.0000 Fringe Benefits	190,936	207,418	221,723	14,305
60012.1008 Fringe Benefits:Retiree Benefits	1,181	11,258	11,953	695
60012.1509 Fringe Benefits:Employer Paid PERS	76,405	92,854	91,613	(1,241)
60012.1528 Fringe Benefits:Workers Comp	71,000	67,430	42,835	(24,595)
60012.1531 Fringe Benefits:PERS UAL	150,410	162,723	172,955	10,232
60012.1532 Fringe Benefits:PERS UAL One-Time	91,000	72,640	72,640	
60015.0000 Wellness Program Reimbursement	557	-	-	
60027.0000 Payroll Taxes Non-Safety	12,044	13,035	13,083	48
60031.0000 Payroll Adjustments	2,932	-	-	
Salaries & Benefits	1,431,762	1,538,304	1,529,063	(9,241)
62170.0000 Private Contractual Services	\$ 309,555	\$ 533,000	\$ 662,000	\$ 129,000
62240.0000 Services of Other Dept - Direct	1,394	1,155	-	(1,155)
62300.0000 Special Dept Supplies	381	2,000	2,000	
62496.0000 Fund 537 Computer System Rental	28,820	41,460	49,854	8,394
62755.0000 Training	570	2,500	2,500	
Materials, Supplies & Services	340,720	580,115	716,354	136,239
Total Expenses	\$ 1,772,482	\$ 2,118,419	\$ 2,245,417	\$ 126,998

Proposition A - Transportation Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.200	0.200	0.200	
AST CD DIR-TRANS&PLNG	0.250	0.250	0.250	
CLERICAL WKR	0.900	0.900	0.900	
INTERMEDIATE CLK	0.200	0.200	0.200	
SR ADM ANALYST (M)	0.355	0.355	0.355	
SR PLNER	0.100	0.100	0.100	
TRANS OPERATIONS SUPV	1.000	1.000	1.000	
TRANS SCHEDULER	2.000	2.000	2.000	
TRANS SRVS DRIVER	9.383	9.383	9.383	
TRANS SRVS MGR	0.500	0.500	0.500	
TOTAL STAFF YEARS	14.888	14.888	14.888	

Proposition C Transportation Fund



Proposition C is the second of four 1/2 cent sales taxes collected in Los Angeles County to pay for transportation programs and improvements. The Proposition C Transportation Fund provides for the distribution and use of Local Return funds generated by Proposition C. The Community Development Department Transportation Division administers the funds for uses and projects that provide BurbankBus Fixed Route Transit Services.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.805	1.805	1.805	
Salaries & Benefits	\$ 332,104	\$ 323,794	\$ 325,221	\$ 1,427
Materials, Supplies & Services	1,525,949	2,649,067	1,756,066	(893,001)
Total Expenses	\$ 1,858,053	\$ 2,972,861	\$ 2,081,287	\$ (891,574)

Proposition C Transportation Fund

BurbankBus Operations

105.CD32B



Funds in this cost center are used to pay for the BurbankBus Fixed-Route Transit system, which consists of three routes connecting Burbank residents and employees to regional rail stations in Downtown Burbank, the Airport area, and North Hollywood. Funds are used to pay contractor costs for daily operations and transit bus operations and maintenance.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 975,603	\$ 1,974,000	\$ 1,082,000	\$ (892,000)
62220.0000 Insurance	15,920	20,692	24,831	4,139
62235.0000 Services of Other Dept - Indirect	91,412	86,898	124,540	37,642
62300.0000 Special Dept Supplies	-	3,000	3,000	
62310.0000 Office Supplies, Postage & Printing	-	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	306,015	393,202	344,901	(48,301)
62496.0000 Fund 537 Computer System Rental	5,386	6,775	8,494	1,719
Materials, Supplies & Services	1,394,336	2,486,567	1,589,766	(896,801)
Total Expenses	\$ 1,394,336	\$ 2,486,567	\$ 1,589,766	\$ (896,801)

Proposition C Transportation Fund

Administration

105.CD33A



This program funds administration costs associated with the Proposition C programs and membership fees for the Burbank Transportation Management Organization (TMO), San Fernando Valley Council of Governments (SFVCOG), Arroyo Verdugo Joint Powers Authority, California Association for Coordinated Transportation (CalACT), and Southern California Association of Governments (SCAG).

CHANGES FROM PRIOR YEAR

Additional funds are being budgeted for increases to annual memberships and dues.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.805	1.805	1.805	
60001.0000 Salaries & Wages	\$ 212,383	\$ 206,622	\$ 207,225	\$ 603
60012.0000 Fringe Benefits	32,617	34,191	36,206	2,015
60012.1008 Fringe Benefits:Retiree Benefits	193	1,365	1,449	84
60012.1509 Fringe Benefits:Employer Paid PERS	19,889	19,550	19,248	(302)
60012.1528 Fringe Benefits:Workers Comp	2,348	2,308	1,743	(565)
60012.1531 Fringe Benefits:PERS UAL	36,115	39,162	38,745	(417)
60012.1532 Fringe Benefits:PERS UAL One-Time	22,000	17,600	17,600	
60027.0000 Payroll Taxes Non-Safety	3,024	2,996	3,005	9
60031.0000 Payroll Adjustments	3,535	-	-	
Salaries & Benefits	332,104	323,794	325,221	1,427
62000.0000 Utilities	\$ 73,188	\$ 97,500	\$ 97,500	
62025.0000 TMO Memberships	20,000	20,000	20,000	
62300.0000 Special Dept Supplies	36	4,000	4,000	
62310.0000 Office Supplies, Postage & Printing	-	1,000	1,000	
62520.0000 Public Information	359	5,000	5,000	
62700.0000 Memberships & Dues	38,030	35,000	38,800	3,800
Materials, Supplies & Services	131,614	162,500	166,300	3,800
Total Expenses	\$ 463,718	\$ 486,294	\$ 491,521	\$ 5,227

Proposition C - Transportation Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.100	0.100	0.100	
AST CD DIR-TRANS&PLNG	0.150	0.150	0.150	
INTERMEDIATE CLK	0.200	0.200	0.200	
SR ADM ANALYST (M)	0.355	0.355	0.355	
SR PLNER	0.500	0.500	0.500	
TRANS SRVS MGR	0.500	0.500	0.500	
TOTAL STAFF YEARS	1.805	1.805	1.805	

Air Quality Management District (AQMD)

Transportation Fund

106.CD33A



This fund accounts for AQMD appropriations from the AB 2766 Subvention Fund. The appropriations are funded by restricted revenues derived from a small portion of motor vehicle registration fees that may only be used for clean air mitigation measures. This fund is administered by the Community Development Department and is utilized to fund the City's rideshare program and implement programs that reduce vehicle emissions.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.950	0.950	0.950	
60001.0000 Salaries & Wages	\$ 52,412	\$ 72,723	\$ 75,750	\$ 3,027
60001.4004 Salaries & Wages :Rideshare	53,046	100,000	100,000	
60002.4004 Salaries & Wages - Safety:Rideshare	1,471	10,000	10,000	
60012.0000 Fringe Benefits	10,503	16,575	17,690	1,115
60012.1008 Fringe Benefits:Retiree Benefits	73	718	763	45
60012.1509 Fringe Benefits:Employer Paid PERS	5,952	6,991	7,150	159
60012.1528 Fringe Benefits:Workers Comp	1,096	1,280	1,228	(52)
60012.1531 Fringe Benefits:PERS UAL	4,049	11,164	13,390	2,226
60012.1532 Fringe Benefits:PERS UAL One-Time	2,000	160	160	
60027.0000 Payroll Taxes Non-Safety	938	1,054	1,098	44
60031.0000 Payroll Adjustments	1,001	-	-	
Salaries & Benefits	132,540	220,665	227,229	6,564
62170.0000 Private Contractual Services	\$ -	\$ 16,400	\$ 16,400	
62496.0000 Fund 537 Computer System Rental	1,709	2,797	3,426	629
62520.0000 Public Information	1,160	1,205	1,205	
62610.0000 Guaranteed Ride Home Program	109	1,000	1,000	
62755.0000 Training	-	250	250	
62895.0000 Miscellaneous Expenses	14	1,600	1,600	
Materials, Supplies & Services	2,992	23,252	23,881	629
Total Expenses	\$ 135,532	\$ 243,917	\$ 251,110	\$ 7,193

Air Quality Management District (AQMD)

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.500	0.500	0.500	
AST CD DIR-TRANS&PLNG	0.150	0.150	0.150	
INTERMEDIATE CLK	0.300	0.300	0.300	
TOTAL STAFF YEARS	0.950	0.950	0.950	

Measure R Transportation Fund



Measure R is the third of four 1/2-cent sales taxes collected in Los Angeles County to pay for transportation programs and improvements. The Measure R Transportation Fund provides for the distribution and use of Local Return funds generated by Measure R. A portion of Measure R Local Return supplements Proposition C Local Return to pay for the BurbankBus Fixed-Route Transit Program. Measure R Local Return funds are also used for additional Community Development Department transportation related projects and programs, including Active (Bicycle and Pedestrian) Transportation improvements and maintenance of the Burbank Airport North Metrolink Station which opened in May 2018.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 1,210,643	\$ 467,267	\$ 1,428,411	\$ 961,144
Capital Expenses	114,305	1,182,206	187,000	(995,206)
Total Expenses	\$ 1,324,948	\$ 1,649,473	\$ 1,615,411	\$ (34,062)

Measure R Transportation Fund

Public Improvements - Transportation



107.CD33A

This cost center provides funding for the BurbankBus Fixed-Route Transit Service and transportation-related projects and programs, including Active (Bicycle and Pedestrian) Transportation improvements, administered by the Community Development Department.

CHANGES FROM PRIOR YEAR

Funds are allocated for Phase One of the Downtown San Fernando Boulevard Reconfiguration. As one of the Complete Streets Plan top priority projects, the project would enhance vehicular and pedestrian safety, support Burbank's economic recovery by encouraging safe outdoor dining, and improve the quality of life of Burbank residents and visitors by allowing them to enjoy Downtown Burbank more safely.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 4,180	\$ -	\$ -	
62170.0000 Private Contractual Services	1,165,281	340,000	1,276,000	\$ 936,000
62170.1046 Metrolink North Burbank Station	10,950	80,000	80,000	
62235.0000 Services of Other Dept - Indirect	29,181	45,918	71,206	25,288
62496.0000 Fund 537 Computer System Rental	1,051	1,349	1,205	(144)
Materials, Supplies & Services	1,210,643	467,267	1,428,411	961,144
70002.0000 Street Improvements	\$ 104,213	\$ 432,206	\$ 187,000	\$ (245,206)
Capital Expenses	104,213	432,206	187,000	(245,206)
Total Expenses	\$ 1,314,856	\$ 899,473	\$ 1,615,411	\$ 715,938

Measure R Transportation Fund Street Design and Construction 107.PW21A



This cost center provides funding for street and road maintenance and improvement projects managed by the Public Works Department.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ 11,746	\$ 750,000	\$ -	(750,000)
70011.0000 Operating Equipment	(1,654)	-	-	
Capital Expenses	10,092	750,000	-	(750,000)
Total Expenses	\$ 10,092	\$ 750,000	\$ -	\$ (750,000)

Measure M Transportation Fund

108.PW21A



Measure M is the fourth of four ½ cent sales taxes approved by Los Angeles County voters in 2016 to provide public transportation improvements. This program provides funding for roadway related capital improvement projects administered by the Public Works Department.

CHANGES FROM PRIOR YEAR

Measure M funds will be combined with other funding sources and applied to construction related activities for the repair and rehabilitation of the City's streets, alleys, concrete sidewalks, curbs, gutters, and pedestrian ramps. These improvements will take place on the City's local/residential streets as well as collectors and arterials.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62235.0000 Services of Other Dept - Indirect	\$ 8,271	\$ 14,574	\$ 8,568	\$ (6,006)
Materials, Supplies & Services	8,271	14,574	8,568	1,000,000
70002.0000 Street Improvements	\$ 2,217,836	\$ 1,250,000	\$ 2,250,000	\$ 1,000,000
Capital Expenses	2,217,836	1,250,000	2,250,000	993,994
Total Expenses	\$ 2,226,107	\$ 1,264,574	\$ 2,258,568	\$ 993,994

Measure W Stormwater Fund

109.PW23A



Measure W is the Los Angeles County Safe, Clean Water Municipal Program (SCW) special parcel tax approved by voters in 2018 to augment efforts to capture, treat, and recycle stormwater.

CHANGES FROM PRIOR YEAR

Measure W will fund infrastructure projects to capture, treat and recycle stormwater. Improvements will strengthen the capacity to improve water quality and increase water supplies as well as reduce pollution from urban runoff. Measure W will also create funding for stormwater cleanup required by federal law.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
71000.0000 Infrastructure Improvements	\$ -	\$ -	\$ 700,000	\$ 700,000
Capital Expenses			700,000	700,000
Total Expenses	\$ -	\$ -	\$ 700,000	\$ 700,000

General City Grant Fund

121.PD91A/B/C



This Fund accounts for grant funds the City receives from Federal, State, and County sources. Any grant funds received during FY 2021-22 will be presented to the City Council for appropriation.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
60001.0000 Salaries & Wages	\$ 13,916	\$ -	\$ -	-
60004.0000 State Grant - Salaries	203,474	-	-	-
60012.0000 Fringe Benefits	836	-	-	-
60012.1509 Fringe Benefits:Employer Paid PERS	1,348	-	-	-
60027.0000 Payroll Taxes Non-Safety	207	-	-	-
Salaries & Benefits	219,781	-	-	-
62755.0000 Training	\$ 5,148	\$ -	\$ -	-
Materials, Supplies & Services	5,148	-	-	-
85101.0001 Transfers to Fund 001	\$ 81,419	\$ -	\$ -	-
Contributions to Other Funds	81,419	-	-	-
Total Expenses	\$ 306,349	\$ -	\$ -	-

Community Development Block Grant (CDBG) 122.CD25A



This program provides funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low and moderate income. The Economic Development and Housing Division of the Community Development Department is responsible for the administration of this program.

CDBG activities are guided by the City's five-year Consolidated Plan for FY 2020-21 through 2024-25 approved by the City Council and HUD. The use of CDBG Entitlement Allocations is mandated per the following breakdown:

- 15 percent cap for public services.
- 20 percent cap for program administration.
- 65 percent for capital and economic development projects.

OBJECTIVES

Consolidated Plan CDBG Objectives

- Create opportunities to improve the quality of life for low to moderate income residents.
- Improve, maintain, and create accessibility to public and City facilities for the benefit of all residents.
- Improve and maintain City infrastructure.
- Provide support for public services that foster community engagement and promote effective programs and partnerships.
- Provide support for economic development activities that cultivate jobs for low-income residents.

Annually, the City publishes a Notice of Funding Availability and Request for Proposals for CDBG funding. Applicants must describe the methods in which each program or project is aligned with the City's goals and objectives of the five-year Consolidated Plan.

CHANGES FROM PRIOR YEAR

In FY 2021-22, the City will receive approximately \$1,045,332 million in new CDBG entitlement funds for new projects and programs. CDBG entitlement funds will also be leveraged with program income estimated at \$96,366. CDBG funding will be utilized to support projects and programs that align with the City's Consolidated Plan with an emphasis on homelessness.

The City Council approved an annual action plan with the following appropriations for public services and capital projects:

Approved FY 2021-22 Capital/Economic Development Projects - \$742,103

- Armenian Cultural Foundation - \$95,000
- Lesar Development Consultants - \$50,000
- Community Development Department (Homeless Planning) - \$500,000
- Kids Community Dental Clinic - \$97,103

Approved FY 2021-22 Public Service Projects - \$171,254

- Armenian Relief Society - \$7,000
- BCR "A Place To Grow" - \$8,000
- Boys & Girls Club - \$5,000
- Burbank Coordinating Council - \$8,754
- Burbank Community YMCA - \$18,000
- Burbank Noon Lions - \$5,000
- Burbank Temporary Aid Center - \$28,000
- Family Promise - \$44,000
- Family Service Agency - \$32,500
- Kids Community Dental Clinic - \$14,000
- Verdugo Hills Council Boy Scouts - \$1,000

Community Development Block Grant (CDBG) 122.CD25A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.710	0.710	0.710	
60001.0000 Salaries & Wages	\$ 44,423	\$ 49,490	\$ 50,342	\$ 852
60012.0000 Fringe Benefits	6,115	11,626	12,390	764
60012.1008 Fringe Benefits:Retiree Benefits	68	537	570	33
60012.1509 Fringe Benefits:Employer Paid PERS	4,233	4,900	4,902	2
60012.1528 Fringe Benefits:Workers Comp	1,069	1,474	1,598	124
60012.1531 Fringe Benefits:PERS UAL	16,956	8,244	11,119	2,875
60027.0000 Payroll Taxes Non-Safety	674	718	730	12
60031.0000 Payroll Adjustments	944	-	-	
Salaries & Benefits	74,482	76,989	81,651	4,662
62085.0000 Other Professional Services	\$ 35,830	\$ 50,007	\$ 76,000	\$ 25,993
62235.0000 Services of Other Dept - Indirect	71,774	91,928	91,277	(651)
62310.0000 Office Supplies, Postage & Printing	250	565	565	
62420.0000 Books & Periodicals	-	567	567	
62496.0000 Fund 537 Computer System Rental	4,161	5,231	6,744	1,513
62520.0000 Public Information	412	4,300	4,300	
62700.0000 Memberships & Dues	1,545	2,100	2,100	
62710.0000 Travel	-	1,017	1,017	
62895.0000 Miscellaneous Expenses	186	1,000	1,000	
63051.0000 CDBG Activities	383,115	1,472,509	913,358	(559,151)
Materials, Supplies & Services	497,273	1,629,224	1,096,928	(532,296)
70002.0000 Street Improvements	\$ 149,699	\$ -	\$ -	
Capital Expenses	149,699	-	-	
Total Expenses	\$ 721,454	\$ 1,706,213	\$ 1,178,579	\$ (527,634)

Community Development Block Grant (CDBG) Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
HSG DEV MGR	0.210	0.210	0.210	
INTERMEDIATE CLK	0.500	0.500	0.500	
TOTAL STAFF YEARS	0.710	0.710	0.710	

Road Maintenance and Rehabilitation Fund

123.PW21A



The Road Maintenance and Rehabilitation Fund (RMRA) addresses deferred maintenance on the local street and road system. This program, administered by the Public Works Department, provides funding for basic road maintenance, rehabilitation, and critical safety projects through the use of gas tax revenues and the Transportation Improvement Fee that took effect on January 1, 2018.

BUDGET HIGHLIGHTS

RMRA funds will be combined with other funding sources and applied to construction related activities for the repair and rehabilitation of the City's streets, alleys, concrete sidewalks, curbs, gutters, and pedestrian ramps. These improvements will take place on the City's local/residential streets as well as collectors and arterials.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62235.0000 Services of Other Dept - Indirect	\$ -	\$ -	\$ 6,871	\$ 6,871
Materials, Supplies & Services	-	-	6,871	6,871
70002.0000 Street Improvements	\$ 1,601,433	\$ 2,000,000	\$ 2,300,000	\$ 300,000
Capital Expenses	1,601,433	2,000,000	2,300,000	300,000
Total Expenses	\$ 1,601,433	\$ 2,000,000	\$ 2,306,871	\$ 306,871

Drug Asset Forfeiture Fund

124.PD91B/C/D



This Fund was established to account for Drug Asset Forfeiture revenues and expenditures. Revenue estimates and appropriations will be made only after the drug assets are seized and the revenues are remitted to the City. Any additional Fund 124 revenues and/or appropriations may be approved by the City Council during the fiscal year.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62410.0000 15% Set-Aside of State Funds	\$ 3,294	\$ -	\$ -	-
Materials, Supplies & Services	3,294	-	-	-
70015.0000 Special Op Equip:Drug Forfeiture	\$ 31,757	\$ -	\$ -	-
Capital Expenses	31,757	-	-	-
Total Expenses	\$ 35,050	\$ -	\$ -	-

State Gas Tax Fund

125.PW21A/E/PW22A/PW32A



This Fund provides for the construction and maintenance of part of the City's street system, including traffic signals and lighting. The Public Works Department administers this fund. Specific project information is available in the City's annual Capital Improvement Program (CIP) Budget document.

BUDGET HIGHLIGHTS

Gas Tax funds will be combined with other funding sources and applied to construction related activities for the repair and rehabilitation of streets, alleys, concrete sidewalks, curbs, gutters, and pedestrian ramps. Gas Tax funds are also applied to the maintenance of traffic signals and regulatory guide signs. These improvements will take place on the City's local/residential streets as well as collectors and arterials.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	16,500	16,500	16,500	
60001.0000 Salaries & Wages	\$ 1,305,540	\$ 1,333,603	\$ 1,316,910	\$ (16,693)
60006.0000 Overtime - Non-Safety	46,505	-	-	
60012.0000 Fringe Benefits	252,350	262,977	271,880	8,903
60012.1008 Fringe Benefits:Retiree Benefits	1,410	12,477	13,246	769
60012.1509 Fringe Benefits:Employer Paid PERS	125,287	135,924	131,856	(4,068)
60012.1528 Fringe Benefits:Workers Comp	97,530	84,872	47,486	(37,386)
60012.1531 Fringe Benefits:PERS UAL	218,549	233,508	295,444	61,936
60012.1532 Fringe Benefits:PERS UAL One-Time	132,000	105,600	105,600	
60015.0000 Wellness Program Reimbursement	325	-	-	
60023.0000 Uniform and Tool Allowance	250	-	-	
60027.0000 Payroll Taxes Non-Safety	19,374	19,337	19,096	(241)
60031.0000 Payroll Adjustments	8,608	-	-	
Salaries & Benefits	2,207,728	2,188,298	2,201,518	13,220
62170.0000 Private Contractual Services	\$ 131,736	\$ -	\$ -	
62235.0000 Services of Other Dept - Indirect	101,828	114,829	106,766	(8,063)
62240.0000 Services of Other Dept - Direct	1,395	747	-	(747)
62300.0000 Special Dept Supplies	75,768	-	-	
62435.0000 General Equipment Maint & Repair	-	153,000	-	(153,000)
62435.1003 Traffic Maintenance Equipment	-	-	153,000	153,000
62496.0000 Fund 537 Computer System Rental	31,382	45,229	55,050	9,821
62895.0000 Miscellaneous Expenses	-	-	-	
Materials, Supplies & Services	342,109	313,805	314,816	1,011
70002.0000 Street Improvements	\$ -	\$ -	\$ 400,000	\$ 400,000
Capital Expenses	-	-	400,000	400,000
Total Expenses	\$ 2,549,837	\$ 2,502,103	\$ 2,916,334	\$ 414,231

State Gas Tax Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
SKILLED WKR	1.000	1.000	1.000	
HEAVY TRUCK DRIVER	1.500	1.500	1.500	
CIVIL ENGNRG ASSOC	1.000	1.000	1.000	
CONST INSP	1.000	1.000	1.000	
PW JOURNEYMAN	2.000	2.000	2.000	
LABORER	2.500	2.500	2.500	
PRIN CIVIL ENG (M)	1.500	1.500	1.500	
PW SUPV	0.500	0.500	0.500	
CEMENT FINISHER	1.000	1.000	1.000	
SUPVG CONST INSP	0.500	0.500	0.500	
HEAVY EQUIP OP	1.000	1.000	1.000	
STR MAINT LEADWKR	1.500	1.500	1.500	
ENGNRG ASSOC-TRAF	1.000	1.000	1.000	
PRIN ENG-TRAF	0.500	0.500	0.500	
TOTAL STAFF YEARS	16.500	16.500	16.500	

Public Improvements Fund



This program funds public improvements through the receipt of Development Impact Fees collected by the Community Development Department. Public Improvement projects funded by this program are restricted to those projects identified through the impact fee program. Expenditures can only be incurred for specific projects in the Community Development, Parks and Recreation, Fire, Police, and Library Departments.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.860	1.860	1.860	
Salaries & Benefits	\$ 382,985	\$ 334,733	\$ 336,174	\$ 1,441
Materials, Supplies & Services	443,282	1,005,673	616,795	(388,878)
Capital Expenses	6,543,761	1,590,000	489,500	(1,100,500)
Contributions to Other Funds	-	90,000	15,000	(75,000)
Total Expenses	\$ 7,370,027	\$ 3,020,406	\$ 1,457,469	\$ 1,562,937

Public Improvements Fund

Transportation

127.CD33A



This program provides funding for Citywide transportation related capital improvement projects such as the I-5 HOV / Empire Interchange Project, intersection and traffic signal improvements, and bicycle infrastructure as identified in the development impact fee study.

CHANGES FROM PRIOR YEAR

In Fiscal Year 2021-22, the City Council directed staff to allocate \$250,000 for a city identifier near the Burbank bridge.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.860	1.860	1.860	
60001.0000 Salaries & Wages	\$ 232,132	\$ 203,943	\$ 206,604	\$ 2,661
60012.0000 Fringe Benefits	27,783	34,055	36,164	2,109
60012.1008 Fringe Benefits:Retiree Benefits	283	1,406	1,493	87
60012.1509 Fringe Benefits:Employer Paid PERS	18,594	19,346	19,241	(105)
60012.1528 Fringe Benefits:Workers Comp	2,504	2,487	2,000	(487)
60012.1531 Fringe Benefits:PERS UAL	59,470	41,739	38,876	(2,863)
60012.1532 Fringe Benefits:PERS UAL One-Time	36,000	28,800	28,800	
60027.0000 Payroll Taxes Non-Safety	2,928	2,957	2,996	39
60031.0000 Payroll Adjustments	3,291	-	-	
Salaries & Benefits	382,985	334,733	336,174	1,441
62050.0000 Planning, Survey & Design	\$ 36,867	\$ -	\$ -	
62085.0000 Other Professional Services	129,980	452,500	150,000	(302,500)
62185.0000 Transportation Element EIR	-	300,000	100,000	(200,000)
62235.0000 Services of Other Dept - Indirect	266,485	244,856	326,880	82,024
62300.0000 Special Dept Supplies	57	200	200	
62496.0000 Fund 537 Computer System Rental	9,893	8,117	9,715	1,598
Materials, Supplies & Services	443,282	1,005,673	586,795	(418,878)
70002.0000 Street Improvements	\$ 6,169,095	\$ 350,000	\$ -	\$ (350,000)
70007.0000 General Improvements	-	600,000	-	(600,000)
70020.0000 Holding-Capital	-	-	250,000	250,000
Capital Expenses	6,169,095	950,000	250,000	(700,000)
Total Expenses	\$ 6,995,361	\$ 2,290,406	\$ 1,172,969	\$ (1,117,437)

Public Improvements Fund

Fire

127.CD33B



This program provides funding for capital improvement projects associated with the Fire Department. The Contribution to Fund 001 is the repayment of a General Fund loan for excess construction costs of the Police/Fire facility.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
85101.0001 Transfers to Fund 001	\$ -	\$ 15,000	\$ 15,000	
Contributions to Other Funds	-	15,000	15,000	
Total Expenses	\$ -	\$ 15,000	\$ 15,000	

Public Improvements Fund

Police

127.CD33C



This program provides funding for capital improvement projects associated with the Police Department. The Contribution to Fund 001 is the repayment of a General Fund loan for excess construction costs of the Police/Fire facility.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
85101.0001 Transfers to Fund 001	\$ -	\$ 75,000	\$ -	\$ (75,000)
Contributions to Other Funds	-	75,000	-	(75,000)
Total Expenses	\$ -	\$ 75,000	\$ -	\$ (75,000)

Public Improvements Fund

Library

127.CD33D



This program provides funding for capital improvement projects and capital items associated with the Library Department.

CHANGES FROM PRIOR YEAR

Additional funds in the Private Contractual Services account have been budgeted for the upgrade and expansion of audiovisual technology in the Buena Vista Library meeting room.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 30,000	\$ 30,000
Materials, Supplies & Services			30,000	30,000
70011.0000 Operating Equipment	\$ 25,114	\$ 40,000	\$ 40,000	
70019.0000 Building Improvements	133,356	-	-	
Capital Expenses	158,470	40,000	40,000	
Total Expenses	\$ 158,470	\$ 40,000	\$ 70,000	\$ 30,000

Public Improvements Fund

Parks & Recreation

127.CD33E



This program provides funding for capital improvement projects and capital items associated with the Parks & Recreation Department.

BUDGET HIGHLIGHTS

Capital appropriations in FY 2021-22 include funding for shade structures and picnic facility improvements at Verdugo Park.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
70003.0000 Park Improvements	\$ 66,196	\$ 600,000	\$ 199,500	\$ (400,500)
70023.0537 Capital Contribution:Fund 537	150,000	-	-	
Capital Expenses	216,196	600,000	199,500	(400,500)
Total Expenses	\$ 216,196	\$ 600,000	\$ 199,500	\$ (400,500)

Public Improvements Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
AST CD DIR-TRANS&PLNG	0.250	0.250	0.250	
INTERMEDIATE CLK	0.300	0.300	0.300	
REAL ESTATE&PROJ MGR	0.300	0.300	0.300	
SR ADM ANALYST (M)	0.160	0.160	0.160	
SR PLNER	0.850	0.850	0.850	
TOTAL STAFF YEARS	1.860	1.860	1.860	

HUD Affordable Housing Fund

128.CD25A/C



This program provides funds from the U.S. Department of Housing and Urban Development (HUD) to increase the City's supply of affordable housing and provides Permanent Supportive Housing (PSH) vouchers. Through the investment of HOME Investment Partnerships (HOME) funds, housing developers and non-profit organizations can acquire, rehabilitate, and develop long-term affordable housing. The use of PSH vouchers will provide rental assistance to 20 chronically homeless persons. The Economic Development and Housing Division of the Community Development Department is responsible for the administration of these programs.

OBJECTIVES

HOME grant programs are guided by the City's five-year Consolidated Plan for FY 2020-21 through 2024-25, approved by City Council and by HUD.

- Provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing for low- and moderate-income residents, and reducing discriminatory and accessibility barriers.
- Expend federal HOME funds within the required timeframe to create affordable housing for lower-income households that meet the City's Regional Housing Needs Assessments (RHNA) requirements.
- Create special needs housing opportunities for individuals and families that are at risk of becoming homeless.
- Create transitional and permanent supportive housing units for homeless individuals and families.
- Utilize Permanent Supportive Housing (PSH) funds to provide rental assistance to 20 chronically homeless households as required under the program.

CHANGES FROM PRIOR YEAR

For Fiscal Year 2021-22, funding sources for the HUD Affordable Housing Fund include the HOME Investment Partnership Act estimated at \$624,217. Up to 10 percent of HOME funds can be used for administration. The administration budget of \$50,373 will be used for salaries and benefits. At a later date, the remaining balance of HOME funds will be appropriated once a project is identified. The Continuum of Care Permanent Supportive Housing which is estimated at \$569,204 will cover materials, services, and supplies, housing assistance payments, and administrative fees. In addition, prior year HOME administration funds were included in private contractual services and for fair housing.

HUD Affordable Housing Fund

128.CD25A/C



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
STAFF YEARS	0.230	0.230	0.230	
60001.0000 Salaries & Wages	\$ 22,332	\$ 31,059	\$ 31,059	
60012.0000 Fringe Benefits	2,305	4,374	4,627	253
60012.1008 Fringe Benefits:Retiree Benefits	32	174	185	11
60012.1509 Fringe Benefits:Employer Paid PERS	2,091	2,924	2,870	(54)
60012.1528 Fringe Benefits:Workers Comp	273	286	183	(103)
60012.1531 Fringe Benefits:PERS UAL	5,957	5,446	7,799	2,353
60012.1532 Fringe Benefits:PERS UAL One-Time	4,000	3,200	3,200	
60027.0000 Payroll Taxes Non-Safety	347	450	450	
60031.0000 Payroll Adjustments	458	-	-	
Salaries & Benefits	37,795	47,913	50,373	2,460
62170.0000 Private Contractual Services	\$ 15,605	\$ 14,350	\$ 65,000	\$ 50,650
62310.0000 Office Supplies, Postage & Printing	18	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	1,370	1,452	1,545	93
62520.0000 Public Information	-	8,850	8,850	
62710.0000 Travel	-	1,000	1,000	
62755.0000 Training	-	1,500	1,500	
62895.0000 Miscellaneous Expenses	30	2,000	2,000	
62950.0000 Housing Assistance Payments	278,584	337,716	412,854	75,138
62950.1000 Housing Asst Payments:Admin Fees	56,796	120,000	120,000	
63051.1020 CDBG:Fair Housing	20,000	20,000	20,000	
Materials, Supplies & Services	372,402	507,868	633,749	125,881
Total Expenses	\$ 410,198	\$ 555,781	\$ 684,122	\$ 128,341

HUD Affordable Housing Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
HSG DEV MGR	0.230	0.230	0.230	
TOTAL STAFF YEARS	0.230	0.230	0.230	

Street Lighting Fund

129.PS61A-B



The General Fund directs 1.5% of the 7% BWP In-Lieu of Tax transfer revenue to this fund for the purpose of maintaining citywide street lights. The Burbank Water and Power Department administers the Street Lighting Fund.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
60020.0000 Projects Salaries	\$ 158,163	\$ 200,000	\$ 191,667	\$ (8,333)
60021.0000 Projects Salaries Overhead	202,495	260,000	268,334	8,334
Salaries & Benefits	360,658	460,000	460,001	1
62000.0000 Utilities	\$ 1,089,007	\$ 1,078,030	\$ 1,006,029	\$ (72,001)
62170.0000 Private Contractual Services	54,548	70,000	70,000	
62225.0000 Custodial Services	125	500	500	
62235.0000 Services of Other Dept - Indirect	74,013	74,013	72,404	(1,609)
62300.0000 Special Dept Supplies	13,376	25,000	25,000	
62496.0000 Fund 537 Computer System Rental	3,054	3,054	-	(3,054)
62700.0000 Memberships & Dues	250	600	1,000	400
62725.0000 Street Lighting Maintenance	(35,511)	35,000	35,000	
62755.0000 Training	-	3,000	6,000	3,000
63131.1001 Overhead Recovery:Fleet Usage	27,344	35,600	12,044	(23,556)
63131.1002 Overhead Recovery:Warehouse Alloc	3,657	-	-	
63310.0000 Inventory Overhead	(2,924)	2,520	2,500	(20)
Materials, Supplies & Services	1,226,939	1,327,317	1,230,477	(96,840)
70006.0000 Street Lighting Improvements	\$ 772,256	\$ 1,054,000	\$ 1,114,000	\$ 60,000
Capital Expenses	772,256	1,054,000	1,114,000	60,000
85101.0496 Transfers to Fund 496	\$ 1,043	\$ -	\$ -	
Contributions to Other Funds	1,043	-	-	
Total Expenses	\$ 2,360,896	\$ 2,841,317	\$ 2,804,478	\$ (36,839)

Tieton Hydropower Project

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Tieton Hydropower Project is located at the base of the Tieton Dam on the Tieton River in Yakima County, Washington. It is comprised of a powerhouse along with a 21-mile 115 kV transmission line from the plant substation to the interconnection on the electrical grid. This facility was acquired by the Southern California Public Power Authority in November 2009 with 50 percent of entitlement shares belonging to the City of Burbank (operating agent) and 50 percent of entitlement shares belonging to the City of Glendale. The average annual generation from this plant is approximately 48,000 megawatt hours (MWh). Expenses associated with the hydraulic plant include operations, maintenance, transmission, and general and administrative. Revenues are billed to recover expenses incurred by the operating agent, Burbank Water and Power.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 23,367	\$ 22,307	\$ 23,654	\$ 1,347
62000.1003 Utilities:Telephone	15,293	10,000	9,461	(539)
62085.0000 Other Professional Services	536,347	611,938	628,946	17,008
62170.0000 Private Contractual Services	1,923,503	1,915,000	710,500	(1,204,500)
62220.0000 Insurance	120,567	163,909	168,826	4,917
62300.0000 Special Dept Supplies	92,639	155,000	145,000	(10,000)
62455.0000 Equipment Rental	321	-	-	
62710.0000 Travel	-	-	12,500	12,500
62811.0000 Interest Expense	7,367	-	-	
63131.0000 Overhead Recovery	100,000	102,000	104,040	2,040
63240.0000 Regulatory Expense	169,301	376,515	383,607	7,092
Materials, Supplies & Services	2,988,705	3,356,669	2,186,534	(1,170,135)
70070.0000 Magnolia Power Project	\$ 425,699	\$ 198,520	\$ 191,590	\$ (6,930)
70070.1000 Capital outlay	-	25,000	10,000	(15,000)
Capital Expenses	425,699	223,520	201,590	(21,930)
Total Expenses	\$ 3,414,404	\$ 3,580,189	\$ 2,388,124	\$ (1,192,065)

Magnolia Power Project

483



Magnolia Power Project (MPP) is a combined-cycle natural gas-fired, electric generating plant with a nominal net base capacity of 242 MW, but can achieve output up to 295 MW, if needed, using duct firing. MPP is a jointly owned Southern California Public Power Authority project with the Cities of Anaheim, Cerritos, Colton, Glendale, Pasadena, and Burbank (operating agent). MPP commenced commercial operations in Burbank, CA in September 2005. MPP is forecasted to generate 1,472,864 MWh. Expenses associated with the plant include its operations, generation, maintenance, transmission, fuel transport, greenhouse gas allowances, site lease, system control, and general and administrative. Revenues are billed to recover expenses incurred by the operating agent, Burbank Water and Power.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
60020.0000 Projects Salaries	\$ 4,431,868	\$ 5,362,608	\$ 5,253,995	\$ (108,613)
60021.0000 Projects Salaries Overhead	5,675,283	6,971,390	7,355,592	384,202
Salaries & Benefits	10,107,151	12,333,998	12,609,587	275,589
62000.0000 Utilities	\$ 228,077	\$ 275,000	\$ 252,350	\$ (22,650)
62000.1002 Utilities:Gas Company	2,284	-	-	
62000.1004 Utilities:Sewer	554	7,344	7,491	147
62085.0000 Other Professional Services	353,709	744,375	722,000	(22,375)
62170.0000 Private Contractual Services	793,926	747,906	167,534	(580,372)
62220.0000 Insurance	789,211	766,332	941,638	175,306
62225.0000 Custodial Services	3,553	-	-	
62300.0000 Special Dept Supplies	144,719	298,097	304,059	5,962
62310.0000 Office Supplies, Postage & Printing	118	-	-	
62316.0000 Software & Hardware	238,611	187,426	193,755	6,329
62345.0000 Taxes	158	-	-	
62350.0000 Taxes (in-lieu of Giddens)	1,647	-	-	
62380.0000 Chemicals	740,898	-	810,050	810,050
62380.1000 Chemicals:Emissions Controls	27,698	56,908	68,959	12,051
62381.0000 CT Chemicals	228,304	173,800	244,537	70,737
62382.0000 Boiler Chemicals	38,352	35,000	50,923	15,923
62383.0000 Lubrication/Gases	210,124	131,600	139,482	7,882
62383.1008 Lubrication/Gases:CEMS	17,396	30,600	31,212	612
62430.0000 Auto Equipment Maint & Repair	149	-	-	
62435.0000 General Equipment Maint & Repair	1,165,319	739,500	754,290	14,790
62455.0000 Equipment Rental	29,629	-	-	
62755.0000 Training	50,269	110,670	112,883	2,213
62770.0000 Hazardous Materials Disposal	368,029	448,800	457,776	8,976
62795.0000 Reclaimed Water:	1,173,910	1,419,953	1,356,139	(63,814)
62811.0000 Interest Expense	30,697	-	-	
63130.0000 Transmission Expense	78,534	76,500	78,030	1,530
63131.1000 Overhead Recovery:Fleet Allocation	14,096	14,378	15,377	999
63131.1001 Overhead Recovery:Fleet Usage	31,896	-	-	
63165.0000 Maintenance of Electric Equipment	1,960,354	1,995,492	2,035,402	39,910
63170.0000 Maint of Electric Instrumentation	774	-	-	
63205.0000 Accessory Electric Equipment	114,673	306,000	270,000	(36,000)
63235.0000 Leased Property	431,021	431,021	431,021	
63240.0000 Regulatory Expense	298,256	245,000	249,900	4,900
63295.0000 Other Water Expense	198,473	262,338	286,110	23,772
63310.0000 Inventory Overhead	114,152	-	-	
Materials, Supplies & Services	9,879,573	9,504,040	9,980,918	476,878
70070.0000 Magnolia Power Project	\$ 327,117	\$ 875,000	\$ 125,000	\$ (750,000)
70070.1000 Capital outlay	-	-	15,000	15,000
Capital Expenses	327,117	875,000	140,000	(735,000)
Total Expenses	\$ 20,313,842	\$ 22,713,038	\$ 22,730,505	\$ 17,467

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INTERNAL SERVICE FUNDS



This section contains the budgets for the City's seven internal services funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Replacement Fund	Fund 533
Municipal Infrastructure Fund	Fund 534
Communications Equipment Replacement Fund	Fund 535
Information Technology Fund	Fund 537

General Liability Insurance Fund

530.MS04A



This Fund provides for a centralized funding mechanism that protects the City's assets through a comprehensive risk management program. The total cost of the Fund is charged to the departments through their 62220 account line-item charges. The General Liability Insurance Fund covers the cost of Citywide insurance premiums and self-insurance programs, including general liability, property, earthquake, crime, volunteer, accidental death and dismemberment, and related broker services. The Fund also covers the cost of all litigated and non-litigated claims against the City, including defense costs, settlements, judgments, and civil service arbitrations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

CHANGES FROM PRIOR YEAR

Staffing changes include a new Senior Administrative Analyst position to help conduct personnel and workplace investigations.

