

ATTACHMENT 5

**CITY OF BURBANK
SUMMARY OF MID-YEAR REQUESTS
FISCAL YEAR (FY) 2025-26**

	<u>Appropriations</u>	<u>Revenues</u>	<u>Net Impact</u>
Total General Fund Appropriation Requests	\$ 1,951,820	\$ 61,000	\$ 1,890,820
Non-General Funds			
Public Improvements Fund - Transportation (Fund 107)	72,652	-	72,652
Community Development Block Grant (Fund 122)	168,514	-	168,514
Parking Authority Fund (Fund 310)	230,585	70,000	160,585
General City Capital Projects Fund (Fund 370)	477,536	77,536	400,000
Water Fund (Fund 497)	493,000	-	493,000
Refuse Collection and Disposal (Fund 498)	300,000	-	300,000
Vehicle Equipment Replacement (Fund 532)	100,000	-	100,000
Office Equipment Replacement (Fund 533)	93,772	-	93,772
Municipal Infrastructure Fund (Fund 534)	1,093,270	-	1,093,270
Total Non-General Fund Appropriation Requests	\$ 3,029,329	\$ 147,536	\$ 2,881,793
Grand Total All Funds Appropriation Requests	\$ 4,981,149	\$ 208,536	\$ 4,772,613

CITY OF BURBANK
MID-YEAR APPROPRIATION REQUESTS FISCAL YEAR (FY) 2025-26

No.	Fund/Cost Center/Account	Amount	Account Name	Justification
GENERAL FUND				
COMMUNITY DEVELOPMENT DEPARTMENT				
1	001.CD23B.62615.1004.25317	625,000	Economic Development - Marketing and Advertising	FIFA Fan Zone Production - Event production support for the 2026 World Cup FIFA Fan Zone approved to take place in Burbank July 18-19, 2026. Production funds will cover event design, logistics, entertainment, technical production, operations, safety, day-of event coordination, and staffing. It is anticipated that some costs may be offset by revenue generated by ticket sales, parking fees, etc.
SUB-TOTAL		625,000		
FINANCIAL SERVICES DEPARTMENT				
2	001.FN03A.62085	26,000	Other Professional Services	Funds are needed to implement a Job Order Contracting (JOC) program for the City of Burbank, providing a streamlined, compliant procurement method for routine construction and maintenance projects. Implementing JOC will reduce project delivery time, improve cost certainty, and allow departments to deliver capital and maintenance work more efficiently with existing staff resources.
SUB-TOTAL		26,000		
NON-DEPARTMENTAL				
3	001.ND01A.62300	75,000	Special Department Supplies	Additional funds are requested to cover the cost of employee use of the Bright Horizons Referral Care Program for the remainder of the contract.
4	001.ND01A.62085	92,500	Other Professional Services	Funds to hire Pivotal Strategies to provide public education and outreach for a potential Transient Occupancy Tax (TOT) ballot measure.
5	001.ND01A.62085	82,000	Other Professional Services	Funds to hire Fairbank Maslin, Maullin, Metz & Associates (FM3) to conduct a voter survey related to a potential TOT ballot measure, including research analysis and ongoing consultation.
SUB-TOTAL		249,500		
PARKS AND RECREATION				
6	001.PR27A.62085	450,000	Other Professional Services	The DeBell Golf Course program is expected to exceed budgeted expenditures. The overage is due to an increase in costs of goods, labor, and water utility costs. Additional expenditures also include the rental of specialized mowing equipment to maintain course standards while the golf course equipment was undergoing repairs.
7	001.PR32B.62165	32,000	Special Recreation Contract Services	Additional funding is requested for the National Football League (NFL) Flag Football program. The inaugural season served nearly 200 participants, and this funding will support the continuation of the program for an additional season. Revenue offset
8	001.PR32C.62165	29,000	Special Recreation Contract Services	Additional funds are needed to pay contract instructors for aquatics classes due to increased programming and participation. Revenue offset

CITY OF BURBANK
MID-YEAR APPROPRIATION REQUESTS FISCAL YEAR (FY) 2025-26

No.	Fund/Cost Center/Account	Amount	Account Name	Justification
9	001.PR32E.62680	52,000	Special Department Supplies	Additional funding is requested to cover costs associated with transitioning from the City's annual July 4th fireworks display to a drone light show. This transition was implemented in response to regional wildfires in early 2025 and addresses heightened fire risk.
10	001.PR42A.62300	100,000	Special Department Supplies	Federal funding cuts to Los Angeles County have impacted the City's FY 2025–26 allocation for the Nutrition Program. Rising costs and the loss of expected one-time funds have resulted in insufficient funds to cover program expenses, including higher meal prices. Additional funding is needed to continue senior nutrition services.
SUB-TOTAL		663,000		

