City of Glendale

Budget Study Session #3

May 19, 2020

Agenda

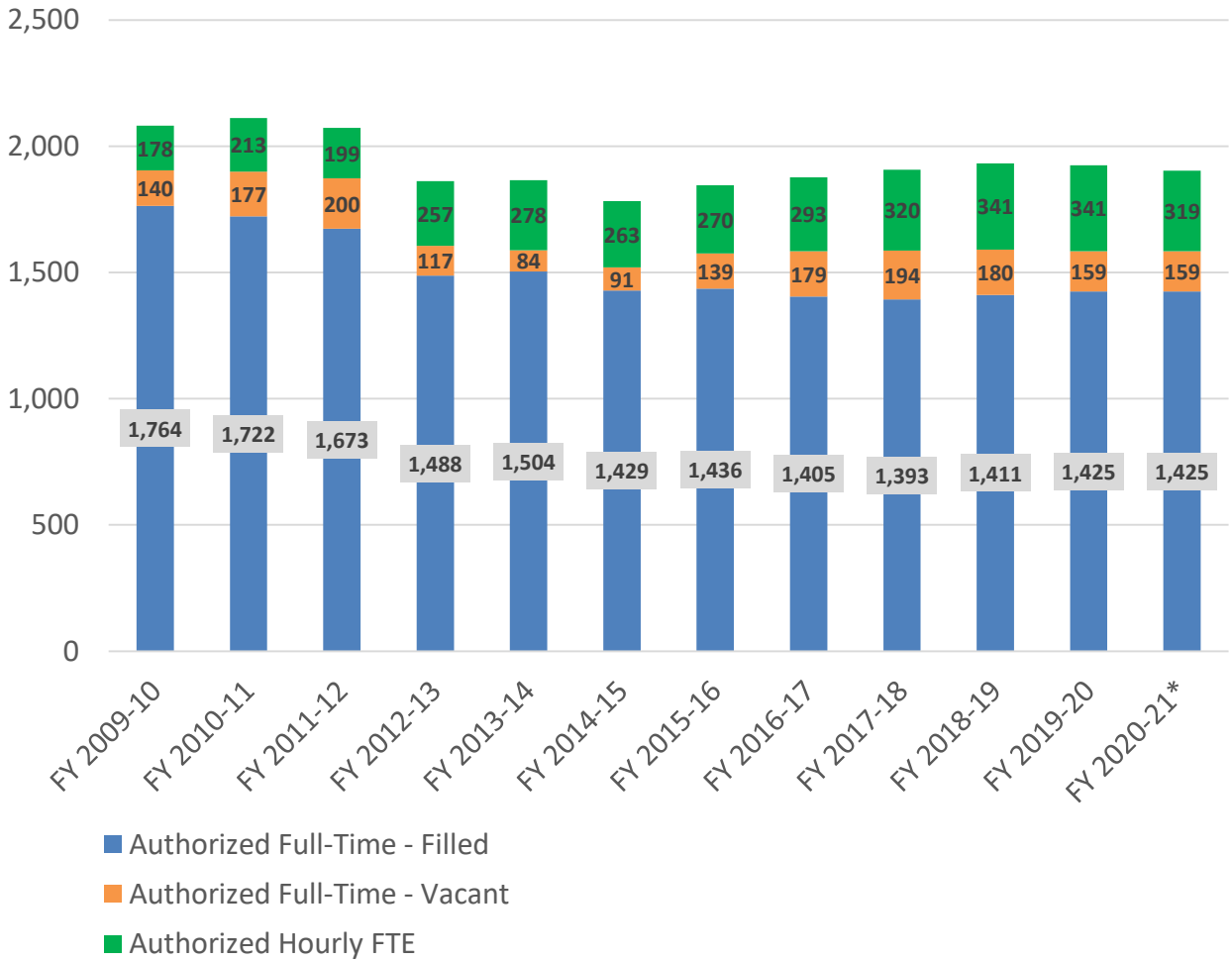
- Authorized Positions, Including Hourly & Part-Time
- COVID-19 Budget Contingencies
- Discussion of Citywide Reserves – Citywide & GWP
- Police and Fire Overtime
- Measure S Discussion
- Budget Adoption Calendar
- Questions & Comments

Authorized Citywide Positions (FTE)

Fiscal Year	Total Authorized FTE	Authorized Hourly FTE	Authorized Full-Time	*Full-Time Filled*	*Full-Time Vacancy %*
2009-10	2,082	178	1,904	*1,764*	*7.4%*
2010-11	2,112	213	1,899	*1,722*	*9.3%*
2011-12	2,072	199	1,873	*1,673*	*10.7%*
2012-13	1,862	257	1,605	*1,488*	*7.3%*
2013-14	1,866	278	1,588	*1,504*	*5.3%*
2014-15	1,783	263	1,520	*1,429*	*6.0%*
2015-16	1,845	270	1,575	*1,436*	*8.8%*
2016-17	1,877	293	1,584	*1,405*	*11.3%*
2017-18	1,907	320	1,587	*1,393*	*12.2%*
2018-19	1,932	341	1,591	*1,411*	*11.3%*
2019-20	1,925	341	1,584	*1,425**	*10.0%*
Proposed 2020-21**	1,903	319	1,584	*1,425**	*10.0%*

Notes:
* Full-time filled positions as of April 30, 2020
** Proposed budget includes Measure S proposed FTEs