An additional \$1.5 million was budgeted in the insurance account to cover significant increases in the cost of general liability and property insurance.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	3,000	1,000
60001.0000 Salaries & Wages	\$ 172,700	\$ 173,753	\$ 276,221	\$ 102,468
60012.0000 Fringe Benefits	36,644	39,489	63,389	23,900
60012.1008 Fringe Benefits:Retiree Benefits	154	1,512	1,606	94
60012.1509 Fringe Benefits:Employer Paid PERS	15,459	16,359	25,523	9,164
60012.1528 Fringe Benefits:Workers Comp	1,831	1,599	1,630	31
60012.1531 Fringe Benefits:PERS UAL	35,169	16,694	36,960	20,266
60012.1532 Fringe Benefits:PERS UAL One-Time	21,000	16,800	16,800	
60027.0000 Payroll Taxes Non-Safety	2,466	2,519	4,005	1,486
60031.0000 Payroll Adjustments	1,923	-	-	
Salaries & Benefits	287,346	268,725	426,134	157,409
62055.0000 Outside Legal Services	\$ 88,927	\$ 150,000	\$ 150,000	
62070.1001 Litigation:Civil Service	-	100,000	100,000	
62085.0000 Other Professional Services	263,486	225,000	225,000	
62115.0000 Contingency - Airport Litigation	-	10,000	10,000	
62220.0000 Insurance	2,293,218	3,000,000	4,500,000	1,500,000
62220.1000 Insurance:Acc. Death & Dismembermt	-	100,000	100,000	
62220.1005 Insurance:Special Event	-	3,000	3,000	
62235.0000 Services of Other Dept - Indirect	492,423	531,340	474,787	(56,553)
62316.0000 Software & Hardware	-	-	60,000	60,000
62485.0000 Fund 535 Communications Rental Rate	1,444	1,443	1,444	1
62496.0000 Fund 537 Computer System Rental	10,715	12,227	17,540	5,313
62875.0000 Judgements - Uninsured Losses	3,838,741	2,500,000	2,500,000	
62875.1001 Change In Liability	1,644,366	-	-	
62890.0000 Unemployment Insurance	15,196	200,000	200,000	
62895.0000 Miscellaneous Expenses	40	-	-	
Materials, Supplies & Services	8,648,556	6,833,010	8,341,771	1,508,761
70023.0537 Capital Contribution:Fund 537	\$ -	\$ 60,000	\$ -	\$ (60,000)
Capital Expenses	-	60,000	-	(60,000)
Total Expenses	\$ 8,935,902	\$ 7,161,735	\$ 8,767,905	\$ 1,606,170

General Liability Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	2.000	1.000
TOTAL STAFF YEARS	2.000	2.000	3.000	1.000

Workers Compensation Insurance Fund

531.MS04A



This Fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this Fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this Fund.

The City currently covers all claims up to the first two million dollars, and the Fund covers the costs to purchase excess Workers' Compensation insurance for claims above two million. Other costs that fall under this Fund include Ventiv Tech, which hosts IVOS, the City's claim management software; professional services such as training and medical services for first aid administered immediately after a minor injury; and the State Self Insurance Fee, which is the amount the City pays to the State in order to be self-insured.

The largest portion of the Fund covers direct costs for Workers' Compensation claims incurred by City employees, including the following expenses:

- Medical - This portion of the Fund covers payments for doctors, physicians, hospitals, diagnostic testing centers, surgeries, post-operative care, physical therapy, acupuncture, pharmaceuticals, and chiropractic care for all claims and future medical claims with medical care provisions for life. The Fund also covers the cost for bill review charges, the City's utilization review management program, as well as nurse care management when necessary.
- Salary Continuation - This portion of the Fund covers 4850 benefits for Police and Fire. It pays benefits up to one year of full salary on any injuries. Miscellaneous employees receive up to six months of their full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the benefits are then paid as Temporary Total Disability benefits, which is 2/3 of an employee's salary with a maximum payout of \$1,229.43 per week. This is an increase of \$48.05 per week as of January 1, 2020. This benefit is not to exceed 104 weeks.
- Permanent Disability - Permanent Disability (PD) is any lasting disability from a work injury or illness that affects an employee's ability to earn a living. This Fund covers PD benefits, advances, life pension awards, and final awards.
- Legal Expenses - This portion of the Fund covers claims that are litigated and require outside counsel. The City has a legal panel of six law firms specializing in various forms of Workers' Compensation to assist with litigation.
- Photocopying Services - This covers photocopying of our files and offsite medical records as well as any deposition related fees.
- Investigative Services - This portion of the Fund covers all investigative needs required to justify all Workers' Compensation claims by way of statements, data searches, and surveillance.

OBJECTIVES

- Workers Compensation has the responsibility to safeguard the City's financial exposure.
- Workers Compensation shall investigate, determine, pursue the information needed, and take the appropriate actions needed to mitigate and move the claim toward a conclusion.
- Provide benefits to injured employees as expeditiously as possible to mitigate the negative impact of injury or disability.
- Complete Workers' Compensation audits to effectuate efficiencies and cost saving measures.
- Maintain the Department's commitment to customer service.

CHANGES FROM PRIOR YEAR

Staffing changes include a full-time Workers Compensation Coordinator position who will help the division right-size caseloads to within industry standards and maintain regulatory compliance of benefits administration.

An additional \$97,838 was budgeted in the Other Professional Services account for contracts related to the City's Medical Provider Network, MedMetrics, ISO Claims Search, and Official Diagnosis Guide (ODG). These services will improve care for injured employees and help lower the cost of the City's Workers' Compensation program.

An additional \$32,169 in Software and Hardware funds were budgeted to pay for increased annual license fees for upgrades and additional services from iVos, the City's claims management system.

Workers Compensation Insurance Fund

531.MS04A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,500	6,500	1,000
60001.0000 Salaries & Wages	\$ 346,105	\$ 478,816	\$ 570,094	\$ 91,278
60006.0000 Overtime - Non-Safety	-	3,354	3,354	
60012.0000 Fringe Benefits	59,438	98,003	124,424	26,421
60012.1008 Fringe Benefits:Retiree Benefits	462	3,781	4,014	233
60012.1509 Fringe Benefits:Employer Paid PERS	31,231	47,040	54,753	7,713
60012.1528 Fringe Benefits:Workers Comp	8,691	12,688	14,147	1,459
60012.1531 Fringe Benefits:PERS UAL	61,543	61,782	82,810	21,028
60012.1532 Fringe Benefits:PERS UAL One-Time	37,000	29,600	29,600	
60015.0000 Wellness Program Reimbursement	225	-	-	
60027.0000 Payroll Taxes Non-Safety	4,754	6,943	8,266	1,323
60031.0000 Payroll Adjustments	1,000	-	-	
Salaries & Benefits	550,450	742,007	891,462	149,455
62085.0000 Other Professional Services	\$ 18,477	\$ 59,267	\$ 157,105	\$ 97,838
62125.0000 Medical Services	14,668	20,000	20,000	
62170.0000 Private Contractual Services	1,200	11,000	11,000	
62170.1001 Temp Staffing	49,600	-	-	
62220.0000 Insurance	354,495	300,000	300,000	
62220.1004 Insurance:State Self-Insurance Fee	54,922	250,000	250,000	
62235.0000 Services of Other Dept - Indirect	706,536	773,344	712,037	(61,307)
62240.0000 Services of Other Dept - Direct	-	204	-	(204)
62310.0000 Office Supplies, Postage & Printing	6,493	5,000	5,000	
62316.0000 Software & Hardware	83,888	85,000	117,169	32,169
62420.0000 Books & Periodicals	2,244	2,248	2,248	
62440.0000 Office Equip Maint & Repair	-	1,000	1,000	
62455.0000 Equipment Rental	3,120	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	4,328	4,331	3
62496.0000 Fund 537 Computer System Rental	21,607	42,091	48,775	6,684
62700.0000 Memberships & Dues	150	2,000	2,000	
62710.0000 Travel	3,140	6,580	6,580	
62755.0000 Training	2,498	6,000	6,000	
62880.0000 Workers Comp Ins Claim Reserve	(1,254)	-	-	
62880.1000 Workers Comp Ins:Claim Payments	5,131,969	5,791,000	5,791,000	
62880.1001 Workers Comp Ins:Change In Liability	(515,294)	-	-	
62885.0000 Workers Comp Statutory Reimbursemt	1,536,634	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses	735	1,200	1,200	
Materials, Supplies & Services	7,480,159	8,806,869	8,882,052	75,183
70023.0537 Capital Contribution:Fund 537	\$ -	\$ 55,000	\$ -	\$ (55,000)
Capital Expenses	-	55,000	-	(55,000)
Total Expenses	\$ 8,030,609	\$ 9,603,876	\$ 9,773,514	\$ 169,638

Workers Compensation Insurance Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
AST MGT SRVS DIR-RK MGT&SFTY	0.000	0.500	0.500	
INTERMEDIATE CLK	1.000	1.000	1.000	
WORKERS' COMP CORD	1.000	1.000	2.000	1.000
WORKERS' COMP TECH	2.000	2.000	2.000	
WORKERS' COMP ADMSTR	1.000	1.000	1.000	
TOTAL STAFF YEARS	5.000	5.500	6.500	1.000

Vehicle Equipment Replacement Fund

532.PW34A



This Fund provides for the replacement, repair, and maintenance of all motorized equipment. This equipment includes heavy duty equipment, refuse, utility, police, and light duty vehicles and small equipment such as mowers and chain saws. The Capital Outlay Vehicles account reflects the cumulative dollars identified for vehicle replacement in the Fiscal Year 2021-22.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	12,627	12,657	12,643	(0,015)
60001.0000 Salaries & Wages	\$ 859,196	\$ 919,610	\$ 938,729	\$ 19,119
60006.0000 Overtime - Non-Safety	11,583	9,000	9,000	
60012.0000 Fringe Benefits	191,939	208,268	221,330	13,062
60012.1008 Fringe Benefits:Retiree Benefits	1,051	9,528	10,138	610
60012.1509 Fringe Benefits:Employer Paid PERS	80,799	95,032	95,362	330
60012.1528 Fringe Benefits:Workers Comp	76,993	74,624	48,833	(25,791)
60012.1531 Fringe Benefits:PERS UAL	153,581	156,135	187,174	31,039
60012.1532 Fringe Benefits:PERS UAL One-Time	93,000	74,400	74,400	
60015.0000 Wellness Program Reimbursement	127	-	-	
60023.0000 Uniform and Tool Allowance	3,925	-	-	
60027.0000 Payroll Taxes Non-Safety	12,723	13,334	13,612	278
60031.0000 Payroll Adjustments	3,203	-	-	
Salaries & Benefits	1,488,120	1,559,931	1,598,578	38,647
62000.0000 Utilities	\$ 142,110	\$ 239,767	\$ 234,767	\$ (5,000)
62170.0000 Private Contractual Services	17,794	140,000	140,000	
62220.0000 Insurance	53,580	55,377	57,683	2,306
62235.0000 Services of Other Dept - Indirect	-	-	731,458	731,458
62240.0000 Services of Other Dept - Direct	1,067	475	-	(475)
62300.0000 Special Dept Supplies	38,870	35,127	35,127	
62340.0000 Inmate Supplies - Restricted	4,138	-	-	
62405.0000 Uniforms & Tools	7,258	8,070	8,070	
62430.0000 Auto Equipment Maint & Repair	1,425,494	1,700,000	1,700,000	
62435.0000 General Equipment Maint & Repair	10,562	12,000	12,000	
62450.0000 Building Grounds Maint & Repair	108	-	-	
62455.0000 Equipment Rental	53,781	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	118,941	80,528	77,628	(2,900)
62485.0000 Fund 535 Communications Rental Rate	15,752	15,735	15,752	17
62496.0000 Fund 537 Computer System Rental	67,086	104,781	102,759	(2,022)
62700.0000 Memberships & Dues	232	276	276	
62710.0000 Travel	-	2,000	2,000	
62755.0000 Training	5,595	22,500	22,500	
62780.0000 Fuel - Oil	1,366,851	1,580,000	1,580,000	
62875.0000 Judgements - Uninsured Losses	-	100,000	100,000	
63010.0000 Depreciation-Infrastructure	138,850	138,852	138,852	
63015.0000 Depreciation-Machinery & Equipment	49,499	28,392	174,420	146,028
63035.0000 Depreciation-Vehicles	2,584,176	2,227,550	2,120,901	(106,649)
63045.0000 Depreciation-Other Non-Utility	77,917	77,916	77,916	
63131.1002 Overhead Recovery:Warehouse Alloc	120,589	-	-	
63220.1000 Disposal:Scrapped Inventory	8,228	-	-	
63310.0000 Inventory Overhead	32,607	25,000	30,000	5,000
Materials, Supplies & Services	6,341,085	6,654,346	7,422,109	767,763
15101.0000 Vehicles - Clearing	\$ 1,046,761	\$ 4,767,978	\$ 4,624,500	\$ (143,478)
Capital Assets	1,046,761	4,767,978	4,624,500	(143,478)
85101.0534 Transfers to Fund 534	150,000	-	-	
Contributions to Other Funds	\$ 150,000	-	-	-
Total Expenses	\$ 9,025,966	\$ 12,982,255	\$ 13,645,187	\$ 662,932

Vehicle Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
SKILLED WKR	0.500	0.000	0.000	
WELDER	0.797	0.797	0.797	
FLEET SRVS SUPV	0.700	0.700	0.700	
PRIN CLK	0.120	0.120	0.120	
FLEET SUPT	0.850	0.850	0.850	
SR FLEET MAINT TECH	3.000	3.000	3.000	
SR ADM ANALYST (M)	0.000	0.000	0.105	0.105
ADM ANALYST II (M)	0.120	0.120	0.000	-0.120
FLEET MAINT TECH	5.859	5.859	5.859	
TIRE MAINT WKR	0.681	0.681	0.681	
UTILITY WKR	0.000	0.530	0.530	
TOTAL STAFF YEARS	12.627	12.657	12.643	-0.015

Office Equipment Replacement Fund

533.ND01A



This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Machinery and Equipment - Clearing account provides for the scheduled replacement of depreciated equipment that is at the end of its useful life.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62430.0000 Auto Equipment Maint & Repair	\$ (22)	\$ -	\$ -	
62496.0000 Fund 537 Computer System Rental	6,347	4,226	5,023	797
63015.0000 Depreciation-Machinery & Equipment	962,470	418,399	460,487	42,088
63045.0000 Depreciation-Other Non-Utility	951	-	2,856	2,856
63050.0000 Non-Capitalized Assets	176,505	186,307	186,307	
Materials, Supplies & Services	1,146,251	608,932	654,673	45,741
15041.0000 Machinery & Equipment-Clearing	\$ -	\$ 247,043	\$ 173,361	\$ (73,682)
15141.0000 Telephones - Clearing	167,305	-	-	
Capital Assets	167,305	247,043	173,361	(73,682)
70023.0532 Capital Contribution:Fund 532	\$ 62,718	\$ -	\$ -	
Capital Expenses	62,718	-	-	
Total Expenses	\$ 1,376,274	\$ 855,975	\$ 828,034	\$ (27,941)

Municipal Infrastructure Fund



The Municipal Infrastructure Fund provides for the maintenance and replacement of the City's infrastructure (non-enterprise). The Public Works Department administers this Fund, in direct collaboration with all City departments. Fund 534's funding comes from an annual contribution from the General Fund, as well as 50 percent of the Measure P sales tax approved on November 6, 2018.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 3,250,456	\$ 4,070,152	\$ 4,596,152	\$ 526,000
Capital Expenses	1,433,698	5,800,000	11,707,305	5,907,305
Contributions to Other Funds	1,352,635	-	-	
Total Expenses	\$ 6,036,790	\$ 9,870,152	\$ 16,303,457	\$ 6,433,305

Municipal Infrastructure Fund

323-333 S. Front Street

534.CD23A



This cost center provides funding for ongoing maintenance of 323-333 South Front Street including cleaning services, landscaping, pest control, and all tasks related to the property management of the commercial building. The Community Development Department manages this cost center.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ -	\$ -	\$ 41,600	\$ 41,600
62170.0000 Private Contractual Services	-	-	26,400	26,400
Materials, Supplies & Services			68,000	68,000
Total Expenses	\$ -	\$ -	\$ 68,000	\$ 68,000

Municipal Infrastructure Fund

Park Facilities Maintenance

534.PR21A



The Parks and Recreation Department receives a portion of funds from the City's allocation to Fund 534 to be used towards the maintenance and improvement of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

CHANGES FROM PRIOR YEAR

Capital projects for FY 2021-22 include funding for the replacement or upgrade of citywide irrigation systems and controllers, park playground equipment, ballfield lighting and shade, and improvements to the DeBell Golf Clubhouse and driving range.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 25,825	\$ 200,000	\$ 200,000	
62170.1010 Tree Trimming Services	200,000	200,000	200,000	
62300.0000 Special Dept Supplies	112	-	-	
62380.1010 Weed Abatement	36,352	40,000	40,000	
62450.0000 Building Grounds Maint & Repair	187,348	265,000	265,000	
62450.1001 Ballfield Maintenance	351	20,000	20,000	
Materials, Supplies & Services	449,989	725,000	725,000	
70003.0000 Park Improvements	\$ 251,305	\$ 1,500,000	\$ 1,983,305	\$ 483,305
Capital Expenses	251,305	1,500,000	1,983,305	483,305
85101.0370 Transfers to Fund 370	\$ 740,000	\$ -	\$ -	
Contributions to Other Funds	902,635	-	-	
Total Expenses	\$ 1,603,929	\$ 2,225,000	\$ 2,708,305	\$ 483,305

Municipal Infrastructure Fund

Street Design and Construction

534.PW21A



Public Works Street Design and Construction Section programs, designs, and constructs projects to resurface/reconstruct deteriorated streets, alleys, and concrete citywide.

BUDGET HIGHLIGHTS

This account provides new funding to improve streets, sidewalks, driveway aprons, curbs, gutters, and pedestrian ramps citywide.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ -	\$ 4,000,000	\$ 3,500,000	\$ (500,000)
71000.0000 Infrastructure Improvements	-	-	125,000	125,000
Capital Expenses	-	4,000,000	3,625,000	(375,000)
Total Expenses	\$ -	\$ 4,000,000	\$ 3,625,000	\$ (375,000)

Municipal Infrastructure Fund

Engineering and Design

534.PW22A



The Public Works Engineering and Design Division is responsible for overseeing traffic control designs, plan checking and permitting, and neighborhood protection plans to improve citywide traffic infrastructure.

BUDGET HIGHLIGHTS

This account provides maintenance funding to replace/upgrade traffic signals, poles, signal heads, cameras and fiber optics, traffic signs, and crosswalks citywide. Additional funding for the Engineering and Design Section's traffic-related work is sourced from Fund 125 Gas Tax as well as the Section's General Fund.

CHANGES FROM PRIOR YEAR

The Traffic Division was reorganized and moved under the Public Works Engineering Design and Construction Division.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ 165,000	\$ -	\$ (165,000)
62170.1013 Traffic Maintenance Services	-	-	165,000	165,000
62435.0000 General Equipment Maint & Repair	-	275,000	-	(275,000)
62435.1003 Traffic Maintenance Equipment	-	-	275,000	275,000
Materials, Supplies & Services	-	440,000	440,000	
70002.0000 Street Improvements	\$ 21,929	\$ -	\$ -	
Capital Expenses	21,929	-	-	
Total Expenses	\$ 21,929	\$ 440,000	\$ 440,000	

Municipal Infrastructure Fund

Roadway and Parkway Maintenance

534.PW32A



Public Works Roadway and Parkway Maintenance Section consists of three separate repair areas: asphalt crew, concrete crew, and general maintenance. The Private Contractual Services and Special Departmental Supplies accounts are used for annual maintenance of streets, alleys, sidewalks, parking lots, overpasses, and underpasses citywide.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 29,517	\$ 100,000	\$ 100,000	
62300.0000 Special Dept Supplies	81,497	120,000	120,000	
Materials, Supplies & Services	111,014	220,000	220,000	
70023.0532 Capital Contribution:Fund 532	\$ 150,000	\$ -	\$ -	
Capital Expenses	150,000	-	-	
Total Expenses	\$ 261,014	\$ 220,000	\$ 220,000	

Municipal Infrastructure Fund

Facilities Maintenance

534.PW33A



The Public Works - Building Maintenance Division consists of four maintenance workgroups: Construction and Maintenance, Carpentry, Painting, and Construction. They oversee a variety of projects related to the improvement of existing municipal facilities and general infrastructure. These accounts are used to fund vendor service contracts and for materials and supplies for internal construction, carpenter, and paint crews.

OBJECTIVES

- Provide safe and secure working environments for general government employees use at all City owned facilities.
- Respond to urgent and emergency facility maintenance requests including electrical, plumbing, roofs, heating, ventilation and air conditioning (HVAC), and carpentry.
- Perform maintenance and repair work at McCambridge and Verdugo Pools.
- Perform routine and preventative maintenance work for buildings, equipment, and apparatus.
- Paint interior and exterior buildings and auxiliary components.
- Maintain compliance with all regulatory requirements.
- Replace and/or modernize various building components such as lighting, doors, cabinets, and counters and reconfigure office and cubicle spaces.
- Remove graffiti from City-owned buildings.
- Administer vendor services and contracts for various facility needs.
- Oversee scope, design, and work activities for building and facility tasks.
- Manage life cycle replacement and asset management tasks.

CHANGES FROM PRIOR YEAR

Council approved \$8,000 for ongoing maintenance at 323-333 S. Front Street. This amount has been added as recurring in Private Contractual Services going forward. An additional \$5,344,000 was added to the Building Improvements account for municipal facility capital projects that include seismic retrofitting and improvements to the city yard building. An additional \$455,000 was added to the Infrastructure Improvements account for McCambridge park pool repairs.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 32,348	\$ -	\$ -	
62170.0000 Private Contractual Services	2,085,952	1,757,450	2,315,450	558,000
62170.1004 City Flooring Assessments	-	50,000	50,000	
62170.1005 Hazardous Materials Assessments	1,803	50,000	50,000	
62170.1006 Roof Surveys and Inspections	15,000	40,000	40,000	
62170.1007 Facilities Condition Assessments	-	200,000	-	(200,000)
62170.1008 Seismic Safety Surveys	-	40,000	40,000	
62170.1009 Elevator Surveys and Inspections	21,728	25,000	25,000	
62170.1015 Facility maintenance contingency	-	-	250,000	250,000
62300.0000 Special Dept Supplies	51,011	233,392	83,392	(150,000)
62450.0000 Building Grounds Maint & Repair	283,901	289,310	289,310	
Materials, Supplies & Services	2,491,744	2,685,152	3,143,152	458,000
70019.0000 Building Improvements	\$ 1,010,464	\$ 300,000	\$ 5,644,000	\$ 5,344,000
71000.0000 Infrastructure Improvements	-	-	455,000	455,000
Capital Expenses	1,010,464	300,000	6,099,000	5,799,000
85101.0370 Transfers to Fund 370	\$ 450,000	\$ -	\$ -	
Contributions to Other Funds	450,000	-	-	
Total Expenses	\$ 3,952,208	\$ 2,985,152	\$ 9,242,152	\$ 6,257,000

Communications Equipment Replacement Fund



This Fund provides for the maintenance and operational support of citywide safety and non-safety communications equipment, such as telephones, radios, etc. The Fund also provides support for public address, video security, access control systems, and provisioning of One Burbank's customer premise equipment. The departments are billed for these services through the Communication Rental Rate (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
Salaries & Benefits	\$ 1,078,011	\$ 1,145,191	\$ 1,269,384	\$ 124,192
Materials, Supplies & Services	1,887,978	2,467,156	2,393,184	(73,972)
Capital Assets	1,187,899	150,000	3,264,000	3,114,000
Total Expenses	\$ 4,153,888	\$ 3,762,348	\$ 6,926,568	\$ 3,164,220

Communications Equipment Replacement Fund

Telephone System

535.PS71A-B



This program provides for the maintenance, operation and replacement of the City's telephone system.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years				
60001.0000 Salaries & Wages	\$ 228,433	\$ 338,168	\$ 374,941	\$ 36,773
60006.0000 Overtime - Non-Safety	6,810	17,000	18,500	1,500
60012.0000 Fringe Benefits	48,124	61,478	69,067	7,589
60012.1008 Fringe Benefits:Retiree Benefits	789	2,365	2,489	124
60012.1509 Fringe Benefits:Employer Paid PERS	21,860	34,842	34,645	(198)
60012.1528 Fringe Benefits:Workers Comp	10,038	4,323	5,365	1,042
60012.1531 Fringe Benefits:PERS UAL	22,045	59,482	43,584	(15,898)
60012.1532 Fringe Benefits:PERS UAL One-Time	35,000	28,000	28,000	
60015.0000 Wellness Program Reimbursement	447	-	-	
60018.0000 Holding:Salaries	-	14,763	17,519	2,757
60020.0000 Projects Salaries	(46,255)	145,000	-	(145,000)
60020.1000 Projects Salaries:Capitalized	(6,806)	-	-	
60021.0000 Projects Salaries Overhead	(59,486)	188,500	-	(188,500)
60021.1000 Projects Salaries Overhead:Capitalized	(8,734)	-	-	
60023.0000 Uniform and Tool Allowance	1,251	-	-	
60027.0000 Payroll Taxes Non-Safety	3,411	4,903	5,437	533
60031.0000 Payroll Adjustments	1,046	-	-	
Salaries & Benefits	257,973	898,825	599,547	(299,278)
62000.0000 Utilities	\$ 340,038	\$ 397,000	\$ 397,000	
62000.1001 Utilities:Cell Phone	4,498	4,000	4,000	
62085.0000 Other Professional Services	-	65,000	85,000	20,000
62170.0000 Private Contractual Services	78,224	177,000	177,000	
62220.0000 Insurance	10,286	10,563	12,864	2,301
62225.0000 Custodial Services	140	-	-	
62235.0000 Services of Other Dept - Indirect	59,960	59,960	78,154	18,195
62240.0000 Services of Other Dept - Direct	15,507	15,507	-	(15,507)
62300.0000 Special Dept Supplies	22,148	10,000	10,000	
62310.0000 Office Supplies, Postage & Printing	4,671	17,000	17,000	
62316.0000 Software & Hardware	728	13,000	13,000	
62320.0000 Telephone Supplies & Maint	12,435	5,000	5,000	
62440.0000 Office Equip Maint & Repair	989	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	46,579	46,579	27,092	(19,487)
62496.0000 Fund 537 Computer System Rental	17,751	17,751	-	(17,751)
62710.0000 Travel	-	9,900	9,900	
62755.0000 Training	2,100	18,000	-	(18,000)
63005.0000 Depreciation-Buildings	4,005	4,008	4,008	
63015.0000 Depreciation-Machinery & Equipment	11,814	214,213	53,857	(160,356)
63131.0000 Overhead Recovery	57,711	38,004	38,338	333
63131.1000 Overhead Recovery:Fleet Allocation	18,932	20,965	20,953	(12)
63131.1001 Overhead Recovery:Fleet Usage	(53)	(13)	(21)	(8)
63131.1002 Overhead Recovery:Warehouse Alloc	(19,052)	-	-	
63310.0000 Inventory Overhead	1,972	5,100	4,500	(600)
Materials, Supplies & Services	691,382	1,150,537	959,644	(190,893)
15042.0000 Machinery & Equip-Work in Progress	\$ 285,513	\$ -	\$ 250,000	\$ 250,000
Capital Assets	285,513	-	250,000	250,000
Total Expenses	\$ 1,234,868	\$ 2,049,362	\$ 1,809,191	\$ (240,171)

Communications Equipment Replacement Fund

Radio System

535.PS72A-B



This program provides for the maintenance, operation, and replacement of the City's UHF radio system.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years				
60001.0000 Salaries & Wages	\$ 449,915	\$ 338,168	\$ 374,941	\$ 36,773
60006.0000 Overtime - Non-Safety	5,573	25,000	25,000	
60012.0000 Fringe Benefits	76,232	61,478	69,067	7,589
60012.1008 Fringe Benefits:Retiree Benefits	438	2,907	3,058	151
60012.1509 Fringe Benefits:Employer Paid PERS	40,465	34,842	34,645	(198)
60012.1528 Fringe Benefits:Workers Comp	12,392	4,323	5,365	1,042
60012.1531 Fringe Benefits:PERS UAL	93,878	59,482	100,805	41,323
60012.1532 Fringe Benefits:PERS UAL One-Time	35,000	28,000	28,000	
60015.0000 Wellness Program Reimbursement	444	-	-	
60018.0000 Holding:Salaries	-	14,763	17,519	2,757
60020.0000 Projects Salaries	46,253	(145,000)	-	145,000
60020.1000 Projects Salaries:Capitalized	(4,762)	-	-	
60021.0000 Projects Salaries Overhead	59,490	(188,500)	-	188,500
60021.1000 Projects Salaries Overhead:Capitalized	(6,095)	-	-	
60023.0000 Uniform and Tool Allowance	2,321	6,000	6,000	
60027.0000 Payroll Taxes Non-Safety	6,239	4,903	5,437	533
60031.0000 Payroll Adjustments	2,255	-	-	
Salaries & Benefits	820,038	246,367	669,837	423,470
Materials, Supplies & Services				
62085.0000 Other Professional Services	\$ -	\$ 10,850	\$ 30,850	\$ 20,000
62170.0000 Private Contractual Services	91,201	250,000	250,000	
62220.0000 Insurance	10,286	10,563	12,684	2,121
62225.0000 Custodial Services	49	300	300	
62235.0000 Services of Other Dept - Indirect	59,960	59,960	78,154	18,195
62240.0000 Services of Other Dept - Direct	15,000	15,000	-	(15,000)
62300.0000 Special Dept Supplies	2,378	15,000	15,000	
62310.0000 Office Supplies, Postage & Printing	1,295	30,000	30,000	
62315.0000 Radio Supplies & Maint	46,097	31,300	31,300	
62316.0000 Software & Hardware	17,545	10,000	10,000	
62320.0000 Telephone Supplies & Maint	1,443	-	-	
62330.0000 Radio Batteries	-	18,000	18,000	
62395.0000 Radio Supplies Handling	-	7,500	7,500	
62405.0000 Uniforms & Tools	7,587	6,000	6,000	
62465.0000 Building Rentals	59,582	59,000	59,000	
62485.0000 Fund 535 Communications Rental Rate	-	-	19,488	19,488
62496.0000 Fund 537 Computer System Rental	17,751	17,751	-	(17,751)
62700.0000 Memberships & Dues	865	750	750	
62710.0000 Travel	-	23,500	23,500	
62755.0000 Training	24,806	6,300	-	(6,300)
63005.0000 Depreciation-Buildings	120,819	120,816	120,816	
63015.0000 Depreciation-Machinery & Equipment	637,838	442,560	660,750	218,190
63025.0000 Depreciation-Other Utility Assets	-	114,508	-	(114,508)
63131.0000 Overhead Recovery	70,535	46,450	38,338	(8,112)
63131.1000 Overhead Recovery:Fleet Allocation	9,921	10,091	10,089	(2)
63131.1001 Overhead Recovery:Fleet Usage	-	(8)	(8)	
63310.0000 Inventory Overhead	1,638	10,430	11,030	600
Materials, Supplies & Services	1,196,596	1,316,619	1,433,540	116,921

Communications Equipment Replacement Fund

Radio System

535.PS72A-B



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
15041.0000 Machinery & Equipment-Clearing	\$ 634,727	\$ -	\$ 14,000	\$ 14,000
15042.0000 Machinery & Equip-Work in Progress	267,659	150,000	3,000,000	2,850,000
Capital Assets	902,386	150,000	3,014,000	2,864,000
Total Expenses	\$ 2,919,020	\$ 1,712,986	\$ 5,117,377	\$ 3,404,391

Communications Equipment Replacement Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
MGR COMMUNICATION SYS	1.000	1.000	1.000	
SR COMM TECH	1.000	1.000	1.000	
COMM TECH SUPV	1.000	1.000	1.000	
COMM TECH	3.000	3.000	3.000	
TOTAL STAFF YEARS	6.000	6.000	6.000	

Information Technology Fund



The Information Technology Fund (Fund 537) supports the City's Technology Infrastructure, Data and DevOps; Application Services; Enterprise Resource Planning (ERP); and Geographic Information System (GIS). This fund is responsible for the maintenance and lifecycle replacements of citywide infrastructure including desktops, laptops, mobile devices, network, and operations equipment. Citywide technology hardware and licensing contracts are also maintained in this fund. The Information Technology Fund provides project management services to successfully implement innovative technology solutions enabling departments to better serve their constituents. These activities are coordinated through the Information Technology Department.

