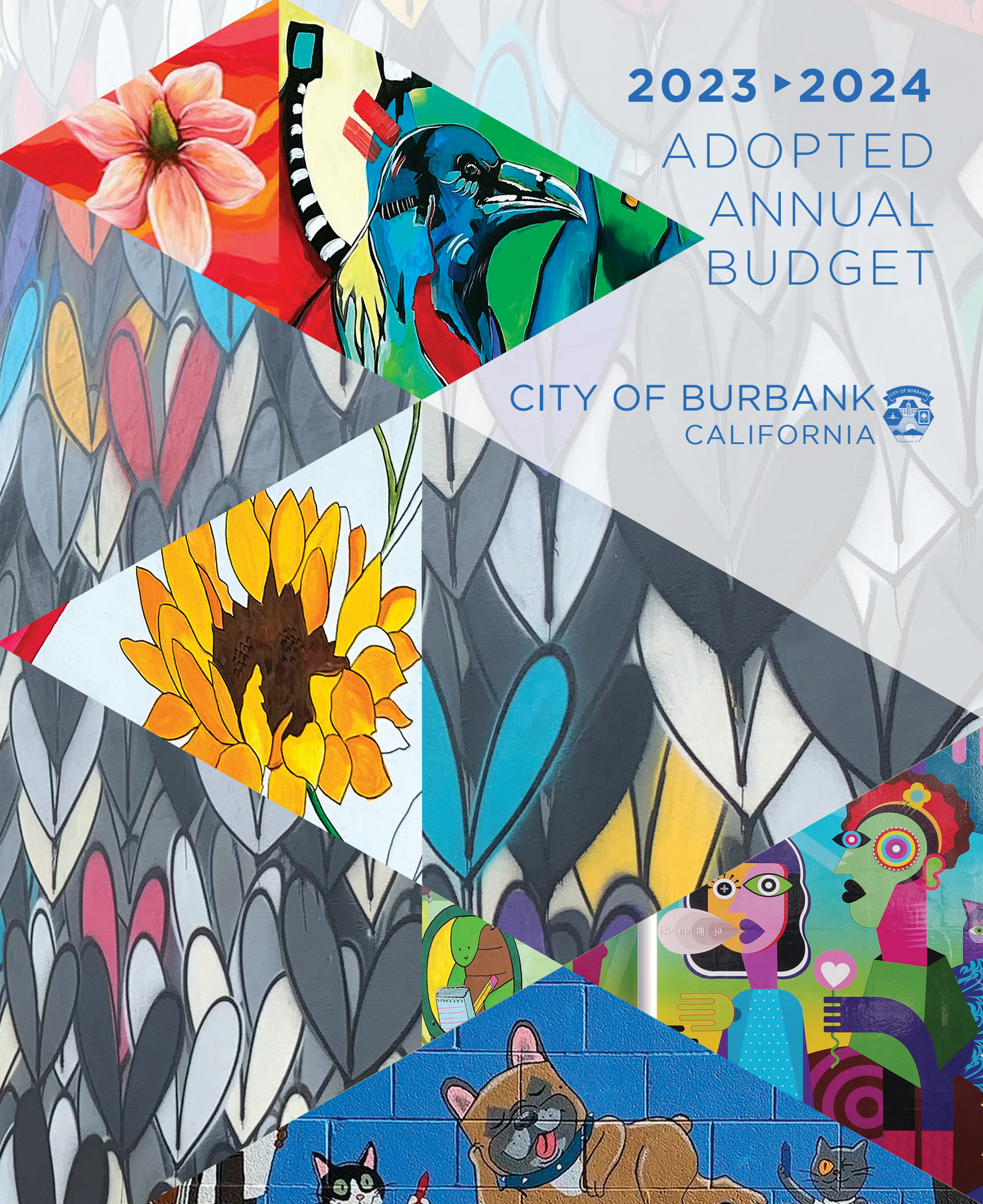


2023 ▶ 2024

ADOPTED  
ANNUAL  
BUDGET

CITY OF BURBANK  
CALIFORNIA





## ABOUT THE COVER

The City of Burbank Fiscal Year 2023-24 Adopted Annual Budget book cover features public artwork from around the City, including murals from the Burbank Animal Shelter, Mary Alvord Recreation Center, Downtown Burbank, and the Utility Box Beautification Program.

In November 2021, the Burbank Cultural Arts Commission partnered with the Animation Guild and the Parks and Recreation Department to beautify the Burbank Animal Shelter with four captivating murals. In celebration of their 70th anniversary, the Animation Guild generously donated their artistic talents to beautify walls located within the Burbank Animal Shelter capturing the essence of animal rescue and pet ownership.

The Answer is Yes - Mural and Interactive Sound Installation at the Mary Alvord Recreation Center was designed by artist, Dina Fisher and produced by 11:11 Projects. The mural illustrates the four Burbank Sister Cities Solna, Sweden; Ota, Japan; Incheon, Korea; and Gaborone, Botswana, saying “Yes” in their respective languages. The artwork was designed and approved before Arezzo, Italy, became Burbank’s fifth Sister City and depicts the Burbank community as diverse and bringing global unity.

The Downtown Burbank Mural Program was initiated in 2017 to develop placemaking, enhance walkability, generate social buzz, and increase visitation to Downtown Burbank. The program is fully funded by the Property-based Business Improvement District (PBID) and has been extremely successful with the installation of 12 murals since its inception. Two of these murals are featured on our budget cover. The SpongeBob SquarePants mural honors Burbank’s rich animation history and the 20th anniversary of the beloved cartoon character. Featuring a creative and colorful depiction of SpongeBob SquarePants by artist Amber Hardin, the mural was installed by generous volunteers from Nickelodeon Animation Studio. This mural is a great illustration of one of the world-famous TV and movie studios that call Burbank home, truly making our City the Media Capital of the World. The Love Wall heart motif mural is a collaboration with Los Angeles-based artist James Goldcrown, who has created a series of Love Murals worldwide.

The Burbank Arts Beautification program is an initiative of Burbank’s Cultural Arts Commission in partnership with the Parks and Recreation and Public Works departments. The Burbank Arts Beautification Program is dedicated to exhibiting visual art outside the constraints of museums and galleries. This latest phase in 2022 marks the sixth phase of the program, totaling 60 painted utility boxes throughout Burbank, successfully encouraging community pride and beautifying Burbank’s neighborhoods. Phase 7 is currently underway, slating nine more boxes to be painted in 2023.

**COVER LAYOUT:**

Cassidy Allen

**PHOTOGRAPHY:**

City of Burbank Staff



# CITY OF BURBANK FISCAL YEAR 2023-24 ADOPTED ANNUAL BUDGET

## CITY COUNCIL

Konstantine Anthony, Mayor  
Nick Schultz, Vice-Mayor

Nikki Perez  
Council Member

Tamala Takahashi  
Council Member

Zizette Mullins  
Council Member

## ELECTED OFFICIALS

Kimberley Clark, City Clerk  
Krystle Palmer, City Treasurer

## APPOINTED OFFICIALS

Justin Hess, City Manager  
Joseph McDougall, City Attorney

## MANAGEMENT TEAM

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

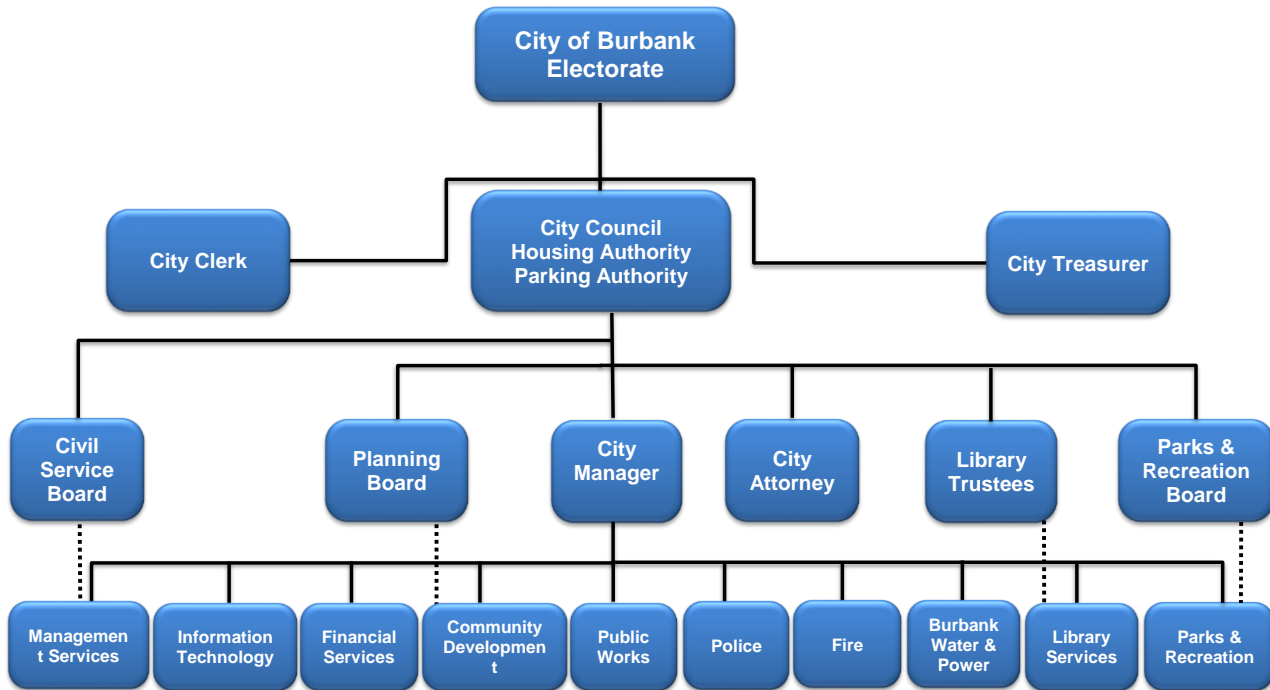
## BUDGET PREPARATION STAFF

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

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



**Vice Mayor**  
Nick Schultz

**Council Member**  
Nikki Perez



**Council Member**  
Tamala Takahashi



**Council Member**  
Zizette Mullins







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Scan or click the QR code to view the Adopted Budget, Capital Improvement Program (CIP), and Budget-at-a-Glance












GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Burbank  
California**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morrill*

Executive Director

Last year's Adopted FY 2022-23 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, 2022. 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 2023-24 Annual Budget document, staff has once again followed the GFOA criteria. This document will be submitted to be considered for the FY 2023-24 budget award.





At the State level, the City's Adopted Fiscal Year 2022-23 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.

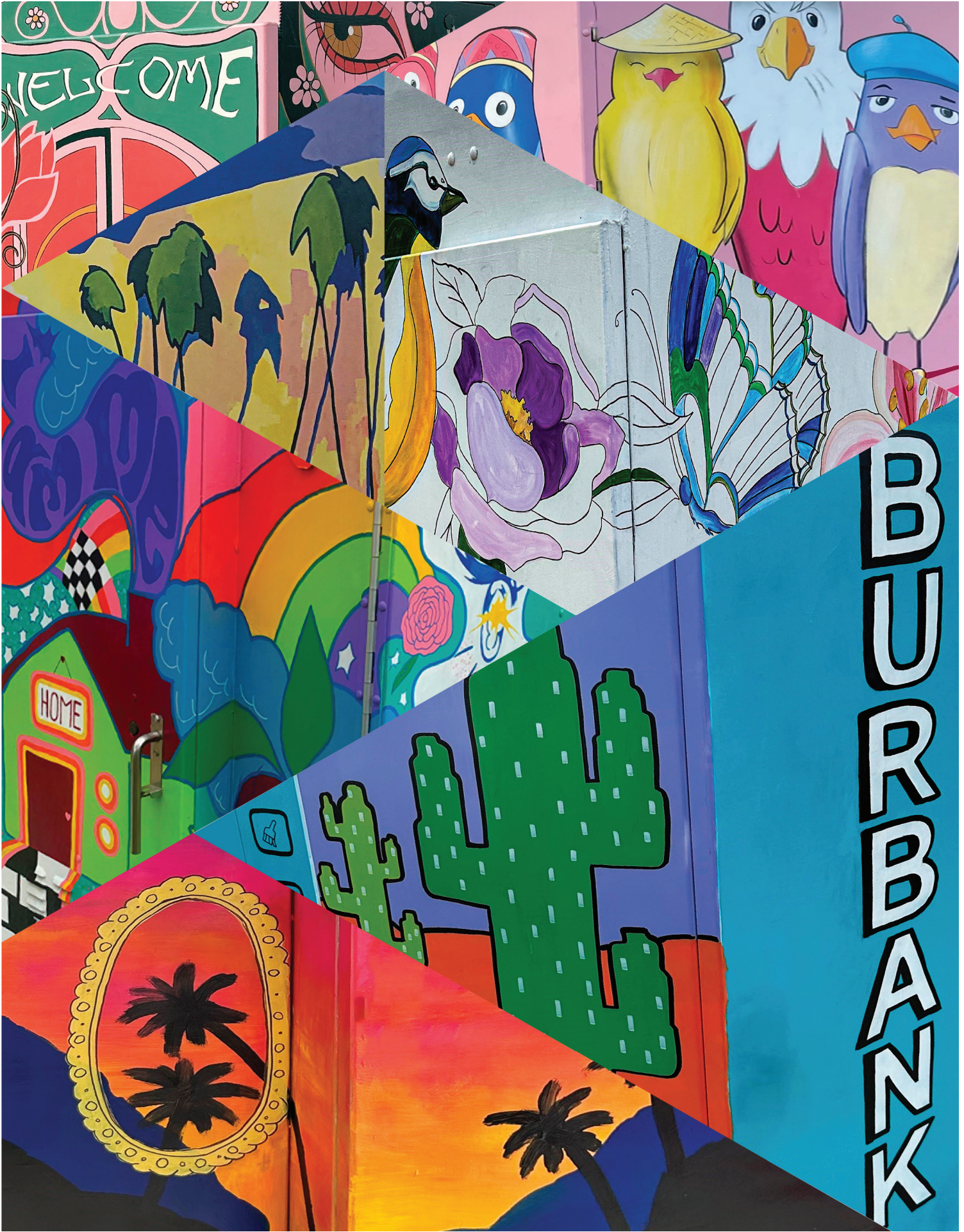
In preparing the Adopted FY 2023-24 Annual Budget document, staff has followed the CSMFO criteria, as well as made enhancements to the budget document. This document will be submitted to the CSMFO to be considered for the FY 2023-24 budget award.



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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) 2023-24. 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. 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.

The City of Burbank has experienced consistent economic growth following the initial recovery from the COVID-19 Pandemic (Pandemic). With unemployment rates at record lows, several large-scale development projects on the horizon, and the opening of new businesses around town, the City's revenues are increasing steadily. In addition, Burbank is continuing to experience revenue growth generated from persistent inflation. At the same time, inflation is driving up prices across a wide range of expenditures from the cost of goods to labor expenses and contracts with service providers. Furthermore, the recent volatility in the stock market is impacting the City's pension rates and liabilities. Economists are still mixed on their projections of an impending recession that may be triggered by recent interest rate hikes, consumer pessimism, and an end to the economic stimulus programs that helped keep families and businesses afloat during the Pandemic.

Given the current economic conditions, the FY 2023-24 Proposed Budget was developed using a conservative and responsible approach for both revenues and appropriations while meeting the community's needs and addressing the goals established by the City Council for the upcoming year. The FY 2023-24 Adopted Budget is balanced on a recurring basis. However, the five-year financial forecast reflects a recurring budget deficit starting in FY 2025-26 as growing expenses outpace anticipated revenue growth. Staff is committed to mitigating the future recurring deficit by continuing to implement prior cost-saving initiatives and identifying future efficiencies, revenue-generating opportunities, and financial policies that will provide long-term recurring savings to the City. The Adopted FY 2023-24 Budget also includes additional one-time funding towards paying down pension liabilities and the ongoing investment in maintaining and improving the City's infrastructure, in support of continuous improvement and financial sustainability.





# CITY MANAGER’S BUDGET MESSAGE



## BUDGET OVERVIEW

**ADOPTED BUDGET SUMMARY**

The FY 2023-24 budget totals just under \$850 million in appropriations for all funds, with the General Fund totaling \$232.5 million. Total appropriations are \$57.4 million more than the Adopted FY 2022-23 Budget, an increase of approximately 7.2%, while General Fund appropriations increased by \$12.9 million, or 5.8% from the prior year. **Table 1** provides a citywide snapshot of the adopted resources and appropriations for FY 2023-24.

**Table 1 – FY 2023-24 Adopted Citywide Budget**

FUND/FUND GROUP	ADOPTED RESOURCES	ADOPTED APPROPRIATIONS
General Fund	\$ 222,293,625	\$ 232,531,072
Special Revenue Funds (incl. Cap. Projects Fund)	66,911,624	66,457,429
Internal Service Funds	84,285,596	96,308,779
Enterprise Funds	43,016,855	55,716,613
Electric and Water (BWP)	310,765,625	376,455,466
Successor Agency	2,651,818	7,446,068
Housing Authority	12,800,189	14,218,191
Parking Authority	694,748	791,914
<b>TOTAL ALL FUNDS</b>	<b>\$ 743,420,080</b>	<b>\$ 849,925,532</b>

**GENERAL FUND**

**BUDGET DEVELOPMENT PROCESS**

At the beginning of this year’s budget development process, staff projected a General Fund recurring balance of approximately \$6.7 million heading into FY 2023-24. After adjusting revenue projections to account for stronger than anticipated returns and incorporating department budget requests and City Council directed appropriations, the FY 2023-24 General Fund budget was adopted with a balance of \$4.2 million. Recurring General Fund appropriations for FY 2023-24 are just under \$218 million, an increase of approximately 8% over last year’s adopted recurring budget of \$201 million. Staff has made significant efforts to maintain spending at existing budget levels citywide however due to the inflationary cost of goods and services, the homelessness crisis and need for affordable housing, the City Council appropriated additional funding to maintain City Services and provide some assistance to the community in alignment with the City Council’s goals established at the beginning of the budget process. Roughly \$2.7 million in new General Fund recurring budget items (net of revenue) and \$8.2 million in one-time items were incorporated into the FY 2023-24 Adopted Budget. The City Manager reviewed in detail the proposed department budget requests, prior to their incorporation into the proposed budget, which was presented to the City Council in May. New appropriations were prioritized in accordance with their adherence to the City Council’s stated goals for the coming year and to address issues such as housing and homelessness, sustainability, infrastructure, and improved quality of life for Burbank residents and businesses. Staff is continuing to focus on citywide cost-saving initiatives and revenue enhancements to improve the long-term health of the City’s financial forecast.

**GENERAL FUND REVENUE**

Economic growth in FY 2022-23 surpassed consensus expectations despite the continued increases to the Federal interest rates to calm inflation. Households and businesses maintained a surprising amount of activity and spending. Although not as robust as FY 2022-23, it is expected that there will be moderate growth in revenues for FY 2023-24, as the economy is expected to grow at a slower rate. If the Federal

# CITY MANAGER’S BUDGET MESSAGE

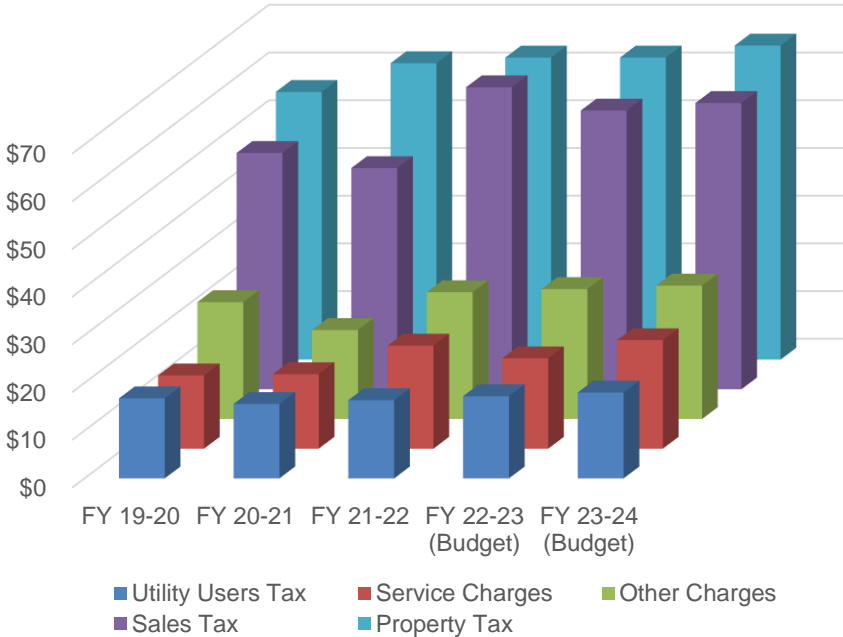


Reserve continues to increase rates aggressively, this could result in higher mortgage rates, businesses investing less, and consumers cutting back on spending.

Burbank’s General Fund recurring revenue estimates for FY 2023-24 represent a 5.9% increase over the revised FY 2022-23 projections. Sales tax and property tax continue to be the General Fund's largest revenue sources, representing 57% of recurring revenue.

**Chart 1** highlights three years of actual results and two years of budgeted projections for the top five General Fund revenues. Sales Tax includes 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)**



**Citywide Fee Schedule**

The FY 2023-24 Adopted 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. The cost recovery policy also dictates that City fees be adjusted annually by the CPI, to maintain the current level of cost recovery for City services.

In FY 2022-23, the City contracted with Willdan Financial Services (Willdan) to conduct a comprehensive citywide Fee Study to review the City’s fee structure and determine an accurate accounting for the true cost of providing various programs and services within city operations. The goal was to establish a consistent and objectively based fee structure to align with industry-accepted best practices, reaffirm the City’s compliance with Proposition 26, and realign fees with the City Council’s Cost Recovery Policy. Proposition 26, approved by California voters in 2016, limits certain fees collected to the reasonable cost of providing the service.

Departments worked collaboratively with Willdan to determine the proper time allocation for positions involved in providing city services related to fees and allocating overhead accurately amongst these positions. The City Council’s Cost Recovery Policy provides further guidance on how to set fees based on the benefits a user receives above a general taxpayer, offering greater fairness in pricing services to users.



# CITY MANAGER'S BUDGET MESSAGE



The City's cost recovery policy consists of three categories:

- Public Benefit or Core Services – Core services provide the broadest public and community benefit to the City. The cost of providing core services could be a significant General Fund subsidy.
- Public and Individual Benefit or Important Services – Important services deliver a higher benefit to the user than the general taxpayer. The cost of important services could be shared between general taxes and fees paid by participants via program and/or rental fees.
- Individual or Value-Added Services – These services primarily provide a benefit to the individual utilizing the program or service. The goal should be full, or close to full cost recovery through user and rental fees.

Most General City (non-utility) fees and services were included in the study, with some notable exceptions such as fines, penalties, taxes, and development impact fees. The recommended fee changes are included in the FY 2023-24 Adopted Fee Schedule and the corresponding revenues have been incorporated into the FY 2023-24 Adopted Budget.

It is important to note that the Burbank Program, Activity, and Service Subsidy (PASS) Program continues to provide Burbank residents in need of financial assistance the opportunity to engage and participate in Citywide services. Subsidy amounts vary from 40%-80% depending on the activity or service. The Parks and Recreation department oversees the administration of the PASS program, and detailed information can be found under the department's website.

## **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 on 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 2023-24 through FY 2027-28) will average 3.8% while recurring expenditure growth will average 4.8%. Revenue expectations have been revised based on the most recent economic data available, as well as recent and planned business openings and developments. The average revenue growth in the current forecast includes projections of 2.2% for Sales Tax and 4.0% for Property Tax, the City's largest general fund revenue sources.

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

### **Memorandum of Understanding (MOU) Projected Costs:**

Salaries and benefits currently account for approximately 74% of the General Fund's recurring budget. As such, the City's MOU negotiation process for the City's bargaining groups plays a significant role in determining the City's financial position. Currently, all of the City's bargaining groups have MOUs except for the International Brotherhood of Electrical Workers (IBEW). Aligning with the City Council's Financial Policies related to employee compensation, the General Fund forecast includes assumptions for salary and benefit growth over the next five years based on projected market rates for all the City's labor groups. Market rates are determined through salary and benefits 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 comparable positions to determine whether employee salaries are at market value. Financial policies also dictate that the City and employees evenly share 50% of the normal cost of the CalPERS pension benefits which has been implemented according to the provisions of each MOU.

# CITY MANAGER’S BUDGET MESSAGE



**Public Employees Retirement System (PERS) Costs:**

Managing costs associated with CalPERS pensions continues to be a challenge for the City, leading to a significant fiscal constraint. In recent years, Burbank has taken measures toward mitigating pension cost increases including:

- Sending Additional Discretionary Payments (ADPs) to CalPERS over the City’s required contributions to decrease the City’s unfunded liability
- Establishing a Section 115 trust to offset future pension volatility
- Increasing employee contributions toward their pension rates
- Implementing the changes directed by the Public Employees’ Pension Reform Act (PEPRA) adopted by the State of California in 2012.

Burbank currently has an Unfunded Actuarial Liability (UAL) of just under \$248 million across the City’s three pension plans. The funded status for the City’s three pension plans is as follows: 86.8% for Miscellaneous, 79.7% for Police, and 85.8% for Fire. **Table 2** shows the actual CalPERS employer rates and UAL contributions for the three employee classifications for the previous year (FY 2022-23), the current adopted fiscal year (FY 2023-24), and the projected employer rates and contributions for the following two fiscal years (FY 2024-25 and FY 2025-26).

**Table 2 – City of Burbank Pension Costs FY 2022-23 – FY 2025-26**

Classification	Actual FY 2022-23	Actual* FY 2023-24	Projected FY 2024-25	Projected FY 2025-26
Police 3% @ 50 Rate	22.05%	24.01%	23.20%	22.80%
Police Liability Payment	\$8,152,664	\$7,175,729	\$7,064,000	\$6,751,000
Fire 3% @ 55 Rate	17.71%	18.80%	18.40%	18.10%
Fire Liability Payment	\$5,028,014	\$4,465,006	\$4,306,000	\$4,004,000
Misc 2.5% @ 55 Rate	10.00%	11.11%	10.90%	10.60%
Misc Liability Payment	\$21,224,820	\$18,843,953	\$18,221,00	\$17,076,00

\* Amounts shown are the total amounts due for FY 2023-24 if the City were to pay CalPERS on a monthly basis. For FY 2023-24, the City Council approved the prepayment of the liability payments, which will result in a net savings of \$932,860 citywide.

In July 2021, CalPERS reported a 21.3% net return on investments for FY 2020-21. This investment return decreased the City’s UAL payment amount by \$1.7 million for FY 2023-24 and increased the overall funded status of all three plans from an average of 72.9% to an average of 84.1%. Offsetting the investment gains was CalPERS’ decision to lower the discount rate from 7% to 6.8%, as well as the adoption of new assumptions regarding retirement age, life expectancy, and salary inflation, all of which resulted in an increase to the normal cost rates for each plan. In July 2022, CalPERS reported a negative (6.1%) investment loss for FY 2021-22. This loss will result in an increase to UAL payments in FY 2024-25 that will nearly negate the reduction the City received for FY 2023-24. The forecast accounts for the FY 2021-22 CalPERS investment results but does not account for any potential losses in FY 2022-23. In early August 2023, CalPERS reported a preliminary net return of 5.8% on its investments ending June 2023. Total fund performance will be evaluated in the next few months using investment returns, employee and employer contributions, and retiree payments which will result in the ending return to be used in the calculation of the City’s pension costs beginning in FY 2025-26.

As part of the City Council’s pension funding plan, the City made \$53 million in ADPs to CalPERS across all funds over a four-year period ending in FY 2022-23. to help reduce future pension obligations. Over \$6 million in recurring annual savings (\$4.2 million General Fund) was generated as a result of this effort. Given the success of this plan and the recent volatility of CalPERS’ annual investment earnings, the City Council adopted a funding plan that includes \$9 million in additional pension payments over the next two



# CITY MANAGER’S BUDGET MESSAGE



fiscal years (FY 2023-24 and FY 2024-25) to further mitigate pension cost increases. Roughly 65%, or \$5.8 million of this total will come from the General fund. These additional discretionary payments are estimated to generate a cumulative citywide recurring pension savings of \$1.5 million (\$1 million General Fund) at the end of the second year, offsetting a large portion of the projected deficit in the later years of the General Fund forecast.

The City continues to maintain the Section 115 trust for pension obligations, which was established in June of 2020 in accordance with the City Council’s Pension Funding Commitment Policy. The Section 115 Trust allows the City to set aside funds that could be used to help support future pension-related economic volatility. In adherence to the aforementioned policy, to the City Council approved a contribution of \$5.8 million to the trust in FY 2023-24. As of June 2023, the current balance in the trust is \$16.8 million.

### **Financial Reserves**

The City of Burbank has continued to fulfill the City Council’s Financial Policies by fully funding our financial reserves. The City’s policy is to designate 15% of the General Fund’s operating budget to its working capital reserve and 5% to a designated emergency reserve. During the FY 2022-23 budget adoption process, the City Council revised the financial reserve policy to include an additional Budget Stabilization reserve of up to 5%, bringing the City’s cumulative reserve levels to 30% of the General Fund’s operating budget. The FY 2023-24 adopted budget includes a contribution of just over \$4 million to fully fund these reserves, bringing the total General Fund combined available reserve balance to \$54.4 million.

The City also maintains a Compensated Absences reserve, which was established to offset the City’s unfunded accrued leave payout liability and fund estimated annual payoffs that are not included within the operating budget. As part of the FY 2022-23 budget adoption process, the City Council also approved an increase to the funding level of the compensated absences reserve from 20% to 25% of the General Fund’s total outstanding liability. The FY 2023-24 Adopted Budget includes a contribution of \$259,405 to the Compensated Absences reserve, in order to maintain the balance of the reserve at 25% of the General Fund’s total liability.

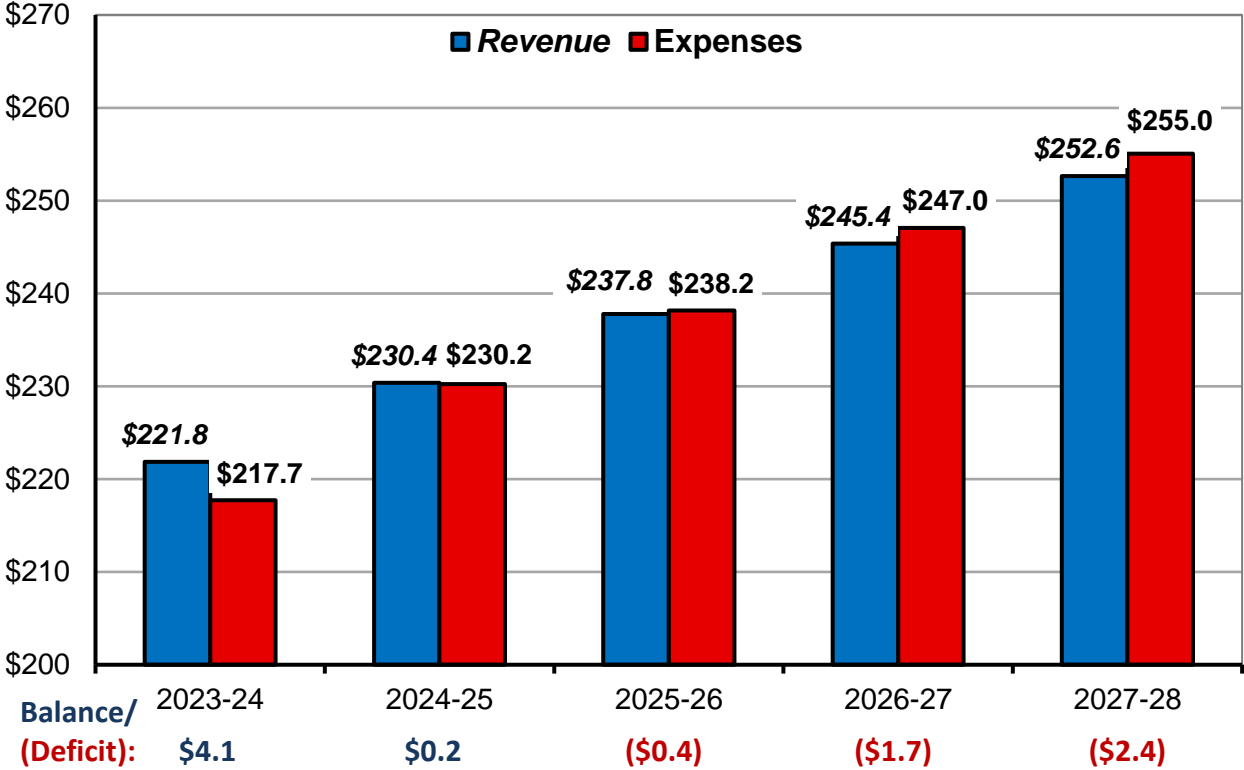
### **GENERAL FUND SUMMARY**

As illustrated in Chart 2, staff is projecting a recurring General Fund balance of \$4.1 million in FY 2023-24, with that balance giving way to a budget deficit of approximately \$2.4 million by FY 2027-28. The City’s cash position remains strong, with a projected year-end non-recurring General Fund balance of \$17 million at the end of FY 2023-24, growing to over \$20 million in year five of the forecast. It should be noted that there are still several risks associated with our projections, including outstanding labor agreements, potential changes to future CalPERS assumptions, future City development, and the overall health of the economy.

# CITY MANAGER’S BUDGET MESSAGE



**Chart 1 - General Fund Financial Forecast FY 2023-24 through FY 2027-28**  
(in millions)



Burbank is heading into FY 2023-24 with an adopted budget that reflects the City Council’s goals and priorities, but still adheres to the City’s values of fiscal responsibility. The City is realizing higher revenues in the current inflationary environment and at the same time dealing with an increased cost of providing services to the community. The volatilities in the stock market are impacting pension costs, resulting in significant increases starting in FY 2024-25 and beyond. All these factors combined continue to drive expenditure growth at a faster pace than the growth in revenues. There is still a question of an impending recession that may result from rising interest rates, decreasing consumer confidence, and continued instability in the stock market and banking industry. Staff is committed to implementing the City Council’s strategic initiatives to enhance revenues and invest one-time funds in order to eliminate future recurring budget gaps and ensure the long-term fiscal health of the City.

**AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)**

In response to the Pandemic, the U.S. government enacted a series of measures to mitigate the effects of the health and economic crises. In March 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The American Rescue Plan Act (ARPA) was signed into law in March 2021. ARPA established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), providing \$350 billion to state, local, territorial, and Tribal governments.

The City of Burbank was allocated \$25.5 million from the ARPA funding. To date, the City has committed \$23.4 million and proposes to spend the approximately \$2 million in remaining ARPA funds on the following projects:

- Computer-Aided Dispatch (CAD) / Record Management Systems (RMS) Equipment
- Integrate Mobile 311 application with required internal systems
- Personnel Action Form (PAF) process automation
- Electronic Onboarding/Offboarding
- Public Records Act (PRA) Efficiency
- Agenda Management Software



# CITY MANAGER'S BUDGET MESSAGE



## **FY 2023-24 State Budget**

On June 27, 2023, California adopted a \$311 billion budget with \$226 billion in general fund spending. After two years of unprecedented revenue growth, California faces a downturn in revenues due to a declining stock market, and persistently high inflation in 2022, rising interest rates, and job losses in high-wage sectors that are heavily relied upon for capital gains. Through prudent planning and budget resilience from previous budget years, the state is in its best fiscal position to address this downturn. The Budget includes a balanced package of solutions to bridge an approximately \$30 billion shortfall that avoids deep program cuts and protects investments in education, health care, climate, public safety, and social service programs. The solutions involve fund shifts, reductions and pullbacks, delays in spending, internal borrowing, and trigger reductions which would be restored in the future if economic conditions improve.

Additionally, the Budget maintains fiscal discipline by setting aside a record \$37.8 billion in total budgetary reserves. This includes \$22.3 billion in the Budget Stabilization Account or Rainy Day Fund. Together with the package of solutions, put California on strong fiscal standing to better withstand future economic downturns or revenue declines.

The administration is continuing to implement the Road Repair and Accountability Act of 2017, Senate Bill 1 (SB 1), which provides funding for both state and local transportation infrastructure. SB 1 increased the gas fuel tax by 12 cents, providing a stable and ongoing increase in state transportation funding. The federal Infrastructure Investment and Jobs Act (IIJA) provided a large influx of funding for California to continue prioritizing transportation infrastructure. The City of Burbank is estimated to receive SB 1 funding of \$2.6 million in FY 2023-24, which assumes the inflationary adjustment. Staff will continue to monitor developments in the state budget process and provide updates to the City Council as necessary. Staff will continue to monitor developments in the state budget process and provide updates to the City Council as necessary.

## **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. Based on this report, Fund 530 experienced an increase in liability. The General Liability Fund continues to experience rising costs for the purchase of liability and property insurance due to the hardening of the market for municipalities. This necessitated a \$1.325 million budget increase for FY 2023-24 and a resulting increase to citywide required contributions to Fund 530. Fund 530 saw a total increase in appropriations of approximately \$1.5 million. After several consecutive years of cost reductions, the Workers' Compensation actuarial liability increased by \$2.2 million. This necessitated an increase to the Fund's cash reserves to abide by Governmental Accounting Standards and fully fund our future liabilities. The actuarial increase is primarily driven by increases in case reserves of existing claims. The Management Services Department, in cooperation with the City's labor groups, continually strives to reduce Workers' Compensation expenses despite steadily increasing costs for medical expenses and salary continuation.

The **Vehicle Equipment Replacement Fund 532**, **Office Equipment Replacement Fund 533**, and **Communication Equipment Fund 535** continue to operate with minimal increases to their operating budgets. Fund 532 has a total of \$4.8 million in capital spending planned for FY 2023-24. Capital projects include the replacement of the fuel tanks at Fire Stations numbers 12 and 16 and the scheduled replacement of fully depreciated equipment for the coming budget year. Within the Vehicle Fund, 87 pieces of equipment are scheduled for replacement in FY 2023-24, for a total budget of \$24,688,994. 100 additional depreciated vehicles have been deferred to a future year, for a savings of \$6.5 million. Within

# CITY MANAGER'S BUDGET MESSAGE



Fund 533, items totaling \$119,376 are budgeted for replacement, including a High-Performance Graphics Printer for the Police Department's Investigation Forensic Services and two Genie lifts for the Fleet Division within the Public Works Department.

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 FY 2023-24 Adopted Budget includes appropriations for 20 new and continuing IT projects totaling \$4.3 million, \$2 million of which are funded by ARPA funds, as previously discussed. The following is a list of the IT projects approved for the FY 2023-24 Budget:

- ▶ Agenda Management - \$163,000
- ▶ Electronic Onboarding/Offboarding - \$540,423
- ▶ Enterprise Integration Enhancements - \$250,000
- ▶ Public Records Act Efficiency - \$163,000
- ▶ Council Chamber Equipment - \$70,000
- ▶ Conference Room Technology Upgrade - \$95,000
- ▶ ELMS Civic Efficiency Solution - \$150,000
- ▶ Enterprise Content Management - \$140,000
- ▶ Enterprise Asset Management Study - \$140,000
- ▶ Contract Lifecycle Management - \$290,000
- ▶ Managed Print Services Study - \$88,000
- ▶ Mobile 311 Integrations - \$263,000
- ▶ OpenGov Procurement Modules - \$147,707
- ▶ Online Time Entry - \$236,262
- ▶ PD Automated Citation Writers - \$95,000
- ▶ PD Computer Aided Dispatch - \$406,000
- ▶ PD Axon Investigate - \$95,000
- ▶ Personnel Action Form Automation - \$312,021
- ▶ Roth 457 Program - \$138,000
- ▶ PD Video Surveillance System - \$230,000

## **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 2023-24:

### ***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. Within all of the City's transportation funds, \$9.6 million has been appropriated in FY 2023-24 to fund the BurbankBus system (including fixed-route, senior and disabled transit), First Street Class IV Bike Lane, and various street and bridge improvements throughout the City.



**Fund 109 (Measure W):** This fund was 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 received approximately \$1.5 million in revenue from this program in FY 2022-23. Portions of five positions totaling 1 FTE will be paid out of the Measure W Fund in FY 2023-24, including .15 FTE each of two new Civil Engineering Associate positions. Funds will also be used for compliance with the Municipal Separate Storm

Sewer System (MS4) Permit and Total Maximum Daily Load (TMDL) requirements to protect stormwater quality and for infrastructure projects to capture, treat, and recycle stormwater, as well as strengthen the capacity to improve water quality, increase water supplies, and reduce pollution from urban runoff.

# CITY MANAGER’S BUDGET MESSAGE



**Fund 122 (Community Development Block Grant):** Community Development Block Grant (CDBG) funds both public service projects as well as capital projects designed to benefit persons of low to moderate income. In June 2023, the City Council approved \$153,097 in public service funding for local non-profit groups, including the Armenian Relief Society, Burbank Coordinating Council, Boys and Girls Club, Burbank Noon Lions, Burbank Temporary Aid Center, Home Again Los Angeles, Family Service Agency of Burbank, and Jacaranda Housing. In addition, capital and economic development project funds totaling \$766,634 will assist in funding the Community Development Department for facility renovations and accessibility improvements at the public facility located on 2244 Buena Vista Street.

**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 \$4.8 million for FY 2023-24. Revenues for Funds 123 and 125 increased in FY 2022-23 due to a scheduled inflation adjustment that went into effect on July 1, 2022. Both funds are expected to see revenue growth continue into FY 2023-24. The RMRA Fund will dedicate \$2.5 million to street improvements for FY 2023-24, which funds a list of specific projects approved by the City Council in April of 2023.



**Fund 127 (Public Improvements Fund):** This program funds public improvements through the receipt of Development Impact Fees. The Public Improvements budget is just over \$3.8 million for FY 2023-24, with roughly \$2.9 million going towards capital. Funding in this year’s infrastructure investment plan includes a variety of updates at Police and Fire Headquarters, the George Izay Park master plan, San Fernando Bikeway construction, and the development of the Dick Clark Dog Park.

**Fund 128 (Affordable Housing Programs):** The City receives funds annually from HUD for affordable housing programs. For FY 2023-24, Burbank is investing a combined total of \$655,362 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 \$3.9 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. All four of Burbank’s Enterprise Funds required rate increases for FY 2023-24 as outlined below. These were adopted by the City Council at a separate public hearing on June 6, 2023.

**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 2023-24 Budget of \$22 million with \$2.8 million of that amount dedicated to capital projects. Sewer rates increased by 4% for FY 2023-24. This equates to a monthly increase of approximately \$1.05 for the average residential customer.

**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 2023-24 Budget totals \$33.7 million and includes an approved rate increase of 6% to meet rising operational costs and stay in



# CITY MANAGER'S BUDGET MESSAGE



compliance with state mandates. For the average residential customer, this equates to a monthly increase of approximately \$2.09.

**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, system reliability, and capital improvements. The BWP Electric Fund's FY 2023-24 Budget has a total of \$322 million in overall appropriations, with projected operating revenue of \$268 million. The FY 2023-24 CIP budget for the Electric Fund is approximately \$50.5 million.



To obtain renewable energy and keep up with inflation, the adopted Electric Fund budget includes an 8.5% rate increase for electric service in FY 2023-24. For the typical single-family residential customer, the cumulative impact of the approved rate increase is estimated at \$12.77 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 \$54.4 million, with projected operating revenue of approximately \$42.5 million. The Water Fund CIP Budget for FY 2023-24 totals approximately \$10.6 million.

The adopted Water Fund budget includes a 9% rate increase for water service in FY 2023-24. 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, conservation, and modernizing the City's water infrastructure. The new rates represent a cumulative monthly increase of \$6.44 for 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 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.

# CITY MANAGER’S BUDGET MESSAGE



## **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 toward a citywide parking management strategy, while Public Works continues to retain oversight of the continuing capital projects within the Parking Authority Fund. Total FY 2023-24 appropriations of roughly \$792,000 for the Parking Authority will fund the operations and maintenance of downtown parking lots and structures, the repair and construction of the Orange Grove parking structure, 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 316 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 2023-24 Adopted Budget continues to contribute half of the Measure P Transactions and Use Tax (TUT) 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 presented to the Infrastructure Oversight Board (IOB) for review at two public meetings on February 23 and April 27, 2023, the second of which the IOB formally approved the capital plan. 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 2023-24, approximately 14.2% is appropriated for Capital Improvements. The multi-year Capital Improvement Program totals \$962 million, including FY 2023-24 appropriations of \$121 million and prior year appropriations of \$232 million. Approximately \$609 million in future year appropriations will be required to complete all 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 26, 2023. 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. As a result of the workshop, the City Council and established the following items as their priorities for the upcoming year:



**City Services**



**Housing/Homelessness**



**Sustainability**



**Economic Development**



**Quality of Life**



**Transportation/Traffic**

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. The highlights of the FY 2023-24 Work Program, the Work Program goals for FY 2023-24, and the annual Performance Measures can be found within the individual department sections of this budget document. Work Program Goals and Performance Measures are clearly linked to the City Council's six stated goals for 2023 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 are part of our continuous improvement efforts. The Adopted FY 2023-24 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 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 uncertain times. I am confident that this year’s (FY 2023-24) Budget meets the needs of the Burbank community and positions the City for long-term success.

The City Council’s prior actions, such as the implementation of cost-saving initiatives and budget savings measures, have protected our community from unintended or unnecessary economic consequences. Fortunately, thanks to a history of prudent financial management, the City is in a strong cash position, adopted a balanced General Fund budget, and has solid reserves, which will help insulate Burbank from any future economic events. Barack Obama once said, “A budget is more than just a series of numbers on a page; it is an embodiment of our values.” Burbank is heading into FY 2023-24 with an adopted budget that reflects the City Council’s goals and priorities but still adheres to the City’s values of fiscal responsibility. Staff is committed to implementing the City Council’s strategic initiatives to enhance revenues and invest one-time funds to eliminate future recurring budget gaps and ensure the long-term fiscal health of the City.

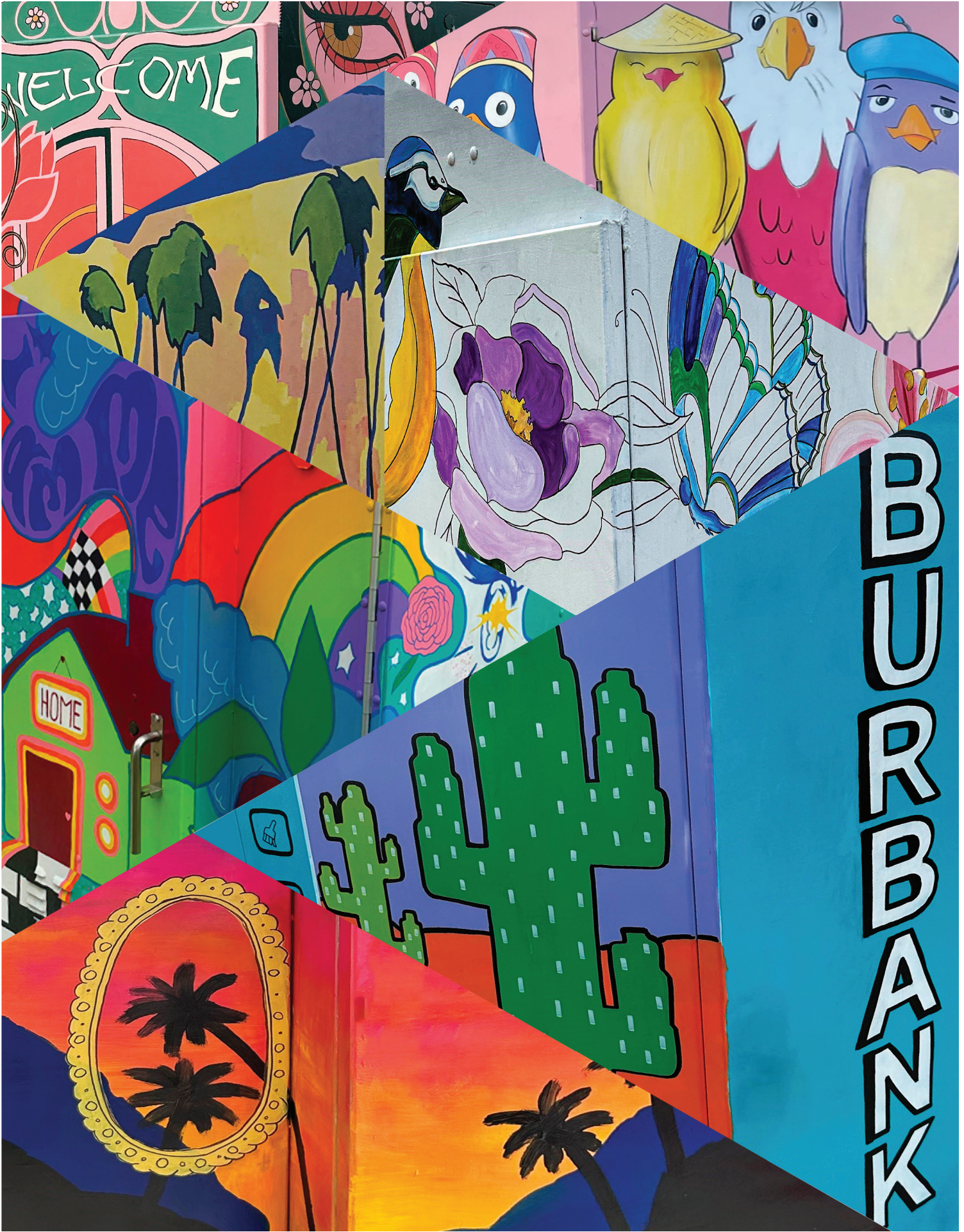
Thank you for allowing me the opportunity to play a role in the continuing success of this great City.

Respectfully submitted,

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

Justin Hess  
City Manager







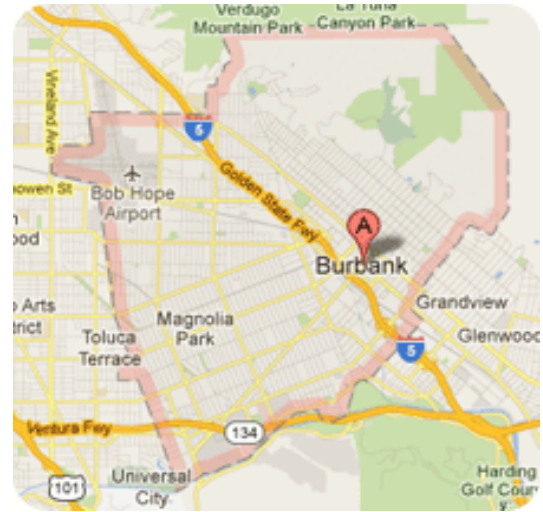


# BUDGET USER'S GUIDE



## THE CITY OF BURBANK – BRIEF OVERVIEW

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 12,400 businesses and non-profit agencies, and 43,044 households within the City limits. According to the U.S. Census, the median income per household is \$89,323. As of January 1, 2022, Burbank's population is estimated to be 105,357 (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.

## FORM OF GOVERNMENT

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 body 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



## BUDGET PROCESS

### Background

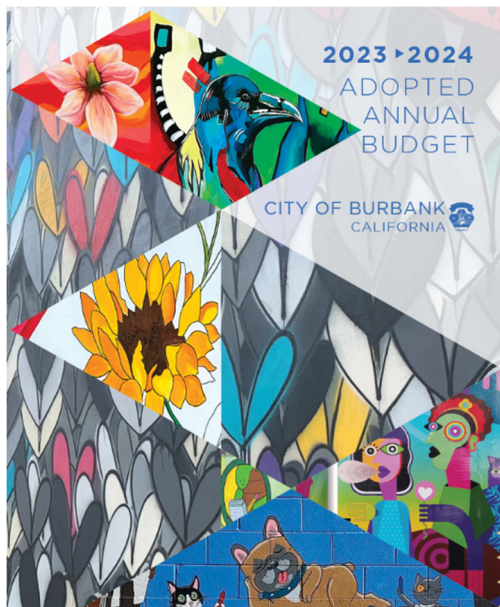
Section 1005 of the Burbank City Charter mandates and sets forth the legal requirements for the preparation and adoption of the City budget. The Financial Services Department - Budget Division, prepares an annual Budget Guide providing detailed instructions and assistance to each department with respect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

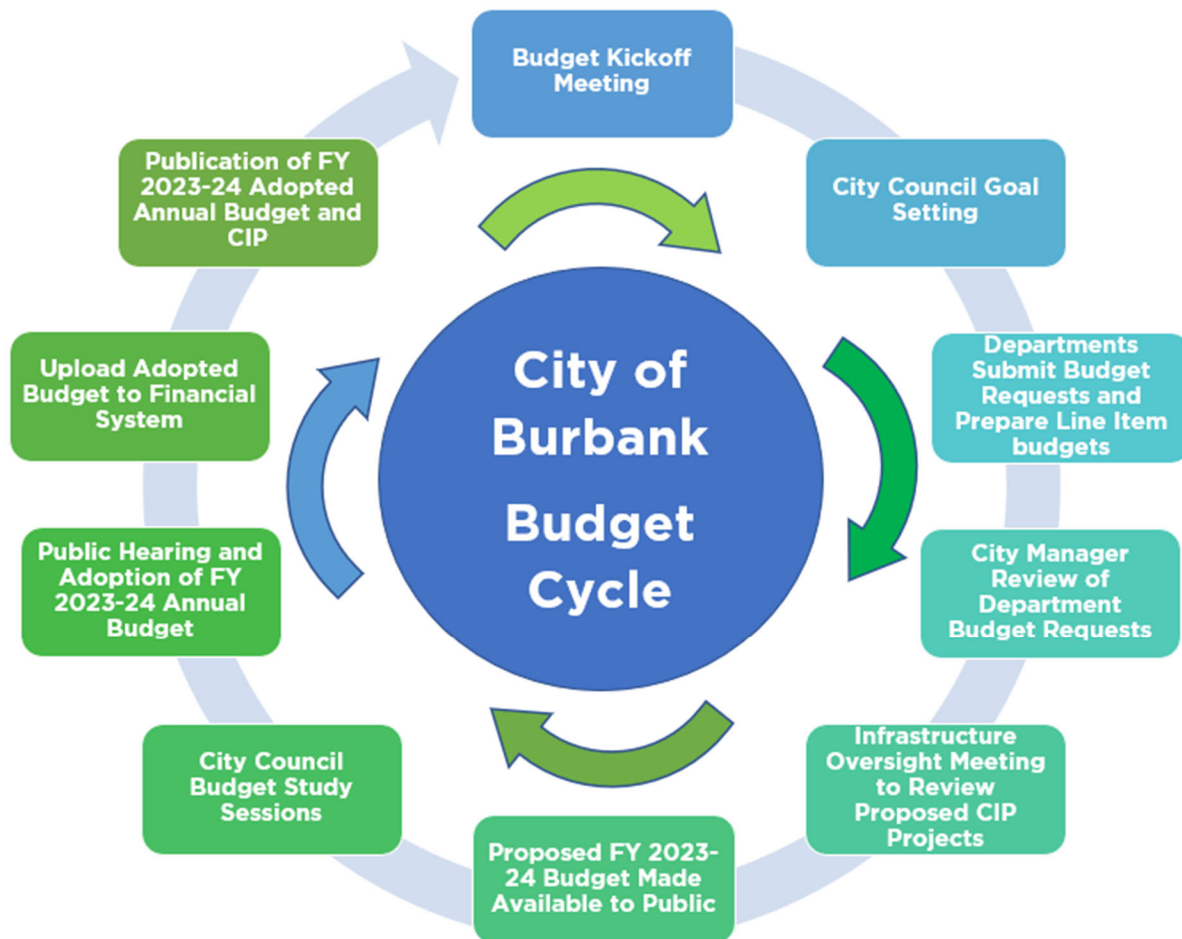


From January through April, the Budget Division, Financial Services Director, and the City Manager carefully review, evaluate, and prioritize department reductions (when necessary) as well as each department's budget submissions for new and additional services, positions, materials and supplies, capital 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 established goals; and providing the most efficient, effective, and economical service levels possible are major considerations throughout the budget process.

Budget Staff hosts a meeting with all department directors and the City Manager to review department budget requests and/or reductions as necessary and finalize the proposed budget. Budget study sessions are held in May, culminating with a public hearing, which occurs in June. 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 USER'S GUIDE



## Budget Calendar - Summary

The following calendar highlights some of the key milestones for the FY 2023-24 budget process:

- December 9 Capital Improvement Program (CIP) project requests due to Public Works Department
- January 10 Budget Kick-Off Meeting
- January 27 First Budget Deadline: new budget requests
- February 6 Development Oversight Committee (DOC) first review of the Proposed Infrastructure Plan
- February 10 Second Budget Deadline: budget worksheets, budgeted position changes, revenue projections, and fee schedule changes
- February 23 Infrastructure Oversight Board (IOB) infrastructure plan presentation
- March 6 DOC second review of Proposed Infrastructure Plan
- March 31 Third Budget Deadline: agreements and contracts lists, and department narratives
- April 27 Infrastructure Oversight Board (IOB) Infrastructure Plan approval
- May 4 Citywide distribution of Proposed FY 2022-23 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

# BUDGET USER'S GUIDE



May 9 and May 16	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
June 6	Public hearing and adoption of FY 2023-24 utility rates
June 13	Public hearing and adoption of FY 2023-24 Annual Budget
June 16	Deadline for work program highlights, goals, and performance measures
July	Publication of the FY 2023-24 Citywide Fee Schedule
September	Publication of FY 2023-24 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 director, with the 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 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, is 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 of 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 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 the 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),

# BUDGET USER'S GUIDE



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 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).

## **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**

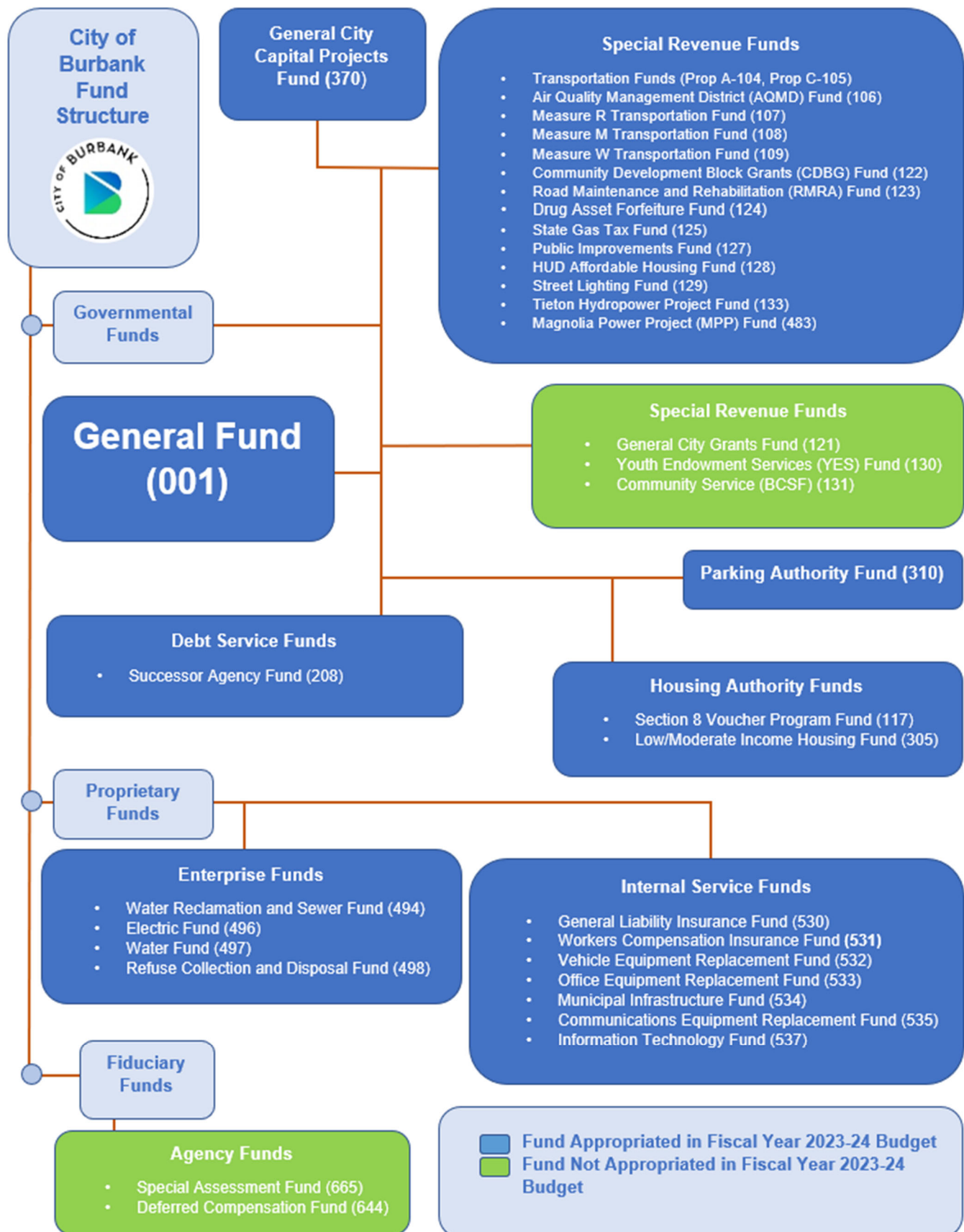
**The Glossary of Budget Terms** is provided to better familiarize the reader with some of the budgetary and financial vocabulary found throughout the Budget document. The Glossary also contains descriptions of all City funds and fund types. A glossary of acronyms is included in this section as well.

**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) Burbank Facts; 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.



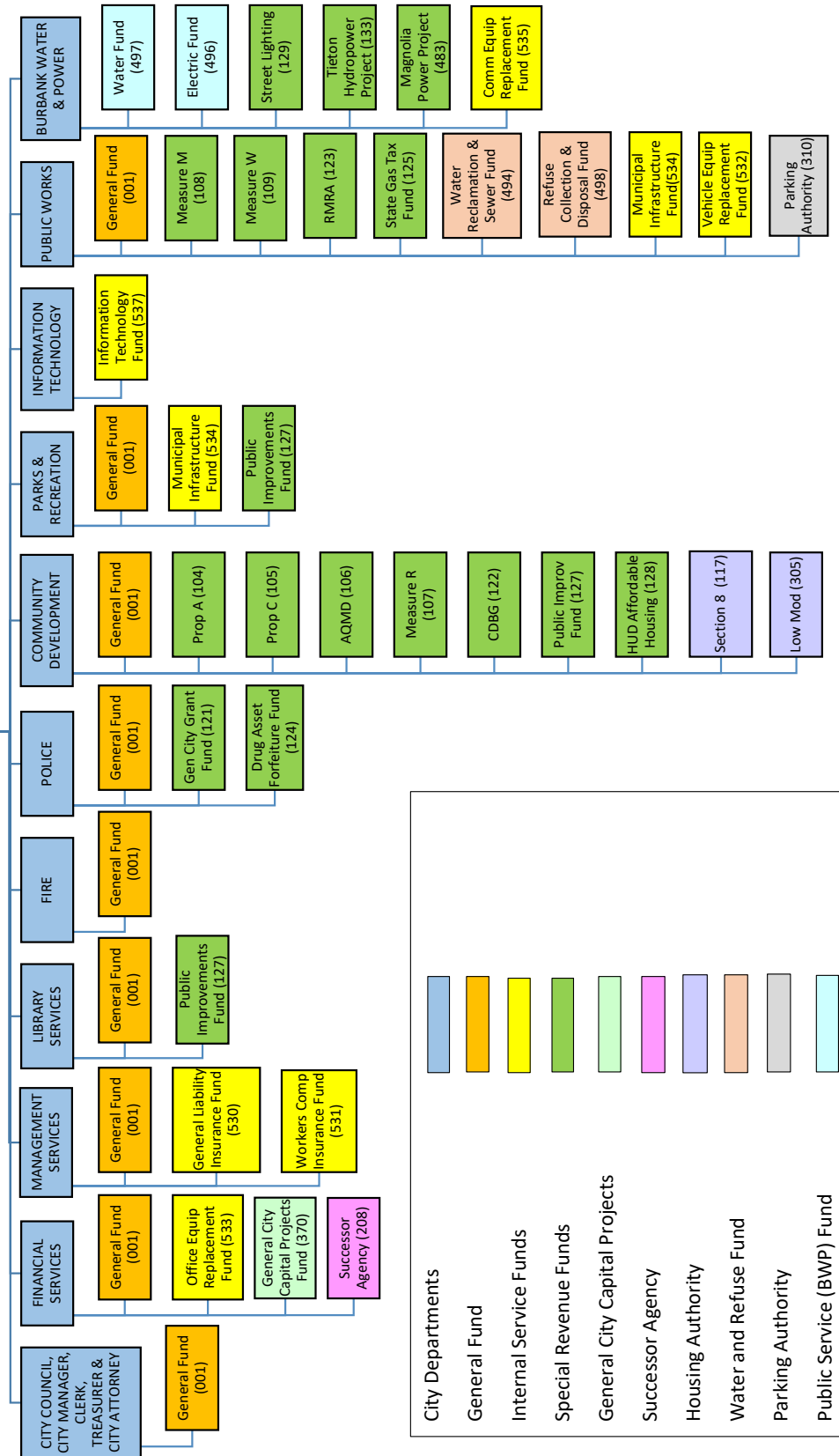
# BUDGET USER'S GUIDE



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## CITY OF BURBANK DEPARTMENT and FUND RELATIONSHIP



City Departments
General Fund
Internal Service Funds
Special Revenue Funds
General City Capital Projects
Successor Agency
Housing Authority
Water and Refuse Fund
Parking Authority
Public Service (BWP) Fund

# 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 balances.

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 requires 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 to ensure long-term fiscal stability and were last updated on May 24, 2022. 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.



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## 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, a designated emergency reserve equivalent to 5 percent of the General Fund's operating budget, and a budget stabilization reserve equivalent to up 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 using 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. 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 the 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. 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 about 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.

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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 the “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 \$932,860 across the three plans for the 2023-24 fiscal year. Below are the actual employer rates and UAL contributions for the three employee classifications for the last fiscal year (FY 2022-23), the current fiscal year (FY 2023-24), and the projected rates for the next two fiscal years (FY 2024-25 and FY 2025-26).

Classification	Actual FY 2022-23	Actual* FY 2023-24	Projected FY 2024-25	Projected FY 2025-26
Police 3% @ 50 Rate	22.05%	24.01%	23.20%	22.80%
Police Liability Payment	\$8,152,664	\$7,175,729	\$7,064,000	\$6,751,000
Fire 3% @ 55 Rate	17.71%	18.80%	18.40%	18.10%
Fire Liability Payment	\$5,028,014	\$4,465,006	\$4,306,000	\$4,004,000
Misc 2.5% @ 55 Rate	10.00%	11.11%	10.90%	10.60%
Misc Liability Payment	\$21,224,820	\$18,843,953	\$18,221,000	\$17,076,000

\* Amounts shown are the total amounts due for FY 2023-24 if the City were to pay CalPERS on a monthly basis. For FY 2023-24, staff is proposing to prepay the liability payments, which will result in a net savings of \$932,860 citywide.

**Flexible Benefits Plan** – The City provides a specific dollar amount to each employee based on the employee’s bargaining unit and the 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.

**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.



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**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 the 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 and Power, Special Revenue Funds, Internal Service Funds, Housing Authority, and Parking Authority budget sections.

## WORK PROGRAM AND PERFORMANCE MEASURES

In recent years, the Government Finance Officers Association’s (GFOA) revised guidelines 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 for the Administration and Technical Services of the Library Services Department. This sample budget format includes:

- ① The heading identifies the division, program, and/or section discussed. Underneath the heading is the cost center (LB01A 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 2023-24 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 2021-22 fiscal year-end, the FY 2022-23 Budget, the FY 2023-24 Budget, and the change from the FY 2022-23 Budget are also provided in this section.

# BUDGET USER'S GUIDE



## SAMPLE BUDGET

①	<h3>Administration and Technical Services</h3> <h4>001.LB01A</h4>																																																																																																																																																																						
②	<p>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.</p>																																																																																																																																																																						
③	<b>OBJECTIVES</b>																																																																																																																																																																						
	<ul style="list-style-type: none"> <li>➢ Maintain and improve Library operations through planning and analysis.</li> <li>➢ Ensure proper administration of department budget, purchasing, grants, and other financial matters.</li> <li>➢ Oversee hiring and development of staff.</li> <li>➢ Develop system-wide policies and procedures.</li> <li>➢ Act as liaison to the Board of Library Trustees, Burbank Sister City Committee, and Friends of the Burbank Public Library.</li> <li>➢ Monitor and implement City Council goals, priorities, and objectives.</li> <li>➢ Create and distribute marketing material in print, online, and social media to promote Library programs and services.</li> <li>➢ Administer rental of Library meeting rooms.</li> </ul>																																																																																																																																																																						
④	<b>CHANGES FROM PRIOR YEAR</b>																																																																																																																																																																						
	<p>One-time funding in Training supports development in two areas: Core staff training in justice, equity, diversity, and inclusion, and enhanced training in working with patrons experiencing homelessness, mental health, or addiction issues. At the direction of City Council, an additional Administrative Analyst I was added to coordinate the Sister City and Volunteer Programs.</p>																																																																																																																																																																						
⑤	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="text-align: center;">EXPENDITURES FY2021-22</th> <th style="text-align: center;">BUDGET FY2022-23</th> <th style="text-align: center;">BUDGET FY2023-24</th> <th style="text-align: center;">CHANGES FROM PRIOR YEAR</th> </tr> </thead> <tbody> <tr> <td><b>Staff Years</b></td> <td style="text-align: right;">5,500</td> <td style="text-align: right;">8,500</td> <td style="text-align: right;">9,500</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>60001.0000 Salaries &amp; Wages</td> <td style="text-align: right;">\$ 589,454</td> <td style="text-align: right;">\$ 869,573</td> <td style="text-align: right;">\$ 931,789</td> <td style="text-align: right;">\$ 62,216</td> </tr> <tr> <td>60006.0000 Overtime - Non-Safety</td> <td style="text-align: right;">-</td> <td style="text-align: right;">126</td> <td style="text-align: right;">126</td> <td></td> </tr> <tr> <td>60012.0000 Fringe Benefits</td> <td style="text-align: right;">75,358</td> <td style="text-align: right;">171,632</td> <td style="text-align: right;">206,248</td> <td style="text-align: right;">34,616</td> </tr> <tr> <td>60012.1008 Fringe Benefits:Retiree Benefits</td> <td style="text-align: right;">128</td> <td style="text-align: right;">4,512</td> <td style="text-align: right;">7,333</td> <td style="text-align: right;">2,821</td> </tr> <tr> <td>60012.1509 Fringe Benefits:Employer Paid PERS</td> <td style="text-align: right;">46,303</td> <td style="text-align: right;">72,522</td> <td style="text-align: right;">91,129</td> <td style="text-align: right;">18,607</td> </tr> <tr> <td>60012.1528 Fringe Benefits:Workers Comp</td> <td style="text-align: right;">6,768</td> <td style="text-align: right;">13,340</td> <td style="text-align: right;">11,561</td> <td style="text-align: right;">(1,779)</td> </tr> <tr> <td>60012.1531 Fringe Benefits:PERS UAL</td> <td style="text-align: right;">119,405</td> <td style="text-align: right;">118,123</td> <td style="text-align: right;">86,314</td> <td style="text-align: right;">(31,809)</td> </tr> <tr> <td>60022.0000 Car Allowance</td> <td style="text-align: right;">4,505</td> <td style="text-align: right;">4,488</td> <td style="text-align: right;">4,488</td> <td></td> </tr> <tr> <td>60027.0000 Payroll Taxes Non-Safety</td> <td style="text-align: right;">8,307</td> <td style="text-align: right;">12,609</td> <td style="text-align: right;">13,511</td> <td style="text-align: right;">902</td> </tr> <tr> <td>60031.0000 Payroll Adjustments</td> <td style="text-align: right;">(23)</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td><b>Salaries &amp; Benefits</b></td> <td style="text-align: right; border-top: 1px solid black;">850,206</td> <td style="text-align: right; border-top: 1px solid black;">1,266,925</td> <td style="text-align: right; border-top: 1px solid black;">1,352,499</td> <td style="text-align: right; border-top: 1px solid black;">85,574</td> </tr> <tr> <td>62000.0000 Utilities</td> <td style="text-align: right;">\$ 306,787</td> <td style="text-align: right;">\$ 347,810</td> <td style="text-align: right;">\$ 397,810</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>62170.0000 Private Contractual Services</td> <td style="text-align: right;">181,237</td> <td style="text-align: right;">244,063</td> <td style="text-align: right;">180,200</td> <td style="text-align: right;">(63,863)</td> </tr> <tr> <td>62220.0000 Insurance</td> <td style="text-align: right;">54,133</td> <td style="text-align: right;">74,426</td> <td style="text-align: right;">125,002</td> <td style="text-align: right;">50,576</td> </tr> <tr> <td>62300.0000 Special Dept Supplies</td> <td style="text-align: right;">40,569</td> <td style="text-align: right;">31,000</td> <td style="text-align: right;">30,000</td> <td style="text-align: right;">(1,000)</td> </tr> <tr> <td>62300.1017 Metro TAP Cards</td> <td style="text-align: right;">9,616</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td></td> </tr> <tr> <td>62310.0000 Office Supplies, Postage &amp; Printing</td> <td style="text-align: right;">16,821</td> <td style="text-align: right;">14,134</td> <td style="text-align: right;">14,049</td> <td style="text-align: right;">(85)</td> </tr> <tr> <td>62440.0000 Office Equip Maint &amp; Repair</td> <td style="text-align: right;">-</td> <td style="text-align: right;">525</td> <td style="text-align: right;">525</td> <td></td> </tr> <tr> <td>62455.0000 Equipment Rental</td> <td style="text-align: right;">3,725</td> <td style="text-align: right;">4,150</td> <td style="text-align: right;">4,150</td> <td></td> </tr> <tr> <td>62470.0000 Fund 533 Office Equip Rental Rate</td> <td style="text-align: right;">12,761</td> <td style="text-align: right;">12,761</td> <td style="text-align: right;">12,761</td> <td></td> </tr> <tr> <td>62475.0000 Fund 532 Vehicle Equip Rental Rate</td> <td style="text-align: right;">4,268</td> <td style="text-align: right;">5,750</td> <td style="text-align: right;">6,241</td> <td style="text-align: right;">491</td> </tr> <tr> <td>62485.0000 Fund 535 Communications Rental Rate</td> <td style="text-align: right;">67,720</td> <td style="text-align: right;">85,042</td> <td style="text-align: right;">85,042</td> <td></td> </tr> <tr> <td>62496.0000 Fund 537 Computer System Rental</td> <td style="text-align: right;">206,135</td> <td style="text-align: right;">231,074</td> <td style="text-align: right;">243,558</td> <td style="text-align: right;">12,484</td> </tr> <tr> <td>62690.0000 Sister City Committee</td> <td style="text-align: right;">11,033</td> <td style="text-align: right;">14,000</td> <td style="text-align: right;">14,000</td> <td></td> </tr> <tr> <td>62700.0000 Memberships &amp; Dues</td> <td style="text-align: right;">283</td> <td style="text-align: right;">750</td> <td style="text-align: right;">750</td> <td></td> </tr> <tr> <td>62710.0000 Travel</td> <td style="text-align: right;">44</td> <td style="text-align: right;">500</td> <td style="text-align: right;">500</td> <td></td> </tr> <tr> <td>62755.0000 Training</td> <td style="text-align: right;">30,258</td> <td style="text-align: right;">29,500</td> <td style="text-align: right;">84,500</td> <td style="text-align: right;">55,000</td> </tr> <tr> <td>62830.1000 Credit Card Merchant Fees</td> <td style="text-align: right;">386</td> <td style="text-align: right;">1,750</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">(750)</td> </tr> <tr> <td>62895.0000 Miscellaneous Expenses</td> <td style="text-align: right;">121</td> <td style="text-align: right;">400</td> <td style="text-align: right;">400</td> <td></td> </tr> <tr> <td><b>Materials, Supplies &amp; Services</b></td> <td style="text-align: right; 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Benefits</b>	850,206	1,266,925	1,352,499	85,574	62000.0000 Utilities	\$ 306,787	\$ 347,810	\$ 397,810	\$ 50,000	62170.0000 Private Contractual Services	181,237	244,063	180,200	(63,863)	62220.0000 Insurance	54,133	74,426	125,002	50,576	62300.0000 Special Dept Supplies	40,569	31,000	30,000	(1,000)	62300.1017 Metro TAP Cards	9,616	500	500		62310.0000 Office Supplies, Postage & Printing	16,821	14,134	14,049	(85)	62440.0000 Office Equip Maint & Repair	-	525	525		62455.0000 Equipment Rental	3,725	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	4,268	5,750	6,241	491	62485.0000 Fund 535 Communications Rental Rate	67,720	85,042	85,042		62496.0000 Fund 537 Computer System Rental	206,135	231,074	243,558	12,484	62690.0000 Sister City Committee	11,033	14,000	14,000		62700.0000 Memberships & Dues	283	750	750		62710.0000 Travel	44	500	500		62755.0000 Training	30,258	29,500	84,500	55,000	62830.1000 Credit Card Merchant Fees	386	1,750	1,000	(750)	62895.0000 Miscellaneous Expenses	121	400	400		<b>Materials, Supplies &amp; 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# BUDGET USER'S GUIDE



## OTHER USEFUL INFORMATION SOURCES AND FINANCIAL AND BUDGET REPORTS

### 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

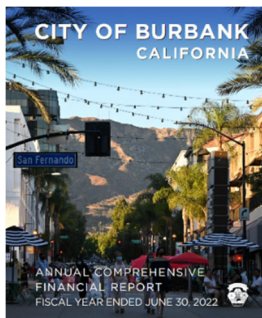
The City of Burbank utilizes the Hyperion Public Sector Planning and Budgeting (PSPB) software for the coordination, operation, and management of the City's budget process. The system integrates with the City's Oracle financial and human resources management systems to provide accurate real-time and 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 Comprehensive Financial Report

The Annual Comprehensive 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 and 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 Comprehensive 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.

In FY 2022-23, the City contracted with Willdan to conduct a comprehensive citywide Fee Study to review the City's fee structure and determine an accurate accounting for the true cost of providing various programs and services

# BUDGET USER'S GUIDE



within city operations. The goal was to establish a consistent and objectively based fee structure to align with industry-accepted best practices, reaffirm the City's compliance with Proposition 26, and realign fees with the City Council's Cost Recovery Policy. Proposition 26, approved by California voters in 2016, limits certain fees collected to the reasonable cost of providing the service.

## **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 ¼ 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 to 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 are then presented to department managers for review and modification 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 and 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, ongoing operating and maintenance impact, project manager, and the FY 2023-24 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](http://www.BurbankCA.gov). Questions may be referred to the Financial Services-Budget Section at (818) 238-5500.

# BUDGET USER'S GUIDE



## RESOLUTION NO. 23-29,433

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK  
ADOPTING THE BUDGET FOR FISCAL YEAR 2023-24, 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, 2023, and ending June 30, 2024, 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, 2023 and ending June 30, 2024.
- 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. The Burbank Water and Power General Manager is authorized to make strategic water purchases above its annual pumping requirement under the Metropolitan Water District (MWD)'s replenishment or cyclic water program, physical solution water under the San Fernando basin judgment, or any combination of purchases that will generate the lowest average cost of water in the future.
- 4. 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
- 5. 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 2023-2024 budget from projected surplus in the General Fund.
- 6. The Financial Services Director is authorized to appropriate an amount to make the balance equal fifteen percent (15.0%) of the Fiscal Year 2023-2024 budget from the projected General Fund surplus for increasing the working capital reserves.



# BUDGET USER'S GUIDE



23-29,433

7. The Financial Services Director is authorized to appropriate an amount to make the balance equal up to five percent (up to 5.0%) of the Fiscal Year 2023-2024 budget from the projected General Fund surplus for establishing the budget stabilization reserve.

8. The Financial Services Director is authorized to contribute \$259,405 to the General Fund Compensated Absences Reserve for the Fiscal Year 2023-2024 budget.

9. The Financial Services Director is authorized to amend the Fiscal Year 2023-2024 Annual Budget by continuing appropriations for all ongoing and programmatic capital projects from Fiscal Year 2022-2023 for the amounts remaining in various Funds.

10. 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.

11. 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.

12. 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.

13. The Financial Services Director is authorized to amend the City's Fiscal Year 2023-24 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.

14. 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.

15. The Financial Services Director is authorized to amend the Fiscal Year 2023-24 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.

# BUDGET USER'S GUIDE



23-29,433

16. 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.

PASSED AND ADOPTED this 13th day of June, 2023.

s/Konstantine Anthony  
Konstantine Anthony  
Mayor of the City of Burbank

Approved as to Form:  
Attest: Office of the City Attorney

By: s/Joseph H. McDougall  
Joseph H. McDougall  
City Attorney

Attest:

s/Kimberley Clark  
Kimberley Clark, City Clerk

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

I, Kimberley Clark, 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 13th day of June, 2023, by the following vote:

AYES: Mullins, Perez, Takahashi, Schultz, and Anthony.

NOES: None.

ABSENT: None.

s/Kimberley Clark  
Kimberley Clark, City Clerk

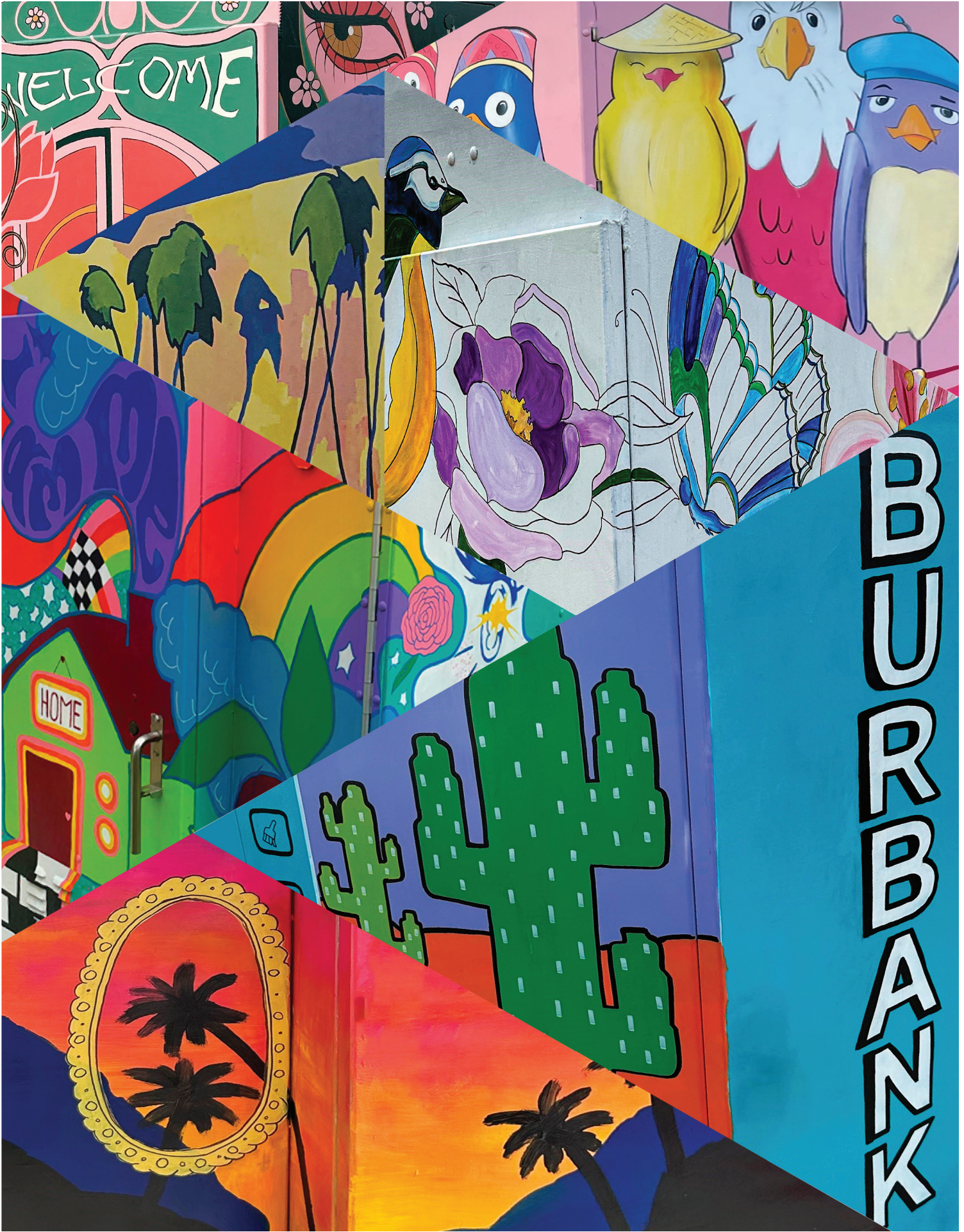
# BUDGET USER'S GUIDE



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## BUDGET SUMMARIES

# BUDGET SUMMARIES



The Budget Summaries Section presents, through a series of charts, graphs and tables, the Adopted Fiscal Year (FY) 2023-24 City of Burbank Annual Budget in summary form. This section is organized as follows:

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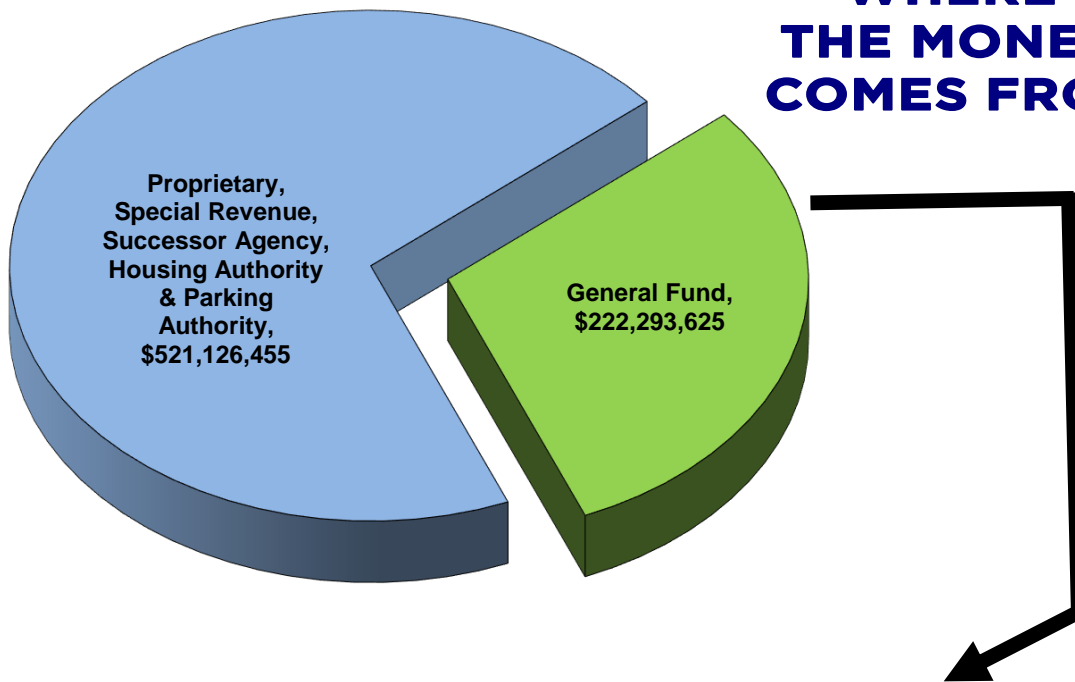
# BUDGET SUMMARIES



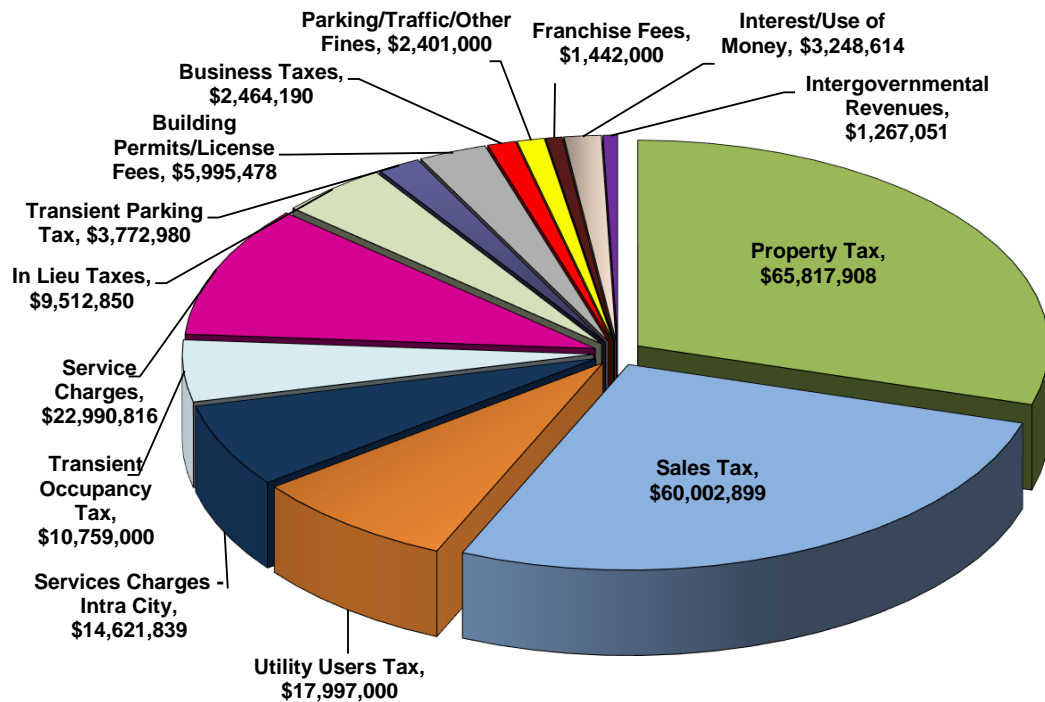
## SOURCE OF FUNDS - FY 2023-24

Total City Resources \$743,420,080

### WHERE THE MONEY COMES FROM



General Fund Resources \$222,293,625

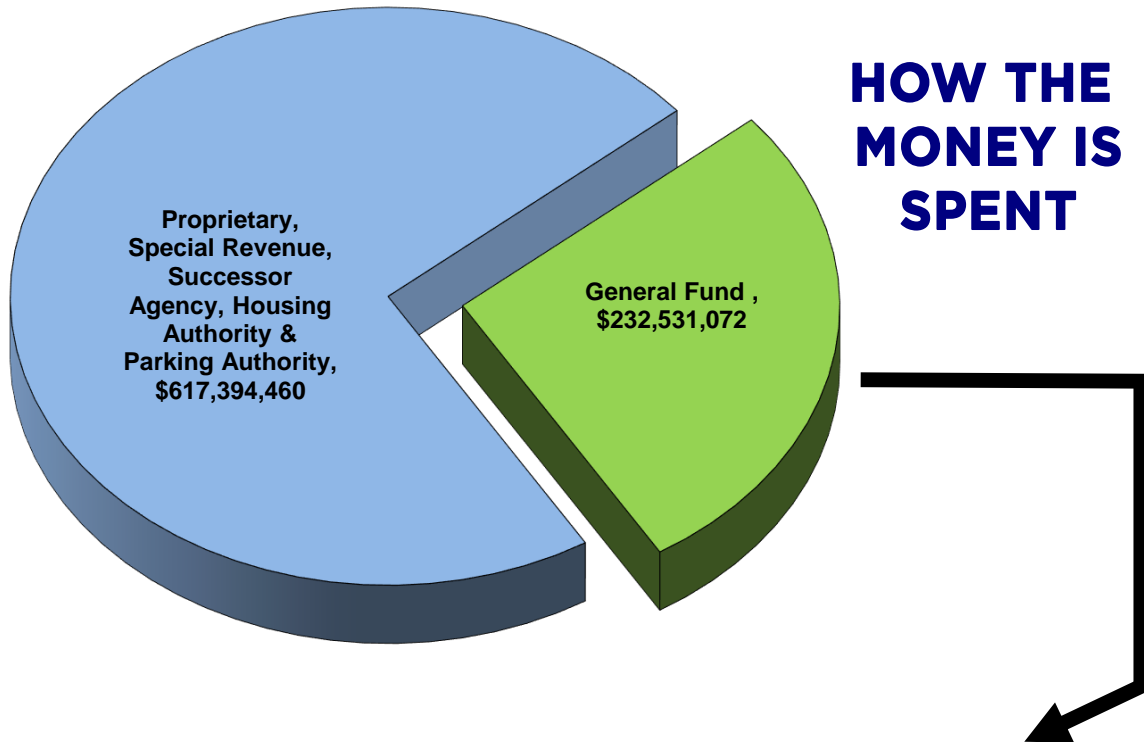


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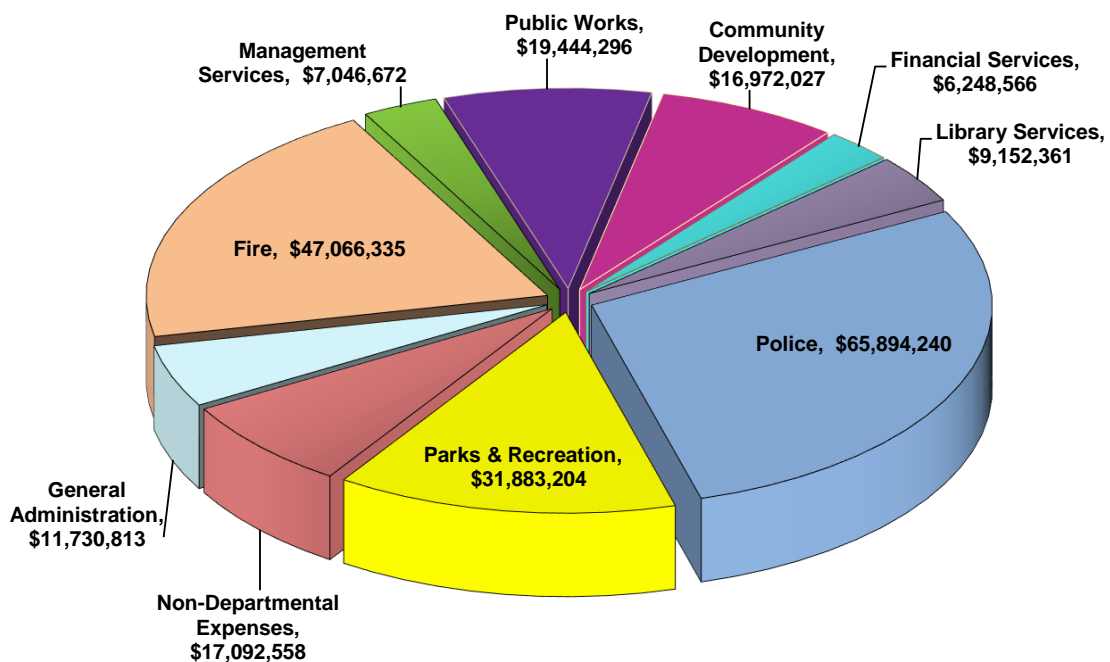


## USE OF FUNDS - FY 2023-24

Total City Appropriations \$849,925,532



General Fund Appropriations \$ 232,531,072



# COMPARISON OF REVENUE AND APPROPRIATIONS FY 2021-22 through FY 2023-24



	FY21-22 ADOPTED		FY22-23 ADOPTED		FY23-24 ADOPTED	
	REVENUE	APPROPRIATIONS	REVENUE	APPROPRIATIONS	REVENUE	APPROPRIATIONS
<b>CITY GOVERNMENTAL FUNDS</b>						
<i>General Fund, Fund 001</i>	\$ 200,225,912	\$ 203,984,849	\$ 202,382,129	\$ 219,630,830	\$ 222,293,625	\$ 232,531,072
<i>Proposition A, Fund 104</i>	2,355,132	2,901,374	2,762,689	2,687,659	3,337,808	2,676,775
<i>Proposition C, Fund 105</i>	2,131,842	2,081,287	2,656,740	2,984,461	3,131,333	3,434,620
<i>AQMD, Fund 106</i>	136,080	251,110	138,327	179,954	147,568	178,073
<i>Measure R, Fund 107</i>	1,666,195	1,615,411	1,926,984	677,924	2,342,688	1,321,812
<i>Measure M, Fund 108</i>	1,526,994	2,258,568	1,827,044	1,866,576	2,256,282	2,211,722
<i>Measure W, Fund 109</i>	1,415,404	700,000	1,473,839	105,545	1,523,029	1,180,059
<i>General City Grants, Fund 121</i>	303,427		430,053		441,180	
<i>CDBG, Fund 122</i>	1,147,378	1,178,579	1,088,374	1,063,677	1,075,422	1,539,234
<i>RMRA, Fund 123</i>	2,059,670	2,306,871	2,345,563	2,322,284	2,728,358	2,527,171
<i>Drug Asset Forfeiture, Fund 124</i>	31,516		22,104		33,998	45,000
<i>State Gas Tax, Fund 125</i>	2,541,473	2,916,334	2,854,794	2,764,318	3,045,993	2,246,779
<i>Public Improvements, Fund 127</i>	1,302,881	1,457,469	1,381,339	1,673,326	1,527,652	3,808,920
<i>HUD Affordable Housing, Fund 128</i>	621,535	684,122	621,535	660,758	622,712	655,362
<i>Street Lighting, Fund 129</i>	2,907,840	2,804,478	3,365,860	3,436,632	3,945,805	3,919,361
<i>Teiton Hydropower Project, Fund 133</i>	2,388,124	2,388,124	2,082,085	2,082,085	1,879,774	1,879,774
<i>Magnolia Power Project, Fund 483</i>	22,730,505	22,730,505	24,151,444	24,151,444	27,809,365	27,809,365
<i>Genl City Capital Projects, Fund 370</i>	7,232,539	236,333	4,937,653	3,177,962	11,062,657	11,023,401
<b>PROPRIETARY FUNDS</b>						
<i>Genl Liability Insurance, Fund 530</i>	6,756,629	8,767,905	9,266,637	10,961,326	13,028,314	12,493,153
<i>Workers Comp Insurance, Fund 531</i>	7,287,954	9,773,514	8,783,856	10,481,109	12,450,604	10,518,030
<i>Vehicle Equip Replacement, Fund 532</i>	7,837,261	13,645,187	8,892,393	16,930,192	14,086,054	24,688,994
<i>Office Equip Replacement, Fund 533</i>	745,359	828,034	791,571	664,763	1,668,054	1,983,214
<i>Municipal Infrastructure, Fund 534</i>	17,720,796	16,303,457	19,802,759	18,344,151	21,990,104	22,647,480
<i>Communication Equip, Fund 535</i>	3,138,181	6,926,568	3,241,460	4,416,753	3,244,181	5,119,944
<i>Information Technology, Fund 537</i>	13,090,260	14,213,081	19,853,988	20,267,037	17,818,285	18,857,964
<i>Water Reclamation &amp; Sewer, Fund 494</i>	19,415,000	21,153,131	19,236,000	23,091,080	20,906,422	22,063,451
<i>BWP Electric, Fund 496</i>	239,681,745	270,110,507	238,767,844	313,086,220	268,270,016	322,096,138
<i>BWP Water, Fund 497</i>	35,332,441	45,812,702	37,380,676	60,665,742	42,495,609	54,359,328
<i>Refuse Collection &amp; Disposal, Fund 498</i>	18,549,036	19,801,041	19,623,484	21,440,601	22,110,433	33,653,163
<b>SUCCESSOR AGENCY</b>						
<i>Successor Agency Admin., Fund 208</i>	8,677,218	6,991,922	7,467,969	7,416,505	2,651,818	7,446,068
<b>HOUSING AUTHORITY</b>						
<i>Section 8 Vouchers, Fund 117</i>	12,431,627	12,753,531	13,054,625	13,091,334	12,229,184	13,128,201
<i>Low/Moderate Housing, Fund 305</i>	335,489	850,674	423,210	980,299	571,005	1,089,990
<b>PARKING AUTHORITY</b>						
<i>Parking Authority, Fund 310</i>	552,111	751,201	679,247	1,226,915	694,748	791,914
<b>TOTAL</b>	<b>\$ 644,275,553</b>	<b>\$ 699,177,870</b>	<b>\$ 663,714,276</b>	<b>\$ 792,529,462</b>	<b>\$ 743,420,080</b>	<b>\$ 849,925,532</b>



# FY 2023-24 Consolidated Financial Schedule (Amounts in Thousands)



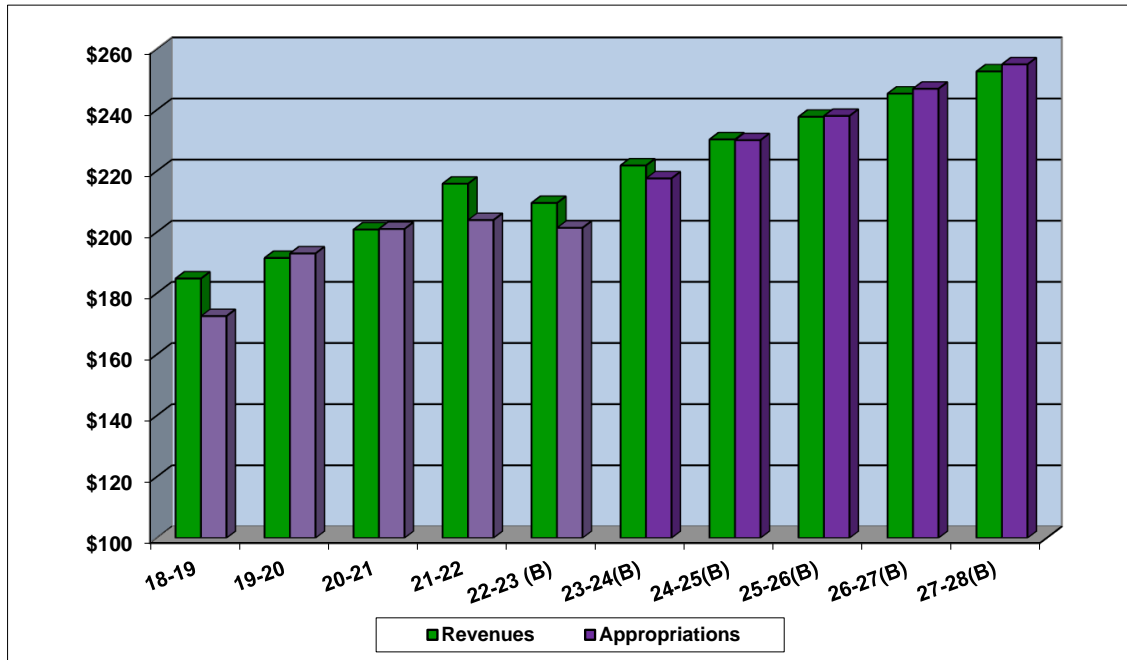
	General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Successor Agency	Housing Authority	Parking Authority	Totals
<b>Revenue</b>								
Taxes								
Property Tax	65,818	135						65,953
Sales Tax	60,003			16,164				76,167
Utility User Tax	17,997							17,997
Transient Occupancy Tax	10,759							10,759
In Lieu Taxes	9,513	2,884						12,397
Transient Parking Tax	3,773							3,773
Other Taxes	-	11,157						11,157
Business Taxes	2,464							2,464
Fees								
Building Permits/License Fees	5,995	299	9	-			647	6,950
Franchise Fees	1,442							1,442
Parking/Traffic/Other Fines	2,401							2,401
Service Charges - Intra City	14,622			50,155				64,777
Service Charges	22,991	31,104	342,548	108		256		397,008
Interest/Use of Money	3,249	2,468	10,065	5,546	128	344	48	21,847
Intergovernmental Revenues	1,267	17,250	1,140		2,524	12,200		26,654
Contributions From Other Funds		1,615	20	12,312				13,985
<b>Total Revenue</b>	<b>222,294</b>	<b>66,912</b>	<b>353,782</b>	<b>84,286</b>	<b>2,652</b>	<b>12,800</b>	<b>695</b>	<b>743,420</b>
<b>Expenditures</b>								
Salaries & Benefits	164,770	19,915	57,707	10,294		1,368		254,053
Materials, Supplies, & Services	55,229	23,009	292,596	47,273	7,446	12,850	792	439,195
Capital Assets		-	80,598	21,811				102,409
Capital Expenses	2,848	23,321	648	16,931				43,748
Contributions to Other Funds	9,684	213	623					10,520
<b>Total Expenditures</b>	<b>232,531</b>	<b>66,457</b>	<b>432,172</b>	<b>96,309</b>	<b>7,446</b>	<b>14,218</b>	<b>792</b>	<b>849,926</b>
<b>Result of Operations</b>	<b>(10,237)</b>	<b>454</b>	<b>(78,390)</b>	<b>(12,023)</b>	<b>(4,794)</b>	<b>(1,418)</b>	<b>(97)</b>	<b>(106,505)</b>
Use of Fund Balance	10,237	7,687	78,390	12,023	4,794	1,418	97	114,232
<b>Net Result of Operations</b>		<b>8,141</b>						

# GENERAL FUND TRENDS



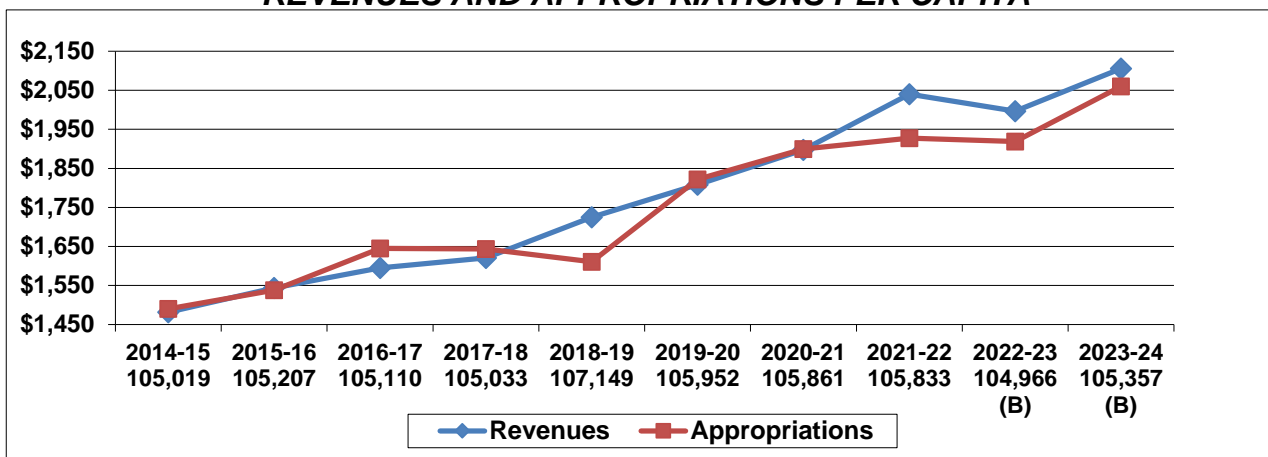
The following chart illustrates the ten-year trend for General Fund revenues and appropriations. The chart includes the most recent four years of actual results, the prior year budget, and the five year forecast. Only recurring revenues and appropriations are included. The revenue growth for the City of Burbank surpassed expectations in FY 2021-22 with the recovery from the COVID-19 Pandemic. In FY 2022-23, the City's revenues experienced a slow-down from the initial recovery from the Pandemic due to the economic uncertainties. The forecast starting in FY 2023-24 reflects revenues increasing steadily with unemployment rates at record lows, several large-scale development projects on the horizon, and the opening of new businesses around town. At the same time, the persistent inflation continues to drive up prices across a wide range of expenditures from the cost of goods to labor expenses and contracts with service providers.

**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 eight fiscal years, with assumptions for the prior fiscal year budget and current budget. FY 2023-24 is anticipated to have moderate growth as a result of the Citywide Fee Study that was conducted in FY 2022-23 and the contribution of property taxes from newer developments.

**REVENUES AND APPROPRIATIONS PER CAPITA**



# GENERAL FUND PROJECTED REVENUES AND EXPENDITURES

(Amounts in Thousands)



	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Recurring Items:</b>					
<b>Revenues</b>					
Sales Tax	\$ 60,003	\$ 61,323	\$ 62,549	\$ 63,800	\$ 65,076
Property Taxes	65,818	68,451	71,189	74,036	76,998
Utility Users Tax	17,997	18,717	19,372	19,953	20,552
Services Charges - Intra City	14,622	15,207	15,663	16,133	16,617
Services Charges	22,741	23,650	24,478	25,213	25,969
In Lieu Tax	9,513	9,893	10,190	10,445	10,706
Interest/Use of Money	3,249	3,411	3,479	3,549	3,620
Parking/Traffic/Other Fines	2,401	2,449	2,498	2,548	2,599
Transient Occupancy Tax	10,759	12,182	12,889	13,826	14,241
Building Permits/License Fees	5,995	6,175	6,361	6,551	6,748
Transient Parking Tax	3,773	3,867	3,964	4,063	4,165
Business Taxes	2,464	2,538	2,614	2,693	2,773
Franchises	1,442	1,428	1,428	1,428	1,428
Intergovernmental Revenues	1,067	1,088	1,110	1,132	1,155
<b>Total General Fund Revenues</b>	<b>\$ 221,844</b>	<b>\$ 230,380</b>	<b>\$ 237,784</b>	<b>\$ 245,370</b>	<b>\$ 252,646</b>
<b>Expenditures</b>					
City Council	\$ (1,003)	\$ (1,053)	\$ (1,090)	\$ (1,129)	\$ (1,170)
City Manager	(2,876)	(2,979)	(3,051)	(3,128)	(3,208)
City Clerk	(1,801)	(1,873)	(1,925)	(1,979)	(2,037)
City Treasurer	(907)	(941)	(965)	(990)	(1,017)
City Attorney	(5,093)	(5,259)	(5,375)	(5,498)	(5,628)
Management Services	(6,820)	(7,107)	(7,314)	(7,534)	(7,765)
Financial Services	(6,224)	(6,522)	(6,679)	(6,847)	(7,024)
Parks and Recreation	(30,980)	(32,457)	(33,543)	(34,689)	(35,895)
Library Services	(8,983)	(9,337)	(9,589)	(9,857)	(10,140)
Community Development	(14,552)	(15,142)	(15,565)	(16,014)	(16,487)
Public Works	(19,444)	(20,321)	(20,960)	(21,636)	(22,347)
Fire	(44,270)	(46,508)	(47,763)	(49,019)	(50,204)
Police	(65,844)	(70,330)	(73,000)	(76,447)	(79,066)
Non-Departmental	(8,907)	(10,394)	(11,345)	(12,282)	(13,052)
<b>Total General Fund Expenditures</b>	<b>\$ (217,705)</b>	<b>\$ (230,222)</b>	<b>\$ (238,165)</b>	<b>\$ (247,048)</b>	<b>\$ (255,041)</b>
<b>RECURRING BALANCE / (DEFICIT)</b>	<b>\$ 4,138</b>	<b>\$ 158</b>	<b>\$ (380)</b>	<b>\$ (1,678)</b>	<b>\$ (2,395)</b>



# GENERAL FUND PROJECTED REVENUES AND EXPENDITURES

(Amounts in Thousands)



	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Non-recurring Revenue/Savings Items:</b>					
Non-Recurring Revenue/Resources	4,079				
Estimated Annual Budget Savings	4,354	4,604	4,763	4,941	5,101
<b>Non-Recurring Revenue/Savings Total:</b>	<b>\$8,434</b>	<b>\$4,604</b>	<b>\$4,763</b>	<b>\$4,941</b>	<b>\$5,101</b>
<b>Plus Beginning Balance June 30th</b>					
Working Capital Reserve	\$ 29,522	\$ 17,142	\$ 15,861	\$ 18,259	\$ 19,301
Emergency Reserve	(2,440)	(1,878)	(1,191)	(1,333)	(1,199)
Budget Stabilization Reserve (new)	(813)	(626)	(397)	(444)	(400)
Compensated Absences Reserve	(813)	(626)	(397)	(444)	(400)
	(259)				
<b>Adjusted Beginning Balance July 1st</b>	<b>25,196</b>	<b>14,013</b>	<b>13,876</b>	<b>16,038</b>	<b>17,302</b>
<b>Less Non-Recurring Items</b>					
Proposed One-Time Items	(11,912)				
Contributions to CalPERS	(2,914)	(2,914)			
Deposit to 115 Trust	(5,800)				
<b>Subtotal Non-Recurring Items</b>	<b>(20,626)</b>	<b>(2,914)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS/(DEFICIENCY) OF REVENUE OVER APPROPRIATIONS</b>					
	<b>\$ 13,004</b>	<b>\$ 15,703</b>	<b>\$ 18,639</b>	<b>\$ 20,979</b>	<b>\$ 22,403</b>
<b>PLUS RECURRING BALANCE (ABOVE)</b>					
	\$ 4,138	\$ 158	\$ (380)	\$ (1,678)	\$ (2,395)
<b>ENDING SPENDABLE FUND BALANCE</b>	<b>\$ 17,142</b>	<b>\$ 15,861</b>	<b>\$ 18,259</b>	<b>\$ 19,301</b>	<b>\$ 20,008</b>

# FY 2023-24 FINANCIAL FORECAST PARAMETERS



<b>Description</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Revenues</u></b>					
Sales Tax	2.7%	2.2%	2.0%	2.0%	2.0%
Property Taxes	4.0%	4.0%	4.0%	4.0%	4.0%
Utility Users Tax	4.5%	4.0%	3.5%	3.0%	3.0%
Services Charges - IntraCity	8.3%	4.0%	3.0%	3.0%	3.0%
Services Charges	20.1%	4.0%	3.5%	3.0%	3.0%
In-Lieu of Tax	4.5%	4.0%	3.0%	2.5%	2.5%
Interest Earnings	31.4%	5.0%	2.0%	2.0%	2.0%
Parking/Traffic/Other Fines	75.3%	2.0%	2.0%	2.0%	2.0%
Transient Occupancy Tax	2.0%	13.2%	5.8%	7.3%	3.0%
Building Permits/License Fees	7.2%	3.0%	3.0%	3.0%	3.0%
Transient Parking Tax	2.0%	2.5%	2.5%	2.5%	2.5%
Business Taxes	2.7%	3.0%	3.0%	3.0%	3.0%
Franchise Fees	(2.0%)	(1.0%)	0.0%	0.0%	0.0%
Intergovernmental Revenues	(31.5%)	2.0%	2.0%	2.0%	2.0%
<b><u>Expenditures</u></b>					
Salaries & Wages *	-	-	-	-	-
Utilities	9.0%	8.5%	5.0%	5.0%	5.0%
Contracts/Services/Other	3.0%	3.0%	3.0%	3.0%	3.0%
Internal Service Funds	12.0%	7.0%	5.0%	5.0%	5.0%

\* confidential

# SUMMARY OF CHANGES FROM PROPOSED TO ADOPTED BUDGET



At the May 9th and May 16th, 2023 Budget presentations, the City Council requested staff provide memorandums on several follow-up items. This information was provided to the City Council on May 16 and June 13, 2023. The items listed below were selected to be incorporated into the adopted budget at the direction of the City Council during the May 24, 2023 public budget hearing.

