BURBANK CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, NOVEMBER 18, 2025
4:00 p.m. – Closed Session
5:00 p.m. – Study Session
6:00 p.m. – Open Session
Council Chamber
275 E. Olive Avenue, Second Floor

NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that a Regular City Council Meeting will be held in the Council Chamber – 275 East Olive Avenue, Second Floor, on Tuesday, November 18, 2025, at 4:00 p.m., to discuss matters on the attached agenda.

Members of the public have the option to participate in the meeting via in-person and/or telephonically for Closed Session, General Public Comment, Public Hearings, and Study Sessions. They may also submit their written comments regarding City business using the eComment feature on the City website, or by emailing the City Council directly at citycouncil@burbankca.gov.

Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). For more information, please contact the ADA Coordinator at (818) 238-5051.

Interpretation Requests:
If you would like to participate in Public Comments and require an interpreter, please telephone the City Clerk's Office at (818) 238-5851 at least 48 hours in advance of the meeting.

Si desea participar en los comentarios públicos y necesita un intérprete, por favor llame a la Oficina de la Secretaria Municipal al (818) 238-5851 al menos 48 horas antes de la reunión.

Եթե ցանկանում եք մասնակցել հանրային մեկնաբանություններին և թարգմանիչ եք պահանջում, խնդրում ենք զանգահարել քաղաքապետարանի գրասենյակ՝ (818) 238-5851 հեռախոսահամարով հանդիպումից 48 ժամ առաջ:

How to View the Meeting:
Local Cable: Spectrum Channel 6 or AT&T Uverse Channel 99.
YouTube Live Streaming Channel: Click here.
City Website Live Streaming: Click here.

Public Comment Options:

1. To speak during Closed Session Public Comment, General Public Comment, Public Hearing Public Comment, and Study Session Public Comment periods during the meeting, members of the public may speak in-person in the Council Chamber or call (818) 238-3335. Speaker time limits will be determined by the Presiding Officer, depending on how many public comment cards are received and how many callers are in the queue at the commencement of each public comment period (as shown below). Additional public comment cards and calls will not be accepted once the public comment period commences.
    - 1 – 20 Total Speakers – 3 minutes each
    - 21 – 39 Total Speakers – 2 minutes each
    - 40+ Total Speakers – 1 minute each

2. The Reports to Council Public Comment periods are only accepted in person – public comment cards must be submitted before the public comment period begins for each report to Council. Speaker time limits will be determined by the Presiding Officer depending on how many public

comment cards have been received at the commencement of each public comment period (as shown below). Additional public comment cards will not be accepted once the public comment period commences.

- 1 – 20 Total Speakers – 3 minutes each
- 21 – 39 Total Speakers – 2 minutes each
- 40+ Total Speakers – 1 minute each

3. eComment will remain open until 3:00 p.m. the day of the meeting.

4. Email the City Council directly citycouncil@burbankca.gov
   Emails received on or before 3:00 p.m. on City Council Meeting Day will be distributed to the City Council in advance of the meeting. Any correspondence received after this time will be distributed the following business day.

5. The Presiding Officer has the discretion to reduce speaking time for each speaker in order to ensure that City business can be completed at a reasonable hour.

Public Disclosure:
Please be advised that any communication submitted to the City of Burbank, its officials, staff or City consultants, may be considered a public record under the Brown Act and California Public Records Act. This means that any information contained in the communication, including personal information, may be subject to public disclosure. The City reserves the right to disclose such information in accordance with the law.

This agenda contains a summary of each item of business which the City Council may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda will be posted on the City's website at www.burbankca.gov. Any writings or documents provided to the City Council regarding any item on this agenda subsequent to distribution of the agenda packet will be posted on the City's website at www.burbankca.gov. If you have a question about any matter on the agenda, please call the Office of the City Clerk at (818) 238-5851. The Council Chamber is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5051 with questions or concerns.

A. **Public Comment**: (On Closed Session and Study Session items only) To Comment, please telephone into the meeting at (818) 238-3335, or to speak in person a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

B. **Closed Session in City Hall First Floor Conference Room**:
   1. Conference with Legal Counsel - Existing Litigation
      a. Pursuant to Govt. Code §54956.9(d)(1)
      b. Name of Case: Hrachya Nersisyan v. City of Burbank and Joshua Paul Van Dam
      c. Case No.: 24NNCV01767
      d. Brief description and nature of case: Personal Injury - Auto Accident

   2. Conference with Real Property Negotiator
      a. Pursuant to Govt. Code §54956.8
      b. Property: Burbank Town Center - Burbank Center Stage Home of The Colony Theatre - 555 North Third Street, Burbank, CA 91502
      c. Parties Whom Agency or City is Negotiating with: Onni Burbank Town Center LLC, 1031 S. Broadway, Suite 400, Los Angeles, CA - Peter Park; The Colony Theatre Company, 555 North Third Street, Burbank, CA - Heather Provost
      d. City Negotiator: Marisa Garcia, Parks and Recreation Director
      e. Terms Under Negotiation: Terms for 1. Sublease and Master Lease Modification and 2.

Operating Agreement

C. **Study Session: 5:00 p.m. – 6:00 p.m. – Council Chamber:**

1. Discussion on the Revised Administrative Draft of the Media District Specific Plan and Update on the Environmental Analysis – Community Development Department

   Recommendation:
   Comment on the Media District Specific Plan Update, and its alignment with and support of the three overarching goals of contextual development, transit-oriented growth, and streamlined housing production.

   Attachments:
   SR - Media District Specific Plan
   Att1 - Revised Administrative Draft
   Att2 - June 2024 Draft Media District Specific Plan
   Att3 - 1991 Media District Specific Plan
   Att4 - MDSP Project Schedule
   PowerPoint Presentation

D. **Call to Order**: 6:00 p.m.

E. **Moment of Reflection**:

F. **Flag Salute**:

G. **Roll Call**:

H. **Announcements**: (The Mayor will make announcements on various topics in addition to any listed)

I. **Council Presentations/Recognitions:** (The Mayor will make presentations to various groups/persons)

1. Presentation of the League of California Cities 2025 Helen Putnam Award for Excellence for the Burbank Adaptive Sports Expo (BASE) Program – City Council

2. Presentation of Certificates of Recognition to the Winners of the OurBurbank 2025 Halloween Decorating Contest – City Council

3. Presentation of a Proclamation Declaring November 1 – 30, 2025 as “Burbank Temporary Aid Center Month” in the City of Burbank – City Council

J. **City Manager Report**: (Updates on Notable Events, if any)

K. **Presentations:**

1. Presentation of a State Legislative Update by Emanuels Jones & Associates – City Manager's Office

L. **Reporting on Closed Session**: (The City Attorney will report the Closed Session items and report out actions taken)

M. **General Public Comment**: (On any matter concerning City business and/or any agenda items.) To Comment, please telephone into the meeting at (818) 238-3335 or to speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

N. **Council, City Manager, and/or City Attorney Comment**: (Responses to General Public Comment, if any, shall be brief and in accordance with the Ralph M. Brown Act)

O. **Consent Calendar:** (Items on the Consent Calendar are generally routine matters and should be adopted by one motion without an oral report)

1. City Council Minutes – City Clerk's Office

Recommendation:
Approve the City Council Minutes of the Joint Meeting of October 14, 2025; the Special Meeting of October 21, 2025; the Dark Meeting of October 21, 2025; the Regular Meeting of October 28, 2025; and the Dark Meetings of November 4 and November 11, 2025.

MOTION: Approved 5-0

Attachments:
Council Minutes 10.14
Special Meeting Minutes 10.21
Dark Meeting Minutes 10.21
Council Minutes 10.28
Dark Meeting Minutes 11.04
Dark Meeting Minutes 11.11

2. Adoption of a Resolution Authorizing the City Manager to Execute a Design-Build Contract with Landscape Structures, Inc. and Delegating Authority to Approve Plans and Specifications for Shade Structures at Robert E. Gross Park Ballfields – Parks and Recreation Department

Recommendation:
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER TO EXECUTE A DESIGN-BUILD CONTRACT WITH LANDSCAPE STRUCTURES, INC. AND DELEGATING AUTHORITY TO APPROVE PLANS AND SPECIFICATIONS FOR SHADE STRUCTURES AT ROBERT E. GROSS PARK BALLFIELDS.

MOTION: Adopted 5-0 (Resolution No. 25-29,664)

Attachments:
SR - Contract with Landscape Structures Inc.
Att1 - Resolution
Att2 - Sourcewell Proposal
Att3 - Rendering

3. Adoption of a Resolution Approving Contract Documents, Plans and Specifications, and Authorizing Execution of a Contract for Bid Schedule No. 1419 – Roof Replacements and/or Restoration – Multiple Buildings Project with Danny Letner Inc. dba Letner Roofing Company; Findings of CEQA Exemption 15301(a)(b) – Public Works Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AND AUTHORIZING EXECUTION OF A CONTRACT FOR BID SCHEDULE NO. 1419 – ROOF REPLACEMENTS AND/OR RESTORATION – MULTIPLE BUILDINGS PROJECT WITH DANNY LETNER INC., DBA LETNER ROOFING COMPANY.

   MOTION: Adopted 5-0 (Resolution No. 25-29,665)

   Attachments:
   SR - Contract for BS 1419
   Att1 - Resolution
   Att2 - Bid Summary

4. Adoption of a Resolution Determining a Public Necessity and Permitting the Prime Contractor to Add Subcontractors to the Community Services Building Security Upgrades Project – Public Works Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DETERMINING A PUBLIC NECESSITY AND PERMITTING THE PRIME CONTRACTOR TO ADD SUBCONTRACTORS, CORRADINI CORP. AND PLATINUM GLASS CORPORATION, TO THE COMMUNITY SERVICES BUILDING SECURITY UPGRADES PROJECT.

   MOTION: Adopted 5-0 (Resolution No. 25-29,666)

   Attachments:
   SR - CSB Security Project
   Att1 - Resolution
   Att2 - Letter from R Dependable

5. Adoption of a Resolution Adopting the Updated Rules and Regulations Governing Utility Service – Burbank Water and Power Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE UPDATED RULES AND REGULATIONS GOVERNING UTILITY SERVICE.

   MOTION: Adopted 5-0 (Resolution No. 25-29,667)

   Attachments:
   SR - Rules and Regulations
   Att1 - Resolution
   Att2 - Redlined Version of Rules and Regulations
   Att3 - Appendix D
   Att4 - Appendix F
   Att5 - Redlined Rules and Regulations

6. Adoption of a Resolution Amending the Fiscal Year 2025-26 Citywide Fee Schedule to Approve the Updated Burbank Water and Power Electric Vehicle Charging Rates, Solar Net Billing Rate, Lifeline Discount, and Miscellaneous Service Fees – Burbank Water and Power Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, AMENDING ARTICLE X, SECTION 1, SECTION 10, AND SECTION 11, AND ARTICLE XI, SECTION 9 OF THE FISCAL YEAR 2025-26 CITYWIDE FEE SCHEDULE TO APPROVE THE UPDATED RATES AND FEES.

   MOTION: Adopted 5-0 (Resolution No. 25-29,668)

   Attachments:
   SR - Updates to the Citywide Fee Schedule
   Att1 - Resolution
   Att2 - Revised EV Charging Rates
   Att3 - Current Avoided Cost of Energy Rate
   Att4 - Lifeline Rate Eff. 01.01.26
   Att5 - Revised Miscellaneous Fees
   Att6 - Revised Fee Schedule Changes

7. Approval of the Burbank Hospitality Association Fiscal Year 2025–26 Annual Report – Community Development Department

   Recommendation:
   Approve the Fiscal Year 2025–26 Burbank Hospitality Association Annual Report pursuant to Section 36650 of the California Street and Highways Code.

   MOTION: Approved 5-0

   Attachments:
   SR - BHA Annual Report
   Att1 - TBID Annual Report
   Att2 - Visit Burbank Accomplishments

8. Appointment of Members to the Youth Board for the 2025-26 School Year – Parks and Recreation Department

   Recommendation:
   Appoint students to serve a one-year term on the Youth Board based on school recommendations and submitted applications.

   MOTION: Appointed 5-0

   Attachments:
   SR - Youth Board Appointments
   Att1 - Ordinance 25-4,032
   Att2 - School Representative Nominations
   Att3 - At-Large Applicants

P. **Public Hearing:**

1. Adoption of a Resolution Declaring Results of Majority Protest Proceedings and to Renew the Burbank Tourism Business Improvement District – Community Development Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DECLARING RESULTS OF MAJORITY PROTEST PROCEEDINGS AND RENEWAL OF THE BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT.

   **** If Additional Documents/Correspondences are submitted for this item, they will be periodically posted to the City website for public viewing.****

   Public Hearing Public Comment: To comment, please telephone into the meeting at (818) 238-3335. To speak in person, a **SALMON** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

   Council Action: Adopted 5-0 (Resolution No. 25-29,669)

   Attachments:
   SR - Renewal of TBID
   Att1 -Resolution
   Att2 - Signed Petitions
   Att3 - Management District Plan
   Correspondences

Q. **Reports to Council:** (Items listed under this section will have an oral report provided)

1. Approval of a Final Project Alignment for the Chandler Bikeway Extension Project – Community Development Department

   Recommendation:
   Approve a final project alignment for the Chandler Bikeway Extension Project.

   Public Comment: To speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

   Council Action: Approved 4-1 (Rizzotti, Dissent)

   Attachments:
   SR - Chandler Bikeway Extension
   Att1 - Local and Regional Gap Closures
   Att2 - Project Alignment and Roadway Configurations
   Att3 - Graphical Renderings
   PowerPoint Presentation

2. Review of the General Fund's Financial Status as of September 30, 2025 – Financial Services Department

Recommendation:
Note and file.

Public Comment: To speak in person, a **YELLOW** Public Comment Card must be completed and presented to the City Clerk prior to the comment period.

Council Action: Noted and Filed 5-0 By consensus

Attachments:
SR - General Funds Financial Status
Att1 - Projected Spendable Fund Balance
Att2 - Financial Forecast
PowerPoint Presentation

R. **Council Comments**: (Including reporting on Council committee assignments, attendance at conferences, regional meetings, and community events)

S. **Introduction of Additional Agenda Items**: (Council Members may request future agenda items)

T. **Adjournment**: To Tuesday, November 25, 2025 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Fred Ramirez, Assistant Community Development Director, Planning
Scott Plambaeck, Planning Manager
BY: Amanda Landry, Principal Planner

SUBJECT: Discussion on the Revised Administrative Draft of the Media District Specific Plan and Update on the Environmental Analysis

RECOMMENDATION

Comment on the Media District Specific Plan Update (MDSP), and its alignment with and support of the three overarching goals of contextual development, transit-oriented growth, and streamlined housing production.

EXECUTIVE SUMMARY

Staff is providing an update on the revised administrative draft of the MDSP Update (Attachment 1). The initial draft MDSP Update (Attachment 2) was released in June 2024 after an extensive two-year effort involving significant public engagement, research, and policy analysis. While the initial draft was generally well received by the public, staff received extensive comments from a variety of Media District stakeholders on how to improve the document. The Project team has since invested a significant effort in revising the draft to be responsive to those comments, with the majority of the revisions focused on modifying the proposed development standards to be less complex and easier to implement and understand, while still achieving the original intent to ensure context sensitive design. Concurrent with the revisions to the draft MDSP Update, work continued on the accompanying Environmental Impact Report (EIR), including extensive technical analysis that is nearing completion. This report includes a summary of changes to the MDSP Update, and an overview of the next steps for the EIR.

BACKGROUND

The revised draft MDSP Update contains a coordinated strategy for streamlining context sensitive housing development projects near high quality transit stations. Streamlining the development of all levels of affordable housing in the MDSP area may have a significant positive impact on regional and local traffic, and housing affordability by putting much needed housing near a major employment center. This is a significant and important step as much has changed over the past three decades and in the last few years, the statewide regulatory setting has increasingly trended toward streamlining residential development and limiting local governments to enforcing only those objective development standards that are in effect at the time an application is submitted. It is imperative to have Media District specific objective development and design standards in place to manage the consequences of the new statewide regulations, including but not limited to, review of housing developments under Senate Bills 79 and 35 and Assembly Bill 2011. Senate Bill 79 was only recently signed into law on October 10, 2025 and staff is in the process of preparing a report for the Council with an overview of the legal requirements and possible impacts on the City. While adoption of the MDSP Update will not exempt the area from the provisions of SB 79, it will put into place a more clearly defined set of objective development standards that will ensure future development is more consistent with the Community's vision for the area. The Media District plan area is depicted in the image below.

The Burbank2035 General Plan

The Burbank2035 Land Use Program LU-3 (Specific Plans) calls for the City to evaluate its existing specific plans, including the MDSP, through a public participation process (Realization Plan Land Use Plan Program LU-5: Public Participation) to determine whether the vision, goals, and policies established by the plans remain applicable, and revise the plans as necessary to ensure that they address current needs. In addition, the 2021-2029 Housing Element Housing Plan of the Burbank2035 General Plan includes implementation program #17, which requires the adoption of objective development standards for housing development through the MDSP Update.

The Burbank Media District

The MDSP area is located on the southwestern edge of the City of Burbank and is roughly bounded by Clybourn Avenue, Keystone Street, Oak Street, and the Los Angeles River. The 0.85-square mile area is a major employment center, with approximately 69,000 people on average commuting daily into the Media District to work. The MDSP area is home to numerous media and entertainment companies, including the Walt Disney Company, Warner Bros., Discovery, and the Burbank Studios, as well as a mix of commercial, office, and medium to low-density residential uses. Healthcare, recreation, and educational facilities can also be found within or immediately adjacent to the MDSP area.

1991 MDSP

The current MDSP (Attachment 3) was adopted in 1991 and contains a set of general development standards, and guidelines to regulate the intensity of development within the MDSP area to preserve the character of the predominantly single-family residential neighborhoods adjacent to, but not actually within, the MDSP area. Residential density and non-residential development for the MDSP are established via Floor Area Ratio[1] (FAR) limitations and the density thresholds established in the Burbank2035 General Plan Land Use Element, codified in Burbank Municipal Code (BMC) Sections 10-1-2103.5, 10-1-2109.5, 10-1-2114.5, and 10-1-2119.5.

Objectives of the MDSP Update

The MDSP Update is focused on achieving its original objective of ensuring context sensitive design, neighborhood protections, and facilitating the development of residential units and neighborhoods that can make the best use of, and coordinate with, the existing and future transportation resources that serve the MDSP area. Developing policies to streamline the development of new housing within the MDSP area is also a matter of significant regional and local concern, because while the MDSP area is compact and highly developed with primarily commercial uses, it has limited housing opportunities for

[1] Floor Area Ratio, or FAR, is the measurement of a building's floor area in relation to the size of the building's lot/parcel.

the approximately 69,000 individuals traveling to work within this major employment center. The 1991 MDSP does not facilitate the development of housing, which has contributed to a significant three jobs to every one housing unit imbalance that contributes to traffic congestion that is experienced daily.

DISCUSSION

Since releasing the administrative draft of the MDSP Update in June 2024, staff has received significant feedback from many members of the community and Media District stakeholders. The Project team used the feedback to revise the administrative draft and ensure it continues to represent a well-balanced set of policies and development standards that emphasizes contextual development, encourages transit-oriented growth, and facilitates streamlined housing production, all while seeking ways to preserve existing neighborhoods and maintain as much local control as possible. A summary of the significant changes since June 2024 is noted below.

1. Plan Re-Organization

The draft plan was reorganized to improve the navigability of the document and provide additional clarity to users on where to find information.

2. Revised Property Development Standards

Extensive public comments generally noted the development standards were confusing to read and may be difficult to implement. To more effectively address these comments, staff utilized the urban design and architectural services of Dudek, a professional planning firm with extensive knowledge of the City and the Media District to thoroughly evaluate, test and modify the development standards as needed. The updated standards now take a more streamlined and practical approach to development and incorporate measures to ensure design is sensitive to adjacent uses, while maintaining the original intent to provide as much context sensitivity as possible.

The project team also modernized and updated the list of permitted uses and parking requirements. These modifications will help facilitate more effective economic development and allow for greater diversification of non-residential uses in the Media District.

3. Infrastructure Chapter

The initial draft of the Infrastructure Chapter contained placeholders to address utilities and infrastructure needs in the Media District. Additional narrative regarding the utilities was developed through a capacity analysis discussion of public facilities, water supply, energy, and sewage systems. This narrative was developed using the technical analysis prepared for the draft EIR and will be further updated after the draft EIR is circulated for public comment.

4. Implementation Chapter

Whether regulatory or policy oriented, all specific plans must contain a "program of implementation measures including regulations, programs, public works projects, and financing measures pursuant to California Government Code Section 65451(a)(4)". The initial draft of the Implementation Chapter included a tentative program of implementation measures including regulations, programs, public works projects, and financing measures necessary to carry out the plan. Additional narrative was developed for this chapter and will be further updated after the draft EIR is circulated for public comment.

COMMUNITY OUTREACH

Additional community engagement and outreach was conducted through the Summer of 2024 to introduce, explain, and solicit additional community feedback. The Project team used the feedback to update the draft to ensure it represents a well-balanced set of policies and development standards that emphasizes contextual development, encourages transit-oriented growth, and facilitates streamlined housing production.

The next steps in the MDSP Update project are included in Attachment 4. Opportunities for additional public participation will be available with the release of the draft EIR, specifically via plan consideration public meetings and public hearings before the Planning Commission and the City Council in the winter and early spring of 2026. The release of the draft EIR in late November 2025 will involve a public notification and a 45-day comment period. Additional public noticing and opportunities for public comment on the Project will occur when the plan is presented to the Planning Commission for consideration and recommendation at a public hearing and when the City Council holds a public hearing for consideration and possible adoption of the plan.

ENVIRONMENTAL REVIEW

This staff report is for informational purposes about the status of the MDSP Update and has no potential for resulting in a direct or indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to Section 15378 of Title 14 of the California Code of Regulations.

However, the MDSP Update Project itself is subject to CEQA. To fulfil the requirements of CEQA, a Program Environmental Impact Report (EIR) is being prepared. Upon completion of the initial administrative draft of the MDSP Update and over the course of the last year, extensive technical analysis requiring coordination between City staff and professional consultants of the draft plan was completed.

The technical analysis included:

- Capacity analysis and infrastructure improvement study from Burbank Water and Power – Electric Division

- Capacity analysis prepared by Rincon and reviewed by Burbank Water and Power – Water Division
- Capacity analysis, including review of sewer processing facilities and conveyance systems by the Public Works Department
- MDSP area transportation analysis overseen by the Transportation Division

These studies were performed at the MDSP area level, and because multiple specific plans are underway, each utility had to also concurrently study these same issues for the Golden State Specific Plan and the Downtown Transit Oriented Development Specific Plan, as well as perform a cumulative analysis that took into consideration all three of the Specific Plans. These studies will also be performed again for the Burbank Rancho Neighborhood Specific Plan once its general policy framework has been determined.

In addition to fulfilling the basic requirements of CEQA and the statutory requirements for utility analysis for Specific Plans, these technical analyses are critically important because they will:

- Streamline the development of housing by establishing the type and method of environmental review necessary to determine if a future development project is consistent with the MDSP EIR.
- Provide certainty for developers about necessary infrastructure improvements that will be triggered by proposed development projects.
- Aid City Departments in creating objective development standards for infrastructure improvements and help establish appropriate and proportional development impact fees.
- Inform the City's capital improvement program.

FISCAL IMPACT

The MDSP Update, including the additional public outreach and draft plan refinement, was funded through the following with no additional impact to the City's General Fund:

- Local Early Action Planning (LEAP) Grant
- California Department of Housing and Community Development (HCD)
- Southern California Associations of Governments (SCAG) Regional Early Action Planning (REAP) Grant
- Direct SCAG funding
- City General Funds (previously authorized by City Council)

CONCLUSION

The MDSP Update process is an opportunity for the City to plan in a manner that leverages existing and future resources in the Media District to meet the City's short- and long-term planning goals, which include ensuring compliance with state housing and land

use regulations and City Council housing and neighborhood protection goals, while also preserving as much local control in the land use planning process as possible. Staff is also preparing status updates for the other ongoing specific plan efforts and will be presenting them to Council at future study sessions.

ATTACHMENTS

Attachment 1 – Revised Administrative Draft of the Media District Specific Plan
Attachment 2 – June 2024 Draft Media District Specific Plan (Link)
Attachment 3 – 1991 Media District Specific Plan (Link)
Attachment 4 – MDSP Project Schedule

CITY OF BURBANK

Media District Specific Plan

Internal Draft for Review: November 3, 2025

ATTACHMENT 1 - 1

ACKNOWLEDGEMENTS

CITY OF BURBANK CITY COUNCIL
Nikki Perez, Mayor
Tamala Takahashi, Vice Mayor
Konstantine Anthony, Councilmember
Zizette Mullins, Councilmember
Christopher John Rizzotti, Councilmember

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Wil Soholt

CITY OF BURBANK

"Working together for a safe, beautiful and thriving community"

Funding
This report is funded in part through the Southern California Association of Governments (SCAG) by a Regional Early Action Planning (REAP) grant from the State of California Department of Housing and Community Development (HCD). This report was prepared for the City of Burbank, California.

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CHAPTER 1
Executive Summary

IN THIS CHAPTER:

1.1. Executive Summary
1.2. Organization of this Document
1.3. How to Use this Document

ATTACHMENT 1 - 8

Draft Last Updated Nov. 4, 2025

1.1. EXECUTIVE SUMMARY

"Working together for a safe, beautiful, and thriving community"

The Media District Specific Plan (MDSP) provides an updated policy document for the future land development and public improvements of the 544-acre Media District located within the southwestern portion of the City of Burbank (City). The MDSP covers a comprehensive list of topics and areas including land use, mobility/ streetscape, and infrastructure. It establishes goals and policies for the future of the Media District, keeping in mind the support for contextual development, transit oriented growth, and streamlining housing production. These goals are supported with updated objective development standards. Lastly, the MDSP includes an implementation strategy and action items to ensure that the goals and policies of the MDSP are carried out in the future. The MDSP took a collective outreach effort as it was developed with the input from community members, businesses, elected officials, and City staff. Public engagement was at the core of the planning effort to develop the MDSP. Public engagement activities were held throughout the development of the MDSP, which included community workshops, stakeholder meetings, neighborhood walking tours, and City listening sessions. The public engagement activities allowed community members opportunities to engage in the planning process and provide valuable input that guided the development of this MDSP.

The MDSP was first adopted by the Burbank City Council in 1991. The 1991 MDSP established goals, guidelines, programs, and direction for the growth of the Media District. The 1991 MDSP was primarily developed in response to residential community concerns about the impacts of development from film studios. The 1991 MDSP aimed to preserve the character of single-family residential neighborhoods by minimizing the impact of developments adjacent to these neighborhoods while allowing for sufficient opportunities for media and medical services. This update to the MDSP aims to update and expand on the strategies of the 1991 MDSP to address contemporary needs and an updated vision of what the future of the Media District should be.

This MDSP was prepared in accordance with the California Environmental Quality Act (CEQA) and California Planning Law. The MDSP was developed to be consistent with the City's existing and current Burbank2035 General Plan. Specifically, the Burbank2035 Land Use, Housing, and Mobility Elements provided the primary guidance for the MDSP. The preparation of the MDSP also required various studies to be conducted. This analysis included a market and feasibility study, greenhouse gas emissions study, noise study, parking study, traffic impact analysis, a water supply assessment and associated public infrastructure studies. These analyses and assessments were conducted by technical environmental consultant professionals in coordination with City staff.

1.2. ORGANIZATION OF THIS DOCUMENT

This section describes the organization of the MDSP and its content.

1. EXECUTIVE SUMMARY

The Executive Summary offers an overview of the contents of the MDSP and provides direction on how to use this document.

2. INTRODUCTION

The Introduction describes the purpose of the MDSP, provides the authority to prepare the MDSP, and describes its relationship with the General Plan and other adopted City plans and policies.

3. MEDIA DISTRICT PROFILE

This chapter describes the Media District Planning Area in context of the City and Los Angeles County, including existing conditions and demographics.

4. COMMUNITY OUTREACH & ENGAGEMENT

This chapter describes the purpose and process of community outreach and engagement conducted to create the MDSP, and highlights the key goals of the community involvement efforts.

5. VISION & OVERARCHING GOALS

This chapter summarizes the community's voices, aspirations, and concerns for the Media District into a clear vision, and establishes ovearching goals.

6. LAND USE

This chapter establishes land use related goals and policies for the Media District, describes existing land uses, and identifies the applicable General Plan land use designations in the Media District.

7. MOBILITY & PUBLIC REALM

This chapter establishes mobility related goals and policies for the Media District, describes the relationship to the City's Complete Our Streets Plan, and provides strategies for transit, transportation demand management (TDM), and parking.

8. ZONING & DEVELOPMENT STANDARDS

This chapter describes the applicable zoning designations in the Media District, permitted uses, and objective development standards.

9. INFRASTRUCTURE

This chapter addresses the infrastructure of public facilities, water supply, energy, and sewage systems, and includes an analysis of existing capacity and potential improvements necessary to City infrastructure to meet future demands.

10. IMPLEMENTATION

This chapter includes steps to implement the MDSP, including regulatory actions, programs, and improvement projects. This chapter also identifies funding and financing strategies, provides information about lot consolidation, community benefits, transfer of development rights (TDR), and the entitlement processs.

11. DEFINITIONS

This chapter provides a comprehesive reference list of defintions for relevant terms used throughout the MDSP.

12. APPENDICES

This chapter includes additional relevant documents that contributed to the development of the MDSP.

1.3. HOW TO USE THIS DOCUMENT

IF YOU ARE A COMMUNITY MEMBER

For community members who are interested in learning about the Media District and the role of MDSP in shaping its future, Chapters 1 through 5 provide that overview as it was shaped by community outreach and engagement. Chapters 6 through 9 provde more detailed information about land uses, developments standards, mobility improvements, and infrastructure improvements that are planned for the Media District. Lasty, Chapter 10 provides information about the implementation of the MDSP.

IF YOU ARE A PROPERTY OWNER OR DEVELOPER

Property owners or developers who are interested in developing within the Media District should understand the MDSP's overall vision, goals, policies, zoning, and development standards. Chapter 6 describes the land use goals, policies, and designations. Chapter 8 establishes zoning, permitted uses, and property development standards that property owners and developers must comply with. Chapter 7 provides relevant guidance on mobility and design standards for the public right-of-way. Chapter 10 details the entitlement process, providing guidance for property owners and developers.

IF YOU WORK FOR THE CITY

It is the responsibility of City staff to assist members of the community, property owners, designers, and developers in their development projects and evaluate applications to ensure consistency with the MDSP. Any future improvements in infrastructure, mobility, and the public realm should be consistent with the MDSP. The City should continuously monitor the progress and implementation of the MDSP.

FIGURE 1-1: How to Use this Document

CHAPTER 2
Introduction

IN THIS CHAPTER:

2.1. Purpose
2.2. Authority to Prepare
2.3. Past Planning Efforts
2.4. Relevant City Adopted Plans & Policies
2.5. Environmental Review

2.1. PURPOSE

The purpose of the Media District Specific Plan (MDSP) is to expand on previously established goals, guidelines, policies, programs, and direction to reflect current needs. Additionally, this update ensures a set of objective development standards are in place for projects within the Media District. The MDSP looks to preserve the original intent of the 1991 Media District Specific Plan (1991 MDSP) to encourage compatible design with the community's character, while addressing current issues facing the Media District such as housing supply and affordability, non-vehicular transportation infrastructure, and increased safety. The MDSP addresses these issues by encouraging contextual transit-oriented development within the center of the Media District and around existing and future transit opportunities. Focusing on facilitating contextually compatible development that is sensitive to the intensity and scale of existing development in these areas of the Media District will also ensure non-vehicular transportation infrastructure is developed for pedestrian, cyclists, and transit-riders to safely provide access to and from destinations.

The MDSP also represents the implementation of the Burbank2035 General Plan goals and policies for the Media District and helps accomplish Program LU-3: Specific Plans of the Plan Realization Element. Additionally, the MDSP represents implementation of the community vision for future development of the Media District. In conjunction with the City's General Plan and Zoning Code, the MDSP provides a framework for existing and proposed development consistent with the vision and policies outlined in this document. The MDSP was developed in conjunction with a programmatic Environmental Impact Report (EIR) that evaluated existing conditions and the potential environmental impacts of the MDSP. The MDSP is intended to guide land use and development decisions but does not replace or augment existing safety codes or other non-planning related codes that apply to the Media District. Future development in the Media District must comply with the objective standards and regulations described in the MDSP.

Media District

2.2. AUTHORITY TO PREPARE

The Burbank2035 General Plan Land Use and Plan Realization Elements determined that a specific plan is the appropriate planning mechanism to guide the long-range development and preservation of unique neighborhoods such as the Media District. A specific plan is a planning tool that local governments use to implement their general plan and to guide development in a specified area. While the general plan is the primary guide for growth and development in a community, a specific plan can focus on the unique characteristics of a specific area by tailoring the planning process and land use regulations for that area.

Pursuant to State law, specific plans are intended to implement a jurisdiction's general plan through the development of policies, programs, and regulations that provide an intermediate level of detail between the general plan and individual development projects. As vehicles for the implementation of the goals and policies of a city's general plan, State law stipulates that a specific plan may only be adopted or amended if it is consistent with the jurisdiction's adopted general plan.

The MDSP is enacted under Sections 65450 through 65457 of the California Government Code, which authorizes local governments with adopted general plans to prepare and adopt specific plans. The MDSP and associated General Plan Amendments are adopted by the City Council by resolution. Resulting updates to the City's Zoning Code are codified into the Burbank Municipal Code (BMC) by ordinance. The MDSP will guide land use and development decision-making processes for the Burbank Media District. All applications for new construction, substantial modification to existing buildings, and changes in land use shall be reviewed for conformance with the MDSP and subject to the approval process discussed in Chapter 10. Implementation.

2.3. PAST PLANNING EFFORTS

In 1991, the City of Burbank adopted the 1991 MDSP, to serve as a growth-control plan to preserve the character and quality of residential neighborhoods, while allowing sufficient development opportunities and related infrastructure support in the Media District. The 1991 MDSP established goals, guidelines, and programs to preserve residential neighborhood's quality of life by implementing development restrictions; support development opportunities for media and medical uses; ensure infrastructure and public services are provided to accommodate existing and future development; and ensure long-term development opportunities for all property owners.

Media District

The 1991 MDSP proved beneficial as it was successful in accomplishing these goals and protecting surrounding residential neighborhoods while also accommodating for growth in the media and medical industries within the Media District.

The 1991 MDSP also tied allowable densities to the anticipated traffic generated by a particular use. Uses that generated greater traffic were confined to lower densities in

hopes of minimizing vehicle congestion. While this was an appropriate and successful approach at the time, because of an increase in jobs and commuters to the Media District, additional traffic calming measures must be evaluated today. Due to the planning and land use practices common at the time, and the economic setting, the 1991 MDSP did not include many objective development standards that provided clear expectations for development in the neighborhood, which may have inhibited residential development. This MDSP now seeks to expand upon the original goals laid out in the 1991 MDSP as well as provide objective development standards to encourage compatible design and development for the Media District while addressing the issue of housing supply.

2.4. RELEVANT CITY ADOPTED PLANS & POLICIES

Updating the 1991 MDSP includes updating policies and programs to remove barriers to housing production, streamlining the permitting process and introducing objective development and design standards for new development. These actions will facilitate the advancement of the City Council's goals to build 12,000 dwelling units by 2035 and reduce a 3-to-1 jobs to housing imbalance. The actions further the City's 6th Cycle Housing Element and help meet Citywide greenhouse gas (GHG) reduction strategies, such as reducing vehicle miles traveled (VMT) through transit-oriented projects, increasing access to alternate modes of transportation to the single occupancy vehicle and supporting bike friendly walkable communities. Provided in this Section is a summary of key findings from the Appendix A: Goals and Policies of Relevant Plans, an analysis of relevant City adopted plans and policies.

2.4.1. CITY OF BURBANK 2035 GENERAL PLAN

The Burbank2035 General Plan is the primary Citywide comprehensive plan that guides future growth. The Burbank2035 General Plan contains goals, policies, and programs that guide decisions and preserve the high quality of life within the City of Burbank. Importantly, one of the implementation measures for the Burbank2035 General Plan is to review the City's specific plans, including the 1991 MDSP, to determine whether the its vision, goals, and policies remain applicable and appropriate. This MDSP revises the 1991 MDSP to ensure it reflects current desires for the Media District neighborhood, and ultimately implement the Burbank2035 General Plan.

2.4.1.1. Land Use Element

The Burbank2035 General Plan Land Use Element identifies a vision for growth and development in the City that would strengthen the local economy and protect Burbank's neighborhoods and quality of life. To achieve a balance in the community where "small-town character, economic prosperity, and sustainability do not have to come at the expense of one another" is a concept that the Land Use Element supports. The Land Use Element sets Citywide goals and policies to preserve this balance and guide future land use decisions, including the use of specific plans, to achieve this vision. Key policies include maintaining the quality of life by balancing the needs of residents, businesses, and visitors through the accommodation of a mix of uses and sustainable and equitable development. The City also aims to preserve a healthy balance between urban and suburban settings by having well-designed neighborhoods, buildings, streets, and open spaces, among other development patterns to create a cohesive feel while keeping neighborhoods' unique features and characteristics. Additionally, the policies seek to ensure the success of Burbank's regional commercial centers, including the Media District, through enhanced access to transit, improved pedestrian and bicycle circulation, high-quality design and landscaping, and housing.

2.4.1.2. 2021-2029 Housing Element

The Burbank2035 General Plan Housing Element (for the 2021-2029 6th Planning Cycle) establishes the goals, policies and programs that will enable the City to provide opportunities for housing development at a range of densities and housing types to accommodate current and future needs of all economic segments of the community, including those of lower and moderate income and special needs households. The City must accommodate 8,772 housing units in the 6th Cycle planning period. The goals and policies presented in the 6th Cycle Housing Element address Burbank's identified housing needs and are implemented through a series of housing programs. The Housing Element aims to incentivize opportunities for development on identified housing opportunity sites through the activities and programs outlined in the Housing Element's Housing Plan.

2.4.1.3. Mobility Element

The Burbank2035 General Plan Mobility Element defines the transportation network and describes how people move throughout the City, including the streets, railways, transit routes, bike paths, and sidewalks. The goals and policies of this element aim to ensure that the planned transportation system can adequately serve the future land uses and foster live, work, and play communities. The Mobility Element envisions a new transit center in the Media District and advocates for providing connectivity between local transit and major land uses (employment centers, shopping districts, residential uses, etc.). Connection enhancements include nearby communities such as Downtown Los Angeles, Hollywood, West San Fernando Valley, and the Westside. A planned bus rapid transit (BRT) line from North Hollywood to Pasadena aligns with this goal. The Mobility Element also identifies the Media District as a Transportation Management District meant to optimize the transportation system's performance. Mobility Element policies encourage local, regional, and state collaboration to improve air quality and limit GHG emissions.

Following the adoption of the Burbank2035 General Plan and in accordance with SB 743 (2013), the City has made it a priority to reduce vehicle miles traveled (VMT) by implementing the City's Transportation Study Guidelines. Additionally, the eastern edge of the Media District contains the Rancho Neighborhood Protection Plan, which discourages cut-through traffic.

2.4.1.4. Open Space and Conservation Element

The Burbank2035 General Plan Open Space and Conservation Element describes the conservation, development, and use of natural resources and addresses Burbank's parks and recreation opportunities. The Element also addresses preservation of renewable and non-renewable natural resources; managed production of resources, such as energy and groundwater; outdoor recreation; and trail-oriented recreation. This Element contains many key policies related to community sustainability and provides recreation opportunities to further enhance community health. The Element's policies aim to serve its communities by having a minimum of 3 acres per 1,000 persons so that all residents live within a 1/2 mile of a community/neighborhood park. The City looks to identify areas currently underserved for park expansion and open space acquisition and requires new development projects provide public access to adjacent open space through public transit system connections and a comprehensive multi- functional path and trail system. Additionally, the policies advocate for more pedestrian infrastructure by requiring new development or projects to provide land that accommodates active transportation. Only the Johnny Carson Park, a 17.62-acre community park, falls within the Media District, but a few parks and open spaces are adjacent to the project area.

APPLICABLE GENERAL PLAN POLICIES

Land Use Goals and Policies

- **Goal 1 Quality of Life**
  - ✓ Policy 1.1
  - ✓ Policy 1.2
  - ✓ Policy 1.3
  - ✓ Policy 1.4
  - ✓ Policy 1.7
  - ✓ Policy 1.8
- **Goal 3 Community Design and Character**
  - ✓ Policy 3.1
  - ✓ Policy 3.2
  - ✓ Policy 3.3
  - ✓ Policy 3.4
  - ✓ Policy 3.5
- **Goal 4 Public Spaces and Complete Streets**
  - ✓ Policy 4.1
- **Goal 5 Housing**
  - ✓ Policy 5.1
  - ✓ Policy 5.2
  - ✓ Policy 5.5
- **Goal 6 Economic Vitality and Diversity**
  - ✓ Policy 6.3
- **Goal 7 Community Participation**
  - ✓ Policy 7.1
  - ✓ Policy 7.2
  - ✓ Policy 7.3
  - ✓ Policy 7.4
  - ✓ Policy 7.5

Mobility Goals and Policies

- **Goal 1 Balance**
  - ✓ Policy 1.4
- **Goal 2 Sustainability**
  - ✓ Policy 2.1
  - ✓ Policy 2.3
- **Goal 4 Transit**
  - ✓ Policy 4.3
  - ✓ Policy 4.8
- **Goal 7 Parking**
  - ✓ Policy 7.1
- **Goal 8 Transportation Demand Management**
  - ✓ Policy 8.1
  - ✓ Policy 8.3

FIGURE 2-2: Applicable General Plan Policies

2.4.1.5. Plan Realization Element

The Plan Realization Element outlines the implementation, monitoring, and funding strategies for implementing the core values expressed in Burbank2035 General Plan. The Element serves as a guide for City elected officials, commission and committee members, staff, and the public on how to carry out the vision and goals set out in the Burbank2035 General Plan. The Element details implementation strategies as well as responsible agencies or departments and emphasizes the importance of collaboration between the responsible parties. The Element then sets out monitoring and reporting details to track the effectiveness of the plan and evaluate based on performance indicators, as well as a general timeframe. Lastly, the Element identifies funding mechanisms such as general funds, grants, bonds, and fees.

2.4.2. ZONING REGULATIONS

The City of Burbank Zoning Regulations, codified in Title 10 of the Burbank Municipal Code (BMC), is one of the planning tools that the City uses to implement the goals, policies and programs of the Burbank2035 General Plan and the MDSP. The Zoning Code and Zoning Map establish certain zones and control the land uses, the use and design of structures, open spaces, parking, and population density within those zones to ensure public health, safety, and general welfare. The Media District Overlay Zone implements the standards contained within the MDSP. The land use regulations and development standards of the Media District Overlay Zone augment the land use regulations and development standards of the BMC.

2.4.3. GREENHOUSE GAS REDUCTION PLAN UPDATE

The Greenhouse Gas Reduction Plan (GGRP) Update was adopted by City Council in May 2022. The GGRP is a long-range planning document that builds off the 2013 GGRP and guides the City towards long- term GHG emission reductions and establishes emission reduction targets that align with California's long-term goals. The GGRP establishes goals, policies, and programs to reduce GHG through the following:

- Require bike parking where off-street parking is required
- Allow and manage shared-use mobility devices
- Require new commercial and multifamily construction to install electric vehicle (EV) charge ports
- Require street trees and greening parking lots for new developments
- Expand urban tree canopy and vegetative barriers

Other strategies encourage implementation and integration of policies contained in related documents, such as the Burbank 2035 General Plan Mobility Plan Element and the Complete Our Streets Plan. One strategy specific to the Media District includes parking management principles to price all public parking (streets and structures) and update zoning rules to allow flexibility of off-street parking requirements for new developments.

2.4.4. COMPLETE OUR STREETS PLAN

The Complete Our Streets Plan was adopted by City Council in June 2020. The adopted Plan creates an implementation plan for transportation- related goals and policies in the Burbank2035 General Plan. It serves as a guidebook for Burbank to ensure that projects in the public right-of-way are consistent with City expectations for urban design, multi-modal mobility, and placemaking. The Plan establishes Priority Streets for pedestrians, transit, bicycles, and motorists, and identifies Focus

Areas for prioritizing improvements. The goals of the Plan go beyond providing access to diverse and safe transportation options; improvements to user experience, such as increasing shade and shelter, are also considered. Comprehensive policy recommendations are provided for each of the modes identified in the Priority Streets network, as well as equestrian, and supportive assets including green infrastructure and smart technology. Modal recommendations include goals and guidelines, such as applicability, sample improvement typologies, design elements, and infrastructure opportunities, as well as Focus Areas in which to implement them, to be used during the planning stages of projects. Performance measures and priority projects are also included. The Plan's main focus is non-motorist modes of transportation, and guidelines for motorist improvements center on reducing conflicts and enhancing safety for modes that may interact with motorists, such as pedestrians and bicycles. In this way, the Plan intends to increase the safety and utility of transit and active transportation throughout the City and considers how improvements to other modes may benefit these key modes.

2.4.5. BICYCLE MASTER PLAN

The 2009 Bicycle Master Plan (BMP) seeks to create sustainable transportation alternatives by supporting bicycle infrastructure to reduce traffic congestion and improve safety. The BMP intends to provide connections to transit centers, employment, retail, and residential areas to develop a comprehensive roadway planning network and make that five percent of all trips are made on bicycles by 2035. Additionally, the BMP incorporates the "Complete Streets" concept to improve walkability and bikeability in the city to ensure the safety of all users regardless of age and abilities. The BMP identifies three existing bicycle facilities including, Class II bike lanes along Riverside Drive, and two Class III bike routes along California Street and Keystone Street. In addition, the BMP recommends several new bicycle facilities within the Media District, including two Class II bike lanes along Verdugo

Avenue and Riverside Drive, three Class III Bike Routes along Olive Avenue, Alameda Avenue, and Riverside Drive, and three Class III Bicycle Boulevards along California Street, Keystone Street, and Pass Avenue. These recommended bicycle facilities provide continuity from existing bicycle facilities, such as on Riverside Drive, and connection to existing bicycle facilities, such as to Main Street. Other recommendations to further improve bicycle safety are speed reduction, auto traffic reduction, and street signage and markings. The BMP also examines funding opportunities and lists ongoing bikeway projects. Per the BMP, the only bicycle amenities currently found within the Media District are bicycle racks along Olive Avenue and Riverside Drive provided by BurbankBus.

2.4.6. CONNECT SOCAL

In 2020, the Southern California Association of Governments (SCAG) adopted Connect SoCal, a sustainable Long Range Transportation Plan for the region. Connect SoCal identifies the importance of Transit Priority Areas (TPAs), which are areas located within one-half mile of existing or major transit stops in the region, as a form of Priority Growth Areas (PGAs), which include the Media District. TPAs are where Transit- Oriented Development (TOD) can be realized by allowing higher density development with easy access to a multitude of safe and convenient transportation alternatives. Connect SoCal notes that focusing on regional growth in areas with planned or existing transit stops is key to achieving equity, economic and environmental goals, and ensuring access to high-quality transportation.

Several regulations and standards contained in the documents reviewed align with Connect SoCal's vision of achieving a more sustainable growth pattern, including encouraging the development of diverse housing types in areas that are supported by multiple transportation options and support equitable and adaptable communities. A summary of relevant Connect SoCal policies is contained in Appendix X.

2.4.7. VISIONING BRT

In November 2020, the Los Angeles County Transportation Authority adopted the Bus Rapid Transit Vision & Principles Study. The purpose of the study is to expand and improve Bus Rapid Transit (BRT) services in Los Angeles County reliably and equitably. The study establishes a cohesive set of guidelines and standards to direct Metro investment in on-street BRT projects. The adoption of new BRT guidelines and standards will ensure a high-quality customer experience for transit riders while clarifying the types of street improvements required to deliver a BRT project. The study further identifies and prioritizes strong BRT candidate corridors based on indicators of service demand, equity and capacity for BRT supportive elements.

2.4.8. CITY OF BURBANK FIVE YEAR ECONOMIC DEVELOPMENT STRATEGIC PLAN 2024-2028

In 2024, the City of Burbank finalized the City of Burbank Five Year Economic Development Strategic Plan 2024-2028. The main goal of the Strategic Plan is to streamline permitting, with the aim to create a strong job market, bring in new companies, and help small businesses. The Strategic Plan establishes clear goals, objectives, and intended results. When successfully enacted, the goals will deliver the diversification of Burbank's economy while maintaining high-paying jobs and an entrepreneurial ecosystem. The Strategic Plan also establishes a timeline for implementation inclusive of staffing needs and funding sources to successfully achieve the goals and objectives set forth. The Strategic Plan will function as a guide for the five-year period in the development of the City's economic priorities.

2.5. ENVIRONMENTAL REVIEW

The Program LU-7 of the Plan Realization Element of the Burbank2035 General Plan requires all projects, including the adoption of specific plans to be analyzed to determine whether they have the potential to cause significant environmental impacts.

CHAPTER 3
Media District Profile

IN THIS CHAPTER:

3.1. Overview
3.2. Regional Context
3.3. Media District Planning Area
3.4. Media District Profile
3.5. Demographic Profile
3.6. Market Profile

3.1. OVERVIEW

This Chapter covers the topics of existing demographics, land use, and local policies in the Media District and documents that help guide and shape the development of the MDSP. In developing the MDSP, it is important to understand the context of the Media District to make sure the MDSP addresses land use goals and policies for those who live, work, and play in the Media District.

3.2. REGIONAL CONTEXT

The City of Burbank was founded in 1887, incorporated in 1911, and has a total area of 17.3 square miles. As of the 2020 U.S. Census, the City has a population of 107,337. The City is located within the San Fernando Valley in northeast area of Los Angeles County, and it neighbors the City of Los Angeles to the north, south, and west and the City of Glendale to the east, as shown in Figure 3-1: Burbank Regional Context. Burbank is home to the Hollywood Burbank Airport, world- renowned movie and television studios, cultural institutions, and nature hiking trails. The City is also adjacent to the Universal Studios Theme Park and Griffith Park - the second largest city park in California.

Burbank has automobile and public transit access through a variety of transportation options, including freeways, buses, and rail service. Interstate 5 crosses the City from north to south and State Route 134 traverses the southern edge of the City. Bus service is available throughout the City via Metro and BurbankBus, providing regional and local routes. Rail service is also available in the City via Metrolink and Amtrak and provides access to Burbank's Downtown and the airport stations. Additionally, the Hollywood Burbank Airport provides domestic and international air travel.

Burbank is almost entirely built-out with a mix of low-, medium- and high-density residential neighborhoods, commercial and industrial districts, and open spaces. The City also hosts major movie and television studios, which are important to the region's economy. Some of the biggest employers in the City include the Walt Disney Company, Warner Bros. Discovery, ABC Television, Nickelodeon and Cartoon Network, Providence Saint Joseph's Medical Center, Hollywood Burbank Airport, the City of Burbank, and the Burbank Unified School District.

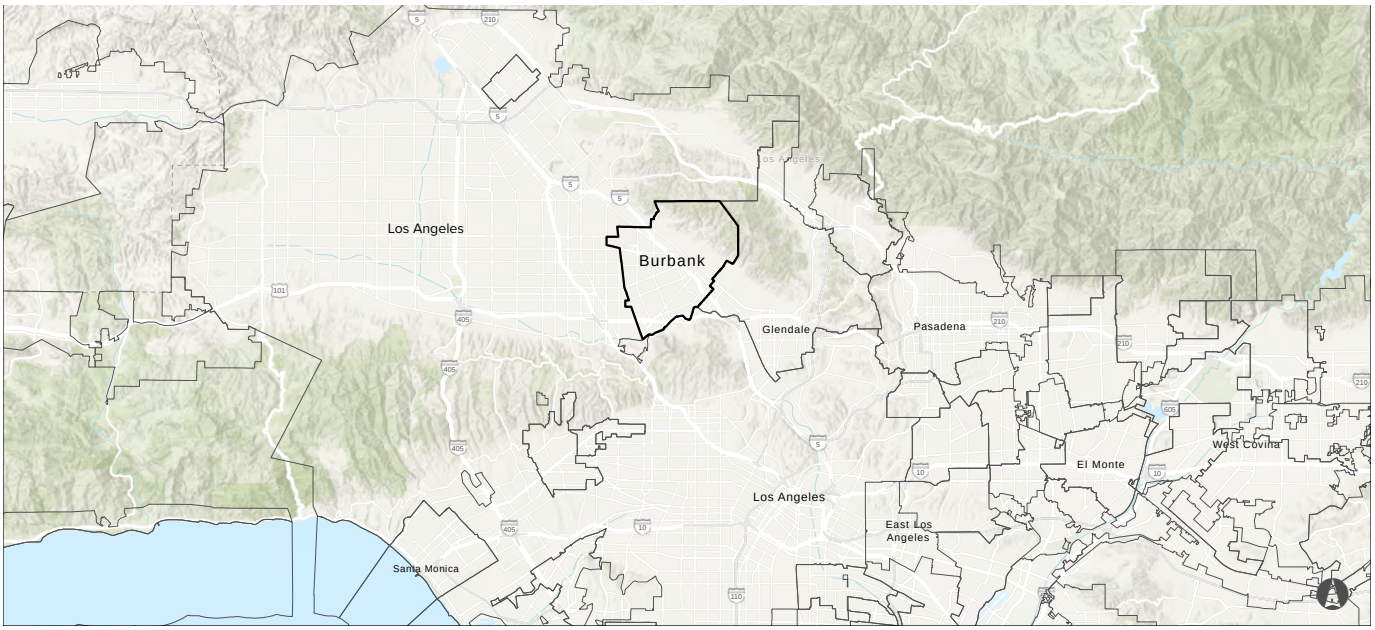


FIGURE 3-1: Burbank Regional Context

3.3. MEDIA DISTRICT PLANNING AREA

The Media District Planning Area (Media District) is defined as the area roughly bounded by Clybourn Avenue, Keystone Street, Oak Street, and the Los Angeles River in the City of Burbank, as shown in Figure 3-2: Media District Planning Area. The majority of the district is bisected by two major thoroughfares: SR-134 and Olive Avenue.

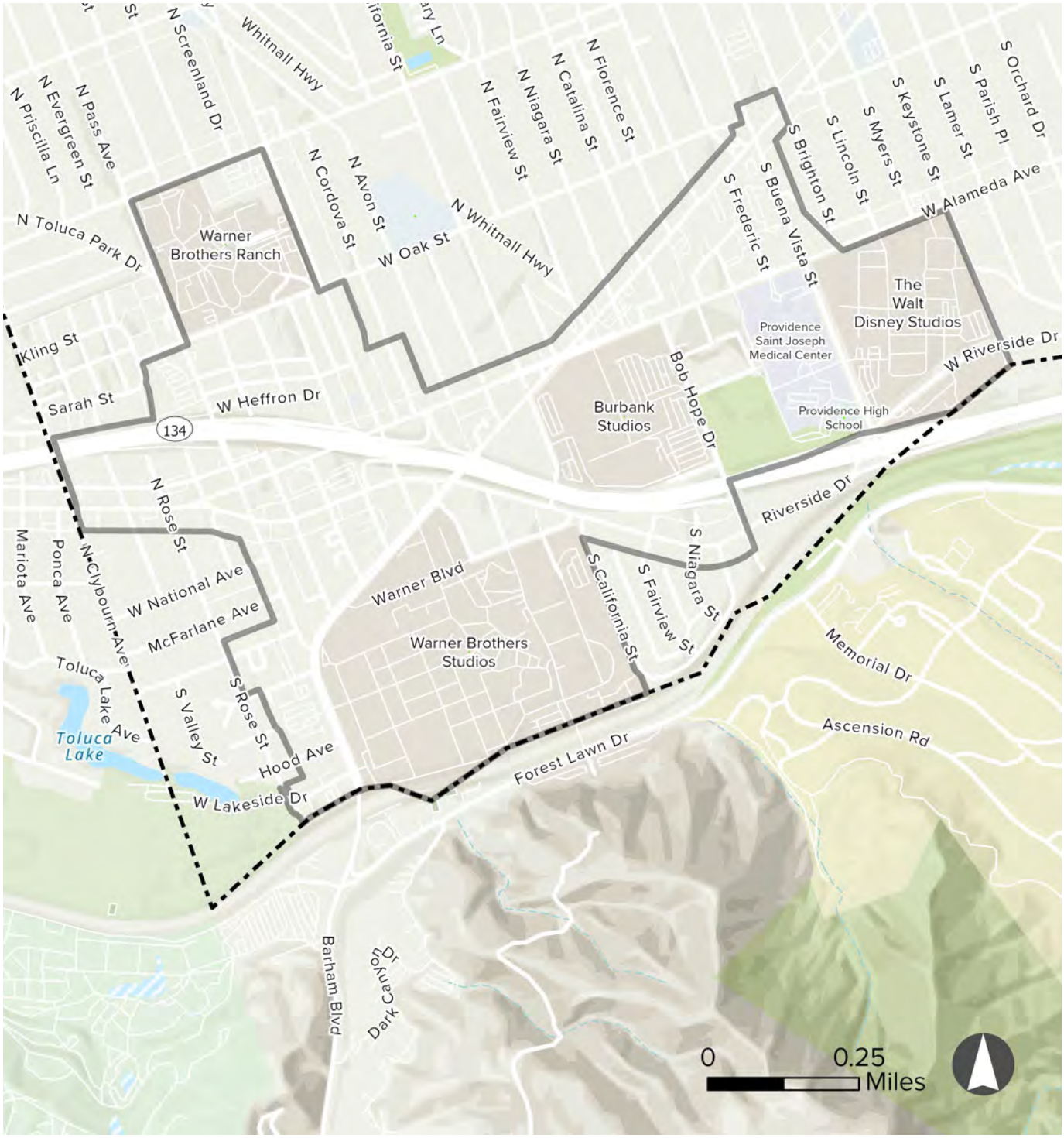


FIGURE 3-2: Media District Planning Area

3.4. MEDIA DISTRICT PROFILE

The Media District is in close proximity to local and regional assets and destinations, such as the Hollywood Burbank Airport, Universal City, Hollywood, and Downtown Los Angeles. It is also accessible by the Ventura Freeway (SR-134), surface streets, and public transit.

The 0.85-square mile Media District is home to numerous media and entertainment companies, including The Walt Disney Company, Warner Bros. Discovery, and the Burbank Studios. The Media District also encompasses a mix of commercial, office, and residential uses, as well as medical, educational, and open space.

The Media District is already developed with existing commercial and residential developments. The Media District consists of pedestrian-friendly areas along Riverside Drive and areas north of Alameda Avenue featuring a walkable street network with shorter blocks, narrower streets lined with trees, and more human- scale buildings. The majority of the residential uses within this district are also located north of Alameda Avenue, between SR-134 and the former Warner Bros. Ranch Facilities. In contrast, most of the parcels located south of Alameda Avenue are dedicated to commercial and office uses. Many neighborhood-serving businesses, such as convenience stores, restaurants, barber shops, and gas stations, among others, are also located along Olive Avenue, the Media District's main commercial corridor. Entertainment companies and offices are also found along this thoroughfare, including some of the tallest buildings within the district. Additionally, Planned Developments adjacent to these commercial areas are currently occupied by large television and film studios campuses. Due to the nature of these uses, most of the large studio campuses are restricted and therefore do not allow access to the public unless part of an authorized studio tour.

Burbank Hollywood Airport

The Burbank Studios

Alameda Avenue

Healthcare, recreation, and educational facilities can also be found within the Media District, which serve the needs of the local community. The Providence Saint Joseph Medical Center, located on the west end of the Media District, provides medical care and support services. As of 2023, the Medical Center has expanded by adding 44 emergency department beds and 23 urgent care beds to ensure adequate continued care for the community. Likewise, Providence High School, located immediately south of the medical center, attracts students and families, increasing business and boosting the local economy. Similarly important is Johnny Carson Park, which provides open space and recreational activities and serves as a gathering place for the area, including adjacent commercial establishments, film studios, medical center, and high school.

There is interest in the Media District from private developers, who have taken note of the Media District as a major employment and transit center with various amenities. The City has processed and approved several planning entitlement applications for large development projects that would potentially offset the State's housing crisis and provide amenities to visitors. One of these projects is a mixed-use development at 3700 Riverside Drive consisting of 49 condominiums, 2,000 sq. ft. of retail space, publicly accessible open space, and parking for residents. Other projects currently being considered include a new mixed-use development at 3201 West Olive Avenue, a commercial and residential building expected to add 144 residential rental units. These projects indicate development interest, present opportunities to increase the housing supply, promote a higher mix of uses, advance the image of the area, and increase the appeal of the Media District and Burbank for residents and visitors.

Johnny Carson Park

Burbank Bus Stop

Warner Bros. Studios

3.5. DEMOGRAPHIC PROFILE

An extensive demographic analysis for the City of Burbank and for the Media District was conducted for the preparation of the MDSP. The data utilized for the demographic analysis was collected using several sources. This data can be found in the market analysis, located in Appendix B: Real Estate Market Study. The following summary of that demographic analysis plays a vital role in the planning effort for this MDSP.

- The Media District is home to approximately **4,500 residents** or about 4% of Burbank's total population. The district has approximately 2,500 housing units.
- The median age for residents in the Media District is **39.5 years old** in comparison to the rest of the City at 41.3 years old.
- The median household income in the Media District ranges **between $100,00 and $149,00**0 for most age groups.
- Educational attainment is slightly higher in the Media District than in the rest of the City; approximately 41% of residents in the Media District have a **bachelor's degree or higher** compared to the City's 32%.
- The racial and ethnic makeup can be seen in Table 3-1: Ethnicity and Race (2020), and **more White, Black, and Asian** residents reside in the Media District than in comparison to the rest of the City.
- The Media District is a large employment area where 31% of all jobs in Burbank are within the Media District. Additionally, 67,000 people commute to the Media District for work. Of these jobs, 80% are in the media sector.

This findings from this analysis was used to inform outreach strategies, and ultimately the goals and policies of the MDSP.

	Media District	City of Burbank
ETHNICITY		
Hispanic or Latino	15.7%	24.2%
Not Hispanic or Latino:	84.3%	75.8%
RACE		
Population of one race:	88.5%	71.2%
White alone	65.0%	56.2%
Black or African American alone	5.2%	2.7%
American Indian and Alaska Native alone	0.8%	0.2%
Asian alone	11.6%	11.4%
Native Hawaiian and Other Pacific Islander alone	0.1%	0.1%
Some Other Race alone	5.8%	0.6%
Population of two or more races:	11.2%	4.6%

TABLE 3-1: Ethnicity and Race (2020)

Source: U.S. Census, American Community Survey, 2020; Real Estate Market Analysis, 2024

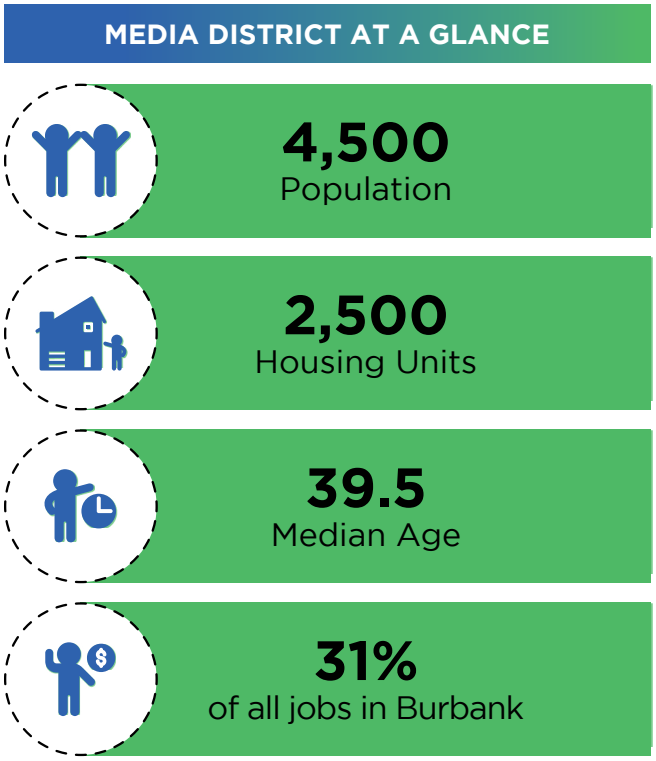


FIGURE 3-3: Media District at a Glance

3.6. MARKET PROFILE

A real estate market analysis was also prepared for multifamily housing, lodging, retail, industrial, and office uses, to understand market conditions and projections within the Media District. The full market analysis is in Appendix B: Real Estate Market Study.

Residential development is expected to be the primary driver in the growth of the Media District. There is a demand for increases in both residential sales and leases. To facilitate significant residential development, smaller lot consolidation or redevelopment of larger properties will be critical to facilitating residential development.

Occupancy rates in the lodging sector were generally strong following the 2008 Great Recession but have yet to fully recover from the 2019 COVID-19 Pandemic as of 2023. The market analysis shows support for additional lodging inventory in the future despite limited site availability for redevelopment.

There are a variety of offerings and choices for consumers within and proximate to the Media District. General retail and neighborhood retail comprise approximately 70% of the retail inventory in the Media District. The market analysis suggests that there is currently sufficient supply of retail inventory, but future growth will bring the need for additional general and neighborhood retail; in particular, convenience-related retail such as food and drug stores.

There is limited industrial use within the Media District, though flex space and studio sound stages may be considered industrial in nature. Given the nature of existing land uses within the Media District, other than sound stage projects, the development of future industrial space is expected to be limited to media support uses or medical laboratory type uses.

Office demand within the Media District is heavily influenced by the movie production studios. Office vacancy rates have risen substantially following the 2019 COVID-19 Pandemic. It is unclear how much office demand may be reduced long term, but reductions in demand are expected due to persistent trends in remote work.

Recent mixed-use project at 3401 W. Olive Ave.

Proposed mixed-use project at 3201 W. Olive Ave.

Proposed mixed-use project at 3700 W. Riverside Dr.

ATTACHMENT 1 - 30

Draft Last Updated Nov. 4, 2025

CHAPTER 4
Community Engagement

IN THIS CHAPTER:

4.1. Overview
4.2. Community Engagement Strategies
4.3. Outreach Tools and Materials
4.4. Community Events
4.5. Stakeholder Briefings
4.6. Community Guiding Principles

4.1. OVERVIEW

The MDSP community engagement process was conducted with a dedication to receiving feedback from community members and stakeholders throughout the entire course of the MDSP's development. The initial community engagement rounds were divided into three separate engagement activities to reach specific audiences and discuss the project: (1) meetings with the Planning Board and City Council and presentations to other City boards/commissions, (2) a public workshop to reach the general public, and (3) a stakeholder briefing to reach key stakeholders. This initial stage was intended to provide information, introduce the project, and receive high-level feedback on visioning and priorities. The entire community engagement process was in alignment with the Burbank2035 General Plan Realization Plan Program LU-5 Public Participation that states the critical need for public involvement in the planning process and calls for organized public outreach that provides the public information and opportunities for meaningful input on planning matters. Continued community contributions were crucial to the identification of existing challenges and barriers, opportunities for future development, improvement of public transportation accessibility, and preservation of the neighborhood's character.

There were eight rounds of community engagement, as shown in Figure 4-1: MDSP Community Engagement Process. The process included, but was not limited to, the following participants: Burbank residents, City Council, City staff, planning staff from the County and City of Los Angeles, developers, advocacy groups, businesses, and the Southern California Association of Governments (SCAG). The public engagement process also included the following boards and committee's: Youth Board, BWP Board, Board of Library Trustees, Parks and Recreation Board, Chamber of Commerce Board, Community Development Goals Committee, Burbank Advisory Council on Disabilities, Senior Board, Heritage Commission, Burbank Cultural Arts Commission, Art in Public Places, Sustainable Burbank Commission, Infrastructure Oversight Board, and Transportation Commission. The City also organized walking tours around the Media District and used digital engagement tools to interact with a broad spectrum of stakeholders and to receive more input.

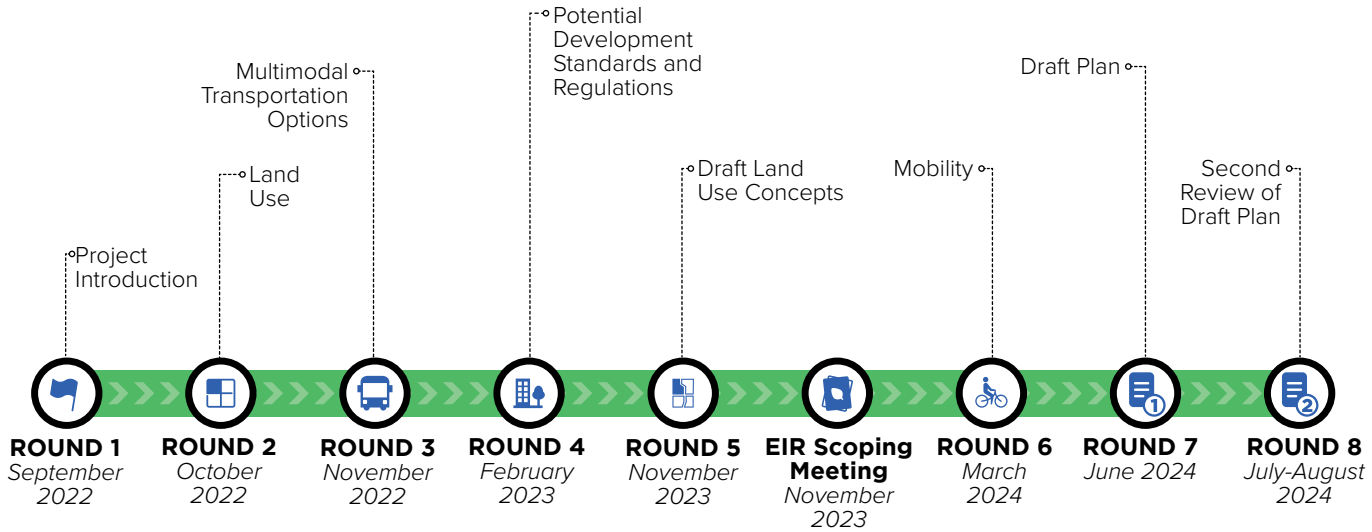


FIGURE 4-1: MDSP Community Engagement Process

4.2. COMMUNITY ENGAGEMENT STRATEGIES

The primary community engagement strategies that were utilized for the MDSP included:

- Community workshops
- Walking tours
- Stakeholder briefings
- Study sessions
- Project Webpage and Digital Engagement Tools
- Direct outreach by request through emails, calls and meetings
- Multimedia communications

4.3. OUTREACH TOOLS AND MATERIALS

The MDSP team, in response to early feedback and experiences with the constituents in and near the Media District, recognized that people engage with information in different ways, and set about developing a robust and varied outreach plan with a variety of modes. The following tools were used to engage the community and stakeholders to allow them to provide meaningful input.

4.3.1. PROJECT WEBSITE AND DIGITAL ENGAGEMENT TOOLS

The project website served as an approach for stakeholders and members of the public to access information and updates on milestones for the MDSP as they occur. The website included a general project introduction, listed key milestones, and included presentation materials from each of the rounds of outreach, The website also linked stakeholders to the digital engagement tool Social Pinpoint that provided in-depth detail regarding project information using interactive tools.

Social Pinpoint functioned as the main repository of information through- out the project and was used to collect feedback and help build consensus from the public. Providing an accessible location one-stop shop for participants to understand the project, this tool allowed those interested parties in the project to receive information on public workshops and provide immediate feedback using surveys and interactive tools. The

Social Pinpoint MDSP project website

tool was regularly updated and reviewed, especially during feedback gathering phases of the first three rounds of the project. The tool was utilized in order to get solicit stakeholder feedback on housing typologies, housing challenges, and safety and mobility challenges and opportunities.

4.3.2. SOCIAL MEDIA

Social media was an essential tool to notify the public regarding the project and opportunities for feedback. This project utilized the following social media platforms for public notification:

- Facebook, 15,000 followers
- Instagram, 14,100 followers
- X (formerly Twitter), 17,500 followers

To provide a more inclusive and representative engagement process, targeted digital notifications were sent in English, Spanish, and Armenian.

4.3.3. PHONE OUTREACH

Targeted calls to key stakeholders and organizations were conducted prior to stakeholder briefings. Calls encouraged meeting participation and attendance. Stakeholders were offered digital outreach toolkits to share information with their audiences (see section 4.3.6 for additional details). Outreach calls were conducted one week prior to stakeholder briefings.

4.3.4. DOOR TO DOOR FLYER

Door-to-door flyers were distributed to approximately 680 residences within and around the Media District.

4.3.5. POSTCARDS

Postcards were created and mailed to Burbank residents with information about the project, including links to the project website, upcoming webinars, and walking tours.

X (formerly Twitter) MDSP Workshop #6 post

MDSP Postcards

Extended outreach stakeholder kit

4.3.6. EXTENDED OUTREACH STAKEHOLDER TOOLKIT

Toolkits with project information were provided to key stakeholders before the public workshop to share with their constituencies and members. Toolkits give key stakeholders the ability to easily distribute the information to their networks and maintain consistency in the information shared.

4.3.7. BUS SHELTER ADVERTISEMENTS

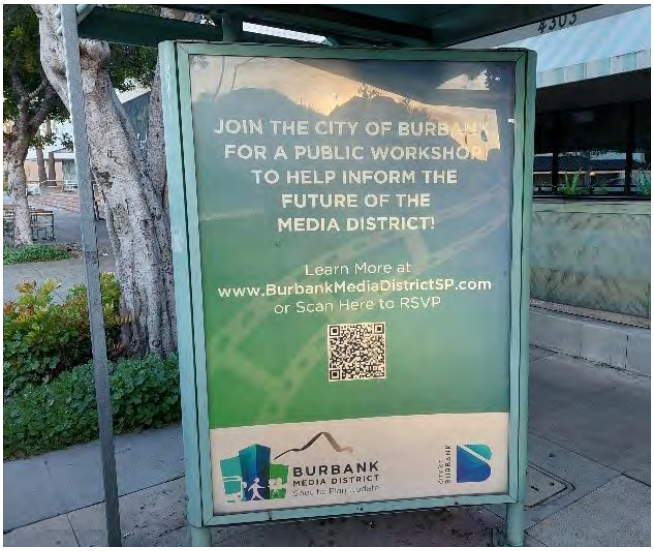
Bus shelter advertisements were also used to get the word out about the plan and outreach activities, Shelter ads featured a QR code, which linked residents to the project website and details on an upcoming workshop. The posters in the shelters also had general information to encourage community participation in the project. The shelter advertisements were displayed from January 30, 2023, until February 27, 2023, with approximately 4 million impressions based on estimates from the advertising vendor.

Shelter ads were located along key corridors such as:

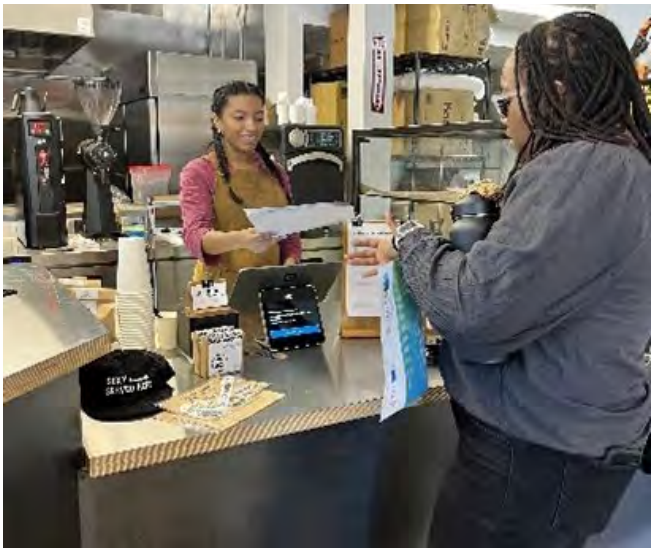
- Magnolia Blvd. & N. Hollywood Way
- W. Riverside Dr.
- W. Riverside Dr. & N Rose St.
- W. Alameda Ave. & W Olive Ave.
- W. Olive Ave. & Victory Blvd.
- W. Olive Ave.
- E. Magnolia Blvd. & N Glenoaks Blvd.
- E. Olive Ave. & S First St.

4.3.8. BUSINESS OUTREACH DROP OFF

On February 10, 2023, MDSP team members conducted collateral drop-offs to 40 businesses in the Media District. The team provided the businesses with a brief overview of the project and distributed ten posters to



Bus shelter advertisement



Business outreach drop off

Park banner

promote the upcoming workshop and one promotional poster to post in high-traffic locations in their business.

4.3.9. PARK BANNERS

Project banners were posted in various parks throughout the city to promote the project and upcoming workshops. The banners were up from December 13, 2022, until February 24, 2023, and were located at the following locations:

- McCambridge Park
- Johnny Carson Park
- Lincoln Park
- George Izay Park
- Verdugo Park

4.4. COMMUNITY EVENTS

4.4.1. BURBANK FARMER'S MARKET

As an opportunity to connect with residents in person, the MDSP team attended the Burbank Farmer's Market on November 12, 2022. The 3rd community workshop was advertised at this time.

4.4.2. WALKING TOURS

In early outreach efforts, the MDSP team heard that residents wanted more opportunities to collaborate with staff in identifying issues and opportunities in the neighborhood. To build an agreed upon understanding of the Media District among stakeholders, the MDSP team organized three neighborhood walking tours.

Burbank Farmer's Market engagement

Walking tour #2

4.4.2.1. Walking Tour #1

The first neighborhood walking tour was held on November 9, 2022. The tour was an opportunity for community members to meet with the MDSP team and study the southwestern portion of the Media District, along Riverside Drive.

4.4.2.2. Walking Tour #2

The second walking tour took place on January 19, 2023. This walking tour involved 10 community members and approximately 20 additional student stakeholders interested in the planning effort. The community stakeholder group was led by David Kim, and Joseph Pangilinan, City of Burbank. The second group of UCLA students was led by Amanda Landry, City of Burbank.

4.4.2.3. Walking Tour #3

The third walking tour took place on April 29, 2023, and involved a comprehensive three-mile journey with three segments. Participants were encouraged to attend the segments that most interested them or stay for the entire duration.

4.4.3. LISTENING SESSION

A virtual listening session was held on the topic of Land Use to engage with community stakeholders and receive their feedback on the project. MDSP team members Joseph Pangilinan and David Kim hosted the first listening session on November 9, 2022, and encouraged attendees to provide feedback, opinions, and concerns on the MDSP.

4.4.4. NEIGHBORHOOD MEETINGS

A neighborhood meeting was held as an informal way to engage with residents and receive their feedback on the project. MDSP team members Amanda Landry, Fred Ramirez, and Scott Plambaeck attended the neighborhood meeting.

4.4.5. COMMUNITY WORKSHOPS

A total of eight community workshops were conducted throughout the planning process. Residents and various stakeholders were engaged in open discussions regarding their vision for the Media District.

To ensure that all in-person and virtual community workshops were accessible to all residents and to maximize participation, translated materials and simultaneous Spanish and Armenian interpretation services were provided.

4.4.5.1. Community Workshop #1

The first community workshop was held in person at the Community Services Building on September 28, 2022. The workshop provided

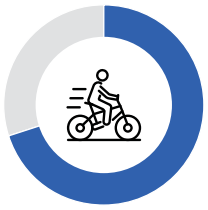
Community Workshop #1

attendees with information regarding the MDSP update process and the Media District itself, including potential opportunities, existing public transportation infrastructure, recreational and natural resources, and asked about what types of businesses and amenities that residents would like to see in the area. Participants were encouraged to visit the information stations to provide feedback through a series of maps and vision boards.

Approximately 50 percent of participants agreed that the potential opportunities within the Media District should aim to protect and preserve the character of the existing neighborhoods within and adjacent to the district, while 20 percent expressed concerns over impact of zoning changes on existing residential neighborhoods. Attendees were also concerned about mobility safety with 70 percent of attendees citing issues related to speeding vehicles, lack of access through studios, and dangerous curb extensions. Regarding future mobility improvements, 30 percent of participants noted that the BRT should be sharing lanes with bicycles. Green space maintenance and the lack of amenities were also noted by the participants with 25 percent calling for large companies to take a more collaborative role with the community, including helping maintain green spaces around their facilities and whenever possible, opening their campuses for community use. Lastly, most participants (85 percent) emphasized the importance of supporting small businesses in the Media District.

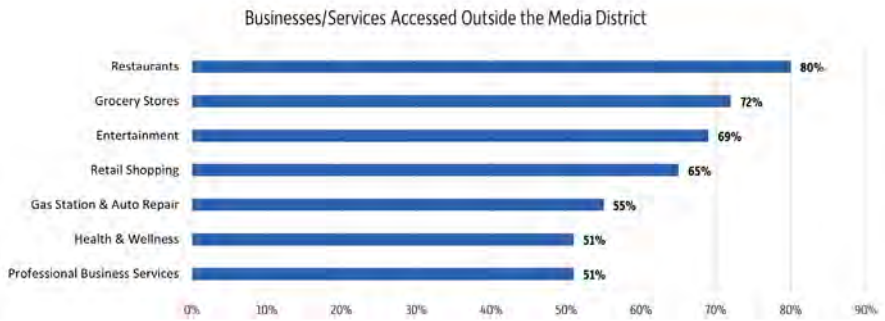
4.4.5.2. Community Workshop #2

The second community workshop was held virtually via Zoom on October 19, 2022. A total of 33 attendants were provided with a more in depth overview of the MDSP update process. The topics discussed included building types and the compatibility of new development with the existing community characteristics. The workshop format included a presentation with interactive polls followed by a question-and-answer session. The stakeholder feedback was received through polls, chat logs, interactive mapping tools, and comments via an online survey.

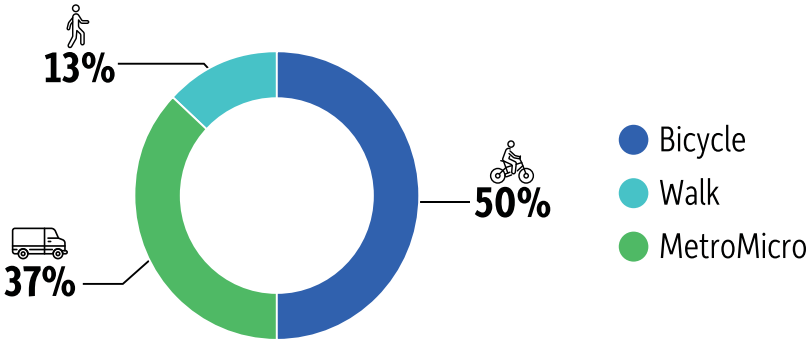


70% of participants cited mobility issues related to:
- Speeding vehicles
- Lack of access through studios
- Dangerous curb extensions on Riverside Avenue

85% of participants emphasized the importance of bringing in and sustaining small businesses in the Media District



What modes of transportation would you utilize more if you felt it were safer, easier, and/or more efficient?



Workshop presentation materials

According to the poll results, 64 percent of participants indicated that the building types analysis was consistent with their understanding of the Media District however, other attendees stated that more specific information was necessary. When asked about specific type of businesses and services regularly accessed outside the Media District, most respondents said that they travel outside the district to go to restaurants (80 percent), grocery stores (72 percent), and entertainment (69 percent). Other services accessed outside the Media District include retail, gas stations, health and wellness, and professional business services. Concerns over the availability of parking were also expressed and there was consensus that Riverside Drive is an example of how the Media District should look and feel.

4.4.5.3. Community Workshop #3

The third community workshop was held on November 16, 2022, virtually via Zoom and there were 15 people in attendance. The workshop focused on multimodal transportation options, including planned bicycle facilities, parking, Metro Micro, and the proposed BRT line along Olive Avenue. The workshop format consisted of a brief presentation with interactive polls using the Mentimeter platform, followed by an open question-and-answer session. Stakeholder input was documented through chat logs and feedback received from the Mentimeter questions.

According to the poll results regarding mobility improvements within the Media District, 44 percent of respondents supported a flexible office parking arrangement to allow public and private parking facilities to be shared to help serve retail and recreational uses, 33 percent wanted "Guaranteed Ride Home" programs, 17 percent wanted secure bicycle parking, and six percent supported the creation of an easy access short-term car rental program. When asked about the modes of transportation that they would use if they were safer, more accessible, and efficient, 50 percent indicated biking, 37 percent mentioned that they would use Metro Micro, and 13 percent stated that they would walk. Additionally, 67 percent of participants indicated that convenient and frequent bus or trolley service would help make them switch to transit.

Community Workshop #3

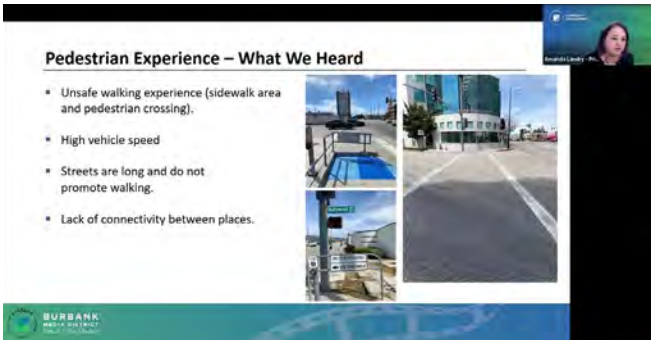
Community Workshop #4

4.4.5.4. Community Workshop #4

Community Workshop #4 was held in person at the Buena Vista Public Library on February 22, 2023. The purpose of this workshop was to share information and seek public input on potential development standards and regulations that may be included in the MDSP. Community members had the opportunity to examine the analysis the team has conducted, see how community feedback has helped inform potential alternatives and learn the next steps for the MDSP. This in-person workshop format consisted of a brief overview presentation followed by an open house session to allow the community to ask questions and interact with display boards located at six stations. Attendees were able to visit each station, where their feedback was documented on the display boards with post-it notes, flip charts, and comment cards. A total of 42 attendees participated in this workshop and provided valuable feedback on potential development sites, traffic improvements, height and massing, and design standards. Participants also expressed their concern about affordability for residents and employees and underscored the importance of preserving the community's character and protecting existing residential areas from more intense development.

4.4.5.5. Community Workshop #5

Community Workshop #5 was held in person at Buena Vista Public Library on November 15, 2023. The purpose of this workshop was to share updates on proposed development standards and design guidelines and the Build Out Analysis, seek public input, and inform community members on the next steps for the MDSP. Community members had the opportunity to examine the Build Out Analysis and an overview of the proposed development standards, informed by the community feedback from previous community engagements. This in-person workshop consisted of a presentation followed by an open house session to allow the community



Community Workshop #6 - Virtual

Community Workshop #7

Community Workshop #8 - Virtual

to ask questions to the MDSP team and interact with display boards located at six stations. Attendees were able to visit each station and provide feedback on display boards with post-it notes, flip charts, and comment cards. A total of 31 community members participated in this workshop and provided valuable feedback on potential development sites, traffic improvements, height and massing, and design standards. Participants expressed concerns about the height of new development adjacent to neighborhoods and had positive comments on how the proposed standards can enhance the neighborhood while maintaining existing community characteristics.

4.4.5.6. Community Workshop #6

Community workshop #6 was held virtually on March 14, 2024. The purpose of this workshop was to provide information and receive feedback on mobility and Neighborhood Protection Plans (NPP) in the Media District. This virtual workshop consisted of a presentation followed by a Q&A period where a total of 33 participants logged on and staff answered 36 live questions. The mobility discussion covered topics that have been brought in public comments during the outreach process and included pedestrians, cycling, automobile, transit, and parking. The workshop included discussion on potential policies and strategies that could be implemented to address concerns and result in mobility improvements. Background and details on the existing NPPs were presented followed by a discussion on potential strategies to further improve them.

4.4.5.7. Community Workshop #7

Community workshop #7 was held in-person on June 5, 2024, at the Buena Vista Public Library. The purpose of this workshop was to introduce the draft MDSP to the community and receive their initial feedback. The MDSP team presented the contents and major concept of the MDSP to attendees, and hosted an open house with topic stations

4.4.5.8. Community Workshop #8

Community workshop #8 was held virtually on August 15, 2024. The purpose of this workshop was to follow up with the community after the previous release of the draft MDSP and provide the community another opportunity to provide additional feedback on the draft MDSP.

4.4.5.9. City Council Meeting #1

A study session City Council meeting was held on January 10, 2023, that included a report on the MDSP. The report to City Council consisted of a summary of the MDSP, a status update, and next steps. The primary item of the report was the community engagement effort and a summary of the comments received. The summary of input included the three rounds of community engagement to date and provided a preview of the following rounds of community engagement. All City Council members were present as well as the City Manager and City Attorney.

4.4.5.10. City Council Meeting #2

A study session City Council meeting was held on November 7, 2023, and included a report on the MDSP, Consideration of the Development Potential, and Associated General Plan Amendment. Two members of the public were in attendance and provided comments on the agenda item. The report consisted of a summary of the MDSP, a status update, and next steps. The report included a summary on the buildout analysis and the comparison of three alternative growth scenarios. The comparison of the three alternative growth scenarios included residential units and non-residential square footage estimates, as well as their study for the program environmental review. All City Council members were present as well as the City Manager and City Attorney.

4.4.5.11. City Council Meeting #3

A study session was held on May 21, 2024 with City Council to go over the publicly available draft MDSP. A staff presentation was given, and the Council had an opportunity to provide input on the draft plan and discuss policy direction as it relates to the draft plans alignment with the three overarching goals of contextual development, transit-oriented growth, and streamlined housing production. All City Council members were present as well as the City Manager and City Attorney.

4.5. STAKEHOLDER BRIEFINGS

Stakeholder briefings were another component of the community engagement process. A total of three stakeholder briefings were held to provide insights about community input to help inform the content and activities of community workshops. Stakeholders contacted included a variety of businesses, developers, schools, faith- based organizations, production studios, and local non-profits, as well as staff from the cities of Burbank and Los Angeles, Los Angeles County, and SCAG.

4.5.1. STAKEHOLDER BRIEFING #1

The first Stakeholder briefing was held virtually via Zoom on September 21, 2022. In total, there were 26 attendees. Stakeholders emphasized the desire to maintain community character and voiced concerns over the environment. There was interest in seeing the integration of the Greenhouse Gas Reduction Plan's (GGRP) vision. There were also discussions over the inclusion of early childhood care and education within the Burbank Unified School District. As for development, there was a general interest in mixed-use housing, concerns over the building heights for new developments, and understanding how the MDSP is coordinated with neighboring community plans.

4.5.2. STAKEHOLDER BRIEFING #2

On October 13, 2022, the second Stakeholder briefing was held via Zoom. There were 22 attendees. Key stakeholders represented were Hollywood Burbank Airport, Burbank Unified School District, NBC Universal, and Warner Bros. Discovery. The main discussions were centered around concerns over the development of large multi-story buildings, locations of mixed- use housing, and parking requirements in relation to development. There was apprehensiveness over how long-term residents and renters may be displaced by new developments. Meanwhile, there was support for affordable and workforce housing and to seek other opportunities for development along Olive Avenue and Ventura Freeway SR-134. Requests included a workshop on preserving neighborhood characteristics and more research on the location of density within the Media District.

4.5.3. STAKEHOLDER BRIEFING #3

The third Stakeholder briefing was held on November 9, 2022, with 15 attendees present, virtually via Zoom. The key stakeholders represented were the Hollywood Burbank Airport, two developer groups Cusumano Real Estate Group and Toledo Homes, Walt Disney Studios, NBC Universal, and two residents. Other agencies in attendance included planning staff from the County of Los Angeles, the City of Los Angeles and SCAG. The key themes surrounding mobility were in the limitation of destinations and connectivity of public transportation to the greater Los Angeles vicinity. There were concerns over project impacts on residents. Stakeholders requested a website with current state housing legislation to provide context for relevant laws impacting the Media District. Poll questions included identifying destinations within the Media District, how

many days these stakeholders require for their employees to work in the office, and what type of improvements can be made to encourage others to walk or bike to restaurants during lunchtime.

4.6. COMMUNITY GUIDING PRINCIPLES

The MDSP was developed as part of a collaborative public engagement process that included using the input collected through workshops, listening sessions, briefings, study sessions, and digital engagement tools described in this Chapter. The community's efforts throughout the process and their contributing opinions, knowledge, and expertise have been essential in the development of the plan. Through the wide spectrum of ideas and interests that the community identified, the following topics most frequently stood out as top priorities. These guiding principles were then used to inform the MDSP's goals, policies, and regulations.

FIGURE 4-2: Community Guiding Principles

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CHAPTER 5
Vision & Overarching Goals

IN THIS CHAPTER:

5.1. Vision Statement
5.2. Overarching Goals

5.1. VISION STATEMENT

A clear vision sets the tone and direction for any plan. The MDSP vision statement is informed by the Burbank2035 General Plan, community engagement, and feedback from the City of Burbank gathered during the planning process. The vision statement represents the long-term direction for the Media District and serves as a touchstone to guide every section of the MDSP.

"Working together for a safe, beautiful, and thriving community"

While the 1991 MDSP served as a growth-control plan intended to preserve and protect the Media District's surrounding residential and medium-density lower-scaled neighborhoods, this MDSP aims to continue to preserve and protect those surrounding neighborhoods, while providing sufficient opportunities to integrate updated land use and mobility strategies to facilitate the long-term sustainability and growth of businesses, bolster the employment base, and create new opportunity for affordable and workforce housing for all economic segments of the community.

As a long-established regional employment center, the Media District will continue to be a significant and thriving jobs center for the City of Burbank by supporting its primary employment sectors of media and medical uses, while enabling enhanced opportunities for additional job sectors. The Media District will continue to evolve into a vibrant mix of residential and commercial buildings with neighborhood-serving retail and higher density developments focused on opportunity sites near the center of the Media District, primarily along Alameda Avenue and Olive Avenue, close to existing and future transit stations and mobility centers. The streetscape will gradually evolve to be more pedestrian-oriented, helping foster a safe and healthy community for all users in the Media District.

5.2. OVERARCHING GOALS

The MDSP provides direction for implementing the vision for the Media District. While goals, policies, and strategies specific to the topics of land use, mobility, the public realm, and infrastructure are provided in subsequent chapters, this Section establishes three primary overarching goals that guide the MDSP.

STREAMLINED HOUSING PRODUCTION

- Facilitate the City Council's goal of accommodating up to 12,000 dwelling units by 2035 and enable the City's to meet its obligation to facilitate the 6th Cycle Housing Element (2021-2029) Regional Housing Needs Allocation of 8,772 units.
- Establish practical and objective design standards based on community feedback and best practices to ensure neighborhood compatibility and contextual sensitivity.
- Maintain high standards of public utility infrastructure reliability by completing studies to aid in the establishment of clear development impact fees and prioritize infrastructure improvements that are in alignment with City Council and state-mandated housing production goals.

CONTEXTUAL DEVELOPMENT

- Encourage higher development intensity in the center of the Media District and transition as it approaches existing low-scale residential areas.
- Encourage high-quality and contextually compatible development.
- Develop people-focused streetscapes.
- Encourage more pedestrian, bicycle, and transit use through added infrastructure.
- Improve safety through targeted improvements focused on the most vulnerable.
- Provide for diverse and balanced development opportunities for a variety of non-residential uses, including media, medical, and other neighborhood serving uses within the Media District.

TRANSIT ORIENTED GROWTH

- Align and encourage residential and non-residential growth near major transit stops, including future bus rapid transit stops.
- Ensure that adequate non-vehicular infrastructure and public service improvements are provided to accommodate the needs of all existing and future development.

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CHAPTER 6
Land Use & Zoning

IN THIS CHAPTER:

6.1. Overview
6.2. Land Use Goals & Policies
6.3. Existing Land Uses
6.4. General Plan Land Use Designations
6.5. Zoning Designations
6.6. Permitted Uses

6.1. OVERVIEW

This Chapter serves as a guide to future development in the Media District, and establishes land uses, zoning designations, and permitted uses for the Media District. The MDSP permits a mix of uses and residential densities to allow people to live near work, transit, businesses, and entertainment, school, and health facilities located within the district. The intent is to have land use policies that supports future transit-oriented growth and protects the integrity of the surrounding residential neighborhoods.

6.2. LAND USE GOALS & POLICIES

The MDSP is consistent with the goals and policies of the Burbank2035 General Plan. There are seven Citywide land use goals and associated policies of the Burbank2035 General Plan that are applicable to enabling the Media District's vision, as listed below. The MDSP implements these goals and policies so that the Media District can continue to be a thriving jobs center and evolve into a vibrant mixed-use district with residential and commercial transit-oriented development. Additionally, these seven land use goals and associated policies align with the MDSP's three overarching goals of contextual development, transit-oriented growth, and streamlined housing production, as described further in Chapter 5. Vision & Ovearching Goals.

MDSP OVERARCHING GOALS

BURBANK2035 GENERAL PLAN LAND USE ELEMENT GOALS & POLICIES:

LAND USE GOAL 1. QUALITY OF LIFE

Burbank maintains a high quality of life by carefully balancing the needs of residents, businesses, and visitors.

- ***Policy 1.1.*** *Accommodate a mix of residential and non-residential land uses in appropriate locations that support the diverse needs of Burbank residents, businesses, and visitors. Provide opportunities for living, commerce, employment, recreation, education, culture, entertainment, civic engagement, and socializing.*
- ***Policy 1.3.*** *Maintain and protect Burbank's residential neighborhoods by avoiding encroachment of incompatible land uses and public facilities.*
- ***Policy 1.7.*** *Ensure that building height and intensity near single-family residential neighborhoods is compatible with that permitted in the neighborhood. Use graduated height limits to allow increased height as distance from single- family properties increases.*
- ***Policy 1.8.*** *Ensure that development in Burbank is consistent with the land use designations presented in the Land Use Plan and shown on the Land Use Diagram, including individual policies applicable to each land use designation.*

LAND USE GOAL 2. SUSTAINABILITY

Burbank is committed to building and maintain a community that meets today's needs while providing a high quality of life for future generations. Development in Burbank respects the environment and conserves natural resources.

- ***Policy 2.1.*** *Consider sustainability when making discretionary land use and transportation decisions, policies, regulations, and projects.*
- ***Policy 2.7.*** *Make and enforce land use policy in an equitable fashion to protect all people equally from adverse environmental effects.*

LAND USE GOAL 3. COMMUNITY DESIGN AND CHARACTER

Burbank's well-designed neighborhoods and buildings and enhanced streets and public spaces contribute to a strong sense of place and "small town" feeling reflective of the past.

- ***Policy 3.1.*** *Recognize neighborhoods and districts as the building blocks of the community.*
- ***Policy 3.2.*** *Preserve unique neighborhoods and use specific plans to distinguish neighborhoods and districts by character and appearance and address physical and visual distinction, architecture, edge and entry treatment, landscape, streetscape, and other elements.*
- ***Policy 3.3.*** *Maintain a healthy balance between Burbank's urban setting and its suburban roots by avoiding urban-scale residential densities and intensities in inappropriate locations and recognizing advantages of denser development at appropriate locations.*
- ***Policy 3.4.*** *Avoid abrupt changes in density, intensity, scale, and height and provide gradual transitions between different development types.*
- ***Policy 3.5.*** *Ensure that architecture and site design are high quality, creative, complementary to Burbank's character, and compatible with surrounding development and public spaces.*

LAND USE GOAL 4. PUBLIC SPACES AND COMPLETE STREETS

Burbank has attractive and inviting public spaces and complete streets that enhance the image and character of the community.

- ***Policy 4.1.*** *Develop complete streets that create functional places meeting the needs of pedestrians, bicyclists, wheelchair users, equestrians, and motorists.*

LAND USE GOAL 5. HOUSING

Burbank provides housing options for people and families with diverse needs and resources.

- ***Policy 5.1.*** *Provide for a variety of residential neighborhoods with varying densities and housing types.*
- ***Policy 5.2.*** *Encourage areas of mixed-density and mixed-housing types in commercial corridors to allow people with diverse housing needs to live and interact in the same neighborhood.*
- ***Policy 5.5.*** *Provide options for more people to live near work and public transit by allowing higher residential densities in employment centers such as Downtown Burbank and the Media District.*

LAND USE GOAL 6. ECONOMIC VITALITY AND DIVERSITY

Burbank has a healthy and diverse economy and provides for a full range of retail, commercial, office, and industrial uses. Businesses contribute to community character and economic vitality by supporting neighborhood, community, and regional needs and providing diverse employment options.

- ***Policy 6.3.*** *Recognize and maintain the Media District as the heart of the media industry in the city. Facilitate continued expansion of the media industry into Downtown, the Golden State area, and other parts of the city.*

LAND USE GOAL 7. COMMUNITY PARTICIPATION

Burbank encourages community engagement and provides a wide range of opportunities to participate in the planning process.

- ***Policy 7.1.*** *Ensure that Burbank2035 remains relevant by involving the public in planning decisions and by closely monitoring implementation of the plan.*
- ***Policy 7.2.*** *Provide clear, easily understandable, and accessible information to promote community involvement in the planning process.*
- ***Policy 7.3.*** *Consistently seek direct public involvement in the planning process for new projects and plans, as well as for everyday planning matters.*

Continued on following page.

- ***Policy 7.4.*** *Hold community meetings, workshops, charrettes, etc., and provide other opportunities for input on different days and times and at various locations throughout the city to maximize opportunity for public input.*
- ***Policy 7.5.*** *Continually expand the use of technology to disseminate planning information and solicit input from the public. Use technology and other methods to provide opportunities for the planning process to become less formal and more inclusive.*

6.3. EXISTING LAND USES

The 544-acre Media District is home to media and entertainment company studios. These studios are located on parcels zoned as Planned Development and comprise 50.5% of the land area in the Media District, not including public rights-of-way. The City added the Planned Development process to the Zoning Ordinance in 1985 to allow flexibility in zoning regulations. The Planned Developments include a Development Agreement with the City that guarantees the terms, conditions, and regulations of the development including allowable uses, provisions for dedication and improvement of public lands and community benefits, and regulations governing property development standards and public improvement standards.

LAND USE	BUILDING AREA	LAND AREA
Single Family	0.5%	1.3%
Condo	3.1%	1.9%
Multifamily	15.5%	12.5%
Office	43.1%	11.3%
Retail	3.4%	6.1%
Hotel	1.2%	0.5%
Studio	17.6%	50.5%
Institutional	6.4%	7.6%
Flex	0.7%	0.8%
Parking	8.4%	5.2%
Vacant Land	0.0%	2.2%

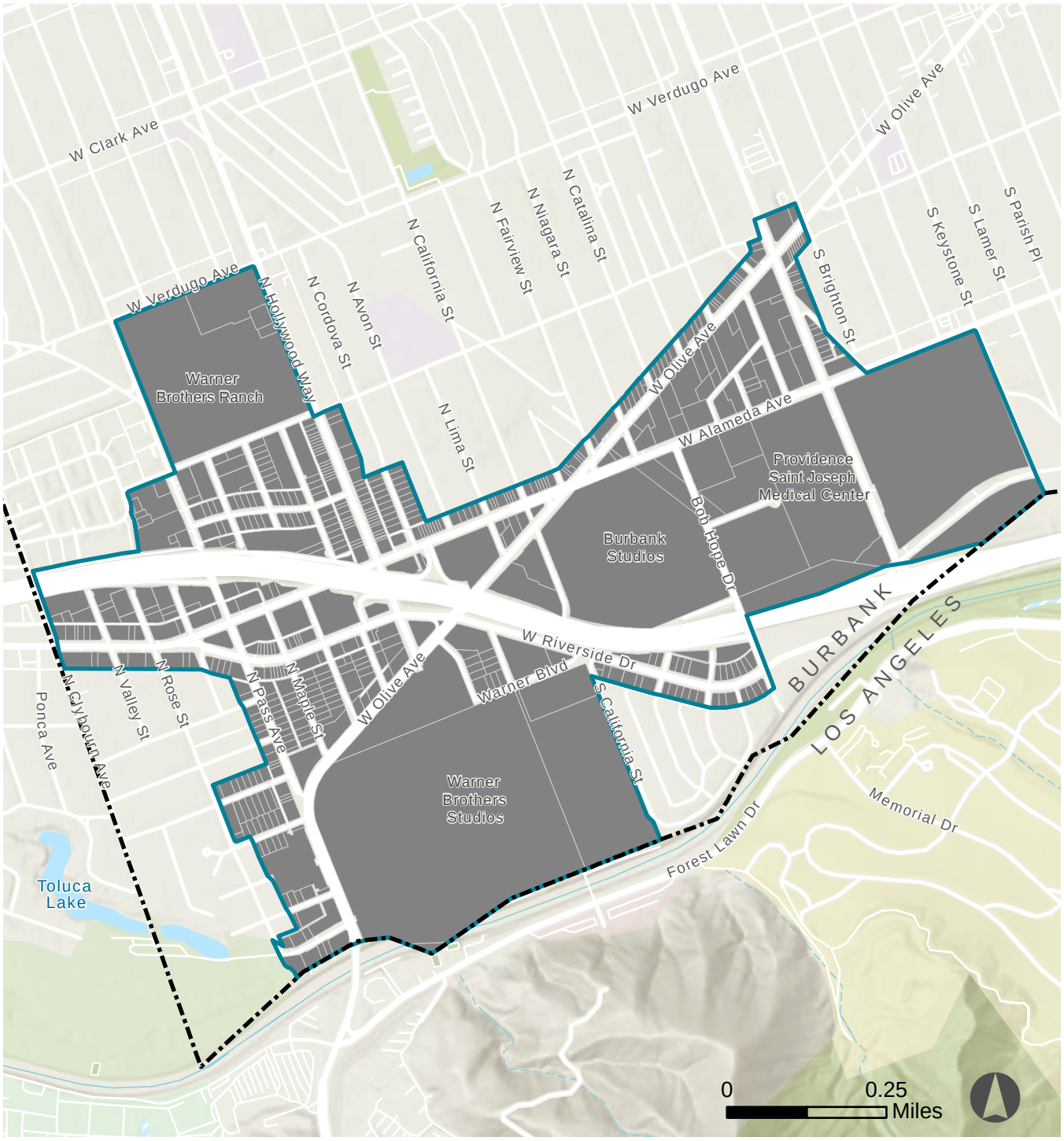
TABLE 6-1: Land Use Area

Source: LA County Assessor, Kosmont (2023)

Providence High School and the Providence Saint Joseph Medical Center buildings are on Institutional land that makes up 7.6% of the Media District's land area. The remaining 41.9% of land area in the Media District is composed mainly of multifamily, office, retail and parking uses. Additionally, a few vacant parcels can be found in the Media District, and these parcels provide potential opportunities for future development due to their proximity to existing offices, retail, and surrounding residential areas in the Media District.

6.4. GENERAL PLAN LAND USE DESIGNATIONS

The Burbank2035 General Plan land use designations identify the planned distribution of land uses citywide. Prior to this MDSP, there were six land use designations for the Media District. These were Medium Density Residential, High Density Residential, Corridor Commercial, Media District Commercial, Open Space, and Institutional. Of these designations, five are also broadly applicable across the City and are non-specific to the Media District. The multiple land use designations were inconsistent with the development standards and permitted land uses that were incorporated into the BMC, which created confusion for potential applicants, property owners, and businesses. These inconsistencies created a lack of cohesiveness in development across the Media District, and made it difficult to continue to identify the area as a distinct, unified community To reflect that the Media District should be a distinct and unified community with a clear vision, and to emphasize the MDSP's three overarching goals of streamlined housing production, transit-oriented growth, and contextual development, the Burbank2035 General Plan Land Use Map is amended to reflect just one land use designation for the Media District, as shown in Figure 6-1: Land Use Map.



Media District Land Use

- Media District Land Use
- Burbank Media District
- City Boundary

FIGURE 6-1: Land Use Map

6.5. ZONING DESIGNATIONS

The 1991 MDSP established BMC Article 21: Media District Overlay Zone within Zoning: Chapter 10 (formerly Chapter 31). This MDSP amends the article to retain the names of these zones and the overall intent for the limited purpose of identifying the permitted land uses. The following zoning designations apply to the Media District, as shown in Figure 6-1: Land Use Map.

MDSP ZONING DESIGNATIONS:

6.5.3.1. Media District Limited Commercial (MDC-2)

The MDC-2 zone is intended to serve the retail and service needs of the Media District business community and the adjacent residential neighborhoods.

6.5.3.2. Media District General Business (MDC-3)

The MDC-3 zone is intended for general business establishments and other commercial uses.

6.5.3.3. Media District Commercial/Media Production (MDC-4)

The MDC-4 zone is intended for general business establishments, other commercial uses, and certain restricted media production activities.

6.5.3.4. Media District Industrial (MDM-1)

The MDM-1 zone is intended for motion picture, television, recording production, other media-related activities, hospitals and medical-related uses and other restricted commercial/industrial uses compatible with these uses.

6.5.3.5. Media District Medium Density (MDR-3)

The MDR-3 zone is intended for medium density multifamily development, including rental and ownership options. This zone can act to buffer single family residential neighborhoods from higher density multifamily development. With limited exceptions as allowed through the Conditional Use Permit process, non-residential uses are generally not appropriate in the MDR-3 Zone.

6.5.3.6. Media District High Density (MDR-4)

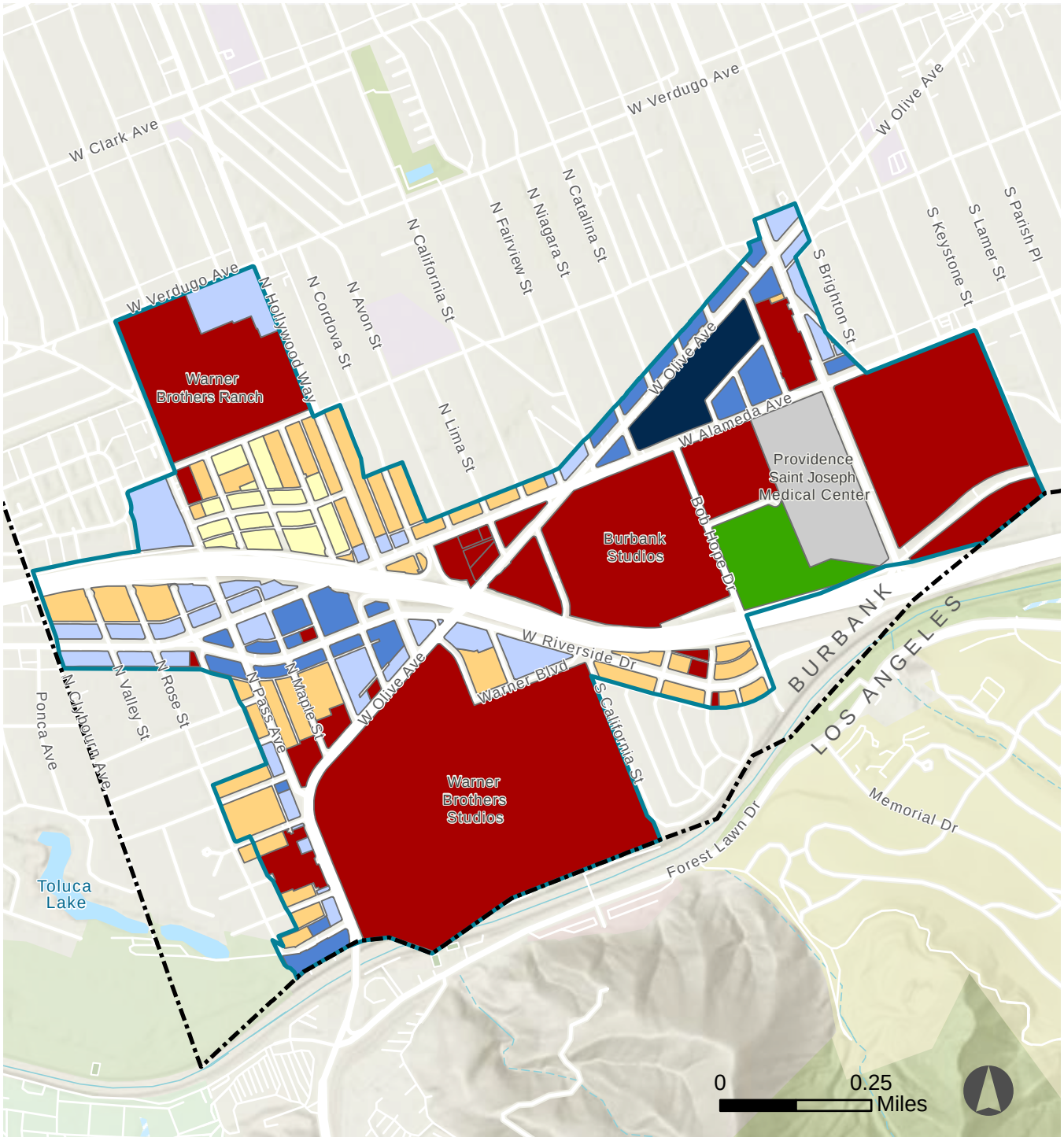
The MDR- 4 zone is intended for higher density multifamily development, including rental and ownership options. The zone is intended to accommodate a higher intensity of multifamily development. With limited exceptions as allowed through the Conditional Use Permit process, non-residential uses are generally not appropriate in the MDR-4 zone.

6.5.3.7. Open Space (OS)

The OS zone is intended to preserve land for public open space, to provide a variety of outdoor recreational opportunities within the Media District. The purpose of the OS zone is to provide for land conservation, watershed areas, and recreational activities. The provision for additional open space for outdoor recreational opportunities through the dual use of existing facilities, such as land fill areas, water supply facilities, reservoirs, and utility easements, is also an open space land use objective. Unless specifically exempted by Section, no structure shall be erected in th OS zone.

6.5.3.8. Planned Development (PD)

Any existing PD zone in the Media District is subject to the approved project conditions of approval and development agreement, for the specific PD zone. All new proposed PDs in the Media District



Media District Zoning

- (MDC-2) Media District Limited Commercial
- (MDC-3) Media District General Business
- (MDC-4) Media District Commercial/Media Production
- (MDM-1) Media District Industrial
- (MDR-3) Media District Residential Multiple Low Density
- (MDR-4) Media District Residential Multiple Med Density
- (OS) Open Space
- (PD) Planned Development
- City Boundary
- Burbank Media District

will be subject to the requirements and review process as codified in BMC Division 9 (Development Agreements) and Division 10 (Planned Development) of Article 19 (Zoning Procedures and Amendments) of Title 10 (Zoning Regulations) and as amended. The Media District also includes Johnny Carson Park, which is zoned OS (Open Space).The dissolution of a PD will require the establishment of a new zoning designation and Density and Intensity allowances.

6.6. PERMITTED USES

6.6.1. NONRESIDENTIAL ZONES — USES

Uses in all Media District zones are only allowed as described in Table 6-1: Permitted Uses, unless authorized pursuant to the provisions of BMC Section 10-1-503 or per state or federal law. Unless otherwise preempted by state and/or federal law and regulations, uses not authorized shall not be carried on where not authorized. Lawfully established nonconforming uses may continue subject to BMC Article 18 (Nonconforming Land, Use and Structures). All projects and uses in the Media District shall be subject to the procedural requirements of BMC Article 19 (Zoning Procedures and Amendments) of Title 10. In addition, all allowable uses authorized below shall be subject to Development Review (DR) under Article 19, unless exempted from DR pursuant to BMC Section 10-1-1914, or otherwise preempted by state and/or federal law and regulations.

P = Permitted
CUP = Conditional Use Permit required
AUP = Administrative Use Permit required
(blank) = prohibited
[CUP] = CUP required if residentially adjacent as defined BMC in 10-1-203
[AUP] = AUP required if residentially adjacent as defined in BMC 10-1-203
[PRH] = prohibited if residentially adjacent as defined in BMC 10-1-203
S = Permitted when required by state preemption law

TABLE 6-1: Permitted Uses

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Residential and Lodging				
Accessory dwelling unit (ADU) and junior accessory dwelling unit (JADU)	S	S	S	S
Convalescent home		CUP	CUP	CUP
Emergency shelter[10]				
Hotel - including incidental commercial uses	CUP	CUP	CUP	CUP
Motel		CUP	CUP	CUP
Multifamily residential with nonresidential use	S	P/S	P/S	P/S
Multifamily residential-only	S	P/S	P/S	P/S
Single room occupancy hotel (SRO)				
Sober living facility				
Supportive housing[13, 14]		P/CUP	P/CUP	P/CUP

Table 6-1 continued on the next page.

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TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Transitional housing[14]		CUP	CUP	CUP
Public and Semi-Public Facilities[17, 18]				
Cemetery and related uses, structures, buildings, including on-site business signs				
Fire station	P [CUP]	P [CUP]	P [CUP]	P [CUP]
Library - municipal		P	P	P
Park & recreational facility -municipal	P	P	P	P
Police station - private or municipal, including dispatch/ administration		P [AUP]	P [AUP]	P [AUP]
Post office		P	P	P
Public facility				
Public utility facility		P	P	P
Temporary aid center[11]		CUP	CUP	CUP
Wildlife preserve and sanctuaries				
Recreation, Education, and Assembly[17, 18]				
Amusement enterprise		CUP	P [CUP]	P [CUP]
Amusement enterprise - in c.e.b. (completely enclosed building)		P	P	P
Arcade[3]				
Archery range			CUP	CUP
Archery range - in c.e.b.		AUP	AUP	AUP
Art gallery		P	P	P
Auditorium, labor union meeting hall, lodge hall		P [CUP]	P [CUP]	P [CUP]
Automobile maneuvering event - auto & cycle racing				
Batting cages				
Billiard parlor[5]		AUP	AUP	AUP
Bowling alley			AUP	AUP
Boxing arena - in c.e.b.				
Carnival or circus				
Church / place of worship		P	P	P
Club - nonprofit		P	P	P
Dance hall - in c.e.b.		CUP	CUP	CUP
Equestrian show				
Golf course/driving range				

Table 6-1 continued on the next page.

TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Golf course - miniature				
Gymnasium - c.e.b.		P	P	P
Library		P	P	P
Museum		P	P	P
Nightclub[4]		CUP	CUP	CUP
Personal or physical arts studios	P	P	P	P
Recreation related commercial				
Riding academy				
Schools - adult / vocational / trade		AUP	AUP	AUP
Schools - public or private		AUP	AUP	AUP
School - public or private (existing before Jan. 1, 1991)	P			
Shooting gallery/range				
Shooting gallery/range - c.e.b.				
Skating rink - ice or roller		CUP	CUP	CUP
Skating rink - ice or roller - in c.e.b.		AUP	AUP	AUP
Sports arena/athletic field				
Sports court		AUP	AUP	AUP
Sports court c.e.b.		P	P	P
Swimming pool - commercial		CUP	CUP	CUP
Theater - drive-in				
Theater - not drive-in		AUP	P	P
Theater, outdoor		CUP	CUP	CUP
Retail Sales and Dining [9, 17, 18]				
Adult business [8]				
Alcoholic beverages - sale and consumption on or off premises[4]	CUP	CUP	CUP	CUP
Antique shop		P	P	P
Appliance store		P	P	P
Bakery		P	P	P
Bakery - wholesale				
Boat dealer				
Building material sales				
Building material sales - in c.e.b.				
Butcher shop - no slaughtering		P	P	P
Cocktail lounge / bar[4]		CUP	CUP	CUP
Commercial kitchen / ghost kitchen		CUP	CUP	CUP

Table 6-1 continued on the next page.

TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Department store		P	P	P
Drugstore		P	P	P
Feed store				
Firearm and ammunition retailer[7]				
Fish market - wholesale				
Food specialty store		P	P	P
Hardware store		P	P	P
Home center				
Ice machine		CUP	P	P
Market, convenience		P	P	P
Market, neighborhood		P	P	P
Market, super		P	P	P
Newsstand		P [CUP]	P [CUP]	P [CUP]
Newsstand in c.e.b.		P	P	P
Nursery - plant				
Pet shop - including grooming		P	P	P
Pet shop - sales only				
Pawn shop			CUP	CUP
Pharmacy	P	P	P	P
Picture frame store		P	P	P
Playlot, outdoor - in conjunction with eating establishment				
Recycling center - drop-off	AUP	AUP	AUP	AUP
Restaurant, full service	P	P	P	P
Restaurant, fast service	P	P	P	P
Restaurant, take-out[15]	P	P	P	P
Restaurant, Downtown pursuant to Section 10-1-1407.1				
Restaurant / drinking establishment[4]		CUP	CUP	CUP
Restaurant with incidental alcohol[4]	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Restaurant - market or food hall				
Restaurant – microbrewery, brewpub, micro-distillery			CUP	CUP
Restaurant with drive-through[12]		CUP [PRH]	CUP [PRH]	CUP [PRH]
Retail store/sales		P	P	P
Secondhand store		P	P	P

Table 6-1 continued on the next page.

TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Shopping center		P	P	P
Smoking lounge - cigar, tobacco, hookah				
Thrift store		P	P	P
Wholesale business - no warehousing				
Wholesale business - incidental to retail sales		P	P	P
Professional Offices and Services				
Adult day care facility		AUP	AUP	AUP
Animal grooming		P	P	P
Animal hospital			P [AUP]	P [AUP]
Animal hospital - overnight care, no boarding			P [AUP]	P [AUP]
Appliance repair - incidental sales		P	P	P
Auction - in c.e.b.				
Automated teller machine (freestanding)	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Bail bond broker				
Bank		P	P	P
Barber shop / beauty salon / aesthetic services		P	P	P
Blacksmith shop				
Blacksmith - horse shoeing only				
Blueprinting		AUP	P	P
Bookbinding		AUP	AUP	AUP
Catering services		P [AUP]	P [AUP]	P
Catering services – incidental to restaurant	P	P	P	P
Child day care facility	AUP	AUP	AUP	AUP
Computer service center		P	P	P
Dressmaking shop		P	P	P
Dry cleaning agency - no on-site dry cleaning				
Dry cleaners		P [CUP]	P [CUP]	P [CUP]
Dry cleaning plant			CUP	CUP
Electric or electronic equipment or appliances repair - incidental sales		P	P	P
Employment agency		P	P	P
Engraver		CUP	P	P

Table 6-1 continued on the next page.

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TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Equipment rental - light, no trucks - in c.e.b.				
Fix-it shop		CUP	P	P
Fortune telling				
Frozen food locker rental				
Funeral home				
Heating, ventilation and air conditioning equipment sales or service				
Janitorial service		P [AUP]	P	P
Kennel				
Laboratory - experimental or research			CUP	CUP
Laboratory - film			CUP	P [CUP]
Laboratory - testing, physical or chemical			CUP	P [CUP]
Laundromat		AUP	AUP	AUP
Laundry			CUP	CUP
Laundry agency - no washing		P	P	P
Massage parlor				
Messenger service		P [CUP]	P [CUP]	P [CUP]
Offices - business, professional, or medical	P	P	P	P
Parcel delivery service		CUP	CUP	CUP
Payroll check cashing service		AUP	AUP	AUP
Pest control				
Photocopy service, with incidental printing		P	P	P
Photographer		P	P	P
Plumbing service		P	P	P
Print shop				
Print shop except newspaper printing		P [AUP]	P [AUP]	P [AUP]
Refrigeration installation & service - incidental sales				
Sexual encounter establishment				
Shoe repair shop		P	P	P
Shoe shine shop		AUP	AUP	AUP
Sign painting shop - in c.e.b.		AUP	AUP	AUP

Table 6-1 continued on the next page.

TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Stable, commercial - including housing for caretakers on premises				
Tattoo parlor and body piercing		CUP	CUP	CUP
Taxidermist				
Ticket agency - incidental use only				
Upholstery shop				
Wedding chapel		P	P	P
Welding service - c.e.b.				
Media Services[17, 18]				
Media support facility – indoor		P [AUP][1] [CUP][2]	P [AUP][1] [CUP][2]	P [AUP][1] [CUP][2]
Motion picture studio				
Motion picture studio - no outdoor sets		CUP	P	P
Sound stage		CUP [PRH]	CUP [PRH]	CUP [PRH]
Studio - rehearsal - no recording equipment		CUP [PRH]	CUP [PRH]	CUP [PRH]
Medical and Care[17, 18]				
Ambulance service		CUP	P [CUP]	P [CUP]
Clinic - community	P	P	P	P
Clinic - dental / medical	P	P	P	P
Health facilities for inpatients & outpatients - psychiatric care treatment	CUP	CUP	CUP	CUP
Hospital (in existence before Jan. 1, 1991)	P			
Hospital - except animal; with incidental interior commercial uses	CUP	CUP	CUP	CUP
Laboratory - dental or medical	P	P	P	P
Laboratory - x-ray, treatment, or clinic	P	P	P	
Office - dental / medical	P	P	P	P
Urgent care	P [AUP]	P [AUP]	P [AUP]	P [AUP]
Industrial and Manufacturing[17, 18]				
Aircraft fabrication, testing, servicing				
Aircraft factory - incl. missile or related manufacturing				
Animal processing				
Custom manufacturing				

Table 6-1 continued on the next page.

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TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Data center				
Electronic home detention program/facility				
Hazardous waste facility - eligible off or on site				
Heavy equipment rental				
Heavy industrial manufacturing				
Junkyard				
Light industrial manufacturing				
Moving van & storage yard				
Newspaper printing			CUP	CUP
Paint spray booth - in c.e.b.				
Research & development	P	P	P	P
Storage facility (public)				
Warehousing & storage				
Wholesale business				
Transportation and Communication[17, 18]				
Advertising signs & structures - billboards				
Aircraft landing fields, for aircraft, helicopters, runways, control towers, etc.				
Air passenger facilities				
Transit facility		AUP	AUP	AUP
Bus terminal				
Freight terminal or yard				
Helistop	CUP [PRH]	CUP [PRH]	CUP [PRH]	CUP [PRH]
Railroad uses including freight yards, depot, control towers				
Trucking yard or terminal				
Wireless telecommunications facilities[6]	6	6	6	6
Vehicle Related				
Automobile body or fender repair - in c.e.b.				
Automobile dealer - new and used				
Automobile dealer - new car sales only (used car sales, automobile repair, retail, & restaurants serving dealership only - incidental thereto)				
Automobile detailing				
Automobile detailing - in c.e.b.				
Automobile painting - in c.e.b.				

Table 6-1 continued on the next page.

TABLE 6-1: Permitted Uses (Cont.)

LAND USE	MDM-1	MDC-2	MDC-3	MDC-4
Automobile parts and accessories - in c.e.b. (incl. audio/ alarm systems installation)				
Automobile rental		CUP	CUP	P [CUP]
Automobile repair garage - in c.e.b.				
Automobile storage yard				
Automobile top shop/upholstery - in c.e.b.				
Automobile towing				
Automobile wrecking yard				
Automobile service station		CUP	CUP	CUP
Car wash			CUP	CUP
Drive-through establishments, in conjunction with a permitted land use[12]		CUP	CUP	CUP
Electric vehicle charging station	P/S	P/S	P/S	P/S
Hydrogen fueling station	AUP/S	AUP/S	AUP/S	AUP/S
Mobile home dealer - new and used				
Moped or motor scooter dealer - including service, repair & testing in c.e.b.				
Motorcycle dealer - including repair or testing				
Off-street parking lot or structure		AUP	AUP	AUP
Recreational vehicle dealer - new and used				
Trailer sales				
Truck dealer - new				
Truck dealer - used				
Truck rental - except tractor and trailer				
Truck rental - including tractor and trailer				
Cannabis Uses				
Cannabis delivery				
Commercial cannabis activities				
Cultivation				
Retailer				

Table 6-1 continued on the next page.

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Table 6-1 Notes

1 *AUP required if within 150 feet of residentially zoned property and less than 2 parking spaces per 1,000 square feet of adjusted gross floor area*

2 *CUP required if a "place of assembly" as defined in section 8.2 is included*

3 *Refer to BMC Section 10-1-1115*

4 *Refer to BMC Section 10-1-1116*

5 *Refer to BMC Section 10-1-1117*

6 *Refer to BMC Section 10-1-1118*

7 *Refer to BMC Section 10-1-1119*

8 *Refer to BMC Section 10-1-1120*

9 *Refer to BMC Section 10-1-1121*

10 *Refer to BMC Section 10-1-1122*

11 *Refer to BMC Section 10-1-1123*

12 *Refer to BMC Section 10-1-1608*

13 *Supportive housing that meet specific criteria specified in Article 11 (commencing with Section 65650), within Chapter 3 of Division 1 of Title 7 of the Government Code are allowed by right. All other supportive housing not meeting the criteria specified in Government Code Article 11 Section 65650 are subject to a CUP.*

14 *Supportive housing and transitional housing shall be subject to those restrictions that apply to other residential dwellings of the same type in the same zone. For example, such housing structured as upper floor residential would require a CUP in the zones where residential use is permitted above commercial use with an approval of a CUP.*

15 *AUP required for sitting / standing room for on-site consumption (limited to 10 percent of adjusted gross floor area)*

16 *Allowed as standalone use or as an additional use during alternate hours of operation of principal business tenant.*

17 *Residentially adjacent business operating during late night hours, as defined in BMC Section 10-1-203, shall be subject to the requirements for late night business pursuant to BMC Section 10-1-1151.*

18 *Residentially adjacent business operating during late night hours, as defined in BMC Section 10-1-203, shall be subject to the requirements for late night operations pursuant to BMC Section 10-1-1152.*

6.6.2. NONRESIDENTIAL ZONES — USES

The Media District has two residential zones – the MDR-3 and MDR- 4 zones. The permitted uses for these zones are the same as the multi-family use list specified in BMC Section 10-1-627 (Uses in the Multi-family Residential Zones). Uses in the R-3 zone correspond to the MDR-3 zone and uses in the R-4 zone correspond to the MDR-4 zone.Projects in the MDR-3 and MDR-4 zones of the Media District are required to comply with development standards provided in this Chapter.

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Draft Last Updated Nov. 4, 2025

CHAPTER 7
Development Standards

IN THIS CHAPTER:

7.1. Overview
7.2. Development Standards

7.1. OVERVIEW

This Chapter establishes objective development standards for private property in the Media District to adequately direct the form and shape of buildings and places consistent with MDSP goals and policies. Figures are used in this Chapter to illustrate example compliance with select standards. Photographs are also used to illustrate examples of real-world built or proposed projects and how design features may or may not comply with select standards.

7.2. DEVELOPMENT STANDARDS

7.2.1. PURPOSE AND INTENT

This Section establishes the regulations for the design and development of residential and nonresidential projects in the Media District that are consistent with the goals and policies of the MDSP. The regulations herein are provided as objective standards required for projects proposed in the Media District. The purpose of these standards is to be clear, concise, and unambiguous in their intent to facilitate well-designed buildings and open spaces. Standards are provided across five design concepts as listed below and discussed further in detail in this Chapter:

- **Building Form** - to regulate the density, scale, and massing of buildings.
- **Building Design** - to regulate the ground floor and facade as they relates to the public realm.
- **Site Design** - to regulate exterior building elements as they relate to the building and the site.
- **Open Space** - to regulate private, common, and publicly accessible open space.
- **Parking and Loading** - to regulate parking and loading facilities.

7.2.2. APPLICABILITY

The standards in this Section apply to all properties in the Media District, except properties zoned Planned Development (PD) and where otherwise expressly stated in this Section. All new construction, alterations, and additions to properties in the Media District shall comply with the standards in this Section, unless otherwise expressly stated in this Section or as preempted by state or federal law.

7.2.2.1. Relationship to the Burbank Municipal Code

In addition to this Chapter, the Burbank Municipal Code (BMC) may also apply to properties in the Media District. Whenever this Section conflicts with the provisions of the BMC or other adopted objective development standards, this Chapter shall prevail. When a condition occurs for which no standard is provided in this Chapter, the Director shall determine and apply the most appropriate regulation from the BMC.

7.2.2.2. Relationship to State and Federal Law

To the extent that any provision in this Section conflicts with state or federal laws that preempt local development regulations for an applicable project, state or federal law shall prevail, unless the City has adopted an ordinance or resolution that complies with the specific state or federal law. In such event, the remainder of this Section that is not in conflict with state or federal law will apply to the project.

7.2.3. BUILDING FORM

7.2.3.1. Purpose and Intent

This Section establishes the standards for building form, including the density, scale, and massing of buildings, which are intended to achieve the following objectives:

- Implement the Burbank2035 General Plan goals and policies regarding development density and intensity;
- Provide sufficient building envelope to make new construction feasible;
- Scale buildings to their immediate context through appropriate transitions;
- Modulate the massing of large buildings to result in human-scaled design; and
- Allow flexibility and creativity in architecture and design.

7.2.3.2. Residential Density

A. Applicability

This Section applies to all development projects with residential uses, except when preempted by City ordinance or state or federal law.

B. Measurement

Residential density shall be measured in dwelling units per acre (where one acre is equal to 43,560 square feet), which equates to the maximum number of dwelling units that may be developed on one acre of land. Maximum density is determined by the area of the lot, where the area of the lot shall exclude any land previously dedicated for a public street easement or right-of-way, or alley easement or right-of-way.

C. Maximum Residential Density

The maximum allowable density of residential buildings on a lot is established in Figure 7-1: Maximum Allowable Residential Density.

7.2.3.3. Non-Residential Intensity

A. Applicability

This Section applies to all development projects with non-residential uses.

B. Measurement

Non-Residential Intensity by Floor Area Ratio (FAR) means the ratio of the total non-residential floor area of the buildings on a lot to the total area of the lot, where the area of the lot shall exclude any land previously dedicated for a public street easement or right-of-way, or alley easement or right-of-way. Non-residential floor area shall be used to determine non-residential FAR and required parking. Gross non-residential floor area shall not be used to calculate non-residential FAR and required parking. In the Media District, non-residential floor area and gross non-residential floor area are defined as the following:

Non-Residential Floor Area means the total horizontal usable floor area of all the floors beneath the roof above it. The following areas shall be exempted from usable floor area:

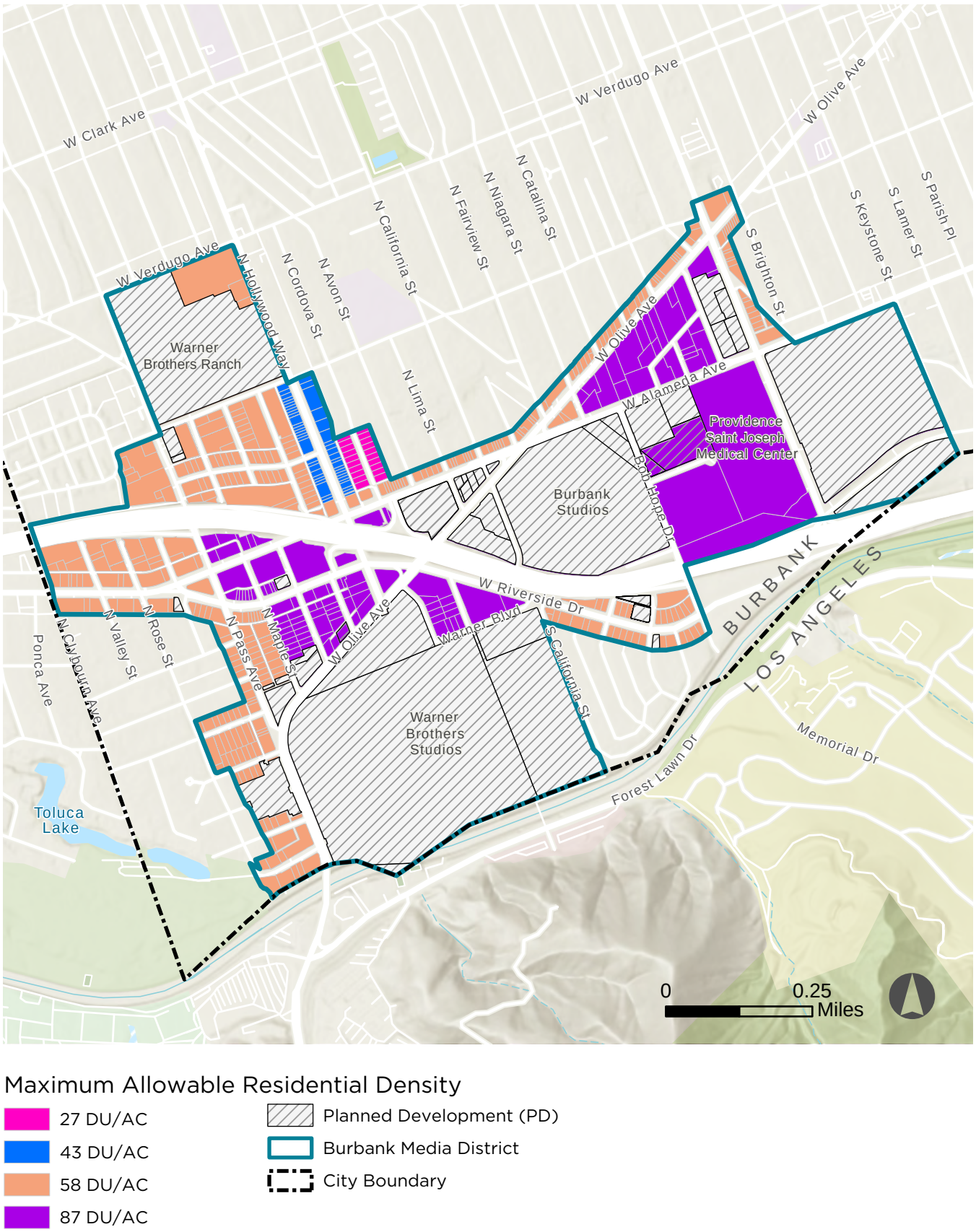
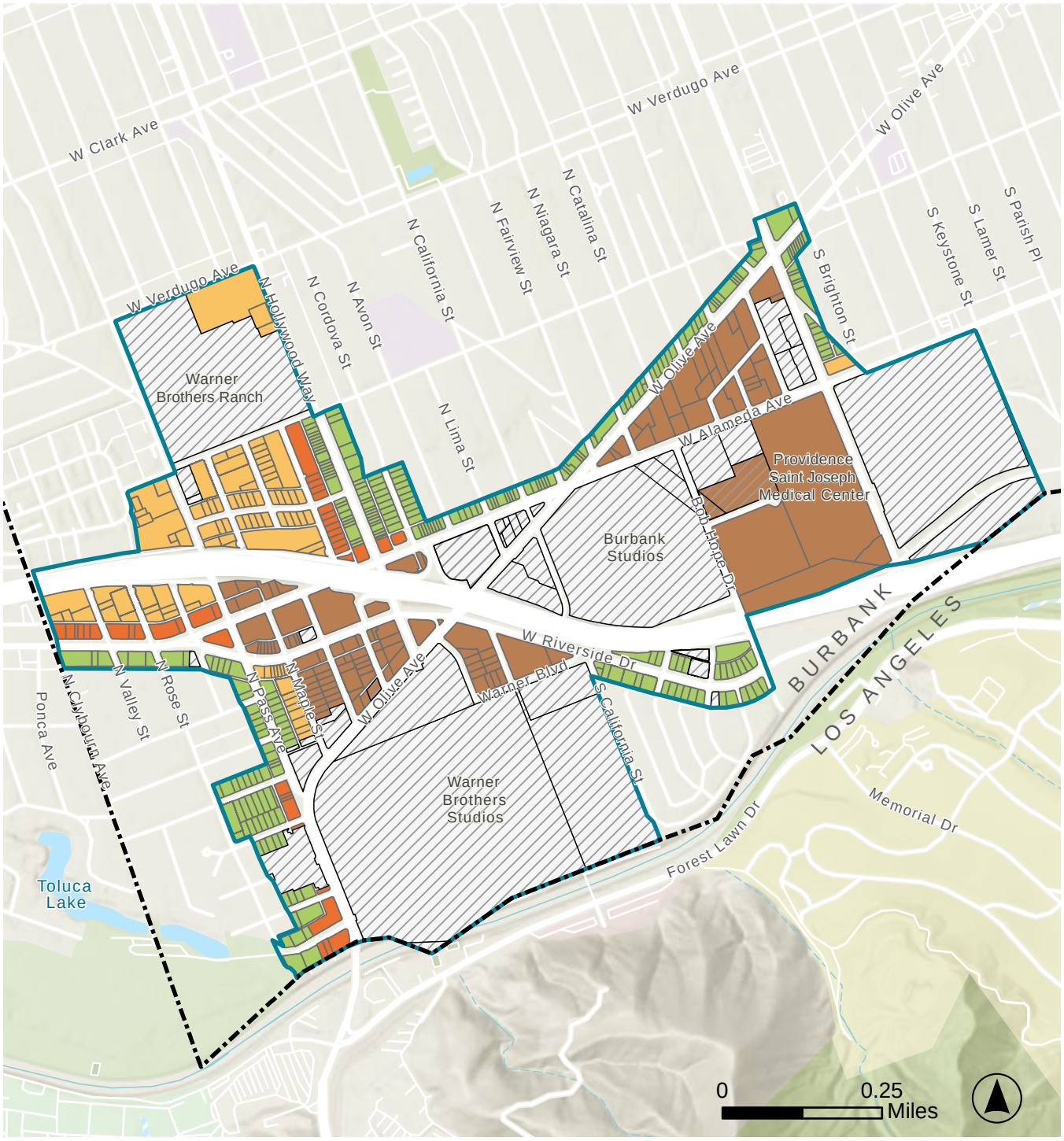


FIGURE 7-1: Maximum Allowable Residential Density



Maximum Allowable Non-Residential Intensity

- 1.1 FAR
- 1.5 FAR
- 2 FAR
- 2.5 FAR
- Planned Development (PD)
- Burbank Media District
- City Boundary

FIGURE 7-2: Maximum Allowable Non-Residential Intensity

- Uncovered areas within the building footprint (such as courtyards open to the sky) or detached uncovered areas
- Covered patio/canopy areas used exclusively for parking, circulation and/or shade cover for common open spaces
- Overhangs or eaves and other architectural features
- Detached trash enclosure or ancillary equipment enclosure areas, whether covered or uncovered
- Temporary structures, storage pods, or trailers used for ancillary storage only
- Unmanned mechanical equipment rooms and duct shafts that serve the building as a whole
- The depth of exterior walls and permanent interior walls and columns of building or structure
- Open and additional floor areas above the lowest level of a stairwell
- Areas above the lowest floor level of an elevator shaft
- Covered or uncovered areas for vehicle parking for the principal use on the lot, inclusive of required parking dimensions, backup areas, and aisle widths. Such areas are exempt whether they are provided in a separate structure on the same lot or within the building
- In buildings that include residential uses as part of mixed-use development, all areas associated with the residential use exclusively

Gross Non-Residential Floor Area means the total horizontal floor area between the floor and roof above it, as measured from the exterior walls to the exterior walls. The total gross floor area of all enclosed non-residential structures on the property, including but not limited to the main structure(s), accessory structure(s), enclosed patio, and sheds is included in the gross non-residential floor area.

C. Maximum Non-Residential Intensity

The maximum allowable FAR of non-residential buildings on a lot is established in Figure 7-2: Maximum Allowable Non-Residential Intensity.

7.2.3.4. Setbacks

A. Applicability

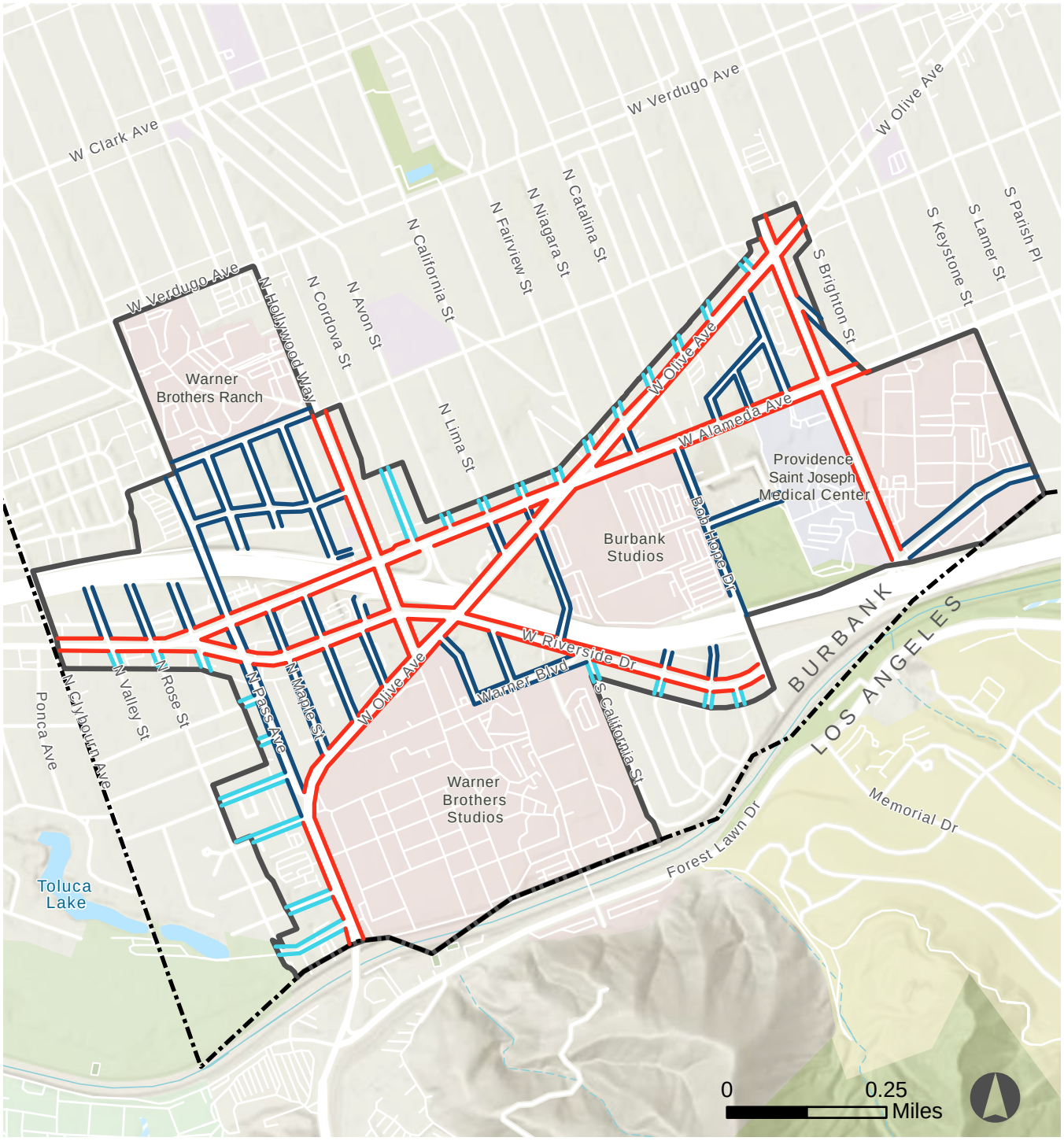
This Section applies to all buildings and structures, except when preempted by City ordinance or state or federal law.

B. Measurement

A setback is the perpendicular distance between a property's lot line and a building or structure. Setbacks shall be measured at a right angle (90-degree angle) from the lot line to the nearest point of the building or structure.

C. Minimum and Maximum Setbacks along Streets

Minimum and maximum allowable setbacks along street-facing lot lines are established in Figure 7-3: Minimum and Maximum Setbacks and are illustrated in Figure 7-4: Min. and Max. Setbacks. Minimum setbacks along street-facing lot lines shall apply to all portions of a building or structure. Maximum setbacks along street-facing lot lines shall apply to the ground floor only for a minimum of 50 percent of the street-facing ground floor frontage.



Minimum and Maximum Allowable Setbacks

- 8 ft. min.; 15 ft. max.
- 5 ft. min.; 10 ft. max.
- 5 ft. min.; no max.
- Burbank Media District
- City Boundary

FIGURE 7-3: Minimum and Maximum Setbacks

D. Rear and Side Lot Lines

No setbacks are required along rear and side lot lines.

E. Corner Cutoff

All buildings, structures, landscaping, including walls, fences, and hedges shall comply with the corner cutoff provisions of BMC Section 10-1-1303 as amended.

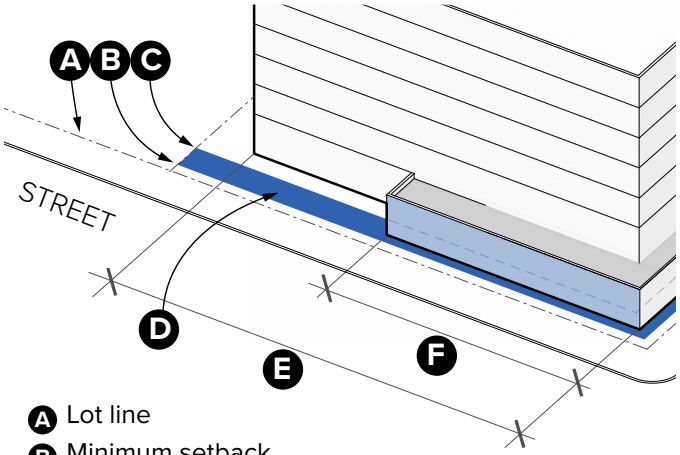
F. Landscaping

Setback areas shall be landscaped in compliance with Section 7.2.5. Site Design.

G. Exceptions to Required Setbacks

1. **Adjacency to Residential Zones.** When abutting or adjacent to a single-family or multiple-family residential zone, development shall comply with Step-Backs and Buffer Area requirements of BMC Section 10-1-920(B)(4) as amended.

FIGURE 7-4: Min. and Max. Setbacks



- A Lot line
- B Minimum setback
- C Maximum setback
- D Area denoted by min. and max. setback
- E Length of ground floor
- F At least 50% of ground floor within max. setback

2. **Reversed Corner Lots.** Reversed corner lots, as defined by BMC 10-1-203 (Definitions) is a corner lot where the rear lot line abuts upon the side lot line of an abutting neighboring lot. These corner lots shall comply with Yard Setbacks, Reversed Corner Lot requirements of BMC Section 10-1-920(B)(5)(b)(i)((h)) as amended.

3. **Ground Floor Residential Units.** Ground floor residential units shall have a setback of a minimum of 5 feet along any lot line. Where ground floor residential units are elevated between 4 and 6 feet above the elevation of the sidewalk, a minimum setback of 8 feet shall be required.

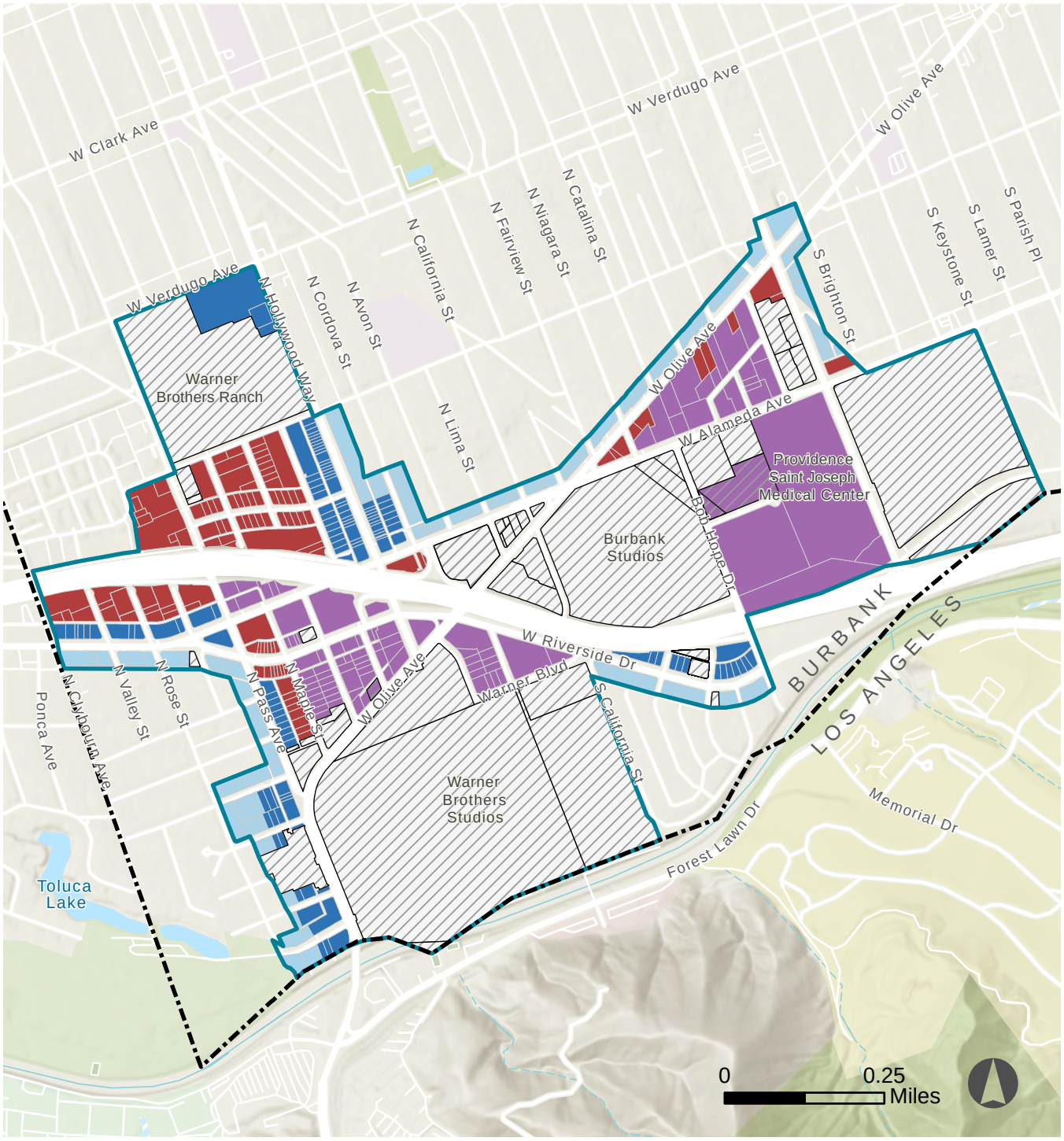
4. **Publicly Accessible Open Spaces.** The ground floor of a building or structure may be located beyond the maximum setback only when a required publicly accessible open space in compliance with Section 7.2.6. Open Space is provided between the street-facing lot line and the ground floor use.