MISSION STATEMENT

City of Burbank Information Technology (IT) Department works with all City departments to deliver innovative solutions developed in alignment with the City's goals that are reliable, sustainable, and customer oriented to support the City of Burbank and our constituents.

ABOUT INFORMATION TECHNOLOGY

The IT Department is a team of professionals who are the custodians of technology for all fifteen departments in the City of Burbank. IT serves as a partner, advisor, and service provider to our City counterparts. The IT Department guides City staff with the selection, development, implementation, deployment, security, and maintenance of new and innovative technology solutions in support of their mission to serve the community. IT helps identify the City's needs and improve processes and services. The core principles driving the IT Department include contemporary frameworks to drive process improvement, improved digital product design, and agile delivery of technology solutions. IT's frameworks enable collaborative team efforts to improve performance by schematically removing inefficiencies and reducing variation, with a focus on the elimination of defects, waiting, non-utilized talent, inventory, and extra-processing to name a few. In addition, iterative processes are utilized, focusing on the people IT designs and delivers solutions for. The IT Department supports more than 257 different business applications, in addition to enterprise-wide email, human resources/payroll, financials, enterprise permitting and licensing, utility billing, public safety systems, and collaboration tools. The IT Department is committed to cultivating collaborative partnerships with our City customers while providing the most reliable and comprehensive IT services to all departments.

CHANGES FROM PRIOR YEAR

The proposed budget includes a request for a General Fund contribution of \$1,197,442 to Fund 537 to implement 13 major citywide technology projects and security measures. The IT Department will partner with the sponsor departments in planning, project management, and implementation services.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	33,000	33,000	33,000	
Salaries & Benefits	\$ 4,612,485	\$ 5,723,534	\$ 5,634,981	\$ (88,553)
Materials, Supplies & Services	3,967,328	6,913,173	6,600,558	(312,615)
Capital Assets	782,370	697,000	1,977,542	1,280,542
Contributions to Other Funds	150,000	-	-	
Total Expenses	\$ 9,512,184	\$ 13,333,707	\$ 14,213,081	\$ 879,374

Information Technology Fund

Administration

537.IT01A



The Administration Division provides administrative support to the Department and is responsible for managing the business operations of IT. The division provides a vision for the organization and develops plans for the future of technology in the City. The Administrative staff responsibilities include the coordination of administrative activities between divisions, financial management and budget preparation, procurement and accounts payable for all technology purchases citywide, product license, software, and maintenance contract management, personnel administration, statistical analysis and reporting, preparation of staff reports to the City Council, as well as interdepartmental project management, and executive level departmental communications.

OBJECTIVES

- Prepare departmental budget and provide fiscal administration.
- Prepare budget and manage the Internal Service Fund 537, Information Technology Fund. Establish and monitor rental rates and service charges for the fund.
- Build and adhere to technology standards and drive technology lifecycle management.
- Develop and implement new technology policies and procedures.
- Manage high-level technology projects citywide.
- Develop and execute strategic planning initiatives.
- Be open and responsive to departments by providing high-quality customer service.
- Monitor and implement City Council goals, priorities, and objectives.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	3,000	3,000	3,000	
60001.0000 Salaries & Wages	\$ 963,866	\$ 897,009	\$ 842,058	\$ (54,951)
60012.0000 Fringe Benefits	131,429	132,128	136,700	4,572
60012.1008 Fringe Benefits:Retiree Benefits	462	4,537	4,817	280
60012.1509 Fringe Benefits:Employer Paid PERS	76,054	84,453	77,806	(6,647)
60012.1528 Fringe Benefits:Workers Comp	9,392	8,252	4,968	(3,284)
60012.1531 Fringe Benefits:PERS UAL	142,685	189,522	172,163	(17,359)
60012.1532 Fringe Benefits:PERS UAL One-Time	190,000	152,000	152,000	
60022.0000 Car Allowance	4,523	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	13,648	13,007	12,210	(797)
60031.0000 Payroll Adjustments	3,924	-	-	
Salaries & Benefits	1,535,983	1,485,396	1,407,210	(78,186)
62170.0000 Private Contractual Services	\$ 46,063	\$ 35,000	\$ 35,000	
62220.0000 Insurance	66,247	71,601	89,311	17,710
62235.0000 Services of Other Dept - Indirect	778,211	826,172	906,650	80,478
62240.0000 Services of Other Dept - Direct	2,790	204	-	(204)
62300.0000 Special Dept Supplies	6,113	5,300	5,300	
62310.0000 Office Supplies, Postage & Printing	3,686	4,500	4,500	
62316.0000 Software & Hardware	55	-	-	
62455.0000 Equipment Rental	9,408	22,000	18,000	(4,000)
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,370	6,121	7,178	1,057
62485.0000 Fund 535 Communications Rental Rate	24,540	24,525	24,540	15
62496.0000 Fund 537 Computer System Rental	4,142	4,278	12,390	8,112
62700.0000 Memberships & Dues	101,106	113,885	126,000	12,115
62710.0000 Travel	6,362	10,000	10,000	
62755.0000 Training	10,967	20,000	20,000	
62895.0000 Miscellaneous Expenses	824	700	700	
63040.0000 Depreciation-Computers & Software	201,316	-	-	
Materials, Supplies & Services	1,269,200	1,144,286	1,259,569	115,283
Total Expenses	\$ 2,805,183	\$ 2,629,682	\$ 2,666,779	\$ 37,097

Information Technology Fund

Technology Infrastructure, Data, and DevOps

537.IT02A



The Technology Infrastructure, Data, and DevOps division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: Business Intelligence (BI), Data and Analytics, Technology Infrastructure and Cloud, DevOps, Collaboration, Workplace Technology, Technology Management, Field Engineering, Operations and Support, and Infrastructure Management. The core principles driving the division include: Access Anywhere Anytime, engagement and partnership, business outcome driven decision making, continuous improvement, and design thinking.

OBJECTIVES

- Ensure the City's information system is accessible, available, and secure by minimizing unplanned downtime while appropriately managing risk.
- Monitor network and server performance and take corrective and proactive action as needed.
- Manage the network capacity plan to minimize unplanned downtime and disruption of services.
- Strengthen and enhance network security and meet all regulatory compliance requirements for Payment Card Industry (PCI) and Criminal Justice Information Services (CJIS) and other regulatory obligations.
- Provide project management services for departmental and citywide initiatives to maximize return on investment.
- Replace citywide computers and peripheral equipment to ensure reliable and comprehensive IT availability.
- Provide high-quality customer service and alignment to ensure a collaborative partnership with all City departments.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR
Staff Years	13,000	13,000	13,000	
60001.0000 Salaries & Wages	\$ 805,109	\$ 1,241,322	\$ 1,249,594	\$ 8,272
60006.0000 Overtime - Non-Safety	16,532	15,000	20,000	5,000
60012.0000 Fringe Benefits	140,930	245,686	260,211	14,525
60012.1008 Fringe Benefits:Retiree Benefits	1,340	9,074	9,634	560
60012.1509 Fringe Benefits:Employer Paid PERS	75,380	119,052	117,656	(1,396)
60012.1528 Fringe Benefits:Workers Comp	12,056	11,420	7,373	(4,047)
60012.1531 Fringe Benefits:PERS UAL	196,835	194,707	171,489	(23,218)
60027.0000 Payroll Taxes Non-Safety	11,840	17,999	18,119	120
60031.0000 Payroll Adjustments	27,070	-	-	
Salaries & Benefits	1,287,093	1,854,260	1,854,076	(184)
62170.0000 Private Contractual Services	\$ 23,936	\$ 140,000	\$ 140,000	
62170.1000 Special Elections	70,560	-	-	
62170.1001 Temp Staffing	128,220	-	-	
62300.0000 Special Dept Supplies	2,869	5,000	5,000	
62310.0000 Office Supplies, Postage & Printing	17	-	-	
62316.0000 Software & Hardware	524,546	950,000	975,000	25,000
62710.0000 Travel	1,429	1,500	1,500	
62755.0000 Training	14,604	22,000	22,000	
63040.0000 Depreciation-Computers & Software	62,568	7,064	77,879	70,815
63050.0000 Non-Capitalized Assets	90,049	230,000	230,000	
63050.1000 Non capitalized assets - computer repl	94,006	300,000	300,000	
Materials, Supplies & Services	1,012,804	1,655,564	1,751,379	95,815
15111.0000 Computers & Software - Clearing	\$ 387,646	\$ 480,000	\$ 460,000	\$ (20,000)
15112.0000 Computers & Software-Work in Prog	-	-	325,000	325,000
Capital Assets	387,646	480,000	785,000	305,000
Total Expenses	\$ 2,687,543	\$ 3,989,824	\$ 4,390,455	\$ 400,631

Information Technology Fund

Geographic Information System (GIS)

537.IT03A



The Geographic Information System (GIS) division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the Land and Facilities business domain. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

OBJECTIVES

- Assess current GIS Technology use and recommend strategies for future enterprise sharing of GIS data and system tools between departments.
- Assist end-users by providing training on GIS applications to further enhance their ability to gather data.
- Provide a conduit by which various departments can access and utilize data from different departments to more efficiently manage their own infrastructure and complete daily tasks.
- Assist with the implementation of "mission critical" applications by providing clean and relevant GIS data.
- Respond to requests for land-based data from other departments and provide maps, documentation, and media to meet their needs.
- Participate in local and county GIS consortiums to leverage technical resources, enhance the capability to respond to emergency situations, enable smooth data sharing, and reduce costs.
- Be knowledgeable and aware of customer departments' needs and collaborate to bring about positive, productive technology changes.
- Provide project management services for departmental and citywide initiatives.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,000	2,000	2,000	
60001.0000 Salaries & Wages	\$ 246,796	\$ 255,045	\$ 255,045	
60012.0000 Fringe Benefits	42,423	40,864	43,077	2,213
60012.1008 Fringe Benefits:Retiree Benefits	246	1,512	1,606	94
60012.1509 Fringe Benefits:Employer Paid PERS	24,421	24,012	23,566	(446)
60012.1528 Fringe Benefits:Workers Comp	2,573	2,346	1,505	(841)
60012.1531 Fringe Benefits:PERS UAL	48,899	50,534	54,690	4,156
60027.0000 Payroll Taxes Non-Safety	3,531	3,698	3,698	
60031.0000 Payroll Adjustments	5,281	-	-	
Salaries & Benefits	374,170	378,011	383,187	5,176
62170.0000 Private Contractual Services	\$ -	\$ 55,000	\$ 55,000	
62310.0000 Office Supplies, Postage & Printing	371	1,000	1,000	
62316.0000 Software & Hardware	11,389	43,000	43,000	
62710.0000 Travel	-	3,500	3,500	
62755.0000 Training	-	2,000	2,000	
63040.0000 Depreciation-Computers & Software	1,377	1,380	575	(805)
Materials, Supplies & Services	13,137	105,880	105,075	(805)
Total Expenses	\$ 387,307	\$ 483,891	\$ 488,262	\$ 4,371

Information Technology Fund

Applications

537.IT04A



The Applications Services division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: General Administration, Fire Protection, Governing and Public Affairs, Law Enforcement, Legal and Compliance, Economic Development and Public Information, and Marketing. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

OBJECTIVES

- Provide high-quality technical support for the evaluation, procurement, implementation, and ongoing maintenance of applications throughout the City.
- Upgrade application systems and tools to efficiently support the systems in use throughout the City.
- Maximize return on investment for all current hardware and software to reduce the cost of doing business and to better utilize our existing resources and staff.
- Provide reliable and comprehensive project management services for departmental and citywide initiatives.
- Work with individual departments on business process improvements to ensure available technology is being utilized to its fullest potential.
- Maintain a comprehensive inventory of all computers, printers, peripherals, and network infrastructure components.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
60001.0000 Salaries & Wages	\$ 522,063	\$ 522,903	\$ 522,903	
60006.0000 Overtime - Non-Safety	-	5,000	-	(5,000)
60012.0000 Fringe Benefits	95,833	99,001	104,660	5,659
60012.1008 Fringe Benefits:Retiree Benefits	616	3,781	4,014	233
60012.1509 Fringe Benefits:Employer Paid PERS	48,093	49,231	48,316	(915)
60012.1528 Fringe Benefits:Workers Comp	5,259	4,811	3,085	(1,726)
60012.1531 Fringe Benefits:PERS UAL	191,567	98,060	98,060	
60027.0000 Payroll Taxes Non-Safety	7,683	7,582	7,582	
60031.0000 Payroll Adjustments	9,371	-	-	
Salaries & Benefits	880,485	790,369	788,620	(1,749)
62170.0000 Private Contractual Services	\$ 6,092	\$ 375,000	\$ 350,000	\$ (25,000)
62316.0000 Software & Hardware	115,041	275,000	325,000	50,000
62710.0000 Travel	998	1,500	1,500	
62755.0000 Training	5,341	22,000	22,000	
Materials, Supplies & Services	127,473	673,500	698,500	25,000
15112.0000 Computers & Software-Work in Prog	\$ -	\$ -	\$ 435,000	\$ 435,000
Capital Assets	-	-	435,000	435,000
Total Expenses	\$ 1,007,957	\$ 1,463,869	\$ 1,922,120	\$ 458,251

Information Technology Fund

Enterprise Resource Planning

537.IT04B



The Enterprise Resource Planning (ERP) division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: Library Services, Supply Chain Management, Asset Management, Human Capital Management, Sourcing and Procurement, Community Services, and Accounting and Finance. The core principles driving the division include: engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

OBJECTIVES

- Provide reliable and comprehensive IT services for the Enterprise Resource Planning systems for all City Departments.
- Cultivate partnerships with City counterparts fostering collaborative efforts to better perform evaluation, procurement, implementation, system upgrades, and ongoing maintenance of enterprise level computer applications.
- Support and follow IT's defined change management policy and processes.
- Create and maintain clear and comprehensive documentation of the Enterprise Resource Planning (ERP) and related systems, processes, and services.
- Provide project lifecycle management standards and services for departmental and citywide initiatives.
- Work with City counterparts on continuous business process improvements to ensure available technology is utilized to its fullest potential and return on investment is maximized and cost effective.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	7,000	7,000	7,000	
60001.0000 Salaries & Wages	\$ 410,762	\$ 862,821	\$ 855,762	\$ (7,059)
60012.0000 Fringe Benefits	51,503	142,202	149,794	7,592
60012.1008 Fringe Benefits:Retiree Benefits	862	5,293	5,620	327
60012.1509 Fringe Benefits:Employer Paid PERS	44,785	81,235	79,072	(2,163)
60012.1528 Fringe Benefits:Workers Comp	8,858	7,938	5,049	(2,889)
60012.1531 Fringe Benefits:PERS UAL	-	103,498	94,182	(9,316)
60027.0000 Payroll Taxes Non-Safety	5,908	12,511	12,409	(102)
60031.0000 Payroll Adjustments	12,077	-	-	
Salaries & Benefits	534,756	1,215,498	1,201,888	(13,610)
62170.0000 Private Contractual Services	\$ 436,809	\$ 700,000	\$ 700,000	
62316.0000 Software & Hardware	372,095	541,000	560,000	19,000
62700.0000 Memberships & Dues	-	1,000	-	(1,000)
62710.0000 Travel	387	1,500	1,500	
62755.0000 Training	-	22,000	22,000	
63040.0000 Depreciation-Computers & Software	115,563	-	-	
Materials, Supplies & Services	924,854	1,265,500	1,283,500	18,000
15112.0000 Computers & Software-Work in Prog	\$ 182,918	\$ -	\$ 450,000	\$ 450,000
Capital Assets	182,918	-	450,000	450,000
Total Expenses	\$ 1,792,528	\$ 2,480,998	\$ 2,935,388	\$ 454,390

Information Technology Fund

537



This section contains items that are budgeted within multiple departmental cost centers included in this fund.

62170.0000 Private Contractual Services	\$	5,461	\$	532,750	\$	-	\$	(532,750)
62316.0000 Software & Hardware		602,481		1,218,265		1,256,000		37,735
62496.0000 Fund 537 Computer System Rental						332		332
63040.0000 Depreciation-Computers & Software		-		198,768		177,543		(21,225)
63050.0000 Non-Capitalized Assets		11,919		118,660		68,660		(50,000)
Materials, Supplies & Services		619,860		2,068,443		1,502,535		(565,908)
15111.0000 Computers & Software - Clearing	\$	31,932	\$	17,000			\$	(17,000)
15112.0000 Computers & Software-Work in Prog		179,874		200,000		307,542		107,542
Capital Assets		211,806		217,000		307,542		90,542
Total Expenses	\$	831,666	\$	2,285,443	\$	1,810,077	\$	(475,366)

Information Technology Fund

Authorized Positions



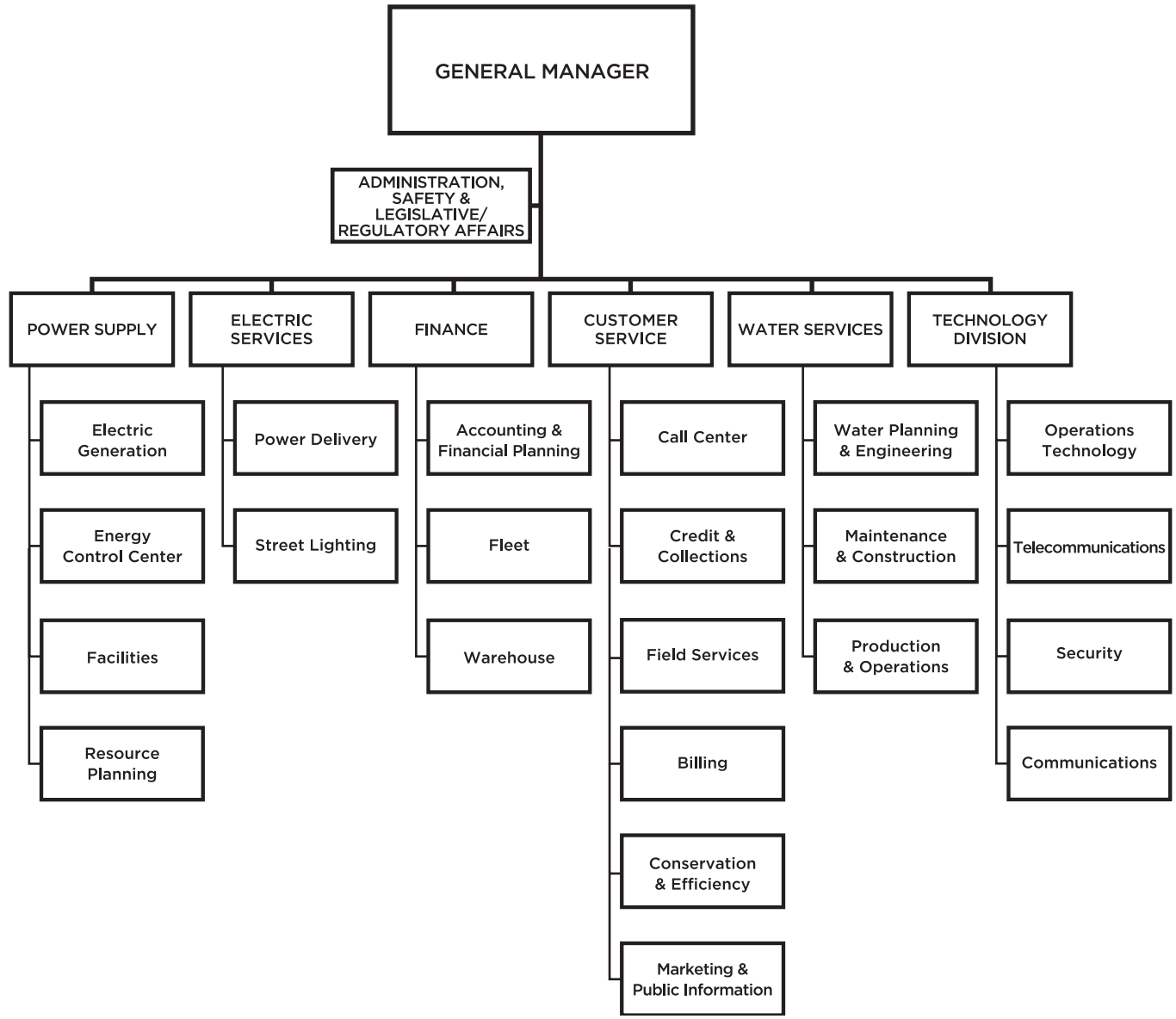
CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
APPLS DEV ANALYST III (M)	1.000	1.000	1.000	
APPLS DEV ANALYST IV	4.000	4.000	4.000	
AST INFO TECHNOLOGY DIR-APPLICATION	2.000	2.000	2.000	
AST INFO TECHNOLOGY DIR-OPERATIONS	1.000	1.000	1.000	
CHIEF INFO OFCR	1.000	1.000	1.000	
DATABASE ADMSTR I	1.000	1.000	1.000	
DATABASE ADMSTR II	2.000	2.000	2.000	
EXEC AST	1.000	1.000	1.000	
INFO SECURITY ANALYST	1.000	1.000	1.000	
INFO SYS ANALYST II	3.000	3.000	3.000	
INFO SYS ANALYST III	2.000	2.000	2.000	
INFO SYS ANALYST IV	1.000	1.000	1.000	
NETWK SUPPORT ANALYST I	2.000	2.000	2.000	
NETWK SUPPORT ANALYST II	4.000	4.000	4.000	
NETWK SUPPORT ANALYST III	3.000	3.000	3.000	
NETWK SUPPORT ANALYST IV	2.000	2.000	2.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
TECHNL SUPPORT ANALYST I	1.000	1.000	1.000	
TOTAL STAFF YEARS	33.000	33.000	33.000	

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BURBANK WATER & POWER



BURBANK WATER AND POWER



ABOUT BURBANK WATER AND POWER

Burbank Water and Power (BWP) is an industry leader in seeking innovative ways to serve water to 27,900 customers, electric to 57,100 customers, and high-speed internet and fiber optics to 160 customers. This creativity by BWP's excellent employees enables BWP to provide high reliability at some of the most affordable rates in the region. Planning for a sustainable future is a top priority. To this end, BWP is partnering with neighboring utilities on solar, storage, green hydrogen, and wind. BWP partnered with Burbank's Public Works Department to generate power using landfill gases. Together with the Community Development Department, BWP has installed 47 public electric vehicle ports, is installing 24 more in 2021, and is planning to install 500 by the middle of this decade. We truly enjoy serving the Burbank community – both those who live as well as those who share their working day with us.

MISSION STATEMENT

Our mission at BWP is to provide electric and water services to our customers in a safe, reliable, and sustainable manner while providing competitive rates.

ORGANIZATION

The **Power Supply Division** is responsible for BWP's supply of electricity. Consistent with its 2019 Integrated Resource Plan (IRP), the division plans, develops, operates, participates in, and builds facilities for the generation and transmission of energy to Burbank. The division also acquires power from a diverse number of resources (including options for energy storage) throughout the west, often as part of the Southern California Public Power Authority (SCPPA). In June 2007, the City of Burbank established a goal of 33 percent renewable energy by 2020, which later became the mandate set by Senate Bill (SB) 350 in 2015. The division is now focused on compliance with SB 100 which mandates an even greater renewable content of 60 percent renewable energy by 2030 and a zero-emissions resource portfolio by 2045. The City has an aspirational goal of 100 percent greenhouse gas electricity supply by 2040. The division operates two SCPPA-owned projects: the Magnolia Power Project (MPP) at the BWP campus and the Tieton Hydropower Project in eastern Washington, as well as BWP's wholly-owned local generation resources. The division conducts the City's wholesale power marketing efforts to minimize the cost of power through energy purchases and sales with other energy companies. Finally, the division manages and maintains BWP's award-winning EcoCampus, including LEED (Leadership in Energy and Environmental Design) Platinum buildings and advanced rainwater capture and energy efficiency systems.

The **Electric Services Division** is responsible for the planning, engineering, construction, testing, operation, and maintenance of electric stations, power lines, service drops, and meters. Staff constructs and maintains all the components of the transmission, sub-transmission, and distribution networks, both overhead and underground, which make up the BWP electric system. This division improves and maintains the City's street lighting system (Fund 129), maintains electrical facilities for power plant and water facilities, and installs fiber-optic lines.

The **Water Division** plans, designs, and constructs capital improvement projects for the City's potable and recycled water systems. The division operates and maintains water production and distribution facilities including water mains and transmission lines, distribution piping, valves, meters, pump stations, pressure regulators, fire hydrants, and storage tanks. Burbank imports all its water from the Metropolitan Water District of Southern California.

The **Customer Service and Marketing Division** provides customer care related to all municipal services accounts, including the establishment of new services, general account, billing, and payments. This division is responsible for the implementation of customer-side actions for BWP's IRP and provides community support and educational outreach focusing on water and energy conservation, electrification, environmental stewardship, and the community's youth.

The **Finance Division** is responsible for the utility's accounting, financial reporting and analysis, and budgeting for six of the City's funds. The funds include the electric, water, street lighting, communications, MPP, and Tieton Hydropower Project. In addition, the Finance Division manages energy risk, rate design, revenue requirements, access to capital markets, and strategic financial planning. The utility's materials management and fleet operations are also overseen by this division.

The **Technology Division** oversees security, telecommunications, systems, applications, fiber services, and systems modernization programs for the utility. The division provides strategic oversight and alignment of technology systems with BWP's needs. This division supports and maintains the City's radio and telephone systems (Communications Equipment Replacement Fund 535) and all physical and cybersecurity for the utility, including aspects of NERC-CIP (North American Electric Reliability Corporation - Critical Infrastructure Protection). The division manages BWP's mission-critical systems, networks, and wireless infrastructure including the ONE Burbank enterprise fiber-optic services and operational software comprising customer information systems, metering head-end and supervisory control, and data acquisition systems.

Burbank Water and Power



2020-2021 WORK PROGRAM HIGHLIGHTS

- Converted 4.3 Mega Watts (MW) of 4 Kilovolt (kV) distribution feeders to 12 kV to improve efficiency and reliability in the V-7 area and a portion of the W-11 area.
- To maintain BWP's safe and reliable electric system, 229 poles were replaced during FY 2020-21.
- Two deteriorated underground substructures were replaced or rehabilitated in FY 2020-21.
- In FY 2020-21, BWP replaced 533 High Pressure Sodium (HPS) streetlights with Light Emitting Diode (LED) luminaires.
- 26 electric vehicle charge ports were installed in FY 2020-21. A total of 73 electric vehicle charge ports have been installed in the City.
- BWP installed 2,953 feet of pipeline in FY 2020-21.
- In FY 2020-21, 10 water distribution system valves were replaced to maintain system reliability.
- Replaced 5 water transmission main valves to maintain system reliability this fiscal year.
- Replaced or upgraded 29 fire hydrants to maintain safety and insurance ratings.

2021-2022 WORK PROGRAM GOALS



Rebuild and prepare for conversion of 4 MW of 4 kV distribution feeders to 12 kV to improve efficiency and reliability. Conversion will be performed after rebuilding Golden State Substation.

June 2022



Convert 5 MW of 4 kV distribution feeders at the Naomi substation to improve efficiency and reliability. This 12 kV conversion is also required to allow the de-energization and decommissioning of the existing Naomi 4kV substation in order to construct a new 12kV substation, which will serve the new development at The Burbank Studios.

June 2022



Replace 200 power poles to maintain BWP's safe and reliable electric system.

June 2022



Replace or rehabilitate 8 deteriorated underground substructures to maintain BWP's safe and reliable electric system.

June 2022



Replace 850 less efficient streetlights with LED luminaires to reduce energy consumption and lower BWP's operation and maintenance costs.

June 2022



Facilitate the installation of 75 electric vehicle charging ports to electrify the transportation sector in Burbank.

June 2022



Replace 5,300 feet of pipeline to maintain system reliability.

June 2022



Exercise 2,606 valves to maintain system reliability.

June 2022



Replace 10 water distribution system valves to maintain system reliability.

June 2022



Replace 5 water transmission main valves to maintain system reliability.

June 2022



Replace 25 fire hydrants to maintain safety and insurance ratings.

June 2022





Clean and inspect 10 tanks and/or reservoirs to maintain water quality.

June 2022

Burbank Water and Power



PERFORMANCE MEASURES

	Actual (19-20)	Projected (20-21)	Actual (20-21)	Projected (21-22)
City Council Goal  City Services				
Objective: To provide excellent and reliable services to external and internal customers.				
Provide residential and commercial customer satisfaction by providing affordable and reliable electric and water service, delivering satisfying customer service, and producing engaging and relevant communications.	Res: 79% Com: N/A Key: N/A	Res: N/A Com: 80% Key: 94%	Res: 79% Com: N/A Key: N/A	Res: N/A Com: 85% Key: 95%
Provide the Police Department, Fire Department, and other users reliable radio services through redundancy, planned maintenance, and system modernization. The radio system will experience no service outages for users.	100%	100%	100%	100%
City Council Goal  Quality of Life				
Objective: To provide reliable water and power services.				
Maintain a System Average Interruption Frequency Index (SAIFI) rating of 0.40 minutes or less. This index represents the average number of sustained interruptions per year for all customers connected to the system. BWP defines a sustained interruption as an outage lasting more than one minute.	0.40	0.25	0.40	0.40
Maintain a System Average Interruption Duration Index (SAIDI) rating of 10 minutes or less. This index represents the average duration in minutes of the sustained interruptions. BWP defines a sustained interruption as an outage lasting more than one minute.	4.64 Min	N/A	10.11 Min	10 Min
Maintain a Customer Average Interruption Duration Index (CAIDI) reliability rate of 25 minutes or less. This index represents the average length of time in minutes a customer outage lasts.	22.56 Min	70 Min	20.4 Min	25 Min
Provide water service with a goal 99.9999% or higher system reliability through redundancy, planned maintenance, and system modernization. The average water customer will be out of service for one day every 25 years.	9.9999%	9.9999%	9.9999%	9.9999%
Provide a safe work environment by adopting proactive safety programs that change workplace culture and work practices to meet the goal of zero OSHA recordable incidents in a calendar year. (Publicly Owned Utility industry standard: less than 5.1 Total Recordable Incident Rate (TRIR). Private Utility: less than 2.2 TRIR).	4.2	3.8	3.4	3.4

Electric Fund 496

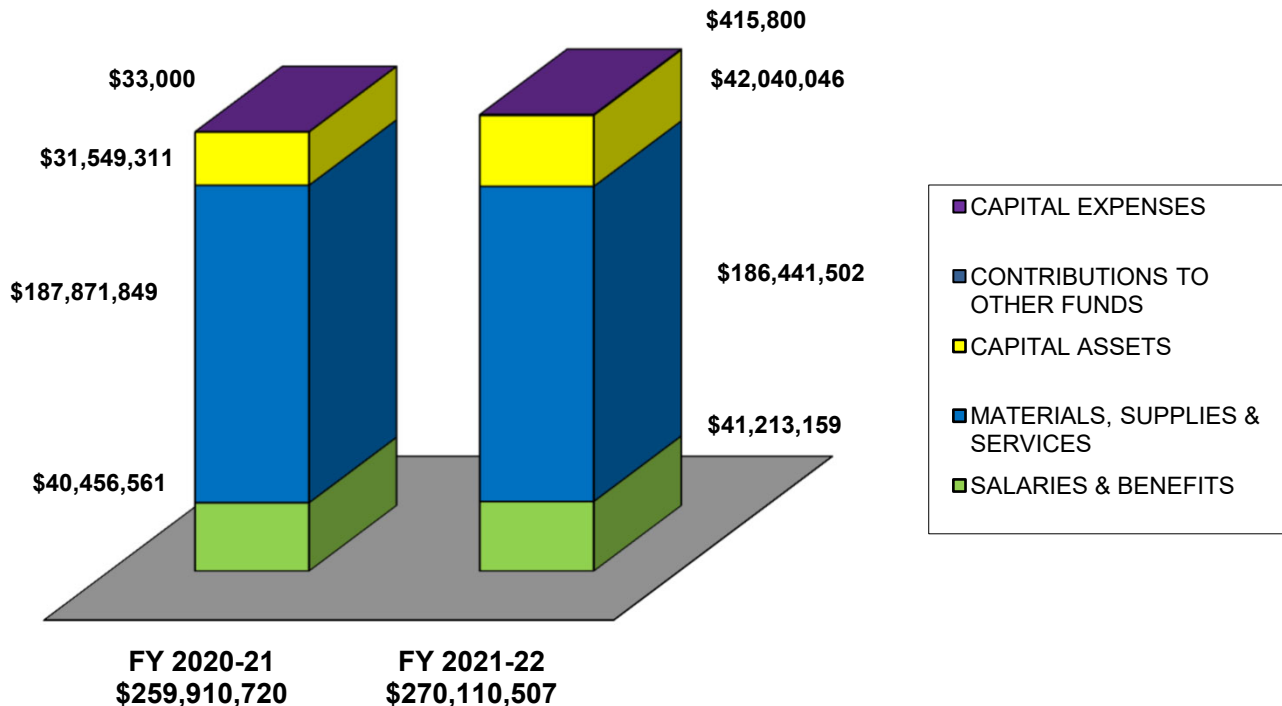


The Electric Fund supplies and distributes to the City of Burbank and its consumers electricity that is reliable, sustainable and cost efficient. The Electric Utility strives to keep rates competitive, while providing sufficient funding for operations and maintenance, including covering the rising costs of energy, and providing funds for system reliability and capital improvements.