Fund	Department	Item	Description	Amount
General Fund (001)	City Attorney	New Senior Assistant City Attorney	This new position will adequately support expanding operations of City departments, new City Council initiatives, enforcement of new legal requirements, programs and regulations, special City projects, and unanticipated legal issues as they arise.	\$233,614
General Fund (001)	City Manager	Expansion of the Scope of Services for the City's Current State Legislative Advocacy Group	In an effort to be more proactive with State legislation, the City Council directed staff to increase the scope of services with the City's current state legislative advocacy service group.	\$7,000
General Fund (001)	Community Development	Renter Relocation Assistance	This will provide financial assistance and housing navigation services through Home Again Los Angeles (HALA) for tenants relocating to a new home due to no-fault evictions.	\$600,000
General Fund (001)	Community Development	Expansion of Homeless Outreach Services	The City Council directed staff to allocate additional funds for the expansion of Streetplus for homeless outreach and hospitality services. This will enable Streetplus to extend hours of service and provide more help to people experiencing homelessness.	\$100,000
General Fund (001)	Library Services	Administrative Analyst I	The City of Burbank initiated Sister City activities in 1960 and has five sister cities to date. City Council directed staff to create an Administrative Analyst I position to administer the Sister City program, as well as manage volunteers and the Library Services Department's social media accounts.	\$93,740
General Fund (001)	Parks and Recreation Department	Burbank Historical Society 50th Anniversary Event	The Burbank Historical Society currently operates the Gordon R. Howard Museum and Mentzer House that are located at George Izay Park. The museum complex is dedicated to collecting, preserving, and sharing Burbank's rich history. City Council directed staff to allocate up to \$10,000 towards sponsoring commemorative events for their 50th Anniversary.	\$10,000
<b>Total City Council Directed Changes</b>				<b>\$1,044,354</b>

# FY 2023-24 ADOPTED BUDGET BY FUND AND PRIOR YEAR APPROPRIATIONS/EXPENDITURES



FUND NO.	DEPARTMENT/FUND NAME	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED
001	City Attorney	\$ 3,971,892	\$ 3,832,181	\$ 3,907,153	\$ 4,300,189	\$ 4,672,478	\$ 5,092,612
001	City Clerk	1,266,648	1,206,752	1,562,296	1,442,206	2,009,047	1,801,047
001	City Council	559,957	600,128	614,949	562,306	761,150	1,003,365
001	City Manager	2,166,429	3,136,332	2,538,193	2,388,498	2,738,861	2,926,401
001	City Treasurer	685,310	744,825	788,673	825,088	909,978	907,388
001	Community Development	9,833,809	10,192,634	11,716,569	12,819,189	14,010,528	16,972,027
001	Financial Services	4,993,922	5,653,190	5,526,021	5,153,434	6,118,513	6,248,566
001	Fire	37,126,328	38,714,502	41,331,474	40,255,182	39,445,982	47,066,335
001	Library Services	6,591,121	7,182,207	7,245,605	7,622,413	8,564,649	9,152,361
001	Management Services	5,145,773	5,496,558	5,313,588	5,014,959	6,716,382	7,046,672
001	Parks and Recreation	21,161,166	22,928,241	23,108,907	25,406,580	28,933,096	31,883,204
001	Police	57,580,906	61,737,561	61,185,484	60,993,936	62,464,593	65,894,240
001	Public Works	14,005,519	15,324,160	15,745,283	15,988,630	18,555,504	19,444,296
001	Non-Departmental	7,474,509	16,301,673	20,483,950	15,822,386	23,730,069	17,092,558
<b>GENERAL FUND TOTAL BUDGET</b>		<b>\$ 172,563,289</b>	<b>\$ 193,050,945</b>	<b>\$ 201,068,145</b>	<b>\$ 198,594,995</b>	<b>\$ 219,630,830</b>	<b>\$ 232,531,072</b>
370	General City Capital Projects	\$ 6,785,492	\$ 5,934,090	\$ 10,383,644	\$ 1,658,964	\$ 3,177,962	\$ 11,023,401
<b>SPECIAL REVENUE FUNDS</b>							
104	Prop A Transportation	\$ 2,374,786	\$ 2,504,484	\$ 2,268,412	\$ 2,237,397	\$ 2,687,659	\$ 2,676,775
105	Prop C Transportation	1,787,530	1,858,053	2,116,390	2,375,596	2,984,461	3,434,620
106	Transportation (AQMD)	89,789	135,532	111,072	142,186	179,954	178,073
107	Measure R Transportation	1,757,799	1,324,948	1,842,907	417,512	677,924	1,321,812
108	Measure M Transportation		2,226,107	1,514,574		1,866,576	2,211,722
109	Measure W Transportation			17,960	108,660	105,545	1,180,059
121	General City Grant Fund	408,869	306,349	318,665	393,494		
122	Comm Dev Block Grants (CDBG)	812,935	721,454	3,265,727	1,065,750	1,063,677	1,539,234
123	Road Maintenance and Rehab (RMRA)	20,334	1,601,433	2,264,441	2,694,320	2,322,284	2,527,171
124	Drug Asset Forfeiture	69,062	35,050	18,244	28,415		45,000
125	State Gas Tax	2,213,544	2,549,837	3,223,367	2,270,668	2,764,318	2,246,779
127	Public Improvements	4,781,837	7,370,027	7,021,779	2,137,033	1,673,326	3,808,920
128	HUD Affordable Housing Fund	1,054,569	410,198	510,599	537,690	660,758	655,362
129	Street Lighting	2,713,193	2,360,896	2,521,760	2,757,210	3,436,632	3,919,361
130	Youth Endowment Services			20	25		
131	Community Service (BCSF)	1,103	719	20	25		
133	Tieton Hydropower Project	2,251,462	3,414,404	3,161,807	1,954,137	2,082,085	1,879,774
483	Magnolia Power Plant	18,560,424	20,313,842	24,031,859	20,363,544	24,151,444	27,809,365
		<b>\$ 38,897,236</b>	<b>\$ 47,133,334</b>	<b>\$ 54,209,603</b>	<b>\$ 39,483,662</b>	<b>\$ 46,656,644</b>	<b>\$ 55,434,028</b>
<b>INTERNAL SERVICE FUNDS</b>							
530	General Liability Insurance	\$ 6,701,345	\$ 8,935,902	\$ 4,358,632	\$ 9,162,310	\$ 10,961,326	\$ 12,493,153
531	Workers' Comp Insurance	7,315,260	8,030,609	3,008,213	10,827,442	10,481,109	10,518,030
532	Vehicle Equipment Replacement	8,851,947	9,025,966	9,204,366	8,900,727	16,930,192	24,688,994
533	Office Equipment Replacement	1,543,766	1,376,274	959,391	711,849	664,763	1,983,214
534	Municipal Infrastructure	2,945,576	6,036,790	8,413,977	11,423,161	18,344,151	22,647,480
535	Communication Equip Replacement	2,946,506	4,153,889	3,336,717	3,473,898	4,416,753	5,119,944
537	Information Technology	8,864,834	9,512,184	9,733,349	10,682,888	20,267,037	18,857,964
		<b>\$ 39,169,234</b>	<b>\$ 47,071,614</b>	<b>\$ 39,014,644</b>	<b>\$ 55,182,276</b>	<b>\$ 82,065,331</b>	<b>\$ 96,308,779</b>
<b>ENTERPRISE FUNDS</b>							
494	Water Reclamation and Sewer (PW)	\$ 19,467,496	\$ 20,903,423	\$ 19,412,648	\$ 13,532,616	\$ 23,091,080	\$ 22,063,451
496	Electric Fund (BWP)	208,993,451	213,598,123	204,995,965	197,113,282	313,086,220	322,096,138
497	Water Fund (BWP)	34,856,664	36,967,327	32,153,419	32,465,296	60,665,742	54,359,328
498	Refuse Collection and Disposal (PW)	20,093,495	16,090,161	18,699,045	18,243,409	21,440,601	33,653,163
		<b>\$ 283,411,106</b>	<b>\$ 287,559,034</b>	<b>\$ 275,261,076</b>	<b>\$ 261,354,602</b>	<b>\$ 418,283,643</b>	<b>\$ 432,172,080</b>



# FY 2023-24 ADOPTED BUDGET BY FUND AND PRIOR YEAR APPROPRIATIONS/EXPENDITURES



FUND NO.	DEPARTMENT/FUND NAME	2018-19 ACTUAL	2019-20 ACTUAL	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ADOPTED	2023-24 ADOPTED
<b>SUCCESSOR AGENCY</b>							
208	Administration/Debt Service	9,486,478	11,541,882	9,438,340	6,975,202	7,416,505	7,446,068
		<b>\$ 9,486,478</b>	<b>\$ 11,541,882</b>	<b>\$ 9,438,340</b>	<b>\$ 6,975,202</b>	<b>\$ 7,416,505</b>	<b>\$ 7,446,068</b>
<b>HOUSING AUTHORITY</b>							
117	Housing Vouchers	\$ 9,676,092	\$ 10,692,438	\$ 11,853,334	\$ 12,119,188	\$ 13,091,334	\$ 13,128,201
305	Low/Moderate Income Housing	1,421,470	953,197	839,736	635,296	980,299	1,089,990
		<b>\$ 11,097,562</b>	<b>\$ 11,645,635</b>	<b>\$ 12,693,069</b>	<b>\$ 12,754,484</b>	<b>\$ 14,071,633</b>	<b>\$ 14,218,191</b>
<b>PARKING AUTHORITY</b>							
310	Parking Authority	\$ 706,816	\$ 661,521	\$ 635,201	\$ 558,398	\$ 1,226,915	\$ 791,914
		<b>\$ 706,816</b>	<b>\$ 661,521</b>	<b>\$ 635,201</b>	<b>\$ 558,398</b>	<b>\$ 1,226,915</b>	<b>\$ 791,914</b>
<b>TOTAL CITY</b>		<b>\$ 562,117,213</b>	<b>\$ 604,598,054</b>	<b>\$ 602,703,722</b>	<b>\$ 576,562,582</b>	<b>\$ 792,529,462</b>	<b>\$ 849,925,532</b>

# FY 2023-24 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2023-24 ADOPTED
<b>FUND 001 GENERAL FUND</b>						
CL01A	<b>CITY COUNCIL</b>	\$ 498,880	\$ 504,485			\$ 1,003,365
	<b>CITY CLERK</b>	\$ 1,324,464	\$ 476,583			\$ 1,801,047
CC01A	Services	371,875	166,893			538,768
CC01B	Elections	146,578	169,914			316,492
CC01C	Legal Advertising	68,522	47,036			115,558
CC01D	Records Management	313,668	66,667			380,335
CC01E	Passport Services	423,821	26,073			449,894
CT01A	<b>CITY TREASURER</b>	\$ 728,752	\$ 178,636			\$ 907,388
	<b>CITY ATTORNEY</b>	\$ 4,646,876	\$ 445,736			\$ 5,092,612
CA01A	Dept Services-Admin	2,430,014	324,866			2,754,880
CA02A	Litigation	1,082,032	52,769			1,134,801
CA03A	Prosecution	1,134,830	68,101			1,202,931
	<b>CITY MANAGER</b>	\$ 2,421,927	\$ 504,474			\$ 2,926,401
CM01A	Operations	1,383,100	253,742			1,636,842
CM02A	PIO	1,038,827	250,732			1,289,559
	<b>MANAGEMENT SERVICES</b>	\$ 4,808,747	\$ 2,207,925	\$ 30,000		\$ 7,046,672
MS01A	General Administration	576,912	399,702			976,614
MS01B	Reprographics Printing Services	276,254	251,883	30,000		558,137
MS01C	LiveScan	107,655	55,509			163,164
MS01E	Labor Relations	488,618	146,656			635,274
MS02C	Youth Employment	535,198	71,801			606,999
MS02D	Employment Services	1,106,671	543,773			1,650,444
MS02E	Employee Services	1,226,089	190,302			1,416,391
MS03A	Environmental Health & Safety	491,350	548,299			1,039,649
	<b>FINANCIAL SERVICES</b>	\$ 5,231,281	\$ 992,285	\$ 25,000		\$ 6,248,566
FN01A	Administration and Accounting	3,120,457	703,242	25,000		3,848,699
FN02A	Fiscal Operations	1,077,385	189,526			1,266,911
FN03A	Procurement Services	1,033,439	99,517			1,132,956
	<b>PARKS and RECREATION</b>	\$ 16,972,061	\$ 14,907,143	\$ 4,000		\$ 31,883,204
	<b>Landscape &amp; Forestry</b>	<b>4,767,609</b>	<b>3,736,090</b>			<b>8,503,699</b>
PR21A	Facility Planning & Development		1,043,802			1,043,802
PR22A	Forestry Services	1,822,870	1,425,529			3,248,399
PR23A	Park Landscape Program	2,944,739	1,226,759			4,171,498
PR26A	Urban Reforestation		40,000			40,000
	<b>Administration</b>	<b>2,586,241</b>	<b>4,831,215</b>			<b>7,417,456</b>
PR28A	Administration	2,586,241	1,233,294			3,819,535
PR27A	Golf Course		3,597,921			3,597,921
	<b>Community Services</b>	<b>4,936,102</b>	<b>2,324,145</b>	<b>4,000</b>		<b>7,264,247</b>
PR31D	Starlight Bowl	200,272	257,698			457,970
PR31E	Stough Canyon Nature Center	282,122	71,216			353,338
PR31F	Youth Resource Programs		275,017			275,017
PR31H	Ovrom Park	233,464	142,051			375,515
PR32D	Cultural Services	419,638	247,676			667,314
PR32E	Commercial & Special Events	11,015	79,727			90,742
PR41A	Retired & Senior Volunteer Program	121,379	159,787			281,166
PR42A-C	Supplemental Nutrition	1,255,954	359,049			1,615,003
PR43A	Information & Assistance		3,469			3,469
PR45A	Senior Recreation	468,388	253,057			721,445
PR46A	Human Services	55,391	20,089			75,480
PR47A	Animal Shelter	1,888,479	455,309	4,000		2,347,788

# FY 2023-24 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2023-24 ADOPTED
	<b>Recreation Services</b>	<b>4,682,109</b>	<b>4,015,693</b>			<b>8,697,802</b>
PR31A	McCambridge Park	195,197	1,889,026			2,084,223
PR31B	Verdugo Park	385,182	255,015			640,197
PR31C	Olive Recreation	834,661	421,410			1,256,071
PR32A	Daycamp and Afterschool Program	1,228,874	279,339			1,508,213
PR32B	Organized Sports	1,125,831	793,427			1,919,258
PR32C	Aquatics	912,364	152,783			1,065,147
PR32F	Athletic Leagues		224,693			224,693
	<b>LIBRARY SERVICES</b>	<b>\$ 6,786,187</b>	<b>\$ 2,366,174</b>			<b>\$ 9,152,361</b>
LB01A	Technical Services	1,352,499	1,200,988			2,553,487
LB02A	Public Services	5,433,688	1,165,186			6,598,874
	<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 10,508,228</b>	<b>\$ 6,453,799</b>	<b>\$ 10,000</b>		<b>\$ 16,972,027</b>
CD11A	<b>Administration</b>	<b>629,373</b>	<b>371,888</b>			<b>1,001,261</b>
	<b>Economic Development &amp; Housing</b>	<b>1,579,833</b>	<b>1,559,853</b>			<b>3,139,686</b>
CD23A	Affordable Housing	362,580	997,618			1,360,198
CD23B	Economic Development	769,735	393,215			1,162,950
CD23C	Real Estate	447,518	169,020			616,538
CD31A	<b>Planning</b>	<b>3,298,523</b>	<b>2,532,016</b>			<b>5,830,539</b>
	<b>Transportation</b>	<b>567,582</b>	<b>318,236</b>			<b>885,818</b>
CD32A	Transportation	567,582	318,236			885,818
CD42A	<b>Building Division</b>	<b>4,432,917</b>	<b>1,671,806</b>	<b>10,000</b>		<b>6,114,723</b>
	<b>PUBLIC WORKS</b>	<b>\$ 11,874,674</b>	<b>\$ 7,569,622</b>			<b>\$ 19,444,296</b>
PW11A	<b>Administration</b>	<b>1,499,464</b>	<b>448,511</b>			<b>1,947,975</b>
	<b>Engineering Design &amp; Construction</b>	<b>4,903,967</b>	<b>1,490,375</b>			<b>6,394,342</b>
PW21A	Street Design & Construction	1,306,946	332,663			1,639,609
PW21B	Permits	988,496	318,698			1,307,194
PW22A	Engineering & Design	751,234	184,391			935,625
PW22B	Signs and Painting	656,270	201,994			858,264
PW22D	Traffic Signal Maintenance	724,815	336,165			1,060,980
PW22H	Traffic Management Center	476,206	116,464			592,670
	<b>Street and Sanitation</b>	<b>1,063,642</b>	<b>3,507,718</b>			<b>4,571,360</b>
PW32A	Roadway & Parkway Maintenance	960,721	3,400,113			4,360,834
PW32B	Weed Abatement	28,981	34,501			63,482
PW32D	Flood Control	73,940	73,104			147,044
	<b>Fleet &amp; Building Maintenance</b>	<b>3,559,023</b>	<b>1,652,825</b>			<b>5,211,848</b>
PW33A	Facilities Maintenance	1,933,218	1,047,234			2,980,452
PW33B	Custodial Services	1,625,805	605,591			2,231,396
PW35A	<b>Field Services - Administration</b>	<b>848,578</b>	<b>470,193</b>			<b>1,318,771</b>
	<b>FIRE</b>	<b>\$ 37,628,445</b>	<b>\$ 6,659,150</b>	<b>\$ 2,778,740</b>		<b>\$ 47,066,335</b>
FD01A	Fire Prevention	2,581,963	2,135,760			4,717,723
FD01B	Hazardous Materials Program	335,651	23,150			358,801
FD02A	Fire Suppression	19,496,750	3,264,830	2,778,740		25,540,320
FD03A	Emergency Medical Services	12,523,114	744,143			13,267,257
FD04A	Emergency Management	208,365	103,609			311,974
FD05A	Fire Apparatus and Equipment	290,648	33,377			324,025
FD06A	Training and Safety	741,801	142,627			884,428
FD07A	Administration	1,450,153	211,654			1,661,807

# FY 2023-24 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2023-24 ADOPTED
	<b>POLICE</b>	<b>\$ 54,770,696</b>	<b>\$ 11,123,544</b>			<b>\$ 65,894,240</b>
PD01A-H	Patrol Division	28,009,065	6,915,130			34,924,195
PD02A-D	Investigation Division	11,578,544	841,639			12,420,183
PD03A-E	Administrative Services	6,512,641	1,601,325			8,113,966
PD05A	Parking Enforcement	1,501,661	244,833			1,746,494
PD06C	Communication Center	2,427,022	92,649			2,519,671
PD07A-E	Support Services	2,772,492	260,246			3,032,738
PD08A	Air Support Unit	603,705	823,661			1,427,366
PD09A	Jail Division	1,365,566	344,061			1,709,627
ND01A	<b>NON-DEPARTMENTAL</b>	<b>\$ 6,568,668</b>	<b>\$ 839,627</b>		<b>\$ 9,684,263</b>	<b>\$ 17,092,558</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 164,769,886</b>	<b>\$ 55,229,183</b>	<b>\$ 2,847,740</b>	<b>\$ 9,684,263</b>	<b>\$ 232,531,072</b>
<b>370</b>	<b>GENERAL CITY CAPITAL PROJECTS</b>			<b>\$ 11,023,401</b>		<b>\$ 11,023,401</b>
<b>SPECIAL REVENUE FUNDS</b>						
<b>104</b>	<b>PROP A TRANSPORTATION</b>	<b>\$ 1,444,056</b>	<b>\$ 1,020,203</b>		<b>\$ 212,516</b>	<b>\$ 2,676,775</b>
CD32B	Transportation		494,944		212,516	707,460
CD33A	Administration	1,444,056	525,259			1,969,315
<b>105</b>	<b>PROP C TRANSPORTATION</b>	<b>\$ 355,098</b>	<b>\$ 3,079,522</b>			<b>\$ 3,434,620</b>
CD32B	BurbankBus Operations		2,912,022			2,912,022
CD33A	Administration	355,098	167,500			522,598
<b>106</b>	<b>TRANSPORTATION (AQMD)</b>	<b>\$ 156,137</b>	<b>\$ 21,936</b>			<b>\$ 178,073</b>
<b>107</b>	<b>MEASURE R TRANSPORTATION</b>	<b>\$ 63,827</b>	<b>\$ 1,040,779</b>	<b>\$ 217,206</b>		<b>\$ 1,321,812</b>
CD33A	Transportation	63,827	1,040,779	217,206		1,321,812
<b>108</b>	<b>MEASURE M TRANSPORTATION</b>		<b>\$ 11,722</b>	<b>\$ 2,200,000</b>		<b>\$ 2,211,722</b>
<b>109</b>	<b>MEASURE W STORMWATER</b>	<b>\$ 147,559</b>	<b>\$ 400,000</b>	<b>\$ 632,500</b>		<b>\$ 1,180,059</b>
<b>122</b>	<b>CDBG</b>	<b>\$ 81,405</b>	<b>\$ 957,829</b>	<b>\$ 500,000</b>		<b>\$ 1,539,234</b>
<b>123</b>	<b>ROAD MAINTENANCE &amp; REHABILITATION</b>		<b>\$ 27,171</b>	<b>\$ 2,500,000</b>		<b>\$ 2,527,171</b>
<b>124</b>	<b>DRUG ASSET FORFEITURE</b>			<b>\$ 45,000</b>		<b>\$ 45,000</b>
<b>125</b>	<b>STATE GAS TAX</b>	<b>\$ 1,920,883</b>	<b>\$ 325,896</b>			<b>\$ 2,246,779</b>
PW21A	Street Design & Construction	486,895	66,318			553,213
PW21E	Select Streets		106,578			106,578
PW22A	Engineering & Design	247,290	153,000			400,290
PW32A	Roadway & Parkway Maintenance	1,186,698				1,186,698
<b>127</b>	<b>PUBLIC IMPROVEMENTS</b>	<b>\$ 274,802</b>	<b>\$ 581,495</b>	<b>\$ 2,952,623</b>		<b>\$ 3,808,920</b>
CD33A	Transportation	274,802	506,495	1,070,086		1,851,383
CD33B	Fire			46,000		46,000
CD33C	Police			804,355		804,355
LB01A	Library		75,000	40,000		115,000
PR28A	Parks & Recreation			992,182		992,182
<b>128</b>	<b>HUD AFFORDABLE HOUSING</b>	<b>\$ 65,020</b>	<b>\$ 590,342</b>			<b>\$ 655,362</b>
CD25A	Grants	65,020	22,081			87,101
CD25C	Grants - PSH		568,261			568,261
<b>129</b>	<b>STREET LIGHTING</b>	<b>\$ 807,185</b>	<b>\$ 1,102,990</b>	<b>\$ 2,009,186</b>		<b>\$ 3,919,361</b>
PS61A	Operating and Maintenance	807,185	1,102,990			1,910,175
PS61B	Capital			2,009,186		2,009,186
<b>133</b>	<b>TIETON HYDROPOWER PROJECT</b>		<b>\$ 1,828,531</b>	<b>\$ 51,243</b>		<b>\$ 1,879,774</b>
<b>483</b>	<b>MAGNOLIA POWER PLANT</b>	<b>14,599,288</b>	<b>\$ 12,020,528</b>	<b>\$ 1,189,550</b>		<b>\$ 27,809,365</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 19,915,260</b>	<b>\$ 23,008,944</b>	<b>\$ 12,297,308</b>	<b>\$ 212,516</b>	<b>\$ 55,434,028</b>



# FY 2023-24 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2023-24 ADOPTED
<b>INTERNAL SERVICE FUNDS</b>						
530	GENERAL LIABILITY INSURANCE	\$ 462,857	\$ 12,030,296			\$ 12,493,153
531	WORKERS' COMP INSURANCE	\$ 844,486	\$ 9,673,544			\$ 10,518,030
532	VEHICLE EQUIP REPLACEMENT	\$ 1,661,297	\$ 8,222,159	\$ 14,805,538		\$ 24,688,994
533	OFFICE EQUIP REPLACEMENT		\$ 577,949	\$ 1,405,265		\$ 1,983,214
534	MUNICIPAL INFRASTRUCTURE		\$ 5,716,152	\$ 16,931,328		\$ 22,647,480
CD23A	Affordable Housing		68,000			68,000
PR21A	Park Facilities Maintenance		1,795,000	8,907,828		10,702,828
PW21A	Street Design and Construction		50,000	3,395,000		3,445,000
PW22A	Engineering and Design		440,000			440,000
PW32A	Roadway and Parkway Maintenance		220,000			220,000
PW33A	Facilities Maintenance		3,143,152	4,628,500		7,771,652
535	COMM EQUIP REPLACEMENT	\$ 1,308,595	\$ 2,446,349	\$ 1,365,000		\$ 5,119,944
PS71A-B	Telephone System	666,781	1,063,887	350,000		2,080,668
PS72A-B	Radio System	641,814	1,382,462	1,015,000		3,039,276
537	INFORMATION TECHNOLOGY	\$ 6,016,304	\$ 8,606,747	\$ 4,234,913		\$ 18,857,964
IT01A	Administration	1,651,691	1,446,840			3,098,531
IT02A	Networking	2,437,644	2,706,032	1,235,923		6,379,599
IT03A	Geographic Information System (GIS)	263,722	237,075			500,797
IT04A	Applications	843,478	673,500	716,000		2,232,978
IT04B	Enterprise Resource Planning	819,769	1,438,500	688,283		2,946,552
	Miscellaneous Cost Centers		2,104,800	1,594,707		3,699,507
<b>TOTAL INTERNAL SERVICE FUNDS</b>		<b>\$ 10,293,539</b>	<b>\$ 47,273,196</b>	<b>\$ 38,742,044</b>		<b>\$ 96,308,779</b>
<b>ENTERPRISE FUNDS</b>						
494	WATER RECLAMATION & SEWER	\$ 2,236,876	\$ 16,977,381	\$ 2,849,194		\$ 22,063,451
PW23A	Engineering & Design	772,805	1,300,056	55,000		2,127,861
PW23B	Industrial Waste Permit/Inspection	227,563	2,329,744			2,557,307
PW23C	Plant Operations & Maintenance	193,081	11,833,267	2,639,194		14,665,542
PW23D	Sewer Maintenance	1,043,427	1,514,314	155,000		2,712,741
	<b>BURBANK WATER &amp; POWER</b>	<b>\$ 47,607,539</b>	<b>\$ 261,650,631</b>	<b>\$ 66,574,146</b>	<b>\$ 623,150</b>	<b>\$ 376,455,467</b>
496	Electric Fund	39,193,933	227,988,585	54,290,469	623,150	322,096,138
497	Water Fund	8,413,605	33,662,045	12,283,677		54,359,329
498	REFUSE COLLECTION & DISPOSAL	\$ 7,862,395	\$ 13,967,742	\$ 11,823,026		\$ 33,653,163
PW31A	Refuse Collection	5,218,828	6,416,795			11,635,623
PW31B	Refuse Disposal	840,710	3,148,802	11,593,026		15,582,538
PW31C	Recycling	1,075,581	2,978,395	230,000		4,283,976
PW32C	Street Sweeping	727,276	1,423,750			2,151,026
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 57,706,810</b>	<b>\$ 292,595,754</b>	<b>\$ 81,246,366</b>	<b>\$ 623,150</b>	<b>\$ 432,172,081</b>
<b>SUCCESSOR AGENCY</b>						
208	SUCCESSOR AGENCY		\$ 7,446,068			\$ 7,446,068
CD27A	Administration		355,149			355,149
CD28E	Debt Service		7,090,919			7,090,919
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>			<b>\$ 7,446,068</b>			<b>\$ 7,446,068</b>

# FY 2023-24 ADOPTED BUDGET BY DEPARTMENT AND COST CENTER



FUND/ COST CTR	DEPARTMENT/PROGRAM	Salaries & Benefits	Materials Supp & Svcs	Capital	Contrib to Other Funds	2023-24 ADOPTED
<b>HOUSING AUTHORITY</b>						
117	Section 8 Voucher Program	896,855	12,231,346			13,128,201
305	Low/Moderate Income Housing	470,927	619,063			1,089,990
<b>TOTAL HOUSING AUTHORITY FUNDS</b>		<b>\$ 1,367,782</b>	<b>\$ 12,850,409</b>			<b>\$ 14,218,191</b>
<b>PARKING AUTHORITY</b>						
310	Parking Authority		791,914			791,914
<b>TOTAL PARKING AUTHORITY FUNDS</b>			<b>\$ 791,914</b>			<b>\$ 791,914</b>
<b>TOTAL CITY</b>		<b>\$ 254,053,277</b>	<b>\$ 439,195,468</b>	<b>\$ 146,156,859</b>	<b>\$ 10,519,929</b>	<b>\$ 849,925,532</b>

# GENERAL FUND NON-RECURRING APPROPRIATIONS FY 2023-24



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; Capital items; or Contributions to Other Funds for FY 2023-24.

APPROPRIATION DESCRIPTION	DEPARTMENT	AMOUNT
<b><u>SALARIES &amp; BENEFITS</u></b>		
1 Temporary Staffing for Library Monitors	Library	\$ 39,080
2 Temporary Staffing and Overtime for the Police Department Recruitment Plan	Management Services	146,847
3 Overtime for Burbank Animal Shelter Staff	Parks and Recreation	34,864
4 CalPERS Additional Discretionary Payment (ADP)	Non-Departmental	2,914,200
<b><u>MATERIALS, SUPPLIES and SERVICES</u></b>		
5 Grant Reporting and Management Services	City Manager	50,000
6 Airport Replacement Terminal Consulting and Plan Check	Community Development	250,000
7 Rancho Specific Plan	Community Development	1,400,000
8 Parking Permit Fulfillment	Community Development	60,000
9 Homeless Outreach Services	Community Development	100,000
10 Renter Relocation Assistance	Community Development	600,000
11 Office Retrofit for Emergency Medical Services (EMS)	Fire Department	10,000
12 Fire Suppression Supplies	Fire Department	7,590
13 Electronic Library Materials	Library	75,000
14 Safety and Diversity, Equity, and Inclusion (DEI) Training	Library	55,000
15 ProcturU and Spark Hire In-Time Testing	Management Services	50,000
16 Employee Referral Care Program	Non-Departmental	257,000
17 Study Session on AB 1482 (California Tenant Protection Act)	Non-Departmental	50,000
18 Performing Arts <sup>2</sup>	Parks and Recreation	50,000
19 Utility Box Beautification Program <sup>1</sup>	Parks and Recreation	11,250
20 Reforestation Program	Parks and Recreation	770,000
21 Park and Play Mobile Recreation Program	Parks and Recreation	8,000
22 Adaptive Sports Day	Parks and Recreation	15,000
23 Burbank Historical Society 50th Anniversary Event	Parks and Recreation	10,000
24 Police Recruitment Program	Police	50,000
<b><u>CAPITAL OUTLAY</u></b>		
25 Data Ticket Citation Collection	Community Development/ Parks and Recreation	14,000
26 Replacement of Three Fire Engines	Fire Department	1,922,171
27 Water Tender Replacement	Fire Department	20,000
28 Self-Contained Breathing Apparatus and SCBA Mask Fit and Flow Testing System	Fire Department	836,569
29 Debt Book Lease Software	Financial Services	25,000
30 Large Format Printer for the Reprographics Division	Management Services	30,000
<b><u>CONTRIBUTION TO OTHER FUNDS</u></b>		
31 FY 2023-24 Citywide Information Technology Projects <sup>3</sup>	Non-Departmental	3,562,263
32 FY 2023-24 Capital Improvement Projects <sup>4</sup>	Non-Departmental	1,402,000
<b>TOTAL :</b>		<b>\$ 14,825,834</b>

<sup>1</sup> Funded by Art in Public Places

<sup>2</sup>Funded by Performing Arts set-aside

<sup>3</sup>\$2,028,556 of the citywide IT projects are funded with American Rescue Plan Act (ARPA) funds and \$70,000 is funded by Public Educational & Governmental (PEG) Access Funds. The net impact to the General Fund is \$1,463,707

<sup>4</sup>Use of set-aside funds for capital projects, including RDA Loan Repayment Funds (\$800,000), Art in Public Places (\$460,000) Burbank Athletic Federation (\$84,500), and Park Development Fees (\$57,500)

# ADOPTED FUND TRANSFERS SUMMARY

## FY 2023-24



<b>FROM:</b>		<b>TO:</b>			
<b>Fund No.</b>	<b>Fund Title</b>	<b>Fund No.</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Purpose</b>
001	General Fund	370	General City Capital Projects	1,402,000	Parks and Recreation capital projects
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	3,562,263	FY 2023-24 approved Information Technology Projects
104	Proposition A	105	Proposition C	212,516	Discretionary Incentive Grant program from Metro
496	Electric Fund	537	Information Technology Fund	623,150	FY 2023-24 approved Information Technology Projects
<b>TOTAL</b>				<b>\$ 10,519,929</b>	



# SUMMARY OF INDIRECT CHARGES

## FY 2023-24



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 2023-24
494	PW23A	Water Reclamation and Sewer Fund - Engineering/Design	\$ 282,467
494	PW23B	Water Reclamation and Sewer Fund - Industrial Waste/Inspection	128,832
494	PW23C	Water Reclamation and Sewer Fund - Plant Operations	413,164
494	PW23D	Water Reclamation and Sewer Fund - Sewer Maintenance	388,675
498	PW31A	Refuse Collection and Disposal Fund - Refuse Collection Section	1,276,132
498	PW31B	Refuse Collection and Disposal Fund - Refuse Disposal Section	364,551
498	PW31C	Refuse Collection and Disposal Fund - Recycling Section	528,019
498	PW32C	Refuse Collection and Disposal Fund - Street Sweeping	270,243
496	PS41B	BWP Electric Fund - Finance Administration	4,535,115
497	PS51D	BWP Water Fund - Water Engineering and Planning	1,328,107
208	CD27A	Successor Agency Administration	159,633
530	MS04A	General Liability Insurance Fund	635,342
531	MS04A	Workers Compensation Insurance Fund	687,709
532	PW34A	Vehicle Equipment Replacement Fund	878,878
535	PS71A/72A	Communications Equipment Replacement Fund	118,180
537	IT01A	Information Technology Fund - Administration	1,002,507
104	CD32B	Proposition A Transportation Fund - Transportation	118,782
105	CD32B	Proposition C Transportation Fund - BurbankBus Operations	131,620
107	CD33A	Measure R Transportation Fund	27,346
108	PW21A	Measure M Transportation Fund	11,722
122	CD25A	Community Development Block Grant	114,877
123	PW21A	Road Maintenance and Rehabilitation Fund	27,087
125	PW21E	State Gas Tax Fund - Select Streets	106,578
127	CD33A	Public Improvements Fund - Transportation	249,664
129	PS61A-B	Street Lighting Fund	46,093
117	CD26A	Housing Authority - Section 8 Voucher Program	203,596
305	CD23A	Housing Authority - Low and Moderate Income	135,760
310	PW22F	Parking Authority Fund	59,344
<b>TOTAL \$</b>			<b>14,230,023</b>

# OUTSTANDING DEBT SERVICE DESCRIPTIONS



Debt Service Funds are a recognized fund type in generally accepted governmental accounting principles 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:

<b>Enterprise Funds</b>	Water Reclamation and Sewer (Fund 494) Burbank Water and Power (Funds 496 and 497)
<b>Successor Agency</b>	Successor Agency (Fund 208)

Bond rating agencies, such as Moody’s Investor Services and Standard & Poor’s (S & P) 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 &amp; P</u>
▪ 2004 Pension Obligation	-	-
▪ 2010B Electric Revenue	Aa3	AA-
▪ 2010B Water Revenue	-	AAA
▪ 2014 Wastewater	Aa2	AA+
▪ 2015 Successor Agency	-	AA-
▪ 2017 Successor Agency	-	AA-
▪ 2021 Water Revenue	-	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 and include three policies that 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, 2023. A description of each City of Burbank bond obligation provides details on the original principal amount, the outstanding principal remaining as of June 30, 2023, the maturity date, and a brief description stating the purpose for issuing the bonds. Bond payments are estimated at \$10,865,000 for principal payments and \$12,942,186 for interest obligations for a total of \$23,807,186 for FY 2023-24. Bond obligations are estimated at \$454,458,000 for principal and interest payments from FY 2023-24 through FY 2052-53. The current debt service obligation for all years totals \$454,458,000.

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 the 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 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.

During FY 2021-22, Burbank Water and Power Water Revenue Refunding Bonds, Series 2021 were issued. These bonds will finance a portion of the costs of the 2021 Water Project, prepay the State water loans, and pay the costs of issuing the bond which is expected to generate a present value savings of \$382 thousand.

During FY 2022-23, Burbank Water and Power Electric Revenue Bonds, Series 2023 were issued. These bonds will fund the cost of the 2023 Electric System Project, fund a contribution to the Parity Reserve Fund, and pay the costs of issuing the 2023 bonds.

## BURBANK WATER AND POWER BONDS

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

Maturity Date: 6/1/2040

Issued: \$27,945,000 on October 26, 2010 Outstanding 6/30/23: \$27,095,000

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 6/30/23: \$52,665,000

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



# OUTSTANDING DEBT SERVICE DESCRIPTIONS



## **Burbank Water and Power Water Revenue Refunding Bonds Series 2021**

Maturity Date: 6/1/51

Issued: \$24,825,000 on November 17, 2021

Outstanding 6/30/23: \$23,410,000

Purpose: Proceeds to be used to finance the costs for various projects and pay the costs of issuance.

## **Burbank Water and Power Electric Revenue Refunding Bonds Series 2023**

Maturity Date: 6/1/53

Issued: \$120,000,000 on March 14, 2023

Outstanding 6/30/23: \$120,000,000

Purpose: Proceeds to be used to fund the Electric System project, fund the parity reserve account, and pay issuance costs.

## **SUCCESSOR AGENCY BONDS**

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### **Successor Agency Tax Allocation Refunding Bonds – Series 2015**

Maturity Date: 12/1/2033

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

Outstanding 6/30/23: \$6,685,000

Purpose: The Successor Agency issued the Bonds 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.

### **Successor Agency Tax Allocation Refunding Bonds – Series 2017**

Maturity Date: 12/1/2043

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

Outstanding 6/30/23: \$22,995,000

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.

## **WASTEWATER TREATMENT BONDS**

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### **Wastewater Treatment Revenue Bonds, Series 2014**

Maturity Date: 6/1/2033

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

Outstanding 6/30/23: \$2,839,912

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

# COMPUTATION OF LEGAL DEBT MARGIN

As of June 30, 2023

(Unaudited - in Thousands)



Net assessed value		\$ 29,022,766,045
Debt limit - 15% of assessed value		4,353,414,907
Amount of debt applicable to debt limit		
Successor Agency debt - tax allocation bonds	<u>29,680,000</u>	
Total	29,680,000	
Less		
Reserves in Debt Service funds available for principal payment:		
Successor Agency debt	<u>                    -</u>	
Total	-	
Total amount of debt applicable to debt limit	<u>29,680,000</u>	
Legal debt margin		<u><u>\$ 4,383,094,907</u></u>

# BONDED DEBT SERVICE REQUIREMENTS

## Estimated Payments - All Funds

FY 2023-2024 - FY 2052-2053



Issue Date	Description	Final Maturity Date	Total Outstanding Principal	Total Outstanding Interest	Total Outstanding
<b>Burbank Water and Power: Funds 496, 497</b>					
2023	Electric Revenue Bonds	6/1/2053	120,000,000	123,441,000	243,441,000
2021	Water Revenue Refunding Bonds	6/1/2051	23,410,000	15,794,800	39,204,800
2010B	Water Revenue Bonds	6/1/2040	27,095,000	15,890,296	42,985,296
2010B	Electric Revenue Bonds	6/1/2040	52,665,000	34,302,845	86,967,845
<b>Total Burbank Water and Power:</b>			223,170,000	189,428,941	412,598,941
<b>Water Reclamation and Sewer: Fund 494</b>					
2014	Wastewater Treatment Revenue Bonds	6/1/2033	2,525,000	314,912	2,839,912
<b>Total Water Reclamation and Sewer Fund:</b>			2,525,000	314,912	2,839,912
<b>Successor Agency (former Redevelopment Agency): Funds 208</b>					
2015	Successor Agency Tax Alloc Refunding	12/1/2033	6,685,000	641,809	7,326,809
2017	Successor Agency Tax Alloc Refunding	12/1/2043	22,995,000	8,697,338	31,692,338
<b>Total Successor Agency Funds:</b>			29,680,000	9,339,147	39,019,147
<b>TOTAL DEBT SERVICE FOR ALL FUNDS:</b>			<b>\$ 255,375,000</b>	<b>\$ 199,083,000</b>	<b>\$ 454,458,000</b>

# BONDED DEBT SERVICE REQUIREMENTS

## Estimated Payments - All Funds

FY 2023-24



Issue Date	Description	Average Interest Rate	Final Maturity Date	Principal	Interest	Total
<b>Burbank Water and Power: Funds 496, 497</b>						
2023	Electric Revenue Bonds	5.00%	6/1/2053		6,000,000	6,000,000
2021	Water Revenue Refunding Bonds	4.50%	6/1/2051	430,000	990,950	1,420,950
2010B	Water Revenue Bonds	3.41%	6/1/2040	1,050,000	1,526,844	2,576,844
2010B	Electric Revenue Bonds	4.15%	6/1/2040	2,210,000	3,295,098	5,505,098
<b>Total Burbank Water and Power:</b>				<b>3,690,000</b>	<b>11,812,892</b>	<b>15,502,892</b>
<b>Water Reclamation and Sewer: Fund 494</b>						
2014	Wastewater Treatment Revenue Bonds	2.04%	6/1/2033	1,130,000	96,375	1,226,375
<b>Total Water Reclamation and Sewer Fund:</b>				<b>1,130,000</b>	<b>96,375</b>	<b>1,226,375</b>
<b>Successor Agency: Fund 208</b>						
2015	Successor Agency Tax Alloc Refunding	1.95%	12/1/2033	3,915,000	207,569	4,122,569
2017	Successor Agency Tax Alloc Refunding	3.00%	12/1/2043	2,130,000	825,350	2,955,350
<b>Total Successor Agency Funds:</b>				<b>6,045,000</b>	<b>1,032,919</b>	<b>7,077,919</b>
<b>TOTAL DEBT SERVICE FOR ALL FUNDS:</b>				<b>\$ 10,865,000</b>	<b>\$ 12,942,186</b>	<b>\$ 23,807,186</b>



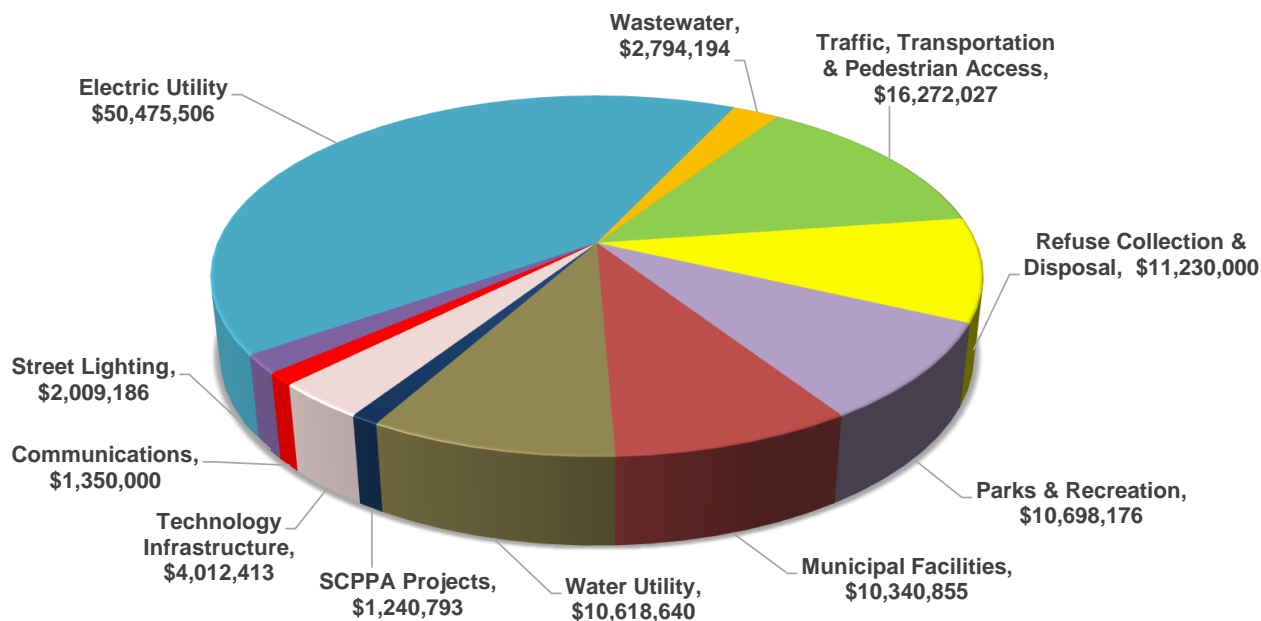
# ADOPTED CAPITAL IMPROVEMENT PROGRAM (CIP)



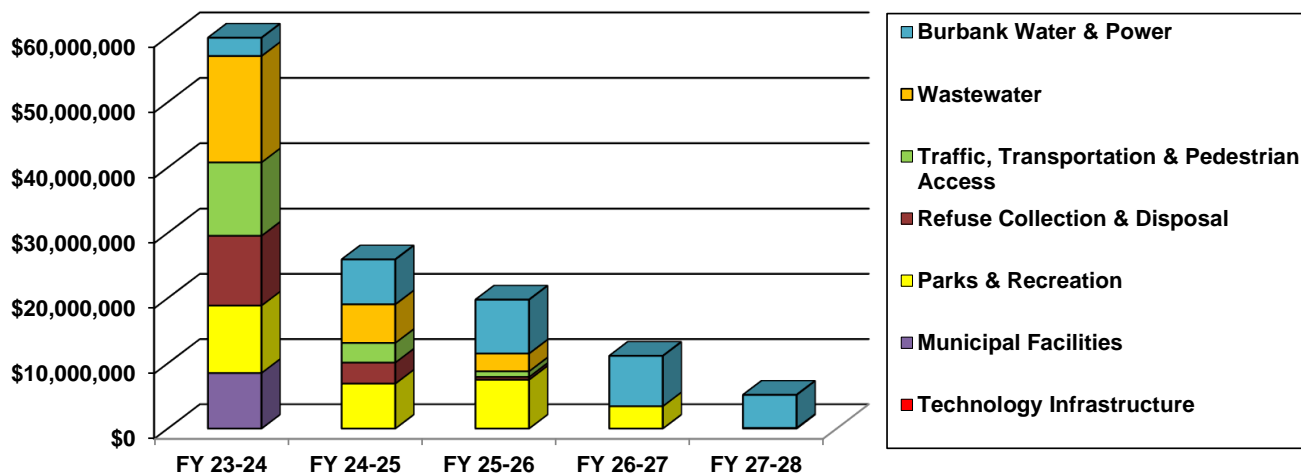
The Capital Improvement Program (CIP) Budget is developed in conjunction with the operating budget but is published as a separate document in order to provide more detailed information for each of the 316 capital projects taking place within the City of Burbank. The CIP is a multi-year program designed to tie the planning of capital improvements to realistic and 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 2023-24, approximately 14% is appropriated for Capital Improvements. The multi-year Capital Improvement Program totals nearly \$962 million, including FY 2023-24 appropriations of \$121 million and prior year appropriations of \$232 million. Approximately \$609 million in future year appropriations will be required to complete all of the projects included in this year's CIP Budget.

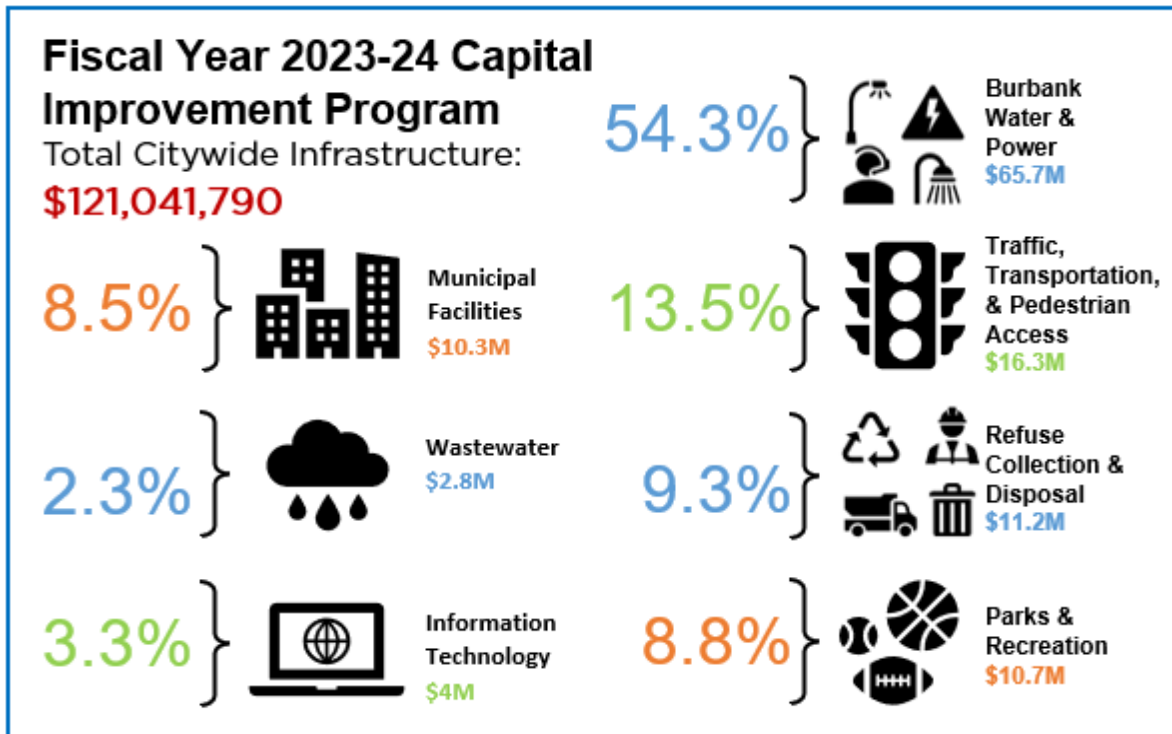
## Total FY 2023-24 CIP Appropriations: \$121,041,790



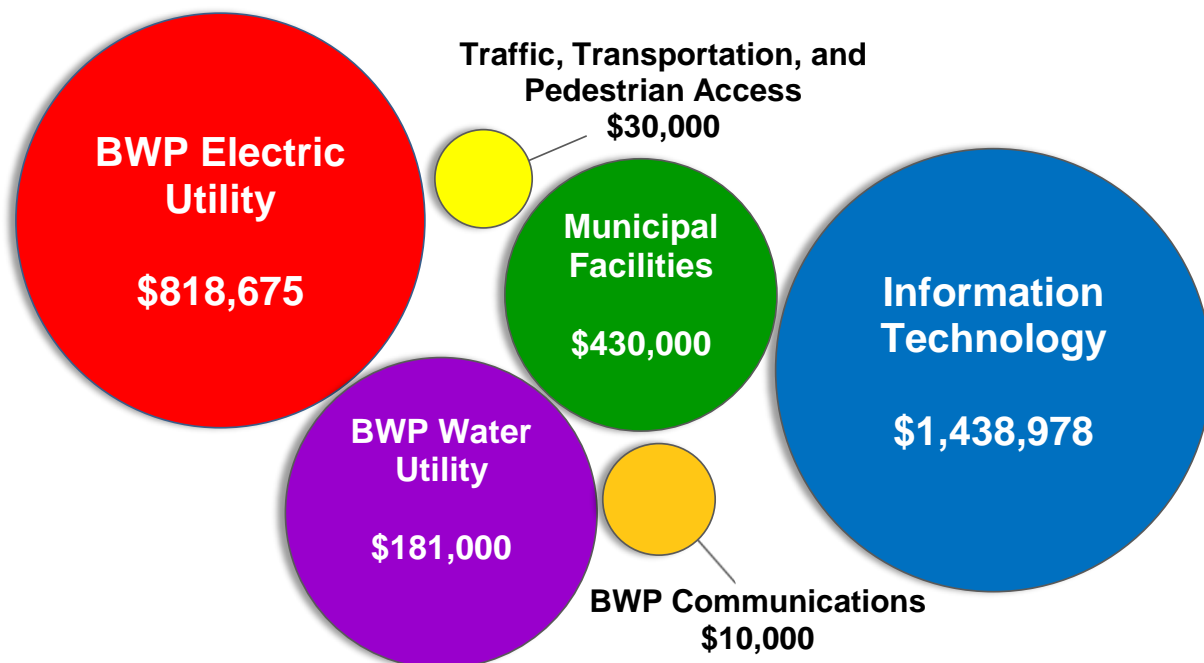
## CIP Project Summary FY 2023-24 through FY 2027-28



# 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 2023-24 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 on the citywide operating budget totals approximately \$2.9 million.

# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 104 Prop A Transportation</b>									
	Downtown Metro Station	400,000							400,000
<b>FUND 104 TOTALS</b>		<b>\$400,000</b>							<b>\$400,000</b>
<b>FUND 105 Prop C Transportation</b>									
	Downtown Metro Station	350,000							350,000
<b>FUND 105 TOTALS</b>		<b>\$350,000</b>							<b>\$350,000</b>
<b>FUND 107 Measure R Transportation</b>									
	Bike and Pedestrian Minor Project Improvements	290,000							290,000
	Downtown San Fernando Boulevard Reconfiguration	545,000							545,000
	First Street Bike Lane	382,000	217,206						599,206
	Main Street / Elm Avenue	50,000							50,000
<b>FUND 107 TOTALS</b>		<b>\$1,267,000</b>	<b>\$217,206</b>						<b>\$1,484,206</b>
<b>FUND 108 Measure M Transportation</b>									
	Bridge Repairs	50,000							50,000
	FY 21-22 Residential Pavement Rehabilitation	400,000							400,000
	FY 21-22 Annual Sidewalk Rehabilitation	1,400,000							1,400,000
	FY 22-23 Residential Pavement Rehabilitation	400,000							400,000
	FY 22-23 Annual Sidewalk Rehabilitation	1,400,000							1,400,000
	FY 2023-24 Annual Sidewalk Rehabilitation		1,400,000						1,400,000
	FY 2023-24 Arterial Pavement Rehabilitation		400,000						400,000
	FY 2023-24 Residential Pavement Rehabilitation		400,000						400,000
	Olive Magnolia Bridge Pedestrian Safety Improvements	400,000							400,000
<b>FUND 108 TOTALS</b>		<b>\$4,050,000</b>	<b>\$2,200,000</b>						<b>\$6,250,000</b>
<b>FUND 109 Measure W Stormwater</b>									
	McCambridge Park Stormwater		632,500	492,200					1,124,700
<b>FUND 109 TOTALS</b>			<b>\$632,500</b>	<b>\$492,200</b>					<b>\$1,124,700</b>
<b>FUND 122 Community Development Block Grants</b>									
	2244 N. Buena Vista Facility Improvements	413,756	500,000						913,756
	Santa Anita Playlot Playground Replacement	282,328							282,328
<b>FUND 122 TOTALS</b>		<b>\$696,084</b>	<b>\$500,000</b>						<b>\$1,196,084</b>
<b>FUND 123 Road Maintenance and Rehabilitation</b>									
	FY 21-22 Residential Pavement Rehabilitation	1,100,000							1,100,000
	FY 21-22 Arterial Pavement Rehabilitation	1,200,000							1,200,000
	FY 22-23 Residential Pavement Rehabilitation	2,300,000							2,300,000
	FY 23-24 Residential Pavement Rehabilitation		2,500,000						2,500,000
<b>FUND 123 TOTALS</b>		<b>\$4,600,000</b>	<b>\$2,500,000</b>						<b>\$7,100,000</b>
<b>FUND 125 State Gas Tax</b>									
	FY 21-22 Arterial Pavement Rehabilitation	400,000							400,000
	FY 22-23 Arterial Pavement Rehabilitation	250,000							250,000
<b>FUND 125 TOTALS</b>		<b>\$650,000</b>							<b>\$650,000</b>
<b>FUND 127 Public Improvements</b>									
	Ballfield Light Modernization McCambridge	585,890							585,890
	Brace Canyon Park Ballfield	825,000							825,000
	Chandler Bikeway Extension	570,046			2,729,059				3,299,105
	Dick Clark Dog Park		713,255						713,255
	Fire Station 11 Kitchen Modernization		46,000	322,000					368,000
	First Street Village Sound Wall	300,000		1,200,000					1,500,000
	First Street Bike Lane	150,000							150,000
	George Izay Park Master Plan	127,675	125,000						252,675
	Interstate-5 Mitigation Empire Interchange	668,000							668,000
	Interstate-5 Mitigation Empire/Buena Vista	4,000,000							4,000,000
	Jail Access Control System		224,355						224,355
	LA River Bridge	850,000		1,700,000					2,550,000
	McCambridge Picnic Improvement		153,927						153,927
	PD Headquarters Fire 11 Facility Surveillance Video Storage		230,000						230,000
	Picnic Facility Improvements Verdugo	199,500							199,500
	Police/Fire Headquarters Flooring		350,000	130,000					480,000
	San Fernando Bikeway	569,724	1,070,086						1,639,810
	San Fernando Connector/Empire	4,673,263							4,673,263
<b>FUND 127 TOTALS</b>		<b>\$13,519,098</b>	<b>\$2,912,623</b>	<b>\$3,352,000</b>	<b>\$2,729,059</b>				<b>\$22,512,780</b>

# CAPITAL IMPROVEMENT PROGRAM

## SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 128 HUD Affordable Housing Programs</b>									
	Community Service Building Security Enhancements	97,799							97,799
<b>FUND 128 TOTALS</b>		<b>\$97,799</b>							<b>\$97,799</b>
<b>FUND 129 Street Lighting</b>									
	Aid-In-Construction Street Lighting for Customer Projects	590,000	765,000	1,525,000	165,000	170,000	170,000	875,000	4,260,000
	Aid-In-Construction Street Lighting for Other Departments	35,000	35,000	35,000	40,000	40,000	40,000	225,000	450,000
	Convert Street Lighting Circuits to Under Ground 120 Volt	40,000		900,000			1,000,000	1,600,000	3,540,000
	Implement Asset Inspection Program Software		60,000					75,000	135,000
	Install LED Luminaires	701,600	564,186	683,660	277,775	308,040	255,000	1,333,140	4,123,401
	Replace Street Lighting Standards and Substructures	879,000	100,000	690,000	710,700	732,021	753,982	4,123,081	7,988,784
	Replace Street Lighting Due to Knockdowns	110,000	160,000	160,000	165,000	165,000	170,000	880,000	1,810,000
	Street Light Customer Requests - Deteriorated Stub Poles	213,249	225,000	100,000	100,000	100,000	100,000	500,000	1,338,249
	Street Lighting Master Plan		100,000					150,000	250,000
<b>FUND 129 TOTALS</b>		<b>\$2,568,849</b>	<b>\$2,009,186</b>	<b>\$4,093,660</b>	<b>\$1,458,475</b>	<b>\$1,515,061</b>	<b>\$2,488,982</b>	<b>\$9,761,221</b>	<b>\$23,895,434</b>
<b>FUND 133 Tieton Hydropower project</b>									
	Tieton Hydropower Capital Improvements	352,349	51,243	52,268	53,313	54,379	55,467	56,576	675,595
<b>FUND 133 TOTALS</b>		<b>\$352,349</b>	<b>\$51,243</b>	<b>\$52,268</b>	<b>\$53,313</b>	<b>\$54,379</b>	<b>\$55,467</b>	<b>\$56,576</b>	<b>\$675,595</b>
<b>FUND 310 Parking Authority Capital Projects</b>									
	Orange Grove Parking Structure	995,000							995,000
<b>FUND 310 TOTALS</b>		<b>\$995,000</b>							<b>\$995,000</b>
<b>FUND 370 General City Capital Projects</b>									
	Alameda Signal Synchronization	250,000							250,000
	Ballfield Light Modernization McCambridge	75,310							75,310
	Bike and Pedestrian Minor Project Improvements	28,863							28,863
	2244 N. Buena Vista Facility Improvements		800,000						800,000
	Brace Canyon Park Ballfield	819,622							819,622
	Bridge Repairs	1,059,226							1,059,226
	Burbank Channel Bikeway Public Art	400,000							400,000
	Burbank Little Theatre Renovation	180,000							180,000
	Central Library and Civic Center	1,560,654	1,850,000	1,100,000					4,510,654
	City Yard Services Building	5,150,000							5,150,000
	Community Garden	125,000							125,000
	Dick Clark Dog Park	365,622	247,866						613,488
	Downtown Metro Station	250,000							250,000
	Exhaust Systems Replacement		400,000						400,000
	Foy Park Irrigation Replacement		28,750	1,380,000					1,408,750
	FY 23-24 Storm Drain/Catch Basin	250,000							250,000
	First Street Bike Lane	58,000	32,794						90,794
	Foy Park & Parking Area		34,500	322,000					356,500
	George Izay Park Master Plan	100,000							100,000
	Glenoaks Boulevard and First Street Signal Improvements	4,172,895	1,027,105						5,200,000
	Interstate-5 Arterial Phase 3	200,000	500,000	700,000					1,400,000
	Johnny Carson Park Shade		460,000						460,000
	Maxam Irrigation Replacement		28,750	1,265,000					1,293,750
	McCambridge Recreation Center Gymnasium Mural	10,000							10,000
	Maxam Restroom/Multi-Purpose Room	150,000							150,000
	McCambridge Bleacher Shade	104,700							104,700
	McCambridge Park Stormwater				3,369,500			42,537,695	45,907,195
	Olive/Verdugo Intersection Improvements	1,600,000		2,000,000					3,600,000
	PD/Fire HVAC Retrofit and Repair	300,000							300,000
	Police/Fire Headquarters Flooring	350,000							350,000
	Roof Repair/Replacement	285,500							285,500
	Santa Anita Playlot Playground Replacement	318,855	38,800						357,655
	Schaefer Ballfield Lighting		50,000						50,000
	San Fernando Bikeway	810,566	5,424,836						6,235,402
	Schafer Bleacher Shade Installation	59,395							59,395
	Seismic Retrofit and Renovation	200,000							200,000
	Valley Ballfield Skate Park Shade		94,000						94,000
	Verdugo Aquatic Facility Public Art	87,883							87,883
	Verdugo Basketball Backboards Replacement	40,300							40,300
	Victory Blvd Signal Sync	250,000							250,000
<b>FUND 370 TOTALS</b>		<b>\$19,612,391</b>	<b>\$11,017,401</b>	<b>\$6,767,000</b>	<b>\$3,369,500</b>			<b>\$42,537,695</b>	<b>\$83,303,987</b>



# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 483 Magnolia Power Project (MPP)</b>									
	Magnolia Power Plant (MPP) Decarbonization Study			300,000					300,000
	Magnolia Power Plant (MPP) Stormwater Improvements	1,943,324	1,114,550	743,033					3,800,907
	Zero Liquid Discharge Improvements	75,000	75,000	75,000	75,000	50,000	50,000	50,000	450,000
<b>FUND 483 TOTALS</b>		<b>\$2,018,324</b>	<b>\$1,189,550</b>	<b>\$1,118,033</b>	<b>\$75,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$4,550,907</b>
<b>FUND 494 Water Reclamation and Sewer</b>									
	Chandler Sewer - Phase I	500,000		2,700,000	3,000,000				6,200,000
	Hyperion Capital Construction	6,439,408	839,400	571,500	633,900	1,218,800	500,000		10,203,008
	North Lincoln Sewer Improvements			240,000	1,000,000	1,120,000			2,360,000
	Providencia Relief Sewer - 2	1,600,002							1,600,002
	Pump Station Improvements	1,380,000	125,000	125,000	125,000	125,000			1,880,000
	Riverside Relief Sewer Project	3,946,000							3,946,000
	Sanitary Sewer Repairs/Upgrade	13,650,000	500,000	500,000	500,000	500,000	550,039		16,200,039
	Sewer Manhole Repair Project	665,000	30,000	30,000	30,000	15,000	15,000		785,000
	Tujung Lake Sewer Improvement			100,000	100,000	720,000			920,000
	Victory Sewer Improvements - Phase 1			100,000	300,000	1,600,000	1,560,000		3,560,000
	Water Reclamation Lab Ventilation Modernization	245,000						2,098,750	2,343,750
	Water Reclamation Plant Operation Improvements	14,836,325	1,299,794	2,514,041	2,566,719	2,422,718	2,447,596		26,087,193
<b>FUND 494 TOTALS</b>		<b>\$43,261,735</b>	<b>\$2,794,194</b>	<b>\$6,880,541</b>	<b>\$8,255,619</b>	<b>\$7,721,518</b>	<b>\$5,072,635</b>	<b>\$2,098,750</b>	<b>\$76,084,992</b>
<b>FUND 496 Electric Utility</b>									
	4kV to 12kV Conversions FY 2023-24	5,000,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	52,500,000	85,000,000
	69kV Line Metering		200,000	200,000					400,000
	Advanced Distribution Energy Resource Management		300,000						300,000
	Asset Management Ticketing System		44,250	44,250					88,500
	BWP Audio/Video Life Cycle Program	88,500	44,250	22,125	22,125	22,125	22,125	110,625	331,875
	BWP Enterprise Security	208,062	88,500	44,250		132,750		486,750	960,312
	BWP Master Plan of Drainage	3,213,049	1,740,894	1,160,596					6,114,539
	BWP Website Upgr (5-yr cycle)		25,000				50,000	75,000	150,000
	Back-up Service Burbank Substation and ECC						500,000		500,000
	Backup Energy Control Center FY 2026-27					50,000		550,000	600,000
	Build Service to Large Projects	5,500,000	8,000,000	8,000,000	5,000,000	5,000,000	5,000,000	25,000,000	61,500,000
	Breaker Fail Program	331,522	150,000	150,000	150,000	150,000	150,000	750,000	1,831,522
	Bus Differential Relay Addition (4/12kV)				350,000	350,000	350,000		1,050,000
	Bus Differential Relay Upgrade (34kV)		250,000			200,000	250,000		700,000
	Bus Differential Relay Upgrade (69kV)				300,000			200,000	500,000
	CIS Upgrade/Replacement 22/23	656,250	306,250						962,500
	CRM TI-Free Agent/Response System 27/28						25,000	25,000	50,000
	Capital Plan and Accounting Management System/Study		37,967	221,250					259,217
	Capon Capacitor Bank Control Upgrade		100,000						100,000
	Citywide Solar and Storage		700,000	10,000,000	10,000,000	15,000,000	15,000,000	100,000,000	150,700,000
	Customer Meter Voltage Monitoring						50,000	250,000	300,000
	Customer Service Call Center Study/Improvements	87,500	150,000						237,500
	Customer Payment Options FY 2024-25			700,000					700,000
	Direct Current Panel Upgrades	100,000	100,000	100,000				200,000	500,000
	Data Center Hardware	708,000	682,833	130,899				1,106,250	2,627,982
	Day Ahead Planning and Resource Center	80,000	300,000						380,000
	Distribution Substation Transformer Firewall Addition		125,000	125,000	125,000	125,000	125,000	250,000	875,000
	Downtown Distribution Capacity Upgrade						3,500,000	2,000,000	5,500,000
	Drawing Document System FY 2024-25			100,000					100,000
	ECC Cyber and Physical Security System	40000	78093		40000		40000	80000	278,093
	ECC GIS Integration - Utility Network Modernization		750,000						750,000
	Energy Control Center Hardware and Software FY 2023-24		75,000	75,000	75,000	75,000	75,000	375,000	750,000
	Energy Control Center Renovation/Rebuild FY 2026-27		100,000						100,000
	EcoCampus Solar and Storage	1,750,000	750,000						2,500,000
	Electric Distribution Master Plan Upgrade FY 2025-26				500,000			1,000,000	1,500,000
	Electric Vehicle Charging Program	5,000,116	380,000	380,000	1,565,000	1,135,000	970,000	5,410,000	14,840,116
	Emergency Exit - Administration Building East		80,000						80,000
	Emergency Exit - Administration Building West		40,000						40,000
	Energy Trade Risk Management S/W Replacement					150,000	1,000,000		1,150,000
	Enterprise Data Platform-SMS Analytics Use					25,000		50,000	75,000
	Enterprise Data/Information Architecture Implementation					88,500		88,500	177,000
	Fiber Optic 2A Fiber Infrastructure Expansion	280,000	200,000	187,500	162,500	162,500			992,500
	Feeder and Capacitor Bank Relay Upgrade (4/12kV)		500,000		500,000			1,350,000	2,350,000
	Fiber Optic Service FO-1 Citywide Aid-In-Construction	200,000	250,000	250,000	250,000	250,000	250,000	1,250,000	2,700,000
	Fiber Optic Infrastructure Replacement		100,000	100,000	100,000	100,000	100,000	500,000	1,000,000

# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 496 Electric Utility (Continued)</b>									
	Geographic Information System Upgrade FY 2024-25			60,000				60,000	120,000
	Ground Grid Improvements FY 2023-24		300,000	123,208	124,334				547,542
	HVAC Upgrade Study and Projection for ECC	356,609	88,500						445,109
	HVAC Upgrade - BWP Buildings	356,472	238,154	237,977	217,365	235,676	137,087	327,804	1,750,535
	Implement New System Model Software		50,000						50,000
	Implement New GView Modules				50,000				50,000
	Install Transformer Temperature Monitors FY 2023-24		115,000	115,000	115,000				345,000
	Install Transformer Gas Monitors - BWP Stations		125,000	125,000	125,000				375,000
	MDMS Replacement/Upgrade FY 2023-24		1,312,500						1,312,500
	Marketing Automation FY 2023-24		30,000					30,000	60,000
	Media District 12kV Capacity	23,266,724	10,100,000						33,366,724
	Networking Infrastructure		336,631	139,457		177,000		398,250	1,051,338
	New Customer Transformer Station - FY 2023-24	1,000,000	1,200,000	1,400,000	1,600,000	1,800,000	2,000,000	13,000,000	22,000,000
	ONE-Burbank Network Infrastructure Expansion	400,000	500,000	500,000	500,000	500,000	500,000	2,500,000	5,400,000
	Operations Technology Cyber Security Protection and	258,062	345,658	497,483	132,750	44,250	132,750	132,750	1,543,703
	Operations Technology - SEC Station Camera	286,000	50,000	50,000	50,000	50,000	50,000	250,000	786,000
	Ontario Substation Third Bank and Line		2,000,000	4,173,653					6,173,653
	Operational Reliability	22,125		132,750					154,875
	Pacific Northwest Direct Current Intertie FY 2021-22+	993,667	400,000	400,000	200,000	200,000	200,000	1,000,000	3,393,667
	Pacific Substation Site Restoration						150,000		150,000
	Performance Meters	20,000	20,000	20,000	20,000	20,000	20,000	100,000	220,000
	Rebuild the Distribution Operation Center		150,000						150,000
	Refeed Station Service - Burbank Substation		300,000						300,000
	Regional Intermodal Transportation Center Ctr Solar	10,000,000	1,700,000						11,700,000
	Relocate Maps and Records Group		150,000						150,000
	Replace Batteries and Charger FY 2023-24		110,000					550,000	660,000
	Replace General Electric Relays-69 kV Lines - FY 2025-26				750,000				750,000
	Replace Station 69kV RSE-LADWP 22-27				1,224,439	1,224,439	1,224,439	3,061,097	6,734,414
	Replace Station Communication Processors (SEL-2030s)		125,000	125,000					250,000
	Replace Station Metal Volt Breakers	200,000	200,000	200,000	200,000	200,000	360,000	1,800,000	3,160,000
	Replace 34/69kV Lines FY 2016-17	500,000	400,000	405,000	405,000	410,000	410,000	2,080,000	4,610,000
	Replace 34kV General Electric Relays			150,000	210,000	210,000			570,000
	Replace Overhead Distribution Lines	4,069,222	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000	24,069,222
	Replace Obsolete Equipment	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000	3,300,000
	Replace Substation High Voltage Breakers	310,000	260,000	260,000	260,000	260,000	260,000	1,300,000	2,910,000
	Replace Services	555,000	550,000	560,000	565,000	570,000	575,000	2,965,000	6,340,000
	Replace Underground Distribution Lines	1,765,007	750,000	821,700	829,320	832,440	836,200	4,274,240	10,108,907
	Replacement of Advanced Metering Infrastructure		183,085	2,263,287	1,800,000	1,800,000	1,800,000	1,800,000	9,646,372
	Repurpose Clybourn to Lincoln 34kV Connection						500,000		500,000
	Robotic Processing Automation		88,500						88,500
	Roof Replacements - BWP	606,991	88,500	88,500	88,500	88,500	88,500	442,500	1,491,991
	SCADA Hardware FY 2026-27					600,000			600,000
	Seismic Electric Connections Improvements			50,000			250,000	250,000	550,000
	Station Capacitor Bank Upgrade FY 2023-24		150,000	150,000					300,000
	Station Remote Terminal Units Replacement		104,547	423,327	600,000	300,000			1,427,874
	Standardized Capacitor Bank Control Upgrade						200,000	400,000	600,000
	Substation Safety Shower Replacements	100,000	90,000	90,000	130,000				410,000
	Substation Security Enhancements	100,000	100,000	100,000	100,000	100,000			500,000
	Substation Improvements -EHS Recommendations	100,000	100,000	100,000					300,000
	Substation Water Flow Backflow Device Additions		50,000	50,000					100,000
	Sudden Pressure Relay Replacements	203,011	100,000	100,000					403,011
	Sustain Engagement (iEnergy)		85,000					170,000	255,000
	Time of Use Rate Transition		225,000						225,000
	Transformer Bushing Monitoring						50,000	600,000	650,000
	Transmission Distribution Management	5,468,404	350,000	300,000	200,000			300,000	6,618,404
	Underground Existing Lines	3,493,590	400,000	400,000	400,000	400,000	400,000	2,000,000	7,493,590
	Upgrade 34kV Line and Capacitor Bank Relays	258,163	100,000	260,000			260,000	1,300,000	2,178,163
	Upgrade 69kV Line Capacitor Bank Relays						260,420	1,302,100	1,562,520
	Upgrade Reactors at Substations				200,000		200,000	200,000	600,000
	Upgrade Switchgear Gateway 4kV Cable						400,000		400,000
	Upgrade Transformer and Low Side Breaker Cables				400,000				400,000
	Upgrade Project Name Workforce Mgmt Software FY 2024-			100,000				150,000	250,000
	Upgrade 34.5kV Lines 27/28						200,000		200,000
	Upgrade Geographic Information System FY 2023-24	500,000	448,157	272,948				300,000	1,521,105
	Volt-ampere Reactives Balancing				25,000	25,000	175,000	875,000	1,100,000
	Valley Station 34kV Bypass Lincoln After Decommissioned						300,000		300,000
	Vertical Lift Modules					800,000			800,000

# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 496 Electric Utility (Continued)</b>									
	Victory Decommissioning						300,000		300,000
	WFM/GIS Enhancements		100,000	100,000	50,000	50,000	50,000	250,000	600,000
	WOAM System Upgrades FY 2023-24		88,500	329,663					418,163
	WiFi Mesh Improvements	731,115	55,000	50,000		60,000			896,115
	Wavelength Division Multiplexing Equipment FY 2023-24		300,000					310,000	610,000
<b>FUND 496 TOTALS</b>		<b>\$79,463,160</b>	<b>\$49,560,769</b>	<b>\$45,514,823</b>	<b>\$38,511,333</b>	<b>\$41,773,180</b>	<b>\$47,546,521</b>	<b>\$249,585,866</b>	<b>\$551,955,652</b>
<b>FUND 497 Water Utility</b>									
	Asset Management Ticketing System		5,750	5,750					11,500
	BWP Audio/Video Life Cycle Program	11,500	5,750	2,875	2,875	2,875	2,875	14,375	43,125
	BWP Enterprise Security	27,036	11,500	5,750		17,250		63,250	124,786
	BWP Master Plan of Drainage	513,709	226,218	150,812					890,739
	BWP Website Upgrade (5-yr cycle)		25,000				50,000	75,000	150,000
	CIS Upgrade/Replacement 2022-23	93,750	43,750						137,500
	CRM TI-Free Agent/Response System 27/28						25,000	25,000	50,000
	Capital Plan and Accounting Management System/Study		4,934	28,750					33,684
	Clear Street Improvements	12,500	12,500	12,500	12,500	12,500	12,500	62,500	137,500
	Customer Service Call Center Study/Improvements	12,500	75,000						87,500
	Customer Payment Options FY 2024-25			100,000					100,000
	Data Center Hardware	92,000	88,730	17,010				143,750	341,490
	Design/Build Pipelines Project-Bonds	5,959,724	1,690,276						7,650,000
	Direct Recycled Water Reuse-Study/Program 23/24		200,000	200,000					400,000
	Distribution Valve Replacement	150,000	150,000	150,000	150,000	75,000	75,000	375,000	1,125,000
	Emergency Exit - Administration Building East		20,000						20,000
	Emergency Exit - Administration Building West		10,000						10,000
	Enterprise Data Platform-SMS Analytics Use					25,000		50,000	75,000
	Enterprise Data/Information Architecture Implementation					11,500		11,500	23,000
	FEMA Seismic Pipe Retrofit Grant		1,606,740						1,606,740
	HVAC Upgrade Study and Projection for ECC	46,339	11,500						57,839
	HVAC Upgrade - BWP Buildings	46,321	30,946	30,923	28,245	30,624	17,813	42,596	227,468
	Hydrant Replacement	80,000	85,500	85,500	87,479	89,484	91,537	490,290	1,009,791
	Interior Painting 24/25			65,000	175,000	175,000	111,000	475,000	1,001,000
	LA River Cross to Bob Hope Drive		20,000						20,000
	MDMS Replacement/Upgrade FY 2023-24		187,500						187,500
	Marketing Automation FY 2023-24		30,000					30,000	60,000
	Metro Station at Hollywood/San Fernando		100,000						100,000
	Miscellaneous Plant Replacement	35,000	41,640	42,889	43,961	44,840	45,737	242,786	496,853
	Networking Infrastructure		43,743	18,121		23,000		51,750	136,614
	New Water Meters	666,151	369,241	376,590	391,318	406,720	422,827	2,381,876	5,014,724
	Operations Technology Cyber Security Protection and	33,533	44,916	64,645	17,250	5,750	17,250	17,250	200,594
	Operational Reliability	2,875		17,250					20,125
	PS1 Rehabilitation				50,000	100,000	100,000	100,000	350,000
	Pipeline Condition Assessment		250,000		250,000		250,000	500,000	1,250,000
	Potable Large Water Mains	5,384,724	1,055,000	475,000		1,175,000	2,050,000	3,325,000	13,464,724
	Potable Small Water Mains	1,669,000	1,550,000	2,495,000	3,025,000	1,875,000	1,100,000	12,175,000	23,889,000
	Recycled Water Equipment Replacement	15,000	10,000	10,300	10,558	10,769	10,985	58,307	125,919
	Recycled Water Interior Tank Painting		270,000	107,000		111,000		181,000	669,000
	Recycled Water SCADA Upgrades			35,000				70,000	105,000
	Recycled Security Improvements	12,500	13,013	13,403	13,738	14,013	14,293	75,871	156,831
	Recycled Service (New Policy)	14,857	10,000	10,000	10,000	10,000	10,000	50,000	114,857
	Recycled Water Hydrants	10,000	10,000	10,000	10,000	10,000	10,000	50,000	110,000
	Recycled Water Meters	48,588	35,722	36,608	37,485	38,384	39,305	211,138	447,231
	Recycled Water Valves	15,000	15,000	15,000	15,000	15,000	15,000	75,000	165,000
	Replace Single Detector Check Valves	75,000	75,000	75,000	75,000	75,000	75,000	375,000	825,000
	Replace Transmission Main Valves 2027-28						210,000	1,050,000	1,260,000
	Reservoir Joint/Crack Replacement 23/24		215,000		325,000		125,000	850,000	1,515,000
	Reservoir 2 Replacement 26/27					4,477,200			4,477,200
	Reservoir 4 Install Stair Access	20,000	75,000						95,000
	Robotic Processing Automation		11,500						11,500
	Roof Replacements - BWP	78,875	11,500	11,500	11,500	11,500	11,500	57,500	193,875
	Reservoir 5 Install Stair Access 24/25			150,000					150,000
	Reservoir 5 Inlet/Outlet Pipe Replacement				100,000	300,000			400,000
	SCADA Equipment Replacement - Recycled	10,000	10,401	10,714	10,982	11,202	11,426	60,654	125,379
	SCADA Equipment Replacement-Potable	20,000	20,820	21,445	21,981	22,421	22,870	121,392	250,929
	SCADA Software Upgrade 24/25			75,000				75,000	150,000
	Security Improvements	66,000	26,025	26,806	27,476	28,025	28,585	151,738	354,655
	Service Replacement Tree Roots	130,000	130,000	130,000	95,000	95,000	95,000	475,000	1,150,000

# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 497 Water Utility (Continued)</b>									
	Successful Grant Projects	200,000		50,000		200,000		600,000	1,050,000
	Sustain Engagement (iEnergy)		15,000					30,000	45,000
	System Expansion Meters	83,762	83,762	83,762	83,762	83,762	83,762	418,810	921,382
	System Expansion Services	600,000	550,000	550,000	575,000	600,000	625,000	3,500,000	7,000,000
	Upper Zones Disinfect Residual Improvements	1,651,252	1,938,000	1,791,000					5,380,252
	VPP Disinfection System			250,000					250,000
	WOAM System Upgrades FY 2023-24		11,500	42,838					54,338
<b>FUND 497 TOTALS</b>		<b>\$17,887,496</b>	<b>\$11,533,377</b>	<b>\$7,849,741</b>	<b>\$5,656,110</b>	<b>\$10,182,819</b>	<b>\$5,759,265</b>	<b>\$29,188,333</b>	<b>\$88,057,144</b>
<b>FUND 498 Refuse Collection and Disposal</b>									
	Landfill IID/E Liner Construction	600,000	11,000,000	2,000,000					13,600,000
	Recycle Center Improvements	1,986,200	230,000	1,012,000	868,250				4,096,450
<b>FUND 498 TOTALS</b>		<b>\$2,586,200</b>	<b>\$11,230,000</b>	<b>\$3,012,000</b>	<b>\$868,250</b>				<b>\$17,696,450</b>
<b>FUND 532 Vehicle Equipment Replacement</b>									
	Exhaust Systems Replacement	25,000							25,000
	Fire Station 12 and 16 Fuel Tank Replacement	260,000	400,000						660,000
	Fuel Systems Modernization	370,000							370,000
	Vehicle Lift Equipment Modernization	100,000		500,000					600,000
<b>FUND 532 TOTALS</b>		<b>\$755,000</b>	<b>\$400,000</b>	<b>\$500,000</b>					<b>\$1,655,000</b>
<b>FUND 534 Municipal Infrastructure</b>									
	Animal Shelter Kennel Flooring	160,000							160,000
	Animal Shelter Shade	60,000							60,000
	Brace Canyon Park Ballfield		3,514,640						3,514,640
	Community Service Building Security Enhancements	385,000							385,000
	Central Library & Civic Center		2,100,000	2,100,000	2,100,000	2,100,000			8,400,000
	City Hall Fountain Restoration and Modernization		103,500	552,000					655,500
	City Hall Turf Watering	350,000							350,000
	City Yard Services Building	6,150,000							6,150,000
	DeBell Club House Improvements	53,500							53,500
	DeBell Golf Improvements 22-23	475,000	687,700	580,750	425,500				2,168,950
	DeBell Irrigation Replacement	1,235,786	1,840,000						3,075,786
	Dick Clark Dog Park	150,000	457,540						607,540
	Downtown Metro Station	455,706							455,706
	Exhaust Systems Replacement		400,000						400,000
	F-104 Starfighter Rehabilitation	15,000	150,000						165,000
	FY 21-22 Residential Pavement Rehabilitation	3,500,000							3,500,000
	FY 22-23 Arterial Pavement Rehabilitation	1,350,000							1,350,000
	FY 22-23 Residential Pavement Rehabilitation	2,300,000							2,300,000
	FY 23-24 Arterial Pavement Rehabilitation		1,200,000						1,200,000
	FY 23-24 Facilities Small Capital Improvement		1,625,000						1,625,000
	FY 23-24 Residential Pavement Rehabilitation		2,100,000						2,100,000
	FY 23-24 Storm Drain/Catch Basin	125,000	95,000	95,000	95,000	95,000	95,000		600,000
	First Street Bike Lane	100,000							100,000
	George Izay Park Master Plan	78,425							78,425
	Irrigation Controllers System	819,500							819,500
	Izay Irrigation Replacement	1,419,793							1,419,793
	Jail Access Control System	405,700							405,700
	Main Street / Elm Avenue			325,000					325,000
	McCambridge Picnic Improvement		176,698						176,698
	Maxam Restroom/Multi-Purpose Room	1,857,400							1,857,400
	McCambridge Irrigation Replacement	43,000	1,725,000						1,768,000
	McCambridge Park Pool Repairs	455,000							455,000
	Police Department Headquarters Fire 11 Parking Area		400,000	1,276,500	1,920,500	1,230,500			4,827,500
	Police/Fire HVAC Retrofit and Repair	300,000							300,000
	Playground Replacement Valley Ovrom	1,003,000							1,003,000
	Police/Fire Roof and Envelope Water Proofing	725,000							725,000
	Police/Fire Headquarters Flooring	210,000							210,000
	Roof Repair/Replacement	1,040,500							1,040,500
	Schaefer Ballfield Lighting		247,850						247,850
	Schafer Bleacher Shade Installation	137,605							137,605
	Seismic Retrofit and Renovation	894,000							894,000
	Valley Ballfield Skate Park Shade		108,400						108,400
	Verdugo Aquatic Slides	112,500							112,500
	Whitnall Fitness Equipment	240,000							240,000
<b>FUND 534 TOTALS</b>		<b>\$26,606,415</b>	<b>\$16,931,328</b>	<b>\$4,929,250</b>	<b>\$4,541,000</b>	<b>\$3,425,500</b>	<b>\$95,000</b>		<b>\$56,528,493</b>



# CAPITAL IMPROVEMENT PROGRAM SUMMARY OF PROJECTS BY FUND



Fund	Project	Prior Year Appropriation	FY2023-24 Adopted	FY2024-25 Projected	FY2025-26 Projected	FY2026-27 Projected	FY2027-28 Projected	Years 6-10	Estimated Project Total
<b>FUND 535 Communication Equipment Replacement</b>									
	Lifecycle Replacement of Non-Safety Radios		1,000,000						1,000,000
	Phone System Resiliency	600,000	350,000	300,000					1,250,000
	Radio Base Station and Mobile Encryption	600,000							600,000
<b>FUND 535 TOTALS</b>		<b>\$1,200,000</b>	<b>\$1,350,000</b>	<b>\$300,000</b>					<b>\$2,850,000</b>
<b>FUND 537 Computer Equipment Replacement</b>									
	ACFR Software Implementation	170,000							170,000
	ADA Case Management Solution	185,000							185,000
	Agenda Management		163,000						163,000
	Automated Citation Writers		95,000						95,000
	Axon Investigate		95,000						95,000
	Accounts Payable Automation	125,000							125,000
	Buena Vista Library AV Upgrade	250,000							250,000
	Contract Lifecycle Management		290,000						290,000
	Council Chamber Technology Refresh		70,000						70,000
	CSB 104 Conference Room	98,000							98,000
	City Attorney Case Management	200,000							200,000
	Citywide Parking Management	150,000							150,000
	Conference Room Tech Upgrade	135,000	95,000						230,000
	E-Signature Document Workflow	70,000							70,000
	Enterprise Content Management Enhancements - City Clerk	280,000	140,000						420,000
	Electronic On/Off Boarding		540,423						540,423
	ELMS Civic Efficiency		150,000						150,000
	Enterprise Asset Management		140,000						140,000
<b>FUND 537 Computer Equipment Replacement</b>									
	Enterprise Integration		250,000						250,000
	Fire Department Website Redesign	195,000							195,000
	Fire Department Pharmaceutical Inventory	15,000							15,000
	Information Technology Agile Service Management	95,000							95,000
	Information Technology Infrastructure Automation	125,000							125,000
	Identify Access and Management	250,000							250,000
	Kaizen Process Improvements	185,000							185,000
	Managed Print Services		88,000						88,000
	Mobile 311 Integrations	435,000	263,000						698,000
	Mobile Command Post Upgrade	125,000							125,000
	Online Permit Application	187,000							187,000
	Online Time Entry	85,000	236,262						321,262
	Personal Action Form (PAF) Process Automation		312,021						312,021
	Police Department Body Worn - Additional Hardware	141,462							141,462
	Police Department Video Surveillance		230,000						230,000
	Police/Fire Department Conference Room Upgrade	60,000							60,000
	Public Records Act Efficiency		163,000						163,000
	Procurement Solicitation		147,707						147,707
	Police Department Computer-Aided Dispatch Replacement	4,380,000	406,000						4,786,000
	Police Website Redesign	195,000							195,000
	Roth 457 Implementation		138,000						138,000
	Robotic Process Automation	118,750							118,750
	Sharepoint Upgrade (BEN)	165,000							165,000
	Technology Disaster Recovery	100,000							100,000
	Video Monitoring Management Study	75,000							75,000
<b>FUND 537 TOTALS</b>		<b>\$8,595,212</b>	<b>\$4,012,413</b>						<b>\$12,607,625</b>
<b>CIP TOTALS</b>		<b>\$231,532,113</b>	<b>\$121,041,790</b>	<b>\$84,861,516</b>	<b>\$65,517,659</b>	<b>\$64,722,457</b>	<b>\$61,067,870</b>	<b>\$333,278,441</b>	<b>\$962,021,846</b>

PROJECTED CHANGE IN FINANCIAL POSITION  
GOVERNMENTAL FUNDS  
FY 2023-24 ADOPTED BUDGET



	a	b	c	d (b + c)	e	f (a + b - e)
Fund Title	Est. Spendable Fund Balance <sup>1</sup> 6/30/2023	Estimated Revenues	Use of Fund Balance	Estimated Revenue and Use of Fund Balance	Adopted Appropriations	Est. Spendable Fund Balance 6/30/2024
001 General Fund	\$ 27,379,921	\$ 222,293,625	\$ 10,237,447	\$ 232,531,072	\$ 232,531,072	17,142,474
104 Prop A - Transportation	2,044,501	3,337,808		3,337,808	2,676,775	2,705,534
105 Prop C - Transportation	2,242,642	3,131,333	303,287	3,434,620	3,434,620	1,939,355
106 AQMD Transportation	423,135	147,568	30,505	178,073	178,073	392,630
107 Measure R Transportation	3,853,284	2,342,688		2,342,688	1,321,812	4,874,160
108 Measure M Transportation	937,916	2,256,282		2,256,282	2,211,722	982,476
109 Measure W Stormwater	3,560,229	1,523,029		1,523,029	1,180,059	3,903,199
121 General City Grants <sup>2</sup>	1,093,678	441,180		441,180		1,534,858
122 CDBG	933,834	1,075,422	463,812	1,539,234	1,539,234	470,022
123 Road Maintenance & Rehabilitation	383,342	2,728,358		2,728,358	2,527,171	584,529
124 Drug Asset Forfeiture <sup>2</sup>	228,144	33,998	11,002	45,000	45,000	217,142
125 State Gas Tax	162,677	3,045,993		3,045,993	2,246,779	961,891
127 Public Improvements	15,084,492	1,527,652	2,281,268	3,808,920	3,808,920	12,803,224
128 HUD Affordable Housing	138,855	622,712	32,650	655,362	655,362	106,205
129 Street Lighting	2,277,247	3,945,805		3,945,805	3,919,361	2,303,691
130 Youth Endowment (YES)	679					679
131 Community Service (BCSF)	22,097					22,097
133 Tieton Hydropower Project		1,879,774		1,879,774	1,879,774	
483 Magnolia Power Project		27,809,365		27,809,365	27,809,365	
370 General City Capital Projects	16,420,036	11,062,657		11,062,657	11,023,401	16,459,292
<b>Total City Governmental Funds</b>	<b>\$ 77,186,710</b>	<b>\$ 289,205,249</b>	<b>\$ 13,359,971</b>	<b>\$ 302,565,220</b>	<b>\$ 298,988,500</b>	<b>\$ 67,403,459</b>
<b>SUCCESSOR AGENCY FUNDS</b>						
208 Successor Agency Admin	\$ 4,921,753	\$ 2,651,818	\$ 4,794,250	\$ 7,446,068	\$ 7,446,068	\$ 127,503
<b>Total Successor Agency Funds</b>	<b>\$ 4,921,753</b>	<b>\$ 2,651,818</b>	<b>\$ 4,794,250</b>	<b>\$ 7,446,068</b>	<b>\$ 7,446,068</b>	<b>\$ 127,503</b>
<b>HOUSING AUTHORITY FUND</b>						
117 Section 8 Vouchers	\$ 1,447,725	\$ 12,229,184	\$ 899,017	\$ 13,128,201	\$ 13,128,201	\$ 548,708
305 Low & Moderate Income Housing	9,288,814	571,005	518,985	1,089,990	1,089,990	8,769,829
<b>Total Housing Authority Funds</b>	<b>\$ 10,736,539</b>	<b>\$ 12,800,189</b>	<b>\$ 1,418,002</b>	<b>\$ 14,218,191</b>	<b>\$ 14,218,191</b>	<b>\$ 9,318,537</b>
<b>PARKING AUTHORITY FUND</b>						
310 Parking Authority	\$ 293,556	\$ 694,748	\$ 97,166	\$ 791,914	\$ 791,914	\$ 293,556
<b>Total Parking Authority Funds</b>	<b>\$ 293,556</b>	<b>\$ 694,748</b>	<b>\$ 97,166</b>	<b>\$ 791,914</b>	<b>\$ 791,914</b>	<b>\$ 293,556</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 93,138,558</b>	<b>\$ 305,352,004</b>	<b>\$ 19,669,389</b>	<b>\$ 325,021,393</b>	<b>\$ 321,444,673</b>	<b>\$ 77,143,055</b>

<sup>1</sup> Spendable fund balance includes the release of any reserves or set-asides authorized for appropriation in FY 2023-24.

<sup>2</sup> Any funds received during FY 2023-24 will be presented to the Council for appropriation.

PROJECTED CHANGE IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS  
FY 2023-24 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	\$ 12,216,852	\$ 10,755,044	\$ 10,346,074	\$ 700,852
Total Operating Expenses	(12,493,153)	(10,518,030)	(9,883,456)	(577,949)
Operating Income (Loss)	(276,301)	237,014	462,618	122,903
Nonoperating Income (Expense)				
Interest Income	811,462	1,695,560	1,149,783	130,633
Contribution (to) from Other Funds			\$ 2,590,197	\$ 836,569
Total Other Income (Expense)	811,462	1,695,560	3,739,980	967,202
<b>Net Income (Loss)</b>	<b>\$ 535,161</b>	<b>\$ 1,932,574</b>	<b>\$ 4,202,598</b>	<b>\$ 1,090,105</b>
WORKING CASH BUDGET:				
Projected Beginning Net Working Capital	\$ 13,770,106	\$ 44,820,654	\$ 15,512,951	\$ 3,895,805
Additions				
Net Income	535,161	1,932,574	4,202,598	1,090,105
Depreciation			2,415,605	389,205
Total Additions	535,161	1,932,574	6,618,203	1,479,310
Deductions				
Capital Expenditure			\$ (14,805,538)	\$ (1,405,265)
Total Deductions			(14,805,538)	(1,405,265)
<b>Projected Ending Net Working Capital</b>	<b>\$ 14,305,267</b>	<b>\$ 46,753,228</b>	<b>\$ 7,325,616</b>	<b>\$ 3,969,850</b>

PROJECTED CHANGE IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS  
FY 2023-24 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	\$ 16,163,832	\$ 3,108,843	\$ 13,136,151
Total Operating Expenses	(5,716,152)	(3,754,944)	(14,623,051)
Operating Income (Loss)	10,447,680	(646,101)	(1,486,900)
Nonoperating Income (Expense)			
Interest Income	1,126,272	135,338	496,721
Contribution (to) from Other Funds	\$ 4,700,000		\$ 4,185,413
Total Other Income (Expense)	5,826,272	135,338	4,682,134
<b>Net Income (Loss)</b>	<b>\$ 16,273,952</b>	<b>\$ (510,763)</b>	<b>\$ 3,195,234</b>
WORKING CASH BUDGET:			
Projected Beginning Net Working Capital	\$ 5,895,540	\$ 4,901,893	\$ 9,839,254
Additions			
Net Income	16,273,952	(510,763)	3,195,234
Depreciation		843,983	199,407
Total Additions	16,273,952	333,220	3,394,641
Deductions			
Capital Expenditure	\$ (16,931,328)	\$ (1,365,000)	\$ (4,234,913)
Total Deductions	(16,931,328)	(1,365,000)	(4,234,913)
<b>Projected Ending Net Working Capital</b>	<b>\$ 5,238,164</b>	<b>\$ 3,870,113</b>	<b>\$ 8,998,982</b>



PROJECTED CHANGE IN FINANCIAL POSITION  
 ENTERPRISE FUNDS  
 FY 2023-24 ADOPTED BUDGET



	Water Reclamation & Sewer Fund 494	Electric Fund 496	Water Fund 497	Refuse Collection & Disposal Fund 498
Operating Revenues:				
Charges for Services	19,565,347	\$ 260,968,836	\$ 41,502,237	20,525,281
<b>TOTAL OPERATING REVENUES</b>	<b>19,565,347</b>	<b>260,968,836</b>	<b>41,502,237</b>	<b>20,525,281</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>(19,220,065)</b>	<b>\$ (257,434,962)</b>	<b>\$ (39,022,867)</b>	<b>(21,830,137)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>345,282</b>	<b>3,533,874</b>	<b>2,479,370</b>	<b>(1,304,856)</b>
Work for Other Income		135,000		20,000
Interest Income	1,341,075	4,647,156	462,437	1,565,152
Interest Expense and Bond Costs	2,904	(9,295,098)	(2,844,434)	
Unfunded Pension Liability Payments		(996,000)	(200,000)	
Other Income (Expense)		2,518,547	530,755	
<b>TOTAL OTHER INCOME (Expense)</b>	<b>1,343,979</b>	<b>(2,990,395)</b>	<b>(2,051,242)</b>	<b>1,585,152</b>
<b>Net Income (Loss)</b>	<b>\$ 1,689,261</b>	<b>\$ 543,480</b>	<b>\$ 428,128</b>	<b>\$ 280,296</b>
WORKING CASH BUDGET:				
Projected Beginning Net Working Capital	\$ 39,301,396	\$ 76,210,163	\$ 16,402,066	\$ 12,631,318
Additions				
Net Income(Loss)	1,689,261	543,479	428,307	280,296
Project Stabilization Fund		4,608,259		
Bond Proceeds		70,000,000	16,500,500	
Excess Bond Reserve Fund		4,429,829		
Bond Issuance Cost	(96,332)			
Inflation Reduction Act Credit		4,260,000		
Depreciation and amortization	3,278,388	21,366,000	4,571,000	1,411,699
<b>TOTAL ADDITIONS</b>	<b>\$ 4,871,317</b>	<b>\$ 105,207,567</b>	<b>\$ 21,499,807</b>	<b>\$ 1,691,995</b>
Deductions				
Bond Principal Payments	\$ (1,130,000)	\$ (2,210,000)	\$ (1,480,000)	
Loan Principal Payments				
Interfund Loan Payments				
Hyperion Reserve	(10,308,185)			
IPP Demolition Reserve				
Low Carbon Fuel Standards Obligation		(1,633,385)		
Adjustments for AR, AP and Other				
Public Benefit Obligation		(8,232,153)		
Capital Expenditure	(2,849,194)	(74,883,696)	(20,228,831)	(11,823,026)
<b>TOTAL DEDUCTIONS</b>	<b>\$ (14,287,379)</b>	<b>\$ (86,959,235)</b>	<b>\$ (21,708,831)</b>	<b>\$ (11,823,026)</b>
<b>Projected Ending Net Working Capital</b>	<b>\$ 29,885,334</b>	<b>\$ 94,458,495</b>	<b>\$ 16,193,042</b>	<b>\$ 2,500,287</b>

# GENERAL FUND SUMMARY OF RESERVES AND BALANCES<sup>1</sup> as of June 30, 2023



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.	\$ 30,215,798
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.	10,071,933
Budget Stabilization	5% of the General Fund's operating budget.	10,071,933
Section 115 Trust	Balance of the City of Burbank's Section 115 Trust with CalPERS, which can be used for future employee pension costs.	16,795,307
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 25% of the total General Fund payout liability.	3,371,105
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.	1,727,884
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.	1,594,328
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.	147,775
PEG Fees	Fees paid by cable providers that are restricted for capital and supplies in support of Public, Educational, and Governmental access (PEG) channels.	1,160,600
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.	372,285
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 foster, develop, and assist with funding the performing arts in Burbank, but was eliminated in FY 2004-05.	228,152
Tennis Center CIP	Per Agreement, Tennis Center Operator pays City \$500 per month specifically identified as funding for Tennis Center Capital Improvements.	20,461
Burbank Athletic Federation (BAF)	Revenues received from athletic fees to fund improvements to the City's sports facilities.	172,486
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.	577,093
Youth Endowment	General fund unrestricted dollars set aside by the City Council to fund youth programs.	13,023
Other Restricted/Assigned Accounts	Advances to Redevelopment, Changes to Imprest, Continuing Appropriations, Encumbrances, GASB 31, Inventories and Prepaids.	18,835,711
<b>TOTAL GENERAL FUND RESERVES AND BALANCES:</b>		<b>\$ 95,375,874</b>

Special Accounts	Description	Amount
Golf and Arbiter	Bank accounts utilized to manage contract operations of the DeBell Golf Course, and payments for organized sports program officials.	725,034

<sup>1</sup> All of the figures contained in this table represent staff's estimates as of June 30, 2023. The actual figures will likely vary, and will be known officially when the FY 2022-23 Annual Comprehensive Financial Report (ACFR) is completed in January 2024.

# SUMMARY OF RESERVES AND BALANCES BY FUND <sup>1</sup>

## AS OF JUNE 30, 2023



Fund No.	Fund/Reserve Account	Non Spendable Restricted Accounts	Budgetary Designated Accounts	Assigned Unassigned Accounts	Total
001	<b>GENERAL FUND</b>				
	15% Working Capital		30,215,798		30,215,798
	5% Emergency Contingency		10,071,933		10,071,933
	Budget Stabilization		10,071,933		10,071,933
	Section 115 Trust	16,795,307			16,795,307
	Compensated Absences		3,371,105		3,371,105
	RDA Loan Repayments		1,727,884		1,727,884
	Art in Public Places		1,594,328		1,594,328
	Change and Imprest	201,907			201,907
	Continuing Appropriations			6,222,167	6,222,167
	Encumbrances		8,190,028		8,190,028
	GASB 31		4,064,526		4,064,526
	Inmate Telephone	147,775			147,775
	Inventories	27,793			27,793
	PEG Fees	1,160,600			1,160,600
	Prepays	129,290			129,290
	Park Development		372,285		372,285
	Performing Arts		228,152		228,152
	Tennis Center CIP	20,461			20,461
	Burbank Athletic Federation (BAF)		172,486		172,486
	General Plan Fee		577,093		577,093
	Youth Endowment		13,023		13,023
<b>TOTAL GENERAL FUND</b>		<b>\$ 18,483,133</b>	<b>\$ 70,670,574</b>	<b>\$ 6,222,167</b>	<b>\$ 95,375,874</b>
	<b>SPECIAL REVENUE FUNDS</b>				
104	Proposition A - Transportation	2,044,501	522,972		2,567,472
105	Proposition C - Transportation	2,242,642	593,372		2,836,014
106	AQMD - Transportation	423,135			423,135
107	Measure R Transportation	3,853,284			3,853,284
108	Measure M Transportation	937,916			937,916
109	Measure W Stormwater	3,560,229			3,560,229
121	Police Operating Grants	1,093,678			1,093,678
122	CDBG	933,834			933,834
123	Road Maintenance and Rehabilitation	383,342			383,342
124	Asset Forfeiture	228,144			228,144
125	State Gas Tax	162,677	481,744		644,420
127	Public Improvements			15,084,492	15,084,492
128	HUD Affordable Housing	138,855			138,855
129	Street Lighting	39,166	140,142	202,251	381,559
130	Youth Endowment (YES)	679			679
131	Community Service (BCSF)	22,097			22,097
133	Tieton Hydropower Project				
483	Magnolia Power Project				
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>\$ 16,064,179</b>	<b>\$ 1,738,230</b>	<b>\$ 15,286,743</b>	<b>\$ 33,089,152</b>

# SUMMARY OF RESERVES AND BALANCES BY FUND <sup>1</sup>

## AS OF JUNE 30, 2023



Fund No.	Fund/Reserve Account	Non Spendable Restricted Accounts	Budgetary Designated Accounts	Assigned Unassigned Accounts	Total
<b>INTERNAL SERVICE FUNDS</b>					
530	General Liability Insurance		5,000,000	9,123,987	14,123,987
531	Workers Compensation Insurance			15,028,390	15,028,390
532	Vehicle Equipment Replacement		1,399,129	15,820,505	17,219,634
533	Office Equipment Replacement			4,020,881	4,020,881
534	Municipal Building Maintenance		10,000,000	6,883,914	16,883,914
535	Communications Equip Replacement			5,980,000	5,980,000
537	Computer Equipment Replacement			101,244,744	101,244,744
<b>TOTAL INTERNAL SERVICE FUNDS</b>				<b>\$ 158,102,422</b>	<b>\$ 174,501,551</b>
<b>CAPITAL PROJECTS</b>					
370	General Capital Projects		750,000	16,420,036	17,170,036
<b>TOTAL CAPITAL PROJECTS</b>				<b>\$ 750,000</b>	<b>\$ 16,420,036</b>
<b>ENTERPRISE FUNDS</b>					
494	Water Reclamation & Sewer		15,436,290		15,436,290
496	BWP-Electric	14,552,088		214,531,564	229,083,652
497	BWP-Water			63,238,802	63,238,802
498	Refuse Collection & Disposal	17,950,423	10,376,305		28,326,728
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 32,502,511</b>	<b>\$ 25,812,595</b>	<b>\$ 277,770,366</b>	<b>\$ 336,085,472</b>
<b>SUCCESSOR AGENCY FUNDS</b>					
208	Successor Agency Admin	11,617			11,617
<b>TOTAL SUCCESSOR AGENCY FUNDS</b>		<b>\$ 11,617</b>			<b>\$ 11,617</b>
<b>HOUSING AUTHORITY FUNDS</b>					
117	Section 8 Vouchers	1,447,725			1,447,725
305	Low/Mod Income Housing Projects	9,288,814			9,288,814
<b>TOTAL HOUSING AUTHORITY FUNDS</b>		<b>\$ 10,736,539</b>			<b>\$ 10,736,539</b>
<b>PARKING AUTHORITY FUNDS</b>					
310	Parking Authority: Capital Projects			293,556	293,556
<b>TOTAL PARKING AUTHORITY FUNDS</b>				<b>\$ 293,556</b>	<b>\$ 293,556</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 77,797,979</b>	<b>\$ 98,971,399</b>	<b>\$ 474,095,290</b>	<b>\$ 667,263,797</b>

<sup>1</sup> All of the figures contained in this table represent staff's estimates as of June 30, 2023. The actual figures will likely vary, and will be known officially when the FY 2022-23 ACFR is completed in January 2024. The ACFR 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 2023-24



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 2023-24 Appropriations Limit and the estimated proceeds of taxes in the budget. It reflects a significant gap of **\$86,060,316**. The City remains well below its Appropriations Limit for FY 2023-24.

<u>Fiscal Year</u>	<u>Appropriations Limit</u>	<u>Subject to Limit</u>	<u>Difference</u>
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
2022-23	247,811,027	161,993,388	85,817,639
2023-24	257,726,818	171,666,502	86,060,316



# GANN APPROPRIATIONS LIMIT FY 2023-24



## Appropriations Setting Limit Methodology

FY 2022-23 Appropriations Limit <i>Adjusted due to Proposition 111</i>		<b>247,811,027</b>
Percentage Change in Per Capita Personal Income	1.0444	
Percentage Change in City of Burbank Population <i>January 2022 to January 2023</i>	0.9958	
FY 2022-23 Appropriations Limit Adjustment Factor <i>multipliers from above (1.0755 x .9923)</i>		<b>1.04001</b>
City of Burbank Fiscal Year 2023-24 Appropriations Limit		<b>257,726,818</b>
Appropriations Subject to Limitation <i>Fiscal Year 2023-24</i>		<b><u>171,666,502</u></b>
	Difference	<b><u><u>\$86,060,316</u></u></b>

# COMPARATIVE STAFF-YEARS AUTHORIZED FY 2021-22 through FY 2023-24



DESCRIPTION	FY 2021-22	FY 2022-23	FY 2023-24	CHANGE FROM PRIOR YEAR
City Council	3.000	3.000	2.000	(1.000)
City Clerk	10.100	10.475	10.475	
City Treasurer	5.000	5.000	5.000	
City Attorney	19.000	19.000	21.000	2.000
City Manager	11.500	12.500	13.000	0.500
Management Services	46.062	45.487	45.912	0.425
Financial Services	33.000	34.000	36.000	2.000
Parks & Recreation				
Administration Division	17.900	17.329	17.455	0.126
Landscape and Forestry Services	49.000	49.000	49.000	
Recreation Services Division	66.403	68.819	71.618	2.799
Community Services Division	33.584	48.979	48.907	(0.072)
Library Services	64.327	65.488	66.288	0.800
Community Development				
Administration Division	3.000	3.000	3.000	
Building Division	30.000	31.000	32.000	1.000
Economic Development & Housing Division	8.760	8.810	10.810	2.000
Planning Division	18.000	18.000	23.000	5.000
Transportation Division	4.080	4.280	4.170	(0.110)
Public Works				
Administration	7.435	8.635	9.635	0.999
Engineering, Design & Construction	23.403	30.203	33.203	3.000
Field Services Administration	6.303	6.300	5.300	(1.000)
Street and Sanitation	16.150	10.150	10.150	
Fleet and Building Maintenance	34.940	34.940	34.940	(0.000)
Fire	136.000	137.000	143.000	6.000
Police	274.280	262.780	264.780	2.000
<b>TOTAL GENERAL FUND</b>	<b>921.227</b>	<b>934.175</b>	<b>960.641</b>	<b>26.468</b>
Fund 104 - Prop A Transportation	14.888	15.098	15.098	
Fund 105 - Prop C Transportation	1.805	2.245	2.245	
Fund 106 - AQMD Transportation	0.950	0.350	0.350	
Fund 107 - Measure R Transportation		0.150	0.340	0.190
Fund 109 - Measure W Stormwater		0.700	1.000	0.300
Fund 117 - Housing & Grants	5.000	5.800	6.800	1.000
Fund 122 - CDBG	0.710	0.710	0.710	
Fund 125 - State Gas Tax Fund	16.500	16.500	15.500	(1.000)
Fund 127 - Public Improvements Fund	1.860	1.530	1.530	
Fund 128 - HUD Home Program	0.230	0.430	0.430	
Fund 305 - Low & Moderate Housing	1.950	1.950	2.950	1.000
Fund 530 - General Liability Insurance Fund	3.000	3.000	3.000	
Fund 531 - Workers Comp. Insurance Fund	6.500	6.500	6.500	
Fund 532 - Vehicle Equipment Replacement	12.643	12.650	13.650	1.000
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	287.500	292.500	296.000	3.500
Fund 497 - BWP Water	53.000	54.000	54.000	
Fund 494 - Water Reclamation & Sewer	11.897	13.197	14.897	1.700
Fund 498 - Refuse Collection & Disposal	62.973	62.973	67.970	4.997
<b>TOTAL ALL FUNDS</b>	<b>1,441.633</b>	<b>1,463.458</b>	<b>1,502.611</b>	<b>39.154</b>









# ESTIMATED REVENUES



The Estimated Revenues section presents the Adopted Fiscal Year (FY) 2023-24 City of Burbank projected revenues for all funds. This section is organized as follows:

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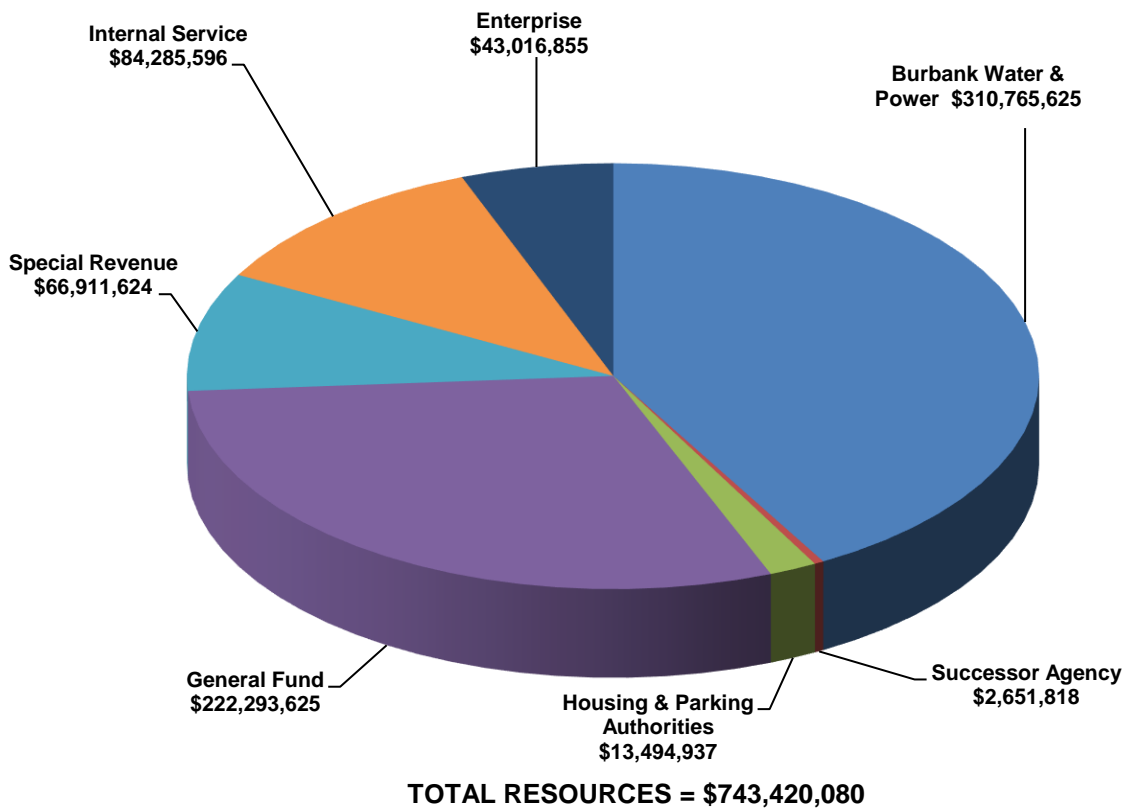
# ESTIMATED REVENUES



## REVENUE SUMMARY

FUND/FUND GROUP	ESTIMATED RESOURCES*
General Fund	\$222,293,625
Special Revenue Funds (incl. Cap. Projects Fund)	\$66,911,624
Internal Services Funds	\$84,285,596
Enterprise Funds	\$43,016,855
Electric and Water (BWP)	\$310,765,625
Successor Agency	\$2,651,818
Housing Authority	\$12,800,189
Parking Authority	\$694,748
<b>TOTAL ALL FUNDS</b>	<b>\$743,420,080</b>

\* 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 AND NON-RECURRING) FY 2019-20 through FY 2023-24

	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED
<b>CITY GOVERNMENTAL FUNDS</b>					
<i>General Fund, Fund 001</i>	\$ 191,581,874	\$ 200,886,539	\$ 215,883,005	\$ 202,382,129	\$ 222,293,625
<i>Proposition A, Fund 104</i>	2,507,713	2,389,601	2,927,877	2,762,689	3,337,808
<i>Proposition C, Fund 105</i>	2,270,828	2,191,250	2,603,062	2,656,740	3,131,333
<i>AQMD, Fund 106</i>	150,118	138,949	121,973	138,327	147,568
<i>Measure R, Fund 107</i>	2,474,750	1,340,144	1,507,923	1,926,984	2,342,688
<i>Measure M, Fund 108</i>	1,528,175	1,517,006	1,779,147	1,827,044	2,256,282
<i>Measure W, Fund 109</i>		1,422,091	1,378,871	1,473,839	1,523,029
<i>General City Grant Fund, Fund 121</i>	301,542	282,329	428,889	430,053	441,180
<i>CDBG, Fund 122</i>	618,821	2,104,718	1,972,275	1,088,374	1,075,422
<i>RMRA, Fund 123</i>	1,865,412	2,001,426	2,152,948	2,345,563	2,728,358
<i>Drug Asset Forfeiture, Fund 124</i>	74,560	13,808	16,160	22,104	33,998
<i>State Gas Tax, Fund 125</i>	2,422,186	2,309,802	2,447,809	2,854,794	3,045,993
<i>Public Improvements, Fund 127</i>	7,410,768	2,470,711	2,242,859	1,381,339	1,527,652
<i>HUD Affordable Housing, Fund 128</i>	613,865	377,771	507,737	621,535	622,712
<i>Street Lighting, Fund 129</i>	2,900,747	2,602,087	2,901,190	3,365,860	3,945,805
<i>YES Fund, Fund 130</i>	218	2	(21)	-	-
<i>Community Service (BCSF), Fund 131</i>	1,000	1,408	2	-	-
<i>Tieton Hydropower Project, Fund 133</i>	3,414,404	3,161,807	1,954,137	2,082,085	1,879,774
<i>Magnolia Power Project, Fund 483</i>	20,313,841	24,031,859	20,363,544	24,151,444	27,809,365
<i>General City Capital Projects, Fund 370</i>	6,009,359	5,631,037	(534,399)	4,937,653	11,062,657
<b>PROPRIETARY FUNDS</b>					
<i>General Liability Insurance, Fund 530</i>	8,129,890	6,155,282	5,516,571	9,266,637	13,028,314
<i>Workers Comp Insurance, Fund 531</i>	13,068,043	8,841,695	5,068,491	8,783,856	12,450,604
<i>Vehicle Equip Replacement, Fund 532</i>	10,763,309	8,378,347	6,773,627	8,892,393	14,086,054
<i>Office Equip Replacement, Fund 533</i>	1,721,849	879,644	784,308	791,571	1,668,054
<i>Municipal Infrastructure, Fund 534</i>	17,455,500	18,008,696	19,907,766	19,802,759	21,990,104
<i>Communication Equip, Fund 535</i>	3,357,171	3,072,384	2,888,372	3,241,460	3,244,181
<i>Information Technology, Fund 537</i>	10,350,123	11,831,347	12,950,719	19,853,988	17,818,285
<i>Water Reclamation &amp; Sewer, Fund 494</i>	20,379,347	17,620,011	16,848,535	19,236,000	20,906,422
<i>BWP Electric, Fund 496</i>	192,167,201	204,788,031	186,606,496	238,767,844	268,270,016
<i>BWP Water, Fund 497</i>	35,112,714	35,326,107	34,794,992	37,380,676	42,495,609
<i>Refuse Collection &amp; Disposal, Fund 498</i>	19,815,362	18,139,504	18,399,115	19,623,484	22,110,433
<b>SUCCESSOR AGENCY</b>					
<i>Successor Agency Administration, Fund 208</i>	19,926,006	17,793,167	8,688,135	7,467,969	2,651,818
<b>HOUSING AUTHORITY</b>					
<i>Section 8 Vouchers, Fund 117</i>	10,790,905	12,339,769	12,240,838	13,054,625	12,229,184
<i>Low/Moderate Income Housing, Fund 305</i>	390,722	363,806	475,519	423,210	571,005
<b>PARKING AUTHORITY</b>					
<i>Parking Authority, Fund 310</i>	780,132	524,489	271,106	679,247	694,748
<b>TOTAL</b>	<b>\$ 610,668,455</b>	<b>\$ 618,936,624</b>	<b>\$ 592,869,577</b>	<b>\$ 663,714,276</b>	<b>\$ 743,420,080</b>

# ESTIMATED REVENUES



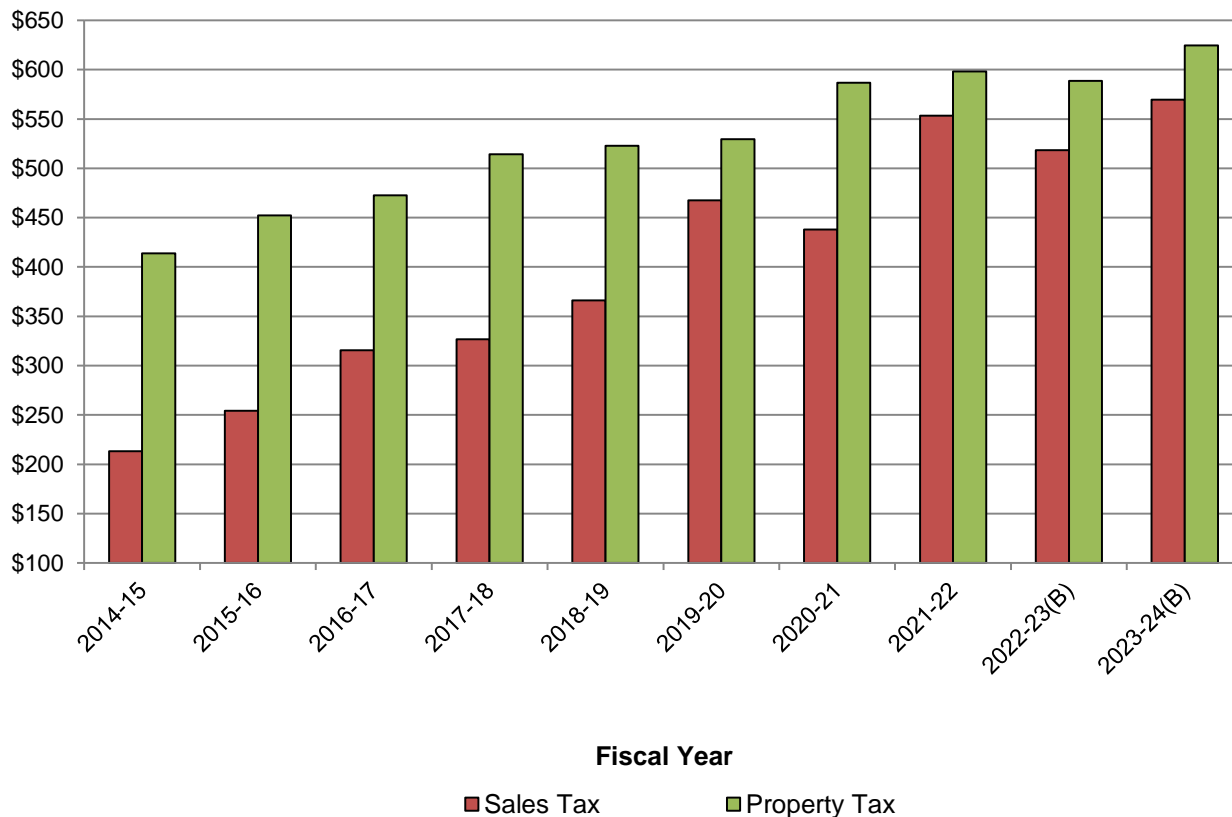
## GENERAL FUND REVENUE OVERVIEW

Economic growth in FY 2022-23 surpassed consensus expectations despite the continued increases to the Federal interest rates to calm inflation. Households and businesses maintained an unexpected amount of activity and spending. Although not as robust as FY 2022-23, it is expected that there will be moderate growth in revenues for FY 2023-24, as the economy is expected to grow but at a slower rate.

Sales Tax and Property Tax are essential sources of funds for the City, representing 57% of General Fund revenues. Sales tax is projected to increase by 2.7%, with restaurants continuing to see gains from the inflationary impacts and tourism increasing with the return of international and business travellers. Property tax is projected to increase by 4.0%. Contributing factors include increased Assessed Values (AVs) allowed by Proposition 13, change of ownership, new construction, and additional property tax allocations from incremental revenue previously allocated solely to redevelopment agencies.

Per capita, the chart listed below provides eight years of actual results and two years of projections for the top two revenue sources for General Fund dollars: Property Tax and Sales Tax. Representing more than half of the General Fund dollars, these sources of revenue are a good indicator of Burbank's overall economy.

**Top General Fund Revenue Categories (Per Capita)**



# ESTIMATED REVENUES

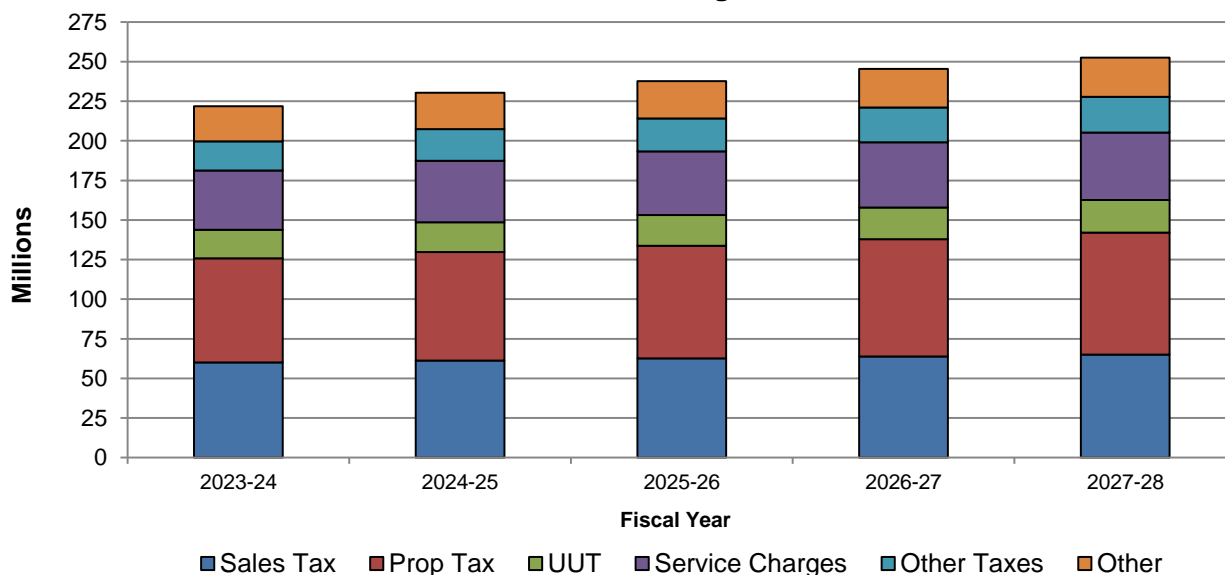


The City's General Fund provides for services that citizens associate with local government. This includes safety services - fire and police, parks and recreation, senior programs, library programs, planning, street maintenance, and code enforcement. The City charges fees to end users of certain services to partially recover costs, i.e. permitting and facility rentals. Burbank completed a citywide fee study during the 2022-23 fiscal year. The goal was to establish a consistent and objectively based fee structure to align with industry-accepted best practices, reaffirm the City's compliance with Proposition 26, and realign fees with the City Council's Cost Recovery Policy. Proposition 26, approved by California voters in 2016, limits certain fees collected to the reasonable cost of providing the service. It is important to note that while the City Council annually adopts the fees for services provided by the City, the majority of General Fund revenue is beyond the City's control.

## FINANCIAL FORECASTING

The City of Burbank continues to strive to provide the highest quality of service by taking into consideration the concerns and interests of the past year and integrating these into a vision dedicated to meeting the needs of our citizens. This is accomplished by making fiscally responsible decisions based on a solid forecasting model that will ultimately strengthen the organization, thereby improving the financial integrity of our City. Each year as part of the annual budget process, Financial Services provides an update to the General Fund Financial Forecast. The forecast portrays what is anticipated in the future, based on stated assumptions, and is only as reliable as those underlying assumptions. The intended purpose of this process is to gain an understanding of long-term financial trends, thus allowing the City to make informed financial decisions during the budget process while understanding the future financial impacts, particularly for recurring appropriations. Revenue assumptions are updated throughout the year based on current results and anticipated trends. The current forecast includes estimated revenues from economic development projects that are expected to come online during the next five years. Staff will provide revised forecasts to the City Council during the fiscal year as more financial information becomes available. The following chart illustrates the forecasted growth in General Fund revenue summarized by major revenue types.

