BURBANK CITY COUNCIL
JOINT MEETING WITH THE PARKING AUTHORITY
TUESDAY, JUNE 30, 2026
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 Joint City Council Meeting will be held in the Council Chamber – 275 East Olive Avenue, Second Floor, on Tuesday, June 30, 2026, 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.

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. Written public comment may be submitted via eComment, available on the City website (www.burbankca.gov/web/city-clerks-office/ecomment) from the time the agenda is posted until 3:00 p.m. the day of the meeting. eComments will be distributed to the City Council in advance of the meeting.

4. 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 and Parking Authority 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: Yomar Alejandra Sainz Villagomez v. City of Burbank, et al.
   c. Case No.: 25NNCV05028
   d. Brief description and nature of case: Motor vehicle accident

2. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Los Angeles County Metropolitan Transportation Authority v. City of Burbank
   c. Case No.: 26STCP01904
   d. Brief description and nature of case: CEQA and Breach of Contract

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

1. Discussion of the Draft Downtown Transit Oriented Development Specific Plan Policy Document – Community Development Department

Recommendation:
1. Note and file.
2. Provide input and/or policy direction on the draft Downtown Transit Oriented Development (TOD) Specific Plan Policy Document, specifically as it relates to its alignment with and support of the Downtown TOD Specific Plan vision, guiding principles, goals, and policies.

Attachments:
SR - TOD Specific Plan
Att1 - Draft Specific Plan
Att2 - Burbank Center Plan
Att3 - San Fernando Blvd Master Plan
Att4 - Project Schedule

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

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

K. **Joint 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.

L. **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)

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

1. Council Minutes – City Clerk's Office

Recommendation:
Approve the City Council Minutes of the Joint Meeting of June 16, 2026, and the Dark Meeting of June 23, 2026.

Attachments:
Council Minutes
Dark Meeting Minutes

2. Parking Authority Minutes – City Clerk's Office

Recommendation:
Approve the Parking Authority Minutes of the Joint Meeting of June 2, 2026.

Attachments:
Parking Authority Minutes

3. Adoption of a Resolution of the Parking Authority of the City of Burbank Approving Implementation Agreements for Temporary Paid Parking During the Fan Zone Event in Downtown Burbank, and Providing Other Parking-Related Services – Community Development Department (with Parking Authority)

Recommendation:
Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING IMPLEMENTATION AGREEMENTS FOR TEMPORARY PAID PARKING DURING THE FAN ZONE EVENT IN DOWNTOWN BURBANK, AND PROVIDING OTHER PARKING-RELATED SERVICES.

Attachments:
SR - Fan Zone Parking
Att1 - Parking Authority Resolution
Att2 - Burbank Village Walk Agreement
Att3 - Media Village Development Agreement
Att4 - Letter of Understanding
Att5 - Downtown Parking Map

4. Adoption of a Resolution Authorizing an Agreement with Sterndahl Enterprises, Inc. to Provide As-Needed Roadway Signing and Striping Services for Motorist, Bicyclist, and Pedestrian Safety; Consideration of CEQA Exemption (14 CCR § 15301) – Public Works Department

Recommendation:
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING AN AGREEMENT WITH STERNDAHL ENTERPRISES, INC. AND ENTER INTO A MULTI-YEAR AGREEMENT WITH STERNDAHL ENTERPRISES, INC. TO PROVIDE AS-NEEDED ROADWAY SIGNING AND STRIPING SERVICES FOR MOTORIST, BICYCLIST, AND PEDESTRIAN SAFETY.

Attachments:
SR - Sterndahl Enterprises Agreement
Att1 - Resolution
Att2 - Agreement
Att3 - First Amendment

5. Approval of a Multi-Year Reimbursement Agreement with Family Service Agency for the Youth-Focused Counseling Services Program – Parks and Recreation Department

Recommendation:
Approve a multi-year reimbursement agreement with the Family Service Agency of Burbank for the Youth-Focused Counseling Services Program, to be funded annually from the Youth Services Holding Account. Expenditures would be up to $245,000 in Fiscal Year (FY) 2026–27, $272,500 in FY 2027–28, and $300,000 in FY 2028–29.

Attachments:
SR - Family Service Agency Agreement

Att1 - FSA Annual Report
Att2 - Reimbursement Agreement

6. Approval to Authorize the General Manager of Burbank Water and Power to Award the Multi-Year Alliance Agreement with Okonite for Various Material Categories to Support the Burbank Water and Power Warehouse – Burbank Water and Power Department

Recommendation:
Approve the General Manager of Burbank Water and Power, as designee of the City Manager, to execute a multi-year Alliance Agreement with The Okonite Company for various large electrical distribution wire and cable supplies supporting the BWP Warehouse operations.

Attachments:
SR - Okonite Company Agreement
Att1 - RFP No. BWP-2025-002

7. Approval of an Agreement with the American Public Power Association for the Demonstration of Energy and Efficiency Development Program Grant for the Development of Power-Efficient Design in Utility Customer Electrification Programs in the Amount of $77,750 – Burbank Water and Power Department

Recommendation:
Approve the agreement with the American Public Power Association accepting grant funds for the Demonstration of Energy and Efficiency Development program grant in the amount of $77,750 for the development of Power Design in Utility Customer Electrification Programs (Agreement), and authorize the General Manager of Burbank Water and Power, as designee to the City Manager, to execute the Agreement and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office.

Attachments:
SR - APPA DEED Grant
Att1 - DEED Grant Agreement

N. **Public Hearing**:

1. Introduction of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308) – Burbank Water and Power Department

Recommendation:
Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE.

**** 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:

Attachments:

SR - Sustainable Water Use
Att1 - Proposed Ordinance
Att2 - Summary of Proposed Changes
Correspondences
Additional Documents - Memo
Additional Documents - Updated Ordinance

2. Review of Potential Options for Sequencing of Elections in Map 130; Adoption of a Resolution Assigning Sequence of Elections in Districts Depicted in Map 130; and Direction to Staff – City Attorney's Office

Recommendation:
1. Review potential options for sequencing of elections in Map 130.
2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK SETTING THE SEQUENCE OF ELECTIONS FOR AN ORDINANCE ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS AND ESTABLISHING DISTRICT BOUNDARIES TO BE SUBMITTED TO THE VOTERS OF BURBANK AT THE NOVEMBER 3, 2026 CONSOLIDATED STATEWIDE ELECTION, AND MAKING CERTAIN FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

**** 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:

Attachments:
SR - Sequencing of Elections
Att1 - Map 130
Att2a - Resolution
Att2b - Resolution
Correspondences

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

1. Consideration of the Burbank Cultural Arts Commission Recommendation to Excuse the Absences of Commissioner – City Clerk's Office

Recommendation:
Approve the recommendation of the Burbank Cultural Arts Commission to excuse the absences of Commissioner Jackie Brenneman.

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:

Attachments:
SR - Cultural Arts Absences

Att1 - Recommendation Letter

2. Adoption of a Resolution Approving a Memorandum of Understanding with the City of Burbank and the Burbank City Employees' Association from July 1, 2026 – June 30, 2027; and Adoption of a Resolution Approving a Citywide Salary Schedule – Management Services Department

Recommendation:

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF BURBANK AND THE BURBANK CITY EMPLOYEES' ASSOCIATION (BCEA) FROM JULY 1, 2026 – JUNE 30, 2027.
2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A CITYWIDE SALARY SCHEDULE.

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:

Attachments:
SR - BCEA MOU
Att1 - Resolution - MOU
Att2 - Resolution - Salary Schedule
Att3 - MOU Redlined
Att4 - Contract Changes Summary

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

Q. **Consideration of Previously Introduced Additional Agenda Items**: (Council Members may briefly discuss future agenda item requests)

1. Council Member Anthony's request for a letter of opposition to proposed statewide ballot initiative 25-0006A1, which would limit the ability of voters to raise revenues for local government services, and encouraging Governor Newsom to seek a negotiated legislative resolution to remedy the inconsistencies of transferred taxes across California. (June 16, 2026)

2. Council Member Rizzotti's request to invite California State Senator Menjivar and Assembly Member Schultz to attend a meeting to state their position or comment on SB 79 and SB 1361. (June 16, 2026)

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

S. **Adjournment**: To Tuesday, July 21, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: June 30, 2026

TO: Justin Hess, City Manager

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

SUBJECT: Discussion of the Draft Downtown Transit Oriented Development Specific Plan Policy Document

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RECOMMENDATION

1. Note and file.
2. Provide input and/or policy direction on the draft Downtown Transit Oriented Development (TOD) Specific Plan Policy Document, specifically as it relates to its alignment with and support of the Downtown TOD Specific Plan vision, guiding principles, goals, and policies.

EXECUTIVE SUMMARY

City staff requests policy direction and feedback from the City Council on the draft Downtown TOD Specific Plan (Specific Plan) to ensure it aligns with community priorities and Council objectives. The Specific Plan is the result of a six-year planning effort that included extensive public engagement, technical analysis, and policy development. It establishes a coordinated strategy to facilitate housing development near high-quality transit while supporting affordability, reducing vehicle trips, and strengthening Downtown Burbank as a regional employment center.

This Specific Plan builds on Downtown Burbank's prior planning efforts and establishes a coordinated policy framework, unified land use vision, and objective development standards to guide future growth and reinvestment. It supersedes the 1997 Burbank Center Plan, which supported Downtown's expansion as a regional commercial,

industrial, and entertainment district; and the 2012 North San Fernando Boulevard Master Plan, which guided redevelopment and streetscape improvements along North San Fernando Boulevard between Burbank Boulevard and Interstate 5. Since adoption of these plans, state housing laws have increasingly emphasized streamlined residential development and objective standards, making an updated planning framework necessary.

The draft Specific Plan is now available for public review. Additional outreach will occur throughout Summer 2026 to present the plan, explain its policies, and gather community feedback. Staff will incorporate this feedback into a final plan that promotes context-sensitive development, transit-oriented growth, streamlined housing production, neighborhood preservation, and continued local oversight where permitted by state law.

BACKGROUND

To implement General Plan Land Use Program LU-3, the City secured $720,000 in grant funding from the State Senate Bill (SB) 2 Planning Grant Program[1] and Metro's Transit-Oriented Development Planning Grant Program to develop a new Downtown TOD Specific Plan. Initiated in May 2020, the project consolidates the Burbank Center Specific Plan, North San Fernando Boulevard Master Plan, and surrounding areas into a single planning framework. The project also includes a General Plan Amendment and preparation of a Program Environmental Impact Report (EIR) pursuant to California Environmental Quality Act (CEQA).

The Specific Plan is intended to address the demand for workforce and affordable housing by facilitating the infill development of housing opportunity sites, update zoning regulations to incentive public and private investment in housing, create new placemaking opportunities that include redevelopment of the Burbank Town Center and City Civic Center areas, and create complete, green streets with improved connectivity through a unified vision for Downtown Burbank.

The Downtown TOD Specific Plan

The approximately 918-acre Specific Plan area is in the central southeastern portion of the City and is generally bounded by Lake Street, Victory Boulevard, and Mariposa Street to the west; San Fernando Boulevard and Andover Drive to the north; Glenoaks Boulevard and Fifth Street to the east; and Tujunga Avenue and the City boundary with Glendale to the south.

[1] Funding and technical assistance to local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.

Objectives of the Downtown TOD Specific Plan

The Specific Plan will merge and replace the two existing plans that guide land uses in Downtown Burbank and provides a single policy document for the future land development and public improvements of the 918-acre Specific Plan area. The Specific Plan will mitigate the need for more housing, develop housing opportunity sites by facilitating infill development, amend and augment existing zoning to incentivize housing and promote placemaking, expand the civic center and open space opportunities, re-envision the Burbank Town Center, create complete, green streets and improve connectivity, and establish a new vision for Downtown Burbank.

DISCUSSION

Since May 2020, staff has worked to develop the draft Downtown TOD Specific Plan, including objective development standards designed to address evolving state housing laws and streamlined review processes established under Senate Bill 35, Assembly Bill 2011, Senate Bill 79, and related legislation. This recent legislation has substantially limited local discretion over qualifying housing developments. The Specific Plan is intended to establish clear local standards that guide development outcomes while preserving as much local control as possible under current state law.

Draft Downtown TOD Specific Plan

The draft Specific Plan is organized into ten chapters and includes a guide for navigating the document. Summaries of each chapter are provided below. Appendices are currently being finalized and will be included in the final draft.

1. Introduction (Page 1:1 of Attachment 1)

Describes the purpose of the Specific Plan, its legal authority, and its relationship to other City plans and policies.

2. Background and Context (Page 2:1 of Attachment 1)

Summarizes existing conditions, demographic trends, and other factors that inform the plan's vision, policies, and implementation measures.

3. Vision, Goals, and Policies (Page 3:1 of Attachment 1)

Presents the community vision and establishes the goals and policies that will guide future development in Downtown Burbank. This chapter reflects the community's aspirations for how they envision Downtown's transformation over the next decade.

4. Urban Design, Land Use, and Housing (Page 4:1 of Attachment 1)

Establishes land use goals, policies, and designations for the Specific Plan area.

5. Public Realm (Page 5:1 of Attachment 1)
Outlines strategies for enhancing streets, parks, plazas, and open spaces to support a walkable, attractive, and transit-oriented downtown environment.

6. Circulation and Mobility (Page 6:1 of Attachment 1)
Establishes mobility policies and identifies improvements to support safe and efficient travel for pedestrians, bicyclists, transit users, and motorists, consistent with the Complete Our Streets Plan that was adopted by City Council in 2020.

7. Parking (Page 7:1 of Attachment 1)
Provides strategies for managing parking, including shared parking, unbundled parking, expansion of the Central Business District Parking Area, and other parking management tools.

8. Utilities and Infrastructure (Page 8:1 of Attachment 1)
Addresses existing and planned utility and infrastructure systems needed to support future development. This chapter will be expanded following completion and public review of the Draft Program EIR.

9. Development Code (Page 9:1 of Attachment 1)
Establishes land use regulations, permitted uses, development standards, design guidelines, transfer of development rights provisions, community benefits, and other objective standards necessary to implement the Specific Plan.

10. Implementation (Page 10:1 of Attachment 1)
Identifies the regulatory actions, programs, capital improvements, and financing strategies needed to implement the Specific Plan. This chapter will be refined following completion and public review of the Draft Program EIR.

COMMUNITY OUTREACH

Community participation throughout every phase of the Specific Plan's development has been identified as a priority to facilitate a shared community vision. Consistent with Council goals of facilitating greater community engagement, the Project team has undertaken multiple community workshops, walking tours, online surveys, stakeholder interviews, and engagement of the various Burbank Boards, Commissions, and Committees (summary provided in Chapter 1). Additional outreach will occur through Summer 2026 to present the draft plan, gather community feedback, and inform revisions to the final plan.

The next steps for the Downtown TOD Specific Plan are tentatively outlined in Attachment 4. Additional public participation opportunities will accompany the release of the Draft

Program EIR, anticipated in September 2026, including public notice, a 45-day public review period, and a Planning Commission meeting to receive comments. Further public hearings and comment opportunities will occur during Planning Commission review and recommendation of the Specific Plan and during City Council's review of the Specific Plan and Program EIR and the Council's consideration of its adoption.

ENVIRONMENTAL REVIEW

This staff report is informational only and does not constitute a "project" under the California Environmental Quality Act (CEQA) because it will not result in a direct or indirect physical change to the environment. Accordingly, it is not subject to CEQA pursuant to Section 15378 of the CEQA Guidelines.

The Specific Plan, however, is subject to CEQA. To satisfy CEQA requirements, the City is preparing a Program EIR. Over the past two years, City staff and consultants have completed extensive technical studies to evaluate the plan's potential impacts and infrastructure needs, including:

- Electrical capacity and infrastructure improvements
- Water system capacity
- Wastewater collection and treatment capacity
- Transportation and circulation impacts

Since the City is concurrently preparing the Downtown TOD, Golden State, and Media District Specific Plans, each study also includes cumulative analysis of all three planning efforts. Similar analyses will be conducted for the Burbank Rancho Neighborhood Specific Plan as that project advances.

Beyond meeting CEQA requirements, these studies provide the foundation for:

- Streamlining future environmental review of development projects consistent with the Specific Plan
- Identifying infrastructure improvements needed to support growth
- Establishing objective development standards and appropriate permit and development impact fees
- Informing future capital improvement planning as well as adequate public facilities planning to support projected growth

Preparation of the Program EIR will continue through Summer 2026, with release of the Draft Program EIR for public review anticipated in September 2026.

FISCAL IMPACT

There is no fiscal impact associated with this report. The Downtown TOD Specific Plan, including the additional public outreach and draft plan refinement, is funded through the following:

- Los Angeles County Metropolitan Transit Authority (METRO) – Transit Oriented Development Planning Grant Program
- California Department of Housing and Community Development (HCD) – SB 2 Planning Grant Program
- City General Funds (previously authorized by City Council)

Implementation costs and financing strategies will be further refined through the Program EIR process and the Implementation Chapter of the Specific Plan.

CONCLUSION

The Downtown TOD Specific Plan provides a comprehensive framework to guide future growth, housing production, mobility improvements, public investment, and neighborhood preservation in Downtown Burbank. The plan is intended to help the City comply with evolving state housing requirements while maintaining a clear local vision for development.

Staff is seeking City Council feedback and policy direction on the draft Specific Plan to ensure it aligns with community priorities and Council objectives. As previously noted, additional public outreach, environmental review, and plan refinement will continue throughout 2026 before the plan is presented to the Planning Commission and City Council for consideration.

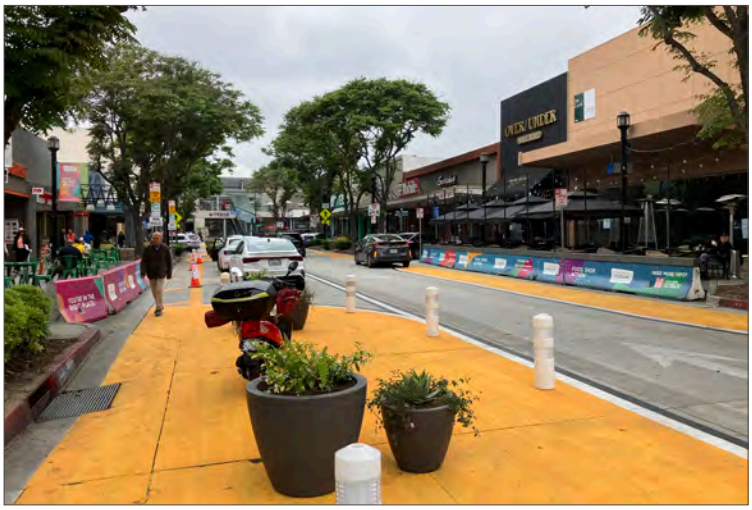
ATTACHMENTS

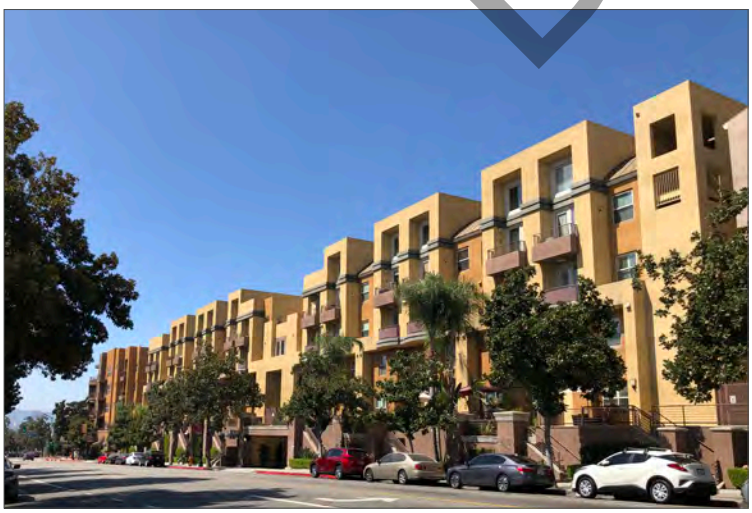
Attachment 1 – Administrative Draft of the Downtown TOD Specific Plan
Attachment 2 – 1997 Burbank Center Plan
Attachment 3 – 2012 North San Fernando Boulevard Master Plan
Attachment 4 – Downtown TOD Specific Plan Tentative Project Schedule

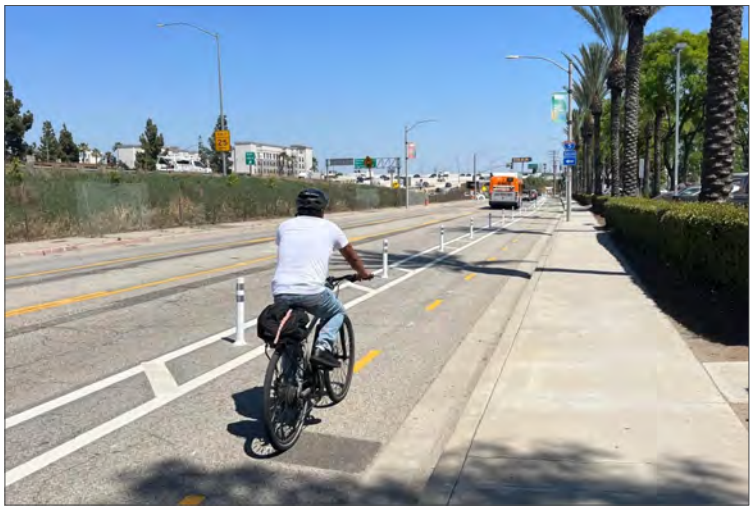
DOWNTOWN TOD SPECIFIC PLAN

CITY OF BURBANK, CALIFORNIA

DRAFT - JUNE 23, 2026







DRAFT

CITY OF BURBANK

MOULE & POLYZOIDES
ARCHITECTS AND URBANISTS

ATTACHMENT 1 - 1

Metro

ACKNOWLEDGEMENTS

TEAM PARTICIPANTS

CITY OF BURBANK
275 E Olive Ave
Burbank, CA 91502

City Council: Tamala Takahashi, Mayor; Zizette Mullins, Vice Mayor; Konstantine Anthony, Councilmember; Nikki Perez, Councilmember; Christopher John Rizzotti, Councilmember

City of Burbank Planning Commission: Jason A. Bennett; Mike Van Gorder; Samantha P. Wick; Paulina A. Safarian; Sara Mendez

City Staff: Patrick Prescott, AICP, Community Development Director; Fred Ramirez, Assistant Community Development Director of Planning; Scott Plambaeck, AICP, Planning Manager; Leonard "Lenny" Bechet, Principal Planner; Christopher Buonomo, Senior Transportation Planner; Marcos Fuentes, Senior Transportation Planner; Greg Mirza-Avakyan, AICP, Senior Planner; David Kim, Senior Planner; Joseph Onyebuchi, Associate Planner; Johana Valencia, Assistant Planner; Eduardo Rendon, Assistant Planner; Sara Hrynik, Assistant Planner

Southern California Assoication of Governments: Grieg Asher; Edith Avila; Nashia Lalani

Project Lead/Urban Design: MOULE & POLYZOIDES ARCHITECTS AND URBANISTS; Stefanos Polyzoides, Partner; Vinayak Bharne, Principal; Juan Gomez-Novy, Project Manager and Development Code; Alexandra Indacochea

Market/Feasability: KOSMONT COMPANIES; Wil Soholt

Landscape Architecture: STUDIO-MLA; Mia Lehrer; Ben Feldman

Transportation and Parking: FEHR & PEERS; John Muggridge; Griffin Kantz

Infrastructure: FUSCOE ENGINEERING, INC.; Andrew Willrodt; Ian Adam; Cameron Castillo

EIR: RINCON CONSULTANTS, INC.; Susanne Huerta; Katherine Fikan

Public Outreach: ARELLANO ASSOCIATES

Architectural Renderings: IAN ESPINOZA ASSOCIATES; Ian Espinosa, *Founder*

FUNDING

This specific plan is funded in part through the Los Angeles County Metropolitan Transportation Authority (METRO) by a TOD Planning Grant, the State of California Department of Housing and Community Development (HCD) Senate Bill 2 Planning Grant, and the City of Burbank General Funds. This specific plan was prepared for the City of Burbank, California.

DRAFT

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EXECUTIVE SUMMARY

"A vibrant, urban, transit-oriented, mixed-use Downtown of beautiful tree lined multi-modal streets that are safe and accessible to all; inviting parks and plazas; and beautiful buildings that together create an active and bustling central district surrounded by inviting and genuine neighborhoods. A place where people truly want to live, work, shop, visit, and play."

The *Downtown Burbank Transit Oriented Specific Plan* (*Downtown TOD Specific Plan*) provides a new specific plan that replaces the two planning documents that are currently in place that guide the land uses for Downtown Burbank, the Burbank Center Plan and the North San Fernando Boulevard Master Plan, and provides a policy document for the future land development and public improvements of the 918-acre Plan Area located within the central portion of the City of Burbank (City) that will:

MITIGATE THE NEED FOR MORE HOUSING. The City of Burbank ranks high in terms of the cost of housing and has one of the lowest vacancy rates in Los Angeles County, making it difficult for Burbank's workforce, not to mention individuals and families of low and moderate-income levels, to find affordable housing in the City. Burbank's current supply of more than 45,000 residential units falls far short of housing the 130,000+ people who work in the city. To meet this scarcity, the City of Burbank has set a goal to introduce 12,000 new dwelling units citywide by the year 2035.

Up to 9,944 units of this total are anticipated to be accommodated in this *Downtown TOD Specific Plan* area. The presence of the existing Burbank Downtown Metrolink Station and Metro's proposed North Hollywood to Pasadena Bus Rapid Transit (BRT) line enable this housing to be introduced in a mixed-use, transit-oriented setting within walking and biking distance of regional transit.

DEVELOP HOUSING SITES BY FACILITATING INFILL DEVELOPMENT. To mitigate this housing scarcity, the City has identified a number of underutilized sites within the Plan Area, inclusive of those that were identified in the Burbank 2021-2029 Housing Element Update, as opportunities for infill and intensification. These sites are anticipated to be developed during this Specific Plan's planning horizon ending in 2035. The redevelopment of these sites is essential to meeting the City's goals of promoting infill development; introducing much-needed housing, including affordable, market-rate, and for-sale housing; introducing development within walking and biking distance of the Burbank Downtown Metrolink Station; maintaining and enhancing Downtown's prominent shopping and entertainment offerings, and catalyzing further economic development by attracting businesses to the Plan Area; and providing open space for Plan Area residents, shoppers, workers, and visitors.

Existing Downtown multi-family housing.

Underutilized sites such as the City Hall and Community Services Building parking lots provide opportunities for intensification with new civic sues, housing, and open space.

AMEND AND AUGMENT EXISTING ZONING TO INCENTIVIZE HOUSING AND PROMOTE PLACE-MAKING. There are two planning documents in place that guide the land uses for Downtown Burbank, the *Burbank Center Plan* and the *North San Fernando Boulevard Master Plan*, adopted in 1997 and 2012 respectively. While both plans were effective at the time of adoption, they are no longer effective to help the City address the housing and affordability crisis it is currently facing.

Developing the Plan Area's growth sites, then, will require amending the existing zoning code and zoning map. Many of the growth sites have been developed per Planned Development (PD) permits and as currently zoned cannot accommodate new residential development. In addition, the zoning code needs to be simplified in accordance with State requirements to provide easy-to-understand objective development standards and a streamlined review process.

Finally, the zoning code needs to be tailored to ensure that building designs contribute to a true sense of place. This includes:

- Requiring buildings to be located next to or near the sidewalk and to provide pedestrian-friendly frontages, ample street-facing windows, and locate parking at the center of the block or subterranean.
- Ensuring surface parking lots and above-ground garages are located at the center of the block, screened from the view of the public right-of-way by commercial or residential uses.
- Encouraging frontage elements such as awnings, canopies, arcades, and other architectural features that shade the sidewalk and add interest to building facades.
- Where appropriate, requiring buildings to be set back a certain distance from the curb face to accommodate a widened sidewalk.

EXPAND THE CIVIC CENTER AND OPEN SPACE OPPORTUNITIES. While the majority of the sites will be devoted to introducing much-needed housing, either in multi-family or mixed-use buildings, the City-owned growth sites within the Downtown Civic Center provide an opportunity to expand the Civic Center with additional administrative offices, a new Central Library, as well as workforce and affordable housing. In addition, the growth sites could also help meet the General Plan's goal of providing community or neighborhood park space within one-half mile of all Burbank residences.

While the northern and southern portions of the Plan Area have access to open space, the central portion of the Plan Area is notably deficient. The City-owned sites in the Downtown Civic Center, offer an opportunity for introducing a civic plaza or green in Downtown. Other open space opportunities include transforming the alleys in the vicinity of San Fernando Boulevard into pedestrian-friendly paseos fronted by shops and restaurants, and expanding opportunities for outdoor space along San Fernando Boulevard by widening its sidewalks as discussed in the Citywide *Complete Our Streets Plan*.

Burbank Downtown Metrolink Station.

City Hall, the heart of the Civic Center.

RE-ENVISION THE BURBANK TOWN CENTER. The Burbank Town Center is re-envisioned as an urban, mixed-use destination. Over time San Fernando Boulevard could be extended through the site either as a pedestrian passage and/or a vehicular street, to re-establish the severed connection. An urban park or plaza or series of parks or plazas could be introduced within the Burbank Town Center, providing open space for residents, office workers, shoppers, and visitors. Mixed-use buildings with ground floor retail and other neighborhood serving commercial uses and upper floor residences face the parks or plazas; office uses are introduced at the intersection of First Street and Magnolia Boulevard and along the I-5 Freeway. The existing parking structures are retained, providing parking for the office, retail, and residential uses.

CREATE COMPLETE, GREEN STREETS AND IMPROVE CONNECTIVITY. The immediate proximity of the I-5 Freeway and the Burbank Power Plant, along with adjacent light industrial land uses, however, present a challenging environment for introducing housing immediately adjacent to the Station. Key to providing inviting and successful connections between the Downtown Burbank Metrolink Station and these sites – most of which are located between one-half and one mile of the Station – and other Plan Area destinations, is the improvement of pedestrian and bicycle connections to the Station. Streetscape, pedestrian, and bicycle improvements along these routes would not only improve the pedestrian and bicycle experience, but also catalyze additional incremental infill, encourage remodeling of storefronts, and, as appropriate, provide opportunities for introducing sustainable stormwater strategies. Key public improvements adjacent to and in the vicinity of each site and as appropriate include:

- Introducing street trees, street furniture, and other streetscape elements.
- Implementing the Priority Projects identified in the Citywide Complete Our Streets Plan.
- Implementing pedestrian, bus stop, bikeway and street improvements, and green infrastructure treatments described in the Citywide *Complete Our Streets Plan*.

In addition, some of the growth sites consist of two or more original city blocks. In certain cases, the traditional street grid could be reintroduced, whether as actual vehicular streets, or as pedestrian paseos. The Burbank Town Center Mall site, for instance, provides a unique opportunity for extending San Fernando Boulevard through the site, creating a stronger connection between the portions of Downtown north of and south of the Mall.

ESTABLISH A NEW VISION FOR DOWNTOWN BURBANK. Development of these sites and other underutilized parcels within the Plan Area, coupled with improved pedestrian, bicycle, and transit connections between the various growth sites, the Metrolink Station, and various destinations within and in the vicinity of the Plan Area will result in more efficient use of land area and natural resources; improved air quality; reduced vehicle miles traveled (VMT); increased transit ridership; improved economic development opportunities; increased attraction of private development investment; increased sales tax and property tax revenue; reduced cost for City services; safer streets; and result in a stronger sense of place. This *Downtown TOD Specific Plan* provides the vision along with the supporting principles, goals, policies, and strategy for implementing this vision.

Downtown Burbank shopping and entertainment district.

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EXECUTIVE SUMMARY (Continued)

Infill growth sites with housing in standalone and mixed-use configurations

Intensify Burbank Town Center with housing and office to create 24/7 environment

Improve bike/ped connections to Metrolink Station and other downtown destinations

Create destination TOD around Metrolink Station

FIGURE 1. PLAN SUMMARY

Expand Civic Center with new Central Library, City offices, civic plaza, and housing

Enhance San Fernando Blvd. and extend through the Town Center Mall

Generate sense of place with robust streetscape and pedestrian-friendly buildings.

Manage parking to ensure enough is provided and does not spill into neighborhoods

ATTACHMENT 1 - 6

ORGANIZATION OF THIS DOCUMENT

1. Introduction

The introduction describes the purpose of the Specific Plan, provides the authority to prepare the Donwtown Burbank TOD SP, and describes its relationship with other adopted City plans and policies.

2. Background and Context

This chapter summarizes the background and context, including existing conditions and demographics, that inform the goals, policies, vision, and implementation measures included in this Specific Plan.

3.Vision, Goals, and Policies

This chapter summarizes the community's voices, aspirations, and concerns for the Specific Plan into a clear vision, and establishes overarching goals. The components described in this Chapter reflect the community's aspirations for how they envision Downtown transforming over the next several years.

4. Urban Design, Land Use, and Housing

This chapter establishes land use related goals and policies for the Plan Area, describes existing land uses, and identifies the applicable land use designations per the Plan Area.

5. Public Realm

This Chapter describes the components of the Downtown's public realm of pedestrian-friendly, tree-lined streets and inviting parks, plazas, and green belts that promote a pleasant and inviting pedestrian experience; encourage walking and biking to transit; and provide open space for recreation, play, and outdoor events and festivals.

6. Circulation and Moblity

This chapter establishes mobility related goals and policies for the Specific Plan, and provides strategies for creating multi-modal streets that accommodate a variety of users, including pedestrians, bicyclists, transit riders, and motorists.

7. Parking

This Chapter outlines strategies in the Downtown TOD for accommodating and managing public parking within the Plan Area and suggestions for parking improvements.

8. Utilities and Infrastructure

This chapter discusses the existing and proposed distribution, location, and extent of the utilities infrastructure: potable water, non-potable (recycled water), wastewater, stormwater, and dry utilities (gas, electric, and phone), and other essential facilities needed to support the projected Specific Plan development program.

9. Development Code

This Development Code provides standards for implementing the City's goals of meeting State of California mandates to increase housing supply, especially near transit stations and of creating walkable, mixed-use neighborhoods, districts, and corridors, comprised of beautiful streets and open spaces that are fronted by buildings that accommodate a variety of housing, office, and retail opportunities.

10. Implementation

This chapter identifies the actions and information needed to implement the *Downtown TOD Specific Plan (Downtown TOD)* vision, goals, and policies, including facilitating streamlined housing production and contextual, transit-oriented development through a by-right permit process.

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HOW TO USE THIS DOCUMENT

If you are a community member

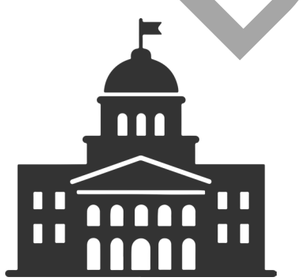
For community members who are interested in learning about the Downtown TOD District and the role of the DTSP in shaping its future, **Chapters 1-3** provide an overview shaped by community outreach and engagement. **Chapters 4-9** provide more detailed information about land uses, street and mobility improvements, infrastructure, and development standards planned for the Downtown TOD District. **Chapter 10** provides information about the implementation of this Specific Plan.

If you are a property owner or developer

Property owners or developers who are interested in developing within the TOD District should understand the DTSP's overall vision, goals, policies, zoning, and development standards. **Chapter 4** describes the land use goals, policies and designations. **Chapter 9** establishes zoning, permitted uses, and property development standards that property owners and developers must comply with. **Chapter 6** provides relevant guidance on mobility and design standards for the public right-of-way. **Chapter 10** provides further 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 DTSP. Any future improvements in infrastructure, mobility, and the public realm should be consistent with the DTSP. The city should continuously monitor the progress and implementation of the DTSP.



1. INTRODUCTION

1.0. INTRODUCTION

This Chapter describes what a specific plan is in general and how this Specific Plan in particular relates to Downtown Burbank in terms of the parcels it applies to(the Plan Area) and its relationship to plans and regulations that are already in place, including the General Plan and Housing Element, the Burbank Center Plan, the North San Fernando Boulevard Master Plan, the Zoning Code, the Complete Our Streets Plan, and the Greenhouse Gas Reduction Plan. This is followed by a description of the plan preparation process – the plan preparation phases and the community outreach efforts. The chapter ends with a summary of the environmental assessment.

This Introduction Chapter is comprised of the following sections:

1.1. Specific Plan Authority, Definition, Applicability, and Purpose 1:2
1.2. Specific Plan Area 1:4
1.3. Plan Preparation Process 1:5
1.4. Past Planning Efforts 1:6
1.5. Relationship to Other Plans 1:7
1.6. Environmental Assessment Summary 1:15

Downtown Burbank looking east towards the Verdugo Mountains.

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ATTACHMENT 1 - 8

1.1. SPECIFIC PLAN AUTHORITY, DEFINITION, APPLICABILITY, AND PURPOSE

This Specific Plan is enacted on the authority vested in the City of Burbank by the State of California, including but not limited to the State Constitution; the Planning and Zoning Law (Government Code Section 65000 et seq.), and the City's Zoning Code, and General Plan.

A specific plan enables a community to define a clear and specific vision for the future evolution of a specified planning area. This Specific Plan provides a road map for growth and change for the plan area through the year 2035 and beyond. It is comprised of unique and customized goals, policies, and standards that enable the City to lead the shaping or reshaping of the Plan Area's streets and public spaces and property owners to develop or redevelop their properties according to the vision of the Specific Plan. It guides public and private reinvestment and construction in a highly coordinated and integrated way in order to yield specific types of urban places that are the result of discussion, debate, and ultimately consensus by a majority of the community.

City Staff will use this Specific Plan to evaluate proposed development projects within the Plan Area. Projects will be evaluated on their consistency with this Specific Plan's vision, goals, and policies and for conformance with its development standards as contained in the Development Code. For projects within the Plan Area, the policies and standards in this Specific Plan shall take precedence over more general policies and standards applied throughout the rest of the City. In situations where policies or standards relating to a particular subject have not been provided in this Specific Plan, the applicable policies and standards of the currently adopted Burbank2035 General Plan and the Zoning Ordinance of the Brubank Municipal Code (which implements the goals and policies of this Specific Plan) shall govern.

The result of extensive community outreach, debate, and consensus building, this Specific Plan will provide a framework for the realization of new private and public development and the introduction of essential infrastructure, streetscape, and open space projects that generate a true sense of place. With this in mind, the primary purposes of this Specific Plan are to define:

1. A vision for the future of Downtown that embraces opportunities for new housing and continued reinvestment and growth.
2. Goals and policies that work in tandem with and refine those of the Burbank2035 General Plan to meet the City's objective to promote infill development; introduce much-needed housing, including affordable, market-rate, and for-sale housing; introduce development within walking and biking distance of the Burbank Downtown Metrolink Station; maintain and enhance Downtown's prominent shopping and entertainment offerings and catalyze further economic development by attracting businesses to the Plan Area; and providing new civic and open space for Plan Area residents, shoppers, workers, and visitors.
3. New objective, transit-supportive development and design standards that enable compact, well-designed, pedestrian-friendly, residential, commercial, and mixed-use projects that are consistent with the community's vision for its future growth.
4. A framework for creating tree-lined complete streets that accommodate a variety of users (pedestrians, bicyclists, transit riders, and motorists); improving connections over and under the I-5 Freeway and to the Burbank Downtown Metrolink Station; introducing sustainable stormwater management improvements within the public right-of-way; and introducing new parks, plazas, and other public spaces for Downtown's growing population.
5. A financing strategy for implementing the aforementioned public improvements, including a menu of developer concessions in exchange for added density, reduced parking, provision of community benefits, or payment of developer fees; tax increment or other financing districts; grants; available city funds; and the disposition and development of City-owned properties through a public-private partnership or similar model.

The above purposes provide private property owners and developers with a clear understanding of the City's expectations and the future context within which they are investing and reinvesting in their properties.

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1.2. SPECIFIC PLAN AREA

The City of Burbank is located within Los Angeles County in the eastern San Fernando Valley, approximately eight miles northeast of downtown Los Angeles. The approximately 918-acre Plan Area is generally bounded by Lake Street, Victory Boulevard, and Mariposa Street to the west, San Fernando Boulevard and Amherst Drive to the north, Glenoaks Boulevard and Fifth Street to the east, and the city boundary to the south (see Figure 1-1). The Plan Area is split in half by the I-5 Freeway and the Southern Pacific Railroad right-of-way.

FIGURE 1-1 SPECIFIC PLAN AREA BOUNDARY

1.3. PLAN PREPARATION PROCESS

The *Downtown TOD Specific Plan* is both a record and a manifestation of the community's goals and aspirations. Through participation in a series of public workshops and meetings, community members articulated a vision for the future of the Plan Area, described in further detail in Chapter 3. The evolution of this plan was based on extensive community input throughout all phases of planning, including; analysis, outreach, plan preparation, and adoption.

A. ANALYSIS. The Specific Plan preparation process began with an extensive analysis of existing physical, regulatory, transportation, circulation, parking, utilities infrastructure, and market conditions. Key outcomes of the analysis included the identification and confirmation of growth sites that are likely to develop over the Plan's 10-year horizon, and pedestrian, bicycle, and transit improvements that would enhance connections to Downtown's various destinations and the Metrolink Station. Key opportunities and constraints were also identified during the analysis phase and are described in Chapter 2.

B. OUTREACH. Outreach consisted of an initial Town Hall meeting with City Council; six public workshops; two Plan Area walking tours; numerous public meetings with City boards and commissions, including the City Council; and interviews with a broad range of interested stakeholders, including property owners, business owners, developers, realtors, members of various City departments, and representatives of Metro. Public input was also solicited via two online surveys in English, Spanish, and Armenian.

Workshops included a Discovery Workshop (November 19, 2020), where the team presented the existing conditions analysis findings and unveiled the preliminary Vision Statement and Guiding Principles for the Plan Area; a Visioning Workshop (November 19, 2020), where the team confirmed the Vision Statement and Guiding Principles and unveiled the framework for the Plan Area's neighborhoods, districts, and corridors and identified key projects within the Plan area; a Development Strategy Workshop/Scoping Meeting where the team described the land use and development parameters for each of the Plan Area's neighborhoods, districts, and corridors and held the scoping meeting for the Environmental Impact Report (EIR); and a Final Alternatives Workshop (September XX, 2021), where the team showcased the vision for private development and the associated transportation and public realm improvements that are the basis for this Specific Plan.

C. PLAN PREPARATION. Following the Final Alternatives Workshop, the team incorporated the input received from the community, various stakeholders, the City's board and commissions, into the specific plan document. On _____ 2021, the City released the Public Draft of the Specific Plan and EIR for a 45-day public comment period. During the plan preparation period, the City's boards, commissions, and City Council were updated on the progress of the plan preparation process.

D. ADOPTION. The final Specific Plan and EIR [will be] adopted through a series of public hearings before the Planning Commission and the City Council.

Walking tour.

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1.4. PAST PLANNING EFFORTS

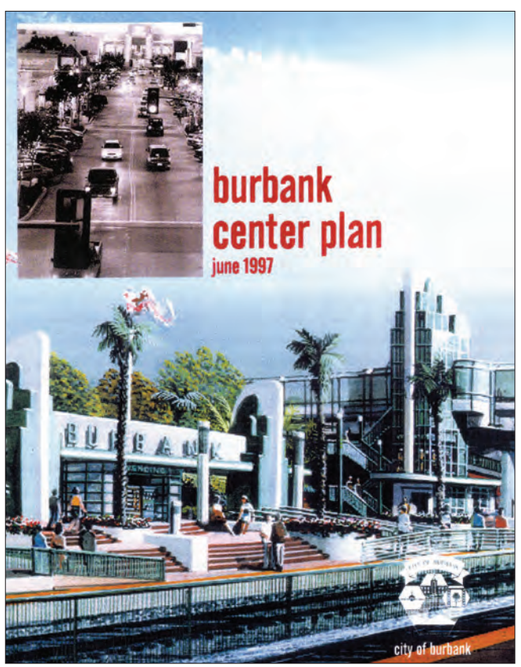
A. BURBANK CENTER PLAN. Adopted in 1997, the *Burbank Center Plan* is one of two existing, adopted plans contained within this Specific Plan area (see **Figure 1-2**).

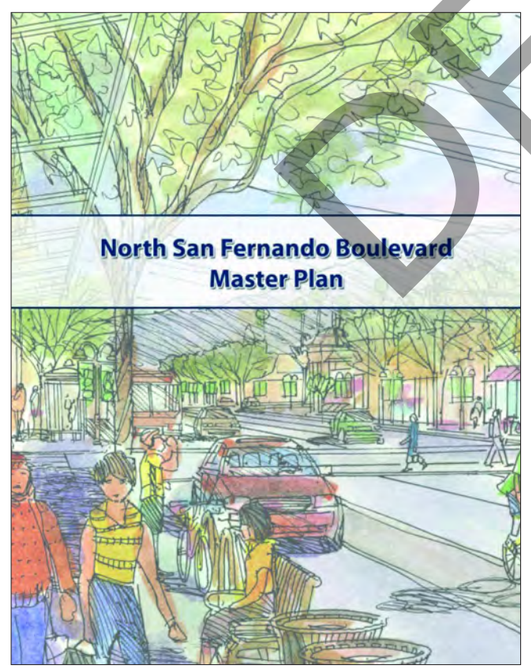
The *Burbank Center Plan* is an economic revitalization plan that addresses long-range land use and transportation planning for Downtown Burbank. The Plan focuses on 10 major "opportunity sites" (renamed "growth sites" in this *Downtown TOD Specific Plan*), which at the time of adoption were vacant, underutilized, or contained incompatible uses that were expected to recycle over the planning horizon. Taking into account existing land uses and transportation facilities, these opportunity sites were expected to catalyze future development. Many have indeed redeveloped since the Plan's adoption, most notably the AMC 16 movie theater site and new IKEA site.

The *Burbank Center Plan* [will be] repealed upon the adoption of this *Downtown TOD Specific Plan*.

B. NORTH SAN FERNANDO BOULEVARD MASTER PLAN. Adopted in 2012, the *North San Fernando Boulevard Master Plan* is the second existing, adopted plan within the boundaries of this Specific Plan (see Figure 1-2). It provides a strategy to guide future development and streetscape improvements along the segment of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard. It also includes recommendations to improve the surrounding residential and commercial streets. Form-based development standards for parcels subject to the *North San Fernando Boulevard Master Plan* are located in the Zoning Code.

Like the *Burbank Center Plan*, the *North San Fernando Boulevard Master Plan* [will be] repealed upon the adoption of this *Downtown TOD Specific Plan*.

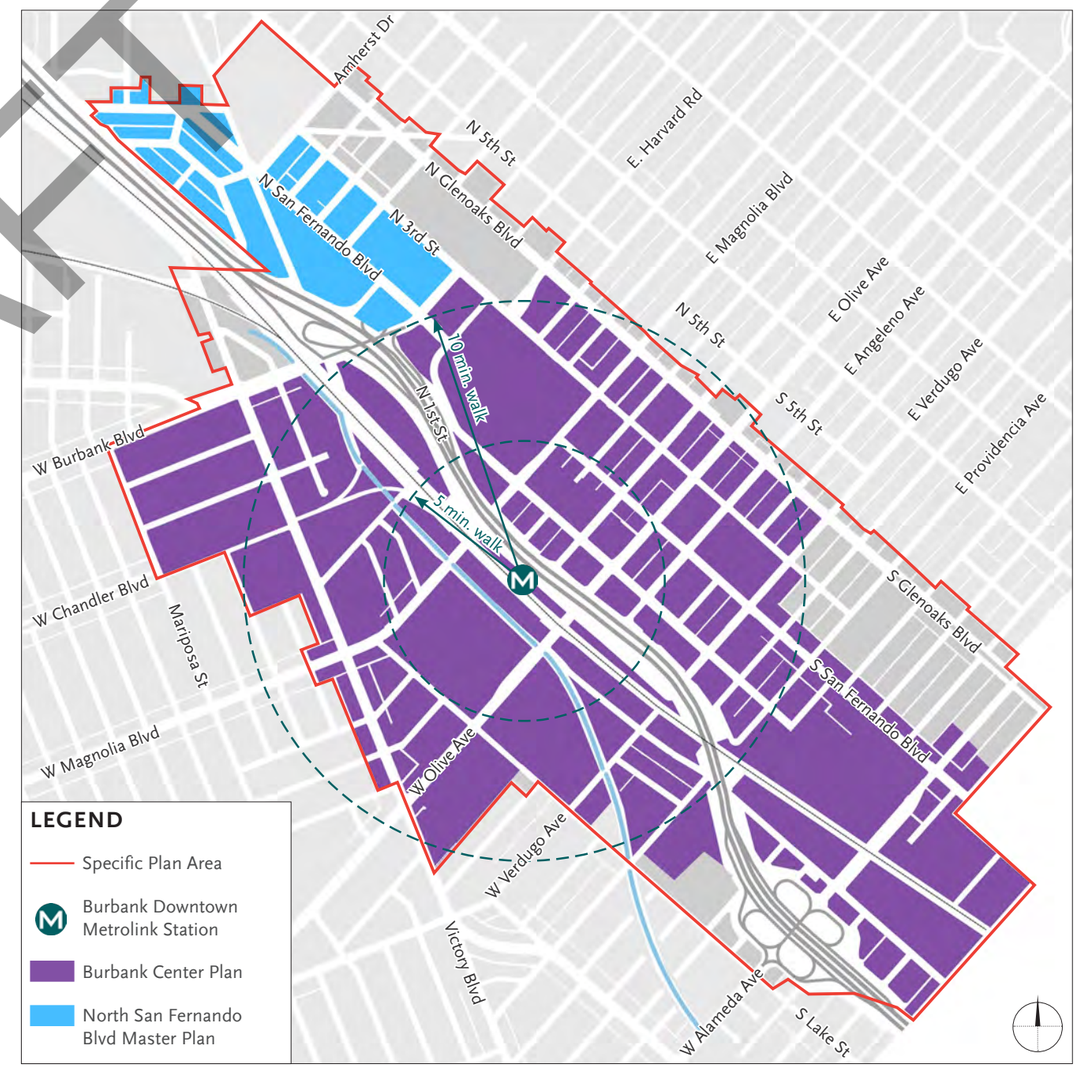




1.5. RELATIONSHIP TO OTHER PLANS

This *Downtown TOD Specific Plan* provides a vision and strategy for implementing the vision, goals, and policies of the General Plan and Housing Element; the circulation and transportation strategies and projects identified in the City's *Complete Our Streets Plan*; and the sustainability goals and actions outlined in the City's *Greenhouse Gas Reduction Plan*. This Specific Plan also provides Development Standards above and beyond the existing Zoning Code to ensure new development is consistent with California affordable housing and density bonus mandates, while ensuring new development builds memorable neighborhoods, districts, and corridors and incentivizing the introduction of publicly accessible amenities that benefit the community as a whole. Descriptions of these plans and regulations and their relationship to this *Downtown TOD Specific Plan* are described below.

FIGURE 1-2 EXISTING PLANS



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1.5. RELATIONSHIP TO OTHER PLANS

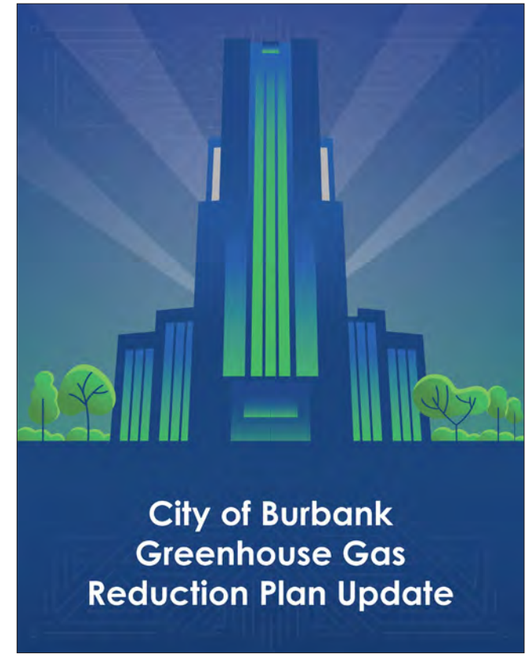
A. BURBANK2035 GENERAL PLAN. Adopted in 2013, the Burbank2035 General Plan is the City's primary policy planning document. Through its eight elements, it provides the framework for the management and utilization of the City's physical, economic, and human resources. Each element contains goals, policies, and an implementation plan that together guide development within the City. This *Downtown TOD Specific Plan* will provide a direct link between the General Plan and detailed development plans, directing the character, arrangement, and land use of future development within the Plan Area in a manner that is consistent with the General Plan. Key General Plan provisions that are reflected in this Specific Plan are:

- Neighborhoods and districts as the building blocks of the community.
- Use of specific plans that promote unique neighborhoods and districts, each distinguished by character and appearance via visual distinction, architecture, edge and entry treatment, landscape, streetscape, and other elements.
- Mix of residential and non-residential uses.
- Diverse housing opportunities, increased home ownership opportunities, and support of affordable housing through alternative and innovative forms of housing.
- Higher density around transit and in appropriate locations such as Downtown.
- Protection of residential neighborhoods including limiting heights near these neighborhoods.
- Preservation of historic resources and the adaptive reuse of underused and decaying buildings.
- Use of sustainable construction practices, building infrastructure, and materials.
- Design of new buildings that limit the consumption of energy, water, and other natural resources.
- Construction of high-quality buildings that are complementary to Burbank's character and aesthetics.
- New development that ties into the City's grid pattern.
- Creation of complete streets that accommodate the needs of all users.
- Use of streetscape to enhance neighborhood and district character.
- Provision of adequate open space in residential projects.
- Locating parking lots and structures behind buildings.

B. ZONING REGULATIONS. Chapter 10 of the 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 existing Burbank Center and North San Fernando Boulevard Master Plans. 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 Downtown TOD Specific Plan Overlay Zone implements the standards contained within the *Downtown TOD Specific Plan*. The land use regulations and development standards of the Downtown TOD Specific Plan Overlay Zone augments the land use regulations and development standards of the BMC.

C. GREENHOUSE GAS REDUCTION PLAN UPDATE

Implementing the City's General Plan, the *Greenhouse Gas Reduction Plan* (GGRP) quantifies the City of Burbank's share of statewide Greenhouse Gas (GHG) emissions and establishes action steps toward achieving a local emissions reduction target. In Burbank, most GHG emissions come from energy used in buildings and gasoline burned in motor vehicles, with water- and waste-related emissions contributing relatively smaller proportions. The projects and strategies included in this *Downtown TOD Specific Plan* support the GGRP's focus on building and protecting neighborhoods in Burbank through responsible development; bike and pedestrian facility improvements; energy-efficient construction and retrofits; better air quality; lower energy and water bills as a result of conservation; and reduced waste to extend the lifetime of Burbank's landfill.



D. COMPLETE OUR STREETS PLAN. Adopted in June 2020, Burbank's *Complete Our Streets Plan* proposes improvements and recommendations for Burbank's street network that ensure the needs and safety of all street users are met. The Plan identifies four street priorities (pedestrian, bicyclist, transit, and motorist) and recommends projects to be implemented in the short, near, and long term. The following priority projects are incorporated into this *Downtown TOD Specific Plan*:

- Olive Ave. Bridge Improvements
- Magnolia Blvd. bridge improvements.
- First St. protected bikeway.
- Front St./Verdugo Ave. protected bikeway.
- Alameda Ave. underpass improvements.
- Magnolia Blvd. intersection Improvements.
- Bonnywood Pl./1st St. intersection improvements.
- McCambridge Park Intersection Improvements.

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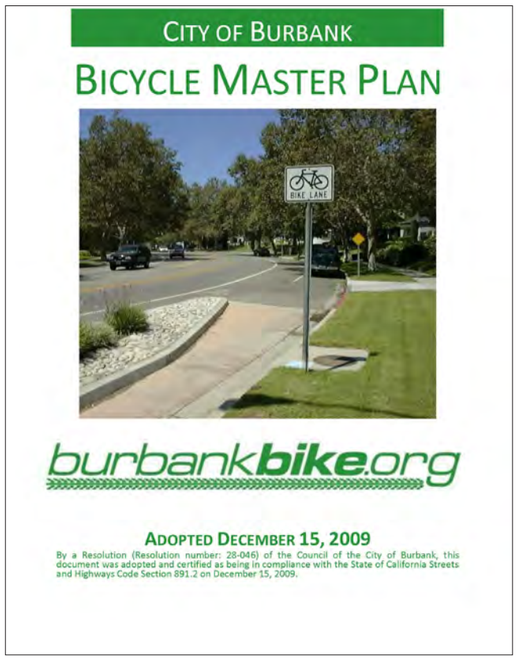
1.5. RELATIONSHIP TO OTHER PLANS (CONTINUED)

E. **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 that towards an overarching goal of five percent of all trips are made on bicycles by 2035. Additionally, the BMP incorporates the "Complete Our 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 existing bicycle facilities and recommends several new bicycle facilities within Downtown. The BMP also examines funding opportunities and lists ongoing bikeway projects.



F. **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.

G. **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.

H. **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.

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1.5. RELATIONSHIP TO OTHER PLANS (CONTINUED)

I. **METRO'S TRANSIT SUPPORTIVE PLANNING TOOLKIT.** This Specific Plan incorporates the policies and programs of Metro's Transit Supportive Toolkit comprised of 10 elements that integrate land use and transportation planning practices to generate transit supportive communities that encourage reduced passenger vehicle trips and vehicle miles traveled (VMT) through increased rates of walking, biking, and transit usage. These include:

1. **Compact Design.** Consistent with the General Plan, this Plan promotes higher density, pedestrian-oriented development within a half-mile of Downtown's transit, retail, restaurant, recreational, educational, and employment offerings. In addition, base densities may be exceeded in conformance with the City's density bonus programs and with State law. Finally, public realm improvements make it more comfortable and enjoyable for residents, workers, and visitors to walk to transit; to retail, restaurants, and services; to parks; and to school – all within walking distance.

2. **Street and Network Connectivity.** Burbank was built on an interconnected street and block network. This original grid pattern has been modified over time by the assembly of many of Downtown's original blocks into larger "megablocks," reducing the number of paths between destinations, increasing the travel distance for navigating around the block, and diverting more vehicular traffic onto the remaining streets. In addition, the railroad right-of-way and the I-5 Freeway interrupt the interconnected street and block network, resulting in only six crossings along the Plan Area's two-mile length. This Specific Plan improves network connectivity by:

   - Providing standards for reducing the size of the Plan's megablocks through the introduction of new streets and pedestrian paseos;
   - Recommending improvements to the pedestrian and bicycle experience along the bridges and underpasses that cross the I-5 Freeway; and
   - Converting many of Downtown's existing alleys – especially in proximity of the San Fernando Shopping and Entertainment Corridor and the Downtown Civic Center – to pedestrian paseos lined by restaurants, shops, and entertainment venues.

3. **Affordable Housing.** As mentioned above, the Plan enables more housing to be built by rezoning parcels currently governed by Planned Development (PD) permits; allowing the base densities of parcels within the Plan Area to be exceeded in conformance with the City's density bonus programs; and allowing density to be transferred between parcels under the same ownership and/or between City-owned parcels. In addition, City-owned parcels, particularly within the Civic Center, enable City control of how the sites are developed.

   Finally, the Plan anticipates a variety of housing types – including lofts, flats above stores, townhouses, courtyards, multi-family, and live-work units – and affordability ranges, including affordable, market-rate, rental, and for-sale housing.

4. **Transit Prioritization, Accessibility, and Area Design.** The Plan introduces a number of transit and active transportation improvements, including:

   - Accommodating Metro's North Hollywood to Pasadena Bus Rapid Transit (BRT) line, including providing a direct transfer between the BRT and Metrolink trains at the Downtown Station, and:
   - Introducing a robust and inviting bicycle and pedestrian network that connects Downtown's various neighborhoods, districts, and corridors to Downtown's various destinations and the Metrolink Station.

5. **Complete Neighborhoods.** This Plan promotes residential development where neighborhood supportive commercial activities and community services already exist, including its four existing grocery stores, McCambridge Park, Ovrom Park, Compass Tree Park, downtown shopping, and schools. As more housing is built and Downtown's population increases, new neighborhood-supporting businesses, including the introduction of a grocery store or market in the Downtown Core, will be introduced.

6. **Site layout, Parking Layout, and Building Design.** In order to generate walkable, urban environments, the Specific Plan's development code requires new buildings to be located next to or near the sidewalk, to provide ample street-facing windows and pedestrian-friendly frontages such as shopfronts and stoops, to locate parking at the center of the block or subterranean, and to provide inviting shared open space conceived as usable outdoor rooms, not just leftover space to be landscaped. Frontage elements such as awnings, canopies, arcades, and other architectural features that shade the sidewalk and add interest to building facades are encouraged for buildings with commercial ground floors.

7. **Commercial Stabilization, Business Retention, and Expansion.** The introduction of more residents and the improvement of Downtown's pedestrian experience through enhanced streetscape and improved street crossings will provide more customers for existing and new Downtown retail, services, and restaurants, and incentivize existing businesses to improve their shopfronts. In addition, the Specific Plan provides an updated use table that is consistent with accommodating modern and desirable uses in Downtown.

8. **Parking Management.** This specific plan provides a number of parking design and parking management strategies that together will promote a vibrant, walkable downtown experience and ensure enough parking is available as Downtown evolves and intensifies over time. Strategies include:

   - Expanding Downtown's existing "Park-Once" district to include more garages and parking lots that accommodate shared parking for Downtown's retail, restaurant, and entertainment uses and that encourage patrons to park once and take care of multiple activities.
   - Implementing measures that manage parking supply and demand, such as time limits, flexible pricing, monthly permits, and designated employee parking locations.
   - Instituting transportation demand management strategies that promote alternatives to getting to and from Downtown in a car.
   - Retaining on-street parking where it currently exists, introducing it where it is missing, and managing its relationship with other curbside uses, such as loading zones; Uber, Lyft, taxi, and valet pick-up and drop-off locations; and bus stops.

9. **Transportation Demand Management (TDM).** In addition to TDM programs that are already incorporated in the existing Burbank Center Plan – this Plan introduces new TDM strategies that have appeared since the Burbank Center Plan was adopted, including:

   - Working with companies such as Uber and Lyft to offer partnerships with businesses and organizations to subsidize trips for employees using these ride-hailing services.
   - • Micro-Mobility Partnership programs with companies such as Bird and Lime, that provide smaller, two-wheeled vehicles, such as electric bicycles, scooters, and even mopeds.

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1.5. RELATIONSHIP TO OTHER PLANS (CONTINUED)

10.

Pedestrian and Bicycle Circulation. This Specific Plan introduces a variety of pedestrian and bicycle amenities that improve access to the Burbank Downtown Metrolink Station. Chief among these are

- New bicycle facilities, including Class IV protected bikeways that will provide first-last mile connections for residents who live in the northern and southern portions of the Plan Area.
- Improved and safer pedestrian and bicycle facilities along the Olive Avenue and Magnolia Boulevard bridges, including a new, widened Magnolia Bridge with a Class IV protected bikeway, and a widened Olive Avenue Bridge at the Metrolink Station with pull-outs for Metro's proposed North Hollywood to Pasadena BRT line.
- Introduction of bulb-outs and crosswalks at key intersections to shorten pedestrian crossing distances and make pedestrians more visible to motorists.
- Introduction of street trees, creating a more inviting and comfortable environment for biking and walking.

1.6. 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.

2. BACKGROUND AND CONTEXT

2.0. INTRODUCTION

This chapter summarizes the background and context that inform the goals, policies, vision, and implementation measures included in this Specific Plan. It begins with a short history of Downtown's development and growth since its establishment in the late 1800s. It then describes the Plan Area's physical conditions, focusing on the characteristics associated with placemaking. The chapter wraps up with a summary of the constraints and opportunities that inform the various components of this specific plan.

This Background and Context Chapter is comprised of the following sections:

2.1. History 2:2
2.2. Existing Conditions 2:4
2.3. Existing Constraints and Opportunities 2:12
2.4. Demographic Profile 2:16
2.5. Market Profile 2:17

View of Third Street looking south from Magnolia Blvd.

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2.1. HISTORY

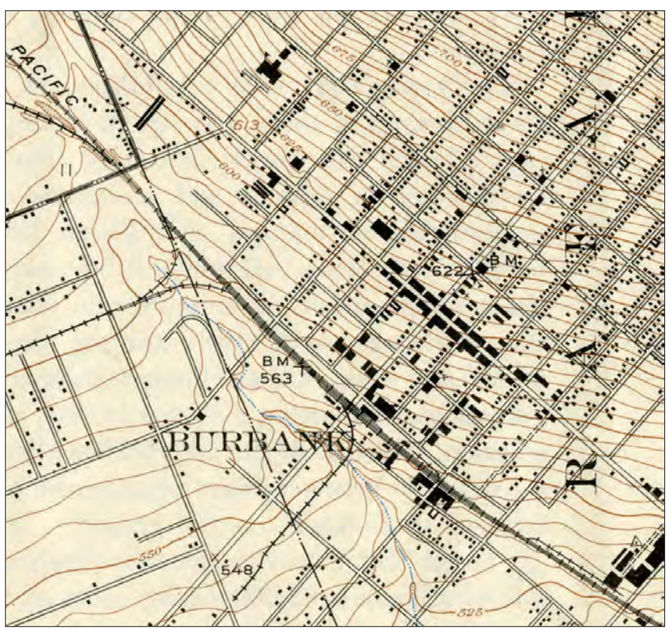
The City of Burbank was founded in 1887. At that time, population and commerce were centralized in an area that includes downtown. City incorporation in 1911 was followed by a dramatic increase in commercial development during and after World War II concentrated northwest, southwest and west of downtown and west of downtown adjacent to the Southern Pacific railroad. Industrial reliance on rail transportation for raw materials and goods fostered an expansion to the north and south along these rail lines.

As the city continued to grow and automobile use became more widespread, San Fernando Blvd. through the city evolved from a dirt path through ranch lands into US Route 99, a vital highway artery that not only connected Burbank to Los Angeles but eventually became the primary automobile highway route serving the US west coast states/cities between the Canadian and Mexican borders. The Southern Pacific railroad continued to service the City's industry and functioned as a passenger railway while San Fernando Blvd. (US Route 99)enjoyed commercial and industrial prosperity. Service and retail establishments flourished along the boulevard, serving the Burbank community as well as local commuters and long-distance travelers.

With the completion of Intestate 5 in the 1950s, the character of the City changed. The freeway divided the downtown's industrial properties and replaced San Fernando Boulevard and Us Route 99 as the primary access to downtown Los Angeles and beyond. The popularity of passenger rail was mostly replaced by automobile or air travel. The character of downtown Burbank's once financially healthy retail and service center and the strip commercial and industry along San Fernando Blvd. began to experience economic stagnation and decline. Gradually commercial and industrial businesses began to move to locations outside of downtown.

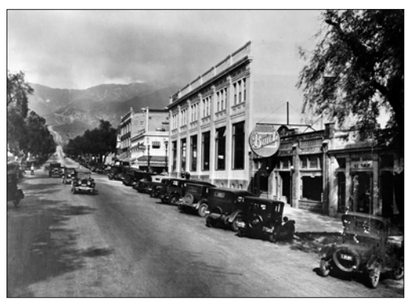
With the goal of attracting business to downtown, vehicle access to a portion of San Fernando Boulevard was discontinued in order to construct the Golden Mall – a pedestrian mall. However, the efforts of the City and the business community did not produce the desired results, so the Golden Mall was removed and vehicular access was restored in November 1989. The restoration of vehicle access and the establishment of a downtown parking district, the construction of the Burbank Town Center Mall (formerly the Media Center Mall) and the construction of entertainment/commercial establishments – such as IKEA, AMC Movie Theatres, upscale restaurants, coffee houses and entertainment related commercial retailers – resulted in a downtown revival in the 1990s, that persists to today as Downtown Burbank continues to attract patrons from around the region.

With the introduction of Metrolink commuter rail in October of 1992, regional rail as a form of transit was introduced to Downtown Burbank. The Regional Intermodal Transportation Center (RITC), known today as the Burbank Downtown Metrolink Station located immediately west the I-5 Freeway, is a full-service component of an integrated transportation program that includes Metrolink and Amtrak service, vanpooling and carpooling programs, local and regional bus transit, bike paths, and transit shuttles. To further enhance transit to Downtown Burbank, Metro is planning Bus Rapid Transit service to North Hollywood and Pasadena, with three stops proposed within Downtown Burbank.



1926 Map of Downtown Burbank prior to the construction of the Interstate 5 freeway and the Burbank Town Center Mall..

Aerial view of San Fernando Blvd. in 1922.


Aerial view of Olive Ave. in 1927.

View of the Golden Mall in 1967.

View of San Fernando Blvd. looking north from Orange Grove Ave., c. 1946.

View of San Fernando Blvd, in 1957.

View of San Fernando Blvd. as Golden Mall in the 1960s.

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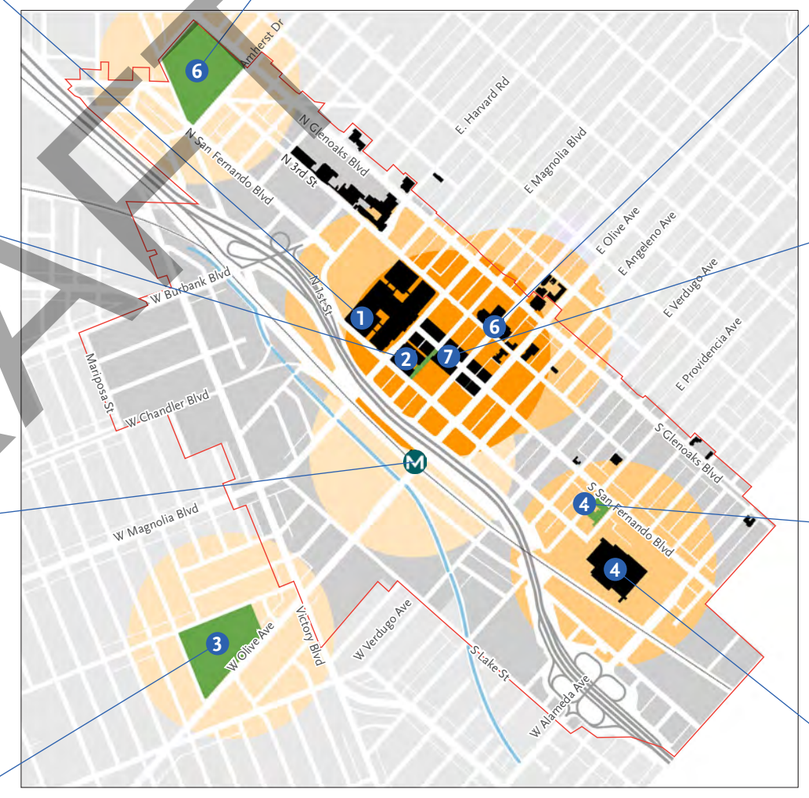
2.2. EXISTING CONDITIONS

Downtown Burbank is home to approximately 16,000 residents and hosts more than 600 retailers, restaurants, hotels, and various entertainment uses, including the nationally ranked 30-screen AMC theater collection, a Tesla sales and delivery center, and the largest IKEA in the nation. It also hosts events including, but not limited to, the weekly Cultural and Certified Farmers' Markets; and the annual Summer Arts Festival, Winter Wine Walk, Winter Arts Festival, Burbank Comedy Festival, and Burbank International Film Festival that attracts more than 180,000 visitors each year..

It is also home to the Downtown Civic Center, which includes City Hall, Burbank Police and Fire Headquarters Building, Burbank Administrative and Community Services Buildings, Burbank County Courts Building, and the Burbank Central Library. Other employers include Nickelodeon Studios, Hollywood Production Center, ICON Collective, and several long-standing commercial and industrial businesses.

The Downtown Burbank Metrolink Station, served by the Antelope Valley and the Ventura County lines on 50 daily trains, Amtrak Coast starlight passenger lines, and several METRO and BurbankBus lines is the primary transit access point for travelers to Downtown Burbank as well as to major employers in Burbank's Media and Golden State Districts (via BurbankBus). Current ridership estimates show that approximately 710,000 Metrolink and Metro Bus commuters travel through this station per year.

As discussed in the recently adopted City of Burbank *Complete Our Streets Plan*, there is significant pedestrian activity and moderate bicycle activity in Downtown, particularly along and within the vicinity of the San Fernando Boulevard corridor and along Glenoaks Boulevard.



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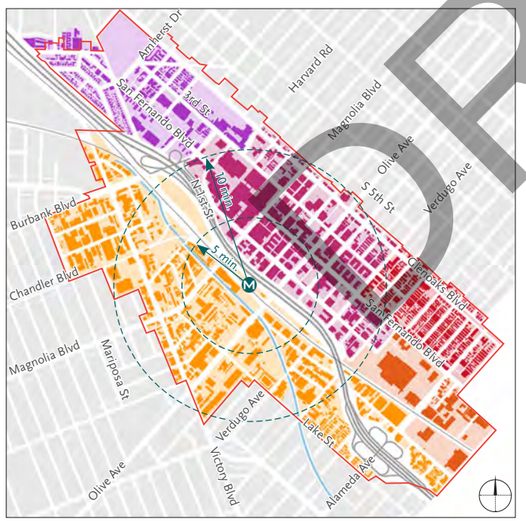
2.2. EXISTING CONDITIONS (CONT.)

A. URBAN FORM.

Based on existing urban characteristics of land use and building type and placement, the Plan Area can be divided into the following four basic subareas:

- **Downtown.** Downtown is home to the Downtown Burbank shopping and entertainment district, important local and county government buildings, and a mix of commercial, residential, and mixed-use buildings. Most buildings are located and accessed from the adjacent sidewalk and street tree cover is fairly complete. While Downtown, particularly San Fernando Boulevard between Olive Avenue. and Magnolia Boulevard, is the most pedestrian-friendly of Downtown's subareas, there are areas where buildings face the street with blank walls, parking lots and garages are located adjacent to the sidewalk, sidewalks are narrow, and streetscape is missing or deficient.
- **North San Fernando Boulevard.** The southern portion of the North San Fernando subarea consists generally of car-oriented commercial uses. The northern portion consists of a mix of multi-family and single-family buildings. Commercial buildings along San Fernando Boulevard between Burbank Boulevard and Amherst Drive are located behind parking lots, while those located north of Amherst Drive tend to be located next to and accessed from the sidewalk. Many of the commercial sites along San Fernando Boulevard are underutilized and present unique opportunities for accommodating more intense, pedestrian-friendly buildings. In addition, the presence of existing single- and multi-family residences, two grocery stores, and McCambridge Park provide a promising basis for generating a vibrant neighborhood.
- **South San Fernando Boulevard.** On the west side of South San Fernando Boulevard, existing uses are primarily light industrial with commercial uses, most notably IKEA, fronting directly onto South San Fernando Boulevard. Buildings tend to be large with adjacent surface parking lots. Buildings consist primarily of multi-family buildings built over the past 60 to 70 years, each representative of the style and character of the time period it was built. There are a handful of single-family houses, likely remnants from before similar single-family houses were replaced by multi-family buildings. All buildings are located behind front yards, some facing the street-facing windows and entries and others with blank walls or ground floor garages. Lastly, there are several smaller commercial buildings built up to the sidewalk along South San Fernando Boulevard and South Glenoaks Boulevard, with parking located behind or to the side of buildings.
- **West Downtown.** Home to the Burbank Downtown Metrolink Station, the City of Burbank Power Plant and Water Reclamation Plant, and buildings that accommodate primarily light industrial and media related uses with a smattering of commercial and residential uses. Buildings along Victory Boulevard are generally located next to and accessed from the sidewalk. Blocks within the West Downtown subarea tend to be large. Other than the arterials that cross over the freeway, streets are interrupted by the railroad right-of-way and the Burbank Channel.



Specific Plan Area
Downtown
North San Fernando Boulevard
Metrolink Station
West Downtown
South San Fernando Boulevard

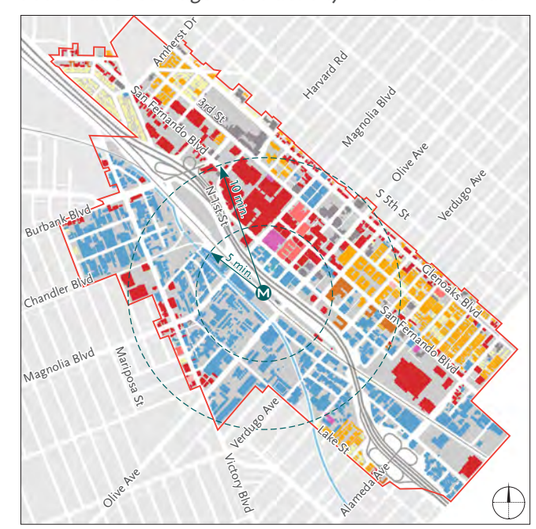
These subareas are the framework for the Neighborhoods, Districts, and Corridors that, in turn, are the basis of this Specific Plan, as described in further detail in Chapter 3.

B. LAND USE.

Existing land uses, which are generally consistent with and reflect the underlying zoning, within the Plan Area include:

- **Residential.** Multi-family housing, governed by R-4 (High Density Residential) zoning, is concentrated in the southern and northern portions of the Plan Area. A number of multi-family and mixed-use projects with residential upper floors have also been built within the Downtown area, governed by PD (Planned Development) zoning and Development agreements. There are pockets of existing single-family houses governed by R-1 (Single Family Residential), R-2 (Low Density Residential), and R-3 (Medium Density Residential) in the northern portion of the Plan Area along Broadway Avenue and Leland Way and throughout the multi-family neighborhoods along the eastern edge of the Plan Area. Housing is largely absent within a quarter mile west of the Metrolink Station, due to the light industrial character of the existing land uses and the incompatibility between established City utility facilites and residential uses.
- **Retail and Services.** Retail, restaurant, and entertainment uses are concentrated along San Fernando, Glenoaks, and Victory Boulevards. Uses along San Fernando Boulevard between Angeleno Street and Magnolia Boulevard are pedestrian-oriented, located next to, and accessed directly, from the sidewalk. North of Burbank Boulevard, uses along San Fernando Boulevard are more auto oriented, with buildings separated from the sidewalk by surface parking lots. There are also many drive-in restaurants.
- **Hospitality.** There is a concentration of larger hotels located within the area surrounded by Olive Avenue, San Fernando Boulevard, Providencia Avenue, and the I-5 Freeeway. Smaller hotels and motels can also be found throughout the Plan Area
- **Office.** Office uses can be found in all Plan subareas in standalone buildings as well as on upper floors of some mixed-use buildings.Most provide parking on-site in adjacent garages or surface parking lots.
- **Institutional.** Public service, educational, and worship related institutional uses, located east of the I-5 freeway, include the Downtown Civic Center, Burbank High School, and several churches along Glenoaks Boulevard. Public utility related uses, located west of the freeway, include the Burbank Power Generating Plant, the Burbank Water Reclamation Plant, and the City Maintenance Yard.
- **Light Industrial and Car-Related.** Uses are concentrated in the portions of the Plan area located west of First Street and the railroad right-of-way, and south of Verdugo Avenue.

This Specific Plan preserves this general land use pattern and distribution, augmenting existing zoning to facilitate the introduction of by-right housing, and including more contemporary, up-to-date uses and uses that encourage more activity in the Plan Area.



Specific Plan Area
Single-family Residential
Multi-family Residential
Retail and Services
Mixed-use
Office
Metrolink Station
Hospitality
Entertainment
Institutional
Light Industrial

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2.2. EXISTING CONDITIONS (CONT.)

C. BLOCK STRUCTURE.

Downtown Burbank was built on an interconnected street and block network that enabled a variety of alternative paths of movement between destinations and provided convenient access to all properties on each block.

This original grid pattern has been modified over time by the assembly of many of Downtown's original blocks into larger blocks - or megablocks - which reduce the number of paths between destinations, increase the travel distance for navigating around the block, and divert more vehicular traffic onto the remaining streets. Examples in the Plan Area are the Burbank Town Center Mall site, the old IKEA site, the new IKEA site, the K-Mart Shopping Center site, and most of the blocks located west of the I-5 Freeway/railroad tracks.

The railroad right-of-way and especially the I-5 Freeway also interrupt the interconnected street and block network, resulting in only six crossings along the Plan Area's two-mile length.