5. **Encroachments into Required Setbacks.** Encroachments into required setbacks shall comply with the Setback Encroachments requirements of BMC Section 10-1-920(B)(5)(d) as amended.

7.2.3.5. Building and Structure Height

A. Applicability

This Section applies to all buildings and structures, except when preempted by City ordinance or state or federal law.



Maximum Allowable Building and Structure Heights

- 40 Feet
- 50 Feet
- 85 Feet
- 205 Feet
- Planned Development (PD)
- Burbank Media District
- City Boundary

FIGURE 7-5: Maximum Allowable Building and Structure Heights

B. Measurement

As defined by BMC Section 10-1-203 (Definitions), structure height means Building Height, or the vertical distance measured from the grade to the highest elevation of the structure.

C. Maximum Heights

Maximum allowable heights of building or structures are established in Figure 7-5: Maximum Allowable Building and Structure Heights.

D. Exceptions to Maximum Heights

1. **Rooftop Elements.** Rooftop elements may exceed the maximum height requirement in accordance with the Height of Roof and Architectural Features requirements of BMC Section 10-1-624(D)(2) as amended. Except when used as enclosure of rooftop open space areas, parapets shall not exceed 6 feet in height above the intersection of the roof surface and the parapet wall.

2. **Subterranean Uses.** Subterranean structures are not counted towards the building height. For the purpose of this Section, subterranean means below the average grade.

3. **Adjacency to Residential Zones.** When abutting or adjacent to a single-family or multiple-family residential zone, development shall comply with Step-Backs and Buffer Area requirements of BMC Section 10-1-920(B)(4) as amended.

7.2.3.6. Facade Length

A. Applicability

This Section applies to all street-facing building facades.

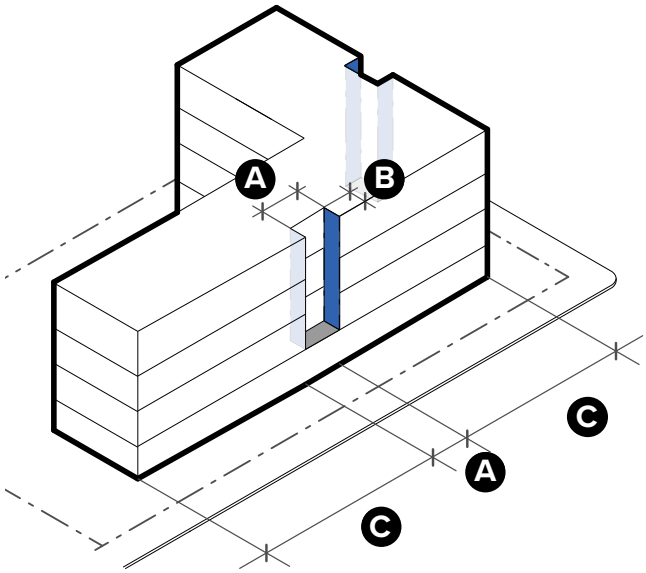
B. Measurement

Facade length shall be measured as the horizontal distance across a continuous building facade, including covered but open areas along the building. A facade break is a projection or recess in the entirety of the facade for all upper-level floors not inclusive of the ground floor, where the depth of the facade break shall be measured perpendicular to the facade and the length of the facade break is measured parallel to the facade.

C. Maximum Facade Length

Street-facing facades shall provide at least one facade break such that no facade exceeds a continuous length of 100 feet, where the facade break measures at least 5 feet deep by 10 feet long, as illustrated in Figure 7-6: Max. Facade Length.

FIGURE 7-6: Max. Facade Length



A 10 ft. minimum length
B 5 ft. minimum depth
C 100 ft. maximum length before break

D. Exceptions to Facade Length

Maximum facade length shall not apply to the following conditions:

1. Ground floors
2. Above-grade parking structures (non- subterranean level structures)

7.2.3.7. Facade Modulation

A. Applicability

This Section applies to all street-facing building facades.

B. Measurement

Facade modulation means the variation of a building facade by projecting and/or recessing the facade by a minimum of 2 feet and a maximum of 12 feet in depth. Facade modulation shall be measured as the percentage of facade area that is projected or recessed relative to the total area of that facade. Facades separated by a facade break as required by Section 7.2.3.6. Facade Length shall be considered separate facades. Facade modulation is not required to be continuous or open to the sky.

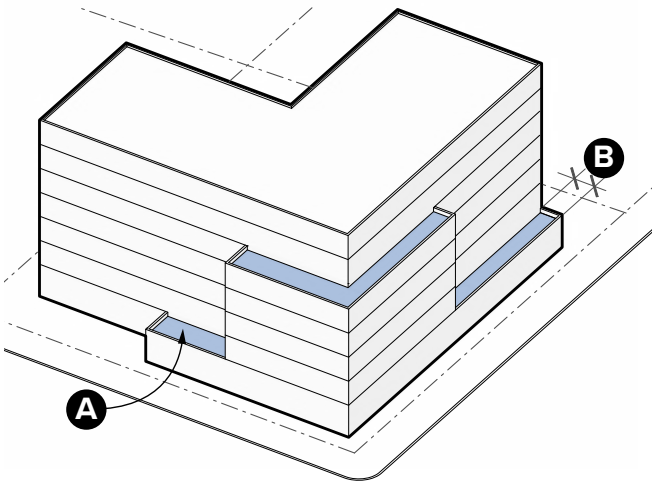
TABLE 7-1: Min. Facade Modulation

BUILDING TYPE	MINIMUM PERCENTAGE OF FACADE MODULATION
Multi-family residential buildings, including mixed-use	25 percent
Non-residential buildings	15 percent
Above-grade parking structures	N/A

C. Minimum Facade Modulation

Minimum required facade modulation is established in Table 7-1: Min. Facade Modulation and illustrated in Figure 7-7: Min. Facade Modulation. Street-facing facades shall provide facade modulation for at least the minimum percentages established in Table 7-1.

FIGURE 7-7: Min. Facade Modulation



A Facade area projected or recessed
B Minimum 2 ft. to maximum 12 ft. depth

D. Exceptions to Facade Modulation

1. **Building Elements.** The following building elements shall not qualify as required facade modulation:
   - A. Facade breaks as required by Section 7.2.3.6. Facade Length.
   - B. Balconies, stairs, and elevators not integrated into the building facade by means of walls and roofs.
   - C. Building equipment, such as mechanical, plumbing, or electrical equipment.
2. **Ground Floor.** Facade modulation requirements shall not apply to a building's ground floor.

7.2.3.8. Building Separation

A. Applicability

This Section applies to all buildings and portions of a building in a development project that exceed 85 feet in height.

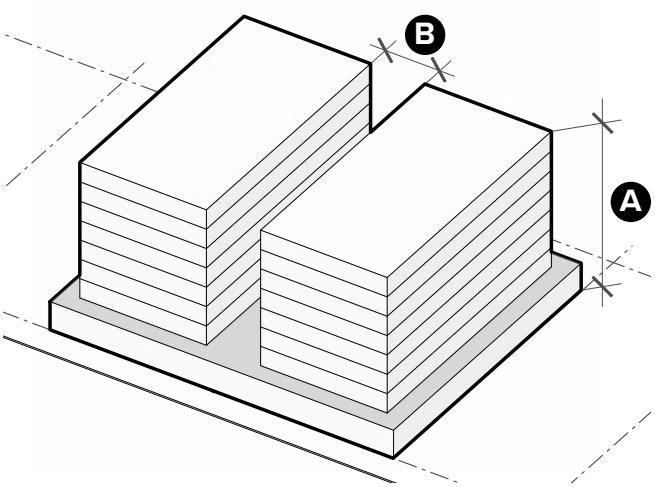
B. Measurement

Building separation means the straight horizontal line between two buildings measured between the nearest point on each exterior wall.

C. Minimum Building Separation

Buildings and structures that are located within the same development project and that exceed 85 feet in height shall be separated a minimum distance of 30 feet as illustrated in Figure 7-8: Min. Building Separation.

FIGURE 7-8: Min. Building Separation



A 85 ft. or taller
B 30 ft. minimum distance

7.2.4. BUILDING DESIGN

7.2.4.1. Purpose and Intent

This Section establishes the standards for the design of the building facade and ground-floor in relation to the public realm, which are intended to achieve the following objectives:

- Foster a vibrant, pedestrian-oriented, and human-scaled street environment;
- Facilitate well-designed buildings;
- Activate the building where it connects to the street to maximize visibility, access, and activity through appropriate building designs and details along street frontages; and
- Allow flexibility and creativity in architecture and design.

7.2.4.2. Ground Floor Frontage Design

A. Applicability

This Section applies to all street-facing ground floor frontages.

B. Measurement

Street-facing ground floor frontage means the portions of a street-facing ground floor within 35 feet of the street lot line or sidewalk if there is no lot line.

C. Ground Floor Height

The minimum height of the ground floor shall be 15 feet for non-residential uses and common residential spaces and 12 feet for residential units, measured from sidewalk elevation closest to the primary entrance to the second story floor, or roof if part of a one-story building.

D. Ground Floor Depth

The minimum depth of the ground floor use shall be 20 feet, measured interior wall to wall.

E. Ground Floor Elevation

The elevation of the ground floor shall be between 2 feet below and 6 feet above the sidewalk elevation for residential units, and a maximum of 12 inches above the sidewalk elevation for non-residential uses and common residential spaces.

F. Ground Floor Transparency

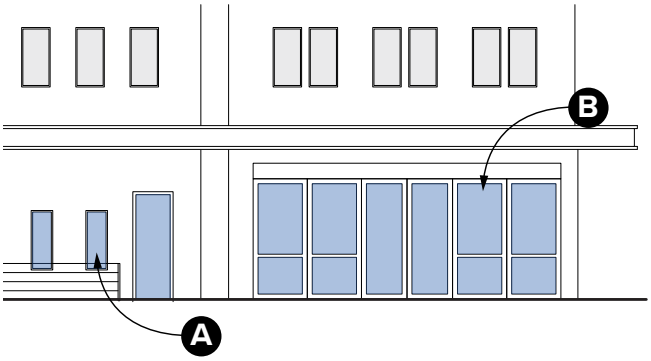
1. **Minimum Transparency.** Minimum ground floor transparency is established in Table 7-2: Min. Ground Floor Transparency and illustrated in Figure 7-9: Min. Ground Floor Transparency. Street-facing ground floor frontages shall provide transparent openings in the facade, such as windows, doors, and other facade openings, for at least the minimum percentages established in Table 7-2. Minimum ground floor transparency is measured as the percentage of facade area that consists of transparent openings relative to the total area of the ground floor facade.

TABLE 7-2: Min. Ground Floor Transparency

GROUND FLOOR USE	MINIMUM PERCENTAGE OF GROUND FLOOR TRANSPARENCY
Ground floor residential units	20 percent
Non-residential uses and common residential spaces	60 percent
Above-grade parking structures	35 percent

2. **Obscured Transparency**
   - **A.** The use of color-tinted, mirrored, or reflective glass is prohibited.
   - **B.** The use of interior security bars, grilles, and gates shall be concealed from street view during business hours using systems such as ceiling cavities or side pockets. The use of exterior security bars, grilles, and gates shall be prohibited.
   - **C.** For non-residential uses, elements that obscure more than 25 percent of visibility into required transparent openings shall not be used, such as blinds, drapes, curtains, signs, product displays, or similar elements. Medical uses shall be exempt from this requirement and subject to a requirement as determined by the Director.

FIGURE 7-9: Min. Ground Floor Transparency



A Minimum 20% transparency for ground floor residential units

B Min. 60% transparency for ground floor non-residential uses

G. Ground Floor Entries

1. **Number of Entrances.** A minimum of one primary entrance shall be provided for each street-facing ground floor frontage and shall be visible from the street, be oriented towards the street, and provide a pedestrian walkway to the street.

2. **Non-Residential Uses and Common Residential Spaces.** With the exception of back-of-house entries, building entries for non-residential uses and common residential spaces shall incorporate at least two of the following design features, as illustrated in Figure 7-10: Ground Floor Non-Residential Entries:

   A. A roofed element over the entrance that protrudes at least 2 feet from the building facade, such as an awning, canopy, trellis, or overhang.

   B. An increase in total height equal to at least half the height of the entrance, such as a double height entry or tower entry that protrudes in height from the ground floor.

   C. A projected or recessed entry area of at least 25 square feet in floor area, such as a terrace or forecourt.

3. **Ground Floor Residential Units.** Ground floor residential units shall provide a transitional space between the primary entrance into the residential unit and the street. The transitional space shall provide an area of at least 25 square feet in floor area in the form of a porch, terrace, stoop, dooryard, or similar entry feature, as illustrated in Figure 7-11: Ground Floor Residential Entries.

H. Ground Floor Residential Units

Ground floor residential units shall be prohibited within the street-facing ground floor frontage along the following public streets:

1. Olive Avenue
2. Riverside Drive between Clybourn Avenue and Olive Avenue
3. Hollywood Way
4. Alameda Avenue between Olive Avenue and Brighton Street
5. Buena Vista Street

Residential lobbies and common recreational spaces of the building, shall be permitted along these public streets in compliance with Section 6.6. Permitted Uses.

I. Ground Floor Treatment

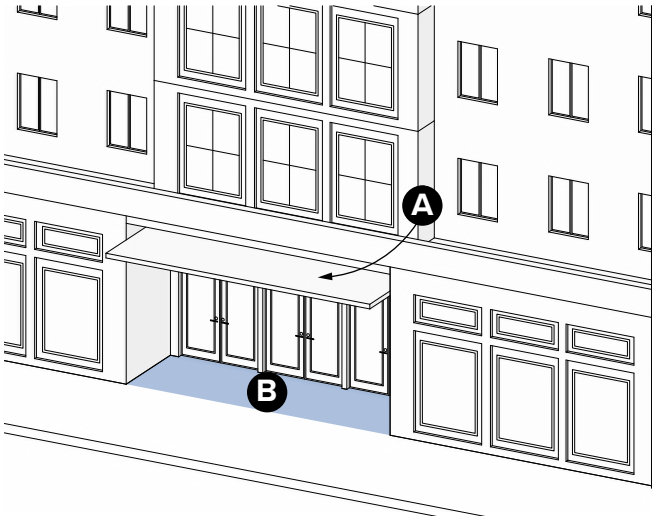
All ground floor street-facing facades shall provide anti-graffiti treatments, such as anti-graffiti coatings, finishes, materials, or landscaping to prevent the vandalism of the facade.

7.2.4.3. Facade Design

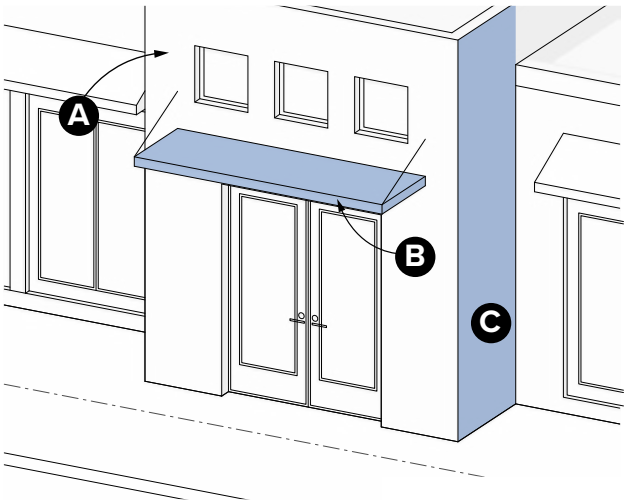
A. Applicability

This Section applies to all building facades. For the purpose of this Section, a building facade is considered the exterior portion of building wall and its architectural design including any covered and opened areas of the building.

FIGURE 7-10: Ground Floor Non-Residential Entries

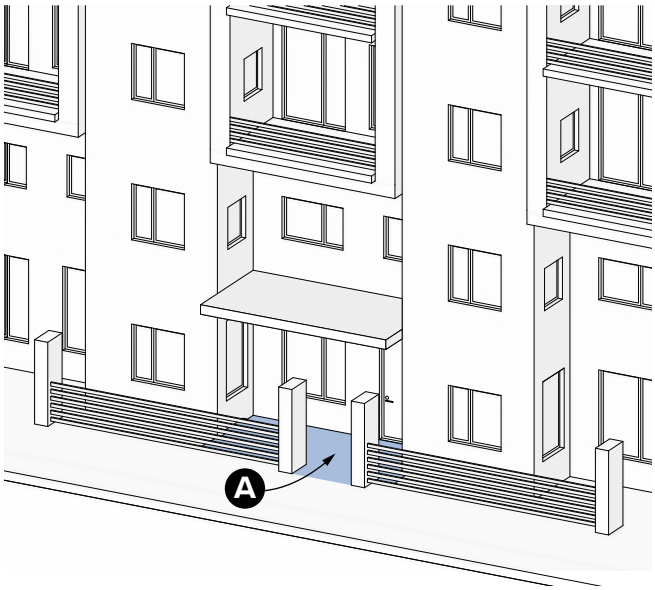


A Awning or canopy
B Recessed area

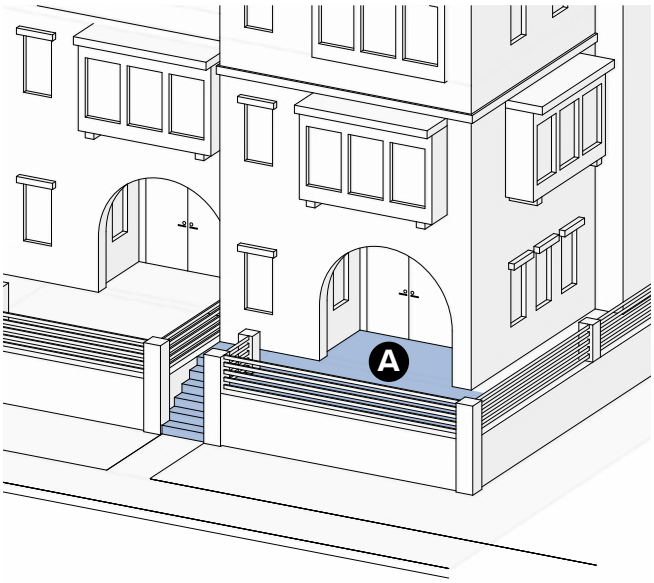


A Entry tower
B Awning or canopy
C Projected element

FIGURE 7-11: Ground Floor Residential Entries



A Transitional entry space

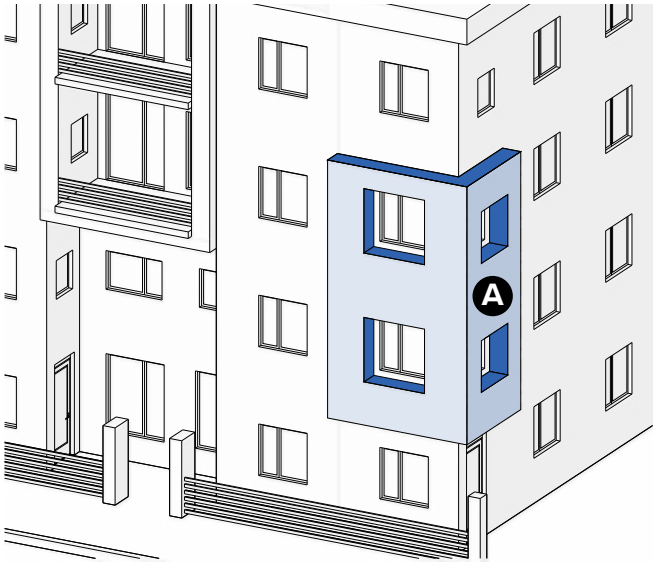


A Transitional entry space

B. Facade Articulation

All facades of a building shall use the same theme of architectural detailing and articulation. A minimum of two exterior materials and colors shall be used in a project. When proposed, facade accent materials and colors shall wrap all exterior corners of a building by a minimum of 2 feet in length, as illustrated in Figure 7-12: Facade Articulation.

FIGURE 7-12: Facade Articulation



A Facade accent wrapped at exterior corner

C. Facade Hierarchy

Buildings of three or more stories in height shall incorporate at least one of the following design features to distinctly articulate and differentiate the "base, middle, and top" of buildings as illustrated in Figure 7-13: Facade Hierarchy.

1. A change in facade material and color between the ground floor and the upper floors, where the ground floor facade is distinguished through the application of brick, stone, concrete, wood, or similar materials and colors, and the upper floors vary from the ground floor.
2. Recess or projection of the upper floors from the ground floor for a minimum of 2 feet in depth.
3. Use of horizontal reveals, projections, bands (e.g., cornice, frieze, fascia, etc.), parapets, or similar treatments.

FIGURE 7-13: Facade Hierarchy

A Horizontal reveal, projection, or band
B Change in facade material or color
C Recess or project in facade

D. Blank Walls

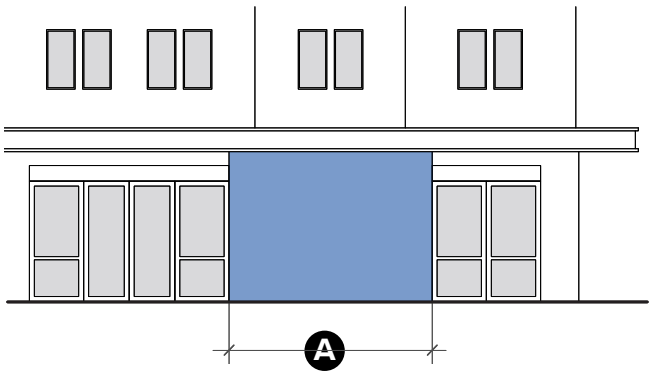
1. **Measurement.** A blank wall shall mean a portion of a building facade without a window, door, or other facade opening. A blank wall is measured in length horizontally along the facade at each story of the building.
2. **Maximum Length of Blank Walls.** The maximum lengths of blank walls are established in Table 7-3: Max. Length of Blank Walls and illustrated in Figure 7-14: Max. Length of Blank Walls. Blank walls shall not exceed the lengths established in Table 7-33.

TABLE 7-3: Max. Length of Blank Walls

USE	MAXIMUM LENGTH OF BLANK WALLS
Residential uses	10 feet
Non-residential uses	20 feet

3. **Exceptions to Blank Walls.** A blank wall may exceed the maximum length established in Table 7-3 if it provides one or more of the following elements for more than 50 percent of the blank wall area:
   A. A facade projection or recess by at least 2 feet in depth, measured perpendicular to the facade
   B. Landscaping, such as espalier, green or living walls, or similar facade landscaping treatment.
   C. Lattices, louvers, or similar decorative facade treatment.
   D. Public art in compliance with BMC Section 10-1-1114.
   E. Advertising signs and structures in compliance with BMC Article 10.

FIGURE 7-14: Max. Length of Blank Walls



A Max. length of blank wall

7.2.5. SITE DESIGN

7.2.5.1. Purpose and Intent

This Section establishes the standards for the design of the entire site of a project as it relates to building and space interaction, which are intended to achieve the following objectives:

- Foster a vibrant, pedestrian-oriented, and human-scaled street environment;
- Facilitate the thoughtful arrangement of site elements to enhance a site's function and appeal;
- Enhance site amenities by incorporating context-appropriate and sustainable landscaping; and
- Minimize the visual impacts of building equipment and utilities on the public.

7.2.5.2. Landscaping

A. Applicability

This Section applies to all on-site landscaping in a development project.

B. Definition

Landscaping includes the planting and maintenance of trees, shrubs, vines, ground covers, flowers, or lawns. Natural features such as rock and stone; permeable pavers; and decorative structural features such as arbors, pergolas, fountains, reflecting pools, art works, screens, walls, fences, and benches can be a part of the overall landscape design.

C. Minimum Landscaping

Street-facing required setbacks, except for required impervious surfaces including, but not limited to, walkways, curb cuts, driveways, and drive aisles, shall be landscaped in accordance with this Section.

1. **Ground Floor Non-Residential Uses.** A minimum of 50 percent of street-facing setbacks along non-residential uses shall be landscaped. For lots with less than 100 feet of frontage

along a street, a minimum of 20 percent of the street-facing setback along non-residential uses shall be landscaped.

2. **Ground Floor Residential Units.** A minimum of 50 percent of street-facing setbacks along ground floor residential units shall be landscaped.

3. **Parking Lots, Parking Structures, and Studio Uses.** The entirety of the street-facing setbacks along parking lots, parking structures, and studio uses shall be landscaped. A minimum of one 36-inch box tree shall be planted in the setback for at least every 40 feet on center, measured parallel to the street-facing lot line.

D. Minimum Dimensions

All landscaped areas shall provide the following minimum dimensions to ensure compliance:

1. 3 feet in width or length of inner planting wall area.

2. 12 inches in soil depth for areas planted with ground cover.

3. 18 inches in soil depth for planters and landscaped areas planted with shrubs and similar vegetation.

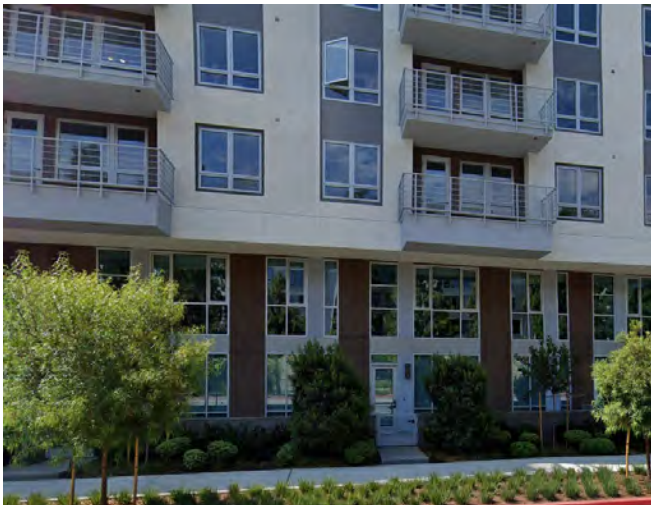
4. 3 feet in soil depth for planters or landscaped areas planted with trees.

E. Maturity

At maturity, plantings shall comprise a minimum of 75 percent of the total required landscaped area. All landscaped areas that is not occupied by ground cover shall be covered with mulch.

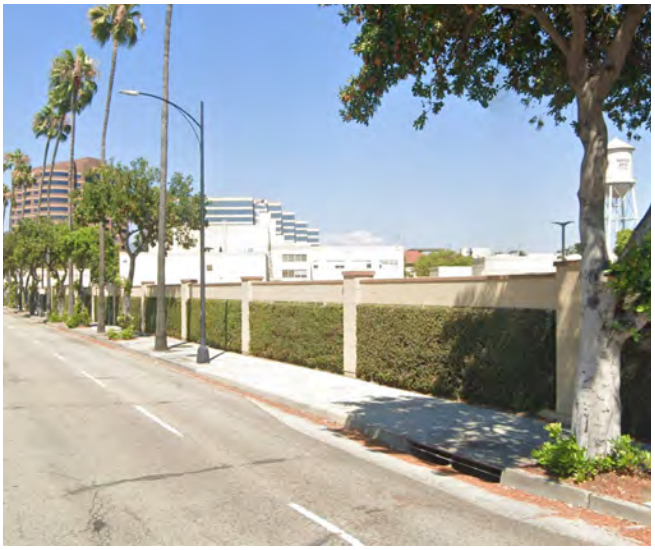
F. Species

Plantings shall consist of California native, non-invasive, and/or low-water use species.



Landscaping in street-facing setback of ground floor residential units

Landscaping in street-facing setback of parking lot



Walls and hedges along studio uses

G. Artificial Ground Cover

Artificial lawn, turf, and synthetic ground cover shall be prohibited in required landscaped areas.

H. Planters

Planters shall be constructed of permanent masonry or concrete construction and shall provide drainage directly into a drainage system.

I. Irrigation

All landscaped areas shall include a permanent fully automatic irrigation system and shall comply with the City of Burbank Water and Power Rules and Regulations Governing Utility Services.

J. Corner Cutoff

All buildings, structures, landscaping, including walls, fences, and hedges, in setbacks shall comply with the corner cutoff provisions of BMC Section 10-1-1303.

K. Landscape Plans

Landscaping plans demonstrating compliance with the landscaping requirements shall be prepared by a registered landscape architect.

7.2.5.3. Lighting

A. Applicability

This Section applies to outdoor lighting within a development project.

B. General Requirements

1. **Height.** Free-standing outdoor lighting fixtures shall be no taller than 8 feet as measured from the abutting ground surface or floor level.
2. **Direction.** Outdoor lighting fixtures shall be positioned, and directed, and shielded so as not to shine or cause glare onto adjacent properties or public rights-of-ways.
3. **Locations.** Outdoor lighting shall be provided in all outdoor common areas including, but not limited to parking areas, common areas, and pedestrian access ways.
4. **Photometric Study.** The amount and direction of lighting shall be determined through a photometric study that demonstrates adequate lighting has been provided for safety. Such study shall be provided by the applicant.

7.2.5.4. Walls, Fences, and Hedges

A. Applicability

This Section applies to walls, fences, and hedges in a development project.

B. General Requirements

1. **Measurement.** The height of a wall, fence, or hedge is measured from the highest abutting finished ground surface of the property upon which the fence, wall, or hedge is located. On sloped surfaces, portions of a fence, wall, or hedge may exceed the maximum height for the purpose of providing a stair-step design, but each stair-step section, as measured from the horizontal midpoint, may not exceed the maximum height.

2. **Height**
   - **A.** Within the street-facing setback, walls, fences, and hedges shall have a maximum height of 4 feet. For wall and fences taller than 30 inches, the entire wall or fence shall be a minimum of 50 percent transparent and set back a minimum of 18 inches from the sidewalk line, separated by a planted area. In this Section, transparent is defined as the area of the wall or fence that is open/clear to see through the other side of the wall or fence. Walls and fences 30 inches or less in height shall be exempt from the transparency and setback requirement.
   - **B.** Walls, fences, and hedges in side and rear setback areas shall be a maximum of 6 feet in height for residential uses and 8 feet in height for non-residential uses.
   - **C.** Retaining walls located within front setback areas are limited to a maximum height of 4 feet per wall and shall be set back 18 inches from the sidewalk line. Additional retaining walls shall be set back a distance equivalent to the height of the retaining wall below as measured from the face of the retaining wall below (the portion of the retaining wall that is visible above grade).
   - **D.** Walls and fences that are placed on top of a retaining wall within street-facing setback shall be limited to a maximum height of 4 feet from the abutting finished ground surface.
   - **E.** Ornamentation on top of walls and fences in the front street-facing setback may exceed the maximum allowed height up to 18 inches above the maximum allowable height. All ornamentation features shall be spaced a minimum of 4 feet apart, as measured on center.

3. **Materials.** Fences, walls, and hedges may not be composed, in whole or part, of dangerous wire types including, but not limited to razor wire, barbed wire, electric wire, or any other similar wire type that may pose serious risk of injury. Chain link fences shall be prohibited. Concrete block (e.g., concrete masonry units) shall be prohibited.

» Allowable wall materials shall include stucco, cobble stone, brick, and slump stone.

» Allowable fence materials shall include wood, wood composite, wrought-iron or tube steel.

C. Exceptions to General Requirements

1. **Parking Structures.** For above-grade parking structures, walls and fences shall be prohibited within a street-facing setback.

2. **Studio Uses.** For studio media production uses, walls and fences within street-facing setbacks shall not exceed 7 feet in height and shall be used in conjunction with evergreen hedges that, at maturity, measure at least 65 percent of the height of the fence or wall. Landscaped areas shall be provided in front of the wall in street-facing setback areas (except for any required impervious surface areas like walkways and driveways) with a width dimension equal to a maximum length of the proposed wall/fence along the setback. Hedges shall be maintained at a height not less than 65 and not more than 100 percent of the height of the fence or wall. Fences shall be of wrought-iron or tube steel materials.

3. **Arbors, Pergolas, and Similar Structures.** Arbors, pergolas, and similar structures are limited to a maximum height of 9 feet, a maximum width of 6 feet, and a maximum interior length of 3 feet as measured from the highest abutting finished ground surface.

7.2.5.5. Building Equipment

A. Applicability

This Section applies to all building equipment in a development project.

B. General Requirements

All ground- and roof-mounted building equipment shall comply with the following requirements:

1. **Exhaust Vents.** For all uses, exhaust vents shall be directed to the roof. If physically impossible to be directed to the roof, vents shall be routed through the wall and screened with a decorative vent cap. For non-residential uses, exhaust vents shall be prohibited within 15 feet of an open space, public sidewalk, or other pedestrian pathway.

2. **Gutters and Downspouts.** Gutters and downspouts shall be integrated into the building design so that it is not visible from an adjacent property or street.

3. **Ground-Mounted Equipment.** Mechanical, electrical, plumbing, and fire department connection equipment shall be prohibited in a street-facing setback, unless it is fully undergrounded. If unable to be undergrounded, the equipment shall be incorporated within the design of the building or, when located in any other setback or open space, the equipment shall be fully screened using techniques such as walls, fences, or hedges with a height equal to the equipment being screened.

4. **Roof-Mounted Equipment.** Roof-mounted equipment shall be screened using techniques such as roof mansards and parapets of the same material, color, and finish as the building and that continue around the entirety of the building perimeter so that it is not visible from an adjacent property or street.

5. **Transformers and Utility Meters**

   A. Above-ground utility meters, valves, and backflow prevention devices shall not be located within 30 feet of the intersection of two lot lines. When located in a required setback, such devices shall be located at least 5 feet from the lot line measured perpendicular to the lot line of the lot.

   B. Transformers and transformer pads shall be located behind the minimum setback and be screened with landscape materials or screening materials at least 6 feet in height and at least 30 feet from the intersection of two lot lines.

   C. Transformers and utility meters shall be screened from view using architectural screening using materials that are consistent with materials, colors, and finishes that are used elsewhere on the building and site, unless determined technically infeasible or in conflict with BWP Rules and Regulations.

Roof-mounted equipment screened by parapet

7.2.5.6. Trash and Recycling Areas

A. Applicability

This Section applies to all trash and recycling areas in a development project.

B. General Requirements

All development shall provide designated, accessible, and convenient areas for depositing, storing, and hauling trash and recycling materials. All development shall provide individual and/or shared trash and recycling areas.

C. Location and Access

Where possible, trash and recycling areas shall be located within buildings. If not possible, trash and recycling areas may be located in rear or side setback areas, but shall be prohibited within any required parking and landscaped areas. Trash and recycling areas shall not obstruct building entries, walkways, sidewalks, driveways, streets, alleys, and other required means of access. Where the development abuts an alley, the trash and recycling areas shall be directly accessible from the alley except when access is infeasible as determined by the Public Works Director.

D. Minimum Area

1. **Mixed-Uses.** The nonresidential and residential components of a development project shall maintain separate trash and recycling areas. Each area shall be marked for separate uses.
2. **Residential Uses.** Multifamily residential developments shall provide a designated shared trash and recycling area with minimum area of 7 feet by 8 feet, unless a smaller size is approved by the Public Works Director.
3. **Non-Residential Uses.** Non-residential developments shall provide a minimum area as determined by the Public Works Director.

E. Enclosures

Shared trash and recycling areas shall be located either interior to a building, such as in a garage or basement, or exterior to the building on site. Shared trash and recycling areas shall be enclosed and screened from view consistent with the following.

1. Enclosures shall be located within 150 feet of the building's access point that serves the enclosures.
2. Enclosures shall be constructed to match and/or complement the architectural style, color, material, or finish of the buildings that they serve.
3. Enclosures shall be constructed on all sides by masonry walls of a minimum height of 6 feet and solid metal doors to prevent theft of materials. When located exterior to the

Trash and recycling areas for multifamily residential uses

building, enclosures shall include a roof structure to protect against adverse environmental conditions, such as rain and wind.

7.2.6. OPEN SPACE

7.2.6.1. Purpose and Intent

This Section establishes the standards for private, common, and publicly accessible open space, which are intended to achieve the following objectives:

- Provide opportunities to create new open spaces for the benefit of residents, businesses, and general public;
- Utilize building and site design to create a variety of open space types that provide visual relief, pedestrian orientation, social interaction, the promotion of outdoor activities, and an active public experience.
- Create viably sized open spaces that can adequately serve residents and the community of new development projects; and
- Enhance quality of life by providing and improving access to clean and open space areas.

7.2.6.2. Residential Open Space

A. Applicability

This Section applies to all development projects with residential uses, except when preempted by City ordinance or state or federal law.

B. Measurement

Residential open space consists of both private and common residential open space and shall be calculated separately. Required residential open space shall not count towards publicly accessible open space, and vice versa. Areas designated for parking, loading, storage, or refuse shall not count towards any minimum open space requirements.

C. Minimum Residential Open Space

Minimum required residential open space is established in Table 7-4: Min. Residential Open Space. Projects containing more than four dwelling units shall provide a total minimum area of residential open space equivalent to the minimum area established in Table 7-44.

D. Private Residential Open Space Design

1. **Definition.** Private residential open space means outdoor open space that is for the exclusive use of an individual dwelling unit, and which may include, but is not limited to, balconies, decks, terraces, patios, and other similar open spaces, and may be within a required setback or on a rooftop area.

2. **Area.** A maximum of 40 percent of the total required area for residential open space shall be designated as private residential open space.

TABLE 7-4: Min. Residential Open Space

DWELLING UNIT TYPE BY NUMBER OF BEDROOMS	MINIMUM AREA OF RESIDENTIAL OPEN SPACE PER DWELLING UNIT
Less than two bedrooms	125 square feet
Two or more bedrooms	150 square feet

3. **Dimensions.** Required private residential open spaces shall have a minimum area of 40 square feet and a minimum dimension of 5 feet in any direction.

4. **Slope.** Required private residential open spaces shall have a maximum slope of five percent but may be provided on multiple levels.

5. **Location.** Required private residential open spaces shall be outdoors and contiguous to the dwelling unit it serves allowing direct access from the dwelling unit.

6. **Landscaping.** When provided at the ground level, private residential open space shall be landscaped in compliance with Section 7.2.5.2. Landscaping.

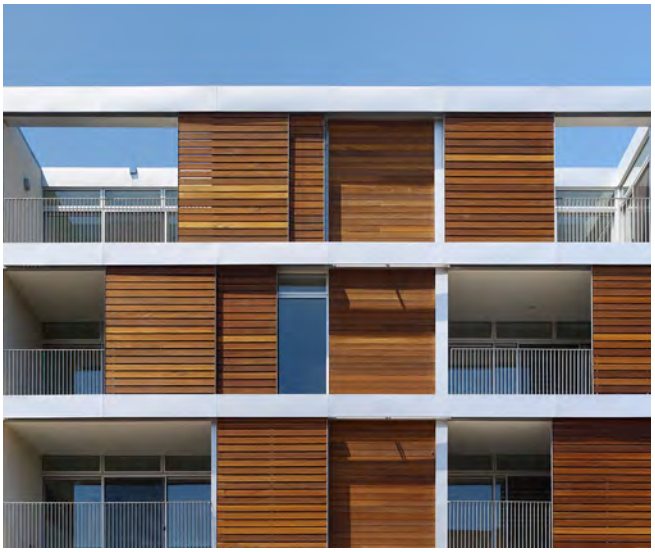
E. Common Residential Open Space Design

1. **Definition.** Common residential open space means an indoor or outdoor open space that provides shared amenities for residents in a development project, and which may include, but is not limited to, decks, terraces, patios, gyms, recreational rooms, sports courts, game areas, playgrounds, shared kitchens, shared living rooms, business centers, libraries, and other similar common open spaces. These areas are not accessible to the general public.

2. **Area.** A minimum of 60 percent of the total required area for residential open space shall be designated as common residential open space.

3. **Dimensions.** Required common residential open spaces shall have a minimum area of 400 square feet and a minimum dimension of 15 feet in any direction.

Common residential open space



Private residential open space

Common residential open space

4. **Location.** Common residential open spaces may be located indoors or outdoors, where a minimum of 60 percent of the required common residential open space shall be outdoors, and a maximum of 40 percent shall be indoors.

5. **Access.** Common residential open spaces shall be conveniently located and accessible to all residents of the dwelling units in a development project.

6. **Hardscape.** A maximum of 25 percent of the required common residential open space shall be paved in standard concrete.

7. **Landscape.** A minimum of 25 percent of the required common residential open space shall be planted area with a minimum dimension of 30 inches in any direction.

8. **Trees.** A minimum of one 36-inch box tree per development project or one for every 1,500 square feet of required common residential open space, whichever is greater, shall be planted within common residential open space. For development projects with two or more required trees, a minimum of 50 percent of required trees shall be shade trees.

9. **Water Features.** A maximum of five percent of the required common residential open space shall consist of decorative water features, which may include, but are not limited to, fountains, reflecting pools, or other decorate water feature. Swimming pools shall not be considered decorative water features.

F. Exceptions to Residential Open Space

1. Within a 100-foot radius of the nearest freeway right-of-way, measured horizontally from the freeway structure, required residential open space in the form of balconies, outdoor decks, terraces, and patios, and other similar outdoor structures shall be prohibited, but shall be provided elsewhere as required.

7.2.6.3. Publicly Accessible Open Space

A. Applicability

This Section applies to all development projects with commercial uses.

B. General Requirement

Publicly accessible open space shall be provided in addition to private and common residential open space. Areas designated for parking, loading, or refuse shall not count towards minimum open space requirements.

C. Minimum Area of Publicly Accessible Open Space

Projects with a total adjusted gross floor area greater than 50,000 square feet shall provide a total minimum area of publicly accessible open space equivalent to two percent of the total adjusted gross floor area.

Publicly accessible open space

D. Publicly Accessible Open Space Design

1. **Definition.** Publicly accessible open space means portions of outdoor open space that are usable and accessible to the general public, and which may include, but are not limited to, parks, plazas, courtyards, paseos, or similar outdoor open spaces that allow for public leisure, recreation, and/or gathering.
2. **Dimensions.** Required publicly accessible open spaces shall have a minimum area of 400 square feet and a minimum dimension of 20 feet in any direction.
3. **Location.** Publicly accessible open space shall be outdoors with a minimum of 75 percent open to the sky.
4. **Elevation.** A minimum of 1,000 square feet of required publicly accessible open space shall be located at the elevation of the adjoining public sidewalk.
5. **Access.** Publicly accessible open space shall provide direct access to a public sidewalk and shall be open and accessible to the general public, at a minimum, from 8am to 8pm. The open space may be enclosed by fences and gates but shall be open and unlocked during the time that it is open to the public as noted on posted signs.
6. **Maintenance.** Publicly accessible open space shall be privately owned and operated.
7. **Hardscape.** A maximum of 25 percent of the required common residential open space shall be paved.
8. **Landscape.** A minimum of 25 percent of the required common residential open space shall be planted area with a minimum dimension of 30 inches in any direction.
9. **Trees.** A minimum of one 36-inch box tree per development project or one for every 750 square feet of required publicly accessible open space, whichever is greater, shall be planted within common residential open space.
10. **Water Features.** A maximum of five percent of the required publicly accessible open space shall consist of decorative water features, which may include, but are not limited to, fountains, reflecting pools, or other decorate water feature. Swimming pools shall not be considered decorative water features.
11. **Seating.** A minimum of one seat per 150 square feet of required publicly accessible open space shall be provided, where seating is calculated as 1 seat per 30 linear inches and may be permanent or movable and may be in the form of chairs, benches, ledges, low walls, seat walls, seating steps, or similar usable seating elements.

Publicly accessible open space

7.2.7. PARKING AND LOADING

7.2.7.1. Purpose and Intent

This Section establishes the standards for vehicular and bicycle parking and loading facilities, which are intended to achieve the following objectives:

- Reduce the visual impacts of parking and loading areas on the property through screening, landscaping, and the placement of buildings;
- Facilitate multi-modal and pedestrian-oriented activities; and
- Utilize, where possible, parking strategies such as parking reductions, shared and unbundling parking to increase the public parking supply in the Media District.

7.2.7.2. Applicability

A. Existing and New Uses

This Section applies to all uses in a development project.

B. General Off-Street Parking, Loading, and Access Standards

BMC Articles 14-16 of Chapter 1 of Title 10 shall apply, unless superseded by this MDSP.

7.2.7.3. Minimum Vehicular Parking

The minimum required off-street vehicular parking for uses within the Media District shall be those set forth in Table 7-5: Minimum Vehicular Parking, with the additional requirements and exceptions provided in this Section, unless preempted by state or federal law.

7.2.7.4. Minimum Bicycle Parking

The minimum required off-street bicycle parking for uses within the Media District shall be those set forth in Table 7-6: Minimum Bicycle Parking, and shall comply with the City of Burbank Complete Streets Objective Development Standards as amended, with the additional requirements and exceptions provided in this Section, unless preempted by state or federal law.

Vehicular parking

Bicycle parking

TABLE 7-5: Minimum Vehicular Parking

USE	MINIMUM VEHICULAR PARKING SPACES [1, 2]
Residential and Lodging	
Residential	
• Studio	1 space
• 1 Bedroom Units	1 space
• 2 or more Bedroom Units	1.5 spaces
Convalescent homes	5 spaces for every 12 beds or fraction thereof
Hotels and motels	0.8 space for each room/suite
Public and Semi-Public Facilities	
Any public and semi-public facilities listed in Section 8.3 Permitted Uses and not listed below:	2 spaces for each 1,000 sq. ft. of adjusted gross floor area
• Any City owned and operated non-public facing facility	Exempt from the minimum parking spaces required
• Park & recreational facility - municipal	2 spaces for each 1,000 sq. ft. of adjusted gross floor area; no spaces required for open space under 2 acres; 1 space per half-acre of open space between 2-15 acres; and 1 space per acre of open space in excess of 15 acres
Temporary aid center	1.5 spaces for each 1,000 sq. ft. of adjusted gross floor area
Recreation, Education, and Assembly	
Any recreational and educational use listed in Section 8.3 Permitted Uses and not listed below. Assembly uses are subject to the minimum parking for Assembly Uses per Footnote 1 to this table.	2 spaces for each 1,000 sq. ft. of adjusted gross floor area. For outdoor recreational areas: 1 space for each 500 sq. ft. of outdoor area(s) under 5,000 sq. ft.; 1 space for each 1,000 sq. ft. of outdoor area(s) of 5,000-20,000 sq. ft.; and 1 space for each 2,000 sq. ft. of outdoor area(s) of over 20,000 sq. ft.
Arcades/billboard parlors	5 spaces for each 1000 sq. ft. of adjusted gross floor area; additional parking spaces are required pursuant to BMC Section 10-1-1405.5
Bowling alleys	4 spaces for each bowling lane
Gymnasiums	5 spaces for each 1,000 sq. ft. of adjusted gross floor area
Museum	1 space for each 300 sq. ft. of exhibit area and 1 space for every 5 seats
Personal studio, physical arts studio, health studios, and rehearsal studio as listed below:	
• Less than 1,500 square feet	2 spaces per each 1,000 sq. ft. of adjusted gross floor area for

Table 7-5 continued on the next page.

TABLE 7-5: Minimum Vehicular Parking (Cont.)

USE	MINIMUM VEHICULAR PARKING SPACES [1, 2]
• 1,500 square feet and greater	3 spaces per each 1,000 sq. ft. of adjusted gross floor area
Schools - Private (K-12)	The parking requirement for this use shall be determined under the applicable discretionary review
Schools - Adult/Vocational/Trade School	The parking requirement for this use shall be determined under the applicable discretionary review
Retail Sales and Dining	
Any retail sales and dining uses listed in Section 8.3 Permitted Uses and not listed below:	2 spaces per each 1,000 sq. ft. of adjusted gross floor area
• Restaurant uses (expect take-out) and cocktail lounge/bar greater than 1,500 square feet of adjusted gross floor area in size	3 spaces per each 1,000 sq. ft. of adjusted gross floor area
• Restaurant with drive-through	The parking requirement for this use shall be determined under the applicable discretionary review
• Commercial kitchen/ghost kitchen	The parking requirement for this use shall be determined under the applicable discretionary review
Professional Offices and Services	
Any professional office or service use listed in Section 8.3 Permitted Uses and not listed below:	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
• Day care facilities (adult or children's)	The parking requirement for this use shall be determined under the applicable discretionary review.
Media Services	
Any Media Service use listed in Section 8.3 Permitted Uses	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
Medical and Care	
Any medical or care use listed in Section 8.3 Permitted Uses and not listed below:	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
• Hospitals	The parking requirement for this use shall be determined under the applicable discretionary review.
Industrial and Manufacturing	
Any industrial use listed in Section 8.3 Permitted Uses	1 space per each 1,000 sq. ft. of adjusted gross floor area.

Table 7-5 continued on the next page.

TABLE 7-5: Minimum Vehicular Parking (Cont.)

USE	MINIMUM VEHICULAR PARKING SPACES [1, 2]
Transportation and Communication	
Any transportation and communication use listed in Section 8.3 Permitted Uses and not listed below:	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
• Transit facility	The parking requirement for this use shall be determined under the applicable discretionary review application for the use.
Vehicle Related	
Any vehicle related use listed in Section 8.3 Permitted Uses and not listed below:	2 spaces per each 1,000 sq. ft. of adjusted gross floor area.
• Automotive repair shops	2 spaces for 1,000 sq. ft. of adjusted gross floor area (including any office retail space, and service bays areas) with a minimum 1 parking space. Service bays shall not be counted as a parking space.
• Auto rental	2 spaces for each 1,000 sq. ft of adjusted gross floor area of office space with a minimum of 1 space for the use and 1 space for each 2,000 sq. ft. of outdoor display area with a minimum of one parking space
• Carwash	The parking requirement for this use shall be determined under the applicable discretionary review.
• Drive-through establishments	The parking requirement for this use shall be determined under the applicable discretionary review.
• Automobile service station	2 spaces per each 1,000 sq. ft. of adjusted gross floor area. Parking shall not be required for service bays or fueling dispensing areas.

Table 7-5 Notes

[1] *Public Assembly uses and portions of uses utilized as Places of Public Assembly, as defined in this Media District Specific Plan, shall have the parking rate of 1 space for every 5 fixed seats and 1 space for each 28 square feet of indoor or outdoor area available for assembly without fixed seats, and 1 space for every 5 employees. To be exempt from an assembly use for the purposes of parking requirements, the proposed business must receive a determination from the Building Official (or Designee) provide confirmation, accordance with building/ fire codes that the area of assembly does not constitute an assembly building occupancy type.*

[2] *New multi-tenant and mixed-use developments, other than office buildings, shall provide a parking rate of 3 spaces for each 1,000 square feet of adjusted gross floor area. This requirement shall also apply to mini-malls and shopping centers as defined in BMC Section 10-1-203.*

TABLE 7-6: Minimum Bicycle Parking

SINGLE-FAMILY RESIDENTIAL, INCLUDING CONDOMINIUMS WITH INDIVIDUAL GARAGES	
No bicycle parking required	
MULTIFAMILY RESIDENTIAL AND MIXED-USE DEVELOPMENTS	
Any Multifamily Residential Building with 8 or more units.	0.25 bicycle spaces per residential unit • 85 percent long-term bicycle parking[1] • 15 percent short-term bicycle parking[2]
NONRESIDENTIAL USES IN MIXED-USE DEVELOPMENTS OR AS STANDALONE USES	
Office/Media use	1 space per 1,000 square feet of adjusted gross square feet of floor area • 85 percent long-term bicycle parking[1] • 15 percent short-term bicycle parking[2]
Commercial uses	1 space per 1,000 square feet of adjusted gross square feet of floor area • 25 percent long-term bicycle parking[1] • 85 percent short-term bicycle parking[2]
Industrial Uses	1 space per 5,000 square feet of adjusted gross square feet of floor area • 100 percent long-term bicycle parking[1]
Hotel/Motel Uses	1 space per hotel room or suite • 85 percent long-term bicycle parking[1] • 15 percent short-term bicycle parking[2]
All Other Uses	1 space per 1,000 square feet of adjusted gross square feet of floor area. • 85 percent long-term bicycle parking[1] • 15 percent short-term bicycle parking[2]

Table 7-6 Notes

1 *Bicycle parking for more than two hours.*

2 *Bicycle parking for two hours or less. Short-Term Bicycle Parking Bicycle racks for short-term bicycle parking must be secured to the ground and located in areas visible from the associated Project site.*

7.2.7.5. Additional Requirements and Exceptions to Minimum Parking

A. General Off-Street Parking, Loading, and Access Standards

BMC Articles 14-16 of Chapter 1 of Title 10 shall apply, unless superseded by this MDSP.

B. Calculation

1. **Rounding.** Calculations are subject to normal rounding where a fraction of 0.5 or greater counts as an additional space.

2. **Unlisted Uses.** The off-street parking requirement for unlisted uses shall be determined through the discretionary review application process pursuant to BMC Section 10-1-503.

3. **Commercial and Industrial Uses — Principal Uses.** Unless otherwise stated in this Specific Plan, the minimum off-street parking requirements for commercial and industrial uses shall be based on the principal use of the tenant space, as identified on the Business Tax/ Business License registration form for the subject commercial/industrial establishment.

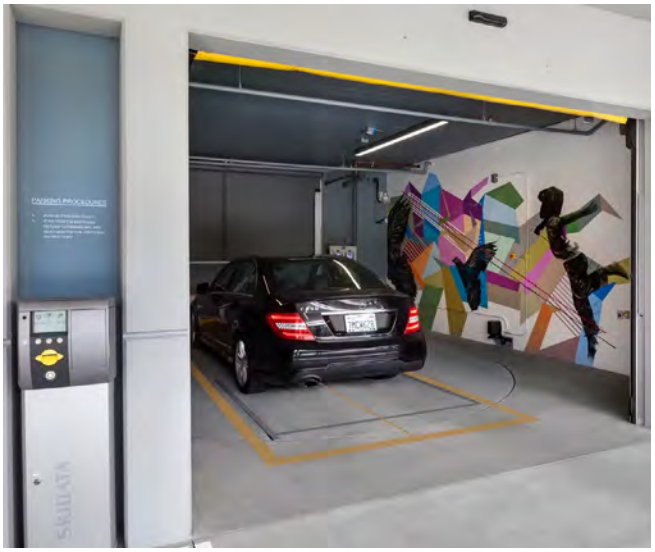
4. **Commercial and Industrial Uses — Vesting.** Proposed commercial and industrial uses that do not meet the minimum parking requirements listed herein may be established within tenant spaces along the City's Major and Secondary Arterial Streets (identified in the Roadway Circulation Diagram of the General Plan) so long as the required parking rate for the new use meets one or more of the following conditions:

   A. Does not exceed 2 spaces/ 1,000 sq ft of adjusted gross floor (AGF) area; or

   B. Does not exceed the required parking rate, as established herein, for the most recently approved use within that tenant space; or

   C. Does not exceed the parking requirement established by an existing Planning Entitlement.

5. **Multi-Tenant and Mixed-Use Developments.** The parking requirement of each tenant space within an existing multi-tenant or a mixed-use development such as a mini-mall, shopping center, residential/commercial



Mechanical parking system

Mechanical parking system

mixed-use development or other type of multi-tenant building shall be calculated individually.

6. **Additions.** When adding new floor area to an existing building, the minimum required parking shall be provided for the new floor area only.

7. **Change of Use.** When a change of use occurs for existing non-residential uses, only the net amount of additional minimum required parking shall be provided, regardless of the existing parking supply. The amount of additional minimum required parking is the difference between what would have been required for the previous use and what is required for the new use.

8. **Restaurants — Outdoor Seating.** A restaurant's outdoor seating on private property shall not count toward the minimum required parking provided that the floor area is no greater than 25 percent of the restaurant's total adjusted gross floor area. Floor area beyond the 25 percent limit is counted toward the minimum required parking. Outdoor seating in the public right of way shall not count toward the minimum required parking regardless of area.

9. **Valet Parking.** Requests for valet parking operation for nonresidential use shall be subject to the AUP process as specified in BMC Section 10-1-1954 et. seq. or the applicable discretionary review application required for the primary use. Upon consideration of such requests and in addition to the required findings for the applicable discretionary permit, the Director shall also find that the valet parking operation will not detrimentally impact the surrounding area. Any tandem parking arrangement approved as part of a valet parking operation may utilize mechanical parking systems.

C. Reductions

1. **Reductions.** Reductions to the minimum required parking shall be subject to the AUP process as specified in BMC Section 10-1-1954 et. seq. or the applicable discretionary review application required for the use. The applicant shall provide a parking study prepared by a qualified professional to justify the reduced parking rate. Upon consideration of such requests and in addition to the required findings for the applicable discretionary permit, the Director shall also find that the reduced minimum required parking will not detrimentally impact the surrounding area.

D. Unbundled Parking

1. Residential Parking

A. For any new building with new residential units, vehicular parking spaces shall be leased or sold separately from the rental or purchase fees of the residential units, such that renters or buyers have the option of renting or buying the unit at a lower price than if the parking were included. This requirement shall not apply for residential units with individual garages, such as townhomes.

B. For deed-restricted affordable residential units, one parking space shall be included in the base rent of each unit unless parking for such units is not provided pursuant to state or federal law. The tenant may choose to receive the parking space or receive a rent discount equivalent to half the amount charged for monthly lease of a parking space. Tenants of affordable units shall not sublease their parking spaces. This provision

shall be included in the affordable housing agreement for the project and subsequently recorded against the property.

C. Renters or buyers shall have the right of first refusal to parking built for their unit. Any remaining spaces may be leased to other users on a month- to-month basis.

2. Non-residential Parking

A. On-site parking lots or structures for non-residential uses may be used for public parking available to the general public during specific days and hours, subject to the permit requirements for "off-street parking lot or structure" in a given zone per Section 6.6. Permitted Uses.

B. Businesses are eligible to offer up their required parking during days when businesses are closed or during non-work hours. Eligible businesses include but are not limited to general office, professional office, churches/places of worship, banks, and retail stores.

C. A parking plan and business application review must first be reviewed and approved by the City Planner or designee. The Building Division shall thereafter issue a business license to the proposed off-street parking facility prior to operating. An affidavit, in a form satisfactory to the City Planner or designee, shall be signed and submitted by the property owner.

D. Any overnight parking facilities operating between the hours of midnight and 6:00 am shall be subject to the requirements of BMC Section 10-1-1151.

7.2.7.6. Minimum Vehicular Loading

A. Minimum Vehicular Loading.

Minimum loading for vehicles is established in Table 7-7: Min. Vehicular Loading. Uses in a development project shall provide the minimum number of required vehicular loading spaces established in Table 7-7.

B. Minimum Dimensions.

Loading spaces shall have a minimum dimension of 12 feet by 30 feet.

C. Location.

Where loading spaces are not accessed by an alley, long-term loading spaces shall be placed within the building and provisions for access shall be made.

D. Shared-Use.

Required loading spaces may be located in parking areas serving the same use with the approval of the Director.

TABLE 7-7: Min. Vehicular Loading

USE	MINIMUM NUMBER OF REQUIRED LOADING SPACES
Developments with 10 or more dwelling units	1 space
Developments with 5,000 square feet or more of non-residential use	1 space

TABLE 7-8: Max. Number of Curb Cuts

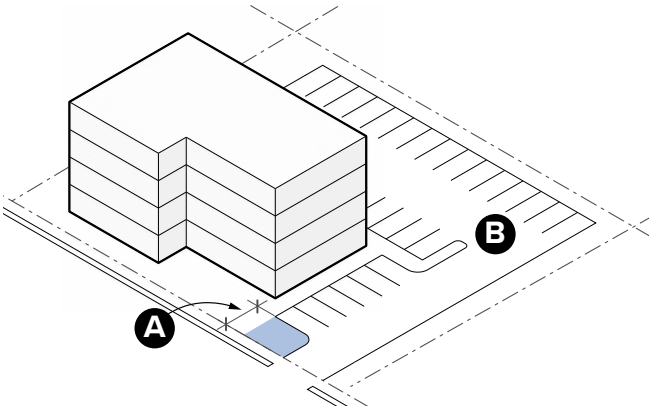
LENGTH OF STREET FRONTAGE	MAXIMUM NUMBER OF CURB CUTS ALONG THE STREET FRONTAGE
< 200 feet	One 2-lane curb cut
> 200 feet	Two 2-lane curb cuts

7.2.7.7. Design of Vehicular Areas

A. Placement

1. **Parking Lots.** Vehicular surface parking lots shall be screened by permitted uses, walls, fences, hedges, or other landscaping to a depth greater than or equal to the required minimum setback along street frontages, except for required driveways and pedestrian access, as illustrated in Figure 7-15: Placement of Parking Lots. Walls, fences, hedges, and other landscaping shall comply with Section 7.2.5.4. Walls, Fences, and Hedges, and Section 7.2.5.2. Landscaping.

FIGURE 7-15: Placement of Parking Lots.

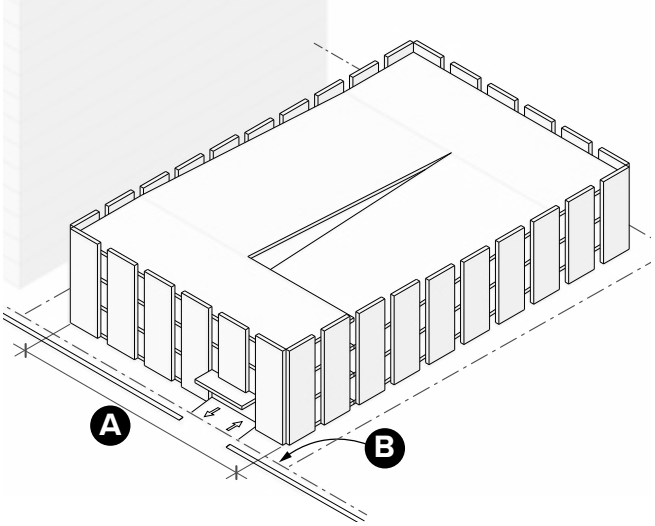


A Greater than or equal to minimum required setback from lot line

B Compliant placement of parking lot

2. **Parking Structures.** Above-grade vehicular parking structures shall not exceed a length of 125 feet along street-facing lot lines, exclusive of alley-facing lot lines, and shall not be placed at the intersection of two streets, as illustrated in Figure 7-16: Placement of Parking Structures.

FIGURE 7-16: Placement of Parking Structures.



A Length along street-facing lot line

B Street-facing lot line

B. Access

1. **Street Access**. In order of priority and as approved by the Director, vehicular access shall be provided from (a) an alley or rear street, if present, (b) a side street, (c) an existing or relocated curb cut on the primary street, and (d) a new curb cut on the primary street.

2. **Curb Cuts.** The maximum number of curb cuts to provide vehicular access from a public street are established in Table 7-8: Max. Number of Curb Cuts.

3. **Driveways.** Driveways shall be a minimum of 10 feet wide and a maximum of 22 feet wide. For the first 15 to 20 feet of driveway area adjacent to the sidewalk, the driveway material shall consist of decorative material such as stones or pavers.

4. **Drop-Offs.** When provided, vehicular drop-offs shall be located on-site and visibly screened from the street. Drop-offs associated with a hospital use shall be exempt from this requirement.

5. **Curb-Cut Distance.** Curb-cut distance shall be a minimum feet, whether the curb-cuts are located all on the subject lot or between adjacent lots.

C. Landscaping

1. Setbacks along parking and loading areas shall be landscaped in compliance with Section 7.2.5. Site Design.

D. Parking Structure Facades

All facades of above-grade parking structures shall utilize decorative screening treatments including, but not limited to, landscaping/green walls, screens, and/or panels that hide the interior of the parking structure from public view and are consistent with the architectural features of the primary building/structure.

Landscaped parking structure facade

Screened parking structure facade

CHAPTER 8
Mobility & Public Realm

IN THIS CHAPTER:

8.1. Overview
8.2. Mobility Goals and Policies
8.3. Relationship to Citywide Complete Our Streets Plan
8.4. Mobility Infrastructure
8.5. Transportation Demand Management
8.6. Parking

8.1. OVERVIEW

This Chapter establishes the City's mobility vision, goals, and strategies to support the Media District. It identifies improvements that address deficiences in the mobility network and provides a pathway for a more multimodal, safe, and connected Media District. The MDSP acknowledges the important role of multimodal mobility in transforming the Media District into an active and engaging place with a human-oriented public realm for those who live, work, and play in the Media District. New mixed-use, transit-oriented development in the Media District plays will help to expand access to alternate modes of transportation and reduce the reliance on personal vehicles by making walking, biking, and taking transit more accessible, comfortable, safe, and convenient. Other mobility topics addressed in this Chapter include improving transit accessibility, vehicular congestion, bicycle connectivity, and curb and parking management strategies.

8.2. MOBILITY GOALS AND POLICIES

As identified in Chapter 5. Vision & Overarching Goals , one of the three ovearching goals for the MDSP is to support transit-oriented growth. This Chapter establishes specific mobility goals, policies, and strategies that are aligned with the City's Burbank2035 General Plan Land Use and Mobility Elements, Citywide Complete Our Streets Plan, Bicycle Master Plan, Greenhouse Gas Reduction Plan Update, as well as community input. A complete list of these goals and policies can be found in Appendix X. The MDSP recognizes the importance of these goals and policies, as listed below, as they serve as the foundation for mobility improvements in the Media District.

MDSP OVERARCHING GOALS

MEDIA DISTRICT SPECIFIC PLAN MOBILITY GOALS & POLICIES:

MOBILITY GOAL 1. PUBLIC REALM

Text TBD.

» ***Policy 1.1.*** *Create a multimodal, active, engaged, human- oriented streetscape network, where the private automobile is not viewed as the only mode of travel.*

MOBILITY GOAL 2. ACCESSIBILITY

Text TBD.

» ***Policy 2.1.*** *Support future development that creates greater access to alternate modes of transportation and therefore reduce reliance on personal vehicles by making walking, biking, and public transit more accessible, comfortable, safe, and convenient.*

MOBILITY GOAL 3. SAFETY

Text TBD.

» ***Policy 3.1.*** *Improve safety for all modes of transportation with an emphasis on the most vulnerable modes.*

MOBILITY GOAL 4. PARKING MANAGEMENT

Text TBD.

» ***Policy 4.1.*** *Ensure efficient parking management in the Media District by implementing policies to regulate*

curb space effectively, protect on-street parking in residential neighborhoods, and explore strategies to maximize under utilized off-street parking.

8.3. RELATIONSHIP TO CITYWIDE COMPLETE OUR STREETS PLAN

The Citywide Complete Our Streets Plan is an implementation document for transportation-related goals and policies of the Burbank2035 General Plan. It serves as a guidebook to the City to ensure that projects in the public right-of-way are consistent with City expectations for urban design, multi-modal mobility, and placemaking. The MDSP implements the Citywide Complete Our Streets Plan by adapting key priority projects, priority streets for alternative transportation modes, and roadway safety improvements, as well as ensuring private development projects are consistent with the Complete Streets Objective Development Standards (CSODS).

MEDIA DISTRICT SPECIFIC PLAN COMPLETE OUR STREETS OBJECTIVES:

OBJECTIVE 1. A PLACE FOR PEOPLE

» *Emphasize planning for people, not just cars, with a focus on providing efficient non- vehicular access to key destinations within the Media District.*

OBJECTIVE 2. SUSTAINBLE MOBILITY

» *Support local and regional air quality, sustainability, and GHG emission reduction goals by reducing vehicle-centric transportation and making a variety of active mobility options safe and attractive to users.*

OBJECTIVE 3. CITYWIDE NETWORK

» *Integrate the Media District's multimodal network into Citywide transit, pedestrian, and bicycle networks, supported by related amenities such as bicycle parking, mobility hubs, shared public bicycles, and wayfinding.*

OBJECTIVE 4. REGIONAL ROUTES

» *Maintain automobile access on major regional routes by seeking operational improvements that balance all roadway users' needs.*

OBJECTIVE 5. MULTIMODAL DESIGN

» *Where feasible, reallocate roadway space to other modes of transportation while maintaining safety and adequate space dedicated solely for automobile use*

OBJECTIVE 6. OBJECTIVE DEVELOPMENT STANDARDS

» *Incorporate the Citywide Complete Streets Objective Development Standards into the MDSP for applicable public improvements and private development.*

8.4. MOBILITY INFRASTRUCTURE

The Media District's mobility network provides vital access to jobs, services, housing, and other important destinations. The existing circulation network in the Media District is consistent with the Burbank2035 General Plan Mobility Element and comprises the five primary functional street classifications listed below. Street classifications provide the right-of-way required for streets to accommodate traffic movement, including pedestrians, cyclists, transit, and vehicles. A street's design guidance, requirements, and priorities are determined based on its classification.

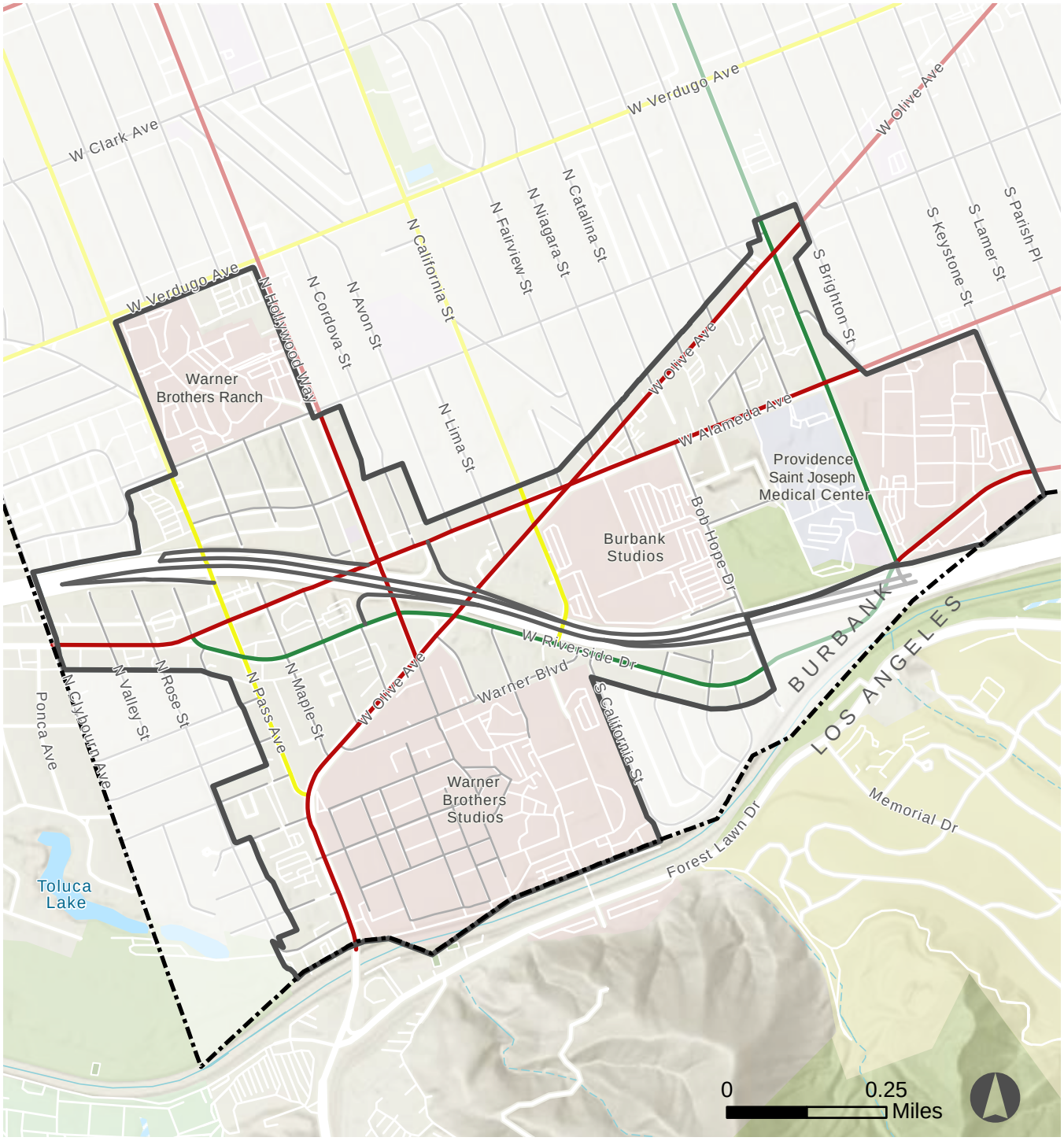
STREET CLASSIFICATIONS:

- **Freeway & Ramp:** A freeway is an expressway with fully controlled access. Ramps provide controlled access onto and off of a freeway. These provide interconnectivity between the Media District and the broader region.
- **Major Arterials:** Regional transportation corridors bounded by commercial and multi-family development that provide access to all transit modes with a focus on regional transit and auto traffic. They accommodate the highest traffic volumes in the City, serve as regional commuter corridors, and provide access to the regional freeway network. In general, these are high-speed and high-volume streets that provide access to major destinations.
- **Secondary Arterials:** Streets that serve local cross-town traffic, may serve regional traffic, and provide access to local transit. Secondary arterials provide pedestrian connections designed to encourage multi-purpose trips.
- **Neighborhood Collectors:** Residential streets that provide access between local streets and arterials, or that provide arterial street crossings for bicycles, pedestrians, and equestrians.
- **Local Streets:** Residential or commercial streets that provide direct access to abutting land uses. These are low-speed, low-volume streets that provide final access to residential uses.

Streets in the Media District, as well as their locations and classifications, are shown in Figure 8-1: Street Classifications. Arterial and collector streets pass through the Media District and are not interrupted by State Route 134, which bisects the district from north to south. Local streets primarily service residential neighborhoods, businesses, and studios, where many end in cul-de-sacs near the highway and busier streets, such as Olive Avenue and Pass Avenue.

TBD

TBD



Street Classifications

- Freeway & Ramp
- Major Arterial
- Collector
- Secondary Arterial
- Local
- Burbank Media District
- City Boundary

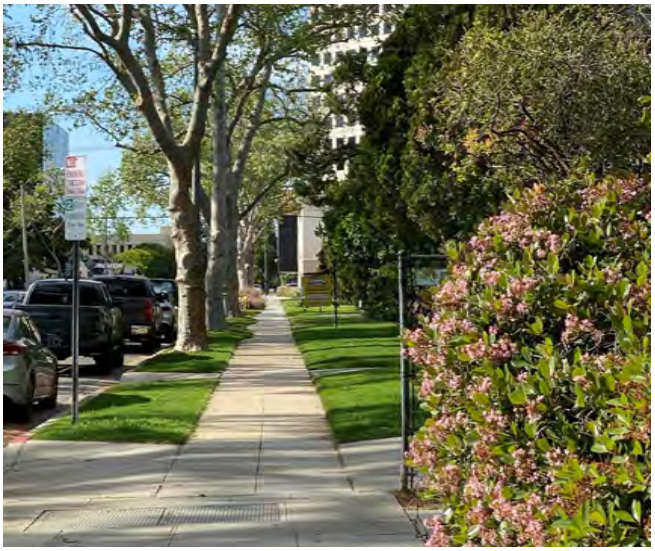
FIGURE 8-1: Street Classifications

8.4.1. PEDESTRIAN INFRASTRUCTURE

8.4.1.1. Existing Pedestrian Infrastructure

Walking should be enjoyable for all in the Media District. Walkability (the ability to safely walk to services and amenities within a reasonable distance) within the Media District is influenced by a street pattern of primarily large blocks containing Planned Developments interspersed with pockets of other land uses that include residential and commercial. Most of the Media District's other land uses are focused west of Olive Avenue and north of Alameda Avenue and feature a more traditional grid of streets with sidewalks and shorter blocks enabling safe and convenient access for pedestrians.

Existing sidewalk along TBD



Existing sidewalk along TBD

Other existing walkable areas of the Media District include Riverside Drive from the Burbank City border to Olive Avenue, Pass Avenue between Olive Avenue and the 134 Freeway, and Bob Hope Drive between Alameda Avenue and Riverside Drive. These segments demonstrate examples of pedestrian-friendly streets, and also have the potential to be more walkable given the opportunity to street level retail and landscaping.

On the contrary, the large street blocks located in the southern and eastern areas of the Media District are inconvenient for pedestrians and are not conducive to an inviting and vibrant experience. The lack of safe mid- block or intersection crossings between controlled intersections constrains walkability. Additionally, there are existing Planned Developments with television and film media studios that restrict public access, impeding pedestrian circulation in some parts of the district.

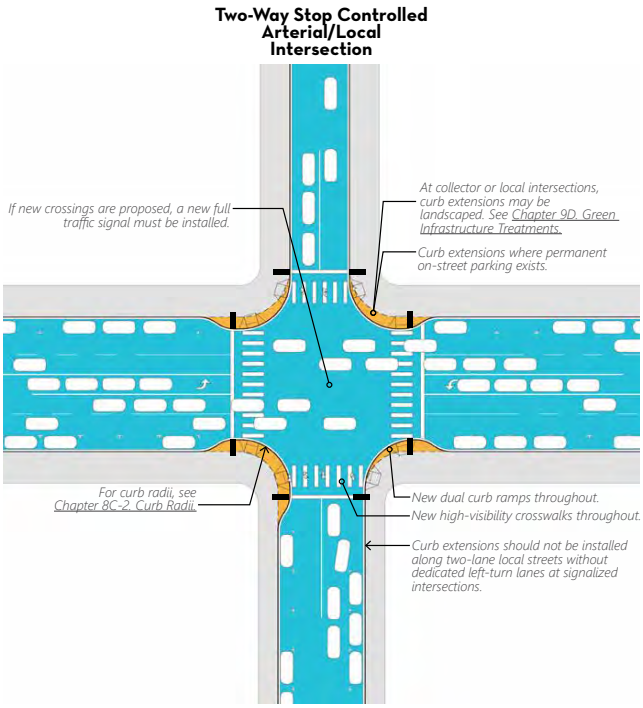
8.4.1.2. Proposed Pedestrian Infrastructure

To implement the mobility goals of the MDSP, the following pedestrian infrastructure policies are established for the Media District:

- ***Pedestrian Infrastructure Policy 1.0 -*** *Increase access for people walking in the neighborhood.*
- ***Pedestrian Infrastructure Policy 2.0 -****Provide attractive and comfortable infrastructure for people walking in the neighborhood.*
- ***Pedestrian Infrastructure Policy 3.0 -****Maximize pedestrian safety while ensuring safe interaction between all modes of transportation.*

The following strategies are recommended to improve pedestrian infrastructure in the Media District.

- **Intersections.** Ensure high visibility crosswalks are marked and re-apply thermoplastic striping where needed. Identify opportunities for installing curb extensions (also known as bulb-outs) that reduce crossing distances and make pedestrians more visible to motorists. Intersections shall be designed consistent with Citywide Complete Our Streets Plan, as shown in Figure 8-2 and Figure 8-3.
- **Curb Ramps.** Assess the City's inventory of curb ramps within the Media District to ensure they are up-to-date with current ADA standards and install updated ramps where needed.
- **Signage.** Consider additional signage such as "Pedestrian Crossing Signs" to increase the awareness of pedestrians by other roadway users. Consider signage for neurodivergent populations. Consider signage for scooters and other micromobility users to emphasize that pedestrians are given the priority on sidewalks. Additionally, Rectangular Rapid Flashing Beacons (RRFBs) should be utilized where possible.
- **Overpass Bridges.** Bridges across the 134 Freeway are often used by pedestrians to access Bob Hope Park and have been identified as unsafe for pedestrians. Consider implementing additional safety measures, like upgrading guard railing, widening sidewalks where feasible, and improving pedestrian-level lighting to ensure these overpass bridges are more pedestrian-friendly.
- **Lighting.** Consider installing lighting that is pedestrian- oriented and pedestrian-scaled along blocks with high pedestrian activity like around transit stops.



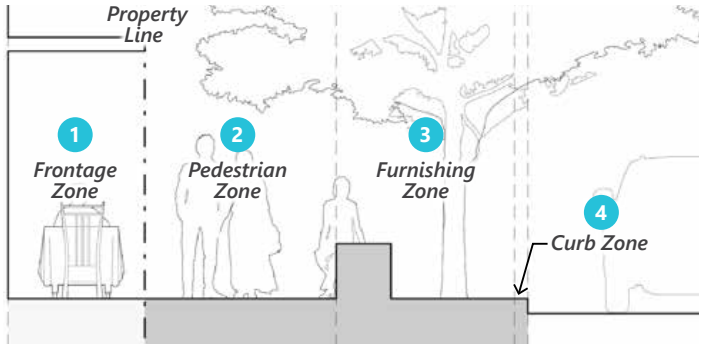
Typical Citywide Complete Our Streets Plan Pedestrian Improvements at Signalized Arterial/Local Intersections

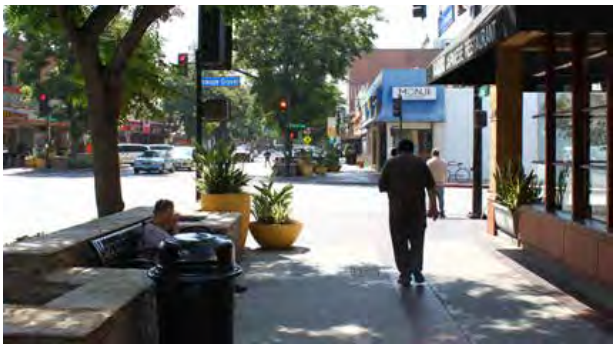
Rectangular Rapid Flashing Beacon (RRFB)

ADA-compliant curb ramps

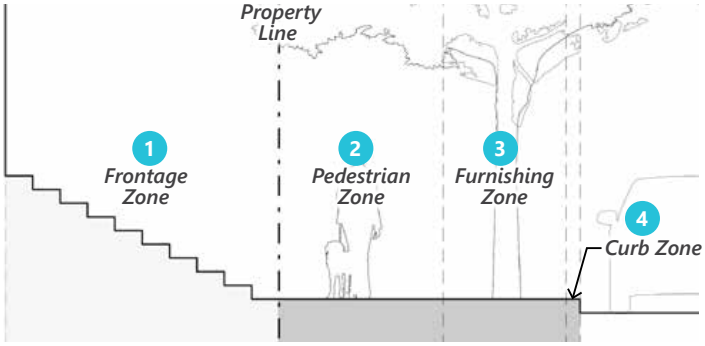
» **Sidewalks.** Improve sidewalks consistent with sidewalk zone width standards established in the Mobility Element and the CItywide Complete Our Streets Plan to provide distinct zones for pedestrian activity and street furnishings, such as street trees, landscaping, utilities, and street furniture, while creating a sense of place.

Comprehensive improvements along the street can improve the pedestrian experience along entire segments rather than at single locations. The proposed bicycle, transit, and motor vehicle network improvements, described in the following sections, work together to create these comprehensive improvements.

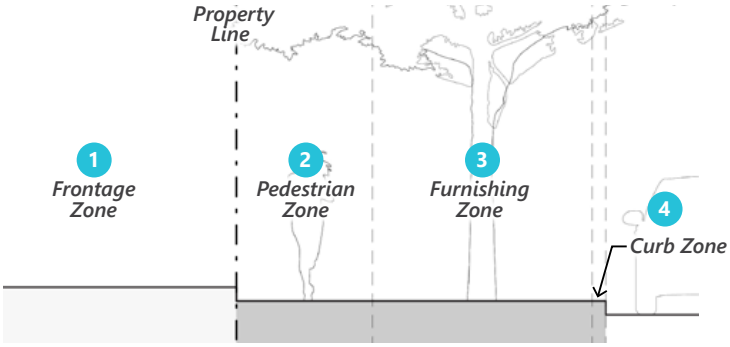




San Fernando Blvd.



Verdugo Ave.



Angeleno Ave. at Bel Aire Dr.

Typical Citywide Complete Our Streets Plan Sidewalk Zones

ATTACHMENT 1 - 110

Draft Last Updated Nov. 4, 2025

PEDESTRIAN INTERSECTION IMPROVEMENTS

OLIVE AVENUE & RIVERSIDE DRIVE

the intersection of Olive Avenue and Riverside Drive is a transit node with close proximity to existing and future housing sites and employment centers. These improvements are key to addressing First-Last-Mile gaps better transform the Media District into a regional transit hub. The proposed changes to the intersection of Olive Avenue and Riverside Drive illustrate some of the interventions that can also be made elsewhere in the Media District and the City to improve pedestrian safety at intersections. Updating crosswalks, curb ramps, and pedestrian signals not only improves safety, but also accessibility.

Olive Avenue and Hollywood Way

PROPOSED PEDESTRIAN IMPROVEMENTS

- BRT Station
- High Visibility Crosswalk
- Traffic Signal Pedestrian Accommodations
- ADA-Compliant Curb Ramp
- Pedestrian Lighting
- Landscaping and Shading
- Curb Extensions

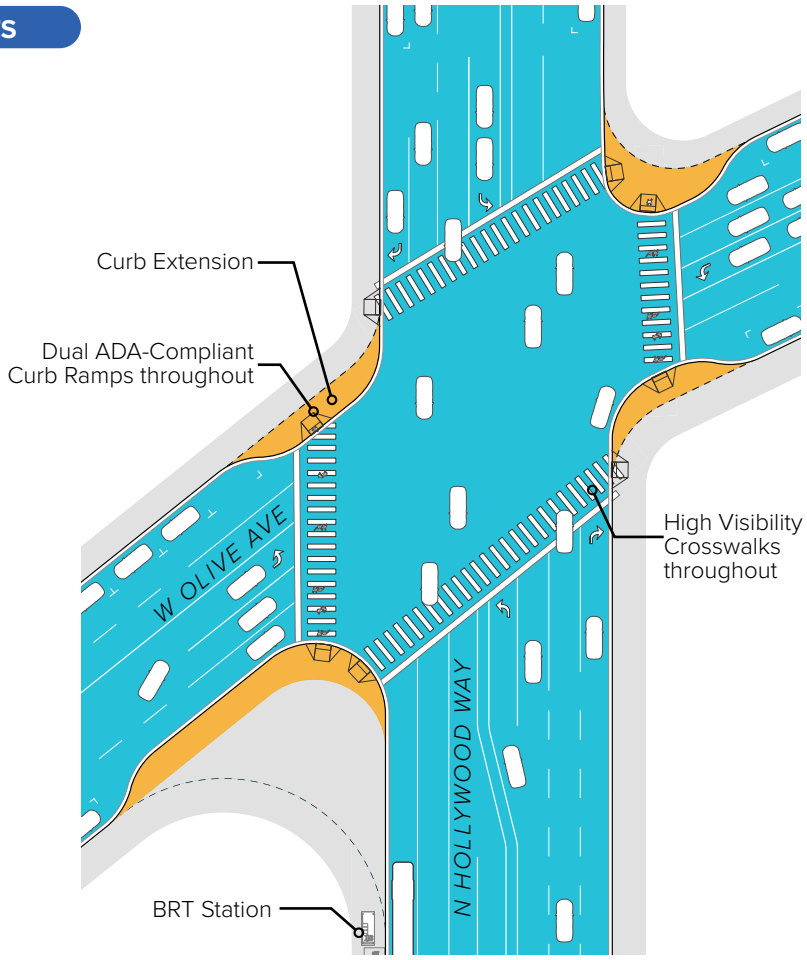


FIGURE 8-2: Olive Avenue and Riverside Drive Pedestrian Improvements

PEDESTRIAN INTERSECTION IMPROVEMENTS

ALAMEDA AVENUE & BUENA VISTA STREET

Like Olive Avenue and Riverside Drive, the proposed changes to the intersection of Alameda Avenue and Buena Vista Street illustrate some of the interventions that can also be made elsewhere in the Media District and the City to improve pedestrian safety at intersections. Surrounding this intersection are Saint Joseph Medical Center, medical buildings, offices, and Disney Studios. Curb extensions and tightening intersection corners helps reduce crossing distances for pedestrians, slows turning vehicles, and improves drivers' visibility of pedestrians crossing the roadway. Pedestrian-oriented lighting, landscaping, and shade improves the experience and comfort for pedestrians.

Alameda Avenue and Buena Vista Street

PROPOSED PEDESTRIAN IMPROVEMENTS

- BRT Station
- High Visibility Crosswalk
- Traffic Signal Pedestrian Accommodations
- ADA-Compliant Curb Ramp
- Pedestrian Lighting
- Landscaping and Shading
- Curb Extensions

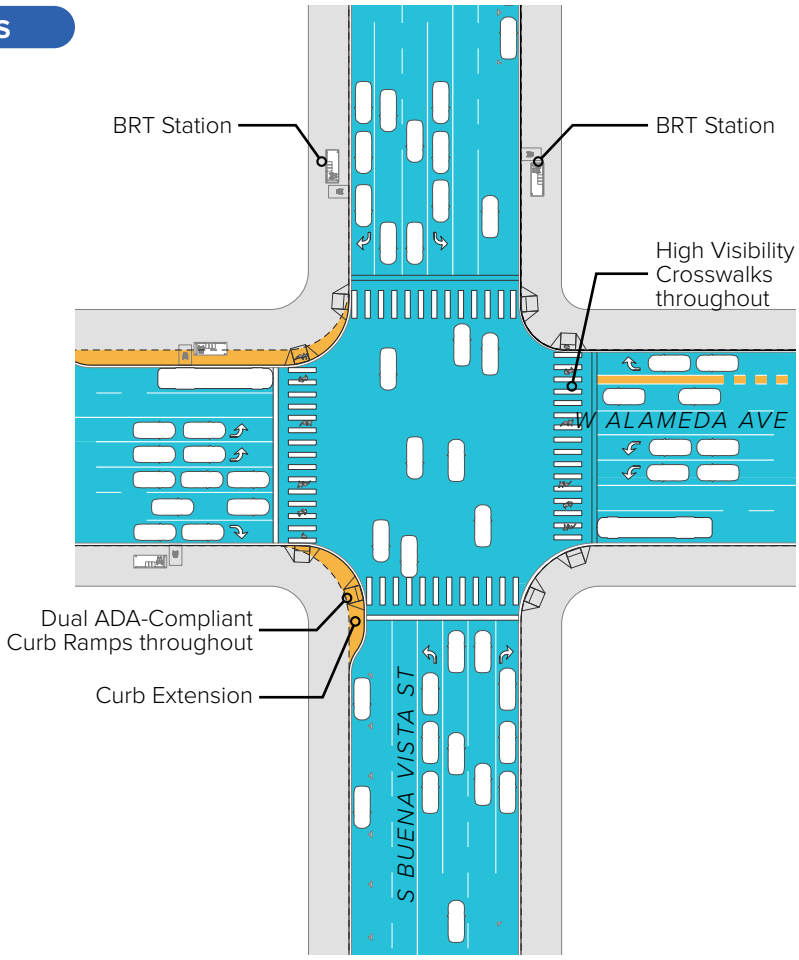


FIGURE 8-3: Alameda Avenue and Buena Vista Street Pedestrian Improvements

8.4.2. BICYCLE INFRASTRUCTURE

8.4.2.1. Existing Bicycle Infrastructure

The existing bicycle network in the Media District consists of bikeways that run along the periphery of the Media District with few connections to the rest of the City. The Media District's 0.85 miles of existing bikeways are shown in Figure 8-4: Existing Bicycle Network.

The few bikeways that run along the periphery of the Media District include the 0.27 miles of Class II Bikeway (Bicycle Lane) along Riverside Drive between Buena Vista Street and Keystone Street and a 0.55-mile Class III Bikeway (Bicycle Route) along Keystone Street.

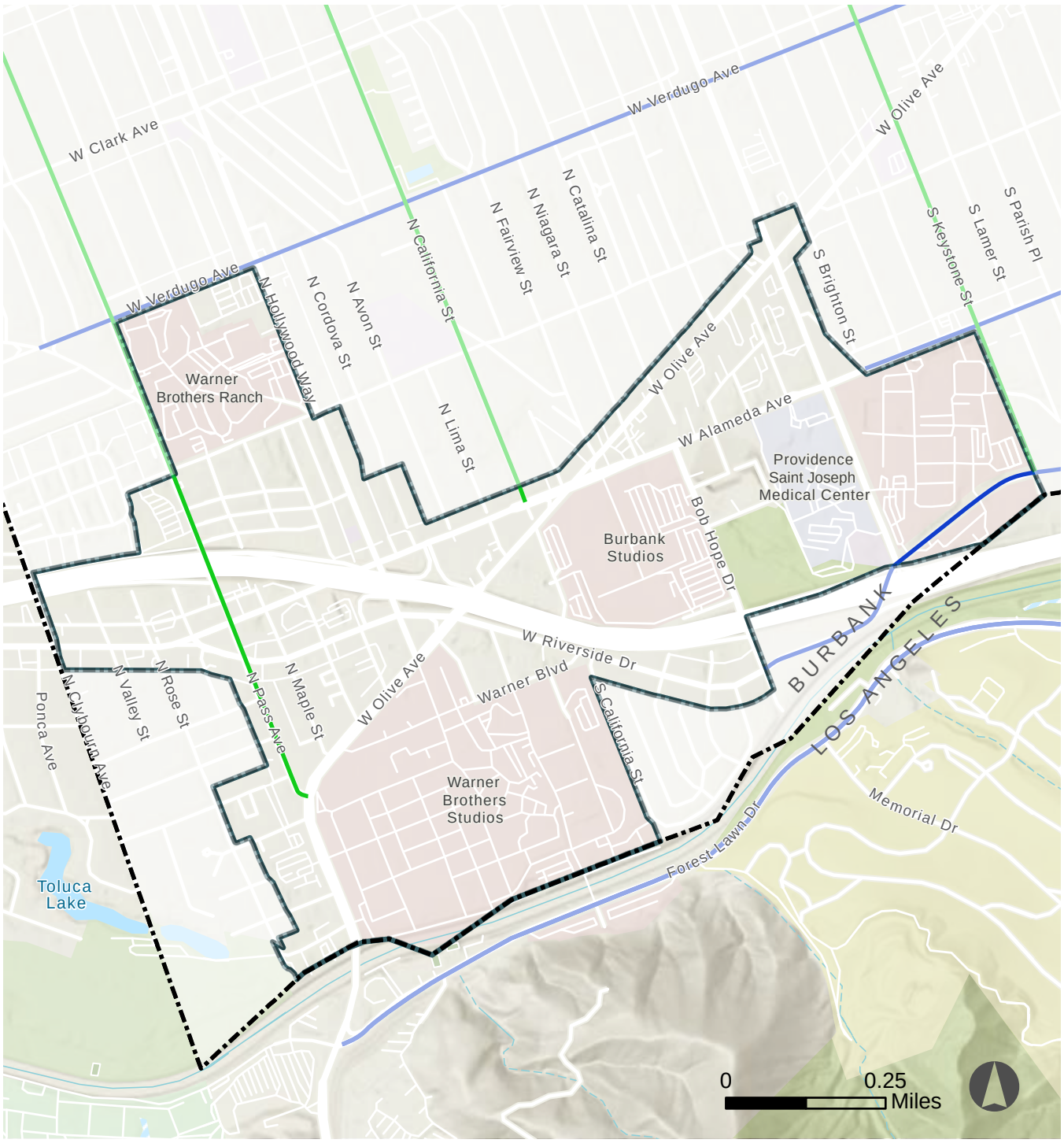
Existing Class III Bikeways provide north-south mobility along Pass Avenue, California Street, and Keystone Street that connect the Media District to Magnolia Park and beyond. These bikeways are typically found residential areas and are often marked with "sharrow" pavement markers and signs to denote that the roadway is shared with bicyclists. Class III Bikeways can help close gaps in the bicycle network when the context is appropriate - streets with low speed limits and vehicle volumes, and at signalized intersections - to facilitate travesring arterial streets and provide a more comfortable environment for all cyclists.

However, Class III Bikeways provide the lowest level of protection and comfort for riders, especially in areas with higher speed limits and vehicular volumes. Recent state law (SB 1216) precludes cities from installing new Class III Bikeways in streets with a posted speed limit above 30 miles per hour. Therefore, the proposed network in the Media District prioritizes bikeways that offer greater separation (such Class II or Class IV) and considers Class III only in cases where characteristics, such as speed limit, vehicular volumes, and surrounding land uses, are appropriate.

Existing Class III Bikeway along Pass Avenue

Existing Class II Bikeway along Riverside Drive

Existing Class III Bikeway along Keystone Street



Existing Bicycle Network

- Class II: Bicycle Lane
- Class III: Bicycle Boulevard
- Burbank Media District
- City Boundary

FIGURE 8-4: Existing Bicycle Network

8.4.2.2. Proposed Bicycle Infrastructure

To implement the mobility goals of the MDSP, the following bicycle infrastructure policies are established for the Media District:

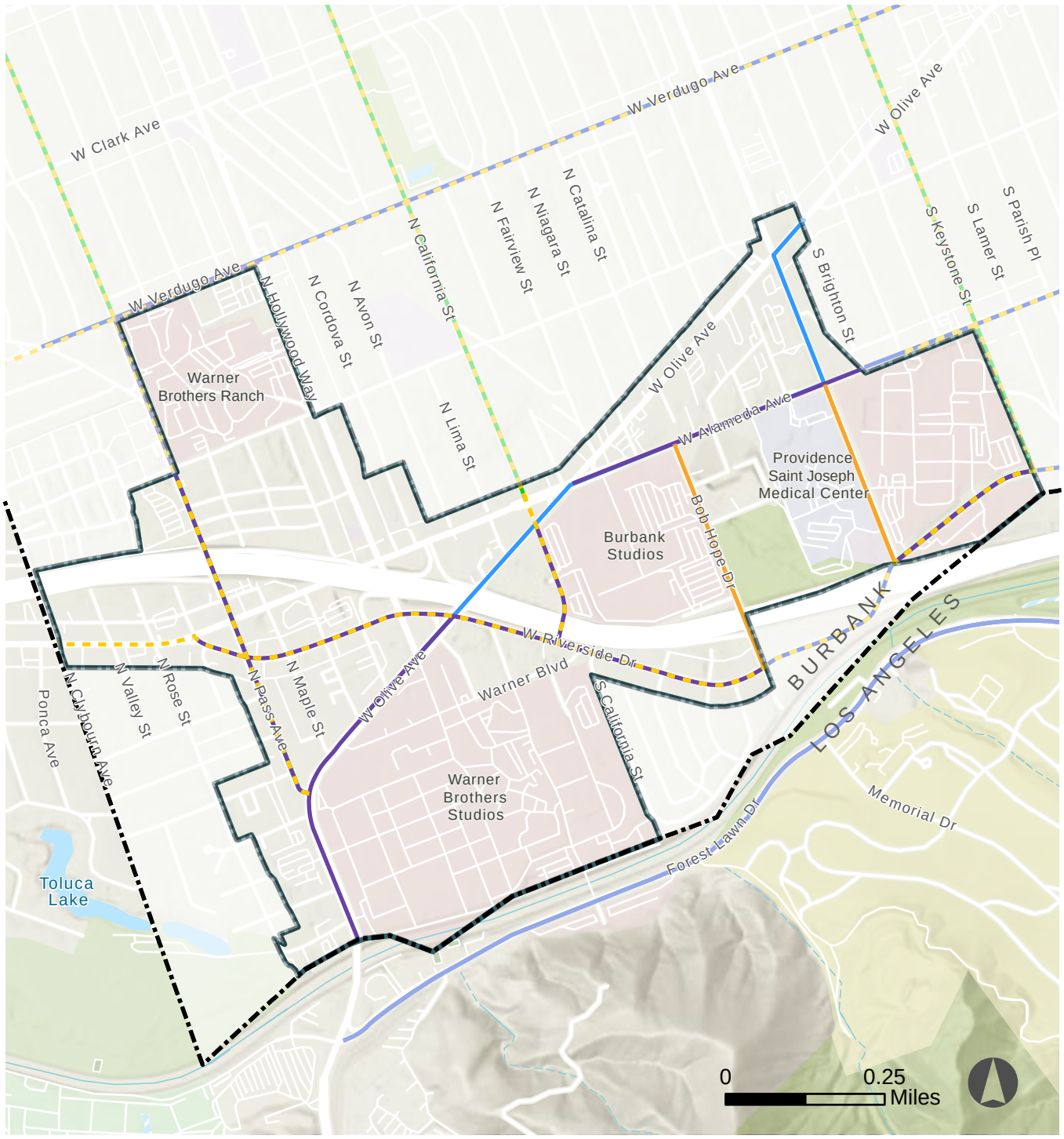
- ***Bicycle Infrastructure Policy 1.0 -*** *Provide a bicycle network that connects major destinations including commercial areas, employment centers, and residential neighborhoods.*
- ***Bicycle Infrastructure Policy 2.0*** *- Eliminate first-mile/last-mile mobility gaps and barriers.*
- ***Bicycle Infrastructure Policy 3.0*** *- Maximize bicycle safety including providing separation between bicyclists and motorists whenever feasible.*

The proposed bicycle network in the Media District includes multiple new bikeways, as listed in Table 8-1: Proposed Bikeways, and shown in Figure 8-5: Proposed Bicycle Network. Expanding the bicycle network within the Media District will improve cyclist comfort, connectivity, and accessibility to key destinations, including job centers, retail hubs, and other opportunity areas within the Media District, while reducing traffic congestion. The proposed bicycle network will also serve as the blueprint for the comprehensive update of streets throughout the Media District by considering bicycle together with pedestrian and vehicle improvmenets. Example cross sections of existing and proposed bikeways are shown in Figure 8-6 through Figure 8-10, while a complete set of cross sections is provided in Appendix E: Bicycle Infrastructure Plans.

TABLE 8-1: Proposed Bikeways

Street	Extent	Extent	Bikeway Type	Phase	Term
Riverside Dr.	Alameda Ave.	Bob Hope Dr.	In-Street Class IV	Phase 1	Medium
Riverside Dr.	Alameda Ave.	Bob Hope Dr.	Raised Class IV	Phase 2	Long
Pass Ave.	Olive Ave.	134 Freeway	In-Street Class IV	Phase 1	Medium
Pass Ave.	Olive Ave.	134 Freeway	Raised Class IV	Phase 2	Long
Pass Ave.	Heffron Dr.	Toluca Park Dr.	In-Street Class IV	Phase 1	Medium
Pass Ave.	Heffron Dr.	Toluca Park Dr.	Raised Class IV	Phase 2	Long
Pass Ave.	Toluca Park Dr.	Verdugo Ave.	In-Street Class IV	Phase 1	Medium
Pass Ave.	Toluca Park Dr.	Verdugo Ave.	Raised Class IV	Phase 2	Long
Verdugo Ave.	Pass Ave.	N. Hollywood Way	Raised Class IV	Phase 2	Long
California St.	Riverside Dr.	Olive Ave.	In-Street Class IV	Phase 1	Medium
California St.	Riverside Dr.	Olive Ave.	Raised Class IV	Phase 2	Long
Olive Ave.	Los Angeles River	N. Hollywood Way	In-Street Class IV	Phase 1	Medium
Olive Ave.	Los Angeles River	N. Hollywood Way	Raised Class IV	Phase 2	Long
Alameda Ave.	Olive Ave.	Brighton St.	Class II (westbound), Bus/Bike Shared (eastbound)	Phase 1	Short
Alameda Ave.	Olive Ave.	Brighton St.	In-Street Class IV (westbound), Bus/Bike Shared (eastbound)	Phase 2	Long
Bob Hope Dr.	Alameda Ave.	Riverside Dr.	Class III	Phase 1	Medium
Bob Hope Dr.	Alameda Ave.	Riverside Dr.	Raised Class IV	Phase 2	Long
Buena Vista St.	Alameda Ave.	Riverside Dr.	Class IV	Phase 1	Medium
Buenva Vista St.	Alameda Ave.	Riverside Dr.	Raised Class IV	Phase 2	Long

Note that Metro's proposed North Hollywood to Pasadena Bus Rapid Transit (BRT) that will traverse the Media District offers another opportunity to expand the bicycle network. Sections of the proposed BRT route will run along dedicated bus lanes that will permit and prioritize bicycles through signage and striping.



Proposed Bicycle Network

- Proposed Cycle Track
- Proposed Improvements
- Bicycle Priority Streets
- BRT Bus/Bike Lane
- Existing Class II: Bicycle Lane
- Existing Class III: Bicycle Boulevard
- Burbank Media District
- City Boundary

FIGURE 8-5: Proposed Bicycle Network

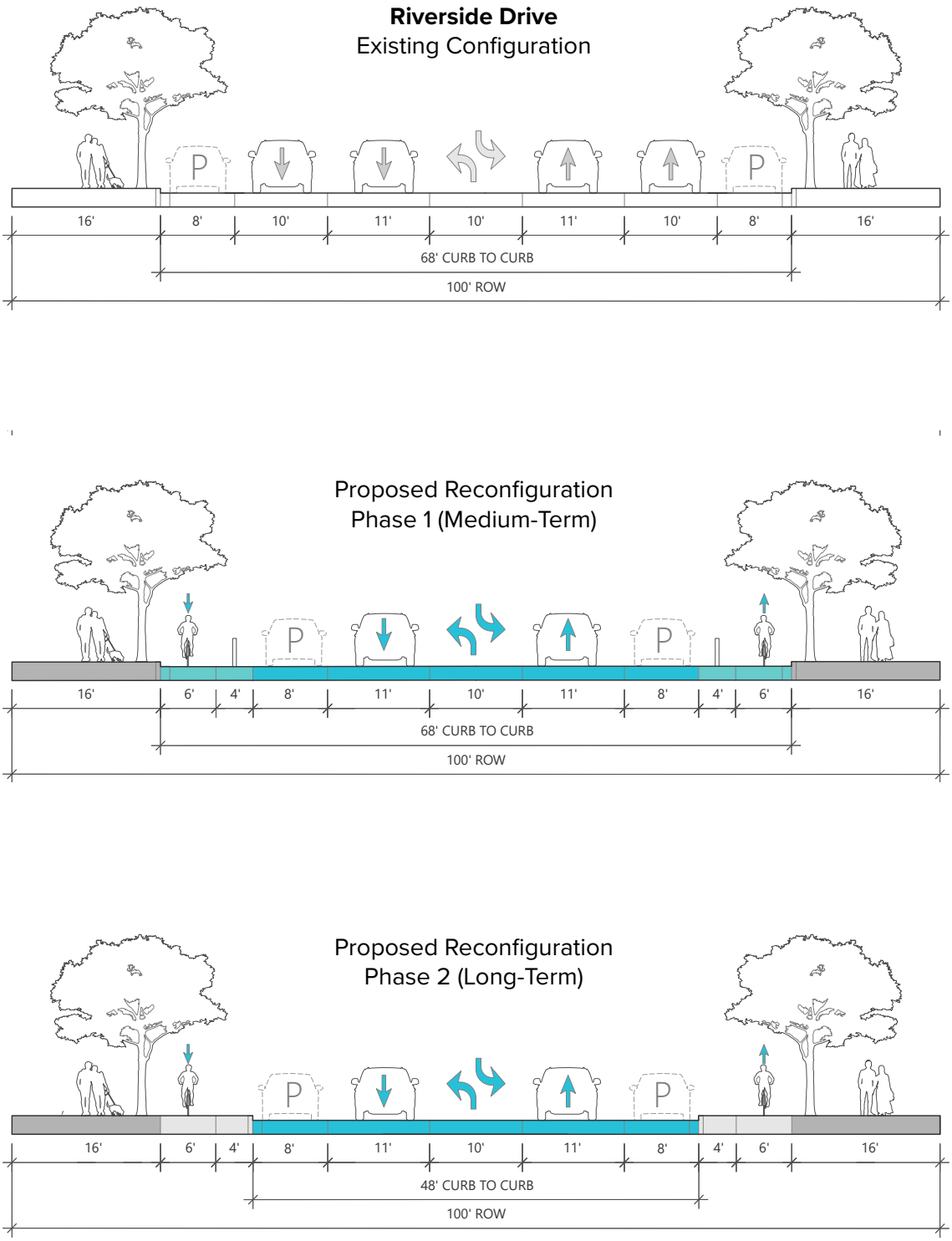


FIGURE 8-6: Cross Section of Riverside Drive from Alameda Avenue to Bob Hope Drive

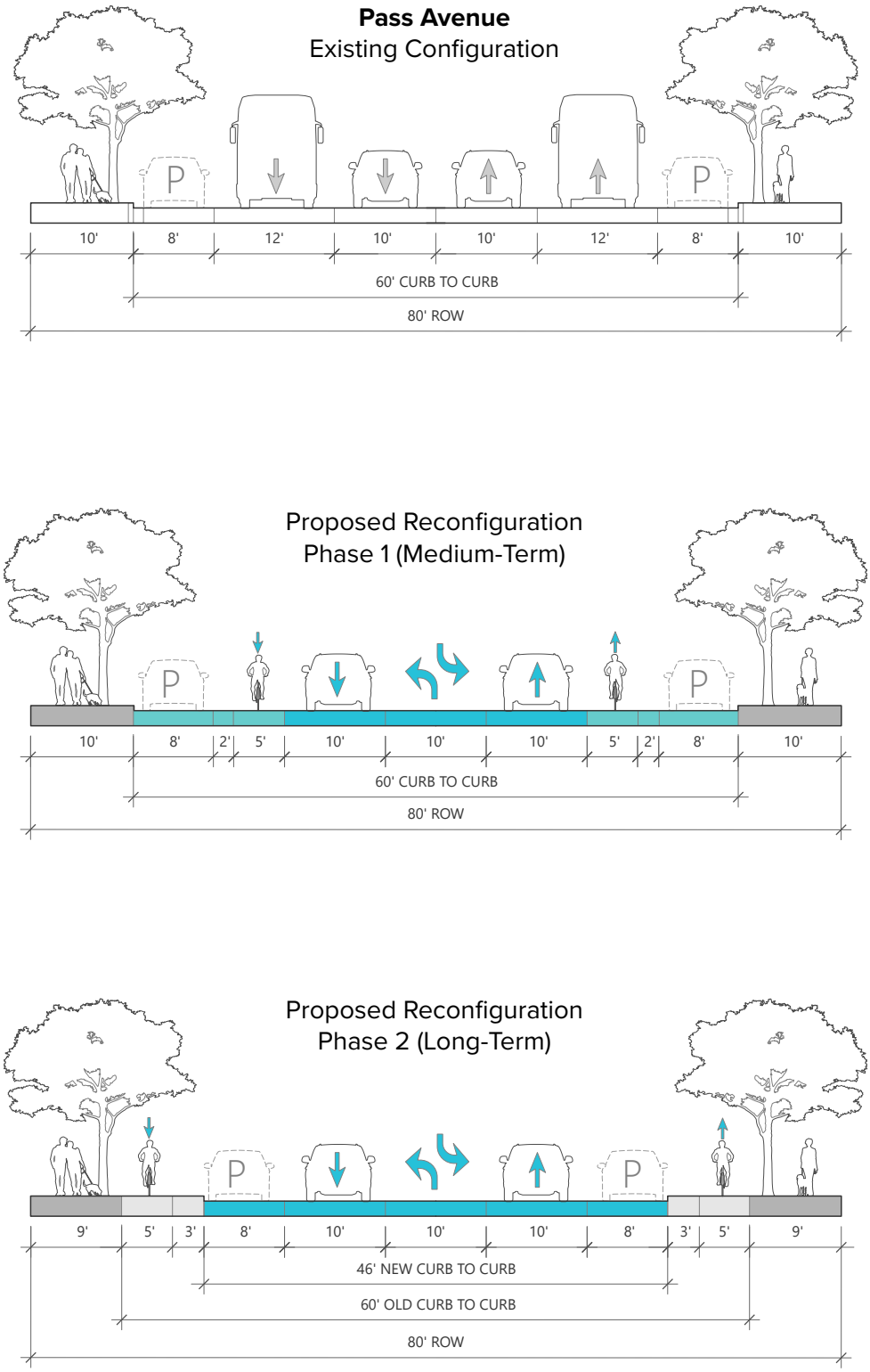
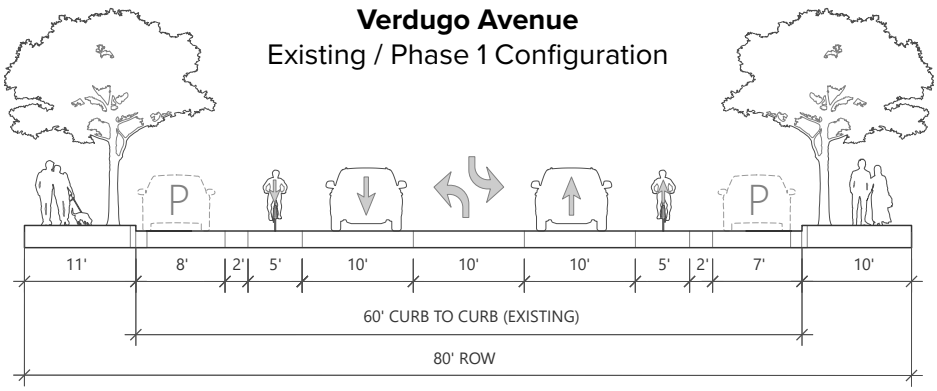


FIGURE 8-7: Cross Section on Pass Avenue from Olive Avenue to 134 Freeway



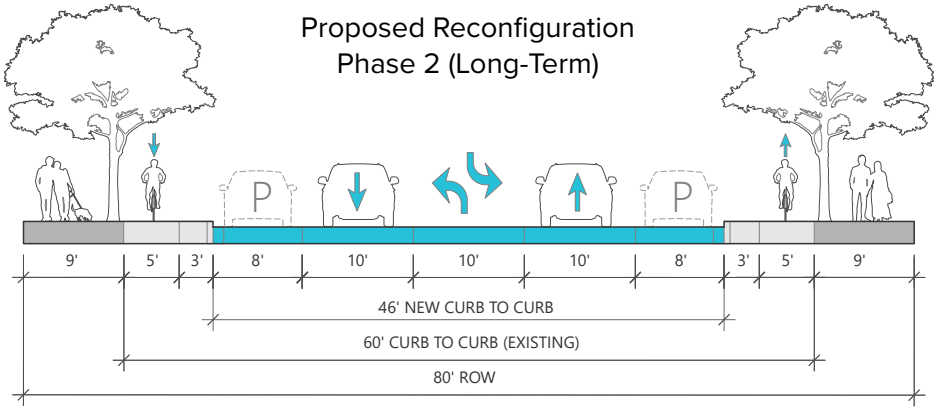
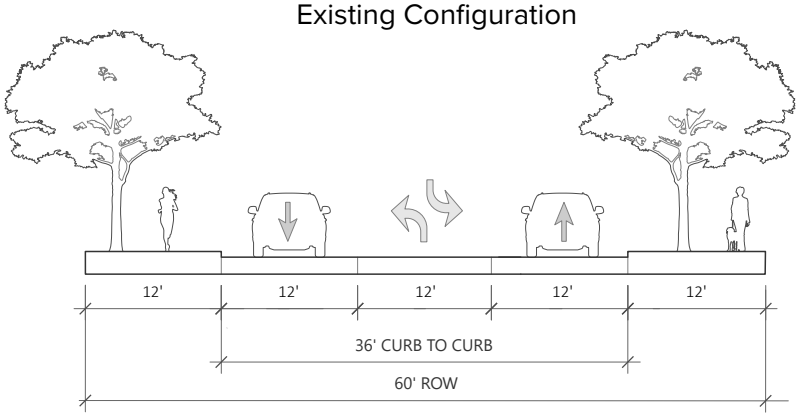
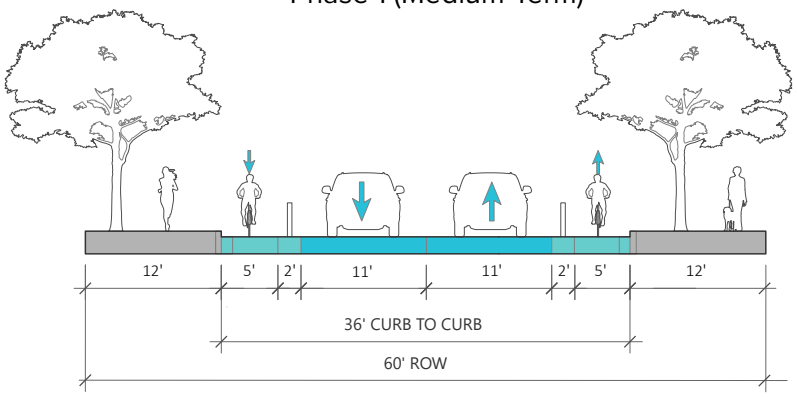


FIGURE 8-8: Cross Section on Verdugo Avenue from Pass Avenue to N Hollywood Way

California Avenue
Existing Configuration



Proposed Reconfiguration
Phase 1 (Medium-Term)



Proposed Reconfiguration
Phase 2 (Long-Term)

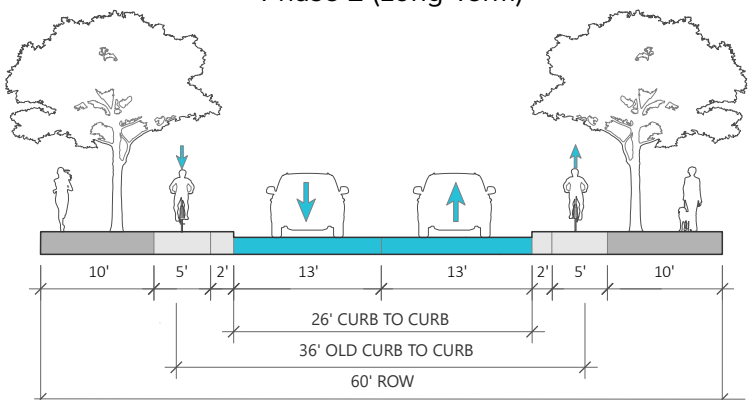


FIGURE 8-9: Cross Section on California Street from Riverside Drive to Olive Avenue

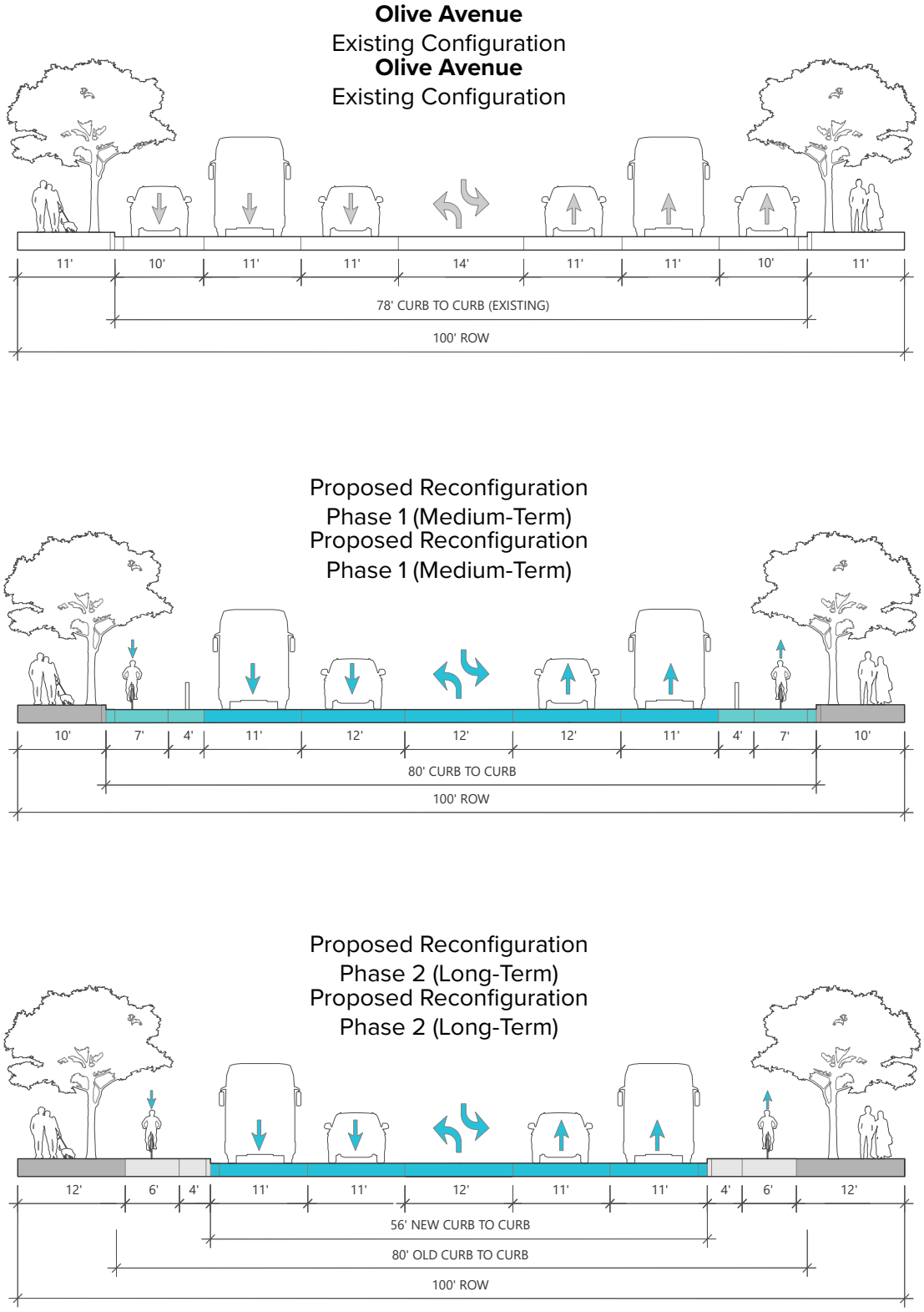


FIGURE 8-10: Cross Section on Olive Avenue from Los Angeles River to North Hollywood Way

CHOOSING BIKEWAY TYPES

Implementing the MDSP's bicycle infrastructure policies means providing the right bikeway for the right condition. Bikeways should meet volume needs and user safety expectations to ensure that bicycles are effectively integrated into the multimodal mobility network and complement, rather than conflict with, other modes. A street segment's land use context, roadway characteristics, and anticipated bicycle user types influence which types of bikeways will best suit it. In addition to installing the appropriate bikeway type, incorporating design choices specifically tailored to the segment's context, characteristics, and users are essential for ensuring bikeways are meaningful elements of the streetscape. Bikeways should be wide enough for their intended use, adequately striped or otherwise separated from adjacent uses, located along a street segment that aligns with their intended use and streetscape context, and should interface well with driveways, alleys, intersections, bus stops, and parking to maximize safety and encourage ridership. In order to maximize safety and encourage ridership, bikeways shall be installed consistent with the Citywide Complete Our Streets Plan for choosing bikeway types based on certain characteristics.

Burbank Chandler Bikeway

Class II Bikeway with buffer

CHOOSING A BIKEWAY TYPE BASED ON ROADWAY CHARACTERISTICS				
POSTED SPEED LIMIT	AVERAGE DAILY TRAFFIC (ADT)	NUMBER OF TRAVEL LANES	OTHER CONSIDERATIONS	PREFERRED BIKEWAY TYPE
N/A			Corridors along or near parks, along waterways, or as repurposed utility or rail corridors	Class I Bikeway (Shared-Use Path)
≤25 mph	≤3,000 ADT	≤2 travel lanes (single travel lane in each direction with or without on-street parking)	Streets that are residential or low-intensity use	Class III Bikeway (Bicycle Route) or Bicycle Boulevard
25-30 mph	3,000 - 6,000 ADT	2-5 travel lanes (one to two travel lanes in each direction with or without center turn lane or on-street parking)	Streets with low curbside activity or low vehicle congestion	Class II Bikeway (Bicycle Lane)
≥30 mph	≥6,000 ADT	≥5 travel lanes (two or more travel lanes in each direction with or without center turn lane and with or without on-street parking)	Streets with high curbside activity, such as frequent bus or vehicle loading, on-street parking turnover, vehicle congestion, or vehicle turning conflicts.	Class IV Bikeway (Cycle Track or Protected Bikeway)
Any				

Contextual Guidance for Selecting Bikeway Types (Adapted Source: FHWA: Bikeway Selection Guide).

Citywide Complete Our Streets Plan - Key Considerations for Choosing Bikeway Types

8.4.3. TRANSIT INFRASTRUCTURE

8.4.3.1. Existing Transit Infrastructure

The Media District is currently served by a variety of existing local and regional transit systems. The provision of adequate transit service is a key component to creating the desirable pedestrian and urban environment envisioned for the Media District. The 1991 MDSP emphasized public transportation strategies to minimize traffic congestion. These strategies include various modes of transportation such as express buses and shuttle services connecting the Media District with commuter rail stops and Burbank's other major commercial centers.

BurbankBus

Transit service in the Media District is currently provided by the Los Angeles County Metropolitan Transportation Authority (Metro) and BurbankBus. There are a total of four bus routes within the Media District, as shown in Figure 8-11: Existing and Planned Transit Routes and Stops. These bus services include regional and local routes that connect the Media District with the rest of Burbank and the wider region, including the cities of Los Angeles, Glendale, and Pasadena. Metro provides bus service within the Media District through Routes 155, 222, and 501. Routes 155 and 222 provide service along Buena Vista Street, Alameda Avenue, Olive Avenue, and Riverside Drive. Route 501 provides service along Buena Vista Street, Alameda Avenue, Riverside Drive, and State Route 134. The Media District is also served by the BurbankBus Pink Route, which provides a vital west-east link between the Media District, the City's Downtown Metrolink station, and the North Hollywood and Universal/Studio City Metro stations.

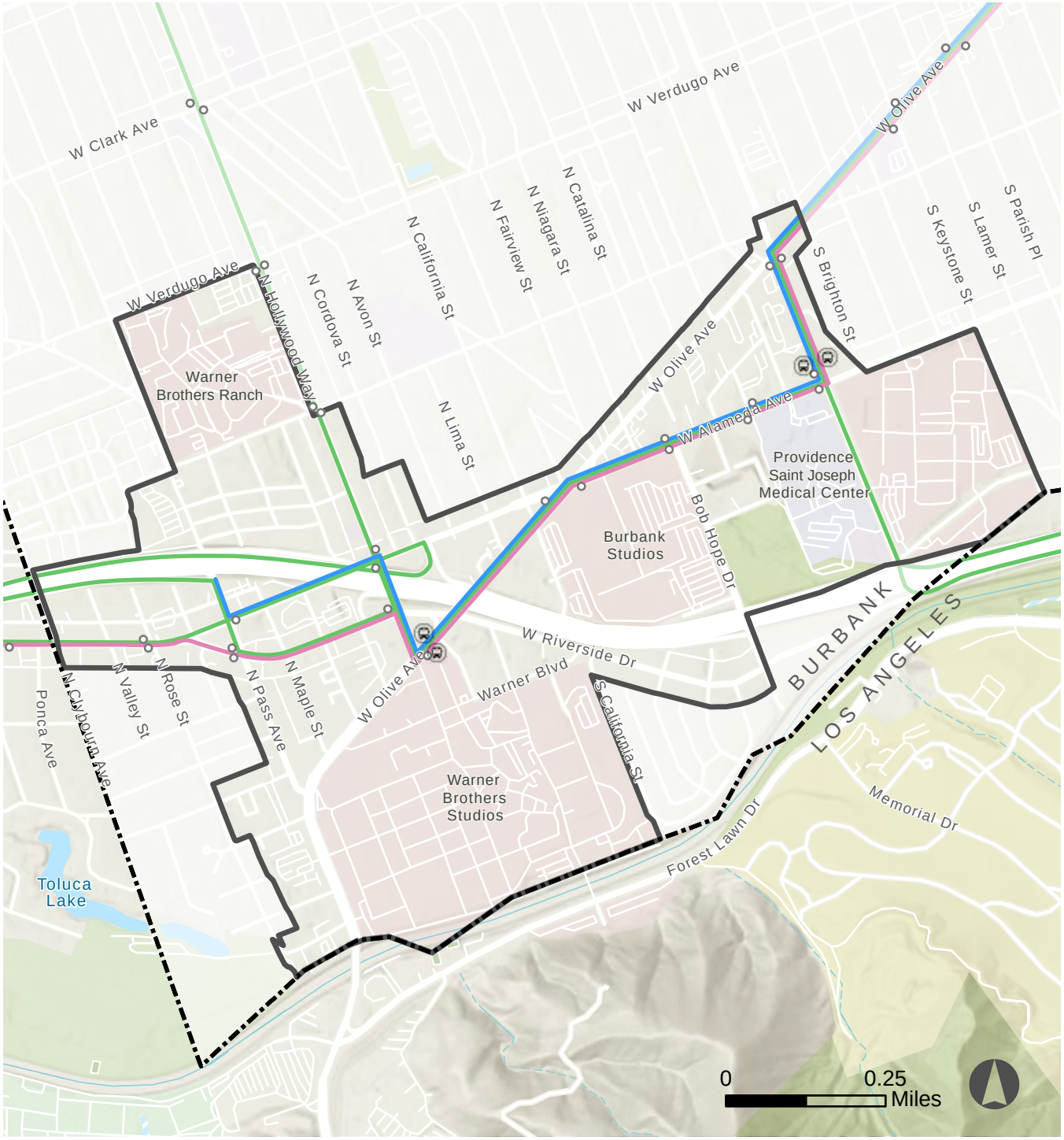
8.4.3.2. Proposed Transit Infrastructure

To implement the mobility goals of the MDSP, the following transit infrastructure policies are established for the Media District:

- ***Transit Infrastructure Policy 1.0 -*** *Enhance safety, accessibility, and cleanliness at transit stops and routes.*
- ***Transit Infrastructure Policy 2.0 -*** *Improve transit connections to local and regional destinations.*
- ***Transit Infrastructure Policy 3.0 -*** *Ensure transit is reliable and provides high quality service to destinations.*
- ***Transit Infrastructure Policy 4.0 -*** *The introduction of Bus Rapid Transit in the Media District will serve as the vehicle for creating the transit center cited in the Burbank2035 General Plan Mobility Element Policy 4.3: "Improve and expand transit centers; create a new transit center in the Media District."*

The following strategies are recommended to improve transit infrastructure in the Media District.

- **Bus Rapid Transit (BRT).** BRT is a high-quality transit service that can provide similar qualities of rail transit systems with the flexibility of buses. In addition to its standard bus routes in the Media Distri, Metro, in coordination with the City, is planning the North Hollywood to Pasadena Transit Corridor project as part of its plan to enhance transit, reduce traffic, and improve air quality. This project plans a BRT route connecting the cities of Los Angeles, Burbank, Glendale, and



Existing and Planned Transit Routes and Stops

- Metro Bus Routes
- Burbank Bus Routes
- Bus Stop
- Proposed BRT Line
- Proposed BRT Stop
- Burbank Media District
- City Boundary

FIGURE 8-11: Existing and Planned Transit Routes and Stops

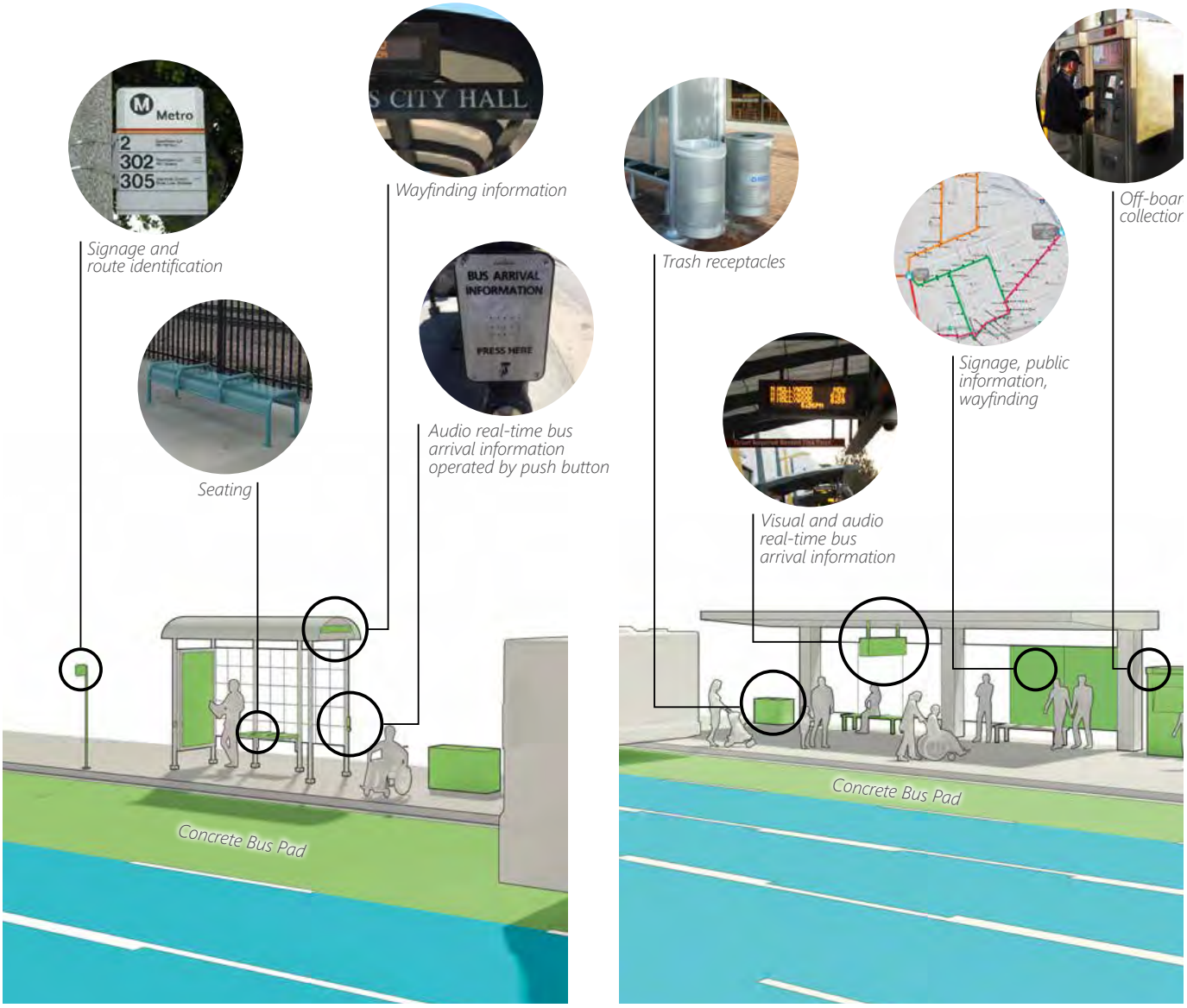
Pasadena. BRT is a bus service configuration wherein one or more vehicle lanes is designated for BRT use with striping, bollards, curbs, or other similar infrastructure. BRT also often gives buses priority at intersections. BRT serves as a transit system with many of the benefits of rail service but the lower impacts and lower cost of bus service, often featuring elements like dedicated lanes, more frequent service, all-door boarding, and off-board fare collection to reduce delays and improve regional mobility. Within the Media District, BRT service is proposed to run on a combination of fully dedicated bus lanes and mixed-flow traffic along Olive Avenue, Hollywood Way, Alameda Avenue, and Buena Vista Street, with two stations proposed, providing faster, more reliable bus service, and increase ridership. In addition to improving the level of service and experience for transit riders, the two new BRT stations in the Media District will introduce an opportunity to realize the City's vision for a regional transit hub in the Media District that will further enhance intercity and regional connectivity. Metro is also considering modifications to other routes to increase frequency, benefiting those who travel in and out of the Media District.

» **Circulator**. A circulator is a short-distance, fixed-route transit mode that takes riders around a specific area with major destinations. With future housing developments allowing people to live, work, and play all within the Media District, there will be an increased number of trips that both originate and end within the Media District. Community feedback received during the development process of this MDSP underscored that since traditional bus routes often prioritize corridor-wide and inter- area travel, a local transit service like a transit circulator that travels along a set loop route or an on-demand transit service basis could offer a more convenient and flexible way for current and future residents and visitors to travel between the Media District and other key locations in the Media District, like the various studios, commercial areas, and other transit services, and beyond to the City's Downtown or the Magnolia Park neighborhood. A transit circulator will not only improve connectivity and direct access to key destinations throughout the Media District and the rest of the City, but would provide a convenient alternative mode of travel that will decrease the use private automobiles. Implementation of a circulator in the Media District could be achieved by rerouting existing transit services that would otherwise overlap the proposed BRT route, like the Pink Route or a local serving Metro bus line. Another implementation option could involve exploring a service funded through Transportation Demand Management Program fees and revenues managed by the Burbank Transportation Management Organization. Private shuttle services, such as those run by studios within the Media District to transport employees from job sites to important destinations elsewhere in Burbank and other areas have been popular options for commuters and critical to help decrease single vehicle occupancy rates.

» **Transit Stop Amenities**. Public transit in the Media District is primarily offered through bus services. Therefore, bus stop elements and amenities are key factors in creating an

TBD

effective and accessible streetscape for transit users. Careful consideration should be given to bus stop placement, type of amenities provided, spacing, accessibility, and public information as well as the loading area necessary for different types of buses that may serve the stop, so that bus stops effectively meet mobility needs. Thoughtful consideration of the design of bus stop shelters, seating, and lighting help make them pleasant places for the public to use. BRT facilities and new transit stops provide the opportunity to incorporate improved transit stop design elements that support high ridership volume while maintaining effective use of the sidewalk for other users. In addition to transit-related sidewalk design, the way that buses move on roadways are important aspects of multi-modal streetscape design. Roadways should be designed to accommodate a variety of bus lengths and types. Elements such as locating bus stops on the far side of an intersection, bus-only lane striping, and proximity to on-street bikeways can facilitate the efficient and safe movement of buses while providing co-benefits to other modes.



Citywide Complete Our Streets Plan - Bus Stop Shelter Elements and Amenities

8.4.4. MOTOR VEHICLE INFRASTRUCTURE

8.4.4.1. Existing Motor Vehicle Infrastructure

Motor vehicle transportation currently dominates the Media District. State Route 134 traverses the Media District with exits onto Pass Avenue, Alameda Avenue, and Bob Hope Drive and entrances onto Alameda Avenue, Riverside Drive, and Buena Vista Street. Hollywood Way, Alameda Avenue, and Olive Avenue are the Media District's three Major Artierlas and range in roadway width between 5-7 lanes. Riverside Drive and Buena Vista Street are the only Secondary Arterials in the Media District. The balance of streets in the Media District include numerous Collectors and Local Streets that mostly serve the residential areas.

8.4.4.2. Proposed Motor Vehicle Infrastructure

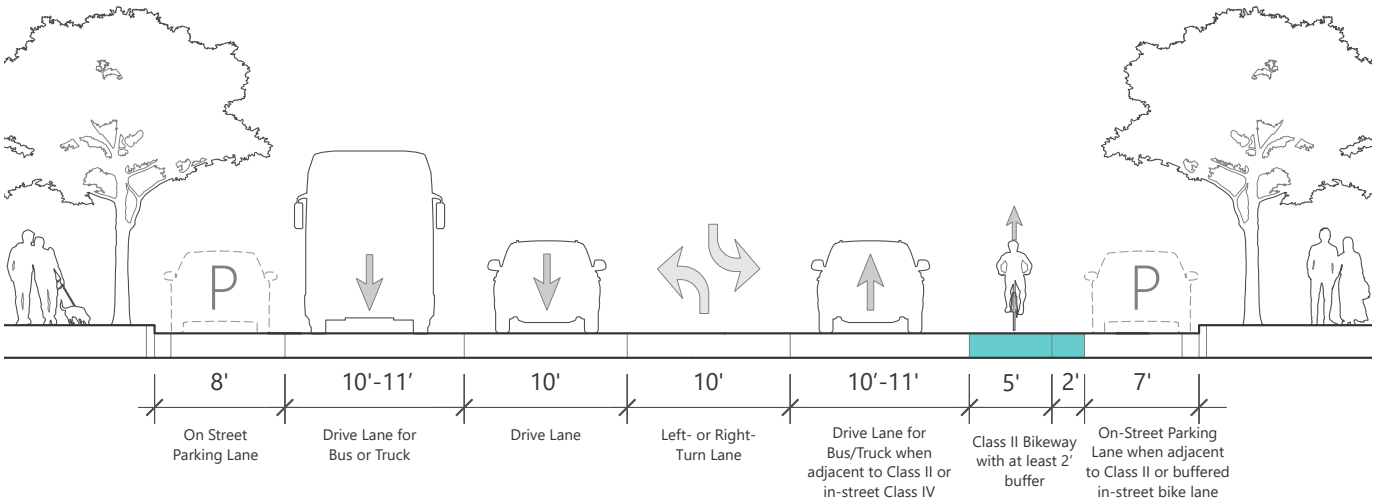
To implement the mobility goals of the MDSP, the following motor vehicle infrastructure policies are established for the Media District:

- ***Motor Vehicle Infrastructure Policy 1.0.*** *Focus improvements within the City's existing rights-of-way.*
- ***Motor Vehicle Infrastructure Policy 2.0.*** *Ensure safe interaction between all modes of travel.*
- ***Motor Vehicle Infrastructure Policy 3.0.*** *Enhance access to destinations and availability of curb space and avoid diverting traffic to adjacent neighborhoods.*

The following strategies are recommended to improve motor vehicle infrastructure in the Media District:

- **Vehicle Travel Lane Design.** Future roadway improvements should be consistent with minimum travel lane widths of the Citywide Complete Our Streets Plan, and where context requires, employ flexible lane width standards that not only accommodate motorist needs and roadway use but provides facilities for all modes of transportation. Figure 8-12: Minimum Roadway Travel Lane Widths illustrates some of the many types of roadway lanes and the different widths that are appropriate for them.

FIGURE 8-12: Minimum Roadway Travel Lane Widths



- **Roadway Design.** Roadway design that meets the needs of all roadway users creates a safe and efficient mobility network. Design considerations that allow motorists to effectively share facilities with other users can help improve everyone's mobility experiences. In addition to reconfigured lane widths, street improvements such as curb radii that allow vehicles to interact safely with other intersection users, driveway and alley corner cutoffs, and 90-degree intersections can calm traffic and enhance safety for all. Signs, signals, and pavement markings should be well placed and clear and should smoothly channel motorists through the roadway.
- **Neighborhood Protection Plan.** Neighborhood Protection Plans (NPPs) are a key strategy identified in the Burbank2035 General Plan that has been implemented in various parts of the City to protect local residential streets from cut-through traffic. The 1991 MDSP established NPPs for the Rancho, Alameda North, and Toluca Lake.These NPPs have been updated since their establishment, and should be evaluated for further updates based on the additional allowable growth set in this MDSP to continue ensuring the protection of residential neighborhoods from cut-through-traffic. Therefore, future updates to NPPs should consider community feedback received and target redrawing boundaries of existing plans to include adjacent or near residential areas that may be otherwise impacted but excluded. Where appropriate, create new NPPs for specific residential neighborhoods based on identified impacts and needs, and explore new traffic calming treatments to meet the ever-changing impacts posed to residential areas. Some of the measures used in existing NPPs are:
  - Permit Parking Programs
  - Speed Humps
  - Temporary or Permanent Street Closures

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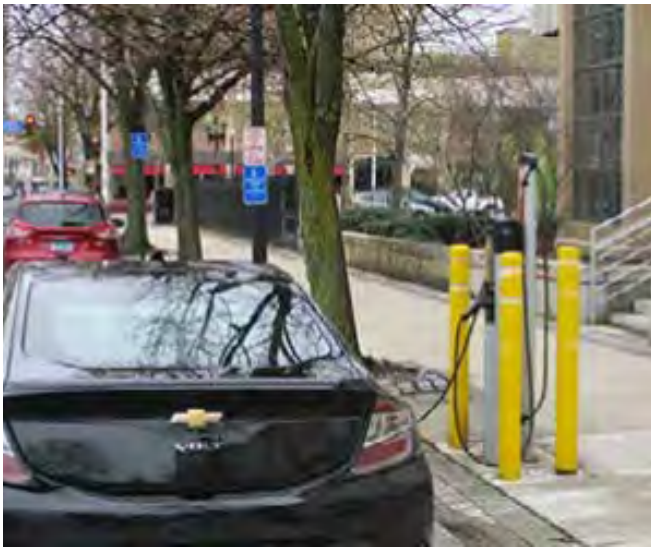


Curb for on-street parking and electric vehicle parking

- Landscaped Medians
- Decorative or Improved Visibility Crosswalks
- Two-Way and All-Way Stops
- Curb Extensions

- **Curb Space Management.** The curb space in many locations within the Media District is an essential asset for residents, visitors, and businesses. While parking strategies are discussed in more detail later in this Chapter, curb spaces are also used for passenger pick- up/drop-off and loading, and other uses that may be identified in the near future. The City could consider implementing a pilot project within a high-impact area of the Media District to analyze curb space demand and use through data collection and stakeholder outreach and implement actions such as changes in curb space designations, pricing, technology, and enforcement to improve efficiency and better meet the needs of stakeholders. Additional information on curb space management is provided in 8.4.7. Intelligent Transportation Systems.
- **Riverside Drive** One key corridor within the Media District with strong opportunity for multimodal connectivity is Riverside Drive. As the City of Los Angeles, in collaboration with the Toluca Lake Beautification Partners, has planned a streetscape design project for the portion of this corridor within its boundary, the City of Burbank should seek opportunities to maintain continuity on the street by installing similar elements on the portion within its own boundary starting at Clybourn Avenue. Riverside Drive is a diverse and walkable street, and as it advances towards the Rancho, it will need to better accommodate other modes of transportation, including equestrian design and needs. These improvements should pave the way for multi- modal mobility and should not compromise the proposed future bikeway. Further review is needed as a next step to ensure safe and seamless connectivity throughout the planning process.

8.4.5. TRAFFIC SIGNALS

The City of Burbank Traffic Signal Network consists of approximately 200 signalized traffic signals and approximately 600 close circuit televisions cameras. The system manages multiple modes of mobility (auto, pedestrian, bicycle, transit, and equestrian) throughout the City and helps manage the dynamic daily population of commuters, businesses, and residents. The backbone of the traffic signal network are the signal controllers and supporting systems. Signal controllers, cabinets, and battery back-up systems will need to be installed or upgrade, where applicable, to the current City specifications to meet future mobility demands.

The system also includes a citywide Intelligent Transportation System (ITS) fiber network. This system is located within City rights-of-way and provides connectivity to traffic signals, cameras, variable message signs, and vehicle loop detection equipment along the City's various major and secondary arterial streets. The purpose of this system is to provide communication to the City's traffic control devices to enable signal synchronization, citywide signal timing plans that can adapt to changing traffic conditions, and incident management. This fiber network is located along most arterial streets and major nodes such as the Traffic Management Center. This system is also interconnected with the traffic management systems for Los Angeles City and County, the Cities of Glendale and Pasadena, and the California Department of Transportation. This network has been expanded by two major ITS projects in the Media District and along the Interstate 5/San Fernando corridor. Future expansions are implemented as part of larger street reconstruction projects or through grant opportunities with the Los Angeles County Metropolitan Transportation Authority (Metro) and federal sources.

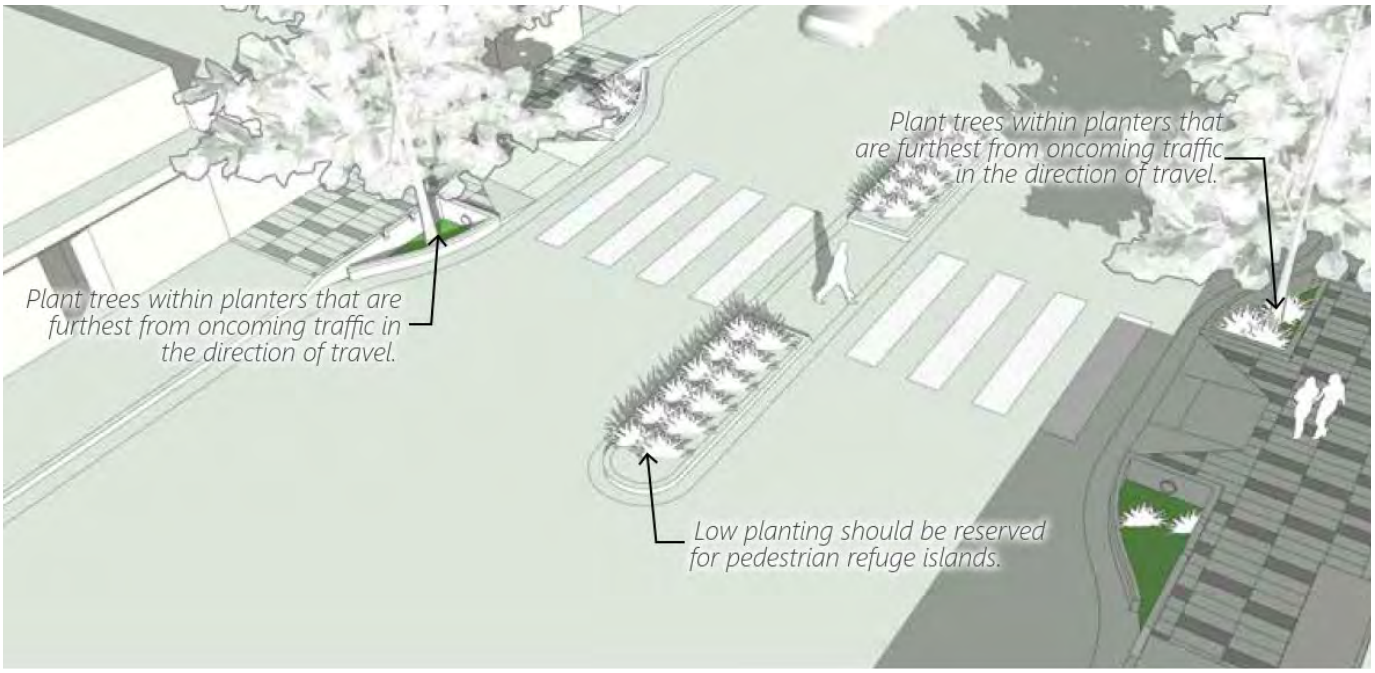
8.4.6. GREEN INFRASTRUCTURE

8.4.6.1. Green Streets Policy

The City of Burbank adopted a Green Streets policy that promotes green infrastructure. Green Streets is defined by the City as, "Improvements within the public and private transportation corridors that provide source control of storm water, limit its transport and pollutant conveyance to the collection system, restore predevelopment hydrology to the extent possible, and provide environmentally enhanced streets by incorporating a wide variety of design elements including but not limited to, street trees, sustainable pavements, bioretention, and swales, and are designed to reduce greenhouse gases (GHG), energy consumption during construction, and promote recycling of natural resources." (BMC Section 7-3-102). The Green Streets Policy shall apply to new streets and street construction of 10,000 square feet or more of impervious surface area, and street redevelopment that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site.

8.4.7. INTELLIGENT TRANSPORTATION SYSTEMS

Recent technological developments present strong opportunities to enhance the streetscape and improve user safety, comfort, and utility. Examples of information communications technology infrastructure that can improve how we use our streetscapes and dynamically respond to changing situations include traffic cameras and sensors, multi-space parking meters, and digital display or status information boards. Recognizing that the curb is just as much a part of the streetscape as the street itself and need not only have one use is the foundation of curbside management strategies that aim to optimize use of the curb. Curbs may be used for mobility needs, passenger loading, on-street parking, commerce, landscaping, and placemaking. These uses can be applied dynamically and should aim to serve many different user types.



Citywide Complete Our Streets Plan - Green Infrastructure

8.5. TRANSPORTATION DEMAND MANAGEMENT

Transportation demand management (TDM) consists of programs, policies, and strategies designed to reduce roadway congestion and enhance mobility for all, with a particular focus on peak-hour transportation that is primarily attributed to peak-hour congestion due to reliance on private automobiles for commuting. TDM is used to addresses congestion by developing and implementing tailored programs that help make alternative modes of transportation more viable, thereby reducing the use of private automobiles and alleviating volume pressures on roadways that are near, at, or above capacity.

The City of Burbank has long recognized that adding vehicle lanes and expanding roadways is not a sustainable, realistic, or effective way to solve these volume pressures in the long term. As such, the City has defined TDM goals and policies that have been adopted through its General Plan, are codified in the City's Municipal Code, and are further reaffirmed by the City's Greenhouse Gas Reduction Plan Update. These initiatives represent Burbank's successful and continued efforts to make the City and the Media District more sustainable.

TDM has benefits beyond reducing peak-hour commute times. Congestion contributes to higher levels of GHG and particulate matter emissions: vehicles spend more time simply being used and they operate at lower speeds than ideal for maximum fuel efficiency on roadways that are intended for high speeds such as highways. By reducing congestion, TDM can reduce GHG emissions. Furthermore, by reducing the number of private automobiles on the street during peak-hour times, TDM can contribute to reduced impacts on ambient noise levels, reduced Vehicle Miles Traveled (VMT), and reduced response times for emergency vehicles.

There are many different types of TDM strategies and policies. Jurisdictions and agencies across the region, state, nation, and world have been implementing TDM as they seek to address peak-hour congestion challenges. TDM strategies and policies are tailored to each area's unique challenges, opportunities, and needs. Some example TDM strategies are carpooling/vanpooling programs, rideshare incentives, public transit use, and shifts in employee work schedules and hours.

The primary TDM strategy in use in the Media District is a Transportation Management Organization (TMO). The Burbank Transportation Management Organization is a private sector, non- profit organization whose mission is to reduce peak-hour congestion and help address mobility challenges by providing commute- related services directly to its members and their employees. The City's existing TMO requires that employers in Downtown Burbank or the Burbank Media District with 25 or more employees reduce the number of employee automobile trips their businesses generate, join the TMO, and pay membership fees. The TMO's governing/operating board is made up of representatives from large employers in the area. While Burbank's municipal code requires eligible employers to join the TMO and pay membership fees, the City does not currently manage the TMO or those fees and instead has more of a membership role in the organization.

