

# MEMORANDUM



**COMMUNITY  
DEVELOPMENT**



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**DATE:** December 1, 2025

**TO:** Patrick Prescott, Community Development Director *PP*

**FROM:** David Kriske, Assistant Community Development Director *DK*  
VIA: Nick Burant, Senior Administrative Analyst *NB*

**SUBJECT:** Review of Development Impact Fee Funds

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The City collects development impact fees (DIF) under the California Mitigation Fee Act (AB 1600). These funds are used for transportation facilities and community facilities (including Parks and Recreation, Police, Library, Fire, and Information Technology) necessary to accommodate growth. Under AB 1600, Government Code Section 66006 requires the City to produce an annual report on the status of each development impact fee account or fund, listing the following information:

1. A brief description of the type of fee in the account/fund.
2. The amount of the fee.
3. Beginning and ending balance of the account/fund.
4. Amount of fees collected and interest earned.
5. Identification of each public improvement for which fees were spent, the total public expenditures for each improvement, and the percentage of the expenditures that were paid for with development impact fees.
6. An approximate date by which construction of public improvements will commence if the City has determined that sufficient funds have been collected to complete the financing on an incomplete public improvement.
7. Construction status of public improvements identified in previous reports where the City previously determined that sufficient funds have been collected to complete the improvement.
8. Any interfund transfers or loans made from the account/fund.

9. Amount of refunds or re-allocations of development impact fees made pursuant to Government Code 66001, and if applicable, the number of persons or entities identified to receive those funds.

As part of the annual DIF review, the City Council does not update or add new DIFs to the City’s existing adopted Citywide Fee Schedule. DIFs established under the City’s existing program are increased annually by the construction inflation rate index during each City budget adoption. City Council approved new DIFs in June 2022.

State law and the City’s Municipal Code also requires the information be made publicly available at least 15 days prior to the regular City Council meeting at which the item will be reviewed. Please find the required information pursuant to Government Code Section 66006 contained in each of the following sections:

<b>Section</b>	<b>Document</b>	<b>Information</b>
Section 1	Fee Descriptions	<ul style="list-style-type: none"> <li>○ Brief description of each type of fee</li> </ul>
Section 2	FY 2024-2025 DIF Fee Schedule	<ul style="list-style-type: none"> <li>○ Amount of the FY 2024-2025 fees</li> </ul>
Section 3	FY 2024-2025 Development Impact Fee Funds Summary by Subfund	<ul style="list-style-type: none"> <li>○ Beginning and ending balances of each DIF account</li> <li>○ Amount of the fees collected and the interest earned</li> <li>○ Identification of each FY 2024-2025 public improvement for which DIF was spent</li> </ul>
Section 4	Construction Status of Previously Reported CIP Projects	<ul style="list-style-type: none"> <li>○ Updates on previously reported CIP projects, if delays exist, and reason(s) for delays</li> </ul>
Section 5	FY 2024-2025 Development Impact Fee CIP Projects	<ul style="list-style-type: none"> <li>○ Public improvements in process and funded with DIF in FY 2024-2025</li> <li>○ Total expenditures for each public improvement and percentage funded with DIF</li> <li>○ Approximate construction start dates for incomplete projects</li> </ul>

During FY 2024-2025, no interfund transfers or loans were made from the DIF accounts and no DIF refunds or re-allocations were made pursuant to Government Code 66001. At this time, all fees being collected pursuant to the DIF Program have been earmarked for current or future capital projects necessary to maintain the current levels of service to serve new development.

This information will be posted by December 1, 2025 and reviewed by City Council at the public meeting on Tuesday, December 16, 2025.

**ATTACHMENTS**

Attachment 1 – DIF Program Annual Report – Review of DIF Funds

**FY 2024-2025 DIF PROGRAM ANNUAL REPORT-REVIEW OF DIF FUNDS**

## Section 1: Fee Descriptions

### **Police Development Impact Fee**

Police Department capital facilities and equipment (e.g. equipment) necessary to accommodate growth.

### **Fire Development Impact Fee**

Fire Department capital facilities and equipment (e.g. vehicles) necessary to accommodate growth.

### **Library Development Impact Fee**

Library capital facilities and improvements necessary to accommodate growth.

### **Parks and Recreation Development Impact Fee**

Park and recreation facility improvements necessary to accommodate growth.

### **Transportation Development Impact Fee**

Additions and improvements to the City's transportation infrastructure to accommodate future traffic volumes, including infrastructure supporting vehicle, transit, pedestrian, and bicycle modes.

### **Information Technology Development Impact Fee**

Information Technology infrastructure and systems necessary to accommodate growth.