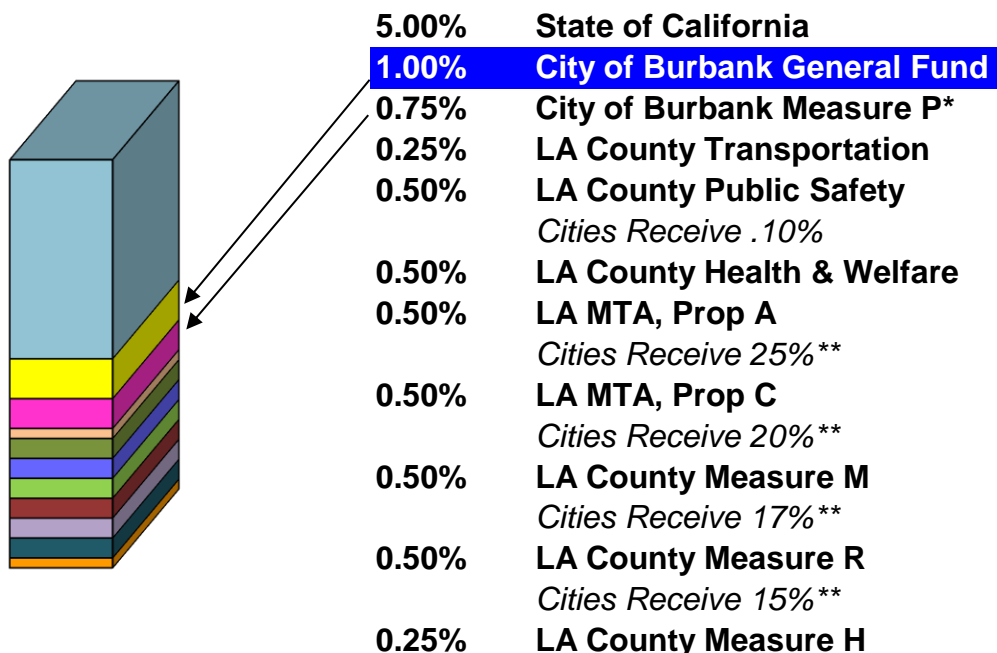
**General Fund Five Year Recurring Revenue Forecast**



# 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)

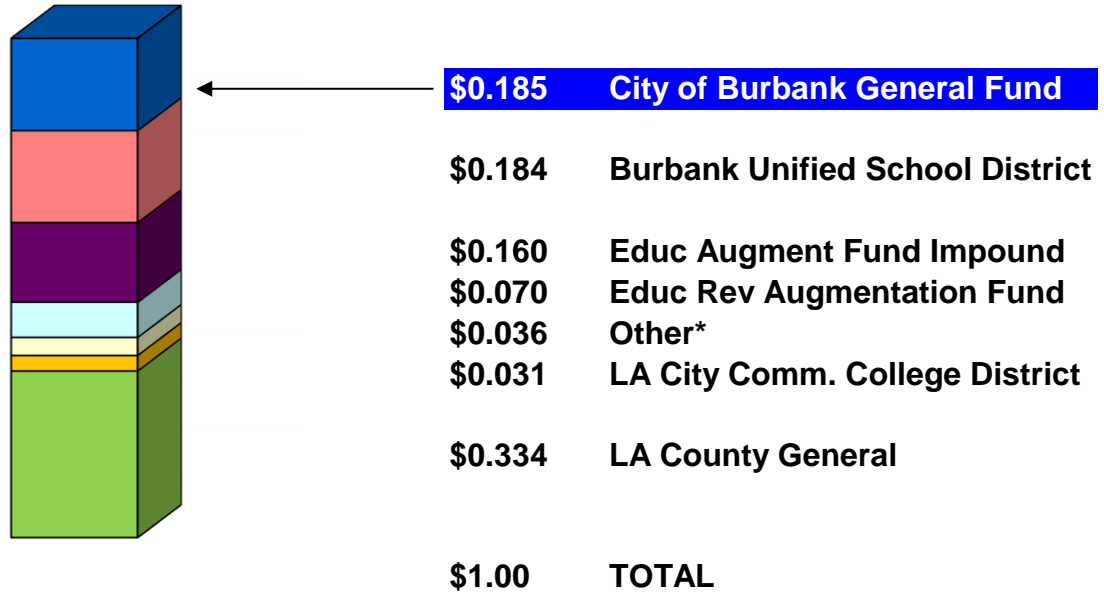
- |                                  |                        |
|----------------------------------|------------------------|
| 24 7 Studio Equipment            | IKEA                   |
| All Phase Electric Supply        | Lowe's                 |
| Arri                             | Macys                  |
| Best Buy                         | Ralphs                 |
| Borrman Steel                    | REI                    |
| Builder's FirstSource - Millwork | Reno Hardware & Supply |
| Castaways                        | Target                 |
| Community Chevrolet              | Tesla                  |
| Costco                           | United Oil             |
| CVS Pharmacy                     | Walmart Supercenter    |
| Enterprise Rent A Car            | World Fuel Services    |
| Home Depot                       |                        |



# 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 Industrial Investors LP
- Capref Burbank LLC
- Catalina Media Development II LLC
- CLPF Empire Landing LP
- IKEA Property Inc.
- PI Pinnacle Owner LLC
- Walt Disney Productions Inc
- Warner Bros Entertainment Inc

# ESTIMATED REVENUES



## GENERAL FUND REVENUE SUMMARY FY 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2022-23 REVISED	FY 2023-24 ADOPTED	% CHANGE
<b>Property Tax</b>					
Property Tax	49,618,450	48,031,200	49,256,200	50,858,282	3.3%
Property Tax In-Lieu of VLF	12,470,452	13,028,375	13,028,375	13,957,306	7.1%
Real Property Transfer Tax	1,206,469	727,320	1,002,320	1,002,320	
<b>Total Property Tax</b>	<b>\$ 63,295,371</b>	<b>\$ 61,786,895</b>	<b>\$ 63,286,895</b>	<b>\$ 65,817,908</b>	<b>4.0%</b>
<b>Sales Tax</b>					
Sales Tax	42,698,794	39,738,031	42,838,031	43,839,067	2.3%
Transaction & Use Tax	15,849,791	14,679,002	15,579,002	16,163,832	3.8%
<b>Total Sales Tax</b>	<b>58,548,585</b>	<b>54,417,033</b>	<b>58,417,033</b>	<b>60,002,899</b>	<b>2.7%</b>
<b>Utility Users Tax</b>					
Electric	10,127,757	10,420,000	10,925,000	11,920,500	9.1%
Gas	2,707,263	2,370,000	2,775,000	2,775,000	
Telecom	3,556,911	3,522,400	3,522,400	3,301,500	-6.3%
<b>Total Utility Users Tax</b>	<b>16,391,931</b>	<b>16,312,400</b>	<b>17,222,400</b>	<b>17,997,000</b>	<b>4.5%</b>
<b>Intra-City Service Charges</b>					
Indirect Charges	13,362,369	13,499,790	13,499,790	14,621,839	8.3%
Direct Charges	(2,060)				
<b>Total Intra-City Service Charges</b>	<b>13,360,309</b>	<b>13,499,790</b>	<b>13,499,790</b>	<b>14,621,839</b>	<b>8.3%</b>
<b>Transient Occupancy Tax</b>	<b>10,525,619</b>	<b>10,048,000</b>	<b>10,548,000</b>	<b>10,759,000</b>	<b>2.0%</b>
<b>Service Charges</b>					
City Clerk Fees	837,682	500,003	600,003	600,003	
Community Development Dept. Fees	4,285,507	3,897,421	3,997,421	4,591,996	14.9%
Fire Department Fees	5,090,121	4,045,090	4,370,090	5,662,683	29.6%
Park & Recreation Fees	9,232,892	8,111,626	8,191,626	9,334,834	14.0%
Police Department Fees	1,233,239	868,600	868,600	863,200	-0.6%
Public Works Fees	766,081	882,750	807,750	1,224,000	51.5%
Other Service Charges	139,825	100,500	100,500	464,100	361.8%
<b>Total Service Charges</b>	<b>21,585,346</b>	<b>18,405,990</b>	<b>18,935,990</b>	<b>22,740,816</b>	<b>20.1%</b>
<b>In-Lieu of Taxes - BWP</b>	<b>8,484,508</b>	<b>8,728,076</b>	<b>9,103,076</b>	<b>9,512,850</b>	<b>4.5%</b>
<b>Transient Parking Tax</b>	<b>3,691,234</b>	<b>3,339,000</b>	<b>3,699,000</b>	<b>3,772,980</b>	<b>2.0%</b>
<b>Building Permits/License Fees</b>					
Building Permits	5,039,245	3,639,000	3,639,000	3,978,123	9.3%
Other Licenses	210,395	273,075	273,075	252,595	-7.5%
Other Permits	1,893,165	1,406,428	1,406,428	1,489,760	5.9%
Business Licenses	277,458	275,000	275,000	275,000	
<b>Total Licenses &amp; Permits</b>	<b>7,420,263</b>	<b>5,593,503</b>	<b>5,593,503</b>	<b>5,995,478</b>	<b>7.2%</b>
<b>Business Tax</b>	<b>2,378,814</b>	<b>2,400,000</b>	<b>2,400,000</b>	<b>2,464,190</b>	<b>2.7%</b>
<b>Parking/Traffic/Other Fines</b>					
Parking Fines	1,502,934	1,802,000	1,170,000	2,201,000	88.1%
Traffic Fines	163,754	200,000	200,000	200,000	
<b>Total Parking/Traffic/Other Fines</b>	<b>1,666,688</b>	<b>2,002,000</b>	<b>1,370,000</b>	<b>2,401,000</b>	<b>75.3%</b>
<b>Franchise Fees</b>	<b>1,487,933</b>	<b>1,471,179</b>	<b>1,471,179</b>	<b>1,442,000</b>	<b>-2.0%</b>

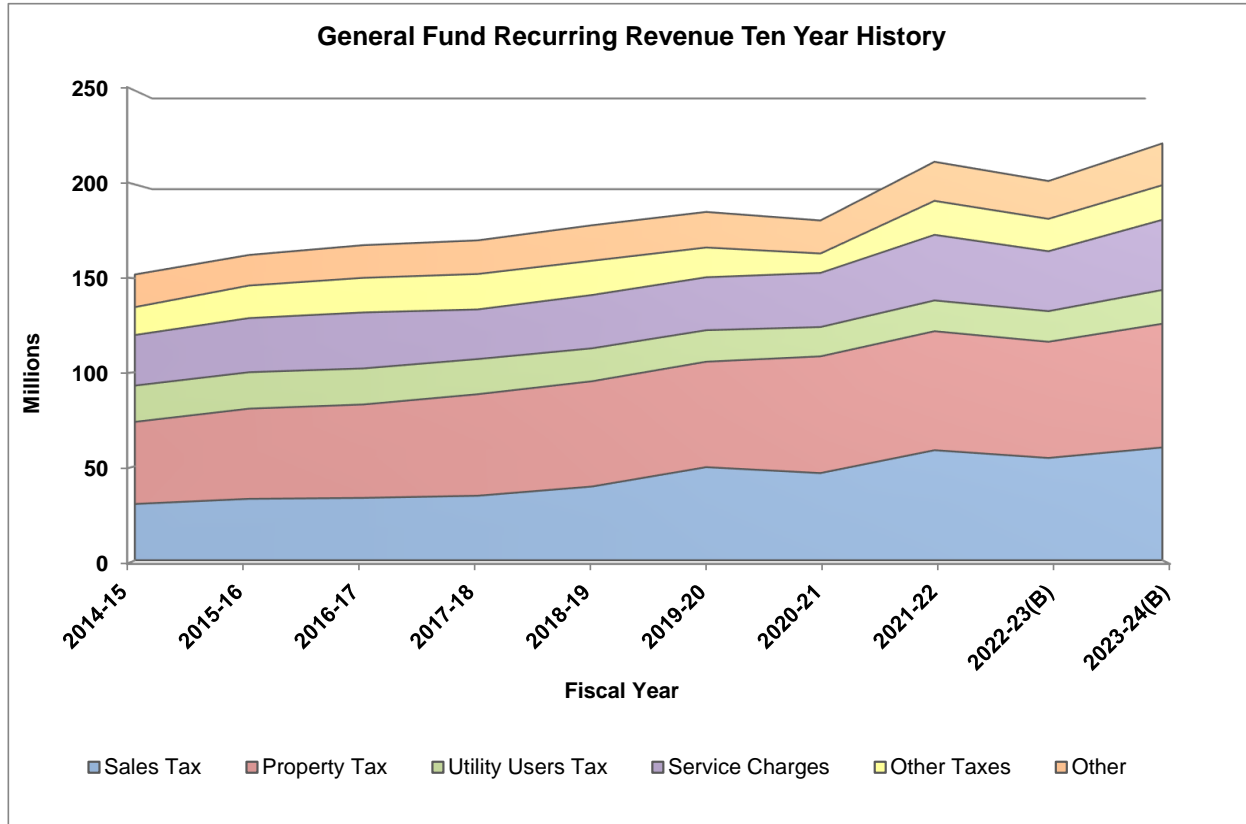
# ESTIMATED REVENUES



## GENERAL FUND REVENUE SUMMARY FY 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2022-23 REVISED	FY 2023-24 ADOPTED	% CHANGE
<b>Interest/Use of Money</b>					
Interest	1,062,173	971,797	1,171,797	1,768,864	51.0%
Advertising	330,054	400,000	400,000	400,000	
Donations	393,937	194,500	194,500	165,700	-14.8%
Rental	277,169	268,175	268,175	309,050	15.2%
Miscellaneous	539,216	437,000	437,000	605,000	38.4%
<b>Total Interest/Use Of Money</b>	<b>2,602,548</b>	<b>2,271,472</b>	<b>2,471,472</b>	<b>3,248,614</b>	<b>31.4%</b>
<b>Intergovernmental Revenues</b>					
Grants-Parks & Recreation	401,785	770,000	770,000	645,951	-16.1%
Grants-Library	29,954	25,000	25,000	155,000	520.0%
Grants-Safety	51,166	71,000	71,000	66,100	-6.9%
Grants-Other	148,670	692,715	692,715	200,000	-71.1%
<b>Total Intergovernmental Revenues</b>	<b>631,575</b>	<b>1,558,715</b>	<b>1,558,715</b>	<b>1,067,051</b>	<b>-31.5%</b>
<b>Total General Fund Recurring Revenue</b>	<b>\$ 212,070,724</b>	<b>\$ 201,834,053</b>	<b>\$ 209,577,053</b>	<b>\$ 221,843,625</b>	<b>5.9%</b>
<b>Plus Non-Recurring General Fund Revenue</b>	<b>3,812,281</b>	<b>548,076</b>	<b>548,076</b>	<b>450,000</b>	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 215,883,005</b>	<b>\$ 202,382,129</b>	<b>\$ 210,125,129</b>	<b>\$ 222,293,625</b>	<b>5.8%</b>

The following graph illustrates a ten year history of recurring revenue for the General Fund. Past decisions based on foresight and sound fiscal policies have given Burbank a diverse revenue base, 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 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED	% CHANGE
<b>CITY GOVERNMENTAL FUNDS</b>				
<b>Proposition A, Fund 104</b>				
Services Charges - Intra City	2,531			
Service Charges	2,933	3,300	3,250	-1.5%
Other Taxes	2,840,004	2,636,510	3,147,648	19.4%
Interest/Use of Money	(100,079)	37,879	101,910	169.0%
Intergovernmental Revenues	182,489	85,000	85,000	0.0%
<b>Total Fund 104</b>	<b>\$ 2,927,877</b>	<b>\$ 2,762,689</b>	<b>\$ 3,337,808</b>	<b>20.8%</b>
<b>Proposition C, Fund 105</b>				
Service Charges	41,006	143,000	100,000	-30.1%
Other Taxes	2,217,455	2,103,968	2,527,943	20.2%
Interest/Use of Money	(4,582)	224,772	290,874	29.4%
Contributions from Other Funds	349,183	185,000	212,516	14.9%
<b>Total Fund 105</b>	<b>2,603,062</b>	<b>2,656,740</b>	<b>3,131,333</b>	<b>17.9%</b>
<b>AQMD, Fund 106</b>				
Property Tax	134,364	132,000	135,000	2.3%
Service Charges	27	300	300	
Interest/Use of Money	(12,418)	6,027	12,268	103.6%
<b>Total Fund 106</b>	<b>121,973</b>	<b>138,327</b>	<b>147,568</b>	<b>6.7%</b>
<b>Measure R, Fund 107</b>				
Service Charges	330	285,000	285,000	
Other Taxes	1,662,823	1,577,976	1,895,958	20.2%
Interest/Use of Money	(155,230)	64,008	161,730	152.7%
<b>Total Fund 107</b>	<b>1,507,923</b>	<b>1,926,984</b>	<b>2,342,688</b>	<b>21.6%</b>
<b>Measure M, Fund 108</b>				
Other Taxes	1,881,676	1,788,373	2,148,752	20.2%
Interest/Use of Money	(102,529)	38,671	107,530	178.1%
<b>Total Fund 108</b>	<b>1,779,147</b>	<b>1,827,044</b>	<b>2,256,282</b>	<b>23.5%</b>
<b>Measure W, Fund 109</b>				
Other Taxes	1,452,912	1,452,912	1,436,768	-1.1%
Interest/Use of Money	(74,041)	20,927	86,261	312.2%
<b>Total Fund 109</b>	<b>1,378,871</b>	<b>1,473,839</b>	<b>1,523,029</b>	<b>3.3%</b>
<b>General City Grant Fund, Fund 121</b>				
Service Charges	34			
Interest/Use of Money	(14,729)	9,083	16,220	78.6%
Intergovernmental Revenues	443,583	420,970	424,960	0.9%
<b>Total Fund 121</b>	<b>428,889</b>	<b>430,053</b>	<b>441,180</b>	<b>2.6%</b>
<b>CDBG, Fund 122</b>				
Service Charges	59	26,786	26,786	
Interest/Use of Money	(31,969)	852	27,986	3184.7%
Intergovernmental Revenues	2,004,185	1,060,736	1,020,650	-3.8%
<b>Total Fund 122</b>	<b>1,972,275</b>	<b>1,088,374</b>	<b>1,075,422</b>	<b>-1.2%</b>
<b>RMRA, Fund 123</b>				
Interest/Use of Money	41,849	43,261	78,299	81.0%
Intergovernmental Revenues	2,111,099	2,302,302	2,650,059	15.1%
<b>Total Fund 123</b>	<b>2,152,948</b>	<b>2,345,563</b>	<b>2,728,358</b>	<b>16.3%</b>

# ESTIMATED REVENUES



## NON-GENERAL FUND REVENUE SUMMARY FY 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED	% CHANGE
<b>Drug Asset Forfeiture, Fund 124</b>				
Service Charges	17			
Interest/Use of Money	(8,433)	4,104	15,998	289.8%
Intergovernmental Revenues	24,576	18,000	18,000	0.0%
<b>Total Fund 124</b>	<b>16,160</b>	<b>22,104</b>	<b>33,998</b>	<b>53.8%</b>
<b>State Gas Tax, Fund 125</b>				
Service Charges	38			
Services Charges - Intra City	1,021			
Interest/Use of Money	8,470	14,270	21,607	51.4%
Intergovernmental Revenues	2,438,279	2,840,524	3,024,386	6.5%
<b>Total Fund 125</b>	<b>2,447,809</b>	<b>2,854,794</b>	<b>3,045,993</b>	<b>6.7%</b>
<b>Public Improvements, Fund 127</b>				
Service Charges	1,262			
Building Permits/License Fees	1,873,144	299,000	299,000	
Interest/Use of Money	(539,859)	251,506	566,152	125.1%
Intergovernmental Revenues	908,312	830,833	662,500	-20.3%
<b>Total Fund 127</b>	<b>2,242,859</b>	<b>1,381,339</b>	<b>1,527,652</b>	<b>10.6%</b>
<b>HUD Affordable Housing, Fund 128</b>				
Service Charges	14,504			
Intergovernmental Revenues	493,233	621,535	622,712	0.2%
<b>Total Fund 128</b>	<b>507,737</b>	<b>621,535</b>	<b>622,712</b>	<b>0.2%</b>
<b>Street Lighting, Fund 129</b>				
Service Charges	607,292	635,000	1,000,000	57.5%
In Lieu Taxes	2,313,882	2,659,980	2,884,000	8.4%
Interest/Use of Money	(19,984)	70,880	61,805	-12.8%
<b>Total Fund 129</b>	<b>2,901,190</b>	<b>3,365,860</b>	<b>3,945,805</b>	<b>17.2%</b>
<b>YES Fund, Fund 130</b>				
Interest/Use of Money	(21)			
<b>Total Fund 130</b>	<b>(21)</b>			
<b>Community Service (BCSF), Fund 131</b>				
Service Charges	2			
<b>Total Fund 131</b>	<b>2</b>			
<b>Tieton Hydropower Project, Fund 133</b>				
Service Charges	1,960,461	2,082,085	1,879,774	-9.7%
Interest/Use of Money	(6,324)			
<b>Total Fund 133</b>	<b>1,954,137</b>	<b>2,082,085</b>	<b>1,879,774</b>	<b>-9.7%</b>
<b>Magnolia Power Project, Fund 483</b>				
Service Charges	20,388,271	24,151,444	27,809,365	15.1%
Interest/Use of Money	(24,727)			
<b>Total Fund 483</b>	<b>20,363,544</b>	<b>24,151,444</b>	<b>27,809,365</b>	<b>15.1%</b>
<b>General City Capital Projects, Fund 370</b>				
Service Charges	1,969			
Interest/Use of Money	(817,907)	489,425	919,314	87.8%
Intergovernmental Revenues	179,606	4,448,228	8,741,343	96.5%
Contributions from Other Funds	101,933		1,402,000	
<b>Total Fund 370</b>	<b>(534,399)</b>	<b>4,937,653</b>	<b>11,062,657</b>	<b>124.0%</b>



# ESTIMATED REVENUES



## NON-GENERAL FUND REVENUE SUMMARY FY 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED	% CHANGE
<b>PROPRIETARY FUNDS</b>				
<b>General Liability Insurance, Fund 530</b>				
Services Charges - Intra City	6,454,648	8,828,655	12,216,852	38.4%
Service Charges	1,931			
Interest/Use of Money	(940,008)	437,982	811,462	85.3%
<b>Total Fund 530</b>	<b>5,516,571</b>	<b>9,266,637</b>	<b>13,028,314</b>	<b>40.6%</b>
<b>Workers Comp Insurance, Fund 531</b>				
Services Charges - Intra City	6,735,113	7,907,706	10,755,044	36.0%
Service Charges	3,914			
Interest/Use of Money	(1,670,535)	876,150	1,695,560	93.5%
<b>Total Fund 531</b>	<b>5,068,491</b>	<b>8,783,856</b>	<b>12,450,604</b>	<b>41.7%</b>
<b>Vehicle Equip Replacement, Fund 532</b>				
Services Charges - Intra City	7,316,662	7,968,827	10,266,074	28.8%
Service Charges	87,067	80,000	80,000	
Interest/Use of Money	(877,604)	649,351	1,149,783	77.1%
Intergovernmental Revenues	3,998			
Contributions from Other Funds	243,504	194,215	2,590,197	
<b>Total Fund 532</b>	<b>6,773,627</b>	<b>8,892,393</b>	<b>14,086,054</b>	<b>58.4%</b>
<b>Office Equip Replacement, Fund 533</b>				
Services Charges - Intra City	707,977	731,060	700,852	-4.1%
Service Charges	274			
Interest/Use of Money	(128,835)	60,511	130,633	115.9%
Contributions from Other Funds	204,892		836,569	
<b>Total Fund 533</b>	<b>784,308</b>	<b>791,571</b>	<b>1,668,054</b>	<b>110.7%</b>
<b>Municipal Infrastructure, Fund 534</b>				
Sales Tax	15,849,791	14,679,002	16,163,832	10.1%
Service Charges	2,175			
Interest/Use of Money	(945,310)	423,757	1,126,272	165.8%
Intergovernmental Revenues	301,110			
Contributions from Other Funds	4,700,000	4,700,000	4,700,000	
<b>Total Fund 534</b>	<b>19,907,766</b>	<b>19,802,759</b>	<b>21,990,104</b>	<b>11.0%</b>
<b>Communication Equip, Fund 535</b>				
Services Charges - Intra City	3,035,887	3,111,793	3,080,470	-1.0%
Service Charges	27,735	27,762	28,373	2.2%
Interest/Use of Money	(175,250)	101,905	135,338	32.8%
<b>Total Fund 535</b>	<b>2,888,372</b>	<b>3,241,460</b>	<b>3,244,181</b>	<b>0.1%</b>
<b>Information Technology, Fund 537</b>				
Services Charges - Intra City	11,715,305	12,259,222	13,136,151	7.2%
Service Charges	771			
Interest/Use of Money	(378,600)	163,057	496,721	204.6%
Contributions from Other Funds	1,613,242	7,431,709	4,185,413	
<b>Total Fund 537</b>	<b>12,950,719</b>	<b>19,853,988</b>	<b>17,818,285</b>	<b>-10.3%</b>
<b>Water Reclamation &amp; Sewer, Fund 494</b>				
Services Charges - Intra City	563			
Service Charges	18,135,265	18,827,000	19,556,347	3.9%
Building Permits/License Fees	5,296	9,000	9,000	
Interest/Use of Money	(1,292,588)	400,000	1,341,075	235.3%
<b>Total Fund 494</b>	<b>16,848,535</b>	<b>19,236,000</b>	<b>20,906,422</b>	<b>8.7%</b>

# ESTIMATED REVENUES



## NON-GENERAL FUND REVENUE SUMMARY FY 2021-22 through FY 2023-24

	FY 2021-22 ACTUAL	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED	% CHANGE
<b>BWP Electric, Fund 496</b>				
Services Charges - Intra City	187,926			
Service Charges	185,155,546	236,638,649	261,104,297	10.3%
Interest/Use of Money	(519,436)	2,129,195	6,165,719	189.6%
Intergovernmental Revenues	1,782,502		1,000,000	
Contributions from Other Funds	(42)			
<b>Total Fund 496</b>	<b>186,606,496</b>	<b>238,767,844</b>	<b>268,270,016</b>	<b>12.4%</b>
<b>BWP Water, Fund 497</b>				
Service Charges	34,436,155	36,679,858	41,502,237	13.1%
Interest/Use of Money	(18,804)	700,818	993,372	41.7%
Intergovernmental Revenues	377,640			
<b>Total Fund 497</b>	<b>34,794,992</b>	<b>37,380,676</b>	<b>42,495,609</b>	<b>13.7%</b>
<b>Refuse Collection &amp; Disposal, Fund 498</b>				
Services Charges - Intra City	4,180			
Service Charges	19,108,993	18,720,900	20,385,281	8.9%
Interest/Use of Money	(870,827)	741,000	1,565,152	111.2%
Intergovernmental Revenues	154,887	141,584	140,000	-1.1%
Contributions from Other Funds	1,883	20,000	20,000	
<b>Total Fund 498</b>	<b>18,399,115</b>	<b>19,623,484</b>	<b>22,110,433</b>	<b>12.7%</b>
<b>SUCCESSOR AGENCY</b>				
<b>Successor Agency Admin, Fund 208</b>				
Interest/Use of Money	(149,787)	63,081	127,503	102.1%
Intergovernmental Revenues	8,837,922	7,404,888	2,524,315	-65.9%
<b>Total Fund 208</b>	<b>8,688,135</b>	<b>7,467,969</b>	<b>2,651,818</b>	<b>-64.5%</b>
<b>HOUSING AUTHORITY</b>				
<b>Section 8 Vouchers, Fund 117</b>				
Service Charges	513,547			
Interest/Use of Money	(5,767)	29,184	29,184	
Intergovernmental Revenues	11,733,058	13,025,441	12,200,000	-6.3%
<b>Total Fund 117</b>	<b>12,240,838</b>	<b>13,054,625</b>	<b>12,229,184</b>	<b>-6.3%</b>
<b>Low/Moderate Income Housing, Fund 305</b>				
Service Charges	329,569	281,400	256,400	-8.9%
Interest/Use of Money	(268,844)	141,810	314,605	121.8%
Intergovernmental Revenues	414,794			
<b>Total Fund 305</b>	<b>475,519</b>	<b>423,210</b>	<b>571,005</b>	<b>34.9%</b>
<b>PARKING AUTHORITY</b>				
<b>Parking Authority, Fund 310</b>				
Service Charges	106			
Building Permits/License Fees	316,412	653,849	646,849	-1.1%
Interest/Use of Money	(45,413)	25,398	47,899	88.6%
<b>Total Fund 310</b>	<b>271,106</b>	<b>679,247</b>	<b>694,748</b>	<b>2.3%</b>
<b>TOTAL NON-GENERAL FUND REVENUE</b>	<b>\$ 376,986,572</b>	<b>\$ 461,332,147</b>	<b>\$ 521,126,455</b>	<b>13.0%</b>
<b>GENERAL FUND REVENUE</b>	<b>215,883,005</b>	<b>202,382,129</b>	<b>222,293,625</b>	<b>9.8%</b>
<b>TOTAL ALL REVENUE</b>	<b>\$ 592,869,577</b>	<b>\$ 663,714,276</b>	<b>\$ 743,420,080</b>	<b>12.0%</b>

# REVENUE SOURCES AND DESCRIPTIONS



The General Fund Revenue section provides background information describing trends and economic factors and their impact on City revenues. The Fiscal Year (FY) 2023-24 revenue budget was prepared using assumptions about the growth of projected revenues based on property values, expected economic growth, and adopted fee increases as part of the Citywide Fee Study that was conducted in FY 2022-23. Economic growth in FY 2022-23 surpassed consensus expectations despite continued increases to the Federal interest rates to calm inflation. Although not as robust as FY 2022-23, it is expected that there will be moderate growth in revenues for FY 2023-24. If the Federal Reserve continues to increase rates, this could result in higher borrowing costs, businesses investing less, and consumers cutting back on spending, impacting certain sectors of the economy. Burbank’s General Fund recurring revenue estimates for FY 2023-24 represent a 5.9% increase over the revised FY 2022-23 projections. Sales and Property taxes are the largest sources of revenues, representing 57% of total General Fund resources.

## GENERAL FUND

**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.

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 ¾ cent local Transaction and Use Tax (TUT) 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.

A strong demand for consumer goods, buoyed by inflation has increased the price of goods, resulting in higher sales tax revenue. The trend is that consumers are shifting away from buying retail goods and spending more on travel and entertainment. Although not as robust of an increase as FY 2022-23, the slight growth in sales tax revenue will be attributable to inflationary prices for FY 2022-23. Overall, sales tax revenues are anticipated to grow by 2.7% for FY 2023-24 largely due to higher than anticipated receipts in the current fiscal year and the continued strong performance of destination-based Transaction and Use Tax revenue.

**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 (AV) of property as determined by the LA County Assessor. The City of Burbank receives approximately 18.5% of the 1% levy on the AV.

Provisions contained in Proposition 13 have over the years created a buffer between current market value and AV as determined by the Los Angeles (LA) County Assessor. Under Proposition 13, AV on parcels with continuing ownership may change by inflation as defined by the CPI, up to a maximum increase of 2%. The State released CPI growth, and for FY 2023-24, AV on properties will increase by 2%. Other sources of AV growth are change in ownership, new construction, recapture of prior Prop 8 impairments of value, and a change to values for unsecured items. Though AV growth and sales volume may be somewhat tempered by higher interest rates, staff is still projecting property tax revenue to increase by 4% for FY 2023-24, buoyed by the steady growth in development throughout the City.

**Utility Users Taxes (UUT)** are applied to telephone (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 usage/sales. The UUT revenue is anticipated to increase by 4.5% for FY 2023-24. The adopted 8.5% electric rate increase and higher natural gas prices are offset by reduced electric usage due to efficiencies as well as the decline in telecom revenue as a result of the Federal Communications Commission (FCC) reclassification of data to non-taxable information services.

**Intra-City Service Charges**, or indirect charges, are derived from 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 costs of General Fund central support functions to the respective departments and funds. Based on the results of the most recent cost allocation plan, revenues are expected to increase by 8.3% for FY 2023-24.

# REVENUE SOURCES AND DESCRIPTIONS



**Service Charges** are fees charged to users of city-provided services and are designed to at least partially cover the costs incurred providing these services. The full participation in recreation activities, the high demand for passport applications and renewals, and the resumption of the film industry following the Pandemic, contributed to the increased service charge revenues for FY 2022-23. Burbank conducted a Fee Study during FY 2022-23, and the adopted fees will increase service charge revenues for FY 2023-24. Parks and Recreation Department will see an increase in revenues due to a rise in special events for golf and a new soccer league pilot program. Revenues are also expected to increase for plan check fees due to new legislation for Accessory Dwelling Units (ADUs) that accelerates the review process. The Burbank Fire Department is restructuring the emergency medical service fees based on the First Responder and Ambulance Fee Study. Considering the above factors, staff is forecasting an increase in service charges of 20% for FY 2023-24.

**In-Lieu of Tax** is a charge of 7% on retail electric sales collected from the Burbank Water and 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 BWP to the General Fund to preserve funding for essential City services.

**Interest/Use of Money** 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 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 3% during FY 2023-24. This will allow flexibility with short-term maturity dates, in order to minimize market value fluctuations as interest rates normalize.

**Parking Fines** are issued by the Police Department and represent a small portion of General Fund revenues. Fines are dependent on the amount of the fine, the number of citations issued, and the amount retained by the county and state agencies. After a period of minimal enforcement following the Pandemic, parking fines are projected to increase by 75.3% for FY 2023-24 with the addition of a third-party agreement that will enable the Police Department to manage parking enforcement.

**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 a 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 return of travel following the Pandemic has precipitated more frequent and longer stays for both business and leisure travelers. Although not fully recovered to pre-pandemic levels, there is continued moderate improvement for Burbank's tourism industry. For FY 2023-24, TOT is anticipated to increase by a steady 2% from the revised FY 2022-23 projection.

**Building 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. For FY 2023-24, building permits are anticipated to increase by 9.3% due to anticipated permit applications for major development projects.

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

**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 parking services for short periods of time (e.g., airport, businesses, hotels, and restaurants). With approximately 80% of the parking tax revenue derived from lots at or directly serving Hollywood Burbank Airport, the City's TPT revenue is dependent on travel demand. Passenger counts at the airport increased by 58% for 2022 when compared to 2021, generating a significant recovery in TPT. For FY 2023-24, staff anticipates TPT revenues to increase by 2% from the FY 2022-23 revised budget.

**Business Taxes** are imposed for the privilege of conducting business within the City. Burbank's business taxes are considerably lower than many other LA County cities. Fees range from a flat amount to a graduated formula based on sales, number of employees, and square footage. Revenue for this category is anticipated to increase by 2.7% for FY 2023-24.

**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, a 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

# REVENUE SOURCES AND DESCRIPTIONS



the use of pipelines within the City. Franchise fees are expected to decrease by 2% in FY 2023-24, reflecting the continued slowing in the cable television market as more consumers transition to streaming services.

**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 2023-24, intergovernmental revenues will decrease by 31.5% primarily due to Measure H and Permanent Local Housing Allocation (PLHA) funds. These grant funds are reimbursement based and the City did not receive the full allocation last fiscal year.

## SPECIAL REVENUE FUNDS/CAPITAL PROJECTS FUND

**Fund 104 Proposition A – Transportation:** Proposition A revenues represent the City’s portion of a special LA 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 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 LA 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 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 LA 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 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 LA 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 LA 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 (CDBG):** The Federal Department of Housing and Urban Development (HUD) created the 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 (RMRA):** 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.



# REVENUE SOURCES AND DESCRIPTIONS



**Fund 125 State Gas Taxes:** Cities receive revenue from the motor vehicle fuel taxes imposed by Revenue and Taxation Code Section 7360(a) and (b). The revenues from the gasoline purchases are allocated based on formulas under Sections 2105, 2106, and 2107 of the Streets and Highway User Tax Account. Revenues from this funding source are restricted and can only be used on public street construction, improvements, and/or maintenance.

**Fund 127 Public Improvements:** This fund provides for Public Improvements through the 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, Information Technology, 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.

**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, higher 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. The peak capacity is 310 megawatts with a forecasted yearly production in excess of 1,320,480 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, 531 General Liability and Workers’ Compensation Insurance:** These funds are used to finance and account for the City’s Workers’ Compensation, General Liability, and Property Insurance programs. Revenue for these programs is collected through rates charged to each City department based on claims history.

**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 the 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% 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 the 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 departments and funds based on an annual citywide Information Technology (IT) cost of service study.

# REVENUE SOURCES AND DESCRIPTIONS



## 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, Water (operated by BWP), Water Reclamation and Sewer (operated by Public Works), and Refuse Collection and Disposal (operated 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.

The Electric Fund's budget highlights include an electric rate increase to cover the escalated cost of fuel and power, replenish cash reserves from multiple years of under collection, and for capital financing needed to meet growing demand and to comply with the requirement to have a 100% greenhouse gas neutral electric supply by 2045. BWP will increase electric rates by 8.5% for FY 2023-24 and 8% in FY 2024-25. Burbank electric rates remain competitive, both locally and regionally.

The Water Fund's budget highlights include an increase necessary to recover the elevated costs of purchased water, operations and maintenance, conservation, and capital improvement programs. BWP is increasing the water rate by 9% for both FY 2023-24 and FY 2024-25.

The Water Reclamation and Sewer Fund's budget reflects an overall rate increase of 4% for FY 2023-24 and a 4% increase in FY 2024-25. The increases in sewer charges are due to increased charges from the City of Los Angeles for sewage treatment services, capital improvement projects, labor, chemical, and electrical costs to operate the Burbank Water Reclamation Plant (BWRP).

The Refuse Collection and Disposal Fund is increasing the rate by 6% for FY 2023-24 and a 6% increase in FY 2024-25. The refuse collection fee increases are needed to meet rising operational costs, particularly those associated with the new State mandate SB 1383 related to organics (food) diversion for greenhouse gas reductions, and to continue providing comprehensive refuse services that include household trash disposal, organics composting, recyclable collections and processing, and bulky item pick-ups.

## SUCCESSOR AGENCY ADMINISTRATION FUND

Legislation enacted by the State in June 2011, effectively ending Redevelopment Agencies (RDA) 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 FUND

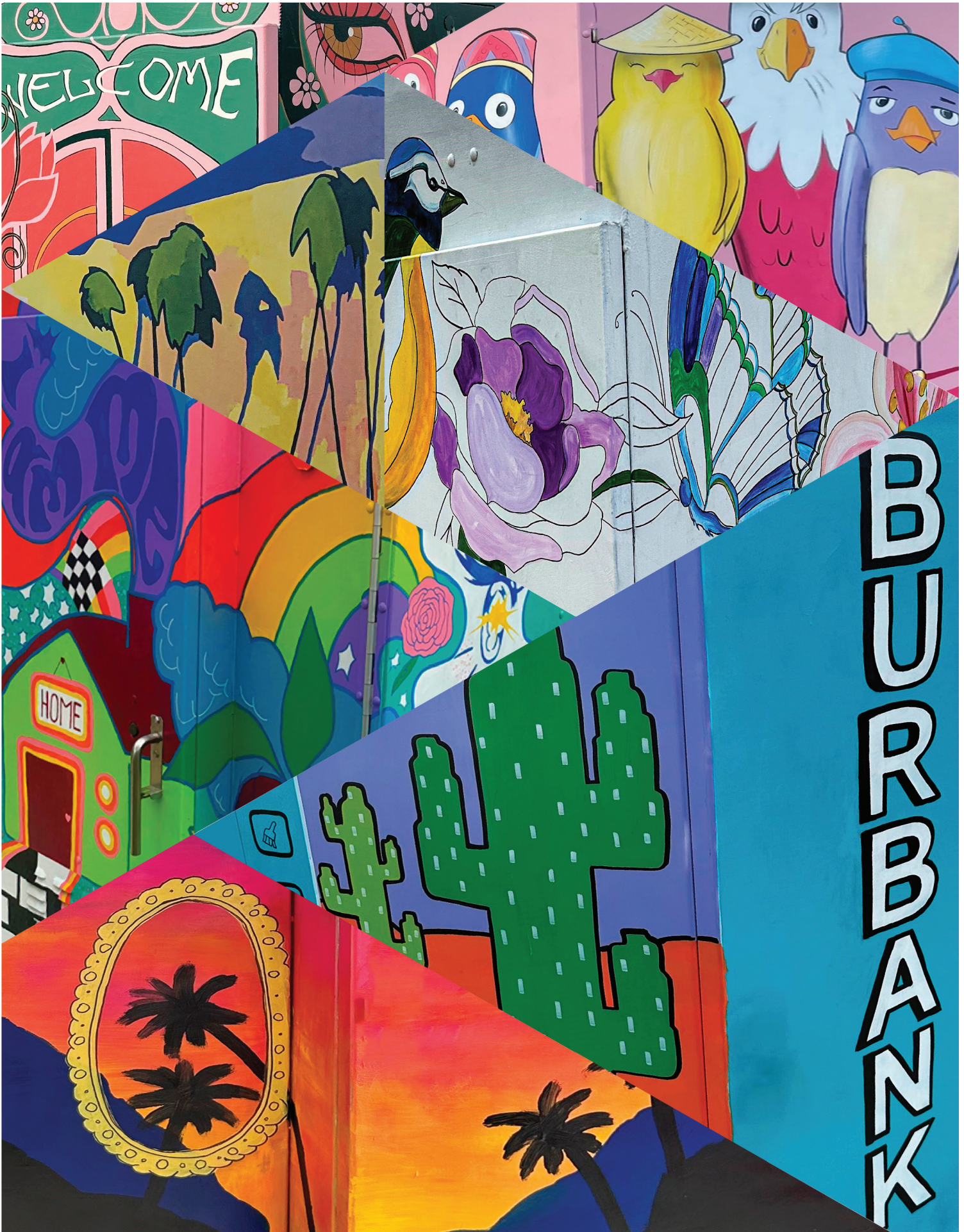
The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program which is funded by the United States Department of Housing and Urban Development (HUD). This program provides rent subsidy payments directly to landlords on behalf of eligible tenants in order to increase 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 and 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, after which Fund 305 was shifted to the Housing Authority. The Housing Authority is responsible for administering existing contracts and ensuring all applicable regulations are adhered to during the wind-down phase.

## PARKING AUTHORITY FUND

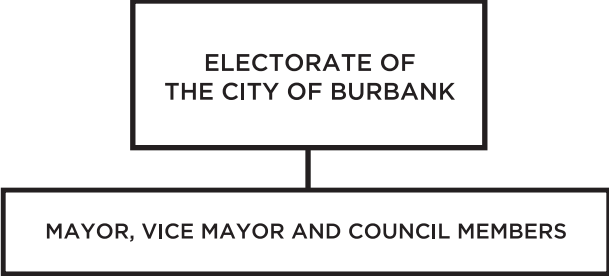
The Parking Authority has one fund which is administered by the Community Development Department (CDD). The main source of revenue includes parking permits, lease fees, and the Downtown Public Facility Maintenance District levy. In addition, AMC Theaters provide funds to offset downtown parking structure maintenance costs.







# 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.

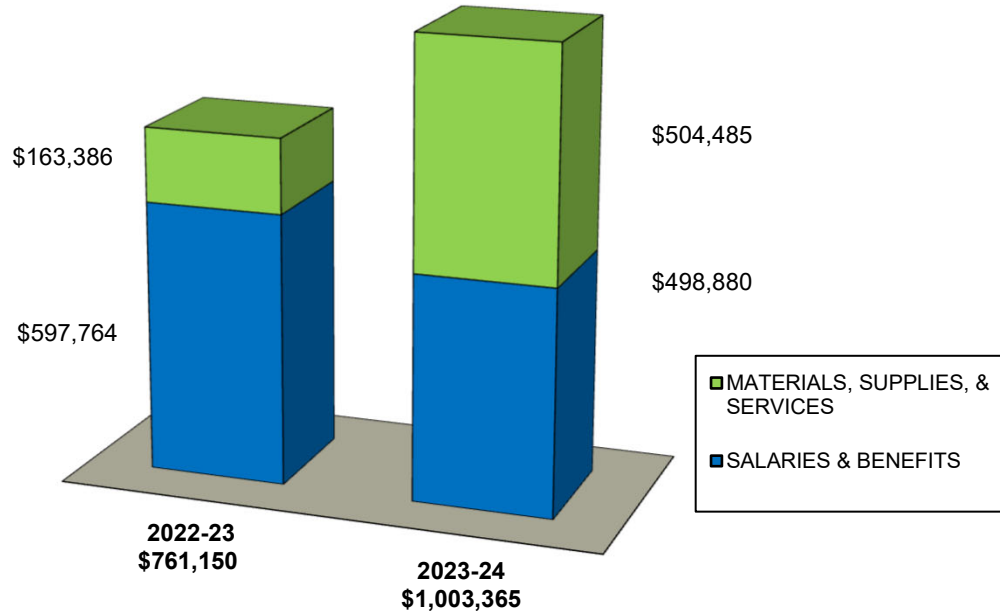
## DEPARTMENT SUMMARY

	<b>EXPENDITURES FY2021-22</b>	<b>BUDGET FY2022-23</b>	<b>BUDGET FY2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	<b>3.000</b>	<b>3.000</b>	<b>2.000</b>	<b>(1.00)</b>
<b>Salaries &amp; Benefits</b>	\$ 449,227	\$ 597,764	\$ 498,880	\$ (98,884)
<b>Materials, Supplies &amp; Services</b>	113,078	163,386	504,485	341,099
<b>TOTAL</b>	<b>\$ 562,306</b>	<b>\$ 761,150</b>	<b>\$ 1,003,365</b>	<b>\$ 242,215</b>





## DEPARTMENT SUMMARY



### I. ANNUAL COMPENSATION BUDGETED FOR COUNCIL MEMBERS

<u>Position</u>	<u>Annual Salary</u>	<u>Monthly Salary</u>
Mayor	\$18,576	\$1,547.99
Vice Mayor	\$18,576	\$1,547.99
Council Member	\$18,576	\$1,547.99
Council Member	\$18,576	\$1,547.99
Council Member	\$18,576	\$1,547.99
<b>Total</b>	<b>\$92,879</b>	<b>\$7,740</b>

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</u>	<u>Other</u>	<u>Medical/</u>	<u>Employee</u>	<u>Other</u>	<u>Life</u>	<u>Workers</u>	<u>Travel</u>		
	<u>Retirement</u>	<u>Retirement</u>	<u>Dental/Vision</u>	<u>Assistance</u>	<u>Health</u>	<u>Ins.</u>	<u>Comp</u>	<u>OPEB</u>	<u>Allowance</u>	<u>Total</u>
			<u>Insurance*</u>	<u>Program</u>						
Member	\$1,817	\$1,200	\$14,508	\$93	\$3,500	\$191	\$173	\$130	\$3,000	\$24,881
<b>Total (All Members)</b>	<b>\$9,084</b>	<b>\$6,000</b>	<b>\$72,541</b>	<b>\$465</b>	<b>\$17,500</b>	<b>\$956</b>	<b>\$864</b>	<b>\$650</b>	<b>\$15,000</b>	<b>\$124,406</b>







\*Individual medical/dental insurance options actually selected vary. The \$14,508 figure represents the amount budgeted. Actual annual costs may range between \$0 and \$14,508. 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).




## 2022-23 WORK PROGRAM HIGHLIGHTS

- Participated in a City Council Goal Setting Workshop for the prioritization of six citywide goals, including City Services, Economic Recovery/Development, Housing/Homelessness, Quality of Life, Sustainability/Resilience, and Transportation/Traffic.
- Identified key initiatives and projects that align with the Council's priorities and address the needs of the community. Provided policy direction in areas such as Infrastructure Development, Economic Development, Sustainability Initiatives, Public Safety, Emergency Preparedness, Budget Management, and Community Services.
- Adopted a comprehensive Legislative Platform, highlighting Council's priorities including local control, responsible development, safe streets, clean energy, and a balanced approach to address homelessness.
- Held joint meetings with the Burbank Unified School District Board (BUSD) of Directors, the Burbank Police Commission, and the Burbank Planning Commission to discuss areas of mutual priority.

## 2023-24 WORK PROGRAM GOALS

	City Services	Ongoing
	Economic Recovery/Development	Ongoing
	Housing/Homelessness	Ongoing
	Quality of Life	Ongoing
	Sustainability/Resilience	Ongoing
	Transportation/Traffic	Ongoing

**PERFORMANCE MEASURES**

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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.	19,000	18,800	19,000
Total number of citizen requests received by Community Assistance Coordinator.	6,200	6,100	6,200
Objective: Respond to service requests submitted through the OurBurbank 311 Mobile App within 72 hours.			
Respond to service request types across all service categories (Parks and Recreation, Street, Traffic, Trash, Recycling, Water, and Power).	3,500	8,784	19,000
Objective: Legislative Effectiveness			
Total number of ordinances, resolutions, and policies proposed, passed, and implemented by the City Council.	N/A	N/A	40
Successful advocacy for local legislation at the regional, state, or federal levels. Number based on the number of bills or resolutions advocated for by the City Council office that were successfully passed.	N/A	N/A	80

# 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.

### CHANGES FROM PRIOR YEAR

As part of the FY 2023-24 budget process, salary savings from eliminating an unfilled Executive Assistant position were used to offset the cost of the City Manager's Office reorganization. This change will enhance the efficiency of the City Council's Office and streamline responsibilities. Insurance costs increased by \$343,351 due to an increase in claims.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>2,000</b>	<b>(1,000)</b>
60001.0000 Salaries & Wages	\$ 262,492	\$ 330,956	\$ 264,366	\$ (66,590)
60012.0000 Fringe Benefits	107,033	165,959	158,222	(7,737)
60012.1008 Fringe Benefits:Retiree Benefits	186	6,563	2,588	(3,975)
60012.1509 Fringe Benefits:Employer Paid PERS	19,683	27,602	25,855	(1,747)
60012.1528 Fringe Benefits:Workers Comp	1,840	4,071	2,326	(1,745)
60012.1531 Fringe Benefits:PERS UAL	53,840	57,814	41,690	(16,124)
60027.0000 Payroll Taxes Non-Safety	4,154	4,799	3,833	(966)
<b>Salaries &amp; Benefits</b>	<b>449,227</b>	<b>597,764</b>	<b>498,880</b>	<b>(98,884)</b>
62000.0000 Utilities	\$ -	\$ 982	\$ 982	
62015.0000 BUSD - Close Up Program	5,000	8,000	8,000	
62135.1012 Govt Svcs:Council Reorganization	1,151	5,500	5,500	
62220.0000 Insurance	4,859	6,706	350,057	343,351
62300.0000 Special Dept Supplies	4,094	6,800	6,800	
62310.0000 Office Supplies, Postage & Printing	1,960	5,000	5,000	
62420.0000 Books & Periodicals	-	350	350	
62440.0000 Office Equip Maint & Repair	1,436	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	7,218	7,218	7,218	
62496.0000 Fund 537 Computer System Rental	28,222	31,299	29,047	(2,252)
62700.0000 Memberships & Dues	38,308	37,952	37,952	
62710.0000 Travel	8,300	37,500	37,500	
62895.0000 Miscellaneous Expenses	12,530	14,079	14,079	
<b>Materials, Supplies &amp; Services</b>	<b>113,078</b>	<b>163,386</b>	<b>504,485</b>	<b>341,099</b>
<b>Total Expenses</b>	<b>\$ 562,306</b>	<b>\$ 761,150</b>	<b>\$ 1,003,365</b>	<b>\$ 242,215</b>

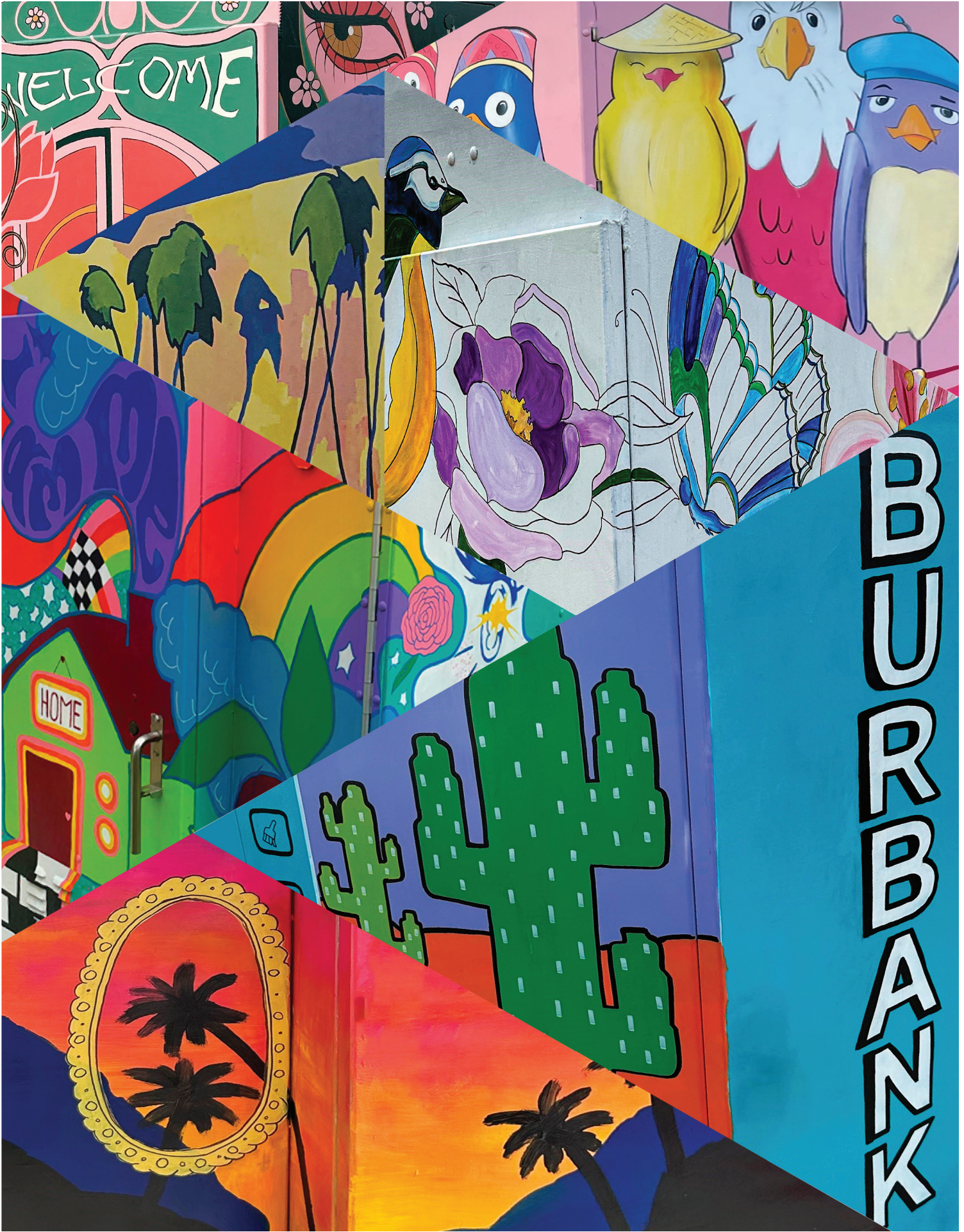
# CITY COUNCIL

## Authorized Positions



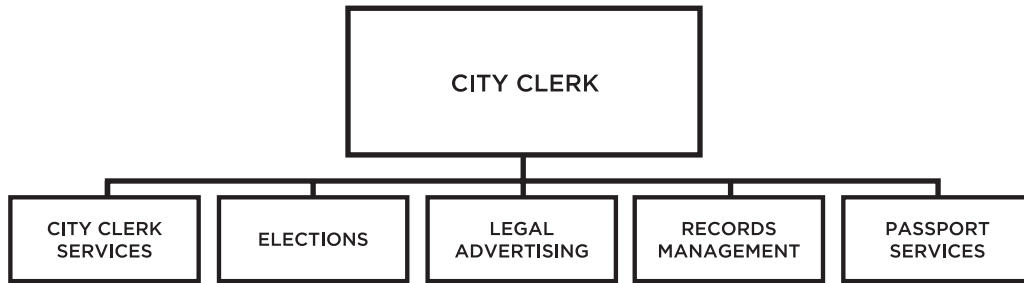
CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
EXEC AST	2.000	2.000	1.000	-1.000
COMMUNITY ASSISTANCE CORD	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>3.000</b>	<b>3.000</b>	<b>2.000</b>	<b>-1.000</b>







# 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

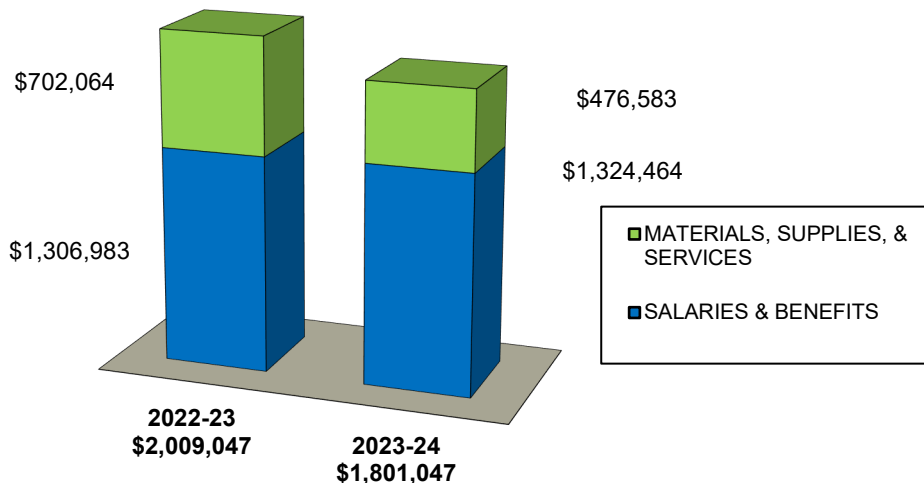
The City Clerk is an Elected Official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority, Youth Endowment Services (YES) Fund Board, and Public Financing Authority. The City Clerk's Office is organized into five divisions: City Clerk Services, Elections, Legal 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 16,000 new and renewal services annually. In addition, the Office manages the appointment process of 22 City boards, commissions, and committees.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>10.100</b>	<b>10.475</b>	<b>10.475</b>	
<b>Salaries &amp; Benefits</b>	\$ 1,202,763	\$ 1,306,983	\$ 1,324,464	\$ 17,481
<b>Materials, Supplies &amp; Services</b>	239,443	702,064	476,583	(225,481)
<b>TOTAL</b>	<b>\$ 1,442,206</b>	<b>\$ 2,009,047</b>	<b>\$ 1,801,047</b>	<b>\$ (208,000)</b>

## DEPARTMENT SUMMARY





## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Conducted the consolidated City of Burbank November 8, 2022 General Municipal Election and administered Burbank's vote centers and 24-hour drop boxes.
- Processed approximately 11,000 passport applications and generated approximately \$700,000 in General Fund revenues.
- Successfully completed all Advisory Body recruitments for scheduled and unscheduled vacancies for 22 Boards, Commissions, and Committees.
- Processed 298 internal and 2,478 external public records requests.
- Properly posted and distributed 58 City Council Meeting Agenda Packets and/or Notices in FY 2022-23.
- Administered the citywide Records Retention Schedule.
- Held a citywide records destruction event for documents that has met or exceeded their retention requirements.
- Continued the digital archive of vital records to ensure transparency and proper preservation of the City's legislative history.
- Accepted and processed general liability claims, summonses, and subpoenas against the City of Burbank.

## 2023-2024 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, Passport Services, Advisory Body Recruitments, and City Council Meetings on the City's website and social media platforms.

Ongoing



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 Drop boxes and Vote Centers for elections.

Ongoing



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

Ongoing



Update the citywide retention schedule to ensure that compliance is met.

Ongoing



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


Ongoing



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

Ongoing


**PERFORMANCE MEASURES**

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
<b>Objective:</b> Enterprise Content Management System (ECMS) Project – Digitize historical, active, and departmental permanent archived City Records and properly destroy records that have met their retention.			
Digitizing City records helps to maintain an open and transparent environment and increases efficiencies and enhances customer service by minimizing the City's environmental impact by (1) reducing the number of pages printed, (2) utilizing less paper storage, (3) saving time on record searches, and (4) improving workflow and electronic document security. These will create greater accessibility to records in a user-friendly environment.	75%	75%	75%
City staff will soon have access to vital documents. The 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 2023-24.			
Continue to conduct an annual citywide destruction of records that have met and/or exceeded their required retention.	100%	100%	100%
The City Clerk's Office will oversee and coordinate with City Departments and select a vendor to conduct secure citywide records destruction. A new Retention Schedule Update will be presented to the City Council as appropriate.			



# CITY CLERK



	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
<b>Objective:</b> Work in collaboration with the County of Los Angeles Registrar-Recorder/County Clerk (County) regarding Elections and voter registration and participation.			
Request the City Council to adopt resolutions to call and consolidate the election, with the County General Election, establish candidate statements costs; work 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 drop boxes, and address Election Day needs.	100%	100%	100%
Disseminate and post election-related information to the City website and social media platforms in a timely manner which will maintain transparency, improve efficiencies, and foster trust with the Burbank community. Promote inclusivity, conduct outreach, and collaborate 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.			
<b>Objective:</b> Continue to maintain Passport Acceptance Facility hours to accommodate the increasing demand for appointments.			
Due to the continuous demand for passport acceptance services, the Burbank Passport Acceptance Facility is offering additional passport appointments to meet the demand and generate additional General Fund revenue. Passport Acceptance services are regularly promoted on the City website, at Council Meetings, on social media platforms, and through service organizations.	100%	100%	100%
<b>Objective:</b> Conduct Various New and Refresher Training 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 to maintain compliance with laws, polices, and procedures.	100%	100%	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, YES 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. It 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 City 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 City facilities.
- Codify the Burbank Charter and Municipal Code, providing access to revisions 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
- Oversee the recruitment process and management of services for approximately 22 Boards, Commissions, and Committees, consisting of approximately 130 members.
- Provide greater transparency for public access to Board, Commission, and Committee meeting agendas, minutes, and reports available on the City's website.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2.724</b>	<b>2.424</b>	<b>2.074</b>	<b>(0.350)</b>
60001.0000 Salaries & Wages	\$ 293,722	\$ 268,401	\$ 236,782	\$ (31,619)
60006.0000 Overtime - Non-Safety	-	1,501	1,501	
60012.0000 Fringe Benefits	46,773	51,154	47,687	(3,467)
60012.1008 Fringe Benefits:Retiree Benefits	148	2,196	2,048	(148)
60012.1509 Fringe Benefits:Employer Paid PERS	27,716	22,318	23,076	758
60012.1528 Fringe Benefits:Workers Comp	2,842	5,046	3,139	(1,907)
60012.1531 Fringe Benefits:PERS UAL	42,845	50,534	49,721	(813)
60015.0000 Wellness Program Reimbursement	658	-	-	
60022.0000 Car Allowance	2,917	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	4,204	3,892	3,433	(459)
60031.0000 Payroll Adjustments	765	-	-	
<b>Salaries &amp; Benefits</b>	<b>422,590</b>	<b>409,530</b>	<b>371,875</b>	<b>(37,655)</b>
62170.0000 Private Contractual Services	\$ 6,815	\$ 21,700	\$ 21,700	
62220.0000 Insurance	10,000	15,105	26,113	11,008
62300.0000 Special Dept Supplies	393	1,300	1,300	
62310.0000 Office Supplies, Postage & Printing	3,191	3,400	3,400	
62440.0000 Office Equip Maint & Repair	-	150	150	
62455.0000 Equipment Rental	3,839	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	750	750	750	
62485.0000 Fund 535 Communications Rental Rate	10,105	10,105	10,105	
62496.0000 Fund 537 Computer System Rental	96,993	90,910	84,260	(6,650)
62700.0000 Memberships & Dues	1,675	2,000	2,100	100
62710.0000 Travel	1,646	3,015	4,015	1,000
62755.0000 Training	3,605	9,500	8,400	(1,100)
62895.0000 Miscellaneous Expenses	9	600	600	
<b>Materials, Supplies &amp; Services</b>	<b>139,021</b>	<b>162,535</b>	<b>166,893</b>	<b>4,358</b>
<b>Total Expenses</b>	<b>\$ 561,611</b>	<b>\$ 572,065</b>	<b>\$ 538,768</b>	<b>\$ (33,297)</b>

# 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, 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 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 the age of 16 or 17.
- Continue voter outreach efforts through the dissemination of election-related information via the City's 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.400</b>	<b>0.950</b>	<b>0.850</b>	<b>(0.100)</b>
60001.0000 Salaries & Wages	\$ 50,714	\$ 112,912	\$ 102,820	\$ (10,092)
60006.0000 Overtime - Non-Safety	-	655	655	
60012.0000 Fringe Benefits	7,831	20,746	20,205	(541)
60012.1008 Fringe Benefits:Retiree Benefits	73	328	733	405
60012.1509 Fringe Benefits:Employer Paid PERS	4,782	9,417	10,056	639
60012.1528 Fringe Benefits:Workers Comp	284	1,800	1,199	(601)
60012.1531 Fringe Benefits:PERS UAL	26,562	25,658	9,419	(16,239)
60015.0000 Wellness Program Reimbursement	166	-	-	
60022.0000 Car Allowance	688	-	-	
60027.0000 Payroll Taxes Non-Safety	733	1,637	1,491	(146)
60031.0000 Payroll Adjustments	133	-	-	
<b>Salaries &amp; Benefits</b>	<b>91,966</b>	<b>173,153</b>	<b>146,578</b>	<b>(26,575)</b>
62170.0000 Private Contractual Services	\$ 500	\$ 322,481	\$ 122,481	\$ (200,000)
62170.1017 Translation Services	-	25,000	-	(25,000)
62170.1018 Voter Outreach	-	10,000	-	(10,000)
62310.0000 Office Supplies, Postage & Printing	186	300	300	
62420.0000 Books & Periodicals	382	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	863	863	863	
62496.0000 Fund 537 Computer System Rental	4,076	1,461	4,020	2,559
62530.0000 Legal Advertismt & Printing Ordinances	823	40,000	40,000	
62895.0000 Miscellaneous Expenses	-	3,000	2,000	(1,000)
<b>Materials, Supplies &amp; Services</b>	<b>6,830</b>	<b>403,355</b>	<b>169,914</b>	<b>(233,441)</b>
<b>Total Expenses</b>	<b>\$ 98,796</b>	<b>\$ 576,508</b>	<b>\$ 316,492</b>	<b>\$ (260,016)</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.550</b>	<b>0.500</b>	<b>0.450</b>	<b>(0.050)</b>
60001.0000 Salaries & Wages	\$ 47,356	\$ 48,556	\$ 45,145	\$ (3,411)
60012.0000 Fringe Benefits	8,125	10,303	10,009	(294)
60012.1008 Fringe Benefits:Retiree Benefits	19	451	216	(235)
60012.1509 Fringe Benefits:Employer Paid PERS	4,698	4,050	4,415	365
60012.1528 Fringe Benefits:Workers Comp	280	597	397	(200)
60012.1531 Fringe Benefits:PERS UAL	4,982	5,507	7,685	2,178
60015.0000 Wellness Program Reimbursement	50	-	-	
60022.0000 Car Allowance	225	-	-	
60027.0000 Payroll Taxes Non-Safety	676	704	655	(49)
60031.0000 Payroll Adjustments	86	-	-	
<b>Salaries &amp; Benefits</b>	<b>66,498</b>	<b>70,168</b>	<b>68,522</b>	<b>(1,646)</b>
62496.0000 Fund 537 Computer System Rental	\$ 969	\$ 1,836	\$ 2,036	\$ 200
62530.0000 Legal Advertismt & Printing Ordinances	42,045	45,000	45,000	
<b>Materials, Supplies &amp; Services</b>	<b>43,014</b>	<b>46,836</b>	<b>47,036</b>	<b>200</b>
<b>Total Expenses</b>	<b>\$ 109,512</b>	<b>\$ 117,004</b>	<b>\$ 115,558</b>	<b>\$ (1,446)</b>

# 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 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 public records 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.
- Coordinate annual citywide destruction event.
- 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

A Clerical Worker position was upgraded to Senior Clerk. This position upgrade was necessary due to the increase in the daily responsibilities of the high volume of Public Records Requests and the work associated with the Citywide Records Management Program. Part of the ongoing 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). The Records Division has successfully completed Phase II of this multi-year Project by digitizing the entire legislative records of the City. To prevent potential loss due to a natural or another unexpected disaster, it is prudent for the City to continue to prioritize the archival of various records to ensure Burbank's history is securely preserved in an open and transparent manner, and eventually made available to members of the public and City staff.



# Records Management Division

## 001.CC01D



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,323</b>	<b>2,698</b>	<b>2,648</b>	<b>(0,049)</b>
60001.0000 Salaries & Wages	\$ 222,400	\$ 201,970	\$ 196,552	\$ (5,418)
60012.0000 Fringe Benefits	41,867	50,141	51,628	1,487
60012.1008 Fringe Benefits:Retiree Benefits	147	2,724	2,974	250
60012.1509 Fringe Benefits:Employer Paid PERS	19,153	16,711	19,061	2,350
60012.1528 Fringe Benefits:Workers Comp	9,713	11,638	7,697	(3,941)
60012.1531 Fringe Benefits:PERS UAL	38,928	44,030	32,906	(11,124)
60015.0000 Wellness Program Reimbursement	226	-	-	
60022.0000 Car Allowance	457	-	-	
60027.0000 Payroll Taxes Non-Safety	2,840	2,929	2,850	(79)
60031.0000 Payroll Adjustments	1,267	-	-	
<b>Salaries &amp; Benefits</b>	<b>336,996</b>	<b>330,143</b>	<b>313,668</b>	<b>(16,475)</b>
62085.0000 Other Professional Services	\$ 1,255	\$ 2,095	\$ 2,095	
62170.0000 Private Contractual Services	-	4,955	4,955	
62300.0000 Special Dept Supplies	432	1,000	1,000	
62310.0000 Office Supplies, Postage & Printing	502	600	600	
62420.0000 Books & Periodicals	-	168	168	
62440.0000 Office Equip Maint & Repair	770	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	29,515	52,367	50,344	(2,023)
62700.0000 Memberships & Dues	495	805	805	
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	325	4,000	4,000	
62895.0000 Miscellaneous Expenses	-	200	200	
<b>Materials, Supplies &amp; Services</b>	<b>33,295</b>	<b>68,690</b>	<b>66,667</b>	<b>(2,023)</b>
<b>Total Expenses</b>	<b>\$ 370,290</b>	<b>\$ 398,833</b>	<b>\$ 380,335</b>	<b>\$ (18,498)</b>

# Passport Services Division

## 001.CC01E



October 2022 marked the seventh year of 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 their U.S. passport applications. 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.
- 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.

### CHANGES FROM PRIOR YEAR

An Administrative Analyst II position was upgraded to Senior Administrative Analyst. The upgrade is necessary to maintain a high level of service in the Passport Office while meeting the increased demand and additional responsibilities.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3.104</b>	<b>3.904</b>	<b>4.454</b>	<b>0.550</b>
60001.0000 Salaries & Wages	\$ 204,346	\$ 212,127	\$ 272,955	\$ 60,828
60012.0000 Fringe Benefits	35,424	60,784	75,865	15,081
60012.1008 Fringe Benefits:Retiree Benefits	112	2,547	3,066	519
60012.1509 Fringe Benefits:Employer Paid PERS	18,212	16,557	25,320	8,763
60012.1528 Fringe Benefits:Workers Comp	6,746	9,735	5,659	(4,076)
60012.1531 Fringe Benefits:PERS UAL	15,964	19,163	36,998	17,835
60015.0000 Wellness Program Reimbursement	58	-	-	
60027.0000 Payroll Taxes Non-Safety	2,854	3,076	3,958	882
60031.0000 Payroll Adjustments	780	-	-	
<b>Salaries &amp; Benefits</b>	<b>284,714</b>	<b>323,989</b>	<b>423,821</b>	<b>99,832</b>
62170.0000 Private Contractual Services	\$ 243	\$ 2,000	\$ 2,000	
62300.0000 Special Dept Supplies	2,998	-	-	
62310.0000 Office Supplies, Postage & Printing	5,566	8,000	8,000	
62496.0000 Fund 537 Computer System Rental	7,977	10,148	15,573	5,425
62895.0000 Miscellaneous Expenses	500	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>17,284</b>	<b>20,648</b>	<b>26,073</b>	<b>5,425</b>
<b>Total Expenses</b>	<b>\$ 301,998</b>	<b>\$ 344,637</b>	<b>\$ 449,894</b>	<b>\$ 105,257</b>

# CITY CLERK

## Authorized Positions

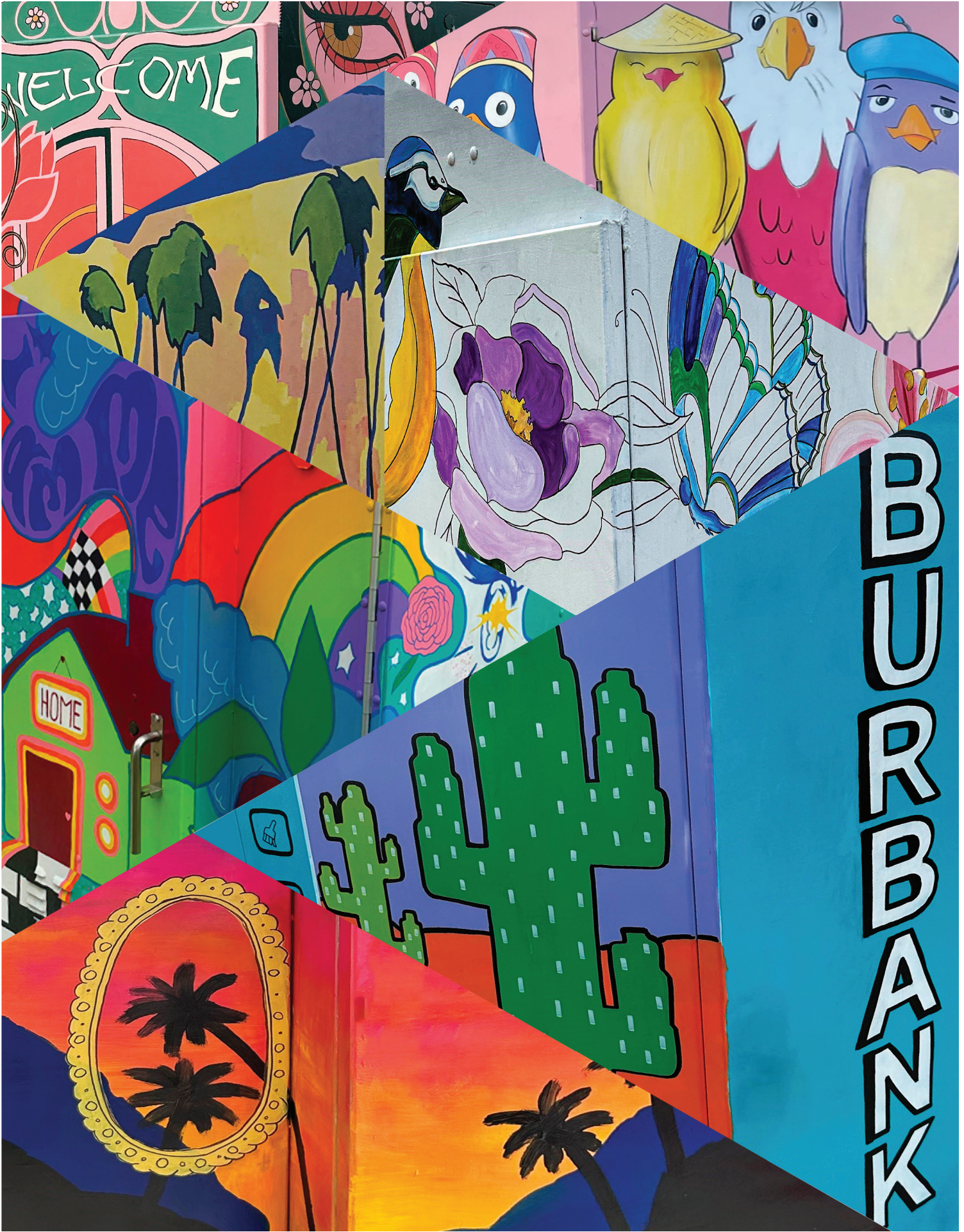


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	2.000	0.000	0.000	
ADM ANALYST II (M)	1.000	3.000	2.000	-1.000
AST CTY CLK	1.000	1.000	1.000	
CLERICAL WKR	3.625	4.000	3.000	-1.000
CTY CLK	1.000	1.000	1.000	
PROPOSED JOB - BCEA	0.000	0.000	1.000	1.000
RCRDS MGR (Z)	1.000	1.000	1.000	
SR ADM ANALYST (M)	0.000	0.000	1.000	1.000
WK TRAINEE I	0.475	0.475	0.475	
<b>TOTAL STAFF YEARS</b>	<b>10.100</b>	<b>10.475</b>	<b>10.475</b>	

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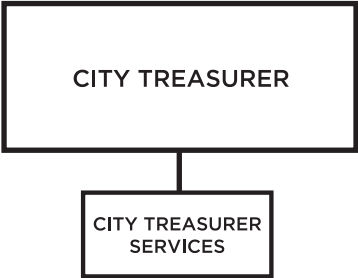






# CITY TREASURER

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

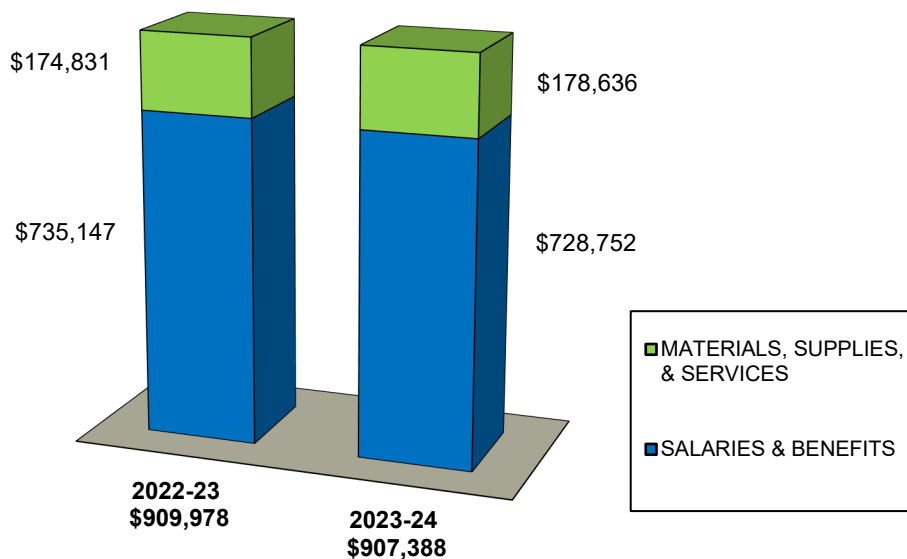
The City Treasurer is chosen by the vote of the people at a municipal election in the same manner as members of the Council. The City Treasurer's Office is responsible for receiving, disbursing, depositing, and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
<b>Salaries &amp; Benefits</b>	\$ 658,993	\$ 735,147	\$ 728,752	\$ (6,395)
<b>Materials, Supplies &amp; Services</b>	166,096	174,831	178,636	3,805
<b>TOTAL</b>	<b>\$ 825,088</b>	<b>\$ 909,978</b>	<b>\$ 907,388</b>	<b>\$ (2,590)</b>

## DEPARTMENT SUMMARY



# CITY TREASURER



## 2022-2023 WORK PROGRAM HIGHLIGHTS

- The City's investment portfolio yielded strong market returns while assets under management continued to grow. We maintained robust liquidity levels and preserved the safety of our principal by buying high quality credit, implementing defensive strategies, and deploying a laddering approach to minimize risk.
- Conducted a series of financial literacy talks for Burbank residents at the Buena Vista Library. Topics included "Money Attitudes" and "Budgeting for the Holidays and Beyond".
- Increased the number of vendors and other payees receiving electronic payment (ACH) to 1,565. Secure electronic payment methods decrease the risk of fraud, generate cost savings, and reduce consumption of paper resources.
- Detected and prevented \$757,000 in check fraud attempts with treasury management tools and cybersecurity training. With proper controls and vigilance, no losses have been incurred.

## 2023-2024 WORK PROGRAM GOALS



Continue tactical allocation of portfolio and investing opportunistically through volatility in order to ensure safety of principal, maintain adequate liquidity, and maximize yield.

Ongoing



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.

Ongoing



Continue serving Burbank residents by developing initiatives that promote financial literacy and household savings.

Ongoing



Continue to detect and prevent fraud by making sure that no losses are incurred, using treasury management tools, and ongoing staff training.

Ongoing

## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b> <b>City Services</b>			
Objective: Encourage the utilization of electronic payments in place of paper checks.			
Total number of vendors accepting electronic payments.	1,448	1,565	1,722
Total number of outgoing wire payments.	697	699	713
Incoming ACH payments.	\$464 M	\$442 M	\$464 M
Checks received, processed, and deposited.	\$154 M	\$137 M	\$140 M
Total cash deposits.	\$4.3 M	\$5 M	\$5 M

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b> <b>City Services</b>			
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.	1.75%	2.60%	3.00%

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
60001.0000 Salaries & Wages	\$ 446,386	\$ 477,963	\$ 484,628	\$ 6,665
60012.0000 Fringe Benefits	67,159	96,657	79,171	(17,486)
60012.1008 Fringe Benefits:Retiree Benefits	117	4,102	4,314	212
60012.1509 Fringe Benefits:Employer Paid PERS	44,631	39,862	47,397	7,535
60012.1528 Fringe Benefits:Workers Comp	12,960	14,895	8,390	(6,505)
60012.1531 Fringe Benefits:PERS UAL	76,079	90,250	93,337	3,087
60015.0000 Wellness Program Reimbursement	100	-	-	
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	6,487	6,930	7,027	97
60031.0000 Payroll Adjustments	570	-	-	
<b>Salaries &amp; Benefits</b>	<b>658,993</b>	<b>735,147</b>	<b>728,752</b>	<b>(6,395)</b>
62170.0000 Private Contractual Services	\$ 50,435	\$ 55,000	\$ 58,000	\$ 3,000
62220.0000 Insurance	5,749	7,953	13,402	5,449
62300.0000 Special Dept Supplies	-	6,000	6,500	500
62310.0000 Office Supplies, Postage & Printing	2,168	2,500	2,500	
62420.0000 Books & Periodicals	56	500	500	
62440.0000 Office Equip Maint & Repair	1,066	2,500	3,000	500
62455.0000 Equipment Rental	65	250	250	
62470.0000 Fund 533 Office Equip Rental Rate	750	750	750	
62485.0000 Fund 535 Communications Rental Rate	5,052	5,052	5,052	
62496.0000 Fund 537 Computer System Rental	43,316	45,626	43,982	(1,644)
62700.0000 Memberships & Dues	195	700	700	
62710.0000 Travel	1,058	2,000	3,000	1,000
62755.0000 Training	789	2,000	3,000	1,000
62830.0000 Bank Service Charges	55,370	42,000	36,000	(6,000)
62895.0000 Miscellaneous Expenses	27	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>166,096</b>	<b>174,831</b>	<b>178,636</b>	<b>3,805</b>
<b>Total Expenses</b>	<b>\$ 825,088</b>	<b>\$ 909,978</b>	<b>\$ 907,388</b>	<b>\$ (2,590)</b>

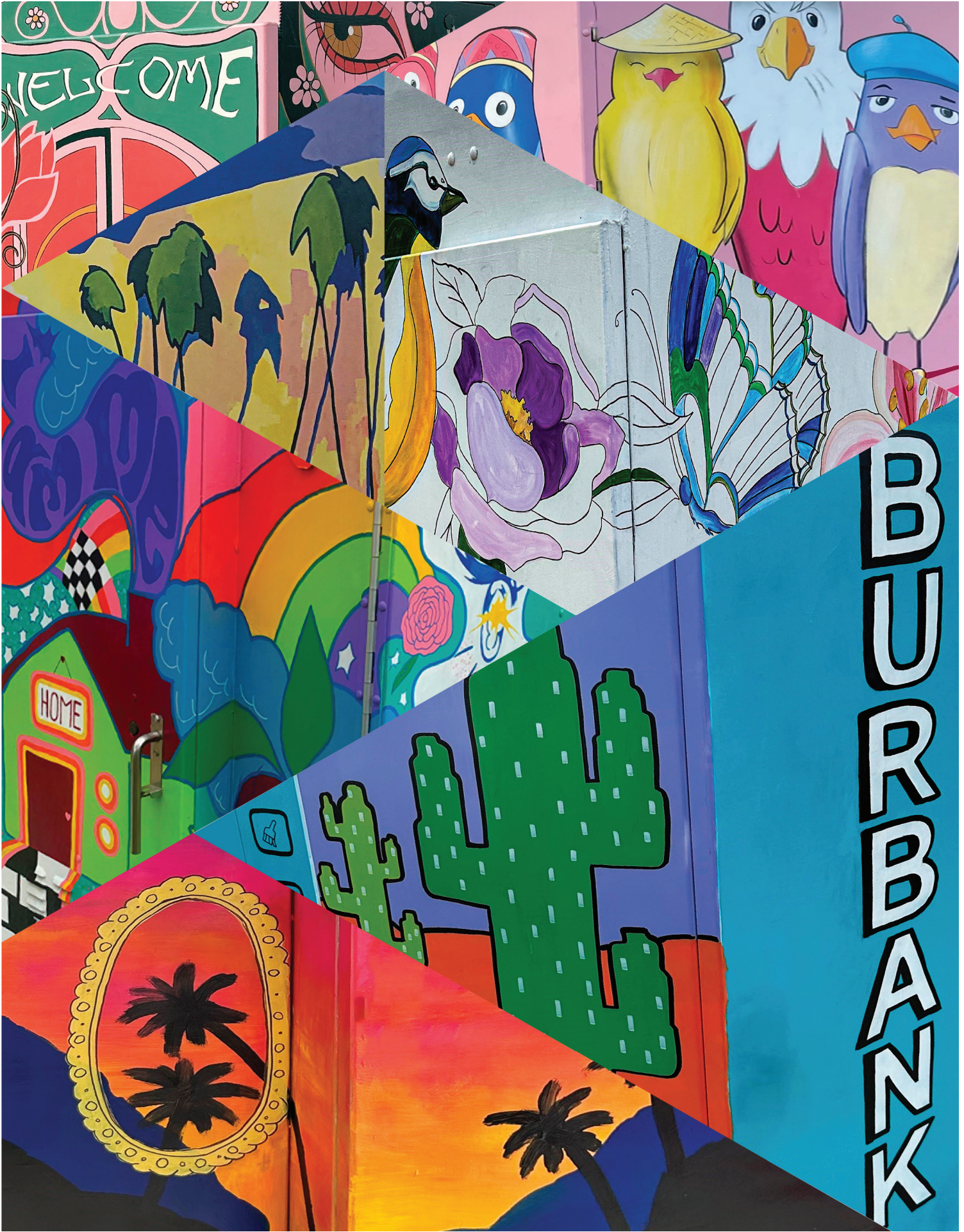
# CITY TREASURER

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY21-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	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	
<b>TOTAL STAFF YEARS</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	

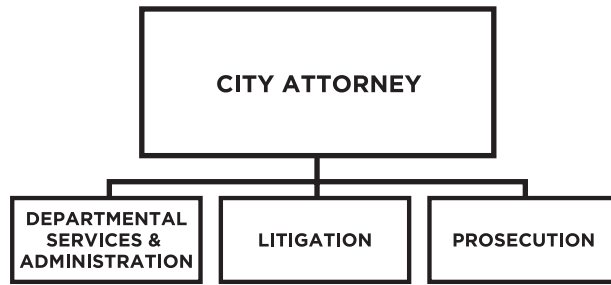




**BURBANK**



# 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 twelve attorneys besides the City Attorney, one paralegal, a senior analyst, and support staff members.

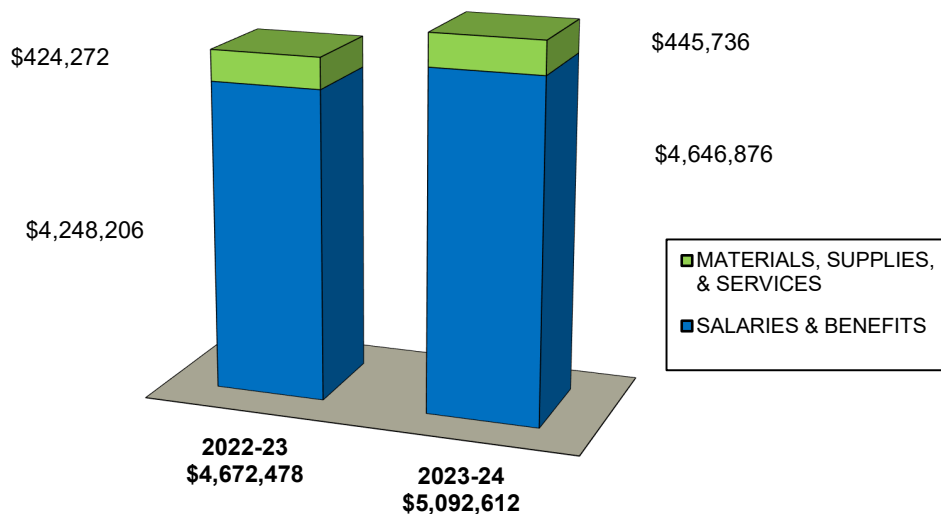
## CHANGES FROM PRIOR YEAR

The City Attorney's Office is undergoing a reorganization this year. An Assistant City Attorney position was downgraded to provide funding for two Legal Assistants, upgraded from two Legal Secretary positions in the Litigation Division. The downgrade also funded the upgrade of an Administrative Analyst I to an Administrative Analyst II in the Departmental Services and Administration Division. Lastly, additional staffing changes include a new Senior Assistant City Attorney and a Legal Secretary due to continuing workload increases.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>19.000</b>	<b>19.000</b>	<b>21.000</b>	<b>2.000</b>
<b>Salaries &amp; Benefits</b>	\$ 3,817,953	\$ 4,248,206	\$ 4,646,876	\$ 398,670
<b>Materials, Supplies &amp; Services</b>	482,236	424,272	445,736	21,464
<b>TOTAL</b>	<b>\$ 4,300,189</b>	<b>\$ 4,672,478</b>	<b>\$ 5,092,612</b>	<b>\$ 420,134</b>

## DEPARTMENT SUMMARY








## 2022-2023 WORK PROGRAM HIGHLIGHTS

- The City Attorney's Office was instrumental in drafting numerous ordinances and policies to ensure the City complies with ever-changing State mandates, including the Interim Urgency Ordinance Establishing Development Controls for Two-Unit Residential Developments and Urban Lot Splits in All Single-Family Residential Zones in Response to Senate Bill (SB) 9, an Ordinance amending Standards for Single Family Residential Zones and Nonconforming Structures, an Ordinance to establish the Streamlined Ministerial Review and Public Oversight Process for Development Projects submitted under Senate Bill 35-Streamlined Ministerial Approval Process, adoption of the Greenhouse Gas Reduction Plan Update, and adoption of the 6th Cycle Housing Element, Safety Element, and Environmental Justice General Plan Updates.
- Worked collaboratively with the City's Homeless Task Force in developing and implementing solutions geared towards alleviating homelessness within the City by regularly attending the City's Homeless Task Force meetings and providing advice/direction for abatement of homeless encampments and also, provided critical advice/direction on the City's tiny home emergency shelter project proposal.
- The City Attorney's Office continues to consult with City departments and make recommendations for liability prevention based on claims received. Specifically, the City's litigators have advised Public Works and Parks and Recreation on their ongoing inspection and maintenance programs to retain the benefit of governmental immunities and reduce liability from dangerous conditions. The City's Chief Assistant City Attorney, in concert with the Management Services Department, has advised all City departments on Human Resources issues as well as best practices in personnel matters to reduce and prevent workplace harassment, discrimination, retaliation, and wrongful termination claims. The City's advisory attorneys have consulted with all departments to avoid penalties for non-compliance with existing and new regulatory mandates, including American Disability Act (ADA) compliance, Housing Element compliance, streamlined permit processing for housing and telecommunications permits, stormwater monitoring permits, sewer billing disputes, solid waste diversion mandates such as Assembly Bill (AB) 1383, and compliance with renewable energy portfolio targets.
- The City Attorney's Office, at the request of the City Council, provided Brown Act Training for Boards, Commissions, and Committees, including the Art in Public Places Committee, Board of Library Trustees, Burbank Cultural Arts Commission, Burbank Water and Power Board, Charter Review Committee, Civil Service Board, Heritage Commission, Infrastructure Oversight Board, Landlord-Tenant Commission, Parks and Recreation Board, Planning Commission, Police Commission, Senior Citizen Board, Sustainable Burbank Commission, Transportation Commission, and Youth Board this fiscal year.
- Aside from Boards, Commissions, and Committees, the City Attorney's Office supported a well-informed workforce by providing citywide training programs on topics such as Supervisory Scenarios and Brown Act and Public Records Act Basics as well as training based on individual department needs such as Paramedic Report Writing for the Fire Department
- Worked with City staff on implementing strategies to increase regulation of firearms retailers and address gun violence including the adoption of an Urgency Ordinance imposing a Temporary Moratorium on New Firearms Retailers and the adoption an Ordinance to establish Administrative Business License Requirements for Firearms and Ammunition Businesses.










## 2023-2024 WORK PROGRAM GOALS

- |   |   |           |
|---|---|-----------|
|  | Provide timely and effective advice concerning developmental proposals and support to the developmental entitlement process including SB35 and AB2011 projects  | June 2024 |
|  | Facilitate and assist housing programs and initiatives, including those with non-profit partners (e.g., BHC, Home Again LA, LAHSA) and City-initiated regulatory incentives.  | June 2024 |
|  | Facilitate programs with the potential to end the cycle of homelessness, such as connecting homeless victims and defendants to supportive services while in court and enhance pre-filing criminal diversion programs. | June 2024 |



# CITY ATTORNEY



## 2023-2024 WORK PROGRAM GOALS cont.

-  Support City staff in ongoing homeless encampment abatements and outreach efforts. June 2024
-  Provide timely and effective advice concerning projects related to sheltering the homeless including Tiny Homes, Congregate Shelters and Safe Overnight Vehicle Parking. June 2024
-  Assist Public Works with drafting and adoption of new single-use plastics policy. June 2024
-  Support City Council's consideration of elements of the Green New Deal - clean energy initiatives, including electrification of transit, Burbank Water and Power (BWP) renewable energy procurement and fleet vehicle electrification. June 2024
-  Vigorously defend the City against claims and litigation. June 2024
-  Provide training to departments, boards and commissions. June 2024
-  Employ City's full legal authority to abate code violations and nuisances, including increased use of receivership process, where appropriate. June 2024
-  Maintain community standards through criminal prosecution and targeted criminal diversion programs. June 2024
-  Continue to assist and support City staff in implementation of strategies to increase regulation of firearms retailers and address gun violence. June 2024

## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Promote a well-informed workforce by providing training to staff and Board and Commission members.			
Total number of training opportunities provided by the City Attorney's Office on topics such as Brown Act and Public Records Act Basics, Supervisory Scenarios, and specialized department training such as Paramedic Report Writing for the Fire Department.	5	32	10
<b>City Council Goal</b>  <b>Quality of Life</b>			
Objective: Assist in breaking the cycle of crime and reduce recidivism			
Total amount of restitution collected on behalf of crime victims in collaboration with the Burbank Police Department.	8,000	34,250	15,000



# Departmental Services and Administration Division

## 001.CA01A



The overall goal of the Administration 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 Burbank Water and Power (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.

### CHANGES FROM PRIOR YEAR

Funded by the downgrade of an Assistant City Attorney position, an Administrative Analyst I position has been upgraded to an Administrative Analyst II in the Departmental Services and Administration Division to assist with more complex tasks. In addition to this upgrade, two attorneys are expanding their practice areas and will need to attend training exceeding their current allotment. The City Attorney's Office requested an increase of \$4,000 for training purposes.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7.750</b>	<b>8.250</b>	<b>8.300</b>	<b>0.050</b>
60001.0000 Salaries & Wages	\$ 1,512,817	\$ 1,470,239	\$ 1,750,070	\$ 279,831
60012.0000 Fringe Benefits	146,279	197,407	251,029	53,622
60012.1008 Fringe Benefits:Retiree Benefits	200	6,768	6,686	(82)
60012.1509 Fringe Benefits:Employer Paid PERS	112,367	122,618	171,157	48,539
60012.1528 Fringe Benefits:Workers Comp	8,475	18,084	15,401	(2,683)
60012.1531 Fringe Benefits:PERS UAL	249,600	306,048	204,295	(101,753)
60022.0000 Car Allowance	4,582	4,488	6,000	1,512
60027.0000 Payroll Taxes Non-Safety	21,195	21,318	25,376	4,058
60031.0000 Payroll Adjustments	13,121	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,068,635</b>	<b>2,146,970</b>	<b>2,430,014</b>	<b>283,044</b>
62170.1001 Temp Staffing	\$ 132,398	\$ 93,000	\$ -	\$ (93,000)
62220.0000 Insurance	38,176	59,619	126,787	67,168
62300.0000 Special Dept Supplies	-	109	109	
62310.0000 Office Supplies, Postage & Printing	6,643	8,033	8,033	
62425.0000 Library Resource Materials	30,830	36,350	36,350	
62440.0000 Office Equip Maint & Repair	519	1,000	1,000	
62455.0000 Equipment Rental	8,528	8,017	8,017	
62485.0000 Fund 535 Communications Rental Rate	17,322	17,322	18,044	722
62496.0000 Fund 537 Computer System Rental	84,735	68,763	89,741	20,978
62700.0000 Memberships & Dues	6,572	8,850	8,850	
62710.0000 Travel	1,206	1,655	1,655	
62755.0000 Training	18,499	21,000	25,000	4,000
62895.0000 Miscellaneous Expenses	2,072	1,280	1,280	
<b>Materials, Supplies &amp; Services</b>	<b>347,500</b>	<b>324,998</b>	<b>324,866</b>	<b>(132)</b>
<b>Total Expenses</b>	<b>\$ 2,416,135</b>	<b>\$ 2,471,968</b>	<b>\$ 2,754,880</b>	<b>\$ 282,912</b>

# 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.

### CHANGES FROM PRIOR YEAR

In May of 2022, the Civil Service Board and the City Council approved the upgrade of two Legal Secretary positions to two Legal Assistant positions in the Litigation Division. An Assistant City Attorney position is being downgraded to fund these upgrades.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4.400</b>	<b>4.900</b>	<b>5.400</b>	<b>0.500</b>
60001.0000 Salaries & Wages	\$ 582,463	\$ 681,292	\$ 747,644	\$ 66,352
60012.0000 Fringe Benefits	79,635	101,710	121,146	19,436
60012.1008 Fringe Benefits:Retiree Benefits	100	4,020	3,796	(224)
60012.1509 Fringe Benefits:Employer Paid PERS	51,868	56,820	73,120	16,300
60012.1528 Fringe Benefits:Workers Comp	9,050	12,966	9,784	(3,182)
60012.1531 Fringe Benefits:PERS UAL	108,234	113,847	115,701	1,854
60022.0000 Car Allowance	539	-	-	
60027.0000 Payroll Taxes Non-Safety	7,972	9,879	10,841	962
60031.0000 Payroll Adjustments	4,148	-	-	
<b>Salaries &amp; Benefits</b>	<b>844,011</b>	<b>980,534</b>	<b>1,082,032</b>	<b>101,498</b>
62140.0000 Special Services	\$ 3,150	\$ 3,150	\$ 3,150	
62496.0000 Fund 537 Computer System Rental	57,360	37,667	49,619	11,952
<b>Materials, Supplies &amp; Services</b>	<b>60,510</b>	<b>40,817</b>	<b>52,769</b>	<b>11,952</b>
<b>Total Expenses</b>	<b>\$ 904,521</b>	<b>\$ 1,021,351</b>	<b>\$ 1,134,801</b>	<b>\$ 113,450</b>

# 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 violations of 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.

### CHANGES FROM PRIOR YEAR

An Assistant City Attorney position in the Prosecution Division has been downgraded to Deputy City Attorney, to fund an overall reorganization in the City Attorney's Office, in an effort to provide attorneys with more support staff. The City Attorney's Office has added a Legal Secretary in this division that will assist with prosecutorial tasks as well as general office tasks and has also added a Senior Assistant Attorney position.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,850</b>	<b>5,850</b>	<b>7,300</b>	<b>1,450</b>
60001.0000 Salaries & Wages	\$ 601,237	\$ 778,559	\$ 787,269	\$ 8,710
60012.0000 Fringe Benefits	103,419	116,976	135,651	18,675
60012.1008 Fringe Benefits:Retiree Benefits	118	4,799	5,910	1,111
60012.1509 Fringe Benefits:Employer Paid PERS	57,527	64,932	76,995	12,063
60012.1528 Fringe Benefits:Workers Comp	14,341	18,317	11,404	(6,913)
60012.1531 Fringe Benefits:PERS UAL	114,882	125,830	106,186	(19,644)
60015.0000 Wellness Program Reimbursement	495	-	-	
60022.0000 Car Allowance	270	-	-	
60027.0000 Payroll Taxes Non-Safety	8,577	11,289	11,415	126
60031.0000 Payroll Adjustments	4,441	-	-	
<b>Salaries &amp; Benefits</b>	<b>905,307</b>	<b>1,120,702</b>	<b>1,134,830</b>	<b>14,128</b>
62060.0000 Prosecution Assistance	\$ 6,071	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,825	3,825	3,825	
62496.0000 Fund 537 Computer System Rental	64,331	49,832	59,476	9,644
<b>Materials, Supplies &amp; Services</b>	<b>74,227</b>	<b>58,457</b>	<b>68,101</b>	<b>9,644</b>
<b>Total Expenses</b>	<b>\$ 979,534</b>	<b>\$ 1,179,159</b>	<b>\$ 1,202,931</b>	<b>\$ 23,772</b>

# CITY ATTORNEY

## Authorized Positions

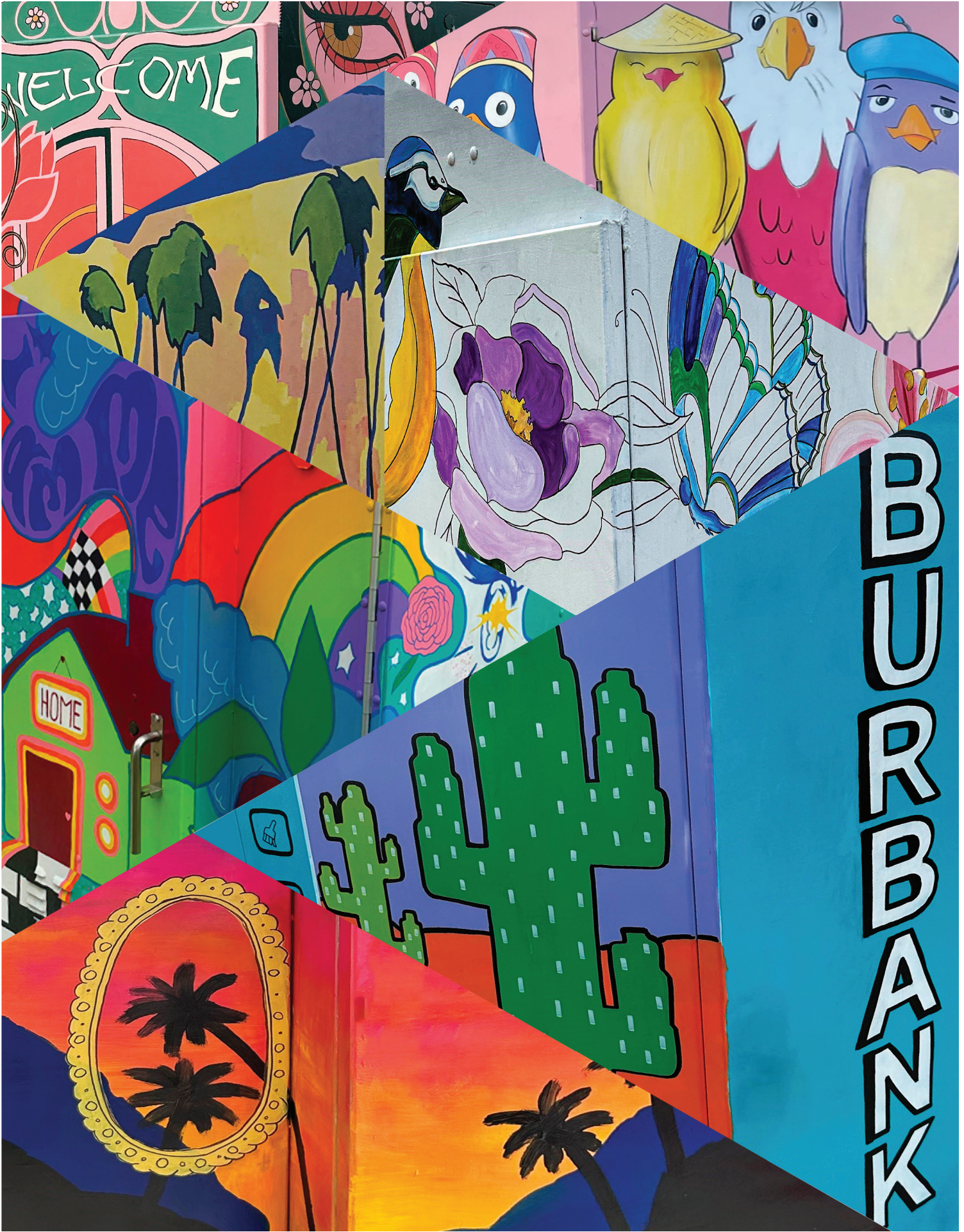


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (Z)	1.000	1.000	0.000	-1.000
ADM ANALYST II (Z)	0.000	0.000	1.000	1.000
AST CTY ATTORNEY	2.000	2.000	1.000	-1.000
DEP CTY ATTORNEY	0.000	0.000	1.000	1.000
CHIEF AST CTY ATTORNEY	1.000	1.000	1.000	
CTY ATTORNEY	1.000	1.000	1.000	
LEGAL AST	0.000	0.000	2.000	2.000
LEGAL SEC	4.000	4.000	3.000	-1.000
LITIGATION PARALEGAL	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR AST CTY ATTORNEY	8.000	8.000	9.000	1.000
<b>TOTAL STAFF YEARS</b>	<b>19.000</b>	<b>19.000</b>	<b>21.000</b>	<b>2.000</b>

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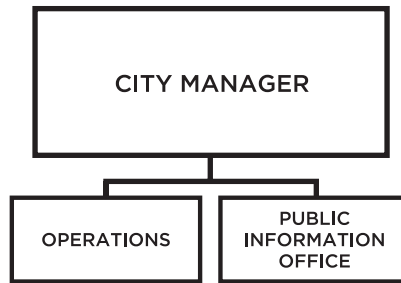








# CITY MANAGER



# CITY MANAGER



## MISSION STATEMENT

The City Manager's Office is committed to providing ongoing 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

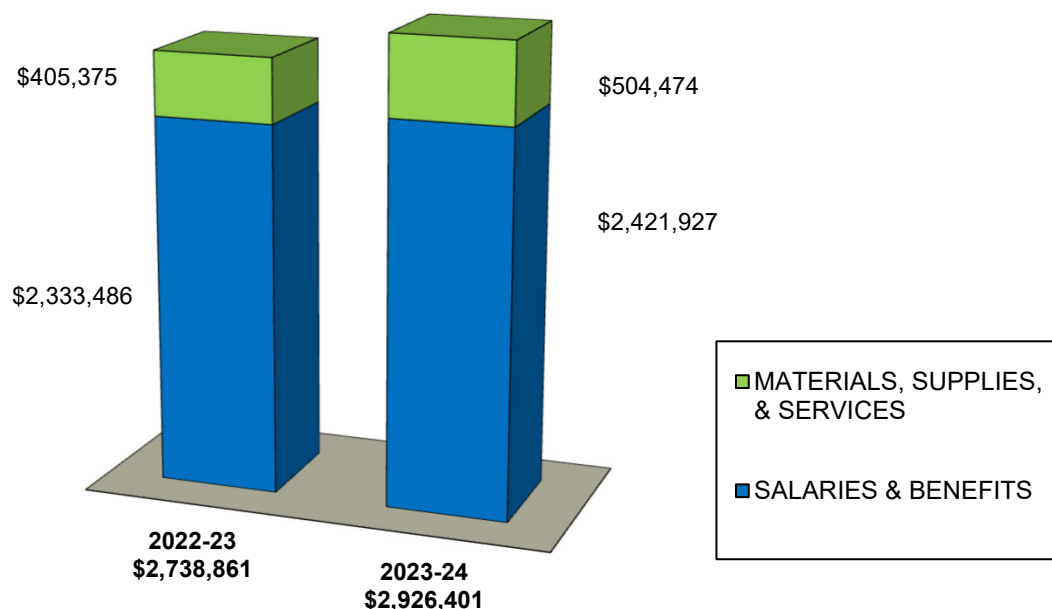
Appointed by the City Council to serve as the City's Chief Executive Officer, the City Manager is responsible for setting goals and providing administrative direction for all City departments in full accordance with the policies established by the City Council. The overall departmental objective is to 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 (PIO), which provides the City with a comprehensive communication program, including the dissemination of information regarding City services and activities using print, internet, video, and other emerging technology.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>11.550</b>	<b>12.500</b>	<b>13.000</b>	<b>0.500</b>
<b>Salaries &amp; Benefits</b>	\$ 2,044,244	\$ 2,333,486	\$ 2,421,927	\$ 88,441
<b>Materials, Supplies &amp; Services</b>	344,254	405,375	504,474	99,099
<b>TOTAL</b>	<b>\$ 2,388,498</b>	<b>\$ 2,738,861</b>	<b>\$ 2,926,401</b>	<b>\$ 187,540</b>

## DEPARTMENT SUMMARY















## 2022-23 WORK PROGRAM HIGHLIGHTS

- Coordinated a City Council Goal Setting Workshop for the prioritization of six citywide goals, including City Services, Economic Development, Housing/Homelessness, Quality of Life, Sustainability/Resilience, and Transportation/Traffic.
- Administered and managed the development and implementation of the City Council's goals.
- Presented a Legislative Platform to the City Council for adoption, outlining the City's legislative priorities in 17 key advocacy areas.
- The Burbank Channel won two 2023 Golden Mike Awards from the Radio and Television News Association of Southern California.
- The Public Information Office (PIO) successfully coordinated and produced the 2022 State of the City Address Luncheon event with Mayor Jess Talamantes.
- Performed strong outreach to the community regarding City Council Districting Formation.


## 2023-24 WORK PROGRAM GOALS

	Monitor and coordinate department progress towards City Council's established Goals.	Ongoing
	Advocate the City's position on pertinent Federal and State legislation in line with City Council's adopted Legislative Platform.	Ongoing
	Assist in the promotion of Diversity, Equity, and Inclusion (DEI) initiatives through a partnership with the National League of Cities Racial, Equity, and Leadership Program.	Ongoing
	In partnership with the Domestic Violence Task Force, coordinate a financial literacy program for victims of domestic violence.	Winter 2023
	Assist the City Attorney's Office with City Council Districting by working in tandem with our public relations firm on Communications and Engagement.	Winter 2023
	Implement a new look to the City's broadcast graphics during City Council and Boards and Commission meetings.	Winter 2023
	Continue to be a leading source of Burbank information.	Ongoing
	Provide clear and transparent access to city information and happenings.	Ongoing
	Develop social media/digital media campaigns that entice and engage the community.	Ongoing
	Continue to provide and interact with the media supplying timely and accurate information.	Ongoing

# CITY MANAGER



## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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.	90:20	90:20	90:25
Objective: Through the City's Public Information Office, continue to be a leading source of Burbank information.			
Number of followers on social media outlets.	80,000	79,687	82,000
Number of press releases.	160	91	160
Number of social media posts.	1,600	1,774	1,700
Website hits. (Propose change from "Website Hits" to "Unique Website Pageviews")	1,300,000	2,245,791	1,700,000
Number of videos and broadcasts produced.	140	148	145



# 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 ongoing support to City Council.
- Serve as Chief Executive Officer for the City of Burbank, overseeing 1,368 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.

### CHANGES FROM PRIOR YEAR

\$50,000 was added to support the City Manager's commitment to pursuing all available state and federal grant and funding opportunities. These funds will cover the cost of a consultant who will provide grant management services. As part of the FY 2023-24 Budget process, the City Manager's Office conducted a reorganization which added an Assistant to the City Manager and Administrative Analyst II (M). The salary savings from eliminating an Executive Assistant, Clerical Worker, and Administrative Analyst II (Z) were used to help offset the cost of the reorganization. This reorganization will help ensure the high-level service the community expects from the office, and better represents the high-level performance and workload expectations of the positions.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 902,201	\$ 871,544	\$ 923,260	\$ 51,716
60012.0000 Fringe Benefits	98,840	117,901	147,458	29,557
60012.1008 Fringe Benefits:Retiree Benefits	117	4,102	4,314	212
60012.1509 Fringe Benefits:Employer Paid PERS	80,626	72,687	90,295	17,608
60012.1528 Fringe Benefits:Workers Comp	8,941	14,759	9,973	(4,786)
60012.1531 Fringe Benefits:PERS UAL	157,407	205,350	183,925	(21,425)
60022.0000 Car Allowance	10,528	8,977	10,488	1,511
60027.0000 Payroll Taxes Non-Safety	13,773	12,637	13,387	750
60031.0000 Payroll Adjustments	6,183	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,278,617</b>	<b>1,307,957</b>	<b>1,383,100</b>	<b>75,143</b>
62135.1017 Governmental Services:Grant Reporting : \$	-	\$ -	\$ 50,000	50,000
62170.0000 Private Contractual Services	26,400	31,184	34,684	3,500
62220.0000 Insurance	27,307	22,450	46,271	23,821
62300.0000 Special Dept Supplies	367	1,500	1,500	
62310.0000 Office Supplies, Postage & Printing	14	3,000	3,000	
62420.0000 Books & Periodicals	567	1,350	1,350	
62440.0000 Office Equip Maint & Repair	4,706	6,000	6,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	5,727	6,184	10,383	4,199
62485.0000 Fund 535 Communications Rental Rate	8,959	8,959	8,959	
62496.0000 Fund 537 Computer System Rental	48,367	56,987	65,523	8,536
62700.0000 Memberships & Dues	2,435	10,000	10,000	
62710.0000 Travel	570	1,200	5,200	4,000
62755.0000 Training	10,220	12,000	8,000	(4,000)
62895.0000 Miscellaneous Expenses	1,835	2,872	2,872	
<b>Materials, Supplies &amp; Services</b>	<b>137,475</b>	<b>163,686</b>	<b>253,742</b>	<b>90,056</b>
<b>Total Expenses</b>	<b>\$ 1,416,092</b>	<b>\$ 1,471,643</b>	<b>\$ 1,636,842</b>	<b>\$ 165,199</b>

# 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 to ensure information is accessible throughout the community. Additionally, the PIO solicits and listens to feedback along with providing timely and accurate responses to questions.
- Proactively communicating 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 PIO 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 PIO 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 City Manager's Office reorganization, a part-time (.5 FTE) Clerical Worker was eliminated.

# Public Information Office

## 001.CM02A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,550</b>	<b>7,500</b>	<b>7,000</b>	<b>(0,500)</b>
60001.0000 Salaries & Wages	\$ 511,811	\$ 677,824	\$ 703,713	\$ 25,889
60006.0000 Overtime - Non-Safety	-	629	629	
60012.0000 Fringe Benefits	66,192	137,989	143,465	5,476
60012.1008 Fringe Benefits:Retiree Benefits	429	5,373	6,471	1,098
60012.1509 Fringe Benefits:Employer Paid PERS	52,606	56,531	68,823	12,292
60012.1528 Fringe Benefits:Workers Comp	4,546	9,464	6,193	(3,271)
60012.1531 Fringe Benefits:PERS UAL	121,059	127,891	99,329	(28,562)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	7,486	9,828	10,204	376
60031.0000 Payroll Adjustments	1,004	-	-	
<b>Salaries &amp; Benefits</b>	<b>765,627</b>	<b>1,025,529</b>	<b>1,038,827</b>	<b>13,298</b>
62170.0000 Private Contractual Services	\$ 46,153	\$ 44,500	\$ 44,500	
62300.0000 Special Dept Supplies	1,885	2,500	2,500	
62300.1016 Sp Dept Supplies:Burbank Channel	35,099	67,595	67,595	
62310.0000 Office Supplies, Postage & Printing	1,892	2,500	2,500	
62316.0000 Software & Hardware	227	320	320	
62420.0000 Books & Periodicals	-	100	100	
62435.0000 General Equipment Maint & Repair	182	900	900	
62440.0000 Office Equip Maint & Repair	1,578	2,300	2,300	
62485.0000 Fund 535 Communications Rental Rate	12,356	10,190	10,190	
62496.0000 Fund 537 Computer System Rental	90,422	91,491	100,534	9,043
62617.0000 Marketing and Advertising	6,971	6,400	6,400	
62620.0000 Burbank Civic Pride Committee	-	1,600	1,600	
62700.0000 Memberships & Dues	4,123	4,000	4,000	
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	4,780	4,100	4,100	
62895.0000 Miscellaneous Expenses	1,112	1,693	1,693	
<b>Materials, Supplies &amp; Services</b>	<b>206,779</b>	<b>241,689</b>	<b>250,732</b>	<b>9,043</b>
<b>Total Expenses</b>	<b>\$ 972,406</b>	<b>\$ 1,267,218</b>	<b>\$ 1,289,559</b>	

# CITY MANAGER

## Authorized Positions



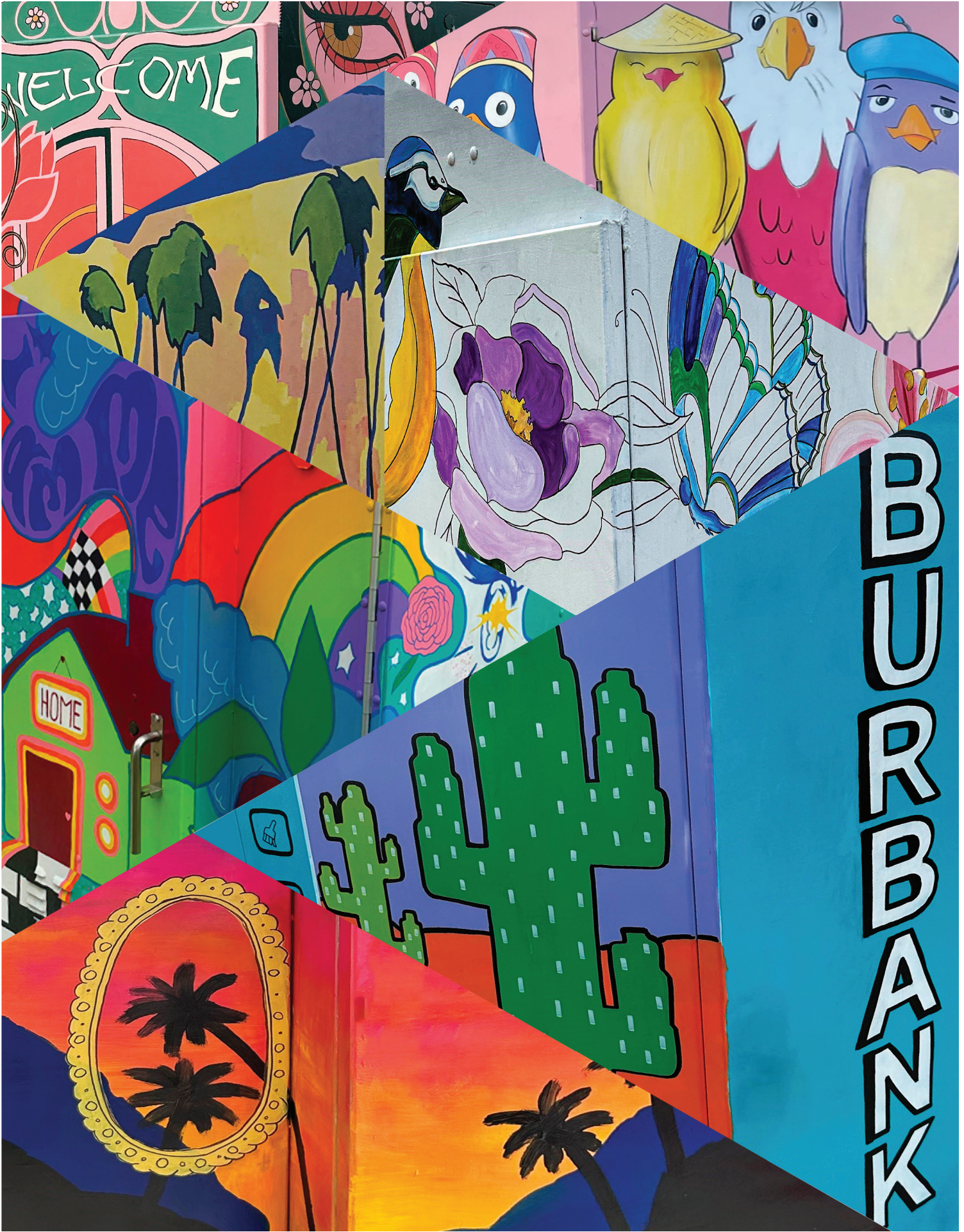
CLASSIFICATION TITLES	STAFF YEARS FY2020-21	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	0.000	-1.000
ADM ANALYST II (M)	1.000	1.000	2.000	1.000
ADM ANALYST I (Z)	0.000	0.000	1.000	1.000
ADM ANALYST II (Z)	1.000	1.000	0.000	-1.000
AST CD DIR-BUSINESS & ECON DEV	0.050	0.000	0.000	
AST CTY MGR	1.000	1.000	1.000	
AST TO THE CTY MGR	0.000	0.000	1.000	1.000
CLERICAL WKR	0.500	0.500	0.000	-0.500
COMM MGR	0.000	1.000	1.000	
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	2.000	2.000	2.000	
<b>TOTAL STAFF YEARS</b>	<b>11.550</b>	<b>12.500</b>	<b>13.000</b>	<b>0.500</b>

\* The Communications Manager position was previously filled by the Assistant CDD Director-Business and Economic Development

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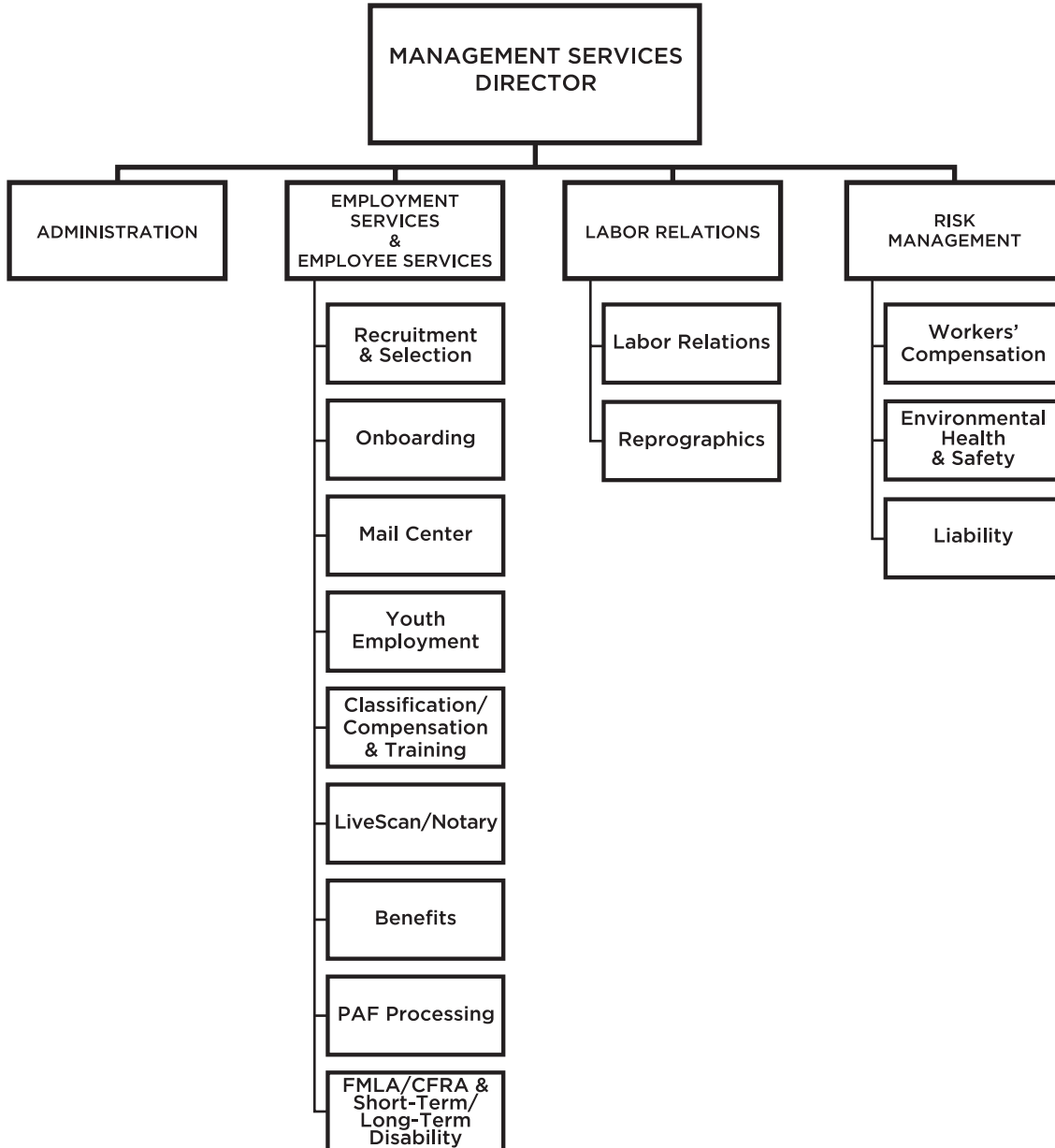




**BURBANK**



# 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.

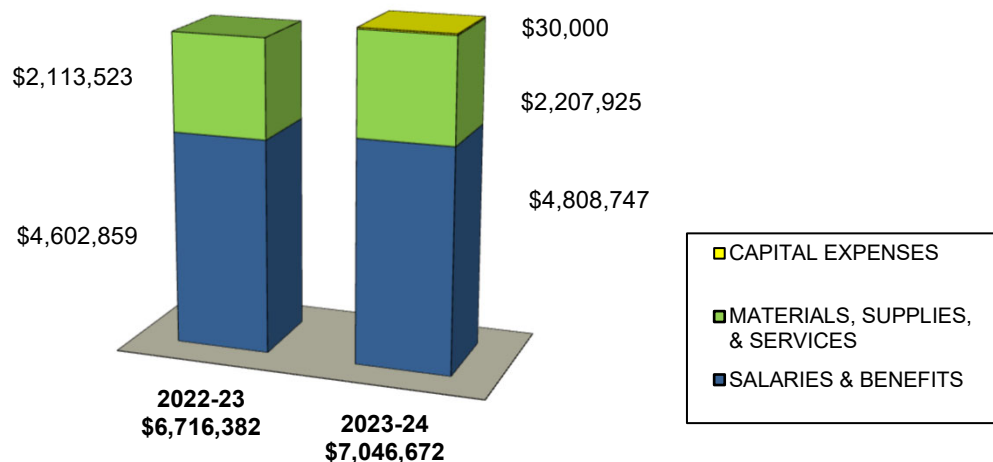
## OBJECTIVES

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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>46.062</b>	<b>44.912</b>	<b>45.912</b>	<b>1.000</b>
<b>Salaries &amp; Benefits</b>	\$ 3,737,940	\$ 4,602,859	\$ 4,808,747	\$ 205,888
<b>Materials, Supplies &amp; Services</b>	1,277,018	2,113,523	2,207,925	94,402
<b>Capital Expenses</b>	-	-	30,000	30,000
<b>TOTAL</b>	<b>\$ 5,014,959</b>	<b>\$ 6,716,382</b>	<b>\$ 7,046,672</b>	<b>\$ 330,290</b>

## DEPARTMENT SUMMARY



# MANAGEMENT SERVICES



## 2022-23 WORK PROGRAM HIGHLIGHTS

- Continued to enhance the cultural diversity of the City's workforce by increasing the participation of minorities in our employment process.
- Enhanced Recruitment and Selection by successfully implementing a virtual in-time examination testing program and a video-based oral interview program, which offers candidates more flexibility to participate in the City's recruitments and allows the scheduling of multiple recruitment examinations at one time, thereby decreasing the time it takes to complete recruitments.
- Through expanded outreach efforts, added 15 new businesses to participate in the Burbank Employment and Student Training (BEST) program. Following the successful completion of the program training, two of the students were offered a direct job from the business in which they were placed.
- Held the annual Health and Benefits fair for all employees to coincide with open enrollment.
- Successfully met Internal Revenue Service (IRS) reporting requirements for the Health Care Reform mandate with the assistance of the Information Technology Department.
- Collaborated with the Information Technology Department to automate portions of the Personnel Action Form (PAF) process. Staff started the initial testing of two action types and will continue to test the remaining action types in an effort to work towards implementation.
- Completed negotiations for a new contract with Burbank Fire Fighters (BFF), Burbank Management Association (BMA), and Burbank City Employees' Association (BCEA).
- Continued to review all current training contractors/providers for effectiveness, successfully held two Leadership Academies, re-launched the Mentoring Program, and introduced a business writing training class citywide.
- Held Employee Appreciation Week, which included a well-attended Employee Breakfast, and the return to in-person Service Recognition Awards. In-person Service Recognition Awards was put on pause for employee safety and restrictions due to COVID-19.
- Partnered with the Information Technology Department to deliver mandated Cyber Security training to the City's workforce.
- Through effective collaboration between the Recruitment and Selection staff and hiring departments, Recruitment and Selection successfully filled 602 positions, including 23 Firefighter Recruits and 13 Police Recruits/Police Officers.
- Successfully created and distributed a Reprographics services catalogue, resulting in improved communication with project leaders, enhanced project efficiency, and significant cost savings for the City.
- Relaunched the City's Safe A Commitments To Safety (ACTS) Recognition Program, engaging employees with positive reinforcement and promoting a healthy safety culture.
- Returned in-person safety training to pre-pandemic regularity, using outside vendors, and the City's available training rooms.