Through this MDSP, the City has the opportunity to reshape the way its TDM goals and policies are managed and implemented. The City's GGRP Update outlined specific action items requiring the City to update the Burbank Municipal Code to establish TMO fees through the city's fee schedule rather than relying on TMO- established fees, implement a tiered fee structure tied to achieving a specific Average Vehicle Ridership (AVR) target, and adjusting fees based on the

number of employers meeting the AVR target. Additionally, through this planning effort, the City would have the opportunity to align transportation management requirements with best practices by reassessing which businesses are subject to TMO regulations, defining membership criteria and fees, evaluating available TDM strategies, specifying reporting and performance measurement standards, and determining funding needs. Importantly, these updates would be informed by insights gained from the COVID-19 pandemic, including shifts in transportation habits, impacts on transit systems, and associated challenges and opportunities.

8.6. PARKING

This Section outlines the MDSP'S strategy for accommodating and managing parking supply and demand within the Media District, by proposing strategies aimed at achieving sufficient parking for residents, employees, and visitors. It also outlines parking management methods intended to maintain adequate parking supply, thereby minimizing the need for new parking facilities and preventing parking overflow into surrounding residential neighborhoods.

8.6.1. EXISTING PARKING CONDITIONS

The Media District features a mix of on-street and off-street parking options. There are approximately 2,000 standard on-street parking spaces, defined as 20 feet of curb space available for parking. This count excludes red curbs, no-parking zones, driveways, and required clearances near driveways and intersections. Within the Media District, on-street parking is also managed through "No Parking Except by Permit" and "Time Limited Except by Permit" zones. These strategies, implemented through NPPs have proven effective in discouraging cut-through traffic and parking of non-local traffic, which are strongly supported by the community. The Media District also includes several off-street parking facilities via private or public parking lots or garages.

8.6.2. PARKING OBJECTIVES

As the Media District continues to evolve into a vibrant district with a mix of residential and commercial buildings and neighborhood-serving retail, parking programs and strategies need to evolve as well to serve this growing neighborhood. The following objectives subsequently inform the proposed parking strategies in this Section.

- Optimize and manage the current parking inventory and resources.
- Implement new parking strategies and adapt existing ones to promote a pedestrian-friendly environment, while maintaining consistency with existing NPPs in and near the Media District.
- Ensure parking in the Media District is accessible and easy to find.
- Protect neighboring residential areas by preventing the overflow of parking.
- Maximize efficiency of curb space in commercial areas.

These objectives build off existing City documents and the parking goals and strategies included. Burbank2035 Mobility Element includes a parking goal and related policies:

Goal 7: Parking

- Policy 7.1: Effectively manage citywide parking to improve convenience while maximizing use at all times of the day.
- Policy 7.2: Design commercial and residential parking standards to limit new vehicle trips,

incentivize transit use, and promote non- motorized transportation.

» Policy 7.3: Reconfigure or remove underutilized street parking when needed to accommodate safer bicycle travel, increase walkability, improve transit operation, or improve vehicle safety.

Additionally, Burbank City Council adopted Citywide Parking Management Principles in 2019. The six principles are:

1. Protect single family parking
2. Increase parking availability
3. Leverage underused private parking
4. Regulate street and public parking with pricing
5. Reinvest parking revenue
6. Tailor implementation to neighborhoods

8.6.3. PARKING STRATEGIES

The Media District is a thriving economic center in Burbank where many people work, live, and visit. While encouraging alternative modes of transportation, such as walking, cycling, and public transit, is a key priority of this MDSP, adequate parking supply should be available for those who need to park in the Media District. It is crucial to provide enough parking without reaching an oversupply, as parking lots and garages use valuable space and create an unfriendly pedestrian environment. The Media District already employs a number of parking strategies to help achieve its parking goals such as time limit parking and permit- parking on residential streets. The remainder of this section will detail several parking programs and strategies that can be implemented to help the Media District meet its parking objectives.

8.6.3.1. On-Street Parking Programs

1) Permit Parking:

Parking on certain residential streets in Burbank is restricted to ensure that parking is available to the residents of those streets. For residential streets with parking restrictions, residents may obtain parking permits that allow vehicles registered to their home address to park on the street beyond the posted restrictions. Permits are available on a yearly basis and are renewed on an annual cycle. In addition, permits for visitors and for Large Non- Commercial Vehicles (LNCV's) are also available.

The City should consider further analysis of supply and demand for on-street parking on local streets in the Media District. Currently, the Media District utilizes both "No Parking Except by Permit" streets as well as "Time Limited Except by Permit" streets. However, these are not utilized on all local street within the Media District. It will be important to comprehensively analyze parking needs and permit requirements on these streets to prepare for future growth in the area.

2) Priced Parking:

Priced parking, for example metered parking, like that recently implemented in the City's Downtown can be used to maximize utilization of existing parking supply and increase parking availability by decreasing the likelihood that drivers prolong their parking for extended periods of time. Technological advances have changed the way in which paid parking can be managed beyond physical parking meters. For instance, street parking can be paid for in a variety of ways including pay stations, via phone, or smart phone app options. Additionally, technology can be implemented to monitor parking levels and adjust pricing based on demand.

The City should consider conducting a utilization assessment to determine where parking demand exceeds supply in the Media District. The City will further analyze utilization and turnover of street parking and add/adjust time limits and pricing that ensures maintaining occupancy no higher than 80 to 90 percent at all times. Specifically, this assessment should be conducted in the areas with the highest allowable densities. Streets segments that should be assessed include but are not limited to:

- West Alameda Avenue between Pass Avenue and Buena Vista Street (where street parking is permitted).
- West Olive Avenue between Riverside Drive and Buena Vista Street (where street parking is permitted).
- Riverside Drive between Pass Avenue and Warner Boulevard (where street parking is permitted).

3) Parking Benefit District:

A Parking Benefit District (PBD) is a geographic area where revenue generated from on- and off-street parking facilities within the district is returned to a district organization to finance local improvements. Implementation of a PBD is therefore dependent on a city pricing its parking assets, and in this case, based on the parking utilization assessment findings described above. The goal of a PBD is to effectively manage an area's parking supply and demand so that parking is consistently available and convenient to access. Returning revenue generated from parking pricing to the same area improves community support by creating a tangible connection between parking payments and local public improvements within the PBD. In March 2025, the City Council approved a Paid Parking Program for the City's Downtown, effectively marking the City's first PBD.

The City of Burbank should evaluate adopting an ordinance creating a PBD, including the establishment of an "enterprise" fund into which all parking revenue generated within the PBD must be captured, and from which only appropriate district improvement s may be funded. The City's Parking Authority, along with community stakeholder participation and involvement, could play a pivotal role in the development, implementation, and management of a PBD. Potential reinvestments that can be financed through PBD programs include:

- Additional parking enforcement.
- Maintenance and improvement of parking facilities.
- Provision of new parking.
- Transit, pedestrian, and bicycle infrastructure and amenities.
- Purchase and installation costs of parking meters.
- Streetscape improvements and landscaping.

The establishment of a PBD will be most beneficial in the Media District as it would complement a future implementation of a paid parking program (for example, where new metered parking is added, as recommended above). Additionally, a PBD will be most beneficial in the in areas with higher allowable densities, as identified in the Media District Density Map.

8.6.3.2. Off-Street Parking Programs

1) Unbundled Parking:

Unbundled parking programs or policies involve separating the cost of parking from the cost of

housing or commercial space. Instead of including parking in the overall price of a property or lease, it is offered as an optional add-on, typically at an additional cost. This approach aims to give individuals more choice and flexibility in whether or not they need parking, encouraging alternatives like public transit, cycling, or walking, while also potentially reducing the overall environmental impact of car usage. AB 1317 (CA Govt Code Section 1947.1) is a recently passed State law pilot program that requires that parking be separately leased to tenants in ten counties, including Los Angeles County. Residential rental properties with 16 or more units for which a Certificate of Occupancy was issued after January 1, 2025, and are in one of ten specified counties must "unbundle" parking from rent. Unbundling parking means that the parking will be leased under a separate contract (e.g., rental agreement addendum or separate rental agreement), and the cost of parking will not be included in the price of rent. Tenants have the right of first refusal for parking spaces and spaces that are not claimed by the tenants can be leased to other on-site users or off-site residential uses on a month to-month basis. The benefits of unbundled parking include:

- Increases flexibility for individuals based on their needs and lifestyle.
- Encourages other forms of transportation.
- Optimizes land use, potentially reducing the amount of space dedicated to parking.
- Saves costs for individual who do not own a car or who use other means of transportation.

The City of Burbank currently does have an unbundled parking ordinance (BMC 10-1-624) that includes these provisions for "new residential units". The City should consider updating the ordinance by January 1, 2025 to include any residential rental property with 16 or more units.

2) Shared Parking:

Shared parking typically allows 20-40% more users than individually assigned spaces. Parking users are usually not all present at the same time, so spaces can be maximized when business or uses with different peak hours share parking spaces. Even greater reductions are possible with mixed land uses because various activities have different peak demand times. Shared parking can significantly improve the economics of constructing new parking by providing greater turnover in the facility — rather than one user per day, a facility may service multiple users. Shared parking also minimizes new development impacts on existing on-street parking availability and supports infill development in dense urban areas with constrained space. Allowing for shared parking arrangements significantly reduces the amount of land devoted to parking. Shared parking is most impactful when it reduces the systemic oversupply of parking spaces. AB 894 (California Government Code Section 65863.2) is a recently passed State law that requires cities to allow shared parking plans in certain cases, for example when 20% of a development's parking spaces are not occupied during the period in which shared parking is proposed. The benefits of share parking include:

- Unlocks underutilized parking assets.
- Increases access to parking supply without building costly parking facilities.
- Reduces barriers to infill development, change-of-use projects, and other economic development that can be challenged by parking requirements.
- Improves walkable design of large projects.

In order to most effectively implement shared parking, a number of steps should be taken. The first step is to identify land uses that have different peak hours and can benefit the most from shared

parking. The next step is to determine the maximum distance that a shared parking facility can be located away from a given building. Parking facilities should either be located on-site or within an acceptable walking distance of each use (industry standard of 2,000 feet). Finally, the last step is to set standards for the contents of a shared parking agreement and the review procedure. Key features of a shared parking agreements between property owners should include:

- Detailed information about responsible parties.
- Map of the parking facility.
- Dedicated shared parking spaces.
- Explicit information about pricing and management.
- Contract/agreement terms and duration of terms.
- Specific liability language.
- Provision of agreement renewals.
- Maintenance plan.
- Non-competing parking demand peak hours between the uses. Institutional uses such as banks, schools, offices, medical clinics have weekday peaks whereas retail and entertainment uses such as auditoriums, bars, restaurants and theaters have evening and weekend peaks.

The existing parking structures that would benefit the most from a shared parking agreement are those that currently service office building uses and are located near residential. This is because the peak hours will be different for the different uses: during the daytime the garage will mainly serve people who have commuted to work in the office building. In the evening and overnight the garage will serve people who live nearby and need to park their car overnight, or are visiting nearby restaurants, shops, gyms, etcetera Additionally, shared parking would be the most beneficial in the places that will experience the most growth. Furthermore, any new development and/or redevelopment of existing parcels into mixed-use development projects should utilize shared parking.

The City should consider updating its shared parking ordinance (BMC 10-1-1415) to provide additional clarity and objectivity in requirements and review, and to bring it into compliance with new State laws. The ordinance should include the following provisions:

- **Use Requirements:** When at least 20 percent of a development's parking spaces are not occupied during the period in which shared parking is proposed, the owner may propose entering into a shared parking agreement to satisfy the parking requirements on another site.
- **Location Requirements:** The parcels sharing the parking are on the same, or contiguous parcels, separated by no more than 2,000 feet of travel by the shortest walking route; or if there is a plan for shuttles or other means to move people between the parking lor and the serviced site.
- **Shared Parking Study Requirements:** The study shall demonstrate that adequate off-street parking will be provided for the proposed use. The study shall demonstrate that significant environmental impacts will not be caused by the parking reduction. The study shall demonstrate that traffic safety and pedestrian safety will be enhanced by the reduction of parking.
- **Sign Requirements:** Shared parking facilities shall provide signs on the premises indicating the availability of the facility for patrons of the participating uses.

CHAPTER 9
Infrastructure

IN THIS CHAPTER:

9.1. Overview
9.2. Infrastructure Goals & Policies
9.3. Water
9.4. Recycled Water System
9.5. Sewer
9.6. Stormwater
9.7. Energy
9.8. Telecommunications
9.9. Solid Waste Field Services

9.1. OVERVIEW

This Chapter and the MDSP EIR describe the Media District's existing and proposed infrastructure for sewage, water, drainage, solid waste disposal, energy, and other essential facilities (transportation related infrastructure is addressed in Chapter 8: Mobility & Public Realm). Pursuant to California Government Code Section 65451, a specific plan shall include details about the proposed distribution, location, and extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the specific plan and needed to support the land uses described in the specific plan.

9.2. INFRASTRUCTURE GOALS & POLICIES

As listed below, this Chapter establishes specific infrastructure goals, policies, and strategies that are aligned with the Burbank2025 General Plan and related City documents.

MEDIA DISTRICT SPECIFIC PLAN INFRASTRUCTURE GOALS & POLICIES:

INFRASTRUCTURE GOAL 1. INFRASTRUCTURE & GROWTH

Burbank provides high-quality infrastructure capable of accommodating the growth allowed by the MDSP.

- ***Policy 1.1.*** *Ensure that any new development in the Media District has adequate water, sewer, and drainage, in accordance with Burbank Water and Power and the City's Public Works Department.*
- ***Policy 1.2.*** *Incorporate sustainable stormwater management features in new development and public improvements, including bio-swales, permeable pavers, rainwater collection systems, and other features to manage stormwater runoff.*
- ***Policy 1.3.*** *Ensure that new development utilizes recycled water for landscaping.*
- ***Policy 1.4.*** *Require new development to coordinate with the appropriate agency to provide electric and gas service to the proposed site consistent with local regulations and plants.*

9.3. WATER

9.3.1. POTABLE WATER SYSTEM

Burbank's potable water is supplied by the Metropolitan Water District of Southern California (MWD) from a combination of water from the State Water Project and the Colorado River. Untreated water from the State Water Project is spread on the ground at Lopez and Pacoima Spreading Grounds where it enters the ground water basin. The groundwater is pumped from the ground from eight wells and is treated at a treatment plant to remove volatile organic chemicals. The Burbank water system consists of pipelines ranging from 1-½ inches to 30 inches in diameter, booster pumps, reservoirs, wells, municipal water district connections, and over 26,000 service connections. The water distribution system consists of three major pressure zones and 10 smaller hillside zones. Burbank's system has been designed to recognize the inherent variability of water demands. Large storage reservoirs are included in the system, and these reservoirs provide for hourly flow/demand variations throughout the distribution system. The storage capacity is also large enough to allow for short interruptions, one to three days, in the water supply.

Burbank's potable water system includes approximately 286 miles of pipelines ranging in size from 30 inches to four inches in diameter, 35 booster pumps, 21 tanks and reservoirs, eight

wells, five MWD connections, and over 26,000 service connections. The water distribution system consists of three major pressure zones and eight smaller hillside zones. The three largest pressure zones are Zones 1, 2, and 3. Zone 1 encompasses approximately 90% of the total City land area and represents 88% of the total City demand. The ground surface elevations in Zone 1 range from 480 feet above mean sea level (MSL) at the southerly boundary at Chavez Street and Linden Avenue, to 830 feet MSL on Bel Aire Drive at Orange Grove Avenue. The reservoirs that serve Zone 1 have a hydraulic elevation of 904 feet MSL. The Media District is entirely located within pressure Zone 1.

The potable system's tanks and reservoirs range in capacity from 13,500 gallons to 25 million gallons (MG). The combined storage capability of all the reservoirs is approximately 60 MG. The storage capacity of Zone 1 is approximately 50 MG, 83% of the total system storage.

Water demands by individual customers are subject to wide daily and seasonal fluctuations. Burbank's system has been designed to accommodate variability of water demands. The system includes large storage reservoirs to accommodate hourly flow and demand variations throughout the distribution system. The storage capacity is large enough to allow for short interruptions (one to three days at average flow) in the water supply.

Burbank Water and Power's (BWP) Water Division engaged Carollo Engineers to conduct a hydraulic modeling analysis to evaluate the potential impacts of increased water demand associated with three specific plans. These plans are scheduled for concurrent implementation and include:

- Media District Specific Plan (MDSP)
- Golden State Specific Plan (GSSP)
- Downtown Transit-Oriented Development Specific Plan (DTODSP)

The study established a baseline by assessing the existing distribution system against the City's hydraulic design criteria, which govern capacity for water supply, storage, transmission, and distribution

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infrastructure. These criteria are deemed satisfied when system capacity exceeds demand. Projected demand increases from the specific plans were incorporated into the existing demand to model a future demand scenario. The system's future performance was then compared to the baseline to identify and quantify potential hydraulic impacts. Where deficiencies were identified, developers may be required to implement system improvements to meet design criteria. Table 9-1: Deficiencies in Water Pipelines summarizes the identified hydraulic deficiencies in water pipelines, along with an estimated cost for their replacement.

TABLE 9-1: Deficiencies in Water Pipelines

Street	From	To	Length (ft.)	Existing	Proposed	Cost	Criteria	Standard
Be Aire	Santa Anita	Orange Grove	2,200	10" CI	12" DI	$1.1M	Pressure, ADD, MDD	>40, >25 psi
Kenneth	Cypress	Walnut	1,500	24" CI	30" DI	$3M	Pressure, ADD, MDD	>40, >25 psi
Tujunga	Glenoaks	6th	1,100	6" CI	8" DI	$500,000	Velocity, ADD	< 5 ft/sec
Palm	7th St.	Kenneth	550	18" CI	24" DI	$750,000	Velocity, ADD	< 5 ft/sec
Hollywood Way	S/O BOU		700	20" CI	24" DI	$850,000	Velocity, ADD	< 5 ft/sec
Hollywood Way	N/O BOU		1500	24" CI	30" DI	$3M	Velocity, ADD	< 5 ft/sec
Palm Ave.	7th	Kenneth	550	18" CI	24" DI	$1.1M	Head Loss	<10 ft/1,000 feet
Alley N/O Magnolia	6th	Kenneth	1,100	6" CI	8" DI	$500,000	Head Loss	<10 ft/1,000 feet
Alley N/O Cypress	6th	Kenneth	1,100	6" CI	8" DI	$500,000	Head Loss	<10 ft/1,000 feet
6th	Harvard	Walnut	1,100	6" CI	8" DI	$500,000	Head Loss	<10 ft/1,000 feet
3rd	Delaware	Amherst	1,100	6" CI	8" DI	$500,000	Head Loss	<10 ft/1,000 feet
San Fernando	Burbank	Amherst	2,100	6" CI	12" DI	$1.25M	Head Loss	<10 ft/1,000 feet
Walnut	Scott	San Fernando	1,000	10" CI	12" DI	$600,000	Head Loss	<10 ft/1,000 feet
Victory	Chandler	Chestnut	500	8" CI	12" DI	$300,000	Head Loss	<10 ft/1,000 feet
Chandler	Cordova	Maple	1,350	6" CI	8" DI	$700,000	Head Loss	<10 ft/1,000 feet
Chandler	Ontario	Niagara	700	6" CI	8" DI	$350,000	Head Loss	<10 ft/1,000 feet
Chandler	Buena Vista	Frederic	350	6" CI	8" DI	$175,000	Head Loss	<10 ft/1,000 feet
Magnolia	Hollywood Way	Kenwood	675	8" CI	12" DI	$500,000	Head Loss	<10 ft/1,000 feet
Hollywood Way	Verdugo	Oak	1,350	12" CI	16" DI	$1.3M	Head Loss	<10 ft/1,000 feet
					Total	**$17.525M**		

The City's water infrastructure in the Media District is capable of meeting projected demand through continued, systematic investment in renewal and replacement programs. A key funding mechanism for water pipeline improvements is the Water Main Replacement Fee (WMRF), which is assessed on multi-family residential and commercial developments in accordance with BWP's Rules and Regulations. The current WMRF is applied as follows:

- **Multi-Family Residential Projects**: $155 per linear foot of parcel frontage adjacent to an existing water main less than 8 inches in diameter.
- **Commercial Projects:** $220 per linear foot of parcel frontage adjacent to an existing water main less than 12 inches in diameter.

To ensure cost recovery and alignment with market conditions, the WMRF will be adjusted annually in accordance with BWP's installed pipeline construction costs.

9.3.1.1. Water Loss Reduction Technologies

BWP's integrated asset management effort is based on the principles of predictive/prognostic maintenance. The reactive maintenance approach (fixing after failure occurs) is costly and detrimental to service reliability. Proactive maintenance approach (fixing before failure) is also costly since assets are being replaced while they still have remaining useful life. Asset condition assessment and real-time monitoring technologies are the cornerstones of predictive maintenance, reducing both water losses and asset lifecycle costs. BWP has deployed and plans to continue deploying the following predictive maintenance strategies:

- **Automated & Remote Leak Detection:** Leak detection not only helps identify sources of water loss but also serves as a performance indicator for the piping system. Unrepaired leaks can further deteriorate the piping system, leading to external corrosion, pipe bed washing, bending, and ultimately pipe breakage. Research shows that pipe ruptures are preceded by small pipe leaks. Dealing with these problems on planned basis, rather than a reactive basis, is a more cost-effective. BWP uses leak detection devices made by Echologics, which can be easily installed on fire hydrant outlets. Each node includes a leak sensor, a data logger and a communication module that uses cellular networks. These nodes continuously monitor leaks and can detect leaks as low as 1 gallon per minute (GPM). By catching water leaks before they develop into major water main breaks, BWP reduces real water losses. The cost of each unit is approximately $1,500 and BWP plans to purchase 30 to 40 units next year.
- **Pipeline Non-destructive Testing & Leak Detection:** This technology enables non-invasive, non-destructive pipe condition assessment technology using Acoustic Velocity (AV). By analyzing acoustic wave traveling along the pipe, the AV device can determine the average minimum pipe wall thickness over a length of pipe segment. As pipe degrade, they become less stiff, resulting in a slower acoustic wave velocity. The AV device is placed directly on the pipe or an attached appurtenance such as a hydrant or valve. Acoustic sensors located at the opposite end of the pipe segment measure the velocity of the acoustic wave, the average wall thickness of the pipe segment can then be determined. AV pipe condition assessment technology can be used when the main is fully operational, without interrupting service or disturbing any sediment inside the pipe. This new technology has been proven by the American Water Works Association (AWWA) to be accurate to +/- 10% of actual pipe thickness. The cost of this technology is approximately $25,000 per mile and BWP plans to test two miles next year.
- **Pipeline Pressure & Temperature Monitoring:** Water main breaks often result from pressure transient or water hammers. To address this issue, BWP utilizes the iHydrant system, which is installed on fire hydrants. The iHydrant device provides remote pressure and temperature data, constantly monitors for high/low pressure events including interval and transient data. The system sends notifications to the utility via email or text message, alerting them to pressure events such as drops or spikes. By correlating pressure surges to water main breaks, utilities can improve their response time and reduce water losses. Identifying the exact moment when the water system experiences hydraulic events or rapid pressure fluctuations is critical for investigating the source of pressure transients, whether operational issues or deteriorated pipelines. The iHydrant device costs approximately $2,000 per unit and BWP plans to purchase 10 to 15 units next year.

» **Artificial Intelligence Pipeline Risk Analysis:** BWP is implementing VODA's advanced Artificial Intelligence (AI) for pipeline risk analysis. This computer algorithm model evaluates pipeline risk based on the concepts of likelihood of failure and consequence of failure. The application of AI in the water industry is relatively new but gaining traction. The American Society of Civil Engineers (ASCE) recommends integrating smart water technologies, including machine learning, to assess asset condition and prioritize capital projects. The algorithm ranks pipeline segments for replacement based on their business exposure risk. The results of this study will enable BWP to plan for future pipeline replacement projects more effectively and economically, targeting pipes with higher risk. Over half of Burbank's 276-mile pipeline network is older than 70 years and mainly consists of brittle cast iron material. VODA's advance algorithm will help address the challenges posed by aging cast iron pipes and optimize BWP's annual pipe replacement program. By replacing pipes with the highest risk of failure, BWP can minimize water leaks events and water losses. The cost of this study is approximately $40,000, and it is recommended to update the computer algorithm with the latest main breaks and pipelines every other year.

9.4. RECYCLED WATER SYSTEM

The supply of fresh water is limited and both the State of California and the City of Burbank's demands for water are increasing. The issues of reliable service, sound environmental practices, and financial stewardship have led the City to develop a recycled water supply from the Burbank Water Reclamation Plant (BWRP). Using recycled water for landscape irrigation and industrial use will reduce the need to purchase potable water and allow the users to plant lush landscapes with no imprint on the potable water system. The current customer cost for recycled water is 85% of the potable water rate, which provides users of large amounts of irrigation water an incentive to use it.

Recycled water produced by the BWRP meets the California Code of Regulations' (Title 22, Division 4, Chapter 3) definition of Disinfected Tertiary Recycled Water. It is oxidized, coagulated, clarified, filtered, and disinfected. It is approved for use by the California State Department of Health Services for use on parks, playgrounds, schoolyards, residential landscaping, golf courses, cemeteries, freeway landscaping, and food crops. This water can be used for all water uses except for drinking. The BWRP has a permitted treatment capacity of 9.0 million gallons of sewage per day (MGD) , and the BWRP is operated by a contract operator under the supervision of the Public Works Department. The flow that is not treated (flow beyond the current permit) is sent downstream to the Hyperion Treatment Plant (HTP), which is owned and operated by the City of Los Angeles. BWP recycled water system currently consists of approximately 10 miles of pipelines, four booster pump stations, four reservoirs (with a combined storage capacity of 1.93 million gallons), four pressure service zones, and approximately 65 services with a demand of approximately 1.86 MGD. BWP has four operational power plants that also use recycled water. The largest power plant, the Magnolia Power Plant (MPP) (a Southern California Public Power Authority project) went online for commercial power production in September 2005. The power plants uses approximately 1.2 to 1.9 million gallons of recycled water per day. The City is not only conserving fresh water supplies by supplying their power plants with recycled water, but these large water users generate large recycled water sales that are assisting the City to construct the capital improvements of reservoir, pipelines, and pumps needed to expand the recycled water system to additional areas of Burbank. The recycled water system is currently forecast to have a demand of at least 2.5 MGD in the year 2030 (at build out). That is a conservation of approximately 880 million gallons per year of potable water.

Additionally, the Burbank Operable Unit (BUI) Remediation System Upgrades project has been proposed. This proposed project includes the construction and operation of one new extraction well, two replacement extraction wells, and conveyance pipelines connecting the new and replacement extraction wells to the existing BOU Treatment Plant, piezometers associated with the new and replacement extraction wells, an intertie pipeline connecting the Burbank Water and Power potable water distribution system and the Los Angeles Department of Water and Power New River Supply Conduit, installation of additional treatment units in the existing BOU Treatment Plant, and minor modifications and upgrades to eight existing BOU remediation system extract.

BWP is currently undertaking a comprehensive planning study to evaluate the feasibility of a potable reuse project. It is anticipated that the initial phase would produce 2 million gallons per day (MGD) of purified water, with scalability to accommodate future expansion as additional wastewater becomes available. BWP is also investigating a desalination project with six other local agencies that could bring 6 MGD through an exchange of water using MWD's aqueduct system.

9.5. SEWER

9.5.1. WASTEWATER COLLECTION AND TREATMENT

Burbank's existing wastewater system consists of three types of facilities: gravity collection system pipelines, wastewater pump stations, and a water reclamation plant. The collection system consists of approximately 230 miles of underground pipelines. The majority of the wastewater that flows within the City ends up at the BWRP, from which sludge is transported out of the City in the North Outfall Sewer (NOS). A small number of flows go directly to the NOS. Flow that exceeds what is current permitted is sent downstream to the Hyperion Treatment Plant (HTP), which is owned and operated by the City of Los Angeles. Although the City has not experienced sewage spills associated with hydraulic capacity deficiencies, a Sanitary Sewer

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Management Plan (SSMP) was prepared and updated in July 2020 as an assessment of the reliability and system conditions and includes a Sanitary Sewer Overflow Emergency Plan. As necessary and proportional to impact, individual developers may need to pay development fees and/or implement improvements to local wastewater conveyance infrastructure.

9.5.1.1. Description of Burbank Sewer System

The City of Burbank owns and operates a single sewer collection system, the service area of which includes nearly all of Burbank and a small portion of the City of Los Angeles. Figure 9-1: Burbank Sewer Collection System Flow Paths shows the geographical service area and the collection system. The City is located at the northern edge of the Los Angeles County Metropolitan Area. The City of Los Angeles borders Burbank to the north, west and south; the City of Glendale borders Burbank to the east. The collection system is made up of sanitary sewer pipelines, and two pump stations that include the Mariposa Pump Station and the Beachwood Pump Station. The Mariposa Pump Station conveys flow to the Beachwood Pump Station, which then conveys sewage to the BWRP for treatment and conversion to recycled water for reuse throughout the City. Table 9-2: Summary of Sewer Collection System Assets provides a summary of the collection system assets.

TABLE 9-2: Summary of Sewer Collection System Assets

Items	Value
Population (count)	107,000
Total Mains (miles)	229
Gravity Mains (miles)	226
Force Mains (miles)	3
Pump Stations	2
Siphons (count of locations)	3
Wastewater Conveyed (MGD)	8.5
Treatment Facility	Burbank Water Reclamation Plant

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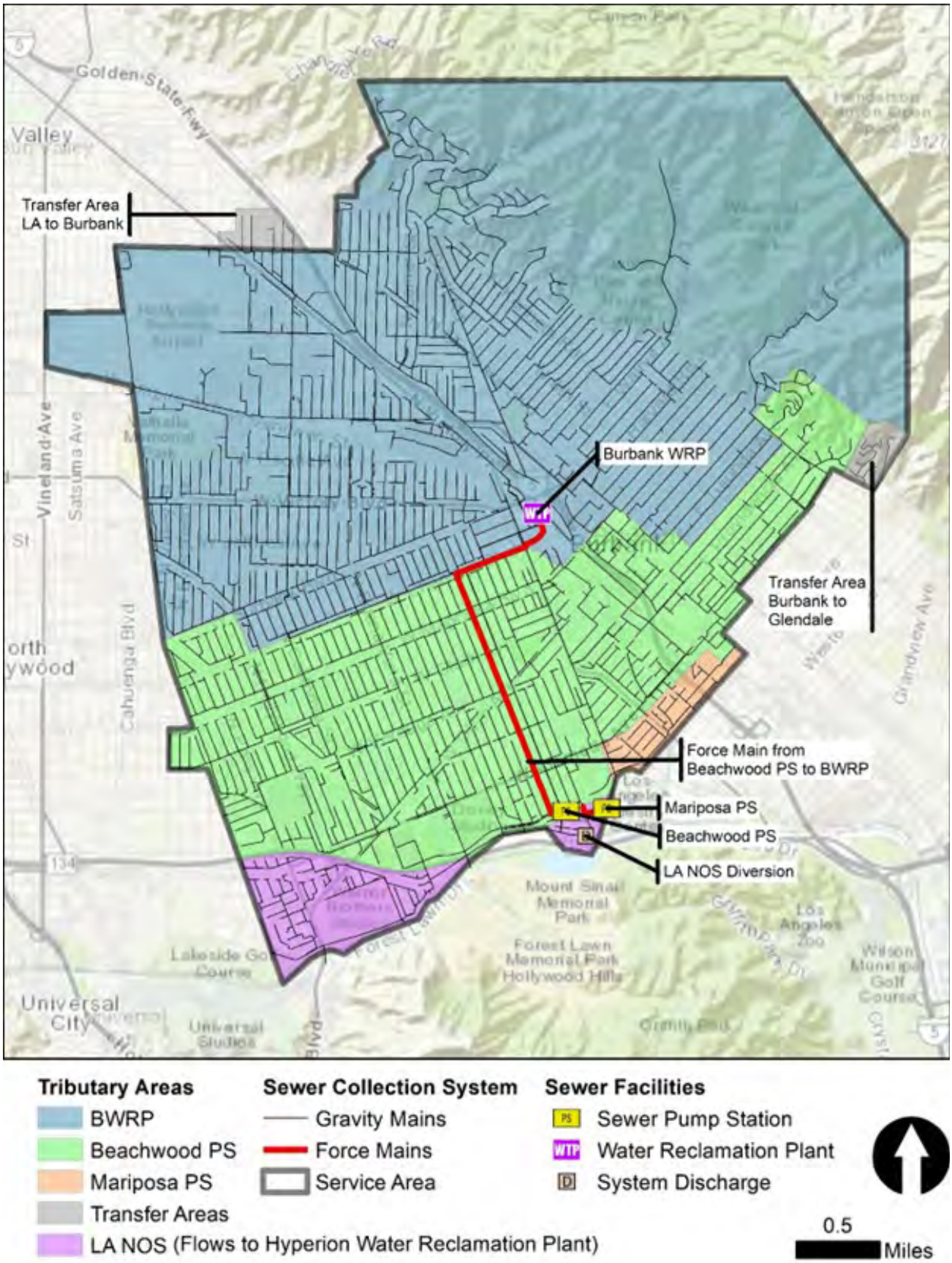

FIGURE 9-1: Burbank Sewer Collection System Flow Paths

The City has contractually authorized flow into the City of Los Angeles' North Outfall Sewer (LA NOS), which is a pipeline passing through the southern edge of the City. Burbank can divert flows to the LA NOS at locations near the pumping stations and at and in the vicinity of the BWRP. Additionally, the southern portion of Burbank's sewer service area, which includes the area south of the 134 Freeway, flows by gravity directly to the LA NOS.

9.5.1.2. Wastewater Collection System Pipelines

The existing wastewater collection system within the City of Burbank contains approximately 230 miles of underground pipelines, including about three miles of force mains and about 226 miles of gravity mains. Gravity mains convey flows either directly to the LA NOS or to other Burbank facilities including pump stations or the BWRP. Flows that reach the LA NOS are conveyed by gravity out of the City of Burbank, while flows that reach one of the pump stations are lifted to the BWRP, at which point the water is treated and reused/discharged, with sludge being discharged to the City of Los Angeles' Hyperion Sewer System via the LA NOS.

Burbank owned pipelines range from eight inches to 36 inches in diameter, and the predominant material of these pipelines is vitrified clay pipe (VCP). The City's collection system consists predominantly of 8-inch diameter pipe, which constitutes over 80 percent of the sewer system. The predominant material of these pipelines is vitrified clay pipe (VCP), with about 98 percent of the City's sewer pipelines being constructed of VCP. VCP is considered inert even under the harsh chemical conditions associated with wastewater, and as a result, it is expected that the City's wastewater collection system will maintain a high level of performance for decades to come.

9.5.1.3. Wastewater Pump Stations

The City of Burbank owns two wastewater pump stations: the Beachwood Pump Station and the Mariposa Pump Station. Both pump stations are found in the southeastern section of the City. Under normal operating conditions, wastewater from the southeastern section of the City flows into the Mariposa Pump Station, from which it is pumped a short distance, and then gravity flows into the Beachwood Pump Station. From there, the sewage flows are finally pumped north into the Burbank Water Reclamation Plant via a two-mile force main. The discharge from the Mariposa Pump Station can also be directed to a gravity sewer main in Mariposa Street where it flows down to Valleyheart Drive, and then connects with the LA NOS. The location of these wastewater pump stations as well as the special connectivity to the BWRP are shown in Figure X and described further below.

- **Mariposa Pump Station.** The City of Burbank owns, operates, and maintains the Mariposa Pump Station, which is located near the end of the cul-de-sac of Dincara Road. This facility is a permanent installation that lifts wastewater from a low point in the southeastern corner of the City up to the Beachwood Pump Station, from which the water is lifted to the BWRP for treatment. The Mariposa Pump Station consists of separate wet and dry wells that sit side-by-side. The wet well is a rectangular structure, with approximate dimensions of 12 ft. by 8 ft. The adjacent dry well consists of two stories, each of which has approximately nine feet between ceiling and floor. The second level's floor corresponds to ground level, from which stairs descend to the first level. The Mariposa Pump Station is equipped with two WEMCO wastewater pumps (30-horsepower), and one smaller sump pump. The wastewater pumps sit on the first level of the dry well, where the suction side of each pump is connected to the wet well through an eight-inch gate valve. From the pressure side of each pump, a force main rises up through the first level ceiling and into the second level. One the second level, the two force mains come together and one force main leaves the facility. The ceiling of second level contains a manual trolley hoist for maintenance

FIGURE 9-2: Burbank Sewer Collection System and Facilities

and repair of the pumps and motors. The electrical supply to the entire facility is three-phase, 480-volt power, provided through onsite transformers. Adjacent to the pump station building is the facility's back-up power supply, a 130 kV diesel generator with a 210-gallon fuel tank.

» **Beachwood Pump Station.** The City of Burbank owns the Beachwood Pump Station, and the operation and maintenance of the station are handled by the contract operator of the BWRP, Inframark. The Beachwood Pump Station can be found at the corner of Beachwood Drive and Riverside Drive, in the southeastern portion of the City. The Beachwood Pump Station generally receives wastewater from the central and southeastern portions of the City, as well as flow that is pumped from the Mariposa Pump Station. The Beachwood Pump station is a permanent facility with separate wet and dry wells, as well a station control room on the same property. The facility is equipped with three Hidrostal wastewater pumps, in addition to dual sump pumps. The wastewater pumps are driven by motors that operate on three-phase power at a maximum of 480-volts, and that produce a maximum of 135 hp. These numbers are listed as maximums because the motors are connected to a variable frequency drive (VFD) system that modulates the electrical power to the motors, thereby controlling the pumping power produced at any given time. The Beachwood Pump Station dry well is set below grade, such that there is overhead access to each pump through a hatch at ground level. Above-ground vents pull air into the dry well. The wet well utilizes two Calgon Corp carbon canisters for odor control.

The City of Burbank owns the BWRP, and the operation and maintenance of the plant are handled by the City's contract operator, Inframark. The entrance to the BWRP can be found at the corner of North Lake Street and Chestnut Street, which is located generally in

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the center of the City. The Beachwood Pump Station receives wastewater from the gravity sewer pipelines in the northern half of the City, as well as flow that is pumped from the Beachwood Pump Station. The BWRP has a permitted design flow of up to 12.5 million gallons per day (MGD), and it is currently operating at an average flow of approximately 7 to 8 MGD. The treatment process generally includes the following:

- 2 mechanically cleaned bar screens
- 3 primary clarifier basins
- Equalization Basin
- 4 aeration basins with nitrification/denitrification process
- 6 rectangular and two circular secondary clarifiers
- 7 deep-bed, single-media, gravity sand filters
- 3 chlorine contact tanks
- Chemical treatment consisting of chlorination with sodium hypochlorite, and de-chlorination with sodium bisulfite

9.6. STORMWATER

A good degree of protection against flooding is provided by the City's drainage system. This system consists of open channels, underground conduits, and streets. Hillside areas subject to periodic fire and flood cycles may encounter occasional problems with flooding; these instances are addressed on a case- by-case basis. The standard level of protection to be provided against flooding in Los Angeles County requires that during an "urban design storm" (i.e., a storm with a probability of occurring once in 25 years, based on rainfall records) the surface of a street may be flooded no higher than the street's right-of-way lines.

No deficiencies are expected within the drainage system because Burbank is built out. Moreover, proposed land use changes will primarily involve the re-use and/or intensification of developed areas. Drainage system elements, however, are subject to ongoing repair, replacement, or modification efforts based on maintenance records, complaints, and field observations. Major developments that affect the capacities of downstream lines are required to upgrade adjacent system components at their sole expense. The City is in the process of developing a Stormwater Master Plan. In this plan, the City promotes a low impact development (LID) approach to balance the needs of land development and stormwater management. This is especially important in areas in close proximity to sensitive habitats, which may potentially be polluted by runoff from developed areas. Low impact development uses various stormwater best management practices such as vegetated swales, biofilters, and constructed wetlands. Typically, the first flush after a storm event flows over polluted land and carries the pollution to the City's drainage system. LID measures ensure that the first flush gets cleaned by a natural process of vegetation filters, or at least delays the runoff using retention and infiltration methods before it runs into the City's drainage systems.

9.7. ENERGY

BWP operates two 12kV distribution substations (Hollywood Way and Keystone Distributing Stations) and two customer substations (NBC and Warner) to serve the Media District. As of 2025, BWP is in the process of building one new 12kV substation (Willow Distributing Station) near W

Alameda Ave and S Naomi St. The combined capacity for these substations is approximately 150 MW. BWP has sufficient substation capacity to meet its current needs. BWP's ongoing Capital Improvement Program (CIP) addresses the replacement of aging infrastructure but does not address future increased capacity needs from the proposed development options per the MDSP. The approximate increased electrical demand from the different development options in the MDSP is shown in Table 9-3: Approximate Electrical Demand by MDSP Growth Alternative.

To meet this proposed electrical demand, additional substations will need to be constructed along with transmission and distribution facilities. BWP will also need additional interconnections with outside agencies to provide the necessary capacity to BWP's electric system. Additional interconnections will also require land to construct receiving stations. Land will need to be acquired to build these new distribution substations and switching stations. Developers will be responsible for contributing towards new substation capacity based on the electrical demand for the project. Additionally, developers will be responsible for 100 percent of the offsite and onsite electrical distribution facilities needed to serve the project. Electric service to all new development sites will be provided in accordance with BWP's Rules and Regulations, as may be amended.

BWP provides energy service in the City and has sufficient generation, transmission, and distribution system capacity to meet its current needs. BWP's ongoing CIP will continue to improve its electric system to meet its future

TABLE 9-3: Approximate Electrical Demand by MDSP Growth Alternative

Growth Alternative	Approximate Electrical Demand
Preferred Project	191 MW
No Growth Alternative	136 MW
Growth Alternative	293 MW

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needs. BWP will fund most of its major backbone transmission and distribution system. BWP and customers/developers will share their proportionate costs to capture on-site and related off-site improvements per applicable rules and regulations.

BWP is currently in the planning and designing phase of the Willow Substation Rebuild. The Willow Substation will be an electrical substation that helps manage the flow of electricity in the Media District zone. The project includes the demolition of the existing substation and construction of a new substation with increased power capacity. The scope of the project includes the construction of the new substation, transmission circuits, and distribution circuits. The new substation will include 69kV Gas-Insulated Switchgear, Power Transformers, and 12kV Air-Insulated Switchgear, with most of the equipment housed inside of two newly constructed CMU enclosures. The proposed Project is located in the Media District at 228 S Naomi Street.

Another important service BWP provides is public electric vehicle charging stations. As electric vehicles become more popular, the City must adapt to meet the needs of residents, visitors, and workers. The City currently has 73 public EV charging ports at 17 sites, with plans to install more throughout the City.

9.8. TELECOMMUNICATIONS

As BWP modernized its water and electric utilities, it made increasing use of overhead and underground fiber optic cables as a secure means of telemetry and control. BWP was in a position to lease its unused fiber strands (“dark fiber”) to customers who needed additional, secure access to the internet and who had their own means of obtaining switched services.

As BWP developed more sophisticated communications networks, including Ethernet, it developed the capacity to do optical switching. As with dark fiber, BWP had capacity that it could provide to generate revenue from customers and assist in at least partially offsetting costs of establishing the Ethernet network, which have been borne by the operation of electric and water systems.

ONE Burbank (Optical Network Enterprise Burbank) is best viewed as a means of obtaining revenue from otherwise underutilized capacity from BWP’s Smart Grid communications network, while at the same time fulfilling customer needs for high-speed secure data communications. This program promotes economic development by providing customers very high-speed communications and Internet access at competitive prices, thus promoting business in our community. ONE Burbank’s competitors are generally unregulated and hence are able to price products dynamically. They are prepared to offer a variety of customized services. To compete effectively in this arena, BWP must proceed on a similar basis and act within a world of dynamic pricing just like the utility’s wholesale power and natural gas model.

A second fiber optic communication system is the citywide Intelligent Transportation System (ITS) fiber network. This system is located within city rights-of-way and provides connectivity to traffic signals, cameras, variable message signs, and vehicle loop detection equipment along the City’s various major and secondary arterial streets. The purpose of this system is to provide communication to the City’s traffic control devices to enable signal synchronization, citywide signal timing plans that can adapt to changing traffic conditions, and incident management. This fiber network is located along most arterial streets and major nodes such as the Traffic Management Center. This system is also interconnected with the traffic management systems for Los Angeles City and County, the Cities of Glendale and Pasadena, and the California Department

of Transportation. This network has been expanded by two major ITS projects in the Media District and along the Interstate 5/San Fernando corridor. Future expansions are implemented as part of larger street reconstruction projects or through grant opportunities with the Los Angeles County Metropolitan Transportation Authority (Metro) and federal sources.

9.9. SOLID WASTE FIELD SERVICES

Burbank's Streets and Waste Management Division of the Public Works Department is responsible for the collection of solid waste, organics, and recyclables and transporting them to the City's Landfill and Recycle Center. The Division is also responsible for the mandated reporting Burbank's diversion data from the City and private haulers per Agenda Bill (AB) 939, AB 341, and AB 1826, among others, as well as greenhouse gas reduction reporting per Senate Bill (SB) 1383.

Solid waste received and processed at Burbank's Landfill comes from 100 percent of the City's single-family residential, and approximately 50 percent of multi-family and 10 percent of commercial properties. Organics are transported to the Landfill and then transferred onto semi-trucks for transportation to a composting site in California's central valley. Recyclables are sorted at the Burbank Recycle Center and sold on the commodities market. The MDSP calls for densification that may increase the generation of solid waste impacting private haulers as well as City operations. Such impacts for both may cause the addition of routes (trip generation) and cart and bin inventories as well as a decrease in regional solid waste landfill capacity, including a reduction to the City Landfill's lifespan.

The northern Los Angeles County region Sunshine Canyon Landfill was expected to close in 2037; however, since January 2023, South Coast Air Quality Management District (AQMD) has received over 4,000 odor complaints from nearby residents and an elementary school. South Coast AQMD has issued more than 150 notices of violation against the landfill. With increased public and political pressure this landfill may close sooner than planned. Scholl Canyon landfill was expected to close in December of 2025, but is now expected to close in mid-to-late 2027. The delay is due to loss of revenue from lower waste tonnage as haulers seek capacity at other landfills. These landfills are the largest in close proximity to Burbank. Los Angeles County is facing a dwindling landfill capacity issue, with the second-largest active landfill, Chiquita Canyon, closed to waste disposal and the other two closing soon.

Any impact to the Solid Waste routes due to development and cart inventory may subsequently impact refuse operations. The main concentration of routes created by the MDSP will be commercial front loader which is primarily serviced by private haulers. Although there is current local capacity to meet the needs of the MDSP, Burbank's Landfill's lifespan could be reduced between 10 and 15 percent upon full realization of the MDSP. The Public Works Department conducts periodic assessment of the City's available capacity as development occurs to ensure the City is adequately serviced.

CHAPTER 10
Implementation

IN THIS CHAPTER:

10.1. Overview
10.2. Plan Administration
10.3. Lot Consolidation Incentives
10.4. Community Benefits
10.5. Transfer of Development Rights
10.6. Implementation Actions and Programs
10.7. Funding and Financing Sources and Mechanisms

10.1. OVERVIEW

This Chapter addresses the actions and information necessary to effectively implement the vision, goals, and policies established in the MDSP, including facilitating streamlined housing production and contextual, transit-oriented development through a permit process allowing by-right developments. This Chapter also includes an Implementation Plan which provides a summary of major programs, projects, responsible parties, and possible funding mechanisms that will effectively assist in the implementation of the MDSP. In this way, the community benefits accruing from changes to the Media District will be institutionalized as a part of the ongoing operation of the City.

10.2. PLAN ADMINISTRATION

MDSP OVERARCHING GOALS

The overarching goals of the MDSP align with the Burbank2035 Housing Element's goal to remove constraints and facilitate the maintenance, improvement, and development of housing, including affordable and workforce housing. The MDSP aims to create greater certainty for development and streamline the development review and permitting approval process. Projects proposed on opportunity sites in the Media District and other areas in the Media District that have been included in the City's analysis of potential net growth of new dwelling units and commercial area for inclusion in the associated EIR for the MDSP can be reviewed through a streamlined condition compliance review prior to building permit review.

All development projects shall be reviewed by the City for compliance with the standards of the MDSP. If a development project is in compliance with the MDSP and if it meets certain eligibility criteria, it shall be reviewed for approval through a ministerial review. The exact eligibility criteria will be established through a subsequent regulatory action but will generally consists of:

CRITERIA FOR MINISTERIAL REVIEW & APPROVAL

- Located on an opportunity site as identified in the MDSP.
- A housing development project containing no more than 150 units.
- A housing development project located on a property within the area of the Media District designated for a maximum density of 87 dwelling units per acre.
- A commercial project of less than 10,000 square feet in floor area intended to facilitate a commercial use that is listed as a Permitted Use in the zone which it is located.
- A hotel project of 400 or less keys that does not exceed the maximum number of keys evaluated in the associated EIR of the MDSP.

Following a conformance review by the Planning Division, by-right development projects shall proceed to the appropriate Building and Safety Division application process. All other development projects shall be considered as discretionary projects. A discretionary project must undergo the Development Review process as identified in the Zoning Regulations of the BMC.

A CUP will be required for projects that invoke a Transit Oriented Development (TOD) Density Bonus, TDR, lot consolidation incentives, or an Exceptional Project Designation. The criteria for establishing what an "Exceptional Project" is provided in 10.4. Community Benefits.

10.3. LOT CONSOLIDATION INCENTIVES

The City should pursue the development of a Lot Consolidation Program that will encourage the assemblage of existing smaller lots into larger lots by providing a selection of incentives. Owner initiated lot mergers will be ministerial upon adoption of local regulations. These incentives should be developed following analysis and outreach to property owners and stakeholders and may include:

- Increase in allowed base FAR and residential density.
- Flexible development standards, including setbacks, lot coverage, heights, parking, and landscaped open space.
- Streamlined permit processing through administrative staff review.

10.4. COMMUNITY BENEFITS

The City will be adopting a Community Benefits Program via an ordinance concurrently to updates to the City's existing density bonus and inclusionary housing ordinances. The purpose of the community benefits program is to incentivize housing production in exchange for providing community benefits for the Burbank community. One area of focus of the program is to facilitate housing including affordable and workforce housing in the three Specific Plan areas (i.e., Downtown TOD, GSSP and MDSP). Within the context of the MDSP "Community Benefits" may include dedication to public open space, public parking...

10.5. TRANSFER OF DEVELOPMENT RIGHTS

The 1991 MDSP allowed the transfer of development rights (TDR) through the discretionary CUP process. The idea of TDR was supported in the public workshops during the development of this MDSP and will continue to be an option available for land owners and developers moving forward. The City will continue to make this option available by retaining the enabling language in the BMC and encourage its use by developing a more robust TDR program with a subject to the following general guidelines:

- Landowners may sell development rights to a developer or other interested parties who can then use them to increase the density and intensity of development at other designated locations.
- Landowners adjacent to R-1 zoned properties may only sell their development rights, and may not receive them.
- Other TDR sites will be established per 10.5.1. TDR Sites.
- Landowners of vacant parcels that sell all development rights shall be required to transfer the undevelopable parcel to the City of Burbank
- TDR findings: During the TDR application process, the City will seek to determine whether the development will promote the goals of the MDSP, and will be at a scale which is consistent with

the land use/urban design goals of the plan and compatible with surrounding land uses.

- The City must ensure that the project proposed at the receiving site is appropriate, but also that the transfer is not detrimental to the sending site before approving a TDR.
- Any development opportunity transferred will be deducted from the donor parcel's development opportunity, which will be officially recorded with the deed to the property and noted on appropriate City and County records.

10.5.1. TDR SITES

Parcels within the Media District will be identified as suitable sending, receiving, or sending/receiving sites to minimize impacts on the adjacent residential neighborhoods referencing underlying land use and zoning designations, allowable uses, potential for development, and surrounding uses. A property owner may transfer development rights from one identified parcel (sending site) under its ownership to any other identified parcel (receiving site) in the Media District with the City's approval through the CUP process.

- **Sending site:** A site that has been designated as one from which it is appropriate to transfer development rights. Any development opportunity transferred will be deducted from the sending parcel's development opportunity; this reduction will be officially recorded with the deed to the property and noted on appropriate City and County records.
- **Receiving site:** A site that has been designated as one on which the transferred development rights are applied, allowing it to be development beyond its base density and intensity.
- **Sending/receiving site:** A site that has been identified as having the potential to send or receive development rights to and from other identified sites within the Media District.

10.5.2. TDR FEES

Upon approval of a TDR by the City, a TDR mitigation fee will be charged on a per-square-foot basis (as established by a fee resolution) to cover any necessary additional mitigation needed as a result of increased development density and/or intensity on the receiving site. The City, as part of the CUP process, will determine how the fee should be applied and may include infrastructure or amenities improvements, such as public art, streetscape treatments, landscaping, or other public improvements which are not funded by impact fees. This fee shall not be deducted from the fees and improvements that would otherwise be required of the project without a TDR. The value of the fee shall be updated periodically, along with the impact fees, by a City Council fee resolution.

10.6. IMPLEMENTATION ACTIONS AND PROGRAMS

Table 10-1: Implementation Plan identifies the actions proposed to be taken to achieve the program or project, the length of time to complete the actions, the responsible department, and potential funding sources associated with the program. A more detailed description of the potential funding sources is provided in Section 10.7. Funding and Financing Sources and Mechanisms. The actions, timing, responsibility, and funding sources are identified for evaluation and comparative purposes. Some projects, such as bikeways, are anticipated to occur in stages.

City departments use specific plans to review projects, seek funding, and understand plan area vision, goals, and policies to guide improvements and programming. Implementing specific plans requires collaboration across City departments and coordination with other City plans,

programs, and regulations. The following implementation actions are intended to guide the City in implementing the MDSP over time with generalized timeframes as follows:

- **Ongoing**: Periodic or on a continuing basis
- **Immediate:** Upon adoption of the Specific Plan
- **Short-Term:** 1-3 years
- **Medium-Term:** 4-6 years
- **Long-Term:** 6 or more years

As changes in City priorities, economic conditions, and market trends occur over time, the City may need to revisit and reprioritize the plan actions. The following sections outline implementation actions, including description, timeframe, and responsible parties. The information included for each action will help guide the City to take the next steps, including added planning, coordination, community input, and public processes.

TABLE 10-1: Implementation Plan

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
PLAN ADMINISTRATION			
Development of Review and Monitoring Program: Ensure MDSP regulations and guidelines are carried out pursuant to City procedures. Monitor and track the quantity of new development in the Media Disitrict to verify that target densities specified in the MDSP are maintained and deviations are evaluated and approved.	Community Development	Ongoing	General Fund, Applicant Fees
Ongoing implementation of the MDSP including amendment to the General Plan and the BMC to incorporate by reference the new zoning, development standards, and streetscape design of the MDSP.	Community Development Department: Planning Division / City Attorney	Short	SCAG and General Fund
REGULATORY ACTIONS			
Update City Objective Design Standards via ordinance or resolution to include the MDSP.	Community Development: Planning Division	Short	General Fund
Update the Development Impact Fee program to reflect changes made by this MDSP.	Community Development: Planning Division	Short	Applicant Fees
Develop a Media District Community Benefits Program (CBP) as a voluntary program that provides additional residential development intensity in exchange for community benefits. This program will also define "Exceptional Project."	Community Development: Planning Division	Short	General Fund

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
Transfer of Development Rights (TDR) Program: Clarify the process for the current TDR program. TDR is a voluntary program currently allowed in the MDSP although lacking the necessary details for clear understanding by the public and implementation by City staff. Additionally, City staff should consider an assessment of a citywide or Specific Plan TDR program as opposed to limiting the program to the Media District.	Community Development: Planning Division	Medium	General Fund
Create a Lot Consolidation Program or ordinance that will encourage the assemblage of smaller existing lots into larger lots by providing a selection of incentives and a ministerial process for owner initiated lot mergers. These incentives should be developed following analysis and outreach to property owners and other stakeholders.	Community Development: Planning Division	Medium	General Fund
Complete updates to the Inclusionary Housing and Density Bonus Ordinances	Community Development: Planning Division	Short	General Fund
Update the Development Review regulations to reflect the intent for streamlined housing development as noted in this Specific Plan	Community Development: Planning Division	Short	General Fund
INFRASTRUCTURE PROGRAMS			
Ensure that any new development in the Media District has adequate water, sewer, and drainage, in accordance with Burbank Water and Power and the City's Public Works Department by developing clear thresholds for major infrastructure improvements and updating applicable development impact fees and any other associated fees to ensure they are roughly proportional to the development being proposed	Community Development/ BWP, Public Works	Short, Ongoing	Applicant Fees, General Fund
Incorporate sustainable stormwater management features in new development and public improvements, including bio- swales, permeable pavers, rainwater collection systems, and other features to manage stormwater runoff.	Community Development/ Public Works	Ongoing	Applicant Fees, General Fund
Ensure that new development utilizes recycled water for landscaping.	Community Development/ BWP, Public Works	Ongoing	Applicant Fees, General Fund
Require new development to coordinate with the appropriate agency to provide electric and gas service to the proposed site consistent with local regulations and plants.	Community Development/ BWP, SoCalGas, Public Works	Ongoing	Applicant Fees, General Fund

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
SUSTAINABILITY PROGRAMS			
The Green Streets Policy shall apply to new streets and road construction of 10,000 square feet or more of impervious surface area, and street and road redevelopment that results in the creation, addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site.	Community Development/ Public Works	Ongoing	General Fund / Grant Programs
TRANSPORTATION DEMAND MANAGEMENT PROGRAMS			
Transportation Demand Management (TDM): Adopt an ordinance in the BMC to transition existing Transportation Demand Management programs, including all duties, programs, and funding currently overseen by Burbank Transportation Management Organization (BTMO) to a new City entity that can set fees and requirement. The BTMO shall continue to participate as an advisory body to TDM programs.	Community Development: Transportation	Medium	General Fund / Grant Programs
Transportation Management Organization (TMO): The City should consider transforming the existing private sector, non-profit TMO into an in-house, Citywide TMO where the city could manage it, set its fees and requirements, and compel employers to participate.	Community Development: Transportation	Short	General Fund / Grant Programs
ECONOMIC DEVELOPMENT PROGRAMS			
The Monument and Wayfinding Signage Program: Design and install monument signage for dedicated entry points located on public and private property within the Media District. Create wayfinding signage that visually provides navigation for motorists and pedestrians, enhancing tourism, and promoting Burbank as a destination. Both tourists and locals will feel a pride of place as this effort highlights city landmarks and adds culture and beauty to its designated locations.	Community Development: Economic Development/ Burbank Hospitality Association	Short	General Fund / Grant Programs

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
NEIGHBORHOOD COMPATABILITY AND QUALITY OF LIFE PROGRAMS			
The Neighborhood Protection Plans (NPP) established in Burbank are intended to protect local residential streets from non-residential traffic through certain measures. The NPPs associated with the 1991 MDSP are the Rancho, Alameda North, Toluca Lake, and Magnolia Park NPPs. These NPPs have gone through updates since their establishment, and should be evaluated on a regular basis for further updates based on the additional allowable growth set in this MDSP. Some of the measures used in the NPPs are: » Permit Parking Programs » Speed Humps » Temporary Closures » Landscaped Medians » Decorative Crosswalks » Two-Way and All-Way Stops		Ongoing	General Fund / Grant Program
Streetscape Plans. In coordination with planning for future mobility improvements in the street ROW, create streetscape plans and implement improvements such as street trees, parkways, bus shelters, street lights, and street furniture. As a first step, create a district-wide lighting and furniture plan.	Community Development/ Public Works	Medium- to Long-Term	General Fund/Grant Programs/ Special Assessment Districts
PARKING MANAGEMENT PROGRAMS			
Unbundled Parking: Update the Unbundled Parking ordinance (BMC 10-1-624) to include any residential rental property with 10 or more units.	Community Development: Transportation	Short	General Fund
Permit Parking: Conduct analysis of supply and demand for on-street parking on local streets withing the Media District.	Community Development: Transportation	Short	General Fund / Grant Programs / Special Assessment District
Priced Parking: Conduct a utilization assessment to determine where parking demand exceeds supplyin the Media District. The City will further analyze use and turnover of street parking and add/adjust time limits and pricing to reach the agreed upon utilization rate of 85 percent for each block during defined periods, such as 8 a.m. to 6 p.m. Monday to Saturday.	Community Development: Transportation	Short	General Fund / Grant Programs / Special Assessment District

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
Parking Study: Conduct parking study of the Media District to develop a parking management program that crafts and introduces further tailored policies and strategies for on- and off-street parking, including Regulation of Street Parking and Public Parking Lots with Pricing, Increase Parking Availability, Leverages Underused Private Parking, Reinvestment of Parking Revenue, and Protection of Residential Parking Areas. This parking study should also evaluate off-street parking inventory, availability, and demand to produce recommendations, policies, and strategies for the City to develop a shared-parking program.	Community Development: Transportation	Short	General Fund / Grant Programs / Special Assessment District
Establish a paid parking program in the Media District based on findings from the parking study.	Community Development: Transportation	Medium	General Fund / Grant Programs / Special Assessment District
Curb Space Management: The City should consider a pilot project within a high-impact area of the Media District to analyze curb space demand and use through data collection and stakeholder outreach and implement actions such as changes in curb space designations, pricing, technology, and enforcement to improve efficiency and better meet the needs of stakeholders.	Community Development: Transportation	Medium	General Fund / Grant Programs
Shared Parking: The City should consider updating its shared parking ordinance to provide additional clarity and objectivity in requirements and review, and to bring it into compliance with new State laws.	Community Development: Transportation	Short	General Fund / Grant Programs
TRANSIT PROGRAMS			
Transit Stop Amenities: Careful consideration should be given to bus stop placement, type, spacing, accessibility, and public information as well as the loading area necessary for different types of buses that may serve the stop, so that bus stops effectively meet mobility needs. Design considerations of bus stop shelters, seating, and lighting help make them pleasant places for the public to use. BRT facilities provide the opportunity to incorporate specific, targeted design elements that support high ridership volume while maintaining effective use of the sidewalk for other users.	Community Development/ Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
Circulator: Analyze the implementation of a local circulator service that travels along a set loop route or on demand transit service-basis that could offer a more convenient and flexible way for residents and visitors to travel between the Media District and other key locations in the Media District by realigning existing BurbankBus services or leverage TDM resources to introduce a similar service	Community Development: Transportation	Long	General Fund / Grant Programs / Special Assessment District
MOBILITY INFRASTRUCTURE IMPROVEMENT PROJECTS			
Analyze intersection improvement opportunities throughout the Media District for upgrading crosswalks using high visibility striping, installing curb extensions/ bulb-outs that reduce crossing distances and make pedestrians more visible to motorists by leveraging the City's Complete Streets Objective Development Standards, Complete Our Streets Plan, Safer Streets Burbank Plan, NPPs, and future City Mobility Planning efforts.	Community Development: Transportation, Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District
Implement MDSP mobility cross-sections and mobility improvements as part of capital projects, development projects, or Complete Streets projects to ensure improvements are aligned with plan's mobility goals and policies.	Community Development: Transportation / Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District
Curb Ramps: Assess the District's inventory of curb ramps and ensure they are updatedto current ADA standards as part of the City's routine sidewalk and pavement improvement programs.	Community Development: Transportation, Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District
Lighting: Consider installing pedestrian-oriented lighting along blocks with high pedestrian activity and at transit stops as part of new development, streetscape improvements, and other capital projects.	Community Development: Transportation, Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District
Bridges: Coordinate with State agencies to discuss joint efforts to implementi additional safety measures on bridges crossing 134 Freeway to ensure these bridges are more pedestrian-friendly.	Community Development: Transportation, Public Works	Ongoing	General Fund / Grant Programs / Special Assessment District

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
Bicycle Infrastructure Phase 1: Install an in-street Class IV bicycle facility on Riverside Avenue from Alameda Avenue to Bob Hope Drive.	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on Riverside Avenue from Alameda Avenue to Bob Hope Drive	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 1: Install an in-street Class IV bicycle facility on Pass Avenue from Olive Avenue to 134 Freeway	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on Pass Avenue from Olive Avenue to 134 Freeway	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 1: Install an in-street Class IV bicycle facility on Pass Avenue from Heffron Drive to Toluca Park Drive	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on Pass Avenue from Heffron Drive to Toluca Park Drive	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 1: Install an in-street Class IV bicycle facility on Pass Avenue from Toluca Park Drive to Verdugo Avenue	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District

Table 10-1 continued on the next page.

TABLE 10-1: Implementation Plan (Continued)

ACTION	RESPONSIBILITY	TIMEFRAME	FUNDING SOURCE
Phase 2: Install a Class IV protected and raised bicycle facility on Pass Avenue from Toluca Park Drive to Verdugo Avenue	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on Verdugo Avenue from Pass Avenue to North Hollywood Way	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 1: Install an in-street Class IV bicycle facility on California Street from Riverside Drive to Olive Avenue	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on California Street from Riverside Drive to Olive Avenue	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District
Phase 1: Install an in-street Class IV bicycle facility on Olive Avenue from the Los Angeles River to North Hollywood Way	Community Development: Transportation, Public Works	Medium	General Fund / Grant Programs / Special Assessment District
Phase 2: Install a Class IV protected and raised bicycle facility on Olive Avenue from the Los Angeles River to North Hollywood Way	Community Development: Transportation, Public Works	Long	General Fund / Grant Programs / Special Assessment District

10.7. FUNDING AND FINANCING SOURCES AND MECHANISMS

This Section identifies potential funding mechanisms and financing strategies to be considered for implementation of the MDSP. It should be noted that this list of funding opportunities should not be considered exhaustive and may be subject to change over time.

10.7.1. GRANT PROGRAMS

Local, regional, state, and federal grant funding sources can be utilized to support improvements in the Media District. Grants that could potentially be applicable include the following:

- **State of California Infill Infrastructure Grant Program** provides funding of public infrastructure (water, sewer, traffic, parks, site clean-up, etc.) that supports higher-density affordable and mixed-income housing in infill locations. Eligible activities include parks and open space, utility service improvements, streets, parking structures, transit linkages, traffic mitigation features, and sidewalk and streetscape improvements.
- **Metro Affordable Transit Connected Housing (MATCH) Program** provides loans for development projects within 1/2 mile of high frequency transit nodes. Eligible activities include new construction, substantial rehabilitation, land purchase, and acquisition of existing housing. Varying loans are available:
  - Pre-development loans for affordable housing projects providing 100 percent of units at or below 60 percent of the Area Median Income (AMI) with a minimum 49-unit project size.
  - Loans for 20 or more unit apartments with market rents affordable to low-income households with capacity to be redeveloped with at least double the existing units.
- **Low-income Housing Tax Credit (LIHTC)** provides tax credits to enable developers of low-income rental housing to raise project equity through the sale of tax benefits to investors. Both 4 percent and 9 percent credits are available, where 4 percent credits are often coupled with tax-exempt bonds. Eligible activities include new construction, acquisition, and rehabilitation.
- **CalHFA Residential Development Loan Program** provides loans to cities for affordable infill, owner occupied housing developments. Eligible activities include site acquisitions and pre-development costs.
- **Workforce Housing Program.** In the Workforce Housing Program government bonds are issued to cities to acquire market- rate apartments and conversion to affordable for moderate/middle income households, generally households earning 80 percent to 120 percent of AMI.
- **Golden State Acquisition Fund (GSAF)** provides short term loans up to 5 years for acquisition or preservation of affordable housing. Eligible activities include preservation and site acquisition.
- **Affordable Housing and Sustainable Communities (AHSC) Program** provides grants and loans to projects that achieve greenhouse gas reductions and benefit Disadvantaged Communities through increasing accessibility of affordable housing, employment centers, and key destinations. Eligible activities include new construction, acquisition, rehabilitation, preservation of affordable housing, and conversion of non-residential to rental.
- **CalHome** provides grants to cities and non-profit developers to assist individual homeowners with home-buyer assistance and rehabilitation and ADU/JADU assistance (construction, repair,

reconstruction, or rehabilitation). The program includes loans to developers for homeownership projects. Eligible developer assistance activities include site acquisition and development.

- **Local Housing Trust Fund (LHTF) Program** provides matching grants (dollar for dollar) to local housing trust funds that are funded on an ongoing basis from both private and public contributions or public sources.
- **Multifamily Housing Program (MHP)** provides deferred payment loans with 55-year term for cities, for-profit and nonprofit corporations, limited equity housing cooperatives and individuals, and limited partnerships. Three percent simple interest on unpaid principal balance is included. Eligible activities include new construction, rehabilitation, and acquisition of permanent or transitional rental housing.
- **National Housing Trust Fund Program** provides deferred payment and forgivable loans for non-profit and for-profit developers and local public entities to support development of new constructions housing for extremely low-income households.
- **Predevelopment Loan Program** provides predevelopment short term loans to cities and non-profit developers to finance the start of lower income housing projects.
- **Supportive Housing Multi-Family Housing Program (SHMHP)** deferred payment loans to local governments, non-profit and for-profit developers for new construction, rehabilitation and preservation of permanent affordable rental housing that contains a minimum 35% supportive housing units.
- **Transit-Oriented Development (TOD) Housing Program** provides Low-interest loans to developers as gap financing for rental housing developments near transit that include affordable units. Grants are also available to cities for infrastructure improvements necessary for the development of specified housing developments. Eligible activities include rental housing development and infrastructure necessary to support specified housing development, or to facilitate connection between development and transit stations.
- **Veterans Housing and Homeless Prevention Program (VHHP)** loans for development of multi-family rental housing with minimum 55 years affordability restrictions. Projects must include permanent supportive housing units and affordable units for Veterans and their families.
- **Caltrans Active Transportation Program (ATP)** is designed to encourage increased use of active modes of transportation, including walking and biking, as well as the safety and mobility of non-motorized users. Eligible projects along the corridors could include developing new bike and walkways, implementing “safe routes to school”, as well as adding new landscaping, traffic control devices, and enhanced street lighting.
- **Transformative Climate Communities (TCC) Program** is a competitive grant that funds community-led development and infrastructure projects that achieve environmental, health, and economic benefits in the state’s disadvantaged communities.

10.7.2. DEVELOPMENT IMPACT FEES

Development impact fees are another potential funding source that could pay for improvements for the Media District. These fees, paid by new residential and commercial development projects, must only be used to pay for improvements that can be demonstrated to serve the new residents and businesses connected to that project. A nexus study, which calculates the new increment of development, estimates the portion of an improvement project attributable to that increment of growth, and allocates the fee among the new development projects by land use, is required

by State law. The City's latest Development Impact Fee program was unanimously adopted by City Council on June 21, 2022. Future updates to the Development Impact Fee program will be informed by the changes brought forward by this and other Specific Plan(s), including associated environmental assessments.

10.7.3. SPECIAL ASSESSMENT DISTRICTS

An Assessment District (also called a Special Assessment District, a Local Improvement District, or a Benefit Assessment District), is an additional assessment charged to a property within a district. The additional assessment can be constant or can vary over time. In order for Assessment District bonds to be issued, a majority of owners within the district must agree to a self-assessment. Property owners may be willing to do this since the resulting upgrades (e.g., improved infrastructure) can increase property values and spur additional development. Assessment Districts can only finance certain types of "special benefits," which are laid out in the enabling legislation. These improvements can include streets, sidewalks, curbs and gutters, water, sewer, gas, electric, lighting, drainage or flood control facilities. An overview of special assessment districts that may be considered for the Media District are provided below.

- **Infrastructure Financing Districts (IFD) and Enhanced Infrastructure Financing Districts (EIFD)** are other infrastructure related options. IFDs and EIFDs are tax-increment style vehicles where the growth (increment) in property tax and sometimes other revenue streams in a defined area is captured and directed to repay bonds or fund improvements. EIFDs (created by SB 628) are the more flexible, frequently used version today. Used by cities/counties to finance regional public works, housing, transit, etc. An EIFD allows local agencies to generate revenue through tax-increment financing (TIF). EIFDs fund community-wide improvements, including infrastructure, public facilities, affordable housing, and more. Governed by a Public Finance Authority (PFA), EIFDs require an Infrastructure Financing Plan to identify funded facilities. They can issue TIF-based bonds with 45-year time horizons and can be layered with CFDs so operating and capital costs can be covered.
- **Community Facilities Districts (CFDs) / Mello-Roos** is another common assessment district. CFDs impose special taxes on properties within a district to pay for infrastructure (streets, sewers, parks) and often involve long-term payment streams pledged to bonds. Though not a "revenue rebate" to a developer, they are a place-based revenue stream that cities use to fund infrastructure tied to new development. Mello-Roos financing is a discretionary financing mechanism that applies to real property owners within a community facilities district (CFD). A special tax, separate from property taxes, is imposed on real property that benefits from the improvements. The amount is determined by property owners and is usually less than one percent of the home value at the time the home value was assessed for CFD funding. The district then seeks public financing through the sale of tax-exempt bonds that are serviced using the special taxes paid by homeowners over the bond's term (typically 20 to 30 years). A project developer or property owner can access capital to build infrastructure and public improvements at below- market rates
- **Business Improvement District (BID)** is a common type of Special Assessment District that assesses business and/or property owners to fund maintenance, marketing, and other public services or improvements. If such a district were to be formed in the Media District, funding could be used to improve the streetscape and pedestrian experience. By law, assessments in these districts are not taxes for the general benefit of the City, but rather an assessment for

improvements, services, and programs that will directly benefit the assessed facilities within the district. A district can be established, and an advisory board appointed, as long as it is not protested by a majority of property owners. A BID is formed through assessments of businesses and a PBID is formed through assessments of properties within a district. Both are public/ private partnerships created to support the revitalization of commercial neighborhoods. Establishing a BID/PBID is voluntary and subject to a majority vote of the area businesses or property owners. BIDs are limited in their ability to leverage funding and typically provide a narrow scope of services to fund improvements and services in the district.

- **Parking Benefit District (PBD)** is a geographic area where revenue generated from on- and off-street parking facilities within the district is returned to a district organization to finance local improvements. Implementation of a PBD is therefore dependent on a city pricing its parking assets, for example with metered parking. Returning revenue generated from parking pricing to the same area improves community support by creating a tangible connection between parking payments and public improvements.
- **Parking Management District (PMD)** is a geographic area where revenue generated from on- and off-street parking facilities within the district is returned to a district organization to finance local improvements. Implementation of a PMD is therefore dependent on a city pricing its parking assets, for example with metered parking. Returning revenue generated from parking pricing to the same area improves community support by creating a tangible connection between parking payments and public improvements.
- **Utility Users Tax (UUT)** is a voter-approved general or special tax on utility bills (electricity, gas, water, telecommunications, video, etc.). Utility bonds are a type of municipal bond issued by public power authorities to finance new energy infrastructure. Some utility bonds can also be a type of surety bond, where a business posts a bond to guarantee payment to a utility company. A future financing/economic development program of the MDSP will include the study of the use of possible UUT revenues into an EIFD/IFD or a CFD to help secure bonds for public improvements. A UUT may be explicitly used for capital projects such as public safety and technology infrastructure, or it may be used to stabilize general funds, freeing up other revenues for capital improvements. The City will also study directing possible UTT revenues directly to UUT bonds and subsequent repayment to fund public safety and infrastructure projects.
- **Community Revitalization and Investment Authorities (CRIA)** are another tax-increment tool (statutory alternative to redevelopment) that allow diversion of tax increment to public improvements in blighted or targeted areas. They function similarly to EIFDs/IFDs but with different statutory rules.
- **Enterprise Revenue Bonds** (sometimes called “utility revenue bonds”) can be used to finance water, sewer, power, and broadband infrastructure. Unlike general obligation bonds, these are backed by revenues from the utility system (rates, fees, or utility users taxes in some cases).

10.7.4. REVENUE SHARING AGREEMENTS

Local governments may establish a variety of revenue sharing agreements, which allow businesses to receive a portion of the local sales tax they general in exchange for bringing jobs, investment, or economic activity to the communities. Examples of such programs include:

- **Sales-tax (Bradley-Burns) revenue-sharing / sales-tax rebate or location-based tax sharing.** Cities sometimes offer a portion of local sales tax receipts to a retailer or another local

government (rebates, relocation incentives, or "sales tax sharing" agreements) to attract or retain big sales generators. These are typically direct contracts between a city and a business or between two local agencies.

» **Other revenue sharing / development agreements (hotel TOT sharing, property tax agreements, PILOTs, concession revenue sharing, public-land lease revenue-sharing).** Cities sometimes split or pledge portions of transient occupancy tax (hotel tax), parking/concession revenues, or lease rents with developers/operators under negotiated development agreements or ground-lease deals to fund adjacent public infrastructure or operations. Specific forms and reporting vary by jurisdiction. (Cities post agreements or disclosures on their finance/economic development pages.)

ATTACHMENT 1 - 170

Last Updated Nov. 4, 2025

CHAPTER 11
Definitions

IN THIS CHAPTER:

11.1. Overview
11.1. Definitions

11.1. OVERVIEW

The following terms are used throughout the MDSP. As used in the MDSP and consistent with the Burbank Municipal Code (BMC), the following definitions and those established in BMC 10-1-203 apply. Whenever this Chapter conflicts with the provisions of the BMC, this Chapter shall prevail, unless otherwise expressly stated in this Chapter or as preempted by state or federal law. When a condition occurs for which no definition is provided for a term used in the MDSP, the Director shall determine and apply the most appropriate definition from the BMC.

11.1. DEFINITIONS

ADULT DAY CARE FACILITY: An establishment that provides onsite medical and nonmedical care services for adults with disabilities and elderly individuals on a less than 24-hour basis.

AMUSEMENT ENTERPRISE: A indoor or outdoor commercial establishment that is maintained or operated for public amusement, entertainment, and recreation services. Examples of amusement enterprises may include, but are not limited to, air hockey, axe throwing, children's play area, darts, driving range, escape room, go-cart racing, karaoke, laser tag, miniature golf, rock climbing, and shuffleboard. The uses listed in BMC Section 10-1-502, such as arcade, archery range, bowling alley, billiard parlor, batting cages, driving range, golf course-miniature, and shooting gallery/range may qualify as amusement enterprises when proposed as part of larger operation, but not when proposed as a standalone use.

BARBER SHOP / BEAUTY SALON / AESTHETIC SERVICES: An establishment providing non-medical aesthetic services to individuals as a primary use. Examples of these uses include the following: barber shops; beauty shops; eyelash/brows services; microblading; day/health spa (not including massage); hair salons; nail salons; and tanning salons. This includes membership club providing facilities devoted especially to health, beauty, and relaxation that deals with the cosmetic, therapeutic, and/or holistic treatments, where people visit for professionally administered personal care treatments. A medical spa or a business providing aesthetic enhancing services that must be administered by a medical professional shall not be included in this definition and shall be classified as a Medical Office land use. A medical professional for the purposes of this definition means someone with a state-issued medical license and/or certification. This use does not include massage parlors.

BLANK WALL: A blank wall shall mean a portion of a building facade without a window, door, or other facade opening. A blank wall is measured in length horizontally along the facade at each story of the building.

BUILDING SEPARATION: Building separation means the straight horizontal line between two buildings measured between the nearest point on each exterior wall.

CATERING SERVICES: A commercial cooking facility operated by a single business used primarily for the preparation and delivery of food and beverages for offsite consumption. Service includes pickup and delivery of the prepared food and beverages via commercial vehicles of the catering business.

CHURCH / PLACE OF WORSHIP: A permanent, fully enclosed building designed and used for religious worship, and associated uses related to the mission or operation of the place of worship.

CLINIC – COMMUNITY: A clinic licensed pursuant to Section 1204 of the California Health and Safety Code that provides reproductive health services as defined in subdivision (f) of Section 423.1 of the Penal Code.

CLINIC – MEDICAL / DENTAL: A facility operated by one or more physicians, dentists, chiropractors or other licensed practitioners, solely on an outpatient basis, including minor surgical procedures that may include aesthetic enhancements.

COMMERCIAL KITCHEN / GHOST KITCHEN: A commercial cooking facility operated by two or more businesses used primarily for the preparation of food and delivery for offsite consumption. Food may be delivered by commercial vehicles such as food trucks, noncommercial private passenger vehicles or ordered for pickup. There is no seating or food consumption on-site. Ghost Kitchens provide services for individual orders, while Commercial Kitchen are tailored for larger groups and events. Any loading and unloading of commercial vehicles related to the Commercial Kitchen / Ghost Kitchen operations occurs entirely onsite.

DENSITY, RESIDENTIAL: Residential density shall be measured in dwelling units per acre (where one acre is equal to 43,560 square feet), which equates to the maximum number of dwelling units that may be developed on one acre of land.

FACADE BREAK: A facade break is a projection or recess in the entirety of the facade for all upper-level floors not inclusive of the ground floor, where the depth of the facade break shall be measured perpendicular to the facade and the length of the facade break is measured parallel to the facade.

FACADE LENGTH: Façade length means the horizontal distance across a continuous building facade, including covered but open areas along the building.

FACADE MODULATION: Façade modulation means the variation of a building facade by projecting and/or recessing the facade. Facade modulation shall be measured as the percentage of facade area that is projected or recessed relative to the total area of that facade.

FLOOR AREA, NON-RESIDENTIAL: Non-Residential Floor Area means the total horizontal usable floor area of all the floors beneath the roof above it. The following areas shall be exempted from usable floor area:

- Uncovered areas within the building footprint (such as courtyards open to the sky) or detached uncovered areas
- Covered patio/canopy areas used exclusively for parking, circulation and/or shade cover for common open spaces
- Overhangs or eaves and other architectural features
- Detached trash enclosure or ancillary equipment enclosure areas, whether covered or uncovered
- Temporary structures, storage pods, or trailers used for ancillary storage only
- Unmanned mechanical equipment rooms and duct shafts that serve the building as a whole
- The depth of exterior walls and permanent interior walls and columns of building or structure
- Open and additional floor areas above the lowest level of a stairwell
- Areas above the lowest floor level of an elevator shaft
- Covered or uncovered areas for vehicle parking for the principal use on the lot, inclusive of required parking dimensions, backup areas, and aisle widths. Such areas are exempt whether they are provided in a separate structure on the same lot or within the building
- In buildings that include residential uses as part of mixed-use development, all areas associated with the residential use exclusively

FLOOR AREA, NON-RESIDENTIAL (GROSS): Gross Non-Residential Floor Area means the total horizontal floor area between the floor and roof above it, as measured from the exterior walls to the exterior walls. The total gross floor area of all enclosed non-residential structures on the property, including but not limited to the main structure(s), accessory structure(s), enclosed patio, and sheds is included in the gross non-residential floor area.

GROUND FLOOR FRONTAGE: Ground floor frontage means the portions of a street-facing ground floor

within 35 feet of the street lot line or sidewalk if there is no lot line.

HEIGHT: Height means Building Height, or the vertical distance measured from the grade to the highest elevation of the building or structure.

INTENSITY, NON-RESIDENTIAL: Non-residential intensity is measured by Floor Area Ratio (FAR), which means the ratio of the total non-residential floor area of the buildings on a lot to the total area of the lot, where the area of the lot shall exclude any land previously dedicated for a public street easement or right-of-way, or alley easement or right-of-way. Non-residential floor area shall be used to determine non-residential FAR and required parking. Gross non-residential floor area shall not be used to calculate non-residential FAR and required parking.

LABORATORY: An establishment that provides analytical or testing services in support of a non-medical primary use in an office setting This use includes any laboratory use called out in BMC Section 10-1-502 under "Professional Offices and Services" subheader. Testing and/or experiments with animals are prohibited.

LABORATORY (MEDICAL): An establishment that provides services in support of a medical / dental office or clinic. Services can include any analytical, photographic, or testing for the support of a primary medical use. Testing and/or experiments with animals are prohibited.

MEDIA SUPPORT FACILITY (INDOOR): A media service facility that provides both administrative and technical media-related production support, including administrative and production offices, small-scale broadcasting and recording suited to an office environment, post-production facilities (editing and sound recording studios, foley stages, or similar), special effects and optical effects units, media duplication and storage, media equipment/sets storage and other similar media-related services. No outdoor sets allowed. Media Support Facility can be ancillary with a primary media production use such as a motion picture studio.

Media Support Facilities shall include, but are not limited to the following:

- Editing and Duplication – Film or Sound: A media post-production service providing film and/or sound editing and/or duplication.
- Film Storage / Vault – Audio or Video: a media use that specializes in providing film storage and vault services.
- Foley Stage / Sound Effects Studio: A technical media-related production support service, where sounds are re-created for the purpose of adding it the media effect in films, videos, and other media content.
- Sound Mixing (Film/TV): A media post-production service providing sound mixing for film and TV related content. This service is provided indoors.
- Studio – Art and Graphic Arts: A media use that provides primarily the creation of art and graphic arts media content, including any post-editing of the created art. This service is provided in-door.
- Studio – Broadcasting or Recording: A media use that provides primarily the live recording of video and/or sound content. A broadcasting studio may have a live audience component as needed to produce media content. A recording studio includes music recording studios.

MOTION PICTURE STUDIO: A media production studio where video/film or similar types of media are primarily created onsite. This use includes digital media studios. The media use primarily occurs indoors and may occur outdoors, where permitted, with ancillary studio tours and employee/visitor rideshare services allowed.

OFFICE – MEDICAL/DENTAL: A facility primarily engaged in furnishing outpatient medical and other personal health services. Such facilities include medical, dental, and psychiatric offices (counseling services by other than medical doctors or psychiatrists are included under "Offices"); non-surgical, out-patient care

facilities; consultation for medical procedures; aesthetic services that must be administered or supervised by a medical professional; chiropractic offices; alternative health care services (e.g., acupuncture, etc.); and allied health services. Associations or groups primarily engaged in providing medical or other health services to members are included.

OPEN SPACE, RESIDENTIAL: Residential open space consists of both private and common residential open space and shall be calculated separately. Required residential open space shall not count towards publicly accessible open space, and vice versa. Areas designated for parking, loading, storage, or refuse shall not count towards any minimum open space requirements.

OPEN SPACE, COMMON RESIDENTIAL: Common residential open space means an indoor or outdoor open space that provides shared amenities for residents in a development project, and which may include, but is not limited to, decks, terraces, patios, gyms, recreational rooms, sports courts, game areas, playgrounds, shared kitchens, shared living rooms, business centers, libraries, and other similar common open spaces. These areas are not accessible to the general public.

OPEN SPACE, PRIVATE RESIDENTIAL: Private residential open space means outdoor open space that is for the exclusive use of an individual dwelling unit, and which may include, but is not limited to, balconies, decks, terraces, patios, and other similar open spaces, and may be within a required setback or on a rooftop area.

OPEN SPACE, PUBLICLY ACCESSIBLE: Publicly accessible open space means portions of outdoor open space that are usable and accessible to the general public, and which may include, but are not limited to, parks, plazas, courtyards, paseos, or similar outdoor open spaces that allow for public leisure, recreation, and/or gathering.

PARCEL DELIVERY: Establishment primarily providing delivery services of packages consisting of physical item(s) or product(s) from an individual sender to a recipient transaction. This use does not include distribution/fulfillment centers. Such establishments are open to the general public, and may offer incidental services such as technical support, packaging services, communications technology, billing, and printing services.

PHARMACY: An establishment where prescription drugs are prepared and dispensed. Pharmacies can be a standalone retail use or an incidental use to a retail drug store.

PLACE OF PUBLIC ASSEMBLY: A building or a portion of a building open to the public with a minimum capacity of fifty or more persons, used primarily for gathering purposes or regularly scheduled programs or events. Places of public assembly may include, but are not limited to, special events centers and associated support facilities, religious institutions, lecture halls, media uses involving live audiences, banquet halls, nightclubs, conference halls and rooms, exhibition halls, sports arenas, concert halls, theaters, and outdoor amphitheaters.

TRANSIT FACILITY: A facility that operates to provide public or private transit services to passengers and may include transit offices and on-site retail amenities for the passengers. This transit facility includes support services such as on-site minor bus repairs and storage.

RECYCLING CENTER – DROP OFF: A structure or enclosed area used for the collection and temporary storage of recyclable materials prior to delivery to a permanent processing or disposal site. No processing or sorting of recyclable materials occurs onsite. Drop-off recycling centers shall be incidental to principally permitted uses such as supermarkets or hardware stores.

RESEARCH AND DEVELOPMENT: Facilities that are used for research and development as standalone operations or in support of larger institutions. This use can include the design, development, assembling, prototyping and testing of, but not limited to, biological, chemical, electrical, magnetic, mechanical, and/or optical components or processes in advance of product manufacturing. This use may include fabrication

and manufacturing for research and development purposes. This use does not involve the fabrication, manufacturing, or processing of products for mass distribution. This does not include medical laboratories, which are considered medical and dental laboratories. Any testing and/or experiments with animals are prohibited.

RESTAURANT – TAKE OUT: An establishment where food is prepared for off-site consumption only. Orders are placed on the premise, by telephone or online and are picked up or delivered. No onsite seating or standing area is provided on the premise for consumption purposes.

RETAIL: The sales of merchandise not specifically listed under another use. These uses include, but are not limited to art galleries (for profit); antique shops, art shop, artists' supplies; awning shops; beauty supplies; bicycle shops; bookstores; burglar alarm sales; cameras and photographic supply stores; clothing and accessory stores; collectibles stores (cards, coins, comics, stamps, etc.); discount stores; dry goods; drapery shop; fabrics and sewing supplies; florists and houseplant stores (indoor sales only—outdoor sales are "plant nurseries"); home furnishings and equipment; gift and souvenir shops; hardware; hobby materials; jewelry; luggage and leather goods; musical instruments, accessories; orthopedic supplies; paint sales; religious goods; small wares; specialty shops; sporting goods and equipment; Stationery; thrift and secondhand store; toys and games; variety stores; video rental and sales. This use may include the sale of products through mail or internet orders as an ancillary use.

SCHOOL – PUBLIC OR PRIVATE: An establishment or facility used as an institution of learning for minors, whether public or private, which offers instruction in those courses of study required by the State Education Code or which is maintained pursuant to standards set by the State Board of Education. This definition includes a kindergarten, elementary school, junior high school, senior high school or any special institution of learning under the jurisdiction of the State Department of Education. This definition also includes child day care facilities utilized at a school location which are licensed by the State Department of Social Services and the City of Burbank.

SCHOOL – ADULT / VOCATIONAL / TRADE: An establishment or facility used as an institution of learning for adults that provides specialized training and education in various trades and technical fields. These schools focus on practical, hands-on skills that prepare students for specific careers, such as plumbing, electrical work, automotive repair, culinary arts, healthcare, and more.

SETBACK: A setback is the perpendicular distance between a property's lot line and a building or structure. Setbacks shall be measured at a right angle (90-degree angle) from the lot line to the nearest point of the building or structure.

SECONDHAND STORE: A retail store and related donation facilities engaged primarily in the sale of secondhand clothing, shoes, apparel, toys, and standard household goods, including furniture, fixtures, and small household appliances, and the collection of those goods for resale.

SOUND STAGE: A media use that provides primarily the recording services of live sounds in films, television, and other media content. This service shall be provided in-door.

SPORTS COURT: An outdoor and/or indoor recreational sport facility with one or more sports courts available for individual or group-based use. The sport activities including but not limited to pickleball, racquetball, tennis, handball, soccer, basketball, and similar sports. The facility may include occasional but limited tournament style play with reservation and ancillary food services and retail.

STUDIO – REHEARSAL: A media use that provides primarily a facility for the purpose of practicing and rehearsing live performances related to media content. This use includes dance rehearsal studio for musicals, plays and concerts. This service is provided in-door and does not include any recording of the rehearsal and no live audience.

TATTOO PARLOR OR BODY PIERICING: An establishment where professional tattooing and body piercing takes place. An establishment whose principal business activity, either in terms of operation or as held out to the public, is the practice of one or more of the following: (1) placing of designs, letters, figures, symbols, or other marks upon or under the skin of any person, using ink or other substances that result in the permanent coloration of the skin by means of the use of needles or other instruments designed to contact or puncture the skin; (2) creation of an opening in the body of a person for the purpose of inserting jewelry or other decoration. This business does not include make up/beauty tattoos incidental to beauty salon or body piercing as incidental to jewelry sales.

THRIFT STORE: An organization, for profit or nonprofit, that engages in or specializes in the sale or resale of previously owned or used goods and merchandise, donated or principally donated, for the benefit of the organization. Does not include the sale of large household appliances such as refrigerators or stoves and does not include the sale of cars or anything automotive-related.

TRANSFER OF DEVELOPMENT RIGHTS (TDR): Means the ability of a property owner to transfer development rights from a donor site parcel within the Specific Plan Area to receiving site parcel within the Specific Plan Area.

- For residential projects, TDR allows for the transfer of density at a rate of one dwelling unit (du) from the donor site to the receiving site, creating a new allowable base density at the receiving site (note that the transfer of the one to one du is before the application of any density bonus calculation). Any subsequent density bonus calculation would applied to the new base density/allowable units of the receiving site.
- For nonresidential projects, TDR allows for the transfer at a rate of 1 square foot of adjusted gross floor area from the donor site to the receiving site, creating a new allowable maximum Floor Area allowance.
- The donor parcel would have a base density/maximum Floor Area that is lower by the number of units and/or nonresidential square footage donated. Any development rights transferred will be deducted from the donor parcel's development potential; this reduction will be officially recorded with the deed to the property and noted on appropriate City and County records.

TRANSPORTATION DEMAND MANAGEMENT (TDM): Means measures designed to reduce peak-hour vehicular trip including ridesharing, carpooling, work hour changes, and use of public transportation.

URGENT CARE: A walk-in clinic focused on providing medical care for minor illnesses and injuries in an ambulatory medical facility outside of a traditional hospital-based emergency room.

WHOLESALE BUSINESS: An establishment or place of business primarily engaged in selling and/or distributing merchandise to retailers; to industrial, commercial, institutional, or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies. These businesses have an ancillary administrative office component where orders are primarily processed via online or telephone. Wholesale business is not open to the public.

ATTACHMENT 1 - 178

Last Updated Nov. 4, 2025

Appendices

Appendix A: Goals and Policies of Relevant Plans
Appendix B: Real Estate Market Study
Appendix C: Traffic Study
Appendix D: Parking Study
Appendix E: Bicycle Infrastructure Plans
Appendix F: Sidewalk Design Standards

ATTACHMENT 1 - 180

APPENDIX A: GOALS AND POLICIES OF RELEVANT PLANS

ATTACHMENT 1 - 182

APPENDIX B: REAL ESTATE MARKET STUDY

ATTACHMENT 1 - 184

APPENDIX C: TRAFFIC STUDY

ATTACHMENT 1 - 186

APPENDIX D: PARKING STUDY

ATTACHMENT 1 - 188

APPENDIX E: BICYCLE INFRASTRUCTURE PLANS

ATTACHMENT 1 - 190

APPENDIX F: SIDEWALK DESIGN STANDARDS

ATTACHMENT 1 - 192

The Administrative Draft of the Media District Specific Plan may be found at the following website:

www.BurbankMediaDistrictSP.com

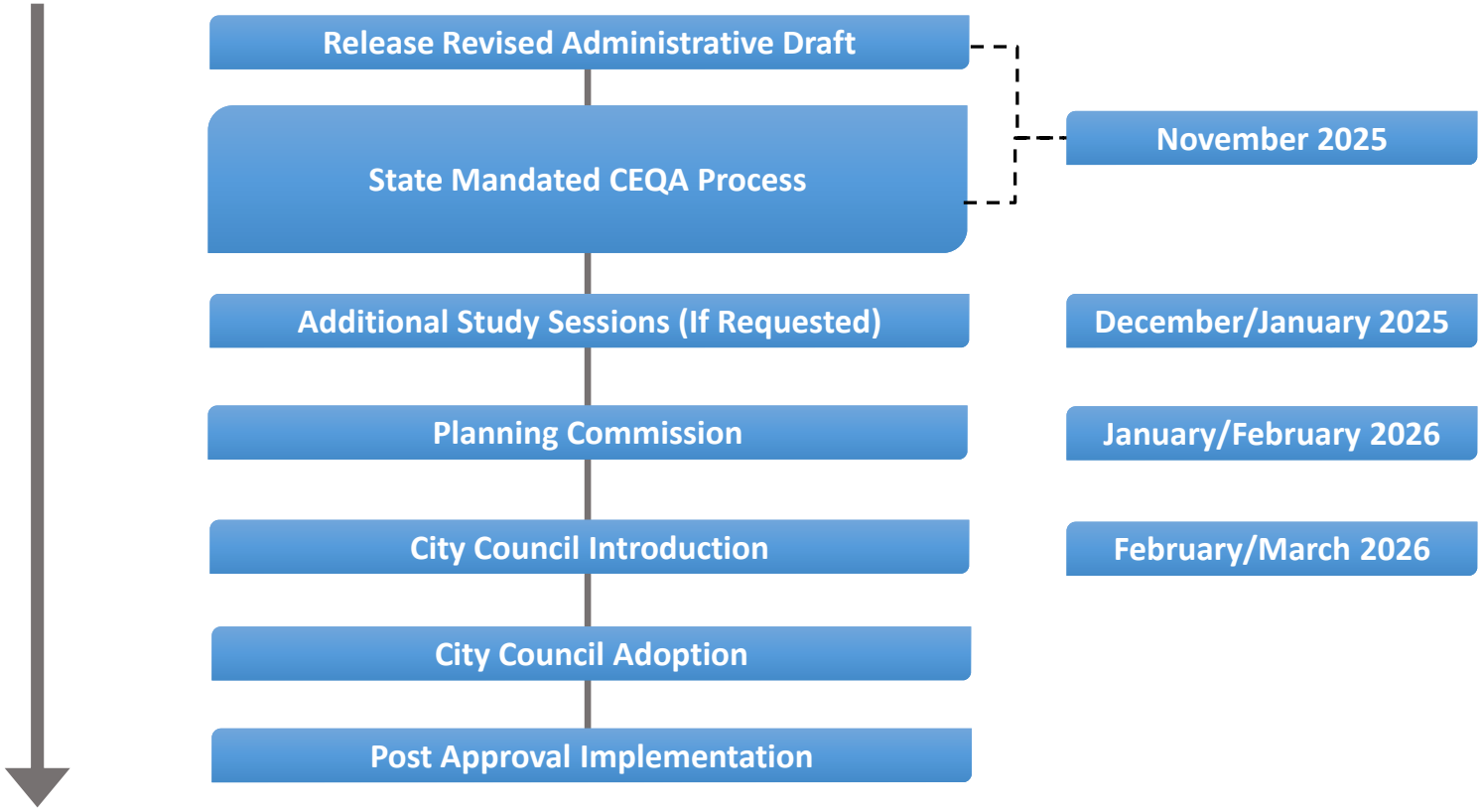
ATTACHMENT 2

The 1991 version of the Media District Specific Plan may be found at the following webpage:

https://www.burbankca.gov/web/community-development//media-district-specific-plan

ATTACHMENT 3

MDSP Next Steps



ATTACHMENT 4

Media District Specific Plan Update – Status Report
City Council Study Session

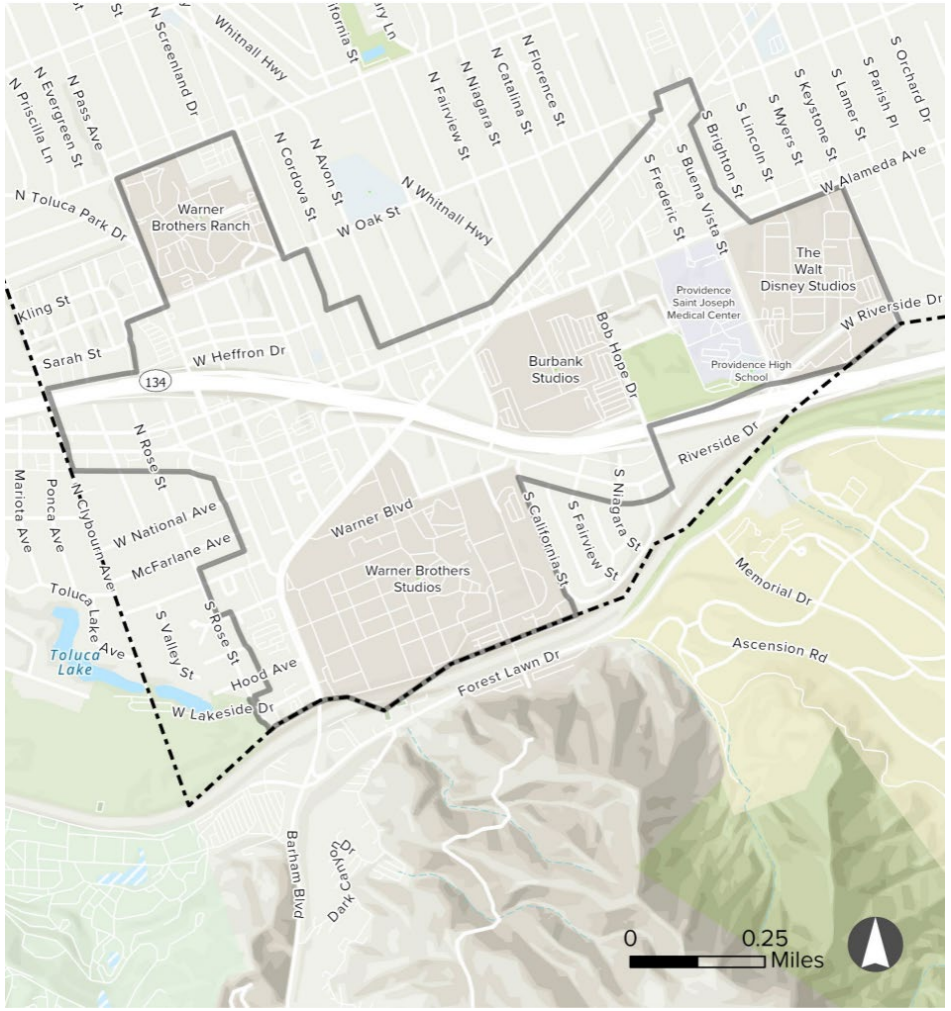
November 18, 2025

BURBANK
MEDIA DISTRICT
Specific Plan Update

CITY OF BURBANK

SCAG
INNOVATING FOR A BETTER TOMORROW

Media District Plan Area



Administrative Draft Status

Initial Public Release

Released in June 2024

Presented to City Council

Extensive public outreach with many comments received

Revisions and Editing

Development standards user friendly and easier to implement

Infrastructure and Implementation Chapters revised to include additional detail

Release Revised Draft

Revised Administrative Draft now available for public review

Final comment period will run concurrent with release of the Draft Environmental Impact Report (DEIR)

Administrative Draft - Notable Revisions

Simplified Development Standards

- Eliminating confusing and over complex strategies
- Clear strategies to soften bulk and mass of buildings
- More effective strategies to enhance architectural design

Improved Graphics

- Chapter 7 includes extensive new graphics
- Improves understanding of development standards
- Easier to explain

Environmental Impact Report (EIR) Status

Technical Analysis By Rincon

Complex analysis by City staff and Rincon regarding utilities and mobility

Peer Review and City Edits

Michael Baker International has provided high quality peer review with Planning staff provided local policy fact checking and direction

City Attorney reviewing for compliance applicable legal requirements

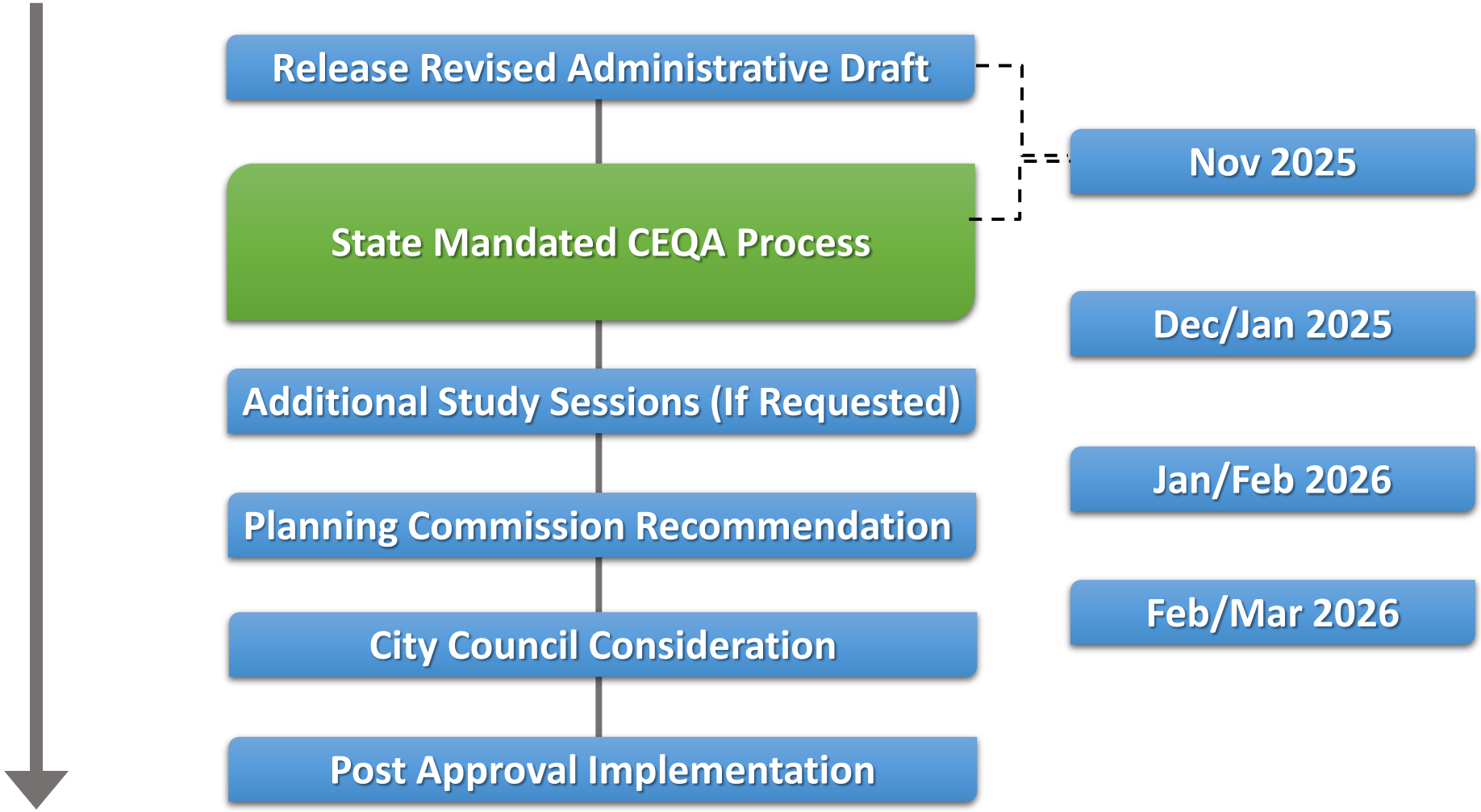
Release

Mandatory 45-day Review Period

Possible recirculation

EIR/CEQA Next Steps

MDSP Next Steps



Future Specific Plan Status Reports

- **Golden State and Downtown Transit Oriented Development**
  - Similar work has been ongoing for other plan policy documents
  - EIR is also based on similar data and analysis

- **Next Scheduled Council Meeting**
  - January 13th Study Session for the Rancho Neighborhood Specific Plan

Request for City Council Comments

- Provide comments on the Media District Specific Plan Update, specifically as it relates to its alignment with and support of the three overarching goals

Stay Engaged!

For general information please visit:

www.burbankmediadistrictsp.com

To provide comments or to contact staff directly:

Amanda Landry
alandry@burbankca.gov

David Kim
dkim@burbankca.gov

CITY OF BURBANK
CITY COUNCIL JOINT MEETING
WITH THE PARKING AUTHORITY AND POLICE COMMISSION MINUTES
TUESDAY, OCTOBER 14, 2025

Call to Order:
A Closed Session Meeting of the City Council of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 4:06 p.m. by Mayor Perez.

Roll Call:
Present: Council Member(s) Anthony, Mullins, Rizzotti, Vice Mayor Takahashi, Mayor Perez. Commissioners Chapman, Coomes, Hartoonian, McKenna, Wenzel, Vice Chair Elman, and Chair Hacobian
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Closed Session Public Comment:
There being no response to the Mayor's invitation for Public Comment on Closed Session matters, the City Council recessed at this time to the City Hall First Floor Conference Room to hold a Closed Session on the following:

1. Conference with Legal Counsel - Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Anush Kemdjian v. City of Burbank
   c. Case No.: 25NNCV00700
   d. Brief description and nature of case: Trip and fall

The meeting reconvened at 4:35 p.m. with all Council Members present.

Study Session:

1. Review of Report from the Office of Independent Review Group Monitoring the Burbank Police Department (with Police Commission)

   Rafael Quintero, Police Chief; and Michael Gennaco, Steven Connolly, and Teresa Magula, Office of Independent Review Group, presented the PowerPoint presentation and responded to City Council inquiries.

   Study Session Public Comment:
   Appearing to comment was: None.

   Mayor Perez left the dais at 5:15 p.m.

   Romik Hacobian, Police Commission Chair, presented a report on behalf of the Police Commission regarding its oversight responsibilities and offered comments on the Office of Independent Review Group's report.

The City Council Meeting recessed at 5:39 p.m. and reconvened at 6:06 p.m.

Mayor Perez returned to the dais at 6:06 p.m.

Call to Order:
A Joint Meeting of the City Council, Parking Authority, and the Police Commission of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:06 p.m. by Mayor Perez.

Mayor Perez acknowledged October 2025 as Breast Cancer Awareness Month.

Moment of Reflection:
Mayor Perez held a Moment of Reflection to begin the meeting with positive and collective support for our beloved community.

Flag Salute:
The Pledge of Allegiance was led by Mayor Perez.

Roll Call:
Present: Council Member(s) Anthony, Mullins, Rizzotti, Vice Mayor Takahashi, and Mayor Perez
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Council Member Anthony left the meeting at 8:50 p.m.

Mayor Perez indicated there would be four (4) periods of Public Comment at this evening's meeting and those who wish to participate in the Joint General Public Comment and Public Hearing Public Comment periods may call in at (818) 238-3335. The Reports to Council Public Comment periods will only be taken in person.

Announcements:
Mayor Perez displayed a PowerPoint presentation announcing the following: (1) Galaxy Day; (2) Statewide Special Election; (3) Sustainable Burbank Commission; (4) Art in Public Places Committee; (5) Infrastructure Oversight Board; (6) National Drug Enforcement Administration Drug Take Back Day; and (7) Free Housing Rights Clinic.

Council Presentations/Recognitions:

1. Presentation of a Proclamation Declaring October 1-31, 2025, as "Domestic Violence Awareness Month" in the City of Burbank
   Mayor Perez presented a Proclamation Declaring October 1-31, 2025, as "Domestic Violence Awareness Month" in the City of Burbank and introduced Christine Ramos, Family Service Agency, who made remarks.

2. Presentation of a Proclamation Declaring October 19-25, 2025, as "United Against Hate Week" in the City of Burbank
   Mayor Perez presented a Proclamation Declaring October 19-25, 2025, as "United Against Hate Week" in the City of Burbank and introduced Suzanne

Weerts, Vice President of the Burbank Human Relations Council, who made remarks.

3. Presentation of Certificates of Recognition to the Participating High Schools of the City of Burbank's 2025 Clerks' Cup
   Mayor Perez introduced Kimberley Clark, City Clerk, who presented Certificates of Recognition to Burbank High School and John Burroughs High School, presented the trophy to John Burroughs High School as the winner of the 2025 Clerks' Cup, and invited Armond Aghakhanian, Burbank Unified School District Board of Education (BUSD); Oscar Macias, Interim BUSD Superintendent; Dawn Snowden-Frost, John Burroughs High School Teacher; and Chris Pepes, Burbank High School Teacher, who made remarks.

City Manager Report:
City Manager Hess indicated there were no items to report.

Presentations:

1. Presentation of a Legislative Update from Assembly Member Nick Schultz
   Mayor Perez introduced Assembly Member Nick Schultz, who presented a legislative update.

   The City Council Meeting recessed at 6:56 p.m. and reconvened at 7:03 p.m.

2. Presentation of an Update on the City's Preparation for the 2028 Summer Olympics
   Mayor Perez introduced Marisa Garcia, Parks and Recreation Director, and Patrick Prescott, Community Development Director, who provided an update on the City's preparation for the 2028 Summer Olympics.

Reporting on Closed Session:
City Attorney McDougall reported that the City Council met in Closed Session regarding the agendized Closed Session item and City Council took no reportable action.

Joint General Public Comment:
Appearing to comment were: Ron Bax, Mike Derian, Nelly Rumi, Rennie Gabriel, Shirley Tom, Mark Scroggs, John Rumi, Madlin Girgis, Martha Rugeles, Diana Pulver, Julio C. Jaramillo, Susan O'Carroll, Kristy Maloof, Daniel, Jo Pimienta, Renata D'Egidio, Liz Bax, David Donahue, Mary O'Hare, and Harry Timuryan.

Calling in to comment were: Arby Gharibian, Anonymous, Jackie Waltman, Jennifer Bax, Sam Kuiumdjian, Danielle Vincent, Amal Salib, Z Simon, George Gerro, Heidi Sorenson, April Fangio, and Emily Gabel-Luddy.

Council, City Manager, and/or City Attorney Comment:
Council Members and Staff responded to Public Comment.

Consent Calendar:

It was moved by Council Member Mullins, seconded by Vice Mayor Takahashi, to approve the Consent Calendar. For Item Nos. 1-4 and 6-7, the motion carried 5-0 with the following roll call vote: AYES: Anthony, Mullins, Rizzotti, Takahashi, and Perez. NOES: None. For Item No. 5, the motion carried 4-0-1 with the following roll call vote: AYES: Mullins, Rizzotti, Takahashi, and Perez. NOES: None. ABSTAIN: Anthony.

1. City Council Minutes

   Approve the City Council Minutes of the Joint Meeting of September 30, 2025, and the Dark Meeting of October 7, 2025.

2. Parking Authority Minutes

   Approve the Parking Authority Minutes of the Joint Meeting of September 9, 2025.

3. Adoption of a Resolution Amending Fiscal Year 2025-26 Citywide Fee Schedule for the Valet Parking Meter Fee (with Parking Authority)

   RESOLUTION NO. 25-29,655
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING ARTICLE I, SECTION 14 OF THE FISCAL YEAR 2025-26 CITYWIDE FEE SCHEDULE FOR THE VALET PARKING METER FEE.

4. Adoption of Resolutions Ratifying and Approving Grant Applications for the Magnolia Power Project with the California Energy Commission for the Bulk Grid Asset Enhancements for the Grid Reliability Program, and Authorizing the BWP General Manager, as the City Manager's Designee, to Negotiate and Execute All Related Agreements and Forms

   RESOLUTION NO. 25-29,656
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK RATIFYING AND APPROVING GRANT APPLICATIONS FOR THE BULK GRID ASSET ENHANCEMENTS FOR GRID RELIABILITY PROGRAM (ADVANCED GAS PATH RESILIENCY UPGRADE) FOR MAGNOLIA POWER PLANT AT BURBANK WATER AND POWER (BWP), AND AUTHORIZING AND DIRECTING THE BWP GENERAL MANAGER, AS THE CITY MANAGER'S DESIGNEE, TO NEGOTIATE, EXECUTE, AND IMPLEMENT ALL REQUIRED AND RELATED AGREEMENTS AND FORMS WITH THE CALIFORNIA ENERGY COMMISSION, THE SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY, AND OTHER SUBCONTRACTORS AND VENDORS, SUCH AUTHORITY SUBJECT TO APPROVAL BY THE SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY OF SUCH PROJECT; and

   RESOLUTION NO. 25-29,657
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK RATIFYING AND APPROVING GRANT APPLICATIONS FOR THE BULK GRID ASSET ENHANCEMENTS FOR GRID RELIABILITY PROGRAM (ADVANCED

COMPRESSOR RESILIENCY UPGRADE) FOR MAGNOLIA POWER PLANT AT BURBANK WATER AND POWER (BWP), AND AUTHORIZING AND DIRECTING THE BWP GENERAL MANAGER, AS THE CITY MANAGER'S DESIGNEE, TO NEGOTIATE, EXECUTE, AND IMPLEMENT ALL REQUIRED AND RELATED AGREEMENTS AND FORMS WITH THE CALIFORNIA ENERGY COMMISSION, THE SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY, AND OTHER SUBCONTRACTORS AND VENDORS, SUCH AUTHORITY SUBJECT TO APPROVAL BY THE SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY OF SUCH PROJECT.

5. Adoption of a Resolution Authorizing Acceptance of Funds from the State Citizen's Option for Public Safety Program in the Amount of $323,374.11 and Amending the Fiscal Year 2024-25 Budget by Appropriating Funds

   RESOLUTION NO. 25-29,658
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACCEPT $323,374.11 FROM THE STATE CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) PROGRAM AND AMENDING THE FISCAL YEAR 2024-25 BUDGET BY APPROPRIATING THE FUNDS.

6. Adoption of a Resolution Authorizing the City Manager to Approve Workforce Innovation and Opportunity Act Program Agreements with the Verdugo Consortium and the City of Glendale

   RESOLUTION NO. 25-29,659
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER TO APPROVE WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM AGREEMENTS WITH THE VERDUGO CONSORTIUM AND THE CITY OF GLENDALE.

7. Authorize the General Manager of Burbank Water and Power to Enter into an Electrical Services Agreement with SJ4 BURBANK, LLC

   Approve and authorize the General Manager of Burbank Water and Power to:

   1. Execute an Electrical Services Agreement with SJ4 BURBANK, LLC, subject to review and approval by the City Attorney's Office, with reasonable changes in form and substance satisfactory to the City Attorney's Office, if required;
   2. Execute any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office and up to an amount available within any City Council-approved Fiscal Year Budget; and
   3. Accept all Aid-in-Construction (AIC) payments needed to provide electric service to the project under this Agreement or any other AIC letters or agreements related to the Project.

Public Hearing:

1. Acceptance of Public Comment on the Proposed Renewal of the Burbank Tourism Business Improvement District

   The Public Hearing was opened at 8:29 p.m. There were no Conflict-of-Interest disclosures. City Clerk Clark confirmed that there was a complete file of exhibits, correspondence including emails and other documents, and that no written correspondence was received.

   Mary Hamzoian, Economic Development Manager, presented the PowerPoint presentation and responded to City Council inquiries.

   Public Hearing Public Comment:
   Appearing to comment was: None.

   Calling in to comment was: None.

   The Public Hearing was closed at 8:38 p.m.

   Council Action:
   It was unanimously approved by Council consensus to accept public comment on the proposed renewal of the Burbank Tourism Business Improvement District.

Reports to Council:

1. Appointment to Fill One Vacancy on the Burbank Housing Corporation Board of Directors for a Full Two-Year Term

   Kimberley Clark, City Clark, presented the report and responded to City Council inquiries.

   Public Comment:
   Appearing to comment was: Danny Alas.

   Council Action:
   It was unanimously approved by Council consensus to appoint Samuel Kuiumdjian to the Burbank Housing Corporation Board of Directors to fill a full two-year term ending October 31, 2027.

   Council Member Anthony left the meeting at 8:50 p.m.

2. Introduction of an Ordinance to Adopt by Reference the 2025 California Building Standards Codes, California Wildland-Urban Interface, City of Burbank Local Amendments, and the 2024 International Property Maintenance Code, and any Amendments thereto, and Adoption of a Resolution Making Express Findings and Determinations that Modifications to the 2025 California Building Standards Code are Reasonably Necessary Due to Local Climatic, Geological, Topographical, or Environmental Conditions

   Russell Freesland, Plan Check Manager, and James Moye, Fire Battalion Chief,

presented the PowerPoint presentation and responded to City Council inquiries.

Public Comment:
Appearing to comment was: None.

Council Action:
It was moved by Council Member Mullins, seconded by Council Member Rizzotti, to:

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE, CALIFORNIA WILDLAND-URBAN INTERFACE, CITY OF BURBANK LOCAL AMENDMENTS, AND THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO, AND AMENDING PORTIONS OF TITLE 9 OF THE BURBANK MUNICIPAL CODE.

RESOLUTION NO. 25-29,660
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO THE 2025 CALIFORNIA BUILDING STANDARDS CODE ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL, TOPOGRAPHICAL, OR ENVIRONMENTAL CONDITIONS.

Council Comments:
Council Members reported out on Council committee assignments and attendance at conferences, regional meetings, and community events.

Introduction of Additional Agenda Items:
Council Member Mullins requested report on Senate Bill 79, including details regarding quarter mile specification from Bus Rapid Transit, high density buildings, cost of housing element/specific plans, and overall expected impact of SB 79 in the City of Burbank.

Mayor Perez requested a first step report on negotiating a community workforce agreement with the Los Angeles/Orange Counties Building and Construction Trades Council.

Adjournment:
There being no further business to come before the City Council, the meeting was adjourned at 9:28 p.m. to Tuesday, October 28, 2025 for a Regular Meeting in the Council Chamber - 275 East Olive Avenue, Second Floor.

Kimberley Clark City Clerk	Nikki Perez Mayor

APPROVED DATE:

CITY OF BURBANK
CITY COUNCIL SPECIAL MEETING MINUTES
TUESDAY, OCTOBER 21, 2025

Call to Order:
A Special Meeting of the City Council of the City of Burbank was held in the Burbank Water and Power Electrical Services Building, 320 N. Lake Street, on the above date. The meeting was called to order at 4:35 p.m. by Mayor Perez.

Flag Salute:
The Pledge of Allegiance was led by Mayor Perez.

Roll Call:
Present: Council Member(s) Anthony, Mullins, Rizzotti, Vice Mayor Takahashi, and Mayor Perez
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and Administrative Officer Gamez

Mayor Perez indicated there would be one General Public Comment period at this afternoon's meeting.

General Public Comment:
Appearing to comment was: None.

The City Council Meeting recessed at 4:38 p.m. and reconvened at 5:00 p.m.

Boards, Commissions, and Committees Recognition Reception (Courtyard)
The Boards, Commissions, and Committees Recognition Reception was held in the Burbank Water and Power Ron E. Davis EcoCampus Courtyard, 320 N. Lake Street. Mayor Perez recognized the members of the City of Burbank Boards, Commissions, and Committees, and Vice Mayor Takahashi made remarks.

Adjournment:
There being no further business to come before the City Council, the meeting was adjourned at 6:25 p.m. to Tuesday, October 28, 2025, for a Regular Meeting in the Council Chamber - 275 East Olive Avenue, Second Floor.

_____	_____
Xiomara Gamez	Nikki Perez
Administrative Officer	Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, OCTOBER 21, 2025

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark City Clerk	Nikki Perez Mayor

APPROVED DATE:

CITY OF BURBANK
CITY COUNCIL MEETING
TUESDAY, OCTOBER 28, 2025

Call to Order:

A Regular Meeting of the City Council of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 4:07 p.m. by Mayor Perez.

Present: Council Member(s) Anthony, Mullins, Rizzotti, Vice Mayor Takahashi, and Mayor Perez
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Council Presentations/Recognitions:

1. Presentation of a Proclamation Declaring November 10-15, 2025, as "Law Enforcement Records and Support Personnel Appreciation Week
   Mayor Perez presented a Proclamation Declaring November 10-15, 2025, as "Law Enforcement Records and Support Personnel Appreciation Week" in the City of Burbank and introduced Jennifer Moran, Police Records Manager, who made remarks.

2. Recognition of Burbank's 2025 Firefighter of the Year, Police Officer of the Year, and Employee of the Year
   Mayor Perez presented a Certificate of Recognition to Fire Captain Jeffrey Coombs, City of Burbank's 2025 Firefighter of the Year, and introduced Danny Alvarez, Fire Chief, who made remarks.

   Mayor Perez presented a Certificate of Recognition to Police Officer Tyler Hill, City of Burbank's 2025 Police Officer of the Year, and introduced Rafael Quintero, Police Chief, who made remarks.

   Mayor Perez presented a Certificate of Recognition to David Chambers, Construction and Maintenance Leadworker, City of Burbank's 2025 Employee of the Year, and introduced Mandip Samra, Burbank Water and Power General Manager, who made remarks.

   The City Council Meeting recessed at 4:30 p.m. and reconvened at 4:38 p.m.

3. Recognition of City of Burbank Employees with 20 or More Years of Service
   Mayor Perez and Department Executives presented Certificates of Recognition to City of Burbank employees with 20 or more years of service and introduced Patrick Prescott, Community Development Director; Justin Hess, City Manager; Rafael Quintero, Burbank Chief of Police; and Betsy McClinton, Management Services Director, who made remarks.

Closed Session Public Comment:

There being no response to the Mayor's invitation for Public Comment on Closed Session matters, the City Council recessed at this time to the City Hall First Floor Conference Room to hold a Closed Session on the following:

1. Conference with Legal Counsel - Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Amanda Hillis v. West Coast Customs International LLC, et al
   c. Case No.: 25NNCV03269
   d. Brief description and nature of case: Personal Injury

2. Conference with Legal Counsel - Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Marine Bezhanyan v. City of Burbank
   c. Case No.: 25STCP03832
   d. Brief description and nature of case: Civil Rights

The meeting reconvened in Open Session at 6:09 p.m. with all Council Members present.

Moment of Reflection:
Mayor Perez held a Moment of Reflection to begin the meeting with positive and collective support for our beloved community.

Flag Salute:
The Pledge of Allegiance was led by Mayor Perez.

Call to Order:
A Regular Meeting of the City Council of the City of Burbank was held in the Council Chamber, 275 East Olive Avenue, on the above date. The meeting was called to order at 6:09 p.m. by Mayor Perez.

Roll Call:
Present: Council Member(s) Anthony, Mullins, Rizzotti, Vice Mayor Takahashi, and Mayor Perez
Absent: None
Also Present: City Manager Hess, City Attorney McDougall, and City Clerk Clark

Council Member Rizzotti left the meeting at 8:32 p.m.

Mayor Perez indicated there would be two (2) periods of Public Comment at this evening's meeting and those who wish to participate in the General Public Comment period may call in at (818) 238-3335. The Reports to Council Public Comment periods will only be taken in person.

Announcements:
Mayor Perez displayed a PowerPoint presentation announcing the following: (1) New Central Library and Public Plaza Project; (2) Love Large Adoption Promotion; (3)

November 4, 2025, Special Election; (4) Burbank Book Festival; (5) Enchantment Under the B; (6) Media District Specific Plan (MDSP) Update Project; and (7) Watering Schedule Change.

City Manager Report:
City Manager Hess indicated there were no items to report.

Reporting on Closed Session:
City Attorney McDougall reported that the City Council met in Closed Session regarding the agendized Closed Session items and City Council took no reportable action.

General Public Comment:
Appearing to comment were: Mike Van Gorder, Diana Pulver, Harry Timuryan, Mike Derian, Rennie Gabriel, Julie Markarian, Gloria Joe, Ron Bax, Doug Carter, Dani, David Donahue, Zee, Nelly Rumi, Dennis Feitosa, Antoinette Dohmen, April Fangio, Richard, Anna Smolinska, Dan K, CJ Jimenez, Daniel Smith, Jo Pimienta, Scott Meyers, Nikki, Kit Olsen, Jim Lane, Kyle Anderson, Michael Cusumano, Tim Behunin, Molly Blumberg, David Blumberg, Gilda Baez, Ashley Ramsey, Kriegh Hampel, Susannah Snowden-Ifft, Mark Scroggs, Greg Shindler, Mackenzie Harrell, Robert Eagar, Charlie Cusumano, Maya Christianson, Andre Dionysian, Mitch Holleman, Arby Gharibian, Jose Rivera, Jonathan Wilder, Jennifer Skurnik, Renu Dommeti, Daniel Bagumyan, Naomi Bayarjavhlan, Eimee Tsai, Nishka Mengde, Terri Freedman, Dan Braswell, MJ, Jaan Utno, Nicolina Clark, Ramy, Justin Swanson, Scout Pruski, Tucker Monsdale, Christina Boyar, Meghan B, and Carla.

Calling in to comment were: Joseph Brown, Madlin G., Amal Salib, Debra Carrete, Michelle Otis, Mary Schmidt, Anonymous, Kristen Gish, Sylvia Moreno, Chris Baer, Joseph Terranova, Tony Terranova, Kristy Maloof, Gina Matthews, Lisa Voltaggio, Erini Girgis, Robert Blumberg, and Kelly Fellinger.

Council, City Manager, and/or City Attorney Comment:
Council Members and Staff responded to Public Comment.

Consent Calendar:
It was moved by Council Member Mullins, seconded by Council Member Rizzotti, to approve the Consent Calendar. For Item No. 1, the motion carried 4-0-1 with the following roll call vote: AYES: Mullins, Rizzotti, Takahashi, and Perez. NOES: None. ABSTAIN: Anthony. For Item Nos. 2-4, the motion carried 5-0 with the following roll call vote: AYES: Anthony, Mullins, Rizzotti, Takahashi, and Perez. NOES: None.

1. Adoption of an Ordinance to Adopt by Reference the 2025 California Building Standards Codes and Related Codes Enforced by the City

   ORDINANCE NO. 25-4,034
   Adopt AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE, CALIFORNIA WILDLAND-URBAN INTERFACE, CITY OF BURBANK

LOCAL AMENDMENTS, AND THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO, AND AMENDING PORTIONS OF TITLE 9 OF THE BURBANK MUNICIPAL CODE.

2. Adoption of a Resolution Approving a Cooperative Agreement with Vincor Construction, Inc. for the Fire Station 11 Kitchen Modernization Project

   RESOLUTION NO. 25-29,661
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A COOPERATIVE AGREEMENT WITH VINCOR CONSTRUCTION, INC. AND AUTHORIZING THE PUBLIC WORKS DIRECTOR OR HIS DESIGNEE TO APPROVE ANY CHANGES TO FINAL PLANS AND SPECIFICATIONS FOR THE FIRE STATION 11 KITCHEN MODERNIZATION PROJECT.

3. Adoption of a Resolution Approving a Cooperative Agreement between the State of California Department of Transportation and City of Burbank for the Interstate 5 Freeway Traffic Detour

   RESOLUTION NO. 25-29,662
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A COOPERATIVE AGREEMENT BETWEEN THE CITY OF BURBANK AND THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) FOR THE INTERSTATE 5 FREEWAY TRAFFIC DETOUR.

4. Adoption of a Resolution Approving the Agreement for Maintenance of Traffic Signals in the City of Glendale between the City of Burbank and the City of Glendale

   RESOLUTION NO. 25-29,663
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING THE AGREEMENT FOR THE MAINTENANCE OF TRAFFIC SIGNALS IN THE CITY OF GLENDALE BETWEEN THE CITY OF BURBANK AND THE CITY OF GLENDALE.

The City Council Meeting recessed at 8:16 p.m. and reconvened at 8:30 p.m. with Mayor Perez absent.

Reports to Council:

1. Update on the City's Housing Enforcement Unit and Related Programs; and Discuss Possible Updates to Burbank's Tenant Protection Ordinance

   Council Member Rizzotti recused himself due to a conflict of interest and left the meeting at 8:32 p.m.

   Maribel Leyland, Assistant Community Development Director - Business &

Economic Development, and Shipra Rajesh, Housing Development Manager, presented the PowerPoint presentation and responded to City Council inquiries. Justin Hess, City Manager; Joseph McDougall, City Attorney; and Jill Vander Borght, Chief Assistant City Attorney, also responded to City Council inquiries.

Mayor Perez returned to the dais at 9:29 p.m.

Public Comment:
Appearing to comment were: Elizabeth Bax, Mark Markarian, Julie Markarian, Masis Khodaverdian, Ahmad Heydar, John Dourisboure, Cherryl Weaver, John Gerro, George Gerro, Mary Whittle, John Hinterlong, Eric Boyajian, David Donahue, Frank Rizzi, Renata D'Egidio, Dan K, Julio C. Jaramillo, Stephen Brand, Nancy De Nicola, Jo Pimienta, Dustin Blankenship, Joseph Ramos, Kyle Anderson, Boaz Hernandez, Lloyd Davis, Elaine, Jef Vander Borght, Andrew Davis, Erin Davis, Jomo, Kevin Morris, Logan, Matthew Buck, Linda Kite, Jack Hart, Ari Fuller, Brian Dyer, Terri Freedman, Janice Jafari, Cameron Kwan, Emiko Sawanobori, Chivaun Fitzpatrick, Kat Kosmala, Meredith Levine, Nolan Southerland, Gretchen Howard, Candelario Calderon, Gina Portaro, Michelle Jacobson, Gina Mangiaracina, Cate Cundiff, Alissandra, Emma Ayau, Jordan P, John Dunn, Deven Momi, Marco Aiello, and Shane.

The City Council Meeting recessed at 10:22 p.m. and reconvened at 10:32 p.m. with Council Member Rizzotti recused.

Council Members voted by consensus to continue with City business past 11:00 p.m.

The City Council Meeting recessed at 12:54 a.m. and reconvened at 1:17 a.m. with Council Member Rizzotti recused.

Council Action:
It was moved by Council Member Anthony, seconded by Vice Mayor Takahashi, directing staff to return with a draft ordinance with the following three features:

1. Modeled on the City of Claremont with heightened requirements for renovation evictions;
2. Extending universal just cause eviction protection to all rental units in Burbank including those currently excluded under the City's Tenant Protection Ordinance and Assembly Bill 1482, with exceptions for affordable housing and certain institutional housing;
3. A "soft rent cap" at 4% (10% for all units currently excluded by State law) with increases above the cap requiring a landlord to pay additional relocation benefits at the proposed increased rent should a tenant elect to move and increases above the cap to be eligible for a voluntary, City sponsored mediation. And a city-sponsored benefit program administered by a local service provider and conditioned on the use of non-general fund monies such as Measure A funds that provides one month of relocation for

qualified households- such as: low-income, disabled, seniors, and households with dependents.

Council Member Mullins offered a substitute motion to place the matter on the ballot in the 2026 election. The motion died for lack of a second. The initial motion carried 3-1 with the following roll call vote: AYES: Anthony, Takahashi, and Perez. NOES: Mullins. ABSENT: None. RECUSED: Rizzotti.

Separately, by consensus, Council requested a take home memo with information on rental housing data currently available to the City.

Council Comments:
Council Members reported out on Council committee assignments and attendance at conferences, regional meetings, and community events.

Consideration of Previously Introduced Additional Agenda Items:

1. Council Member Mullins' request for a report on SB 79, including details regarding quarter mile specification from Bus Rapid Transit, high density buildings, cost of housing element/specific plans, and overall expected impact of SB 79 in the City of Burbank.
   It was approved by Council consensus to direct staff to provide a report on Senate Bill (SB) 79, including details regarding quarter mile specification from Bus Rapid Transit, high density buildings, cost of housing element/specific plans, and overall expected impact of SB 79 in the City of Burbank.

2. Mayor Perez's request for a first step report on directing staff to negotiate a community work force agreement with the LA/OC Building Trades.
   It was approved by Council consensus to direct staff to provide a first step report on directing staff to negotiate a community work force agreement with the LA/OC Building Trades.

Introduction of Additional Agenda Items:
Council Members did not request any additional agenda items.

Adjournment:
There being no further business to come before the City Council, the meeting was adjourned at 3:21 a.m. to Tuesday, November 18, 2025, for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

_____	_____
Kimberley Clark	Nikki Perez
City Clerk	Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, NOVEMBER 4, 2025

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark City Clerk	Nikki Perez Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, NOVEMBER 11, 2025

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark City Clerk	Nikki Perez Mayor

APPROVED DATE:

STAFF REPORT

PARKS AND RECREATION

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director
BY: Diego Cevallos, Assistant Parks and Recreation Director

SUBJECT: Adoption of a Resolution Authorizing the City Manager to Execute a Design-Build Contract with Landscape Structures, Inc. and Delegating Authority to Approve Plans and Specifications for Shade Structures at Robert E. Gross Park Ballfields

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER TO EXECUTE A DESIGN-BUILD CONTRACT WITH LANDSCAPE STRUCTURES, INC. AND DELEGATING AUTHORITY TO APPROVE PLANS AND SPECIFICATIONS FOR SHADE STRUCTURES AT ROBERT E. GROSS PARK BALLFIELDS.

BACKGROUND

Robert E. Gross Park (Park), located at 2800 West Empire Avenue, Burbank, CA 91504, is managed by the Parks and Recreation Department (Department). The Department provides a variety of recreational programming at the Park, including youth and adult programs, seasonal camps, classes, and organized sports leagues. The Park's two ballfields host adult softball leagues, youth Hap Minor baseball and Ponytail softball, fall youth softball, and are also utilized by various permit groups throughout the year. The Park ballfields are also passively used by ultimate frisbee groups, pickup soccer players, and park patrons for open play and recreation. Other programming uses of the Park include youth sports camps, adult slow pitch softball, fast pitch softball, private rentals, and special events such as the Centennial Retro Camp Out.

During the Fiscal Year (FY) 2025-26 Budget Process, City Council (Council) approved

funding to add new shade structures to ballfields at multiple park locations. These improvements will include new shade structures over the bleachers on Ballfields one, and two. There is a significant need for shade in these areas, and the new shade structures will enhance the Park experience for visitors.

DISCUSSION

Landscape Structures, Inc. (Contractor) is a design-build company with expertise in design, conceptual development, engineering, fabrication, manufacturing, and installation. The Contractor provided the City with standardized shade products that meet the requirements for this project. The products are known for their durability, high-quality materials, and ability to withstand varying weather conditions, ensuring long-lasting functionality and aesthetic appeal. Currently, the Contractor's shade structures are installed over ballfield bleachers at Valley Park, George Izay Park, and various picnic areas and playgrounds throughout the City. The Contractor's familiarity with the City's parks, coupled with the exceptional services they provided, led staff to identify Landscape Structures, Inc. as the preferred vendor.

For this project, the Department is seeking to utilize a Cooperative Purchasing Agreement, an alternate delivery method that allows the City to leverage another public agency's competitive bid process. This reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide, awarding contracts to companies offering the best value. The process eliminates much of the time required for a traditional bid and is ideal for shade structure equipment and installation, as manufacturers offer proprietary equipment. This method also helps streamline the project timeline and provides nationwide pricing, with manufacturers typically offering an 8% price reduction. This process is an optimal method for procuring the shade structure installation, offering flexibility and reduced costs.

Under Burbank Municipal Code (BMC) § 2-2-116, subdivisions I and J, Council may waive the requirement for competitive bidding by Resolution, finding that it is in the City's best interest and awarding the contract to the proposer offering the best value as defined in the solicitation.

The Contractor submitted their proposal under the City's existing Sourcewell cooperative agreement (Sourcewell Contract No. 010521-LSI). Sourcewell offers cooperative procurement opportunities to participating public entities and selected Landscape Structures as a vendor through a national competitive bidding process. BMC § 2-2-111 allows the City to secure contractors through cooperative purchases when advantageous.

The design-build delivery method will facilitate smoother coordination of design, demolition, and installation. With one contractor responsible for both design and construction, staff anticipates the project will be completed on time and within budget.

Landscape Structures' versatility and proven track record will help ensure the project is delivered efficiently without impacting the construction timeline.

If the proposed resolution is approved, the project will commence in January 2026 and completed by May 2026.

Design Immunity

To invoke design immunity protection under California Government Code § 830.6, Council or an employee exercising discretionary authority must approve the final plans and specifications for a project prior to construction. BMC § 2-2-104 grants certain employees such discretionary authority over technical specifications, plans, and drawings.

In a traditional design-bid-build project, design or plan approval often occurs when Council awards the construction project after bidding. However, in a design-build project, final plans and specifications are not completed until after Council's approval. Therefore, staff requests that the Council delegate the authority to approve the final plans and specifications to the Parks and Recreation Director.

ENVIRONMENTAL REVIEW

Staff recommends Council find the Project Categorically Exempt from environmental review under California Code of Regulations (CCR), Title 14, §§ 15301, 15302, 15303, and 15311. Specifically, CCR, Title 14, § 15301 exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; § 15302 exempts activities pertaining to replacement or reconstruction of existing structures and facilities, where the new structures and facilities will be located on the same site and will have substantially the same purpose and capacity as the structures and facilities being replaced; § 15303 exempts activities involving the construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; and § 15311 exempts activities consisting of construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities. The shade structures will be shading the existing bleacher areas and will involve negligible or no expansion of capacity.

FISCAL IMPACT

The total contract price is $229,245.05. There will be no fiscal impact resulting from the recommended action as the Gross Ballfield Shade Structure Project was approved in the FY 2025-2026 Adopted Budget. Sufficient funds are available in the following project

account: 127.PR21A.70003.0000.25124 (Public Improvements, Facility Planning and Development, Park Improvements, Gross Ballfield Shade Structure).

CONCLUSION

The approval of the resolution to execute a design-build contract with Landscape Structures will enable the City to enhance the Park ballfields by providing much-needed shade structures. These structures offer numerous benefits, including improved safety and comfort for players and spectators by protecting them from UV rays and extreme heat. They will enhance player performance, and create a more enjoyable experience for fans, potentially encouraging longer attendance at games. Additionally, shade structures increase the facility's appeal and usage, which could generate higher revenue through increased demand for field rentals and community events. Overall, the shade structures will contribute to a safer, more comfortable, and sustainable environment for athletes, spectators, and the broader community.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Sourcewell Proposal
Attachment 3 – Rendering

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER TO EXECUTE A DESIGN-BUILD CONTRACT WITH LANDSCAPE STRUCTURES, INC. AND DELEGATING AUTHORITY TO APPROVE PLANS AND SPECIFICATIONS FOR SHADE STRUCTURES AT ROBERT E. GROSS PARK BALLFIELDS.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Section 1205 of the Burbank City Charter and Burbank Municipal Code section 2-2-111 provide that the City Council may waive formal competitive bidding by resolution and approve alternative project delivery methods such as a "cooperative agreement" to award public works construction projects when it is in the best interests of the City.

B. The cooperative agreement allows the City to utilize another public agency's bid, which includes language that the public agency is bidding on behalf of the member of the Cooperative, nationwide. This streamlines the project timeline as it reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide, and eliminates the extra time needed for a bid solicitation process.

C. The cooperative agreement is an acceptable and preferable method of procurement for shade structure equipment and installation, as each manufacturer provides proprietary equipment.

D. The ballfield shade structures located at Robert E. Gross Park need replacement. As a result, the City's Parks and Recreation Department ("Department"), solicited a proposal under a cooperative purchasing agreement to select a firm to replace the ballfield shade structures at the Robert E. Gross Park Ballfields ("Project").

E. The design-build project delivery method has gained favor in the construction industry because it facilitates the coordination of civil, structural, and electrical engineering in all phases of project design and construction, minimizes change orders through early collaboration between design and construction disciplines, and reallocates design liability, project management, and other risks from the City to the selected contractor.

F. As a result, the Department desires to utilize the design-build project delivery method to complete the Project. The design-build method is both appropriate for this Project and in the best interests of the City due to the benefits outlined above. In furtherance of the Project, the Department, in conjunction with the Purchasing Manager, solicited a proposal from a design-build firm under an existing cooperative purchasing

agreement to complete the Project. A proposal was received by Landscape Structures, Inc., and independently evaluated by City staff pursuant to the City's normal competitive purchasing procedures.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. Pursuant to Burbank Municipal Code section 2-2-116(I) and (J), the City Council hereby approves performing the Project using the cooperative agreement method of project delivery. Accordingly, the City Council hereby waives the traditional competitive bidding process as outlined in Burbank Municipal Code § 2-2-116 as it is determined that the cooperative purchasing agreement delivery method accompanied by a competitive proposal solicitation process is in the best interests of the City.

2. The design-build contract between the City and Landscape Structures, Inc. ("Contract"), for the design and construction of the Project, on file at the City Council Office and the Purchasing Division, are approved with such modifications as may be deemed appropriate by the City Manager or his designee.

3. This Project has been determined to be Categorically Exempt from environmental review under the California Environmental Quality Act (CEQA), pursuant to the California Code of Regulations, Title 14, Sections 15301, 15302, 15303, and 15311. Section 15301 exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use; Section 15302 exempts activities pertaining to replacement or reconstruction of existing structures and facilities, where the new structures and facilities will be located on the same site and will have substantially the same purpose and capacity as the structures and facilities being replaced; Section 15303 exempts activities involving the construction and location of limited numbers of new, small facilities or structures, installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; and Section 15311 exempts activities consisting of construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities.

4. The current total construction budget of the Project is estimated to be $362,486 but may be adjusted by the City Manager or his designee up to the total budgeted amount for the Project.

5. The City Manager or his designee is authorized to execute an agreement with Landscape Structures, Inc. for the replacement of the existing ballfield shade structures at the Robert E. Gross Park Ballfields, and the City Clerk is authorized to attest.

6. The Cooperative Agreement shall be retained as a permanent record.

PASSED and ADOPTED this _____ day of November, 2025.

_____
Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Sei-Hee Park
Assistant City Attorney

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 vote of the Council of the City of Burbank at its regular meeting held on the ____ day of November, 2025, by the following vote:

AYES

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

PROPOSAL

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:
LANDSCAPE STRUCTURES, INC.
601 7TH STREET SOUTH
DELANO, MN 55328 U.S.A.
763-972-3391 800-328-0035

Sourcewell Formerly NJPA Awarded Contract

Customer Information

CONTACT: Parks and Recreation Administrative Offices
PHONE (818) 238-5300
FAX:
email:

SHIP TO: **City of Burbank - Robert E Gross Bleacher**
Maintenance Kit/Info ? **2800 Empire Ave**
Burbank, CA 91506

BILL TO: **City of Burbank**
Parks and Recreation Administrative Offices
150 N. Third Street - 3rd Floor
Burbank, CA 91502

Sourcewell Contract No. 010521-LSI

Destination
F.O.B.
FREIGHT ☑ Prepaid ☐ Collect

Net 30 days upon credit approv., deposit may be required
TERMS (Subject To Credit Approval By LSI)
TBD
SHIPPING TIME

Pricing Good for 60 days from Date of Proposal

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
		Robert E Gross Bleacher Shade				
LSI Equipment						
2	1189957-01-01	SkyWays Joined Slanted Cantilever		51,575.00	-	$ 103,150.00 T
		6 Columns + 5 HDPE Tops / Approx. 1188 Sq. Ft.			-	$ -
		incl. electronic stamped dwgs			-	$ -
					-	$ -
					-	$ -
1	Discount	Discount		(8,252.00)	-	$ (8,252.00) T
					-	$ -
Services						
1	Labor	Install 6-Column Joined Cantilever Shade qty 2		108,385.00	-	$ 108,385.00
				-	-	$ -
1	Service	Survey Documents		1,055.00	-	$ 1,055.00
					-	$ -
1	Service	Survey/Utility Mapping		2,003.00	-	$ 2,003.00
					-	$ -
					-	$ -
1	Bonds	Payment & Performance Bonds		6,677.00	-	$ 6,677.00
					-	$ -
					-	$ -
		Permits not included			-	$ -
		Standard Terms and Conditions for Installation Apply				

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY LANDSCAPE STRUCTURES, INC. CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Total Weight	-	
SUBTOTAL MATERIAL		$ 213,018.00
INSTALLATION		See Above
FREIGHT		$ 6,500.00
10.25%	SALES TAX	$ 9,727.05
	TOTAL	$ 229,245.05

ACCEPTED BY CUSTOMER DATE

PRINT NAME

9/22/25

PROPOSED BY LSI REPRESENTATIVE DATE

Scott Anderson, Sales Representative

PRINT NAME

GENERAL NOTES:

DESIGN INFORMATION
CODE AND LOADS:
BUILDING CODE: CBC 2022
OCCUPANCY CLASSIFICATION - U (UTILITY & MISCELLANEOUS)
CONSTRUCTION TYPE - IIB
SINGLE STORY STRUCTURE

LOADS:
DEAD LOAD= SELF WEIGHT
LIVE LOAD = 5 PSF

DESIGN WIND LOAD Vult=105 MPH, 0.85 SEC. GUST

EXPOSURE: C
KZT: 1

GROUND SNOW LOADS: 5 PSF

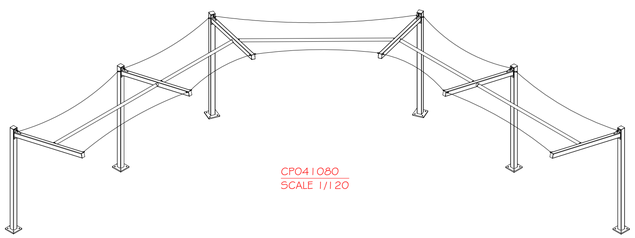
THIS STRUCTURE WAS NOT DESIGNED FOR A FLOOD HAZARD AREA.

SOILS WERE EVALUATED USING VALUES OBTAINED FROM ABOVE REFERENCED BUILDING CODE TABLE 1806.2 AND ASSUMING SOIL TYPE 4. PRIOR TO PLACEMENT OF ANY FOUNDATION ELEMENTS, CONTRACTOR SHALL EXAMINE THE SOIL AND VERIFY THE BEARING STRATA (BOTTOM OF FOOTING) DOES NOT CONTAIN MUD, ORGANIC SILT, ORGANIC CLAYS, PEAT, UNPREPARED FILL, OR ANY FORM OF NON-LOAD BEARING CAPABLE SOILS. IF ANY OF THESE CONDITIONS ARE ENCOUNTERED, CONTRACTOR SHALL NOTIFY SKYWAYS IMMEDIATELY FOR ADDITIONAL RECOMMENDATIONS.