## Section 2: FY 24-25 DIF Fee Schedule

### SECTION 3. DEVELOPMENT IMPACT FEES

(Last Update 1/01/23, per BMC 2-4-802)  
 (Last Update 6/4/24, Resolution 24-29,524)

Description	Amount	Unit/Time
(A) Development Impact Fees		
(1) Development Administration Surcharge	5% of Fees Collected	% of Development Impact Fee
(2) Transportation Fees - Residential (Citywide)		
(a) Single Family (Market-Rate Unit)	\$8,979.85	Per Dwelling Unit
(b) Multiple Family (Market-Rate Unit)	\$3,726.73	Per Dwelling Unit
(c) Single Family (Affordable Unit within Minimum Required)	\$7,521.17	Per Dwelling Unit
(d) Multiple Family (Affordable Unit within Minimum Required)	\$3,120.48	Per Dwelling Unit
(e) Single Family (Affordable Unit above Minimum Required)	\$5,613.18	Per Dwelling Unit
(f) Multiple Family (Affordable Unit above Minimum Required)	\$2,328.57	Per Dwelling Unit
(3) Transportation Fees - Non-Residential (Citywide)		
(a) Office	\$13.34	Sq. Ft.

Description	Amount	Unit/Time
(b) Retail	\$7.18	Sq. Ft.
(c) Warehouse/Industrial	\$3.08	Sq. Ft.
(d) Studio	\$8.21	Sq. Ft.
(e) Lodging	\$4,649.95	Room
Note: (GFA) Gross Floor Area		
(4) Community Facilities Fees - Non-Residential (Citywide)		
(a) Office	\$5.13	Sq. Ft.
(b) Retail	\$3.08	Sq. Ft.
(c) Warehouse/Industrial	\$3.08	Sq. Ft.
(d) Studio	\$3.39	Sq. Ft.
(e) Lodging	\$590.86	Room
Note: (GFA) Gross Floor Area		
(5) Community Facilities Fees - Residential (Citywide)		
(a) Single Family (Market-Rate Unit)	\$5,137.21	Per Dwelling Unit
(b) Multiple Family (Market-Rate Unit)	\$4,034.47	Per Dwelling Unit
(c) Single Family (Affordable Unit within Minimum Required)	\$4,302.21	Per Dwelling Unit
(d) Multiple Family (Affordable Unit within Minimum Required)	\$3,380.01	Per Dwelling Unit
(e) Single Family (Affordable Unit above Minimum Required)	\$3,210.75	Per Dwelling Unit
(f) Multiple Family (Affordable Unit above Minimum Required)	\$2,522.44	Per Dwelling Unit