Authorized Citywide Positions (FTE)



Notes:

* FY 2020-21 Proposed budget includes Measure S proposed FTEs

Salary Step Advancement Deferral Estimates

(In Thousands)

	General Fund	Non General Fund	Citywide
Salaries	$ 627	$ 483	$ 1,110
Benefits	378	226	604
Total S&B	$ 1,005	$ 709	$ 1,714

Furlough Estimates

(In Thousands)

	1-Day Furlough	5-Days Furlough	10-Days Furlough
General Fund	$ 148	$ 738	$ 1,476
Non-General Fund	140	700	1,400
Total	$ 288	$ 1,438	$ 2,876

Citywide Reserves

As of June 30, 2019 (In Thousands)

Governmental Funds Reserves			
Category	General Funds	Other Governmental Funds	Total Governmental Funds
Non-spendable	$ 293	$ 2,756	$ 3,049
Restricted:			
Charter Reserve	30,769	-	30,769
Section 115 Reserve*	29,426	-	29,426
Other	-	175,169	175,169
Committed	-	97,861	97,861
Assigned	7,252	-	7,252
Unassigned	57,534	(6,349)	51,185
Total Governmental Funds:	$ 125,274	$ 269,437	$ 394,711

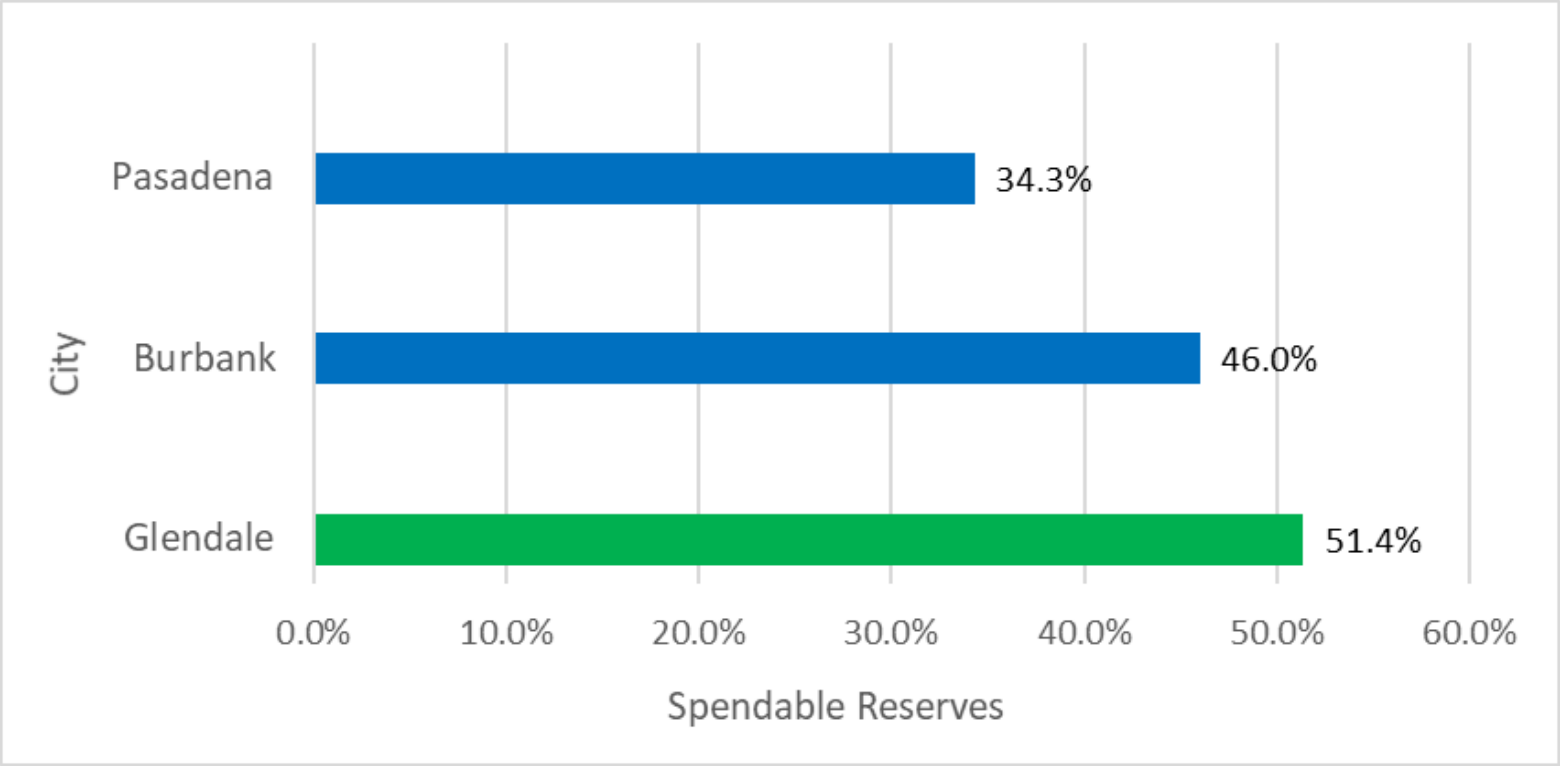
Proprietary Funds Reserves					
Category	Electric Funds	Water Funds	Other Enterprise Funds	Internal Service Funds	Total Proprietary Funds
Restricted	$ 5,669	$ -	$ -	$ -	$ 5,669
Unrestricted	241,141	23,306	56,145	52,210	372,802
Net Investment in Capital Assets	89,348	103,663	194,032	36,539	423,582
Total Proprietary Funds:	$ 336,158	$ 126,969	$ 250,177	$ 88,749	$ 802,053