D. RANGE OF EXISTING LOT SIZES.

Lot sizes within the Plan area range from as small as 25 x 100 feet to a whole city block. Many of the original parcels within the Plan Area, especially within the Downtown subarea, have been consolidated into larger parcels with larger buildings or complexes of buildings. Important lot size considerations are:

- **Lot width.** Historically, Downtown lots ranged between 25 to 75 feet in width. The buildings that were built on these lots were scaled to these lot sizes, designed according to human proportions, and faced and were accessed from the sidewalk. With the assembly of single lots into larger lots, development has trended towards isolated buildings surrounded by parking lots and/or bigger buildings that are less human in their scale and relationship to the street.
- **Building size.** Buildings can be too large for their lots as evidenced by some of the three-story multi-family buildings built on 50-foot-wide lots in the southeastern portion of the Plan Area.

E. PARCEL TYPES BY OWNERSHIP.

There are a variety of publicly-owned parcels within the Plan Area, including City-owned parcels (City Hall and the adjacent surface parking lot and garage, the Burbank Police and Fire Headquarters Building and adjacent surface parking lot, the Burbank Administrative & Community Services Buildings and adjacent surface lots, the Central Library, and various City-owned garages and parking lots), County-owned parcels (Burbank County Courts Building and adjacent parking garage), Federally-owned parcels (U.S. Post Office), parcels owned by the Burbank Unified School District (Burbank High School), and public parks (Robert Ovrom Park and McCambridge Parks and Community Centers). Other parcels are privately owned.

The City-owned surface parking lots provide opportunity for expansion of needed office space, a new library building, open space, and/or other development.

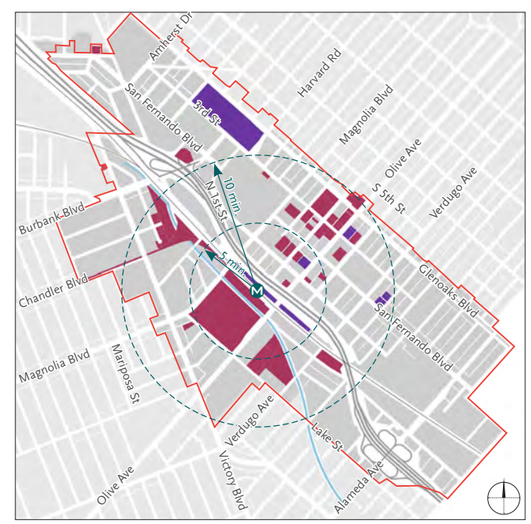
F. BUILDING HEIGHT.

Buildings east of the I-5 Freeway range from one-story retail and services buildings, to two- to three-story multi-family buildings, to four- to six-story mixed-use buildings, to the 20-story Hotel Burbank towers. The tallest buildings are located in the Downtown subarea; buildings are shorter around the edges of the Plan Area as they transition to surrounding single-family neighborhoods.

West of the Freeway the majority of buildings are one- to two- stories in height with a handful of taller buildings and structures along Victory Boulevard, Olive Avenue and Lake Street, and on the Burbank Power Plant site.

Metrolink Station
Megablocks

Metrolink Station
0-50 ft.
51-100 ft.
101-150 ft.
151-300 ft.
301-500 ft.
500+ ft.



Metrolink Station
City-Owned Property
Other Publicly-Owned Property

Metrolink Station
1-2 Stories
3-4 Stories
5-6 Stories
7-15 Stories
15+ Stories

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2.2. EXISTING CONDITIONS (CONT.)

G. FRONTAGE QUALITY.

While the portion of San Fernando Boulevard that runs through the Plan Area – especially the segment between Magnolia Boulevard and Angeleno Avenue – is lined by buildings that face and are accessed directly from the sidewalk, most of the Plan Area's streets are fronted by buildings with blank walls or frontages that do not contribute to a pedestrian-friendly environment or parking lots or the absence of buildings near the sidewalk.

Older buildings built prior to the 1950s tend to have street-facing pedestrian entries, ample street-facing windows and ground floor occupiable space; many newer buildings tend to have ground floor parking podiums, less prominent pedestrian entries, and/or are absent of street-facing windows.

H. OPEN SPACE.

There are two City of Burbank operated parks within the Plan Area: McCambridge Park, located in the northern portion of the Plan Area and Robert Ovrom Park in the southern portion of the Plan Area. In addition, there are several private plazas that allow public access (southwest corner of Magnolia Blvd. and Third St.; southeast corner of Palm Ave. and Third St.; the Palm Ave. right-of-way between First St. and San Fernando Blvd.). Other parks within a half mile distance of the Plan Area include Compass Tree Park, George Izay Park; Joaquin Miller Park; and the Burbank 5 Points Art Monument.

I. TRANSIT.

Downtown Burbank is served by a fairly robust transit network, including Metro local and rapid buses; the BurbankBus Pink Line, which provides service to Burbank's Media District and Universal Studios; the Glendale Beeline, which provides service to Glendale; Amtrak Pacific Surfliner which provides service between San Luis Obispo and San Diego; and Metrolink, which connects Downtown Burbank to Ventura County, Lancaster, Downtown Los Angeles, and beyond. In addition to existing Metrolink and bus service, Metro is considering introducing Bus Rapid Transit (BRT) service between North Hollywood, through Downtown Burbank, to Pasadena.

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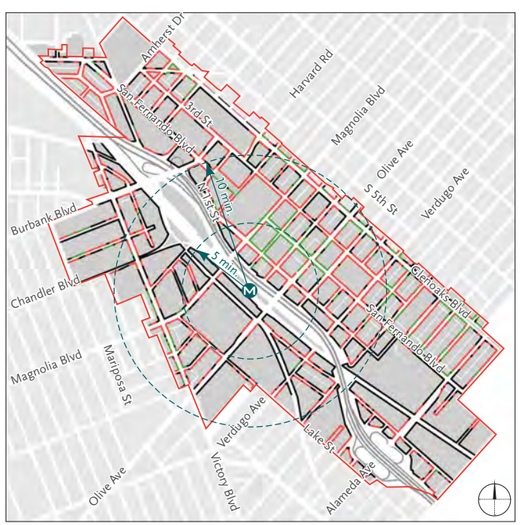
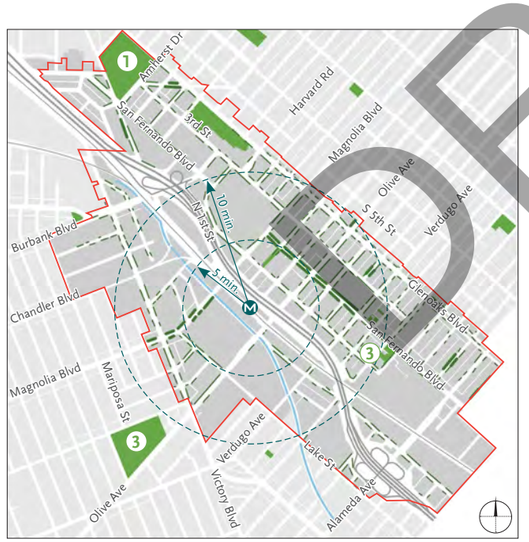
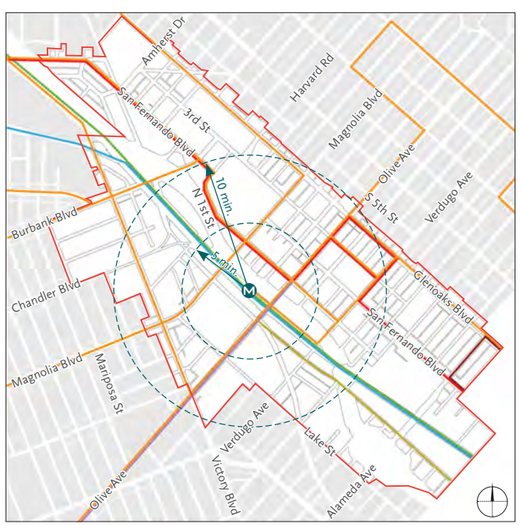


- Metrolink Station
- Pedestrian-Oriented Frontage
- Pedestrian-Hostile Frontage
- No Frontage



- Metrolink Station
- Open Space
- Flood Channel
- 1 McCambridge Park
- 2 Robert Ovram Park
- 3 George Izay Park



- Metrolink Station
- Metrolink Antelope Valley Line
- Metrolink Ventura County Line
- Metro Local Bus
- Metro Rapid Bus
- BurbankBus Pink Line
- Glendale Beeline 7
- Glendale Beeline 12

2.3. EXISTING CONSTRAINTS AND OPPORTUNITIES

A. CONSTRAINTS

1. **Need for Workforce and Affordable Housing.** The City of Burbank ranks high in terms of cost of housing and has one of the lowest vacancy rates in Los Angeles County, making it difficult for Burbank's workforce and individuals and families of low and moderate-income levels to find affordable housing in the City. There are approximately three times as many available jobs in Burbank as housing units, which means most Burbank workers commute into Burbank. The shortage of affordable housing is also an issue of statewide concern. The State of California has accordingly mandated that more housing be produced locally, requiring Burbank to introduce 8,772 new residential units over the next 8 years.

2. **Weak Sense of Place.** Other than San Fernando Boulevard between Magnolia Boulevard and Olive Avenue, the Plan Area is generally characterized by a combination of wide, car-oriented streets, many buildings that turn their back to the street, parking lots and garages located adjacent to the sidewalk, inconsistent and immature streetscape, and generic buildings that are not unique to Burbank. Also, there are only three buildings of historic character within the Plan Area: City Hall, the Post Office, and a pre-Incorporation single-family house located at 134 E. Verdugo Ave.

3. **Poor Connectivity.** Downtown Burbank's "megablocks" reduce the number of paths between destinations, increase the travel distance for navigating around the block, and divert more vehicular traffic onto the remaining streets. In addition, the Southern Pacific railroad tracks and the I-5 Freeway also interrupt the interconnected street and block network, hampering pedestrian, bicycle, and vehicular access from one side to the other and to the Downtown Metrolink. These crossings are substandard: narrow sidewalks are located immediately adjacent to fast moving vehicles, bridge railings are uncomfortably low, and pedestrian access at either end is precarious. Switchback tower ramps from the Olive Avenue bridges are also uninviting and circuitous to ascend and descend.

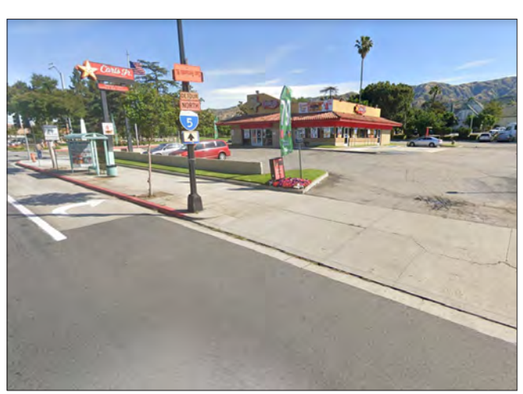
4. **Deficient Pedestrian and Bicycle Environment.** There is significant pedestrian activity and moderate bicycle activity in Downtown, particularly along and within the vicinity of the San Fernando Boulevard corridor and along Glenoaks Boulevard. While the portion of San Fernando Boulevard between Magnolia Boulevard and Olive Avenue is pedestrian-oriented, consisting of wide, active sidewalks, inviting streetscapes, and buildings that face and are accessed directly from the sidewalk, many sidewalks within the rest of Downtown are narrow, lack consistent or mature street tree cover, and are fronted by blank walls or parking lots.

5. **Insufficient Open Space in Downtown Core.** Plan Area residents within the northern and southern portions of the Plan Area are located within a half-mile of a public park or recreational space and are therefore consistent with General Plan goals of providing a community or neighborhood park within 1/2 mile of all Burbank residences. The central portion of the Plan Area bounded roughly by Olive Avenue, the I-5 Freeway, Burbank Boulevard, and Glenoaks Boulevard, however, lacks sufficient open space.

6. **Incomplete Tree Cover.** Tree cover is fairly complete in most of the Plan Area with the most mature, complete, and continuous canopy occurring along San Fernando Boulevard between Magnolia and Verdugo Avenues. Other streets within the Downtown subarea that have consistent, mature street trees include Olive Avenue (stately pine trees) and Angeleno Avenue (Magnolia trees). Street trees have recently been planted along some streets but will not provide shade immediately. However, there are many streets – such as within the residential neighborhoods in the southern portion of the Plan Area and the east-west running streets in the North San Fernando Boulevard subarea – that are missing street trees.

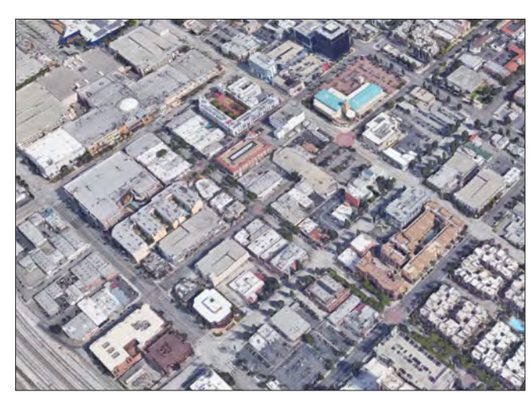
7. **Heat Island Effect.** Much of the Plan Area is covered by asphalt in the form of streets and parking lots, which contribute to increased ambient temperatures and reduced storm water infiltration into the water table and to street tree roots. The combination of asphalt, missing or inadequate street cover, and heat absorbing building materials contributes to higher ambient temperatures resulting in a less comfortable environment for pedestrians and cyclists and higher energy bills for adjacent buildings. The heat island effect can raise ambient temperatures by up to 10°F and air conditioning use can increase by 1-9% for each 2° increase in temperature.

8. **Outdated Policy and Zoning Documents.** The policy and zoning documents currently governing development within Downtown are out of date and misaligned with current State Mandates, City goals, and the Burbank2035 General Plan. Adopted in 1997, the *Burbank Center Plan* provides development standards that focus on land use, building setback, and height, but do not provide direction regarding how buildings and streetscapes should be designed to contribute to a walkable, urban environment nor how to contribute to the generation of a true sense of place.



Generic buildings that turn their back to the street, parking lots located adjacent to the sidewalk.

Narrow sidewalks on the Olive Ave. bridge are located next to fast-moving vehicles, bridge railings are uncomfortably low, and access to adjacent streets is circuitous.



The central portion of the Plan Area lacks sufficient open space.

Much of the Plan Area is covered streets and parking lots, contributing to increased ambient temperatures and reduced storm water infiltration.

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2.3. EXISTING CONSTRAINTS AND OPPORTUNITIES (CONT.)

B. OPPORTUNITIES

1. **Many Potential Development Sites.** There are many underutilized sites within a half mile to a mile of the Burbank Downtown Metrolink Station. Many of these consist primarily of surface parking lots and sites occupied by one-story buildings. As part of this planning effort, the City has identified a number of underutilized parcels that are good candidates for accommodating infill mixed-use and residential development. In addition, there are a number of additional parcels that can accommodate incremental development over the Plan's 10-year horizon.

2. **Strong Market for Future Mixed-Use Housing.** Burbank's high housing costs and low vacancy rates are indicative of the critical demand for housing in Burbank. Per existing General Plan and Zoning, the Plan Area's underutilized sites should be able to accommodate the City's goal of introducing up to 9,944 residential units within the Plan Area. Market analysis has identified the potential for 250 – 500 residential units to be absorbed per year. Strong market cycles could result in the potential absorption of more units than this range, while weak market cycles could result in less. Revitalization of corridors with authentic development and amenities that enhance quality of life could help support strong results in the higher end of the range.

3. **Presence of Regional Transit.** The Burbank Downtown Metrolink Station is located within the Specific Plan area and the proposed North Hollywood to Pasadena Bus Rapid Transit (BRT) line will pass through Downtown Burbank along Olive Avenue and Glenoaks Boulevard with stops at Glenoaks Boulevard/Alameda Avenue, Olive Avenue/San Fernando, and Olive Avenue/ Lake Avenue. In addition, a number of bus lines, serviced by Metro, BurbankBus, and the Glendale Beeline provide alternative ways to the automobile of getting around the region.

4. **Four San Fernando Boulevard Blocks: A Seed for Further Walkable, Urban Development.** Buildings along San Fernando Boulevard between Magnolia Boulevard and Angelino Avenue are located close to and accessed directly from the sidewalk. Sidewalks are ample and the streetscape is mature and complete. This character can be expanded by infilling nearby surface parking lots and other underutilized parcels with buildings located next to or near the sidewalk and that provide pedestrian-friendly frontages, ample street-facing windows, and locate parking at the center of the block or subterranean.

5. **North San Fernando Boulevard Has Basic Components of Neighborhood.** The North San Fernando Boulevard area contains many underutilized opportunity sites as well as the basic building blocks of a vibrant neighborhood. These include McCambridge Park, which provides nearby opens space and recreational facilities; Burbank High School and two supermarkets; the proximity of Downtown's shopping and entertainment district; and the potential of North San Fernando Boulevard to become a neighborhood "main street" that provides neighborhood-serving retail and services.

6. **Wide Rights-of-Way.** The Plan Area's wide streets and rights-of-way provide ample opportunities for incorporating bike lanes, on-street parking, and improved streetscape, providing safer and more inviting routes to the Metrolink Station and other Downtown destinations.

7. **Place-Based Development Standard.** This Specific Plan process provides an opportunity to prepare development standards that ensure that building designs contribute to a true sense of place. Key provisions, include:
   - Requiring buildings to be located next to or near the sidewalk, to provide pedestrian-friendly frontages and ample street-facing windows, and to locate parking at the center of the block or subterranean.
   - Ensuring surface parking lots and above-ground garages are located at the center of the block, screened from the view of the public right-of-way by commercial or residential uses.
   - Encouraging frontage elements such as awnings, canopies, arcades, and other architectural features that shade the sidewalk.
   - Where appropriate, requiring buildings to be set back a certain distance from the curb face to accommodate a widened sidewalk.

The Burbank Town Center and sites along North San Fernando Blvd. offer prime opportunities for introducing residential and office in Downtown Burbank.

The three blocks of San Fernando Blvd. between Olive Ave. and Magnolia Blvd. are the seed for further walkable, urban development.

McCambridge Park provides recreational and open space opportunities for future residents in the North San Fernando area.

Wide streets, such as Third St. provide opportunities for incorporating bike lanes, on-street parking, and improved streetscape.

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2.4. DEMOGRAPHIC PROFILE

As part of the preparation of the *Downtown TOD Specific Plan (DTSP)*, an assessment of existing and projected demographic trends was completed. Details from this assessment are provided in [Appendix]. A summary of select highlights follow:

- The DTSP area is home to approximately 10,700 people in 5,300 households. This represents approximately 10% of the City's population, and 12% of households.
- DTSP residents have a median age of approximately 42.1 years old which is slightly higher than the median age for the City of 41.8 year old. Approximately 18% of DTSP area heads of household are 75 and older, and 3% are under 25.
- The median household income for DTSP residents is approximately $64,900 and the average is approximately $92,100. This is notably lower than the Citywide incomes of $100,900 and $139,600 respectively.
- Approximately 31,100 people work within the DTSP area. Of this total, approximately 30,700 commute to the DTSP area for work, and 400 live and work in the DTSP area. Of the 6,000 workers that live in the DTSP area 5,600 commute outside of the DTSP area for work.
- Employment within the DTSP represents approximately 13% of total employment within the City. Major employment sectors include information / media, professional and administrative jobs, retail, health care, and hospitality.he planning effort for this Specific Plan.

2.5. MARKET PROFILE

An assessment of real estate market conditions in and proximate to the DTSP was also completed. This assessment evaluated general market conditions within multifamily housing, office, retail, hospitality, and industrial segments. Details from this assessment are provided in Appendix 1. A summary of select highlights follow:

- Multifamily development fundamentals continue to improve after a period where high interest rates and increases in capitalization rates made many projects infeasible. Market rents are strong, and vacancy rates are relatively low. There are a few substantial projects that are expected to break ground in the near future, and may serve to prove out the market for additional quality development. Multifamily development is expected to be foundational to other investments within the DTSP.
- The office market within and proximate to the DTSP is surprisingly resilient. The segment was greatly impacted by the transition to work from home during and after the COVID-19 pandemic. While many businesses are returning to the office, vacancy rates for many office properties remain elevated. Ultimately office demand within and proximate to the DTSP is thought to be a function of proximity to studios and other media companies. As higher quality product is reabsorbed, demand for new office inventory may support new development within the DTSP, though it may be some time before this occurs.• The median household income ranges between for most age groups.
- The DTSP area is home to a significant cluster of diverse retail options, and retail is the dominant existing land use by land area. The DTSP benefits from a substantial influx of daytime workers that is thought to help to support what could otherwise be an excessive retail footprint. It is expected that additional retail development within the DTSP area may be limited, likely ancillary to other land uses as part of mixed-use developments, and/or service and convenience in nature.
- Similar to the office segment, the hospitality segment was greatly impacted by the COVID-19 pandemic and has yet to fully recover. Importantly, business travel patterns appear to have changed, and while average daily room rates are growing, occupancy levels remain below preferred levels. The net effect is yielding growth in revenue per available room, but further improvement is possible. Regardless, there is increasing interest in investment in refreshing and repositioning existing properties, as well as investment in some new properties. The DTSP area is expected to be attractive for additional hospitality investment in the near and long term.
- In general, the industrial segment has been and continues to see robust fundamentals throughout the region. While major logistics hubs have the potential to be oversaturated in the future, the market in and around the DTSP is likely insulated from such potential segment pressures. Within the DTSP, demand for industrial uses are expected to be focused in smaller flex and specialized product appropriate for a variety of uses and users for the foreseeable future.

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3. VISION, PLAN FRAMEWORK, GOALS AND POLICIES

3.0. INTRODUCTION

This Chapter presents the vision statement, guiding principles, plan framework, and goals and policies that were developed with extensive community input, including five community workshops, two online community surveys, two community walking tours, numerous meetings with Downtown stakeholders, and adoption hearings with various City boards and commissions, including the Planning Board, and City Council. Together, the components described in this Chapter reflect the community's aspirations for how they envision Downtown transforming over the next several years.

This Vision, Plan Framework, Goals, and Policies Chapter is comprised of the following sections:

3.0. Introduction 3:1
3.1. Vision Statement 3:2
3.2. Guiding Principles 3:3
3.3. The Plan Framework 3:5
3.4. Goals and Policies 3:11

A mixed use, tree-lined downtown street.

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3.1. VISION STATEMENT

Based on the City's goals, the existing issues and opportunities, discussions with City staff, and input from stakeholders and the community, the following Vision Statement for the Specific Plan area was established to guide the preparation and implementation of this Specific Plan. The Vision Statement is the basis for this Specific Plan and the City of Burbank goals and policies it contains.

A vibrant, urban, transit-oriented, mixed-use Downtown of beautiful tree lined, multi-modal streets that are safe and accessible to all; inviting parks and plazas; and beautiful buildings that together create an active and bustling central district surrounded by inviting and genuine neighborhoods. A place where people truly want to live, work, shop, visit, and play.

Multi-modal streets.

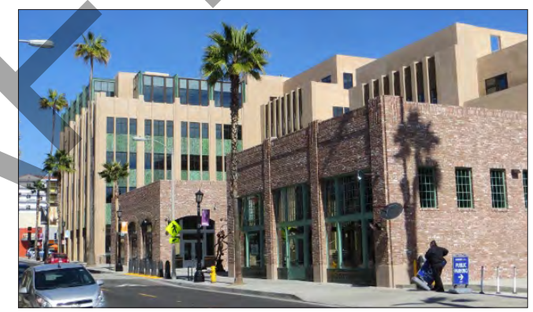
Beautiful buildings.

An inviting plaza hosts a music concert.

3.2. GUIDING PRINCIPLES

The community's vision for transforming Downtown into a place where people truly want to live, work, shop, visit, and play is supported by the guiding principles, presented on the following pages.

A NEIGHBORHOODS, DISTRICTS, AND CORRIDORS



1. Protect existing single-family residential neighborhoods.
2. Create safe, distinct, beautiful, and thriving neighborhoods, districts, and corridors.
3. Maintain and enhance Downtown's prominent shopping and entertainment offerings.

B BUILDINGS

1. Promote compact, sustainable, transit-oriented, infill development.
2. Introduce much needed housing at all levels of affordability.
3. Design mixed-use buildings with pedestrian-friendly ground floors, street-facing windows and entries, quality materials, and varied massing.

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3.2. GUIDING PRINCIPLES (CONTINUED)

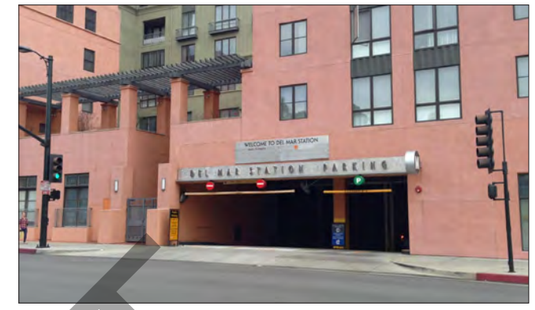
C PUBLIC REALM

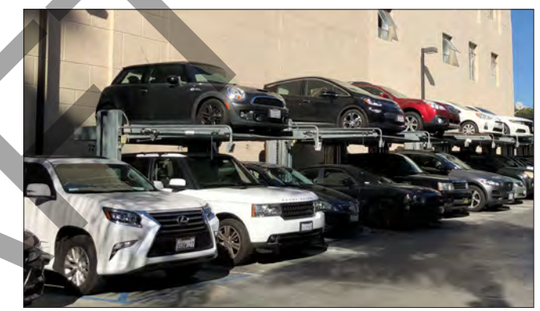
1. Implement community benefits and public improvements , including parks that support Downtown's growing resident, worker, and visitor population.
2. Create a safe, pedestrian-friendly environment of interconnected streets, wide sidewalks, generous street tree cover, outdoor dining, and pedestrian crossings.
3. With appropriate design and safety considerations, use streets and alleys as public space.
4. Conceive of streets as linear parks that connect different parts of Downtown and utilize sustainable streetscape design and stormwater capture.

D STREETS

1. Balance and enhance pedestrian, bicycle, transit, vehicular, and alternative transportation modes.
2. Provide safe and inviting streets for walking, biking, and riding transit, while reducing the need for vehicle trips and increasing transit ridership.
3. Enhance pedestrian and bike connections across the freeway between Downtown and the Metrolink Station.

E PARKING





1. Implement a range of parking management strategies to ensure enough parking is available as the Plan Area develops and intensifies.
2. Provide sufficient public and on-site parking to ensure Downtown parking does not spill over into surrounding residential neighborhoods.

3.3. THE PLAN FRAMEWORK

The Vision Statement and Guiding Principles provide the high-level community direction for how Downtown develops over the next 10 years. The Plan Framework is the physical armature for how the community's vision is realized. It consists of:

- A Downtown of Diverse Neighborhoods, Districts, and Corridors
- A Well-connected Downtown
- A Street Network Accessible to All
- A Public Realm of Streets and Parks
- Parking for a Mixed-Use Downtown

Each of Downtown's neighborhood's, districts, and corridors establish the character and disposition of the rest of the framework components. As described below in further detail, the character of particular streets, streetscapes, parks and open spaces, and parking vary according to the neighborhood, district, or corridor in which they are located. Together they help establish a genuine, unique, and memorable sense of place.

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3.3. THE PLAN FRAMEWORK (CONTINUED)

A DOWNTOWN OF DIVERSE NEIGHBORHOODS DISTRICTS AND CORRIDORS. The General Plan calls for the use of specific plans to provide goals and policies that encourage the creation of neighborhoods and districts, each with its own distinct character and sense of place. In addition to neighborhoods and districts, this Specific Plan also adds corridors as an important component of place-making. Neighborhoods, districts, and corridors are defined as follows:

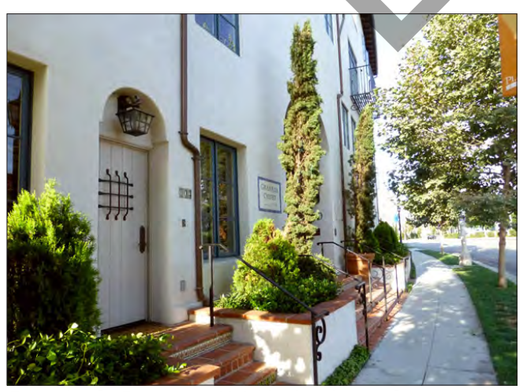
- **A Neighborhood** is a safe, beautiful, mixed-income place primarily for living that also accommodates work and some retail activity. It is defined by a quarter-mile walking radius from a center, which can be a park, a school, stores, or a civic building(s), and is organized around a public realm of streets and parks.
- **A District** is a mixed-use place primarily for commercial and retail activities that also accommodates living. Districts are also typically defined by a quarter-mile walking radius, although as in the case of Downtown Burbank, can be defined by multiple, overlapping radii.
- **A Corridor** is an important commercial or mixed-use thoroughfare located between neighborhoods and districts

The character of each neighborhood, district, or corridor is determined by the set of uses and activities that occur within each; the form of buildings and how they face and interact with the street as well as how they are accessed and entered; the design of the streets, streetscape, and sidewalks that provide access to them; the form, location, type, and access to parking; and the form and type of open space (streets, parks, paseos, and plazas).

A downtown district, for instance, is characterized by commercial or mixed-use buildings with retail ground floors located right next to the sidewalk, and residential or office upper floors. Sidewalks are wide and street trees are planted in tree wells. Parking is located underground or in a "park-once" garage. A downtown neighborhood, on the other hand, is characterized by residential buildings located behind small front yards and accessed via stoops or lobbies. Sidewalks are narrower and street trees are planted in continuous planter strips between the sidewalk and the street. Parking is located at the back of each site and accessed via an alley.

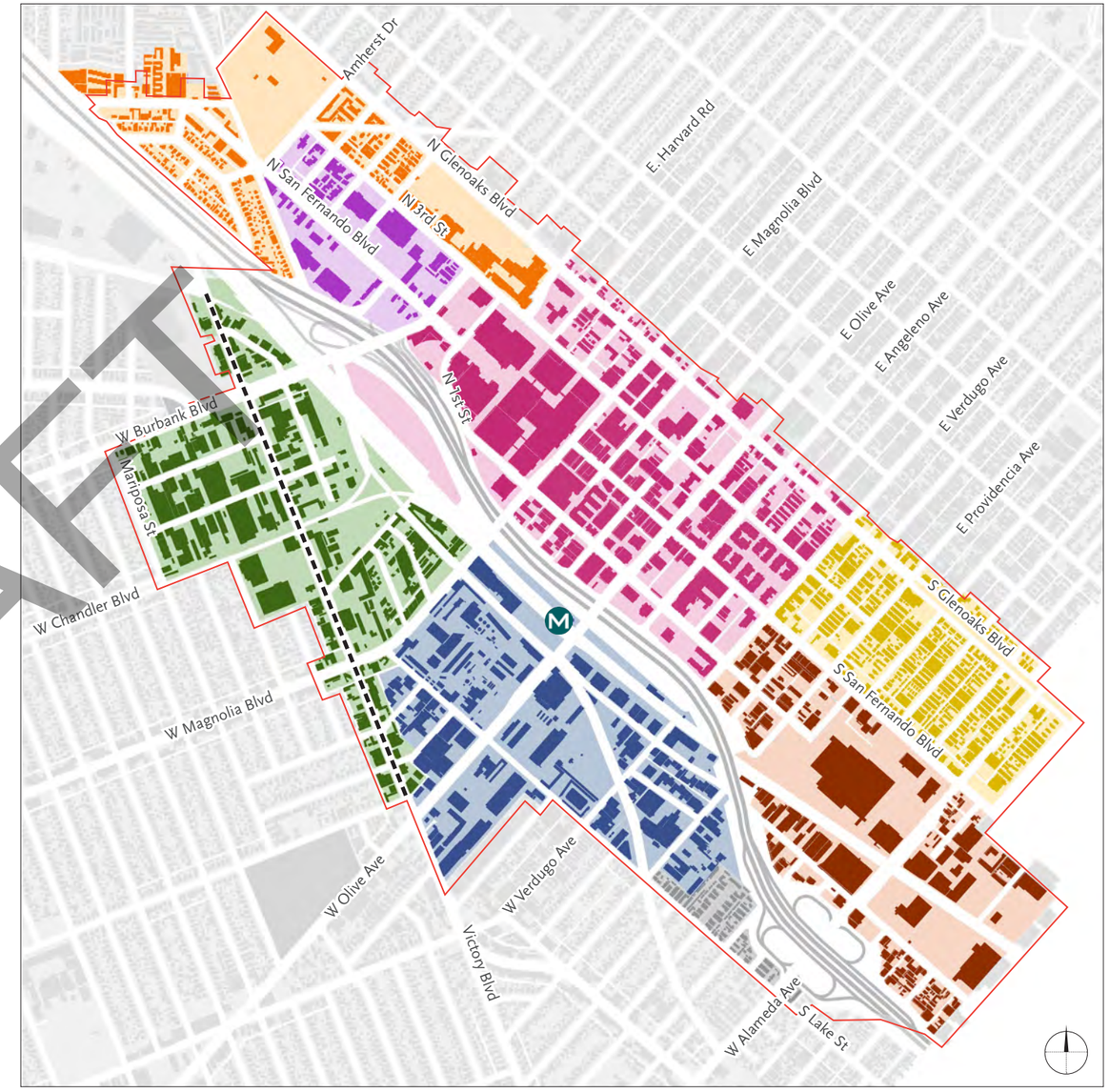
Figure 3-1 shows Downtown's neighborhoods, districts, and corridors. The size of buildings, their relationship to one another, and their relationship to the street vary from one neighborhood, district, or corridor to the other. Locations where buildings are missing are generally underutilized land, typically in the form of surface parking lots. The basic underlying structure of Downtown's neighborhoods, districts, and corridors is apparent. What is generally missing in each are the place-making features: pedestrian-friendly buildings that face and are accessed from the sidewalk, parking located behind buildings or underground, inviting open spaces, and/or a complete streetscape.

Example of a Downtown District street frontage.



Example of a Downtown Neighborhood street frontage.

FIGURE 3-1. DOWNTOWN NEIGHBORHOODS, DISTRICTS, AND CORRIDORS



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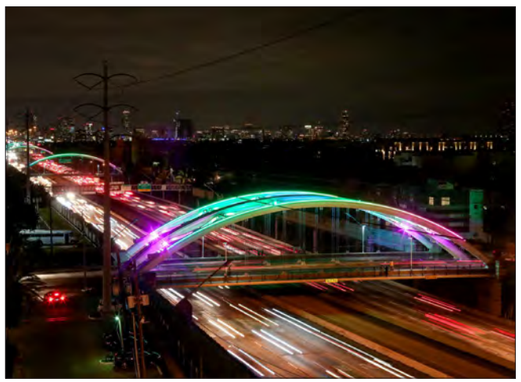
3.3. THE PLAN FRAMEWORK (CONTINUED)

B A WELL-CONNECTED DOWNTOWN. Currently, existing east-west connections across the freeway, railroad tracks, and Burbank Channel, and to the Burbank Downtown Metrolink Station are substandard and, in many cases, unsafe for pedestrians and bicyclists. In addition, north-south connections between Downtown and the North and South Corridors and Neighborhoods are incomplete, or are hampered by "megablocks" such as the Burbank Town Center Mall. Improving these connections through the introduction of pedestrian, bicycle, and – in the case of the Olive Avenue Bridge – transit and aesthetic improvements, will encourage downtown residents and employees to bike and walk to transit, to daily activities, and to work. **Chapter 6 (Circulation and Mobility)** describes strategies for improving Downtown's bridges and underpasses and for creating a more walkable block pattern.

C A STREET NETWORK ACCESSIBLE TO ALL. Downtown Burbank's existing streets are generally car-oriented. However, in a bustling downtown that is located next to a regional train station, there are additional users to consider: visitors walking from dinner to a movie; jurors or office workers walking to grab a bite during their lunch break; commuters walking or biking to the Metrolink Station; and students biking to Burbank High School. Bus stops for Downtown's numerous bus routes also need to be accommodated. However, introducing bike lanes or painting crosswalks at intersections is not enough. A number of design elements need to be introduced to ensure that the street network functions for all users: pedestrians, cyclists, transit riders, and motorists. **Chapter 6 (Circulation and Mobility)** describes strategies and projects for introducing pedestrian, bicycle, and transit improvements.

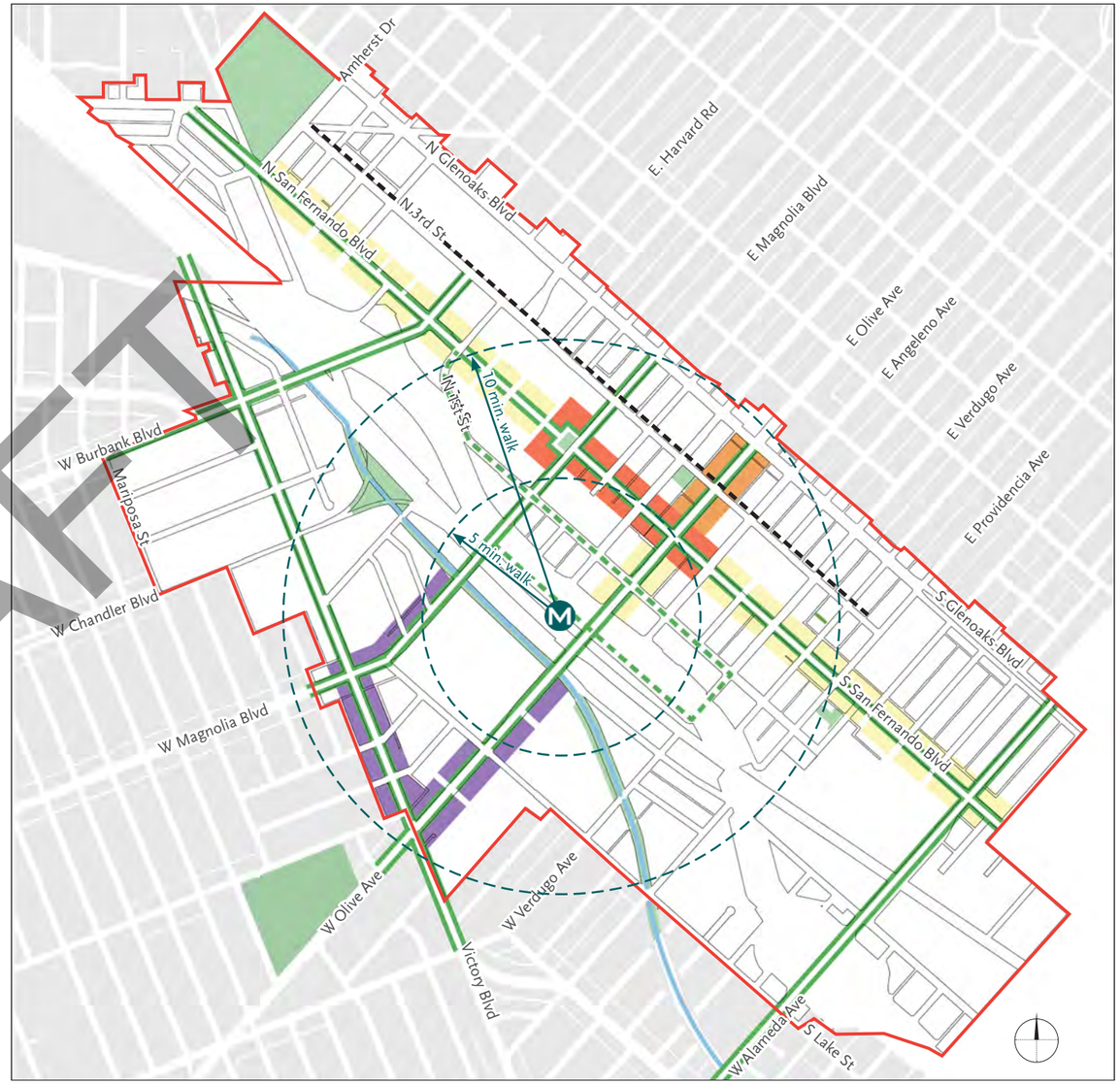
D A PUBLIC REALM OF STREETS AND PARKS. A central component of place-making is the public realm of streets, parks, and other open spaces. The character of each is defined by the neighborhood, district, or corridor it is located in, and vice versa. Streetscape elements include street trees, street furniture, landscape, sidewalks, and building design features – such as awnings and arcades. In addition, a variety of parks and plazas need to be conveniently located and accessible to all with their designs tailored to their location in Downtown. Green infrastructure that includes the use of stormwater capture and cleansing and native plant and tree species can also be integrated into this public realm. **Chapter 5 (Public Realm)** describes strategies for enhancing Downtown's streetscape and introducing new open spaces that people want to visit and enjoy.



The introduction of lighting transforms these existing bridges into colored gateway elements.

A tree-lined street.

FIGURE 3-3.2 PROPOSED STREET IMPROVEMENTS



Specific Plan Area
Burbank Downtown Metrolink Station
Enhanced Streets
Downtown Protected Bikeway
Civic Frontages
Retail Frontages
Residential or Retail Frontages
Creative Office or Retail Frontages
Open Space
Civic Buildings
Flood Channel

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3.3. THE PLAN FRAMEWORK (CONTINUED)

E PARKING FOR A MIXED-USE DOWNTOWN.

The provision and design of parking is integral to ensuring enough parking is available as Downtown evolves and intensifies over time, preventing overflow parking in surrounding residential neighborhoods, and promoting a vibrant, walkable downtown experience. Chief among these include:

- On-street parking and curbside management, including retaining on-street parking where it currently exists, introducing it where it is missing, and managing its relationship with other curb side uses, such as loading zones; making room for rideshare (Uber, Lyft), taxi, and valet pick-up and drop-off locations; and accommodating bus stops.
- Expanding Downtown's existing "Park-Once" district to include more garages and parking lots that accommodate shared parking for Downtown's retail, restaurant, and entertainment uses and that encourage patrons to park once and take care of multiple activities.
- Implementing measures that manage parking supply and demand, including time limits, flexible pricing, monthly permits, and the like.
- Introducing transportation demand management strategies that promote alternatives to getting to and from Downtown in a car, thereby reducing the number of parking spaces that are needed: ride share, partnering with rideshare services such as Uber and Lyft to subsidize employee trips; and bike share.

Chapter 7 (Parking) describes the above parking strategies in more detail.

Existing on-street angled parking along San Fernando Blvd. provides convenient parking in front of stores and restaurants.

Uber and Lyft curb-side pick-up and drop-off location.

Bike share.

3.4. GOALS AND POLICIES

The following goals and policies apply throughout the *Downtown TOD Specific Plan* Area, providing standards and policy guidance for future development and building activity; mobility and parking improvements, and community benefits. The goals and policies include those that apply to the Plan Area as a whole as well as those that apply to the Plan Area's individual neighborhoods, districts, and corridors.

A. LAND USE, HOUSING, AND URBAN DESIGN

The following goals and policies guide the introduction of new infill development within the Plan Area's neighborhoods, districts, and corridors that accommodates the development of much-needed housing, generates an active and inviting, pedestrian-friendly environment, and protects surrounding residential neighborhoods.

GOAL LUH-1. PROVIDE A VARIETY OF HOUSING TYPES IN DOWNTOWN.

Intent: To introduce additional housing in Downtown that meets State, regional, and local housing goals and balances Burbank's jobs to housing ratio.

LUH-1-1 Support the infill of Downtown's opportunity sites and other underutilized parcels, including surface parking lots and declining strip developments, with multi-family residential and mixed-use projects.

LUH-1-2 Design future residential development to meet the housing needs of a wide range of socioeconomic levels and family types.

LUH-1-3 Provide a range of housing types, including affordable, market-rate, and for-sale housing.

LUH-1-4 In conformance with the General Plan, allow increased intensity, massing, and height on parcels located within ½ mile of Metrolink Station.

LUH-1-5 Support the introduction of new and the retention of existing affordable housing in the Downtown.

LUH-1-6 Promote quality housing choices within walking distance of services, shops, employment, and public transportation.

LUH-1-7 When senior citizen housing is proposed, encourage its development near transportation, health care, shopping, and public facilities.

GOAL LUH-2. EMPLOY A VARIETY OF FUNDING SOURCES, STRATEGIES, AND INCENTIVES TO FUND AND IMPLEMENT COMMUNITY BENEFITS WITHIN THE SPECIFIC PLAN AREA.

Intent: To ensure that important public improvements and community benefits within Downtown's neighborhoods, districts, and corridors are implemented.

LUH-2-1 Incentivize developers to implement or fund community benefits in exchange for density bonuses and/or select deviations from development standards. Potential community benefits include:

- Providing affordable housing.
- Funding and/or implementing bike and/or pedestrians improvements adjacent to site and/or within the Specific Plan area.
- Funding bridge and/or underpass improvements within the Specific Plan area.
- Funding and/or implementing improvements along adjacent alleys/paseos.
- Funding and/or implementing streetscape improvements along the site's entire block length.
- Funding and/or implementing sustainable stormwater management improvements along adjacent street(s) and/or within Specific Plan area.
- Providing on-site publicly accessible open space and/or funding publicly accessible open space within the Specific Plan area.

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3.4. GOALS AND POLICIES (CONTINUED)

- Providing on-site childcare facilities.
- Providing on-site space for the arts (museum, performance, display, instruction).
- Providing on-site community gathering space (community room, youth center, etc.).
- Providing on-site affordable commercial space or accommodating existing and legacy businesses.
- Funding and/or providing street furniture adjacent to site and/or within the Specific Plan area.
- Funding transit stop improvements adjacent to site and/or within the Specific Plan area.
- Design new buildings according to environmental development standards and certifications (such as LEED Building Design + Construction, Living Building Challenge, and Fitwel), and new parking garages according to standards and certifications such as ParkSmart.
- Hire contractors that employ prevailing wage labor.

LUH-2-2 Utilize grants, developer fees, available City funds, and/or tax increment or other financing districts to fund the implementation of major public improvement projects that serve all users, such as bridge and underpass improvements and upgrades to water, sewer, and stormwater lines and facilities.

GOAL LUH-3. INTRODUCE NEW BUILDINGS THAT POSITIVELY SHAPE AND ACTIVATE THE STREETS, SIDEWALKS, ALLEYS, AND OPEN SPACES THEY FACE.

Intent: To ensure that buildings, especially ground floors, contribute to a pedestrian-friendly environment.

LUH-3-1 Introduce pedestrian-friendly buildings that face and are accessed from the sidewalk through appropriate frontage types (shopfronts, stoops, porches, etc.).

LUH-3-2 Require new parking structures constructed adjacent to any street, open space, or pedestrian way to contain ground floor tenant spaces that are accessed directly from the sidewalk or path.

LUH-3-3 Replace ground-floor, street-facing parking spaces in existing parking structures with tenant spaces that are accessed from the sidewalk.

LUH-3-4 Screen existing surface parking lots from the view of the sidewalk with low walls or hedges.

LUH-3-5 Require parking and services to be accessed from alleys.

LUH-3-6 Within the Downtown TOD District, encourage shops, restaurants, and entertainment venues to face and be accessed from adjacent alleys and paseos.

GOAL LUH-4. REQUIRE HIGH QUALITY BUILDING DESIGN.

Intent: To introduce buildings that contribute to Downtown Burbank's sense of place and are also significant, sustainable, and lasting economic assets.

LUH-4-1 Design buildings with durable exterior building materials that have a long life, age well, and that do not unintentionally discolor due to weathering or corrosion.

LUH-4-2 Avoid placeless, franchise or 'formula' architecture that does not contribute to Burbank's unique sense of place.

LUH-4-3 Require building massing that is comprised of simple, well-proportioned volumes.

LUH-4-4 Require signage to be in scale with the building and site to which it is being applied.

LUH-4-5 Identify the standards that could apply to the specific plan area as a whole such as EcoDistricts, LEED ND, LEED for Cities and Communities and to specific developments such as LEED BD&C, EBOM, Living Building Challenge, Fitwell, or ParkSmart standards.

GOAL LUH-5. PRESERVE AND ENHANCE SAN FERNANDO BOULEVARD AS BURBANK'S MOST IMPORTANT SHOPPING, DINING, AND ENTERTAINMENT DESTINATION.

Intent: To ensure San Fernando Boulevard continues to attract restaurant, shop, and entertainment patrons and to host a variety of special events and activities.

LUH-5-1 In conformance with the Citywide Complete Our Streets Plan, implement phase 2 of the conversion of the vehicular lanes along San Fernando Boulevard between Olive Avenue and Magnolia Avenue from two-way to one-way by installing permanent sidewalks, introducing streetscape, and completing other pedestrian-oriented enhancements.

LUH-5-2 Design San Fernando Boulevard between Olive Avenue and Magnolia Boulevard to be able to easily be closed to vehicular traffic for special events and/or during select days of the week. Introduce removable or retractable bollards and provide signage that can be easily deployed.

LUH-5-3 Promote the continued development of entertainment, retail, and restaurant uses along San Fernando Boulevard and surrounding streets and alleys/paseos to maximize the area's potential as a daytime, evening, and weekend activity center.

LUH-5-4 Encourage innovative and creative building facades and signage which are designed to attract pedestrians.

LUH-5-5 Focus retail and restaurant establishments along Downtown alleys and paseos.

LUH-5-6 Encourage the timely occupancy and productive reuse of vacant retail and commercial spaces through flexible land use regulations, adaptive reuse opportunities, tenant attraction efforts, and improvements that support business investment and economic vitality.

GOAL LUH-6. TRANSFORM THE BURBANK TOWN CENTER INTO AN ACTIVE, URBAN, MIXED-USE, PEDESTRIAN-ORIENTED DESTINATION.

LUH-6-1 Extend San Fernando Boulevard through the Town Center Mall as a vehicular street or pedestrian paseos.

LUH-6-2 Introduce one or more publicly accessible open space areas within the Burbank Town Center.

LUH-6-3 Introduce bicycle facility improvements along First Street, Magnolia Boulevard and Third Street.

LUH-6-4 Design new buildings to face and be accessed from the street through appropriate street frontages (shopfronts, stoops, lobbies).

LUH-6-5 Use existing parking garages to accommodate parking for new development.

LUH-6-6 Consider expanding the Downtown Parking District to include the Burbank Town Center garages.

GOAL LUH-7. EXPAND AND UNIFY THE DOWNTOWN CIVIC CENTER.

LUH-7-1 Expand the civic center by:

- Demolishing the existing Administrative Services Building at the corner of Third Street and Olive Avenue and replace with a new civic plaza or open space.
- Constructing a new and larger Central Library.
- Adaptively reusing or demolishing the existing Central Library and replacing it with residential, mixed-use, or other cultural/community serving uses.
- Providing much needed public open space in the form of a civic park or plaza. Potential locations

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3.4. GOALS AND POLICIES (CONTINUED)

include the northeast corner of Third Street and Olive Avenue or the southwest corner of Third Street and Orange Grove Avenue.

- Create new housing opportunities on city-owned and underutilized parcels in the Civic Center area and throughout downtown. .
- Constructing a new parking garage and, once built, demolishing the City Hall garage and replacing it with pedestrian-friendly residential and/or mixed-use buildings. The new parking garage may be lined with residential or commercial uses.

LUH-7-2 Unify the Civic Center through the use of:

- Pedestrian paseos and/or the preservation of the existing alley right-of-way as a pedestrian paseo.
- Decorative street lighting, street furniture, street trees, tree well covers, and landscape unique to the Civic Center.

LUH-7-3 Fund the expansion of the Downtown Civic Center with a variety of funding sources including grants, available City funds, and the possible disposition and development of City-owned properties through a public-private partnership or similar model.

GOAL LUH-8. TRANSFORM NORTH SAN FERNANDO BOULEVARD INTO A VIBRANT MIXED-USE CORRIDOR.

Intent: To build off of the strengths of North San Fernando Boulevard – including the proximity to McCambridge Park and Downtown's shopping, entertainment, and employment opportunities, and San Fernando Boulevard's neighborhood-serving options – to create a genuine neighborhood serving mixed-use corridor.

LUH-8-1 Introduce new multi-family residential and mixed-use buildings that face and are accessed from the street through appropriate frontages (porches, stoops, shopfronts, etc.) and locate parking underground or at the center of the block.

LUH-8-2 Within the neighborhood bounded by San Fernando Boulevard, Scott Road, and Leland Way, introduce new multi-family and single-family buildings that are house-like in form and utilize street-facing residential frontage types such as porches and stoops.

LUH-8-3 Improve pedestrian and bicycle connections to McCambridge Park, San Fernando Boulevard, the Burbank Town Center, and other destinations through the introduction of streetscape improvements, intersection improvements, and new bicycle facilities. Potential improvements include:

- New Class IV protected bikeway along Third Street.
- Intersection improvements, including ADA ramps, crosswalks, curb extensions, and/or stormwater curb extensions.
- New street trees, especially along Delaware Road, Cornell Drive, and Bethany Road.

LUH-8-4 Transform North San Fernando Boulevard into a "main street" that provides neighborhood-serving uses for the McCambridge Park Neighborhood and is enhanced with decorative street lighting, street furniture, street trees, tree well covers, and landscaping.

LUH-8-5 Expand parking within the North San Fernando Use Corridor by introducing new and reconfiguring existing on-street parking. Potential transformations include:

- Introducing parallel parking along the east side of San Fernando Boulevard.
- Introducing angled parking along the south side of Cornell Drive.
- Introducing angled parking along both sides of Delaware Road.

LUH-8-6 In order to free up valuable land for development, work with Caltrans to transfer ownership of the property previously occupied by the northbound Burbank Boulevard "cloverleaf" off-ramp.

LUH-8-7 Introduce new streets on existing blocks that are over four acres in area. Potential new street extensions include:

- Walnut Avenue between San Fernando Boulevard and Third Street.
- Delaware Road between San Fernando Boulevard and Scott Road.
- Cornell Drive between San Fernando Boulevard and Scott Road.
- Bethany Road between San Fernando Boulevard and Scott Road.

The new streets could align with the existing streets or, in response to existing property lines, be located near the alignments.

GOAL LUH-9. CREATE A SENSE OF PLACE WITHIN THE SOUTH GLENOAKS NEIGHBORHOOD.

Intent: To expand housing opportunities and create neighborhood character by introducing new, pedestrian-friendly, multi-family buildings and planting street trees.

LUH-9-1 Within the neighborhood area bounded by Amherst Drive, North Third Street, East Harvard Road, and North Glenoaks Boulevard design new multi-family residential buildings that face and are assessed from the street through appropriate frontages (porches, stoops, lobbies) and locate parking underground or at center of the site.

LUH-9-2 Within the neighborhood area bounded by San Fernando Boulevard, Scott Road, and Leland Way, introduce new multi-family and single-family buildings that are house-like in form and utilize street-facing residential frontage types such as porches and stoops.

LUH-9-3 Along North San Fernando Boulevard introduce new mixed-use buildings that face and are accessed from the street through appropriate frontages (porches, stoops, shopfronts, etc.) and locate parking underground or at the center of the block.

LUH-9-4 Transform North San Fernando Boulevard into a "main street" that provides neighborhood-serving uses for the McCambridge Park Neighborhood and is enhanced with decorative street lighting, street furniture, street trees, tree well covers, and landscaping.

LUH-9-5 Infill missing street trees on all neighborhood streets.

GOAL LUH-10. CREATE A SENSE OF PLACE WITHIN THE SOUTH GLENOAKS NEIGHBORHOOD.

Intent: To expand housing opportunities and create neighborhood character by introducing new, pedestrian-friendly, multi-family buildings and planting street trees.

LUH-10-1 Introduce new multi-family residential buildings that face and are accessed from the street through appropriate frontages (porches, stoops) and locate parking underground or at the center of the site.

LUH-10-2 Introduce street trees on existing neighborhood streets.

LUH-10-3 Improve pedestrian and bicycle connections to Downtown and to San Fernando Boulevard and Glenoaks Boulevard through the introduction of streetscape improvements, intersection improvements, and new bicycle facilities. Potential improvements include:

- New Class III bike route along Third Street.
- Intersection improvements, including ADA ramps, crosswalks, curb extensions, and/or stormwater curb extensions.

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3.4. GOALS AND POLICIES (CONTINUED)

- Plant new street trees along Santa Anita Avenue, Providencia Avenue, Cedar Avenue, Elmwood Ave.
- Infill missing street trees along Valencia Avenue and Spazier Avenue.

GOAL LUH-11. FACILITATE THE CONTINUATION OF COMMERCIAL AND LIGHT INDUSTRIAL USES IN THE SOUTH SAN FERNANDO/FLOWER FLEX INDUSTRIAL CORRIDOR.

Intent: To allow the South San Fernando/Flower Flex Industrial Corridor to continue to support commercial and light industrial uses, while enabling more intense residential and mixed-use buildings to be introduced over time.

LUH-11-1 Focus new residential and mixed-use development along San Fernando Boulevard, where streetscape improvements were recently completed by:

- Replacing underperforming one-story buildings and strip centers with multi-family residential and mixed-use buildings with residential upper floors.
- Encouraging the conversion of existing commercial structures to accommodate work/live residential units.
- Consider infilling the portion of the IKEA parking lot adjacent to the open space containing the "Bobble" art piece with a commercial or mixed-us building to provide a better frontage along the open space.

LUH-11-2 Continue to enable existing and new commercial and light industrial uses to flourish, while supporting the adaptive reuse of existing buildings for office, media, creative uses, loft, and live-work uses.

LUH-11-3 Enable parcels occupied by existing light industrial and commercial uses to be replaced with higher density residential and mixed-use buildings.

LUH-11-4 Require landscape screening between residential and commercial or light industrial uses.

GOAL LUH-12. CREATE A SENSE OF PLACE WITHIN THE SOUTH LAKE NEIGHBORHOOD.

Intent: To expand housing opportunities and create neighborhood character by introducing new, pedestrian-friendly, single and multi-family buildings and planting street trees.

LUH-12-1 Introduce new multi-family and single-family buildings that are house-like in form and utilize street-facing residential frontage types such as porches and stoops.

LUH-12-2 Improve pedestrian and bicycle connections to Downtown and the Burbank Channel Bikeway along South Lake Avenue and West Alameda Avenue through the introduction of streetscape improvements, intersection improvements, and new bicycle facilities. Potential improvements include:

- New Class III bike route along South Lake Street.
- Intersection improvements, including ADA ramps, crosswalks, curb extensions, and/ or stormwater curb extensions.
- Plant new street trees along South Lake Avenue.
- Infill missing street trees along all neighborhood streets.

GOAL LUH-13. CREATE THE WEST OLIVE TOD DISTRICT, A MIXED-USE, TRANSIT-ORIENTED DESTINATION WITHIN WALKING DISTANCE OF THE BURBANK DOWNTOWN METROLINK STATION.

Intent: To introduce a dense, walkable, urban, pedestrian-friendly TOD that accommodates a wide range of uses, including office, media, live/work, and residential uses.

LUH-13-1 Retain existing media, office, commercial, and light industrial businesses.

LUH-13-2 Create a walkable, urban environment by introducing streets on blocks that are 3.5 acres or more in size.

LUH-13-3 Grow Burbank's concentration of media-related business by attracting new media and creative office businesses to the West Olive TOD District.

LUH-13-4 Introduce new mixed-use buildings that face and are accessed from the street through appropriate frontages (porches, stoops, shopfronts, etc.) and locate parking underground or at the center of the block.

LUH-13-5 Discourage industries that produce hazardous waste, excessive noise, odors, and/or vehicular/truck traffic.

LUH-13-6 Transform North Victory Boulevard and West Olive Avenue into "main streets" that provide neighborhood-serving uses for the West Olive TOD District and are enhanced with decorative street lighting, street furniture, street treees, tree well covers, and landscaping.

LUH-13-7 Accommodate the proposed North Hollywood to Pasadena Bus Rapid Transit (BRT) line along Olive Avenue, including accommodating potential BRT stops at the intersection of Olive Avenue and Victory Boulevard and especially on the Olive Avenue Bridge at the Metrolink Station stair/elevator tower. Widen the Olive Avenue Bridge at the Metrolink Station to accommodate dedicated BRT turn out lanes at the bus stops.

LUH-13-8 Introduce bicycle improvements linking the Olive Avenue District to the Metrolink Station, Downtown, and the Burbank Channel bikeway. Improvements include:

- Introducing a Class III bike routes along Olive Avenue to the Metrolink Station and along Verdugo Avenue.
- Extending the Burbank Channel Bikeway north to Burbank Boulevard.
- Introducing a Class IV protected bikeway along Magnolia Boulevard to Downtown.

LUH-13-9 Focus new residential and mixed-use development along North Victory Boulevard and West Olive Avenue west of South Lake Street

GOAL LUH-14. FACILITATE LIGHT INDUSTRIAL, COMMERCIAL, MEDIA, CREATIVE, AND OTHER JOB-PRODUCING USES IN THE NORTH VICTORY CREATIVE INDUSTRIAL CORRIDOR.

Intent: To continue to enable existing and new commercial and light industrial uses to flourish, to support adaptive reuse of existing buildings for office, media, and creative uses, and to introduce housing in areas located near residential neighborhoods.

LUH-14-1 Retain existing commercial and light industrial businesses.

LUH-14-2 Discourage industries that produce hazardous waste.

LUH-14-3 Maintain a minimum 150-foot separation between residential uses and uses which use toxic materials or produce high noise levels.

LUH-14-4 Require all new industrial structures located adjacent to residential properties designed so that no major building openings face residential buildings and a six-foot block wall be constructed to separate the two properties. In addition, require landscape screens between commercial/industrial uses and adjacent residential properties.

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3.4. GOALS AND POLICIES (CONTINUED)

LUH-14-5 Accommodate adaptive reuse of existing commercial and light industrial buildings for media, creative office/production, loft, and live-work uses.

LUH-14-6 Introduce housing in loft, and live-work configurations in the blocks bounded by Victory Boulevard, Burbank Boulevard, Mariposa Street, and Chandler Boulevard. New housing should face and be accessed from the street and the Chandler bikeway extension. Housing across the street from existing single-family houses should step down in scale to existing houses.

LUH-14-7 Introduce bicycle facilities that complete the link between the east and west sides of the I-5 Freeway and railroad tracks. Improvements include:

- Introducing a Class IV protected bikeway along Victory Boulevard.
- Extending the existing Chandler Boulevard Class I bike path from Mariposa Street to Victory Boulevard and then to the Burbank Channel Class I bike path via Victory Boulevard and a Cypress Avenue Class IV protected bikeway.

LUH-14-8 Expand parking within the North Victory Boulevard Creative Industrial Corridor by introducing additional on-street parking. Potential locations, introduced in conjunction with the implementation of planned bikeway facility improvements, include:

- Parallel parking along north side of Chandler Boulevard.
- Angled parking along one-side of Victory Boulevard.

B.EMPLOYMENT AND ECONOMIC DEVELOPMENT

The following goals and policies guide the City to continue to continue to grow and diversify Downtown's commercial community by promoting Downtown's image and assets, supporting existing businesses, attracting new business, and encouraging real estate development.

GOAL EE-1. FOSTER A COHESIVE DOWNTOWN THAT LEVERAGES THE STRENGTHS OF ALL ITS DISTRICTS, NEIGHBORHOODS, AND CORRIDORS.

Intent: To strengthen Downtown Burbank's economic base, enhance its organizational and marketing capabilities, and continue to foster entities dedicated to achieving sustained economic growth and long-term fiscal and physical stability.

EE-1-1 Continue to promote Downtown Burbank as a destination where visitors can shop, dine, play, and stay, and to foster opportunities for increased visitation, hotel stays, sales tax generation, and employment.

EE-1-2 Continue to strengthen Downtown as a center of commerce, entertainment, and culture, with attractions for local residents, workers, and regional visitors year-round.

EE-1-3 As the population within the Downtown Core grows, encourage the introduction of more neighborhood-serving businesses, including a grocery store or market hall.

EE-1-4 Encourage mixed-use projects within Downtown that will attract a wide range of uses including retail, restaurant, entertainment, office, residential, and cultural offerings.

EE-1-5 Support revitalization of underutilized commercial space throughout Downtown, including select properties within the Burbank Town Center, which could create new opportunities for businesses and residents.

EE-1-6 Support the expedited review of new business applications for vacant commercial tenant spaces t oensure that spaces do not stay vacant for long periods of time.

EE-1-7 Encourage and support the development of additional housing Downtown to increase the vitality and diversity of Downtown retail and services.

EE-1-8 Ensure adequate parking Downtown as well as wayfinding signage that directs visitors to parking facilities and to Downtown destinations.

EE-1-9 Enhance and expand Downtown's public realm (streetscapes, plazas, parks) to improve the pedestrian experience.

EE-1-10 Encourage neighborhood retail along neighborhood commercial corridors within the McCambridge Park Neighborhood and the South GLenoaks Neighborhood.

EE-1-11 Attract new media and creative industrial businesses to the West Olive TOD District and the North Victory Creative Industrial Corridor.

EE-1-12 Encourage the use of innovative, high-quality signage and placemaking elements, including storefront signage, public art-integrated signs, digital wayfinding kiosks, transit shelters, and other pedestrian-oriented features that enhance community identity, support local businesses, improve navigation, and contribute to attractive and engaging public spaces.

C.PUBLIC REALM

The following goals and policies guide the continued improvement of the Plan Area's streetscape and open space network with the goal of creating an active and inviting, pedestrian-friendly environment and generating a unique sense of place for each of Downtown's neighborhoods, districts, and corridors.

GOAL PR-1. USE STREETSCAPE TO GENERATE UNIQUE AND DISTINCT CHARACTER FOR EACH OF DOWNTOWN'S VARIOUS NEIGHBORHOODS, DISTRICTS, AND CORRIDORS.

Intent: To use landscape and street trees to give each of Downtown's neighborhoods, districts, and corridors a unique and easily identifiable character, to engender neighborhood pride, and to aid in navigation for drivers, cyclists, and pedestrians.

PR-1-1 Infill missing street trees according to the unique character of each of Downtown's neighborhoods, districts, and corridors

PR-1-2 Provide unique streetscape elements, such as streetlights, street furniture, and landscape for each of Downtown's neighborhoods, districts, and corridors.

PR-1-3 Define the principal gateways into each of Downtown's neighborhoods, districts, and corridors with unique street trees, landscape, and/-or gateway signage and monuments. Gateway signage and monuments should be constructed of permanent and durable materials.

PR-1-4 Use street trees to emphasize connections to the Civic Center, the Burbank Downtown Metrolink Station, Burbank Town Center, and other Downtown destinations.

PR-1-5 On shopping streets, plant trees capable of a high canopy and prune them in a manner that allows visibility of storefronts and signage.

GOAL PR-2. CREATE A SAFE, ACTIVE, INVITING, WALKABLE ENVIRONMENT.

Intent: To broadly promote walking, create a sense of vibrancy, and encourage health through physical activity.

PR-2-1 In commercial settings, establish a continuous building frontage along sidewalks of pedestrian-scaled ground floors with large storefronts.

PR-2-2. In commercial settings, encourage sidewalk cafes and similar active uses of the public realm.

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3.4. GOALS AND POLICIES (CONTINUED)

PR-2-3. In order to accommodate pedestrians in commercial settings when feasible, divide sidewalks into three distinct zones as follows:

- A curb-side zone that buffers pedestrians from vehicular movement and contains lighting poles, street trees, parking meters, and other street furniture. Locate utility boxes and equipment within this zone.
- A movement zone that accommodates a free and open pathway for the free flow of foot traffic. This zone shall be free of obstructions.
- A frontage zone between the pedestrian zone and each building for window shopping, sidewalk cafes, and other private enhancements.

PR-2-4 Enhance pedestrian comfort by providing shade from continuous street trees, arcades, and awnings, as well as through pedestrian-scaled lighting, street furniture, and enhanced paving.

PR-2-5 Provide an accessible path of travel for all sidewalk users, including people with disabilities.

PR-2-6 In consultation with Burbank Water and Power and other utility providers, prioritize pedestrian access and movement over the location needs of utility boxes and equipment.

PR-2-7 To the degree possible, incorporate streetscape improvements into capital improvement projects.

GOAL PR-3. INTRODUCE A VARIETY OF NEW PUBLIC PARKS, PLAZAS, AND OTHER OPEN SPACES THROUGHOUT DOWNTOWN AS VALUABLE AMENITIES FOR RESIDENTS, WORKERS, AND VISITORS.

Intent: To increase park use, foster important social interaction with neighbors, beautify Downtown, increase property values, and promote good health through increased opportunities for physical activity.

PR-3-1 Work with the City's Parks and Recreation Department to increase the number of parks and open spaces for public use while maintaining existing facilities. Potential locations include:

- A new park or plaza in the Downtown Civic Center.
- A new park or plaza in the Burbank Town Center.
- A new park adjacent to the Burbank Channel bikeway.

PR-3-2 Work with developers to introduce publicly accessible pocket parks and other open spaces as integral components of development projects and important community benefits.

PR-3-3 Incentivize developers to construct and/or fund planned parks, plazas, tot lots, and other opens spaces in exchange for additional density and/or deviations from applicable development standards.

PR-3-4 On an on-going basis, develop a variety of funding and financing sources to pay for the construction and maintenance of new parks, tot lots, and playing fields. Whenever possible, use a Landscaping Maintenance Benefit Assessment District or a Community Facilities District for acquisition and maintenance.

PR-3-5 Require new development built next to or across the street from parks, plazas, and other open spaces to provide front doors and windows that face the park.

PR-3-6 Activate parks and open spaces by allowing a variety of uses, including dog parks, recreational activities such as basketball and pétanque, and compatible commercial activities such as vendors, cafes, and bike/skate rentals.

PR-3-7 Ensure tot lots, informal greens, plazas, and recreation programs and services, meet diverse needs of users including seniors, youth, non-English speaking groups, and special needs groups.

PR-3-8. Use sustainable strategies, including Low Impact Development (LID) stormwater design and smart irrigation systems that use reclaimed water systems to enhance water quality and reduce water usage.

D.CIRCULATION AND MOBILITY

The following goals and policies enable the creation of a multi-modal, pedestrian-friendly transportation network that supports a vibrant Downtown. These policies supplement existing policies found in the Citywide Complete Our Streets and Bicycle Master Plans.

GOAL M-1. CREATE A NETWORK OF COMPLETE STREETS THAT ACCOMMODATE A VARIETY OF USERS.

Intent: To provide streets that enable pedestrians, bicyclists, motorists, and transit users of all ages and abilities to safely move along and across streets.

M-1-1 Introduce new streets or pedestrian paseos on parcels or blocks larger than 3.5 acres to reestablish an interconnected street grid, increase walkability, and improve connections to parks, open space, schools, transit, neighborhood centers, and Downtown commercial offerings.

M-1-2 Narrow roadways ("road diets") and/or travel lanes to transform appropriate car-oriented corridors into multi-modal thoroughfares. Road diets could be applied to streets that have excess vehicular capacity to reduce vehicular speeds, introduce street parking, and accommodate additional transportation modes.

M-1-3 Prioritize space for pedestrians and bicycles in the design and improvement of public rights-of-way, particularly within the Specific Plan area. As feasible, retrofit existing roadways to have wider sidewalks and/or an improved pedestrian-oriented streetscape.

M-1-4 Utilize alleys and paseos as off-street pedestrian connections between Downtown destinations such as the San Fernando shopping and entertainment area and the Downtown Civic Center. Line alleys and paseos with restaurants, shops, and entertainment venues.

GOAL M-2. CREATE A COMPREHENSIVE DOWNTOWN BICYCLE NETWORK.

Intent: To create a comprehensive, well-connected bicycle network that provides Downtown residents, employees, and visitors with an alternative means to the automobile of getting to various destinations, including the Burbank Downtown Metrolink Station, while increasing physical activity, improving health, and reducing automobile traffic and the number of parking spaces needed in Downtown.

M-2-1 Implement a continuous bikeway system consistent with the Citywide Complete Our Streets Plan and Bike Master Plan that provides access to important downtown destinations such as the Downtown shopping and entertainment district, the Downtown Civic Center, schools, parks and recreational areas, transit stops, the Burbank Downtown Metrolink Station, and other surrounding neighborhoods.

M-2-2 Incentivize developers to install and/or fund planned bike facilities in exchange for additional density and/or deviations from applicable development standards.

M-2-3 Provide bicycle parking (bike racks and bike lockers) and other necessary bicycle facilities such as wayfinding/signage at and to key destinations, including schools, retail districts, government buildings, jobs centers, and transit stations. The amount of bicycle parking should support expected future travel by bicycle transportation.

M-2-4 Implement Class II or IV bike facilities at major bus transfer locations to avoid conflicts between cyclists and buses.

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3.4. GOALS AND POLICIES (CONTINUED)

GOAL M-3. ENHANCE DOWNTOWN'S PEDESTRIAN NETWORK.

Intent: To broadly promote walking as a primary mode of transportation to the Burbank Downtown Metrolink Station and various Downtown destinations, to activate Downtown's streets and sidewalks, and to encourage health through physical activity.

M-2-1 In conjunction with the introduction of the North Hollywood to Pasadena Bus Rapid Transit (BRT) line, work with Metro to improve the Olive Avenue Bridge, including introducing BRT stops, enhancing the pedestrian experience, and implementing aesthetic improvements.

M-2-2 Consistent with the Citywide Complete Our Streets Plan, implement pedestrian safety improvements such as high visibility pedestrian crosswalks, bulb-outs, and pedestrian refuges.

M-2-3 Prioritize pedestrian safety and movement over vehicles in the Specific Plan area, around schools, and in neighborhood commercial centers.

M-2-4 Decrease conflicts between automobiles and pedestrians by consolidating existing driveways, especially along commercial and mixed-use streets. Minimize new driveways by providing access to parking and services from alleys or side streets.

M-2-5 Incentivize developers to install and/or fund planned pedestrian improvements in exchange for additional density and/or deviations from applicable development standards.

E.PARKING

The following goals and policies will ensure that the correct amount of parking is provided, that parking lots and structures are located away from the view of the street, and that ensure parking does not overflow into surrounding residential neighborhoods.

GOAL P-1. MANAGE PARKING TO SERVE RESIDENTS, BUSINESSESS AND VISITORS.

Intent: To improve public space, promote walking and transit, and leverage the value of parking space as a community resource.

P-1-1 Ensure a balanced parking supply that adequately serves the community while employing strategies to reduce both the number of parking spaces needed, the area occupied by parking, and the number of vehicular trips needed within predominantly pedestrian oriented areas.

P-1-2 Locate Downtown public parking to encourage a park once approach. Provide pedestrian directional signage to direct people from parking facilities to Downtown destinations.

P-1-3 Continue to provide adequate parking availability Downtown for residents, commuters, visitors, and shoppers throughout the day.

P-1-4 Design parking to meet applicable urban design goals and minimize negative impacts on pedestrians, bicyclists, and transit users.

P-1-5 Consider techniques to reduce the amount of area in the Downtown occupied by parking, especially for developments located within easy walking distance of the Burbank Downtown Metrolink Station.

P-1-6 Allow developers to meet their minimum parking requirements via shared parking between uses, payment of in-lieu fees, joint parking districts, or off-site parking within 300 feet or less.

P-1-7 Develop flexible on-site vehicle parking requirements, including implementation of innovative parking techniques, implementing effective TDM programs to reduce parking demand, and consideration of other means to efficiently manage parking supply and demand.

P-1-8 Design parking structures so they can be adaptively reused if they become obsolete for parking needs in the future.

P-1-9 Support the implementation of a variety of Transportation Demand Management (TDM) programs such as carpool, rideshare, telecommuting, parking management, and transit incentives to reduce driving and promote transit use.

F.UTILITIES AND INFRASTRUCTURE

The following goals and policies provide a framework for ensuring that adequate public facilties planning is undertaken to ensure that sufficient utilities and infrastructure are available as Downtown intensifies over time, that these utilities are provided according to sustainable strategies that enable the same level of service with fewer resources, and that the utility infrastructure is properly maintained. Infrastructure design should be consistent with or employ sustainable standards such as EcoDistricts, LEED ND, and LEED for Cities and Communities.

GOAL I-1. EXPAND RECYCLED WATER TRANSMISSION IN THE DOWNTOWN TO PROVIDE RECYCLED WATER FOR LANDSCAPE IRRIGATION AND OTHER NON-POTABLE USES IN COMMERCIAL AND INDUSTRIAL DEVELOPMENT PROJECTS.

Intent: To complete the development of the City's recycled water program to supplement the City's water supply resources.

I-1-1 Supply recycled water to streetscape improvements and planting areas within Plan Area.

I-1-2 Supply recycled water to both public and private large irrigation users.

I-1-3 Where practical and cost-effective, require new residential, commercial, industrial, and institutional projects to connect to the City's recycled water distribution system for non-potable uses.

I-1-4 To the extent allowed by local, State, and Federal regulations, supply recycled water to commercial and industrial development projects for non-potable uses such as boiler feed water, chiller makeup water, urinal and commode flushing (dual-plumbing), decorative fountains, and similar uses.

GOAL 1-2. REDUCE HYDROLOGIC IMPACTS BY MINIMIZING IMPERVIOUS SURFACES.

I-2-1 Decrease the use and/or surface area of typical impervious engineering materials such as concrete and asphalt to help reduce initial and long-term infrastructure costs.

I-2-2 Manage stormwater at the source and on the surface by providing increased opportunities for rainfall to soak into the ground within nearby landscaping.

I-2-3 Require stormwater facilities to be designed to, at a minimum, provide water quality treatment for the "first flush" of runoff (typically about 1/4 of an inch).

G.CLIMATE / SUSTAINABILITY

The following goals and policies provide strategies for limiting the consumption of natural resources through green building design, resources conservation, and resource recovery.

GOAL CS-1. PROMOTE INCORPORATION OF GREEN BUILDING PRINCIPLES IN NEW BUILDING DESIGN.

Intent: To minimize resource consumption to lessen the impact on City resources, reduce the cost of monthly utility bills, and add interest to building design.

CS-1-1 Consider designing new buildings according to sustainable standards and certifications such as LEED Building Design and Construction (BD&C), LEED for Existing Buildings Operations & Maintenance (EBOM), Living Building Challenge, and Fitwell.

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3.4. GOALS AND POLICIES (CONTINUED)

CS-1-2 Consider designing new parking garages according to sustainable standards and certifications, such as ParkSmart.

CS-1-3 In conformance with the Development Code, design new buildings to provide passive cooling and heating strategies, including frontage types (porches and arcades), architectural elements (overhangs, awnings, shutters, louvers, canopies, and trellises), window placement and glazing type, and strategically placed shade trees to minimize or increase solar heat gain according to the season.

CS-1-4 Promote water conservation in new development through:

- The use of low-flow and water efficient shower heads, toilets, washing machines, tankless water heaters, etc.
- The use of drought tolerant native planting and other landscape that requires less water
- The provision of recycled water for non-potable water uses, such as irrigation.

CS-1-5 Encourage high albedo materials for roofs and hardscape in order to reduce heat absorption and radiation.

GOAL CS-2. IMPLEMENT LOW IMPACT DEVELOPMENT (LID) STORMWATER DESIGN GUIDELINES THAT INTEGRATE INTO COMPLETE STREETS, OPEN SPACE, AND HIGH-DENSITY DEVELOPMENT.

Intent: To reduce run-off, improve water quality, and enhance aquifer recharge.

CS-2-1 Apply LID strategies, including infiltration and flow-through planters, pervious paving systems, swales, gain gardens, and stormwater curb extensions.

CS-2-2 Align implementation of LID stormwater measures and retrofits with priority street improvements projected in the Plan Area.

CS-2-3 Encourage post-development runoff from a site to not be greater than the pre-development runoff condition.

CS-2-4 Require infill development to adhere to LID stormwater design guidelines to treat stormwater.

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4. URBAN DESIGN, LAND USE, AND HOUSING

4.0. INTRODUCTION

The vision, guiding principles, plan framework, and goals and policies described in the previous chapter were established through an extensive public outreach process that included interviews with various stakeholders, four virtual community workshops, two walking tours, and meetings with the City boards/commissions, the Planning Commission, and the City Council.

This Chapter describes and illustrates the outcomes of this public process. It begins with an overview of the principles of transit-oriented development. This is followed by an illustrated description of the vision for the whole Specific Plan area and then a more detailed descriptions of each neighborhood, district, and corridor.

This Urban Design, Land Use, and Housing Chapter is comprised of the following sections:

4.0. Introduction 4:1
4.1. Urban Design and Land Use Objectives 4:2
4.2. Urban Design and Land Use Strategies 4:4
4.3. Urban Design and Land Use Plan 4:6
4.4. Land Use and Housing 4:8
4.5. Urban Design 4:10

An active sidewalk with outdoor dining in front of sidewalk facing shopfronts.