# MANAGEMENT SERVICES



## 2023-24 WORK PROGRAM GOALS



Complete negotiations for a new contract with the International Brotherhood of Electrical Workers (IBEW). Begin negotiations for new contracts with the Burbank Police Officers' Association (BPOA), Burbank Fire Fighters - Chief Officers' Unit (BFFCOU), and Burbank City Employees' Association (BCEA).

August 2023/  
June 2024



Continue to review all current training contractors/providers for effectiveness and explore training options to broaden the variety of training opportunities available to employees.

June 2024



Continue to develop alternative funding sources, including hosting restaurant fundraisers once a quarter and identifying youth employment grants, in order to support the Youth employment programs.

Ongoing



Continue to expand outreach efforts to add new businesses to participate in the Burbank Employment and Student Training program (BEST).

Ongoing



Hold the annual Employee Appreciation week and Service Recognition Awards.

October 2023



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

Ongoing



Continue to work with the Information Technology Department to automate the Personnel Action Form (PAF) process.

June 2024



Continue working on enhancements for recruiting and onboarding employees. This includes continued improvements to City Job postings, and implementation of an Onboarding survey to evaluate the results and improve processes.

March 2024



Collaborate with the Information Technology Department on the automation of the On-Boarding and Off-Boarding process.

June 2024



Streamline the Incident/Accident Reporting process.

June 2024



# MANAGEMENT SERVICES



PERFORMANCE MEASURES			
	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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 workers' compensation claims closed compared to claims open.	50%	47%	52%
Objective: Maintain effective employee relations with the collective bargaining groups.			
Provide effective and efficient Labor Relations services to the City of Burbank. Ensure that labor contracts are implemented and managed properly, which will uphold and maintain 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.	2	3	2
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. The new hire recruitment time frame is measured by the approved date of the Personnel Requisition to establishing an Employment List.	93%	86%	93%
To serve as an ongoing resource to departments. Measured by percentage of promotional recruitments completed within 45 business days. The promotional recruitment time frame is measured by the approved date of the Personnel Requisition to establishing an Employment List.	96%	90%	93%
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 a providing start date to hiring supervisor.	21	17	17
Objective: Inspect City facilities and sites to eliminate potential hazards and minimize the number of employees with lost time.			
Provide timely and efficient Safety services and promote Citywide Safety awareness. Measured by calculating the Occupational Safety and Health Administration (OSHA) Incident Frequency Rate, a nationally recognized metric that can be compared to national data.	2%	1.61%	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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 310,389	\$ 402,487	\$ 395,905	\$ (6,582)
60006.0000 Overtime - Non-Safety	-	929	929	
60012.0000 Fringe Benefits	50,809	68,076	73,703	5,627
60012.1008 Fringe Benefits:Retiree Benefits	69	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	26,928	33,567	38,720	5,153
60012.1528 Fringe Benefits:Workers Comp	2,195	4,951	3,484	(1,467)
60012.1531 Fringe Benefits:PERS UAL	100,587	86,316	51,354	(34,962)
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	4,547	5,836	5,741	(95)
60031.0000 Payroll Adjustments	1,155	-	-	
<b>Salaries &amp; Benefits</b>	<b>501,184</b>	<b>609,111</b>	<b>576,912</b>	<b>(32,199)</b>
62085.0000 Other Professional Services	\$ 39,742	\$ 50,000	\$ 50,000	
62220.0000 Insurance	43,618	60,331	196,392	136,061
62300.0000 Special Dept Supplies	487	3,000	3,000	
62310.0000 Office Supplies, Postage & Printing	4,069	6,250	6,250	
62420.0000 Books & Periodicals	208	1,000	1,000	
62440.0000 Office Equip Maint & Repair	142	500	500	
62455.0000 Equipment Rental	2,075	2,500	2,500	
62485.0000 Fund 535 Communications Rental Rate	7,939	7,939	7,939	
62496.0000 Fund 537 Computer System Rental	99,141	94,109	92,840	(1,269)
62700.0000 Memberships & Dues	4,425	4,433	4,433	
62710.0000 Travel	4,931	7,099	7,099	
62755.0000 Training	18,073	26,135	26,135	
62895.0000 Miscellaneous Expenses	1,171	1,614	1,614	
<b>Materials, Supplies &amp; Services</b>	<b>226,020</b>	<b>264,910</b>	<b>399,702</b>	<b>134,792</b>
<b>Total Expenses</b>	<b>\$ 727,204</b>	<b>\$ 874,021</b>	<b>\$ 976,614</b>	<b>\$ 102,593</b>

# 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.

### CHANGES FROM PRIOR YEAR

A \$30,000 contribution to Fund 537 was added for the purchase of a new large-format printer for the Reprographics Division.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 121,155	\$ 166,208	\$ 166,208	
60006.0000 Overtime - Non-Safety	-	800	800	
60012.0000 Fringe Benefits	27,730	49,486	51,360	1,874
60012.1008 Fringe Benefits:Retiree Benefits	69	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	12,395	13,862	16,255	2,393
60012.1528 Fringe Benefits:Workers Comp	10,300	16,820	11,402	(5,418)
60012.1531 Fringe Benefits:PERS UAL	38,187	26,339	25,231	(1,108)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	934	2,410	2,410	
<b>Salaries &amp; Benefits</b>	<b>211,265</b>	<b>278,386</b>	<b>276,254</b>	<b>(2,132)</b>
62170.0000 Private Contractual Services	\$ -	\$ 450	\$ 450	
62300.0000 Special Dept Supplies	26,273	60,704	60,704	
62310.0000 Office Supplies, Postage & Printing	1,797	2,800	2,800	
62435.0000 General Equipment Maint & Repair	77,728	129,000	129,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	4,331	4,331	
62496.0000 Fund 537 Computer System Rental	14,670	15,393	22,298	6,905
62755.0000 Training	-	150	150	
62895.0000 Miscellaneous Expenses	-	150	150	
63235.1000 Leased Property:Reprographic Equip	18,896	32,000	32,000	
<b>Materials, Supplies &amp; Services</b>	<b>143,695</b>	<b>244,978</b>	<b>251,883</b>	<b>6,905</b>
70023.0537 Capital Contribution:Fund 537	-	-	30,000	30,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>
<b>Total Expenses</b>	<b>\$ 354,960</b>	<b>\$ 523,364</b>	<b>\$ 558,137</b>	<b>\$ 34,773</b>

# LiveScan

## 001.MS01C



This revenue offset program fulfills the mandated Department of Justice (DOJ) 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Fees</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
60001.0000 Salaries & Wages	\$ 67,766	\$ 67,417	\$ 67,417	
60012.0000 Fringe Benefits	16,400	16,669	17,392	723
60012.1008 Fringe Benefits:Retiree Benefits	23	820	863	43
60012.1509 Fringe Benefits:Employer Paid PERS	6,979	5,623	6,593	970
60012.1528 Fringe Benefits:Workers Comp	4,389	4,321	2,191	(2,130)
60012.1531 Fringe Benefits:PERS UAL	13,342	13,439	12,221	(1,218)
60015.0000 Wellness Program Reimbursement	248	-	-	
60027.0000 Payroll Taxes Non-Safety	977	978	978	
<b>Salaries &amp; Benefits</b>	<b>110,124</b>	<b>109,267</b>	<b>107,655</b>	<b>(1,612)</b>
62145.0000 Identification Services	\$ 21,755	\$ 45,000	\$ 45,000	
62170.0000 Private Contractual Services	-	2,500	2,500	
62496.0000 Fund 537 Computer System Rental	6,067	6,886	8,009	1,123
<b>Materials, Supplies &amp; Services</b>	<b>27,822</b>	<b>54,386</b>	<b>55,509</b>	<b>1,123</b>
<b>Total Expenses</b>	<b>\$ 137,946</b>	<b>\$ 163,653</b>	<b>\$ 163,164</b>	<b>\$ (489)</b>

# 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.

### CHANGES FROM PRIOR YEAR

The Human Resources Manager position has been upgraded to Assistant Management Services Director that oversees Labor Relations.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 218,822	\$ 303,974	\$ 333,837	\$ 29,863
60012.0000 Fringe Benefits	34,322	63,174	69,344	6,170
60012.1008 Fringe Benefits:Retiree Benefits	69	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	21,160	25,351	32,649	7,298
60012.1528 Fringe Benefits:Workers Comp	9,065	9,879	2,938	(6,941)
60012.1531 Fringe Benefits:PERS UAL	33,950	40,740	42,421	1,681
60027.0000 Payroll Taxes Non-Safety	3,321	4,408	4,841	433
60031.0000 Payroll Adjustments	8,162	-	-	
<b>Salaries &amp; Benefits</b>	<b>328,872</b>	<b>449,987</b>	<b>488,618</b>	<b>38,631</b>
62085.0000 Other Professional Services	\$ 1,964	\$ 250,000	\$ 100,000	\$ (150,000)
62125.0000 Medical Services	-	8,000	8,000	
62485.0000 Fund 535 Communications Rental Rate	2,463	-	-	
62496.0000 Fund 537 Computer System Rental	27,784	27,680	38,656	10,976
<b>Materials, Supplies &amp; Services</b>	<b>32,211</b>	<b>285,680</b>	<b>146,656</b>	<b>(139,024)</b>
<b>Total Expenses</b>	<b>\$ 361,083</b>	<b>\$ 735,667</b>	<b>\$ 635,274</b>	<b>\$ (100,393)</b>



# 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.

In the Fiscal Year 2021-22, the Workforce Connection was transferred to the Library Services Department and became the Burbank Employment Connection.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,000</b>	-	-	
60012.0000 Fringe Benefits	\$ (2,356)	\$ -	\$ -	
60012.1008 Fringe Benefits:Retiree Benefits	46	-	-	
60012.1528 Fringe Benefits:Workers Comp	5,868	-	-	
60012.1531 Fringe Benefits:PERS UAL	6,315	-	-	
<b>Salaries &amp; Benefits</b>	<b>9,873</b>	-	-	
62000.0000 Utilities	\$ 48	\$ -	\$ -	
62310.0000 Office Supplies, Postage & Printing	119	-	-	
62455.0000 Equipment Rental	1,867	-	-	
62485.0000 Fund 535 Communications Rental Rate	12,992	-	-	
62496.0000 Fund 537 Computer System Rental	19,292	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>34,318</b>	-	-	
<b>Total Expenses</b>	<b>\$ 44,191</b>	<b>\$ -</b>	<b>\$ -</b>	

# 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 training 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>13,387</b>	<b>13,387</b>	<b>13,387</b>	
60001.0000 Salaries & Wages	\$ 138,348	\$ 441,671	\$ 452,983	\$ 11,312
60006.0000 Overtime - Non-Safety	224	-	-	
60012.0000 Fringe Benefits	13,927	20,011	22,819	2,808
60012.1008 Fringe Benefits:Retiree Benefits	312	10,982	11,550	568
60012.1509 Fringe Benefits:Employer Paid PERS	7,902	4,971	5,869	898
60012.1528 Fringe Benefits:Workers Comp	25,677	29,080	16,124	(12,956)
60012.1531 Fringe Benefits:PERS UAL	13,700	10,448	19,285	8,837
60027.0000 Payroll Taxes Non-Safety	2,402	6,404	6,568	164
60031.0000 Payroll Adjustments	22,503	-	-	
<b>Salaries &amp; Benefits</b>	<b>224,994</b>	<b>523,567</b>	<b>535,198</b>	<b>11,631</b>
62300.0000 Special Dept Supplies	\$ 370	\$ 6,000	\$ 6,000	
62310.0000 Office Supplies, Postage & Printing	3,590	2,350	2,350	
62455.0000 Equipment Rental	-	2,000	2,000	
62496.0000 Fund 537 Computer System Rental	45,743	47,368	57,070	9,702
62755.0000 Training	180	1,520	1,520	
62895.0000 Miscellaneous Expenses	657	2,861	2,861	
<b>Materials, Supplies &amp; Services</b>	<b>50,541</b>	<b>62,099</b>	<b>71,801</b>	<b>9,702</b>
<b>Total Expenses</b>	<b>\$ 275,535</b>	<b>\$ 585,666</b>	<b>\$ 606,999</b>	<b>\$ 21,333</b>

# Employment Services

## 001.MS02D



Employment Services is responsible for the City's centralized recruitment and selection, Equal Employment Opportunity (EEO) program, 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 City's various youth employment programs.
- Maintain the Department's commitment to customer service.

### CHANGES FROM PRIOR YEAR

One-time funding is budgeted for two temporary Human Resources Technicians, dedicated to recruitment for the Police Department. An additional \$50,000 in one-time funding is budgeted to the Private Contractual Services for two new programs, ProctorU and Spark Hire, to support testing network services for in-time testing.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>8,375</b>	<b>8,950</b>	<b>8,950</b>	
60001.0000 Salaries & Wages	\$ 509,605	\$ 619,669	\$ 752,069	\$ 132,400
60006.0000 Overtime - Non-Safety	2,732	1,000	5,576	4,576
60012.0000 Fringe Benefits	63,433	147,428	157,560	10,132
60012.1008 Fringe Benefits:Retiree Benefits	195	6,870	7,765	895
60012.1509 Fringe Benefits:Employer Paid PERS	51,474	51,680	59,638	7,958
60012.1528 Fringe Benefits:Workers Comp	25,378	28,018	14,494	(13,524)
60012.1531 Fringe Benefits:PERS UAL	132,253	137,246	100,727	(36,519)
60015.0000 Wellness Program Reimbursement	158	-	-	
60027.0000 Payroll Taxes Non-Safety	8,931	8,985	8,842	(143)
60031.0000 Payroll Adjustments	1,568	-	-	
<b>Salaries &amp; Benefits</b>	<b>795,725</b>	<b>1,000,896</b>	<b>1,106,671</b>	<b>105,775</b>
62000.0000 Utilities	\$ 48	\$ -	\$ -	
62085.0000 Other Professional Services	3,163	7,000	7,000	
62125.0000 Medical Services	52,117	75,000	75,000	
62145.0000 Identification Services	26,012	32,000	32,000	
62170.0000 Private Contractual Services	44,958	27,000	77,000	50,000
62300.0000 Special Dept Supplies	812	7,590	7,590	
62310.0000 Office Supplies, Postage & Printing	151,447	145,000	145,000	
62316.0000 Software & Hardware	19,183	40,000	40,000	
62420.0000 Books & Periodicals	300	500	500	
62440.0000 Office Equip Maint & Repair	42	3,730	3,730	
62455.0000 Equipment Rental	10,092	13,175	13,175	
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,592	8,744	13,101	4,357
62485.0000 Fund 535 Communications Rental Rate	5,774	9,468	9,468	
62496.0000 Fund 537 Computer System Rental	54,989	59,646	73,909	14,263
62520.0000 Public Information	15,351	20,000	20,000	
62520.1005 Public Information Advertising	-	15,000	15,000	
62700.0000 Memberships & Dues	326	900	900	
62710.0000 Travel	-	1,000	1,000	
62755.0000 Training	500	1,000	1,000	
62895.0000 Miscellaneous Expenses	6,521	8,400	8,400	
<b>Materials, Supplies &amp; Services</b>	<b>399,227</b>	<b>475,153</b>	<b>543,773</b>	<b>68,620</b>
<b>Total Expenses</b>	<b>\$ 1,194,953</b>	<b>\$ 1,476,049</b>	<b>\$ 1,650,444</b>	<b>\$ 174,395</b>

# 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 families in times of crisis.
- Update the Department's webpage with current classifications, organizational charts, and salary schedule information.

### CHANGES FROM PRIOR YEAR

Two Intermediate Clerks have been upgraded to Human Resources Technician I positions and one Administrative Analyst II was added to the budget to allow staff to continue to meet the City's increasing needs in a timely manner.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>8.800</b>	<b>9.075</b>	<b>10.075</b>	<b>1.000</b>
60001.0000 Salaries & Wages	\$ 658,944	\$ 693,387	\$ 803,842	\$ 110,455
60012.0000 Fringe Benefits	109,057	166,511	192,048	25,537
60012.1008 Fringe Benefits:Retiree Benefits	297	7,219	8,282	1,063
60012.1509 Fringe Benefits:Employer Paid PERS	57,970	56,690	75,874	19,184
60012.1528 Fringe Benefits:Workers Comp	24,404	27,065	16,071	(10,994)
60012.1531 Fringe Benefits:PERS UAL	135,944	156,231	118,316	(37,915)
60015.0000 Wellness Program Reimbursement	248	-	-	
60027.0000 Payroll Taxes Non-Safety	9,340	10,054	11,656	1,602
60031.0000 Payroll Adjustments	5,447	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,001,651</b>	<b>1,117,157</b>	<b>1,226,089</b>	<b>108,932</b>
62170.0000 Private Contractual Services	\$ 6,337	\$ 10,000	\$ 10,000	
62310.0000 Office Supplies, Postage & Printing	2,753	6,250	6,250	
62455.0000 Equipment Rental	5,138	7,500	7,500	
62485.0000 Fund 535 Communications Rental Rate	-	1,231	1,231	
62496.0000 Fund 537 Computer System Rental	29,912	29,667	38,708	9,041
62760.0000 Training:Citywide	68,288	125,000	125,000	
62895.0000 Miscellaneous Expenses	546	1,613	1,613	
<b>Materials, Supplies &amp; Services</b>	<b>112,974</b>	<b>181,261</b>	<b>190,302</b>	<b>9,041</b>
<b>Total Expenses</b>	<b>\$ 1,114,625</b>	<b>\$ 1,298,418</b>	<b>\$ 1,416,391</b>	<b>\$ 117,973</b>

# Environmental Health and Safety

## 001.MS03A



Environmental Health and Safety Division 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 Senate Bill (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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	
60001.0000 Salaries & Wages	\$ 378,960	\$ 314,889	\$ 310,617	\$ (4,272)
60006.0000 Overtime - Non-Safety	-	250	250	
60012.0000 Fringe Benefits	49,228	67,382	71,938	4,556
60012.1008 Fringe Benefits:Retiree Benefits	278	2,871	3,020	149
60012.1509 Fringe Benefits:Employer Paid PERS	32,506	26,262	30,378	4,116
60012.1528 Fringe Benefits:Workers Comp	5,003	6,151	3,775	(2,376)
60012.1531 Fringe Benefits:PERS UAL	81,022	92,117	66,868	(25,249)
60027.0000 Payroll Taxes Non-Safety	5,339	4,566	4,504	(62)
60031.0000 Payroll Adjustments	1,916	-	-	
<b>Salaries &amp; Benefits</b>	<b>554,251</b>	<b>514,488</b>	<b>491,350</b>	<b>(23,138)</b>
62085.0000 Other Professional Services	\$ -	\$ 22,000	\$ 22,000	
62125.0000 Medical Services	111,563	246,141	246,141	
62210.0000 Drug Testing (DOT)	-	14,000	14,000	
62300.0000 Special Dept Supplies	-	1,700	1,700	
62310.0000 Office Supplies, Postage & Printing	506	3,647	3,647	
62420.0000 Books & Periodicals	65	812	812	
62440.0000 Office Equip Maint & Repair	-	243	243	
62455.0000 Equipment Rental	6,115	9,220	9,220	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,523	2,648	2,917	269
62485.0000 Fund 535 Communications Rental Rate	3,694	3,694	3,694	
62496.0000 Fund 537 Computer System Rental	30,152	33,411	36,385	2,974
62635.0000 Emergency Preparedness	-	9,500	9,500	
62700.0000 Memberships & Dues	870	1,715	1,715	
62710.0000 Travel	-	2,584	2,584	
62745.0000 Safety Program	70,466	146,291	146,291	
62755.0000 Training	2,868	9,450	9,450	
62770.0000 Hazardous Materials Disposal	22,389	36,000	36,000	
62895.0000 Miscellaneous Expenses	-	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>250,211</b>	<b>545,056</b>	<b>548,299</b>	<b>3,243</b>
<b>Total Expenses</b>	<b>\$ 804,462</b>	<b>\$ 1,059,544</b>	<b>\$ 1,039,649</b>	<b>\$ (19,895)</b>



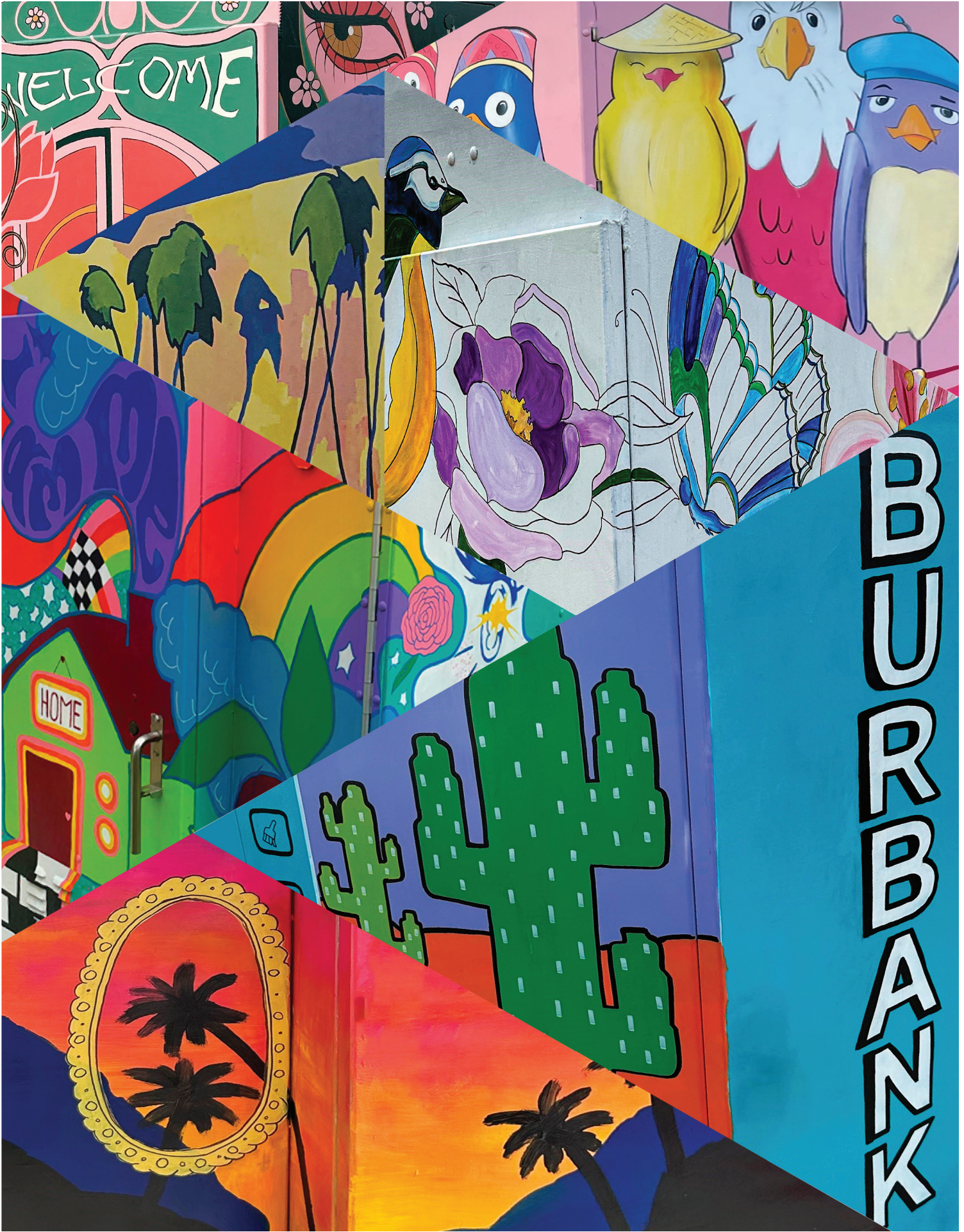
# MANAGEMENT SERVICES

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	2.000	1.000
ADM ANALYST II (Z)	5.000	5.000	5.000	
AST MGT SRVS DIR	1.000	1.000	2.000	1.000
AST MGT SRVS DIR-RK MGT&SFTY	0.500	0.500	0.500	
DUPLICATING MACHINE OP	1.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY CORD	1.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY OFCR	1.000	1.000	1.000	
EXEC AST	1.000	1.000	1.000	
HR MGR	3.000	3.000	2.000	-1.000
HR SPECIALIST	1.000	1.000	1.000	
HR TECH I	4.000	3.000	5.000	2.000
HR TECH II	1.000	1.000	1.000	
INTERMEDIATE CLK	5.000	5.000	3.000	-2.000
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	0.300	0.150	0.150	
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	
<b>TOTAL STAFF YEARS</b>	<b>46.062</b>	<b>44.912</b>	<b>45.912</b>	<b>1.000</b>

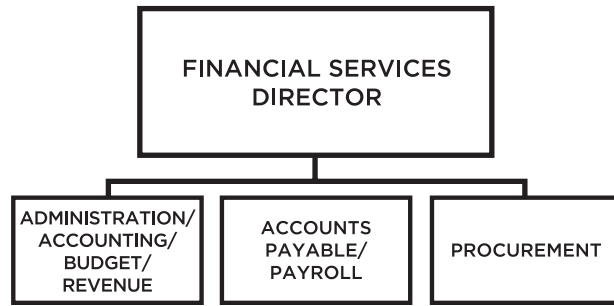




**BURBANK**



# 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

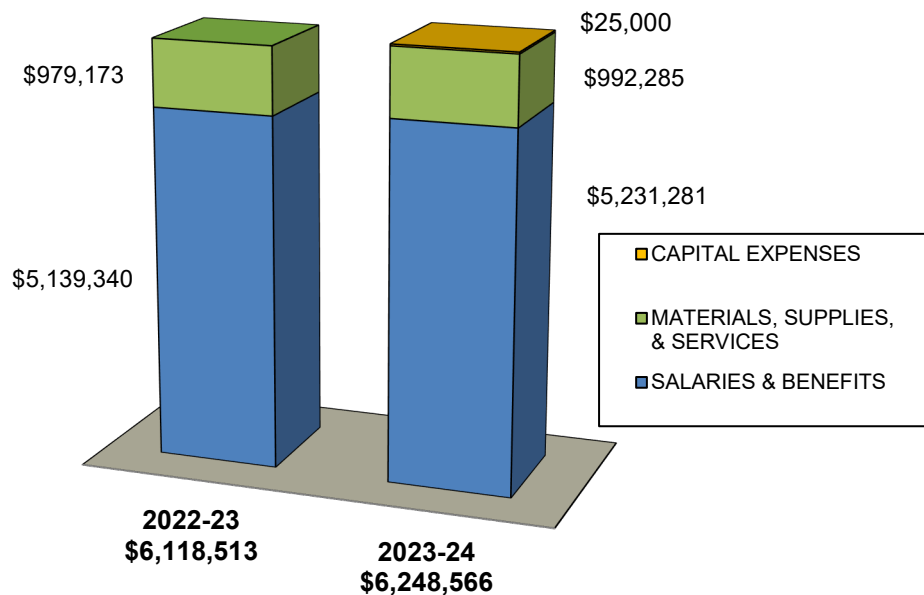
The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments, and agencies to make informed decisions on the allocation of available resources through the careful 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 Comprehensive Financial Report (ACFR).

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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Staff Years	33.000	34.000	36.000	2.000
Salaries & Benefits	\$ 4,354,693	\$ 5,139,340	\$ 5,231,281	\$ 91,941
Materials, Supplies & Services	798,740	979,173	992,285	13,112
Capital Expenses	-	-	25,000	25,000
<b>TOTAL</b>	<b>\$ 5,153,434</b>	<b>\$ 6,118,513</b>	<b>\$ 6,248,566</b>	<b>\$ 130,053</b>

## DEPARTMENT SUMMARY



# FINANCIAL SERVICES



## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Completed the implementation of Governmental Accounting Standards Board (GASB) statement 87 - Accounting for Leases to better align the accounting and financial reporting of lease transactions in accordance with Generally Accepted Accounting Principles (GAAP).
- Updated the Transient Occupancy Tax (TOT) and Transient Parking Tax (TPT) ordinances to increase and/or implement penalties for non-compliance, clarify language, and provide consistency among the City's municipal tax codes.
- Began the implementation of the Caseware Annual Comprehensive Financial Report (ACFR) software to modernize, prepare, and publish the City's ACFR, along with other annual financial reports.
- Revised and updated the Administrative Procedure (AP) for fixed asset accounting to increase the City's capital threshold, comply with GASBs 87 and 96, and maintain compliance with GAAP.
- Completed Request for Proposal (RFP) for external audit services and contracted Lance Soll Lunghard LLP (LSL) to perform citywide audit services for the FY 2022-23 Annual Comprehensive Financial Report (ACFR).
- Completed a Petty Cash audit and revised the City's Petty Cash AP to tighten and clarify policies and procedures.
- Completed a citywide user fee study to determine the full costs incurred by the City to support various activities for which the City charges user fees, ensure compliance with Propositions 26 and 218, and adhere to the City Council's Cost Recovery Policy.
- Created an AP for return check collection processes to ensure timely recovery of checks that have not been honored by the check writer's bank.
- In collaboration with the Information Technology Department, Burbank Water and Power Department, and the Public Works Department, implemented biennial budgeting for Enterprise Funds within the Hyperion budgeting software system.
- In collaboration with the Information Technology Department and consultants, automated the creation of new GL accounts in Hyperion to ensure compatibility with the Oracle financial system.
- Calculated and paid 270 Burbank City Employee Association (BCEA) retroactive payments to correct payroll element calculations required to comply with the Fair Labor Standard Acts (FLSA).
- Implemented the Insurance Management module within the City's e-Procurement system (PlanetBids) to improve vendor insurance certificate renewal tracking.
- Worked with the Public Works and Burbank Water and Power Fleet Divisions to procure 32 vehicles to help clear the backlog of scheduled vehicle replacements due to supply chain breakdowns experienced during the COVID pandemic.
- Coordinated and supported the Burbank Police Department's procurement of parking enforcement services via Request for Proposals (RFP).
- Developed interim RFP templates for all departments to promote the standardization and streamlining of the City's RFP process.
- Prepared and presented Tax Equity and Fiscal Responsibility Act (TEFRA) public hearings for Lycee International School of Los Angeles and the Burbank Glendale Pasadena Airport Authority to provide access to tax exempt financing for both agencies.



# FINANCIAL SERVICES




## 2023-2024 WORK PROGRAM GOALS


	Work in conjunction with the City Attorney's Office to update solicitation document packages and contract templates, and establish an annual update protocol in order to streamline the contracting process for all City departments.	December 2023
	Complete the implementation of GASB 96 - accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) to appropriately recognize right-to-use IT subscription assets and liabilities.	September 2023
	Automate a citywide budget transfer process in Oracle using workflow to eliminate the manual paper process and provide efficiencies for staff.	December 2023
	Revise the AP for grants administration to reflect current practices, document federal and state procurement requirements, and provide for better tracking of grants within the City.	December 2023
	Implement a major expansion of automation for Accounts Payable invoices, including a workflow process to eliminate paper documents and streamline the approval and payment of invoices for City departments.	December 2023
	Implement a two-year pension funding plan in order to reduce the Unfunded Actuarial Liabilities (UAL) and reduce pension obligations in future years.	July 2023
	Implement the DebtBook software system to help automate the implementation, tracking, and reporting of leases and Subscription-Based Information Technology Arrangements (SBITAs) in order to maintain compliance with GASBs 87 and 96, and consolidate citywide processes for the accounting and reporting of debt.	June 2024
	Implement a new Roth 457 option for the City's deferred compensation plan in order to enhance retirement savings options for City employees and comply with the Secure 2.0 Act which goes into effect on January 1, 2024.	January 2024
	Expand the OpenGov software platform to integrate the solicitation development module in order to enhance transparency and create efficiencies in current procurement processes.	February 2024
	Complete a review and audit of the City's procurement card program, transition the program from paper based to an electronic transaction reporting and approval process, and implement an online training program using CalCard portal resources.	March 2024
	Complete revision of existing Procurement Services Administrative Policies to align with the City Charter and Burbank Municipal Code, and create consistency between departments as to acquisition approach process.	January 2024
	Revise the Travel and Expense AP to clarify allowable expenses for travel and training, and combine the necessary forms for ease of processing.	June 2024
	Develop training program for all City staff on updated procurement related Administrative Policies, including in-person training at updated AP introduction, development of training tools for posting on BEN, and recurrent quarterly training.	April 2024
	Complete the implementation of CaseWare software for the Annual Comprehensive Financial Report (ACFR) to modernize, prepare, and publish the City's ACFR and other annual financial reports for FY 2023-24.	January 2024
	Revise and update the Administrative Procedures for bad debt write-off processes and collection service requests to simplify procedures while adhering to best practices.	October 2024

# FINANCIAL SERVICES



## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Economic Development/Recovery</b>			
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%	10%	3%
Ratio of collection costs to revenues collected.	\$1:\$5.0	\$1:\$5.31	\$1:\$5.0

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Sustainability</b>			
Objective: Improve efficiencies by updating and implementing technology.			
Electronic Funds Transfer (EFT) percentage increase from the previous year for Accounts Payable disbursements.	10%	13%	10%
Percentage of PlanetBids solicitations received electronically to reduce paper waste.	N/A	73%	100%

# Administration and Accounting Services Division

## 001.FN01A



The Administration and Accounting Services Division is made up of four sections: Administration, Accounting, Budget, and Revenue. The Administration Section provides support to the operations of all divisions within the Financial Services Department, including the development of long-range financial planning, the coordination of the department's technology improvements, and other special projects.

The Accounting Section is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. It is also responsible for the management of the City's internal audit program, debt management, accounting, and financial reporting. The Section provides for management control over the City's financial operations to present fairly, and with full disclosure on a timely basis, the financial position of the City.

The Budget Section's functions include the preparation, development, and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) documents. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures, and assisting with budget amendments during the fiscal year. This section also provides reports regarding the financial status of the City during the fiscal year.

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.
- Issue the June 30, 2023 Annual Comprehensive Financial Report (ACFR) that meets the Government Finance Officers Association (GFOA) award program guidelines for excellence in financial reporting.
- Coordinate the annual cost allocation plan.
- Provide the City Manager and City Council with ongoing status reports on the City's financial condition.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and ACFR within applicable deadlines.
- Work with Information Technology to implement ongoing enhancements for the Enterprise Resource Planning (ERP) system.
- Work with 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.
- Facilitate debt administration for all bond issues.
- Coordinate the City's Internal Audit Program and annual financial audits with outside Certified Public Accountant (CPA) firm, and issue Special Audit Reports.
- Update monthly spendable fund reports and recommend actions as needed.
- 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.
- Ensure all biweekly, quarterly, and annual tax remittances and report filings are completed accurately and timely.

### CHANGES FROM PRIOR YEAR

The City is required to comply with Governmental Accounting Standards Board (GASB) Statement 87 for Leases and Statement 96 for Subscription-Based Information Technology Agreements. The FY 2023-24 budget includes \$25,000 as a contribution to Fund 537 to pay for the usage of specialized software to assist with implementation and compliance.

# Administration and Accounting Services Division

## 001.FN01A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR
<b>Staff Years</b>	<b>18,000</b>	<b>19,000</b>	<b>19,000</b>	
60001.0000 Salaries & Wages	\$ 1,792,933	\$ 2,121,369	\$ 2,115,554	\$ (5,815)
60006.0000 Overtime - Non-Safety	2,778	8,000	8,000	
60012.0000 Fringe Benefits	290,877	374,495	402,944	28,449
60012.1008 Fringe Benefits:Retiree Benefits	880	14,766	16,392	1,626
60012.1509 Fringe Benefits:Employer Paid PERS	164,668	176,922	206,901	29,979
60012.1528 Fringe Benefits:Workers Comp	32,525	34,082	22,306	(11,776)
60012.1531 Fringe Benefits:PERS UAL	314,554	361,473	313,196	(48,277)
60015.0000 Wellness Program Reimbursement	1,125	-	-	
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	25,863	30,760	30,676	(84)
60031.0000 Payroll Adjustments	5,160	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,635,868</b>	<b>3,126,355</b>	<b>3,120,457</b>	<b>(5,898)</b>
62085.0000 Other Professional Services	\$ 199,123	\$ 381,118	\$ 330,034	\$ (51,084)
62300.0000 Special Dept Supplies	3,676	10,246	10,246	
62310.0000 Office Supplies, Postage & Printing	5,743	9,071	8,804	(267)
62420.0000 Books & Periodicals	90	400	335	(65)
62440.0000 Office Equip Maint & Repair	798	231	224	(7)
62455.0000 Equipment Rental	6,759	9,406	9,406	
62485.0000 Fund 535 Communications Rental Rate	26,705	26,705	26,705	
62496.0000 Fund 537 Computer System Rental	223,306	249,012	291,458	42,446
62700.0000 Memberships & Dues	1,375	1,750	2,348	598
62710.0000 Travel	3,571	2,779	2,794	15
62755.0000 Training	10,137	19,308	19,414	106
62895.0000 Miscellaneous Expenses	1,898	1,518	1,474	(44)
<b>Materials, Supplies &amp; Services</b>	<b>483,180</b>	<b>711,544</b>	<b>703,242</b>	<b>(8,302)</b>
70023.0537 Capital Contribution:Fund 537	\$ -	\$ -	\$ 25,000	\$ 25,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Expenses</b>	<b>\$ 3,119,049</b>	<b>\$ 3,837,899</b>	<b>\$ 3,848,699</b>	<b>\$ 10,800</b>

# Fiscal Operations Division

## 001.FN02A



The Fiscal Operations Division is made up of two sections: Accounts Payable and Payroll. Accounts Payable, in coordination with the City Treasurer, is responsible for the issuance of supplier payments, monthly and quarterly reports, and remittance of sales and withholding tax payments. It is also responsible for filing Employment Development Department (EDD) Independent Contractor Reports, processing annual 1099 and 592 tax forms, and providing audit support to all City Departments.

Payroll is responsible for all City payroll processes to ensure employees are paid accurately and timely, assisting them with payroll and deferred compensation matters. In addition, Payroll is responsible for ensuring all payroll deductions are paid to the proper agencies, and for reporting payroll information correctly and timely to the Public Employees' Retirement System (PERS). Lastly, Payroll reports wages and taxes on a quarterly basis to the EDD and the United States Treasury.

### OBJECTIVES

- Ensure all employee and vendor payments are processed on time and in compliance with City, State, and Federal requirements.
- Review and plan for future improvements to credit card processing, including cloud-based online approvals.
- Improve participation in the electronic submission of payment requests to advance the goal of a paperless check run.
- Implement a process of accounts payable automation through an Oracle workflow process.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Provide ongoing training to all departments on Oracle Time and Labor (OTL).
- Provide citywide support for Oracle Employee Self Service access to pay slips and W2 forms electronically.
- Implement, test, and revise pay codes, as required by negotiated labor contract changes.
- Design and plan an online set of timekeeping tools that integrate with Oracle workflow processes.
- Implement Roth deferred compensation option for employees.

### CHANGES FROM PRIOR YEAR

For FY 2023-24, Procurement Services (formerly Purchasing) was moved out of Fiscal Operations and placed into a separate cost center.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>15,000</b>	<b>15,000</b>	<b>8,000</b>	<b>(7,000)</b>
60001.0000 Salaries & Wages	\$ 1,136,671	\$ 1,284,882	\$ 684,068	\$ (600,814)
60006.0000 Overtime - Non-Safety	8,615	3,500	3,500	
60012.0000 Fringe Benefits	166,233	269,785	154,156	(115,629)
60012.1008 Fringe Benefits:Retiree Benefits	626	12,305	12,941	636
60012.1509 Fringe Benefits:Employer Paid PERS	103,520	107,159	66,902	(40,257)
60012.1528 Fringe Benefits:Workers Comp	19,804	40,937	13,836	(27,101)
60012.1531 Fringe Benefits:PERS UAL	263,272	275,786	132,063	(143,723)
60015.0000 Wellness Program Reimbursement	855	-	-	
60027.0000 Payroll Taxes Non-Safety	16,484	18,631	9,919	(8,712)
60031.0000 Payroll Adjustments	2,746	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,718,825</b>	<b>2,012,985</b>	<b>1,077,385</b>	<b>(935,600)</b>
62085.0000 Other Professional Services	\$ 102,351	\$ 21,642	\$ 8,500	\$ (13,142)
62220.0000 Insurance	38,540	52,024	88,785	36,761
62300.0000 Special Dept Supplies	4,988	3,832	3,832	
62310.0000 Office Supplies, Postage & Printing	6,662	6,684	4,311	(2,373)
62420.0000 Books & Periodicals	-	200	206	6
62440.0000 Office Equip Maint & Repair	-	169	101	(68)
62455.0000 Equipment Rental	6,160	8,789	8,789	
62485.0000 Fund 535 Communications Rental Rate	7,939	7,939	2,887	(5,052)
62496.0000 Fund 537 Computer System Rental	136,395	145,127	61,832	(83,295)
62700.0000 Memberships & Dues	1,010	2,451	390	(2,061)
62710.0000 Travel	1,879	2,221	1,161	(1,060)
62755.0000 Training	5,800	15,432	8,068	(7,364)
62895.0000 Miscellaneous Expenses	3,836	1,119	664	(455)
<b>Materials, Supplies &amp; Services</b>	<b>315,560</b>	<b>267,629</b>	<b>189,526</b>	<b>(78,103)</b>
<b>Total Expenses</b>	<b>\$ 2,034,385</b>	<b>\$ 2,280,614</b>	<b>\$ 1,266,911</b>	<b>\$ (1,013,703)</b>



# Procurement Services Division

## 001.FN03A



The Procurement Services (formerly Purchasing) Division provides acquisition support to all City departments by procuring all goods, services, and equipment needed to serve the City's constituents. Our buyers conduct all formal competitive solicitations, such as Invitations for Bids, Requests for Proposals (RFPs), and Requests for Quotations (RFQs) for their assigned departments. They support the development of all capital improvement projects and oversee the agreements supporting the ongoing maintenance of the City facilities. The Division provides centralized control to ensure compliance with Federal, State, and local procurement requirements as incorporated into the Burbank Municipal Code (BMC) and Administrative Procedures (APs). It issues all Purchase Orders (POs) for the Departments and oversees the management of a robust suite of contracts, such as construction agreements, professional services agreements, classroom training agreements, legal services agreements, price agreements, on-call services agreements, and the like, used to conduct the business of the City.

### OBJECTIVES

- Provide ongoing training to all departments on the Oracle Purchasing module.
- Support citywide procurement needs by assisting departments in the development and preparation of bid specifications, requests for proposals, as well as negotiation of contract terms.
- Manages the City's procurement platform, PlanetBids, in the broadcast of competitive solicitation opportunities to the public, such as RFQs, RFPs, Invitations for Bids, and other public procurement solicitation methods.
- Support the City's vendor management by ensuring Payee Registration Forms and Check Payment Requests (CPRs) are processed in a timely manner, and verifying insurance requirements are met by vendors according to service category.
- Enhance inter-departmental communications and customer service through training and frequent department outreach.
- Assess procurement and surplus disposition practices in an effort to seek continuous program improvements.
- Align processes with nationally recognized public procurement best practices and standards, i.e. The Institute for Public Procurement (NIGP).
- Administer the City's procurement card program.

### CHANGES FROM PRIOR YEAR

The Procurement Services Division (formerly Purchasing) has been placed into this newly created cost center. In FY 2023-24, the Division will add two new positions: a Buyer I, and a Contract Administrator. These positions will facilitate the growth in both the volume and complexity of the Division's workload, due to state regulations regarding prevailing wage, an increase in procurements funded by federal government programs that require special handling to meet grant requirements, and the expansion of the City's annual Infrastructure program as a result of Measure P.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	-	-	<b>9,000</b>	<b>9,000</b>
60001.0000 Salaries & Wages	\$ -	\$ -	\$ 722,302	\$ 722,302
60012.0000 Fringe Benefits	-	-	159,979	159,979
60012.1509 Fringe Benefits:Employer Paid PERS	-	-	70,641	70,641
60012.1528 Fringe Benefits:Workers Comp	-	-	9,946	9,946
60012.1531 Fringe Benefits:PERS UAL	-	-	60,098	60,098
60027.0000 Payroll Taxes Non-Safety	-	-	10,473	10,473
<b>Salaries &amp; Benefits</b>			<b>1,033,439</b>	<b>1,033,439</b>
62085.0000 Other Professional Services	\$ -	\$ -	\$ 26,594	\$ 26,594
62310.0000 Office Supplies, Postage & Printing	-	-	3,244	3,244
62420.0000 Books & Periodicals	-	-	124	124
62440.0000 Office Equip Maint & Repair	-	-	82	82
62485.0000 Fund 535 Communications Rental Rate	-	-	5,052	5,052
62496.0000 Fund 537 Computer System Rental	-	-	54,832	54,832
62700.0000 Memberships & Dues	-	-	865	865
62710.0000 Travel	-	-	1,029	1,029
62755.0000 Training	-	-	7,152	7,152
62895.0000 Miscellaneous Expenses	-	-	543	543
<b>Materials, Supplies &amp; Services</b>			<b>99,517</b>	<b>99,517</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,132,956</b>	<b>\$ 1,132,956</b>

# FINANCIAL SERVICES

## Authorized Positions

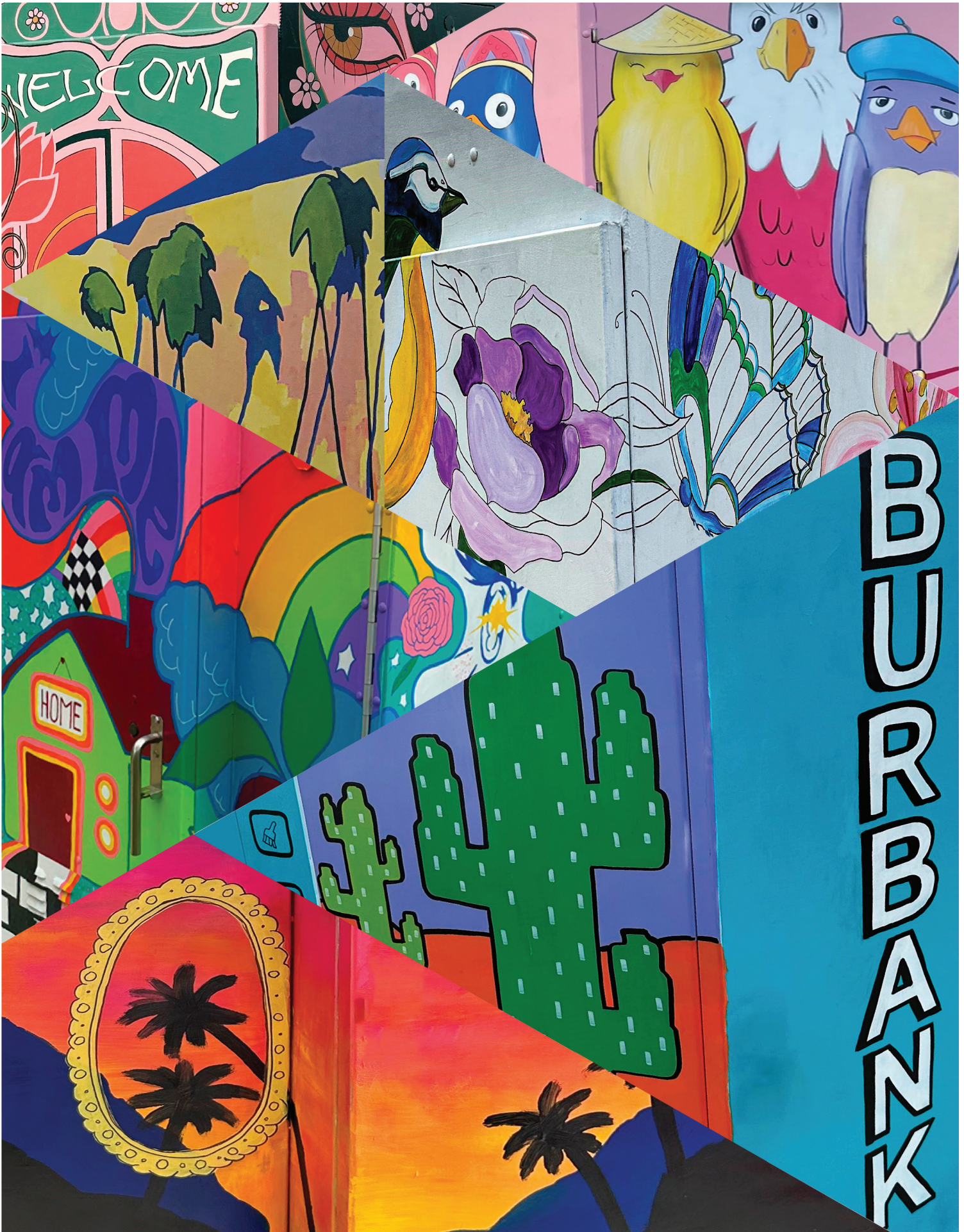


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ACCOUNT CLERK	3.000	5.000	5.000	
ACCOUNTANT	3.000	3.000	2.000	-1.000
ACCTG&AUDIT MGR	1.000	1.000	1.000	
ADM ANALYST I (Z)	1.000	1.000	1.000	
ADM ANALYST II (M)	3.000	3.000	3.000	
AST FINANCIAL SRVS DIR	1.000	1.000	1.000	
BUDGET MGR	1.000	1.000	1.000	
BUYER I	1.000	1.000	2.000	1.000
BUYER II	2.000	1.000	1.000	
DEP FINANCIAL SRVS DIR	1.000	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	1.000	1.000	1.000	
PAYROLL TECH II	2.000	2.000	2.000	
PRIN ACCOUNTANT	1.000	1.000	1.000	
PROPOSED JOB - BMA	0.000	0.000	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	2.000	1.000
SR ADM ANALYST (M)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
SR BUYER	0.000	1.000	1.000	
SR CLK	1.000	0.000	0.000	
SUPVG ACCOUNT CLK	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>33.000</b>	<b>34.000</b>	<b>36.000</b>	<b>2.000</b>

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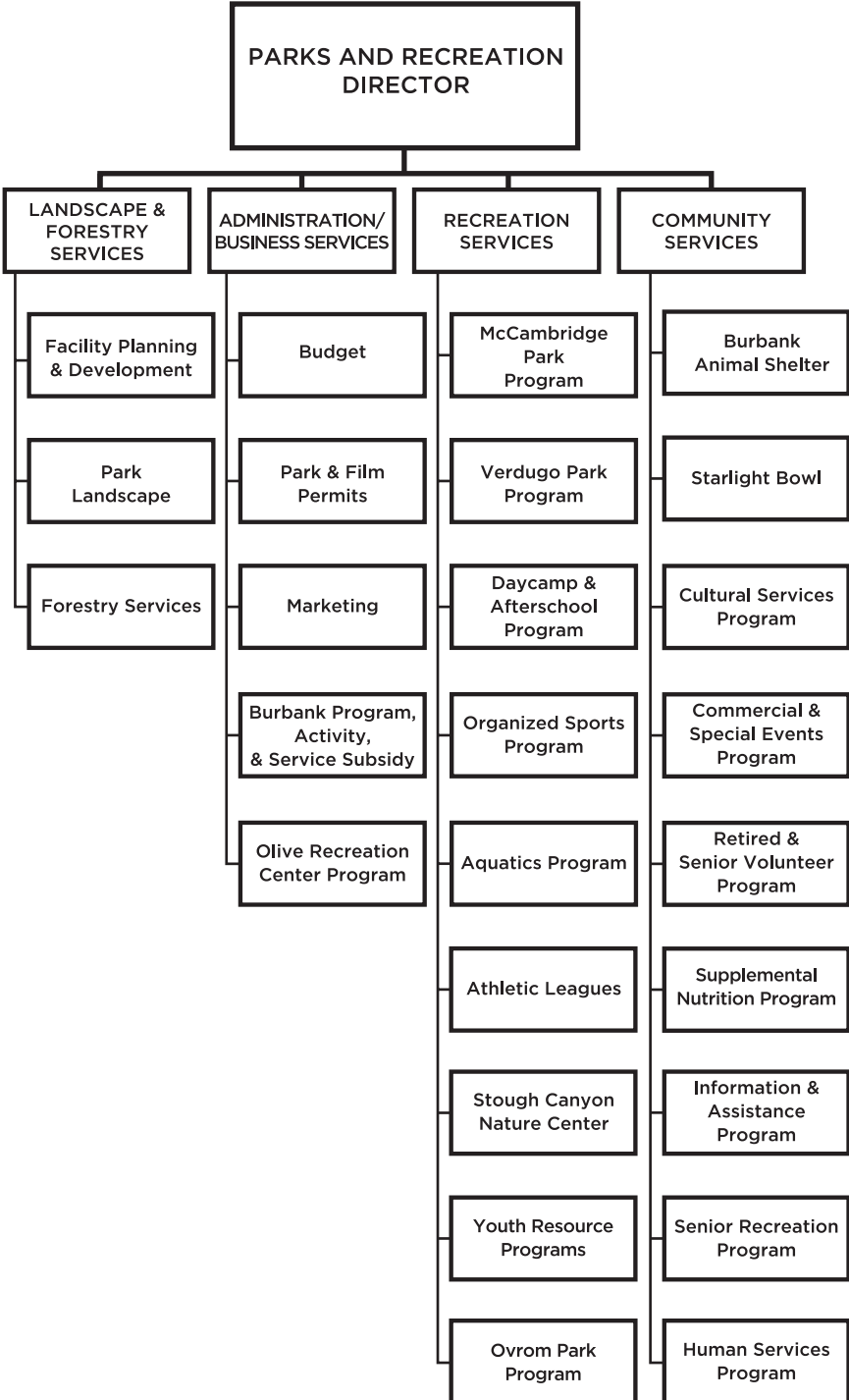








# PARKS AND RECREATION



PARKS & 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 and 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, the DeBell Golf Course, as well as the Burbank Animal Shelter. The Department is organized into four divisions: Landscape and Forestry Services; Administration/Business Services; Recreation Services; and Community Services.

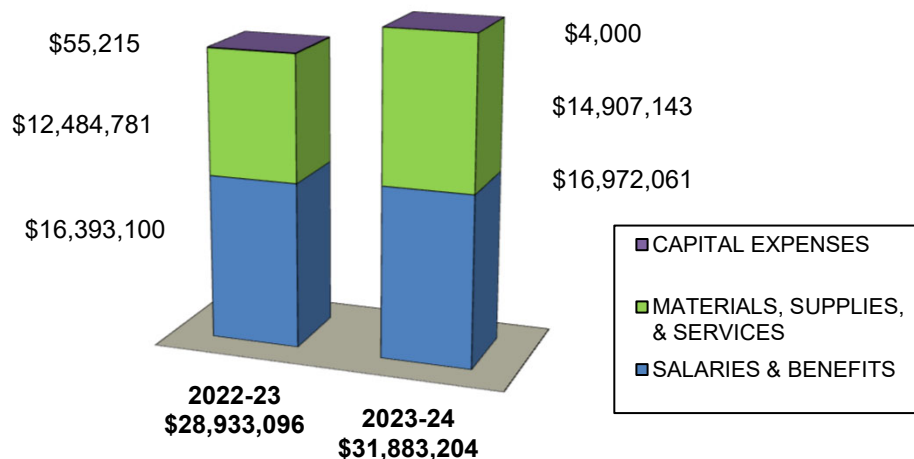
## OBJECTIVES

In addition to operating and maintaining 42 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, and the Burbank Animal Shelter. 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>166.887</b>	<b>184.127</b>	<b>186.980</b>	<b>2.853</b>
<b>Salaries &amp; Benefits</b>	\$ 12,244,799	\$ 16,393,100	\$ 16,972,061	\$ 578,961
<b>Materials, Supplies &amp; Services</b>	13,161,781	12,484,781	14,907,143	2,422,362
<b>Capital Expenses</b>	-	55,215	4,000	(51,215)
<b>TOTAL</b>	<b>\$ 25,406,580</b>	<b>\$ 28,933,096</b>	<b>\$ 31,883,204</b>	<b>\$ 2,950,108</b>

## DEPARTMENT SUMMARY



# PARKS and RECREATION



## 2022-23 WORK PROGRAM HIGHLIGHTS

- Implemented a specific social media marketing campaign to highlight Parks and Recreation Month and increase reach and audience engagement through social media channels.
- Completed the replacement of playground equipment at Robert R. Ovrom Park.
- Replaced the irrigation system and installed new cloud base irrigation controllers on ten holes at the DeBell Golf Course grounds for increased efficiencies and water savings.
- Enhanced employee onboarding, training, and communication programs by implementing an intra-department collaborative digital platform.
- Completed picnic facility improvements at Verdugo Park which included new shade structures to outdoor picnic areas.
- Installed a wrap around cantilever ballfield bleacher shade structure at Schafer ballfield.
- Installed shade sails and shade covering for 50 kennels at the Burbank Animal Shelter.
- Completed the replacement of outdated fitness equipment at the Whitnall Highway Park.
- The Nutrition Program served 116,082 units of meals from July 2022 to May 2023 for congregate and Home Delivered Meals (HDM) program participants. The program does more than serve meals each day, it has a wide and deep positive impact on each client and their family members. Additional Nutrition Grant funding was also secured to assist with serving more seniors and offering meals for breakfast.
- Completed the Art in Public Places installation at the Mary Alvord Recreation Center / Verdugo Aquatic Facility.
- Completed a Memorandum of Understanding between the Burbank Unified School District and the City of Burbank for the Cooperative Use of Pools. This was approved by the City Council on August 23, 2022.
- In partnership with the Los Angeles Community Garden Council, 95% of the design documents were completed for the second community garden in Burbank at Hollywood Way and Clark Avenue.
- Completed the George Izay Park Master Plan with City Council approval on October 11, 2022.
- Launched Wheelchair Rugby Adaptive Sports drop-in program at McCambridge Recreation Center.
- Re-launched the Park and Play Mobile Recreation Pilot Program, with a corresponding Park Board presentation on September 8, 2022.
- In coordination with the American Red Cross Los Angeles Region and the San Gabriel/Pomona Valley Chapter, conducted a Disaster Action Team and shelter response exercise in the City of Burbank, on Saturday, June 17, 2023.

# PARKS and RECREATION



## 2023-24 WORK PROGRAM GOALS



In partnership with local and regional agencies, host an Adaptive Sports Festival for community members of all ages, physical, and cognitive abilities.

May 2024



Complete the Citywide Parks Master Plan.

May 2024



Go out to bid on the Dick Clark Dog Park project.

November 2023



Complete the following projects: playground replacements at Valley Park and Santa Anita playlot; Izay Park irrigation replacement; install shade structure at McCambridge Park; animal shelter kennel flooring replacement; and, ballfield lighting modernization at McCambridge.

June 2024



Execute a new agreement for the operation and management of the Burbank Center Stage.

October 2023



Launch an Art and Culture Grant Program for local artists and arts organizations.

December 2023



Expand the Burbank Animal Shelter vaccine clinics and implement a spay/neuter voucher program.

May 2024



Complete Phase 7 of the Burbank Arts Beautification Program; painting 9 utility boxes on Hollywood Way.

November 2023



Evaluate collaborative private partnerships, such as private rentals at the Starlight Bowl, in order to generate additional revenue and provide diverse programming to the community.

Ongoing



Continue to collaborate in multi-departmental efforts to address homelessness in the parks and community.

Ongoing



Continue to engage adults ages 55+ in the Burbank community with virtual and in-person programming, classes, and balanced-nutritious lunches.

Ongoing



Continue supporting public art installations to create a beautiful place to live, work, and play. This will be accomplished by completing the following projects: McCambridge Recreation Center Gym Mural; Burbank Channel Bikeway Call for Artists, and Johnny Carson Park Shade Structure Call for Artists.

March 2024



Increase full day summer day camp offerings to better meet community demand.

May 2024



Implement the first step of the reforestation effort which includes the removal and replanting of approximately 125 trees citywide.

December 2023




Complete the following projects at the DeBell Golf Course and Clubhouse - Improvements to cart paths and sand bunkers; install a driving range shade structure; tee boxes and fairway bunker improvements; improvements to the DeBell Clubhouse dressing rooms.


June 2024

# PARKS and RECREATION




## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Provide quality services to the community by enhancing safety throughout parks, improving access to recreation activities, and streamlining efficiencies.			
Daily patrols of the parks will be supported by Animal Control Officers to provide residents and visitors an educational and enforcement presence in the City parks. The additional park patrols will result in an increased presence, support park safety and enforce City rules, codes, and policies and promote positive engagement with park patrons.	5 Parks	13 Parks	20 Parks
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.	700	893	800
Effectively communicate with other City departments to streamline the film permit process to meet revenue goals.	\$100,000	\$77,292	\$85,000

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Sustainability</b>			
Objective: Improve water efficiencies throughout City parks.			
Systematically modernize outdated irrigation pipe infrastructure at all citywide parks to improve water usage and maximize watering efficiencies. This includes a full replacement of linear square footage throughout respective parks.	N/A	48,760	54,740

# PARKS and RECREATION



	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Quality of Life</b>			
Objective: Enhance the quality of life through active engagement with the community, provide exceptional recreation programs and services, and support arts throughout the City.			
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 drop-in activities, virtual and in-person classes, workshops, events, cultural enrichment, excursions, and other opportunities by tracking participation through daily visits.	25,000	26,149	27,000
Provide quality child care for elementary school age children after school at ten elementary school sites. Pursue new and existing advertising methods to reach and maintain 100% of available spots filled.	100%	100%	100%
Provide diverse special interest class sessions at park facilities that increase education and specialized skill training for the community. Track participation through class registrations.	8,000	9,409	9,000
Establish and implement an Art and Culture grant program to enhance and support "arts" in and around the community. Utilize a competitive grant process to select grantees. The Parks and Recreation Department will be hiring a grant consultant to seek additional grant funding and develop a competitive grant program to support local arts organizations and artists.	N/A	N/A	5
Develop and implement an Adaptive Sports Community Event, in partnership with local and regional agencies, for community members of all ages, physical, and cognitive abilities. Effectiveness and impact of this event will be measured through participation and attendance.	N/A	N/A	300



# **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 with Light-Emitting Diodes (LED) to increase safety and cost-effectiveness.
- Develop plans and specifications and complete the replacement of playground equipment at the City parks.
- Modernize the irrigation controllers and replace outdated irrigation systems throughout various City-owned parks and open spaces for water conservation and efficiency.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 55,664	\$ 1,000	\$ 1,000	
62220.0000 Insurance	1,424,934	863,781	804,256	(59,525)
62300.0000 Special Dept Supplies	3,888	5,000	5,000	
62345.0000 Taxes	812	1,000	1,000	
62450.0000 Building Grounds Maint & Repair	89	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	60,967	59,760	84,109	24,349
62485.0000 Fund 535 Communications Rental Rate	132,945	134,388	135,620	1,232
62496.0000 Fund 537 Computer System Rental	22,848	18,646	12,817	(5,829)
<b>Materials, Supplies &amp; Services</b>	<b>1,702,146</b>	<b>1,083,575</b>	<b>1,043,802</b>	<b>(39,773)</b>
<b>Total Expenses</b>	<b>\$ 1,702,146</b>	<b>\$ 1,083,575</b>	<b>\$ 1,043,802</b>	<b>\$ (39,773)</b>

# 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 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 to be 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.
- Support the City's annual Plant-A-Tree and National Arbor Day events.

#### CHANGES FROM PRIOR YEAR

As part of a Department reorganization, the Landscape and Forestry Services Superintendent position was upgraded to Assistant Director. The Private Contractual Services account was increased by \$770,000 for the removal of Aleppo Pine trees and reforestation with climate change appropriate species.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>17.500</b>	<b>17.500</b>	<b>18.000</b>	<b>0.500</b>
60001.0000 Salaries & Wages	\$ 544,500	\$ 1,062,120	\$ 1,153,004	\$ 90,884
60006.0000 Overtime - Non-Safety	43,547	36,502	36,502	
60012.0000 Fringe Benefits	102,669	291,956	316,419	24,463
60012.1008 Fringe Benefits:Retiree Benefits	408	14,356	15,529	1,173
60012.1509 Fringe Benefits:Employer Paid PERS	48,741	88,581	112,764	24,183
60012.1528 Fringe Benefits:Workers Comp	56,014	90,767	72,218	(18,549)
60012.1531 Fringe Benefits:PERS UAL	126,976	114,247	99,715	(14,532)
60015.0000 Wellness Program Reimbursement	1,395	-	-	
60027.0000 Payroll Taxes Non-Safety	8,266	15,401	16,719	1,318
60031.0000 Payroll Adjustments	(110)	-	-	
<b>Salaries &amp; Benefits</b>	<b>932,407</b>	<b>1,713,930</b>	<b>1,822,870</b>	<b>108,940</b>
62170.0000 Private Contractual Services	\$ 192,847	\$ 105,000	\$ 875,000	\$ 770,000
62170.1001 Temp Staffing	218,533	-	-	
62180.0000 Landscape Contractual Services	730	16,000	16,000	
62300.0000 Special Dept Supplies	22,954	32,350	32,350	
62305.0000 Reimbursable Materials	-	1,500	1,500	
62380.0000 Chemicals	8,850	21,500	21,500	
62435.0000 General Equipment Maint & Repair	21	500	500	
62450.0000 Building Grounds Maint & Repair	1,179	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	275,241	301,588	407,572	105,984
62496.0000 Fund 537 Computer System Rental	64,377	66,600	70,337	3,737
62700.0000 Memberships & Dues	1,388	770	770	
62895.0000 Miscellaneous Expenses	1,284	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>787,403</b>	<b>545,808</b>	<b>1,425,529</b>	<b>879,721</b>
<b>Total Expenses</b>	<b>\$ 1,719,810</b>	<b>\$ 2,259,738</b>	<b>\$ 3,248,398</b>	<b>\$ 988,660</b>

# 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.
- Complete implementation of 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.

#### CHANGES FROM PRIOR YEAR

An additional \$9,406 was added to the Custodial Services account for contractual service fee increases. \$152,400 was added to Private Contractual Services to cover the increased cost of the Parkwood landscaping contract.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>31,500</b>	<b>31,500</b>	<b>31,000</b>	<b>(0,500)</b>
60001.0000 Salaries & Wages	\$ 1,641,037	\$ 1,796,016	\$ 1,723,747	\$ (72,269)
60006.0000 Overtime - Non-Safety	63,133	18,050	18,050	
60012.0000 Fringe Benefits	350,223	508,251	522,077	13,826
60012.1008 Fringe Benefits:Retiree Benefits	734	25,841	27,177	1,336
60012.1509 Fringe Benefits:Employer Paid PERS	157,859	149,788	168,582	18,794
60012.1528 Fringe Benefits:Workers Comp	108,682	171,750	115,049	(56,701)
60012.1531 Fringe Benefits:PERS UAL	344,937	383,161	345,063	(38,098)
60015.0000 Wellness Program Reimbursement	3,971	-	-	
60027.0000 Payroll Taxes Non-Safety	24,468	26,042	24,994	(1,048)
60031.0000 Payroll Adjustments	7,499	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,702,542</b>	<b>3,078,899</b>	<b>2,944,739</b>	<b>(134,160)</b>
62000.0000 Utilities	\$ 104,369	\$ 61,994	\$ 104,715	\$ 42,721
62170.0000 Private Contractual Services	178,755	178,500	330,900	152,400
62225.0000 Custodial Services	70,321	103,500	112,906	9,406
62300.0000 Special Dept Supplies	34,266	50,300	50,300	
62305.0000 Reimbursable Materials	-	2,000	2,000	
62380.0000 Chemicals	14,202	29,500	29,500	
62435.0000 General Equipment Maint & Repair	-	300	300	
62450.0000 Building Grounds Maint & Repair	14,899	25,000	25,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	306,156	359,965	431,737	71,772
62496.0000 Fund 537 Computer System Rental	111,381	114,091	138,171	24,080
62700.0000 Memberships & Dues	702	630	630	
62895.0000 Miscellaneous Expenses	-	600	600	
<b>Materials, Supplies &amp; Services</b>	<b>835,050</b>	<b>926,380</b>	<b>1,226,759</b>	<b>300,379</b>
<b>Total Expenses</b>	<b>\$ 3,537,593</b>	<b>\$ 4,005,279</b>	<b>\$ 4,171,498</b>	<b>\$ 166,219</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62365.0000 Urban Reforestation - Measure 1	\$ 21,552	\$ 40,000	\$ 40,000	
<b>Materials, Supplies &amp; Services</b>	<b>21,552</b>	<b>40,000</b>	<b>40,000</b>	
<b>Total Expenses</b>	<b>\$ 21,552</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	

# 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, a 3-par course, a driving range, a pro shop, and a 13,760 square foot clubhouse.

### OBJECTIVES

- Maintain exceptional customer service for golf and dining experiences for the community.
- Provide a consistently 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 operational efficiencies at the DeBell Golf Course.

### CHANGES FROM PRIOR YEAR

An additional \$400,000 was added to the Other Professional Services account for operating costs that are offset by a year-over-year increase in revenue.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 3,684,886	\$ 3,194,319	\$ 3,594,319	\$ 400,000
62470.0000 Fund 533 Office Equip Rental Rate	3,602	3,602	3,602	
<b>Materials, Supplies &amp; Services</b>	<b>3,688,488</b>	<b>3,197,921</b>	<b>3,597,921</b>	<b>400,000</b>
70023.0532 Capital Contribution:Fund 532	\$ -	\$ 15,215	\$ -	\$ (15,215)
<b>Capital Expenses</b>	<b>-</b>	<b>15,215</b>	<b>-</b>	<b>(15,215)</b>
<b>Total Expenses</b>	<b>\$ 3,688,488</b>	<b>\$ 3,213,136</b>	<b>\$ 3,597,921</b>	<b>\$ 384,785</b>



# 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 (CIP), which includes building/grounds improvement projects for 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's 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

An additional \$36,976 was added to the Governmental Services account for the BUSD Joint Use Agreement annual fee. The Department's agreement with Catholic Charities for the management of the Burbank Temporary Skilled Labor Center was also increased by \$8,601. Both are contractual obligations including Consumer Price Index (CPI) increases.

As part of a Department reorganization, Deputy Director and Administrative Officer positions were upgraded to two Assistant Director positions. Additionally, an Administrative Analyst I position was upgraded to Graphics Media Designer, a Recreation Services Manager was downgraded to a Senior Administrative Analyst, and a Clerical Worker was increased from .329 Full-Time Equivalent (FTE) to .455 FTE. An Administrative Analyst II position was eliminated to offset the cost of these upgrades.

Per City Council direction, an appropriation of \$10,000 was added to help fund the Burbank Historical Society's 50th anniversary event.

# Administration

## 001.PR28A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>17,900</b>	<b>17,329</b>	<b>17,455</b>	<b>0.126</b>
60001.0000 Salaries & Wages	\$ 1,355,433	\$ 1,681,728	\$ 1,724,171	\$ 42,443
60006.0000 Overtime - Non-Safety	2,579	1,995	1,995	
60012.0000 Fringe Benefits	199,769	337,781	359,607	21,826
60012.1008 Fringe Benefits:Retiree Benefits	1,038	14,684	15,382	698
60012.1509 Fringe Benefits:Employer Paid PERS	122,560	139,062	166,826	27,764
60012.1528 Fringe Benefits:Workers Comp	40,929	59,823	48,282	(11,541)
60012.1531 Fringe Benefits:PERS UAL	300,833	314,983	240,490	(74,493)
60015.0000 Wellness Program Reimbursement	495	-	-	
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	19,534	24,385	25,000	615
60031.0000 Payroll Adjustments	21,309	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,068,984</b>	<b>2,578,929</b>	<b>2,586,241</b>	<b>7,312</b>
62085.0000 Other Professional Services	\$ 3,654	\$ 20,000	\$ 20,000	
62135.0000 Governmental Services	587,794	482,496	519,472	36,976
62170.0000 Private Contractual Services	124,288	108,592	117,193	8,601
62170.1011 Art in Public Places	52,763	20,000	20,000	
62300.0000 Special Dept Supplies	13,329	22,770	22,770	
62300.1018 Wellness	18,414	27,000	27,000	
62305.0000 Reimbursable Materials	-	7,200	7,200	
62310.0000 Office Supplies, Postage & Printing	16,683	12,770	12,770	
62455.0000 Equipment Rental	26,583	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	245,695	253,217	223,077	(30,140)
62520.0000 Public Information	31,696	40,564	40,564	
62655.0000 Burbank On Parade	-	22,000	22,000	
62700.0000 Memberships & Dues	4,018	1,730	1,730	
62710.0000 Travel	1,165	3,500	3,500	
62755.0000 Training	17,751	55,654	55,654	
62755.1001 Training:Mariposa Leadership	270	-	-	
62830.0000 Bank Service Charges	61,682	49,680	49,680	
62895.0000 Miscellaneous Expenses	231	400	10,400	10,000
<b>Materials, Supplies &amp; Services</b>	<b>1,235,437</b>	<b>1,207,857</b>	<b>1,233,294</b>	<b>25,437</b>
<b>Total Expenses</b>	<b>\$ 3,304,422</b>	<b>\$ 3,786,786</b>	<b>\$ 3,819,535</b>	<b>\$ 32,749</b>

# 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

Five Facility Attendant II positions were reallocated from PR31A to PR31C.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,700</b>	<b>3,950</b>	<b>1,700</b>	<b>(2,250)</b>
60001.0000 Salaries & Wages	\$ 142,150	\$ 198,992	\$ 120,835	\$ (78,157)
60006.0000 Overtime - Non-Safety	1,370	3,003	3,003	
60012.0000 Fringe Benefits	40,636	22,600	24,389	1,789
60012.1008 Fringe Benefits:Retiree Benefits	39	1,395	3,408	2,013
60012.1509 Fringe Benefits:Employer Paid PERS	13,769	9,219	11,137	1,918
60012.1528 Fringe Benefits:Workers Comp	1,066	2,797	1,228	(1,569)
60012.1531 Fringe Benefits:PERS UAL	33,185	26,635	29,445	2,810
60015.0000 Wellness Program Reimbursement	371	-	-	
60027.0000 Payroll Taxes Non-Safety	2,033	2,885	1,752	(1,133)
<b>Salaries &amp; Benefits</b>	<b>234,620</b>	<b>267,526</b>	<b>195,197</b>	<b>(72,329)</b>
62000.0000 Utilities	\$ 1,436,857	\$ 1,305,093	\$ 1,582,067	\$ 276,974
62165.0000 Special Recreation Contract Services	35,947	97,400	97,400	
62220.0000 Insurance	55,209	69,407	112,359	42,952
62300.0000 Special Dept Supplies	3,773	4,577	4,577	
62300.1011 Sp Dept Supplies:Military Banner	746	2,700	2,700	
62305.0000 Reimbursable Materials	274	2,020	2,020	
62310.0000 Office Supplies, Postage & Printing	615	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	39,359	39,359	40,080	721
62496.0000 Fund 537 Computer System Rental	20,987	22,765	34,823	12,058
62670.0000 WW II Commemoration	9,999	12,000	12,000	
<b>Materials, Supplies &amp; Services</b>	<b>1,603,767</b>	<b>1,556,321</b>	<b>1,889,026</b>	<b>332,705</b>
<b>Total Expenses</b>	<b>\$ 1,838,387</b>	<b>\$ 1,823,847</b>	<b>\$ 2,084,223</b>	<b>\$ 260,376</b>

# 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 (CIT).

#### CHANGES FROM PRIOR YEAR

As part of a Department reorganization, Recreation Coordinator and part-time Recreation Leader positions were upgraded to a Recreation Supervisor and a full-time Senior Recreation Leader.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,440</b>	<b>3,190</b>	<b>4,175</b>	<b>0,985</b>
60001.0000 Salaries & Wages	\$ 184,770	\$ 187,243	\$ 261,112	\$ 73,869
60006.0000 Overtime - Non-Safety	1,603	3,000	3,000	
60012.0000 Fringe Benefits	20,296	32,117	52,225	20,108
60012.1008 Fringe Benefits:Retiree Benefits	80	2,822	2,752	(70)
60012.1509 Fringe Benefits:Employer Paid PERS	18,105	11,257	20,322	9,065
60012.1528 Fringe Benefits:Workers Comp	2,145	2,739	2,504	(235)
60012.1531 Fringe Benefits:PERS UAL	53,039	51,723	39,481	(12,242)
60027.0000 Payroll Taxes Non-Safety	2,712	2,715	3,786	1,071
60031.0000 Payroll Adjustments	(121)	-	-	
<b>Salaries &amp; Benefits</b>	<b>282,630</b>	<b>293,616</b>	<b>385,182</b>	<b>91,566</b>
62000.0000 Utilities	\$ 96,349	\$ 54,403	\$ 95,789	\$ 41,386
62135.1013 Govt Svcs:Youth Leadership Program	7,154	7,000	7,000	
62165.0000 Special Recreation Contract Services	110,478	100,050	100,050	
62300.0000 Special Dept Supplies	13,360	10,420	10,420	
62305.0000 Reimbursable Materials	8,029	11,559	11,559	
62310.0000 Office Supplies, Postage & Printing	1,000	1,000	1,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	4,914	6,455	7,122	667
62496.0000 Fund 537 Computer System Rental	15,624	16,739	22,075	5,336
<b>Materials, Supplies &amp; Services</b>	<b>256,908</b>	<b>207,626</b>	<b>255,015</b>	<b>47,389</b>
<b>Total Expenses</b>	<b>\$ 539,538</b>	<b>\$ 501,242</b>	<b>\$ 640,197</b>	<b>\$ 138,955</b>

# 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 Department's annual Summer Camp Fair.
- 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

To meet the department's operational needs, five part-time Facility Attendant II positions were moved to PR31C from PR31A and an additional Facility Attendant II (.450 FTE) was added to the budget.

Funds in the amount of \$25,000 have been added to the Special Recreation Contract Services account to offset the financial subsidy provided to lower-income residents through the Burbank PASS program.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>12.789</b>	<b>13.543</b>	<b>16.243</b>	<b>2.700</b>
60001.0000 Salaries & Wages	\$ 350,033	\$ 568,296	\$ 675,569	\$ 107,273
60006.0000 Overtime - Non-Safety	1,012	924	924	
60012.0000 Fringe Benefits	19,703	59,756	67,465	7,709
60012.1008 Fringe Benefits:Retiree Benefits	329	10,491	11,684	1,193
60012.1509 Fringe Benefits:Employer Paid PERS	20,032	18,744	22,995	4,251
60012.1528 Fringe Benefits:Workers Comp	3,019	8,037	6,477	(1,560)
60012.1531 Fringe Benefits:PERS UAL	29,568	33,315	39,751	6,436
60015.0000 Wellness Program Reimbursement	169	-	-	
60027.0000 Payroll Taxes Non-Safety	5,269	8,240	9,796	1,556
60031.0000 Payroll Adjustments	1,237	-	-	
<b>Salaries &amp; Benefits</b>	<b>430,370</b>	<b>707,803</b>	<b>834,661</b>	<b>126,858</b>
62000.0000 Utilities	\$ 13,399	\$ 6,579	\$ 12,099	\$ 5,520
62165.0000 Special Recreation Contract Services	288,609	247,228	272,228	25,000
62300.0000 Special Dept Supplies	9,764	15,700	15,700	
62305.0000 Reimbursable Materials	-	50	50	
62310.0000 Office Supplies, Postage & Printing	1,976	1,700	1,700	
62485.0000 Fund 535 Communications Rental Rate	1,231	1,231	1,231	
62496.0000 Fund 537 Computer System Rental	113,078	108,214	118,402	10,188
<b>Materials, Supplies &amp; Services</b>	<b>428,057</b>	<b>380,702</b>	<b>421,410</b>	<b>40,708</b>
<b>Total Expenses</b>	<b>\$ 858,427</b>	<b>\$ 1,088,505</b>	<b>\$ 1,256,071</b>	<b>\$ 167,566</b>



# 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, and private rentals.

#### 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.
- Continue the Corporate Sponsorship Program.
- Enhance the 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>	
60001.0000 Salaries & Wages	\$ 153,717	\$ 130,477	\$ 125,949	\$ (4,528)
60006.0000 Overtime - Non-Safety	943	-	-	
60012.0000 Fringe Benefits	28,515	24,029	25,312	1,283
60012.1008 Fringe Benefits:Retiree Benefits	72	1,395	1,467	72
60012.1509 Fringe Benefits:Employer Paid PERS	14,894	9,925	11,159	1,234
60012.1528 Fringe Benefits:Workers Comp	1,426	2,199	1,389	(810)
60012.1531 Fringe Benefits:PERS UAL	27,243	32,316	33,170	854
60015.0000 Wellness Program Reimbursement	203	-	-	
60027.0000 Payroll Taxes Non-Safety	2,232	1,892	1,826	(66)
60031.0000 Payroll Adjustments	405	-	-	
<b>Salaries &amp; Benefits</b>	<b>229,650</b>	<b>202,233</b>	<b>200,272</b>	<b>(1,961)</b>
62085.0000 Other Professional Services	\$ 49,914	\$ 124,684	\$ 124,684	
62170.0000 Private Contractual Services	6,639	89,727	89,727	
62300.0000 Special Dept Supplies	16,514	29,291	29,291	
62300.1000 Special Dept Supplies:Fire Fighting	412	-	-	
62496.0000 Fund 537 Computer System Rental	8,443	8,020	9,246	1,226
62700.0000 Memberships & Dues	-	750	750	
62895.0000 Miscellaneous Expenses	-	4,000	4,000	
<b>Materials, Supplies &amp; Services</b>	<b>81,923</b>	<b>256,472</b>	<b>257,698</b>	<b>1,226</b>
<b>Total Expenses</b>	<b>\$ 311,573</b>	<b>\$ 458,705</b>	<b>\$ 457,970</b>	<b>\$ (735)</b>

# Recreation 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, outside camps, and scout groups.
- Coordinate the Haunted Adventure Halloween event.
- Enhance the use of the facility through private rentals and the Go Party! Program.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,318</b>	<b>3,318</b>	<b>3,318</b>	
60001.0000 Salaries & Wages	\$ 175,763	\$ 180,098	\$ 188,301	\$ 8,203
60006.0000 Overtime - Non-Safety	1,003	1,500	1,500	
60012.0000 Fringe Benefits	17,276	37,768	41,718	3,950
60012.1008 Fringe Benefits:Retiree Benefits	77	2,722	2,863	141
60012.1509 Fringe Benefits:Employer Paid PERS	14,869	13,425	16,571	3,146
60012.1528 Fringe Benefits:Workers Comp	2,170	3,206	2,104	(1,102)
60012.1531 Fringe Benefits:PERS UAL	26,144	36,611	26,335	(10,276)
60015.0000 Wellness Program Reimbursement	158	-	-	
60027.0000 Payroll Taxes Non-Safety	2,608	2,611	2,730	119
<b>Salaries &amp; Benefits</b>	<b>240,068</b>	<b>277,941</b>	<b>282,122</b>	<b>4,181</b>
62000.0000 Utilities	\$ 18,015	\$ 22,015	\$ 22,015	
62085.0000 Other Professional Services	1,524	600	600	
62165.0000 Special Recreation Contract Services	-	13,000	13,000	
62300.0000 Special Dept Supplies	5,366	8,867	8,867	
62305.0000 Reimbursable Materials	4,228	3,900	3,900	
62310.0000 Office Supplies, Postage & Printing	719	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	14,571	17,254	20,434	3,180
62685.0000 Holiday Decorations - City	1,254	1,400	1,400	
<b>Materials, Supplies &amp; Services</b>	<b>45,676</b>	<b>68,036</b>	<b>71,216</b>	<b>3,180</b>
<b>Total Expenses</b>	<b>\$ 285,744</b>	<b>\$ 345,977</b>	<b>\$ 353,338</b>	<b>\$ 7,361</b>

# Recreation 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 opportunities.

#### OBJECTIVES

- Provide administrative support for FSA to provide youth counseling services throughout the BUSD.
- Provide administrative support for BGC to provide a middle-school afterschool program.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62135.1002 Govt Svcs:Counseling	\$ 245,000	\$ -	\$ -	
62135.1010 Govt Svcs:Middle School Drop-In	25,000	-	-	
62496.0000 Fund 537 Computer System Rental	3,053	3,787	4,188	401
62895.0000 Miscellaneous Expenses	-	829	829	
62970.0000 Holding	-	270,000	270,000	
<b>Materials, Supplies &amp; Services</b>	<b>273,053</b>	<b>274,616</b>	<b>275,017</b>	<b>401</b>
<b>Total Expenses</b>	<b>\$ 273,053</b>	<b>\$ 274,616</b>	<b>\$ 275,017</b>	<b>\$ 401</b>

# Recreation Services Division

## Ovrom Park Program

### 001.PR31H



The Ovrom Park Program provides recreation programs, instructional classes, summer camps, 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.
- Monitor the use of the facility by permit users.
- Coordinate the specialty day camps for children ages 5-14 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>	
60001.0000 Salaries & Wages	\$ 70,179	\$ 158,116	\$ 169,543	\$ 11,427
60006.0000 Overtime - Non-Safety	577	1,500	1,500	
60012.0000 Fringe Benefits	9,340	28,671	31,352	2,681
60012.1008 Fringe Benefits:Retiree Benefits	67	2,338	2,459	121
60012.1509 Fringe Benefits:Employer Paid PERS	5,564	10,103	12,865	2,762
60012.1528 Fringe Benefits:Workers Comp	2,289	3,150	2,065	(1,085)
60012.1531 Fringe Benefits:PERS UAL	30,022	31,701	11,222	(20,479)
60015.0000 Wellness Program Reimbursement	158	-	-	
60027.0000 Payroll Taxes Non-Safety	988	2,293	2,458	165
60031.0000 Payroll Adjustments	132	-	-	
<b>Salaries &amp; Benefits</b>	<b>119,315</b>	<b>237,872</b>	<b>233,464</b>	<b>(4,408)</b>
62000.0000 Utilities	\$ 33,137	\$ 32,071	\$ 37,100	\$ 5,029
62165.0000 Special Recreates Contract Services	38,958	70,750	70,750	
62300.0000 Special Dept Supplies	9,394	8,000	8,000	
62305.0000 Reimbursable Materials	93	1,000	1,000	
62310.0000 Office Supplies, Postage & Printing	3,512	1,800	1,800	
62496.0000 Fund 537 Computer System Rental	16,159	18,322	21,401	3,079
62685.0000 Holiday Decorations - City	1,786	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>103,040</b>	<b>133,943</b>	<b>142,051</b>	<b>8,108</b>
<b>Total Expenses</b>	<b>\$ 222,355</b>	<b>\$ 371,815</b>	<b>\$ 375,515</b>	<b>\$ 3,700</b>

# 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 service 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.

#### CHANGES FROM PRIOR YEAR

An additional \$12,500 was added to the Private Contractual Services account for day camp field trips.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>21,735</b>	<b>21,485</b>	<b>21,485</b>	
60001.0000 Salaries & Wages	\$ 852,185	\$ 898,818	\$ 937,109	\$ 38,291
60006.0000 Overtime - Non-Safety	2,722	12,192	12,192	
60012.0000 Fringe Benefits	71,776	74,221	86,534	12,313
60012.1008 Fringe Benefits:Retiree Benefits	506	17,830	18,536	706
60012.1509 Fringe Benefits:Employer Paid PERS	53,256	29,868	36,811	6,943
60012.1528 Fringe Benefits:Workers Comp	26,933	30,461	17,475	(12,986)
60012.1531 Fringe Benefits:PERS UAL	104,332	108,214	106,629	(1,585)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	12,555	13,033	13,588	555
60031.0000 Payroll Adjustments	1,785	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,126,545</b>	<b>1,184,637</b>	<b>1,228,874</b>	<b>44,237</b>
62165.0000 Special Recreation Contract Services	\$ 29,820	\$ 45,898	\$ 45,898	
62170.0000 Private Contractual Services	30,181	30,451	42,951	12,500
62300.0000 Special Dept Supplies	26,121	43,600	43,600	
62305.0000 Reimbursable Materials	36,201	40,004	40,004	
62310.0000 Office Supplies, Postage & Printing	4	3,250	3,250	
62475.0000 Fund 532 Vehicle Equip Rental Rate	5,997	10,051	10,176	125
62496.0000 Fund 537 Computer System Rental	75,355	75,364	90,460	15,096
62700.0000 Memberships & Dues	750	1,000	1,000	
62895.0000 Miscellaneous Expenses	78	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>204,507</b>	<b>251,618</b>	<b>279,339</b>	<b>27,721</b>
<b>Total Expenses</b>	<b>\$ 1,331,052</b>	<b>\$ 1,436,255</b>	<b>\$ 1,508,213</b>	<b>\$ 71,958</b>



# 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.

#### CHANGES FROM PRIOR YEAR

A Senior Clerk was upgraded to a Principal Clerk. To meet the Department's operational needs with the Adult Soccer League (League), a Facility Attendant II position (.450 FTE) was added to the budget. One Recreation Leader position was increased from .200 FTE to .235 FTE, and another was decreased from .350 FTE to .269 FTE. Two Recreation Leader positions were added at .250 FTE each. Additionally, a Senior Recreation Leader was upgraded to a Recreation Coordinator.

An additional \$258,501 was added to the Special Recreation Contract Services Supplies account to support League officials and pay for instructional services.

Funds in the amount of \$28,800 was added to the Special Department Supplies account to support League equipment, the Park and Play mobile recreation program, and to host an Adaptive Sports Day aimed at increasing inclusiveness and awareness of people living with disabilities in the community.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>10,379</b>	<b>11,781</b>	<b>12,785</b>	<b>1,004</b>
60001.0000 Salaries & Wages	\$ 885,683	\$ 714,233	\$ 781,219	\$ 66,986
60006.0000 Overtime - Non-Safety	2,144	7,854	7,854	
60012.0000 Fringe Benefits	140,655	91,058	101,134	10,076
60012.1008 Fringe Benefits:Retiree Benefits	288	8,514	10,164	1,650
60012.1509 Fringe Benefits:Employer Paid PERS	81,007	33,339	41,573	8,234
60012.1528 Fringe Benefits:Workers Comp	7,620	12,156	8,347	(3,809)
60012.1531 Fringe Benefits:PERS UAL	100,164	128,026	164,212	36,186
60015.0000 Wellness Program Reimbursement	829	-	-	
60027.0000 Payroll Taxes Non-Safety	12,888	10,356	11,328	972
60031.0000 Payroll Adjustments	2,091	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,233,370</b>	<b>1,005,536</b>	<b>1,125,831</b>	<b>120,295</b>
62085.0000 Other Professional Services	\$ 5,219	\$ 11,000	\$ 11,000	
62165.0000 Special Recreation Contract Services	498,154	388,709	647,210	258,501
62300.0000 Special Dept Supplies	6,567	6,285	35,085	28,800
62305.0000 Reimbursable Materials	1,847	2,250	2,250	
62310.0000 Office Supplies, Postage & Printing	4,875	6,200	6,200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	18,625	20,870	26,795	5,925
62496.0000 Fund 537 Computer System Rental	49,345	53,609	64,887	11,278
62700.0000 Memberships & Dues	800	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>585,430</b>	<b>488,923</b>	<b>793,427</b>	<b>304,504</b>
<b>Total Expenses</b>	<b>\$ 1,818,800</b>	<b>\$ 1,494,459</b>	<b>\$ 1,919,258</b>	<b>\$ 424,799</b>

# 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, synchronized swim team, and youth swim teams.
- Conduct various special events for aquatic patrons including Polar Plunge, Rock-a-Hula, Summer Kickoff, 4th of July Celebration, Splashtastic, and Floating Pumpkin Patch.
- Provide pool party rental opportunities through the Go! Party Program during the spring, summer, and fall seasons.

#### CHANGES FROM PRIOR YEAR

To support the BUSD's use of City pools through the Memorandum of Understanding (MOU) for cooperative use of pools, two Lifeguard positions were each increased from .020 FTE to .200 FTE. Additionally, the Aquatic Program Coordinator position was upgraded to Recreation Supervisor.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>16.360</b>	<b>14.870</b>	<b>15.230</b>	<b>0.360</b>
60001.0000 Salaries & Wages	\$ 531,433	\$ 641,669	\$ 707,307	\$ 65,638
60006.0000 Overtime - Non-Safety	17,408	9,386	9,386	
60012.0000 Fringe Benefits	48,313	69,255	76,943	7,688
60012.1008 Fringe Benefits:Retiree Benefits	427	13,421	12,829	(592)
60012.1509 Fringe Benefits:Employer Paid PERS	28,924	22,492	29,384	6,892
60012.1528 Fringe Benefits:Workers Comp	3,852	7,893	6,224	(1,669)
60012.1531 Fringe Benefits:PERS UAL	86,909	75,784	60,035	(15,749)
60015.0000 Wellness Program Reimbursement	37	-	-	
60027.0000 Payroll Taxes Non-Safety	8,418	9,304	10,256	952
60031.0000 Payroll Adjustments	11,602	-	-	
<b>Salaries &amp; Benefits</b>	<b>737,324</b>	<b>849,204</b>	<b>912,364</b>	<b>63,160</b>
62165.0000 Special Recreation Contract Services	\$ 25,832	\$ 36,000	\$ 36,000	
62170.0000 Private Contractual Services	25,384	10,000	10,000	
62300.0000 Special Dept Supplies	23,240	29,800	29,800	
62305.0000 Reimbursable Materials	2,042	1,980	1,980	
62310.0000 Office Supplies, Postage & Printing	2,532	2,390	2,390	
62496.0000 Fund 537 Computer System Rental	63,601	68,094	72,613	4,519
<b>Materials, Supplies &amp; Services</b>	<b>142,633</b>	<b>148,264</b>	<b>152,783</b>	<b>4,519</b>
<b>Total Expenses</b>	<b>\$ 879,957</b>	<b>\$ 997,468</b>	<b>\$ 1,065,147</b>	<b>\$ 67,679</b>

# 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 5½-11 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

Art in Public Places one-time restrictive funding in the amount of \$11,250 has been added to the special departmental supplies account to pay for Phase 7 of the Burbank Arts Utility Box Beautification Program that will commission artists to paint a total of nine new utility boxes. Since its inception, a total of 60 utility boxes have been painted. An additional \$2,886 was added to the Reimbursable Materials account for increased clay costs.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4,260</b>	<b>4,260</b>	<b>4,260</b>	
60001.0000 Salaries & Wages	\$ 243,800	\$ 274,937	\$ 270,693	\$ (4,244)
60006.0000 Overtime - Non-Safety	288	1,386	1,386	
60012.0000 Fringe Benefits	48,888	53,424	59,251	5,827
60012.1008 Fringe Benefits:Retiree Benefits	132	3,495	3,675	180
60012.1509 Fringe Benefits:Employer Paid PERS	23,717	20,476	23,499	3,023
60012.1528 Fringe Benefits:Workers Comp	2,844	4,516	2,907	(1,609)
60012.1531 Fringe Benefits:PERS UAL	45,428	51,991	54,302	2,311
60015.0000 Wellness Program Reimbursement	203	-	-	
60027.0000 Payroll Taxes Non-Safety	3,441	3,987	3,925	(62)
60031.0000 Payroll Adjustments	250	-	-	
<b>Salaries &amp; Benefits</b>	<b>368,991</b>	<b>414,212</b>	<b>419,638</b>	<b>5,426</b>
62085.0000 Other Professional Services	\$ 3,896	\$ 2,850	\$ 14,100	11,250
62165.0000 Special Recreation Contract Services	64,274	70,120	70,120	
62300.0000 Special Dept Supplies	11,026	10,854	10,854	
62300.1014 Sp Dept Supplies:Cultural Arts Items	11,257	17,000	5,000	(12,000)
62305.0000 Reimbursable Materials	11,000	11,000	13,886	2,886
62310.0000 Office Supplies, Postage & Printing	2,188	3,000	3,000	
62435.0000 General Equipment Maint & Repair	-	2,693	2,693	
62496.0000 Fund 537 Computer System Rental	20,937	23,088	27,365	4,277
62660.0000 Performing Arts Grant Program	-	100,000	100,000	
62700.0000 Memberships & Dues	630	-	-	
62805.0000 Purchased Power:	30	-	-	
62895.0000 Miscellaneous Expenses	612	658	658	
<b>Materials, Supplies &amp; Services</b>	<b>125,850</b>	<b>241,263</b>	<b>247,676</b>	<b>6,413</b>
<b>Total Expenses</b>	<b>\$ 494,841</b>	<b>\$ 655,475</b>	<b>\$ 667,314</b>	<b>\$ 11,839</b>

# 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 the Mayor's Tree Lighting Ceremony.

#### CHANGES FROM PRIOR YEAR

An additional \$3,500 was added to the Independence Day Celebration account for the Independence Day Celebration event.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.050</b>	<b>0.050</b>	<b>0.050</b>	
60001.0000 Salaries & Wages	\$ 5,953	\$ 5,930	\$ 5,930	
60006.0000 Overtime - Non-Safety	-	2,185	2,185	
60012.0000 Fringe Benefits	1,173	1,019	1,103	84
60012.1008 Fringe Benefits:Retiree Benefits	6	41	43	2
60012.1509 Fringe Benefits:Employer Paid PERS	550	495	580	85
60012.1528 Fringe Benefits:Workers Comp	35	73	52	(21)
60012.1531 Fringe Benefits:PERS UAL	957	939	1,036	97
60027.0000 Payroll Taxes Non-Safety	83	86	86	
<b>Salaries &amp; Benefits</b>	<b>8,756</b>	<b>10,768</b>	<b>11,015</b>	<b>247</b>
62300.0000 Special Dept Supplies	\$ 13,296	\$ 16,516	\$ 16,516	
62305.0000 Reimbursable Materials	2,050	2,135	2,135	
62496.0000 Fund 537 Computer System Rental	11,051	14,528	16,228	1,700
62680.0000 Independence Day Celebration	29,000	33,500	37,000	3,500
62685.0000 Holiday Decorations - City	7,020	6,848	6,848	
62895.0000 Miscellaneous Expenses	1,000	1,000	1,000	
<b>Materials, Supplies &amp; Services</b>	<b>63,418</b>	<b>74,527</b>	<b>79,727</b>	<b>5,200</b>
<b>Total Expenses</b>	<b>\$ 72,174</b>	<b>\$ 85,295</b>	<b>\$ 90,742</b>	<b>\$ 5,447</b>

# Recreation Services Division

## Athletic Leagues

### 001.PR32F



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

#### CHANGES FROM PRIOR YEAR

An additional \$40,000 was added to the Building Grounds Maintenance and Repair account for ballfield maintenance and repair.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 19,805	\$ 17,500	\$ 17,500	
62300.0000 Special Dept Supplies	55,256	47,600	47,600	
62305.0000 Reimbursable Materials	99,108	92,600	92,600	
62450.0000 Building Grounds Maint & Repair	14,041	10,000	50,000	40,000
62475.0000 Fund 532 Vehicle Equip Rental Rate	6,317	9,482	9,804	322
62496.0000 Fund 537 Computer System Rental	4,978	5,774	6,389	615
62700.0000 Memberships & Dues	596	800	800	
<b>Materials, Supplies &amp; Services</b>	<b>200,100</b>	<b>183,756</b>	<b>224,693</b>	<b>40,937</b>
<b>Total Expenses</b>	<b>\$ 200,100</b>	<b>\$ 183,756</b>	<b>\$ 224,693</b>	<b>\$ 40,937</b>



# Community Services Division

## Burbank Volunteer Programs



### 001.PR41A

The Burbank Volunteer Program (BVP) provides 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	
60001.0000 Salaries & Wages	\$ 23,491	\$ 79,524	\$ 80,429	\$ 905
60006.0000 Overtime - Non-Safety	-	177	177	
60012.0000 Fringe Benefits	1,973	22,352	24,155	1,803
60012.1008 Fringe Benefits:Retiree Benefits	35	1,231	1,294	63
60012.1509 Fringe Benefits:Employer Paid PERS	2,106	6,632	7,866	1,234
60012.1528 Fringe Benefits:Workers Comp	1,396	1,916	1,109	(807)
60012.1531 Fringe Benefits:PERS UAL	11,530	14,996	5,183	(9,813)
60027.0000 Payroll Taxes Non-Safety	330	1,153	1,166	13
<b>Salaries &amp; Benefits</b>	<b>40,861</b>	<b>127,981</b>	<b>121,379</b>	<b>(6,602)</b>
62085.0000 Other Professional Services	\$ 4,975	\$ 18,500	\$ 12,000	\$ (6,500)
62170.0000 Private Contractual Services	-	1,000	1,000	
62220.0000 Insurance	31,567	43,978	102,602	58,624
62300.0000 Special Dept Supplies	7,760	7,970	7,970	
62310.0000 Office Supplies, Postage & Printing	1,795	2,907	2,907	
62485.0000 Fund 535 Communications Rental Rate	25,262	25,262	25,262	
62496.0000 Fund 537 Computer System Rental	6,415	6,758	8,046	1,288
<b>Materials, Supplies &amp; Services</b>	<b>77,773</b>	<b>106,375</b>	<b>159,787</b>	<b>53,412</b>
<b>Total Expenses</b>	<b>\$ 118,634</b>	<b>\$ 234,356</b>	<b>\$ 281,166</b>	<b>\$ 46,810</b>

# 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 over the age of 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 United States Department of Agriculture (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.

#### CHANGES FROM PRIOR YEAR

Reallocated \$20,000 from the Special Department Supplies to the General Equipment Maintenance and Repair account to cover increased maintenance costs for an additional dishwashing machine at the McCambridge Recreation Center.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62300.0000 Special Dept Supplies	\$ 453,431	\$ 308,084	\$ 288,084	\$ (20,000)
62310.0000 Office Supplies, Postage & Printing	2,143	1,000	1,000	
62435.0000 General Equipment Maint & Repair	3,725	5,467	25,467	20,000
62475.0000 Fund 532 Vehicle Equip Rental Rate	19,206	18,928	37,066	18,138
62496.0000 Fund 537 Computer System Rental	56,034	5,647	6,187	540
62700.0000 Memberships & Dues	-	160	160	
62895.0000 Miscellaneous Expenses	1,273	1,085	1,085	
<b>Materials, Supplies &amp; Services</b>	<b>535,811</b>	<b>340,371</b>	<b>359,049</b>	<b>18,678</b>
<b>Total Expenses</b>	<b>\$ 535,811</b>	<b>\$ 340,371</b>	<b>\$ 359,049</b>	<b>\$ 18,678</b>

# Community Services Division

## Congregate Meals

### 001.PR42B



#### CHANGES FROM PRIOR YEAR

The Senior Clerk position that was split between cost centers PR42B and PR42C was upgraded to a Principal Clerk and is now allocated in PR42B. The Senior Food Services Aide FTE was reduced from .700 FTE to .628 FTE.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>8.488</b>	<b>8.435</b>	<b>8.899</b>	<b>0.464</b>
60001.0000 Salaries & Wages	\$ 370,135	\$ 487,901	\$ 533,923	\$ 46,022
60006.0000 Overtime - Non-Safety	241	766	766	
60012.0000 Fringe Benefits	69,983	102,232	123,978	21,746
60012.1008 Fringe Benefits:Retiree Benefits	198	6,963	7,277	314
60012.1509 Fringe Benefits:Employer Paid PERS	35,661	38,582	49,666	11,084
60012.1528 Fringe Benefits:Workers Comp	16,361	25,225	18,026	(7,199)
60012.1531 Fringe Benefits:PERS UAL	91,040	81,060	79,886	(1,174)
60015.0000 Wellness Program Reimbursement	963	-	-	
60027.0000 Payroll Taxes Non-Safety	5,255	7,075	7,742	667
<b>Salaries &amp; Benefits</b>	<b>589,837</b>	<b>749,804</b>	<b>821,264</b>	<b>71,460</b>
<b>Total Expenses</b>	<b>\$ 589,837</b>	<b>\$ 749,804</b>	<b>\$ 821,264</b>	<b>\$ 71,460</b>

## Home Delivery

### 001.PR42C

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6.348</b>	<b>5.795</b>	<b>5.259</b>	<b>(0.536)</b>
60001.0000 Salaries & Wages	\$ 295,888	\$ 297,061	\$ 257,375	\$ (39,686)
60006.0000 Overtime - Non-Safety	193	-	-	
60012.0000 Fringe Benefits	55,945	79,931	76,347	(3,584)
60012.1008 Fringe Benefits:Retiree Benefits	148	5,207	5,000	(207)
60012.1509 Fringe Benefits:Employer Paid PERS	28,507	23,963	24,191	228
60012.1528 Fringe Benefits:Workers Comp	15,598	23,396	14,040	(9,356)
60012.1531 Fringe Benefits:PERS UAL	63,572	72,510	54,005	(18,505)
60015.0000 Wellness Program Reimbursement	770	-	-	
60027.0000 Payroll Taxes Non-Safety	4,201	4,307	3,732	(575)
<b>Salaries &amp; Benefits</b>	<b>464,822</b>	<b>506,375</b>	<b>434,690</b>	<b>(71,685)</b>
<b>Total Expenses</b>	<b>\$ 464,822</b>	<b>\$ 506,375</b>	<b>\$ 434,690</b>	<b>\$ (71,685)</b>

# 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 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62300.0000 Special Dept Supplies	\$ -	\$ 1,028	\$ 1,028	
62310.0000 Office Supplies, Postage & Printing	-	300	300	
62496.0000 Fund 537 Computer System Rental	1,334	1,792	1,991	199
62895.0000 Miscellaneous Expenses	-	150	150	
<b>Materials, Supplies &amp; Services</b>	<b>1,334</b>	<b>3,270</b>	<b>3,469</b>	<b>199</b>
<b>Total Expenses</b>	<b>\$ 1,334</b>	<b>\$ 3,270</b>	<b>\$ 3,469</b>	<b>\$ 199</b>

# Community Services Division

## Senior Recreation Program

### 001.PR45A



The Senior Recreation Program plans and provides a variety of recreation programs geared for adults ages 55 and older. This program is housed at both the Joslyn Adult Center and Tuttle Center, and 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,071</b>	<b>5,071</b>	<b>5,071</b>	
60001.0000 Salaries & Wages	\$ 279,715	\$ 295,094	\$ 299,132	\$ 4,038
60006.0000 Overtime - Non-Safety	316	176	176	
60012.0000 Fringe Benefits	41,895	67,739	74,840	7,101
60012.1008 Fringe Benefits:Retiree Benefits	141	4,160	4,375	215
60012.1509 Fringe Benefits:Employer Paid PERS	27,565	23,813	28,288	4,475
60012.1528 Fringe Benefits:Workers Comp	4,277	5,935	3,669	(2,266)
60012.1531 Fringe Benefits:PERS UAL	45,477	66,348	53,571	(12,777)
60015.0000 Wellness Program Reimbursement	563	-	-	
60027.0000 Payroll Taxes Non-Safety	4,032	4,279	4,337	58
60031.0000 Payroll Adjustments	1,147	-	-	
<b>Salaries &amp; Benefits</b>	<b>405,129</b>	<b>467,544</b>	<b>468,388</b>	<b>844</b>
62000.0000 Utilities	\$ 69,563	\$ 66,956	\$ 77,305	\$ 10,349
62165.0000 Special Recreation Contract Services	1,054	14,000	14,000	
62300.0000 Special Dept Supplies	8,003	12,043	12,043	
62305.0000 Reimbursable Materials	-	60,000	60,000	
62310.0000 Office Supplies, Postage & Printing	2,729	3,200	3,200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,279	2,476	5,840	3,364
62496.0000 Fund 537 Computer System Rental	60,060	73,224	78,669	5,445
62685.0000 Holiday Decorations - City	-	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>149,688</b>	<b>233,899</b>	<b>253,057</b>	<b>19,158</b>
<b>Total Expenses</b>	<b>\$ 554,817</b>	<b>\$ 701,443</b>	<b>\$ 721,445</b>	<b>\$ 20,002</b>



# 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. It 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	-	<b>0.500</b>	<b>0.500</b>	
60001.0000 Salaries & Wages	\$ -	\$ 40,130	\$ 41,117	987
60012.0000 Fringe Benefits	-	16,275	8,864	(7,411)
60012.1008 Fringe Benefits:Retiree Benefits	-	-	431	431
60012.1509 Fringe Benefits:Employer Paid PERS	-	3,347	4,021	674
60012.1528 Fringe Benefits:Workers Comp	-	494	362	(132)
60027.0000 Payroll Taxes Non-Safety	-	582	596	14
<b>Salaries &amp; Benefits</b>	-	<b>60,828</b>	<b>55,391</b>	<b>(5,437)</b>
62310.0000 Office Supplies, Postage & Printing	\$ -	\$ 100	\$ 100	
62496.0000 Fund 537 Computer System Rental	12,146	16,165	19,989	3,824
<b>Materials, Supplies &amp; Services</b>	<b>12,146</b>	<b>16,265</b>	<b>20,089</b>	<b>3,824</b>
<b>Total Expenses</b>	<b>\$ 12,146</b>	<b>\$ 77,093</b>	<b>\$ 75,480</b>	<b>\$ (1,613)</b>

# Community Services Division

## Animal Shelter

### 001.PR47A



The Animal Shelter is part of the Community 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 Parks and Recreation Department's 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.
- 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.
- Provide a broader presence in parks to assist with education and enforcement of pertinent laws.

#### CHANGES FROM PRIOR YEAR

An additional one-time funding of \$34,864 was added to the Overtime-Non-Safety account to address operational and community needs. A \$4,000 contribution to the Information Technology Fund (Fund 537) was added for a contract with Data Ticket to provide Administrative Citation support through a web-based system.

# Community Services Division

## Animal Shelter

### 001.PR47A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	-	<b>15,500</b>	<b>15,500</b>	
60001.0000 Salaries & Wages	\$ 19,765	\$ 981,433	\$ 1,127,458	\$ 146,025
60006.0000 Overtime - Non-Safety	1,813	45,136	80,000	34,864
60012.0000 Fringe Benefits	4,285	264,038	280,499	16,461
60012.1008 Fringe Benefits:Retiree Benefits	-	10,254	13,373	3,119
60012.1509 Fringe Benefits:Employer Paid PERS	1,871	81,852	110,265	28,413
60012.1528 Fringe Benefits:Workers Comp	-	15,196	12,566	(2,630)
60012.1531 Fringe Benefits:PERS UAL	-	171,031	164,507	(6,524)
60015.0000 Wellness Program Reimbursement	540	-	-	
60016.1528 Fringe Safety: Workers Comp	-	74,291	83,463	9,172
60027.0000 Payroll Taxes Non-Safety	306	14,231	16,348	2,117
<b>Salaries &amp; Benefits</b>	<b>28,578</b>	<b>1,657,462</b>	<b>1,888,479</b>	<b>231,017</b>
62000.0000 Utilities	\$ -	\$ 73,987	\$ 78,575	\$ 4,588
62085.0000 Other Professional Services	-	14,000	14,000	
62170.0000 Private Contractual Services	-	16,000	16,000	
62300.0000 Special Dept Supplies	589	207,125	125,125	(82,000)
62310.0000 Office Supplies, Postage & Printing	-	18,500	18,500	
62405.0000 Uniforms & Tools	-	8,000	8,000	
62420.0000 Books & Periodicals	-	200	200	
62435.0000 General Equipment Maint & Repair	-	500	500	
62455.0000 Equipment Rental	-	1,900	1,900	
62470.0000 Fund 533 Office Equip Rental Rate	-	2,852	2,852	
62475.0000 Fund 532 Vehicle Equip Rental Rate	-	35,192	12,943	(22,249)
62485.0000 Fund 535 Communications Rental Rate	-	28,067	30,742	2,675
62496.0000 Fund 537 Computer System Rental	-	107,295	142,597	35,302
62700.0000 Memberships & Dues	-	425	425	
62710.0000 Travel	-	450	450	
62755.0000 Training	-	2,500	2,500	
<b>Materials, Supplies &amp; Services</b>	<b>589</b>	<b>516,993</b>	<b>455,309</b>	<b>(61,684)</b>
70023.0532 Capital Contribution:Fund 532	\$ -	\$ 40,000	\$ -	\$ (40,000)
70023.0537 Capital Contribution:Fund 537	-	-	4,000	4,000
<b>Capital Expenses</b>	<b>-</b>	<b>40,000</b>	<b>4,000</b>	<b>36,000</b>
<b>Total Expenses</b>	<b>\$ 29,167</b>	<b>\$ 2,214,455</b>	<b>\$ 2,347,788</b>	<b>\$ 133,333</b>

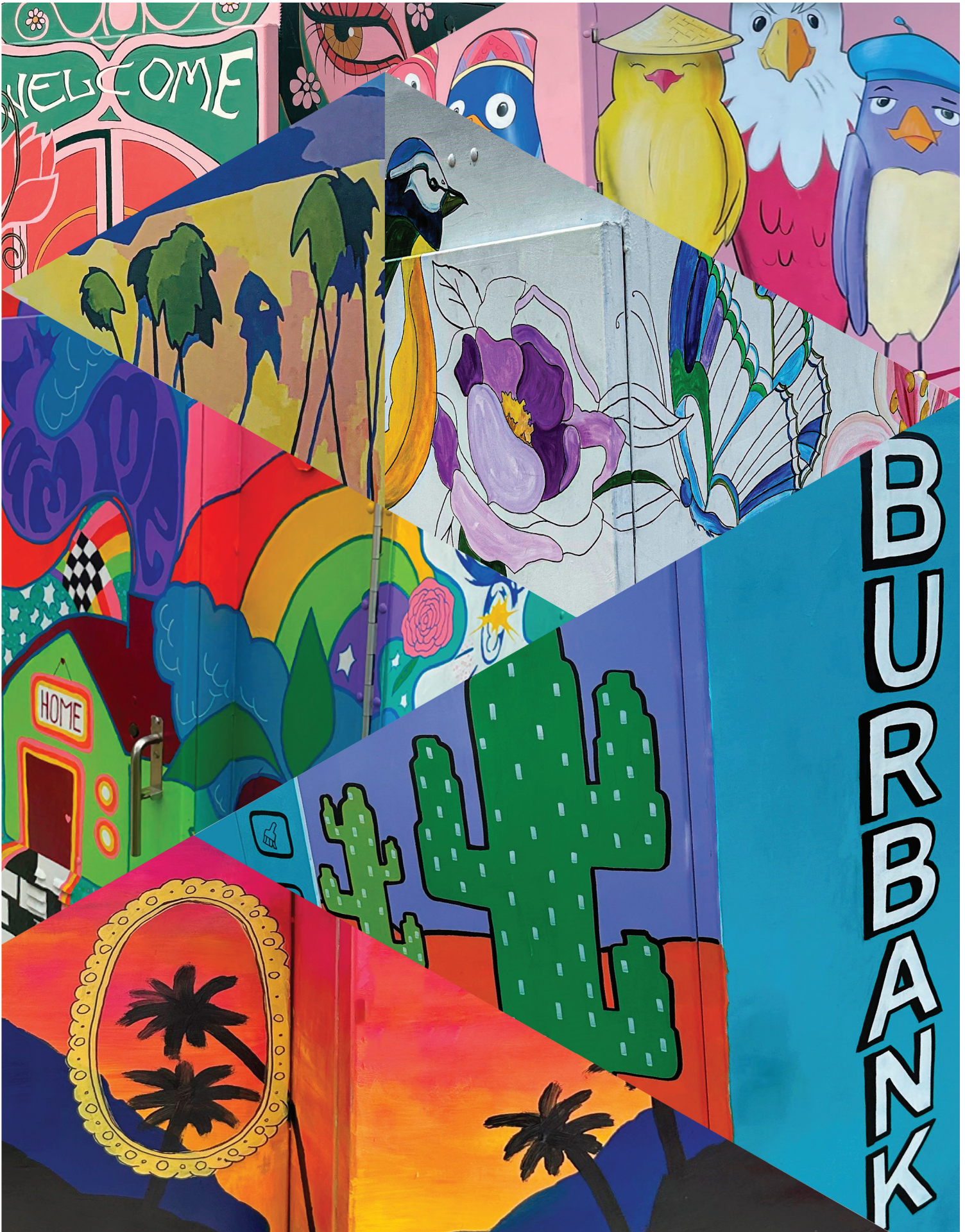
# PARKS and RECREATION

## Authorized Positions



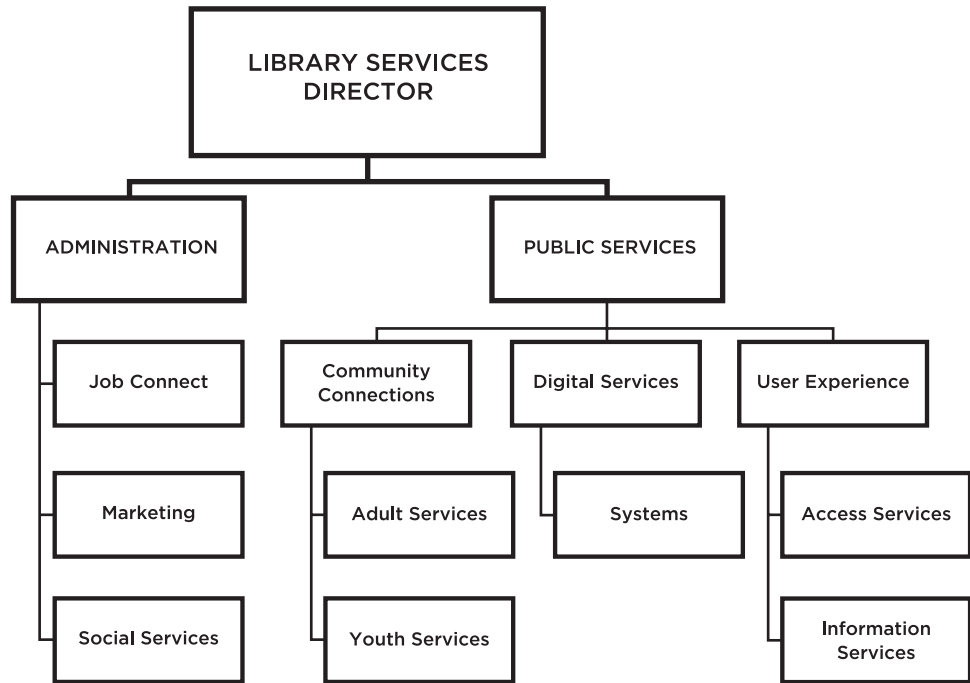
CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	3.000	3.000	2.000	-1.000
ADM ANALYST II (M)	2.000	4.000	3.000	-1.000
ADM OFCR	1.000	1.000	0.000	-1.000
ANIMAL CTRL OFCR	0.000	5.000	5.000	
ANIMAL SHELTER SUPT	0.000	1.000	1.000	
AQUATIC PROG CORD	1.000	1.000	0.000	-1.000
AST PRCS DIR	1.000	1.000	4.000	3.000
CLERICAL WKR	1.000	0.329	0.455	0.126
DEP DIR-PRCS	1.000	1.000	0.000	-1.000
EXEC AST	1.000	1.000	1.000	
FACILITY ATTENDANT II	9.900	11.656	12.556	0.900
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	
GRAPHICS MEDIA DESIGNER	0.000	0.000	1.000	1.000
GROUNDSKEEPER	14.000	14.000	14.000	
GROUNDSKEEPER HELPER	6.000	6.000	6.000	
INTERMEDIATE CLK	2.000	3.000	3.000	
IRRIG SPEC	1.000	1.000	1.000	
KENNEL ATTENDANT	0.000	3.000	3.000	
LANDSCAPE AND FORESTRY SRVS SUPT	1.000	1.000	0.000	-1.000
LANDSCAPE SRVS SUPV	2.000	2.000	2.000	
LIFEGUARD	4.711	4.711	5.071	0.360
LIFEGUARD-INSTRUCTOR	5.375	5.375	5.375	
LOCKER RM ATTENDANT	1.490	0.000	0.000	
PRCS DIR	1.000	1.000	1.000	
PRIN CLK	0.000	1.000	3.000	2.000
PROG SPECIALIST	1.333	1.333	1.333	
REC CORD	7.000	6.000	5.000	-1.000
REC LDR	17.065	19.115	20.554	1.439
REC SRVS MGR	4.000	4.000	3.000	-1.000
REC SUPV	7.000	7.000	9.000	2.000
SOC SRVS CORD	3.045	2.940	2.940	
SOC SRVS PROG SUPV-NUTR	0.000	1.000	1.000	
SOC SRVS SUPV	0.500	0.500	0.500	
SPECIAL PROJ CREW LDR	0.500	0.500	0.500	
SR ADM ANALYST (M)	1.000	1.000	3.000	2.000
SR ANIMAL CTRL OFCR	0.000	1.000	1.000	
SR CLK	4.000	4.000	2.000	-2.000
SR FOOD SRVS AIDE	2.700	2.700	2.628	-0.072
SR GROUNDSKEEPER	5.000	5.000	5.000	
SR LIFEGUARD	2.284	2.284	2.284	
SR REC LDR	10.090	9.190	9.290	0.100
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	
VETERINARIAN	0.000	1.000	1.000	
VETERINARY TECH	0.000	1.500	1.500	
WK TRAINEE I	19.694	19.794	19.794	
<b>TOTAL STAFF YEARS</b>	<b>166.887</b>	<b>184.127</b>	<b>186.980</b>	<b>2.853</b>







# 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 more than 1 million 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 750,000 people annually. Flagship programs include:

- 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.
- Job Connect, which offers assistance and technology access to job seekers.
- Adult Literacy Services, which provides one-on-one tutoring to adults who read below an 8th-grade level.
- 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:

- We will facilitate learning and discovery.
- We will provide pathways for opportunity and achievement.
- We will expand access.
- We will help make our community work for all.
- We will develop ourselves and our spaces.