*Funding for the Section 115 Reserve can be used for employee pension costs

Spendable General Fund Reserves Comparison

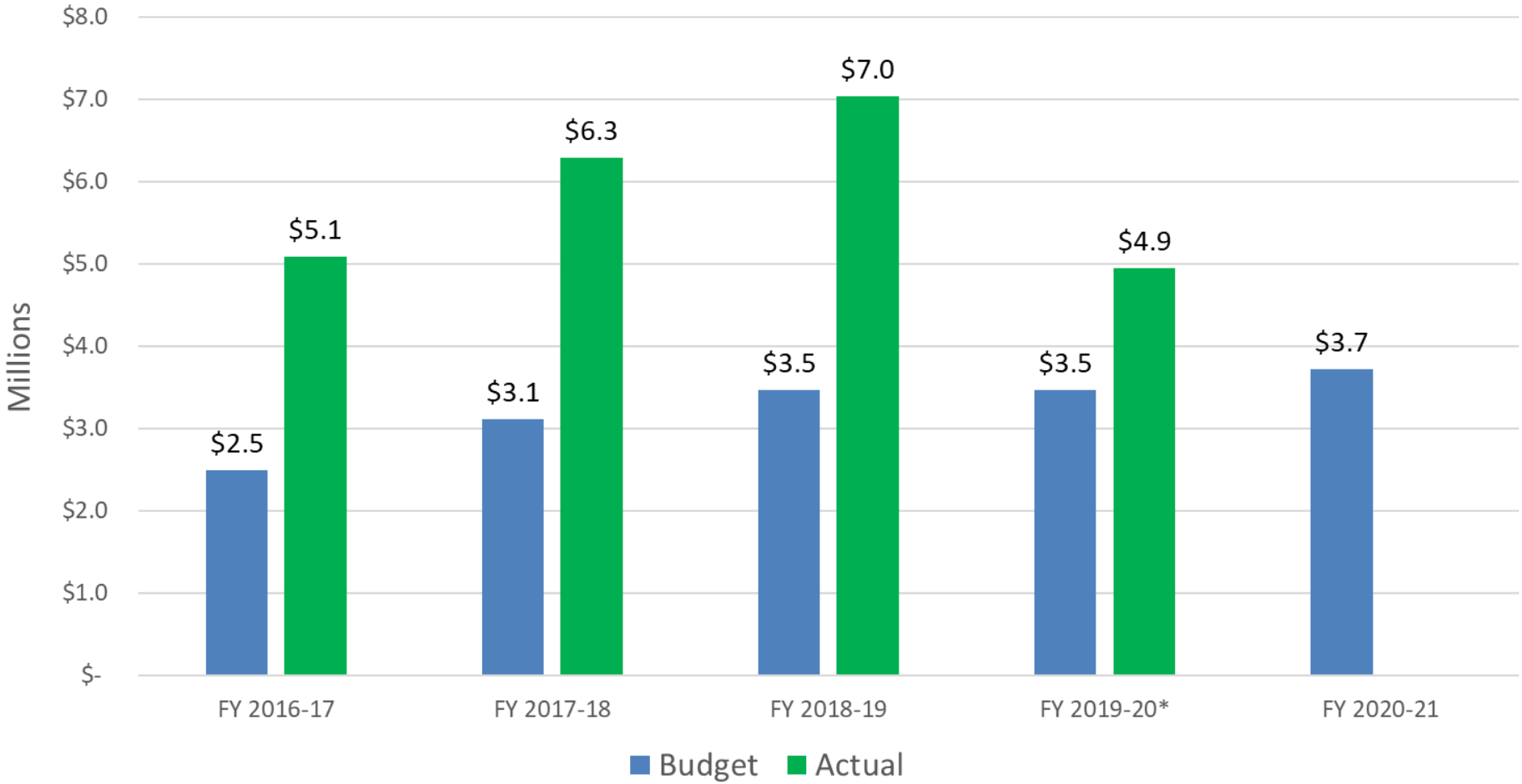
As of June 30, 2019

Spendable Fund Balance includes Restricted, Committed, Assigned, and Unassigned Fund Balance



Police Department

General Fund Overtime



* FY 2019-20 Actual amounts as of March 31, 2020.

Police Department

All Funds Overtime and Reimbursement

* FY 2019-20 Actual amounts as of March 31, 2020.