## Section 3: FY 24-25 Development Impact Fee Funds Summary by Subfund

		Public Improvement Fund (F127) - Developmental Impact Fees								
		FY24-25 Spendable Balance								
As of	Jun-25	Transportation	CDD Admin	Fire	Police	IT	Library	Parks	Total	
Beginning Balance	7/1/24	17,594,578.74	436,732.90	378,215.75	986,496.35	61,028.29	2,013,782.86	3,657,540.44	25,128,375.33	
		70.02%	1.74%	1.51%	3.93%	0.00	8.01%	14.56%		
<b>Resources:</b>										
	41008 Development Impact Fees	979,075.70	70,490.00	47,029.13	35,847.28	42,380.73	176,555.53	260,632.35	1,612,010.72	
	45015 Interest	587,227.21	14,964.01	12,518.52	27,522.45	2,631.64	66,374.60	121,101.49	832,339.92	
	45025 BWP Rental Fees	61,168.29							61,168.29	
	Interest-Market Value Adjustment	529,709.42							529,709.42	
	CD000 48000 - 0000 - None 22489 - GSSP/HSR Station Area Plan	159,139.01							159,139.01	
	CD000 48000 - 0000 - None 25197 - GSSP/HSR Station Area Plan	142,983.27							142,983.27	
	ND000 48000 - 1015 - M TA 24746 - CNG Bus Purchase	1,221,190.00							1,221,190.00	
	ND000 48000 - 1015 - M TA 24741 - CNG Bus Purchase	1,710,000.00							1,710,000.00	
	CD000 48010 - Other intergov 22690 - Glenoaks and First Signal	-							-	
	CD000 48010 - 1103 - Caltrans 13608 - San Fernando Connector/Empire	-							-	
	CD000 48010 - 1128 - LACMT 21710 - I-5 Mitig Traffic/Transit	-							-	
	CD000 48010 - 1128 - LACMT 21711 - I-5 Mitig Leland Wy	-							-	
	CD000 48010 - 1128 - LACMT 21712 - Int-5 Mitig Empire Interchange	-							-	
	CD000 48010 - 1128 - LACMT 22780 - I-5 Mitig Local Streets ITS	-							-	
	CD000 48010 - 1128 - LACMT 23810 - First St. Village Sound Wall	-							-	
	ND000 48000 - 0000 - None 22489 - GSSP/HSR Station Area Plan	-							-	
	ND000 48010 - 1018 - Bikeway 19056 - San Fernando Bikeway	146,386.00							146,386.00	
	ND000 48010 - 0000 - None 22402 - LA River Bridge	-							-	
	ND000 48010 - 0000 - None 22489 - GSSP/HSR Station Area Plan	-							-	
	ND000 48010 - 0000 - None 22538 - High-Speed Rail Support Work	-							-	
	ND000 48010 - 1018 - Bikeway 22702 - Chandler Bikeway Extension	-							-	
	CD000 48900 - 0000 - None No Project	-							-	
	ND000 58999 1007 - Litigati No Project	-	311.43						311.43	
	CD000 59500 Contributions from 001	-							-	
	<b>Total Resources</b>	<b>5,536,878.90</b>	<b>85,765.44</b>	<b>59,547.65</b>	<b>63,369.73</b>	<b>45,012.37</b>	<b>242,930.13</b>	<b>381,733.84</b>	<b>6,415,238.06</b>	
<b>Uses (includes Carryov</b>										
<b>MS&amp;S</b>										
	CD33A Transp 60001 - 60027 Salaries & wages, Fringe benefits, Taxes	185,332.89							185,332.89	
	CD33A Transp 62050 - 0000 - None 22489 - GSSP/HSR Station Area Plan	161,544.59							161,544.59	
	CD33A Transp 62050 - 0000 - None 23217 - TOD Grant	46,995.68							46,995.68	
	CD33A Transp 62085 - 0000 - None 000000 - No Project	423,850.07							423,850.07	
	CD33A Transp 62085 - 0000 - None 21710 - I-5 Mitig Traffic/Transit	-							-	
	CD33A Transp 62185 - 0000 - None 000000 - No Project	272,245.37							272,245.37	
	CD33A Transp 62235 - 0000 - None 000000 - No Project	222,580.00							222,580.00	
	CD33A Transp 62300 - 0000 - None 000000 - No Project	76.46							76.46	
	CD33A Transp 62496 - 0000 - None 000000 - No Project	4,368.00							4,368.00	
	LB01A Admin 62170 - 0000 - None 000000 - No Project	-							-	
<b>Capital</b>										
	CD33A Transp 70002 - 0000 - None 13608 - San Fernando Connector/Empire	31,332.48							31,332.48	
	CD33A Transp 70002 - 0000 - None 14273 - Alameda/Oak NPP	-							-	
	CD33A Transp 70002 - 0000 - None 19056 - San Fernando Bikeway	328,509.21							328,509.21	
	CD33A Transp 70002 - 0000 - None 20634 - SF/Burbank Intersection	-							-	
	CD33A Transp 70002 - 0000 - None 20946 - Burbank Channel Bikeway	-							-	
	CD33A Transp 70002 - 0000 - None 21007 - Safe Routes Cycle 10	-							-	
	CD33A Transp 70002 - 0000 - None 21707 - Interstate-5 Mitig Empire/BV	-							-	
	CD33A Transp 70002 - 0000 - None 21712 - Int-5 Mitig Empire Interchange	166,628.10							166,628.10	
	CD33A Transp 70002 - 0000 - None 22690 - Glenoaks and First Signal Impr	-							-	
	CD33A Transp 70002 - 0000 - None 22702 - Chandler Bikeway Extension	101,600.64							101,600.64	
	CD33A Transp 70002 - 0000 - None 23016 - First Street Bike Lane	-							-	
	CD33A Transp 70002 - 0000 - None 24274 - Rancho Providencia NPP	-							-	
	CD33A Transp 70002 - 0000 - None 24908 - GOLDEN STATE NPP	-							-	
	CD33A Transp 70005 - 0000 - None 22402 - LA River Bridge	-							-	
	CD33A Transp 70007 - 0000 - None 23810 - First St. Village Sound Wall	-							-	
	CD33A Transp 70010 - 0000 - None 24741 - BUS REPLACEMENT	-							-	
	CD33A Transp 70010 - 0000 - None 24746 - CNG BUSES GRANT	-							-	
	CD33A Transp 70020 - 0000 - None 000000 - No Project	-							-	
	CD33B Fire 70019 - 0000 - None 24824 - FS 11 Kitchen Modern FAC	-		42,500.00					42,500.00	
	CD33C Police 70019 - 0000 - None 21305 - Police/Fire HQ Flooring FAC	-			385,030.13				385,030.13	
	CD33C Police 70019 - 0000 - None 23049 - Jail Door Access Control	-			4,760.00				4,760.00	
	CD33C Police 70019 - 0000 - None 24823 - PD HQ FireII Surveillance Sys	-			2,134.93				2,134.93	
	CD33C Police 70019 - 0000 - None 24824 - FS 11 Kitchen Modern FAC	-		6,910.00					6,910.00	
	CD33D Libran 70011 - 0000 - None 000000 - No Project	-							-	
	CD33E Parks 70003 - 0000 - None 23441 - Brace Canyon Park Ballfield	-							-	
	CD33E Parks 70003 - 0000 - None 24214 - Picnic Facility Imp Verdugo	-							-	
	CD33E Parks 70003 - 0000 - None 24253 - Dick Clark Dog Park	-							-	
	CD33E Parks 70003 - 0000 - None 24816 - MCCAMBRIDGE PLAYGROUND REPLACE	-						71,250.00	71,250.00	
	CD33E Parks 70003 - 0000 - None 24817 - MCCAMBRIDGE PICNIC IMPROV	-							-	
	LB01A - Admir 70011 - 0000 - None 000000 - No Project	-					54,580.21		54,580.21	
	LB01A - Admir 70011 - 1000 - Burbar 000000 - No Project	-							-	
	PR28A Parks 70003 - 0000 - None 23468 - George Izay Park Master Plan	-						36,458.27	36,458.27	
	PR28A - Park 70003 - 0000 - None 24557 - Ballfield Light Moderiza McCam	-							-	
	<b>Total Uses</b>	<b>1,945,063.49</b>	<b>-</b>	<b>49,410.00</b>	<b>391,925.06</b>	<b>-</b>	<b>54,580.21</b>	<b>107,708.27</b>	<b>2,548,687.03</b>	
	<b>Total Resources Less U</b>	<b>3,591,815.41</b>	<b>85,765.44</b>	<b>10,137.65</b>	<b>(328,555.33)</b>	<b>45,012.37</b>	<b>188,349.92</b>	<b>274,025.57</b>	<b>3,866,551.03</b>	
	<b>Jun-25 Ending Available Cash</b>	<b>21,186,394.15</b>	<b>522,498.34</b>	<b>388,353.40</b>	<b>657,941.02</b>	<b>106,040.66</b>	<b>2,202,132.78</b>	<b>3,931,566.01</b>	<b>28,994,926.36</b>	
	Change in Market Value Adjustment-Non Cash	(529,709.42)							(529,709.42)	
	Change in AR Balance-not yet reflected in Cash	1,648,574.84							1,648,574.84	
	Change in Prepaids	-							-	
	Change in AP Balance-not yet reflected in Cash	(2,078,347.01)							(2,078,347.01)	
	<b>Jun-25 Oracle Cash Balance</b>	<b>20,226,912.56</b>	<b>522,498.34</b>	<b>388,353.40</b>	<b>657,941.02</b>	<b>106,040.66</b>	<b>2,202,132.78</b>	<b>3,931,566.01</b>	<b>28,035,444.77</b>	
<b>Budgeted Expenditures</b>										
	Salaries	(241,844.00)							(241,844.00)	
	MS&S	(2,579,957.93)							(2,579,957.93)	
	Capital	(8,065,629.64)		(342,500.00)	(907,319.99)		(52,276.23)	(3,505,005.25)	(12,872,731.11)	
	Holding Accounts	(470,000.00)							(470,000.00)	
	Actual Expenditures	1,945,063.49	-	49,410.00	391,925.06	-	54,580.21	107,708.27	2,548,687.03	
	Back to Fund Balance	356,634.65	-	-	-	-	387.66	25,083.45	382,105.76	
	Estimated Revenues	6,408,437.15	27,982.00	84,776.00	100,010.00	20,914.00	385,102.00	776,675.00	7,803,896.15	
	Revenues Adj/True up (Estimated > Actual)	(871,558.25)	57,783.44	(25,228.35)	(36,640.27)	24,098.37	(142,171.87)	(394,941.16)	(1,388,658.09)	
	Actual Revenues	(5,536,878.90)	(85,765.44)	(59,547.65)	(63,369.73)	(45,012.37)	(242,930.13)	(381,733.84)	(6,415,238.06)	
	Accrued Revenues	51,857.63							51,857.63	
	Projected Revenues Above Budgeted Appropriations	-							-	
	Rev offset	-							-	
	Revenue Offset-Manual Carryovers	4,311,958.14							4,311,958.14	
	Market Value Adjustment (non-cash)	-							-	
	Accounts Payable/Advance Payable	(3,148,408.55)	-					(3,451.12)	(3,151,859.67)	
	Prepaid Expenses	-							-	
	<b>Jun-25 Spendable Cash Balance</b>	<b>12,386,586.35</b>	<b>522,498.34</b>	<b>95,263.40</b>	<b>142,546.09</b>	<b>106,040.66</b>	<b>2,204,824.42</b>	<b>555,901.36</b>	<b>16,013,660.62</b>	