POLICE

11	001.PD01A.62170	50,000	Patrol - Private Contractual Services	Funding is requested to pay for timely medical clearances and legally required blood draws at the Burbank Jail. These services reduce the need to transport detainees to Providence Saint Joseph Medical Center (PSJMC) and significantly minimizes officer overtime and patrol service disruptions.
12	001.PD09A.62300.0000.24283	30,000	Special Departmental Supplies - Inmate Welfare Funds	California Penal Code Section 4025(d) allows the City to collect a percentage of income generated from collect calls made from inmate pay phones. Revenue from this service is restricted and must be deposited into an inmate welfare fund, which can only be used for the benefit, education, and welfare of the inmates in the jail. Funds are used to purchase items such as mattresses, toothbrushes, towels, and other personal care items. These funds are restricted and cannot be used for any other purposes. Restricted
13	001.PD03A.62300.0000.22500	78,320	Special Departmental Supplies - Recruitment Plan	The Los Angeles County Sheriff's Department Recruit Academy has increased its training cost by \$7,832 per recruit. Recruit Academy training is mandatory to meet Peace Officer Standards and Training (POST) requirements and qualify sworn personnel for duty. Funding this increase will prevent delays in hiring, reduce overtime costs, and support long-term staffing stability. Currently, there are ten (10) sworn vacancies.
14	001.PD01A.62085	40,000	Patrol - Other Professional Services	Funding is requested for the purchase and training of a replacement K-9 following the passing of K-9 Spike, whose loss has reduced operational capacity. Funding will cover the acquisition of a suitable K-9 and the required handler and training to ensure certification and operational readiness.
SUB-TOTAL		198,320		

PUBLIC WORKS DEPARTMENT

15	001.PW33B.62170.1001	190,000	Custodial Temporary Staffing	Payment for contractual custodial services was suspended in the fourth quarter of FY 2024-25 while procurement documentation was finalized. Consequently, several FY 2024-25 invoices were paid in FY 2025-26. Additional funding is required to pay for the remaining temporary services anticipated through the end of FY 2025-26.
SUB-TOTAL		190,000		

CITY OF BURBANK
MID-YEAR APPROPRIATION REQUESTS FISCAL YEAR (FY) 2025-26

No.	Fund/Cost Center/Account	Amount	Account Name	Justification
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NON GENERAL FUND

MEASURE R TRANSPORTATION (FUND 107)				
16	107.CD33A.70002.0000.22377.00000	72,652	Street Improvements - Bike and Pedestrian	Funding is needed to design a bicycle crossing and push-button detection on the Burbank Bridge, and complete necessary analysis requested by Caltrans due to the proximity to I-5 offramps. The crossing will connect the existing Class II bicycle lanes on the bridge to the recently constructed Class IV cycle track on Front Street.
SUB-TOTAL		72,652		

COMMUNITY DEVELOPMENT BLOCK GRANT (FUND 122)				
17	122.CD25A.63051.0000.24310	168,514	CDBG Activities - Homeless Planning Study	Funds are being requested as part of a Homeless Planning Study to pay for the Kadre Architect contract. Due to the reclassification of invoices, funds were not carried over into the current fiscal year. Staff is requesting to reappropriate \$168,514 to restore the funding for the project. These funds will be dedicated to the Buena Vista project - Home Again LA (HALA).
SUB-TOTAL		168,514		

PARKING AUTHORITY (FUND 310)				
18	310.CD32A.62170.22677	160,585	Private Contractual Services - APX Structure Maintenance	Additional funds are needed to pay for the APX structure upgrades, including re-striping the structure to be American with Disabilities Act (ADA) compliant. The parking structure is located at 120 East Orange Grove Avenue.
19	310.CD32A.62170.22676	70,000	Private Contractual Services - Downtown Parking Garage Maintenance	Additional funds are being requested for the trash enclosure and cleaning services at the Orange Grove structure. This has 100% cost recovery; the entities using the trash enclosure are paying for these services. Revenue offset
SUB-TOTAL		230,585		

GENERAL CITY CAPITAL PROJECTS FUND (FUND 370)				
20	370.CD33A.70002.24206	77,536	Street improvements - Downtown San Fernando Boulevard Reconfiguration	To appropriate the Transportation Development Act (TDA) Article 3 funding for curb extensions as part of the San Fernando Reconfiguration Project. These funds will also lapse if not appropriated. Revenue Offset
21	370.PR21A.70019.0000.25287/25288	400,000	Building Improvements - Starlight Bowl Roof Repair	In January 2025, winds damaged the Starlight Bowl Amphitheater. Funding is needed to repair roof and structural damage so the Starlight Bowl can open to the public in May 2026. Staff is seeking Federal Emergency Management Agency (FEMA) reimbursement for these repairs.
SUB-TOTAL		477,536		

WATER FUND (FUND 497)				
22	497.PS52B.62005.0000.61150	493,000	Electricity for Water Pumping	Additional funds are needed to cover electricity for recycled water pumping costs.
SUB-TOTAL		493,000		

REFUSE COLLECTION AND DISPOSAL (FUND 498)				
23	498.PW31B.62170	300,000	Private Contractual Services	In August, the Landfill compactor caught fire and the equipment is currently with Quinn Company for repair. Parts for this model are no longer widely produced, and the repair requires more expensive, custom-made parts, including a new cab assembly.
SUB-TOTAL		300,000		