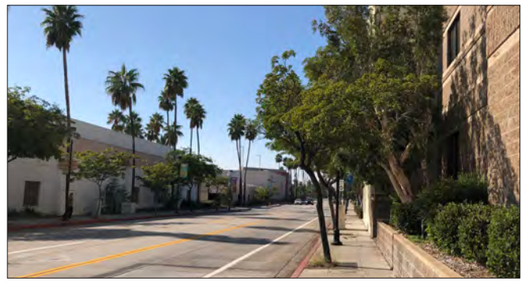
4.1. URBAN DESIGN, LAND USE, AND HOUSING OBJECTIVES

While Burbank is in serious need of more housing, existing zoning does not easily facilitate the introduction of this housing. Many sites within the Specific Plan Area are governed by Planned Development (PD) permits which do not allow housing, while sites that permit housing are subject to conditional use permits for buildings over certain heights and densities. In addition, many new land uses are not currently permitted.

In addition, other than San Fernando Blvd. between Magnolia Blvd. and Olive Ave., the Specific Plan Area is generally characterized by a combination of wide, car-oriented streets, buildings that turn their back to the street, parking lots and garages located adjacent to the sidewalk, inconsistent and immature streetscape, and generic buildings that are not unique to Burbank. In addition, the central portion of the Specific Plan Area lacks sufficient open space.

This Specific Plan adjusts and augments existing land uses policies and regulations to facilitate the introduction of housing and other beneficial non-residential uses, while ensuring that new development contributes to the creation of a pedestrian-friendly environment that contributes to Burbank's unique sense of place. Objectives for achieving this are:

- Mitigate Burbank's housing scarcity by infilling and intensifying sites within the Specific Plan Area with residential and mixed-use buildings that are located next to or near the sidewalk, that provide pedestrian-friendly frontages and ample street-facing windows, and that locate parking at the center of the block or subterranean.
- Amend the existing General Plan and Zoning Code to facilitate the introduction of by-right housing, to allow more contemporary, up-to-date uses, and to provide development standards that ensure new building designs contribute to the generation of a walkable and genuine sense of place.



Lack of entry from the sidewalk, largely windowless walls, and featureless buildings result in a placeless environment.

Ground floor access from the sidewalk, street-facing windows, and differentiated buildings create a genuine sense of place.

The lack of street trees along Cedar Ave. detracts from the residential neigborhood's sense of place.

The presence of street trees along Valencia Ave., just a couple of blocks to the west, are key to creating a sense of place.

The Kmart parcel, currently occupied by surface parking and buildings that turn their back to the sidewalk, is an ideal site for mixed-use and/or residential infill development.

New high-density mixed-use and residential development in Pasadena provides housing near transit in buildings that face and are accessed form the sidewalk.

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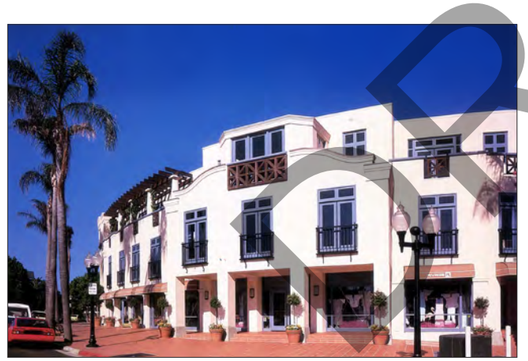
4.2. URBAN DESIGN, LAND USE, AND HOUSING STRATEGIES

Great downtowns are vibrant, urban, transit-oriented, and mixed-use places of beautiful, tree-lined, multi-modal streets that are safe and accessible to all; inviting parks and plazas; and beautiful buildings that accommodate a variety of uses. Advantages of developing bustling downtowns where people truly want to live, work, shop, visit, and play include safer streets and a stronger sense of place; a more efficient use of land area and natural resources; reduced vehicle miles traveled (VMT), increased transit ridership, and resultant improved air quality; and improved economic development opportunities, increased attraction of private development investment, higher sales tax and property tax revenue, and reduced cost for City services.

Strategies for creating great mixed-use, transit-oriented places are shown, this page and the next page. Key urban design, land use, and housing strategies are summarized in **Figure 4-1** (Plan Strategies) on pages 4:6-4:7).

1 **Make Great Streets.** Downtowns are structured on individual blocks and a network of thoroughfares that provide a comfortable environment for pedestrians, while accommodating automobiles, bicycles, and other emerging transportation technologies. This interconnected block and thoroughfare pattern provides multiple routes that diffuse vehicular traffic, while providing more options for emergency personnel to reach a distressed location.

2 **Make Great Public Places.** Downtown's public spaces provide outdoor space for residents living in a dense urban environment; engender opportunities for social interaction; and accommodate special events. These spaces are easy to access and designed to be safe. Adjacent buildings – whether mixed-use, residential, or civic – face these spaces with active ground floor frontages and ample windows.



3 **Live Above and Next to Stores and Businesses.** The quality and amount of housing in a TOD determine its particular character. In the case of mixed-use environments, one of the most appealing characteristics is the opportunity for people to live above or near stores, providing residents the ability to walk or bike to these businesses, while reducing their reliance on a car. Such dwellings allow for a variety of families to live near diverse services, while providing a constant 24/7 rhythm of use.

4 **Build a Variety of Buildings.** Successful Downtown's provide a variety of building types, including mixed-use commercial blocks, rowhouses, condominiums, and apartment buildings. Varying in size, massing, and use according to their place in Downtown, they enhance the pedestrian friendliness of the streets and open spaces they face and are compatible with adjacent residential neighborhoods.

5 **Provide a Variety of Housing Choices.** A mature urban setting provides diverse housing choices that attract a range of household types (singles, newlyweds, families with children, elderly), income levels (students, teachers, professionals, the retired), and employment arrangements (live/work and home occupation), producing a diverse and well-rounded resident population. All of these dwelling types may be provided in either rental or ownership configurations.

6 **Get the Retail Right.** The retail industry has discovered that outdoor, Main Street-type retail better fits the lifestyle of busy consumers, often yielding more regular trips and higher sales volumes than standard shopping centers. Under this model, retail is concentrated to encourage and facilitate pedestrian storefront shopping. Buildings face streets that accommodate cars and on-street parking with long-term parking located in "park once" lots or structures.

7 **Get the Parking Right.** The typical suburban, sequential pattern of "shop and park" requires two vehicular movements and one parking space to be dedicated for each visit to a shop, office, or civic institution. For three tasks, this requires six vehicular movements and three parking spaces. By contrast, a "park once" environment requires only two vehicular movements, one parking space, and the completion of multiple tasks on foot. This reduces traffic and limits the amount of parking that needs to be built.

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4.3. URBAN DESIGN, LAND USE, AND HOUSING PLAN

Create the North San Fernando Mixed Use Corridor

Urbanize the Burbank Town Center

Enable the North Victory Creative Industry Corridor

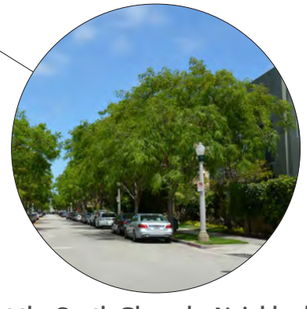
Create the Olive Avenue TOD District

FIGURE 4-1. PLAN STRATEGIES

Expand the Civic Center

Infill the Downtown Core

Infill the South San Fernando/Flower Flex Industrial Corridor



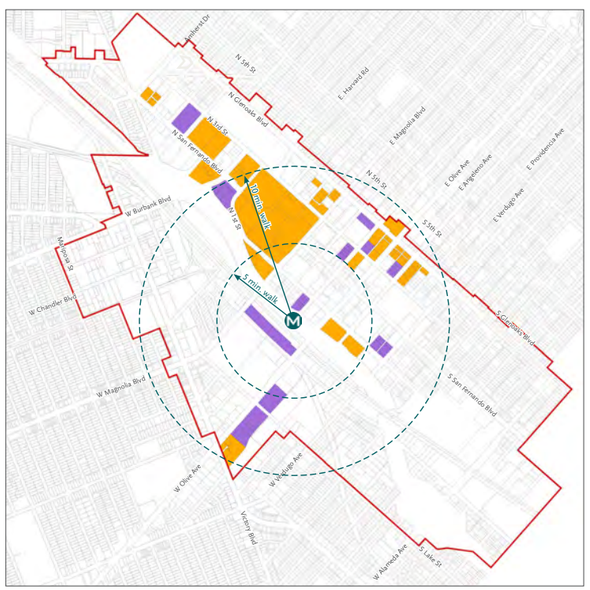
Plant the South Glenoaks Neighborhood

4.4. LAND USE AND HOUSING

A. GROWTH SITES. A number of parcels have been identified as opportunities for infill and intensification over the Plan's 15-year horizon (see **Figure 4-2**). These are groupings of generally underutilized parcels that are either City-owned, under single private ownership, or are contiguous parcels under separate ownership that contain surface parking lots, low-intensity buildings, or underperforming uses that are ripe for converting to more intense uses. These sites consist of:

- **Housing Element Opportunity Sites** that have been identified by the 2021-2029 Housing Element to accommodate housing in conformance with the State's Regional Housing Needs Assessment (RHNA).
- **Specific Plan Redevelopment Sites** that can accommodate residential, non-residential, or mixed-use development.

FIGURE 4-2. GROWTH SITES



The development potential accommodated by these sites is:

Residential: 9,944 units
Commercial: 6,083,657 sf

This development potential reflects the City Council's and community's vision to introduce much needed housing within the Specific Plan Area, help meet its required RHNA number of 8,773 units, and recalibrate Burbank's jobs/housing balance ratio.

B. LAND USE ADJUSTMENTS. To achieve the City Council's and community's vision to introduce more housing Downtown, this Specific Plan adjusted existing General Plan and Zoning land uses to enable the introduction of housing where it was currently not allowed, as follows:

1. **General Plan Land Use Adjustments.** The Burbank2035 General Plan land use designations identify the planned distribution of land uses city wide. Prior to this *Downtown TOD Specific Plan*, there were eight land use designations for Downtown. These were Downtown Commercial, South San Fernando Commercial, Corridor Commercial, North Victory Commercial/ Industrial, High Density Residential, Medium Density Residential, Open Space, and Institutional. Of these designations, five are also broadly applicable across the City and are non-specific to Downtown. The multiple land use designations were inconsistent with the development standards and permitted land uses that were incorporated into the Burbank Municipal Code (BMC), which created confusion for potential applicants, property owners, and businesses. These inconsistencies created a lack of cohesiveness in development across Downtown and made it difficult to identify the new Specific Plan Area as a distinct, unified area of the City. To reflect that Downtown should be a distinct and unified community with a clear vision, and to emphasize the guiding principles, goals, and policies listed in Chapter 3 of this Specific Plan, the Burbank2035 General Plan Land Use Map is amended to reflect just one land use designation, Downtown TOD Specific Plan, for the Specific Plan Area.

2. **Zoning Land Use Adjustments.** New mixed-use and residential land use zones were introduced in Downtown in order to refine building height and setback requirements, to introduce development standards that ensure that building designs contribute to a true sense of place, and to allow residential uses by right on parcels governed by Planned Development (PD) permits, the majority of which do not allow residential uses by right. Owners of parcels subject to PDs who would like to develop may terminate the PD and employ this Specific Plan's new zoning.

C. DENSITY AND DENSITY TRANSFER. Allowed residential density (dwelling units per acre) and non-residential intensity (FAR) application to the Specific Plan Area were increased to allow for a greater intensity of development on identified "Growth Sites" that include Housing Element Opportunity and Specific Plan Redevelopment Sites, and areas within a 10-minute walk from the Burbank Downtown Metrolink Station, and other downtown activity centers. Furthermore, this plan will implement a Transfer of Development Rights (TDR) Program.

D. COMMUNITY BENEFITS PROGRAM. The City will be considering the adoption of a Community Benefits Program via an ordinance concurrently to update the City's existing density bonus and inclusionary housing ordinances. The purpose of the community benefits progrm is to incentivize housing production in exhange 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., DowntownTOD, GSSP and MDSP). Within the context of the Downtown, "Community Benefits" may include, but not be limited to, dedication to public open space, public parking, introduction or funding towards "complete streets" projects.

Example of density transfer in the Burbank Town Center site. Residential density and office intensity allowed by the General Plan is transferred from parcels or land area that will accommodate existing parking garages, new public open space, and new streets to other portions of the site.

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4.5. URBAN DESIGN

The Illustrative Plan, shown in **Figure 4-3** (Illustrative Plan), shows one way of arranging future streets, buildings, and open spaces within the Specific Plan Area. The drawing serves as a guide for understanding the greater goals of this Specific Plan: to create walkable, transit-oriented neighborhoods, districts, and corridors that features beautiful streets, diverse housing types, and unique shopping and office opportunities – a place that both enlivens surrounding neighborhoods and secures the city's future. The terms and conditions underlying this particular design are presented later in this document under the provisions of the Development Code (see Chapter 9). The element of time may modify this particular Illustrative Plan, but the fundamental character, qualities and intentions of the plan will remain intact.

It is important to note that all private development shown in the Illustrative Plan consist of voluntary projects pursued by property owners and/or developers who seek to improve their land in response to market demands for housing, office, retail, restaurant space, and entertainment space. Similarly, the acquisition of individual parcels to assemble parcels for larger projects occurs as a voluntary transaction between property owners for the mutual benefit of both parties. No development within the *Downtown TOD Specific Plan* area will occur through eminent domain.

Key Plan interventions within each of the Specific Plan Area's neighborhoods, districts, and corridors are shown on the following pages.

San Fernando Blvd.

Palm Avenue promenade.

Burbank City Hall.

FIGURE 4-3. ILLUSTRATIVE PLAN

Specific Plan Area

M Burbank Downtown Metrolink Station

A Downtown District

B North San Fernando Mixed-Use Corridor

C McCambridge Park Neighborhood

D South Glenoaks Neighborhood

E South San Fernando Flex Industrial District

F South Lake Neighborhood

G West Olive TOD District

H North Victory Creative and Industrial Corridor

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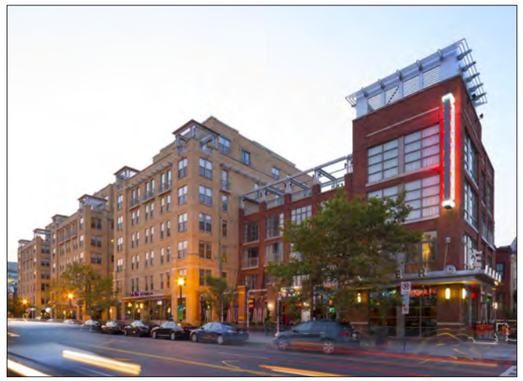
4.4. URBAN DESIGN (CONTINUED)

A. DOWNTOWN TOD DISTRICT. While San Fernando Boulevard in the Downtown District has a well-defined sense of place, many streets within the District lack street trees or are fronted by parking structures, surface parking lots, or buildings with blank walls. The introduction of new, appropriately sized and massed mixed-use and multi-family buildings that engage the sidewalk, along with a robust and cohesive streetscape will transform these neighborhoods, districts, and corridors into memorable places where people truly want to live, work, shop, visit, and play.

Downtown's prominent shopping and entertainment offerings are enhanced and expanded; its resident population is increased through the introduction of new, transit-oriented housing at all levels of affordability; its pedestrian environment is made more friendly through the introduction of streetscape, sidewalk, and crosswalk improvements; multi-modal access between Downtown, the Metrolink Station, the rest of the City, and beyond is enhanced and expanded; and a range of parking management strategies are implemented to ensure sufficient parking is available as the Downtown develops and that parking does not spill over into surrounding neighborhoods.

Key projects and improvements, as shown in **Figure 4-3** (Downtown District Illustrative Plan)include:

1. **Infill Development.** Existing underutilized parcels containing surface parking lots or low-intensity buildings are infilled with multi-story pedestrian-oriented mixed-use buildings. Key sites include the YMCA site, the cluster of parcels at the intersection of Olive Avenue and Glenoaks Boulevard; the Fosters Freeze and Salvation Army site at the intersection of Angeleno Avenue and Glenoaks Boulevard; and the BJ's and Black Angus restaurant sites near the corner of Olive Avenue and First Street.



Mixed-use buildings.

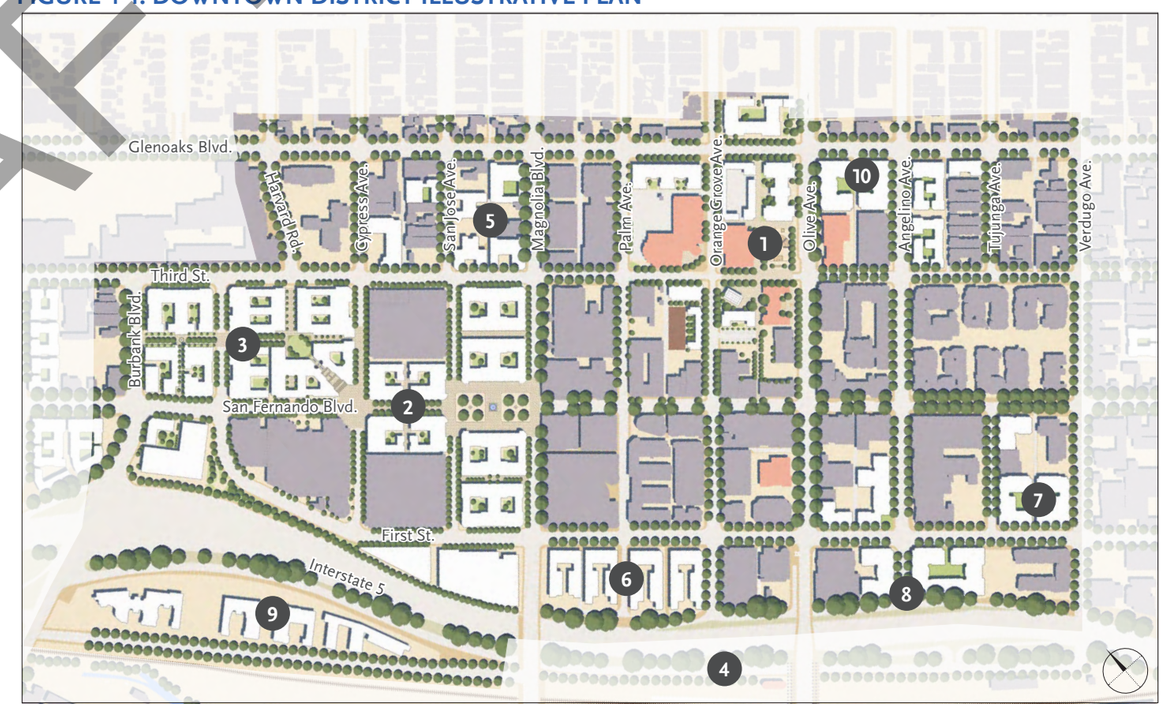
Ground floor retail storefronts.

Pedestrian paseo fronted by ground floor retail.

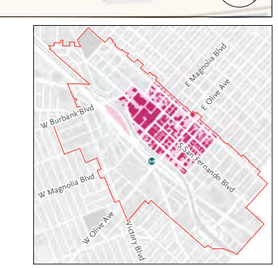
Downtown in 2026.

Downtown in 2035.

FIGURE 4-4. DOWNTOWN DISTRICT ILLUSTRATIVE PLAN



1. Civic Center
2. Burbank Town Center
3. Burbank Town Center Housing Growth Sites
4. Burbank Downtown Metrolink Station
5. YMCA Housing Growth Sites
6. First Street Village Mixed-Use Development
7. First/Verdugo Housing Growth Site
8. First/Angeleno Housing Growth Site
9. Intro by LaTerra Housing Development
10. Glenoaks/Olive/Angeleno Housing Growth Sites



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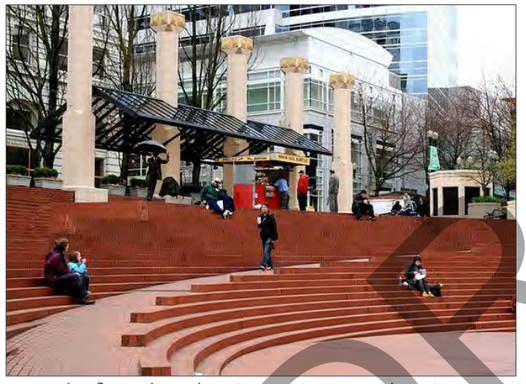
4.4. URBAN DESIGN (CONTINUED)

2. **Downtown Civic Center.** The Civic Center, as shown in **Figure 4-5** (Civic Center Illustrative Plan), is expanded with the introduction of a new Central Library, additional City administrative office space, a civic plaza, housing, and a new parking garage. In addition, the City Hall parking garage that spans across Orange Grove Avenue is demolished and replaced with residential or mixed-use buildings. Replacement parking is provided in the new Civic Center parking garage and – as necessary – in parking garages of new residential developments. Following the completion of the new Central Library, the existing Central Library can be adaptively reused or demolished to make way for new housing –in either case, the existing Central Library's historic facade and open space are retained.

   The transformation of the Civic Center is achieved in five phases that are dependant on building the new Central Library and adjacent lined parking garage to enable the reuse of the existing Central Library site, to accommodate the City's administrative offices, and to provide parking spaces from the Orange Grove parking garage.

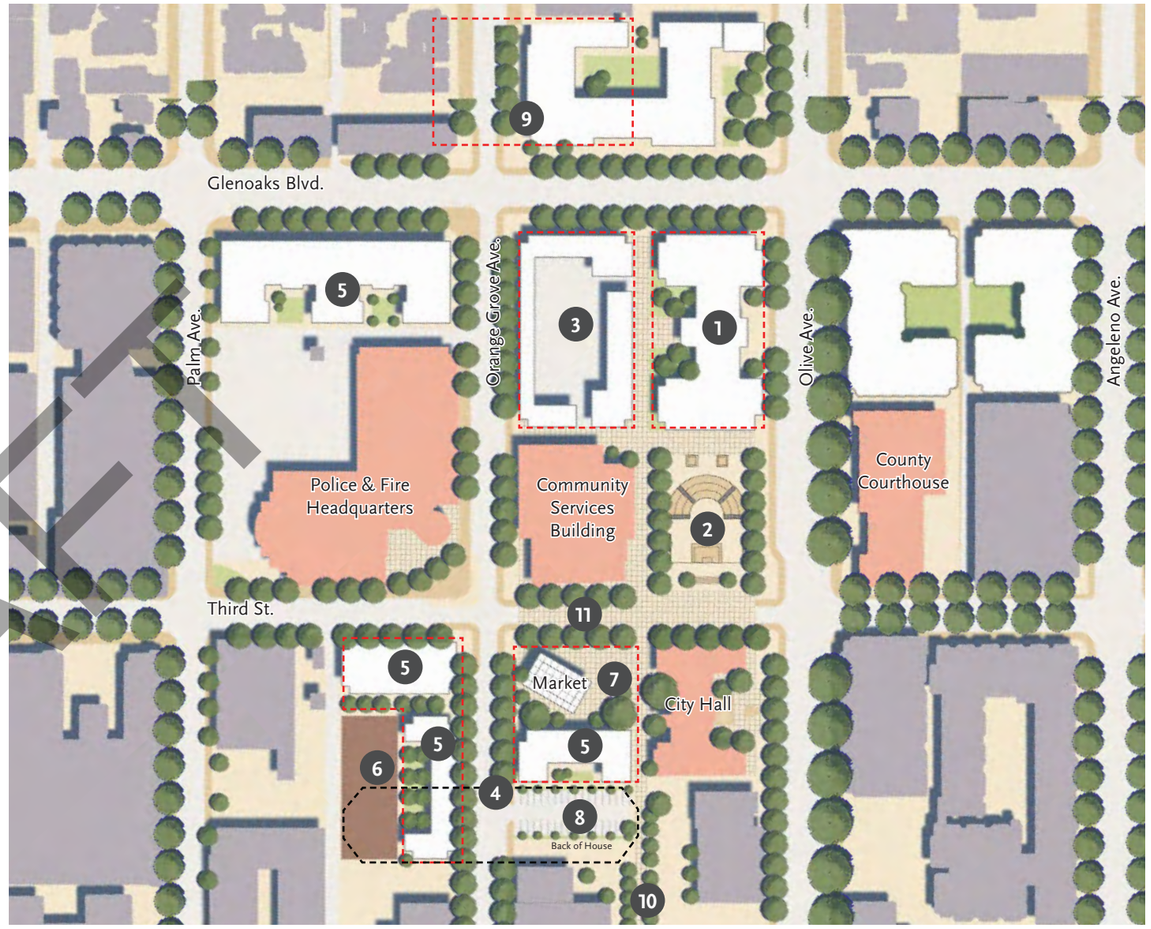
Future development of site will include retention of historic facade and corner park.



Example of an urban plaza integrating stepped seating to accomodate grade changes.

Example of a vibrant urban park located next to a library.

FIGURE 4-5. CIVIC CENTER ILLUSTRATIVE PLAN



LEGEND

- Subterranean Parking Garage
- Demolished Parking Garage Footprint

1. New Central Library and City Office Space
2. New outdoor plaza, amphitheater, and market hall
3. New public, multi-level above-ground and subterranean parking garage lined with commercial and city administrative offices
4. Demolished Orange Grove parking structure
5. New multifamily housing project with subterranean parking for housing and public (as needed)
6. New 15,000 sf electrical substation (as needed)
7. New public park
8. New City Hall surface parking lot and back of house space for adjacent businesses
9. Opportunity for new housing, office, commercial, or civic uses; existing library building may be adaptively re-used or demolished to future uses.
10. New pedestrian paseo connecting San Fernando Blvd. and Glenoaks Blvd.
11. New Third St. enhanced paving and provisions to close street for special events.
12. New and/or missing street trees on all streets.

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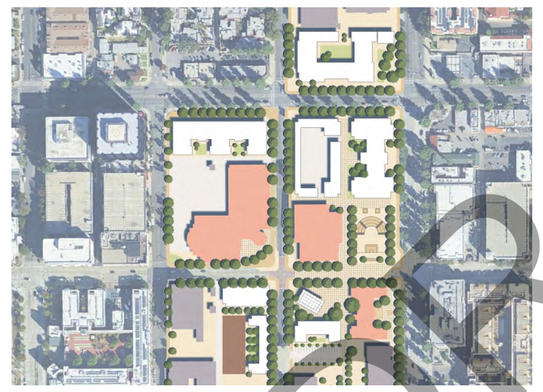
4.4. URBAN DESIGN (CONTINUED)

Phase 1: Demolish existing commercial buildings at and near corner of Orange Grove Avenue and Glenoaks Boulevard. Build new central library and lined parking garage.

Phase 2: Demolish existing Administrative Services building, and build Civic Plaza. Move administrative offices to office space in lined parking garage.

Phase 3: Demolish existing parking structure, introduce electrical substation and housing and subterranean parking north of Orange Grove Avenue.

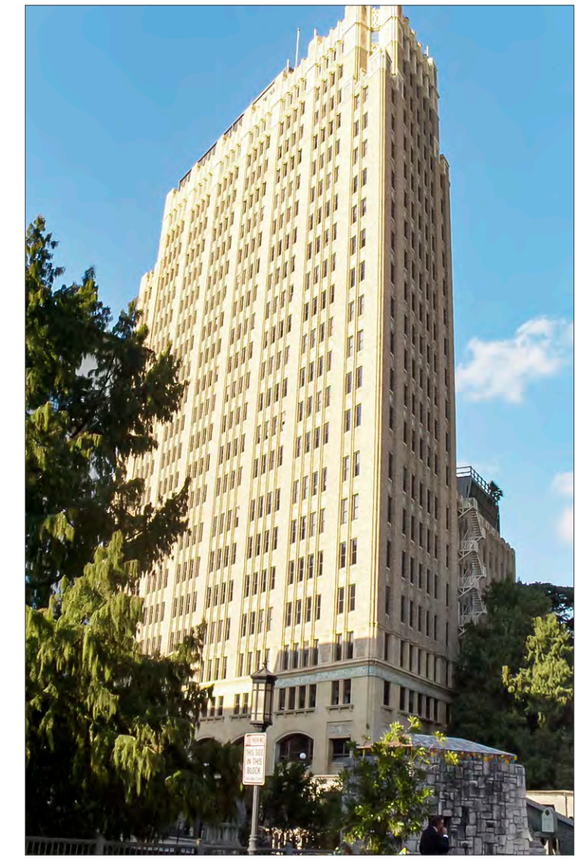
Phase 4: Introduce corner park, housing and subterranean parking, and surface parking lot on City Hall block. Introduce paving on Third Street between Orange Grove Avenue and Olive Avenue.



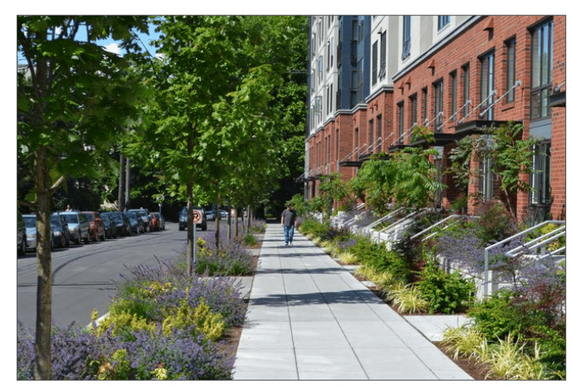
Phase 5: Demolish existing Central Library and introduce housing and subterranean parking. Build housing and subterranean parking on Police and Fire Headquarters block.

3. **Burbank Town Center.** The Burbank Town Center is re-envisioned as an urban, mixed-use destination. Over time, San Fernando Boulevard is extended through the site, connecting the Downtown TOD District to the North San Fernando Mixed-Use Corridor. A Downtown Plaza is introduced at the intersection of the new San Fernando Boulevard extension and Magnolia Boulevard. Mixed-use buildings with ground floor retail and upper floor residences face the plaza; office uses are introduced at the intersection of First Street and Magnolia Boulevard. The existing parking structures are retained, providing parking for the office and retail uses, and possibly for the residential uses.

   The intensification of the Burbank Town Center Civic Center is achieved in five phases.



Example of office tower with taper massing toawrds top of building.



Example of multi-family housing that faces and is accessed from adjacent sidewalk.

Example of vibrant retail street with sidewalk-facing shops and street trees.

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4.4. URBAN DESIGN (CONTINUED)

FIGURE 4-6. BURBANK TOWN CENTER ILLUSTRATIVE PLAN

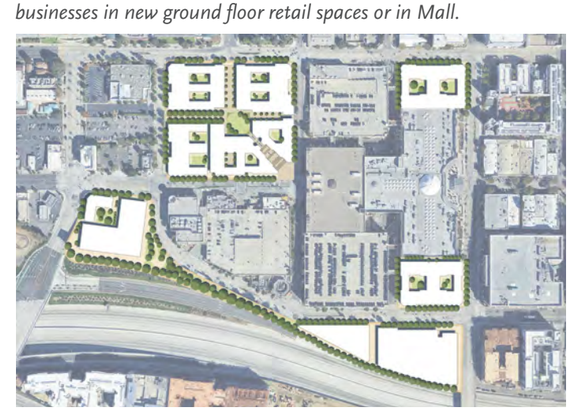
1. New multifamily housing with tree-lined pedestrian paseo. Parking is subterranean or lined from view of street by ground floor residential units.
2. New multifamily housing with tree-lined pedestrian paseo, neighborhood park, ground floor retail facing San Fernando Blvd., and a grand stair connecting San Fernando Blvd. to the neighborhood park. Parking is subterranean or lined from view of street by ground floor residential units or stores and restaurants.
3. Chase Bank (former Home Savings) Building that features intact Milliard Sheets Mosaic on the front facade.
4. New multifamily housing project with ground floor retail and pedestrian paseo connecting Magnolia Blvd. to existing parking garage. Parking provided in existing parking garage. Any on-site parking hidden from view of street.
5. New multifamily housing with ground floor retail and/or offices and pedestrian paseo connecting Magnolia Blvd. to existing parking garage. Parking provided in existing parking garage. Any on-site parking hidden from view of street.
6. New offices with ground floor retail. Parking provided in existing parking garage. Any on-site parking hidden from view of street.
7. New Downtown Plaza
8. Pedestrian paseo along San Fernando Blvd. alignment.
9. New multifamily housing with ground floor retail facing new paseo.
10. Trees screening view of freeway.

Phase 1: Introduce new multi-family housing with tree-lined walkway and partial subterranean parking garage on old IKEA site. Introduce ground floor retail along N. San Fernando Blvd.

Phase 4: Introduce multi-family housing on Office Depot block. Retain Chase Bank (former Home Savings) building.

Phase 2: Introduce office buildings along I-5 Freeway at E. Magnolia Blvd. and W. Burbank Blvd. Accommodate existing ground floor businesses in new ground floor retail spaces or in Mall.

Phase 5: Introduce a plaza at the intersection of E. Magnolia Blvd. and N. San Fernando Blvd. Extend N. San Fernando Blvd. to E. Cypress Ave. and line with multi-family housing.



Phase 3: Introduce multi-family housing at corner of N. Third St. and E. Magnolia Blvd. and corner of N. First St. and E. Magnolia Blvd. Retain Burbank Center Stage on ground floor or in Mall.

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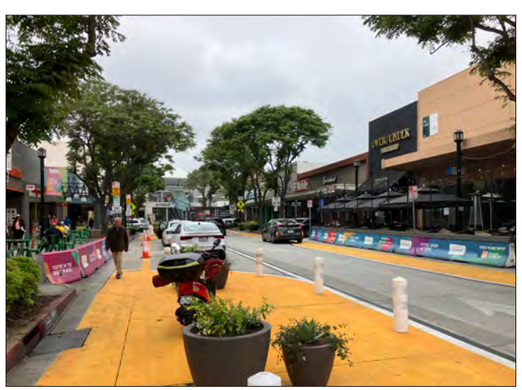
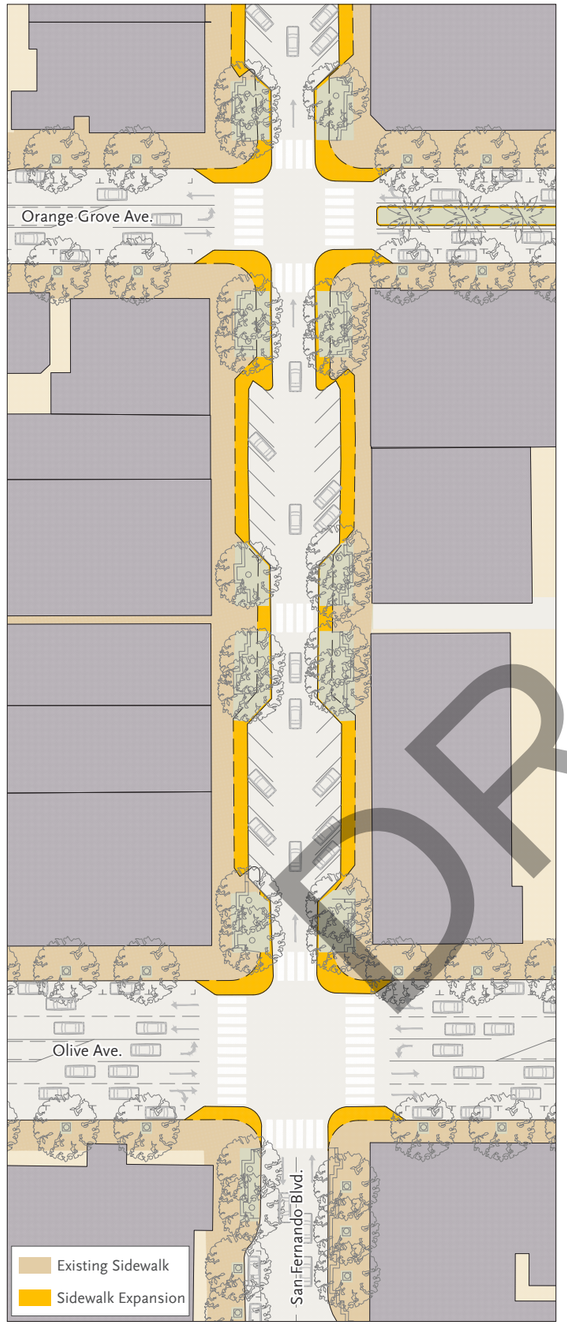
4.4. URBAN DESIGN (CONTINUED)

4. **San Fernando Boulevard.** Consistent with the Citywide *Complete Our Streets Plan*, in 2021 the City completed phase 1 of the conversion of San Fernando Boulevard to one-way travel in the northbound direction: temporary improvements to test the functionality of the conversion. Improvements included modifying roadway striping to one-way flow, installing signage, and adjusting angled parking space striping in response to one-way flow.

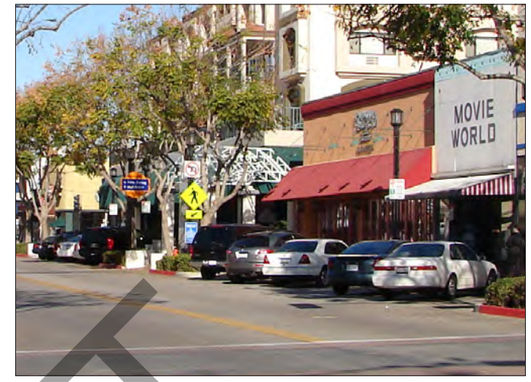
   In the second phase, permanent infrastructure will be built, including reconstructing curb and gutter to enable expanded sidewalks, making one-way vehicular flow permanent, reducing vehicle travel lanes from two lanes to one lane, streamlining and reorganizing sidewalk zones, and planting more street trees or providing shade structures. In addition, select parking spaces can be converted to parklets to provide additional outdoor dining opportunities. Measures will also be introduced to enable easy closure of the street for special events or during select times of the day/week. Finally, select alleys will be repurposed to better accommodate pedestrians and outdoor dining.



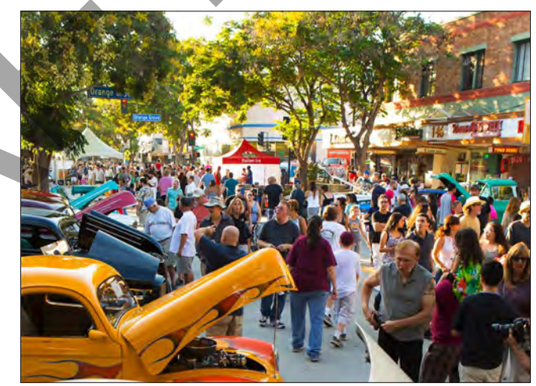
N. San Fernando Blvd. as of 2026.



San Fernando Blvd. Proposed Alternative. One-way northbound with widened sidewalks and bulbouts at cross streets per Complete Our Streets Plan.



San Fernando Blvd. as a flex street: open to traffic during most of the week.



San Fernando Blvd. as a flex street: closed to traffic for special events or during certain times of the day or week.

Class IV bike lane and vegetated bioswale.

5. **Pedestrian and Bicycle Improvements.** Consistent with the Citywide *Complete Our Streets Plan*, the following pedestrian and bicycle improvement projects are implemented within the Downtown District (see Chapter 6: Circulation and Mobility):
   - First Street/Front Street Class IV Protected Bikeway
   - Olive Avenue/First Street Intersection Improvements
   - Magnolia Boulevard/First Street Intersection Improvements and Class IV Bikeway
   - Olive Avenue Bridge Improvements
   - Magnolia Boulevard Bridge Improvements.
6. **Streetscape Improvements.** Missing street trees are planted, pedestrian-scaled street lights are introduced, and where appropriate, street furniture is introduced.
7. **Parking Improvements.** The Downtown Parking District is expanded eastward to include the Downtown Civic Center and northward to include the Burbank Town Center. This will enable the parking spaces in existing public and private garages within these areas to meet the City's parking requirements for new commercial and retail uses within these areas. In addition, on-street parking is preserved or introduced along street segments where it is currently prohibited (see Chapter 7: Parking).

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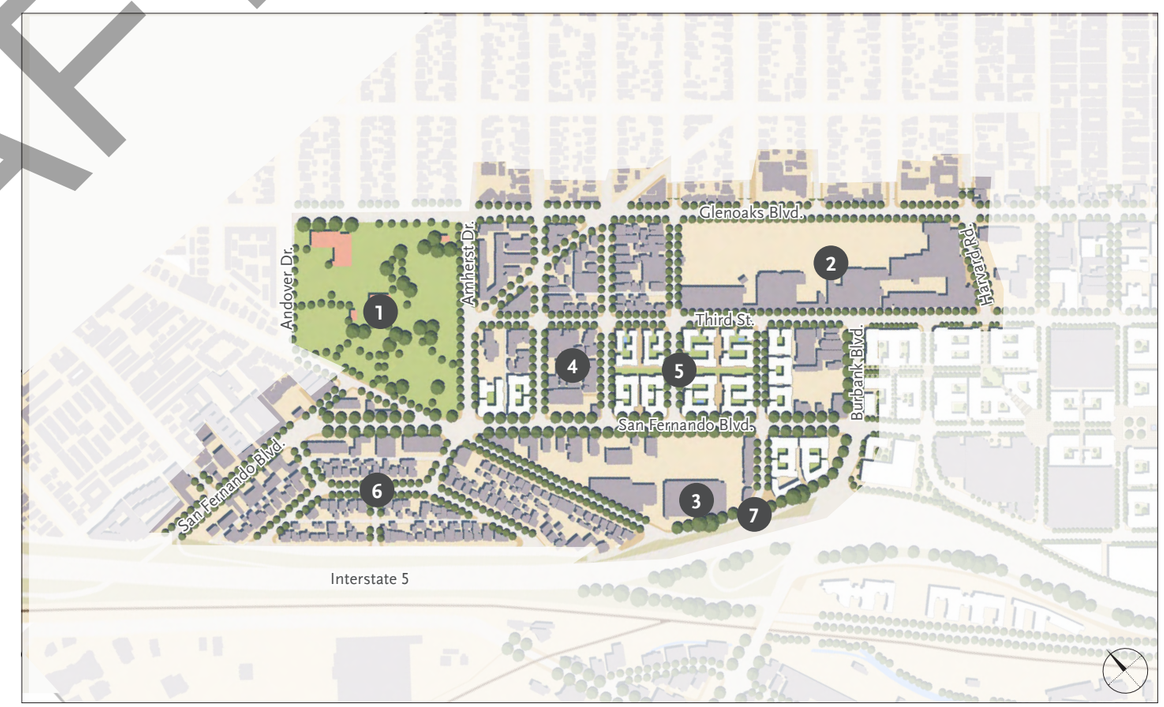
4.4. URBAN DESIGN (CONTINUED)

B. NORTH SAN FERNANDO MIXED-USE CORRIDOR AND MCCAMBRIDGE PARK NEIGHBORHOOD. North San Fernando Mixed-use Corridor and McCambridge Park Neighborhood are transformed into a distinct, beautiful, and thriving neighborhood through the introduction of housing at a variety of levels of affordability and the creation of tree-lined, pedestrian-friendly streets fronted by buildings that face and are accessed from the sidewalk. Bike and transit routes along N. San Fernando Blvd. and N. Third St. provide convenient access to the Downtown TOD District, the Burbank Downtown Metrolink Station, and the rest of the City. The North San Fernando Mixed-use Corridor and McCambridge Park Neighborhood is well suited to introducing new residents due to the presence of two grocery stores (Ralph's and Sprouts), McCambridge Park's generous recreational offerings, and the proximity of N. San Fernando Blvd., which provides opportunities for neighborhood-serving commercial and restaurant uses. Key projects and improvements include:

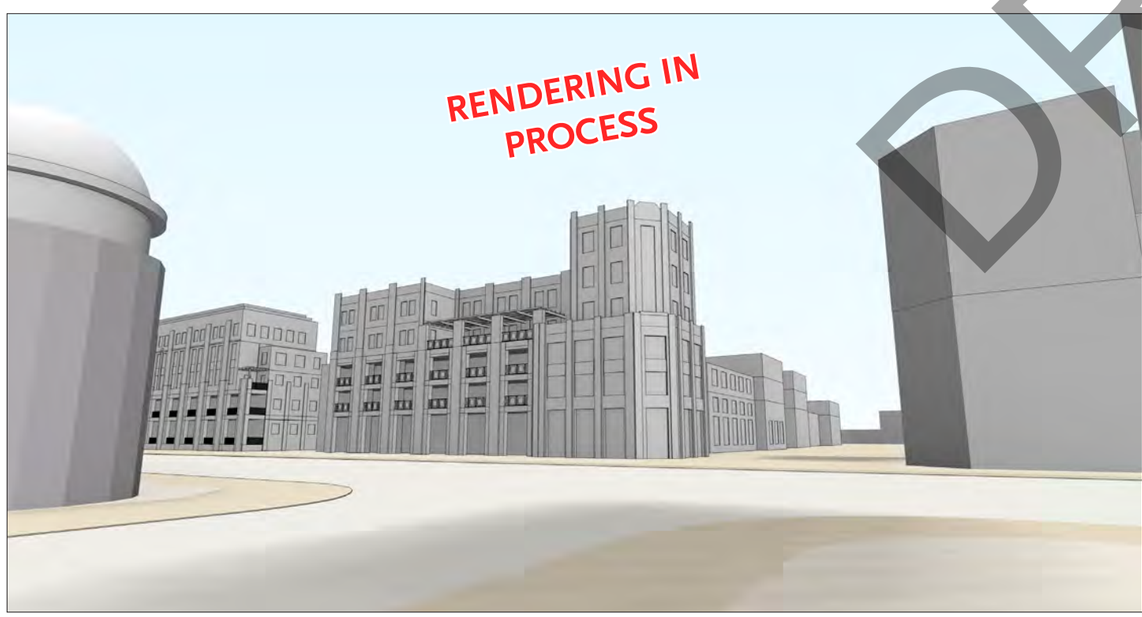
1. **Infill Development.** Underutilized parcels along San Fernando Blvd. are infilled with pedestrian-oriented mixed-use or residential buildings.
2. **New Streets.** New streets are introduced on existing blocks that are over four acres in area. Potential new street extensions include Walnut Ave. between San Fernando Blvd. and Third St. and Delaware Rd., Cornell Dr., and/or Bethany Rd. between San Fernando Blvd. and Scott Rd. The new streets could align with the existing streets or be located near the alignments.
3. **Pedestrian and Bicycle Improvements.** Consistent with the standards of the Citywide *Complete Our Streets Plan*, the following pedestrian and bicycle improvement projects are implemented (see Chapter 6: Circulation and Mobility):
   - Sidewalk and crosswalk improvements
   - Class IV protected bikeways along Third St.
   - Class II bike lanes along east side of San Fernando Blvd.
4. **Streetscape Improvements.** Missing street trees are planted and pedestrian-scaled street lights, and where appropriate, street furniture is introduced.

House-form, multi-family infill in existing neigborhood.

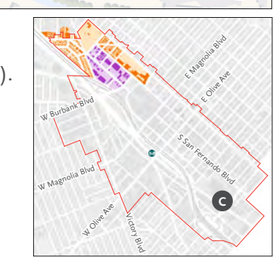
Multi-family housing faces a pedestrian paseo.



1. McCambridge Park
2. Burbank High School
3. Sprouts grocery store
4. New housing over ground floor Ralph's grocery store
5. New residential/mixed-use along San Fernando Blvd. and Third St.
6. House-form infill (duplexes, quadplexes).
7. Greenscreen along I-5 Freeway



View looking north along San Fernando Boulevard.



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4.4. URBAN DESIGN (CONTINUED)

C. SOUTH SAN FERNANDO FLEX INDUSTRIAL DISTRICT The South San Fernando Boulevard District provides a motley mix of commercial, residential, hospitality, light industrial, warehousing, and "big box" uses. New housing in either multi-family or mixed-use configurations is introduced along tree-lined, pedestrian-friendly streets. An existing bike route along IKEA Way and bus transit along S. San Fernando Blvd. provide convenient access to the Downtown TOD District, Burbank Downtown Metrolink Station, and the rest of the City.

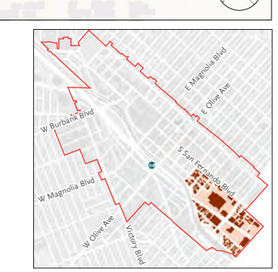
1. **Infill Development.** While no Housing Element Opportunity or Redevelopment sites have been identified within this District, there are a number of underutilized parcels that currently contain single-story buildings that could be infilled with more intense, commercial, multi-family, and mixed-use buildings, particularly along S. San Fernando Blvd., which has enhanced streetscape elements installed, including street trees, decorative street lighting/furniture, and a landscaped center median.
2. **Pedestrian and Bicycle Improvements.** Consistent with the Citywide *Complete Our Streets Plan*, the following pedestrian and bicycle improvement projects are implemented within the San Fernando Boulevard District (see Chapter 6: Circulation and Mobility):
   - Alameda Avenue Railroad Underpass
   - Glenoaks Boulevard Class II Bike Lane
   - Alameda Avenue Class II Bike Lane
3. **Streetscape Improvements.** Missing street trees are planted, pedestrian-scaled street lighting, and where appropriate, street furniture is introduced.

A muti-family building with attached second floor balconies.

A multi-family building with a street-facing forecourt.

View of mixed-use housing near the IKEA "Bobble" Park.

1. Burbank IKEA
2. IKEA "Bobble" Park
3. Robert R. Ovrom Park and Community Center
4. Ralph's grocery store
5. Trader Joe's
6. New residential/mixed-use along San Fernando Blvd.



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4.4. URBAN DESIGN (CONTINUED)

D. SOUTH GLENOAKS AND SOUTH LAKE NEIGHBORHOODS. The South Glenoaks and Sout hLake Neighborhoods flank the South San Fernando Flex Commercial District to the east and west respectively. These two neighborhoods contain a stable mixture of single and multi-family uses along with neighborhood serving commercial uses along S. Glenoaks Blvd. and E. Alameda Ave. in the Sotuh Glenoaks Neighborhood, commercial service/office usesin the area of the W. AlamedaAve./I-5 Freeway interchange in the South Lake neighborhood.Both neighborhoods are expected to incrementally infill over time with buildings that face and are accessed from the street and locate on-site parking toward the back of the lot or subterranean, so it is not visible from the street.

1. **Infill Development.** While no Housing Element Opportunity or Specific Plan Redevelopment sites have been identified within these neighborhoods, there are a number of sites that contain single-family houses, duplexes, and/or accessory buildings that could be replaced with more intense multi-family buildings.
2. **Pedestrian and Bicycle Improvements.** Consistent with the standards of the Citywide Complete Our Streets Plan, the following bicycle improvement projects are implemented within the South Glenoaks and South Lake neighborhoods (see Chapter 6: Circulation and Mobility):
   - Class II Bike Lane
   - Class III Bike Lane
3. **Streetscape Improvements.** Missing street trees are planted and pedestrian-scaled street lighting is introduced.

A multi-family building with varied massing.

A multi-family shared courtyard.

A muti-family building clad to look like two different buildings.

Multi-family housing faces small pocket park.

1. Burbank IKEA
2. IKEA "Bobble" Park
3. Robert R. Ovrom Park and Community Center
4. Ralph's grocery store
5. Trader Joe's
6. New residential/mixed-use along San Fernando Blvd.
7. South Glenoaks Neighborhood
8. South Lake Neighborhood

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4.4. URBAN DESIGN (CONTINUED)

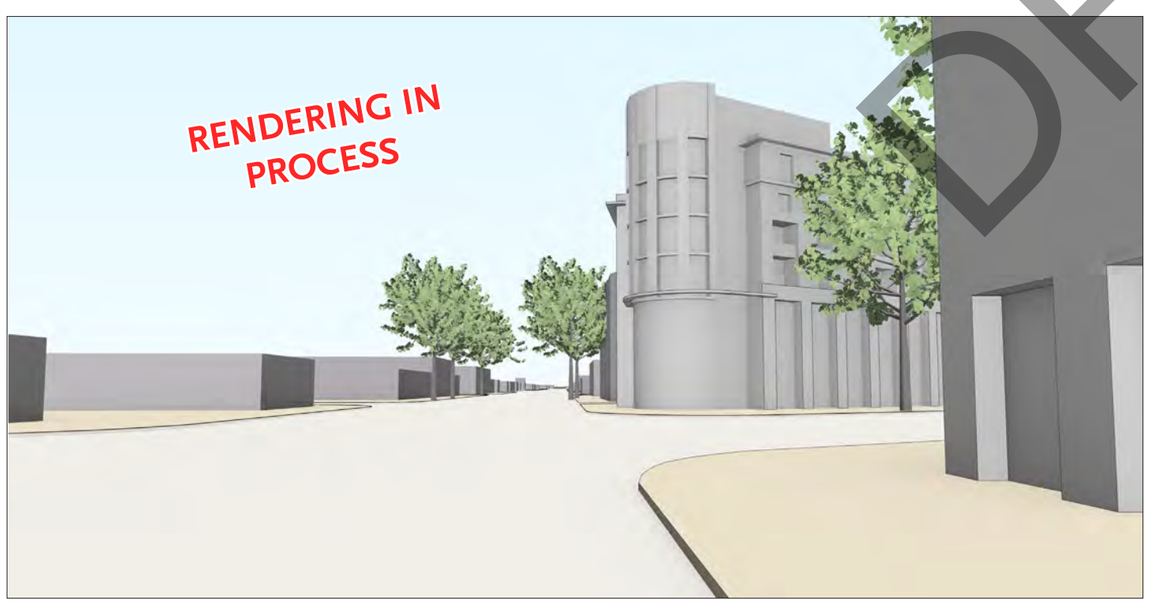
E. WEST OLIVE TOD DISTRICT. With the proximity of the Burbank Downtown Metrolink Station and the proposed introduction of the Metro North Hollywood to Pasadena Bus Rapid Transit (BRT) along Olive Ave., the West Olive TOD District is developed over time with new buildings that accommodate a mix of uses, including creative, industrial, media-related, office uses, and retail/restaurant within walking distance of the Station. Access to the Station is enhanced with streetscape improvements and new bicycle facilities. Given the existing industrial and City utility uses located between the I-5 Freeway and Lake St., housing is developed on the Housing Element Opportunity and Specific Plan Redevelopment sites located along W. Olive Ave. between S. Lake Ave. and Victory Blvd., and along N. Victory Blvd.

1. **Infill Development.** Multiple sites in West Olive TOD District provide development opportunities, especially parcels along the south side of W. Olive Ave. between S. Lake St. and Victory Blvd.
2. **Introduction of New Streets.** New streets are introduced on existing blocks that are over four acres in area.
3. **Transit Improvements.** A stop for the proposed Metro North Hollywood to Pasadena BRT line is introduced at the intersection of W. Olive Ave. and S. Lake St., close to the Burbank Downtown Metrolink Station.
4. **Pedestrian and Bicycle Improvements.** Consistent with the Citywide *Complete Our Streets Plan*, the following pedestrian and bicycle improvement projects are implemented (see Chapter 6: Circulation and Mobility):
   - Olive Ave. bridge improvements
   - Magnolia Blvd. bridge improvements
   - Verdugo Blvd. railroad crossing
   - Class I Bike Trails
   - Class III Bike Route
   - Class IV Protected Bikeways
5. **Parking.** Parking is expanded within the Olive Avenue TOD District by introducing additional on-street parking in conjunction with the implementation of planned bikeway facility improvements. Potential locations include angled parking along Victory Blvd. and parallel parking along the north side of Chandler Blvd.

Example of an office building with contemporary cladding.

Example of an office building with traditional style cladding.

1. Burbank Downtown Metrolink Station
2. New Olive Avenue Bridge
3. Burbank Power Plant
4. New BRT Station
5. Victory Boulevard "Main Street"
6. New Magnolia Blvd. Bridge
7. New Burbank Common
8. New Office/retail/restaurant Buildings
9. New housing/mixed-use along Victory Blvd.
10. Burbank Channel Bikeway



View of new mixed-use development at Victory and Olive

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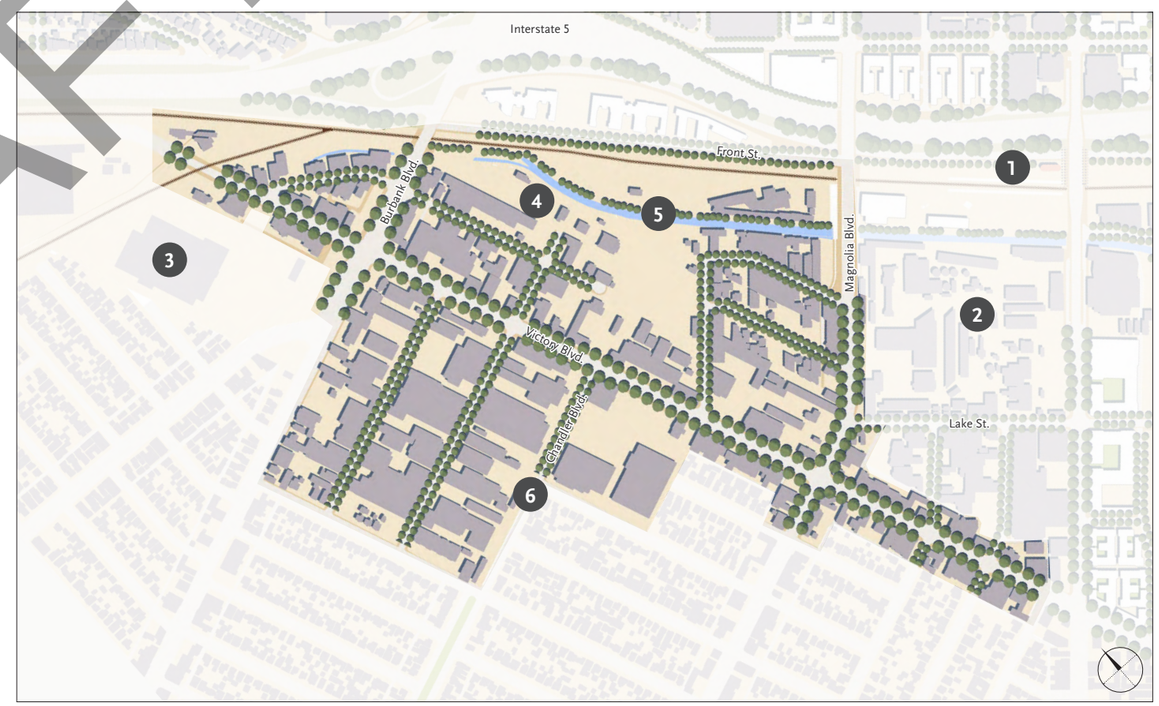
4.4. URBAN DESIGN (CONTINUED)

F. NORTH VICTORY CREATIVE INDUSTRIAL CORRIDOR. Development within the North Victory Creative Industrial Corridor consists of continued light industrial activity; adaptive reuse of light industrial buildings for media, production, and creative uses, and uses such as microbreweries and distilleries.

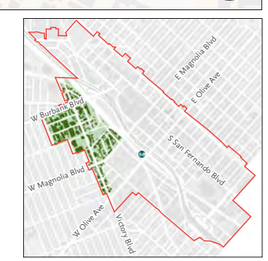
1. **Infill Development.** A number of sites within the North Victory Creative Industrial Corridor provide opportunities for development, especially parcels located along N. Victory Blvd. and within the area located between N. Mariposa St. and N. Victory Blvd.
2. **Introduction of New Streets.** New streets are introduced on existing blocks that are over four acres in area.
3. **Pedestrian and Bicycle Improvements.** Consistent with the standards of the Citywide *Complete Our Streets Plan*, the following pedestrian and bicycle improvement projects are implemented (see Chapter 6: Circulation and Mobility):
   - Class I Bike Trail. The Chandler Boulevard Bike Trail is extended to Magnolia Boulevard.
   - Class II Bike lanes. Class II bike lanes are introduced along Victory Blvd. north of Chandler Blvd. and south of Magnolia Blvd.
   - Class IV Bikeways. Class IV protected bikeways are introduced along Victory Blvd. between Chandler Blvd. and Magnolia Blvd. and along Cypress Ave. between Victory Blvd. and the Burbank Channel trail providing a continuous link between the Chandler Blvd. and the Burbank Channel trail.
4. **Parking.** Parking is expanded within the Victory Boulevard Creative and Industrial Corridor by introducing additional on-street parking in conjunction with the implementation of planned bikeway facility improvements. Potential locations include parallel parking along the north side of Chandler Boulevard and angled parking along Victory Boulevard.

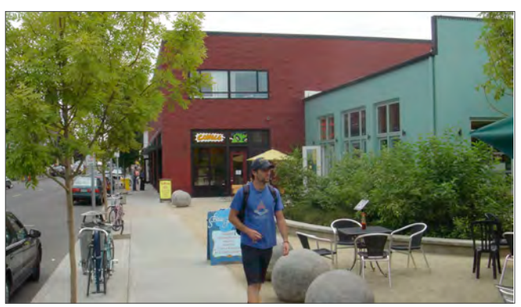
Art Studio.

Media production studio



1. Burbank Downtown Metrolink Station
2. Burbank Power Plant
3. Existing Costco
4. Burbank Water Reclamation Plant
5. Burbank Channel Bikeway Extension
6. Chandler Bikeway Extension





A small, outdoor space accommodates outdoor dining.

A microbrewery.

A light industrial building adaptively re-used as a microbrewery.

A food market hall in an industrial shed building.

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5. PUBLIC REALM

5.0. INTRODUCTION

This Chapter describes the components of the Downtown's public realm of pedestrian-friendly, tree-lined streets and inviting parks, plazas, and green belts that promote a pleasant and inviting pedestrian experience; encourage walking and biking to transit; and provide open space for recreation, play, outdoor events and festivals, and a place for local wildlife to inhabit.

This Public Realm Chapter is comprised of the following sections:

5.0. Introduction . . . . . 5 : 1
5.1. Public Realm Objectives . . . . . 5 : 2
5.2. Public Realm Strategies . . . . . 5 : 4
5.3. Public Realm Projects . . . . . 5 : 6

Bryant Park in new York City provides open space for residents, workers, and visitors, offers places for passive recreation, accommodates special events, and enable access to nature within the city.

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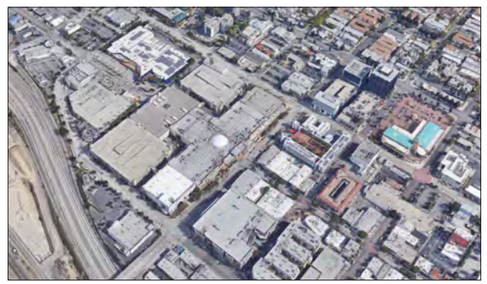
5.1. PUBLIC REALM OBJECTIVES

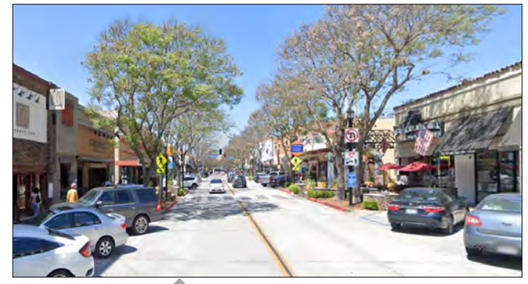
Downtown's neighborhoods, districts, and corridors are envisioned as interconnected, walkable, and multi-modal places built along beautiful, tree-lined streets and around inviting open spaces. This public realm is envisioned as a holistic "green infrastructure" network that integrates pedestrian, bicycle, transit, and automobile circulation, community open space areas, and sustainable storm water management strategies. Objectives for achieving this are:

- Create spatial identity and a distinct character to each of Downtown's neighborhoods and districts.
- Improve the visual character of Downtown's streets, alleys and paseos.
- Expand the existing urban forest to provide more shade, improve air quality, and improve the experience for pedestrians, bicyclists, and motorists.

Sidewalk-adjacent parking lots and small street trees hinder North San Fernando Blvd.'s spatial identity.



Downtown Burbank's core lacks open space.



The buildings and street trees along San Fernando Blvd. form its spatial identity and generate its unique character.

A plaza provides open space in the center of Downtown Healdsburg, Ca.

- Provide open space for residents, workers, transit-riders, and visitors, offer places for passive recreation, accommodate special events, and enable access to nature within the city.
- Incorporate sustainable stormwater management strategies that remove oil, grease, and sediment from runoff and improve the water quality of downstream creeks and rivers.
- Ensure shoppers, movie goers, jury duty attendees, and other visitors can easily find their way around Downtown, whether arriving by foot, bicycle, transit, or automobile.

The visual character of Third St., with its missing street trees, narrow sidewalks, and windowless buildings, can be improved with the planting of street trees, the introduction of on-street parking and buildings that face and are accessed from the sidewalk.

A tree-lined downtown street with on-street parking, street-facing windows, and direct access from the sidewalk.

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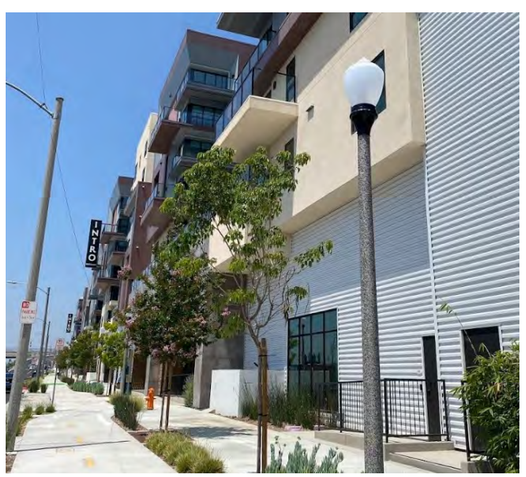
5.2. PUBLIC REALM STRATEGIES

Successful and vibrant downtown streets are designed for automobiles, pedestrians and bicyclists. Of varying widths and configurations, these streets are designed to provide comfortable environments for pedestrians and cyclists, slowing automobile traffic down, and creating a genuine sense of place. Conceived as places and not just conduits, they are memorable, easily distinguishable from one another, and great places to walk, bicycle, and drive.

Similarly, the open space and landscape of a successful downtown is designed as an integral part of the entire neighborhood, district, or corridor. Conceived as large outdoor extensions of surrounding buildings, these open spaces are places to be enjoyed, not just used. They are the visual punctuations along the greater public realm of streets that give identity to the community and establish a unique identity for each neighborhood, corridor, or district.

Key public realm strategies for creating such an environment are shown at right: Key projects and programs are summarized in **Figure 5-1** (Key Public Realm Projects) on pages 5:6–5:7 and described in detail on the pages that follow.

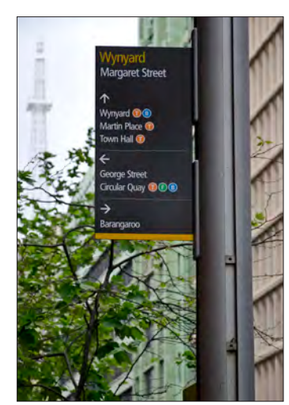


Front Street featuring newly installed right-of-way improvements.

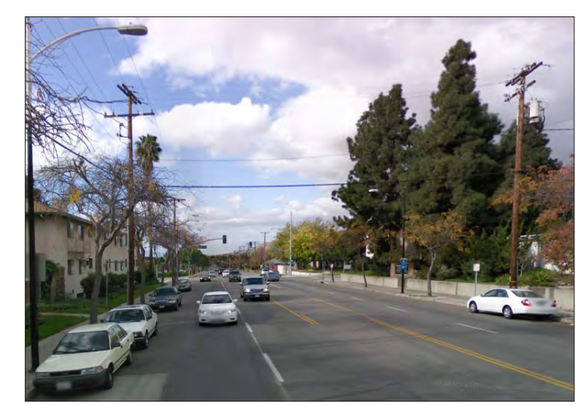
1 Expand the existing urban forest and incorporate a palette of drought-tolerant and native plant and tree species that are well-suited to an urban setting.

2 Where appropriate, introduce street furniture, bike racks, and other streetscape elements that promote an active, vibrant, downtown environment.

3 Introduce plazas, parks, and pocket parks within each of Downtown's neighborhoods, districts, and corridors.



4 Provide wayfinding signage tailored to users of all transportation modes: pedestrians, bicyclists, transit riders, and motorists.



5 Remove overhead utility lines where present to reduce visual clutter.

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5.3. PUBLIC REALM PROJECTS

New/Infill Streetscape Throughout

New I-5 Freeway Green Screen

New San Fernando Blvd. Extension

New Town Center Plaza

FIGURE 5-1. KEY PUBLIC REALM PROJECTS

Improved San Fernando Boulevard

New Civic Plaza

Active Alleys and Paseos

Unique Paving and Street Furniture

5.3. PUBLIC REALM PROJECTS (CONTINUED)

The public realm objectives and strategies outlined in the previous pages are realized in physical form through the creation of green streets (a combination of streetscape, sustainable stormwater strategies, and undergrounding of power lines), the introduction of wayfinding signage, and the introduction of new public open spaces.

A. GREEN STREETS. While streets are primarily defined as corridors for mobility, whether walking, biking, transit, or automobile, they also are part of a larger urban ecosystem, comprised of people, nature, and infrastructure, both natural and man-made. Principal components of such a functioning ecosystem are:

- The urban landscape, especially street trees, and
- The ability of rainwater to percolate back into the ground.

Though street tree cover within the Specific Plan area is fairly complete, many streets are deficient or are missing street trees. In addition, a significant portion of the Plan Area is covered by asphalt and concrete in the form of streets and parking lots. Along with heat absorbing building materials, the lack of trees and prevalence of paving result in increased ambient temperatures (heat island effect), a less comfortable environment for pedestrians and cyclists, higher energy bills for adjacent buildings, and reduced storm water infiltration into the water table and to street tree roots. In addition, the presence within the Plan Area of the I-5 Freeway and several major arterial streets, expose the Plan Area's residents, visitors, and employees to poor air quality.

Planting street trees and introducing sustainable stormwater management mitigate these negative environmental deficits and should therefore be introduced in conjunction with street, sidewalk, and crossing improvements and/or with the introduction of new development. Key interventions, as described in Section 9D (Green Infrastructure) of the Complete Our Streets Plan and Section 9.16 (Street and Streetscape Standards) of this Specific Plan's Development Code.

Outdoor seating along San Fernando Blvd. shaded by street trees.

San Fernando Blvd. adjacent alley with access to stores directly from the alley.

Palm Avenue pedestrian promenade.

1. STREETSCAPE IMPROVEMENTS. Sidewalk and parkway improvements, including:

a. The introduction of street trees that are appropriate to Downtown Burbank's climate and urban setting.

b. Introducing a green screen along the I-5 Freeway corridor consisting of close plantings of trees and hedges to block views of the freeway and filter out pollutants generated by freeway traffic.

c. New pedestrian-scaled street lighting with light pole and luminaire types.

d. Sidewalks with unique paving along San Fernando Boulevard within the Downtown TOD District, within the Burbank Town Center, and within the Civic Center.

e. The introduction of street furniture including, benches, and trash cans along San Fernando Boulevard within the Downtown TOD District, within the Burbank Town Center, and within the Civic Center.

The form of new streetscape varies according to adjacent building types, uses, and the particular neighborhood, district, or corridor it is in:

- Mixed-use, city center streetscapes consist of street trees planted in tree wells and wider sidewalks that can accommodate outdoor activities such as outdoor dining, street furniture, and bike racks. Where sidewalks are too narrow, new buildings are set back and parklets can be introduced in existing on-street parking spaces.
- Neighborhood streets consist of street trees planted in continuous, landscaped planters, and narrower sidewalks.

Unique sidewalk paving.

Unique sidewalk paving and street furniture.

Mixed-use city center streetscape.

Neighborhood streetscape.

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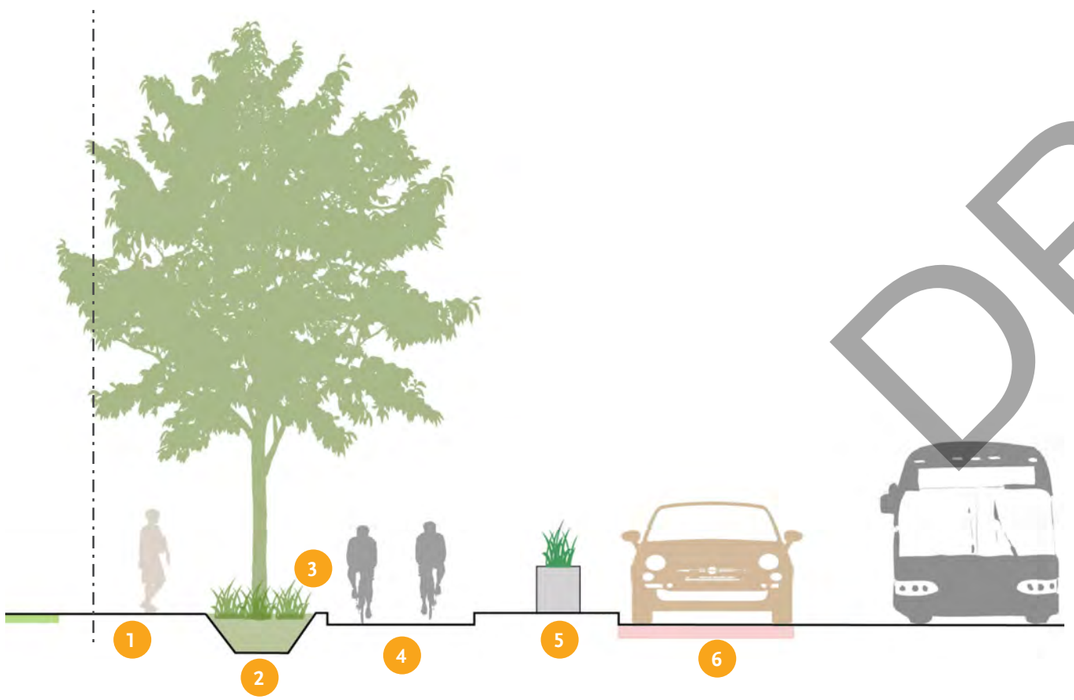
5.3. PUBLIC REALM PROJECTS (CONTINUED)

2. **SUSTAINABLE STORMWATER MANAGEMENT IMPROVEMENTS.** Sustainable stormwater strategies appropriate for streets within the Specific Plan area include tree wells (pits), planters, curb extensions, and medians improved with vegetated swales that capture and filter stormwater runoff, permeable paving, and wide, landscaped parkways between sidewalks and the curb. Sustainable stormwater components are shown in **Figure 5-2** below.

Class IV bike lane and vegetated bioswale.

FIGURE 5-2. SUSTAINABLE STORMWATER COMPONENTS



1. Sidewalk (min. 6 - 12 ft.)
2. Parkway for large tree planting/urban habitat/pollinator species
3. Stormwater capture related to infrastructure, bioswales*
4. Class IV protected bikeways when possible
5. Buffer for additional plantings
6. Permeable paving in parking space

B. **PUBLIC OPEN SPACE.** As new multi-family housing and office buildings are built in Downtown, new parks, greens, plazas, greenways, and pocket parks need to also be introduced to provide passive and active recreational space and access to nature for Downtown residents and employees, to accommodate special events, and to provide opportunities for implementing sustainable stormwater management strategies.

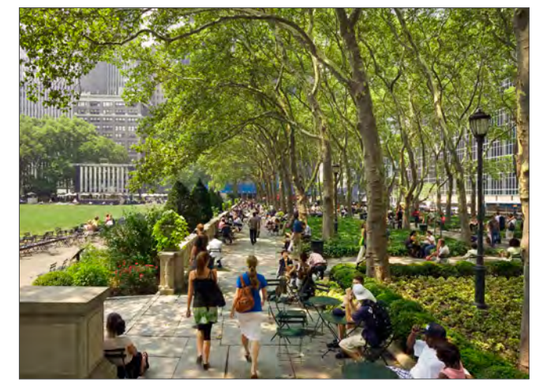
1. **OPEN SPACE TYPES.** Suitable open space types for Downtown include:

   a. **Plaza.** An open space located at the intersection of important streets that is available for civic purposes and commercial activities such as farmer's markets, music concerts, and art fairs. A plaza is spatially defined by the buildings that front it and its landscape typically consists primarily of pavement and formally arranged shade trees. Plaza landscapes may also consist of paths, small lawn areas, and drought tolerant landscape. Plazas generally range between 0.5 and 1.00 acres in size.

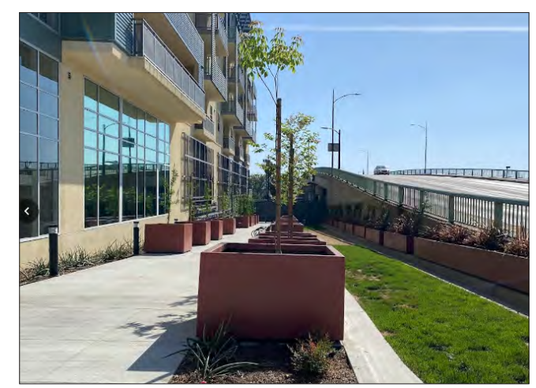
2. **Park.** An open space available for structured or informal recreation. Greens may be used as recreational fields and may be spatially defined by landscaping rather than building frontages. Its landscape may consist of lawn and trees, native landscape, or a combination of these. Parks generally range between 0.5 and 1.00 acres in size.

3. **Pocket Park.** A small, focused open space that may include playground equipment, informal athletic courts, and water features. Pocket parks generally range between 0.1 and 0.25 acres in size. It can also be strategically located near transit or bicycle facilities to serve as a mobility hub, aiding in transfers, connections, wayfinding, and overall usefulness and comfort of transportation facilities.

Pioneer Square in Portland, Oregon.



Bryant Park in New York City.



First Street Village Pocket Park.

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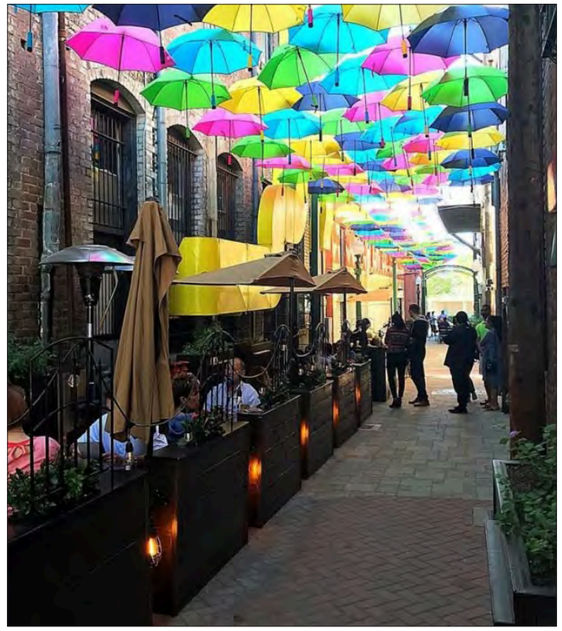
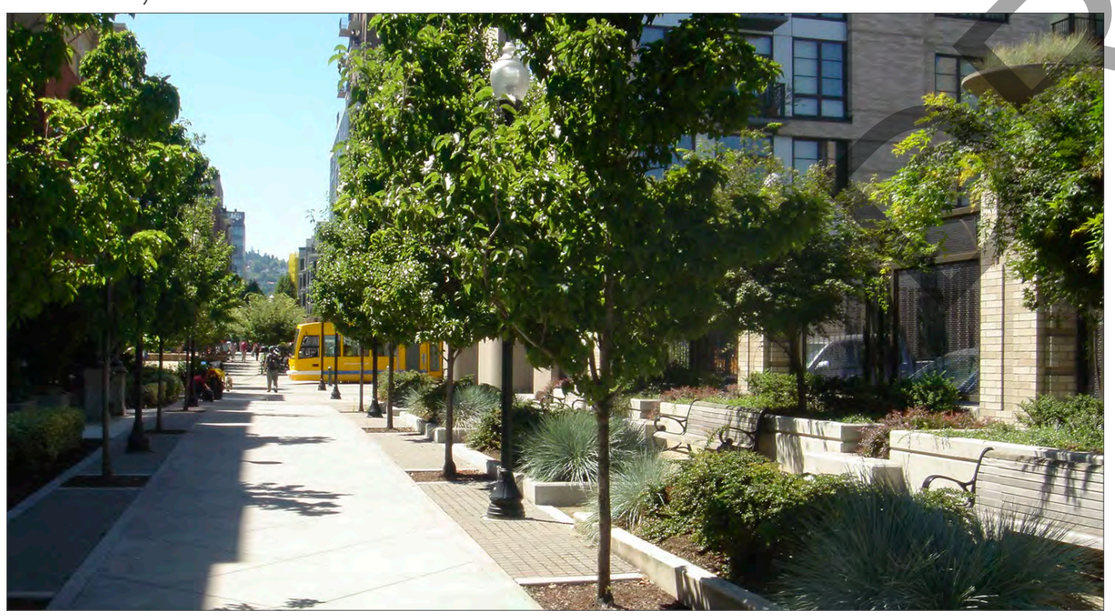
5.3. PUBLIC REALM PROJECTS (CONTINUED)

3. **ALLEYS/PASEOS.** Alleys and paseos within the Downtown TOD District may be successfully transformed into pedestrian passages lined with shops, restaurants, and entertainment venues (see **Figure 5-10**). These can connect key sites and destinations, such as San Fernando Blvd. to City Hall to the proposed Central Library. Pedestrian-only passages may also be introduced in large blocks, especially in areas located outside of the Downtown Core (see **Figure 5-11**). Design considerations include:
   - Balance the needs of access to parking and services with pedestrian access. Depending on parking and service presence, alleys that accommodate pedestrians may remain open to vehicular traffic, completely closed to vehicular traffic, or closed to vehicular traffic during certain times of the day, week, or year.
   - Incorporate sustainable stormwater strategies, such as permeable pavers to enable rainwater to percolate into the ground and to improve the aesthetic appearance of the alleys.