Police Department

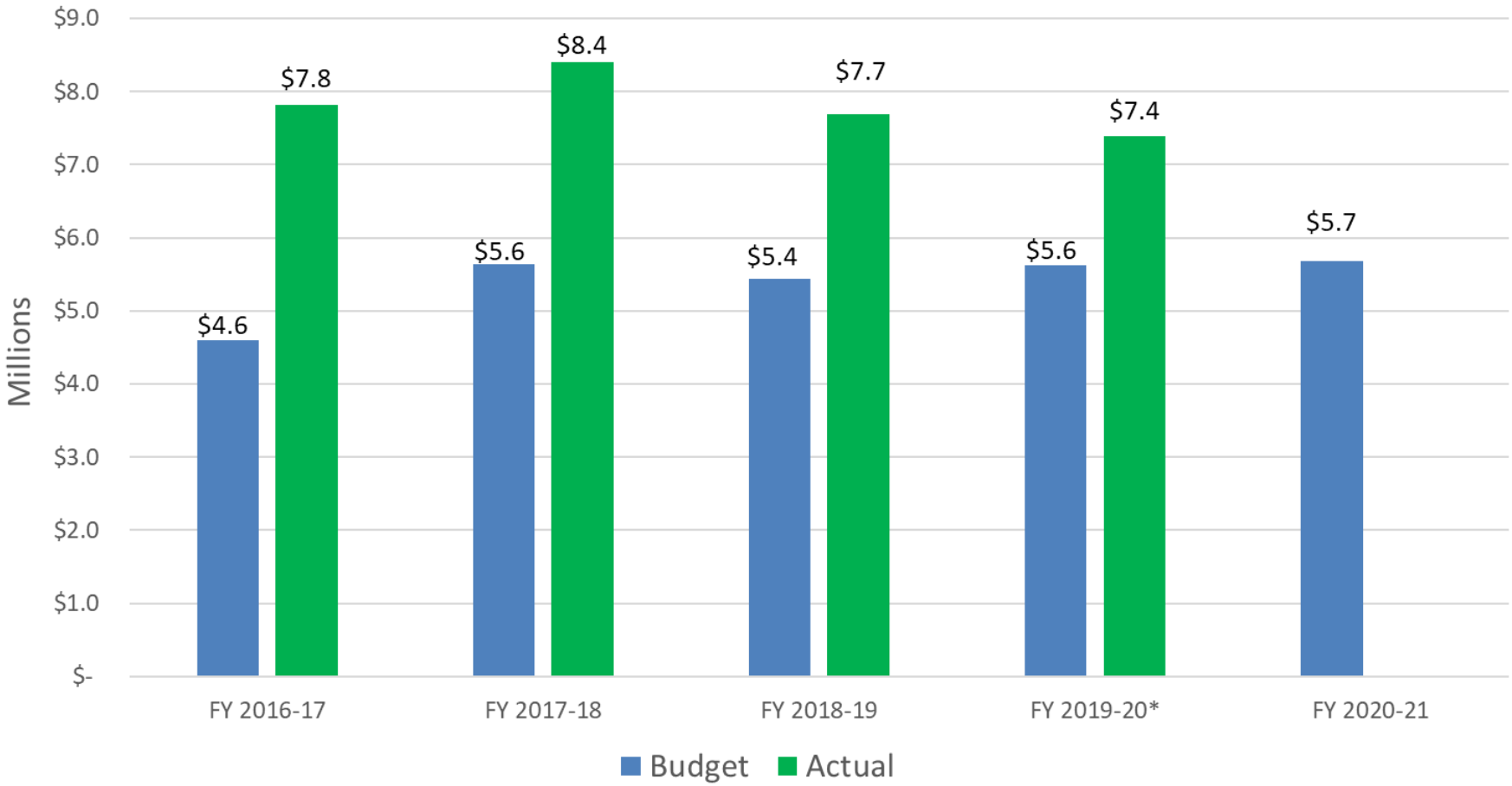
Tri-City Comparison

	Glendale	Burbank	Pasadena
Population	206,283	105,952	146,312
# of Officers	243	160	239
Officers per 1,000	1.2	1.5	1.6
Crime Rate per 1,000	8.76	13.43	11.76

*Crime rate data listed for Jan-June of 2019
*All other data for 2019 calendar year