**Section 4: Construction Status of Previously Reported CIP Projects**

<b>Project</b>	<b>Previous Construction Start Date</b>	<b>Delay &amp; Reason (Yes/No)</b>	<b>Revised Approximate Construction Date</b>
San Fernando Connector/Empire	FY 2014-2015	No	
San Fernando Bikeway	FY 2023-2024	Yes - additional approvals were required from County and regional agencies	FY 2025-2026
Interstate-5 Mitigation Empire Interchange	FY 2014-2015	No	
Chandler Bikeway Extension	FY 2026-2027	No	
First Street Bike Lane	FY 2024-2025	Yes - More design work was required	FY 2025-2026
Rancho Providencia NPP	None	No	
Picnic Facility Improvements Verdugo	FY 2022-2023	No	Project Completed
Jail Door Access Control	FY 2023-24	Yes - Delays in project advertisement for construction bids	FY 2025-2026
George Izay Park Master Plan	Not applicable	No	None
MCCAMBRIDGE PICNIC IMPROVEMENT	FY 2023-2024	No	Project Completed
Ballfield Light Modernization McCambridge Park	FY 2022-2023	No	Project Completed
Fire Station 11 Kitchen Modern FAC	FY 2025-2026	Yes - planning and design phases were longer than anticipated	FY 2025-2026