An alley with outdoor seating and public art.



A neighborhood pedestrian paseo.

C. **WAYFINDING.** Wayfinding signage is a coordinated system of signs that provide visual identity,orientation, and information about a district or community. Downtown Burbank would benefit from a wayfinding signage system that directs motorists, bicyclists, and pedestrians to important destinations, to parking, and also visually announce arrival into Downtown.

1. **GENERAL WAYFINDING DESIGN CONSIDERATIONS.**
   a. Create a system of wayfinding signs that includes gateway, directional, identification, and informational signs.
   b. Orient and locate signage to provide guidance for people walking, biking, and driving.
   c. Locate signage at important gateways, along major streets, at major intersections, at public plazas, parks, and open spaces, and at transit stops, including the Burbank Downtown Metrolink Station.
   d. Design wayfinding signage to contribute to Downtown's overall identity and sense of place. Design signs with a unified appearance that complements and integrates with the character and color palette of other streetscape elements.
   e. Use lettering typefaces and icons that are easy-to-read, easily recognizable, and understandable.
   f. Design signage to be flexible and capable of evolving over time as additional directional needs develop, while minimizing maintenance costs
   g. Design all wayfinding signage to comply with ADA requirements.
   h. Use stationary or electronic and interactive pedestrian wayfinding.

A system of wayfinding signage (Madison, Wisconsin).

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5.3. PUBLIC REALM PROJECTS (CONTINUED)

2. VEHICULAR WAYFINDING SIGNAGE CONSIDERATIONS.

a. Introduce signs directing motorists to important destinations such as the Downtown TOD District, the Downtown Civic Center, including the new Central Library, the Burbank Downtown Metrolink Station and public parking lots and garages.

b. Improve signage directing visitors towards the I-5 freeway.

c. Strategically locate signage to provide direction to the moving motorist in time for the motorist to utilize the information.

d. Assign a unique identity to each parking lot or garage (branding) so that patrons can easily identify them.

3. PEDESTRIAN WAYFINDING SIGNAGE CONSIDERATIONS.

a. Install directional signage directing pedestrians to important destinations from the Burbank Downtown Metrolink Station, bus stops, parking areas, and other key locations where people may begin their walking trip.

b. Install "you are here" maps/kiosks at key points in Downtown. These can be triangular, two-sided boards, or tubular. The maps should show all important destinations, parking locations, the train stations, transit routes and stops, bikeways, and locations for bicycle parking.

c. Wayfinding signage and maps may be stationary or electronic and interactive.

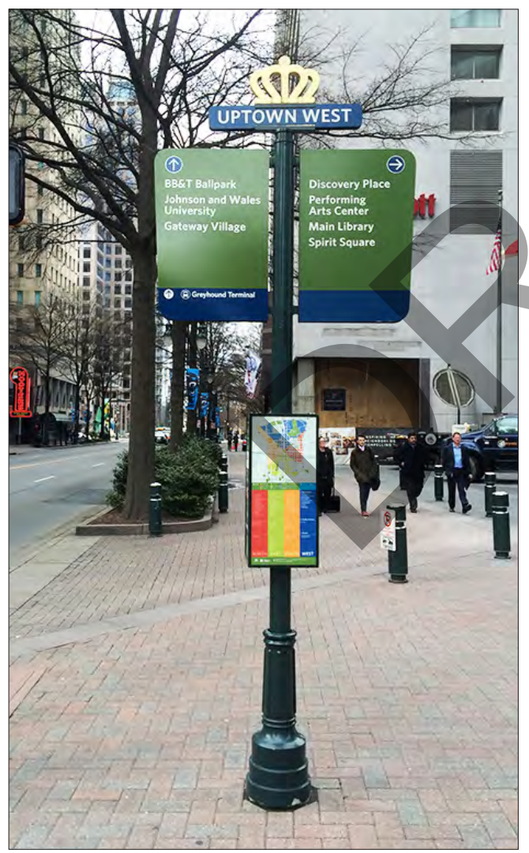
4. TRANSIT WAYFINDING SIGNAGE CONSIDERATIONS.

a. Increase the visibility of bus stops by installing prominent bus stop pole signs, introducing more shelters, and increasing lighting.

b. Provide transit coverage maps, schedules, and local area maps at all bus stops.

c. Introduce real-time bus arrival time displays at Downtown bus stops.

Wayfinding signage at transit station.



Wayfinding signage in downtown business district.

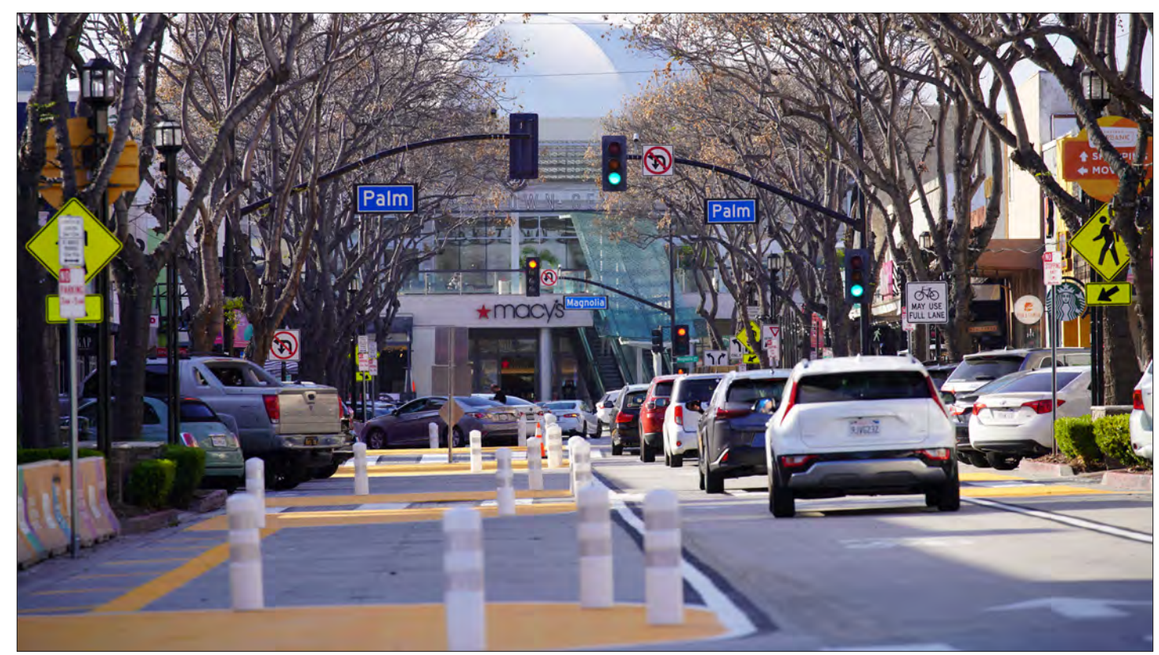
6. CIRCULATION AND MOBLITY

6.1. INTRODUCTION

This Chapter describes the *Downtown TOD Specific Plan* strategy for creating multi-modal streets that accommodate a variety of users, including pedestrians, bicyclists, transit riders, and motorists. It describes improvements that will enhance connections to the existing Burbank Downtown Metrolink Station, to the planned North Hollywood to Pasadena Bus Rapid Transit (BRT) line, and between various destinations within and around the Plan area.

This Circulation and Mobility Chapter is comprised of the following sections:

6.0. Introduction 6:1
6.1. Circulation and Mobility Objectives 6:2
6.2. Circulation and Mobility Strategies 6:4
6.3. Circulation and Mobility Projects 6:6
6.4. Street Types 6:19



Glenoaks Blvd. temporarily closed for Burbank Downtown Market

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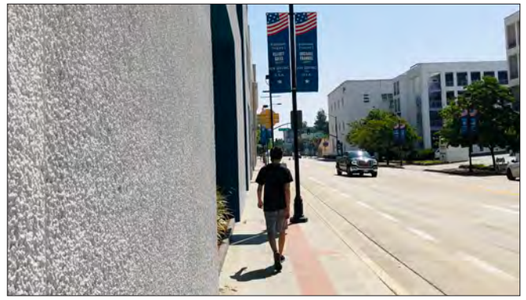
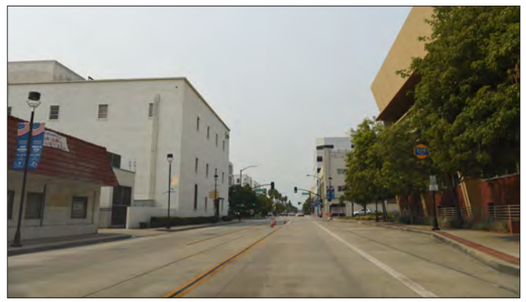
6.1. CIRCULATION AND MOBILITY OBJECTIVES

Downtown Burbank's pedestrian and bicycle environment is deficient and in need of improvement. With the exception of the portion of San Fernando Boulevard between Magnolia Boulevard and Verdugo Avenue, Downtown's streets are generally automobile-oriented. Vehicular lanes tend to be wide, sidewalks in many locations are narrow, and there are no protected bike lanes within the Downtown Core. In addition, a number of megablocks (large blocks comprised of multiple city blocks), most notably the Burbank Town Center Mall, reduce the number of paths between destinations, increase the travel distance pedestrians and motorists need to navigate around the blocks, and divert more vehicular traffic onto the remaining streets. Finally, the I-5 Freeway creates a formidable barrier between Downtown and the Burbank Downtown Metrolink Station. This condition is worsened by limited freeway crossings, the high traffic volumes that travel along these crossings, narrow sidewalks, and low railings.



Narrow sidewalk.

Pedestrian-friendly environment.

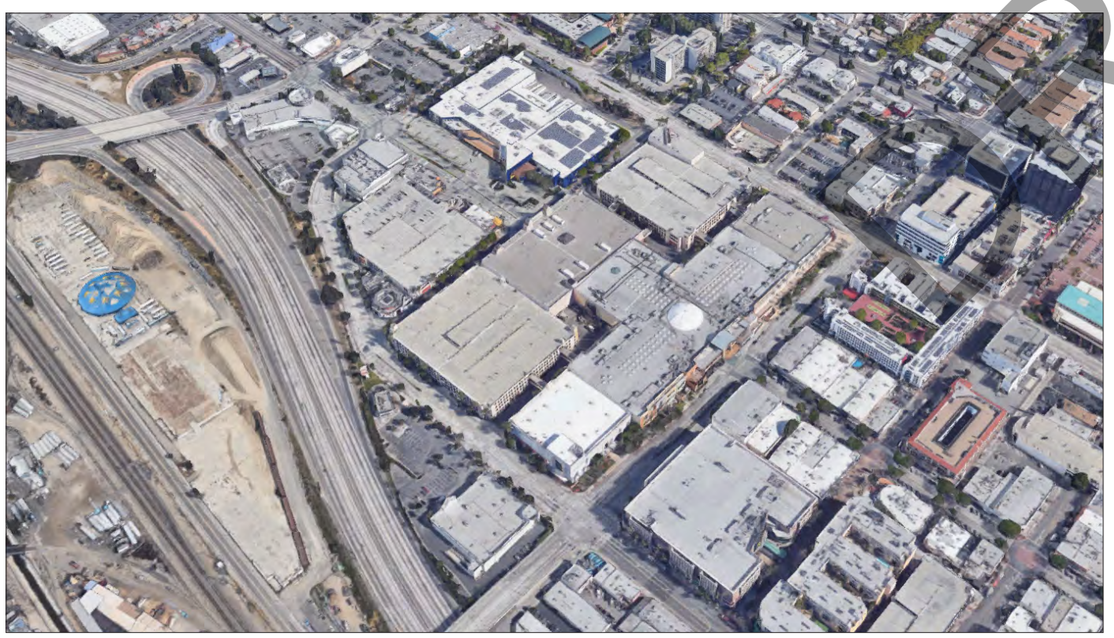


Wide vehicular lanes and lack of on-street parking.

Narrow vehicular lanes, on-street parking, robust streetscape.

This Specific Plan, in conjunction with the Complete Our Streets Plan (adopted in June 2020), provides a framework for improving these connections. Objectives for achieving this are:

- Create safer and more appealing access to transit.
- Enhance multimodal access connections between the station and the rest of the city.
- Create a multi-modal, pedestrian-friendly environment.
- Further the reduction of greenhouse gases by accommodating in-fill development along transit corridors and encouraging non-vehicular transportation modes such as walking, biking, and transit.
- Provide first-last mile connections to the Burbank Downtown Metrolink Station



The Burbank Town Center Mall reduces the number of paths between destinations, increase the travel distance pedestrians and motorists need to navigate around the blocks, and divert more vehicular traffic onto the remaining streets.

Multi-modal street.

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6.2. CIRCULATION AND MOBILITY STRATEGIES

Despite the deficiencies in Downtown's pedestrian and bicycle facilities, all the underlying components for a street network that is accessible to all are present in Downtown:

- It is built on a traditional, interconnected street network and, with the exception of a handful of megablocks and the interruption of the freeway and railroad tracks, its block lengths are generally short.
- Except for streets along the freeway and bridges, most Downtown streets are two way and are capable of accommodating on-street parking and, where appropriate, bike lanes.
- Sidewalk widths vary from street to street. San Fernando Boulevard in Downtown is wide and well suited to accommodate pedestrians and accommodate sidewalk activity, and sidewalk space has been enhanced with buffers and bulb outs between Olive and Magnolia Avenues. Other streets, however, such as Third Street, have narrow sidewalks with the pedestrian way hampered by street lights and street furniture.
- Downtown accommodates the Burbank Downtown Metrolink Station and has the beginnings of a bicycle network. A bi-directional Class IV bikeway on Front Street from Ikea Way to the Burbank Bridge provides the neighborhood's first protected bicycle infrastructure across the freeway. With the completion of the First Street Class IV bikeway, as outlined in the Complete Our Streets Plan and the Bicycle Master Plan, there is now a loop of protected bikeways offering convenient and safe first-last mile connections to the Station and Metro's planned North Hollywood to Pasadena Bus Rapid Transit (BRT) line.

Capitalizing on the presence of the Burbank Downtown Metrolink Station and the planned North Hollywood to Pasadena Bus Rapid Transit (BRT) line, the *Downtown TOD Specific Plan* provides a framework for the development of walkable, mixed-use neighborhoods, districts, and corridors that are safe and enjoyable for all users. A key component of this framework is a network of complete, multi-modal streets that provides a positive environment for all users, including pedestrians, bicyclists, transit riders, and motorists; generates a unique sense of place; slows traffic down; maintains vehicular flow capacity; and accommodates emergency vehicles. The principal characteristics of this kind of network are:

1 Interconnected streets that enable a variety of alternative paths of movement between destinations.

3 Streets that accommodate on-street parking provide convenient parking in front of stores and residences, reduce the amount of required off-street parking, and calm traffic speeds.

5 Ample sidewalks, street trees, and generous streetscapes that provide shady, comfortable, and inviting places for pedestrians to walk, while defining the Downtown's unique and memorable sense of place.

7 Convenient access to the Metrolink Station, whether by foot, bicycle, scooter, bus, car, or transit network companies such as Uber and Lyft.

2 A diversity of individual thoroughfare types, each designed according to the adjacent building intensities and uses and each with its own unique character.

4 Narrow lane widths, tight corner curb radii, and short street crossings to calm traffic and provide a more comfortable and safer environment for pedestrians, bicyclists, and automobiles.

6 Lighting that generates an inviting and safe environment for pedestrians, bicyclists, and commerce.

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6.3. CIRCULATION AND MOBILITY PROJECTS

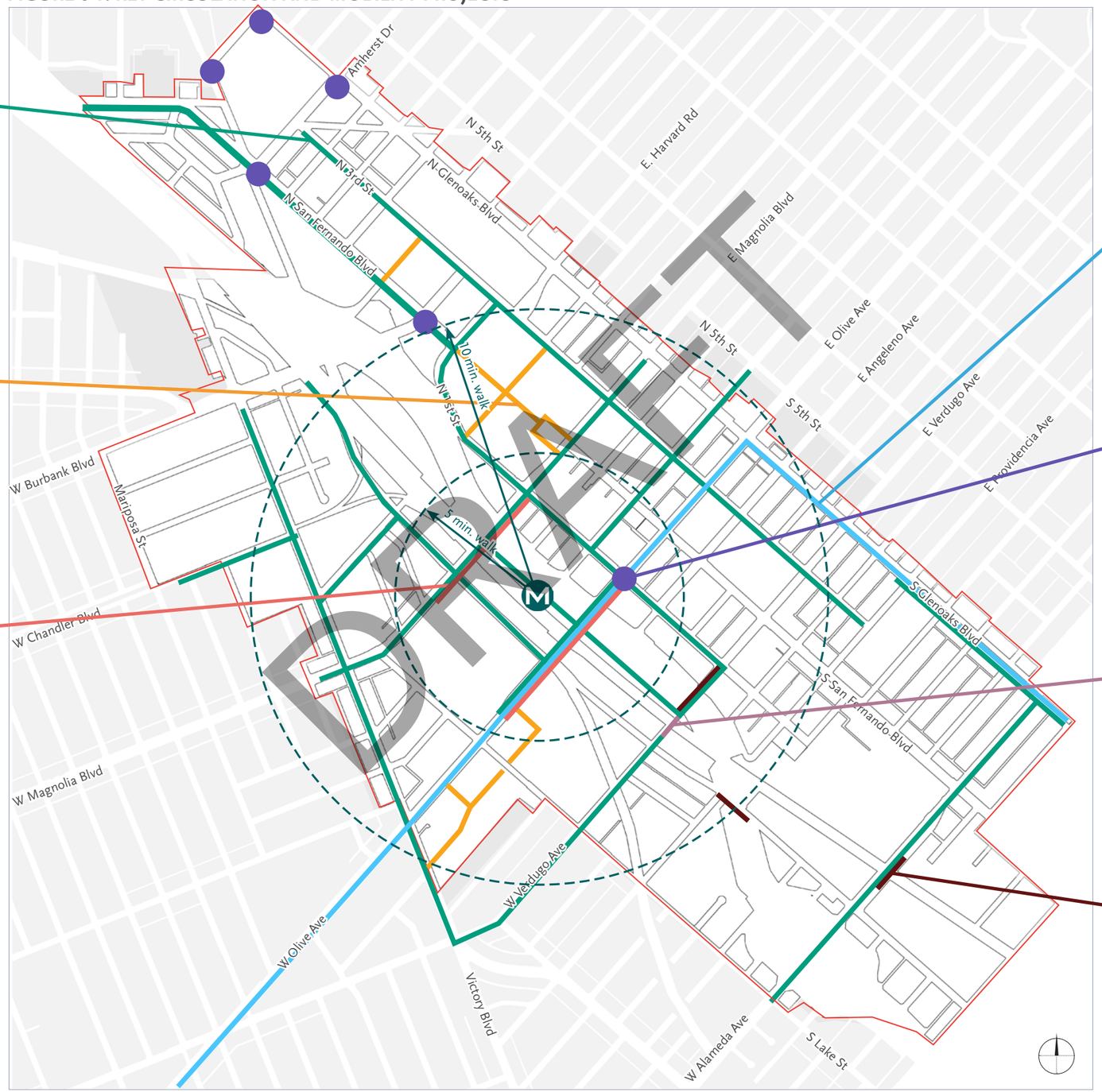
New/Upgraded Bike Facilities

New Streets

Overpass Improvements

- Plan Area Boundary
- Burbank Downtown Metrolink Station
- Overpass Improvements
- Underpass Imprvements
- Railroad Crossing (in conjunction with HSR)
- New Streets
- New/Upgraded Bike lanes
- New Bus Rapid Transit Route
- Intersection improvements

FIGURE 6-1. KEY CIRCULATION AND MOBILITY PROJECTS



New BRT Line

Intersection/Crosswalk Improvements

New Rail Crossing

Underpass Improvements

6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

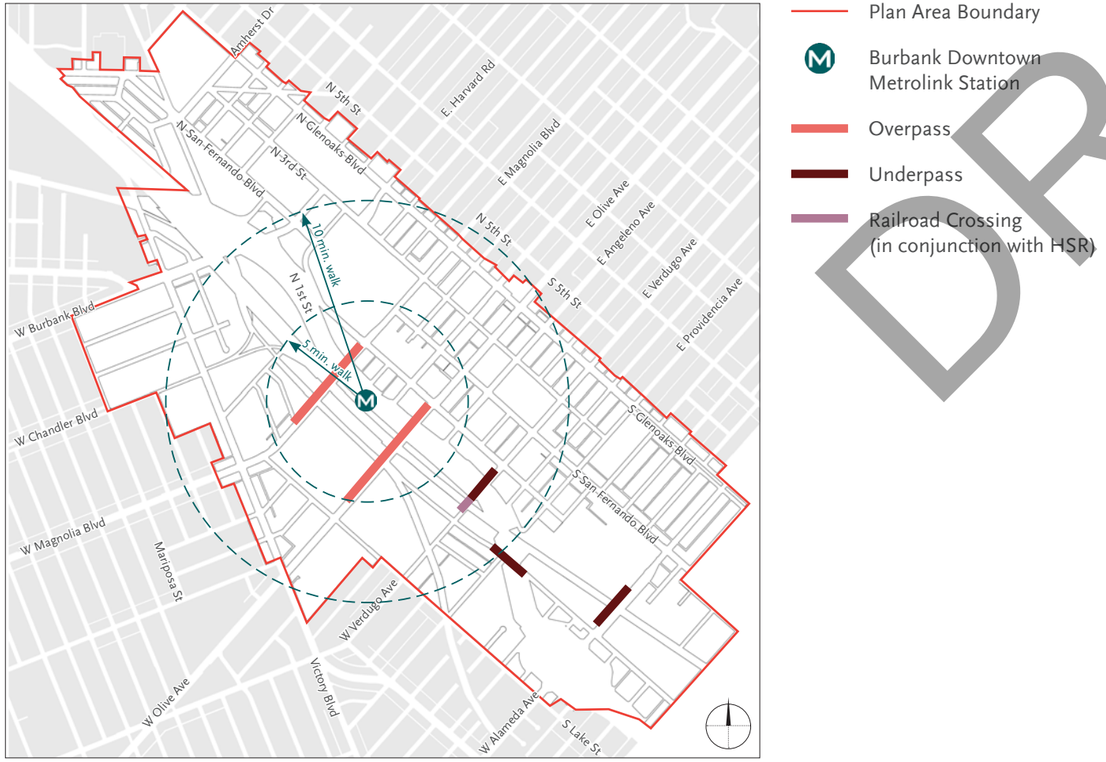
A. CONNECTIONS OVER AND UNDER THE FREEWAY.

Currently, existing east-west connections across the freeway, railroad tracks, and Burbank Channel, and to the Burbank Downtown Metrolink Station are substandard and, in many cases, inhospitable for pedestrians and bicyclists. With narrow sidewalks located immediately adjacent to fast moving vehicles and bridge railings that are uncomfortably low in height, Downtown's existing bridges are not particularly inviting for pedestrians and bicyclists, hampering the City's goal of improving access between Downtown and the Burbank Downtown Metrolink Station and from one side of the freeway to the other. Similarly, Downtown's underpasses are currently designed for automobiles, not pedestrians or bicyclists. Bike lanes are not present, sidewalks are narrow and located immediately adjacent to fast-moving traffic, and lighting is generally poor.

Narrow sidewalks and low railings.

Improving these connections through the introduction of pedestrian, bicycle, and – in the case of the Olive Avenue and Magnolia Avenue bridges – transit and aesthetic improvements, will improve the experience for pedestrians, bicyclists, transit riders, and motorists that are crossing connections. The following are potential projects that could be implemented in the future:

FIGURE 6-2. CONNECTIONS OVER AND UNDER FREEWAY



1. BRIDGE ENHANCEMENTS.

a. **Short-Term Enhancements.** The narrow width of the Magnolia Boulevard and Olive Avenue bridges limit the ability to enhance the experience and safety for pedestrians, bicyclists, and transit users crossing these bridges and accessing the Burbank Downtown Metrolink Station. The need to retain existing vehicular lanes on both bridges prevent the introduction of dedicated bike lanes, limiting short-term enhancements to improving the pedestrian experience. Potential improvements include:

- Raising the height of the edge railings, introducing a barrier or railing to separate pedestrians from vehicular traffic, and introducing better lighting.
- On the Magnolia Boulevard Bridge, introducing two new elevators in conjunction with the 777 Front Street project to provide access between the bridge level and Front Street and the Burbank Downtown Metrolink Station below.
- Introducing public art elements, graphics, and improved lighting to transform the bridges into gateway elements that announce to motorists on the freeway or train that they are passing through Burbank, and to those on the bridge that they are entering or leaving Downtown. Southern California has a rich history of bridges with gateway elements, including pylons, light standards, and signage that could inform improvements to Downtown Burbank's bridges.

b. **Long-Term Projects.** To accommodate dedicated bike lanes and wider sidewalks, Magnolia Boulevard must be widened.

- **Magnolia Boulevard Bridge Rehabilitation Project.** Per the Complete Our Streets Plan, the existing Magnolia Boulevard Bridge would be widened to improve pedestrian and bicycle safety and enhance east/west connectivity over the freeway. Improvements include a two-way Class IV protected bikeway, wider sidewalks, and an additional vehicular lane, improving vehicular and nonvehicular connectivity between the east and west sides of the freeway and providing safer access to the elevators down to Front Street and the Burbank Downtown Metrolink Station. Widening the bridge would require abandoning or moving the existing Varney Street access roads on the west end of the bridge and encroaching into the properties to the north and south of the bridge.

2. **Underpass Enhancements.** Like the bridge crossings, primary underpass enhancements include the introduction of bike lanes and improving the pedestrian environment. This includes introducing dedicated bike lanes and, where possible, separating pedestrians from vehicular traffic. Other potential underpass enhancements include the introduction of public art, such as murals or mosaics, and lighting enhancements.

Pylon marking end of bridge over Los Angeles River.

Underpass improved with murals and lighting.

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6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

B. MEGABLOCKS.

Downtown Burbank was built on an interconnected street and block network that enabled a variety of alternative paths of movement between destinations and provided convenient access to all properties on each block. Original blocks with the Downtown District are approximately 325 feet by 500 feet in size (around 3.75 acres) and are divided in half by mid-block alleys. Blocks in the southern portion of the plan area are around 330 feet wide by over 1,000 feet long and also include mid-block alleys. This original grid pattern has been modified by the assembly of many of Downtown's original blocks into large megablocks, which reduce the number of paths between destinations, increase the travel distance for navigating around the megablocks, and divert more vehicular traffic onto the remaining streets. Notable megablocks in the Plan Area are the Burbank Town Center Mall site, the old and new IKEA sites, the K-Mart Shopping Center site, and most of the blocks located west of the I-5 Freeway/railroad tracks. The I-5 Freeway has also contributed to the creation of megablocks through its reduction of the number of crossings from the east side to the west side of Downtown.

This Specific Plan improves network connectivity by requiring certain parcels or blocks over 3.75 acres in size to introduce streets or pedestrian paseos to reduce the size of these blocks. Key street/paseo interventions are shown in Figure 6.3. In addition, this Specific Plan promotes the improvement of alleys – particularly within the vicinity of San Fernando Boulevard and the Downtown Civic Center – into through block paseos lined by stores, restaurants, and residences.

FIGURE 6-3. MEGABLOCKS

C. MULTI-MODAL STREETS.

Downtown Burbank's existing streets are generally car-oriented. However, in a bustling downtown that is located next to a regional train station, there are additional users to consider: visitors walking from dinner to a movie; jurors or office workers walking to grab a bite during their lunch break; commuters walking or biking to the Downtown Burbank Metrolink Station; and students walking or biking to Burbank High School. Bus stops and pull-outs from Downtown's numerous bus routes also need to be accommodated.

1. **Bicycle-Friendly Improvements.** Most people are generally comfortable – and have the time – to walk a distance of a quarter mile, which takes about five minutes to do. Distances greater than this, however, necessitate other means of getting around. Bicycles offer one such alternative, provided bicyclists – especially less experienced bikers and families with small children – perceive the routes to be safe. The more traffic and the higher the vehicular speeds, the more separation is necessary between bikes and cars to make riders feel safe.

Pedestrians.

Buses.

Cyclists.

Cars.

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6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

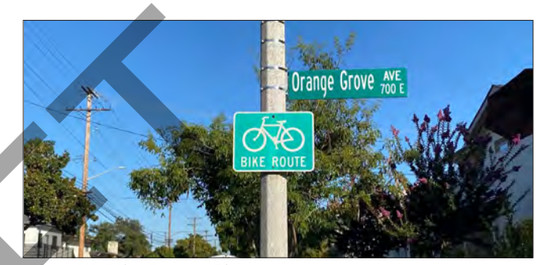
Bike facilities for achieving this include:

- Class I trails, which typically accommodate pedestrians and bicyclists on the same trail and are completely separated from automobile traffic by a landscape buffer. (e.g., Burbank Channel Bikeway)
- Class II lanes, which provide a dedicated bike lane immediately adjacent to vehicular lanes. (e.g., Verdugo Avenue bike lanes)
- Class III routes, where bicyclists share the same lane as cars, commonly called "Sharrows." (e.g., Kenneth Road bike route)
- Class IV bikeways, which are typically located adjacent to sidewalks and are separated from traffic or parked cars by bollards, planters, or landscaping. Class IV bikeways are exclusively used by bicyclists. (e.g., Front Street Cycle Track)

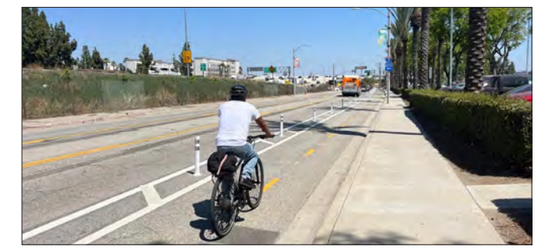
Figure 6.5 shows the existing bicycle network, comprised mainly of Class II and III lanes, and Figure 6.6 shows the proposed network, where Class I, II, III, and IV lanes are introduced. Bicycle facilities should be designed in compliance with Section 7D (Class I Bikeway Design Guidelines), Section 7E (Class II Bikeway Design Guidelines), 7F (Class III Bikeway Design Guidelines), and 7G (Class IV Bikeway Design Guidelines) of the *Complete Our Streets Plan*.

Class I Bike Trail

Class II Bike Lane

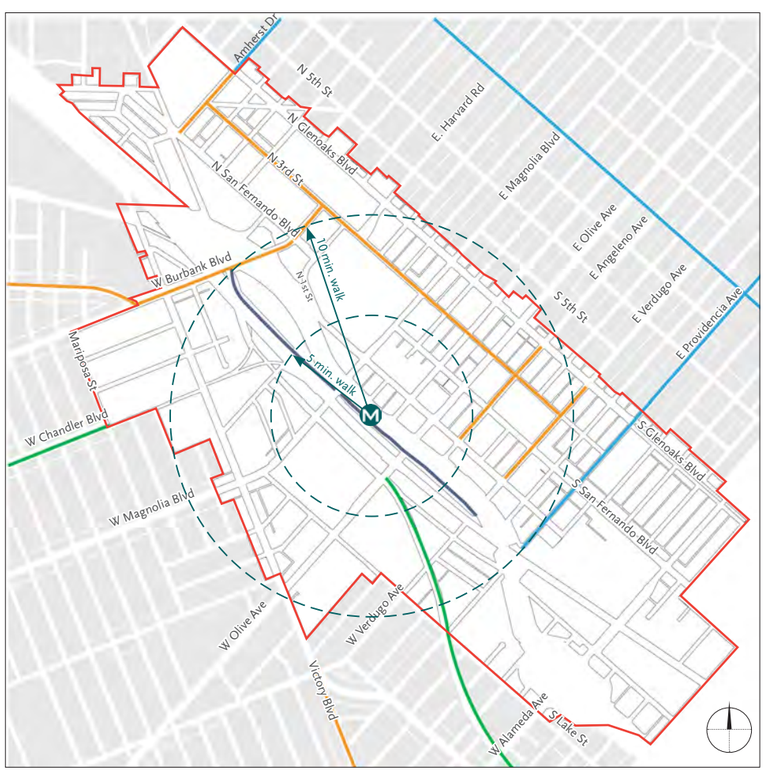


Class III Bike Route/Sharrow



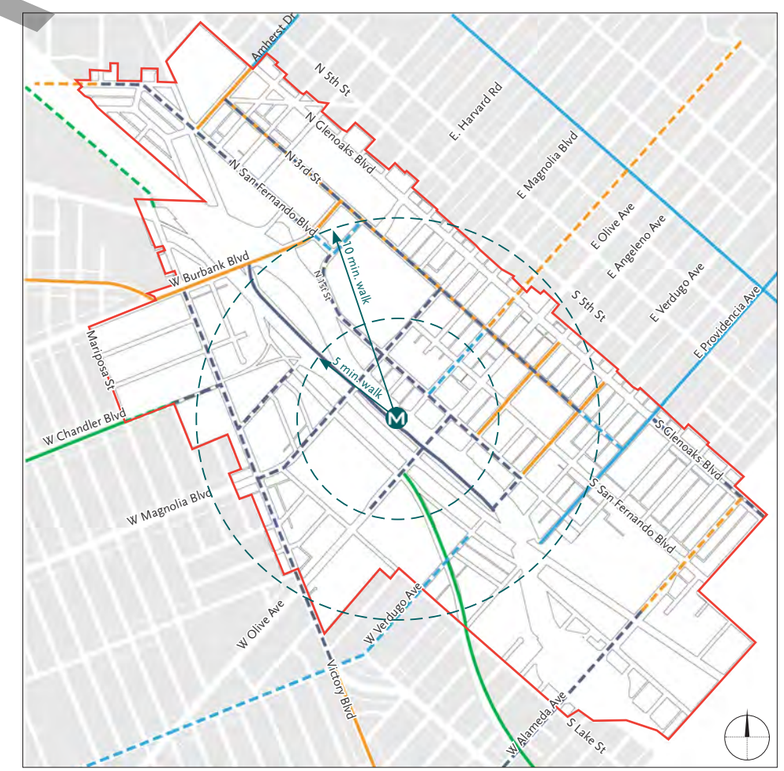
Class IV Protected Bikeway

FIGURE 6-4 EXISTING BICYCLE FACILITIES



- Specific Plan Area
- Burbank Downtown Metrolink Station
- Existing Class I Bike Trail
- Existing Class II Bike Lane
- Existing Class III Bike Route/Sharrow
- Existing Class IV Bike Lane

FIGURE 6-5 PROPOSED BICYCLE FACILITIES



- Specific Plan Area
- Burbank Downtown Metro-link Station
- Existing Class I Bike Trail
- Existing Class II Bike Lane
- Existing Class III Bike Route/Sharrow
- Existing Class IV Bike Lane
- Proposed Class I Bike Trail
- Proposed Class II Bike Lane
- Proposed Class III Bike Route/Sharrow
- Proposed Class IV Bikeway

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6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

2. **Transit.** Downtown Burbank is served by a fairly robust transit network, including Metro local and rapid buses; the BurbankBus Pink Line, which provides service to Burbank's Media District and Universal Studios; the Glendale Beeline, which provides service to Glendale; and of course, Metrolink which connects Downtown Burbank to Ventura County, Lancaster, Downtown Los Angeles, and beyond (see Figure 6.7).

   Proposed Transit. In addition to existing Metrolink and bus service, Metro is planning to introduce Bus Rapid Transit (BRT) between North Hollywood, through Downtown Burbank, to Pasadena (see Figure 6.8). Proposed stops will be at Olive Avenue and San Fernando Boulevard and at Lake Avenue for a short walk to the Burbank Downtown Metrolink Station.

Transit Access. As is the case with bicycling and walking, creating an environment that enables easy wayfinding is key to encouraging transit ridership. This includes clear paths of travel; wayfinding signage that not only points the way to transit, but also orients arriving visitors to Downtown's various destinations; and bus stops that are comfortable and capture Downtown Burbank's unique character.

Bus stops, designed according to Section 6C (Bus Stop Elements and Amenities), 6D (At Bus Stops), and 6E (Along the Street and at Intersections) of the Complete Our Streets Plan, include: Bus shelters for conventional buses and Bus Rapid Transit (BRT); seating; lighting; trash receptacles; public information signage; bus stop infrastructure such as concrete bus pads, landscaping, and pedestrian improvements.

Mobility Hubs. Where multiple modes converge in a single location, a mobility hub can provide the tools and amenities that make transfers, safe, comfortable, and efficient. Features include expanded seating, shade, wayfinding, bicycle parking, and other community amenities, often in the form of a pocket park, plaza, or open space. The existing surface parking lot at First Street and Olive Avenue is well-positioned to be a Downtown mobility hub, adjacent to the busiest bus corridor in the City and the future First Street bicycle lanes, as well as short walks to the Metrolink station, San Fernando Boulevard retail, and the future BRT station.

Wayfinding signage.

FIGURE 6-6 EXISTING TRANSIT

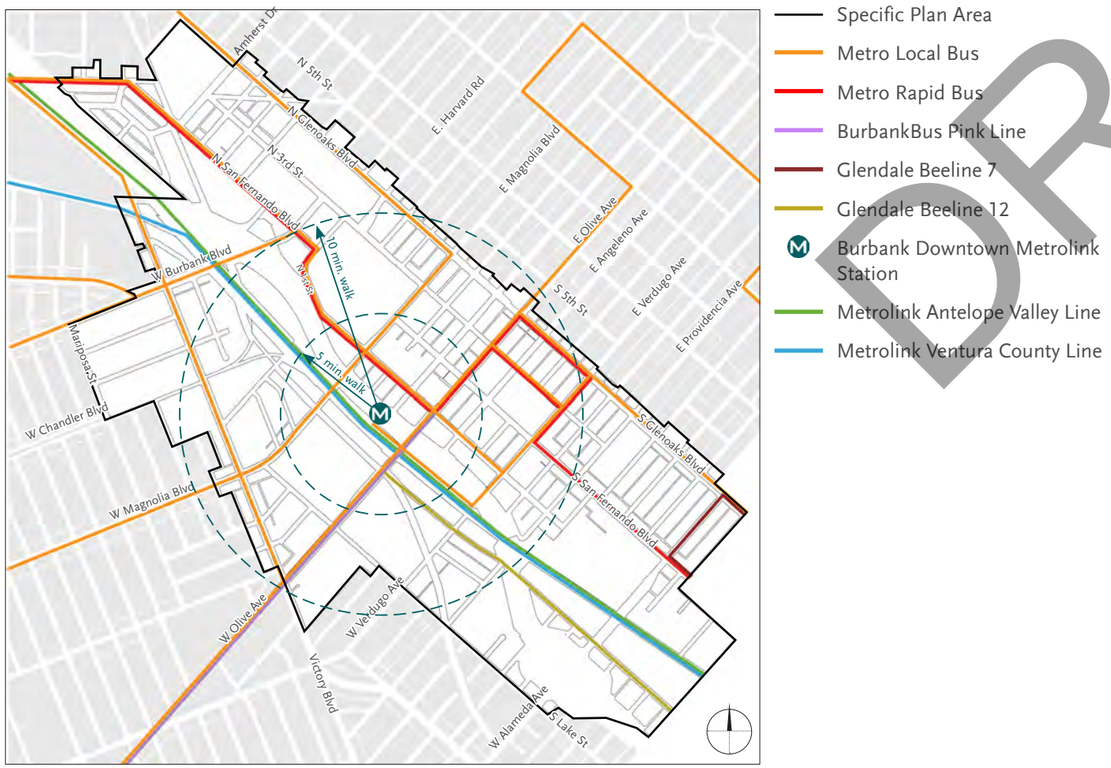
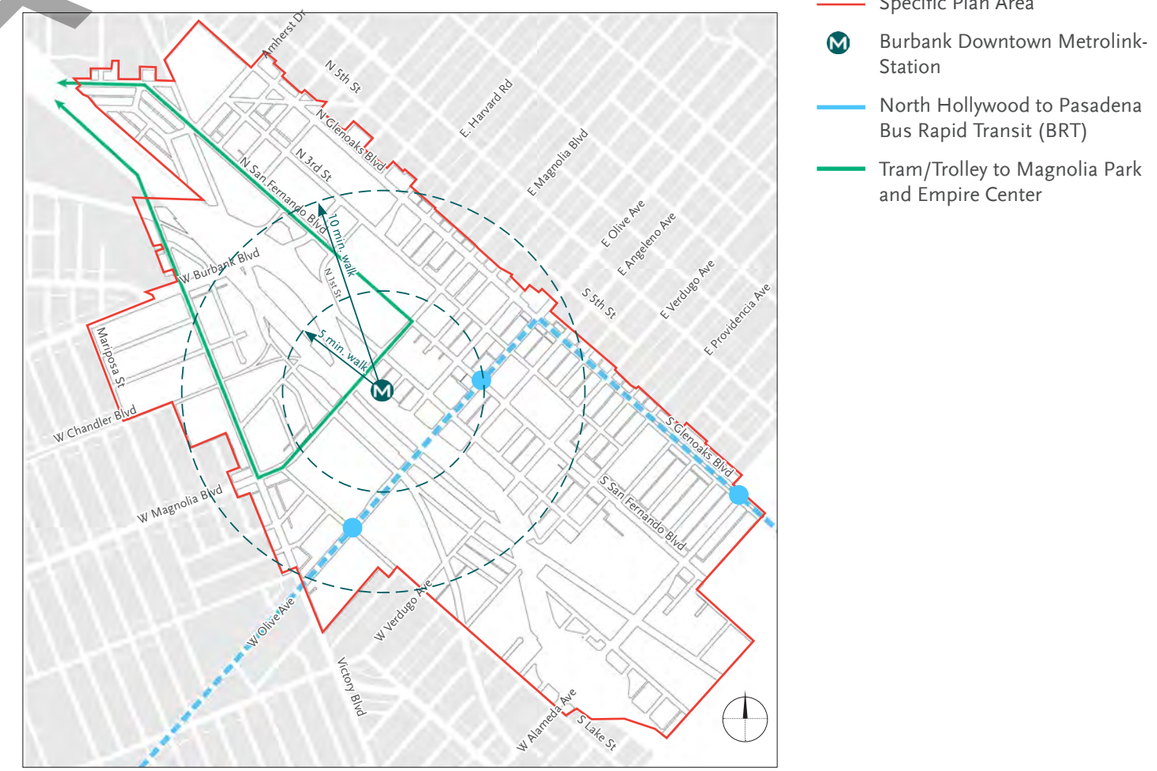


FIGURE 6-7 PROPOSED TRANSIT



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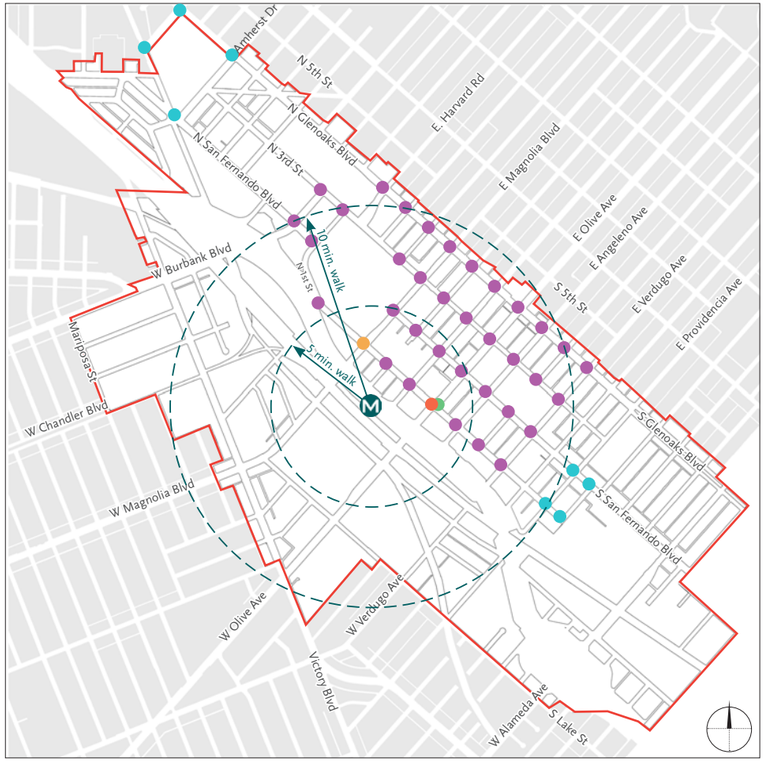
6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

3. **Pedestrian-Friendly Street Improvements.** As in the case of bicyclists, a safe pedestrian environment will encourage people to walk, whether to accomplish daily activities, to school, or to the Metrolink Station. Strategies for achieving this include wide sidewalks; ADA compliant sidewalk extensions – also known as "bulbouts" – either at intersections or mid-block, which shorten the crossing distance across vehicular lanes; and marked crosswalks, which alert motorists of pedestrian crossing locations. Locations and types of improvements are shown in Figure 6.4. The design of these improvements, to be designed per Section 5C (Crossing Improvements) and 5E (Signs and Signals) of the Complete Our Streets Plan, include:

- Reduced curb radii
- Curb ramps
- Marked crosswalks
- Curb Extensions
- Mid-Block Crossings
- Raised Crosswalks and Speed Humps or Cushions
- Pedestrian Scrambles

FIGURE 6-8 PEDESTRIAN IMPROVEMENTS

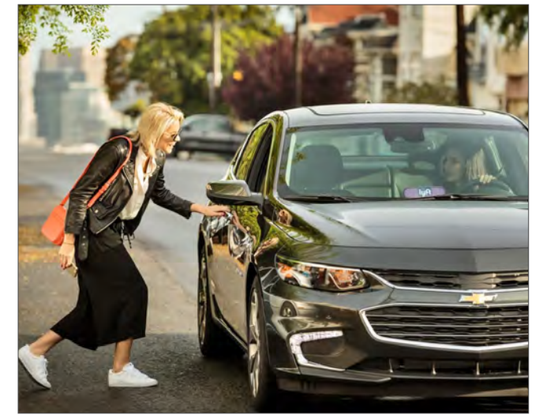


- Specific Plan Area
- Burbank Downtown Metrolink Station
- Mobility Hub
- Potential Pedestrian Safety Improvements per *Complete Our Streets Plan*.
- Improved Intersection
- Bonnywood Pl./1st St. Pedestrian Safety Improvement per *Complete Our Streets Plan*.
- Downtown, Magnolia Blvd. Pedestrian Safety Improvements per *Complete Our Streets Plan* (Phase 1 and 2.)

4. **Curbside Management.** Other mobility options include Transportation Network Companies (TNCs), like Uber and Lyft, taxis, and bike sharing, which compete for valuable curb and sidewalk space. Curb space needs to be dedicated to TNCs, taxis, and delivery services so they can drop-off and pick-up without stopping in traffic lanes.

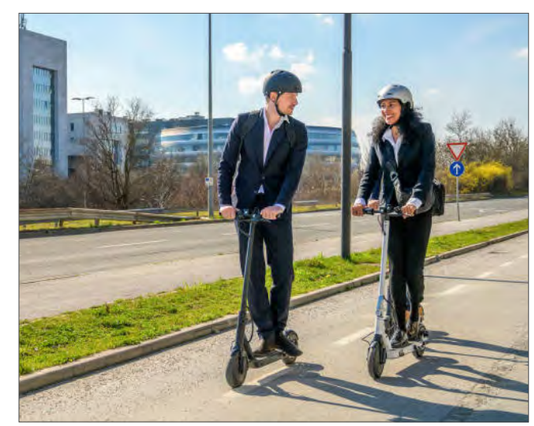
   Bike sharing stations and bike racks need to be located where they are convenient and easy to find, but do not get in the way of pedestrians, parked cars, and the like.

   It is also important to note that the automobile is still an integral part of Downtown. People still need cars to get around and many visitors and shoppers will arrive via car. Nevertheless, many people who live in downtowns or near transit want to get around in ways other than by car. The important thing is to balance these various modes. In addition, providing options reduces the number of cars on the road, helping reduce traffic impacts and the amount of parking spaces needed.



Transportation network companies such as Uber and Lyft.

Pedestrians.



Electric scooters

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6.3. CIRCULATION AND MOBILITY PROJECTS (CONTINUED)

5. **Flex Streets.** Streets such as San Fernando Boulevard in the Downtown TOD district have the capability to be used flexibly – to be open to traffic and to be easily closed for special events and/or during certain days of the week, month, or year. Key to efficiently opening and closing the street to traffic is: introducing bollards that can be easily retracted or inserted/removed; providing traffic light timing/phasing that can be easily adjusted to divert cars from entering the temporarily closed street; and signage that can be rapidly deployed.

6. **Parks.** Whether in the planning for new parks in the Downtown area (Chapter 6 – Public Realm) or for existing parks like McCambridge Park or Bud Ovrom Park, residents should have safe, efficient and convenient pedestrian connections to green space. The roadways surrounding each of these parks serve as a major barrier, inhibiting their full potential and introducing risks for residents seeking to en joy leisure opportunities in the park. Mid-block crossings, whether stop-controlled or enhanced with Reflective Rapid Flashing Beacons, can break up long stretches or roads devoid of marked crosswalks and provide much-needed safe crossing intervals.

A street that can be. . . .

. . . closed down for special events.

6.4. STREET TYPES

This *Downtown TOD Specific Plan* provides a wide palette of street types, including modifications to existing arterial and collector streets within the Plan Area, as well as designs for new streets to be introduced within the Plan Area megablocks. Design standards for select Downtown streets, as indicated in Figure 6.9 (Street Network), and in the associated cross sections are illustrated on the following pages. These incorporate the mobility improvements described in the previous Section. These standards show the intent of creating pedestrian-friendly, multi-modal streets and subject to the following:

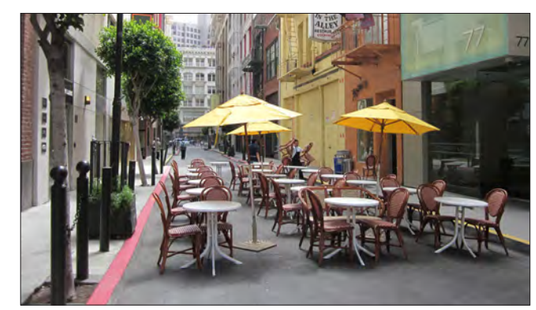
1. Street cross sections shown in this **Section 6.4** are conceptual and may be adjusted to accommodate alternative configurations or to conform to unforeseen circumstances that are encountered during their implementation, subject to review by the Director of Public Works and the Director of Community Development.
2. New streets, as shown in **Figure 6.9** (Street Types) are conceptual street locations. The location of actual new streets may vary, provided they meet the street and block standards of **Section 9.16.** (Block and New Street Design Standards) of the Development Code.

Individual street cross-sections are show on the following pages:

Neighborhood street.

Median street.

Downtown street.



Alley.

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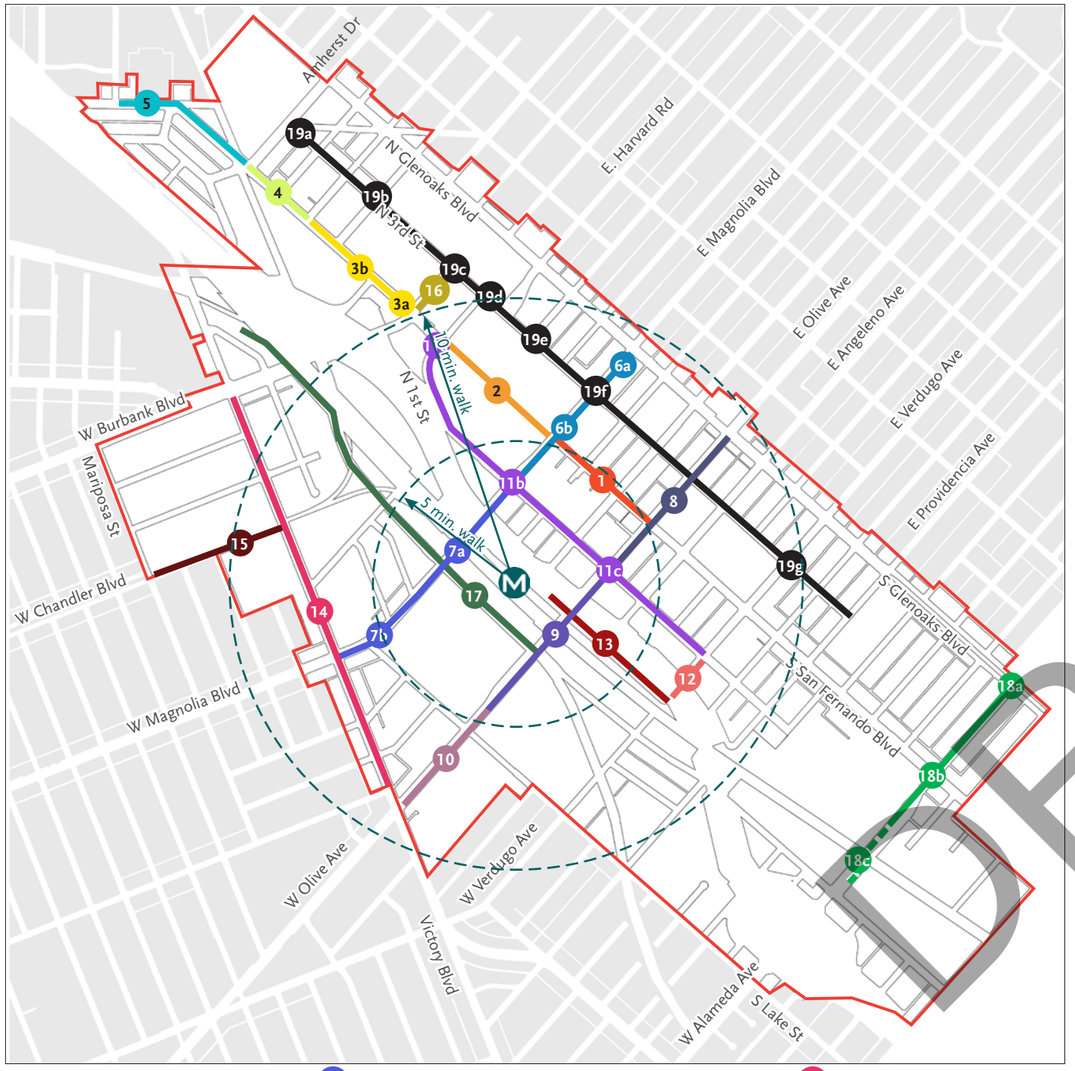
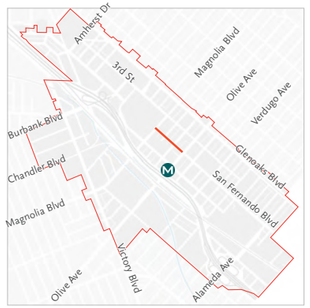
FIGURE 6-9 STREET TYPES



1 San Fernando Blvd. (Olive Ave. to Magnolia Blvd.)
2 San Fernando Blvd. (Magnolia Blvd. to Grinnell Dr.)
3 North San Fernando Blvd. (Walnut Ave. to Cornell Dr. and Amherst Dr. to Andover Dr.)
4 North San Fernando Blvd. (Cornell Dr. to Amherst Dr.)
5 North San Fernando Blvd. (Andover Dr. to Grismer Ave.)
6 Magnolia Blvd. (Glenoaks Blvd. to 1st St.)
7 Magnolia Blvd (Bridge to Victory Blvd.)
8 Olive Ave. (Glenoaks Blvd. to 1st St.)
9 Olive Ave. Bridge
10 Olive Ave (Victory Ave. to Lake St.)
11 1st St.(N. San Fernando Blvd. to Verdugo Ave.)
12 Verdugo Ave. Underpass
13 Victory Blvd.
14 Front St.
15 Chandler Blvd.
16 Burbank Blvd. (San Fernando to 3rd St.)
17 Burbank Channel Bikeway
18 Alameda Ave. (Glenoaks to Underpass)
19 Third Street

6.4. STREET TYPES (CONTINUED)

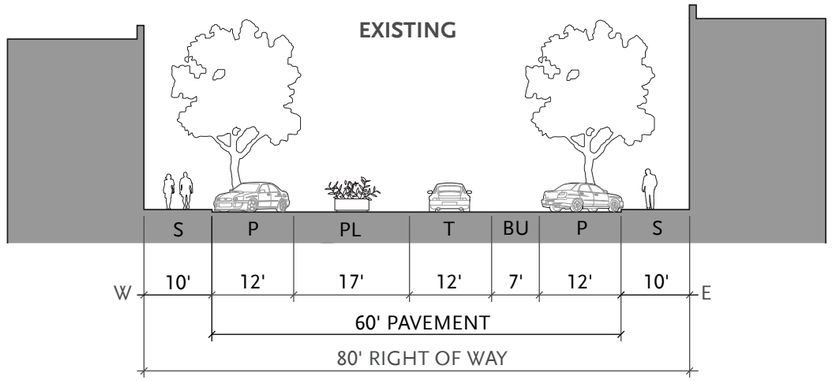
1 SAN FERNANDO BLVD. (OLIVE AVE. TO MAGNOLIA BLVD.)

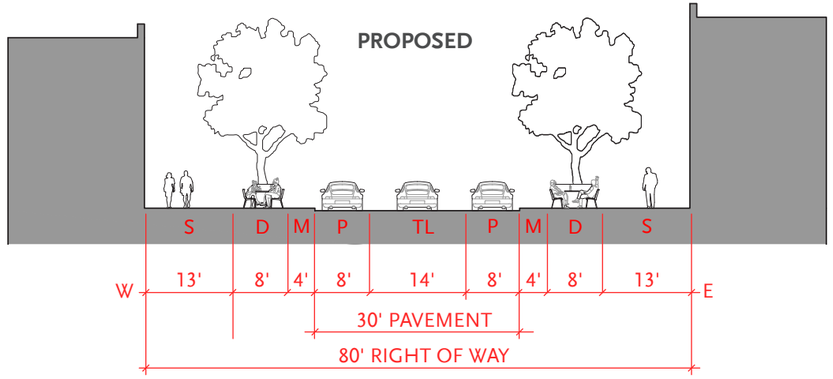


Existing. San Fernando Blvd. between Olive Ave. and Magnolia Blvd. was recently reconfigured with one vehicle lane, improved crossings and pedestrian facilities, and the introduction of flex loading zones to be utilized for deliveries and order pick-up. This was a priority project in the Complete Our Streets Plan. Per the Complete Our Streets Plan, traffic flow along San Fernando Boulevard was converted from one lane in each direction to one-way northbound in a single lane. The extra space gained from removing a travel lane was transferred to parklets and outdoor dining. Angled parking was retained and more plantings were introduced.

Proposed. San Fernando Blvd. retains its general reconfigured alignment with one vehicle through lane and parallel parking on both sides. The space allocated with paint, bollards, and planters is raised to sidewalk level and more permanent plantings are introduced.

Under both the existing and proposed scenarios, San Fernando Blvd. could be closed for special events. Key to enabling this flex-use concept is the incorporation of removable or retractable bollards that make it quick and easy to open and close the street.





S - SIDEWALK P - PARKING LANE TL - TURN LANE M - MEDIAN

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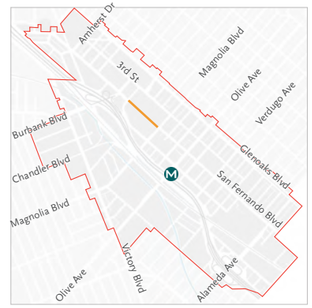
6.4. STREET TYPES (CONTINUED)

2 SAN FERNANDO BLVD. (MAGNOLIA BLVD. TO GRINNELL DR.)

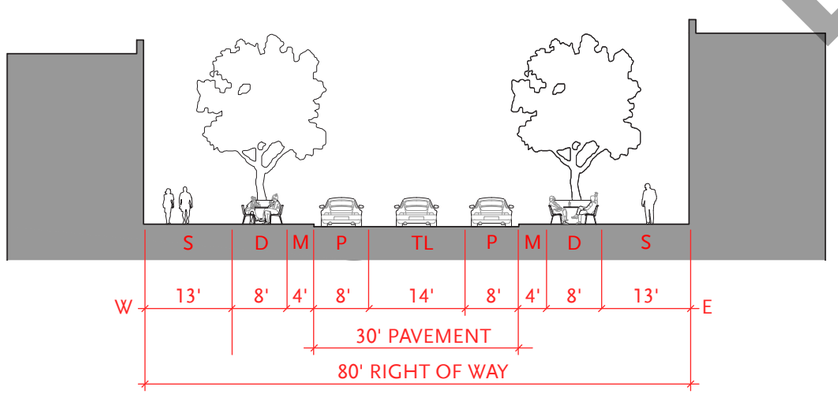
Existing. San Fernando Blvd. is interrupted by the Burbank Town Center Mall between Magnolia Blvd. and Cypress Ave. Between Cypress Ave. and Grinnell Dr. it currently consists of two lanes in each direction, a center median, and no on-street parking.

Proposed. San Fernando Blvd. is extended through the Mall with Street Type 1 (San Fernando Blvd. (Olive Ave. to Magnolia Blvd.). The street connection may be open to vehicular traffic, closed to vehicular traffic, or function as a flex street.



EXISTING

PROPOSED

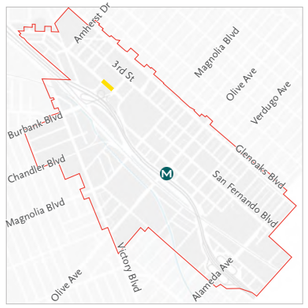


S - SIDEWALK P - PARKING LANE TL - TURN LANE M - MEDIAN

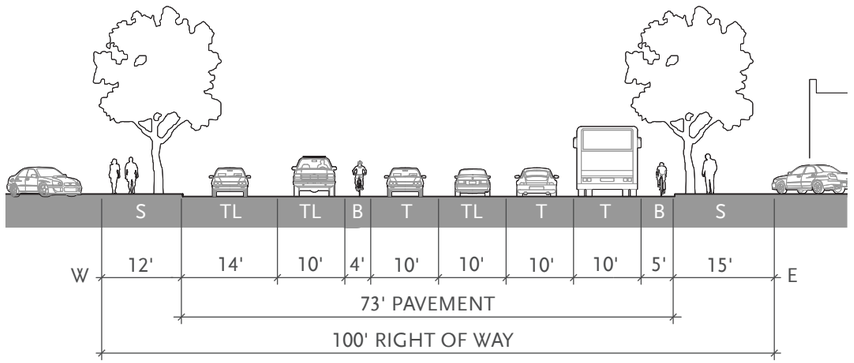
3a NORTH SAN FERNANDO BLVD. (BURBANK BLVD. TO WALNUT AVE.)

Existing. San Fernando Blvd. between Burbank Blvd. and Walnut Avenue consists of two northbound travel lanes, one southbound lane, two southbound right turn lanes, one southbound left turn lane, and Class II bike lanes.

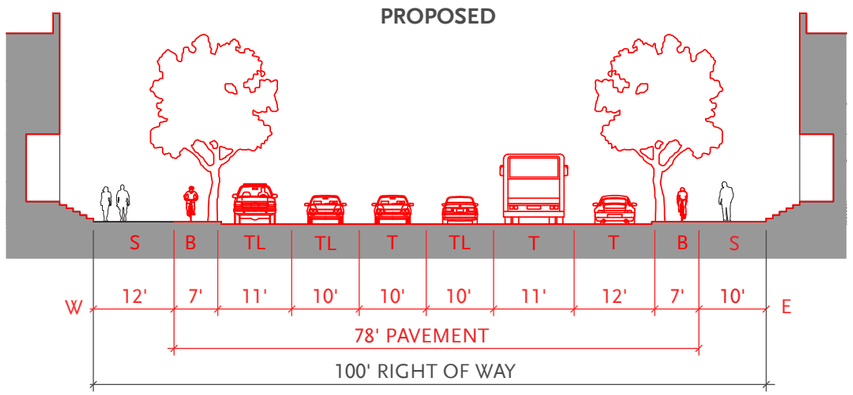
Proposed. The Class II bike lanes along San Fernando Blvd. are converted to Class IV protected bikeways to serve as a link between the First Street Class IV bikeways, the Burbank Blvd. Bridge Class II bike lanes, and the Empire interchange Class II bike lanes.



EXISTING



PROPOSED



S - SIDEWALK TL - TURN LANE B - BIKE LANE T - TRAVEL LANE

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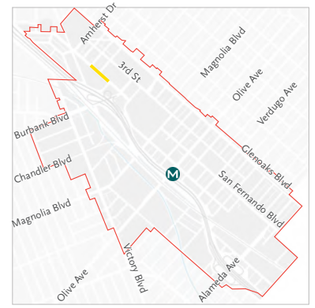
6.4. STREET TYPES (CONTINUED)

3b NORTH SAN FERNANDO BLVD. (WALNUT AVE. TO CORNELL DR.)

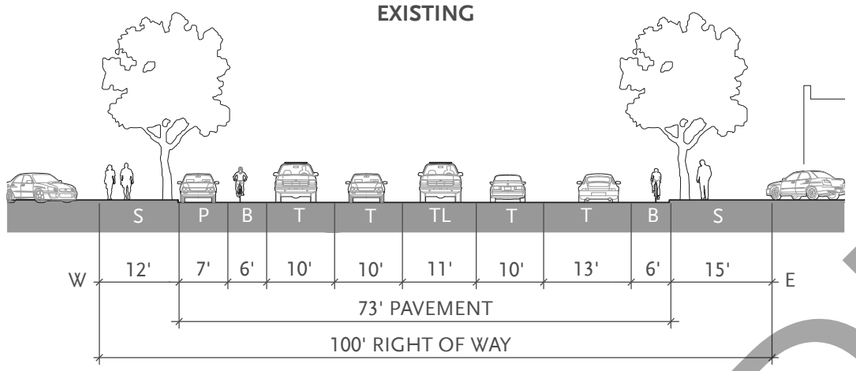


Existing. San Fernando Blvd. between Walnut Ave. and Grismer Ave. consists of two travel lanes in each direction and a two-way center turn lane. Between Walnut Ave. and Cornell Dr., Class II bike lanes are provided along both sides of the street and parallel parking only along the west side of the street.

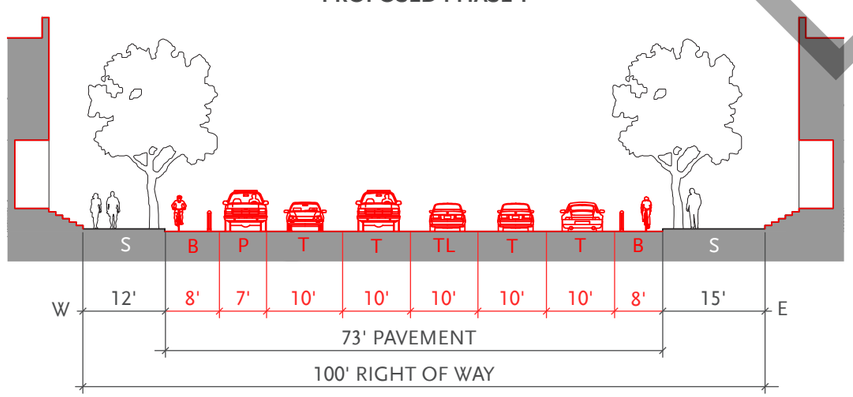
Proposed Phase 1. The vehicular lane configuration is preserved and parallel parking is provided only along the west side of the street. The Class II bike lanes along San Fernando Blvd. are converted to street-level Class IV bikeways separated from vehicular traffic by bollards.

Proposed Phase 2. The eastern curb is moved three feet eastward and the street-level bikeways are converted to sidewalk level bikeways separated from vehicular traffic by a landscape strip planted with street trees. When adjacent parcels along the east side of the street are developed, setting new buildings back from the property line, dedicating the setback area to new sidewalk, and moving the curb an additional nine feet eastward, would enable parallel parking along the east side of the street and wider sidewalks.

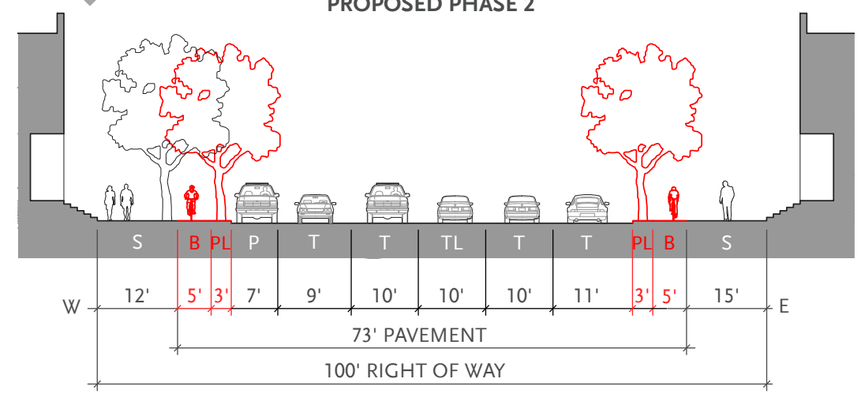
EXISTING



PROPOSED PHASE 1



PROPOSED PHASE 2



S - SIDEWALK P - PARKING LANE B - BIKE LANE T - TRAVEL LANE TL - TURN LANE

S - SIDEWALK B - BIKE LANE P - PARKING LANE T - TRAVEL LANE TL - TURN LANE

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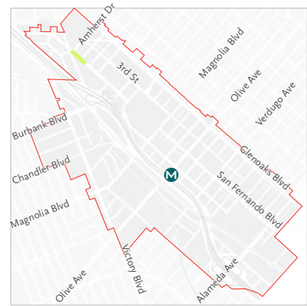
6.4. STREET TYPES (CONTINUED)

4 NORTH SAN FERNANDO BLVD. (CORNELL DR. TO AMHERST DR.)

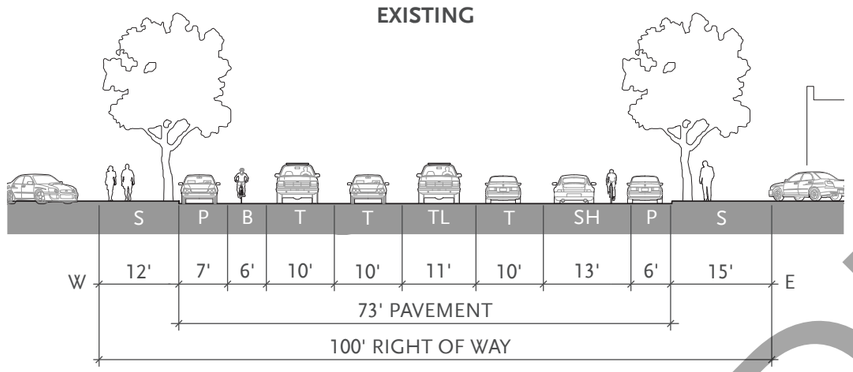
Existing. San Fernando Blvd. between Cornell Ave. and Amherst Dr. consists of two travel lanes in each direction, a two-way center turn lane, a Class II bike lane along the west side of the street, a Class III sharrow along the east side, and parallel parking along both sides of the street.

Proposed Phase 1. The vehicular lane configuration and sharrow along the east side of the street are preserved and parallel parking continues to be provided along both sides of the street. The Class II bike lane along the west side of San Fernando Blvd. is converted to a protected Class IV bikeway separated from adjacent parallel parking by bollards.

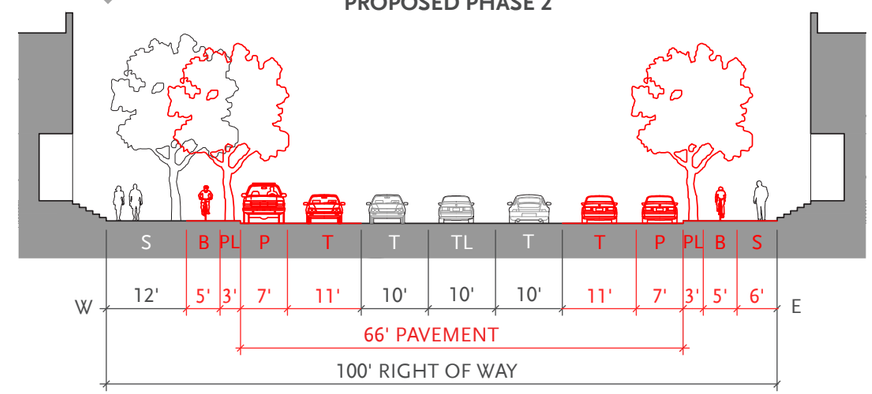


Proposed Phase 2. The eastern curb is moved three feet eastward and sidewalk level bikeways separated from vehicular traffic by a landscape strip planted with street trees are introduced along both sides of the street. When adjacent parcels along the east side of the street are developed, new buildings are set back from the property line, dedicating the setback area to new sidewalk, and moving the curb an additional nine feet eastward, enabling a wider sidewalk.

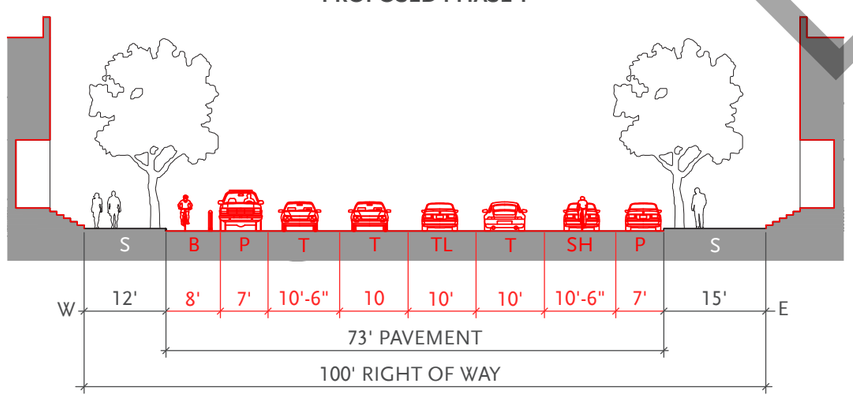
EXISTING



PROPOSED PHASE 2



PROPOSED PHASE 1



S - SIDEWALK P - PARKING LANE B - BIKE LANE T - TRAVEL LANE TL - TURN LANE SH - SHARROW

S - SIDEWALK B - BIKE LANE PL - PLANTER P - PARKING LANE T - TRAVEL LANE TL - TURN LANE

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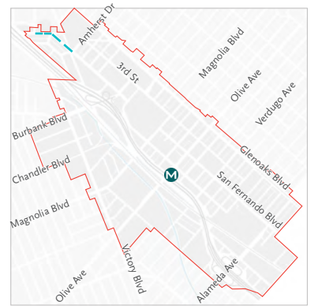
6.4. STREET TYPES (CONTINUED)

5 NORTH SAN FERNANDO BLVD. (AMHERST DR. TO I-5 FREEWAY)

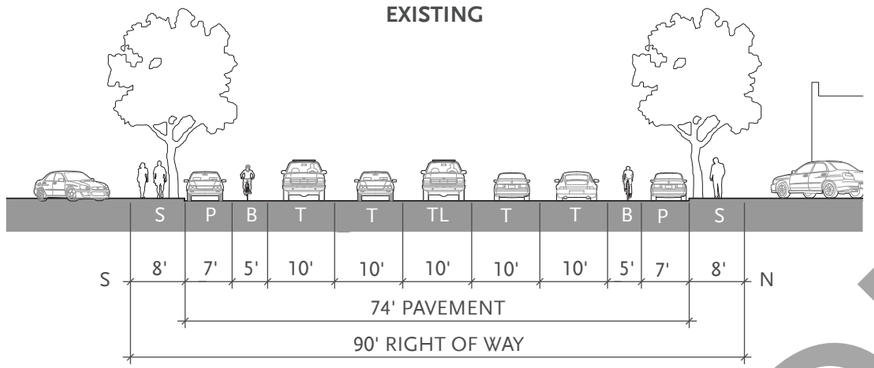


Existing. San Fernando Blvd. between Amherst Dr. and East Ave. consists of two trave lanes in each direction, a two-way center turn lane, parking only along the west side of the street, and Class II bike lanes in both directions. Between East Ave. and the I-5 Freeway, San Fernando Blvd. consists of two travel lanes in each direction, a two-way center turn lane, and Class II bike lanes and parallel parking along both sides of the street.

Proposed Amherst Dr. to East Ave. The vehicular lane configuration is preserved and parallel parking is removed from the west side of the street. The Class II bike lanes are converted to sidewalk level Class IV bikeways separated from vehicular traffic by landscape and street trees. Adjacent parcel development, setting new buildings back from the property line and dedicating the setback area to new sidewalk, would enable wider sidewalks and parallel parking along the west side of the street.

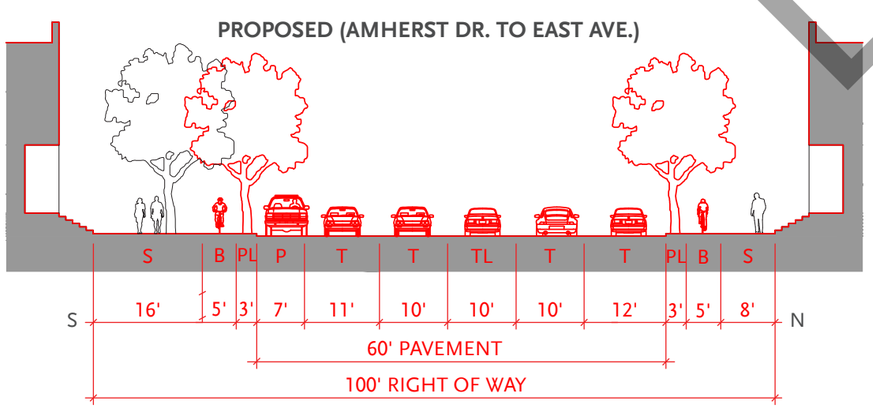
Proposed East Ave. to I-5. The vehicular lane configuration is preserved, parallel parking continues to be provided along both sides of the street, and sidewalk-level Class IV bikeways are introduced along both sides of the street. Adjacent parcel development, setting new buildings back from the property line and dedicating the setback area to new sidewalk, would enable wider sidewalks.

EXISTING

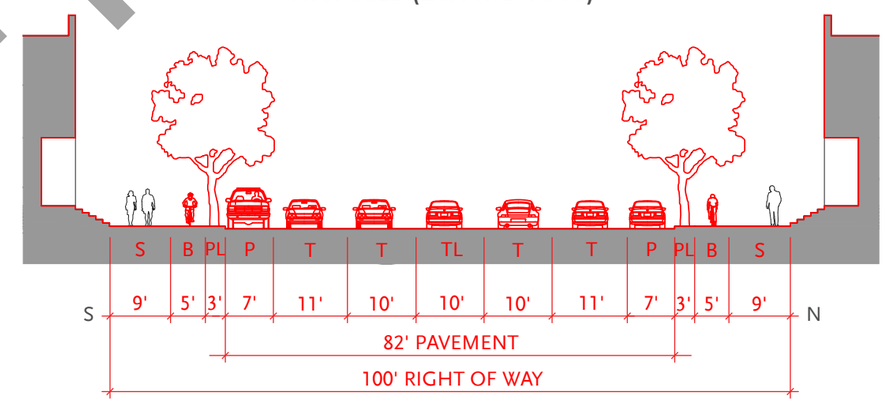


* Curb to curb between Amherst Dr. and East Ave. is 68 ft. No parking between Amherst Dr. and Scott Rd. Parking only along west side between Scott Rd. and East Ave.

PROPOSED (AMHERST DR. TO EAST AVE.)



PROPOSED (EAST AVE. TO I-5)



S - SIDEWALK P - PARKING LANE B - BIKE LANE T - TRAVEL LANE TL - TURN LANE PL - PLANTER

S - SIDEWALK B - BIKE LANE PL - PLANTER P - PARKING LANE T - TRAVEL LANE TL - TURN LANE

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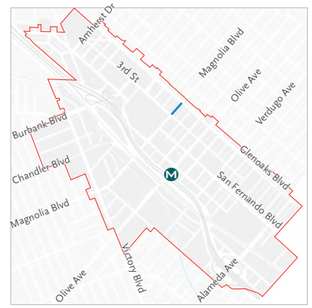
6.4. STREET TYPES (CONTINUED)

6a MAGNOLIA BLVD. (GLENOAKS BLVD. TO 3RD ST.)