FUND 496 SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	286.000	286.000	287.500	1.500
Total Revenue	\$ 192,167,200	\$ 236,646,129	\$ 239,681,745	\$ 3,035,616
Salaries & Benefits	\$ 30,995,505	\$ 40,456,561	\$ 41,213,159	\$ 756,599
Materials, Supplies & Services	157,238,434	187,871,849	186,441,502	(1,430,347)
Capital Assets	25,005,171	31,549,311	42,040,046	10,490,735
Capital Expenses	1,043	-	-	-
Contributions to Other Funds	357,970	33,000	415,800	382,800
TOTAL	\$ 213,598,123	\$ 259,910,720	\$ 270,110,507	\$ 10,199,787

ELECTRIC FUND SUMMARY



Electric Fund

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	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Interest/Use of Money	\$ 4,561,841	\$ 2,783,794	\$ 1,882,131	\$ (901,663)
Intergovernmental Revenues	93,899	-	-	
Services Charges - Intra City	59,397	-	-	
Service Charges	187,451,021	233,862,335	237,799,614	3,937,279
Contributions from Other Funds	1,043	-	-	
Total Revenue	192,167,200	236,646,129	239,681,745	3,035,616
Staff Years	286.000	286.000	287.500	1.500
60001.0000 Salaries & Wages	\$ 30,593,074	\$ 32,738,667	\$ 34,422,358	\$ 1,683,691
60006.0000 Overtime - Non-Safety	3,338,653	2,871,216	3,074,524	203,308
60006.1510 Fire Holiday Pay	4,429	-	-	
60012.0000 Fringe Benefits	5,159,122	5,569,964	6,115,181	545,218
60012.1006 Fringe Benefits:OPEB-PERS	304,167	-	-	
60012.1007 Fringe Benefits:Replacement Benefit	161,601	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	31,820	246,209	247,658	1,449
60012.1509 Fringe Benefits:Employer Paid PERS	2,760,946	3,341,068	3,258,955	(82,112)
60012.1528 Fringe Benefits:Workers Comp	1,052,308	651,786	632,264	(19,522)
60012.1529 Fringe Benefits:Contra Expense	80,851	-	-	
60012.1531 Fringe Benefits:PERS UAL	5,704,748	5,846,733	6,154,322	307,589
60012.1532 Fringe Benefits:PERS UAL One-Time	3,434,104	2,749,699	2,749,699	
60015.0000 Wellness Program Reimbursement	27,162	28,387	28,387	
60018.0000 Holding:Salaries	-	1,062,003	1,468,255	406,251
60020.0000 Projects Salaries	(4,824,622)	81,828	231,040	149,212
60020.0002 Projects Salaries:Credit	-	-	(6,294,150)	(6,294,150)
60020.0003 Project Salaries:Hyperion O&M	-	-	(667,456)	(667,456)
60020.1000 Projects Salaries:Capitalized	(4,297,776)	(5,882,160)	-	5,882,160
60021.0000 Projects Salaries Overhead	(6,079,359)	105,495	321,481	215,987
60021.1000 Projects Salaries Overhead:Capitalized	(5,501,839)	(7,646,808)	-	7,646,808
60021.0002 Projects Salaries:Credit	-	-	(8,811,809)	(8,811,809)
60021.0003 Project Salaries Overhead:Hyperion O&M	-	-	(934,438)	(934,438)
60022.0000 Car Allowance	4,523	7,488	7,488	
60023.0000 Uniform and Tool Allowance	74,066	100,480	100,480	
60025.0000 Applied Overhead Recovery	(1,653,929)	(1,890,205)	(1,390,205)	500,000
60027.0000 Payroll Taxes Non-Safety	460,542	474,711	499,124	24,414
60031.0000 Payroll Adjustments	160,916	-	-	
Salaries & Benefits	30,995,505	40,456,561	41,213,159	756,598
62000.0000 Utilities	\$ 626,714	\$ 1,044,511	\$ 1,044,022	\$ (489)
62000.1001 Utilities:Cell Phone	71,218	72,983	74,058	1,075
62000.1002 Utilities:Gas Company	3,195	2,740	2,740	
62001.0000 Deferred Charges	-	(326,333)	(64,942)	261,391
62001.1002 Deferred Charges:Public Benefit	926,212	(465,285)	(1,678,949)	(1,213,664)
62030.0000 Property Taxes	2,350	15,000	15,000	
62085.0000 Other Professional Services	4,946,547	9,525,397	11,844,872	2,319,475
62120.0000 Ambulance	1,048	-	-	
62160.0000 Hazardous Materials Collection	29,643	35,500	36,500	1,000
62170.0000 Private Contractual Services	3,256,411	4,991,551	4,793,400	(198,151)
62180.0000 Landscape Contractual Services	138,880	162,500	173,250	10,750
62220.0000 Insurance	951,073	752,289	848,701	96,412
62225.0000 Custodial Services	325,205	355,900	387,100	31,200
62235.0000 Services of Other Dept - Indirect	-	6,272,491	6,210,825	(61,666)
62240.0000 Services of Other Dept - Direct	6,087,226	23,950	15,416	(8,534)
62300.0000 Special Dept Supplies	901,650	902,172	991,994	89,822
62300.1001 Special Dept Supplies:Training	76	-	-	
62300.1002 Special Dept Supplies:Rescue	2,525	-	-	

Electric Fund

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	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62305.0000 Reimbursable Materials	320	-	-	
62310.0000 Office Supplies, Postage & Printing	159,909	193,950	221,550	27,600
62315.0000 Radio Supplies & Maint	8	-	-	
62316.0000 Software & Hardware	1,723,583	2,706,683	2,719,329	12,646
62345.0000 Taxes	(190)	-	-	
62380.0000 Chemicals	-	8,000	-	(8,000)
62380.1000 Chemicals:Emissions Controls	4,548	-	8,000	8,000
62381.0000 CT Chemicals	8,172	6,975	13,950	6,975
62383.0000 Lubrication/Gases	10,374	5,500	5,610	110
62383.1008 Lubrication/Gases:CEMS	13,327	20,400	20,808	408
62400.0000 Telephone Supplies Handling	-	100	100	
62405.0000 Uniforms & Tools	184,882	212,420	220,000	7,580
62415.0000 Uncollectible Receivables	1,033,156	225,000	900,000	675,000
62420.0000 Books & Periodicals	1,690	10,000	9,250	(750)
62430.0000 Auto Equipment Maint & Repair	175,997	202,175	201,475	(700)
62435.0000 General Equipment Maint & Repair	294,100	370,940	427,807	56,867
62440.0000 Office Equip Maint & Repair	112,379	84,635	81,875	(2,760)
62445.0000 Street & Pavement Repair	6,296	-	-	
62450.0000 Building Grounds Maint & Repair	297,241	429,100	439,100	10,000
62451.0000 Building Maintenance	179,720	-	-	
62455.0000 Equipment Rental	19,371	46,700	51,500	4,800
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,220	715	715	
62485.0000 Fund 535 Communications Rental Rate	325,499	325,666	329,963	4,297
62496.0000 Fund 537 Computer System Rental	46,183	-	-	
62520.0000 Public Information	12,840	18,000	20,000	2,000
62590.0000 Event Sponsorship	89,348	120,000	92,360	(27,640)
62700.0000 Memberships & Dues	356,493	312,565	345,115	32,550
62710.0000 Travel	54,436	182,528	186,230	3,702
62725.0000 Street Lighting Maintenance	1,199	-	-	
62745.0000 Safety Program	235,797	64,000	59,000	(5,000)
62755.0000 Training	302,593	712,968	624,749	(88,219)
62765.0000 Educational Reimb:Citywide	14,172	45,500	30,500	(15,000)
62770.0000 Hazardous Materials Disposal	2,445	16,400	15,000	(1,400)
62780.0000 Fuel - Oil	120,593	170,000	172,000	2,000
62790.0000 Pacific DC Intertie-Transmission	725,679	800,000	800,000	
62795.0000 Reclaimed Water:	-	5,100	-	(5,100)
62800.0000 Fuel - Gas	8,821,645	395,998	458,617	62,619
62800.1001 Fuel - Gas:Natural Gas Transport	761,762	721,300	721,300	
62800.1004 Fuel - Gas:SCPPA Natural Gas Reserves	2,606,510	-	-	
62800.1005 Fuel - Gas:MPP Fuel-Gas	1,110,594	6,256,905	12,925,622	6,668,717
62800.1006 Fuel - Gas:SCPPA Natural Gas Prepaid	2,601,117	-	-	
62800.1007 Fuel - Gas:Biogas	5,184,247	4,325,834	1,160,774	(3,165,060)
62805.0000 Purchased Power:	58,297	40,520	-	(40,520)
62805.1000 Purchased Power:IPP	24,744,637	25,602,387	17,988,993	(7,613,394)
62805.1001 Purchased Power:Palo Verde	2,824,308	3,665,000	3,665,000	
62805.1004 Purchased Power:Hoover	558,401	562,415	562,415	
62805.1007 Purchased Power:Spinning Reserve	4,288,165	4,303,261	4,313,242	9,981
62805.1009 Purchased Pwr:Magnolia Power Project	14,419,230	15,613,288	15,613,288	
62805.1010 Purchased Power:Renewables	787,302	802,267	802,267	
62805.1012 Purchased Pwr:Renewables-Pebble Spg	1,745,289	1,873,852	1,873,852	
62805.1013 Purchased Pwr:Renewables - Tieton	3,749,699	3,692,387	2,868,000	(824,387)
62805.1014 Purchased Power:For Resale	8,094,440	49,000,000	49,000,000	
62805.1019 Purchased Pwr:Milford I Wind Project	1,550,718	1,862,709	1,862,709	
62805.1020 Purchased Power:Ameresco Landfill	481,644	521,938	521,935	(3)
62805.1022 Purchased Power:Morgan Swap	2,817,317	-	-	

Electric Fund

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	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62805.1023 Purchased Pwr:Wild Rose Renewable	2,037,748	2,626,591	2,626,591	
62805.1024 Purchased Pwr:Copper Mountain	9,846,743	9,823,344	9,823,344	
62805.1027 Purch Pwr:PCC3	38,625	-	-	
62805.1028 EDF-Maverick/Desert Harvest	-	427,290	955,783	528,493
62805.1990 Purchased Power:Spot Power	(491,583)	4,272,470	4,146,255	(126,215)
62805.1999 Purchased Power:Other	78,693	-	-	
62820.0000 Bond Interest & Redemption	4,071,431	3,406,848	3,352,348	(54,500)
62825.0000 Bond Issuance Costs	(560,629)	(165,221)	(165,221)	
62830.0000 Bank Service Charges	7,918	45,900	55,900	10,000
62840.0000 Small Tools	73,511	96,300	130,524	34,224
62850.0000 Other Bond Expenses	1,782	-	2,000	2,000
62895.0000 Miscellaneous Expenses	64,057	81,716	61,123	(20,593)
62895.1004 Misc:Over And Under Cash Drawer	139	5,000	5,000	
63005.0000 Depreciation-Buildings	15,041,542	16,752,221	17,748,999	996,778
63015.0000 Depreciation-Machinery & Equipment	4,485,376	4,185,690	4,624,735	439,045
63025.0000 Depreciation-Other Utility Assets	184,462	229,547	184,464	(45,083)
63035.0000 Depreciation-Vehicles	5,486	5,484	4,113	(1,371)
63040.0000 Depreciation-Computers & Software	440,889	197,441	-	(197,441)
63045.0000 Depreciation-Other Non-Utility	3,864	3,864	3,864	
63050.0000 Non-Capitalized Assets	8,453	-	-	
63105.0000 Southern Transmission System	5,826,372	7,270,367	4,984,000	(2,286,367)
63106.0000 Northern Transmission System	369,670	434,632	434,632	
63110.0000 Mead-Phoenix	932,193	147,000	147,000	
63115.0000 Mead-Adelanto	2,172,824	414,000	414,000	
63120.0000 LADWP Transmission Contracts	2,873,053	3,539,622	3,803,652	264,030
63130.1015 Transmission Expense:Renewable	334,584	341,952	341,952	
63130.1016 Transmission Expense:Tieton	267,253	414,436	414,436	
63130.1018 Transmission Expense:Ameresco	39,503	42,000	42,000	
63131.0000 Overhead Recovery	(444,907)	(667,510)	(331,781)	335,729
63131.1000 Overhead Recovery:Fleet Allocation	(323,592)	(590,330)	(356,395)	233,936
63131.1001 Overhead Recovery:Fleet Usage	(464,446)	(502,331)	(549,306)	(46,975)
63131.1002 Overhead Recovery:Warehouse Alloc	(877,417)	(1,080,371)	(1,052,462)	27,909
63131.1003 Overhead Recovery:MPP Labor	-	(12,176,568)	(10,576,080)	1,600,488
63131.1004 Overhead Recovery:Safety Allocation	(95,309)	(136,863)	(199,010)	(62,147)
63131.1005 Overhead Recovery:Shared Support	(2,082,417)	(2,612,311)	(2,848,351)	(236,040)
63165.0000 Maintenance of Electric Equipment	175,035	87,000	87,000	
63170.0000 Maint of Electric Instrumentation	1,467	-	-	
63195.0000 Meters	318,080	-	-	
63200.0000 Line Transformers	442	-	-	
63205.0000 Accessory Electric Equipment	115,464	90,000	98,479	8,479
63220.1000 Disposal:Scrapped Inventory	69,440	-	-	
63235.0000 Leased Property	75,000	75,000	62,500	(12,500)
63240.0000 Regulatory Expense	247,795	423,500	472,000	48,500
63295.0000 Other Water Expense	33,158	28,000	20,000	(8,000)
63310.0000 Inventory Overhead	348,010	434,693	445,428	10,735
Materials, Supplies & Services	157,238,434	187,871,849	186,441,502	(1,430,347)
15022.0000 Buildings-Work In Progress	\$ 20,638,302	\$ 26,033,291	\$ 32,937,854	\$ 6,904,563
15041.0000 Machinery & Equipment-Clearing	598,612	2,792,217	3,355,030	562,813
15042.0000 Machinery & Equip-Work in Progress	3,316,232	2,723,803	5,747,162	3,023,359
15112.0000 Computers & Software-Work in Prog	452,025	-	-	
Capital Assets	25,005,171	31,549,311	42,040,046	10,490,735

Electric Fund 496



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
70023.0701 Capital Contribution:Fund 701	\$ 1,043	\$ -	\$ -	
Capital Expenses	1,043	-	-	
85101.0537 Transfers to Fund 537	\$ 107,970	\$ 33,000	\$ 415,800	\$ 382,800
Contributions to Other Funds	357,970	33,000	415,800	382,800
Total Expenses	\$ 213,598,123	\$ 259,910,720	\$ 270,110,507	\$ 10,199,787

Electric Fund 496



Statement of Changes in Net Assets Fiscal Year 2021-22 Budget

(\$ in 000's)				
FUND SUMMARY	ACTUAL FY 2019-20	BUDGET FY 2020-21	BUDGET FY 2021-22	CHANGE FROM PRIOR YEAR
Retail MWh Sales	1,019,371	1,047,187	1,059,806	12,619
Operating Revenues				
Retail	\$ 158,024	\$ 163,316	\$ 165,998	\$ 2,682
Wholesale	\$ 15,442	\$ 50,000	\$ 50,000	\$ -
Other Revenues	\$ 7,274	\$ 7,464	\$ 6,797	\$ (667)
Total Operating Revenues	\$ 180,740	\$ 220,780	\$ 222,795	\$ 2,015
Power Supply Expenses				
Retail Power Supply & Transmission	\$ 109,194	\$ 112,650	\$ 109,040	\$ (3,610)
Wholesale Power Supply	\$ 14,126	\$ 49,000	\$ 49,000	\$ -
Total Power Supply Expenses	\$ 123,321	\$ 161,650	\$ 158,040	\$ (3,610)
Gross Margin	\$ 57,419	\$ 59,130	\$ 64,755	\$ 5,625
Operating Expenses				
Distribution	\$ 12,535	\$ 11,438	\$ 11,757	\$ 319
Administration & Safety	\$ 1,551	\$ 1,489	\$ 1,712	\$ 223
Finance	\$ 1,961	\$ 2,911	\$ 3,260	\$ 349
Transfer to General Fund for Cost Allocation	\$ 6,087	\$ 6,296	\$ 6,226	\$ (70)
Customer Service & Marketing	\$ 5,028	\$ 5,703	\$ 6,961	\$ 1,258
Public Benefits	\$ 3,751	\$ 4,637	\$ 4,591	\$ (46)
Electric Vehicles and Charger Rebates	\$ 29	\$ 420	\$ 1,205	\$ 785
Security & Operations Technology	\$ 2,785	\$ 2,755	\$ 1,771	\$ (984)
Telecom & C&M	\$ 3,519	\$ 3,621	\$ 3,972	\$ 351
Depreciation	\$ 20,162	\$ 21,375	\$ 22,566	\$ 1,191
Total Operating Expense	\$ 57,408	\$ 60,644	\$ 64,021	\$ 3,377
Operating Income/(Loss)	\$ 11	\$ (1,514)	\$ 734	\$ 2,248
Other Income/(Expenses)	\$ (2,438)	\$ (2,852)	\$ (3,699)	\$ (847)
Aid in Construction	\$ 6,004	\$ 12,651	\$ 14,574	\$ 1,923
Net Change in Net Assets (Net Income)	\$ 3,577	\$ 8,285	\$ 11,609	\$ 3,324

Electric Fund 496



Statement of Cash Balances Fiscal Year 2021-22 Budget

(\$ in 000's)			MINIMUM	RECOMMENDED
FUND SUMMARY	BUDGET	BUDGET	RESERVES	RESERVES
	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
Unrestricted Cash				
General Operating Reserves	\$ 61,588	\$ 70,200	\$ 42,770	\$ 73,010
Sub-Total Unrestricted Cash	\$ 61,588	\$ 70,200	\$ 42,770	\$ 73,010
Restricted Cash				
Debt Service Fund & Other Restricted Cash	\$ 522	\$ 522		
Parity Reserve Fund	\$ 5,916	\$ 2,429		
Parity Reserve Adjustment				
Sub-Total Restricted Cash	\$ 6,438	\$ 2,951		
Total Cash	\$ 68,025	\$ 73,152		

Water Fund 497

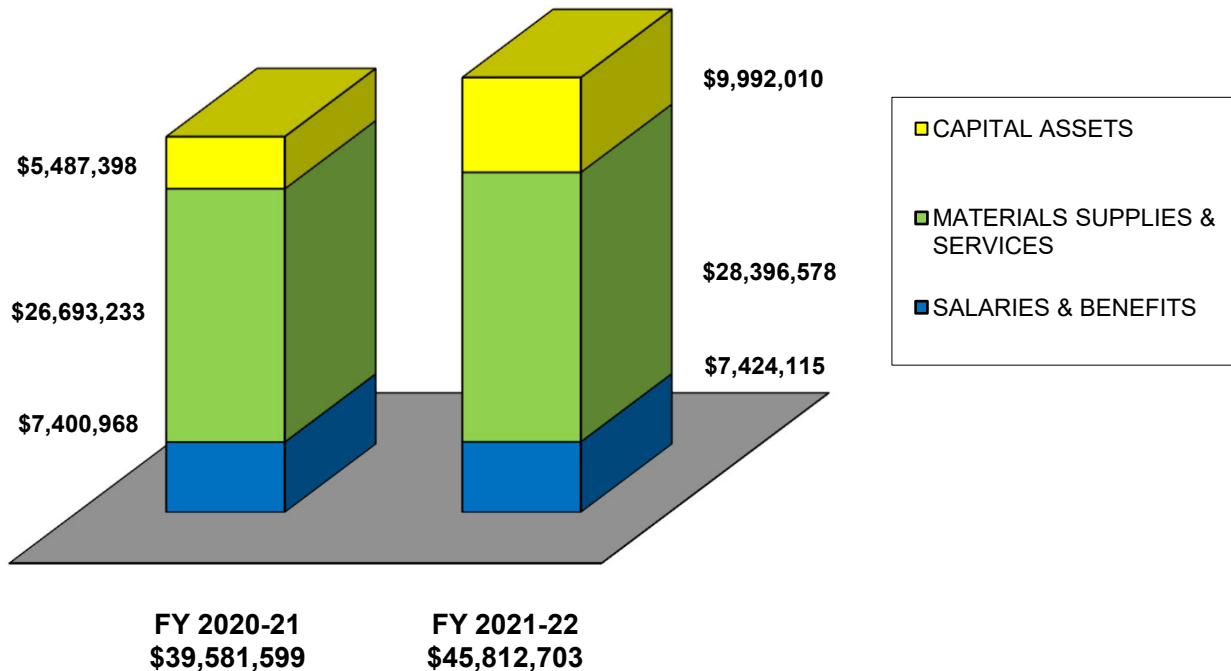


The Water Fund supplies potable and recycled water to the City of Burbank and its customers. The Water Utility is committed to providing safe drinking water reliably at competitive rates, promoting sustainability, and drought proofing a portion of the water supply by investing in the Recycled Water System.

FUND 497 SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	53.000	53.000	53.000	
Total Revenue	<u>\$ 35,112,714</u>	<u>\$ 35,132,788</u>	<u>\$ 35,332,439</u>	<u>\$ 199,651</u>
Salaries & Benefits	\$ 7,734,023	\$ 7,400,968	\$ 7,424,115	\$ 23,147
Materials, Supplies & Services	25,963,093	26,693,233	28,396,578	1,703,345
Capital Assets	3,254,533	5,487,398	9,992,010	4,504,612
Capital Expenses	1,648	-	-	
Contributions to Other Funds	14,030	-	-	
TOTAL	<u>\$ 36,967,327</u>	<u>\$ 39,581,599</u>	<u>\$ 45,812,703</u>	<u>\$ 6,231,104</u>

WATER FUND SUMMARY



Water Fund

497



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Interest/Use of Money	\$ 1,058,369	\$ 793,179	\$ 664,345	\$ (128,834)
Intergovernmental Revenues	32,170	-	-	
Service Charges	33,983,619	34,339,609	34,668,094	328,485
Services Charges - Intra City	38,556	-	-	
Total Revenue	35,112,714	35,132,788	35,332,439	199,651
Staff Years	53,000	53,000	53,000	
60001.0000 Salaries & Wages	\$ 5,137,327	\$ 5,439,300	\$ 5,734,734	\$ 295,433
60006.0000 Overtime - Non-Safety	318,658	276,500	276,500	
60012.0000 Fringe Benefits	805,529	934,565	1,004,138	69,573
60012.1006 Fringe Benefits:OPEB-PERS	27,868	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	4,374	41,460	43,930	2,470
60012.1507 Fringe Benefits:Prof Dev Non-Taxable	225	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	452,599	560,870	573,957	13,087
60012.1528 Fringe Benefits:Workers Comp	162,881	213,723	323,249	109,526
60012.1529 Fringe Benefits:Contra Expense	330,485	-	-	
60012.1531 Fringe Benefits:PERS UAL	912,149	922,686	1,026,102	103,416
60012.1532 Fringe Benefits:PERS UAL One-Time	552,896	439,901	439,901	
60013.0000 Fringe Benefits:Overtime Meals	-	812	812	
60015.0000 Wellness Program Reimbursement	1,595	500	500	
60018.0000 Holding:Salaries	-	181,003	72,375	(108,628)
60020.0000 Projects Salaries	136,125	(39,476)	324,209	363,685
60020.0002 Projects Salaries:Credit	-	-	(1,258,004)	(1,258,004)
60020.0003 Project Salaries:Hyperion O&M	-	-	(122,810)	(122,810)
60020.1000 Projects Salaries:Capitalized	(705,387)	(801,818)	-	801,818
60021.0000 Projects Salaries Overhead	201,576	(31,314)	419,024	450,338
60021.0002 Projects Salaries:Credit	-	-	(1,383,805)	(1,383,805)
60021.0003 Project Salaries Overhead:Hyperion O&M	-	-	(135,091)	(135,091)
60021.1000 Projects Salaries Overhead:Capitalized	(705,509)	(817,855)	-	817,855
60023.0000 Uniform and Tool Allowance	607	1,240	1,240	
60027.0000 Payroll Taxes Non-Safety	76,440	78,870	83,154	4,284
60031.0000 Payroll Adjustments	23,585	-	-	
Salaries & Benefits	7,734,023	7,400,968	7,424,115	23,147
62000.0000 Utilities	\$ 26,782	\$ 106,622	\$ 39,150	\$ (67,472)
62000.1001 Utilities:Cell Phone	16,374	11,620	11,620	
62005.0000 Electricity for Water Pumping	1,023,426	1,261,154	1,263,784	2,630
62050.0000 Planning, Survey & Design	18,422	-	-	
62085.0000 Other Professional Services	635,566	724,402	829,502	105,100
62170.0000 Private Contractual Services	52,998	259,900	363,500	103,600
62180.0000 Landscape Contractual Services	97,256	125,000	125,000	
62220.0000 Insurance	133,379	168,064	172,499	4,435
62225.0000 Custodial Services	5,039	250	250	
62235.0000 Services of Other Dept - Indirect	-	2,098,092	1,717,186	(380,906)
62240.0000 Services of Other Dept - Direct	2,069,949	2,785	4,913	2,128
62300.0000 Special Dept Supplies	217,595	280,000	280,000	
62310.0000 Office Supplies, Postage & Printing	7,177	21,000	21,450	450
62316.0000 Software & Hardware	69,378	83,050	124,150	41,100
62345.0000 Taxes	111	-	-	
62380.0000 Chemicals	90,090	118,735	120,107	1,372
62405.0000 Uniforms & Tools	16,847	20,200	20,200	
62415.0000 Uncollectible Receivables	112,028	55,000	100,000	45,000

Water Fund

497



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62420.0000 Books & Periodicals	237	500	500	
62430.0000 Auto Equipment Maint & Repair	59,940	2,500	2,500	
62435.0000 General Equipment Maint & Repair	103,260	77,000	77,000	
62440.0000 Office Equip Maint & Repair	11,390	13,000	13,000	
62445.0000 Street & Pavement Repair	77,395	115,000	95,000	(20,000)
62450.0000 Building Grounds Maint & Repair	4,588	12,000	12,000	
62455.0000 Equipment Rental	232,855	233,048	233,048	
62485.0000 Fund 535 Communications Rental Rate	66,112	66,112	66,112	
62700.0000 Memberships & Dues	30,735	48,550	75,550	27,000
62710.0000 Travel	11,134	15,300	15,300	
62735.0000 Emission Credits	98,488	99,550	107,000	7,450
62755.0000 Training	39,819	77,850	72,950	(4,900)
62765.0000 Educational Reimb:Citywide	-	500	500	
62775.0000 Purchase Water	12,262,259	11,296,115	11,999,009	702,894
62780.0000 Fuel - Oil	50,966	-	-	
62811.0000 Interest Expense	246,224	331,892	535,477	203,585
62820.0000 Bond Interest & Redemption	1,687,355	1,568,418	1,961,000	392,582
62825.0000 Bond Issuance Costs	(87,947)	(10,943)	(10,943)	
62830.0000 Bank Service Charges	4,300	-	-	
62840.0000 Small Tools	20,750	32,500	30,500	(2,000)
62850.0000 Other Bond Expenses	10,000	5,000	5,000	
62895.0000 Miscellaneous Expenses	51,372	24,000	24,000	
63005.0000 Depreciation-Buildings	3,640,453	3,874,673	4,077,091	202,418
63015.0000 Depreciation-Machinery & Equipment	377,325	358,897	381,096	22,199
63025.0000 Depreciation-Other Utility Assets	12,880	28,437	12,888	(15,549)
63040.0000 Depreciation-Computers & Software	40,457	-	-	
63045.0000 Depreciation-Other Non-Utility	767	768	768	
63131.0000 Overhead Recovery	-	4,000	-	(4,000)
63131.1000 Overhead Recovery:Fleet Allocation	280,643	286,029	309,975	23,946
63131.1001 Overhead Recovery:Fleet Usage	(8,632)	(26,288)	(10,444)	15,843
63131.1002 Overhead Recovery:Warehouse Alloc	(16,868)	-	-	
63131.1004 Overhead Recovery:Safety Allocation	95,309	136,864	199,010	62,146
63131.1005 Overhead Recovery:Shared Support	1,929,248	2,612,311	2,848,351	236,040
63165.0000 Maintenance of Electric Equipment	37	-	-	
63260.0000 Wells	(160)	-	-	
63290.0000 Water Testing	1,332	2,000	2,000	
63295.0000 Other Water Expense	296	25,500	18,500	(7,000)
63310.0000 Inventory Overhead	36,359	46,275	49,530	3,255
Materials, Supplies & Services	25,963,093	26,693,233	28,396,578	1,703,345
15022.0000 Buildings-Work In Progress	\$ 3,016,325	\$ 3,389,153	\$ 6,209,624	\$ 2,820,471
15041.0000 Machinery & Equipment-Clearing	55,836	194,248	363,150	168,902
15042.0000 Machinery & Equip-Work in Progress	182,372	1,903,997	3,419,236	1,515,239
Capital Assets	3,254,533	5,487,398	9,992,010	4,504,612
70050.0000 Non Capitalized Asset Expense	\$ 1,648	\$ -	\$ -	
Capital Expenses	1,648	-	-	
85101.0537 Transfers to Fund 537	\$ 14,030	\$ -	\$ -	
Contributions to Other Funds	14,030	-	-	
Total Expenses	36,967,327	39,581,599	45,812,703	6,231,104

**Consolidated Potable and Recycled Water
Statement of Changes in Net Assets
Fiscal Year 2021-22 Budget**

(\$ in 000's)

	ACTUAL FY 2019-20	BUDGET FY 2020-21	BUDGET FY 2021-22	CHANGE FROM PRIOR YEAR
Domestic Sales in CCF's	6,537,086	6,598,861	6,634,119	35,258
Recycled Sales in CCF's	\$ 1,280,333	\$ 1,329,887	\$ 1,294,168	(35,719)
Operating Revenues				
Potable Water	\$ 28,445	\$ 27,702	\$ 28,816	\$ 1,114
Recycled Water	\$ 3,950	\$ 4,052	\$ 3,966	\$ (87)
Other	\$ 1,595	\$ 1,462	\$ 1,495	\$ 33
Total Operating Revenues	\$ 33,989	\$ 33,216	\$ 34,276	\$ 1,060
Water Supply Expenses				
WCAC	\$ 12,994	\$ 12,324	\$ 13,030	\$ 706
Total Water Supply Expenses	\$ 12,994	\$ 12,324	\$ 13,030	\$ 706
Gross Margin	\$ 20,995	\$ 20,892	\$ 21,246	\$ 354
Operating Expenses				
Operations & Maintenance - Potable	\$ 8,488	\$ 8,760	\$ 9,125	\$ 365
Operations & Maintenance - Recycled	\$ 1,527	\$ 1,694	\$ 1,687	\$ (7)
Allocated Expenses	\$ 2,062	\$ 2,522	\$ 2,758	\$ 236
Transfer to General Fund for Cost Allocation	\$ 2,070	\$ 2,101	\$ 1,722	\$ (379)
Depreciation	\$ 4,072	\$ 4,262	\$ 4,472	\$ 210
Total Operating Expenses	\$ 18,220	\$ 19,339	\$ 19,764	\$ 425
Operating Income/(Loss)	\$ 2,775	\$ 1,553	\$ 1,482	\$ (71)
Other Income/(Expenses)	\$ (2,089)	\$ (1,639)	\$ (2,362)	\$ (722)
Aid in Construction	\$ 715	\$ 1,124	\$ 392	\$ (732)
Change in Net Assets (Net Income)	\$ 1,400	\$ 1,038	\$ (488)	\$ (1,525)

Water Fund 497



Statement of Cash Balances Fiscal Year 2021-22 Budget

(\$ in 000's)

	BUDGET FY 2020-21	BUDGET FY 2021-22	MINIMUM RESERVES FY 2021-22	RECOMMENDED RESERVES FY 2021-22
Unrestricted Cash				
Cash Balance	\$ 9,994	\$ 21,282	\$ 9,370	\$ 17,830
Sub-Total Unrestricted Cash	\$ 9,994	\$ 21,282	\$ 9,370	\$ 17,830
Restricted Cash				
Debt Service	\$ 204	\$ 204		
Sub-Total Restricted Cash	\$ 204	\$ 204		
Total Cash	\$ 10,198	\$ 21,486		

ELECTRIC FUND

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ACCOUNT CLK	2.500	2.500	2.500	
ADM ANALYST II (M)	0.000	0.000	1.000	1.000
ADM OFCR-BWP	1.000	1.000	1.000	
ADM TECH	1.000	1.000	0.000	-1.000
APPLS DEV ANALYST IV	1.000	1.000	1.000	
AST GEN MGR-BWP	3.000	3.000	3.000	
AST GEN MGR-CUST SERV&MRKTG	1.000	1.000	1.000	
AST MGR CUST SERV OPERATIONS	2.000	2.000	2.000	
AST PWR PROD SUPT	2.000	2.000	2.000	
CHIEF FINANCIAL OFCR	1.000	1.000	1.000	
COMM NETWORK ENG	2.000	2.000	2.000	
CUST SERV REP I	4.000	4.000	4.000	
CUST SERV REP II	14.000	14.000	13.000	-1.000
CUST SERV REP III	7.000	7.000	7.000	
CUST SERV SUPV	3.000	3.000	3.000	
CUSTODIAL LEADWKR	2.000	2.000	2.000	
CUSTODIAN	3.000	3.000	3.000	
ELEC ENG	2.000	2.000	2.000	
ELEC ENGRG ASSOC II	5.000	5.000	6.000	1.000
ELEC ENGRG ASSOC I	2.000	2.000	2.000	
ELEC SERV PLNER	1.000	1.000	1.000	
ELEC SUPV	4.000	4.000	4.000	
ELECTRICIAN	16.000	16.000	16.000	
ENERGY TRADER-SCHEDULER	2.000	2.000	2.000	
ENGRG AIDE	0.500	0.500	1.000	0.500
ENGRG TECH	2.000	2.000	2.000	
ENVIRONMENTAL ENG	1.000	1.000	1.000	
ENVIRONMENTAL&SFTY MGR	1.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY OFCR	0.000	0.000	1.000	1.000
EXEC AST	1.000	1.000	1.000	
FIBER SRVS SUPV	1.000	1.000	1.000	
FIELD SERV REP	3.000	3.000	3.000	
FIELD SERV REP II	2.000	2.000	0.000	-2.000
FINANCIAL ACCTG MGR-BWP	1.000	1.000	1.000	
FINANCIAL ANALYST (M)	3.000	3.000	3.000	
FINANCIAL PLNG&RK MGR	1.000	1.000	1.000	
FLEET MAINT TECH	6.000	6.000	6.000	
FLEET MGR-BWP	1.000	1.000	1.000	
GEN MGR-BWP	1.000	1.000	1.000	
GRAPHICS MEDIA DESIGNER	1.000	1.000	1.000	
INFO SECURITY ANALYST	1.000	1.000	1.000	
INFO SYS ANALYST I	3.000	3.000	3.000	
INFO SYS ANALYST II	1.000	1.000	1.000	
INFO SYS ANALYST IV	1.000	1.000	1.000	
INSTRUMENT CTRLS SUPV	1.000	1.000	1.000	
INSTRUMENT CTRLS TECH	2.000	2.000	2.000	
LEGISLATIVE ANALYST	1.000	1.000	1.000	
LINE MECH APPRENTICE	3.000	3.000	3.000	
LINE MECH SUPV-G	4.000	4.000	4.000	
LINE MECH-G	23.000	23.000	23.000	
METAL WKR	1.000	1.000	0.000	-1.000
MGR CUST SERV OPERATIONS	2.000	2.000	2.000	
MGR ELEC DIST-G	1.000	1.000	1.000	
MGR ELEC EQUIP	1.000	1.000	1.000	

ELECTRIC FUND

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
MGR ENERGY CTRL CTR	1.000	1.000	1.000	
MGR TECHNOLOGY	1.000	1.000	1.000	
MGR TELECOMMS	1.000	1.000	1.000	
MGR TRNSMISSN&DIST ENGNRG	1.000	1.000	1.000	
MRKTG ASSOC	2.000	2.000	3.000	1.000
MRKTG MGR	1.000	1.000	1.000	
PAINTER	1.000	1.000	1.000	
PRIN CLK	1.000	1.000	1.000	
PRIN ELEC ENG	6.000	6.000	7.000	1.000
PRIN PWR SYSTEM OP	1.000	1.000	1.000	
PRIN UTILITY ACCTG ANALYST	1.000	1.000	1.000	
PROPOSED JOB - BCEA	1.000	0.000	0.000	
PROPOSED JOB - BMA	2.000	1.000	2.000	1.000
PWR PLT MAINT SUPV	2.000	2.000	2.000	
PWR PLT MECH	6.000	6.000	6.000	
PWR PLT OP	14.000	14.000	14.000	
PWR PLT SHIFT SUPV	5.000	5.000	5.000	
PWR PROD ENG	1.000	1.000	2.000	1.000
PWR PROD MGR	1.000	1.000	1.000	
PWR RESOURCES MGR	1.000	1.000	1.000	
PWR SUPPLY SCHEDULER	2.000	2.000	2.000	
PWR SYSTEM OP I	1.000	1.000	1.000	
PWR SYSTEM OP II	12.000	12.000	12.000	
RED PROJ MGR	1.000	1.000	0.000	-1.000
SECURITY GUARD	4.000	4.000	4.000	
SKILLED WKR	1.000	1.000	1.000	
SR ADM ANALYST (Z)	0.000	0.000	1.000	1.000
SR CLK	6.000	6.000	6.000	
SR CONDUIT MECH-G	1.000	1.000	1.000	
SR CTRL OP	4.000	4.000	4.000	
SR ELEC ENG	4.000	4.000	3.000	-1.000
SR ELEC SERV PLNER	1.000	1.000	1.000	
SR ELECTRICIAN	6.000	6.000	6.000	
SR ENGNRG TECH	2.000	2.000	2.000	
SR ENVIRONMENTAL ENG	1.000	1.000	1.000	
SR FLEET MAINT TECH	2.000	2.000	2.000	
SR INSTRUMENT CTRLS TECH	1.000	1.000	1.000	
SR LINE MECH-G	6.000	6.000	6.000	
SR PWR PLT MECH	4.000	4.000	4.000	
SR SEC	5.000	5.000	5.000	
SR SECURITY GUARD	1.000	1.000	1.000	
SR TEST TECH	4.000	4.000	4.000	
SR UTILITY ACCTG ANALYST	1.000	1.000	1.000	
STOREKEEPER	4.000	5.000	5.000	
TEST TECH	5.000	5.000	5.000	
TEST TECH SUPV	2.000	2.000	2.000	
UTILITY FACILITIES SUPV	1.000	1.000	1.000	
UTILITY LINE MECH-G	1.000	1.000	1.000	
UTILITY RATES MGR	0.000	1.000	1.000	
WAREHOUSE MGR-BWP	1.000	1.000	1.000	
TOTAL STAFF YEARS	286.000	286.000	287.500	1.500

WATER FUND

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
AST GEN MGR-BWP	1.000	1.000	1.000	
CIVIL ENGNRG ASSOC-BWP	3.000	3.000	2.000	-1.000
CIVIL ENGNRG AST-BWP	2.000	2.000	2.000	
CIVIL ENG-BWP	0.000	0.000	1.000	1.000
CROSS CONN CTRL SPECIALIST	1.000	1.000	1.000	
FACILITY TECHNOLOGY CORD	1.000	1.000	1.000	
LAND SURVEYOR	1.000	1.000	1.000	
MGR WTR ENGNRG-PLNG	1.000	1.000	1.000	
MGR WTR PROD-OPERATIONS	1.000	1.000	1.000	
PIPEFITTER	9.000	9.000	9.000	
PIPEFITTER APPRENTICE	4.000	4.000	4.000	
PIPEFITTER-OP	1.000	3.000	3.000	
PRIN CIVIL ENG-BWP	2.000	2.000	2.000	
PROPOSED JOB - BCEA	3.000	0.000	0.000	
SR CLK	2.000	2.000	2.000	
SR ENGNRG TECH	1.000	1.000	1.000	
SR SEC	1.000	1.000	1.000	
SR SURVEY AIDE	1.000	1.000	1.000	
SR WTR PLT MECH	2.000	2.000	2.000	
SR WTR PLT OP	3.000	3.000	3.000	
UTILITY WKR	1.000	1.000	1.000	
WTR MAINT-CONST SUPT	1.000	1.000	1.000	
WTR METER MECH	1.000	2.000	2.000	
WTR PLT OP	3.000	3.000	3.000	
WTR QUALITY ANALYST	1.000	1.000	1.000	
WTR SERV PLNER	1.000	1.000	1.000	
WTR SUPV	5.000	5.000	5.000	
TOTAL STAFF YEARS	53.000	53.000	53.000	

COMMUNICATIONS FUND

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
MGR COMMUNICATION SYS	1.000	1.000	1.000	
SR COMM TECH	1.000	1.000	1.000	
COMM TECH SUPV	1.000	1.000	1.000	
COMM TECH	3.000	3.000	3.000	
TOTAL STAFF YEARS	6.000	6.000	6.000	





ENTERPRISE FUNDS



This section contains the budgets for two of the City's enterprise funds. Two other enterprise funds for electric and water are located in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation and Sewer Fund	Fund 494
Refuse Collection and Disposal Fund	Fund 498

Water Reclamation and Sewer Fund

Fund 494



The City's Water Reclamation Plant and Sewer System is run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which are administered by the Public Works Department.