ALLOWABLE BEARING 2000 PSF

LATERAL BEARING: 150 PSF/FT

CABLE TENSION: 700 LBS MIN



1. GENERAL NOTES:
   a. ALL WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING:
      i. AMERICAN INSTITUTE OF STEEL CONSTRUCTION - "CODE OF STANDARD PRACTICE FOR STEEL BUILDINGS AND BRIDGES."
      ii. AMERICAN INSTITUTE OF STEEL CONSTRUCTION - "SPECIFICATION FOR STRUCTURAL STEEL BUILDINGS."
      iii. AMERICAN INSTITUTE OF STEEL CONSTRUCTION - "SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A 325 OR A 490 BOLTS."
      iv. AMERICAN WELDING SOCIETY - "STRUCTURAL WELDING CODE" AWS D1.1
      v. AMERICAN SOCIETY FOR TESTING AND MATERIALS - AS REFERENCED HEREIN.
      vi. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) - AS REFERENCED.
   b. DO NOT SCALE OFF OF DRAWINGS
2. MATERIALS: MEMBERS SHALL CONFORM TO THE FOLLOWING REQUIREMENTS U.N.O.
   a. PIPES SHALL CONFORM TO ASTM A 53, GRADE B, TYPE E OR S.
   b. STRUCTURAL TUBING SHALL CONFORM TO ASTM A 500, GRADE B/C.
   c. PLATES AND BARS SHALL CONFORM TO ASTM A 36 OR A 572 GRADE 50.
   d. TUBING SHALL BE INTERNALLY COATED WITH ZINC AND ORGANIC COATINGS TO PREVENT CORROSION AS MANUFACTURED BY ALLIED TUBE & CONDUIT.
   e. PINS SHALL CONFORM TO ASTM A 36, OR ASTM A 588, GRADE 50. ALL PINS SHALL BE GALVANIZED.
   f. ALL STRUCTURAL STEEL SHALL BE SHOT BLASTED PRIOR TO PAINT
   g. ALL WORK SHALL BE FREE OF OIL, GREASE, AND MACHINING CHIPS.
3. BOLTS AND WELDS: SHALL CONFORM TO THE FOLLOWING REQUIREMENTS U.N.O
   a. ALL WELDS SHALL BE CONTINUOUS WHERE LENGTH IS NOT GIVEN.
   b. ALL WELDS SHALL DEVELOP THE FULL STRENGTH OF THE WEAKER MEMBER. ALL WELDS SHALL BE MADE USING E70XX .035 OR .045 WIRE.
   c. ALL WELDED JOINTS SHALL CONFORM TO AWS PRE-QUALIFIED WELDED JOINTS AS DESIGNATED BY THE STANDARD WELD SYMBOLS AND TERMS AS SHOWN ON THE DRAWINGS.
   d. WELDS SHALL BE MADE ONLY BY OPERATORS WHO HAVE BEEN PREVIOUSLY QUALIFIED BY TESTS, AS PRESCRIBED IN THE LATEST EDITION OF THE AMERICAN WELDING SOCIETY, D1.1, "STRUCTURAL WELDING CODE", TO PERFORM THE TYPE OF WORK REQUIRED.
   e. SHOP CONNECTIONS SHALL BE WELDED U.N.O. FIELD CONNECTIONS SHALL BE BOLTED AS INDICATED ON THE DRAWINGS. WELDING OF FIELD CONNECTIONS SHALL NOT BE ACCEPTED WITHOUT WRITTEN CONSENT FROM THE EOR.
   f. ALL FILLET WELDS SHALL BE A MINIMUM OF 3/16" UNLESS OTHERWISE NOTED.
   g. ALL HIGH STRENGTH BOLTS SHALL COMPLY WITH A325 OR EQUIVALENT.
   h. ALL HIGH STRENGTH NUTS SHALL COMPLY WITH A563C OR EQUIVALENT.
   i. ALL HIGH STRENGTH WASHERS SHALL COMPLY WITH F436-1 OR EQUIVALENT.
   j. ALL STAINLESS STEEL BOLTS SHALL COMPLY WITH ASTM F-593, ALLOY GROUP 1 OR 2 OR EQUIVALENT.
   k. ALL STAINLESS STEEL NUTS SHALL COMPLY WITH ASTM F-594 ALLOY GROUP 1 OR 2 OR EQUIVALENT.
   l. ALL STAINLESS STEEL WASHERS SHALL CONFORM TO TYPE 18-8 OR EQUIVALENT.
   m. ALL LOCK WASHERS SHALL BE SPLIT-RING
   n. COMMON SPRING LOCK WASHERS SHALL CONFORM TO ANSI B.18.21.1
      BOLTS SHALL BE TIGHETENED TO A SNUG CONDITION
   o. TOLERANCES ON HOLES FOR CONNECTIONG PLATES AND BOLTED ELEMENTS IN FIELD SHALL BE +1/16" LARGER THAN THE NOMINAL DIAMETER OF THE BOLT, FOR BASE PLATES IT SHALL BE 1/8" LARGER. BOLT HOLES IN METAL PARTS MAY BE BURNED USING A FLAME CUTTING MACHINE.
   p. SPECIAL ATTENTION SHALL BE GIVEN TO WELDS IN AREAS IN DIRECT CONTACT WITH SHADE FABRIC TO ENSURE THAT THESE WELDS ARE GROUND SMOOTH AND DO NOT HAVE SHARP EDGES OR BURRS.
   q. ALL THREADED ROD SHALL CONFORM TO ASTM A36, OR ASTM A 572, GRADE 50.
4. EXECUTION:
   a. STEEL FABRICATOR SHALL PROVIDE EFFECTIVE, FULL TIME QUALITY CONTROL OVER ALL FABRICATION ACTIVITIES.
   b. VISUAL INSPECTION SHALL BE PERFORMED TO ENSURE ALL WELDS CONFORM TO AWS STANDARDS.
   c. GRIND SMOOTH ALL SHARP EDGES AND CORNERS
5. CONCRETE:
   a. CONCRETE WORK SHALL BE EXECUTED IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN CONCRETE INSTITUTE BUILDING CODE.
   b. CONCRETE SPECIFICATIONS SHALL BE AS FOLLOWS:
      i. **28 DAY STRENGTH: f'c=4,500 PSI (MIN.)**
      ii. AGGREGATE: HR
      iii. SLUMP: 3-5
      iv. TYPE II/V PORTLAND CEMENT SHALL CONFORM TO ASTM C-150
      v. AGGREGATE SHALL CONFORM TO ASTM C-33
      vi. NO AIR REQUIRED
   c. ALL CONCRETE STEEL REINFORCEMENT SHALL CONFORM TO ASTM A-615 GRADE 60.
   d. REINFORCING STEEL SHALL BE DETAILED, FABRICATED, AND PLACED IN ACCORDANCE WITH THE LATEST ACI DETAILING MANUAL AND RSI MANUAL OF STANDARD PRACTICE.
   e. REINFORCING CONCRETE COVER SHALL BE 3" MIN.
   f. ALL CAST-IN-PLACE CONCRETE SHALL BE COMPACTED USING HIGH FREQUENCY VIBRATING EQUIPMENT.
   g. TOP OF PIERS ARE DESIGNED NON-CONSTRAINED.
   h. ALL ANCHOR BOLTS SET IN CONCRETE SHALL COMPLY WITH ASTM F-1554 GRADE 55
   i. **ALL NON-SHRINK GROUT SHALL HAVE A MINIMUM 28 DAYS COMPRESSIVE STRENGTH OF 5000 PSI AND SHALL COMPLY WITH THE REQUIREMENTS OF ASTM C-109, ASTM C939, ASTM C1090 WHEN APPLICABLE.**
   j. PRIOR TO INSTALLATION OF FOUNDATION, INSTALLER SHALL VERIFY SOILS APPEAR TO BE CAPABLE BEARING SOILS AND ARE NOT MUDDY, LIQUIDY, OR ANY OTHER FORM OF NON-LOAD BEARING SOIL.
   k. IT IS NOT PERMITTED TO FORM PIERS USING SONOTUBE OR CASING WITHOUT PRIOR WRITTEN APPROVAL FROM ENGINEER OF RECORD.
6. STEEL CABLES:
   a. STRUCTURAL WIRE ROPE CABLES SHALL CONFORM TO THE LATEST REVISION OF ASTM A 603, "STANDARD SPECIFICATION FOR ZINC-COATED STEEL STRUCTURAL WIRE ROPE."
   b. STRUCTURAL STRAND CABLES SHALL CONFORM TO THE LATEST REVISIONS OF A 586, "STANDARD SPECIFICATION FOR ZING-COATED PARALLEL AND HELICAL STEEL WIRE STRUCTURAL STRANDS.
   c. SEVEN WIRE PRE-STRESSING STRANDS SHALL CONFORM TO THE LATEST REVISION OF ASTM A 416, "STANDARD SPECIFICATION FOR UNCOATED SEVEN WIRE STRESS RELIEVED STRAND FOR PRE-STRESSED CONCRETE" AND SHALL BE GRADE 270.
   d. WIRE ROPE CABLE SHALL BE 7X19 STRAND CORE GALVANIZED WIRE ROPE WITH A BREAKING STRENGTH VALUE OF:
      i. 1/2" DIAMETER=12 TONS
      ii. 3/8" DIAMETER=14,400 LBS
      iii. 1/4" DIAMETER=7,000 LBS
   e. CABLES SHALL BE FED THROUGH THE FABRIC SLEEVES AROUND THE PERIMETER OF THE CANOPY AND TENSIONED UNTIL THE FABRIC PANELS (DESIGNED PURPOSELY UNDERSIZED) REACH A TAUGHT APPEARANCE. ANY LONG-TERM CABLE SAG SHALL BE MINIMIZED DURING THE MAINTENANCE RE-TIGHTENING VISITS AS REQUIRED.
7. FABRIC NOTES:
   a. FABRIC SHALL BE MANUFACTURED BY GALE PACIFIC OR ANY OTHER MANUFACTURER WHO CAN MEET THE SPECIFICATIONS LISTED BELOW.
   b. FABRIC SHALL BE POLYETHYLENE MATERIAL
   c. THE FABRIC SHALL ACHIEVE AN ULTIMATE TENSILE CAPACITY WHEN TESTED PER ASTM D-5034 IN THE:
   d. WARP DIRECTION OF 100 LBS PER INCH AT 66% MAX ELONGATION.
   e. FILL DIRECTION OF 50 LBS PER INCH AT 33% MAX ELONGATION.
   f. ACROSS THE SEAM OF STITCHING OF 80 LBS PER INCH AT 80% MAX ELONGATION
   g. THE FABRIC SHALL RETAIN 80% OF ITS TENSILE AND TEARING STRENGTH AFTER ULTRAVIOLET EXPOSURE PER ASTM G53 USING A 313 NM LIGHT SOURCE FOR 500 HOURS WHILE MOISTENED FOR 1 HOUR EVERY 12 HOURS.
   h. FABRIC SHALL REQUIRE ANNUAL INSPECTION AND MAINTENANCE. FABRIC SAMPLES OF THE SAME MATERIAL WHICH ARE MAINTAINED AT THE PROJECT SITE SHALL BE TESTED TO BE IN COMPLIANCE WITH ASTM D5034 AND D2261. THE ANNUAL TESTING ON THE APPROVED PLANS SHALL BE COMPARED TO THE FABRIC SPECIFICATIONS INDICATED ABOVE. THE FABRIC SHALL BE REPLACED WHEN THE TEST RESULTS RETURN LESS THAN 50% OF THE ULTIMATE VALUES NOTED ABOVE.
   i. **IT IS REQUIRED THAT THE FABRIC TOP SHALL BE REMOVED PRIOR TO A NATURAL EVENT WHERE THE SNOW AND WIND EXPECTATIONS EXCEEDS THOSE SHOWN UNDER DESIGN INFORMATION.**
   j. A VISUAL INSPECTION LOOKING FOR TEAR AND ABNORMAL WEAR IN FABRIC MATERIAL AND THREAD IS REQUIRED PRIOR TO RE-INSTALLATION. SHADE STRUCTURE MANUFACTURER SHALL BE NOTIFIED IF SIGNIFICANT DAMAGE IS PRESENT BEFORE RE-INSTALLATION.
   k. FABRIC MEMBRANES SHALL CONFORM TO FIRE PROPAGATION PERFORMANCE CRITERIA OF NFPA 701, OR HAVE A FLAME SPREAD INDEX NOT GREATER THAN 25 WHEN TESTED IN ACCORDANCE WITH ASTM E 84.

ATTACHMENT 3

skyways by landscape structures

ISO 14001:2015 — CERTIFIED ISO 9001:2015 COMPANY — AISC CERTIFIED FABRICATOR Certification Type BU

Skyways
by Landscape Structures Inc.
8131 Forney Rd.
Dallas TX, 75227
playlsi.com

Stamp:

Project Info.:

Slanted Cantilever

Robert E. Gross Bleacher

Burbank, CA

Project No.
1189957-01-02

Sheet title
GENERAL NOTES

Sheet Size:
'D' 34"x22"

Reference Scale:
1" 1/2" 1/2" 1/2"

Revisions

#	Revision	Date	By
A	For Approval	09/24/25	DG

Quality approval
1/1/2050 XX Work In Progress (PS)

Drawn by
DG

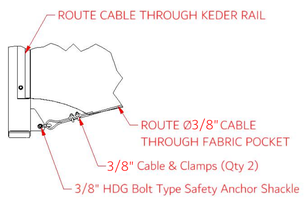
Designed by
TM

Approved by
TM

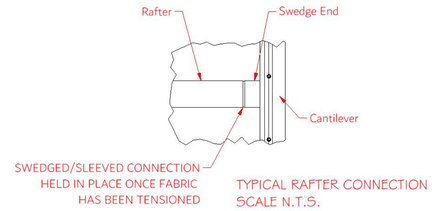
Drawing
100-2025-518 1189957-01-02 CP041080

Sheet No.:
1

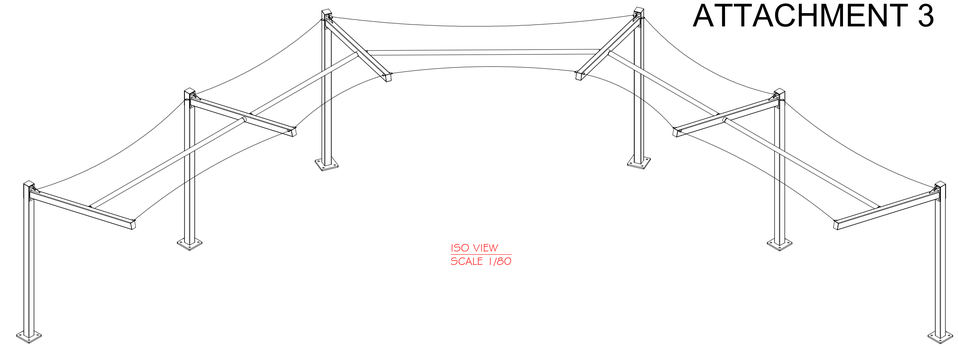
ATTACHMENT 3



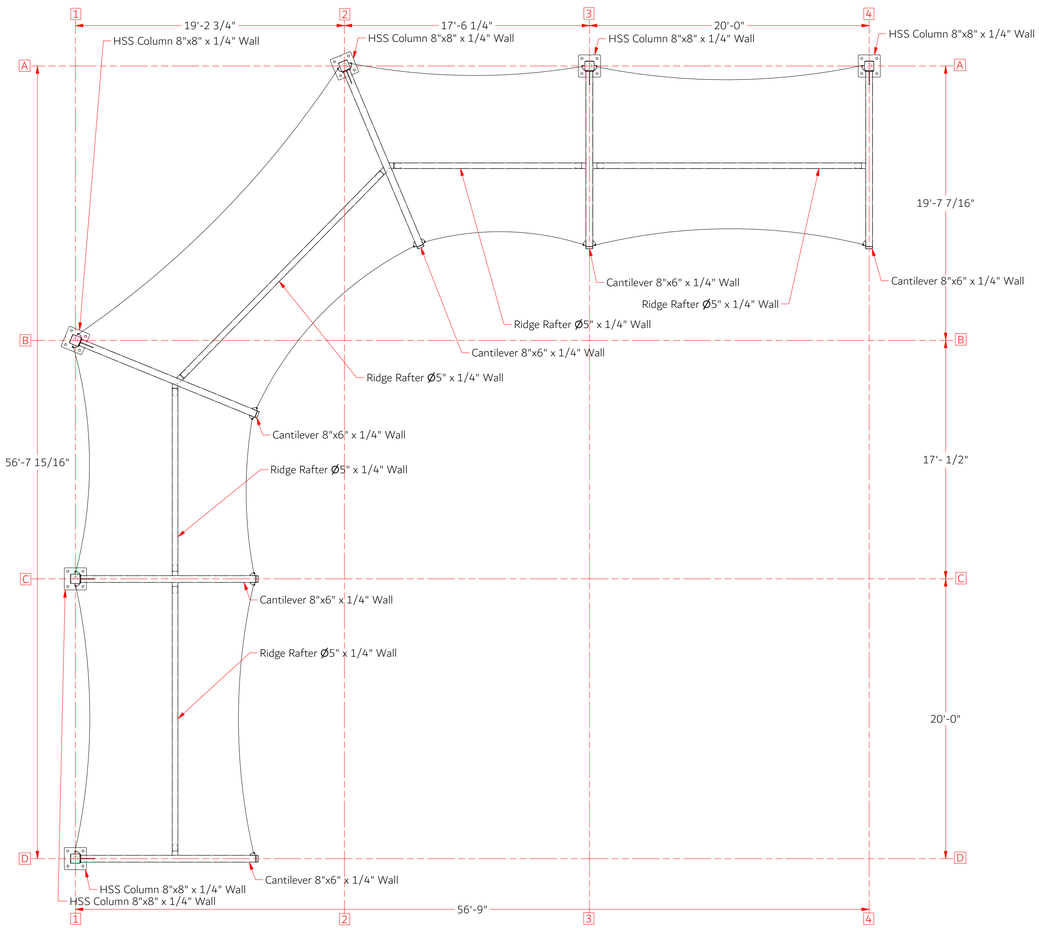
TYP SHADE-KEDAR CONNECTION
SCALE N.T.S.



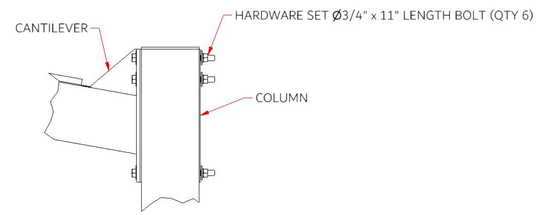
TYPICAL RAFTER CONNECTION
SCALE N.T.S.



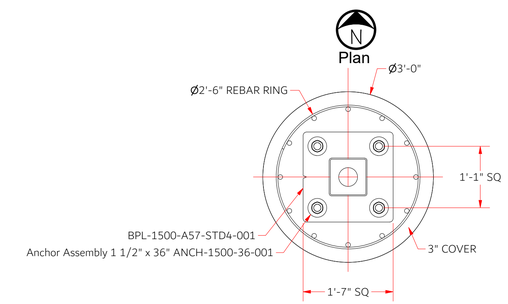
ISO VIEW
SCALE 1/80

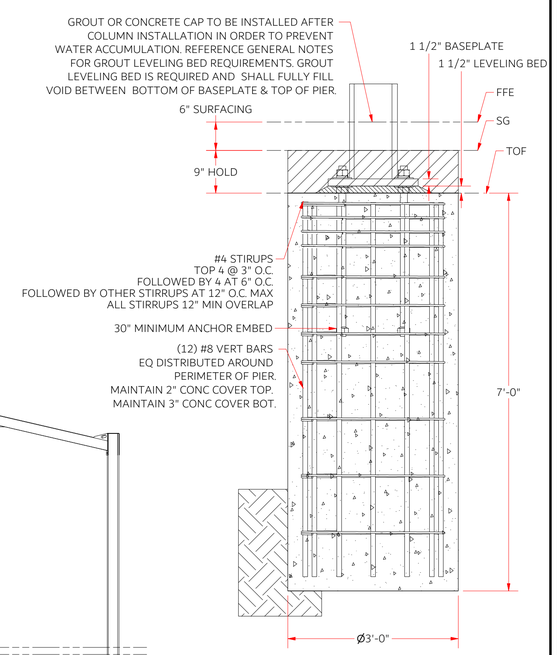


PLAN VIEW
SCALE 1/65



TYP. COLUMN CONNECTION
SCALE N.T.S.





PIER DETAIL VIEW
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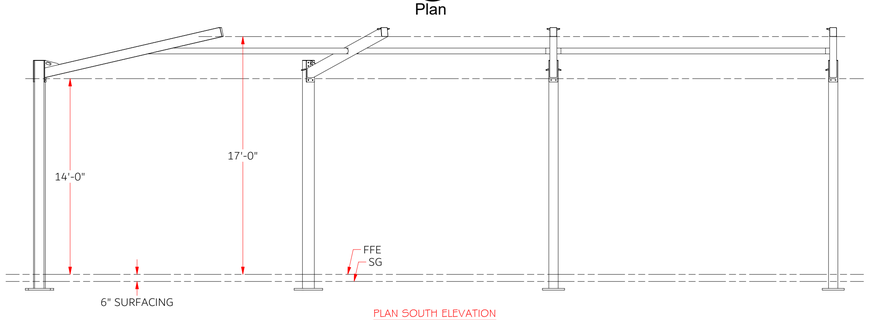
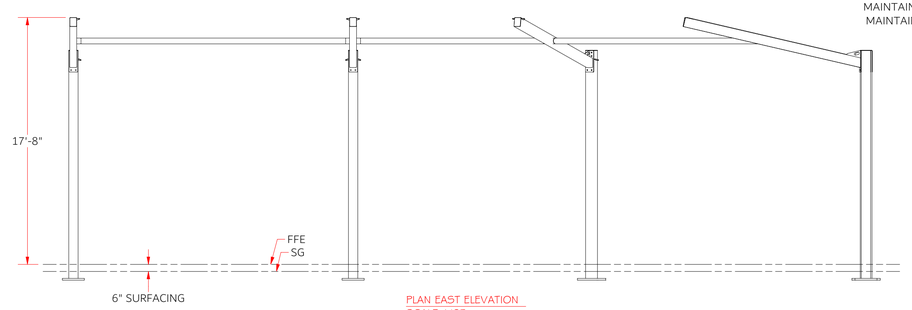


PLAN SOUTH ELEVATION
SCALE 1/65 WEIGHT: N/A



PLAN EAST ELEVATION
SCALE 1/65

skyways
by landscape structures

Certification Type BU

Skyways
by Landscape Structures Inc.
8131 Forney Rd.
Dallas TX, 75227
playlsi.com

Stamp:

Project Info.:

Slanted Cantilever

Robert E. Gross Bleacher

Burbank, CA

Project No.

1189957-01-02

Sheet title

PLANS & SECTIONS

Sheet Size:

'D' 34"x22"

Reference Scale:

1" 1/2" 1/2" 1/2"

Revisions

#	Revision	Date	By
A	For Approval	09/24/25	DG

Quality approval:

1/1/2050 XX Work In Progress (PS)

Drawn by: DG

Designed by: TM

Approved by: TM

Drawing: 100-2025-518 1189957-01-02 CP041080

Sheet No.:

2

STAFF REPORT

PUBLIC WORKS

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Damian Skinner, Interim Public Works Director
BY: Dean Pearson, Construction Superintendent

SUBJECT: Adoption of a Resolution Approving Contract Documents, Plans and Specifications, and Authorizing Execution of a Contract for Bid Schedule No. 1419 – Roof Replacements and/or Restoration – Multiple Buildings Project with Danny Letner Inc. dba Letner Roofing Company; Findings of CEQA Exemption 15301(a)(b)

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AND AUTHORIZING EXECUTION OF A CONTRACT FOR BID SCHEDULE NO. 1419 – ROOF REPLACEMENTS AND/OR RESTORATION – MULTIPLE BUILDINGS PROJECT WITH DANNY LETNER INC., DBA LETNER ROOFING COMPANY.

BACKGROUND

The Public Works Department maintains all City facilities (except facilities owned by Burbank Water and Power), including their building envelope, mechanical and electrical systems, interior finishes, and roof. A roof condition assessment of all City facilities was recently completed to determine the remaining useful life of each roof and to develop a prioritized list of locations that require immediate repair, restoration, or replacement. Six occupied City facilities located in various locations throughout the City have been determined to be the highest priority. The facilities are:

1. Betsy Lueke Creative Arts Center
2. Pottery Studio (unattached building that is part of the Betsy Lueke Creative Arts Center)

3. Olive Recreation Center
4. Joslyn Adult Center
5. Burbank Animal Shelter
6. Water Reclamation Plant

DISCUSSION

Bid Schedule No. 1419 (Bid) was prepared to find a skilled contractor to repair the various roof types found at each location. Having one contractor to complete the work simplifies project management and provides cost savings in labor and materials. The Bid was advertised in the Los Angeles Times on July 9, 2025 and July 16, 2025, and a mandatory pre-bid conference and job walk was held on July 23, 2025. The job walk included visits to each location and was attended by 17 contractors. Four contractors submitted bids with proof of all appropriate licenses, registration with the Department of Industrial Relations, and other required documents, and bid opening was held on September 10, 2025. As a result of the competitive bid process, Danny Letner Inc. dba Letner Roofing Company was selected as the lowest responsive and responsible bid. The duration of construction is estimated to be 180 calendar days, with an anticipated completion of all six facilities by July 31, 2026.

ENVIRONMENTAL REVIEW

Adoption of this resolution is categorically exempt under the California Environmental Quality Act (CEQA), 14 CCR §15301, which exempts the operation, repair, maintenance, and minor alteration of existing public structures and facilities that involve negligible or no expansion of existing or former use. This Project includes the repairing and maintenance of existing roofs, and there are no exceptions or unique circumstances that apply that would affect the application of this exemption.

FISCAL IMPACT

There is no fiscal impact associated with this report. The projected construction cost for this Project is $1,160,005 (construction bid of $1,008,700 with a 15% construction contingency of $151,305) and is fully funded within the City's adopted annual budget.

CONCLUSION

Staff recommends that Council adopt the attached resolution to approve the contract documents and award a construction contract, subject to review and approval by the City Attorney, for Bid Schedule No. 1419 – Roof Replacements and/or Restoration – Multiple Buildings Project with Danny Letner Inc. dba Letner Roofing Company and find the adoption of the resolution categorically exempt from CEQA.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Bid Summary

ATTACHMENT 1

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AND AUTHORIZING EXECUTION OF A CONTRACT FOR BID SCHEDULE NO. 1419 – ROOF REPLACEMENTS AND/OR RESTORATION – MULTIPLE BUILDINGS PROJECT WITH DANNY LETNER INC., DBA LETNER ROOFING COMPANY

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Under Burbank Municipal Code Section 2-2-116, public works construction contracts must be awarded by the City Council after a formal bidding procedure and after compliance with the California Environmental Quality Act (CEQA).

B. Pursuant to notice provided according to law, bids for Bid Schedule No. 1419, Roof Replacements and/or Restoration – Multiple Buildings Project (the "Project") have been received, publicly opened, declared, and evaluated.

C. The City Manager reports that the lowest responsive and responsible bid for the Project was received from Danny Letner Inc., dba Letner Roofing Company, that the bid is as set forth below, and recommends that the bid be accepted.

D. The Plans and Specification for the Project are on file at the Public Works Department and the City Council Office. The City Council has reviewed and considered the Plans and Specifications for the Project and approves the Plans and Specifications.

E. Under the State CEQA Guidelines, 14 CCR §15301, the operation, repair, maintenance, and minor alteration of existing public structures, facilities, that involve negligible or no expansion of existing or former use, is exempt from further environmental review. Here, the activity involves the repair and maintenance of existing roofs, and there are no exceptions or unique circumstances that apply that would affect the application of this exemption. Accordingly, no further environmental review is necessary.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The Contract Documents consisting of Notice Inviting Bids, Instructions to Bidders, Bidder's Proposal, Addendum(s), Bidder's Performance and Payment Bonds, Agreement, City of Burbank Additions and Amendments to the Standard Specifications for Public Works Construction, Special Provisions, and Plans and Specifications for Bid Schedule No. 1419, the Roof Replacements and/or Restoration – Multiple Buildings Project (collectively, the Contract Documents) are on file in the Public Works Department and City Council Office, are approved and adopted as the Contract Documents, Bid Schedule No. 1419, subject to final review and approval with changes as may be deemed necessary by the City Attorney.

2. The lowest responsive and responsible bidder for the Project in accordance with Bid Schedule No. 1419 is Danny Letner Inc., dba Letner Roofing Company., whose address is 1490 North Glassell Street, Orange, California 92867, and whose total lump-sum price of $1,008,700 is set forth in the Bidder's Proposal included in the Contract Documents, on file in the Procurement Services Division. This bid is accepted, and the City Manager or his designee is authorized to reject all other bids once the lowest responsive and responsible bidder has executed and forwarded all the necessary Contract Documents to the City.

3. The City Council has reviewed and considered the Plans and Specifications for the Project and approves the Plans and Specifications. The Public Works Director, or his designee, is authorized to approve any changes to the Plans and Specifications.

4. This Project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to California Code of Regulations, Title 14, Section15301, which exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. This Project includes the repairing and maintenance of existing roofs, and there are no exceptions or unique circumstances that apply that would affect the application of this exemption.

5. The total Project budget for Bid Schedule No. 1419 shall be $1,160,005 (construction bid of $1,008,700with a 15% contingency in the amount of $151,305).

6. The City Manager or his designee is authorized to execute all necessary Contract Documents under Bid Schedule No. 1419, and future change orders (if any) up to the amount budgeted for the Project with such non-substantive changes may be approved by the City Attorney, and the City Clerk is authorized to attest.

PASSED and ADOPTED this ____ day of _____, 2025.

_____
Nikki Perez
Mayor

Approved as to Form
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

_____
Catherine Kim
Assistant City Attorney

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 the Council of the City of Burbank at its regular meeting held on the ___ day of _____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

Bid Schedule No. 1419

ROOF REPLACEMENTS AND/OR RESTORATION – MULTIPLE BUILDINGS PROJECT

BIDDER	TOTAL SUM BID	BID DEPOSIT
Danny Letner, Inc.	$1,008,700.00	10%
AME Builders, Inc.	$1,256,300.00	10%
Southland Roofing, Inc.	CORRECTED TOTAL $1,408,200.00	10%
Best Contracting Services, Inc.	$1,521,968.00	10%

Bid Schedule No. 1419 advertised in the Los Angeles Times on **July 9 & 16, 2025. Fifty-Nine (59)** copies of the bid were downloaded, of which **Thirty-Three (33)** identified themselves as Prime Contractors and **Four (4)** were received at the bid opening. There were no responses from:

Abigail Electric	KRGS Roofing
Air Clean Environmental, Inc.	MD Construction
Allied Solutions	Modern General Contractor, Inc.
ARIX, Inc.	MZN Construction, Inc.
At Your Service Construction & Energy, Inc.	Nesbou Homes
Bligh Pacific	Newbuild Construction and Restoration, Inc.
California Energy Builders	PCL Construction Services, Inc.
CCLA Construction, Inc.	Rainy Day Roofing, Inc.
Commercial Roofing Systems, Inc.	Rite-Way Roof Corporation
Corner Keystone Construction Corp.	The Garland Company
DMullis Insurance	The Nazerian Group
Estate Design and Construction	Weatherproofing Technologies, Inc.
Felsen Group, Inc.	Western States Roofing, Inc.
Hollywood Handy Construction	Zuma Construction Group, Inc.
JJ Estimating	

STAFF REPORT

PUBLIC WORKS

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Damian Skinner, Interim Public Works Director
VIA: Lifan Xu, Chief Assistant Public Works Director – City Engineer
BY: David Null, Senior Civil Engineer

SUBJECT: Adoption of a Resolution Determining a Public Necessity and Permitting the Prime Contractor to Add Subcontractors to the Community Services Building Security Upgrades Project

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DETERMINING A PUBLIC NECESSITY AND PERMITTING THE PRIME CONTRACTOR TO ADD SUBCONTRACTORS, CORRADINI CORP. AND PLATINUM GLASS CORPORATION, TO THE COMMUNITY SERVICES BUILDING SECURITY UPGRADES PROJECT (Attachment 1).

BACKGROUND

The Community Services Building (CSB) Security Upgrades Project (Project) is a continuation of the City's ongoing efforts to enhance physical security in public buildings and spaces. The Project involves security enhancements to the CSB's first and second floors. This Project aligns with City Council's (Council) goals for City Services, Quality of Life, and Infrastructure.

On November 19, 2024, Council awarded the construction contract of the Project to R Dependable Const Inc. of San Bernadino, California (R Dependable), which submitted the only responsive and responsible bid in the amount of $522,500. A $42,000 deductive change order reduced the Contract Price to $480,500. R Dependable previously performed work for the City and other agencies similar to the scope of work in this Project with satisfactory results. No Subcontractors were listed at the time of award as R Dependable intended to self-perform all work as the General Contractor. Construction of the Project commenced on May 27, 2025.

DISCUSSION

The Project requires a high degree of customized fabrication and installation to stay consistent with the visually appealing architectural design of the building. The Project experienced significant delay during construction as R Dependable encountered technical challenges to produce good quality, customized terrazzo and glass partitions as specified in the Contract Documents. According to R Dependable, they also suffered key personnel loss beyond their control that impacted the Project schedule. To move the Project forward and complete it in a timely manner, R Dependable requested to add Corradini Corp. as a subcontractor for the terrazzo work and Platinum Glass Corporation as a subcontractor for the glass partition work, instead of self-performing the scope of work. The proposed work for Corradini Corp. is approximately 5.9% of the total bid, and the proposed work for Platinum Glass Corporation is approximately 10% of the total bid.

Under Public Contract Code § 4109, subletting or subcontracting of any portion of the work in excess of one-half of 1 percent of the prime contractor's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the awarding authority setting forth the facts constituting the emergency or necessity. Staff finds that it is a necessity to allow the addition of the subcontractors for the following reasons:

- R Dependable was given sufficient time to self-perform and failed to produce the desirable result as specified. Further self-performance is unlikely to resolve the issue.
- The terrazzo and the glass partition scope of work requires technical expertise that might exceed R Dependable's current capability and capacity.
- The partially completed work reduces public serving space and staff working area. Continued delay of the Project completion affects the City's ability to adequately serve the public as the CSB Building is a key service hub for multiple City departments.

Corradini Corp. installed terrazzo for the original CSB and provided satisfactory work for the Burbank Water and Power plant and other agencies. Platinum Glass Corporation also performed satisfactory work in similar scope for other agencies.

If approved by Council, construction is slated to re-commence immediately and be completed in January 2026.

ENVIRONMENTAL REVIEW

Adoption of this resolution is categorically exempt under the California Environmental Quality Act (CEQA) § 15301, which exempts the operation, repair, maintenance, and minor alteration of existing public structures and facilities that involve negligible or no

expansion of existing or former use. This Project includes the repairing and maintenance of interior amenities, and there are no exceptions or unique circumstances that apply that would affect the application of this exemption.

FISCAL IMPACT

No additional funds are being requested. The CSB Security Upgrades Project Account 534.PW33A.70019.0000.24375 is fully funded.

CONCLUSION

Staff recommends that Council approve the proposed resolution determining a public necessity and permitting R Dependable to add the subcontractors for Bid Schedule No. 1517 – Community Services Building Security Upgrades Project under Public Contract Code § 4109.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Letter from R Dependable

ATTACHMENT 1

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DETERMINING A PUBLIC NECESSITY AND PERMITTING THE PRIME CONTRACTOR TO ADD SUBCONTRACTORS, CORRADINI CORP. AND PLATINUM GLASS CORPORATION, TO THE COMMUNITY SERVICES BUILDING SECURITY UPGRADES PROJECT

THE COUNCIL OF THE CITY OF BURBANK FINDS:

WHEREAS, on November 19, 2024, the City Council of the City of Burbank, California, authorized the award of a construction contract to R Dependable Const., Inc. (RDC) to perform the CSB Security Upgrades Project (Project);

WHEREAS, the City issued a written notice to proceed with the Project with a commencement date of January 27, 2025;

WHEREAS, at the time of bid submittal, RDC anticipated self-performing terrazzo and partition scope of work using RDC personnel;

WHEREAS, RDC resources originally assigned to the Project for terrazzo and glass partition scope of work are no longer available;

WHEREAS, terrazzo and glass partition work are specialty construction trades that are in high demand;

WHEREAS, RDC is unable to recruit and hire adequate staff with the skills and training necessary to perform terrazzo and glass partition operations on the Project without adversely affecting project delivery schedule until Spring 2026;

WHEREAS, RDC proposed to add subcontractors to help facilitate completion of the specialty work for the Project;

WHEREAS, Public Contract Code §4109 authorizes an owner to permit an unlisted subcontractor to perform work only “in cases of public emergency or necessity,” and then only after a finding reduced to writing as a public record of the awarding authority setting forth the facts constituting the emergency or necessity; and

WHEREAS, to prevent further delay to the Project, RDC proposed adding an unlisted subcontractor, Corradini Corp, to perform the terrazzo work and Platinum Glass Corporation to perform the glass partition work. Commencing the work immediately is critical to completing the Project. Moreover, time is of the essence as delays to the Project would prevent the public from utilizing a safe and accessible facility and prolong security upgrades for City employees.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. For the reasons set forth above, the City Council determines that the addition of subcontractors, Corradini Corp. and Platinum Glass, to assist in performing the Work for the Project is a “public necessity” under Public Contract Code §4109 and permits RDC to add Corradini Corp. and Platinum Glass as subcontractors to the Project.

PASSED and ADOPTED this ____ day of November, 2025.

_____
Nikki Perez
Mayor

Attest:

_____
Kimberley Clark, City Clerk

Approved as to Form:
Office of the City Attorney

By: _____
Catherine Kim
Assistant City Attorney

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 the Council of the City of Burbank at its regular meeting held on the ____ day of November, 2025, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

DEPENDABLE CONST INC
1019 W. 3RD ST
SAN BERNARDINO, CA 92410

November 6th, 2025

To: Whom it may concern
City of Burbank
David Null/Tim Mawhinney
Project: community Services building Security Upgrades (CSB)_Bid Schedule No. 1517
Located at: Community Services Bldg. (CSB) 150 N. Third St., Burbank, CA 91502

Re: Corradini Corp. & Platinum Glass Corporation – Addition to the Project Subcontractor List

R. Dependable Construction, Inc. (RDC) respectfully requests that Corradini Corp. and Platinum Glass Corporation be added as subcontractors for the terrazzo, glass partition, and metal framing work on the *Community Services Building Security Upgrades Project*, utilizing their expertise to aid in the timely and successful execution of the security enhancements.

Both Corradini Corp. and Platinum Glass Corporation have been actively involved since the beginning of the project, providing shop drawings and mockups and participating in coordination meetings with RDC and representatives of the City of Burbank.

The omission of Corradini Corp. and Platinum Glass Corporation from the approved subcontractor list was the result of a clerical oversight during the contract adjustment phase, when RDC reduced its bid by $42,000 at the City's request.

Additionally, the personnel and equipment originally assigned to this project at the time of bid are no longer available due to circumstances beyond our control. The inclusion of these two subcontractors will enable RDC to expedite project completion by the end of this year, rather than the projected completion in Spring 2026.

RDC therefore seeks formal approval to include Corradini Corp. and Platinum Glass Corporation as approved subcontractors to ensure the successful delivery of the overall project.

Attached for your review are the supporting documents, including the Workers' Compensation Certificate Form, Bid Subcontractor List, and Proposal Breakdown Form, Contractor Licenses, DIR Registration, and Insurance Certificates.

Thank you for your time and consideration. Please do not hesitate to contact us should you require any additional information.

Sincerely,

Rosemary Padilla

Rosemary Padilla
CEO/ President
R Dependable Construction Inc

STAFF REPORT

WATER AND POWER

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power
VIA: Sean Aquino, Assistant General Manager – Customer Service Operations *Sean Aquino*

SUBJECT: Adoption of a Resolution Adopting the Updated Rules and Regulations Governing Utility Service

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RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE UPDATED RULES AND REGULATIONS GOVERNING UTILITY SERVICE (Attachment 1).

BACKGROUND

The Rules and Regulations Governing Utility Service (Rules and Regulations) were developed to delineate how to administer utility services to Burbank customers. Burbank Municipal Code (BMC) authorizes the General Manager of Burbank Water and Power (BWP) to establish rules and regulations related to water and electricity service provided by BWP (BMC §§ 8-2-103, 8-2-203).

BWP provides new services and administers existing utility services to customers through the rules and regulations. BWP periodically updates the rules and regulations to reflect contemporary practices, legislative mandates, and City Council (Council) policy.

BWP is currently working on different paths to address capacity charge payments over time. Under the current Rules and Regulations, BWP, with the approval of the General Manager of BWP, can offer payment arrangements of up to 12 months for any customer in accordance with Section 1.42 of the Rules and Regulations. For payment plans exceeding 12 months, an electric service agreement is required, subject to Council's approval. These service agreements allow for greater flexibility, such as extending

payment terms over longer periods. In addition, BWP will be coming back to Council to request authority for the General Manager of BWP to execute service agreements that would help streamline negotiations and allow large developers to better manage capacity charge obligations over several years.

DISCUSSION

The rules and regulations are presented in seven parts, and each section includes guidelines for that specific utility operation. The seven parts include General Rules and Regulations for Utility Service; Rules and Regulations Governing Electric Service; Electric Rates, Fees, and Charges; Rules and Regulations Governing Water Service; Rules and Regulations Governing Use of Recycled Water; Water Rates, Fees, and Charges; and Rules and Regulations Governing Fiber Optic Service, Fiber Optic Rates, Fees and Charges. Some of the changes made in this year's update were necessary to reflect current practice, ensure the safety of BWP field personnel/systems, or clarify existing language. For convenience, the proposed changes are summarized, along with a brief explanation of why each change is being proposed (Attachment 2). The updated versions of Appendix D, Electrical Interconnection and Metering Agreement, effective January 1, 2026, and Appendix F, Interconnection and Metering Agreement, before January 1, 2026, are attached (Attachment 3 and Attachment 4). The entire rules and regulations text with the appropriate sections redlined with the proposed changes is included (Attachment 5).

BWP Board Recommendation

At the October 2, 2025 BWP Board meeting, the BWP Board approved 7-0 to recommend the proposed updates to the Rules and Regulations Governing Utility Service for adoption by Council.

ENVIRONMENTAL REVIEW

This update involves general policy and procedure making that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. As such, this item is not a project under the California Environmental Quality Act and no further environmental review is necessary (See 14 CCR § 15378.)

FISCAL IMPACT

There is no fiscal impact.

CONCLUSION

Staff recommends that Council adopt a resolution adopting the updated Rules and Regulations Governing Utility Service.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Redlined Version of the Rules and Regulations

Attachment 3 – Appendix D, Electrical Interconnection and Metering Agreement (effective January 1, 2026)
Attachment 4 – Appendix F, Electrical Interconnection and Metering Agreement (before January 1, 2026)
Attachment 5 – Redlined Rules and Regulations

ATTACHMENT 1

RESOLUTION NO._____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING UPDATED RULES AND REGULATIONS GOVERNING UTILITY SERVICE

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Burbank Municipal Code (BMC) authorizes the Burbank Water and Power (BWP) General Manager (GM) to establish rules and regulations related to water and electricity service provided by BWP. (BMC §§ 8-2-103, 8-2-203.)

B. The rules and regulations guide BWP on various matters, including but not limited to, procedures related to providing new services and existing utility services to its customers.

C. BWP periodically updates the rules and regulations to reflect contemporary practices, legislative mandates, and City Council policy. These updates are presented to the City Council for their review and approval.

D. The proposed updated rules and regulations were presented in seven parts to the City Council for its review and approval. Each section includes guidelines for that specific utility operation.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES THAT:

1. The City Council hereby approves and adopts the rules and regulations as proposed by the GM.

2. The GM is authorized to finalize and establish the rules and regulations as summarized or as set forth in the Attachments presented to the City Council as part of this agenda item. These Attachments are to be attached to this resolution and incorporated by reference.

3. The GM may continue to administer and implement utility services to BWP customers in accordance with the BMC and the rules and regulations.

PASSED and ADOPTED this ____ day of _____, 2025.

_____
Nikki Perez
Mayor

Approved as to Form
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

_____
Kane Thuyen
Senior Assistant City Attorney

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 the Council of the City of Burbank at its regular meeting held on the ___ day of _____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

ATTACHMENT 2

SUMMARY OF 2025 MID-YEAR RULES AND REGULATION CHANGES

Article	Revision	Reason
1.40	1.40 (a) The charges billed by and payable to BWP for utility service will be according to rates legally adopted by the Council. Complete sets of rates will be kept in BWP's offices and other City facilities as required by law, where they will be available for public inspection and on the City's and utility's websites	A copy of the Rules and Regulations will be provided as required by law
2.43	2.43 SECONDARY SERVICE CONDUCTORS Secondary service conductors shall be installed by BWP to the first pullbox or termination point on private property. BWP will install secondary service conductors in all runs that are fully or partially in the public right-of-way. BWP will install secondary service conductors in the pole riser or off-site of the project property. In case of onsite transformation, the customer will be responsible for providing the secondary conductor per Section 2.53. The Customer will be charged for the cost of material and installation as Aid-In-Construction. ~~2.43 SECONDARY SERVICE CONDUCTORS Secondary service conductors shall be installed and terminated by BWP, except in case of onsite transformation. The Customer will be charged for the cost of material and installation as Aid-In Construction.~~	This change is proposed to align the Rules and Regulations for overhead and underground services, and clearly delineate the division of responsibility for installing secondary conductors for new and upgraded services
2.91	2.91 PHOTOVOLTAIC/SOLAR/ONSITE ELECTRIC GENERATION FACILITIES. ~~All installations of Photovoltaic/solar systems shall have an Interconnection Agreement (Appendix D).~~ 2.91 (a) All installations of Photovoltaic/solar/onsite electric generation facilities permitted on or after January 1st, 2026 shall have an Interconnection Agreement (Appendix D). 2.91 (b) All installations of Photovoltaic/solar/onsite electric generation facilities permitted before January 1st, 2026 shall have an Interconnection Agreement (Appendix F). 2.91 (c) Installations permitted before January 1st, 2026 will be governed by Appendix D after January 1st, 2046, or under any of the following circumstances: 1. The watt size of the system is increased due to the installation of additional solar capacity, or 2. The property is sold, assigned, exchanged or otherwise transferred to a new owner, and a new owner activates a new electric account for the service; provided, that, this provision shall not apply if such sale,	This section has been modified to reflect that systems permitted after January 1st, 2026 will operate under a new interconnection agreement. Rules for grandfathering of existing solar systems have also been added. The old interconnection agreement is being moved to Appendix F.

	assignment, exchange or transfer of property that includes the residential installed system is directly to a spouse or immediate children of the original owner; provided, that, this exception shall only apply if notice is provided to BWP prior to or concurrent with such sale, assignment, exchange or transfer. The term "original owner" shall mean the natural person who is an electrical customer who owns the solar electrical generation facility and to whom the permit for such facility is issued. Upon the occurrence of either event, the rates will be updated to reflect the current BWP rate schedule for solar billing from legacy rate structures at that time.	
2.92	2.92 BATTERY ENERGY STORAGE SYSTEMS 2.92. (a) All installations of Battery Energy Storage Systems (BESS) permitted on or after January 1st, 2026 shall have an Interconnection Agreement (Appendix D). 2.92. (b) All installations of Battery Energy Storage Systems (BESS) permitted before January 1st, 2026 shall have an Interconnection Agreement (Appendix F). 2.92 (c) Installations permitted before January 1st, 2026(Launch Date) will be governed by section 2.91 after January 1st, 2046, or under the following circumstances: 1. The watt size of the system is increased due to the installation of additional solar capacity, or 2. The property is sold, assigned, exchanged or otherwise transferred to a new owner, and a new owner activates a new electric account for the service; provided, that, this provision shall not apply if such sale, assignment, exchange or transfer of property that includes the residential installed system is directly to a spouse or immediate children of the original owner; provided, that, this exception shall only apply if notice is provided to BWP prior to or concurrent with such sale, assignment, exchange or transfer. The term "original owner" shall mean the natural person who is an electrical customer who owns the solar electrical generation facility and to whom the permit for such facility is issued. Upon the occurrence of either event, the rates will be updated to reflect the current BWP rate schedule for solar billing from legacy rate structures at that time.	This section has been modified to reflect that systems permitted after January 1st, 2026, will operate under a new interconnection agreement. Rules for grandfathering of existing systems have also been added. The old interconnection agreement is being moved to appendix F.
3.25	3.25 SOLAR METERING SERVICE 3.25(a) SOLAR METERING SERVICE (Installations five MW or less, permitted after January 1, 2026) 3.25 (a)(i) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.	This change is two-fold: One, 3.25 is being modified to contain the rules pertinent solar metering services for the new solar net

	3.25 (a)(ii) Applicability. Applicable only to Customers who use a solar electrical generation facility that have permits with an issue date on or after January 1, 2026, or sold, assigned, exchanged or otherwise transferred to a new customer on after January 1, 2026 (subject to Section 2.91), or upgraded on or after January 1st, 2026, or a combination of those facilities, with a capacity of not more than five megawatts that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E). An "upgrade" is any increase in watt capacity of the solar electrical generation facility located at the Customer's premise. 3.25 (a)(iii) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP. 3.25 (a)(iv) Billing and Credits for Energy Generation. Customers taking service under the terms of this schedule will be billed for electric service using the applicable electric rate schedule per section 3.14 and 3.17. The Customer will be credited for energy generation sent to the grid. The compensation rate for energy generation sent to the grid will be in accordance with the Avoided Cost of Energy, per Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule. In the event a customer elects or is placed on a different electric rate schedule or rate structure, or closes their account, any excess credits on the account will be zeroed and paid out to the account holder. 3.25 (a)(v) Electrical Interconnection Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility. 3.25 (b) NET ENERGY METERING SERVICE (Installations one MW or less, permitted before January 1, 2026) 3.25 (b)(i) Authority. This section is intended to comply with the requirements set forth in California Public Utility Code Section 2827 as revised from time to time. When total interconnected customer generation capacity reaches 5% of Burbank Water and Power's peak load generation capacity, Burbank Water and Power will be authorized per California Public Utility Code Section 2827 to discontinue the net energy metering program and begin a new	billing program. 3.25a will be for all installations permitted after January 1, 2026. Second, we need to preserve the legacy rules for customers who already have solar systems. So, 3.25b preserves the old version of 3.25, and has rules for NEM customers (customers who have their systems permitted before January 1, 2026).

program. At a to-be-designated time after interconnected customer generation capacity reaches 5%, Burbank Water and Power will begin a new program that no longer provides net energy metering. Customers who install systems that have a permit issue date prior to January 1, 2026 will be grandfathered into net energy metering per their interconnection agreement.

3.25 (b)(ii) Applicability. Applicable only to Customers who satisfy all requirements of the definition of an "Eligible Customer-Generator" as set forth in Section 2827(b) (4) of the California Public Utilities Code on the effective date of signing an Electrical Interconnection and Net Energy Metering Agreement (Appendix D), or an "Eligible Customer-Generator" on the effective date of signing an Interconnection Agreement (Appendix E), who uses a renewable electrical generation facility, or a combination of those facilities, with a capacity of not more than one megawatt that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Request to enter into such an agreement will be honored on a first-come-first-served basis until the time that the total rated interconnected generating capacity exceeds 5 percent of BWP's aggregate Customer peak demand. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E).

3.25 (b)(iii) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP.

3.25 (b)(iv) Billing and Credits for Net Energy Generation. Customers taking service under the terms of this schedule will remain on the otherwise applicable electric rate schedule. Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code. In the event a customer elects or is placed on a different electric rate schedule or rate structure, any excess energy credits on the account will be zeroed and paid out to the account holder. The compensation rate for excess generation will be in accordance with Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule.

3.25 (b)(vi) Net Energy Metering. "Net energy metering" means measuring the difference between the electricity supplied through BWP electric grid and the electricity generated by an eligible Customer generator and fed back to BWP electric grid. Net energy metering shall be accomplished using a single meter capable of registering the flow of electricity in two directions. An additional meter or meters to monitor the flow of electricity in each direction shall be installed, at BWP's expense, and the additional metering shall be used only to provide the information necessary to accurately bill or

	credit the Customer-generator or to collect renewable electric generating system performance information for research purposes. 3.25 (b)(vii) Electrical Interconnection and Net Energy Metering Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection and Net Energy Metering Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility. ~~3.25 NET ENERGY METERING SERVICE (Installations one MW or less) 3.25 (a) Authority. This section is intended to comply with the requirements set forth in California Public Utility Code Section 2827 as revised from time to time. When total interconnected customer generation capacity reaches 5% of Burbank Water and Power's peak load generation capacity, Burbank Water and Power will be authorized per California Public Utility Code Section 2827 to discontinue the net energy metering program and begin a new program. At a to-be-designated time after interconnected customer generation capacity reaches 5%, Burbank Water and Power will begin a new program that no longer provides net energy metering. Customers who install systems before the new program goes into effect will be grandfathered into net energy metering per their interconnection agreement. 3.25 (b) Applicability. Applicable only to Customers who satisfy all requirements of the definition of an "Eligible Customer-Generator" as set forth in Section 2827(b) (4) of the California Public Utilities Code on the effective date of signing an Electrical Interconnection and Net Energy Metering Agreement (Appendix D), or an "Eligible Customer-Generator" on the effective date of signing an Interconnection Agreement (Appendix E), who uses a renewable electrical generation facility, or a combination of those facilities, with a capacity of not more than one megawatt that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Request to enter into such an agreement will be honored on a first-come-first-served basis until the time that the total rated interconnected generating capacity exceeds 5 percent of BWP's aggregate Customer peak demand. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E). 3.25 (c) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP. 3.25 (d) Billing and Credits for Net Energy Generation. Customers taking service under the terms of this schedule will remain on the otherwise applicable electric rate schedule. Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code. In the event a customer elects or is placed on a different electric rate schedule or rate structure, any excess energy~~	

	~~credits on the account will be zeroed and paid out to the 3-11 account holder. The compensation rate for excess generation will be in accordance with Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule. 3.25 (e) Net Energy Metering. "Net energy metering" means measuring the difference between the electricity supplied through BWP electric grid and the electricity generated by an eligible Customergenerator and fed back to BWP electric grid. Net energy metering shall be accomplished using a single meter capable of registering the flow of electricity in two directions. An additional meter or meters to monitor the flow of electricity in each direction shall be installed, at BWP's expense, and the additional metering shall be used only to provide the information necessary to accurately bill or credit the Customer-generator or to collect renewable electric generating system performance information for research purposes. 3.25 (f) Electrical Interconnection and Net Energy Metering Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection and Net Energy Metering Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility.~~	
3.26(g)1.	**3.26 (G) OFF-SITE FACILITY CHARGES.** 1. Capacity Charge. A Customer or Developer requesting a new, upgraded, or replacement metered electric panel (a "Customer-Developer") will be charged a Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the latest City of Burbank Fee Resolution. A service may not be energized without full payment of Capacity Charge. Changes to service size or type that result in a change in capacity will result in a recalculation based on the latest capacity charge per the fee schedule. The kVA demand is calculated using the following: ~~3.26 (g) Off-Site Facility Charges.~~ ~~1. Capacity Charge. A Customer or Developer requesting a new, upgraded or replacement metered electric panel (a "Customer-Developer") will be charged a Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the current City of Burbank Fee Resolution. The kVA demand is calculated using the following:~~	This change is proposed to clearly explain payment requirements for capacity charge that is due for new or upgraded services, as well as clearly delineate when capacity charges applied to a service will be revised due to changes to a proposed service after initial capacity charge calculation.
3.26(g)1.(a)	(a) Residential Panel Factor. A 20% factor is used to calculate the kVA demand of an all-residential metered electric panel (excluding associated metered house panels that are three-phase or single-phase above 200A). If the panel is fully rated, a 25% factor is used to calculate the kVA demand for that panel.	This change is proposed to more closely align small house services with actual demand in

<table>
<tr><td></td><td></td><td>residential settings.</td></tr>
<tr><td>3.26(g)1.(a)ii.</td><td>
<table>
<tr><th>Panel Rating</th><th>Meter Count</th><th>kVA demand</th></tr>
<tr><td>200A</td><td>2</td><td>11.520 kVA~~11.52 kVA~~</td></tr>
<tr><td></td><td>Each additional meter</td><td>1.920 kVA~~1.92.88 kVA~~</td></tr>
<tr><td>300A</td><td>2</td><td>15.840 kVA~~15.86.8 kVA~~</td></tr>
<tr><td></td><td>Each additional meter</td><td>1.440 kVA~~2.881.4 kVA~~</td></tr>
<tr><td>400A</td><td>2</td><td>20.160 kVA~~21.60.2 kVA~~</td></tr>
<tr><td></td><td>Each additional meter</td><td>0.960 kVA~~2.881.0 kVA~~</td></tr>
</table>
Example 1: A Customer-Developer is proposing a new 200A 240V single phase electric residential panel. The kVA demand is 200A x 240V x 20% equaling 9,600 VA (9.600 kVA)
Example 2: A Customer-Developer is proposing a new 200A 240V fully rated single phase electric residential panel. The kVA demand is 200A x 240V x 25% equaling 12,000 VA (12.000kVA)
</td><td>This change is proposed to better align the average coincidental demand multi-family units place on the distribution station by reducing the base kVA demand as the number of units increases since each unit also individually contributes to the demand of a service. This change will result in a lower total calculated demand for multi-family buildings with more units than the previous methodology.

Staff revised calculations to be consistent with the capacity charge in the current fee schedule which is represented to the third decimal point.</td></tr>
<tr><td>3.26(g)1.(b)</td><td>(b) Commercial Panel Factor. A 65% factor is used to calculate the kVA demand of a commercial metered electric panel (including metered house panels that are three phase or single phase above 200A or feeding any commercial service). If the panel is fully rated, an 81.25% factor is used to calculate the kVA demand for that panel.

Example 1: A Customer-Developer is proposing a new 200A 480V three phase electric commercial panel. The kVA demand is 200A x 480V x 1.732 x 65% equaling 108,077~~7,952~~ VA (108.077 kVA)

Example 2: A Customer-Developer is proposing a new 200A 480V fully rated three phase electric commercial panel. The kVA demand is 200A x 480V x 1.73 x 81.25% equaling 135,096~~940~~ VA (135.096 kVA).</td><td>This change is proposed to clarify when house services are treated as commercial uses when they are no longer closely aligned to the demand imposed from small scale</td></tr>
</table>

		residential settings. Staff revised calculations to be consistent with the capacity charge in the current fee schedule which is represented to the third decimal point.
3.26(g)1.(c)	(c) Credit. 1. For metered electric panel upgrades or replacements, a credit for the kVA demand of the existing permitted metered panel (to be removed) will be applied towards the kVA demand of the proposed metered panel (to be installed). Credit for an existing metered panel may only be applied if the metered electric panel has been permitted in its existing form, capacity, and location through a finalized Building Division electric permit and still exists on site in the location it was permitted. The credit is pro-rated based on the existing panel's permitted installation year and a 60-year capacity lifecycle. 2. Credit may not be transferred between Premises. 3. A minimum credit of 9.600 kVA will apply to the aggregate kVA demand of all metered electric panels on the Premises. No minimum credit is applied in cases where the aggregate kVA demand of existing metered electric panels not being modified exceeds 9.600 kVA. For development projects involving several parcels, Premises, or undergoing subdivision or lot adjustment the minimum credit will only apply once to the entire project. 4. In case of a reduction in kVA demand after application of credit, no Capacity Charge payment is due to the Customer/Developer. **Example 1**: A customer is proposing to upgrade an existing 100A 480V three phase electric commercial panel permitted and installed 20 years ago (40 years credit left based on 60-year capacity lifecycle) to a 200A 480V three phase electric commercial panel. The kVA demand is calculated as 200A x 480V x 1.732 x 65% or 108~~7~~,077~~952~~ VA with an applied credit of 100A x 480V x 1.732 x 65% x 40/60 or 36,0026~~02~~VA. The kVA demand after credit is equal to 108,077~~7,952~~ VA minus 36,0026~~02~~ VA or 72,051~~1,950~~ VA (72.051 kVA). Therefore, the kVA demand subject to Capacity Charge is equal to 72.051 kVA. **Example 2:** A customer has an existing 400A 240V single phase electric residential panel on the Premises and they are proposing to add a new 200A 208V three phase residential panel. The existing panel kVA demand is calculated as 400A x 240V x 20% or 19,200 VA and the kVA demand from the new panel is calculated as 200A x 208V X 1.732 x 20% or 14,410 VA (14.410 kVA). Since the aggregate kVA demand of existing panels remaining on the Premises is 19.200 kVA (above minimum credit value), the minimum credit is deemed exhausted and cannot be applied to any new demand.	The purpose of this section is to replace the single-family exemption with an equal flat credit that applies to all projects, including single-family, multi-family, industrial, or commercial. Staff revised calculations to be consistent with the capacity charge in the current fee schedule which is represented to the third decimal point.

	Therefore, the kVA demand subject to Capacity Charge is equal to 14.410 kVA. **Example 3:** A customer is proposing to replace a sole existing 200A 240V single phase electric residential panel permitted and installed 30 years ago (30 years credit left based on 60 year capacity lifecycle) with a similar 200A 240V single phase electric residential panel. The kVA demand is calculated as 200A x 240V x 20% or 9,600 VA (9.600 kVA) with an applied credit of 200A x 240V x 20% x 30/60 or 4,800VA (4.800 kVA). Since the credit is below the minimum credit threshold of 9.600 kVA, the credit is increased to 9.600 kVA. The kVA demand after credit is equal to 9.600 kVA minus 9.600 kVA or 0 VA (0 kVA). In this case no Capacity Charge is due. ~~(c) Credit. For metered electric panel upgrades or replacements, a credit for the kVA demand of the existing permitted metered panel (to be removed) will be applied towards the kVA demand of the proposed metered panel (to be installed). Credit for an existing metered panel may only be applied if the metered electric panel has been permitted in its existing form, capacity, and location through a finalized Building Division electric permit and still exists on site in the location it was permitted. The credit is pro-rated based on existing panel's permitted installation year and a 60-year capacity lifecycle. In case of a reduction in kVA demand after application of credit, no Capacity Charge payment is due to the Customer-Developer. Credit may not be transferred between Premises.~~	
3.26 (g)1.(d)	Example: A Customer-Developer is proposing one (1) new 200A 480V fully rated three phase electric commercial panel and (1) new 600A 208V three phase residential panel. The kVA demand is calculated as the aggregate of 200A x 480V x 1.732 x 81.25% equaling 135,096 VA and 600A x 208V x 1.732 x 20% equaling 43,231 VA. The kVA demand is 135,096 VA + 43,231 VA equaling 178,327 VA (178.327 kVA).	Staff revised calculations to be consistent with the capacity charge in the current fee schedule which is represented to the third decimal point.
~~3.26 (e)~~	~~(e) This Capacity Charge section does not apply to single meter, single family residential electric panel upgrades for up to 200A 240V.~~	This section has been removed, Credit will be provided through the proposed language in the credit section **3.26(g)1.(c)**
Appendix D	See Appendix D	This is the new Appendix reflecting solar program details for systems permitted post Jan 1, 2026.

Appendix F	~~(not in current version)~~ See Appendix F	Appendix F will be what is currently appendix D. This is being added so that customers whose systems were permitted before January 1, 2026 can find a copy of the rules they signed up for originally.
Appendix E, 1.0	This Agreement provides for the Customer to interconnect and operate the Generating Facilities in parallel with the BWP Distribution System to serve a portion of the electrical loads at the location identified in Section 2. The Generation Facilities are made up solely of one or more Renewable Electrical Generation Facility(ies), that is (a) located on the customer's owned, leased, or rented premises, (b) designed such that it will have (i) a fuel cell as part of the Renewable Electric Generation Facility(ies) or (ii) a total capacity of more than ~~one megawatt~~five megawatts (CEC-AC) (c) interconnected and operates in parallel with the electrical grid, and (d) intended primarily to offset part of the customer's own electrical requirements. This Agreement does not constitute an agreement by BWP to provide retail electrical service to Customer. Such arrangements must be made separately between BWP and Customer. This Agreement is contingent on the Customer receiving electrical service from BWP.	The new limit is being changed from 1 megawatt to 5 megawatts as approved by City Council in the January 14, 2025 City Council meeting.
6.0	Current Water Rates, Fees (including development fees and plan reviews), and Charges are enumerated in the current City of Burbank Fee Resolution, Article XI, Water Rates and Charges, on file at the City Clerk's Office, and on our website at https://www.burbankwaterandpower.com/water/water-rates-and-charges~~www.burbankwaterandpower.com~~ (Current Rate Resolution).	Staff has updated the link to the rates and charges to provide direct access to the rates and charges.
6.02 (d)	~~6.01 d)~~ Quantity Charge. The Quantity Charge shall be computed using the rate in the Current Rate Resolution. ~~Summer rate is applicable from June 1 thru October 31, and non-summer rate is applicable from November 1 thru May 31.~~	BWP no longer charges seasonal water rates so this should be removed.
7.0	RULES AND REGULATIONS GOVERNING FIBER OPTIC SERVICE ~~RATES~~, FEES AND CHARGES.	Staff has removed the word rates as fiber services are charged via fees and charges.

APPENDIX D

BURBANK WATER AND POWER
Electrical Interconnection and Metering Agreement
for Electric Generating Facilities and/or Battery Energy Storage Systems up to 5MW

Customer seeks permission to interconnect and operate Electric Generating Facilities (EG) or stand-alone Battery Energy Storage Systems (BESS), including vehicle-to-grid technology, of up to 5.0 MW or combination of both EG and BESS onsite at a customer's premises in parallel with the Burbank Water and Power (BWP) Distribution System in order to serve a portion or all of the Customer's electrical loads. The term "BWP Distribution System" means all electrical wires, wires, equipment, and other facilities owned or provided by BWP other than customer-owned interconnection facilities, by which BWP provides electrical distribution service to its customers, including the Customer.

Section 1. Generating Facility

1.1 Combined EG System Inverter Rating (kW): _____

1.2 Battery Energy Storage System Combined AC inverter rating (kW): _____

1.3 Battery Energy Storage System Rated Capacity (kWh):_____

1.4 Facility Address: _____

1.5 Customer's Phone Number ( )_____

1.6 BWP Utility Account Number: _____

Section 2. Terms and Conditions

Customer understands and agrees that:

1. Except for momentary testing during installation, the Generating Facility described in Section 1 above shall not be interconnected and operated in parallel with BWP's Distribution System until the Customer has received a "Permission to Operate" Letter from BWP authorizing such connection and operation.
2. The Generating Facility shall conform to all applicable electrical generating system safety and performance standards as outlined in BWP Rules and Regulations Appendix D, Attachment A.
3. Rates for electrical service and any applicable compensation for excess energy produced by the Generating Facility shall be applied as defined in Section 3.25 (a) (iv) in the BWP Rules and Regulations, and in the applicable rate schedule set forth in the City of Burbank rate schedule as it may be amended from time to time;
4. The Customer grants to BWP the exported solar energy, including any associated environmental attributes or renewable energy credits (RECs) associated therewith ("green power rights"). The Customer agrees to execute and provide such documentation and information to BWP as may be required in order for BWP to report and claim such green power rights under law. The Customer gives up any right to sell the green label associated with the power generated by the solar

generating facility to any third party, and grants BWP the sole right to claim the green power label for renewable portfolio standard and other reporting purposes, including all federal, state, and local regulatory bodies; provided, however, that the foregoing shall not apply if the Customer has elected in writing to keep the RECs associated with their Generation Facility. The Customer may claim the green power generated by the Customer's generating facility and that is consumed on the Customer's premises for promotional, LEED, and green building certification purposes. It should be noted that for customers that cannot use RECs for promotion, LEED, or green building certification purposes, there is no value or use for the REC to the Customer, but BWP can use the REC for its renewable portfolio obligations.

5. Customer shall indemnify and hold the City of Burbank ("City"), its directors, officers, agents and employees harmless against all loss, damage, expense and liability to third persons for injury to or death of persons or injury to property caused by or arising out of the design, construction, installation, ownership, maintenance, or operation of the Generating Facility, provided that Customer's indemnity obligation shall not apply to any loss, damage, expense or liability caused by or arising out of the sole negligence or willful misconduct of the City or its directors, officers, agents and employees. Customer shall, upon the City's request, defend any suit asserting a claim covered by this indemnity.
6. Customer hereby acknowledges and agrees that the City of Burbank (including any of its departments, employees, officers or agents) shall not be liable to customer for costs of procurement of substitute goods or services; lost profits; lost sales or business expenditures; investments; commitments in connection with any business; loss of any goodwill, or for any indirect, special, incidental, or consequential damages arising out of or related to this agreement, however caused, on any theory of liability, and whether or not the City of Burbank has been advised of the possibility of such damage.
7. The laws of the State of California shall govern this Agreement.
8. Any amendments or modifications to this Agreement shall be in writing and agreed to by both Parties. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, shall be deemed to be construed as a further or continuing waiver of any such breach or a waiver of the breach of any other term or covenant unless such waiver is in writing.
9. This Agreement shall be in effect when signed by the Customer and BWP. This Agreement shall remain in effect until terminated as provided herein. Upon termination, the Generating Facility shall be permanently disconnected from the BWP distribution system. Customer may terminate this Agreement at any time upon providing thirty (30) days prior written notice to BWP. BWP may terminate this Agreement for Customer's breach of any material term. BWP shall give thirty (30) days written notice of such termination to Customer. When necessary to protect the safety of its employees or the general public, notice of less than thirty days may be given, provided the notice period is reasonable under the circumstances.
10. This Agreement is personal to Customer and may not be assigned without the written consent of BWP.
11. This Agreement contains the entire understanding between the Parties and supersedes all previous communications, representations, understandings, and agreements, either oral or written, between

the Parties with respect to the subject matter hereof. There are no other promises, terms, conditions, obligations, understandings, or agreements either written or oral between the Parties with respect to the subject matter hereof. Any amendment, alteration or modification to this Agreement shall be in writing and approved by both Parties.

12. This Agreement is and shall be binding on all successors and assigns of each of the Parties hereto without the necessity of any further documentation.

Customer	Burbank Water and Power
_____	_____
Signature	Signature
_____	_____
Print Name	Print Name, Title
_____	_____
Date	Date

APPENDIX D, ATTACHMENT A

Section 1. System Size

For systems over 10kW, EG capacity shall be limited to a maximum of 150% of the customer's consumption for a full twelve-month period immediately prior to the execution of this Agreement. This will be calculated using either the last 12 months of customer metering data or an estimation of annual energy use using three watts per square foot of the conditioned floor area of the building when 12 months of metering data is not available. For systems installed as part of new construction for commercial accounts, system sizing will be evaluated based on the estimated 12-months consumption. BESS when combined with EG shall be rated as close to the EG kW rating as standard battery sizes permit but not to exceed 150% of the EG kW rating. BESS stand-alone system sizes are limited by the rating of utility equipment serving the customer's premises and will NOT BE PERMITTED TO EXPORT energy to the BWP Distribution System.

Section 2. Battery Make-Before-Break

BESS may be approved for a make-before-break scheme pending review and approval of BWP engineering.

Section 3. Facility Operation

3.1 Customer shall construct, design, install, operate, and maintain the Facility in a manner consistent with the normal and safe operation of the electrical distribution system owned and operated by BWP and consistent with the terms of this Agreement.

3.2 Customer understands, accepts, and agrees that connection and operation of the Customer's Facility shall be subject to the terms and conditions set forth in this Agreement and in BWP's Rules and Regulations for Utility Service, as now in effect or as the same may be amended from time to time (the "Rules"). Any conflict between this Agreement and Rules will be governed by the terms of the Rules.

Section 4. Rates

Rates for electrical service and any applicable compensation for excess energy produced by the Generating Facility shall be defined in the applicable rate schedule set forth in the City of Burbank rate schedule as it may be amended from time to time;

Section 5. Interruption or Reduction of Deliveries

5.1 BWP shall not be obligated to accept, and BWP may require Customer to interrupt or reduce, deliveries of energy to BWP:

a. when necessary in order to construct, install, maintain, repair, replace, remove, investigate, or inspect any of BWP's equipment or part of BWP's Distribution System; or
b. if BWP determines that curtailment, interruption, or reduction of receipt of energy from Customer's Facility is necessary because of an emergency, forced outage, Force Majeure, or compliance with prudent electrical practices.

5.2 Notwithstanding any other provision of this Agreement, if at any time BWP, in its sole discretion, determines that the Facility may endanger BWP personnel or members of the general public, or that the continued operation of the Facility may impair or otherwise negatively affect the integrity of BWP's Distribution System, BWP shall have the right to disconnect the Facility from BWP's Distribution System.

5.3 The Facility shall remain disconnected until such time as BWP is satisfied that the condition(s) referenced in Section 5.2 have been corrected, and BWP shall not be obligated to compensate Customer for any loss of generation or energy during any and all periods of such disconnection.

5.4 Customer EG, BESS or combination of both, may automatically reconnect its Facility to the BWP Grid after normal power restoration following an outage and/or interruption without notifying BWP, provided that the EG,BESS or combination of both ensures that these systems are anti-islanding compliant in accordance with the current releases of IEEE 1547, and UL 1741. BWP reserves the right to require that the Customer's system does not automatically reconnect if BWP notifies Customer in advance that there is a reasonable possibility that reconnection would pose a safety hazard.

5.5 If BWP has disconnected Service to the Facility or has notified Customers that reconnection may pose a safety hazard, Customer may call BWP at (818) 238-3582 to requst authorization to reconnect the Facility.

Section 6. Interconnection

6.1 Customer shall not connect the Facility, or any portion of it, to BWP's distribution system, until written approval of the Facility has been given to Customer by BWP.

6.2 Customer shall deliver energy from the Facility to BWP at BWP's meter located on Customer's premises. (Applicable to stand-alone EG or a combination of EG generation with BESS only. Does not apply to a stand-alone BESS).

6.3 Customer, and not BWP, shall be solely responsible for all legal, regulatory, and financial obligations arising from the construction, installation, design, operation, and maintenance of the Facility in accordance with all applicable laws, regulations, and electrical codes.

6.4 BWP shall own, operate and maintain on Customer's premises a net revenue meter capable of registering the flow of electricity in two directions. If the existing Customer electrical revenue meter is not capable of measuring the flow of electricity in two directions, BWP shall purchase and install such a meter. (Applicable to stand-alone EG or a combination of EG with BESS only. Does not apply to a stand-alone BESS).

6.5 BWP shall own, operate and maintain on Customer's premises a Performance meter capable of measuring power quality and generation output and automatically reporting this information to BWP. The Performance meter panel and meter must be installed prior to interconnection of the Facility to BWP's distribution system. (Applicable to EG or a combination of EG with BESS only with load centers connected to the customer meter panel. Does not apply to a stand-alone BESS, or systems with load centers connected directly to the inverter).

6.6 BWP shall have the right to have its representatives present at the final inspection made by the governmental authority having jurisdiction to inspect and approve the installation of the Facility. Customer shall notify BWP at least five (5) working days prior to such inspection.

Section 7. Design Requirements

7.1 Customer's Facility, and all portions of it used to provide or distribute electrical power and parallel interconnection with BWP's distribution equipment, shall be designed, installed, constructed, operated, and maintained in compliance with this Agreement.

7.2 The Facility shall conform to all applicable safety and performance standards established by the National Electrical Code (NEC), the Institute of Electrical and Electronics Engineers (IEEE), accredited testing laboratories such as Underwriters Laboratories, and applicable building codes.

7.3 The Facility shall meet the following specific design requirements:

a. It shall automatically detect and isolate from the BWP source without any intentional delay within five cycles based on IEEE 1547 requirements for overvoltage, undervoltage, overfrequency, underfrequency, and the operation of AC overcurrent relay, circuit breaker, or internal fusing when the AC current is greater than the full load current.
b. Inverter output distortion shall meet IEEE 519 standards.
c. In the event of inverter control failure, the DC contactor must return to the normally open condition.
d. A lockable and accessible disconnect switch acceptable to BWP must be clearly labeled as described in the National Electric Code (NEC) and conspicuously located shall be provided and maintained by Customer. The location of the disconnect switch shall be as described in Section 2.13.
e. The inverter must meet smart inverter technology requirements per the current releases of IEEE 1547 and UL 1741.
f. The Facility and subcomponents must be tested for islanding in conformance with current releases of IEEE 1547 and UL 1741 and the test result confirmed in writing by BWP.
g. The Facility shall be equipped with a lightning surge arrestor, if required by the City's Building Official.
h. The circuit and breaker feeding the inverter must be clearly identified inside the electrical main or sub-panel as described in the NEC.

Section 8. Battery Energy Storage System Requirements

8.1 Customer must provide one of the following:

a. Proof that battery storage is designed and built to store energy produced by EG facility only. Battery storage system CANNOT be charged by the grid if combined with other onsite generation.
b. Non-Export Protective device in the case of a stand-alone battery system.

8.2 Total aggregate Inverter/Battery storage system rating for Facilities with more than one inverter must not exceed 150% of the generating facility's CEC-AC kW rating.

8.3 The BESS shall be sized such that the Customer does not exceed its installed service size (Ampere rating).

Section 9. Non-Export Requirements for "Battery Energy Storage Systems Only"

9.1 A reverse-power protection device must be installed.

9.2 The connected inverter must be certified as non-islanding, and incidental export of power must be limited by the design of the interconnection.

9.3 Inadvertent Export: Inadvertent export is a situation where the customer's load drops unexpectedly, and the on-site generation or battery cannot ramp down quickly enough to adjust to the new load. In this situation there may be a few seconds of production that cannot be used on-site because the load is no longer there. In those situations, the ability to deal with inadvertent exports for those few seconds is critical for maintaining the balance of the system. In these situations, the battery system functions as a non-exporting system, but the ability to inadvertently exports in these rare occasions provides the customer with the ability to install systems that help them manage their on-site needs more effectively and potentially reduce the stress on the system.

BWP will permit inadvertent export provided that the export of real power from the small generating facility in any single event for a duration not exceeding 30 seconds and of a magnitude no more than the generating facility's gross nameplate rating multiplied by 0.1 hours per day over a rolling 30-day period (e.g., for a 100 kVA gross nameplate BESS facility, the maximum energy allowed to be exported for a 30-day period is 300 kWh). Any export of energy under this section will not be credited to the customer's bill.

Section 10. Maintenance and Permits

10.1 Customer shall maintain the Facility and interconnection facilities in a safe and prudent manner and in conformance with all applicable laws and regulations including, but not limited to, the design requirements of Section 7 of this attachment.

10.2 Customer, at Customer's sole expense, shall obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation and maintenance of the Facility. Customer understands that this Agreement does not constitute a permit to construct or install the Facility and that a permit must be obtained from the Building Division of the City of Burbank.

10.3 Customer shall reimburse BWP for any and all losses, damages, claims, penalties, or liability BWP incurs as a result of Customer's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of the Customer's Facility.

10.4 Customer shall submit to BWP any new modification for review and approval, prior to construction.

Section 11. Access to Premises

BWP may enter Customer's premises without prior notice to inspect, at all reasonable hours, the Facility's protective devices, to read or test any meter for the Facility, or to disconnect the Facility pursuant to Section 5 of this attachment.

Section 12. Insurance

The Customer may be held liable for damage to BWP property, personnel, or equipment caused by the Facility. The Customer shall maintain risk property insurance and comprehensive personal or commercial general liability insurance for the Facility, in force for the duration of this Agreement. In the event the EG system is greater than 30 kW (CEC AC), shall, by endorsement to the policy or policies, provide for thirty (30) calendar days written notice to BWP prior to cancellation, termination, alteration, or material change of such insurance. BWP and the City shall have the right to inspect or obtain a copy of the original policy or policies of insurance for systems over 30kW (CEC AC) prior to commencing operation.

APPENDIX F

BURBANK WATER AND POWER
Electrical Interconnection and Metering Agreement
for Solar Electric Generating Facilities and/or Battery Energy Storage Systems

This Electrical Interconnection Agreement for Net Energy Metering from Solar Electric Generating Facility and/or Battery Energy Storage System (this "Agreement") is made and entered into this ___ day of _____, 20__, by and between _____ ("Customer") and the City of Burbank, through its Burbank Water and Power (BWP), referred to collectively as "Parties" or individually as "Party."

The Parties agree as follows:

Section 1. Applicability and Definitions

This Agreement provides the requirements for Customer to interconnect and operate Solar Electric Generating Facilities (SEG) (Interconnection Type A) or stand-alone Battery Energy Storage Systems (BESS) (including vehicle-to-grid technology) of up to 1.0 MW (Interconnection Type C) or combination of both SEG and BESS (Interconnection Type B) onsite at a Customers' premises in parallel with the BWP Distribution System in order to serve a portion or all of the Customer's electrical loads. The term "BWP Distribution System" means all electrical wires, wires, equipment, and other facilities owned or provided by BWP other than customer-owned interconnection facilities, by which BWP provides electrical distribution service to its customers, including the Customer. Net Metering is applicable only to customers who satisfy all requirements of the definition of an "Eligible Customer Generator" as set forth in Section 2827 of the California Public Utilities Code on the effective date of this Agreement (such customers that satisfy all such requirements, referred to herein as "Net Metering Customer"). SEG capacity shall be limited to a maximum of 100% of the customer's consumption for a full twelve-month period immediately prior to the execution of this Agreement. BESS when combined with SEG shall be rated as close to the SEG kW rating as standard battery sizes permit but not to exceed 150% of the SEG kW rating. BESS stand-alone systems size are limited by the rating of utility equipment serving the customer's premises and will NOT BE PERMITTED TO EXPORT energy to the BWP Distribution System.

Section 2. Description of Solar Electric Generating Facility or Battery Energy Storage System or Both

Customer can elect to interconnect and operate a solar electric generating facility or a battery energy storage system or both located on Customer's owned, leased or rented premises within the City of Burbank and operate it in parallel with BWP's electric grid, so long as such interconnection and operation complies with all conditions and requirements set forth in this Agreement. Customer represents and warrants that 1) these facilities are intended primarily to offset all or part of the Customer's own electrical requirements 2) any collocated SEG or BESS within the same campus or parcel utilized by any affiliate or subsidiary company will be treated as part of the definition of the facility for purposes of the NEM agreement and 3) prior to any expansion or addition to the SEG or

BESS, Customer shall obtain BWP's prior consent. To the extent necessary, BWP may perform engineering studies at the Customer's expense. In the event that BWP consents to any such expansion or addition, the parties shall amend Section 2 of this agreement.

2.1 The Facility shall consist of photovoltaic electricity-generating modules, a battery energy storage system (if Interconnection Type B or C is selected below), electrical controls, an inverter, automatic disconnect(s), manual disconnect(s) and wiring to connect all of the above to BWP's electricity distribution system at BWP's meter.

2.2 Interconnection Type

Please select applicable Interconnection Type

A. Solar Electric Generating Facility Only ☐

B. Solar Electric Generating Facility and Battery Energy Storage System ☐

C. Battery Energy Storage System Only ☐

2.3 Solar Electric Generating System Size (CEC AC kilowatts)
_____ kW

2.4 Expected Annual Generation from Solar Generating Facility:
_____kWh

The most recent 12 months of energy consumption shall be used to determine the proper size of the photovoltaic system which should not exceed customer's prior 12 months of consumption.

2.5 Battery Energy Storage System Rated Output
_____ kW

2.6 Battery Energy Storage System Rated Capacity:
_____kWh

2.7 Inverter Manufacturer and Model Number
_____

2.8 Inverter Rating (kWAC) (Total kW where Facility consists of more than one inverter)
_____

2.9 DC Source Rating (kWDC) (Total kW where Facility consists of more than one inverter)
_____

2.10 Facility Address:

_____

2.11 Customer's Phone Numbers

Home ( ) _____ Cell ( ) _____

Work ( ) _____

2.12 The Facility expects to begin operation on or about this date: _____

2.13 Specific location of lockable and utility accessible Inverter, A/C disconnection devices and so forth located conspicuously on the property:

_____

_____

2.14 BWP Utility Account Number: _____

Section 3. Facility Operation

3.1 Customer shall construct, design, install, operate, and maintain the Facility in a manner consistent with the normal and safe operation of the electrical distribution system owned and operated by BWP and consistent with the terms of this Agreement.

3.2 Customer understands, accepts, and agrees that connection and operation of the Customer's Facility shall be subject to the terms and conditions set forth in this Agreement and in BWP's Rules and Regulations for Utility Service, as now in effect or as the same may be amended from time to time (the "Rules"). Any conflict between this Agreement and Rules will be governed by the terms of the Rules.

Section 4. Billing and Credits for Net Energy Generation – Interconnection Types A and B

4.1 Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code.

4.2 Customer may elect to either receive annual payment from BWP for any net energy generation under the terms and conditions set forth in Assembly Bill 920 of 2009 or Customer may elect for any kWh credit to roll over indefinitely.

Section 5. Interruption or Reduction of Deliveries

5.1 BWP shall not be obligated to accept, and BWP may require Customer to interrupt or reduce, deliveries of energy to BWP:

(a) when necessary in order to construct, install, maintain, repair, replace, remove, investigate, or inspect any of BWP's equipment or part of BWP's Distribution System; or

(b) if BWP determines that curtailment, interruption, or reduction of receipt of energy from Customer's Facility is necessary because of an emergency, forced outage, Force Majeure, or compliance with prudent electrical practices.

5.2 Notwithstanding any other provision of this Agreement, if at any time BWP, in its sole discretion, determines that the Facility may endanger BWP personnel or members of the general public, or that the continued operation of the Facility may impair or otherwise negatively affect the integrity of BWP's Distribution System, BWP shall have the right to disconnect the Facility from BWP's Distribution System.

5.3 The Facility shall remain disconnected until such time as BWP is satisfied that the condition(s) referenced in Section 5.2 have been corrected, and BWP shall not be obligated to compensate Customer for any loss of generation or energy during any and all periods of such disconnection.

5.4 Customer SEG, BESS or combination of both, may automatically reconnect its Facility to the BWP Grid after normal power restoration following an outage and/or interruption without notifying BWP, provided that the SEG,BESS or combination of both ensures that these systems are anti-islanding compliant in accordance with the current releases of IEEE 1547, and UL 1741. BWP reserves the right to require that the Customer's system does not automatically reconnect if BWP notifies Customer in advance that there is a reasonable possibility that reconnection would pose a safety hazard.

5.5 If BWP has disconnected Service to the Facility or has notified Customer that reconnection may pose a safety hazard, Customer may call BWP at (818) 238-3582 to request authorization to reconnect the Facility.

Section 6. Interconnection

6.1 Customer shall not connect the Facility, or any portion of it, to BWP's distribution system, until written approval of the Facility has been given to Customer by BWP.

6.2 Customer shall deliver energy from the Facility to BWP at BWP's meter located on Customer's premises. (Applicable to Interconnection Types A and B only).

6.3 Customer, and not BWP, shall be solely responsible for all legal, regulatory and financial obligations arising from the construction, installation, design, operation, and maintenance of the Facility in accordance with all applicable laws, regulations, and electrical codes.

6.4 BWP shall own, operate and maintain on Customer's premises a net revenue meter capable of registering the flow of electricity in two directions. If the existing Customer electrical revenue meter is not capable of measuring the flow of electricity in two directions, BWP shall purchase and install such a meter. (Applicable to Interconnection Types A and B only).

6.5 BWP shall own, operate and maintain on Customer's premises a Solar Performance meter capable of measuring power quality and solar output and automatically reporting this information to BWP. The Solar Performance meter panel and meter must be installed prior to interconnection of the Facility to BWP's distribution system. (Applicable to Interconnection Types A and B only).

6.6 BWP shall have the right to have its representatives present at the final inspection made by the governmental authority having jurisdiction to inspect and approve the installation of the Facility. Customer shall notify BWP at least five (5) working days prior to such inspection.

Section 7. Design Requirements

7.1 Customer's Facility, and all portions of it used to provide or distribute electrical power and parallel interconnection with BWP's distribution equipment, shall be designed, installed, constructed, operated, and maintained in compliance with this Agreement.

7.2 The Facility shall conform to all applicable safety and performance standards established by the National Electrical Code (NEC), the Institute of Electrical and Electronics Engineers (IEEE), accredited testing laboratories such as Underwriters Laboratories, and applicable building codes.

7.3 The Facility shall meet the following specific design requirements:

(a) It shall automatically detect and isolate from the BWP source without any intentional delay within five cycles based on the latest revision of IEEE 1547 requirements for overvoltage, undervoltage, overfrequency, underfrequency, and the operation of AC overcurrent relay, circuit breaker, or internal fusing when the AC current is greater than the full load current.

(b) Inverter output distortion shall meet IEEE 519 standards.

(c) In the event of inverter control failure, the DC contactor must return to the normally open condition.

(d) A lockable and accessible disconnect switch acceptable to BWP must be clearly labeled as described in the National Electric Code (NEC) and conspicuously located shall be provided and maintained by Customer. The location of the disconnect switch shall be as described in Section 2.13.

(e) The Facility and subcomponents must be tested for islanding in conformance with current releases of IEEE 1547 and UL 1741 and the test result confirmed in writing by BWP.

(f) The Facility shall be equipped with a lightning surge arrestor, if required by the City's Building Official.

(g) The circuit and breaker feeding the inverter must be clearly identified inside the electrical main or sub-panel as described in the NEC.

Section 8. Battery Energy Storage System Requirements

The following requirements are applicable to "Battery Energy Storage Systems".

8.1 Customer must provide one of the following:

(a) Proof that battery storage is designed and built to store energy produced by the solar electric generating facility only. Battery storage system CANNOT be charged by the grid. (Interconnection Type B)

(b) Non-Export Protective device. (Interconnection Type C only)

8.2 Total aggregate Inverter/Battery storage system rating for Facilities with more than one inverter must not exceed 150% of the solar generating system's CEC-AC kW rating.

8.3 The BESS shall be sized such that the Customer does not exceed its installed service size (Ampere rating).

Section 9. Non-Export Requirements for "Battery Energy Storage Systems Only"

The following requirements are applicable to "Battery Energy Storage Systems Only".

9.1 A reverse-power protection device must be installed.

9.2 The connected inverter must be certified as non-islanding, and incidental export of power must be limited by the design of the interconnection.

9.3 Inadvertent Export:
Inadvertent export is a situation where the customer's load drops unexpectedly, and the on-site generation or battery cannot ramp down quickly enough to adjust to the new load. In this situation there may be a few seconds of production that cannot be used on-site because the load is no longer there. In those situations, the ability to deal with inadvertent exports for those few seconds is critical for maintaining the balance of the system. In these situations, the battery system functions as a non-exporting system, but the ability to inadvertently exports in these rare occasions provides the customer with the ability to install systems that help them manage their on-site needs more effectively and potentially reduce the stress on the system.

BWP will permit inadvertent export provided that the export of real power from the small generating facility in any single event for a duration not exceeding 30 seconds and of a magnitude no more than the generating facility's gross nameplate rating multiplied by 0.1 hours per day over a rolling 30-day period (e.g., for a 100 kVA gross nameplate BESS facility, the maximum energy allowed to be exported for a 30-day period is 300 kWh). Any export of energy under this section will not be credited to the customer's bill.

Section 10. Maintenance and Permits

10.1 Customer shall maintain the Facility and interconnection facilities in a safe and prudent manner and in conformance with all applicable laws and regulations including, but not limited to, the design requirements of Section 7 above.

10.2 Customer, at Customer's sole expense, shall obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation and maintenance of the Facility. **Customer understands that this Agreement does not constitute a permit to construct or install the Facility and that a permit must be obtained from the Building Division of the City of Burbank.**

10.3 Customer shall reimburse BWP for any and all losses, damages, claims, penalties, or liability BWP incurs as a result of Customer's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of the Customer's Facility.

10.4 Customer shall submit to BWP any new modification for review and approval, prior to construction.

Section 11. Access to Premises

BWP may enter Customer's premises without prior notice to inspect, at all reasonable hours, the Facility's protective devices, to read or test any meter for the Facility, or to disconnect the Facility pursuant to Section 5 of this Agreement.

Section 12. Indemnity and Liability by Customer

Customer shall indemnify and hold the City Of Burbank ("City"), its directors, officers, agents and employees harmless against all loss, damage, expense and liability to third persons for injury to or death of persons or injury to property caused by or arising out of the design, construction, installation ownership, maintenance, or operation of the Generating Facility, provided that Customer's indemnity obligation shall not apply to any loss, damage, expense or liability caused by or arising out of the sole negligence or willful misconduct of the City or its directors, officers, agents and employees. Customer shall, upon the City's request, defend any suit asserting a claim covered by this indemnity.

Section 13. Insurance

To the extent that Customer has currently in force all risk property insurance and comprehensive personal or commercial general liability insurance, Customer agrees that it will maintain such insurance in force for the duration of this Agreement. BWP and the City shall have the right to inspect or obtain a copy of the original policy or policies of insurance prior to commencing operation. In the event the solar generating system is greater than 30 kW (CEC AC), such insurance shall, by endorsement to the policy or policies, provide for thirty (30) calendar days written notice to BWP prior to cancellation, termination, alteration, or material change of such insurance.

Section 14. Rates and Billing

14.1 Customer's otherwise applicable tariff (Rate Schedule) or "Rate Schedule" means the Rate Schedule in BWP's published Electric Rules and Regulations that would otherwise apply to Customer from time to time in the absence of this Agreement.

14.2 Customer is responsible for paying all charges in the applicable Rate Schedule including the minimum charge, service charge and demand charge, when applicable, regardless of Customer's monthly or annual net generation.

14.3 The following are applicable to Interconnection Types A and B only:

a) All rates charged will be in accordance with Customer's otherwise applicable tariff (Rate Schedule), as in effect from time to time, on a Net Energy Metering basis. "Net Energy Metering" means measuring the difference between the electricity supplied through the electric grid to the Customer and the electricity generated by Customer's Generating Facility and fed back to the electric grid over the one-month billing period as described in Subsection 14.4 below.

b) The customer will be billed on a monthly basis. The monthly Net Energy Metering calculation shall be made by measuring the difference between the electricity supplied to the Customer and the electricity generated by the Customer and fed back to the grid over a normal one-month billing period. At the end of each one-month billing period following the date of first interconnection, BWP shall determine if Customer was a net consumer or a net producer of electricity. In the event the electricity supplied by BWP during the one-month period exceeds the electricity generated by Customer during the same period, Customer is a net energy consumer.

c) If Customer is a net energy consumer, BWP shall bill Customer for the net energy consumption during such billing period based on the Customer's otherwise applicable Rate Schedule and Customer shall pay for such net energy consumption monthly in accordance with Customer's monthly billing statement. If Customer elects, any excess kilowatt-hours generated during the billing cycle and stored in the net meter, shall be carried over to the following billing period indefinitely or until the account is closed.

d) If Customer's Rate Schedule employs "time of use" rates, any net monthly consumption of electricity shall be calculated according to the terms of the applicable Rate Schedule. When Customer is a net generator during any discrete time of use period, the net kilowatt hours produced shall be valued at BWP's electric rate applicable to that specific time period.

e) If Customer's Rate Schedule employs tiered rates, any net monthly consumption of electricity shall be calculated according to the terms of the Rate Schedule. If Customer is a net generator over a billing period, the net kilowatt-hours generated shall be valued at the cost of power to BWP during that billing period, and if the number of kilowatt-hours generated exceeds the baseline quantity, the excess shall be valued at the same price per kilowatt-hour as BWP would charge for electricity over the baseline quantity during that billing period.

f) BWP shall provide residential Customers with Solar Performance and Net Energy Metering consumption information on a monthly basis.

g) If Customer terminates service under this Agreement prior to the end of any calendar year period, BWP shall reconcile Customer's consumption and production of electricity and bill Customer for Net Energy Metering charges, if any, and adjust the excess energy to zero, if any.

Section 15. Governing Law

The laws of the State of California shall govern this Agreement.

Section 16. Amendment, Modifications or Waiver

Any amendments or modifications to this Agreement shall be in writing and agreed to by both Parties. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, shall be deemed to be construed as a further or continuing waiver of any such breach or a waiver of the breach of any other term or covenant unless such waiver is in writing.

Section 17. Notices

All written notices shall be directed as follows:

Burbank Water and Power
164 West Magnolia Blvd.
Burbank, California 91502

Customer: Customer's name and address as shown in Section 2.

Customer's notices to BWP pursuant to this Section must refer to the Facility Identification Number set forth in Section 2.

Section 18. Term of Agreement and Termination

18.1 This Agreement shall be in effect when signed by the Customer and BWP.

18.2 This Agreement shall remain in effect until terminated as provided herein. Upon termination, the Generating Facility shall be permanently disconnected from the BWP distribution system.

18.3 Customer may terminate this Agreement at any time upon providing thirty (30) days prior written notice to BWP.

18.4 BWP may terminate this Agreement for Customer's breach of any material term. BWP shall give thirty (30) days written notice of such termination to Customer. When necessary to protect the

safety of its employees or the general public, notice of less than thirty days may be given, provided the notice period is reasonable under the circumstances.

Section 19. Assignment Prohibited

This Agreement is personal to Customer and may not be assigned without the written consent of BWP.

Section 20. Understanding

This Agreement contains the entire understanding between the Parties and supersedes all previous communications, representations, understandings, and agreements, either oral or written, between the Parties with respect to the subject matter hereof. There are no other promises, terms, conditions, obligations, understandings, or agreements either written or oral between the Parties with respect to the subject matter hereof. Any amendment, alteration or modification to this Agreement shall be in writing and approved by both Parties.

Section 21. Successors and Assigns

This Agreement is and shall be binding on all successors and assigns of each of the Parties hereto without the necessity of any further documentation.

Section 22. Limitation on Liability

CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE CITY OF BURBANK (INCLUDING ANY OF ITS DEPARTMENTS, EMPLOYEES, OFFICERS OR AGENTS) SHALL NOT BE LIABLE TO CUSTOMER FOR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOST PROFITS; LOST SALES OR BUSINESS EXPENDITURES; INVESTMENTS; COMMITMENTS IN CONNECTION WITH ANY BUSINESS; LOSS OF ANY GOODWILL, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY, AND WHETHER OR NOT THE CITY OF BURBANK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Customer	**Burbank Water and Power**
_____	_____
Signature	Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title

CITY OF BURBANK

WATER AND POWER

RULES & REGULATIONS
FOR UTILITY SERVICE

BurbankWaterAndPower.com

FOREWORD

The Rules and Regulations Governing Utility Service has been prepared by Burbank Water and Power. These Rules and Regulations are authorized by the Burbank Municipal Code; Title 8, Chapter 2, Utilities: Section 8.2: 102-103 (Water) and Sections 8.2: 202-203 (Electric), Rules and Regulations. All rates, fees and charges contained in the Rules and Regulations were approved by the Council of the City of Burbank and are specified in the Citywide Fee Schedule, updated each year.

_____ _____

MANDIP SAMRA
General Manager
Burbank Water and Power

Date

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CITY OF BURBANK
WATER AND POWER

PART 1
GENERAL RULES AND REGULATIONS FOR UTILITY SERVICE

APPROVED:

Sean Aquino Assistant General Manager Customer Service Burbank Water and Power	**Date**

BurbankWaterAndPower.com

PART 1 GENERAL RULES AND REGULATIONS FOR UTILITY SERVICE

1.00 GENERAL

Burbank Water and Power (BWP) provides utility services to residential and business properties within the City and boundaries. These Rules and Regulations set forth how BWP shall govern and administer its services.

1.01 GOAL STATEMENT

It is the goal of BWP to provide safe, reliable, quality service to our Customers. BWP strives to provide continuity of service with as few interruptions as possible, recognizing that utility services are valuable resources to the community and local economy. BWP provides utility products of high quality by the standards of the industry and strives to promote conservation and wise use of these products, both by our Customers and by our own activities.

1.02 DOCUMENT FORMAT AND AVAILABILITY

1.02 (a) The Rules and Regulations are presented in seven parts. This first part is common to all BWP-provided utility services. The second part addresses electric service. The third part provides electric rates, fees, and charges. The fourth part addresses water service. The fifth part contains information related to use of recycled water. The sixth part provides general water and recycled water rates, fees, and charges. The seventh part addresses fiber optic service.

1.02 (b) Copies of these Rules and Regulations will be kept on file in the offices of BWP and on the utility's website, burbankwaterandpower.com. Reasonable effort will be made to keep these copies up to date.

1.02 (c) Changes may be made to these Rules and Regulations periodically. Applicants, Customers or others contemplating any expenditures or activities governed by these Rules and Regulations should assure themselves that they have correct information. Copies of the Rules and Regulations shall be available at cost at BWP. Electronic copies of the Rules and Regulations are available on the Burbank Water and Power website (www.burbankwaterandpower.com) at no cost.

1.02 (d) Proposed changes to the Rules and Regulations should be addressed to BWP, General Manager, 164 West Magnolia Boulevard, Burbank, California 91502 or PO Box 631, Burbank, CA 91503-0631.

1.03 APPLICABILITY AND AUTHORITY

1.03 (a) Rules and Regulations are effective for BWP Customers.

1.03 (b) These Rules and Regulations are authorized under the Burbank Municipal Code and are always subject to change or abolition by action of the Council.

1.03 (c) Utility service is subject to regulatory control by other governmental agencies, including those of the State of California and the United States of America. Such agencies may mandate immediate changes to utility operations and practices. BWP reserves the right to implement such changes on an interim basis until such time as Council acts by passing ordinances or resolutions which would change these Rules and Regulations, or on a permanent basis if it is determined that Council action is not required.

1.03 (d) The General Manager shall interpret the meanings of Rules and Regulations.

1.03 (e) Conflicts among Rules and Regulations, in general, or for a particular situation or application, may be found to exist. In all such cases, it shall be the responsibility of the General Manager to impartially consider the facts and render a decision, including, if deemed appropriate, proposed changes to the Rules and Regulations.

1.03 (f) If any rule or regulation is held to be unlawful, the decision shall not affect any remaining portions of these Rules and Regulations.

1.04 DEFINITIONS

The following terms and expressions, when used in these Rules and Regulations, shall have the indicated meanings:

1.04 (a) **Account:** The record kept by BWP of the experience with a Customer, including financial and physical data, service history, and/or consumption history.

1.04 (b) **Applicant:** Person requesting BWP to supply utility service.

1.04 (c) **Application:** Request to BWP via mail, telephone, fax, internet, in person, and/or written form(s) provided by BWP for utility service or other municipal service.

1.04 (d) **Backflow Prevention Assembly:** To prevent a backflow of water from private system into the public drinking water system.

1.04 (e) **Battery Energy Storage Systems (BESS):** A battery system for use by a customer as renewable energy storage, energy backup, or as a demand reduction device.

1.04 (f) **Battery of Meters (water):** A metering installation consisting of two or more meters installed at the same service location and operating in parallel as a substitute for a single larger meter. This practice is no longer allowed for new service.

1.04 (g) **Bill:** Written or electronic demand for payment for services rendered to the Customer.

1.04 (h) **Billing demand (electric):** The Customer's monthly load or demand expressed in kilowatts (kW) or kilovolt Amperes (kVA) and used for computing charges under certain electric rate schedules. It may be the connected load, the measured maximum demand, or a modification of either as provided for by the applicable rate schedule.

1.04 (i) **Billing period:** The time interval between two consecutive meter readings that are taken for billing purposes or an established and regular billing cycle for unmetered services.

1.04 (j) **Burbank Water and Power or BWP:** Burbank Water and Power, a department of the City of Burbank.

1.04 (k) **BWP offices:** The office is located at 164 West Magnolia Boulevard, Burbank, California 91502.

1.04 (l) **BWP's operating convenience:** The term refers to the utilization, under certain circumstances, of facilities or practices not ordinarily employed which contribute to the overall efficiency of BWP's operations: it does not refer to Customer convenience nor to the use of facilities or adoption of practices required to comply with applicable laws, ordinances, rules or regulations, or similar requirements of public authorities.

1.04 (m) **City:** City of Burbank, California.

1.04 (n) **Council:** City Council of the City of Burbank, California.

1.04 (o) **Connected load:** The sum of the rated capacities of all the Customer's electrical equipment that can be connected to BWP's lines at any one time as more completely described in the rate schedules.

1.04 (p) **Consumer:** See Customer.

1.04 (q) **Customer:** Person in whose name service is rendered as evidenced by telephone, fax, internet, or other application and/or by signature on the application, contract, or agreement for that service, or, in the absence of a signed instrument, by the receipt and payment of bills regularly issued in the Customer's name regardless of the identity of the actual user of the service, or by a person benefiting directly from the service.

1.04 (r) **Customer's mailing address:** The address specified in a Customer's application, or any other address given in writing, by telephone, fax, or internet to BWP Staff by the Customer or Customer's authorized agent, to which any notice or other communication is to be mailed, sent, or delivered.

1.04 (s) **Delivered:** Any notice or communication shall be considered delivered by BWP when it is 1) mailed, postage prepaid, to the Customer to whom the service is billed; 2) communicated via telephone conversation with the Customer or his/her authorized representative; 3) given in person or by posting in a conspicuous location at the premises served; 4) transmitted by electronic means including, but not limited to, facsimile (FAX) machine, computer email; or 5) transmitted to a Customer's voice mail box.

1.04 (t) **Distribution lines:** Overhead pole lines and/or underground facilities consisting of conduit and cable which are operated at nominal distribution voltages.

1.04 (u) **Distribution main:** Water pipelines 12" in diameter and smaller.

1.04 (v) **Distribution system:** All electrical wires, equipment, and other facilities owned or provided by BWP other than customer-owned interconnection facilities, by which BWP provides electrical distribution service to its customers, including the Customer, sometimes referred to as the grid.

1.04 (w) **Electric Utility Service Equipment Requirements Committee (EUSERC):** The EUSERC requirements book contains information concerning electric service and metering facilities generally provided and installed by the Customer. Electric service equipment installed in The City of Burbank must comply with EUSERC. For more information: https://eusercus.com/

1.04 (x) **Facilities:** Equipment, in whole or part, owned and operated by BWP for the purposes of providing utility service up to and including the meter.

1.04 (y) **Front Footage:** The entire length of the lot as measured on the side adjacent to the main in the street or the street in which the main will be constructed.

1.04 (z) **General Manager:** General Manager of BWP or a designee.

1.04 (a.a) **Load factor:** The ratio of the average load over a designated period to the peak load occurring in that same period.

1.04 (a.b) **Mail:** Any notice or other communication shall be considered mailed when it is enclosed in a sealed envelope, addressed to the Customer's mailing address, and deposited in a U.S. Postal Service box, postage prepaid by BWP.

1.04 (a.c) **Maximum demand:** The average kilowatts during the specified time interval when the Customer's use is greatest in the billing period, as indicated or recorded by the Department's meter.

1.04 (a.d) **Meter:** The instrument installed and owned by BWP, used for measuring utility service delivered to the Customer.

1.04 (a.e) **Multi-family accommodation:** An apartment building, duplex, court group, or any other group of residential units located upon a single premise, providing the residential units therein meet the requirements for a single-family accommodation. Hotels, guest or resort ranches, tourist camps, motels, auto courts and trailer courts, consisting primarily of guest rooms and/or transient accommodations, are not classed as multi-family accommodations.

1.04 (a.f) **Nominal voltage:** The nominal voltage of a circuit is the approximate voltage between conductors in a circuit or system of a given class, assigned for the purpose of convenient designation. For any specific nominal voltage, the operating voltage actually existing at various points and at various times on the system is subject to normal distribution variation.

1.04 (a.g) **Payment:** Any recognized tender provided in exchange for service: cash, check, credit card, debit card, whether in person, by mail or in electronic form.

1.04 (a.h) **Payment arrangement:** An agreed upon plan for paying an account balance on or before a specified date, which may include a payment schedule.

1.04 (a.i) **Permanent service:** Service, which in the opinion of BWP, is of a permanent and established character and is not classified as temporary service. This may be continuous or intermittent.

1.04 (a.j) **Person:** Any individual, partnership, corporation, public agency, or other organization operating as a single entity.

1.04 (a.k) **Point of connection (water):** The point of delineation between BWP's installed pipeline, valves, meter, fittings, and appurtenances and Customer's installed pipeline, valves, meter, fittings, and appurtenances. The limits of BWP ownership and maintenance responsibility are defined in Part 4, Section 4.15 (b), 4.30 (c), and 4.30 (d).

1.04 (a.l) **Point of delivery (electric):** The point where BWP's conductors are connected to the conductors of the Customer, regardless of the location of BWP's meters or transformers. BWP's conductors may be owned, leased, or under license by BWP, and the conductors of the Customer may be owned, leased, or under license by the Customer.

1.04 (a.m) **Point of demarcation (fiber optics):** The point where BWP's fiber optic service cable is terminated in a patch panel. Demarcation will generally occur in the utility's transformer vault room or the electric meter room. The Customer is required to extend their fiber optic cable to this same location, where BWP personnel will make the final connections in the patch panel.

1.04 (a.n) **Power Factor:** The ratio of real power (kW) to apparent power (kVA) for any given load and time and generally expressed as a percentage. For the purposes of these rate schedules, the average load power factor will be used. It will be computed as follows:

$$\%\text{Power Factor} = \frac{\text{kWh} \times 100}{(\text{kWh}^2 + \text{kVARh}^2)^{1/2}}$$

kVARh: Reactive kilovolt-ampere-hours (kilovar-hours)

1.04 (a.o) **Power service:** Service to apparatus or equipment used for purposes other than lighting shall be considered as power service. Lamps or lights used for purposes which, in the opinion of the utility, are not general illumination purposes are classed as power service, such as the following: motion picture projection, motion picture and television production, production of chemical reactions, sterilizing, drying, radiant heating, therapeutic, photographic processing, stimulating the growth or yield of agricultural products, pilot or indicating lights on power control equipment, and lighting used as an aid in the operation of a motor-driven production machine for the purpose of checking tool settings or dial readings, measuring or inspecting the product while on the machine, when the lamps are installed as an integral part of the machine and energized from its power supply.

1.04 (a.p) **Premises:** All of the real property and apparatus employed in a single enterprise on a contiguous parcel of land undivided by a dedicated street, highway, or other public thoroughfare, or a railway. A parcel shall refer to a single lot bound by one continuous property line. Automobile parking lots separated by an alley are considered to be part of a Customer's premises.

1.04 (a.q) **Presentation:** The date on which BWP mails, sends, or delivers a bill to a Customer.

1.04 (a.r) **Primary distribution:** Service supplied at 2.4 kV and above with only one level of transformation. (i.e.: 34.5 kV to 2,400 or 4,160 volt, 12.47 kV to 4,160 volts).

1.04 (a.s) **Pullbox:** An enclosure for joining conductors which also provides by its size, arrangement, and location the necessary facilities for pulling the conductors into place. This term as used here includes structures also known as "manhole", "handhole" and "switchboard pull section."

1.04 (a.t) **Quasi-public institutions:** Public utilities, educational institutions, and hospitals, whether publicly or privately owned.

1.04 (a.u) **Rate resolution:** The current resolution or resolutions adopted by Council which establish rates and charges for utility service.

1.04 (a.v) **Rate schedule**: May be one or more tariff pages setting forth the charges and conditions for a particular class or type of service at a given location. A rate schedule, as referred to herein, shall include all the wording on the applicable tariff page or pages, such as, but not limited to, the following: Schedule number, class of service, character or applicability territory, rates, conditions, and reference to rules.

1.04 (a.w) **Real user:** Any party or parties who benefit from utility services at a given address.

1.04 (a.x) **Rules and Regulations:** These Rules and Regulations.

1.04 (a.y) **Secondary distribution:** Service supplied at two or more levels of transformation below 34,500 volts.

1.04 (a.z) **Service connection (water):** The pipeline extending from BWP's water main, whether located in a public thoroughfare or private right of way, to the curb line or property line of the Customer's premises, together with the valves, meter, fittings, and enclosure necessary to connect to the Customer's private pipeline.

1.04 (b.a) **Service extension:** Consists of the service wires or connections as defined herein.

1.04 (b.b) **Service wires or connection:** The group of conductors, whether overhead or underground, necessary to connect the service entrance conductors of the Customer to the utility's supply line. An overhead service connection, sometimes referred to as a "service drop", is the group of conductors between the Customer's building or other permanent support and the utility's adjacent pole.

1.04 (b.c) **Single-family dwelling or accommodation:** A house, an apartment within a multi-family accommodation, or any other residential unit which contains cooking facilities (not necessarily electric) and which is used as a residence by a single family.

1.04 (b.d) **Solar Electric Generating Facility (SEG):** The facility shall consist of solar photovoltaic electricity generating modules, electrical controls, an inverter, automatic disconnect(s), manual disconnect(s), and wiring to connect all of the above to BWP's distribution system at BWP's meter.

1.04 (b.e) **Staff:** Personnel employed by BWP.

1.04 (b.f) **Swimming pool:** A permanently installed swimming pool, above or below ground, with permanently installed pump, motor, filtering equipment and automatic timer to control the operation of the pumping equipment. The pump motor must be rated at a minimum of ¾ horsepower.

1.04 (b.g) **Tract or subdivision:** An area for dwellings which may be identified by filed subdivision plans or as an area in which a group of dwellings may be constructed about the same time, either by a large scale builder or by several builders working on a coordinated basis.

1.04 (b.h) **Transmission main:** Water pipelines larger than 12" in diameter.

1.04 (b.i) **Utility:** The City of Burbank, Burbank Water and Power.

1.04 (b.j) **Utility service**: Services provided by the City via BWP installed and owned equipment up to and including the meter and governed by these Rules and Regulations.

1.04 (b.k) **X-ray service:** Service to any apparatus transforming electric energy into radiations similar to light but having wave lengths from .0006 to 2 angstroms.

1.05 COMMUNICATION

1.05 (a) Staff is available to Customers for consultation and guidance regarding interpretation of these Rules and Regulations. Oral consultation by Staff shall not be considered binding.

1.05 (b) Any notice or bill or other communication from BWP to a Customer shall be made in writing or electronic ~~format, and~~format and shall be given in person at the BWP's offices, delivered, sent through the mail, or sent electronically.

1.05 (c) Any notice from a Customer may be given to BWP in person at BWP's offices by the Customer, telephone, fax, email, by the Customer's authorized agent, or mailed postage prepaid by the Customer.

1.10 PROVISION OF SERVICE

1.10 (a) BWP shall furnish service only to the premises specified in the application. A service connection shall not be used to supply utility services to any parcel of land other than the parcel for which the service connection is assigned.

1.10 (b) When property provided with a service connection is subdivided, the service connection shall be considered as belonging to the lot or parcel of land which it directly enters. Each new subdivided lot will be required to have its own water service.

1.10 (c) BWP shall have the right to refuse to provide service to any premises and at any time to discontinue service if found necessary to do so in order to protect the City against abuse, fraud, property damage or to ensure the safety of any and all persons.

1.10 (d) Any unauthorized person found taking utility service from or through any of BWP's facilities will be assessed charges and/or prosecuted under the full extent of the law. Any unauthorized equipment or apparatus found connected to BWP's facilities will be removed by BWP personnel and stored at BWP. The equipment or apparatus may be redeemed upon full payment of all penalties, fees, or charges due. After 30 days, unclaimed equipment or apparatus will be disposed of at BWP's discretion.

1.10 (e) If BWP has knowledge that a Customer failed to comply with any of the Rules and Regulations, BWP will notify Customer of such failure. If the Customer does not remedy same within a stated time, BWP shall have the right to discontinue service to the Customer. In the event of discovery of a dangerous condition on a Customer's premises or in the case of a Customer utilizing the service in such a manner as to make it dangerous for occupants of the premises, thus rendering the immediate discontinuance of service to the premises imperative, no notice shall be required.

1.10 (f) BWP will not furnish service to any premises where the use thereof may be detrimental to the BWP's facilities or to the service rendered by BWP to other Customers.

1.10 (g) BWP will furnish temporary service under the following conditions:

(1) Furnishing of temporary service will not result in undue hardship upon BWP or its then existing Customer;
(2) The Applicant shall be required to pay to BWP the cost of installing and removing any facilities necessary in connection with the furnishing of such service by BWP;
(3) The Applicant for such temporary service may be required to make a deposit with BWP;
(4) The Customer is responsible for the temporary power pole and related accessories, excluding the meter and service drop; or
(5) The Customer is responsible for fire hydrant rental meter pick-up and return to BWP.

1.10 (h) A Customer making any material change in the size, character or extent of the equipment, operations, or nature of land use at the Customer's premises shall immediately give BWP written notice of the nature and extent of the change. Changes that result in new or additional loads that require modifications, adjustments or upgrades to BWP facilities will be completed [by BWP] at customer cost.

1.10 (i) Utility service within the City shall only be provided via BWP owned and operated equipment up to and including the meter.

1.10 (j) All lots must front the public right of way with an existing potable water main.

1.10 (k) Only a single water service connection shall be provided for properties zoned R-1, regardless of whether an accessory dwelling unit (ADU) is present. Separate water service connections will not be installed for ADUs on R-1 zoned properties.

1.11 CONTINUITY OF SERVICE

1.11 (a) BWP will exercise diligence and make all reasonable efforts to furnish and deliver a continuous and sufficient supply of utility service to avoid any shortage and prevent interruptions to service. When such interruptions occur, BWP will endeavor to re-establish service with the shortest possible delay consistent with the safety of its Staff, its Customers and the general public.

1.11 (b) Whenever BWP finds it necessary to schedule an interruption of service, it will, where feasible, notify all Customers to be affected by the interruption, stating the approximate time and anticipated duration of the interruption. Scheduled interruptions will impose the least inconvenience to Customers, consistent with reasonable utility operations. A charge may be required for Customers requesting the interruption to be scheduled outside of BWP working hours.

1.11 (c) During times of threatened or actual water or electricity shortages due to a natural disaster or circumstances out of BWP's control, BWP will apportion its available supplies among its Customers. The BWP General Manager will make that final decision after consulting with the appropriate authorities. BWP will apportion the supply in the manner that appears to be most equitable under circumstances then prevailing and with due regard to public health and safety.

1.12 FACILITIES AND ACCESS

1.12 (a) In order to serve Customers, BWP owns and operates facilities. Service within the City may only be provided through these facilities. BWP facilities may be located in the public right of way or on private property.

1.12 (b) Any part of the service connection that is located wholly or partially upon a Customer's premises is the property of BWP. No rent or other charge will be paid by BWP where BWP-owned service facilities are located on a Customer's premises.

1.12 (c) For routine work, BWP shall, at all reasonable hours, have access to meters, service connections, poles, overhead and underground wires and facilities, and other property owned by it which may be located on Customer's premises for purposes of installation, maintenance, meter readings, vegetation management, operation, or removal of the property at the time service is to be terminated. During an emergency BWP shall, at any time and with minimal notice, have access to meters, service connections, poles, overhead and underground wires and facilities, and other property owned by it which may be located on Customers' premises for purposes of installation, maintenance, meter readings, vegetation management, operation, or removal of BWP property at the time service is to be terminated.

1.12 (d) The Customer's utility system shall be open for inspection at all reasonable times to authorized representatives of BWP. The Customer's failure to do so within a reasonable period of time may result in disconnection.

1.12 (e) Customers must provide access to all water and electric meters upon request for billing purposes. If a premise is unoccupied, an estimate will suffice for a maximum period of three (3) months. At that time, an appointment will be required to update the readings.

1.12 (f) BWP requires the following safety clearances around overhead electrical facilities:

High Fire Threat District (https://ia.cpuc.ca.gov/firemap/) – 12 feet
All other areas – 4 feet

Customers are responsible for maintaining vegetation on their property to keep them from growing into the required safety clearances around BWP overhead electrical facilities.

Customers must ensure that any vegetation maintenance work is performed by certified arborists who are trained to work around energized power lines.

1.12 (g) Customers must not cover, obstruct, obscure or otherwise, prevent BWP from accessing any water or electric meter in any way.

1.14 PROPERTY DAMAGE

1.14 (a) BWP shall not be responsible for any loss or damage caused by any negligence or wrongful act of a Customer or of a Customer's authorized representatives in installing, maintaining, operating or using any or all appliances, facilities or equipment.

1.14 (b) The Customer will be held responsible for damage to BWP meters and other property or facilities resulting from the use, operation, or lack of maintenance of appliances and facilities on Customer's premises, including but not limited to damage caused by electricity, vegetation, steam, hot water or chemicals.

1.14 (c) If a Customer, new Applicant, developer, or other person is found to be responsible for any damage done to BWP property, such damages shall be reimbursed to BWP. If responsibility is not known, charges may be made to the current Customer or property owner and either billed separately or added to the monthly billing for collection.

1.14 (d) If a Customer's panel, service, or other property is damaged by BWP personnel and it is determined that BWP was in fact responsible for the damage, it may be necessary for safety, health and or economic necessity to restore damaged panel or property. Under those circumstances, the General Manager may proceed without waiting for the required claim process to be completed.

1.15 CONNECTION

1.15 (a) BWP's operating convenience or necessity may require the use of more than one meter to serve a premise.

1.15 (b) BWP's operating convenience or necessity may require the construction of facilities in order to make connection to an Applicant's premises. BWP may require that a portion or all of the costs of such construction be paid or contracted for by the Applicant prior to connection.

1.15 (c) Each utility service and meter which has been disconnected and unused may be evaluated for its continuing integrity. From time to time BWP may find a service, meter, vault or other appurtenance to be substandard and no longer suitable for continued use. In such a case, construction of new facilities may be required by BWP. BWP may require that a portion or all of the costs of such construction be paid or contracted for by the Applicant prior to construction.

1.15 (d) BWP's accommodation of same day service requests may be subject to additional fees or charges.

1.20 APPLICATION FOR SERVICE

1.20 (a) Each Applicant shall furnish and maintain satisfactory credit for payment of bills or charges in connection with BWP service.

1.20 (b) BWP may require each Applicant to complete and sign an application for service and also to establish credit. Such application may include:

1.20 (b.1) Location of premises to be served.

1.20 (b.2) Name of Applicant.

1.20 (b.3) Customer's mailing address.

1.20 (b.4) Date Applicant will be ready for service.

1.20 (b.5) Whether the premises has been previously supplied, if known.

1.20 (b.6) Rate schedule desired if optional rates are available.

1.20 (b.7) Date of application.

1.20 (b.8) Whether Applicant is owner, tenant, or agent for the premises.

1.20 (b.9) Information to establish credit of Applicant and/or deposit.

1.20 (b.10) Signature of Applicant.

1.20 (b.11) Such other information as BWP may reasonably require.

1.20 (b.12) Current telephone number.

1.20 (b.13) Email address.

1.20 (b.14) Names of all adults or tenants.

1.20 (c) Individual Liability for Joint Service

1.20 (c.1) Where two or more persons join in one application or contract for utility services, they shall be jointly and severally liable there under and shall be billed by means of a single monthly bill mailed to the person designated on the application to receive the bill.

1.20 (c.2) Whether or not BWP obtains a joint application for service, all adults who occupy a premise and receive the benefit of service are responsible jointly and severally for the payment of the bills for utility services used, unless BWP, in writing, acknowledges that one or more of the adult occupants is not responsible.

1.20 (c.3) Those receiving benefit of service at a premise may include the Applicant, i.e., the Customer, and/or a number of other adults, such as in the case with multiple roommates. When the Applicant, i.e., the Customer vacates the premises, the remaining adults, who benefited from the utility services, can be held liable for the utility billings incurred during the period they resided at the premises.

1.20 (c.4) BWP may deny or discontinue service for non-payment of a delinquent bill when determined that the Applicant or one or more of the adults, or roommates continues to occupy the premises.

1.20 (c.5) BWP may deny or discontinue service to an Applicant at a new address, if a delinquent utility billing remains unpaid from a prior service address, in which BWP has determined that the Applicant was a roommate.

1.20 (d) Fire Service: The owner must sign the application for Fire Service and will remain as an "undersign" for the service even when a tenant assumes responsibility for the current monthly billing. The owner will remain on the account and pay the monthly billings when the tenant vacates and drops responsibility for the service. The owner cannot terminate responsibility for the service through a shutdown or disconnect without Fire Department approval.

1.21 DEPOSIT

1.21 (a) A deposit may be required of the Applicant before BWP establishes or reconnects service. The deposit amount may be required to accompany the application for service or request for reconnection. If a deposit is required for reconnection under subsection 1.21(a), the Customer may be required to tender cash or other guaranteed funds. The deposit amount required may be equal to double the estimated average billing for a one-month period, for service to the subject service address.

1.21 (b) If a deposit is required to activate an existing service, payment may be made (cash, check or credit card) or, in lieu thereof, BWP may accept a Letter of Credit from another Electric/Water Utility. Deposits required for construction of new facilities and/or services shall be paid by cash, check, credit card or electronic fund transfer.

1.21 (c) The deposit is received as a guarantee that all utility service bills contracted at the Customer's premises set forth in the application or at any other Burbank address of the Customer will be paid in the time and manner as provided in the Rules and Regulations.

1.21 (d) BWP shall charge a fee if an Applicant tenders a payment for deposit which is returned to BWP by its financial institution due to Applicant's insufficient funds. Cash, cashier's check, or credit card shall be required to clear the originally tendered check, and associated fees.

1.21 (e) If at any time BWP determines that the amount of an existing deposit, or the lack of a deposit, no longer equals the amount of deposit required, it may require the Customer to provide a deposit.

1.21 (f) The deposit may be refunded to the Customer, by crediting the Customer's bill, after a period of twelve (12) months if credit, satisfactory to BWP, has been established and maintained for that period.

1.21 (g) When service is ordered discontinued by the Customer, the deposit may be refunded to the Customer or it may be transferred to other accounts under the same Customer's name. When there are charges due to BWP from the Customer and there are no other accounts in the same Customer's name, the deposit may be first applied to outstanding charges and the balance returned.

1.21 (h) A deposit or credit balance due will be refunded only to the billing name as it appears on the account. It will be paid by City warrant.

1.21 (i) Customer shall not be entitled to any interest earnings on funds deposited with BWP.

1.22 ESTABLISHMENT OF CREDIT

1.22 (a) Initial credit satisfactory to BWP shall be considered as established by the payment of deposit upon application. Subsequent credit satisfactory to BWP shall be considered as established when an account has not been delinquent within a period of twelve (12) consecutive billings immediately prior to the date of eligibility for deposit refund.

1.22 (b) If the Customer maintains a deposit with BWP, or where a deposit has been refunded and the Customer has not been delinquent in payment of bills for a period of one year, it shall be deemed that established credit has been maintained.

1.22 (c) The requirement for establishing and maintaining credit may not be waived except by the General Manager.

1.22 (d) Any Customer may be required to re-establish credit for any of the following reasons:

(1) If the Customer's deposit has been applied by BWP in whole or in part to the payment of any bills or charges demanded by BWP;
(2) If the Applicant has been a Customer of BWP and its service to the Customer has been discontinued for cause;
(3) If the Customer's credit has not been maintained; or
(4) If the billing name used by a commercial or industrial Customer changes.

1.23 CONTRACTS

1.23 (a) Contracts will not be required as a condition precedent to service, except:

(1) As may be required by conditions set forth in the rate schedule;
(2) In the case of utility infrastructure, and/or extensions, increase in capacity of existing facilities made specifically for benefit of the Customer, or temporary service where significant expenditures are required to serve the Applicant; or
(3) As determined to be beneficial by the General Manager.

1.23 (b) BWP may enter other contracts as it deems necessary.

1.40 BILLING AND COLLECTION

1.40 (a) The charges billed by and payable to BWP for utility service will be according to rates legally adopted by the Council. Complete sets of rates will be kept in BWP's offices and other city facilities as required by law where they will be available for public inspection and on the City's and utility's websites.

1.40 (b) Upon adoption by the Council of new schedules of rates, BWP will publish them once on a bill insert included with Customer's monthly bill, on BWP's website, or in a daily newspaper of general circulation published in the City of Burbank. The City shall not be liable in any manner for not giving any additional or further notice to any Customer of such new rates.

1.40 (c) The General Manager may establish and enforce charges for furnishing and supplying utility service to any installation of a character not adequately provided for in these Rules and Regulations, provided that such charges shall be consistent with rates and charges prescribed herein.

1.40 (d) Bills for utility service will be rendered according to registration of the meter as stipulated by rate schedules. Meters will be read as nearly as possible at regular intervals. Such regular meter readings will normally be at monthly intervals but may be at other intervals as established at the discretion of BWP.

1.40 (e) BWP shall mail, deliver, fax, or send via email or internet, bills for service to the Customer.

1.40 (f) Bills are due and payable upon presentation.

1.40 (g) If a bill is not received by a Customer at the anticipated monthly interval, it shall be incumbent upon the Customer to inquire as to the whereabouts of the bill. Not receiving a bill does not alleviate a Customer's responsibility for prompt payment.

1.40 (h) Removal bills, special bills, bills rendered on vacation of premises, closing or final bills, or bills rendered to Customers discontinuing service are payable upon presentation.

1.40 (i) Payment shall be made by mail, electronically, at BWP's offices, or at depositories located at other City facilities.

1.40 (j) Upon receipt of a returned payment taken as remittance of utility billings or other charges, BWP will consider the account not paid.

1.40 (k) BWP may charge a fee if an Applicant tenders a check which is returned to BWP by its financial institution due to Applicant's insufficient funds. This fee may be waived if the returned check has been verified as a bank error.

1.40 (l) Rate schedules stated on a monthly basis are related to a 30-day consumption interval as a standard month. However, in computing and rendering regular bills, BWP, at its discretion, need not consider minor variances between actual read intervals and any established regular read interval, in accordance with the following:

(1) Where bills are regularly rendered monthly, computation from monthly rate schedules may be made directly whenever actual read intervals do not vary outside of a 28 to 34-day range.
(2) On opening accounts, BWP may omit the initial billing when such billing period is less than four days on monthly accounts.

1.40 (m) Where proration of bills on a monthly basis is provided for in the schedules, any prorating adjustment shall be made on the basis of a standard 30-day interval on initial and closing bills as well as for any other meter read interval varying from a 30-day period.

1.40 (n) In the event a Customer requests one service account be closed, and another be opened at a different location in Burbank, the Customer may request, or BWP may authorize, that unpaid billings at one account be transferred to the other account of the same Customer.

1.41 DISPUTED BILLS

1.41 (a) Whenever the accuracy of any bill for service is questioned by the Customer within seven days of presentation, BWP will cause an investigation to be made. If this procedure does not result in a resolution deemed acceptable to the Customer, the Customer shall have the right to seek review by the General Manager's office. After such review, the Customer may request an appeal to the City Manager's office. The Customer complaint should be in writing and should be addressed to the City Manager. The City Manager's office will review the complaint and set-up an appropriate committee to resolve the complaint. The Customer or their representative may be invited to attend that

committee's meeting if needed.

1.41 (b) Inaccuracies of meter readings or bills reflecting clerical or meter errors shall be adjusted to a correct basis as determined by BWP's investigation. BWP may bill or credit the Customer, at its option, for the amount overbilled or undercharged based on corrected meter readings or clerical data for the period the meter was in use and determined to be incorrect, but not to exceed a period of one year.

1.41 (c) If the meter is found to be non-registering, BWP may bill the Customer according to an estimate of consumption while the meter was not registering, but not to exceed a period of one year. The estimate will be based on the Customer's prior use during the same season of the previous year if conditions were unchanged during the year, or on a reasonable comparison of consumption of other similar Customers during the same period.

1.41 (d) In cases where meter readings, dates, or other required factors cannot be determined, BWP shall establish such factors by tests, analyses, and investigations to determine the proper basis for making an adjustment, if any.

1.41 (e) In the event that an error is discovered in connection with any charges for services made on behalf of other City Departments, BWP shall have the authority to adjust future bills to account for the overcharges or undercharges in order to correct such error; provided, however, that such authority to make such corrections shall not extend beyond one year from a bill that had such error.

1.41 (f) Adjustments to bills may be authorized by the General Manager.

1.42 DELINQUENCY

1.42 (a) In the event any bill for service is not paid in accordance with the provisions of these Rules and Regulations, the amount of such unpaid bill may become a lien upon the property and be collected at the same time and in the same manner as all taxes on real property in the City.

1.42 (b) If payment for a billing period is not made on or before the twenty-first day after presentation, the account is subject to collection activity, and payment is considered delinquent.

1.42 (c) Minimum arrears must be paid on or before 5:00 p.m. on notice expiration date to avoid further collection action.

1.42 (d) BWP will notify the Customer in person, by telephone, email, or mail of discontinuation of service due to a returned check or electronic payment. Service may be disconnected if the amount of the returned payment and returned payment charge are not paid by the expiration date, as indicated on the notice. BWP may require all amounts paid to redeem a returned item be made in cash or certified funds.

1.42 (e) For each notice made to a Customer for the purpose of collecting a delinquent account, whether in person, by telephone, email, or mail, BWP may charge and collect a collection fee. BWP may require payment of delinquent account be made in cash or certified funds.

1.42 (f) In the event a Customer's account becomes delinquent, BWP reserves the right to transfer all the charges to any other open account of the same Customer. The account to which charges were transferred shall be subject to all collection actions provided for in these Rules and Regulations.

1.43 PAYMENT ARRANGEMENTS

1.43 (a) A payment arrangement refers to an agreement made between Burbank Water and Power (BWP) and its customers regarding when payment will be made. It can include details such as the amount of each payment, the frequency of payments, any interest or fees involved, and the timeline for completing the payments.

Payment arrangements are commonly used in situations where a large sum of money is owed but cannot be paid in full by the due date, allowing for manageable installment payments over time. A payment arrangement temporarily suspends the termination of services and pauses late notices and fees for the length of the extension granted and so long as customer is complying with the terms of such payment arrangement.

1.43 (b) Customers may be eligible for a payment arrangement if their account is active, they have a history of timely payments prior to the current financial hardship, they are facing temporary financial difficulties due to unforeseen circumstances such as illness, job loss, or other emergency situations.

1.43 (c) Customers must contact BWP's customer service department to request a payment arrangement. Customers may contact BWP by phone, email, or in person. BWP will review the request and determine eligibility based on the customer's circumstances and payment history. Customer agrees to provide all reasonable information and documentation to BWP in its review of Customer eligibility.

1.43 (d) Customers facing financial difficulties may request an installment plan to spread their outstanding balance over a period of 3-9 months, or 12 months upon approval of the General Manager or designee.

1.43 (e) Payment arrangements are granted at the discretion of BWP and may be subject to specific terms and conditions. Payment arrangements will be tailored to the customer's individual circumstances and ability to pay. The duration of the payment arrangement and the amount of each installment will be mutually agreed upon between the customer and BWP. Customers must adhere to the agreed-upon payment schedule and make timely payments as per the arrangement.

1.43 (f) Failure to adhere to the terms of a payment arrangement will result in termination of the arrangement and the customer may be disconnected without further notice. Additional fees, disconnection of service, or other collection actions as permitted by BWP Rules and Regulations and the City of Burbank fee schedule may apply.

BWP acknowledges that not all customers will be able to pay in full to restore service. To be reconnected after being disconnected for failure to adhere to the terms of a payment arrangement, the

full portion of the outstanding balance that is in arrears must be paid in full with guaranteed funds (Cash, Credit Card, Cashier Checks or Money Order).

1.43 (g) BWP acknowledges that some customers may find it challenging to adhere to a payment arrangement. To qualify for a second payment arrangement if one has been previously non-adhered to, customers must enroll in autopay using an electronic payment method and pay 50% of the outstanding balance via guaranteed funds (Cash, Credit Card, Cashier Checks or Money Order). If the customer does not have access to electronic payment method, they must enroll for the Flash Pay program, where payments will be processed via check, with no processing fee.

1.44 LIFELINE PROGRAM

1.44 (a) BWP offers a discounted rate for low-income Customers who are either (1) seniors over 62; (2) persons with a permanent disability or (3) persons that require the use of life support equipment in their home. Income eligible Customers are exempt from the monthly Customer Service Charge, Utility User's Tax, and receive reduced rates on their electric service. Life Support Customers who do not meet the income qualifications shall be exempt from the Utility User's Tax.

1.44 (b) All required information and paperwork must be submitted with the Lifeline application in order for the application to be reviewed. Additional efficiency program participation may be required prior to application approval.

1.44 (c) In the event there is an interruption of service due to an outage or disconnection for non-payment, it is the Customer's responsibility to have battery back-up for any Life Support equipment required by the Customer.

1.44 (d) In the event BWP becomes aware of any false or fraudulent statements or information submitted in writing or verbally, BWP reserves the right to back bill the Customer (s) for services rendered under the Lifeline Rate.

1.50 DISCONNECTION/RECONNECTION

1.50 (a) A Customer's utility service may be discontinued by the Department, and notice of such disconnection will be made in accordance with all statutory requirements. If notice is required, the Customer will be notified of disconnection by mail, phone, fax, internet, or by placement of a disconnection notice on the premises served by the meter to be disconnected. Fire Services will not be disconnected without notice from the Burbank Fire Department.

1.50 (b) A Customer's utility service may be discontinued by BWP for various reasons which follow. Such involuntary disconnections are performed by turning off and locking out the meter.

(1) A Customer's utility service may be discontinued for non-payment of a bill for service rendered by BWP twenty-one days after presentation. Before service is disconnected, the Customer will be notified. A service may be disconnected for non-payment of bills of a Customer whether or not the payment delinquency is associated with service at that service connection or at any other service connection in Burbank of that same

Customer.

(2) In the event a returned check is tendered as payment for utility service disconnected for non-payment, and as a result, BWP restores service, BWP may again promptly disconnect service without providing further notice. No 48-hour notice of discontinuance need be made in the case of a returned check tendered for payment of charges that were subject to discontinuance.

(3) A Customer's utility service may be discontinued for non-compliance with BWP's Rules and Regulations. BWP may discontinue service to any Customer for violation of the Rules and Regulations after it has given the Customer at least one working day written notice of such intention.

(4) BWP may disconnect a service without notice if unsafe; nuisance or hazardous conditions are found to exist on the Customer's premises. BWP will immediately notify the Customer of the reasons and the necessary corrections required before reconnection. Such unsafe, nuisance or hazardous conditions may exist due to defective appliances or equipment that may be detrimental to either the Customer, BWP, or to BWP's other Customers.

(5) A Customer's utility service may be discontinued for fraudulent use of service. When BWP determines that a Customer has obtained service by fraudulent means or has diverted utility service from another Customer without authorization from BWP, the service may be discontinued without notice. BWP will not restore service to such Customer until that Customer has complied with all Rules and Regulations and BWP has been reimbursed for the full amount of the service rendered and the actual cost to BWP, including administrative and overhead, incurred by reason of the fraudulent use.

(6) A Customer may request that service be discontinued either temporarily or permanently. The request must allow at least one working day's advance notice to BWP. If such notice is not given, the Customer will be billed for service until one working day after BWP acquires knowledge that the Customer has vacated premises or otherwise has discontinued service. BWP shall require payment for services rendered, intended or not, based on received benefit of service.

1.50 (c) BWP will not discontinue utility service to enable a Customer to avoid payment of minimum charges for any period less than six consecutive months for residential services or twelve consecutive months for non-residential services, except where the Customer is affected by fire, strikes, riots, or any similar cause beyond his control.

1.50 (d) If an adult at a residence appeals a water bill to the City of Burbank or any other administrative or legal body to which such an appeal may be lawfully taken, BWP will not discontinue residential water service while the appeal is pending.

1.50 (e) In the event BWP has discontinued utility service with the understanding that the service is to be off permanently for not less than six consecutive months for residential services or twelve consecutive months for non-residential services, and the same Customer resumes the use of the service in whole or in part in less than the aforementioned periods of time after the discontinuance, then BWP shall consider the service active for the full period of discontinuance and shall bill the Customer accordingly, inclusive of all minimum charges.

1.50 (f) If a person, or legal entity, takes possession of a premises in Burbank and finds water or electric service on, he/she shall notify BWP within 24 hours to have the service disconnected or transferred into his/her name. BWP shall require payment for services rendered, intended or not, based on received benefit of service.

1.50 (g) Each Customer about to vacate any premises supplied with service by BWP shall give notice of his intended vacation, specifying the date service is desired discontinued; otherwise, the Customer will be held responsible for utility service furnished to such premises until BWP shall have notice of such vacation.

1.50 (h) Connection or disconnection of utility services which result in BWP incurring costs in excess of typical operating costs may be subject to additional charges or fees. For residential customers that demonstrate a household income of 200 percent below the federal poverty line, BWP may charge no more than $50 during normal business hours and no more than $150 outside of business hours for the reconnection of water service.

1.50 (i) Charges for reconnection of service and payments for deposits or to reinstate deposits shall be paid before service will be reconnected. BWP reserves the right to make exceptions and arrangements as appropriate.

1.50 (j) Pursuant to the Bankruptcy Act (P.L. 95-598), BWP will not alter, refuse or discontinue service to, or discriminate against, a Customer or a trustee of a Customer, solely on the basis that a debt owed by the Customer to BWP for service rendered, before an order for relief, was not paid when due. It shall be the responsibility of the Customer to supply BWP with a copy of any applicable order for relief. BWP shall discontinue service if neither the Customer nor the trustee within twenty (20) days after the date of the order for relief furnishes adequate assurance of payment in the form of an advance payment for service after such date and submits a new application for service, to cover services provided after initial filing. As used herein, "adequate assurance of payment" shall mean an advance payment in an amount equal to twice the average monthly bill for the prior twelve months. As used herein, "order for relief" shall have the same meaning as given to it in the Bankruptcy Act. The commencement of a voluntary case under the Bankruptcy Act shall constitute an order for relief. Service may be discontinued in accordance with the Rules and Regulations of BWP upon non-payment for service rendered after the order of relief unless other orders are issued by the court and presented to BWP.

1.50 (k) Fire Services shall not be disconnected without prior approval from the City's Fire Department.

1.50 (l) Reconnection of a meter will be available based on open time slots. A customer may request to expedite the reconnection of a meter subject to personnel availability, and after paying the appropriate fees for expediting such request.

1.51 DISCONTINUATION OF RESIDENTIAL WATER SERVICE

1.51 (a) Pursuant to the Water Shutoff Protection Act, Part 12, Chapter 6 of Division 104 of the California Health and Safety Code, Burbank Water and Power will not discontinue residential water service for non-payment until a payment by the Customer has been delinquent for at least 60 days.

1.51 (b) BWP will contact the Customer, either by telephone or written notice, no less than seven (7) days before discontinuation of residential water service.

1.51 (c) BWP will not discontinue residential water service for non-payment if all of the following conditions are met:

(1) The Customer, or a tenant of the Customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life-threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
(2) Any member of the Customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the Customer declares that the household's annual income is less than 200 percent of the federal poverty level.
(3) The Customer is willing to enter into a payment arrangement.

1.51 (d) BWP may discontinue residential water service no sooner than 5 business days after posting a final notice of intent to disconnect service at the property being served under either of the following circumstances:

(1) The Customer fails to comply with payment arrangement delinquent charges for 60 days or more.
(2) While enrolled in payment arrangement for delinquent charges, the Customer does not pay his or her current residential water service charges for 60 days or more.

1.51 (e) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(1) If the residential water service is individually metered and the landlord is the account holder of record, BWP shall make every good faith effort to inform the residential occupants, by means of written notice no sooner than 10 days prior to termination.
(2) The occupants may assume the account, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
    a. The occupant must qualify as per the requirements stated in these Rules and Regulations.

CITY OF BURBANK

WATER AND POWER

PART 2

RULES AND REGULATIONS GOVERNING ELECTRIC SERVICE

APPROVED:

Riad Sleiman
Chief Assistant General Manager
Burbank Water and Power

Date

PART 2 RULES AND REGULATIONS GOVERNING ELECTRIC SERVICE

2.01 GENERAL SERVICE CONDITIONS

2.01 (a) BWP shall maintain the service conductors from the pole or pullbox to the Customer's point of attachment.

2.01 (b) The service provided will be alternating current at a regulated frequency of 60 Hertz.

2.01 (c) The Customer shall contact Staff well in advance of all new, upgraded, or relocated electrical installations. The Customer will contact Customer Engineering Section at (818) 238-3575.

2.01 (d) The Customer shall make an appointment to meet with Staff to determine the type of service, point of termination, and meter location prior to any work being performed. The Customer shall furnish a single line diagram and an electrical load schedule showing the proposed size of the main service at the time of appointment.

2.01 (e) The Customer has the responsibility to determine if the proposed building construction will place BWP's existing electrical facilities in conflict with any federal, state, or local codes. The Customer will bear the cost of any temporary or permanent relocation of BWP facilities to accommodate the building construction.

2.01 (f) BWP must review its commitments to the Customer for any service installation if more than 12 months have elapsed between the initial meeting [Ref. Section 2.01(d)] and the start of construction.

2.01 (g) If a service is disconnected, BWP will not re-energize it if the Customer's service entrance equipment appears unsafe or is in violation of applicable electrical codes.

2.01 (h) If a service attachment or equipment is deemed unsafe or hazardous if energized, BWP will de-energize until appropriate repairs are made.

2.01 (i) Existing service will be disconnected concurrently with energizing the new service. Any special arrangements have to be approved by BWP prior to energizing the new service.

2.01 (j) BWP uses the following thresholds for determining a development's required electrical facilities based on BWP's estimate of that development's peak electrical demand. For the purposes of defining thresholds for required facilities, a development is considered a premise or group of premises, originally planned or constructed with a coordinated electrical design, utility construction, or entitlement, even if later subdivided or separated. The required electrical facilities consider full build-out of all entitlements of the development, and in cases where additional electrical demand is proposed, the sum of all existing or entitled electrical demand of the entire development in addition to any proposed new electrical demand. An electric services agreement between the Customer and BWP will be required for all services 750 kVA and above:

Below 750 kVA	Radial service from 4.16 kV or 12.47 kV system from a pole, riser pole, or pullbox. BWP requires onsite transformation for all new three-phase

services above 200A and single-phase services above 400A. If more than one padmount transformer is required, it must be loop-fed.

750 kVA– 2.99MVA One looped 12.47 kV feeder or service with primary feeder and a back-up. The Customer can request an alternate source if available. Any service 750 kVA and above requires a padmount switch. BWP allows for two padmount transformers and a bus tie at the low side (277/480) voltage for load higher than 1500 kVA at customer request and cost. If more than one padmount transformer is required, it must be loop-fed.

3 MVA– 4.99 MVA One looped 12.47 kV feeder plus a back-up 12.47 kV feeder from a diverse switch. BWP requires at least two padmount transformers, and a padmount switch. All padmount transformers and padmount switches must be loop fed. BWP allows for two padmount transformers and a bus tie at the low side (277/480) voltage for load higher than 1500 kVA at customer request and cost.

5 MVA and above A dedicated 69 kV to 12.47 kV substation, with at least two power transformers and two high side lines. A special contract between the Customer and BWP will be required to recover the cost of establishing service depending upon the nature and magnitude of the load.

2.01 (k) It shall be unlawful for any person or organization other than the City to conduct, transmit, generate, or produce any electrical energy or power in the City or outside the City for distribution or sale within the City. However, the City Manager may, in the public interest, permit any building or structure adjacent to the City's boundaries to be served with electrical energy or power from a source located inside or outside the City provided such permission is given in writing and is subject to revocation upon reasonable notice, and provided further that the electrical energy or power enters the City's boundaries at a point approximately adjacent to the building or structure to be served.

2.10 PHASE, VOLTAGE AND FREQUENCY SPECIFICATIONS

2.10 (a) BWP offers single-phase, 120/240 volt, three-wire service. BWP also provides power at 240V and 480V, three-phase, three-wire (delta) only for existing services with condition that 120V load cannot be connected to 240V or 480V delta services. For new three-phase services, BWP offers:

120/208V	Three-phase, four-wire (wye)
277/480V	Three-phase, four-wire (wye)
2,400/4,160V	Three-phase, four-wire (grounded wye)
7,200/12,470V	Three-phase, four-wire (grounded wye)
34,500V	Three-phase, three-wire
69,000V	Three-phase, three-wire

BWP may modify these voltage and phase specifications at specific locations because of service conditions.

2.10 (b) BWP's system is designed and maintained to provide proper service voltage levels at the Customer's main switch as specified by the American National Standard Institute (ANSI) C84.1. BWP has no control over the Customer's utilization voltage that results from a voltage drop in Customer's wiring or improperly rated Customer-owned equipment.

2.10 (c) BWP will normally hold actual voltages within plus-or-minus 5% of their nominal values at the Customer's main switch. The total variation of actual voltages will normally be no greater than 5% of the nominal voltage. Voltages may be outside these limits for the following reasons:

(1) Service interruption caused by, but not limited to, switching, system disturbances, weather, or earthquakes.
(2) Infrequent momentary fluctuations of short duration.
(3) Customers located close to distribution substations may experience voltages up to 5% above nominal in the light load off-peak months; Customers located at the end of distribution lines may experience voltages up to 5% below the nominal in the summer due to heavy air-conditioning load in peak months.
(4) Other conditions beyond the control of BWP.

2.10 (d) All Customer-owned equipment must be designed and rated in accordance with the utilization voltages specified by the American National Standard Institute (ANSI) C84.1 in order to perform satisfactorily.

2.10 (e) BWP will make a reasonable effort to provide reliable service without interruptions, but will not guarantee power with 100% reliability. Critical loads and Customers on life support equipment should have battery back-up, take appropriate precautions, and make appropriate arrangements to ensure their continued comfort should service be interrupted. In the event of a major earthquake or a natural disaster, BWP cannot guarantee restored power in time to meet the needs of Customers on respirators and with critical loads.

2.10 (f) Although BWP will make every effort to provide Customers with quality power, BWP makes no guarantees that its quality of service will not affect equipment especially sensitive to voltage fluctuations, such as computers and computer-controlled devices. Customers who do not choose to provide their own surge suppression and power filtering for sensitive equipment do so at their own risk. BWP personnel will work with Customers to resolve any power quality problems brought to their attention.

2.10 (g) BWP normally holds its system frequency very close to 60 Hertz (within 59.95 and 60.05), but it could go out of these limits for the following reasons:

(1) A sudden loss of onsite or offsite generation causing a frequency deviation.
(2) Any large disturbance on the Western Electric Coordinating Council (WECC) system which may cause a momentary frequency dip.
(3) Conditions beyond the control of BWP.

2.11 SINGLE-PHASE SERVICE

2.11 (a) BWP supplies single-phase service 120/240 volts through three wires. Single-phase loads shall be balanced between the two-phase legs of the service with respect to the neutral wire.

2.11 (b) Single-phase loads with a service switch capacity of 400 amperes or less, and a voltage of 240 volts or less, normally will be supplied through one main meter. Where such switch is in excess of 400 amperes, Staff shall be consulted regarding metering requirements and related facilities, including switches and circuits.

2.11 (c) Each main switch must have its own individual service termination or pullbox.

2.11 (d) City-approved Accessory Dwelling Units (ADUs) are to be served from the existing meter panel at the premise.

2.11 (e) Customers may request an additional electric meter for a City-approved Accessory Dwelling Unit (ADU) through a service panel upgrade. The service to the premise will be considered a multiple meter installation, and the Customer is responsible for any cost associated with such an installation, including but not limited to the service drop replacement, meter installation, and inspection.

2.11 (f) For overhead service drop standards, refer to Section 2.31.

2.12 THREE-PHASE SERVICE

2.12 (a) BWP shall not be required to supply three-phase service in any residential district. However, BWP will make every effort to provide three-phase service at Customer's expense provided it is practical and economical for the Customer to pay for it.

2.12 (b) BWP may supply three-phase service in residential areas if field conditions warrant. Conditions of such service will be reviewed on a case-by-case basis. Loads supplied from such service shall be reasonably balanced across all phases.

2.12 (c) For services of 400 amperes or more, BWP supplies the following voltages where the type, size of load, and area so warrant:

(1) Three-phase, four-wire 120/208 volt service
(2) Three-phase, four-wire 277/480 volt service

Loads supplied from such services shall be balanced across all phases.

2.12 (d) Customers requesting three-phase service in areas where it is not normally available may have to pay the cost of providing the two additional phases, as determined by BWP.

2.12 (e) All elevators should be serviced from three-phase service. In the areas where three-phases are not available, Customer will pay for bringing the additional two phases to the project site.

2.13 PRIMARY SERVICE

2.13 (a) BWP may supply service at primary voltages of 2,400/4,160Y, 7,200/12,470Y, or 34,500 deltas only if Staff determines that the size and character of loads so warrant and meet the following requirements:

(1) The Customer has qualified Staff on board to properly operate and maintain high voltage equipment.
(2) BWP will not be obligated to repair or replace Customer-owned equipment or to supply spare parts of equipment owned, operated, and maintained by the Customer. BWP will make every effort to provide assistance, but will not be responsible for any delays in the restoration of a Customer's service caused by Customer-owned equipment.
(3) BWP will require two padmount switches to feed each side of the double-ended primary switchgear.
(4) Service is limited to a minimum of 200A and a maximum of 400A at 12,470V.
(5) Primary service will not be available for any service with a calculated demand below 3MVA.

2.13 (b) In areas served by a primary voltage of 7,200/12,470Y, 2,400/4,160Y shall not be available as a primary voltage for new or relocating services. For existing services, 2,400/4,160Y may be available if the following requirements are met:

(1) BWP desires to convert the existing service from a 2,400/4,160Y primary service to a 7,200/12, 470Y primary service for BWP's own benefit,
(2) Rather than replace Customer's existing switchgear with 7,200/12,470Y switchgear, the Customer is willing to devote land for a padmounted air-break switch and at least one 12,470/4,160V-padmount transformer per service.

Under these conditions, the installation of the switches and transformers shall be at BWP's own expense.

2.13 (c) Customers applying for primary service must have on file with BWP a schedule for maintenance of all high voltage equipment. Customers shall include the name and phone number of the person in charge of electrical facilities for the property, the company contracted to perform the periodic maintenance, and the frequency that the high voltage circuit breakers and oil-filled transformers are checked and maintained.

2.13 (d) Metering for primary service Customers shall be installed on the primary side of the Customer's transformer using EUSERC drawing 401 or the latest related drawing and be hot sequence. There shall be a minimum of 8 feet of clear working space in front of the utility sections (i.e., metering, CT, VT, terminating, etc.).

2.13 (e) Metering for 34,500 Volt services shall be installed on the secondary side. The Customer will be required to provide BWP with the certified transformer loss report so that the meter can be programmed to register the losses.

2.14 LIGHTING LOADS

2.14 (a) Lighting loads shall normally be supplied through three wires at 120/240 volts or four wires at 120/208 volts.

2.14 (b) Neon lamps, mercury vapor, gaseous tube, and similar lighting units shall have a power factor of at least 90%.

2.15 SINGLE-PHASE MOTOR LOADS

2.15 (a) Motor loads of 1 hp or less shall be connected to a single-phase service and may be served at 120 volts.

2.15 (b) Aggregate motor loads between 1 hp and 5 hp shall be connected to a single-phase 240-volt service.

2.15 (c) Aggregate loads between 5 hp and 10 hp shall be connected to either single-phase 240 volt or three-phase service.

2.15 (d) In areas where BWP does not maintain three-phase secondary mains, BWP will supply only single-phase service unless the Applicant's load includes at least one motor rated in excess of 10 hp. The Customer shall bear the entire cost of bringing three-phase power to Customer’s facility.

2.15 (e) The starting current drawn from BWP's lines shall be considered the nameplate locked rotor current or that guaranteed by the manufacturer.

2.15 (f) If the starting current for a single-phase motor exceeds the value stated in Table l, reduced voltage starting or other suitable means must be employed at the Customer's expense to limit the current to the value specified. Specific exceptions are provided in Sections 2.15(g) and (h).

Table 1 - Alternating Current, Single-Phase Motors
Allowable Locked Rotor Currents

Rated Size	At 120 Volts	At 240 Volts
1 hp or less	50 amperes	36 amperes
1.5 hp	-	48 amperes
2 hp	-	60 amperes
3 hp	-	80 amperes
5 hp	-	120 amperes
7.5 hp	-	170 amperes
10 hp	-	220 amperes

Motors connected to a single-phase service should not have a locked rotor current of more than 220 amperes.

2.15 (g) BWP may at any time require starting current values lower than set forth in Table 1 where conditions at any point on its system require such reduction to avoid interference with service.

2.15 (h) Reduced voltage starters may be omitted on any motor of a group installation provided that its starting current does not exceed the allowable starting current of the largest motor of the group.

2.16 THREE-PHASE MOTOR LOADS

2.16 (a) Individual motors exceeding 10 hp and aggregate motor loads exceeding 10 hp shall be connected to a three-phase service.

2.16 (b) Three-phase service at 277/480 volts may be supplied for motor installation where aggregate load, including other power is 65 hp or greater. In general, such service will be furnished only in localities zoned for major industries, and BWP may not be required to continue service at such voltage if the load is reduced below 25 hp.

2.16 (c) The starting current drawn from the utility's lines shall be considered the nameplate locked rotor current or that guaranteed by the manufacturer.

2.16 (d) If the starting current for a three-phase motor exceeds the value stated in Table 2, reduced voltage starting or other suitable means must be employed at the Customer's expense. This will limit the current to the value specified, except where specific exemptions are provided in Section 2.16 (f) and (g).

Table 2 - Alternating Current, Three-Phase Motors
Allowable Locked Rotor Currents

Rated Size	240 Volts	480 Volts	2400 Volts
3 hp	64 Amps	32 Amps	
5 hp	92 Amps	46 Amps	
7.5 hp	127 Amps	63 Amps	
10 hp	162 Amps	81 Amps	
15 hp	232 Amps	116 Amps	
20 hp	290 Amps	145 Amps	
25 hp	365 Amps	183 Amps	
30 hp	435 Amps	218 Amps	
40 hp	580 Amps	290 Amps	
50 hp	725 Amps	363 Amps	79 Amps
60 hp		435 Amps	87 Amps
75 hp		535 Amps	107 Amps
100 hp		725 Amps	142 Amps

For ratings of over 100 hp, BWP shall be consulted for allowable locked rotor currents.