Existing. Magnolia Blvd. between Glenoaks Blvd. and 3rd St. consists of two travel lanes in each direction, turn lanes at the intersections, and parallel parking along the north side of the street.

Proposed. One travel lane in each direction is removed, a two-way center turn lane is introduced, and parallel parking is provided along both sides of the street.



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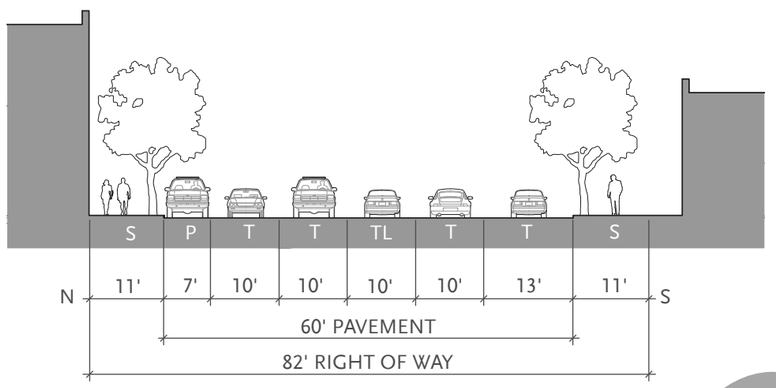
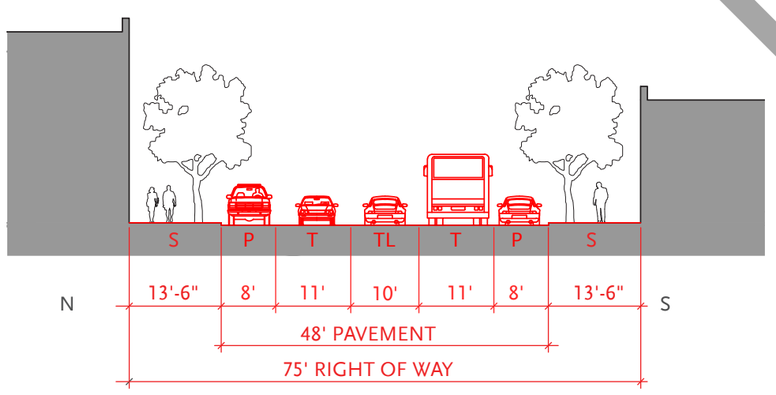


PROPOSED

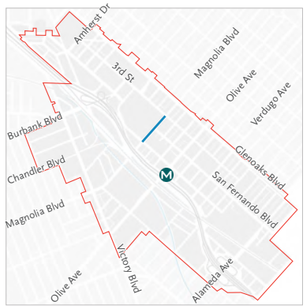


S - SIDEWALK P - PARKING LANE T - TRAVEL LANE TL - TURN LANE

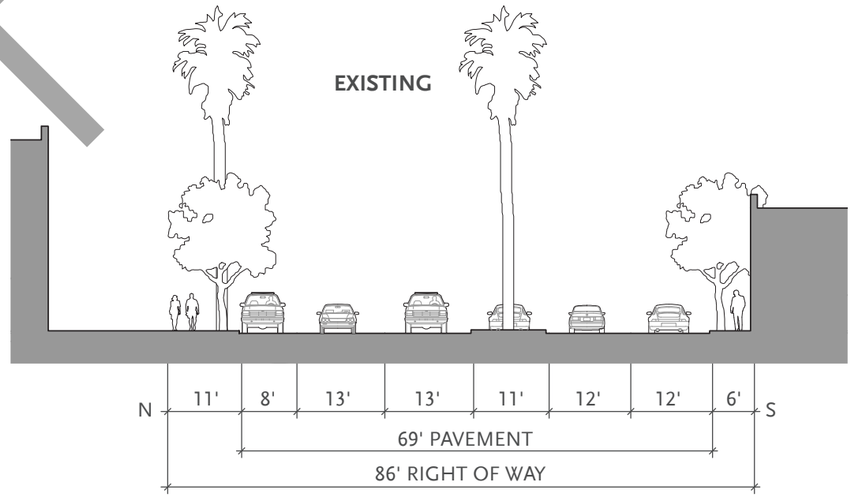
6b MAGNOLIA BLVD. (3RD ST. TO 1ST ST.)

Existing. Magnolia Blvd. between 3rd St. and 1st St. consists of two travel lanes in each direction separated by a center median with parallel parking along the north side.

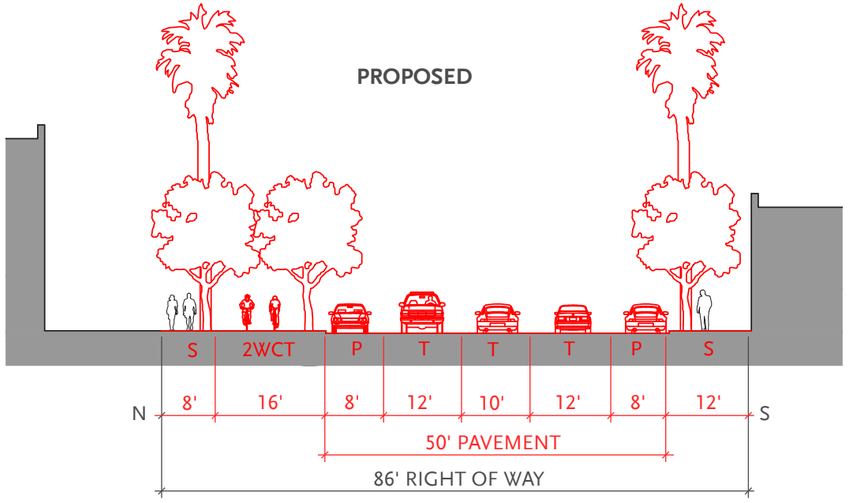
Proposed. Per the *Complete Our Streets Plan*, a Class IV two-way protected bikeway is introduced along the north side, one travel lane and the center median are removed, and parallel parking is provided on both sides of the street.



EXISTING



PROPOSED



S - SIDEWALK P - PARKING LANE T - TRAVEL LANE TL - TURN LANE M - MEDIAN 2WCT - 2-WAY CYCLE TRACK

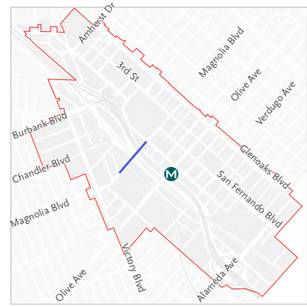
DRAFT

6.4. STREET TYPES (CONTINUED)

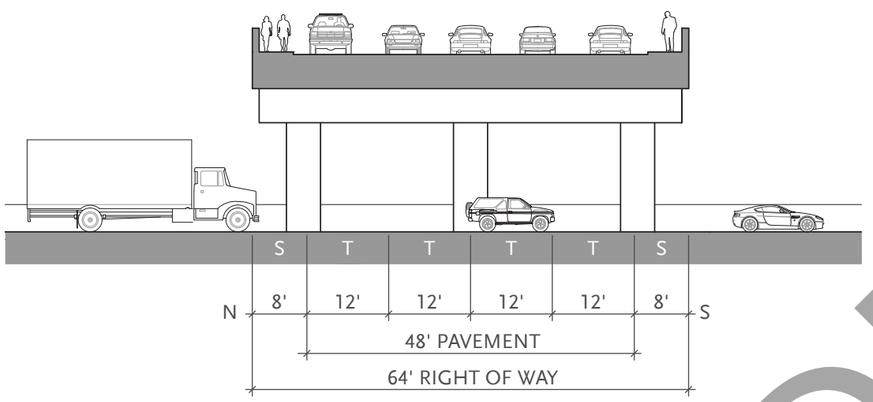
7a MAGNOLIA BLVD. BRIDGE

Existing. The Magnolia Blvd. Bridge consists of two lanes in each direction with a center turn lane. Only six feet wide, sidewalks are located immediately adjacent to fast moving vehicles. Low bridge railings do not meet current safety requirements.

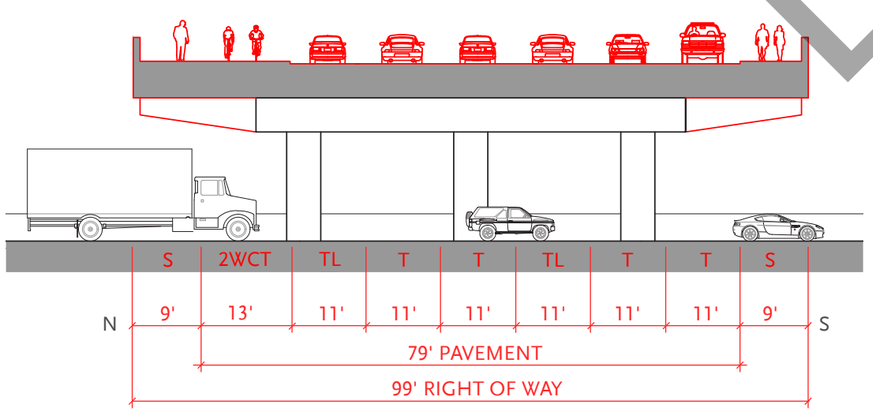
Proposed. Per the *Complete Our Streets Plan*, the bridge is widened to make room for wider sidewalks, a Class IV two-way protected bikeway, and an extra vehicular turn lane. Bridge railings are raised.



EXISTING



PROPOSED



S - SIDEWALK T - TRAVEL LANE TL - TURN LANE 2WCT - 2-WAY CYCLE TRACK

INTENTIONALLY LEFT BLANK

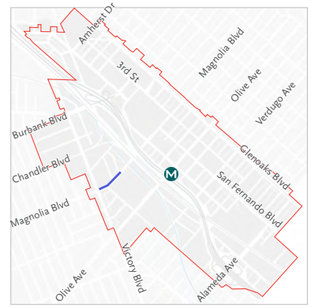
DRAFT

6.4. STREET TYPES (CONTINUED)

7b MAGNOLIA BLVD. (VARNEY ST. TO VICTORY BLVD.)

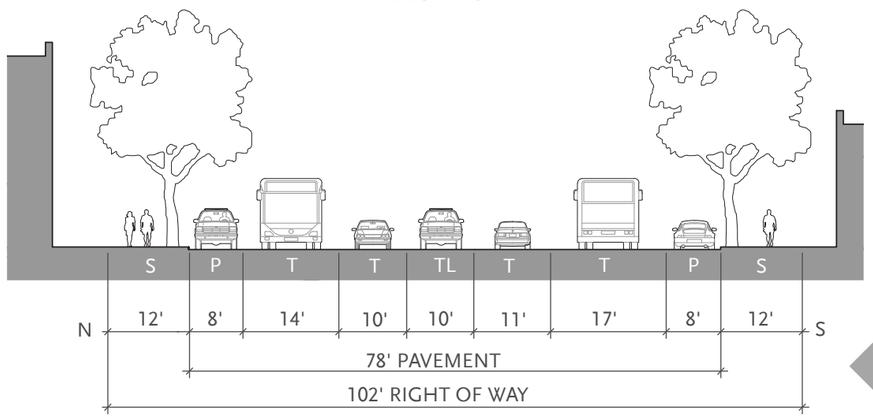
Existing. Magnolia Blvd. between Varney St. and Victory Blvd. consists of two travel lanes in each direction, a two-way center turn lane, and parallel parking along both sides of the street.

Proposed Varney St. to Moss St. Between Varney St. and Moss St., the travel lanes are narrowed and parking is removed from the south side of the street in order to make room for a Class IV two-way protected bikeway along the north side of the street.

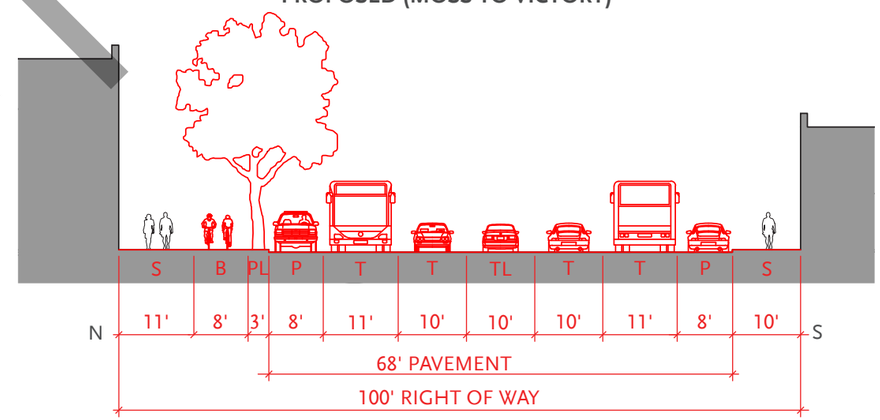


Proposed Moss St. to Victory Blvd. Between Moss St. and Victory Blvd. the travel lanes are narrowed, on-street parking is retained along both sides of the street, and a Class IV two-way protected bikeway is introduced along the north side of the street.

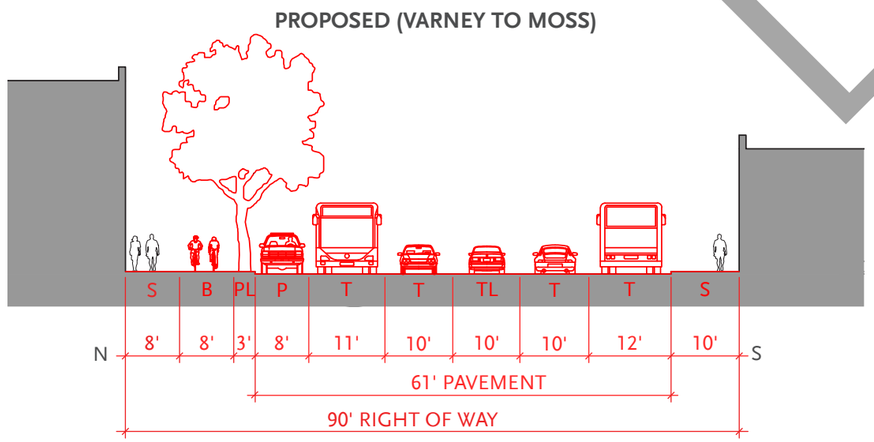
EXISTING



PROPOSED (MOSS TO VICTORY)



PROPOSED (VARNEY TO MOSS)



S - SIDEWALK P - PARKING LANE T - TRAVEL LANE TL - TURN LANE B - BIKE LANE PL - PLANTER

S - SIDEWALK B - BIKE LANE P - PARKING LANE T - TRAVEL LANE TL - TURN LANE PL - PLANTER

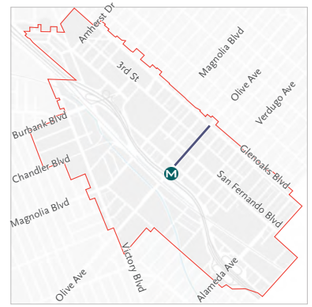
DRAFT

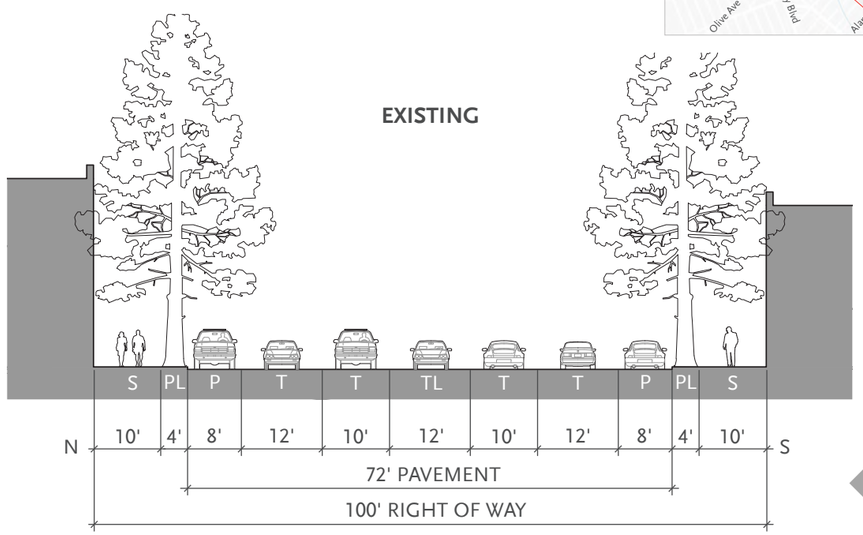
6.4. STREET TYPES (CONTINUED)

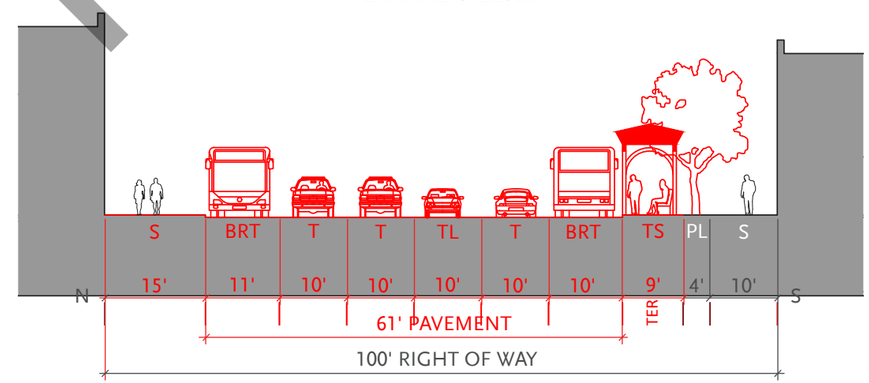
8 OLIVE AVE (GLENOAKS TO FIRST ST.)

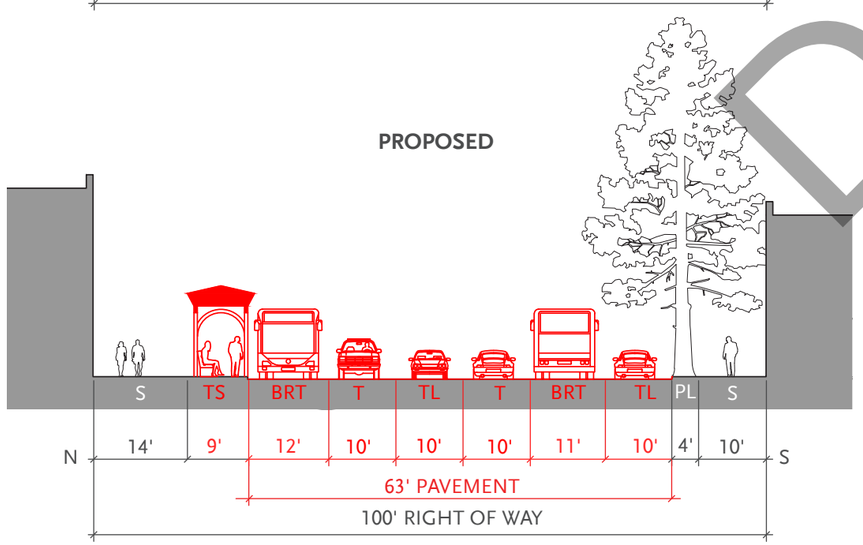
Existing. Olive Ave. between Glenoaks Blvd. and 1st St. of two travel lanes in each direction, a two-way center turn lane, and parallel parking along both sides of the street.

Proposed. Olive Ave.'s travel lane configuration is retained, except that the on-street parking spaces are removed to accomodate station area bulb-outs for the North Hollywood to Pasadena Bus Rapid Transit (BRT) buses.









S - SIDEWALK PL - PLANTER P - PARKING T - TRAVEL TL - TURN LANE BRT - BUS TS - TRANSIT SHELTER

S - SIDEWALK PL - PLANTER P - PARKING T - TRAVEL TL - TURN LANE BRT - BUS TS - TRANSIT SHELTER

DRAFT

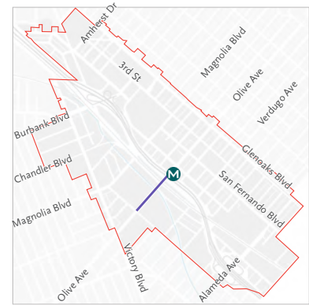
6.4. STREET TYPES (CONTINUED)

9 OLIVE AVE. BRIDGE

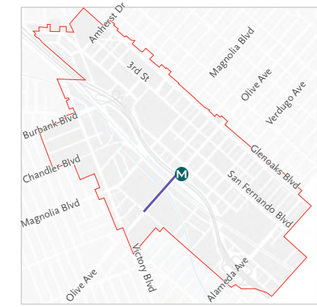
Existing. The Olive Ave. Bridge consists of two lanes in each direction, a center turn lane, and six foot wide sidewalks. Low bridge railings do not meet current safety requirements.

Proposed Short Term. Decorative light standards and higher railings are introduced.

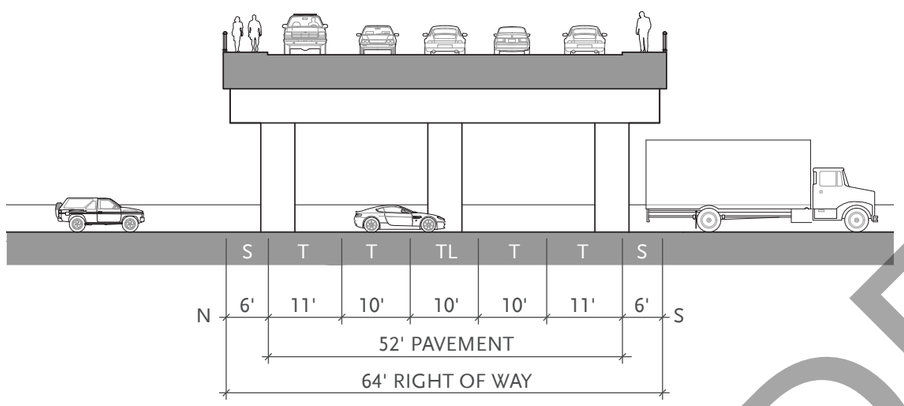
Proposed Long-Term. The bridge is widened to accommodate dedicated Bus Rapid Transit (BRT) lanes, wider sidewalks, and sidewalk-level Class IV protected bike lanes.



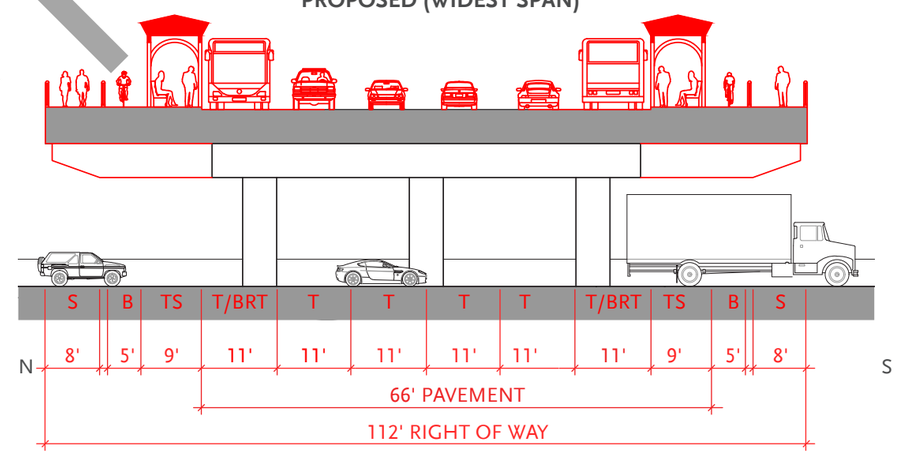
At the center of the span, the Olive Avenue bridge is widened further to accommodate Bus Rapid Transit (BRT) pull-out lanes, wider sidewalks, and sidewalk-level Class IV protected bike lanes. New elevator/stair towers provide access to the Burbank Downtown Metrolink Station and pavilions/arcades along both sides of the street provide shelter for waiting bus patrons.



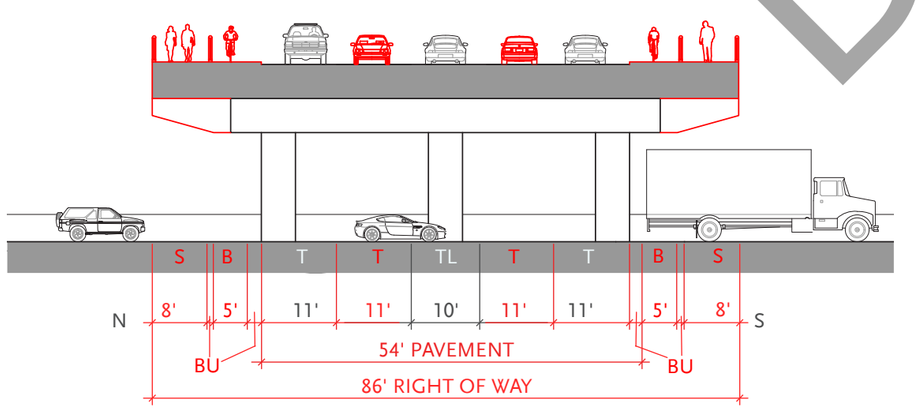
EXISTING



PROPOSED (WIDEST SPAN)



PROPOSED (AVERAGE SPAN)



S - SIDEWALK T - TRAVEL LANE TL - TURN LANE B - BIKE LANE BU - BUFFER

S - SIDEWALK B - BIKE LANE TP - TRANSIT PAVILION T/BRT - BUS T - TRAVEL LANE TL - TURN LANE

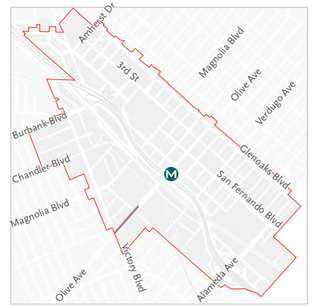
DRAFT

6.4. STREET TYPES (CONTINUED)

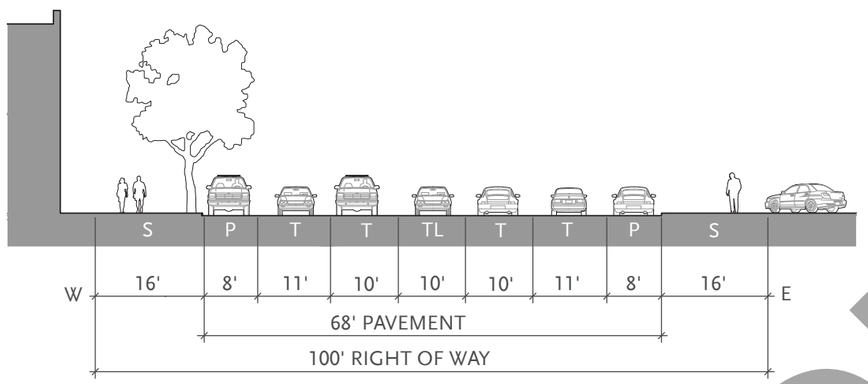
10 OLIVE AVE (LAKE ST. TO VICTORY BLVD.)

Existing. Olive Ave. between Lake St. and Victory Blvd. consists of two travel lanes in each direction, a two-way center turn lane, and parallel parking along both sides of the street.

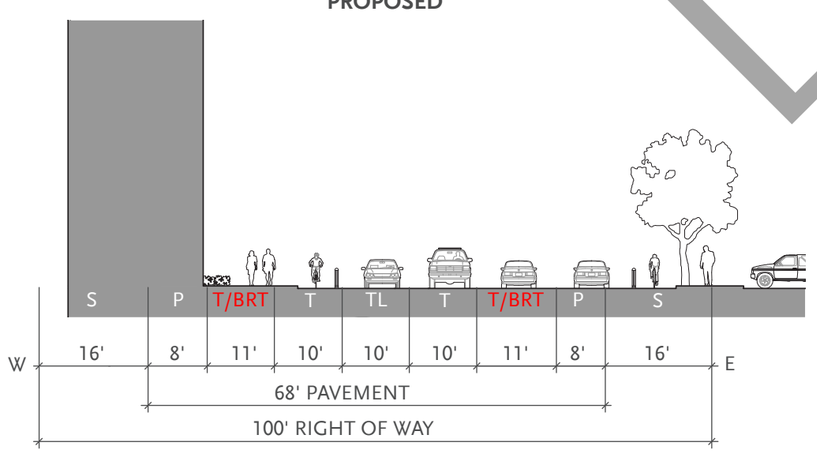
Proposed Alternative. Olive Ave.'s parking and travel lane configuration is retained, except that the lanes are also used by the proposed North Hollywood to Pasadena Bus Rapid Transit (BRT) buses.



EXISTING



PROPOSED

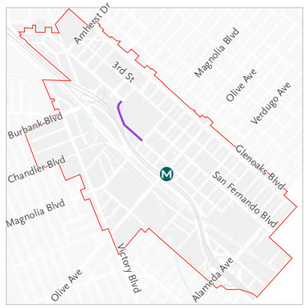


S - SIDEWALK P - PARKING T - TRAVEL TL - TURN LANE BRT - BRT BUS

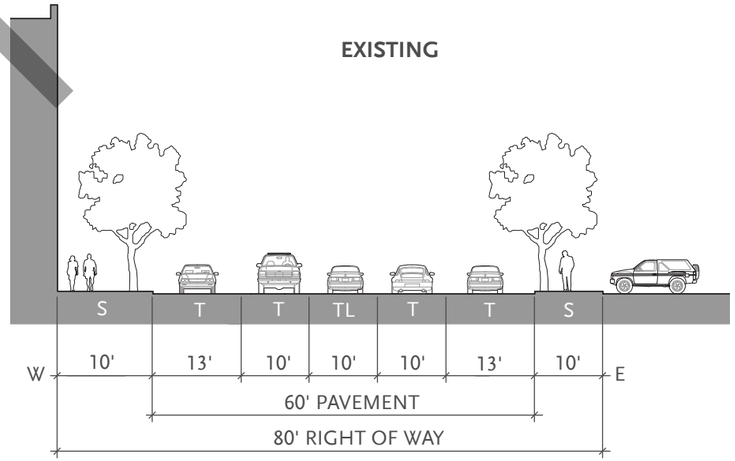
11a FIRST ST. (SAN FERNANDO BLVD. TO MAGNOLIA BLVD.)

Existing. First St. between San Fernando Blvd. and Magnolia Blvd. consists of one eastbound travel lane, a two-way center turn lane, two westbound travel lanes, and street-level Class IV bikeways, protected with bollards, along both sides of the street.

Proposed. Per the *Complete Our Streets Plan*, street level Class II bikeways are added. As development occurs along the corridor, street dedication will enable wider sidewalks and requisite buffer space to raise the bikeway to sidewalk level.

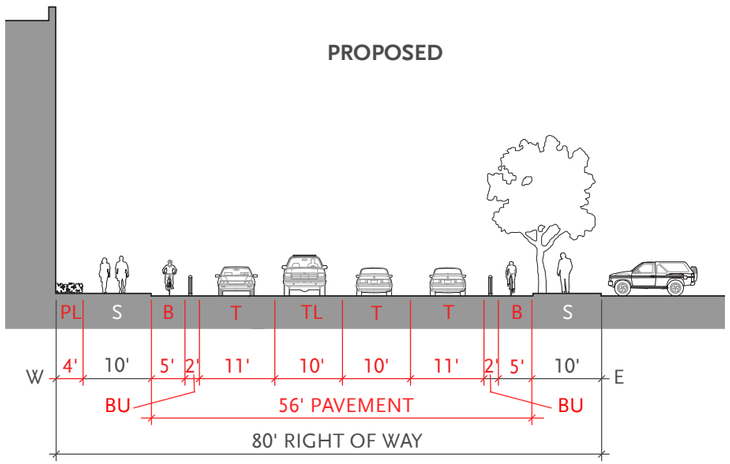


EXISTING



*Total width varies this segment; includes dedication from future mall property development

PROPOSED



S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE PL - PLANTER BU - BUFFER

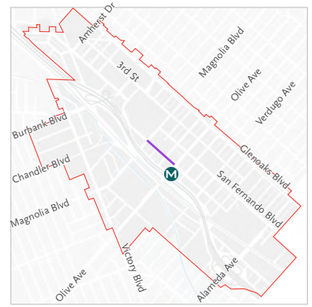
DRAFT

6.4. STREET TYPES (CONTINUED)

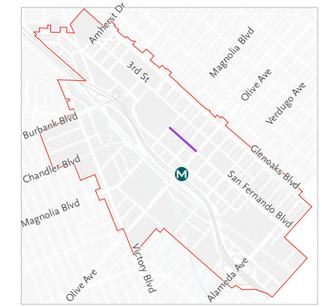
11b FIRST ST. (MAGNOLIA BLVD. TO OLIVE AVE.)

Existing. First St. between Magnolia Blvd. and Olive Ave. consists of two travel lanes in each direction, and a two-way center turn lane. There is parking on the east side of the street and a raised, protected Class IV bike lane on the west side that will connect with the future Class IV street-level bikeway.

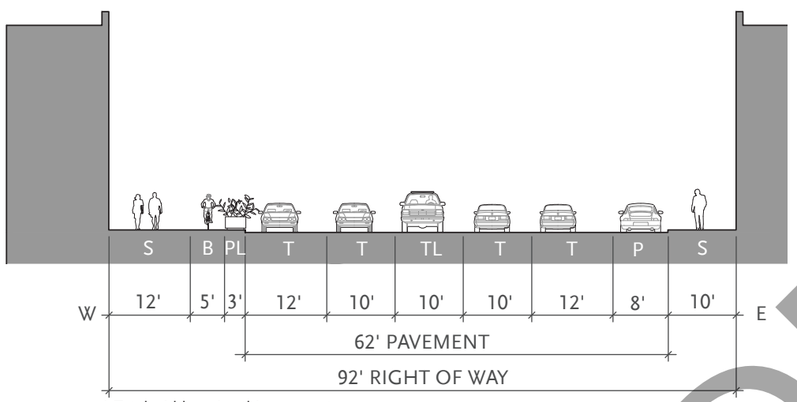
Proposed Phase 1. A Class IV one-way bikeway protected with bollards is introduced along the east side of First St., and the sidewalk-level Class IV bikeway is integrated with the street-level segments.



Proposed Phase 2. The street level Class IV bikeway along the east side of First St. is raised to sidewalk level and separated from vehicular traffic by landscaping and/or street trees.

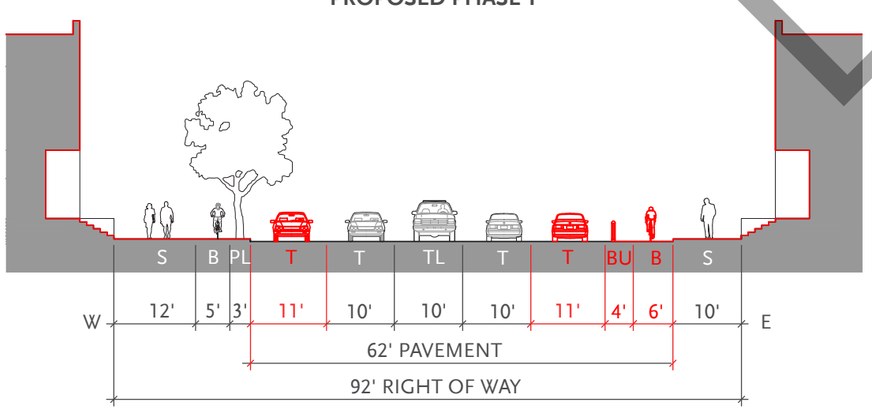


EXISTING

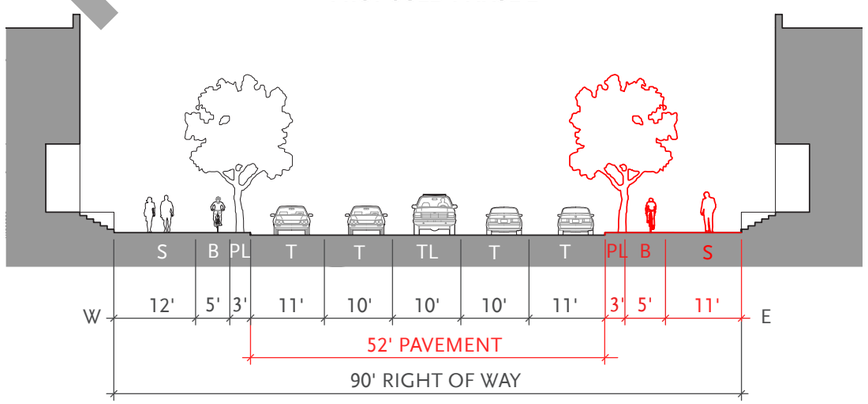


* Total width varies this segment

PROPOSED PHASE 1



PROPOSED PHASE 2



S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE PL - PLANTER BU - BUFFER

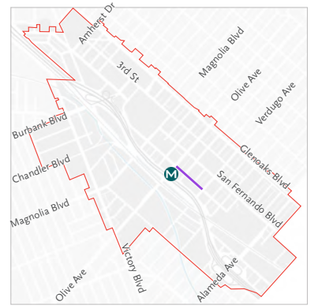
DRAFT

6.4. STREET TYPES (CONTINUED)

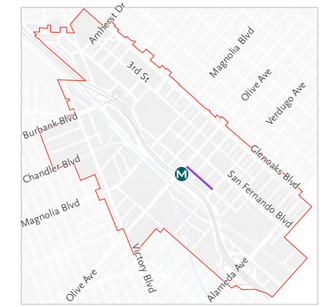
11c FIRST ST. (OLIVE AVE. TO VERDUGO AVE.)

Existing. First St. between Olive Ave. and Verdugo Ave. consists of two travel lanes in each direction, and a two-way center turn lane.

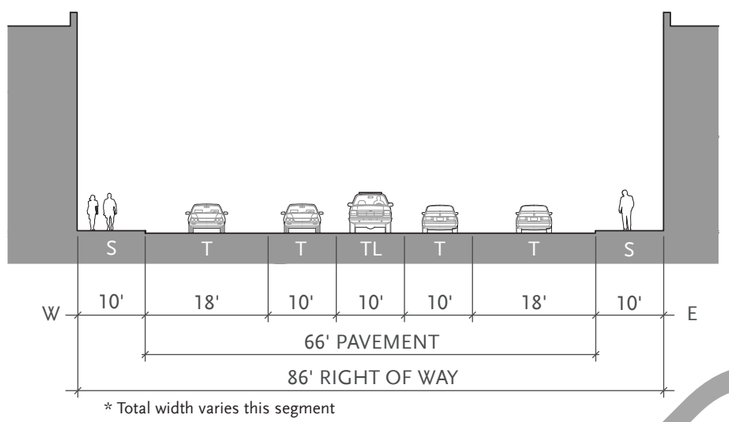
Proposed Phase 1. Street-level Class IV bikeways protected from traffic with bollards are introduced along both sides of the street.



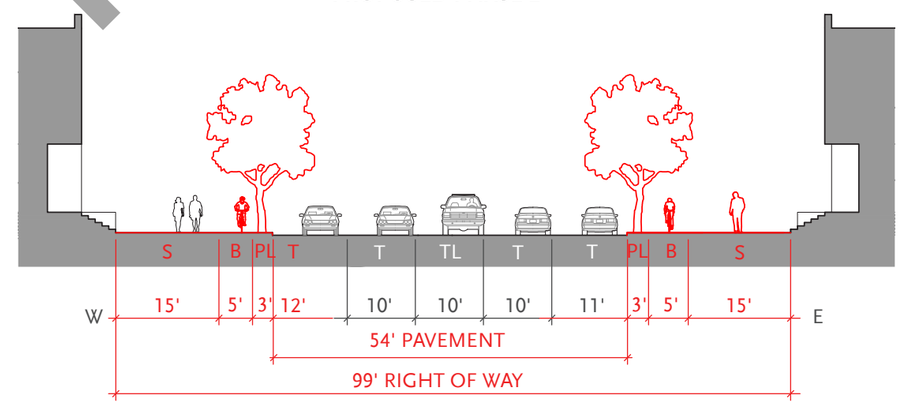
Proposed Phase 2. Where adjacent parcels are developed, setting new buildings back from the property line and dedicating the setback area to new sidewalk, would enable wider sidewalks and requisite buffer space. The street-level Class IV bikeways are raised to sidewalk level and separated from vehicular traffic by landscaping and/or street trees.



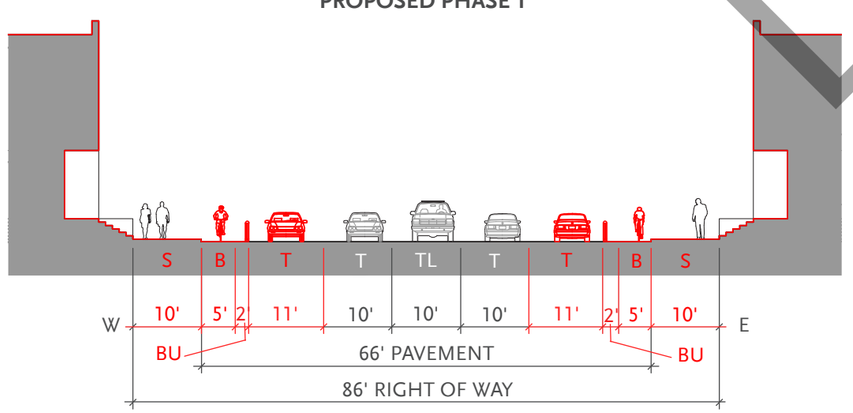
EXISTING



PROPOSED PHASE 2



PROPOSED PHASE 1



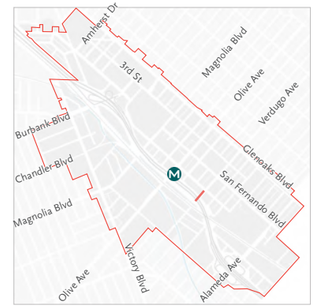
S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE BU - BUFFER

S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE PL - PLANTING

DRAFT

6.4. STREET TYPES (CONTINUED)

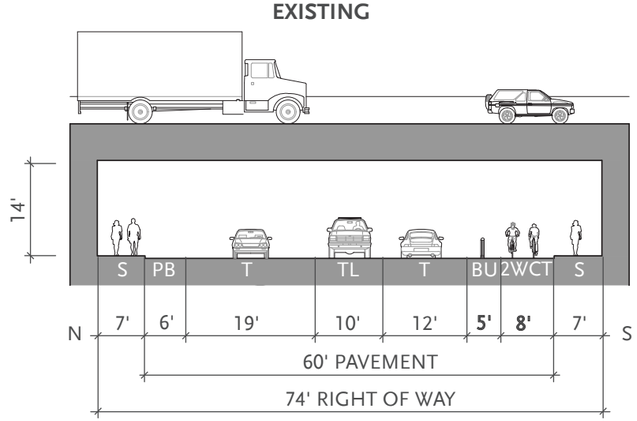
12 VERDUGO AVE. UNDERPASS



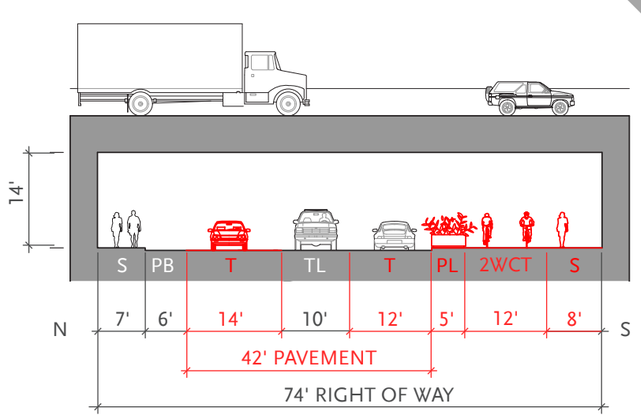
Existing. Verdugo Ave. as it passes under the I-5 Freeway consists of one vehicular travel lane in each direction with an eastbound street level Class IV protected bikeway on the south side of the street and a painted shoulder on the north side. Sidewalks are eight feet wide on the south side of the street and are not present on the north side.

Proposed. The street level Class IV bikeway is raised to sidewalk level. Columns and railings are introduced to separate pedestrians and bicyclists from vehicular traffic and ceiling vaulting is introduced to transform the underpass into a gateway into Downtown.

EXISTING



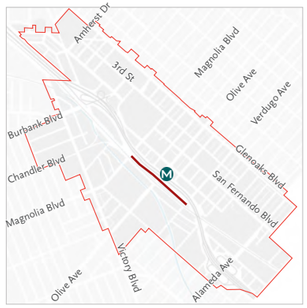
PROPOSED



S - SIDEWALK PB - PAINTED BUFFER T - TRAVEL TL - TURN LANE 2WCT - 2-WAY CIRCUIT BU - BUFFER

6.4. STREET TYPES (CONTINUED)

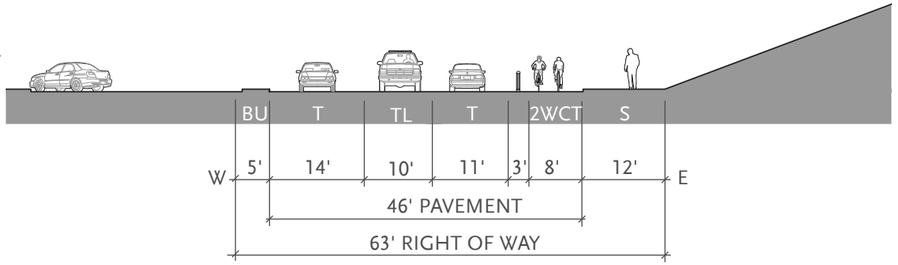
13 FRONT ST. (VERDUGO AVE. TO MAGNOLIA BLVD. BRIDGE)



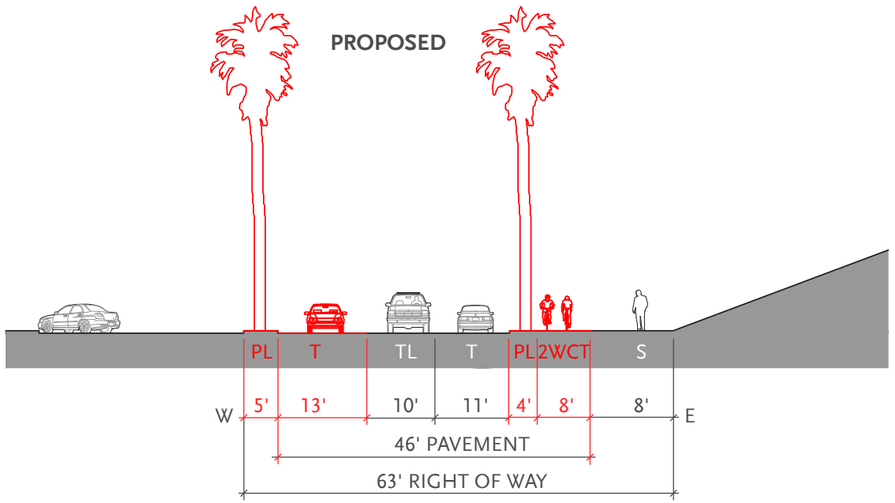
Existing. Front St. between Verdugo Ave. and the Magnolia Blvd. Bridge consists of one vehicular travel lane in each direction, a two-way center turn lane, and a street-level Class IV Cycle Track along the west side of the street.

Proposed. In the long-term, it is converted to sidewalk level, connecting with the existing sidewalk-level Class IV Cycle Track running between the Magnolia Blvd. Bridge and Burbank Blvd.

EXISTING



PROPOSED



PL - PLANTER B - BIKE LANE T - TRAVEL TL - TURN LANE S- SIDEWALK 2WCT - 2-WAY CIRCUIT

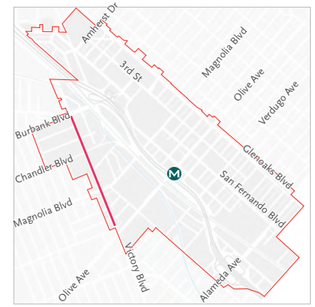
DRAFT

6.4. STREET TYPES (CONTINUED)

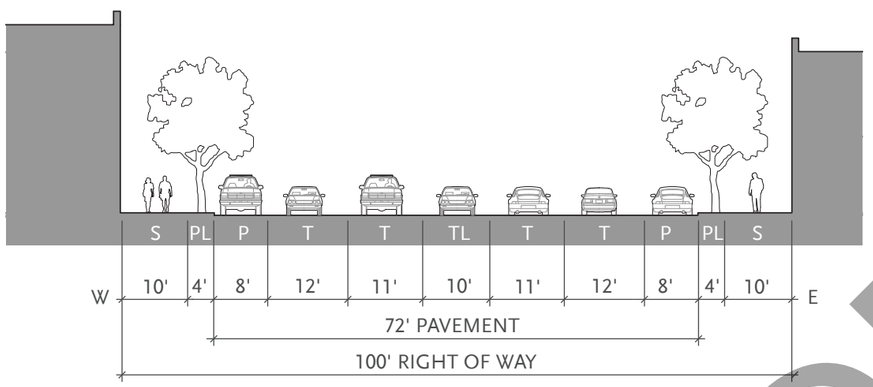
14 VICTORY BLVD.

Existing. Victory Blvd. consists of two travel lanes in each direction, a two-way center turn lane, and parallel parking along both sides of the street.

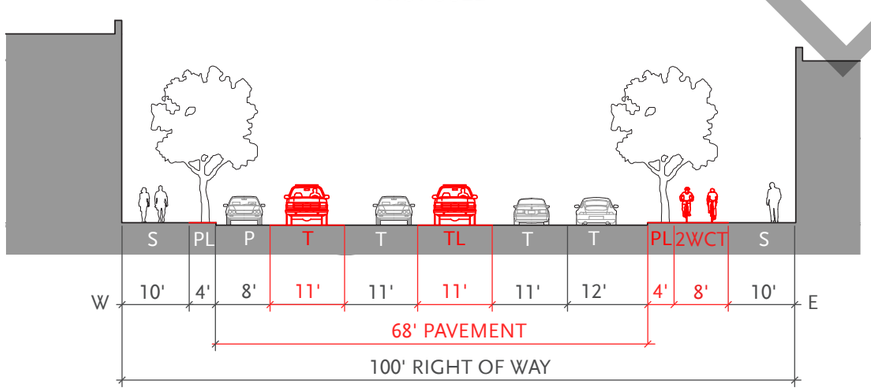
Proposed. Sidewalk widths are reduced to make room for sidewalk-level protected Class IV lanes on each side of the street that aligns with the dimensions of the Chandler Bikeway Extension segment from Chandler Boulevard to Cypress Avenue.



EXISTING



PROPOSED



S - SIDEWALK P - PARKING T - TRAVEL TL - TURN LANE B - BIKE LANE

DRAFT

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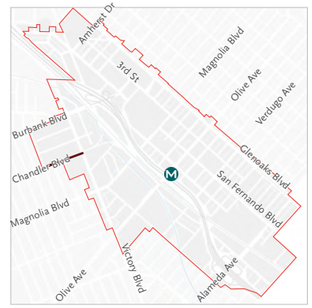
6.4. STREET TYPES (CONTINUED)

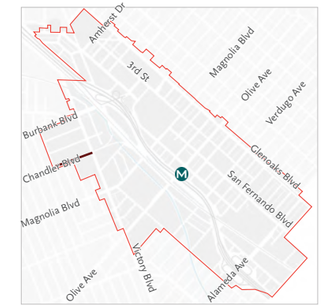
15 CHANDLER BLVD. (MARIPOSA ST. TO VICTORY BLVD.)

Existing. Chandler Blvd. between Mariposa St. and Victory Blvd. consists of one travel lane in each direction with parallel parking along the south side of the street. An abandoned railroad right-of-way runs along the north side of the street.

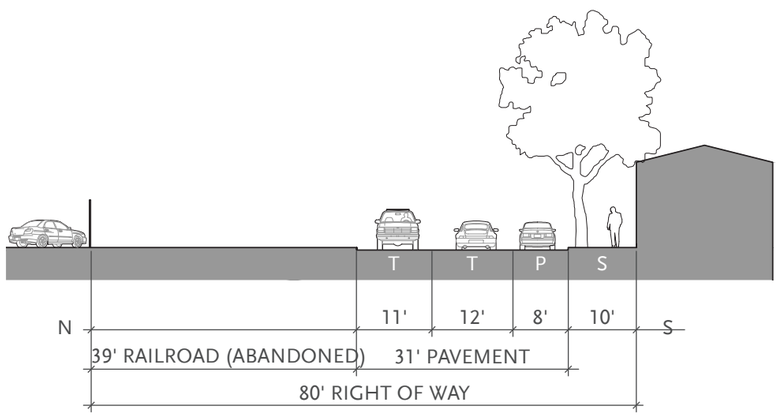
Proposed Mariposa St. to Lomita St. The existing Chandler Blvd. Class I multi-use trail that currently ends at Mariposa St. is extended along the abandoned railroad right-of-way to Lomita St.



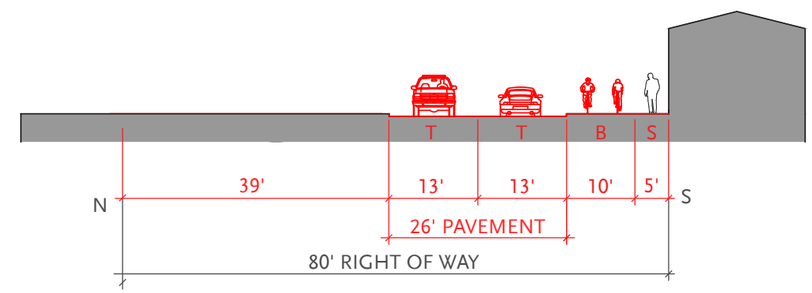
Proposed Lomita St. to Victory Blvd. Since the abandoned railroad right-of-way that runs along the north side of Chandler Blvd. is privately-owned past Lomita, the Class I bikeway transitions to a two-way sidewalk-level Class IV protected bikeway along the south side of Chandler Blvd. between Lomita St. and Victory Blvd.



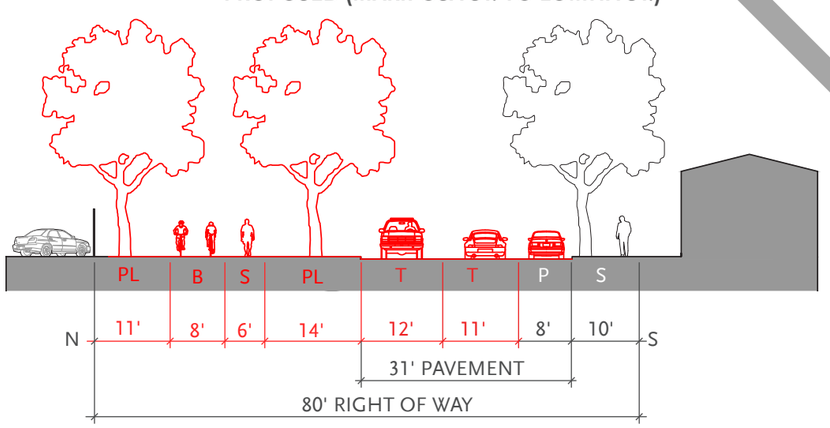
EXISTING



PROPOSED (LOMITA ST. TO VICTORY BLVD.)



PROPOSED (MARIPOSA ST. TO LOMITA ST.)



T - TRAVEL P - PARKING S - SIDEWALK PL - PLANTER B - BIKE LANE

T - TRAVEL B - BIKE LANE S - SIDEWALK

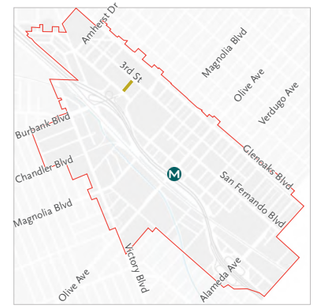
DRAFT

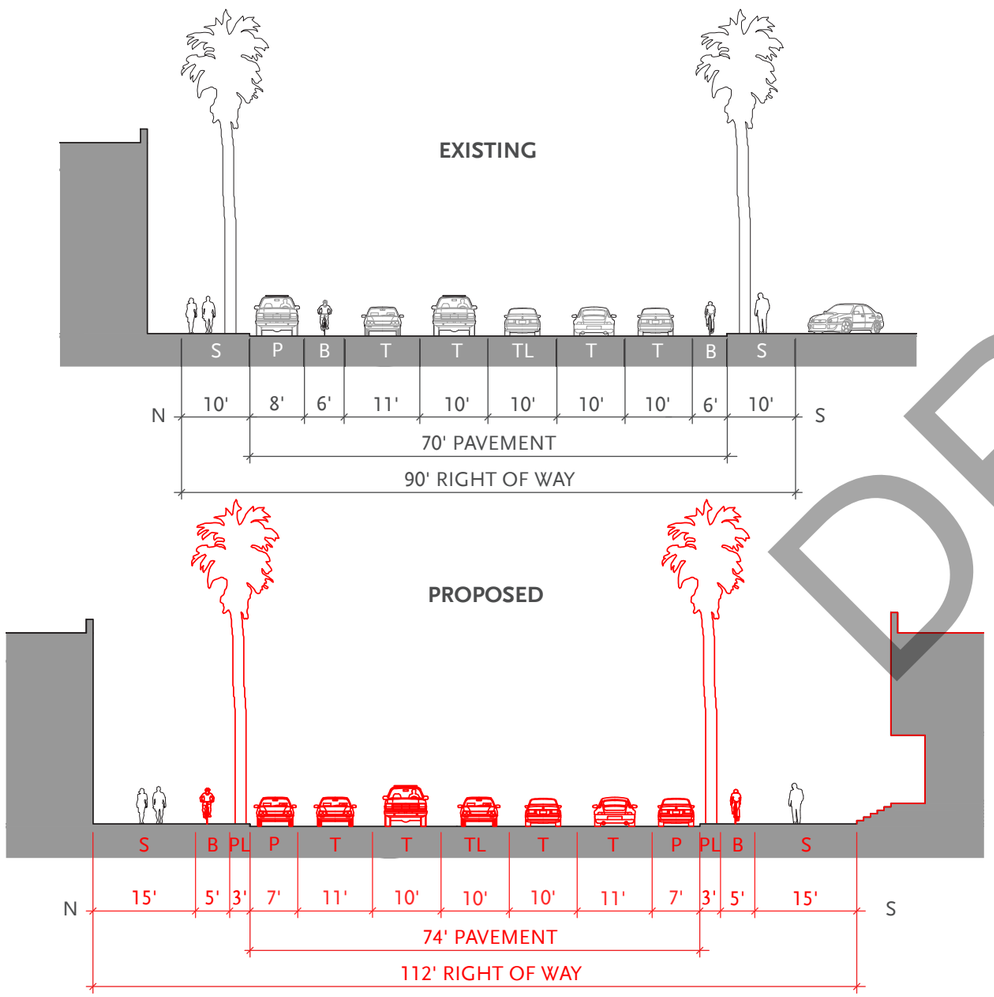
6.4. STREET TYPES (CONTINUED)

16 BURBANK BLVD. (SAN FERNANDO BLVD. TO THIRD ST.)

Existing. Burbank Blvd. between San Fernando Blvd. and Third St. consists of two travel lanes in each direction, a two-way center turn lane, Class II bike lanes along both sides of the street, and parallel parking only along the north side of the street.

Proposed. Once pedestrian-friendly development is introduced along both sides of the street and sidewalk dedication is completed, the street level Class II bike lanes will be raised and upgraded to Class IV.

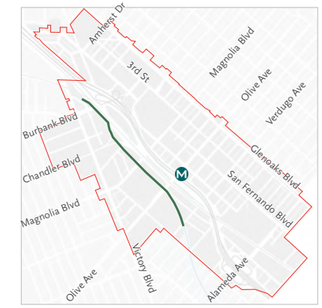


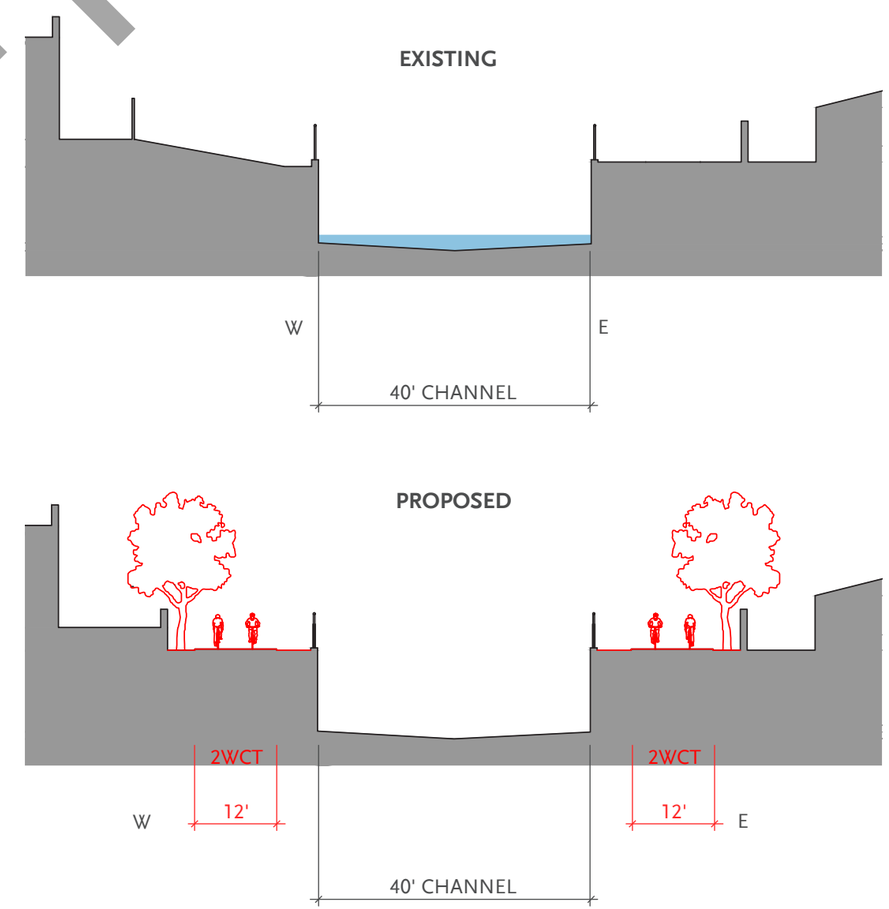


S - SIDEWALK P - PARKING B - BIKE LANE T - TRAVEL TL - TURN LANE PL - PLANTER

17 BURBANK CHANNEL MULTI-USE TRAIL

Proposed. The Burbank Channel Class I multi-use trail that currently ends at the Burbank Downtown Metrolink Station is extended northward to connect with the Chandler Bikeway Extension at Varney Street. The alignment will continue from the Metrolink parking lot, travel adjacent to the train tracks and along the frontage of the previous cold storage site before crossing under the Magnolia Bridge overpass and continuing on the Channel. It will then connect to the Chandler Bikeway Extension project at Cypress Avenue, enabling the completion of a protected bikeway that travels across the entire City from Glendale to North Hollywood.



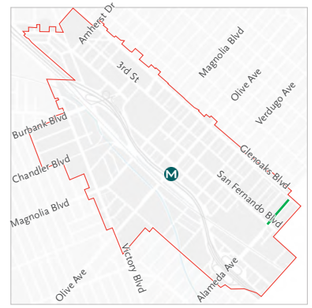


2WCT - 2-WAY CIRCUIT

DRAFT

6.4. STREET TYPES (CONTINUED)

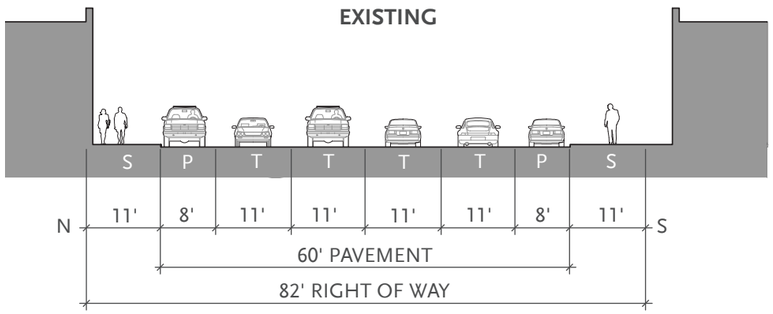
18a ALAMEDA AVE. (GLENOAKS BLVD. TO SAN FERNANDO BLVD.)

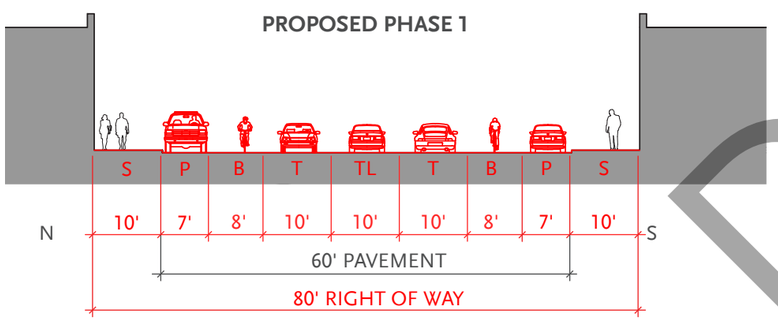


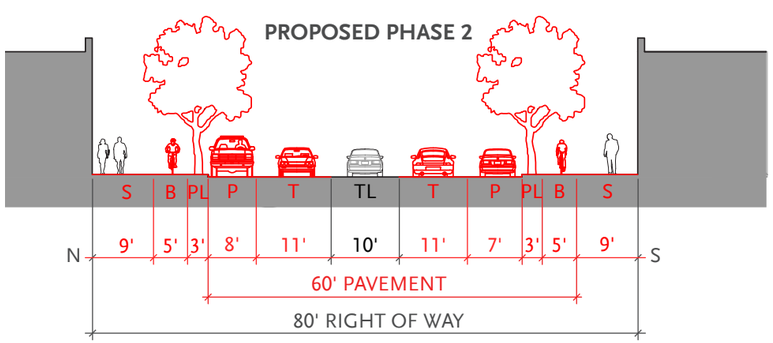
Existing. Alameda Ave. between S. Glenoaks Blvd. and S. San Fernando Blvd. consists of two travel lanes in each direction, and parallel parking along both sides of the street.

Proposed Phase 1. One vehicular lane in each direction is removed in order to make room for a Class II bike lane in each direction and to retain on-street parallel parking. In addition, a two-way center turn lane is introduced.

Proposed Phase 2. The street level Class II bike lanes are upgraded to sidewalk-level Class IV protected bike lanes.

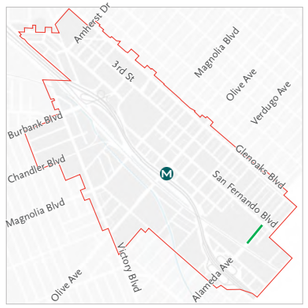






S - SIDEWALK P - PARKING T - TRAVEL B - BIKE LANE TL - TURN LANE

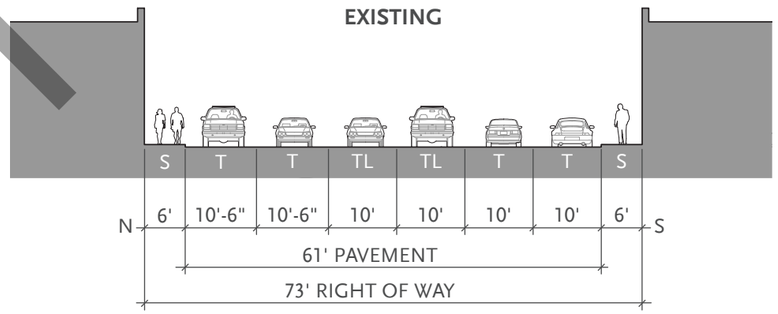
18b ALAMEDA AVE. (SAN FERNANDO BLVD. TO UNDERPASS)

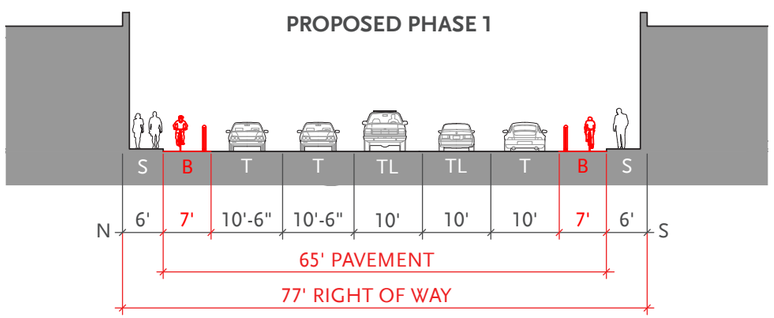


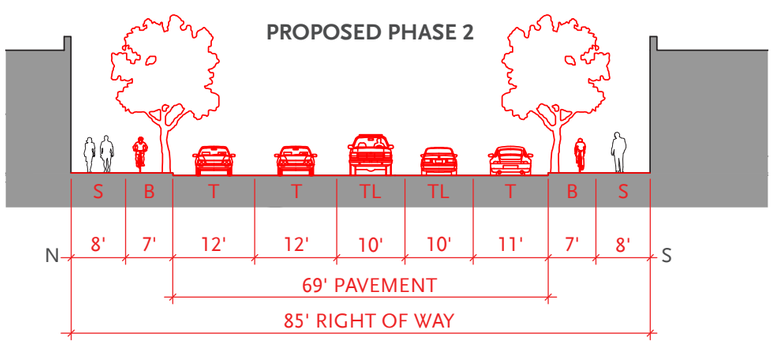
Existing. Alameda Ave. between San Fernando Blvd. and the railroad underpass consists of two travel lanes in each direction and two eastbound turn lanes.

Proposed Phase 1. One eastbound travel lane is removed in order to make room for Class II bike lanes along both sides of the street.

Proposed Phase 2. When adjacent parcels are developed, new buildings are set back from the property line and the setback area is dedicated to new sidewalk, enabling wider travel lanes, wider sidewalks, and the introduction of sidewalk-level Class IV bikeways along both sides of the street.







S - SIDEWALK P - PARKING T - TRAVEL B - BIKE LANE TL - TURN LANE

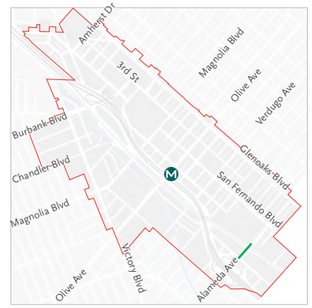
DRAFT

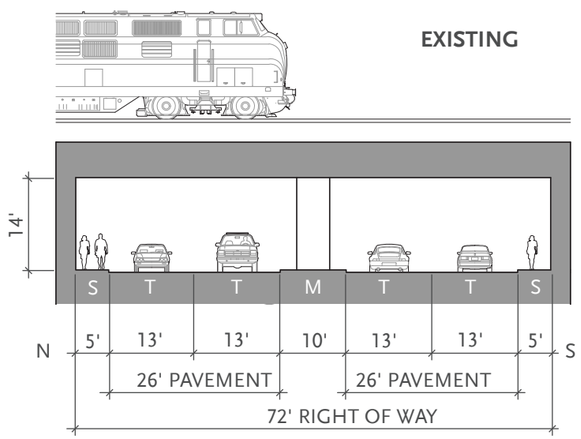
6.4. STREET TYPES (CONTINUED)

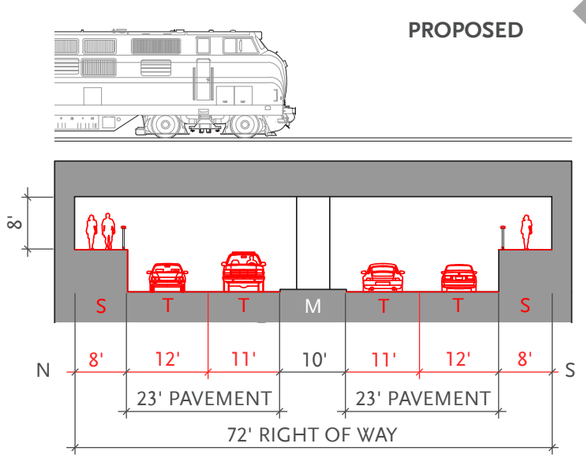
18c ALAMEDA AVE. (RAILROAD UNDERPASS)

Existing. The existing Alameda Ave. underpass consists of two vehicular travel lanes in each direction separated by a column that supports the structure above. Existing sidewalks are around 5 feet wide.

Proposed. The sidewalks are widened and raised above the adjacent vehicular lanes, separating pedestrians from the traffic and reducing the distance that they must descend to pass underneath the underpass. A feasibility study will be commissioned to determine the best option to accomodate bicycle trvel under the constrained underpass.





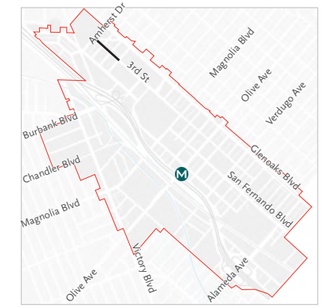


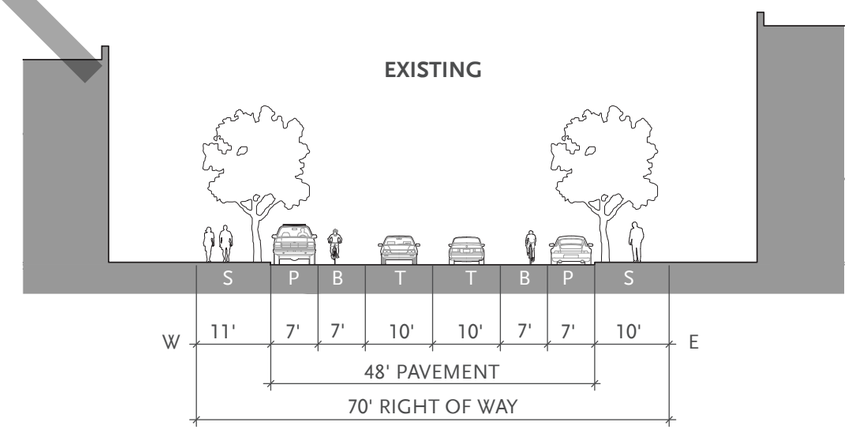
S - SIDEWALK T - TRAVEL M - MEDIAN

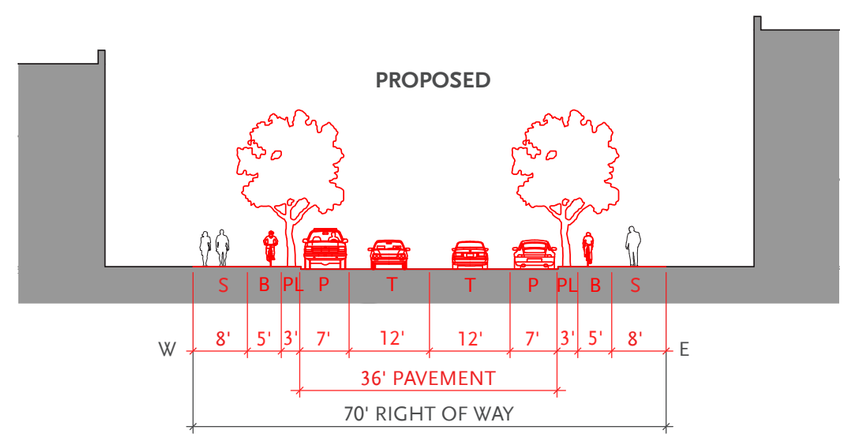
19a THIRD ST. (AMHERST DR. TO DELAWARE RD.)

Existing. Third St. between Amherst Dr. and Delaware Rd. consists of one vehicular lane and one Class II bike lane in each direction with parallel parking along both sides of the street.

Proposed. A Class IV bikeway is introduced in each direction and raised to sidewalk level. Parallel parking on both sides of the street is preserved.







S - SIDEWALK P - PARKING B - BIKE LANE T - TRAVEL PL - PLANTER

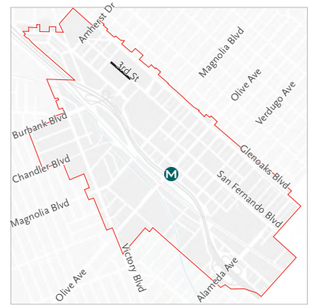
DRAFT

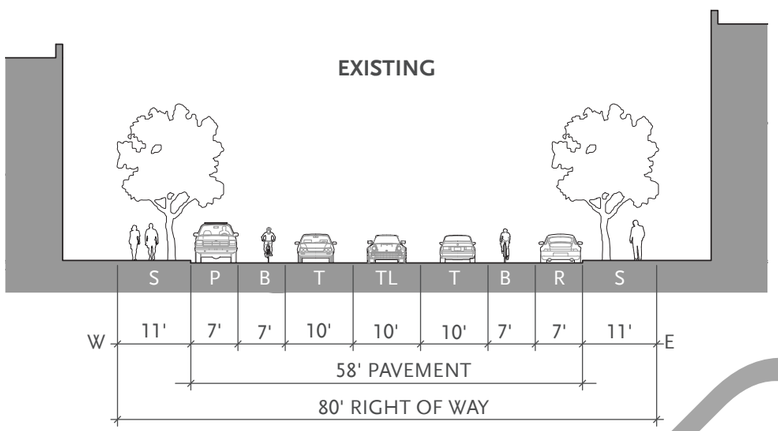
6.4. STREET TYPES (CONTINUED)

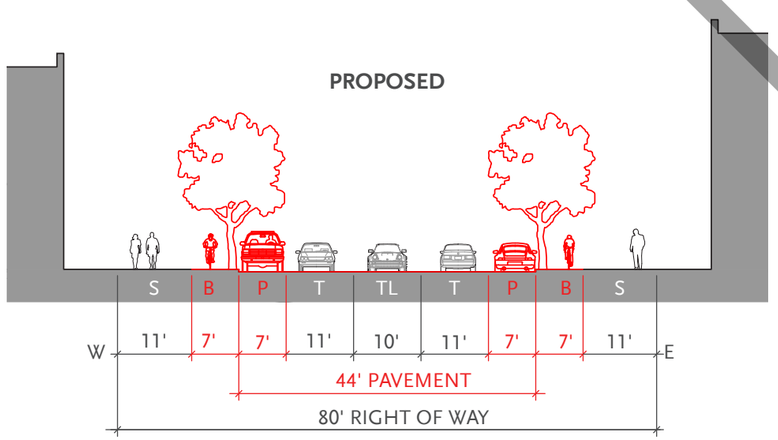
19b THIRD ST. (DELAWARE RD. TO BURBANK BLVD.)

Existing. Third St. between Delaware Rd. and Burbank Blvd., consists of one vehicular lane and one Class II bike lane in each direction, a two-way center turn lane, and parallel parking along both sides of the street.

Proposed. The Class II bikeway is upgraded to a sidewalk level Class IV bikeway. The parallel parking is preserved the bike lanes are raised to sidewalk level, and buffered roadway.







S - SIDEWALK P - PARKING B - BIKE LANE T - TRAVEL TL - TURN LANE R - RIDESHARE LOADING

DRAFT

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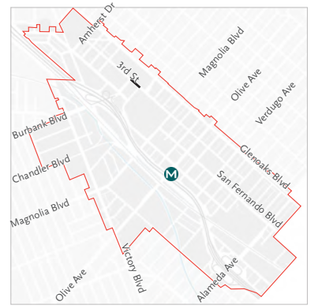
6.4. STREET TYPES (CONTINUED)

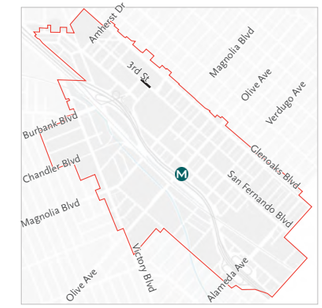
19c THIRD STREET (BURBANK BLVD. TO GRINNELL DR.)

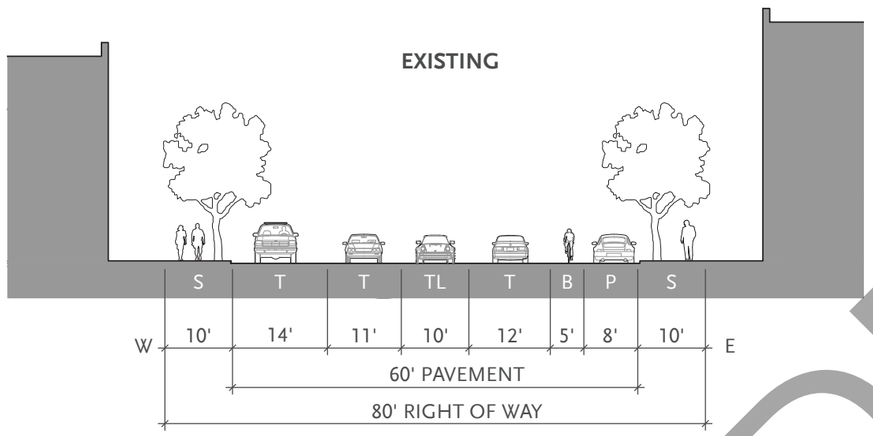
Existing. Third St. between Burbank Blvd. and Grinnell Dr. consists of two vehicular lanes in the southbound direction, one in the northbound direction, one Class II bike lane in the northbound direction only, a two-way center turn lane, and parallel parking along the east side of the street.

