

Priority Action Plan 2025-26



CITY SERVICES

1) Recruit and retain high caliber employees, 2) Maintain a balanced general fund budget, 3) Develop long term financial goals, 4) Streamline/standardize online applications, 5) Prioritize information accessibility, 6) Maintain and enhance the 311 app, and 7) Collaborate with community partners and school district.

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| A | Maintain the City's status as a top rated employer by negotiating new contracts with labor groups in alignment with Council's compensation policy, creating a comprehensive marketing plan to showcase the City as an employer, implementing AB 2561 related to providing Council with the City's employment vacancy rate, and providing employees with ongoing training opportunities. |
| B | Reduce the length of the Pipefitter Apprentice program in Burbank Water and Power (three years instead of four) and assess/implement new training across all apprentice programs to improve retention. |
| C | Expand Council's pension funding plan, adopt a balanced General Fund budget and a formal debt policy, develop a 10-15 year financial plan to prioritize and fund key capital projects and information technology projects. |
| D | Implement online tools including a vendor registration portal, business tax application/renewal, Special Events Permit, and interactive chatbot on the City's website, and upgrade online applications, plan check software, capital projects webpage, and public records software. |
| E | Collaborate with the Burbank Unified School District (BUSD) to expand sustainable initiatives, improve facilities via the Joint Use Agreement, increase capacity of internet connections on campuses, and prioritize and expand initiatives to enhance safety on school campuses. |
| F | Assess usage of the 311 app through data analysis and user feedback, and continue to offer new features and enhancements to engage the community and improve operational efficiency. |
| G | Collaborate with Los Angeles County and BUSD to provide Vote Centers for the 2026 General Municipal Election and provide civics related field trips to City Hall for local students. |
| H | Streamline Council meetings by developing a revised public comment card, implementing strategies to manage the length of council discussion, and enhancing the City's agenda management software and e-comment feature. |