ABOUT WATER RECLAMATION AND SEWER FUND

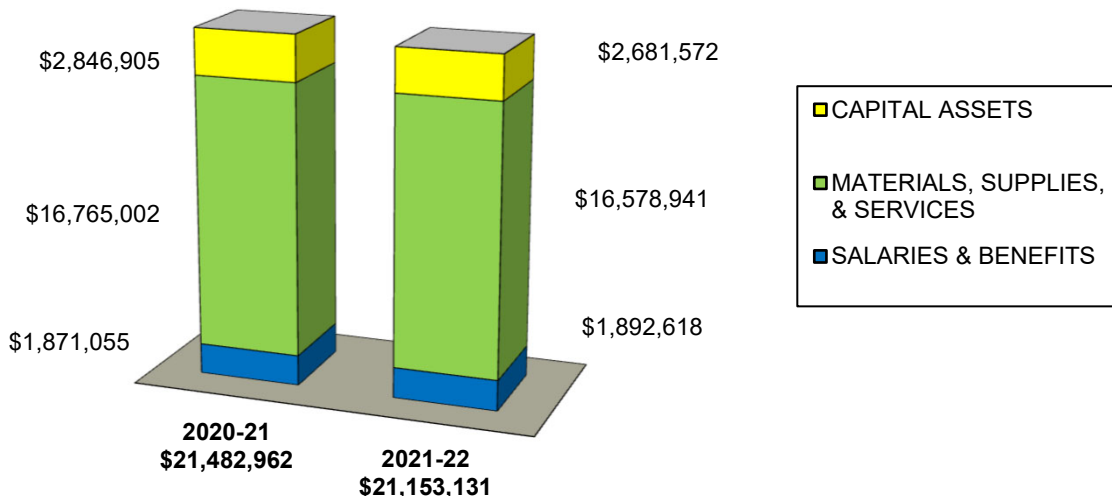
The Wastewater Systems Division, which administers the Water Reclamation and Sewer Fund, is comprised of four sections: Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Collection System Maintenance. Engineering and Design and Collection System Maintenance are provided by City staff. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by contracted professional services.

Other program functions consist of issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, repair of existing sewer infrastructure, and design/construction of new sewer infrastructure. Additionally, this division is responsible for answering and addressing customer billing inquiries, processing Sewer Lateral User Rebate Program (SLURP) rebates, and coordinating activities with the City of Los Angeles, state and federal regulating agencies.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	11.547	11.897	11.897	
Total Revenue	\$ 20,379,347	\$ 19,412,107	\$ 19,415,000	\$ 2,893
Salaries & Benefits	\$ 1,556,566	\$ 1,871,055	\$ 1,892,618	\$ 21,563
Materials, Supplies & Services	15,906,201	16,765,002	16,578,941	(186,061)
Capital Assets	3,432,000	2,846,905	2,681,572	(165,333)
Capital Expenses	8,657	-	-	
TOTAL	\$ 20,903,423	\$ 21,482,962	\$ 21,153,131	\$ (329,831)

FUND SUMMARY



Water Reclamation and Sewer Fund

Engineering and Design Section

494.PW23A



The Engineering and Design Section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other public agencies and organizations for wastewater management and permitting; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer the operation and maintenance contract for the City's Water Reclamation Plant and associated treatment facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Issue sewer/excavation permits for properties repairing an existing private sewer lateral or installing a new lateral connection.
- Answer and address customer billing inquiries.
- Process Sewer Lateral User Rebate Program (SLURP) rebates.
- Condition private development for industrial pretreatment (i.e., grease interceptor, clarifier) and sewer system infrastructure and improvements.
- Coordinate with the City of Los Angeles for all activities related to contracts between Burbank and LA for the conveyance, treatment, and disposal of wastewater and waste sludge to the LA Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), State and Regional Water Quality Control Boards, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and construct capital improvement projects for the wastewater system.
- Perform all tasks related to the establishment and implementation of sewer service and facilities charges.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	2,547	2,797	2,797	
60001.0000 Salaries & Wages	\$ 287,195	\$ 310,162	\$ 317,410	\$ 7,248
60006.0000 Overtime - Non-Safety	-	3,255	3,255	
60012.0000 Fringe Benefits	39,526	51,109	54,250	3,141
60012.1008 Fringe Benefits:Retiree Benefits	207	2,117	2,245	128
60012.1509 Fringe Benefits:Employer Paid PERS	26,385	30,588	30,772	184
60012.1528 Fringe Benefits:Workers Comp	3,445	3,128	2,233	(895)
60012.1531 Fringe Benefits:PERS UAL	56,995	62,824	57,795	(5,029)
60020.0000 Projects Salaries	50,093	-	-	
60021.0000 Projects Salaries Overhead	15,024	-	-	
60022.0000 Car Allowance	207	-	-	
60027.0000 Payroll Taxes Non-Safety	3,976	4,497	4,602	105
60031.0000 Payroll Adjustments	621	-	-	
Salaries & Benefits	483,673	467,680	472,562	4,882

Water Reclamation and Sewer Fund

Engineering and Design Section

494.PW23A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 204,938	\$ 360,000	\$ 360,000	
62140.0000 Special Services	1,070	3,000	3,000	
62220.0000 Insurance	625,041	311,812	225,419	(86,393)
62235.0000 Services of Other Dept - Indirect	242,144	311,668	266,963	(44,705)
62240.0000 Services of Other Dept - Direct	976	598	-	(598)
62300.0000 Special Dept Supplies	912	1,500	1,500	
62405.0000 Uniforms & Tools	94	-	-	
62420.0000 Books & Periodicals	-	200	200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	40,980	21,738	18,907	(2,831)
62485.0000 Fund 535 Communications Rental Rate	18,089	18,058	18,089	31
62496.0000 Fund 537 Computer System Rental	63,420	29,571	36,112	6,541
62755.0000 Training	505	5,000	5,000	
62895.0000 Miscellaneous Expenses	618	1,000	1,000	
63010.0000 Depreciation-Infrastructure	3,062	3,060	3,060	
Materials, Supplies & Services	1,201,849	1,067,205	939,250	(127,955)
Total Expenses	\$ 1,685,522	\$ 1,534,885	\$ 1,411,812	\$ (123,073)

Water Reclamation and Sewer Fund

Industrial Waste and Inspection Section

494.PW23B



The Industrial Waste Permitting and Inspection Section provides industrial/commercial wastewater management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies regarding industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, design, and construct industrial waste capital improvement projects.
- Coordinate and facilitate U.S. EPA Pretreatment Compliance inspections/audits.
- Ensure citywide compliance with the National Pollution Discharge Elimination System (NPDES) MS4 and Industrial Storm Water permits.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1,250	1,250	1,250	
60001.0000 Salaries & Wages	\$ 82,442	\$ 157,916	\$ 159,484	\$ 1,568
60012.0000 Fringe Benefits	9,011	24,316	25,681	1,365
60012.1008 Fringe Benefits:Retiree Benefits	124	945	1,004	59
60012.1509 Fringe Benefits:Employer Paid PERS	7,509	15,311	15,197	(114)
60012.1528 Fringe Benefits:Workers Comp	1,659	1,453	941	(512)
60012.1531 Fringe Benefits:PERS UAL	31,515	32,778	17,647	(15,131)
60020.0000 Projects Salaries	113,397	-	-	
60021.0000 Projects Salaries Overhead	30,193	-	-	
60027.0000 Payroll Taxes Non-Safety	1,122	2,290	2,313	23
60031.0000 Payroll Adjustments	41	-	-	
Salaries & Benefits	277,013	235,009	222,267	(12,742)
62085.0000 Other Professional Services	\$ 75,427	\$ 170,000	\$ 170,000	
62170.0000 Private Contractual Services	1,540,595	1,757,653	1,832,812	75,159
62235.0000 Services of Other Dept - Indirect	89,957	105,223	116,719	11,496
62420.0000 Books & Periodicals	592	1,000	1,000	
62435.0000 General Equipment Maint & Repair	64,657	17,256	17,256	
62496.0000 Fund 537 Computer System Rental	3,943	4,905	5,474	569
62700.0000 Memberships & Dues	16,169	22,515	22,515	
62755.0000 Training	-	-	575	575
62895.0000 Miscellaneous Expenses	129	200	200	
Materials, Supplies & Services	1,791,468	2,078,752	2,166,551	87,799
Total Expenses	\$ 2,068,481	\$ 2,313,761	\$ 2,388,818	\$ 75,057

Water Reclamation and Sewer Fund

Plant Operations and Maintenance Section

494.PW23C



The Plant Operations and Maintenance Section manages the treatment and disposal of residential, commercial, and industrial wastewater generated in the City and protects the receiving water bodies' quality.

OBJECTIVES

- Treat approximately eight million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Produce a consistently reliable source of recycled water for City use.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining and complying with necessary permits, reporting requirements, etc.
- Plan, design, and construct capital improvement projects needed to meet the City's Water Reclamation Plant NPDES permit requirements.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
60001.0000 Salaries & Wages	\$ 108,861	\$ 125,023	\$ 125,932	\$ 909
60012.0000 Fringe Benefits	15,848	17,336	18,285	949
60012.1008 Fringe Benefits:Retiree Benefits	70	643	682	39
60012.1509 Fringe Benefits:Employer Paid PERS	10,544	12,027	11,903	(124)
60012.1528 Fringe Benefits:Workers Comp	1,304	1,150	743	(407)
60012.1531 Fringe Benefits:PERS UAL	23,601	24,786	31,599	6,813
60020.0000 Projects Salaries	(135,183)	-	-	
60021.0000 Projects Salaries Overhead	(37,433)	-	-	
60027.0000 Payroll Taxes Non-Safety	1,545	1,813	1,826	13
60031.0000 Payroll Adjustments	41	-	-	
Salaries & Benefits	(10,802)	182,778	190,970	8,192
62000.0000 Utilities	\$ 662,772	\$ 850,000	\$ 850,000	
62085.0000 Other Professional Services	53,054	220,000	220,000	
62135.0000 Governmental Services	3,385,575	3,108,900	3,200,900	92,000
62170.0000 Private Contractual Services	2,568,973	3,161,671	3,266,868	105,197
62230.0000 PSD Billing Service	910,000	910,000	660,000	(250,000)
62235.0000 Services of Other Dept - Indirect	278,404	315,327	340,153	24,826
62316.0000 Software & Hardware	-	12,000	12,000	
62420.0000 Books & Periodicals	-	150	150	
62435.0000 General Equipment Maint & Repair	25,296	95,400	118,500	23,100
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,399	11,507	4,607	(6,900)
62496.0000 Fund 537 Computer System Rental	8,019	8,249	8,593	344
62735.0000 Emission Credits	157,878	190,000	200,000	10,000
62755.0000 Training	-	-	395	395
62820.0000 Bond Interest & Redemption	291,792	249,625	196,625	(53,000)
62825.0000 Bond Issuance Costs	(117,381)	(110,630)	(103,617)	7,013
62830.0000 Bank Service Charges	1,900	-	2,000	2,000
62830.1000 Credit Card Merchant Fees	8,450	14,000	12,000	(2,000)

Water Reclamation and Sewer Fund

Plant Operations and Maintenance Section

494.PW23C



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62895.0000 Miscellaneous Expenses	17	150	150	
63000.0000 Depreciation-Land	315,724	271,384	239,194	(32,190)
63005.0000 Depreciation-Buildings	923,234	751,060	718,368	(32,692)
63010.0000 Depreciation-Infrastructure	1,021,464	1,021,476	1,021,476	
63015.0000 Depreciation-Machinery & Equipment	278,438	278,448	278,448	
63020.0000 Depreciation-Interest In Other Fac	816,341	816,336	816,336	
63025.0000 Depreciation-Other Utility Assets	15,602	15,600	15,600	
Materials, Supplies & Services	11,612,949	12,190,653	12,078,746	(111,907)
15022.0000 Buildings-Work In Progress	\$ 470,687	\$ 953,605	\$ 1,192,172	\$ 238,567
15032.0000 Infrastructure-Work In Progress	1,097,116	800,000	300,000	(500,000)
15052.0000 Interest in Other Fac-Work in Progress	1,844,255	938,300	1,034,400	96,100
Capital Assets	3,412,058	2,691,905	2,526,572	(165,333)
Total Expenses	\$ 15,014,205	\$ 15,065,336	\$ 14,796,288	\$ (269,048)

Water Reclamation and Sewer Fund

Sewer Maintenance Program

494.PW23D



The Collection System Maintenance Section cleans approximately all 230 miles of the City's sewer collection system each year and video inspects approximately 45 miles per year.

OBJECTIVES

- Clean 230 miles of the City's sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pump house twice a month and check five stormwater pump houses before and during storms for operational readiness.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Oversee the sewer maintenance hole pest prevention spraying efforts.
- Repair and remodel manholes, and construct and repair sewer and drainage lines.
- Video inspect main sewer lines for damage assessment.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	7,000	7,000	7,000	
60001.0000 Salaries & Wages	\$ 416,330	\$ 522,391	\$ 562,694	\$ 40,303
60006.0000 Overtime - Non-Safety	5,452	32,906	32,906	
60012.0000 Fringe Benefits	71,884	115,907	124,048	8,141
60012.1008 Fringe Benefits:Retiree Benefits	586	5,293	5,620	327
60012.1509 Fringe Benefits:Employer Paid PERS	38,315	53,880	57,149	3,269
60012.1528 Fringe Benefits:Workers Comp	69,351	61,433	35,000	(26,433)
60012.1531 Fringe Benefits:PERS UAL	82,984	91,803	86,843	(4,960)
60012.1532 Fringe Benefits:PERS UAL One-Time	118,000	94,400	94,400	
60015.0000 Wellness Program Reimbursement	225	-	-	
60020.0000 Projects Salaries	75,865	-	-	
60021.0000 Projects Salaries Overhead	31,262	-	-	
60031.0000 Payroll Adjustments	2,676	-	-	
60027.0000 Payroll Taxes Non-Safety	5,950	7,575	8,159	584
Salaries & Benefits	918,880	985,588	1,006,819	21,231
62000.0000 Utilities	\$ -	\$ 34,000	\$ 34,000	
62135.1011 Govt Svcs:Sewer Rebate	6,300	13,300	13,300	
62170.0000 Private Contractual Services	161,420	600,000	600,000	
62235.0000 Services of Other Dept - Indirect	917,293	480,714	520,418	39,704
62300.0000 Special Dept Supplies	4,616	22,550	22,550	
62380.0000 Chemicals	-	10,900	10,900	
62405.0000 Uniforms & Tools	2,651	3,300	3,300	
62435.0000 General Equipment Maint & Repair	27,528	43,326	43,326	
62475.0000 Fund 532 Vehicle Equip Rental Rate	61,811	68,628	31,784	(36,844)
62485.0000 Fund 535 Communications Rental Rate	11,295	11,273	11,295	22
62496.0000 Fund 537 Computer System Rental	86,112	123,157	95,673	(27,484)
62700.0000 Memberships & Dues	1,262	1,500	1,500	
62755.0000 Training	989	6,000	6,000	
63010.0000 Depreciation-Infrastructure	350	348	348	
63015.0000 Depreciation-Machinery & Equipment	18,307	9,396	-	(9,396)
Materials, Supplies & Services	1,299,934	1,428,392	1,394,394	(33,998)
15032.0000 Infrastructure-Work In Progress	\$ 19,942	\$ 30,000	\$ 30,000	
15042.0000 Machinery & Equip-Work in Progress	-	125,000	125,000	
Capital Assets	19,942	155,000	155,000	
Total Expenses	\$ 2,238,756	\$ 2,568,980	\$ 2,556,213	\$ (12,767)

Water Reclamation and Sewer Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	0.097	0.097	0.097	
ADM OFCR	0.100	0.100	0.100	
AST PW DIR-WASTEWTR SYS	1.000	1.000	1.000	
CHIEF AST PW DIR-CTY ENG	0.150	0.150	0.150	
CIVIL ENGNRG ASSOC	1.000	1.000	1.000	
CIVIL ENGNRG AST	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMAN	3.000	3.000	3.000	
COLLECTION SYS SUPV	1.000	1.000	1.000	
COLLECTION SYS WKR	3.000	3.000	3.000	
EXEC AST	0.100	0.100	0.100	
FINANCIAL ANALYST (Z)	0.000	0.250	0.250	
PRIN CIVIL ENG (M)	1.000	1.000	1.000	
SR ADM ANALYST (M)	0.000	0.100	0.100	
SR CLK	0.100	0.100	0.100	
TOTAL STAFF YEARS	11.547	11.897	11.897	

Refuse Collection and Disposal Fund

Fund 498



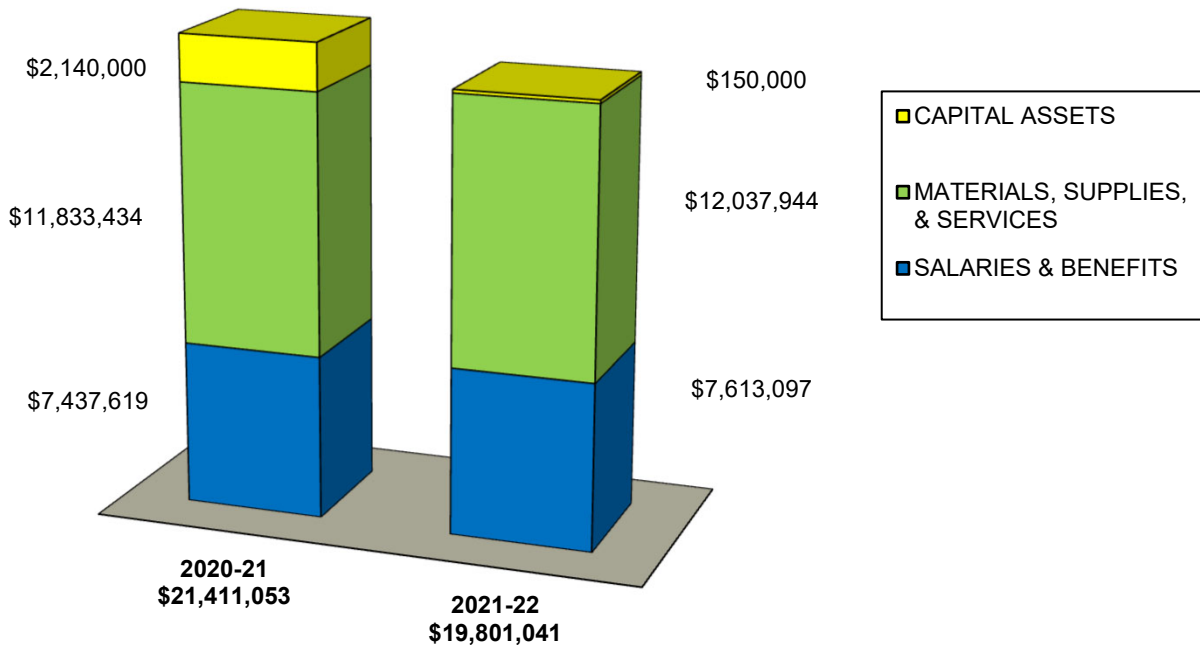
The Refuse Collection and Disposal Fund consists of four sections: Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations), Street Sweeping, and Recycling. Revenues are generated from user fees charged to all residents and commercial/industrial users.

Information on Refuse Fund debt service obligations and schedules can be found in the Budget Summaries section under Outstanding Bonded Debt Service Requirements.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	62.571	62.851	62.973	0.122
Total Revenue	<u>\$ 19,815,361</u>	<u>\$ 18,361,500</u>	<u>\$ 18,549,036</u>	<u>\$ 187,536</u>
Salaries & Benefits	\$ 8,160,528	\$ 7,437,619	\$ 7,613,097	\$ 175,478
Materials, Supplies & Services	7,702,880	11,833,434	12,037,944	204,510
Capital Assets	226,753	2,140,000	150,000	(1,990,000)
TOTAL	<u>\$ 16,090,161</u>	<u>\$ 21,411,053</u>	<u>\$ 19,801,041</u>	<u>\$ (1,610,012)</u>

FUND SUMMARY



Refuse Collection and Disposal Fund

Refuse Collection Section

498.PW31A



The Refuse Collection Section is responsible for servicing all single family residential units, approximately 60 percent of the multi-family residential units in the City, and 10 percent of all commercial/industrial customers in the City. Collection services include refuse, greenwaste, recyclables, and bulky items.

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely collecting refuse, greenwaste, recyclables, and bulky items, and disposing waste at appropriate receiving facilities.
- Maintain accurate and retrievable records related to refuse, greenwaste, and recycling collection.
- Address contamination issues with education and if necessary appropriate enforcement.

CHANGES FROM PRIOR YEAR

The Field Services Administration Division was reorganized and moved under the Assistant PW Director - Street and Sanitation. The Administrative Analyst II position was upgraded to a Senior Administrative Analyst position to support the Enterprise Fund's increased management responsibilities and more complex duties. Twelve percent of the upgraded position is funded by the Refuse Division.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	45.571	45.851	45.973	0.122
60001.0000 Salaries & Wages	\$ 3,015,525	\$ 3,024,324	\$ 3,125,190	\$ 100,866
60006.0000 Overtime - Non-Safety	49,745	39,167	39,167	
60012.0000 Fringe Benefits	662,318	713,108	762,792	49,684
60012.1008 Fringe Benefits:Retiree Benefits	3,668	34,783	36,788	2,005
60012.1509 Fringe Benefits:Employer Paid PERS	265,474	304,394	308,964	4,570
60012.1528 Fringe Benefits:Workers Comp	307,222	291,857	172,117	(119,740)
60012.1531 Fringe Benefits:PERS UAL	470,236	514,573	601,782	87,209
60012.1532 Fringe Benefits:PERS UAL One-Time	420,000	336,000	336,000	
60015.0000 Wellness Program Reimbursement	1,664	-	-	
60020.0000 Projects Salaries	43,932	-	-	
60021.0000 Projects Salaries Overhead	16,862	-	-	
60022.0000 Car Allowance	173	-	-	
60023.0000 Uniform and Tool Allowance	1,522	-	-	
60027.0000 Payroll Taxes Non-Safety	38,503	43,853	45,315	1,462
60031.0000 Payroll Adjustments	8,956	-	-	
Salaries & Benefits	5,305,801	5,302,059	5,428,115	126,056
62135.0000 Governmental Services	\$ -	\$ 13,500	\$ 13,500	
62170.0000 Private Contractual Services	188,507	280,000	280,000	
62170.1001 Temp Staffing	177,594	-	200,000	200,000
62220.0000 Insurance	141,817	186,018	392,668	206,650
62230.0000 PSD Billing Service	980,205	980,205	730,205	(250,000)
62235.0000 Services of Other Dept - Indirect	924,283	1,236,263	1,148,050	(88,213)
62240.0000 Services of Other Dept - Direct	5,281	4,279	3,847	(432)
62300.0000 Special Dept Supplies	78,082	130,000	130,000	
62300.1009 Sp Dept Supplies:Refuse Containers	103,663	88,000	88,000	
62310.0000 Office Supplies, Postage & Printing	2,623	1,000	1,000	

Refuse Collection and Disposal Fund

Refuse Collection Section

498.PW31A



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62405.0000 Uniforms & Tools	10,941	10,780	10,780	
62440.0000 Office Equip Maint & Repair	4,933	9,260	9,260	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,317,510	1,030,222	1,066,923	36,701
62485.0000 Fund 535 Communications Rental Rate	62,123	62,000	62,123	123
62496.0000 Fund 537 Computer System Rental	108,859	142,797	165,081	22,284
62700.0000 Memberships & Dues	391	756	756	
62710.0000 Travel	-	500	500	
62755.0000 Training	4,829	5,000	5,000	
63000.0000 Depreciation-Land	2,495	2,472	2,472	
63010.0000 Depreciation-Infrastructure	4,066	4,068	4,068	
63035.0000 Depreciation-Vehicles	952,699	943,272	937,453	(5,819)
Materials, Supplies & Services	5,070,951	5,130,392	5,251,686	121,294
15101.0000 Vehicles - Clearing	\$ -	\$ 440,000	\$ -	\$ (440,000)
Capital Assets	-	440,000	-	(440,000)
Total Expenses	\$ 10,376,752	\$ 10,872,451	\$ 10,679,801	\$ (192,650)

Refuse Collection and Disposal Fund

Refuse Disposal Section

498.PW31B



The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2120.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand the landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.
- Lead and support operations to implement state mandates SB 1383, AB 1826, and AB 341.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
60001.0000 Salaries & Wages	\$ 406,676	\$ 414,843	\$ 426,621	\$ 11,778
60006.0000 Overtime - Non-Safety	15,202	19,977	19,977	
60012.0000 Fringe Benefits	95,259	84,745	90,116	5,371
60012.1008 Fringe Benefits:Retiree Benefits	432	3,781	4,014	233
60012.1509 Fringe Benefits:Employer Paid PERS	39,523	42,588	43,085	497
60012.1528 Fringe Benefits:Workers Comp	40,990	37,387	20,616	(16,771)
60012.1531 Fringe Benefits:PERS UAL	71,393	77,778	79,226	1,448
60015.0000 Wellness Program Reimbursement	60	-	-	
60027.0000 Payroll Taxes Non-Safety	4,722	6,015	6,186	171
60031.0000 Payroll Adjustments	5,788	-	-	
Salaries & Benefits	680,045	687,114	689,841	2,727
62000.0000 Utilities	\$ 190,003	\$ 100,000	\$ 150,000	\$ 50,000
62135.0000 Governmental Services	115,024	110,000	110,000	
62170.0000 Private Contractual Services	753,760	1,200,000	1,200,000	
62235.0000 Services of Other Dept - Indirect	297,137	354,806	349,508	(5,298)
62300.0000 Special Dept Supplies	7,648	15,000	15,000	
62405.0000 Uniforms & Tools	1,833	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	439,170	343,407	355,641	12,234
62496.0000 Fund 537 Computer System Rental	11,876	16,200	20,201	4,001
62700.0000 Memberships & Dues	195	650	650	
62710.0000 Travel	-	500	500	
62755.0000 Training	2,219	2,750	2,750	
62820.0000 Bond Interest & Redemption	60,175	39,500	18,125	(21,375)
62825.0000 Bond Issuance Costs	(39,097)	(23,532)	(7,493)	16,039
62830.0000 Bank Service Charges	2,000	3,955	4,000	45
62830.1000 Credit Card Merchant Fees	476	-	1,000	1,000
62920.0000 Trust Fund Set Aside	(2,878,392)	575,000	400,000	(175,000)
63000.0000 Depreciation-Land	74,101	74,100	74,100	

Refuse Collection and Disposal Fund

Refuse Disposal Section

498.PW31B



	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
63005.0000 Depreciation-Buildings	475	480	480	
63010.0000 Depreciation-Infrastructure	69,657	69,648	69,648	
63035.0000 Depreciation-Vehicles	361,144	360,504	360,504	
Materials, Supplies & Services	(530,597)	3,244,968	3,126,614	(118,354)
15101.0000 Vehicles - Clearing	\$ -	\$ 1,050,000	\$ -	\$ (1,050,000)
15032.0000 Infrastructure-Work In Progress	9,967	150,000	150,000	
Capital Assets	9,967	1,200,000	150,000	(1,050,000)
Total Expenses	\$ 159,415	\$ 5,132,082	\$ 3,966,455	\$ (1,165,627)

Refuse Collection and Disposal Fund

Recycling Section

498.PW31C



The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues, operating several other recycling programs such as used oil recycling, e-waste recycling, battery and fluorescent bulb diversion, and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans as mandated by AB 341, AB 1826, and AB 1383.
- Continue a comprehensive public awareness program to inform residents about the recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.
- Lead and support operations to implement plans to comply with the state's organics mandates.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 465,642	\$ 478,300	\$ 487,681	\$ 9,381
60006.0000 Overtime - Non-Safety	172	4,000	4,000	
60012.0000 Fringe Benefits	101,601	106,232	112,897	6,665
60012.1008 Fringe Benefits:Retiree Benefits	601	4,537	4,817	280
60012.1509 Fringe Benefits:Employer Paid PERS	45,557	46,966	47,103	137
60012.1528 Fringe Benefits:Workers Comp	19,859	19,246	13,137	(6,109)
60012.1531 Fringe Benefits:PERS UAL	85,973	94,255	99,779	5,524
60015.0000 Wellness Program Reimbursement	16	-	-	
60020.1000 Projects Salaries:Capitalized	(18,916)	-	-	
60021.1000 Projects Salaries Overhead:Capitalized	(10,317)	-	-	
60027.0000 Payroll Taxes Non-Safety	6,529	6,935	7,071	136
60031.0000 Payroll Adjustments	5,384	-	-	
Salaries & Benefits	702,101	760,471	776,485	16,014
62170.0000 Private Contractual Services	\$ 1,740,675	\$ 1,792,000	\$ 2,093,227	\$ 301,227
62170.1012 Pop Up Repairs	-	15,000	15,000	
62235.0000 Services of Other Dept - Indirect	352,161	417,277	414,939	(2,338)
62300.0000 Special Dept Supplies	41,623	50,000	50,000	
62310.0000 Office Supplies, Postage & Printing	9,269	16,000	16,000	
62405.0000 Uniforms & Tools	783	1,100	1,550	450
62420.0000 Books & Periodicals	15	450	-	(450)
62485.0000 Fund 535 Communications Rental Rate	12,568	12,556	12,568	12
62496.0000 Fund 537 Computer System Rental	26,780	28,479	34,603	6,124
62700.0000 Memberships & Dues	5,350	6,300	6,300	
62710.0000 Travel	588	1,350	1,350	
62755.0000 Training	525	3,750	3,750	
63005.0000 Depreciation-Buildings	5,275	5,268	5,268	
63035.0000 Depreciation-Vehicles	6,642	6,636	6,636	
Materials, Supplies & Services	2,202,254	2,356,166	2,661,191	305,025
15022.0000 Buildings-Work In Progress	\$ 216,785	\$ 500,000	\$ -	\$ (500,000)
Capital Assets	216,785	500,000	-	(500,000)
Total Expenses	\$ 3,121,140	\$ 3,616,637	\$ 3,437,676	\$ (178,961)

Refuse Collection and Disposal Fund

Street Sweeping Section

498.PW32C



The Street Sweeping Section is responsible for sweeping the streets in the industrial, commercial, and residential areas of the City. This Section also manages the transportation of debris from street dumping sites to the greenwaste recycler.

OBJECTIVES

- Sweep 44,000 curb miles of City streets and alleys annually.
- Remove sweeper debris and haul it to the landfill for recycling.
- Meet State requirements to provide an acceptable level of street and alley sweeping.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 413,444	\$ 412,614	\$ 435,028	\$ 22,414
60006.0000 Overtime - Non-Safety	359	1,044	1,044	
60012.0000 Fringe Benefits	92,126	95,963	102,506	6,543
60012.1008 Fringe Benefits:Retiree Benefits	462	4,537	4,817	280
60012.1509 Fringe Benefits:Employer Paid PERS	40,089	43,551	45,156	1,605
60012.1528 Fringe Benefits:Workers Comp	53,534	48,523	27,059	(21,464)
60012.1531 Fringe Benefits:PERS UAL	68,785	75,760	96,738	20,978
60015.0000 Wellness Program Reimbursement	631	-	-	
60020.0000 Projects Salaries	51,663	-	-	
60021.0000 Projects Salaries Overhead	24,193	-	-	
60027.0000 Payroll Taxes Non-Safety	5,919	5,983	6,308	325
60031.0000 Payroll Adjustments	2,086	-	-	
Salaries & Benefits	753,291	687,975	718,656	30,681
62000.0000 Utilities	\$ 5,139	\$ 91,320	\$ 91,320	
62235.0000 Services of Other Dept - Indirect	295,275	220,678	212,365	(8,313)
62300.0000 Special Dept Supplies	3,160	4,300	4,300	
62475.0000 Fund 532 Vehicle Equip Rental Rate	638,342	758,950	660,751	(98,199)
62496.0000 Fund 537 Computer System Rental	18,357	23,760	26,817	3,057
62710.0000 Travel	-	400	400	
62755.0000 Training	-	2,500	2,500	
Materials, Supplies & Services	960,273	1,101,908	998,453	(103,455)
Total Expenses	\$ 1,713,564	\$ 1,789,883	\$ 1,717,109	\$ (72,774)

Refuse Collection and Disposal Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM OFCR	0.190	0.190	0.190	
AST PW DIR-STR&SANT	0.350	0.350	0.350	
CEMENT FINISHER	0.050	0.050	0.050	
CHIEF AST PW DIR-CTY ENG	0.125	0.125	0.125	
EXEC AST	0.100	0.100	0.100	
FINANCIAL ANALYST (Z)	0.000	0.250	0.250	
FLEET MAINT TECH	3.141	3.141	3.141	
FLEET SRVS SUPV	0.300	0.300	0.300	
FLEET SUPT	0.150	0.150	0.150	
HEAVY EQUIP OP	2.300	2.300	2.300	
HEAVY TRUCK DRIVER	1.300	1.300	1.300	
INTERMEDIATE CLK	2.000	2.000	2.000	
LANDFILL LEADWKR	1.000	1.000	1.000	
LANDFILL SUPV	1.000	1.000	1.000	
MOTOR SWEEPER OP	5.000	5.000	5.000	
PW JOURNEYMAN	0.100	0.100	0.100	
PW SUPV	1.050	1.050	1.050	
RECYCLING CORD	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SKILLED WKR	0.500	0.060	0.060	
SOLID WASTE LEADWKR	1.000	1.000	1.000	
SOLID WASTE SUPV	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	25.743	25.743	25.743	
SOLID WASTE UTILITY WKR	2.000	2.000	2.000	
SR ADM ANALYST (M)	1.100	1.100	1.222	0.122
SR CLK	3.000	3.000	3.000	
SR FLEET MAINT TECH	1.000	1.000	1.000	
SR SEC	1.000	1.000	1.000	
STR MAINT LEADWKR	0.050	0.050	0.050	
TIRE MAINT WKR	0.319	0.319	0.319	
UTILITY WKR	4.000	4.470	4.470	
WELDER	0.203	0.203	0.203	
WK TRAINEE I	0.500	0.500	0.500	
TOTAL STAFF YEARS	62.571	62.851	62.973	0.122

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SUCCESSOR AGENCY



On January 31, 2012, the City Council affirmed the City of Burbank as the “Successor Agency to the Redevelopment Agency of the City of Burbank.” As of February 1, 2012, all redevelopment agencies in California were dissolved and no longer exist as public bodies. Successor agencies are given the authority, rights, powers, duties, and obligations previously vested with the former Redevelopment Agency under the Community Redevelopment Law (with some exceptions and limitations per AB1X 26 and AB 1484). The duties of the Successor Agency are primarily to: 1) make payments on the former Redevelopment Agency enforceable obligations; and 2) wind-down the activities of the former Redevelopment Agency, as required by law.