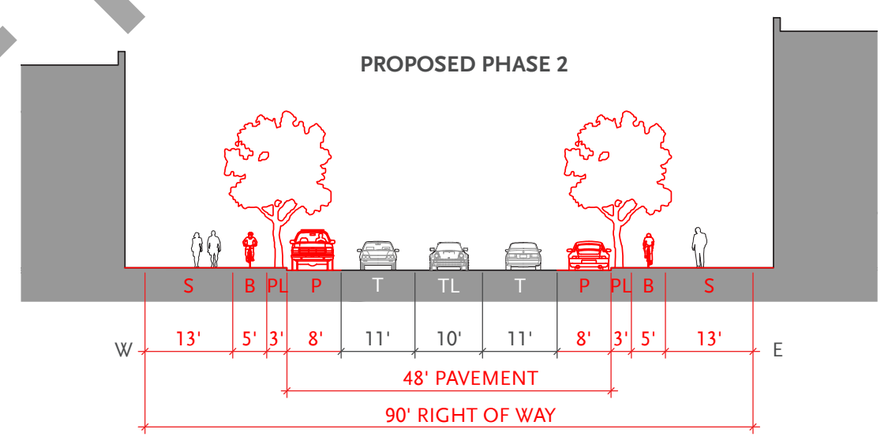
Proposed Phase 1. A Class II protected bikeway is introduced along the southbound direction with painted buffers between the parking and bike lanes. The center turn lane is preserved and one of the southbound vehicular lanes is converted to on-street parallel parking.

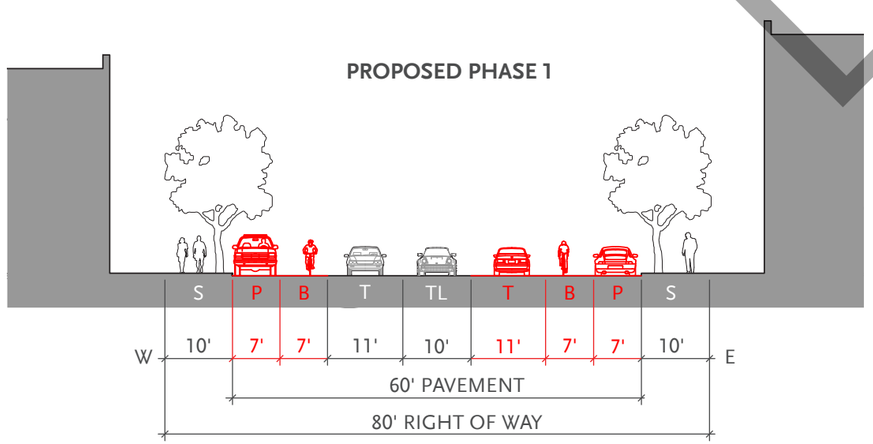


Proposed Phase 2. When the parcels on the west side of the street are developed, dedication will enable expanded sidewalks and an upgrade to a sidewalk-level Class IV bikeway.









S - SIDEWALK T - TRAVEL TL - TURN LANE B - BIKE LANE P - PARKING

S - SIDEWALK B - BIKE LANE PL - PLANTER P - PARKING T - TRAVEL TL - TURN LANE

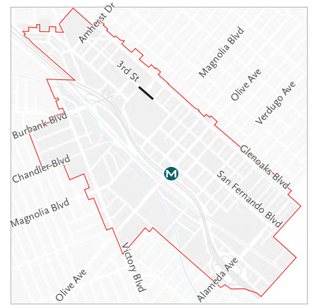
DRAFT

6.4. STREET TYPES (CONTINUED)

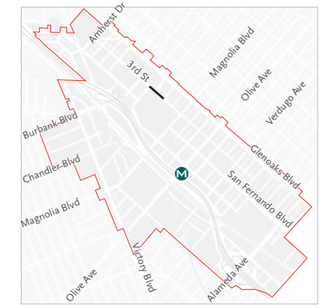
19d THIRD STREET (GRINNELL DR. TO CYPRESS AVE.)

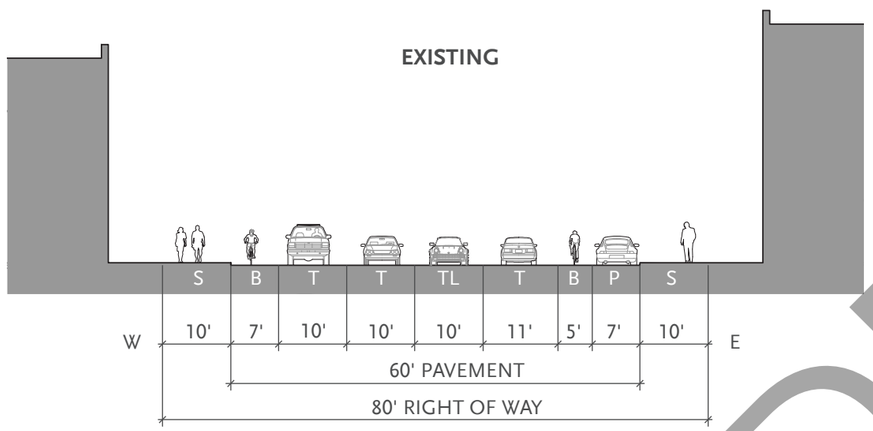
Existing. Third Street between Grinnell Dr. and Cypress Ave. consists of two vehicular lanes and a buffered bike lane located immediately adjacent to the curb in the southbound direction, one vehicular lane and an unbuffered bike lane in the northbound direction, and a two-way center turn lane. On-street parallel parking is provided along the northbound (east) side of the street, but is prohibited along the west side of the street.

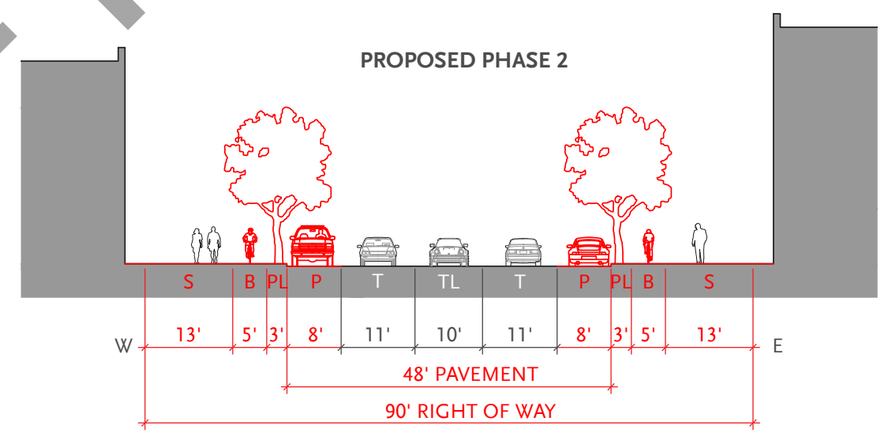
Proposed Phase 1. One of the southbound vehicular lanes is removed in order to make room for parallel parking and buffered Class II bike lanes along both sides of the street.

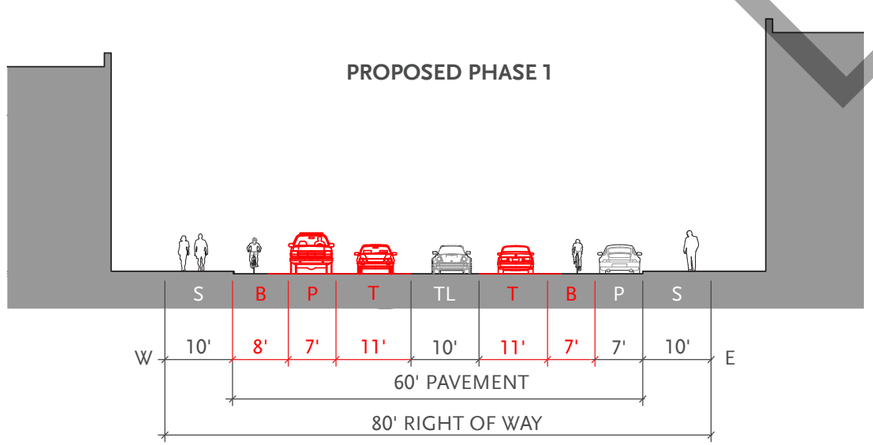


Proposed Phase 2. When the adjacent parcels are developed, dedication will enable expanded sidewalks and an upgrade to sidewalk-level Class IV bikeways.









S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE P - PARKING

S - SIDEWALK B - BIKE LANE PL - PLANTER P - PARKING T - TRAVEL TL - TURN LANE

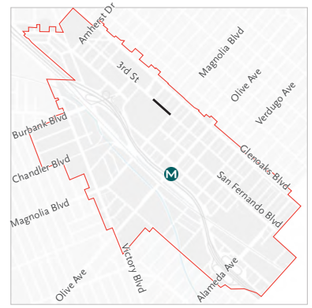
DRAFT

6.4. STREET TYPES (CONTINUED)

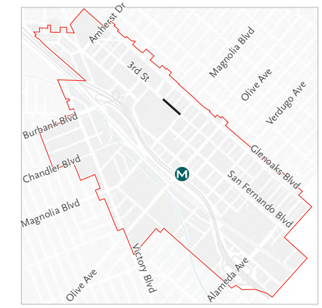
19e THIRD STREET (CYPRESS AVE. TO MAGNOLIA BLVD.)

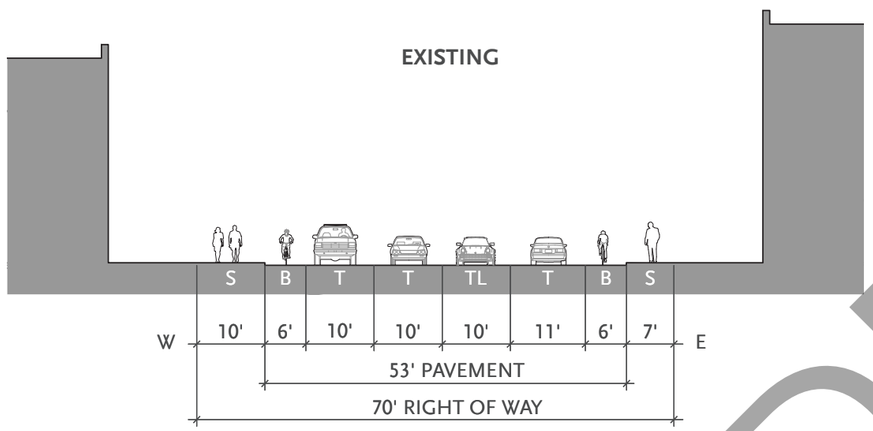
Existing. Between Cypress Ave. and Magnolia Blvd. Third Street consists of two southbound vehicular lanes, one northbound lane, a Class II bike lane in each direction, and no on-street parking.

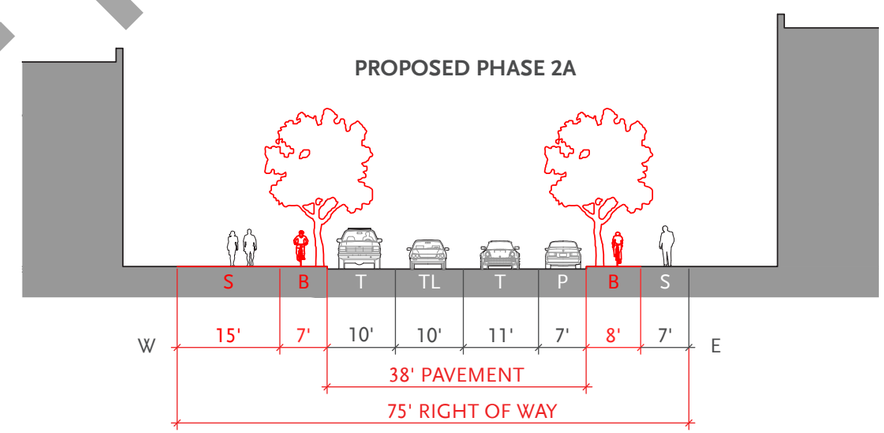
Proposed Phase 1. One of the southbound vehicular lanes is removed in order to make room for parallel parking along the northbound (east) side of the street and buffered Class II bike lanes along both sides.

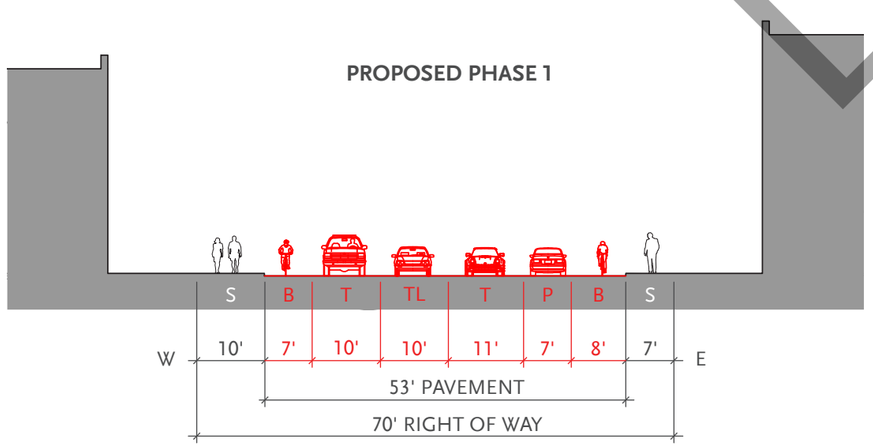


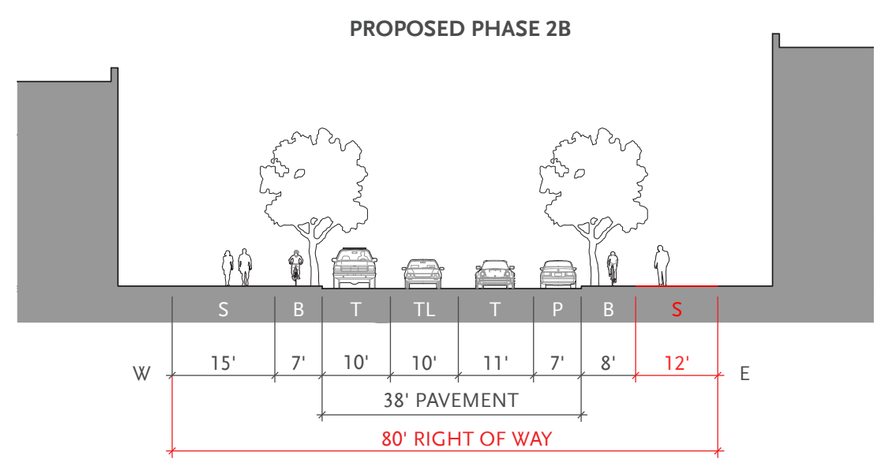
Proposed Phase 2. When the adjacent parcels are developed, a five-ft. wide dedication will enable expanded sidewalks and an upgrade to sidewalk-level Class IV bikeways. An additional five-foot ft. wide dedication will enable even wider sidewalks.











S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE P - PARKING

S - SIDEWALK B - BIKE LANE T - TRAVEL TL - TURN LANE P - PARKING

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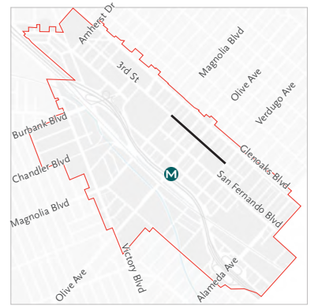
6.4. STREET TYPES (CONTINUED)

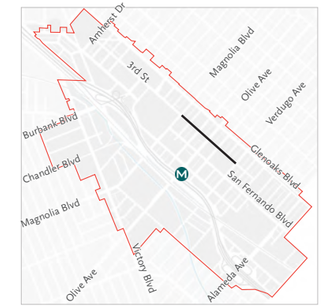
19f THIRD ST. (MAGNOLIA BLVD. TO VERDUGO AVE.)

Existing. Third St. between Magnolia Blvd. and Verdugo Ave. consists of one vehicular lane and one Class II bike lane in each direction with a two-way center turn lane. Due to the narrow roadway width, on-street parallel parking is absent. Sidewalks are only 7 feet wide and street trees are missing.

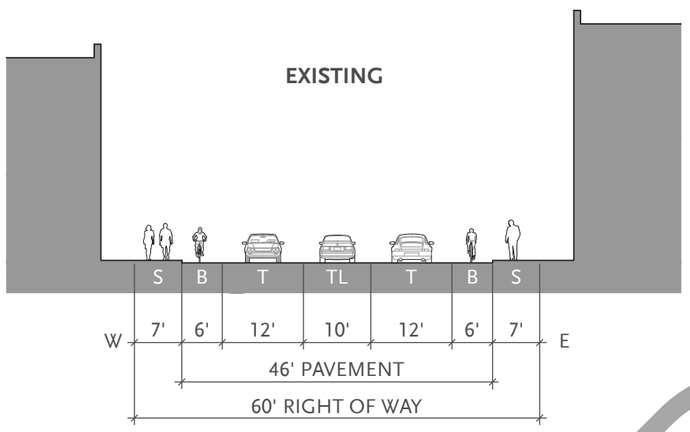
Proposed Phase 1. The existing Class II bike lanes are converted to Class IV bike lanes – protected from the vehicular lanes with bollards – and the two-way center turn lane is preserved.



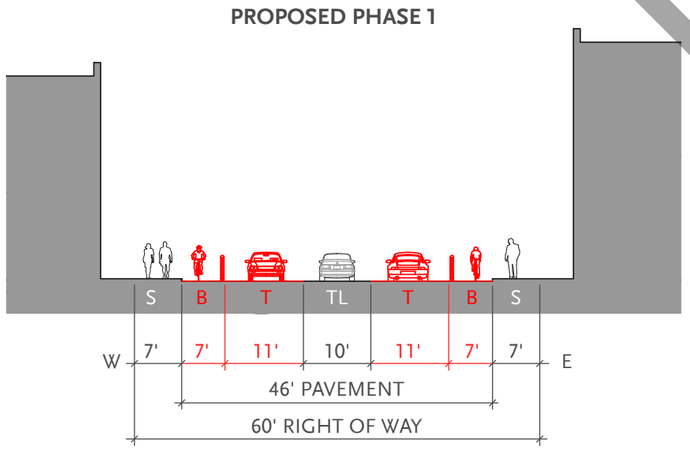
Proposed Phase 2. When adjacent properties are developed, dedication allows for bike lanes to be converted to sidewalk-level Class IV bikes lanes and expanded sidewalk area to enable planting of street trees.



EXISTING

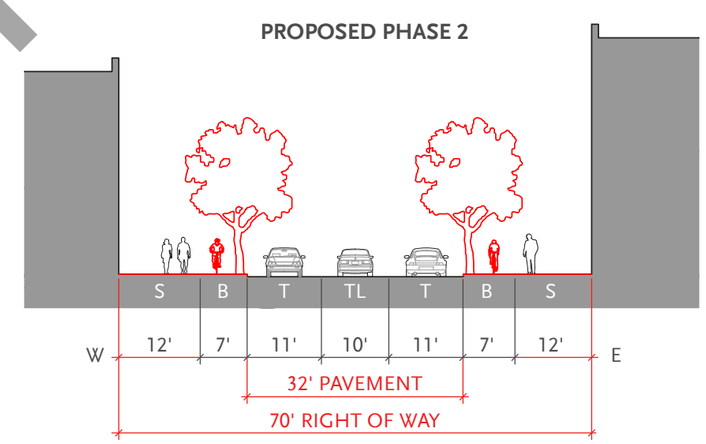


PROPOSED PHASE 1



S - SIDEWALK B - BIKE LANE T - TRAVEL LANE TL - TURN LANE

PROPOSED PHASE 2



S - SIDEWALK B - BIKE LANE P - PARKING T - TRAVEL 2WTL - 2-WAY TURN LANE

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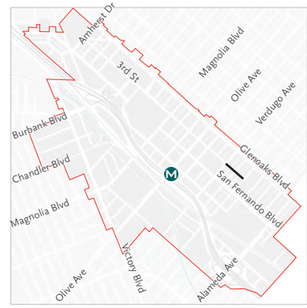
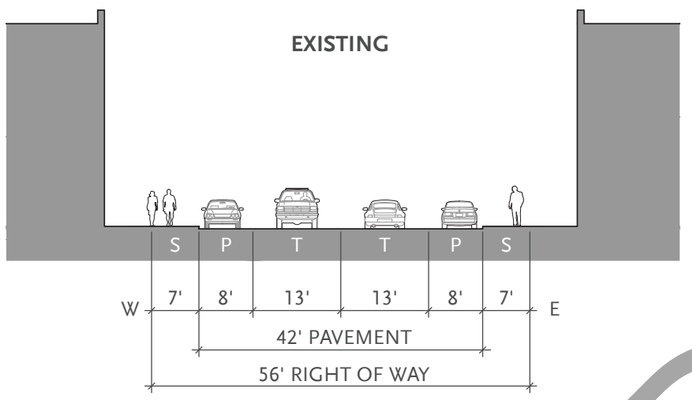
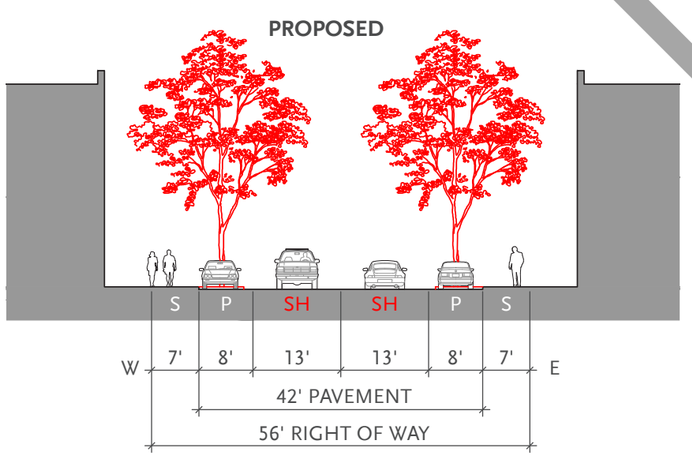
19g THIRD ST. (VERDUGO AVE. TO PROVIDENCIA AVE.)

Existing. Third Street between Verdugo Ave. and Providencia Ave. consists of one vehicular lane in each direction with on-street parking on both sides of the street. Sidewalks are only 7 feet wide and street trees are missing.

Proposed. The vehicular lanes are converted to Class III sharrows and street trees are introduced in the parking lane.







S - SIDEWALK P - PARKING T - TRAVEL SH- SHARROW

7. PARKING

7.0. INTRODUCTION

This Chapter outlines the Downtown TOD Specific Plan strategy for accommodating and managing public parking within the Plan Area. Public parking amenities include on-street parking, off-street City owned parking lots and structures, and privately owned off-street lots and structures that provide publicly accessible parking spaces. Requirements for parking on private property are located in Chapter 9 (Development Standards). This Chapter suggests parking improvements and strategies to ensure enough parking is provided for Downtown employees and visitors and also enables parking management methods and strategies to ensure enough parking supply is available, to avoid or delay the need for new parking facilities, and to discourage parking from spilling over into adjacent residential neighborhoods.

This Parking Chapter is comprised of the following sections:

7.0. Introduction 7:1
7.1. Parking Objectives 7:2
7.2. Parking Strategies 7:4
7.3. Parking Projects and Programs 7:6

Angled on-street parking along San Fernando Blvd.

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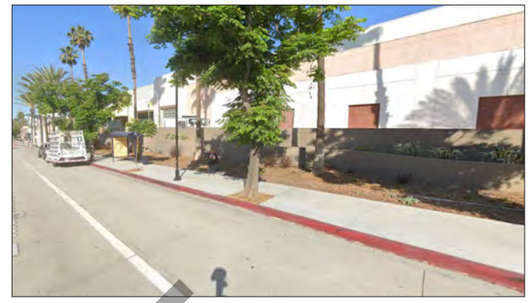
7.1. PARKING OBJECTIVES

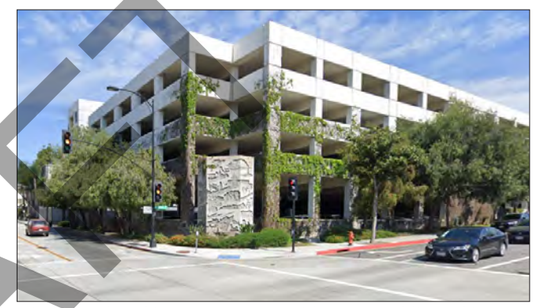
As Downtown intensifies to meet the City's goals of introducing more housing, attracting new businesses, and growing Downtown's thriving retail, dining, and entertainment experience, existing parking programs and strategies need to be calibrated to adapt to this growing district. While Downtown is the most transit-rich area of Burbank, adequate parking supply should still be considered and managed efficiently. The parking strategy for Downtown will be based on the following objectives:

- Manage existing parking to ensure Downtown's economic viability and success.
- Introduce new parking and adjust existing parking in order support a walkable and pedestrian-friendly downtown environment.
- Ensure visitors can reliably find parking within walking distance of their destination.
- Manage existing parking resources efficiently to avoid or delay the need to build new parking facilities.
- Discourage spillover parking into adjacent residential neighborhoods.

These objectives have been established in other City documents and specific area plans, all predicated upon the *Burbank2035* Mobility Element, which includes the following parking goal and related policies:

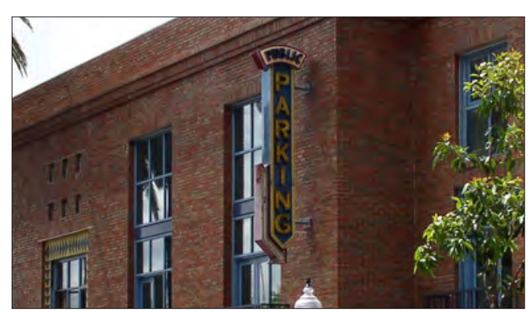


Lack of on-street parking.



City-owned parking garages not evident are public parking.

On-street parking in front of stores.



Signage pointing way to public parking garage.

BURBANKK2035 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.

Further, the Burbank City Council adopted the following six Citywide Parking Management Principles in 2019:

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

Existing unlined parking garages along Orange Grove Ave. are not conducive to a walkable and pedestrian-friendly downtown environment.

Parking garage lined with ground floor retail uses supports a walkable and pedestrian-friendly downtown environment

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7.2. PARKING STRATEGIES

Sufficient parking is essential for the economic success of thriving Downtowns and mixed-use centers. An oversupply of parking, however, especially in the form of surface parking lots located next to the sidewalk, takes up valuable land that could be utilized for more productive uses, encourages additional automobile use, and creates unattractive street character and an uninviting pedestrian environment. Strategies for creating a vibrant, inviting, pedestrian-friendly, mixed-use environment are shown at right.

Many of these parking strategies are already in place in Downtown. An existing park-once district applies to the eight blocks along San Fernando Boulevard surrounding the Downtown TOD District; on-street parking is provided on many streets; some parking management measures such as time limits and some wayfinding signage are in place; and transportation management measures are currently managed by the Burbank Transportation Management Organization.

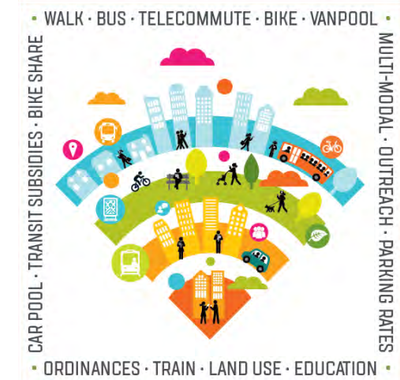
However, additional strategies and measures need to be implemented to ensure existing parking resources are used as efficiently as possible, that enough parking is provided, and that parking contributes to the creation of a pedestrian-friendly environment. Key projects and programs are summarized in **Figure 7-1** (Key Parking Projects and Programs) on pages 7:6–7:7 and described in detail on the pages that follow.

1 A "park once" strategy allows downtown visitors can park once in conveniently located lots or garages and then walk around Downtown to multiple destinations as they shop, dine, and visit entertainment venues without having to re-park their cars.

2 On-street parking that enables patrons to park in front of stores for quick errands and visitors to park in front of residences.

3 Curb space management allocates the efficient use of curb space for parking, freight loading, valet, and pick-up and drop-off by Transportation Network Companies (TNC) such as Uber and Lyft.

4 Parking management ensures parking is utilized efficiently and does not spill over into surrounding residential neighborhoods.



5 Transportation demand management (TDM) programs, through a management organization, provide incentives encouraging employees to use transportation modes other than automobiles, thereby reducing the number of necessary parking spaces and traffic on Downtown streets.

6 New on-site parking is not visible from the street or public open spaces, ensuring that Downtown's streets and sidewalks are lined with active, pedestrian-friendly uses.

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7.3. PARKING PROJECTS AND PROGRAMS

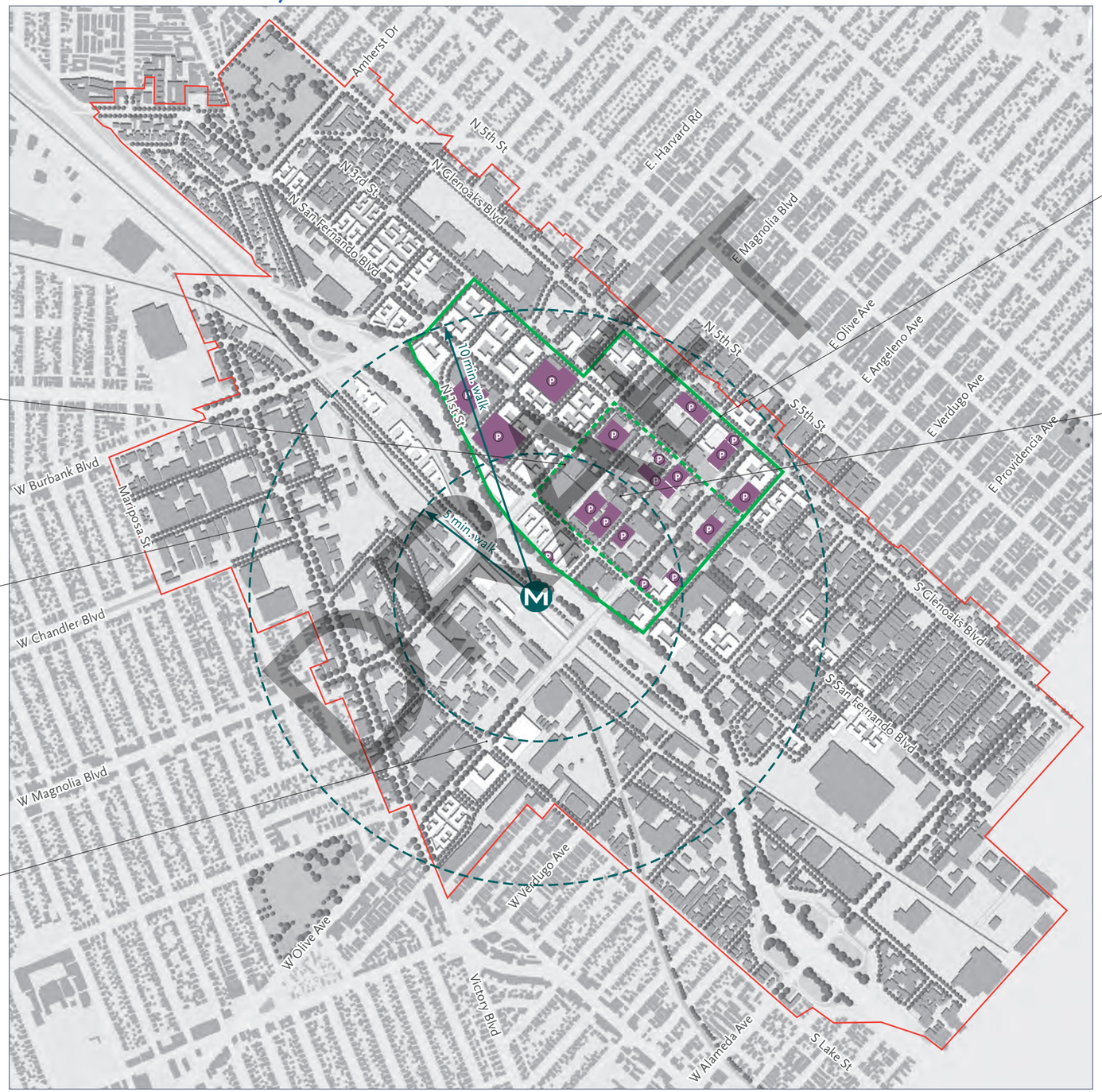
Manage Downtown Parking

Retain/Provide On-Street Parking

Activate garage ground floors.

Replace City Hall Garage

FIGURE 7-1. KEY PARKING PROJECTS AND PROGRAMS



Expand Downtown Parking District

Improve Wayfinding to Lots/Garages

Partner with Lyft/Uber

Incentivize Micromobility

7.3. PARKING PROJECTS AND PROGRAMS

The parking approach for Downtown is based on the "Park Once" concept, where people who need to drive are encouraged to park in one location and then walk around Downtown to multiple destinations. This reduces the amount of parking needed, reduces vehicular traffic and vehicle emissions, consolidates the parking supply into fewer strategic locations, and improves the pedestrian environment by increasing pedestrian volumes on sidewalks (which also increases the volume of potential patrons passing by Downtown businesses). To achieve this goal, the below integrated and comprehensive approach to parking, comprised of parking management and transportation demand management (TDM) strategies in the Downtown Area, should be implemented over time.

PARKING UTILIZATION EXPLAINED

Effective parking management in Downtown Burbank—especially in the Downtown TOD District—is essential to ensure that parking stays convenient for visitors and does not overflow into nearby neighborhoods. The City monitors how many spaces exist and how many are occupied to maintain an ideal use rate of about 80% (meaning roughly 2 out of every 10 spaces remain open).

When parking demand rises toward this level, the City can adjust management strategies to keep spaces available. These strategies may include improving alternatives to driving (such as bike lanes, transit, and walkable streets), adding time limits, charging for parking, or providing new parking facilities.

Maintaining the 80% utilization has been effective for other busy downtown areas, like Pasadena. If parking becomes too full, visitors may choose to go elsewhere to shop or dine.

A. **PARKING MANAGEMENT.** Implement parking management strategies to ensure there is sufficient parking with an 80% utilization rate (see sidebar for definition). These strategies make it easier for people to find parking, ensure that people park where they should (i.e., store employees do not park in on-street spaces directly in front of stores), make efficient use of existing parking stock, and reduce or delay the amount of additional parking that needs to be built These parking management strategies include:

1. **ALTERNATIVES TO DRIVING.** Reducing parking demand by promoting other travel options—adding bike lanes, improving bike network connectivity, installing bike racks, and working with agencies like Metro and Metrolink to offer transit incentives or employee commuting programs.

2. **PRESERVE ON-STREET PARKING.** Provide and preserve convenient on-street parking in front of stores, restaurants, entertainment venues, and residences to enable patrons to park in front of stores and quickly run an errand or grab a cup of coffee. On-street parking also provides a barrier between pedestrians on the sidewalk and vehicles on the road, and generally helps reduce the number of parking spaces needed in off-street parking garages and lots.

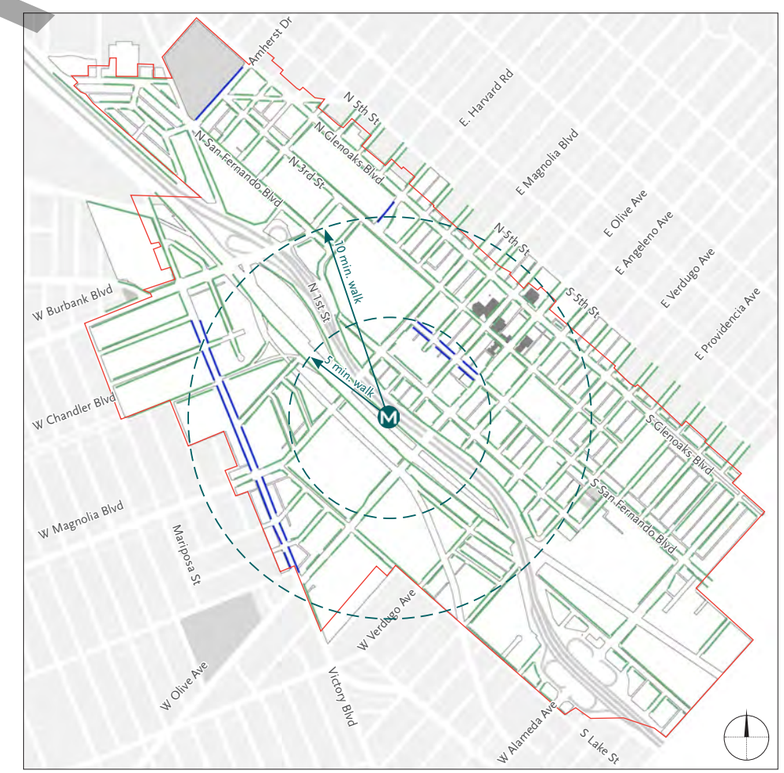
   Though it may sound counterintuitive, on-street parking, together with buildings that face and are accessed from the sidewalk, are key factors in creating a pedestrian-friendly environment and the generation of a true sense of place.

FIGURE 7-1 EXISTING ON-STREET PARKING

LEGEND

- Plan Area Boundary
- Burbank Downtown Metrolink Station
- Parallel Parking
- Angled Parking
- No Parking

FIGURE 7-2 ON-STREET PARKING



LEGEND

- Plan Area Boundary
- Burbank Downtown Metrolink Station
- Parallel Parking
- Angled Parking

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

3. **MANAGE CURB SPACE.** In response to the proliferation in online delivery services and the use of Transportation Network Companies (TNC) such as Uber and Lyft, prioritize the implementation of effective curb space management, including identifying flexible use zones which can serve both TNC pick-ups/drop-offs and freight deliveries. Since the addition of flexible-use zones will likely require the removal of some on-street parking spaces, the City should prepare and implement a prioritization plan that identifies locations – especially within activity centers – that are reserved for curbside delivery and TNC pick-up/drop-off.

4. **IMPROVE THE DOWNTOWN PEDESTRIAN ENVIRONMENT.** To encourage visitors to "Park Once" and walk, improve the Downtown pedestrian environment by beautifying and widening sidewalks, introducing street trees and pedestrian-scaled street lighting, providing amenities such as benches, improving crosswalks, installing mid-block crossings (where appropriate), and encouraging active ground floor uses, including sidewalk dining. See Section 9.16.B (Block and Street Design Standards) of this Specific Plan for important design considerations.

   While on-street parking is integral to the generation of a pedestrian-friendly environment and to a sense of place, off-street parking located immediately next to the sidewalk is not. Simple retrofits, such as introducing hedges or low walls in front of surface parking lots, can improve these conditions, and more extensive projects, like adding retail or restaurant space to the ground floor of parking garages can be considered.

   Finally, to ensure a pedestrian-friendly environment is preserved or generated, new off-street parking needs to be located subterranean, at the center of the block, or behind occupied retail, restaurant, office, or residential space.

   Improvements to existing parking facilities that are integral to improving the pedestrian environment include:

   a. **Demolish the City Hall Parking Garage that crosses over Orange Grove Avenue.** Orange Grove Avenue is lined by street-facing parking garages along much of its length. The City Hall Garage exacerbates the condition by creating a dark, unfriendly pedestrian passage between San Fernando Boulevard and the Civic Center. The garage parcels, along with the adjacent City Hall Parking lot, would be infilled with new City administrative offices, housing, and/or a Civic Plaza and replacement parking would be provided in a new parking garage in the expanded Civic Center.

   b. **Ground Floor Garage Conversion.** Convert the sidewalk-adjacent parking spaces of the City-owned garage located along the north side of Orange Grove Avenue between First Street and San Fernando Boulevard to commercial uses. This garage has a high ground floor ceiling height that could easily accommodate commercial uses that are accessed directly from the sidewalk via shopfronts.

5. **ENCOURAGE USE OF ALTERNATIVE TRANSPORTATION MODES TO REDUCE PARKING DEMAND.** Work with the Burbank Transportation Management Organization (BTMO) to promote the use of alternative transportation modes, such as transit, bicycling, and Transportation Network Companies (TNC) such as Uber and Lyft, to reduce the overall demand for parking.

   The Burbank Downtown Metrolink Station and the planned North Hollywood to Pasadena Bus Rapid Transit line (BRT) provide unique opportunities to reduce auto trips and parking demand in the downtown area. Use of these alternative modes is critical to reducing peak parking demand.

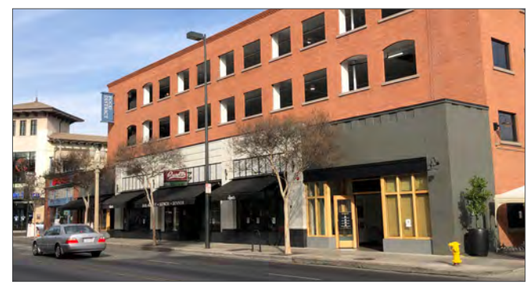
Loading zone.

Pedestrian-oriented directional signage.

Existing City-owned garage along Orange Grove Ave. with ground floor parking located next to sidewalk.

Valet parking.

Parking lot screened by low wall and arbor.


Municipal parking garage with ground floor retail and restaurant uses.

Existing City Hall Parking Garage that crosses over Orange Grove Avenue.

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

6. MANAGE EXISTING PARKING RESOURCES.

a. **Implement shared parking to better utilize existing parking supply.** Currently many office developments in Downtown Burbank provide most or all their parking supply on-site. This privately held parking supply can be used more efficiently by encouraging properties with surplus parking (or surplus parking during certain times of the day or night) to offer that parking for use by others – either by instituting shared use agreements with properties that need more parking, or by allowing public use of some of the parking.

The City can encourage the expansion of these shared parking arrangements with the ultimate goal of achieving shared parking arrangements for all existing and potential new office developments within the Parking District (defined below).

Not only can this help make new projects economically feasible while enhancing walkability, it also can help address the potential future reduction in office parking demand due to long-term post-pandemic effects and an increase in remote working. These shared parking arrangements can also work in both directions: the City can lease excess public parking spaces during weekday office hours to an office development or an office development can lease private on-site parking spaces during evenings and weekends to the City for public use.

By allowing shared parking, the overall cost of development can be reduced, as each parking space constructed can cost between $1,500 to $2,000 for surface parking, and $18,000 to $30,000 for structured or underground parking.

SHARED PARKING EXPLAINED

Shared parking allows nearby businesses to use a common pool of parking spaces instead of each providing all required spaces on their own. This works because different types of businesses are busy at different times of the day or week, so their peak parking needs rarely overlap.

For example, an office may need 30 spaces at its busiest time—weekday midday—while a restaurant may need 50 spaces during weekend evenings. If each business provided its own parking separately, they would need 80 spaces in total.

With a shared parking system, the highest combined demand at any one time is only 54 spaces. This means the overall supply can be reduced by about 32% while still meeting the needs of both businesses.
Shared parking helps use land more efficiently, reduces the need for large parking lots, and supports a more walkable and vibrant downtown.

FIGURE 7-3 EXISTING DOWNTOWN PARKING DISTRICT BOUNDARY

LEGEND

- Plan Area
- Burbank Downtown Metrolink Station
- Opportunity Sites
- Existing Parking District Boundary
- Existing Public Garage or Lot within Parking District Boundary
- Existing Public Garage or Lot outside of Parking District Boundary

FIGURE 7-4 PROPOSED DOWNTOWN PARKING DISTRICT BOUNDARY

LEGEND

- Plan Area
- Burbank Downtown Metrolink Station
- Opportunity Sites
- Existing Parking District Boundary
- Proposed Parking District Boundary
- Existing Public Garage or Lot within Parking District Boundary

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

b. **Expand boundaries of the Central Business District Downtown Parking Area (or the "Parking District").** The Parking District was established by the City in 1992 and comprises eight blocks within the downtown commercial core (see **Figure 7.4**). The Parking District allows for shared parking between multiple commercial parcels in aboveground, belowground, and surface public parking facilities.

In order to expand the area where shared parking can occur, the City should prepare a study that considers the feasibility of expanding the Downtown Parking District , potentially eastward to Glenoaks Boulevard and/or northwards to Burbank Boulevard (see **Figure 7.5**).

Such an expansion would incorporate a number of new development sites as well as existing parking structures well suited for shared parking, such as the aboveground structure serving the Burbank Courthouse and the existing Burbank Town Center parking structures. This expanded District may also help support establishing a civic center or public square next to City Hall or additional commercial space within the Burbank Town Center.

Remove Administrative Use Permit requirement for new restaurant uses within the Parking District. With the exception of new restaurant uses, existing garages within the Parking District can absorb new commercial development at a ratio of 3.5 spaces/1,000 sf.

Restaurant uses within the Parking District, however, must be evaluated through an Administrative Use Permit since some restaurants can generate parking demand far exceeding this ratio.

Instituting shared parking arrangements as described above as well as the other parking management strategies in this Section would help absorb the additional parking required by restaurants that require more than 3.5 spaces/1,000 sf.

c. **Encourage Employees to Use Off-Street Parking Facilities.** Work with the private sector, the downtown business community, and public institutions to encourage employees to use off-street parking lots and garages, rather than short-term on-street spaces, so that the on-street spaces are conveniently available for visitors. This can also be facilitated by increased and more effective enforcement of short-term on-street parking

d. **Provide Better Parking Supply Information.** The City should prepare and distribute, with ongoing updates as necessary, enhanced parking supply information for visitors and employees, including brochures, maps showing parking locations, and digital assets.

e. **Enhance Wayfinding Signage.** Increase wayfinding and parking lot signage to direct shoppers, customers, and visitors to available parking lots and structures, eliminating the need for motorists to cruise to find parking spaces.

While Downtown Burbank contains wayfinding signs directing vehicles to some parking facilities, additional signage will encourage motorists to use lower occupancy lots. For example, the Gangi Structure () entrance is located on Palm Avenue and is not directly accessible from I-5 freeway off-ramps. Wayfinding signs directing vehicles onto Palm Avenue can help increase the utilization of this facility.

Additionally, information displays, or parking guidance systems (PGS), at each facility can indicate whether the facility has reached or is nearing capacity.

f. **Make Existing Parking Locations More Attractive.** Existing public parking garages, or private garages that are available for public parking, should be made more attractive and pleasant to use, including brightening up the interiors, adding lighting and security stations, and adding way finding and directional signs for users.

g. **Unbundled Parking.** Parking can be identified as a separate and optional line-item expense on all residential leases so that potential tenants can more consciously weigh the costs and benefits of purchasing additional parking spaces.

This strategy is particularly effective if minimum parking ratio requirements are fractional, as recommended for multifamily residential uses in this study, since landlords would no longer need to assign certain units with one additional parking space.

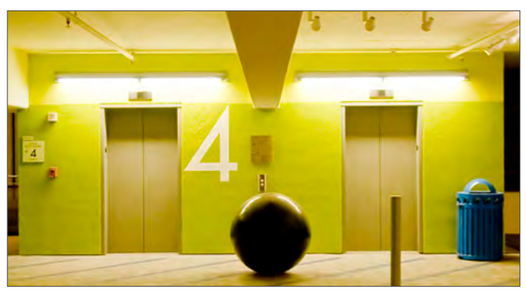
Unbundled parking also provides flexibility to accommodate some tenants with three or more vehicles, if they're willing to pay for the additional spaces.

h. **Introduce New Time Limits, Manage Existing Time Limits.** When parking utilization along streets with free parking reaches 80% or higher, introduce appropriate time limits for on-street spaces in front of stores for retail and restaurant patrons and locate long-term and employee parking in areas with lower parking utilization. Time limits are already in place in the Downtown Parking District at locations without parking meters. At locations where utilization exceeds 80%, time limits can be adjusted or metered parking can be considered. Also, time limits can be introduced in areas outside of the Downtown Parking District when utilization rates exceed 80%.

i. **Introduce and/or Manage Pricing.** When parking utilization reaches 80% or higher despite the presence of time limits, institute a pay for parking program that charges for the use of on-street and/or off-street parking spaces.

Parking utilization rates in Downtown typically reach 89% or more on weekend nights, indicating that pricing should be introduced during these periods when occupancies surpass the 80% threshold.

Wayfinding signage.



Colorful, well-lit parking garage lobby.

Parking time limit signage.

Automated parking pay station.

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

j. **Increase the Public Parking Supply.** As needed and as funds become available, the City should increase the amount of public parking in the Downtown, either with or without new parking structures. Off-street public parking facilities within the existing Parking District total 2,505 off-street public parking spaces. Off-street parking spaces within the three existing Burbank Town Center parking garages total 5,294 spaces. Off-street parking spaces within the Civic Center total 608 spaces. Combined, these total 8,407 spaces.

Commercial development that results in parking that exceeds this total would require the construction of additional parking structures. Utilizing the rest of the parking management strategies will delay the need for these new structures.

These future parking facilities, which would need to be built as and when demand dictates, should be public facilities constructed either by the City, or with some form of public-private partnership. Funding sources for additional parking garages, such as the proposed new Civic Center Garage, include:

a Downtown Parking Fund, Business License Fees, Community Facilities District (CFD), Enhanced Infrastructure Financing District (IEFD), in lieu parking fees, and cost recovery through paid parking. See Chapter 10 (Implementation) for a description of these funding strategies.

B. **TRANSPORTATION DEMAND MANAGEMENT.** A significant number of the work trips projected in the *Downtown TOD Specific Plan* Area will be accommodated not by increasing the capacity of the street system, but by reducing the demand for additional street capacity through Transportation Demand Management (TDM). TDM is defined as "measures designed to reduce peak-hour vehicle trips, including ridesharing, carpooling, compressed work weeks, non-vehicular commuting, work hour changes, and use of public transportation."

The purpose of TDM efforts is to reduce employee dependency on single occupancy automobile transit and the related impacts. Effective TDM programs:

- Minimize and disperse private vehicle peak-hour commute trips from new and existing employer development
- Reduce the traffic impacts within the community and region with a reduction in the number of vehicles and total vehicle miles traveled
- Maximize the use of commute modes other than single occupancy vehicle through use of TDM, transportation systems management (TSM), and transportation facilities development (new and existing).
- Assist employers in meeting the requirements of Rule 2202 of the Air Quality Management District (AQMD) and any subsequent federal, state or regional requirements, which mandate a diversion of employee automobile dependency.

The Burbank Transportation Management Organization (TMO) was established for the City of Burbank in 1991 upon adoption of the original Media District Specific Plan. Currently all businesses in the Plan area that employ 25 or more employees must join the TMO and participate in programs to reduce single occupancy vehicle commute trips. Implementing the TDM strategies in this Plan will require continued support and expansion of the Burbank TMO.

The following strategies will be implemented to help implement the goals and policies of the Plan.

1. **Continue to administer TDM strategies and programs through the Burbank Transportation Management Organization (BTMO).** Transportation Demand Management programs are largely implemented through the combined effort of members in an area wide non-profit transportation management organization, a proactive organization formed so that employers, building owners, local government representatives, and others can work together and collectively establish policies, programs, and services to address local transportation problems. All developments and employers subject to the trip reduction requirements of this Plan shall be members of the TMO. The TMO governing Burbank employers at Plan adoption in 2025 is the Burbank Transportation Management Organization (BTMO). The BTMO provides:
   - Promotion of transit and shuttle services
   - Metrolink and Metro Bus ticket and pass sales
   - Computerized rideshare matching services
   - Vanpool coordination
   - Guaranteed ride home program
   - Rule 2202 compliance assistance
   - Active transportation and transit promotional events

   The BTMO is expected to continue to work with its membership to achieve the average vehicle ridership (AVR) goals of this Plan.

   The BTMO shall report to the Community Development Director at least annually on the status of the programs and strategies of the BTMO and its membership, and on p.m. peak hour AVR for all employees and developments subject to the BTMO goals of this Plan, all to the satisfaction of the Director of Community Development. In addition to reporting the results of the trip reduction efforts of individual employers, the BTMO shall report cumulative p.m. peak-hour AVR for all employers and development subject to the TDM requirements of this Plan to the satisfaction of the Director of Community Development.

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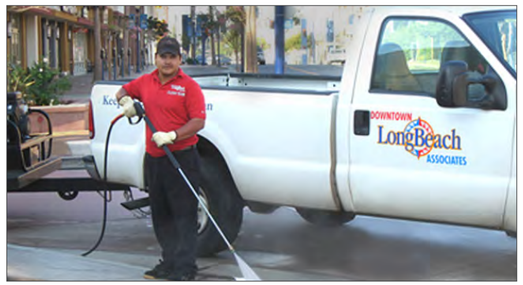

Sidewalk pressure washing as part of PBID.

PBID Ambassadors and maintenance crew.

New public parking garage lined with commercial uses.

Ground level of garage shown at left.

7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

Multi-family residential dwelling unit owners shall not be included in the BTMO, unless units are contained within a mixed-use commercial residential project, in which the commercial development is subject to the TDM requirements of this Plan.

2. **Expand the BTMO to cover 60% of employees by 2030 and 90% by 2045.** The City's Greenhouse Gas Reduction Plan includes a goal of having 60% of the City's employees covered by the BTMO in 2030, and 90% covered by the BTMO in 2045. (current %)

   Employers in the Burbank Center Plan are already subject to the TDM ordinance in support of this goal, but the City and the TMO shall consider enhanced outreach and programmatic activities. Examples of additional services and programs may include but are not limited to, the requirement of emission reduction plans or employee marketing services:

   a. **New BTMO Membership Criteria.** Current City policy requires businesses with 25 or more employees in the Media District and the Burbank Center Plan to join the BTMO. A new evaluation of which businesses are subject to BTMO requirements will be needed to widen the reach of the BTMO under the new TDM ordinance.

   b. **Enhanced Outreach and Programmatic Activities.** In addition to the services offered by the BTMO described above, the BTMO will need to expand their reach by augmenting their member services.

      Examples of additional services and programs may include but are not limited to, the requirement of emission reduction plans or employee marketing services.

3. **Update the TDM ordinance to implement the Downtown TOD Specific Plan and Greenhouse Gas Reduction Plan Goals and Policies.**

   a. **Update the City's TDM Goal to be 1.61 AVR.** The Current TDM Ordinance in the Burbank Center Plan establishes a trip reduction goal that focuses on commute trips only. However, new transportation patterns, TDM best practices, and regional benchmarks measure Average Vehicle Ridership (AVR) instead. The Greenhouse Gas Reduction Plan aims to require 30% of TMO businesses achieve a 1.61 AVR target by 2030, and 60% by 2045.

   b. **Administer the BTMO and collect TDM fees through the City.** While the obligation for businesses to join and participate in the BTMO is established in the Municipal Code, the current BTMO functions and fees are set and collected by the BTMO itself.

      This sets up a conflict whereby the City can enforce BTMO participation, but cannot enforce fee collection and has no say in setting the fee. The Burbank Municipal Code should be updated so that fees are established by the City Council through the City fee schedule, so that BTMO participation, fee collection, and BTMO administration is managed by the City rather than the BTMO. This will also have the effect of increasing BTMO participation, as City code enforcement or administrative penalties can be levied for noncompliant employers. The BTMO Board of Directors would continue to serve as an advisory body to oversee the BTMO, its programs, fees, and other activities.

   c. **Impose a tiered TDM fee based on compliance with the AVR Goal.** The new fee schedule should include a set of tiered TDM fees, such that employers that meet the AVR goal pay a lower fee, and those that do not meet the goal pay a higher fee.

4. **Fund transit and active transportation efforts with TDM fees.** The TDM fees should first offset the cost of running the BTMO. Additional fee revenue should be expended directly on transit and active transportation projects that both promote and provide alternatives to single use occupancy vehicle transportation, such as transit, bicycle, and pedestrian improvement projects.

5. **Transportation Demand Management Strategies.** The City's TDM program should consider the following TDM strategies for reducing peak-hour commute trips and the subsequent number of required parking spaces:

   a. **Flex Time and Modified Work Schedules.** Employers in the City may set up programs to modify work schedules that require commuter travel between 7-9 a.m. and 4-6 p.m. An analysis of office requirements should be undertaken to determine what staff functions are best served before 8:00 a.m. and those that are needed after 5:00 p.m. to handle deliveries, late mailouts, contact with the public, etc. Employers may also set up compressed work week schedules. Instead of a typical 40-hour work week spread over five eight hour workdays, employers could schedule four ten hour work days in a week, or create a 9/80 schedule, where employees work 80 hours in nine days, with one day off every other week.

   b. **Vanpool Programs.** Employers located within the City, with possible assistance from the BTMO, can implement vanpool programs. Van procurement, vanpool matching, and vanpool fare subsidies are all examples of incentives and services employers could offer employees in their vanpool programs.

   c. **Carpools.** Employers may actively foster and monitor carpool formation. To encourage carpooling among its employees, the employer could provide matching information, free parking or preferential parking locations and other incentives to its employees who carpool. The BTMO can also assist employers in this effort. All employers who operate a carpool program shall report program results to the BTMO for its annual report to the City.

Burbank Transportation Management Organization logo.

Metrolink monthly pass.

Van pool vehicle.

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

d. **Transit Ridership and Bus Operations.** Employers and/or the BTMO may choose to promote programs to increase public transportation ridership. Such programs can include: transit route and schedule information, individual route planning and on-site transit pass sales.

Employers may also provide transit shelters or shuttle connections to various public transportation centers to make commuting by public transportation more convenient.

e. **Satellite Parking.** Employers and/or the BTMO may choose to provide required parking at satellite locations linked by a reliable shuttle service. The Community Development Director will process applications for satellite parking according to procedures prepared by the Director. The Director's decision shall be appealable according to the provisions of the development review section of the Burbank Municipal Code.

The land costs to create satellite parking lots and structures could pose a significant hurdle to the use of this option. Consequently, a portion of the transportation fees charged to future development may assist in the funding of land acquisitions at transit centers elsewhere in Burbank in order to assist those employers who can assign their employees to park at these locations and take the shuttle to their employer's locations.

f. **Non-Vehicular Commuting.** Employers can encourage their employees to walk or bicycle to work by providing secure bike storage facilities, showers, lockers and offering monetary and other incentives for those non-vehicular means of commuting. Such other incentives include bicycle safety seminars, bicycle maintenance supplies, and free bicycle maintenance checks.

g. **Parking Management.** TDM programs should support the Parking Management Goals and Policies of this Plan. Parking management strategies are used to incentivize ridesharing and transit, and to discourage commuting alone. For instance, carpools and vanpools can be provided with more convenient and cheaper parking spaces at employment sites. Other parking management strategies could discourage driving alone by imposing parking fees at the most congested or popular parking areas.

Other TDM parking strategies include offering a cash incentive if employees use another form of commuting, such as carpooling, vanpooling or public transportation.

Reductions in the amount of on-site parking required by Code may be permitted through the conditional use permit process, with the applicant demonstrating sufficient vehicle trip reduction measures incorporated into the project to justify a decrease in required on-site parking including the use of satellite parking as discussed above.

h. **Merchant Transit Incentives.** Burbank merchants can offer merchandise discounts, parking validation, transit coupons, valet parking for ridesharers, secure bike parking or other incentives to customers who arrive by public transportation, in carpools, vanpools, or by non-vehicular modes.

i. **Telecommuting.** Burbank employers can institute telecommuting programs which allow certain employees to work at home or from off-site work centers at least one or two days a week.

The Southern California Air Quality Management Plan proposes that telecommuting even one or two days a week could account for significant work trip reductions in the near future.

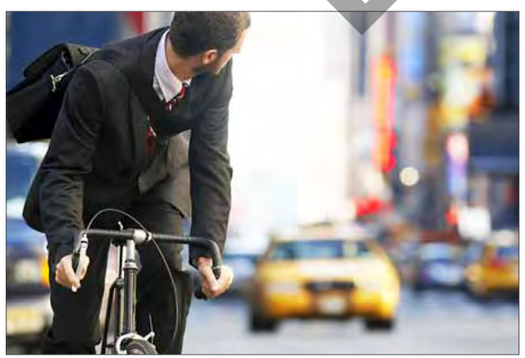
j. **TNC Partnership Programs.** TNC companies include app-based private transportation companies like Uber, Lyft, and Waymo. Some of these companies offer partnership programs with businesses and organizations to facilitate subsidizing trips for employees using these ride hailing services as a means to offer a backup transportation option for regular transit users and carpoolers. Both Uber and Lyft host an online platform for commute managers to control which employees are eligible for subsidies, set spending limits and geographic zones, and streamline expense reporting.

Since these programs are relatively new and little data is publicly available, their effectiveness in reducing vehicle trips and parking demand is not currently known.

The BTMO or large employers in the proposed *Downtown TOD Specific Plan* area may consider piloting this type of program as a means to support regular trip reduction efforts, and to monitor whether TNC subsidies increase or decrease single occupant driving demand.

It is projected that the next frontier of TNCs will take advantage of autonomous vehicle (AV) technology. Many companies are testing the technology and elements of AVs are being incorporated into new vehicle models by most major automakers. It is speculative to predict when this will occur; however,

Car pool and van pool parking sign.



Commuting by bicycle.

Secure bicycle parking.

Transportation Network Company.

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7.3. PARKING PROJECTS AND PROGRAMS (CONTINUED)

many experts theorize that driverless AVs could start to penetrate the market in as little as 10 years. If this technology develops as planned, this option must be pursued in tandem with effective curbside management. Driverless AVs will still impose similar environmental and congestion costs if they mostly capture single occupancy trips, therefore, other TDM policies will still need to be implemented to achieve the goals and policies of this Plan.

k. **Micro-Mobility Services.** Micro-Mobility services are shared transportation networks utilizing smaller (mostly two-wheeled) vehicles, such as electric bicycles (e-bikes) and scooters. This includes services provided by companies like Bird and Lime as well as docked services like Metro Bike Share People are generally willing to travel longer distances along less convenient routes on a bicycle or scooter than they would on foot, allowing for more opportunities for people to travel without driving.

Although private e-scooter ownership is permitted, e-scooter and bike shares are not currently permitted in Burbank, and the City did not opt to implement regulations for shared Micro-Mobility services when it considered them in 2019. Nonetheless, these devices can be used to help close the first-last mile transportation gap when adequate infrastructure is provided and if the effective management of these devices is assured. The City should re-consider allowing shared Micro-Mobility Devices, specifically electric bicycles, with specific standards to manage storage and parking of equipment, especially at transit within the Downtown commercial core and at the Burbank Downtown Metrolink station.

The City should can space around existing bike racks can be designated for micro-mobility parking through painted markings (ideally using high-visibility thermoplastic) or signage. Corrals or parking boxes may be appropriate when reinforced by in-app geofencing Proper siting of micro-mobility parking must ensure the path for pedestrians is not obstructed. If there is not adequate space in the furniture zone of the sidewalk, micro-mobility parking may be best suited on the street in the vehicle parking area. Adequate micro-mobility parking will likely only require the removal of one vehicle parking space on any given block where micro-mobility access is desired. Existing or new curb extensions may be used as micro-mobility and/or bike rack parking areas to enhance the safety and quality of these parking facilities. To incentivize the use of these services, the City should consider updating the Municipal Code to allow businesses/residences in the plan area to reduce the amount of required parking if they provide bicycle racks or scooter parking on-site or contribute to a fund to establish and maintain a public bicycle/scooter station within a certain distance of the development sites.

E-scooters parked to side of pedestrian way.

Micormoblity options: moped, e-bicyle, e-scooter.

8. UTILITIES AND INFRASTRUCTURE

8.0. INTRODUCTION

This chapter discusses the existing and proposed distribution, location, and extent of the utilities infrastructure: potable water, non-potable (recycled water), wastewater, stormwater, and dry utilities (gas, electric, and phone), and other essential facilities needed to support the projected Specific Plan development program.

This Utilities and Infrastructure Chapter is comprised of the following sections:

8.0. Introduction. 8:1
8.1. Utilities and Infrastructure Objectives. 8:2
8.2. Utilities and Infrastructure Improvements 8:2
8.3. Potable Water. 8:4
8.4. Non-potable (Recycled) Water 8:6
8.5. Wastewater 8:8
8.6. Stormwater 8:10
8.7 Dry Utilities 8:12

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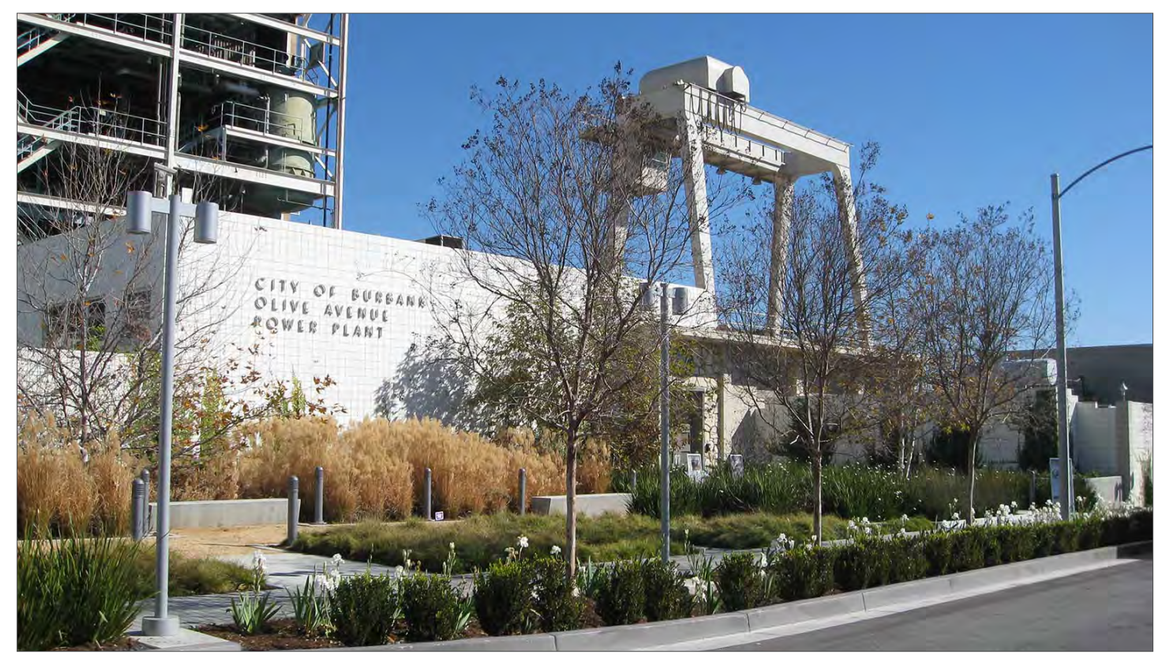

Caption.

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9. DEVELOPMENT STANDARDS

9.0 INTRODUCTION

This Chapter establishes objective development standards for private property in the Downtown TOD Specific Plan to adequately direct the form and shape of buildings and places consistent with Downtown TOD Specific Plan goals and policies, that implement the goals of increasing housing supply, especially near transit stations and of creating walkable, mixed-use neighborhoods, districts, and corridors, comprised of beautiful streets and open spaces that are fronted by buildings that accommodate a variety of housing, office, and retail opportunities.

Furthermore, these development standards provide land use and design standards for the development of buildings on private property that face and are accessed from the street through appropriate frontage types; locate on-site parking either subterranean or at the center of the block; have massing and articulation that reflects and shapes the character of the neighborhood, district, or corridor they are in; and that provide on-site open spaces conceived as outdoor rooms, not just leftover space.

Moreover, thesse development standards also provide street and block standards designed to mitigate the creation of megablocks through the introduction of pedestrian-scaled streets and blocks that are consistent in scale with those of Downtown and the residential neighborhoods that surround it.

Lastly, 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.

This Development Standards Chapter is comprised of the following sections:

9.0. Introduction. 9:1
9.1. Purpose, Applicability, and Administration 9:2
9.2. Regulating Plan and Zones 9:8
9.3. Land Use Standards 9:11
9.4. Development Standards 9:42
9.5. Building Articulation and Massing Standards .. 9:94
9.7. Frontage Standards 9:98
9.8. Building Design Standards 9:105
9.9. Signage Standards 9:109
9.10. Utility and Mechanical Equipment Standards . 9:120
9.11. On-Site Open Space Standards. 9:123
9.12. On-Site Landscape and Lighting Standards . . 9:130
9.13. On-Site Parking and Trash Design Standards . 9:134
9.14. Sustainable Stormwater Management Guidelines 9:140
9.15. Block and Special Lot Design Standards 9:141
9.16. Street and Streetscape Standards 9:144
9.17. Public Space Design Standards 9:149
9.18 Freeway Adjacent Standards. . . . . 9:x x
9.19 Residential Project Amenities. . . . . 9:x x
9.20 Project Maintenance Requirements. . . . . 9:x x
9.21 Building Frontage Standards when Abutting Downtown Paseos and Other Pedestrian Passageways. . . . . 9:x x
9.22 Downtown Paseos. . . . . 9:x x
9.23. Glossary 9:151

9.1. PURPOSE, APPLICABILITY, AND ADMINISTRATION

A. PURPOSE. This Chapter of the *Downtown TOD Specific Plan* provides detailed regulations for development and new land uses within the Specific Plan Area and with the intent of guiding the continued evolution of the Plan Area into a place where:

- A mixture of land uses including shops, restaurants, entertainment venues, workplaces, and residences are within walking distance of the Burbank Downtown Metrolink Station;
- New and remodeled buildings define the pedestrian-oriented space of the Specific Plan Area's public streets and open spaces and are harmonious with each other;
- Active building frontages enhance the pedestrian activity of the streets; and
- Parking is seamlessly integrated through on-street and on-site subterranean and lined parking garages.

B. APPLICABILITY.

1. General Applicability.

a. The provisions of this Chapter are applicable to all properties within the *Downtown TOD Specific Plan* area. See Table 9-1 (Applicability of Development Standards) for applicability of this Specific Plan's development standards according to the following development types and parcels sizes:

- Land Use Change;
- Alterations of Existing Buildings;
- Additions to Existing Buildings Less than 20% of Existing Footprint;
- Additions to Existing Buildings More than 20% of Existing Footprint;
- New Buildings;
- Parcels Larger than (4.0) Acres in Area;
- Parcels Larger than (2.0) Acres in Area;
- Parcels over 200 feet in length in mixed-use zones;
- Parcels over 150 feet in length in residential zones;
- Through sites

b. **New Buildings and Site Improvements:** When a new building is proposed, all areas of the property that are modified or demolished to accommodate the new building (including related site features) shall be constructed/reconstructed in compliance with the applicable provisions of this Chapter. Other areas that are not impacted by the new construction project, including existing buildings, signs, parking facilities, and other site features, may stay in place without modification and do not have to be upgraded or improved to comply with the provisions of this Chapter.

c. **Improvements to Nonconforming Land, Uses, and Structures.** Within the *Downtown TOD Specific Plan*, there are lots, structures, and uses of land and structures that were lawfully established before the adoption of this Specific Plan, but which do not comply with the provisions of this Specific Plan. These structures and uses are classified as legal nonconforming structures and uses. Improvements, modifications, and expansions to legal nonconforming structures and uses shall be regulated in accordance with Article 18 (Nonconforming Land, Uses and Structures) of the *City of Burbank Municipal Code*, as incorporated herein by this reference.

d. **Properties Subject to Planned Development Permits and/or Development Agreements.** The owner of a property that is currently subject to a Planned Development (PD) zoning and/or a Development Agreement and would like to develop the property according to the provisions of the *Downtown TOD Specific Plan* may enter negotiations with the City to terminate or amend the terms of the PD zoning and/or DA. Underlying zoning, as shown in Figure 9-2 (Regulating Plan), shall be established herein and apply to the property once the PD zoning and/or DA is terminated or amended.

2. Relationship to the Burbank Municipal Code. In addition to this Chapter, the Burbank Municipal Code (BMC) may also apply to properties in the Specific Plan Area. Whenever this Chapter conflicts with the provisions of the BMC or other adopted objective development standards, this Chapter shall prevail, unless otherwise noted. When a condition occurs for which no standard is provided in this Chapter, the Community Development Director shall determine and apply the most appropriate regulation from the BMC. Interpretations may be made by the Community Development Director if not specifically covered in the City's existing regulations.

3. Relationship to State and Federal Law. To the extent that any provision in this chapter conflicts with with state or federal law 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 Chapter that is not in conflict with state or federal law will apply to the project.

4. Relationship to Building Code, Fire Code, Health Code and other Requirements and Regulations. The implementation of all development standards and provisions of this *Development Code* are subject to the requirements and regulations of the *California Building Code*, *Fire Code*, *Health and Safety Code*, and other applicable State and Federal regulations.

C. ADMINISTRATION

1. Minor Deviations.

a. A Minor Deviation permits a design solution that is not consistent with a specific provision of this Chapter, but is justified by its ability to fulfill this Specific Plan's intent while not compromising its vision and intent.

b. All development standards in Section 9.4 (Development Standards) of this Chapter may deviate up to a maximum of ten percent (10%).

c. Minor Deviations are subject to review and approval via an Administrative Use Permit (AUP).

D. TRANSFER OF DEVELOPMENT RIGHTS.

1. Any property owner may transfer development rights (TDR) from one (1) parcel under its ownership to any other parcel in the Downtown TOD Specific Plan area with the City's approval through the CUP process. In reviewing a TDR application, the City will seek to determine whether the development will promote the goals of the Downtown TOD Specific Plan, 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. In approving an application for TDR, the City will not only ensure that the project proposed at the receiving site is appropriate, but also that the transfer is not detrimental to the site from which the rights are transferred. Any development opportunity transferred will be deducted from the donor parcel's development opportunity; this reduction will be officially recorded with the deed to the property and noted on appropriate City and County records.

2. When the City approves a transfer of development rights (TDR) from land owned by one (1) owner to land owned by another owner, the City shall charge a TDR fee on a per-square-foot basis as established by a fee resolution. This fee is in recognition of the fact that TDR allows increased density on a site which, in turn, necessitates additional mitigation. The City, as part of the CUP process, will determine how the fee should be applied. The fee could be used to fund infrastructure or amenities, 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.

E. DENSITY BONUS.

1. All housing projects are subject to BMC Title 10, Chapter 1, Article 6, Division 5 – Affordable Housing Incentives which contain incentives, standards, and requirements for Density Bonus (Sections 10-1-633 to 10-1-643) and Inclusionary Housing (Sections 10-1-644 to 10-1-655).

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9.1. PURPOSE, APPLICABILITY, AND ADMINISTRATION (CONTINUED)

TABLE 9-1. APPLICABILITY OF DEVELOPMENT STANDARDS

		Alterations to Existing Development			New Development				
Select applicable development type →		☐	☐	☐	☐	☐	☐	☐	☐
Development Standard	Development Standard Section	Land Use Change/ Building Alteration	Additions to Existing Buildings Less than 20% of Existing Footprint	Additions to Existing Buildings More than 20% of Existing Footprint	New Buildings	Parcels Larger than (4.0) Acres in Area	Parcels Larger than (2.0) Acres in Area	Parcels over 200 feet in length;	Through Sites
ZONE AND LAND USE STANDARDS	**9.2 - 9.3**								
Regulating Plan and Zones	9.2	☐	☐	☐	☐	☐	☐	☐	☐
Land Uses	9.3 and Table 9-6	☐	☐	☐	☐	☐	☐	☐	☐
DEVELOPMENT STANDARDS	**1.4**								
Lot Size and Maximum Building Density/ Intensity	Table 9-7.A				☐	☐	☐	☐	☐
Building Placement (Setbacks)	Table 9-7.B		☐	☐	☐	☐	☐	☐	☐
Building Height	Table 9-7.C		☐	☐	☐	☐	☐	☐	☐
Parking Placement	Table 9-7.D			☐	☐	☐	☐	☐	☐
Parking Requirements	Table 9-7.E	☐	☐	☐	☐	☐	☐	☐	☐
Building Size and Separation	Table 9-7.F			☐	☐	☐	☐	☐	☐
Required Frontage Types and Encroachments	Table 9-7.G		☐	☐	☐	☐	☐	☐	☐
Optional Architectural Elements and Encroachments	Table 9-7.H								
On-Site Open Space	Table 9-7.I			☐	☐	☐	☐	☐	☐
DESIGN STANDARDS	**9.5 - 9.15**								
Building Facade, Massing, and Articulation	9.5			☐	☐	☐	☐	☐	☐
Access	9.6			☐	☐	☐	☐	☐	☐
Frontage	9.7		☐	☐	☐	☐	☐	☐	☐
Building Design	9.8	☐	☐	☐	☐	☐	☐	☐	☐
Signage Standards	9.9	☐	☐	☐	☐	☐	☐	☐	☐
Utility and Mechanical Placement	9.10		☐	☐	☐	☐	☐	☐	☐
On-Site Landscape and Lighting	9.12	☐	☐	☐	☐	☐	☐	☐	☐
On-Site Parking Design	9.13	☐	☐	☐	☐	☐	☐	☐	☐
Sustainable Storm Water Management	9.14			☐	☐	☐	☐	☐	☐
Special Lot Design Standards	9.15						☐	☐	☐
PUBLIC REALM DESIGN STANDARDS	**9.16 - 9.17**								
Block and New Street	9.16					☐			
Park, Plaza, and Open Space Design	9.17								

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9.1. PURPOSE, APPLICABILITY, AND ADMINISTRATION (CONTINUED)

F. COMMUNITY BENEFITS.

1. **PURPOSE.** A community benefits program is a tool to ensure that new development and growth contribute positively to Downtown's quality of life by increasing affordability; expanding access to open space; improving Downtown's streetscape; implementing bicycle, pedestrian, and improvements; and protecting Downtown's and adjacent neighborhoods. This Section describes basic community benefits required for all projects.

2. **APPLICABILITY.** This Section 9.1.F shall apply to new projects as follows:

   a. **Community Benefit Improvements Required for All Projects.** All renovations, additions, and new buildings shall provide all community benefits shown in Table 9-4.

   b. **Community Benefits for Density/Bonus Projects.** New developments employing the City's Density Bonus Program shall provide community benefits as provided for in BMC Title 10, Chapter 1, Article 6, Division 5 -Affordable Housing Incentives which contain standards and requirements for Density Bonus (Sections 10-1-633 to 10-1-643).

   c. **Publicly Accessible Open Space.**

      1. **Applicability.** This requirement is applicable to all development projects with commercial uses.

      2. **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.

      3. **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.

      4. **Publicly Accessible Open Space Design.** Design Standards are contained within Section 9-11: On-Site Open Space Standards.