2.16 (e) BWP shall require in rush, flicker, and voltage calculations or volt-drop calculation to verify that Customer's motors will meet ANSI/IEEE Std. 141-1993, or latest revision, when starting. (See Appendix "B")

2.16 (f) BWP may at any time require starting current values lower than set forth in Table 2 where conditions at any point on its system require such reduction to avoid interference with service.

2.16 (g) Reduced voltage starters may be omitted on any motor of a group installation provided that its starting current does not exceed the allowable starting current of the largest motor of the group.

2.16 (h) Consistent with ANSI C.84.1, BWP will limit the maximum voltage phase unbalance to three percent when measured at the BWP meter under no-load conditions. (See Appendix "C")

2.16 (i) BWP recommends that customers with multiple motor loads stagger the motor starts at sufficient intervals so as to limit in-rush current.

2.17 MOTOR PROTECTION

2.17 (a) Motors that cannot be safely subjected to full rated voltage on starting, or that drive machinery of such a nature that the machinery itself or the product it handles will not permit the motor to resume normal speed upon the restoration of normal supply voltage, shall be equipped with devices that will disconnect them from the line upon failure of supply voltage, and that will prevent the automatic reconnection of the motors upon restoration of normal supply voltage.

2.17 (b) All motors of 1 hp or larger shall be equipped with thermal relays, fuses, or other automatic overcurrent interrupting devices.

2.17 (c) Three-phase motors driving elevators, hoists, tramways, cranes, conveyors, or other equipment that would be unsafe under an uncontrolled reversal of motor rotation, shall be provided with reverse-phase and open-phase protection to disconnect the motors completely from the line in the event of phase reversal or loss of one phase.

2.17 (d) The Customer is responsible for providing inrush calculations and voltage drop flicker calculations for large motors (100 hp and above for 277/480 volt and 150 hp and above for 4,160 volt) to prevent any interference with the service.

2.17 (e) In the areas where BWP utilizes automatic reclosing, BWP will not be liable and responsible for any damages caused by automatic reclosing.

2.20 INTERFERENCE WITH SERVICE

2.20 (a) Customers who operate equipment which causes detrimental voltage fluctuations including, but not limited to, hoists, welders, x-ray apparatus, radio transmitters, elevator motors, compressors, and furnaces must reasonably limit such fluctuations upon request by BWP. The Customer will be required to comply with the necessary corrective measures.

2.20 (b) Separate services may be required for x-ray units over 5 kVA, welder units over 3 kVA, radio transmitters, and resistance welders.

2.20 (c) The normal time interval of 15 minutes used for measured billing may be shortened and billed at a flat rate for meters serving x-rays or other intermittent loads.

2.20 (d) For arc furnace installations less than 100 kVA single-phase or 300 kVA three-phase, BWP may furnish energy at 240 or 480 volts, providing the Customer permanently installs suitable equipment that limits secondary short circuit current values to 300% of full load value.

2.20 (e) For arc furnace installations in excess of 100 kVA single-phase or 300 kVA three-phase, BWP may require the Customers to provide, at their own expense, special furnace-type transformers and reactors that limit secondary short-circuit current values to 300% of full load value. In these cases, BWP shall furnish service at 12,470 volts or 34,500 volts.

2.21 POWER FACTOR

BWP encourages Customers to maintain a power factor of at least 90%. For loads larger than 250 kW, BWP may require a power factor correction higher than 90%.

2.22 WAVEFORM AND POWER QUALITY

BWP may require that the waveform of the current drawn by Customer's equipment conform to the latest IEEE Standard 519. The magnitude of the harmonics, both voltage, and current, shall also be limited as specified by this standard. BWP may require Customers to improve their power quality if it affects other Customers served from the same distribution line or service panel. (See Appendix "A")

2.23 ELECTROMAGNETIC FIELDS (EMF'S)

BWP will take EMF reads as requested by the Customer and will follow the latest California Public Utilities Commission (CPUC), State, Local, and Federal rules and regulations regarding this issue.

2.24 STANDBY SERVICE

BWP will allow standby service or the use of an automatic transfer system for critical loads at the Customer's expense. BWP must review and approve the proposed standby service before installation.

2.24 (a) Customers with an Interconnection Agreement (Appendix D or E) are deemed to have standby service.

2.24 (b) A disconnect is required between the standby service and the utility service for maintenance and emergency purposes.

2.24 (c) A submitted single-line diagram must show a break-before-make of the standby service. BWP will review the submitted single-line diagram for compliance.

2.26 TEMPORARY POWER SERVICE

2.26 (a) BWP may remove temporary power installations after two years of service unless special arrangements are made with BWP at the time the Customer applies for service. Customers shall ensure the structural integrity and stability of the temporary pole installation. Temporary power poles that have been in service for more than two years may be inspected for stability by BWP.

2.26 (b) The Customer shall be required to furnish and install, at their own expense, a suitable pole or other adequate supporting structure to which BWP can make its service attachment and maintain the required overhead or underground clearances. The Customer shall also be required to furnish and install an associated temporary service panel to accommodate BWP meter.

2.26 (c) The maximum span of overhead service drop wires shall be 75 feet, except as permitted by BWP.

2.26 (d) The Customer shall not use step-up or boost transformers without BWP's approval.

2.26 (e) BWP reserves the right to discontinue service without notice whenever in its opinion:

(1) Service is no longer temporary in character.
(2) Service is used without the protection of approved current-limiting devices.
(3) Service is used for unauthorized purposes.
(4) It is not safe to operate.
(5) Service is no longer needed.
(6) Service is relocated or modified without BWP approval.

2.26 (f) BWP will not energize any panel, nor set any permanent meters in any meter group until the Contractor has removed all temporary power backfeeds, if any, from the building(s) to be energized.

2.26 (g) A flat charge will apply as an Aid-In-Construction fee for straight overhead services where transformer capacity is available.

2.26 (h) Where temporary facilities need to be installed and removed, up and down charges will apply. Contact BWP for an estimate.

2.26 (i) Temporary power at 120/208 or 277/480 volts shall require an onsite padmount transformer. Aid-In-Construction charges will apply, similar to a permanent service. Upon completion of the project, the transformer charges will be prorated, and the remaining money will be refunded to the Customer. Contact BWP for an estimate.

2.26 (j) Other conditions of service shall be in accordance with these Rules and Regulations.

2.26 (k) Customer/contractor shall not transfer the utility service drop from the building's electrical service to the temporary power pole and vice versa. This transfer is solely done by the utility following the Building Division's approval of the new service and any other utility requirements.

2.27 PRIVATE AREA LIGHTING SERVICE

2.27 (a) BWP will not provide permanent or temporary lighting to private properties. Customers are responsible for providing area lighting service to private properties.

2.30 GENERAL OVERHEAD SERVICE REQUIREMENTS

2.30 (a) New service locations shall be obtained by contacting Staff and obtaining a Confirmation of Electric Service form before any work is started. Any change in service location also requires BWP's prior approval.

2.30 (b) Overhead service shall not be supplied to any building or premises, regardless of panel size, if the field conditions are such that it is not feasible or practical.

2.30 (c) Overhead service will not be provided to any Customer:

(1) Having a single-phase panel of more than 400 amps.
(2) Having a three-phase panel of more than 200 amps.
(3) Having a combined single-phase and three-phase panel capacity of more than 600 amps.
(4) Having a multi-dwelling building of ten units or more.
(5) Having commercial/industrial space of 10,000-sq. ft. or above.
(6) With a service attachment higher than 23 feet above the final exterior building grade.
(7) With a service attachment point location that does not provide safe ladder access.
(8) If it results in a pole having more than four service drops.
(9) If BWP engineering determines underground service is necessary for operation or maintenance purposes.

Any service for 120/208 or 277/480 volt shall require onsite transformation, depending on the field conditions.

2.30 (d) All multiple meter installations with more than six meters fed from overhead facilities are required to have a fused main disconnect or main circuit breaker ahead of all meters.

2.30 (e) Aid-In-Construction charges will apply to all Customers irrespective of the size of the panel.

2.31 OVERHEAD SERVICE DROPS

2.31 (a) BWP will furnish and install service drop wires from a pole to an approved Customer-provided and installed permanent support (service head/or rack) on the Customer's premises. Support must meet BWP requirements. This support shall be of a type and so located that the wires can be installed in compliance with all applicable laws, including the overhead clearances established by General Order (G.O.) 95 of the California Public Utilities Commission. Maintenance or replacement of such support is the responsibility of the Customer.

2.31 (b) BWP will not install more than one service drop having the same voltage and phase classification for any one building or group of buildings on a single premise. Separate services will be installed only where required by law or for BWP's operating convenience.

2.31 (c) The maximum length of the service drop wires shall not exceed 100 feet (75 feet for temporary construction power pole) except as permitted by BWP.

2.31 (d) The Contractor shall provide any additional anchorage adjacent to the service head which will permit installation of the service drops in accordance with G.O. 95 or Title 24 of the State Building Code as determined necessary by BWP.

2.31(e) After upgrading, moving, repairing, or otherwise working on the electric service the Licensed Contractor or Owner Builder may maintain continuity of service until final connection by BWP. Temporary weather head connections should be made with split bolt connectors rated for copper to aluminum connections – no unapproved devices allowed.

2.31(f) Any connections or devices of any kind which prevent metering of electricity consumption constitute diversion of electric energy and are subject to fines per Burbank Municipal Code 8-2-213.

2.31(g) BWP reserves the right to install a limiter or disconnect service when electrical panel conditions are left incomplete or unsafe.

2.32 SERVICE HEAD LOCATION

2.32 (a) Service heads shall be located on or recessed in exterior walls of structures so that only one point of attachment is required for the service drop.

2.32 (b) Service heads for single-phase and three-phase services should be located as close together as possible near the point of attachment.

2.32 (c) Service heads shall be located at the closest and most practical point nearest the utility pole from which service is to be supplied.

2.32 (d) No service head, nor point of attachment shall be located more than 23 feet above the final exterior building grade.

2.32 (e) Service heads shall not be located on any walls or building members which face and are less than three feet from a common property line.

2.32 (f) A minimum three-foot radial clearance shall be maintained from windows, doors, and roof access ladders, to service drops and their point of attachment.

2.32 (g) Service heads shall be safely accessible to BWP personnel for the purposes of installing, maintaining, or removing service drops.

2.32 (h) A radial clearance of 36 inches is required from the service entrance conduit ("periscope" or "riser") on the roof surface. The clearance area shall be unobstructed to BWP personnel for the purposes of installing, maintaining, or removing service drops and service drop connections. Prohibited obstructions include but are not limited to solar panels, skylights, antennas, satellite dishes, vents, or any other roof protrusion, which would inhibit BWP personnel from accessing the service drop connection.

2.33 SERVICE HEADS AND ATTACHMENTS ON BUILDINGS OR STRUCTURES

2.33 (a) All standard service head installations shall be in accordance with Department drawings S-401, S-402, S-709, S-727, S-787, S-788, S-789, and S-790, latest revision.

2.33 (b) Where a service bracket or support structure is necessary to maintain the required service drop clearances, it shall be installed and properly maintained at the expense of the Customer.

2.33 (c) The service entrance conduit or "periscope" between the service section/panel and the service head shall be one continuous conduit with no couplings unless otherwise approved by BWP.

2.33 (d) Minimum periscope size shall be 1½ inches in diameter, where the service conductor attachment is less than 40 inches above the roof flashing or last support. Higher periscopes may require larger conduits or a back brace in accordance with Department drawings S-401, S-788, and S-790, latest revision.

2.33 (e) Periscope materials must be rigid steel conduit (G.S.C. or G.I.P.) and may not be an intermediate conduit. BWP may allow an exception to use EMT or aluminum conduit when the weight of the service drop is attached to a bracket or rack structure on the servicing building, and the wire out of the weather head can reach the attachment point.

2.34 OVERHEAD CLEARANCES

2.34 (a) Electric service terminations on new building construction and existing building modifications shall be located so the service drop will not pass over any part of a swimming pool. Customers installing swimming pools will be required to relocate service terminations in order to comply with these regulations. Pools shall not be installed under a utility pole line and must be outside of any utility easement.

2.34 (b) No permanent structures, open patios, or balconies shall be erected underneath any high-voltage overhead conductor regardless of vertical clearance.

2.34 (c) In cases where service drop conductors must be relocated to provide required clearances above or alongside new structures, trees or other objects on a Customer's premises for their sole benefit, the Customer shall provide, at their expense, a new service location satisfactory to BWP, and shall pay all costs incurred by BWP.

2.34 (d) The building envelope clearances shall comply with G.O. 95 standard requirements.

2.35 OVERHEAD SERVICE ENTRANCE CONDUCTORS

2.35 (a) For each overhead service connection, Customers shall furnish at their own expense, a set of service entrance conductors which shall extend from the point of attachment of the BWP's service drop to the main service. Such service entrance conductors shall be of a type, size, and be in an enclosure, which shall be in accordance with the National Electrical Code requirements and shall meet BWP Service Confirmation requirements.

2.35 (b) The minimum size service entrance conductors installed in the service conduit riser shall be in accordance with the National Electrical Code requirements.

2.35 (c) Service entrance conductors shall not pass through condulets because they are not sealable.

2.40 GENERAL LOW VOLTAGE UNDERGROUND SERVICE REQUIREMENTS

2.40 (a) All new service equipment locations must have prior approval of BWP before any work is started. Any change in service location also requires prior approval of BWP.

2.40 (b) BWP will not install more than one service for the same voltage and phase classification for any one building or group of buildings on single premises except where required by law or for the operating convenience of BWP.

2.40 (c) Separate service conduits will be required for single-phase and three-phase services.

2.40 (d) All multiple meter installations with more than six meters fed from underground facilities are required to have a fused main disconnect or main circuit breaker ahead of all meters.

2.40 (e) Aid-In-Construction charges will apply to all Customers irrespective of the size of the panel.

2.40 (f) All substructure installations must be inspected by BWP prior to backfilling. Failure to comply may result in the requirement of re-excavation at the Customer’s expense.

2.41 UNDERGROUND SECONDARY INSTALLATION

2.41 (a) A plot plan and a detailed load schedule must be furnished to BWP for conduit design on all but single-family residential services.

2.41 (b) For single-family residential services 400 amps or less, the size of the service conduit shall be 3” minimum.

2.41 (c) The maximum length of an underground run will be determined by BWP on a case-by-case basis considering the distance, conduit, cable size, and voltage drop.

2.41 (d) The Customer will be responsible for installing underground conduits from the pullsection in the panel to a point 10 feet above the coupling on the riser pole, including any pullboxes. Underground service must rise at the location provided by BWP. Any substructure installed prior to BWP completing field work (including installation of stand-offs on the riser pole) may need to be moved at the owner's expense. See BWP drawings S-706, S-707, S-713, and S-733 latest revision.

2.41 (e) BWP will install all conduits on the pole from 10 feet above coupling to the secondary level on the pole.

2.41 (f) Underground service conduit shall be installed with the top of conduit being at least 24" below finished grade.

2.41 (g) The bottom of the trench shall be smooth and level so that the conduits will not be deformed or broken when the trench is backfilled.

2.41 (h) When underground service conduit is on private property, it may be direct buried provided that:

(1) The conduit is type DB and at least PVC Schedule 40.
(2) All conduit bends shall be minimum PVC Schedule 80.
(3) Non-metallic conduit is installed in soil at least 90% compacted.
(4) For up to 200 amps commercial and residential service and for 400 amps single-family residential service the conduit could be direct buried.

Otherwise, the conduit shall be encased in a 3" concrete envelope consisting of a 3 ½ sack mix (red dye is not required) and shall be secured with spacers to ensure conduits will not float and will maintain 1 ½" spacing between conduits while concrete is poured.

2.41 (i) When underground service conduit is installed in a public right-of-way, it shall be concrete encased.

2.41 (j) All PVC conduits must be labeled and installed so that the label is in clear view of the inspector.

2.41 (k) Joints shall be tightly fitted and butted. No deflection in the conduit run will be permitted by loose fitting or forcing of conduit couplings. PVC conduit joints must be cement-welded.

2.41 (l) The Contractor shall do all grounding work in accordance with the latest revised BWP drawings. Ground rods are required at each end of a metallic conduit run.

2.41 (m) All conduits encased in concrete shall be man drilled in the presence of the BWP inspector.

2.41 (n) A ¼-inch nylon pull cord or its equivalent must be provided in each completed conduit and must be secured at both ends.

2.41 (o) Conduits entering a pullbox shall be smooth at the ends and temporarily covered to prevent the entry of debris. Conduits entering a pad mount transformer vault shall have end bells installed.

2.41 (p) Secondary pull boxes shall have a minimum of 24-inches working clearance of level unobstructed surface in all directions.

2.41 (q) New electrical pull boxes adjacent to swimming pools shall be at a level and location that is not subject to excessive pool water infiltration. The pull box shall also have a minimum of two-feet of flat-level working surface in at least three of its sides.

2.41 (r) Prior to encasement, BWP shall inspect conduit layout. Prior to covering, BWP shall inspect all concrete encasement of conduits.

2.42 SECONDARY POLE RISERS AND BENDS

2.42 (a) Staff shall designate the pole riser quadrant in the field prior to installation.

2.42 (b) One ten-foot length of conduit shall be installed on stand-offs installed by BWP on the pole for each required riser.

2.42 (c) Riser pole bends and conduit extensions, which rise on poles in alleys or areas subject to vehicular traffic, shall be minimum Schedule 80 PVC or rigid steel.

2.42 (d) For conduit not exceeding four inches in diameter, the minimum bend radius shall be three feet. For conduit exceeding four inches in diameter, the minimum radius shall be four feet.

2.42 (e) There shall not be more than the equivalent of three 90-degree bends in any one run of service conduit. BWP may require the installation of pullboxes in any run where the number of bends would otherwise exceed two and will require the installation when the number exceeds three. A pullbox may also be required for runs with less than three 90-degree bends when the length of run, size (weight) of conductor, limited access to adjacent pulling points or any combination of these conditions is deemed by BWP to warrant an additional pullbox.

2.42 (f) An isolated section of steel conduits installed in a non-metallic conduit run is not permitted, except at pole riser terminations, service entrance risers, and areas where conditions prohibit the use of non-metallic conduit.

2.42 (g) Riser and conduit shall be installed per BWP drawings S-706, S-707, and S-733.

2.43 SECONDARY SERVICE CONDUCTORS

~~Secondary service conductors shall be installed and terminated by BWP, except in case of onsite transformation. The Customer will be charged for the cost of material and installation as Aid-In-Construction.~~

Secondary service conductors shall be installed by BWP to the first pullbox or termination point on private property. BWP will install secondary service conductors in all runs that are fully or partially in the public right of way. BWP will install secondary service conductors in the pole riser or off-site of the project property. In case of onsite transformation, the customer will be responsible for providing the secondary conductor per Section 2.53. The Customer will be charged for the cost of material and installation as Aid-In-Construction.

2.45 TERMINATING PULLSECTIONS AT SERVICE ENTRANCE EQUIPMENT

2.45 (a) BWP will only accept pullboxes, pullsections, and cable terminations that conform to the requirements of the Electric Utility Service Equipment Requirements Committee (EUSERC) as specified in the following EUSERC drawings:

Drawing 301	Single-family residential underground combination metering.
Drawing 302A & 302B	400 Amp residential meter panel.
Drawing 342	Pullbox with cable terminating facilities for residential multiple-occupancy service.
Drawing 343, 343A & 344	Underground pullboxes (for cases not covered by Drawings 301 and 342).
Drawing 345 – 347	Cable terminating facilities in underground pullboxes or pullsections (for cases not covered by Drawings 301 and 342).

2.45 (b) All terminating pullboxes shall be readily and permanently accessible to BWP's employees for installation and maintenance of service conductors. Access must be through walking space acceptable to BWP, at least seven feet high and three feet wide.

2.45 (c) All terminating pullboxes and meter sections shall be located outside the building at a point designated by BWP, or in a meter room accessible from outside the building through one door. (Ref. Section 2.63)

2.45 (d) Minimum clear unobstructed working space directly in front of any terminating pullbox shall be a minimum of three feet wide, three feet deep, and seven feet high measured from the level standing surface.

2.45 (e) Bottoms of terminating pullboxes shall not be less than six inches or more than five feet above standing work surface, and shall not extend over any driveway, walk, or public way.

2.45 (f) Terminating pullboxes in an exposed location shall be weatherproof.

2.45 (g) When the service conduit enters the end of a terminating pullbox, the opposite end shall not be less than two feet from a wall, ceiling, or other obstruction. An obstruction is any projection that extends more than the depth of the box, extending from the surface on which the box is mounted.

2.45 (h) Service entrance conductors shall not pass through or under a building, unless in a conduit encased with a three-inch envelope of concrete.

2.45 (i) When the Customer desires to lock the access to the service entrance equipment, the Customer must provide a key, which will be kept in a lock box installed by BWP.

2.46 TERMINATING PULLBOXES

2.46 (a) All terminating pullboxes shall be sized per EUSERC Drawing 343, have landing lugs per EUSERC Drawing 347, and sealable covers.

2.46 (b) Service conduits shall normally enter a terminating pullbox from the bottom. BWP may require larger pullboxes in installations where conduits enter from the back or side.

2.46 (c) Where multiple meters are grouped at a single location, only one service wiring raceway or bus shall leave the terminating enclosure.

2.46 (d) Where more than one terminating pullsection or group of meters is installed on a premise, each pullbox or service raceway shall be permanently identified to indicate the portion of the premises or building being served.

2.46 (e) If, subsequent to initial installation, additional metering equipment becomes necessary, consult BWP for requirements.

2.46 (f) The main service disconnect switches must be located immediately adjacent to the meter(s), and may not be separated by any walls or other partitions.

2.47 UNDERGROUND SERVICE PEDESTALS

2.47 (a) Underground Service Pedestals may be used only when approved by BWP for a specific location.

2.47 (b) The pedestal shall be of a type pre-approved for use as electric service equipment by BWP as shown on BWP specification S-459. Mobile home type pedestals will not be accepted.

2.47 (c) The base must be mounted on a concrete slab.

2.47 (d) At least 3 feet of clearance must be maintained on all sides of the pedestal. Grading is required such that water shall not pool in front of the pedestal.

2.50 TRANSFORMER FACILITIES ON CUSTOMER'S PREMISES

2.50 (a) BWP will require onsite transformation facilities if a requested single-phase service is more than 400 amperes, a three-phase service is more than 200 amperes, a multi-residential project is 10 units or more, a commercial/industrial project is 10,000 sq. ft. and larger, or a voltage other than 120/240 volt single-phase or 240 volts three-phase is requested. The facilities will be in the form of a padmount transformer.

2.50 (b) In Burbank Redevelopment Agency areas, underground service and onsite transformation may be required although the load may be less than specified in 2.50 (a).

2.50 (c) Developers/Customers shall meet with BWP early in the design stage of a project in order to determine the type and location of the onsite transformer, pullbox, associated conduits, and terminating facilities.

2.50 (d) BWP will make every effort in the Development Review process, or Environmental Impact Reports (EIR), to provide as much information as possible about the facilities needed to serve a particular development, but BWP comments may be changed due to a change in the magnitude or nature of proposed development.

2.50 (e) After receiving a final set of project drawings, including a detailed electrical load schedule, BWP will issue a drawing that specifies the divisions of responsibility between the Contractor and the City pertaining to the electrical installation.

2.50 (f) BWP may furnish the labor, material, and equipment at the Customer's expense for the following:

(1) Transformers, including the cost of any spare transformers that BWP needs to keep on-hand for special orders that are non-stock units.
(2) Primary service cable to the Customer transformer facilities
(3) New riser pole and remaining conduit up the riser pole*
(4) Primary protective devices and primary cable support structures within the vault or Customer station
(5) Secondary service conductors from the transformer secondary terminals to the bus stubs where the Customer provides a bus duct type service in vaults or Customer stations
(6) Padmount switch where needed
(7) Metering devices
(8) Labor and equipment to install the above
(9) Field services and inspection
(10) Engineering-Construction drawings

* The cost of the riser pole may be shared if BWP is convinced that replacement benefits the whole area.

2.50 (g) BWP must have unobstructed ingress and egress at all times in order to service transformers. No structures, obstructions, future structural changes, or building modifications are to be placed on, over, adjacent to, or in front of any transformer pad, vault, or enclosure.

2.50 (h) Any onsite transformer facility design that has not been installed within one year of approval must be reviewed by BWP prior to construction to verify that service requirements have not changed.

2.52 PADMOUNTED TRANSFORMER AND SWITCH INSTALLATIONS

2.52 (a) For three-phase transformer installations, the Customer is required to install either a 6-foot x 8-foot 6-inch x 6-inch or 8-foot x 10-foot x 6-inch reinforced concrete pad as dictated by BWP with a 4-foot x 7-foot vault below the pad. A 5-foot minimum working clearance is required directly in front of the pad (8-feet in front of a transformer) and three-foot minimum from both sides and back. Vertical clearance must be 14’ minimum from the transformer pad level. Any design that would restrict vertical access clearance to a level below 40’ shall be subject to BWP approval. An easement for underground substructures may be required. An exact amount of space for the recorded easement will be determined after the design is complete. The developer/property owner’s surveyor will provide a legal description of

the easement, which will be reviewed by BWP and then processed by the Community Development Department (contact 818-238-5250 for recording). Details can be found on BWP Drawings S-330, S-723, S-724, and S-725.

2.52 (b) Padmount switches shall rest on a 10-foot 6-inch x 7-foot x 8-inch reinforced concrete pad with an 8-foot 6-inch x 5-foot vault below the pad. An 8-foot minimum working clearance is required directly in the front and the back of the pad and a 4-foot minimum from both sides. Vertical clearance must be 14' minimum from the switch pad level. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval. See BWP Drawing S-462. A minimum of 1) 26.5-foot x 15-foot easement for each padmount switch and 2) a 10-foot wide easement for the underground duct system from the property line to each switch will be required. An exact amount of space for the recorded easement will be determined after the design is complete. The developer/property owner's surveyor will provide a legal description of the easement, which will be reviewed by BWP and then processed by the Community Development Department (contact 818-238-5250 for recording). For padmount switch/transformer pad required clearances and orientation see BWP drawings S-600 through S-606 and S-732.

2.52 (c) For single-phase transformer installations, the Customer must install a 54-inch x 48-inch x 4-inch reinforced concrete pad with 2-foot x 3-foot pullbox without a base below the pad. The Customer must also install a 3-foot x 4-foot x 4-inch maintenance pad in front of the transformer pad. An 8-foot minimum working clearance is required directly in front of the pad and a 2-foot minimum from both sides and back. Vertical clearance must be 12' minimum from the transformer pad level. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval. An easement for underground substructures may be required. An exact amount of space for the recorded easement will be determined after the design is complete. The developer/property owner's surveyor will provide a legal description of the easement, which will be reviewed by BWP and then processed by the Community Development Department (contact 818-238-5250 for recording). See BWP Drawing S-464.

2.52 (d) The Customer must install protective barrier posts around any transformer pad or switch installation that is subject to vehicular traffic or as deemed necessary by BWP. See BWP Drawing S-458.

2.52 (e) The Customer must do all grounding work at the transformer pad and/or switchpad as detailed on the drawings referenced above. For riser poles and pullbox grounding requirements, see BWP Drawings S-460, S-461, S-615, S-670, S-726, and S-729.

2.52 (f) All padmount equipment shall be at grade level unless agreed by BWP and easily accessible for BWP personnel for routine maintenance and crane access.

2.52 (g) The Customer will provide screening around the padmount equipment in a manner that does not create a problem for accessibility. It must meet CDD and BWP screening guidelines. All areas adjacent to the padmount equipment within the required clearance space or within the customer's screening/fencing shall be free and clear.

2.52 (h) The Contractor will be responsible for obtaining any necessary permits and inspections from the Building Division and Public Works Department.

2.52 (i) Due to the natural maturation of trees and other landscaping elements, the following landscaping requirements must be followed:

(1) Existing trees and roots within eight feet of the transformer pads shall be removed.
(2) New plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of a groundcover type. This is considered the working clearance area.
(3) Outside of the working clearance area, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight foot radius to lessen future root conflicts.
(4) Landscaping grade shall be a minimum of three inches below the grade level of the top of the 4' x 4'- 6' transformer pads and five inches below the grade level of the top of the 6' x 8' - 6" and 8' x 10' transformer pads or switch pads.
(5) All irrigation and sprinkler systems shall be constructed so that water will not be directed onto the switch, transformer, or the concrete pads. Surface water must also drain away from the concrete pads.

2.52 (j) BWP may approve painting of the padmount equipment (other than the traditional green or gray) provided it is at the Customer's expense, and BWP's requirements are adhered to.

2.52 (k) If the required safety clearance around a switch or transformer abuts a solid obstruction, the safety clearances shall be increased by 2 feet.

2.53 SECONDARY CONNECTIONS

2.53 (a) The Customer shall install all service cables and conduits from the secondary side of BWP's transformer to the electrical switchgear in accordance with the National Electrical and City Codes. The Customer shall supply all necessary lugs, terminators, and connectors required at the switchgear. The Customer will be responsible for maintenance and replacement of these deteriorated or failed facilities.

2.53 (b) Under normal circumstances, every padmount transformer will serve the maximum of a 3000 amp service to limit the number of conductors per phase. The Customer peak load is expected to be much less than the connected load.

2.53 (c) Service cables from the secondary side of BWP's padmount transformer to the Customer's electrical switchgear shall be copper.

2.54 OWNERSHIP AND MAINTENANCE OF FACILITIES

2.54 (a) All transformers, meters, primary cables, and other related facilities installed by BWP on the Customer's premises for the purpose of delivering and measuring electric energy, whether at the Customer's expense or otherwise, shall continue to be the property of the utility and may be maintained, repaired or replaced at any time, and removed upon termination of service.

2.54 (b) Customer shall be responsible for providing and maintaining unobstructed access for BWP personnel to all BWP owned facilities located on the Customer's premises.

2.54 (c) No rent or other charges whatsoever shall be made against the utility for placing or maintaining such facilities upon the Customer's premises. The Customer shall exercise reasonable care to prevent the facilities from being damaged or destroyed and shall not interfere with them. In case any defect to the installation is discovered, the Customer shall promptly notify BWP.

2.55 REMOVAL OF BWP FACILITIES FOR THE BENEFIT OF THE APPLICANT

BWP shall have sole discretion on the feasibility of removing or relocating BWP electrical facilities in the right of way (ROW). If BWP agrees with the removal or relocation of its facilities in the ROW for the benefit of the Applicant, the Applicant shall be fully responsible for all associated costs. Idle BWP facilities located on private property for the sole purpose of only serving the property (power poles, transformers, switches, high voltage cables, metering equipment, etc.) shall be removed at no expense to the property owner. The removal of the concrete pads, vaults, underground ducts, electric panels, and other related facilities will be the property owner's responsibility.

2.56 CUSTOMER'S RESPONSIBILITY FOR CUSTOMER'S EQUIPMENT

2.56 (a) Customers shall, at their own sole risk and expense, furnish, install and maintain in good and safe condition all electrical wires, lines, machinery, and apparatus of any kind or character which may be required for the following:

(1) Receiving electrical energy from the lines of the utility regardless of the location of the transformers, meters, or other equipment of the utility.
(2) Applying and utilizing such energy, including all necessary protective devices and suitable housing.

2.56 (b) Customer shall own and maintain substructure housing and protecting electrical equipment (transformer and switch slab boxes, pull boxes, conduits, barrier posts, customer station doors, and fencing, etc.) in good condition. Customer will replace deteriorated substructure at his/her expense.

2.56 (c) Any grade changes which would expose electrical equipment and substructure to damage are not allowed and have to be corrected immediately at the Customer's expense.

2.56 (d) Refer to Section 2.52(i) for landscaping requirements.

2.56 (e) BWP shall not be held responsible for any loss or damage caused by the negligence, want of proper care, or wrongful act by the Customer or any agent, employee, or licensee acting on the part of the Customer in installing, maintaining, using or operating with any such wire, lines, machinery or apparatus.

2.56 (f) Customer will replace at his/her own cost any deteriorated above-mentioned equipment within a time frame approved by BWP.

2.60 METERING EQUIPMENT AND INSTALLATION REQUIREMENTS

2.60 (a) Meter installations shall comply with all BWP standards, with the regulations of other inspection authorities having jurisdiction (City, State, and NEC) and the Electric Utility Service Equipment Requirements Committee (EUSERC) guidelines.

2.60 (b) BWP shall determine the location and requirements to serve all metering equipment by issuing an Electric Service Confirmation Form. No work shall proceed until this form is obtained. New electrical meter room layouts shall be pre-approved by BWP to ensure proper working clearances, egress, and code compliance.

2.60 (c) All materials, wiring methods, and workmanship shall receive the approval of the Senior Electrical Inspector and BWP before any metering equipment is installed or the electrical service is energized.

2.60 (d) Whenever any electrical wiring is installed or modified, new metering equipment complying with these service requirements shall be used, except when in the opinion of BWP, the existing metering equipment is satisfactory and adequate to register all energy to be supplied.

2.60 (e) For each meter, the Contractor shall furnish and install a switch or other approved disconnecting means capable of being individually locked in the open position. The disconnecting means shall be capable of accepting a BWP padlock with a 5/16-inch hasp. This disconnecting means shall be on the load side of the meter and shall control all the energy registered by that meter. The disconnecting means shall not have an automatic closing feature.

2.60 (f) Where meters register the energy supplied to any occupancy, and the Basic Electrical Regulations of the California Administrative Code (Title 8) apply, it will be considered a commercial installation for the purpose of these requirements.

2.60 (g) The maximum allowable ampere rating of a main service switch or circuit breaker for one single-phase service is 400 amperes. BWP shall be consulted for larger size services.

2.60 (h) Reactive metering is not required on temporary services.

2.60 (i) Provisions for "future metering" positions on switchboards must be fully installed, including test facilities (if required), line side wiring, and meter sockets.

2.60 (j) Line side (unmetered) conductors and load side (metered) conductors are prohibited from occupying the same raceway or enclosure.

2.60 (k) Protective barrier posts are required in front of any meter installation that is subject to vehicular traffic or as deemed necessary by BWP. See BWP Drawing S-458. The posts shall not inhibit access to the meters.

2.60 (l) For Net Energy Metering Service, see Section 3.25.

2.60 (m) Electrical lugs with two-bolt attachment and either a two-set screw or multiple crimp attachment to conductors are required for services rated higher than 200 amps.

2.60 (n) Interconnection of customer generation greater than one MW has additional metering and telemetering requirements. See Appendix E.

2.61 METER TYPE

All meters shall be "S" (socket) base type. Ringless or gasketed type sockets are not acceptable.

2.62 METER HEIGHT

2.62 (a) The centerline of any meter socket shall not be more than 75 inches above the level standing surface in front of the meter.

2.62 (b) The minimum height to the centerline of all meters shall not be less than 48 inches above the standing surface when installed outdoors. If enclosed in a cabinet, installed indoors, or in a meter room, the minimum height may be reduced to 36 inches.

2.63 METER LOCATIONS

2.63 (a) For residences, meter sockets shall be located on, or recessed in, external walls so that meter(s) will be accessible for reading, inspection, or testing without entering the building. Future building modifications or structural changes shall not make meters and associated equipment inaccessible from the same property. A confirmation of service must be obtained from BWP prior to any installation.

2.63 (b) For multi-residential, commercial, and industrial buildings, outdoor meter locations are preferred. Meter socket or service equipment shall not be installed in any location that is not readily accessible from the same property. When adequate exterior wall space is not available, the Customer must provide a separately locked meter room that is accessible through two separate doors, one at each end of the electric gear, both opening outwards and equipped with panic hardware. At least one door to the meter room must lead directly outside the building. BWP must be supplied a key to that room which will be installed in a lock box adjacent to the exterior door. Future building modifications or other structural changes shall not render the meters and associated equipment inaccessible. The Customer shall consult BWP for approved locations and obtain a service confirmation prior to any installation. For multi-story buildings with seven or more floors, meters rooms may be split between ground floor and upper floors near a stairwell or elevator shaft, with unrestricted access to BWP personnel. Any approved multi-level metering must comply with the latest revision of BWP standard S-806 Multi-level Meter Rooms.

2.63 (c) For multi-occupancy buildings, all meters and metering equipment are to be grouped in central locations that are readily accessible 24 hours a day to BWP personnel.

2.63 (d) For reasons of public safety, maintenance of service, and reliability of metering, BWP has determined certain meter locations to be unacceptable. Therefore, no meter socket or service equipment shall be located:

(1) Inside any building, unless located within an acceptable meter room. [Ref. 2.63(b)]
(2) In any place where moisture, corrosive fumes, dust, or similar deteriorating agents are present which may interfere with the operation of the meter, materially damage it or present a hazard to BWP personnel occupied in servicing testing or reading of such meter.
(3) On or recessed in the exterior of any wall or structure located so that less than three feet of clearance is provided in front of all metering equipment and its enclosing cabinets from property lines, public thoroughfares, alleys, driveways, and walks.
(4) In any location that is not readily accessible 24 hours a day for reading, maintenance, inspection, testing, or replacement of the metering equipment by BWP personnel.
(5) In any location which is hazardous or unsuitable for entry by meter readers or service personnel (i.e., uncontrolled or unrestrained animals, in any area that is not accessible via a clear stairway of normal tread and rise, etc.).
(6) In any security area protected by alarm systems, security gates, or doors.
(7) On buildings, occupancies, or other structures not directly served by BWP service connection.
(8) In single-family carports or garages.
(9) On any portion of a building where future landscaping, fencing, structural changes, or modifications will make the meter(s) inaccessible or hinder clearances.
(10) On poles owned and maintained by BWP.
(11) In any patio area that could later be enclosed, thus preventing access to the meter and weatherhead.
(12) In any elevator shaft, hatchway, or room containing elevator equipment.
(13) In any substation or transformer vault, unless such meter is in an enclosure that is effectively shielded from the high voltage compartment and contains no bare or exposed energized parts.
(14) Behind a switchboard having bare and exposed live energized parts, unless such meter is located at least five feet from such parts and is effectively shielded therefrom.
(15) Directly over any plumbing fixtures.
(16) Directly over any stairway, ramps, or steps.
(17) On any balcony or mezzanine floor or in any basement, cellar, or underground room.
(18) On any surface subject to excessive vibration as determined by BWP.
(19) In an unlighted enclosed area.
(20) Directly over or within three feet of any gas meter.
(21) On any structure or addition that is not permitted by the City's Building Division.

2.63 (e) All metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional infrastructure as approved by BWP at owner's expense to create the appropriate communications path.

2.64 METER SOCKET INSTALLATION

2.64 (a) All meter sockets shall be furnished, installed, and wired by the electrical Contractor in a true vertical position. Sockets mounted in walls exposed to the weather shall be designed for waterproof mounting and shall be installed in a manner that will prevent water from entering the walls of the building.

2.64 (b) Sockets shall not be flush mounted, but shall be semi-flush or surface mounted with not more than two sockets mounted on any one-cover plate.

2.64 (c) New meter installations with more than two-meter sockets must be installed in a factory-assembled unit and wired with factory color-coded conductors at the socket terminals and the switch or circuit breaker.

2.64 (d) Sockets on multiple meter installations must be removable without interrupting main bus continuity.

2.64 (e) Test switches for transformer metering will be furnished and installed by BWP when required.

2.64 (f) The Contractor shall connect conductors to terminals in the socket for self-contained meters.

2.64 (g) For residential self-contained single-phase meter installations, an approved meter socket not exceeding No. 1 AWG wire may be used. Heavy-duty approved meter sockets shall be used where wire size exceeds No. 1 AWG, but is not larger than 3/0 AWG; the meter switch rating is not over 200 amperes, and service conduit is not greater than three inches.

2.64 (h) All residential underground combination pullboxes and meter terminating enclosures when installed semi-flush in any portion of the building shall be capable of accommodating heavy-duty sockets.

2.64 (i) For all commercial self-contained meter installations, a safety socket box with test bypass blocks shall be used. Heavy-duty approved safety socket boxes (EUSERC Drawings 305 and 305A) shall be used when wire size exceeds No. 1 AWG, but is not larger than 250 kcmil, and the meter switch rating is not over 200 amperes.

2.64 (j) Safety socket boxes are not required for the house light service in multi-family residential occupancies provided meter switches do not exceed 200 amperes, and each individual occupancy is separately metered. This includes miscellaneous service for laundry rooms, garages, halls, exits, and similar non-commercial uses on the premises.

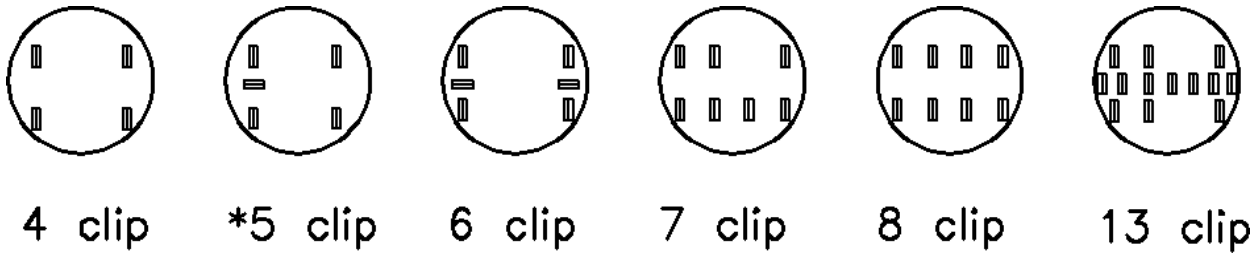
2.64 (k) When service is supplied to a signboard for lighting only, and the meter switch does not exceed 100 amperes, it may be installed as required for a separately metered single occupancy residential installation. Consult BWP when signboards have motor-driven equipment.

2.64 (l) For multi-metered services, all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. Contact Public Works Engineering for unit designations.

2.65 METER SOCKET CLIP ARRANGEMENTS

2.65 (a) The number of socket clips and their arrangement vary with the type of service supplied to each Customer. The following table lists these requirements:

Type of Service	Number of Clips Self-Contained	Number of Clips Transformer Rated Sockets
1 Phase, 3 Wire, 120/240 Volt	4	6
2 Phase, 3 Wire "Network" 120/208 Volt	5	---
3 Phase, 3 Wire, 240 V. Delta	5	8
3 Phase, 3 Wire, 480 V. Delta (Existing only)	Not Allowed	8
3 Phase, 4 Wire, 120/208 V. Wye	7	13
3 Phase, 4 Wire, 277/480 V. Wye	Not Allowed	13
3 Phase, 4 Wire, 2400/4,160 V. Wye	---	13
3 Phase, 4 Wire, 7,200/12,470 V. Wye	---	13



*The fifth clip for self-contained meter sockets must be located in the nine o'clock position.

2.65 (b) Meter sockets shall be provided with jaws or clips of beryllium copper and conform to ANSI Standard C-12.7.

2.65 (c) No sockets shall be equipped with circuit-closing devices or bypasses.

2.65 (d) All meter sockets shall be listed by Underwriter’s Laboratories (UL) and have a maximum ampere rating which is not less than its service switch or service equipment ampacity.

2.65 (e) All safety socket boxes shall be listed Underwriter's Laboratories (UL) and have a continuous duty rating of 200 amperes.

2.65 (f) Ringless or gasketed type enclosures or sockets are not acceptable.

2.65 (g) Meters with different socket types or forms shall not be installed in the same metering panel or metering section.

2.66 METER ENCLOSURES

2.66 (a) Any meter enclosure installed and located upon a Customer's premises shall be of sufficient size and type to adequately and safely support, accommodate and protect any contained meter(s) installed by BWP. The meter enclosure shall be so located on the premises as to render it easily and readily accessible at all times to BWP. The meter enclosure shall comply with EUSERC Drawings 354 and G6.

2.66 (b) If an enclosure is to be locked, BWP must be supplied a key to that enclosure which will be installed in a lock box mounted adjacent to the door.

2.66 (c) The total inside dimensions for all recessed enclosed meters shall be a minimum of 11 inches from the face of the socket to the door or face of the enclosure.

2.66 (d) All safety socket boxes shall have a minimum clearance of one inch on the sides of the box and three inches below and above the box. All clearances must be measured from a horizontal or vertical plane extending from the front opening to the back of the recess. If a door is to be installed enclosing the recess, the total depth of the recess shall be the depth of the box and socket ring plus a minimum of nine inches.

2.66 (e) If the enclosure is to be covered, it shall be with a side-hinged door. Contact BWP if sliding doors are desired. The cover shall not be fastened shut with nails or screws.

2.67 WORKING SPACE IN FRONT OF METERS

2.67 (a) All installations must comply with the requirements as detailed in the National Electrical Code Articles 110-16, 110-32 through 110-34.

2.67 (b) A clear, unobstructed working space shall be maintained in front of all meter installations for a minimum distance of 3 feet wide, 3 feet deep, and 7 feet high measured vertically from the standing surface in front of the meter face. The standing surface must be level, or if outdoors, must gently slope away from the electrical equipment to promote proper drainage. Areas comprised of soil, grass or shrubbery (i.e., flowerbeds) are considered an unacceptable standing surface and will require the installation of a BWP approved 36 inch x 36 inch x 4 inch work pad in front of panel/meter.

2.67 (c) The working space must be entirely on the property where the service is located.

2.68 MULTIPLE METER INSTALLATIONS

2.68 (a) Where multiple meters are installed, their vertical center shall be a minimum of 8½ inches apart, and their horizontal center shall be a minimum of 7½ inches apart for single-phase meters. Safety socket boxes shall have a minimum space of ½-inch between boxes horizontal and vertical. All meters must be installed to comply with EUSERC Drawings 353, G-2, and G-3.

2.68 (b) Sealable pullboxes and gutters shall be used for all multiple meter installations.

2.68 (c) Multiple meter permanent address/unit labeling must be provided as listed below:

(1) Weatherproof tags with ¼" minimum engraved numbers and shall be riveted in place. The engraving shall be deep enough to prevent it from being obscured by painting.
(2) Weatherproof ¾" minimum height number stickers designed for outdoor use.
(3) Weatherproof paint stenciled numbers ¾" minimum height.
(4) NOT acceptable: permanent ink markers like Marks-A-Lot or Sharpie.
(5) If the service equipment serves more than one street address, the labeling shall include the street address.
(6) If the main breakers are NOT installed directly adjacent to the meters, the meter and the main breaker shall be identified with individual labels.
(7) Unit numbering must meet Burbank Municipal Code requirements Section 7-614, Residential Building Identification, Section 7-615, Commercial Building Requirements, and Section 15-1-901.4.4, Premises Identification.
(8) Meters will not be installed until the labeling is complete.

2.69 ADDRESS CHANGING

Changing unit or suite numbers is highly discouraged and not recommended. If a Customer moves to another unit or suite in the same building and wants to keep their old unit number, BWP and Burbank Public Works must be consulted prior to any change. Each meter location and unit must be permanently marked, by the Customer, according to BWP standards, and each unit or suite electric meter must be verified by BWP personnel as to which unit or suite it serves. The verification process will be billed to the Customer to cover technical and administrative costs.

2.70 SWITCHBOARD METER INSTALLATION 0 - 600 VOLTS

2.70 (a) The requirements of this section are in addition to those described in Section 2.60.

2.70 (b) The Contractor will be required to consult BWP regarding all switchboard meter installations and accessory equipment. BWP shall be contacted for any metering changes on existing switchboards.

2.70 (c) Switchboards with instrument transformer compartments are required for all installations rated over 200 amperes.

2.70 (d) Prior to fabrication of any transformer rated switchboard, the consulting engineer, manufacturer, or Contractor shall submit at least five copies of a drawing of the service switchgear to BWP for approval. The drawing must include the following:

(1) Job name and address, Contractor's name and address, manufacturer's name and address.
(2) Voltage, current, and short circuit withstand rating.
(3) Bill of materials, including all switch/breaker ampacities and current rating of components.

(4) Front view of switchboard including dimensions and location of all components listed on the bill of material and applicable EUSERC drawing numbers.
(5) Statement that construction and labeling is in accordance with Underwriters Laboratories.

2.70 (e) Switchboards must meet all current EUSERC guidelines and City of Burbank requirements in addition to all other requirements of this section.

2.70 (f) A service section is a section of the switchboard for the meter, service switch or breaker, the instrument transformer compartment, a panel for meter and test switch, and for the entrance of the service conductors.

2.70 (g) For underground services, a separate terminating and pulling section (EUSERC Drawing 345/347) will be required.

2.70 (h) Outdoor or rain-tight service sections with enclosed meter panels shall comply with the detailed requirements of applicable EUSERC drawings.

2.70 (i) Where any underground pullsections or switchboard service sections have parts that can be removed and will give access to the service conductors before they leave the instrument transformer compartment, such removable parts shall be made sealable.

2.70 (j) All openings in service wiring raceways shall be sealable and accessible to BWP. Raceways used for meter secondary wiring shall also be sealable.

2.70 (k) All switchboards shall be bussed.

2.70 (l) Service-wiring raceway defined:

(1) Overhead - Service wiring enclosure from the service head to the meter socket.
(2) Underground - Where a terminating pullbox is used on an underground service, the wiring enclosure from such box to the meter socket is the service wiring raceway. Where a combination terminating pullbox is used for an underground residential service, the wiring enclosure from such a box to the meter switch or breaker is the service raceway.

2.70 (m) If any service and meter equipment is contained in a meter room, locked cabinet, or other enclosure, BWP must be supplied a key that will be installed in a lock box adjacent to or on the door.

2.70 (n) For service upgrades or new services, new switchgear equipment shall be required. For a temporary service, used switchgear equipment may be allowed with written approval from BWP.

2.71 METERS SELF-CONTAINED

2.71 (a) Self-contained meters on switchboards shall have a sealable removable panel exposing safety test blocks.

2.71 (b) Maximum meter service switch or breaker rating shall not be greater than 200 amperes, and service conductors not greater than 250 kcmil. Exception: EUSERC Drawings 302A and 302B (Class 320A Meter) for residential use.

2.71 (c) Self-contained 3 phase 480 Volt meter services are not allowed.

2.71 (d) Existing Self-contained 3 phase 480 Volt meter services must meet the following requirements to be re-energized.

(1) The service equipment must meet all applicable EUSERC requirements. EUSERC drawings 304, 305, 305A, 306, and 308.
(2) The service equipment will meet all applicable BWP Rules and Regulations.
(3) The meter socket will be "ringed" type and have seven jaws.
(4) There will be a single main breaker for each meter.
(5) The main will be lockable in the off position. The locking device must be an integral part of the main breaker and accept a 5/16" lock shank. The locking device shall not be removable by removing cover panel(s).
(6) "480 Volt" label(s) must be under each meter on the test/bypass compartment cover, centered top to bottom. The label minimum dimension is 1-1/8" x 8" and will be orange with black lettering. The label must be permanent and weatherproof.
(7) Occasional meter changes will require a short power outage for the affected unit.
(8) BWP Rules and Regulations for multiple meter installations must be followed.
(9) Each sub-panel will be labeled with the suite number of the meter/main serving it.
(10) Four feet minimum of clear working space must be maintained in front of the service panels.
(11) Meter room doors will be open outward and be equipped with panic bars.
(12) The meter room shall have sufficient lighting.

2.71 (e) 480 volt commercial rated Performance Meter sockets may be self-contained for appropriately sized 480 volt solar photovoltaic systems only if there are (2) AC disconnects installed, one on each side of the Performance Meter socket to isolate the socket for safe maintenance. The AC disconnects must be lever operated with visible open windows.

2.72 METERS WITH INSTRUMENT TRANSFORMERS

2.72 (a) Meter panels shall be drilled, tapped, and slotted (EUSERC Drawing 332) for the required number of meters and secondary test switches which BWP will furnish and install.

2.72 (b) On all bussed instrument-transformer compartment service sections, the meters, instrument transformers, and test switches will be furnished and installed by BWP.

2.72 (c) Conductors shall not be routed through the instrument transformer compartment.

2.72 (d) Each instrument-transformer compartment shall meet EUSERC requirements.

2.73 HIGH VOLTAGE METERING AND SERVICE EQUIPMENT

2.73 (a) For switchgear for service of 2,400 volts or higher, the Customer shall have a consulting engineer, manufacturer, or Contractor submit at least five copies of a drawing of the service entrance equipment, main breaker, meter section, and a plot plan of the proposed switchgear to BWP for approval prior to fabrication.

2.73 (b) The design must be in accordance with all of the specifications detailed in the Electric Utility Service Equipment Requirements Committee guidelines, EUSERC Section 400 and Drawing 401.

2.73 (c) Working clearance of minimum 8 feet is required in front of underground pull section or CT compartment.

2.74 CAMPUS BILLING (ELECTRIC METER TOTALIZATION)

2.74 (a) Under Campus Billing, the Customer receives one electric bill for multiple electric service locations, with only the totalized meter data appearing on the bill. Because the totalized kilowatt demand is less than the sum of the individual meter demands, Campus Billing results in a Demand Charge that is less than it would otherwise be. BWP may use a combination of hardwired metering or metering software to accomplish totalized meter reading. The intent of Campus Billing is to better reflect the cost of serving large commercial Customers whose electric services are concentrated within a contiguous site. Section 2.74 (b) notwithstanding, BWP will disallow Campus Billing for Customers whose loads are of such a nature that totalizing them would not accurately reflect the cost of serving them.

2.74 (b) In order for a Customer location with multiple services to be eligible for Campus Billing, the Customer must meet and maintain the following criteria:

(1) The multiple accounts or electric services are within a common address or, if within a commercial or industrial site, within a contiguous site. To be considered contiguous, the properties making up the campus must share at least one property line or parcel boundary.
(2) The same legal entity buys and consumes the power at the site.
(3) The Customer has a single point of Customer contact at the place of business for both billing and service questions.
(4) BWP will bill all services or accounts at the “P” or applicable Large Commercial electric rate and at the same service voltage, either secondary or primary. The “P” or applicable Large Commercial rate includes a fixed monthly Customer service charge per meter to recover expenses. Additionally, each service totalized together must individually qualify for this electric rate, and all must be served at either primary or secondary voltage, not both.
(5) For each account to be totalized, BWP will provide interval data recording metering. Customers must maintain at their own expense a dedicated meter communication line of data transmission quality to each BWP electric meter. The Customer must install these dedicated lines per current City of Burbank building codes. BWP will install and maintain communication lines inside sealed compartments; the Customer must not break BWP seals. The Customer shall maintain these dedicated lines at all times. Should these lines be disconnected for any reason, including negligence, BWP will have the option to

suspend and/or deny future Campus Billing. On a case-by-case basis, BWP may approve meter communication means other than modem/telephone.

(6) The Customer's totalized coincident peak demand of the services, as estimated by BWP upon sign-up, must exceed 750 kW at least three contiguous months out of the year. If Customer's usage falls below that threshold, BWP may terminate Campus Billing.

(7) Use of parallel systems for shifting load between different rate offerings is a violation of the terms of this agreement.

2.74 (c) BWP may grant Campus Billing to Customers who are otherwise ineligible if BWP, because of its own limitations, requires that Customers split their electrical services.

2.74 (d) For Customers receiving Campus Billing, BWP provides free of charge an on-line meter data service with individual meter information updated on a monthly basis. The purpose of this service is to encourage Customer energy management and conservation.

2.74 (e) Once the campus load is totalized, it is very difficult to accurately disaggregate a portion of the electric load for electric billing. Therefore, Customer sub-metering to third parties on campus is discouraged and may be cause for BWP to terminate totalization.

2.80 OFFSITE IMPROVEMENTS

2.80 (a) The Customer/Developer will pay up to 100% of the cost of offsite improvements to extend or upgrade overhead/underground distribution lines to the project site if it benefits only that particular Customer/Developer.

2.80 (b) The cost may be shared between the Customer/Developer and BWP if offsite improvements benefit the whole area, including any new Customer/Developer, and offsite charges were as described in Section 3.26(g) under Offsite Facility Charge.

2.80 (c) The Customer/Developer is responsible for undergrounding existing BWP facilities traversing or adjacent to their project, at their cost, per the following criteria:

(1) Multi-family projects of 10 units or more (regardless of service size) or any project greater than 150 kVA shall convert to underground all overhead facilities less than 34 kV traversing or adjacent to the development at the developer's cost. The scope of this underground conversion includes existing overhead electric services for any customers impacted and includes providing space or obtaining easements for the necessary BWP equipment.

(2) Projects 750 kVA or greater, shall convert to underground all overhead facilities traversing or adjacent to the development at the developer's cost. The scope of this underground conversion includes existing overhead electric services for any customers impacted and includes providing space or obtaining easements for the necessary BWP equipment.

(3) Any and all designs must be approved by BWP engineering. Conductors and other necessary material will be supplied and installed by BWP at the customer's expense. If any part of this substructure system is located on-site, a recorded easement will be

required. The Developer/Property owner's surveyor will provide a legal description of the easement, which will be reviewed by BWP and then processed by the Community Development Department.

2.80 (d) BWP may require conduits installed for the length of the project in the Public Right-of-Way or in an easement to accommodate future development.

2.80 (e) Any project may request BWP to prepare a feasibility study (at the project's cost) to determine the preliminary extent of the offsite improvements.

2.80 (f) Underground offsite improvements shall be installed in accordance with BWP's latest standards and "Specifications for the Construction of Primary Underground Systems" latest revision.

2.81 PRIMARY UNDERGROUND LINE EXTENSIONS (HIGH VOLTAGE 750V OR MORE)

2.81 (a) Underground line extensions may be made where mutually agreed upon by BWP and the Customer and where BWP maintains or desires to maintain underground distribution facilities.

2.81 (b) Major underground line extensions will be installed, owned, and maintained by BWP unless the line extension benefits one particular Customer. In that event the Customer will pay 100% of the cost of the line extension and dedicate the line extension to BWP for operation and maintenance. The underground line extension cost shall include the primary voltage line (2,400 volts or above) from the nearest primary voltage source to the transformation point. The Customer will pay offsite charges to BWP as required under Section 3.26(g).

2.81 (c) BWP may require Customers to install a primary conduit system where overhead service is not practical or feasible as determined by BWP, or is not compliant with other requirements imposed by these rules or other conditions on a project. In the case of multi-family residential, commercial, and industrial service, Customers will be responsible for the installation of the underground conduit system, including pullboxes or other required structures from the point of service to the source, as determined by BWP. BWP may require conduits installed for the length of the project in the Public Right-of-Way or in an easement to accommodate future development. All the construction shall be according to BWP's design and specifications.

2.81 (d) BWP will provide and install underground cable splices, terminations, and other accessories needed at the Customer's cost.

2.81 (e) BWP shall require the extension or creation of new underground lines to serve residential tracts of five lots or more. The Developer, depending upon the circumstances, may do the design, engineering, and construction.

2.81 (f) Upon acceptance by BWP, the Customer will install and deed to BWP the necessary underground duct system required, all in accordance with BWP's specifications and design. All work by the Developer shall be performed at such times and in such a manner that will permit the utility to perform its work without delay and in an efficient manner.

2.81 (g) BWP will install underground cable, any padmount switches or transformers and other related work. The cost will be recovered by BWP from the Developer as Aid-In-Construction. In addition, a service charge will be assessed to each dwelling unit. Any offsite charges or any development money spent to improve the system in order to service the tract will also be recovered from the Developer.

2.81 (h) Where applicable laws or regulations prevent the use of what otherwise would be the shortest practical route for an underground line extension, BWP would make the final decision regarding the route.

2.81 (i) Extensions for temporary service or loads of questionable permanency will not be made under this rule but will be made in accordance with the rules pertaining to temporary service.

2.81 (j) Any extension or relocation and undergrounding of service conduits for a Customer's convenience shall be at the Customer's expense.

2.81 (k) Primary underground installations shall be in accordance with BWP's latest standards and "Specifications for the Construction of Primary Underground Systems," latest revision.

2.82 OVERHEAD LINE EXTENSION

2.82 (a) Overhead line extensions may be made where mutually agreed upon by BWP and the Customer, or where BWP determines it is needed for operating convenience or serving load.

2.82 (b) Overhead line extensions will be installed, owned, and maintained by BWP.

2.82 (c) In the event that an overhead line extension benefits one particular Customer, that Customer will pay 100% of the cost of the line extension or relocation.

2.82 (d) If BWP determines that a particular line extension benefits the whole area, the cost may be shared between BWP and the Customer.

2.90 69 KV CUSTOMER STATIONS

2.90 (a) A 69 kV Customer station will be required for cases where BWP's estimated peak demand for a development is more than 5 MVA, or the electrical distribution system lacks the capacity to serve such a load and 69 kV circuits are reasonably near the project. The Customer must provide the necessary easement (with a minimum of 125 feet x 80 feet, with two 20-foot access roads on two sides) depending on the magnitude of load and the configuration of the lines that will be extended to the station. A 69 kV line extension will normally be underground and loop-fed to ensure service reliability and system integrity. A radial service may be provided where reliability of service is not critical and does not affect system integrity.

2.90 (b) The Customer will be responsible for applicable Aid-In-Construction charges (Ref. Section 3.26) and a portion of or all costs associated with line extensions as determined by BWP.

2.90 (c) The design of the Customer station should conform to BWP design practices, guidelines, and applicable safety codes. The Customer station may be Gas Insulated Switch (GIS) gear metal-clad type to save space and could be in pre-engineered buildings except for transformers, which have to be in open space with natural air cooling.

2.91 PHOTOVOLTAIC/SOLAR ONSITE ELECTRIC GENERATION FACILITIES ~~INSTALLATIONS~~

~~All installations of Photovoltaic/solar systems shall have an Interconnection Agreement (Appendix D).~~

2.91 (a) All installations of Photovoltaic/solar/onsite electric generation facilities permitted after January 1st, 2026 shall have an Interconnection Agreement (Appendix D).

2.91 (b) All installations of Photovoltaic/solar/onsite electric generation facilities permitted before January 1st, 2026 shall have an Interconnection Agreement (Appendix F).

2.91 (c) Installations permitted before January 1st, 2026 will be governed by Appendix D ~~1~~ after January 1st, 2046, or under the following circumstances:

1. The watt size of the system is increased due to the installation of additional solar capacity or~~.~~

2. The property is sold, assigned, exchanged or otherwise transferred to a new owner, and a new owner activates a new electric account for the service; provided, that, this provision shall not apply if such sale, assignment, exchange or transfer of property that includes the residential installed system is directly to a spouse or immediate children of the original owner; provided, that, this exception shall only apply if notice is provided to BWP prior to or concurrent with such sale, assignment, exchange or transfer. The term "original owner" shall mean the natural person who is an electrical customer who owns the solar electrical generation facility and to whom the permit for such facility is issued.

Upon the occurrence of either event, the rates will be updated to reflect the current BWP rate schedule for solar billing from legacy rate structures at that time.

~~All installations of Photovoltaic/solar systems shall have an Interconnection Agreement (Appendix D).~~

2.92 BATTERY ENERGY STORAGE SYSTEMS

2.92 (a) All installations of Battery Energy Storage Systems (BESS) permitted after January 1, 2026 shall have an Interconnection Agreement (Appendix D).

2.92 (b) All installations of Battery Energy Storage Systems (BESS) permitted before January 1st, 2026 shall have an Interconnection Agreement (Appendix F).

2.92 (c) Installations permitted before January 1st, 2026 will be governed by section 2.91 after January 1st, 2046 or under the following circumstances:

1. The watt size of the system is increased due to the installation of additional solar capacity, or.

2. The property is sold, assigned, exchanged or otherwise transferred to a new owner, and a new owner activates a new electric account for the service; provided, that, this provision shall not apply

if such sale, assignment, exchange or transfer of property that includes the residential installed system is directly to a spouse or immediate children of the original owner; provided, that, this exception shall only apply if notice is provided to BWP prior to or concurrent with such sale, assignment, exchange or transfer. The term "original owner" shall mean the natural person who is an electrical customer who owns the solar electrical generation facility and to whom the permit for such facility is used.

Upon the occurrence of either event, the rates will be updated to reflect the current BWP rate schedule for solar billing from legacy rate structures at that time.

2.93 MICROGRIDS

A microgrid seeking to interconnect to the BWP electric system is required to have each individual generating unit of such microgrid meet all of the requirements set forth in the Rules and Regulations, including, but not limited to, interconnection requirements.

CITY OF BURBANK
WATER AND POWER

PART 3
ELECTRIC RATES, FEES, AND CHARGES

APPROVED:

Riad Sleiman
Chief Assistant General Manager
Electric Services
Burbank Water and Power

Date

PART 3 ELECTRIC RATES, FEES, AND CHARGES

3.01 RATES, FEES, AND CHARGES

3.01 (a) Authority. Sections 8-2-203, 8-2-212, and 8-2-213 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.01 (b) Charges. Current Electric Rates and Charges are enumerated in the current City of Burbank Fee Resolution, Article X, Rates and Charges and are available on our website at https://www.burbankwaterandpower.com/electric/rates-and-charges

3.02 DEPOSITS

3.02 (a) Authority. Section 8-2-212 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.02 (b) Charges.

(1) Each Applicant for electric service may be required to guarantee payment of charges for electricity by depositing or otherwise furnishing an amount equal to twice the average monthly bill over the last one-year period at the service address. In any case, no deposit shall be less than the amount stated in the current City of Burbank Fee Resolution.
(2) Each Applicant for a new service connection shall be required to make a deposit equal to the estimated cost of installation prior to installation.
(3) Each Applicant for temporary service shall be required to deposit an amount equal to the estimated bill for electric service to be rendered, including installation and removal of service facilities and the costs of any equipment furnished by City. Such amount shall not be less than that established in the current City of Burbank Fee Resolution.
(4) A deposit amount established in the current City of Burbank Fee Resolution shall be required for Customer requests to test the Customer's meter if such test has been performed on that service in the preceding 12 months. If the meter is inaccurate, the deposit will be refunded, and a billing adjustment made. If the meter is accurate, the deposit shall be forfeited.

3.11 PUBLIC BENEFITS CHARGE

3.11 (a) Authority. California Public Utilities Code - Section 385 and the current City of Burbank Fee Resolution.

3.11 (b) Applicability. This fee is included within the retail rates for electricity supplied to a Customer.

3.13 ENERGY COST ADJUSTMENT CHARGE (ECAC)

3.13 (a) Authority. Sections 8-2-210 and 8-2-211 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.13 (b) Applicability. Energy supplied at rates specified in the City of Burbank Fee Schedule shall be subject to an Energy Cost Adjustment Charge (ECAC). The computation and method of collection of such charge shall be established by the General Manager pursuant to the provisions of Section 8-2-203 of this Code, consistent with the provisions of this section.

3.13 (c) Computation of ECAC. The General Manager shall establish an ECAC each month based on estimated energy sales sufficient to recover the cost of energy with consideration of any over or under collections. The cost shall include:

(1) The cost of all fuel used for the generation of electricity, including expenses in the handling and transportation of fuel up to the point where the fuel enters the boiler or turbine.
(2) The cost at the point of receipt by the utility of electricity purchased for resale. It shall also include net settlements for exchange of electricity or power such as economy energy, off-peak energy for on-peak energy, spinning reserves capacity, etc.
(3) The cost payable to others for transmission of the utility's electricity over transmission facilities owned by others.
(4) The cost payable to others for power system operation and dispatching the utility's electricity.
(5) The cost of water required for electrical generation.
(6) Taxes and other fees for transmission of the utility's electricity.
(7) The costs payable to others for the operation and maintenance for the utility's transmission facilities located outside Burbank.
(8) The costs of payments made to the City for the ECAC portion of gross sales of electrical energy under Article 6, sections 610 and 610A of the Charter.
(9) Costs of funding for competitiveness.

3.13 (d) Limitation. The monthly ECAC shall not increase or decrease by more than ten (10) percent from the prior month's ECAC without City Council approval.

3.14 RESIDENTIAL SERVICE

3.14 (a) Authority. Sections 8-2-202 and 8-2-206 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.14 (b) Applicability. This schedule shall apply only to domestic Customers in individual family accommodations devoted primarily to residential, household, and related purposes, where the service is used for lighting, cooking, heating, and power-consuming appliances, as distinguished from commercial and industrial purposes. This schedule shall not apply to temporary, standby or auxiliary service.

3.14 (c) Character of Service. Alternating current, regulated frequency of 60 hertz: service supplied will be single-phase; delivery at 120/240 volts, or as may be specified by BWP. These and other conditions of service shall be in accordance with the Rules and Regulations of BWP.

3.14 (d) Determination of Billing. The total monthly bill shall be the sum of the Customer Service Charge, Service Size Charge, Energy Charge, ECAC (Ref. 3.13), and all applicable taxes and fees. The Customer Service Charge shall not be prorated.

3.14 (e) Minimum Charge. The monthly Minimum Charge per Customer shall be the Customer Service Charge plus the Service Size Charge. Except for Residential Lifeline Service, no bill shall be rendered for less than the Minimum Charge.

3.14 (f) Residential Lifeline Service. Any residential Customer certified eligible under the provisions of Sections 2-4-1106, 2-4-1114, and 8-2-206 of the Burbank Municipal Code shall be covered under Residential Lifeline Service. Lifeline recipients do not pay the Utility User's Tax.

3.14 (g) Common or House Services. Common or House Services for miscellaneous loads such as lighting, laundry rooms, maintenance, elevators, swimming pools, etc. will be assigned to the appropriate General Service rate classification.

3.16 SOLAR PHOTOVOLTAIC (PV) SERVICE Reference Section 3.25 - Net Energy Metering Service. Also, reference Appendix D Electrical Interconnection and Net Metering Agreement for Solar Electric Generating Facilities. The current version of this agreement can also be downloaded on our website at BurbankWaterAndPower.com.

3.17 GENERAL SERVICE

3.17 (a) Authority. Sections 8-2-202 and 8-2-207 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.17 (b) Applicability. This schedule shall apply to any non-residential Customer using power or lighting for purposes of a commercial, industrial, or other non-residential nature. This schedule shall not apply to temporary, standby or auxiliary service.

Each General Service Customer will fall into one of four (4) rate classifications based on billing demand: Small General Service, below 20 kVA Medium General Service, between 20 kVA and 250 kVA; Large General Service, between 250 kVA and 1,000 kVA; and Extra Large General Service, over 1,000 kVA. BWP will determine each Customer's rate classification so as to provide the lowest possible rate for which that Customer is eligible. BWP reserves the right to review and determine the eligibility of Customers for compliance, and these reviews will be completed at approximately six-month intervals with no more than one transfer of rate classification per year. A Customer may be transferred from one rate classification to another based on past usage characteristics as indicated below:

(1) Small General Service to Medium General Service – energy use greater than an average of 262 kWh/day for three consecutive months, or peak demand greater than 20 kVA for three consecutive months.
(2) Medium General Service to Small General Service – energy use less than an average of 262 kWh/day for 12 consecutive months and peak demand less than 20 kVA for 12 consecutive months.

(3) Medium General Service to Large General Service – peak demand greater than 750 kVA totaled in any 3 consecutive months.
(4) Large General Service to Medium General Service – peak demand less than 250 kVA for 12 consecutive months.
(5) Large General Service to Extra Large General Service – peak demand greater than 3,000 kVA totaled in any 3 consecutive months.
(6) Extra Large General Service to Large General Service – peak demand less than 1,000 kVA for 12 consecutive months.

Once transferred, a Customer must remain in the new rate classification for at least one year.

3.17 (c) Character of Service. Alternating current, regulated frequency of sixty (60) cycles (hertz), single or three-phase, 120/240, 240, 120/208, 277/480, 2,400/4,160, 7,200/12,470, or 34,500 volts as approved by BWP. These and other conditions of service shall be in accordance with the Rules and Regulations of BWP.

3.17 (d) Determination of Billing. The monthly bill shall be the sum of the Customer Service Charge, Energy Charge, ECAC (Ref. 3.13), Demand Charge(s) when applicable, the Special Demand Load Charge when applicable, and all applicable taxes and fees.

3.17 (e) Minimum Charge. The monthly Minimum Charge shall be the Customer Service Charge if the Billing Demand is 20 kVA or less. If the Billing Demand is greater than 20 kVA, the Minimum Charge shall be the sum of the Customer Service Charge and the Demand Charge(s).

3.17 (f) Billing Demand. Medium General Service Customers may incur a demand charge. Billing Demand shall be either the kVA of measured maximum demand or the kW of measured Maximum Demand, but not less than 70% of the Maximum Demand established in billings for the preceding months of July, August, September, and October, beginning with meters read on or after July 1. For Large and Extra Large General Service Customers, the Billing Demand shall be the kVA of measured maximum demand.

Maximum Demand shall signify the average demand in the 15-minute interval in which the average demand is greater than in any other 15-minute interval in the billing period. BWP shall determine Maximum Demand, at its discretion, by tests from time to time or monthly by means of proper recording meters furnished and installed by BWP. In cases where the demand is intermittent or subject to violent fluctuation, BWP may apply a shorter interval of measurement for Maximum Demand.

3.17 (g) Billing Demand for Special Demand Loads. The Billing Demand for Special Demand Loads shall be the sum of the kW ratings of all of the Customer's Special Demand Loads. Conversion between horse power (hp), kW, and kVA ratings will be made on a one-to-one basis.

Special Demand Loads shall include, but not be limited to the following:

(1) Resistance welding equipment (except the three-phase stored energy type and arc welding equipment).
(2) X-ray machines.

(3) Bombarding transformers.
(4) Other highly intermittent, short-duration demand devices and equipment.

3.19 STREET LIGHTING SERVICE

3.19 (a) Authority. Sections 8-2-202 and 8-2-209 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.19 (b) Applicability. This schedule shall apply only to service where the entire cost of the original installation was paid for by the street lighting account, Customer, or other outside source of funds for City-owned streetlights.

3.19 (c) Character of Service.

(1) Alternating current: regulated frequency of 60 hertz.
(2) Energy will be furnished at service points mutually agreed upon between the Customer and BWP for multiple systems at 120 volts.
(3) All plans and specifications for the installation of street lighting systems shall be subject to the approval of BWP, which shall have the right to approve the construction, inspection, and testing of such systems before accepting their service. Testing of the original installation will be made without additional charge where it may be done without involving unreasonable time or expense due to faulty construction.
(4) For all new projects and on those projects where existing properties are undergoing extensive renovation, the developer/property Owner is responsible for installation of an underground streetlight system traversing or adjacent to the project. In cases where the existing streetlights are supplied overhead or the existing old underground system needs to be upgraded, the Developer/Property Owner will be required to design and install the complete underground streetlight infrastructure pursuant to BWP requirements and specifications. The design will be approved by BWP Engineering. Standards, luminaires, conductors, and other necessary material will be supplied and installed by BWP at the Customer's expense. The Customer will reimburse BWP for any other costs incurred by BWP due to such installation. If the source of feed or any other part of the streetlight system is located on-site, a recorded easement will be required. An exact amount of space for the recorded easement will be determined after the design is complete. The Developer/Property Owner's surveyor will provide a legal description of the easement, which will be reviewed by BWP and then processed by the Community Development Department (contact 818-238-5250 for recording).
(5) These and other conditions of service shall be in accordance with Rules and Regulations of BWP.

3.19 (d) Determination of Billing. The total monthly bill per lamp shall be the sum of the Monthly Charge and the ECAC (Ref. 3.13), and all applicable taxes and fees. Rates for lights operated continuously shall be computed at twice the monthly rate.

3.19 (e) Minimum Charge. The monthly Minimum Charge per lamp shall be the sum of the Monthly Charge and the ECAC (Ref. 3.13).

The ECAC (Ref. 3.13) per lamp is determined by multiplying the kWh/month by the ECAC rate established in the current City of Burbank Fee Resolution.
Besides the lamp energy, the kWh/month shall include wiring losses, ballast losses, and control losses. The kWh/month for each type of lamp is listed in the current City of Burbank Fee Resolution.

3.19 (f) Standard Schedule of Operation. Lights served under this schedule shall be controlled by a photoelectric cell so arranged as to ensure that lamps will be energized during periods whenever natural daylight values are less than approximately 1.0 foot-candles on a horizontal plane in open areas. This occurs approximately 4,140 hours per year.

3.19 (g) Special Conditions. Where conditions warrant the earlier or later extinguishing of lights than as provided under the Standard Schedule of Operation, BWP may supply service under a suitable Schedule of Operation if the Customer agrees to pay for an extra cost involved in furnishing special switching and other service in connection therewith, as well as an additional monthly charge.

3.19 (h) Request for Streetlight Installation. Property owners may request the installation of a streetlight through BWP Electrical Engineering. A notice will be sent out to properties within 100 feet of the proposed installation.

3.20 TRAFFIC SIGNAL AND FREEWAY LIGHTING SERVICE

3.20 (a) Authority. Sections 8-2-202 and 8-2-209 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.20 (b) Applicability. This schedule shall apply to unmetered service for Customer-owned and maintained traffic signals, freeway lighting equipment, and bus shelters.

3.20 (c) Character of Service.

(1) Alternating current" regulated frequency of 60 hertz.
(2) Energy will be furnished at service points mutually agreed upon between the Customer and BWP, for multiple systems at either 120 or 240 volts.
(3) All plans and specifications for the installation of lighting systems shall be subject to the approval of BWP which shall have the right to approve the construction of, to inspect, and to test such systems before accepting their service. Testing of the original installation will be made without additional charge where it may be done without involving unreasonable time or expense due to faulty construction.
(4) These and other conditions of service shall be in accordance with Rules and Regulations of BWP.

3.20 (d) Determination of Billing. The total monthly bill shall be the sum of the Customer Service Charge, Energy Charge, and ECAC (Ref. 3.13). Monthly kWh consumption shall be determined by BWP by test metering or other means and shall include the total kWh consumed, including line losses from the point of service, and including any additional losses caused by the Customer's use of series lighting equipment. Where the service is time controlled for street lighting, the kWh consumption shall include losses and operation of the timing equipment.

3.20 (e) Minimum Charge. The monthly Minimum Charge per signal or freeway light shall be the Customer Service Charge established in the current City of Burbank Fee Resolution.

3.21 TEMPORARY POWER AND LIGHT SERVICE

3.21 (a) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.21 (b) Applicability. This schedule shall apply only for service as may be available at the discretion of BWP to any Customer for limited power or light service of a temporary nature (Sec. 2.26), including service to floor finishers, saws, pipe cutter, paint sprayer, concrete mixers, and other similar finishing and construction equipment, and temporary construction lights.

Each Applicant for temporary service shall be required to deposit with BWP a sum established in the current City of Burbank Fee Resolution.

3.21 (c) Character of Service.

(1) Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts; regulated frequency of 60 hertz.
(2) In order to receive service under this schedule, the Customer shall be required to furnish and install, at Customer's expense, a suitable pole or other adequate supporting structure to which BWP may make its service attachment.
(3) The maximum length of span of overhead service drop wires shall not exceed 75 feet, except as permitted by BWP.
(4) The Customer shall not use step-up or boost transformers without prior approval of BWP.
(5) BWP reserves the right to discontinue service without notice whenever in its opinion such service is no longer temporary in character or is not needed, if used for unauthorized purposes, or if used without the protection of approved current-limiting devices.
(6) Unless special arrangements are made with BWP at time of application for service, temporary construction power installations may not exceed one year in duration and may be removed by BWP at the expiration of one year of service.
(7) BWP will not energize any panel, nor set any meters in any meter group until the Contractor has removed all construction power backfeeds, if any, from the building(s) to be energized.
(8) Temporary power at 120/208 or 277/480 volts shall require an on-site padmount transformer.
(9) Other conditions of service shall be in accordance with Rules and Regulations of BWP.

3.21 (d) Installation Charge. For underground or overhead temporary service there shall be an installation charge.

3.21 (e) Aid-in-Construction Charge. Where temporary power is provided by a padmount transformer, Aid-in-Construction charges will apply like permanent service, but after completion of the project, the transformer will be prorated, and the remaining money will be refunded to the Customer.

3.21 (f) Determination of Billing. The total monthly bill shall be the sum of the Customer Service Charge, Energy Charge, ECAC (Ref. 3.13), any applicable Relocation Charge, and all applicable taxes and fees.
3.21 (g) Minimum Charge. The monthly Minimum Charge shall be the Customer Service Charge.

3.21 (h) Relocation Charge. Should the temporary service location be relocated for Customer convenience during the period of temporary service, the Customer shall pay a Relocation Charge.

3.22 STANDBY SERVICE

3.22 (a) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.22 (b) Applicability. This schedule shall apply to Customers for Standby Service for electrical loads that are also supplied by Customer generation facilities. Standby Service includes both Back-up and Maintenance Service and Supplemental Service.

(1) Back-up and Maintenance Service
Electric capacity and energy supplied by BWP during a scheduled or unscheduled outage of the Customer's generation facilities to replace power ordinarily generated by the Customer. Electric capacity and energy will be provided for outages scheduled with BWP at least 30 days in advance. Scheduled outages will not be permitted during the months of June through October. During other periods, BWP will not unreasonably withhold approval of Maintenance Service. Customers shall notify BWP as soon as possible (not to exceed 24 hours) after the initiation of each unscheduled outage of the Customer's generation facilities.

(2) Supplemental Service
Electric capacity and energy supplied by BWP on a regular basis to supplement the Customer's power requirement in addition to that ordinarily supplied by the Customer's generation facilities.

3.22 (c) Customer generation exempted from Standby Service Fees.

(1) Customer generation less than 20 kW in capacity.
(2) Customer generation that is used exclusively for the purpose of providing electric service when BWP service is not available, plus testing not to exceed 48 hours per year.
(3) Customer generation from renewable energy systems (such as solar or wind) with capacities of no more than 250 kW or that qualify for Net Energy Metering.

3.22 (d) Character of Service. Character of service shall be in accordance with the BWP Rules and Regulations (Ref. 3.17).

3.22 (e) Determination of Billing for Back-up and Maintenance Service.

(1) Billing Demand for Back-up and Maintenance Service
The Billing Demand for Back-up and Maintenance Service shall be equal to the total nameplate capacity of the Customer's generation facilities

(2) Energy Cost Adjustment Charge (ECAC)
(a) During an Energy Cost Crisis, the ECAC for Back-up Service or Maintenance Service shall be equal to the average variable cost of the most expensive 10 megawatts of resources actually operated by BWP. In the case of utility-operated resources, this is calculated as the variable fuel cost plus $0.01/kWh. In the case of purchased power, this is calculated as the purchase rate, plus any required wheeling cost, plus $0.01/kWh.
(b) An Energy Cost Crisis shall be defined as any day when the variable cost of purchased power delivered at SP 15 or Palo Verde exceeds $0.10/kWh as reported by the Intercontinental Exchange (ICE), or the cost of natural gas delivered in Southern California as reported by Gas Daily exceeds $10.00 per million BTU. The General Manager or designee will notify all Standby Service Customers by email on a day-ahead basis of any day when the day-ahead prices reach these levels and on a same-day basis when the real-time market prices reach these levels. The General Manager or designee may choose to forgo Energy Cost Crisis pricing at his or her discretion.

(3) Minimum Charge
The Minimum Charge shall be the Demand Charge.

3.22 (f) Determination of Billing for Supplemental Service.

(1) Supplemental Service shall be billed at the appropriate rate schedule in accordance with the General Service rate classifications in the BWP Rules and Regulations (Ref. 3.17) except as stated below.

(2) The Billing Demand for Supplemental Service shall be equal to the total demand by the Customer less the Billing Demand for Back-up and Maintenance Service, and less any exempt generation, in any month.

3.23 COGENERATION SERVICE

3.23 (a) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.23 (b) Applicability. The cogeneration service rate paid by BWP shall be secured on an individual contract basis and shall conform to the latest applicable rules specifying terms, conditions, and interconnection requirements.

3.24 INTERRUPTIBLE SERVICE

3.24 (a) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.24 (b) Applicability. Interruptible Service may be available, at the discretion of the General Manager, to General Service Customers who demonstrate to the satisfaction of the General Manager that the industrial facility can tolerate unscheduled interruptions without creating an adverse impact on the power system. The Interruptible Service rate shall be negotiable between the Customer and the General Manager, secured on an individual contract basis, and subject to the Rules and Regulations of BWP.

3.25 ~~NET ENERGY~~ SOLAR METERING SERVICE ~~(Installations one MW or less)~~

3.25(a) SOLAR METERING SERVICE (Installations five MW or less, permitted after January 1, 2026)

3.25 (a)(i) Authority. Sections 8-2-202 and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.25 (a)(ii) Applicability. Applicable only to Customers who use a solar electrical generation facility that have permits with an issue date on or after January 1st, 2026, or sold, assigned, exchanged or otherwise transferred to a new customer on or after January 1st, 2026 (subject to Section 2.91), or upgraded on or after January 1st, 2026, or a combination of those facilities, with a capacity of not more than five megawatts that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E). An "upgrade" is any increase in watt capacity of the solar electrical generation facility located at the Customer's premise.

3.25 (a)(iii) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP.

3.25 (a)(iv) Billing and Credits for Energy Generation. Customers taking service under the terms of this schedule will be billed for electric service using the applicable electric rate schedule per section 3.14 and 3.17. The Customer will be credited for energy generation sent to the grid. The compensation rate for energy generation sent to the grid will be in accordance with the Avoided Cost of Energy, per Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule. In the event a customer elects or is placed on a different electric rate schedule or rate structure, or closes their account, any excess credits on the account will be zeroed and paid out to the account holder.

3.25 (a)(v) Electrical Interconnection Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility.

3.25 (b) NET ENERGY METERING SERVICE (Installations one MW or less, permitted before January 1, 2026)

3.25 (b)(i) Authority. This section is intended to comply with the requirements set forth in California Public Utility Code Section 2827 as revised from time to time. When total interconnected customer generation capacity reaches 5% of Burbank Water and Power's peak load generation capacity, Burbank Water and Power will be authorized per California Public Utility Code Section 2827 to discontinue the net energy metering program and begin a new program. At a to-be-designated time after interconnected customer generation capacity reaches 5%, Burbank Water and Power will begin a new program that no longer provides net energy metering. Customers who install systems that have a permit issue date prior to January 1st, 2026 will be grandfathered into net energy metering per their interconnection agreement.

3.25 (b)(ii) Applicability. Applicable only to Customers who satisfy all requirements of the definition of an "Eligible Customer-Generator" as set forth in Section 2827(b) (4) of the California Public Utilities Code on the effective date of signing an Electrical Interconnection and Net Energy Metering Agreement (Appendix D), or an "Eligible Customer-Generator" on the effective date of signing an Interconnection Agreement (Appendix E), who uses a renewable electrical generation facility, or a combination of those facilities, with a capacity of not more than one megawatt that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Request to enter into such an agreement will be honored on a first-come-first-served basis until the time that the total rated interconnected generation capacity exceeds 5 percent of BWP's aggregate Customer peak demand. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E).

3.25 (b)(iii) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP.

3.25 (b)(iv) Billing and Credits for Net Energy Generation. Customers taking service under the terms of this schedule will remain on the otherwise applicable electric rate schedule. Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code. In the event a customer elects or is placed on a different electric rate schedule or rate structure, any excess energy credits on the account will be zeroed and paid out to the account holder. The compensation rate for excess generation will be in accordance with Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule.

3.25 (b)(vi) Net Energy Metering. "Net energy metering" means measuring the difference between the electricity supplied through BWP electric grid and the electricity generated by an eligible Customer generator and fed back to BWP electric grid. Net energy metering shall be accomplished using a single meter capable of registering the flow of electricity in two directions. An additional meter or meters to monitor the flow of electricity in each direction shall be installed, at BWP's expense, and the additional metering shall be used only to provide the information necessary to accurately bill or credit the Customer-generator or to collect renewable electric generating system performance information for research purposes.

3.25 (b)(vii) Electrical Interconnection and Net Energy Metering Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection and Net Energy Metering Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility.

~~3.25 NET ENERGY METERING SERVICE~~

~~3.25 (a) Authority. This section is intended to comply with the requirements set forth in California Public Utility Code Section 2827 as revised from time to time. When total interconnected customer generation capacity reaches 5% of Burbank Water and Power's peak load generation capacity, Burbank Water and Power will be authorized per California Public Utility Code Section 2827 to discontinue the net energy metering program and begin a new program. At a to-be-designated time after interconnected customer generation capacity reaches 5%, Burbank Water and Power will begin a new program that no longer provides net energy metering. Customers who install systems before the new program goes into effect will be grandfathered into net energy metering per their interconnection agreement.~~

~~3.25 (b) Applicability. Applicable only to Customers who satisfy all requirements of the definition of an "Eligible Customer-Generator" as set forth in Section 2827(b) (4) of the California Public Utilities Code on the effective date of signing an Electrical Interconnection and Net Energy Metering Agreement (Appendix D), or an "Eligible Customer-Generator" on the effective date of signing an Interconnection Agreement (Appendix E), who uses a renewable electrical generation facility, or a combination of those facilities, with a capacity of not more than one megawatt that is located on the Customer's owned, leased, or rented premises, is interconnected and operates in parallel with BWP electric grid, and is intended primarily to offset part or all of the Customer's own electrical requirements. Request to enter into such an agreement will be honored on a first-come-first-served basis until the time that the total rated interconnected generating capacity exceeds 5 percent of BWP's aggregate Customer peak demand. Customers with fuel cell generation must sign Interconnection Agreement (Appendix E).~~

~~3.25 (c) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts regulated frequency of 60 hertz. Character of service shall be in accordance with the Rules and Regulations of BWP.~~

~~3.25 (d) Billing and Credits for Net Energy Generation. Customers taking service under the terms of this schedule will remain on the otherwise applicable electric rate schedule. Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code. In the event a customer elects or is placed on a different electric rate schedule or rate structure, any excess energy credits on the account will be zeroed and paid out to the~~

~~account holder. The compensation rate for excess generation will be in accordance with Article X, Section 11, of the current City of Burbank Adopted Citywide Fee Schedule.~~

~~3.25 (e) Net Energy Metering. "**Net** energy **metering**" means measuring the difference between the electricity supplied through BWP electric grid and the electricity generated by an eligible Customer-generator and fed back to BWP electric grid. **Net** energy **metering** shall be accomplished using a single meter capable of registering the flow of electricity in two directions. An additional meter or meters to monitor the flow of electricity in each direction shall be installed, at BWP's expense, and the additional **metering** shall be used only to provide the information necessary to accurately bill or credit the Customer-generator or to collect renewable electric generating system performance information for research purposes.~~

~~3.25 (f) Electrical Interconnection and Net Energy Metering Agreement and Permits. In order to take power under this section, the Eligible Customer-Generator must have completed, signed, and on file at BWP an Electrical Interconnection and Net Energy Metering Agreement (Appendix D) or Interconnection Agreement (Appendix E). The Customer shall also obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility.~~

3.26 AID-IN-CONSTRUCTION CHARGES

3.26 (a) Authority. Sections 8-2-202, 8-2-203, and 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.26 (b) Applicability. This schedule generally applies to capital improvements that primarily benefit new Customers and Customer upgrades.

3.26 (c) Character of Service. Alternating current, single or three-phase: 120/240, 240, 120/208 or 277/480 volts at a regulated frequency of 60 hertz. These and other conditions of service shall be in accordance with the Rules and Regulations of BWP.

3.26 (d) Determination of Charges.

(1) Service Design and Engineering. All service designs and engineering shall require an upfront deposit as determined by BWP. The design work will then be scheduled along with other eligible Applicants. A deposit for early design will be credited to the cost of the design and installation of the service or any unspent deposit will be refunded as appropriate. The cost of multiple designs to explore options or redesigns required by changes beyond the control of BWP shall be paid by the Applicant.

(2) Aid-in Construction charges shall recover all "actual costs" to BWP associated with providing the necessary electrical facilities for the described service, as determined by the General Manager and shall include but not be limited to contract labor, meters, transformers, switches and other associated equipment and materials. "Actual costs" are any cost incurred including in-house labor, both direct and indirect.

(3) The total Aid-in-Construction Charge shall be the sum of the On-Site Facility Charge and the Off-Site Facility Charge.

3.26 (e) Minimum Charge. The Minimum Charge shall be the On-Site Charge.

3.26 (f) On-Site Facility Charge. The On-Site Facility Charge shall be equal to 100% of the costs incurred by BWP associated with providing electrical facilities solely for the Customer's use and benefit. Costs shall include, but not limited to, contract labor, meters, poles, transformers, switches, and associated equipment and materials.

3.27 (g) Off-Site Facility Charges.

1. **Capacity Charge.** A Customer or Developer requesting a new, upgraded or replacement metered electric panel (a "Customer-Developer") will be charged a Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the ~~current~~ latest City of Burbank Fee Resolution. ~~The kVA demand is calculated using the following~~: A service may not be energized without full payment of Capacity Charge. Changes to service size or type that result in a change in capacity will result in a recalculation based on the latest capacity charge per the fee schedule. The kVA demand is calculated using the following:

   (a) **Residential Panel Factor**. A 20% factor is used to calculate the kVA demand of an all-residential metered electric panel (excluding associated metered house panels that are three phase or single phase above 200A). If the panel is fully rated, a 25% factor is used to calculate the kVA demand for that panel.

      i. For multi-metered panels, the kVA demand is based on the aggregate of each metered branch circuit.
      ii. For multi-metered panels up to 400A with less than 10 units the demand is calculated per the following table:

Panel Rating	**Meter Count**	**kVA demand**
200A	2	11.520~~2~~ kVA
	Each additional meter	1.920~~2.88~~ kVA
300A	2	15.840~~6.8~~ kVA
	Each additional meter	~~2.88~~1.440 kVA
400A	2	2~~1.6~~0.160~~2~~ kVA
	Each additional meter	~~2.880~~1.960 kVA

Example 1: A Customer-Developer is proposing a new 200A 240V single phase electric residential panel. The kVA demand is 200A x 240V x 20% equaling 9,600 VA **(9.600 kVA)**

Example 2: A Customer-Developer is proposing a new 200A 240V fully rated single phase electric

residential panel. The kVA demand is 200A x 240V x 25% equaling 12,000 VA **(12.000 kVA)**.

(b) Commercial Panel Factor. A 65% factor is used to calculate the kVA demand of a commercial metered electric panel (including metered house panels that are three phase or single phase above 200A or feeding any commercial service). If the panel is fully rated, an 81.25% factor is used to calculate the kVA demand for that panel.

Example 1: A Customer-Developer is proposing a new 200A 480V three phase electric commercial panel. The kVA demand is 200A x 480V x 1.732 x 65% equaling ~~107,952~~108,077 VA **(108.077 kVA)**

Example 2: A Customer-Developer is proposing a new 200A 480V fully rated three phase electric commercial panel. The kVA demand is 200A x 480V x 1.732 x 81.25% equaling 135,096~~940~~ VA **(135.096 kVA)**

(c) **Credit.**

1. For metered electric panel upgrades or replacements, a credit for the kVA demand of the existing permitted metered panel (to be removed) will be applied towards the kVA demand of the proposed metered panel (to be installed). Credit for an existing metered panel may only be applied if the metered electric panel has been permitted in its existing form, capacity, and location through a finalized Building Division electric permit and still exists on site in the location it was permitted. The credit is pro-rated based on existing panel's permitted installation year and a 60-year capacity lifecycle.

~~In case of a reduction in kVA demand after application of credit, no Capacity Charge payment is due to the Customer- Developer.~~

2. Credit may not be transferred between Premises.

3. A minimum credit of 9.600 kVA will apply to the aggregate kVA demand of all metered electric panels on the Premises. No minimum credit is applied in cases where the aggregate kVA demand of existing metered electric panels not being modified exceeds 9.600 kVA. For development projects involving several parcels, Premises, or undergoing subdivision or lot adjustment the minimum credit will only apply once to the entire project.

4. In case of a reduction in kVA demand after application of credit, no Capacity Charge payment is due to the Customer-Developer.

Example 1: A customer is proposing to upgrade an existing 100A 480V three phase electric commercial panel permitted and installed 20 years ago (40 years credit left based on 60-year capacity lifecycle) to a 200A 480V three phase electric commercial panel. The kVA demand is calculated as 200A x 480V x 1.732 x 65% or 10~~7,952~~8,077 VA with an applied credit of 100A x 480V x 1.732 x 65% x 40/60 or 365,026 ~~9846,002~~VA. The kVA demand is equal to ~~107,952~~108,077 VA minus ~~35,9846,002~~36,026 VA or ~~71,956~~80~~80~~72,051 VA (72.051 kVA). Therefore, the kVA demand subject to Capacity Charge is equal to 72.051 kVA.

Example 2: A customer has an existing 400A 240V single phase electric residential panel on the Premises and they are proposing to add a new 200A 208V three phase residential panel. The existing panel kVA demand is calculated as 400A x 240V x 20% or 19,200 VA and the kVA demand from the new panel is calculated as 200A x 208V X 1.732 x 20% or 14,410 VA (14.410 kVA). Since the aggregate kVA demand of existing panels remaining on the Premises is 19.200 kVA (above minimum credit value), the minimum credit is deemed exhausted and cannot be applied to any new demand. Therefore, the kVA demand subject to Capacity Charge is equal to 14.410 kVA.

Example 3: A customer is proposing to replace a sole existing 200A 240V single phase electric residential panel permitted and installed 30 years ago (30 years credit left based on 60 year capacity lifecycle) with a similar 200A 240V single phase electric residential panel. The kVA demand is calculated as 200A x 240V x 20% or 9,600 VA (9.600 kVA) with an applied credit of 200A x 240V x 20% x 30/60 or 4,800VA (4.800 kVA). Since the credit is below the minimum credit threshold of 9.600 kVA, the credit is increased to 9.600 kVA. The kVA demand after credit is equal to 9.600 kVA minus 9.600 kVA or 0 VA (0 kVA). In this case no Capacity Charge is due.

(d) For Premises with multiple electric panels, each metered electric panel's kVA demand is calculated separately, and the Capacity Charge is based on the aggregate kVA demand of all metered electric panels.

Example: A Customer-Developer is proposing one (1) new 200A 480V fully rated three phase electric commercial panel and (1) new 600A 208V three phase residential panel. The kVA demand is calculated as the aggregate of 200A x 480V x 1.732 x 81.25% equaling 13~~4,940~~ 5,096 VA and 600A x 208V x 1.732 x 20% equaling 43,231~~181~~ VA. The kVA demand is ~~134,940~~135,096 VA + 43,231~~181~~ VA equaling 178,327~~121~~
VA **(178.327~~1~~ kVA)**.

~~(e)This Capacity Charge section does not apply to single meter, single family residential electric panel upgrades for up to 200A 240V.~~

~~(f)~~ (e) This Capacity Charge section does not apply to developments subject to Section 2.01 (j) with BWP estimated peak electrical demand of 5MVA or more that require a separate service agreement.

~~(g)~~ (f) Capacity Charge applies to services with electric service confirmations or Aid-In- Construction letters written or updated on October 1, 2023 onward. Projects with a valid electric service confirmations or AIC letter may retain the current pricing if paid prior to the expiration of the electric service confirmation or AIC letter. If the electric service confirmation or AIC letter expires and a renewal is requested on or after October 1, 2023, then the updated electric service confirmation or AIC letter shall include the Capacity Charge.

(e) **Off-site improvement costs.** The Customer-Developer will pay up to 100% of the cost of off-site improvements to extend or upgrade overhead/underground distribution lines to the project site if it benefits only that particular Customer-Developer.

or

The cost may be shared between the Customer-Developer and BWP if off-site improvement benefits the whole area, including any new Customer/developer.

(f) Off-site improvement costs (Section 3.26(g)(2)) shall be required in the following cases:
   a. Multi-Family Dwellings to be served from Underground Circuits.
   b. High-rise Commercial Developments to be served from Underground Circuits.
   c. Large Industrial Developments to be served from Underground Circuits.
   d. Off-site improvement overhead/underground to increase capacity to serve any new load.
   e. The existing underground system has to be extended for 500 feet or more.

3.26 (h) 69 kV Customer Station. 69 kV Customer Station charges shall be as follows:

(1) The Customer will pay for line extensions to the new Customer station both in public right-of-way and on private property. The Customer will also pay for 69,000 volt Gas Insulated Switchgear (GIS) and associated building enclosure.

(2) The Customer will pay for the cost of power transformers and the cost of switchgear, including any associated buildings. The Customer will also pay for the rest of the distribution lines coming from the Customer station, which are exclusively used by that particular Customer. These costs will be in accordance. In the event the Customer and BWP agree to build a station larger than the needs of the Customer, an agreement will be negotiated to share the cost, subject to the City Council's approval.

3.27 NON-ELIGIBLE CUSTOMER GENERATOR SERVICE

3.27 (a) Authority. Sections 8-2-202, 8-2-203, 8-2-204 of the Burbank Municipal Code and the current City of Burbank Fee Resolution.

3.28 (b) Applicability. Applicable only to Customers who request to interconnect customer generation with the BWP electric system, and meet the following criteria:

(1) Proposed generation meets the California Energy Commission Renewable Portfolio Standard Eligibility Guidebook (Eligibility Guidebook) and BWP requirements per Appendix E.

(2) Generation that by virtue of its size (individually or in aggregate), does not meet the Net Energy Metering criteria in Section 3.25.

(a) Size will be determined using the CEC AC rating as follows:

Technology	**CEC-AC Nameplate Calculation**
Solar PV	(Qty of Modules) x (PTC Rating) x (Inverter Efficiency %) / 1000 = kW
Wind	(Qty of Turbines) x (Power Output) x (Inverter Efficiency %) / 1000 = kW
Fuel Cell	(Qty of Cells) x (Rated Output) x (Inverter Efficiency %) / 1000 = kW

(3) Proposed generation capacity will not exceed the actual historical minimum load or anticipated load for new facilities.

(4) Subject to the General Manager's discretion that additional renewable resource may be accommodated.

(5) Customer shall obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for construction, installation, design, operation, and maintenance of the generating facility. All reviews, approvals, and permits have been obtained through the City for the proposed generation.

Request to enter into such an agreement will be honored on a first-come-first-served basis until the time that the total rated interconnected generating capacity exceeds 5 percent of BWP's aggregate Customer peak demand.

3.27 (c) Billing and Credits. The Customer shall design, construct, and operate the proposed Customer generator in such a fashion to not inject electricity into the BWP electrical system. Any energy injected to the BWP electrical system will not be credited back to the Customer.

3.27 (d) Electrical Interconnection. Customer requesting interconnection must meet the requirements of 3.27 (b) and have a fully executed Interconnection Agreement (Appendix E) by the Customer and the General Manager on file at BWP, which contains strict requirements which in part are reflected in the Eligibility Guidebook. BWP reserves the right to interrupt the generator if power flows into the BWP electrical system, and charge the Customer for any generation deemed by BWP as not meeting the requirements of the interconnection agreement and to disconnect service as provided for in the interconnection agreement with the Customer

CITY OF BURBANK

WATER AND POWER

PART 4

RULES AND REGULATIONS GOVERNING WATER SERVICE

APPROVED:

Richard Wilson	**Date**
Assistant General Manager	
Water Systems	
Burbank Water and Power	

BurbankWaterAndPower.com

PART 4 RULES AND REGULATIONS GOVERNING WATER SERVICE

4.01 WATER CONSERVATION PLAN

4.01 (a) Pursuant to Sections 10616 through 10656 of the California Water Code and to the Department and City Council, Burbank has adopted an Urban Water Management Program which contains Burbank's water conservation measures, including metering, leak detection, public education, public information, home retrofit devices, landscape irrigation program, reuse program, rate structures, drought management plan, and other programs.

4.10 PROVISION OF WATER SERVICE

4.10 (a) BWP shall endeavor to render a dependable supply of potable water in quantities adequate to meet the reasonable needs of its Customers.

4.10 (b) BWP shall endeavor to maintain operating pressures at the service connection of not less than 25 pounds per square inch. Pressures may be lower at times of maximum demand or because of unusual elevations or other special conditions.

4.10 (c) The Customer is advised that in order to protect public water supplies, certain acts are by state law misdemeanors and, in some instances, punishable by imprisonment in the county jail or state prison. State law in this regard includes, but is not limited to, the following:

Section 498 Penal Code: This section includes stealing water, as well as diverting other utilities illegally, and taking water after service has been disconnected and the meter sealed, including unauthorized connection to fire hydrants.

Section 488 Penal Code: This section addresses permitting willful or neglectful seepage or overflow of water on adjacent lands, public or private roads or highways.

Sections 4450 to 4457 Health and Safety Code: These sections address acts which lead to the pollution of any conduit or reservoir.

4.11 CONTINUITY OF WATER SERVICE

4.11 (a) Whenever BWP shall find it necessary for the purpose of making repairs or improvements to the water system, it has the right to temporarily suspend the delivery of water. The making of such repairs or improvements will be completed as rapidly as may be practicable and at such times as will cause the least inconvenience to Customers. BWP will attempt to provide reasonable notice to Customers of such suspension when feasible, but shall not be liable for failure to do so.

4.12 INSPECTION

4.12 (a) BWP shall at all times have the right of ingress and egress to the Customer's premises at any time for any purpose connected with the furnishing of water.

4.13 DAMAGE TO PROPERTY

4.13 (a) The Customer shall at his own risk and expense, furnish, install, and keep in good and safe condition all apparatus and appliances which may be required for receiving, controlling, applying, and utilizing water furnished by BWP. BWP shall not be responsible for any loss or damage caused by the improper installation of such apparatus and appliances, negligence, want of proper care, or wrongful act of the Customer or any of his agents, employees, or licensees on the part of the Customer in installing, maintaining, using, operating or interfering with any such apparatus or appliances.

4.13 (b) BWP shall not be responsible for any damage occurring on the premises served, or elsewhere, by reason of open faucets, faulty fixtures, or broken pipes on such premises when service is turned on whether or not at that time there be any responsible interested person on the premises, nor for any damage resulting from the turning off of water service.

4.13 (c) Any damage occurring to meters or other appliances of pipes owned by BWP caused by carelessness or neglect of the Customer, including any damage which may result from hot water or steam from any boiler or heater on the Customer's premises, shall be paid for by the Customer on presentation of a bill by BWP.

4.13 (d) When any Customer or other person is determined to be the responsible party that has caused damage to a fire hydrant, fire service, blow off or other aboveground appurtenance, BWP shall charge that party the cost of repair plus the cost of water loss computed on the basis of duration of flow and the flow rate based on the type of land use zone in which the fire hydrant is located which are stipulated as follows:

Industrial zone -- 6,000 gallons per minute

Commercial zone -- 4,500 gallons per minute

Residential zone -- 3,000 gallons per minute

4.14 PUBLIC FIRE HYDRANTS

4.14 (a) The Chief of the Fire Department shall designate the size and location of all fire hydrants to be installed.

4.14 (b) Fire hydrants shall be installed in the parkway and/or sidewalk area adjacent to the curb. BWP will, upon request approved by the Chief of the Fire Department, change the location of fire hydrants within such strip when necessary, provided BWP is reimbursed for the cost of relocation.

4.14 (c) Fire hydrants are provided for the primary purpose of extinguishing fires and shall be used only by the Fire Department or BWP or their authorized representatives, or such other person as may be granted a permit by BWP to take water from a fire hydrant.

4.14 (d) In all cases where BWP grants a permit to take water from a fire hydrant, the permitted Customer shall use the eddy valve on the hydrant meter assembly to regulate the delivery of water. The fire hydrant valve shall be used only as a main supply valve. A special hydrant wrench shall be used to operate the hydrant valve. Use of the fire hydrant valve for functions of an eddy valve will be sufficient cause to prohibit further use of the hydrants and the refusal to grant subsequent permits for the use of fire hydrants.

4.14 (e) A backflow assembly (type RP, see Article 4.35) shall be required for authorized potable water fire hydrant usage.

4.14 (f) A permit to take water from a fire hydrant will specify the rate at which water from the hydrant will be sold. The charge will include the rental of a fire hydrant meter assembly and hydrant wrench.

4.14 (g) Public fire hydrants shall be installed where required and shall be paid for by the Customer and shall remain the property of BWP. Specifications for such service shall be established by BWP and shall provide for the installation of a mainline valve and fire hydrant assembly in accordance with BWP's standards.

4.14 (h) The cost of maintaining and repairing fire hydrants shall be paid by BWP.

4.14 (i) A fire hydrant flow test may be requested for sprinkler system design, insurance rating, or other purposes. BWP will perform the test or provide the flow test data off the computer hydraulic model upon payment of the appropriate fee.

4.15 PRIVATE FIRE SERVICES

4.15 (a) Private fire services shall be installed where required and shall be paid for by the Customer. BWP shall provide for the installation of a by-pass meter in accordance with BWP standards.

4.15 (b) An approved double check detector assembly or reduced pressure backflow assembly shall be installed, owned, maintained, and tested by the Customer and shall comply with all backflow prevention requirements of Section 4.35 of these Rules and Regulations. For fire services larger than 2", BWP responsibility for the fire line ends at the property line. For 2" fire services, BWP responsibility ends at the Customer's point of connection, which is the angle valve inside the concrete box adjacent to the curb.

4.15 (c) BWP will provide the customer with an estimate for the construction cost and fees associated with the customer's project. The construction cost estimate for the water works in the City's right-of-way will cover the cost of labor, material, equipment, paving, and other fees described in these Rules and Regulations. The estimate shall be paid in full and in advance of any work by BWP. The actual costs of installation will be determined after construction is completed. If the actual cost is less than the estimate, the customer will be refunded the difference. An additional deposit will be required before installation if there are changes to the original scope of work or a change in field conditions. The cost estimate is valid for one year. The customer shall contact Water Engineering/Planning Section to renew the cost estimate if the estimate is older than one year.

4.15 (d) The use or attempted use of water through any hydrant, sprinkler head, hose rack, or any other fire prevention device for any purpose other than directly in connection with fire protection purposes, without the prior written consent of BWP in each case, shall constitute illegal use and shall be cause for immediate discontinuance of the fire service. BWP will make no further deliveries of water through such service, and BWP will not maintain the service until a suitable meter (FM approved) of the type and size approved by BWP is installed in place of the existing backflow device and by-pass meter. The cost and expense of the installation of such meters shall be borne by the Customer and shall be paid in advance to BWP, based on the estimate by BWP of the cost of such installation.

4.16 CONSTRUCTION STANDARDS

4.16 (a) All construction associated with the water system shall be done in conformance with BWP standards. Standards may be modified for the convenience of BWP on a case by case basis.

4.16 (b) All domestic metered services 3-inch and larger shall be installed in a vault structure. Backflow prevention devices, including an approved double check detector assembly or reduced pressure assembly, shall be installed above grade. Existing single check valves (whether in a vault or above ground) are not in compliance with the current backflow standards and shall be replaced by the Customer (as required by BWP) with an approved aboveground backflow assembly.

4.16 (c) No meter services shall be installed in basements or parking structures.

4.20 APPLICATIONS FOR WATER SERVICE

4.20 (a) All Applicants for water service shall have given implied consent to such conditions of pressure and service as may from time to time exist, and to hold BWP harmless from, or on account of, any damage caused by, or arising out of, low pressure or high pressure, fluctuations of pressure, or interruptions of service.

4.20 (b) It shall be the Applicant's responsibility to ascertain the pressure at his premises, install and maintain any pressure booster pumps, pressure regulators, and relief valves as required.

4.20 (c) All requests for construction water or the use of BWP facilities for other temporary purposes shall be made on an approved application form. Charges associated with supplying such connections will be prepaid by the Applicant, and water consumed shall be paid for in conformance with these Rules and Regulations, including the rate schedules.

4.30 WATER CONNECTIONS

4.30 (a) When Application is made for service to premises to which a service connection has not already been installed, payment to BWP of the applicable fees and charges is required. The payment includes a Connection Fee (for production, transmission, and storage system capacity) and the estimated construction cost for the installation and materials needed to tap into the water main, install the service lateral, and set the meter (i.e., hook-up). BWP will furnish and install service pipe of suitable capacity as determined by the current Uniform Plumbing Code (UPC) from its water mains to the curb line or property line of the premises abutting upon a public street, highway, alley, lane, or

road along which BWP already has installed or will install water mains. The construction plans must show all proposed plumbing fixtures and location of the new service. The plans must be submitted to BWP for review prior to permit approval. No work by BWP will proceed prior to the Applicant's payment of the construction cost estimate.

4.30 (b) A Customer may request that the water service and meter be changed to a larger or smaller size. The water service and meter must be sized in accordance with the most current UPC plumbing fixture count table. A Customer requesting a change to a larger size shall pay the Construction Fee (Hook-up) associated with the larger size and shall pay the difference between the Connection Fee associated with the larger size and that of the existing size. A Customer requesting a change to a smaller size shall pay the Construction Fee associated with the smaller size. The construction plans must show both existing and new plumbing fixtures and the location of the proposed service. The plans must be submitted to BWP for review prior to permit approval. No work by BWP will proceed prior to the Applicant's payment of the construction cost estimate.

4.30 (c) The water service will end at the curb or property line at the option of BWP. The Customer shall be responsible for the expense of installation and maintenance of the lines on the Customer's side of the property line connecting to BWP's service at the meter's outlet where construction of the Customer's facilities began.

4.30 (d) BWP will furnish and install and, thereafter, maintain all meters, pipes, equipment, and materials for the water service and title to all such meters, pipe, equipment, and materials shall remain for all time at BWP. BWP title and responsibility on ¾-inch through two-inch water service shall end at the outlet side of the meter; the customer's ownership and responsibility begins with the meter gasket. For three-inch and larger meters, shall end at the outlet side of the vault in underground installations.

4.30 (e) Only duly authorized employees of BWP are allowed to connect the Customer's service or to disconnect same from BWP's water mains.

4.30 (f) Where location of the meter box or vault on the City side of the property line is not practicable, the meter box or vault shall be located on the Customer's premises at a point adjacent to the crossing of the service pipe with the property line or such other location that may be agreed upon by BWP at its option.

4.30 (g) BWP shall not be required to install or allow to remain installed a meter, which in BWP's opinion, will not accurately measure normal water flows.

4.30 (h) The water meter shall be accessible at all times for inspection, reading, and testing regardless of whether the meter is in public right of way or on the Customer's premises.

4.30 (i) Water meter boxes shall not be located within 3' of driveways, water vaults within 6', of driveways except at the option of BWP for its operating convenience. Water meter boxes shall not be located within 3' from top of "X", and 5' from parkway trees except at the option of BWP for its operating convenience. Refer to standard drawing, PSD 624 (location of service vault/box). A copy of the standard drawing may be provided by calling BWP Water Engineering at (818) 238-3500.

4.30 (j) If BWP finds that the Customer has caused damage to the public right of way as a result of Customer's construction on his own premises, such as due to trench slope, BWP shall notify the City's - Public Works Department.

4.30 (k) Where static water pressure is in excess of eighty (80) pounds per square inch or other pressure as may be stipulated by the City's adopted version of the Uniform Plumbing Code Section 1007 (b), an approved-type pressure regulator shall be installed by the Customer and the pressure reduced to eighty (80) pounds per square inch or less.

4.30 (l) All curb cocks or valves installed by BWP on the inlet side of the water meter shall be for the exclusive use of BWP and shall not be operated by anyone other than authorized employees of BWP.

4.30 (m) Each Customer's meter installation shall be provided with a suitable shut-off valve located within one foot of the meter, and there shall be no tap or branch between this valve and the meter.

4.30 (n) The Customer shall pay for a traffic rated vault and cover when the water service is within 3' of the driveway or any other area subject to traffic loads.

4.30 (o) Water services 2" and smaller may be relocated up to 10'- 0" laterally on property, and the relocation cost shall be paid by the Customer. Relocations greater than 10'- 0" will require abandonment of the old service, and installation of a new service shall be paid by the Customer.

4.30 (p) When a Customer requests a new service at a location where there is an existing main in the street available for the service, the Customer must pay the deposit and fees to place the new service in the street, and abandon an existing service from the main in the alley.

4.30 (q) A Customer shall not install any quick-closing valve or other equipment or devices which will cause excessive pressure surges in BWP's Water System. A violation of this subsection will be cause or immediate termination of service. The Customer will be liable for all damages resulting from the installation or use of any such equipment.

4.31 CONNECTION TO EXISTING WATER MAINS

4.31 (a) An Applicant applying for water service to a lot with no prior service, which is adjacent to a water distribution main, installed by or at direct cost to BWP according to BWP records, shall, before such application is accepted, pay to BWP a Water Distribution Main Charge. The charge shall be based on the entire footage of the lot as measured on the side adjacent to the main from which the service is to be taken.

Applicants for water service to a lot adjacent to a water main installed
shall pay a prorated share of the costs based on the original installation costs.

4.31 (b) An Applicant applying for water service to a lot which may be served from an alley, where no service is available from the street, shall be required to provide stub-outs to the street to within 4 feet of the curb line. Such stub-outs shall be adequately monumented as to location and include a detailed site plan with dimensions as to location. A site inspection will be required prior to sign-off. The Customer will also pay a Water Distribution Main Charge based on the front footage of the property on the street where the new main will eventually be constructed.

When the water service is required for fire protection, the supply line shall be designed to carry adequate fire flows from both the alley and the street sides of the system. A new fire service that is greater than 2 inches in size will not be connected to a 4 inch alley main.

When this occurs in a commercial/manufacturing/industrial area, and the main in the street is less than a 12" main, a Water Main Replacement Fee will be collected in addition to the deposit and fees to install the service.

When BWP installs a new water main in the street to replace an existing water main in the alley, property owners connected to the alley main must relocate their private building supply lines from the alley side of the property to the street side. BWP will cover the construction costs related to this relocation, including permit fees. Affected property owners will receive detailed instructions for the relocation process from BWP in advance.

4.31 (c) Where service may be provided from more than one water main fronting Applicant's property, the point of connection and meter location will be at BWP's discretion.

4.31 (d) The Customer shall pay for the abandonment of services no longer necessary to serve the property.

4.31 (e) Payment: BWP will provide the customer with an estimate for the construction cost and fees associated with the customer's project. The construction cost estimate for the water works in the City's right-of-way will cover the cost of labor, material, equipment, paving, and other fees described in these Rules and Regulations. The estimate shall be paid in full and in advance of any work by BWP. The actual costs of installation will be determined after construction is completed. If the actual cost is less than the estimate, the customer will be refunded the difference. An additional deposit will be required before installation if there are changes to the original scope of work or a change in field conditions. The cost estimate is valid for one year. The customer shall contact Water Engineering/Planning Section to renew the cost estimate if the estimate is older than one year.

4.32 MAIN EXTENSIONS

4.32 (a) An Applicant applying for water service where no water distribution main exists shall, before such application is accepted, pay the estimated cost of a main extension to the property to be served, based on BWP's estimate of the costs to extend a distribution main to the Applicant's property.

4.32 (b) The Applicant shall deposit with BWP the estimated amount of the cost to BWP of extending the distribution main to provide service to the Applicant's property, including administration and overhead. Upon receipt of this deposit, BWP will proceed with the plans for the installation of the water main extension. If upon completion of the installation, the actual cost is greater than the amount deposited, the Applicant shall pay the difference to BWP. If, however, the actual cost, including administration and overhead cost, is less than the estimated amount deposited, the difference will be refunded by BWP.

4.34 MAINLINE REPLACEMENTS

4.34 (a) BWP reserves the right to require mainline replacement if a development or redevelopment/tenant improvement does not meet current Water System standards or would demand more mainline capacity for consumption or fire suppression than existing facilities could adequately supply. BWP shall have the sole authority for making the determination of existing mainline capacity and the demand for capacity imputed to the development or redevelopment. The cost of any mainline replacement required to serve the development or redevelopment shall be borne entirely by the Applicant.

4.34 (b) All new water mains constructed in a residential zone will be 8 inches in diameter unless determined otherwise by BWP.

4.34 (c) If the existing mainline is less than 8 inches in diameter in any residential zone in street right-of-ways, fronting on a proposed development or redevelopment requiring service, the mainline shall be replaced in such streets at the expense of the Applicant. The replacement size shall be 8 inches in diameter. R-1 and R-2 zoning are exempt from this requirement.

4.34 (d) If the existing mainline is less than 12 inches in diameter in any Commercial, Manufacturing, or Industrial Zone in street right-of-ways fronting the proposed development or redevelopment requiring service, the mainline shall be replaced in such streets at the expense of the Applicant. The minimum size shall be 12 inch diameter.

The sole exceptions shall be for frontages on streets extending into areas of lower land uses, such that future replacement mains would clearly be less than 12 inches in diameter.

4.34 (e) In lieu of replacing existing water mains [as stated in Sections 4.34 (c) & 4.34 (d)], the Applicant may be required by BWP to pay an equivalent Water Main Replacement Fee (WMRF) if BWP determines that replacement of the mainline would not be in the best interest of BWP at that time. WMRF for both residential and commercial zones are shown in the Citywide Fee Schedule Section 7 (C). WMRF is based on 50% of the estimated cost to install 12" diameter pipe (commercial zones) or 8” diameter pipe (residential zones); however, in those instances where the Applicant owns the property on both sides of the street fronting the proposed future main, the Applicant shall pay 100% of the estimated cost.

4.34 (f) City government projects that are required to have mainline replacements under these Rules and Regulations shall be exempt from the Water Main Replacement Fee.

4.34 (g) If the water main fronting a new development or redevelopment/tenant improvement has been installed within ten years pursuant to Section 4.34 (e), the developer shall pay the WMRF as shown in the current Citywide Fee Schedule.

4.34 (h) Minor Tenant Improvement (TI) projects will be required to pay WMRF if a new water service is required. TI projects located on corner lots and require a new water service (domestic, fire, and/or irrigation), a WMRF will be applied only on the property frontage adjacent to the existing water main where the new service tap will occur.

4.35 BACKFLOW PREVENTION

4.35 (a) Should state law change or should there be a conflict between the state law and these Rules and Regulations; the state law shall govern. The State Water Board adopted its Cross-Connection Control Plan Handbook (CCCPH) on July 1, 2024 under the Safe Drinking Water Act (SDWA), which established enforceable Standards for California's Public Water Systems such as Burbank Water and Power (BWP). These standards are included in the BWP Cross-Connection Control Plan (CCCP).

Health, as amended, insofar as it is applicable to the protection of the water supply of BWP is hereby incorporated herein as if set forth in full.

4.35 (b) BWP is responsible to protect the public water supply from contamination by implementation of a cross-connection control program. The program includes, but shall not be limited to, the following elements:

(1) Operating rules as covered in this section of the Rules and Regulations for Water Service.

(2) Plan review for all proposed service connections to evaluate the premises for potential cross-connection.

(3) Conducting surveys to identify water user premises where cross-connections are likely to occur.

(4) Provisions for backflow protection by the water user.

(5) Provision of trained staff to carry out the program.

(6) Procedures for testing backflow assemblies.

(7) Maintenance of records of locations, tests, repairs of backflow assemblies.

4.35 (c) No water service connection to any premises shall be installed or maintained by BWP on which there exists, or there is suspected to exist, any actual or potential cross-connection between the public water supply and any other piping, fixtures, appliances, equipment, drains, or any system which might cause contamination or pollution through backflow or back-siphonage unless the water service

is protected as required by state law. All Applicants shall be required to pay a Plan Check Charge as set in the Burbank Fee Resolution for plan review. Single-family residences shall be exempt from this charge.

4.35 (d) BWP shall evaluate the Customer's premises for the degree of potential hazard to the public water supply. The abatement of cross-connections within the Customer's premises remains, however, the responsibility of the Customer, under the administrative control of the Los Angeles County Department of Health Services.

4.35 (e) The Customer shall be responsible for providing, installing, testing, and maintaining all required backflow prevention assemblies at their expense. The Customer will pay a monthly Backflow Prevention Assembly Charge for each backflow prevention assembly as set in the Burbank Fee Resolution. The Customer must provide testing by the due date, as shown on the Backflow Assembly Test Report. If testing is not provided to BWP by the due date as shown on the Backflow Assembly Test Report, BWP may hire a private plumber to do the testing and charge the customer the actual testing cost plus a $65.00 administrative fee.

4.35 (f) Any backflow prevention assembly required herein shall be a lead-free model and size approved by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California and listed on the Foundation's current list of *Approved Backflow Prevention Assemblies.*

4.35 (g) Backflow Prevention assemblies shall be installed in accordance with BWP Water Division Standard Plans.

(1) Backflow assemblies shall be installed to provide the clearances shown on the Standard Plans to facilitate inspection and maintenance.

(2) Backflow assemblies shall be installed as close to the water meter as practical, but in all cases before the first branch line.

(3) Backflow assemblies shall be installed outside the structure being served. Decorative screening, walls, and/or landscaping shall be approved by the Design Review Committee.

4.35 (h) It shall be the duty of the Customer, at any premises where backflow prevention assemblies are installed, to have certified inspections and operational tests made upon installation at least once per year. In those instances where BWP deems the hazard to be great, certified inspections may be required at more frequent intervals. These inspections and tests shall be at the expense of the Customer. BWP shall notify the Customer when testing of backflow prevention assemblies is needed. The notice shall contain the date when the test must be completed and returned to BWP. These assemblies shall be repaired, overhauled, or replaced within 30 calendar days at the expense of the Customer whenever said assemblies are found to be defective. Records of all tests, repairs, and maintenance shall be made available to BWP.

4.35 (i) The inspection, testing, and repairs of approved backflow assemblies shall be performed by a certified Backflow Prevention Assembly Tester licensed by the Los Angeles County Department of Health Services who must be registered with BWP’s online cross connection management portal.

Inspection reports must be submitted electronically through BWP's online cross connection management portal. Written reports will not be accepted.

4.35 (j) Service of water to any premises may be discontinued by BWP to insure the health and safety of all Customers of the public water supply:

(1) if a backflow assembly is not properly installed, tested and maintained, or

(2) if any defect is found in an installed backflow prevention assembly, or

(3) if it is found that a backflow prevention assembly has been removed or by-passed, or

(4) if unprotected cross-connection exist on the premises, or

(5) if a user supervisor has not been designated (if required), or

(6) if records of tests, repairs, and maintenance are not provided to the Department.

Service will not be restored until such conditions or defects are corrected, and any charges to BWP paid.

4.35 (k) BWP may, at its discretion, require an industrial water user to designate a user supervisor when the industrial Customer's premises have a multiple piping systems that conveys various types of fluids, some of which may be hazardous and where changes in the piping system are frequently made. The user supervisor shall be responsible for the avoidance of cross-connections during the installation, operation, and maintenance of the Customer's pipelines and equipment.

4.35 (l) The type of backflow protection that shall be provided shall be commensurate with the degree of hazard that exists on the Customer's premises.

(1) An approved air-gap separation is required for any premise where the public water supply is used to supplement a reclaimed water supply.

(2) An approved air-gap separation is required or, if approved by the California Department of Health Services, an approved reduced-pressure, principle backflow prevention assembly at the service connection may be provided in lieu of an air-gap for:

a. premises where there are wastewater pumping and/or treatment plants, and there is no interconnection with the potable water system. This does not include a single-family residence that has a sewage lift pump.

b. premises where reclaimed water is used, and there is no interconnection with the potable water system.

c. premises where hazardous substances are handled in any manner in which the substances may enter the potable water system. This does not include a single-family residence that has a sewage lift pump.

d. premises where there is an unapproved auxiliary water supply, which is interconnected with the public water system.

e. premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply.

(3) An approved lead-free reduced-pressure, principle backflow prevention assembly is required at the service connection for:

a. premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are or can be injected.

b. premises where there is an unapproved auxiliary water supply, and there are no interconnections with the public water system.

c. premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist.

d. premises where there is a repeated history of cross-connections being established or re-established.

e. premises where multiple domestic water services are installed on the same parcel with the potential of an interconnection between the water services.

(4) An approved lead-free double-check backflow prevention assembly is required at the service connection for premises where the fire system is supplied from the public water system.

4.36 TEMPORARY CONNECTION

4.36 (a) Temporary connections to BWP's water system must be in accordance with Article 4.20 (c), including the requirement for application and payment of fees.

4.36 (b) Temporary connections requiring use of public fire hydrants shall be made in conformance with the provisions of Article 4.14.

4.36 (c) Temporary connections involving usage of existing meter services, such as for demolition projects, shall be made in conformance with these Rules and Regulations, including the applicable fee schedules.

4.36 (d) BWP reserves the right to remove a Customer from use of a fire hydrant if the use is causing a disturbance to the water system.

Return of the deposit is subject to the payment for water used at the applicable rate and return of the fire hydrant meter in satisfactory condition. Damages to the hydrant meter shall be paid for by the Customer.

4.37 SPECIAL FACILITIES

The General Manager may establish and enforce charges and conditions for furnishing and supplying water service to any property of a character not adequately provided for in these water Rules and Regulations.

4.37 (a) Requirements. When water service is required for property at an elevation above sea level of eight hundred and ninety (890) feet or higher, payment of a Special Facilities Charge shall be required in addition to all other charges set forth in these Water Rules and Regulations before application for water service to the property can be accepted by BWP, except when the Special Facilities Charge has been paid by the previous Owner of and for the same parcel of land, or when water service can be obtained from an existing water main for which there is no Special Facilities Charge outstanding.

4.37 (b) Contents. Special Facilities Charge shall include the entire cost of the facilities required, including, but not limited to:

(1) Cost of the land for reservoir, booster pumping plant, water main to the reservoir site, and access roadway to the reservoir site, cost of the reservoir, booster pumping plant, water mains, and necessary equipment appurtenant thereto, and the cost of installation thereof; grading, paving, retaining walls, curbs, drainage work and structures; and other necessary works to make said water plant facilities a permanent operating water installation integrated with the water system of the City.

(2) Location, size, capacity, and other specifications for the design and construction shall be prescribed by the General Manager.

(3) All of the aforesaid land acquisitions, water plant, and installations, facilities, and equipment, shall be dedicated to the City as contribution of utility plant and integrated into the water system of the City.

4.37 (c) Refunds. When said Special Facilities water main extension is to be utilized to serve properties additional to that of the original Applicant for whom installed, BWP shall collect a Special Facilities Charge from the Owner of said additional property to be served, as a condition precedent to acceptance of the application and furnishing water service from said water main extension, and the amount so collected by BWP shall be refunded to such original Applicant. Collection of the Special Facilities Charge for the purpose of making a refund to the original Applicant shall be on a pro-rata basis, which shall be the ratio that the frontage or area paralleling the water main for that lot or parcel of land bears to the total frontage or area of all lots or parcels of land paralleling the same water main extension as aforesaid between elevation eight hundred ninety (890) feet and one hundred (100) feet below the bottom of the reservoir(s). To ascertain frontage, when said water main extension is entirely in, on, or over a lot or parcel of land owned by an Applicant for such water service, so that no other land ownership fronts on such water main extension, this Customer shall bear the full cost of said water main extension.

Refunds shall be made only if, as, and when Special Facilities Charges are collected from other Customers requiring service from this water main extension within fifteen (15) years of date of payment, and not otherwise. Any charges collected subsequent to said fifteen (15) year period shall become the property of BWP.

4.37 (d) Exception. The provisions of this section do not apply to any division of land processed pursuant to the provisions of Chapter 27 (Subdivisions) of the Burbank Municipal Code.

4.37 (e) Special Facilities. Special Facilities required for specific developments may be designed and constructed by the Developer if permitted by the General Manager. Design, plans, specifications, and construction shall meet with the General Manager's approval.

4.40 WATER METERS

4.40 (a) In all cases where a water meter is to be set, BWP will, insofar as is practicable, locate the meter at a point designated by the Customer.

4.40 (b) When the location of a water meter is to be changed at the Customer's request, the change will be made by BWP at cost, including administrative and overhead costs, prepaid by the Customer.

4.40 (c) In the event that a Customer questions a water bill pursuant to Article 1.41 and requests a meter test, BWP shall perform the test without charge to the Customer, provided that no such test shall have been performed on that service within the twelve months immediately preceding. If a meter test has been performed on that service within the twelve months immediately preceding, the Applicant shall be required to make a deposit with BWP before it will perform the meter test. If a water meter is found to register between 98 percent and 102 percent of correct, BWP considers the meter accurate by the standards of the water industry, and no adjustment to billings shall be made pursuant to Article1.41, and the deposit will be forfeited. If the meter is found to register outside of the range, the deposit will be refunded to the Customer and an adjustment made pursuant to Article 1.41.

4.40 (d) If an Applicant desires service for a hotel with restaurant facility, separate meters shall be required such that water for all restaurant purposes (except fire protection in the restaurant) is excluded from water leading to the balance of the facility. This measure is to facilitate wastewater billing.

4.40 (e) A separate irrigation meter will be required if the landscaped area is larger than 2,500 square feet or more than 50,000 gallons of potable water use.

4.41 UNMETERED WATER

It is generally the policy of BWP to not allow unmetered usage of water in Burbank except for extinguishing fires.

4.50 WATER SERVICE DISCONNECTION

4.50 (a) The use of water on any premises which may cause water or other matter to enter or be forced into BWP's water distribution system or if apparatus is connected to the service which may in any way be detrimental to the service rendered by BWP, to its other Customers or to the general public is prohibited and shall be considered by BWP to be a violation of the Rules and Regulations.

4.50 (b) The Customer may request that BWP turn-on or turn-off the water service at the City valve for the purpose of making repairs or changes to Customer's plumbing. The Customer will be billed for the turn-on or turn-off according to the rate set in the Burbank Fee Resolution.

CITY OF BURBANK
WATER AND POWER

PART 5
RULES AND REGULATIONS GOVERNING USE OF RECYCLED WATER

APPROVED:

Richard Wilson Assistant General Manager Water Systems Burbank Water and Power	**Date**

PART 5 RULES AND REGULATIONS GOVERNING USE OF RECYCLED WATER

5.01 PURPOSE

5.01 (a) The City does not have any naturally occurring water rights and must import all its potable water at substantial economic and environmental cost. To reduce the City's dependence on expensive and often drought limited imported potable water, tertiary treated wastewater collected and treated by the City's Public Works Department and distributed by BWP shall be made available for beneficial use as recycled water.

5.01 (b) The tertiary treated recycled water distributed by BWP is permitted for the following beneficial uses:

1. Surface Irrigation
2. Impoundments
3. Industrial or commercial cooling using a cooling tower or evaporative condenser
4. Priming drain traps
5. Industrial Process Water
6. Decorative fountains
7. Commercial laundries
8. Consolidation of backfill around potable water pipelines
9. Artificial snow making for commercial outdoor use
10. Commercial car washes
11. Industrial boiler feed
12. Backfill consolidation around nonportable piping
13. Soil Compaction
14. Mixing Concrete
15. Dust control
16. Cleaning roads, sidewalks, and outdoor work areas

5.01 (c) The use of recycled water is essential for the City's conservation and sustainability goals, increases the City's resilience for future droughts, and develops a viable local water supply

5.01 (d) Customers subject to mandatory recycled water use in accordance with section 5.02 below are required to utilize recycled water in place of potable water for all approved uses where economic and practical.

5.02 PARCELS SUBJECT TO MANDATORY USE OF RECYCLED WATER

Recycled Water Zones have been developed to determine mandatory recycled water use requirements. Recycled Water Zones 1 through 3 are delineated in the following manner:

(1) Zone 1 consists of parcels which are located adjacent to a current or proposed recycled water main.

(2) Zone 2 consists of parcels which will require an additional recycled water distribution main less than 250 feet long to serve the subject parcel with recycled water.

(3) Zone 3 consists of parcels which will require an additional recycled water distribution main greater than 250 feet but less than 1,000 feet long to serve the subject parcel with recycled water.

Recycled water use will be required for all parcels within Recycled Water Zones 1, 2, and 3 which have greater than 2,500 square feet of landscaped area or greater than 50,000 gallons per year of potable water use which can be substituted with recycled water. Residential parcels zoned R-1 and R-2 (single-family and duplex) are not permitted to utilize recycled water.

Parcels located in Recycled Water Zone 1, which are not exempt from mandatory recycled water use requirements, must convert to utilize recycled water upon notification by BWP that recycled water is available at the property. It is the parcel Owner's responsibility to modify their piping and equipment to lawfully use recycled water. Conversion to recycled water will be required within 180 days of notification by BWP of recycled water availability.

Parcels located in Recycled Water Zone 2 are subject to the same requirements as those in Zone 1. As BWP prepares to install a distribution lateral fronting the property, the Owner will be notified that recycled water will be available. Conversion to recycled water will be required within 180 days of notification by BWP of recycled water availability.

Parcels located in Recycled Water Zone 3 should prepare for the use of recycled water when the parcel undergoes new construction or a significant remodel. BWP will determine in the future when to serve these parcels.

When BWP constructs a recycled water main fronting a portion of a parcel, that parcel becomes subject immediately to the required use of recycled water and is reclassified as a Zone 1 parcel.

All properties located within Recycled Water Zones 1, 2, and 3 that are subject to the required use of recycled water will be exempt from the requirements of the model landscape ordinance. The use of recycled water, when required, will be a condition of potable water service.

5.03 APPLICATION AND APPROVAL

5.03 (a) An application for recycled water service shall be made in writing, signed by the Applicant, Owner, or Customer. A signed application is an agreement to comply with these rules and regulations governing the use of recycled water.

5.03 (b) The Customer is required to obtain approval to utilize recycled water from the Los Angeles County Department of Public Health (LACDPH) and State Water Resources Control Board Division of Drinking Water (DDW) and any other governmental approval applicable to such use prior to construction or implementation.

5.03 (c) The Customer must construct and/or modify their potable and recycled water systems to be horizontally and vertically separated and in compliance with the requirements of all applicable Federal, State, and local statutes, ordinances, and regulations.

5.04 SERVICE LINE

5.04 (a) Size, Location, and Installation of Service Line. BWP reserves the right to determine the size of the service lines, the service connections, the meters, and shall also have the right to determine the kind and size of backflow protection devices for potable and recycled water service. The service lines shall be lead-free and installed to the property line of the Customer's property, abutting the public street or easement of the recycled water main.

(1) BWP reserves the right to limit the area of land to be supplied by one service connection to one Owner. A service connection shall not be used to supply adjoining property of a different Owner. A homeowners association responsible for maintaining common area landscaping shall be considered one Owner.

(2) When property provided with a service connection is subdivided, such connection shall be considered as serving the lot or parcel of land that it directly or first enters. Additional mains and/or recycled water service lines will be required for all subdivided areas in accordance with the Rules and Regulations.

(3) All recycled water used on any premises must first pass through a meter. Customers shall be held responsible and charged for all recycled water passing through their meter(s).

(4) Every recycled water service line installed by BWP shall be equipped with a curb stop or gate valve on the inlet side of the meter. Such valve or curb stop shall be for the exclusive use of BWP in controlling the recycled water supply through the service line. The Customer is prohibited from using this valve. If the curb stop or valve is damaged by the Customer's use, the repair or replacement shall be at the Customer's expense.

(5) The Customer shall provide a suitable shut-off valve located within one foot downstream of the outlet side of the meter. There shall be no tap or branch between this valve and the meter. The valve shall be owned and maintained by the Customer.

(6) If the customer has multiple recycled water uses under Section 5.01(b), the customer may be required to install multiple dedicated recycled water services for one or more uses as directed by BWP, LACDPH, and/or DDW.

5.04 (b) Construction Fee (Hook up). The fee for providing the recycled water service line, meter, and ancillary facilities as set forth in these Rules and Regulations is the actual cost to BWP for the installation as set forth in the City of Burbank Fee Resolution. BWP will provide the customer with an estimate for the construction cost and fees associated with the customer’s project. The construction cost estimate for the water works in the City’s right-of-way will cover the cost of labor, material, equipment, paving, and other fees described in these Rules and Regulations. The estimate shall be paid in full and in advance of any work by BWP. The actual costs of installation will be determined

after construction is completed. If the actual cost is less than the estimate, the customer will be refunded the difference. An additional deposit will be required before installation if there are changes to the original scope of work or a change in field conditions. The cost estimate is valid for one year. The customer shall contact Water Engineering/Planning Section to renew the cost estimate if the estimate is older than one year. This fee may be waived for Customers who are required to convert their existing on-site uses to recycled water.

5.04 (c) Connection Fee. The Connection Fee for a new user who does not have an existing connection or who is increasing service/meter sizes shall be the same as for domestic services as set in the City of Burbank Fee Resolution. Credit shall be given for domestic services converted to recycled services provided the domestic service is abandoned. This fee may be waived for Customers who are required to convert their existing on-site uses to recycled water.

5.05 BACKFLOW PROTECTION

5.05 (a) A physical interconnection between the potable and the recycled water systems is prohibited. Separation of the potable and recycled water systems is essential to the protection of water quality in the potable system. BWP will perform regular inspection and/or testing to confirm this separation.

5.05 (b) If a premise is supplied with both potable water and recycled water, then backflow protection with an approved air gap (AG) must be provided at each potable water service connection. A reduced pressure principle (RP) backflow preventer may be used in-lieu only with the approval of DDW and BWP.

5.05 (c) Backflow preventers are not normally used on recycled water systems. However, BWP shall maintain water quality in the recycled distribution system. An approved lead-free backflow preventer may therefore be needed at a specific meter where on-site exposures could impact the quality of the recycled water supply (i.e. fertilizer injection, additions of corrosion inhibitors).

5.05 (d) An approved lead-free detector check assembly backflow device is required on all recycled water fire services. The meter on this assembly will be utilized to indicate prohibited connections to the recycled fire system.

5.05 (e) If potable water is temporarily used to supply the on-site recycled water system, the connection shall be protected with a reduced pressure principle (RP) device or approved air gap. The temporary connection will not be allowed unless the normal recycled water supply is physically disconnected.

5.06 SCHEDULING RECYCLED WATER

BWP reserves the right to control and schedule the time of use and volume of recycled water usage if scheduling is necessary for purposes including, but not limited to, the maintenance of an acceptable working pressure in the recycled water system and for providing reasonable safeguards in relation to public health.

5.07 ON-SITE RECYCLED WATER FACILITIES

5.07 (a) Any on-site recycled water facility shall be provided by the Applicant, Owner, or Customer, at the Applicant's expense. The Applicant, Owner, or Customer shall retain title to all such on-site facilities.

5.07 (b) On-site facilities shall conform to the requirements of Federal, State, and local agencies, in addition to these Rules and Regulations.

5.07 (c) A current set of record drawings of the on-site recycled water facilities shall be submitted to BWP. The drawings shall show both the recycled and the potable water systems. Copies of these drawings must be retained on-site for inspection at any time.

5.07 (d) On-site facilities must be approved by BWP, LACDPH, and DDW prior to the initiation of recycled water service and inspected at regular intervals thereafter for compliance with the Rules and Regulations.

5.07 (e) Hose bibbs shall not be installed on the recycled water system. Quick-couplers fitted with hose bibbs shall not be left unattended.

5.07 (f) Drinking fountains shall be placed beyond the range of or protected from the spray of recycled water.

5.07 (g) Parallel recycled and potable pipelines shall not be laid in a common trench and shall have no less than ten feet of horizontal separation.

5.07 (h) The recycled water system shall be operated to prevent or minimize runoff or discharge outside the Customer's area. Should the application rate exceed the soil infiltration rate, an automatic system shall be used to program several shorter duration watering cycles to control runoff.

5.07 (i) Any changes to the on-site recycled water system or operating procedures shall be reported to BWP in writing.

5.07 (j) All recycled water use signs must display an international symbol similar to that shown in Figure 60310-A in California Code of Regulations (CCR) Title 22 § 60310(g).

5.08 NEW RECYCLED WATER FACILITIES

5.08 (a) An application for recycled water service shall be submitted to BWP prior to commencing construction.

5.08 (b) A Customer may also be required to submit an application for recycled water use to the Los Angeles County Department of Public Health and, if required, DDW, and their approval must be obtained prior to commencing construction. These agencies may require inspection of recycled facilities during construction.

5.08 (c) Prior to commencement of service to any on-site system using recycled water, the installed system shall be tested under active conditions for compliance with the Rules and Regulations.

5.09 CONVERSION OF EXISTING FACILITIES TO RECYCLED WATER

5.09 (a) Where it is planned that an existing potable water system be converted to a recycled water facility, the facilities to be converted to recycled water shall be investigated in detail, including a review of any record drawings, preparation of required reports, and determinations by BWP of measures necessary to bring the system into full compliance with the Rules and Regulations The owner is responsible to lawfully modify their system to use recycled water and will do so at their expense.

5.09 (b) No existing potable water facilities shall be connected to or incorporated into the recycled water system without BWP, LACDPH, and DDW approval.

5.09 (c) The converted recycled water facility shall be tested under active conditions for compliance with the Rules and Regulations.

5.10 MARKING OF ON-SITE PIPES AND APPURTENANCES

5.10 (a) All recycled water and potable water piping and appurtenances must be identified in accordance with the Recycled Water User Manual developed by the Los Angeles County Recycled Water Advisory Committee. This manual is available from BWP or on the internet at https://www.lacsd.org/waterreuse.The owner is responsible for complying with all applicable Federal, State, and local statutes, ordinances, and regulations.

5.11 ON-SITE SUPERVISOR

5.11 (a) Operation and Surveillance. The operation and surveillance of on-site recycled water systems, whether they are public or private, shall be under the management of an on-site supervisor designated by the user and approved by BWP.

5.11 (b) Identification of Supervisor. The identity of the current on-site supervisor will be kept by the LACDPH as well as BWP. It is the responsibility of the user to give notice of any changes in this position.

5.11 (c) Responsibility of Supervisor. The on-site supervisor shall be responsible for the installation and use of pipelines and equipment in accordance with the Rules and Regulations set forth by BWP, as well as applicable Federal, State, and local statutes.

Although the on-site supervisor shall oversee the day-to-day operations of on-site facilities, BWP reserves the right to enter the user's premises for the purpose of inspecting on-site water facilities and areas of water use to ensure compliance with said Rules and Regulations.

5.12 INSPECTION OF FACILITIES

5.12 (a) BWP reserves the right to inspect the premises to assure compliance with these requirements. Inspection may include the domestic water system if the likelihood of cross-connection hazards exists. The following inspections will be performed:

- Annual visual inspection to ensure compliance with recycled water identification requirements including, but not limited to, signage, labeling, and irrigation system components.

- Shutdown test to detect the presence of physical cross-connections between on-site potable and recycled water piping.

5.12 (b) Customer shall have the on-site supervisor accompany BWP's inspector during the inspection. Customer shall have available at time of inspection, current plans of both the domestic and recycled piping system.

5.12 (c) Failure to comply with these inspection requirements may result in a suspension of recycled and potable water service to the property.

5.13 WARNING SIGNS AND LABELS

5.13 (a) Warning signs shall be visibly posted at all reasonable entrances to notify the public where the recycled water is being used and that it is unsafe to drink.

5.13 (b) The size and placement of the signs will be dependent on the nature of the facility. A detailed plan showing placement of signs and their size shall be submitted for approval prior to establishing recycled water service.

5.13 (c) As a minimum, signs shall be no smaller than 8" x 4" with 1/2" letters labeled RECYCLED WATER - DO NOT DRINK.

5.14 PROPERTY OWNER'S RESPONSIBILITY

5.14 (a) If a property utilizing recycled water is sold or the financial responsibility for payment of the recycled water bills is transferred, the application and approval for recycled water service shall be void. The new Owner or operator must reapply for recycled water service in accordance with these Rules and Regulations.

5.14 (b) Property Owner agrees that all leases of a property utilizing recycled water will include language regarding the use of recycled water and compliance with these Rules and Regulations.

5.15 RECYCLED WATER FOR WATER TRUCKS AND MOBILE SWEEPERS

5.15 (a) Recycled water shall be made available to water trucks for use in landscape irrigation, dust control, or construction activities and mobile sweepers for pavement sweeping.

5.15 (b) The water truck or mobile sweeper shall contain an approved air gap between the filler tube and the tank to prevent back-siphonage. The vehicle shall be clearly labeled RECYCLED WATER - DO NOT DRINK.

5.15 (c) Applicant shall first comply with and execute a Temporary Recycled Water Use Agreement. Agreement requires the following:

(1) Applicant shall be a contractor licensed by the State of California.

(2) Applicant shall have a City Business License.

(3) Applicant shall maintain a log of all transfers of recycled water. Any transfers outside the City must be authorized by BWP.

(4) Applicant shall attend training session on the use of recycled water.

(5) All vehicles to be used for the transfer of recycled water shall be inspected by BWP before use is authorized.

(6) All required fees and deposits shall be paid before use is authorized.

(7) Water trucks that utilize recycled water are not allowed to convert back to use for potable water.

CITY OF BURBANK

WATER AND POWER

PART 6

WATER RATES, FEES, AND CHARGES

APPROVED:

Richard Wilson	**Date**
Assistant General Manager	
Water Systems	
Burbank Water and Power	

PART 6 WATER RATES, FEES AND CHARGES

Water supplied to the City used for extinguishing fires, sewer flushing, storm drain flushing, and street sweeping shall be supplied free of charge.

Current Water Rates, Fees (including development fees and plan reviews), and Charges are enumerated in the current City of Burbank Fee Resolution, Article XI, Water Rates and Charges, on file at the City Clerk's Office, and on our website at https://www.burbankwaterandpower.com/water/water-rates-and-charges (Current Rate Resolution).

6.01 SINGLE FAMILY RESIDENTIAL SERVICE RATES

6.01 (a) Applicability. The rates herein set forth shall be applicable to all metered water within the City serving single-family homes.

6.01 (b) Rates. The single-family residential service water charge shall be made on a monthly basis and shall be the sum of a *Water Availability Charge*, a *Quantity Charge*, and a *Water Cost Adjustment Charge (WCAC)*, provided that the charge shall be no less than a *Minimum Charge* each determined as follows:

6.01 (c) Water Availability Charge. The Water Availability Charge for all size meters shall be a monthly fee as set in the Current Rate Resolution.

6.01 (d) Quantity Charge. The Quantity Charge shall be computed using the rate in the Current Rate Resolution.

6.01 (e) Water Cost Adjustment Charge (WCAC). The WCAC shall be computed using the formula in the Current Rate Resolution. See Section 6.08 for more details.

6.01 (f) Minimum Charge. The minimum charge per Customer shall be the *Water Availability Charge*.

6.02 MULTI-FAMILY RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL SERVICE RATES

6.02 (a) Applicability. The rates herein set forth shall be applicable to all metered water within the City serving multi-family residential, commercial, industrial, the City and schools.

6.02 (b) Rates. The total charge shall be the sum of a *Water Availability Charge*, a *Quantity Charge*, and a *Water Cost Adjustment Charge (WCAC)* as established in the Current Rate Resolution. The charges are determined as follow:

6.02 (c) Water Availability Charge. The Water Availability Charge for all size meters shall be a fixed monthly fee as set in the Current Rate Resolution.

6.02 (d) Quantity Charge. The Quantity Charge shall be computed using the rate in the Current Rate Resolution. ~~Summer rate is applicable from June 1 thru October 31, and non-summer rate is applicable from November 1 thru May 31.~~

6.02 (e) Water Cost Adjustment Charge (WCAC). The WCAC shall be computed using the formula in the Current Rate Resolution. See Section 6.08 for more details.

6.02 (f) Minimum Charge. The minimum charge per Customer shall be the *Water Availability Charge*.

6.02 (g) Water Efficiency Non-Compliance Surcharge. A surcharge will be applied to multi-family, commercial, and industrial services which are not in compliance with the City's Water Efficiency Ordinance. Surcharges are set in the Current Rate Resolution as a percentage of all water charges for the first year and doubled in subsequent years of non compliance.

6.03 TEMPORARY WATER SERVICE RATES

6.03 (a) Rates. The monthly charge for temporary metered water service shall be the sum of a *Processing Fee*, a *Quantity Charge*, and a *Water Cost Adjustment Charge (WCAC)*. In addition, if a fire hydrant meter is required for the temporary service, a *Rental Rate* will be charged.

6.03 (b) Processing Fee and Deposit. A processing fee shall be charged to initiate a temporary water service account. Customer shall pay a specified deposit to secure the return of the fire hydrant meter, eddy valve, and valve wrench. The processing fee and hydrant deposit are specified in the Current Rate Resolution.

6.03 (c) Service Charge. For metered services, the charge will be the Water Availability Charge per section 6.02.

6.03 (d) Quantity Charge and WCAC. The Quantity Charge and WCAC shall be two times the rates specified under Section 6.02.

6.03 (e) Estimated Monthly Billing. A charge, specified in the City Current Rate Resolution, shall be made to cover the expense of each month for each meter not returned for reading and checking as provided in Article 4.36 (d), *obtaining correct reading, and inspecting the meter assembly*.

6.03 (f) Rental Rate. Fire hydrant meters shall be rented at the rate specified in the Current Rate Resolution.

6.04 PRIVATE FIRE PROTECTION SERVICE RATES

6.04 (a) Applicability. These rates shall apply to a Customer for service for private fire lines used exclusively for fire protection, whether said lines are connected to an automatic sprinkling system or to a hose attachment.

6.04 (b) Rates. The total monthly bill shall be the sum of a *Water Availability Charge*, a *Water Cost Adjustment Charge (WCAC)*, and a *Quantity Charge*.

6.04 (c) Water Availability Charge. The monthly Water Availability charge shall be as specified in the Current Rate Resolution.

6.04 (d) Quantity Charge and WCAC. For all water supplied (as recorded by the detector check valve bypass meter) other than for fire extinguishing purposes, a charge shall be made at a rate three times those specified in Section 6.02. Where water is used for purposes not reasonably related to fire protection, the Division shall either discontinue service or place an FM meter on the service at the Customer's expense and change the applicable rate schedule from Private Fire Protection Service to the rate as specified in Section 6.06.

6.05 UNMETERED CITY LANDSCAPE SERVICE

6.05 (a) Applicability. Unmetered service for the landscape irrigation of areas less than 100 square feet is available to City of Burbank facilities.