AGENCY SUMMARY

	EXPENDITURES FY2019-20		BUDGET FY2020-21		BUDGET FY2021-22		CHANGE FROM PRIOR YEAR	
Materials, Supplies & Services	\$	11,541,882	\$	9,446,587	\$	6,991,922	\$	(2,454,665)
TOTAL	\$	11,541,882	\$	9,446,587	\$	6,991,922	\$	(2,454,665)

Administration

208.CD27A



The Administration Section is responsible for the wind-down activities of the former Redevelopment Agency and the Successor Agency. The California Health and Safety Code (Section 34177 et. seq.) allows up to three percent of enforceable obligations (or \$250,000 per fiscal year, whichever is greater) for administrative costs to be paid from the Redevelopment Obligation Retirement Fund.

OBJECTIVES

- Continue to make payments listed on the Recognized Obligation Payment Schedule (ROPS) as approved by the Oversight Board and the California Department of Finance.
- Perform obligations required pursuant to any enforceable obligations.
- Prepare ROPS for each period, including administrative cost estimates, to be paid from the Redevelopment Property Tax Trust Fund.
- Dispose of assets of the former Redevelopment Agency in accordance with an approved Long Range Property Management Plan.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62035.0000 Planning and Administration	\$ 223,716	\$ 235,790	\$ 233,355	\$ (2,435)
62085.0000 Other Professional Services	5,805	25,000	25,000	
62170.0000 Private Contractual Services	106,093	135,000	135,000	
62485.0000 Fund 535 Communications Rental Rate	5,052	-	-	
62496.0000 Fund 537 Computer System Rental	5,501	4,771	5,148	377
62895.0000 Miscellaneous Expenses	2,124,372	1,182	500	(682)
Materials, Supplies & Services	2,470,538	401,743	399,003	(2,740)
Total Expenses	\$ 2,470,538	\$ 401,743	\$ 399,003	\$ (2,740)

Debt Service - Successor Agency

208.CD28E



The Successor Agency issued a Tax Allocation Refunding Bonds - Series 2017 in November 2017, and a Tax Allocation Refunding Bonds - Series 2015 in April 2015. This cost center is responsible for debt service and bond payments that were previously administered under Fund 201 (Golden State Debt Service), Fund 202 (City Centre Debt Service), Fund 203 (West Olive Debt Service), Fund 204 (South San Fernando Debt Service) and Fund 207 (Community Facilities District No. 20015-1).

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62820.0000 Bond Interest & Redemption	\$ 2,203,344	\$ 1,886,844	\$ 1,594,919	\$ (291,925)
62830.0000 Bank Service Charges	18,000	13,000	13,000	
62845.0000 Bond/Cert Principal Redemption	6,850,000	7,145,000	4,985,000	(2,160,000)
Materials, Supplies & Services	9,071,344	9,044,844	6,592,919	(2,451,925)
Total Expenses	\$ 9,071,344	\$ 9,044,844	\$ 6,592,919	\$ (2,451,925)

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HOUSING AUTHORITY



The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program for the creation of affordable housing units.

With the dissolution of redevelopment agencies in the state on February 1, 2012, the Burbank Housing Authority is the Successor Housing Agency, and utilizes housing funds to create affordable housing in the community, and also monitors the covenants of more than 1,400 existing affordable housing units; including outstanding loans and grants. Any repayments of former Redevelopment Agency loans and grants are deposited as program income in the Housing Authority's Low- and Moderate-Income Housing Fund.

OBJECTIVES

- Administer the federal Section 8 Program and expend available housing funds.
- Create affordable housing for lower-income households that meet the City's Regional Housing Needs Assessment (RHNA) requirements.
- Monitor and enforce affordability covenants for affordable units available to lower-income households throughout the city for the preservation of existing affordable units.
- Create special needs housing opportunities for individuals and families that are at risk of becoming homeless.
- Create transitional and permanent supportive housing units for homeless individuals and families.

HOUSING AUTHORITY SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	6.950	6.950	6.950	
Salaries & Benefits	\$ 1,016,492	\$ 1,066,713	\$ 1,111,513	\$ 44,800
Materials, Supplies & Services	10,629,142	10,650,744	12,492,692	1,841,948
Total Expenses	\$ 11,645,635	\$ 11,717,457	\$ 13,604,205	\$ 1,886,748

Section 8 Voucher Program

117.CD26A



The Section 8 Program provides rent subsidy payments directly to landlords on behalf of eligible tenants, using annual funds allocated by the U.S. Department of Housing and Urban Development (HUD). The Section 8 Program provides an additional resource for assisting very low-income renters in Burbank. Dependent on the level of HUD funding, staff strives to maximize the utilization of as many vouchers as possible. The current waiting list consists of approximately 30,000 applicants, of which roughly 3,500 are Burbank residents. The Community Development Department - Economic Development and Housing Division is responsible for the administration of the Section 8 Program.

OBJECTIVES

- Continue housing opportunities for very low-income families within funding limits, allocations, and constraints of the Section 8 Program.
- Encourage mixed-income neighborhoods and avoid concentrations of low-income housing.
- Utilize the existing housing stock as affordable housing through the use of limited federal funds.
- Continue the goal of maximum utilization of the Housing Assistance Vouchers available to the City within funding constraints. The Burbank Housing Authority (BHA) does not receive sufficient funding to utilize all 1,014 vouchers allotted to the City; therefore, the Housing Authority will continue to maximize the funding received to serve the greatest number of households.

CHANGES FROM PRIOR YEAR

In Fiscal Year 2021-22, the City received \$804,912 in Emergency Housing Vouchers (EHV) from HUD. These funds were allocated in the Housing Assistance Payments account to help homeless households and those at risk of being homeless. In addition, the BHA will continue to utilize an Exception Payment Standard approved by HUD to allow a higher subsidy to Veterans Affairs Supportive Housing (VASH) voucher holders. This higher subsidy level will be utilized to administer the 15 VASH vouchers allocated to Burbank. For all other Section 8 voucher holders, fewer vouchers are issued due to high rental rates and program administration.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	5,500	5,000	5,000	
60001.0000 Salaries & Wages	\$ 458,750	\$ 469,216	\$ 489,017	\$ 19,801
60012.0000 Fringe Benefits	83,986	84,832	90,265	5,433
60012.1008 Fringe Benefits:Retiree Benefits	447	4,159	4,014	(145)
60012.1509 Fringe Benefits:Employer Paid PERS	44,334	48,634	49,869	1,235
60012.1528 Fringe Benefits:Workers Comp	6,015	5,335	4,187	(1,148)
60012.1531 Fringe Benefits:PERS UAL	106,550	101,607	118,212	16,605
60012.1532 Fringe Benefits:PERS UAL One-Time	64,000	51,200	51,200	
60015.0000 Wellness Program Reimbursement	67	-	-	
60027.0000 Payroll Taxes Non-Safety	6,598	6,804	7,091	287
60031.0000 Payroll Adjustments	2,923	-	-	
Salaries & Benefits	773,670	771,787	813,855	42,068
62085.0000 Other Professional Services	\$ 4,681	\$ 80,000	\$ 80,000	
62170.0000 Private Contractual Services	5,637	15,000	25,000	10,000
62170.1001 Temp Staffing	-	-	10,000	10,000
62220.0000 Insurance	19,752	17,269	22,348	5,079
62235.0000 Services of Other Dept - Indirect	140,198	159,760	156,063	(3,697)
62240.0000 Services of Other Dept - Direct	465	407	-	(407)
62310.0000 Office Supplies, Postage & Printing	7,496	15,000	20,000	5,000
62420.0000 Books & Periodicals	-	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	7,218	7,213	7,218	5
62496.0000 Fund 537 Computer System Rental	101,848	144,184	131,149	(13,035)
62700.0000 Memberships & Dues	-	2,500	3,000	500
62710.0000 Travel	-	1,000	1,000	
62755.0000 Training	2,560	5,000	5,000	
62830.0000 Bank Service Charges	7,621	10,000	10,000	
62895.0000 Miscellaneous Expenses	153	1,000	5,000	4,000
62950.0000 Housing Assistance Payments	9,574,213	9,488,101	11,417,898	1,929,797
62950.1000 Housing Asst Payments:Admin Fees	46,927	45,000	45,000	
Materials, Supplies & Services	9,918,767	9,992,434	11,939,676	1,947,242
Total Expenses	\$ 10,692,438	\$ 10,764,221	\$ 12,753,531	\$ 1,989,310

Low and Moderate Income Housing Fund

305.CD23A



The Housing Authority, as the Successor Housing Agency, administers the Low and Moderate Income Housing Fund. In this capacity, the Housing Authority develops new affordable housing opportunities and preserves existing housing stock. The primary source of revenue for the fund includes program income from existing loans and grants and through debt reimbursement payments associated with the debt between the former Redevelopment Agency and the City. Since 1971, more than \$103 million has been invested to create more than 1,600 affordable homes and in the process strengthened and improved neighborhoods, created jobs, built public infrastructure improvements, and enhanced the lives of countless families through its efforts. The goals of the housing programs are to ensure that there is a diverse mix of service-enriched housing; to preserve existing affordable housing; and to provide housing to special needs populations including, but not limited to, the elderly, persons with disabilities, large families, United States Veterans who are homeless or at risk of homelessness, and other vulnerable segments of the Burbank community. Finally, the Housing Authority continues to monitor existing affordable housing units, as monitoring efforts will preserve affordability and safe-guard historical investments.

OBJECTIVES

- Monitor existing covenants and outstanding loans and obligations.
- Monitor funding availability to continue affordable housing developments and programs for low- and moderate-income residents.
- Utilize available funding to create affordable housing for the Burbank Workforce through mixed-use housing developments that revitalize neighborhoods with mixed-income households.
- Expand our capacity to support the delivery of services that address the systemic issues surrounding homelessness.
- Utilize the County's framework to implement the use of a cohesive and comprehensive system by connecting the homeless to services, service providers, case management, and housing.
- Build a multi-faceted partnership and strategy with residents, businesses, and service groups to engage homeless individuals and families resistant to services.
- Create affordable housing for the Burbank Workforce by partnering with non-profit and for-profit organizations on residential and mixed-use development projects.

CHANGES FROM PRIOR YEAR

In FY 2021-22, staff will continue homelessness activities by utilizing private contractual service funds to deploy services, respond, and prevent homelessness. The funding amount of \$250,000 is the maximum allowed for private contractual services using the Housing Set-Aside Funds.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Staff Years	1.450	1.950	1.950	
60001.0000 Salaries & Wages	\$ 176,998	\$ 202,864	\$ 202,864	
60012.0000 Fringe Benefits	31,838	37,852	40,060	2,208
60012.1008 Fringe Benefits:Retiree Benefits	162	1,096	1,566	470
60012.1509 Fringe Benefits:Employer Paid PERS	17,193	19,100	18,745	(355)
60012.1528 Fringe Benefits:Workers Comp	1,641	1,866	1,197	(669)
60012.1531 Fringe Benefits:PERS UAL	5,495	26,806	27,884	1,078
60012.1532 Fringe Benefits:PERS UAL One-Time	3,000	2,400	2,400	
60027.0000 Payroll Taxes Non-Safety	2,630	2,942	2,942	
60031.0000 Payroll Adjustments	3,866	-	-	
Salaries & Benefits	242,822	294,926	297,658	2,732
62045.0000 Appraisal Services	\$ 5,400	\$ 50,000	\$ 50,000	
62085.0000 Other Professional Services	37,496	75,000	71,600	(3,400)
62155.0000 Relocation and Negotiation	1,505	75,000	75,000	
62170.0000 Private Contractual Services	485,304	250,000	250,000	
62235.0000 Services of Other Dept - Indirect	153,767	190,112	84,804	(105,308)
62310.0000 Office Supplies, Postage & Printing	1,045	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	2,887	2,885	2,887	2
62496.0000 Fund 537 Computer System Rental	14,205	8,313	11,725	3,412
62700.0000 Memberships & Dues	1,849	-	-	
62895.0000 Miscellaneous Expenses	6,917	5,000	5,000	
Materials, Supplies & Services	710,375	658,310	553,016	(105,294)
Total Expenses	\$ 953,197	\$ 953,236	\$ 850,674	\$ (102,562)

HOUSING AUTHORITY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2019-20	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.000	1.000	1.000	
INTERMEDIATE CLK	0.500	0.500	0.500	
HSG AST	3.000	3.000	3.000	
HSG DEV MGR	0.450	0.450	0.450	
HSG SPECIALIST	1.000	1.000	1.000	
HSG SRVS AST	1.000	0.000	0.000	
HSG AUTHORITY MGR	1.000	1.000	1.000	
TOTAL STAFF YEARS	6.950	6.950	6.950	



PARKING AUTHORITY FUND



Established in 1970, the City of Burbank Parking Authority is administered by the Community Development Department. The Parking Authority Fund was created for the acquisition, construction, maintenance, and operation of all City-owned or operated public parking lots and structures within the City of Burbank. Revenue sources include monthly parking permit fees, lease fees, the Downtown Public Facility Maintenance District levy, and various public-private parking agreements within the downtown area.

FUND SUMMARY

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 561,058	\$ 809,746	\$ 751,201	\$ (58,545)
Capital Expenses	100,464	-	-	
TOTAL	\$ 661,521	\$ 809,746	\$ 751,201	\$ (58,545)

PARKING AUTHORITY FUND

310.CD32A



OBJECTIVES

- Operate and maintain downtown public parking lots and structures.
- Administer parking maintenance agreements including agreements for the Collection, Courthouse, A.P.X., Village Walk, Gangi structures, Burbank Unified School District (BUSD) lot, and Downtown Public Facility Maintenance Assessment District Number 1.
- Manage permit parking programs including residential and commercial, City and private employee parking permits, valet operators, Large Non-Commercial Vehicle (LNCV) permits, and leased parking agreements.
- Coordinate with the Police Department to provide parking and staging areas for filming activities in the Downtown Burbank area for the film permit program.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ -	\$ 64,212	\$ 64,212	
62170.0000 Private Contractual Services	-	627,775	627,775	
62235.0000 Services of Other Dept - Indirect	-	107,397	48,700	(58,697)
62300.0000 Special Dept Supplies	-	8,000	8,000	
62496.0000 Fund 537 Computer System Rental	-	2,362	2,514	152
Materials, Supplies & Services	-	809,746	751,201	(58,545)
Total Expenses	\$ -	\$ 809,746	\$ 751,201	\$ (58,545)

PARKING AUTHORITY FUND

310.PW22F



Starting in FY 2020-21, the City of Burbank Parking Authority was transferred to the Community Development Department. In prior years, this function was administered by the Public Works Department.

	EXPENDITURES FY2019-20	BUDGET FY2020-21	BUDGET FY2021-22	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 47,358	\$ -	\$ -	-
62170.0000 Private Contractual Services	417,621	-	-	-
62235.0000 Services of Other Dept - Indirect	92,565	-	-	-
62496.0000 Fund 537 Computer System Rental	3,514	-	-	-
Materials, Supplies & Services	561,058	-	-	-
70019.0000 Building Improvements	\$ 100,464	\$ -	\$ -	-
Capital Expenses	100,464	-	-	-
Total Expenses	\$ 661,521	\$ -	\$ -	-





GLOSSARY



Accrual Basis of Accounting - Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Expenses emphasize the matching of the obligation to disburse economic resources (cash and all other assets causing a change in net assets) to the period in which the obligation was incurred by the City.

American Rescue Plan Act of 2021 – A federal bill that provides additional relief to address the continued impact of COVID-19 (i.e., coronavirus disease 2019) on the economy, public health, state and local governments, individuals, and businesses.

Amortization - To pay off a debt obligation gradually usually by periodic payments of principal and interest or by payments. To gradually reduce or write off the cost or value of something, such as an asset.

Appropriation - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Audit - A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

Balanced Budget - A budget in which projected revenues plus approved use of fund balance equals planned expenditures.

Basis of Accounting – All Governmental Funds are accounted for on a modified accrual basis, i.e. revenues are recorded when susceptible to accrual. Expenditures are recorded when the liability is incurred, except for compensated absences not payable within one year and principal and interest for long-term debt which is recorded when due. All Proprietary Fund types are accounted for using the full-accrual basis of accounting which recognizes revenues when earned and expenses are recognized when incurred.

Basis of Budgeting – Basis of budgeting refers to the method used for recognizing revenues and expenditures in the budget. Generally, the City uses the modified accrual basis for budgeting of all Governmental Funds and full accrual basis for Proprietary Funds.

Beginning / Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal years expenditures/expenses. This is not necessarily cash on hand.

Bond - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific future date or dates, together with periodic interest at a special rate.

Budget - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular period. The budget is proposed until it has been approved by the City Council through a series of study sessions and a formal budget hearing in June. Burbank's fiscal year is July 1 through June 30.

Capital Expenditure – The non-recurring outlay of funds to acquire an asset generally having a substantial cost and/or useful life. These are budgeted as either capital improvement or capital outlay.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/ expenses. The Capital Improvement Program plans for five years and is updated annually.

Capital Outlay - A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

Capital Projects - Physical structural improvements with a cost of \$5,000 or more and a useful life of one year or more. Examples include a new park, building modifications, and water main construction.

GLOSSARY



CARES Act - The Coronavirus Aid, Relief, and Economic Security (CARES) Act (2020) provided fast and direct economic assistance for American workers, families, small businesses, and industries. It implemented a variety of programs to address issues related to the onset of the COVID-19 pandemic.

City Charter - Legal authority approved in 1927 by the voters of Burbank under the State of California Constitution establishing the current Council-Manager form of government organization.

City Manager's Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation.

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit - An excess of expenditures or expenses over revenues (resources).

Department - An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation – The expiration of the useful life of a fixed asset over a determined period of time attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. Also, the portion of the cost of a fixed asset charged as an expense during a particular period.

Discussion Paper – Discussion papers are a vehicle through which departments may present proposals for creating or expanding services/programs to the City Council for consideration. If approved, the subject appropriations are then added to the budget.

Division - A sub-section (or activity) within a department that furthers the objectives of the City Council by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of governmental facilities and services operated similarly to private enterprises. These programs are entirely or predominantly self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by an appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Executive Team - The City's Management team, consisting of the City Manager, Assistant City Manager, and the head of each City Department.

Fiscal Year - A twelve-month period to which a budget applies. In Burbank, it is July 1 – June 30.

Full-Time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a seasonal employee working four months, or 690 hours, would be equivalent to 0.3 of a full-time position.

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

Gann Appropriations Limit – Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

GLOSSARY



General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Departments financed by the General Fund include Police, Fire, Park, Recreation & Community Services, and others.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

Grant - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

Infrastructure Oversight Board- A seven-member board appointed by the City Council to act as an advisory body on City infrastructure and traffic programs. The board reviews and recommends projects, programs, policies, and practices in accordance with adopted plans.

Interfund Transfers - Monies transferred from one fund to another. These transfers may finance the operations of another fund or reimburse the fund for certain expenditures/expenses.

Internal Service Fund - Funds used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

Materials Supplies and Services – Operational expenditures/expenses that are ordinarily consumed within a fiscal year that are not included in departmental inventories.

Municipal Code - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay, and capital improvements.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has higher legal standing than a Resolution.

Performance Measures - Quantitative and/or qualitative measures of work performed related to specific departmental or program objectives.

Public Financing Authority - The Public Financing Authority is a separate entity attached to the City, which participates in the public financing of city projects and activities.

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council that has a lower legal standing than an ordinance.

Revenues - Amounts received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bond - A type of bond usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category that generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how they may be spent.

Working Capital – The difference between the current assets and the current liabilities. It represents the operating liquidity available to the City on a day-to-day basis.

FUND DESCRIPTIONS



The basic accounting and reporting entity for the City is a fund. A fund is an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The various funds are grouped within three broad fund types: governmental funds, proprietary funds, and fiduciary funds. The following section provides further detail as to the specific funds within these broad categories.

GOVERNMENTAL FUNDS

General Fund (001) - The General Fund is used to account for the general operations of the City such as Police, Fire, etc. It is used to account for all financial resources except those required to be accounted for in another fund.

General City Capital Projects Fund (370) – This fund is used to account for financial resources to be used for the acquisition or construction of major facilities other than those financed by Proprietary, Special Assessment, and/or Trust Funds. The primary source of the fund is contributions from the General Fund (Fund 001). However, this fund is restricted for capital use only.

Special Revenue Funds - These funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Special Revenue Funds are:

Transportation Funds (Prop A-104, Prop C-105) - These funds are used to provide for the distribution and use of Local Return funds generated by a ½ cent Sales Tax revenue restricted to fund transportation related activities (Prop A, approved by LA County voters in 1980), and projects that benefit and support local transit services (Prop C, approved by LA County voters in 1990).

Air Quality Management District (AQMD) Fund (106) – Funds derived from a small portion of the annual vehicle registration license fees collected by the South Coast Air Quality Management District. These funds are used to fund the City's rideshare program and projects that reduce vehicle emissions.

Measure R Transportation Fund (107) - The Local Return Transportation and Traffic and Street Improvement Fund provides for the distribution and use of Local Return funds generated by a ½ cent Sales Tax that was approved by Los Angeles County voters in 2008. Funds are utilized to improve local transit services, transportation infrastructure, public improvements, and citywide roadway related capital improvement projects.

Measure M Transportation Fund (108) - The Local Return Transportation Fund provides for the distribution and use of Local Return funds generated by a ½ cent Sales Tax that was approved by Los Angeles County voters in 2016. Funds are primarily utilized for street and road maintenance and improvement projects managed by the Public Works Department.

Measure W Stormwater Fund (109) – Measure W is the Los Angeles County Safe, Clean Water (SCW) Program special parcel tax approved by voters in 2018 imposing a tax in the amount of 2.5 cents per square foot of impermeable area. The funds will be used for stormwater and urban runoff to increase local water supply, improve water quality, and protect public health.

General City Grants Fund (121) - This fund is used to account for grant funds the City receives from Federal, State, and County sources.

Community Development Block Grants (CDBG) Fund (122) - The fund provides resources from the U.S. Department of Housing and Urban Development (HUD) for activities that benefit persons with low and moderate income.

Road Maintenance and Rehabilitation (RMRA) Fund (123) – This fund addresses deferred maintenance on the local street and road system through the use of gas tax revenues and the Transportation Improvement Fee that took effect on January 1, 2018.

Drug Asset Forfeiture Fund (124) - The City receives a portion of funds derived from drug asset seizures within the City's boundaries. These funds can only be expended on specific police related capital and one-time items.

FUND DESCRIPTIONS



State Gas Tax Fund (125) - This fund is used to account for monies received and expended from the State Gas Tax allocation. These monies are specified for work on street projects within the City.

Public Improvements Fund (127) – This fund accounts for monies received through the receipt of Development Impact Fees, and is restricted to projects identified in the City’s Infrastructure Blueprint and Community Facilities Element.

HUD Affordable Housing Fund (128) - Funds received from the U.S. Department of Housing and Urban Development (HUD) to increase the City's supply of affordable housing and provide supportive services for homeless individuals and families.

Street Lighting Fund (129) -

to maintain, repair and upgrade the City's streetlight system to provide roadway and alley illumination to the City’s residential and commercial customers.

Youth Endowment Services (YES) Fund (130) - This fund was created in the early 1990s to help accumulate funds to support youth activities and projects. The primary source of revenue was from the former Redevelopment Agency, which was dissolved in February 2012.

Tieton Hydropower Project Fund (133) - This fund was created in FY 2010-11. The project is comprised of a powerhouse whose entitlement is equally shared between the Cities of Burbank and Glendale. Revenues are billed to recover expenses incurred by the operating agent, Burbank Water & Power.

Magnolia Power Project (MPP) Fund (483) - In March 2003, the City of Burbank entered into a power sales agreement with the Authority for MPP. Fund 483 was established to account for the MPP related activities. The Fund is used to account for the production, distribution, and transmission of power to residents and businesses located within the City.

Successor Agency (208) - This fund was established pursuant to state law for the administration of the dissolution and wind-down activities of the former Burbank Redevelopment Agency (RDA). The Successor Agency is in charge of making enforceable obligation payments and disposing of former RDA property.

Debt Service Funds – These funds are used to account for the accumulation of resources, and the payment of, general long-term principal and interest. Debt Service Funds are:

Successor Agency Debt Service Fund (208) – Fund 208 is responsible for debt service and bond payments that were previously administered by the former Redevelopment Agency that was dissolved in February 2012.

Housing Authority Funds – Established to administer the Section 8 Rental Assistance Program for the creation of affordable housing units. The Housing Authority has also been designated as the Successor Housing Agency to oversee ongoing obligations and responsibilities of the former Redevelopment Agency’s affordable housing projects and programs.

Section 8 Voucher Program Fund (117) - To account for monies received and expended in housing assistance to low and moderate-income families. Funds are provided by receipts from the Federal Section 8 Housing Assistance Fund (HUD) program, the Federal Section 8 Voucher program, and the Federal Rehabilitation program.

Low/Moderate Income Housing Fund (305) – To account for financial resources used to increase and improve the supply of low and moderate-income housing in the community. Prior to the former Redevelopment Agency being dissolved on February 1, 2012, the primary source of these funds was a twenty percent contribution of tax increment revenues generated from the former Redevelopment project areas. In accordance with the FY 2012-13 State Budget (AB 1484), excess housing funds were given back during FY 2012-13, with counties responsible for distributing these funds to the applicable taxing agencies.

Parking Authority Fund (310) – To account for financial resources to be used for the acquisition, construction, maintenance, and operation of public parking facilities. The primary source of funds has been parking permit fees.

FUND DESCRIPTIONS



PROPRIETARY FUNDS

Enterprise Funds - These funds are used to account for operations that are financed and operated in a manner similar to private business enterprise - where the intent of the governing body is that the costs (expenses including depreciation) of providing goods and services to the users on a continuing basis be financed or recovered primarily through user charges. Enterprise Funds are:

Water Reclamation and Sewer Fund (494) - This fund is used to account for the operation and maintenance of the Water Reclamation Plant and sewage system.

Electric and Water Funds (496, 497) - These funds are used to account for the production, distribution, and transmission of potable water and electricity to residents and businesses located within the City.

Refuse Collection and Disposal Fund (498) - This fund accounts for the activities involved in the collection and disposal of refuse throughout the City.

Internal Service Funds - These funds are used to account for the financing of goods and services provided by one department to other City departments on a cost-reimbursement basis. Internal Service Funds are:

City Self Insurance Funds (530, 531) - These funds are used to finance and account for the City's Workers Compensation, general liability, and property insurance programs.

Vehicle Equipment Replacement Fund (532) - This fund accounts for the operation, maintenance, and timely replacement of the vehicular fleet and equipment utilized by general government departments on a rental fee basis.

Office Equipment Replacement Fund (533) - This fund is used to account for the acquisition, maintenance, and replacement of office and operating equipment utilized by City departments.

Municipal Infrastructure Fund (534) - Previously the Municipal Building Maintenance Fund, this fund was reorganized for FY 2019-20 and now provides for the maintenance and replacement of all general City infrastructure (non-enterprise). This fund receives 50 percent of the City's Transaction and Use Tax revenue, resulting from the passage of Measure P in November 2018, in addition to an annual General Fund Maintenance of Effort (MOE) contribution of \$4.7 million.

Communications Equipment Replacement Fund (535) - This fund is used to account for the maintenance and timely replacement of the City's communication equipment.

Information Technology Fund (537) - This fund is used to account for the acquisition, maintenance, and replacement of technology infrastructure (including computer equipment, hardware, and software) utilized by City departments.

FIDUCIARY FUNDS

Agency Funds - These funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Examples of Agency Funds are:

Deferred Compensation Fund (644) - This fund is used to account for employee earnings deferred for payment at a later point in time, gains or losses on investment of amounts deferred, and payment of amounts deferred when paid to participants in the program.

Special Assessment Fund (665) - This fund is used for the Debt Service Payments on assessment bond used to finance improvements. This special assessment district is secured by liens against the assessed properties. Activities financed through assessments include street lighting, utility, and other general infrastructure improvement.

ACRONYMS



AA	Affirmative Action	BLT	Burbank Local Transit
AB	Assembly Bill	BMA	Burbank Management Association
ACA	Affordable Care Act	BMC	Burbank Municipal Code
ADA	Americans with Disabilities Act	BMC	Business Machines Consultants
ADR	Alternative Dispute Resolution	BMHET	Burbank Mental Health Evaluation Team
ADU	Accessory Dwelling Unit	BOP	Burbank on Parade
AEP	Achievement of Excellence in Procurement	BOU	Burbank Operable Unit
ALA	Accredited Local Academy	BPD	Burbank Police Department
AMI	Advanced Metering Infrastructure	BPOA	Burbank Police Officers' Association
APP	Art in Public Places	BRACE	Burbank Residents Assisting in Community Emergencies
ARPA	American Rescue Plan Act of 2021	BS	Black Start
AQMD	Air Quality Management District	BSC	Benefits Service Center
ASB	Administrative Services Building	BTAC	Burbank Temporary Aid Center
ATIS	Advanced Traveler Information System	BTS	Burbank Transportation Service
AV	Assessed Value	BUSD	Burbank Unified School District
BAF	Burbank Athletic Federation	BVP	Burbank Volunteer Program
BCAC	Burbank Cultural Arts Commission	BWC	Body Worn Camera
BCEA	Burbank City Employees Association	BWP	Burbank Water and Power
BCP	Burbank Center Plan	BWRP	Burbank Water Reclamation Plant
BEST	Burbank Employment and Student Training	CAD	Computer-Aided Dispatch
BFD	Burbank Fire Department	CAFS	Compressed Air Foam Systems
BFF	Burbank Fire Fighters	CaIACT	California Association for Coordinated Transportation
BFF-COU	Burbank Fire Fighter - Chief Officers' Unit	CALBO	California Building Officials
BGC	Boys and Girls Club	CALEA	Commission on Accreditation of Law Enforcement Agencies
BHA	Burbank Housing Association	Cal-OSHA	California Occupational Safety and Health Administration
BHC	Burbank Housing Corporation	CalPERS	California Public Employees Retirement System
BITE2	Battery Impedance Tester 2		

ACRONYMS



CAM	Common Area Maintenance	CPR	Cardio Pulmonary Resuscitation
CANRA	Child Abuse and Neglect Reporting Act	CPRS	California Park & Recreation Society
CARB	California Air Resources Board	CPSE	Center for Public Safety Excellence
CARES	Coronavirus Aid, Relief, and Economic Security	CPUC	California Public Utilities Commission
CCT	Closed Circuit Television	CRA	California Redevelopment Association
CDBG	Community Development Block Grant	CREST	City Resources Employing Students Today
CDD	Community Development Department	CSB	Community Services Building
CDTFA	California Department of Tax and Fee Administration	CSIP	Collection System Inspection Program
CDV	Community Disaster Volunteers	CSMFO	California Society of Municipal Finance Officers
CEC	California Energy Commission	CUP	Conditional Use Permit
CEMS	Continuous Emissions Monitoring System	CUPA	Certified Unified Program Agency
CEQA	California Environmental Quality Act	CWA	Customer WEB Access
CERT	Community Emergency Response Training	DARE	Drug Abuse Resistance Education
CFAI	Commission on Fire Accreditation International	DART	Drug Alcohol Resistance Team
CFRA	California Family Rights Act	DBA III	Database Administrator III
CIP	Capital Improvement Program	DCS	Distributed Control System
CIS	Customer Information System	DDA	Disposition and Development Agreement
CJIS	Criminal Justice Information Services	DDC	Department Disaster Coordinators
CLE	Continuing Legal Education	DGR	Daily Generation Rate
CMC	Certified Municipal Clerk	DHS	Department of Health Services
CMDB	Comprehensive Configuration Management Database	DIF	Development Impact Fees
CNG	Compressed Natural Gas	DMV	Department of Motor Vehicles
COLA	Cost of Living Adjustment	DMZ	Multiple Secure Environment
COP	Certificate of Participation	DOT	Department of Transportation
COPS	Citizen's Option for Public Safety	DRIVE	Developing Responsible Independent Valued Employees
CPI	Consumer Price Index		

ACRONYMS



DUI	Driving Under the Influence	FMLA	Family and Medical Leave Act
EAM	Enterprise Asset Management	FPPC	Fair Political Practices Commission
EAP	Employee Assistance Program	FS	Financial Services
EATC	Empire Area Transit Center	FSA	Family Service Agency
EBPP	Electronic Bill Presentment Payment	FTE	Full-time Equivalent
ECAC	Energy Cost Adjustment Charge	FTO	Field Training Officer
ECC	Energy Control Center	FY	Fiscal Year
ECMS	Electric Content Management System	GAAP	Generally Accepted Accounting Principles
ECMS	Enterprise Content Management System	GASB	Government Accounting Standards Board
e-DFAR	Electronic Daily Field Activity	GFOA	Government Finance Officers Association
EEO	Equal Employment Opportunity	GHG	Greenhouse Gas
EIR	Environmental Impact Report	GIS	Geographic Information System
EMS	Emergency Medical Service	GMC	General Motors Company
EMT	Emergency Medical Technician	HMEP	Hazardous Materials Emergency Planning
EOC	Emergency Operation Center	HOME	Home Investment Partnership Program
EPA	Environmental Protection Agency	HOV	High Occupancy Vehicle (lanes)
e-PALS	Enterprise Permitting and Licensing System	HPS	High Pressure Sodium
ePCR	Electronic Patient Care Reporting	HSIP	Highway Safety Improvement Program
ERAF	Educational Revenue Augmentation Fund	HUD	Housing and Urban Development
ERP	Enterprise Resource Planning	HVAC	Heating, Ventilating, and Air Conditioning
FBI	Federal Bureau of Investigation	IA	Industrial Accident
FCC	Federal Communications Commission	IAFIS	Integrated Automated Fingerprint Identification System
FD	Fire Department	IBEW	International Brotherhood of Electrical Workers
FEMA	Federal Emergency Management Act	ICAC	Internet Crimes Against Children
FERC	Federal Energy Regulatory Commission	ICIS	Interagency Communications Interoperability System
FLSA	Fair Labor Standards Act		

ACRONYMS



IIPP	Injury and Illness Prevention Program	MDSP	Media District Specific Plan
IOB	Infrastructure Oversight Board	MFP	Multi-Functional Printer
IP	Internet Protocols	MHET	Mental Health Evaluation Team
IRP	Integrated Resource Plan	MMC	Master Municipal Clerk
ISDA	International Standards and Derivatives Association	MOE	Maintenance of Effort
ISSC	Information Systems Steering Committee	MOU	Memorandum of Understanding
IT	Information Technology	MPI	Material Process Improvement
ITS	Intelligent Transportation System	MPP	Magnolia Power Project
ITSM	Information Technology Service Management	MS	Management Services
iVOS	Valley Oaks System	MS&S	Materials Supplies and Services
JASU	Joint Air Support Unit	MSB	Municipal Services Building
JAWS	Juvenile Alternative Work Service	MTA	Metropolitan Transportation Authority
JPA	Joint Power Authority	MWD	Metropolitan Water District
LACMTA	Los Angeles County Metropolitan Transportation Authority	MWELO	Model Water Efficient Landscape Ordinance
LADWP	Los Angeles Department of Water & Power	MWh	Megawatt Hours
LAFIS	Los Angeles Automated Fingerprint Identification System	NERC-CIP	North American Electric Reliability Corporation - Critical Infrastructure Protection
LAN	Local Area Network	NFIRS	National Fire Incident Reporting System
LARUCP	Los Angeles Regional Uniform Code Program	NFPA	National Fire Protection Association
LB	Library	NIMS	National Incident Management System
LDMP	Land Data Management Plan	NPDES	National Pollution Discharge Elimination System
LED	Light Emitting Diode	NPI	National Procurement Institute
LES	Law Enforcement Systems	NPP	Neighborhood Protection Program
LLC	Limited Liability Corporation	OEM	Original Equipment Manufacturer
LNCV	Large Non-Commercial Vehicle	OES	Office of Emergency Services
MBIS	Multimodal Biometric Identification System	OIR	Office of Independent Review
MCLE	Mandatory Continuing Legal Education	OPEB	Other Post-Employment Benefits

ACRONYMS



PARS	Public Agency Retirement System	RFP	Request for Proposal
PASS	Program, Activity, and Service Subsidy	RFQ	Request for Quotation
PAY	Positive Alternatives for Youth	RHNA	Regional Housing Needs Assessment
P-BID	Property Based Business Improvement District	RIMS	Regional Incident Management System
PD	Police Department	RISE	Residents Inspiring Service and Empowerment
PEG	Public, Educational and Government Access	RMRA	Road Maintenance and Rehabilitation Account
PEPRA	Public Employees' Pension Reform Act	RMS	Records Management System
PERS	Public Employees' Retirement System	RO	Reverse Osmosis
PFA	Public Financing Authority	ROP	Regional Occupational Program
PIO	Public Information Office	RSVP	Retired Senior Volunteer Program
PLC	Programmable Logic Control	RV	Recreational Vehicle
PLF	Public Library Fund	SAAS	Software As a Service
POST	Police Officer Standards and Training	SAIF	Seniors Against Investment Fraud
PPI	Producers Price Index	SB	Senate Bill
P&R	Parks and Recreation	SCADA	Supervisory Control and Data Acquisition
PR	Press Release	SCAG	Southern California Association of Governments
PRCS	Parks Recreation & Community Services	SCAQMD	Southern California Air Quality Management District
PSA	Police Service Aid	SCBA	Self-Contained Breathing Apparatus
PSA	Professional Services Agreement	SCPPA	Southern California Public Power Authority
PSH	Permanent Supportive Housing	SELPA	Special Education Local Plan Area
PT	Part Time	SEMS	State-Mandated Emergency Management System
PW	Public Works	SFTP	Standing Field Treatment Protocol
RA	Rescue Ambulances	SFVCOG	San Fernando Valley Council of Governments
RACI	Residential Adjacent Commercial and Industrial Use	SIUs	Significant Industrial Users
RDA	Redevelopment Agency		
RFID	Radio Frequency Identification		

ACRONYMS



SLA	Service Level Agreement	UASI	Urban Area Security Initiative
SLURP	Sewer Lateral User Rebate Form	UHF	Ultra High Frequency
SOC	Standards of Cover	UPS	Uninterruptible Power Supply
SRO	School Resource Officer	USA	Underground Service Agreement
SRT	Special Response Team	USAR	Urban Search and Rescue
STEM	Science, Technology, Engineering, and Math	USDA	United States Department of Agriculture
STEP	Summer Trails Employment Program	UUT	Utility Users Tax
STIP	State Transportation Improvement Project	VASH	Veterans Affairs Supportive Housing
SUSMP	Standard Urban Stormwater Mitigation Plan	VDI	Virtual Desktop Infrastructure
SWAT	Special Weapons and Tactics	V-FATS	Victim Follow-Up Assignment and Tracking System
SWQCB	State Water Quality Control Board	VHF	Very High Frequency
T-BID	Tourism Business Improvement District	VLF	Vehicle License Fee
TDA	Transportation Development Act	VPN	Virtual Private Network
TDISA	Temporary Disability Indemnity Statutory Allocation	VSAP	Voting Solutions for All People
TDM	Transportation Demand Management	WVIB	Verdugo Workforce Investment Board
TMC	Traffic Management Center	WAM	Work Order Asset Management
TMDL	Total Maximum Daily Load	WCAC	Water Cost Adjustment Charge
TMO	Transportation Management Organization	Wi-Fi	Wireless Fidelity
TOT	Transient Occupancy Tax	WIOA	Workforce Innovation and Opportunity Act
TPT	Transient Parking Tax	YES	Youth Endowment Services
U.S. EPA	United States Environmental Protection Agency	ZLD	Zero Liquid Discharge
UAAL	Unfunded Actuarial Accrued Liability	ZTA	Zone Text Amendment



BURBANK COMMUNITY PROFILE



General

The City of Burbank, California is located in the greater metropolitan Los Angeles area, approximately 12 miles northeast of downtown Los Angeles, nestled between the Hollywood Hills and the Verdugo Mountains. The city connects to the Los Angeles basin via Interstate 5 and State Highway 134, along with the Metrolink Antelope Valley and Ventura lines.