Fire Department

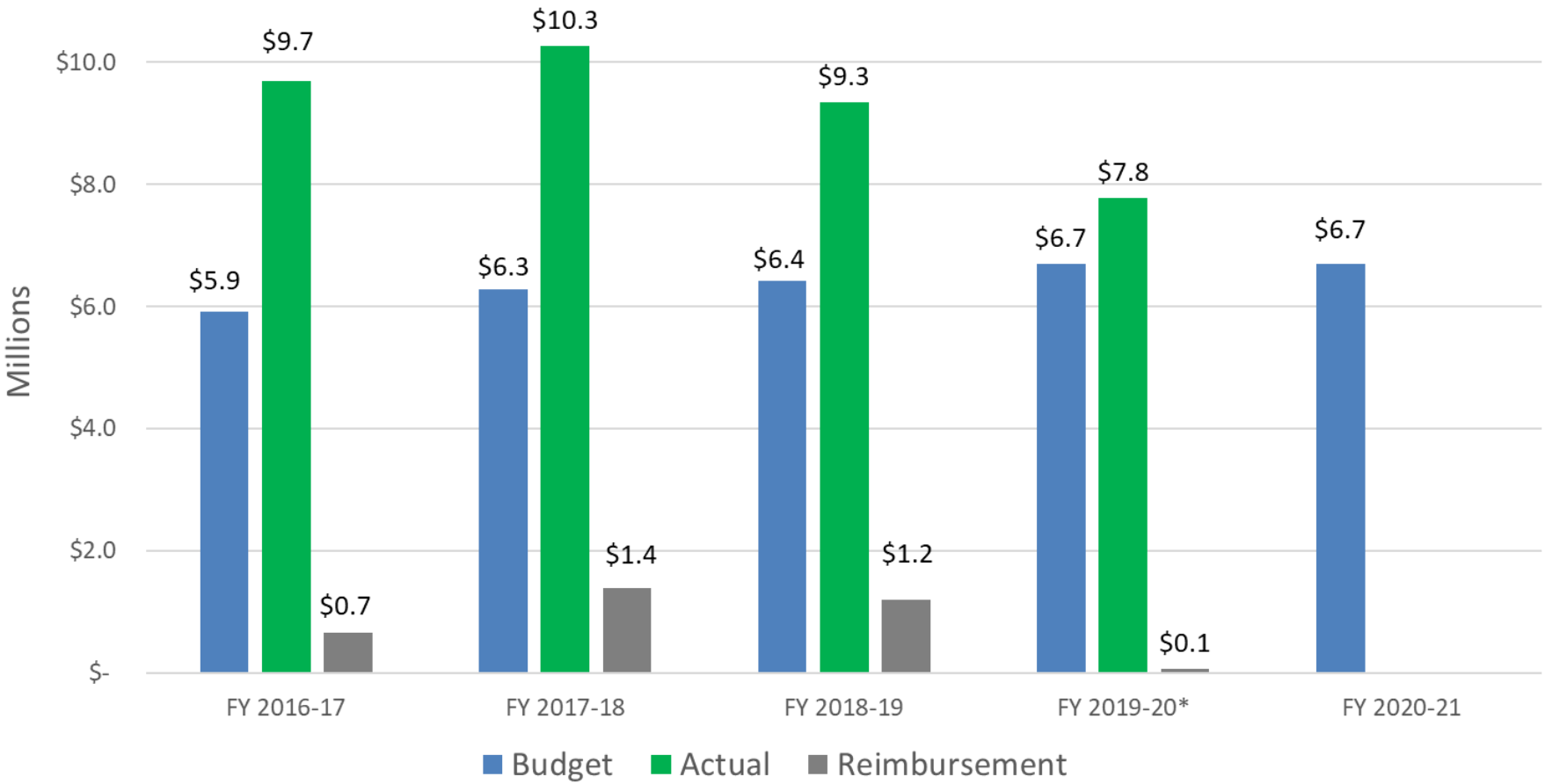
General Fund Overtime



* FY 2019-20 Actual amounts as of March 31, 2020.

Fire Department

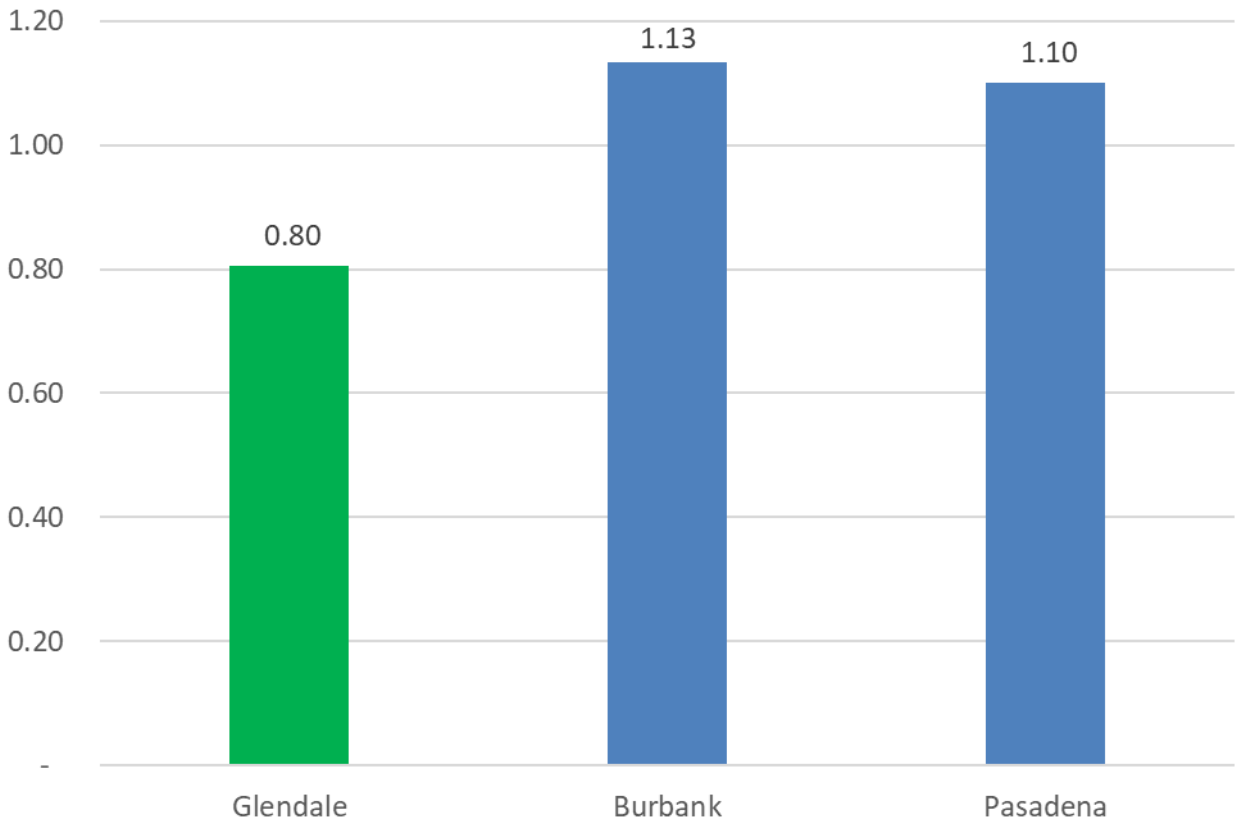
All Funds Overtime and Reimbursement



* FY 2019-20 Actual amounts as of March 31, 2020.