## Section 5: FY 24-25 Development Impact Fee CIP Projects

Project #	Project	F127-Expenditures to date	DIF %	Approximate Construction Date <sup>3</sup>
22489	GSSP/HSR Station Area Plan <sup>1</sup>	\$ 1,132,362.91	76%	Not Applicable
23217	Downtown Burbank TOD Plan <sup>1</sup>	\$ 119,906.16	10%	Not Applicable
13608	San Fernando Connector/Empire <sup>2</sup>	\$ 6,392,871.39	100%	FY 2014-2015
'19056	San Fernando Bikeway <sup>1</sup>	\$ 1,846,341.12	97%	FY 2025-2026
21712	Interstate 5 Mitigation - Empire Interchange <sup>1</sup>	\$ 574,426.35	100%	FY 2014-2015
22702	Chandler Bikeway Extension <sup>1</sup>	\$ 107,270.64	100%	FY 2026-2027
24824	FS 11 Kitchen Modern FAC	\$ 52,910.00	97%	FY 2023-2024
21305	Police/Fire HQ Flooring FAC	\$ 385,030.13	59%	FY 2023-2024
23049	Jail Door Access Control	\$ 31,795.01	56%	FY 2025-2026
24823	PD HQ Fire11 Surveillance System	\$ 2,134.93	100%	FY 2025-2026
24816	McCambridge Park Replacement	\$ 71,250.00	4%	FY 2024-2025
23468	George Izay Park Master Plan	\$ 192,553.17	73%	Not Applicable

1 This project is partially or fully grant-funded and fronted with DIF funds. The DIF-Funded % will be fully reimbursed by the grant less local match, if applicable.

2 This project is the local contribution to the \$355 million I-5 North/Empire Interchange Project. A portion of the DIF funding is reimbursed by Caltrans.

3 Projects with dates that have passed are in construction.

**City of Burbank Project Information Sheet  
FY2024-25  
Municipal Facilities**

<b>Project Name</b>	Fire Station 11 Kitchen Modernization	<b>FY2024-25 Appropriation</b>	\$500,000
<b>Department</b>	Public Works	<b>Project Status</b>	Continued
<b>Account Number</b>	127 FD07A 70019_0000 P24824 534 PW33A 70019_0000 P24824	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

Comprehensive modernization of existing 25-year-old kitchen: repair and replace cabinets, counters, appliances, and lighting, replacing ceiling tiles, new flooring, replace existing interior finishes, and selective furnishings. The project will include design and construction. The existing kitchen was constructed to the standards of the time and currently cannot be repaired and provide a safe and hygienic working environment. The casework was constructed of particle board and has been infiltrated with water and is not repairable. The kitchen's rotting particle board emits a foul odor on a consistent basis. The kitchen requires commercial-level quality and equipment to provide 24/7 food storage, preparation, and service area for approximately 40 firefighters. The kitchen needs to be upgraded to meet ADA compliance requirements. It receives a high level of wear and high use as it is used as a primary dining and living area for firefighters. The kitchen also serves as a critical services facility for the Emergency Operations Center (EOC) and other emergency events.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	46,000	300,000						346,000
Municipal Infrastructure Fund		200,000						200,000
<b>Totals</b>	<b>\$46,000</b>	<b>\$500,000</b>						<b>\$546,000</b>
<b>Expenditures</b>								
Construction		446,000						446,000
Design	46,000	24,000						70,000
Inspection		30,000						30,000
<b>Totals</b>	<b>\$46,000</b>	<b>\$500,000</b>						<b>\$546,000</b>

**PROJECT STATUS UPDATE**

Planning and design commenced in collaboration with the Fire Department in Spring 2024. Construction will be completed by Fall 2025.

**Forecasted Project Completion Date:** Fall 2025  
**Ongoing Operating & Maintenance Impact:** Regular planned maintenance will be required.

**Project Manager:** Anna Hartounian, Civil Engineering Associate

**City of Burbank Project Information Sheet  
FY2024-25  
Municipal Facilities**

<b>Project Name</b>	Jail Door Access Control	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Public Works	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33C 70019_0000 P23049 534 PW33A 70019_0000 P23049	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

This project will replace and modernize the 24-year-old legacy jail door locking system and components. The modernization will include the complete integration and installation of all electronics, software, hardware, casework, and fixtures required to replace and modernize the existing system. The existing locking and controls system was installed with the building's completion in 1998 and is no longer being supported by the manufacturer.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	224,355							224,355
Municipal Infrastructure Fund		405,700						405,700
<b>Totals</b>		<b>\$630,055</b>						<b>\$630,055</b>
<b>Expenditures</b>								
Construction		284,834	284,834					569,668
Design	15,387	15,000						30,387
Inspection		30,000						30,000
<b>Totals</b>		<b>\$15,387</b>	<b>\$329,834</b>	<b>\$284,834</b>				<b>\$630,055</b>

**PROJECT STATUS UPDATE**

This project is anticipated to advertise in January 2025. Construction is estimated to take place from August 2024 to February 2025.

**Forecasted Project Completion Date:** February 2025  
**Ongoing Operating & Maintenance Impact:** Regular planned maintenance will be required to maintain safe operation and maintain the integrity of the system.