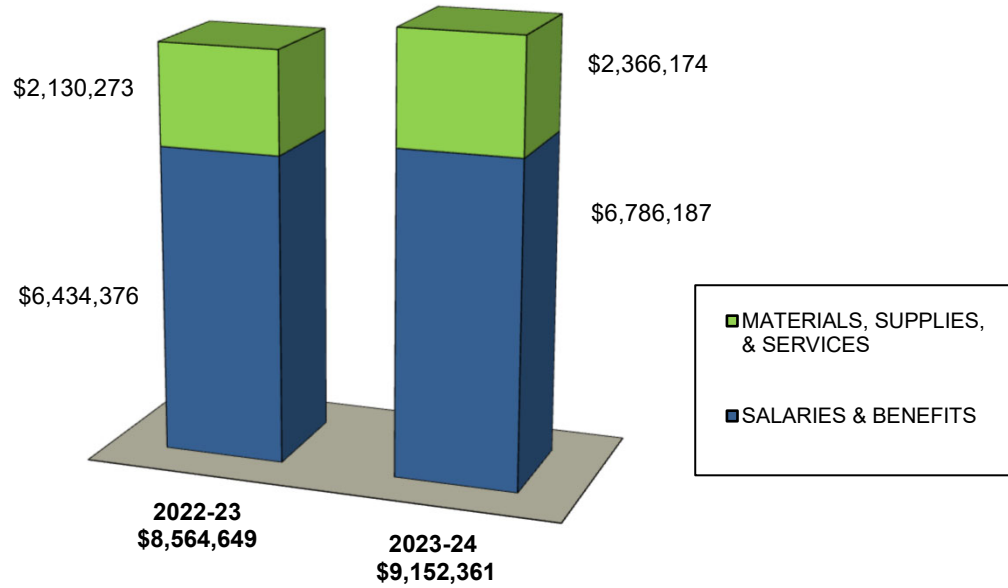
## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>64.327</b>	<b>65.488</b>	<b>66.288</b>	<b>0.800</b>
<b>Salaries &amp; Benefits</b>	5,741,085	6,434,376	6,786,187	351,811
<b>Materials, Supplies &amp; Services</b>	1,881,328	2,130,273	2,366,174	235,901
<b>TOTAL</b>	<b>\$ 7,622,413</b>	<b>\$ 8,564,649</b>	<b>\$ 9,152,361</b>	<b>\$ 587,712</b>

# LIBRARY SERVICES



## DEPARTMENT SUMMARY



# LIBRARY SERVICES



## 2022-23 WORK PROGRAM HIGHLIGHTS

- Completed significant planning work toward a new Central Library as part of the Burbank Civic Center Project, including presentation of feasibility study results, extensive public input, development of a sustainability strategy, coordination with other planning efforts, and submission of grant applications.
- Expanded the Job Connect program in its first full year, serving more than 15,000 job seekers and obtaining a \$250,000 grant for enhanced services to begin in fall 2023.
- Completed work under the final year of the Library 2020-23 Strategic Plan and developed the Library 2023-26 Strategic Plan, incorporating public input.
- Built family engagement elements into early literacy and student programs and services, including expansion of formats for learning to read, a targeted newsletter for families, and hundreds of program offerings.
- As part of the 2022-24 Library Technology Plan, implemented mobile printing and other enhancements to public computer offerings.
- Conducted work under the Library Justice, Equity, Diversity, and Inclusion Action Plan in areas including collection diversity, inclusive programming, training, and recruitment.
- Delivered more than 650 free public programs for all ages, ranging from story time to teen book clubs to English conversation classes and technology training in the Spark! Digital Media Lab.
- Expanded and improved partnerships with nonprofits and regional government agencies to provide social services to Library patrons; supported Citywide efforts in homelessness prevention and response.
- Coordinated efforts to join in an official Sister City partnership with Arezzo, Italy, and restore Sister City activities postponed due to the pandemic.
- Continued to support student success through the BConnectED program, through which student IDs for all grades in Burbank Unified School District function as Library cards.
- Deepened existing and developed new relationships with community partners through outreach by Library staff.
- Enhanced print and online collections, offering books, audiobooks, movies, and music for all ages in various formats and languages.

# LIBRARY SERVICES



## 2023-24 WORK PROGRAM GOALS



Coordinate interdepartmental effort to replace the Central Library as part of the Burbank Civic Center Project.

Ongoing



Implement Year 1 objectives as part of 2023-26 Library Strategic Plan.

June 2024



Develop a three-year Justice, Equity, Diversity, and Inclusion Action Plan to complement the Strategic Plan.

December 2023



Launch Job Connect Plus, a grant-funded workforce training program that will support individuals in achieving career advancement goals.

September 2023



Support broad community workforce needs through a media industry-focused job fair, business outreach, and basic Job Connect services.

April 2024



Create core justice, equity, diversity, and inclusion training for Library employees, eventually to be available to all City employees.

June 2024



Support homelessness prevention by coordinating opportunities for social services providers to connect with individuals in need at libraries.

June 2024



Increase access to books and learning material for low-income children through partnerships with Burbank Unified School District, Home Again Los Angeles, Burbank Housing Corporation, and the Boys and Girls Club.

December 2023



Provide improved technology offerings, including options for public computer access, improved audiovisual equipment in meeting rooms, digital literacy, and digital media training.

June 2024



Develop the new Sister City relationship with Arezzo, Italy, and a vision for the Sister City program as a whole.


April 2024




# LIBRARY SERVICES



## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Quality of Life</b>			
Objective: Quality of Life			
Number of physical and electronic items checked out.	750,000	720,000	725,000
Number of visitors to Library locations in person or online.	725,000	785,000	775,000
Number of program attendees.	12,000	16,500	16,000
Instances of informational/research assistance provided.	50,000	54,000	50,000
Instances of technology assistance provided.	22,000	23,000	22,000
Number of public computer, Spark! Lab, and WiFi uses.	55,000	64,500	63,000

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Economic Recovery/Responsible Development</b>			
Objective: Quality of Life			
Instances of employment assistance provided.	10,000	16,500	15,000

# 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.
- Act as liaison to the Board of Library Trustees, Burbank Sister City Committee, and Friends of the Burbank Public Library.
- Monitor and implement City Council goals, priorities, and objectives.
- Create and distribute marketing material in print, online, and social media to promote Library programs and services.
- Administer rental of Library meeting rooms.

### CHANGES FROM PRIOR YEAR

One-time funding in Training supports development in two areas: Core staff training in justice, equity, diversity, and inclusion, and enhanced training in working with patrons experiencing homelessness, mental health, or addiction issues. At the direction of City Council, an additional Administrative Analyst I was added to coordinate the Sister City and Volunteer Programs.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,500</b>	<b>8,500</b>	<b>9,500</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 589,454	\$ 869,573	\$ 931,789	\$ 62,216
60006.0000 Overtime - Non-Safety	-	126	126	
60012.0000 Fringe Benefits	75,358	171,632	206,248	34,616
60012.1008 Fringe Benefits:Retiree Benefits	128	4,512	7,333	2,821
60012.1509 Fringe Benefits:Employer Paid PERS	46,303	72,522	91,129	18,607
60012.1528 Fringe Benefits:Workers Comp	6,768	13,340	11,561	(1,779)
60012.1531 Fringe Benefits:PERS UAL	119,405	118,123	86,314	(31,809)
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	8,307	12,609	13,511	902
60031.0000 Payroll Adjustments	(23)	-	-	
<b>Salaries &amp; Benefits</b>	<b>850,206</b>	<b>1,266,925</b>	<b>1,352,499</b>	<b>85,574</b>
62000.0000 Utilities	\$ 306,787	\$ 347,810	\$ 397,810	\$ 50,000
62170.0000 Private Contractual Services	181,237	244,063	180,200	(63,863)
62220.0000 Insurance	54,133	74,426	125,002	50,576
62300.0000 Special Dept Supplies	40,569	31,000	30,000	(1,000)
62300.1017 Metro TAP Cards	9,616	500	500	
62310.0000 Office Supplies, Postage & Printing	16,821	14,134	14,049	(85)
62440.0000 Office Equip Maint & Repair	-	525	525	
62455.0000 Equipment Rental	3,725	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	4,268	5,750	6,241	491
62485.0000 Fund 535 Communications Rental Rate	67,720	85,042	85,042	
62496.0000 Fund 537 Computer System Rental	206,135	231,074	243,558	12,484
62690.0000 Sister City Committee	11,033	14,000	14,000	
62700.0000 Memberships & Dues	283	750	750	
62710.0000 Travel	44	500	500	
62755.0000 Training	30,258	29,500	84,500	55,000
62830.1000 Credit Card Merchant Fees	386	1,750	1,000	(750)
62895.0000 Miscellaneous Expenses	121	400	400	
<b>Materials, Supplies &amp; Services</b>	<b>945,897</b>	<b>1,098,135</b>	<b>1,200,988</b>	<b>102,853</b>
<b>Total Expenses</b>	<b>\$ 1,796,103</b>	<b>\$ 2,365,060</b>	<b>\$ 2,553,487</b>	<b>\$ 188,427</b>

# 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 access, 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 (BUSD), to extend the reach of Library services.
- Operate the Spark! Digital Media Lab and provide specialized technical training.
- Operate the Job Connect service for job seekers and provide workforce 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 programs 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

An increase to Salaries & Wages supports updates to modernize the Library's job specifications. One-time funding for temporary Library Monitors was added in the amount of \$39,080 to provide additional security. One-time funds in the amount of \$75,000 are budgeted in Library Materials: Electronic to enhance the Library's eBook collection.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>58,827</b>	<b>56,988</b>	<b>56,788</b>	<b>(0,200)</b>
60001.0000 Salaries & Wages	\$ 3,358,545	\$ 3,374,382	\$ 3,548,073	\$ 173,691
60006.0000 Overtime - Non-Safety	8,248	6,165	6,165	
60012.0000 Fringe Benefits	573,572	764,551	811,393	46,842
60012.1008 Fringe Benefits:Retiree Benefits	1,645	49,899	49,166	(733)
60012.1509 Fringe Benefits:Employer Paid PERS	301,601	251,107	308,878	57,771
60012.1528 Fringe Benefits:Workers Comp	7,535	12,904	44,245	31,341
60012.1531 Fringe Benefits:PERS UAL	571,952	640,993	596,036	(44,957)
60015.0000 Wellness Program Reimbursement	4,073	-	-	
60027.0000 Payroll Taxes Non-Safety	62,287	67,450	69,732	2,282
60031.0000 Payroll Adjustments	1,421	-	-	
<b>Salaries &amp; Benefits</b>	<b>4,890,879</b>	<b>5,167,451</b>	<b>5,433,688</b>	<b>266,237</b>
62425.0000 Library Resource Materials	\$ 243,467	\$ 242,050	\$ 218,500	(23,550)
62425.1001 Library Materials:Electronic	118,196	168,500	287,000	118,500
62425.1002 Library Materials:Technology	289	500	500	
62425.1003 Library Materials:Audiovisual	85,994	37,915	29,800	(8,115)
62460.0000 Library Programming	21,596	31,000	27,000	(4,000)
62470.0000 Fund 533 Office Equip Rental Rate	7,278	7,278	4,262	(3,016)
62496.0000 Fund 537 Computer System Rental	445,804	514,895	589,624	74,729
62625.0000 Literacy	12,328	29,500	8,000	(21,500)
62895.0000 Miscellaneous Expenses	479	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>935,431</b>	<b>1,032,138</b>	<b>1,165,186</b>	<b>133,048</b>
<b>Total Expenses</b>	<b>\$ 5,826,309</b>	<b>\$ 6,199,589</b>	<b>\$ 6,598,874</b>	<b>\$ 399,285</b>

# LIBRARY

## Authorized Positions



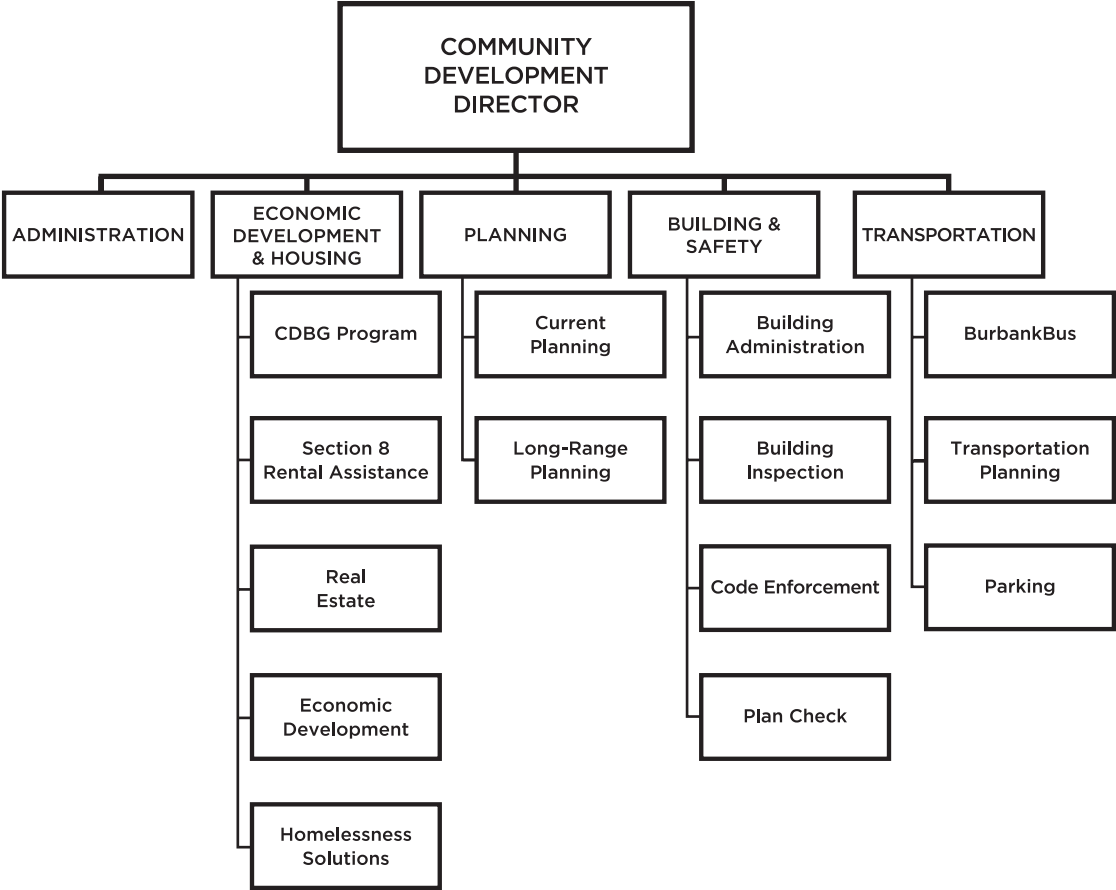
CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
AST LIB SRVS DIR	1.000	1.000	1.000	
ADM ANALYST I (M)	0.000	1.000	2.000	1.000
ADM ANALYST II (M)	0.000	2.000	2.000	
EXEC AST	1.000	1.000	1.000	
LIBRARIAN	15.338	15.113	17.113	2.000
LIBRARY AST	8.375	8.375	1.375	-7.000
LIBRARY CLK	14.375	14.375	14.300	-0.075
LIBRARY MONITOR	1.500	1.500	1.500	
LIBRARY PAGE/PT	8.625	8.000	8.000	
LIBRARY SRVS DIR	1.000	1.000	1.000	
PROPOSED JOB	0.000	0.000	5.000	5.000
SOC SRVS SUPV	0.500	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	1.000	0.000	-1.000
SR LIBRARIAN	4.114	4.125	5.000	0.875
SUPVG LIBRARIAN	3.000	3.000	3.000	
UTILITY WKR	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>64.327</b>	<b>65.488</b>	<b>66.288</b>	<b>0.800</b>







# 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 for all household needs, 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, which includes homeless services (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 2023-24 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 1,900 plan checks, generating over \$5 million in permit and plan check fees, and providing over 32,000 building inspections.

The Planning Division is responsible for implementing the Burbank2035 General Plan goals/policies/programs, 2021-2029 Housing Element, City Council's strategic goals, the City's Zoning Code, and adopting 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 for all economic segments of the community 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 Commission, 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 and projects in the Complete Our Streets Plan.

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 City's economy through business retention, expansion, and attraction efforts, along with marketing and tourism.

# COMMUNITY DEVELOPMENT

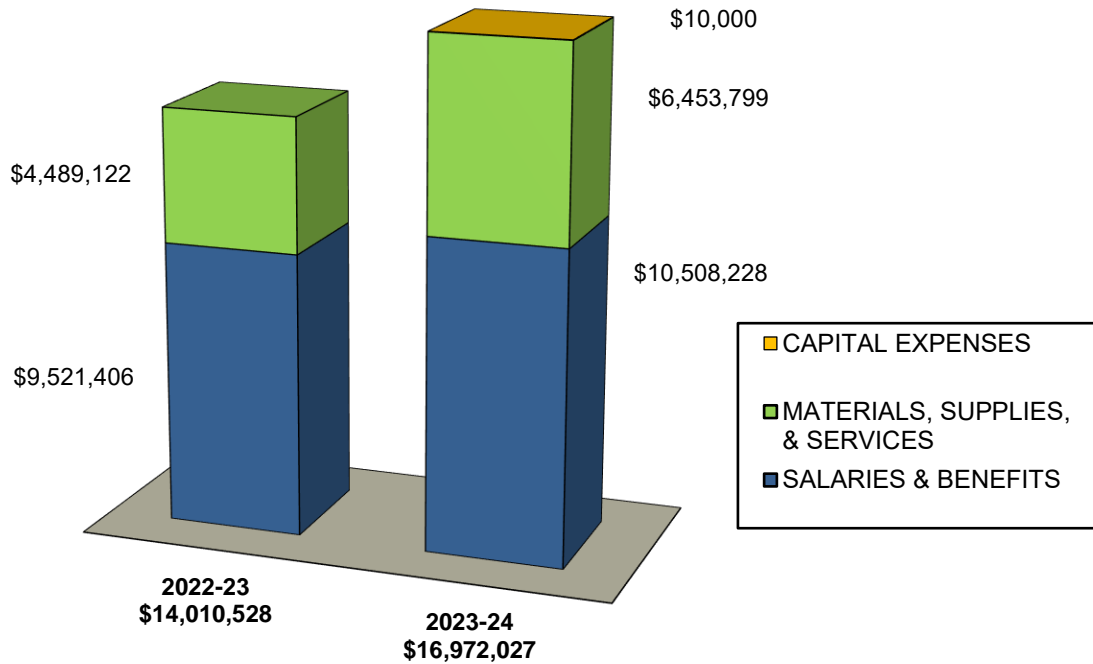


The Housing Authority has an allotment of 1,042 Section 8 Vouchers (for households whose income falls below 50 percent of the median in Los Angeles County), although high rents and Federal funding constraints limit the actual number of vouchers issued. Included in the total are 15 Veterans Affairs Supportive Housing (VASH) Vouchers allocated to Burbank. In addition, the Housing Authority also functions as the Successor Housing Agency and implements 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. Additionally, homeless services include identifying problems and implementing solutions to homelessness within the City. This includes outreach efforts, housing, storage, clean-ups, and partnering with service providers.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>63.840</b>	<b>65.090</b>	<b>72.980</b>	<b>7.890</b>
<b>Salaries &amp; Benefits</b>	\$ 8,337,871	\$ 9,521,406	\$ 10,508,228	\$ 986,822
<b>Materials, Supplies &amp; Services</b>	4,342,017	4,489,122	6,453,799	1,964,677
<b>Capital Expenses</b>	-	-	10,000	10,000
<b>TOTAL</b>	<b>\$ 12,679,888</b>	<b>\$ 14,010,528</b>	<b>\$ 16,972,027</b>	<b>\$ 2,961,499</b>

## DEPARTMENT SUMMARY











# COMMUNITY DEVELOPMENT



## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Transportation Division - Established a preferential parking district on 100-200 blocks of South Reese Place and South Orchard Drive, speed humps on South Reese Place, and temporary street closure on South Orchard Drive near Raising Canes.
- Transportation Division - Established City Complete Streets Objective Development Standards.
- Transportation Division - Eliminated the BurbankBus Green Route and utilized funds to increase service hours and frequency for the Pink and Orange Routes.
- Transportation Division - Collaborated with the Information Technology Department, Police Department, and LAZ Parking California, LLC. to implement citywide parking enforcement services.
- Building and Safety Division - Adopted 2023 California Building Code with Cal Green amendments for electric vehicle charging and cool roofs.
- Building and Safety Division - Revamped online Simple Permits and added 15 commonly issued building permits.
- Building and Safety Division - Concurrently meeting inspection needs of major developments including, La Terra, Second Century, First Street Village, and Cambria Hotel.
- Housing and Economic Development Division - Amended and Restated Castaway Lease generating steady income for the City through December 2045.
- Housing and Economic Development Division - Implemented the mobile shower trailer program.
- Housing and Economic Development Division - Approved \$1.8 million in HOME American Rescue Plan Act Funding for the Homeless Services Center.
- Housing and Economic Development Division - Development and unveiling of Wonder Woman statue.
- Planning Division - Completed the 2021-2029 (6th Cycle) Housing Element, Safety Element, and Environmental Justice General Plan updates.
- Planning Division - Established objective design and development standards for mixed-use and residential projects in non-residential zones.
- Planning Division - Extended an adopted Urgency Ordinance imposing a moratorium on new and replacement firearms retailers in Burbank.

## 2023-2024 WORK PROGRAM GOALS

- |   |   |                |
|---|---|----------------|
|  | Transportation Division - Develop the City's Vision Zero Plan.  | December 2024  |
|  | Transportation Division - Implement a parking management program.   | June 2024      |
|  | Economic Development and Housing/Transportation Division - Implement a 12-month pilot program for the first phase of the Downtown Burbank San Fernando Boulevard reconfiguration. | September 2023 |
|  | Transportation Division - Receive approval for Los Angeles River Bridge conceptual design and bridge alignment.   | June 2024      |
|  | Transportation Division - Establish exclusive agreement for City's transit shelter maintenance/advertisement, and vehicle advertisement.  | June 2024      |
|  | Transportation Division - Develop a BurbankBus Zero-emission Bus rollout plan.  | July 2023      |
|  | Building Division - Implement soft-story seismic retrofit ordinance.  | June 2024      |
|  | Building Division - Implement online instant Photovoltaic permits.  | January 2024   |

# COMMUNITY DEVELOPMENT



**2023-2024 WORK PROGRAM GOALS cont.**

- 

Building Division - Implement ability for public to search and download building permit records online. January 2024
- 

Building Division - Second Century construction completion, at final Certificate of Occupancy stage. December 2023
- 

Housing and Economic Development Division - Develop a new Economic Development Strategic Plan. March 2024
- 

Housing and Economic Development Division - Initiate feasibility study for Magnolia Park Property-Based Business Improvement District (PBID) and potentially create Business Improvement District (BID). January 2024
- 

Housing and Economic Development Division - Begin construction on the Homeless Services Center. June 2024
- 

Planning Division - Complete Golden State Specific Plan, Downtown Burbank Transit Oriented Development Specific Plan, and Media District Specific Plan. June 2024
- 

Planning Division - Complete the Firearms Ordinance. June 2024
- 

Planning Division - Update Accessory Dwelling Unit (ADU) regulations with State law. June 2024
- 


Planning Division - Complete the Development Standards to comply with Senate Bill (SB) 9 requirements. June 2024




# COMMUNITY DEVELOPMENT



## PERFORMANCE MEASURES


	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Economic Development</b>			
Objective: 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.			
The total number of entrepreneurs assisted by Burbank Tech Talks and other entrepreneurship programming.	500	1,108	750
Number of consulting services provided/offered to support existing businesses in Burbank, enhancing business retention.	50	62	55
Audience reach of a targeted marketing campaign to attract office, entertainment, healthcare, and technology-based industries to relocate or start businesses in Burbank.	1 million	1 million	1 million
Audience reach of strategic marketing by Visit Burbank to boost hotel occupancy and increase Transient Occupancy Tax (TOT) revenue.	100 million	100 million	100 million
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.	4	7	4
Number of business visits.	12	13	12
Number of business concierge services provided to new and existing businesses.	500	2,003	1,500


	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Housing/Homelessness</b>			
Objective: Assist with affordable housing and homelessness.			
Outreach to unsheltered persons annually.	240	259	240
Emergency Housing Voucher (EHV) holders who have leased a unit in Burbank.	67	39	67

# COMMUNITY DEVELOPMENT



## PERFORMANCE MEASURES cont.

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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.	26,000	27,901	24,665
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.	1,100	1,200	1,250
Total number of annual business tax accounts processed. (Total)/Paid.	(11,600)/ 9,695	(11,754)/ 8,503	(11,750)/ 9,500
Number of new business tax accounts.	700	707	700
Number of plan checks processed.	2,100	1,920	1,900
Number of easement dedications completed.	4	2	5
Total number of annual regulatory business licenses and regulatory permits processed.	1,800	1,784	1,750
Process and issue building permits accurately and timely. Permits include repair, maintenance, remodels, additions, tenant improvements, and new construction.	4,200	4,556	4,027

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Transportation and Traffic</b>			
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 rides per hour.	3	3	3
Total number of monthly parking permits.	N/A	1,805	2,000
Total number of residential parking permits.	N/A	4,665	4,700
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 rides per hour.	7	7	7

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 415,058	\$ 447,363	\$ 424,613	\$ (22,750)
60012.0000 Fringe Benefits	36,926	68,723	74,354	5,631
60012.1008 Fringe Benefits:Retiree Benefits	69	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	38,786	37,310	41,527	4,217
60012.1528 Fringe Benefits:Workers Comp	2,438	5,503	3,737	(1,766)
60012.1531 Fringe Benefits:PERS UAL	92,018	82,484	71,909	(10,575)
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	6,195	6,487	6,157	(330)
60031.0000 Payroll Adjustments	492	-	-	
<b>Salaries &amp; Benefits</b>	<b>596,487</b>	<b>654,819</b>	<b>629,373</b>	<b>(25,446)</b>
62170.0000 Private Contractual Services	\$ 26,125	\$ -	\$ -	
62085.0000 Other Professional Services	5,788	-	-	
62310.0000 Office Supplies, Postage & Printing	3,864	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	10,614	11,336	722
62496.0000 Fund 537 Computer System Rental	347,213	388,472	332,895	(55,577)
62700.0000 Memberships & Dues	1,127	1,000	1,000	
62710.0000 Travel	-	500	500	
62755.0000 Training	4,036	9,279	9,279	
62895.0000 Miscellaneous Expenses	2,818	5,000	5,000	
<b>Materials, Supplies &amp; Services</b>	<b>409,963</b>	<b>426,743</b>	<b>371,888</b>	<b>(54,855)</b>
<b>Total Expenses</b>	<b>\$ 1,006,449</b>	<b>\$ 1,081,562</b>	<b>\$ 1,001,261</b>	<b>\$ (80,301)</b>

# 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 facilitate the creation of 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 internal and external partners to further the initiatives in the Economic Recovery Plan and the future Economic Development Strategic 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 FY2020-21	BUDGET FY2021-22	BUDGET FY2022-23	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>8.760</b>	<b>8.810</b>	<b>10.810</b>	<b>2.000</b>
<b>Salaries &amp; Benefits</b>	\$ 1,224,303	\$ 1,351,159	\$ 1,579,833	\$ 228,674
<b>Materials, Supplies, Services</b>	700,971	1,377,731	1,559,853	182,122
<b>TOTAL</b>	<b>\$ 1,925,274</b>	<b>\$ 2,728,890</b>	<b>\$ 3,139,686</b>	<b>\$ 410,796</b>

# 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 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

In FY 2023-24, the City's homelessness efforts will continue with the addition of one Administrative Analyst I and an Administrative Analyst II position for the implementation of the five-year (2022-2027) Homelessness Plan. In addition, an interim program for renter relocation assistance was approved for \$600,000, and \$100,000 was budgeted for the expansion of homeless outreach services.

The Rapid Rehousing Program funded by the Permanent Local Housing Allocation (PLHA) Grant funding will continue in FY 2023-24. The PLHA funds will also be utilized for the Navigation/Access Center at the SAFE storage facility on Front Street. These funds are part of a 5-year PLHA Grant totaling \$2.86 million from Senate Bill (SB) 2 and 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.110</b>	<b>1.110</b>	<b>3.110</b>	<b>2.000</b>
60001.0000 Salaries & Wages	\$ 89,494	\$ 96,749	\$ 249,131	\$ 152,382
60012.0000 Fringe Benefits	10,872	22,122	65,882	43,760
60012.1008 Fringe Benefits:Retiree Benefits	13	911	949	38
60012.1509 Fringe Benefits:Employer Paid PERS	8,976	8,069	24,365	16,296
60012.1528 Fringe Benefits:Workers Comp	572	1,190	2,192	1,002
60012.1531 Fringe Benefits:PERS UAL	3,750	1,711	16,449	14,738
60027.0000 Payroll Taxes Non-Safety	1,273	1,403	3,612	2,209
60031.0000 Payroll Adjustments	(150)	-	-	
<b>Salaries &amp; Benefits</b>	<b>114,800</b>	<b>132,155</b>	<b>362,580</b>	<b>230,425</b>
62085.0000 Other Professional Services	\$ -	\$ 12,375	\$ 12,375	
62170.0000 Private Contractual Services	365,017	828,076	280,000	(548,076)
62170.1016 Low-Income Residential Assistance	-	-	600,000	600,000
62170.1003 Homeless Programs	-	-	100,000	100,000
62496.0000 Fund 537 Computer System Rental	2,235	4,288	5,243	955
62755.0000 Training	25	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>367,277</b>	<b>844,739</b>	<b>997,618</b>	<b>152,879</b>
<b>Total Expenses</b>	<b>\$ 482,077</b>	<b>\$ 976,894</b>	<b>\$ 1,360,198</b>	<b>\$ 383,304</b>



# Economic Development and Housing Division

## Economic Development Section

### 001.CD23B



Economic Development remains a top priority for the City Council in FY 2023-24 with a specific focus on continuing to implement the strategies and goals outlined in the City Council's adopted Economic Recovery Plan. In 2023, staff will launch the development and implementation of a new Economic Development Strategic Plan (Plan) for 2024 ? 2028. The Plan will continue to focus on facilitating the creation of jobs, encouraging innovation and new ideas, attracting new investment, increasing sales tax revenue, and creating vibrant neighborhoods, to maintain Burbank's reputation as a safe, beautiful, and thriving community. Additionally, Economic Development will continue to work on increasing Transient Occupancy Tax (TOT) and sales tax revenues by managing 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

- Continue to implement goals and strategies from the Economic Recovery Plan.
- Pursue and 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.
- Continue to provide business retention programming to support micro, 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 by intensifying marketing strategies targeting overnight stays through the Universal Studios Hollywood Partner Hotel Program, and marketing to the road trip and non-stop flight markets feeding into the Hollywood Burbank Airport to increase TOT revenue for the General Fund.
- Support the Downtown Burbank Business Improvement District (P-BID) by investing in infrastructure and maintenance repairs, working on attracting new businesses, maintaining hospitality and social service programs, and marketing and events, all with the goal of increasing sales tax revenues and property values for the district.
- Implement a new Economic Development Strategic Plan for 2024-2028.
- Maintain a robust Business Concierge Program to attract new businesses and guide them through the City's entitlement process.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4,975</b>	<b>5,000</b>	<b>5,000</b>	
60001.0000 Salaries & Wages	\$ 472,554	\$ 503,851	\$ 516,361	\$ 12,510
60012.0000 Fringe Benefits	61,989	99,605	107,406	7,801
60012.1008 Fringe Benefits:Retiree Benefits	484	4,081	4,314	233
60012.1509 Fringe Benefits:Employer Paid PERS	40,715	42,021	50,500	8,479
60012.1528 Fringe Benefits:Workers Comp	4,608	7,557	5,150	(2,407)
60012.1531 Fringe Benefits:PERS UAL	95,242	103,963	78,517	(25,446)
60027.0000 Payroll Taxes Non-Safety	6,669	7,306	7,487	181
60031.0000 Payroll Adjustments	576	-	-	
<b>Salaries &amp; Benefits</b>	<b>682,838</b>	<b>768,384</b>	<b>769,735</b>	<b>1,351</b>
62085.0000 Other Professional Services	\$ 28,208	\$ 27,800	\$ 32,700	\$ 4,900
62220.0000 Insurance	12,622	19,873	32,118	12,245
62310.0000 Office Supplies, Postage & Printing	6,817	5,500	5,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	6,350	6,539	9,925	3,386
62485.0000 Fund 535 Communications Rental Rate	6,496	6,496	6,496	
62496.0000 Fund 537 Computer System Rental	39,834	43,309	55,536	12,227
62615.1004 Econ Dev:Marketing & Advertising	56,663	99,620	116,080	16,460
62615.1005 Entrepreneurial & Small Business Dev	65,610	119,140	84,500	(34,640)
62675.0000 Downtown PBID Assessment	5,964	6,000	15,000	9,000
62700.0000 Memberships & Dues	20,570	20,310	24,590	4,280
62710.0000 Travel	3,026	1,000	1,000	
62755.0000 Training	10,642	9,770	9,770	
<b>Materials, Supplies &amp; Services</b>	<b>262,802</b>	<b>365,357</b>	<b>393,215</b>	<b>27,858</b>
<b>Total Expenses</b>	<b>\$ 945,640</b>	<b>\$ 1,133,741</b>	<b>\$ 1,162,950</b>	<b>\$ 29,209</b>

# 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 a restaurant, café, event, and open space uses.
- Oversee property management and reuse of 323-333 Front Street.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2.675</b>	<b>2.700</b>	<b>2.700</b>	
60001.0000 Salaries & Wages	\$ 304,277	\$ 297,960	\$ 302,545	\$ 4,585
60012.0000 Fringe Benefits	32,429	53,688	58,012	4,324
60012.1008 Fringe Benefits:Retiree Benefits	218	2,194	2,329	135
60012.1509 Fringe Benefits:Employer Paid PERS	28,505	24,850	29,589	4,739
60012.1528 Fringe Benefits:Workers Comp	3,268	5,024	3,268	(1,756)
60012.1531 Fringe Benefits:PERS UAL	47,377	62,584	47,388	(15,196)
60027.0000 Payroll Taxes Non-Safety	4,395	4,320	4,387	67
60031.0000 Payroll Adjustments	6,197	-	-	
<b>Salaries &amp; Benefits</b>	<b>426,665</b>	<b>450,620</b>	<b>447,518</b>	<b>(3,102)</b>
62040.0000 Engineering Services	\$ -	\$ 5,000	\$ 5,000	
62045.0000 Appraisal Services	-	20,000	20,000	
62085.0000 Other Professional Services	2,200	14,000	14,000	
62085.1000 Professional Services:Real Estate	23,860	89,750	89,750	
62170.0000 Private Contractual Services	8,727	-	-	
62310.0000 Office Supplies, Postage & Printing	3,450	4,000	4,000	
62450.0000 Building Grounds Maint & Repair	-	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	4,331	1,444	(2,887)
62496.0000 Fund 537 Computer System Rental	20,297	18,554	22,826	4,272
62700.0000 Memberships & Dues	50	-	-	
62710.0000 Travel	32	500	500	
62755.0000 Training	2,107	4,500	4,500	
62895.0000 Miscellaneous Expenses	5,836	5,000	5,000	
<b>Materials, Supplies &amp; Services</b>	<b>70,892</b>	<b>167,635</b>	<b>169,020</b>	<b>1,385</b>
<b>Total Expenses</b>	<b>\$ 497,557</b>	<b>\$ 618,255</b>	<b>\$ 616,538</b>	<b>\$ (1,717)</b>

# 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. As part of the division goals, there is a renewed effort to ensure the implementation of State mandates related to development and housing while collaborating with the residents, businesses, and decision-makers to preserve local control while working together to build a safe, beautiful, and thriving community.

### OBJECTIVES

- Implement Burbank 2035 General Plan through ordinances, resolutions, policies, and procedures to achieve the City Council and community's vision and goals, which include implementing the Greenhouse Gas Reduction Plan action items and Housing Elements Update (2021-2029) Housing Plan Programs and Environmental Justice policies, all four of the City's Specific Plans, and updates to zoning regulations to implement state law while preserving local control.
- 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 Burbank Center Plan and North San Fernando Boulevard Master Plan, and the Media District Specific 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 the City's 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 builds 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 Commission, 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 streamline the processing of new projects that help in the recycling of underutilized sites and facilitate adaptive reuse of existing structures in order to meet the City's housing, sustainability, and economic development goals.
- Provide high-quality customer service to public inquiries at the public counter, via telephone and emails. Continue to refine the processing and review times for Planning Applications and Building Plan Checks.

### CHANGES FROM PRIOR YEAR

The Planning Division's Private Contractual Services account was increased by \$1,400,000 for the Rancho Specific Plan and companion General Plan Amendments which include a discussion of proposed changes to underlying zoning and general plan land use designations for all properties within the proposed Rancho planning area. Staffing changes in FY 2023-24 include the addition of two Associate Planners, two Assistant Planners, a Senior Administrative Analyst, and Planning position upgrades. These staffing changes will support current long-term planning goals including the City's Burbank 2035 General Plan, Housing Element's Housing Programs as well as housing development projects, and the 2022 Greenhouse Gas Reduction Plan.

# Planning Division

## 001.CD31A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>18,000</b>	<b>18,000</b>	<b>23,000</b>	<b>5,000</b>
60001.0000 Salaries & Wages	\$ 1,478,616	\$ 1,781,306	\$ 2,271,882	\$ 490,576
60006.0000 Overtime - Non-Safety	17,777	1,500	1,500	
60012.0000 Fringe Benefits	187,690	327,012	449,136	122,124
60012.1008 Fringe Benefits:Retiree Benefits	741	14,766	15,529	763
60012.1509 Fringe Benefits:Employer Paid PERS	147,294	148,561	222,190	73,629
60012.1528 Fringe Benefits:Workers Comp	24,376	33,565	25,635	(7,930)
60012.1531 Fringe Benefits:PERS UAL	243,834	289,054	279,709	(9,345)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	22,088	25,829	32,942	7,113
60031.0000 Payroll Adjustments	43,414	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,166,324</b>	<b>2,621,593</b>	<b>3,298,523</b>	<b>676,930</b>
62050.0000 Planning, Survey & Design	\$ 8,931	\$ 39,363	\$ 39,363	
62085.0000 Other Professional Services	1,138,235	469,783	469,783	
62170.0000 Private Contractual Services	13,393	302,000	1,702,000	1,400,000
62220.0000 Insurance	80,024	39,769	66,233	26,464
62261.0000 Other Grant Expenses	397,944	-	-	
62300.0000 Special Dept Supplies	6,186	4,500	4,500	
62310.0000 Office Supplies, Postage & Printing	12,975	10,150	10,150	
62420.0000 Books & Periodicals	-	1,000	1,000	
62455.0000 Equipment Rental	8,882	13,540	13,540	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,874	11,285	15,125	3,840
62485.0000 Fund 535 Communications Rental Rate	13,714	13,714	13,714	
62496.0000 Fund 537 Computer System Rental	146,104	160,283	174,696	14,413
62700.0000 Memberships & Dues	2,879	4,000	4,000	
62710.0000 Travel	-	200	200	
62755.0000 Training	100	14,112	14,112	
62830.1000 Credit Card Merchant Fees	2,320	600	600	
62895.0000 Miscellaneous Expenses	1,783	3,000	3,000	
<b>Materials, Supplies &amp; Services</b>	<b>1,842,345</b>	<b>1,087,299</b>	<b>2,532,016</b>	<b>1,444,717</b>
<b>Total Expenses</b>	<b>\$ 4,008,669</b>	<b>\$ 3,708,892</b>	<b>\$ 5,830,539</b>	<b>\$ 2,121,647</b>

# 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 by 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 Transit Oriented Development (TOD) plan, and Media District specific plans to capitalize on the existing transportation infrastructure and enhance the economic future of the City.
- Develop a Vision Zero Plan with the goal of eliminating pedestrian, bicyclist, and vehicular fatalities.
- Monitor revenues from Local Return, fare box, 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 Our Streets Plan to ensure the City's transportation system serves all mobility users as prescribed in the Burbank 2035 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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>4.080</b>	<b>4.280</b>	<b>4.170</b>	<b>(0.110)</b>
60001.0000 Salaries & Wages	\$ 357,376	\$ 363,411	\$ 363,130	\$ (281)
60006.0000 Overtime - Non-Safety	-	5,233	5,233	
60012.0000 Fringe Benefits	50,751	80,678	87,265	6,587
60012.1008 Fringe Benefits:Retiree Benefits	268	3,347	3,701	354
60012.1509 Fringe Benefits:Employer Paid PERS	31,497	30,309	35,514	5,205
60012.1528 Fringe Benefits:Workers Comp	4,656	6,942	4,326	(2,616)
60012.1531 Fringe Benefits:PERS UAL	34,946	61,222	63,148	1,926
60027.0000 Payroll Taxes Non-Safety	4,960	5,269	5,265	(4)
60031.0000 Payroll Adjustments	1,135	-	-	
<b>Salaries &amp; Benefits</b>	<b>485,589</b>	<b>556,411</b>	<b>567,582</b>	<b>11,171</b>
62000.0000 Utilities	\$ -	\$ 50,000	\$ 50,000	
62170.0000 Private Contractual Services	11,556	-	-	
62170.1001 Temp Staffing	47,793	60,000	60,000	
62300.0000 Special Dept Supplies	12,814	101,400	101,400	
62310.0000 Office Supplies, Postage & Printing	1,435	2,000	2,000	
62420.0000 Books & Periodicals	-	450	450	
62485.0000 Fund 535 Communications Rental Rate	6,496	6,496	8,661	2,165
62496.0000 Fund 537 Computer System Rental	38,176	61,415	85,591	24,176
62700.0000 Memberships & Dues	1,094	2,050	2,050	
62710.0000 Travel	-	165	165	
62755.0000 Training	2,799	7,119	7,119	
62895.0000 Miscellaneous Expenses	656	800	800	
<b>Materials, Supplies &amp; Services</b>	<b>122,820</b>	<b>291,895</b>	<b>318,236</b>	<b>26,341</b>
<b>Total Expenses</b>	<b>\$ 608,409</b>	<b>\$ 848,306</b>	<b>\$ 885,818</b>	<b>\$ 37,512</b>



# 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 the 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 citizens' 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.
- Further reduce plan check review timeframes.
- Ensure 100 percent compliance with the State-mandated 60-day review time for Accessory Dwelling Units (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 1,900 plan checks per year generating approximately \$5 million in revenue to partially offset costs.
- Perform 32,000 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 consistent with applicable green building codes and the City's Greenhouse Gas Reduction Plan.
- 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 Accessibility Standards.
- 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 900 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 11,750 businesses.
- Expand the online citizen access portal for online building permitting.

### CHANGES FROM PRIOR YEAR

Staffing changes include a new License and Code Inspector II to assist in the compliance verification of newly proposed City legislation, an upgrade of a Senior Plan Check Engineer to a Principal Plan Check Engineer, a Building Inspector II to a Building Inspector III, and a Permit Technician to a Permit Coordinator.

Additional funds in the amount of \$250,000 are also budgeted for one-time consultant services in the Private Contractual Services account to manage the Airport replacement terminal project. Lastly, \$10,000 has been budgeted as a contribution to Fund 537 for Data Ticket services for code enforcement.

# Building and Safety Division

## 001.CD42A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	<b>30,000</b>	<b>31,000</b>	<b>32,000</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 2,591,389	\$ 2,858,320	\$ 2,897,533	\$ 39,213
60006.0000 Overtime - Non-Safety	20,247	1,000	1,000	
60012.0000 Fringe Benefits	392,305	585,290	644,639	59,349
60012.1008 Fringe Benefits:Retiree Benefits	2,149	24,610	26,745	2,135
60012.1509 Fringe Benefits:Employer Paid PERS	234,035	238,384	283,379	44,995
60012.1528 Fringe Benefits:Workers Comp	42,259	61,947	37,896	(24,051)
60012.1531 Fringe Benefits:PERS UAL	509,646	526,427	499,711	(26,716)
60015.0000 Wellness Program Reimbursement	1,058	-	-	
60027.0000 Payroll Taxes Non-Safety	36,806	41,446	42,014	568
60031.0000 Payroll Adjustments	35,273	-	-	
<b>Salaries &amp; Benefits</b>	<b>3,865,167</b>	<b>4,337,424</b>	<b>4,432,917</b>	<b>95,493</b>
62085.0000 Other Professional Services	\$ 162,762	\$ 15,000	\$ 58,485	\$ 43,485
62145.0000 Identification Services	928	3,000	3,000	
62170.0000 Private Contractual Services	489,603	431,000	681,000	250,000
62170.1001 Temp Staffing	19,090	-	-	
62220.0000 Insurance	38,359	71,647	191,361	119,714
62300.0000 Special Dept Supplies	17,649	30,509	30,509	
62310.0000 Office Supplies, Postage & Printing	13,382	13,222	13,222	
62420.0000 Books & Periodicals	248	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	71,227	78,857	91,344	12,487
62485.0000 Fund 535 Communications Rental Rate	63,987	63,987	56,770	(7,217)
62496.0000 Fund 537 Computer System Rental	407,540	489,277	480,645	(8,632)
62645.0000 Strong Motion Education	-	470	470	
62700.0000 Memberships & Dues	-	2,000	2,000	
62755.0000 Training	12,193	63,485	20,000	(43,485)
62830.1000 Credit Card Merchant Fees	107,155	40,000	40,000	
62895.0000 Miscellaneous Expenses	1,097	1,000	1,000	
<b>Materials, Supplies &amp; Services</b>	<b>1,405,221</b>	<b>1,305,454</b>	<b>1,671,806</b>	<b>366,352</b>
70023.0537 Capital Contribution:Fund 537	\$ -	\$ -	\$ 10,000	\$ 10,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Expenses</b>	<b>\$ 5,270,388</b>	<b>\$ 5,642,878</b>	<b>\$ 6,114,723</b>	<b>\$ 471,845</b>

# COMMUNITY DEVELOPMENT

## Authorized Positions

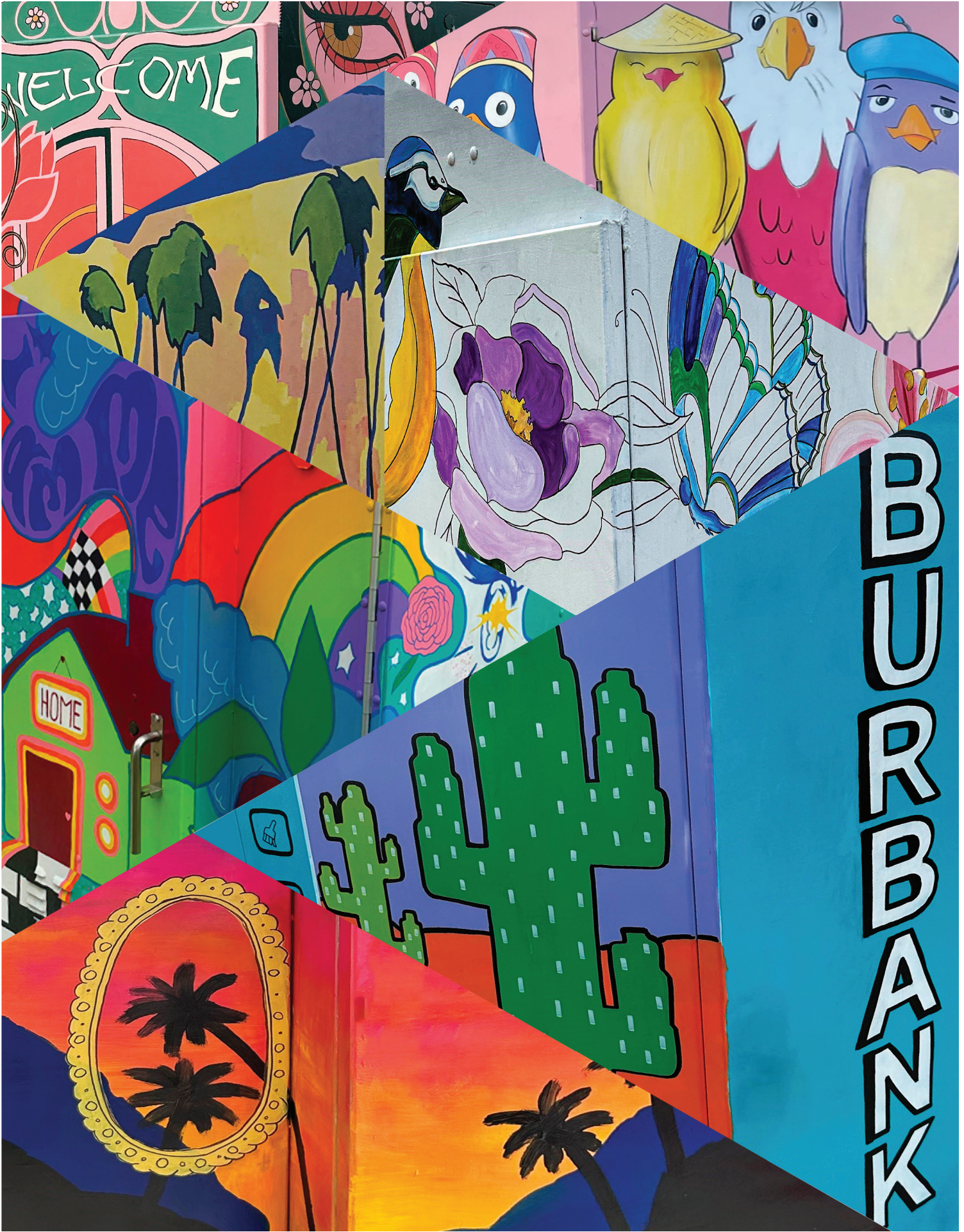


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.200	1.000	2.000	1.000
ADM ANALYST II (M)	5.000	3.300	4.410	1.110
ADM OFCR	1.000	1.000	1.000	
ASSOC PLNER	6.000	6.000	5.000	-1.000
AST CD DIR-BLDG OFFICIAL	1.000	1.000	1.000	
AST CD DIR-BUSINESS & ECONOMIC DEV	0.950	1.000	1.000	
AST CD DIR-TRANS&PLNG	1.200	1.200	1.200	
AST PLNER	3.000	3.000	5.000	2.000
BLDG ADMINISTRATION MGR	1.000	1.000	1.000	
BLDG INSP I	5.000	4.000	4.000	
BLDG INSP II	3.000	5.000	4.000	-1.000
BLDG INSP III	4.000	3.000	4.000	1.000
BLDG 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	
PLNG MGR	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	3.000	3.100	3.070	-0.030
L&C SRVS INSP II	0.000	0.000	1.000	1.000
PARKING ANALYST	1.000	1.000	1.000	
PERMIT CORD	1.000	1.000	2.000	1.000
PERMIT TECH	4.000	5.000	4.000	-1.000
PLAN CHECK ENG	1.000	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	1.000	1.000	3.000	2.000
PRIN PLAN CHECK ENG	0.000	0.000	1.000	1.000
REAL ESTATE&PROJ MGR	0.700	0.700	0.700	
SR ADM ANALYST (M)	0.130	1.130	2.130	1.000
SR CLK	1.000	1.000	1.000	
SR CODE ENF INSP	1.000	1.000	1.000	
SR PLAN CHECK ENG	4.000	4.000	3.000	-1.000
SR TRANS PLNER	0.000	0.000	0.810	0.810
SR PLNER	3.550	3.550	3.550	
<b>TOTAL STAFF YEARS</b>	<b>63.840</b>	<b>65.090</b>	<b>72.980</b>	<b>7.890</b>

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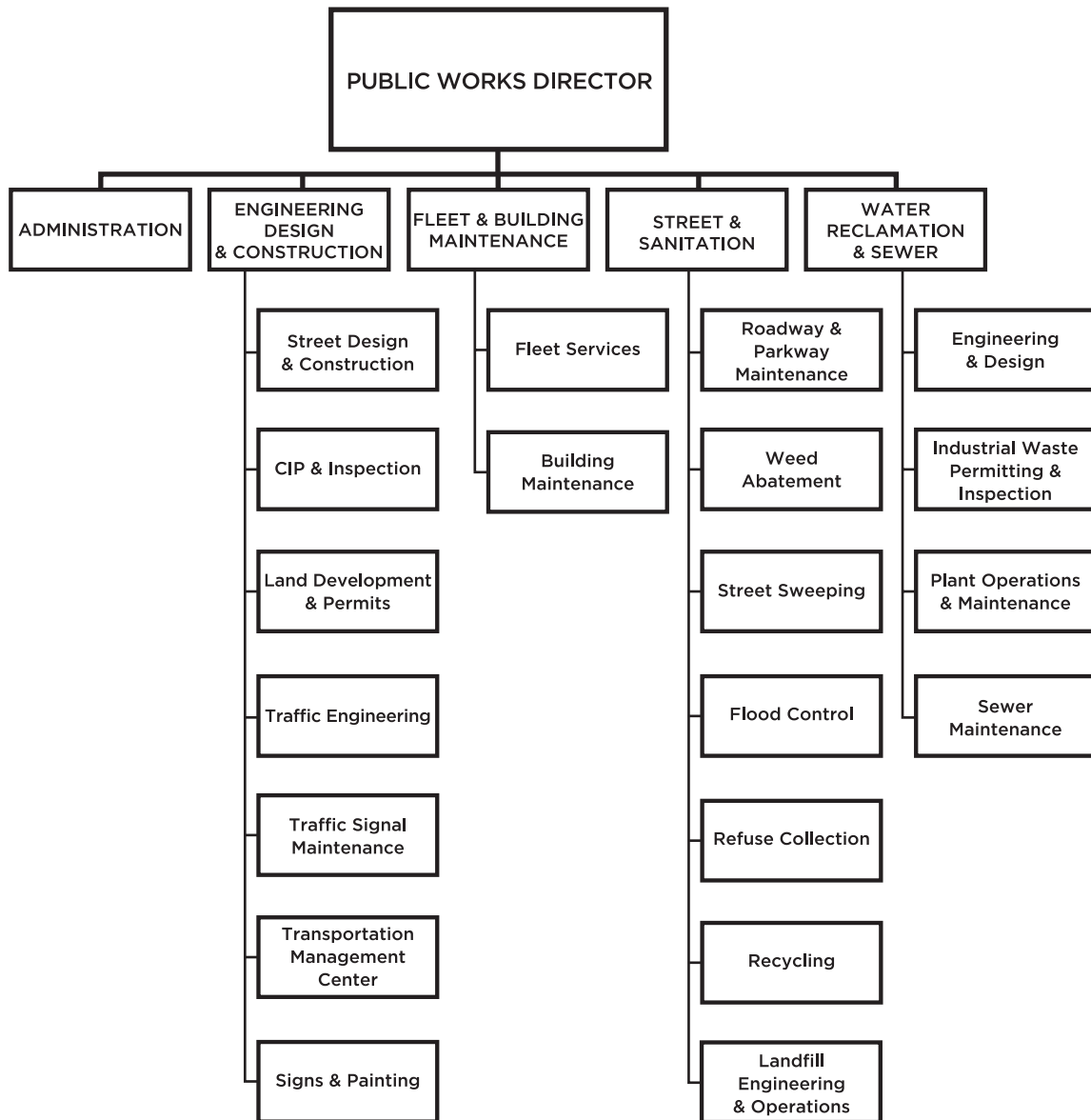








# PUBLIC WORKS



# 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, project management, financial, legislative, and employee relations support for the department.

The Engineering Design and Construction Division includes CIP and Inspection, Land Development and Permits, and Traffic Sections. The CIP and Inspection Section is primarily 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, Traffic Sign 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 Signs and Painting Section oversees the installation/maintenance of traffic signs and markings on streets, curbs, crosswalks, and bikeways. 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 Land Development and Permits Section is primarily responsible for oversight of all work performed in the public right-of-way by others. The work includes planning, design review, and permitting of major, discretionary, or ministerial/over-the-counter projects, in coordination with other City Departments, as well as a myriad of private utility permits.

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings except for Fire equipment and Burbank Water and Power (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 and is responsible for the operations, maintenance, upgrades, and repairs of all non-BWP City facilities. Facilities Maintenance provides construction and maintenance services for over 1.3 million square feet of public space located within 145 buildings. Custodial Services cleans and maintains approximately 640,000 square feet of occupied space in 28 buildings.

The Streets and Sanitation Division includes Road and Parkway Maintenance, Weed Abatement, Street Sweeping, and Flood Control. 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 Water Reclamation and Sewer Division includes the Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Sewer Maintenance Sections. The Division is responsible for sewer design and construction, managing the operations of the City's wastewater treatment and reclamation plant, issuing sewer permits, establishing sewer fees, creating and updating the City's Sewer Master Plan and subsequently implementing recommended improvements based thereon, oversight of the City's stormwater program, and coordinating administrative activities with the City of Los Angeles, State and Federal regulating agencies.

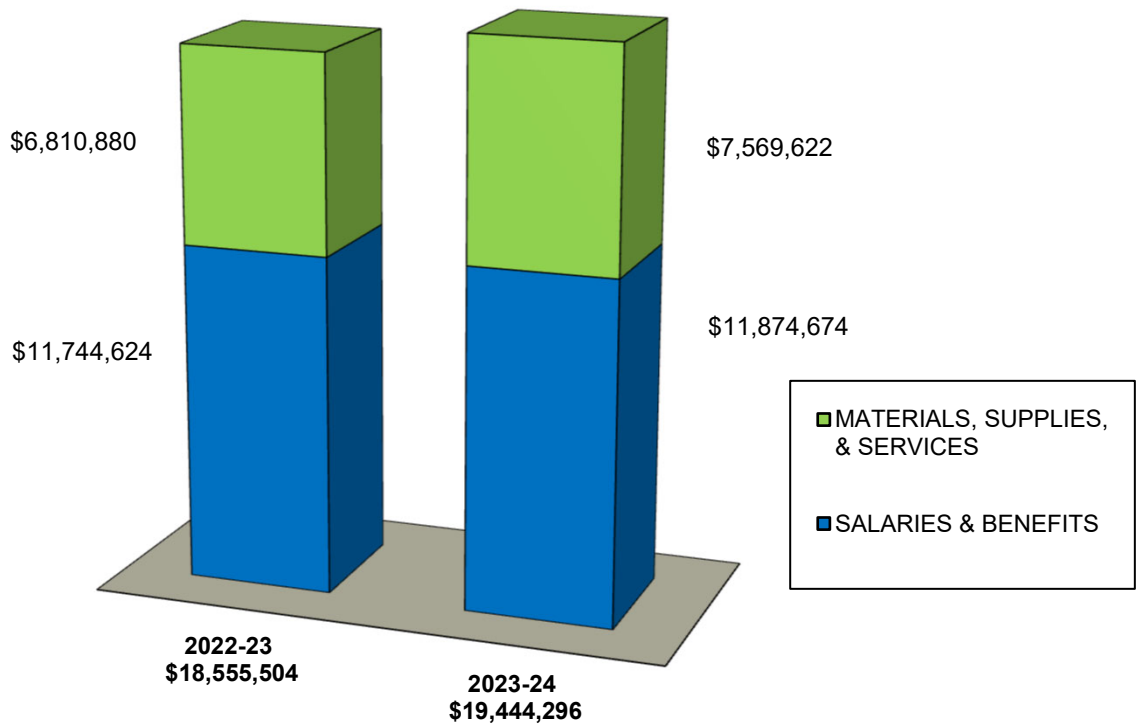
# PUBLIC WORKS



## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
Staff Years	88.231	90.228	93.228	3.000
Salaries & Benefits	\$ 9,927,150	\$ 11,744,624	\$ 11,874,674	\$ 130,050
Materials, Supplies & Services	6,061,480	6,810,880	7,569,622	758,742
<b>TOTAL</b>	<b>\$ 15,988,630</b>	<b>\$ 18,555,504</b>	<b>\$ 19,444,296</b>	<b>\$ 888,792</b>

## DEPARTMENT SUMMARY



# Public Works



## 2022-23 WORK PROGRAM HIGHLIGHTS

- The Fleet Optimization and Diversification Study was completed; the fleet reassignments and elimination recommendations addressing 19 vehicles resulted in a cost savings of \$500,000.
- The Annual Facilities Small Capital Improvement Program resulted in replacement and installation of backflow prevention devices, Uninterrupted Power Supplies (UPS), electrical panels and transformers, Light Emitting Diode (LED) lighting and emergency lighting at various City facilities, and the City Yard Electric Vehicle (EV) Charging Station.
- Completed the construction management of the City of Burbank Standard Plan (BS) 1500 - street paving of over 150 residential blocks.
- Completed the construction management of BS 1503 - sidewalk repairs, pedestrian ramp upgrades, and related concrete improvements.
- Completed the design, advertisement, and bid award for a construction contract and started construction for BS 1506 - Arterial street paving of segments of Victory Boulevard and San Fernando Boulevard.
- Completed the design, advertised, and scheduled the bid award for a construction contract for BS 1509 - street paving of over 115 residential blocks.
- Completed the design, advertised, and scheduled the bid award for construction contract BS 1454 - Glenoaks Boulevard and First Street Signal Improvements project.
- Completed the Landfill Gas Well Expansion Project.
- Passed the Senate Bill (SB)-1383 Ordinance with Recycle Center managing the rollout.
- Presented the first draft of the Plastics Ordinance to the City Council.
- Managed procurement effort for the new citywide maintenance contract awarded to Parkwood Landscape Maintenance, and commenced management of contract services.
- Public Works Street Crews self-performed repairs to Stough Fire Road and to asphalt at the Animal Shelter.
- Completed the bid award and began construction on phase 2 of the Providencia Relief Sewer Project.
- Completed Interim Sewer Facilities Charges Study to evaluate the City's sewer facilities charges, which were last updated in 2001. Recommended updates for City Council approval as part of the FY 2023-24 budget process to bring charges to the level required to cover operational costs and necessary capital improvements, respectively.

# Public Works



## 2023-24 WORK PROGRAM GOALS


	Citywide Facilities Condition Assessment - Analyze 1.3 million square feet of City facilities to ultimately produce a 20-year Facilities Capital Improvement Plan (FCIP). Anticipate commencing work on FCIP projects in FY 2024-25.	June 2024
	Complete the design, advertisement, and bid award for a construction contract and start construction for BS 1513 - Arterial street paving of segments of Victory Boulevard South Verdugo to Allen.	June 2024
	Complete the design, advertisement, and bid award for a construction contract for BS 1519 - sidewalk repairs, pedestrian ramp upgrades, and related concrete improvements in the hillside areas.	June 2024
	Complete the design, advertisement, and schedule the bid award for a construction contract for BS 1509 - residential street paving in the hillside areas.	June 2024
	Complete the construction management of BS 1444 - Larry A. Maxam Park Building Renovation project.	June 2024
	Complete 50% of the construction management for BS 1454 - Glenoaks Boulevard and First Street Signal Improvements project.	June 2024
	Complete design of Elm Avenue and Main Street Pedestrian/Equestrian Signal.	March 2024
	Complete design of First Street Class IV Bike Lane project.	March 2024
	Complete design of Front Street Cycle Track Bike Lane project.	March 2024
	Complete design and begin construction of Downtown San Fernando Reconfiguration Project (Phase I).	November 2024
	The Recycle Center will continue with education and outreach on SB-1383, including compliance and enforcement, procuring recycled organics products, and establishing an Edible Food Recovery program.	June 2024
	The Public Works Street Crew will continue the crack treatment program for pavement preservation.	June 2024
	The Recycle Center will complete development of the Plastics Ordinance and return to Council in September 2023.	September 2023
	The Landfill will initiate the "Logs to Lumber" program.	June 2024
	Providencia Relief Sewer Phase 2 - Complete Construction of project.	September 2023
	Complete the Sewer System Management Plan (SSMP) Update.	March 2024




# Public Works



## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Increase citizen access to City services.			
Percentage of Engineering-managed infrastructure improvement projects on schedule and within budget.	90%	100%	95%
Total number of graffiti incidents removed.	N/A	3,860	N/A
Total number of potholes filled.	N/A	12,387	N/A
Number of tours, workshops, speaking engagements, and events conducted by the Recycle Center.	35	69	40
Percentage of preventative maintenance completion on time, on general City (not BWP and Fire) vehicles.	85%	77%	85%
Percentage of up-time for general City (not BWP and Fire) vehicles.	90%	93%	90%
Number of work orders processed by Building Maintenance.	N/A	2,285	N/A
Total number of permit plan checks reviewed and approved per City and State Standards.	300	376	325
Total number of Traffic related Public Records Requests processed.	240	291	300

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Quality of Life</b>			
Objective: Maintain the safety and efficiency of infrastructure to ensure the best quality of life for Burbank residents and visitors.			
Miles of Sewer Cleaned.	300	500	300
Number of Sanitary Overflows.	4	1	4
Percentage of signal malfunctions responded to within 2 hours of the report.	99%	99%	99%

# Administration

## 001.PW11A



The Administration Division provides administrative, project management, 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 issues.
- Coordinate departmental budget development and provide fiscal administration.
- Coordinate and monitor progress toward achieving the Department's Work Program goals.
- Coordinate requests for public records.
- Prepare and track safety-related records such as safety shoe/eyeglass requisitions and invoices, Department of Motor Vehicles (DMV) medical forms, vehicular and industrial accident/illness incidents, open workers' compensation files, complete 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 California Occupational Safety and Health Administration (Cal-OSHA) regulations.
- Process correspondence, maintain records/files, and assist the customers with information.

### CHANGES FROM PRIOR YEAR

One Senior Clerk position from the Field Services division was upgraded to a Senior Secretary in the Administration division to handle more complex clerical responsibilities.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>7.435</b>	<b>8.635</b>	<b>9.635</b>	<b>1.000</b>
60001.0000 Salaries & Wages	\$ 842,159	\$ 1,069,836	\$ 1,030,216	\$ (39,620)
60006.0000 Overtime - Non-Safety	466	1,000	1,000	
60012.0000 Fringe Benefits	123,447	172,091	185,502	13,411
60012.1008 Fringe Benefits:Retiree Benefits	270	6,099	7,450	1,351
60012.1509 Fringe Benefits:Employer Paid PERS	73,726	89,224	100,755	11,531
60012.1528 Fringe Benefits:Workers Comp	14,156	20,991	14,464	(6,527)
60012.1531 Fringe Benefits:PERS UAL	144,460	151,040	140,651	(10,389)
60015.0000 Wellness Program Reimbursement	666	-	-	
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	12,214	15,513	14,938	(575)
60031.0000 Payroll Adjustments	3,320	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,219,390</b>	<b>1,530,282</b>	<b>1,499,464</b>	<b>(30,818)</b>

# Administration

## 001.PW11A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 239	\$ 500	\$ 500	
62170.1001 Temp Staffing	35,500	-	-	
62220.0000 Insurance	10,750	13,849	27,232	13,383
62300.0000 Special Dept Supplies	576	2,400	2,400	
62310.0000 Office Supplies, Postage & Printing	3,216	6,000	6,000	
62420.0000 Books & Periodicals	147	400	400	
62440.0000 Office Equip Maint & Repair	1,035	1,500	1,500	
62455.0000 Equipment Rental	12,984	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	40,802	42,034	1,232
62496.0000 Fund 537 Computer System Rental	194,223	211,420	326,547	115,127
62700.0000 Memberships & Dues	360	1,070	1,070	
62710.0000 Travel	1,446	2,000	2,000	
62755.0000 Training	5,576	13,450	13,450	
62895.0000 Miscellaneous Expenses	1,042	2,000	2,000	
<b>Materials, Supplies &amp; Services</b>	<b>316,274</b>	<b>318,769</b>	<b>448,511</b>	<b>129,742</b>
<b>Total Expenses</b>	<b>\$ 1,535,664</b>	<b>\$ 1,849,051</b>	<b>\$ 1,947,975</b>	<b>\$ 98,924</b>

# Engineering Design and Construction Division



The Engineering Design and Construction Division includes the CIP and Inspection, Land Development and Permits, and Traffic Sections. The CIP and Inspection Section is responsible for planning, designing, and constructing projects that maintain and improve the City's horizontal and vertical infrastructure, 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, Signs and Painting, and the Traffic Management Center. The Traffic Engineering Unit oversees traffic capital improvement projects, traffic design, traffic control plan checking, development review, and traffic-related requests. The Land Development and Permits Section regulates all work performed in the public right-of-way including new development.

## DIVISION SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>29.403</b>	<b>30.203</b>	<b>33.203</b>	<b>3.000</b>
<b>Salaries &amp; Benefits</b>	\$ 4,069,181	\$ 4,458,213	\$ 4,903,967	\$ 445,754
<b>Materials, Supplies, Services</b>	1,152,768	1,513,811	1,490,375	(23,436)
<b>TOTAL</b>	<b>\$ 5,221,949</b>	<b>\$ 5,972,024</b>	<b>\$ 6,394,342</b>	<b>\$ 422,318</b>

# Engineering Design and Construction Division

## CIP and Inspection Section

### 001.PW21A



The CIP and Inspection Section programs, designs, constructs, and inspects projects to improve public right-of-way and facilities. The Section will also assist with land development cases and permits review and processing.

#### OBJECTIVES

- Manage and deliver assigned capital improvement projects in accordance with the approved scope, budget, and schedule.
- Provide timely engineering and administrative support to other City departments.
- Respond to public inquiries and concerns on engineering matters.
- Provide plan reviews and inspection of construction work in the public right-of-way.
- Respond in a timely manner to citizen complaints of potential City code violations on or in public property under Public Works' purview.
- Address unsafe or improper construction activities.

#### CHANGES FROM PRIOR YEAR

Two Construction Inspector positions in the Engineering Street Design and Construction Division that were 50 percent funded by the General Fund were upgraded to Construction Inspector II and Senior Construction Inspector that will be 100 percent funded by General Fund. The upgraded Senior Construction Inspector will supervise Construction Inspectors I and II. Upgrading to a Construction Inspector II allows for staff to accept a higher degree of responsibility.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,500</b>	<b>3,500</b>	<b>4,500</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 990,732	\$ 657,277	\$ 871,389	\$ 214,112
60006.0000 Overtime - Non-Safety	9,978	8,500	8,500	
60012.0000 Fringe Benefits	119,994	112,273	156,994	44,721
60012.1008 Fringe Benefits:Retiree Benefits	266	5,332	3,020	(2,312)
60012.1509 Fringe Benefits:Employer Paid PERS	87,408	54,817	85,222	30,405
60012.1528 Fringe Benefits:Workers Comp	5,163	8,085	7,668	(417)
60012.1531 Fringe Benefits:PERS UAL	118,537	144,366	161,518	17,152
60015.0000 Wellness Program Reimbursement	371	-	-	
60027.0000 Payroll Taxes Non-Safety	13,748	9,531	12,635	3,104
60031.0000 Payroll Adjustments	1,905	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,348,102</b>	<b>1,000,181</b>	<b>1,306,946</b>	<b>306,765</b>
62170.0000 Private Contractual Services	\$ 55,285	\$ 127,000	\$ 124,500	\$ (2,500)
62170.1001 Temp Staffing	2,080	-	-	
62220.0000 Insurance	13,540	20,571	60,046	39,475
62300.0000 Special Dept Supplies	2,143	2,550	2,550	
62420.0000 Books & Periodicals	175	200	200	
62455.0000 Equipment Rental	-	800	800	
62475.0000 Fund 532 Vehicle Equip Rental Rate	36,392	36,183	61,309	25,126
62485.0000 Fund 535 Communications Rental Rate	4,926	4,926	4,926	
62496.0000 Fund 537 Computer System Rental	59,180	68,060	65,982	(2,078)
62700.0000 Memberships & Dues	500	500	500	
62710.0000 Travel	134	600	600	
62755.0000 Training	4,394	6,750	6,750	
62895.0000 Miscellaneous Expenses	4,344	4,500	4,500	
<b>Materials, Supplies &amp; Services</b>	<b>183,093</b>	<b>272,640</b>	<b>332,663</b>	<b>60,023</b>
<b>Total Expenses</b>	<b>\$ 1,531,195</b>	<b>\$ 1,272,821</b>	<b>\$ 1,639,609</b>	<b>\$ 366,788</b>



# Engineering Design and Construction Division

## Land Development and Permits Section

### 001.PW21B



The Land Development and 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. This Section will also assist with CIP and Inspection services delivery.

#### 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.

#### CHANGES FROM PRIOR YEAR

A new Civil Engineering Associate position was added to the Land Development and Permits Section to address the continually increasing volume of permit and land development case reviews as well as assist the Capital Improvement Program (CIP) and Inspection Section with project planning, design, and construction delivery.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>4,500</b>	<b>7,300</b>	<b>8,300</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 293,252	\$ 612,291	\$ 700,797	\$ 88,506
60006.0000 Overtime - Non-Safety	2,512	-	-	
60012.0000 Fringe Benefits	26,762	112,184	136,950	24,766
60012.1008 Fringe Benefits:Retiree Benefits	151	3,692	6,298	2,606
60012.1509 Fringe Benefits:Employer Paid PERS	26,101	51,065	68,538	17,473
60012.1528 Fringe Benefits:Workers Comp	2,941	10,664	7,506	(3,158)
60012.1531 Fringe Benefits:PERS UAL	85,725	82,958	58,245	(24,713)
60015.0000 Wellness Program Reimbursement	248	-	-	
60027.0000 Payroll Taxes Non-Safety	4,238	8,878	10,162	1,284
60031.0000 Payroll Adjustments	81	-	-	
<b>Salaries &amp; Benefits</b>	<b>442,011</b>	<b>881,732</b>	<b>988,496</b>	<b>106,764</b>
62170.0000 Private Contractual Services	\$ 136,873	\$ 216,500	\$ 214,000	\$ (2,500)
62170.1001 Temp Staffing	44,987	-	-	
62300.0000 Special Dept Supplies	2,936	5,000	5,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	9,812	11,355	13,106	1,751
62496.0000 Fund 537 Computer System Rental	65,047	74,055	82,692	8,637
62755.0000 Training	614	3,350	3,350	
62895.0000 Miscellaneous Expenses	180	550	550	
<b>Materials, Supplies &amp; Services</b>	<b>260,449</b>	<b>310,810</b>	<b>318,698</b>	<b>7,888</b>
<b>Total Expenses</b>	<b>\$ 702,460</b>	<b>\$ 1,192,542</b>	<b>\$ 1,307,194</b>	<b>\$ 114,652</b>

# Engineering Design and Construction Division

## Traffic Section

### 001.PW22A



The Traffic Section oversees traffic capital improvement projects, traffic design, traffic control plan checking, development reviews, and traffic-related requests from the public.

#### OBJECTIVES

- Oversee, manage, and administer traffic-related capital improvement projects.
- Oversee and manage databases for traffic collisions and speed surveys.
- Monitor and manage traffic flow throughout the City.
- 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 plans and projects.

#### CHANGES FROM PRIOR YEAR

A new Engineering Associate - Traffic position was added to the Traffic Section to assist with increasing workloads and provide reviews of traffic permits and developmental plans.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>3.403</b>	<b>4.403</b>	<b>5.403</b>	<b>1.000</b>
60001.0000 Salaries & Wages	\$ 398,133	\$ 417,619	\$ 524,543	\$ 106,924
60012.0000 Fringe Benefits	60,238	65,426	89,889	24,463
60012.1008 Fringe Benefits:Retiree Benefits	232	2,792	3,799	1,007
60012.1509 Fringe Benefits:Employer Paid PERS	39,396	34,829	51,300	16,471
60012.1528 Fringe Benefits:Workers Comp	2,048	5,137	4,616	(521)
60012.1531 Fringe Benefits:PERS UAL	107,388	105,572	69,481	(36,091)
60015.0000 Wellness Program Reimbursement	248	-	-	
60027.0000 Payroll Taxes Non-Safety	4,152	6,055	7,606	1,551
60031.0000 Payroll Adjustments	941	-	-	
<b>Salaries &amp; Benefits</b>	<b>612,776</b>	<b>637,430</b>	<b>751,234</b>	<b>113,804</b>
62170.0000 Private Contractual Services	\$ 46,088	\$ 225,000	\$ 25,000	\$ (200,000)
62220.0000 Insurance	31,465	42,496	50,589	8,093
62300.0000 Special Dept Supplies	14,413	7,500	7,500	
62485.0000 Fund 535 Communications Rental Rate	13,502	13,502	13,502	
62496.0000 Fund 537 Computer System Rental	46,426	42,301	82,100	39,799
62700.0000 Memberships & Dues	1,146	1,000	1,000	
62710.0000 Travel	1,259	-	-	
62755.0000 Training	6,578	500	500	
62830.0000 Bank Service Charges	-	200	200	
62895.0000 Miscellaneous Expenses	137	4,000	4,000	
<b>Materials, Supplies &amp; Services</b>	<b>161,013</b>	<b>336,499</b>	<b>184,391</b>	<b>(152,108)</b>
<b>Total Expenses</b>	<b>\$ 773,789</b>	<b>\$ 973,929</b>	<b>\$ 935,625</b>	<b>\$ (38,304)</b>

# Engineering Design and Construction 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 334,267	\$ 399,890	\$ 400,101	\$ 211
60006.0000 Overtime - Non-Safety	2,007	3,061	3,061	
60012.0000 Fringe Benefits	73,751	102,922	107,758	4,836
60012.1008 Fringe Benefits:Retiree Benefits	232	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	33,381	33,351	39,130	5,779
60012.1528 Fringe Benefits:Workers Comp	24,046	40,469	27,447	(13,022)
60012.1531 Fringe Benefits:PERS UAL	52,850	59,336	67,796	8,460
60027.0000 Payroll Taxes Non-Safety	4,637	5,798	5,801	3
60031.0000 Payroll Adjustments	425	-	-	
<b>Salaries &amp; Benefits</b>	<b>525,596</b>	<b>649,749</b>	<b>656,270</b>	<b>6,521</b>
62170.0000 Private Contractual Services	\$ 2,169	\$ 5,000	\$ 5,000	
62300.0000 Special Dept Supplies	47,079	55,000	55,000	
62405.0000 Uniforms & Tools	2,799	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	64,428	73,642	88,716	15,074
62496.0000 Fund 537 Computer System Rental	34,703	38,029	44,078	6,049
62755.0000 Training	1,439	3,000	3,000	
62840.0000 Small Tools	1,058	1,200	1,200	
62895.0000 Miscellaneous Expenses	1,542	3,000	3,000	
<b>Materials, Supplies &amp; Services</b>	<b>155,217</b>	<b>180,871</b>	<b>201,994</b>	<b>21,123</b>
<b>Total Expenses</b>	<b>\$ 680,813</b>	<b>\$ 830,620</b>	<b>\$ 858,264</b>	<b>\$ 27,644</b>

# 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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 371,221	\$ 496,436	\$ 444,601	\$ (51,835)
60006.0000 Overtime - Non-Safety	36,318	24,618	24,618	
60012.0000 Fringe Benefits	61,560	104,316	108,767	4,451
60012.1008 Fringe Benefits:Retiree Benefits	232	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	31,420	41,403	43,482	2,079
60012.1528 Fringe Benefits:Workers Comp	26,070	40,778	23,050	(17,728)
60012.1531 Fringe Benefits:PERS UAL	85,234	72,887	67,674	(5,213)
60015.0000 Wellness Program Reimbursement	248	-	-	
60023.0000 Uniform and Tool Allowance	1,000	1,000	1,000	
60027.0000 Payroll Taxes Non-Safety	5,996	7,198	6,447	(751)
60031.0000 Payroll Adjustments	2,437	-	-	
<b>Salaries &amp; Benefits</b>	<b>621,735</b>	<b>793,558</b>	<b>724,815</b>	<b>(68,743)</b>
62000.0000 Utilities	\$ 93,103	\$ 91,331	\$ 91,331	
62135.0000 Governmental Services	3,010	7,000	7,000	
62170.0000 Private Contractual Services	5,147	2,500	2,500	
62300.0000 Special Dept Supplies	39,936	40,000	40,000	
62405.0000 Uniforms & Tools	2,509	3,000	3,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	94,710	91,352	117,977	26,625
62485.0000 Fund 535 Communications Rental Rate	6,157	6,157	6,157	
62496.0000 Fund 537 Computer System Rental	40,325	46,918	54,200	7,282
62755.0000 Training	2,770	3,000	3,000	
62840.0000 Small Tools	4,552	7,500	7,500	
62895.0000 Miscellaneous Expenses	2,946	3,500	3,500	
<b>Materials, Supplies &amp; Services</b>	<b>295,164</b>	<b>302,258</b>	<b>336,165</b>	<b>33,907</b>
<b>Total Expenses</b>	<b>\$ 916,899</b>	<b>\$ 1,095,816</b>	<b>\$ 1,060,980</b>	<b>\$ (34,836)</b>

# 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 City's Traffic Management Center.
- 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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 352,745	\$ 335,416	\$ 317,423	\$ (17,993)
60006.0000 Overtime - Non-Safety	8,457	-	-	
60012.0000 Fringe Benefits	58,828	54,904	58,292	3,388
60012.1008 Fringe Benefits:Retiree Benefits	162	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	31,135	27,974	31,044	3,070
60012.1528 Fringe Benefits:Workers Comp	8,572	10,394	5,752	(4,642)
60012.1531 Fringe Benefits:PERS UAL	51,930	59,088	56,042	(3,046)
60015.0000 Wellness Program Reimbursement	248	-	-	
60023.0000 Uniform and Tool Allowance	-	462	462	
60027.0000 Payroll Taxes Non-Safety	5,199	4,864	4,603	(261)
60031.0000 Payroll Adjustments	1,686	-	-	
<b>Salaries &amp; Benefits</b>	<b>518,960</b>	<b>495,563</b>	<b>476,206</b>	<b>(19,357)</b>
62170.0000 Private Contractual Services	\$ 28,053	\$ 30,000	\$ 30,000	
62300.0000 Special Dept Supplies	9,930	13,000	13,000	
62496.0000 Fund 537 Computer System Rental	48,350	57,233	62,964	5,731
62755.0000 Training	-	2,000	2,000	
62840.0000 Small Tools	5,500	2,500	2,500	
62895.0000 Miscellaneous Expenses	6,000	6,000	6,000	
<b>Materials, Supplies &amp; Services</b>	<b>97,833</b>	<b>110,733</b>	<b>116,464</b>	<b>5,731</b>
<b>Total Expenses</b>	<b>\$ 616,793</b>	<b>\$ 606,296</b>	<b>\$ 592,670</b>	<b>\$ (13,626)</b>



# Street and Sanitation Division



The Streets and Sanitation Division includes the Road and Parkway Maintenance Section, Weed Abatement Section, and Flood Control Section. The Street and Sanitation Division also oversees the removal of graffiti and a citywide contract for landscape maintenance of medians, streetscapes, and bike paths. 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>10.150</b>	<b>10.150</b>	<b>10.150</b>	
<b>Salaries &amp; Benefits</b>	\$ 892,339	\$ 1,097,179	\$ 1,063,642	\$ (33,537)
<b>Materials, Supplies, Services</b>	2,447,309	3,053,883	3,507,718	453,835
<b>TOTAL</b>	<b>\$ 3,339,648</b>	<b>\$ 4,151,062</b>	<b>\$ 4,571,360</b>	<b>\$ 420,298</b>

# 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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>9,350</b>	<b>9,350</b>	<b>9,350</b>	
60001.0000 Salaries & Wages	\$ 474,562	\$ 588,532	\$ 582,123	\$ (6,409)
60006.0000 Overtime - Non-Safety	3,560	5,080	5,080	
60012.0000 Fringe Benefits	94,869	156,292	162,752	6,460
60012.1008 Fringe Benefits:Retiree Benefits	250	7,670	8,067	397
60012.1509 Fringe Benefits:Employer Paid PERS	45,981	49,084	56,932	7,848
60012.1528 Fringe Benefits:Workers Comp	36,357	59,559	39,934	(19,625)
60012.1531 Fringe Benefits:PERS UAL	127,564	117,765	97,392	(20,373)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	6,870	8,534	8,441	(93)
60031.0000 Payroll Adjustments	1,074	-	-	
<b>Salaries &amp; Benefits</b>	<b>791,581</b>	<b>992,516</b>	<b>960,721</b>	<b>(31,795)</b>
62000.0000 Utilities	\$ 188,322	\$ 291,000	\$ 250,000	\$ (41,000)
62170.0000 Private Contractual Services	580,243	600,000	639,100	39,100
62170.1001 Temp Staffing	36,057	-	-	
62220.0000 Insurance	1,000,730	1,360,528	1,648,367	287,839
62300.0000 Special Dept Supplies	116,102	203,533	203,533	
62405.0000 Uniforms & Tools	11,270	9,600	11,500	1,900
62475.0000 Fund 532 Vehicle Equip Rental Rate	387,003	384,356	530,282	145,926
62485.0000 Fund 535 Communications Rental Rate	69,087	69,087	67,856	(1,231)
62496.0000 Fund 537 Computer System Rental	35,949	33,097	39,851	6,754
62700.0000 Memberships & Dues	-	374	374	
62710.0000 Travel	-	2,150	2,150	
62755.0000 Training	1,579	7,100	7,100	
<b>Materials, Supplies &amp; Services</b>	<b>2,426,342</b>	<b>2,960,825</b>	<b>3,400,113</b>	<b>439,288</b>
<b>Total Expenses</b>	<b>\$ 3,217,924</b>	<b>\$ 3,953,341</b>	<b>\$ 4,360,834</b>	<b>\$ 407,493</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.200</b>	<b>0.200</b>	<b>0.200</b>	
60001.0000 Salaries & Wages	\$ 25,974	\$ 18,040	\$ 18,040	
60006.0000 Overtime - Non-Safety	71	106	106	
60012.0000 Fringe Benefits	2,731	3,400	3,582	182
60012.1008 Fringe Benefits:Retiree Benefits	4	164	173	9
60012.1509 Fringe Benefits:Employer Paid PERS	1,854	1,505	1,764	259
60012.1528 Fringe Benefits:Workers Comp	1,122	1,826	1,238	(588)
60012.1531 Fringe Benefits:PERS UAL	3,867	2,300	3,816	1,516
60015.0000 Wellness Program Reimbursement	50	-	-	
60027.0000 Payroll Taxes Non-Safety	374	262	262	
60031.0000 Payroll Adjustments	94	-	-	
<b>Salaries &amp; Benefits</b>	<b>36,140</b>	<b>27,603</b>	<b>28,981</b>	<b>1,378</b>
62170.0000 Private Contractual Services	\$ -	\$ 32,000	\$ 32,000	
62300.0000 Special Dept Supplies	-	440	440	
62475.0000 Fund 532 Vehicle Equip Rental Rate	889	1,046	1,236	190
62496.0000 Fund 537 Computer System Rental	791	689	825	136
<b>Materials, Supplies &amp; Services</b>	<b>1,680</b>	<b>34,175</b>	<b>34,501</b>	<b>326</b>
<b>Total Expenses</b>	<b>\$ 37,820</b>	<b>\$ 61,778</b>	<b>\$ 63,482</b>	<b>\$ 1,704</b>

# 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.
- Procure sandbags for emergency water diversion.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.600</b>	<b>0.600</b>	<b>0.600</b>	
60001.0000 Salaries & Wages	\$ 41,867	\$ 45,258	\$ 44,591	\$ (667)
60006.0000 Overtime - Non-Safety	436	2,943	2,943	
60012.0000 Fringe Benefits	7,247	10,368	10,880	512
60012.1008 Fringe Benefits:Retiree Benefits	23	492	518	26
60012.1509 Fringe Benefits:Employer Paid PERS	4,050	3,774	4,361	587
60012.1528 Fringe Benefits:Workers Comp	2,787	4,580	3,059	(1,521)
60012.1531 Fringe Benefits:PERS UAL	7,473	8,989	6,941	(2,048)
60015.0000 Wellness Program Reimbursement	16	-	-	
60027.0000 Payroll Taxes Non-Safety	613	656	647	(9)
60031.0000 Payroll Adjustments	106	-	-	
<b>Salaries &amp; Benefits</b>	<b>64,618</b>	<b>77,060</b>	<b>73,940</b>	<b>(3,120)</b>
62170.0000 Private Contractual Services	\$ 1,516	\$ 34,000	\$ 34,000	
62300.0000 Special Dept Supplies	-	8,827	8,827	
62475.0000 Fund 532 Vehicle Equip Rental Rate	15,315	13,897	27,761	13,864
62496.0000 Fund 537 Computer System Rental	2,456	2,159	2,516	357
<b>Materials, Supplies &amp; Services</b>	<b>19,287</b>	<b>58,883</b>	<b>73,104</b>	<b>14,221</b>
<b>Total Expenses</b>	<b>\$ 83,905</b>	<b>\$ 135,943</b>	<b>\$ 147,044</b>	<b>\$ 11,101</b>

# Fleet and Building Maintenance Division



The Fleet and Building Maintenance Division operates, maintains and repairs all non-BWP, City-owned equipment and buildings. 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 Compressed Natural Gas (CNG) and Hydrogen fueling stations. Funding for the Fleet is provided via the Internal Services Fund 532. The Building Maintenance Section consists of Facilities Maintenance and Custodial Services and manages the maintenance, repairs, and life cycle replacements of all non-BWP, City-owned facilities and infrastructure.

## DIVISION SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>34.940</b>	<b>34.940</b>	<b>34.940</b>	
<b>Salaries &amp; Benefits</b>	\$ 2,986,816	\$ 3,713,912	\$ 3,559,023	\$ (154,889)
<b>Materials, Supplies, Services</b>	1,918,089	1,522,847	1,652,825	129,978
<b>TOTAL</b>	<b>\$ 4,904,905</b>	<b>\$ 5,236,759</b>	<b>\$ 5,211,848</b>	<b>\$ (24,911)</b>



# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>14,940</b>	<b>14,940</b>	<b>14,940</b>	
60001.0000 Salaries & Wages	\$ 1,156,336	\$ 1,214,421	\$ 1,168,388	\$ (46,033)
60006.0000 Overtime - Non-Safety	75,627	66,733	66,733	
60012.0000 Fringe Benefits	209,216	257,974	270,504	12,530
60012.1008 Fringe Benefits:Retiree Benefits	533	12,256	12,889	633
60012.1509 Fringe Benefits:Employer Paid PERS	111,697	101,283	114,268	12,985
60012.1528 Fringe Benefits:Workers Comp	60,735	104,583	67,172	(37,411)
60012.1531 Fringe Benefits:PERS UAL	225,116	261,755	215,941	(45,814)
60015.0000 Wellness Program Reimbursement	1,560	-	-	
60023.0000 Uniform and Tool Allowance	-	381	381	
60027.0000 Payroll Taxes Non-Safety	17,438	17,609	16,942	(667)
60031.0000 Payroll Adjustments	2,732	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,860,991</b>	<b>2,036,995</b>	<b>1,933,218</b>	<b>(103,777)</b>
62000.0000 Utilities	\$ 602,155	\$ 647,008	\$ 697,008	\$ 50,000
62300.0000 Special Dept Supplies	932	-	-	
62405.0000 Uniforms & Tools	8,007	6,200	6,200	
62450.0000 Building Grounds Maint & Repair	(29)	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	109,212	116,878	161,637	44,759
62485.0000 Fund 535 Communications Rental Rate	81,816	81,816	81,816	
62496.0000 Fund 537 Computer System Rental	88,729	77,387	95,073	17,686
62755.0000 Training	4,125	5,500	5,500	
<b>Materials, Supplies &amp; Services</b>	<b>894,948</b>	<b>934,789</b>	<b>1,047,234</b>	<b>112,445</b>
<b>Total Expenses</b>	<b>\$ 2,755,938</b>	<b>\$ 2,971,784</b>	<b>\$ 2,980,452</b>	<b>\$ 8,668</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	
60001.0000 Salaries & Wages	\$ 622,502	\$ 959,713	\$ 948,871	\$ (10,842)
60006.0000 Overtime - Non-Safety	22,825	14,215	14,215	
60012.0000 Fringe Benefits	157,183	330,745	342,295	11,550
60012.1008 Fringe Benefits:Retiree Benefits	558	16,407	17,255	848
60012.1509 Fringe Benefits:Employer Paid PERS	63,035	80,040	92,800	12,760
60012.1528 Fringe Benefits:Workers Comp	62,467	97,123	65,093	(32,030)
60012.1531 Fringe Benefits:PERS UAL	183,132	164,758	131,517	(33,241)
60015.0000 Wellness Program Reimbursement	1,328	-	-	
60027.0000 Payroll Taxes Non-Safety	9,200	13,916	13,759	(157)
60031.0000 Payroll Adjustments	3,597	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,125,826</b>	<b>1,676,917</b>	<b>1,625,805</b>	<b>(51,112)</b>
62170.0000 Private Contractual Services	\$ 333,664	\$ 317,809	\$ 317,809	
62170.1001 Temp Staffing	409,793	-	-	
62300.0000 Special Dept Supplies	182,399	165,000	165,000	
62405.0000 Uniforms & Tools	3,326	4,500	4,500	
62435.0000 General Equipment Maint & Repair	1,211	1,601	1,601	
62475.0000 Fund 532 Vehicle Equip Rental Rate	19,161	21,077	23,266	2,189
62496.0000 Fund 537 Computer System Rental	73,587	74,571	89,915	15,344
62755.0000 Training	-	3,500	3,500	
<b>Materials, Supplies &amp; Services</b>	<b>1,023,142</b>	<b>588,058</b>	<b>605,591</b>	<b>17,533</b>
<b>Total Expenses</b>	<b>\$ 2,148,967</b>	<b>\$ 2,264,975</b>	<b>\$ 2,231,396</b>	<b>\$ (33,579)</b>

# Field Services Administration

## 001.PW35A



The Field Services Administration Section provides administrative services primarily to the Streets and Sanitation Division, as well as the Fleet and Building Division.

### 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

One Senior Clerk position from the Field Services division was upgraded to a Senior Secretary position in the Administration division to handle more complex clerical responsibilities.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,303</b>	<b>6,300</b>	<b>5,300</b>	<b>(1,000)</b>
60001.0000 Salaries & Wages	\$ 502,783	\$ 639,928	\$ 564,669	\$ (75,259)
60006.0000 Overtime - Non-Safety	21	3,055	3,055	
60012.0000 Fringe Benefits	80,933	116,845	107,380	(9,465)
60012.1008 Fringe Benefits:Retiree Benefits	208	5,171	5,435	264
60012.1509 Fringe Benefits:Employer Paid PERS	48,730	53,370	55,225	1,855
60012.1528 Fringe Benefits:Workers Comp	18,129	20,960	9,174	(11,786)
60012.1531 Fringe Benefits:PERS UAL	100,645	96,430	95,452	(978)
60015.0000 Wellness Program Reimbursement	495	-	-	
60027.0000 Payroll Taxes Non-Safety	7,481	9,279	8,188	(1,091)
<b>Salaries &amp; Benefits</b>	<b>759,424</b>	<b>945,038</b>	<b>848,578</b>	<b>(96,460)</b>
62170.0000 Private Contractual Services	\$ 369	\$ 1,000	\$ 1,000	
62170.1001 Temp Staffing	28,218	-	-	
62220.0000 Insurance	66,102	248,231	309,754	61,523
62300.0000 Special Dept Supplies	225	400	400	
62310.0000 Office Supplies, Postage & Printing	14,795	16,752	16,752	
62440.0000 Office Equip Maint & Repair	5,153	3,000	3,000	
62455.0000 Equipment Rental	-	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	23,897	21,970	32,532	10,562
62485.0000 Fund 535 Communications Rental Rate	27,174	27,174	27,174	
62496.0000 Fund 537 Computer System Rental	60,899	72,113	68,651	(3,462)
62700.0000 Memberships & Dues	-	330	330	
62710.0000 Travel	-	2,900	2,900	
62755.0000 Training	208	5,700	5,700	
<b>Materials, Supplies &amp; Services</b>	<b>227,040</b>	<b>401,570</b>	<b>470,193</b>	<b>68,623</b>
<b>Total Expenses</b>	<b>\$ 986,464</b>	<b>\$ 1,346,608</b>	<b>\$ 1,318,771</b>	<b>\$ (27,837)</b>

# PUBLIC WORKS

## Authorized Positions

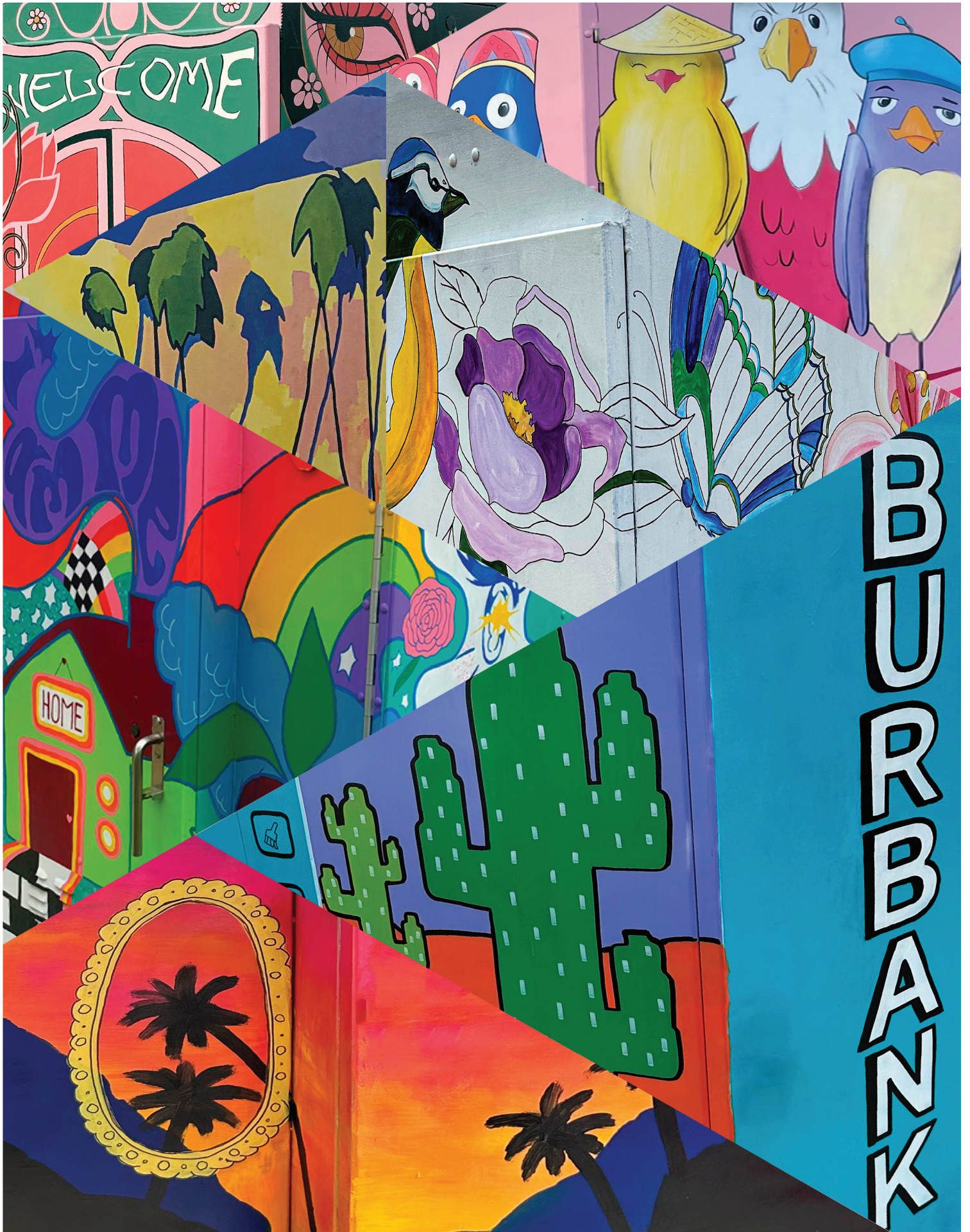


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	0.903	1.000	1.000	
ADM OFCR	0.710	0.710	0.710	
AST PW DIR-FLEET&BLDG	1.000	1.000	1.000	
AST PW DIR-STR&SANT	0.650	0.650	0.650	
AST TRAF SIGNAL TECH	1.000	1.000	1.000	
CAP PROJS PROG MGR	1.000	1.000	1.000	
CARPENTER	1.000	2.000	2.000	
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	2.000	2.000	3.000	1.000
CONST AND MAINT WKR	5.000	4.000	4.000	
CONST INSP I	1.000	1.800	0.800	-1.000
CONST INSP II	0.000	0.000	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	1.000	1.000	2.000	1.000
ENGNRG TECH	2.000	2.000	2.000	
EXEC AST	0.800	0.000	0.000	
FACILITIES MAINT MGR	1.000	1.000	1.000	
FINANCIAL ANALYST (Z)	0.500	0.403	0.403	
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	1.000	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	
PERMIT TECH	0.000	1.000	1.000	
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	
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	3.940	3.940	3.940	
SR ADM ANALYST (M)	1.573	1.570	1.570	
SR CIVIL ENGNRG AST	1.000	1.000	1.000	
SR CIVIL ENG	1.000	2.000	2.000	
SR CLK	3.900	3.900	2.900	-1.000
SR CONST INSP	0.000	0.000	1.000	1.000
SR SEC	1.000	1.000	2.000	1.000
STR MAINT LEADWKR	1.450	1.450	1.450	
CONST INSP MGR	0.500	0.500	0.500	
TRAF CTRL JOURNEYMAN	3.000	3.000	3.000	
TRAF ENGNRG MGR	1.000	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	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>88.231</b>	<b>90.228</b>	<b>93.228</b>	<b>3.000</b>

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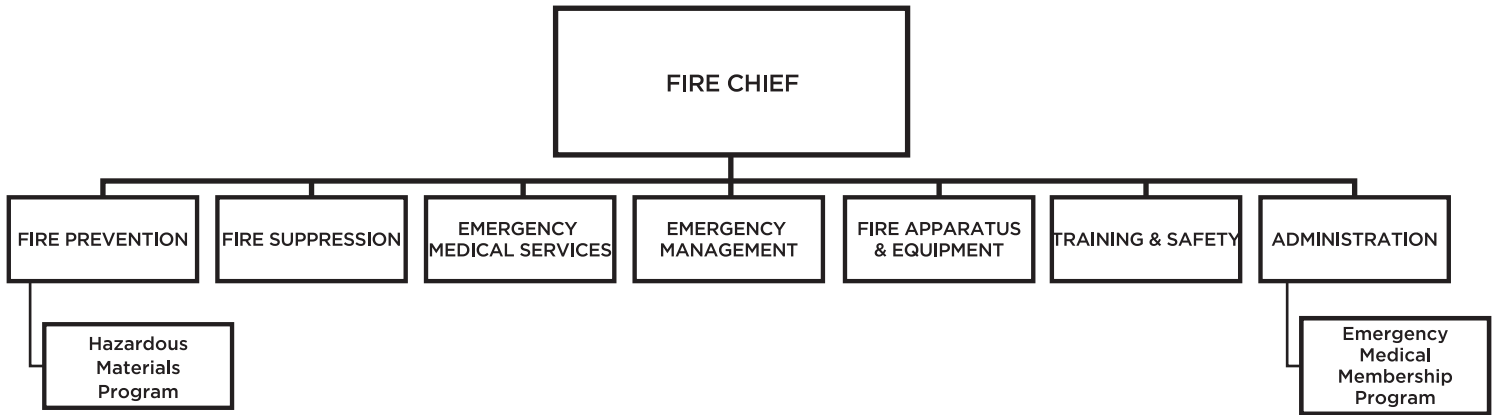








# FIRE DEPARTMENT



# 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 lives, property, and the environment 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 situations.

## CHANGES FROM PRIOR YEAR

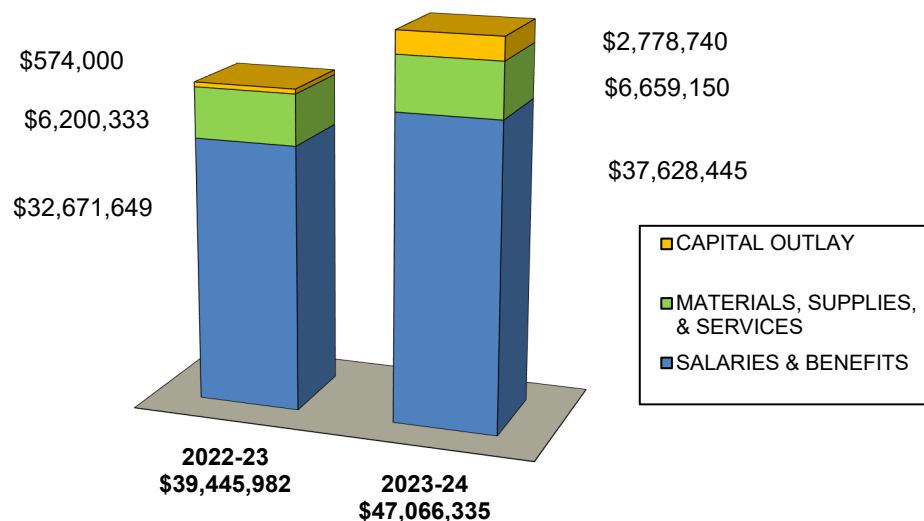
In FY 2022-23, the Fire Department issued its inaugural Annual Report, which provides an overview of deployment, response, and accomplishments.

In FY 2023-24, organizational enhancements will be implemented to improve external and internal services. The Fire Department will also develop its next Five-Year Strategic Plan. The process will involve the participation and input from City Departments and various community stakeholders. The Strategic Plan will help the Fire Department focus on short-term goals and make progress on achieving long-term initiatives.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>136.000</b>	<b>137.000</b>	<b>143.000</b>	<b>6.000</b>
<b>Salaries &amp; Benefits</b>	\$ 33,605,380	\$ 32,671,649	\$ 37,628,445	\$ 4,956,796
<b>Materials, Supplies &amp; Services</b>	6,606,049	6,200,333	6,659,150	458,817
<b>Capital Expenses</b>	23,521	574,000	2,778,740	2,204,740
<b>TOTAL</b>	<b>\$ 40,234,950</b>	<b>\$ 39,445,982</b>	<b>\$ 47,066,335</b>	<b>\$ 7,620,353</b>

## DEPARTMENT SUMMARY



## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Recertified as a Hazardous Materials Response Team Type 1 through the California Governor’s Office of Emergency Services.
- Developed section specific Emergency Operations Center (EOC) training manuals per new California Governor's Office of Emergency Services guidance to meet their EOC qualification system.
- Developed an Incident Support Guide to include reunification and logistics at large incidents at Burbank Unified School District facilities and the Hollywood Burbank Airport.
- Developed a Local Assistance Plan for community residents following a catastrophic disaster, in conjunction with County and State agencies and non-governmental organizations (for example, Red Cross).
- Outfitted and placed into service one Command Vehicle.
- Obtained an additional three Lund University Cardiopulmonary Assist System (LUCAS) devices, which provide high-quality chest compressions to sudden cardiac arrest patients, through Los Angeles County Measure B funding.
- Implemented new Firefighter annual comprehensive cancer screenings.
- Completed the transition to the new fire prevention records management system.


## 2023-2024 WORK PROGRAM GOALS


	Replace all existing Bendix King Mobile radios with Motorola APX8500 tri-band radios.	March 2024
	Initiate the pre-construction/improvements phase of a new dedicated Emergency Operations Center.	April 2024
	Enhance emergency management and disaster preparedness by developing a comprehensive emergency management situational awareness tool.	June 2024
	Evaluate and improve the Continuity of Operations Plan, including elements of Continuity of Government Plan, for an emergency.	June 2024
	Complete the build process and place into service one tiller drawn aerial (truck).	May 2024
	Place in service new self-contained breathing apparatus for structural firefighting and hazardous materials.	December 2023
	Begin the build process for one wildland tactical water tender.	November 2023
	Obtain additional three LUCAS devices, which provide high-quality chest compressions to sudden cardiac arrest patients, through Los Angeles County Measure B funding.	June 2024
	Develop a Fire Engineer Academy to foster professional knowledge and skills.	June 2024
	Develop a comprehensive Emergency Vehicle Operator Course program.	June 2024
	Begin development of the Burbank Fire Department Five-Year Strategic Plan.	June 2024


# FIRE



## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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.	4,496	4,502	4,485
Number of hazardous materials and underground tank inspections.	228	195	190
Number of fire hazard reduction/brush clearance inspections.	2,968	2,940	2,940

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Achieve timely, yet safe emergency response as established by the Burbank Fire Department Community Risk Assessment and Standards cover document to protect lives, property, and the environment.			
90th percentile total response time for the first unit on scene.	7:40	7:43	7:40
90th percentile turnout time for the first unit on scene.	1:35	2:20	1:35
Percent of single-family homes where fire is contained to the room of origin.	100%	100%	100%
Percent of multi-family dwellings or multi-unit commercial structures where fire is contained to the unit of origin.	100%	100%	100%

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Achieve timely, yet safe emergency response as established by the Burbank Fire Department Community Risk Assessment and Standards 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 first unit on scene.	5:30	6:41	5:30
Percent of time a patient with suspected cardiac chest pain receives a 12 lead electrocardiogram to detect a possible heart attack.	100%	100%	100%
Percent of time a patient with stroke symptoms is given a stroke screening in the field.	100%	100%	100%





# FIRE



**PERFORMANCE MEASURES continued**

	Projected (22-23)	Actual (22-23)	Projected (23-24)
Percent of time a stroke patient is transported to a Primary or Comprehensive Stroke Center.	100%	100%	100%
Percent of time there is a return of spontaneous circulation on a patient in cardiac arrest.	25%	26%	30%

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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	11	25

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
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	14	0

# Fire Prevention Division

## 001.FD01A



The primary responsibility of the Fire Prevention Division is to anticipate and reduce the potential for fire, life safety, and environmental hazards by enforcing relative laws, codes, and ordinances through inspections of all occupancies, permitting applicable processes, and providing safety education programs. This will also be accomplished through community risk analysis providing for community risk reduction programs. This division is also responsible for the investigation of fires and the prosecution of those individuals found liable 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 suppression 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.

### CHANGES FROM PRIOR YEAR

The FY 2023-24 budget for the Fire Prevention Division includes funding for two civilian Fire Inspector I positions to implement Senate Bill 1205, which requires fire departments to annually report state-mandated fire inspection activities.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>10,700</b>	<b>11,200</b>	<b>12,200</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 237,318	\$ 324,803	\$ 467,099	\$ 142,296
60002.0000 Salaries & Wages - Safety	903,338	988,726	945,262	(43,464)
60002.3505 Safety Holiday Pay	25,753	8,397	9,898	1,501
60006.0000 Overtime - Non-Safety	4,410	1,653	1,653	
60007.0000 Overtime - Safety	316,060	265,630	284,543	18,913
60012.0000 Fringe Benefits	50,431	87,794	126,562	38,768
60012.1008 Fringe Benefits:Retiree Benefits	157	4,676	5,349	673
60012.1509 Fringe Benefits:Employer Paid PERS	23,751	27,089	45,682	18,593
60012.1528 Fringe Benefits:Workers Comp	9,967	11,763	7,599	(4,164)
60012.1531 Fringe Benefits:PERS UAL	52,123	51,991	45,952	(6,039)
60015.0000 Wellness Program Reimbursement	124	-	-	
60016.0000 Fringe Benefits - Safety	105,067	132,211	109,488	(22,723)
60016.1008 Fringe Safety:Retiree Benefits	355	7,199	7,411	212
60016.1509 Fringe Safety:Employer Paid PERS	129,352	143,586	152,348	8,762
60016.1528 Fringe Safety:Workers Comp	105,392	93,730	137,639	43,909
60016.1531 Fringe Safety:PERS UAL	234,849	275,601	209,855	(65,746)
60023.0000 Uniform and Tool Allowance	5,500	5,000	5,000	
60027.0000 Payroll Taxes Non-Safety	3,447	4,710	6,773	2,063
60028.0000 Payroll Taxes Safety	17,760	14,458	13,850	(608)
60031.0000 Payroll Adjustments	307	-	-	
<b>Salaries &amp; Benefits</b>	<b>2,225,460</b>	<b>2,449,017</b>	<b>2,581,963</b>	<b>132,946</b>

# Fire Prevention Division

## 001.FD01A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 188,408	\$ 250,000	\$ 250,000	
62220.0000 Insurance	266,056	418,979	613,731	194,752
62300.0000 Special Dept Supplies	1,228	2,000	2,000	
62300.1006 Sp Dept Supplies:Public Education	3,884	7,500	7,500	
62316.0000 Software & Hardware	4,469	4,000	4,000	
62420.0000 Books & Periodicals	128	1,075	1,075	
62455.0000 Equipment Rental	440	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	105,977	126,939	159,974	33,035
62485.0000 Fund 535 Communications Rental Rate	729,725	803,167	803,889	722
62496.0000 Fund 537 Computer System Rental	187,886	266,549	276,091	9,542
62700.0000 Memberships & Dues	620	1,000	1,000	
62710.0000 Travel	-	500	500	
62755.0000 Training	5,155	6,000	6,000	
62830.1000 Credit Card Merchant Fees	2,958	9,000	9,000	
62895.0000 Miscellaneous Expenses	1,033	1,000	1,000	
<b>Materials, Supplies &amp; Services</b>	<b>1,497,967</b>	<b>1,897,709</b>	<b>2,135,760</b>	<b>238,051</b>
70011.0000 Operating Equipment	\$ -	\$ 35,000	-	\$ (35,000)
<b>Capital Expenses</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>(35,000)</b>
<b>Total Expenses</b>	<b>\$ 3,723,427</b>	<b>\$ 4,381,726</b>	<b>\$ 4,717,723</b>	<b>\$ 335,997</b>

# 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 businesses 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.

### CHANGES FROM PRIOR YEAR

The FY 2023-24 budget for the Fire Prevention Division includes funding for two civilian Fire Inspector I positions to implement Senate Bill 1205, which requires fire departments to annually report state-mandated fire inspection activities.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>2.300</b>	<b>2.800</b>	<b>3.800</b>	<b>1.000</b>
60001.0000 Salaries & Wages	\$ 163,234	\$ 212,334	\$ 221,372	\$ 9,038
60006.0000 Overtime - Non-Safety	4,410	-	-	
60012.0000 Fringe Benefits	32,008	48,501	51,190	2,689
60012.1008 Fringe Benefits:Retiree Benefits	99	1,887	2,416	529
60012.1509 Fringe Benefits:Employer Paid PERS	16,151	17,709	21,650	3,941
60012.1528 Fringe Benefits:Workers Comp	3,097	4,554	2,820	(1,734)
60012.1531 Fringe Benefits:PERS UAL	25,367	33,145	32,993	(152)
60015.0000 Wellness Program Reimbursement	124	-	-	
60031.0000 Payroll Adjustments	77	-	-	
60027.0000 Payroll Taxes Non-Safety	2,364	3,079	3,210	131
<b>Salaries &amp; Benefits</b>	<b>246,931</b>	<b>321,209</b>	<b>335,651</b>	<b>14,442</b>
62170.0000 Private Contractual Services	\$ -	\$ 1,000	\$ 1,000	
62420.0000 Books & Periodicals	-	925	925	
62475.0000 Fund 532 Vehicle Equip Rental Rate	2,359	2,810	4,391	1,581
62496.0000 Fund 537 Computer System Rental	10,265	11,126	13,214	2,088
62710.0000 Travel	-	500	500	
62755.0000 Training	2,336	3,000	3,000	
62895.0000 Miscellaneous Expenses	-	120	120	
<b>Materials, Supplies &amp; Services</b>	<b>14,960</b>	<b>19,481</b>	<b>23,150</b>	<b>3,669</b>
<b>Total Expenses</b>	<b>\$ 261,890</b>	<b>\$ 340,690</b>	<b>\$ 358,801</b>	<b>\$ 18,111</b>

# 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, hazardous material 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

The Fire Suppression Division's organizational enhancement includes the addition of three new Firefighter/Emergency Incident Technician (EIT) positions and one Emergency Medical Service (EMS) Captain. The safety overtime budget was increased by \$250,000, split equally (\$125,000 each) between Fire Suppression (FD02A) and Emergency Medical Services (FD03A). The division's FY 2023-24 budget includes funding for the replacement of three fire engines, Phase II of Self-Contained Breathing Apparatus (SCBAs) equipment, SCBA Mask Fit Testing and Flow Testing Systems, and Phase III of water tender for fire suppression and wildland services.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>67.200</b>	<b>67.200</b>	<b>71.200</b>	<b>4.000</b>
60001.0000 Salaries & Wages	\$ 26,013	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	8,111,691	8,004,771	9,649,461	1,644,690
60002.2002 Salaries & wages - Deputy chief	1,496	-	-	
60002.3505 Safety Holiday Pay	570,405	626,145	631,763	5,618
60007.0000 Overtime - Safety	2,823,606	1,704,884	2,059,703	354,819
60012.0000 Fringe Benefits	1,560	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	-	-	2,850	2,850
60016.0000 Fringe Benefits - Safety	1,035,769	1,412,016	1,421,080	9,064
60016.1008 Fringe Safety:Retiree Benefits	4,373	95,268	95,268	
60016.1509 Fringe Safety:Employer Paid PERS	1,295,382	1,242,852	1,639,855	397,003
60016.1528 Fringe Safety:Workers Comp	953,321	811,306	1,481,524	670,218
60016.1531 Fringe Safety:PERS UAL	2,313,791	2,507,776	2,300,768	(207,008)
60018.0000 Holding:Salaries	-	150,000	-	(150,000)
60023.0000 Uniform and Tool Allowance	66,065	65,400	65,400	
60028.0000 Payroll Taxes Safety	160,442	125,148	149,078	23,930
60031.0000 Payroll Adjustments	24,153	-	-	
<b>Salaries &amp; Benefits</b>	<b>17,388,068</b>	<b>16,745,566</b>	<b>19,496,750</b>	<b>2,751,184</b>



# Fire Suppression

## 001.FD02A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
62000.0000 Utilities	\$ 377,224	\$ 325,827	\$ 377,827	\$ 52,000
62135.0000 Governmental Services	616,176	680,926	689,546	8,620
62135.1016 Strike Team	25,493	-	-	
62170.0000 Private Contractual Services	22,252	30,000	30,000	
62300.0000 Special Dept Supplies	5,615	3,500	3,500	
62300.1000 Special Dept Supplies:Fire Fighting	27,620	33,400	33,400	
62300.1001 Special Dept Supplies:Training	231	-	-	
62300.1002 Special Dept Supplies:Rescue	1,336	5,000	5,000	
62300.1003 Special Dept Supplies:Appliances	12,745	12,500	12,500	
62300.1004 Special Dept Supplies:Hazmat	11,173	10,960	10,960	
62300.1008 Sp Dept Supplies:Communications	2,872	4,000	4,000	
62300.1012 Sp Dept Supplies:Tri-City Fire Academy	-	150,000	-	(150,000)
62316.0000 Software & Hardware	7,403	26,620	26,620	
62405.0000 Uniforms & Tools	160,190	46,500	46,500	
62420.0000 Books & Periodicals	-	500	500	
62435.0000 General Equipment Maint & Repair	8,882	12,000	12,000	
62435.1001 Equip Maint & Repair:Cylinder Service	4,476	6,000	6,000	
62450.0000 Building Grounds Maint & Repair	15,304	17,700	21,240	3,540
62451.0000 Building Maintenance	21,649	20,250	24,300	4,050
62455.0000 Equipment Rental	60,361	60,000	60,000	
62470.0000 Fund 533 Office Equip Rental Rate	160,631	222,240	245,447	23,207
62475.0000 Fund 532 Vehicle Equip Rental Rate	882,710	956,082	1,199,765	243,683
62496.0000 Fund 537 Computer System Rental	296,389	312,229	368,355	56,126
62700.0000 Memberships & Dues	-	450	450	
62820.0000 Bond Interest & Redemption	71,649	4,670	4,670	
62840.0000 Small Tools	3,218	3,500	3,500	
62845.0000 Bond/Cert Principal Redemption	1,129,500	78,750	78,750	
<b>Materials, Supplies &amp; Services</b>	<b>3,925,098</b>	<b>3,023,604</b>	<b>3,264,830</b>	<b>241,226</b>
70011.0000 Operating Equipment	\$ 20,232	\$ 400,000	\$ -	\$ (400,000)
70023.0532 Capital Contribution:Fund 532	-	139,000	1,942,171	1,803,171
70023.0533 Capital Contribution:Fund 533	-	-	836,569	836,569
<b>Capital Expenses</b>	<b>20,232</b>	<b>539,000</b>	<b>2,778,740</b>	<b>2,239,740</b>
<b>Total Expenses</b>	<b>\$ 21,333,397</b>	<b>\$ 20,308,170</b>	<b>\$ 25,540,320</b>	<b>\$ 5,232,150</b>

# 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 EMS 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 an 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 EMS Division received a \$125,000 increase to the Overtime Safety budget and \$12,000 for the Special Departmental Supplies to fund medical supplies, pharmaceuticals, and narcotics. Also, the EMS Division budget includes \$10,000 to fund paramedic training and \$5,000 for Governmental Services to fund license renewals and certifications.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>45,800</b>	<b>45,800</b>	<b>45,800</b>	
60001.0000 Salaries & Wages	\$ 132,707	\$ 122,204	\$ 127,128	\$ 4,924
60002.0000 Salaries & Wages - Safety	5,407,792	5,336,514	6,208,971	872,457
60002.2002 Salaries & wages - Deputy chief	998	-	-	
60002.3505 Safety Holiday Pay	380,270	417,430	410,654	(6,776)
60006.0000 Overtime - Non-Safety	-	696	696	
60007.0000 Overtime - Safety	1,882,403	821,958	1,005,481	183,523
60012.0000 Fringe Benefits	24,448	20,435	22,250	1,815
60012.1008 Fringe Benefits:Retiree Benefits	25	2,133	2,243	110
60012.1509 Fringe Benefits:Employer Paid PERS	12,000	10,192	12,433	2,241
60012.1528 Fringe Benefits:Workers Comp	7,398	7,833	4,132	(3,701)
60012.1531 Fringe Benefits:PERS UAL	20,706	67,865	21,049	(46,816)
60016.0000 Fringe Benefits - Safety	690,533	941,344	916,394	(24,950)
60016.1008 Fringe Safety:Retiree Benefits	3,006	62,200	64,032	1,832
60016.1509 Fringe Safety:Employer Paid PERS	863,588	828,568	1,055,830	227,262
60016.1528 Fringe Safety:Workers Comp	635,548	540,871	953,888	413,017
60016.1531 Fringe Safety:PERS UAL	1,522,534	1,701,445	1,576,505	(124,940)
60023.0000 Uniform and Tool Allowance	44,043	43,600	43,600	
60027.0000 Payroll Taxes Non-Safety	1,627	1,772	1,843	71
60028.0000 Payroll Taxes Safety	106,961	83,432	95,985	12,553
60031.0000 Payroll Adjustments	16,415	-	-	
<b>Salaries &amp; Benefits</b>	<b>11,753,002</b>	<b>11,010,492</b>	<b>12,523,114</b>	<b>1,512,622</b>

# Emergency Medical Services

## 001.FD03A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
62135.0000 Governmental Services	\$ 10,155	\$ 7,000	\$ 12,000	\$ 5,000
62170.0000 Private Contractual Services	112,607	67,000	77,000	10,000
62300.0000 Special Dept Supplies	182,291	200,000	212,000	12,000
62300.1000 Special Dept Supplies:Fire Fighting	-	-	11,600	11,600
62435.0000 General Equipment Maint & Repair	-	2,000	2,000	
62470.0000 Fund 533 Office Equip Rental Rate	101,959	113,720	113,720	
62475.0000 Fund 532 Vehicle Equip Rental Rate	164,646	68,486	74,692	6,206
62496.0000 Fund 537 Computer System Rental	175,007	175,716	219,986	44,270
62700.0000 Memberships & Dues	300	495	495	
62710.0000 Travel	-	250	250	
62755.0000 Training	12,588	10,000	20,000	10,000
62895.0000 Miscellaneous Expenses	83	400	400	
<b>Materials, Supplies &amp; Services</b>	<b>759,635</b>	<b>645,067</b>	<b>744,143</b>	<b>99,076</b>
70011.0000 Operating Equipment	\$ 23,521	\$ -	\$ -	
<b>Capital Expenses</b>	<b>23,521</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$ 12,536,158</b>	<b>\$ 11,655,559</b>	<b>\$ 13,267,257</b>	<b>\$ 1,611,698</b>

# 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 earthquakes, hazardous material incidents, brush fires, plane crashes, riots, 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
60001.0000 Salaries & Wages	\$ 125,138	\$ 131,992	\$ 133,596	\$ 1,604
60006.0000 Overtime - Non-Safety	-	5,743	5,743	
60012.0000 Fringe Benefits	13,184	21,501	23,621	2,120
60012.1008 Fringe Benefits:Retiree Benefits	23	820	863	43
60012.1509 Fringe Benefits:Employer Paid PERS	11,555	11,008	13,066	2,058
60012.1528 Fringe Benefits:Workers Comp	724	1,624	1,176	(448)
60012.1531 Fringe Benefits:PERS UAL	24,474	24,198	28,097	3,899
60023.0000 Uniform and Tool Allowance	-	266	266	
60027.0000 Payroll Taxes Non-Safety	1,797	1,914	1,937	23
<b>Salaries &amp; Benefits</b>	<b>176,897</b>	<b>199,066</b>	<b>208,365</b>	<b>9,299</b>
62170.0000 Private Contractual Services	\$ 6,241	\$ 160,000	\$ 10,000	\$ (150,000)
62300.0000 Special Dept Supplies	4,242	10,000	10,000	
62420.0000 Books & Periodicals	-	750	750	
62470.0000 Fund 533 Office Equip Rental Rate	5,211	5,211	5,211	
62496.0000 Fund 537 Computer System Rental	49,657	61,039	54,348	(6,691)
62635.1000 Emergency Preparedness:EOC	1,619	7,200	7,200	
62635.1001 Emergency Preparedness:CDV	2,111	2,500	2,500	
62635.1002 Emergency Prep:Zone Wardens	1,000	1,000	1,000	
62635.1003 Emergency Prep:Disaster Container	6,000	6,000	6,000	
62700.0000 Memberships & Dues	75	350	350	
62710.0000 Travel	-	250	250	
62755.0000 Training	3,674	5,000	5,000	
62895.0000 Miscellaneous Expenses	656	1,000	1,000	
<b>Materials, Supplies &amp; Services</b>	<b>80,488</b>	<b>260,300</b>	<b>103,609</b>	<b>(156,691)</b>
<b>Total Expenses</b>	<b>\$ 257,384</b>	<b>\$ 459,366</b>	<b>\$ 311,974</b>	<b>\$ (147,392)</b>

# 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 continuous schedule. They are also on call for unanticipated emergencies on a 24-hour basis.