6.05 (b) Charges. The charges for an unmetered landscape service shall be the sum of a *Water Availability Charge*, a *Quantity Charge*, and a *Water Cost Adjustment Charge* for one unit for each location as established in the Current Rate Resolution. Cumulative billing for unmetered City landscape service may be approved by the BWP General Manager.

6.06 COMBINATION DOMESTIC/FIRE SERVICE RATE

6.06 (a) Applicability. Combination domestic and fire water service through an FM meter.

6.06 (b) Rates. The total charge shall be the sum of a *Water Availability Charge*, a *Quantity Charge*, and a *Water Cost Adjustment Charge (WCAC).*

6.06 (c) Water Availability Charge. The Water Availability charge shall be based upon the nominal meter size, with charges as specified in the Current Rate Resolution.

6.06 (d) Quantity Charge, Water Cost Adjustment Charge. The *Quantity Charge* and a *Water Cost Adjustment Charge (WCAC)* shall be as established in the Current Rate Resolution.

6.08 WATER COST ADJUSTMENT CHARGE (WCAC)

6.08 (a) Purpose. The Quantity Charge specified in previous sections is subject to a water cost adjustment charge as specified in this Section in order to compensate the City for its varying costs of purchasing or producing water. The WCAC can be adjusted monthly and shall be calculated to the nearest five mills ($0.005).

6.08 (b) Formula. The adjustment shall be determined in accordance with the following formula:

$$\text{Adjustments (mills per unit)} = 1000 \times \frac{\text{Estimated Water Costs}}{\text{Estimated Units of Water Sales} \times .95}$$

6.08 (c) Definitions.

Estimated Water Costs shall mean the total cost to the City of purchased water delivered to the City from the Metropolitan Water District (MWD) or other independent suppliers, related MWD charges such as Readiness to Serve Charge, New Demand Charge, Treated Water Peaking Charge and Connection Maintenance Charge, pumped groundwater inventory charges, chemical costs for treating the water, including granular activated carbon, compliance water testing, Upper Los Angeles River Area (ULARA) Watermaster expense related to the maintenance, protection and/or development of basin water resources, and the total cost to the City for electric power to pump water. All such costs shall be estimated monthly by the BWP General Manager for the next 12-month period and adjusted by any under or over-collections of water costs experienced by the City. The Council will be advised of any changes in the WCAC rate.

Estimated Units of Water Sales shall mean the hundreds of cubic feet of potable water sales for the next 12-month period as estimated by the BWP General Manager.

6.09 RECYCLED WATER SERVICE, SCHEDULE RG-1

6.09 (a) Applicability. The rates herein set forth shall be applicable to all metered recycled water service within the City.

6.09 (b) Rates. The recycled water charge shall be made on a monthly basis and shall be the sum of a *Water Availability Charge* and a *Quantity Charge*.

6.09 (c) Water Availability Charge. The Water Availability Charge for all size meters shall be a monthly fee as set in the Current Rate Resolution.

6.09 (d) Quantity Charge. The Quantity Charge shall be computed using the rate in the Current Rate Resolution. The rate in the Current Rate Resolution is equivalent to 85% of the cost the average landscape water user would pay annually for the equivalent volume of potable water.

6.10 TEMPORARY RECYCLED WATER SERVICE RATE

6.10 (a) Recycled water service for water trucks is governed under Section 5.15 of the Rules and Regulations. The charge for water trucks using recycled water shall include a *Processing Fee* and a *Monthly Service Charge*.

6.10 (b) Processing Fee. A processing fee shall be charged to initiate a temporary recycled water service agreement.

6.10 (c) Service Charge. A service charge per month or portion thereof shall be assessed to cover the administration of the temporary service and the quantity charge for the recycled water used.

6.10 (d) Recycled Water Hydrant. Temporary water service from a recycled water hydrant shall be charged the same as from a domestic fire hydrant under Section 6.03.

6.10 (e) Estimated Monthly Billing. A charge, specified in the Current Rate Resolution, shall be made to cover the expense of each month for each meter not returned for reading and checking as provided in Article 4.36 (d), *obtaining correct reading, and inspecting the meter assembly*.

6.10 (f) Rental Rate. Hydrant meters shall be rented at the rate specified in the Current Rate Resolution.

6.11 PHYSICAL SOLUTION WATER COST

6.11 (a) Applicability. The water rights in the Upper Los Angeles River Area were established by the JUDGMENT AFTER TRIAL BY COURT in Superior Court Case No. 650079, entitled The City of Los Angeles, A Municipal Corporation, Plaintiffs, vs. City of San Fernando, et al., Defendants (Judgment). Under the Judgment, certain parties have rights to extract Physical Solution Water from the underlying groundwater basin upon payment of specified charges to the City of Burbank (City). Valhalla and Lockheed have the right to annually extract 300 acre-feet and 25 acre-feet of water, respectively.

From time to time, other property owners, not covered by the Judgment, have a need to produce ground water for temporary and/or long term dewatering activities relating to construction, building foundations, basements or underground facilities. The water is typically discharged to a storm drain or sewer.

The City shall be compensated for the removal of this water from the groundwater basin since all groundwater water extracted in the City is deducted from the City's groundwater allotment.

6.11 (b) Rates. The charge for this water will be the *Physical Solution Water Charge* plus an *Administrative Fee.*

6.11 (c) Physical Solution Water Charge. The method of calculating the rate for the amounts of water extracted by Valhalla and Lockheed described in Section 6.11 (a) above is stipulated in the Judgement and is defined as Los Angeles Department of Water and Power's average cost of water, minus their lifting cost.

Valhalla, Lockheed, and other property owners do not have the right to extract groundwater in excess of the amounts described in Section 6.11 (a). However, the City may allow these extractions and sets the rate at the equivalent cost to provide potable water during the summer.

The cost per acre-foot of Physical Solution water is set in the Current Rate Resolution.

6.11 (d) Administrative Fee. A monthly Administrative Fee as set in the Current Rate Resolution will be added to the monthly billing. This fee is also stipulated in the Judgment.

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CITY OF BURBANK

WATER AND POWER

PART 7

RULES AND REGULATIONS GOVERNING FIBER OPTIC SERVICE

FIBER OPTIC ~~RATES~~, FEES, AND CHARGES

APPROVED:

_____ _____

DANIEL LIPPERT **Date**
Acting Assistant General Manager
Operations Technology
Burbank Water and Power

PART 7 RULES AND REGULATIONS GOVERNING FIBER OPTIC SERVICE FIBER OPTIC ~~RATES,~~ FEES, AND CHARGES

7.10 GENERAL SERVICE CONDITIONS

7.10 (a) BWP shall maintain the fiber optic cable from any manhole, pullbox, vault or pole to the Customer's point of demarcation.

7.10 (b) The Customer is responsible for applying their own equipment and signal for dark fiber services.

7.10 (c) The Customer shall contact BWP well in advance of any new, upgraded or relocated fiber optic installations.

7.10 (d) The Customer shall make an appointment to meet with BWP and conduct a job site walk-through to determine the type of service and to mutually agree on a point of termination prior to any work being performed.

7.10 (e) The Customer has the responsibility to determine if any proposed building construction places BWP's existing fiber optic facilities in conflict with any federal, state or local codes. Any temporary or permanent relocation of BWP facilities to accomplish a project will require all costs be borne by the Customer.

7.10 (f) BWP must review commitments made to a Customer, for any service installation, if more than 12 months have elapsed between the initial meeting and the start of construction.

7.10 (g) Although BWP will make every effort to provide Customers with quality, reliable, continuous fiber optic service, BWP makes no guarantees to system interruptions specifically caused by weather, earthquakes or any other conditions beyond the control of BWP.

7.10 (h) Any extension or connection to the fiber network shall be paid by the party requiring the extension or connection.

7.10 (i) To ensure the safety of BWP personnel, it is <u>mandatory</u> that all Customer work on Burbank fiber optic cable be coordinated with BWP representatives.

7.10 (j) No user shall be granted direct physical access to the fiber network in the public right-of-way.

7.10 (k) All City-owned fiber extensions will include fiber for the City's use without restriction.

7.10 (l) Maintenance of fiber extensions will be shared based on fiber allocations.

7.10 (m) A fiber use agreement is <u>not</u> a franchise.

7.10 (n) No exclusive rights to service will be granted to any company for communication services.

7.20 FIBER OPTIC ~~RATES,~~ FEES, AND CHARGES

7.20 (a) Authority comes from Sections 8-2-203, 8-2-212, and 8-2-213 of the Burbank Municipal Code, and the current City of Burbank Fee Resolution.

7.20 (b) All agreements are subject to approval by the Council.

7.20 (c) Agreements shall have a minimum term of one year.

7.20 (d) Credit worthiness and disconnection of service for non-payment are to be consistent with the current Rules and Regulations.

CITY OF BURBANK WATER AND POWER

APPENDICES

BurbankWaterAndPower.com

APPENDIX A

HARMONICS

A1. Nature of Harmonics

Harmonics are integral multiples of the fundamental frequency. For example, for 60 Hz power systems, the second harmonic would be 2·60 or 120 Hz and the third harmonic would be 3·60 or 180 Hz.

Harmonics are caused by devices that change the shape of the normal sine wave of voltage or current in synchronism with the 60 Hz supply. In general those include three-phase devices in which the three phase coils are not exactly symmetrical, and single and three-phase loads in which the load impedance changes during the voltage wave produce a distorted current wave such as the magnetizing current in a coil with an iron core. It can be shown that a distorted wave can be made up of a fundamental and harmonics of various frequencies and magnitudes.

Inductive reactance varies directly as the frequency so that the current in an inductive circuit is reduced in proportion to the frequency for a given harmonic voltage. Conversely, capacitive reactance varies inversely as the frequency so that the current in a capacitive circuit is increased in proportion to the frequency for a given harmonic voltage. If the inductive reactance and the capacitive reactance in a series circuit are the same, they will cancel each other, and a given harmonic voltage will cause a large current to flow limited only by the resistance of the circuit. This condition is called resonance, and is more likely to occur at the higher harmonic frequencies.

A2. Characteristics of Harmonics

The harmonic content and magnitude existing in any power system is largely unpredictable and effects will vary widely in different parts of the same system because of the different effects of different frequencies. Since the distorted wave is in the supply system, harmonic effects may occur at any point on the system where the distorted wave exists; this is not limited to the immediate vicinity of the harmonic-producing device. Where power is converted to direct current or some other frequency, harmonics will exist in any distorted alternating component of the converted power.

Harmonics may be transferred from one circuit or system to another by direct connection or by inductive or capacitive coupling. Since 60 Hz harmonics are in the low-frequency audio range, the transfer of these frequencies into communication, signaling, and control circuits employing frequencies in the same range may cause objectionable interference. In addition, harmonic currents circulating within a power circuit reduce the capacity of the current-carrying equipment and increase losses without providing any useful work.

A3. Harmonic-Producing Equipment

(1) Arc Equipment.

Arc furnaces and arc welders have a changing load characteristic during each half-cycle that demands harmonic currents from the supply system. Normally these do not cause very much

trouble unless the supply conductors are in close proximity to communication and control circuits or there are large capacitor banks on the system.

(2) Gaseous Discharge Lamps.
Fluorescent and mercury lamps produce small arcs and, in combination with the ballast, produce harmonics, particularly the third. Experience shows that the third-harmonic current may be as high as 30% of the fundamental in the phase conductors and up to 90% in the neutral where the third harmonics from each phase add directly, since they are displaced one third of a cycle. This is why the NEC [9] requires a full neutral for circuits supplying this type of load.

(3) Rectifiers.
Half-wave rectifiers, which suppress alternate half-cycles of current, generate both even and odd-numbered harmonics. Full-wave rectifiers tend to eliminate the even-numbered harmonics and usually diminish the magnitude of the odd-numbered harmonics.

The major producer of harmonics is the controlled rectifier, which chops the ac wave, particularly near the peak of the cycle. Since the wave shapes of both the input and the output depend upon the control setting to start rectification, both the shape of the input and output waves and, hence, the frequency and magnitude of the harmonics will vary with the setting of the control. Large rectifiers, which are frequently supplied from six and twelve-phase transformer connections to produce smoother direct current, will produce different harmonics than those supplied from a three-phase system.

Phase-controlled rectifiers used to provide variable-speed drives for dc motors, or used as frequency changers to provide variable-speed drives for ac motors, are major sources of harmonics.

(4) Rotating Machinery.
Normally the three phase coils of both motors and generators are sufficiently symmetrical that any harmonic voltages generated from lack of symmetry are too small to cause any interference. The nonlinear characteristics of the stator iron can produce appreciable harmonics, especially at high-flux densities.

(5) Induction Heaters.
Induction heaters use 60 Hz or higher frequency power to induce circulating currents in metals to heat the metal. Harmonics are generated by the interaction of the magnetic fields caused by the current in the induction heating coil and the circulating currents in the metal being heated. Large induction heating furnaces may create objectionable harmonics.

(6) Capacitors.
Capacitors do not generate harmonics. However, the reduced reactance of the capacitor to the higher frequencies magnifies the harmonic current in the circuit containing the capacitors. In cases of resonance, this magnification may be very large. High harmonic currents may

overheat the capacitors. In addition, the high currents may induce interference with communication, signal, and control circuits.

Special capacitors prescribed by equipment manufacturers are required to perform satisfactorily under actual operating conditions. Thus the manufacturer must be furnished the harmonic voltage content of the power supply to determine the correct type to be used.

A4. Reduction of Harmonic Effects

Where harmonic interference exists, the regular measures of increasing the separation between the power and communication conductors and the use of shielded communication conductors should be considered. Where capacitor banks magnify the harmonic current, the capacitors should be changed to suitable types or removed. Where resonant conditions exist, the capacitor bank should be changed in size to shift the resonant point to another frequency. Where harmonics pass from a power system to a communications, signal, or control circuit through a direct connection such as a power supply, filters may be required to suppress or short-circuit the harmonic frequencies.

During preliminary meetings with the supplying utility, the anticipated harmonic analysis of the power supply should be determined. This information, coupled with that provided by the manufacturer of any equipment to be installed that may generate a voltage distortion (along with appropriate safety factors), can be used to govern the specifications or the application of other equipment that may be exposed to the harmonic voltage condition.

SOLUTIONS FOR HARMONICS PROBLEMS

According to the proposed IEEE 519 Standard, limits are set for harmonic current and voltages as follows:

Voltage Limits

Primary Distribution	5% THD
At Load	8% THD

Maximum Harmonic Current Distortion in % of Fundamental

Harmonic Order (odd only)

I_{SC}/I_L	<11	11-15	17-21	23-33	>33	THD
<20	4.0	2.0	1.5	0.6	0.3	5.0
20-50	7.0	3.5	2.5	1.0	0.5	8.0
50-100	10.0	4.5	4.0	1.5	0.7	12.0
100-1000	12.0	5.5	5.0	2.0	1.0	15.0
>1000	15.0	7.0	6.0	2.5	1.4	20.0

I_{SC}=Maximum short circuit current at the point of common coupling (PCC).

I_L= Maximum load current (fundamental frequency) at PCC.

Even harmonics are limited to 25% of values in the table.

APPENDIX B

RANGE OF OBJECTIONABLE VOLTAGE FLICKER

Certain types of utilization equipment such as motors have a high initial inrush current when turned on and impose a heavy load at a low power factor for a very short time. This sudden increase in the current flowing to the load causes a momentary increase in the voltage drop along the distribution system, and a corresponding reduction in the voltage at the utilization equipment. A voltage dip of 1/4-1/2% will cause a noticeable reduction in the light output of an incandescent lamp and a less noticeable reduction in the light output of gaseous discharge lighting equipment.

In general, the starting current of a standard motor averages about 5 times the full-load running current. The approximate values for all ac motors over 1/2 hp are indicated by a code letter on the nameplate of the motor. The values indicated by these code letters are given in ANSI/NEMA MGO-1978[8] and also in Article 430 of the NEC [9].

A motor requires about 1 kVA for each motor horsepower in normal operation, so the starting current of the average motor will be about 5 kVA for each motor horsepower. When the motor rating in horsepower approaches 5% of the secondary unit substation transformer capacity in kilovolt-amperes, the motor starting apparent power approaches 25% of the transformer capacity which, with a transformer impedance voltage of 6-7%, will result in a noticeable voltage dip on the order of 1%.

In addition, a similar voltage dip will occur in the wiring between the secondary unit substation and the motor when starting a motor with a full-load voltage drop on the order of 4 or 5%. However, the voltage drop is distributed along the circuit so that maximum dip occurs only when the motor is moved from the far end to the beginning of the circuit, the voltage drop in the circuit approaches zero. As the affected equipment is moved from the far end to the beginning of the circuit, the voltage dip remains constant up to the point of connection of the motor and then decreases to zero as the equipment connection approaches the beginning of the circuit.

The total voltage dip is the sum of the dip in the secondary unit substation transformer and the secondary circuit. In the case of very large motors of several hundred to a few thousand horsepower, the impedance of the supply system should be considered.

Where loads are turned on and off rapidly as in the case of resistance welders, or fluctuate rapidly as in the case of arc furnaces, the rapid fluctuations in the light output of incandescent lamps, and to a lesser extent, gaseous discharge lamps, is called flicker. When flicker continues over an appreciable period, voltage variations as low as 1/2% may be objectionable. If utilization equipment involving rapidly fluctuating loads is on the order of 10% of the capacity of the secondary unit substation transformer and the secondary circuit, accurate calculations should be made using the actual load currents and system impedance to determine the effect on lighting equipment.

Figure B1 may be used to determine whether voltage fluctuations will cause objectionable fluctuations in the light output of incandescent lamps. The borderline of irritation curve starts with a voltage change of 1% at a frequency of 7 fluctuations per second and increases to about 6% at 1 fluctuation per minute. The range between permissible flicker and objectionable flicker is due to the fact that some people are

bothered more than others. Also, the effect of flicker depends upon lighting intensity and working conditions. Tests have indicated that flicker that is irritable to some people is hardly noticed by other people. Flicker is more of a problem with incandescent lighting than with fluorescent and high-intensity discharge types.

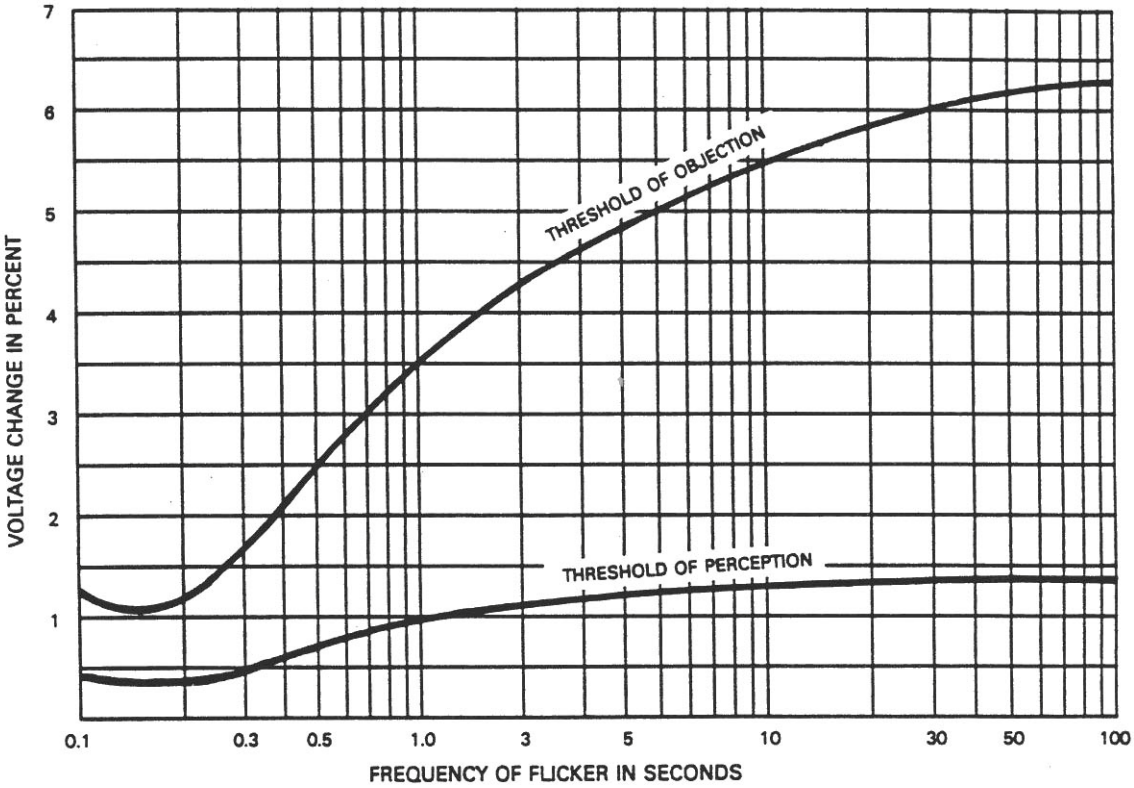

Fig B1
Range of Observable and Objectionable Voltage Flicker Versus Time

In using this curve, the purpose for which the lighting is provided needs to be considered. For example, lighting used for close work such as drafting requires flicker limits approaching the borderline of visibility curve. For general area lighting such as storage areas, the flicker limits may approach the borderline of the irritation curve. Note that the effect of voltage dips depends on the frequency of occurrence. An occasional dip, even though quite large, is rarely objectionable.

When objectionable flicker occurs, either the load causing the flicker should be reduced or eliminated, or the capacity of the supply system increased to reduce the voltage drop caused by the fluctuating load. In large plants, flicker-producing equipment should be segregated on separate transformers and feeders so as not to disturb flicker-sensitive equipment.

Special consideration should always be given when starting larger motors to minimize the voltage dip so as not to affect the operation of other utilization equipment on the system supplying the motor. Large motors (see Table 1) may be supplied at medium voltage such as 2,400, 4,160 or 12,470 V from a separate transformer to eliminate the voltage dip on the low-voltage system. However, consideration should be given to the fact that the maintenance electricians may not be qualified to maintain medium-voltage

equipment. A contract with a qualified electrical firm may be required for maintenance. Standard voltages and preferred horsepower limits for polyphase induction motors are shown in Table 12.

Table 1
Standard Voltages and Preferred Horsepower Limits
for Polyphase Induction Motors

Motor Nameplate Voltage	**Preferred Horsepower Limits**
Low Voltage Motors:	
115	No Minimum – 15 hp Maximum
230	No Minimum – 200 hp Maximum
460 and 575	1 hp Minimum – 1,000 hp Maximum
Medium Voltage Motors:	
2,300	50 hp Minimum – 6,000 hp Maximum
4,000	100 hp Minimum – 7,500 hp Maximum
4,500	250 hp Minimum – No Maximum
6,000	400 hp Minimum – No Maximum
13,200	1,500 hp Minimum – No Maximum

Objectionable dips in the supply voltage from the utility should be reported to the utility for correction.

APPENDIX C

POLYPHASE VOLTAGE UNBALANCE

C1. Introduction

Studies on the subject of three-phase voltage unbalance indicate that:

(1) All utility-related costs required to reduce voltage unbalance and all manufacturing-related costs required to expand a motor's unbalanced voltage operating range are ultimately borne directly by the customer.

(2) Utilities' incremental improvement costs are maximum as the voltage unbalance approaches zero and decline as the range increases and

(3) Manufacturers incremental motor-related costs are minimum at zero voltage unbalance and increase rapidly as the range increases.

When these costs, which exclude motor-related energy losses are combined, curves can be developed that indicate the annual incremental cost to the customer for various selected percent voltage-unbalance limits. The optimal range of voltage unbalance occurs when the costs are minimum.

Field surveys and statistics indicate that:

(1) Each motor rating is associated with a unique optimal range of voltage unbalance

(2) These ranges vary from 0 - 2.5 percent to 0 - 4.0 percent voltage unbalance with the average at approximately 0 - 3.0 percent.

(3) Approximately 98 percent of the electric supply systems surveyed are within the 0 - 3.0 percent voltage-unbalance range, with 66 percent at 0 - 1.0 percent or less.

C2. Recommendation

Electric supply systems should be designed and operated to limit the maximum voltage unbalance to 3 percent when measured at the electric-utility revenue meter under no-load conditions. This recommendation should not be construed as expanding the voltage ranges.

C3. Definitions

Voltage unbalance of a polyphase system is expressed as a percentage value and calculated as follows:

$$\text{Voltage unbalance} = 100 \times \frac{\text{(max deviation from average voltage)}}{\text{(average voltage)}}$$

Example: With phase-to-phase voltages of 230, 232, and 225, the average is 229: the maximum deviation from average is 4: and the percent unbalance is (100x4) / 229=1.75 percent

C4. Derating for Unbalance

The rated load capability of polyphase equipment is normally reduced by voltage unbalance. A common example is the derating factor used in the application of polyphase induction motors.

C5. Protection from Severe Voltage Unbalance

User systems should be designed and operated to maintain a reasonably balanced load.

In severe cases of voltage unbalance, consideration should be given to equipment protection by applying unbalance limit controls

APPENDIX D

BURBANK WATER AND POWER
Electrical Interconnection and Metering Agreement
for Solar Electric Generating Facilities and/or Battery Energy Storage Systems

This Electrical Interconnection Agreement for Net Energy Metering from Solar Electric Generating Facility and/or Battery Energy Storage System (this "Agreement") is made and entered into this ___ day of _____, 20_, by and between _____ ("Customer") and the City of Burbank, through its Burbank Water and Power (BWP), referred to collectively as "Parties" or individually as "Party."

The Parties agree as follows:

Section 1. Applicability and Definitions

This Agreement provides the requirements for Customer to interconnect and operate Solar Electric Generating Facilities (SEG) (Interconnection Type A) or stand-alone Battery Energy Storage Systems (BESS) (including vehicle-to-grid technology) of up to 1.0 MW (Interconnection Type C) or combination of both SEG and BESS (Interconnection Type B) onsite at a Customers' premises in parallel with the BWP Distribution System in order to serve a portion or all of the Customer's electrical loads. The term "BWP Distribution System" means all electrical wires, wires, equipment, and other facilities owned or provided by BWP other than customer-owned interconnection facilities, by which BWP provides electrical distribution service to its customers, including the Customer. Net Metering is applicable only to customers who satisfy all requirements of the definition of an "Eligible Customer Generator" as set forth in Section 2827 of the California Public Utilities Code on the effective date of this Agreement (such customers that satisfy all such requirements, referred to herein as "Net Metering Customer"). SEG capacity shall be limited to a maximum of 100% of the customer's consumption for a full twelve-month period immediately prior to the execution of this Agreement. BESS when combined with SEG shall be rated as close to the SEG kW rating as standard battery sizes permit but not to exceed 150% of the SEG kW rating. BESS stand-alone systems size are limited by the rating of utility equipment serving the customer's premises and will NOT BE PERMITTED TO EXPORT energy to the BWP Distribution System.

Section 2. Description of Solar Electric Generating Facility or Battery Energy Storage System or Both

Customer can elect to interconnect and operate a solar electric generating facility or a battery energy storage system or both located on Customer's owned, leased or rented premises within the City of Burbank and operate it in parallel with BWP's electric grid, so long as such interconnection and operation complies with all conditions and requirements set forth in this Agreement. Customer represents and warrants that 1) these facilities are intended primarily to offset all or part of the Customer's own electrical requirements 2) any collocated SEG or BESS within the same campus or parcel utilized by any affiliate or subsidiary company will be treated as part of the definition of the facility for purposes of the NEM agreement and 3) prior to any expansion or addition to the SEG or

BESS, Customer shall obtain BWP's prior consent. To the extent necessary, BWP may perform engineering studies at the Customer's expense. In the event that BWP consents to any such expansion or addition, the parties shall amend Section 2 of this agreement.

2.1 The Facility shall consist of photovoltaic electricity-generating modules, a battery energy storage system (if Interconnection Type B or C is selected below), electrical controls, an inverter, automatic disconnect(s), manual disconnect(s) and wiring to connect all of the above to BWP's electricity distribution system at BWP's meter.

2.2 Interconnection Type

Please select applicable Interconnection Type

A. Solar Electric Generating Facility Only ☐

B. Solar Electric Generating Facility and Battery Energy Storage System ☐

C. Battery Energy Storage System Only ☐

2.3 Solar Electric Generating System Size (CEC AC kilowatts)
_____ kW

2.4 Expected Annual Generation from Solar Generating Facility:
_____kWh

The most recent 12 months of energy consumption shall be used to determine the proper size of the photovoltaic system which should not exceed customer's prior 12 months of consumption.

2.5 Battery Energy Storage System Rated Output
_____ kW

2.6 Battery Energy Storage System Rated Capacity:
_____kWh

2.7 Inverter Manufacturer and Model Number
_____

2.8 Inverter Rating (kWAC) (Total kW where Facility consists of more than one inverter)
_____

2.9 DC Source Rating (kWDC) (Total kW where Facility consists of more than one inverter)
_____

2.10 Facility Address:

_____

2.11 Customer's Phone Numbers

Home ( ) _____ Cell ( ) _____

Work ( ) _____

2.12 The Facility expects to begin operation on or about this date: _____

2.13 Specific location of lockable and utility accessible Inverter, A/C disconnection devices and so forth located conspicuously on the property:

_____

_____

2.14 BWP Utility Account Number: _____

Section 3. Facility Operation

3.1 Customer shall construct, design, install, operate, and maintain the Facility in a manner consistent with the normal and safe operation of the electrical distribution system owned and operated by BWP and consistent with the terms of this Agreement.

3.2 Customer understands, accepts, and agrees that connection and operation of the Customer's Facility shall be subject to the terms and conditions set forth in this Agreement and in BWP's Rules and Regulations for Utility Service, as now in effect or as the same may be amended from time to time (the "Rules"). Any conflict between this Agreement and Rules will be governed by the terms of the Rules.

Section 4. Billing and Credits for Net Energy Generation – Interconnection Types A and B

4.1 Customer shall be billed for electrical service and credited for net energy generation, if any, as provided in Section 2827 of the California Public Utilities Code.

4.2 Customer may elect to either receive annual payment from BWP for any net energy generation under the terms and conditions set forth in Assembly Bill 920 of 2009 or Customer may elect for any kWh credit to roll over indefinitely.

Section 5. Interruption or Reduction of Deliveries

5.1 BWP shall not be obligated to accept, and BWP may require Customer to interrupt or reduce, deliveries of energy to BWP:

(a) when necessary in order to construct, install, maintain, repair, replace, remove, investigate, or inspect any of BWP's equipment or part of BWP's Distribution System; or

(b) if BWP determines that curtailment, interruption, or reduction of receipt of energy from Customer's Facility is necessary because of an emergency, forced outage, Force Majeure, or compliance with prudent electrical practices.

5.2 Notwithstanding any other provision of this Agreement, if at any time BWP, in its sole discretion, determines that the Facility may endanger BWP personnel or members of the general public, or that the continued operation of the Facility may impair or otherwise negatively affect the integrity of BWP's Distribution System, BWP shall have the right to disconnect the Facility from BWP's Distribution System.

5.3 The Facility shall remain disconnected until such time as BWP is satisfied that the condition(s) referenced in Section 5.2 have been corrected, and BWP shall not be obligated to compensate Customer for any loss of generation or energy during any and all periods of such disconnection.

5.4 Customer SEG, BESS or combination of both, may automatically reconnect its Facility to the BWP Grid after normal power restoration following an outage and/or interruption without notifying BWP, provided that the SEG,BESS or combination of both ensures that these systems are anti-islanding compliant in accordance with the current releases of IEEE 1547, and UL 1741. BWP reserves the right to require that the Customer's system does not automatically reconnect if BWP notifies Customer in advance that there is a reasonable possibility that reconnection would pose a safety hazard.

5.5 If BWP has disconnected Service to the Facility or has notified Customer that reconnection may pose a safety hazard, Customer may call BWP at (818) 238-3582 to request authorization to reconnect the Facility.

Section 6. Interconnection

6.1 Customer shall not connect the Facility, or any portion of it, to BWP's distribution system, until written approval of the Facility has been given to Customer by BWP.

6.2 Customer shall deliver energy from the Facility to BWP at BWP's meter located on Customer's premises. (Applicable to Interconnection Types A and B only).

6.3 Customer, and not BWP, shall be solely responsible for all legal, regulatory and financial obligations arising from the construction, installation, design, operation, and maintenance of the Facility in accordance with all applicable laws, regulations, and electrical codes.

6.4 BWP shall own, operate and maintain on Customer's premises a net revenue meter capable of registering the flow of electricity in two directions. If the existing Customer electrical revenue meter is not capable of measuring the flow of electricity in two directions, BWP shall purchase and install such a meter. (Applicable to Interconnection Types A and B only).

6.5 BWP shall own, operate and maintain on Customer's premises a Solar Performance meter capable of measuring power quality and solar output and automatically reporting this information to BWP. The Solar Performance meter panel and meter must be installed prior to interconnection of the Facility to BWP's distribution system. (Applicable to Interconnection Types A and B only).

6.6 BWP shall have the right to have its representatives present at the final inspection made by the governmental authority having jurisdiction to inspect and approve the installation of the Facility. Customer shall notify BWP at least five (5) working days prior to such inspection.

Section 7. Design Requirements

7.1 Customer's Facility, and all portions of it used to provide or distribute electrical power and parallel interconnection with BWP's distribution equipment, shall be designed, installed, constructed, operated, and maintained in compliance with this Agreement.

7.2 The Facility shall conform to all applicable safety and performance standards established by the National Electrical Code (NEC), the Institute of Electrical and Electronics Engineers (IEEE), accredited testing laboratories such as Underwriters Laboratories, and applicable building codes.

7.3 The Facility shall meet the following specific design requirements:

(a) It shall automatically detect and isolate from the BWP source without any intentional delay within five cycles based on the latest revision of IEEE 1547 requirements for overvoltage, undervoltage, overfrequency, underfrequency, and the operation of AC overcurrent relay, circuit breaker, or internal fusing when the AC current is greater than the full load current.

(b) Inverter output distortion shall meet IEEE 519 standards.

(c) In the event of inverter control failure, the DC contactor must return to the normally open condition.

(d) A lockable and accessible disconnect switch acceptable to BWP must be clearly labeled as described in the National Electric Code (NEC) and conspicuously located shall be provided and maintained by Customer. The location of the disconnect switch shall be as described in Section 2.13.

(e) The Facility and subcomponents must be tested for islanding in conformance with current releases of IEEE 1547 and UL 1741 and the test result confirmed in writing by BWP.

(f) The Facility shall be equipped with a lightning surge arrestor, if required by the City's Building Official.

(g) The circuit and breaker feeding the inverter must be clearly identified inside the electrical main or sub-panel as described in the NEC.

Section 8. Battery Energy Storage System Requirements

The following requirements are applicable to "Battery Energy Storage Systems".

8.1 Customer must provide one of the following:

(a) Proof that battery storage is designed and built to store energy produced by the solar electric generating facility only. Battery storage system CANNOT be charged by the grid. (Interconnection Type B)

(b) Non-Export Protective device. (Interconnection Type C only)

8.2 Total aggregate Inverter/Battery storage system rating for Facilities with more than one inverter must not exceed 150% of the solar generating system's CEC-AC kW rating.

8.3 The BESS shall be sized such that the Customer does not exceed its installed service size (Ampere rating).

Section 9. Non-Export Requirements for "Battery Energy Storage Systems Only"

The following requirements are applicable to "Battery Energy Storage Systems Only".

9.1 A reverse-power protection device must be installed.

9.2 The connected inverter must be certified as non-islanding, and incidental export of power must be limited by the design of the interconnection.

9.3 Inadvertent Export:
Inadvertent export is a situation where the customer's load drops unexpectedly, and the on-site generation or battery cannot ramp down quickly enough to adjust to the new load. In this situation there may be a few seconds of production that cannot be used on-site because the load is no longer there. In those situations, the ability to deal with inadvertent exports for those few seconds is critical for maintaining the balance of the system. In these situations, the battery system functions as a non-exporting system, but the ability to inadvertently exports in these rare occasions provides the customer with the ability to install systems that help them manage their on-site needs more effectively and potentially reduce the stress on the system.

BWP will permit inadvertent export provided that the export of real power from the small generating facility in any single event for a duration not exceeding 30 seconds and of a magnitude no more than the generating facility's gross nameplate rating multiplied by 0.1 hours per day over a rolling 30-day period (e.g., for a 100 kVA gross nameplate BESS facility, the maximum energy allowed to be exported for a 30-day period is 300 kWh). Any export of energy under this section will not be credited to the customer's bill.

Section 10. Maintenance and Permits

10.1 Customer shall maintain the Facility and interconnection facilities in a safe and prudent manner and in conformance with all applicable laws and regulations including, but not limited to, the design requirements of Section 7 above.

10.2 Customer, at Customer's sole expense, shall obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation and maintenance of the Facility. **Customer understands that this Agreement does not constitute a permit to construct or install the Facility and that a permit must be obtained from the Building Division of the City of Burbank.**

10.3 Customer shall reimburse BWP for any and all losses, damages, claims, penalties, or liability BWP incurs as a result of Customer's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of the Customer's Facility.

10.4 Customer shall submit to BWP any new modification for review and approval, prior to construction.

Section 11. Access to Premises

BWP may enter Customer's premises without prior notice to inspect, at all reasonable hours, the Facility's protective devices, to read or test any meter for the Facility, or to disconnect the Facility pursuant to Section 5 of this Agreement.

Section 12. Indemnity and Liability by Customer

Customer shall indemnify and hold the City Of Burbank ("City"), its directors, officers, agents and employees harmless against all loss, damage, expense and liability to third persons for injury to or death of persons or injury to property caused by or arising out of the design, construction, installation ownership, maintenance, or operation of the Generating Facility, provided that Customer's indemnity obligation shall not apply to any loss, damage, expense or liability caused by or arising out of the sole negligence or willful misconduct of the City or its directors, officers, agents and employees. Customer shall, upon the City's request, defend any suit asserting a claim covered by this indemnity.

Section 13. Insurance

To the extent that Customer has currently in force all risk property insurance and comprehensive personal or commercial general liability insurance, Customer agrees that it will maintain such insurance in force for the duration of this Agreement. BWP and the City shall have the right to inspect or obtain a copy of the original policy or policies of insurance prior to commencing operation. In the event the solar generating system is greater than 30 kW (CEC AC), such insurance shall, by endorsement to the policy or policies, provide for thirty (30) calendar days written notice to BWP prior to cancellation, termination, alteration, or material change of such insurance.

Section 14. Rates and Billing

14.1 Customer's otherwise applicable tariff (Rate Schedule) or "Rate Schedule" means the Rate Schedule in BWP's published Electric Rules and Regulations that would otherwise apply to Customer from time to time in the absence of this Agreement.

14.2 Customer is responsible for paying all charges in the applicable Rate Schedule including the minimum charge, service charge and demand charge, when applicable, regardless of Customer's monthly or annual net generation.

14.3 The following are applicable to Interconnection Types A and B only:

a) All rates charged will be in accordance with Customer's otherwise applicable tariff (Rate Schedule), as in effect from time to time, on a Net Energy Metering basis. "Net Energy Metering" means measuring the difference between the electricity supplied through the electric grid to the Customer and the electricity generated by Customer's Generating Facility and fed back to the electric grid over the one-month billing period as described in Subsection 14.4 below.

b) The customer will be billed on a monthly basis. The monthly Net Energy Metering calculation shall be made by measuring the difference between the electricity supplied to the Customer and the electricity generated by the Customer and fed back to the grid over a normal one-month billing period. At the end of each one-month billing period following the date of first interconnection, BWP shall determine if Customer was a net consumer or a net producer of electricity. In the event the electricity supplied by BWP during the one-month period exceeds the electricity generated by Customer during the same period, Customer is a net energy consumer.

c) If Customer is a net energy consumer, BWP shall bill Customer for the net energy consumption during such billing period based on the Customer's otherwise applicable Rate Schedule and Customer shall pay for such net energy consumption monthly in accordance with Customer's monthly billing statement. If Customer elects, any excess kilowatt-hours generated during the billing cycle and stored in the net meter, shall be carried over to the following billing period indefinitely or until the account is closed.

d) If Customer's Rate Schedule employs "time of use" rates, any net monthly consumption of electricity shall be calculated according to the terms of the applicable Rate Schedule. When Customer is a net generator during any discrete time of use period, the net kilowatt hours produced shall be valued at BWP's electric rate applicable to that specific time period.

e) If Customer's Rate Schedule employs tiered rates, any net monthly consumption of electricity shall be calculated according to the terms of the Rate Schedule. If Customer is a net generator over a billing period, the net kilowatt-hours generated shall be valued at the cost of power to BWP during that billing period, and if the number of kilowatt-hours generated exceeds the baseline quantity, the excess shall be valued at the same price per kilowatt-hour as BWP would charge for electricity over the baseline quantity during that billing period.

f) BWP shall provide residential Customers with Solar Performance and Net Energy Metering consumption information on a monthly basis.

g) If Customer terminates service under this Agreement prior to the end of any calendar year period, BWP shall reconcile Customer's consumption and production of electricity and bill Customer for Net Energy Metering charges, if any, and adjust the excess energy to zero, if any.

Section 15. Governing Law

The laws of the State of California shall govern this Agreement.

Section 16. Amendment, Modifications or Waiver

Any amendments or modifications to this Agreement shall be in writing and agreed to by both Parties. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, shall be deemed to be construed as a further or continuing waiver of any such breach or a waiver of the breach of any other term or covenant unless such waiver is in writing.

Section 17. Notices

All written notices shall be directed as follows:

Burbank Water and Power
164 West Magnolia Blvd.
Burbank, California 91502

Customer: Customer's name and address as shown in Section 2.

Customer's notices to BWP pursuant to this Section must refer to the Facility Identification Number set forth in Section 2.

Section 18. Term of Agreement and Termination

18.1 This Agreement shall be in effect when signed by the Customer and BWP.

18.2 This Agreement shall remain in effect until terminated as provided herein. Upon termination, the Generating Facility shall be permanently disconnected from the BWP distribution system.

18.3 Customer may terminate this Agreement at any time upon providing thirty (30) days prior written notice to BWP.

18.4 BWP may terminate this Agreement for Customer's breach of any material term. BWP shall give thirty (30) days written notice of such termination to Customer. When necessary to protect the

safety of its employees or the general public, notice of less than thirty days may be given, provided the notice period is reasonable under the circumstances.

Section 19. Assignment Prohibited

This Agreement is personal to Customer and may not be assigned without the written consent of BWP.

Section 20. Understanding

This Agreement contains the entire understanding between the Parties and supersedes all previous communications, representations, understandings, and agreements, either oral or written, between the Parties with respect to the subject matter hereof. There are no other promises, terms, conditions, obligations, understandings, or agreements either written or oral between the Parties with respect to the subject matter hereof. Any amendment, alteration or modification to this Agreement shall be in writing and approved by both Parties.

Section 21. Successors and Assigns

This Agreement is and shall be binding on all successors and assigns of each of the Parties hereto without the necessity of any further documentation.

Section 22. Limitation on Liability

CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE CITY OF BURBANK (INCLUDING ANY OF ITS DEPARTMENTS, EMPLOYEES, OFFICERS OR AGENTS) SHALL NOT BE LIABLE TO CUSTOMER FOR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOST PROFITS; LOST SALES OR BUSINESS EXPENDITURES; INVESTMENTS; COMMITMENTS IN CONNECTION WITH ANY BUSINESS; LOSS OF ANY GOODWILL, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY, AND WHETHER OR NOT THE CITY OF BURBANK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Customer	**Burbank Water and Power**
_____	_____
Signature	Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title

APPENDIX E

INTERCONNECTION AGREEMENT

Dated as of

[Insert date]

by and between

The City of Burbank,

through its Burbank Water and Power

And

Insert Customer Name
(Must be same as billing name)

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INTERCONNECTIONAGREEMENT

This Interconnection Agreement, dated as of [Insert Date] (as amended, restated, supplemented or otherwise modified from time to time, this "Agreement" is entered into by and between The City of Burbank, through its Burbank Water and Power ("BWP") and [Company] ("Customer"). Customer and BWP are sometimes also referred to in this Agreement collectively as "Parties" or individually as "Party." In consideration of the mutual promises and obligations stated in this Agreement and its attachments, the Parties agree as follows:

1.0 Scope and Purpose

This Agreement provides for Customer to interconnect and operate the Generating Facilities in parallel with BWP Distribution System to serve a portion of the electrical loads at the location identified in Section 2. The Generation Facilities are made up solely of one or more Renewable Electrical Generation Facility/ies, that is (a) located on the customer's owned, leased, or rented premises, (b) designed such that it will have (i) a fuel cell as part of the Renewable Electric Generation Facility(ies) or (ii) a total capacity of more than five~~one~~ megawatts (CEC-AC)
(c) interconnected and operates in parallel with the electrical grid, and (d) intended primarily to offset part of the customer's own electrical requirements. This Agreement does not constitute an agreement by BWP to provide retail electrical service to Customer. Such arrangements must be made separately between BWP and Customer. This Agreement is contingent on Customer receiving electrical service from BWP.

2.0 Summary and Description of Customer's Generating Facility

A description of the Generating Facilities, including a summary of its significant components, a plot plan and a single-line diagram (the "Design Documents") showing the general arrangement of how Customer's Generating Facilities and loads are interconnected with BWP's Distribution System is set forth on Appendix A to this Agreement. Customer shall not cause or permit the Project to have any changes or deviations from the Design Documents or description below without the prior written approval by BWP.

The Project shall consist of [#] ___ Generating Facilities, as described below (including name and address used by BWP to locate such Generating Facilities and Point of Common Coupling (PCC): "Generating Facility 1" shall be: [Facility Description including the type of Renewable Electrical Generation Facility]

Street Address _____
City _____
Zip Code _____
Cross Streets _____

The Gross Nameplate Rating of Generating Facility 1 is _____kW.
The Net Nameplate Rating of Generating Facility 1 is _____kW.
The Minimum load at Generating Facility 1 is expected to be _____kW.
The annual energy production of Generating Facility 1 is expected to be _____kWh.
Generating Facility 1 is expected to achieve Commercial Operation on [insert date].

"Generating Facility 2" shall be: [Facility Description including the type of Renewable Electrical Generation Facility]

Street Address _____

City _____

Zip Code _____

Cross Streets _____

The Gross Nameplate Rating of Generating Facility 2 is _____kW.
The Net Nameplate Rating of Generating Facility 2 is _____kW.
The Minimum load at Generating Facility 2 is expected to be _____kW.
The annual energy production of Generating Facility 2 is expected to be _____kWh.
Generating Facility 2 is expected to achieve Commercial Operation on [insert date].

If more than two Generation Facilities will be installed, please include additional sheets.

The expected date of Commercial Operation ("Scheduled Commercial Operation Date") for each Generating Facility listed above shall be no later than two years of the date of this Agreement; provided, however, if BWP fails to approve, request modifications or otherwise comment on the Design Documents within 30 days of submission of such documents, then the Scheduled Commercial Operation Date shall be extended by one day for each day of delay after such 30 day period.

3.0 Documents Included

This Agreement includes the following Appendices, which are specifically incorporated herein and made a part of this Agreement.

Appendix A - Description of Generating Facility, the site ("Customer's site"), plot and site development plans showing generators, disconnects, metering equipment locations and BWP access to generator, disconnect and meter locations, control and protection schematic, manufacturer's datasheets and maintenance requirements for protective equipment, single-line diagrams, and any additional information required by BWP. (Design Documents)

As of the date of this Agreement, Customer represents and warrants that the Design Documents initially attached hereto reflect the most current and accurate Design Documents, prepared and submitted in accordance with Good Utility Practices. Prior to the commencement of Construction, Customer shall submit, in writing, a revised set of Design Documents for BWP's review and approval. Within thirty (30) days following delivery of the revised set of Design Documents, BWP shall either (a) notify Customer that the Design Documents, as revised, are approved, or (b) request reasonable revisions for submission and further review by BWP. Upon BWP's approval, the Parties shall execute a mutual written agreement for such revised Design Documents to replace the Design Documents attached as of the date hereof.

Appendix B – Fuel Cell Prequalification Requirements, detailed requirements for prequalifying a Fuel Cell before interconnecting with the BWP's Distribution System.

Appendix C - Customer Certification of Biomethane (RPS Guidebook), Submittal and BWP approval of the precertification is required prior to interconnection.

Appendix D – Additional Metering and Telemetering Requirements and Material List with estimated equipment costs. This will be developed based on the submitted Customer Design Documents and dependent on the type of Generation installed and any specific site restrictions.

Appendix E – Annual Certification of Biomethane Compliance (RPS Guidebook), Verification of continued compliance is a requirement of this agreement.

Appendix F – Authorization to Interconnect and Form of Permission to Operate.

4.0 Term and Termination

4.1 This Agreement shall be effective upon the date it is fully executed and shall remain in effect until twenty (20) years from the Commercial Operation Date. If the Customer desires to extend this Agreement beyond the then existing term, it may deliver written notice requesting an extension for an additional year to commence at the end of the then existing term. This Agreement shall be extended for an additional year pursuant to such request if BWP agrees, in its sole discretion, to such extension in writing.

If the Customer has not achieved Commercial Operation of a Generating Facility by the Scheduled Commercial Operation Date, this Agreement shall automatically terminate without obligation by either Party.

Any Generating Facility that has not achieved Commercial Operation by the Scheduled Commercial Operation Date shall no longer qualify for interconnection under this Agreement.

This Agreement may be terminated earlier upon the occurrence of any one of the following events:

(a) The Parties mutually agree in writing to terminate the Agreement;

(b) Unless otherwise agreed in writing by the Parties, at 12:01 A.M. on the day following the date the Customer electric service account through which the Project is interconnected to BWP's Distribution System is closed or terminated;

(c) The Generation Facilities are no longer being owned or operated by Customer; or

(d) At 12:01 A.M. on the 61st day after Customer or BWP provides written Notice to the other Party of Customer's or BWP's intent to terminate this Agreement, subject to the provisions of Section 4.2 and Section 4.3, respectively.

(e) A Generation Facility that no longer meets the definition of Renewable Electrical Generation Facility or no longer meets the requirements of Appendix B and C for qualifying renewable fuels (a "Disqualified Generation Facility") and Customer fails to disconnect such Disqualified Facility within five (5) business day of notice that such Generation Facility is a Disqualified Generation Facility (a "Disqualification Notice"), then this Agreement will terminate immediately. If BWP determines that (a) Customer failed to provide evidence in a timely manner, (b) Customer provided insufficient evidence that its Generating Facility continues to meet the Eligibility Requirements or

(c) the evidence provided fails to support Customer's representation that the Generating Facility satisfies the Eligibility Requirements, this Agreement will be terminated if Customer fails to disconnect such Disqualified Facility within five (5) business days of receipt of a Disqualification Notice. Any Disqualification Notice shall contain reasons for disqualification. Notwithstanding any termination of this Agreement, BWP will not unreasonably condition, withhold, delay or deny any request by Customer to remedy the underlying cause of the termination.

4.2 Customer may elect to terminate this Agreement pursuant to the terms of Section 4.1(d) for any reason.

4.3 BWP may elect to terminate this Agreement pursuant to the terms of Section 4.1(d) for one or more of the following reasons:

(a) A change in any local, state or federal law, statute or regulation, either of which materially alters or otherwise affects BWP's ability or obligation to perform BWP's duties under this Agreement (a "Material Impact"); provided, that BWP and Customer shall use reasonable efforts to attempt to comply with such Material Impact; provided, further, that BWP shall not be required to incur material costs, fees, expenses or obligations to comply with such Material Impact. BWP will work with the Customer to amend this Agreement due to changes in laws, statutes or regulations in 4.3a as reasonable and applicable to bring this Agreement in compliance with applicable changes to laws, statutes or regulation.

(b) Unless otherwise agreed in writing by the Parties, Customer fails to take all corrective actions reasonably specified in BWP's Notice that any of Customer's Generating Facilities are out of compliance with the terms of this Agreement within the time frame set forth in such Notice which time frame shall, in any event, be no less than 60 days; provided, however, that such failure shall not result in any such right of termination if the nature of such failure, and within such 60-day period Customer undertakes such corrective actions and thereafter diligently prosecutes such correction action to completion and such correction takes no longer than [180] days from the date of such notice unless otherwise approved in writing by BWP.

(c) Customer is in default of any of the terms and conditions of this Agreement and such default is not cured within sixty (60) days following Customer's receipt of written Notice from BWP of such default; provided, however, that Customer shall not be in default if the nature of such default is such that more than 60 days are reasonably required to correct such default, and within such 60-day period Customer undertakes such cure and thereafter diligently prosecutes such cure to completion and such correction takes no longer than 180 days from the date of such notice unless otherwise approved in writing by BWP; or

(d) Customer abandons the Generating Facility. BWP shall deem a Generating Facility to be abandoned if BWP determines, in its reasonable discretion, such Generating Facility is non-operational and Customer does not provide a substantive response to BWP's Notice of its intent to terminate this Agreement as a result of Customer's apparent abandonment of such Generating Facility affirming Customer's intent and ability to continue to operate such Generating Facility. Notwithstanding the foregoing, Customer shall be deemed not to have abandoned any Generating Facility during any period in which such Generating Facility is non-operational as a result of the maintenance, replacement or other corrective activity of all or any portion thereof.

4.4 Any agreements attached to and incorporated into this Agreement shall terminate concurrently with this Agreement unless the Parties have agreed otherwise in writing.

Upon the termination of this Agreement, Customer (a) agrees that it shall, at its own cost and expense, permanently disconnect the Project to the reasonable satisfaction of BWP and shall not thereafter operate any of the Generating Facilities without BWP's written approval, (b) Customer shall remain liable for any amounts owed to BWP prior to the termination of this Agreement and (c) Customer shall reimburse BWP for any costs and expenses incurred after the date of termination to the extent that such costs and expenses relate to the actions taken by BWP to disconnect the Project or otherwise in relation to the Project to ensure the reliability and safety of the BWP electrical system.

5.0 Contacts and Notice

The Administrative Contact information for **BWP** is: Burbank Water and Power:
Attention: Key Account Manager 164 W. Magnolia Blvd.
Burbank, CA 91502-1720
Phone: (818) 238-3706
FAX: (818) 238-3715

The Administrative Contact information for **Customer** is:

Customer Name: _____
Contact Person: _____
Customer Address: _____
Customer City, State, Zip: _____
Customer Phone: _____
Customer Fax:

The Operational Contact information for **BWP** is: BWP Energy Control Center
Phone: (818) 238-3750

The Operational Contact information for **Customer** is:

Customer Name: _____
Contact Person: _____

Either Party may designate a new Official and/or Operating Representative by giving reasonable written Notice to the other Party.

Any written notice, demand, or request required or authorized in connection with this Agreement ("Notice") may be delivered in person, sent by reputable nationally recognized overnight delivery service (such as Federal Express or UPS) or sent by certified mail, postage prepaid, to the person specified below:

If to **BWP**:
Burbank Water and Power: Attention: Key Account Manager
164 W. Magnolia Blvd.
Burbank, CA 91502-1720
Phone: (818) 238-3706
FAX: (818) 238-3715

If to **Customer**:
Customer Name: _____
Attention: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
Fax: _____

Any Notice shall be deemed given upon actual delivery as required above or upon any earlier refusal by any addressee to accept delivery. A Party may change its address for Notices at any time by providing the other Party Notice of the change in accordance with Section 5.0.

6.0 Acknowledgments, Representations, and Warranties

Customer acknowledges that Customer is subject to the Rules and Regulations (as defined below), including, but not limited to the Rules and Regulations Governing Electric Service as stated in the Rules and Regulations for Utility Service ("Rules and Regulations"), which Customer has agreed to by the virtue of being connected to the BWP system and that its obligations under this Agreement are further subject to the Rules and Regulations. BWP reserves the right to update these Rules and Regulations as needed and Customer agrees to comply with the updated Rules and Regulations and in the event of any conflict with the Rules and Regulations, this Agreement shall prevail.

Customer acknowledges that it is the responsibility of Customer to review the most current Rules and Regulations in effect at any time.

Customer represents and warrants that (a) the "Generation Facilities" are the only electrical generation facilities owned, leased or otherwise operated by Customer on Customer's site and (b) the Generation Facilities meet the requirements for Renewable Electrical Generation Facility.

If a Generating Facility consists of one or more fuel cells, Customer represents, warrants and covenants that with respect to such Generating Facility:

(1) each such fuel cell:

(a) meets the requirements of an Renewable Electrical Generation Facility,
(b) would satisfy the requirements of the renewable resource for the Renewable Electrical Generation Facility in the versions of the California Energy Commission's Renewables Portfolio Standard Eligibility Guidebook ("Eligibility Guidebook") and the Overall

Program Guidebook ("Eligibility Requirements") in place on the date of this agreement and
(c) uses renewable energy resources eligible to qualify under the State of California's Renewables Portfolio Standard ("RPS-eligible renewable energy resource");

(2) if such fuel cell delivers biomethane through a dedicated pipeline, such pipeline satisfies the requirements set forth in Section II.C.1 of the Eligibility Guidebook; and,

(3) if such fuel cell delivers biomethane through a common carrier, that:
(a) each biomethane source meets one of the criteria set forth in Section II.C.2.a (3) of the Eligibility Guidebook,
(b) the delivery of biomethane through a common carrier pipeline meets the requirements set forth in Section II.C.2.b and,
(c) for each biomethane source, the capture and injection of biomethane into a common carrier pipeline directly result in at least one of the environmental benefits described in Section II.C.2.c of the Eligibility Guidebook.

Customer acknowledges, covenants and agrees that if, during the term of this Agreement, any of the documents submitted to BWP is no longer true, correct and complete, including, but not limited to any changes to the approved biomethane pipeline carrier, supplier, storage facility, or delivery entities or if additional entities have been contracted, the Customer shall deliver corresponding attestations from Appendix C to BWP and approved by BWP. Customer acknowledges and agrees that failure to submit the documents described in the foregoing sentence within 90 days of an event that makes such documents no longer true, correct and complete with respect to a Generating Facility, such Generation Facility shall be deemed to be out of compliance with this Agreement.

Customer represents, warrants and covenants that, beginning on the date of Initial Operation and continuing throughout the term of this Agreement, all of the Generating Facilities shall continue to meet the Eligibility Requirements at all times. If any Generating Facility ceases to meet the Eligibility Requirements, Customer agrees that it shall promptly provide BWP with Notice of such change pursuant this Agreement. If, at any time during the term of this Agreement, BWP determines, at its reasonable discretion, that the Project or any Generating Facility, or any portion thereof, no longer meets the Eligibility Requirements, BWP may require Customer to provide evidence, that such Generating Facility continues to meet the Eligibility Requirements, within 20 business days of BWP's request for such evidence.
BWP may periodically inspect any of Customer's Generating Facility and/or require documentation from Customer to monitor and verify such Generating Facility's compliance with the Eligibility Requirements; provided that BWP will provide a minimum of 10 business days' notice to the Customer prior to such inspection. If BWP determines, in its discretion, that (a) Customer failed to provide documentation required under this Agreement in a timely manner, (b) Customer provided insufficient evidence that a Generating Facility continues to meet the

Eligibility Requirements or (c) the evidence provided fails to support Customer's representation that a Generating Facility satisfies the Eligibility Requirements, then such Generating Facility shall be deemed to be a Disqualified Generating Facility. In the event that BWP delivers a Disqualification Notice to Customer, Customer shall disconnect the Disqualified Generating Facility within five (5) business days of such notice. If Customer fails to disconnect the Disqualified Generating Facility within five (5) business days, BWP may disconnect the Disqualified Generating Facility, and, in its sole discretion, terminate this Agreement. Following any disconnection as provided in this paragraph, BWP will not unreasonably condition, withhold, delay or deny reconnection.

At no period of time for any portion of generation shall non-qualifying fuels be used for the output for any of the Generating Facilities. Any and all Fuel purchases related to any of the Generating Facilities must be qualifying fuels under this Agreement.

Customer will be charged per section 14.0 for any periods that fuel cell generation was operating with non-eligible fuels.

The Generating Facility consisting of a fuel cell which does not meet the Eligibility Requirements may not be interconnected and shall be disconnected if already interconnected. Customer will only interconnect generation facilities as described in Section 2.0. This Agreement applies to the total generation facilities on the Customer site and supersedes any prior interconnection agreement. Customer shall not interconnect any generation not covered by this Agreement.

7.0 Definitions

The following terms, when used herein, shall have the meanings specified below:

24/7/365: At any time, including twenty-four hours a day, seven days a week and three-hundred sixty-five days a year or 366 days a year during a leap year.

Commercial Operation: When a Generating Facility has commenced generating electricity, excluding electricity during the period in which Customer is engaged in on-site testing and commissioning of the Generating Facility, and such Generating Facility is Interconnected.

Commercial Operation Date: The date on which a Generating Facility commences Commercial Operation in accordance with this Agreement.

Customer: The term is defined in the preamble.

Design Documents: The term is defined in Section 2.0.

Distribution System: All electrical wires, equipment, and other facilities owned or provided by BWP other than Interconnection Facilities, by which BWP provides Distribution Service to its customers, including the Customer.

Emergency: Whenever in BWP's discretion an Unsafe Operating Condition or other hazardous condition exists or whenever access is necessary for service restoration, and such immediate action is necessary to protect persons, BWP's facilities (including any other non-electrical facilities) or property of others from damage or interference caused by Interconnection Customer's Project (both generating and non-generating), or the failure of protective device to operate properly, or a malfunction of any electrical system equipment or a component part thereof.

Fee Schedule: The most current fee schedule as adopted by the City Council of the City of Burbank.

Generating Facility: The term "Generating Facility" shall mean, individually, any of the generating facilities defined in Section 2.0, including all Generators, electrical wires, equipment, and other facilities, excluding Interconnection Facilities, owned or provided by Customer for the purpose of producing electric power, including storage. The term "Generating Facilities" shall mean, collectively, all of the Generating Facilities.

Generator: A device converting mechanical, chemical, thermal, photonic, or other energy into electrical AC energy, including all of its protective and control functions and structural appurtenances. One or more Generators comprise a Generating Facility.

Good Utility Practice/s: Those practices, and methods as changed from time to time, that are commonly used in prudent electrical engineering and operations to design, construct, operate, maintain and repair electric equipment, together with all ancillary equipment and components, lawfully and with safety, dependability, efficiency, and economy.

Gross Rating; Gross Nameplate Rating: The total gross generating capacity of a Generator or a Generating Facility as designated by the manufacturer(s) of the Generator(s).

Interconnection; Interconnected: The physical connection of a Generating Facility in accordance with the requirements of this Agreement so that Parallel Operation with BWP's Distribution System can occur (has occurred).

Interconnection Facilities: The electrical wires, switches, and related equipment that are required in addition to the facilities required to provide electric Distribution Service to Customer to allow Interconnection. Interconnection Facilities may be located on either side of the Point of Common Coupling as appropriate to their purpose and design. Interconnection Facilities may be integral to a Generating Facility or provided separately. Interconnection Facilities may be owned by either Customer or BWP.

Island; Islanding: A condition on BWP's Distribution System in which one or more Generating Facilities deliver power to Customers using a portion of BWP's Distribution System that is electrically isolated from the remainder of BWP's Distribution System. A condition where all or part BWP's Distribution System separates from the remainder of the grid and operates with embedded generation.

Metering: The measurement of electrical power in kilowatts (kW) and/or energy in kilowatt-hours (kWh), and if necessary, reactive power in kVAR at a point, and its display to BWP.

Metering Equipment: All equipment, hardware, software including meter cabinets, conduit, etc., that are necessary for Metering.

Minimum: As used in Minimum Load means the least amount of Customer demand at any one time from Customer end-use devices.

Generation Output Metering: Metering of the net electrical power output in kW or energy in kWh, from a given Generating Facility or parts thereof. This may also be the measurement of the difference between the total electrical energy produced by a Generator and the electrical energy consumed by the auxiliary equipment necessary to operate the Generator.

Net Nameplate Rating: The net nameplate rating shall be calculated using the CEC-AC Nameplate Calculation as follows:

Technology	CEC-AC Nameplate Calculation
Solar PV	(Qty of Modules) x (PTC Rating) x (Inverter Efficiency %) / 1000 = ____ kW
Wind	(Qty of Turbines) x (Power Output) x (Inverter Efficiency %) / 1000 = ____ kW
Fuel Cell	(Qty of Cells) x (Rated Output) x (Inverter Efficiency %) / 1000 = ____ kW

Non-Emergency: Conditions or situations including but not limited to meter reading, inspection, testing, routine repairs, replacement, and maintenance.

Notice: The term is defined in Section 5.0.

Parallel Operation: The simultaneous operation of a Generator with power delivered by BWP while Interconnected. Parallel Operation includes only those Generating Facilities that are Interconnected with BWP's Distribution System for more than 60 cycles (one second).

Periodic Test: A test performed on part or all of a Generating Facility/Interconnection Facilities at pre-determined times or operational intervals to achieve one or more of the following: 1) verify specific aspects of its performance; 2) calibrate instrumentation; and/or 3) verify and re-establish instrument or Protective Function set-points.

Point of Common Coupling (PCC): A transfer point for electricity between the electrical conductors of BWP and the electrical conductors of Customer or at Customer metered bounds as designated in the plot plan and single line diagram attached in Appendix A.

Point of Interconnection: The point where the Interconnection Facilities connect with BWP's Distribution System.

Project: All Generating Facilities and Interconnection Facilities on the Customer's site, including all ancillary facilities.

Protective Equipment: The equipment, hardware and/or software (whether discrete or integrated with other functions) whose purpose is to protect against Unsafe Operating Condition.

Protective Function(s): The actions of the protective equipment.

Renewable Electrical Generation Facility: means a facility that generates electricity from a renewable source listed in paragraph (1) of subdivision (b) of Section 25741 of the Public Resources Code. A small hydroelectric generation facility is not an eligible renewable electrical generation facility if it will cause an adverse impact on instream beneficial uses or cause a change in the volume or timing of streamflow.

Rules and Regulations: The Rules and Regulations of BWP, as published and found at BWP's website, as such Rules and Regulations may be amended, modified, supplemented or replaced.

Short Circuit Contribution Ratio (SCCR): The ratio of a Generating Facility's short circuit contribution to the short circuit contribution provided through BWP's Distribution System for a three-phase fault at the distribution equipment connecting the Generating Facility to BWP's Distribution System.

Single Line Diagram; Single Line Drawing: A schematic drawing, showing the major electric switchgear, Protective Function devices (including relays, current transformer and potential transformer configurations/wiring in addition to circuit breakers/fuses), wires, generators, transformers, meters and other devices, providing relevant details to communicate to a qualified engineer the essential design and safety of the system being considered.

Standby Service: Each of the services described in Schedule S (Standby Service) and set forth in the Fee Schedule.

System Integrity: The condition under which BWP's System is deemed safe and can reliably perform its intended functions in accordance with the safety and reliability rules of BWP.

Telemetering: The electrical or electronic transmittal of Metering data on a real-time basis to BWP.

Transfer Trip: A Protective Function that trips a Generating Facility remotely by means of an automated communications link controlled by BWP.

Unintended Island: The creation of an Island, usually following a loss of a portion of BWP's Distribution System, without the approval of BWP.

Unsafe Operating Conditions: Conditions that, if left uncorrected, could result in harm to personnel or to the public, damage to equipment, loss of System Integrity or operation outside pre-established parameters required by this Agreement.

8.0 Design, Permitting, Procurement, Construction, Testing, and Inspection

Customer shall design, procure and construct the Project using Good Utility Practices and shall obtain all necessary permits in connection therewith. Customer shall not undertake any action which is inconsistent with standard safety practices, material and equipment specifications, design criteria and applicable laws and regulations.

Customer shall obtain and possess all permits and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation, and maintenance of the generating facility. All reviews, approvals, and permits required by the City must be obtained through the City for the proposed generation prior to any Interconnection of Generations Facilities.

Customer shall commence construction of the Generating Facilities only after receiving approval from BWP of the revised Design Documents in accordance with Section 3.0. Within 120 days after the Commercial Operation Date, Customer shall deliver to BWP the final drawings of the installed Generating Facilities ("as-built") together with all related information and documents, including such appropriate drawings and diagrams as are customarily provided under Good Utility Practice and applicable laws and regulations. BWP's review of the final specifications shall not be construed as confirming, endorsing or otherwise approving the as-built drawings and related documentation. Customer shall make any corrections to the Project if BWP identifies any inconsistencies between the as-built drawings and the approved Design Documents unless approved by BWP in writing.

Prior to the Commercial Operation Date of any Generating Facility, Customer shall test the Generating Facility to ensure its safe and reliable operation and provide written certification to BWP that the Generating Facility complies with the terms of this Agreement. BWP reserves the right to test the Customer's equipment prior to approving the connection to BWP's system. BWP may request Customer to make modifications to its facilities that are found necessary as a result of such testing in order for such facilities to comply with the terms of this Agreement. Customer shall bear the cost of all such testing and modifications. BWP will provide written permission to complete the interconnection after it determines that all requirements respecting the Generating Facility as set forth in this Agreement have been met and can be accomplished without hazard to the public, personnel or the BWP System. Following successful completion of the testing and inspection, written permission to operate will be granted immediately and signed-off on site. A form of Permission to Operate Letter is attached to this Agreement as Appendix F. If the testing and inspection is unsuccessful, within thirty (30) days following a written request by Customer, BWP shall deliver written notification to Customer specifying in reasonable detail the conditions that caused the testing and inspection to be unsuccessful and requesting Customer to correct the conditions specified in the notification. Customer shall make all necessary modifications to correct the conditions specified in BWP's notification and all modifications are subject to inspection and approval, as above.

Customer shall generate test energy in parallel with the BWP system at a Generating Facility only if it has arranged for the delivery of such test energy.

Customer shall notify, in writing, BWP's Operating Contact at least fourteen (14) days prior to:

i. The initial on Customer site testing of Protective Apparatus; and,

ii. The initial parallel operation of the Generators with BWP's electrical system.

BWP shall have the right to have a representative present at each event at the Customer's sole but reasonable expense.

BWP shall conduct all such testing and inspections, and otherwise perform all of the activities which BWP is authorized and required to engage in, pursuant to the terms of this Agreement, within a reasonable time frame not to exceed the fourteen (14) day notice period provided in paragraphs 8.0(i) and (ii), following receipt of request from Customer. Upon Customer's written request BWP will deliver to Customer a schedule of current customer billable rates to be charged by BWP for its representatives. If a Generation Facility fails to meet all such testing and inspections, Customer shall make all such necessary modifications and may submit another request for such Generation Facility to be tested and inspected.

If the Generating Facility includes a fuel cell, at least thirty days prior to the Commercial Operation Date (but in no event, more than 90 days prior to the Commercial Operation Date), Customer shall meet the requirements of Appendix B and C and certify and deliver to BWP a copy of all the documents set forth in Appendix C. Such a Generating Facility shall not be interconnected if, in the reasonable determination of BWP, Customer has failed to provide the adequate documentation in Appendix B.

Prior to the completion of the 6th year of operation following BWPs issuance of the permission to operate, but no earlier than 6 months before the completion of the 6th year of operation, and every 6 years thereafter, Customer shall test all interconnected inverters operating at the site subject to the testing requirements of this section. Customer shall maintain the testing results and documentation for the life of the facility and shall produce them to BWP when requested. Interconnected inverters shall be replaced, subject to BWP review and approval per the requirements of this agreement, if the inverter lifespan is exceeded and if it fails testing as required in this section.

9.0 Forecasting and Scheduling

Customer shall provide BWP's Operational Contact with a schedule of planned operation for each Generating Facility at least a week in advance with any periods of non-operation indicated on the schedule. Changes to the schedule for any reason will be communicated to BWP's Operational Contact at the first opportunity.

10.0 Operational Outages

Customer will inform BWP at its first opportunity should an equipment outage (either planned or unplanned) occur in any of the Generating Facilities. If BWP determines that curtailment or interruption of a Generation Facility is necessary because of an Emergency, forced outage, Force Majeure or in compliance with Good Utility Practice, Customer shall curtail or interrupt such Generation Facility in accordance with BWP's direction. Notwithstanding any other provision in this Agreement, if at any time BWP, in its sole and absolute discretion, determines that a Generating Facility or any of its ancillary facilities, may endanger BWP personnel or the members of the general public, or that continued operation of such Generating Facility may impair the System Integrity, (a)BWP shall have the right to disconnect and lock-out such Generating Facility or both Generating Facilities from BWP's Distribution System and (b) such Generating Facility or both Generating Facilities shall remain disconnected and locked-out until such time as BWP is satisfied that the conditions described above have been corrected and BWP shall not be obligated to compensate Customer for any loss of use of generation or energy during any and all periods of disconnection. If BWP has disconnected a Generating Facility, Customer shall obtain BWP's prior authorization before attempting to reconnect such Generating Facility.

11.0 Monitoring and Metering

Customer will install hardware and software to support Customer's operational needs. In addition Customer will allow to be installed both retail revenue and performance metering and telemetering equipment. BWP will install metering equipment at the Customer switchgear, and other locations BWP reasonably deems necessary under the BWP Rules and Regulations and this Agreement to support BWP needs at Customer's reasonable expense.

BWP's meters will provide the information that BWP requires for safe operation of the grid and for billing Customer. Customer will provide facility access and support for the installation, inspection, calibration and repair of the metering and telemetry systems installed by BWP at Customer's reasonable expense.

Please see Appendix D for BWP required meters and telemetering equipment.

12.0 Access

Customer will provide, at no cost to BWP, all rights of use, licenses, and rights of way as may be reasonably required for BWP to access the Generating Facilities and Interconnection Facilities (with the exception of the prime mover) for inspections, to perform or witness testing, or to perform or witness maintenance 24/7/365. Additionally, Customer shall provide BWP with a 24/7/365 direct contact in case any problems arise in meeting this access requirement. BWP has the right to drop any of Customer's Generating Facilities from the remote substation if access is unreasonably delayed or denied.

13.0 Operations and Maintenance

Customer Protective Equipment shall be operated and maintained in accordance with Good Utility Practice and good engineering practices with respect to synchronizing, voltage, and reactive power control. BWP shall have the right to monitor operation of each Generating Facility in real time (see metering requirements) and may require reasonable changes in Customer's method of operation if such reasonable changes are necessary in accordance with good engineering and operational practices to maintain BWP's electric system Integrity.
Customer shall notify the BWP operational contact by telephone or other means of direct communication prior to operation of any Generating Facility to obtain approval for parallel operation. All BWP telemetry systems and metering shall be activated before parallel operation commences.

BWP shall have the right to restrict Customer from connecting any or all of its Generating Facilities to the BWP's electric system whenever BWP determines, in its sole and absolute judgment, that such a restriction is necessary or appropriate to facilitate installation, construction, repair, replacement, investigation, inspection or maintenance of any BWP's facilities, or to maintain BWP's electric system integrity. Each Party shall endeavor to correct, within a reasonable period, the condition on its system which necessitates the disconnection. Each Generating Facility shall be operated with all of its Protective Apparatus in service whenever a Generator is connected to or is operated in parallel with the BWP's electric system. Any deviation shall only be for periods of emergency or maintenance and shall only be by agreement of the Parties.

Customer shall maintain each Generating Facility and the Interconnection Facilities in a safe and prudent manner and in conformance with all applicable laws and regulations, including, but not limited to, the design requirements of Section 18.0 below.

Customer, at Customer's sole expense, shall obtain and possess all permits (including those from the Building Division of The City of Burbank) and authorizations in accordance with all applicable laws and regulations for the construction, installation, design, operation and maintenance of the Generating Facilities including environmental reviews. Customer understands that this Agreement does not constitute a permit to construct or install the Project, including any Generating Facility. Customer shall indemnify and reimburse BWP for any and all actual losses, damages, claims, penalties or liability BWP incurs as a result of Customer's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of the Project, including any of the Generating Facilities.

Each Party shall have an Operating Representative to coordinate all operational, technical and maintenance matters regarding the generation and delivery of electric power under this Agreement. The Parties' initial Operating Representatives are set forth in Section 5.0 of this document.

14.0 Sales and Compensation for Energy

Customer will not participate in any wholesale or retail sales of energy, ancillary services, or other capabilities of the installed Generation Facilities. Generation Facilities will not qualify for crediting of any excess power that may be generated if the Generation Facilities does not meet the applicability for Net Energy Metering under BWP Rules.

Customer will be charged for energy that was produced by the fuel cell for such period of time that was determined by BWP to have not met the Eligibility Requirement. The billing rate for periods of non-compliance is calculated as the then current ECAC charge (3.13C Rules and Regulations) less avoided fuel costs. The billing which *will be initially at a rate of 6.07 cents per kWh until replaced by the then current rate* as established and/or amended from time to time in the City of Burbank Fee Schedule. Avoided fuel costs will be calculated as the cents per kWh marginal cost of generating energy from a combined cycle natural gas plant with a heat rate of 7,500 Btu per kWh, using the then current budgeted forward gas price plus $0.15 per MMBtu for transportation costs.

Customer will be responsible for any reasonable cost incurred by BWP by a third party to review the Customer's prequalification and continuing review of the Customer evidence of their fuel cell meeting the Eligibility Requirements.

The back billing rate in effect as of the date of this Agreement is subject to change throughout the term of this Agreement. The Customer acknowledges and agrees that it is not entitled to rely on the existing current rate and rate structure to remain the same during the term of this Agreement.

15.0 Standby Services and Billing

Customer shall take Standby Service per the BWP Rules and Regulations, which will be in conformity with State law, for all of the Generating Facilities. Standby Service shall be subject to a Standby Service Charge, if applicable under the BWP Rules and Regulations. Such Standby Service Charge, if any, shall initially billed at the rates and charges set forth in the then current Fee Schedule at the time of the Agreement until replaced by the then current rate as established and amended from time to time in the City of Burbank Fee Schedule.

Applicable rates and charges in effect as of the date of this Agreement are subject to change throughout the term of this Agreement. The Customer acknowledges and agrees that it is not entitled to rely on the existing current rates and rates structure to remain the same during the term of this Agreement.

16.0 Harmonics

Customer will mitigate any harmonics that the distributed generation systems create in accordance with IEEE 519-1992 and/or EN61000-2-4. Customer and BWP will review any harmonics beyond the recommended levels in IEEE 519 and agree to what issues need mitigation.

17.0 Reliability

Customer will use commercially reasonable efforts to operate and maintain each Generating Facility so that it operates in a safe and reliable fashion. Should the systems become either unsafe or unreliable, BWP may ask that the systems be disconnected from the grid until such time as they are again capable of operating in a safe and reliable fashion. Once notified by BWP to disconnect, Customer shall disconnect the requested system at the first opportunity to do so. In the event of noncompliance, BWP has the option to disconnect the Customer's Generating Facilities from the BWP system.

18.0 Reverse Power Flows

18.1 Generation Facilities meeting the applicability for Net Energy Metering under BWP Rules, which will be in conformity with State law, will be allowed reverse power flows to the BWP electric system.

18.2 Section 18.2 applies to Customers whose Generation Facilities does not meet the applicability for Net Energy Metering under BWP Rules.

(a) Customer agrees that the Generating Facilities are solely for use on-site at the Customer location and will not inject power into the BWP system, to this end Customer will install a protective device for each Generating Facility that will prevent the distributed generation systems from creating reverse power flow on any phase of any feeder. BWP may change the protection device settings on each feeder that runs to the Customer site to prevent reverse power flow from entering the BWP system. Should reverse power flow be detected the protective device will open the feeder automatically.

(b) Customer further acknowledges and agrees that in the event that the Customer's generation exceeds the amount of power consumed on site at any time, BWP has the right to disconnect Customer's Generation Facilities from the distribution system.

(c) Because the Customer may have large motors that can auto-generate during shutdown, BWP understands that some transient reverse power flow may occur from these systems. To that end the BWP protective devices will be calibrated based on information provided by Customer on the auto-generation time for the largest pieces of equipment on the site. Should Customer not provide such information, BWP will set the protective devices to open after 15 cycles (0.25 seconds) of reverse power flow. This grace period is to allow Customer control systems time to correct any generation/load mismatch on their site.

(d) BWP will proceed with their standard ECC procedure for re-establishing connection and resetting the protective device. BWP will inform Customer if the connection cannot be reestablished in a reasonable period of time.

(e) Should a protective device trip again after reestablishment, BWP and Customer will coordinate to correct the condition causing the trip to re-occur.

19.0 Generating Facility Design and Operating Requirements

Customer's interconnected facilities design and operation must meet the requirements of ANSI/IEEE 1547 Standard for Interconnecting Distributed Resources with Electric Power Systems (IEEE 1547 latest revision). Designs for the generation and interconnected facilities must be approved by BWP prior to interconnection or operation.

20.0 General Interconnection and Protective Function Requirements

The Protective Functions and requirements are designed to protect BWP's System and not the Project or any of its Generating Facilities. Customer shall be solely responsible for providing adequate protection for the Project and Interconnection Facilities.

Customer Protective Functions shall not impact the operation of other Protective Functions on BWP's Distribution System in a manner that would affect BWP's capability of providing reliable service to its customers.

20.01 CUSTOMER SHALL NOT CONNECT THE PROJECT, OR ANY PORTION OF IT, TO BWP'S DISTRIBUTION SYSTEM, UNTIL WRITTEN APPROVAL OF THE FACILITY HAS BEEN GIVEN TO *CUSTOMER* BY BWP.

20.02 CUSTOMER, AND NOT BWP, SHALL BE SOLELY RESPONSIBLE FOR COMPLYING WITH ALL LEGAL REQUIREMENTS INCLUDING ANY ENVIRONMENTAL REVIEWS AND CITY OF BURBANK REQUIREMENTS, AND FOR SATISFYING ALL FINANCIAL OBLIGATIONS, ARISING FROM THE CONSTRUCTION, INSTALLATION, DESIGN, OPERATION, AND MAINTENANCE OF THE PROJECT IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

20.03 BWP SHALL HAVE THE RIGHT TO HAVE ITS REPRESENTATIVES PRESENT AT THE FINAL INSPECTION AND COMMISSIONING OF EACH INSTALLED GENERATING FACILITY. CUSTOMER SHALL NOTIFY BWP AT LEAST TEN (10) BUSINESS DAYS PRIOR TO SUCH INSPECTION.

21.0 Protective Functions Required

Each of the Generating Facilities operating in parallel with BWP's Distribution System shall be equipped with the following Protective Functions to sense abnormal conditions on BWP's System and cause a Generating Facility to be automatically disconnected from BWP's System or to prevent a Generating Facility from being connected to BWP's System inappropriately:

i. Over and under voltage trip functions and over and under frequency trip functions;

ii. A voltage and frequency sensing and time-delay function to prevent the Generating Facility from energizing a de-energized Distribution System circuit and to prevent a Generating Facility from reconnecting with BWP's Distribution System unless BWP's Distribution System service voltage and frequency is within the ANSI C84.1-1995 Table 1 Range B voltage Range of 106 volts to 127 volts (on a 120 volt basis), inclusive, and a frequency range of 59.3 Hz to 60.5 Hz, inclusive, and are stable for at least 60 seconds; and,

iii. A function to prevent a Generating Facility from contributing to the formation of an Unintended Island, and cease to energize BWP's Distribution System within two seconds of the formation of an Unintended Island.

BWP reserves the right to audit any testing and/or certification of protective devices on the Customer system. BWP reserves the right to test the protection equipment that is installed in the Customer system, including live tests of the protective equipment. BWP will conduct its own testing as BWP determines is prudent. BWP will inform Customer in advance of any live testing of the protective equipment on Customer's site. A Generating Facility shall cease to energize BWP's Distribution System for faults on BWP's Distribution System circuit to which it is connected (IEEE 1547-4.2.1). A Generating Facility shall cease to energize BWP's Distribution System circuit prior to re-closure by BWP's Distribution System equipment (IEEE 1547-4.2.2).

22.0 Suitable Equipment Required

Circuit breakers or other interrupting equipment must be Certified or "Listed" (as defined in Article 100, the Definitions Section of the National Electrical Code) as suitable for their intended application. This includes being capable of interrupting the maximum available fault current expected at their location. Customer's Project and Interconnection Facilities shall be designed so that the failure of any single device or component shall not potentially compromise the safety and reliability of BWP's System. Each Generating Facility's paralleling-device shall be capable of withstanding 220% of the Interconnection Facility rated voltage (IEEE 1547-4.1.8.3). Each Interconnection Facility shall have the capability to withstand voltage and current surges in accordance with the environments defined in IEEE Std C62.41.2 (latest revision) or IEEE Std C37.90.1 (latest revision) as applicable and as described thereof in L.3.e (IEEE 1547-4.1.8.2).

23.0 Visible Disconnect Required

As required by BWP's operating practices, Customer shall furnish and install a ganged, manually-operated isolating switch (or a comparable device mutually agreed upon by BWP and Customer) near the Point of Interconnection to isolate a Generating Facility from BWP's Distribution System. The device does not have to be rated for load break nor provide over-current protection.

The device must:

i. Allow visible verification that separation has been accomplished. (This requirement may be met by opening the enclosure to safely observe contact separation.)

ii. Include markings or signage that clearly indicates open and closed positions.

iii. Be capable of being reached:

(a) For Emergency purposes quickly and conveniently 24 hours a day by BWP personnel for construction, operation, maintenance, inspection, testing or to isolate a Generating Facility from BWP's Distribution System without obstacles or requiring those seeking access to obtain keys, special permission, or security clearances; and,

(b) For Non-Emergency purposes during normal business hours. BWP, where possible, will provide Notice to Customer for gaining access to Customer's premises.

iv. Be capable of being locked in the open position.

v. Be capable of having an Accident Prevention Tag as Defined in Cal OSHA Title 8, Subchapter 7, Croup 2, Article 7, GISO §3341 tag hung on the disconnect that shows that the disconnect is locked in the open position.

vi. Be clearly marked on the submitted single line diagram and its type and location approved by BWP prior to installation. If the device is not adjacent to the PCC, permanent signage must be installed at a BWP approved location providing a clear description of the location of the device. If the switch is not accessible outside the locked premises, signage with contact information and a BWP approved locking device for the premises shall be installed.

24.0 Drawings Required

Prior to Parallel Operation of a Generating Facility, Customer must submit and obtain approval of Customer's Protective Function and control diagrams by BWP. Generating Facilities equipped with Protective Functions and a control scheme previously approved by BWP for system-wide application or only UL Certified Equipment may satisfy this requirement by reference to previously approved drawings and diagrams. Copies of the control and protective diagrams shall accompany all required drawings included in this document as Appendix A.

Any future changes to any of the drawings submitted to BWP as part of the process of completing this agreement, including changes to the "as-built" drawings will be submitted to BWP within 10 business days of completion of said drawings.

25.0 Prevention of Interference

Customer shall not operate Generating Facilities or Interconnection Facilities that superimpose a voltage or current upon BWP's Distribution System that interferes with BWP operations, service to BWP Customers, or communication facilities. If such interference occurs, Customer must diligently pursue and take corrective action at its own expense after being given Notice and reasonable time to do so by BWP. If Customer does not take corrective action in a timely manner, or continues to operate the facilities causing interference without restriction or limit, BWP may, without liability, disconnect Customer's Generating Facilities from BWP's Distribution System. To eliminate undesirable interference caused by its operation, each Generating Facility shall meet the following criteria:

(a) Voltage Regulation
Each Generating Facility shall not actively regulate the voltage at the PCC while in parallel with BWP's Distribution System. Each Generating Facility shall not cause the service voltage at other customers to go outside the requirements of ANSI C84.1 (latest revision), Range A (IEEE 1547-4.1.1).

(b) Voltage Trip Setting
The voltage ranges in Table H.1 define protective trip limits for the Protective Function and are not intended to define or imply a voltage regulation function. The Generating

Facilities shall cease to energize BWP's Distribution System within the prescribed trip time whenever the voltage at the PCC deviates from the allowable voltage operating range. The Protection Function shall detect and respond to voltage on all phases to which a Generating Facility is connected.

Each Generating Facility shall be capable of operating at a range between 88% and 110% of the applicable interconnection voltage. Voltage shall be detected at either the PCC or the Point of Interconnection, with settings compensated to account for the voltage at the PCC. However, the voltage range at the PCC, with the generator on-line, shall stay within +/-5% of nominal.

Whenever BWP's Distribution System voltage at the PCC varies from and remains outside normal (Nominally 120 volts) for the predetermined parameters set forth in the Table below, the Generating Facility's Protective Functions shall cause the Generator(s) to become isolated from BWP's Distribution System:

Table H1:

Voltage Trip Settings for Generating Facilities*			
Voltage at Point of Common Coupling (the ranges below are used to trip the generator during abnormal distribution system conditions)		Maximum Trip Time**	
Assuming 120 Volt Base	% of Nominal Voltage	# of Cycles (Assuming 60 Hz	Seconds
Less than 60 volts	Less than 50%	10 Cycles	0.16 Seconds
Greater than or equal to 60 volts but less than 106 volts	Greater than or equal to 50% but less than 88%	120 Cycles	2 Seconds
Greater than 132 volts but less than or equal to 144 volts	Greater than 110% but less than or equal to 120%	60 Cycles	1 Second
Greater than 144 volts	Greater than 120%	10 Cycles	0.16 Seconds
**For Generating Facilities with a Rating greater than 30 kVA, set points shall be field adjustable and different voltage set points and trip times from those in Table H.1 may be negotiated with BWP*			
*** "Maximum Trip Time" refers to the time between the onset of the abnormal condition and the Generating Facility ceasing to energize BWP's Distribution System. Protective Function equipment and circuits may remain connected to BWP's Distribution System to allow sensing of electrical conditions for use by the "reconnect" feature. The purpose of the allowed time delay is to allow for a Generating Facility to minimize tripping during short term system disturbances. Set points shall not be user adjustable for generating facilities less than 30 kW.*			

(c) Paralleling
Each Generating Facility shall parallel with BWP's Distribution System without causing a voltage fluctuation at the PCC greater than plus/minus 5% of the prevailing voltage level of BWP's Distribution System at the PCC, and meet the flicker requirements of Section H.2.d. Section L, Certification and Testing Criteria, provides technology-specific tests for evaluating the paralleling Function. (IEEE 1547-4.1.3)

(d) Flicker
Refer to Appendix B of BWP's Rules and Regulations with regard to flicker.

(e) Integration with BWP's Distribution System Grounding
The grounding scheme of each Generating Facility shall not cause over-voltages that exceed the rating of the equipment connected to BWP's Distribution System and shall not disrupt the coordination of the ground fault protection on BWP's Distribution System (IEEE 1547-4.1.2)

(f) Frequency
BWP controls system frequency, and each Generating Facility shall operate in synchronism with BWP's Distribution System. Whenever BWP's System frequency at the PCC varies from and remains outside normal (nominally 60 Hz) by the predetermined amounts set forth in Table H.2, the applicable Generating Facility's Protective Functions shall cease to energize BWP's Distribution System within the stated, maximum trip time.

Frequency Trip Settings:

Table H2:

Frequency Range (Assuming 60Hz Nominal)	Maximum Trip Time *[1] (Assuming 60 Cycles per Second)*
Less than 57.0 Hz	10 Cycles
Less than an adjustable value between 59.8 Hz and 57 Hz but greater than 57 Hz. *[2]*	Adjustable between 10 and 18,000 Cycles[2, 3]
Greater than 60.5 Hz.	10 Cycles

[1] – "Maximum Trip time" refers to the time between the onset of the abnormal condition and a Generating Facility ceasing to energize BWP's Distribution System. Protective Function sensing equipment and circuits may remain connected to BWP's Distribution System to allow sensing of electrical conditions for use by the "reconnect" feature. The purpose of the allowed time delay is to allow a Generating Facility to "ride through" short-term disturbances to avoid nuisance tripping. Set points shall not be user adjustable (though they may be field adjustable by qualified personnel). For Generating Facilities with a Gross Rating greater than 30 kVA, set points shall be field adjustable and different voltage set points and trip times from those in Table H.2 may be negotiated with BWP.

[2] – Unless otherwise required by BWP, a trip frequency of 59.3 Hz and a maximum trip time of 10 cycles shall be used.

[3] – When a 10 cycle Maximum trip time is used, a second under frequency trip setting is not required.

(g) Harmonics
Refer to Appendix A of the BWP Rules and Regulations for Harmonics.

(h) Direct Current Injection
Generating Facilities should not inject direct current into BWP's Distribution System.

(i) Power Factor
Customer shall provide adequate reactive power compensation on site to maintain each Generating Facility power factor near unity at rated output or a BWP specified power factor within a power factor range from 0.995 leading to 0.995 lagging, based on local system conditions.

Technology Specific Requirements:

(a) Three-Phase Synchronous Generators:
For a Generating Facility with three-phase Generators, such Generating Facility's circuit breakers shall be three-phase devices with electronic or electromechanical control. Customer shall be responsible for properly synchronizing each of its Generating Facilities with BWP's Distribution System by means of either manual or automatic synchronous equipment. Automatic synchronizing is required for all synchronous Generators that have a Short Circuit Contribution Ratio (SCCR) exceeding 0.05. Loss of synchronism protection is not required except as may be necessary to meet Section H.2.d (Flicker) (IEEE1547- 4.2.5). Unless otherwise agreed upon by Customer and BWP, synchronous Generators shall automatically regulate power factor, not voltage, while operating in parallel with BWP's Distribution System. A power system stabilization Function is specifically not required for Generating Facilities under 10 MW Net Rating.

(b) Induction Generators
Induction Generators (except self-excited Induction Generators) do not require a synchronizing Function. Starting or rapid load fluctuations on induction Generators can adversely impact BWP's Distribution System voltage. Corrective step-switched capacitors or other techniques may be necessary and may cause undesirable ferro-resonance. When these counter measures (e.g. additional capacitors) are installed on Customer's side of the PCC, BWP must review these measures. Additional equipment may be required as determined by BWP.

(c) Inverters
Grid-interactive inverters do not require separate synchronizing equipment. Non- grid-interactive or "stand-alone" inverters shall not be used for Parallel Operation with BWP's Distribution.

(d) Supplemental Generating Facility Requirements

(i) Fault Detection

A Generating Facility with an SCCR exceeding 0.1 or one that does not cease to energize BWP's Distribution System within two seconds of the formation of an Unintended Island shall be equipped with Protective Functions designed to detect BWP System faults, both line-to- line and line-to-ground, and cease to energize BWP's Distribution System within two seconds of the initiation of a fault.

(ii) Transfer Trip

Customer will provide a Transfer Trip capability for the installed Generation Facilities.

(iii) Reclose Blocking

The BWP distribution system serving Customer facilities may have automatic reclosing installed and enabled. Reclosing can result in serious damage to AC power sources and requires special protection to insure safe and reliable operation.

The Customer is responsible for protection of the Customer's equipment.

If the aggregated Generating Facilities capacity exceeds 15% of the peak load on any automatic reclosing device, BWP may change Protective Functions, including, but not limited to reclose-blocking or removal of reclose function on some of the automatic reclosing devices.

(e) Metering, Monitoring and Telemetering

(i) General Requirements

All Generating Facilities shall be metered in accordance with Section 11, this Section and shall meet all applicable standards of BWP contained in BWP's rules and regulations.

(ii) Generation Output Metering

Customer is required to allow installation of approved BWP metering and equipment to measure Generation Output for evaluation, monitoring, and verification purposes and to determine applicable standby and non-by-passable charges as defined in BWP's Fee Schedule.

All metering options available to the Customer must conform to the requirements set forth in BWP's Rules and Regulations and this Agreement. BWP shall have the right to install BWP-owned Net Generation Output Metering.

(iii) Point of Common Coupling (PCC) Metering

For purposes of assessing BWP's charges for retail service, Customer PCC Metering shall be reviewed by BWP, and if required, replaced by BWP to ensure that it will appropriately measure electric power according to the provisions of the Customer's electric service Tariff. Where required, the Customer's existing meter may be replaced with a bi-directional meter so that power deliveries to and from Customer's site can be separately recorded. Where necessary, such PCC Metering shall be designed to prevent reverse registration.

(iv) Telemetering

Customer must allow proper space for installation of BWP telemetering equipment, associated communications equipment and pathways for necessary telemetering or communication cables near Customer's switchgear and/or generators as reasonably necessary at Customer's expense to allow the collection of real-time data for BWP's use.

(v) Location
Where BWP-owned Metering and Telemetering is located on Customer's premises, Customer shall provide, at no expense to BWP, a suitable location for all such Equipment.
(vi) Costs of Metering
Customers with Non-Eligible Customer Generators will bear all reasonable costs of the Metering and Telemetering required, including the incremental costs of operating and maintaining the Metering and Telemetering Equipment.

26.0 Inverter and Grid Interconnect

Customer will comply with the latest revision of IEEE 1547[1] and its associated guidelines for the inverters and grid interconnects. All power being generated will be done in unity with the power grid.

Should Customer pick a smart inverter or a Rule 21[2] based inverter the following settings will be made:

http://www.nrel.gov/docs/fy04osti/34875.pdf

Phase 1 Inverter-Distributed Energy Resource (I-DER) Functions	**Description**	**Setting**	**Comments**
Anti-Islanding: Support anti-islanding to trip off under extended anomalous conditions	The I-DER system trips off if voltage or frequency limits are exceeded over specified time periods. Although default trip-off limits settings would be implemented initially, these settings could be modifiable through agreement between the Area EPS and the I-DER operator.	Enabled	
LHVRT: Provide ride-through of low/high voltage excursions beyond normal limits	The I-DER system remains connected during voltage excursions beyond normal limits, based on extended voltage limits during specified time windows. The I-DER system would disconnect only when the ride-through window has expired. Although default ride-through settings would be implemented initially, these settings could be modifiable through agreement between the Area EPS and the I-DER operator, based on the technical capabilities of the I-DER system and used to possibly mitigate abrupt losses of generation.	Enabled	

[2]Recommendations for Updating the Technical Requirements for Inverters in Distributed Energy Resources Smart Inverter Working Group Recommendations January 2014

Phase 1 I-DER Functions	Description	Setting	Comments
LHFRT: Provide ride-through of low/high frequency excursions beyond normal limits	The I-DER system remains connected during frequency excursions beyond normal limits, based on extended frequency limits during specified time windows. The I-DER system would disconnect only when the ride-through window has expired. Although default ride-through settings would be implemented initially, these settings could be modifiable through agreement between the Area EPS and the I-DER operator, based on the technical capabilities of the I-DER system and used to possibly mitigate abrupt losses of generation.	Enabled	
Volt-Var Control: Provide volt/var control through dynamic reactive power injection through autonomous responses to local voltage measurements	The I-DER system implements volt/var curves that define the available reactive power required at different voltage levels. Settings are coordinated between the utility and I-DER operator. Available reactive power is defined as what reactive power is available without decreasing real power output. I-DER controller contains pre-established volt/var settings, and/or Volt/var settings can be updated remotely.	Disabled	All power will be delivered at unity
Ramping: Define ramp rates	The default ramp rate is established, contingent upon what the I-DER can do. Additional emergency ramp rates and high/low ramp rate limits may also be defined.	Disabled	
Fixed PF: Provide reactive power by a fixed power factor	The I-DER system sets the inverter to the specified power factor setting: I-DER controller contains pre-established power factor setting, and/or Power factor setting can be updated remotely.	Enabled and set to unity	

Phase 1 I-DER Functions	Description	Setting	Comments
Soft-Start Reconnection: Reconnect after grid power is restored	The I-DER system reconnects to the grid after power is restored using soft-start methods such as ramping up and/or randomly turning on within a time window after grid power is restored, to avoid abrupt increases in generation. The delay time between power restoration and the start of reconnection is preset, as are the ramping rate and the time window.	Enabled	

Should the Customer install a Phase 3 capable system, the Customer must notify BWP so that specific settings can be agreed upon. See required phase 3 settings below.

Phase 3 I-DER Functions with Communications	Description	Setting	Comments
Monitor Alarms: Provide emergency alarms and information	The I-DER system (and aggregations of I-DER systems, such as virtual power plants) provides alarms and supporting emergency information via the FDEMS to the utility. This function is feasible only if the ICT infrastructure is available.	Enabled	
Monitor DER Status and Output: Provide status and measurements on current energy and ancillary services	The I-DER system (and aggregations of I-DER systems, such as virtual power plants) provides current status, power system measurements, and other real-time data (possibly aggregated via the FDEMS) to the utility, in order to support real-time and short-term analysis applications. This function is feasible only if the ICT infrastructure is available. (Revenue metering data is provided via alternate means.)	Enabled	

Phase 3 I-DER Functions with Communications	Description	Setting	Comments
Limit Maximum Real Power: Limit maximum real power output at an ECP or the PCC upon a direct command from the utility	The utility issues a direct command to limit the maximum real power output at the ECP or PCC. The reason might be that unusual or emergency conditions are causing reverse flow into the feeder's substation or because the total I-DER real power output on the feeder is greater than some percentage of total load. The command might be an absolute watt value or might be a percentage of I-DER output. This function is feasible only if the ICT infrastructure is available. It might also be used to ensure fairness across many I-DER systems.	Disabled	
Command DER to Connect or Disconnect: Support direct command to disconnect or reconnect	The I-DER system performs a disconnect or reconnect at the ECP or PCC. Time windows are established for different I-DER systems to respond randomly within that window to the disconnect and reconnect commands. This function is feasible only if the ICT infrastructure is available.	Disabled	

Phase 3 I-DER Functions with Communications	Description	Setting	Comments
Provide DER information: Provide operational characteristics at initial interconnection and upon changes	The I-DER system provides operational characteristics after its "discovery" and whenever changes are made to its operational status.	Enabled	
Initiate Periodic Tests: Test I-DER functionality, performance, software patching, and updates	Initial I-DER software installations and later updates are tested before deployment for functionality and for meeting regulatory and utility requirements, including safety. After deployment, testing validates the I-DER systems are operating correctly, safely, and securely.	Disabled	
Schedule Output at PCC: Schedule actual or maximum real power output at specific times	The utility establishes (or pre-establishes) a schedule (e.g. on-peak & off-peak) of actual or maximum real power output levels at the ECP or PCC, possibly combining generation, storage, and load management. The reason might be to minimize output during low load conditions while allowing or requiring higher output during peak load time periods.	Disabled	
Schedule DER Functions: Schedule real power and ancillary service outputs	The I-DER system receives and follows schedules for real power settings, reactive settings, limits, modes (such as autonomous volt/var, frequency-watt), and other operational settings.	Disabled	

Phase 3 I-DER Functions with Communications	Description	Setting	Comments
Schedule Storage: Set or schedule the storage of energy for later delivery, indicating time to start charging, charging rate and/or "charge-by" time	For a I-DER system that has storage capabilities, such as battery storage or a combined PV + storage system or a fleet of electric vehicles. Preset time-of-charge values can be established. Settings are coordinated between the utility and I-DER operator. Different scenarios could include: Low load conditions at night are causing some renewable energy to be wasted, so charging energy storage I-DER systems at that time makes power system operations more efficient. I-DER controller charges at the specified rate (less than or equal to the maximum charging rate) until the state-of-charge (SOC) reaches a specified level. I-DER controller charges at the necessary rate in order to reach the specified SOC within the "charge-by" time.	Disabled	

Phase 3 Autonomous I-DER Functions	Description	Setting	Comments
Frequency-Watt: Counteract frequency excursions beyond normal limits by decreasing or increasing real power	The I-DER system reduces real power to counteract frequency excursions beyond normal limits (and vice versa if additional generation or storage is available), particularly for microgrids. Hysteresis can be used as the frequency returns within the normal range to avoid abrupt changes by groups of I-DER systems.	Disabled	
Voltage-Watt: Modify real power output autonomously in response to local voltage variations	The I-DER system monitors the local (or feeder) voltage and modifies real power output in order to damp voltage deviations. Settings are coordinated between the utility and I-DER operator. Hysteresis and delayed responses could be used to ensure overreactions or hunting do not occur.	Disabled	

Phase 3 Autonomous I-DER Functions	Description	Setting	Comments
Dynamic Current Support: Counteract voltage excursions beyond normal limits by providing dynamic current support	The I-DER system counteracts voltage anomalies (spikes or sags) through "dynamic current support". The I-DER system supports t h e grid during short periods of abnormally high or low voltage levels by feeding reactive current to the grid until the voltage either returns within its normal range, or the I-DER system ramps down, or the I-DER system is required to disconnect.	Disabled	

Phase 3 Autonomous I-DER Functions	Description	Setting	Comments
Limit Maximum Real Power: Limit maximum real power output at the ECP or PCC to a preset value	I-DER systems are interconnected to the grid with a preset limit of real power output to be measured at the PCC. The reason might be that the I- DER system is sized to handle most of the local load behind an ECP or the PCC, but occasionally that load decreases below a critical level and the increased real power at the ECP or PCC may cause backflow at the substation and be a reliability concern for the utility. Most likely for larger I-DER systems.	Disabled	
Set Real Power: Set actual real power output at the ECP or PCC	The utility either presets or issues a direct command to set the actual real power output at the ECP or PCC (constant export/import if load changes; constant watts if no load). The reason might be to establish a base or known generation level without the need for constant monitoring. This is the approach often used today with synchronous generators. This function is feasible only if the ICT infrastructure is available. Meter reads could provide 15-minute energy by the end of the day could provide production information for operational planning.	Disabled	

Phase 3 Autonomous I-DER Functions	Description	Setting	Comments
Smooth Frequency Deviations: Smooth minor frequency deviations by rapidly modifying real power output to these deviations	The I-DER system modifies real power output rapidly to counter minor frequency deviations. The frequency-watt settings define the percentage of real-power output to modify for different degrees of frequency deviations on a second or even sub- second basis.	Disabled	

Optional I-DER Functions	Description	Setting	Comments
Backup Power: Provide backup power after disconnecting from grid	The I-DER system, including energy storage and electric vehicles, has the ability to provide real power when the site is disconnected from grid power. The reason is to provide backup power to the facility and possibly black start capabilities.	Disabled	
Imitate capacitor bank triggers: Provide reactive power through autonomous responses to weather, current, or time-of-day	Similar to capacitor banks on distribution circuits, the I-DER system implements temperature-var curves that define the reactive power for different ambient temperatures, similar to use of feeder capacitors for improving the voltage profile. Curves could also be defined for current-var and for time-of-day-var.	Disabled	
Operate within an Islanded Microgrid: Operate within an islanded microgrid	After grid power is lost or disconnected, or upon command, the I-DER system enters into microgrid "mode" as either "leading" or "following" the microgrid frequency and voltage, while acting either as base generation or as load-matching, depending upon preset parameters.	Disabled	
Provide low-cost energy	Utility, REP, or FDEMS determines which I-DER systems are to generate how much energy over what time period in order to minimize energy costs. Some I-DER systems, such as PV systems, would provide low-cost energy autonomously, while storage systems would need to be managed.	Disabled	

Optional I-DER Functions	Description	Setting	Comments
Provide low emissions energy	Utility, REP, or FDEMS determines which non-renewable I-DER systems are to generate how much energy in order to minimize emissions. Renewable I-DER systems would operate autonomously.	Disabled	
Provide renewable energy	Utility, REP, or FDEMS selects which non-renewable I-DER systems are to generate how much energy in order to maximize the use of renewable energy. Renewable I-DER systems would operate autonomously.	Disabled	
Execute schedules: Scheduled, planned, or forecast of available energy and ancillary services	The FDEMS provides scheduled, planned, and/or forecast information for available energy and ancillary services over the next hours, days, weeks, etc., for input into planning applications. Separate I-DER generation from load behind the PCC. This function is feasible only if the ICT infrastructure is available.	Disabled	

Optional I-DER Functions	Description	Setting	Comments
Issue generation and storage schedules	The I-DER system provides schedules of expected generation and storage reflecting customer requirements, maintenance, local weather forecasts, etc. This function is feasible only if the ICT infrastructure is available.	Disabled	
Provide black start capabilities	The I-DER system operates as a microgrid (possibly just itself) and supports additional loads being added, so long as they are within its generation capabilities. This function is feasible only if the ICT infrastructure is available.	Disabled	
Participate in AGC: Support frequency regulation by automatic generation control (AGC) commands	The I-DER system (or aggregations of I-DER systems) implements modification of real- power output based on AGC signals on a multi-second basis. This function is feasible only if the ICT infrastructure is available.	Disabled	

Optional I-DER Functions	Description	Setting	Comments
Provide "spinning" or operational reserve as bid into market	The I-DER system provides emergency real power upon command at short notice (seconds or minutes), either through increasing generation or discharging storage devices. This function would be in response to market bids for providing this reserve. This function is feasible only if the ICT infrastructure is available.	Disabled	
Respond to Pricing Signals: Manage real power output based on demand	The I-DER system receives a demand response (DR) pricing signal from a utility or retail energy provider (REP) for a time period in the future and determines what real power to output at that time. This function is feasible only if the ICT infrastructure is available.	Disabled	
Respond to Pricing Signals: Manage selected ancillary services based on demand response (DR) pricing signals	The I-DER system receives a DR pricing signal from a utility or retail energy provider (REP) for a time period in the future and determines what ancillary services to provide at that time. This function is feasible only if the ICT infrastructure is available.	Disabled	

Optional I-DER Functions	Description	Setting	Comments
Registration: Initiate automated "discovery" of I-DER systems	The I-DER system supports its automated "discovery" as interconnected to a location on the power system and initiates the integration process. This function is feasible only if the ICT infrastructure is available. Otherwise, manual methods must be used.	Disabled	

27.0 Indemnity and Liability

Customer shall indemnify and hold the City of Burbank, including BWP, its directors, officers, agents and employees ("Indemnitees") harmless against all loss, damage, expense and liability to third persons for injury to or death of persons or injury to property caused by or arising out of the design, construction, installation, ownership, maintenance, or operation of the Project or any portion thereof, provided that Customer's indemnity obligation shall not apply to any loss, damage, expense and liability to third persons for injury to or death of persons or injury to property to the extent caused by or arising out of the negligence or willful misconduct of the Indemnitees. Customer shall, upon BWP's request, defend any suit asserting a claim covered by this indemnity.

28.0 Insurance

During the term of this Agreement, Customer shall maintain comprehensive general liability insurance for the design, operation and maintenance of the Project; including blanket contractual liability coverage with a combined single limit of not less than [$1,000,000 subject to approval of City of Burbank Risk Management] each occurrence. From time to time BWP may require a reasonable increase in the coverage limits of the foregoing insurance consistent with prevailing risk management practices for similar commercial activities. BWP will notify Customer about changes in coverage limits. Such insurance shall name BWP, its officers, agents, and employees as additional insured parties in a form subject to the reasonable approval of BWP's legal counsel. Customer shall, prior to the operation of any of its Generating Facility in parallel with BWP's Distribution System, furnish BWP with a certificate evidencing such insurance and providing that such insurance shall not be cancelled or materially reduced without thirty (30) days advance written Notice to BWP. [Subject to review by City of Burbank Risk Management]

29.0 Governing Law

The laws of the State of California shall govern this Agreement.

30.0 Amendment

Any amendments or modifications to this Agreement shall be in writing and agreed to by both Parties. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, shall be deemed to be construed as a further or continuing waiver of any such breach or a waiver of the breach of any other term or covenant unless such waiver is in writing. The General Manager of BWP, or its designee, is authorized to (a) enter into any amendments approving, modifying or accepting an updated Design Documents, (b) enter into any ministerial amendments to update or correct this Agreement and (c) administer this Agreement in the ordinary course.

31.0 Assignment Prohibited; Successors and Assigns

This Agreement is personal to Customer and its affiliates and successors in title and may not be assigned without the written consent of BWP. This Agreement is and shall be binding on all permitted successors and assigns of each of the Parties hereto without the necessity of further

documentation.

Notwithstanding the foregoing or anything else to the contrary herein, Customer may assign this Agreement, without the consent of BWP, to any "Affiliate" of the Customer, or into which or with which Customer is merged or consolidated, or to any person or entity which acquires all or substantially all of the stocks or assets of Customer or any affiliate of the Customer and such "Affiliate" or successor has an electric service account with BWP for the location of the Generating Facilities as described in Section 2.0; provided, however, such assignment shall not relieve the Customer of its obligations and liabilities under this Agreement. The term "Affiliate" shall mean any person or entity which Customer has a majority ownership interest or that is under majority common ownership of Customer.

32.0 Entire Agreement

This Agreement contains the entire understanding between the Parties and supersedes all previous communications, representations, understandings, and agreements, either oral or written, between the Parties with respect to the subject matter hereof. There are no other promises, terms, conditions, obligations, understandings, or agreements either written or oral between the Parties with respect to the subject matter hereof.

33.0 Review of Records and Data

BWP shall have the right, in addition to those in Section 6 and 8, to review and obtain copies of Customer's operations and maintenance records, logs, agreements, invoices, and any other evidence that the fuel cell meets the Eligibility Requirements as noted in Section 6, Appendix B and C, and other information such as unit availability, maintenance outages, circuit breaker operation requiring manual reset, relay targets, and unusual events, as reasonably necessary, pertaining to Customer's Generating Facilities, or its interconnection with BWP's Distribution System.

BWP may use a third party to review such information.

For fuel cell generation, Customer shall provide auditable package documentation annually to BWP by March 31, for the prior calendar year that includes completion of Appendix E and the following information for each biomethane source:

1) Fuel use summary showing the monthly fuel invoice, injection, delivery, and use quantities in MMBtus, and the monthly total generation of the electrical Generation Facility.

2) Fuel delivery summary spreadsheet showing the monthly fuel quantities received into and delivered from each pipeline along the delivery path.

3) Delivery path summary spreadsheet summarizing the delivery path.

4) Transport contract summary spreadsheet summarizing the information in the transport contracts.

5) Monthly meter data for the biomethane source's injection point on the delivery pipeline.

6) Monthly pipeline nomination reports for each pipeline and storage facility along the delivery path.

7) Monthly invoices for the procurement of the biomethane.

8) Monthly meter data showing the total use of all fuels (biomethane and nonrenewable fuels) at the Generating Facility.

9) A summary statement, including supporting documentation, of all biomethane associated with, or planned to be delivered to, the Generating Facility remaining in a storage facility at the close of the calendar year. Biomethane quantities not identified in the summary report may not be used at a later time.

Customer authorizes BWP to release to regulatory bodies information regarding the Project, including the Customer's name and location, and the size, location and operational characteristics of the generating facility, as requested from time to time pursuant to governing statutes and regulations.

34.0 Force Majeure

Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorism, terrorist activities, inability to obtain services, labor, or materials or reasonable substitutes therefore, governmental actions, civil commotions, fire, flood, earthquake or other casualty, and other causes beyond the reasonable control of the party obligated to perform (collectively, a "Force Majeure"), notwithstanding anything to the contrary contained in this Agreement, shall excuse the performance of such party for a period equal to the period of any such prevention, delay or stoppage and, therefore, if this Agreement specifies a time period for performance of an obligation of either party, that time period shall be extended by the period of any delay in such party's performance caused by an event of Force Majeure; provided, that a Force Majeure shall excuse performance only if the party facing such Force Majeure (a) delivers prompt notice to the other party of the occurrence of such Force Majeure and (b) uses commercially reasonable efforts to circumvent, address or otherwise overcome the Force Majeure.

35.0 General

Time is of the essence of this Agreement and each of the terms and conditions hereof. This Agreement may be executed in any number of duplicate counterparts, each of which, when executed, shall be deemed an original and all of which shall constitute one and the same agreement. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. The illegality, invalidity, or unenforceability of any provision of this Agreement shall in no way impair or invalidate any other provision of this Agreement, and such remaining provisions shall remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be executed as of_____, 20___.

THE CITY OF BURBANK,
through its Burbank Water and Power

By _____
Mandip Kaur Samra

Title General Manager, Burbank Water and Power

Approved as to form

By _____

Title Senior Assistant City Attorney, City Attorney's Office

Customer Name

By _____

Title _____

By _____

Title _____

Appendix A

Project Documents (Provided by Customer)

Appendix B

Fuel Cell Qualification Requirements

Prior to Interconnection, Customer shall provide sufficient documentation and information for BWP to determine that the biomethane would meet the CEC Eligibility Requirements. If BWP determines in its reasonable judgment that Customer either failed to provide evidence or that it provided insufficient evidence that its Generating Facility does not or will not meet the Eligibility Requirements, then the Generating Facility shall be deemed to not be meeting the Eligibility Requirements until such time as Customer demonstrates to BWP's reasonable satisfaction that Customer meets the Eligibility Requirements for its Generating Facility consisting of a fuel cell.

Such information shall include but not be limited to:

1. List of all biomethane to be used at the facilities.

2. Certification that the facility's fuel sources qualify as biomethane as specified in the definition of the biomethane in the Eligibility Guidebook.

   a. List of names of each fuel production facility.

   b. Demonstrate and provide evidence to BWP's satisfaction, for each biomethane source that the capture and injection of biomethane into a common carrier pipeline directly results in at least one environmental benefit in California as defined in the Eligibility Guidebook.

   c. Every producer of biomethane shall provide at minimum the following certification:

      i. Provide the fuel production facility owner/operator, the address of the fuel production facility, the start and end dates of the fuel supply contract.

      ii. Provide the quantity of fuel to be delivered under this contract in MMBtus/month.

      iii. Provide the delivery point of the gas into the natural gas pipeline system, if applicable.

      iv. Provide attestation, in form and substance satisfactory to BWP, by an authorized officer or agent of the fuel production facility owner under penalty of perjury, that the fuel consists, or will consist, solely of an RPS eligible fuel as defined in the Eligibility Guidebook and constitutes an RPS eligible renewable fuel pursuant to the Eligibility Guidebook.

   d. Every pipeline entity that provides storage or delivery of renewable pipeline biomethane shall provide at minimum the following certification:

      i. Provide the named fuel production facility name.
      ii. Provide the entity handling the delivery of the biomethane gas.

iii. Provide the name of the entity delivering the gas at the point of receipt into the pipeline.
iv. Provide the receipt point where the gas enters the pipeline and the delivery point where the gas exits the pipeline.
v. Provide the name of the entity receiving the gas at the delivery point.
vi. Provide sufficient evidence that demonstrates that the delivery of biomethane meets the delivery requirements of the Eligibility Guidebook.
vii. Provide attestation by authorized officer or agent of the pipeline biomethane delivering entity and attest under penalty of perjury on behalf of the entity that renewable pipeline biomethane, as defined in the Eligibility Guidebook, from the named fuel production facility, is planned to be delivered, and to continue to be delivered, for the term of the delivery contract, from the named entity at the above receipt point to the named receiving entity at the above delivery point, in an eligible manner as described by the Eligibility Guidebook.

3. Customer must furnish copies of all contracts with any sensitive or confidential information redacted from each of these agreements, between Customer and Suppliers and Pipeline entities showing the production, transmission, and delivery of each biomethane resource acquired as fuel for Customer's Generation Facilities.

a. The biomethane procurement contract for each biomethane source must demonstrate at minimum the following:
   i. The biomethane procurement contract execution date and term.
   ii. The biomethane sources are specified in the contract.
   iii. The contracted quantity of biomethane in MMBtu from each source, which may include the full output or a percentage of the full output from each source, and the specific time frame for biomethane deliveries.
   iv. All renewable and environmental attributes associated with the production, capture, and injection of the biomethane are transferred in whole to the electrical generating facility using the biomethane.
b. The pipeline transport contracts must demonstrate at minimum the following:
   i. The point of receipt (POR), where the biomethane enters the pipeline.
   ii. The point of delivery (POD), where the gas exits the pipeline or enters storage.
   iii. The transport maximum daily quantity, the maximum amount that can be transferred through the pipeline each day, if specified in the transport contract.

Appendix C

Customer Certification of Biomethane
"Generating Facility": [Facility Description]
Customer Name: _____
Street Address: _____
City: _____
Zip Code: _____

Customer certifies to the City of Burbank that the facility's fuel sources, identified below, qualify as biomethane as specified in the definition of biomethane in the Eligibility Guidebook.

All sources of biomethane

	Fuel Production Facility Name	Delivery Entity
1		
2		
3		
4		
5		
6		
7		

I am an authorized officer or agent of the above-noted electrical generation facility owner with authority to submit this application for precertification on said facility owner's behalf, and hereby submit this precertification form and any supplemental forms and attachments included herewith on behalf of said facility owner of the above noted electrical generation facility as an eligible renewable energy resource that such electrical generation facility would qualify under California's RPS. I attest on behalf of said facility owner to the following with respect to fuel identified in this form and any supplemental forms and attachments included herewith:

- The fuel described in this form and any supplemental forms and attachments included herewith is being procured for precertification and the above noted electrical generation facility owner intends to continue procuring that fuel from the above noted fuel production facility(ies);

The fuel satisfies the definition and requirements of "biomethane" as specified in the Eligibility Guidebook;

- The above noted electrical generation facility owner has not sold, traded, given away, claimed, or otherwise disposed of any of the attributes that would prevent the resulting electricity from being compliant with the definition of "green attributes" as defined in the Eligibility Guidebook, nor will it do so for any biomethane used to generate at the above noted electrical generation facility; and,

- The above noted electrical generation facility owner has not made, and will not make, for any biomethane used to generate electricity at the above noted electrical generation facility, any marketing, regulatory, or retail claim of GHG reductions from methane destruction without rightful ownership of the environmental attributed associated with the capture and destruction of the biomethane, and in full compliance with the Eligibility Guidebook.

I have read the above information as well as the Eligibility Guidebook, and understand the provisions, eligibility criteria, and requirements of the Eligibility Guidebook. I acknowledge that interconnection of the above generating facility is conditioned on the above noted facility owner's acceptance and ongoing satisfaction of all the biomethane requirements as set forth in the Eligibility Guidebook and confirmed by the City of Burbank. I further acknowledge that the Energy Commission may revise the Eligibility Guidebook in the future, and that it is my responsibility to remain informed of any changes that could affect the precertification of the above noted electrical generation facility. I declare under penalty of perjury that the information provided in this form and any supplemental forms and attachments included herewith including all that is required to be submitted pursuant to the interconnection agreement between the City of Burbank and the customer, _____, is true and correct to the best of my knowledge and that I am authorized to submit this form and any supplemental forms and attachments included herewith on behalf of the above noted electrical generation facility owner. I am delivering this certification to and for the benefit of the City of Burbank.

Name of Facility: _____
Authorized Officer/Agent: _____
Officer Title: _____
Company: _____
Signature: _____
Date Signed: _____

Fuel Production Facility Certification of Biomethane

Name of Customer: _____

Fuel Production Facility Name: _____

Fuel Production Facility Owner/Operator: _____

Address: _____

City: _____ State: _____ Zip: _____

Start date of fuel supply contract: _____

End date of fuel supply contract: _____

Type of biomethane: _____

Delivery Method: _____

Delivery point to the natural gas pipeline system, if applicable:

_____

Quantity of fuel under this contract (MMBtu/month) Date of first delivery, or use, of gas:

_____

Is the fuel production facility, or biomethane source, if different from the fuel production facility, required by law to capture and destroy methane?

Yes / No (Circle one)

I am an authorized officer or agent of the above-noted fuel production facility owner, and hereby attest on behalf of said fuel production facility owner to the following with respect to the fuel described above:

- The fuel consists solely of an RPS eligible fuel that meets the definitions and requirements as specified in the Eligibility Guidebook;
- The fuel has been sold for use in the above noted electrical generation facility meet;
- The above noted fuel production facility owner has not sold, traded, given away, claimed, or otherwise disposed of any of the attributes for the fuel separate from the fuel itself that would prevent the resulting electricity from being compliant with the definition of "green attributes" as defined in the Eligibility Guidebook, nor will it do so for any fuel used to generate RPS eligible electricity at the above noted electrical generation facility; and,
  The fuel production facility owner has not made, and will not make, for any fuel used to generate RPS-eligible electricity at the above noted electrical generation facility, any marketing, regulatory, or retail claim of GHG reductions from methane destruction without rightful ownership of the environmental attributed associated with the capture and destruction of the fuel, and in full compliance with Eligibility Guidebook.

I have read the above information as well as the Eligibility Guidebook and understand the provisions, eligibility criteria, and requirements of the Eligibility Guidebook. I acknowledge that the above noted electrical generation facility is conditioned on the above noted fuel production facility owner's acceptance and satisfaction of all applicable program requirements as set forth in the Eligibility Guidebook I declare under penalty of perjury that the information provided in this form is true and correct to the best of my knowledge and that I am authorized to submit this form on behalf of the above noted fuel production facility owner. I am delivering this certification to and for the benefit of the City of Burbank.

Authorized Officer/Agent: _____

Officer Title: _____ Company: _____

Signature: _____ Date Signed: _____

Pipeline Biomethane Delivery Entity Certification

Complete a copy of this form for each entity that takes title to and transports the fuel (each, a "delivery entity") from each fuel production facility used as a source by the electrical generation facility.

Electrical generation facility name: _____

Fuel production facility name: _____

Provide the name of the delivery entity transporting the biomethane from the receipt point to the delivery point:

_____

Provide the name of the entity from which the biomethane was received at the receipt point:

_____

Provide the name of the receipt point (where the biomethane enters the pipeline or where the delivery entity received the biomethane, as applicable) and the name of the delivery point (where the biomethane exits the pipeline or where the biomethane was delivered to an entity other than the delivery entity, as applicable).

_____

Provide the name of the entity receiving the biomethane at the delivery point:

_____

I am an authorized officer or agent of the above-noted biomethane delivery entity, and hereby attest on behalf of said biomethane delivery entity that biomethane, as defined in the *Eligibility Guidebook*, from the above noted fuel production facility, has been delivered, and will continue to be delivered pursuant to the terms of the delivery contract, from the named entity delivering the biomethane to the above noted receipt point to the named entity receiving the biomethane at the above noted delivery point, in the manner as required by the *Eligibility Guidebook.* I also attest that the above noted biomethane delivery entity has not sold, traded, given away, claimed, or otherwise disposed of any of the attributes associated with the biomethane separate from the biomethane itself that would prevent the resulting electricity from being compliant with the definition of "green attributes" as defined in the *Eligibility Guidebook*, nor will it do so for any biomethane used to generate electricity at the above noted electrical generation facility delivered pursuant to the terms of the delivery contract. I attest that the above noted biomethane delivery entity has not made, and will not make, for any biomethane used to generate electricity at the above noted electrical generation facility, any marketing, regulatory, or retail claim of GHG reductions from methane destruction without rightful ownership of the environmental attributes associated with the capture and destruction of the biomethane, and in full compliance with *Eligibility Guidebook.* I have read the above information as well as the *Eligibility Guidebook* and understand the provisions, eligibility criteria, and requirements of that guidebook and my responsibilities under that guidebook. I acknowledge that the above noted electrical generation facility is conditioned on the above noted biomethane delivery entity's acceptance and satisfaction of all applicable program requirements as set forth in the *Eligibility Guidebook.* I declare under penalty

of perjury that the information provided in this form is true and correct to the best of my knowledge and that I am authorized to submit this form on behalf of the above noted biomethane delivery entity. I am delivering this certification to and for the benefit of the City of Burbank.

Authorized Officer/Agent: _____

Officer Title: _____

Company: _____

Signature: _____ Date Signed: _____

Appendix D

Metering/Telemetering Requirements
(Section to be determined after receiving required documentation in Appendix A)

Appendix E

Annual Certification of Biomethane compliance (Eligibility Guidebook)

I am an authorized officer or agent of the entity that owns the Generation Facility, as noted below, and hereby submit this report and attest to the following on behalf of said entity:

1) I am an authorized officer or agent of the entity that owns the Generation Facility, as noted below and for which this report was prepared, and have authority to submit this report on behalf of said company;
2) The information and data provided in this report is submitted to Burbank Water and Power (BWP) for use in verifying the quantities of biomethane used by the Generation Facility noted below, the corresponding amount of electricity generated by the Generation Facility, and the delivery path(s) used to deliver the biomethane to the Generation Facility in accordance with the *Eligibility Guidebook*;
3) The Generation Facility for which this report was prepared is the final and sole owner of all biomethane fuel identified in this report;
4) The biomethane fuel identified in this report and its delivery to the Generation Facility satisfies all the requirements for biomethane as described in the *Eligibility Guidebook*;
5) To the best of my knowledge, none of the electricity generated by the Generation Facility as identified in this report, nor any of the renewable energy certificates, as defined in the *Eligibility Guidebook*, associated with electricity generation, has been or will be used, sold, retired, claimed, or represented as part of electricity generation more than once to satisfy BWP procurement requirements or voluntary contributions;
6) I have read the *Eligibility Guidebook* and understand the provisions, eligibility criteria, and requirements of the guidebook and my responsibilities under the guidebook. I also agree to be responsible to provide additional information for verification purposes, if requested by BWP.
7) I declare under penalty of perjury that the information and data provided in this report is true and correct to the best of my knowledge.

Signed: _____ Dated: _____

Name of Officer or Agent: _____

Title of Officer or Agent: _____

Authorized Officer or Agent of Entity That Owns Electrical Generation Facility

Name: _____
Title: _____
Phone: _____
E-mail: _____
Fax: _____

Entity That Owns Electrical Generation Facility

Entity Name: _____
Street Address: _____
City, State, Zip Code: _____

Appendix F

Permission to Interconnect and Form of Permission to Operate Letter
Procedure for Permission to Interconnect

1. Once the Customer has fulfilled all of the requirements specific to its Interconnection Agreement for one or more specified Generating Facilities (Designated Generating Facilities) in a manner reasonably satisfactory to Burbank Water and Power (BWP), BWP will issue a written permission to interconnect (Permission to Interconnect) to allow temporary operation of the Designated Generation Facilities only to extent needed for testing newly installed and approved Designated Generation Facilities. Customers are NOT permitted to operate any Generating Facilities prior to receiving an official Permission to Interconnect and shall be held liable for any damages or losses that may occur as a result of any unauthorized operation.
2. Upon receiving the Permission to Interconnect the Interconnecting Customer may energize its Designated Generation Facilities (subject to the terms and conditions of the Interconnection Agreement and any agreements between BWP and the Interconnecting Customer) for the term as set forth in the Permission to Interconnect.
3. It is required that the Customer safely operates and maintains its Generation Facilities in accordance with all applicable laws, rules, and regulations governing generation facilities. In particular, the Customer should schedule regular maintenance and must maintain any permanent plaques and other signage related to its Generation Facilities.
4. Additionally, the Customer is required to notify BWP of any changes (or proposed changes) related to: the configuration or operation of its generating equipment, the ownership of the Generation Facilities or part thereof, or the host retail electric billing account
5. After the Customer receives the Permission to Interconnect, customers should review the BWP website periodically for changes and updates to the Rules and Regulations.

Form of Permission to Operate

Date of Permission to Operate: _____.

Customer hereby certifies that the Generation Facilities identified below (the "Permitted Generating Facilities") meet all the requirements of the Interconnection Agreement and complies with all applicable laws and is safe to operate.

"Generating Facility [___]" shall be: [Facility Description including the type of Renewable Electrical Generation Facility]

Street Address: _____
City: _____
Zip Code: _____
Cross Streets: _____

The Gross Nameplate Rating of Generating Facility 1 is _____kW.
The Net Nameplate Rating of Generating Facility 1 is _____kW.

Customer further certifies that it shall operate and maintain the Permitted Generating Facilities in accordance with the Interconnection Agreement.

Customer Representative: _____

Customer Signature: _____

BWP hereby certifies the Permitted Generating Facilities at the location described above meets the requirements of Section 8.0 of the Interconnect Agreement on the date of this issuance of the Permission to Operate and is allowed to operate according to the terms of the Interconnection Agreement.

BWP Representative: _____

BWP Signature: _____

STAFF REPORT

WATER AND POWER

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Joseph Lillio, Chief Financial Officer
BY: Saba Momayez, Energy Services and Utility Rates Manager

SUBJECT: Adoption of a Resolution Amending the Fiscal Year 2025-26 Citywide Fee Schedule to Approve the Updated Burbank Water and Power Electric Vehicle Charging Rates, Solar Net Billing Rate, Lifeline Discount, and Miscellaneous Service Fees

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, AMENDING ARTICLE X, SECTION 1, SECTION 10, AND SECTION 11, AND ARTICLE XI, SECTION 9 OF THE FISCAL YEAR 2025-26 CITYWIDE FEE SCHEDULE TO APPROVE THE UPDATED RATES AND FEES (Attachment 1).

BACKGROUND

The Burbank Water and Power Department (BWP) is proposing to amend the following sections in the Fiscal Year 2025-26 Citywide Fee Schedule, effective January 1, 2026.

EV Charging Rates

Burbank Water and Power (BWP) owns and operates 55 Level 2 and four Direct Current (DC) Fast Charging stations throughout the City of Burbank (City) that are available for public use. These stations are available for a fee per kilowatt-hour (kWh), and these fees are updated annually in the Citywide Fee Schedule.

The purchase and installation of these charging stations were funded through the California Air Resources Board's (CARB) Low Carbon Fuel Standard (LCFS) program. The LCFS program provides BWP with credits based on the total number of electric vehicles registered in the City and for the energy dispensed by BWP-owned EV charging stations. These credits can be sold on the open market to high-carbon-intensity fuel

producers, and funds from the sale of these credits can only be used for transportation electrification programs, projects, and activities. Because LCFS funds are directly allocated from the state, BWP's LCFS-funded programs, projects, and activities do not impact electric rates for our ratepayers (Attachment 2). While the proceeds of the LCFS-programs cover the purchase and installation of the charging stations and certain other costs, they do not cover maintenance and payment transaction fees.

Solar Net Billing Rate
On January 14, 2025, the City Council (Council) approved the new Solar Net Billing program. Any solar system that receives a permit on or after January 1, 2026, will be placed on the Solar Net Billing rate and will follow the rules of that program, not the existing Solar Net Energy Metering (NEM) rate (Attachment 3).

Lifeline Rate
On June 20, 2025, the Council approved increasing the electric rate discount from 40% to 45%. The exemptions from the monthly customer service charge and the Utility User's Tax, along with the eligibility criteria, will remain unchanged (Attachment 4).

Miscellaneous Service Fees
BWP is a not-for-profit organization. Fees are based on the cost of conducting and maintaining daily operations. These proposed service fees are designed to recover the full cost directly from the customers incurring the service instead of passing on these costs to other ratepayers. This provides full cost recovery, eliminates any undue subsidy, and helps drive lower rates for residential and commercial customers. Therefore, BWP proposes to increase the disconnection and reconnection fees for non-payment from $33 to $41.03 per call for residential customers and increase the cost from $33 to $214.32 per call for commercial customers (Attachment 5)

DISCUSSION

EV Charging Rates
BWP's EV charging rates are based on the Customer Service Charge, Demand Charge, Energy Charge, and Energy Cost Adjustment Charge (ECAC) listed in the Medium General Service electric rate of the Fiscal Year (FY) 2025-26 Citywide Fee Schedule, plus the operational costs for BWP listed below:

1. **Maintenance** – BWP electricians perform monthly maintenance checks on all BWP-owned charging stations and typically respond to any service calls within 24 hours.
2. **Payment transaction fees** – These fees are charged as a percentage of the total charging transaction cost by the charging network provider for processing payments.

The above costs are not covered by LCFS funds. Additional operational costs that are currently entirely covered by LCFS funds and not included in the EV charging rate are:

1. **Charging station network fees** – These fees are for charging stations to be connected to an online charging network. This provides BWP with the ability to set pricing, recover revenue, and view charging data, among other capabilities.
2. **Capital costs** – These are costs for BWP to invest in future public and fleet EV charging infrastructure.
3. **Administrative costs** – These costs are to cover the staff time to manage and plan for future EV charging programs, projects, and activities.

EV charging rates will increase approximately 10% across all customer classes, so staff used this estimate to calculate the FY 2025-26 EV charging rate. The table below compares the proposed FY 2025-26 EV charging rates to the FY 2024-25 rates. These rates are a combination of the EV charging rate and ECAC, which is the actual rate that an EV driver will pay when charging their vehicle at BWP-owned charging stations. All rates are per kWh.

Table 1: Comparison of Proposed FY 2025-26 and FY 2024-25 Rates (FY 2025-26 rates will go into effect on January 1, 2026)

TOU Period	FY 2024-25	FY 2025-26 (proposed)
Level 2 On-Peak	$0.3878	$0.4436
Level 2 Mid-Peak	$0.2178	$0.3298
Level 2 Off-Peak	$0.2178	$0.2537
DCFC On-Peak	$0.6278	$0.4922
DCFC Mid-Peak	$0.3678	$0.3783
DCFC Off-Peak	$0.3678	$0.3022

Composite Energy charge: Comprised of Energy charge and ECAC, and may differ from the billed rate due to rounding.

Solar Net Billing Rate

Customers placed on the Solar Net Billing Rate will receive compensation for energy sent to the grid on BWP's new Avoided Cost of Energy (ACOE) rate. The ACOE is the calculated value of the solar energy exported to the grid to BWP, at the time of day and season that it is sent to the grid. This rate will be recalculated on a yearly basis to reflect current market rates. Commercial customers on the Solar Net Billing rate will be charged the normal rate for their rate class for energy delivered to them by BWP. Residential customers on the Solar Net Billing Rate will be placed on a time-of-use rate for the energy delivered to them by BWP. It is identical to the current EV time-of-use rate. The fee schedule will be revised to:

1. Add a new section for residential solar rates for solar net billing customers in Article X, Section 1, and
2. Add the avoided cost of energy rate in Article X, Section 11 for Customer Generation.

Lifeline Rate

Outside of the rate-setting process, BWP manages financial assistance programs to support financially vulnerable members of the community who may need help. The funding for these programs does not directly impact rates. The Lifeline programs for low-income customers are funded by BWP's Public Benefits Fund, which is mandated by the state and requires BWP to set aside 2.85% of electric revenues to invest in these types of programs and services. On June 20, 2025, the Council approved raising the Lifeline electric rate discount from 40% to 45%.

The Lifeline Program will offer a 45% reduced electric rate and exemptions from the monthly customer service charge and Utility User's Tax to income-qualified customers (ranging from an annual household income of $53,000 for a one-person household up to $100,000 for an eight-person household) with at least one member of the household being sixty-two years old or permanently disabled. Exemptions from the monthly customer service charge and Utility User's Tax benefits will continue, along with the existing eligibility criteria.

Miscellaneous Fees

The current service call fee for non-payment disconnecting and reconnecting customers is $33 per call. The current fee does not cover the utility's costs associated with disconnecting and reconnecting services for non-payment. These costs include back-office tasks performed by Customer Service Representatives (CSRs) and field visits conducted by Field Service Representatives (FSRs) for residential customers, as well as a certified Test Technician for commercial customers. Staff studied statistics from prior years, and BWP processes approximately 510 residential and 19 commercial disconnections for non-payment per month. Each residential call takes 29 minutes of staff time, and each commercial call takes 1 hour and 40 minutes of staff time, totaling 278 hours of staff time per month. In addition to staff time, there is dispatching of resources such as equipment and vehicles.

Based on this amount of staff time and dispatched resources, BWP reasonably estimates that the cost associated with BWP staff to complete a residential disconnect or reconnect service is $41.03 per call, and the cost for a commercial disconnect or reconnect service is $214.32 per call.

Currently, the disconnect and reconnect fees are being subsidized by all ratepayers. In accordance with Council policy, certain fees are to be recouping one hundred percent

(100%) cost recovery. The disconnect and reconnect fees should not be subsidized by all ratepayers. Therefore, staff is recommending 100% cost recovery for these fees.

COMMUNITY OUTREACH

The new fees will be reflected in the Citywide Fee Schedule. The EV charging rates will be displayed on BWP-owned EV charging stations, charging network portals, and charging applications once they go into effect on January 1, 2026. The Miscellaneous Fees will also be communicated on all collection notices to customers with past-due accounts.

ENVIRONMENTAL REVIEW

This staff report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and, as such, falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to CEQA Guidelines § 15378. Staff's recommendation would simply update the FY 2025-26 Citywide Fee Schedule, previously approved on June 20, 2025.

FISCAL IMPACT

EV Charging Rates

The updated EV charging rates will enable BWP to fully recover the costs associated with EV charging. Without these updates, BWP would under collect EV charging costs by approximately $313,000 annually. This would negatively affect reserves in the Electric Fund and put upward pressure on future electric rates.

Solar Net Billing Rate

The Solar Net Billing Program's time-of-use rates ensure that BWP charges customers based on the costs of delivering electricity during appropriate time periods, and the ACOE compensates customers for electricity exported to BWP based on the value of that electricity to BWP at the time it is exported to BWP.

For each new solar customer who installs a solar photovoltaic (PV) system under the proposed Solar Net Billing program, BWP will, on average, recover revenue equal to the difference between monthly bills for the NEM and solar net billing rates. Table 2 displays the average value of cost recovery for three customer types.

Table 2: Average Annual Cost Recovery from Net Billing

Customer Type	Average Annual Cost Recovery per Customer
Residential Tiered	$412
Small Commercial	$1,067
Medium Commercial	$2,291

Lifeline Rate
The Lifeline program will have no fiscal impact on Electric rates, as it is funded through the state-mandated set-aside of 2.85% of Electric revenues, which is a separate, designated reserve established and required by law. The reserve has sufficient funding to address the proposed discount rate increase from 40% to 45%.

Miscellaneous Fees
The updated miscellaneous fees align service charges with the actual costs associated with disconnection and reconnection activities. This change is expected to generate an estimated annual savings of approximately $303,000 for all ratepayers.

CONCLUSION
Staff recommends Council adopt the Resolution amending Article X, Section 1,10, and 11, and Article XI, Section 9 of the FY 2025-26 Citywide Fee Schedule to update the Public EV Charging Rates, Implementation of Solar Net Billing rate, Implementation of Lifeline Rate, Revised Fee Implementation for Disconnection for Non-Payment, and Reconnection Fee.

ATTACHMENTS
Attachment 1 – Resolution
Attachment 2 – Revised Electric Vehicle Charging Rates
Attachment 3 – Current Avoided Cost of Energy Rate
Attachment 4 – Lifeline Rate Effective January 1, 2026
Attachment 5 – Revised Miscellaneous Fees
Attachment 6 – Revised Fee Schedule Changes

ATTACHMENT 1

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK, AMENDING ARTICLE X, SECTION 1, SECTION 10, SECTION 11, AND ARTICLE XI, SECTION 9 OF THE FISCAL YEAR 2025-26 CITYWIDE FEE SCHEDULE TO APPROVE THE UPDATED RATES AND FEES

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. At a regular meeting held on June 3, 2025, the City Council adopted Resolution No. 25-29,616, adopting the fiscal year 2025-2026 Citywide Fee Schedule.

B. The Burbank City Council is considering approval the updated rates and fees to Article X, Section 1, Section 10, and Section 11, and Article XI, Section 9 of the fiscal year 2025-26 citywide fee schedule at its regular meeting on November 18, 2025.

C. Section 1-1-112 of the Burbank Municipal Code provides that all fees, penalties, and charges of any kind levied by the City shall be designated in the Burbank Fee Resolution (commonly referred to as the Citywide Fee Schedule), as amended by the Council from time to time.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. Article X, Section 1, Section 10, and Section 11, and Article XI, Section 9 of the Fiscal Year 2025-26 Adopted Citywide Fee Schedule are amended and hereby approved as shown on “Exhibit A” attached hereto:

PASSED AND ADOPTED this ____ day of _____ 2025.

_____
Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

_____
Christopher Chwang
Senior Assistant City Attorney

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

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 the Council of the City of Burbank at its regular meeting held on the ___ day of _____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

ARTICLE X
ELECTRIC RATES AND CHARGES

SECTION 1. RESIDENTIAL SERVICE (B.M.C. Sec. 30-206)
(Last Update 6/3/25, Resolution 25-29,616)

Description	Amount	Unit/Time
(A) Basic Service Rate		
(1) Customer Service Charge	$19.50	Meter
(2) Service Size Charge		
(a) Small	$2.18	Meter
(b) Medium	$4.45	Meter
(c) Large	$13.37	Meter
Definitions:		
Small: Service location with two (2) or more meters per service drop and does not meet the definition of Large; typically multi-family residential		
Medium: Service location with one (1) meter per service drop and does not meet the definition of Large; typically single-family residential		
Large: Service with panel size greater than 200A		
(3) Energy Charge		
(a) First 300 kWh	$0.1460	kWh
(b) All additional kWh	$0.2442	kWh
(4) Energy Cost Adjustment Charge (ECAC)		
All kWh	$0.0340	kWh
ECAC rate shall be increased or decreased according to Section 13.		
(5) Composite Energy Rate (Comprised of Energy charge and ECAC and may differ from billed rate due to rounding)		
(a) First 300 kWh	$0.1800	kWh
(b) All additional kWh	$0.2782	kWh
Each of the rates above shall be increased or decreased according to Section 13.		
(6) Minimum Charge		
(a) Small	$21.68	Month
(b) Medium	$23.95	Month
(c) Large	$32.87	Month
(B) Lifeline Service Rate		
(1) Customer Service Charge	$0.00	Meter
(2) Service Size Charge	$2.18	Meter
(3) Energy Charge		
(a) First 400 kWh	$0.0803	kWh
(b) All additional kWh	$0.1343	kWh

Description	Amount	Unit/Time
(4) Energy Cost Adjustment Charge (ECAC)		
All kWh	$0.0187	kWh
Each of the rates above shall be increased or decreased according to Section 13.		
(5) Composite Energy Rate		
(Comprised of Energy charge and ECAC and may differ from billed rate due to rounding)		
(a) First 400 kWh	$0.0990	kWh
(b) All additional kWh	$0.2333	kWh
Each of the rates above shall be increased or decreased according to Section 13.		
(6) Minimum Charge		
The minimum charge shall be the sum of the Customer Service Charge and the Service Size Charge.		Month
(C) Optional Time of Use Rates for Electric Vehicle Owners		
(1) Customer Service Charge	$19.50	Meter
(2) Service Size Charge		
(a) Small	$2.18	Meter
(b) Medium	$4.45	Meter
(c) Large	$13.37	Meter
Definitions		
Small: Service location with two (2) or more meters per service drop and does not meet the definition of Large; typically multi-family residential.		
Medium: Service location with one (1) meter per service drop and does not meet the definition of Large; typically single-family residential.		
Large: Service with panel size greater than 200A		
(3) Energy Charge		
(a) Summer On-Peak	$0.3562	kWh
(b) Summer Mid-Peak	$0.2277	kWh
(c) Summer Off-Peak	$0.1215	kWh
(d) Winter Mid-Peak	$0.2277	kWh
(e) Winter Off-Peak	$0.1215	kWh
Definitions:		
Summer: June 1 through October 31		
On-Peak: 4pm to 7pm on weekdays, except holidays		
Mid-Peak: 8am to 4pm, 7pm to 11pm on weekdays, except holidays		
Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays		
Non-Summer: November 1 through May 31		
Mid-Peak: 8am to 11pm on weekdays, except holidays		
Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays		

Description	Amount	Unit/Time
(4) Energy Cost		

Adjustment Charge (ECAC)

All		kWh	
		$0.034	kWh
0	kWh		

ECAC rate shall be increased or decreased according to Section 13.

(D) Electric Meter Opt-Out Alternative

Customers choosing the electric meter opt-out alternative by May 20, 2012, shall pay an initial one- time charge of $75.00 for the replacement of their existing electric meter with a non-communicating digital meter, and a recurring monthly service charge of $10.00 for customers who receive service under the Basic Rate in subsection (A) of this section. Customers under the Lifeline Service Rate in subsection (B) of this section shall pay an initial one-time charge of $37.50 for the replacement of their existing electric meter with a non-communicating digital meter and a recurring monthly service charge of $5.00

(E) Solar Net Billing Rate

(1)	Customer Service Charge	$19.50	Meter
(2)	Service Size Charge		
(a)	Small	$2.18	Meter
(b)	Medium	$4.45	Meter
(c)	Large	$13.37	Meter

Definitions:

Small: Service location with two (2) or more meters per service drop and does not meet the definition of Large; typically multi-family residential

Medium: Service location with one (1) meter per service drop and does not meet the definition of Large; typically single-family residential

Large: Service with panel size greater than 200A

(3)	Energy Charge		
(a)	Summer On-Peak	$0.3562	kWh
(b)	Summer Mid-Peak	$0.2277	kWh
(c)	Summer Off-Peak	$0.1215	kWh
(d)	Winter Mid-Peak	$0.2277	kWh
(e)	Winter Off-Peak	$0.1215	kWh

Definitions:

Summer: June 1 through October 31
On-Peak: 4 pm to 7 pm on weekdays, except holidays
Mid-Peak: 8 am to 4 pm, 7 pm to 11 pm on weekdays, except holidays
Off-Peak: All hours on weekends and holidays, 11 pm to 8 am on weekdays
Non-Summer: November 1 through May 31
Mid-Peak: 8 am to 11 pm on weekdays, except holidays
Off-Peak: All hours on weekends and holidays, 11 pm to 8 am on weekdays

(F) Optional Green Rate Premium

Residential customers who opt-in to the Green Rate Premium will pay an additional $0.018 per kWh on top of their regular rate

SECTION 10. MISCELLANEOUS CHARGES
(Last Update 6/3/25, Resolution 25-29,616)

Description	Amount	Unit/Time
(A) Penalties		
(1) Disconnection of service for non-payment		
a) Residential	$41.03	Disconnect
b) Commercial	$214.32	Disconnect
(2) Reconnection of service after payment		
a) Residential	$41.03	Reconnect
b) Commercial	$214.32	Reconnect
(3) Collection activity	$33.00	Call
(4) Disconnect after illegal connection	$300.00	Violation
(5) Service call	$55.00	Call
(6) Return Item Charge	$38.50	Each
(7) Repairs and replacements due to illegal connections	At Cost	Each
(8) Energy diversion	$750.00	Violation
(9) Late Fee (on past due balances)	1.5%	Month
(10) Vegetation Clearance	$667.00	Each
(11) Collection Agency Fee	Up to 24% of Debt Total Due	
(B) Connections (Aid-In-Construction)		
(1) Relocation of existing overhead or underground lines	100%	Fully Burdened Costs
(2) Feasibility Studies	100%	Actual Costs
(3) Engineering	100%	Fully Burdened Costs
(4) Installation of new on-site facilities necessary to serve customers	100%	Actual Costs
(5) Special Remote Meter	100%	Actual Costs
(6) "Actual Costs" shall mean all costs to the Burbank Water and Power Department associated with the providing of the described service, as determined by the General Manager, and shall include, but need not be limited to, contract labor, meters, transformers, switches, other equipment, and materials.		
(7) Capacity charge necessary to recover the cost of sub-transmission and substation capacity to serve new load from the distribution system in that area.	$653.49	kVA
(8) Installation of new off-site facilities necessary to serve multi-family dwellings or large high-rise industrial developments from underground circuits exclusively for one particular customer.	100%	Actual Costs
(9) Aid-in Construction (AIC) charges may be waived, recovered over a period of time, or otherwise modified provided that the Department receives a benefit equal to or greater than that from the AIC charges that would normally have applied.		

(A) Deposits

(1) Each applicant for electric service may be required to guarantee payment of charges for electricity by depositing or otherwise furnishing double the estimated coverage billing for such services, provided that no deposit shall be less than twenty dollars ($20.00).

(2) Each applicant for a new service connection shall be required to make a deposit equal to the estimated cost of the installation prior to installation, unless waived by the Department under special conditions.

(3) Each applicant for temporary service shall be required to deposit with the General Manager an amount equal to the estimated bill for electric service to be rendered, including installation and removal of service facilities and the costs of any equipment furnished by the City. Such an amount shall not be less than fifty dollars ($50.00).

Description	Amount	Unit/Time
(4) A deposit of fifty dollars ($50.00) shall be required for consumer requests to test the consumer's meter if such test has been performed on that service in the 12 months immediately preceding. If the meter is inaccurate, the deposit will be refunded and a billing adjustment made. If the meter is accurate, the deposit shall be forfeited.		
(D) Special Services		
(1) A fee of one hundred twenty-five dollars ($125.00) shall be charged for each community banner that is hung by the Department.		
(E) Electric Vehicle Charging		
(1) Level 1 and Level 2 City AC Charging Stations		
Energy Charge		
(a) Summer On-Peak	$0.4096	kWh
(b) Mid-Peak	$0.2958	kWh
(c) Off-Peak	$0.2197	kWh
(2) DC Fast Charge Stations		
Energy Charge		
(a) Summer On-Peak	$0.4582	kWh
(b) Mid-Peak	$0.3443	kWh
(c) Off-Peak	$0.2682	kWh

Definitions:

Summer: June 1 through October 31

Winter: November 1 through May 31

Summer On-Peak: Summer, 4pm to 7pm on weekdays

Mid-Peak: Summer, 8am - 4pm and 7pm - 11pm on weekdays. Winter, 8am - 11pm on weekdays

Off-Peak: Summer and Winter, 11pm - 8am on weekdays, all hours on weekends.

(3) Energy Cost Adjustment Charge (ECAC)		
All kWh	$0.0340	kWh
ECAC rate shall be increased or decreased according to Section 13.		
(F) Utility Pole Attachment Rate (Effective 2/6/17)		
(1) Attachment of communications equipment to utility poles and/or support structures by communications service providers.	$30.10	Per foot of attachment per pole per year
(2) Processing Fee	$108.65	Per application
(3) Pole Attachment Application Review	$72.20	Per pole per application
(G) Permit Processing and Plan Check Fees		
(1) Electrical Review	$200.75	Per application
(2) Development Review	$329.17	Per application
(3) Excavation Permit Review	$287.38	Per application
(4) Wireless Telecommunications Attachment Review	$581.77	Per application

SECTION 11. CUSTOMER GENERATION
(Last Update 5/9/19, Resolution 19-29,082)

Description	Amount	Unit/Time
(A) The rate paid by the Burbank Water & Power Department to any "Qualifying Facility" under FERC rules shall be secured on an individual contract basis. Rules specifying terms, conditions, and interconnection requirements as a prerequisite for cogeneration service under this rate schedule, in compliance with FERC Order No. 69, pursuant to PURPA, Section 210, were adopted by the City Council on September 28, 1982.		
(B) Net Surplus Electricity Compensation Rate		
All kWh delivered to BWP in excess of annual usage by the customer.	$0.0455	kWh
(C) Avoided Cost of Energy		
(a) Summer On-Peak	$0.1186	kWh
(b) Summer Mid-Peak	$0.0825	kWh
(c) Summer Off-Peak	$0.0702	kWh
(d) Winter Mid-Peak	$0.0696	kWh
(e) Winter Off-Peak	$0.0696	kWh

Definitions:
Summer: June 1 through October 31
On-Peak: 4 pm to 7 pm on weekdays, except holidays
Mid-Peak: 8 am to 4 pm, 7 pm to 11 pm on weekdays, except holidays
Off-Peak: All hours on weekends and holidays, 11 pm to 8 am on weekdays
Non-Summer: November 1 through May 31
Mid-Peak: 8 am to 11 pm on weekdays, except holidays
Off-Peak: All hours on weekends and holidays, 11 pm to 8 am on weekdays

ARTICLE XI
WATER RATES AND CHARGES

SECTION 9. MISCELLANEOUS WATER CHARGES

(Last Update 6/3/25, Resolution 25-29,616)

The total charge shall be the sum of the Water Availability Charge, Quantity Charge, and Water Cost Adjustment Charge (WCAC) as established in this section.