TABLE 9-4. COMMUNITY BENEFIT IMPROVEMENTS REQUIRED FOR ALL PROJECTS

Select applicable development type →		☐	☐	☐	☐
Required Community Benefit	**Development Code Section**	**Land Use Change/ Building Renovation**	**Additions to Existing Building**	**New Building**	**Parcel > 4.0 Acres in Area**
		Select all required benefits per development type			
a. Remove/replace missing or dead landscaping within street tree wells and/or parkways along abutting street frontage(s)	9.12	☐	☐	☐	☐
b. Plant new landscaping within street tree wells and/or parkways along abutting street frontage(s)	9.12		☐	☐	☐
c. Reconstruct sidewalks along abutting street frontage(s)	9.17		☐	☐	☐
d. Plant missing street trees along abutting street frontage(s)	9.17		☐	☐	☐
e. Build new streets, curbs, gutters, and sidewalks	9.15.D.1 and 9.17				☐

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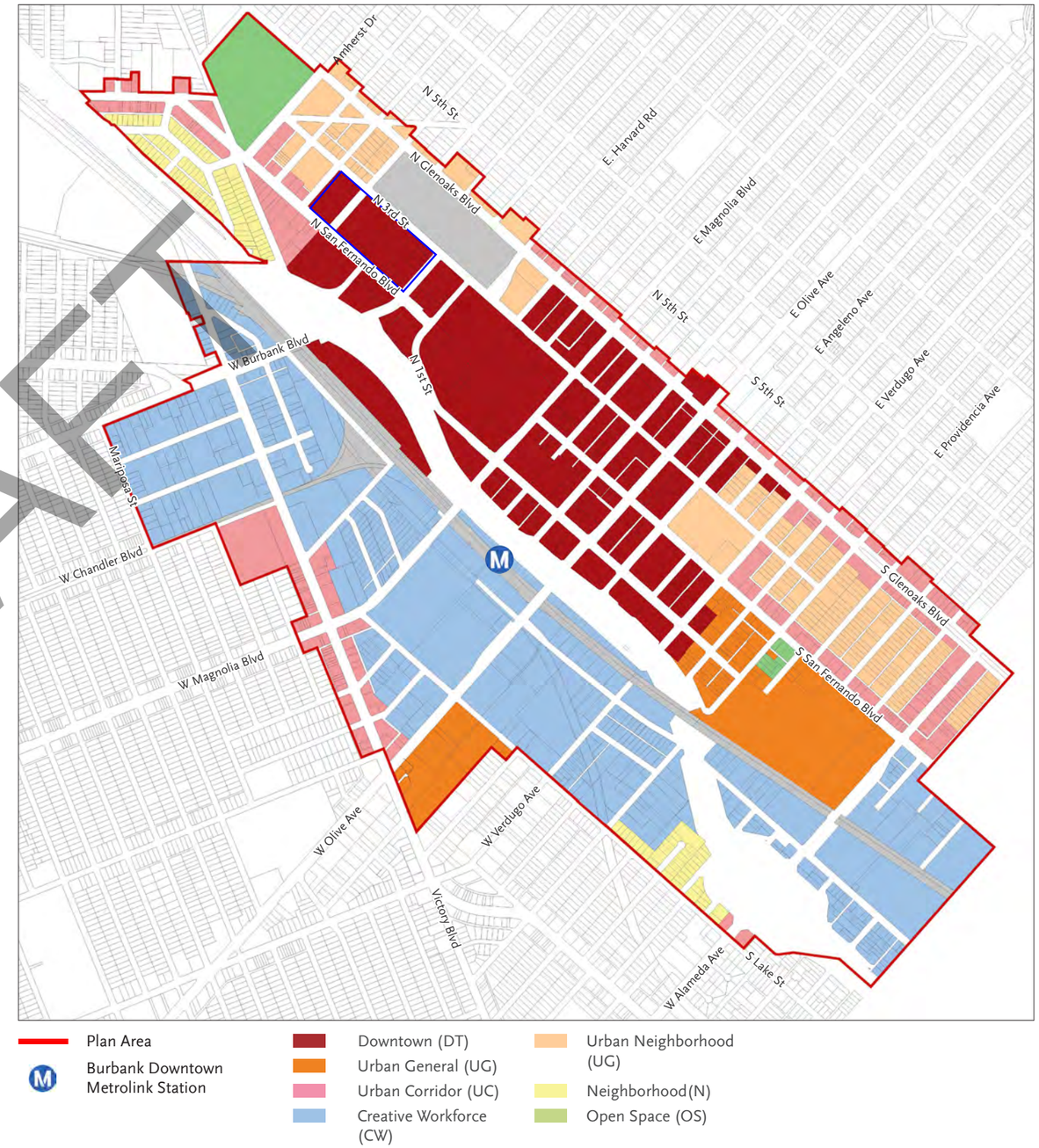
9.2. REGULATING PLAN AND ZONES

A. PURPOSE AND INTENT. This Section establishes the zones applied to property within the specific plan area. The Regulating Plan (Figure 9-2) divides the specific plan area into separate zones that are based on intensities that range from the most intense types of development and land use within the specific plan area to the least intense types, with all zones allowing a broad and varied mixture of land uses. Each zone allocates land uses and provides detailed standards for building placement, massing, articulation, frontage, on-site open space, landscape, and parking.

B. ZONES ESTABLISHED. The following zones are hereby established by this Specific Plan, and are applied to property within the Specific Plan Area as shown on the Regulating Plan (Figure 9-2).

1. **Downtown (DT).** The DT zone applies to the parcels within the Downtown Core. New buildings along San Fernando Boulevard have retail or restaurant ground floors. Buildings within the remainder of the DT zone may be mixed-use, all residential, or all commercial. Retail ground floors are located at the back of sidewalk (provided shoring/building support walls for subterranean garages do not encroach into the public realm) and accessed through shopfront frontages, while residential ground floors are set back behind small front yards and accessed directly from the sidewalk via stoop, terrace, or lobby frontage types. Parking is located behind buildings, subterranean, or in shared garages. Land uses include retail, restaurant, entertainment, office, services, residential, hotel, and civic.
2. **Urban General (UG).** The UG zone applies to parcels located to the south and west of the Downtown core. The UG zone enables multi-family and mixed-use buildings, while accommodating existing commercial and light-industrial businesses. Commercial ground floors, accessed via shopfronts, are located at the back of sidewalk, while residential ground floors, accessed via stoops, terraces, or lobbies, are located behind small front yards. Parking is located behind buildings or subterranean. Land uses include retail, restaurant, office, services, light industrial, hospitality, and residential.
3. **Urban Corridor (UC).** The UC zone applies to parcels located along Alameda Ave., Glenoaks Blvd., Victory Blvd., Olive Ave., and San Fernando Blvd. The UC zone enables new multi-family, commercial, and mixed-use buildings. Building access is directly from the sidewalk via shopfront, stoop, terrace, or lobby frontage types. Parking is located behind buildings or subterranean. Land uses include retail, restaurant, entertainment, office, services, and residential.
4. **Creative Workforce (CW).** The CW zone applies to parcels located within the northwest and southwest portions of the Plan Area. The CW zone enables new buildings that accommodate commercial, light industrial, media, live-work, and limited residential uses. Commercial buildings are located at or near the back of sidewalk and entered through shopfront of lobby frontage types. Residential buildings are located behind small front yards and accessed directly from the sidewalk or via on-site shared open spaces through stoop, terrace, or lobby frontage types. Parking is located behind buildings, next to buildings, or subterranean.
5. **Urban Neighbrhood (UN).** The UN zone enables multi-family buildings that are set back from the sidewalk behind front yards. Buildings are accessed directly from the sidewalk or on-site shared open spaces via porch, stoop, terrace, or lobby frontage types. Parking is located behind buildings or subterranean.
6. **Neighborhood (N).** The N zone enables house-form, residential buildings, including single-family houses, and "missing middle" types such as duplexes, triplexes, and quadplexes. Buildings are set back from the sidewalk behind front yards and are accessed directly from the sidewalk via porch, stoop, or terrace frontage types. Parking is located behind buildings.

FIGURE 9-2 REGULATING PLAN



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9.2. REGULATING PLAN AND ZONES (CONTINUED)

The following zones are defined by the BMC. Definitions and regulations are subject to change in the future. They are provided below for informational purposes.

1. **Open Space (OS).** The OS zone is intended to preserve land for public open space and to provide a variety of outdoor recreational opportunities throughout the City. It applies to parks and other open spaces, which may contain related structures such as community centers, gazebos, and restrooms.
2. **Railroad (RR).** The RR zone is intended to provide areas to be devoted primarily to railroad uses. It applies to parcels currently used as Union Pacific/Amtrak/Metrolink routes and stations to accommodate both freight and rail service through the City.
3. **Planned Development (PD).** The PD zone is applied to individual projects approved through an alternate process. This zone is intended to accommodate developments with unique combinations of uses and modified development standards that create a desirable and functional environment under the controlled conditions of a development plan.

9.3. LAND USE STANDARDS

A. ALLOWABLE LAND USES. Uses in all Downtown TOD Specific Plan zones are only allowed as described in Table 9-6 within the zone assigned to the parcel as shown on the regulating plan, 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 Downtown TOD Specific Plan 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.

B. PERMIT REQUIREMENTS. Table 9-6 provides for land uses that are:

- P = Permitted
- CUP = Conditional Use Permit Required
- AUP = Administrative Use Permit Required
- — = Prohibited
- [CUP] = CUP required if residentially adjacent as defined in BMC 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

C. STANDARDS FOR SPECIFIC LAND USES. Where the last column in Table 9-6 ("Additional Regulations per *BMC and this Downtown TOD Specific Plan*") includes a section number, the regulations in the referenced section(s) of the *Burbank Municipal Code Downtown TOD Specific Plan* apply to the use. Provisions in other sections of the *Burbank Municipal Code* may also apply.

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9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use
	DT	UG	UC	CW	UN	N		
RESIDENTIAL AND LODGING								
Single family dwelling	—	—	—	—	P	P		
Single-Family dwelling, additional, on one lot	—	—	—	—	P	P		
SB9 - Second single family dwelling, on one lot	—	—	—	—	—	P		
Accessory dwelling unit and Junior accessory dwelling unit	S	S	S	S	S	S	*BMC Article 6, Division 3*	
Garages or carport, private	—	—	P	—	P	P		
Accessory structures, including minor structures for which no building permit is required	P	P	P	—	P	P		
Accessory uses typical for a single family home including tennis courts and swimming pools	P	P	P	P	P	P		
Driveway in buffer area	—	—	—	—	P	P		
Home occupation	P [1]	P	P	P	P	P	*BMC Article 6, Division 11*	
Home occupation, music lessons	P	P	P	P	AUP	AUP	*BMC Section 10-1-672*	
Stable or corral, non-commercial, for keeping horses owned by the owner or occupant	—	—	—	—	—	—		
Live-Work	P	P	P	P	—	—	*BMC Article 6, Division 8*	
Planned Residential Development	S	S	S	S	S	S	*BMC Section PUP*	
Multifamily Residential with nonresidential use	P/S	P/S	P/S	S	P/S	—		
Multifamily Residential - only	P/S	P/S	P/S	S	P/S	S		
Residential care home - retirement home	AUP	AUP	AUP	AUP	AUP	—		
Shared Living Quarters/ Student Dorms	—	—	—	—	—	—		
Single Room Occupancy Hotel (SRO)	*Staff is looking into this one, will update at a later date*							
Hotel - including incidental commercial uses	CUP	CUP	CUP	CUP	—	—		
Motel	—	CUP	CUP	CUP	—	—		
Convalescent home	—	CUP	CUP	CUP [2]		—		
Emergency shelter	—	CUP	—	CUP [2]	—	—	*BMC Section 10-1-1122*	
Sober living facility	*Staff is looking into this one, will update at a later date*							

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Key to Permit Types

P Permitted Use
CUP Conditional Use Permit Required
[CUP] CUP required if residentially adjacent as defined in BMC Section 10-1-203
AUP Administrative Use Permit required
[AUP] AUP required if residentially adjacent as defined in BMC Section 10-1-203
[PRH] Prohibited if residentially adjacent as defined in BMC Section 10-1-203
— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
UC	Urban Corridor	N	Neighborhood

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

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use
	DT	UG	UC	CW	UN	N		
RESIDENTIAL AND LODGING (CONT.)								
Community care facility (licensed, six or fewer occupants)	*Staff is looking into this one, will update at a later date*							
Community care facility (unlicensed, six or fewer occupants)	*Staff is looking into this one, will update at a later date*							
Community care facility (licensed, seven or more occupants)	*Staff is looking into this one, will update at a later date*							
Community care facility (unlicensed, seven or more occupants)	*Staff is looking into this one, will update at a later date*							
Supportive Housing [13, 14]	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*	—		
Transitional Housing [14]	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*	—		
PUBLIC AND SEMI-PUBLIC FACILITIES								
Cemetery and related uses, structures, buildings, including on-site business signs	—	—	—	—	—	—		
Library - municipal	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*		
Major public facility	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Minor public utility facility	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*		
Park & recreational facility - municipal	*P*	*P*	*P*	*P*	*P*	*P*		
Public facility	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Public service facilities	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*	*AUP*		
Temporary Aid Center	*CUP*	*CUP*	*CUP*	*CUP*	—	—	*BMC Section 10-1-1123*	
Wildlife Preserve and sanctuaries	—	—	—	—	—	—		

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Notes

[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 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 with an approval of a CUP.

Key to Permit Types

P Permitted Use
CUP Conditional Use Permit Required
[CUP] CUP required if residentially adjacent as defined in BMC Section 10-1-203
AUP Administrative Use Permit required
[AUP] AUP required if residentially adjacent as defined in BMC Section 10-1-203
[PRH] Prohibited if residentially adjacent as defined in BMC Section 10-1-203
— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
UC	Urban Corridor	N	Neighborhood

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
RECREATION, EDUCATION, AND ASSEMBLY [17, 18]								
Amusement enterprise	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Amusement enterprise - in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Arcade	*Staff is looking into this one, will update at a later date*						BMC Section 10-1-1115	
Archery range	*P*	*P*	*P*	*P*	—	—		
Archery range - in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Art gallery	*P*	*P*	*P*	*P*	—	—		
Auditorium, labor union meeting hall, lodge hall	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Automobile maneuvering event - auto & cycle racing	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Batting cages	—	*CUP*	*CUP*	*CUP*	—	—		
Batting Cages - in c.e.b.	*P*	*P*	*P*	*P*				
Billiard parlor	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Bowling alley	*P*	*P*	*P*	*P*	—	—		
Boxing arena - in c.e.b.	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Carnival or circus	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Carnival conducted by a church, public or private school, service club, or nonprofit association or corporation	*P*	*P*	*P*	*P*	*AUP*	*AUP*		
Church/Place of Worship and associated school	*P*	*P*	*P*	*P*	*P*	*AUP*		
Club - nonprofit	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Community center	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Computer/Cyber café	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Dance hall - in c.e.b.	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Equestrian Show	—	—	—	—	—	—		
Golf course/driving range	*CUP*	*CUP*	*CUP*	*CUP*	*CUP*	*CUP*		
Golf course/driving range- in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Golf course - miniature	*CUP*	*CUP*	*CUP*	*CUP*	—	—		
Golf course - miniature in c.e.b.	*P*	*P*	*P*	*P*	—	—		

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Key to Permit Types

P	Permitted Use
CUP	Conditional Use Permit Required
[CUP]	CUP required if residentially adjacent as defined in BMC Section 10-1-203
AUP	Administrative Use Permit required
[AUP]	AUP required if residentially adjacent as defined in BMC Section 10-1-203
[PRH]	Prohibited if residentially adjacent as defined in BMC Section 10-1-203
—	Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
UC	Urban Corridor	N	Neighborhood

Notes

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

[18] Residentially adjacent uses operating during late night hours, as defined in section 10-1-203 of the BMC, shall be subject to the requirements for late night operations Section 10-1-1152 of the BMC.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
RECREATION, EDUCATION, AND ASSEMBLY (CONT.) [17, 18]								
Gymnasium - c.e.b.	*P*	*P*	*P*	*P*	—	—		
Library	*P*	*P*	*P*	*P*	*AUP*	*AUP*		
Museum	*P*	*P*	*P*	*P*	—	—		
Nightclub, pursuant to [10-1-1116]	*CUP*	*CUP*	*CUP*	*CUP*	—	—	BMC Section 10-1-1116	
Personal or Physical Arts Studios	*P*	*P*	*P*	*P*	—	—		
Recreation related commercial	—	—	—	—	—	—		
Riding Academy	—	—	—	—	—	—		
Schools - trade/vocational	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Schools - public or private	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Schools - public or private (existing before Jan. 1, 1991)	—	—	—	—	—	—		
Shooting gallery/range	—	—	—	—	—	—		
Shooting gallery/range - c.e.b.	—	—	—	—	—	—		
Skating rink - ice or roller	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Skating rink - ice or roller - in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Skating rink - ice or roller- seasonal	*P*	*P*	*P*	*P*	—	—		
Special events center	*CUP*	*CUP*	*CUP*	*CUP*	—	—		
Sports Arena/athletic field	*CUP* [5]	*CUP*	*CUP*	*CUP*	—	—	*BMC Section 10-1-1117*	
Sports courts	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Sports Courts - in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Swimming pool - commercial	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Swimming pool - commercial - in c.e.b.	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Theater - drive-in	—	—	—	—	—	—		
Theater - not drive-in	*P*	*P*	*P*	*P*	—	—		
Theater, outdoor	*CUP*	*CUP*	*CUP*	*CUP*	—	—		

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Key to Permit Types

P	Permitted Use
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[CUP]	CUP required if residentially adjacent as defined in BMC Section 10-1-203
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—	Use not allowed

Key to Zone Symbols:

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Notes

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

[18] Residentially adjacent uses operating during late night hours, as defined in section 10-1-203 of the BMC, shall be subject to the requirements for late night operations Section 10-1-1152 of the BMC.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
RETAIL SALES AND DINING [9, 17, 18]								
Adult business [8]	—	*P [PRH]*	—	*P [PRH]*	—	—	BMC Section 10-1-1120 and Title 3, Chapter 3, Article 9	
Alcoholic beverages [3]	*P/AUP OPEN PAST 12AM*	*AUP*	*AUP*	*AUP*	—	—	BMC Section 10-1-1115	
Antique shop	*AUP*	*P*	*P*	*P*	—	—		
Appliance store	*P*	*P*	*P*	*P*	—	—		
Bakery	*P*	*P*	*P*	*P*	—	—		
Bakery - wholesale	—	*P*	*P*	*P*	—	—		
Boat dealer	—	—	—	*P [AUP]*	—	—		
Building material sales	—	*P [AUP]*	—	*P [AUP]*	—	—		
Building material sales - in c.e.b.	—	*P*	—	*P*	—	—		
Butcher shop - no slaughtering	*P*	*P*	*P*	*P*	—	—		
Cocktail lounge/bar [4]	*P/AUP OPEN PAST 12AM*	*AUP*	*AUP*	*AUP*	—	—	BMC Section 10-1-1116	
Commercial Kitchen/Ghost Kitchen	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Department store	*P*	*P*	*P*	*P*	—	—		
Drugstore	*P*	*P*	*P*	*P*	—	—		
Feed store	—	*P*	—	*P*	—	—		
Firearm and Ammunition Retailer [7]	—	—	—	—	—	—	BMC Section 10-1-1119	
Fish market - wholesale	—	*P [AUP]*	—	*P [AUP]*	—	—		
Food specialty store	*P*	*P*	*P*	*P*	—	—		
Hardware store	*P*	*P*	*P*	*P*	—	—		
Home Center	*AUP*	*P*	*P*	*P*	—	—		
Ice machine	—	*P*	*P*	*P*	—	—		
Market, convenience	*P*	*P*	*P*	*P*	*P*	—		
Market, Farmers'	*P*	*P*	*P*	*P*	—	—		
Market, neighborhood	*P*	*P*	*P*	*P*	*P*	—		
Market, super	*P*	*P*	*P*	*P*	—	—		

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Key to Permit Types

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[CUP] CUP required if residentially adjacent as defined in BMC Section 10-1-203
AUP Administrative Use Permit required
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— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
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Notes

[3] Refer to BMC Section 10-1-1115
[4] Refer to BMC Section 10-1-1116
[7] Refer to BMC Section 10-1-1119
[8] Refer to BMC Section 10-1-1120
[9] Refer to BMC Section 10-1-1121

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
RETAIL SALES AND DINING (CONT.) [9, 17, 18]								
Newsstand	*P*	*P*	*P*	*P*	—	—		
Newsstand in c.e.b.	*P*	*P*	*P*	*P*	—	—		
Nursery - plant	—	*P*	*P*	*P*	—	—		
Pet shop - including grooming	*P*	*P*	*P*	*P*	—	—		
Pet shop - sales only	*P*	*P*	*P*	*P*	—	—		
Pawn shop	*CUP*	*CUP*	*CUP*	*CUP*	—	—		
Pharmacy	*P*	*P*	*P*	*P*	*P*	—		
Picture frame store	*P*	*P*	*P*	*P*	—	—		
Playlot, outdoor - in conjunction with eating establishment	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Recycling center	—	*CUP*	*CUP*	*CUP*	—	—		
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	*P*	*P*	*P*	*P*	—	—	BMC Section 10-1-1407.1	
Restaurant / Drinking Establishment	*P/AUP OPEN PAST 12AM*	*AUP*	*AUP*	*AUP*	—	—	*BMC* Section 10-1-1116	
Restaurant with incidental alcohol	*P*	*P*	*P*	*P*	—	—		
Restaurant, Market or Food Hall	*P*	*P*	*P*	*P*	—	—		
Restaurant, Microbrewery, microdistillery	*P/AUP OPEN PAST 12AM*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—	*BMC* Section 10-1-1116	
Restaurant with outdoor dining	—	—	—	—	—	—	*BMC* Section 10-1-1116	
Restaurant with drive-through [12]	—	*CUP*	*CUP*	*CUP*	—	—	*BMC* Section 10-1-1608	
Retail store/sales	*P*	*P*	*P*	*P*	—	—		
Secondhand store	*AUP*	*P*	*P*	*P*	—	—		
Shopping center	*P*	*P*	*P*	*P*	—	—		
Smoking lounge - cigar, tobacco, hookah	*Staff is looking into this one, will update at a later date*							

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Key to Permit Types

P Permitted Use
CUP Conditional Use Permit Required
[CUP] CUP required if residentially adjacent as defined in BMC Section 10-1-203
AUP Administrative Use Permit required
[AUP] AUP required if residentially adjacent as defined in BMC Section 10-1-203
[PRH] Prohibited if residentially adjacent as defined in BMC Section 10-1-203
— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
UC	Urban Corridor	N	Neighborhood

Notes

[15] AUP required for sitting/standing room for onsite consumption (limited to 10% of adjusted gross floor area)

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
RETAIL SALES AND DINING (CONT.) [9, 17, 18]								
Thrift Store	*AUP*	*P*	*P*	*P*	—	—		
Wholesale business - no warehousing	—	*P*	—	*P*	—	—		
Wholesale business - incidental to retail sales	—	*P*	—	*P*	—	—		
PROFESSIONAL OFFICES AND SERVICES								
Adult day care facility	*CUP*	*CUP*	*CUP*	*CUP*	—	—		
Animal grooming	*P*	*P*	*P*	*P*	—	—		
Animal hospital	*P*	*P*	*P*	*P*	—	—		
Animal hospital - overnight care, no boarding	*AUP*	*AUP*	*AUP*	*AUP*	—	—		
Animal Training Facility	—	*CUP*	—	*CUP*	—	—		
Animal Shelter	—	*CU*	—	*CUP*	—	—		
Appliance repair - incidental sales	—	*P*	*P*	*P*	—	—		
Artist studios or creative incubators	*P*	*P*	*P*	*P*	—	—		
Arts education	*P*	*P*	*P*	*P*	—	—		
Arts exhibition	*P*	*P*	*P*	*P*	—	—		
Arts sales and services	*P*	*P*	*P*	*P*	—	—		
Auction - in c.e.b.	—	*P*	*P*	*P*	—	—		
Automated teller machine (Freestanding)	*AUP*	*P*	*P*	*P*	—	—		
Bail bond broker	*CUP*	*CUP [PRH]*	*CUP [PRH]*	*CUP [PRH]*	—	—		
Bank	*P*	*P*	*P*	*P*	—	—		
Barber shop/Beauty Salon/Aesthetic Services	*P*	*P*	*P*	*P*	—	—		
Blacksmith shop	—	—	—	*P [CUP]*	—	—		
Blacksmith shop - horse shoeing only	—	—	—	—	—	—		
Blueprinting	—	*P*	*P*	*P*	—	—		
Bookbinding	—	*P*	*P [CUP]*	*P [CUP]*	—	—		

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Key to Permit Types

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[PRH]	Prohibited if residentially adjacent as defined in BMC Section 10-1-203
—	Use not allowed

Key to Zone Symbols:

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Notes

1 For buildings facing San Fernando Blvd. between Angeleno Ave. and Magnolia Blvd.: use allowed only on upper floors.

5 Use prohibited on properties fronting San Fernando Blvd. between Angeleno Ave. and Magnolia Blvd.

6 CUP required for properties fronting San Fernando Blvd. between Angeleno Ave. and Magnolia Blvd.

7 Permitted only in conjunction with one or more residential units on the same lot where the medical practitioner resides on the premises.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
PROFESSIONAL OFFICES AND SERVICES (CONT.)								
Catering services	—	*P*	*P*	*P*	—	—		
Catering services- incidental to restaurant	*P*	*P*	*P*	*P*	—	—		
Child day care facility	*P*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Computer service center	*P*	*P*	*P*	*P*	—	—		
Creators hub	*P*	*P*	*P*	*P*	—	—		
Design Services	*P*	*P*	*P*	*P*	—	—		
Dressmaking shop	*P*	*P*	*P*	*P*	—	—		
Dry cleaning agency - no on-site dry cleaning	*P*	*P*	*P*	*P*	—	—		
Dry cleaners	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Dry cleaning plant	—	*CUP*	—	*P [CUP]*	—	—		
Electric or electronic equipment or appliances repair - incidental sales	*P*	*P*	*P*	*P*	—	—		
Employment agency	*P*	*P*	*P*	*P*	—	—		
Engraver	—	*P*	*P*	*P*	—	—		
Equipment rental - light, no trucks - in c.e.b.	—	*CUP*	—	*CUP*	—	—		
Fix-it shop	—	*P*	*P*	*P*	—	—		
Fortune telling	*P*	*P*	—	*P*	—	—		
Frozen food locker rental	—	*P*	*CUP*	—	—	—		
Funeral home/ Mortuary	*AUP*	*P*	*P*	*P*	—	—		
Heating, ventilation and air conditioning equipment sales or service	—	*P*	—	*P*	—	—		
Janitorial service	—	*P*	—	*P*	—	—		
Kennel - including housing for caretakers on premises	—	*AUP*	—	*AUP*	—	—		
Kennel - in c.e.b. - including housing for caretakers on premises	*CUP*	*AUP*	*AUP*	*AUP*	—	—		
Laboratory - experimental or research	—	*P*	—	*P*	—	—		
Laboratory - film	—	*P*	—	*P*	—	—		

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Key to Permit Types

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— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
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9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
Laboratory - testing, physical or chemical	—	P	—	P	—	—		
PROFESSIONAL OFFICES AND SERVICES (CONT.)								
Laundromat	—	P	P	P	—	—		
Laundry	—	P	—	P	—	—		
Laundry agency -no washing	—	P	—	—	—	—		
Massage parlor	CUP	CUP	CUP	CUP	—	—		
Messenger service	P	P	P	P	—	—		
Offices - business or professional	P	P	P	P	P	—		
Parcel delivery service	AUP	P	P	P	—	—		
Payroll check cashing service	—	AUP	AUP	AUP	—	—		
Pest Control	—	P [AUP]	AUP	[AUP]	—	—		
Pet Café	P	P	P	P	—	—		
Photocopy service, with incidental printing	P	P	P	P	—	—		
Photographer	P	P	P	P	—	—		
Plumbing Service	—	P	P	P	—	—		
Print shop	—	P	P	P	—	—		
Print shop except newspaper printing	—	P	P	P	—	—		
Refrigeration installation & service - incidental sales	—	P	—	P	—	—		
Sexual Encounter Establishment	—	—	—	—	—	—		
Shoe repair shop	P	P	P	P	—	—		
Shoe shine shop	P	P	P	P	—	—		
Sign painting shop - in c.e.b.	—	P	P	P	—	—		
Small Family Daycare Home (6 or fewer occupants)	*Staff is looking into this one, will update at a later date*							
Large Family Daycare Home	*Staff is looking into this one, will update at a later date*							
Stable, commercial - including housing for caretakers on premises	—	—	—	—	—	—		
Tattoo Parlor and Body Piercing	AUP	AUP	AUP	AUP	—	—		
Taxidermist	—	P	—	P	—	—		

Key to Permit Types

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— Use not allowed

Key to Zone Symbols:

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9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
Ticket agency - incidental use only	*P*	*P*	*P*	*P*	—	—		
PROFESSIONAL OFFICES AND SERVICES (CONT.)								
Upholstery shop	—	*P*	—	*P*	—	—		
Wedding Chapel	—	*P*	*P*	*P*	—	—		
Welding service - c.e.b.	—	*P*	—	*P*	—	—		
MEDIA SERVICES								
Media Support facility - indoor	*P*	*P*	*P*	*P*	—	—		
Motion picture studio	*CUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Motion picture studio - no outdoor sets	*CUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Sound stage	*CUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Studio - rehearsal - no recording equipment	*CUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
MEDICAL AND CARE								
Ambulance service	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Clinic - Community	*P*	*P*	*P*	*P*				
Clinic - dental/medical	*P*	*P*	*P*	*P*	—	—		
Health facilities for inpatients & outpatients- psychiatric care treatment	*CUP* [1]	*CUP*	*CUP*	*CUP*	—	—		
Hospital (in existence before Jan. 1, 1991)								
Hospital - except animal; with incidental interior commercial uses	*CUP* [5]	*CUP*	*CUP*	*CUP*	—	—		
Laboratory - dental or medical	*AUP*	*P*	*P*	*P*	—	—		
Laboratory - X-ray, treatment, or clinic	*AUP*	*P*	*P*	*P*	—	—		
Office - medical/dentla	*P*[1]	*P*	*P*	*P*	*P*	—		
Urgent Care	*AUP*	*P*	*P*	*P*	—	—		
INDUSTRIAL AND MANUFACTURING								
Advanced Manufacturing	—	—	—	*P [AUP]*	—	—		
Aircraft fabrication, testing, servicing	—	—	—	*P [AUP]*	—	—		
Aircraft factory - incl. missile or related manufacturing	—	—	—	*P [AUP]*	—	—		

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— Use not allowed

Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
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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.
[5] Refer to BMC Section 10-1-1117.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 (CONT.) Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use
	DT	UG	UC	CW	UN	N		
INDUSTRIAL AND MANUFACTURING (CONT.)								
Animal Processing	—	—	—	*P [AUP]*	—	—		
Brewery/Distillery	—	*P [AUP]*	—	*P [AUP]*	—	—		
Crematorium	—	*CUP*	—	*CUP*	—	—		
Custom Manufacturing	—	*P [AUP]*	—	*P [AUP]*	—	—		
Artisanal Production	—	*P [AUP]*	—	*P [AUP]*	—	—		
Data Center	—	—	—	—	—	—		
Distribution/Fulfillment Center	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Electronic home detention program/facility	—	—	—	*CUP [PRH]*	—	—	*BMC* Section 10-1-810	
Hazardous waste facility - eligible off or on site	—	—	—	*CUP [PRH]*	—	—		
Heavy equipment rental	—	*P [AUP]*	—	*P [AUP]*	—	—		
Heavy Industrial Manufacturing	—	—	—	*P [CUP]*	—	—		
High and medium bay labs	—	—	—	*P [AUP]*	—	—		
Junkyard	—	—	—	—	—	—		
Light Industrial Manufacturing	—	*P [AUP]*	—	*P [AUP]*	—	—		
Moving van & storage yard	—	*P [AUP]*	—	*P [AUP]*	—	—		
Newspaper printing	—	*P [AUP]*	—	*P [AUP]*	—	—		
Paint spray booth - in c.e.b.	—	*P [AUP]*	—	*P [AUP]*	—	—		
Recycling center- facility	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Research and Development	—	*P [AUP]*	—	*P [AUP]*	—	—		
Storage facility (public)	—	*P [AUP]*	—	*P [AUP]*	—	—		
Warehousing & Storage	—	*P [AUP]*	—	*P [AUP]*	—	—		
Wholesale Business	—	*P [AUP]*	—	*P [AUP]*	—	—		
TRANSPORTATION AND COMMUNICATION [17, 18]								
Advertising signs & structures - billboards	—	—	—	—	—	—		
Aircraft landing fields, for aircraft, helicopters, runways, control towers, etc.	—	—	—	—	—	—		

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Key to Zone Symbols:

DT	Downtown	CW	Creative Workforce
UG	Urban General	UN	Urban Neighborhood
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Notes

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

[18] Residentially adjacent uses operating during late night hours, as defined in section 10-1-203 of the BMC, shall be subject to the requirements for late night operations Section 10-1-1152 of the BMC.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3 Select applicable zone →

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use ↓
	DT	UG	UC	CW	UN	N		
TRANSPORTATION AND COMMUNICATION (CONT.) [17, 18]								
Air passenger facilities	—	—	—	—	—	—		
Transit facility	*AUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Bus terminal	*AUP*	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Freight terminal or yard	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Helistop	*CUP*	*CUP*	*CUP [PRH]*	*CUP [PRH]*	—	—		
Railroad uses including freight yards, depot, control towers	—	—	—	—	—	—		
Trucking yard or terminal	—	*CUP [PRH]*	—	*CUP [PRH]*	—	—		
Wireless Telecommunications Facilities[6]	*6*	*6*	*6*	*6*	*6*	*6*	*BMC Section 10-1-1118*	
VEHICLE RELATED [17, 18]								
Automobile body or fender repair - in c.e.b.	—	*AUP [PRH]*	—	*AUP [PRH]*	—	—		
Automobile dealer - new and used	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile dealer - support facility		*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile, motorcycle, moped dealer - within storefront and no on-site vehicle storage	*P*	*P*	*P*	*P*	—	—		
Automobile detailing	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile detailing - in c.e.b.	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile painting - in c.e.b.	—	*P [PRH]*	—	*P [PRH]*	—	—		
Automobile parts and accessories - in c.e.b. (incl. audio/ alarm systems installation)	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile rental	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		
Automobile repair garage - in c.e.b.	—	*AUP [PRH]*	—	*AUP [PRH]*	—	—		
Automobile storage yard	—	*AUP [PRH}*	—	*AUP [PRH]*	—	—		
Automobile top shop/upholstery - in c.e.b.	—	*P [AUP]*	—	*P [AUP]*	—	—		
Automobile towing	—	*P [AUP]*	—	*P [AUP]*	—	—		

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Notes

[6] Refer to Section 10-1-1118

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

[18] Residentially adjacent uses operating during late night hours, as defined in section 10-1-203 of the BMC, shall be subject to the requirements for late night operations Section 10-1-1152 of the BMC.

9.3. LAND USE STANDARDS (CONTINUED)

Table 9-3

Land Use Type	Permit Required by Zone						Additional Regulations per Burbank Municipal Code (BMC) and this TOD Specific Plan (SP)	Select Applicabe Use
Select applicable zone →	☐	☐	☐	☐	☐	☐		
	DT	UG	UC	CW	UN	N		
VEHICLE RELATED (CONT.) [17, 18]								
Automobile wrecking yard	—	—	—	—	—	—		☐
Automobile service station	*AUP*	*AUP*	*AUP*	*AUP*	—	—		☐
Car wash	—	*AUP*	*AUP*	*AUP*	—	—		☐
Drive-through establishments, in conjunction with a permitted land use	—	*CUP*	*CUP*	*CUP*	—	—		
Electric Vehicle Charging station	*AUP/S*	*AUP/S*	*AUP/S*	*AUP/S*	—	—		
Hydrogen fueling station	*AUP/S*	*AUP/S*	*AUP/S*	*AUP/S*	—	—		
Mobile home dealer - new and used	—	*P [AUP]*	—	*P [AUP]*	—	—		☐
Moped or motor scooter dealer - including service, repair & testing in c.e.b.	—	*P [AUP]*	—	*P [AUP]*	—	—		☐
Motorcycle dealer - including repair or testing	—	*P [AUP]*	*P [AUP]*	*P [AUP]*	—	—		☐
Off-street parking lot or structure	*P*	*P*	*P*	*P*	*AUP*	*AUP*		☐
Recreational vehicle dealer - new and used	—	*P [AUP]*	*CUP*	*P [AUP]*	—	—		☐
Trailer sales	—	*P [AUP]*	*CUP*	*P [AUP]*	—	—		☐
Truck dealer - new and used	—	*P [AUP]*	*CUP*	*P [AUP]*	—	—		☐
Truck dealer - used	—	*P [AUP]*	—	*P [AUP]*	—	—		☐
Truck rental - except tractor and trailer	—	*P [AUP]*	—	*P [AUP]*	—	—		☐
Truck rental - including tractor and trailer	—	*P [AUP]*	—	*P [AUP]*	—	—		☐
CANNABIS USES								
Cannabis Delivery	—	—	—	—	—	—		☐
Commercial Cannabis Activities	—	—	—	—	—	—		☐
Cultivation	—	—	—	—	—	—		☐
Retailer	—	—	—	—	—	—		☐

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Key to Permit Types

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9.3. LAND USE STANDARDS (CONTINUED)

D. ADDITIONAL LAND USE STANDARDS.

1. **Home Occupations.** Home occupations (excluding music home occupations) allowed per the requirements in Title 10, Article 6, Division 11 (Home Occupations) of the Burbank Zoning Ordinance, with the following exceptions and additional standards:

   a. The home occupation does not have to be incidental or secondary use to the residential dwelling (dwelling).

   b. Employees that do not live in the dwelling unit are allowed. However, only one of these employees is allowed to work within the dwelling at any given time. Increased staffing with more than one additional employee may be permitted with the approval of a Conditional Use Permit.

   c. The maximum area of the workspace for home occupations shall not exceed 60percent of the total square footage of the unit.

   e. Art work and jewelry created by the home occupation may be displayed and sold on the premises.

   h. Home occupations shall have no more than two clients, customers, and or guests at one time. This standard does not apply to residential gatherings.

   i. Ceramic kilns, glass blowing furnaces, and welding (as a form of artistry) may be permitted with the approval of a Conditional Use Permit. Additional permits may also be required to meet Building Code requirements.

   j. The residential guest parking provided in compliance within the Specific Plan shall meet all guest parking requirements for home occupations. No additional guest or customer parking is required for home occupations.

   k. Large family daycare homes per the requirements of the California Child Day Care Facilities Act (California Health and Safety Code, Section 1596.70-1596.799) and Title 10, Article 6, Division 13 (Large Family Day Care Home) of the Burbank Zoning Ordinance may be permitted with an Administrative Use Permit.

   l. Music home occupations, per the requirements in Title 10, Article 6, Division 11 (Home Occupations) of the Burbank Zoning Ordinance, may be permitted with an Administrative Use Permit with the following exceptions and additional standards:

   - The music home occupation does not have to be incidental or secondary use to the dwelling.
   - Music lessons and studio recordings are allowed in dwelling units that share a common wall with another unit provided that the instruments and singing voices do not create noise or vibrations in adjacent units or yards in excess of what is normally expected in a multi-family residential environment.

2. **Live/Work.** This section provides standards for the development of new live/work units and for the reuse of existing commercial and industrial structures to accommodate live/work opportunities. Live/work units are intended to be occupied by business operators who live in the same structure that contains the commercial or industrial activity. A live/work unit is intended to function predominantly as workspace with incidental residential accommodations. Live/work units in the Downtown TOD Specific Plan shall be subject to the following requirements:

   a. **Applicability and Allowed Uses.** The provisions of this section shall apply to live/work units where permitted in Table 9-6. Allowable uses for the nonresidential portion of the live/work unit shall be those uses permitted or conditionally permitted in the zones of the Regulating Plan.

   b. **Limitation on Use.**

      i. All uses shall be conducted entirely within a completely enclosed building which is attached to a permanent foundation.

      ii. A live/work unit shall not be established or used in conjunction with any of the following activities:

         1. Adult businesses; or

         2. Other activities or uses, not compatible with residential activities and/or that have the possibility of affecting the health or safety of live/work unit residents, because of dust, glare, heat, noise, noxious gases, odor, smoke, traffic, vibration, or other impacts, or would be hazardous because of materials, processes, products, or wastes, as determined by the director of community development.

   c. **Development Standards.**

      i. Floor area requirements. The minimum total floor area of a live/work unit shall be 1,000 square feet within each unit. Not more than 50 percent of the total floor area of each unit shall be used for living space. Floor areas, other than those reserved for living space, shall be reserved and regularly used for working and display space.

      ii. Street frontage treatment. Each live/work unit fronting a public street, and located at street level, shall have a pedestrian-oriented frontage that publicly displays the interior of the nonresidential areas of the structure.

      iii. Access to live/work units. Where more than one live/work unit is proposed within a single structure, each live/work unit shall be separated from other live/work units and other uses in the structure. Access to individual units shall be from streets, common access areas, corridors, or hallways. Access to each unit shall be clearly identified to provide for emergency services.

      iv. Internal Layout.

         1. The living space within the live/work unit shall be contiguous with, and an integral part of the working space, with direct access between the two areas, and not as a separate stand-alone dwelling unit.

         2. The residential component shall not have a separate street address from the business component.

      v. Operating Standards.

         1. Occupancy. A live/work unit shall be occupied and used only by a business operator, and/or a household of which at least one member shall be the business operator.

         2. Sale or rental of portions of unit. No portion of a live/work unit may be separately leased, rented, or sold.

         3. Notice to occupants. The owner or developer of any structure containing live/work units shall provide written notice to all live/work occupants and users that the surrounding area may be subject to levels of dust, fumes, noise, or other impacts associated with commercial and industrial uses at higher levels than would be expected in more typical residential areas. Noise and other standards shall be those applicable to commercial or industrial properties in the applicable zone.

         4. On-premises sales. On-premises sales of goods is limited to those produced within the live/work unit; provided, the retail sales activity shall be incidental to the primary production work within the unit. These provisions shall allow occasional open studio programs and gallery shows.

         5. Nonresident employees. Up to two persons who do not reside in the live/work unit may work in the unit.

      vi. Changes in Use. In all zones, after approval, a live/work unit shall not be converted to either entirely residential use or entirely business use unless authorized through Development Review, and any other applicable entitlement, approval.

3. **Drive-Through Establishments.** Drive through establishments allowed per BMC 10-1-1608 with the following additional standards:

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9.3. LAND USE STANDARDS (CONTINUED)

a. Frontage.

i. In order to define and support the street edge, buildings with drive-through facilities shall be located at the front street and/or side street setback lines.

ii. The main building entrance shall be accessed directly from the public sidewalk. On corner lots, the main entrance shall be accessed from the front street.

iii. Uses/activities that support the street along the public sidewalk (such as restaurant seating or offices) shall face the street.

iv. Building walls along the street frontage and visible from the street shall be transparent with windows and doors to a minimum of 60 percent, maximizing views in an out of the building, emphasizing the relationship between the interior and exterior, and supporting and animating the public street and sidewalk.

v. Active outdoor spaces (dining, gathering, etc.) when provided shall be located so as to be clearly visible from the street.

vi. Outdoor dining areas shall be defined by low fences, low walls, and/or landscaping. When located adjacent to drive-through stacking lane(s), a landscape buffer of at least six (6) feet in width shall be provided between the dining area and stacking lane(s).

vii. Sun shading devices (awnings, canopies, porches, pergolas, umbrellas, trees, etc.) shall be provided over any active outdoor spaces to provide a more comfortable, user-friendly environment.

b. **Driveways and drive-through waiting lanes.**

i. Driveways and drive-through waiting lanes shall be located perpendicular to the street.

ii. To the greatest extent possible, driveways providing access to drive-through waiting lanes shall also provide access to the customer parking lot.

iii. Drive-through waiting lanes shall not be located between the building and the street.

iv. Multiple windows servicing a single drive-through waiting lane (e.g. order window, payment window, pickup window) are encouraged to promote reduced idling.

v. Stacking lanes that are visible from the street shall be screened with low walls (3' – 4' tall), hedges, and canopy trees.

vi. Drive-through waiting lines shall be physically separated from the parking lot by low walls (3' – 4' tall), pergolas, and/or landscaping.

vii. If a drive-through waiting lane is located between the building and the parking lot, a clearly marked pedestrian crossing across the travel lane shall connect the parking lot to the building entrance.

4. **Alcoholic Beverages – On-Premises and Off-Premises - PLACEHOLDER**

5. **Arts and Creative Enterprise Uses - PLACEHOLDER**

6. **Incidental Arts Activity - PLACEHOLDER**

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9.4. DEVELOPMENT STANDARDS

A. **PURPOSE AND INTENT.** This Section regulates the building envelope and the features of buildings that affect the public realm of the street, sidewalk, and public open spaces. This includes residential density, non-residential density, building height, building placement, building size and spacing, required frontage types, allowed architectural elements, required on-site open space, and parking placement and vary according to the zone applied to a parcel by the Regulating Plan.

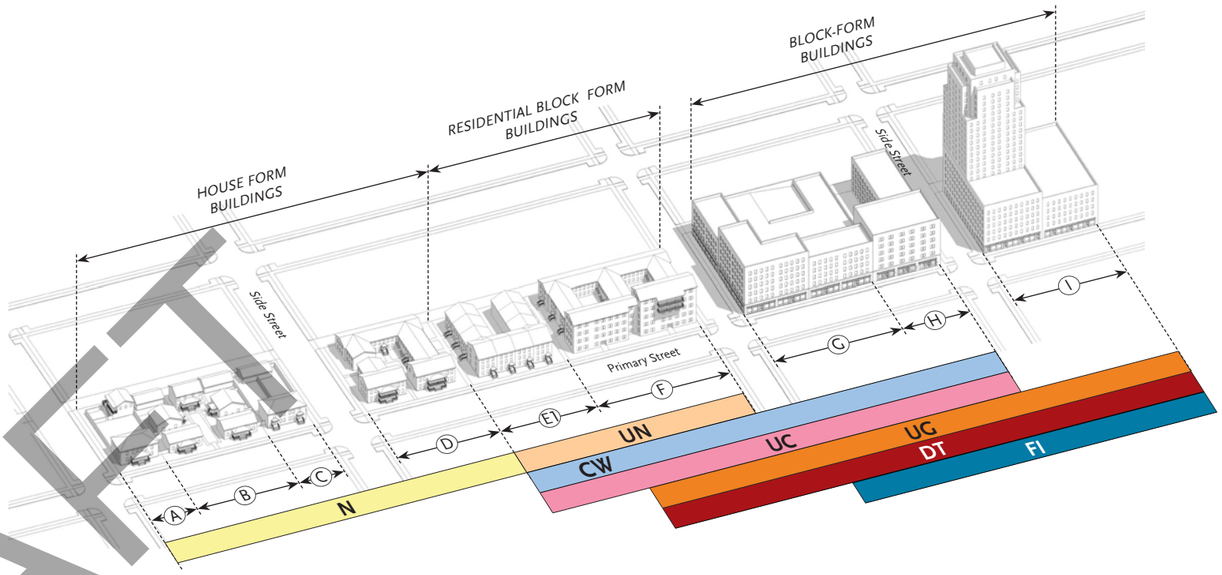
The building envelope for each zone is derived from the form, height, length, and massing of traditional building types that are in scale with the intended character of the particular zone, as shown in Figure 9-3 (Building Types). These building types vary according to where in Downtown they are located and consist of:

- **Block Form Buildings.** Commercial or mixed-use buildings located next to the sidewalk with retail ground floors and residential, office, or hotel upper floors. Block Form buildings include Mixed-Use Buildings; Liner Buildings that surround parking garages or other "black box" uses such as movie theaters or "big box" stores; and Towers. These building types are appropriate within Downtown's core, along important corridors, and at important intersections. Building envelopes based on these building types apply to the Downtown (DT), Urban General (UG), Urban Corridor (UC) and Creative Workforce (CW), although the size of the building envelope varies according to each individual zone.
- **Residential Block Form Buildings.** Large multi-family residential buildings located behind small front yards and accessed via stoops or lobbies. Residential block form buildings include Rowhouses; Courts, and Multi-Family Residential Buildings. These building types are appropriate in Downtown's multi-family neighborhoods and along side streets within most of the Downtown area. Building envelopes based on these building types apply to the Downtown (DT), Urban General (UG), Urban Corridor (UC), Creative Workforce (CW) and Urban Neighborhood (UN) zones, although the size of the building envelope varies according to each individual zone.
- **House Form Buildings.** Smaller, house-form multi-family buildings located in neighborhoods predominantly occupied by single-family houses. House-form buildings include: Single-Family Houses; Bungalow Courts; Duplexes, Triplexes, and Quadplexes; and Courts with house-scale massing along the street frontage. These lower density building types are appropriate in the areas of Downtown currently developed with single-family houses. Building envelopes based on these building types apply to the Neighborhood Zone.

Important characteristics of all these building types include:

- Buildings are located at the front of the lot.
- Parking is located behind the buildings or subterranean. In cases where surface parking abuts the street, it is screened with a low hedge, a low wall, or landscape.
- Buildings face the street and open spaces with ample windows.
- Buildings with residential ground floors are set back behind small front yards and entered directly from the sidewalk through porches, stoops, courtyards, or common lobbies.
- Buildings with commercial ground floors are located at the sidewalk and entered directly from the sidewalk through shopfronts.
- Upper floor uses in mixed-use buildings are accessed through lobbies that, in turn, are accessed directly from the sidewalk.
- Architectural style is secondary to how buildings are deployed and how they relate to the street and neighboring buildings. A building can contribute to a walkable, pedestrian-friendly environment regardless of its architectural style.

FIGURE 9-3 BUILDING TYPES



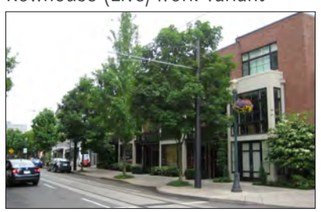
A House/Duplex/Quadplex

B Bungalow Court

D Court

E1 Rowhouse

E2 Rowhouse (Live/Work Variant



F Residential Building

G Liner Building

H Mixed-Use Building

I Tower

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

B. REQUIREMENTS FOR ALL ZONES. The following requirements shall apply to all zones:

1. GENERAL BUILDING PLACEMENT STANDARDS

a. Buildings setbacks shall be measured from property lines .

b. On corner lots, a building shall be required at the street corner of the lot. .

c. If a lot has two street corners both street corners of the lot shall be occupied by a building. . .

d. Buildings shall be located no closer than 12 feet from the face of curb.

e. Street-facing facades shall be built parallel to the right-of-way.

f. For corner lots, the Primary Street side of the lot shall be the property line adjacent to the highest level street type as designated in the General Plan (for instance, if a corner lot fronts a Major Arterial and a Secondary Arterial, the Major Arterial shall be the Primary Street frontage). Deviations allowed with approval of the Community Development Director . . . . .

g. Setbacks shall apply to all floors (for example, if the ground floor is set back 5 ft. from the Primary Street Property Line, upper floors shall be set back a minimum of 5 ft. from the Primary Street Property Line).

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 9-4 (Maximum Allowable Residential Density)**.

3. NON-RESIDENTIAL DENSITY (FAR)

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 Downtown TOD Specific Plan, 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:

- 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 9-5 (Maximum Allowable Non-Residential Intensity)**.

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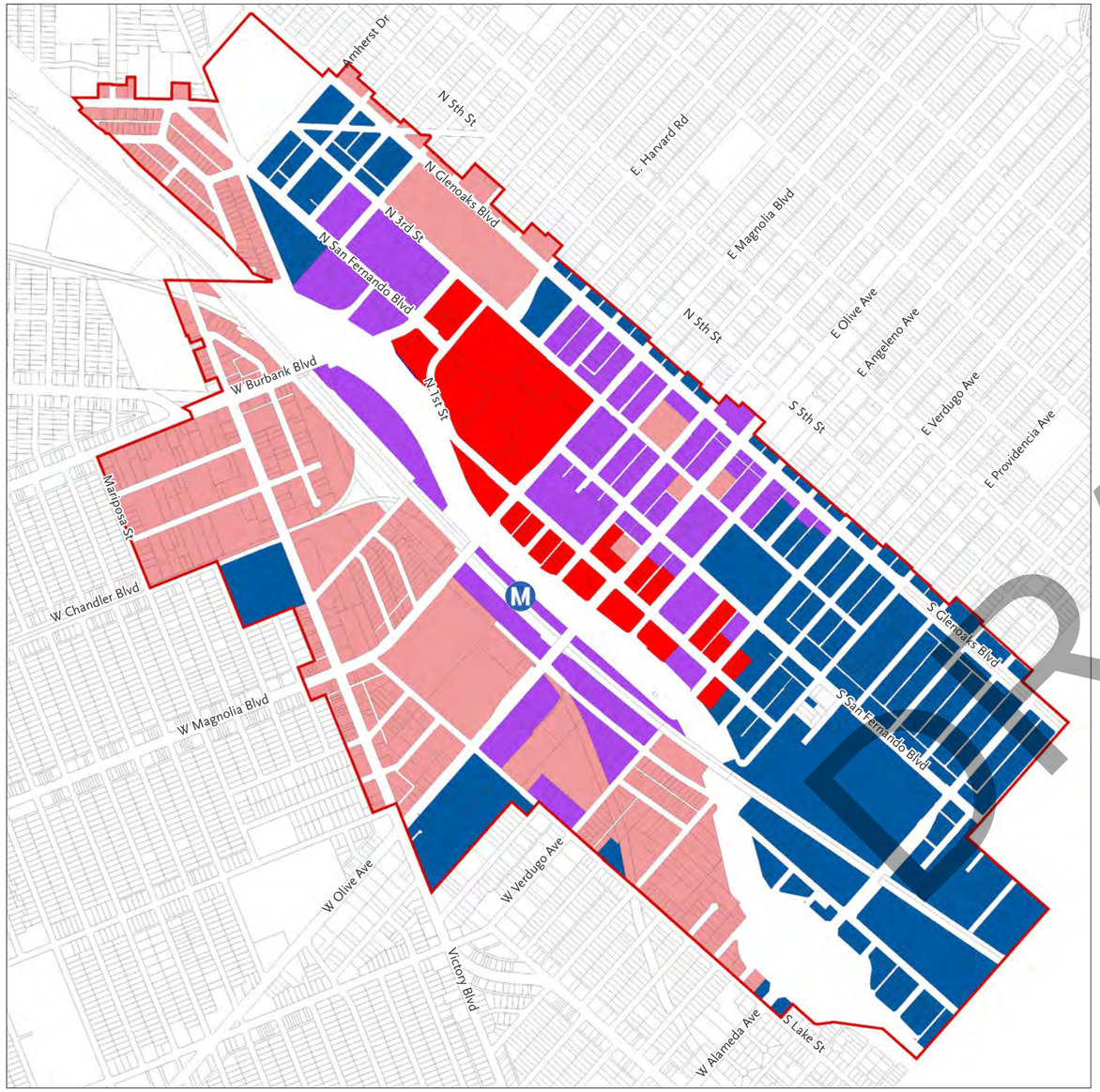
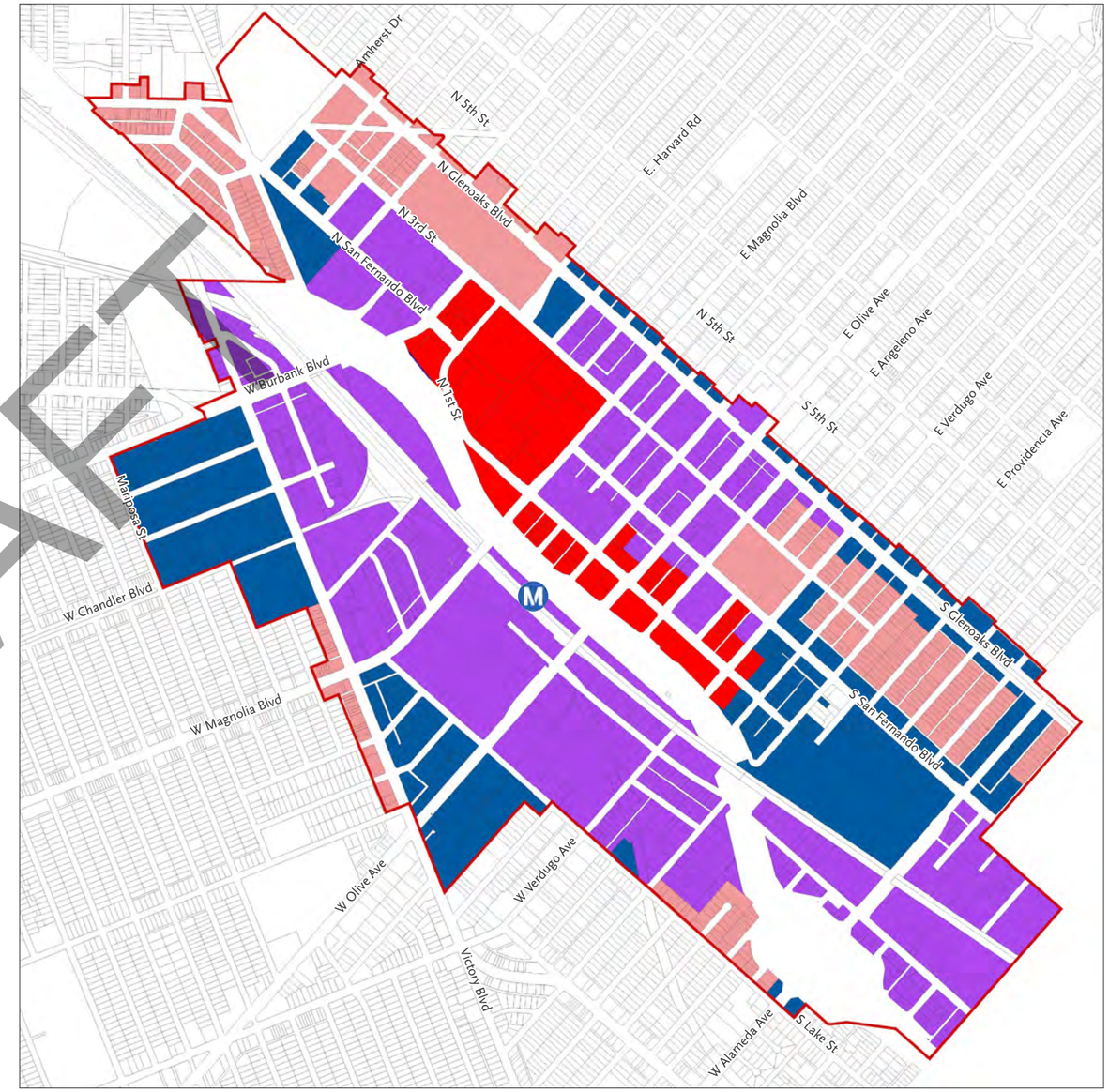
FIGURE 9-4. *MAXIMUM ALLOWABLE RESIDENTIAL DENSITY.*



Plan Area
Burbank Downtown Metrolink Station
110 du/acre
87 du/acre
43 du/acre
27 du/acre

FIGURE 9-5. *MAXIMUM ALLOWABLE NON-RESIDENTIAL INTENSITY)*



Plan Area
Burbank Downtown Metrolink Station
3.0 FAR
2.5 FAR
2.0 far
1.5 far

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

4. GENERAL BUILDING HEIGHT STANDARDS

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

b. **Measurement of Building Height.**

i. For buildings located at the back of sidewalk, building height shall be measured at the Primary Street property line (see **Figure 9-6**).

ii. For building located behind front yard setbacks, building height shall be measured from the average elevation of the finished grade (see **Figure 9-7**).

iii. Building height shall be measured every 50 feet along the building frontage.

iv. Chimneys, elevator shafts, and vents may project beyond the maximum building height as allowed by the California Building Code.

c. **Maximum Heights.** Maximum allowable heights of building or structures are established in **Figure 9-9: Maximum Allowable Building and Structure Heights**.

d. **Exceptions to Maximum Heights.**

a. Average Height.

i. Building may exceed the maximum allowed base building height by one story for up to 30% of the building footprint area provided an equal amount of building footprint area is one story shorter than the maximum allowed base building height (see Figure 9-8).

ii. Additional height may be located anywhere on the site.

b. 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.

c. Parapet Height. A parapet wall may be built to a maximum of 4 feet above the top of plate height.

d. Maximum Ground Floor Height.

i. Non-Residential – 0 feet; ground floor height may be higher than 0 feet in response to existing sloping grade, subject to Community Development Director Approval.

ii. Residential – 3.5 feet

e. Minimum Ground Story Ceiling Height.

i. Non-Residential – 16 feet

ii. Residential – 10 feet (UN zone); no minimum (U zone)

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

g. 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.

h. Freeway Height Overlay. All properties located within the Freeway Height Overlay boundaries depicted in Figure 9-?: Maximum Allowable Building and Structure Heights may exceed maximum height limits as follows:

i. Above 205' to 240' with an AUP.

ii. Above 240' to 300' with a CUP.

FIGURE 9-6. BUILDING HEIGHT AT SIDEWALK

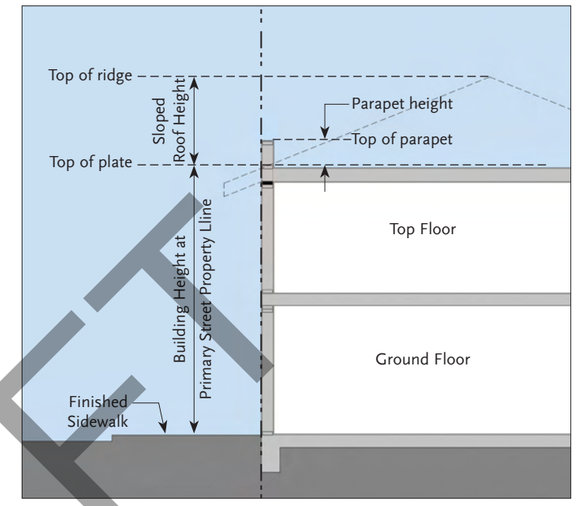


FIGURE 9-7. BUILDING HEIGHT AT SETBACK

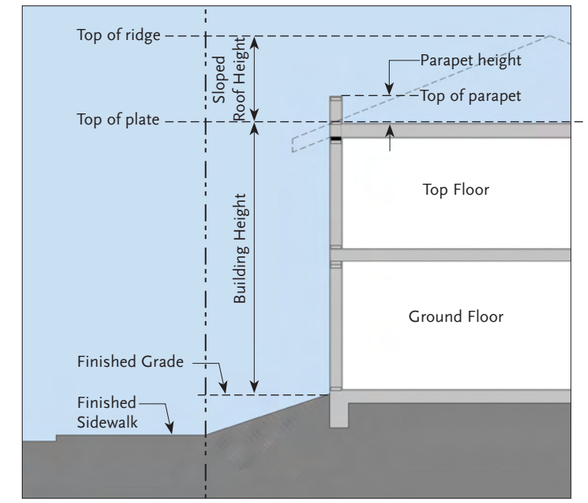
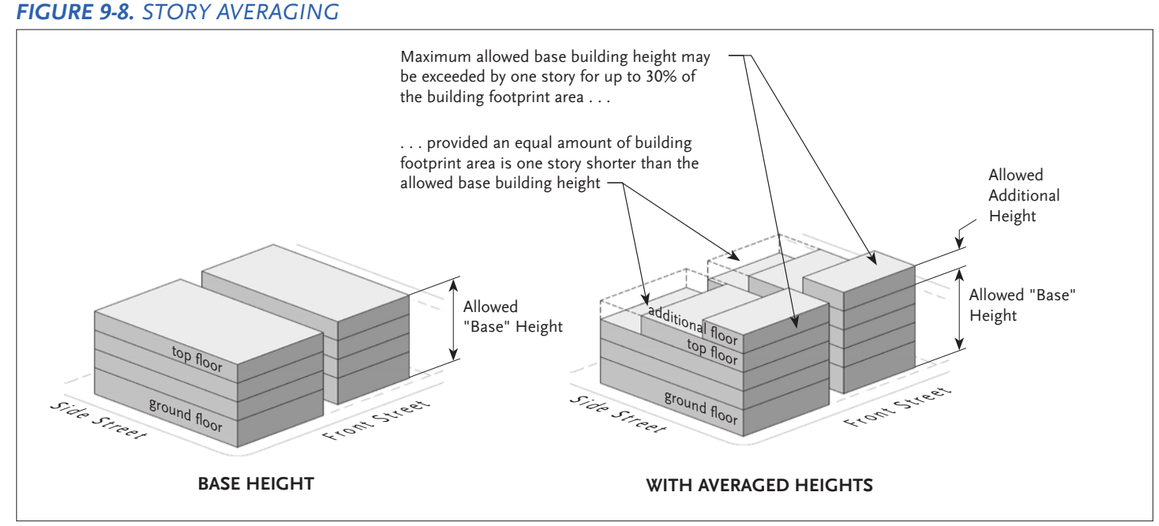


FIGURE 9-8. STORY AVERAGING



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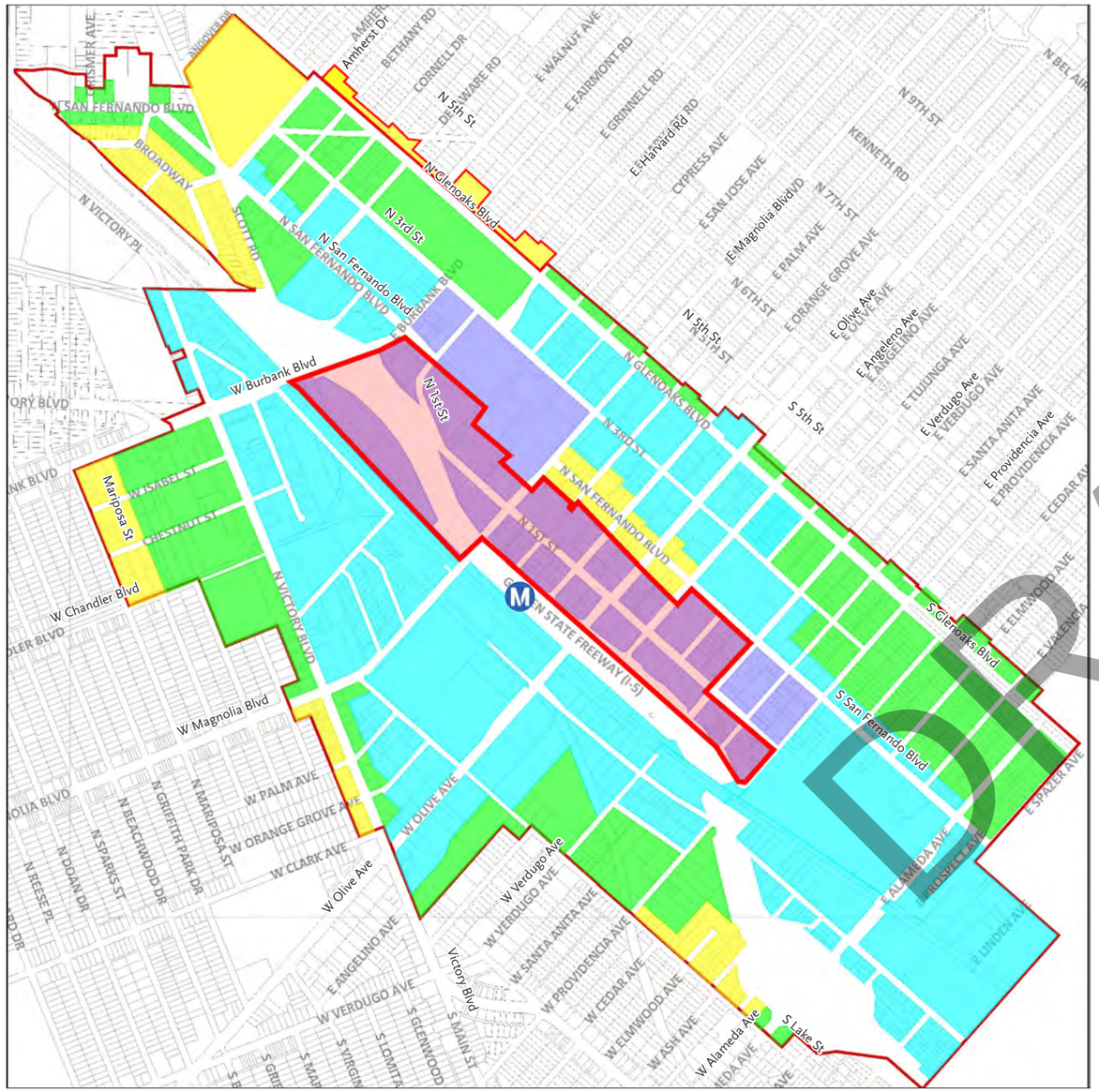
9.4. DEVELOPMENT STANDARDS (CONTINUED)

FIGURE 9-9. *MAXIMUM ALLOWABLE BUILDING AND STRUCTURE HEIGHTS*



5. **BUILDING PLACEMENT.**

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 Building Setbacks.** Minimum and maximum allowable setbacks along street-facing lot lines are established in Table 9-?: Building Placement and are illustrated in Figure 9-7: Building Placement. 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.

d. **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.

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

f. **Exceptions to Required Setbacks.**

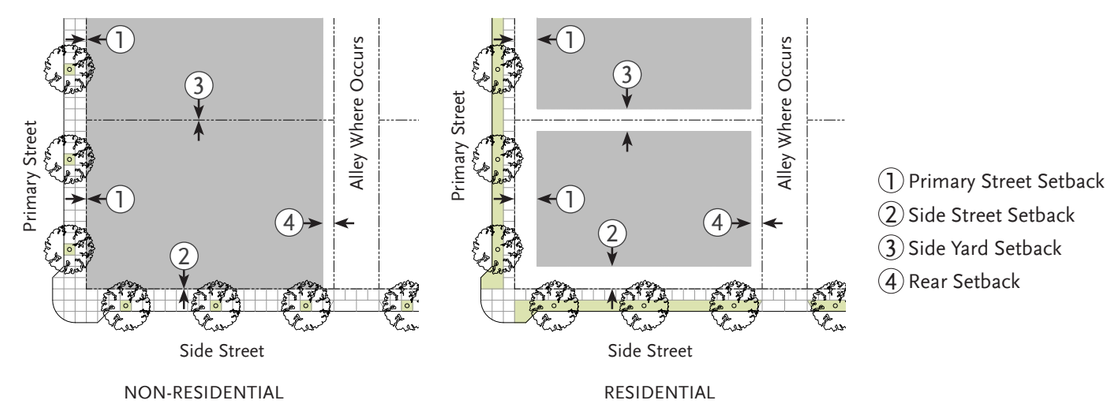
i. Adjacency to Residential Zones. When abutting or adjacent to a single-family or multiple-family residential zone, development shall comply with Step-Backs and Buffer Area requirements of BMC Section10-1-920(B)(4) as amended.

ii. 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.

iii. 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.

iv. Encroachments into Required Setbacks. Encroachments into required setbacks shall comply with the Setback Encroachments requirements found in the Downtown TOD Specific Plan.

FIGURE 9-7. *BUILDING PLACEMENT*



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

6. PARKING PLACEMENT AND MINIMUM REQUIRMENTS.

a. **Applicability.** This section applies to all existing and new uses in a development project or on a property within the Specific Plan area. Additional standards are listed in Section 9.13. Furthermore, BMC Articles 14-16 of Chapter 1 of Title 10 shall apply, unless superseded by this Downtown TOD Specific Plan.

b. **Parking and Services Placement.** The minimum required setbacks for placement of parking facilities within the Downtown TOD Specific Plan shall be those set forth in Table 9-5: Parking and Services Placement, with additional requirements and exceptions provided in Section 9.13, unless preempted by state or federal law.

c. **Minimum Vehicular Parking.** The minimum required off-street vehicular parking for uses within the Downtown TOD Specific Plan shall be those set forth in Table 9-?: Minimum Vehicular Parking, with the additional requirements and exceptions provided in this Section, unless preempted by state or federal law.

TABLE 9-4.

PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)

Uses	Minmum Parking Spaces Required
RESIDENTIAL AND LODGING	
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 ____ 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 and 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 ____ and not listed below. Assembly Uses are subject to Assembly Parking rate per Footnote 1 to this table.	*2 spaces for each 1,000 sq. ft. of adjusted gross floor area For outdoor recreational area: 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/billiard parlors	*5 spaces for each 1,000 sq. ft. of adjusted gross floor area. (Additional*

TABLE 9-4. (CONT.)

Bowling alleys	*4 spaces for each bowling lane*
Driving Range	*1 space per tee box or 2 spaces for bay*
Gymnasiums	*5 spaces for each 1,000 sq ft*
Museum	*1 space for each 1,000*
Personal Studio, Physical Arts Studio, Health Studios, and Rehearsal Studio (less than 1,500 sq. ft. and above) (1,500 sq. ft. and above)	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area 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	*1 space per student. Reductions to this parking rate may be granted, subject to the Conditional Use Permit (CUP) process as specified in BMC Section 10- 1-1934 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. Updates to previously approved parking reductions may be granted under a CUP/AUP Minor Modification, subject to the consideration of a parking study prepared by a qualified professional to justify the reduced parking rate.*
RETAIL SALES AND DINING	
Any retail sales and dining uses listed in Section ____ and not listed below	*2 spaces per each 1.000 sq. ft. of adjusted gross floor area*
Restaurant Uses (except take-out) and Cocktail lounge/bar over 1,500 sq. ft. 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 ___ and not listed below	*The parking requirement for this use shall be determined under the applicable discretionary review*
Day Care facilities (Adult or Children's)	*1 space per each 1,000 sq. ft. of adjusted gross floor area*
Kennels/Animal Hotel	*1 space per each 1,000 sq. ft. of adjusted gross floor area*
MEDIA SERVICES	
Any media service use listed in Section____	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area*
MEDICAL AND CARE	
Any medical or care use listed in Section ___ 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*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

TABLE 9-4. (CONT.)

INDUSTRIAL AND MANUFACTURING	
Any industrial use lised in Section ___ and not listed below	*1 space per each 1,000 sq. ft. of adjusted gross floor area*
Manufacturing uses, including: Fabrication, Custom Manufacturing, and Light Industrial	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area*
TRANSPORTATION AND COMMUNICATION	
Any transportation and communication use listed in Section ___ 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*
VEHICLE RELATED	
Any vehcile related use listed in Section ___ and not listed below	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area*
Automotive repair shops	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area (including any office retail space, and service bays areas) with a minimum of 1 parkingspace. Service bays shall not be counted as a parking space.*
Auto rental	*2 spaces per each 1,000 sq. ft. of adjusted gross floor area of office space with a minimum of 1 space for the use and1 space for each 2,000 sq. ft. of outdoor display area with a mimimum of 1 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 discretionar yreview
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.*

Notes

[1] Public Assembly uses and portions of uses utilized as Places of Public Assembly, as defined in this _____ Specific Plan, shall have the parking rate of 1 space for every 5 fixed seats and 1 space for each 28 sq. ft. 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 Section 10-1-203 of the BMC.

d. Minimum Bicycle Parking. The minimum required off-street bicycle parking for uses within the Downtown TOD Specific Plan shall be those set forth in Table 9-?: Minimum Bicycle Parking, and shall comply with the City Burbank Complete Our Streets Plan Objective Standards as amended, with the additional requirements and exceptions provided in this Chapter, unless preempted by state or federal law.

TABLE 9-5

MINIMUM BICYCLE PARKING REQUIREMENTS	
SINGLE-FAMILY RESIDENTIAL, INCLUDING CONDOMINIUMS WITH INDIVIDUAL GARAGES	
	No bicycle parking required
MULTI-FAMILY RESIDENTIAL AND MIXED-USE DEVELOPMENTS	
Any Multifamily Residential building with 8 or more units	*0.25 bicycle spaces per residential unit* • *75% long-term bicycle parking* • *25% short-term parking*
NON-RESIDENTIAL USES IN MIXED-USE DEVELOPMENTS OR AS STANDALONE USES	
Office/Media Use	*1 space per 1,000 sq. ft. of adjusted gross floor area* • *85% long-term bicycle parking* • *15% short-term parking*
Commercial Uses	*1 space per 1,000 sq. ft. of adjusted gross floor area* • *25% long-term bicycle parking* • *75% short-term bicycle parking*
Industrial Uses	*1 space per 5,000 sq. ft. of adjusted gross floor area* • *100% long-term bicycle parking*
Hotel/Motel Uses	*1 space per hotel room or suite* • *85% long-term bicycle parking* • *15% short-term parking*
All Other	*1 space per 1,000 sq. ft. of adjusted gross floor area* • *85% long-term bicycle parking* • *15% short-term bicycle parking*

Notes

[1] Bicycle parking for more than 2 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.

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

e. **Calculation.**

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

b. Parking Rate Determination. 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.

c. 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 – City Planner Classifications..

d. 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:

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

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

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

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

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

g. 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.

h. 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.

i. Valet Parking. 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.

f. **Reductions**

a. 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.

g. **Unbundled Parking**

a. Residential Parking

i. 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.

ii. 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.

iii. 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.

b. Non-residential Parking

i. 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 9-?: Permitted Uses.

ii. 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.

iii. A parking plan and business application review must first be reviewed and approved by the City Planner or designee. The Building & Safety 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.

iv. 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.

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-6 DOWNTOWN (DT) DESIGN STANDARDS

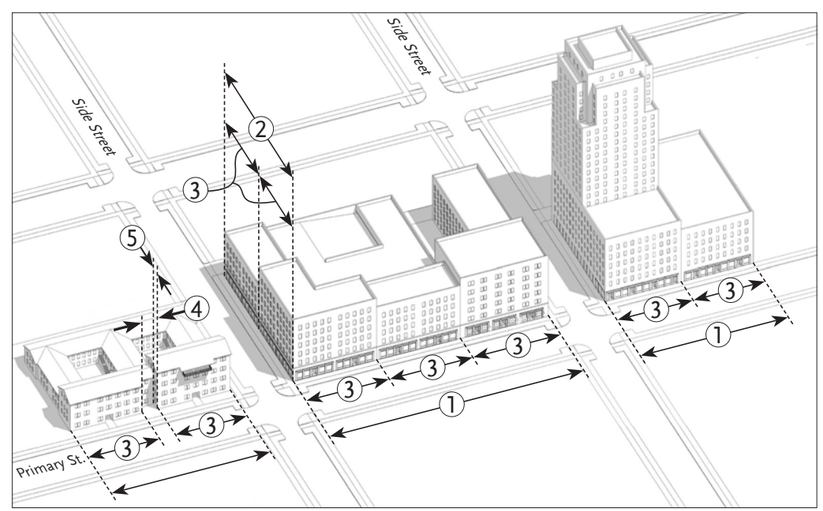
A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*0 - 5 ft.*
b. Ground Floor Residential	*10 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*0 - 5 ft.*
b. Ground Floor Residential (min.)	*10 ft.*
3. Side Yard Setback	
a. Non-Residential	*0 ft.*
b. Residential (min.)	*10 ft.*
4. Rear Setback	
a. With alley (min.)	*5 ft.*
b. Without alley (min.)	*15 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*25 ft.*
b. Podium	*0 ft.*
c. Semi-subterranean [7,8]	*0 ft.*
d. Subterranean [7,8]	*0 ft.*
2. Side Street Setback	
a. Surface	*25 ft.*
b. Podium[7,8]	*25 ft.*
c. Semi-subterranean [7,8]	*0 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*

Table 9-6 DOWNTOWN (DT) DESIGN STANDARDS

C. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-6-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*500 ft.*
2. Building length along Side Street (max.)	*150 ft.*
3. Building increment (max.)	*180 ft.*
4. Massing Break length for buildings with residential ground floor (max.)	*20 ft.*
5. Massing Break depth for buildings with residential ground floor (max.)	*10 ft.*
6. Building separation along Front Street (min.)	*0 ft.*
7. Building separation along Side Street (min.)	*0 ft.*
8. Building length along rear property line	*500 ft.*
9. Building length along side property line	*375 ft.*

FIGURE 9-6.1. *BUILDING WIDTH AND SPACING*



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Complies? Y N N/A

Table 9-6 DOWNTOWN (DT) DESIGN STANDARDS

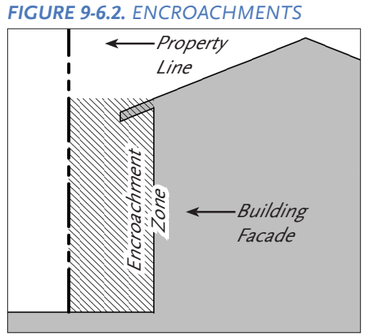
D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-6-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Shopfront	*0 ft.*
2. Arcade	*to property line*
3. Gallery	*to property line*
4. Stoop	*5 ft. into setback*
5. Dooryard / Terrace	*to property line*

E. OPTIONAL ARCHITECTURAL ELEMENTS AND PERMITTED ENCROACHMENTS. The following allowed architectural elements may be provided and may encroach into the public right-of-way (r.o.w.) or setback as measured from the facade as identified below and in Figure 9-6-2 and Figure 9-6-3. See Section 9.7.C for design standards.

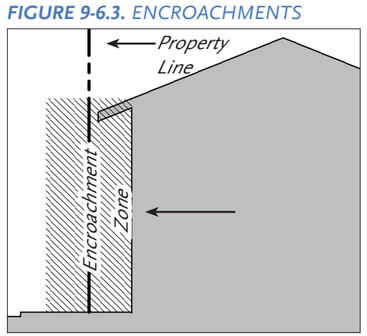
Architectural Element	Max. projection from facade	Encroachment into r.o.w.	Vertical clearance
1. Awning(commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
2. Canopy (commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
3. Balcony[2]	*3 ft.*	*yes*	*16 ft.*
4. Bay Window[2]	*3 ft.*	*yes*	*16 ft.*
5. Cantilevered Room[2]	*2 ft.*	*no*	*16 ft.*
6. Chimney	*0 ft.*	*no*	–
7. Exterior Fire Escape	*0 ft.*	*no*	–
8. Exterior Stairway	*0 ft.*	*no*	–
9. Cornice, Belt/Sill Course, and similar features[3]	*2 ft.*	*yes*	*8 ft.*
10. Roof Overhangs/Eaves[3]	*4 ft.*	*yes*	*8 ft.*
11. Porte Cochere Canopy (hotels, motels, convalescent home, senior housing, and similar uses)[1]	*6 ft.*	*yes*	*16 ft.*

FIGURE 9-6.2. ENCROACHMENTS



Allowed encroachment into setback from building facade.