### OBJECTIVES

- Remain current on fire equipment technology.
- Train firefighters on 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 on fire equipment operations.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	
60001.0000 Salaries & Wages	\$ 161,144	\$ 163,863	\$ 171,101	\$ 7,238
60006.0000 Overtime - Non-Safety	290	610	610	
60012.0000 Fringe Benefits	23,227	33,757	35,607	1,850
60012.1008 Fringe Benefits:Retiree Benefits	46	1,641	1,725	84
60012.1509 Fringe Benefits:Employer Paid PERS	13,963	13,666	16,734	3,068
60012.1528 Fringe Benefits:Workers Comp	19,257	15,403	24,656	9,253
60012.1531 Fringe Benefits:PERS UAL	29,236	31,497	37,234	5,737
60015.0000 Wellness Program Reimbursement	248	-	-	
60023.0000 Uniform and Tool Allowance	1,000	500	500	
60027.0000 Payroll Taxes Non-Safety	2,298	2,376	2,481	105
60031.0000 Payroll Adjustments	106	-	-	
<b>Salaries &amp; Benefits</b>	<b>250,814</b>	<b>263,313</b>	<b>290,648</b>	<b>27,335</b>
62170.0000 Private Contractual Services	\$ 2,072	\$ 3,750	\$ 3,750	
62300.0000 Special Dept Supplies	1,358	1,200	1,200	
62405.0000 Uniforms & Tools	250	250	250	
62435.0000 General Equipment Maint & Repair	298	298	298	
62475.0000 Fund 532 Vehicle Equip Rental Rate	8,748	6,975	11,611	4,636
62496.0000 Fund 537 Computer System Rental	10,810	12,010	14,048	2,038
62700.0000 Memberships & Dues	-	100	100	
62755.0000 Training	1,547	2,000	2,000	
62895.0000 Miscellaneous Expenses	5	120	120	
<b>Materials, Supplies &amp; Services</b>	<b>25,088</b>	<b>26,703</b>	<b>33,377</b>	<b>6,674</b>
<b>Total Expenses</b>	<b>\$ 275,902</b>	<b>\$ 290,016</b>	<b>\$ 324,025</b>	<b>\$ 34,009</b>



# Training and Safety

## 001.FD06A



The Fire Department Training and Safety Division ensures that personnel is 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 recruiting 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
60001.0000 Salaries & Wages	\$ 10,012	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	237,428	213,524	391,480	177,956
60002.3505 Safety Holiday Pay	5,514	-	-	
60007.0000 Overtime - Safety	81,525	122,044	130,734	8,690
60012.0000 Fringe Benefits	140	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	-	-	42	42
60016.0000 Fringe Benefits - Safety	24,554	27,177	47,490	20,313
60016.1008 Fringe Safety:Retiree Benefits	23	820	820	
60016.1509 Fringe Safety:Employer Paid PERS	29,770	30,747	62,441	31,694
60016.1528 Fringe Safety:Workers Comp	22,552	20,071	56,412	36,341
60016.1531 Fringe Safety:PERS UAL	59,539	61,980	45,706	(16,274)
60023.0000 Uniform and Tool Allowance	1,000	1,000	1,000	
60028.0000 Payroll Taxes Safety	4,575	3,096	5,676	2,580
<b>Salaries &amp; Benefits</b>	<b>476,633</b>	<b>480,459</b>	<b>741,801</b>	<b>261,342</b>
62300.0000 Special Dept Supplies	\$ 34,671	\$ 26,200	\$ 26,200	
62420.0000 Books & Periodicals	2,968	3,000	3,000	
62470.0000 Fund 533 Office Equip Rental Rate	1,983	3,080	3,080	
62475.0000 Fund 532 Vehicle Equip Rental Rate	12,570	13,640	16,423	2,783
62496.0000 Fund 537 Computer System Rental	10,427	14,280	16,188	1,908
62700.0000 Memberships & Dues	384	560	560	
62710.0000 Travel	264	500	500	
62755.0000 Training	24,285	30,676	30,676	
62755.1003 Live Fire Training	3,537	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	7,500	10,000	10,000	
62755.1007 Staffing	3,798	25,000	25,000	
62895.0000 Miscellaneous Expenses	61	1,000	1,000	
<b>Materials, Supplies &amp; Services</b>	<b>102,449</b>	<b>137,936</b>	<b>142,627</b>	<b>4,691</b>
<b>Total Expenses</b>	<b>\$ 579,082</b>	<b>\$ 618,395</b>	<b>\$ 884,428</b>	<b>\$ 266,033</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGES FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 409,375	\$ 429,236	\$ 435,652	\$ 6,416
60002.0000 Salaries & Wages - Safety	293,119	297,186	494,565	197,379
60007.0000 Overtime - Safety	3,918	-	-	
60012.0000 Fringe Benefits	72,279	95,450	102,156	6,706
60012.1008 Fringe Benefits:Retiree Benefits	232	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	39,167	35,798	42,607	6,809
60012.1528 Fringe Benefits:Workers Comp	9,231	11,215	6,702	(4,513)
60012.1531 Fringe Benefits:PERS UAL	76,736	123,657	80,764	(42,893)
60016.0000 Fringe Benefits - Safety	29,515	30,064	56,073	26,009
60016.1509 Fringe Safety:Employer Paid PERS	40,474	42,795	78,883	36,088
60016.1528 Fringe Safety:Workers Comp	30,771	27,936	71,267	43,331
60016.1531 Fringe Safety:PERS UAL	71,074	92,735	61,820	(30,915)
60023.0000 Uniform and Tool Allowance	1,000	1,000	1,000	
60027.0000 Payroll Taxes Non-Safety	5,896	6,224	6,317	93
60028.0000 Payroll Taxes Safety	4,249	4,309	7,171	2,862
60031.0000 Payroll Adjustments	540	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,087,575</b>	<b>1,202,527</b>	<b>1,450,153</b>	<b>247,626</b>
62170.0000 Private Contractual Services	\$ 56,798	\$ 37,000	\$ 27,000	\$ (10,000)
62300.0000 Special Dept Supplies	4,497	5,000	5,000	
62300.1000 Special Dept Supplies:Fire Fighting	1,860	5,000	5,000	
62310.0000 Office Supplies, Postage & Printing	9,500	10,000	10,000	
62405.0000 Uniforms & Tools	29,618	28,000	28,000	
62435.1000 Equip Maint & Repair:Physical Fitness	884	2,600	2,600	
62455.0000 Equipment Rental	16,082	23,080	23,080	
62470.0000 Fund 533 Office Equip Rental Rate	37,639	37,639	37,639	
62496.0000 Fund 537 Computer System Rental	32,590	28,964	61,085	32,121
62710.0000 Travel	40	500	500	
62745.0000 Safety Program	1,795	2,000	2,000	
62755.0000 Training	7,603	8,250	8,250	
62895.0000 Miscellaneous Expenses	1,460	1,500	1,500	
<b>Materials, Supplies &amp; Services</b>	<b>200,366</b>	<b>189,533</b>	<b>211,654</b>	<b>22,121</b>
<b>Total Expenses</b>	<b>\$ 1,287,941</b>	<b>\$ 1,392,060</b>	<b>\$ 1,661,807</b>	<b>\$ 269,747</b>

# FIRE

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
DEP FIRE CHIEF	0.000	1.000	1.000	
EMERGENCY MGT ADMSTR	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	5.000	5.000	
FIRE CAPTAIN	27.000	27.000	28.000	1.000
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	63.000	3.000
FIRE INSP I	1.000	2.000	4.000	2.000
FIRE INSP II	1.000	1.000	1.000	
AST FIRE MARSHAL	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	
<b>TOTAL STAFF YEARS</b>	<b>136.000</b>	<b>137.000</b>	<b>143.000</b>	<b>6.000</b>





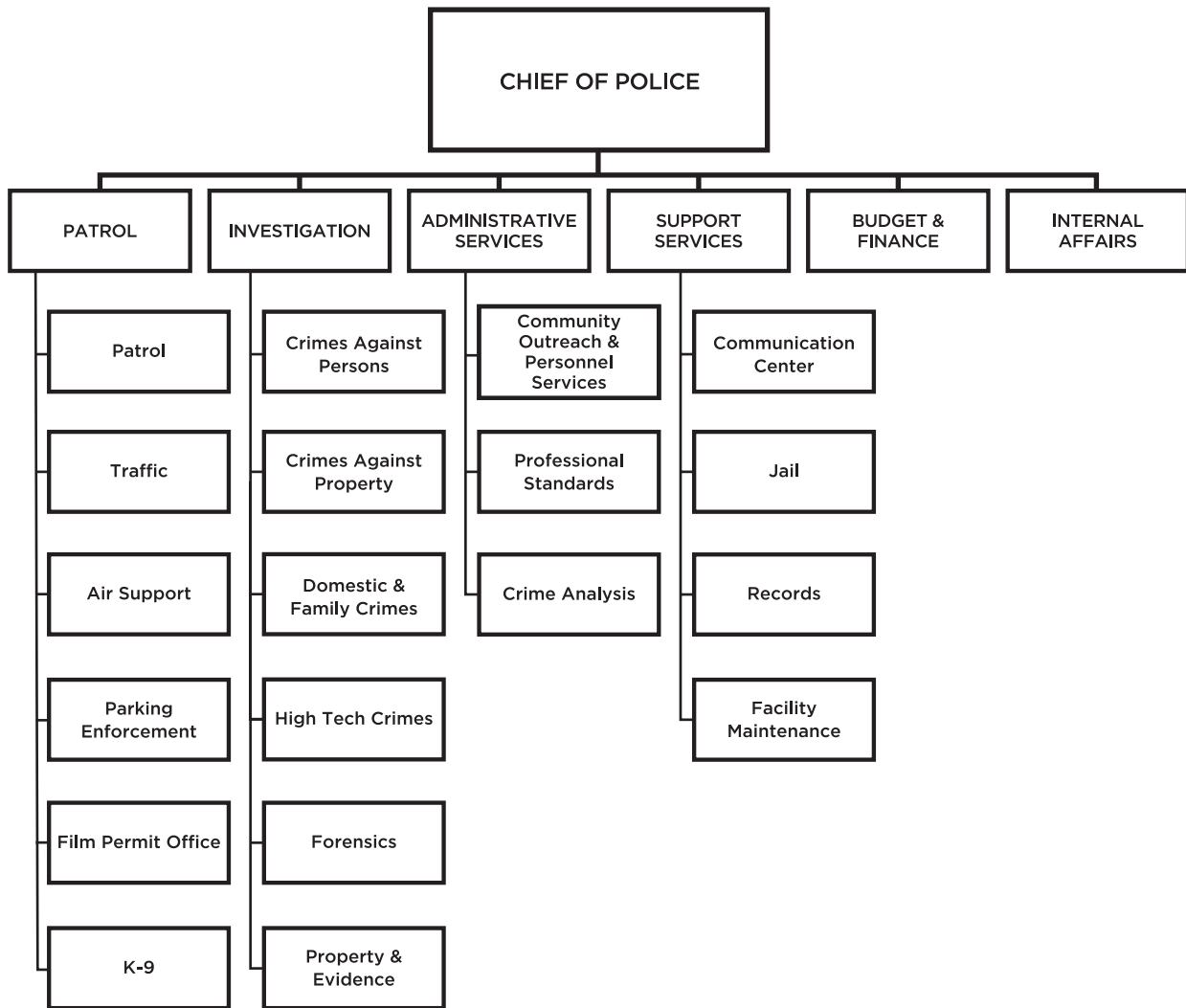
POLICE

BURBANK



# 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

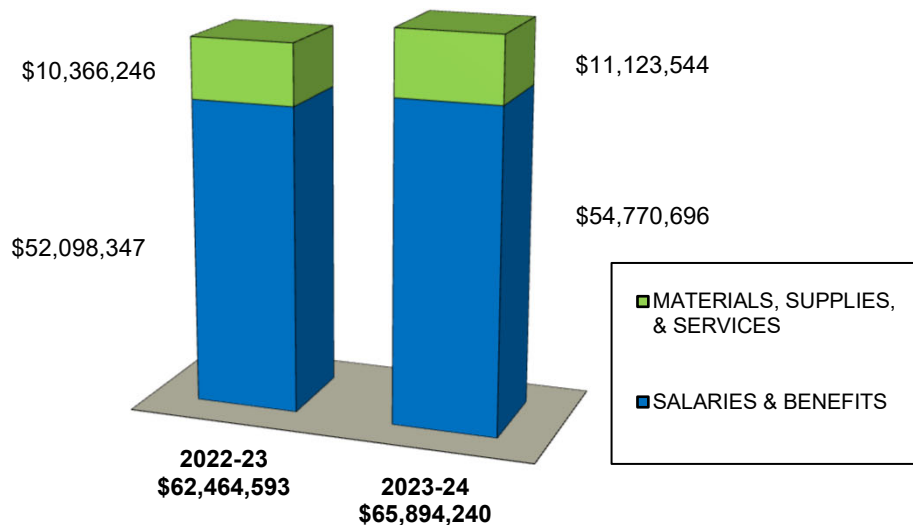
The Adopted Budget includes funding two Communications Operator positions for the Communication Center. These non-sworn positions provide call taking and dispatching responsibilities for both emergency (911) and non-emergency calls for public safety services. The addition of these positions expands the current staffing level to enhance the ability to manage the workload and service expectations of this critical operational area.

The Adopted Budget also includes one-time funding of \$50,000 to enhance the Department's recruitment program to further the implementation of new and contemporary recruitment strategies.

## DEPARTMENT SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Staff Years	274.280	262.780	264.780	2.000
Salaries & Benefits	\$ 49,847,461	\$ 52,098,347	\$ 54,770,696	\$ 2,672,349
Materials, Supplies & Services	11,098,059	10,366,246	11,123,544	757,298
Capital Expenses	48,416	-	-	
<b>TOTAL</b>	<b>\$ 60,993,936</b>	<b>\$ 62,464,593</b>	<b>\$ 65,894,240</b>	<b>\$ 3,429,647</b>

## DEPARTMENT SUMMARY



## 2022-23 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 to the City Council and Police Commission. Overall, the report found that the Department continues to perform effectively in providing public safety services to meet the needs of the community. The report highlighted the Department's transparency in its critical incident debrief video provided to the public following an officer-involved shooting, and commended the Department's thorough, meticulous, and comprehensive approach to conducting large, complex investigations. The report noted several positive initiatives, including technological advancements in the implementation of the National Incident Based Reporting System (NIBRS) and the California Racial Identity and Profiling Act (RIPA) requirements, as well as the professionalism regularly displayed by officers in the performance of "everyday duties" observed through watching hours of body-worn camera video.
- Hosted the City's first ever gun buyback event, providing community members the opportunity to safely dispose of unwanted firearms in exchange for gift cards. The event resulted in the removal of 58 firearms from the community: 29 handguns, 17 rifles, 11 shotguns, and 1 assault weapon. All surrendered firearms were destroyed in compliance with California state law.
- Continued efforts to enhance general firearms safety education by providing information to promote the safe and responsible handling and storage of firearms through links to safety resources via the Burbankpd.org website, including safety information in monthly community newsletters, and regularly posting awareness and education as well as information pertaining to Department programs (such as the free gun lock program) via social media platforms.
- Continued implementation of initiatives to educate the community on the importance of traffic safety. The Traffic Bureau published a 'Back to School Traffic Safety 2022' public service video, worked with school administrators to discuss traffic safety plans specific to individual schools, coordinated an educational campaign placing traffic safety posters in Metro bus shelter stations throughout the City, and conducted educational seminars for students and community organizations.
- Implemented a naloxone (common brand name NARCAN) distribution program in the jail facility, providing opioid educational material and free access to NARCAN to all detainees in the jail. NARCAN is medication approved by the Food and Drug Administration and is used to reverse an opioid overdose. NARCAN units are provided at no cost to criminal justice entities through the State of California.
- Developed and implemented the Department's 2023-2025 Strategic Plan to define and measure internal progress on the implementation of contemporary law enforcement strategies. The plan defines 17 initiatives fostering advancements in training, equipment, technology, operational effectiveness, and improving the quality of life for members of the community.
- Maintained an active and robust community engagement program, through participation in National Night Out, Coffee with a Cop events, Toys for Tots campaign, Shop with Burbank Blue, Drug Take Back Days, Breast Cancer Awareness, National Faith and Blue Weekend, National Read Across America, Police Service Day, community meetings to discuss crime prevention measures, and neighborhood watch programs, among numerous other events. The Department also completed two sessions of the Community Academy program, providing community members the opportunity to learn about the Department's operations, internal policies, and community policing philosophies.
- Conducted a Community and Police Dialogue program, bringing community members and officers together to engage in meaningful discussion regarding policing. Facilitated by a professional in restorative justice practices, the multi-phase program included discussions on the perceptions, assumptions, and misconceptions of both community members and officers, participation in ride-alongs with patrol officers to obtain first-hand perspective of an officer's daily duties, and steps that can be taken to continue to build trust and transparency between the Department and the community.
- Continued to optimize social media to engage with the community and provide safety and awareness information, with approximately 1,000 posts across various social media platforms.
- Continued focus on implementing new and creative approaches to recruitment amidst the challenging employment landscape. The Department developed the 2023-2025 Sworn Recruitment Plan, outlining 63 strategies in effort to achieve and retain a well-qualified, diverse, and service-oriented workforce at full authorized strength. Implemented numerous recruitment initiatives throughout the year, to include: the "I Am Burbank" campaign featuring biographies of current personnel, launching of the JoinBPD.org website focused entirely on recruitment and information for prospective candidates, the 'JoinBPD' bumper sticker and business card/QR code campaign, and a hiring incentive program offering vacation and sick leave time bonuses for newly hired officers.

## 2022-23 WORK PROGRAM HIGHLIGHTS - continued

- Working with a licensed Police Psychologist, enhanced the Department's Peer Support and Wellness program through specialized training for team members to expand the ability to provide support for personnel following critical incidents and managing work-related stress and other life circumstances. Additional wellness training was provided for all Department staff (sworn and non-sworn) through a series of training sessions, focused on the availability of resources to protect their health and safety necessary to maintain resilience in managing the stress and adversity of a career in law enforcement.
- Maintained compliance within the Commission on Accreditation for Law Enforcement (CALEA) professional accreditation program. The Department achieved 100% compliance during its annual CALEA review, during which auditors reviewed policies and processes in addition to various forms of documentation to verify ongoing operational compliance with accreditation standards.
- Implemented a professional services agreement with a third-party service provider conducting a pilot program to assess an alternate model for conducting parking enforcement, to enhance service delivery of parking enforcement to meet the evolving needs within the City.
- All members of the Forensics Unit achieved certification as Crime Scene Investigators through the International Association for Identification (IAI). This rigorous certification process requires an educational degree, practical field training in a variety of crime scene settings, and completion of three rounds of extensive examination. The Department's Forensics Specialists are three of only eleven IAI certified investigators holding this prestigious certification in Los Angeles County, enhancing the City's provision of contemporary forensic services.
- Obtained approximately \$500,000 in grant funding to support a variety of Department initiatives: traffic safety, education, enforcement, and training (California Office of Traffic Safety), cyber security threat detection, investigative software, critical incident response equipment, and terrorism detection and interdiction training (Urban Areas Security Initiative program), improving officer wellness and mental health (California Officer Wellness and Mental Health Grant program), and jail technology updates for video court capabilities (U.S. Department of Justice).


# POLICE




## 2023-24 WORK PROGRAM GOALS

	Continue to collaborate with the Burbank City Council and Police Commission to conduct ongoing review of Department policies and practices and adhere to the Office of Independent Review external oversight model that monitors the Department's operations.	Ongoing
	Continue research and implementation of the initiatives outlined in Department's 2023-2025 Strategic Plan.	Ongoing
	Complete phase one to onboard new technology to replace the Department's end of life public safety technology suite, that includes Computer Aided Dispatch (CAD), Records Management System (RMS), Jail Management System (JMS), Mobile Data Systems (MDS), and Automated Field Reporting (AFR).	June 2024
	Expand the service delivery model of the Mental Health Evaluation Team (MHET) program through the addition of a second team, to support increased deployment hours and days and a new transportation model for the safe, secure, and compassionate transport of community members experiencing a mental health crisis.	December 2023
	Maintain the Department's active community engagement program, including continuation of community events such as the Community Academy, National Night Out, and Coffee with a Cop, and continue to explore new and innovate ways to enhance police and community relations.	Ongoing
	Maintain the Department's professional accreditation status through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) through completion of phase two of the third reaccreditation process.	June 2024
	Evaluate the provision of parking enforcement services, to include assessment of the parking enforcement pilot program with a professional service provider, to ensure service delivery of efficient and flexible parking enforcement services to meet the evolving needs of the community.	June 2024
	Complete evaluation and work with City Council on the implementation of a Community Service Officer program that can provide a non-sworn response model to certain types of non-emergency situations. Evaluation includes development of position duties, training requirements, equipment needs, and budgetary impact.	June 2024
	Continue to seek out and participate in trainings, webinars, community discussions, and other forums to remain active in the ongoing national discussion regarding law enforcement transparency and the contemporary implementation of policing policies and practices.	Ongoing
	Continue to optimize the use of social media to engage with the community and provide crime prevention and awareness information on a regular basis.	Ongoing
	Continue active recruitment for both sworn and non-sworn personnel in an effort to achieve authorized strength and maintain a highly qualified and diverse workforce, utilizing evolving recruitment strategies and initiatives to promote the Department as a desirable career option for prospective candidates in a regionally competitive law enforcement recruitment environment.	Ongoing
	Conduct evaluation of manual and/or outdated record keeping and documentation processes to identify opportunities for automation to enhance information collection, retrieval, and data analysis.	Ongoing
	Enhance employee safety and wellness through participation in training to assist officers and non-sworn personnel in remaining both physically and mentally resilient and prepared for duty, and educate employees regarding the variety of resources available to them in an effort to cultivate a positive and healthy workforce and work environment.	Ongoing

## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Quality of Life</b>			
<b>Objective: Maintain a safe community with low crime and victimization levels.</b>			
Per capita rate of crime per 100,000 residents.	2,700	7,151	7,100
<b>Objective: Improve traffic safety.</b>			
Total number of reported traffic collisions.	835	801	800
Total number of reported vehicle collisions involving pedestrians.	55	70	55
Total number of traffic complaints received from members of the community.	60	166	80
<b>Objective: Enhance crime prevention and community engagement.</b>			
Total number of graduates of the Community Academy program.	60	62	60
Total number of posts published on social media platforms pertaining to public safety, crime prevention, and community information.	850	973	1,000
Total number of presentations and/or participation in community events or forums.	60	75	60
Total number of coordination efforts with neighborhood watch groups.	10	5	10
<b>Objective: Recruit and maintain a diversified workforce.</b>			
Percentage of a minority race, ethnic, and gender group employees within the existing workforce (sworn and non-sworn personnel).	50%	61%	50%

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
<b>Objective: Provide an appropriate response and intervention model for individuals experiencing a behavioral health crisis.</b>			
Total number of calls for service responded to by the Mental Health Evaluation Team (MHET).	180	214	250
<b>Objective: Link individuals with behavioral health needs to resources to support sustained care.</b>			
Total number of case management and outreach efforts conducted by the Mental Health Evaluation Team (MHET).	450	653	650
<b>Objective: Provide prompt and efficient response to requests for police services.</b>			
Average response time for high-priority calls for service.	4:00	2:58	4:00
Average response time for all calls for service.	18:00	17:02	18:00



# Patrol Division

## 001.PD01A-H



The Patrol Division is responsible for responding to all calls for service, conducting initial field investigations, and preventing crime through proactive patrols and enforcement activity. 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, the K-9 Unit, and the Bicycle Detail. The objectives of the Patrol Division are the prevention and deterrence of crime, apprehension of offenders, recovery and return of stolen property, movement of traffic, traffic safety, public service, and disaster response.

The Patrol Division continuously works to increase effectiveness by concentrating deployments when and where call and crime volumes are most prevalent and by increasing communication across all levels of the organization. Enhancements to training, management, and equipment are regularly implemented to support crime prevention strategies.

The Traffic Bureau, a significant component of the Patrol Division, regulates and enforces traffic and parking laws pertaining to all users of the City's roadways and investigates traffic collisions. This Bureau is responsible for providing traffic education to members of the community. The Traffic Bureau also manages Parking Enforcement, which is a stand-alone cost center, and Citation Management. Citation Management is responsible for processing parking citations, scheduling citation appeal hearings, issuing all residential and commercial alarm permits, and processing associated invoices.

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 direction of the Traffic Bureau and manages the processing, approval, and assignment of staffing for all permitted filming within the City.

### OBJECTIVES

- Discuss current crime and traffic trends in roll call briefing prior to each shift.
- Direct officer or unit specific crime or traffic missions to accomplish during each shift.
- Conduct high-visibility crime prevention activities by uniformed officers throughout the community.
- Perform daily self-initiated interactions between officers and community members.
- Collect information from community contacts to enhance crime prevention efforts.
- Utilize strategic crime prevention tactics based on accurate and timely crime analysis.
- Enforce traffic laws, prioritize enforcement in locations with high occurrences of collisions, and assist in ensuring the orderly movement of traffic.
- Promptly investigate all observed or reported suspicious activities.
- Prioritize the response to and investigation of violent crimes, hate crimes, and individuals driving under the influence of alcohol and/or drugs.
- Maintain readiness of the SWAT team for the response to and resolution of emerging threats and critical incidents.
- Utilize the Joint Air Support Unit to support patrol, traffic operations, and investigations.
- Maintain emergency preparedness of all Patrol Division personnel.
- Emphasize high visibility patrols in the Burbank Town Center, the Empire Center, Downtown Burbank, Magnolia Park, and other locations within the City with a high potential for victimization.
- Maintain liaison with Area C mutual aid law enforcement agencies.
- Emphasize self-initiated park checks and enforce all associated laws as appropriate, working in collaboration with the Parks and Recreation Department in an effort to ensure the safety of all users of the City's recreational facilities.
- Enhance public awareness of traffic safety through education programs at schools, senior living facilities, community organizations, and other public forums.
- Continue to seek grant funding to support enhanced Driving Under the Influence (DUI) and traffic enforcement activities.
- Conduct timely follow-up contacts with crime victims by officers assigned to the beat where the crime occurred.
- Provide timely and relevant information to victims regarding available services and resources.
- Continue to support and participate in community education and public awareness programs such as Neighborhood Watch.
- Continue training to develop and enhance the skill sets of the Patrol and Traffic Bureau personnel to optimize service delivery.

### CHANGES FROM PRIOR YEAR

Staffing changes include the transfer of Gang Unit personnel (one Police Sergeant and two Police Officers) to the Investigation Division, the reclassification of a Principal Clerk to a Senior Clerk, and the reclassification of an Administrative Analyst I to an Administrative Analyst II.

# Patrol Division

## 001.PD01A-H



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>113,150</b>	<b>113,150</b>	<b>110,150</b>	<b>(3,000)</b>
60001.0000 Salaries & Wages	\$ 590,502	\$ 355,743	\$ 364,411	\$ 8,668
60002.0000 Salaries & Wages - Safety	12,106,495	13,566,209	13,503,402	(62,807)
60002.3505 Safety Holiday Pay	516,795	569,659	579,814	10,155
60002.2004 Salaries Safety: Field Training Officer	77,540	-	-	
60006.0000 Overtime - Non-Safety	4,843	10,000	10,000	
60007.0000 Overtime - Safety	2,288,082	555,924	582,396	26,472
60012.0000 Fringe Benefits	105,679	102,285	106,949	4,664
60012.1008 Fringe Benefits:Retiree Benefits	124	5,865	6,169	304
60012.1509 Fringe Benefits:Employer Paid PERS	59,401	29,669	35,639	5,970
60012.1528 Fringe Benefits:Workers Comp	19,009	19,296	9,868	(9,428)
60015.0000 Wellness Program Reimbursement	158	-	-	
60016.0000 Fringe Benefits - Safety	1,800,694	2,150,206	2,233,642	83,436
60016.1008 Fringe Safety:Retiree Benefits	(13,322)	102,343	106,838	4,495
60016.1509 Fringe Safety:Employer Paid PERS	2,494,201	2,284,356	2,637,786	353,430
60016.1528 Fringe Safety:Workers Comp	1,398,147	1,768,583	2,906,776	1,138,193
60016.1531 Fringe Safety:PERS UAL	4,230,803	4,903,753	4,490,041	(413,712)
60012.1531 Fringe Benefits:PERS UAL	72,198	163,119	104,343	(58,776)
60023.0000 Uniform and Tool Allowance	127,832	121,500	121,500	
60027.0000 Payroll Taxes Non-Safety	8,103	5,158	5,284	126
60028.0000 Payroll Taxes Safety	211,280	204,970	204,207	(763)
60031.0000 Payroll Adjustments	144,650	-	-	
<b>Salaries &amp; Benefits</b>	<b>26,243,215</b>	<b>26,918,638</b>	<b>28,009,065</b>	<b>1,090,427</b>
62085.0000 Other Professional Services	\$ 33,739	\$ 30,000	\$ 31,000	\$ 1,000
62135.0000 Governmental Services	39,800	181,595	181,595	
62170.0000 Private Contractual Services	25,345	14,175	14,175	
62220.0000 Insurance	1,301,309	2,131,551	2,114,892	(16,659)
62300.0000 Special Dept Supplies	53,608	26,000	26,500	500
62310.0000 Office Supplies, Postage & Printing	10,586	14,000	14,000	
62316.0000 Software & Hardware	12,675	39,710	43,210	3,500
62405.0000 Uniforms & Tools	4,391	7,958	7,958	
62420.0000 Books & Periodicals	505	1,480	1,480	
62435.0000 General Equipment Maint & Repair	4,919	8,250	7,250	(1,000)
62455.0000 Equipment Rental	1,255	2,075	2,000	(75)
62470.0000 Fund 533 Office Equip Rental Rate	217,108	181,325	132,607	(48,718)
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,008,430	1,019,005	1,548,337	529,332
62485.0000 Fund 535 Communications Rental Rate	888,518	846,655	836,730	(9,925)
62496.0000 Fund 537 Computer System Rental	1,832,383	1,818,114	1,762,487	(55,627)
62700.0000 Memberships & Dues	-	545	-	(545)
62745.0000 Safety Program	11,437	35,210	35,285	75
62755.0000 Training	25,298	44,050	44,050	
62820.0000 Bond Interest & Redemption	87,571	5,708	5,708	
62845.0000 Bond/Cert Principal Redemption	1,380,500	96,250	96,250	
62895.0000 Miscellaneous Expenses	9,584	9,616	9,616	
<b>Materials, Supplies &amp; Services</b>	<b>6,948,960</b>	<b>6,513,272</b>	<b>6,915,130</b>	<b>401,858</b>
70011.0000 Operating Equipment	\$ 46,500	\$ -	\$ -	
<b>Capital Expenses</b>	<b>46,500</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 33,238,675</b>	<b>\$ 33,431,910</b>	<b>\$ 34,924,195</b>	<b>\$ 1,492,285</b>

# 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 Section, Property and Evidence Section, and High Tech Crime Unit.

### Detective Bureau

The Detective Bureau is comprised of the Crimes Against Persons Unit and the Crimes Against Property Unit. The Crimes Against Persons Unit includes the Domestic and Family Crimes Unit, the Gang Unit, Criminal Intelligence Detail, and Persons Detail. The Crimes Against Property Unit is comprised of the Crimes Against Property Detail and the Special Investigations Detail.

The Domestic and Family Crimes Unit investigates crimes committed by juveniles, conducts child abuse investigations, and manages investigations of domestic violence and other family-related crimes. The School Resource Officer program is a component of this unit. The Gang Unit investigates all gang-related and most weapons-related crimes. The Criminal Intelligence Detail investigates hate crimes and other criminal investigations that are sensitive in nature. The Persons Detail investigates violent crimes and crimes with the potential for violence. The Arson/Explosive Investigator is assigned to this Detail. The Property Detail investigates all thefts, including burglary, auto theft, and fraud. The Special Investigations Detail investigates complaints regarding alcohol, commercial sex, gambling, narcotics violations, and deaths resulting from overdose.

### 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.

### Property and Evidence Section

The Property and Evidence Section 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 Section operates in accordance with the International Association for Property and Evidence (IAPE) professional standards and industry best practices.

### High Tech Crimes Unit

The High Tech Crime Unit is responsible for the forensic search and recovery of evidence from electronic devices such as computers and cellular 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 all cases, assist in the prosecution of all filed cases, and return stolen property to victims.
- Properly assess all narcotics and money laundering cases for potential asset forfeiture.
- Notify businesses that selling alcohol and tobacco products to minors is prohibited in an effort to reduce alcohol-related accidents and teen smoking.
- Conduct strategized decoy programs in an effort to prevent alcohol and cigarette sales to minors.
- Provide timely and relevant information to victims regarding available services and resources.
- Work with juvenile offenders to provide the proper intervention of the court and/or other social agencies in an effort to reduce recidivism.
- Monitor gang activity occurring in or affecting the City of Burbank and interdict illegal gang-motivated activities by gathering criminal intelligence and conducting enforcement details.
- Thoroughly search for, collect, process, and analyze criminal evidence.
- Utilize technology, crime analysis, and forensic resources to prevent and/or solve crimes.
- Collaborate on task forces and regional crime prevention initiatives.
- Identify crime trends and utilize appropriate resources to apprehend responsible individuals.
- Maintain current affiliation with professional law enforcement organizations associated with conducting criminal investigations.
- Maintain industry best practices for the packaging, storage, management, and recordation of evidence.

## **CHANGES FROM PRIOR YEAR**

Gang Unit personnel (one Police Sergeant and two Police Officers) were moved from the Patrol Division. Three Police Technicians were reclassified to two Property and Evidence Technicians and one Senior Property and Evidence Technician.

# Investigation Division

## 001.PD02A-D



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Year</b>	<b>39,250</b>	<b>44,250</b>	<b>47,250</b>	<b>3,000</b>
60001.0000 Salaries & Wages	\$ 371,458	\$ 544,755	\$ 535,303	\$ (9,452)
60002.0000 Salaries & Wages - Safety	3,956,413	5,293,724	5,748,544	454,820
60002.3505 Safety Holiday Pay	162,099	217,563	241,951	24,388
60006.0000 Overtime - Non-Safety	28,822	9,800	9,800	
60007.0000 Overtime - Safety	818,823	129,825	132,422	2,597
60012.0000 Fringe Benefits	60,556	133,429	139,047	5,618
60012.1008 Fringe Benefits:Retiree Benefits	146	5,127	7,980	2,853
60012.1509 Fringe Benefits:Employer Paid PERS	38,658	45,433	52,353	6,920
60012.1528 Fringe Benefits:Workers Comp	5,744	18,493	10,194	(8,299)
60012.1531 Fringe Benefits:PERS UAL	55,029	58,488	70,912	12,424
60015.0000 Wellness Program Reimbursement	833	-	-	
60016.0000 Fringe Benefits - Safety	577,235	737,536	850,646	113,110
60016.1008 Fringe Safety:Retiree Benefits	(4,136)	31,861	35,277	3,416
60016.1509 Fringe Safety:Employer Paid PERS	699,510	890,624	1,122,020	231,396
60016.1528 Fringe Safety:Workers Comp	521,640	691,666	1,236,438	544,772
60016.1531 Fringe Safety:PERS UAL	1,624,745	1,621,523	1,236,784	(384,739)
60023.0000 Uniform and Tool Allowance	37,381	54,250	54,250	
60027.0000 Payroll Taxes Non-Safety	5,551	7,899	7,762	(137)
60028.0000 Payroll Taxes Safety	70,964	79,914	86,862	6,948
60031.0000 Payroll Adjustments	25,883	-	-	
<b>Salaries &amp; Benefits</b>	<b>9,057,353</b>	<b>10,571,910</b>	<b>11,578,545</b>	<b>1,006,635</b>
62085.0000 Other Professional Services	\$ 16,741	\$ 18,825	\$ 24,025	\$ 5,200
62125.0000 Medical Services	6,798	21,000	21,000	
62135.0000 Governmental Services	109,622	117,000	117,000	
62140.0000 Special Services	(8,461)	10,000	10,000	
62170.0000 Private Contractual Services	12,644	17,700	27,700	10,000
62300.0000 Special Dept Supplies	19,223	13,250	16,750	3,500
62310.0000 Office Supplies, Postage & Printing	13,179	12,500	12,500	
62405.0000 Uniforms & Tools	2,335	2,550	2,550	
62420.0000 Books & Periodicals	800	780	780	
62435.0000 General Equipment Maint & Repair	5,651	7,050	4,050	(3,000)
62455.0000 Equipment Rental	2,754	4,000	4,000	
62470.0000 Fund 533 Office Equip Rental Rate	3,875	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	224,667	233,161	262,571	29,410
62496.0000 Fund 537 Computer System Rental	254,355	264,131	302,163	38,032
62700.0000 Memberships & Dues	2,446	2,500	-	(2,500)
62710.0000 Travel	-	1,100	1,100	
62745.0000 Safety Program	-	500	500	
62755.0000 Training	20,054	38,000	34,000	(4,000)
62895.0000 Miscellaneous Expenses	873	950	950	
<b>Materials, Supplies &amp; Services</b>	<b>687,556</b>	<b>764,997</b>	<b>841,639</b>	<b>76,642</b>
<b>Total Expenses</b>	<b>\$ 9,744,910</b>	<b>\$ 11,336,907</b>	<b>\$ 12,420,184</b>	<b>\$ 1,083,277</b>

# Administrative Services Division

## 001.PD03A-E



The Administrative Services Division consists of the following: Office of the Chief of Police, Finance, Internal Affairs, Professional Standards, Community Outreach and Personnel Services, the Mental Health Evaluation Team (MHET), and the Crime Analysis Unit. The Division provides operational support to all 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 and ensuring the effective overall operation of the Department. The Finance Section administers the Department's budget, manages all Department procurements, and is responsible for managing grant funding and special revenue funds to support law enforcement operations. The Internal Affairs Bureau conducts administrative investigations, including citizen complaints, and is responsible for the management of personnel investigations. The Professional Standards Bureau is responsible for policy and procedure updates, audits and inspections, discovery requests, and management of the body-worn and in-car camera program. The Division is also responsible for the research and assessment of emerging technology in enforcement and crime analysis. The Community Outreach and Personnel Services Bureau manages the public information office, training, recruitment and onboarding of new personnel, and community policing and outreach programs. The MHET pairs a specially trained officer and a licensed clinical social worker to provide an appropriate level of response to calls for service or other police contacts that have mental health underpinnings. The Crime Analysis Unit provides information regarding crime patterns and trends to support the strategic deployment of operational and administrative personnel for the prevention and suppression of crime.

### OBJECTIVES

- Recruit, onboard, and train qualified candidates with an emphasis on maintaining a diverse workforce.
- Develop Police Explorers and Police Cadets for future careers in law enforcement.
- Prepare recruits for the police academy through participation in a comprehensive pre-academy training program.
- Conduct mediation to support 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 continued accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- Provide training mandated by state, city, and accrediting agencies, coordinate initial and continued training for employees, and foster continued advancement in tactical, investigative, and supervisory practices.
- Maintain a police shooting range to conduct high-quality firearms and defensive tactics training.
- Maintain collaboration with the Los Angeles County Department of Mental Health via the MHET Program to intervene in mental health cases and utilize the appropriate behavioral health care services to assist individuals in need.
- Provide the community with current crime information to enhance community-based policing efforts.
- Develop timely crime analysis reports to direct crime prevention and enforcement efforts.
- Procure necessary equipment and services in the most economically feasible manner while ensuring high-quality standards.
- Facilitate the Community Academy program to provide the opportunity for community members to learn more about the Department's operations.
- Provide community crime prevention programs such as Neighborhood Watch, Business Watch, and safety presentations.
- Provide volunteer training to assist police personnel, support public safety, maximize police responsiveness, and promote positive relationships and enhance trust between members of the Police Department and the community.
- Work in collaboration with the City's Public Information Office to utilize City and Department websites and social media platforms to produce and broadcast crime prevention information.
- Provide information to and liaison with media outlets.
- Maintain an updated Department Policy Manual and ensure all policies are publicly available via the Department's website.
- Continue to implement the personnel early intervention system by conducting audits to identify high utilizers for complaints, use of force incidents, vehicle pursuits, and claims against the Department.
- Promote employee wellness and safety for all personnel by providing ongoing training and resources for building resilience specific to careers in law enforcement.
- Assist the Department and employees with workers' compensation issues.
- Produce and distribute timely community crime notifications and a community newsletter.
- Manage the receipt and processing of Concealed Carry Weapons (CCW) permit applications for private citizens in accordance with legal requirements.



# Administrative Services Division

## 001.PD03A-E



### OBJECTIVES cont.

- Conduct internal affairs and citizen complaint investigations in an impartial, efficient, and timely manner.
- Continue to improve Internal Affairs Bureau response protocols for critical incidents.
- Conduct internal audits and maintain a matrix of recurring internal audits.
- Provide administrative support and quality control to all divisions.
- Manage the Department's budget, purchasing, grants, and other financial systems as responsible stewards of public funds.
- Work with the Office of Independent Review (OIR) as it relates to recommendations requiring a response from the Department.
- Serve as the clearinghouse for all administrative projects and internal investigations.

### CHANGES FROM PRIOR YEAR

One-time funding of \$50,000 has been budgeted to support a variety of recruitment initiatives, including enhanced social media outreach, increased participation in recruitment events, a hiring referral and/or signing bonus program, and other recruitment methods to attract quality candidates and remain creative and agile in the challenging recruitment landscape.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>32,750</b>	<b>31,750</b>	<b>31,750</b>	
60001.0000 Salaries & Wages	\$ 1,050,396	\$ 1,339,948	\$ 1,373,237	\$ 33,289
60002.0000 Salaries & Wages - Safety	1,846,928	2,252,321	2,337,422	85,101
60002.2004 Salaries Safety: Field Training Officer	5,230	-	-	
60002.3505 Safety Holiday Pay	67,933	80,251	86,306	6,055
60006.0000 Overtime - Non-Safety	336	7,200	7,200	
60007.0000 Overtime - Safety	314,209	62,150	63,393	1,243
60012.0000 Fringe Benefits	138,711	333,867	362,367	28,500
60012.1008 Fringe Benefits:Retiree Benefits	933	16,202	17,039	837
60012.1509 Fringe Benefits:Employer Paid PERS	92,207	111,752	134,303	22,551
60012.1528 Fringe Benefits:Workers Comp	23,475	30,813	18,775	(12,038)
60012.1531 Fringe Benefits:PERS UAL	209,058	200,155	189,975	(10,180)
60016.0000 Fringe Benefits - Safety	216,595	276,461	294,777	18,316
60016.1008 Fringe Safety:Retiree Benefits	(1,115)	12,551	12,095	(456)
60016.1509 Fringe Safety:Employer Paid PERS	324,717	376,944	453,964	77,020
60016.1528 Fringe Safety:Workers Comp	249,075	292,738	500,257	207,519
60016.1531 Fringe Safety:PERS UAL	633,131	772,410	589,737	(182,673)
60022.0000 Car Allowance	-	4,488	4,488	
60023.0000 Uniform and Tool Allowance	14,861	12,250	12,250	
60027.0000 Payroll Taxes Non-Safety	13,928	19,429	19,912	483
60028.0000 Payroll Taxes Safety	31,960	33,822	35,144	1,322
60031.0000 Payroll Adjustments	21,855	-	-	
<b>Salaries &amp; Benefits</b>	<b>5,254,423</b>	<b>6,235,752</b>	<b>6,512,641</b>	<b>276,889</b>

# Administrative Services Division

## 001.PD03A-E



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 342,667	\$ 324,767	\$ 370,234	\$ 45,467
62085.0000 Other Professional Services	40,942	46,600	41,100	(5,500)
62135.0000 Governmental Services	800	114,670	104,800	(9,870)
62170.0000 Private Contractual Services	75,942	139,600	129,600	(10,000)
62170.1001 Temp Staffing	25,765	-	-	
62200.0000 Background Checks	2,978	7,900	7,900	
62300.0000 Special Dept Supplies	130,230	107,450	147,650	40,200
62310.0000 Office Supplies, Postage & Printing	2,523	2,725	2,725	
62316.0000 Software & Hardware	112,359	124,100	124,100	
62405.0000 Uniforms & Tools	726	2,000	2,000	
62420.0000 Books & Periodicals	-	660	660	
62435.0000 General Equipment Maint & Repair	884	4,750	4,750	
62451.0000 Building Maintenance	5,493	5,500	10,000	4,500
62455.0000 Equipment Rental	54,470	69,690	66,690	(3,000)
62470.0000 Fund 533 Office Equip Rental Rate	64,538	52,813	51,131	(1,682)
62475.0000 Fund 532 Vehicle Equip Rental Rate	38,154	38,747	66,879	28,132
62496.0000 Fund 537 Computer System Rental	204,165	206,637	286,821	80,184
62525.0000 Photography	3,163	4,000	4,000	
62700.0000 Memberships & Dues	10,627	13,720	17,765	4,045
62710.0000 Travel	188	14,090	14,090	
62745.0000 Safety Program	39,221	39,350	39,350	
62755.0000 Training	58,803	90,500	94,060	3,560
62800.0000 Fuel - Gas	32	1,000	1,000	
62830.1000 Credit Card Merchant Fees	6,809	-	-	
62895.0000 Miscellaneous Expenses	3,933	5,030	14,020	8,990
<b>Materials, Supplies &amp; Services</b>	<b>1,225,413</b>	<b>1,416,299</b>	<b>1,601,325</b>	<b>185,026</b>
70011.0000 Operating Equipment	\$ 1,916	\$ -	\$ -	
<b>Capital Expenses</b>	<b>1,916</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 6,481,752</b>	<b>\$ 7,652,051</b>	<b>\$ 8,113,966</b>	<b>\$ 461,915</b>

# 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.

### CHANGES FROM PRIOR YEAR

In FY 2022-23, the Animal Shelter transferred all of its services and programs from the Police Department to the Parks and Recreation Department.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>12,500</b>	-	-	
60001.0000 Salaries & Wages	\$ 822,614	\$ -	\$ -	
60006.0000 Overtime - Non-Safety	61,510	-	-	
60012.0000 Fringe Benefits	130,729	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	521	-	-	
60012.1509 Fringe Benefits:Employer Paid PERS	80,771	-	-	
60012.1528 Fringe Benefits:Workers Comp	70,234	-	-	
60012.1531 Fringe Benefits:PERS UAL	137,435	-	-	
60015.0000 Wellness Program Reimbursement	788	-	-	
60027.0000 Payroll Taxes Non-Safety	12,866	-	-	
60031.0000 Payroll Adjustments	3,403	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,320,870</b>	-	-	
62000.0000 Utilities	\$ 79,402	\$ -	\$ -	
62085.0000 Other Professional Services	11,428	-	-	
62170.0000 Private Contractual Services	11,273	-	-	
62300.0000 Special Dept Supplies	96,166	-	-	
62310.0000 Office Supplies, Postage & Printing	11,707	-	-	
62405.0000 Uniforms & Tools	797	-	-	
62455.0000 Equipment Rental	611	-	-	
62470.0000 Fund 533 Office Equip Rental Rate	2,852	-	-	
62475.0000 Fund 532 Vehicle Equip Rental Rate	35,404	-	-	
62496.0000 Fund 537 Computer System Rental	92,447	-	-	
62700.0000 Memberships & Dues	425	-	-	
62755.0000 Training	1,645	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>344,158</b>	-	-	
<b>Total Expenses</b>	<b>\$ 1,665,028</b>	<b>\$ -</b>	<b>\$ -</b>	

# 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

- Implement 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 community complaints related to parking issues.
- Assertively enforce parking violations pertaining to fire lanes and accessible designated parking spaces.
- Collaborate with professional service providers to enhance the provision of parking enforcement services.
- Assist children to safely cross the street as they walk or bicycle to and from school and encourage safe behaviors near traffic.
- Conduct traffic control efforts at special events.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Year</b>	<b>25,280</b>	<b>25,280</b>	<b>25,280</b>	
60001.0000 Salaries & Wages	\$ 590,086	\$ 1,097,288	\$ 1,064,396	\$ (32,892)
60006.0000 Overtime - Non-Safety	19,571	10,034	10,034	
60012.0000 Fringe Benefits	88,904	190,364	196,961	6,597
60012.1008 Fringe Benefits:Retiree Benefits	589	20,738	21,810	1,072
60012.1509 Fringe Benefits:Employer Paid PERS	43,567	52,211	58,009	5,798
60012.1528 Fringe Benefits:Workers Comp	6,670	13,497	9,367	(4,130)
60012.1531 Fringe Benefits:PERS UAL	102,273	112,923	96,283	(16,640)
60015.0000 Wellness Program Reimbursement	1,980	-	-	
60023.0000 Uniform and Tool Allowance	-	150	150	
60027.0000 Payroll Taxes Non-Safety	19,043	45,129	44,652	(477)
60031.0000 Payroll Adjustments	433	-	-	
<b>Salaries &amp; Benefits</b>	<b>873,116</b>	<b>1,542,334</b>	<b>1,501,662</b>	<b>(40,672)</b>
62170.0000 Private Contractual Services	\$ -	\$ 14,500	\$ -	\$ (14,500)
62300.0000 Special Dept Supplies	3,017	2,200	2,200	
62310.0000 Office Supplies, Postage & Printing	8,669	8,000	8,410	410
62405.0000 Uniforms & Tools	1,745	10,000	10,000	
62435.0000 General Equipment Maint & Repair	4,861	9,500	9,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	79,228	68,105	98,218	30,113
62496.0000 Fund 537 Computer System Rental	99,088	96,728	116,505	19,777
<b>Materials, Supplies &amp; Services</b>	<b>196,608</b>	<b>209,033</b>	<b>244,833</b>	<b>35,800</b>
<b>Total Expenses</b>	<b>\$ 1,069,724</b>	<b>\$ 1,751,367</b>	<b>\$ 1,746,495</b>	<b>\$ (4,872)</b>

# Communication Center

## 001.PD06C



The Police Department operates a state-of-the-art 911 Communication Center which attained certification in 2013 from the National Center for Missing and Exploited Children. The Communication Center is the vital first step in responding to emergency calls from citizens for the Police and Fire Departments. The primary function 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. Utilizing a Computer-Aided Dispatch (CAD) system, the Communication Center assists with the efficient management and deployment of resources in response to requests for emergency and non-emergency services.

### OBJECTIVES

- Maintain an effective and efficient Communication Center operation, ensuring that community members in need 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 Communication Center.
- Maintain compliance with state and national standards.
- Provide supervisors with essential training in supervision and risk management.
- Continue transition to the statewide next generation 911 system to enhance service delivery.

### CHANGES FROM PRIOR YEAR

The Adopted Budget includes funding for two Communications Operator positions. These positions provide call-taking and dispatching responsibilities for both emergency (911) and non-emergency calls for public safety services. The addition of these positions expands the current staffing level to enhance the ability to manage the workload and service expectations of this critical operational area.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>16,000</b>	<b>17,000</b>	<b>19,000</b>	<b>2,000</b>
60001.0000 Salaries & Wages	\$ 995,439	\$ 1,289,464	\$ 1,415,010	\$ 125,546
60006.0000 Overtime - Non-Safety	378,058	156,130	259,326	103,196
60007.0000 Overtime - Safety	439	-	-	
60012.0000 Fringe Benefits	199,658	288,415	336,998	48,583
60012.1008 Fringe Benefits:Retiree Benefits	372	13,125	14,667	1,542
60012.1509 Fringe Benefits:Employer Paid PERS	101,586	107,541	138,388	30,847
60012.1528 Fringe Benefits:Workers Comp	76,853	77,636	45,988	(31,648)
60012.1531 Fringe Benefits:PERS UAL	174,319	239,949	196,127	(43,822)
60015.0000 Wellness Program Reimbursement	1,485	-	-	
60027.0000 Payroll Taxes Non-Safety	19,653	18,697	20,518	1,821
60031.0000 Payroll Adjustments	3,421	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,951,283</b>	<b>2,190,957</b>	<b>2,427,022</b>	<b>236,065</b>
62170.0000 Private Contractual Services	\$ 3,622	\$ 10,000	\$ 10,000	
62300.0000 Special Dept Supplies	1,402	1,500	1,500	
62405.0000 Uniforms & Tools	1,258	7,600	8,600	1,000
62420.0000 Books & Periodicals	277	850	850	
62435.0000 General Equipment Maint & Repair	-	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	52,556	52,531	64,199	11,668
62755.0000 Training	4,557	4,500	5,500	1,000
62895.0000 Miscellaneous Expenses	295	240	1,000	760
<b>Materials, Supplies &amp; Services</b>	<b>63,968</b>	<b>78,221</b>	<b>92,649</b>	<b>14,428</b>
<b>Total Expenses</b>	<b>\$ 2,015,251</b>	<b>\$ 2,269,178</b>	<b>\$ 2,519,671</b>	<b>\$ 250,493</b>



# Support Services Division

## 001.PD07A-E



The Support Services Division consists of the Records Bureau and the Facility Maintenance Unit. This Division provides operational and logistical support for other divisions and supports the law enforcement mission of the Department.

The Records Bureau is responsible for gathering and processing all information related to arrests and criminal records. Responsibilities also include researching and providing criminal history information to officers and detectives in the field, entering time-sensitive and detailed data pertaining to criminal records, providing customer service to community members at the Department's public counter, and assisting with detainee searches in the Jail. The Records Bureau is the custodian of records in handling subpoenas duces tecum and is responsible for completing Department of Justice audits of various databases, sealing records, and processing and ensuring compliance with state and federal laws relating to public records requests. The Records Bureau is responsible for maintaining the Department records retention schedule and managing the approved destruction of records.

The Facility Maintenance Unit continually monitors and manages various facility security systems and addresses all building maintenance issues, ensuring the ability to maintain uninterrupted twenty-four-hour-a-day, seven-day-a-week public safety services for the community.

### OBJECTIVES

- Efficiently process and maintain all police records while ensuring citizen confidentiality.
- Ensure the timely and accurate provision of information to officers, detectives, and members of the public.
- 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>23,250</b>	<b>19,250</b>	<b>19,250</b>	
60001.0000 Salaries & Wages	\$ 1,415,893	\$ 1,200,336	\$ 1,234,992	\$ 34,656
60002.0000 Salaries & Wages - Safety	624,599	337,152	339,337	2,185
60002.3505 Safety Holiday Pay	5,936	-	-	
60006.0000 Overtime - Non-Safety	79,250	30,350	30,350	
60007.0000 Overtime - Safety	31,554	15,053	-	(15,053)
60012.0000 Fringe Benefits	261,096	302,825	317,053	14,228
60012.1008 Fringe Benefits:Retiree Benefits	650	18,252	16,608	(1,644)
60012.1509 Fringe Benefits:Employer Paid PERS	148,484	100,108	120,782	20,674
60012.1528 Fringe Benefits:Workers Comp	83,959	73,024	38,345	(34,679)
60012.1531 Fringe Benefits:PERS UAL	290,649	317,408	297,265	(20,143)
60015.0000 Wellness Program Reimbursement	2,543	-	-	
60016.0000 Fringe Benefits - Safety	46,230	33,533	34,954	1,421
60016.1008 Fringe Safety:Retiree Benefits	(244)	966	-	(966)
60016.1509 Fringe Safety:Employer Paid PERS	94,252	54,484	63,558	9,074
60016.1528 Fringe Safety:Workers Comp	49,296	42,313	70,039	27,726
60016.1531 Fringe Safety:PERS UAL	146,120	117,839	167,130	49,291
60023.0000 Uniform and Tool Allowance	3,424	19,250	19,250	
60027.0000 Payroll Taxes Non-Safety	21,379	17,405	17,907	502
60028.0000 Payroll Taxes Safety	9,295	4,889	4,920	31
60031.0000 Payroll Adjustments	4,588	-	-	
<b>Salaries &amp; Benefits</b>	<b>3,318,953</b>	<b>2,685,187</b>	<b>2,772,490</b>	<b>87,303</b>
62135.0000 Governmental Services	\$ 291,155	\$ 30	\$ 30	
62300.0000 Special Dept Supplies	6,145	8,000	8,000	
62310.0000 Office Supplies, Postage & Printing	11,471	12,500	12,500	
62405.0000 Uniforms & Tools	3,010	6,400	6,400	
62420.0000 Books & Periodicals	-	515	515	
62435.0000 General Equipment Maint & Repair	11,290	13,740	11,990	(1,750)
62455.0000 Equipment Rental	574	3,640	3,640	
62475.0000 Fund 532 Vehicle Equip Rental Rate	15,133	21,765	15,647	(6,118)
62496.0000 Fund 537 Computer System Rental	157,465	161,030	190,899	29,869
62700.0000 Memberships & Dues	175	725	225	(500)
62755.0000 Training	4,234	9,500	10,000	500
62895.0000 Miscellaneous Expenses	-	400	400	
<b>Materials, Supplies &amp; Services</b>	<b>500,652</b>	<b>238,245</b>	<b>260,246</b>	<b>22,001</b>
<b>Total Expenses</b>	<b>\$ 3,819,605</b>	<b>\$ 2,923,432</b>	<b>\$ 3,032,736</b>	<b>\$ 109,304</b>

# Air Support Unit

## 001.PD08A



In 2007, the cities of Burbank and Glendale combined resources to create the 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 Hollywood Burbank Airport, pursuant to a helicopter maintenance and operations lease between the two cities and the Hollywood Burbank Airport Authority.

The Air Support Unit provides airborne crime suppression, responds to critical incidents, coordinates field responses for ground units, and is a force multiplier that enhances community and officer safety. The unit also engages in special operations assisting other City departments, with an emphasis on support for criminal investigations, code enforcement, Water and Power, and aiding the Fire Department 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.
- Conduct 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 (SWAT).
- 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	
60001.0000 Salaries & Wages	\$ 2,099	\$ -	\$ -	
60002.0000 Salaries & Wages - Safety	279,216	309,952	316,521	\$ 6,569
60002.2004 Salaries Safety: Field Training Officer	7,391	-	-	
60002.3505 Safety Holiday Pay	11,953	12,187	12,841	654
60007.0000 Overtime - Safety	54,443	4,373	4,460	87
60012.0000 Fringe Benefits	397	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	-	-	89	89
60016.0000 Fringe Benefits - Safety	34,272	42,813	45,605	2,792
60016.1008 Fringe Safety:Retiree Benefits	(248)	2,013	2,013	
60016.1509 Fringe Safety:Employer Paid PERS	49,289	52,058	61,689	9,631
60016.1528 Fringe Safety:Workers Comp	31,861	40,428	67,980	27,552
60016.1531 Fringe Safety:PERS UAL	110,642	134,110	82,231	(51,879)
60023.0000 Uniform and Tool Allowance	2,848	5,500	5,500	
60028.0000 Payroll Taxes Safety	5,265	4,671	4,776	105
60031.0000 Payroll Adjustments	2,018	-	-	
<b>Salaries &amp; Benefits</b>	<b>591,445</b>	<b>608,105</b>	<b>603,705</b>	<b>(4,400)</b>
62135.0000 Governmental Services	\$ 416,676	\$ 369,367	\$ 369,367	
62220.0000 Insurance	9,209	37,461	20,915	(16,546)
62220.1003 Insurance:Helicopter	-	75,000	75,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	306,358	322,785	339,392	16,607
62496.0000 Fund 537 Computer System Rental	7,967	7,410	18,987	11,577
<b>Materials, Supplies &amp; Services</b>	<b>740,210</b>	<b>812,023</b>	<b>823,661</b>	<b>11,638</b>
<b>Total Expenses</b>	<b>\$ 1,331,655</b>	<b>\$ 1,420,128</b>	<b>\$ 1,427,366</b>	<b>\$ 7,238</b>

# 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 to process the intake and short-term detention of pre-arraigned inmates. A well-managed, professional operation ensures the appropriate level of care and custody for all inmates, results in a safe and clean jail environment, and reduces liability exposure. An effective jail operation is achieved through compliance with rigorous standards and the efforts of a well-trained and high-performing workforce.

### OBJECTIVES

- Maintain a jail facility that meets or exceeds Federal, State, and local standards.
- Ensure continuous compliance with California Board of State and Community Corrections Title 15 standards for local detention facilities.
- Provide ongoing training and implement industry best practices for the supervision of detainees, suicide prevention, conducting sensitive searches, managing high-risk inmates, preventing assaults upon staff, and fire and disaster response.
- Perform monthly inspections to ensure emergency preparedness for critical events including fire suppression and emergency evacuation.
- Maintain a monthly training program on policies and procedures for emergency preparedness, including fire suppression and emergency evacuation procedures.
- Conduct ongoing review of and amend intake procedures as needed to continue the implementation of industry best practices related to screening inmates for medical, psychological, and mental health issues.

### CHANGES FROM PRIOR YEAR

Staffing changes include the upgrade of two Jailers to Lead Jailers.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
60001.0000 Salaries & Wages	\$ 703,204	\$ 697,364	\$ 686,251	\$ (11,113)
60006.0000 Overtime - Non-Safety	118,131	162,060	162,060	
60007.0000 Overtime - Safety	178	-	-	
60012.0000 Fringe Benefits	147,643	169,999	177,701	7,702
60012.1008 Fringe Benefits:Retiree Benefits	325	8,203	8,627	424
60012.1509 Fringe Benefits:Employer Paid PERS	66,645	58,160	67,115	8,955
60012.1528 Fringe Benefits:Workers Comp	72,400	87,519	119,685	32,166
60012.1531 Fringe Benefits:PERS UAL	115,374	152,047	134,176	(17,871)
60015.0000 Wellness Program Reimbursement	585	-	-	
60027.0000 Payroll Taxes Non-Safety	11,401	10,112	9,951	(161)
60031.0000 Payroll Adjustments	918	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,236,803</b>	<b>1,345,464</b>	<b>1,365,566</b>	<b>20,102</b>
62125.0000 Medical Services	\$ 150,000	\$ 163,180	\$ 163,180	
62135.0000 Governmental Services	-	12,000	12,000	
62170.0000 Private Contractual Services	60,321	65,210	65,210	
62300.0000 Special Dept Supplies	139,272	48,700	51,700	3,000
62405.0000 Uniforms & Tools	2,668	4,000	4,000	
62420.0000 Books & Periodicals	21	50	50	
62435.0000 General Equipment Maint & Repair	1,562	1,500	1,500	
62496.0000 Fund 537 Computer System Rental	33,490	33,166	40,571	7,405
62700.0000 Memberships & Dues	-	500	-	(500)
62755.0000 Training	3,052	5,720	5,720	
62895.0000 Miscellaneous Expenses	148	130	130	
<b>Materials, Supplies &amp; Services</b>	<b>390,533</b>	<b>334,156</b>	<b>344,061</b>	<b>9,905</b>
<b>Total Expenses</b>	<b>\$ 1,627,336</b>	<b>\$ 1,679,620</b>	<b>\$ 1,709,627</b>	<b>\$ 30,007</b>

# POLICE

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	7.500	7.000	6.000	-1.000
ADM ANALYST II (M)	0.000	0.000	1.000	1.000
ANIMAL CTRL OFCR	4.000	0.000	0.000	
ANIMAL SHELTER SUPT	1.000	0.000	0.000	
COMM OP	12.000	12.000	14.000	2.000
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	7.000	-2.000
JAIL MGR	1.000	1.000	1.000	
KENNEL ATTENDANT	3.000	0.000	0.000	
LEAD JAILER	0.000	0.000	2.000	2.000
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 COMM MGR	0.000	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	10.000	7.000	-3.000
PRIN CLK	1.000	1.000	0.000	-1.000
PROPERTY AND EVIDENCE TECH	0.000	0.000	2.000	2.000
PUBLIC SFTY FACILITY TECH	1.000	1.000	1.000	
SR ADM ANALYST (M)	2.000	2.000	2.000	
SR ANIMAL CTRL OFCR	1.000	0.000	0.000	
SR CLK	4.000	4.000	5.000	1.000
SR PROPERTY AND EVIDENCE TECH	0.000	0.000	1.000	1.000
SR RANGEMASTER-ARMORER	1.000	1.000	1.000	
VETERINARIAN	1.000	0.000	0.000	
VETERINARY TECH	1.000	0.000	0.000	
<b>TOTAL STAFF YEARS</b>	<b>274.280</b>	<b>262.780</b>	<b>264.780</b>	<b>2.000</b>







NON-DEPARTMENTAL

# 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 \$2.9 million in one-time funds that will be sent to CalPERS as part of the City's multi-year pension funding plan to address Burbank'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.

Additional one-time funds have been budgeted in Special Department Supplies for a recruitment and retention program that will support primary childcare, academics, elder care, and household.

An additional \$50,000 was added to the training budget for a consultant to present a study session on AB 1482 (California Tenant Protection Act).

Also included in the FY 2023-24 Budget is a contribution of \$3.5 million to the City's Information Technology Fund (Fund 537) of which \$2 million was funded by the American Rescue Plan Act, to support several Information Technology projects deemed critical to the City's operations.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
60012.1004 Fringe Benefits:Survivor Level 4	\$ 121,121	\$ 65,000	\$ 65,000	
60012.1007 Fringe Benefits:Replacement Benefit	283,652	235,000	235,000	
60012.1532 Fringe Benefits:PERS UAL One-Time	3,769,600	3,969,600	1,414,200	(2,555,400)
60016.1004 Fringe Safety:Survivor Level 4	30,562	15,750	15,750	
60016.1532 Fringe Safety:PERS UAL One-time	5,000,000	4,000,000	1,500,000	(2,500,000)
60018.0000 Holding:Salaries	-	2,564,770	3,338,718	773,948
<b>Salaries &amp; Benefits</b>	<b>9,204,936</b>	<b>10,850,120</b>	<b>6,568,668</b>	<b>(4,281,452)</b>
62055.1000 Strategic Legal Costs	\$ 37,685	\$ 75,000	\$ 75,000	
62085.0000 Other Professional Services	21,500	-	-	
62125.0000 Medical Services	142,220	-	-	
62170.0000 Private Contractual Services	2,750	3,500	3,600	100
62240.0000 Services of Other Dept - Direct	33,709	33,515	-	(33,515)
62300.0000 Special Dept Supplies	-	-	257,000	257,000
62300.1018 Wellness	-	5,000	5,000	
62345.0000 Taxes	15,768	21,000	21,000	
62470.0000 Fund 533 Office Equip Rental Rate	40,000	40,000	40,000	
62496.0000 Fund 537 Computer System Rental	6,724	-	11,813	11,813
62560.0000 Employee Banquet & Awards	30,253	30,214	30,214	
62575.0000 Boards/Commissions Award Dinner	18,812	15,000	15,000	
62635.0000 Emergency Preparedness	17,635	-	-	

# Non-Departmental 001.ND01A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62745.1000 Safety Program:Safety Shoes	77,766	86,000	86,000	
62755.0000 Training	-	-	50,000	50,000
62765.0000 Educational Reimb:Citywide	170,029	235,000	235,000	
62895.0000 Miscellaneous Expenses	334	10,000	10,000	
62895.1002 Misc:Physical Inventory Variance	1,008	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>616,193</b>	<b>554,229</b>	<b>839,627</b>	<b>285,398</b>
85101.0370 Transfers to Fund 370	\$ 101,933	\$ 580,010	\$ 1,402,000	821,990
85101.0498 Transfers to Fund 498	1,883	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	1,197,442	7,025,710	3,562,263	(3,463,447)
<b>Contributions to Other Funds</b>	<b>6,001,258</b>	<b>12,325,720</b>	<b>9,684,263</b>	<b>(2,641,457)</b>
<b>Total Expenses</b>	<b>\$ 15,822,386</b>	<b>\$ 23,730,069</b>	<b>\$ 17,092,558</b>	<b>\$ (6,637,511)</b>

# 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 2023-24 capital projects budget includes appropriations totaling \$57,500 to replace irrigation systems at Foy Park and Maxam Memorial Park. Also included in the Fund 370 budget, is the utilization of \$84,500 in restricted Burbank Athletic Federation (BAF) dollars to modernize lighting infrastructure at Foy Park and Schafer Ballfield. \$5,424,836 is being allocated to construct a Class I bikeway along San Fernando Boulevard. Additionally, \$460,000 in restricted Art in Public Places reserve funds is being appropriated to design and construct shade structures at Johnny Carson Park. Details on individual projects 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
70002.0000 Street Improvements	\$ 319,126	\$ 1,150,000	\$ 6,984,735	5,834,735
70003.0000 Park Improvements	240,111	757,962	954,166	196,204
70007.0000 General Improvements	5,347	-	-	-
70019.0000 Building Improvements	383,239	1,270,000	2,484,576	1,214,576
70020.1004 Holding-Capital:Restricted	-	-	599,924	599,924
71000.0000 Infrastructure Improvements	3,612	-	-	-
<b>Capital Expenses</b>	<b>951,435</b>	<b>3,177,962</b>	<b>11,023,401</b>	<b>7,845,439</b>
85101.0001 Transfers to Fund 001	\$ 707,529	\$ -	\$ -	-
<b>Contributions to Other Funds</b>	<b>707,529</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$ 1,658,964</b>	<b>\$ 3,177,962</b>	<b>\$ 11,023,401</b>	<b>\$ 7,845,439</b>



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**SPECIAL REVENUE FUNDS**

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>14.888</b>	<b>15.098</b>	<b>15.098</b>	
<b>Salaries &amp; Benefits</b>	\$ 1,043,900	\$ 1,515,642	\$ 1,444,056	\$ (71,586)
<b>Materials, Supplies &amp; Services</b>	844,313	987,017	1,020,203	33,186
<b>Contributions to Other Funds</b>	349,183	185,000	212,516	27,516
<b>Total Expenses</b>	<b>\$ 2,237,397</b>	<b>\$ 2,687,659</b>	<b>\$ 2,676,775</b>	<b>\$ (10,884)</b>



# 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 \$212,516 are for the Discretionary Incentive grant programs from Metro. These are restricted to public transit expenditures, which are expended from Fund 105.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 933	\$ 6,000	\$ 6,000	
62220.0000 Insurance	31,562	130,025	101,707	(28,318)
62235.0000 Services of Other Dept - Indirect	122,857	124,721	118,782	(5,939)
62300.0000 Special Dept Supplies	29,825	41,000	41,000	
62450.1000 Building Grounds Maint:Bus Stops	-	5,000	5,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	240,491	142,480	195,521	53,041
62485.0000 Fund 535 Communications Rental Rate	23,397	23,397	26,284	2,887
62595.0000 MTA Fare Subsidy	-	650	650	
<b>Materials, Supplies &amp; Services</b>	<b>449,065</b>	<b>473,273</b>	<b>494,944</b>	<b>21,671</b>
85101.0105 Transfers to Fund 105	\$ 349,183	\$ 185,000	\$ 212,516	27,516
<b>Contributions to Other Funds</b>	<b>349,183</b>	<b>185,000</b>	<b>212,516</b>	<b>27,516</b>
<b>Total Expenses</b>	<b>\$ 798,248</b>	<b>\$ 658,273</b>	<b>\$ 707,460</b>	<b>\$ 49,187</b>

# 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 ongoing maintenance at the Downtown Burbank Metrolink Station, such as landscape/hardscape, refuse collection, utilities, restroom, and security services.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>14,888</b>	<b>15,098</b>	<b>15,098</b>	
60001.0000 Salaries & Wages	\$ 580,645	\$ 904,508	\$ 904,116	\$ (392)
60006.0000 Overtime - Non-Safety	2,553	-	-	
60012.0000 Fringe Benefits	109,266	231,676	250,332	18,656
60012.1008 Fringe Benefits:Retiree Benefits	453	12,213	13,026	813
60012.1509 Fringe Benefits:Employer Paid PERS	52,831	75,436	88,423	12,987
60012.1528 Fringe Benefits:Workers Comp	42,835	62,617	39,870	(22,747)
60012.1531 Fringe Benefits:PERS UAL	172,955	143,277	107,879	(35,398)
60012.1532 Fringe Benefits:PERS UAL One-Time	72,640	72,800	27,300	(45,500)
60015.0000 Wellness Program Reimbursement	1,238	-	-	
60027.0000 Payroll Taxes Non-Safety	7,807	13,115	13,110	(5)
60031.0000 Payroll Adjustments	678	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,043,900</b>	<b>1,515,642</b>	<b>1,444,056</b>	<b>(71,586)</b>
62170.0000 Private Contractual Services	\$ 345,037	\$ 460,000	\$ 460,000	
62300.0000 Special Dept Supplies	357	2,000	2,000	
62496.0000 Fund 537 Computer System Rental	49,854	49,244	60,759	11,515
62755.0000 Training	-	2,500	2,500	
<b>Materials, Supplies &amp; Services</b>	<b>395,248</b>	<b>513,744</b>	<b>525,259</b>	<b>11,515</b>
<b>Total Expenses</b>	<b>\$ 1,439,148</b>	<b>\$ 2,029,386</b>	<b>\$ 1,969,315</b>	<b>\$ (60,071)</b>

# Proposition A - Transportation Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.200	0.000	0.000	
ADM ANALYST II (M)	0.000	0.200	0.200	
AST CD DIR-TRANS&PLNG	0.250	0.260	0.260	
CLERICAL WKR	0.900	0.900	0.900	
INTERMEDIATE CLK	0.200	0.400	0.400	
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	
<b>TOTAL STAFF YEARS</b>	<b>14.888</b>	<b>15.098</b>	<b>15.098</b>	

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.805</b>	<b>2.245</b>	<b>2.245</b>	
<b>Salaries &amp; Benefits</b>	\$ 315,164	\$ 373,867	\$ 355,098	\$ (18,769)
<b>Materials, Supplies &amp; Services</b>	2,060,432	2,610,594	3,079,522	468,928
<b>Total Expenses</b>	<b>\$ 2,375,596</b>	<b>\$ 2,984,461</b>	<b>\$ 3,434,620</b>	<b>\$ 450,159</b>

# 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 two 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.

	<b>EXPENDITURES FY2021-22</b>	<b>BUDGET FY2022-23</b>	<b>BUDGET FY2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
62170.0000 Private Contractual Services	\$ 1,422,214	\$ 1,874,000	\$ 2,250,000	\$ 376,000
62220.0000 Insurance	24,831	104,296	106,079	1,783
62235.0000 Services of Other Dept - Indirect	124,540	116,010	131,620	15,610
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	344,901	336,982	409,003	72,021
62496.0000 Fund 537 Computer System Rental	8,494	6,806	10,320	3,514
<b>Materials, Supplies &amp; Services</b>	<b>1,924,980</b>	<b>2,443,094</b>	<b>2,912,022</b>	<b>468,928</b>
<b>Total Expenses</b>	<b>\$ 1,924,980</b>	<b>\$ 2,443,094</b>	<b>\$ 2,912,022</b>	<b>\$ 468,928</b>



# 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).

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.805</b>	<b>2.245</b>	<b>2.245</b>	
60001.0000 Salaries & Wages	\$ 218,684	\$ 237,394	\$ 241,071	\$ 3,677
60012.0000 Fringe Benefits	20,909	43,958	48,129	4,171
60012.1008 Fringe Benefits:Retiree Benefits	176	1,481	1,937	456
60012.1509 Fringe Benefits:Employer Paid PERS	14,878	19,799	23,577	3,778
60012.1528 Fringe Benefits:Workers Comp	1,743	4,001	2,616	(1,385)
60012.1531 Fringe Benefits:PERS UAL	38,745	46,192	27,672	(18,520)
60012.1532 Fringe Benefits:PERS UAL One-Time	17,600	17,600	6,600	(11,000)
60027.0000 Payroll Taxes Non-Safety	2,399	3,442	3,496	54
60031.0000 Payroll Adjustments	30	-	-	
<b>Salaries &amp; Benefits</b>	<b>315,164</b>	<b>373,867</b>	<b>355,098</b>	<b>(18,769)</b>
62000.0000 Utilities	\$ 80,413	\$ 97,500	\$ 97,500	
62025.0000 TMO Memberships	20,000	20,000	20,000	
62300.0000 Special Dept Supplies	43	4,000	4,000	
62310.0000 Office Supplies, Postage & Printing	-	1,000	1,000	
62520.0000 Public Information	297	5,000	5,000	
62700.0000 Memberships & Dues	34,699	40,000	40,000	
<b>Materials, Supplies &amp; Services</b>	<b>135,452</b>	<b>167,500</b>	<b>167,500</b>	
<b>Total Expenses</b>	<b>\$ 450,617</b>	<b>\$ 541,367</b>	<b>\$ 522,598</b>	<b>\$ (18,769)</b>

# Proposition C - Transportation Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.100	0.000	0.000	
ADM ANALYST II (M)	0.000	0.250	0.250	
AST CD DIR-TRANS&PLNG	0.150	0.240	0.240	
INTERMEDIATE CLK	0.200	0.400	0.400	
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	
<b>TOTAL STAFF YEARS</b>	<b>1.805</b>	<b>2.245</b>	<b>2.245</b>	

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.950</b>	<b>0.350</b>	<b>0.350</b>	
60001.0000 Salaries & Wages	\$ 61,698	\$ 20,951	\$ 20,951	
60001.4004 Salaries & Wages :Rideshare	42,819	100,000	100,000	
60002.4004 Salaries & Wages - Safety:Rideshare	149	10,000	10,000	
60012.0000 Fringe Benefits	9,954	5,292	5,618	326
60012.1008 Fringe Benefits:Retiree Benefits	68	780	302	(478)
60012.1509 Fringe Benefits:Employer Paid PERS	6,825	1,747	2,049	302
60012.1528 Fringe Benefits:Workers Comp	1,228	479	286	(193)
60012.1531 Fringe Benefits:PERS UAL	13,390	15,157	16,027	870
60012.1532 Fringe Benefits:PERS UAL One-Time	160	1,600	600	(1,000)
60027.0000 Payroll Taxes Non-Safety	1,081	304	304	
60031.0000 Payroll Adjustments	152	-	-	
<b>Salaries &amp; Benefits</b>	<b>137,525</b>	<b>156,310</b>	<b>156,137</b>	<b>(173)</b>
62170.0000 Private Contractual Services	\$ -	\$ 16,400	\$ 16,400	
62496.0000 Fund 537 Computer System Rental	3,426	3,189	1,481	(1,708)
62520.0000 Public Information	1,212	1,205	1,205	
62610.0000 Guaranteed Ride Home Program	-	1,000	1,000	
62755.0000 Training	-	250	250	
62895.0000 Miscellaneous Expenses	23	1,600	1,600	
<b>Materials, Supplies &amp; Services</b>	<b>4,661</b>	<b>23,644</b>	<b>21,936</b>	<b>(1,708)</b>
<b>Total Expenses</b>	<b>\$ 142,186</b>	<b>\$ 179,954</b>	<b>\$ 178,073</b>	<b>\$ (1,881)</b>

# Air Quality Management District (AQMD)

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.500	0.000	0.000	
ADM ANALYST II (M)	0.000	0.250	0.250	
AST CD DIR-TRANS&PLNG	0.150	0.000	0.000	
INTERMEDIATE CLK	0.300	0.100	0.100	
<b>TOTAL STAFF YEARS</b>	<b>0.950</b>	<b>0.350</b>	<b>0.350</b>	

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>		<b>0.150</b>	<b>0.340</b>	<b>0.190</b>
<b>Salaries &amp; Benefits</b>	\$ -	\$ 34,794	\$ 63,827	29,033
<b>Materials, Supplies &amp; Services</b>	393,002	303,130	1,040,779	737,649
<b>Capital Expenses</b>	24,510	340,000	217,206	(122,794)
<b>Total Expenses</b>	<b>\$ 417,512</b>	<b>\$ 677,924</b>	<b>\$ 1,321,812</b>	<b>\$ 643,888</b>



# 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

Staffing changes include the upgrade of an Associate Transportation Planner to a Senior Transportation Planner. The Other Professional Services account was increased by \$250,000, the Private Contractual Services was increased by \$300,000, and the Building Grounds and Maintenance account was increased by \$200,00 for the Vision Zero program that will streamline and focus on the implementation of the Complete Streets policies. The program requires a consultant team of transportation, planning, and traffic engineering professionals to implement improvements on collision patterns. Vision Zero programs utilize temporary materials like bollards and striping to improve safety.

The capital improvement program project includes the First Street Bike Lane. This project will design and construct an approximately 0.8 mile protected Class IV bikeway on North First Street from North San Fernando Boulevard to East Verdugo Avenue.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>		<b>0.150</b>	<b>0.340</b>	<b>0.190</b>
60001.0000 Salaries & Wages	\$ -	\$ 28,325	\$ 49,171	\$ 20,846
60012.0000 Fringe Benefits	-	3,348	8,572	5,224
60012.1008 Fringe Benefits:Retiree Benefits	-	-	129	129
60012.1509 Fringe Benefits:Employer Paid PERS	-	2,362	4,809	2,447
60012.1528 Fringe Benefits:Workers Comp	-	348	433	85
60027.0000 Payroll Taxes Non-Safety	-	411	713	302
<b>Salaries &amp; Benefits</b>	-	<b>34,794</b>	<b>63,827</b>	<b>29,033</b>
62000.0000 Utilities	\$ 4,534	-	-	
62085.0000 Other Professional Services	-	-	250,000	\$ 250,000
62170.0000 Private Contractual Services	302,917	202,500	502,500	300,000
62170.1046 Metrolink North Burbank Station	13,140	60,000	60,000	
62235.0000 Services of Other Dept - Indirect	71,206	39,924	27,346	(12,578)
62450.0000 Building Grounds Maint & Repair	-	-	200,000	200,000
62496.0000 Fund 537 Computer System Rental	1,205	706	933	227
<b>Materials, Supplies &amp; Services</b>	<b>393,002</b>	<b>303,130</b>	<b>1,040,779</b>	<b>737,649</b>
70002.0000 Street Improvements	\$ 24,510	\$ 340,000	\$ 217,206	\$ (122,794)
<b>Capital Expenses</b>	<b>24,510</b>	<b>340,000</b>	<b>217,206</b>	<b>(122,794)</b>
<b>Total Expenses</b>	<b>\$ 417,512</b>	<b>\$ 677,924</b>	<b>\$ 1,321,812</b>	<b>\$ 643,888</b>

# Measure R Transportation Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
AST CD DIR-TRANS&PLNG	0.000	0.150	0.150	
SR TRANS PLNER	0.000	0.000	0.190	0.190
<b>TOTAL STAFF YEARS</b>	<b>0.000</b>	<b>0.150</b>	<b>0.340</b>	<b>0.190</b>

# 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.

### BUDGET HIGHLIGHTS

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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62235.0000 Services of Other Dept - Indirect	\$ -	\$ 16,576	\$ 11,722	\$ (4,854)
<b>Materials, Supplies &amp; Services</b>	-	<b>16,576</b>	<b>11,722</b>	<b>(4,854)</b>
70002.0000 Street Improvements	\$ -	\$ 1,850,000	\$ 2,200,000	\$ 350,000
<b>Capital Expenses</b>	-	<b>1,850,000</b>	<b>2,200,000</b>	<b>345,146</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 1,866,576</b>	<b>\$ 2,211,722</b>	<b>\$ 345,146</b>

# 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.

### BUDGET HIGHLIGHTS

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.

### CHANGES FROM PRIOR YEAR

The Wastewater Division added two new Civil Engineering Associate positions to address the continually increasing volume and complexity of stormwater regulations related to the National Pollutant Discharge Elimination System (NPDES) MS4 Permit. These positions are 15 percent funded by Fund 109 Measure W Stormwater Fund and 85 percent funded by Fund 494 Water Reclamation and Sewer Fund. The Safe Clean Water capital project will be phased out and a line item for permits, training, agreements, and maintenance was added to support the Safe, Clean Water Program.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>		<b>0.700</b>	<b>1.000</b>	<b>0.300</b>
60001.0000 Salaries & Wages	\$ 478	\$ 82,441	\$ 112,177	\$ 29,736
60012.0000 Fringe Benefits	77	14,019	20,801	6,782
60012.1008 Fringe Benefits:Retiree Benefits	-	-	604	604
60012.1509 Fringe Benefits:Employer Paid PERS	45	6,876	10,971	4,095
60012.1528 Fringe Benefits:Workers Comp	-	1,014	987	(27)
60012.1531 Fringe Benefits:PERS UAL	-	-	392	392
60027.0000 Payroll Taxes Non-Safety	7	1,195	1,627	432
<b>Salaries &amp; Benefits</b>	<b>607</b>	<b>105,545</b>	<b>147,559</b>	<b>42,014</b>
62085.0000 Other Professional Services	\$ -	\$ -	\$ 160,000	\$ 160,000
62140.0000 Special Services	-	-	25,000	25,000
62170.0000 Private Contractual Services	-	-	100,000	100,000
62435.0000 General Equipment Maint & Repair	-	-	50,000	50,000
62700.0000 Memberships & Dues	-	-	1,000	1,000
62735.0000 Emission Credits	-	-	50,000	50,000
62755.0000 Training	-	-	2,000	2,000
62895.0000 Miscellaneous Expenses	-	-	12,000	12,000
<b>Materials, Supplies &amp; Services</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>400,000</b>
71000.0000 Infrastructure Improvements	\$ 108,053	\$ -	\$ 632,500	\$ 632,500
<b>Capital Expenses</b>	<b>108,053</b>	<b>-</b>	<b>632,500</b>	<b>632,500</b>
<b>Total Expenses</b>	<b>\$ 108,660</b>	<b>\$ 105,545</b>	<b>\$ 1,180,059</b>	<b>\$ 1,074,514</b>

# 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 2023-24 will be presented to the City Council for appropriation.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
60004.0000 State Grant - Salaries	\$ 259,828	\$ -	\$ -	-
<b>Salaries &amp; Benefits</b>	<b>259,828</b>	-	-	-
62300.0000 Special Dept Supplies	\$ 14,403	\$ -	\$ -	-
62755.0000 Training	\$ 11,759	\$ -	\$ -	-
<b>Materials, Supplies &amp; Services</b>	<b>26,162</b>	-	-	-
85101.0001 Transfers to Fund 001	\$ 107,503	\$ -	\$ -	-
<b>Contribution to Other Funds</b>	<b>107,503</b>	-	-	-
<b>Total Expenses</b>	<b>\$ 393,494</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>



# 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 by 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 2023-24, the City will receive approximately \$1,020,650 in new CDBG entitlement funds for new projects and programs. CDBG entitlement funds will also be leveraged with program income. 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 2023-24 Capital/Economic Development Projects - \$766,634***

Community Development Department (Facility Renovation and Accessibility Improvements) - \$766,634

### ***Approved FY 2023-24 Public Service Projects - \$153,097***

Armenian Relief Society - \$14,000  
Boys and Girls Club - \$14,600  
Burbank Coordinating Council - \$6,500  
Burbank Noon Lions - \$4,983  
Burbank Temporary Aid Center - \$41,257  
Family Service Agency - \$25,000  
Home Again Los Angeles - \$39,257  
Jacaranda Housing - \$7,500

# Community Development Block Grant (CDBG) 122.CD25A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.710</b>	<b>0.710</b>	<b>0.710</b>	
60001.0000 Salaries & Wages	\$ 52,243	\$ 51,561	\$ 52,058	\$ 497
60012.0000 Fringe Benefits	5,174	12,837	13,510	673
60012.1008 Fringe Benefits:Retiree Benefits	36	582	613	31
60012.1509 Fringe Benefits:Employer Paid PERS	4,712	4,300	5,091	791
60012.1528 Fringe Benefits:Workers Comp	1,598	1,832	1,018	(814)
60012.1531 Fringe Benefits:PERS UAL	11,119	10,944	8,360	(2,584)
60027.0000 Payroll Taxes Non-Safety	799	748	755	7
60031.0000 Payroll Adjustments	124	-	-	
<b>Salaries &amp; Benefits</b>	<b>75,806</b>	<b>82,804</b>	<b>81,405</b>	<b>(1,399)</b>
62085.0000 Other Professional Services	\$ 16,780	\$ 47,750	\$ 47,750	
62235.0000 Services of Other Dept - Indirect	91,277	81,493	114,877	33,384
62310.0000 Office Supplies, Postage & Printing	366	539	539	
62420.0000 Books & Periodicals	-	541	541	
62496.0000 Fund 537 Computer System Rental	6,744	6,440	5,676	(764)
62520.0000 Public Information	4,063	4,106	4,106	
62700.0000 Memberships & Dues	1,545	2,005	2,005	
62710.0000 Travel	-	971	971	
62755.0000 Training	99	-	-	
62895.0000 Miscellaneous Expenses	791	955	955	
63051.0000 CDBG Activities	868,280	836,073	780,409	(55,664)
<b>Materials, Supplies &amp; Services</b>	<b>989,945</b>	<b>980,873</b>	<b>957,829</b>	<b>(23,044)</b>
70019.0000 Building Improvements	\$ -	\$ -	\$ 500,000	\$ 500,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>
<b>Total Expenses</b>	<b>\$ 1,065,750</b>	<b>\$ 1,063,677</b>	<b>\$ 1,539,234</b>	<b>\$ 475,557</b>

# Community Development Block Grant (CDBG) Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
HSG DEV MGR	0.210	0.210	0.210	
INTERMEDIATE CLK	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>0.710</b>	<b>0.710</b>	<b>0.710</b>	

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62235.0000 Services of Other Dept - Indirect	\$ 6,871	\$ 22,179	\$ 27,087	\$ 4,908
62496.0000 Fund 537 Computer System Rental	-	105	84	(21)
<b>Materials, Supplies &amp; Services</b>	<b>6,871</b>	<b>22,284</b>	<b>27,171</b>	<b>4,887</b>
70002.0000 Street Improvements	\$ 2,687,449	\$ 2,300,000	\$ 2,500,000	\$ 200,000
<b>Capital Expenses</b>	<b>2,687,449</b>	<b>2,300,000</b>	<b>2,500,000</b>	<b>200,000</b>
<b>Total Expenses</b>	<b>\$ 2,694,320</b>	<b>\$ 2,322,284</b>	<b>\$ 2,527,171</b>	<b>\$ 204,887</b>

# 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.

### CHANGES FROM PRIOR YEAR

An allocation of \$45,000 was added to support a variety of training, technology, and equipment needs. Uses include annual training and equipment for the canine unit, annual lease for night optic vision devices, specialized training of cellular forensics technology, specialized training on narcotics detection and interdiction, and annual fees for investigative software systems that provide real-time and historical cross-jurisdictional data sharing capabilities. These funds are restricted and can only be used for law enforcement purposes.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
70015.0000 Special Op Equip:Drug Forfeiture	\$ 28,415	\$ -	\$ 45,000	\$ 45,000
<b>Capital Expenses</b>	<b>28,415</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 28,415</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>



# 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.

### CHANGES FROM PRIOR YEAR

Two Construction Inspector I positions that were each allocated 50% to Fund 125 were upgraded to Construction Inspector II and Senior Construction Inspector. The Fund 125 portion of these upgraded positions was moved to the General Fund.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	
60001.0000 Salaries & Wages	\$ 1,215,460	\$ 1,311,220	\$ 1,201,619	\$ (109,601)
60006.0000 Overtime - Non-Safety	14,367	-	-	
60012.0000 Fringe Benefits	180,217	280,373	277,067	(3,306)
60012.1008 Fringe Benefits:Retiree Benefits	662	13,536	14,235	699
60012.1509 Fringe Benefits:Employer Paid PERS	104,439	109,356	117,519	8,163
60012.1528 Fringe Benefits:Workers Comp	47,486	79,307	52,544	(26,763)
60012.1531 Fringe Benefits:PERS UAL	295,444	274,051	200,875	(73,176)
60012.1532 Fringe Benefits:PERS UAL One-Time	105,600	105,600	39,600	(66,000)
60015.0000 Wellness Program Reimbursement	731	-	-	
60027.0000 Payroll Taxes Non-Safety	17,060	19,013	17,424	(1,589)
60031.0000 Payroll Adjustments	1,473	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,982,940</b>	<b>2,192,456</b>	<b>1,920,883</b>	<b>(271,573)</b>
62235.0000 Services of Other Dept - Indirect	\$ 106,766	\$ 114,297	\$ 106,578	\$ (7,719)
62300.0000 Special Dept Supplies	1,147	-	-	
62435.1003 Traffic Maintenance Equipment	124,766	153,000	153,000	
62496.0000 Fund 537 Computer System Rental	55,050	54,565	66,318	11,753
<b>Materials, Supplies &amp; Services</b>	<b>287,729</b>	<b>321,862</b>	<b>325,896</b>	<b>4,034</b>
70002.0000 Street Improvements	\$ -	\$ 250,000	\$ -	\$ (250,000)
<b>Capital Expenses</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>(250,000)</b>
<b>Total Expenses</b>	<b>\$ 2,270,668</b>	<b>\$ 2,764,318</b>	<b>\$ 2,246,779</b>	<b>\$ (517,539)</b>

# State Gas Tax Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
SKILLED WKR	1.000	1.000	1.000	
HEAVY TRUCK DRIVER	1.500	1.500	1.500	
CIVIL ENGNRG ASSOC	0.500	0.500	0.500	
CONST INSP I	1.000	1.000	0.000	-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	
CONST INSP MGR	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	2.000	1.000
PRIN ENG-TRAF	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>16.000</b>	<b>16.000</b>	<b>16.000</b>	

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.860</b>	<b>1.530</b>	<b>1.530</b>	
<b>Salaries &amp; Benefits</b>	\$ 240,002	\$ 319,123	\$ 274,802	\$ (44,321)
<b>Materials, Supplies &amp; Services</b>	592,310	478,313	581,495	103,182
<b>Capital Expenses</b>	1,304,615	-	2,952,623	2,952,623
<b>Total Expenses</b>	<b>\$ 2,136,928</b>	<b>\$ 797,436</b>	<b>\$ 3,808,920</b>	<b>\$ (3,011,484)</b>

# Public Improvements Fund

## Transportation

### 127.CD33A



This program helps to implement roadway, transit, and active transportation projects that are identified in the development impact fee study and that implement the General Plan, Bicycle Master Plan, and Citywide Complete Streets Plan.

#### CHANGES FROM PRIOR YEAR

In FY 2023-34, street improvement projects include the construction of the San Fernando Bikeway, a Class I bike path that runs along San Fernando Boulevard and Victory Place, and along the Burbank Western Channel and the Downtown Metrolink Station. This project completes the final three miles of a 12-mile regional bike path.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.860</b>	<b>1.530</b>	<b>1.530</b>	
60001.0000 Salaries & Wages	\$ 138,130	\$ 183,210	\$ 181,101	\$ (2,109)
60012.0000 Fringe Benefits	17,930	31,142	34,073	2,931
60012.1008 Fringe Benefits:Retiree Benefits	164	1,526	1,260	(266)
60012.1509 Fringe Benefits:Employer Paid PERS	12,067	15,280	17,712	2,432
60012.1528 Fringe Benefits:Workers Comp	2,000	2,448	1,682	(766)
60012.1531 Fringe Benefits:PERS UAL	38,876	54,060	25,548	(28,512)
60012.1532 Fringe Benefits:PERS UAL One-Time	28,800	28,800	10,800	(18,000)
60027.0000 Payroll Taxes Non-Safety	2,035	2,657	2,626	(31)
<b>Salaries &amp; Benefits</b>	<b>240,002</b>	<b>319,123</b>	<b>274,802</b>	<b>(44,321)</b>
62050.0000 Planning, Survey & Design	\$ 186,148	\$ -	\$ -	
62085.0000 Other Professional Services	39,066	150,000	150,000	
62185.0000 Transportation Element EIR	30,446	100,000	100,000	
62235.0000 Services of Other Dept - Indirect	326,880	221,242	249,664	28,422
62300.0000 Special Dept Supplies	55	200	200	
62496.0000 Fund 537 Computer System Rental	9,715	6,871	6,631	(240)
<b>Materials, Supplies &amp; Services</b>	<b>592,310</b>	<b>478,313</b>	<b>506,495</b>	<b>28,182</b>
70002.0000 Street Improvements	\$ 1,147,313	\$ -	\$ 1,070,086	\$ 1,070,086
<b>Capital Expenses</b>	<b>1,147,313</b>	<b>-</b>	<b>1,070,086</b>	<b>1,070,086</b>
<b>Total Expenses</b>	<b>\$ 1,979,625</b>	<b>\$ 797,436</b>	<b>\$ 1,851,383</b>	<b>\$ 1,053,947</b>

# Public Improvements Fund

## Fire

### 127.CD33B



This program provides funding for capital improvement projects associated with the Fire Department. In FY 2023-24, the capital improvement is for the kitchen modernization project at Fire Station 11.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
70019.0000 Building Improvements	\$ -	\$ -	\$ 46,000	46,000
<b>Capital Expenses</b>	-	-	<b>46,000</b>	<b>46,000</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>

# Public Improvements Fund

## Police

### 127.CD33C



This program provides funding for capital improvement projects associated with the Police Department. Projects for FY 2023-24 include facility surveillance video management system storage, new flooring at the headquarters for Police/Fire Departments, and modernization of the jail access system.

	<b>EXPENDITURES FY2021-22</b>	<b>BUDGET FY2022-23</b>	<b>BUDGET FY2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
70019.0000 Building Improvements	\$ -	\$ -	\$ 804,355	\$ 804,355
<b>Capital Expenses</b>	-	-	<b>804,355</b>	<b>804,355</b>
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 804,355</b>	<b>\$ 804,355</b>



# Public Improvements Fund

## Library

### 127.CD33D/LB01A



This program provides funding for capital improvement projects and capital items associated with the Library Department.

#### BUDGET HIGHLIGHTS

One-time funding in the amount of \$75,000 was allocated to Private Contractual Services to support a study on customer service improvements.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ -	\$ -	\$ 75,000	\$ 75,000
<b>Materials, Supplies &amp; Services</b>	-	-	<b>75,000</b>	<b>75,000</b>
70011.0000 Operating Equipment	\$ 29,874	\$ -	\$ -	
70011.1000 Operating Equip:Burbank Channel	-	40,000	40,000	
70019.0000 Building Improvements	5,209	-	-	
<b>Capital Expenses</b>	<b>35,082</b>	<b>40,000</b>	<b>40,000</b>	
85101.0001 Transfers to Fund 537	\$ -	\$ 250,000	\$ -	\$ (250,000)
<b>Contributions to Other Funds</b>	-	<b>250,000</b>	-	<b>(250,000)</b>
<b>Total Expenses</b>	<b>\$ 35,082</b>	<b>\$ 290,000</b>	<b>\$ 115,000</b>	<b>\$ (175,000)</b>

# Public Improvements Fund

## Parks & Recreation

### 127.CD33E/PR28A



This program provides funding for capital improvement projects and capital items associated with the Parks and Recreation Department.

<b>BUDGET HIGHLIGHTS</b>
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Capital appropriations in FY 2023-24 include funding for the Dick Clark Dog Park, the George Izay Park Master Plan, and picnic facility improvements at McCambridge Park.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
70003.0000 Park Improvements	\$ 122,325	\$ 585,890	\$ 992,182	\$ 406,292
<b>Capital Expenses</b>	<b>122,325</b>	<b>585,890</b>	<b>992,182</b>	<b>406,292</b>
<b>Total Expenses</b>	<b>\$ 122,325</b>	<b>\$ 585,890</b>	<b>\$ 992,182</b>	<b>\$ 406,292</b>

# Public Improvements Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
AST CD DIR-TRANS&PLNG	0.250	0.150	0.150	
INTERMEDIATE CLK	0.300	0.070	0.070	
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	
<b>TOTAL STAFF YEARS</b>	<b>1.860</b>	<b>1.530</b>	<b>1.530</b>	

# 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

The FY 2023-24 funding sources for the HUD Affordable Housing Fund include the HOME Investment Partnership Act in the amount of \$548,637, with 10 percent of HOME funds to be utilized for administration. Of that percentage, \$65,020 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 (PSH) funds are estimated at \$567,848 and will cover Materials, Services, and Supplies, housing assistance payments, and administrative fees for those vouchers. In addition, prior year HOME administration funds were included in Private Contractual Services account for fair housing. Finally, PSH Administrative fees will be utilized to fund 20 percent of a new Housing Assistant position to administer the PSH vouchers.

# HUD Affordable Housing Fund

## 128.CD25A/C



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>	<b>0.230</b>	<b>0.430</b>	<b>0.430</b>	
60001.0000 Salaries & Wages	\$ 36,721	\$ 47,110	\$ 45,250	\$ (1,860)
60012.0000 Fringe Benefits	2,816	8,337	8,851	514
60012.1008 Fringe Benefits:Retiree Benefits	26	189	371	182
60012.1509 Fringe Benefits:Employer Paid PERS	3,091	3,929	4,425	496
60012.1528 Fringe Benefits:Workers Comp	183	579	398	(181)
60012.1531 Fringe Benefits:PERS UAL	7,799	6,011	5,069	(942)
60012.1532 Fringe Benefits:PERS UAL One-Time	3,200	3,200	-	(3,200)
60027.0000 Payroll Taxes Non-Safety	557	683	656	(27)
<b>Salaries &amp; Benefits</b>	<b>54,393</b>	<b>70,038</b>	<b>65,020</b>	<b>(5,018)</b>
62170.0000 Private Contractual Services	\$ 70,364	\$ 14,763	\$ 14,763	
62310.0000 Office Supplies, Postage & Printing	-	1,000	1,000	
62496.0000 Fund 537 Computer System Rental	1,545	1,103	2,081	978
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	6	2,000	2,000	
62950.0000 Housing Assistance Payments	303,104	420,504	419,148	(1,356)
62950.1000 Housing Asst Payments:Admin Fees	108,278	120,000	120,000	
63051.1020 CDBG:Fair Housing	-	20,000	20,000	
<b>Materials, Supplies &amp; Services</b>	<b>483,297</b>	<b>590,720</b>	<b>590,342</b>	<b>(378)</b>
<b>Total Expenses</b>	<b>\$ 537,690</b>	<b>\$ 660,758</b>	<b>\$ 655,362</b>	<b>\$ (5,396)</b>

# HUD Affordable Housing Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
HSG DEV MGR	0.230	0.230	0.230	
HSG AST	0.000	0.200	0.200	
<b>TOTAL STAFF YEARS</b>	<b>0.230</b>	<b>0.430</b>	<b>0.430</b>	



# Street Lighting Fund

## 129.PS61A-B



The General Fund directs 1.5% of the 7% Electric In-Lieu of Tax transfer revenue to the Street Lighting Fund for the purpose of maintaining citywide street lights. The Burbank Water and Power Department administers the Street Lighting Fund.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
60020.0000 Projects Salaries	\$ 259,412	\$ 126,000	\$ 336,327	\$ 210,327
60021.0000 Projects Salaries Overhead	361,221	176,400	470,858	294,458
<b>Salaries &amp; Benefits</b>	<b>620,634</b>	<b>302,400</b>	<b>807,185</b>	<b>504,785</b>
62000.0000 Utilities	\$ 809,005	\$ 673,542	\$ 609,982	\$ (63,560)
62170.0000 Private Contractual Services	-	155,000	340,000	185,000
62225.0000 Custodial Services	100	500	500	
62235.0000 Services of Other Dept - Indirect	69,867	85,046	47,087	(37,959)
62300.0000 Special Dept Supplies	14,839	25,000	25,000	
62430.0000 Auto Equipment Maint & Repair	9	-	-	
62435.0000 General Equipment Maint & Repair	104	-	-	
62496.0000 Fund 537 Computer System Rental	2,537	-	-	
62700.0000 Memberships & Dues	1,000	1,000	1,375	375
62710.0000 Travel	-	-	2,000	2,000
62725.0000 Street Lighting Maintenance	11,700	35,000	35,000	
62755.0000 Training	-	3,000	3,000	
63131.1001 Overhead Recovery:Fleet Usage	49,034	12,044	36,546	24,502
63195.0000 Meters	441	-	-	
63310.0000 Inventory Overhead	2,534	2,500	2,500	
<b>Materials, Supplies &amp; Services</b>	<b>961,169</b>	<b>992,632</b>	<b>1,102,990</b>	<b>110,358</b>
70006.0000 Street Lighting Improvements	\$ 1,175,449	\$ 2,141,600	\$ 2,009,186	\$ (132,414)
<b>Capital Expenses</b>	<b>1,175,449</b>	<b>2,141,600</b>	<b>2,009,186</b>	<b>(132,414)</b>
85101.0496 Transfers to Fund 496	\$ (42)	\$ -	\$ -	
<b>Contributions to Other Funds</b>	<b>(42)</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 2,757,210</b>	<b>\$ 3,436,632</b>	<b>\$ 3,919,361</b>	<b>\$ 482,729</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 23,820	\$ 43,522	\$ 24,257	\$ (19,265)
62000.1003 Utilities:Telephone	40,010	9,462	40,743	31,281
62085.0000 Other Professional Services	549,578	601,464	619,508	18,044
62170.0000 Private Contractual Services	714,076	586,000	456,000	(130,000)
62220.0000 Insurance	155,382	173,891	191,280	17,389
62300.0000 Special Dept Supplies	86,204	125,000	110,000	(15,000)
62455.0000 Equipment Rental	657	-	-	
62710.0000 Travel	-	12,500	12,500	
62811.0000 Interest Expense	(6,324)	-	-	
63131.0000 Overhead Recovery	104,040	106,121	108,243	2,122
63240.0000 Regulatory Expense	262,942	263,366	266,000	2,634
<b>Materials, Supplies &amp; Services</b>	<b>1,930,385</b>	<b>1,921,326</b>	<b>1,828,531</b>	<b>(92,795)</b>
70070.0000 Magnolia Power Project	\$ 23,752	\$ 160,759	\$ 51,243	\$ (109,516)
<b>Capital Expenses</b>	<b>23,752</b>	<b>160,759</b>	<b>51,243</b>	<b>(109,516)</b>
<b>Total Expenses</b>	<b>\$ 1,954,137</b>	<b>\$ 2,082,085</b>	<b>\$ 1,879,774</b>	<b>\$ (202,311)</b>

# Magnolia Power Project

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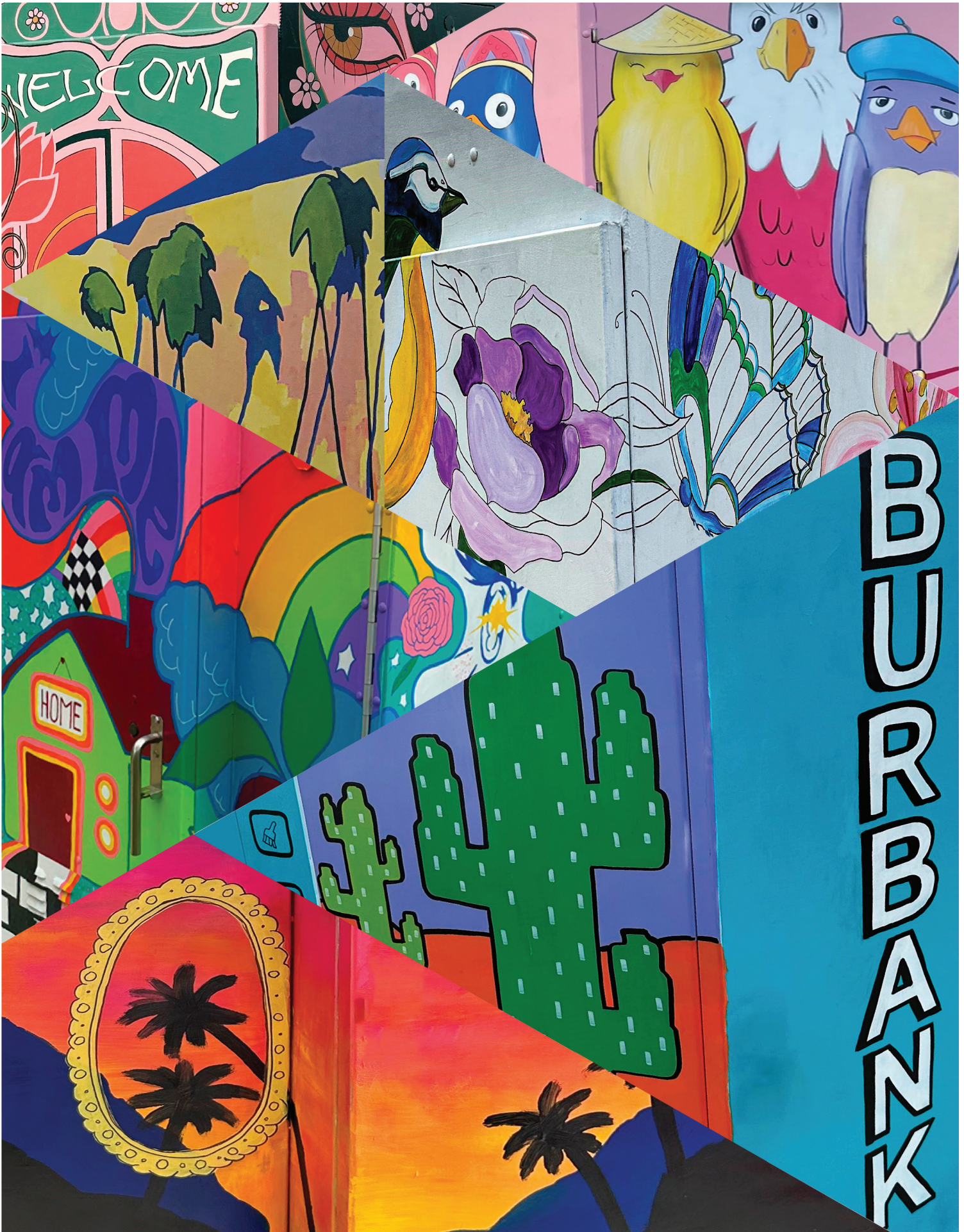
Magnolia Power Project (MPP) is a combined-cycle natural gas-fired, electric generating plant with a nameplate capacity of up to 310 MW. MPP is a jointly owned Southern California Public Power Authority project with the Cities of Anaheim, Cerritos, Colton, Glendale, Pasadena, and Burbank (operating agent). MPP commenced commercial operations in Burbank, CA in 2005. MPP is forecasted to generate 1,320,480 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
60020.0000 Projects Salaries	\$ 4,365,548	\$ 5,441,023	\$ 6,083,037	\$ 642,014
60021.0000 Projects Salaries Overhead	6,114,584	7,617,432	8,516,251	898,819
<b>Salaries &amp; Benefits</b>	<b>10,480,132</b>	<b>13,058,455</b>	<b>14,599,288</b>	<b>1,540,833</b>
62000.0000 Utilities	\$ 217,640	\$ 259,921	\$ 267,718	\$ 7,797
62000.1002 Utilities:Gas Company	11,211	-	-	
62000.1004 Utilities:Sewer	555	7,641	1,528	(6,113)
62085.0000 Other Professional Services	323,589	739,000	666,401	(72,599)
62160.0000 Hazardous Materials Collection	6,593	-	-	
62170.0000 Private Contractual Services	213,884	173,034	203,685	30,651
62220.0000 Insurance	1,113,835	1,187,479	1,606,339	418,860
62225.0000 Custodial Services	2,137	-	-	
62300.0000 Special Dept Supplies	105,635	320,971	326,711	5,740
62305.0000 Reimbursable Materials	10,262	-	-	
62310.0000 Office Supplies, Postage & Printing	105	-	-	
62316.0000 Software & Hardware	200,604	202,077	240,334	38,257
62380.0000 Chemicals	976,384	850,553	1,100,820	250,268
62380.1000 Chemicals:Emissions Controls	35,250	70,338	126,000	55,662
62381.0000 CT Chemicals	257,499	251,874	400,000	148,126
62382.0000 Boiler Chemicals	44,681	52,451	66,150	13,699
62383.0000 Lubrication/Gases	139,177	145,354	157,802	12,448
62383.1008 Lubrication/Gases:CEMS	18,445	32,773	33,428	655
62430.0000 Auto Equipment Maint & Repair	32	-	-	
62435.0000 General Equipment Maint & Repair	638,003	799,547	815,538	15,991
62450.0000 Building Grounds Maint & Repair	441	-	-	
62755.0000 Training	21,902	115,141	116,309	1,168
62770.0000 Hazardous Materials Disposal	439,749	466,931	494,465	27,534
62795.0000 Reclaimed Water:	1,611,519	1,434,406	1,898,830	464,424
62811.0000 Interest Expense	(24,727)	-	-	
62840.0000 Small Tools	3,712	-	-	
63130.0000 Transmission Expense	35,491	79,591	81,182	1,591
63131.1000 Overhead Recovery:Fleet Allocation	12,013	13,041	12,734	(307)
63131.1001 Overhead Recovery:Fleet Usage	3,633	-	5,492	5,492
63165.0000 Maintenance of Electric Equipment	2,178,261	2,076,110	2,117,632	41,522
63205.0000 Accessory Electric Equipment	236,162	275,400	275,400	
63235.0000 Leased Property	431,021	431,021	431,021	
63240.0000 Regulatory Expense	293,297	253,888	270,000	16,112
63295.0000 Other Water Expense	235,063	296,124	305,008	8,884
63310.0000 Inventory Overhead	66,805	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>9,859,863</b>	<b>10,534,665</b>	<b>12,020,528</b>	<b>1,485,862</b>
70070.0000 Magnolia Power Project	\$ 23,549	\$ 558,324	\$ 1,189,550	\$ 631,226
<b>Capital Expenses</b>	<b>23,549</b>	<b>558,324</b>	<b>1,189,550</b>	<b>631,226</b>
<b>Total Expenses</b>	<b>\$ 20,363,544</b>	<b>\$ 24,151,444</b>	<b>\$ 27,809,365</b>	<b>\$ 3,657,921</b>

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# INTERNAL SERVICE FUNDS



This section includes 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 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

The Insurance account was increased by \$1,325,000. There is an expected 40 percent increase in overall costs for general liability, a 15 percent increase for Citywide property insurance, and a 10 percent increase for all other lines of insurance, including power generation property coverage, cyber liability, environmental liability, auto physical damage, earthquake, and crime.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	
60001.0000 Salaries & Wages	\$ 252,846	\$ 296,704	\$ 298,197	\$ 1,493
60012.0000 Fringe Benefits	53,578	67,223	72,711	5,488
60012.1008 Fringe Benefits:Retiree Benefits	46	2,461	2,588	127
60012.1509 Fringe Benefits:Employer Paid PERS	24,688	24,745	29,164	4,419
60012.1528 Fringe Benefits:Workers Comp	1,630	3,649	2,624	(1,025)
60012.1531 Fringe Benefits:PERS UAL	36,960	34,889	46,949	12,060
60012.1532 Fringe Benefits:PERS UAL One-Time	16,800	16,800	6,300	(10,500)
60027.0000 Payroll Taxes Non-Safety	3,641	4,302	4,324	22
60031.0000 Payroll Adjustments	7,205	-	-	
<b>Salaries &amp; Benefits</b>	<b>397,394</b>	<b>450,773</b>	<b>462,857</b>	<b>12,084</b>
62055.0000 Outside Legal Services	\$ 42,179	\$ 345,000	\$ 345,000	
62070.1001 Litigation:Civil Service	-	100,000	100,000	
62085.0000 Other Professional Services	312,566	225,000	225,000	
62115.0000 Contingency - Airport Litigation	-	10,000	10,000	
62170.1001 Temp Staffing	21,739	-	-	
62220.0000 Insurance	4,974,047	6,500,000	7,825,000	1,325,000
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	474,787	445,613	635,342	189,729
62316.0000 Software & Hardware	-	60,000	60,000	
62485.0000 Fund 535 Communications Rental Rate	1,444	1,444	1,444	
62496.0000 Fund 537 Computer System Rental	17,540	20,496	25,510	5,014
62875.0000 Judgements - Uninsured Losses	1,509,803	2,500,000	2,500,000	
62875.1001 Change In Liability	1,410,695	-	-	
62890.0000 Unemployment Insurance	-	200,000	200,000	
62895.0000 Miscellaneous Expenses	116	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>8,764,916</b>	<b>10,510,553</b>	<b>12,030,296</b>	<b>1,519,743</b>
<b>Total Expenses</b>	<b>\$ 9,162,310</b>	<b>\$ 10,961,326</b>	<b>\$ 12,493,153</b>	<b>\$ 1,531,827</b>

# General Liability Insurance Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST II (Z)	1.000	1.000	1.000	
SR ADM ANALYST (Z)	2.000	2.000	2.000	
<b>TOTAL STAFF YEARS</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	

# 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 dollars. 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 of 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 for any injuries. Miscellaneous employees receive up to six months of their full salary for 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 \$1,619.15 per week. This is an increase of \$79.44 per week as of January 1, 2023. 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 Division has the responsibility to safeguard the City's financial exposure.
- Workers' Compensation Division 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.