Fire Department

of Firefighters Serving per 1000 Residents (2020)



Measure S Discussion

Measure S Update (In Thousands)

	FY 18-19 Actuals	FY 19-20 Budget	FY 19-20 Projected Actuals	FY 20-21 Carryover/ Proposed
Revenues:				
Sales Tax (Measure S)	$ 5,184	$ 30,000	$ 22,140	$ 22,170
Expenses:				
Rental Rights Program Administration	$ -	$ 410	$ 374	$ 445 *
Housing Rental Subsidy Program	-	4,170	276	3,894
First Time Home Buyer Program	-	750	-	750
Year-Round Aquatics Program	-	560	434	582 *
Ice Rink	-	458	436	-
Affordable Housing Land Acquisition	-	20,000	12,112	7,888
Fire Stations Seismic Upgrades	-	3,500	250	3,250
Total Expenses	$ -	$ 29,848	$ 13,882	$ 16,809
Net Total	$ 5,184	$ 152	$ 8,258	$ 5,361
Beginning Balance	-	5,184	5,184	13,442
Ending Balance	$ 5,184	$ 5,336	$ 13,442	$ 18,803

* New Appropriation Requested for FY 2020-21

Measure S Discussion

Housing

- Affordable Housing Development
- Rental Rights Program
- Monthly Housing Rental Subsidy Program
- First Time Home Buyer Program

Housing

Affordable Housing Development (1 of 3)

- Completed:
  - Habitat Lomita, a six-unit homeownership project for low-income households. All six units have been sold to families.
  - Vista Grande Court, a 66-unit rental project affordable to extremely low, very low and low income seniors, with seven units reserved for developmentally disabled seniors. The project is 100% leased.
- Acquisitions:
  - 515 Pioneer Drive (AT&T), a 2.8 acre site purchased for $13.1 million using LMIHAF and Tax Allocation bonds. Staff is currently site planning and conducting other predevelopment activities with a goal of soliciting developers this summer.
  - Tobinworld, a 1.6 acre site at 900, 912, 920 E. Broadway and 117 S. Belmont purchased for $12.1 million using Measure S Funds. Combination of new construction, adaptive re-use, and historical preservation to provide approximately 120 units for extremely low, very low and low income households and seniors. Staff is using SB2 Grant funds to work with design and historical resource consultants on predevelopment work with a goal of soliciting developers this summer.

Housing

Affordable Housing Development (2 of 3)

- FY 2019-20 Projected Remaining Measure S budget: $7.9 million
- Status of affordable housing funds for development*

Affordable Housing Trust Fund (2090)	$	2.3 M
Low Moderate Income Housing Asset Fund (2130)		6.3 M
2011 Housing Bonds (2250)		1.3 M
HOME funds (2030)		1.1 M
Total Funding Available	$	11.0 M

*Available amounts for development, net of administration costs.

Housing

Affordable Housing Development (3 of 3)

- Ability to fund future acquisitions/feasibility gaps

  Options:

  - Pre-designate funding now in preparation of next development opportunity; or
  - Wait until next development opportunity is identified and then designate additional funding necessary from Measure S funds. If insufficient Measure S funding is available, then utilize General Funds until Measure S funds, or other affordable funds, can backfill.

- Other ways to assist with Housing

Housing

Other Ways to Assist With Housing (1 of 3)

- Renter Assistance
  - Emergency Non-Recurring Rental Assistance Program (ENRAP)*
  - Low Income Family Employment & Rental Assistance Program (LIFERAP)*
  - Low Income Student Rental Assistance Program (LISRA)*
  - Rental Assistance of Low Income Seniors/Families with Developmentally Disabled Children (RADD)*
  - Attorney Fee Assistance (AFA)
  - Multigenerational Low Income Family Assistance (MLIFA)

* Indicates program could be part of COVID-19 Recovery Program

Housing

Other Ways to Assist With Housing (2 of 3)

- Landlord/Homeowner Assistance
  - Property Maintenance Funding (PMF)
  - Property Improvement Fund (PIF)
  - Low Income Housing Incentive Program (LIHIP)
  - Single Family Mortgage Assistance Program (SFMAP)*
  - Multifamily Mortgage Assistance Program (MMAP)*

* Indicates program could be part of COVID-19 Recovery Program

Housing

Other Ways to Assist With Housing (3 of 3)

Renter Assistance						
	A1. ENRAP	A2. LIFERAP	A3. LISRA	A4. RADD	A5. AFA	A6. MLFIA
Number assisted annually	1000	500	250	300	100	100
Assistance amount	$500-$3,500	$500 (monthly)	$500 (monthly)	$1000 (monthly)	Varies	$750 - $1,500
Term of assistance	1 Time Payment	1 - 3 Years	1 - 2 Years	Indefinite	Varies	Based on need
Annual assistance cost	$500,000- $3,500,000	$3,000,000	$1,500,000	3,600,000	$50,000- $500,000	$900,000 - $1,800,000