**Project Manager:** Dean Pearson, Construction Supervisor

**City of Burbank Project Information Sheet  
FY2024-25  
Municipal Facilities**

<b>Project Name</b>	Police Headquarters Fire 11 Surveillance System	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Public Works	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33C 70019_0000 P24823	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

This project will install a new Ocularis Platform Video Manage System (VMS) equipped with sufficient storage to provide the required one-year surveillance retention for the facility. The surveillance system that includes cameras within the jail area is federally mandated to require one year of retention and storage. The existing camera system is obsolete and can no longer be serviced or maintained, as parts are no longer available. The storage period cannot be expanded as the vendor's (Pelco) storage is proprietary and storage servers are also no longer available. Therefore, retaining the requisite one-year storage cannot be provided with the existing system now or in the future.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	230,000							230,000
<b>Totals</b>	<b>\$230,000</b>							<b>\$230,000</b>
<b>Expenditures</b>								
Construction		220,000						220,000
Design		10,000						10,000
<b>Totals</b>		<b>\$230,000</b>						<b>\$230,000</b>

**PROJECT STATUS UPDATE**

The system design was completed in September 2023. Construction will take place from July 2024 through September 2024.

**Forecasted Project Completion Date:** September 2024  
**Ongoing Operating & Maintenance Impact:** Regular planned maintenance will be required to maintain operation and the integrity of the system.

**Project Manager:** Dean Pearson, Construction Superintendent

**City of Burbank Project Information Sheet  
FY2024-25  
Municipal Facilities**

<b>Project Name</b>	Police/Fire Headquarters Flooring	<b>FY2024-25 Appropriation</b>	\$130,000
<b>Department</b>	Public Works	<b>Project Status</b>	Continued
<b>Account Number</b>	127 PD03A 70019_0000 P21305	<b>Project Score</b>	N/A
	370 PW33A 70019_0000 P21305		
	534 PW33A 70019_0000 P21305		

**PROJECT DESCRIPTION AND JUSTIFICATION**

This project will replace the worn-out existing flooring that consists of broadloom carpet, carpet tiles, linoleum, vinyl composition tile, specialty flooring in the gym, and a few other types of flooring. This is the second phase of a four-phase project that will replace approximately 120,000 square feet of flooring. The flooring materials in the Police/Fire Headquarters, which are 17 years old, have reached the end of their life expectancy. A needs evaluation and survey were completed to determine the priority of the remaining flooring replacement based on safety needs. This work will be performed in phases throughout the building. Partitions and furniture will be removed, flooring replaced, and the partitions and furniture will be reinstalled.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	350,000	130,000						480,000
Infrastructure Reserve	350,000							350,000
Municipal Infrastructure Fund	210,000							210,000
<b>Totals</b>	<b>\$910,000</b>	<b>\$130,000</b>						<b>\$1,040,000</b>
<b>Expenditures</b>								
Construction	50,000	680,000						730,000
Design	5,000	184,069						189,069
Inspection	110,931	10,000						120,931
<b>Totals</b>	<b>\$165,931</b>	<b>\$874,069</b>						<b>\$1,040,000</b>

**PROJECT STATUS UPDATE**

Construction of Phase II was completed from March 2024 to July 2024. Subsequent phases will begin construction upon completion of Phase II.

**Forecasted Project Completion Date:** July 2025  
**Ongoing Operating & Maintenance Impact:** Regular planned maintenance will be required.

**Project Manager:** Anna Hartounian, Civil Engineering Associate

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Parks and Recreation**

<b>Project Name</b>	George Izay Park Master Plan	<b>FY2024-25 Appropriation</b>	\$900,000
<b>Department</b>	Parks and Recreation	<b>Project Status</b>	Ongoing
<b>Account Number</b>	127 PR28A 70003_0000 P23468	<b>Project Score</b>	N/A
	370 PR28A 70003_0000 P23468		
	534 PR21A 70003_0000 P23468		

**PROJECT DESCRIPTION AND JUSTIFICATION**

This is a multi-phased project that will ultimately result in the renovation of George Izay Park. The City Council approved the George Izay Park Master Plan at the October 11, 2022 meeting and authorized the City Manager to direct staff to strategically implement the Master Plan. Phase two of the Master Plan will include an aerial topographic and field survey, phasing feasibility studies, and a three-dimensional rendering of the redesign. Future phases of the project will include design and construction for landscape improvements, parking and pedestrian walkway improvements, Olive Recreation Center, and Burbank Little Theater renovations, and minor interior and exterior improvements to the Betsy Lueke Creative Art Center and Joslyn Adult Center.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	250,425	900,000						1,150,425
Measure A	100,000							100,000
Municipal Infrastructure Fund	78,425							78,425
Unfunded			2,000,000	900,000	26,750,000	4,100,000	21,975,000	55,725,000
<b>Totals</b>	<b>\$428,850</b>	<b>\$900,000</b>	<b>\$2,000,000</b>	<b>\$900,000</b>	<b>\$26,750,000</b>	<b>\$4,100,000</b>	<b>\$21,975,000</b>	<b>\$57,053,850</b>
<b>Expenditures</b>								
Construction	53,850	350,900						404,750
Design	24,100	900,000	2,000,000	900,000	26,750,000	4,100,000	21,975,000	56,649,100
<b>Totals</b>	<b>\$77,950</b>	<b>\$1,250,900</b>	<b>\$2,000,000</b>	<b>\$900,000</b>	<b>\$26,750,000</b>	<b>\$4,100,000</b>	<b>\$21,975,000</b>	<b>\$57,053,850</b>

**PROJECT STATUS UPDATE**

The first phase of the project was completed in FY 2022-23. The second phase of the project was completed in FY 2023-24. The third phase will begin in FY 2024-25.