# Workers Compensation Insurance Fund

## 531.MS04A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	
60001.0000 Salaries & Wages	\$ 350,043	\$ 549,940	\$ 538,995	\$ (10,945)
60006.0000 Overtime - Non-Safety	-	3,354	3,354	
60012.0000 Fringe Benefits	44,875	127,371	134,708	7,337
60012.1008 Fringe Benefits:Retiree Benefits	301	5,332	5,608	276
60012.1509 Fringe Benefits:Employer Paid PERS	34,057	45,865	52,714	6,849
60012.1528 Fringe Benefits:Workers Comp	14,147	14,851	8,761	(6,090)
60012.1531 Fringe Benefits:PERS UAL	82,810	89,835	81,431	(8,404)
60012.1532 Fringe Benefits:PERS UAL One-Time	29,600	29,600	11,100	(18,500)
60027.0000 Payroll Taxes Non-Safety	5,172	7,974	7,815	(159)
60031.0000 Payroll Adjustments	633	-	-	
<b>Salaries &amp; Benefits</b>	<b>561,638</b>	<b>874,122</b>	<b>844,486</b>	<b>(29,636)</b>
62085.0000 Other Professional Services	\$ 20,632	\$ 157,105	\$ 157,105	
62125.0000 Medical Services	8,785	20,000	20,000	
62170.0000 Private Contractual Services	7,700	11,000	11,000	
62220.0000 Insurance	307,750	443,750	443,750	
62220.1004 Insurance:State Self-Insurance Fee	433,141	488,451	488,451	
62235.0000 Services of Other Dept - Indirect	712,037	587,654	687,709	100,055
62310.0000 Office Supplies, Postage & Printing	1,844	5,000	5,000	
62316.0000 Software & Hardware	129,823	134,442	134,442	
62420.0000 Books & Periodicals	350	2,248	2,248	
62440.0000 Office Equip Maint & Repair	306	1,000	1,000	
62455.0000 Equipment Rental	2,608	4,000	4,000	
62485.0000 Fund 535 Communications Rental Rate	4,331	5,052	5,052	
62496.0000 Fund 537 Computer System Rental	48,775	145,898	112,400	(33,498)
62700.0000 Memberships & Dues	210	2,000	2,000	
62710.0000 Travel	1,685	6,580	6,580	
62755.0000 Training	4,302	6,000	6,000	
62880.1000 Workers Comp Ins:Claim Payments	6,512,906	5,791,000	5,791,000	
62880.1001 Workers Comp Ins:Change In Liability	896,324	-	-	
62884.0000 Industrial Disability Retirement	113,320	300,000	300,000	
62884.1000 Office of Administrative Hearings	-	52,000	52,000	
62885.0000 Workers Comp Statutory Reimbursemt	1,058,098	1,442,607	1,442,607	
62895.0000 Miscellaneous Expenses	876	1,200	1,200	
<b>Materials, Supplies &amp; Services</b>	<b>10,265,804</b>	<b>9,606,987</b>	<b>9,673,544</b>	<b>66,557</b>
<b>Total Expenses</b>	<b>\$ 10,827,442</b>	<b>\$ 10,481,109</b>	<b>\$ 10,518,030</b>	<b>\$ 36,921</b>

# Workers Compensation Insurance Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
AST MGT SRVS DIR-RK MGT&SFTY	0.500	0.500	0.500	
INTERMEDIATE CLK	1.000	1.000	1.000	
WORKERS' COMP REP III	2.000	2.000	2.000	
WORKERS' COMP REP II	2.000	2.000	2.000	
WORKERS' COMP ADMSTR	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>6.500</b>	<b>6.500</b>	<b>6.500</b>	



# Vehicle Equipment Replacement Fund

## 532.ALL



This Fund provides for the replacement, repair, and maintenance of all motorized equipment. This equipment includes heavy-duty equipment, refuse, utility, police, light-duty vehicles, and small equipment such as mowers and chainsaws. The Capital Outlay Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY2023-24.

### CHANGES FROM PRIOR YEAR

A new Intermediate Clerk position was added to the Fleet Section to provide clerical support and assist staff with general administrative duties such as data entry, updating activity logs, and documenting standards and procedures. \$400,000 in capital was allocated for exhaust systems replacement. \$260,000 was allocated for machinery including above-ground vehicle hoists, a heavy-duty tire changer, and a fall protection system.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>12,643</b>	<b>12,650</b>	<b>13,650</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 834,592	\$ 944,668	\$ 1,018,681	\$ 74,013
60006.0000 Overtime - Non-Safety	10,882	9,000	9,000	
60012.0000 Fringe Benefits	161,015	230,078	259,441	29,363
60012.1008 Fringe Benefits:Retiree Benefits	448	10,372	10,914	542
60012.1509 Fringe Benefits:Employer Paid PERS	83,889	78,785	99,627	20,842
60012.1528 Fringe Benefits:Workers Comp	48,833	70,028	47,955	(22,073)
60012.1531 Fringe Benefits:PERS UAL	187,174	171,833	173,008	1,175
60012.1532 Fringe Benefits:PERS UAL One-Time	74,400	74,400	27,900	(46,500)
60015.0000 Wellness Program Reimbursement	1,045	-	-	
60023.0000 Uniform and Tool Allowance	3,817	-	-	
60027.0000 Payroll Taxes Non-Safety	11,991	13,698	14,771	1,073
60031.0000 Payroll Adjustments	3,963	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,422,049</b>	<b>1,602,862</b>	<b>1,661,297</b>	<b>58,435</b>
62000.0000 Utilities	\$ 135,483	\$ 234,767	\$ 234,767	
62170.0000 Private Contractual Services	94,761	154,000	169,400	15,400
62170.1001 Temp Staffing	8,804	-	-	
62220.0000 Insurance	57,683	83,444	137,555	54,111
62235.0000 Services of Other Dept - Indirect	731,458	815,548	878,878	63,330
62300.0000 Special Dept Supplies	28,249	40,000	40,000	
62405.0000 Uniforms & Tools	8,123	8,070	8,877	807
62430.0000 Auto Equipment Maint & Repair	1,744,250	1,880,000	1,994,000	114,000
62435.0000 General Equipment Maint & Repair	8,896	12,000	27,000	15,000
62450.0000 Building Grounds Maint & Repair	63	-	-	
62455.0000 Equipment Rental	42,726	60,000	60,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	77,628	101,794	106,054	4,260
62485.0000 Fund 535 Communications Rental Rate	15,752	15,752	15,752	
62496.0000 Fund 537 Computer System Rental	102,759	101,941	112,171	10,230
62700.0000 Memberships & Dues	1,075	800	800	
62710.0000 Travel	-	2,000	2,000	
62730.0000 Customer Service Training	31	-	-	
62755.0000 Training	9,921	22,500	22,500	
62780.0000 Fuel - Oil	1,654,808	1,738,000	1,911,800	173,800
62875.0000 Judgements - Uninsured Losses	-	100,000	50,000	(50,000)
63010.0000 Depreciation-Infrastructure	138,850	138,852	127,717	(11,135)
63015.0000 Depreciation-Machinery & Equipment	206,019	203,992	215,040	11,048
63035.0000 Depreciation-Vehicles	2,250,943	1,910,722	2,072,848	162,126
63045.0000 Depreciation-Other Non-Utility	77,917	77,916	-	(77,916)
63131.1002 Overhead Recovery:Warehouse Alloc	122,387	-	-	
63310.0000 Inventory Overhead	29,678	35,000	35,000	
<b>Materials, Supplies &amp; Services</b>	<b>7,548,264</b>	<b>7,737,098</b>	<b>8,222,159</b>	<b>485,061</b>

# Vehicle Equipment Replacement Fund

## 532.ALL



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
15032.0000 Infrastructure-Work In Progress	\$ 7,696	\$ 505,000	\$ 400,000	\$ (105,000)
15041.0000 Machinery & Equipment-Clearing	-	200,000	340,000	140,000
15042.0000 Machinery & Equip-Work in Progress	-	125,000	-	(125,000)
15101.0000 Vehicles - Clearing	(77,282)	6,610,232	14,065,538	7,455,306
<b>Capital Assets</b>	<b>(69,586)</b>	<b>7,440,232</b>	<b>14,805,538</b>	<b>7,365,306</b>
70019.0000 Building Improvements	\$ -	\$ 150,000	\$ -	\$ (150,000)
<b>Capital Expenses</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>(150,000)</b>
<b>Total Expenses</b>	<b>\$ 8,900,727</b>	<b>\$ 16,930,192</b>	<b>\$ 24,688,994</b>	<b>\$ 7,758,802</b>

# Vehicle Equipment Replacement Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
WELDER	0.797	0.800	0.800	
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	
INTERMEDIATE CLK	0.000	0.000	1.000	1.000
SR FLEET MAINT TECH	3.000	3.000	3.000	
SR ADM ANALYST (M)	0.105	0.110	0.110	
ADM ANALYST II (M)	0.000	0.000	0.000	
FLEET MAINT TECH	5.859	5.860	5.860	
TIRE MAINT WKR	0.681	0.680	0.680	
UTILITY WKR	0.530	0.530	0.530	
<b>TOTAL STAFF YEARS</b>	<b>12.643</b>	<b>12.650</b>	<b>13.650</b>	<b>1.000</b>

# Office Equipment Replacement Fund

## 533.ALL



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.

### CHANGES FROM PRIOR YEAR

New operating equipment for FY 2023-24 includes two genie lifts, the replacement of the Self-Contained Breathing Apparatus (SCBA), a SCBA mask fit testing system, and a high-performance graphics printer.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62496.0000 Fund 537 Computer System Rental	\$ 5,023	\$ 3,939	\$ 2,437	\$ (1,502)
63015.0000 Depreciation-Machinery & Equipment	541,546	452,513	386,349	(66,164)
63045.0000 Depreciation-Other Non-Utility	2,852	2,856	2,856	
63050.0000 Non-Capitalized Assets	116,441	186,307	186,307	
<b>Materials, Supplies &amp; Services</b>	<b>665,862</b>	<b>645,615</b>	<b>577,949</b>	<b>(67,666)</b>
15041.0000 Machinery & Equipment-Clearing	\$ 45,987	\$ -	\$ 1,405,265	\$ 1,405,265
<b>Capital Assets</b>	<b>45,987</b>	<b>-</b>	<b>1,405,265</b>	<b>1,405,265</b>
70011.0000 Operating Equipment	\$ -	\$ 19,148	\$ -	\$ (19,148)
<b>Capital Expenses</b>	<b>-</b>	<b>19,148</b>	<b>-</b>	<b>(19,148)</b>
<b>Total Expenses</b>	<b>\$ 711,849</b>	<b>\$ 664,763</b>	<b>\$ 1,983,214</b>	<b>\$ 1,318,451</b>

# 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. Funding for the Municipal Infrastructure Fund 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

	<b>EXPENDITURES FY2021-22</b>	<b>BUDGET FY2022-23</b>	<b>BUDGET FY2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Materials, Supplies &amp; Services</b>	\$ 4,491,236	\$ 5,436,152	\$ 5,716,152	\$ 280,000
<b>Capital Expenses</b>	6,931,925	12,907,999	16,931,328	4,023,329
<b>Total Expenses</b>	<b>\$ 11,423,161</b>	<b>\$ 18,344,151</b>	<b>\$ 22,647,480</b>	<b>\$ 4,303,329</b>

# Municipal Infrastructure Fund

## Affordable Housing

### 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 67,155	\$ 41,600	\$ 41,600	
62170.0000 Private Contractual Services	16,083	26,400	26,400	
<b>Materials, Supplies &amp; Services</b>	<b>\$ 83,238</b>	<b>\$ 68,000</b>	<b>68,000</b>	
<b>Total Expenses</b>	<b>\$ 83,238</b>	<b>\$ 68,000</b>	<b>\$ 68,000</b>	



# 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 2023-24 include funding for the replacement of irrigation systems at DeBell Golf Course and McCambridge Park, installation of shade structures at Valley Park, Schafer ballfield light modernization, the development of Dick Clark Dog Park, Brace Canyon ballfield improvements, picnic facility upgrades at McCambridge Park, and improvements to DeBell Golf Course and driving range.

A one-time increase of funding of \$500,000 has been budgeted for tree trimming services and the maintenance of parkway trees Citywide.

Funding for flooring repairs is also being budgeted for the restoration and rehabilitation of flooring at the Joslyn Adult Center, Ovrom Community Center, and McCambridge Park, together with the resurfacing of the sports court and dance floors to enhance resident recreation programs.

Reallocating \$70,000 from the Building Grounds Maintenance and Repair account to a new Building Grounds Maintenance and Repair subaccount for sports court resurfacing.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ -	\$ 210,000	\$ -	\$ (210,000)
62170.0000 Private Contractual Services	200,000	200,000	200,000	
62170.1010 Tree Trimming Services	200,000	700,000	1,200,000	500,000
62380.1010 Weed Abatement	51,817	40,000	40,000	
62450.0000 Building Grounds Maint & Repair	163,187	395,000	265,000	(130,000)
62450.1001 Ballfield Maintenance	-	20,000	20,000	
62450.1003 Building Grounds Maintenance & Repair:Sports Courts Resurfacing	-	-	70,000	70,000
<b>Materials, Supplies &amp; Services</b>	<b>615,004</b>	<b>1,565,000</b>	<b>1,795,000</b>	<b>230,000</b>
70003.0000 Park Improvements	\$ 2,943,655	\$ 2,366,593	\$ 8,907,828	\$ 6,541,235
<b>Capital Expenses</b>	<b>2,943,655</b>	<b>2,366,593</b>	<b>8,907,828</b>	<b>6,541,235</b>
<b>Total Expenses</b>	<b>\$ 3,558,659</b>	<b>\$ 3,931,593</b>	<b>\$ 10,702,828</b>	<b>\$ 6,771,235</b>

# 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 funding to improve streets, sidewalks, driveway aprons, curbs, gutters, and pedestrian ramps

#### CHANGES FROM PRIOR YEAR

Capital funding for the City's share of planned and emergency repairs for City-owned bridges was moved to the MS&S budget. Maintenance and repairs are provided by the Los Angeles County Department of Public Works under a General Services Agreement with the City.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62450.1004 Building Grounds Maintenance & Repair: Bridge Maintenance And Repair	\$ -	\$ -	\$ 50,000	50,000
<b>Materials, Supplies &amp; Services</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
70002.0000 Street Improvements	\$ 348,987	\$ 3,650,000	\$ 3,300,000	\$ (350,000)
71000.0000 Infrastructure Improvements	-	95,000	95,000	
<b>Capital Expenses</b>	<b>348,987</b>	<b>3,745,000</b>	<b>3,395,000</b>	<b>(350,000)</b>
<b>Total Expenses</b>	<b>\$ 348,987</b>	<b>\$ 3,745,000</b>	<b>\$ 3,445,000</b>	<b>\$ (300,000)</b>

# 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 General Fund.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.1013 Traffic Maintenance Services	\$ 14,593	\$ 165,000	\$ 165,000	
62300.0000 Special Dept Supplies	879	-	-	
62435.1003 Traffic Maintenance Equipment	192,353	275,000	275,000	
<b>Materials, Supplies &amp; Services</b>	<b>207,825</b>	<b>440,000</b>	<b>440,000</b>	
70002.0000 Street Improvements	\$ 27,683	\$ -	\$ -	
<b>Capital Expenses</b>	<b>27,683</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 235,508</b>	<b>\$ 440,000</b>	<b>\$ 440,000</b>	

# 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 the annual maintenance of streets, alleys, sidewalks, parking lots, overpasses, and underpasses Citywide.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 13,851	\$ 120,000	\$ 120,000	
62300.0000 Special Dept Supplies	174,314	100,000	100,000	
<b>Materials, Supplies &amp; Services</b>	<b>188,165</b>	<b>220,000</b>	<b>220,000</b>	
70002.0000 Street Improvements	\$ 1,594,473	\$ -	\$ -	
<b>Capital Expenses</b>	<b>1,594,473</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>\$ 1,782,638</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>	

# 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 maintenance and construction, carpenter, and paint crews.

#### OBJECTIVES

- Provide safe and secure working environments for general government employees to 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.

#### OBJECTIVES

Building improvements totaling to \$4,628,500 for FY 2023-24 include annual small facilities capital improvements, restoring the City Hall fountain, waterproofing the parking area at the Police/Fire Department headquarters, and funding for a new central library.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 2,987,679	\$ 2,315,450	\$ 2,315,450	
62170.1004 City Flooring Assessments	3,420	50,000	50,000	
62170.1005 Hazardous Materials Assessments	28,865	50,000	50,000	
62170.1006 Roof Surveys and Inspections	3,825	40,000	40,000	
62170.1008 Seismic Safety Surveys	25,877	40,000	40,000	
62170.1009 Elevator Surveys and Inspections	8,735	25,000	25,000	
62170.1015 Contingency	-	250,000	250,000	
62300.0000 Special Dept Supplies	11,218	30,000	30,000	
62450.0000 Building Grounds Maint & Repair	324,690	342,702	342,702	
<b>Materials, Supplies &amp; Services</b>	<b>3,394,462</b>	<b>3,143,152</b>	<b>3,143,152</b>	
70019.0000 Building Improvements	\$ 2,015,436	\$ 6,796,406	\$ 4,628,500	\$ (2,167,906)
<b>Capital Expenses</b>	<b>2,015,436</b>	<b>6,796,406</b>	<b>4,628,500</b>	<b>(2,167,906)</b>
<b>Total Expenses</b>	<b>\$ 5,409,898</b>	<b>\$ 9,939,558</b>	<b>\$ 7,771,652</b>	<b>\$ (2,167,906)</b>

# Communications Equipment Replacement Fund



This Fund provides for the management, maintenance, and operational support of Citywide safety and non-safety communications systems and equipment, such as telephones, radios, etc. The Fund also provides infrastructure support for public address, video security, access control, and audio-visual systems. The departments are billed for these services through the Communication Rental Rate (62485) accounts. The Burbank Water and Power Department administers this Fund.

## FUND SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
<b>Salaries &amp; Benefits</b>	\$ 1,167,102	\$ 1,230,946	\$ 1,308,595	\$ 77,648
<b>Materials, Supplies &amp; Services</b>	2,376,317	2,176,806	2,446,349	269,543
<b>Capital Assets</b>	2,529,444	1,009,000	1,365,000	356,000
<b>Total Expenses</b>	<b>\$ 6,072,863</b>	<b>\$ 4,416,753</b>	<b>\$ 5,119,944</b>	<b>\$ 703,191</b>



# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>				
60001.0000 Salaries & Wages	\$ 353,095	\$ 392,789	\$ 400,658	\$ 7,869
60006.0000 Overtime - Non-Safety	18,073	32,000	35,000	3,000
60012.0000 Fringe Benefits	59,021	68,488	74,221	5,734
60012.1008 Fringe Benefits:Retiree Benefits	121	2,829	2,956	127
60012.1509 Fringe Benefits:Employer Paid PERS	31,555	32,759	39,184	6,426
60012.1528 Fringe Benefits:Workers Comp	5,365	10,979	13,267	2,288
60012.1531 Fringe Benefits:PERS UAL	43,584	84,801	56,800	(28,001)
60012.1532 Fringe Benefits:PERS UAL One-Time	28,000	28,000	10,500	(17,500)
60015.0000 Wellness Program Reimbursement	574	563	600	37
60018.0000 Holding:Salaries	-	21,324	37,411	16,087
60020.0000 Projects Salaries	(37,424)	-	-	-
60020.1000 Projects Salaries:Capitalized	-	(30,332)	-	30,332
60020.0002 Projects Salaries:Credit	-	-	(5,788)	(5,788)
60021.0000 Projects Salaries Overhead	(52,391)	-	-	-
60021.0002 Projects Salaries:Credit	-	-	(8,103)	(8,103)
60021.1000 Projects Salaries Overhead:Capitalized	-	(42,465)	-	42,465
60023.0000 Uniform and Tool Allowance	1,950	4,265	4,265	-
60027.0000 Payroll Taxes Non-Safety	5,279	5,695	5,810	114
60031.0000 Payroll Adjustments	(1,011)	-	-	-
<b>Salaries &amp; Benefits</b>	<b>455,789</b>	<b>611,695</b>	<b>666,781</b>	<b>55,086</b>
62000.0000 Utilities	\$ 440,957	\$ 420,000	\$ 490,000	\$ 70,000
62000.1001 Utilities:Cell Phone	2,245	4,500	4,500	-
62000.1003 Utilities:Telephone	-	-	12,000	12,000
62085.0000 Other Professional Services	-	85,000	77,000	(8,000)
62170.0000 Private Contractual Services	267,056	24,000	27,000	3,000
62200.0000 Background Checks	200	-	300	300
62220.0000 Insurance	12,684	16,940	25,094	8,154
62225.0000 Custodial Services	61	225	225	-
62235.0000 Services of Other Dept - Indirect	62,069	72,093	71,502	(591)
62240.0000 Services of Other Dept - Direct	15,000	-	15,000	15,000
62300.0000 Special Dept Supplies	8,908	10,000	10,000	-
62310.0000 Office Supplies, Postage & Printing	5,321	-	1,000	1,000
62316.0000 Software & Hardware	10,398	17,000	19,000	2,000
62320.0000 Telephone Supplies & Maint	1,640	20,000	20,000	-
62430.0000 Auto Equipment Maint & Repair	2,228	-	-	-
62440.0000 Office Equip Maint & Repair	989	2,000	1,200	(800)
62485.0000 Fund 535 Communications Rental Rate	27,092	27,092	23,988	(3,104)
62496.0000 Fund 537 Computer System Rental	32,170	-	33,135	33,135
62700.0000 Memberships & Dues	-	-	1,000	1,000
62710.0000 Travel	-	5,000	7,000	2,000
62755.0000 Training	-	5,000	23,000	18,000
63005.0000 Depreciation-Buildings	4,005	8,016	8,016	-
63015.0000 Depreciation-Machinery & Equipment	104,232	258,740	123,388	(135,352)
63131.0000 Overhead Recovery	38,338	39,679	50,098	10,419
63131.1000 Overhead Recovery:Fleet Allocation	16,368	17,315	17,439	124
63131.1001 Overhead Recovery:Fleet Usage	56	(21)	-	21
63310.0000 Inventory Overhead	2,383	4,700	3,000	(1,700)
<b>Materials, Supplies &amp; Services</b>	<b>1,054,399</b>	<b>1,037,279</b>	<b>1,063,887</b>	<b>26,608</b>
15041.0000 Machinery & Equipment-Clearing	\$ -	\$ 22,500	\$ -	\$ (22,500)
15042.0000 Machinery & Equip-Work in Progress	707,934	350,000	350,000	-
<b>Capital Assets</b>	<b>707,934</b>	<b>372,500</b>	<b>350,000</b>	<b>(22,500)</b>
<b>Total Expenses</b>	<b>\$ 2,218,123</b>	<b>\$ 2,021,474</b>	<b>\$ 2,080,668</b>	<b>\$ 59,193</b>

# Communications Equipment Replacement Fund

## Radio System

### 535.PS72A-B



This program provides for the maintenance, operation, and replacement of the City's Ultra High Frequency (UHF) radio system.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>				
60001.0000 Salaries & Wages	\$ 323,662	\$ 392,789	\$ 400,658	\$ 7,869
60006.0000 Overtime - Non-Safety	18,074	32,000	35,000	3,000
60012.0000 Fringe Benefits	59,030	68,488	74,221	5,734
60012.1008 Fringe Benefits:Retiree Benefits	138	2,829	2,956	127
60012.1509 Fringe Benefits:Employer Paid PERS	31,556	32,759	39,184	6,426
60012.1528 Fringe Benefits:Workers Comp	5,365	10,979	13,267	2,288
60012.1531 Fringe Benefits:PERS UAL	100,805	81,596	58,545	(23,051)
60012.1532 Fringe Benefits:PERS UAL One-Time	28,000	28,000	10,500	(17,500)
60015.0000 Wellness Program Reimbursement	574	563	600	37
60018.0000 Holding:Salaries	-	21,324	37,411	16,087
60020.0000 Projects Salaries	57,456	-	-	-
60020.0002 Projects Salaries:Credit	-	-	(16,918)	(16,918)
60020.1000 Projects Salaries:Capitalized	-	(25,848)	-	25,848
60021.0000 Projects Salaries Overhead	80,435	-	-	-
60021.0002 Projects Salaries:Credit	-	-	(23,685)	(23,685)
60021.1000 Projects Salaries Overhead:Capitalized	-	(36,187)	-	36,187
60023.0000 Uniform and Tool Allowance	1,950	4,265	4,265	-
60027.0000 Payroll Taxes Non-Safety	5,280	5,695	5,810	114
60031.0000 Payroll Adjustments	(1,011)	-	-	-
<b>Salaries &amp; Benefits</b>	<b>711,312</b>	<b>619,251</b>	<b>641,814</b>	<b>22,562</b>
62085.0000 Other Professional Services	\$ -	\$ 10,850	\$ 10,850	-
62170.0000 Private Contractual Services	8,255	250,000	250,000	-
62200.0000 Background Checks	-	-	300	300
62220.0000 Insurance	12,684	16,940	25,094	8,154
62225.0000 Custodial Services	-	225	225	-
62235.0000 Services of Other Dept - Indirect	62,069	72,093	71,502	(591)
62240.0000 Services of Other Dept - Direct	15,000	-	15,000	15,000
62300.0000 Special Dept Supplies	7,601	8,500	10,000	1,500
62310.0000 Office Supplies, Postage & Printing	2,306	2,500	1,000	(1,500)
62315.0000 Radio Supplies & Maint	13,525	31,300	40,000	8,700
62316.0000 Software & Hardware	4,702	10,000	10,000	-
62320.0000 Telephone Supplies & Maint	415	-	-	-
62330.0000 Radio Batteries	-	20,000	23,000	3,000
62405.0000 Uniforms & Tools	8,456	-	8,000	8,000
62435.0000 General Equipment Maint & Repair	10,000	-	11,000	11,000
62465.0000 Building Rentals	6,247	61,000	-	(61,000)
62485.0000 Fund 535 Communications Rental Rate	19,488	19,488	23,988	4,500
62496.0000 Fund 537 Computer System Rental	-	-	10,000	10,000
62700.0000 Memberships & Dues	625	800	1,000	200
62710.0000 Travel	260	5,000	7,000	2,000
62755.0000 Training	-	23,500	23,000	(500)
62811.0000 Interest Expense	12,987	-	-	-
62811.1000 Interest expense:GASB 87	-	-	11,689	11,689
62976.1000 Leased Property Amortization:GASB 87	56,818	-	56,818	56,818
63005.0000 Depreciation-Buildings	120,819	117,802	117,528	(274)
63015.0000 Depreciation-Machinery & Equipment	911,593	434,292	595,051	160,759

# Communications Equipment Replacement Fund

## Radio System

### 535.PS72A-B



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
63131.0000 Overhead Recovery	38,338	39,679	50,098	10,419
63131.1000 Overhead Recovery:Fleet Allocation	7,881	8,337	8,210	(127)
63131.1001 Overhead Recovery:Fleet Usage	23	(8)	9	17
63131.1002 Overhead Recovery:Warehouse Alloc	83	-	-	
63310.0000 Inventory Overhead	1,742	7,230	2,100	(5,130)
<b>Materials, Supplies &amp; Services</b>	<b>1,321,917</b>	<b>1,139,528</b>	<b>1,382,462</b>	<b>242,935</b>
15041.0000 Machinery & Equipment-Clearing	\$ 93,534	\$ 36,500	\$ 15,000	\$ (21,500)
15042.0000 Machinery & Equip-Work in Progress	1,727,976	600,000	1,000,000	400,000
<b>Capital Assets</b>	<b>1,821,510</b>	<b>636,500</b>	<b>1,015,000</b>	<b>378,500</b>
<b>Total Expenses</b>	<b>\$ 3,854,739</b>	<b>\$ 2,395,279</b>	<b>\$ 3,039,276</b>	<b>\$ 643,997</b>

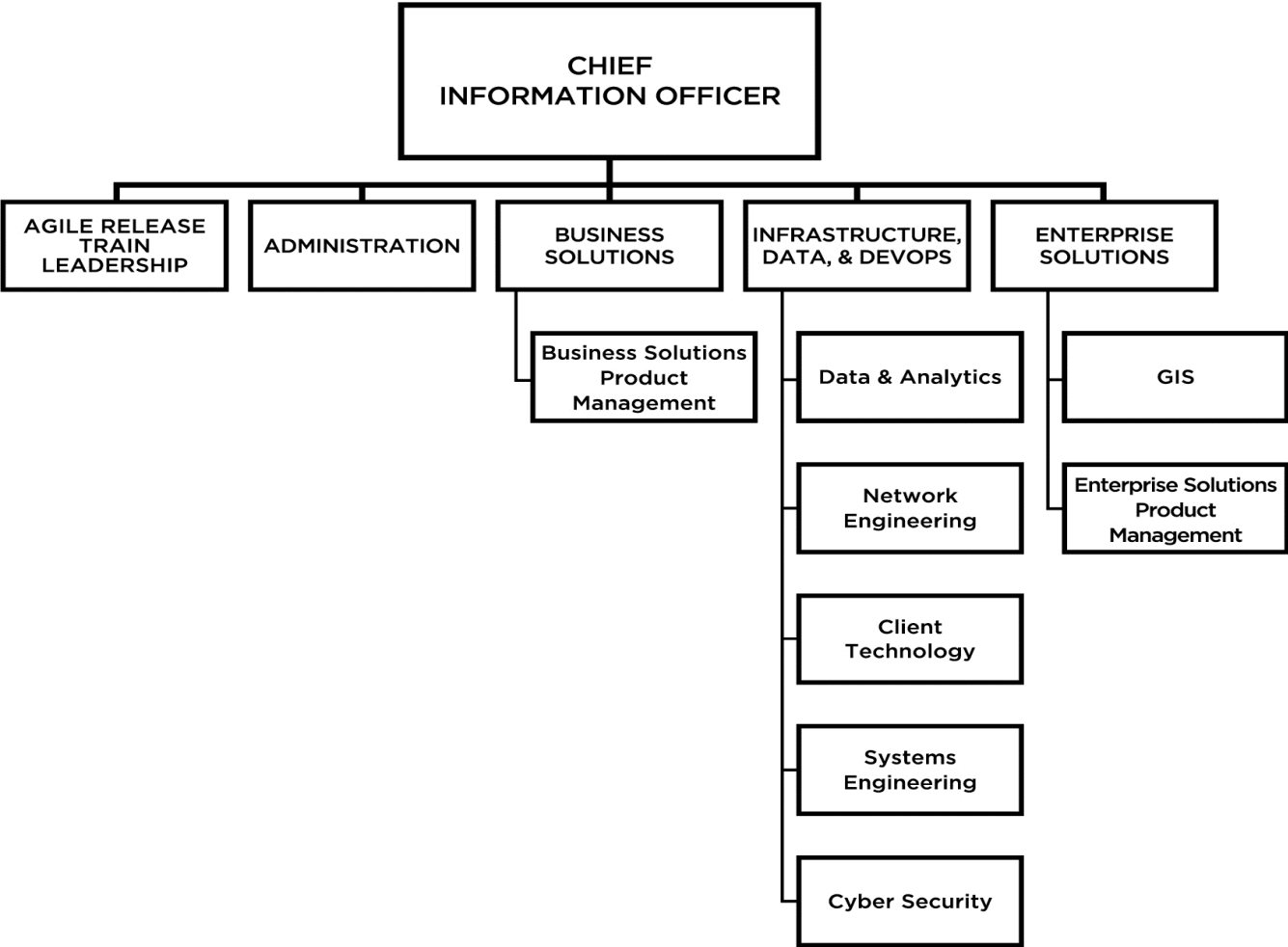
# Communications Equipment Replacement Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	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	
<b>TOTAL STAFF YEARS</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	

# INFORMATION TECHNOLOGY








# Information Technology Fund



## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Provided support and technology for 77 televised and virtual meetings, including City Council, Planning Commission, Police Commission, Infrastructure Oversight Board, Parks and Recreation, as well as special meetings for City Council Goal Setting, Police Commission Community Engagement, Retirement Planning Committee, Audit Committee, and the Housing Legislation Study Session.
- Partnered with the Public Information Office (PIO) to select and implement a new live-production graphics system for CSB 104. This new system can play introduction videos and other content, as well as display useful textual and graphic information, such as names and titles, across the bottom of the screen.
- Improved connectivity at "The Safe" (Homeless Storage Facility) by replacing the cellular connection hub for the site with a direct fiber network connection. Now, there is more stability of access to Public Wi-Fi for those who use and support the facility.
- Kicked off the Citywide Electronic Signature project (Ce-Signature) on April 6, 2023. This project will enable City agreements and contracts to be signed electronically, which will improve the processing time of important documents.
- Partnered with the City Clerk's office to begin implementing an online portal which will enable the public to access commonly requested records such as Resolutions, Minutes, Ordinances, etc.
- Kicked off the Accounts Payable (AP) Automation project on January 16, 2023. This initiative will automate the workflow portion of the City's invoice submission process and digitize paper filing.
- Expanded the available services of Our Burbank 311 for the Parks and Recreation Department. These newly expanded services include reporting of issues/concerns with equipment. ball fields, courts, irrigation, pathway, and restrooms, as well as issues/concerns with trees in City parks and parkways.
- Partnered with Public Works and the consulting firm, Guidepost Solutions to conduct a Physical Security Study, which at its completion, will result in the implementation of Citywide Physical Security policies and procedures.
- Kicked off an Identity and Access Management project which at its completion, will enable single sign-on capability for public-facing portals/sites utilized by Burbank citizens and for internal applications/sites used by City staff.

## 2023-2024 WORK PROGRAM GOALS


- |   |   |           |
|---|---|-----------|
|  | Replace and refresh aging technology equipment in the Council Chamber.  | June 2024 |
|  | Execute a Study to determine the most efficient implementation of a new Enterprise Land Management Software (ELMS) solution (ePALS).  | June 2024 |
|  | Create the required Payroll elements to allow for post-tax deductions so that the City can implement a Roth 457 program for employees.  | June 2024 |
|  | Transition from manual citation books to mobile electronic citation issuance devices and printers for Police Department Patrol.   | June 2024 |
|  | Addition of two new OpenGov modules to automate/enhance the City's procurement process, including a Solicitation and Contract Development module and a Contract Management/Insurance Management module. | June 2026 |





# Information Technology Fund





## 2023-2024 WORK PROGRAM GOALS (Continued)


- 


Expand adoption of Hyland OnBase Enterprise Content Management solution for scanned documents - continued digitizing of historical records. June 2024
- 

Implement comprehensive self-service conference room audio and video conferencing and presentation solutions in select conference rooms. June 2024
- 

Improve Public Records Act process to reduce manual and duplicated work. June 2024
- 


Process improvements and automation of tasks needed for employees who start or terminate employment with the City. June 2024
- 

The City Hall Data Center Unified Computing System (UCS) blade chassis houses individual physical blade servers that unify computing, networking, management, and storage access. This solution houses all City's virtual infrastructure using VMWare. June 2024
- 

Seven of the City's Cisco core switches that connect to the UCS blade center have reached their end of life and are due for replacement. June 2024
- 

Contract Tracking Software to manage the full contract process including funding, date tracking, etc. June 2024

## PERFORMANCE MEASURES

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
Objective: Improve technology services for Departments to enhance City government services.			
Customer experience survey that measures the level of satisfaction and the likelihood that they would recommend IT to a coworker. (Net Promoter Score)	55%	66%	65%
Improve the overall quality of services and customer experience provided by IT by conducting a customer satisfaction experience survey. (Percentage Satisfied)	95%	88%	85%
Flow Predictability - Overall planned versus actual business value	75%	121%	75%

# 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

The 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 and constituents.

## ABOUT INFORMATION TECHNOLOGY

The IT Department is a team of professionals who are the custodians of technology for all 15 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 partners while providing the most reliable and comprehensive IT services to all departments.

## CHANGES FROM PRIOR YEAR

The IT Department is reorganizing to support its' technology product management principles and agile delivery. The Department's reorganization is driven by a need to improve the ability to serve as a trusted partner, advisor, and superior service provider for all departments of the City. The goals of the reorganization include:

- Enhancing the Department's capabilities to deliver advanced technology and process improvements.
- Improve the Department's ability to execute initiatives and deliver new solutions.
- Improve business alignment and bolster relationships with the City Departments.
- Support innovation.

The reorganization allows the Department to organize along value streams and transform into a more adept and agile time. It allows the Department to refocus from keeping the lights on to delivering real value for the City. It fosters a culture of trusted partnership through long-standing cross-functional teams that align along business value streams. It develops a culture of innovation, growth, advancement, and continuous improvement by focusing on product ownership principles and Agile methodologies.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	
<b>Salaries &amp; Benefits</b>	\$ 4,787,279	\$ 5,895,212	\$ 6,016,304	\$ 121,092
<b>Materials, Supplies &amp; Services</b>	5,056,615	6,991,115	8,606,747	1,615,632
<b>Capital Assets</b>	838,994	7,380,710	4,234,913	(3,145,797)
<b>Total Expenses</b>	<b>\$ 10,682,888</b>	<b>\$ 20,267,037</b>	<b>\$ 18,857,964</b>	<b>\$ (1,409,074)</b>

# 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's 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 the City Council goals, priorities, and objectives.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>7,000</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 1,042,508	\$ 917,359	\$ 1,081,695	\$ 164,336
60006.0000 Overtime - Non-Safety	165	-	-	
60012.0000 Fringe Benefits	114,665	147,137	182,034	34,897
60012.1008 Fringe Benefits:Retiree Benefits	140	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	90,625	76,508	105,790	29,282
60012.1528 Fringe Benefits:Workers Comp	4,968	11,284	10,561	(723)
60012.1531 Fringe Benefits:PERS UAL	172,163	232,278	189,262	(43,016)
60012.1532 Fringe Benefits:PERS UAL One-Time	152,000	152,000	57,000	(95,000)
60022.0000 Car Allowance	4,505	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	15,199	13,302	15,685	2,383
<b>Salaries &amp; Benefits</b>	<b>1,596,940</b>	<b>1,559,278</b>	<b>1,651,691</b>	<b>92,413</b>
62170.0000 Private Contractual Services	\$ 30,222	\$ 34,500	\$ 34,500	
62170.1001 Temp Staffing	4,703	-	-	
62220.0000 Insurance	89,311	114,394	190,545	76,151
62235.0000 Services of Other Dept - Indirect	906,650	843,175	1,002,507	159,332
62300.0000 Special Dept Supplies	2,951	5,300	5,300	
62310.0000 Office Supplies, Postage & Printing	11,196	4,500	4,500	
62455.0000 Equipment Rental	9,776	18,000	18,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,178	5,999	9,248	3,249
62485.0000 Fund 535 Communications Rental Rate	24,540	24,540	24,540	
62496.0000 Fund 537 Computer System Rental	12,390	2,027	-	(2,027)
62700.0000 Memberships & Dues	113,896	126,500	126,500	
62710.0000 Travel	4,270	10,000	10,000	
62755.0000 Training	28,248	20,000	20,000	
62895.0000 Miscellaneous Expenses	262	1,200	1,200	
63040.0000 Depreciation-Computers & Software	177,533	-	-	
<b>Materials, Supplies &amp; Services</b>	<b>1,423,127</b>	<b>1,210,135</b>	<b>1,446,840</b>	<b>236,705</b>
15112.0000 Computers & Software-Work in Prog	\$ -	\$ 185,000	\$ -	\$ (185,000)
<b>Capital Assets</b>	<b>-</b>	<b>185,000</b>	<b>-</b>	<b>(185,000)</b>
<b>Total Expenses</b>	<b>\$ 3,020,067</b>	<b>\$ 2,954,413</b>	<b>\$ 3,098,531</b>	<b>\$ 144,118</b>

# 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 cyber security measures and meet all regulatory compliance requirements and other regulatory requirements.
- 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>13,000</b>	<b>13,000</b>	<b>15,000</b>	<b>2,000</b>
60001.0000 Salaries & Wages	\$ 966,880	\$ 1,282,136	\$ 1,674,454	\$ 392,318
60006.0000 Overtime - Non-Safety	22,015	20,000	20,000	
60012.0000 Fringe Benefits	132,321	270,259	351,922	81,663
60012.1008 Fringe Benefits:Retiree Benefits	1,108	10,664	11,216	552
60012.1509 Fringe Benefits:Employer Paid PERS	89,477	106,930	163,762	56,832
60012.1528 Fringe Benefits:Workers Comp	7,373	15,770	14,735	(1,035)
60012.1531 Fringe Benefits:PERS UAL	171,489	190,349	177,275	(13,074)
60015.0000 Wellness Program Reimbursement	248	-	-	
60027.0000 Payroll Taxes Non-Safety	13,824	18,591	24,280	5,689
60031.0000 Payroll Adjustments	4,144	-	-	
<b>Salaries &amp; Benefits</b>	<b>1,408,879</b>	<b>1,914,699</b>	<b>2,437,644</b>	<b>522,945</b>
62170.0000 Private Contractual Services	\$ 7,338	\$ 305,000	\$ 400,000	95,000
62170.1001 Temp Staffing	46,740	-	-	
62300.0000 Special Dept Supplies	2,085	5,000	5,000	
62310.0000 Office Supplies, Postage & Printing	154	-	-	
62316.0000 Software & Hardware	664,418	1,200,000	1,550,000	350,000
62710.0000 Travel	597	1,500	1,500	
63040.0000 Depreciation-Computers & Software	77,876	77,532	77,532	
63050.0000 Non-Capitalized Assets	48,220	150,000	375,000	225,000
63050.1000 Non capitalized assets - computer replacement	134,456	275,000	275,000	
<b>Materials, Supplies &amp; Services</b>	<b>997,402</b>	<b>2,036,032</b>	<b>2,706,032</b>	<b>670,000</b>
15111.0000 Computers & Software - Clearing	\$ -	\$ 105,000	\$ 192,500	\$ 87,500
15112.0000 Computers & Software-Work in Prog	33,438	513,000	1,043,423	530,423
<b>Capital Assets</b>	<b>33,438</b>	<b>618,000</b>	<b>1,235,923</b>	<b>617,923</b>
<b>Total Expenses</b>	<b>\$ 2,439,719</b>	<b>\$ 4,568,731</b>	<b>\$ 6,379,599</b>	<b>\$ 1,810,868</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,000</b>	<b>2,000</b>	<b>1,000</b>	<b>(1,000)</b>
60001.0000 Salaries & Wages	\$ 263,579	\$ 262,569	\$ 169,882	(92,687)
60012.0000 Fringe Benefits	40,218	44,809	25,598	(19,211)
60012.1008 Fringe Benefits:Retiree Benefits	230	1,641	1,725	84
60012.1528 Fringe Benefits:Workers Comp	1,505	3,230	1,495	(1,735)
60012.1531 Fringe Benefits:PERS UAL	54,690	55,762	45,944	(9,818)
60027.0000 Payroll Taxes Non-Safety	3,792	3,807	2,463	(1,344)
<b>Salaries &amp; Benefits</b>	<b>388,354</b>	<b>393,716</b>	<b>263,722</b>	<b>(129,994)</b>
62170.0000 Private Contractual Services	\$ -	\$ 55,000	\$ 150,000	\$ 95,000
62310.0000 Office Supplies, Postage & Printing	-	1,000	1,000	
62316.0000 Software & Hardware	56,235	75,000	80,000	5,000
62710.0000 Travel	-	3,500	3,500	
62755.0000 Training	345	2,000	2,000	
63040.0000 Depreciation-Computers & Software	574	575	575	
<b>Materials, Supplies &amp; Services</b>	<b>57,153</b>	<b>137,075</b>	<b>237,075</b>	<b>100,000</b>
<b>Total Expenses</b>	<b>\$ 445,507</b>	<b>\$ 530,791</b>	<b>\$ 500,797</b>	<b>\$ (29,994)</b>

# 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 returns 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
60001.0000 Salaries & Wages	\$ 545,305	\$ 538,328	\$ 556,616	\$ 18,288
60006.0000 Overtime - Non-Safety	2,854	-	-	
60012.0000 Fringe Benefits	91,685	108,665	117,251	8,586
60012.1008 Fringe Benefits:Retiree Benefits	577	4,102	4,314	212
60012.1509 Fringe Benefits:Employer Paid PERS	51,203	44,897	54,437	9,540
60012.1528 Fringe Benefits:Workers Comp	3,085	6,621	4,898	(1,723)
60012.1531 Fringe Benefits:PERS UAL	113,724	100,775	97,891	(2,884)
60027.0000 Payroll Taxes Non-Safety	7,772	7,806	8,071	265
<b>Salaries &amp; Benefits</b>	<b>816,205</b>	<b>811,194</b>	<b>843,478</b>	<b>32,284</b>
62170.0000 Private Contractual Services	\$ 128,838	\$ 200,000	\$ 200,000	
62316.0000 Software & Hardware	259,006	405,000	450,000	45,000
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	5,695	22,000	22,000	
<b>Materials, Supplies &amp; Services</b>	<b>393,540</b>	<b>628,500</b>	<b>673,500</b>	<b>45,000</b>
15012.0000 Land Improvements-Work In Progress	-	-	290,000	\$ 290,000
15112.0000 Computers & Software-Work in Prog	\$ 1,257	\$ 353,750	\$ 426,000	72,250
<b>Capital Assets</b>	<b>1,257</b>	<b>353,750</b>	<b>716,000</b>	<b>362,250</b>
<b>Total Expenses</b>	<b>\$ 1,211,002</b>	<b>\$ 1,793,444</b>	<b>\$ 2,232,978</b>	<b>\$ 439,534</b>



# 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 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7,000</b>	<b>7,000</b>	<b>5,000</b>	<b>(2,000)</b>
60001.0000 Salaries & Wages	\$ 410,580	\$ 870,574	\$ 556,616	\$ (313,958)
60012.0000 Fringe Benefits	27,803	155,454	117,251	(38,203)
60012.1008 Fringe Benefits:Retiree Benefits	808	5,742	6,039	297
60012.1509 Fringe Benefits:Employer Paid PERS	32,929	72,606	54,437	(18,169)
60012.1528 Fringe Benefits:Workers Comp	5,049	10,708	4,898	(5,810)
60012.1531 Fringe Benefits:PERS UAL	94,182	88,618	72,457	(16,161)
60027.0000 Payroll Taxes Non-Safety	5,183	12,623	8,071	(4,552)
60031.0000 Payroll Adjustments	367	-	-	
<b>Salaries &amp; Benefits</b>	<b>576,900</b>	<b>1,216,325</b>	<b>819,769</b>	<b>(396,556)</b>
62170.0000 Private Contractual Services	\$ 388,243	\$ 700,000	\$ 700,000	
62316.0000 Software & Hardware	555,202	580,000	715,000	135,000
62710.0000 Travel	-	1,500	1,500	
62755.0000 Training	-	22,000	22,000	
<b>Materials, Supplies &amp; Services</b>	<b>943,445</b>	<b>1,303,500</b>	<b>1,438,500</b>	<b>135,000</b>
15112.0000 Computers & Software-Work in Prog	\$ 499,728	\$ 210,000	\$ 688,283	\$ 478,283
<b>Capital Assets</b>	<b>499,728</b>	<b>210,000</b>	<b>688,283</b>	<b>478,283</b>
<b>Total Expenses</b>	<b>\$ 2,220,753</b>	<b>\$ 2,729,825</b>	<b>\$ 2,946,552</b>	<b>\$ 216,727</b>

# Information Technology Fund

## 537



This section contains items that are budgeted within multiple departmental cost centers included in this fund.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ -	\$ -	\$ 4,000	\$ 4,000
62170.0000 Private Contractual Services	97,914	60,000	60,000	
62316.0000 Software & Hardware	942,631	1,462,100	1,819,500	357,400
63040.0000 Depreciation-Computers & Software	-	53,773	121,300	67,527
63050.0000 Non-Capitalized Assets	-	100,000	100,000	
<b>Materials, Supplies &amp; Services</b>	<b>\$ 1,040,545</b>	<b>\$ 1,675,873</b>	<b>\$ 2,104,800</b>	<b>428,927</b>
15111.0000 Computers & Software - Clearing	\$ -	\$ -	\$ 30,000	\$ 30,000
15112.0000 Computers & Software-Work in Prog	304,571	6,013,960	1,564,707	(4,449,253)
<b>Capital Assets</b>	<b>304,571</b>	<b>6,013,960</b>	<b>1,594,707</b>	<b>(4,419,253)</b>
<b>Total Expenses</b>	<b>\$ 1,345,116</b>	<b>\$ 7,689,833</b>	<b>\$ 3,699,507</b>	<b>\$ (3,990,326)</b>

# Information Technology Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
APPLS DEV ANALYST III (M)	1.000	1.000	0.000	-1.000
APPLS DEV ANALYST IV	4.000	4.000	0.000	-4.000
AST INFO TECHNOLOGY DIR-ADMINISTRATION	1.000	1.000	0.000	-1.000
AST INFO TECHNOLOGY DIR-OPERATIONS	1.000	1.000	0.000	-1.000
ADM OFCR	0.000	0.000	1.000	1.000
AST CHIEF INFO OFCR	0.000	0.000	3.000	3.000
CHIEF INFO OFCR	1.000	1.000	1.000	
DATABASE ADMSTR I	1.000	1.000	0.000	-1.000
DATABASE ADMSTR II	2.000	2.000	0.000	-2.000
EXEC AST	1.000	1.000	0.000	-1.000
INFO SECURITY ANALYST	1.000	1.000	0.000	-1.000
INFO SYS ANALYST II	3.000	3.000	0.000	-3.000
INFO SYS ANALYST III	2.000	2.000	0.000	-2.000
INFO SYS ANALYST IV	1.000	1.000	0.000	-1.000
INTERMEDIATE CLK	0.000	0.000	1.000	1.000
LEAD SYS ENG	0.000	0.000	2.000	2.000
LEAD TECHNOLOGY PRODUCT MGR	0.000	0.000	3.000	3.000
MGR TECHNOLOGY	0.000	0.000	3.000	3.000
NETWK SUPPORT ANALYST I	2.000	2.000	0.000	-2.000
NETWK SUPPORT ANALYST II	4.000	4.000	0.000	-4.000
NETWK SUPPORT ANALYST III	3.000	3.000	0.000	-3.000
NETWK SUPPORT ANALYST IV	2.000	2.000	0.000	-2.000
PRIN DATA ENG	0.000	0.000	1.000	1.000
PRIN GIS SPECIALIST	0.000	0.000	1.000	1.000
PROPOSED JOB - BMA	0.000	0.000	9.000	9.000
PROPOSED JOB - Z GROUP	0.000	0.000	1.000	1.000
SR ADM ANALYST (Z)	1.000	1.000	0.000	-1.000
SYS ENG	0.000	0.000	1.000	1.000
TECHNOLOGY PRODUCT MGR	0.000	0.000	6.000	6.000
TECHNL SUPPORT ANALYST I	1.000	1.000	0.000	-1.000
<b>TOTAL STAFF YEARS</b>	<b>33.000</b>	<b>33.000</b>	<b>33.000</b>	

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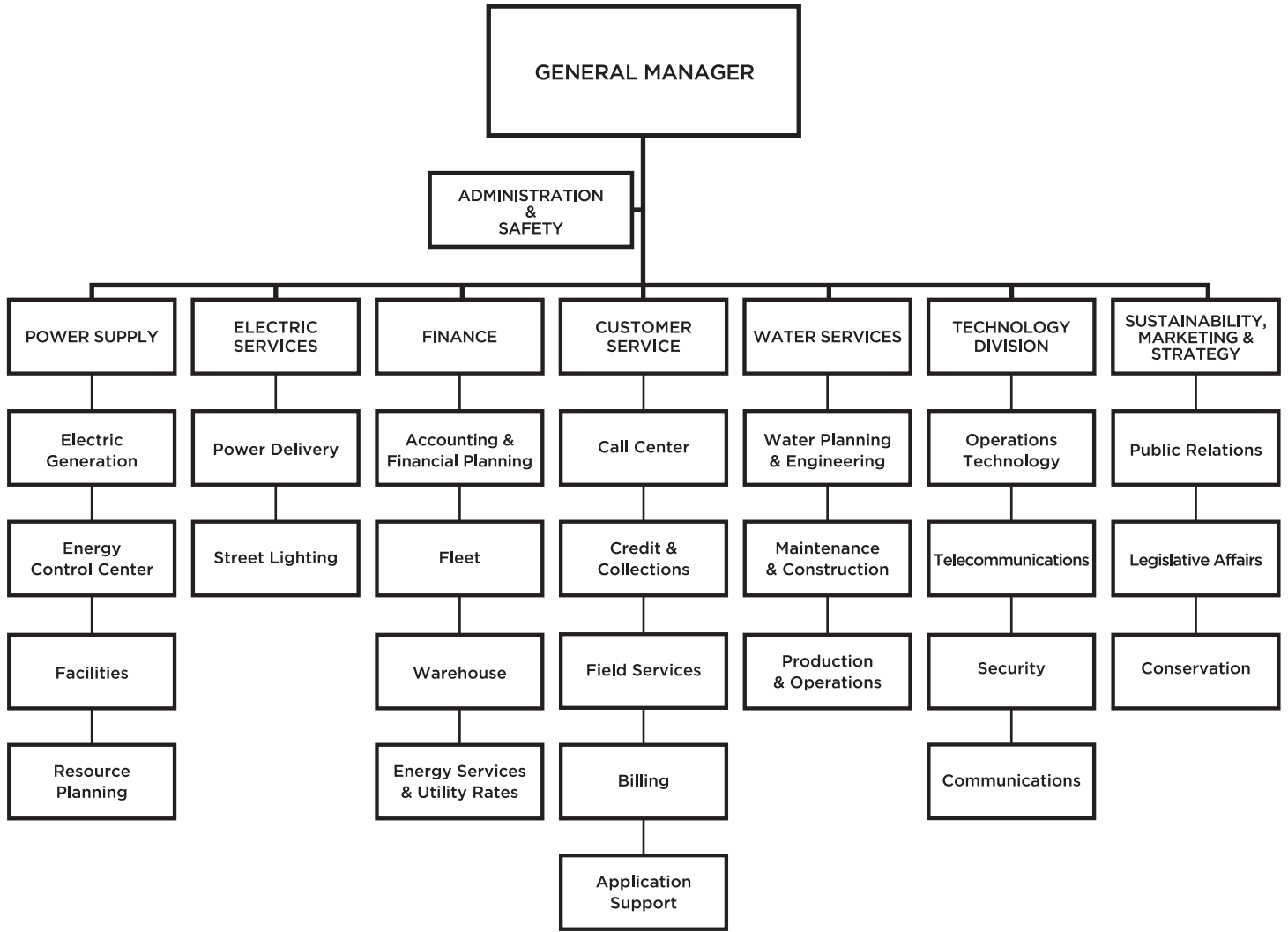








# BURBANK WATER & POWER





# 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 26,900 customers, electric to 53,300 customers, and high-speed internet and fiber optics to 192 customers. This creativity by BWP's consistently top notch 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 and Burbank businesses on solar, storage, green hydrogen, hydropower, geothermal, nuclear, storage 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 89 public electric vehicle ports and is planning to install hundreds more by the middle of this decade. We truly enjoy serving the Burbank community – both those who live here as well as those who share their working day with us.

## MISSION STATEMENT

BWP is committed to safely providing reliable, affordable, and sustainable utility services for our community.

## ORGANIZATION

**The Power Supply Division** is responsible for BWP's supply of electricity. 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). The division is focused on identifying carbon neutral generating resources (wind, solar, geothermal, nuclear, green hydrogen, biogas), storage options, carbon capture technology and new technology to enable compliance with Senate Bill (SB) 100 which mandates 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 (THP) in eastern Washington, as well as BWP's wholly-owned local generation resources. The division conducts wholesale power marketing efforts to minimize the cost of power through energy purchases and sales with other energy companies and submits the compliance reports for renewable energy and greenhouse gas accounting. Finally, the division manages and maintains BWP's award-winning EcoCampus, including Leadership in Energy and Environmental Design (LEED) 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 to deliver 99.999% reliable power to Burbank. 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, maintains electrical services 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 to deliver potable water and recycled water with 99.999% reliability. Burbank imports all its water from the Metropolitan Water District of Southern California.

**The Customer Service Operations Division** provides customer care and self-service related to all municipal services accounts, including the establishment of new services, general account information, billing, payments, collections, and online account management. The division manages the collection of revenues through the meter to cash process, ensuring adequate controls and efficient processes.

**The Sustainability, Marketing, and Strategy Division** is responsible for program design, management, and educational outreach focusing on water and energy conservation, electrification, environmental stewardship, and the community's youth. The division leads the implementation of customer-side actions for BWP's Integrated Resource Plan and strategic planning efforts.







**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 THP. 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 and all physical and cyber security for the utility, including aspects of North American Electric Reliability Corporation - Critical Infrastructure Protection (NERC-CIP). The division manages BWP's mission-critical systems, networks, and wireless infrastructure including the ONE Burbank enterprise fiber-optic services, operational software comprising customer information systems, metering head-end and supervisory control, and data acquisition systems.

## 2022-2023 WORK PROGRAM HIGHLIGHTS

- Rebuilt approximately 3 Megawatt (MW) of 4 kilovolt (kV) distribution feeders to 12 kV to improve efficiency and reliability. Another 2 MW are projected to be completed by the end of June. Conversion will be performed after rebuilding Golden State Substation.
- Replaced 146 power poles to maintain BWP's safe and reliable electric system. An additional 98 poles are expected to be replaced by the end of June.
- Replaced three primary underground substructures and rehabilitated 21 pullboxes to maintain BWP's safe and reliable electric system.
- Replaced 23 fire hydrants to maintain safety and insurance ratings. Two more fire hydrants will get replaced by the end of June.
- The upgrade of the Customer Care and Billing (CC&B) system will be completed by June 2024. Completion has been delayed by one year because the project started later than originally planned.
- Phase one of the Transmission Distribution Management System (TDMS) project will be completed by June 30, 2023.
- Replaced 200 less efficient streetlights with Light Emitting Diode (LED) luminaires to reduce energy consumption and lower BWP's operation and maintenance costs. An additional 15-20 decorative retrofit fixtures are expected to be installed by the end of June. Burbank is currently at 92 percent LED. BWP has encountered issues procuring replacement lights for the last remaining low level decorative standards.
- BWP provided customer rebates facilitating the installation of 86 Electric Vehicle (EV) chargers (23 residential and 63 commercial). Also, this fiscal year BWP installed 16 public EV charging ports. These ports are at the following four sites: 1. Verdugo Avenue and Lake Street, near John Burroughs High School, 2. Keystone Street near Verdugo Avenue, near John Burroughs High School, 3. Harvard Road near Burbank High School, and 4. Avon Street near Clark Avenue, near Theodore Roosevelt Elementary. Each site has two curbside dual-port level two stations. As of June 5, 2023, the City of Burbank has 89 public EV charging ports, including two DC fast chargers and 40 curbside ports. An additional 8 EV charging ports are under construction at George Izay Park and will be installed by June 30,
- Replaced 5,148 feet of pipeline to maintain system reliability. By the end of June, 466 more feet of pipe will be replaced. BWP has been experiencing staffing shortages and diversion of resources to water City Hall turf and provided H2O to go services during Metropolitan Water District's (MWD) shutdown.
- Exercised 1,863 valves to maintain system reliability. BWP plans to exercise 800 more valves before the end of June.
- Replaced five water distribution system valves to maintain system reliability. BWP will not be replacing any more distribution valves in FY 2022-23 due to staffing shortages.
- No transmission valves have been replaced. BWP is caught up on transmission valve replacements through 2027.
- Cleaned and inspected 10 tanks and/or reservoirs to maintain water quality.











## 2023-2024 WORK PROGRAM GOALS

- |   |  |               |
|---|--|---------------|
|  | Partner with Los Angeles Department of Water and Power (LADWP) and hold monthly meetings starting May 2023 for renewable project development, transmission buildouts, and Intermountain Power Project (IPP) to meet regulatory compliance for renewables - 41.25% by December 2023 and 44% by December 2024. | June 2024     |
|  | Complete the Transmission Distribution Management System (TDMS) project.   | December 2024 |
|  | 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 in 2024.   | June 2024     |
|  | Replace 220 power poles to maintain BWP's safe and reliable electric system.   | June 2024     |
|  | Replace or rehabilitate 6 deteriorated underground substructures to maintain BWP's safe and reliable electric system.  | June 2024     |
|  | Replace 25 fire hydrants to maintain safety and insurance ratings.   | June 2024     |


# Burbank Water and Power



## 2023-2024 WORK PROGRAM GOALS cont.

	Complete upgrade of Customer Care and Billing (CC&B) system.	June 2024
	Replace 5,700 feet of pipeline to maintain system reliability.	June 2024
	Exercise 2,606 valves to maintain system reliability.	June 2024
	Replace 10 water distribution system valves to maintain system reliability.	June 2024
	Clean and inspect 10 tanks and/or reservoirs to maintain water quality.	June 2024
	Implement revenue neutral residential time-of-use (TOU) rates.	June 2024
	Revise electric and water plan check fees to ensure BWP recovers costs for ratepayers.	December 2024
	Replace 400 less efficient streetlights with LED luminaires by December 2024 and the remaining 400 by December 2025 to reduce energy consumption and lower BWP's operation and maintenance costs.	December 2024
	Facilitate the installation of 80 electric vehicle charging ports to electrify the transportation sector in Burbank.	June 2024
	Avoid 350 metric tons of GHG emissions (CO <sub>2</sub> e) by providing public electric vehicle charging in Burbank.	June 2024


## PERFORMANCE MEASURES


	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>City Services</b>			
<b>Objective:</b> To provide excellent and reliable services to external and internal customers.			
Provide Police, Fire 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%
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: N/A Com: 81%	Res: N/A Com: 81%	Res: 79% Com: N/A
Answer 60% of the calls to the BWP call center in 30 seconds or less.	70%	57%	60%

# Burbank Water and Power



## PERFORMANCE MEASURES - cont.


	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Economic Development</b>			
<b>Objective:</b> To provide affordable water and power services.			
Manage power supply and distribution costs through energy hedging, cost portfolio strategies, economical dispatch, continuous improvement, and industry best practices to provide customers with stable and competitive rates. Manage actuals less than budget per megawatt-hour.	\$107.16	\$111.34	\$125.85
Least cost water supply through maximizing Burbank Operable Unit (BOU) production and optimizing blending, and increasing the use of recycled water. Manage potable water supply costs less than budget per acre-foot.	\$827	\$823	\$868

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Sustainability</b>			
<b>Objective:</b> To provide water and power services while committing to a sustainable future.			
In line with meeting the State mandated Renewable Portfolio Standard (RPS) of 44% of our retail load for the compliance period ending December 31, 2024, acquire renewable energy and/or Renewable Energy Credits (REC) sufficient to increase our percentage at least 2.75% each fiscal year through the end of the calendar year 2024.	41.25%	41.25%	44%
Implement resource efficiency and load management programs to achieve a savings goal of one percent of annual electric and water retail sales and one percent of peak electric demand to meet both state and local Greenhouse Gas (GHG) emission reduction, demand reduction, and energy and water saving goals.	1% electric retail sales 1% peak electric demand 1% water sales	0.36% electric retail sales 0.52% peak electric demand 0.82% water sales	1% electric retail sales 1% peak electric demand 1% water sales
To remove volatile organic compounds from the groundwater through the operation of the Burbank Operable Unit (BOU). On average 61% of Burbank's potable water will come from local groundwater; and the BOU will be available 90% of the time and utilized for at least 70% of annual capacity.	72% groundwater, BOU 90% available, 76% of annual capacity	75% groundwater, BOU 90% available, 76% of annual capacity	74% groundwater, BOU 90% available, 76% of annual capacity
To conserve water through customer education, incentive programs, conservation rates, and sustainable water ordinances. Per capita, potable consumption reduced by 20% from 2004 - 2006 level of 191 Gallons Per Capita Per Day (GPCD) to 155 GPCD.	123.5 GPCD	113.58 GPCD	133.41 GPCD

# Burbank Water and Power



**PERFORMANCE MEASURES - cont.**

	Projected (22-23)	Actual (22-23)	Projected (23-24)
<b>City Council Goal</b>  <b>Quality of Life</b>			
<b>Objective:</b> To provide reliable water and power services.			
System Average Interruption Frequency Index (SAIFI). 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	0.39	0.40
System Average Interruption Duration Index (SAIDI). 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.	15 Min	11.51 Min	15 Min
Customer Average Interruption Duration Index (CAIDI). This reliability index represents the average length of time in minutes that a customer outage lasts.	30 Min	29.85 Min	30 Min
Provide a safe work environment by adopting proactive safety programs that change workplace culture as well as work practices. 80 percent closure rate of Environmental, Health, and Safety (EHS) identified Action Items.	93.40%	84.80%	85.00%
Provide a safe work environment by adopting proactive safety programs that change workplace culture as well as work practices. Achieving employee engagement of 250 for the calendar year, as measured by employee reporting of Observations, Great Catches, Near Misses, and Incidents.	216	52	250
Provide reliable water service through redundancy, planned maintenance, and system modernization. The water system will have an availability of at least 99.999%. The average water customer will be out of service for a day once every 25 years.	99.999%	99.999%	99.999%

# Electric Fund 496

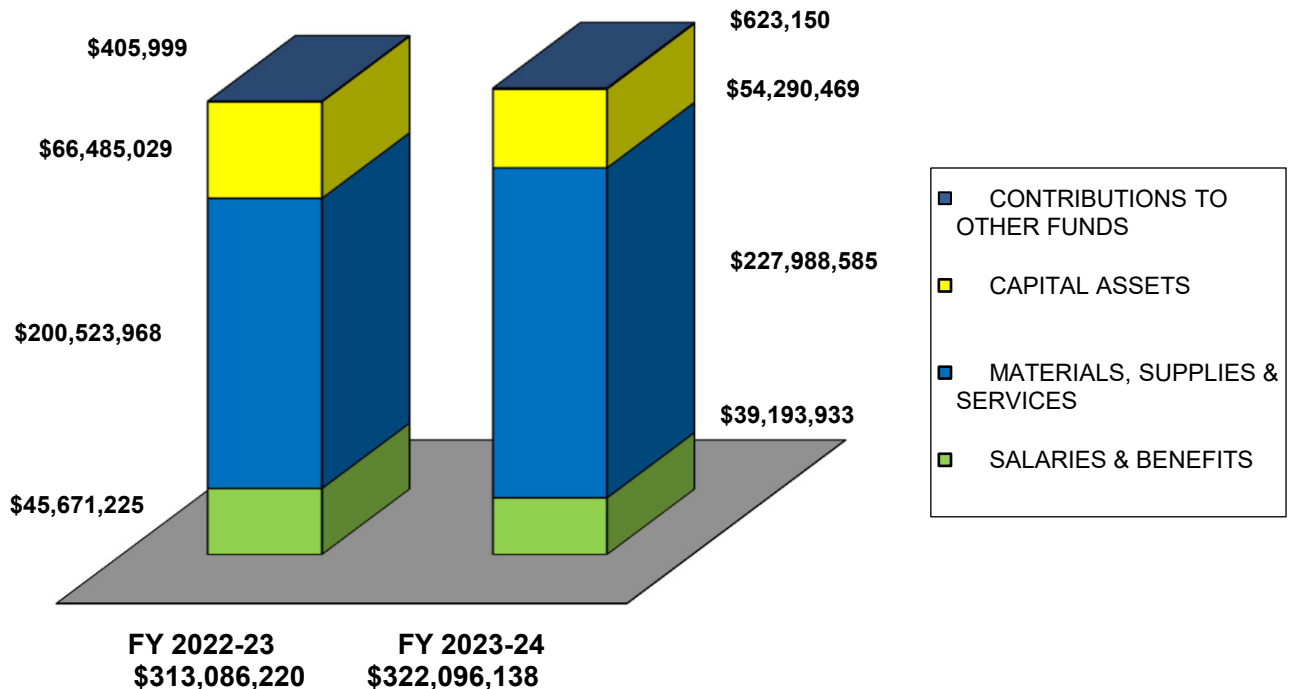


The Electric Fund supplies and distributes to the City of Burbank and its consumers electricity that is reliable, sustainable and cost-efficient. The Electric Utility strives to keep rates competitive while providing sufficient funding for operations and maintenance, including covering the rising costs of energy, and providing funds for system reliability and capital improvements.

## FUND 496 SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Staff Years	287.250	292.500	296.000	3.500
<b>Total Revenue</b>	<b>\$ 186,584,381</b>	<b>\$ 238,767,844</b>	<b>\$ 268,270,016</b>	<b>\$ 29,502,172</b>
Salaries & Benefits	\$ 15,333,581	\$ 45,671,225	\$ 39,193,933	\$ (6,477,292)
Materials, Supplies & Services	174,435,669	200,523,968	227,988,585	27,464,617
Capital Assets	7,061,166	66,485,029	54,290,469	(12,194,560)
Capital Expenses	(42)			
Contributions to Other Funds	415,800	405,999	623,150	217,151
<b>TOTAL</b>	<b>\$ 197,246,174</b>	<b>\$ 313,086,220</b>	<b>\$ 322,096,138</b>	<b>\$ 9,009,918</b>

## ELECTRIC FUND SUMMARY





# Electric Fund

## 496



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Interest/Use of Money	\$ (519,436)	\$ 2,129,195	\$ 6,165,719	\$ 4,036,524
Intergovernmental Revenues	1,782,502	-	1,000,000	1,000,000
Services Charges - Intra City	165,810	-	-	-
Service Charges	185,155,546	236,638,649	261,104,297	24,465,648
Contributions from Other Funds	(42)	-	-	-
<b>Total Revenue</b>	<b>186,584,381</b>	<b>238,767,844</b>	<b>268,270,016</b>	<b>29,502,172</b>
<b>Staff Years</b>	<b>287.250</b>	<b>292.500</b>	<b>296.000</b>	<b>3.500</b>
60001.0000 Salaries & Wages	\$ 31,975,183	\$ 36,670,880	\$ 36,985,960	\$ 315,080
60006.0000 Overtime - Non-Safety	5,983,157	4,117,524	4,756,176	638,652
60012.0000 Fringe Benefits	4,887,339	6,321,673	6,891,396	569,723
60012.1006 Fringe Benefits:OPEB-PERS	(752,351)	-	-	-
60012.1007 Fringe Benefits:Replacement Benefit	179,240	-	-	-
60012.1008 Fringe Benefits:Retiree Benefits	26,029	254,679	271,186	16,507
60012.1509 Fringe Benefits:Employer Paid PERS	2,904,021	3,058,351	3,679,988	621,637
60012.1528 Fringe Benefits:Workers Comp	624,449	1,068,228	1,029,383	(38,845)
60012.1529 Fringe Benefits:Contra Expense	(10,362,867)	-	-	-
60012.1530 Fringe Benefits:Pension (GASB 68)	(998,523)	-	-	-
60012.1531 Fringe Benefits:PERS UAL	6,143,181	6,601,301	5,769,579	(831,722)
60012.1532 Fringe Benefits:PERS UAL One-Time	2,749,699	2,749,600	1,031,000	(1,718,600)
60015.0000 Wellness Program Reimbursement	39,285	37,125	41,180	4,055
60018.0000 Holding:Salaries	-	2,515,906	2,909,084	393,178
60020.0000 Projects Salaries	(4,959,366)	(303,732)	(698,349)	(394,617)
60020.1000 Projects Salaries:Capitalized	(6,548,765)	(6,767,705)	(9,125,331)	(2,357,626)
60021.0000 Projects Salaries Overhead	(6,822,013)	(427,311)	(979,821)	(552,510)
60021.1000 Projects Salaries Overhead:Capitalized	(9,185,735)	(9,474,785)	(12,775,464)	(3,300,679)
60022.0000 Car Allowance	4,505	7,488	4,700	(2,788)
60023.0000 Uniform and Tool Allowance	72,775	100,480	101,878	1,398
60025.0000 Applied Overhead Recovery	(1,216,430)	(1,390,205)	(1,390,205)	-
60027.0000 Payroll Taxes Non-Safety	532,787	531,728	545,602	13,874
60031.0000 Payroll Adjustments	57,980	-	145,992	145,992
<b>Salaries &amp; Benefits</b>	<b>15,333,581</b>	<b>45,671,225</b>	<b>39,193,933</b>	<b>(6,477,292)</b>
62000.0000 Utilities	\$ 555,473	\$ 1,144,022	\$ 1,265,050	\$ 121,028
62000.1001 Utilities:Cell Phone	86,564	88,021	94,989	6,968
62000.1002 Utilities:Gas Company	7,696	1,710	22,610	20,900
62001.1002 Deferred Charges:Public Benefit	(186,201)	-	-	-
62030.0000 Property Taxes	1,608	15,000	15,000	-
62045.0000 Appraisal Services	796	-	-	-
62085.0000 Other Professional Services	4,428,544	8,891,982	9,369,331	477,349
62160.0000 Hazardous Materials Collection	14,447	41,000	41,500	500
62165.0000 Special Recreation Contract Services	165	-	-	-
62170.0000 Private Contractual Services	9,218,361	6,664,430	6,922,841	258,411
62170.1014 COVID 19 Job Loss	96,830	-	-	-
62170.1016 Low-Income Residential Assistance	140,091	-	-	-
62180.0000 Landscape Contractual Services	164,195	175,760	190,500	14,740
62220.0000 Insurance	848,701	1,599,654	2,841,055	1,241,401
62225.0000 Custodial Services	460,747	471,750	586,250	114,500
62235.0000 Services of Other Dept - Indirect	6,205,749	6,445,104	6,986,936	541,832
62240.0000 Services of Other Dept - Direct	(15,061)	15,310	23,695	8,385
62261.0000 Other Grant Expenses	1,688,603	-	-	-
62262.0000 Rebates	-	1,300,000	1,675,000	375,000
62300.0000 Special Dept Supplies	983,041	1,027,149	1,089,158	62,009
62305.0000 Reimbursable Materials	112	-	-	-
62310.0000 Office Supplies, Postage & Printing	116,813	272,650	243,000	(29,650)

# Electric Fund

## 496



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62316.0000 Software & Hardware	1,970,224	3,145,523	4,155,941	1,010,418
62320.0000 Telephone Supplies & Maint	190	-	-	
62345.0000 Taxes	4	-	-	
62380.0000 Chemicals	4,492	-	-	
62380.1000 Chemicals:Emissions Controls	-	9,500	20,000	10,500
62381.0000 CT Chemicals	5,191	14,369	8,500	(5,869)
62383.0000 Lubrication/Gases	33,548	15,000	20,000	5,000
62383.1008 Lubrication/Gases:CEMS	11,016	25,000	26,250	1,250
62395.0000 Radio Supplies Handling	1,162	-	-	
62400.0000 Telephone Supplies Handling	-	100	100	
62405.0000 Uniforms & Tools	196,544	222,720	232,860	10,140
62415.0000 Uncollectible Receivables	292,947	433,000	375,000	(58,000)
62420.0000 Books & Periodicals	5,150	9,000	13,500	4,500
62430.0000 Auto Equipment Maint & Repair	162,118	221,175	278,925	57,750
62435.0000 General Equipment Maint & Repair	96,534	479,598	453,419	(26,179)
62440.0000 Office Equip Maint & Repair	79,596	70,575	54,675	(15,900)
62445.0000 Street & Pavement Repair	(2,120)	-	-	
62450.0000 Building Grounds Maint & Repair	211,276	568,200	722,500	154,300
62451.0000 Building Maintenance	4,383	-	5,000	5,000
62455.0000 Equipment Rental	132,675	51,500	51,500	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,841	715	1,700	985
62485.0000 Fund 535 Communications Rental Rate	372,840	374,793	375,783	990
62520.0000 Public Information	15,651	10,000	64,764	54,764
62590.0000 Event Sponsorship	78,854	105,000	147,080	42,080
62700.0000 Memberships & Dues	266,942	414,765	690,800	276,035
62710.0000 Travel	90,488	344,123	387,439	43,316
62725.0000 Street Lighting Maintenance	1,412	500	500	
62745.0000 Safety Program	23,164	59,000	555,578	496,578
62755.0000 Training	313,335	734,955	1,005,389	270,434
62765.0000 Educational Reimb:Citywide	27,969	35,500	35,500	
62770.0000 Hazardous Materials Disposal	8,273	55,000	45,410	(9,590)
62780.0000 Fuel - Oil	176,343	180,000	245,000	65,000
62790.0000 Pacific DC Intertie-Transmission	1,262,155	800,000	800,000	
62800.0000 Fuel - Gas	6,629,134	850,921	1,923,843	1,072,922
62800.1001 Fuel - Gas:Natural Gas Transport	915,048	771,031	504,869	(266,162)
62800.1004 Fuel - Gas:SCPPA Natural Gas Reserves	3,837,197	-	-	
62800.1005 Fuel - Gas:MPP Fuel-Gas	8,033,087	17,646,364	26,336,650	8,690,286
62800.1006 Fuel - Gas:SCPPA Natural Gas Prepaid	6,752,334	-	-	
62800.1007 Fuel - Gas:Biogas	1,708,019	-	-	
62805.0000 Purchased Power:	45,900	-	-	
62805.1000 Purchased Power:IPP	15,896,643	18,882,000	16,628,954	(2,253,046)
62805.1001 Purchased Power:Palo Verde	2,839,556	3,665,000	2,911,128	(753,872)
62805.1004 Purchased Power:Hoover	583,753	575,749	596,826	21,077
62805.1007 Purchased Power:Spinning Reserve	4,289,663	4,290,626	6,990,948	2,700,322
62805.1009 Purchased Pwr:Magnolia Power Project	16,775,240	16,714,333	19,369,128	2,654,795
62805.1010 Purchased Power:Renewables	808,973	-	-	
62805.1012 Purchased Pwr:Renewables-Pebble Spg	2,467,736	1,873,852	1,873,854	2
62805.1013 Purchased Pwr:Renewables - Tieton	2,443,122	2,868,000	2,712,357	(155,643)
62805.1014 Purchased Power:For Resale	13,580,041	49,000,000	49,000,000	
62805.1019 Purchased Pwr:Milford I Wind Project	1,637,494	1,862,709	1,663,102	(199,607)
62805.1020 Purchased Power:Ameresco Landfill	368,366	385,634	394,146	8,512
62805.1022 Purchased Power:Morgan Swap	1,938,131	-	-	
62805.1023 Purchased Pwr:Wild Rose Renewable	1,946,724	2,196,418	1,900,337	(296,081)
62805.1024 Purchased Pwr:Copper Mountain	9,717,869	9,823,344	9,500,949	(322,395)
62805.1025 Purch Pwr:Valley Pumping Conduit Hydro	-	-	18,450	18,450

# Electric Fund

## 496



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62805.1027 Purch Pwr:PCC3	-	772,920	4,257,457	3,484,537
62805.1028 EDF-Maverick/Desert Harvest	741,097	955,783	828,366	(127,417)
62805.1029 Purchased power:Green Choice Program	(19,709)	-	-	
62805.1990 Purchased Power:Spot Power	8,804,681	10,473,755	14,627,105	4,153,350
62805.1999 Purchased Power:Other	118,918	-	-	
62820.0000 Bond Interest & Redemption	3,347,557	4,866,098	9,295,098	4,429,000
62825.0000 Bond Issuance Costs	16,059	15,449	-	(15,449)
62830.0000 Bank Service Charges	311	35,000	7,500	(27,500)
62840.0000 Small Tools	50,589	111,772	197,683	85,911
62850.0000 Other Bond Expenses	25,997	3,000	3,000	
62895.0000 Miscellaneous Expenses	16,347	39,453	805,857	766,404
62895.1004 Misc:Over And Under Cash Drawer	(210)	1,000	1,000	
63005.0000 Depreciation-Buildings	16,399,004	18,241,946	16,917,028	(1,324,918)
63015.0000 Depreciation-Machinery & Equipmnt	5,599,303	3,545,770	4,260,536	714,766
63025.0000 Depreciation-Other Utility Assets	184,462	184,464	184,464	
63035.0000 Depreciation-Vehicles	4,115	-	-	
63040.0000 Depreciation-Computers & Software	(472,028)	-	-	
63045.0000 Depreciation-Other Non-Utility	3,864	3,864	3,864	
63105.0000 Southern Transmission System	3,849,188	4,984,000	4,984,000	
63106.0000 Northern Transmission System	224,951	237,000	237,000	
63110.0000 Mead-Phoenix	263,998	147,000	147,000	
63115.0000 Mead-Adelanto	333,104	414,000	414,000	
63120.0000 LADWP Transmission Contracts	3,441,639	3,803,652	3,803,652	
63130.0000 Transmission Expense	80,000	-	-	
63130.1015 Transmission Expense:Renewable	356,459	289,607	-	(289,607)
63130.1016 Transmission Expense:Tieton	509,188	341,236	-	(341,236)
63130.1018 Transmission Expense:Ameresco	39,374	42,000	-	(42,000)
63131.0000 Overhead Recovery	(361,781)	(308,767)	(372,867)	(64,101)
63131.1000 Overhead Recovery:Fleet Allocation	(278,410)	(306,034)	(309,427)	(3,393)
63131.1001 Overhead Recovery:Fleet Usage	(598,511)	(1,120,991)	(1,192,505)	(71,513)
63131.1002 Overhead Recovery:Warehouse Alloc	(889,747)	(1,123,445)	(1,067,263)	56,182
63131.1003 Overhead Recovery:MPP Labor	-	(10,954,776)	(12,249,993)	(1,295,217)
63131.1004 Overhead Recovery:Safety Allocation	(142,295)	(219,952)	(338,386)	(118,434)
63131.1005 Overhead Recovery:Shared Support	(2,462,666)	(4,150,579)	(4,625,516)	(474,937)
63131.1006 Overhead Recovery:2nd Shared Suppt	(90,175)	-	-	
63165.0000 Maintenance of Electric Equipment	81,986	132,000	129,500	(2,500)
63195.0000 Meters	257,521	-	-	
63200.0000 Line Transformers	778	-	-	
63205.0000 Accessory Electric Equipment	74,350	85,000	78,000	(7,000)
63235.0000 Leased Property	87,366	75,000	-	(75,000)
63240.0000 Regulatory Expense	331,998	487,000	443,000	(44,000)
63250.0000 Customer Assistance	-	-	1,154,000	1,154,000
63295.0000 Other Water Expense	20,525	15,000	18,625	3,625
63310.0000 Inventory Overhead	379,413	466,609	579,591	112,982
62811.1000 Interest expense:GASB 87	31,576	-	33,120	33,120
62976.1000 Leased Property Amortization:GASB 87	199,980	-	268,529	268,529
<b>Materials, Supplies &amp; Services</b>	<b>174,435,669</b>	<b>200,523,968</b>	<b>227,988,585</b>	<b>27,464,617</b>

# Electric Fund 496



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
15012.0000 Land Improvements-WIP	\$ (11,012)	\$ -	\$ -	
15022.0000 Buildings-Work In Progress	35,689,292	57,835,769	43,523,683	(14,312,086)
15041.0000 Machinery & Equipment-Clearing	900,898	3,547,665	4,729,700	1,182,035
15042.0000 Machinery & Equip-Work in Progress	\$ 2,772,872	\$ 5,101,595	\$ 6,037,086	\$ 935,491
<b>Capital Assets</b>	<b>39,352,051</b>	<b>66,485,029</b>	<b>54,290,469</b>	<b>(12,194,560)</b>
70023.0701 Capital Contribution:Fund 701	\$ (42)	\$ -	\$ -	
<b>Capital Expenses</b>	<b>(42)</b>	<b>-</b>	<b>-</b>	
85101.0537 Transfers to Fund 537	\$ 415,800	\$ 405,999	\$ 623,150	\$ 217,151
<b>Contributions to Other Funds</b>	<b>415,800</b>	<b>405,999</b>	<b>623,150</b>	<b>217,151</b>
<b>Total Expenses</b>	<b>\$ 229,537,059</b>	<b>\$ 313,086,220</b>	<b>\$ 322,096,138</b>	<b>\$ 9,009,918</b>

**Statement of Changes in Net Assets  
Fiscal Year 2023-24 Budget**

(\$ in 000's)	ACTUAL FY 2021-22	BUDGET FY 2022-23	BUDGET FY 2023-24	CHANGE FROM PRIOR YEAR
<b>FUND SUMMARY</b>				
Retail MWh Sales	978,966	1,037,632	1,042,056	4,424
<b>Operating Revenues</b>				
Retail	\$ 154,304	\$ 172,726	\$ 187,269	\$ 14,543
Wholesale	\$ 21,486	\$ 50,000	\$ 50,000	
Other Revenues	\$ 6,600	\$ 6,874	\$ 6,854	\$ (20)
Total Operating Revenues	\$ 182,390	\$ 229,600	\$ 244,123	\$ 14,523
<b>Power Supply Expenses</b>				
Retail Power Supply & Transmission	\$ 122,318	\$ 123,267	\$ 143,299	\$ 20,032
Wholesale Power Supply	\$ 18,845	\$ 49,000	\$ 49,000	
Total Power Supply Expenses	\$ 141,162	\$ 172,267	\$ 192,299	\$ 20,032
<b>Gross Margin</b>	\$ 41,228	\$ 57,333	\$ 51,824	\$ (5,509)
<b>Operating Expenses</b>				
Distribution	\$ 7,755	\$ 12,974	\$ 8,384	\$ (4,590)
Administration & Safety	\$ 1,708	\$ 1,755	\$ 1,662	\$ (93)
Finance	\$ 2,285	\$ 4,244	\$ 5,545	\$ 1,301
Transfer to General Fund for Cost Allocation	\$ 6,191	\$ 6,460	\$ 7,011	\$ 551
Customer Service	\$ 4,511	\$ 6,150	\$ 5,676	\$ (474)
Marketing & Sustainability	\$ 637	\$ 1,202	\$ 910	\$ (292)
Public Benefits	\$ 2,491	\$ 4,771	\$ 6,420	\$ 1,649
Electric Vehicles and Charger Rebates	\$ 506	\$ 1,430	\$ 1,489	\$ 59
Security & Operations Technology	\$ 2,217	\$ 1,628	\$ 1,751	\$ 123
Telecom & Facilities	\$ 3,495	\$ 4,290	\$ 5,002	\$ 712
Depreciation	\$ 21,719	\$ 21,974	\$ 21,366	\$ (608)
Total Operating Expense	\$ 53,515	\$ 66,878	\$ 65,216	\$ (1,662)
<b>Operating Income/(Loss)</b>	\$ (12,288)	\$ (9,545)	\$ (13,392)	\$ (3,847)
Other Income/(Expenses)	\$ 5,944	\$ (4,830)	\$ (3,125)	\$ 1,705
Aid in Construction	\$ 2,766	\$ 7,213	\$ 16,981	\$ 9,768
<b>Net Change in Net Assets (Net Income)</b>	\$ (3,578)	\$ (7,162)	\$ 464	\$ 7,626

# Electric Fund 496



## Statement of Cash Balances Fiscal Year 2023-24 Budget

(\$ in 000's)			MINIMUM	RECOMMENDED
FUND SUMMARY	BUDGET	BUDGET	RESERVES	RESERVES
	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24
<b>Unrestricted Cash</b>				
General Operating Reserves	\$ 61,283	\$ 94,458		
Sub-Total Unrestricted Cash	\$ 61,283	\$ 94,458		
Days Cash on Hand (number of days)	134	186	105	160-240
<b>Restricted Cash</b>				
Debt Service Fund & Other Restricted Cash	\$ 522	\$ 522		
Parity Reserve Fund	\$ 2,178	\$ 6,642		
Parity Reserve Adjustment				
Sub-Total Restricted Cash	\$ 2,700	\$ 7,164		
<b>Total Cash</b>	<b>\$ 63,982</b>	<b>\$ 101,622</b>		



# Water Fund 497

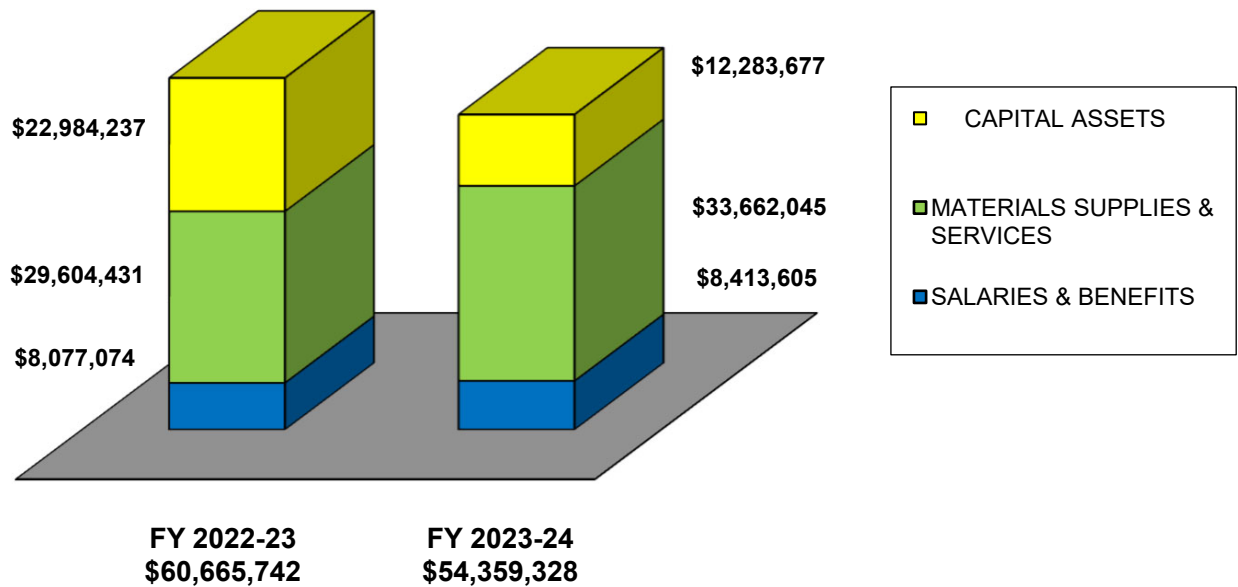


The Water Division plans, designs, and constructs capital improvement projects for the City's potable and recycled water systems. The division operates and maintains water production and distribution facilities including water mains and transmission lines, distribution piping, valves, meters, pump stations, pressure regulators, fire hydrants, and storage tanks to deliver potable water and recycled water with 99.999% reliability. Burbank imports all its water from the Metropolitan Water District of Southern California.

## FUND 497 SUMMARY

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Staff Years	53.000	54.000	54.000	
Total Revenue	<u>\$ 34,794,992</u>	<u>\$ 37,380,676</u>	<u>\$ 42,495,609</u>	<u>\$ 5,114,933</u>
Salaries & Benefits	\$ 5,722,873	\$ 8,077,074	\$ 8,413,605	\$ 336,531
Materials, Supplies & Services	26,409,758	29,604,431	33,662,045	4,057,614
Capital Assets	286,121	22,984,237	12,283,677	(10,700,560)
<b>TOTAL</b>	<u><b>\$ 32,418,753</b></u>	<u><b>\$ 60,665,742</b></u>	<u><b>\$ 54,359,328</b></u>	<u><b>\$ (6,306,413)</b></u>

## WATER FUND SUMMARY



# Water Fund

## 497



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Interest/Use of Money	\$ (18,804)	\$ 700,818	\$ 993,372	\$ 292,554
Service Charges	34,436,155	36,679,858	41,502,236	4,822,378
<b>Total Revenue</b>	<b>34,794,992</b>	<b>37,380,676</b>	<b>42,495,608</b>	<b>5,114,932</b>
<b>Staff Years</b>	<b>53.000</b>	<b>54.000</b>	<b>54.000</b>	
60001.0000 Salaries & Wages	\$ 5,586,205	\$ 6,070,227	\$ 6,042,344	\$ (27,883)
60006.0000 Overtime - Non-Safety	405,187	256,500	356,500	100,000
60012.0000 Fringe Benefits	785,733	1,065,174	1,131,387	66,213
60012.1006 Fringe Benefits:OPEB-PERS	(26,750)	-	-	
60012.1008 Fringe Benefits:Retiree Benefits	1,289	44,213	47,324	3,111
60012.1509 Fringe Benefits:Employer Paid PERS	515,805	506,257	590,941	84,684
60012.1528 Fringe Benefits:Workers Comp	331,065	189,318	219,887	30,568
60012.1529 Fringe Benefits:Contra Expense	(1,688,980)	-	-	
60012.1530 Fringe benefits:Pension (GASB 68)	(166,025)	-	-	
60012.1531 Fringe Benefits:PERS UAL	1,037,243	1,109,865	1,041,218	(68,647)
60012.1532 Fringe Benefits:PERS UAL One-Time	439,901	440,000	165,000	(275,000)
60013.0000 Fringe Benefits:Overtime Meals	-	812	130	(682)
60015.0000 Wellness Program Reimbursement	4,433	500	3,500	3,000
60018.0000 Holding:Salaries	-	554,061	370,444	(183,617)
60020.0000 Projects Salaries	110,163	133,515	179,503	45,988
60020.1000 Projects Salaries:Capitalized	(922,805)	(1,225,159)	(995,450)	229,709
60021.0000 Projects Salaries Overhead	190,935	189,007	267,019	78,012
60021.0002 Projects Salaries:Credit	-	-	(1,094,995)	(1,094,995)
60021.1000 Projects Salaries Overhead:Capitalized	(1,016,819)	(1,347,675)	-	1,347,675
60023.0000 Uniform and Tool Allowance	729	2,440	1,240	(1,200)
60027.0000 Payroll Taxes Non-Safety	86,916	88,018	87,614	(404)
60031.0000 Payroll Adjustments	48,649	-	-	
<b>Salaries &amp; Benefits</b>	<b>5,722,873</b>	<b>8,077,074</b>	<b>8,413,605</b>	<b>336,531</b>
62000.0000 Utilities	\$ 66,321	\$ 43,150	\$ 62,500	\$ 19,350
62000.1001 Utilities:Cell Phone	-	11,620	20,199	8,579
62005.0000 Electricity for Water Pumping:	1,205,482	1,255,700	1,617,788	362,088
62085.0000 Other Professional Services	406,220	859,502	789,200	(70,302)
62170.0000 Private Contractual Services	239,538	45,500	249,263	203,763
62180.0000 Landscape Contractual Services	119,872	125,000	137,500	12,500
62220.0000 Insurance	172,499	249,513	687,649	438,136
62225.0000 Custodial Services	5,597	250	850	600
62235.0000 Services of Other Dept - Indirect	1,717,186	1,769,714	1,645,547	(124,167)
62240.0000 Services of Other Dept - Direct	2,910	4,801	2,715	(2,086)
62261.0000 Other Grant Expenses	328,935	-	-	
62300.0000 Special Dept Supplies	178,612	280,000	312,503	32,503
62310.0000 Office Supplies, Postage & Printing	5,653	21,450	6,860	(14,590)
62316.0000 Software & Hardware	59,692	136,400	148,746	12,346
62360.0000 Non-Vehicle Equip Maint & Repair	14,320	-	-	
62380.0000 Chemicals	153,049	177,148	326,205	149,057
62405.0000 Uniforms & Tools	18,201	19,000	21,528	2,528
62415.0000 Uncollectible Receivables	211,283	64,000	64,000	
62420.0000 Books & Periodicals	1,433	1,000	2,500	1,500
62430.0000 Auto Equipment Maint & Repair	81,301	2,500	30,000	27,500
62435.0000 General Equipment Maint & Repair	202,162	77,000	82,769	5,769
62440.0000 Office Equip Maint & Repair	8,416	13,000	5,500	(7,500)

# Water Fund

## 497



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62445.0000 Street & Pavement Repair	120,402	97,000	132,015	35,015
62450.0000 Building Grounds Maint & Repair	10,005	12,000	12,000	
62455.0000 Equipment Rental	229,548	233,048	230,048	(3,000)
62485.0000 Fund 535 Communications Rental Rate	66,112	67,343	63,327	(4,016)
62700.0000 Memberships & Dues	55,426	76,550	70,500	(6,050)
62710.0000 Travel	8,471	10,667	35,467	24,800
62735.0000 Emission Credits	103,524	108,000	112,772	4,772
62755.0000 Training	(60,025)	62,450	68,993	6,543
62765.0000 Educational Reimb:Citywide	-	500	500	
62775.0000 Purchase Water	11,334,215	11,648,850	13,891,178	2,242,328
62780.0000 Fuel - Oil	67,407	-	70,000	70,000
62811.0000 Interest Expense	69,018	190,000	-	(190,000)
62820.0000 Bond Interest & Redemption	2,266,936	2,397,368	2,844,228	446,860
62825.0000 Bond Issuance Costs	232,231	183,128	-	(183,128)
62840.0000 Small Tools	22,256	30,500	30,500	
62850.0000 Other Bond Expenses	66,874	5,000	8,000	3,000
62895.0000 Miscellaneous Expenses	30,010	27,000	20,500	(6,500)
63005.0000 Depreciation-Buildings	3,646,520	3,960,018	4,039,245	79,227
63015.0000 Depreciation-Machinery & Equipment	469,979	470,617	518,675	48,058
63025.0000 Depreciation-Other Utility Assets	2,147	12,888	12,888	
63045.0000 Depreciation-Other Non-Utility	128	768	768	
63050.0000 Non-Capitalized Assets	2,012	-	-	
63131.1000 Overhead Recovery:Fleet Allocation	242,147	276,668	279,710	3,042
63131.1001 Overhead Recovery:Fleet Usage	(22,416)	(10,495)	(19,556)	(9,061)
63131.1002 Overhead Recovery:Warehouse Alloc	(28)	-	-	
63131.1004 Overhead Recovery:Safety Allocation	142,295	219,951	338,386	118,435
63131.1005 Overhead Recovery:Shared Support	1,967,100	4,150,579	4,625,516	474,937
63131.1006 Overhead Recovery:2nd Shared Suppt	90,175	-	-	
63160.0000 Electric Stations	11,523	-	-	
63290.0000 Water Testing	1,235	2,000	2,000	
63295.0000 Other Water Expense	-	153,500	9,500	(144,000)
63305.0000 MWD Rebate Programs	6,852	-	-	
63310.0000 Inventory Overhead	28,998	62,285	51,061	(11,224)
<b>Materials, Supplies &amp; Services</b>	<b>26,409,758</b>	<b>29,604,431</b>	<b>33,662,045</b>	<b>4,057,615</b>
15022.0000 Buildings-Work In Progress	\$ 8,015,555	\$ 13,906,367	\$ 10,926,013	\$ (2,980,354)
15032.0000 Infrastructure-Work In Progress	63,875	-	-	
15041.0000 Machinery & Equipment-Clearing	42,706	476,335	750,300	273,965
15042.0000 Machinery & Equip-Work in Progress	56,717	8,601,535	607,364	(7,994,171)
<b>Capital Assets</b>	<b>8,178,853</b>	<b>22,984,237</b>	<b>12,283,677</b>	<b>(10,700,560)</b>
<b>Total Expenses</b>	<b>\$ 40,311,484</b>	<b>\$ 60,665,742</b>	<b>\$ 54,359,328</b>	<b>\$ (6,306,414)</b>

**Consolidated Potable and Recycled Water  
Statement of Changes in Net Assets  
Fiscal Year 2023-24 Budget**

(\$ in 000's)

	<b>ACTUAL FY 2021-22</b>	<b>BUDGET FY 2022-23</b>	<b>BUDGET FY 2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
Domestic Sales in CCF's	6,732,899	6,005,169	6,419,893	414,724
Recycled Sales in CCF's	\$ 1,382,594	\$ 1,383,466	\$ 1,382,594	(872)
<b>Operating Revenues</b>				
Potable Water	\$ 29,036	\$ 29,760	\$ 34,003	\$ 4,243
Recycled Water	\$ 3,924	\$ 4,885	\$ 5,343	\$ 458
Other	\$ 1,065	\$ 1,351	\$ 1,522	\$ 171
Total Operating Revenues	\$ 34,025	\$ 35,995	\$ 40,868	\$ 4,872
<b>Water Supply Expenses</b>				
WCAC	\$ 12,102	\$ 12,732	\$ 15,230	\$ 2,498
Total Water Supply Expenses	\$ 12,102	\$ 12,732	\$ 15,230	\$ 2,498
<b>Gross Margin</b>	\$ 21,924	\$ 23,263	\$ 25,638	\$ 2,374
<b>Operating Expenses</b>				
Operations & Maintenance - Potable	\$ 8,566	\$ 9,796	\$ 11,144	\$ 1,348
Operations & Maintenance - Recycled	\$ 1,694	\$ 1,757	\$ 1,848	\$ 91
Allocated Expenses	\$ 1,751	\$ 4,060	\$ 4,592	\$ 532
Transfer to General Fund for Cost Allocation	\$ 2,101	\$ 1,775	\$ 1,648	\$ (127)
Depreciation	\$ 4,208	\$ 4,444	\$ 4,572	\$ 128
Total Operating Expenses	\$ 18,321	\$ 21,832	\$ 23,803	\$ 1,972
<b>Operating Income/(Loss)</b>	\$ 3,604	\$ 1,431	\$ 1,835	\$ 402
Other Income/(Expenses)	\$ (1,607)	\$ (2,417)	\$ (2,050)	\$ 367
Aid in Construction	\$ 1,325	\$ 684	\$ 634	\$ (50)
<b>Change in Net Assets (Net Income)</b>	\$ 3,323	\$ (303)	\$ 420	\$ 719

# Water Fund 497



## Statement of Cash Balances Fiscal Year 2023-24 Budget

(\$ in 000's)

	BUDGET		MINIMUM	RECOMMENDED
	FY 2022-23	FY 2023-24	RESERVES	RESERVES
			FY 2023-24	FY 2023-24
<b>Unrestricted Cash</b>				
Cash Balance	\$ 11,831	\$ 16,193		
Sub-Total Unrestricted Cash	\$ 11,831	\$ 16,193		
Days Cash on Hand (number of days)	143	172	120	200-300
<b>Restricted Cash</b>				
Debt Service	\$ 204	\$ 204		
Sub-Total Restricted Cash	\$ 204	\$ 204		
<b>Total Cash</b>	<b>\$ 12,035</b>	<b>\$ 16,397</b>		

# ELECTRIC FUND

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ACCOUNT CLERK	2.500	2.500	2.000	-0.500
ADM ANALYST II (M)	1.000	1.000	1.000	
ADM OFCR-BWP	1.000	1.000	1.000	
ADM TECH	0.000	1.000	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	2.000	2.000	
AST MGR CUST SERV OPERATIONS	2.000	1.000	0.000	-1.000
AST PWR PROD SUPT	2.000	2.000	2.000	
CHIEF FINANCIAL OFCR	1.000	1.000	1.000	
COMM NETWORK ENG	2.000	1.000	1.000	
CONST & MAINT WORKER	0.000	0.000	1.000	1.000
CUST SERV REP I	4.000	3.000	3.000	
CUST SERV REP II	13.000	11.000	11.000	
CUST SERV REP III	7.000	5.000	5.000	
CUST SERV SUPV	3.000	3.000	3.000	
CUSTODIAL LEADWKR	2.000	2.000	2.000	
CUSTODIAN	3.000	3.000	3.000	
DATA ENG	0.000	0.000	1.000	1.000
ELEC ENG	2.000	3.000	3.000	
ELEC ENGNRG ASSOC II	6.000	6.000	6.000	
ELEC ENGNRG 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 SRVS AND UTILITY RATES MGF	1.000	1.000	1.000	
ENERGY TRADER-SCHEDULER	2.000	3.000	3.000	
ENGNRG AIDE	0.000	2.000	1.000	-1.000
ENGNRG TECH	2.000	1.000	1.000	
ENVIRONMENTAL ENG	1.000	1.000	1.000	
ENVIRONMENTAL&SFTY MGR	1.000	1.000	1.000	
ENVIRONMENTAL HEALTH & SFTY OFCR	1.000	1.000	1.000	
EXEC AST	1.000	0.000	0.000	
FIBER SRVS SUPV	1.000	1.000	1.000	
FIELD SERV REP	3.000	3.000	3.000	
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	
GIS SPECIALIST	0.000	0.000	1.000	1.000
GRAPHICS MEDIA DESIGNER	1.000	1.000	1.000	
INFO SECURITY ANALYST	1.000	0.000	0.000	
INFO SYS ANALYST I	3.000	0.000	0.000	
INFO SYS ANALYST II	1.000	0.000	0.000	
INFO SYS ANALYST IV	1.000	0.000	0.000	
INSTRUMENT CTRLS SUPV	1.000	1.000	1.000	
INSTRUMENT CTRLS TECH	2.000	2.000	2.000	
JR ENGNRG AIDE-BWP	0.000	0.000	1.000	1.000
LEGISLATIVE ANALYST	1.000	1.000	1.000	
LINE MECH APPRENTICE	3.000	3.000	3.000	
LINE MECH SUPV-G	4.000	5.000	5.000	



# ELECTRIC FUND

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
LINE MECH-G	23.000	23.000	23.000	
MGR CUST SERV OPERATIONS	2.000	1.000	1.000	
MGR ELEC DIST-G	1.000	1.000	1.000	
MGR ELEC EQUIP	1.000	1.000	1.000	
MGR ENERGY CTRL CTR	1.000	1.000	1.000	
MGR SECURITY SYS	0.000	1.000	1.000	
MGR TECHNOLOGY	1.000	1.000	3.000	2.000
MGR TELECOMMS	1.000	1.000	1.000	
MGR TRNSMISSN&DIST ENGNRG	1.000	1.000	1.000	
MRKTG ASSOC	3.000	3.000	3.000	
MRKTG MGR	1.000	1.000	1.000	
PAINTER	1.000	1.000	1.000	
PRIN CLK	1.000	1.000	1.000	
PRIN COMM NETWORK ENG	0.000	0.000	1.000	1.000
PRIN DATA ENG	0.000	0.000	1.000	1.000
PRIN ELEC ENG	7.000	8.000	8.000	
PRIN GIS SPEICALIST	0.000	0.000	1.000	1.000
PRIN PWR RESOURCES PLNER	0.000	0.000	2.000	2.000
PRIN PWR SYSTEM OP	1.000	1.000	1.000	
PRIN UTILITY ACCTG ANALYST	1.000	1.000	1.000	
PROPOSED JOB - BCEA	0.000	9.000	7.000	-2.000
PROPOSED JOB - BMA	1.750	11.000	3.000	-8.000
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	2.000	2.000	2.000	
PWR PROD MGR	1.000	1.000	1.000	
PWR RESOURCES MGR	1.000	1.000	1.000	
PWR SUPPLY SCHEDULER	2.000	1.000	1.000	
PWR SYSTEM OP TRAINEE	1.000	1.000	1.000	
PWR SYSTEM OP	12.000	12.000	12.000	
SECURITY GUARD	4.000	3.000	3.000	
SKILLED WKR	1.000	1.000	1.000	
SR ADM ANALYST (M)	0.000	1.000	1.000	
SR ADM ANALYST (Z)	2.000	1.000	1.000	
SR CLK	6.000	5.000	5.000	
SR CONDUIT MECH-G	1.000	1.000	1.000	
SR CTRL OP	4.000	4.000	4.000	
SR ELEC ENG	3.000	3.000	3.000	
SR ELEC SERV PLNER	1.000	1.000	2.000	1.000
SR ELECTRICIAN	6.000	6.000	6.000	
SR ENGNRG TECH	2.000	0.000	0.000	
SR ENVIRONMENTAL ENG	1.000	1.000	1.000	
SR FLEET MAINT TECH	2.000	2.000	2.000	
SR GIS SPECIALIST	0.000	0.000	1.000	1.000
SR INSTRUMENT CTRLS TECH	1.000	1.000	1.000	
SR LINE MECH-G	6.000	5.000	5.000	
SR PWR PLT MECH	4.000	4.000	4.000	
SR SEC	5.000	4.000	4.000	
SR SECURITY GUARD	1.000	1.000	1.000	
SR TEST TECH	4.000	4.000	4.000	
SR UTILITY ACCTG ANALYST	1.000	2.000	3.000	1.000

# ELECTRIC FUND

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
STOREKEEPER	5.000	5.000	5.000	
SUSTAINABILITY OFFICER	0.000	0.000	1.000	1.000
SYSTEMS ENG	0.000	0.000	1.000	1.000
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	
WAREHOUSE MGR-BWP	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>287.250</b>	<b>292.500</b>	<b>296.000</b>	<b>3.500</b>

# WATER FUND

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
AST GEN MGR-BWP	1.000	1.000	1.000	
CIVIL ENGNRG ASSOC-BWP	2.000	2.000	2.000	
CIVIL ENGNRG AST-BWP	2.000	2.000	2.000	
CIVIL ENG-BWP	1.000	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	3.000	3.000	3.000	
PRIN CIVIL ENG-BWP	2.000	2.000	2.000	
PROPOSED JOB - BMA	0.000	1.000	1.000	
SR CLK	2.000	1.000	1.000	
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	2.000	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	2.000	2.000	
WTR SUPV	5.000	5.000	5.000	
<b>TOTAL STAFF YEARS</b>	<b>53.000</b>	<b>54.000</b>	<b>54.000</b>	

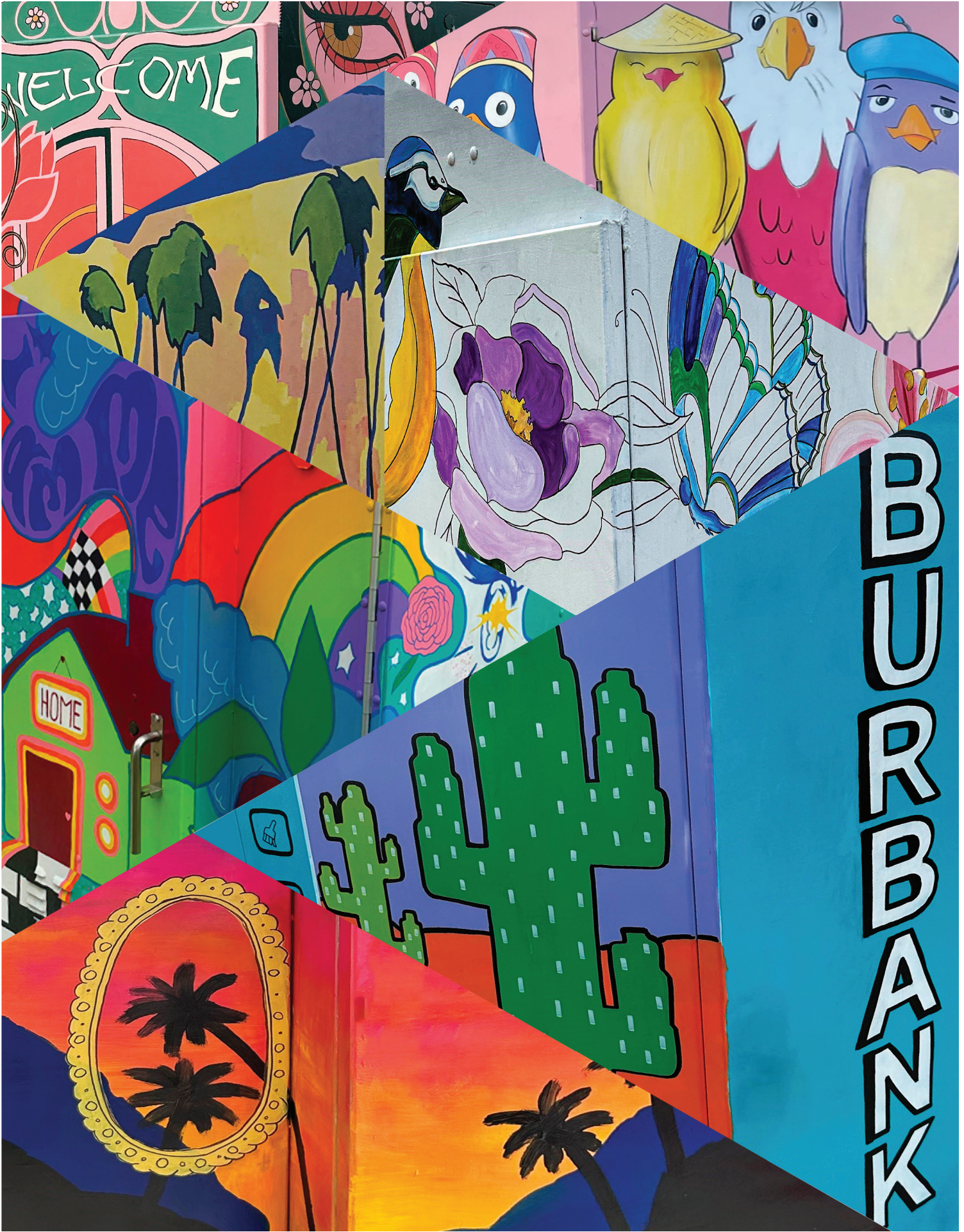
# COMMUNICATIONS FUND

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	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	
<b>TOTAL STAFF YEARS</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	







**ENTERPRISE FUNDS**



# 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

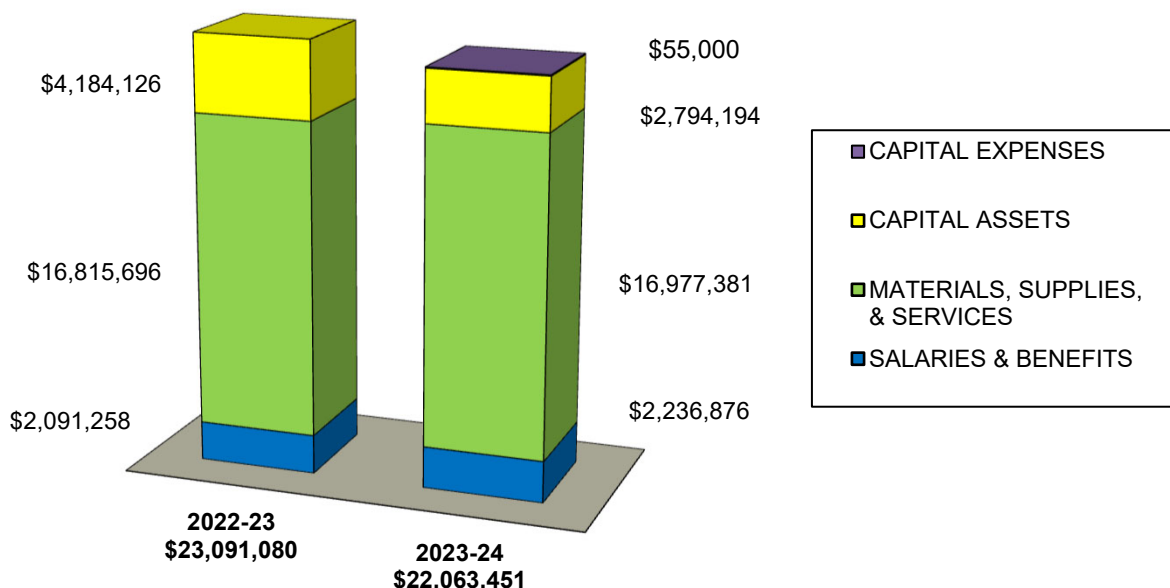
The Wastewater Systems Division, which administers the Water Reclamation and Sewer Fund, is comprised of four sections: Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Collection System Maintenance. Engineering and Design, and Collection System 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>11.897</b>	<b>13.197</b>	<b>14.897</b>	<b>1.700</b>
<b>Total Revenue</b>	<b>\$ 16,848,535</b>	<b>\$ 19,236,000</b>	<b>\$ 20,906,422</b>	<b>\$ 1,670,422</b>
<b>Salaries &amp; Benefits</b>	<b>\$ 1,281,021</b>	<b>\$ 2,091,258</b>	<b>\$ 2,236,876</b>	<b>\$ 145,618</b>
<b>Materials, Supplies &amp; Services</b>	<b>12,959,605</b>	<b>16,815,696</b>	<b>16,977,381</b>	<b>161,685</b>
<b>Capital Assets</b>	<b>1,827,393</b>	<b>4,184,126</b>	<b>2,794,194</b>	<b>(1,389,932)</b>
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>
<b>TOTAL</b>	<b>\$ 16,068,019</b>	<b>\$ 23,091,080</b>	<b>\$ 22,063,451</b>	<b>\$ (1,027,629)</b>

### FUND SUMMARY



# Water Reclamation and Sewer Fund

## Engineering and Design Section

### 494.PW23A



The Engineering and Design Section provides for the 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.

#### CHANGES FROM PRIOR YEAR

The Wastewater Division added two new Civil Engineering Associate positions to address the continually increasing volume of permit and land development case reviews and to ensure compliance with increasingly complex wastewater regulations related to the Burbank Water Reclamation Plant. These positions are 85 percent funded by the Water Reclamation and Sewer Fund (Fund 494), and 15 percent funded by Measure W Stormwater (Fund 109).

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,797</b>	<b>3,097</b>	<b>4,797</b>	<b>1,700</b>
60001.0000 Salaries & Wages	\$ 383,247	\$ 346,493	\$ 526,153	\$ 179,660
60006.0000 Overtime - Non-Safety	58	3,255	3,255	
60012.0000 Fringe Benefits	52,282	60,906	98,724	37,818
60012.1008 Fringe Benefits:Retiree Benefits	111	2,294	2,672	378
60012.1509 Fringe Benefits:Employer Paid PERS	38,013	28,898	51,458	22,560
60012.1528 Fringe Benefits:Workers Comp	2,233	4,577	4,767	190
60012.1531 Fringe Benefits:PERS UAL	57,795	50,315	78,147	27,832
60015.0000 Wellness Program Reimbursement	95	-	-	
60020.0000 Projects Salaries	23,469	-	-	
60021.0000 Projects Salaries Overhead	4,730	-	-	
60027.0000 Payroll Taxes Non-Safety	5,584	5,024	7,629	2,605
60031.0000 Payroll Adjustments	1,146	-	-	
<b>Salaries &amp; Benefits</b>	<b>568,763</b>	<b>501,762</b>	<b>772,805</b>	<b>271,043</b>

# Water Reclamation and Sewer Fund

## Engineering and Design Section

### 494.PW23A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 187,035	\$ 360,000	\$ 560,000	\$ 200,000
62140.0000 Special Services	-	3,000	3,000	
62220.0000 Insurance	225,419	325,159	375,351	50,192
62235.0000 Services of Other Dept - Indirect	266,963	239,498	282,467	42,969
62300.0000 Special Dept Supplies	553	1,500	1,500	
62420.0000 Books & Periodicals	-	200	200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	18,907	19,565	20,138	573
62485.0000 Fund 535 Communications Rental Rate	18,089	18,089	18,089	
62496.0000 Fund 537 Computer System Rental	36,112	43,111	30,251	(12,860)
62755.0000 Training	283	5,000	5,000	
62895.0000 Miscellaneous Expenses	1,024	1,000	1,000	
63010.0000 Depreciation-Infrastructure	3,062	3,060	3,060	
<b>Materials, Supplies &amp; Services</b>	<b>757,448</b>	<b>1,019,182</b>	<b>1,300,056</b>	<b>280,874</b>
70023.0532 Capital Contribution:Fund 532	\$ -	\$ -	\$ 55,000	55,000
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>
<b>Total Expenses</b>	<b>\$ 1,326,211</b>	<b>\$ 1,520,944</b>	<b>\$ 2,127,861</b>	<b>\$ 606,917</b>

# Water Reclamation and Sewer Fund

## Industrial Waste Permitting 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>	
60001.0000 Salaries & Wages	\$ 70,929	\$ 162,025	\$ 164,391	\$ 2,366
60006.0000 Overtime - Non-Safety	12	-	-	
60012.0000 Fringe Benefits	6,902	26,792	28,906	2,114
60012.1008 Fringe Benefits:Retiree Benefits	84	1,025	1,078	53
60012.1509 Fringe Benefits:Employer Paid PERS	7,101	13,513	16,077	2,564
60012.1528 Fringe Benefits:Workers Comp	941	1,993	1,447	(546)
60012.1531 Fringe Benefits:PERS UAL	17,647	19,252	13,280	(5,972)
60015.0000 Wellness Program Reimbursement	47	-	-	
60020.0000 Projects Salaries	129,818	-	-	
60021.0000 Projects Salaries Overhead	33,706	-	-	
60027.0000 Payroll Taxes Non-Safety	1,099	2,349	2,384	35
60031.0000 Payroll Adjustments	97	-	-	
<b>Salaries &amp; Benefits</b>	<b>268,384</b>	<b>226,949</b>	<b>227,563</b>	<b>614</b>
62085.0000 Other Professional Services	\$ 58,086	\$ 170,000	\$ 170,000	
62170.0000 Private Contractual Services	1,484,899	1,882,815	1,971,983	89,168
62235.0000 Services of Other Dept - Indirect	116,719	114,168	128,832	14,664
62420.0000 Books & Periodicals	-	1,000	1,000	
62435.0000 General Equipment Maint & Repair	23,448	17,356	28,524	11,168
62496.0000 Fund 537 Computer System Rental	5,474	5,051	6,115	1,064
62700.0000 Memberships & Dues	8,550	22,515	22,515	
62755.0000 Training	-	575	575	
62895.0000 Miscellaneous Expenses	30	200	200	
<b>Materials, Supplies &amp; Services</b>	<b>1,697,206</b>	<b>2,213,680</b>	<b>2,329,744</b>	<b>116,064</b>
<b>Total Expenses</b>	<b>\$ 1,965,590</b>	<b>\$ 2,440,629</b>	<b>\$ 2,557,307</b>	<b>\$ 116,678</b>

# 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 and reporting requirements.
- Plan, design, and construct capital improvement projects needed to meet the City's Water Reclamation Plant NPDES permit requirements.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.850</b>	<b>0.850</b>	<b>0.850</b>	
60001.0000 Salaries & Wages	\$ 124,213	\$ 131,972	\$ 134,338	\$ 2,366
60006.0000 Overtime - Non-Safety	12	-	-	
60012.0000 Fringe Benefits	14,033	19,341	21,125	1,784
60012.1008 Fringe Benefits:Retiree Benefits	29	697	1,596	899
60012.1509 Fringe Benefits:Employer Paid PERS	10,757	11,006	13,138	2,132
60012.1528 Fringe Benefits:Workers Comp	743	1,623	1,182	(441)
60012.1531 Fringe Benefits:PERS UAL	31,599	25,264	19,754	(5,510)
60015.0000 Wellness Program Reimbursement	16	-	-	
60020.0000 Projects Salaries	(153,287)	-	-	
60021.0000 Projects Salaries Overhead	(38,437)	-	-	
60027.0000 Payroll Taxes Non-Safety	1,752	1,914	1,948	34
60031.0000 Payroll Adjustments	97	-	-	
<b>Salaries &amp; Benefits</b>	<b>(8,472)</b>	<b>191,817</b>	<b>193,081</b>	<b>1,264</b>
62000.0000 Utilities	\$ 663,704	\$ 850,000	\$ 850,000	
62085.0000 Other Professional Services	32,674	220,000	320,000	100,000
62135.0000 Governmental Services	892,959	2,924,800	2,125,800	(799,000)
62170.0000 Private Contractual Services	3,030,919	3,751,771	3,895,352	143,581
62230.0000 PSD Billing Service	660,000	660,000	660,000	
62235.0000 Services of Other Dept - Indirect	340,153	351,025	413,164	62,139
62316.0000 Software & Hardware	-	12,000	12,000	
62420.0000 Books & Periodicals	-	150	150	
62415.0000 Uncollectible Receivables	548,933	-	-	
62435.0000 General Equipment Maint & Repair	87,154	98,487	121,340	22,853
62475.0000 Fund 532 Vehicle Equip Rental Rate	4,607	-	-	
62496.0000 Fund 537 Computer System Rental	8,593	6,718	7,832	1,114
62735.0000 Emission Credits	151,678	175,000	185,000	10,000
62755.0000 Training	-	395	395	
62820.0000 Bond Interest & Redemption	196,625	145,417	91,667	(53,750)
62825.0000 Bond Issuance Costs	(103,617)	(96,332)	(88,763)	7,569
62830.0000 Bank Service Charges	1,900	2,000	2,000	
62830.1000 Credit Card Merchant Fees	6,026	12,000	12,000	



# Water Reclamation and Sewer Fund

## Plant Operations and Maintenance Section

### 494.PW23C



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62895.0000 Miscellaneous Expenses	31	150	150	
63000.0000 Depreciation-Land	239,192	239,194	-	(239,194)
63005.0000 Depreciation-Buildings	718,373	718,368	800,520	82,152
63010.0000 Depreciation-Infrastructure	1,021,464	1,021,476	1,070,340	48,864
63015.0000 Depreciation-Machinery & Equipment	278,438	278,448	278,448	
63020.0000 Depreciation-Interest In Other Fac	816,341	816,336	1,075,872	259,536
63025.0000 Depreciation-Other Utility Assets	15,602	3,900	-	(3,900)
<b>Materials, Supplies &amp; Services</b>	<b>9,611,749</b>	<b>12,191,303</b>	<b>11,833,267</b>	<b>(358,036)</b>
15022.0000 Buildings-Work In Progress	\$ 284,653	\$ 1,767,269	\$ 1,299,794	\$ (467,475)
15032.0000 Infrastructure-Work In Progress	167,182	800,000	500,000	(300,000)
15052.0000 Interest in Other Fac-Work in Progress	977,153	1,260,900	839,400	(421,500)
<b>Capital Assets</b>	<b>1,428,988</b>	<b>3,828,169</b>	<b>2,639,194</b>	<b>(1,188,975)</b>
<b>Total Expenses</b>	<b>\$ 11,032,265</b>	<b>\$ 16,211,289</b>	<b>\$ 14,665,542</b>	<b>\$ (1,545,747)</b>

# Water Reclamation and Sewer Fund

## Collection System Maintenance Section

### 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 pipelines.
- 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.
- Inspect main sewer lines for damage assessment using a sewer camera.