Description			Amount	Unit/Time
(A)	Penalties			
	(1)	Disconnection of service for non-payment		
		a) Residential	$41.03	Disconnect
		b) Commercial	$214.32	Disconnect
	(2)	Reconnection of service for non-payment		
		a) Residential	$41.03	Reconnect
		b) Commercial	$214.32	Reconnect
	(3)	Disconnection after illegal connection	$110.00	Violation
	(4)	Service Call - non payment	$55.00	Call
	(5)	Return Item Charge	$38.50	Check
	(6)	Late Fee (on past due balances)	1.5%	Month
	(7)	Repairs and replacements due to illegal water connections	At Cost	Each Occurrence
	(8)	Collection Activity	$33.00	Call
	(9)	Emergency Turn on/off customer request after hours	$27.50	Call
	(10)	Penalty for unauthorized connection to department facilities	$550.00	Violation
	(11)	Penalty for unauthorized use of water through a department facility	$550.00	Violation
	(12)	Collection Agency Fee	Up to 24% of Debt Total Due	Each
	(13)	Collection Agency Court Fee or Secondary Collection Fee	Up to 33% of Debt Total Due	Each
(B)	Water Distribution Main Charge (When applicant or his predecessor in interest has not previously paid such charge.)			

(1)	Water Main Charge (8")	$155.00	Front foot of parcel adjacent to the water main
(2)	Water Main Charge (12")	$220.00	Front foot of parcel adjacent to the water main

(C) Water Main Replacement Fee (Water Rules and Regulations Section 4.34)

(1)	8" main	$155.00	Front foot of parcel adjacent to the water main
(2)	12" main	$220.00	Front foot of parcel adjacent to the water main

(D) Miscellaneous Charges

(1)	Special Facilities Charge	100%	Cost
(2)	Copies of Rules and Regulations	$5.00	Copy
(3)	Public Fire Hydrant Installations	At Cost	Each Occurrence
(4)	Fire Hydrant Flow Test	$440.00	Each Occurrence
	Fire Hydrant Flow Information	$110.00	Each
(5)	Inspection Services/Flushing for customer installed domestic/fire service	$302.50	Each Occurrence

(E) Deposits

(1) Each applicant for water service may be required to guarantee payment of charges for water by depositing or otherwise furnishing double the estimated average billing for such service, provided no deposit shall be less than twenty dollars ($20.00)

(2) Each applicant for a new service connection shall be required to make a deposit equal to the estimated cost of installation prior to installation.

(3) Each applicant for temporary service shall be required to deposit with the General Manager an amount equal to the estimated bill for water service to be rendered, including installation and removal of service facilities, and the cost of any equipment furnished by the City.

(4) A deposit of fifty dollars ($50.00) shall be required for consumer requests to test the consumer's meter if such test has been performed on that service in the 12 months immediately preceding. If the meter is inaccurate, the deposit will be refunded and a billing adjustment made. If the meter is accurate, the deposit shall be forfeited.

(F) Backflow Prevention

(1) Applicants for service shall be required to pay a plan check charge to cover costs for evaluating

premises for potential cross-connection per the State of California Cross-Connection Control Plan Handbook (CCCPH) under the Safe Drinking Water Act (SDWA). Such fee shall be $50.00 minimum, up to actual costs for large facilities.

(2) Where backflow prevention device must be maintained and tested, an administrative fee of $5.50 per month shall be charged.

(G) Water Testing Fees

Fees for water tests will be charged at the current laboratory contract rates. No mark-up will be charged.

Description		Amount	Unit/Time
(H)	Plan and Permit Review Fees		
(1)	Water Service Review	$218.63	Per Application
(2)	Development Review	$532.13	Per Application
(1)	Excavation / Encroachment	$56.80	Per Application
(2)	Utility Records Request	$154.15	Per Application

Revised Composite Electric Vehicle Charging Rates

Table 1: Comparison of Proposed FY 2025-26 and FY 2024-25 rates
(FY 2025-26 rates will go into effect on January 1, 2026)

TOU Period	FY 2024-25	FY 2025-26 (proposed)
Level 2 On-Peak	$0.3878	$0.4436
Level 2 Mid-Peak	$0.2178	$0.3298
Level 2 Off-Peak	$0.2178	$0.2537
DCFC On-Peak	$0.6278	$0.4922
DCFC Mid-Peak	$0.3678	$0.3783
DCFC Off-Peak	$0.3678	$0.3022

Composite Energy charge: Comprised of Energy charge and ECAC and may differ from billed rate due to rounding.

Current Avoided Cost of Energy Rate

Table 2: Components of BWP's Avoided Cost of Energy

Rate Time Period	Total Avoided Cost of Energy ($/kWh)
Summer On-Peak (4 PM – 7 PM)	$0.1186
Summer Mid-Peak (8 AM – 4 PM & 7 PM – 11 PM)	$0.0825
Summer Off-Peak (11 PM – 8 AM)	$0.0702
Winter Mid-Peak (8 AM – 11 PM)	$0.0696
Winter Off-Peak (11 PM – 8 AM)	$0.0696

Lifeline Rate effective January 1, 2026

Table 3: Lifeline rate effective January 1, 2026

	Lifeline Rate
Energy Charge	
First 400 kWh	$ 0.0803
All Additional kWh	$ 0.1343
Energy Cost Adjustment Charge (ECAC)	$ 0.0187
Composite Energy Rate	
First 400 kWh	$ 0.0990
All additional kWh	$ 0.2333

Revised Miscellaneous Fees

	Current Rate	Proposed Rate
Residential	$ 33.00	$ 41.68
Commercial	$ 33.00	$ 214.38

ATTACHMENT 6

REVISED FEE SCHEDULE CHANGES

Revised Electric Vehicle Charging Rates

The following text shall be added to or deleted from Article I, Section 14 of the 2024-2025 Burbank Fee Schedule. Underlined text indicates addition, and ~~strikethrough~~ text indicates deletion.

Description	Amount		Unit/Time
(E) Electric Vehicle Charging			
(1) Level 1 and Level 2 City AC Charging Stations			
Energy Charge			
(a) Summer On-Peak	$0.4096	~~$0.24~~	kWh
(b) Mid-Peak	$0.2958	~~$0.15~~	kWh
(c) Off-Peak	$0.2197	~~$0.12~~	kWh
(2) DC Fast Charge Stations			
Energy Charge			
(a) Summer On-Peak	$0.4582	~~$0.27~~	kWh
(b) Mid-Peak	$0.3443	~~$0.19~~	kWh
(c) Off-Peak	$0.2682	~~$0.16~~	kWh

Definitions:

Summer: June 1 through October 31

Winter: November 1 through May 31

Summer On-Peak: Summer, 4pm to 7pm on weekdays

Mid-Peak: Summer, 8am - 4pm and 7pm - 11pm on weekdays. Winter, 8am - 11pm on weekdays

Off-Peak: Summer and Winter, 11pm - 8am on weekdays, all hours on weekends.

(3) Energy Cost Adjustment Charge (ECAC)		
All kWh	$0.0340	kWh

ECAC rate shall be increased or decreased according to Section 13.

Description	Amount	Unit/Time
(4) Energy Cost Adjustment Charge (ECAC)		
All kWh	$0.0340	kWh
ECAC rate shall be increased or decreased according to Section 13.		
(D) Electric Meter Opt-Out Alternative		
Customers choosing the electric meter opt-out alternative by May 20, 2012, shall pay an initial one-time charge of $75.00 for the replacement of their existing electric meter with a non-communicating digital meter, and a recurring monthly service charge of $10.00 for customers who receive service under the Basic Rate in subsection (A) of this section. Customers under the Lifeline Service Rate in subsection (B) of this section shall pay an initial one-time charge of $37.50 for the replacement of their existing electric meter with a non-communicating digital meter and a recurring monthly service charge of $5.00		
(E~~C~~) ~~Optional Time of Use Rates for Electric Vehicle Owners~~Solar Net Billing Rate		
(1) Customer Service Charge	$19.50	Meter
(2) Service Size Charge		
(a) Small	$2.18	Meter
(b) Medium	$4.45	Meter
(c) Large	$13.37	Meter
Definitions		
Small: Service location with two (2) or more meters per service drop and does not meet the definition of Large; typically multi-family residential.		
Medium: Service location with one (1) meter per service drop and does not meet the definition of Large; typically single-family residential.		
Large: Service with panel size greater than 200A		
(3) Energy Charge		
(a) Summer On-Peak	$0.3562	kWh
(b) Summer Mid-Peak	$0.2277	kWh
(c) Summer Off-Peak	$0.1215	kWh
(d) Winter Mid-Peak	$0.2277	kWh
(e) Winter Off-Peak	$0.1215	kWh
Definitions:		
Summer: June 1 through October 31		
On-Peak: 4pm to 7pm on weekdays, except holidays		
Mid-Peak: 8am to 4pm, 7pm to 11pm on weekdays, except holidays		
Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays		
Non-Summer: November 1 through May 31		
Mid-Peak: 8am to 11pm on weekdays, except holidays		
Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays		
(E) Optional Green Rate Premium		
Residential customers who opt-in to the Green Rate Premium will pay an additional $0.018 per kWh on top of their regular rate		kWh

CUSTOMER GENERATION

ATTACHMENT 6

(Last Update 5/9/19, Resolution 19-29,082)

Description	Amount	Unit/Time
(A) The rate paid by the Burbank Water & Power Department to any "Qualifying Facility" under FERC rules shall be secured on an individual contract basis. Rules specifying terms, conditions, and interconnection requirements as a prerequisite for cogeneration service under this rate schedule, in compliance with FERC Order No. 69, pursuant to PURPA, Section 210, were adopted by the City Council on September 28, 1982.		
(B) Net Surplus Electricity Compensation Rate		
All kWh delivered to BWP in excess of annual usage by the customer.	$0.0455	kWh
(C) ~~Net Surplus Electricity Compensation Rate~~Avoided Cost of Energy		
~~B~~)		
All kWh delivered to BWP in excess of annual usage by the customer.		
(a) Summer On-Peak	$0.1186	kWh
(b) Summer Mid-Peak	$0.0825	kWh
(c) Summer Off-Peak	$0.0702	kWh
(d) Winter Mid-Peak	$0.0696	kWh
(e) Winter Off-Peak	$0.0696	kWh

Definitions:

Summer: June 1 through October 31
On-Peak: 4pm to 7pm on weekdays, except holidays
Mid-Peak: 8am to 4pm, 7pm to 11pm on weekdays, except holidays

Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays

Non-Summer: November 1 through May 31
Mid-Peak: 8am to 11pm on weekdays, except holidays
Off-Peak: All hours on weekends and holidays, 11pm to 8am on weekdays

Description		Amount	Unit/Time
(3)	Energy Charge		
	(a) First 400 kWh	$0.0803 ~~$0.0118~~	kWh
	(b) All additional kWh	$0.1343 ~~$0.1112~~	kWh
(4)	Energy Cost Adjustment Charge (ECAC)		
	All kWh	$0.0187 ~~$0.0674~~	kWh
	Each of the rates above shall be increased or decreased according to Section 13.		
(5)	Composite Energy Rate (Comprised of Energy charge and ECAC and may differ from billed rate due to rounding)		
	(a) First 400 kWh	$0.0990 ~~$0.0792~~	kWh
	(b) All additional kWh	$0.2333 ~~$0.1786~~	kWh
	Each of the rates above shall be increased or decreased according to Section 13.		
(6)	Minimum Charge		
	The minimum charge shall be the sum of the Customer Service Charge and the Service Size Charge.	$1.94	Month
(C)	Optional Time of Use Rates for Electric Vehicle Owners		
(1)	Customer Service Charge	$14.25	Meter
(2)	Service Size Charge		
	(a) Small	$1.94	Meter
	(b) Medium	$3.96	Meter
	(c) Large	$11.83	Meter

Definitions

Small: Service location with two (2) or more meters per service drop and does not meet the definition of Large; typically multi-family residential.

Medium: Service location with one (1) meter per service drop and does not meet the definition of Large; typically single-family residential.

Large: Service with panel size greater than 200A

(3)	Energy Charge		
	(a) Summer On-Peak	$0.2066	kWh
	(b) Summer Mid-Peak	$0.0935	kWh
	(c) Summer Off-Peak	$0.0000	kWh
	(d) Winter Mid-Peak	$0.0935	kWh
	(e) Winter Off-Peak	$0.0000	kWh

Definitions:

Summer: June 1 through October 31
On-Peak: 4pm to 7pm on weekdays, except holidays
Mid-Peak: 8am to 4pm, 7pm to 11pm on weekdays, except holidays

Revised Miscellaneous Fees

EXHIBIT B

SECTION 10. MISCELLANEOUS CHARGES

(Last Update 9/15/25 ~~6/25/25~~, Resolution 25-29,616)

Description	Amount	Unit/Time
(A) Penalties		
(1) Disconnection of service for non-payment		
a) Residential	$41.03	Disconnect
b) Commercial	$214.32	Disconnect
(2) Reconnection of service after payment		
a) Residential	$41.03	Reconnect
b) Commercial	$214.32	Reconnect
(~~2~~3) Collection activity	$33.00	Call
(4) Disconnect after illegal connection	$300.00	Violation
(5) Service call	$55.00	Call
(6) Return Item Charge	$38.50	Each
(7) Repairs and replacements due to illegal connections	At Cost	Each
(8) Energy diversion	$750.00	Violation
(9) Late Fee (on past due balances)	1.5%	Month
(10) Vegetation Clearance	$667.00	Each
(11) Collection Agency Fee	Up to 24 of Debt Total Due	
(B) Connections (Aid-In-Construction)		
(1) Relocation of existing overhead or underground lines	100%	Fully Burdened Costs
(2) Feasibility Studies	100%	Actual Costs
(3) Engineering	100%	Fully Burdened Costs
(4) Installation of new on-site facilities necessary to serve customers	100%	Actual Costs
(5) Special Remote Meter	100%	Actual Costs
(6) "Actual Costs" shall mean all costs to the Burbank Water and Power Department associated with the providing of the described service, as determined by the General Manager, and shall include, but need not be limited to, contract labor, meters, transformers, switches, other equipment, and materials.		
(7) Capacity charge necessary to recover the cost of sub-transmission and substation capacity to serve new load from the distribution system in that area.	$653.49	kVA
(8) Installation of new off-site facilities necessary to serve multi-family dwellings or large high-rise industrial developments from underground circuits exclusively for one particular customer.	100%	Actual Costs
(9) Aid-in Construction (AIC) charges may be waived, recovered over a period of time, or otherwise modified provided that the Department receives a benefit equal to or greater than that from the AIC charges that would normally have applied.		
(C) Deposits		
(1) Each applicant for electric service may be required to guarantee payment of charges for electricity by depositing or otherwise furnishing double the estimated coverage billing for such services, provided that no deposit shall be less than twenty dollars ($20.00).		
(2) Each applicant for a new service connection shall be required to make a deposit equal to the estimated cost of the installation prior to installation, unless waived by the Department under special conditions.		

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Department Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Mary Hamzoian, Economic Development Manager

SUBJECT: Approval of the Burbank Hospitality Association Fiscal Year 2025–26 Annual Report

RECOMMENDATION

Approve the Fiscal Year (FY) 2025–26 Burbank Hospitality Association (BHA) Annual Report pursuant to Section 36650 of the California Street and Highways Code.

BACKGROUND

The Burbank Tourism Business Improvement District (TBID) was formed as a self-imposed, special benefit assessment district funded by a 1% assessment on overnight hotel room stays. Separate from the City's Transient Occupancy Tax (TOT) which goes directly to the City's General Fund, the TBID utilizes funds collected from the 1% assessment to boost hotel occupancy by marketing and promoting Burbank as a domestic, national, and international tourist destination. This results in increased hotel room occupancy, and increased revenue in Sales Tax, Transient Parking Tax (TPT), and TOT.

City Council (Council) approved the TBID for a five-year term on September 20, 2011. The TBID was renewed in 2016 for an additional 10-year term and Council will consider renewing the TBID for a new 10-year term on November 18, 2025. Should Council vote to renew the TBID, the new 10-year term will begin July 1, 2026, with a new assessment rate of 1.75%.

The TBID is governed by a Board of Directors known as the BHA, a non-profit corporation. The BHA, also known as Visit Burbank, is an example of a successful public/private partnership with the City. The Economic Development Team manages the projects,

programs and initiatives for the TBID, by utilizing funding from the private sector to enhance tourism, visitor spending, and increase general fund revenues for the City.

DISCUSSION

Tourism is a significant revenue generator for the City's General Fund, with TOT revenue accounting for $13,352,395 in FY 2024-25, and projected to be $14,407,120 in FY 2025-26. Hotel occupancy continues to recover post-pandemic and was reported at 76.4% at the end of FY 2024-25. Burbank's hotel occupancy consistently ranks in the high occupancy levels, which are between 70% – 80%. While occupancy levels still haven't recovered to pre-pandemic figures of 83%, Average Daily Rates[1] (ADR) and Revenue Per Available Room[2] (RevPAR) have surpassed those from 2019 as depicted in Figure 1 below.

Figure 1:

	FY 24/25	2019
ADR	$194.87	$164.00
RevPAR	$148.83	$136.00
Occupancy	76.4%	83%

Burbank Tourism Impact Report 2024

As in previous years, staff commissioned Tourism Economics to conduct a study of the economic impact of tourism in Burbank in 2024. Results showed that when compared to 2023, Burbank's visitor volume increased 1.7% to 3.2 million, visitor spending increased 1.8% to $843 million, and 7,880 jobs were sustained because of tourism. A local return of $31.2 million was generated in lodging, sales, property taxes and fees supporting local government revenues.

Annual Report FY 2025-26

The Annual Report (Attachment 1) is required by the California Streets and Highways Code § 36650 and provides insight into FY 2025-26 (July 1, 2025 to June 30, 2026). The BHA Year in Review FY 2024-25 and Looking Ahead Marketing Report (Attachment 2), provide highlights of the accomplishments and successes the organization achieved during the past fiscal year while also providing insight into the upcoming year.

FY 2024-25 Accomplishments

The following are highlights of the TBID's accomplishments in Sales, Marketing, and Destination Development:

[1] Average Daily Rate (ADR) – is a metric used to understand the hotels financial performance and measures the average revenue earned per occupied room in a given period of time. This metric only considers average revenue generated.

[2] Revenue Per Available Room (RevPar) – is a metric used to understand the hotels financial health and measures the average revenue generate per room during a given period. This metric considers both the ADR and occupancy rate.

Sales and Marketing Programs

- **Marketing Campaigns**: Generated 18.6 million impressions from digital and social campaigns.
- **Social Media Influencer Program**: Created social media influencer campaigns and media familiarization tours reaching an audience of 844K combined followers.
- **Universal Studios Hollywood Partner Hotel Program**: Funded the participation of 12 Burbank hotels in the program, achieving $1.2 million in hotel bookings and 770K impressions.
- **HotelPlanner Preferred Member Program**: Funded the participation of ten Burbank hotels in the largest online group hotel reservation program, achieving $3.8 million in group travel sales, up 35% compared to FY 2023-24.
- **Events & Conferences**[3]: Sponsored six events and conferences, generating $315K in room night revenue.
- **Trade Shows**: Attended travel trade shows to promote Burbank as an international and domestic destination to more than 80 industry professionals.

Destination Development

- **Visit Burbank Bicycle Program**: Continued the program, offering 51 branded bikes to eight participating hotels to provide to their guests as an added amenity.
- **Superhero Statue Program**: Unveiled Green Lantern, Burbank's third epic bronze statue, in November 2024 along with a custom comic reprint.
- **ONEBurbank**: Continued to fund the participation of 16 Burbank hotels in the City's ONEBurbank high-speed fiber internet service within the hotels.
- **Fédération Internationale de Football Association (FIFA) World Cup 2026 and 2028 Summer Olympics (LA28)**: Collaborated with the City on outreach and collaborations with Los Angeles Sports & Entertainment Commission and FIFA Los Angeles, leading to the City's submission of a Request for Proposals for a FIFA 2026 Fan Zone.

Looking Ahead for FY 2025-26

A major initiative in FY 2025-26 is the renewal of the TBID for a new 10-year term, set to begin July 1, 2026. The renewal of the TBID will ensure continued, stable funding for tourism marketing, destination development, and related programs that benefit the hotels, businesses, attractions, and the City as a whole.

Sales & Marketing Programs

In addition to all the programs outlined in FY 2024-25, the TBID proposes the following new initiatives for FY 2025-26:

[3] Annual events that attract overnight visitors that are supported by Visit Burbank through sponsorship funding.

- **New Branding and Marketing Agency**: Hire a new marketing firm and social media manager to lead a complete rebrand of the Visit Burbank logo, website, and marketing materials, set to launch in late 2025.
- **Hollywood Burbank Airport Advertising Campaign**: Strategically place advertising in various locations throughout the airport to promote Burbank's shopping, dining, and lodging amenities to more than six million annual visitors.

Destination Development Programs

In addition to the programs outlined in FY 2024-25, new initiatives for FY 2025-26 include:

- **Superhero Statue Program**: Expand the monumental program with the completion and installation of Krypto at Dick Clark Dog Park.
- **FIFA World Cup 2026 and 2028 Summer Olympics (LA28)**: Continue to collaborate with the City and FIFA/LA28 to secure hotel blocks for Burbank hotels, and partner on special events and viewing parties.
- **Monument and Wayfinding Signage**: Begin the initial process to implement signage at major entryways into Burbank, delineating the city from surrounding communities while showcasing its identity as the Media Capital of the World.
- **Summer Art Exhibit**: Secure a global art exhibit for Summer 2026 like the Elephant Parade.
- **Airline Marketing**: Provide airline marketing support to continue to promote new routes that build customer awareness of Burbank.

ENVIRONMENTAL REVIEW

This staff report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA pursuant to § 15378 of Title 14 of the California Code of Regulations. This staff report is for informational purposes only regarding the annual review of the BHA Annual Report as required by California Streets and Highways Code § 36650.

FISCAL IMPACT

There is no fiscal impact to the City's General Fund by approving the FY 2025-26 Annual Report. During FY 2024-25, the City collected $13,352,395 in TOT revenue, while the TBID collected approximately $1,335,239 in assessments. In FY 2025-26, the City is projected to receive $14,407,120 in TOT revenue.

CONCLUSION

For the past 14 years, the TBID has helped create a network of tourism drivers that support the growth of the industry. The collaboration between the City and the TBID has created a partnership that leverages funding from the private sector to enhance tourism, boost hotel occupancy and generate general fund revenues for the City. The TBID is also

managed by the Economic Development Team which has strategically created collaborations with the Hollywood Burbank Airport, Warner Bros. Studio Tour Hollywood, and Universal Studios Hollywood, and the TBID, all of which have greatly contributed to enhancing tourism. The ongoing efforts of the TBID have contributed to the economic wellbeing of the City, generating $32.1 million in local tax revenues in 2024. Tourism also creates a multiplier effect for retailers and restaurants as visitors shop in the City's stores and dine in the City's restaurants. These benefits increase sales tax and TOT revenues for the City, ultimately helping build a safe, beautiful, and thriving community.

ATTACHMENTS

Attachment 1 – Burbank Tourism Business Improvement District Annual Report FY 2025-26

Attachment 2 – Visit Burbank Accomplishments for FY 2024-25 and Looking Ahead FY 2025-26 Brochures

Burbank Tourism Business Improvement District (TBID) Annual Report
Fiscal Year 2025/2026
Attachment 1
Pursuant to Section 36650 of California Streets and Highways Code

SECTION ONE

Proposed Boundary Changes - Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.

Response: In Fiscal Year 2025/2026, there will be no changes to the boundaries of the TBID.

SECTION TWO

Programs and Services for Fiscal Year 2025/2026 - The improvements, maintenance, and activities to be provided for that fiscal year.

Response:
In addition to Sales and Marketing and Destination Development initiatives, 2025 marks the launch of TBID's renewal process for a new 10-year term beginning July 1,2026.

The following are the programs and services for Fiscal Year 2025-2026:

A. Sales and Marketing
SALES & MARKETING PROGRAMS
With the goal of increasing hotel room nights and adding to the overall economic growth of Burbank neighborhoods, shops, restaurants, and attractions, Visit Burbank marketing initiatives include:

- **Marketing Campaign:** Attract domestic drive-time/road trip markets (within a 300-mile radius), and non-stop flight markets into the Hollywood Burbank Airport on Google Pay Per Click, Google Display advertising, social media ads, and participation in collaborations with Discover Los Angeles, Visit California, and Brand USA. Internationally, the focus will be Canadian and Mexican travelers. Hire a new marketing firm and social media manager to develop and launch a new brand and identity campaign including a new logo, website and advertising materials.
- **Social Media Influencer Program:** Increase social media followers and engagement through Social Media Influencer Program and social media contests and giveaways. Leverage efforts from the new social media manager, to elevate the brand and increase followers and engagement.
- **Universal Studios Hollywood Partner Hotel Program**: Fund the participation of Burbank hotels in the Universal Parks & Resorts Vacations Partner Hotels Program to enhance revenue in the leisure travel market for Burbank.
- **HotelPlanner Preferred Member Program**: Fund the participation of Burbank hotels in the HotelPlanner Program to enhance revenue in the group sales market.

- **Events & Conferences**: Increase overnight stays by attracting and sponsoring multi-day events such as CTN Animation eXpo, Musexpo, AfroAnimation Summit 5.0, Arts, Media & Entertainment Leadership Institute, and California Institute of Behavioral Health Solutions Conference. Support homegrown events such as the Burbank International Film Festival and Burbank Comedy Festival.
- **Trade Shows:** Attend travel trade shows to promote Burbank as an international and domestic destination to industry professionals.
- **Burbank Chamber of Commerce Annual Marketing Sponsorship:** Partner with the Chamber of Commerce to promote Visit Burbank to local Burbank businesses and residents to generate awareness, encourage usage of hotel meeting space and increase hotel bookings.

B. DESTINATION DEVELOPMENT PROGRAMS

- **OneBurbank:** Fund the participation of hotels in Burbank Water & Power's OneBurbank high-speed fiber internet service, enhancing the internet access/experience for hotel guests.
- **Airline Marketing:** Provide airline marketing support to continue to promote new routes that build customer awareness of Burbank.
- **Superhero Statue Program**: Expand the monumental program by completing the installation and unveiling of the Krypto statue Phase IV of a series of bronze statues developed by Visit Burbank. Identify additional opportunities and locations for more statues to reinforce Burbank as the media capital of the world and inspire social media engagement.
- **Hollywood Burbank Airport Advertising Campaign**: Strategically place advertising from the TBID's new campaign in various locations throughout the airport to promote Burbank's shopping, dining and lodging amenities to more than 6 million annual visitors to help increase visitation and hotel stays.
- **FIFA World Cup 2026 & LA28**: Collaborate with the City and event planning committees for each organization to secure hotel blocks for Burbank hotels, develop citywide special events and viewing parties at various locations throughout the city, showcase Burbank's major attractions, hotels and convenient access to events, and promote Burbank as an official sport destination for FIFA and LA28.
- **Monument & Wayfinding Signage**: Implement distinctive signage at major entryways into Burbank, delineating the city from surrounding communities while showcasing its identity as the Media Capital of the World. Signs will serve as welcoming beacons, enhancing visitor experience, creating Instagram moments, and positioning Burbank as a premier overnight destination for families, groups, and solo travelers.
- **Summer Art Exhibit**: Secure a global art exhibit for Summer 2026, similar to the Elephant Parade.

*Please note, programs and services may be subject to change based on marketing performance and Board priorities but will still fall within the parameters of Sales and Marketing and Destination Development.

SECTION THREE

Approved Budget for Fiscal Year 2025/2026 – An estimate of the cost of providing the improvements, maintenance, and the activities for the upcoming fiscal year.

Response: The budget estimate for the cost of providing improvements and activities for Fiscal Year 2025-2026 is $1,400,000 and is distributed as follows:

Fiscal Year 2025-2026 Budget: $1,400,000
Sales and Marketing: $771,815– 55% of budget
Destination Development: $280,660– 20% of budget
Administration: $280,660– 20% of budget
Contingency/Renewal: $70,165– 5% of budget

SECTION FOUR

Assessment Rates - The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.

Response: The initial annual assessment rate is one percent (1%) of gross short term room rental revenue. Based on the benefit received, assessments will not be collected on revenue derived from: stays of more than thirty (30) consecutive days; stays by any Federal or State officer or employee while on official business only and when payment for such occupancy is made directly to the operator by duly authorized voucher payment from a governmental accounting office, and stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.

SECTION FIVE

Carryover Dollars from Fiscal Year 2024/2025 -The estimated amount of any surplus or deficit revenues to be carried over from previous fiscal years.

Response: *The total carryover into Fiscal Year 2025/26 is $1,036,185.12 which is mostly earmarked for future destination development projects..*

SECTION SIX

Estimated Contributions - The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

Response: The estimated amount of all projected contributions amounts to approximately $13,500.

These contributions are generated from the following:

- **aRes:** Approximately $7,600 will be generated in website bookings in FY 2025/2026. A 40% commission on the net revenue of purchases from ticketed

attractions that are bought through the aRes booking widget on the Visit Burbank website, and 20% commission on the net revenue of purchases on ticketed attractions that are bought through the aRes telephone booking system.

- **Destination Travel Network Advertisement:** Approximately $6,500 from advertisement services managed specifically for offering online ad space to local businesses and partners on the Visit Burbank website.

Visit BURBANK

YEAR IN REVIEW 2024-2025
LOOKING AHEAD 2025-2026

Attachment 2
DRAFT

WELCOME

DEAR TOURISM PARTNERS,

FY 2024–2025 was a record-breaking year for Visit Burbank. We achieved all-time highs with ADR at $189.56, RevPAR at $144.71, and total revenue reaching $140.4 million - clear proof that Burbank's tourism momentum is stronger than ever.

It was also a year of bold moves and major announcements. In May, we welcomed Verdin Marketing as our new advertising agency, now hard at work on a full rebrand set to launch in November 2025 - perfectly timed to build visibility ahead of FIFA World Cup 2026 and the LA28 Summer Olympics. Meanwhile, construction is underway on Hollywood Burbank Airport's spectacular 355,000-square-foot "Icon" terminal, opening in October 2026, which will transform the travel experience with modern architecture, streamlined amenities, and Hollywood-inspired design.

Hollywood Burbank Airport continues its upward trajectory, welcoming a record-breaking 6.5 million passengers in 2024. New nonstop routes and two brand-new airlines are on the horizon: Alaska Airlines will premier nonstops to Honolulu starting in May 2026. Newcomer Allegiant begins service in February 2026, and Breeze Airways will launch in March 2026 bringing to ten the total of major US carriers serving Burbank.

2025 also marks the launch of Visit Burbank's renewal initiative for a new 10-year term beginning July 1, 2026. Renewal will ensure stable, continued funding for tourism marketing, destination development, and related programs, enabling continued growth citywide. With competition for visitor dollars increasing across California and the world, renewal guarantees Burbank's ability to market effectively, enhance the visitor experience, and sustain strong hotel occupancy and revenue.

We celebrated our pop-culture heritage in true Burbank fashion by unveiling the Green Lantern statue in partnership with DC Comics at Burbank Empire Center in November 2024. Green Lantern now joins our iconic Batman and Wonder Woman installations - reinforcing that "Super Heroes Are Made Here." More superstar installations are coming soon.

On behalf of the Burbank Hospitality Association, thank you to everyone who made 2024–2025 a landmark year. Together, we've built incredible momentum - and we're just getting started.

Sincerely,

Tony Garibian, Board Chair
Burbank Hospitality Association

Visit BURBANK

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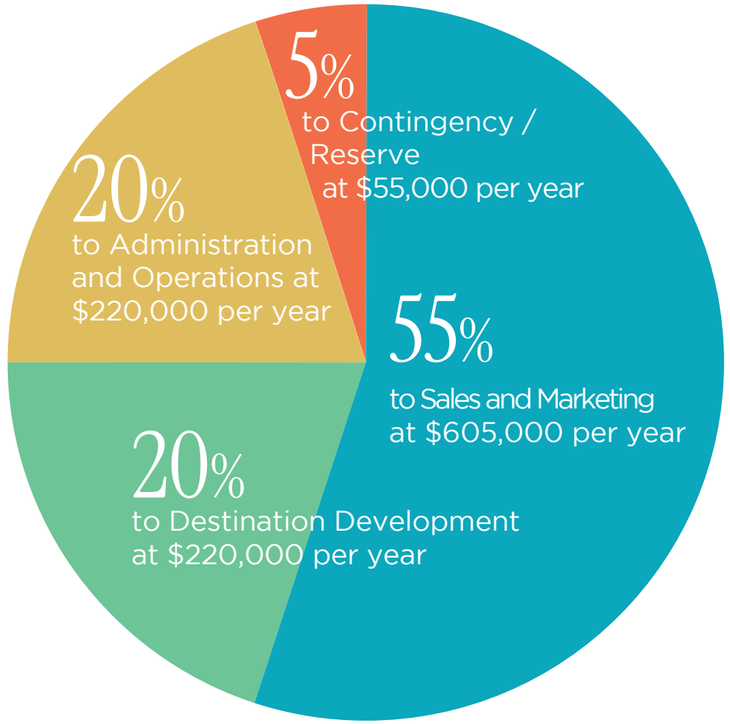
ABOUT

The Burbank Hospitality Association, the governing body of the Tourism Business Improvement District (TBID) and doing business as Visit Burbank, was formed in 2011 and is funded by a 1% assessment on overnight stays in Burbank hotels with more than 25 rooms. Burbank Economic Development manages the TBID by developing strategies and initiatives to enhance tourism attraction and spending in Burbank.

ANNUAL BUDGET

Visit Burbank operated with a $1.4 million budget in Fiscal Year 2024-2025 which was allocated as follows:



MISSION

Visit Burbank's mission is to boost hotel occupancy by positioning Burbank as a regional, national, and international tourist destination.

GOALS

Promote Burbank as a top leisure and business destination and increase overnight stays.

This is achieved by:

- Geo-targeting travelers within a 300-mile radius, and nonstop flight markets into the Hollywood Burbank Airport.
- Branding Burbank as a desirable meeting and convention destination featuring a quality mix of conference hotels and non-traditional special event venues.
- Increasing overnight group stays by partnering with tour operators, online providers such as Hotelplanner, and special events.
- Increasing overnight leisure stays though the Universal Parks & Resorts Vacations Partner Hotel Program with participation of 11 Burbank hotels.
- Attracting Influencers, content creators, and media to showcase Burbank's accommodations, attractions, and amenities.
- Leveraging marketing efforts through partnerships with Visit California, Brand USA, Discover Los Angeles, Downtown Burbank Partnership, the Hollywood Burbank Airport, the Burbank Chamber of Commerce, DC Comics, Warner Bros. Studio Tour Hollywood, and Universal Studios Hollywood.

Invest in projects designed to elevate the Burbank visitor experience and create a defined sense of place to enhance overnight stays.

This is achieved by:

- The creation of monumental superhero statues citywide in partnership with DC Comics.
- Providing High-Speed Fiber Optics Internet Service for hotel guests through a partnership with Burbank Water & Power's ONEBurbank.
- Promoting new airline nonstop service to increase awareness of Burbank as a destination.
- Initiating the complementary hotel bicycle program as a guest amenity.
- Attracting art exhibitions and placemaking efforts to enhance visitation to Burbank.

RESULTS

MARKETING & SALES 2024 - 2025

DIGITAL ADVERTISING

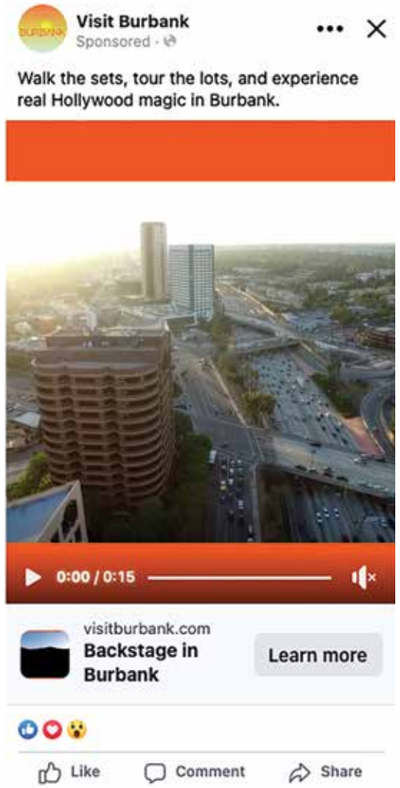
Digital advertising drives demand for hotel accommodations and attractions by focusing on domestic and regional markets, with an emphasis on road trips and nonstop flights into Hollywood Burbank Airport. Advertising channels include Google Display, Google Pay per Click, ads on Meta's Facebook and Instagram, and boosted social media posts.

RESULTS

18.6M
Impressions

398K
Click Throughs

$57K
Hotel Bookings



ORGANIC SOCIAL MEDIA

Social media channels engage travelers with posts and reels about Burbank hotels, neighborhood shopping, attractions, and fun things to do, targeting road trippers, nonstop feeder markets, and the Los Angeles region.

RESULTS

6.7M
Impressions

281K
Engagements

49.4K
Followers

DIGITAL ADVERTISING

ORGANIC SOCIAL MEDIA

RESULTS

MARKETING & SALES 2024 - 2025

NEWSLETTERS

Monthly newsletters support the social media strategy with detailed stories about upcoming events, hotel accommodations, new shops and restaurants,

Forward to a Friend

'Tis the Season for Holiday Adventures in Burbank

Forward to a Friend

We're all in for July!

It's time for some Summertime excitement! From a not-to-be-missed 4th of July celebration to Food Truck Fridays and Elephant Parade Burbank 2024, July is gearing up to be full of surprises.

RESULTS

35.25%
Open Rate

2.65%
Click-Through Rate

2.5K
Opt-In Subscribers

Forward to a Friend

Burbank's Spooky Season has Arrived!

We are ready to welcome Fall with open arms - and a calendar full of fright! This scary season is bringing citywide celebrations, annual Halloween happenings, and endless reasons to get out and enjoy the Fall feels taking over Burbank.

NEWSLETTERS

RESULTS

MARKETING & SALES 2024 - 2025

STRATEGIC PARTNERSHIPS

Visit Burbank sponsored six special events demonstrating potential for overnight hotel stays and citywide economic impact.

BURBANK COMEDY FESTIVAL
August 10-17, 2024

CTN ANIMATION eXpo
November 21-24, 2024

MUSEXPO 2025
March 16-19, 2025

AFROANIMATION SUMMIT 5.0
April 3-5, 2025

BURBANK INTERNATIONAL FILM FESTIVAL
September 25-29, 2024

AME INSTITUTE BURBANK
June 23-26, 2025

STRATEGIC PARTNERSHIPS

RESULTS

$315K	10.3K	83%
Room Revenue	Attendance	Return on Investment*

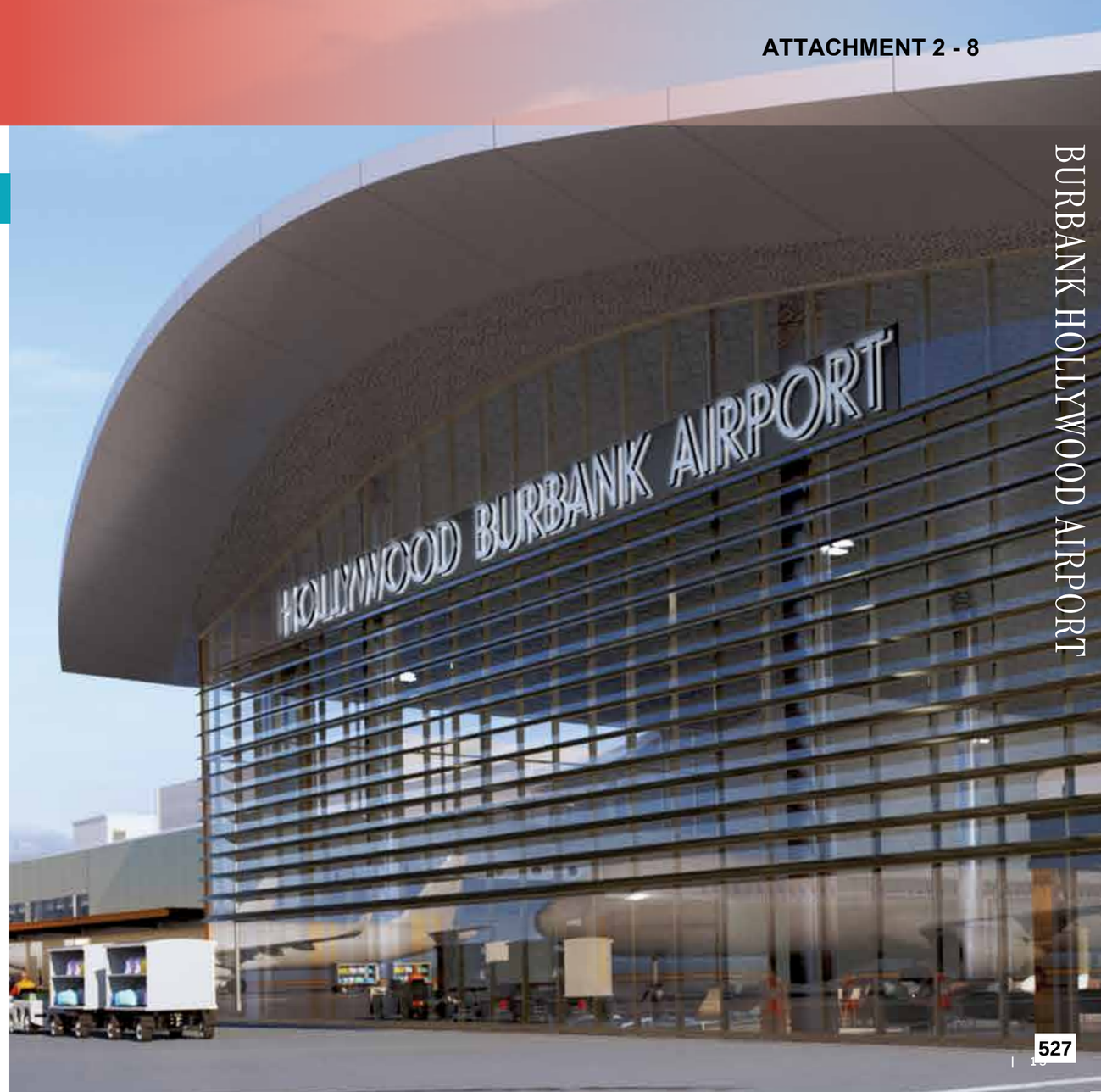
*for every $1 invested, $1.83 was generated

RESULTS

MARKETING & SALES 2024 - 2025

SHOWCASING BURBANK AT HOLLYWOOD BURBANK AIRPORT

Visit Burbank is now front and center with 6 million annual travelers at Hollywood Burbank Airport. Two eye-catching dioramas - one in Concourse A and one in Concourse B - spotlight Burbank's must-see Super Hero statues, inspiring passengers to explore the city's unique attractions. Even greater visibility is on the way with dynamic video walls launching in late 2025, offering powerful opportunities to engage future visitors.



BURBANK HOLLYWOOD AIRPORT

RESULTS

MARKETING & SALES 2024 - 2025

UNIVERSAL STUDIOS HOLLYWOOD PARTNER HOTELS

UNIVERSAL STUDIOS HOLLYWOOD PARTNER HOTELS

To attract overnight stays with theme park attendees, Visit Burbank funded the participation of 11 Burbank hotels in the Universal Parks & Resorts Vacations Partner Hotels program. Partner Hotels gain added visibility by appearing on universalstudioshollywood.com, where hotel packages are purchased directly by park visitors.

RESULTS

$1.2M
Burbank Hotel Bookings

771K
Total Impressions

7.5K
Click throughs

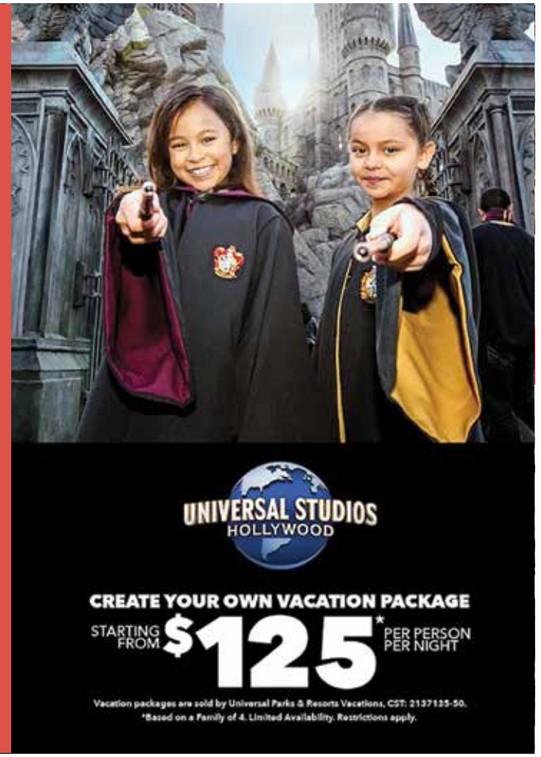


Photo courtesy of Visit California

RESULTS

MARKETING & SALES 2024 - 2025

HOTELPLANNER PREFERRED MEMBER PROGRAM

HOTELPLANNER PREFERRED MEMBER PROGRAM

With the goal of developing group bookings, Visit Burbank funded the participation of 18 Burbank hotels as Preferred Members with Hotelplanner, the largest online group hotel reservation system in the world.

RESULTS

$3.8M Hotel Group Business

+35% Compared to FY 2023-2024

ONLINE BOOKING ENGINE

Visit Burbank's website is the chief tourism portal for hotel bookings and attractions tickets. This is supported by call-to-action links on digital advertising campaigns, social media posts, and the monthly newsletter.

RESULTS

$10.8K Room Nights

$62.5K Attractions Tickets*

TOTAL: $73.3K

*Primarily Universal Studios Hollywood and Warner Bros. Studio Tour Hollywood

RESULTS

MARKETING & SALES 2024 - 2025

INFLUENCER COLLABORATIONS

Influencers tell the Burbank story in compelling ways to their followers thereby reaching new audiences with original content. Their stories and reels give followers direct insight into hotels, attractions, lifestyles, and newsworthy tips, reinforcing Burbank as a top travel destination.

RESULTS

12	1.2M	230K	844K
Influencer Visits	Reel Views	Engagements	Combined Followers

@cal.euphoria
418K FOLLOWERS

@diana_malbert food
21.2K FOLLOWERS

@lifehacksla
212K FOLLOWERS

@jill_et_sa_tribu
193K FOLLOWERS

INFLUENCERS

RESULTS

MARKETING & SALES 2024 - 2025

FAMILIARIZATION TOURS (FAMs)

FAMs are curated experiences designed to showcase Burbank's vibrant hospitality and attractions to travel advisors, tour operators, and industry professionals. Visit Burbank's FAM trips focused on strengthening partnerships with luxury and theme-park travel sectors, highlighting our world-class hotels, attractions, and local gems.

FAM TOUR RESULTS

- Universal Parks & Resorts Vacations FAMs and Popup Events reaching hundreds of top-selling travel advisors, including CityWalk on September 12, 2024; Guest Contact Center Pop-Up in Orlando on January 12, 2025; and a Theme-Park Travel Agent FAM that featured receptions at Los Angeles Marriott Burbank Airport, Cambria Hotel Burbank Airport, Coast Burbank Hotel, and Safari Inn, along with visits to Warner Bros. Studio Tour Hollywood.
- Exciting West Familiarization Tour with 10 luxury Belgian tour operators, October 25-27, 2024 staying at Hotel Amarano Burbank- Hollywood, visiting Warner Bros. Studio Tour Hollywood, Bob's Big Boy, Coffee Commissary, Urban Press Winery, and Downtown Burbank.
- Flight Centre Global Gathering: Hosted two top producers from EnVoyage, Flight Centre's luxury division, at Hotel Amarano with exclusive Warner Bros. Studio Tour Hollywood experiences, July 10-11, 2025.
- Nuitee (bedbank and distribution channel) and Bonotel Exclusive Travel: Developed site tours to facilitate hotel and attraction contracting.

RESULTS

MARKETING & SALES 2024 - 2025

TRAVEL TRADE

The 56th Annual IPW solidified Visit Burbank's position as a key player in the global tourism industry. Held in Chicago June 16-18, 2025, IPW is the premier international marketplace for inbound U.S. travel, attracting 6,000 attendees from 70 countries, providing an unparalleled platform to showcase Burbank's unique offerings.

Visit Burbank leveraged this opportunity to forge strategic partnerships and secure high-value leads, positioning the city for sustained tourism growth. The on-site team secured critical connections with high-potential tour operators, with follow-up efforts underway to drive bookings and partnerships.

TRAVEL TRADE RESULTS

Met and followed up with more than 80 domestic and international tour operators, receptive operators, airlines, journalists, and travel technology companies.

As we prepare for the 57th IPW in Fort Lauderdale, May 17-21, 2026, Visit Burbank remains committed to capitalizing on these opportunities. Ongoing engagement with strategic partners will ensure Burbank continues to thrive as a premier destination.

TRAVEL TRADE

TRAVEL TRADE

TOTAL IMPACT

MARKETING & SALES 2024 - 2025

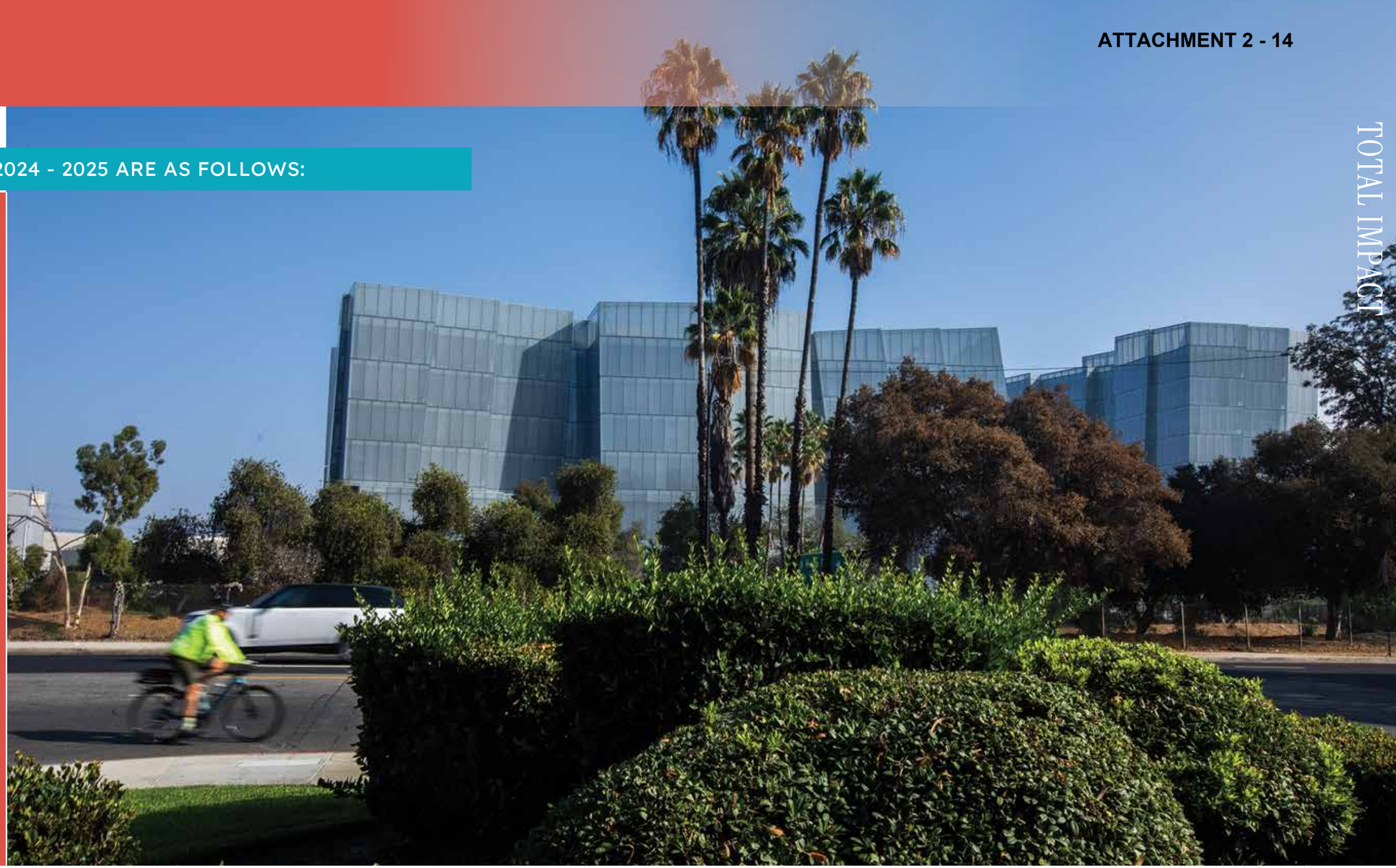
THE RESULT OF PROGRAMS FOR 2024 - 2025 ARE AS FOLLOWS:

RESULTS

25.3M
Impressions
Digital & Social
Campaigns

926K
Click-Throughs
& Engagements

$5.4M
Hotel Attractions
Bookings



TOTAL IMPACT

TOTAL IMPACT

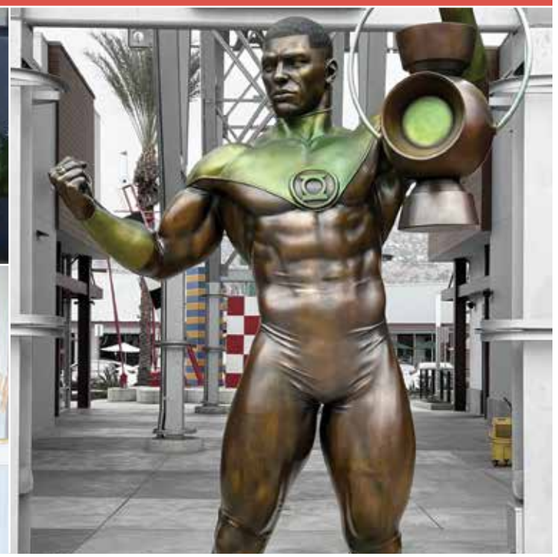
RESULTS

DESTINATION DEVELOPMENT 2024 - 2025

Destination Development focuses on investing in projects that elevate the traveler experience, such as monumental signs, easy access to ultra-high-speed internet, the DC Comics partnership celebrating Super Heros, developing a visitor bicycle program, attracting globally recognized art exhibits, and working with airlines to market new nonstop flights into Hollywood Burbank Airport.

DESTINATION DEVELOPMENT RESULTS

- 16 Participating Hotels for ONEBurbank high-speed fiber internet service.
- Third Epic Bronze Statue, Green Lantern, unveiled at Burbank Empire Center in November 2024; more legendary icons on the way.
- Nonstop flight support into Hollywood Burbank Airport.
- Visit Burbank Bicycle Program with 8 participating hotels.



LOOKING AHEAD

LOOKING AHEAD

LOOKING AHEAD

LOOKING AHEAD

VISIT BURBANK TBID RENEWAL: 2026–2036

Visit Burbank has been a key driver of hotel performance and visitor growth since 2011. Renewed once in 2016, the TBID is now embarking on a new 10-year term beginning July 1, 2026.

WHY RENEWAL MATTERS

The TBID ensures a dedicated, hotel and attractions-controlled funding stream for tourism growth. Renewal guarantees Burbank's ability to market effectively, enhance the destination experience, and sustain strong hotel occupancy and revenue.

FUNDING AND ASSESSMENT

$2.275M

ANNUAL BUDGET

1.75%

ASSESSMENT PERCENTAGE OF SHORT-TERM ROOM REVENUE

Photo courtesy of Visit California

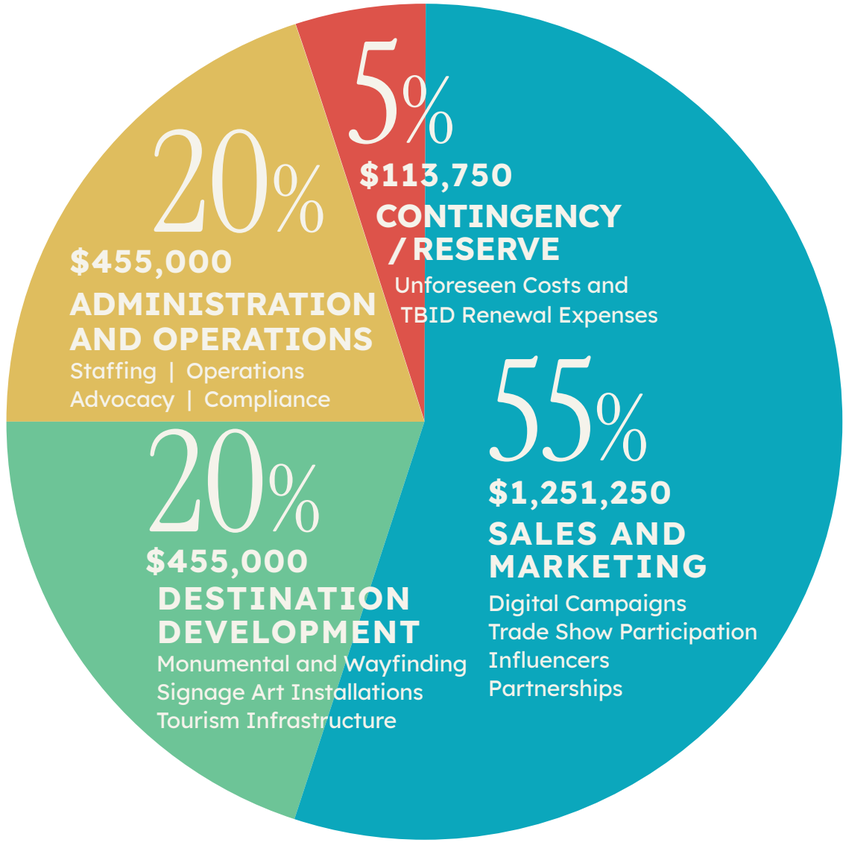
TBID RENEWAL: 2026–2036

LOOKING AHEAD

TBID RENEWAL continued

INVESTMENT PRIORITIES

$2.275M TOTAL BUDGET



TBID RENEWAL: 2026–2036

LOOKING AHEAD

TBID RENEWAL continued

10 YEAR ACCOMPLISHMENTS

- Launching VisitBurbank.com, introducing a hotel booking engine, and running digital and social media campaigns.
- Showcasing Visit Burbank at international travel trade shows.
- Creating the Universal Studios Partner Hotel Program.
- Developing the Superhero Statue Program.
- Launching the Visit Burbank Bicycle Program.
- Introducing the Visit Burbank online gift shop.
- Attracting and retaining major conferences.
- Securing the globally recognized Elephant Parade Burbank 2024.
- Driving sustained hotel revenue growth.

TBID RENEWAL: 2026–2036

LOOKING AHEAD

TBID RENEWAL continued

GROWTH SINCE 2015

169%
MARKETING INVESTMENT INCREASE TO **$1.4M**

53%
GROWTH IN PASSENGERS AT HOLLYWOOD BURBANK AIRPORT TO **6M** (PROJECTED 2025)

52%
GROWTH IN HOTEL ROOM REVENUE TO **$140.5M**

28%
INCREASE IN AVERAGE DAILY RATES (ADR) TO **$190**

21%
BOOST IN REVENUE PER AVAILABLE ROOM (REVPAR) TO **$145**

24%
HOTEL ROOM INVENTORY TO **2,719** CITYWIDE

TBID RENEWAL: 2026–2036

Photo courtesy of Visit California

LOOKING AHEAD

MARKETING & SALES

VISIT BURBANK REBRAND

Visit Burbank has selected Verdin Marketing to lead a complete rebrand launching in December 2025 capturing the city's growing energy and global appeal.

THE REBRAND COMES AT A PIVOTAL MOMENT:

- Four new hotels are set to increase room inventory by nearly 40% in the next few years
- Hollywood Burbank Airport is preparing to open its new 14-gate terminal in October 2026
- FIFA World Cup 2026 and the LA28 Summer Olympics present an unparalleled opportunity for global exposure
- The city's dining, retail, and entertainment scene continues to expand.

As part of the rebranding, Verdin is tasked with creating the campaign and tagline that tells the destination's story and sets Burbank up for successful growth.

Success metric: Drive Burbank visitation to increase occupancy.

Research shows that Burbank visitors seek iconic, unforgettable experiences without the big city hassle or high cost. And while the competition is often seen to be glamorous, it can also feel inaccessible and overwhelming for many travelers. Burbank's niche is where industry creativity meets elevated experiences.

TARGETING FAMILIES, STUDIO & FILM BUFFS, AND BUSINESS AND GROUP TRAVELERS, VERDIN WILL ROLL OUT:

- New logo
- Rebranded digital ads
- Airport Advertising Digital Ads
- New advertising platforms
- Website reskin
- Newsletter design
- Travel trade booth
- Branded merchandise

Stay tuned for the December launch!

LOOKING AHEAD

DESTINATION DEVELOPMENT

Visit Burbank is preparing to renew its 10-year Tourism-Based Business Improvement District (TBID) term through 2036. This renewal will continue leveraging funds for targeted sales, marketing, and destination development initiatives, building on a decade of achievements that have boosted visitor spending to $843 million, supported nearly 8,000 jobs, and elevated Burbank's profile as the Media Capital of the World.

DESTINATION DEVELOPMENT GOALS

- Maintain stable, long-term funding to increase room night sales, hotel occupancy, and visitor spending.
- Promote Burbank as a premier tourist, meeting, and event destination.
- Collaborate with the City of Burbank on projects such as wayfinding signage, cultural art installations, gateway enhancements, and infrastructure improvements.
- Provide specific, targeted benefits directly to assessed lodging businesses, including lead generation, familiarization tours, and promotional materials.
- Respond to market conditions and support ongoing innovation in tourism promotion.
- Two new bronze DC Super Hero statues in development. Summer art exhibit also in the planning.

DESTINATION DEVELOPMENT

MONUMENT & WAYFINDING SIGNAGE PROGRAM

MONUMENT & WAYFINDING SIGNAGE PROGRAM

The Monument & Wayfinding Program will consist of distinctive signage at major entryways into Burbank, delineating the city from surrounding communities while showcasing its identity as the Media Capital of the World. Signs will serve as welcoming beacons, enhancing visitor experience, creating Instagram moments, and positioning Burbank as a premier overnight destination for families, groups, and solo travelers.

MONUMENT & WAYFINDING SIGNAGE PROGRAM GOALS

- Unify Burbank's identity through creative signage that reflects its local character, cultural richness, and role as a world-class creative capital.
- Generate free social media marketing by encouraging visitors to share images of the signs, amplifying tourism awareness.
- Tell Burbank's story to foster a sense of community among residents, workers, and newcomers, while highlighting unique neighborhoods and landmarks.
- Provide wayfinding to help visitors, locals, and new arrivals navigate the city more effectively.
- Differentiate Burbank from neighboring cities to increase overnight stays, visitor spending, and local revenues.

LOOKING AHEAD

INVESTMENTS IN TOURISM

Four new hotels and a replacement terminal for Hollywood Burbank Airport are planned to open in the next two years:

HOLLYWOOD BURBANK AIRPORT REPLACEMENT TERMINAL

2627 N Hollywood Way

14-gate, 355,000-square-foot replacement terminal with up to 6,637 parking spaces.

NOTE: Hollywood Burbank Airport will be fully operational during construction, which should not affect travelers' plans. Once the new 14-gate passenger terminal is complete, the old terminal will be demolished within 12 months and the taxiways will be extended.

ESTIMATED COMPLETION 2026

AIRPORT DISTRICT

LA TERRA SELECT

777 Front Street

Mixed-use project featuring 573 rental units, a 307-room 7-story hotel, and 1,067 square-feet of ground retail. The residential portion consists of an 8-story building with one level of underground parking.

ESTIMATED COMPLETION 2025-2026

DOWNTOWN BURBANK

APPROVED DEVELOPMENTS

AC HOTEL

550 N Third Street

Six-story 196-room hotel with a 3,800 square feet ground-level restaurant and three levels of subterranean parking. Amenities to include a fitness center, lounge, pool, outdoor courtyard, and rooftop viewing deck.

OPENING DATE TBD

DOWNTOWN BURBANK

ALOFT AND RESIDENCE INN HOTELS

2500 N Hollywood Way

Seven-story dual-brand hotel that will consist of 420 rooms, 219 hotel rooms operated by Aloft, and 201 hotel rooms operated by Residence Inn including a restaurant, lounge, cafes, meeting rooms, fitness center, and rooftop deck.

CITY COUNCIL TO CONSIDER IN EARLY 2026

AIRPORT DISTRICT

HOME 2 SUITES BY HILTON

129 E. Providencia Ave

Five-story, 43,896-square-foot hotel with 84 rooms.

ESTIMATED COMPLETION DATE: TBD

DOWNTOWN BURBANK

INVESTMENTS IN TOURISM

ECONOMIC IMPACT OF TOURISM IN BURBANK

ECONOMIC IMPACT OF TOURISM IN BURBANK

$175M
SPENT ON RETAIL

$212M
SPENT ON RECREATION & ENTERTAINMENT

$164M
SPENT ON FOOD & BEVERAGE

$161M
SPENT ON LODGING

$133M =
SPENT ON TRANSPORTATION

$843M
TOTAL SPENT BY VISITORS

3.2M
VISITORS IN 2024

$31.2M
TOURISM ATTRACTED LOCAL TAX REVENUES

7.88K
JOBS SUSTAINED BY VISITORS

Source: Tourism Economics, October 2025 Report

HOLLYWOOD BURBANK AIRPORT

HOLLYWOOD BURBANK AIRPORT | 30+ NONSTOP DESTINATIONS | 6.5M PASSENGERS

Source: Hollywood Burbank Airport

HOTEL OCCUPANCY

Burbank hotels are performing at historic levels, with ADR reaching $189.56, RevPAR at $144.71, and total revenue climbing to $140.4 million during FY 2024-2025 - a testament to the city's sustained tourism momentum.

GROWTH IN HOTEL OCCUPANCY (As of June 30, 2025)

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
75%	78%	79%	81%	84%*	83%	82.5%	82.5%	66.5%**	67.4%**	74%	73.6%	74.3%	76.3%

GROWTH IN AVERAGE DAILY RATES (ADR) (As of June 30, 2025)

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
$118	$123	$134	$148	$170*	$161	$162	$164	$157**	$141**	$177	$187	$189	$190

GROWTH IN REVENUE PER AVAILABLE ROOM (RevPAR) (As of June 30, 2025)

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
$89	$95	$105	$120	$142*	$133	$133	$136	$104**	$95**	$131	$137	$141	$145

GROWTH IN ANNUAL ROOM REVENUE (As of June 30, 2025)

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
$72M	$76M	$85M	$92M	$127M*	$126M	$127M	$128M	$97M**	$75.4M**	$124.7M	$131.3M	$135.8M	$140.5M

*Porter Ranch Impacts. The gas leak forcing thousands of residents to relocate from Porter Ranch in the northwest San Fernando Valley benefited Burbank hotels from approximately October 2015 to May 2016. However, the relocation was an abnormal event that skewed economic indicators by approximately 10% in the following year, when effects began to be felt. That explains the slight declines in 2017, but if looked at over 2015, the underlying upward trend is apparent.

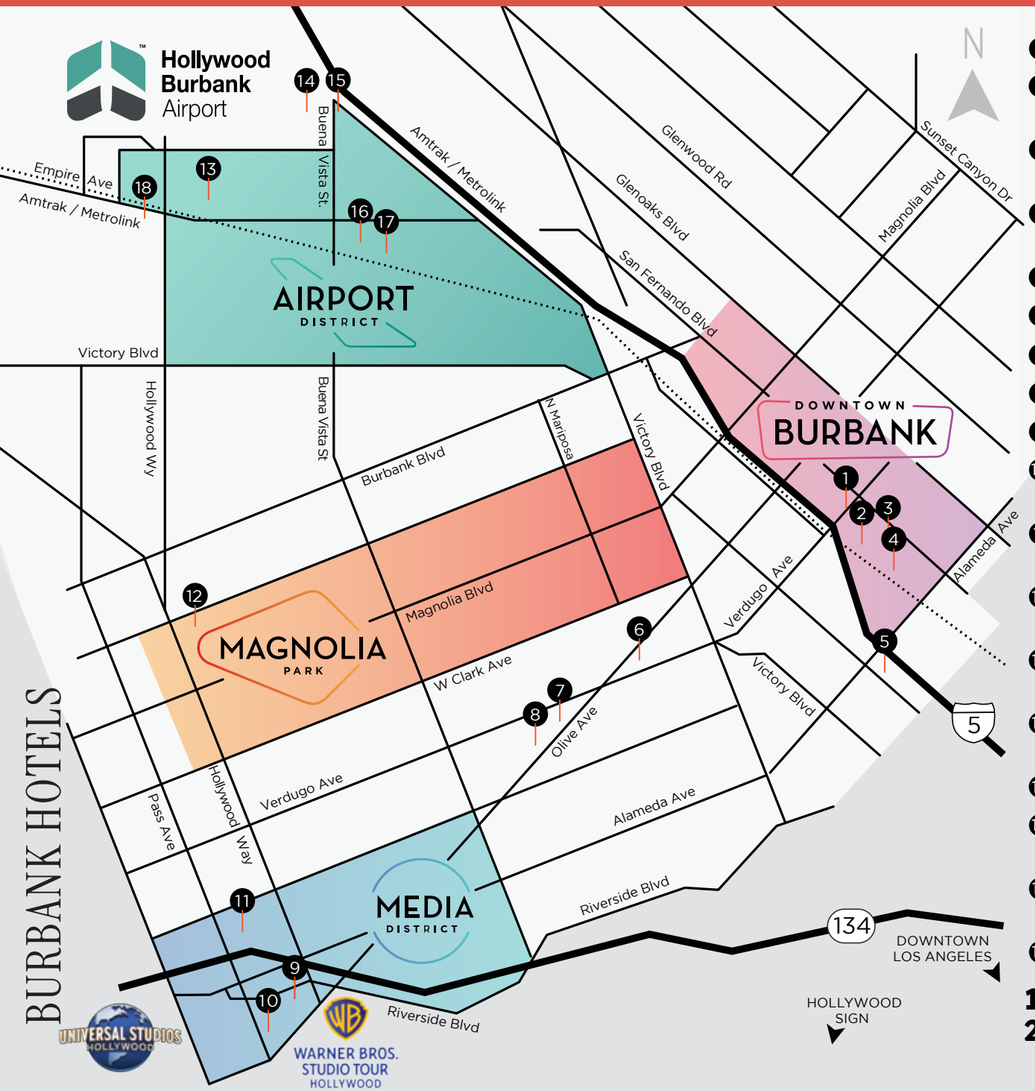
**Impacted by consequences of COVID Pandemic starting in March 2020, and continuing to June 15, 2021.

Source: Smith Travel Research

HOTEL OCCUPANCY

HOTEL OCCUPANCY

BURBANK HOTELS



1. Hotel Burbank
2. Residence Inn Los Angeles Burbank/Downtown
3. Hilton Garden Inn Burbank Los Angeles
4. SpringHill Suites Los Angeles Burbank/Downtown
5. Burbank Inn & Suites
6. Portofino Inn Burbank
7. Safari Inn
8. Coast Burbank Hotel
9. The Tangerine
10. Best Western Plus Media Center Inn & Suites
11. Hotel Amarano Burbank-Hollywood
12. Travelodge by Wyndham Burbank-Glendale
13. Los Angeles Marriott Burbank Airport Hotel
14. Ramada by Wyndham Burbank Airport
15. Quality Inn Burbank Airport
16. Courtyard by Marriott Los Angeles/Burbank Airport
17. Extended Stay America Los Angeles Burbank Airport
18. Cambria Hotel Burbank Airport

18 Hotels
2,719 Rooms

BURBANK HOTELS

CURRENT BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

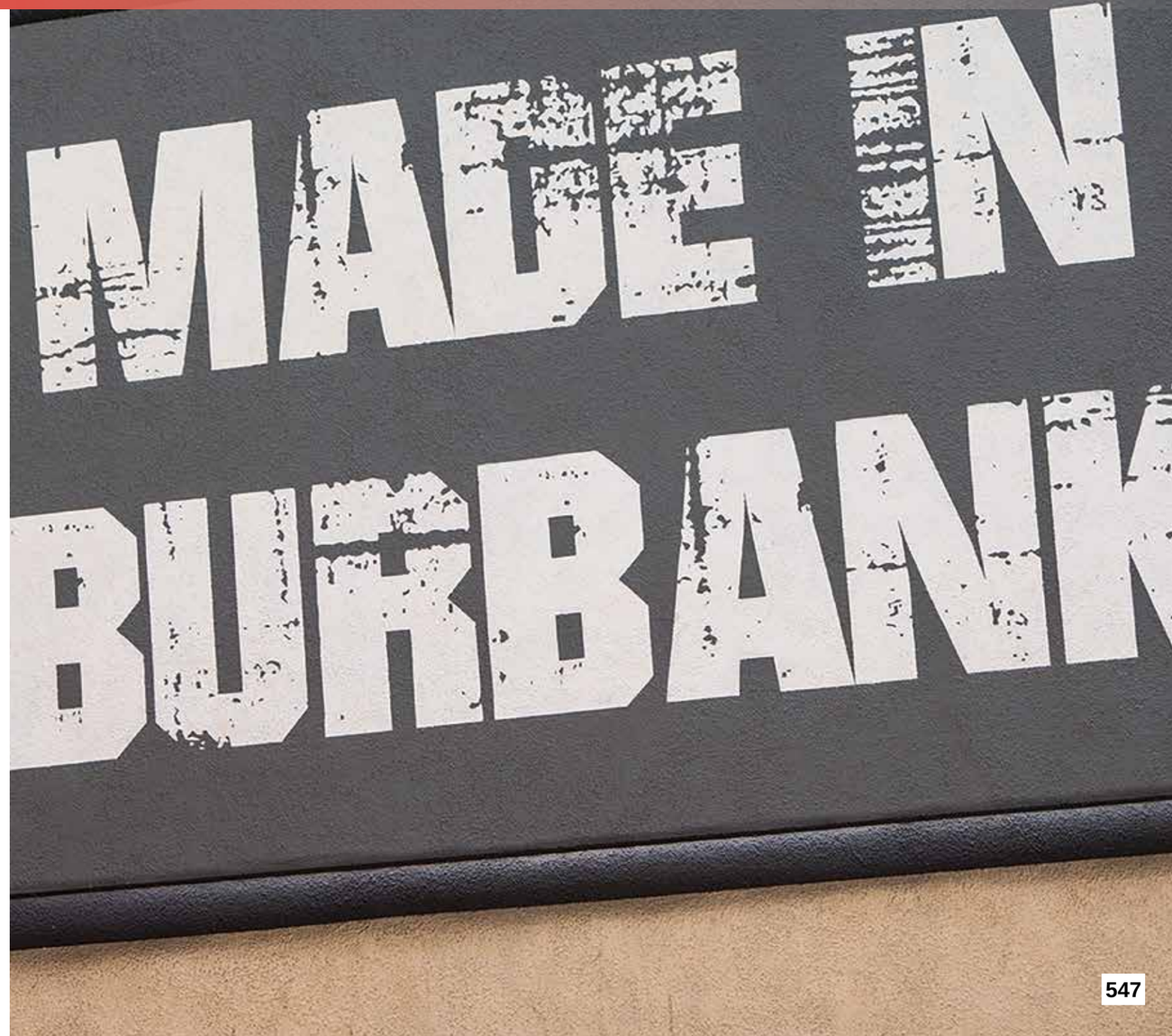
Tony Garibian | Coast Burbank Hotel and Safari Inn, Chair
Michael Hernandez | Hilton Garden Inn Burbank Los Angeles, Vice Chair
Danny Kahn | Warner Bros. Studio Tour Hollywood, Treasurer
Jamie Keyser | Burbank Chamber of Commerce, Secretary

BOARD OF DIRECTORS

Alan Tate | Los Angeles Marriott Burbank Airport
Ali Schmidt | Universal Studios Hollywood
Fatima Achhal | SpringHill Suites Los Angeles Burbank Downtown
Nerissa Sugars | Hollywood Burbank Airport
David Lurie | Hotel Amarano Burbank-Hollywood
Kristen Perry | Cambria Hotel Burbank Airport
Shannon Labbe | Residence Inn Los Angeles Burbank/Downtown
Patrick Prescott, Community Development Director (ex-officio)

STAFF

Simone McFarland | Assistant Community Development Director-Business & Economic Development
Mary Hamzoian | Economic Development Manager | Executive Director
Odette Zakarian | Economic Development Analyst
Robin Faulk | Sales and Marketing



Visit BURBANK

Burbank Hospitality Association
VisitBurbank.com
info@visitburbank.com

STAFF REPORT

PARKS AND RECREATION

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director
VIA: Diego Cevallos, Assistant Parks and Recreation Director
BY: Jenny Griffin, Recreation Supervisor

SUBJECT: Appointment of Members to the Youth Board for the 2025-26 School Year

RECOMMENDATION

Appoint students to serve a one-year term on the Youth Board (Board) based on school recommendations and submitted applications.

BACKGROUND

Since 1973, the Board has served an important role within the City of Burbank (City), fostering increased communication between youth and City government, providing a means by which young people can actively participate in government, organizing community fundraisers, and providing input and planning for programs that will benefit youth in the community.

Participation on the Board empowers youth by enhancing their confidence and leadership skills while increasing awareness of issues impacting youth in Burbank. Participation on the Board fosters a sense of belonging; cultivates critical thinking and communication skills; and promotes empathy through the exchange of diverse perspectives. Ultimately, it instills civic responsibility and encourages lifelong participation in the democratic process, contributing to individual growth and positive community engagement.

Per the Burbank Municipal Code (BMC) § 2-1-416 the Board shall have the following powers and duties:

1. To represent the interests of local youth in community affairs.

2. To represent the City in matters of interest to youth in the community.
3. To assist in helping other youth in the community to understand and appreciate local government.
4. To obtain interpretations for local youth on City ordinances, rules and regulations which affect them.
5. To encourage local youth to actively participate in community affairs and matters of concern to the City.
6. To conduct studies and investigations in the general field of youth and community interest and to communicate its findings and recommendations to the Council.
7. To encourage coordination of effort among community institutions and organizations that focus on youth problems and needs.
8. To advise and assist the Parks and Recreation Board on issues affecting the youth in the community.

The Board is comprised of 17 members. A representative is selected by public parochial high schools and middle schools within Burbank (ten positions). The remaining seven positions are designated as At-Large members. All appointments are for a one-year term, with all members beginning and ending their annual terms simultaneously.

At the August 26, 2025 City Council (Council) Meeting, Ordinance No. 25-4,032 (Attachment 1) was adopted, amending BMC § 2-1-416 and making adjustments to the Board's composition. Council voted to allow all members of the Board to vote (previously, only the student and Council-appointed members were voting members) and added a member from Lycée International (LILA) de Los Angeles. In addition, Council reduced the Board from 17 members to 15 members, consisting of 11 members from designated schools and four members appointed by Council.

Due to timing of the Council approved changes and Board member recruiting timeline, these changes will go into effect in the 2026-27 school year and follow the adoption of BMC § 2-1-416. Recruitment for the Youth Board begins in mid-August each year to allow time for applications, interviews, and onboarding before the new term begins in the fall. Because Council's approval occurred after this process had started for the 2025–26 term, the new structure will take effect the following school year.

DISCUSSION

For the school representative positions, schools were provided the parameters for appointment and asked to select a student representative to serve a one-year term. This year, each designated school responded and submitted a nominee. All applications for school representative vacancies are attached for Council review (Attachment 2).

For the At-Large positions, there were twenty-five applications submitted to fill the seven vacancies (Attachment 3). In-person interviews were conducted by Parks and Recreation

staff, and seven applicants were recommended for appointment to the Board based on experience, leadership skills, interest in school and local government, and ideas for engaging youth in the community.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a “project” subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact related to this report.

CONCLUSION

The Board equips participants with essential life skills, including critical thinking, effective communication, and leadership abilities. This program prepares Board members to be active and informed citizens who can make meaningful contributions in Burbank. Therefore, staff recommends that Council appoint ten School Representatives and seven At-Large applicants to comprise the designated 17 members. Recommended At-Large applicants are noted with an asterisk (*).

School Representative Nominations

Nora Knight	Dolores Huerta Middle School
Daniel Lucha	John Muir Middle School
Alice Greene	Luther Burbank Middle School
Michael Millunzi	St. Finbar Middle School
Luke Smith	St. Francis Xavier Middle School
Ghazal Eichoue	St. Robert Bellarmine Middle School
Marianna Sergoyan	Burbank High School
Julia Hayes	John Burroughs High School
Kristina Kalustova	Monterey High School
Emma Fernandez	Providence High School

At-Large Applicants

Daniel Bagumyan	Burbank High School
Nicholas Barry	John Burroughs High School
Danica Canlas	St. Robert Bellarmine Middle School
Brandon Chong*	Burbank High School
Maria Colorado	St. Robert Bellarmine Middle School
Tejas Deepak*	Providence High School
Rachel Dias	Burbank High School
Tess Doty*	John Burroughs High School
Christopher Ebrahim	Burbank High School
Eva Famosa-Enenmoh	Burbank High School
Natalie Garibyan	Burbank High School
Marly Grande	St. Robert Bellarmine Middle School
Luna Heldt	John Burroughs High School
Parker Hughes	John Burroughs High School
Janice Kim	Burbank High School
Megan Ly*	Lycée International de Los Angeles
Hunter Marino	John Burroughs High School
Hannah O'Briant*	John Burroughs High School
Charlotte Pangman*	John Burroughs High School
Sabrina Raleigh	John Burroughs High School
Ryleine Sangalang	St. Robert Bellarmine Middle School
Silverina Santora	John Burroughs High School
Sabrina Toner	Notre Dame High School
Silvi Torosyan	Burbank High School
Aiden Yoon*	Burbank High School

**Recommended Applicants*

ATTACHMENTS

Attachment 1 – Ordinance No. 25-4,032
Attachment 2 – School Representative Nominations
Attachment 3 – At-Large Applicants

Eff.: 09-26-2025 ORDINANCE NO. 25-4,032

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 2, CHAPTER 1, ARTICLE 4 (BOARDS, COMMISSIONS, AND COMMITTEES) OF THE BURBANK MUNICIPAL CODE RELATING TO BOARDS, COMMISSIONS, AND COMMITTEES

City Attorney's Synopsis

This Ordinance amends certain provisions of the Burbank Municipal Code to make various changes relating to Boards, Commissions, and Committees including modifying the attendance policy; providing additional reasons for member removal; removing the registered elector requirement; implementing a member term limit, requiring completion of unexpired terms before applying to another Board, Commission, or Committee; requiring that all members reside in Burbank; eliminating non-voting liaison positions from the Sustainable Burbank Commission; modifying member requirements for the Art in Public Places Committee; updating meeting locations; and other clarification edits.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. At the February 4, 2025, City Council meeting, Council considered proposed changes to the City of Burbank Boards, Commissions, and Committees (BCCs).

B. During the discussion, Council provided direction to staff to enact changes to the composition, policies, and member requirements of the City's BCCs.

C. The purpose of this Ordinance is to effectuate those changes to the City of Burbank BCCs.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. Section 2-1-401 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-401: TERM OF OFFICE, CONTINUITY, AND TERM LIMITS:

A. Boards and Commissions: Except as may be otherwise provided, the term of office of all board and commission members shall be four (4) years and such terms shall commence on August 1. The terms shall be staggered by appointment or by lot, when feasible. Members shall serve at the discretion of the City Council. Board and commission members whose terms of office have expired shall continue to serve until their successors are appointed and qualified. A committee, if any, that has a four (4) year membership term shall be governed by this section.

B. Committees: Except as may be otherwise provided in this Article, the term of office of all Council appointed committee members shall be two (2) years, and all such terms shall commence on August 1. The terms shall be staggered by appointment or by lot so that as near as possible one-half (1/2) shall expire each year. Members shall serve at the discretion of the City Council. Committee members whose terms of office have expired shall continue to serve until their successors are appointed and qualified.

C. Term Limits: Commencing August 1, 2025, no person may serve more than three (3) consecutive full terms on a single board, commission, or committee. This term limit does not apply to Council appointments due to vacancy that will result in a partial term. This term limit also shall not apply to Council-appointed representatives that serve on external agencies including but not limited to the Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Greater Los Angeles County Vector Control District, Metropolitan Water District, and Santa Monica Mountains Conservancy and Advisory Committee.

2. Section 2-1-403 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-403: ABSENCES, ADDITIONAL REASONS FOR REMOVAL, AND VACANCIES:

A. Absences (Defined Terms):

1. Member: For the purposes of this section, "Member" shall mean any appointed or elected member to a Board, Commission, or Committee who has voting authority for that Board, Commission, or Committee.

2. Absence: For the purposes of this section, "absence" shall mean the failure of a member of a board, commission, or committee to be present during at least two-thirds (2/3) of the entire meeting.

3. 12-Month Period: For the purposes of this section, "12-month period" shall mean the period from August 1 to July 31.

B. Two (2) Absences: City staff assigned to assist any board, commission, or committee shall notify any member who fails to attend two (2) regularly scheduled meetings. A copy of such notice shall be provided to the chair and the City Clerk.

C. Three (3) Absences: In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed.

1. The board, commission, or committee shall consider the reasons for the absences, review them with the member, and make a recommendation whether the absences

should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.

2. Should the Council excuse the member's accrued absences, and the member misses an additional meeting within the following 12-month absence reporting period, the City Clerk may proceed with the member's automatic removal by City staff.

D. Additional Reasons for Removal: A member of a board, commission, or committee may be removed due to violation of the policies outlined in the "City Council Expectations of Board, Commission, and Committee Members" document or failure to attend training sessions mandated by the City.

E. Vacancies: Vacancies on boards, commissions, or committees occurring during the term of office shall be filled within ninety (90) days from the date the vacancy occurs. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term.

F. Vacancies Due to Military Leave: The Council shall have the discretion to appoint a replacement board, committee, or commission member for that period of time during which a vacancy on a board, commission or committee shall occur due to a leave of absence caused by the military service of a member. The replacement appointee shall serve only until such time as the absent board member returns from military leave and only for the remaining term of the absent board member at the time of appointment. The Council shall have the discretion to fill any vacancy on any non-charter board, committee, or commission by appointing any person who because of military service cannot immediately serve on the board, committee, or commission."

3. Section 2-1-406 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-406: SERVING ON MORE THAN ONE BOARD, COMMISSION, OR COMMITTEE PROHIBITED:

No person shall serve at the same time on more than one board, commission or committee described in Articles 4 and 5 of this chapter, unless as otherwise provided in the Charter or in this code. Persons appointed to serve unexpired terms must complete the term before applying to serve on another board, commission, or committee."

4. Section 2-1-407 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-407: RESIDENCY:

Except as may be otherwise provided in this Code or by Council resolution, no person shall be eligible to be a member of any board, commission, or committee unless they reside within the jurisdictional boundaries of the City of Burbank. This includes all appointments to outside agency boards, including but not limited to, The Burbank-Glendale-Pasadena Airport Authority.”

5. Section 2-1-415 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-415: SENIOR CITIZEN BOARD:

A. Establishment and Composition of Board: There is hereby created a Senior Citizen Board consisting of seven (7) members, all of whom shall be senior citizens.

B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.

C. Liaison with City Manager: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. Applicants: Senior citizens who wish to be considered for appointment to the Senior Citizen Board may apply by filing an application with the City Clerk’s Office online or in person.

E. Evaluation Committee: An Evaluation Committee appointed by the Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the Council.

F. Powers and Duties: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.

2. To collect and study factual information relative to all aspects of aging.

3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.

4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.

5. To become aware of problems as they arise and recommend plans for action.

6. To inform local and state organizations of the needs and resources of older people.

7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.

8. To become familiar with developments in other communities on County, State and Federal programs.

G. Reports: The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board."

6. Section 2-1-416 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-416: YOUTH BOARD:

A. Establishment and Composition of Board: There is hereby created a Youth Board consisting of fifteen (15) members, eleven (11) of whom shall be selected as follows: one from Burbank High School, one from John Burroughs High School, one from Providence High School, one from Monterey High School, one from Luther Burbank Middle School, one from Dolores Huerta Middle School, one from John Muir Middle School, one from St. Finbar Parish School, one from St. Francis Xavier School, and one from St. Robert Bellarmine School, and one from Lycée International de Los Angeles. The middle school representatives shall be a member of either the seventh or eighth grade class. Four (4) at-large members shall be appointed by a three-fifths (3/5) vote of all Council members. Should any designated school fail to submit a student representative for the Board, the vacant seat may be filled with an additional at-large member. No member shall be over twenty (20) years of age at the time of appointment to the Youth Board.

B. Liaison with Council: The Mayor shall designate a member of the Council to meet with the Youth Board for liaison purposes only.

C. Liaison with City Manager: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall

obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. School Members: Each high school and middle school member may be selected based on interest and qualifications for Youth Board by the school's administration. All candidates must sign a statement that they have read the Youth Board brochure and fully understand the function of the Board and their duties and responsibilities as Board members.

E. Term of Office: The term of office for each Board member shall be one (1) year commencing on September 1.

F. Powers and Duties: The Youth Board shall have the following powers and duties:

1. To represent the interests of local youth in community affairs.

2. To represent the City in matters of interest to youth in the community.

3. To assist in helping other youth in the community to understand and appreciate local government.

4. To obtain interpretations for local youth on City ordinances, rules and regulations which affect them.

5. To encourage local youth to actively participate in community affairs and matters of concern to the City.

6. To conduct studies and investigations in the general field of youth and community interest and to communicate its findings and recommendations to the Council.

7. To encourage coordination of effort among community institutions and organizations that focus on youth problems and needs.

8. To advise and assist the Park and Recreation Board on issues affecting the youth in the community.

G. Reports: The chair of the Youth Board shall provide the Council and Park and Recreation Board with minutes of Youth Board meetings and copies of studies and resolutions to be considered by the Youth Board."

7. Section 2-1-418 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-418: BURBANK WATER AND POWER BOARD:

A. Establishment and Composition of the Board: There is hereby created a Burbank Water and Power Board consisting of seven (7) members.

B. Secretary of the Board: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board’s deliberations and may participate in all debates and discussions.

C. Powers and Duties of the Board: The Burbank Water and Power Board shall have the following powers and duties:

1. To review and make recommendations on all capital improvements which require Council approval;

2. To review and make recommendations on purchased power agreements with terms of more than five (5) years;

3. To review and make recommendations regarding the Burbank Water and Power’s annual budget;

4. To review and make recommendations regarding electric and water rates;

5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power’s annual budget; and

6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.

D. Meetings: The Burbank Water and Power Board shall hold a regular meeting at least once a month at a time and place to be designated by the Board. Special meetings may be called by the Chair or three (3) members of the Board. When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any board or commission established by this division.

E. Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business.”

8. Section 2-1-419 of the Burbank Municipal Code is hereby amended and restated as follows:

“2-1-419: TRANSPORTATION COMMISSION:

A. Establishment and Composition of the Commission: There is hereby created a Transportation Commission consisting of seven (7) members. The Council shall give consideration to appointing persons affiliated with the following groups: small businesses, large businesses, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities and bicyclists.

B. Secretary of the Commission: The Community Development Director shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission’s deliberations and may participate in all debates and discussions.

C. Powers and Duties of the Commission: The Transportation Commission shall have the following powers and duties:

   1. To make recommendations to the City Council on transportation planning issues including, but not limited to, the transportation element of the General Plan and its components.

   2. To make recommendations on the expenditure of Proposition A funds, Proposition C funds, air quality funds and bonds, fees, loans and grants for the purpose of funding transportation improvements.

   3. To make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers, new technologies, traffic programs and parking.

   4. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

D. Meetings: The Transportation Commission shall hold a regular meeting at least once a month at a time and place to be designated by the Commission. Special meetings may be called by the chair or four (4) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division.

E. Quorum: A majority of the members of the Commission shall constitute a quorum for the transaction of business.”

9. Section 2-1-422 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-422: ART IN PUBLIC PLACES COMMITTEE:

A. Composition of Committee: The Art in Public Places Committee shall consist of five (5) members. The Parks and Recreation Director or their designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Parks and Recreation Director or its designee.

B. Powers and Duties of the Committee: The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and E of Section 10-1-1114 of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.

C. Meetings: The Art in Public Places Committee shall hold public meetings as needed. Special meetings may be called by the chair or any two other members of the Committee.

D. Quorum: A majority of the members of the Committee shall constitute a quorum for the transaction of business.

E. Term: Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401.A."

10. Section 2-1-424 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-424: SUSTAINABLE BURBANK COMMISSION:

A. Establishment of the Commission: The Sustainable Burbank Commission shall advise and make recommendations to the City Council on matters related to the implementation of the City of Burbank Sustainability Action Plan and help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability.

B. Composition of the Commission:

1. The Sustainable Burbank Commission shall be composed of nine (9) members to be appointed by Council. When appointing persons to the Commission, Council should consider representation of the business community at large who is engaged in environmental issues, the real estate or development industry, or faith-based or

non-profit community.

2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.

   a. Chairperson – The Chairperson shall maintain the general supervision, direction and control of the business and meetings of the Sustainable Burbank Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee's activities.

   b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.

3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such members shall not be members of the Commission.

C. Powers and Duties of the Commission:

1. The Sustainable Burbank Commission shall have the duties to:

   a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.

   b. Engage the participation of the community.

   c. Provide community support for advancing policy initiatives and programs.

   d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.

   e. Advise the City Council in the review of proposals, programs, practices, and goals.

D. Meetings: The Sustainable Burbank Commission shall meet regularly at least every other month, on a day and time and place to be determined and fixed by the Commission and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. All meetings shall be open to the public. Regular minutes of each meeting shall be maintained by the Public Works Department. Agendas of the Commission shall be posted as required by the laws of the State of California.

E. Quorum: A majority of the members of the Sustainable Burbank Commission shall constitute a quorum."

11. Section 2-1-425 of the Burbank Municipal Code is hereby amended and restated as follows:

"2-1-425: BURBANK CULTURAL ARTS COMMISSION:

A. Establishment: The Burbank Cultural Arts Commission is an advisory body to the City Council. The Commission shall make policy and funding recommendations on matters related to the implementation of the City's Cultural Arts Plan, help engage the community by participating in various public education, outreach, and promotional activities related to cultural arts and other duties as requested by Council.

B. Composition of the Commission:

1. The Burbank Cultural Arts Commission shall be composed of nine (9) members appointed by the City Council as follows: from the business community at-large, who is engaged in the arts, or who represents a diversity of art disciplines such as: arts education; art in public places; dance; live theater; film, studio and recording industry; media affiliated resources; music; and visual arts.

2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.

   a. Chairperson – The Chairperson shall maintain the general supervision and direction and control of the business and meetings of the Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittee's activities.

   b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson, and in so acting, shall have all the powers of the Chairperson.

3. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such members shall not be members of the Commission.

C. Powers and Duties:

1. The Burbank Cultural Arts Commission shall have the duties to:

   a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.

b. Engage the participation of the community.

c. Provide community support for advancing policy initiatives and programs.

d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.

e. Advise the City Council in the review of proposals, programs, practices, and goals.

f. Other duties as requested by Council.

D. Meetings: The Burbank Cultural Arts Commission shall meet as needed, on a day and time and place to be determined and fixed by the Commission at its August meeting and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary by the Commission. All meetings shall be open to the public. Minutes of each meeting shall be maintained by the Parks and Recreation Department."

E. Quorum: A majority of the members of the Commission shall constitute a quorum."

12. The above changes to the Burbank Municipal Code will be implemented as follows: the change to the term limits will be effective as of August 1, 2025, and all other changes will take effect upon adoption of this Ordinance.

13. All other sections of Title 2, Section 1, Article 4, not amended by this Ordinance, shall remain in full force and effect.

14. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

15. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

16. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this Ordinance into the Burbank Municipal Code.

17. The City Clerk will certify to the passage of this Ordinance and cause the City Attorney Synopsis of this Ordinance to be published once in a newspaper of general circulation within 14 days of adoption, that is published and circulated in the City of Burbank, California, or as required by applicable law.

PASSED AND ADOPTED this 26th day of August 2025.

_s/Tamala Takahashi_____
Tamala Takahashi
Vice Mayor

Approved as to Form
Office of the City Attorney

Attest:

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

By: _s/Kane Thuyen_____
Kane Thuyen
Senior Assistant City Attorney

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 Ordinance No. 25-4,032 was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the 26th day of August 2025, by the following vote:

AYES: Anthony, Mullins, Rizzotti, and Takahashi.

NOES: None.

ABSENT: Perez.

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following its August 26, 2025 adoption.

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Ghazal Middle Name: _____ Last Name: Eidhove

I am applying for:

☐ AT-LARGE POSITION

☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Cassandra Morin-Gaona

Nominating Staff Signature: [redacted]

Age: 12

Burbank Resident: Yes ✓ No ____

Zip Code: 91501

Have you previously served on the Youth Board? NO If so, When? _____

EDUCATION

Name of School: ST. Robert Bellarmine Grade in School (Fall): 7th Grade

Which school subject interests you most? Math and science

What plans are you considering after graduation from High School? going to Apply at a medical University/school.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Love to play valleyball and sing in church quire.

EMPLOYMENT & ACTIVITIES

Are you currently working? NO How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes I Do

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I like to practice valleyball as an outside activity and sometimes Basketball.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: The Youth board should help inspire young People to get involved in their community and Provide a voice for youth in decisionmaking, share ideas & more.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe I am qualified because I deeply care about my community, I enjoy working with others, listening to many different opinions, finding solutions and learn more from others. I also like teamwork, and support eachothers needs and Values.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would encourage participation by creating more opportunities for young people, organize events to explaine how city government works, and also by doing surveys to share their ideas and thoughts.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Emma Middle Name: Rose Last Name: Fernandez

I am applying for:

☐ AT-LARGE POSITION

☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Janet Fontaine

Nominating Staff Signature [redacted]

Age: 17

Burbank Resident: Yes ____ No ____

Zip Code: 91505

Have you previously served on the Youth Board? Yes If so, When? November 2024-May 2025

EDUCATION

Name of School: Providence High School Grade in School (Fall): 12

Which school subject interests you most? I really enjoy chemistry, I have taken honors and AP Chemistry and I have ~~loved both and am a tutor at my school for the subject.~~

What plans are you considering after graduation from High School? I am planning on going to college and following a pre-med ~~path.~~

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I am the Co-president of the Latino ~~Students Club~~

I play tennis for my school, train for the LA marathon with SRLA.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? ____

Type of Employment: ____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes I do

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I am involved in my school tennis team and run club, I volunteer at Providence St. Joseph's hospital as well.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I think that youth board plays a vital role in representing the youths view within the government and to showcase that we are interested in and want to work for our community through many different ways.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that I am qualified to represent the youth community because I am one. My friends and I often talk about what we can do and what they want to see in our community, changes for the better, participation opportunities and more. I am already involved in other similar roles such as being a part of the student body association where are job is to listen to the students and do our best to provide the best school year possible for everyone and address problems within our school. I also have experience from last year as a school rep. on youth board.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would spread the word about the information the I get from the meetings and encourage participation. I am currently one of the people in charge of my school's morning announcements and sharing that news with the whole school every morning about the countless opportunities. I would also try to show people how participation makes a difference in our community by showing others the outcomes of some of the events/collaborators that youth board teams up with. I also will be an advocate for learning more about city government and its importance by trying to get some people to come to the meeting (since they are open to the public) and hopefully inspire them to participate next year in youth board or other similar activities.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Alice Middle Name: Lauren Last Name: Green

I am applying for:

☐ AT-LARGE POSITION

☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Michael Considine

Nominating Staff Signature: [redacted]

Age: 13

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? No If so, When? N/A

EDUCATION

Name of School: Luther Burbank Middle School Grade in School (Fall): 8th

Which school subject interests you most? The school subject that interests me most is Culinary Arts, or English

What plans are you considering after graduation from High School? Plans I am considering after graduation are pursuing a career in food related buisness

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Luther Lunch buddies, CJSF, Volleyball team, Girl Scouts

EMPLOYMENT & ACTIVITIES

Are you currently working? No (I want to) ✓ maybe babysitting / pet sitting How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): Girl Scouts, volleyball, etc

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: youths in government should advocate for things to impove their community.

Please explain why you believe you are qualified to represent community youth on the Youth Board:
I am qualified to represent community youth on the youth Board because I have good ideas, I am studious, respectful, responsible, and good natured for the most part.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?
As a Youth Board member, I would attempt to encourage and involve youth in our city by making activities applicable and engaging, not to mention relevent to youths.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
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PARKS AND RECREATION

First Name: Julia Middle Name: Patricia Last Name: Hayes

I am applying for:

☐ AT-LARGE POSITION

☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Kenny Knapp

Nominating Staff Signature: [redacted]

Age: 18

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? NO If so, When? ____

EDUCATION

Name of School: John Burroughs Grade in School (Fall): 12

Which school subject interests you most? History

What plans are you considering after graduation from High School? Attend an in-state four-year University

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): ASB, Yearbook, CSF, Letters of Light Club, Unicef

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? ____

Type of Employment: ____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? ____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): YMCA Youth and Government, literacy magazine editor

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: Voice the interests of local youth and promote collaboration/involvement with city government

Please explain why you believe you are qualified to represent community youth on the Youth Board: As an ASB member who is heavily involved with my community, I have developed professional skills that will allow me to provide an unbiased perspective on behalf of my peers. Participating in both the Youth Leadership Program and CIT program, my passion for bettering Burbank has grown with me.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government? As a Youth Board member, I would work to develop mutually beneficial programs with the city to promote civic engagement, collaborate on fundraisers to support said programs and the community, as well as ensure communication between PBHS and the city as to publicize opportunities to students.

Please complete additional required information on Page 3

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Kristina Middle Name: _____ Last Name: Kulustova

I am applying for:

- ☐ AT-LARGE POSITION
- ☑ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Mr. DiMundo

Nominating Staff Signature: [redacted]

Age: 16

Burbank Resident: Yes ✓ No ____

Zip Code: 91506

Have you previously served on the Youth Board? NO If so, When? _____

EDUCATION

Name of School: Monterey High School Grade in School (Fall): 11

Which school subject interests you most? Art interests me the most because it's my main hobby and I've been drawing and crafting since I was 5 years old

What plans are you considering after graduation from High School? After I graduate I plan on going to a community college and then transferring to a university

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Monterey Student Council

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

My hobbies include graphicdesign and art

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I Believe youth Board should play the role of representatives of the youth in Burbank, and share concerns and challenges they face.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I Believe I'm qualified to represent community youth on the Youth Board because I notice when people are facing challanges and speak up for them and always try to find a solution.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would attempt to do it by reporting at student Council and getting their feedback and participating on a school Level, talking to other students, posting on school's social media account and announcing during advisory.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Nora Middle Name: Louise Last Name: Knight

I am applying for:

- ☐ AT-LARGE POSITION
- ☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Mrs Robin Hatch

Nominating Staff Signature: [redacted]

Age: 13

Burbank Resident: Yes ✓ No ____

Zip Code: 90516

Have you previously served on the Youth Board? No If so, When? ____

EDUCATION

Name of School: Dolores Huerta Middle school Grade in School (Fall): 8th

Which school subject interests you most? English

What plans are you considering after graduation from High School? Attending UCLA

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): horseback riding

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? None

Type of Employment: None

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): I take horse back riding lessons every Sunday.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: A very Prominent role because of the Education involed.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I hold prominent role in our school's government Associdte Student Body, as vice president. I also have a lot of time on my hands so i'm always avaible for Youth Board buissness. I can contribute many ideas as well as information.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I am very used to promoting and publisizing due to ASB and I will encourage any kind of participation by showing up to meetings, contributing ideas, and giving feedback.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Daniel Middle Name: Sevak Last Name: Lucha

I am applying for:

- ☐ AT-LARGE POSITION
- ☒ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Shafna Duran & Erin Dorsey

Nominating Staff Signatur [redacted]

Age: 13

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? no ~~If so, When?~~ n/a

EDUCATION

Name of School: John Muir Middle School Grade in School (Fall): 8th

Which school subject interests you most? English really interests me because I love expanding my vocabulary. And in English you dive into stories.

What plans are you considering after graduation from High School? I have dreams and aspirations but its still too early to think about posting

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Guitar, Martial Arts, Track and Field

EMPLOYMENT & ACTIVITIES

Are you currently working? no How many hours per week? n/a

Type of Employment: n/a

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? n/a

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): On Sundays I go to Church, and I volluntee at summer camps.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe the purpose of the youth board is to give voices to students and that the government will take into account of the perspective of students in the community. This is also a connection being built between students + leaders.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I am the ASB President at my school so I lead with Mustang Pride! I am constantly trying to help the the teachers, staff, and my peers at my school. The Youth Board would provide me w/a moment to make choices and lead.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board Member I would boost youth/student participation by being here, participating myself. On there I would promote meaningful engagement + report back and explain the Youth board system to my ASB.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Michael Middle Name: Peter Last Name: Millunzi

I am applying for:

- ☐ AT-LARGE POSITION
- ☑ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Mrs. Jennifer Turner

Nominating Staff Signatu [redacted]

Age: 12

Burbank Resident: Yes x No ____

Zip Code: 91506

Have you previously served on the Youth Board? No If so, When? ____

EDUCATION

Name of School: St. Finbar Grade in School (Fall): 7th

Which school subject interests you most? I really like math, science, and art.

What plans are you considering after graduation from High School? I want to go to college and study how to design cars.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I serve as the Treasurer on our Student Council. I sing in our school choir. I also play flag football and basketball for St. Finbar.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? ____

Type of Employment: ____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Outside of school, I play flag football for Parks & Rec and club basketball. I like to bike around my neighborhood. I also volunteer with my family.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I think that the Youth Board helps our government learn about what's happening with kids in the city firsthand. We can be a voice for them.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

My older brothers served on the Youth Board, and I saw how they were able to help out. I would like to share my voice too. I have lived in Burbank all my life, and have done Parks & Rec sports and classes. I can represent my classmates and teammates to the city. I try to be a good leader and listener, and I'm usually one of the first ones to raise my hand to help out.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would make sure to take the time to tell all the kids at my school all about the things that the city is doing and all the events they can go to. I will make sure our Student Council gets updates at our meetings too.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Marianna Middle Name: _____ Last Name: Sergoyan

I am applying for:

- ☐ AT-LARGE POSITION
- ☑ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: JOHN MERCADO

Nominating Staff Signature: [redacted]

Age: 15

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 10th

Which school subject interests you most? English and math because I love writing and solving equations.

What plans are you considering after graduation from High School? I want to apply to a four year institution and then follow up with law school.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I am in mock trial, model congress, scholarship club, and student gov. (ASB).

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): Mock Trial and I'm planning on joining the YMCA Youth and Government program!

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe that the youth board should advocate for the voices of students and inform the city government about whats happening in schools.

Please explain why you believe you are qualified to represent community youth on the Youth Board:
I have worked as a counselor in training with Burbank Parks and Rec. I'm also a member of multiple clubs that relate around law and government along with being an active member of the student body.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?
As a Youth Board member, I would encourage youth participation and understanding in city government by engaging teens in conversations about civic engagement and advocating for the importance of city government by informing teens in Burbank about the different services that the city government oversees.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Luke Middle Name: Taylor Last Name: Smith

I am applying for:

- [ ] AT-LARGE POSITION
- [x] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: Allana Barton

Nominating Staff Signature: [redacted]

Age: 12

Burbank Resident: Yes X No ____

Zip Code: 91504

Have you previously served on the Youth Board? No If so, When? ____

EDUCATION

Name of School: St. Francis Xavier School Grade in School (Fall): 7th

Which school subject interests you most? I like Math and Social Studies.

What plans are you considering after graduation from High School? I will go to college and Study Law.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): School Play, altar Server, volleyball, basketball, football, mock trial.

EMPLOYMENT & ACTIVITIES

Are you currently working? NO How many hours per week? ____

Type of Employment: Student

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):
Burbank Parks & Recreation hap minor Baseball/Toluca Baseball

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I think the Youth Board Should be the voice of the kids of our community.

Please explain why you believe you are qualified to represent community youth on the Youth Board:
I'm responsible and excited to work with other youth to make good changes in our city.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?
I'd use social media and school announcements to let kids know about programs and activities they can join.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATIONFOR APPOINTMENT TO YOUTH BOARD

DUEBY August 29,2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

FirstName: Daniel Middle Name: _____ Last Name: Bagumyan

Iamapplying for:

- [X] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → Ifyou're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 15

BurbankResident: Yes X No ____

ZipCode: 91501

Haveyo uprevio usly serv ed on th e Youth Board? No If so, W hen? _____

EDUCATION

Name of School: Burbank High School Grade in School(Fall): 11

Which school subject interests youmost? I would say history because of its relevance but also because learning about the impactful, society-contributing people inspires me to seek to do great things with my own life.

What plans areyou consideringafter graduationfrom HighSchool? If I have all my IGETC credits, I'll go straight to a four-year university. Otherwise, I'll go to community college first. I plan to get a degree in Poli Sci or Public Policy, and then run for a local office.

Pleaselist extra-curricularschoolactivities (i.e.,sports, music, drama, clubs etc.): _____

I founded and lead a nonpartisan civic engagement club at Burbank High School, I'm the Vice President of Burbank Mock Trial, and I'm a member of the National Honor Society.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Pleasedescribeactivitiesoutsideof school in which youare currently involved (i.e., sports,volunteer services etc.):

I lead and founded a statewide organization (a chapter of a larger, national organization) of student community organizers aiming to promote civic engagement in youth, represent students to California's elected officials, and promote progressives across the state.

GENERAL QUESTIONS

Pleaseexplainthe roleyou believe youthboardshould play in citygovernment:

Youth are where the passion, the urge for change, and the hope are. The Youth Board should seek to promote civic engagement for students across Burbank, and they should be initiating programs and projects targeting student issues, creating real impact, and preparing youth to become the next generation of citizens.

Pleaseexplainwhy youbelieveyou arequalifiedto represent communityyouth onthe Youth Board:

I believe I'm qualified to be on the Youth Board because of my leadership. When I saw a lack of civic engagement at my campus, I created it, and it turned out very successful. I want to expand that to the entire city of Burbank. Furthermore, I lead a statewide organization, which is no small feat. There's been many challenges, and I've learned key skills like communication, team management, and how networking and partnering with other organizations works. I can translate that into work in Burbank, but I need a chance to do that. That's why I'm qualified for the job.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

Simple. I do what I did at Burbank High School with the Burbank Model Congress club. I host guest speakers (elected officials, activists, ordinary citizens with unique stories on how the community getting involved change them), open up areas of discussion for students, and I connect with them on issues we all face. Whether it be a la of parking at Burbank High School, a broken restroom at Muir Middle School, etc.. A priority for me would be visit students at their schools to hear what they have to say on issues, so that they have a personal stake in how tl government is run. Another would be going to events in Burbank and LA and representing students. Also, I wou expand the Youth Board to be more active outside of City Hall. We need to initiate youth town halls, youth get togethers, and overall, we need to represent student voices to the adults, since so many times students are left out the conversation entirely.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Nicholas Middle Name: David Last Name: Barry

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 17

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 12

Which school subject interests you most? English intrigues me the most, since I love discussing stories and looking into their meanings with my classmates.

What plans are you considering after graduation from High School? Going into the film program at whichever college I attend.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): None currently.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):_____
N/A

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: The youth board should be a bridge between the city and city's youth. They should weigh in on matters directly affecting the youth, including community events, parks, and schools. They should be ambassadors for city programs directly affecting youth programs as well.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

This summer I had the privilege of interning at Burbank Water and Power. I learned a lot about how a City department works, and would love to learn even more through the youth board. I also worked with Amy Hammes from Burbank Recycle Center on a student film project about responsible recycling that will air very soon at Burbank high schools. I'm very interested in finding out more ways to contribute to the City of Burbank. I love collaborating and working as a team with peers as it is one of the best ways I work. I also have graphic design skills in Photoshop and Illustrator that I could contribute to marketing and social media.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I think a key part of encouraging youth participation in government is demystifying exactly what the government does for Burbank youth and residents in general. A fun and effective way to do that might be through media, whether it be social media, video advertisements, posters or flyers, or even short student films -- all made by the Burbank youth. I think young people would be interested in things made my other young people and this would draw interest in what the city does.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Danica Middle Name: Belen Last Name: Canlas

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 13

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? no If so, When? n/a

EDUCATION

Name of School: St. Robert Bellarmine Grade in School (Fall): 7th

Which school subject interests you most? I am most interested in History and Math.

What plans are you considering after graduation from High School? Going to College in UCLA

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Cheerleading, Volleyball, and music.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? n/a

Type of Employment: n/a

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I have volleyball and cheer practice every Tuesdays

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I could engage with the community through social media, public events, and channels could promote this community!

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe the community because they are closely connected to the issues, interests, and needs of their peers. Their involments ensures that initiatives and communication are revelant, inclusive, and effective. By representing their peers, they can help bridge gaps, betweeen youth needs and community resourses or decisions.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I'll be organzing sessions to explain the city government and how youth can get involved, ensure meetings and events are accessible and welcoming to the youth, considering time, and format.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO
YOUTH BOARD
DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

First Name: **Brandon** Middle Name: **Kobe** Last Name: **Chong**

I am applying for: **AT-LARGE POSITION**

Age: 16

Burbank Resident: **Yes**

Zip Code: **91504**

Have you previously served on the Youth Board? If so, When? No

---

EDUCATION

Name of School: **Burbank High School** Grade in School (Fall): **11th**

Which school subject interests you most? AP Language Arts because I think rhetorical analysis is a practical skill in day-to-day life. It allows you to be more aware of a situation.

What plans are you considering after graduation from High School? 4-year university with the possibility of D3 volleyball at an academic school.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Varsity and Club volleyball, CSF Secretary, Co-Founder Science Olympiad, Journalism, LA Times High School Insider (recently accepted), and volleyball coach at the Boys and Girls Clube of Burbank and Greater East Valley.

EMPLOYMENT & ACTIVITIES

Are you currently working? How many hours per week? **No**

Type of Employment: None

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I play club volleyball for the top team in my age group. I just got accepted to the LA Times High School Insider and hope to submit articles this year, and I volunteer at the Boys and Girls Club.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government:

I believe Youth Board can offer fresh, new perspectives regarding city affairs. It can also serve as a much-needed liaison to other underrepresented groups in our city besides the youth.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that I am qualified to represent the youth on the Youth Board because I can utilize my skills to raise awareness of the work that this organization does – whether it be writing an article about legislation that Youth Board helps to pass, or even educating the kids I coach for about what Youth Board does. In addition, I have experience with balancing many commitments and a courseload of multiple APs with my social life as well. I have always loved serving others- by volunteering, coaching, or even running errands since I was young because it makes me feel good inside. This is no different.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would spread awareness about Youth Board through word-of-mouth. I first was introduced to Youth Board by a friend of mine who asked me to be in the Vaporized PSA. I acted in it and was inspired by Youth Board's values and goals. That's what made me want to join as a junior.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Maria Middle Name: DelPilar Last Name: Colorado

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 12

Burbank Resident: Yes ✓ No ____

Zip Code: 91501

Have you previously served on the Youth Board? no If so, When? _____

EDUCATION

Name of School: St. Robert Bellermine Grade in School (Fall): 7th

Which school subject interests you most? English language Art and Reading.

What plans are you considering after graduation from High School? Becoming an Athour.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): soccer, Hip-hop, tap, Karate, Alter Serving at Church.

EMPLOYMENT & ACTIVITIES

Are you currently working? no How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Hip-hop, tap, soccer, Alter serving at Church.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: to have both perspectives with big projects that benifit all ages.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I'm a good communicator, and I'm good at seeing eye to eye with all people. I also good at remmebering key details.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a youth board member, I belive that it's important for the youth to be involved and informed in the city government. Youth bring fresh ideas, unique perpectives, and energy that can improve/strengthen our community.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025 Submit to Jenny Griffin At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: _____Tejas_____ Middle Name: _____Demetri_____ Last Name: Deepak _____

I am applying for:

☐

☐

AT-LARGE POSITION

SCHOOL REPRESENTATIVE

Zip Code: _____91505_____

If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: _____16_____

Burbank Resident: Yes ____ No ____

Have you previously served on the Youth Board? No ___ If so, When? _____

EDUCATION

Name of School: _____Providence_____ Grade in School (Fall): 11th

Which school subject interests you most? _____Sciences and Math_____

What plans are you considering after graduation from High School?

I am planning to attend a four year university and potentially go to med school.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.):

Some extra-curriculars of mine are that I play on the boys varsity volleyball team currently. But have also played on the varsity tennis team a year ago, as well as JV basketball. I am also in the Red Cross club and on the board as publicity

officer. Additionally I am have started my own club called CreateForKids. Where we create thoughtful hand written notes as a community at my school and send them to different hospitals pediatric department. On the more academic side I am also in the NHS, CSF, and Spanish Honor Society. I am also a Student Ambassador where we help the school with events, and help recruit students and teach them about our schools through campus tours and going to events and talking about our school.

EMPLOYMENT & ACTIVITIES

Do you believe you have the time necessary to spend fulfilling Youth Board obligations?

Are you currently working? No How many hours per week? N/A

Type of Employment: N/A

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Activities that I am currently involved in outside of school include tutoring 3-5th graders at SFX on programming. Every Tuesday's after school from 3:30-4:30-5. Also after school on Wednesday's from 2-5, I shadow a general physician regularly to see how the medical environment is like. Furthermore I am planning on starting to volunteer in the hospital starting next month, and will get back to you on the times, and can move my timing around in the hospital to match the timings needed for Burbank Youth Board.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government:

The role that I believe the youth board should play in the city government is advising the city counsel and officials on issues that matter to the youth in schools. By acknowledging the problems going on with our peers around us relating on the community, and seeing how we can fix that. The youth board should also encourage young people to participate in volunteer activities, and community service to help get involved in the community and build leadership skills. The people on youth board should try and help young people more active in the community. Tying back to my first role that I believe the youth board should play is by bringing fresh ideas, as we may see problem differently as we are in different communities and around different mindsets. So we can present multiply solutions from different angles.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe I am qualified to represent community youth on the Youth board because I am committed to helping others and making a positive impact in my community. I am excited to help improve the city for young people and ready to put in the effort to listen, share ideas, and work with others who have the same positive mindset to help our community for the better. I am very determined with what I do, and will make sure I do what I can to complete the problem. I bring responsibility, tons of leadership experience, and willingness to collaborate with my peers.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board member, I would encourage youth participation and understanding in city government by creating opportunities for young people to get involved in. This could include organizing events where the youth can share their opinions and feel heard. The events also don't need to be more talking focused, but community event focused. Where we can invite the youth community to come and help fix a problem in our community that can be fixed. I would also try to explain how local government decisions affect daily life for us teenagers, and why their voices matter. Which can make them feel more encouraged and engaged to helping shape their community.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Rachel Middle Name: Marissa Last Name: Dias

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 17

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? Yes If so, When? 2024-2025 Term

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 12

Which school subject interests you most? Statistics. Its limitless use in different fields paired with its use of rationality makes it useful for me in everyday life.

What plans are you considering after graduation from High School? I plan to attend a university to pursue product design in the context of biotechnology.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): President of school clubs- Women In STEM, SkillsUSA Entrepreneurship Team, and Operation Smile; Varsity Soccer; Animation Program

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

St. Robert Bellarmine Church Volunteer, BVP

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: A youth board should act as a key voice for youth in the community, addressing issues or disparities and contributing to more youth opportunities.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

My leadership experience in community-service driven clubs combined with my experiences in biomedical research at Children's Hospital Los Angeles on Chronic Kidney Disease has helped me confirm my true passion of serving others. I believe the youth board must place the utmost importance on the comfort and happiness of youth in our city so having representatives of diverse backgrounds is essential. As someone with interests in the arts, sports, and academics, I believe my broad perspectives and abilities will translate to the youth board in a positive way.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As the Social Media Liaison last year, I noticed a significant increase in youth interest in city government through trying to post more on Instagram. For example, my peers approached me and fellow board members asking how to get involved in city programs such as the Youth Board. I hope that I can encourage understanding of city government by contributing even further to our social media since I have witnessed the resulting increase of youth participation.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Tess Middle Name: Minarik Last Name: Doty

I am applying for:

☒ AT-LARGE POSITION

☐ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes X No ____

Zip Code: 91505

Have you previously served on the Youth Board? No If so, When? —

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 11

Which school subject interests you most? My favorite subject is US history because history teaches us about ourselves and teaches students logic & reasoning.

What plans are you considering after graduation from High School? After graduating I want to double major in Criminology & child development at UPenn, then attend law school to become a lawyer.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Teen Court, Link Crew, Habitat 4 Humanity, PTSA

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? —

Type of Employment: —

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Girl Scouts, Karate, volleyball, volunteering with the Burbank Historical Society

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe it's extremely important for teens to get involved in and learn what role government plays in our lives, and that our voices not only matter but are heard.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I know that I am extremely qualified to represent my community on the Youth Board because I help my community, I am active around Burbank, and I am knowledgeable in California's government. I help my school community through Link Crew where I help freshmen navigate the transition between middle and high school. I am also the Legislation chair on the PTSA. I became knowledgeable in my state's government by representing Burroughs at the California PTA Legislation Conference in Sacramento earlier this year. There I spoke to many Congressmen and Assembly Members on behalf of my peers. This conference solidified my passion for government. During Senior Registration at my school, I ran a voter registration drive where I spoke to everybody in line and heard various perspectives on our government. To help my community, in my free time, I volunteer at the Burbank Historical Society. I am currently helping them set up a connection with the high school to increase museum volunteers. These experiences have made me very passionate about Burbank and I believe I could bring an interesting perspective to the Youth Board

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board member, I would take what I learn and apply it to my day-to-day life. I would work with PTSA and Link Crew to increase student activism and participation in government. Link Crew is in contact with every freshman in the school, sending out informational updates and showing them slideshow lectures. Part of this given information could be sharing volunteer opportunities or upcoming events in Burbank. I am also close friends with the people on our morning news announcements and could work with them to encourage students to be more active in their community and knowledgeable about their government.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Christopher Middle Name: Reagan Last Name: Ebrahim

I am applying for:

- [redacted] AT-LARGE POSITION
- ☐ SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes Y No ____

Zip Code: 91504-1710

Have you previously served on the Youth Board? Yes If so, When? 2024-2025

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 9th

Which school subject interests you most? History

What plans are you considering after graduation from High School? Either college, trade school, or employment. I'm not sure yet.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Speech and debate, chess

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

N/A (Usually sports, but I'm currently injured)

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: Youth Board should try to give insight to the general city government on various issues relating to adolescents and young adults.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I am qualified to represent community youth on the Youth Board for several reasons. First and foremost, I have served on Youth Board previously, and understand the time commitment and procedures that come with it. Second, I served as ASB President last year at Muir, and now am a journalist for Burbank High's newspaper. Both of these come with a lot of communication with the general school and youth communities on various issues. Third, I've looked into some of the problems facing the young generation, and though I'm not sure I have all the answers, I can do my best to try and help solve them through Youth Board.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would attempt to encourage youth participation and understanding in city government through trying to increase awareness about local city government and explaning the importance of city government to people who doubt its importance on the grand scheme of life in Burbank.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Eva Middle Name: Elizabeth Last Name: Famosa-Enenmoh

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 15

Burbank Resident: Yes ✓ No ____

Zip Code: 91501

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 11th

Which school subject interests you most? English, Social Science/History

What plans are you considering after graduation from High School? I'm planning to pursue a bachelors degree and study English, Poltical Science, Psychology or something similar.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): (All done at previous school) Theater, Debate, Equity Alliance (created tools for peer mediation and education on cultural backgrounds) Science Ambassadors (hosted school-wide competitions for structure building)

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Creative writing (poems, prose), caring for my cat

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe the Youth Board serves as an opportunity for young people to advocate for their peers, allowing for better informed decisions when it comes to school or events around the city.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that my work in Equity Alliance has taught me the importance of cultural awareness and, in addition to Debate, how to resolve conflict and balance solutions. These diplomatic skills will allow me to act as a fair board member, considering all perspectives and being able to ideate with everyone's interests in mind. I have also attended schools in the BUSD for much of my school career, so I understand the challenges that my peers and I have faced throughout the past decade. Additionally, I think my background in Theater has lent itself to my passion for the pursuit and preservation of the arts, which I feel is an underrepresented background when it comes to student leaders.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would be willing to create presentations, flyers, and promote through social media, career booths and/or clubs on school campuses across the city. Exposure through morning announcements or a lunchtime event would likely be a task I could accomplish at my own campus.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Natalie Middle Name: _____ Last Name: Garibyan

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 17

Burbank Resident: Yes ✓ No ____

Zip Code: 91502

Have you previously served on the Youth Board? Yes If so, When? 2023-2025

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 12

Which school subject interests you most? Sciences and Math (Biology, Chemistry, Calculus)

What plans are you considering after graduation from High School?
I'd like to attend a 4 year university with a Pre-Med major and later apply to medical school

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.):
ASB, Dance Team, Rotary Interact Club, NAF Medical Academy

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I volunteer at the American Cancer Society discover shop on Magnolia as well as Verdugo Hills Hospital.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe youth board should serve as a bridge between young people and city government, providing a youth perspective on programs and community needs ensuring that changes in the city reflect the needs of residents of all ages.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that I am qualified to represent community youth on the Youth Board because I am actively involve in my community and aware of the issues and challenges that young people face. I have experience collaborating with peers, volunteering, and contributing to past youth board goals, which has helped me develop strong leadership, communication, and problem-solving skills. I am committed to listening to the voices of youth around me and bringing their ideas to youth board in order to make a meaningful and positive impact in our community.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a youth board member, I would encourage youth participation and understanding in city government by contributing to the many engaging opportunities youth board provides for kids and teens to get involved. I would work to listen to concerns and share ideas with the rest of the board, while also promoting communication and hands-on experience. I hope to convince and inspire more youth to become active members of the community by creating spaces where youth voices are heard and valued.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Marly Middle Name: E Last Name: Grande

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 12 years

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? NO If so, When? ____

EDUCATION

Name of School: St. Robert Bellarmine Grade in School (Fall): 7th

Which school subject interests you most? English

What plans are you considering after graduation from High School? planning to attend college

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): soccer, volleyball, and choir

EMPLOYMENT & ACTIVITIES

Are you currently working? ____ How many hours per week? ____

Type of Employment: ____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? ____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Soccer, volleyball, and choir

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: The youth board can be the connection or link between young people and city officials.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

Last year in school, I was the 6th grade class representative. Having experience representing a group will allow me to grow as a leader. I will join the board with an open mind, a positive attitude, and collaborate new ideas.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

Being a spokesperson for the board, I would go to different schools and educate the youth that their voices are heard and considered. We can encourage board members to bring a friend to our monthly meetings so they can experience what it's like to be part of the board.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Luna Middle Name: Blue Last Name: Heldt

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes ✓ No ___

Zip Code: 91505

Have you previously served on the Youth Board? NO If so, When? _____

EDUCATION

Name of School: John Burroughs Hyphschool Grade in School (Fall): 9th

Which school subject interests you most? I think Science and History is very interesting and intrests me alot.

What plans are you considering after graduation from High School? I would love to attend a UC but not sure about what mayor I want.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Swim, fashion club, Music, dance, Art, drama.

EMPLOYMENT & ACTIVITIES

Are you currently working? N/A How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? YES

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): Swim, yearbook, fashion club

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: Youth board's role is to have young peoples perspective in the community and future plans made that can affect us.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I believe I am qualified for community youth on the youth board because I am a hard worker and responsible student. You need people who have great ideas to help make decisions for our future plans. I also encourage people to be their most authentic selfs and to work hard and have their opinion heard to make a difference in our community.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government? I would encourage youth participates by explaining things they don't understand and helping them figure out hard topics. I would also point them in a direction of understanding in city government by having another youth member help them if I cannot. There misunderstanding's will be heard so they can understand.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Parker Middle Name: Cho Last Name: Hughes

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? I have not If so, When? _____

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): _____

Which school subject interests you most? Any form of mathematics and my electives, Spanish and orchestra.

What plans are you considering after graduation from High School? I plan on medical student hoping to become a diagnostician.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Club volleyball at Sangabriel elite and drum classes at Guitar Ninjas music School.

EMPLOYMENT & ACTIVITIES

Are you currently working? I am not working How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): School and club volleyball, Jazz and orchestral drumming, CAT foster care

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I think that the youth board should represent the youth at large, providing the youth voice into the city government. I also believe that the youth board should also be involved on issues surrounding things like education, youth community programs, and youth extra-curriculars.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I feel like I am qualified represent the community youth on the youth board due to the following points. First, I am part of several communities and I have connections across several school and age groups. From band to choir and sports to science, I think I am capable of bringing the voices of the youth across Burbank to the youth board. In addition, I am willing to speak out on any problems or ideas that would affect the youth of Burbank.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government? The main way I would attempt to encourage youth involvement in city government is by spreading word on what the youth board is accomplishing in city government. By spreading word on how youth voices are changing the cities engagement on youth issues and programs, youth would be more invested in learning about the city government.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Janice Middle Name: Jimin Last Name: Kim

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 17

Burbank Resident: Yes ✓ No ____

Zip Code: 91501

Have you previously served on the Youth Board? Yes If so, When? 2024-2025 Term

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 12

Which school subject interests you most? Physics, Mathmatics, History

What plans are you considering after graduation from High School? Attend a 4-year university & pursue engineering.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Mock Trial, Tennis, Robotics, Teens Teach (president), Women in STEM, California Scholarship Federation Representative.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): Piano recitals, Korean traditional instrument group, Non profit CKF: aiding immigrant families.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe that the Youth Board should properly represent and voice thoughts/opinions of the youth. Board members should advocate for issues or concerns within the community.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I believe I'm qualified because I am very involved in my Burbank community and I understand circumstances as a youth in Burbank myself. I am aware about the "pros and cons" as a student here and I believe I carry the ability to properly voice any concerns or rising issues within. I have also held many leadership positions throughout highschool equipping me for success as a Youth Board member.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government? I believe that in order to encourage youth involvement in city governments, we have to work to make it accessible to them. This can be achieved easily by using social media platforms providing information about ways to be involved in the government. This can include encouraging them to join programs like the youth board, join meetings at the city hall or participate in local events. I am highly willing to go through with this idea as a Youth Board member.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Megan Middle Name: Lauren Last Name: Ly

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: International School of Los Angeles Grade in School (Fall): 11th

Which school subject interests you most? The subject that interests me the most in school is science because I enjoy the content and the fun experiments we do.

What plans are you considering after graduation from High School? I plan to go to college after I graduate from from high school.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Model United Nation, school newspaper, science club, book club

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Piano

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: A youth board should provide city government with fresh perspectives and advocate for the needs and interests of young residents. It can also help promote civic engagement among youth by involving them in local decision-making and community initiatives.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I am passionate about making a positive impact in my community and want to ensure the voices of youth are heard. My involvement in school, strong communication skills, and commitment to listening and advocating for others make me well-qualified to represent my peers on the Youth Board.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board member, I would use my school's network as well as community events to share information and opportunities for youth involvement. I would also encourage youth participation and understanding in city government by creating engaging youth-led initiatives such as volunteer projects or mentorship programs.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Hunter Middle Name: Morgan Last Name: Marino

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes ✓ No ____

Zip Code: 91506

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 9

Which school subject interests you most? The school subject that interests me the most is math because I love to solve problems.

What plans are you considering after graduation from High School? After high school, I want to attend a four year college and study economics or business, graduate early, and get a job as an investment banker.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I have joined the Academic Decathalon Club, Math Club, Independent Advantage Ambassadors Club, California Scholarship Foundation, and Junior State of America.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): I am currently wrapping up a college-level research paper that I started over the summer that analyzes the Efficient Market Hypothesis. I am also in the process of launching a website that teaches financial literacy and raises money for a financial literacy charity. I am also involved in playing in chess tournaments.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe that youth board should play a large role in city government because the members of youth board are the future adult citizens of the town.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that I am qualified to represent community youth on the Youth Board because I have good people skills and know people from many different backgrounds. I also have a 4.0 GPA and am good at advocating for people. I am also good at being able to work out problems, I am a good listener, and generally have a calm mood.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board Member, I would attempt to encourage youth participation and understanding in city government by attempting to start initiatives that raise involvement and advocacy for city government such as field trips to City Hall, interactive platforms explaining what the city government does, and summer leadership opportunities for high-achieving students.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Hannah Middle Name: Hope Last Name: O'Briant

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes ✓ No ___

Zip Code: 91504

Have you previously served on the Youth Board? No If so, When? N/A

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 12

Which school subject interests you most? Stagecraft is the subject I am most intrested in. I love helping out with all of Burroughs shows.

What plans are you considering after graduation from High School? After graduation I plan on attending a University in California.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I am in the school tech crew for drama programs, which takes about 5-15 hours a week of my time.

EMPLOYMENT & ACTIVITIES

Are you currently working? Yes How many hours per week? 8-10

Type of Employment: I am a lighting designer / programer

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? No

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): I am chairman of the schools drama program & am very active in the tech program. Outside of school I am involved in the Burbank Rotary Club.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: Youth board should be the voice for the younger generation. Although we are too young to vote, we still have a say in our community.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I belive that I am qualified to represent community youth because I am driven to improve our community. I am president of the Interact Club at John Burroughs & have made myself a familiar voice in the community, speaking for those whose voices are lost. I have also proven my dedication with my work in Endometriosis with the mayor.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

I would encourge teens from my school to attend meetings to voice their concerns about the school or the community. I think there are plenty of community driven people at my school that simply do not know about the Youth Board. I could help get that information out with Boot Mans John Burroughs, as well as posting, flyers, etc.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Charlotte Middle Name: Serineh Last Name: Pangman

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes X No ____

Zip Code: 91506

Have you previously served on the Youth Board? Yes If so, When? 2024-2025

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 9th

Which school subject interests you most? I think that history is extremely interesting. I love learning about past governments and civilizations.

What plans are you considering after graduation from High School? After high school, I want to study to become a lawyer in real estate.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Varsity girls soccer, JV girls softball, club soccer team (year round) National charity league.

EMPLOYMENT & ACTIVITIES

Are you currently working? no How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): Captain of club soccer, varsity girls soccer, JV softball, National charity leaguer's VP of communications

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: The role I play in city government is providing a solid perspective on activites the city has, new ideas or laws, and bringing ideas to the table.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I believe that I am qualified to repersent my community's youth because of my willingness and passion to talk, connect, and share with everyone. I am extremely outgoing and feel I can contribute on ideas and come up with strong opinions because I base my judgement on my personal knowledge and the shared perspecty of others.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

Last year in Youth Board, I learned so much about important new and old laws, my say in Burbank and so much more. I strive to tell my peers that they have a voice here too, and encourge them to reseaw ~~policies~~ policies, and sit in on board meetings.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Sabrina Middle Name: Lucille Last Name: Raleigh

I am applying for:

- [X] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes x No ____

Zip Code: 91505

Have you previously served on the Youth Board? I have not, but am excited. If so, When? _____

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 9th

Which school subject interests you most? The school subject that interests me the most is probably Ethnic Studies and History. This is because I thoroughly enjoy learning about my past and those around me.

What plans are you considering after graduation from High School? When I graduate I hope to indulge in film and possibly teaching, because I feel both of these careers would be fulfilling to me.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Extra curriculars include rock climbing, piano lessons, and I have recently joined the Architecture, Eco, and Confection for a Cause clubs.

EMPLOYMENT & ACTIVITIES

Are you currently working? I am babysitting, I'm not of age for a job. How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Definitely.

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Activities I do outside of school include babysitting, gardening, and tutoring (younger students). Hobbies I have are baking/cooking, writing, art, scrapbooking, and reading.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe the role I'd play for the Youth Board would be someone you can trust and respect, to help others and solve problems, as I always aim to have a pleasant attitude.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe I am qualified to represent my communities youth on the Youth Board because of my experiences. And when I say experience I mean I've taken notice and seen many different aspects of my community. I can help understand and differentiate certain problems within my community, as well as helping others to solve them. I strive to be a supportive person that people in my life can look up to and go to for help. I wish to be a role model for others, and I believe being on the Youth Board would greatly benefit that dream.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Burbank Youth Board member I'd attempt to connect my community with one another. By this I mean I'd hope to join everyone together, so everyone is in an enviornment in which they feel welcomed. This in turn would make it so Burbank youth would be more in favor of being together as a community, and helping others as a community.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Ryleine Middle Name: Grey Last Name: Sangalang

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 12

Burbank Resident: Yes ✓ No ____

Zip Code: 91506

Have you previously served on the Youth Board? no If so, When? _____

EDUCATION

Name of School: St. Robert Bellarmine Grade in School (Fall): 7th

Which school subject interests you most? Art, band, ELA

What plans are you considering after graduation from High School? college with promising art programs

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Band, academic decathlon, student council, alter serving

EMPLOYMENT & ACTIVITIES

Are you currently working? no How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? _____

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

Karate

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: we should have a say in ~~what~~ activities the youth in Burbank would like to do or be a part of.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

In my school I served in the student council, which has given me experience ~~as~~ on a leadership role. This year I am running for student council's vice president. I can share my creative point of view to other members of the ~~group~~ board; while also listening to others' ideas.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

one of the things we can do to encourage youth is by hosting an event where everyone can enjoy activities that make them happy. We could also host workshops for different art mediums; there, people could show their creativity.

Please complete additional required information on Page 3.

CITY OF BURBANK
APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Silverina Middle Name: Jane Last Name: Santora

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes X No ____

Zip Code: 91505

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: John Burroughs High School Grade in School (Fall): 11

Which school subject interests you most? History, English, and Science are my favorite school subjects.

What plans are you considering after graduation from High School? I plan on attending a 4-year University after graduating then going to Medical School.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I'm a member of the JBHS Yearbook staff, I'm a member of the Burbank Sister City Committee, Burbank Sister City Committee Club (at JBHS), NAF Medical Academy, and I do Piano.

EMPLOYMENT & ACTIVITIES

Are you currently working? No How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.): I take weekly piano lessons, Burbank Sister City Committee meetings monthly, and volunteering activities at schools.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I think the board should help the city government by voicing concerns and opinions of the youth so our community can better be served as a whole.

Please explain why you believe you are qualified to represent community youth on the Youth Board: I think I'm qualified to represent community youth on the Youth board because as a member of the youth I help others with school and volunteering and I understand things they are passionate about. I want to use my leadership skills that I've gained to help others see youth's passions and work so we can be a better community

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

By speaking about participation and getting to know even more people in my community, I'd get personal with them to show them their voice matters and it's important they see that along with us. I'd also have it pushed through school channels (GM, B, yearbook, ASB & More) to make sure everyone feels included.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Sabrina Middle Name: Marie Last Name: Toner

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 14

Burbank Resident: Yes ✓ No ____

Zip Code: 91505

Have you previously served on the Youth Board? yes If so, When? last year

EDUCATION

Name of School: Notre Dame High School Grade in School (Fall): 9

Which school subject interests you most? Math

What plans are you considering after graduation from High School? I would like to go to Cal Tech then get a job at JPL

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): basketball, Italian Culture Club, and BSA

EMPLOYMENT & ACTIVITIES

Are you currently working? NO How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? yes

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

basketball and BSA

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: I believe that the Youth Board should be able to have a say and give ideas to our city leaders about our city and environment.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I believe that I am qualified to represent the community youth on Youth Board because I was in a leadership position all three years of middle school, and I am running for ASB president at my current high school. I am also in BSA(Boy Scouts of America) and because of that, I understand the value of hard work and how to give back to our community.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a youth board member one thing I would do to encourage youth participation and understanding in city government is to tell my friends about what we talk about in the meetings and how to form a solution. I'd also tell them about the events that we would plan and encourage them to come.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Silvi Middle Name: _____ Last Name: Torosyan

I am applying for:

- [x] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes ____ No ✓

Zip Code: 91501

Have you previously served on the Youth Board? No If so, When? _____

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 11

Which school subject interests you most? My favorite subject is math because it challenges me to think logically and solve problems in creative ways, and it's easy for me to understand.

What plans are you considering after graduation from High School? After graduation I am planning to apply to the University for Business Administration major degree.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): I was involved in three clubs which are UNCEF, NAF Council, and Business club.

EMPLOYMENT & ACTIVITIES

Are you currently working? _____ How many hours per week? _____

Type of Employment: _____

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes, i am sure.

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):

I am currently going to dance outside of school and also volunteering in church every Saturday.

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government:

I belive the Youth board should give advice, experience and skills for students, which will help in the future for any job interviews, stepping out of the comfort zone and so much more!

Please explain why you believe you are qualified to represent community youth on the Youth Board:

I am qualified to represent community youth on the Youth Board because I make thoughtful decisions,care about other people's ideas, and always listen to different opinions. I want to help make choices that will improve our government and make sure all youth voices are heard.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

As a Youth Board member, I would encourage youth participation by posting clear and helpful information on social media about city government and how to get involved. We could create a website with logo where students can find updates and resources. I would also help organize contests where youth can participare and win awards. This would motivate students to get involved, gain experience, and feel proud that their work is being noticed and appreciated.

Please complete additional required information on Page 3.

CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO YOUTH BOARD

DUE BY August 29, 2025
Submit to Jenny Griffin
At jgriffin@burbankca.gov

PARKS AND RECREATION

First Name: Aiden Middle Name: Dongjoo Last Name: Yoon

I am applying for:

- [ ] AT-LARGE POSITION
- [ ] SCHOOL REPRESENTATIVE → If you're applying for SCHOOL REPRESENTATIVE, please provide:

Nominating Staff Name: _____

Nominating Staff Signature: _____

Age: 16

Burbank Resident: Yes ✓ No ____

Zip Code: 91504

Have you previously served on the Youth Board? Yes If so, When? 2024-2025

EDUCATION

Name of School: Burbank High School Grade in School (Fall): 11

Which school subject interests you most? I truly enjoy math, specifically calculus and statistics, because it involves a great deal of critical thinking and problem solving. Math to me is a fun puzzle, and working with my classmates to solve that puzzle is always satisfying and rewarding.

What plans are you considering after graduation from High School? After I graduate I hope to attend a university and dual major in biology and public policy. I then hope to pursue an MD-PhD program so that I can pursue my passion for research, but also care for patients. Throughout all of this, I would love to stay involved in government.

Please list extra-curricular school activities (i.e., sports, music, drama, clubs etc.): Founder of Science Olympiad Club; Founder of USA Biology Olympiad Club; Vice President of Medical Association Club; Varsity Speech and Debate; Freshman and Sophomore Representative of California Scholastic Federation; BHS Tennis and Volleyball

EMPLOYMENT & ACTIVITIES

Are you currently working? N/A How many hours per week? N/A

Type of Employment: N/A

Do you believe you have the time necessary to spend fulfilling Youth Board obligations? Yes absolutely

Please describe activities outside of school in which you are currently involved (i.e., sports, volunteer services etc.):_____

Student lead of immigrants rights initiative @ LACOE; Member of Los Angeles Student Advisory Council; Volunteer at Saint Providence Joseph Medical Center; Volunteer at East Valley Animal Shelter; Research Intern at UCLA

GENERAL QUESTIONS

Please explain the role you believe youth board should play in city government: Youth board should play an active role in addressing concerns and problems of the Burbank community through youth involvement. The board should constantly be willing to support city government activities through collective youth effort. Most importantly, the board should brainstorm their own ideas on how to improve our community through city government outreach.

Please explain why you believe you are qualified to represent community youth on the Youth Board:

Growing up in Burbank my whole life, I've grown to love the community that raised me. My passion to give back to the such a wonderful community, and constant involvement in city government affairs makes me qualified to serve on a board who's main initiative is to engage in meaningful efforts for the community. My passion for city government, combined with my leadership experience through previous youth board terms, student council, and president of multiple clubs makes me a powerful voice in leading the youth to make positive change in our community.

As a Youth Board member, by what means would you attempt to encourage youth participation and understanding in city government?

Youth participation in city government should be about meaningful but fun efforts that put a smile on everyone's face. This is why in order for the youth to get involved in city government it is important for the youth board to organize new and exciting events that the youth are attracted to. More importantly, as leaders of the youth of Burbank it is crucial to lead by example. As a youth board member it is essential to constantly involve yourself with activities and city efforts every chance you get, so that others feel more comfortable getting involved. As a previous member of the board, I have experienced the power of taking the first step, because soon after others will be encouraged to follow suit.

Please complete additional required information on Page 3.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Assistant Community Development Director
BY: Mary Hamzoian, Economic Development Manager

SUBJECT: Adoption of a Resolution Declaring Results of Majority Protest Proceedings and to Renew the Burbank Tourism Business Improvement District

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DECLARING RESULTS OF MAJORITY PROTEST PROCEEDINGS AND RENEWAL OF THE BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID).

BACKGROUND

In 2011, City Council (Council) established Burbank's TBID to market and promote Burbank and its hotels as a desirable national and international destination. The TBID has successfully operated for more than 14 years and is currently on the final step of the process to renew the district for a new 10-year term. On September 9, 2025, Council adopted a Resolution of Intention to Renew the TBID. On October 14, 2025, a public meeting was held to accept public comment on the proposed renewal of the TBID, and on November 18, 2025, a final public hearing will be held for the Resolution of Renewal (Attachment 1).

DISCUSSION

The purpose of the final public hearing is to declare results of majority protest (if any) from members of the lodging[1] community and adopt the Resolution to Renew resulting in the renewal of the TBID for a new 10-year term beginning July 1, 2026.

[1] Hotels are also commonly referred to as lodging businesses.

TBID Renewal Process

For the TBID to renew, a majority of Burbank hotels representing more than 50% of the total districts assessment must have signed a petition in favor of the renewal. A total of 14 hotels, representing 91.33% of the total district assessments have signed a petition in favor of renewing the TBID (Attachment 2). The four hotels who did not elect to sign a petition were, Ramada Inn, Burbank Inn and Suites, Best Western Media Center Inn & Suites, and Extended Stay America Los Angeles Burbank Airport. A majority of Burbank's lodging businesses have elected to pursue renewal of the TBID to continue having a stable revenue source devoted to marketing Burbank as a tourist, meetings, and events destination. This overwhelming support from the hotels provides Council the opportunity to adopt the Resolution of Renewal to renew the TBID for a new 10-year term.

If renewed, the TBID would generate approximately $2,275,000[2] on an annual basis for promotion of travel and tourism, specific to Burbank (amount based on 1.75% of rental room revenue generated during Fiscal Year 2026-27). This is approximately $875,000 more than is currently collected and will allow for increased marketing and destination development projects that enhance the visitor experience.

Management District Plan

The Management District Plan (MDP) (Attachment 3) is the governing document which provides the framework for the TBID's operations and ensures that the funds are used exclusively based on the services noted in the MDP. Key components of the MDP are the following:

- Boundaries – All lodging businesses existing or new with 25 or more rooms located within the boundaries of the City of Burbank;
- Budget – Approximately $2,275,000 annually;
- Assessment – The initial annual assessment rate is 1.75% of gross short-term room rental revenue;
- Term – 10-year life beginning July 1, 2026 through June 30, 2036; and
- Services – Sales and Marketing and Destination Development. Sales and Marketing promotes Burbank as a tourist, meetings, and events destination through domestic, national and international marketing campaigns. Destination Development enhances the visitor experience through art exhibits, superhero statues, monument signage, gateway enhancements, and a visitor shuttle.

Timeline for Renewal

- September 9, 2025 – Council adopted the Resolution of Intention to Renew the TBID.
- September 12th, 2025 – Written notice was sent to all hotel owners notifying them of the approval of the Resolution of Intention and providing them with the opportunity to protest the renewal.

[2] Current assessment is 1% and generates approximately $1,400,000 annually.

- October 14, 2025 – A Public Hearing was held for Council to accept public comment regarding the proposed renewal of the TBID.
- November 18, 2025 – A Public Hearing was scheduled to declare results of majority protest or opposition (if any) from hotels which represent more than 50% or more of the proposed assessments. If written opposition is received, and not withdrawn, the renewal process will end and no further action to renew the TBID can be taken for a period of one year from the date of the final public hearing date.
- If no opposition is received, or opposition representing less than 50% of the proposed assessment is received up until the close of the final hearing, Council may consider the renewal of the TBID on November 18, 2025.
- If renewed the new term of the TBID will begin July 1, 2026.

ENVIRONMENTAL REVIEW

This report has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review pursuant to § 15378 of Title 14 of the California Code of Regulations (CEQA Guidelines).

FISCAL IMPACT

The TBID currently contributes approximately $234,600 annually towards Economic Development staff salaries. With the renewal, the proposed amount will be approximately $386,750 annually. Should the Council elect not to renew the TBID, the City would forego the proposed $386,750 salary funding as well as the potential to continue increasing Transient Occupancy Tax, Transient Parking Tax, and sales tax revenue for the City.

CONCLUSION

The TBID has a successful track record of enhancing Burbank's presence as a business and leisure tourist destination. Since 2011, the TBID has maintained the same 1% assessment rate, utilizing approximately $1.4 million annually to promote Burbank as a top tourist destination through marketing and destination development. With the renewal of a new 10-year term, the assessment rate increase will support marketing and destination development initiatives like the design and implementation of monument/wayfinding signage, additional art exhibits like the Elephant Parade, and a possible trolley or shuttle service to enhance the visitor experience in Burbank. By moving forward with the renewal of the TBID, Council is reinforcing its commitment to enhance and grow the tourism sector in Burbank.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Signed Petitions
Attachment 3 – Management District Plan
Correspondences

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DECLARING RESULTS OF MAJORITY PROTEST PROCEEDINGS AND RENEWAL OF THE BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID)

THE COUNCIL OF THE CITY OF BURBANK FINDS:

WHEREAS, the City created the TBID on September 20, 2011, by Resolution No. 28,403, for a five (5) year term, which ended on June 30, 2016; and

WHEREAS, the TBID was renewed on May 24, 2016, by Resolution No. 16-28,841, for a ten (10) year term, which ends on June 30, 2026; and

WHEREAS, the Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., authorizes the City of Burbank (City) to renew business improvement districts upon petition by a weighted majority of the business owners located within the boundaries of the district; and

WHEREAS, lodging business owners who will pay more than fifty percent (50%) of the proposed assessment, as weighted according to the amount of the assessment to be paid by the petitioner, within the boundaries of the TBID, have petitioned the City Council of the City of Burbank (Council) to renew the TBID; and

WHEREAS, included with the petitions was a Management District Plan (Plan) summary that describes the proposed assessment to be levied on lodging businesses, existing and in the future, with twenty-five (25) rooms or more, within the TBID, to pay for sales & marketing, destination development programs, and other improvements and activities set forth in the Plan; and

WHEREAS, the assessed lodging businesses within the TBID will receive a specific benefit from the activities and improvements as set forth in the Plan; and

WHEREAS, a public meeting was held on September 9, 2025 at 6:00 PM at the Council Chambers located at 275 E Olive Ave, Burbank, CA 91502, in which Council adopted a Resolution of Intention, Resolution No. 25-29,642; and

WHEREAS, the public meeting and public hearing to consider the renewal of the TBID have been properly noticed in accordance with Streets and Highways Code §36623; and

WHEREAS, a public hearing was held on October 14, 2025 at 6:00 PM at the Council Chambers located at 275 E Olive Ave, Burbank, CA 91502, regarding the renewal of the TBID, in which Council heard and received objections and protests, if any, to the renewal of the TBID and the levy of the proposed assessment. No protests were received at this public hearing; and

WHEREAS, a public hearing was held on November 18, 2025 at 6:00 PM at the Council Chambers located at 275 E Olive Ave, Burbank, CA 91502, regarding the renewal of the TBID, and Council heard and received all objections and protests, if any, to the renewal of the TBID and the levy of the proposed assessment; and

WHEREAS, the City Clerk has determined that there was no majority protest. A majority protest is defined as written protests received from owners of businesses in the renewed TBID which would pay fifty percent (50%) or more of the assessments proposed to be levied. Protests are weighted based on the assessment proposed to be levied on each lodging business; and

WHEREAS, the City bears the burden of proving by a preponderance of the evidence that an assessment imposed for a specific benefit or specific government service is not a tax, that the amount is no more than necessary to cover the costs to the City in providing the specific benefit or specific government service, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the specific benefits or specific government services received by the payor.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The recitals set forth herein are hereby adopted as findings and deemed true and correct.

2. Pursuant to Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., sufficient written or oral protest was not received from businesses in the district which pay fifty (50) percent or more of the assessment.