Landlord/Homeowner Assistance					
	B1. PMF	B2. PIF	B3. LIHIP	B4. SFMAP	B5. MMAP
Number assisted annually	250	250	250	100	100
Assistance amount	$750 - $5,000	$5000-$10,000	$500 - $1,000	$2,000 - $5,000	Varies
Term of assistance	1 Time Payment	1 Time Payment	1 Time Payment	1 Time Payment	Varies
Annual assistance cost	$190,000 - $1,250,000	$1,250,000 - $2,500,000	$125,000 - $250,000	$200,000 - $500,000	$50,000- $500,000

Housing

Rental Rights Program

- Relocation, Right To Lease, Just Cause Eviction
- Adopted in February 2019
  - Respond to inquiries
  - Education, outreach
  - Mediation
  - Enforcement
  - Track and maintain violations/complaints
  - Assess ordinance impact on housing stock
- FY 2020-21 Proposed Budget: $445 thousand

Housing

Monthly Housing Subsidy Program (1 of 2)

- 24-month pilot program administered over two fiscal years to address rent burdened, lower income, households
- Program Parameters:
  - $300 per month subsidy
  - 1,000 households to be assisted
  - Senior, disabled households
  - Extremely low income (<$21,950 for single & $25,050 for two-person households)
  - Glendale resident
  - Rent burdened

Housing

Monthly Housing Subsidy Program (2 of 2)

- Open enrollment period followed by lottery process
  - Marketing and selection
  - Data entry, vendor setup, payment issuance
  - Database management
  - Intake, qualifying, processing
  - Case management
  - Oversight and audit
- 90 qualified applicants as of report date
- FY 2019-20 projected remaining budget: $3.9 million

Housing

First Time Home Buyer Program (FTHB)

- Prior to elimination of redevelopment, Housing Authority administered a FTHB program
- Program provided down payment assistance loans to moderate income home buyers:
  - $75,000 second mortgage loan
  - Minimum 5% down payment from buyer
  - Approved lenders
  - Monthly payment/deferred
  - Equity share in event of presale, forgiven after 45 years
- FY 2019-20 projected remaining budget: $750 Thousand

Measure S Discussion

Economic Recovery – Commercial (1 of 3)

Business Support – COVID19

- Out of 714 businesses surveyed,
  - 88% had fewer than 25 employees.
  - Only 37% have applied for COVID funding.
  - Only 9% of those surveyed have received funding.

- Respondents said the single most important thing the City can do:
  - Provide funding support.
  - Commercial rental assistance.
  - Allowing businesses to re-open, even with reduced capacity.
  - Provide clear communication and messaging on new guidelines.

Employers By Size

	Site	Employment
No Data or 0	35	0
1 - 4	11,183	22,530
5 - 9	1,811	11,573
10 - 14	501	5,636
15 - 19	205	3,320
20 - 29	228	5,194
30 - 49	194	7,159
50 - 74	106	6,174
75 - 99	48	4,016
100 - 199	79	10,107
200 - 249	13	2,641
250 - 499	24	8,173
500 and over	10	8,934
TOTAL	14,437	95,457

Measure S Discussion

Economic Recovery – Commercial (2 of 3)

- Providing financial assistance to local small businesses and nonprofits to help them recover from the impacts of the COVID-19 pandemic. **Common themes from conversations with businesses to date**:
  - Uncertainty and difficulty regarding funding availability
  - Frustration with access to Federal and State funds
  - Confusion about order compliance from different agencies (federal, state, county, local)
  - Difficulty understanding how to implement new safety orders for business re-openings
  - Uncertainty about testing requirements for employees

- In a recent survey to local businesses, they are most concerned about:
  1) COVID Compliance and Requirements
  2) Customer Re-Connection
  3) Capital

Measure S Discussion

Economic Recovery – Commercial (3 of 3)

- Small Business Recovery and Assistance ($1,000,000)
- Personal Protective Equipment (PPE) Grants ($1,000,000)
- Support to Entrepreneurs/Small Business ($1,000,000)
- Restaurant Relief – Al Fresco Glendale ($750,000)
- Support the Arts ($500,000)
- Child Care Support ($250,000)
- Enhancing Access to Emergency Recovery Resources: Existing Business Organizations ($150,000)

- Assistance Package Total Cost (all programs): $4,650,000

Measure S Discussion

Economic Recovery – Residential

- Providing financial assistance to individuals and families who are financially impacted by the COVID-19 pandemic
  - Emergency Non-Recurring Rental Assistance Program (ENRAP)
  - Low Income Family Employment & Rental Assistance Program (LIFERAP)
  - Low Income Student Rental Assistance Program (LISRA)
  - Rental Assistance of Low Income Seniors/Families with Developmentally Disabled Children (RADD)
  - Single Family Mortgage Assistance Program (SFMAP)
  - Multifamily Mortgage Assistance Program (MMAP)

Community Services & Parks

Year-Round Aquatics Program (1 of 3)

- The Aquatics Program was formally developed in 2000, in response to community's demand for additional summer programming.
- Programming in the summer of 2000 included the original Pacific Park Pool, and Hoover and Glendale High School pools.
- At the conclusion of the 2000 season, Pacific Park Pool was demolished as part of the Edison Pacific Project. The City continued to use the high school pools for the program through 2011, with varying hours of operation based on school use of the pools.
- In 2011, the new Pacific Community Pool was opened, and operations at the high school pools were eliminated due to budget reductions.
- Pacific Pool is open to the public from Memorial Day weekend through the last week of September.