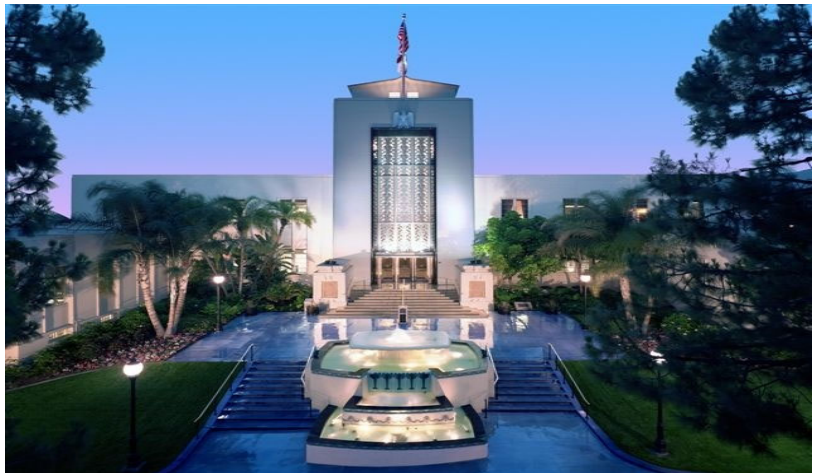
Burbank is an established community with a population of 105,833. It is one of the largest populated cities in Los Angeles County. The economy represents a diverse blend of industrial, commercial, and residential development.

Municipal Government

The City of Burbank was incorporated as a general law city on July 8, 1911, and adopted its City Charter on January 13, 1927. Burbank is administered by a Council-Manager form of government. The five City Council members, of whom one serves as Mayor, are elected at-large for four-year terms. Elections are staggered at two-year intervals.

As of June 30, 2021, the total City employee population is 1,409 with 1,158 full-time, 124 part-time, and 127 temporary employees. Six associations represent the City's employees: the Burbank City Employees' Association (BCEA), the Burbank Fire Fighters Association (BFF), the Burbank Fire Fighters-Chief Officers' Unit (BFF-COU), the Burbank Police Officers' Association (BPOA), the International Brotherhood of Electric Workers Local 18 (IBEW), and the Burbank Management Association (BMA).

All the associations are subject to the Mayors-Milias-Brown Act, which requires each association to meet and confer with the City to develop a "Memorandum of Understanding" (MOU). Negotiations with each group are conducted prior to the adoption of the annual budget each fiscal year or the expiration of the applicable MOU. The City is currently in the negotiations process with BPOA and BFF-COU. All other bargaining groups are in the middle of multi-year contracts.



BURBANK COMMUNITY PROFILE



Population

The following table summarizes the California Department of Finance estimates of population from 2011 through 2021. While there has been population growth over the last decade, it has begun to flatten out over the last several years.

CITY OF BURBANK POPULATION

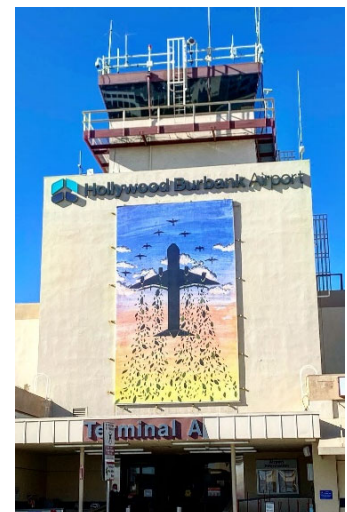
<u>Year</u>	<u>Population</u>
2011	104,405
2012	104,732
2013	104,739
2014	105,019
2015	105,207
2016	105,110
2017	105,033
2018	107,149
2019	105,952
2020	105,861
2021	105,833

Industry and Employment



Burbank has a robust workforce of approximately 132,000, employed by more than 12,380 businesses. Major industries in the City are entertainment, technology, aviation, medical care, education, and other media-related industries. Animation and entertainment industries have taken the lead in the City as top employers. Netflix Animation has leased 500,000 square feet of space at the Empire Center, making it the largest lease in Los Angeles County in 2020. Avion Burbank will complete the 1,200,000 square foot creative industrial and office space project adjacent to the Hollywood Burbank Airport in 2021, making this one of the largest projects of its size in the San Fernando Valley. More than 700,000 square feet have already been leased to Amazon Fulfillment Center.

The City is home to the Hollywood Burbank Airport which was named the “Best Airport in the United States” by Fodor’s Travel in 2019. In 2020 and 2021, 15 new routes were introduced at the airport. A total of 32 United States and Canadian destinations are served by the following carriers: Alaska, American, Avelo, Delta, Flair, Frontier, JetBlue, JSX, United, and Spirit. The airport is located only three miles northwest of Downtown Burbank and is known as the friendliest, most convenient airport for flying to or from Los Angeles, Hollywood, and the San Fernando Valley. Planning for a 14-gate replacement passenger terminal is now complete. The Federal Aviation Administration (FAA) has released a Final Environmental Impact Statement and Record of Decision for the proposed construction and operation of the new terminal in May of 2021. Construction is scheduled to begin in 2021 and is expected to be completed in 2025. In June of 2021, the Hollywood Burbank Airport was awarded the Airports Council International (ACI) “Airport Health Accreditation”, in recognition for its health and safety response to the COVID-19 pandemic. The facility caters to approximately 1.9 million passengers and 105,357 aircraft operations annually.



BURBANK COMMUNITY PROFILE



Burbank is home to entertainment industry leaders such as The Walt Disney Company and Warner Brothers Studios. Currently, Warner Brothers is constructing the Second Century Project. This project consists of the addition of an 800,000 square foot building complex that includes two Frank Gehry-designed office buildings adjacent to their main lot. Construction is expected to be completed in time for their 100th anniversary coming up in 2023. Along with the entertainment giants, Burbank has nearly 1,000 media-related companies, employing approximately 34,612 employees. Other notable media companies Burbank is home to include The Burbank Studios, The CW Television Network, ABC Inc., Nickelodeon, Cartoon Network, DC Comics, Legendary Entertainment, New Line Cinema, iHeart Radio, and KCET.



In the private and public industry, Providence St. Joseph Medical Center, Hollywood Burbank Airport, Burbank Unified School District, and the City of Burbank have steadily become the top employers of the City. The following table highlights some of the top employers within the City of Burbank.

<i>Company Name</i>	<i>No. of Employees</i>	<i>Products/Services</i>
<i>Warner Bros. Entertainment, Inc.</i>	<i>4,000</i>	<i>Entertainment</i>
<i>The Walt Disney Company</i>	<i>3,800</i>	<i>Entertainment</i>
<i>Hollywood Burbank Airport</i>	<i>2,250</i>	<i>Aviation</i>
<i>Providence St. Joseph Medical Center</i>	<i>2,200</i>	<i>Medical</i>
<i>Burbank Unified School District</i>	<i>2,047</i>	<i>Education</i>
<i>City of Burbank</i>	<i>1,500</i>	<i>Government</i>
<i>ABC, Inc.</i>	<i>1,160</i>	<i>Entertainment</i>
<i>Deluxe Shared Services LLC</i>	<i>627</i>	<i>Entertainment</i>
<i>Nickelodeon Animation</i>	<i>602</i>	<i>Entertainment</i>
<i>Entertainment Partners</i>	<i>587</i>	<i>Entertainment</i>

BURBANK HISTORICAL TIMELINE



The area now known as the City of Burbank is comprised of two separate land grants: a portion of *Rancho San Rafael* bestowed upon Jose Maria Verdugo by the Spanish government in 1798 as a reward for his military service; and *Rancho La Providencia*, a Mexican land grant of 4,600 acres.

YEAR EVENT

- 1857** The Verdugo family sells a portion of their land to Jonathan R. Scott, the first American to own land in the Rancho San Rafael portion of Burbank.
- 1867** Dr. David Burbank, a dentist from Los Angeles, purchases over 4,000 acres from Jonathan Scott and the 4,600 acres of Rancho La Providencia. This property supports a successful sheep ranch.
- 1887** The Providencia Land, Water and Development Company purchases Dr. Burbank's property. The place known as Burbank came into existence on May 1, 1887. Several farms produce peaches, melons, grapes, and vegetables, along with approximately 30 residences, a hotel, and a business district.
- 1888** Burbank falls victim to land speculation resulting in a development standstill for the next two decades.
- 1910** San Fernando Road is paved.
- 1911** Voters approve incorporation as a city by a vote of 81 to 51 on July 8. A Board of Trustees will govern the community which now numbers 500 residents. The first Pacific Electric streetcar rolls into town on Glenoaks Boulevard from neighboring Glendale.
- 1916** Additional bonds are issued to build a city hall and electric light works, and to acquire fire apparatus.
- 1927** The Board of Freeholders, a 15-member elected body, draws up the City Charter. Voters adopt the Charter in a Special Election, and it becomes effective January 13.
- 1929** The stock market crash reaches Burbank, halting the economic boom and extending into the Depression through the mid-1930s. Increased employment at Lockheed Aircraft and construction work created by the Metropolitan Water District helped improve economics.
- 1943** Dedicated on Lincoln's birthday to "freedom and justice", City Hall is a tribute to the architecture of the time incorporating marble, wood, bronze, and ornate decoration and carried out the theme of patriotism and the war effort. The new City hall replaced the existing building located across the street on the property formerly occupied by the Police station.
- WWII** Lockheed produces over 19,000 planes for the nation's war effort, employing 94,000 as the population reaches 53,899 by 1943.



- 1950** Burbank's prosperity continues with new housing tracts resulting in a population of 78,577.
- 1961** The City celebrates its 50th anniversary, including the conclusion of a 10-year capital improvement program, resulting in many new municipal facilities.

BURBANK HISTORICAL TIMELINE



- 1967** The San Fernando Golden Mall is dedicated in November to revitalize the business district.
- 1968** Voters approve a capital improvement program for upgrading park and library facilities, street beautification, and street lighting.
- 1969** The Redevelopment Agency is formed with Burbank's first redevelopment project area, the Golden State Redevelopment Project Area.
- 1973** Due to demographic changes in the community, the needs of senior citizens are recognized. The Joslyn Adult Center is completed, as is the Retired Senior Citizens Volunteer Program (RSVP), the Nutrition Program, and Transportation Services.
- 1974** The Burbank Housing Authority is established.
- 1977** The impact of Proposition 13 is felt in Burbank as the state dealt with the ramifications of maintaining service levels expected by the community. Burbank opts to cut some services by implementing user fees for specialized services.
- 1978** After lengthy negotiations, Burbank enters into a Joint Powers Agreement with the cities of Glendale and Pasadena, purchasing the Airport from Lockheed.
- 1982** Burbank Recycle Center opens and kicks off a curbside recycling program, one of the first in the state.
- 1985** In collaboration with the Burbank Redevelopment Agency and local developer Vic Georgino, the AMC Theatre (AMC) project was approved in 1985. By its completion in 1987, the AMC development became the economic engine for Downtown Burbank. The sleepy and deteriorating Downtown transformed into a true destination location. After a mere ten years in operation, the AMC underwent another significant redevelopment due to customer demand, technology advances, and changes in the industry. It has since become one of the nation's top-producing AMC locations. While the original project evolved, AMC's presence and vital role in Downtown Burbank has only grown stronger. It was the catalyst for much of the reinvestment in Downtown, and it continues to be the "heartbeat" of Downtown Burbank's popularity.



- 1987** The Public Information Office produces live, televised coverage of all City Council meetings via a local public access channel. Since then, additional meetings and specialized programs have been produced to keep the community current on relevant issues.
- 1989** Voters adopt Measure One – a residential growth management ordinance and San Fernando Boulevard is reopened to allow through traffic in the downtown area.
- 1990** Lockheed announces the closure of its Burbank facility.

BURBANK HISTORICAL TIMELINE



- 1992** The Burbank Regional Intermodal Transportation Center, now renamed as Downtown Burbank Station (DBS), opens in October, serving as a Metrolink station and is the second busiest destination within a five-county Metrolink commuter rail system.
- 1996** The City Hall Building is placed on the National Register and the California Register of Historical Resources.
- 1998** A state-of-the-art Police/Fire facility opens in January, reflecting a continued commitment to provide the highest quality public safety services to the citizens of Burbank.
- 1999** In the spring of 1999, construction of the Media Village on the southwest corner of Magnolia Avenue and Third Street was completed. The project contains 147 senior housing units and 55,000 square feet of ground-floor retail.
- 2001** The Stough Canyon Nature Center was completed in 2001 and is located in the Verdugo Mountains. The center offers public programs about the wildlife, flora, fauna, and habitat in the area through planned activities, exhibits, and nature hikes. The Nature Center offers seasonal nature day camp sessions for youth and an active docent program.

The Burbank Empire Center opens. Some of the restaurants and retailers include: Target, Lowe's, Best Buy, Michael's, Costco, Marshall's, Olive Garden, and Outback Steakhouse.

- 2002** Buena Vista Library opened in December. The Burbank Empire Center continues to grow with the Extended Stay America and the Marriott Courtyard.

The construction of Phase I of the Burbank Entertainment Village (AMC) theater project is completed and opened in mid-June. In addition, the Burbank Civic Plaza project and Burbank Village Walk commenced construction.

- 2004** The Chandler Accessway/Bikeway completed construction and celebrated its grand opening in July 2004. The project involved the construction of a four-mile bikeway within the former Chandler Boulevard railroad right-of-way connecting Burbank with the North Hollywood Metro Red Line Station. A Tree Planting Ceremony was held in May 2004, honoring the generous residents of Burbank who donated money for the trees that were installed along the bikeway.



The first phase of the Peyton-Grismer housing rehabilitation project was completed with 70 rehabilitated units, an activity center, and the future administrative center of the Burbank Housing Corporation. It was modeled after the successful Elmwood Achievement Center. As part of the rehabilitation, several units were expanded to provide two and three-bedroom units to accommodate

BURBANK HISTORICAL TIMELINE



larger families. The Burbank Housing Corporation's Children's Center opened its doors in March 2004, with 92 spots (18 designated as affordable).

2005 The grand opening of the Senior Artists Colony was held in April 2005. This one-of-a-kind 141-unit senior housing facility was designed for seniors with interests in the arts. In addition, 45 of the 141 units were made available at affordable rents. Programs were coordinated utilizing such amenities as a 45-seat theatre, gallery space, and two studios. The pool, health club, library, and grassy areas were used for outdoor activities such as tai chi. The activity and administrative center of the Burbank Housing Corporation began operations in September 2005. The activity center provides programs and activities for the community with an emphasis on building healthier families and connecting residents to the larger community.

The Burbank Civic Plaza celebrated its grand opening in July 2005. The development consists of 71,000 square feet of office space, and 12,000 square feet of retail front space comprised of Wells Fargo Bank and Kinko's/FedEx.

The Magnolia Power Project, a 310-megawatt state-of-the-art natural gas-fired power plant, was completed on June 2, 2005. Six local cities worked together to make this project a reality: Burbank, Anaheim, Cerritos, Colton, Glendale, and Pasadena.

2006 "The Collection," an \$80 million multi-use development in Downtown Burbank began construction in March 2006. This project completed phase II of the Burbank Entertainment Village, with 118 residential units, 40,000 square feet of retail and restaurant space, and 700 parking spaces.

In May 2006, the Council approved renaming the Buena Vista Child Care Facility and Family Resource Center to the Mary Alice O'Connor Family Center. This facility occupies the former Buena Vista Library lot.

2007 Work for the Burbank Boulevard Beautification project started in July 2007 and was completed in March 2008. Also, the California Department of Transportation (Caltrans) began construction of a new freeway on-ramp from Alameda Avenue just east of Hollywood Way to the westbound Ventura Freeway (SR-134).



BURBANK HISTORICAL TIMELINE



The highly anticipated 3-story Community Services Building (CSB) was completed and ready for occupancy in July 2008. Its new occupants (Park, Recreation and Community Services, Public Works, Community Development, and the Public Information Office) moved in during July. The CSB features a One-Stop Permit Center, community room, traffic management center and features various art elements. The building is a Gold Level Leadership in Energy and Environmental Design (LEED) rating which encourages global adoption of sustainable green buildings.

2008 In 2008, Burbank was awarded the prestigious 100 Best Communities for Young People designation by America's Young Promise Alliance.

2009 On January 5, 2009, the newly renovated DeBell Golf Clubhouse was opened to the public. The Clubhouse offers 13,760 square feet of recreational area which includes an upper-level bar and grill, patio dining, a community room, restroom facilities, lounge areas, a kitchen, and administrative offices. The facility also maintains a welcoming pro shop, starter area, and golf cart storage on the lower level. June 2009 marked the 50th anniversary of the DeBell Golf Course.



The Robert "Bud" Ovrom Park, named after Robert R. "Bud" Ovrom who served as Burbank's City Manager from 1985 to 2003, was completed in April 2009. The one-acre recreation facility provides a 7,000 square foot building with a community room, kitchen, two separate children's play areas, a lighted basketball court, picnic/barbeque areas, a reception area, and public restrooms. The park is part of the revitalization project of South San Fernando Boulevard, which is the main corridor to Downtown Burbank.

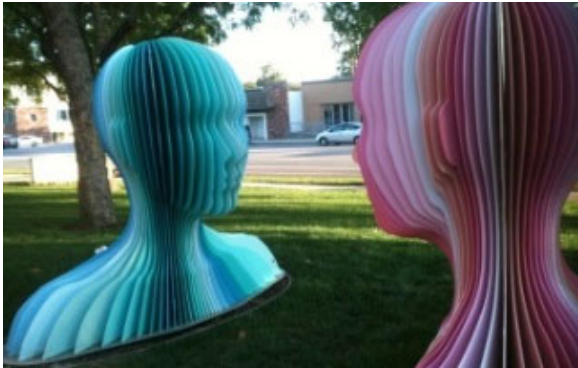
2010 On January 22, 2010, the new Five Points Art Monument featuring Dr. David Burbank, the City's founding father, was unveiled. The occasion also commemorated the internment of the City of Burbank's 2009 time capsule. Funding for the art installation was provided by the Public Art Fund and the Burbank Redevelopment Agency. The monument is recognized as a gateway public art project.

2011 The City of Burbank launched its yearlong Centennial Celebration commemorating the 100th anniversary of its incorporation date on July 8, 2011. A variety of events and activities took place throughout the year, offering community members "100 Ways to Celebrate Burbank." The celebration kicked off on New Year's Eve 2010 with a Burbank Centennial-themed Rose Parade float honoring our past, present, and future.



In March 2011, construction began on the Keeler/Elliott Homeownership Development, an eight-unit affordable housing development built in partnership with the Burbank Redevelopment Agency, Habitat for Humanity of Greater Los Angeles, and the Burbank Housing Corporation. The effort included construction of seven new townhouse units and rehabilitation of an existing single-family home, which on December 17, 2011, was officially designated as "Centennial House" for the community-wide effort in its renovation. The development strengthens and revitalizes the Peyton-Grismer Focus Neighborhood.

BURBANK HISTORICAL TIMELINE



On November 14, 2011, the Burbank BikeStop opened. The BikeStop is a high-capacity indoor bicycle parking facility located at the Downtown Burbank Metrolink Station. The facility is designed to meet the growing demand of commuters that bike to and from transit. The Burbank BikeStop helps the City promote a healthier, more sustainable Burbank.

On November 29, 2011, a sculpture sent by or Sister City of Incheon, Korea was unveiled in celebration of 50 years of friendship. The set of twin statues are installed in front of the Northwest Branch Library.

2012 On February 1, 2012, all redevelopment agencies in California were dissolved as part of AB1X 26, signed into law by Governor Brown. Much of the development in Burbank was spearheaded by the former Burbank Redevelopment Agency. Major Redevelopment projects include: the Police/Fire Headquarter, the Mary Alice O'Connor Family Center, Colony Theater, Ovrom Park as well as many other infrastructure, streetscape, and revitalization projects. Redevelopment's footprint can be seen throughout the City of Burbank.

On December 7, 2012, the two-million-gallon Equalization Basin Project at the Water Reclamation Plant was selected as a Project of the Year by the American Public Works Association of Southern California. Completion of the project increased plant capacity from 9 to 12.5 million gallons of water per day, capturing peak daytime flows for treatment during nighttime low flow hours, providing more reclaimed water for irrigation and other reuse, thus decreasing the City's dependence on imported water.

2013 The City Council adopted the Burbank2035 General Plan on February 19, 2013. The long-range document outlines policies and programs to achieve economic growth balanced with the conservation of residential neighborhoods.



The Verdugo Aquatics Center officially reopened to the public on June 8, 2013, after a 7.3 million renovation. The facility features a 50-meter pool, which can be configured for lap swimming or recreational use and, a zero depth entry activity pool with two water slides and a play area for kids. One-meter and three-meter diving boards are available for use during recreational swim times.

Construction to seismically retrofit the Northwest Library was completed in June 2013. The nearly 41 year old library has been closed since August 1, 2012, while work crews completed extensive seismic renovations and improvements to make the building comply with the Americans with Disabilities Act (ADA).

Excavation of the Reservoir Number 1 structure was completed and placed in service in November 2013. This water utility project replaced a vintage 1928 obsolete and leaky reservoir near the intersection of Sunset Canyon and Magnolia Boulevard.

BURBANK HISTORICAL TIMELINE



2014 The Burbank-Glendale-Pasadena Airport Authority celebrated the grand opening of a new \$112-million transportation center at the Hollywood Burbank Airport in June of 2014. The 520,000 square-foot facility offers three levels with more than 1,000 parking spaces, 11 car rental companies, and a 19 foot-high covered walkway with moving sidewalks, leading to the airport terminals.



Talaria at Burbank, a mixed-use residential project, was approved by City Council in October 2014. Talaria at Burbank will be an energy-efficient, sustainable, state-of-the-art development located in the heart of Burbank’s Media District, and will be the first LEED-certified “green” residential building in the city. This mixed-use project will bring 241 residential units and a 42,950 square-foot Whole Foods Market, adding 175-250 jobs once completed.

2015 From July 21 through July 24th, the City of Burbank opened its doors as a Host Town for the Special Olympics World Games Los Angeles 2015. Burbank was proud to host the delegations from the countries of Zimbabwe and Botswana. The Host Town program is a very special weeklong program that takes place prior to the Opening Ceremony of the Special Olympics World Games. At their Host Towns, delegations of athletes from around the world were welcomed and celebrated.



In December 2015, the City of Burbank completed its first affordable housing development for United States Veterans affected by homelessness. Built in partnership with the Burbank Housing Corporation and New Directions for Veterans, the Burbank Veteran Bungalows includes 11 fully rehabilitated and furnished apartments. The goal of the program is to combat Veteran homelessness by providing affordable and support services that will enable them to become independent and productive members of the community.

2016 In May 2016, the City adopted the Historic Sign Ordinance, amending the Zoning Code to provide clear procedures for properly addressing the treatment and restoration of historic signage. The Historic Sign Ordinance gives the City another tool to incentivize the preservation of Historic Signs that serve as a charming, visual connection to Burbank’s history.

Johnny Carson Park was officially re-dedicated on Thursday, July 21st of 2016. The City successfully applied for several grants and was awarded over \$2.1 million in grant funds for the \$3.8 million project from the U.S. Bureau of Reclamation, California Natural Resources, and Land Water Conservation Fund. The City provided matching funds. An important element of the project was working with youth in the community. Led by a local Eagle Scout, staff coordinated a community service project to prepare the park for its grand re-opening. 55 volunteers provided over 200 hours of service assisting with weeding, garbage clean-up, and placing 150,000 pounds of rocks into deep areas of the stream. More than 600 people were in attendance to celebrate the re-opening of the park.



BURBANK HISTORICAL TIMELINE



Staff worked with the City Council and the community to finalize a path alignment for Phase II of the Burbank Channel Bikeway, providing a new recreational facility for the community, while enhancing the condition of the Burbank Western Channel, and also providing a direct non-motorized link to the Burbank Metrolink Station from Alameda Avenue. Regionally, the project closes a gap in the county-wide regional bicycle network by completing an inter-jurisdictional bikeway network between the Los Angeles River Bike Path and the Burbank Metrolink Station.

2017 Nickelodeon expanded its presence in Burbank by the grand opening of the company's new 200,000-square-foot, five-story building in January 2017. The complex situated on Olive Avenue includes a courtyard, an art gallery, and an employee café. The campus aims to accommodate 700 employees and will be the main west coast hub of the network for both animation and live-action production.



In February 2017, IKEA Burbank relocated to 805 South San Fernando Boulevard and positioned itself as the largest IKEA in North America. The new location is 456,000 square feet of retail shopping, with 1,700 parking spots and 450 employees. That same month city officials celebrated the grand opening of the Hilton Garden Inn on the corner of San Fernando Boulevard and Verdugo Avenue. The new hotel is adjacent to the SpringHill Suites and adds a total of 210 hotel rooms to the City's inventory.

On October 23, 2017, the Burbank Planning Board approved the 6-story, 196 room boutique hotel to be located at 550 North Third Street in Downtown Burbank. The project includes 3,800 square-feet of restaurant space and three levels of subterranean parking. Hotel amenities include a fitness center, lounge/library area, pool/spa deck, outdoor courtyard, and rooftop viewing deck.



In December 2017, City Council adopted a resolution adopting strategies for a comprehensive three-year (2018-2021) Homelessness Plan to prevent and reduce homelessness. The development of the Homelessness Plan created an opportunity to rethink how we address homelessness by analyzing our past and present challenges/efforts and researching best practices. The strategies that follow involve public health and safety, quality of life, and systemic causes of homelessness.

2018 The new Burbank Airport - North Metrolink Station opened in May 2018. Located at the northwest corner of Hollywood Way and San Fernando Boulevard, this station provides a stop along the Metrolink Antelope Valley Line which travels between Lancaster and Los Angeles Union Station. To serve the new station and improve rail connectivity to the Golden State area, BurbankBus started the Golden State Circulator, replacing the existing Empire-Downtown Route.



The Golden State Circulator operates all day on weekdays between 6:00 a.m. and 6:30 p.m. and stops at the Burbank Airport-North Metrolink Station, Empire Center, and business and residential areas.

BURBANK HISTORICAL TIMELINE



On June 20, 2018, Whole Foods Market opened its doors for business on 3401 West Olive Avenue in the heart of the Media District, anchoring the newest mixed use development project, Talaria. The state-of-the-art Whole Foods Market features a full-service restaurant, with indoor and outdoor dining, and a full-service bar.

On November 6, 2018, the City of Burbank voters approved Measure P, also known as the Burbank Infrastructure and Community Services Protection Measure. Measure P is a general purpose 3/4¢ local sales tax projected to generate approximately \$20 million in annual revenue. The City Council directed 50 percent of this revenue toward City infrastructure repairs, maintenance, and improvements while the other 50 percent is allocated to General Fund operations. The new revenue stream will go a long way towards helping the City address its backlog of capital and maintenance needs, along with its significant pension liability.

2019 In February 2019, through a collaborative effort, the City, Burbank Housing Corporation (BHC), and Family Promise completed the rehabilitation of a three-unit property, Jerry's Promise. Jerry's Promise provides transitional housing to homeless families in the Family Promise Shelter Program, meeting a City goal of serving the homeless in the community. The families will also receive supportive services to assist residents in finding employment, securing long-term housing, and meeting other household needs.



The Burbank Town Center completed a \$60 million transformation in 2019. The renovations include the addition of two new entrances, the relocation of the main elevator, and the construction of an outdoor escalator that leads to a new dining terrace. The food court was relocated from the third floor to the ground floor and provides quick-service eateries so patrons can refuel and get back to shopping. Guests can also find many new amenities such as remodeled public and family restrooms, new flooring, additional seating, and an all-around more modern looking shopping center.



In partnership with the Burbank Veterans Committee, the McCumbridge Park War Memorial renovation was completed in November of 2019 to honor Burbank residents who have served in the military by recognizing the sacrifices they made in World War I, World War II, the Korean War, the Vietnam War, and other recent conflicts. Additions include five new memorials engraved with the names of fallen veterans, service flags, lighting, plants, benches, and irrigation.

BURBANK HISTORICAL TIMELINE



2020 In March of 2020, The Public Works Department completed construction of the Safe Routes to School project to improve traffic safety around schools; encouraging more students to walk and bike to schools. Safety improvements include construction of concrete bulb-outs, pedestrian ramps, asphalt repaving, installation of high visibility crosswalks, 15 miles per hour school speed zones, and related traffic signage around George Washington Elementary School, Thomas Jefferson Elementary School, and John Muir Middle School.



In mid-March, as stay-at-home orders were put in place due to COVID-19, Burbank public facilities were closed including the Tuttle Center and Joslyn Adult Center, which cater to residents over 55 years of age. To continue providing services to the City's seniors, the Burbank Volunteer Program coordinated *Project Hope*, a program created to help seniors and others with mobility concerns by pairing them with volunteers. The group fulfills the basic needs of Burbank's vulnerable community by running errands such as grocery shopping, picking up prescriptions, and providing companionship.

On April 15, 2020, Burbank citizens lined Alameda Avenue to join the City of Burbank Police and Fire Departments in honoring frontline healthcare providers fighting COVID-19 at Providence St. Joseph Medical Center with a drive-by lights and sirens tribute. The healthcare heroes gathered at the hospital's main entrance to partake in the parade and honor their colleagues.



In October 2020, the I-5 Mitigation Leland Way was completed. This streetscape project consists of a nine-foot wide landscape planter, a one-way travel lane with a parking lane, and a bicycle cycle track along Leland Way, between Broadway (north) and Broadway (south), adjacent to the Burbank Channel. In effect, narrowing the vehicle travel lane to calm traffic in the neighborhood while providing a landscape to screen the freeway sound wall.

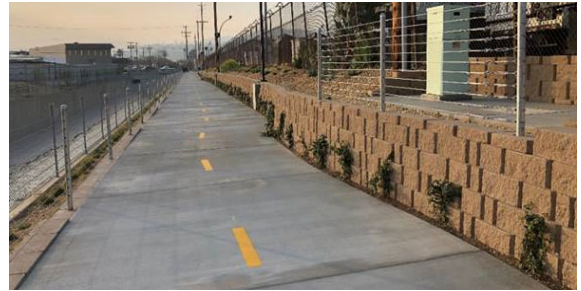


BURBANK HISTORICAL TIMELINE



In November 2020, the City launched *Plant For a Greener Burbank* initiative with a goal to plant 500 trees throughout the City of Burbank by the end of the 2021 calendar year. The City has had a long-standing commitment to supporting a tree canopy that is healthy, diverse, and resilient. The initiative seeks to improve the community's health and quality of life, improve our carbon footprint, and reduce the impacts of global warming. It also aims to plant trees in city parks, residences, businesses, and streets.

2021 Construction of the Burbank Channel Bikeway Project (Phase II), a Class 1 (off-street) bike and pedestrian path, which began in October 2019, was completed in early February. This new path will provide a $\frac{3}{4}$ of a mile route running along the Burbank – Western Flood Control Channel (a tributary of the Los Angeles River), between Olive Avenue and Alameda Avenue.



In June 2021, construction was completed on two new play areas at Lundigan Park, one for children between five and twelve years old and a Tot Lot for children between two and five years old. These play areas feature poured-in-place rubber safety surfacing and two separate new expression swings. Fire Station 13, situated adjacent to Lundigan Park, provided inspiration for the fire station theme used in the new play areas.

Under City Council's leadership, Burbank developed a comprehensive Homeless Street Outreach Program that involves City staff, local nonprofits, Los Angeles County agencies, contracted services, the Burbank Police Department's Mental Health Evaluation Team (MHET), and the City's public information officer. This cooperative approach resulted in a robust outreach program that's been successful in proactively seeking out and assisting the most vulnerable individuals in the community. The program helped 110 individuals from April 2019 through July 2021 procure shelter, food, clothing, and medicine and reunite with family members. As a significant part of the City's overall Homelessness Plan, Burbank's street outreach is making great strides in mitigating the pervasive challenge of the ongoing, systemic issue of homelessness, one individual at a time. With the efforts and achievements of the Homeless Street Outreach Program, the City was awarded the Community Health and Safety Award by the International City/County Management Association in July 2021.