#### CHANGES FROM PRIOR YEAR

Private Contractual Services costs increased by \$100,000 in the Collection System Maintenance section due to inflation.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7,000</b>	<b>8,000</b>	<b>8,000</b>	
60001.0000 Salaries & Wages	\$ 501,209	\$ 673,043	\$ 626,956	\$ (46,087)
60006.0000 Overtime - Non-Safety	17,490	32,906	32,906	
60012.0000 Fringe Benefits	68,391	147,679	153,406	5,727
60012.1008 Fringe Benefits:Retiree Benefits	255	5,742	6,039	297
60012.1509 Fringe Benefits:Employer Paid PERS	41,837	56,132	61,316	5,184
60012.1528 Fringe Benefits:Workers Comp	35,000	68,112	43,009	(25,103)
60012.1531 Fringe Benefits:PERS UAL	86,843	82,957	75,304	(7,653)
60012.1532 Fringe Benefits:PERS UAL One-Time	94,400	94,400	35,400	(59,000)
60015.0000 Wellness Program Reimbursement	743	-	-	
60020.0000 Projects Salaries	74,908	-	-	
60021.0000 Projects Salaries Overhead	26,698	-	-	
60031.0000 Payroll Adjustments	(197)	-	-	
60027.0000 Payroll Taxes Non-Safety	7,617	9,759	9,091	(668)
<b>Salaries &amp; Benefits</b>	<b>955,194</b>	<b>1,170,730</b>	<b>1,043,427</b>	<b>(127,303)</b>
62000.0000 Utilities	\$ -	\$ 34,000	\$ 34,000	
62135.1011 Govt Svcs:Sewer Rebate	9,600	13,300	13,300	
62170.0000 Private Contractual Services	179,779	600,000	700,000	100,000
62235.0000 Services of Other Dept - Indirect	520,418	496,637	388,675	(107,962)
62300.0000 Special Dept Supplies	8,071	22,550	22,550	
62380.0000 Chemicals	-	10,900	10,900	
62405.0000 Uniforms & Tools	2,731	3,300	3,300	
62435.0000 General Equipment Maint & Repair	31,660	43,326	43,326	
62475.0000 Fund 532 Vehicle Equip Rental Rate	31,784	70,559	101,353	30,794
62485.0000 Fund 535 Communications Rental Rate	11,295	11,295	11,295	
62496.0000 Fund 537 Computer System Rental	95,673	77,816	127,967	50,151
62700.0000 Memberships & Dues	1,253	1,500	1,500	
62755.0000 Training	583	6,000	6,000	
62895.0000 Miscellaneous Expenses	5	-	-	
63010.0000 Depreciation-Infrastructure	350	348	348	
63035.0000 Depreciation-Vehicles	-	-	49,800	49,800
<b>Materials, Supplies &amp; Services</b>	<b>893,202</b>	<b>1,391,531</b>	<b>1,514,314</b>	<b>122,783</b>
15032.0000 Infrastructure-Work In Progress	\$ -	\$ 30,000	\$ 30,000	
15042.0000 Machinery & Equip-Work in Progress	-	125,000	125,000	
15101.0000 Vehicles - Clearing	398,405	200,957	-	(200,957)
<b>Capital Assets</b>	<b>398,405</b>	<b>355,957</b>	<b>155,000</b>	<b>(200,957)</b>
<b>Total Expenses</b>	<b>\$ 2,246,802</b>	<b>\$ 2,918,218</b>	<b>\$ 2,712,741</b>	<b>\$ (205,477)</b>

# Water Reclamation and Sewer Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	0.097	0.000	0.000	
ADM OFCR	0.100	0.100	0.100	
AST PW DIR-WASTEWTR SYS	1.000	0.900	0.900	
CHIEF AST PW DIR-CTY ENG	0.150	0.150	0.150	
CIVIL ENGNRG ASSOC	1.000	1.500	3.200	1.700
CIVIL ENGNRG AST	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMAN	3.000	3.000	3.000	
COLLECTION SYS LEADWKR	0.000	1.000	1.000	
COLLECTION SYS SUPV	1.000	1.000	1.000	
COLLECTION SYS WKR	3.000	3.000	3.000	
CONST INSP I	0.000	0.100	0.100	
EXEC AST	0.100	0.000	0.000	
FINANCIAL ANALYST (Z)	0.250	0.347	0.347	
PRIN CIVIL ENG (M)	1.000	0.900	0.900	
SR ADM ANALYST (M)	0.100	0.100	0.100	
SR CLK	0.100	0.100	0.100	
<b>TOTAL STAFF YEARS</b>	<b>11.897</b>	<b>13.197</b>	<b>14.897</b>	<b>1.700</b>

# Refuse Collection and Disposal Fund

## Fund 498



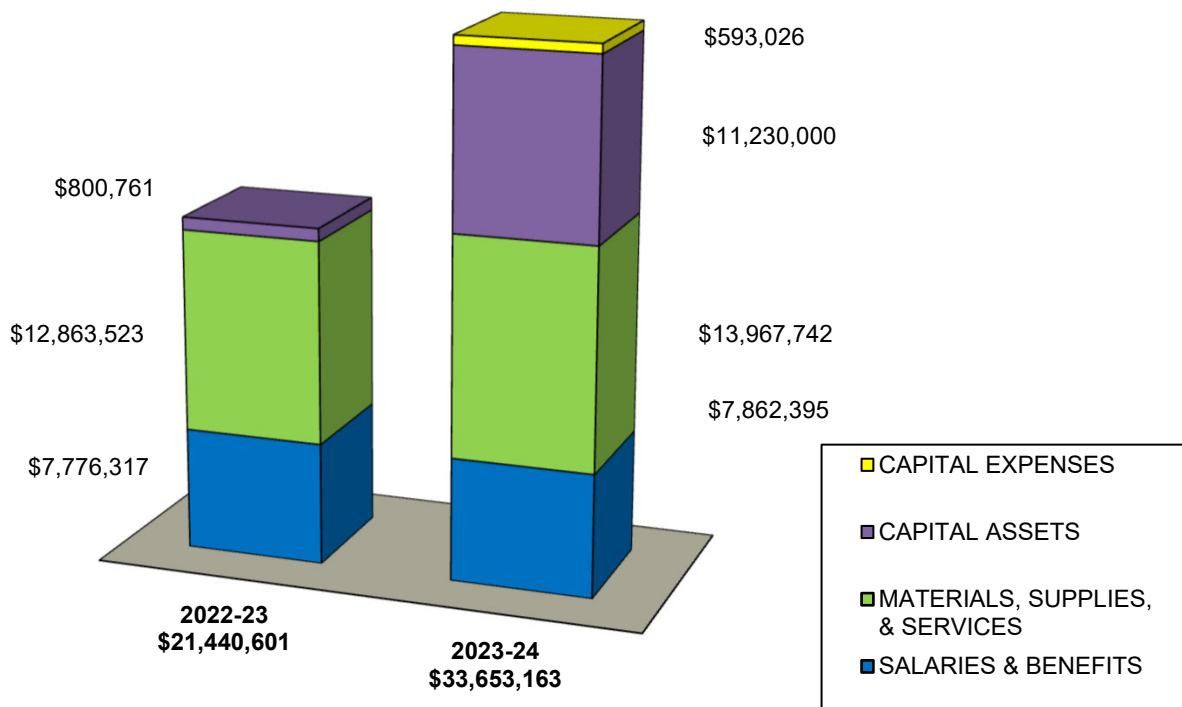
The Refuse Collection and Disposal Fund consists of four sections: Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations), Street Sweeping, and Recycling. Revenues are generated from user fees charged to all residents and commercial/industrial users.

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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>62.973</b>	<b>62.970</b>	<b>67.970</b>	<b>5.000</b>
<b>Total Revenue</b>	<b>\$ 18,399,115</b>	<b>\$ 19,623,484</b>	<b>\$ 22,110,433</b>	<b>\$ 2,486,949</b>
<b>Salaries &amp; Benefits</b>	<b>\$ 5,634,728</b>	<b>\$ 7,776,317</b>	<b>\$ 7,862,395</b>	<b>\$ 86,078</b>
<b>Materials, Supplies &amp; Services</b>	<b>12,152,261</b>	<b>12,863,523</b>	<b>13,967,742</b>	<b>1,104,219</b>
<b>Capital Assets</b>	<b>456,419</b>	<b>800,761</b>	<b>11,230,000</b>	<b>10,429,239</b>
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>593,026</b>	<b>593,026</b>
<b>TOTAL</b>	<b>\$ 18,243,409</b>	<b>\$ 21,440,601</b>	<b>\$ 33,653,163</b>	<b>\$ 12,212,562</b>

### 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, green waste, 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 green waste collection programs.
- Provide excellent customer service while safely collecting refuse, green waste, 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.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>45,973</b>	<b>45,973</b>	<b>45,973</b>	
60001.0000 Salaries & Wages	\$ 2,874,329	\$ 3,130,954	\$ 3,101,694	\$ (29,260)
60006.0000 Overtime - Non-Safety	25,803	39,167	39,167	
60012.0000 Fringe Benefits	641,504	791,452	826,474	35,022
60012.1008 Fringe Benefits:Retiree Benefits	1,398	37,713	39,663	1,950
60012.1509 Fringe Benefits:Employer Paid PERS	288,869	253,532	294,415	40,883
60012.1528 Fringe Benefits:Workers Comp	172,117	265,095	174,054	(91,041)
60012.1531 Fringe Benefits:PERS UAL	601,782	644,277	572,386	(71,891)
60012.1532 Fringe Benefits:PERS UAL One-Time	336,000	336,000	126,000	(210,000)
60015.0000 Wellness Program Reimbursement	4,282	-	-	
60020.0000 Projects Salaries	30,014	-	-	
60021.0000 Projects Salaries Overhead	15,790	-	-	
60023.0000 Uniform and Tool Allowance	1,821	-	-	
60027.0000 Payroll Taxes Non-Safety	40,395	45,399	44,975	(424)
60031.0000 Payroll Adjustments	12,858	-	-	
<b>Salaries &amp; Benefits</b>	<b>5,046,964</b>	<b>5,543,589</b>	<b>5,218,828</b>	<b>(324,761)</b>
62135.0000 Governmental Services	\$ -	\$ 6,750	\$ 6,750	
62170.0000 Private Contractual Services	228,546	280,000	280,000	
62170.1001 Temp Staffing	494,626	400,000	400,000	
62220.0000 Insurance	392,668	495,200	563,139	67,939
62230.0000 PSD Billing Service	730,205	730,205	730,205	
62235.0000 Services of Other Dept - Indirect	1,148,050	1,138,174	1,276,132	137,958
62240.0000 Services of Other Dept - Direct	3,847	3,787	3,684	(103)
62300.0000 Special Dept Supplies	70,188	230,000	260,000	30,000
62300.1009 Sp Dept Supplies:Refuse Containers	35,320	-	-	
62310.0000 Office Supplies, Postage & Printing	202	-	-	
62405.0000 Uniforms & Tools	11,724	12,000	12,000	
62415.0000 Uncollectible Receivables	620,047	-	-	
62440.0000 Office Equip Maint & Repair	4,762	5,000	5,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,066,923	1,439,542	1,713,795	274,253
62485.0000 Fund 535 Communications Rental Rate	62,123	60,891	60,891	
62496.0000 Fund 537 Computer System Rental	165,081	174,824	197,375	22,551
62700.0000 Memberships & Dues	298	700	700	
62710.0000 Travel	-	500	2,000	1,500
62755.0000 Training	1,443	5,000	5,000	
63000.0000 Depreciation-Land	2,473	2,472	1,648	(824)
63010.0000 Depreciation-Infrastructure	4,066	4,068	4,068	
63035.0000 Depreciation-Vehicles	937,387	909,823	894,408	(15,415)
<b>Materials, Supplies &amp; Services</b>	<b>5,979,978</b>	<b>5,898,936</b>	<b>6,416,795</b>	<b>517,859</b>
15101.0000 Vehicles - Clearing	\$ -	\$ 675,000	\$ -	\$ (675,000)
<b>Capital Assets</b>	<b>-</b>	<b>675,000</b>	<b>-</b>	<b>(675,000)</b>
<b>Total Expenses</b>	<b>\$ 11,026,942</b>	<b>\$ 12,117,525</b>	<b>\$ 11,635,623</b>	<b>\$ (481,902)</b>

# 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 green waste transfer site at the landfill.
- Lead and support operations to implement state mandates for organic recycling for residents (SB 1383), commercial organics recycling (AB 1826), and mandatory commercial recycling (AB 341).

#### CHANGES FROM PRIOR YEAR

Two new Utility Worker positions were added at the Landfill to clean the organics stream to remain in compliance with mandated organics recycling (SB1383). Capital assets were increased by \$11 million for the installation of a geocomposite liner and leachate collection system at the Landfill. This upgrade is required by State and Federal landfill regulations.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>7,000</b>	<b>2,000</b>
60001.0000 Salaries & Wages	\$ 447,190	\$ 427,066	\$ 507,846	\$ 80,780
60006.0000 Overtime - Non-Safety	12,895	19,977	19,977	
60012.0000 Fringe Benefits	93,774	93,597	133,175	39,578
60012.1008 Fringe Benefits:Retiree Benefits	209	4,102	4,314	212
60012.1509 Fringe Benefits:Employer Paid PERS	44,390	35,617	49,667	14,050
60012.1528 Fringe Benefits:Workers Comp	20,616	33,821	28,517	(5,304)
60012.1531 Fringe Benefits:PERS UAL	79,226	91,345	89,850	(1,495)
60015.0000 Wellness Program Reimbursement	743	-	-	
60020.0000 Projects Salaries	(19,843)	-	-	
60021.0000 Projects Salaries Overhead	(13,719)	-	-	
60027.0000 Payroll Taxes Non-Safety	5,172	6,192	7,364	1,172
60031.0000 Payroll Adjustments	30	-	-	
<b>Salaries &amp; Benefits</b>	<b>670,681</b>	<b>711,717</b>	<b>840,710</b>	<b>128,993</b>
62000.0000 Utilities	\$ 278,134	\$ 150,000	\$ 150,000	
62135.0000 Governmental Services	149,346	165,000	165,000	
62170.0000 Private Contractual Services	703,085	1,200,000	1,200,000	
62235.0000 Services of Other Dept - Indirect	349,508	323,940	364,551	40,611
62300.0000 Special Dept Supplies	2,672	15,000	35,000	20,000
62405.0000 Uniforms & Tools	2,273	2,000	2,000	
62475.0000 Fund 532 Vehicle Equip Rental Rate	355,641	479,847	504,140	24,293
62496.0000 Fund 537 Computer System Rental	20,201	19,273	23,040	3,767
62700.0000 Memberships & Dues	-	650	650	
62710.0000 Travel	54	500	1,000	500
62755.0000 Training	1,316	2,750	2,750	
62820.0000 Bond Interest & Redemption	18,125	-	-	
62825.0000 Bond Issuance Costs	(7,493)	-	-	
62830.0000 Bank Service Charges	2,000	-	-	
62830.1000 Credit Card Merchant Fees	262	1,000	1,000	
62920.0000 Trust Fund Set Aside	951,209	200,000	200,000	
63000.0000 Depreciation-Land	74,101	74,039	73,368	(671)



# Refuse Collection and Disposal Fund

## Refuse Disposal Section

### 498.PW31B



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	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	360,505	360,504	356,175	(4,329)
<b>Materials, Supplies &amp; Services</b>	<b>3,331,073</b>	<b>3,064,631</b>	<b>3,148,802</b>	<b>84,171</b>
15032.0000 Infrastructure-Work In Progress	\$ -	\$ -	\$ 11,000,000	11,000,000
<b>Capital Assets</b>	<b>-</b>	<b>-</b>	<b>11,000,000</b>	<b>11,000,000</b>
70023.0532 Capital Contribution:Fund 532	\$ -	\$ -	\$ 593,026	593,026
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>593,026</b>	<b>593,026</b>
<b>Total Expenses</b>	<b>\$ 4,001,754</b>	<b>\$ 3,776,348</b>	<b>\$ 15,582,538</b>	<b>\$ 11,806,190</b>

# 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.

#### OBJECTIVES

Administrative Analyst I and Administrative Analyst II positions were added at the Recycle Center to provide the staffing resources necessary to provide outreach, education, enforcement, and support for the new Plastics Waste Reduction Ordinance and SB1383 regulations. A new Intermediate Clerk position was also added at the Recycle Center to provide clerical assistance and gather data to help the City remain in compliance with State mandates.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>9,000</b>	<b>3,000</b>
60001.0000 Salaries & Wages	\$ 502,460	\$ 498,348	\$ 698,609	\$ 200,261
60006.0000 Overtime - Non-Safety	532	4,000	4,000	
60012.0000 Fringe Benefits	82,536	117,272	185,914	68,642
60012.1008 Fringe Benefits:Retiree Benefits	416	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	44,389	41,562	68,324	26,762
60012.1528 Fringe Benefits:Workers Comp	13,137	20,284	16,022	(4,262)
60012.1531 Fringe Benefits:PERS UAL	99,779	108,675	87,406	(21,269)
60015.0000 Wellness Program Reimbursement	248	-	-	
60020.0000 Projects Salaries	937	-	-	
60020.1000 Projects Salaries:Capitalized	(4,839)	-	-	
60021.0000 Projects Salaries Overhead	537	-	-	
60021.1000 Projects Salaries Overhead:Capitalized	(2,664)	-	-	
60027.0000 Payroll Taxes Non-Safety	6,584	7,226	10,130	2,904
60031.0000 Payroll Adjustments	63	-	-	
<b>Salaries &amp; Benefits</b>	<b>744,115</b>	<b>802,289</b>	<b>1,075,581</b>	<b>273,292</b>

# Refuse Collection and Disposal Fund

## Recycling Section

### 498.PW31C



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62170.0000 Private Contractual Services	\$ 1,378,480	\$ 2,280,124	\$ 2,280,124	
62170.1001 Temp Staffing	16,748	-	-	
62170.1012 Pop Up Repairs	-	15,000	15,000	
62235.0000 Services of Other Dept - Indirect	414,939	466,973	528,019	61,046
62300.0000 Special Dept Supplies	48,421	50,000	50,000	
62310.0000 Office Supplies, Postage & Printing	15,561	16,000	16,000	
62405.0000 Uniforms & Tools	1,795	1,550	1,550	
62485.0000 Fund 535 Communications Rental Rate	12,568	15,031	15,031	
62496.0000 Fund 537 Computer System Rental	34,603	39,612	47,467	7,855
62700.0000 Memberships & Dues	3,903	6,300	6,300	
62710.0000 Travel	-	1,350	3,000	1,650
62755.0000 Training	1,254	3,750	4,000	250
63005.0000 Depreciation-Buildings	5,275	5,268	5,268	
63035.0000 Depreciation-Vehicles	6,642	6,636	6,636	
<b>Materials, Supplies &amp; Services</b>	<b>1,940,189</b>	<b>2,907,594</b>	<b>2,978,395</b>	<b>70,801</b>
15022.0000 Buildings-Work In Progress	\$ 338,649	\$ -	\$ 230,000	\$ 230,000
<b>Capital Assets</b>	<b>338,649</b>	<b>-</b>	<b>230,000</b>	<b>230,000</b>
<b>Total Expenses</b>	<b>\$ 3,022,952</b>	<b>\$ 3,709,883</b>	<b>\$ 4,283,976</b>	<b>\$ 574,093</b>

# 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 green waste 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 409,148	\$ 426,750	\$ 442,701	\$ 15,951
60006.0000 Overtime - Non-Safety	-	1,044	1,044	
60012.0000 Fringe Benefits	74,342	106,309	111,418	5,109
60012.1008 Fringe Benefits:Retiree Benefits	140	4,922	5,176	254
60012.1509 Fringe Benefits:Employer Paid PERS	41,540	35,591	43,296	7,705
60012.1528 Fringe Benefits:Workers Comp	27,059	43,187	30,369	(12,818)
60012.1531 Fringe Benefits:PERS UAL	96,738	94,731	86,853	(7,878)
60015.0000 Wellness Program Reimbursement	900	-	-	
60020.0000 Projects Salaries	58,506	-	-	
60021.0000 Projects Salaries Overhead	27,191	-	-	
60027.0000 Payroll Taxes Non-Safety	5,928	6,188	6,419	231
60031.0000 Payroll Adjustments	1,017	-	-	
<b>Salaries &amp; Benefits</b>	<b>742,508</b>	<b>718,722</b>	<b>727,276</b>	<b>8,554</b>
62235.0000 Services of Other Dept - Indirect	\$ 212,365	\$ 224,123	\$ 270,243	46,120
62300.0000 Special Dept Supplies	2,807	4,300	4,300	
62475.0000 Fund 532 Vehicle Equip Rental Rate	658,910	732,032	1,111,900	379,868
62496.0000 Fund 537 Computer System Rental	26,817	29,007	34,407	5,400
62710.0000 Travel	-	400	400	
62755.0000 Training	-	2,500	2,500	
<b>Materials, Supplies &amp; Services</b>	<b>900,899</b>	<b>992,362</b>	<b>1,423,750</b>	<b>431,388</b>
15101.0000 Vehicles - Clearing	\$ 117,771	\$ 125,761	\$ -	\$ (125,761)
<b>Capital Assets</b>	<b>117,771</b>	<b>125,761</b>	<b>-</b>	<b>(125,761)</b>
<b>Total Expenses</b>	<b>\$ 1,761,178</b>	<b>\$ 1,836,845</b>	<b>\$ 2,151,026</b>	<b>\$ 314,181</b>

# Refuse Collection and Disposal Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	0.000	0.000	1.000	1.000
ADM ANALYST II (M)	0.000	0.000	1.000	1.000
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	
CONST INSP I	0.000	0.100	0.100	
EXEC AST	0.100	0.000	0.000	
FINANCIAL ANALYST (Z)	0.250	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	3.000	1.000
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	0.060	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)	1.222	1.222	1.222	
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	4.470	4.470	6.470	2.000
WELDER	0.203	0.200	0.200	
WK TRAINEE I	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>62.973</b>	<b>62.970</b>	<b>67.970</b>	<b>5.000</b>

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SUCCESSOR AGENCY

# 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 Assembly Bill (AB)1X 26 and AB 1484. The duties of the Successor Agency are primarily to: 1) make payments on the former Redevelopment Agency’s enforceable obligations; and 2) wind-down the activities of the former Redevelopment Agency, as required by law.

## AGENCY SUMMARY

	<b>EXPENDITURES FY2021-22</b>	<b>BUDGET FY2022-23</b>	<b>BUDGET FY2023-24</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Materials, Supplies &amp; Services</b>	\$ 6,975,202	\$ 7,416,505	\$ 7,446,068	\$ 29,563
<b>TOTAL</b>	<b>\$ 6,975,202</b>	<b>\$ 7,416,505</b>	<b>\$ 7,446,068</b>	<b>\$ 29,563</b>

# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62035.0000 Planning and Administration	\$ 233,355	\$ 170,747	\$ 180,560	\$ 9,813
62085.0000 Other Professional Services	6,160	20,263	24,874	4,611
62170.0000 Private Contractual Services	137,620	147,000	146,000	(1,000)
62485.0000 Fund 535 Communications Rental Rate	-	5,052	-	(5,052)
62496.0000 Fund 537 Computer System Rental	5,148	2,774	3,215	441
62895.0000 Miscellaneous Expenses	-	500	500	
<b>Materials, Supplies &amp; Services</b>	<b>382,283</b>	<b>346,336</b>	<b>355,149</b>	<b>8,813</b>
<b>Total Expenses</b>	<b>\$ 382,283</b>	<b>\$ 346,336</b>	<b>\$ 355,149</b>	<b>\$ 8,813</b>

# 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).

	<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>CHANGE FROM</b>
	<b>FY2021-22</b>	<b>FY2022-23</b>	<b>FY2023-24</b>	<b>PRIOR YEAR</b>
62820.0000 Bond Interest & Redemption	\$ 1,594,919	\$ 1,327,169	\$ 1,032,919	\$ (294,250)
62830.0000 Bank Service Charges	13,000	18,000	13,000	(5,000)
62845.0000 Bond/Cert Principal Redemption	4,985,000	5,725,000	6,045,000	320,000
<b>Materials, Supplies &amp; Services</b>	<b>6,592,919</b>	<b>7,070,169</b>	<b>7,090,919</b>	<b>20,750</b>
<b>Total Expenses</b>	<b>\$ 6,592,919</b>	<b>\$ 7,070,169</b>	<b>\$ 7,090,919</b>	<b>\$ 20,750</b>

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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 which utilizes housing funds to create affordable housing in the community and 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, Emergency Housing Voucher, and other voucher programs.
- Create affordable housing for lower-income households that meet the City's Regional Housing Needs Assessment (RHNA) requirements.
- Monitor and enforce affordability covenants for units available to lower-income households throughout the City for the preservation of existing 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6.950</b>	<b>7.750</b>	<b>9.750</b>	<b>2.000</b>
<b>Salaries &amp; Benefits</b>	\$ 1,032,268	\$ 1,203,295	\$ 1,367,782	\$ 164,487
<b>Materials, Supplies &amp; Services</b>	11,722,216	12,868,338	12,850,409	(17,929)
<b>Total Expenses</b>	<b>\$ 12,754,484</b>	<b>\$ 14,071,633</b>	<b>\$ 14,218,191</b>	<b>\$ 146,558</b>

# 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 27,000 applicants, of which roughly 3,200 are Burbank residents. The Community Development Department - Economic Development and Housing Division is responsible for the administration of the Section 8 Program. In 2022, the Housing Authority received an additional allocation of 13 vouchers to add to the existing 1,014 allocated vouchers; for a total of 1,027 Housing Choice Vouchers (HCV). Finally, there are a total of 15 Veterans Affairs Supportive Housing (VASH) vouchers for a total of 1,042 vouchers under this fund.

## OBJECTIVES

- Continue housing opportunities for very low-income families within funding limits, allocations, and constraints of the Section 8 program, Emergency Housing Voucher, and additional Voucher Programs as available.
- 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 1,027 Section 8 vouchers allocated 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 FY 2023-24, staff will continue to administer the new Emergency Housing Vouchers (EHV) received from HUD in 2021. These funds were allocated in the Housing Assistance Payments account to help homeless households and those at risk of becoming homeless. Administrative fees received for EHV's will be utilized for navigation services and after-care case management. In addition, a portion of the EHV Administrative fee will be utilized for a new Housing Assistant position to administer the 67 EHV's. Staff will select new applicants from the Section 8 waiting list to utilize the new 13 Section 8 (HCV) vouchers received in October 2022. Finally, new in FY 2023-24 is a Housing Assistant position to assist with casework and inspections for these additional vouchers.

# Section 8 Voucher Program

## 117.CD26A



	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,800</b>	<b>5,800</b>	<b>6,800</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 456,230	\$ 539,920	\$ 574,926	\$ 35,006
60012.0000 Fringe Benefits	68,281	107,875	130,710	22,835
60012.1008 Fringe Benefits:Retiree Benefits	163	4,102	5,004	902
60012.1509 Fringe Benefits:Employer Paid PERS	45,235	45,029	56,228	11,199
60012.1528 Fringe Benefits:Workers Comp	4,187	7,839	5,619	(2,220)
60012.1531 Fringe Benefits:PERS UAL	118,212	132,910	96,832	(36,078)
60012.1532 Fringe Benefits:PERS UAL One-Time	51,200	51,200	19,200	(32,000)
60015.0000 Wellness Program Reimbursement	442	-	-	
60027.0000 Payroll Taxes Non-Safety	6,532	7,829	8,336	507
60031.0000 Payroll Adjustments	1,257	-	-	
<b>Salaries &amp; Benefits</b>	<b>751,740</b>	<b>896,704</b>	<b>896,855</b>	<b>151</b>
62085.0000 Other Professional Services	\$ 97,844	\$ 130,000	\$ 155,000	\$ 25,000
62170.0000 Private Contractual Services	18,310	50,000	50,000	
62170.1001 Temp Staffing	5,411	10,000	10,000	
62220.0000 Insurance	22,348	12,355	36,317	23,962
62235.0000 Services of Other Dept - Indirect	156,063	181,739	203,596	21,857
62300.0000 Special Dept Supplies	-	2,000	2,000	
62310.0000 Office Supplies, Postage & Printing	14,466	25,000	25,000	
62420.0000 Books & Periodicals	-	1,000	1,000	
62485.0000 Fund 535 Communications Rental Rate	7,218	7,218	6,496	(722)
62496.0000 Fund 537 Computer System Rental	131,149	176,877	168,937	(7,940)
62700.0000 Memberships & Dues	3,000	3,000	3,000	
62710.0000 Travel	-	1,000	1,000	
62755.0000 Training	4,332	5,000	5,000	
62830.0000 Bank Service Charges	7,003	10,000	10,000	
62895.0000 Miscellaneous Expenses	4,949	9,000	9,000	
62950.0000 Housing Assistance Payments	10,774,569	10,625,441	10,600,000	(25,441)
62950.1000 Housing Asst Payments:Admin Fees	41,298	45,000	45,000	
62950.1001 EHV Housing Asst Payments	50,311	800,000	800,000	
62950.1002 Housing Assist Payments: EHV Admin	29,178	100,000	100,000	
<b>Materials, Supplies &amp; Services</b>	<b>11,367,448</b>	<b>12,194,630</b>	<b>12,231,346</b>	<b>36,716</b>
<b>Total Expenses</b>	<b>\$ 12,119,188</b>	<b>\$ 13,091,334</b>	<b>\$ 13,128,201</b>	<b>\$ 36,867</b>

# 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 safeguard 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

A new Housing Development Manager position was added to assist with the affordable housing development and programs in the 6th Cycle Housing Element. In addition, a new consultant will be hired to assist in monitoring existing affordable housing units and future units currently under development. Future funds for affordable housing administration will be available through the housing monitoring fee adopted in FY 2022-23.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1,950</b>	<b>1,950</b>	<b>2,950</b>	<b>1,000</b>
60001.0000 Salaries & Wages	\$ 191,135	\$ 204,065	\$ 326,658	\$ 122,593
60012.0000 Fringe Benefits	36,886	41,359	68,261	26,902
60012.1008 Fringe Benefits:Retiree Benefits	225	1,600	1,682	82
60012.1509 Fringe Benefits:Employer Paid PERS	17,884	17,019	31,947	14,928
60012.1528 Fringe Benefits:Workers Comp	1,197	2,510	2,875	365
60012.1531 Fringe Benefits:PERS UAL	27,884	34,679	33,867	(812)
60012.1532 Fringe Benefits:PERS UAL One-Time	2,400	2,400	900	(1,500)
60027.0000 Payroll Taxes Non-Safety	2,748	2,959	4,737	1,778
60031.0000 Payroll Adjustments	170	-	-	
<b>Salaries &amp; Benefits</b>	<b>280,529</b>	<b>306,591</b>	<b>470,927</b>	<b>164,336</b>
62045.0000 Appraisal Services	\$ -	\$ 50,000	\$ 50,000	
62085.0000 Other Professional Services	6,600	171,600	188,249	16,649
62155.0000 Relocation and Negotiation	-	75,000	75,000	
62170.0000 Private Contractual Services	247,407	250,000	150,000	(100,000)
62235.0000 Services of Other Dept - Indirect	84,804	97,735	135,760	38,025
62310.0000 Office Supplies, Postage & Printing	92	2,000	2,000	
62485.0000 Fund 535 Communications Rental Rate	2,887	2,887	722	(2,165)
62496.0000 Fund 537 Computer System Rental	11,725	19,486	12,332	(7,154)
62700.0000 Memberships & Dues	269	-	-	
62755.0000 Training	258	-	-	
62895.0000 Miscellaneous Expenses	726	5,000	5,000	
<b>Materials, Supplies &amp; Services</b>	<b>354,768</b>	<b>673,708</b>	<b>619,063</b>	<b>(54,645)</b>
<b>Total Expenses</b>	<b>\$ 635,296</b>	<b>\$ 980,299</b>	<b>\$ 1,089,990</b>	<b>\$ 109,691</b>



# HOUSING AUTHORITY

## Authorized Positions

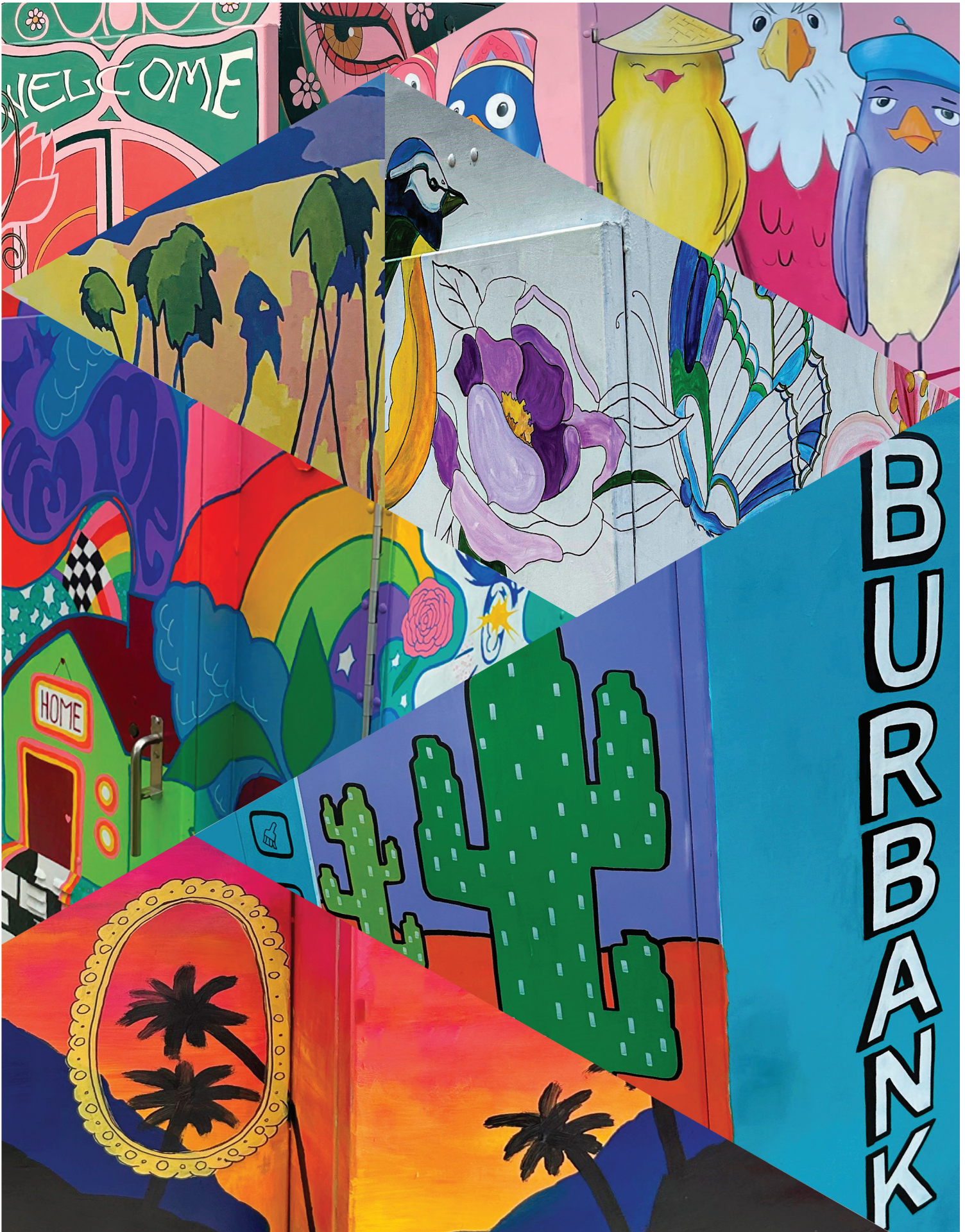


CLASSIFICATION TITLES	STAFF YEARS FY2021-22	STAFF YEARS FY2022-23	STAFF YEARS FY2023-24	CHANGE FROM PRIOR YEAR
ADM ANALYST I (M)	1.000	1.000	1.000	
INTERMEDIATE CLK	0.500	0.500	0.500	
HSG AST	3.000	3.800	4.800	1.000
HSG DEV MGR	0.450	0.450	1.450	1.000
HSG SPECIALIST	1.000	1.000	1.000	
HSG AUTHORITY MGR	1.000	1.000	1.000	
<b>TOTAL STAFF YEARS</b>	<b>6.950</b>	<b>7.750</b>	<b>9.750</b>	<b>2.000</b>

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**BURBANK**





# 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 FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
Materials, Supplies & Services	\$ 544,712	\$ 776,915	\$ 791,914	\$ 14,999
Capital Expenses	13,686	450,000	-	(450,000)
<b>TOTAL</b>	<b>\$ 558,398</b>	<b>\$ 1,226,915</b>	<b>\$ 791,914</b>	<b>\$ (435,001)</b>

# 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.
- Implement the City Council's adopted Parking Management Principles to manage on-street parking spaces on San Fernando Boulevard.

	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 44,781	\$ 64,212	\$ 64,212	
62170.0000 Private Contractual Services	447,542	659,775	659,775	
62235.0000 Services of Other Dept - Indirect	48,700	44,318	59,344	15,026
62300.0000 Special Dept Supplies	1,175	8,000	8,000	
62496.0000 Fund 537 Computer System Rental	2,514	610	583	(27)
<b>Materials, Supplies &amp; Services</b>	<b>544,712</b>	<b>776,915</b>	<b>791,914</b>	<b>14,999</b>
<b>Total Expenses</b>	<b>\$ 544,712</b>	<b>\$ 776,915</b>	<b>\$ 791,914</b>	<b>\$ 14,999</b>



# PARKING AUTHORITY FUND

## 310.PW22F

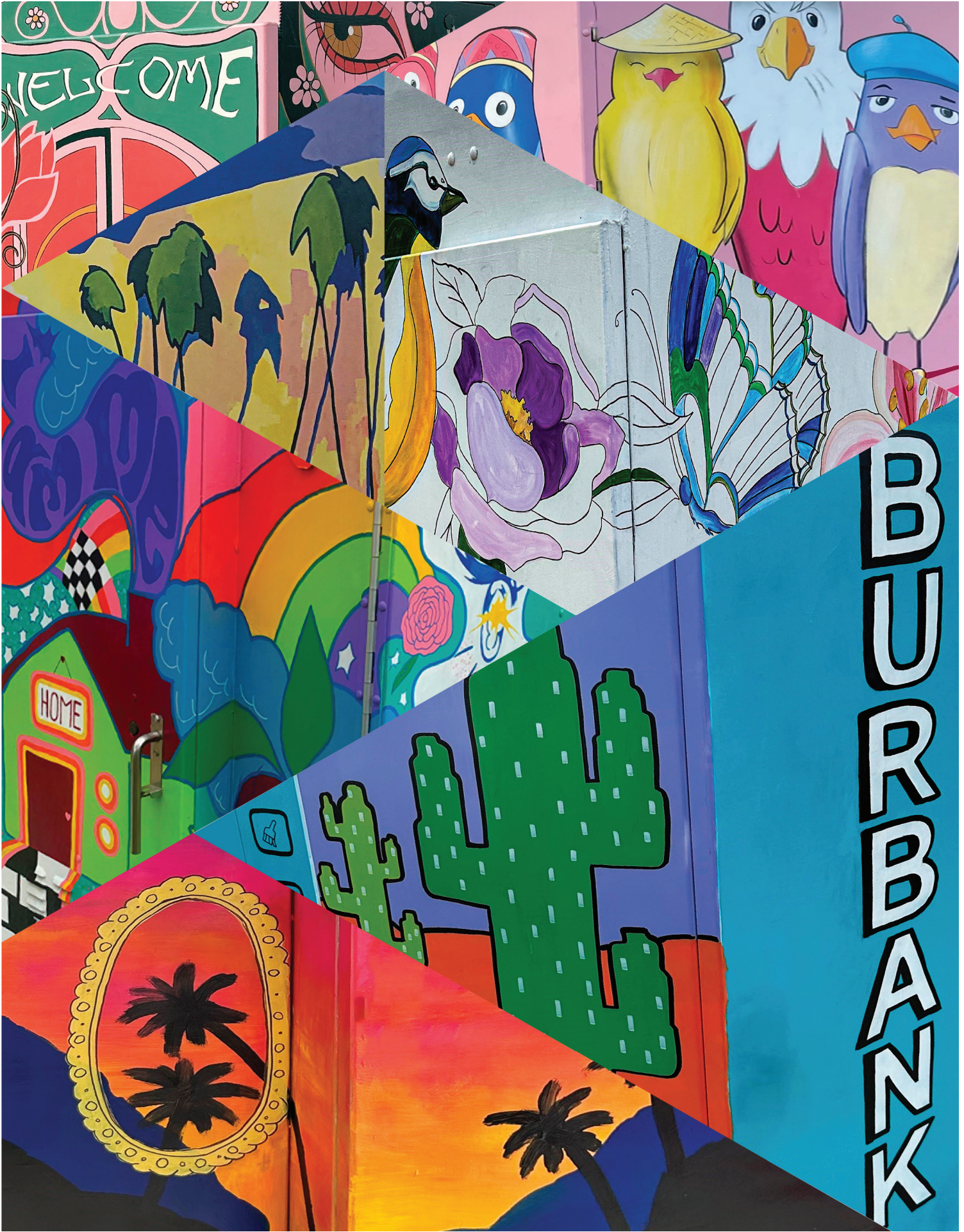


	EXPENDITURES FY2021-22	BUDGET FY2022-23	BUDGET FY2023-24	CHANGE FROM PRIOR YEAR
70019.0000 Building Improvements	\$ 13,686	\$ 450,000	\$ -	\$ (450,000)
<b>Capital Expenses</b>	<b>13,686</b>	<b>450,000</b>	<b>-</b>	<b>(450,000)</b>
<b>Total Expenses</b>	<b>\$ 13,686</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ (450,000)</b>

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# 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.

**Lease** – A contract that conveys control of the right to use another entity's financial asset as specified in the contract for a period of time in an exchange or exchange-like transaction.

**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 ongoing 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 LA 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 LA 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)** - The Local Return Stormwater Fund provides for the distribution and use of LA County Safe, Clean Water Municipal Program funds generated by a parcel tax of 2.5 cents per square foot of impermeable areas that was approved by Los Angeles County voters in 2018. Managed by the Public Works Department, funds are primarily utilized for infrastructure projects to capture, treat, and recycle stormwater, as well as for stormwater cleanup required by federal law.

**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 Fund (RMRA) (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.

# FUND DESCRIPTIONS



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.

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) - The General Fund directs 1.5 percent of the 7 percent BWP In-Lieu of Tax fee transfer revenue to this fund 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.

Community Services Fund (131) - To account for charitable donations to promote and assist with supportive activities and services such as fund raising, volunteer services, and educational services.

Tieton Hydropower Project (133) - To account for the operation of Southern California Public Power Authority's (SCPPA) joint power plant located in Washington State.

Magnolia Power Project (483) - To account for the operation of SCPPA joint power plant located at the City's electric utility.

**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 RDA 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 the ongoing obligations and responsibilities of the former RDA'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 RDA 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 RDA 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 all 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 a 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 in 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



<b>AA</b>	Affirmative Action	<b>BITE2</b>	Battery Impedance Tester 2
<b>AB</b>	Assembly Bill	<b>BLT</b>	Burbank Local Transit
<b>ACA</b>	Affordable Care Act	<b>BMA</b>	Burbank Management Association
<b>ACFR</b>	Annual Comprehensive Financial Report	<b>BMC</b>	Burbank Municipal Code
<b>ADA</b>	Americans with Disabilities Act	<b>BMC</b>	Business Machines Consultants
<b>ADR</b>	Alternative Dispute Resolution	<b>BMHET</b>	Burbank Mental Health Evaluation Team
<b>ADU</b>	Accessory Dwelling Unit	<b>BOP</b>	Burbank on Parade
<b>AEP</b>	Achievement of Excellence in Procurement	<b>BOU</b>	Burbank Operable Unit
<b>ALA</b>	Accredited Local Academy	<b>BPD</b>	Burbank Police Department
<b>AMI</b>	Advanced Metering Infrastructure	<b>BPOA</b>	Burbank Police Officers' Association
<b>APP</b>	Art in Public Places	<b>BRACE</b>	Burbank Residents Assisting in Community Emergencies
<b>ARPA</b>	American Rescue Plan Act of 2021	<b>BS</b>	Black Start
<b>AQMD</b>	Air Quality Management District	<b>BSC</b>	Benefits Service Center
<b>ASB</b>	Administrative Services Building	<b>BTAC</b>	Burbank Temporary Aid Center
<b>ATIS</b>	Advanced Traveler Information System	<b>BTS</b>	Burbank Transportation Service
<b>AV</b>	Assessed Value	<b>BUSD</b>	Burbank Unified School District
<b>BAF</b>	Burbank Athletic Federation	<b>BVP</b>	Burbank Volunteer Program
<b>BCAC</b>	Burbank Cultural Arts Commission	<b>BWC</b>	Body Worn Camera
<b>BCEA</b>	Burbank City Employees Association	<b>BWP</b>	Burbank Water and Power
<b>BCP</b>	Burbank Center Plan	<b>BWRP</b>	Burbank Water Reclamation Plant
<b>BEST</b>	Burbank Employment and Student Training	<b>CAD</b>	Computer-Aided Dispatch
<b>BFD</b>	Burbank Fire Department	<b>CAFS</b>	Compressed Air Foam Systems
<b>BFF</b>	Burbank Fire Fighters	<b>CalACT</b>	California Association for Coordinated Transportation
<b>BFF-COU</b>	Burbank Fire Fighter - Chief Officers' Unit	<b>CALBO</b>	California Building Officials
<b>BGC</b>	Boys and Girls Club	<b>CALEA</b>	Commission on Accreditation of Law Enforcement Agencies
<b>BHA</b>	Burbank Housing Association	<b>Cal-OSHA</b>	California Occupational Safety and Health Administration
<b>BHC</b>	Burbank Housing Corporation		

# ACRONYMS



<b>CalPERS</b>	California Public Employees Retirement System	<b>COPS</b>	Citizen's Option for Public Safety
<b>CAM</b>	Common Area Maintenance	<b>CPI</b>	Consumer Price Index
<b>CANRA</b>	Child Abuse and Neglect Reporting Act	<b>CPR</b>	Cardiopulmonary Resuscitation
<b>CARB</b>	California Air Resources Board	<b>CPRS</b>	California Park & Recreation Society
<b>CARES</b>	Coronavirus Aid, Relief, and Economic Security	<b>CPSE</b>	Center for Public Safety Excellence
<b>CCT</b>	Closed Circuit Television	<b>CPUC</b>	California Public Utilities Commission
<b>CDBG</b>	Community Development Block Grant	<b>CRA</b>	California Redevelopment Association
<b>CDD</b>	Community Development Department	<b>CREST</b>	City Resources Employing Students Today
<b>CDTFA</b>	California Department of Tax and Fee Administration	<b>CSB</b>	Community Services Building
<b>CDV</b>	Community Disaster Volunteers	<b>CSIP</b>	Collection System Inspection Program
<b>CEC</b>	California Energy Commission	<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>CEMS</b>	Continuous Emissions Monitoring System	<b>CUP</b>	Conditional Use Permit
<b>CEQA</b>	California Environmental Quality Act	<b>CUPA</b>	Certified Unified Program Agency
<b>CERT</b>	Community Emergency Response Training	<b>CWA</b>	Customer WEB Access
<b>CFAI</b>	Commission on Fire Accreditation International	<b>DARE</b>	Drug Abuse Resistance Education
<b>CFRA</b>	California Family Rights Act	<b>DART</b>	Drug Alcohol Resistance Team
<b>CIP</b>	Capital Improvement Program	<b>DBA III</b>	Database Administrator III
<b>CIS</b>	Customer Information System	<b>DCS</b>	Distributed Control System
<b>CJIS</b>	Criminal Justice Information Services	<b>DDA</b>	Disposition and Development Agreement
<b>CLE</b>	Continuing Legal Education	<b>DDC</b>	Department Disaster Coordinators
<b>CMC</b>	Certified Municipal Clerk	<b>DGR</b>	Daily Generation Rate
<b>CMDB</b>	Comprehensive Configuration Management Database	<b>DHS</b>	Department of Health Services
<b>CNG</b>	Compressed Natural Gas	<b>DIF</b>	Development Impact Fees
<b>COLA</b>	Cost of Living Adjustment	<b>DMV</b>	Department of Motor Vehicles
<b>COP</b>	Certificate of Participation	<b>DMZ</b>	Multiple Secure Environment
		<b>DOT</b>	Department of Transportation



# ACRONYMS



<b>DRIVE</b>	Developing Responsible Independent Valued Employees	<b>FERC</b>	Federal Energy Regulatory Commission
<b>DUI</b>	Driving Under the Influence	<b>FLSA</b>	Fair Labor Standards Act
<b>EAM</b>	Enterprise Asset Management	<b>FMLA</b>	Family and Medical Leave Act
<b>EAP</b>	Employee Assistance Program	<b>FPPC</b>	Fair Political Practices Commission
<b>EATC</b>	Empire Area Transit Center	<b>FS</b>	Financial Services
<b>EBPP</b>	Electronic Bill Presentment Payment	<b>FSA</b>	Family Service Agency
<b>ECAC</b>	Energy Cost Adjustment Charge	<b>FTE</b>	Full-time Equivalent
<b>ECC</b>	Energy Control Center	<b>FTO</b>	Field Training Officer
<b>ECMS</b>	Electric Content Management System	<b>FY</b>	Fiscal Year
<b>ECMS</b>	Enterprise Content Management System	<b>GAAP</b>	Generally Accepted Accounting Principles
<b>e-DFAR</b>	Electronic Daily Field Activity	<b>GASB</b>	Government Accounting Standards Board
<b>EEO</b>	Equal Employment Opportunity	<b>GFOA</b>	Government Finance Officers Association
<b>EHV</b>	Emergency Housing Vouchers	<b>GHG</b>	Greenhouse Gas
<b>EIR</b>	Environmental Impact Report	<b>GIS</b>	Geographic Information System
<b>EMS</b>	Emergency Medical Service	<b>GMC</b>	General Motors Company
<b>EMT</b>	Emergency Medical Technician	<b>HMEP</b>	Hazardous Materials Emergency Planning
<b>EOC</b>	Emergency Operation Center	<b>HOME</b>	Home Investment Partnership Program
<b>EPA</b>	Environmental Protection Agency	<b>HOV</b>	High Occupancy Vehicle (lanes)
<b>e-PALS</b>	Enterprise Permitting and Licensing System	<b>HPS</b>	High Pressure Sodium
<b>ePCR</b>	Electronic Patient Care Reporting	<b>HSIP</b>	Highway Safety Improvement Program
<b>ERAF</b>	Educational Revenue Augmentation Fund	<b>HUD</b>	Housing and Urban Development
<b>ERP</b>	Enterprise Resource Planning	<b>HVAC</b>	Heating, Ventilating, and Air Conditioning
<b>FBI</b>	Federal Bureau of Investigation	<b>IA</b>	Industrial Accident
<b>FCC</b>	Federal Communications Commission	<b>IAFIS</b>	Integrated Automated Fingerprint Identification System
<b>FD</b>	Fire Department	<b>IBEW</b>	International Brotherhood of Electrical Workers
<b>FEMA</b>	Federal Emergency Management Act		

# ACRONYMS



<b>ICAC</b>	Internet Crimes Against Children	<b>LNCV</b>	Large Non-Commercial Vehicle
<b>ICIS</b>	Interagency Communications Interoperability System	<b>MBIS</b>	Multimodal Biometric Identification System
<b>IIPP</b>	Injury and Illness Prevention Program	<b>MCLE</b>	Mandatory Continuing Legal Education
<b>IOB</b>	Infrastructure Oversight Board	<b>MDSP</b>	Media District Specific Plan
<b>IP</b>	Internet Protocols	<b>MFP</b>	Multi-Functional Printer
<b>IRP</b>	Integrated Resource Plan	<b>MHET</b>	Mental Health Evaluation Team
<b>ISDA</b>	International Standards and Derivatives Association	<b>MMC</b>	Master Municipal Clerk
<b>ISSC</b>	Information Systems Steering Committee	<b>MOE</b>	Maintenance of Effort
<b>IT</b>	Information Technology	<b>MOU</b>	Memorandum of Understanding
<b>ITS</b>	Intelligent Transportation System	<b>MPI</b>	Material Process Improvement
<b>ITSM</b>	Information Technology Service Management	<b>MPP</b>	Magnolia Power Project
<b>iVOS</b>	Valley Oaks System	<b>MS</b>	Management Services
<b>JASU</b>	Joint Air Support Unit	<b>MS&amp;S</b>	Materials Supplies and Services
<b>JAWS</b>	Juvenile Alternative Work Service	<b>MSB</b>	Municipal Services Building
<b>JPA</b>	Joint Power Authority	<b>MTA</b>	Metropolitan Transportation Authority
<b>LACMTA</b>	Los Angeles County Metropolitan Transportation Authority	<b>MWD</b>	Metropolitan Water District
<b>LADWP</b>	Los Angeles Department of Water & Power	<b>MWELO</b>	Model Water Efficient Landscape Ordinance
<b>LAFIS</b>	Los Angeles Automated Fingerprint Identification System	<b>MWh</b>	Megawatt Hours
<b>LAN</b>	Local Area Network	<b>NERC-CIP</b>	North American Electric Reliability Corporation - Critical Infrastructure Protection
<b>LARUCP</b>	Los Angeles Regional Uniform Code Program	<b>NFIRS</b>	National Fire Incident Reporting System
<b>LB</b>	Library	<b>NFPA</b>	National Fire Protection Association
<b>LDMP</b>	Land Data Management Plan	<b>NIMS</b>	National Incident Management System
<b>LEAP</b>	Local Early Action Planning	<b>NPDES</b>	National Pollution Discharge Elimination System
<b>LED</b>	Light Emitting Diode	<b>NPI</b>	National Procurement Institute
<b>LES</b>	Law Enforcement Systems	<b>NPP</b>	Neighborhood Protection Program
<b>LLC</b>	Limited Liability Corporation		

# ACRONYMS



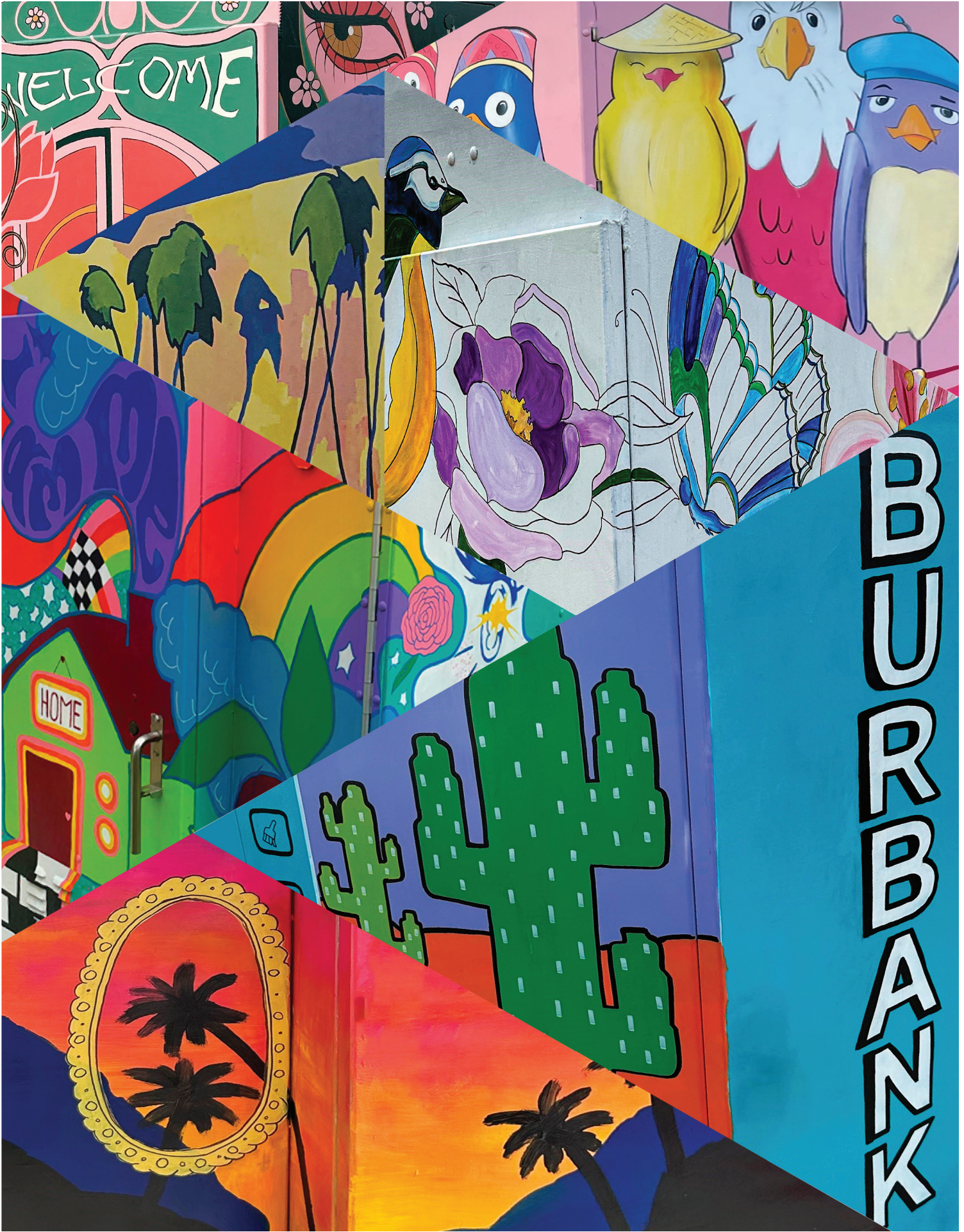
<b>OEM</b>	Original Equipment Manufacturer	<b>PW</b>	Public Works
<b>OES</b>	Office of Emergency Services	<b>RA</b>	Rescue Ambulances
<b>OIR</b>	Office of Independent Review	<b>RACI</b>	Residential Adjacent Commercial and Industrial Use
<b>OPEB</b>	Other Post-Employment Benefits	<b>RDA</b>	Redevelopment Agency
<b>PARS</b>	Public Agency Retirement System	<b>RFID</b>	Radio Frequency Identification
<b>PASS</b>	Program, Activity, and Service Subsidy	<b>RFP</b>	Request for Proposal
<b>PAY</b>	Positive Alternatives for Youth	<b>RFQ</b>	Request for Quotation
<b>PBID</b>	Property Based Business Improvement District	<b>RHNA</b>	Regional Housing Needs Assessment
<b>PD</b>	Police Department	<b>RIMS</b>	Regional Incident Management System
<b>PEG</b>	Public, Educational and Governmental Access	<b>RISE</b>	Residents Inspiring Service and Empowerment
<b>PEPRA</b>	Public Employees' Pension Reform Act	<b>RMRA</b>	Road Maintenance and Rehabilitation Account
<b>PERS</b>	Public Employees' Retirement System	<b>RMS</b>	Records Management System
<b>PFA</b>	Public Financing Authority	<b>RO</b>	Reverse Osmosis
<b>PIO</b>	Public Information Office	<b>ROP</b>	Regional Occupational Program
<b>PLC</b>	Programmable Logic Control	<b>RSVP</b>	Retired Senior Volunteer Program
<b>PLF</b>	Public Library Fund	<b>RV</b>	Recreational Vehicle
<b>PLHA</b>	Permanent Local Housing Allocation	<b>SAAS</b>	Software As a Service
<b>POST</b>	Police Officer Standards and Training	<b>SAIF</b>	Seniors Against Investment Fraud
<b>PPI</b>	Producers Price Index	<b>SB</b>	Senate Bill
<b>P&amp;R</b>	Parks and Recreation	<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>PR</b>	Press Release	<b>SCAG</b>	Southern California Association of Governments
<b>PRCS</b>	Parks Recreation & Community Services	<b>SCAQMD</b>	Southern California Air Quality Management District
<b>PSA</b>	Police Service Aid	<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>PSA</b>	Professional Services Agreement	<b>SCPPA</b>	Southern California Public Power Authority
<b>PSH</b>	Permanent Supportive Housing	<b>SELPA</b>	Special Education Local Plan Area
<b>PT</b>	Part Time		

# ACRONYMS



<b>SEMS</b>	State-Mandated Emergency Management System	<b>TPT</b>	Transient Parking Tax
<b>SFTP</b>	Standing Field Treatment Protocol	<b>U.S. EPA</b>	United States Environmental Protection Agency
<b>SFVCOG</b>	San Fernando Valley Council of Governments	<b>UAAL</b>	Unfunded Actuarial Accrued Liability
<b>SIUs</b>	Significant Industrial Users	<b>UASI</b>	Urban Area Security Initiative
<b>SLA</b>	Service Level Agreement	<b>UHF</b>	Ultra-High Frequency
<b>SLURP</b>	Sewer Lateral User Rebate Form	<b>UPS</b>	Uninterruptible Power Supply
<b>SOC</b>	Standards of Cover	<b>USA</b>	Underground Service Agreement
<b>SRO</b>	School Resource Officer	<b>USAR</b>	Urban Search and Rescue
<b>SRT</b>	Special Response Team	<b>USDA</b>	United States Department of Agriculture
<b>STEM</b>	Science, Technology, Engineering, and Math	<b>UUT</b>	Utility Users Tax
<b>STEP</b>	Summer Trails Employment Program	<b>VASH</b>	Veterans Affairs Supportive Housing
<b>STIP</b>	State Transportation Improvement Project	<b>VDI</b>	Virtual Desktop Infrastructure
<b>SUSMP</b>	Standard Urban Stormwater Mitigation Plan	<b>V-FATS</b>	Victim Follow-Up Assignment and Tracking System
<b>SWAT</b>	Special Weapons and Tactics	<b>VHF</b>	Very High Frequency
<b>SWQCB</b>	State Water Quality Control Board	<b>VLf</b>	Vehicle License Fee
<b>TBID</b>	Tourism Business Improvement District	<b>VPN</b>	Virtual Private Network
<b>TDA</b>	Transportation Development Act	<b>VSAP</b>	Voting Solutions for All People
<b>TDISA</b>	Temporary Disability Indemnity Statutory Allocation	<b>VWIB</b>	Verdugo Workforce Investment Board
<b>TDM</b>	Transportation Demand Management	<b>WAM</b>	Work Order Asset Management
<b>TMC</b>	Traffic Management Center	<b>WCAC</b>	Water Cost Adjustment Charge
<b>TMDL</b>	Total Maximum Daily Load	<b>Wi-Fi</b>	Wireless Fidelity
<b>TMO</b>	Transportation Management Organization	<b>WIOA</b>	Workforce Innovation and Opportunity Act
<b>TOD</b>	Transit Oriented Development	<b>YES</b>	Youth Endowment Services
<b>TOT</b>	Transient Occupancy Tax	<b>ZLD</b>	Zero Liquid Discharge
		<b>ZTA</b>	Zone Text Amendment





# BURBANK







# BURBANK COMMUNITY PROFILE



## General

The City of Burbank, California is located in the greater metropolitan Los Angeles (LA) area, approximately 12 miles northeast of downtown LA, nestled between the Hollywood Hills and the Verdugo Mountains. The City connects to the LA 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 105,357 and 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, 2023, the total City employee population is 1,519 with 1,162 full-time, 120 part-time, and 237 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).



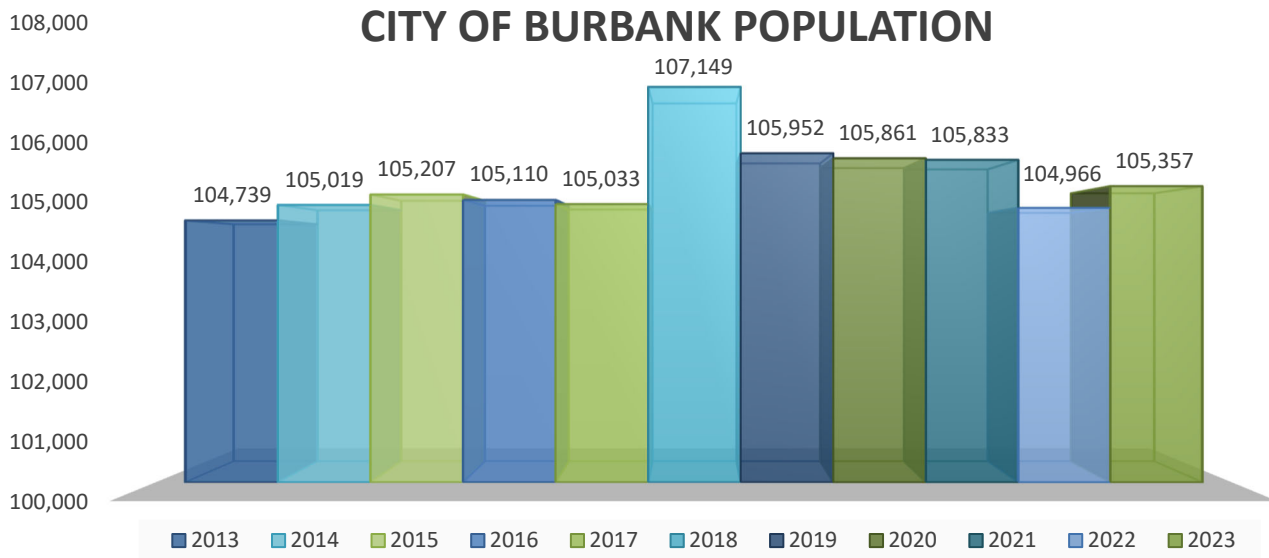
All the associations are subject to the Mayors-Milias-Brown Act, which requires each association to meet and confer with the City to develop a "Memorandum of Understanding" (MOU). Negotiations with each group are conducted prior to the adoption of the annual budget each fiscal year or the expiration of the applicable MOU. The City is currently in the negotiation process with IBEW. All other bargaining groups are in the middle of multi-year contracts.

# BURBANK COMMUNITY PROFILE



## Population

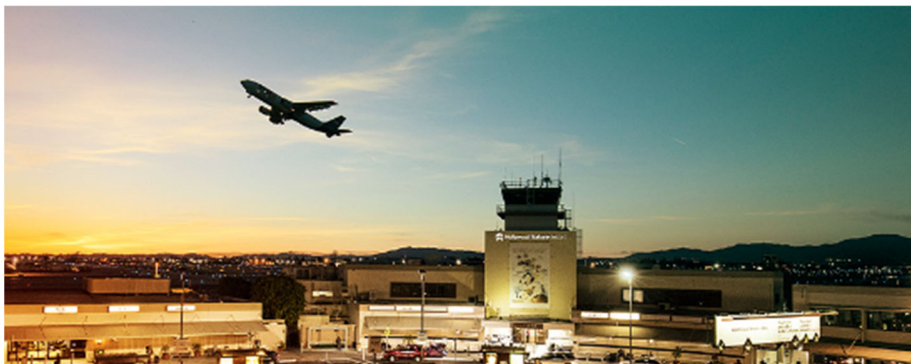
The following table summarizes the California Department of Finance estimates of the population from 2013 through 2023. While the population hasn't changed greatly over the last decade, there was a jump in population in 2018. Citizenry slowly declined from 2018 through 2022 due to increased housing costs, limited housing, inflation, and domestic migration as a result of the work-from-home trend following the COVID-19 Pandemic. The City's post-pandemic recovery has been better than expected, and with new residential and mixed-use developments, we have seen a slight increase in population in 2023.



## Industry and Employment

Burbank has a robust workforce of approximately 142,000 employed by more than 12,400 businesses. Major industries include entertainment, technology, transportation, healthcare, education, and media-related industries. Animation and entertainment industries have taken the lead in the City as top employers with Netflix Animation currently occupying 250,000 square feet of space at the Empire Center. Avion Burbank has completed the 1.2 million square foot creative industrial and office space project adjacent to the Hollywood Burbank Airport and is now fully leased with Amazon Fulfillment Center and Tesla Solar as major tenants. Cambria Hotel will be completed at the end of 2023 adding 150 rooms bringing the total citywide room count to 2,719.

The City is also home to the Hollywood Burbank Airport (BUR). BUR is served by eight major airlines and 30 nonstop destinations across the country. The Hollywood Burbank Airport saw 5.9 million passengers in 2022. Ground transportation includes the onsite consolidated car rental facility with 1,000 rental cars,



and Metrolink trains within walking distance of the airport's two terminals. Many of Burbank's 18 hotels also offer complimentary shuttle service to and from BUR. The airport is located three miles northwest of Downtown Burbank and is known as the most convenient way to fly into and out of the Los Angeles region.

# BURBANK COMMUNITY PROFILE



Burbank is home to media giants such as The Walt Disney Company and Warner Brothers Discovery, both of whom are celebrating 100 years in the City. Warner Brothers Discovery recently opened the Second Century Project, an 800,000-square-foot complex that includes two Frank Gehry-designed office buildings serving as the company's new headquarters. In addition to the media giants, Burbank has 1,000 media-related companies representing more than 57,000 employees including animation legends DC Entertainment, Netflix Animation, Nickelodeon Animation Studio, Cartoon Network, and Disney Animation; gaming developer Insomniac Games; television studios ABC and The CW; film and television



production companies Legendary Entertainment, New Line Cinema, and Fremantle; production services Deluxe Media, Entertainment Partners, and Foto-Kem; technology pioneers Dolby Laboratories; immersive experience content creators MSG Sphere Studios, and audio innovators such as iHeartMedia and Peer Music.

In the private and public industry, Hollywood Burbank Airport, Providence St. Joseph Medical Center, Burbank Unified School District, and the City of Burbank have steadily become the top employers of the City. The top ten employers within the City of Burbank are as follows:

	<b>Warner Brothers Entertainment, Inc.</b> Entertainment
	<b>The Walt Disney Company</b> Entertainment
	<b>Hollywood Burbank Airport</b> Aviation
	<b>Providence St. Joseph Medical Center</b> Medical
	<b>Burbank Unified School District</b> Education
	<b>City of Burbank</b> Government
	<b>Nickelodeon Animation</b> Entertainment
	<b>Netflix, Inc.</b> Entertainment
	<b>Cast &amp; Crew</b> Entertainment
	<b>Deluxe Shared Services LLC</b> Entertainment



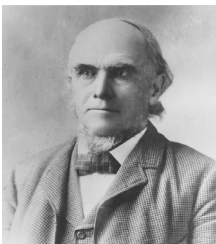
# BURBANK HISTORICAL TIMELINE



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, purchased 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 purchased 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 on 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.

# BURBANK HISTORICAL TIMELINE



- 1961** The City celebrates its 50<sup>th</sup> anniversary, including the conclusion of a 10-year capital improvement program, resulting in many new municipal facilities.
- 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, technolog 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 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, the 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 larger families. The Burbank Housing Corporation's Children's Center opened its doors in March 2004, with 92 spots (18 designated as affordable).



# BURBANK HISTORICAL TIMELINE



**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).



The highly anticipated 3-story Community Services Building (CSB) was completed and ready for occupancy in July 2008. Its new occupants (Parks and Recreation, 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 the 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.

# BURBANK HISTORICAL TIMELINE



**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 50<sup>th</sup> 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 interment 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 the construction of seven new townhouse units and the 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.



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 who 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 our Sister City of Incheon, Korea was unveiled in celebration of 50 years of friendship. The set of twin statues is installed in front of the Northwest Branch Library.

# BURBANK HISTORICAL TIMELINE



**2012** 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 Headquarters, the Mary Alice O'Connor Family Center, Colony Theater and Ovrom Park as well as many other infrastructures, streetscapes, 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, 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.

**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 is an energy-efficient, sustainable, state-of-the-art development located in the heart of Burbank's Media District and is the first LEED-certified "green" residential building in the City. This mixed-use project includes 241 residential units and a 42,950-square-foot Whole Foods Market.



# BURBANK HISTORICAL TIMELINE



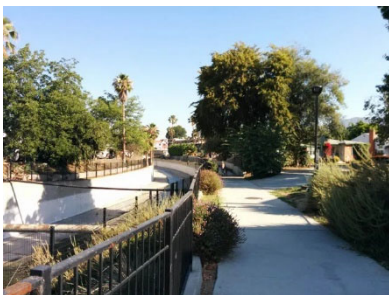
**2015** From July 21 through July 24<sup>th</sup>, the City of Burbank opened its doors as a Host Town for the Special Olympics World Games Los Angeles 2015. Burbank was proud to host the delegations from the countries of Zimbabwe and Botswana. The Host Town program is a very special weeklong program 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 21<sup>st</sup> 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.



Plans were finalized for the 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 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.

# BURBANK HISTORICAL TIMELINE



**2017** Nickelodeon expanded its presence in Burbank with 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.

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.



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 ¾ cent 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 toward 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.





# BURBANK HISTORICAL TIMELINE



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. 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 McCambridge 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.

**2020** In March of 2020, The Public Works Department completed the 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 the 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.



# BURBANK HISTORICAL TIMELINE



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 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 ¾-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. This project was honored as a winner of the Sustainability Awards by the Southern California Association of Governments (SCAG) and recognized for excellence in coordinating land use and transportation to improve mobility, livability, and sustainability.



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.

Burbank developed a comprehensive Homeless Street Outreach Program which helped 110 individuals from April 2019 through July 2021 to procure shelter, food, clothing, and medicine and reunite with family members. 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.

The Buena Vista/Vanowen Quiet Zone project was constructed for railroad grade crossing safety improvements including a railroad quiet zone around Buena Vista Street and Vanowen Street. Trains must silence their horns when approaching the crossing. The quiet zone was established on September 28, 2021.

The Burbank Boulevard Bridge opened to traffic on November 24th, 2021, marking the completion of the I-5 corridor improvements. The ribbon-cutting ceremony included a procession of classic cars driving elected officials over the bridge for a ceremonial first drive to celebrate the bridge reopening after being closed for 607 days. The first drive included a 1924 Thomas Flyer that was present at the ribbon cutting of the original bridge in 1961.



# BURBANK HISTORICAL TIMELINE



**2022** New playground equipment was installed in three parks during the year. Each features a different theme and utilizes poured-in-place rubber safety surfacing and sunshades. Izay Park is based on a train theme, Miller Park is a ship concept, and Gross Park was inspired by aviation.

In FY 2021-22, improvements were made to both the DeBell Golf Course and driving range. Golf course upgrades included irrigation system improvements and safety netting around the facility. Improvements at the driving range include new netting, landscaping, new pavement, emoji targets, and the installation of sod and irrigation.



To reduce the City's carbon footprint and improve safety, the Lighting Modernization Project began at several City parks. The use of Light Emitting Diode (LED) systems reduces energy use and the installation of BallTracker® technology on ballfields increases playability and safety. The upgrades included ballfields and basketball courts at Larry L. Maxam Park, ballfields at George Izay Park, and the ballfield and skatepark at Valley Park.



**2023** In February 2023, the Burbank City Council was presented with the 2022 MarCom Platinum Award for the success of the 2021 Chow Down Burbank Restaurant Campaign. This award is internationally recognized and was given to only one winner out of 6,600 applicants. The Chow Down Burbank Restaurant Campaign was a 90-day full-scale digital campaign designed to help local restaurants recover from the COVID-19 pandemic. Chow Down Burbank helped small businesses survive and keep doors open by informing the community of various take-out options, outdoor accommodations, and a delicious selection of restaurants to explore.



The City of Burbank's Economic Development Division was awarded two California Association for Local Economic Development (CALED) Awards of Merit for the City of Burbank Untapped Future of Work Accelerator and Visit Burbank's Monumental Superhero Statue Program. The awards celebrating excellence in economic development were presented during this year's CALED Annual Conference.



# BURBANK HISTORICAL TIMELINE



In partnership with Untapped Ventures, a local Los Angeles-based startup/venture studio and Venture Capital firm, the City of Burbank launched the pre-seed virtual Accelerator which was designed to stimulate economic development and advance innovation for startups and small businesses. The Virtual Accelerator was the next step for entrepreneurial programming for the City, which currently includes the Burbank Tech Talks event series and the award-winning startup, Burbank Pitch Festivals.



In March 2023, DC Comics and Warner Bros. Discovery unveiled a seven-and-a-half-foot tall, 600-pound bronze statue of Wonder Woman at the Warner Bros. Studio Tour entrance. The statue was created by the skilled artisans at Burbank's American Fine Arts Foundry and Fabrication and is based on a design by artist Jenny Frison. Wonder Woman joins Batman as the second DC Universe superhero to be immortalized in the Media Capital of the World.



The City of Burbank announced a new sister city partnership with Arezzo, Italy. The City of Arezzo is similar in population size to Burbank, with approximately 100,000 residents. The City is located in the Tuscany region of Italy. Arezzo becomes Burbank's fifth sister city, joining Solna, Sweden; Incheon, South Korea; Gaborone, Botswana; and Ota, Japan. Burbank officials work with officials from these cities to increase global understanding. Activities have included visits by officials, an art exchange, and letters of support or congratulations.

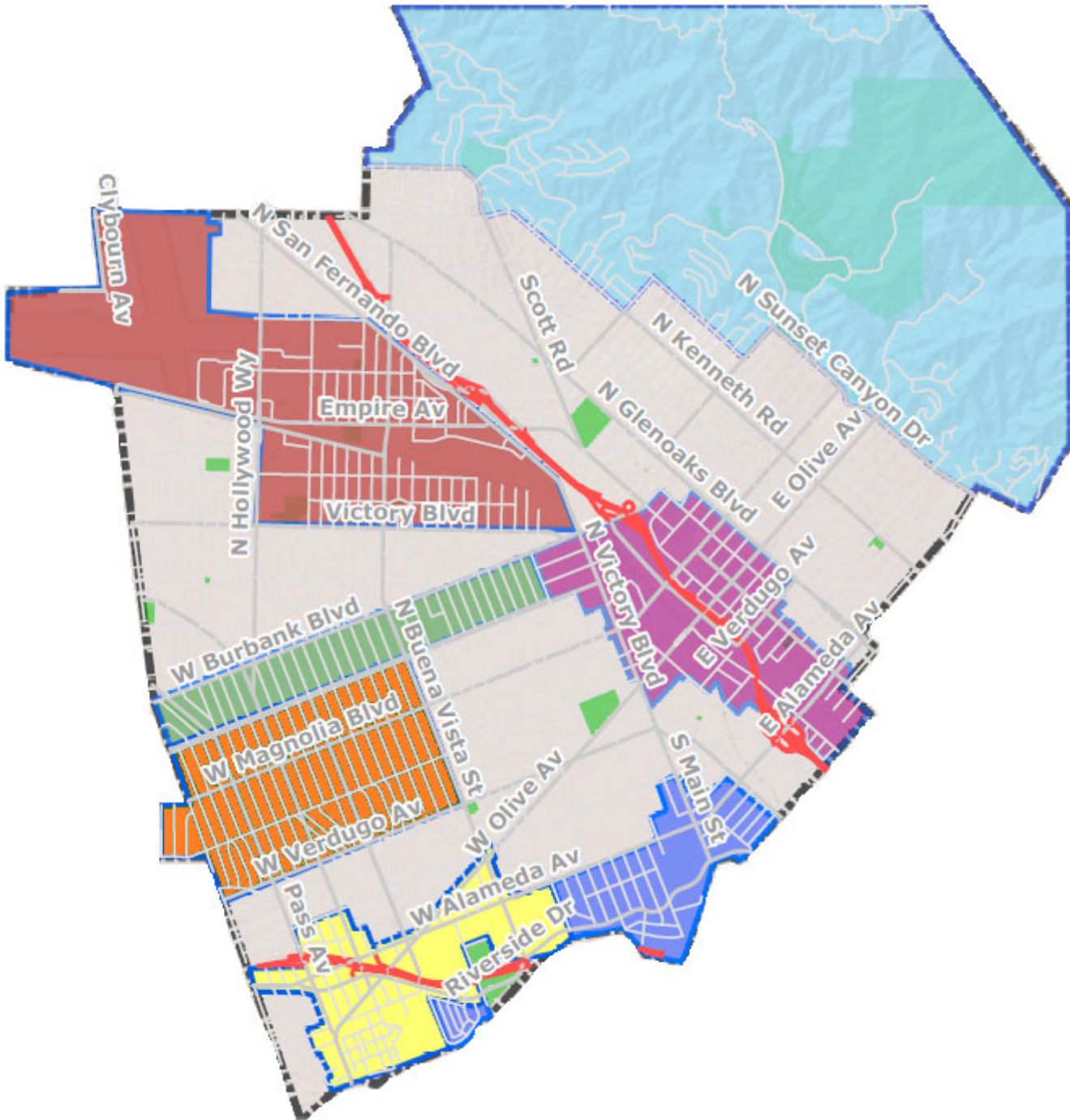
The Verdugo Recreation Center was renamed to honor former Burbank City Manager and Parks and Recreation Director, Mary Alvord. Mary served 38 years as a City of Burbank employee starting as a Junior Recreation Leader in 1970 and working her way up to City Manager in 2003. Since retiring in 2009 Alvord has remained an active member of the community, working with the Burbank Leadership Program and serving on the Board of Directors for the Family Service Agency.



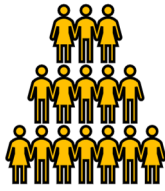
Fitness equipment at Whitnall Highway Park South was replaced in May 2023. During the last Parks and Recreation Department community survey, playground and fitness equipment projects were ranked as the second-highest prioritized item. This new equipment will benefit the community by promoting fitness for the next fifteen years.



# BURBANK MAP



# BURBANK FACTS



The estimated 2023 population is 105,357



43,044 households with a median housing price of \$1,120,346



Average Household income \$125,056



African American 3.1%  
 American Indian/Alaska Native 0.7%  
 Asian Pacific 11.7%  
 Hispanic 23.8%  
 White 67.2%  
 Other 6.5%



Burbank is a jobs-rich community with a local workforce of 142,000



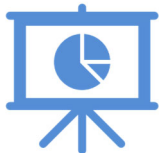
There are currently 69,573 registered voters



62% of residents have some college education or higher



11,500 business tax accounts  
 850 regulatory business licenses  
 100 business permits annually



The unemployment rate is currently 6.4%



City Council-City Manager form of government



Semi-arid climate with an average yearly temperature of 64.73 degrees and average annual precipitation of 16.44 inches



Burbank is located:  
 12 miles northwest of 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



Burbank's elevation ranges from 484 to 957 feet above sea level



Burbank has an area of 17.155 square miles

Sources: City of Burbank, U.S. Census Bureau, U.S. Department of Labor, NOAA National Weather Service, The Nielsen Company, and Zillow



# BURBANK FACTS



**Libraries:** Three locations open 154 hours per week serving 750,000 users per year with a collection of more than 1 million 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 job seekers and low-literacy adults.

**Parks and Recreation:** The Parks and Recreation Department operates and maintains 42 parks and facilities, including 26 public parks, three recreation centers, one community center, two senior centers, an animal shelter, two public pools, a nature center, a golf course, 19 playgrounds, 15 baseball fields, a BMX/skate park, and provides a variety of recreational and community programs. In FY 2022-23, over 720 special interest classes were conducted, youth and adult sports programs had approximately 16,000 participants, 1,480 students enrolled in day camps and after school programs, over 116,000 congregate and home-delivered meals were provided, senior classes had 26,149 participants, and 459 active volunteers who dedicated 41,162 hours 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 26 flashing yellow arrow 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 Airport area employment centers. The Pink and Orange routes provide all-day service from Monday through Friday. 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 information can be found at <https://www.burbankca.gov/burbankbus>.

**Police/Fire Services:** The Burbank Fire Department strives to protect lives, property, and the environment while enhancing the quality of life and safety through values-driven service. Six fire stations operate across the City, with a total of 37 firefighters always on duty. This includes the Police and Fire Headquarters located at Third Street and Orange Grove Avenue. 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 with sworn and non-sworn personnel that perform a variety of 24/7 public safety and support responsibilities. In



FY 2022-23, the Department responded to over 39,200 calls for service and conducted over 34,700 officer-initiated activities. In addition to crime suppression and traffic safety activities, BPD facilitates a variety of community engagement efforts that include the Community Academy, Youth Academy, Cadet Program, and Youth Explorer Program, as well as recurring events such as National Night Out, Police 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 worker to conduct mental health crisis intervention, connection 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 Committee**

*Parks and Recreation*

## **Board of Building and Fire Code Appeals**

Community Development

## **Board of Library Trustees**

Library Services

## **Burbank Water and Power Board**

Burbank Water and Power

## **Charter Review Committee**

City Manager

## **Civil Service Board**

Management Services

## **Community Development Goals Committee**

Community Development

## **Cultural Arts Commission**

Parks and Recreation

## **Heritage Commission**

Community Development

## **Infrastructure Oversight Board**

Public Works

## **Landlord-Tenant Commission**

Community Development

## **Parks and Recreation Board**

Parks and Recreation

## **Planning Commission**

Community Development

## **Police Commission**

Police

## **Senior Citizen Board**

Parks and Recreation

## **Sustainable Burbank Commission**

Public Works

## **Transportation Commission**

Community Development

## **Youth Board**

Parks and Recreation

**Burbank Housing Corporation \***

**Burbank-Glendale-Pasadena Airport Authority Commissioners \***

**Greater Los Angeles Vector Control District Representative \***

**Metropolitan Water District \***

**Santa Monica Mountains Conservancy Advisory Committee Member \***

\* Outside agencies, City appoints representatives.

# 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 as 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 7.5 percent to 9.4 percent for cable, electric, gas, telephone, and water services.

## FY 2021-22

Revenue Category	Burbank	Glendale	Pasadena
Property Taxes	62,088,902	72,115,432	76,309,150
Sales Taxes	58,548,585	55,416,254	73,293,462
Transient Lodging	10,525,619	8,326,189	14,711,399
Franchise Taxes	1,714,771	3,469,225	2,730,217
Property Transfer Tax	1,206,469	1,506,779	1,876,841
Utility Users Taxes	16,391,931	26,943,004	30,123,515
Other Taxes	14,554,556	4,694,745	15,502,115
	<b>\$ 165,030,833</b>	<b>\$ 172,471,628</b>	<b>\$ 214,546,699</b>

The most recent data for assessed valuations for FY 2022-23 reports the following valuations:

Assessed Valuation (\$000)	29,022,766	38,599,865	38,059,114
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The City's sales tax consultant, Hinderliter, DeLlamas and Associates provided taxable sales amounts for FY 2021-22 as follows:

Taxable Sales (\$000)	3,419,794	4,343,178	3,423,631
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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 indicate 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 2023 (provided by the Department of Finance) since this was the basis in budget preparation for the FY 2022-23 and determines the per capita General Fund appropriation.

<b>FY 2022-23 Budgeted Revenue/Appropriation</b>	<b>Burbank</b>	<b>Glendale</b>	<b>Pasadena</b>
Population	105,357	191,284	138,310
<b>REVENUES</b>			
<b>General Fund Total</b>	202,382,129	261,906,260	296,217,080
Property Taxes	61,786,895	75,460,571	76,276,000
Sales Taxes	54,417,033	52,235,457	70,645,300
Utility Users Taxes	16,312,400	24,992,782	27,200,000
Other Taxes	25,986,255	18,210,457	16,175,000
<b>All Revenue Total</b>	664,412,139	925,802,002	835,981,600
<b>APPROPRIATIONS</b>			
<b>General Fund Total</b>	219,630,830	280,497,559	295,942,950
<b>All Appropriations</b>	792,529,462	1,096,401,310	769,505,760
Ratio General Fund Appropriations to Total Appropriations	27.71%	25.58%	38.46%
<b>Per Capita - General Fund</b>	<b>\$ 2,085</b>	<b>\$ 1,466</b>	<b>\$ 2,140</b>

# AGREEMENTS AND CONTRACTS LIST



## BURBANK WATER AND POWER (BWP)

TBD	\$115,000	Air quality testing required for regulatory compliance of the Lake 1 generation unit, microturbines, and landfill flare
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 SCPPA's (Southern California Public Power Authority) Magnolia Power Project (MPP)
TBD	\$186,401	ZLD (Zero Liquid Discharge) consultant for operational assurance
TBD	\$280,000	Water treatment chemicals as needed to maintain process chemistry in the ZLD for SCPPA's MPP
TBD	\$100,000	Boiler and cooling tower chemicals as needed to maintain water chemistry in MPP within acceptable operating limits for SCPPA's MPP
TBD	\$100,000	Provide environmental compliance support for MPP stormwater, air quality, and waste management activities for SCPPA's MPP
TBD	\$289,539	Demineralized water production for SCPPA's MPP (capital)
TBD	\$300,000	Power supply resiliency
TBD	\$11,700,000	Consulting, materials and equipment, and labor for the Regional Intermodal Transportation Center (RITC) Solar and Storage Project
AECOM	\$150,000	Engineering and project management for RITC Solar and Storage Project
TBD	\$2,500,000	Eco-campus solar and storage pilot project to possibly include Electric Vehicle (EV) charging stations
TBD	\$100,000	Regulatory consulting to address BWP-specific concerns related to new and/or modified regulations
TBD	\$100,000	Recruitment services for power supply management
Thompson Reuters	\$100,000	Automating contracts and contract searches
SEL Engineering Services, Inc.	\$100,000	Provide engineering and technical guidance for projects that will support BWP's goals set in the Renewable Portfolio Standard (RPS), including RITC Solar and Storage and EcoCampus Solar and Storage projects
Telvent USA, LLC	\$130,000	Outage Management System (OMS) Extended Support and Maintenance (ESM) agreement
Utility Data Contractors, Inc	\$150,000	OMS application support
ESTA	\$150,000	Project Support for Supervisory Control and Data Acquisition (SCADA) Upgrade/ Advanced Distribution Management System (ADMS) installation data transition
TBD	\$150,000	SCADA and related systems engineering support
HDR Engineering, Inc.	\$150,000	Provide engineering, technical guidance, and studies for projects that will support BWP's goals set in the RPS, including the RITC Solar and Storage and EcoCampus Solar and Storage projects
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. Gas, Federal Energy Regulatory Commission (FERC). and supply for Aliso Canyon

# AGREEMENTS AND CONTRACTS LIST



TBD	\$200,000	Greenhouse Gas (GHG), power resources, file management, and regulatory and power supply consulting
Archer	\$225,000	North American Electric Reliability Corporation (NERC) Critical Infrastructure Protection (CIP) and reliability standards compliance assistance
Aspentech	\$475,000	Geographic information system (GIS) upgrade integration
TBD	\$500,000	Integrated Resources Plan (IRP) development and update
TBD	\$1,000,000	Studies to determine opportunities of joining other Balancing Authorities (BA) overall transmission study including California Independent System Operator, CAISO, and/or Energy Imbalance Market, EIM
OATI	\$258,000	Energy trading and financial tracking software
Duncan & Allen	\$750,000	Legal services regarding Federal Energy Regulatory Commission (FERC) / electric regulatory / high voltage transmission rights, and assistance with the Open Access Transmission Tariff
Energy Northwest	\$601,464	Provide operations and maintenance services, labor, materials, and equipment for SCPPA's Tieton Project
TBD	\$160,759	Safety controls, physical equipment, environmental controls, plant communication, security, and building and structure-related capital improvements for SCPPA's Tieton Project
Utility Tree Services Incorporated (UTSI)	\$1,300,000	Price agreement for line clearance tree trimming for all BWP electrical distribution and transmission assets
HDR Engineering	\$100,000	Owner's engineer services for design reviews and technical support for the new Willow Substation
HDR Engineering	\$100,000	Design support for replacing obsolete equipment and system improvements in substations
Parkia	\$100,000	Substructure inspection consulting
TBD	\$100,000	Design and engineering support for various capital projects for regulatory compliance-related tasks or projects including wildfire mitigation, NERC, and other federal or state compliance
TBD	\$100,000	Feeder relay replacement design support
TBD	\$110,000	Engineering support for planning and design of pole replacements
Parkia	\$200,000	Design and engineering support for various capital housing and large development projects
TBD	\$200,000	Design and engineering support for various capital sustainability-related tasks or projects, including EV charger installations, solar, and energy storage projects
Sincerus	\$300,000	Temporary staffing for capital engineering support for various capital projects
F	\$480,000	Purchase of EV equipment for various capital projects
SSP Innovations	\$100,000	Application enhancements for various capital projects
TBD	\$300,000	Upgrade GIS
Blais & Associates	\$100,000	Grant writing support
Motive Energy	\$100,000	Joint-Pole Agreements processing support
Sincerus	\$100,000	Temporary staffing for engineering support of Operations and Maintenance (O&M) work
ASCE	\$130,000	Engineering support for system planning and NERC compliance
TBD	\$105,000	Work order Asset Management System (WAM) upgrades

# AGREEMENTS AND CONTRACTS LIST



TBD	\$100,000	Robotic processing automation design and consulting
TBD	\$100,000	Capital planning and accounting management system study/implementation
TBD	\$105,000	Ongoing WAM technical support
TBD	\$160,000	Temporary staffing - backfill for Customer Cloud Service (CCS) project
TBD	\$100,000	System integration support
TBD	\$120,000	Temporary staffing
TBD	\$120,000	Temporary staffing for electric meter changeouts (electric fund only)
TBD	\$135,000	Temporary staffing for water meter changeouts (water fund only)
Smart Energy Water	\$195,000	Customer portal hosting services and payment processing services
TBD	\$200,000	Managed services for Customer Care and Billing (CC&B) - Meter Data Management (MDM)
TBD	\$200,000	Managed services for CC&B - Customer Information System (CIS)
Infosend	\$270,000	Bill, print, and mail services
Trilliant	\$405,000	Electric head end system (collection of measurement data and meter events)
TBD	\$103,000	Operations Technology Division security protection and monitoring
TBD	\$110,000	Consulting, contracting, and engineering services for security systems
TBD	\$105,000	Managed services for security incidents for the Security Operations Center (SOC) and Security Information and Event Management (SIEM)
TBD	\$200,000	Temporary security staffing
TBD	\$175,000	BWP's Home Improvement Program
TBD	\$105,000	Water efficiency, education, and engagement software
TBD	\$110,000	Load management education, engagement, and communications
TBD	\$116,600	Capitation fee (customer screening and enrollment) for Project Share, Burbank Utility Service Subsidy (BUSS), and Lifeline programs
TBD	\$225,000	Temporary staffing and interns
SoCal Gas	\$300,000	Inter-utility Agreement with SoCal Gas for Home Improvement Program reimbursements
TBD	\$132,000	Appliance Exchange and Recycling Program
TBD	\$175,000	Residential and Commercial Demand Response Program
K2 Design and Fabrication	\$220,000	Sustainability education displays and center
Resource Innovations	\$245,000	Rebate and Assistance Program administrative services
RHA	\$275,000	Small Business Direct Install Program
TBD	\$275,000	Upstream Heating, Ventilation, and Air Conditioning (HVAC) Program
Proctor Engineering	\$276,210	Air Conditioning (AC) Replace Before It Breaks
Synergy	\$1,732,500	Home Improvement Program
TBD	\$413,000	Energy usage presentment, Home Energy Reports, Time of Use (TOU) education, engagement, awareness, and communication
TBD	\$1,269,400	Income-eligible customer assistance programs
TBD	\$185,000	Transportation electrification education and outreach
Clockwork Media LLC	\$100,000	Photography, videography, and social media management services



# AGREEMENTS AND CONTRACTS LIST



TBD	\$100,000	Rates education and communications
Green Acres Advertising Design	\$120,000	Design and advertising services
TBD	\$130,000	Postage and printing
TBD	\$150,000	Grant writing assistance
TBD	\$250,000	Temporary staffing
TBD	\$410,000	Education, awareness, promotion, and communications
TBD	\$100,000	Enterprise data architecture
TBD	\$200,000	Support for integrations
Sincerus	\$135,000	Meter reading expense - non-functioning and/or supported advanced metering (AMI) related
TerranearPMC	\$8,144,190	Contract operator for the Burbank Operable Unit (BOU) as agreed upon for the calendar year 2024
TBD	\$100,000	Extend BOU pipeline casing for Metropolitan Transit District (METRO) Project at Hollywood Way and San Fernando
TBD	\$232,500	Design of water main replacement
Black & Veatch Corporation	\$400,000	On-call engineering services for various capital projects
TBD	\$1,317,500	Construction and installation of water pipeline
TBD	\$1,606,740	Seismic Retrofit Pipeline Project
TBD	\$227,800	Chloramine Booster Station - construction management
TBD	\$200,000	Grant funded capital projects - for any project awarded with a local, state or federal grant
TBD	\$7,400,000	Design/Build, Pipeline and Valve Replacement Project (bond funded)
Koppl Pipeline Services	\$100,000	Linestops, tapping, welding, or other fabrication needs on water pipelines
Mueller & Clow Valve	\$250,000	Water main monitoring and condition assessment (various technologies)
TBD	\$150,000	Reclamation/Recycled Master Plan - a joint project with Public Works
TBD	\$800,000	Potable Reuse Project
	<b>TOTAL</b>	<b>\$56,927,603</b>

## CITY CLERK

LA County Registrar-Recorder County Clerk	\$400,000	Coordinate with LA County to run City of Burbank Elections
	<b>TOTAL</b>	<b>\$400,000</b>

## COMMUNITY DEVELOPMENT DEPARTMENT

AECOM	\$500,000	Consultant services for long-range planning, transportation planning, and environmental assessment
AECOM	\$750,000	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 Consultants	\$250,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
David Evans and Associates	\$250,000	On-call transportation planning, parking management, engineering services
David Evans and Associates	\$500,000	On-call transportation planning, parking management, engineering services
De Novo	\$500,000	Consultant Services related to California Environmental Quality Act (CEQA) and environmental review
Dorado Company	\$750,000	Program management for City Public Transportation Infrastructure Implementation of Complete Streets and Vision Zero projects (reimbursed by Measure R I-5 construction mitigation funds)

# AGREEMENTS AND CONTRACTS LIST



Dorado Company	\$300,000	Complete Streets Capital projects oversight and management
DRC Engineering	\$150,000	Program management for I-5 project Unmet Needs implementation
Dudek	\$500,000	On-call planning and environmental assessment services
Dudek	\$250,000	Current and long-range planning, project management
Environmental Science Associates	\$550,000	Consultant Services related to California Environmental Quality Act (CEQA) and environmental review
Environmental Science Associates	\$500,000	On-call planning services
Evan Brooks Associates	\$330,000	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.	\$400,000	On-call planning services
Fehrs & Peers	\$750,000	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
HDR, Inc.	\$500,000	Consulting services to prepare sewer capacity studies
Home Again LA (formerly Family Promise of the Verdugos)	\$250,000	Permanent Local Housing Allocation (PLHA) Rapid Rehousing Program Service Provider
Home Again LA	\$600,000	Renter Relocation Assistance Program
Home Again LA	\$100,000	Renter Relocation Assistance Program
Hope the Mission (formerly Hope of the Valley)	\$100,000	After Care Case Management for Emergency Housing Voucher (EHV) Participants
Hyder	\$150,000	Consultant services to monitor multi-family properties with affordability covenants in the City of Burbank for annual compliance
Iteris, Inc.	\$250,000	On-call transportation planning, parking management, engineering services
J Lee Engineering	\$750,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
JAS Pacific	\$750,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
Kabbara Engineering	\$350,000	Consultant services to analyze City intersections including neighborhood outreach and data collection
Kadre Architects	\$140,000	Architectural designs, site plans, and analysis for a Homeless Solutions Center with interim housing
Keyser Marston Associates Inc (KMA)	\$150,000	Consulting services to prepare Inclusionary Housing and Density Bonus regulations
Meridian Consultants	\$280,000	Consultant services for environmental review
MIG, Inc.	\$500,000	On-call planning services
Moore and Associates	\$150,000	Transit marketing and outreach call center costs for Burbank Bus services
Moule & Polyzoides	\$500,000	Transit-oriented development-specific plan
MV Transportation	\$2,500,000	Burbank Bus fixed-route transit operations
NV5, Inc	\$500,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
Parkwood	\$258,325	Replanting and irrigation repairs to all pots, paseos, and planters in Downtown Burbank
Rincon Consultants	\$750,000	California Environmental Quality Act (CEQA) and environmental review

# AGREEMENTS AND CONTRACTS LIST



Rincon Consultants	\$100,000	Greenhouse gas reduction plan reporting tool and project implementation
Salvation Army	\$200,000	Operations of the Burbank Safe Storage and Help Center (SAFE)
Salvation Army	\$250,000	Operations of the Burbank SAFE and Navigation Center
Southern California Association of Governments (SCAG)	\$300,000	Media District Specific Plan
Streetplus	\$300,000	Security guard services at the Downtown Burbank Metrolink Station
Streetplus	\$200,000	Citywide Homeless Services Liaison Program
Streetplus	\$200,000	Citywide Homeless Services Liaison Program
TBD	\$800,000	Consultant services for long-range planning, transportation planning, and environmental assessment
TBD	\$750,000	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
TBD	\$500,000	On-call planning services for environmental assessment and studies
TBD	\$300,000	Environmental review for development project
TBD	\$265,000	Burbank Bus fixed-route transit operations system
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	\$350,000	On-call planning support services to assist with design review, planning counter, and discretionary permit reviews
TBD	\$500,000	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	\$300,000	On-call consulting services for general plan and housing element compliance, goals, and policy implementation
TBD	\$250,000	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	\$250,000	Parking management at the Downtown Burbank Metrolink Station
TBD	\$250,000	On-Call consulting services for building plan check, inspection, and public counter services
TBD	\$845,000	Interim housing pre-development and operations for people experiencing homelessness

# AGREEMENTS AND CONTRACTS LIST



TBD	\$100,000	Wrap-around case management for adults experiencing homelessness and high utilizers of public services
TBD	\$100,000	Consultant services to monitor multi-family properties with affordability covenants in the City of Burbank for annual compliance.
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	\$250,000	On-call consultant services for design review and conditions compliance
TBD	\$100,000	On-call consulting services for code enforcement services
TBD	\$250,000	Transportation element Environmental Impact Report (EIR) and Development Impact Fees (DIF) monitoring
TBD	\$100,000	Bus maintenance
TBD	\$250,000	Transportation projects project management and consultant services
TBD	\$650,000	Chandler bikeway extension Plans, Specifications, and Estimates (PS&E), 80 percent reimbursed by grant funds
TBD	\$250,000	Parking management at the Downtown Burbank Metrolink Station
TBD	\$250,000	Los Angeles River Bridge PS&E, reimbursed by Measure R highway funds
TBD	\$500,000	Olive/Verdugo/Sparks intersection - updated design concept PS&E (reimbursed by Measure R Highway Funds)
TBD	\$750,000	Equestrian trail design, engineering, and construction plan preparation
TBD	\$750,000	Consultant for street design and engineering services to implement street and sidewalk improvements per city-specific plans in compliance with the City's complete streets plan
TBD	\$200,000	Housing element update housing plan program implementation
TBD	\$200,000	Current and long-range planning
TBD	\$200,000	Development and out-reach for a seismic retrofit ordinance
TBD	\$200,000	Integration and maintenance of SolarApp+ or similar software to existing permitting software
TBD	\$265,000	Burbank Bus fixed-route transit operations system
TBD	\$100,000	District banners
TBD	\$140,000	Consultant services will include general homeless services and programs
TBD	\$336,540	Purchase of hard barricades to ensure safe and cost-effective street closure for events and other programs as needed
TBD	\$120,000	On-call programs for opioid prevention and intervention services
TBD	\$2,526,000	Pre-development, operations, and construction for a homeless solutions center or interim housing for people experiencing homelessness
TBD	\$100,000	Wrap-around case management for adults experiencing homelessness and high utilizers of public services
TBD	\$100,000	Crisis bed operator for people experiencing homelessness

# AGREEMENTS AND CONTRACTS LIST



TBD	\$400,000	Safe parking operator for vehicle dwellers
TBD	\$120,000	On-call programs for homeless prevention and problem-solving resources
TBD	\$100,000	Consultant services to provide on-call occupational therapy, life skills, and assessments to formerly homeless or at-risk households
TBD	\$100,000	Consultant for environmental review studies and environmental assessments for the National Environmental Policy Act
TBD	\$250,000	Parking management at the Downtown Burbank - San Fernando Boulevard
TBD	\$300,000	Vision zero plan consultant services
TBD	\$350,000	Vision zero implementation - analysis and design
TBD	\$150,000	Vision zero implementation - engineering services
TBD	\$200,000	Parking permit program software and hardware
TBD	\$100,000	Consultant to update the city's Inclusionary Housing and Density Bonus Ordinance
Toole Design Group, LLC	\$750,000	On-call transportation planning, parking management, engineering services
Toole Design Group, LLC	\$500,000	On-call transportation planning, parking management, engineering services
TRB + Associates	\$250,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
Willdan Engineering	\$250,000	On-call transportation planning, parking management, engineering services
Willdan Engineering	\$750,000	On-call transportation planning, parking management, engineering services
Willdan Engineering	\$100,000	Consultant services for building, architectural, structural, accessibility, mechanical, electrical, plumbing, energy, green building plan check
<b>TOTAL</b>		<b>\$41,125,865</b>

## FINANCIAL SERVICES

Lance, Soll & Lunghard, LLP	\$200,000	External audit services
Hinderliter, De Llamas & Associates	\$100,000	Sales Tax management and audits
<b>TOTAL</b>		<b>\$300,000</b>

## FIRE DEPARTMENT

Mariposa Tree Management	\$250,000	Provide annual brush clearance on all City property and removal of dead trees as needed
Wittman Enterprises	\$350,000	Billing service for Emergency Medical Services (EMS) paramedic services and transport and fire prevention bureau
<b>TOTAL</b>		<b>\$600,000</b>

## INFORMATION TECHNOLOGY

3Di	\$400,000	Consulting services for the Mobile Application Platform (Our Burbank)
AST	\$650,000	Managed Services for Oracle Enterprise Resource Planning System (ERP), Human Resources Management System (HRMS), and Hyperion
AST	\$300,000	Support services for enhancements to Oracle and Hyperion modules
AST	\$185,000	Americans with Disabilities Act (ADA) Case Management Solution
AST	\$300,000	Online time entry implementation
AST	\$140,000	Accounts payable automation implementation services

# AGREEMENTS AND CONTRACTS LIST



AST	\$170,000	Fair Labor Standards Act (FLSA) audit recommendation implementation services
AT&T	\$125,000	Mobile command post upgrade
Axient	\$300,000	Website development services
Axon	\$100,000	Axon investigate software implementation
Dell	\$650,000	Microsoft enterprise agreement
Eliassen Group, LLC	\$200,000	Agile coach services/training
Enterprise Systems Solutions Corp: dba LA Networks	\$400,000	Conference room technology upgrades
Forward Progress Staffing	\$500,000	Temporary staffing services
Granicus	\$200,000	Agenda management solution
Kinect	\$500,000	Temporary staffing services
Konica Minolta Business Solutions	\$150,000	Ongoing Enterprise Content Management (ECM) support/implementation/development
OpenGov	\$150,000	Contract development, management, and solicitation solution
P Murphy	\$200,000	Service desk temporary staffing
Slalom	\$300,000	Kaizen event consulting
TBD	\$350,000	Personnel Action Form (PAF) process automation
TBD	\$150,000	Electronic Learning Management Systems (ELMS) civic efficiency solution study
TBD	\$300,000	Data conversion of police department records to new Computer Aided Dispatch (CAD) Records Management System (RMS) replacement
TBD	\$250,000	Police Department video surveillance system
TBD	\$300,000	Contract lifecycle management
TBD	\$250,000	Enterprise integration enhancements
TBD	\$175,000	Public records act efficiency solution
TBD	\$550,000	Electronic onboarding/offboarding
TBD	\$100,000	Enterprise asset management study
TBD	\$150,000	Development consulting
TBD	\$150,000	Geographic Information System (GIS) consulting
TBD	\$150,000	Asset management study
TBD	\$600,000	Temporary staffing services
TBD	\$250,000	Identity and Access Management (IAM) solution implementation
TBD	\$500,000	Managed database administration services
TBD	\$150,000	Technology strategy consulting services
TBD	\$150,000	Automated Information Technology (IT) problem resolution services
TBD	\$125,000	Automated infrastructure services
TBD	\$140,000	Record document scanning services
TBD	\$4,680,000	CAD - RMS replacement
TBD	\$165,000	Work and Assessment Management (WAM)
TBD	\$160,000	Robotic process automation
TBD	\$300,000	Contract tracking solution
TBD	\$250,000	Buena Vista audio-visual upgrade project
TBD	\$100,000	Managed printing services study
TBD	\$300,000	PAF automation implementation services
TBD	\$150,000	Roth 457 implementation
TBD	\$100,000	Automated cite writers for the Police Department (PD)
TBD	\$100,000	Consulting services for a data center relocation
TBD	\$100,000	ADA case management solution
Triden Group, LLC	\$150,000	Cyber security support services
UX Design Consulting	\$500,000	Website development services
Valiantys America Inc.	\$100,000	Agile IT service management implementation services
Woolpert	\$200,000	Oracle Work and Assessment Management (WAM) support

**TOTAL \$18,065,000**



# AGREEMENTS AND CONTRACTS LIST



## LIBRARY SERVICES

Baker & Taylor	\$350,000	Library print and AV materials
OverDrive	\$300,000	Library electronic materials
<b>TOTAL</b>	<b>\$650,000</b>	

## MANAGEMENT SERVICES

Aon Risk Services	\$100,000	Citywide broker services
Aon Risk Services	\$100,000	Broker services for SCPPA projects administered by BWP
A-Tech	\$100,000	Environmental consulting services for sanitary sewer overflows
Bright Horizons	\$257,000	Employee Referral Program services support for Primary Childcare, Academics, Elder Care, and Household.
Schneider & Associates	\$100,000	Adjusting services following a sanitary sewer overflow
Best IRS	\$100,000	Temporary staffing
OAH	\$100,000	Office of administrative hearings
PRG	\$100,000	Temporary staffing
TBD	\$100,000	Worker's Compensation consulting - auditing
Mend Health, Inc.	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, Department of Transportation (DOT) Drug Testing
Providence Medical Institute	\$100,000	Safety personnel mandatory medicals
Angel Wings	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, DOT Drug Testing
Concentra	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, DOT Drug Testing
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, DOT Drug Testing
Kaiser on the Job	\$100,000	Respiratory and hazardous material exposure exams, counseling, medicals, DOT Drug Testing
New Era	\$100,000	Drug testing for the City's Drug and Alcohol Program for commercial licensed drivers in compliance with DOT
Grail Biotech	\$100,000	Cancer screening testing and analysis for the Burbank Fire Fighter Wellness Program
Commercial Transportation Services	\$100,000	Safety training-defensive driving, commercial driving training
TBD	\$110,000	Legal services
Empathia Pacific, Inc.	\$115,000	Employee assistance program per MOUs
Ventiv Technology Inc.	\$132,000	Annual license fee and hosting of Workers' Compensation software
McIntyre-St.Clair	\$135,000	Leadership management training and executive management coaching and Citywide training
Shaw HR Consulting	\$150,000	ADA Consultant
Liebert Cassidy Whitmore	\$150,000	Labor relations training workshops, legal services, and consortium consultation
TBD	\$150,000	Labor attorney
Atkinson, Andelson, Loya, Ruud & Romo	\$160,000	Fair Labor Standards Act (FLSA) review of classifications
Postmaster	\$169,000	United States postage (metered mail)
VSP	\$195,000	Group vision coverage per Memorandum of Understanding (MOU)
TBD	\$200,000	Color printing services
Reilly Workplace Investigations	\$250,000	Investigations
Best, Best, & Kreiger LLP	\$300,000	Tax/benefits attorney

# AGREEMENTS AND CONTRACTS LIST



Hanna, Brophy, MacLean, McAleer & Jensen, L.L.P.	\$300,000	Internal Dispute Resolution (IDR) legal
TBD	\$300,000	Personnel investigations
TBD	\$300,000	Personnel investigations
Burke, Williams, & Sorensen, LLP	\$350,000	Investigations
Lein On Me	\$380,000	Bill review
Express Scripts	\$575,000	Pharmacy program
New York Life Disability	\$635,000	Group short-term and long-term disability coverage per MOUs
Delta Dental	\$1,520,000	Group dental coverage per MOUs
Fickewirth/Benefit Service Group	Included in dental & vision	Broker and third-party administrator services for active and retiree dental, vision, and Consolidated Omnibus Budget Reconciliation (COBRA)
AON	Included in Cigna Cost	Broker services for group life and disability insurance
<b>TOTAL</b>	<b>\$8,633,000</b>	

## PARKS AND RECREATION

TBD	\$1,500,000	Tree trimming services for parkway trees
Valley Maintenance Corp.	\$120,000	Custodial services
Verde Design	\$150,000	Brace park design
TBD	\$1,900,000	DeBell irrigation replacement
TBD	\$1,500,000	George Izay Park irrigation replacement
Landscape Structures	\$1,020,000	Playgrounds
Musco Lighting	\$300,000	Lighting
Great Western Recreation	\$205,000	Ballfield and playground shade structures
TBD	\$335,000	Picnic facility improvements at McCambridge Park
MIG	\$100,000	Dick Clark dog park architectural landscape services
Jones & Madhavan	\$150,000	McCambridge pool design
RJM Design Group, Inc.	\$300,000	Park Masterplan
Breakthrough Sports	\$275,000	Youth contract classes and camps
Professional Turf Specialties, Inc.	\$136,000	Infield maintenance for ballfields
Russell D. Mitchell Associates	\$100,000	Irrigation design services
Citadel EHS	\$100,000	Environmental health services
TBD	\$250,000	Architectural and design services for the Starlight Bowl
TBD	\$460,000	Johnny Carson Park shade structure
TBD	\$650,000	Santa Anita playlot playground
TBD	\$160,000	Animal shelter flooring
RJM Design Group, Inc.	\$120,000	On-Call consultant services
AECOM Technical Services, Inc.	\$120,000	On-Call consultant services
David Evans and Associates, Inc.	\$120,000	On-Call consultant services
NUVIS	\$120,000	On-Call consultant services
<b>TOTAL</b>	<b>\$10,191,000</b>	

## POLICE DEPARTMENT

To Be Determined	\$1,100,000	Parking enforcement services provider
City of Glendale	\$550,000	Joint air support
Duncan Solutions/Professional Account Management	\$350,000	Parking citation management processing/collection services
Vigilant Solutions/LEHR Auto	\$300,000	Automated license plate reader system maintenance, equipment, and data analytics
Los Angeles County - Department of Mental Health	\$300,000	Mental health evaluation services
Providence St. Joseph	\$200,000	Medical examinations for arrestees
Los Angeles County - Probation Department	\$130,000	Juvenile outreach probation officer contract
To Be Determined	\$100,000	Physical records document scanning/digitization
<b>TOTAL</b>	<b>\$3,030,000</b>	

# AGREEMENTS AND CONTRACTS LIST



## PUBLIC WORKS

Aquatics Design Group	\$100,000	Hazardous materials Citywide annual reinspections
Aquatics Design Group	\$100,000	Annual hazardous materials abatement/monitoring
Architecture Plus (Greg Powell)	\$200,000	As-needed architectural and design services
A-Tech	\$100,000	COVID consulting services
A-Tech	\$200,000	Annual hazardous materials abatement/monitoring
Barghausen, Inc.	\$200,000	As-needed fuels systems engineering and consulting
Blue Ridge Services	\$100,000	Landfill waste cell consulting
Brandow and Johnston	\$200,000	As-needed seismic strengthening consultation and engineering
Bureau Veritas Tech Assessments LLC	\$300,000	Consulting for Citywide facility condition assessment
California Consulting Inc.	\$100,000	As-needed grant management consulting services
C-Below	\$100,000	Underground utility investigations and consulting for facilities
Chang Environmental	\$240,000	Groundwater monitoring
Clifford Design Group	\$250,000	City Yard Services Building construction management services
Clifford Design Group	\$100,000	Metro Station consulting services
Clifford Design Group	\$200,000	Annual project and construction management services
David L. Lindell	\$150,000	Land surveying services for various projects
Door&Hardware Consultants Inc	\$100,000	As-needed hardware (Divisions 8,28). Door, gate consulting services
FCG Consultants	\$250,000	Construction inspection services for street improvement projects
FCG Consultants	\$250,000	Construction inspection services for street and sidewalk improvement projects
Flo-Services	\$250,000	Pump station maintenance and repairs
GAE Consulting	\$100,000	Project-related roofing and waterproofing consulting
GAE Consulting	\$100,000	Citywide roof repair/replacement
GAE Consulting	\$100,000	As needed roofing and waterproofing consultant for surveys and assessments
GAE Consulting	\$100,000	PD waterproofing restoration consulting services
General Technologies and Solutions (GTS)	\$150,000	Engineering design services
Geo-Advantec Inc	\$150,000	Geotechnical engineering and pavement coring
Go2Zero	\$150,000	SB1383 Implementation Consulting
Golden Bell	\$100,000	Insecticide Application Services for City Sewer Maintenance Holes
Golder Associates	\$500,000	Engineering and permit services for Landfill
IPD Inc.	\$100,000	As-needed parking area consulting
Jensen Hughes	\$100,000	Fire protection consulting, engineering survey, and assessment
Kabbara Engineering	\$200,000	Engineering design services
Kevin Smola Mechanical Engineers, Inc	\$100,000	As-needed mechanical engineering
KSG Engineering	\$100,000	Electrical engineering for PD/Fire HVAC
KSG Engineering	\$200,000	As needed electrical engineering
LCDG	\$100,000	Maxam Park restroom architectural and engineering services
LCDG	\$600,000	Architectural services for City Yard Services Building
LCDG	\$200,000	As-needed architectural consulting services
MDR Architects Inc.	\$200,000	As-needed architectural and ADA-related 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
NCE	\$160,000	Pavement management program update
Next Venture Inc.	\$300,000	Digital retention service and Ocularis systems provider for Police surveillance system solution
P2S Engineering	\$200,000	Annual low voltage systems engineering and consulting
P2S Engineering	\$100,000	Consulting for PD jail control modernization

# AGREEMENTS AND CONTRACTS LIST



P2S Engineering	\$100,000	As-needed fuels systems engineering and consulting
PMCS Group, Inc.	\$100,000	As-needed project management and construction management services
Premier Inspection (Prodigal Invest.)	\$150,000	As-needed project management and construction management services
ReCREATE	\$150,000	SB1383 Implementation Consulting
Recyclist	\$100,000	SB1383 Implementation Consulting
Rosenberg and Associates	\$150,000	As needed mechanical engineering
Rosenberg and Associates	\$100,000	Mechanical engineering for PD/Fire HVAC
Rosenberg and Associates	\$100,000	As-needed Energy engineering and consulting
Rosenberg and Associates	\$100,000	Mechanical engineering for Water Reclamation Lab
S.A. Associates	\$200,000	Construction inspection services for capital improvement projects
Staff Connection, Inc.	\$200,000	Temp employees for Public Works Field Services (PWFS)
Stantec	\$200,000	Land surveying services for street and sidewalk improvement projects
TBD	\$200,000	Construction inspection services for street improvement projects
TBD	\$200,000	Construction inspection services for street and sidewalk improvement projects
TBD	\$125,000	Geotechnical engineering and pavement coring
TBD	\$150,000	Engineering design services
TBD	\$200,000	Land surveying services for street and sidewalk improvement projects
TBD	\$100,000	Geotechnical engineering and material testing services
TBD	\$100,000	Geotechnical engineering and pavement coring
TBD	\$200,000	Construction inspection services for street and sidewalk improvement projects
TBD	\$200,000	Land surveying services for street and sidewalk improvement projects
TBD	\$150,000	As-needed emergency traffic signal improvement and repair services.
TBD	\$150,000	Fuel systems-related hardware and software management
TBD	\$100,000	City yard services building Guaranteed Maximum Price (GMP) development services provider
TBD	\$150,000	Program Management, Construction Management Services for Orange Grove parking structure project
TBD	\$500,000	Police jail control modernization solution provider
TBD	\$100,000	As-needed hardware (Divisions 8,28). Door, gate, consulting services
TBD	\$150,000	As needed energy engineering
TBD	\$250,000	Olive Recreation Center needs assessment
TBD	\$100,000	Architectural consulting services
TBD	\$100,000	Architectural consulting services
TBD	\$150,000	Physical security engineering and consulting
TBD	\$200,000	Inspection services for building projects
TBD	\$700,000	Facility condition assessment
TBD	\$100,000	Project management services
TBD	\$150,000	Land surveying services for construction projects
TBD	\$200,000	Construction inspection services for capital improvement projects
TBD	\$100,000	Underground utility investigations and consulting for facilities
TBD	\$300,000	Enterprise Management System consulting
TBD	\$200,000	Solid waste collection operational review and rate study
TBD	\$200,000	Feasibility study for organics

# AGREEMENTS AND CONTRACTS LIST



TBD	\$150,000	SB1383 and plastics reduction implementation consulting
TBD	\$200,000	Construction and demolition assessment, education, and outreach plan
TBD	\$150,000	Total Maximum Daily Load (TMDL) Studies and Burbank Water Reclamation Plant (BWRP) permit
TBD	\$150,000	National Pollutant Discharge Elimination System (NPDES) consultation, litigation, and permit support
TBD	\$550,000	Sewer System Management Plan (SSMP) update
TBD	\$125,000	NPDES special study
TBD	\$150,000	Burbank Water Reclamation Plant (BWRP) building/site improvements
TBD	\$300,000	Emergency repairs to sewer facilities
TBD	\$495,000	Phase 3 legal services for P3 project design for the Civic Center
TBD	\$775,000	Phase 3 of P3 project (Request for Proposal (RFP)/Request for Quote (RFQ)) project design for Civic Center
TBD	\$300,000	Construction support services for traffic signal improvement projects
TBD	\$150,000	Engineering and inspection support services for traffic section
TBD	\$150,000	Engineering and inspection support services for traffic section
TBD	\$100,000	Agency and code compliance assessment for buildings Citywide
TBD	\$200,000	Landfill project observation and/or inspection
TBD	\$160,000	Pavement management program update
Transtech	\$200,000	Construction support and inspection services for capital improvement projects
Tyler & Kelly Architecture Inc.	\$150,000	Metro station elevator design and construction administration
Tyler & Kelly Architecture Inc.	\$200,000	As-needed architectural and design services
Walker Parking Consultants	\$100,000	Design and engineering for Orange Grove parking structure project
<b>TOTAL</b>		<b>\$19,655,000</b>

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