Community Services & Parks

Year-Round Aquatics Program (2 of 3)

- Year-Round Operation of Pacific Pool
  - Swim Lessons (after school and weekends)
  - Recreation Swim (weekends)
  - Master's Swim Team
  - Lap Swim
  - Party Rentals
  - Private High School and Club Team Rentals
  - Classes
  - Dive-in Movies
  - Special Events (i.e. Thankswimming Party)

Community Services & Parks

Year-Round Aquatics Program (3 of 3)

- FY 2019-20 Program Activity
  - Period: September 1, 2019 through March 14, 2020
  - Total Visits to the Pool – 15,691

- FY 2020-21 Proposed Budget: $582 thousand
  - Period: September 2020 through May 2021

Measure S Discussion

Infrastructure

Current Infrastructure Projects

- Fire Stations Seismic Upgrades
  - FY 2019-20 Projected Remaining budget: $3.25 million

Proposed New Infrastructure Projects

- Citywide Traffic Study
- Verdugo Wash Greenway Feasibility Study
- CCTV of the Sanitary Sewer Collection System
- South Central Avenue Rehabilitation Project
- Equipment Replacements at City Hall

Infrastructure

Citywide Traffic Study (1 of 2)

- The Study will include compiling existing citywide traffic circulation data, analysis and assessment of near-term-future traffic growth impacts which include:
  - Inventory of traffic data that provides relevant citywide traffic flow baseline conditions;
  - Developing a computer model and database for monitoring and evaluation of citywide traffic flow;
  - Analysis of near-term-future traffic growth impacts within the City;
  - Developing and assessing proposed traffic congestion countermeasures;
  - Providing recommendations to mitigate near-term-future traffic growth and improve citywide traffic flow.

Infrastructure

Citywide Traffic Study (2 of 2)

- Embedded in the objectives will be a detailed analysis and development of the following traffic flow assessment tools:
  - Citywide Intersection Traffic Operations Analysis
  - Citywide Street Segment Traffic Flow Analysis
  - Citywide Traffic Signal Synchronization Computer Model
  - Emergency Vehicle Traffic Flow Analysis

- FY 2020-21 Proposed Budget: $500 thousand

Infrastructure

Verdugo Wash Greenway Feasibility Study

- Study to determine the feasibility of an active transportation path along the Verdugo Wash.
- Study would explore opportunities to include a greenway and incorporate natural habitat as part of the path.
- Feasibility study would identify strengths and weaknesses including the acquisition of any property, as well as a conceptual design.
- FY 2020-21 Proposed Budget: $250 thousand

Infrastructure

Infrastructure Needs (Health, Life, and Safety Related)

- CCTV of the Sanitary Sewer Collection System Phase I - $2.5 million
- South Central Avenue Rehabilitation Project - $2.5 million
  - Amount to be used for partial construction costs
  - Full project cost estimate - $5.0 million
    - Remaining $2.5 million to be funded by Gas Tax Fund
  - Project Extent: South Central Avenue between East Colorado Street and San Fernando Road
- Replace air-handler at City Hall East - $250 thousand
- Main electrical switch gear replacement at City Hall - $250 thousand

Measure S Funding Summary (1 of 2)

Programs	Estimated Balance and Funding Needs	Approved for FY 2020-21
FY 2019-20 Projected Ending Fund Balance	$ 13,442	$ 13,442
FY 2020-21 Projected Revenues	22,170	22,170
Total Projected Available Funding	$ 35,612	$ 35,612
FY 2019-20 Approved Programs/Projects with Projected Available Budget:		
Affordable Housing Development	$ 7,888	$ 7,888
Monthly Housing Rental Subsidy Program	3,894	3,894
First Time Home Buyer Program	750	Pending Council Direction
Fire Station Seismic Upgrades	3,250	3,250
FY 2019-20 Projected Available Budget to Carryover:	$ 15,782	$ 15,032
Net Available Funding After FY 2019-20 Budget Carryover:	$ 19,830	$ 20,580

Measure S Funding Summary (2 of 2)

Programs	Estimated Balance and Funding Needs	Approved for FY 2020-21
FY 2020-21 New Proposed Appropriation:		
Housing		
Affordable Housing Development	Per Council Direction	$ -
Rental Rights Program Administration	$ 445	
Economic Recovery		
Financial Assistance to Local Businesses	Per Council Direction	
Financial Assistance to Households	Per Council Direction	
Community Services & Parks		
Year-Round Aquatics Program Expansion	$ 582	
Infrastructure		
Citywide Traffic Study	$ 500	
Verdugo Wash Greenway Feasibility Study	250	
CCTV of the Sanitary Sewer Collection System Phase I	2,500	
South Central Avenue Rehabilitation Project	2,500	
Replace Air-handler at City Hall East	250	
Main electrical switch gear replacement at City Hall	250	
Net Approved Total		$ -

FY 2020-21 Budget Adoption Calendar

- May 19, Budget Study Session #3, 9:00 a.m.
  - Authorized Positions, Including Hourly & Part-Time
  - COVID-19 Budget Contingencies
  - Discussion of Citywide Reserves – Citywide & GWP
  - Police and Fire Overtime
  - Measure S Discussion
- June 02, Budget Hearing and Adoption, 6:00 p.m.

Questions & Comments

CITY OF GLENDALE

CALIFORNIA

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