BURBANK MAP



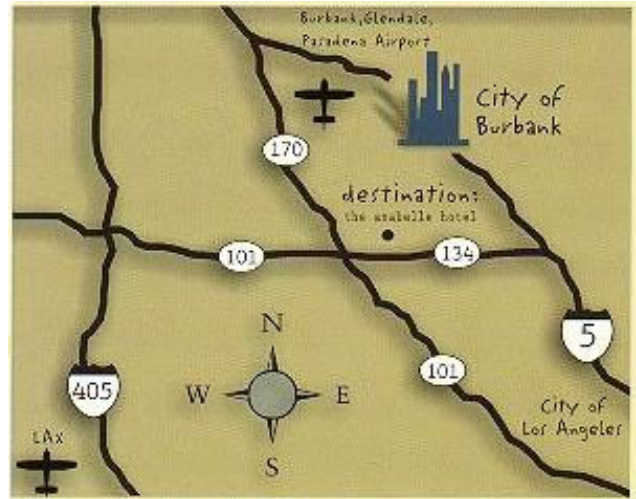
BURBANK FACTS



Population: 105,833

Housing: 42,710 households with a median housing price of \$926,000

Location: 12 miles northwest of downtown Los Angeles, 388 miles south of San Francisco, 106 miles north of San Diego - Accessible via the San Diego (405), Hollywood (101), Ventura (134), and Golden State (I-5) freeways



Altitude: 484 to 957 feet above sea level

Climate: Semi-arid with an average yearly temperature of 64.3 degrees and an average annual rainfall of 15.1 inches

Government: City Council-City Manager form of government

Demographics: African American 3%, American Indian/Alaska Native 0.8%, Asian Pacific 12.1%, Hispanic 23.5%, White 56.9%, Other 4.8%

Income: Average household income \$ 115,966

Local Workforce: 132,000

Unemployment: 11.3%

Registered Voters: 72,976

Area: 17.155 square miles

Business Licenses: 11,500 business tax accounts, 880 regulatory business licenses, and 50 to 100 business permit accounts annually.

Sources: City of Burbank, U.S. Census Bureau, U.S. Department of Labor, The Nielsen Company and Zillow

BURBANK FACTS



Libraries: Three locations open 156 hours per week serving 850,000 users per year with a collection of more than 500,000 print and electronic items, free programs for all ages, public computers and wireless internet access, research and information assistance, technology training, social services connections, and special services for low-literacy adults.

Parks and Recreation: The Parks and Recreation Department operates and maintains 41 parks and facilities, including 26 public parks, three recreation centers, one community center, two senior centers, two public pools, a nature center, a golf course, 19 playgrounds, 15 baseball fields, and provides a variety of recreational and community programs. In FY 2020-21, over 300 special interest classes were conducted, youth and adult sports programs had approximately 7,000 participants, 115 students enrolled in day camps and afterschool programs, over 100,000 congregate and home-delivered meals were provided, senior classes had 3,600 participants, and 79 residents dedicated time to volunteer programs.

Streets: The Street Maintenance Division is responsible for maintaining and repairing concrete and asphalt within the City's street and alley right-of-ways, weed removal, street sweeping, graffiti removal, flood control, and disaster preparedness related to street maintenance. This includes approximately 280 miles of streets of which 47.9 miles are arterials, 50.3 miles of paved alleys, 369 miles of sidewalks, 197 signalized intersections, and five intersections with flashing signals. The upkeep of our streets and sidewalks is important to maintaining and increasing the safety of drivers and pedestrians within the City.

Transportation: The City's BurbankBus provides weekday fixed-route transportation services to Burbank residents and employees. The BurbankBus transit system connects regional rail stations, including the Downtown Burbank Metrolink and Metro North Hollywood Red Line/Orange Line Stations, and the City's Media District and Airport area employment centers. The Pink and Orange routes provide all-day service and the Green route is available during peak periods. BurbankBus also offers a demand-responsive Senior and Disabled transit service that provides direct, curb-to-curb transportation to any destination within the City for Burbank's senior and disabled residents. More BurbankBus information can be found at <https://www.burbankca.gov/burbankbus>.

Police/Fire Services: The Burbank Fire department operates six fire stations across the City, with a total of 36 firefighters always on duty. This includes the Police and Fire headquarters located at Third Street and Orange Grove. The Burbank Police Department's (BPD) mission is to protect life and property, provide professional police services, and work in partnership with the community. The Department operates sworn and non-sworn personnel that perform a variety of 24/7 public safety and support responsibilities. In FY 2020-21, the Department responded to over 39,600 calls for service and conducted over 37,300 officer-initiated activities. In addition to crime suppression and traffic safety activities, BPD facilitates a variety of community engagement efforts to include the Community Academy, Youth Academy, Cadet Program, and Youth Explorer Program, as well as recurring events such as National Night Out, Police/Fire Service Day, and Coffee with a Cop. The Department's Mental Health Evaluation Team provides a co-response model partnering a police officer with a licensed clinical social work to conduct mental health crisis intervention, linkage to services to support sustained care, homeless outreach, and training/outreach to community partners regarding mental health issues and services.



BOARDS, COMMISSIONS AND COMMITTEES



Art in Public Places
Board of Building and Fire Code Appeals
Board of Library Trustees
Burbank Housing Corporation
Burbank Water and Power Board
Burbank-Glendale-Pasadena Airport Authority Commissioners
Civil Service Board
Community Development Goals Committee
Cultural Arts Commission
Greater Los Angeles Vector Control District Representative
Heritage Commission
Infrastructure Oversight Board
Landlord-Tenant Commission
Metropolitan Water District
Parks & Recreation Board
Planning Board
Police Commission
Santa Monica Mountains Conservancy Advisory Committee Member
Senior Citizen Board
Sustainable Burbank Commission
Transportation Commission
Youth Board

REVENUE/APPROPRIATION COMPARISON WITH OTHER CITIES



The following revenue information was collected from our comparison cities. Glendale and Pasadena are used for comparison since they are similar in population size, demographics, are geographically close, and are full-service cities (i.e., their own police and fire departments as well providing electrical, water, and wastewater services).

The primary General Fund revenue sources in Burbank (Sales Taxes, Property Taxes, and Utility Users Taxes), are also the top three categories in Glendale and Pasadena.

Different cities levy different rates for Utility Users Taxes (UUT) and include different services as the tax basis. For example, Burbank levies a 7 percent UUT on electric sales, telephone usage (both landlines and wireless), and natural gas services. Glendale's tax rate ranges from 6.5 percent to 7 percent for cable, electric, gas, telephone, and water services. Pasadena has rates ranging from 7.67 percent to 9.4 percent for cable, electric, gas, telephone, and water services.

FY 2019-20

Revenue Category	Burbank	Glendale	Pasadena
Property Taxes	56,102,478	65,168,773	67,889,700
Sales Taxes	49,519,138	44,771,425	56,729,700
Transient Lodging	9,343,816	5,877,940	13,090,200
Franchise Taxes	1,753,632	2,541,506	2,827,300
Property Transfer Tax	667,775	943,001	1,357,200
Utility Users Taxes	16,760,544	26,455,406	26,965,300
Other Taxes	11,993,067	4,810,052	17,727,800
	\$ 146,140,450	\$ 150,568,103	\$ 186,587,200

The most recent data for assessed valuations for FY 2020-21 reports the following valuations:

Assessed Valuation (\$000)	26,235,227	35,535,397	34,783,994
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The City's sales tax consultant, Hinderliter, DeLlamas and Associates provided taxable sales amounts for FY 2020-21 as follows:

Taxable Sales (\$000)	2,353,192	3,048,268	2,455,665
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REVENUE/APPROPRIATION COMPARISON WITH OTHER CITIES



Another basis of comparison between other municipalities within Los Angeles County takes available budgetary information available via a printed budget document or through accessing the city website and presents a financial comparison in terms of revenues and expenditures with a focus on the General Fund. This table summarizes key General Fund revenues: Property Taxes, Sales Taxes, Utility Users Taxes, or the Other Taxes categories and indicates the total revenue base from all sources. The appropriations portion identifies the General Fund appropriations and total appropriations for each municipality. A ratio calculates the percentage of General Fund appropriations to total appropriations. The calculations use the comparison cities of Glendale and Pasadena. The last calculation takes the population base as of January 2021 (provided by the Department of Finance) since this was the basis in budget preparation for the FY 2020-21 and determines the per capita General Fund appropriation.

FY 2020-21 Budgeted Revenue/Appropriation	Burbank	Glendale	Pasadena
Population	103,969	203,834	145,306
REVENUES			
General Fund Total	195,050,640	248,536,038	270,110,000
Property Taxes	59,022,016	69,808,945	70,883,000
Sales Taxes	50,582,385	57,716,768	55,550,000
Utility Users Taxes	16,276,246	24,224,221	26,450,000
Other Taxes	12,814,900	18,200,657	16,500,000
All Revenue Total	638,976,328	843,576,016	784,405,000
APPROPRIATIONS			
General Fund Total	199,000,904	250,479,395	278,128,000
All Appropriations	670,103,816	906,783,463	723,418,000
Ratio General Fund Appropriations to Total Appropriations	29.70%	27.62%	38.45%
Per Capita - General Fund	\$ 1,914	\$ 1,229	\$ 1,914

AGREEMENTS AND CONTRACTS LIST



BURBANK WATER AND POWER (BWP)

Armorcast	\$100,000	Substructure rehabilitation
ASCE	\$100,000	Engineering support for system planning and NERC compliance
Black & Veatch	\$200,000	VPP Construction Support / Request for Information (RFI) Response
Duncan & Allen	\$500,000	Legal services regarding Federal Energy Regulatory Commission (FERC) / electric regulatory / high voltage transmission rights
Energy Northwest	\$583,946	Provide operations and maintenance services, labor, materials, and equipment for Southern California Public Power Authority (SCPPA's) Tieton Project
Hanna and Morton	\$200,000	Southern California Generation Coalition (SCGC) - natural gas pipeline access, regulatory, and rate proceedings at the California Public Utilities Commission (CPUC) and natural gas supply consulting
HDR	\$100,000	Design support for replacing obsolete equipment and system improvements in substations
HDR Engineering	\$240,000	Owners engineer services for technical specifications development and design reviews for new substation
Motorola Solutions	\$250,000	Inter-Agency Communications Interoperable (ICI) System maintenance
Sincerus Solutions	\$300,000	Temporary staffing for engineering support of capital work
SSP Innovations	\$125,000	Work Flow Management (WFM) / Geographic Information System (GIS) Enhancements and Configuration
SSP Innovations	\$100,000	GIS Upgrade Study
TBD	\$2,825,000	Residential Resource Efficiency Load Management
TBD	\$1,175,000	Commercial Resource Efficiency and Load Management
TBD	\$905,000	Income Eligible Resource Efficiency and Assistance
TBD	\$800,000	Managed services for customer information system. Vendor will provide advanced system configuration and advisory consulting services
TBD	\$700,000	Public Charging infrastructure and maintenance
TBD	\$700,000	Commercial Electric Vehicle Charging Rebates Programs
TBD	\$530,000	Bill print and mail services
TBD	\$500,000	Construction Management Services-Valley Pumping Plant (VPP) Booster Station
TBD	\$475,000	Advance Metering Infrastructure (AMI) services, maintenance and support. Vendor will provide maintenance and support for Electric and Water AMI systems.
TBD	\$350,000	Landfill microturbine and flare operations and maintenance
TBD	\$350,000	Clean Fuel Rewards Rebate Partnership
TBD	\$325,000	Education Awareness promotion and communication
TBD	\$305,000	Resource Efficiency and Load Management development
TBD	\$300,000	Integrated Resource Plan (IRP) Update considering 100 percent by 2030 scenarios

AGREEMENTS AND CONTRACTS LIST



TBD	\$300,000	Water treatment chemicals, as needed to maintain process chemistry in the ZLD for SCPPA's MPP
TBD	\$295,000	Building Resource Efficiency - Electrification
TBD	\$250,000	Education Awareness promotion and communication
TBD	\$250,000	Water Facility Master Plan
TBD	\$245,217	Demineralized water production for SCPPA's MPP
TBD	\$225,000	National Energy Regulatory Commission (NERC) Critical Infrastructure Protection and Reliability Standards Compliance Assistance
TBD	\$210,000	Research Surveys and Customer Satisfaction
TBD	\$200,000	Meter Data Management System Operations Support
TBD	\$200,000	Grant funded project
TBD	\$191,590	Safety, controls, physical equipment, environmental controls, plant communication, security, and building and structure related capital improvements for SCPPA's Tieton Project
TBD	\$175,000	Meter Inventory System
TBD	\$170,000	Customer portal hosting services - License fees for BWP online account manager
TBD	\$150,000	Design support for service planning and electric vehicle charger installations
TBD	\$150,000	Design support for distribution engineering and construction standard reviews for potential wildfire mitigation activities
TBD	\$150,000	Rates and analytical support
TBD	\$150,000	Customer Service Renovation for ergonomic workstation upgrade
TBD	\$150,000	Temporary staffing to hire field service representatives due to a large number of failing communication modules on water meters and to supplement staff due to temporary vacancies
TBD	\$150,000	Seismic evaluation - VPP booster station
TBD	\$150,000	On call engineering services
TBD	\$150,000	Recycled Water Zone 1 and storage design
TBD	\$150,000	Lifecycle UPS's at Tower and Reservoir 3
TBD	\$140,000	BWP and City Facilities Workplace and Public Charging
TBD	\$140,000	Relay Protection Network upgrade
TBD	\$140,000	Boiler and cooling tower chemicals, as needed to maintain water chemistry in MPP within acceptable operating limits for SCPPA's MPP
TBD	\$135,000	BWP, city facilities workplace, and public charging
TBD	\$135,000	Home Improvement program
TBD	\$130,000	Line Relay Replacement design support
TBD	\$125,000	Postage and Printing
TBD	\$120,000	Multifamily programs
TBD	\$110,000	Consulting contracting and engineering services for security systems
TBD	\$110,000	Zero Liquid Discharge System (ZLD) Consultant for operational assurance
TBD	\$103,000	Operations technology security protection and monitoring

AGREEMENTS AND CONTRACTS LIST



TBD	\$100,000	Project Support for Supervisory Control and Data Acquisition (SCADA) Upgrade/Advanced Data Management System (ADMS) installation data transition
TBD	\$100,000	Studies to determine opportunities of joining California Independent System Operator (CAISO) and / or Energy Imbalance Market (EIM)
TBD	\$100,000	Support for Synchronous Optical Network (SONET) replacement
TBD	\$100,000	Perform underground conduit design
TBD	\$100,000	Substructure inspection consulting
TBD	\$100,000	Design support for substation capacitor bank and control upgrades
TBD	\$100,000	Potholing for underground conduit work
TBD	\$100,000	Joint-Pole Agreement processing support
TBD	\$100,000	Financial reserves policy update
TBD	\$100,000	Organizational efficiency improvement
TBD	\$100,000	Transportation Electrification Education and
TBD	\$100,000	Line stops, tapping, welding, or other fabrication needs on water pipelines
TBD	\$100,000	Engineering support for unplanned plant maintenance issues, such as equipment malfunctions and failures, integration of regulatory, or insurance safety audit findings and recommendations, and to address other reliability issues to be identified for SCPA's Magnolia Power
TBD	\$100,000	Provide environmental compliance support for MPP storm water, air quality, and waste management activities
Telvent USA, LLC	\$125,000	Outage Management System (OMS) Extended Support and Maintenance (ESM) agreement
Utility Tree Services Incorporated (UTSI)	\$1,200,000	Price Agreement for Line Clearance Tree Trimming for all BWP electrical distribution and transmission assets

TOTAL \$21,213,753

CITY ATTORNEY

TBD	\$200,000	Case Management System for City Attorney's Office
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TOTAL \$200,000

COMMUNITY DEVELOPMENT DEPARTMENT

AECOM	\$1,189,000	Consultant services for long-range planning, transportation planning, and environmental assessment
AECOM	\$500,000	On-call planning services
Arup North America, Ltd.	\$500,000	On-call planning services
BAE Urban Economics, Inc.	\$250,000	On-call planning services
CSG	\$150,000	Current and long-range planning
CSG Consultants	\$125,000	Consultant services for building, architectural, structural, accessibility plan check
CSG Consultants	\$100,000	Consultant services for mechanical, electrical, plumbing, energy, green building plan check
David Evans and Associates	\$250,000	On-call transportation planning, parking management, engineering services

AGREEMENTS AND CONTRACTS LIST



Dorado Company	\$300,000	Program management for 1-5 project (reimbursed by Measure R I-5 construction mitigation funds)
Dudek	\$500,000	On-call planning services
Dudek	\$100,000	Current and long-range planning, project management
Environmental Science Associates	\$525,000	Consultant services for environmental review
Environmental Science Associates	\$500,000	On-call planning services
Evan Brooks Associates	\$255,000	Review of accessory dwelling units and plan checks
Evan Brooks Associates	\$100,000	On-call transportation planning, parking management, engineering services
Evan Brooks Associates, Inc.	\$500,000	On-call planning services
Fehrs & Peers	\$500,000	On-call transportation planning, parking management, engineering services
General Technologies & Solutions	\$100,000	On-call transportation planning, parking management, engineering services
Gibson Transportation Consulting, Inc.	\$250,000	On-call transportation planning, parking management, engineering services
Iteris, Inc.	\$250,000	On-call transportation planning, parking management, engineering services
J Lee Engineering	\$200,000	Consultant services for mechanical, electrical, plumbing, energy, green building plan check
J Lee Engineering	\$250,000	Consultant services for building, architectural, structural, accessibility plan check
JAS Pacific	\$200,000	Consultant services for building, architectural, structural, accessibility plan check
JAS Pacific	\$200,000	Consultant services for mechanical, electrical, plumbing, energy, green building plan check
Karen Warner Associates	\$410,000	Housing Element Update
Meridian Consultants	\$280,000	Consultant services for environmental review
Michael Baker International, Inc.	\$200,000	Environmental review/ planning/ project management/ CDBG
MIG, Inc.	\$500,000	On-call planning services
Moore and Associates	\$100,000	Transit marketing and outreach call center costs for Burbank Bus services
Moule & Polyzoides	\$1,200,000	Transit Oriented Development Specific Plan
NV5, Inc	\$125,000	Consultant services for building, architectural, structural, accessibility plan check
NV5, Inc	\$100,000	Consultant services for mechanical, electrical, plumbing, energy, green building plan check
Rincon Consultants	\$400,000	California Environmental Quality Act (CEQA) and environmental review
Rincon Consultants	\$200,000	Greenhouse gas reduction plan update
TBD	\$1,000,000	Burbank Bus fixed-route transit operations
TBD	\$837,000	Burbank Bus fixed-route transit operations
TBD	\$800,000	Consultant services for long-range planning, transportation planning, and environmental assessment
TBD	\$500,000	I-5 project inspection services (reimbursed by Measure R I-5 construction mitigation funds)
TBD	\$500,000	On-call consulting services for preparation of environmental impact report and associated studies
TBD	\$500,000	On-call consulting services for CEQA review and environmental determinations
TBD	\$500,000	On-call consulting services for CEQA review and environmental determinations

AGREEMENTS AND CONTRACTS LIST



TBD	\$500,000	On-call planning services for environmental assessment and studies
TBD	\$300,000	Environmental review for development project
TBD	\$280,000	Security guard services at the Downtown Burbank Metrolink Station
TBD	\$265,000	Burbank Bus fixed-route transit operations
TBD	\$250,000	On-call consulting services for building, architectural, structural, accessibility plan check
TBD	\$250,000	On-call consulting services for mechanical, electrical, plumbing, energy, green building plan check
TBD	\$250,000	On-call planning services to assist with current planning projects and plan review submittals and permits
TBD	\$250,000	On-call planning services to manage long range planning and/or large development projects
TBD	\$250,000	On-call planning support services to assist with design review, planning counter and discretionary permit reviews
TBD	\$250,000	On-call transportation planning, traffic, and civil engineering services
TBD	\$150,000	Capital projects oversight and management
TBD	\$150,000	Capital projects project management consultant
TBD	\$150,000	On-call consulting services for general plan and housing element compliance, goals, and policy implementation
TBD	\$150,000	On-call services for grant application and administration services
TBD	\$150,000	On-call transportation planning project management, grant application submittal, monitoring, reporting, and review of private development projects
TBD	\$150,000	On-call transportation planning services, review traffic impact studies, transit facilities planning and design, and travel demand modeling
TBD	\$150,000	Parking management at the Downtown Burbank Metrolink Station
TBD	\$120,000	On-Call consulting services for building inspection and public counter services
TBD	\$100,000	Consultant services for homeless street outreach, navigation, prevention, coordinated entry systems, or other homeless specialty services
TBD	\$100,000	District banners
TBD	\$100,000	On-call consultant services for design review and conditions compliance
TBD	\$100,000	On-call consulting services for code enforcement services
TBD	\$100,000	Transportation element EIR and DIF monitoring
Toole Design Group, LLC	\$250,000	On-call transportation planning, parking management, engineering services
TRB + Associates	\$125,000	Consultant services for building, architectural, structural, accessibility plan check
TRB + Associates	\$100,000	Consultant services for mechanical, electrical, plumbing, energy, green building plan check
Willdan Engineering	\$250,000	On-call transportation planning, parking management, engineering services

AGREEMENTS AND CONTRACTS LIST



Willdan Engineering	\$100,000	Consultant services for building, architectural, structural, accessibility plan check
TOTAL	\$21,286,000	

FINANCIAL SERVICES

CliftonLarsonAllen LLP	\$135,030	External audit services
	\$135,030	

FIRE DEPARTMENT

Stay Green	\$250,000	Provide annual brush clearance 200 feet from structures on all City property
Wittman Enterprises	\$220,000	Paramedic billing service
TOTAL	\$470,000	

INFORMATION TECHNOLOGY

AST	\$400,000	Managed services for Oracle Enterprise Resource Planning System (ERP)
AST	\$250,000	Managed services for Oracle Hyperion Support
AST	\$150,000	Managed services for Human Resources Management System (HRMS) support
Konica Minolta Business Solutions	\$100,000	Ongoing Enterprise Content Management (ECM) support/implementation/development
TBD	\$650,000	Microsoft Enterprise Agreement
TBD	\$550,000	Oracle Upgrade
TBD	\$250,000	IAM (Identity and Access Management) solution implementation
TBD	\$200,000	Consulting services for a Mobile Application Platform (311)
TBD	\$200,000	Department Share File Migration to Microsoft SharePoint O365
TBD	\$200,000	Managed Database Administration Services
TBD	\$200,000	Temporary Staffing
TBD	\$165,000	SharePoint Migration Services for Microsoft Office
TBD	\$150,000	Automated IT Problem Resolution Services
TBD	\$150,000	Development Consulting
TBD	\$150,000	Geographic Information System (GIS) Consulting
TBD	\$150,000	Oracle Work and Asset Management (WAM)
TBD	\$140,000	Record Document Scanning Services
TBD	\$100,000	Agile Coach Services
TBD	\$100,000	Agile Information Technology (IT) Service Management Implementation Services
TBD	\$100,000	Automated Infrastructure Services
TBD	\$100,000	Consulting services for a Data Center Relocation
TBD	\$100,000	Integration Platform Services
TBD	\$100,000	PD Computer Automated Drafting (CAD) Replacement Study
UX Design Consulting	\$100,000	Website Development Services
TOTAL	\$4,755,000	

LIBRARY SERVICES

TBD	\$150,000	Central Library Replacement/Civic Center
TOTAL	\$150,000	

AGREEMENTS AND CONTRACTS LIST



MANAGEMENT SERVICES

Angel Wings	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, Drug Testing (DOT)
Aon Risk Services	\$100,000	Citywide broker services
Aon Risk Services	\$100,000	Broker services for Southern California Public Power Authority (SCPPA) projects administered by BWP
Apex	\$500,000	Investigations
A-Tech	\$100,000	Environmental consulting services for sanitary sewer overflows
Atkinson, Anderson, Loya, Ruud & Romo	\$150,000	Fair Labor Standards Act (FLSA) review of classifications
Best, Best, & Kreiger LLP	\$300,000	Tax/Benefits Attorney
Best IRS	\$200,000	Temporary staffing
Burke, Williams, & Sorensen, LLP	\$300,000	Investigations
Cigna Disability	\$630,000	Group short-term and long-term disability coverage per memorandums of understanding (MOU)
Concentra	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, drug testing (DOT)
Delta Dental	\$1,520,000	Group dental coverage per MOUs
Empathia Pacific, Inc.	\$105,000	Employee Assistance program per MOUs
Express Scripts	\$575,000	Pharmacy program
Glendale Adventist Medical Center	\$100,000	To provide medical evaluations and related medical services
Glendale Adventist Occupational Medicine Center	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, drug testing (DOT)
Hanna, Brophy, MacLean, McAleer & Jensen, L.L. P.	\$200,000	Internal Dispute Resolution (IDR) Litigation, Independent Medical Examination (IME) evaluations
Kaiser on the Job	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, Drug Testing (DOT)
Liebert Cassidy Whitmore	\$150,000	Labor relations training workshops, legal services, and consortium consultation
Lien On Me	\$380,000	Bill review
Mend Health, Inc.	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, drug testing (DOT)
New Era	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, drug testing (DOT)
PRG Insurance Recruiters	\$200,000	Temporary Staffing
Postmaster	\$169,000	United States postage (metered mail)
Providence Medical Institute	\$100,000	Safety personnel mandatory medicals
Reilly Workplace Investigations	\$200,000	Investigations
Schneider & Associates	\$100,000	Adjusting services following a sanitary sewer
TBD	\$300,000	Personnel investigations
TBD	\$300,000	Personnel investigations
TBD	\$200,000	Americans with Disabilities Act (ADA) consultant
TBD	\$150,000	Labor attorney
TBD	\$150,000	Reprographics/color printing services
TBD	\$100,000	Workers compensation consulting - auditing
TBD	\$100,000	Workers compensation consulting
Ventiv Technology Inc.	\$117,475	Annual license fee and hosting of workers compensation software amendments 1 and 2
VSP	\$195,000	Group vision coverage per MOUs
TOTAL	\$8,391,475	

AGREEMENTS AND CONTRACTS LIST



PARKS AND RECREATION

Catholic Charities	\$125,000	To provide and manage the skilled worker center
TBD	\$800,000	Tree trimming services
TBD	\$225,000	Design and consulting services to support Brace Park Artificial Turf Renovation Project
TBD	\$150,000	Architectural and design services to provide support in analyzing the needs of residents and stakeholders for phase one of the Olive Recreation Center design process
TBD	\$150,000	Department master plan
TBD	\$100,000	Public engagement services to help determine the needs of residents and stakeholders regarding phase one of the Olive Recreation Center design process
TBD	\$100,000	Irrigation design for parks irrigation systems upgrade
TBD	\$100,000	Architectural engineering services for various parks and recreation capital projects
TBD	\$100,000	To provide project and construction oversight
TOTAL	\$1,850,000	

POLICE DEPARTMENT

City of Glendale	\$550,000	Joint Air Support Operations
J's Maintenance	\$150,000	Specialized cleaning and disinfecting services for Animal Shelter, Jail, and Police Vehicles
Los Angeles County - Department of Mental Health	\$200,000	Mental Health Evaluation Services
Los Angeles County - Probation Department	\$130,000	Juvenile outreach probation officer (PIP) contract
Providence St. Joseph	\$150,000	Medical exams for arrestees
TBD	\$200,000	Jail access system upgrade
TBD	\$150,000	Security system enhancement/storage
TBD	\$150,000	Parking citation processing
TBD	\$100,000	CAD/RMS system replacement evaluation
Vigilant Solutions/LEHR Auto	\$300,000	ALPR equipment purchase and data analytics
VRI Technologies	\$130,000	Crime analysis/IT
Willdan Engineering, Inc.	\$200,000	Face covering enforcement services
TOTAL	\$2,410,000	

PUBLIC WORKS

A-Tech	\$200,000	Annual hazardous materials abatement/monitoring
A-Tech	\$100,000	COVID consulting services
Architecture Plus (Greg Powell)	\$100,000	As-needed architectural and design services
Blue Ridge Services	\$100,000	Landfill waste cell consulting
Brandow and Johnston	\$100,000	Seismic strengthening consultation and engineering
Chang Environmental	\$240,000	Groundwater monitoring
Clifford Design Group	\$200,000	City Yard Services Building construction management services
Clifford Design Group	\$150,000	Annual project and construction management services
Clifford Design Group	\$100,000	Recycle Center consulting services
David L. Lindell	\$150,000	Land surveying services for various projects
David L. Lindell	\$150,000	Land surveying services for various projects
David L. Lindell	\$100,000	Land surveying services
EJ Ward	\$150,000	Fuel systems related software management
Flo-Services	\$150,000	Pump Station maintenance

AGREEMENTS AND CONTRACTS LIST



GAE Consulting	\$100,000	Project related roofing and waterproofing consulting
GAE Consulting	\$15,000	As needed roofing and waterproofing consultant for surveys and assessments
Golder Associates	\$400,000	Engineering and permit services for Landfill
Kevin Smola Mechanical Engineers,	\$100,000	Mechanical engineering for Recycle Center
KSG Engineering	\$100,000	Electrical engineering for Police Fire Heating, ventilation, and air conditioning (HVAC)
KSG Engineering	\$100,000	As needed electrical engineering
LCDG	\$400,000	Architectural services for City Yard Services Building
LCDG	\$125,000	Maxam Park restroom architectural and engineering services
LCDG	\$100,000	Annual architectural consulting services
MSP- Archs McDonald, Soutar & Paz	\$100,000	PD/Fire Headquarters Flooring Project
National Plant Services	\$125,000	Large sewer line cleaning and video inspection
P2S Engineering	\$100,000	Annual low voltage systems engineering and consulting
PMCS Group, Inc.	\$100,000	As-needed project management and construction management services
Premier Inspection (Prodigal Invest.)	\$100,000	As-needed project management and construction management services
Rodney Freight, Inc	\$150,000	As-needed hardware (Divisions 8,28). Door and gate consulting services
Rosenberg and Associates	\$150,000	As needed mechanical engineering
Rosenberg and Associates	\$100,000	Mechanical engineering for Police Fire HVAC
TBD	\$400,000	Facility condition assessment
TBD	\$400,000	Bridge Safety Barrier Rail feasibility study and design
TBD	\$250,000	Sewer Master Plan update
TBD	\$250,000	Olive Recreation Center needs assessment
TBD	\$250,000	Development and implementation of a single use disposable and plastics ordinance
TBD	\$200,000	Construction inspection services for street improvement projects
TBD	\$200,000	Construction inspection services for street improvement projects
TBD	\$200,000	Construction inspection services for capital improvement projects
TBD	\$200,000	Engineering design services
TBD	\$200,000	Engineering design services
TBD	\$200,000	Emergency repairs for sewer facilities
TBD	\$200,000	Inspection services for building projects
TBD	\$200,000	Feasibility study for organics
TBD	\$200,000	Construction and demolition assessment, education, and outreach plan
TBD	\$200,000	Solid waste collection operational review and rate study
TBD	\$200,000	Construction inspection services for street improvement projects
TBD	\$200,000	Construction inspection services for street improvement projects
TBD	\$200,000	Construction inspection services for capital improvement projects
TBD	\$200,000	Engineering design services
TBD	\$200,000	Engineering design services
TBD	\$200,000	Landfill project observation and/or inspection
TBD	\$200,000	Sidewalk project observation and/or inspection

AGREEMENTS AND CONTRACTS LIST



TBD	\$150,000	Land surveying services for street improvement projects
TBD	\$150,000	Land surveying services for construction projects
TBD	\$150,000	NPDES consultation, litigation, and permit support
TBD	\$150,000	BWRP building/site improvements
TBD	\$150,000	Physical security engineering and consulting
TBD	\$150,000	Geotechnical engineering and material testing services
TBD	\$150,000	Land surveying services for street improvement projects
TBD	\$150,000	Land surveying services for construction projects
TBD	\$150,000	Engineering support and plan check services
TBD	\$150,000	Engineering support and plan check services
TBD	\$100,000	Geotechnical engineering and material testing services
TBD	\$100,000	Geotechnical engineering and pavement coring services
TBD	\$100,000	Architectural consulting services
TBD	\$100,000	Architectural consulting services
TBD	\$100,000	Project management services
TBD	\$100,000	Geotechnical engineering and material testing services
TBD	\$100,000	Geotechnical engineering and pavement coring services
TBD	\$100,000	Geotechnical engineering and pavement coring services
TBD	\$100,000	Agency and code compliance assessment for buildings citywide
Tyler & Kelly Architecture Inc.	\$150,000	Metro Station elevator design and construction administration
Tyler & Kelly Architecture Inc.	\$100,000	As-needed architectural and design services
Walker Parking Consultants	\$100,000	Design and engineering for Orange Grove Parking Structure project
TOTAL		\$12,055,000

Note: Only agreements and contracts exceeding \$100,000 have been included as adopted by City Ordinance No. 19-3,923 Section 2-2-107 on November 5th, 2019.



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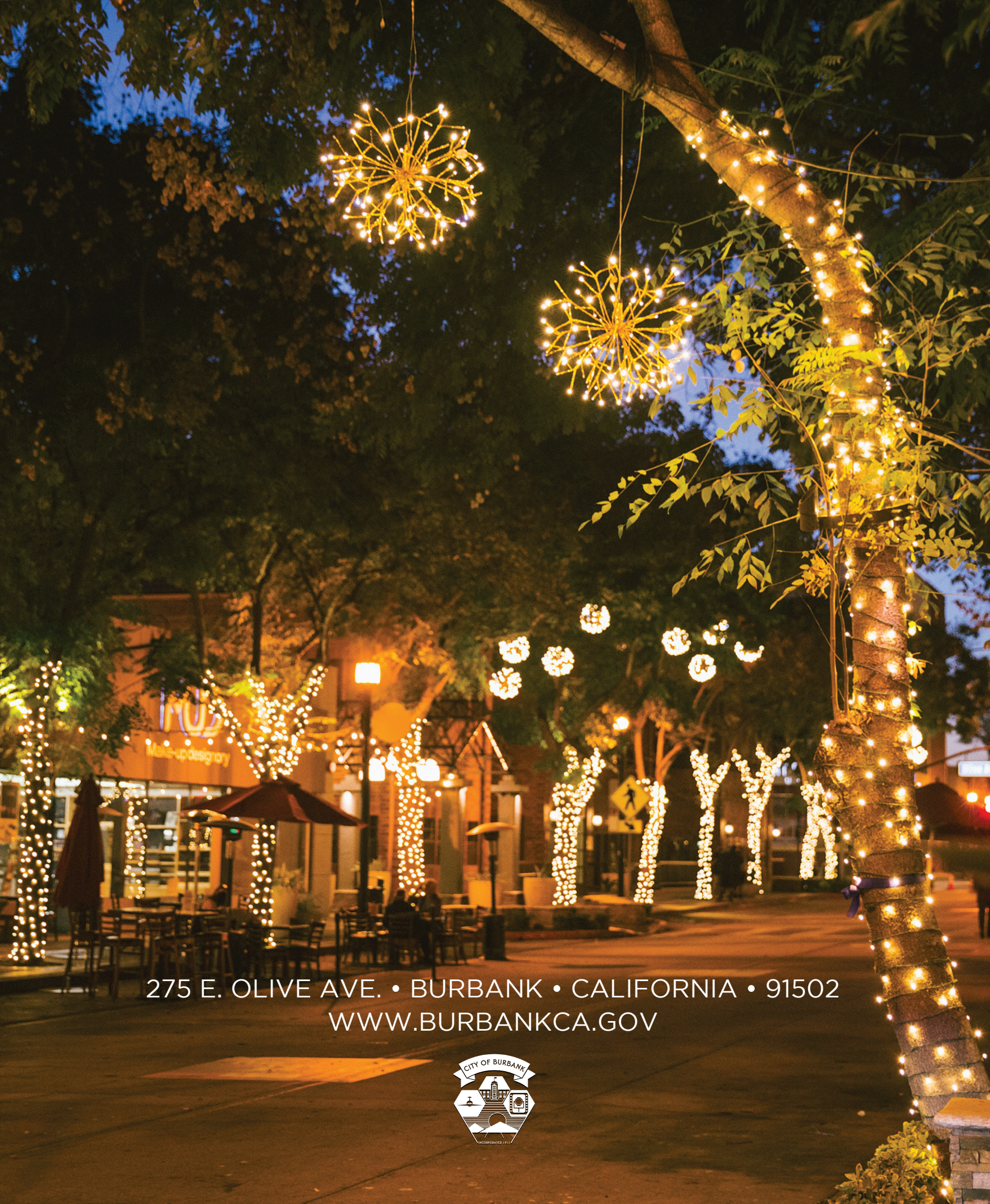
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