**Forecasted Project Completion Date:** June 2025  
**Ongoing Operating & Maintenance Impact:** The project will reduce ongoing maintenance costs.

**Project Manager:** Diego Ivan Cevallos, Assistant Parks, Recreation, and Community Services Director

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Parks and Recreation**

<b>Project Name</b>	Mc Cambridge Playground Replacement	<b>FY2024-25 Appropriation</b>	\$1,959,600
<b>Department</b>	Parks and Recreation	<b>Project Status</b>	New
<b>Account Number</b>	370 PR28A 70003_0000 P24816 534 PR21A 70003_0000 P24816	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

Installation of new play equipment to include a wide range of inclusive and adaptive equipment at McCambridge Park playground to meet the needs of the community. This new playground will provide a variety of the latest play features and experiences for children of all abilities in a fun atmosphere and include five elements of inclusion play for cognitive, strength, social/emotional, sensory, and motor engagement. The play area will also include new Poured-in-Place surfacing and shade structure.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Measure A		900,000						900,000
Municipal Infrastructure Fund		1,059,600						1,059,600
<b>Totals</b>		<b>\$1,959,600</b>						<b>\$1,959,600</b>
<b>Expenditures</b>								
Construction		1,955,000						1,955,000
Inspection		4,600						4,600
<b>Totals</b>		<b>\$1,959,600</b>						<b>\$1,959,600</b>

**PROJECT STATUS UPDATE**

Project delivery method will be design-build. Design and construction will occur in FY 2024-25

**Forecasted Project Completion Date:** June 2025  
**Ongoing Operating & Maintenance Impact:** The project reduces ongoing maintenance and improves operational efficiencies. Costs are determined annually.

**Project Manager:** Michael M Del Campo, Assistant Parks, Recreation, and Community Services Director

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Traffic, Transportation, and Pedestrian Access**

<b>Project Name</b>	Chandler Bikeway Extension	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Community Development	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33A 70002_0000 P22702	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

The project will extend the Chandler Bikeway from its current eastern terminus at Chandler Boulevard and Mariposa Street to the future San Fernando Bikeway along the Western Burbank Channel, which will then carry cyclists on Chandler to the Downtown Burbank Metrolink station. The completion of this project will help close the gap between two regionally significant Class I bikeways and will provide pedestrian and bicycle connectivity to the City's Downtown Burbank Metrolink Station. This gap is identified in the Burbank2035 General Plan, the Bicycle Master Plan, and the Complete Streets Plan. The Greenhouse Gas Reduction Plan calls for the buildout of the City's Bicycle Master Plan and Complete Streets Plan as a means to reduce the City's greenhouse gas emissions caused by vehicle miles traveled.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Measure R Highway Operations	401,231			545,812				947,043
Metro Grant	583,837			2,183,247				2,767,084
<b>Totals</b>	<b>\$985,068</b>			<b>\$2,729,059</b>				<b>\$3,714,127</b>
<b>Expenditures</b>								
Construction				1,364,529	1,364,530			2,729,059
Engineering and Design		985,068						985,068
<b>Totals</b>		<b>\$985,068</b>		<b>\$1,364,529</b>	<b>\$1,364,530</b>			<b>\$3,714,127</b>

**PROJECT STATUS UPDATE**

Staff has procured consultant design services and has begun preliminary design and environmental review for the project, including evaluation of alignment options along Victory Boulevard.

**Forecasted Project Completion Date:** December 2028  
**Ongoing Operating & Maintenance Impact:** Routine pavement, landscaping, and other maintenance costs. The exact dollar amount will be determined as part of the design process.

**Project Manager:** Roy Choi, Assistant Community Development Director - Transportation

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Traffic, Transportation, and Pedestrian Access**

<b>Project Name</b>	Interstate-5 Mitigation Empire Interchange	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Community Development	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33A 70002_0000 P21712	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

In October 2014, the Metro Board of Directors approved Measure R funding to help mitigate construction impacts caused by the Interstate-5 High Occupancy Vehicle (HOV)/Empire Interchange project. Several mitigation projects identified in this funding allocation will be provided by the City of Burbank, including graffiti abatement along the City-owned right-of-way within the City portions of the Empire Avenue Interchange. This project will construct landscaping and aesthetic treatments for the Empire Interchange to discourage graffiti and improve aesthetics. Local funds identified in this project are reimbursed by Metro. The project is needed to improve the aesthetics of this gateway to the City, as well as to deter vandalism and graffiti within the new interchange.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Metro Grant	668,000							668,000
<b>Totals</b>	<b>\$668,000</b>							<b>\$668,000</b>
<b>Expenditures</b>								
Construction	403,000	200,000	15,000					618,000
Design	50,000							50,000
<b>Totals</b>	<b>\$453,000</b>	<b>\$200,000</b>	<b>\$15,000</b>					<b>\$668,000</b>

**PROJECT STATUS UPDATE**

Landscaping on the Empire Avenue roadway and the north side of the Empire adjacent to Old Empire Avenue is complete. Landscaping along the Landis-Keeler neighborhood is currently under construction. The final landscape design is needed on the south side of Empire Avenue adjacent to Empire Center and is currently being designed and coordinated with Caltrans and the Empire Center property owner.