3. The TBID is hereby renewed for a ten (10) year term, beginning July 1, 2026, or as soon as possible thereafter, and ending ten (10) years from its start date, unless renewed pursuant to Streets and Highways Code § 36660.

4. The Plan dated August 22, 2025 is hereby adopted and approved.

5. The activities to be provided to benefit businesses in the TBID will be funded by the levy of the assessment. The revenue from the assessment levy shall not be used: to provide activities that directly benefit businesses outside the TBID; to provide activities or improvements outside the TBID; or for any purpose other than the purposes specified in this Resolution, the Resolution of Intention, and the Plan. Notwithstanding the foregoing, improvements and activities that must be provided outside the TBID

boundaries to create a specific benefit to the assessed businesses may be provided, but shall be limited to marketing or signage pointing to the TBID.

6. The followng findings are hereby made by Council:

a) The activities funded by the assessment will provide a specific benefit to assessed businesses within the TBID that is not provided to those not paying the assessment.

b) The assessment is a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

c) The assessment is a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

d) Assessments imposed pursuant to the TBID are levied solely upon the assessed business, and the business owner is solely responsible for payment of the assessment when due. If the owner chooses to collect any portion of the assessment from a transient, that portion shall be specifically called out and identified for the transient in any and all communications from the business owner as the “TBID Assessment” or “Tourism Assessment” as specified in the Plan.

7. The assessments levied for the TBID shall be applied towards sales & marketing and destination development programs to market Burbank lodging businesses as tourist, meeting and event destinations, and other improvements and activities as set forth in the Plan.

8. Assessments levied on lodging businesses pursuant to this resolution shall be levied on the basis of benefit. Because the services provided are intended to increase sleeping room rentals, an assessment based on gross short-term sleeping room rental revenue is the best measure of benefit.

9. The annual assessment rate is one and three quarters percent (1.75%) of gross short-term sleeping room rental revenue. During the TBID term, the assessment rate may be increased by the Burbank Hospitality Association to a maximum rate of three percent (3%) of gross short-term sleeping room rental revenue for assessed lodging businesses. If the assessment rate is increased, it may subsequently be decreased but shall not be decreased below a minimum of one half of one percent (0.5%) of gross short-term room rental revenue.

Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; stays by any person as to whom, or any occupancy as to

which, it is beyond the power of the City; stays by any Federal or State officer or employee while on official business only and when payment for such occupancy is made directly to the operator by duly authorized voucher payment from a governmental accounting office; and stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.

10. The assessments for the entire TBID will total approximately $2,275,000 in year one (1).

11. Bonds shall not be issued to fund the TBID.

12. The TBID shall include all lodging businesses, existing and in the future, with twenty-five (25) rooms or more, available for public occupancy located within the boundaries of the City of Burbank. A boundary map is attached hereto and incorporated herein by reference.

13. The assessments shall be used for the purposes set forth above and any funds remaining at the end of any year may be used in subsequent years in which the TBID assessment is levied so long as they are used consistent with the requirements set forth herein.

14. The assessments to fund the activities and improvements for the TBID will be collected by the City, on a monthly basis, and in accordance with Streets and Highways Code §36631.

15. The Council, through adoption of this Resolution and the Plan, has the right pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the TBID as defined in Streets and Highways Code §36612. The Council has determined that Burbank Hospitality Association shall be the TBID Owners' Association.

16. Burbank Hospitality Association, pursuant to Streets and Highways Code §36650, shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvement and activities described in the report. The first report shall be due after the first year of operation of the TBID.

17. The TBID renewed pursuant to this Resolution will be subject to any amendments to the Property and Business Improvement District Law of 1994 (California Streets and Highways Code §36600 et. seq.).

18. The City Manager, or his or her designee, is authorized to sign any documents necessary to effectuate this Resolution.

19. The City Clerk, or his or her designee, is authorized and directed to take all necessary actions to complete the renewal of the TBID and to levy the assessments.

20. The formation of the TBID has no potential for resulting in a direct or reasonably foreseeable indirect physical change to the environment and falls outside the definition of a "project" under the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review pursuant to § 15378 of Title 14 of the California Code of Regulations (CEQA Guidelines).

21. This Resolution shall take effect immediately upon its adoption by the Council.

PASSED and ADOPTED this __ day of _____, 2025.

_____
Nikki Perez
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Ray Johal
Senior Assistant City Attorney

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

I, Kimberley Clark, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly introduced, passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of _____ 2025 by the following vote:

AYES:

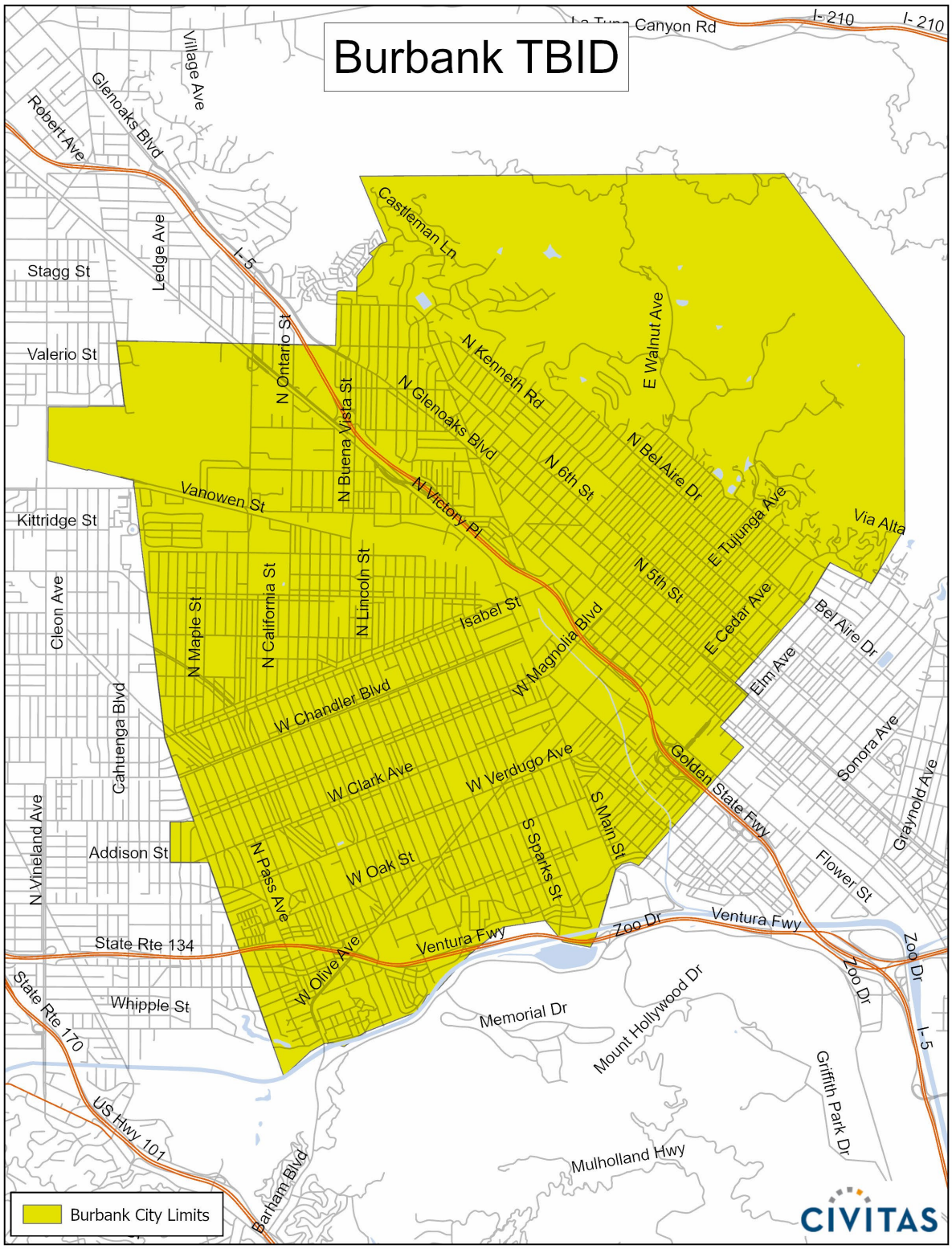
NOES:

ABSENT:

ABSTAIN:

_____
Kimberley Clark, City Clerk

Boundary Map



PETITION TO THE CITY OF BURBANK
TO RENEW THE BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT

We petition you to initiate proceedings to renew the Burbank Tourism Business Improvement District (BTBID) in accordance with the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq., for the purpose of providing services as described in the summary of the Management District Plan attached hereto as Exhibit A.

Business Establishment & Address	Business Owner
Marriott Burbank Airport Hotel 2500 N Hollywood Way, Burbank, CA 91505	AWH Burbank Hotel LLC

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

David Altshuler	Authorized Signatory
Owner /Owner Representative Name (printed)	Title
	9.2.25
Owner/Owner Representative Signature	Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

Odette Zakarian
Burbank Hospitality Association
PO BOX 349
Burbank, CA 91503
818-238-5179

ATTACHMENT 2

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Business Establishment & Address	Business Owner
Hilton Garden Inn	OTO Development
401 S. San Fernando Blvd.	
Burbank, CA 91502	

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Michael Hernandez
Owner /Owner Representative Name (printed)

General Manager
Title

Owner/Owner Representative Signature

8/25/25
Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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818-238-5179

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Business Establishment & Address	Business Owner
1112 N. Hollywood Way Burbank, CA 91505	Vaghashia Family LP
2255 N. Buena Vista St Burbank, CA 91504	Vaghashia Family LP

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Sundeep G. Vaghashia — Owner's Rep

Owner /Owner Representative Name (printed) — Title

September 1, 2025

Owner/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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818-238-5179

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Business Establishment & Address	Business Owner
Cambria Hotel Burbank Airport	Choice Hotels
3501 N. San Fernando Blvd	
Burbank, CA 91505	

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Kristin Perry — Director of Sales

Owner /Owner Representative Name (printed) — Title

Kristin Perry — 8.29.25

Owner/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	Business Owner
924 W. Olive Ave Burbank CA. 91506	Ashok Patel
Portofino Inn	

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Owner /Owner Representative Name (printed) — Title: Onsite Manager

ALFREDO Limones

Owner/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	Business Owner
3901 W. RIVERSIDE DR. BURBANK, CA 91505	TANGERINE PROPERTY HOLDINGS INC.

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

KAMAL DHANJI — MANAGER

~~Owner~~ /Owner Representative Name (printed) — Title

8/29/25

~~Owner~~/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	Business Owner
Courtyard by Marriott 2100 Empire Ave Burbank, CA 91504	Apple REIT

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Lara Gadsby — Director of Sales
Owner /Owner Representative Name (printed) — Title

Lara Gadsby — 8/22/25
Owner/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	Business Owner
Residence Inn Burbank 1321 Thea Way Burbank Ca 91502	Apple REIT 1321 Thea Way Burbank Ca 91502

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Shannon Labbe — General Manager

Owner /Owner Representative Name (printed) — Title

Owner/Owner Representative Signature — 8.26.25 Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

Odette Zakarian
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Burbank, CA 91503
818-238-5179

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Business Establishment & Address	**Business Owner**
Springhill Suites LA Downtown Burbank	Apple Reit Hospitality
549 S. San Fernanda Blvd	549 S. San Fernanda Blvd
Burbank, CA 91502	Burbank, CA 91502

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Fatima Achhal
Owner /Owner Representative Name (printed)

General Manager
Title

Owner/Owner Representative Signature

8/26/25
Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	**Business Owner**
Hotel Burbank	Oh So Original, Inc.
150 E. Angeleno Ave, Burbank, CA 91502	

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Vladimir Rodriguez	Director of Operations
Owner /Owner Representative Name (printed)	Title
Vladimir Rodriguez	8/23/25
Owner/Owner Representative Signature	Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Business Establishment & Address	**Business Owner**
Hotel Amarano Burbank	NRE Burbank Hotel Owner

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

David Lurie	General Manager
Owner /Owner Representative Name (printed)	Title
David Lurie	8/23/25
Owner/Owner Representative Signature	Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

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Burbank Hospitality Association
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Burbank, CA 91503
818-238-5179

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Business Establishment & Address	Business Owner
Coast Burbank Hotel 2011 W Olive Ave Burbank, CA 91506	Coast Hotel Burbank LLC
Safari Inn 1911 West Olive Avenue Burbank, CA 91506	Safari Inn LLC

The undersigned is the business owner or the authorized representative of the business owner and is the person legally authorized and entitled to sign this petition.

Tony Garibian — General Manager

Owner /Owner Representative Name (printed) — Title

08/22/2025

Owner/Owner Representative Signature — Date

A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be made to:

Odette Zakarian
Burbank Hospitality Association
PO BOX 349
Burbank, CA 91503
818-238-5179

ATTACHMENT 3 - 1

2026-2036

BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT

MANAGEMENT DISTRICT PLAN

Prepared pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq.

August 22, 2025

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DRAFT

Prepared by
Civitas

CIVITAS
PARTNERSHIPS • PROGRESS • PROSPERITY
(800)999-7781
www.civitasadvisors.com

VISIT BURBANK

I. OVERVIEW

Developed by Burbank lodging businesses and Burbank Hospitality Association (BHA), the Burbank Tourism Business Improvement District (BTBID) is an assessment district proposed to continue to provide specific benefits to payors by funding sales & marketing and destination development efforts for assessed lodging businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors. The BTBID was initially created in 2011 for a five (5) year term and was subsequently renewed in 2016 for a ten (10) year term. BHA and Burbank lodging businesses now wish to renew the BTBID for an additional ten (10) year term.

Location: The renewed BTBID includes all lodging businesses, existing and in the future, with twenty-five (25) rooms or more, available for public occupancy located within the boundaries of the City of Burbank (City), as shown on the map in Section IV.

Services: The BTBID is designed to provide specific benefits directly to payors by increasing awareness and demand for room night sales. Sales & marketing, destination development, and other improvements and activities set forth in this Management District Plan (Plan), will increase demand for overnight tourism and market payors as tourist, meeting and event destinations, thereby increasing demand for room night sales.

Budget: The total BTBID annual assessment budget for the initial year of its ten (10) year operation is anticipated to be approximately $2,275,000. A similar assessment budget is expected to apply to subsequent years, but this assessment budget is expected to fluctuate as room sales do, as businesses open and close, and if the assessment rate is increased pursuant to this Plan.

Cost: The annual assessment rate is one and three quarters percent (1.75%) of gross short-term sleeping room rental revenue. During the BTBID term, the assessment rate may be increased by the BHA to a maximum rate of three percent (3%) of gross short-term sleeping room rental revenue for assessed lodging businesses. If the assessment rate is increased, it may subsequently be decreased but shall not be decreased below a minimum of one half of one percent (0.5%) of gross short-term room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; stays by any person as to whom, or any occupancy as to which, it is beyond the power of the City; stays by any Federal or State officer or employee while on official business only and when payment for such occupancy is made directly to the operator by duly authorized voucher payment from a governmental accounting office; and stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.

Collection: The City will be responsible for collecting the assessment on a monthly basis (including any delinquencies, interest, and overdue charges) from each assessed lodging business located in the boundaries of the BTBID. The City shall take all reasonable efforts to collect the assessments from each assessed lodging business.

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Duration: The renewed BTBID will have a ten (10) year life, beginning July 1, 2026, or as soon as possible thereafter, and ending ten (10) years from its start date. After ten (10) years, the BTBID may be renewed pursuant to the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq. (94 Law) if assessed lodging business owners support continuing the BTBID programs.

Management: The BHA shall continue to serve as the BTBID's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide annual reports to the City Council.

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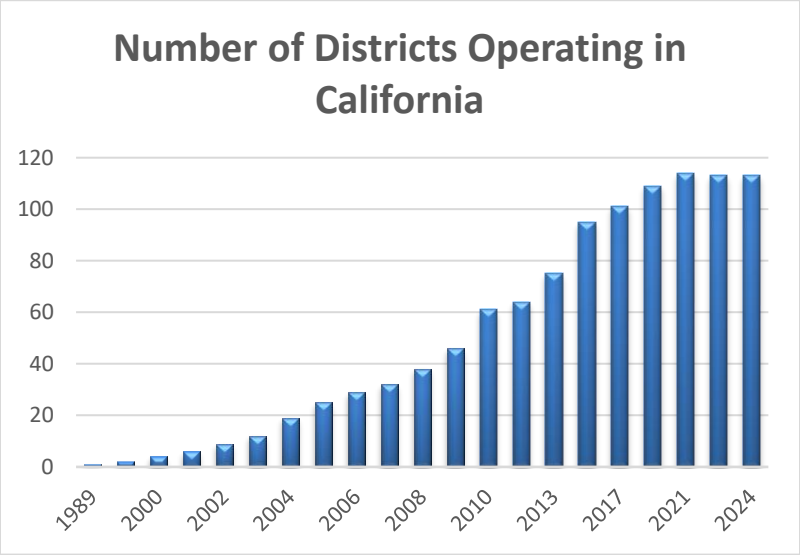
II. TOURISM BUSINESS IMPROVEMENT DISTRICT BACKGROUND

TBIDs are an evolution of the traditional Business Improvement District. The first TBID was formed in West Hollywood, California in 1989. Since then, over 100 California destinations have followed suit. In recent years, other states have begun adopting the California model–Illinois, Minnesota, Massachusetts, Montana, South Dakota, Washington, Colorado, Texas and Louisiana have adopted TBID laws. Several other states are in the process of adopting their own legislation. The cities of Wichita, Kansas and Newark, New Jersey used an existing business improvement district law to form a TBID. Additionally, some cities, like Portland, Oregon and Memphis, Tennessee have utilized their home rule powers to create TBIDs without a state law.



California's TBIDs collectively raise over $300 million annually for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that Burbank lodging businesses continue to invest in stable, commerce-specific marketing programs.

TBIDs utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. TBIDs allow tourism business owners to organize their efforts to increase commerce. lodging business owners within the TBID pay an assessment and those funds are used to provide services that increase commerce.

In California, most TBIDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between TBIDs and other benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the district.*

There are many benefits to TBIDs:

- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are ***designed, created and governed by those who will pay*** the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

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III. ACCOMPLISHMENTS

Visit Burbank TBID Renewal Case: A Decade of Strategic Growth

Over the past ten years, the Burbank Tourism Business Improvement District (BTBID), with programming implemented by Visit Burbank, has driven measurable progress in visitor marketing, hotel performance, and economic impact. What follows is a chronological summary of major milestones and outcomes since the Tourism Based Improvement District's (TBID) formation:

2016–2017: Foundation and National Visibility

- Launched influencer campaign reaching **1.2M followers** and generating **325K engagements**.
- Burbank attractions featured in **Southwest Airlines Magazine** (18M readers) with a 14-page editorial spread.
- Deepened partnerships with Discover LA and Visit California, reaching **6M+ travelers** via co-op marketing.
- Delivered **$1.4M in revenue** and **7,150+ room nights** through Universal Studios Preferred Hotel Program.
- Began international trade show outreach (e.g., IPW, World Travel Market).
- Welcomed Hilton Garden Inn, bringing Burbank's hotel total to **17**.
- Formed Destination Development Committee to guide long-term tourism planning, placemaking, and to generate visitation.

2018: Innovation and Local Identity

- Launched the **Monumental Bronze Super Hero Statue program** in partnership with DC Comics, boosting Burbank's brand as Media Capital of the World.
- Initiated digital advertising through **visitburbank.com**.
- Introduced **ONEBurbank** program to provide high-speed hotel internet.

2019–2020: Strong Growth, Resilience in Crisis

- Hosted **7 FAM tours** with **140+ travel agents, tour operators, and media**.
- Influencer content generated **21.7M impressions** and **57.5K engagements**.
- Launched **A Better Way to See LA** campaign to position Burbank as an alternative to LA congestion.
- Prior to COVID, hotel occupancy reached a strong **83.1%** (12 months ending Feb 2020).
- During the pandemic, **no Burbank hotels closed**, and annual occupancy **never fell below 50%.**
- **Monumental Batman statue unveiled** on the AMC Walkway in partnership with DC Comics
- Attracted **MUSEXPO Creative Summit** generating worldwide attention, more than 600 room nights, and 1,200 international music executives to Burbank.

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2021–2022: Recovery and Infrastructure Momentum

- **Warner Bros. Tour Center** opens at Warner Bros. Studio Tour Hollywood.
- Hotel improvements included:
  - Holiday Inn rebranded as **Hotel Burbank** (independent boutique).
  - Courtyard by Marriott completed renovation.
  - Phase completion of **Avion Burbank**, a major mixed-use development.

2022–2023: Economic Growth and Performance Highs

- **ADR increased 7%** from $173 to a record **$186**.
- Burbank attracted **3.1 million visitors**, who spent **$829M**, supported **7,790 jobs**, and generated **$31M in local taxes** (source: Tourism Economics).
- **RevPAR rose 12%** from $122 to **$137**, reflecting strong profitability.
- Universal Studios Hollywood opens **Super Nintendo World**.
- Hollywood Burbank Airport saw a **10% increase in passenger volume**, reaching **5.97M travelers** with new nonstop routes.
- **Wonder Woman statue** unveiled in front of Warner Bros. Studio Tour Hollywood in March 2023

2023–2024: Tourism Surge and Cultural Leadership

- Visit Burbank marketing delivered **42.8M impressions** and $**5.2 million in overnight stays**.
- Produced **Elephant Parade 2024** public art campaign, generating **439K impressions**, **46.2K engagements**, and **16M media reach** across 35 articles.
- Welcomed **Cambria Hotel Burbank Airport**—Burbank's **18th hotel**.
- Visit Burbank **Bicycle Program** launched.
- **Residence Inn Burbank Downtown** completes renovation.
- Broke ground on **Hollywood Burbank Airport Replacement Terminal** (opening 2026).
- **Green Lantern Statue premieres** at Burbank Empire Center November 2024.

Conclusion: Ten Years of Tangible ROI

From early influencer campaigns and trade show outreach to major visitor spending milestones and hotel growth, Visit Burbank has delivered consistent returns for Burbank's assessed lodging businesses and tourism economy. With $829M in visitor spending, rising hotel profitability, and momentum from large-scale projects like the Hollywood Burbank Airport replacement terminal, renewing the TBID ensures Burbank stays competitive and continues to thrive in the years ahead.

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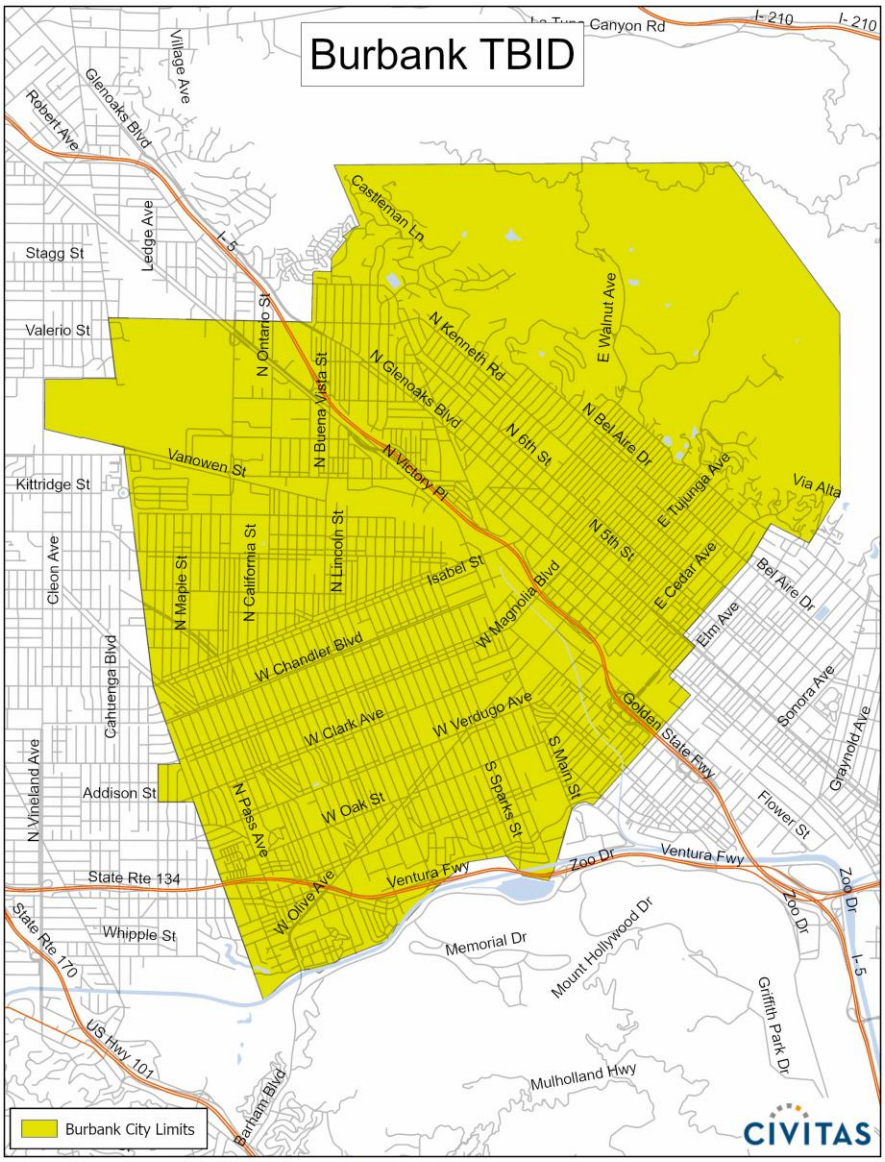
IV. BOUNDARY

The BTBID will continue to include all lodging businesses, existing and in the future, with twenty-five (25) rooms or more, available for public occupancy within the boundaries of the City, as shown in the map below.

Lodging business means: any room or rooms in any structure, or any portion of a structure, which is occupied or intended or designed for occupancy for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure. The term "lodging business" does not include an accommodation that a person occupies as their domicile and permanent residence.

A complete listing of assessed lodging businesses within the renewed BTBID can be found in Appendix 2.

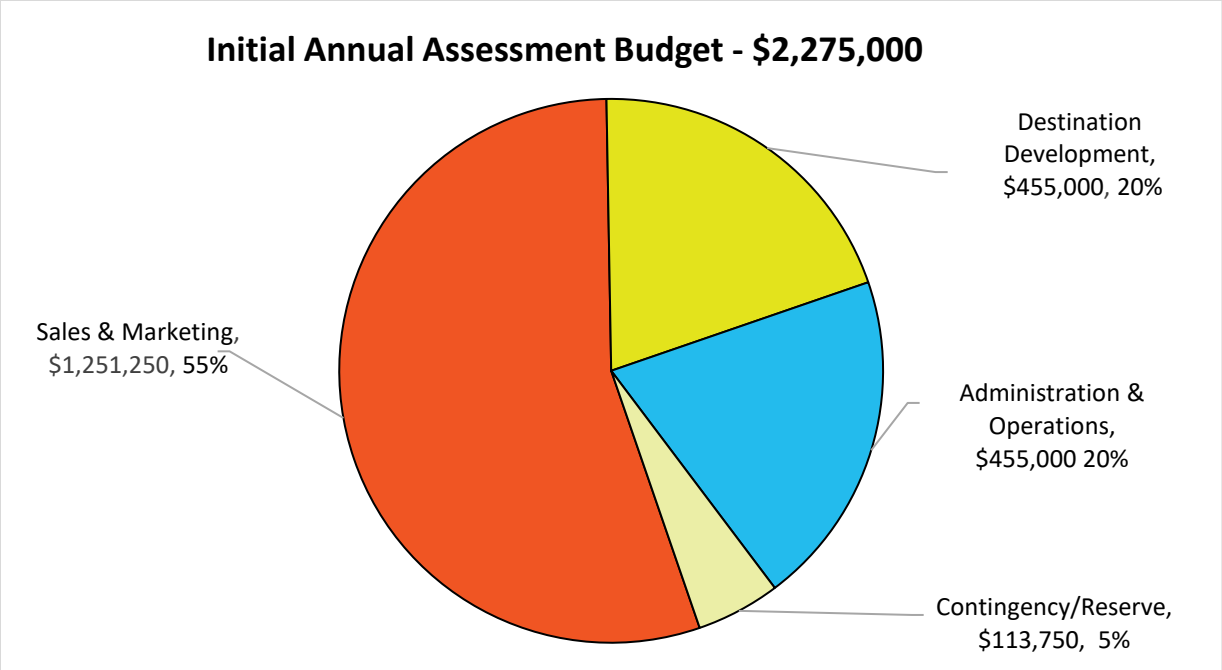


V. ASSESSMENT BUDGET AND SERVICES

A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to the payors that are not provided to those not charged, and which do not exceed the reasonable cost to the City of conferring the benefits or granting the privileges. The privileges and services provided with the BTBID funds are sales & marketing, destination development programs, and other improvements and activities set forth in this Plan, available only to assessed lodging businesses.

A service plan assessment budget has been developed to deliver services that benefit the assessed lodging businesses. A detailed annual assessment budget will be developed and approved by the BHA Board. The chart below illustrates the initial annual assessment budget allocations. These activities and allocations will also apply in subsequent years. The total initial assessment budget is estimated to be $2,275,000.



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the City and the BHA Board shall have the authority to adjust budget allocations between the categories by no more than twenty-five percent (25%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the BTBID, any and all assessment funds may be used for the costs of defending the BTBID.

Each budget category includes all costs related to providing that service. For example, the sales & marketing budget includes the cost of staff time dedicated to overseeing and implementing the sales & marketing program. Staff time dedicated purely to administrative tasks is allocated to the administration & operations portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories. The staffing levels necessary to provide the services below will be determined by BHA on an as-needed basis.

Sales & Marketing

A sales & marketing program will promote assessed lodging businesses as tourist, meeting, and event destinations. The sales & marketing program will have a central theme of promoting Burbank as a desirable place for overnight visits. The program will have the goal of increasing overnight visitation and room night sales at assessed lodging businesses, and may include, but is not limited to, the following activities:

- Internet marketing efforts to increase awareness and optimize internet presence to drive overnight visitation and room sales to assessed lodging businesses;
- Print ads in magazines and newspapers, television ads, billboard and radio ads targeted at potential visitors to drive overnight visitation and room sales to assessed lodging businesses;
- Attendance of trade shows to promote assessed lodging businesses;
- Sales blitzes for assessed lodging businesses;
- Familiarization tours to drive awareness of the destination and assessed lodging businesses;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps to promote Burbank as a premier tourist and event destination, featuring assessed lodging businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed lodging businesses;
- Partnership with both local and state tourism organizations to target key domestic and international markets to increase overnight visitation at assessed lodging businesses;
- Development and implementation of a public relations and communications strategy, inclusive of social media outlets and press release distribution designed to drive overnight visitation at assessed lodging businesses;
- Lead generation activities designed to attract tourists and group events to assessed lodging businesses;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed lodging businesses; and
- Development and maintenance of a website designed to promote assessed lodging businesses.

Destination Development

Working collaboratively with the City's Economic Development team, the BHA will develop specific destination development funding criteria. The City and the BHA shall have equal input to make recommendations to the BHA Board for final project approval. The award of any public project contract destination development must be done in accordance with City Charter and Municipal Code requirements. Policies and procedures acceptable to both BHA and the City will be developed. Destination development project may, but is not limited to, include:

- Comprehensive and integrated wayfinding signage system;
- Art and cultural projects, to attract overnight visitors;
- Education of hospitality staff on service and safety designed to create a visitor experience that will bring repeat visits to assessed lodging businesses;
- Gateway enhancements, to attract overnight visitors to assessed lodging businesses;
- Banner marketing and local enhancement of City Marketing programs;
- Enhancements to conference and convention space to attract meetings and groups to assessed businesses;
- Live music venue, to attract overnight visitors to assessed lodging businesses; and
- Infrastructure improvements that enhance Burbank's competitive position to attract desirable special events year around and attract overnight visitors to assessed lodging businesses.

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Administration & Operations
The administration & operations portion of the budget shall be utilized for administrative staffing costs, office costs, advocacy, and other general administrative costs such as insurance, audit, legal, and accounting fees.

Contingency/Reserve
The budget includes a contingency line item to account for uncollected assessments, or higher than anticipated program costs, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program or administration costs at the discretion of the BHA Board. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve fund shall be set by the BHA Board. The reserve fund may be used for the costs of renewing the BTBID.

B. Annual Budget
The initial annual assessment budget is projected at approximately $2,275,000 annually. The total ten (10) year budget is projected at $22,750,000 through the ten (10) year term if the assessment rate remains the same, or $37,375,000 through the ten (10) year term of the BTBID if the maximum assessment rate increases are adopted. A similar budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do, as businesses open and close, and if the assessment rate is increased or decreased pursuant to this Plan.

The annual assessment rate is one and three quarters percent (1.75%) of gross short-term sleeping room rental revenue. During the BTBID term, the assessment rate may be increased by the BHA to a maximum rate of three percent (3%) of gross short-term sleeping room rental revenue. If the assessment rate is increased, it may subsequently be decreased but shall not be decreased below a minimum of one half of one percent (0.5%) of gross short-term room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; stays by any person as to whom, or any occupancy as to which, it is beyond the power of the City; stays by any Federal or State officer or employee while on official business only and when payment for such occupancy is made directly to the operator by duly authorized voucher payment from a governmental accounting office; and stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.

The table below demonstrates the annual improvement and service plan budget with the assumption that the rates will not be increased during the BTBID's term.

Estimated Annual Budget if Maximum Assessment Rates Are Not Adopted
2026 – 2036

FY	Sales & Marketing	Destination Development	Administration & Operations	Contingency/ Reserve	Total
2026-27	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2027-28	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2028-29	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2029-30	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2030-31	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2031-32	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2032-33	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2033-34	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2034-35	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2035-36	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
Total	**$12,512,500**	**$4,550,000**	**$4,550,000**	**$1, 137,500**	**$22,750,000**

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The table below demonstrates the estimated maximum budget with the assumption that the assessment rate will be increased at the earliest opportunity as it is a required disclosure, it is not the anticipated course of action. Alternate courses of action may be taken in regard to implementing the assessment rate increase other than what is demonstrated in the chart below, within the parameters of this Plan.

Estimated Annual Budget If Maximum Assessment Rates Are Adopted
2026 – 2036

FY	Sales & Marketing	Destination Development	Administration & Operations	Contingency/ Reserve	Total
2026-27	$1,251,250	$455,000	$455,000	$113,750	$2,275,000
2027-28	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2028-29	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2029-30	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2030-31	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2031-32	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2032-33	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2033-34	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2034-35	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
2035-36	$2,145,000	$780,000	$780,000	$195,000	$3,900,000
Total	**$20,556,250**	**$7,475,000**	**$7,475,000**	**$1,868,750**	**$37,375,000**

C. California Constitutional Compliance

The BTBID assessment is not a property-based assessment subject to the requirements of Proposition 218. Courts have found Proposition 218 limited the term 'assessments' to levies on real property.[1] Rather, the BTBID assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions. Two of these exceptions apply to the BTBID, a "specific benefit" and a "specific government service." Both require that the costs of benefits or services do not exceed the reasonable costs to the City of conferring the benefits or providing the services.

1. Specific Benefit

Proposition 26 requires that assessment funds be expended on, "a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege."[2] The services in this Plan are designed to provide targeted benefits directly to assessed lodging businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific businesses within the BTBID. The activities described in this Plan are specifically targeted to increase demand for room night sales for assessed lodging businesses within the boundaries of the BTBID and are narrowly tailored. BTBID funds will be used exclusively to provide the specific benefit of increased demand for room night sales directly to the assessees. Assessment funds shall not be used to feature non-assessed lodging businesses in BTBID programs, or to directly generate sales for non-assessed lodging businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits

[1] *Jarvis v. the City of San Diego* 72 Cal App. 4th 230
[2] Cal. Const. art XIII C § 1(e)(1)

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to the assessed lodging businesses. Nothing in this Plan limits the ability of the Owners' Association to enter into private contracts with non-assessed lodging businesses for the provision of services to those businesses.

The assessment imposed by this BTBID is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in demand for room night sales. The specific benefit of an increase in demand for room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with sales & marketing and destination development programs promoting lodging businesses paying the BTBID assessment. The sales & marketing and destination development programs will be designed to increase room night sales at each assessed lodging businesses. Because they are necessary to provide the sales & marketing and destination development programs that specifically benefit the assessed lodging businesses, the administration & operations and contingency/reserve services also provide the specific benefit of increased demand for room night sales to the assessed lodging businesses.

Although the BTBID, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, "A specific benefit is not excluded from classification as a 'specific benefit' merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor."[3]

2. Specific Government Service

The assessment may also be utilized to provide, "a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product."[4] The legislature has recognized that marketing and promotions services like those to be provided by the BTBID are government services within the meaning of Proposition 26[5]. Further, the legislature has determined that "a specific government service is not excluded from classification as a 'specific government service' merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor."[6]

3. Reasonable Cost

BTBID services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by the BHA, and reports submitted on an annual basis to the City. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from BTBID-funded activities, be featured in advertising campaigns, and benefit from other BTBID-funded services. The assessed lodging business list was compiled from records provided by the jurisdiction and complies with the requirements of the 94 Law. Pursuant to Streets and Highways Code Section 36615, the City Council 's determination of ownership is final and conclusive, with no obligation to obtain other information. Non-assessed lodging businesses will not receive these, nor any other, BTBID-funded services and benefits.

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[3] Government Code § 53758(a)
[4] Cal. Const. art XIII C § 1(e)(2)
[5] Government Code § 53758(b)
[6] Government Code § 53758(b)

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The BTBID-funded programs are targeted directly to benefit assessed lodging businesses. It is, however, possible that there will be a spill over benefit to non-assessed lodging businesses. BTBID funds shall only be spent to benefit the assessed lodging businesses, and shall not be spent on that portion of any program which directly generates incidental room nights for non-assessed lodging businesses.

D. Assessment

The annual assessment rate is one and three quarters percent (1.75%) of gross short-term sleeping room rental revenue. During the BTBID term, the assessment rate may be increased by the BHA to a maximum rate of three percent (3%) of gross short-term sleeping room rental revenue for assessed lodging businesses. If the assessment rate is increased, it may subsequently be decreased but shall not be decreased below a minimum of one half of one percent (0.5%) of gross short-term room rental revenue. Based on the benefit received, assessments will not be collected on: stays of more than thirty (30) consecutive days; stays by any person as to whom, or any occupancy as to which, it is beyond the power of the City; stays by any Federal or State officer or employee while on official business only and when payment for such occupancy is made directly to the operator by duly authorized voucher payment from a governmental accounting office; and stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.

The assessment was calculated based on the total cost of the activities to be provided for the benefit of the businesses within the BTBID, with costs allocated based on the proportional benefit conferred to each business. Activities funded by the BTBID, are specifically targeted to increase room nights at assessed lodging businesses. All room night sales do not represent the same benefit to the payors. For example, a higher priced room night is of greater benefit than a lower priced room night because the assessee derives greater revenue. To account for this benefit differential and to make sure the benefits are proportional, an assessment formula based on a percentage of revenue has been selected. The proposed formula accurately reflects greater benefit to assessed lodging businesses with higher priced room nights.

The term "gross short-term sleeping room rental revenue" as used herein means: the consideration charged, whether or not received, for the occupancy of space in a lodging business valued in money, whether to be received in money, goods, labor, or otherwise, including all receipts, cash credits, and property and services of any kind or nature, excluding any deductions. Gross short-term sleeping room rental revenue shall not include, and therefore the assessment shall not be charged upon, any federal, state or local taxes collected, including but not limited to transient occupancy taxes.

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. If the BTBID assessment is identified separately it shall be disclosed as the "BTBID Assessment." As an alternative, the disclosure may include the amount of the BTBID assessment and the amount of the assessment imposed pursuant to the California Tourism Marketing Act, Government Code §13995 et seq. and shall be disclosed as the "Tourism Assessment." The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for calculation of transient occupancy taxes.

Bonds shall not be issued.

E. Interest and Overdue Charges

The BTBID shall reimburse the City for any costs associated with collecting unpaid assessments. If sums in excess of the delinquent BTBID assessment are sought to be recovered in the same collection action by the City, the BTBID shall bear its pro rata share of such collection costs. Assessed lodging businesses which are delinquent in paying the assessment shall be responsible for paying:

1. *Original Delinquency:* Any assessed lodging business owner who fails to remit any assessment within the time required must pay an overdue charge of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment.
2. *Continued Delinquency:* Any assessed lodging business owner who fails to remit any delinquent assessment on or before a period of thirty (30) days following the date on which the assessment first became delinquent must pay a second delinquency overdue charge of twenty percent (20%) of the amount of the assessment in addition to the amount of the assessment and the ten percent (10%) overdue charge first imposed.
3. *Fraud:* If the City determines that the nonpayment of any assessment due is due to fraud, an overdue charge of twenty-five percent (25%) of the amount of the assessment will be added in addition to the overdue charges stated in subsections 1 and 2 above.
4. *Interest:* In addition to the overdue charges imposed, any assessed lodging business owner who fails to remit any assessment must pay interest at the rate of two percent (2%) per month or fraction thereof of such rate on the amount of assessment from the date on which the assessment first became overdue until paid.
5. *Overdue Charges Merged with Assessment:* Every overdue charge imposed and such interest as accrues under this Plan will become a part of the assessment required to be paid.
6. *Distribution:* Upon remittance of delinquent assessment amounts, overdue charges, and interest, the City shall forward the original assessment amount to BHA. The overdue charges and interest remitted shall be retained by the City or any other collection agency to offset the costs of collection.
7. *Audit Deficiency:* If, upon audit by the City, an assessed lodging business owner is found to be deficient in either their return or their remittance or both, the City may immediately assess the assessed lodging business owner the amount of the net deficiency plus all applicable overdue charges and interest, as specified in this Plan, on the amount of the net deficiency for each quarter or portion thereof for which said assessed lodging business owner remittance was deficient.

F. Time and Manner for Collecting Assessments

The BTBID assessment will be implemented beginning July 1, 2026, or as soon as possible thereafter, and ending ten (10) years from its start date. The City will be responsible for collecting the assessment on a monthly basis (including any delinquencies, interest and overdue charges) from each assessed lodging business. The City shall take all reasonable efforts to collect the assessments from each assessed lodging business. The City shall forward the assessments collected to the Owners' Association.

Each assessed lodging business owner shall, on or before the last day of the month following the close of each calendar month, make a return to the Director of Finance (Director), on forms provided by him, of the total gross short-term sleeping room rental charged and received and the amount of assessment collected. At the time the return is filed, the full amount of the assessment collected shall be remitted to the Director. He may require further information in the return. Returns and payments are due immediately upon cessation of business for any reason. All assessments collected by assessed lodging business owners pursuant to this Plan shall be held in trust for the account of the City until payment thereof is made to the Director.

VI. GOVERNANCE

A. Owners' Association

The City Council, through adoption of this Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the BTBID as defined in Streets and Highways Code §36612. The City Council has determined that BHA will continue to serve as the Owners' Association for the BTBID. The Association will be governed by an eleven-member Board of Directors. A majority of the directors shall be representatives of businesses paying the BTBID assessment. The Board may also include representation from the City and businesses with an interest in tourism.

B. Brown Act and California Public Records Act Compliance

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the BHA Board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act.

C. Annual Report

The BHA shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

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APPENDIX 1 – LAW

CURRENT THROUGH ALL LEGISLATION OF THE 2024 REGULAR AND SPECIAL SESSIONS

STREETS AND HIGHWAYS CODE
DIVISION 18. PARKING
PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

CHAPTER 1. General Provisions

ARTICLE 1. Declarations

36600. Citation of part

This part shall be known and may be cited as the "Property and Business Improvement District Law of 1994."

36601. Legislative findings and declarations; Legislative guidance

The Legislature finds and declares all of the following:

(a) Businesses located and operating within business districts in some of this state's communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.

(b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.

(c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.

(d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.

(e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:

(1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.

(2) Job creation.

(3) Business attraction.

(4) Business retention.

(5) Economic growth.

(6) New investments.

(f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.

(g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.

(h) The act amending this section is intended to provide the Legislature's guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.

(1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.

(2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those

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special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.
(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Part prevails over conflicting provisions

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

ARTICLE 2. Definitions

36606. "Activities"

"Activities" means, but is not limited to, all of the following that benefit businesses or real property in the district:
(a) Promotion of public events.
(b) Furnishing of music in any public place.
(c) Promotion of tourism within the district.
(d) Marketing and economic development, including retail retention and recruitment.
(e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
(f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

36606.5. "Assessment"

"Assessment" means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

36607. "Business"

"Business" means all types of businesses and includes financial institutions and professions.

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36608. "City"

"City" means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

36609. "City council"

"City council" means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36609.4. "Clerk"

"Clerk" means the clerk of the legislative body.

36609.5. "General benefit"

"General benefit" means, for purposes of a property-based district, any benefit that is not a "special benefit" as defined in Section 36615.5.

36610. "Improvement"

"Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

(a) Parking facilities.
(b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
(c) Trash receptacles and public restrooms.
(d) Lighting and heating facilities.
(e) Decorations.
(f) Parks.
(g) Fountains.
(h) Planting areas.
(i) Closing, opening, widening, or narrowing of existing streets.
(j) Facilities or equipment, or both, to enhance security of persons and property within the district.
(k) Ramps, sidewalks, plazas, and pedestrian malls.
(l) Rehabilitation or removal of existing structures.

36611. "Management district plan"; "Plan"

"Management district plan" or "plan" means a proposal as defined in Section 36622.

36612. "Owners' association"

"Owners' association" means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners' association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners' association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners' association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code), for all records relating to activities of the district.

36614. "Property"

"Property" means real property situated within a district.

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36614.5. "Property and business improvement district"; "District"

"Property and business improvement district," or "district," means a property and business improvement district established pursuant to this part.

36614.6. "Property-based assessment"

"Property-based assessment" means any assessment made pursuant to this part upon real property.

36614.7. "Property-based district"

"Property-based district" means any district in which a city levies a property-based assessment.

36615. "Property owner"; "Business owner"; "Owner"

"Property owner" means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. "Business owner" means any person recognized by the city as the owner of the business. "Owner" means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

36615.5. "Special benefit"

(a) "Special benefit" means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

(b) "Special benefit" also includes, for purposes of a property-based district, a particular and distinct benefit provided directly to each assessed parcel within the district. Merely because parcels throughout an assessment district share the same special benefits does not make the benefits general.

36616. "Tenant"

"Tenant" means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

ARTICLE 3. Prior Law

36617. Alternate method of financing certain improvements and activities; Effect on other provisions

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

CHAPTER 2. Establishment

36620. Establishment of property and business improvement district

A property and business improvement district may be established as provided in this chapter.

36620.5. Requirement of consent of city council

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A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. Initiation of proceedings; Petition of property or business owners in proposed district

(a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

(1) A map showing the boundaries of the district.

(2) Information specifying where the complete management district plan can be obtained.

(3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.

(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. Contents of management district plan

The management district plan shall include, but is not limited to, all of the following:

(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements, maintenance, and activities proposed for each year of operation of the district and the estimated cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities

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and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.
(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.
(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against their property or business. The plan also shall state whether bonds will be issued to finance improvements.
(g) The time and manner of collecting the assessments.
(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.
(i) The proposed time for implementation and completion of the management district plan.
(j) Any proposed rules and regulations to be applicable to the district.
(k)

(1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.
(2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.
(3) In a property-based district, properties throughout the district may share the same special benefits. In a district with boundaries that define which parcels are to receive improvements, maintenance, or activities over and above those services provided by the city, the improvements, maintenance, or activities themselves may constitute a special benefit. The city may impose assessments that are less than the proportional special benefit conferred, but shall not impose assessments that exceed the reasonable costs of the proportional special benefit conferred. Because one or more parcels pay less than the special benefit conferred does not necessarily mean that other parcels are assessed more than the reasonable cost of their special benefit.

(l) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.
(m) Any other item or matter required to be incorporated therein by the city council.

36623. Procedure to levy assessment

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.
(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be

mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.
(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.
(2) The number, date of adoption, and title of the resolution of intention.
(3) The time and place where the public hearing was held concerning the establishment of the district.
(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.
(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.
(6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the

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district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.
(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.
(8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

CHAPTER 3. Assessments

36631. Time and manner of collection of assessments; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

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36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.
(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.
(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in an action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36625. An appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:
(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.
(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.
(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

36638. Assessment as government imposed fee on Civ C § 1770 transaction [Operative July 1, 2024]

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(a) A business assessment pursuant to this part is a fee imposed by a government on the transaction for purposes of paragraph (29) of subdivision (a) of Section 1770 of the Civil Code.
(b) This section shall become operative on July 1, 2024.

CHAPTER 3.5. Financing

36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.
(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.
(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

CHAPTER 4. Governance

36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.
(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:
(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
(2) The improvements, maintenance, and activities to be provided for that fiscal year.
(3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.
(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
(5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
(6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.
(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.
The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of

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assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. Designation of owners' association to provide improvements, maintenance, and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

CHAPTER 5. Renewal

36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

(a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.
(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.
(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

CHAPTER 6. Disestablishment

36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assessees may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

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(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.
(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

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APPENDIX 2 – ASSESSED BUSINESSES

Business Name	Business Address
Best Western Plus Media Center Inn & Suites	3910 W. Riverside Drive
Burbank Inn & Suites	180 W. Alameda Avenue
Cambria Hotel Burbank Airport	3501 N. San Fernando Boulevard
Coast Burbank Hotel	2011 W. Olive Avenue
Courtyard by Marriott Los Angeles/Burbank Airport	2100 W. Empire Avenue
Extended Stay America Los Angeles Burbank Airport	2200 W. Empire Avenue
Hilton Garden Inn Burbank Los Angeles	401 S. San Fernando Boulevard
Hotel Burbank	150 E. Angeleno Avenue
Hotel Amarano Burbank	322 N. Pass Avenue
Los Angeles Marriott Burbank Airport Hotel	2500 N. Hollywood Way
Portofino Inn Burbank	924 W. Olive Avenue
Quality Inn Burbank Airport	2255 N. Buena Vista Street
Ramada Burbank Airport	2900 N. San Fernando Boulevard
Residence Inn Los Angeles Burbank/Downtown	321 S. Ikea Way
Safari Inn	1911 W. Olive Avenue
SpringHill Suites Los Angeles/Burbank Downtown	549 S. San Fernando Boulevard
Tangerine Hotel	3901 W. Riverside Drive
Travelodge Burbank	1112 N. Hollywood Way

Jurisdiction list as of August 2025

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Correspondences

Please Note: If Additional Documents/Correspondences are submitted for this item, they will be periodically posted to the City website for public viewing.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
BY: David Kriske, Assistant Community Development Director

SUBJECT: Approval of a Final Project Alignment for the Chandler Bikeway Extension Project

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RECOMMENDATION

Approve a final project alignment for the Chandler Bikeway Extension Project.

BACKGROUND

The Chandler Bikeway Extension is a 0.6-mile bikeway extension that would help close the gap between several regionally significant bikeways and increase connectivity to the Downtown Burbank Metrolink Station for active transportation users. The Project would construct a two-way Class I (fully separated bike path) and Class IV (fully separated in-street bike path) bikeway and streetscape improvements, between the existing eastern terminus of the Chandler Bikeway at Mariposa Street and the San Fernando Bikeway extension along the Burbank Western Channel. The Project would be constructed on former Union Pacific rail line now owned by the Metropolitan Transportation Authority and within existing City rights-of-way. No property acquisitions are required to implement this Project.

The Chandler Bikeway Extension would complete a fully protected bikeway corridor that spans the entire City, from North Hollywood to Glendale. While existing backbone bicycle infrastructure currently exists as standalone segments (the Chandler Bikeway, Burbank Channel Bikeway, and Front Street Cycletrack), no direct protected connection exists between them. This gap is identified in the Burbank2035 General Plan, the Bicycle Master Plan, and the Citywide Complete our Streets Plan. The Chandler Bikeway Extension will unite these currently disconnected bikeways, providing bicycle and pedestrian access to

the Downtown Burbank Metrolink station and enabling multi-modal connections across the railroad tracks and I-5. Further, the Chandler Bikeway Extension completes the City's contribution to a future 51-mile regional bikeway from Long Beach to Chatsworth (Attachment 1).

Since the original Chandler Bikeway opened in 2004, staff sought opportunities to extend the bikeway to Victory Boulevard and the Burbank Metrolink Station. In 2013, the City applied for and was awarded a $2.6 million Metro Call for Projects (CFP) grant to design and construct an extension of the Chandler Bikeway from the current terminus eastward to the Burbank Channel, where it would connect to the San Fernando Bikeway which will begin construction next year. City Council accepted this grant in 2020 and solicited proposals to design the project in 2024, culminating with selection of a design consultant team lead by Kimley-Horn and Associates.

Based on conceptual project development, staff has identified a proposed project alignment that would extend the path eastward along the Metro right of way (like the current Chandler Bikeway) between Mariposa Street and Lomita Street. To avoid freight railroad operations east of Lomita, the path would transition into City right of way and be constructed as a fully protected, "8-to-80"[1] bicycle facility on existing City streets for the remaining distance to the Burbank Western Channel. The proposed alignment would allow the City to extend the Chandler Bikeway all the way to the Downtown Burbank Metrolink Station in a high-quality, protected bike facility while avoiding Union Pacific Railroad.

DISCUSSION

Proposed Chandler Bikeway Extension Project Alignment

The proposed final project alignment consists of four segments. The segments are described as follows and are illustrated in Attachment 2:

1. *Chandler Boulevard – from Mariposa Street to Lomita Street*
   This segment would extend the existing bikeway at Mariposa Street eastward to Lomita Street with a Class I bikeway within the abandoned railroad right of way that is not used by freight trains, just like the existing Chandler Bikeway. At Lomita Street, a stop-controlled crosswalk would be installed to facilitate a safe pedestrian and bicycle crossing from the north side of Chandler Boulevard to the sidewalk on the south side of Chandler Boulevard.

2. *Chandler Boulevard – from Lomita Street to Victory Boulevard*
   Between Lomita Street and Victory Boulevard, the project would widen the existing parkway/sidewalk on south side of Chandler Boulevard to construct a Class IV raised protected bikeway to Victory Boulevard. This facility would be fully

[1] An "8-to-80" facility is one that allows users of all ages and abilities (or those from age 8 to age 80) to travel safely and protected from vehicle traffic.

separated from cars travelling on Chandler Boulevard. Driveway crossings would be constructed at entrances to the adjacent shopping center. No vehicle travel lanes would be affected, but about 17 street parking spaces would be removed on the south side of Chandler Boulevard between Lomita and Victory, adjacent to the shopping center and large surface parking lot.

3. *Victory Boulevard to Cypress Avenue*
   This segment would require widening the existing parkway/sidewalk along the east side of Victory Boulevard from Chandler Boulevard south to Cypress Avenue. While located along a major arterial, the project would be constructed as completely protected from traffic and reconstructing the curb, gutter and parkway to accommodate the bikeway. No vehicle travel lanes would be affected by the parkway widening, but about 10 street parking spaces would be removed on the east side of Victory.

4. *Cypress Avenue to Burbank Western Channel*
   Like the Victory Boulevard segment, this segment would require widening the existing parkway along the north side of Cypress Avenue in order to construct a Class IV bikeway from Victory Boulevard to Varney Street. About 26 street parking spaces along the north side of Cypress Avenue would be removed to accommodate the bikeway. At Varney Street the bikeway would extend eastward from the Cypress / Varney intersection using a piece of City property located at the end of Cypress Avenue. An adjacent business has installed unpermitted encroachments in this property and the City is currently working with the owner to remove them to accommodate the project.

At the Burbank Western Channel, the Chandler Bikeway Extension would end, but would directly connect to the San Fernando Bikeway which will begin construction next year. Cyclists would continue along a fully separated Class I bikeway south along the west side of the Burbank Western Channel, would cross under the Magnolia overpass, and continue south to the Downtown Burbank Metrolink Station west parking lot and station platform. From there, cyclists can use other Class I and Class IV bikeways to connect to Downtown Burbank, the Burbank Channel Bikeway, and eventually to the Los Angeles River Bikeway.

<u>Project Development and Constraints</u>
Staff began the design process in January 2025 and has undertaken utility identification, completed surveying, developed 30% design plans, begun environmental documentation, and engaged various City departments. While the concept does not yet include landscaping plans, Staff has engaged the Department of Parks and Recreation to consider how to extend the existing Chandler Bikeway's role as a linear green space for the neighborhood. This includes landscaping, tree planting, and pocket parks near Lomita

Street and the confluence of the Chandler Bikeway Extension and San Fernando Bikeway. More detailed landscaping plans will be developed in subsequent stages of project development.

Over the course of initial design, Staff identified some conflicts with existing uses of the right of way that will need to be addressed as the project moves forward. First, several street trees will likely need to be removed on the Cypress Avenue segment to accommodate the bikeway on the north side of the street. Staff anticipates replacing these trees with additional trees elsewhere on the project, specifically along the Chandler Boulevard portion.

Second, in order to accommodate a fully protected bikeway in existing street right of way without impacting vehicle travel lanes, roughly 56 parking spaces will need to be removed along the one-half mile project alignment. The street parking on Chandler Boulevard is lightly used due to the presence of a large surface parking lot for the adjacent shopping center. Parking spaces on Victory and Cypress are moderately utilized by adjacent industrial businesses that have varying amounts of off-street parking available.

Finally, the bikeway will need to negotiate several existing driveways along Chandler Boulevard and Victory Boulevard that will need to be reconstructed and regraded to allow the bikeway to pass. Staff is working with its consultant to design them in a way that preserves access to the adjoining properties while providing safe travel for cyclists.

Other Project Alternatives Analyzed

Several project alignment alternatives have been analyzed to extend the Chandler Bikeway over the last 10 years. The most direct alternative analyzed would extend the bikeway east along the existing Metro railroad right of way between Mariposa Street and the Burbank Western Flood Control Channel, and then south to the Metrolink Station. While providing the most direct path that mimics the rest of the Chandler Bikeway, this option has been deemed infeasible because Union Pacific Railroad currently maintains freight train operating rights on Metro's right of way east of Lomita Street. Constructing a bikeway along the active railroad would have significant regulatory, safety, and cost impacts that make this alternative infeasible.

A second alternative was analyzed that would extend the bikeway along Chandler Boulevard to Victory Boulevard but would utilize Victory and Magnolia Boulevards to connect the bikeway to the Metrolink Station instead of Cypress Avenue and Burbank Western Channel. This alternative would place cyclists on more major arterial streets – including the busy Victory / Magnolia intersection – and would require costly roadway realignment, parking removal, and signal improvements to create a true "8-to-80" facility. The cost and disruption needed for this alternative made it infeasible.

Staff requests the City Council approve the final project alignment as described in this

report. If approved, Staff would complete design plans based on this alternative by summer 2026 and seek permission from Caltrans and Metro to spend grant funds for construction by the end of 2026. Construction could then commence in mid-2027 and be completed by 2028.

Community Outreach

The Chandler Bikeway Extension Project was developed as part of several City planning documents that all had extensive public outreach. Even before completion of the existing Chandler Bikeway, extending the bikeway was contemplated in policy documents. It was included in the City's previous 2003 and current 2009 Bicycle Master Plan, identified as a top priority bicycle route the 2013 Burbank2035 General Plan Mobility Element, and a bicycle priority corridor in the 2020 Citywide Complete our Streets Plan. More recently, staff presented the Chandler Bikeway Extension Project to the Transportation Commission at the September 2025 regular meeting, and provided a mailed public notice of the City Council's potential adoption of the final project alignment to every property within 1,000 feet of the proposed project corridor.

ENVIRONMENTAL REVIEW

The Chandler Bikeway Extension Project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to 14 CCR Section 15301(c) Class I – Existing Facilities. The project involves the minor alteration of existing streets, sidewalks, gutters and public right of way for the purpose of adding Class I and Class IV bicycle facilities. The project will install bicycle and pedestrian infrastructure, landscaping, lighting and minor alteration of existing roadway and utility features to accommodate the project. The project will not expand existing highway capacity or increase vehicle traffic, will not create new roadway access points, and will not create additional automobile lanes that would increase Vehicle Miles Traveled. The project will not create a cumulative impact of successive projects, will not have a significant effect on the environment due to unusual circumstances, is not located on a scenic highway or hazardous waste site, and does not affect any historical resources.

FISCAL IMPACT

There is no additional fiscal impact to approve the final project alignment for the Chandler Bikeway Extension Project. The total project cost has been estimated at $3,299,105 of which 80%, or $2,639,284, will be provided by federal funds provided by Metro through the 2013 Metro Call For Projects. The remaining 20%, or $659,821, in local match funding will be funded by Metro Measure R Highway Operations Improvements funds. As part of the Fiscal Year 2025-26 budget, $985,068 in Transportation Development Impact Fees has already been budgeted for the project to front the grant funds needed for project design.

CONCLUSION

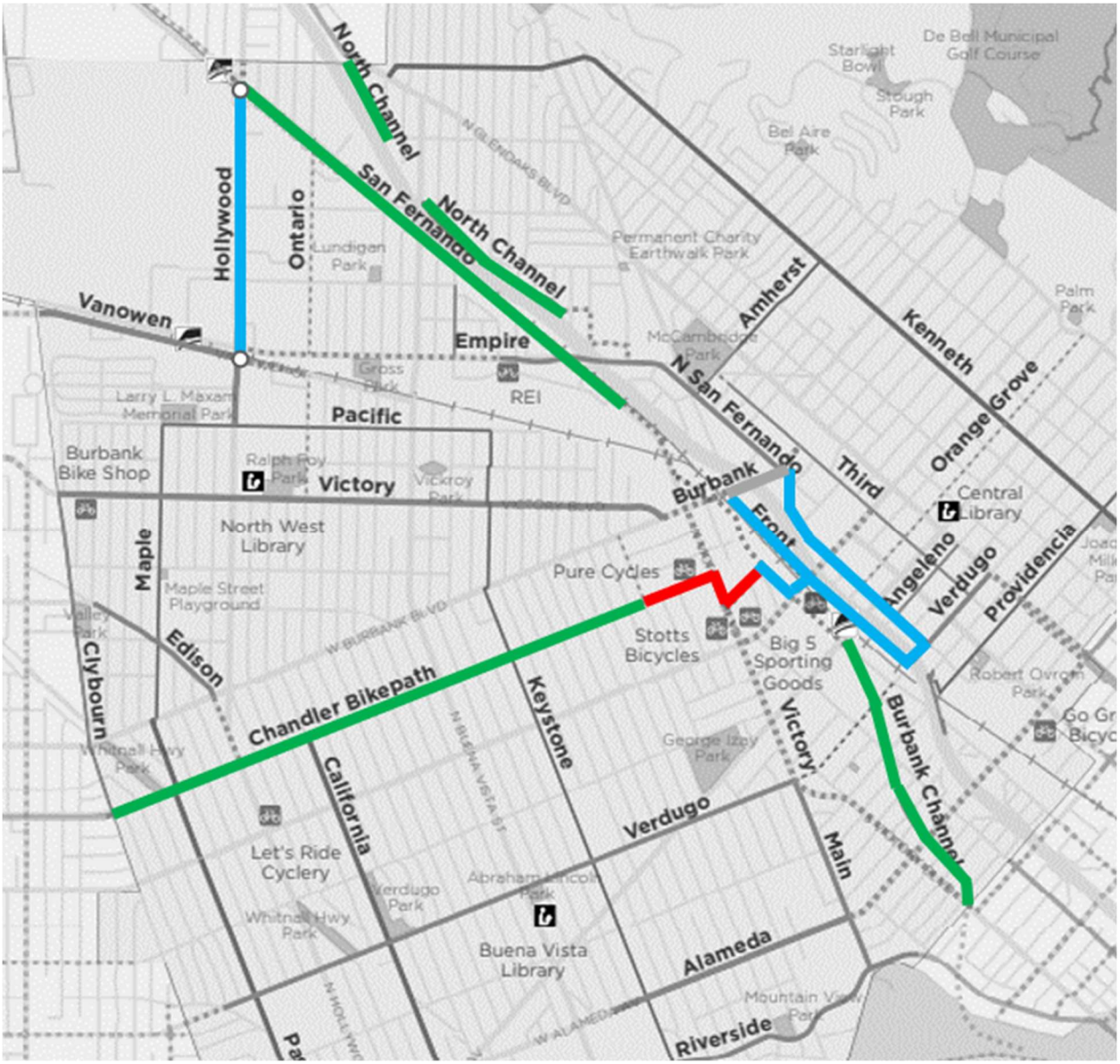
The Chandler Bikeway Extension Project will provide a safe, “8-to-80” facility that will provide access and seamless connectivity across the City for pedestrians and bicycles of all ages and abilities. By connecting to other projects currently planned or in construction, this project would close a critical gap in the City’s local high-quality protected bicycle network and the regional bikeway system of bike paths extending from Chatsworth to Long Beach. Given the importance of this critical connection, staff recommends that the City Council approve the final project alignment of the Chandler Bikeway Extension so that staff may complete final design and prepare to construct the project.

ATTACHMENTS

Attachment 1 – Local and Regional Gap Closures
Attachment 2 – Project Alignment and Roadway Configurations
Attachment 3 – Graphical Renderings

Chandler Bikeway Extension

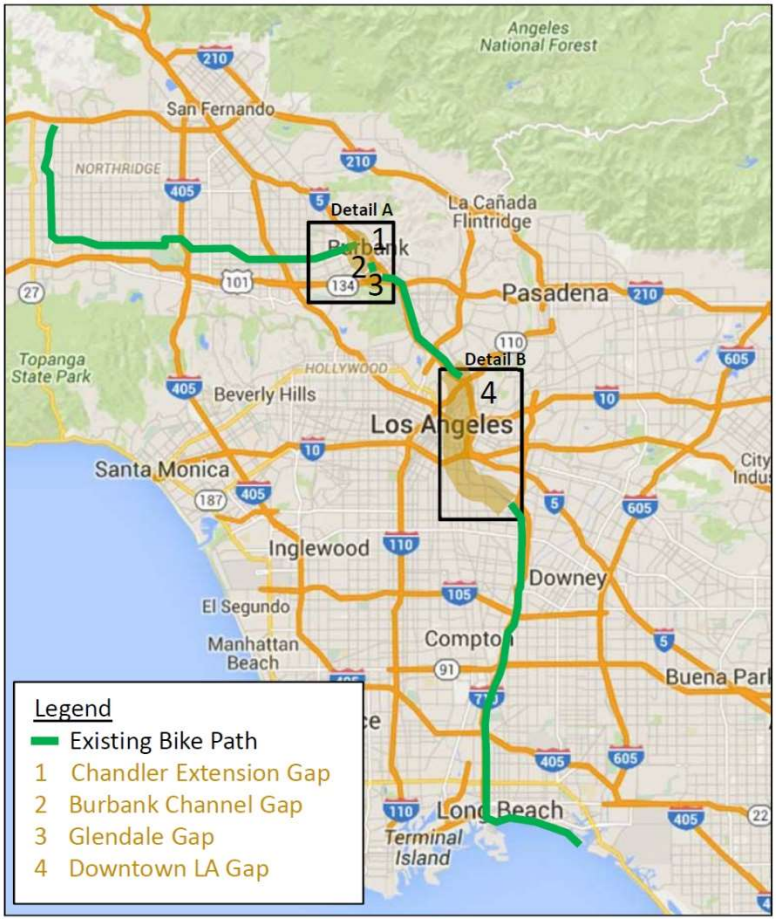
Local and Regional Gap Closures



Chandler Bikeway Extension Project

Other Class I Bikeway

Other Class IV Protected Bikeway


Angeles National Forest
San Fernando
NORTHRIDGE
Detail A
1
2
3
Burbank
La Cañada Flintridge
Pasadena
Topanga State Park
HOLLYWOOD
Beverly Hills
Detail B
4
Los Angeles
Santa Monica
Inglewood
Downey
El Segundo
Manhattan Beach
Compton
Buena Park
Long Beach
Terminal Island
Legend
Existing Bike Path
1 Chandler Extension Gap
2 Burbank Channel Gap
3 Glendale Gap
4 Downtown LA Gap

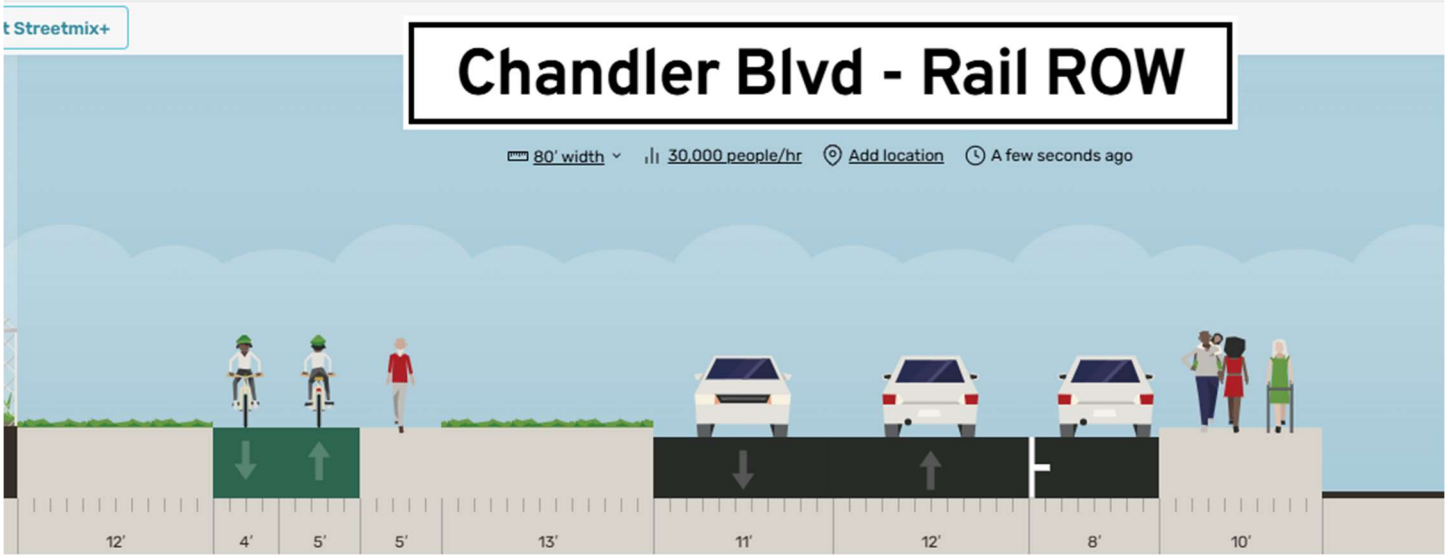
Detail A
1
2
3

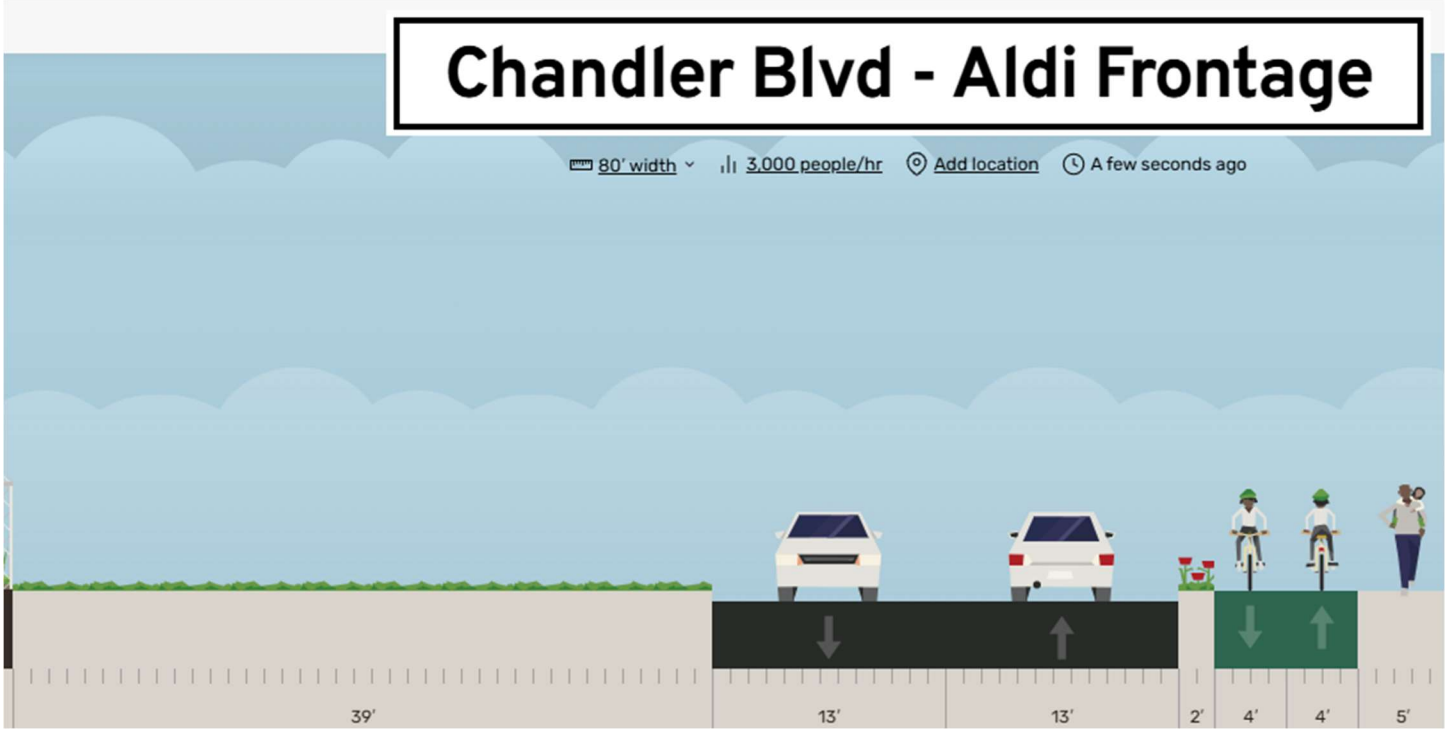
Detail B
N
4
ELYSIAN VALLEY
CYPRESS PARK
LINCOLN HEIGHTS
CHINATOWN
ARTS DISTRICT
BOYLE HEIGHTS
EAST LOS ANGELES
COMMERCE
VERNON

Chandler Bikeway Extension

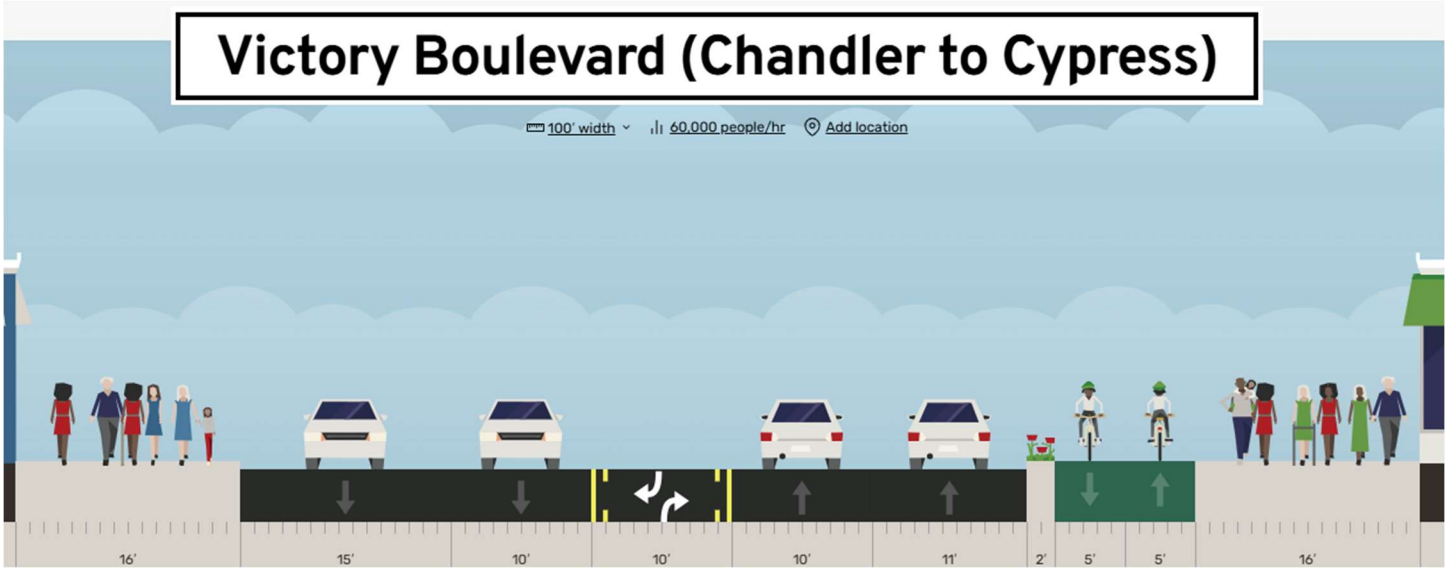
Project Alignment and Roadway Configurations

Segment A – Chandler Boulevard, Mariposa to Victory

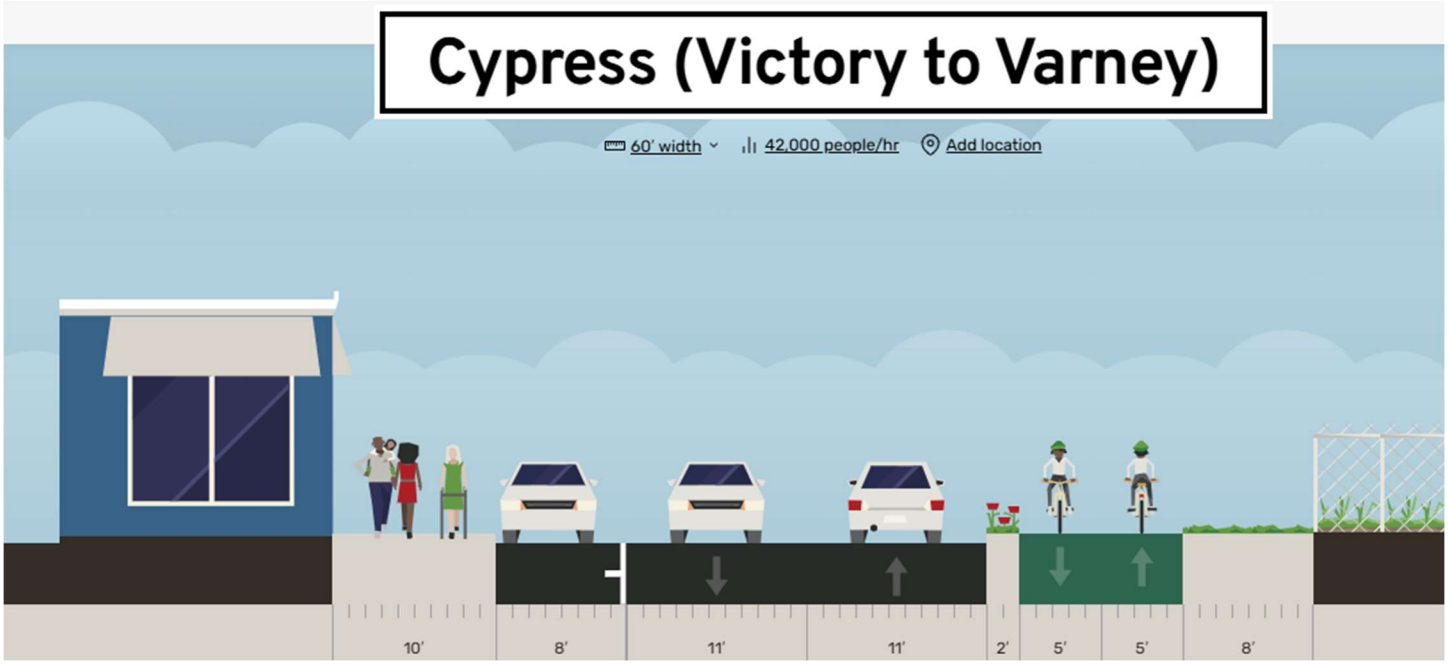




Segment B – Victory Boulevard, Chandler to Cypress



Segment C – Cypress Avenue, Victory to Burbank Channel



Chandler Bikeway Extension

Graphical Renderings

Before versus After – Chandler Right of Way between Mariposa and Lomita

Before versus After – Cypress Avenue at Varney Street

Approval of a Final Project Alignment for the Chandler Bikeway Extension

DAVID KRISKE
ASSISTANT CDD DIRECTOR

11.18.2025

COMMUNITY DEVELOPMENT

STAFF RECOMMENDATION

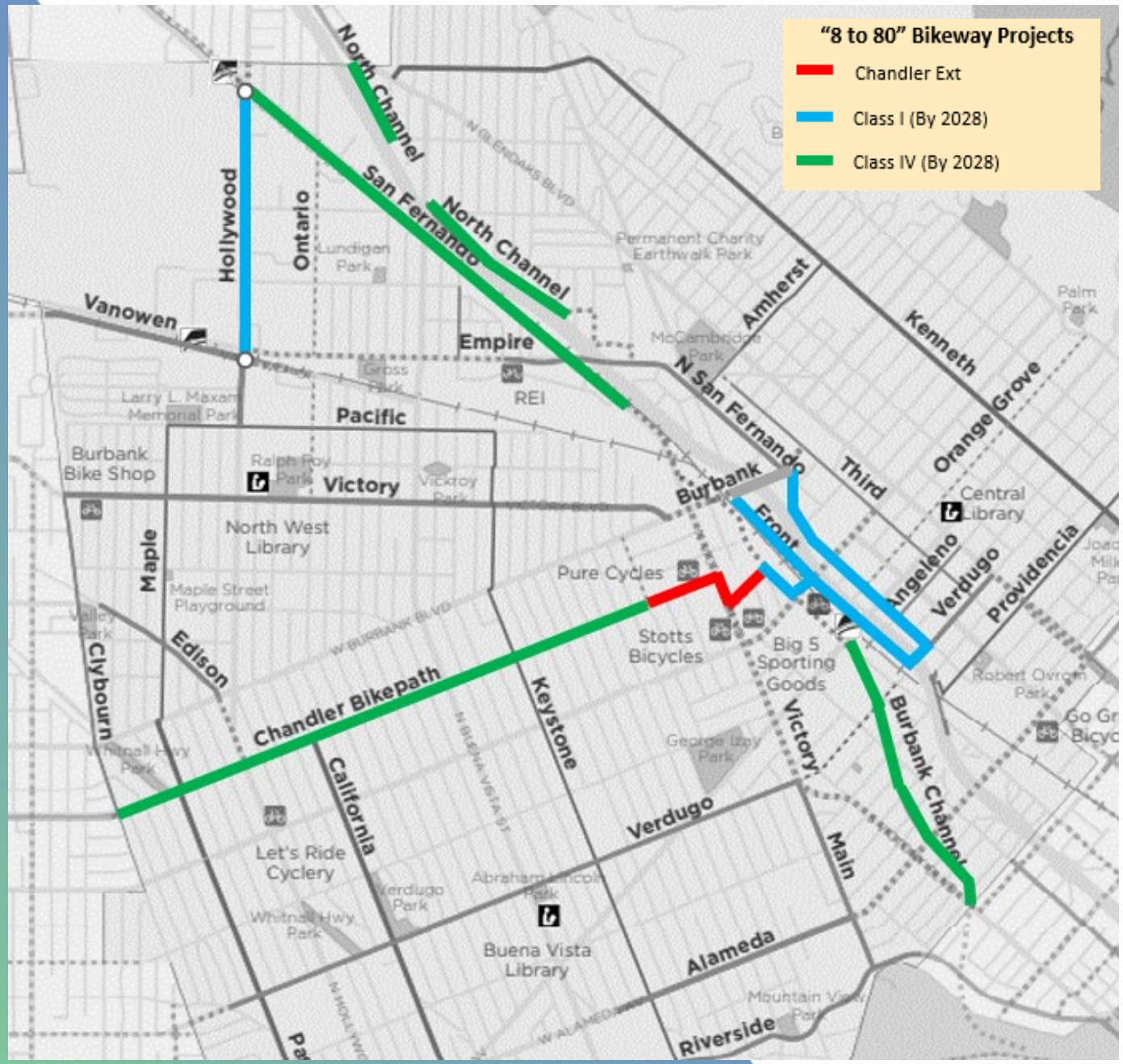
- Approve staff's recommended alignment for the Chandler Bikeway Extension Project

- Approval allows staff to complete Final Design

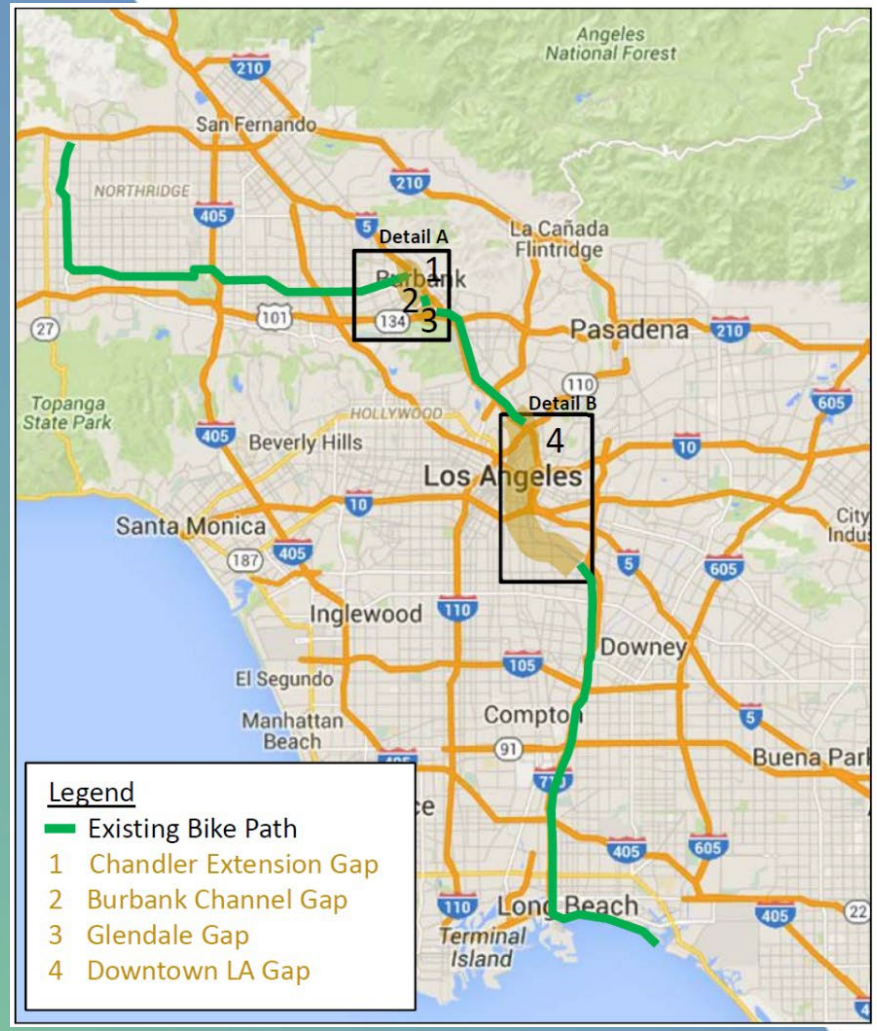
Project Objectives

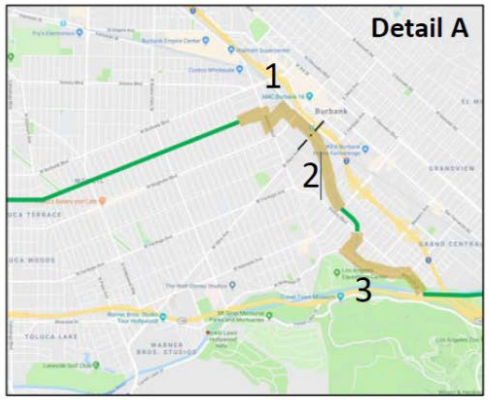
- Completes remaining 0.6-mile segment of Chandler Bikeway to Downtown Burbank
- Connects San Fernando, Burbank Channel, and Chandler Bikeways together
- Implements General Plan, Bicycle Master Plan, and Complete Streets Plan
- Closes existing gap in 51-mile regional bikeway network

LOCAL AND REGIONAL GAP CLOSURES



LOCAL AND REGIONAL GAP CLOSURES





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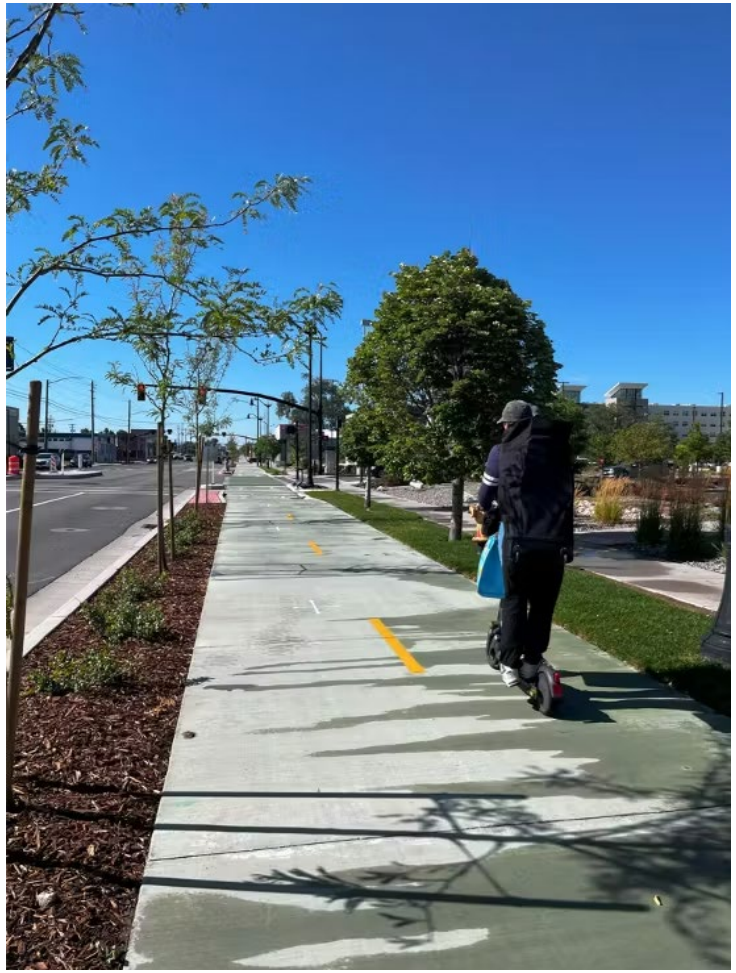
PROJECT ALIGNMENT

NEW BIKEWAY DESIGN TOOLS



SEGMENT A-1: CHANDLER
(Mariposa to Lomita)

SEGMENT A-2: CHANDLER
(Lomita to Victory)

SEGMENT B: VICTORY

SEGMENT C: CYPRESS

710

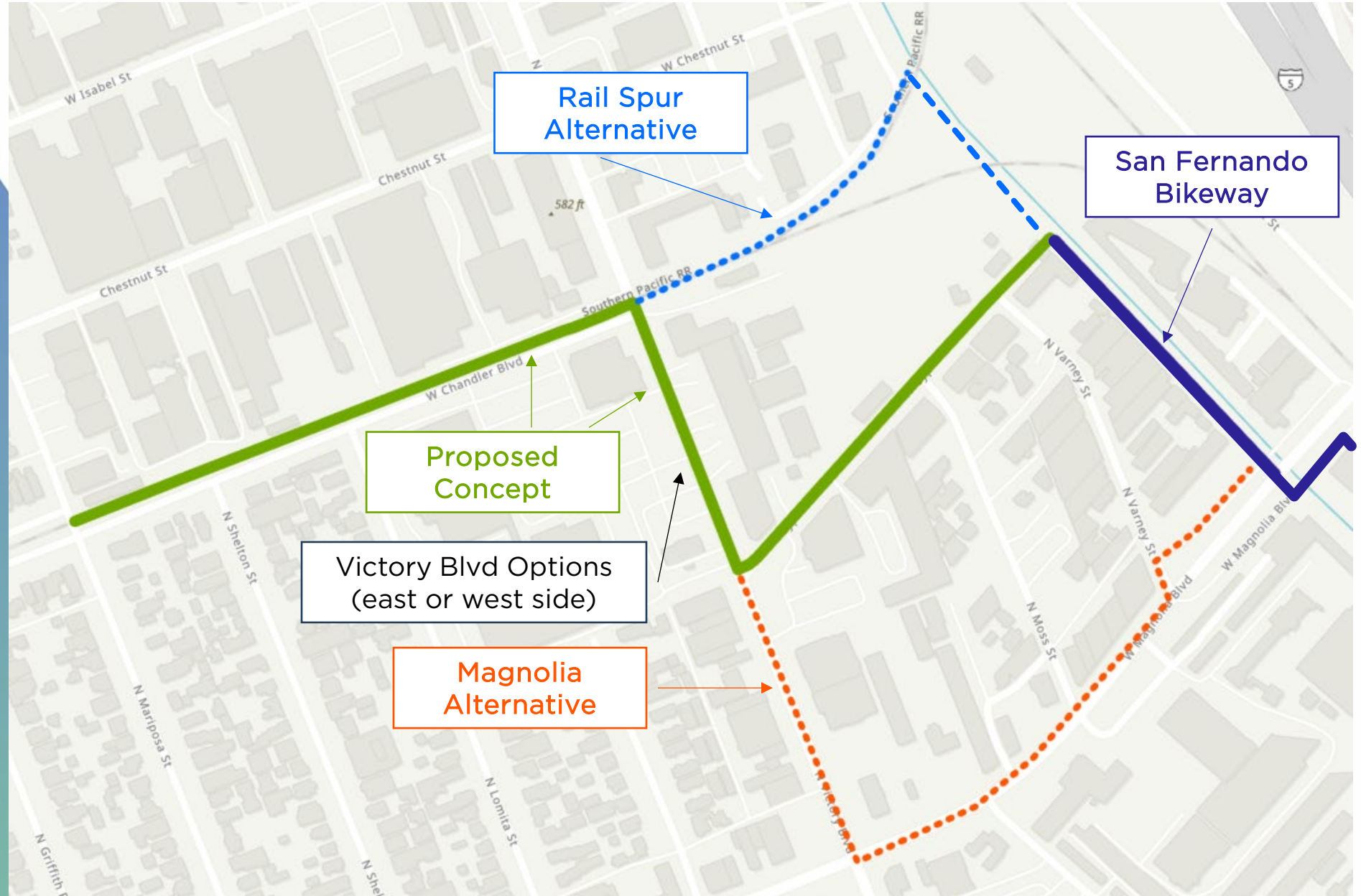
PROJECT DEVELOPMENT

- Data collection, utilities, survey complete
- Developed conceptual alignment and 30% plans
- Environmental Review
- Exploring opportunities for green space

PROJECT CONSTRAINTS

- Street tree conflicts
- On street parking removal
  - South Side Chandler
  - East Side Victory
  - North Side Cypress
- Driveway crossings

ALTERNATIVES



PROJECT BUDGET

- $3.3 Million Project Budget
  - $2.6 Million Metro Federal Grant
  - $0.7 Million Metro Measure R Funds

- Updated cost estimate developed through Design Phase

PROJECT PHASES

Consultant Selection

Complete

Environmental and Design

Jan 2025 – June 2026

(18 months)

Construction

January 2027 – July 2028

(18 months)

City Council to Approve Project Alignment November 2025

STAFF RECOMMENDATION

- Approve staff's recommended alignment for the Chandler Bikeway Extension Project

- Approval allows staff to complete Final Design

CONTACT

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cbuonomo@burbankca.gov

STAFF REPORT

FINANCIAL SERVICES

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Jennifer Becker, Financial Services Director

BY: Leana Mkrtchyan, Deputy Financial Services Director
Susan Langford, Revenue Manager
Joy Escalante, Budget Manager
Nathan Lightell, Senior Administrative Analyst
Cathy Jaramillo, Senior Administrative Analyst

SUBJECT: Review of the General Fund's Financial Status as of September 30, 2025

RECOMMENDATION

Note and file.

BACKGROUND

The purpose of this report is to provide the City Council (Council) and the public with a comprehensive review of the City's financial status following the end of the first quarter of the Fiscal Year (FY) 2025-26 and to examine the impact of recent economic trends on the City's General Fund five-year forecast.

DISCUSSION

General Fund Year-End Reconciliation – FY 2024-25

This report will first provide a summary of the General Fund's FY 2024-25 year-end results. Staff is estimating the June 30, 2025, General Fund spendable balance to be approximately $48.9 million. This is roughly $20 million higher than the balance projected during the FY 2025-26 budget process. The difference is due to higher-than-expected fiscal year-end budget savings and the receipt of several significant one-time revenues. After contributing $4.2 million to reserves as dictated by Council's Financial Policies, the adjusted beginning General Fund spendable balance as of July 1, 2025, is estimated at $44.6 million. Year-end numbers are not considered final until the City receives an

unmodified or “clean” audit opinion letter from the City’s auditors, Lance, Soll, & Lunghard (LSL). The City is in the process of completing its year-end audit and will return to Council in December 2025 to present the FY 2024-25 Annual Comprehensive Financial Report (ACFR).

FY 2025-26 General Fund Revenues

The majority of General Fund revenue is received during the second half of the fiscal year. For the first quarter of the current fiscal year (FY 2025-26), the General Fund received $24.9 million in recurring revenue, representing 9.6% of the estimated revenues, compared to $24.5 million this time last year. This represents an increase of approximately $400,000 or 1.6% over last year’s revenues for the same period. Table 1 summarizes General Fund recurring revenues by category, including actual results for the year ended June 30, 2025, the adopted forecast for FY 2025-26, forecast revisions, and actual receipts of recurring revenues for the first quarter of this fiscal year.

As noted in Table 1, revisions to the revenue forecast are proposed for Sales Tax, Service Charges, Parking/Traffic/Other Fines, and Transient Occupancy Tax. The City ended FY 2024-25 with General Fund revenues of $3.8 million, or 1.5%, over the revised budget, largely attributable to the influx of building permits from large development projects and expanded parking enforcement related to the implementation of the parking management program. Property Tax, Service Charges, and Transient Parking Tax also slightly exceeded projections for FY 2024-25. Conversely, Sales Tax and Transient Occupancy Tax both fell short of expectations for the year, indicating a softening in these consumer-driven revenue streams.

Table 1 - General Fund Recurring Revenues as of September 30, 2025

REVENUE CATEGORY	ACTUAL TOTAL FY 2024-25	ADOPTED RECURRING FY 2025-26	CHANGE FROM ADOPTED	REVISED RECURRING FY 2025-26	ACTUAL RECURRING 9/30/25	% OF REVISED REC'D
Sales Tax	$61,777,433	$63,381,000	$(3,400,000)	$59,981,000	$4,963,762	8.3%
Property Tax	79,552,424	82,557,013		82,557,013	273,282	0.3%
Utility Users Tax	18,938,967	20,802,308		20,802,308	4,614,546	22.2%
Services Charges - Intra City	15,259,193	17,590,495		17,590,495	1,771,835	10.1%
Services Charges	29,073,007	28,532,293	500,000	29,032,293	5,370.908	18.5%
In Lieu of Tax	10,378,721	10,694,333		10,694,333	3,074,606	28.7%
Interest/Use of Money	5,165,152	4,612,156		4,612,156	539,889	11.7%
Parking/Traffic/Other Fines	3,373,211	2,864,000	300,000	3,164,000	769,507	24.3%
Transient Occupancy Tax	13,352,395	14,407,120	(200,000)	14,407,120	1,164,918	8.1%
Building Permits/License Fees	9,603,976	7,340,031		7,340,031	1,937,148	26.4%
Transient Parking Tax	5,273,058	4,889,040		4,889,040		0.0%
Business Taxes	2,600,906	2,538,000		2,538,000	96,258	3.8%
Franchises	1,281,162	1,535,400		1,535,400		0.0%
Intergovernmental Revenues	3,199,208	3,080,218		3,080,218	269,744	12.0%
TOTAL RECURRING REVENUE	**$258,828,812**	**$264,823,408**	**$(2,800,000)**	**$262,223,408**	**$24,964,402**	**9.5%**

- **Sales Tax:** Sales tax returns going into 2025 have experienced declines due to economic disruptions arising from tariff actions and decisions on the federal funds rate, which directly impacts consumer interest rates. Sales tax received for the first quarter of FY 2025-26 was approximately $5 million, while sales tax for the first quarter of FY 2024-25 was approximately $5.1 million. Recent results of the second quarter of 2025 show that sales tax revenue was heavily impacted by the decline in the Autos and Transportation industry group by 50.5%. This is primarily due to a major retailer no longer operating auto sales within the City. Households continue to pay close attention to discretionary items and shift their purchases to services and experiences. Economists project a downgrade in sales tax revenue, which is reflected in the State's budget estimates. The auto industry continues to experience a decline in sales due to higher prices and interest rates. The entertainment industry has not fully rebounded, and a decline in motion picture sales will likely continue. The Federal Reserve recently reduced the federal funds rate; however, consumers will likely wait for economic conditions to improve before taking on additional expenses. Given the substantial decline in our auto industry revenue, staff is recommending a $3.4 million reduction to the sales tax revenue forecast.

- **Property Tax:** A total tax of 1% is levied on the Assessed Value (AV) of property as determined by the Los Angeles (LA) County Assessor. The City of Burbank receives approximately 18.5% of the 1% levy on AV. Compared to FY 2024-25, the AV for the entire City increased by approximately $854 million or 2.6% for FY 2025-26. General Fund related AV increased by 3.7%. The largest AV increase was attributable to two parcels owned by SJ4 Burbank LLC for improvements totaling $116.7 million. Four industrial parcels triggered reassessments to add $23.8 million in value and improvements to the building that houses The Sphere increased its value by $7 million. These increases were offset by the removal of improvement value to a parcel owned by Warner Brothers as well as a decline in unsecured value related to dropped assessments for several aircraft at the airport.

  In the residential sector, the median sales price of a detached single-family home in Burbank, year to date (January to September 2025), remained stable at $1.26 million. Home inventory has remained the same in comparison to the prior. The reductions in the federal funds rate in 2025 and the possibility of a further reduction in 2026 create optimism for future financing and accessing equity opportunities for consumers.

  FY 2024-25 revenues for property taxes exceeded projections by approximately $900,000 compared to the budget of $78.6 million. The increase can be attributed to the payoff of the City loans and bond principal reductions to the Successor Agency debt service schedules remaining from the former Redevelopment Agency. The payments that would have been used to pay off these debts are now part of the residual distributions to the General Fund. Based on prior year results and the aforementioned AV increases for FY 2025-26, staff is not proposing any change to the forecast for property taxes at this time.

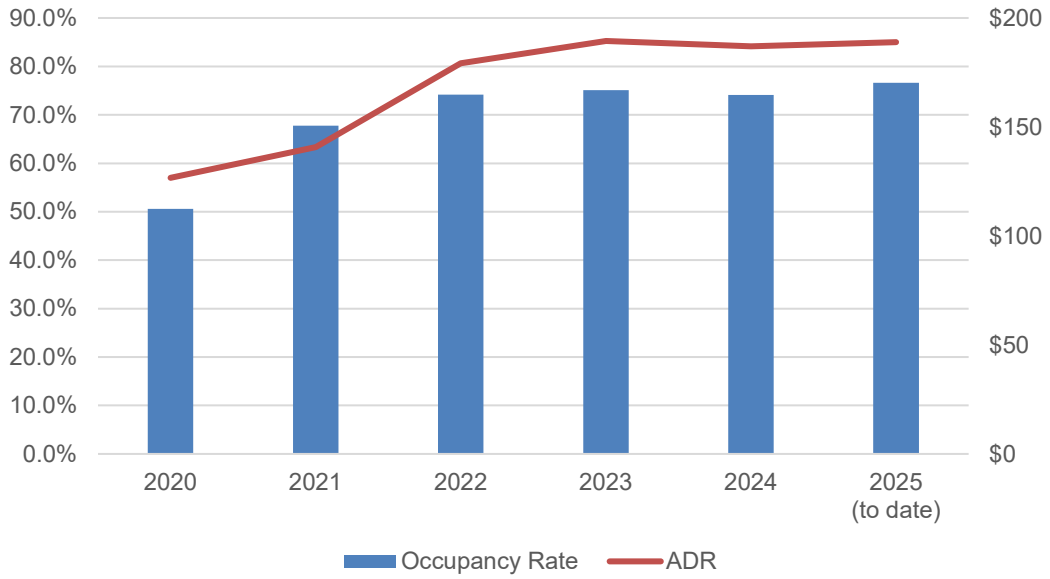
- **Service Charges:** Emergency Medical Services (EMS) ended FY 2024-25 exceeding revenue projections by $1.9 million. Staff is proposing to increase the FY 2025-26 forecast to true-up from actual year-end results. Filming revenue from safety services has increased over 150% for the first quarter of 2025 when compared to the prior year, which may be a result of continued recovery from prior labor disputes as well as the City's efforts to boost local film production by supporting the California Film and Television Tax Credit Program. Park and Recreation revenues continued to see increases for various community activities and athletic programs in the prior fiscal year, despite the loss of revenues from the Starlight Bowl. Based on the above results, staff is recommending an increase to Service Charges by an additional $500,000 for FY 2025-26.

- **Parking/Traffic/Other Fines:** In FY 2024-25, parking fines exceeded expectations, receiving approximately $862,000 more than projected. This was due to the implementation of the parking management program and improved parking

enforcement efforts. Initial revenue projections for this new program were intentionally conservative. Now that more data is available, staff is recommending an increase of $300,000 in this category for FY 2025-26.

- **Transient Occupancy Tax (TOT):** According to a report released by Visit California in September 2025, California shows nearly an 8% decrease in August compared to the same month last year. Recent events, including wildfires, immigration raids, and the uncertainty of tariffs, have contributed to a decline in international travel. Burbank's hotels are experiencing a slight decrease in occupancy. Occupancy rates declined from 79.1% in September 2024 to 75.6% in the same month of 2025. With some games for the FIFA World Cup being played in Los Angeles in June and July 2026, it is expected that there may be a boost in occupancy of Burbank hotels due to their proximity to the games and the airport, but it may not meet projections for the year. Staff is recommending decreasing revenues by $200,000 for FY 2025-26. Chart 1 shows Burbank's hotel occupancy rates and average daily room rates from calendar year 2020 through September 2025.

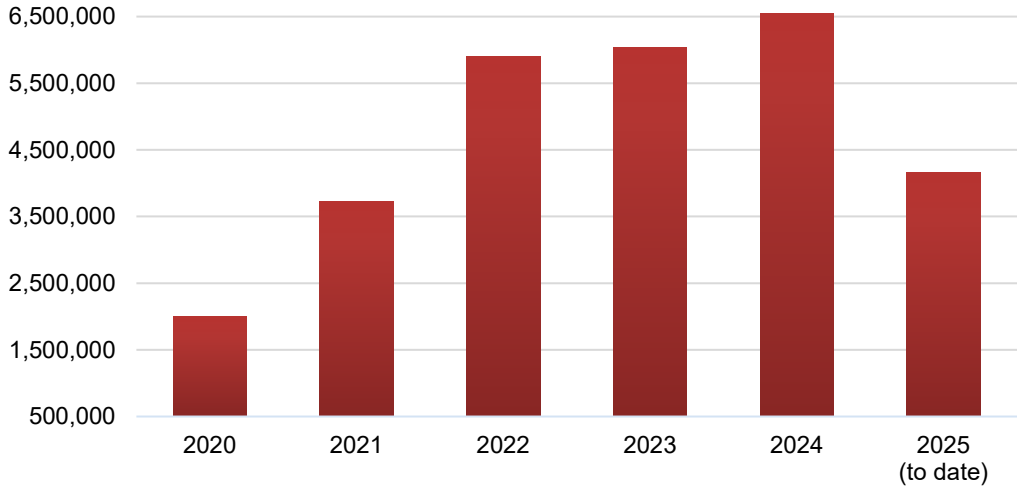
Chart 1 – Burbank Hotel Occupancy Rates and Average Daily Rate



- **Transient Parking Tax (TPT):** With the majority of the parking tax revenue derived from parking lots at or directly servicing the Hollywood Burbank Airport (BUR), the City's TPT revenue is dependent on travel demand. Airport activity has experienced a decrease in revenues with the decline in tourism. In 2025, BUR handled approximately 6.5 million passengers. Passenger counts at the airport from January through September of 2025 decreased by 1.6% over the same period in 2024. Providing a convenient alternative to the Los Angeles International Airport (LAX), BUR offers nine different airlines, and with the construction of the Burbank Terminal, this

will streamline efficient operations once completed. Staff is not recommending any changes at this time but will continue to monitor revenues closely. Chart 2 compares the airport passenger counts for the Calendar Years 2020 through 2025 to date.

Chart 2 – Hollywood Burbank Airport Passenger Counts



FY 2025-26 General Fund Expenditures

Table 2 below provides the budget to actual results by department for the General Fund at the end of the first quarter. As of September 30, 2025, General Fund expenditures were $77.2 million, representing 25.7% of the budgeted appropriations. Expenditures at the end of the first quarter are slightly above the general expectation of 25%. The Fire Department's expenditures are trending above expectations at 26.1%, due primarily to reimbursable strike team participation. Additionally, the Non-Departmental category is trending at 52.5%. This is due to a $5.9 million payment made to CalPERS in July as part of Council's pension funding plan and the annual $4.7 million General Fund Maintenance of Effort (MOE) commitment to the Municipal Infrastructure Fund 534. It should be noted that the budgeted appropriation numbers shown in the table include carryovers.

Table 2 - General Fund Expenditures as of September 30, 2025

NO.	EXPENDITURE CATEGORY	APPROPRIATIONS FY 2025-26	EXPENDITURES as of 9/30/2025	PERCENT EXPENDED
1	City Attorney	6,789,857	1,609,402	23.7%
2	City Clerk	2,687,987	360,784	13.4%
3	City Council	2,383,499	578,713	24.3%
4	City Manager	4,205,520	884,951	21.0%
5	City Treasurer	1,250,490	255,847	20.5%
6	Community Development	27,749,423	4,589,393	16.5%
7	Financial Services	8,379,311	1,866,550	22.3%
8	Fire	54,805,489	14,304,041	26.1%
9	Library Services	12,105,323	2,885,348	23.8%
10	Management Services	8,335,982	1,789,300	21.5%
11	Non-Departmental	26,730,655	14,029,732	52.5%
12	Parks and Recreation	42,121,359	9,403,842	22.3%
13	Police	81,105,880	19,866,156	24.5%
14	Public Works	21,462,254	4,738,585	22.1%
	TOTALS	300,113,029	77,162,644	25.7%

*Appropriations include all carryovers as well as any additional General Fund budget amendments approved by Council since the adoption of the FY 2025-26 Budget. The original General Fund adopted budget totals $275,367,900.

General Fund Financial Forecast

The purpose of the financial forecast is to provide insight into the potential long-term financial trends for the General Fund. This perspective will allow Council to make informed financial decisions today, while fully understanding the future financial impacts of these decisions.

Although the FY 2025-26 Budget was adopted with a projected recurring budget balance of $1.3 million, the General Fund forecast now projects a recurring budget deficit of approximately $1.5 million in the current fiscal year, due to the aforementioned revenue revisions (see details within the FY 2025-26 Financial Forecast in Attachment 2). Based on current assumptions, that deficit is expected to increase to $3.9 million in FY 2026-27. Staff expects that General Fund recurring revenues will grow by an average of 3.7% over the next five years, while General Fund expenses will increase by an average of 4.6%. Expenditure growth projections include anticipated increases in labor costs and general price increases for goods and services.

Projected Revenues

Forecasted revenues are driven by the parameters included in Attachment 2. Sales tax revenue is projected to have modest growth over the next few years, but likely at a rate slower than projected price inflation. Property tax will experience moderate increases due

to the City's growth in AV, reflecting new developments in the City's tax roll and steady increases in property values. Service charge revenue projections reflect growing demand for city services combined with forecasted Consumer Price Index (CPI) increases. The average growth over the next five years for the City's largest revenue sources includes projected increases in sales tax by 0.9%, property tax by 4.7%, and service charges by 3.4%. Revenue projections included in the forecast are based on staff's best estimates and may be subject to fluctuations in the economy and impacts from federal and state legislation. Staff will continue to monitor revenues throughout the year and update Council as new information becomes available.

Memorandum of Understanding (MOU) Projected Costs

Salaries and benefits currently comprise approximately 73% of the General Fund recurring budget. As such, the MOU negotiation process for the various bargaining groups plays a significant role in determining the City's financial position. All bargaining groups have current MOUs in place for FY 2025-26. Aligning with 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 employee groups. Market rates are determined through salary and benefit 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. The City's Financial Policies also maintain that the City and employees evenly share 50% of the normal cost of the CalPERS pension benefits, and this has been in effect in accordance with the provisions of each MOU.

Public Employees Retirement System (CalPERS) Costs

Managing costs associated with pensions continues to be a challenge for CalPERS cities throughout California, and Burbank is no exception. In previous years, the City has taken measures toward mitigating pension cost increases, including:

- Sending Additional Discretionary Payments (ADPs) to CalPERS over the City's required contributions to decrease Burbank's unfunded liability
- Establishing a Section 115 Trust to offset future pension volatility
- Increasing employee contributions toward their pension rates

Based on the most recent CalPERS actuarial reports received in July 2025, Burbank has an Unfunded Actuarial Liability (UAL) of just under $435 million across the City's three pension plans. The funded status for the City's three plans is currently 79% for Miscellaneous, 73% for Police, and 75% for Fire, for an average of 75%, up just slightly from 74% in the prior year. Table 3 shows the actual CalPERS employer rates and UAL contributions for the three employee classifications for the current FY 2025-26, the

upcoming FY 2026-27, and the projected employer rates and contributions for the following two fiscal years (FY 2027-28 and FY 2028-29).

Table 3 – City of Burbank Pension Costs FY 2025-26 – FY 2028-29

Classification	Actual FY 2025-26*	Actual FY 2026-27	Projected FY 2027-28	Projected FY 2028-29
Police 3% @ 50 Rate	22.80%	21.72%	21.10%	20.60%
Police Liability Payment	$8,314,615	$8,871,926	$9,706,000	$10,824,000
Fire 3% @ 55 Rate	18.32%	17.50%	17.10%	16.70%
Fire Liability Payment	$5,818,144	$7,081,964	$7,667,000	$8,547,000
Misc 2.5% @ 55 Rate	10.76%	10.49%	10.30%	10.10%
Misc Liability Payment	$21,711,502	$24,614,685	$26,298,000	$29,636,000

* Amounts shown are the total employer contribution amounts required for FY 2025-26. The City has completed the prepayment of the additional UAL payment to CalPERS, which will result in a net savings of $1,331,066 citywide.

CalPERS reported an 11.6% return on investments for the year ending June 30, 2025. This return outpaced the 6.8% discount rate and shows continued improvement following gains of 9.3% in FY 2023-24 and 5.8% in FY 2022-23. The strong FY 2024-25 returns would typically result in lower than anticipated UAL payments for FY 2027-28. However, CalPERS recently completed an experience study analyzing economic and demographic assumptions such as life expectancy, disability rates, and inflation. Costs are expected to increase for all groups due to the increased salary scale and inflation. Other assumptions in the study are not expected to have a material impact on contribution rates for most plans. If adopted, the proposed assumptions would become effective with the June 30, 2025, actuarial valuations and impact the City's FY 2027-28 contribution rates. The final recommendation for the adoption of new actuarial assumptions by the board is currently scheduled to occur in November 2025.

As part of the FY 2025-26 budget process, Council approved a citywide additional discretionary payment (ADP) to CalPERS of $7.5 million to help reduce future pension liability. This payment, made in July 2025, completes the adopted three-year pension funding plan totaling $21 million. In September 2025, CalPERS provided the City with an updated UAL payment schedule for FY 2026-27, which accounts for the July payment. The total savings generated were $1.3 million citywide ($1 million General Fund), as shown in Table 4.

Table 4 – Pension Savings from FY 2025-26 Additional Discretionary Payments

Classification	Original FY 2026-27 Payment	NEW FY 2026-27 Payment	SAVINGS
Miscellaneous Plan	$25,220,377	$24,614,685	$605,692
Police Plan	$9,297,693	$8,871,926	$425,767
Fire Plan	$7,381,571	$7,081,964	$299,607
Citywide Total	**$41,899,641**	**$40,568,575**	**$1,331,066**
Estimated General Fund Savings:			**$1,028,220**

Additionally, Council's Pension Funding Commitment Policy requires the City to contribute half of any year-end General Fund balance over 6% of the budgeted recurring appropriations to fund employee pension liabilities. This funding is required if employee pension benefits are less than 90% funded. Given the City's sizable cash balance and the continued success of these pension investments, staff will be proposing a new multi-year pension funding plan to be included in the proposed budget for FY 2026-27.

Burbank also maintains a Section 115 trust for pension obligations, which was established in June 2020. The Section 115 Trust allows the City to set aside funds that could be used to help support future pension-related economic volatility. As of September 30, 2025, the current balance in the trust is $35 million.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct or a reasonably foreseeable indirect physical change in the environment. As such, it is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

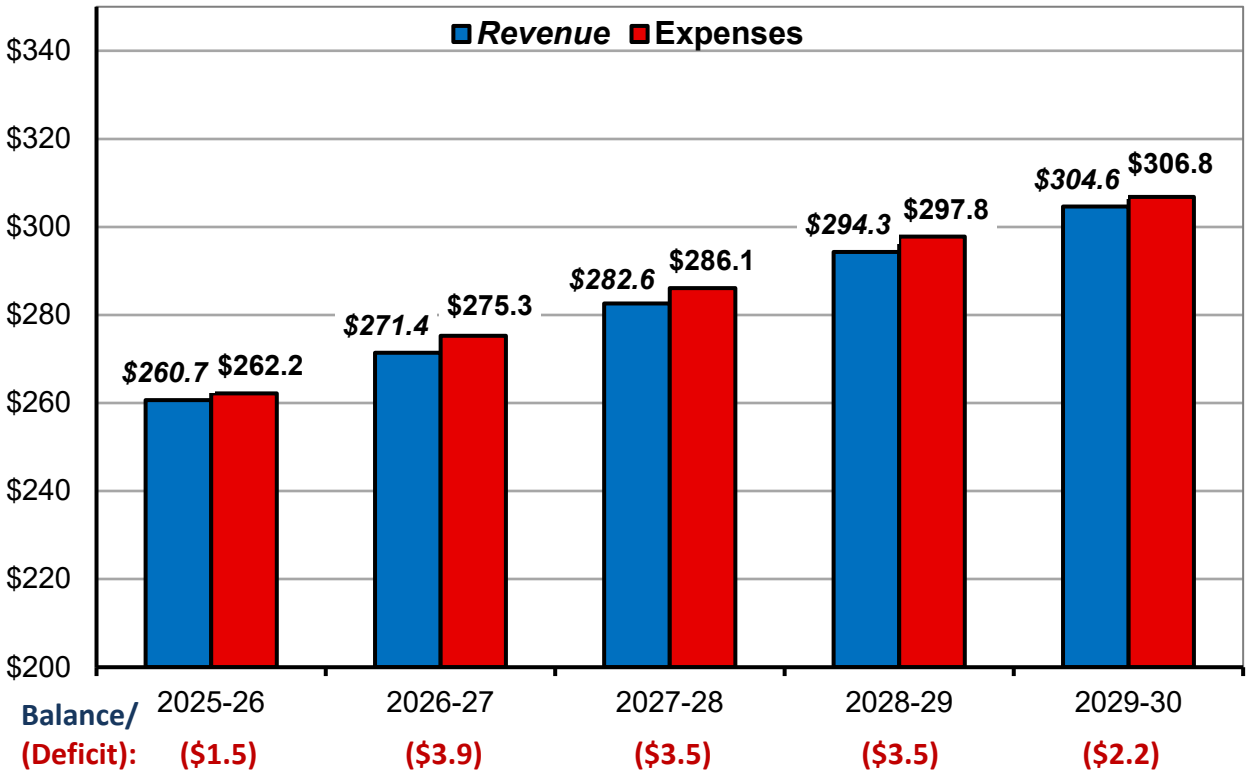
There is no fiscal impact associated with this informational report to Council.

CONCLUSION

Economic indicators forecast a slower growth for Burbank's General Fund revenues over the next five years of the City's forecast, while costs continue to rise. Recent increases to labor agreements and related pension costs, as well as overall inflationary price increases for goods, services, and commodities are currently outpacing projected revenue growth, which poses a challenge for the City's financial future. As shown in Chart 3, the General Fund's five-year financial forecast projects a deficit of approximately $1.5 million for the current fiscal year and roughly $3.9 million for the upcoming FY 2026-27 budget process. If not addressed, the projection shows the deficit will remain at approximately $3.5 million

for FY 2027-28 and 2028-29, decreasing to a $2.2 million deficit by FY 2029-30. Staff is exploring a variety of options for closing future projected budget deficits and will bring back recommendations for Council's consideration during the FY 2026-27 budget development process. It should be noted that several risks may impact the City's financial projections, including the continuing impact of inflation on consumer behavior, potential economic downturns due to federal policy decisions, and other global macroeconomic factors, as well as further prospective changes to CalPERS returns and assumptions.

Chart 3 - General Fund Financial Forecast FY 2025-26 through FY 2029-30



The Burbank City Council has consistently pursued a conservative approach to fiscal policies, including building up reserves and utilizing one-time funds to make strategic investments to reduce future recurring expenses. Sound financial strategies like strengthening revenues, paying down pension liabilities, and working with labor groups to implement pension cost-sharing have proven to be beneficial for Burbank in the long run. In addition to a projected FY 2025-26 year-end General Fund Balance of $37.2 million, Burbank's formal reserves total approximately $65.7 million. These funds will allow Burbank to make strategic investments to offset projected deficits and address any potential economic instabilities over the next several years. Staff will continue to monitor any economic conditions or legislative actions that may impact the City's financial position and provide updates to the City Council.

ATTACHMENTS

Attachment 1 – General Fund Projected Spendable Fund Balance for June 30, 2026

Attachment 2 – General Fund Financial Forecast FY 2025-26 through FY 2029-30

Attachment 1

CITY OF BURBANK

General Fund Projected Spendable Fund Balance for June 30, 2026

First Quarter FY 2025-26

NO.	REVENUE CATEGORY	ADOPTED BUDGET FY 25-26	CHANGES GROWTH (REDUCTIONS)	REVISED BUDGET FY 25-26
1	Sales Tax	63,381,000	(3,400,000)	59,981,000
2	Property Taxes	82,557,013	-	82,557,013
3	Utility Users Tax	20,802,308	-	20,802,308
4	Services Charges - Intra City	17,590,495	-	17,590,495
5	Services Charges	28,529,794	500,000	29,029,794
6	In Lieu of Tax	10,694,333	-	10,694,333
7	Interest/Use of Money	4,612,156	-	4,612,156
8	Parking/Traffic/Other Fines	2,864,000	300,000	3,164,000
9	Transient Occupancy Tax	14,407,120	(200,000)	14,207,120
10	Building Permits/License Fee	7,072,531	-	7,072,531
11	Transient Parking Tax	4,889,040	-	4,889,040
12	Business Taxes	2,538,000	-	2,538,000
13	Franchises	1,535,400	-	1,535,400
14	Intergovernmental Revenues	1,985,961	-	1,985,961
	TOTAL REVENUES	**$ 263,459,151**	**$ (2,800,000)**	**$ 260,659,151**

TOTAL RECURRING REVENUES $ 260,659,151 (1)

NO.	EXPENDITURE CATEGORY	ADOPTED SALARY & BENEFITS FY 2025-26	ADOPTED MS & S FY 2025-26	ADOPTED EXPENDITURES FY 2025-26
1	City Council	(587,013)	(1,789,823)	(2,376,836)
2	City Manager	(3,139,875)	(780,044)	(3,919,919)
3	City Clerk	(1,609,072)	(556,649)	(2,165,721)
4	City Treasurer	(934,441)	(197,615)	(1,132,056)
5	City Attorney	(6,053,313)	(505,314)	(6,558,627)
6	Management Services	(5,676,550)	(2,289,285)	(7,965,835)
7	Financial Services	(6,815,047)	(1,304,994)	(8,120,041)
8	Parks & Recreation	(21,209,647)	(16,957,051)	(38,166,698)
9	Library Services	(8,251,807)	(2,980,910)	(11,232,717)
10	Community Development	(13,534,833)	(6,197,265)	(19,732,098)
11	Public Works	(14,008,438)	(6,892,893)	(20,901,331)
12	Fire	(43,069,950)	(7,866,548)	(50,936,498)
13	Police	(62,834,424)	(15,435,525)	(78,269,949)
14	Non-Departmental	(4,870,827)	(5,830,593)	(10,701,420)
	TOTAL EXPENDITURES	**$ (192,595,239)**	**$ (69,584,509)**	**$ (262,179,746)**

TOTAL RECURRING EXPENSES $ (262,179,746) (2)

RECURRING BALANCE / (DEFICIT) $ (1,520,595) (3) = (1) + (2)

----------END OF RECURRING----------

Attachment 1

CITY OF BURBANK

General Fund Projected Spendable Fund Balance for June 30, 2026

First Quarter FY 2025-26

		NON-RECURRING	
PROJECTED SPENDABLE FUND BALANCE - JUNE 30, 2025	***$***	***48,854,465***	**(4)**
Formal Reserve Adjustment (FY 2025-26)	**$**	**(4,131,896)**	**(5)**
Contribution to Compensated Absences Reserve (FY 2025-26)	**$**	**(77,783)**	**(6)**
ADJUSTED BEGINNING SPENDABLE BALANCE - JULY 1, 2025:	***$***	***44,644,787***	**(7) = (4) thru (6)**
Non-Recurring Revenue/Use of Resources	**$**	**1,361,757**	**(8)**
Estimated Budget Savings (FY 2025-26)	**$**	**5,243,595**	**(9)**
Adopted One-Time Budget Items	**$**	**(4,366,856)**	**(10)**
ERP Ramp-up Contribution	**$**	**(1,202,469)**	**(11)**
Additional Contribution to CalPERS	**$**	**(5,914,200)**	**(12)**
NET TOTAL NON-RECURRING ITEMS	***$***	***(4,878,173)***	**(13) = (8) thru (12)**
NON-RECURRING BALANCE POST PROPOSED ITEMS	**$**	**39,766,613**	**(14) = (7) + (13)**
RECURRING BALANCE / (DEFICIT)	***$***	***(1,520,595)***	**(15) = (3)**
PROJECTED SPENDABLE FUND BALANCE - JUNE 30, 2026	**$**	**38,246,018**	**(16) = (14) + (15)**

Attachment 2

General Fund

Financial Forecast FY 2025-26 through FY 2029-30

First Quarter FY 2025-26

(Amounts in Thousands)

			PROJECTED		
	2025-26	**2026-27**	**2027-28**	**2028-29**	**2029-30**
Recurring Items:					
Revenues					
Sales Tax	59,981	61,181	63,004	64,957	67,023
Property Taxes	82,557	85,859	89,723	93,760	97,980
Utility Users Tax	20,802	22,425	23,546	24,723	25,960
Services Charges - Intra City	17,590	18,646	19,578	20,361	21,074
Services Charges	29,030	30,046	31,097	32,030	32,991
In Lieu of Tax	10,694	11,753	12,341	12,958	13,606
Interest/Use of Money	4,612	4,704	4,751	4,799	4,847
Parking/Traffic/Other Fines	3,164	3,322	3,488	3,628	3,737
Transient Occupancy Tax	14,207	14,704	15,660	16,991	16,736
Building Permits/License Fees	7,073	7,426	7,723	7,994	8,233
Transient Parking Tax	4,889	5,133	5,390	5,660	5,829
Business Taxes	2,538	2,614	2,693	2,773	2,857
Franchises	1,535	1,551	1,566	1,582	1,598
Intergovernmental Revenues	1,986	2,026	2,066	2,108	2,150
Total General Fund Revenues	**$ 260,659**	**$ 271,391**	**$ 282,628**	**$ 294,324**	**$ 304,620**
Expenditures					
City Council	$ (2,377)	$ (2,490)	$ (2,598)	$ (2,692)	$ (2,789)
City Manager	(3,920)	(4,088)	(4,204)	(4,315)	(4,433)
City Clerk	(2,166)	(2,260)	(2,327)	(2,391)	(2,459)
City Treasurer	(1,132)	(1,180)	(1,213)	(1,245)	(1,278)
City Attorney	(6,559)	(6,832)	(7,004)	(7,175)	(7,356)
Management Services	(7,966)	(8,313)	(8,570)	(8,810)	(9,063)
Financial Services	(8,120)	(8,465)	(8,697)	(8,922)	(9,160)
Parks & Recreation	(38,167)	(39,885)	(41,285)	(42,552)	(43,884)
Library Services	(11,233)	(11,720)	(12,075)	(12,409)	(12,761)
Community Development	(19,732)	(20,597)	(21,248)	(21,853)	(22,491)
Public Works	(20,901)	(21,821)	(22,519)	(23,166)	(23,848)
Fire	(50,936)	(54,311)	(56,744)	(59,388)	(61,390)
Police	(78,270)	(81,519)	(84,912)	(88,451)	(91,124)
Non-Departmental	(10,701)	(11,781)	(12,724)	(14,459)	(14,768)
Total General Fund Expenditures	**(262,180)**	**(275,262)**	**(286,121)**	**(297,827)**	**(306,804)**
RECURRING BALANCE / (DEFICIT)	**$ (1,521)**	**$ (3,872)**	**$ (3,494)**	**$ (3,502)**	**$ (2,185)**

Attachment 2

General Fund

Financial Forecast FY 2025-26 through FY 2029-30

First Quarter FY 2025-26

(Amounts in Thousands)

		PROJECTED			
	2025-26	**2026-27**	**2027-28**	**2028-29**	**2029-30**
Non-Recurring Revenue/Savings Items:					
Non-Recurring Revenue/Resources	$ 1,362				
Estimated Annual Budget Savings	5,244	5,505	5,722	5,957	6,136
Non-Recurring Revenue/Savings Total:	**6,605**	**5,505**	**5,722**	**5,957**	**6,136**
Plus Est. Beginning Balance June 30th	$ 48,854	$ 38,246	$ 23,548	$ 16,157	$ 9,681
Working Capital Reserve	(2,479)	(1,962)	(1,629)	(1,756)	(1,347)
Emergency Reserve	(826)	(654)	(543)	(585)	(449)
Budget Stabilization Reserve	(826)	(654)	(543)	(585)	(449)
Compensated Absences Reserve	(78)				-
Adjusted Beginning Balance July 1st	**44,645**	**34,975**	**20,833**	**13,230**	**7,437**
Less Non-Recurring Expenses					
One-Time Budget Items	$ (4,367)				
ERP Ramp-up	(1,202)	(1,804)	(2,405)	(1,503)	
Contributions to CalPERS	(5,914)	(4,500)	(4,500)	(4,500)	(4,500)
Deposit to 115 Trust		(6,758)			
Subtotal Non-Recurring Items	**(11,484)**	**(13,061)**	**(6,905)**	**(6,003)**	**(4,500)**
EXCESS/(DEFICIENCY) OF REVENUE OVER APPROPRIATIONS	**$ 39,767**	**$ 27,419**	**$ 19,650**	**$ 13,184**	**$ 9,073**
PLUS RECURRING BALANCE (ABOVE)	$ (1,521)	$ (3,872)	$ (3,494)	$ (3,502)	$ (2,185)
ENDING SPENDABLE FUND BALANCE	**$ 38,246**	**$ 23,548**	**$ 16,157**	**$ 9,681**	**$ 6,888**
FORMAL RESERVE BALANCES	**$ 65,545**	**$ 68,816**	**$ 71,530**	**$ 74,457**	**$ 76,701**

Attachment 2

BUDGET PARAMETERS
First Quarter FY 2025-26

Description	2025-26	2026-27	2027-28	2028-29	2029-30
Revenues:					
Sales Tax	(6.9%)	2.0%	3.0%	3.1%	3.2%
Property Taxes	5.0%	4.0%	4.5%	4.5%	4.5%
Utility Users Tax	5.9%	7.8%	5.0%	5.0%	5.0%
Services Charges - Intra City	12.3%	6.0%	5.0%	4.0%	3.5%
Service Charges	4.2%	3.5%	3.5%	3.0%	3.0%
In-Lieu of Tax	8.1%	9.9%	5.0%	5.0%	5.0%
Interest/Use of Money	(4.3%)	2.0%	1.0%	1.0%	1.0%
Parking/Traffic/Other Fines	21.6%	5.0%	5.0%	4.0%	3.0%
Transient Occupancy Tax	2.6%	3.5%	6.5%	8.5%	(1.5%)
Building Permits/License Fees	2.5%	5.0%	4.0%	3.5%	3.0%
Transient Parking Tax	4.0%	5.0%	5.0%	5.0%	3.0%
Business Taxes	3.0%	3.0%	3.0%	3.0%	3.0%
Franchise Fees	1.0%	1.0%	1.0%	1.0%	1.0%
Intergovernmental Revenues	31.4%	2.0%	2.0%	2.0%	2.0%
Expenditures:					
Salaries & Wages*	-	-	-	-	-
Utilities	5.0%	5.0%	3.0%	3.0%	3.0%
Contracts/Services/Other	3.0%	3.0%	3.0%	3.0%	3.0%
Internal Service Funds	7.0%	5.0%	5.0%	4.0%	4.0%

*confidential

CITY of BURBANK

General Fund FY 2025-26 First Quarter Financial Status

FINANCIAL SERVICES

City Council Study Session
November 18, 2025

First Quarter Report Overview

- FY 2024-25 Year End Results (unaudited)
- FY 2025-26 Q1 Results
  - Revenues: Highlights & Trends
  - Expenditures: Spending to Date
- CalPERS Update
- FY 2025-26 Year End Forecast
  - Revised Recurring Budget Balance
  - Projected General Fund Spendable Balance
- General Fund 5 Year Financial Forecast

FY 2024-25 Year End Results

- Spendable General Fund balance as of June 30, 2025, is $49 million
  - $28 million higher than the balance projected during the FY 2025-26 budget process
    - Receipt/recognition of several one-time revenues
    - Recurring revenues 1.5% over revised projections
    - Year-end budget savings $3 million higher than projected
  - After fully funding reserves, the July 1, 2025, starting balance is $44.6 million
- Independent Financial Audit still in process
  - Will return to the City Council with the Annual Comprehensive Financial Report (ACFR)

Q1 Actual Revenue to Revised Forecast

(numbers shown in $1,000's)

RECURRING REVENUE CATEGORY	2024-25 Actual	2025-26 Adopted	2025-26 Revised	Change from Adopted	2025-26 Actual Received	% Of Revenue Received
Sales Tax	$ 61,777	$ 63,381	$ 59,981	$ (3,400)	$ 4,964	8.3%
Property Tax	79,552	82,557	82,557		273	0.3%
Utility User's Tax	18,939	20,802	20,802		4,615	22.2%
Service Charges	44,333	46,120	46,620	500	7,143	15.3%
Transient Occupancy Tax	13,352	14,407	14,207	(200)	1,165	8.2%
Transient Parking Tax	5,273	4,889	4,889		-	0.0%
Interest/Use of Money	5,165	4,612	4,612		540	11.7%
All Other Revenue	30,437	26,691	26,991	300	6,246	23.1%
TOTALS	**$ 258,828**	**$ 263,459**	**$ 260,659**	**$ (2,800)**	**$ 24,946**	**9.6%**

Q1 General Fund Revenue Adjustments

Sales Tax (-$3.4 million)

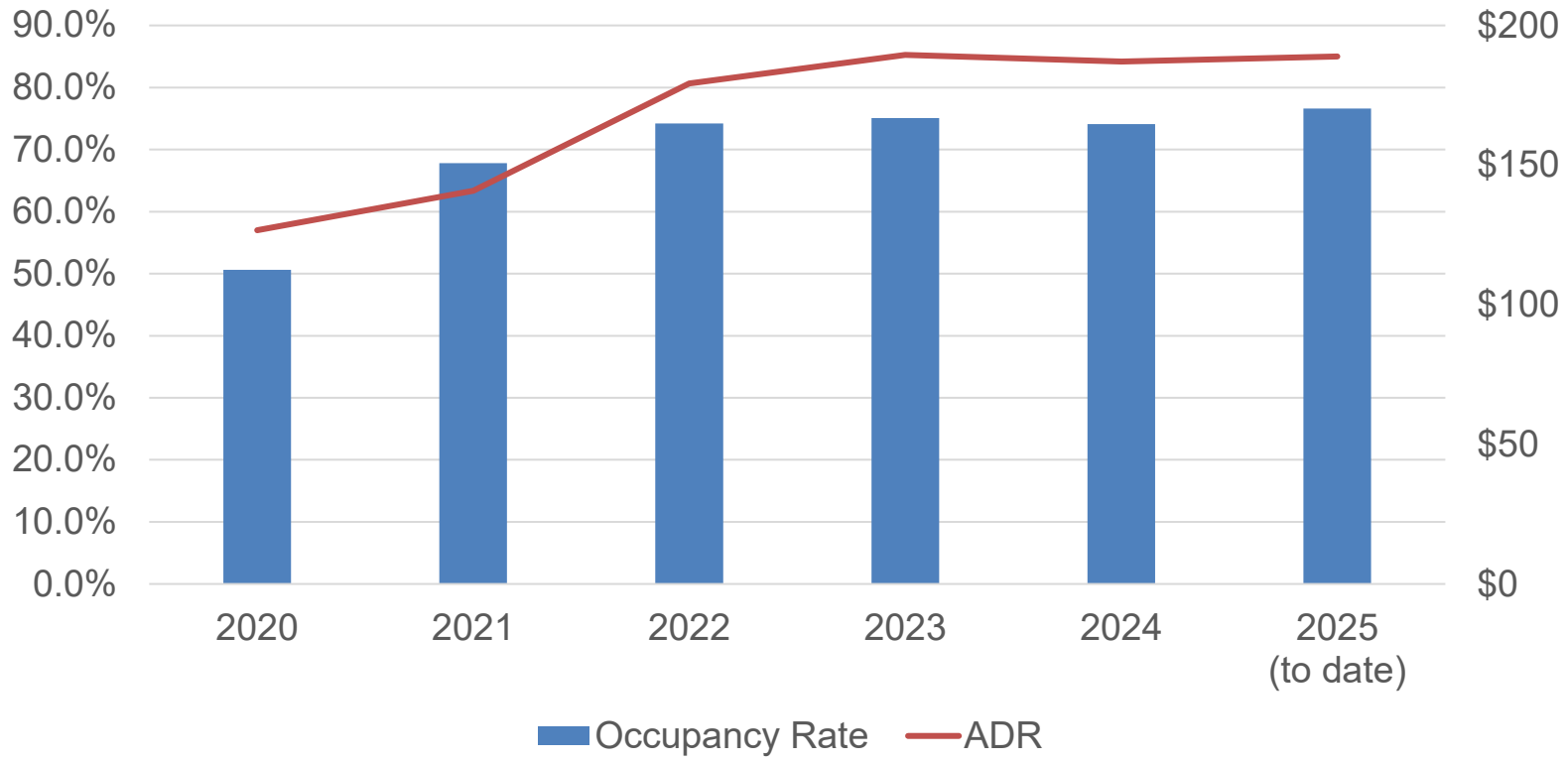
- FY 2024-25 year-end results were down (4.1%) from revised projections
- Sales tax receipts for 2nd Quarter (Apr-Jun) 2025 decreased (10.9%) vs 2nd Quarter 2024
  - LA County down 1.1%, State of CA up 0.5%
- Auto sales declined (50.5%)
  - Major retailer no longer operating auto sales within the City
- General Consumer goods remained flat despite inflation
- Restaurants and Hotels up 2.7%
- TUT revenue not impacted by auto sales decline, up 3.4%

Q1 General Fund Revenue Adjustments

Transient Occupancy Tax (-$200,000)

- Federal policies and wildfires have resulted in a decline in travel

Burbank Hotel Occupancy Rates



Q1 General Fund Revenue Adjustments

Services Charges (+$500,000)

- Emergency Medical Services (EMS) revenues above projections
- Increased Park & Recreation revenues, led by expansion of day camp programming
- Safety Services for Filming up 150% for 1Q25 vs 1Q24
  - Local efforts to support the California Film and
  - Television Tax Credit Program

Parking Fines (+$300,000)

- Parking Management Program implemented
  - Improved parking enforcement efforts

Q1 General Fund Revenue

Property Tax

- Citywide Assessed Value increased by $854 million, 2.6% from the prior year (General Fund 3.7%)
  - Reassessments from industrial parcels
  - Large residential developments
  - Transfers in ownership
  - Offset by declines in unsecured property valuations
- Median single-family home sale price in Burbank for the 3rd Quarter 2025 remained stable at <u>$1.3 million</u>

Q1 General Fund Expenditure Results

EXPENDITURE CATEGORY	APPROPRIATIONS FY 2025-26	EXPENDITURES as of 9-30-2025	PERCENT EXPENDED
Police	81,105,880	19,866,156	24.5%
Fire	54,805,489	14,304,041	26.1%
Parks and Recreation	42,121,359	9,403,842	22.3%
Library Services	12,105,323	2,885,348	23.8%
Community Development	27,749,423	4,589,393	16.5%
Public Works	21,462,254	4,738,585	22.1%
Administrative Services	34,032,646	7,345,547	21.6%
Non-Departmental	26,730,655	14,029,732	52.5%
TOTALS	**300,113,029**	**77,162,644**	**25.7%**

*Appropriations include all carryovers as well as any additional General Fund budget amendments approved by Council since the adoption of the FY 2025-26 Budget. The original General Fund adopted budget totals $275,367,900.

2025 CalPERS Update

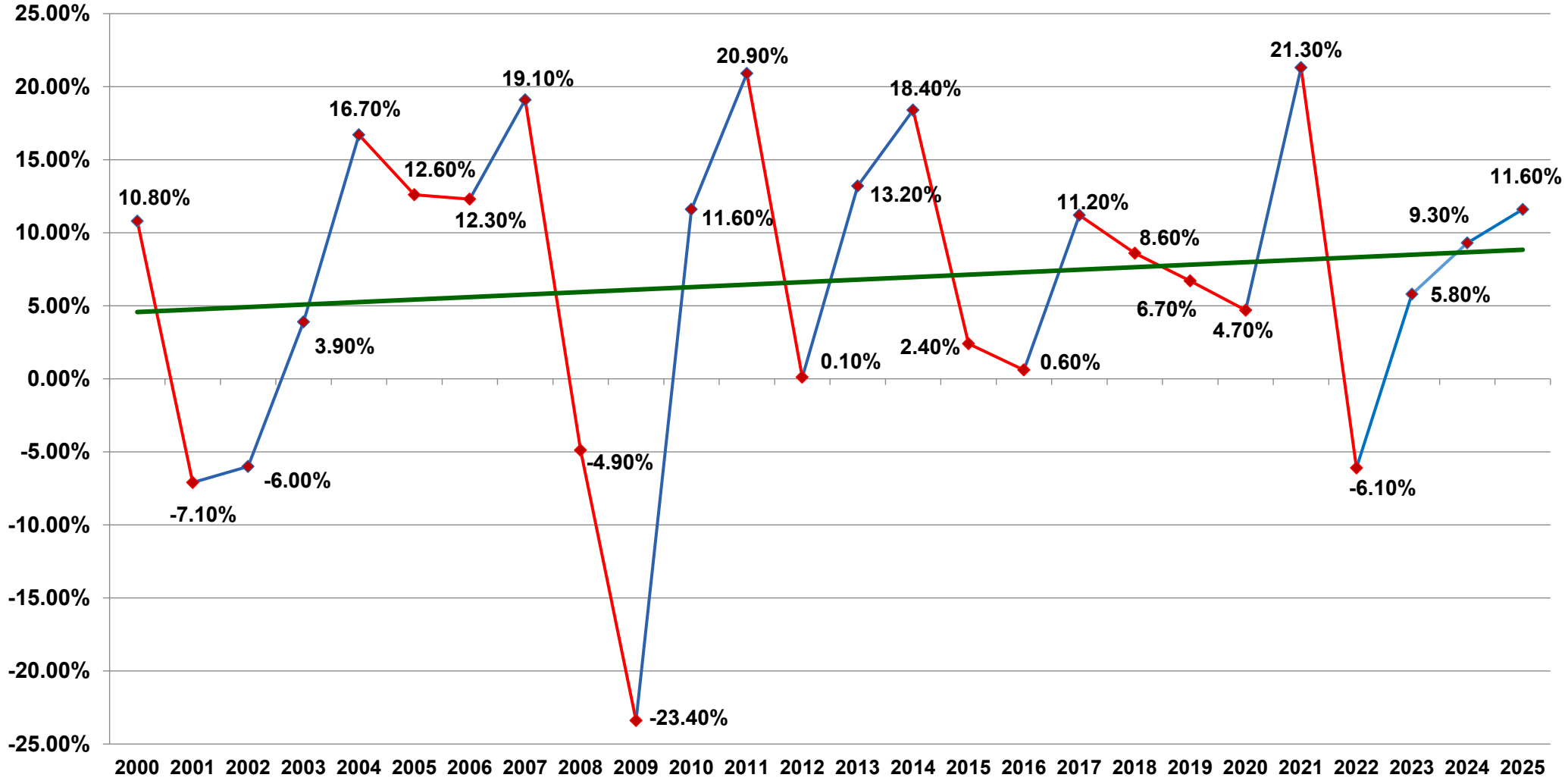
- FY 2023-24 net investment returns of 9.3%
  - Exceeded CalPERS discount rate of 6.8%
  - Increased the City's overall funded status from 74% to 75%
- FY 2024-25 net investment returns of 11.6%
  - Should result in lower Unfunded Actuarial Liability (UAL) and increase the City's funded status for FY 2027-28
  - Adoption of the CalPERS experience study assumptions is expected to increase the City's FY 2027-28 pension costs due to rising salary scale and inflation
- Burbank's UAL is at **$435 million** across the City's three pension plans

CalPERS Pension Costs

Classification	Actual FY 2025-26*	Actual FY 2026-27	Projected FY 2027-28	Projected FY 2028-29
Police 3% @ 50 Rate	22.80%	21.72%	21.10%	20.60%
Police Liability Payment	$8,314,615	$8,871,926	$9,706,000	$10,824,000
Fire 3% @ 55 Rate	18.32%	17.50%	17.10%	16.70%
Fire Liability Payment	$5,818,144	$7,081,964	$7,667,000	$8,547,000
Misc. 2.5% @ 55 Rate	10.76%	10.49%	10.30%	10.10%
Misc. Liability Payment	$21,711,502	$24,614,685	$26,298,000	$29,636,000

*Amounts shown are the total employer contribution amounts required for FY 2025-26. The City has completed the prepayment of the additional UAL payment to CalPERS, which will result in a net savings of $1,331,066 citywide.

CalPERS Investment Return History



CalPERS Pension Funding Plan

- Burbank made ADP of $7.5 million for FY 2025-26
  - Resulted in $1.3 million in recurring savings ($1 million General Fund)

Burbank UAL Savings FY 2026-27

Classification	Original FY 2026-27 Payment	NEW FY 2026-27 Payment	SAVINGS
Miscellaneous Plan	$25,220,377	$24,614,685	$605,692
Police Plan	$9,297,693	$8,871,926	$425,767
Fire Plan	$7,381,571	$7,081,964	$299,607
Citywide Total	**$41,899,641**	**$40,568,575**	**$1,331,066**
Estimated General Fund Savings:			**$1,028,220**

Projected FY 2025-26 General Fund Balance

Adopted FY 2025-26 Recurring Revenues	$263,459,151
1st Quarter Revenue Adjustments	(2,800,000)
Less: Recurring Appropriations	(262,179,746)
TOTAL RECURRING DEFICIT	**($1,520,595)**

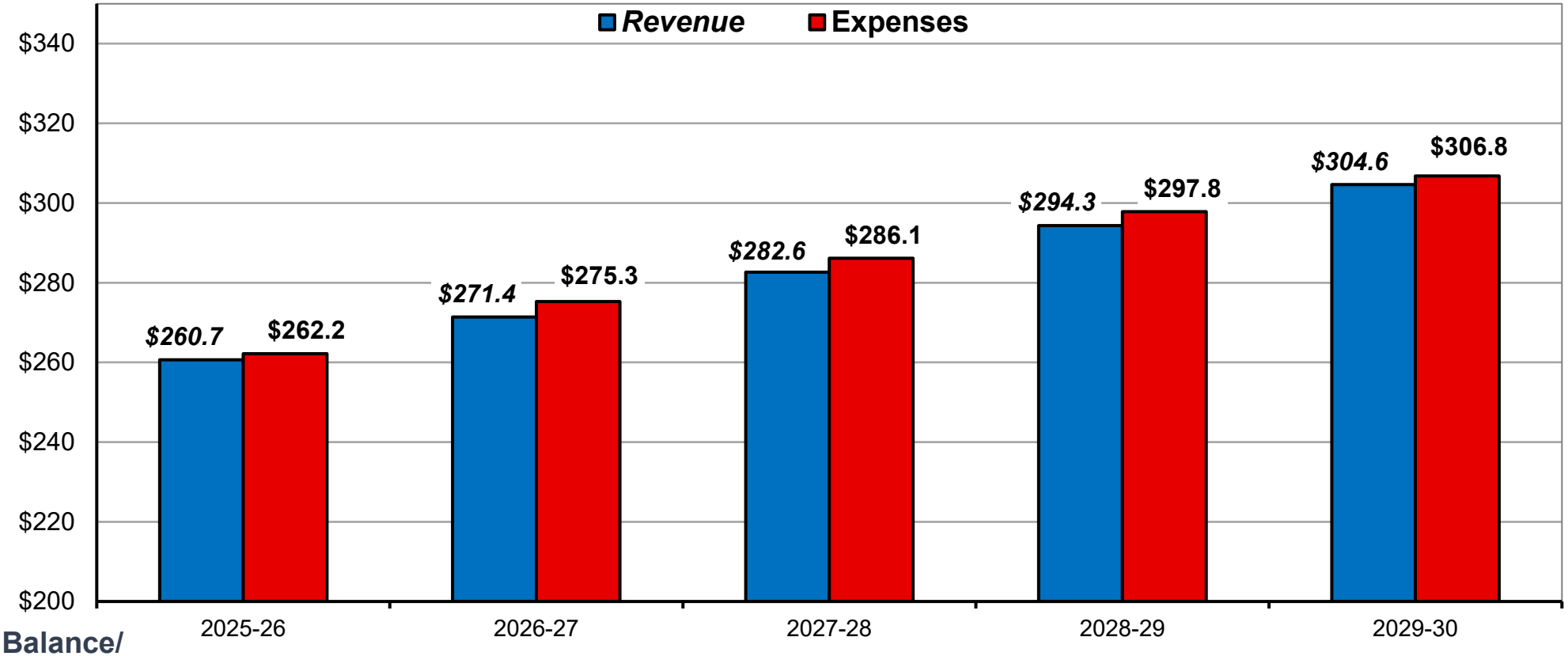
Projected FY 2025-26 General Fund Balance

Projected Spendable Fund Balance 6/30/25	$48,854,465
Less: Formal & Compensated Absence Reserve Adjustments	(4,209,679)
Projected Beginning Spendable Balance 7/1/25	**$44,644,787**
Other Non-Recurring Revenue/Use of Resources	1,361,757
Estimated Budget Savings FY 2025-26	5,243,595
Less: Adopted One-Time Budget Items	(4,366,856)
Less: ERP Ramp-up Contribution	(1,202,469)
Less: Adopted Contribution to CalPERS	(5,914,200)
TOTAL NON-RECURRING BALANCE	**$39,766,613**

Projected FY 2025-26 General Fund Balance

Total Recurring Deficit	($1,520,595)
Total Non-Recurring Balance	39,766,613
PROJECTED GENERAL FUND SPENDABLE BALANCE 6/30/26:	**$38,246,018**

General Fund 5-Year Forecast *(in millions)*



Balance/ (Deficit):	($1.5)	($3.9)	($3.5)	($3.5)	($2.2)

Ending GF Balance: $38.2 → $6.8

Options to Address the Recurring FY 2026-27 Deficit: $3.9 million

- No new department budget requests for FY 2026-27
- Strategic departmental budget cuts
- Freezing vacant positions
- Negotiating with labor groups
- Analyzing opportunities for increased revenue
- Investing in items that generate recurring savings
- Use of one-time funds

Burbank is Prepared

- Added Budget Stabilization Fund, increasing General Fund reserves from 20% to 25%
- Paid down pension liabilities and set aside additional pension funds in a Section 115 Trust
- Adopted a cost recovery policy for City service fees
- Committed funds to capital improvements
- Fully funded our internal service funds

Unrestricted General Fund One-Time Resources

Projected General Fund Balance 6/30/26:	$38,246,018
<u>RESERVES AND SPECIAL ACCOUNTS</u>	
15% Working Capital	$39,441,065
5% Emergency Contingency	13,147,022
Up to 5% Budget Stabilization	13,147,022
Compensated Absences	4,026,625
Section 115 Pension Trust	34,914,136
Total Available One-Time Resources	**$142,921,888**

Conclusion

- Current (FY 2025-26) projected General Fund recurring budget deficit of $1.5 million
- General Fund deficit expected in all five years of the forecast
- Anticipated spendable balance of $38 million at the end of FY 2025-26
- Strong cash position allows Burbank opportunity to invest one-time funds to generate recurring savings
- Staff will continue to monitor economic conditions and legislative actions and provide updates to City Council

Future Financial Reports

- December 16 – FY 2024-25 Annual Comprehensive Financial Report
- March 3 – Mid-Year Financial Report
- May – Distribution and Presentation of Proposed FY 2026-27 Budget
- June 2 - Public Hearing and Adoption of FY 2026-27 Budget

Recommendation

- Note and File
- Staff is available to answer questions

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