CITY OF BURBANK
MID-YEAR APPROPRIATION REQUESTS FISCAL YEAR (FY) 2025-26

No.	Fund/Cost Center/Account	Amount	Account Name	Justification
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VEHICLE EQUIPMENT REPLACEMENT (FUND 532)				
24	532.FD05A.62430	100,000	Vehicle Equipment Replacement - Fire Apparatus and Equipment	The Burbank Fire Department maintains a fleet of front-line and reserve apparatus, including aerial ladder trucks, fire engines, rescue ambulances, and utility vehicles. The department is requesting a mid-year appropriation to support increased maintenance costs related to parts and labor and to ensure operational readiness of its fleet.
SUB-TOTAL		100,000		

OFFICE EQUIPMENT REPLACEMENT (FUND 533)				
25	533.LB02A.15041	80,000	Office Equipment Replacement - Public Services - Depreciation Expense - Machinery and Equipment	Replacements for six Library Self-Check Out Machines. The current machines have reached their end of life and are due for an upgrade. The replacements will enhance customer service and provide consistent technology for all branches. There are currently depreciated assets to support replacement.
26	533.PD01A.63015	13,772	Patrol - Special Departmental Supplies	Depreciated funds are requested to replace expired medical supplies purchased in 2017 as part of the Patrol Medical Kits. These items have reached the end of their life and are no longer compliant with medical safety standards. Replacement of medical supplies is necessary to ensure patrol personnel have access to fully stocked and compliant medical kits.
SUB-TOTAL		93,772		

MUNICIPAL INFRASTRUCTURE FUND (FUND 534)				
27	534.CD23B.70007.0000.25130	293,270	Economic Development - Building Grounds and Maintenance Repair	Funds are needed to be used for planned, ongoing efforts to revitalize the Downtown area by purchasing street furniture for outdoor dining, benches, trash bins, and landscaping improvements.
28	534.PW33A.70019.0000.25118	250,000	FY 2025-26 Facilities Small Capital	Most of the Uninterruptible Power Supplies (UPS) serving the Police Fire Headquarters are at the end of their life and require urgent maintenance and battery replacement. The UPS at City Hall, City Hall Telecommunications Room (TC 1), Joslyn Adult Center, and Northwest Library are in similar condition. Funds are needed to perform strategic maintenance and repair to avoid system failure.
29	534.PW33A.70019.0000.24827	250,000	City Hall Fountain Restoration and Modernization	Funds are needed to deconstruct and reconstruct a portion of the City Hall fountain to repair a leaking pipe. Once repaired, the bottom row of fish will operate normally.
30	534.PW33A.70019.0000.25118	200,000	FY 2025-26 Facilities Small Capital	The control system operating the Heating, Ventilation, and Air Conditioning (HVAC) System - Units 1, 2, 3, and 4 for the Police/Fire Headquarters will not maintain cooling temperatures and/or shut down completely. Urgent repairs are in process and must be completed to maintain proper function in the facility. Funds are needed to complete strategic maintenance and repair to prevent system failure.
31	534.PW33A.70019.0000.25315	100,000	Community Services Building (CSB) Fountain Repair	Design services to repair the Community Services Building (CSB) fountain.
SUB-TOTAL		1,093,270		

GENERAL FUND TOTAL REQUESTS	1,951,820.00
NON-GENERAL FUND TOTAL REQUESTS	3,029,329.03
GRAND TOTAL	4,981,149.03

CITY OF BURBANK
MID-YEAR REVENUE ADJUSTMENTS FISCAL YEAR (FY) 2025-26

No	Fund/Cost Center/Account	Amount	Account Name	Justification
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GENERAL FUND

PARK AND RECREATION				
1	001.PR000.51502.1006	32,000.00	Contract Account - Sports	Revenue generated from the National Football League (NFL) Flag Football program. The inaugural season served nearly 200 participants, and this funding will support the continuation of the program for an additional season.
2	001.PR000.51502.1011	29,000.00	Contract Account - Aquatics	Revenue generated from increased participation in aquatics contract classes. Additional funds are needed to pay Contract Instructors for aquatics classes due to increased programming and participation.
SUB-TOTAL		61,000.00		

NON GENERAL FUND

PARKING AUTHORITY FUND (FUND 310)				
3	310.ND000.41011.1011	70,000.00	Miscellaneous License and Permits	Revenue generated from the trash enclosure and cleaning services at the Orange Grove structure. The entities using the trash enclosure are paying for the services.
SUB-TOTAL		70,000.00		

GENERAL CITY CAPITAL PROJECTS (FUND 370)				
4	370.ND000.48010.0000.24206	77,536.00	Street improvements - Downtown San Fernando Boulevard Reconfiguration	To appropriate TDA Article 3 funding for curb extensions as part of the San Fernando Reconfiguration Project. These funds will also lapse if not appropriated.
SUB-TOTAL		77,536.00		

GENERAL FUND TOTAL REVENUE ADJUSTMENT	61,000.00
NON-GENERAL FUND TOTAL REVENUE ADJUSTMENT	147,536.00
GRAND TOTAL - REVENUE ADJUSTMENT	208,536.00