<b>Forecasted Project Completion Date:</b>	June 2025
<b>Ongoing Operating &amp; Maintenance Impact:</b>	Ongoing maintenance costs will be estimated as part of the final design process.

**Project Manager:** David Null, Senior Civil Engineer

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Traffic, Transportation, and Pedestrian Access**

<b>Project Name</b>	San Fernando Bikeway	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Community Development	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33A 70002_0000 P19056	<b>Project Score</b>	N/A
	370 CD33A 70002_0000 P19056		

**PROJECT DESCRIPTION AND JUSTIFICATION**

The San Fernando Bikeway is a Class I bike path that will be constructed along San Fernando Boulevard and Victory Place between Cohasset Street and Empire Avenue and along the Burbank Western Channel between Cypress Avenue and the Downtown Metrolink Station. This project completes the final three miles in a 12-mile regional bike path. It connects with the Chandler Bikeway Extension project to carry cyclists on Chandler to the Downtown Burbank Metrolink Station. The completion of this project will help close the gap in a regional Class I bike path network as well as the City's bike path network. This gap is identified in the Burbank2035 General Plan, the Bicycle Master Plan, and the Complete Streets Plan. The Greenhouse Gas Reduction Plan calls for the buildout of the City's Bicycle Master Plan and Complete Streets Plan as a means to reduce the City's greenhouse gas emissions caused by vehicle miles traveled.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	1,977,665							1,977,665
Grant Funding	3,000,000							3,000,000
Metro Grant	6,172,836							6,172,836
Transportation Development Act (TDA) Funds	62,566							62,566
<b>Totals</b>	<b>\$11,213,067</b>							<b>\$11,213,067</b>
<b>Expenditures</b>								
Construction		2,081,182	2,000,000					4,081,182
Engineering and Design	1,684,362	1,103,869	3,000,000					5,788,231
Inspection		400,000	943,654					1,343,654
<b>Totals</b>	<b>\$1,684,362</b>	<b>\$3,585,051</b>	<b>\$5,943,654</b>					<b>\$11,213,067</b>

**PROJECT STATUS UPDATE**

Final documents are being completed and staff are preparing approvals from county and regional agencies, and preparing construction bid documents. Completion of the design was delayed to address the extended time needed for outside agencies to review the project, and to incorporate additional Caltrans State Grant Funding secured to provide additional landscaping for the rail corridor adjacent to the project.

**Forecasted Project Completion Date:** June 2026  
**Ongoing Operating & Maintenance Impact:** Routine pavement, landscaping, and other maintenance costs. The exact dollar amount will be determined as part of the design process.

**Project Manager:** David Kriske, Assistant Community Development Director - Transportation

**City of Burbank Project Information Sheet**  
**FY2024-25**  
**Traffic, Transportation, and Pedestrian Access**

<b>Project Name</b>	San Fernando Connector/Empire	<b>FY2024-25 Appropriation</b>	\$0
<b>Department</b>	Community Development	<b>Project Status</b>	Continued
<b>Account Number</b>	127 CD33A 70002_0000 P13608	<b>Project Score</b>	N/A

**PROJECT DESCRIPTION AND JUSTIFICATION**

This project funds the construction of the Empire Interchange and Buena Vista Street/San Fernando Boulevard railroad grade separation included in the Interstate-5 HOV project. Project funds have been used for planning studies, as well as to design and construct required City utility relocations necessary for the improvement. The funding and costs below represent local project participation, including project management and coordination. This project is identified in the City's Infrastructure Blueprint as critical to improving freeway access to the Golden State area. Caltrans is the lead agency for this project and has received state and Metro transportation sales tax funds to implement and construct the project.

**PROJECT FUNDING AND EXPENDITURE DETAIL**

	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Years 6-10	TOTALS
<b>Funding Sources</b>								
Development Impact Fees	4,673,263							4,673,263
<b>Totals</b>	<b>\$4,673,263</b>							<b>\$4,673,263</b>
<b>Expenditures</b>								
Construction	631,894							631,894
Design	5,436,626							5,436,626
<b>Totals</b>	<b>\$6,068,520</b>							<b>\$6,068,520</b>

**PROJECT STATUS UPDATE**

The Burbank Boulevard Bridge was opened to traffic in November 2021. Caltrans is completing the remaining freeway mainline work to open the carpool lanes and install freeway landscaping. Staff continues to seek funding and oversee the implementation of the Interstate-5 project unmet needs list.

<b>Forecasted Project Completion Date:</b>	December 2024
<b>Ongoing Operating &amp; Maintenance Impact:</b>	Increase in general street and bridge maintenance of facilities built for the Empire Interchange.

**Project Manager:** David Kriske, Assistant Community Development Director - Transportation and Planning