FIGURE 9-6.3. ENCROACHMENTS



Allowed encroachment into setback and/or right-of-way from building facade.

Table 9-6 DOWNTOWN (DT) DESIGN STANDARDS

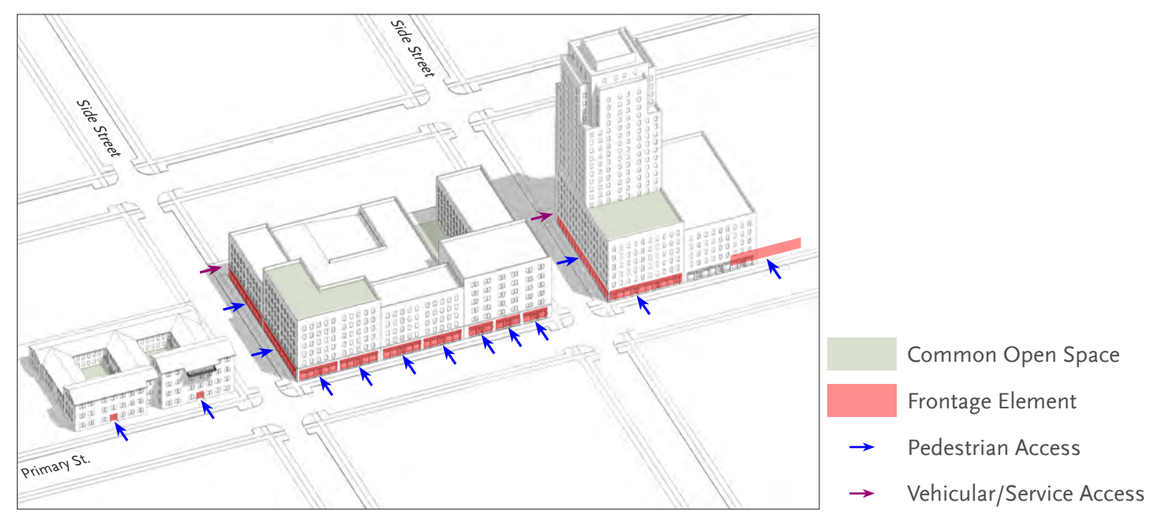
F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 9-6-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings.
   b. If the building facade is located along or near the public sidewalk, building entrances shall be recessed so doors do not encroach into the sidewalk when open.
   c. Secondary storefront and lobby entrances are allowed on rear and interior side facades

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-5-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

FIGURE 9-6.4. PEDESTRIAN AND VEHICULAR ACCESS



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Complies?
Y N N/A

Table 9-6 **DOWNTOWN (DT) DESIGN STANDARDS**

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Size
1. Common Open Space	15% of lot area	
i. Side Garden		*35 x 35*
ii. Courtyard		*35 x 35*
iii. Roof Deck		*25 x 25*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf.	*6 ft. x 10 ft.*
iii. Back Yard	150 sf.	*15 ft. x 10 ft.*
iv. Roof Deck	150 sf.	*15 ft. x 10 ft.*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-7 URBAN GENERAL (UG) DESIGN STANDARDS

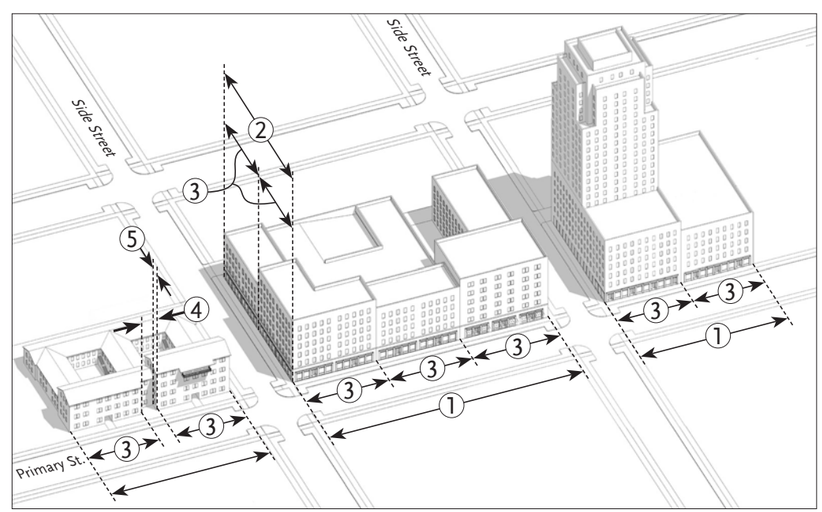
A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*0 - 5 ft.*
b. Ground Floor Residential	*10 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*0 - 5 ft.*
b. Ground Floor Residential (min.)	*10 ft.*
3. Side Yard Setback	
a. Non-Residential	*0 ft.*
b. Residential (min.)	*10 ft.*
4. Rear Setback	
a. With alley (min.)	*5 ft.*
b. Without alley (min.)	*15 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*25 ft.*
b. Podium	*25 ft.*
c. Semi-subterranean [7,8]	*0 ft.*
d. Subterranean [7,8]	*0 ft.*
2. Side Street Setback	
a. Surface	*25 ft.*
b. Podium[7,8]	*25 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*

Table 9-7 URBAN GENERAL (UG) DESIGN STANDARDS

C. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-7-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*180 ft.*
2. Building length along Side Street (max.)	*180 ft.*
3. Building increment (max.)	*150 ft.*
4. Massing Break length for buildings with residential ground floor (max.)	*20 ft.*
5. Massing Break depth for buildings with residential ground floor (max.)	*10 ft.*
6. Building separation along Front Street (min.)	*0 ft.*
7. Building separation along Side Street (min.)	*20 ft.*
8. Building length along rear property line	*180 ft.*
9. Building length along side property line	*180 ft.*

FIGURE 9-7.1. BUILDING WIDTH AND SPACING



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-7 URBAN GENERAL (UG) DESIGN STANDARDS

D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-7-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Shopfront	*0 ft.*
2. Arcade	*to property line*
3. Gallery	*to property line*
4. Stoop	*5 ft. into setback*
5. Dooryard / Terrace	*to property line*

Table 9-7 URBAN GENERAL (UG) DESIGN STANDARDS

F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 9-7-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space ☐ ☐ ☐
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby ☐ ☐ ☐
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings. ☐ ☐ ☐
   b. If the building facade is located along or near the public sidewalk, building entrances shall be recessed so doors do not encroach into the sidewalk when open. ☐ ☐ ☐
   c. Secondary storefront and lobby entrances are allowed on rear and interior side facades ☐ ☐ ☐

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-5-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

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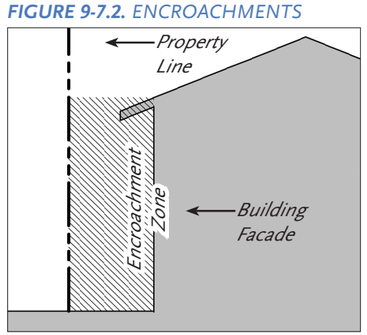
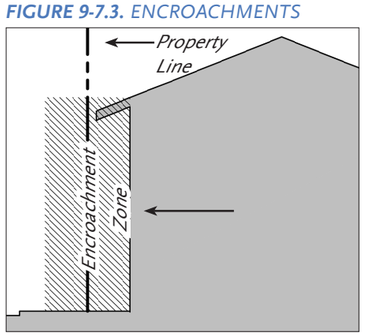
FIGURE 9-7.2. ENCROACHMENTS



Allowed encroachment into setback from building facade.

FIGURE 9-7.3. ENCROACHMENTS

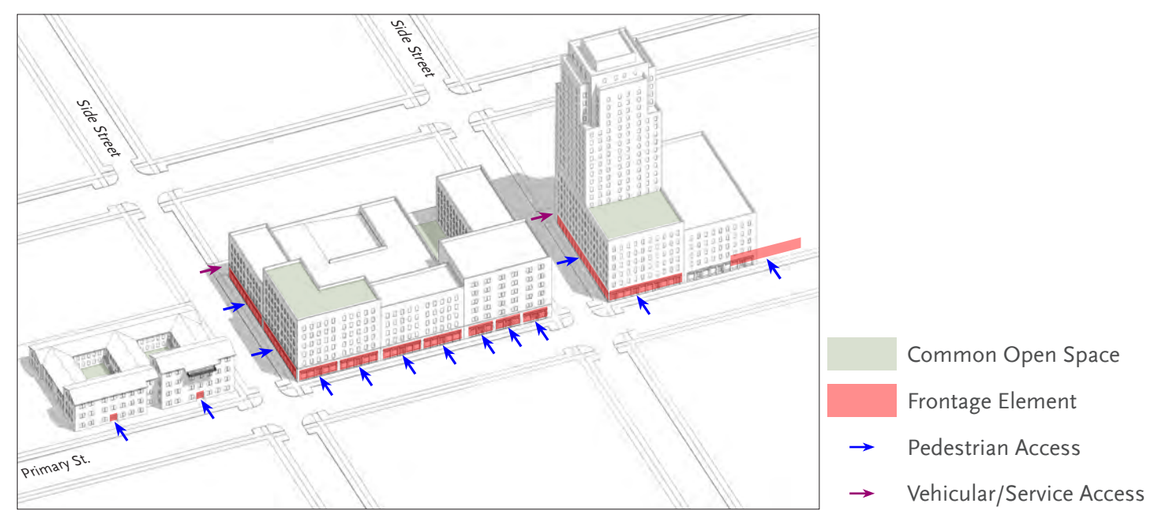


Allowed encroachment into setback and/or right-of-way from building facade.

Notes

1. Supporting poles prohibited in r.o.w.
2. Only allowed on upper floors.
3. Includes eaves extending into setback from a covered stoop, bay window, cantilevered room, or covered balcony.

FIGURE 9-7.4. PEDESTRIAN AND VEHICULAR ACCESS



9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-7 **URBAN GENERAL (UG) DESIGN STANDARDS**

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Min. Dimensions
1. Common Open Space	15% of lot area	
i. Side Garden		*35 x 35*
ii. Courtyard		*35 x 35*
iii. Roof Deck		*25 x 25*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf	*6 ft. x 10 ft.*
iii. Back Yard	150 sf	*15 ft. x 10 ft.*
iv. Roof Deck	150 sf	*15 ft. x 10 ft.*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-8 URBAN CORRIDOR (UC) DESIGN STANDARDS

A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*0 ft.*
b. Ground Floor Residential	*5 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*0 ft.*
b. Ground Floor Residential (min.)	*5 ft.*
3. Side Yard Setback	
a. Non-Residential	*0 ft.*
b. Residential (min.)	*5 ft.*
4. Rear Setback	
a. With alley (min.)	*0 ft.*
b. Without alley (min.)	*0 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*30 ft.*
b. Podium	*30 ft.*
c. Semi-subterranean [7,8]	*10 ft.*
d. Subterranean [7,8]	*0 ft.*
2. Side Street Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*25 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*

Table 9-8 URBAN CORRIDOR (UC) DESIGN STANDARDS

C. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-8-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*150 ft.*
2. Building length along Side Street (max.)	*75 ft.*
3. Building increment (max.)	*100 ft.*
4. Massing Break length for buildings with residential ground floor (max.)	—
5. Massing Break depth for buildings with residential ground floor (max.)	—
6. Building separation along Front Street (min.)	*0 ft.*
7. Building separation along Side Street (min.)	*20 ft.*
8. Building length along rear property line	*150 ft.*
9. Building length along side property line	*150 ft.*

FIGURE 9-8.1 *BUILDING WIDTH AND SPACING*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-8 URBAN CORRIDOR (UC) DESIGN STANDARDS

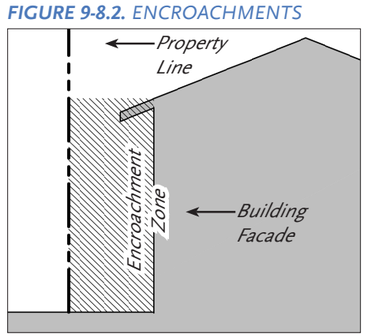
D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-8-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Shopfront	*0 ft.*
2. Arcade	*to property line*
3. Gallery	*to property line*
4. Stoop	*5 ft. into setback*
5. Dooryard / Terrace	*to property line*

E. OPTIONAL ARCHITECTURAL ELEMENTS AND PERMITTED ENCROACHMENTS. The following allowed architectural elements may be provided and may encroach into the public right-of-way (r.o.w.) or setback as measured from the facade as identified below and in Figure 9-8-2 and Figure 9-8-3. See Section 9.7.C for design standards.

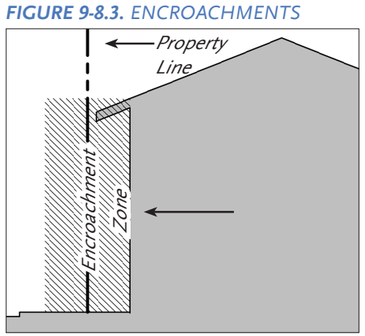
Architectural Element	Max. projection from facade	Encroachment into r.o.w.	Vertical clearance
1. Awning(commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
2. Canopy (commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
3. Balcony[2]	*3 ft.*	*yes*	*16 ft.*
4. Bay Window[2]	*3 ft.*	*yes*	*16 ft.*
5. Cantilevered Room[2]	*2 ft.*	*no*	*16 ft.*
6. Chimney	*0 ft.*	*no*	–
7. Exterior Fire Escape	*0 ft.*	*no*	–
8. Exterior Stairway	*0 ft.*	*no*	–
9. Cornice, Belt/Sill Course, and similar features[3]	*2 ft.*	*yes*	*8 ft.*
10. Roof Overhangs/Eaves[3]	*4 ft.*	*yes*	*8 ft.*
11. Porte Cochere Canopy (hotels, motels, convalescent home, senior housing, and similar uses)[1]	*6 ft.*	*yes*	*16 ft.*

FIGURE 9-8.2. *ENCROACHMENTS*



Allowed encroachment into setback from building facade.

FIGURE 9-8.3. *ENCROACHMENTS*



Allowed encroachment into setback and/or right-of-way from building facade.

Notes

1. Supporting poles prohibited in r.o.w.
2. Only allowed on upper floors.
3. Includes eaves extending into setback from a covered stoop, bay window, cantilevered room, or covered balcony.

Table 9-8 URBAN CORRIDOR (UC) DESIGN STANDARDS

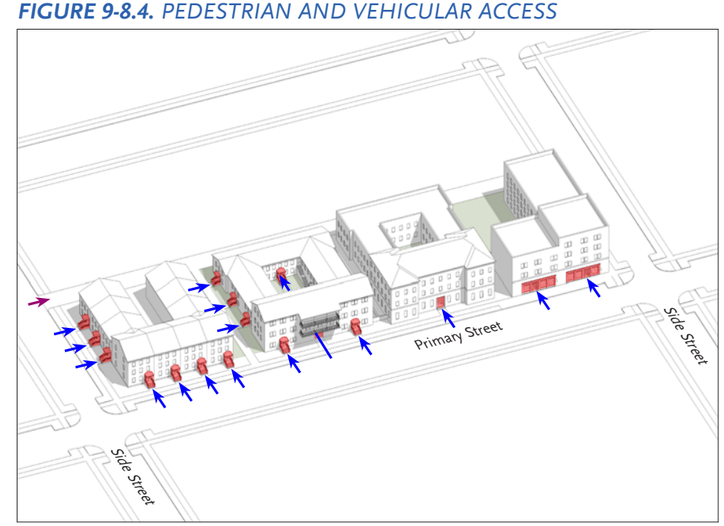
F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 9-8-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings.
   b. If the building facade is located along or near the public sidewalk, building entrances shall be recessed so doors do not encroach into the sidewalk when open.
   c. Secondary storefront and lobby entrances are allowed on rear and interior side facades

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-8-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

FIGURE 9-8.4. *PEDESTRIAN AND VEHICULAR ACCESS*



Common Open Space
Frontage Element
Pedestrian Access
Vehicular/Service Access

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-8 URBAN CORRIDOR (UC) DESIGN STANDARDS

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Min. Dimensions
1. Common Open Space	15% of lot area	
i. Side Garden		*25 x 25*
ii. Courtyard		*25 x 25*
iii. Roof Deck		*25 x 25*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf	*6 ft. x 10 ft.*
iii. Back Yard	150 sf	*15 ft. x 10 ft.*
iv. Roof Deck	150 sf	*15 ft. x 10 ft.*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-9 CREATIVE WORKFORCE (CW) DESIGN STANDARDS

A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*0 ft.*
b. Ground Floor Residential	*5 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*0 ft.*
b. Ground Floor Residential (min.)	*5 ft.*
3. Side Yard Setback	
a. Non-Residential	*0 ft.*
b. Residential (min.)	*5 ft.*
4. Rear Setback	
a. With alley (min.)	*0 ft.*
b. Without alley (min.)	*0 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*30 ft.*
b. Podium	*30 ft.*
c. Semi-subterranean [7,8]	*10 ft.*
d. Subterranean [7,8]	*0 ft.*
2. Side Street Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*25 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*

Table 9-9 CREATIVE WORKFORCE (CW) DESIGN STANDARDS

C. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-9-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*150 ft.*
2. Building length along Side Street (max.)	*150 ft.*
3. Building increment (max.)	*100 ft.*
4. Massing Break length for buildings with residential ground floor (max.)	—
5. Massing Break depth for buildings with residential ground floor (max.)	—
6. Building separation along Front Street (min.)	*10 ft.*
7. Building separation along Side Street (min.)	*20 ft.*
8. Building length along rear property line	*150 ft.*
9. Building length along side property line	*150 ft.*

***FIGURE 9-9.1** BUILDING WIDTH AND SPACING*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-9 CREATIVE WORKFORCE (CW) DESIGN STANDARDS

Complies? Y N N/A

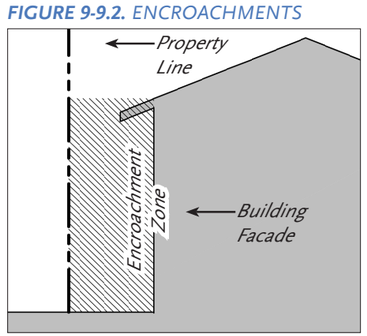
D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-9-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Shopfront	*0 ft.*
2. Arcade	*to property line*
3. Gallery	*to property line*
4. Stoop	*5 ft. into setback*
5. Dooryard / Terrace	*to property line*

E. OPTIONAL ARCHITECTURAL ELEMENTS AND PERMITTED ENCROACHMENTS. The following allowed architectural elements may be provided and may encroach into the public right-of-way (r.o.w.) or setback as measured from the facade as identified below and in Figure 9-9-2 and Figure 9-9-3. See Section 9.7.C for design standards.

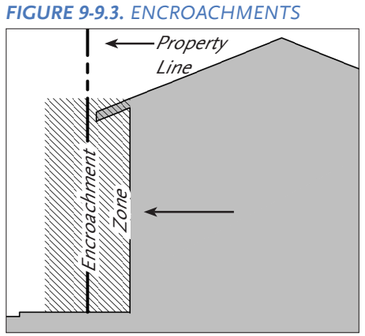
Architectural Element	Max. projection from facade	Encroachment into r.o.w.	Vertical clearance
1. Awning(commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
2. Canopy (commercial ground floors)[1]	*6 ft.*	*yes*	*8 ft.*
3. Balcony[2]	*3 ft.*	*yes*	*16 ft.*
4. Bay Window[2]	*3 ft.*	*yes*	*16 ft.*
5. Cantilevered Room[2]	*2 ft.*	*no*	*16 ft.*
6. Chimney	*0 ft.*	*no*	–
7. Exterior Fire Escape	*0 ft.*	*no*	–
8. Exterior Stairway	*0 ft.*	*no*	–
9. Cornice, Belt/Sill Course, and similar features[3]	*2 ft.*	*yes*	*8 ft.*
10. Roof Overhangs/Eaves[3]	*4 ft.*	*yes*	*8 ft.*
11. Porte Cochere Canopy (hotels, motels, convalescent home, senior housing, and similar uses)[1]	*6 ft.*	*yes*	*16 ft.*

FIGURE 9-9.2. *ENCROACHMENTS*



Allowed encroachment into setback from building facade.

FIGURE 9-9.3. *ENCROACHMENTS*



Allowed encroachment into setback and/or right-of-way from building facade.

Notes

1. Supporting poles prohibited in r.o.w.
2. Only allowed on upper floors.
3. Includes eaves extending into setback from a covered stoop, bay window, cantilevered room, or covered balcony.

Table 9-9 CREATIVE WORKFORCE (CW) DESIGN STANDARDS

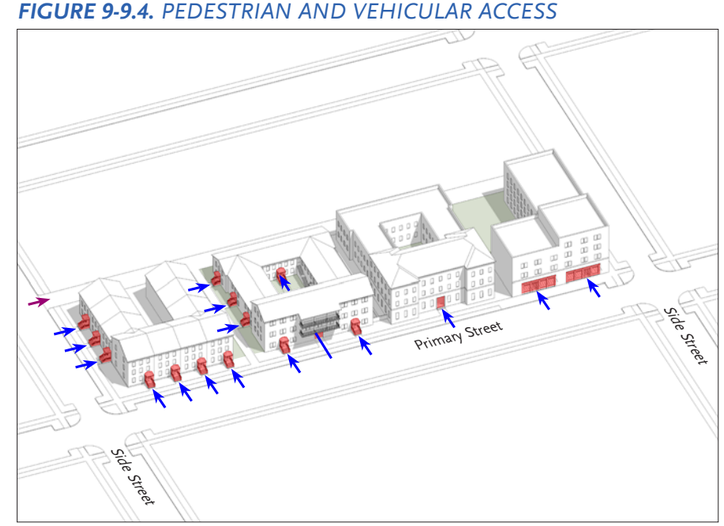
F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 995-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space ☐ ☐ ☐
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby ☐ ☐ ☐
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings. ☐ ☐ ☐
   b. If the building facade is located along or near the public sidewalk, building entrances shall be recessed so doors do not encroach into the sidewalk when open. ☐ ☐ ☐
   c. Secondary storefront and lobby entrances are allowed on rear and interior side facades ☐ ☐ ☐

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-9-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

FIGURE 9-9.4. *PEDESTRIAN AND VEHICULAR ACCESS*



Common Open Space
Frontage Element
Pedestrian Access
Vehicular/Service Access

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Complies?

Y N N/A

Table 9-9 CREATIVE WORKFORCE (CW) DESIGN STANDARDS

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Min. Dimensions
1. Common Open Space	15% of lot area	
i. Side Garden		*25 x 25*
ii. Courtyard		*25 x 25*
iii. Roof Deck		*25 x 25*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf	*6 ft. x 10 ft.*
iii. Back Yard	150 sf	*15 ft. x 10 ft.*
iv. Roof Deck	150 sf	*15 ft. x 10 ft.*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-10 URBAN NEIGHBORHOOD (UN) DESIGN STANDARDS

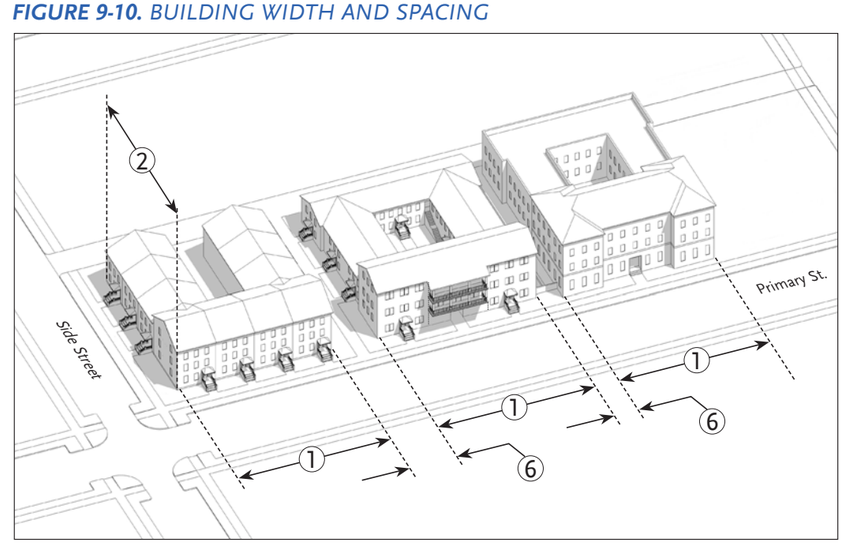
A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*10 ft.*
b. Ground Floor Residential	*10 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*5 ft.*
b. Ground Floor Residential (min.)	*5 ft.*
3. Side Yard Setback	
a. Non-Residential	*5 ft.*
b. Residential (min.)	*5 ft.*
4. Rear Setback	
a. With alley (min.)	*0 ft.*
b. Without alley (min.)	*5 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*rear half of lot*
b. Podium	*35 ft.*
c. Semi-subterranean [7,8]	*10 ft.*
d. Subterranean [7,8]	*0 ft.*
2. Side Street Setback	
a. Surface	*10 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	*5 ft.*
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*

Table 9-10 URBAN NEIGHBORHOOD (UN) DESIGN STANDARDS

A. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-10-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*130 ft.*
2. Building length along Side Street (max.)	*135 ft.*
3. Building increment (max.)	—
4. Massing Break length for buildings with residential ground floor (max.)	—
5. Massing Break depth for buildings with residential ground floor (max.)	—
6. Building separation along Front Street (min.)	*15 ft.*
7. Building separation along Side Street (min.)	*20 ft.*
8. Building length along rear property line	*130 ft.*
9. Building length along side property line	*120 ft.*

FIGURE 9-10. *BUILDING WIDTH AND SPACING*



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-10 URBAN NEIGHBORHOOD (UN) DESIGN STANDARDS

D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-10-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Porch	–
2. Stoop	*5 ft. into setback*
3. Dooryard / Terrace	*to property line*

Table 9-10 URBAN NEIGHBORHOOD (UN) DESIGN STANDARDS

F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 9-10-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings.

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-10-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

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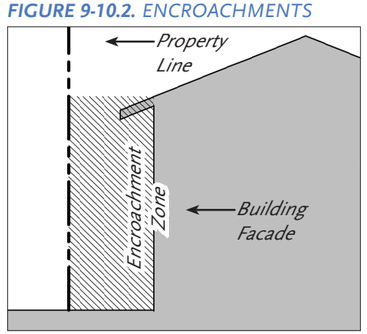
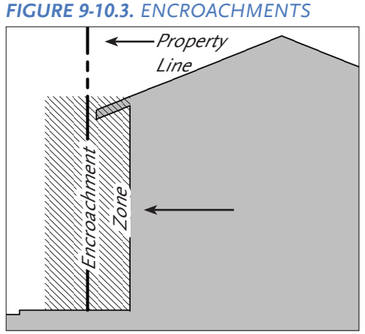
FIGURE 9-10.2. ENCROACHMENTS



Allowed encroachment into setback from building facade.

FIGURE 9-10.3. ENCROACHMENTS



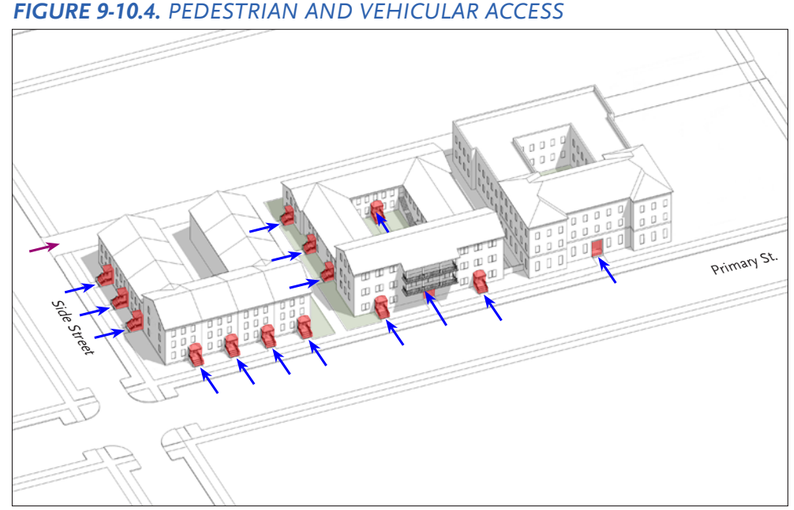
Allowed encroachment into setback and/or right-of-way from building facade.

Notes

[1] Only allowed on upper floors.

[2] [3] Includes eaves extending into setback from a covered stoop, bay window, cantilevered room, or covered balcony.

FIGURE 9-10.4. PEDESTRIAN AND VEHICULAR ACCESS



Common Open Space

Frontage Element

Pedestrian Access

Vehicular/Service Access

9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-10 **URBAN NEIGHBORHOOD (UN) DESIGN STANDARDS**

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Min. Dimensions
1. Common Open Space	19% of lot area	
i. Side Garden		*30 x 30*
ii. Courtyard		*30 x 30*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf	*6 ft. x 10 ft.*
iii. Back Yard	150 sf	*15 ft. x 10 ft.*

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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-11 NEIGHBORHOOD (N) DESIGN STANDARDS

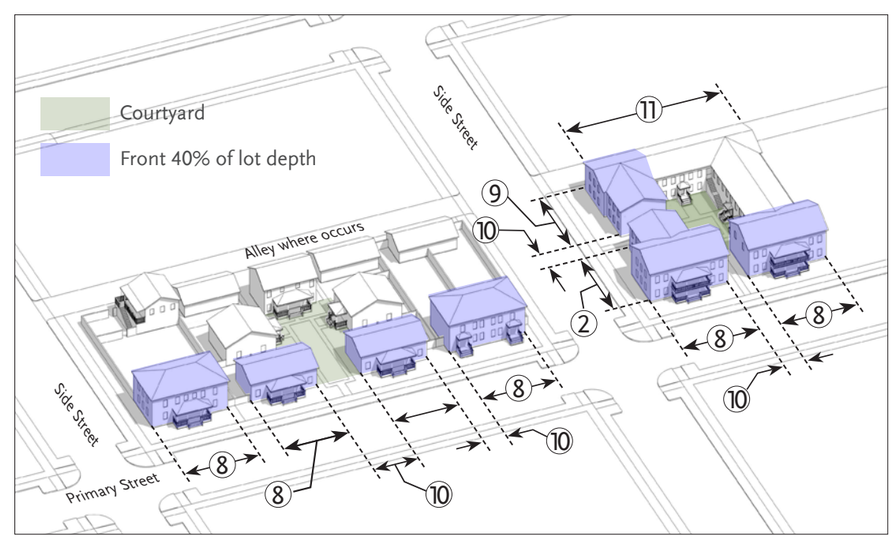
A. BUILDING PLACEMENT (SEE FIGURE 9-7)	
Site and Spacing Standard	**Setback**
1. Primary Street Setback	
a. Ground Floor Non-Residential	*n/a*
b. Ground Floor Residential	*15 ft.*
2. Side Street Setback	
a. Ground Floor Non-Residential	*n/a*
b. Ground Floor Residential (min.)	*5 ft.*
3. Side Yard Setback	
a. Non-Residential	*n/a*
b. Residential (min.)	*5 ft.*
4. Rear Setback	
a. With alley (min.)	*5 ft.*
b. Without alley (min.)	*10 ft*
B. PARKING AND SERVICES PLACEMENT (SEE SECTION 9.13 FOR DESIGN STANDARDS)	
1.Front Street Setback	
a. Surface / Above-Grade Structure	*rear half of lot*
b. Podium	—
c. Semi-subterranean [7,8]	*25 ft.*
d. Subterranean [7,8]	*25 ft.*
2. Side Street Setback	
a. Surface	*10 ft.*
b. Podium[7,8]	—
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
3. Side Yard Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	—
c. Semi-subterranean [7,8]	*5 ft.*
d. Subterranean [7,8]	*0 ft.*
4. Rear Setback	
a. Surface	*5 ft.*
b. Podium[7,8]	—
c. Semi-subterranean [7,8]	*10 ft.*
d. Subterranean [7,8]	*5 ft.*

Table 9-11 NEIGHBORHOOD (N) DESIGN STANDARDS

C. BUILDING SIZE AND SPACING. Buildings shall be designed per the following standards and as shown in Figure 9-11-1. See Section 9.5 for design standards.

Site and Spacing Standard	Length
1. Building length along Primary Street (max.)	*130 ft.*
2. Building length along Side Street (max.)	*135 ft.*
3. Building increment (max.)	—
4. Massing Break length for buildings with residential ground floor (max.)	—
5. Massing Break depth for buildings with residential ground floor (max.)	—
6. Building separation along Front Street (min.)	*15 ft.*
7. Building separation along Side Street (min.)	*20 ft.*
8. Building length along rear property line	*130 ft.*
9. Building length along side property line	*120 ft.*

FIGURE 9-11. *BUILDING WIDTH AND SPACING*



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9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-11 NEIGHBORHOOD (N) DESIGN STANDARDS

D. FRONTAGE TYPES AND ENCROACHMENTS. All street- and public open space-facing building frontages shall provide at least one (1) frontage type listed below, which may encroach into the setback as identified below and in Figure 9-11-2. See Section 9.7.B for design standards.

Frontage Type	Encroachment
1. Porch	–
2. Stoop	*5 ft. into setback*
3. Dooryard / Terrace	*to property line*

Table 9-11 NEIGHBORHOOD (N) DESIGN STANDARDS

F. PEDESTRIAN ACCESS. Pedestrian access to buildings shall be provided as follows and as shown in Figure 9-11-4.

1. All ground floors shall be accessed directly from the sidewalk either directly to each unit or commercial space through an appropriate Frontage Element, Lobby, or On-site Open Space
2. Upper floor uses may be accessed through an exterior stair, interior stair, or lobby
3. Entrances into buildings
   a. Entrance ways and doorways shall be clearly identifiable as prominent points of access into buildings.

G. VEHICULAR ACCESS. Vehicular access to buildings and sites shall be provided as follows and as shown in Figure 9-11-4.

1. Sites adjacent to alleys. Parking shall be accessed from the alley.
2. Sites without alleys. Parking may be accessed from primary street. Driveways shall be located as close to side property line as possible.
3. Corner lots without alleys.
   a. Parking shall be accessed from the side street.
   b. Vehicular access to structured parking should not be provided on the front facade.
4. Driveways providing access to corner lots shall be located as far from the street intersection as possible.

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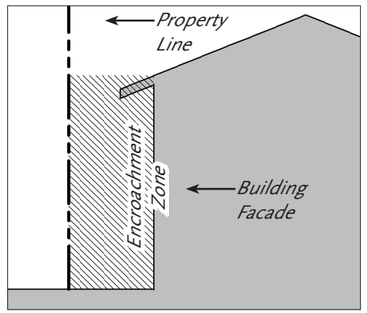
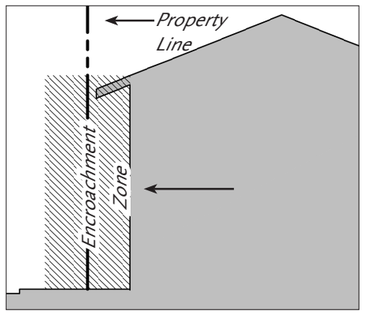
FIGURE 9-11.2. ENCROACHMENTS



Allowed encroachment into setback from building facade.

FIGURE 9-11.3. ENCROACHMENTS



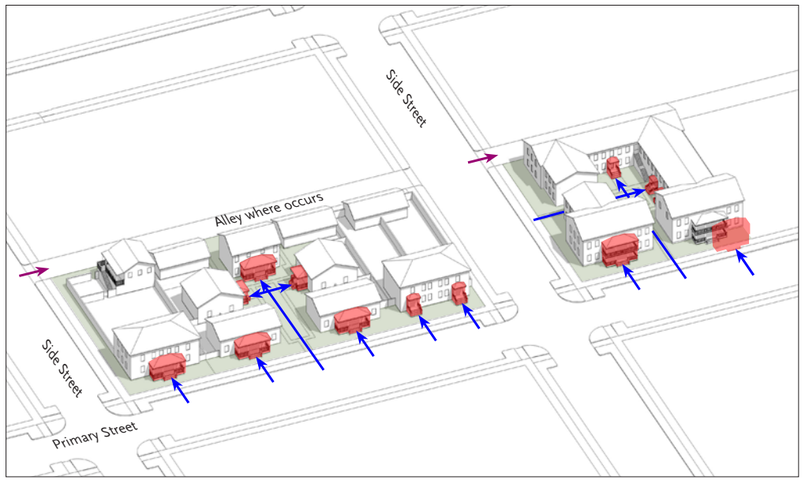
Allowed encroachment into setback and/or right-of-way from building facade.

Notes

[1] Only allowed on upper floors.

[2] [3] Includes eaves extending into setback from a covered stoop, bay window, cantilevered room, or covered balcony.

FIGURE 9-11.4. PEDESTRIAN AND VEHICULAR ACCESS



Common Open Space

Frontage Element

Pedestrian Access

Vehicular/Service Access

9.4. DEVELOPMENT STANDARDS (CONTINUED)

Table 9-11 NEIGHBORHOOD (N) DESIGN STANDARDS

H. ON-SITE OPEN SPACE (SEE SECTION 9.11 FOR DESIGN STANDARDS). On-Site Open Space shall be provided for all buildings containing six (6) or more residential units per the following size requirements.

Open Space Type	Min. Area	Min. Dimensions
1. Common Open Space	19% of lot area	
i. Side Garden		*30 x 30*
ii. Courtyard		*30 x 30*
2. Private Open Space		
i. Balcony	50 sf.	*5 ft. x 5 ft.*
ii. Porch/Dooryard/Terrace	60 sf	*6 ft. x 10 ft.*
iii. Back Yard	150 sf	*15 ft. x 10 ft.*

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9.5. BUILDING MASSING AND ARTICULATION STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards to ensure new development enhance the public realm by creating attractive buildings with articulated facades that add character to the building.

B. BUILDING MASSING AND ARTICULATION. All building facades that are visible to the public and surrounding neighbors shall utilize a minimum of four (4) of the following massing and articulation techniques: Horizontal Articulation, Vertical Articulation, Architectural Projections, Architectural Recessions, Facade Differentiation, Story Averaging, and Floor Level Articulation.

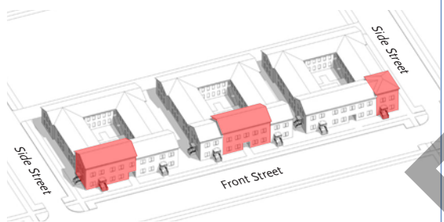
Select a minimum of four (4) of the seven (7) below building massing and articulation strategies.

Complies? Y N N/A

☐ **1. HORIZONTAL ARTICULATION**

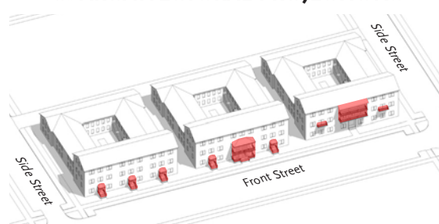
Step a portion of the facade forward or backward from the predominant facade plane a min. of five feet (5') for a min. distance of twenty-five feet (25') . . . . . ☐ ☐ ☐

☐ **2. VERTICAL ARTICULATION**



Step a portion of the facade upward or downward from the predominant building height a min. of four feet (4') for a min. distance of twenty-five feet (25') . . . . . ☐ ☐ ☐

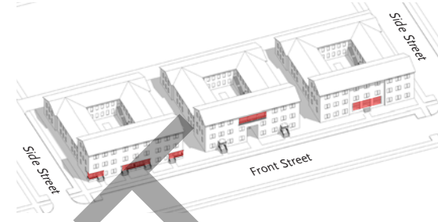
☐ **3. ARCHITECTURAL PROJECTIONS**



Append or project facade elements such as balconies, bay windows, cantilevered rooms, and/or awnings per Section 9.7 (Frontage Standards). . ☐ ☐ ☐

Complies? Y N N/A

☐ **4. ARCHITECTURAL RECESSIONS**



Recess architectural elements or spaces – such as porches, covered passages, and balconies – into the plane of the facade. . . . . ☐ ☐ ☐

☐ **5. FACADE DIFFERENTIATION**

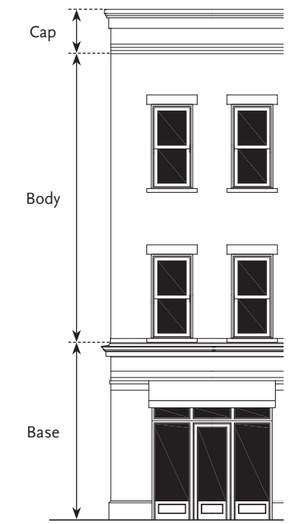
Design the facade to appear as though it is composed of two or three distinct "buildings" with differing material and/or color combinations on each "building." . . . . . ☐ ☐ ☐

☐ **6. STORY AVERAGING**

Raise up to 30% of the building footprint area one story taller than the base height and lower an equal amount of building footprint area one story shorter than the maximum allowed height. . . . . ☐ ☐ ☐

Complies? Y N N/A

☐ **7. FLOOR LEVEL ARTICULATION**



Articulate the facade to express the building's floor levels as a base for the ground floor, a body for the upper floors, and a cap at the top of the facade

a. **Base.** Differentiate the ground floor with substantial horizontal articulation of the facade at the top of the first story (cornice, belt course, or other architectural element that is appropriate to the building style), different wall materials from upper floors, and/or larger window openings such as shopfronts. . . . . ☐ ☐ ☐

b. **Body.** Differentiate upper floors from ground floors with different wall materials and colors and different window sizes and orientations. . . . . ☐ ☐ ☐

c. **Cap.** Provide articulation at the parapet (for buildings with flat roofs) or below the eve (for buildings with sloped roofs) that marks the top of the building with a cornice, color change, or material change. . . . . ☐ ☐ ☐

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9.5. BUILDING MASSING AND ARTICULATION STANDARDS (CONT.)

Complies? Y N N/A

C. BUILDING FACADE STANDARDS

1. **BUILDING INCREMENT.** Building facades larger than the building increments listed in Table 9-7.F (Building Size and Spacing) shall be designed to look like multiple, smaller, attached, "buildings." Acceptable strategies include:
   a. Applying different building and massing articulation strategies (see Section 9.5.B) and different materials and color palettes for each increment. . . . . ☐ ☐ ☐
   b. Applying different architectural styles to each increment. . . . . ☐ ☐ ☐
2. **MULTIPLE BUILDINGS ON ONE SITE.** On project sites that accommodate more than one building, individual buildings shall be differentiated by:
   a. Applying different building and massing and articulation strategies (see Section 9.5.B) and different material and color palettes for each building. . . . . ☐ ☐ ☐
   b. Designing each building according to its own architectural style. . . . . ☐ ☐ ☐
3. **WINDOW PLACEMENT AND AREA.**
   a. **Primary Street Ground Floor Windows.**
      i. **Mixed-Use Buildings with Shopfront Frontages.** Shopfronts shall be provided per the requirements of Section 9.7.B.4 (Shopfronts). . . . . ☐ ☐ ☐
      ii. **All other buildings.** Windows shall occupy at least 50 percent of the surface area of the ground floor elevation (as measured by multiplying the ceiling height by the width of the front facade). Vehicle entrances to structured parking shall be excluded from the surface area of the ground facade . . . . . ☐ ☐ ☐
   b. **Primary Street Upper Floor Windows:** Upper floor windows on the front facade shall occupy at least 30 percent of the surface area of each upper floor facade (as measured by the multiplying the ceiling height by the width of the front facade). . . . . ☐ ☐ ☐
   c. **Side-Street Windows.** At least 50 percent of the surface area of the street-facing side facade shall consist of windows (as measured by multiplying the facade height by the width of the side facade). Roofs, including parapets/cornices, and vehicle entrances to structured parking shall be excluded from the total surface area calculation of the facade. . . . . ☐ ☐ ☐
   d. **Window Design.**
      i. Utilize windows, doors, frames, colors, and styles that are appropriate to the building's architectural style in terms of window type (double hung, casement, etc.) and proportion. . . . . ☐ ☐ ☐
      ii. Design windows and doors to relate to one another proportionally and according to a rational system of design, such as designing building elevations to exhibit a hierarchy between window sizes to differentiate between public rooms (living rooms and dining rooms) and private rooms (bedrooms, bathrooms) . . . . . ☐ ☐ ☐
      iii. Locate windows on new building facades in a manner that maintains existing privacy with neighbors . . . . . ☐ ☐ ☐
      iv. To the maximum extent feasible, provide windows that open and close in order to provide opportunities for natural ventilation. . . . . ☐ ☐ ☐
      v. For replacement windows, utilize the same window types as the original windows (e.g., replace double-hung windows with double-hung windows, etc.) . . . . . ☐ ☐ ☐

Complies? Y N N/A

D. CORNER CUT-OFF STANDARDS

1. Corner cut-offs shall be provided to maintain adequate lines of sight at the intersections of streets, driveways, and alleys in order to minimize accidental collision. No structure, object, or feature, including but not limited to buildings facades, fences, walls, hedges, signs, lights, and furniture, may be erected or maintained in any zone below a height of ten (10) feet above the finished ground surface within a corner cutoff area. The corner cutoff area is defined by a horizontal plane making an angle of 45 degrees with the front, side, or rear property lines as the case may be, and passing through points as follows:
   a. Streets: At intersecting streets, ten (10) feet from the intersection at the corner of a front or side property line. . . . . ☐ ☐ ☐
   b. Alleys: At the intersection of an alley with a street or another alley, ten (10) feet from the edges of the alley where it intersects the street or alley right-of-way. . . . . ☐ ☐ ☐
   c. Driveways: At the intersection of a driveway with a street or alley, five (5) feet from the edges of the driveway where it intersects the street or alley right-of-way (see Standard 3 or exceptions). . . . . ☐ ☐ ☐
2. Mixed-use buildings with ground floor shopfront frontages
   a. Building massing shall either be chamfered or provide a small plaza at the corner so as to not encroach into the corner cut-off area. . . . . ☐ ☐ ☐
   b. Corner cut-off area shall be paved with a paving material that is consistent with or matches the adjacent sidewalk. . . . . ☐ ☐ ☐
   c. Shopfront or building entry shall be provided on the chamfered facade of the building or facades that front the plaza. . . . . ☐ ☐ ☐

E. EXTERIOR STAIRS AND FIRE ESCAPES:

1. Exterior fire escapes and exterior stairways and hallways providing access to upper floor uses are prohibited along front and street-facing side facades. . . . . ☐ ☐ ☐
2. Enclosures or landscape barriers must be provided wherever there is less than 7' vertical clearance below stairs. . . . . ☐ ☐ ☐
3. Stair rails shall be integrated into the overall building and site design. Thin section wrought iron, and stair rails that have minimal form, mass or color reference to the design elements within the facade are prohibited. . . . . ☐ ☐ ☐
4. Open risers are prohibited on stairs. . . . . ☐ ☐ ☐

F. ROOFS:

1. All parapets shall have returns equal to the height of the parapet. . . . . ☐ ☐ ☐
2. Parapets used for fire separation purposes shall be visually integrated into the building. . . . . ☐ ☐ ☐
3. All mansards shall be continuous on all sides of a building visible from neighboring properties and public rights-of-way, including those elevations facing a street, alley, yard, setback or open space. All mansards on all other elevations which are not exposed or visible to neighboring properties and public rights-of-way, shall have a return at least equal to the height of the mansard. . . . . ☐ ☐ ☐

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9.7. FRONTAGE STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards to ensure proposed development promotes a pedestrian-friendly environment along the street through the provision of street-facing windows, entries, and appropriately designed building frontages; commercial ground floors that support pedestrian activity through maximum ground floor transparency (large shopfronts); and frontage designs that do not disrupt or detract from the general intended pattern for frontages along the block face.

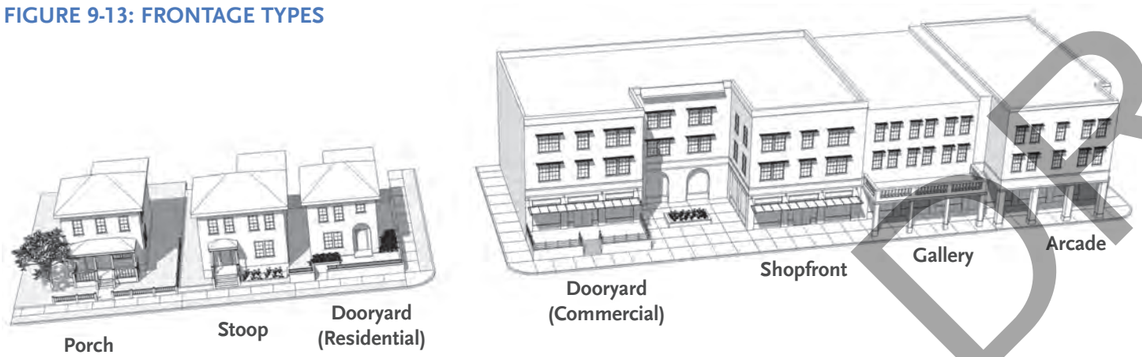
Frontages consist of the street facade of the building(s), including any projecting elements, and any landscape, hardscape, walls, and fences between the building facade and the back of sidewalk. They provide a transition between the public environment of the street and the semi-private and private environments of the building interior. They also signal the location of the building entrance and provide a semi-public space within which neighbors and visitors can interact.

Frontage types are divided into two categories, Required (Porch, Stoop, Dooryard, Shopfront, Gallery, and Arcade) as shown in Figure 9-13 and Optional (Balcony, Bay Window, Cantilevered Room, Awning, Canopy).

The provisions of this Section work in combination with the underlying Zone as identified on the Regulating Plan. Refer to Table 9.3/F for required frontage types and Table 9.3/G for optional frontage types within each zone and allowed encroachments into the setback or right-of- way. Frontage type designs may be further limited by the California Building Code (CBC).

B. DESIGN STANDARDS FOR REQUIRED FRONTAGE TYPES. New buildings shall utilize a minimum of one (1) of the following frontage types: Porch, Dooryard/Terrace, Stoop, Shopfront, Gallery, and/or Arcade. Please see pages 9:59 - 9:61 for standards and illustrations of each frontage type.

FIGURE 9-13: FRONTAGE TYPES

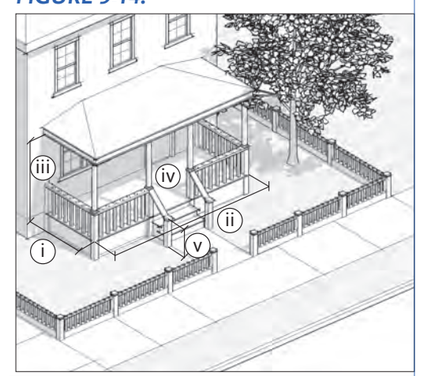


Select min. of one (1) of seven (7) required Frontage Types on pages 9:59 – 9:61.

☐ **1 PORCH**

	Complies? Y	N	N/A
a. Porch materials and design shall be compatible with the design of the rest of the building.	☐	☐	☐
b. Porches may be enclosed with insect screens if recessed from the exterior wall plane and if visibility is maintained from the sidewalk.	☐	☐	☐
c. Dimensions. See Figure 9-14.			

FIGURE 9-14.

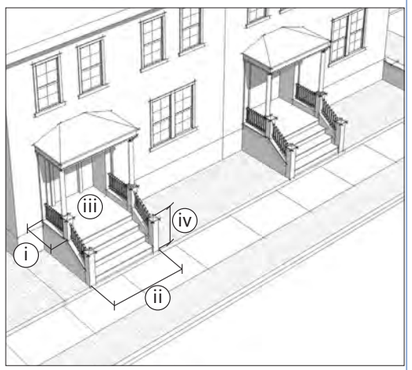


Dimension	Min.	Max.			
(i) Depth (clear)	6 ft.	-	☐	☐	☐
(ii) Width (clear)	12 ft.	-	☐	☐	☐
(iii) Height: ceiling (clear)	8 ft.	12 ft.	☐	☐	☐
(iv) Height: floor above adjacent finished grade	12 in.	3 ft.	☐	☐	☐
(v) Height: fence, hedge, or wall above adjacent finished grade	-	3 ft.	☐	☐	☐

☐ **2. STOOP**

	Complies? Y	N	N/A
a. Stoops must correspond directly with the building entry(s) they provide access to.	☐	☐	☐
b. The exterior stairs may be perpendicular or parallel to the adjacent sidewalk.	☐	☐	☐
c. The landing may be covered or uncovered.	☐	☐	☐
d. Landscaping shall be placed on the sides of the stoop, either at grade or in raised planters.	☐	☐	☐
e. Dimensions. See Figure 9-15.			

FIGURE 9-15



Dimension	Min.	Max.			
(i) Depth: landing (clear)	4 ft.	10 ft.	☐	☐	☐
(ii) Width (clear)	4 ft.	10 ft.	☐	☐	☐
(iii) Height: floor above adjacent finished grade	12 in.	3 ft.	☐	☐	☐
(iv) Height: fence, hedge, or wall above adjacent finished grade	–	3 ft.	☐	☐	☐

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9.7. FRONTAGE STANDARDS (CONTINUED)

Select min. of one (1) of seven (7) required Frontage Types on pages 9:59 – 9:61.

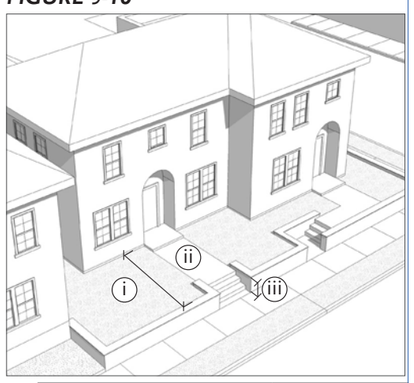
☐ 3. DOORYARD/TERRACE

Complies? Y N N/A

a. Walls and/or fences shall be consistent with the architectural style of the building in their design, materials, and finishes. . . . . ☐ ☐ ☐

b. Dimensions. See Figure 9-16.

FIGURE 9-16



	Dimension	Min.	Max.	Y	N	N/A
i	Depth (clear)	7 ft.	-	☐	☐	☐
ii	Height: floor above adjacent finished grade	0 ft.	3 ft.	☐	☐	☐
iii	Height: wall above floor	2 ft.	-	☐	☐	☐

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☐ 4. SHOPFRONT

Complies? Y N N/A

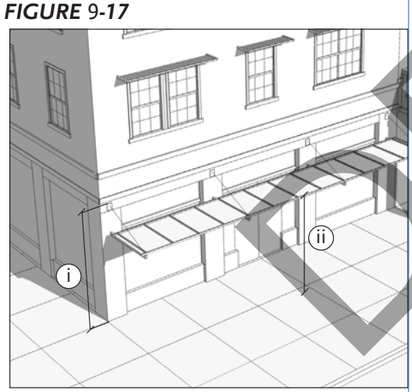
a. Storefront glass shall be clear without reflective coating or dark tinting. Lightly tinted glazing less than 15%, low emissivity, solar) is acceptable. . . . . ☐ ☐ ☐

b. Doors shall match the materials, design, and character of the display window framing. "Narrowline" aluminum doors are prohibited. . . . ☐ ☐ ☐

c. Primary Street and Side Street setbacks, if any, shall be paved with a paving material that is consistent with or matches the adjacent sidewalk. . . . . ☐ ☐ ☐

d. Dimensions. See Figure 9-17.

FIGURE 9-17



	Dimension	Min.	Max.	Y	N	N/A
i	Height (clear)	10 ft.	16 ft.	☐	☐	☐
ii	Distance to bottom of awnings, canopies (clear)	8 ft.	10 ft.	☐	☐	☐
iii	Width of storefront bay(s)	10 ft.	15 ft.	☐	☐	☐
iv	Glass area % of ground floor wall area [1]	70	90	☐	☐	☐

[1] Vehicle entrances to structured parking shall be excluded from the surface area of the ground floor wall area.

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☐ 5. GALLERY

Complies? Y N N/A

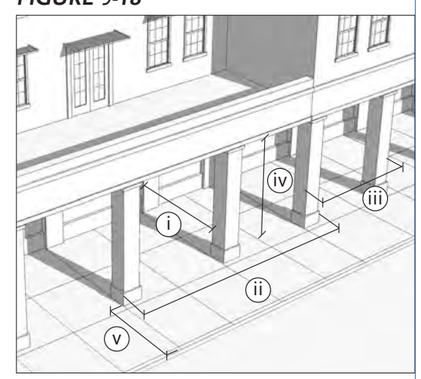
a. Along primary frontages, the Gallery columns shall correspond to Shopfront openings as defined in Section 9.7.B.4. . . . . ☐ ☐ ☐

b. Galleries shall be a minimum of two (2) bays wide. . . . . ☐ ☐ ☐

c. Column spacing and colonnade detailing, including lighting, shall be consistent with the style of the rest of the building. . . . . ☐ ☐ ☐

d. Dimensions. See Figure 9-18.

FIGURE 9-18



	Dimension	Min.	Max.	Y	N	N/A
i	Depth (clear)	10 ft.	16 ft.	☐	☐	☐
ii	Width (clear)	20 ft.	80 ft.	☐	☐	☐
iii	Width: single bay (clear)	10 ft.	16 ft.	☐	☐	☐
iv	Height (clear)	12 ft.	16 ft.	☐	☐	☐
v	Distance from face of curb (clear)	2 ft.	-	☐	☐	☐
vi	Distance between adjacent Galleries that encroach into R.O.W.	20 ft.	-	☐	☐	☐

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☐ 6. ARCADE

Complies? Y N N/A

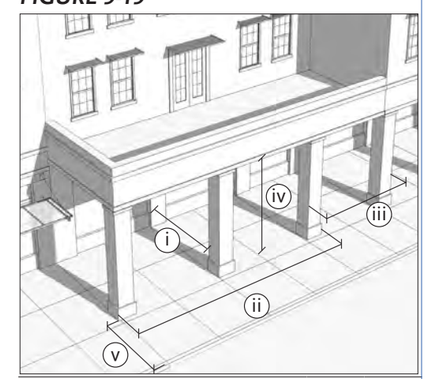
a. Along primary frontages, the arcade shall correspond to Shopfront openings as defined in Section 9.7.B.4. . . . . ☐ ☐ ☐

b. Arcades shall be a minimum of two (2) bays wide. . . . . ☐ ☐ ☐

c. Column spacing and colonnade detailing, including lighting, shall be consistent with the style of the rest of the building. . . . . ☐ ☐ ☐

d. Dimensions. See Figure 9-19.

FIGURE 9-19



	Dimension	Min.	Max.	Y	N	N/A
i	Depth (clear)	10 ft.	16 ft.	☐	☐	☐
ii	Width (clear)	20 ft.	80 ft.	☐	☐	☐
iii	Width: single bay (clear)	10 ft.	16 ft.	☐	☐	☐
iv	Height (clear)	12 ft.	16 ft.	☐	☐	☐
v	Distance from face of curb (clear)	2 ft.	-	☐	☐	☐
vi	Distance between adjacent Arcades that encroach into R.O.W.	20 ft.	-	☐	☐	☐

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9.7. FRONTAGE STANDARDS (CONTINUED)

C. DESIGN STANDARDS FOR OPTIONAL ARCHITECTURAL ELEMENTS. New buildings may utilize any of the following optional architectural elements: Balcony, Bay Window, Cantilevered Room, Awning, and Canopy. Please see pages 9:62-9:64 for standards and illustrations of each architectural element type.

Select optional Architectural Elements shown on pages 9:62 – 9:64.

	Complies? Y	N	N/A
☐ **1. AWNING**			
a. Awnings shall be of a simple shed form, made of code-compliant fire-resistant canvas or materials of similar appearance; materials which are shiny, stiff, and obviously synthetic shall be avoided.	☐	☐	☐
b. Each awning shall correspond to a storefront.	☐	☐	☐
c. Upper floor awnings may be provided as follows:			
i. Each individual awning shall cover no more than one Shopfront or window opening.	☐	☐	☐
ii. Signage is not permitted on upper floor awnings.	☐	☐	☐
d. Awnings shall be positioned so that signage is not obstructed.	☐	☐	☐
e. Awning color(s) and pattern(s) shall be coordinated with the overall design of the building. As appropriate awning colors may vary between adjacent businesses.	☐	☐	☐
f. Internally illuminated and backlit awnings and any associated light diffusers are prohibited.	☐	☐	☐

	Complies? Y	N	N/A
☐ **2. CANOPY**			
a. Canopies shall be of a simple form, made of metal and/or glass.	☐	☐	☐
b. Canopies shall be supported either from below by metal brackets, or from above by rods, wires, or chains that affix to the wall.	☐	☐	☐
c. Canopies may extend across multiple storefronts.	☐	☐	☐
d. Upper floor awnings may be provided as follows:			
i. Each individual canopy shall cover no more than one window opening.	☐	☐	☐
ii. Signage is not permitted on upper floor canopies.	☐	☐	☐
e. Canopies shall be positioned so that signage is not obstructed.	☐	☐	☐
f. Canopies shall be coordinated with the overall design of the building; all canopies on a single building shall be consistent in their design, color, and material.	☐	☐	☐

	Complies? Y	N	N/A
☐ **3. BALCONY**			
a. Balcony design character, palette of materials, and approach to detailing shall be consistent with the building's style.	☐	☐	☐
b. Balconies shall be designed to be consistent and compatible throughout the building.	☐	☐	☐
c. Balconies of traditionally styled buildings shall have visible supports in the form of projecting beams or braces. Balconies on modern styled buildings may simply project.	☐	☐	☐
d. Balcony railings on traditional buildings shall be made of wood, wrought iron, steel bar or tube faithfully simulating true wrought iron. Modern buildings may also use galvanized or painted steel, aluminium, and cable railing components. Vinyl substitutes shall be avoided.	☐	☐	☐

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DT UC UG COR CW FI UN1 UN2

DT UC UG COR CW FI UN1 UN2

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9.7. FRONTAGE STANDARDS (CONTINUED)

Select optional Architectural Elements shown on pages 9:62 – 9:64.

	Complies? Y	N	N/A
☐ **4. BAY WINDOW**			
a. Bay windows shall be a maximum of ten (10) feet wide and shall have a height that is equal to or greater than their width.	☐	☐	☐
b. Bay windows shall be placed a minimum of two (2) feet from any building corner and a minimum of three (3) from any other bay window.	☐	☐	☐
c. Bay windows shall consist of at least 75% transparent fenestration.	☐	☐	☐

	Complies? Y	N	N/A
☐ **5. CANTILEVERED ROOM**			
a. Cantilevered Room shall be a maximum of twenty (20) feet wide.	☐	☐	☐
b. Cantilevered Rooms shall be placed a minimum of ten (10) feet from any other Cantilevered Room.	☐	☐	☐
c. Cantilevered rooms of traditional style buildings shall be supported by brackets, extended beams, or other elements that project from the underside of the volume.	☐	☐	☐

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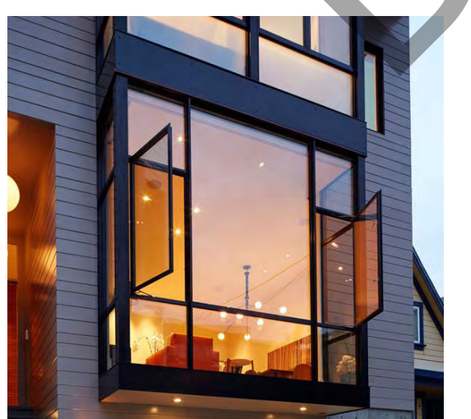

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9.8. BUILDING DESIGN STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards that:

1. Promote the use of durable exterior materials and construction techniques that do not need to be replaced or repaired frequently and/or are reusable or recyclable in order extend the overall life span of a building, prevent moisture infiltration, and reduce the use of natural resources.
2. Promote diversity by encouraging a variety of compatible materials and accent colors on facades.
3. The design of windows and window shades that reduce the use of energy, improve indoor air quality, allow natural ventilation, and enhance the visual character of the building.

B. DESIGN STANDARDS.

1. BUILDING MATERIALS AND FINISH COLORS

	Complies? Y	N	N/A
a. Holistic Design.			
i. Selected building materials and finishes that are harmonious in design character and detail and are consistent within the building's architectural language and character in terms of structural expression, scale, and proportion.	☐	☐	☐
ii. Design all components of new projects (building, open space, landscape, and parking) to be internally consistent with the chosen architectural language and/or character of the overall project.	☐	☐	☐
b. Durable Materials. Utilize durable and low maintenance materials and architectural details that promote permanence and longevity. Examples of appropriate building materials include, but are not limited to:			
i. Transparent Glass.	☐	☐	☐
ii. Insulated concrete forms (fiber-cement block systems, plank or panel wall forms, and precast autoclaved aerated concrete).	☐	☐	☐
iii. Stucco.	☐	☐	☐
iv. Stone and brick masonary	☐	☐	☐
v. Metal (copper, seteel, and aluminum) or fiber-cement composite roofing materials.	☐	☐	☐
vi. Fiber-cement composite cladding and siding.	☐	☐	☐
vii. Wood waste/recycled plastic lumber products.	☐	☐	☐
viii. Heavy timber beam.	☐	☐	☐
ix. Tile accents.	☐	☐	☐
x. Aluminum window frames and sashes with a thermal break.	☐	☐	☐
xi. Composite window frames and sashes (vinyl clad/recycled wood fiber, aluminum clad/recycled wood fiber, and fiberglass composite).	☐	☐	☐

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9.8. BUILDING DESIGN STANDARDS (CONTINUED)

Complies? Y N N/A

xii. Solid wood doors (flush or panel), insulated steel doors, or glass doors with double pane, insulated glass.

xiii. Glass fiber reinforced concrete.

xiv. Exterior insulation and finish systems.

xv. Other_____

c. Inappropriate Materials. Materials that are discouraged include:

i. T1-11, hardboard, and vinyl siding.

ii. Metal siding or concrete block as an exterior finish, except within the Urban General (UG) and Creative Workforce (CW) zones.

iii. Rough-sawn wood.

iv. Asphalt shingle roofing.

v. Foam plant-ons.

vi. Reflective, tinted, or frosted glass.

d. Reflective Materials. Avoid using of reflective materials, unless they are applied to small areas (such as to highlight signage) and they can be shown to not cause a nuisance to automobile traffic, pedestrians, and neighboring buildings.

e. Masonry and Stone. Detail masonry veneer walls in a manner that expresses the structural integrity of real masonry, especially at corners, windows, and doors.

f. Synthetic Materials. Use synthetic materials only when:

i. They adequately simulate the appearance of the natural material it imitates

ii. They demonstrate an ability to age similar to or better than the natural material it imitates.

iii. They have a permanent texture, color, and character that is acceptable for the proposed application.

iv. They can be pressure washed and, in general, withstand anti-graffiti measures.

g. Exposed Wood. Finish exposed wood in a manner that minimizes maintenance and promotes the material's longevity.

h. Multiple Materials and Colors.

i. Changes in materials and colors shall occur along horizontal lines or at internal building corners only. Material changes along vertical lines are discouraged and material changes at outside corners are prohibited.

ii. Represent building materials honestly with heavier materials (such as masonry) supporting lighter materials (such as stucco or fiber-cement composite cladding).

i. Colors.

i. Use complimentary color palettes and compose materials and finishes in a manner that results in visually balanced compositions.

ii. Avoid large areas of bold and bright colors.

iv. Limit bold and bright colors to trim and accents and balance with soft or muted colors.

Complies? Y N N/A

j. Projections and Attached Architectural Elements. Building materials and finishes for architectural projections, such as awnings and balconies, trellises, hand rails, lighting fixtures, attic vents, and custom signage, shall express a unifying design consistent with style of the building.

2. WINDOWS AND DOOR MATERIALS

a. Windows

i. Materials

(2) Preferred window and door materials include wood, fiberglass, steel, or aluminum. Vinyl and vinyl-clad windows are allowed with muntin patterns and colors appropriate to the building's architectural style

(3) Flush nail-on aluminum and horizontal aluminum sliding windows are prohibited

(4) Specify non-reflective clear glass glazing, particularly in storefront and primary window applications to enable viewing into storefornts and minimize glare impacts.

(5) Specify Low-emittance (Low-E) glass for windows, glass doors, and skylights to block the sun's UV rays (the rays that primarily heat building interiors).

ii. Details

(1) If used, specify true muntins that are of a substantial dimension (e.g., not flat)

(2) Design head casing to be equal in width to or wider than jamb casing

(3) Detail window sills to properly shed water

(4) Recess windows in a manner that is specific to the building's architectural style (e.g., provide greater recesses for Mediterranean style buildings, etc.)

2. WINDOWS, DOORS, SHADE STRUCTURES, AND GARAGE OPENINGS

b. Window Shades: To the extent possible, employ design techniques to shade windows and reduce unwanted solar heat, including:

i. Recessing windows and glass doors into the facade to provide both horizontal and vertical shading.

ii. Providing horizontal shade structures (awnings, marquees, louvers, light shelves, or roof overhangs) on south-facing facades to block late morning and afternoon sun.

iii. Use vertical-oriented shade structures (louvers or fins) on west-facing facades to block late afternoon sun.

iv. Use shade structures (vertical and horizontal) that can be adjusted (manually or automatically) to provide interior light or shade, such as metal louvers, operable shutters sized to match their opening, or expandable awnings.

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9.9. SIGNAGE STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards for the design, erection, maintenance, and use of signs and other exterior advertising media within the Specific Plan area that contribute to the creation of a rich urban environment that demonstrates variety, quality, and design integrity.

B. GENERAL DESIGN STANDARDS. New sigange shall be consistent with the following general design standards:

Complies? Y N N/A

1. LOCATION AND PLACEMENT

a. Each sign shall be located on the same site as the subject of the sign . . . . . ☐ ☐ ☐

b. In order to avoid sign clutter, signage shall only be allowed on facades that have building entrances . . . . . ☐ ☐ ☐

c. Ground floor business within a building may have one or multiple storefront signs. See Section _____ (_____) of the *City of Burbank Municipal Code* for sign area and height measurement definitions. The maximum number of signs allowed per building shall per the requirements of the applicable zone (see Table 9-7, Section J and as identified for each sign type (see Section 9.9.C) . . . . . ☐ ☐ ☐

d. Upper floor businesses may be identified by Building Identification Signs for principal tenants (see Section 9.9.C.2) and/or Directory Signs (see Section 9.9.C.4). . . . . ☐ ☐ ☐

e. Logos or identification symbols are considered signs and shall conform to all requirements of this Section . . . . . ☐ ☐ ☐

f. Signs shall not cover, obscure, or interfere with the operation of windows, doors, storefronts, and/or building entrances. Signs shall not cover or obscure architectural features of the building, including, but not limited to, transoms, cornices, columns, or other architectural elements, details, or ornamentation . . . . . ☐ ☐ ☐

2. SIZE

a. The gross area of all signs on a building facade shall not exceed 10% of the total area of the facade. The maximum sign dimensions and area of each individual sign shall be as identified in the requirements for each allowed sign type (see Section 9.9.C) . . . . . ☐ ☐ ☐

3. COLOR

a. Colors on signs and structural members shall be harmonious with one another and relate to the dominant colors of the buildings on the project site. Contrasting colors can be utilized if the overall effect of the sign is still compatible with building colors . . . . . ☐ ☐ ☐

Complies? Y N N/A

4. DESIGN AND CONSTRUCTION

a. Except for banners, flags, temporary signs, and temporary window signs conforming with the requirements of Section _____ (_____) of the *City of Burbank Municipal Code*, each sign shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure. . . . . ☐ ☐ ☐

b. Each permanent sign shall be designed by a professional (e.g., architect, building designer, landscape architect, interior designer, or others whose principal business is the design, manufacture, or sale of signs), or who are capable of producing professional results . . . . . ☐ ☐ ☐

c. Each permanent sign shall be constructed by persons whose principal business is building construction or a related trade including sign manufacturing and installation, or others capable of producing professional results. The intent is to ensure public safety, achieve signs of careful construction, neat and readable copy, and durability, to reduce maintenance costs, and prevent dilapidation . . . . . ☐ ☐ ☐

5. MATERIALS AND STRUCTURE AND CONSTRUCTION

a. Sign materials (including framing and supports) shall be representative of the type and scale of materials used on the project site where the sign is located. Sign materials shall match those used on the building(s) on the project site and any other signs on the project site . . . . . ☐ ☐ ☐

b. Signs shall not include reflective materia. . . . . ☐ ☐ ☐

c. Materials for permanent signs shall be durable and capable of withstanding weathering over the life of the sign with reasonable maintenance. . . . . ☐ ☐ ☐

d. The size of the structural members (e.g. columns, crossbeams, and braces) shall be in proportion with the sign panel they are supporting . . . . . ☐ ☐ ☐

e. The use of individual letters incorporated into the building facade design is encouraged, rather than a sign with background and framing other than the structure wall . . . . . ☐ ☐ ☐

f. Street address. The City may require that a sign include the street address of the project site, where it determines that public safety and emergency vehicle response would be more effectively served than if the street address were displayed solely on one or more buildings on the project site . . . . . ☐ ☐ ☐

6. COPY DESIGN GUIDELINES

The City does not regulate the message content (copy) of signs; however, the following are principles of copy design and layout that can enhance the readability and attractiveness of signs. Copy design and layout consistent with these principles is encouraged,but not required

a. Sign copy should relate only to the name and/or nature of the business or commercial center . . . . ☐ ☐ ☐

b. Permanent signs that advertise continuous sales, special prices, or include phone numbers are only permitted as window signage . . . . . ☐ ☐ ☐

c. Information should be conveyed briefly or by logo, symbol, or other graphic manner. The intent should be to increase the readability of the sign and thereby enhance the identity of the business . . . . . ☐ ☐ ☐

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9.9. SIGNAGE STANDARDS (CONTINUED)

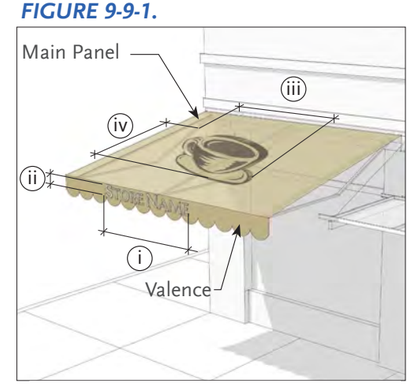
	Complies? Y	N	N/A
6. COPY DESIGN GUIDELINES			
d. The area of letters or symbols should not exceed 40 percent of the background area in commercial districts or 60 percent in residential districts	☐	☐	☐
e. Freestanding signs should contain the street address of the parcel or the range of addresses for a multi-tenant building	☐	☐	☐
7. WINDOWS, DOORS, AND GARAGE OPENINGS			
a. Sign lighting shall be designed to minimize light and glare on surrounding rights-of way and properties	☐	☐	☐
b. External light sources shall be directed and shielded so that they do not produce glare off the project site, on any object other than the sign	☐	☐	☐
c. Sign lighting shall not blink, flash, flutter, or perceptibly change light intensity, brightness, or color	☐	☐	☐
d. Colored lights shall not be used at a location or in a manner so as to be confused or construed as traffic control devices	☐	☐	☐
e. Neither the direct nor reflecated light from primary light sources shall create hazards for pedestrians or operators of motor vehicles	☐	☐	☐
f. For energy conservation, light sources shall be hard-wired fluorescent or compact fluorescent lamps, or other lighting technology that is of equal or greater energy efficiency. Incandescent lamps are prohibited.	☐	☐	☐
g. Internally illuminated box signs that light the entire sign (including letters, symbols, logos and background) are prohibited	☐	☐	☐
h. Neon tubing allowed for business identification signs, but not window signs or temporary signs	☐	☐	☐
8. SIGN MAINTENANCE			
a. Each sign and supporting hardware, including temporary signs and awning signs,shall be maintained in good repair and functioning properly at all times. Any damage to a sign or its illumination, including the failure of illumination shall be repaired within a maximum of 14 days from the date of damage or failure.	☐	☐	☐
b. A repair to a sign shall be of materials and design of equal or better quality as the original sign	☐	☐	☐
c. When an existing sign is removed or replaced, all brackets, poles, and other supports that are no longer required shall be removed	☐	☐	☐

C. DESIGN STANDARDS FOR PRINCIPAL SIGN TYPES. New buildings may utilize any of the following signage types: Awning Sign, Canopy Sign, Window Sign, Wall Sign, and Projecting Sign. Please refer to pages 9:97-9:99 for standards and illustrations of each sign type.

Select one (1) or more of eleven (11) applicbale signage type(s) shown on pages 9:71 – 9:78

☐ 1. AWNING SIGN	Complies? Y	N	N/A
a. Maximum of one (1) sign per awning.	☐	☐	☐
b. The main panel of awnings shall only be used for a logo feature and shall not be for additional signage area.	☐	☐	☐
c. Letters shall be silkscreened printed or sewn only onto the valance (lower vertical surface) of the awning. Signage on the main panel is prohibited.	☐	☐	☐
d. Awning signs only permitted on ground floor awnings and expressly prohibited on upper story awnings.	☐	☐	☐
e. Encroachment permit required if awning encroaches into right of way.	☐	☐	☐
f. Dimensions. See Figure 9-9-1.			

FIGURE 9-9-1.



	Dimension	Max.
i	Width (% of main panel width)	90
ii	Height (% of vertical width)	90
iii	Width (% of main panel width)	40
iv	Height (% of vertical width)	40
v	Area	none

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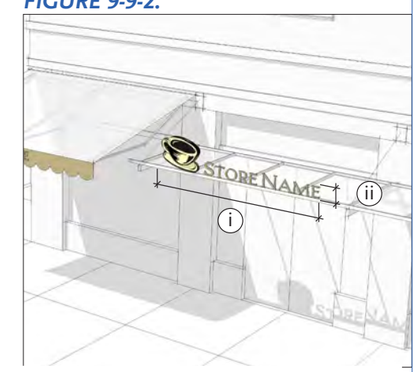
☐ 2. CANOPY SIGN	Complies? Y	N	N/A
a. Maximum of one (1) sign per storefront.	☐	☐	☐
b. Canopy signs only permitted on ground floor canopies and expressly prohibited on upper story canopies.	☐	☐	☐
c. Encroachment permit required if canopy encroaches into right of way.	☐	☐	☐
d. Dimensions. See Figure 9-9-2.			

FIGURE 9-9-2.



	Dimension	Max.
i	Width as % of storefront width	60%
ii	Height	3 ft.
iii	Thickness measured from wall	9 in.
iv	Area	none

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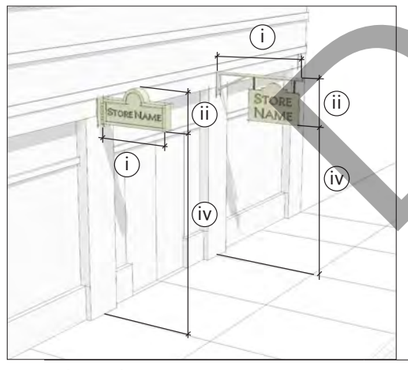
9.9. SIGNAGE STANDARDS (CONTINUED)

Select one (1) or more of eleven (11) applicbale signage type(s) shown on pages 9:71 – 9:78

☐ 3. PROJECTING SIGN

	Complies? Y	N	N/A
a. Maximum one projecting sign per ground floor business along frontage. In multi-tenant buildings, only businesses with ground floor frontage along the sidewalk, an internal plaza, or a pedestrian passage, shall be allowed a projecting wall sign.	☐	☐	☐
b. Projecting signs shall be mounted near storefront entrances.	☐	☐	☐
c. Projecting signs that hang from the ceiling of a balcony or arcade shall be centered within the balcony or arcade.	☐	☐	☐
d. The top of a projecting signs shall be located below the second floor windows of the building.	☐	☐	☐
e. Projecting signs shall be externally illuminated by a light mounted on the facade or by neon tubing used to illuminate letters, symbols, and accent frames.	☐	☐	☐
f. Supporting hardware such as brackets shall be architecturally compatible with the building facade.	☐	☐	☐
g. Projecting signs not allowed under an awning or horizontally within five feet of an awning or another projecting sign.	☐	☐	☐
h. An encroachment permit is required if sign projects within public right-of-way.	☐	☐	☐
i. Dimensions. See Figure 9-9-3.			

FIGURE 9-9-3.



	Dimension	Max.
i	Width as measured form facade	4 ft.
ii	Height	4 ft.
iii	Thickness	9 in.
iv	Vertical Clearance (min.)	8 ft.
v	Area	9 sf.

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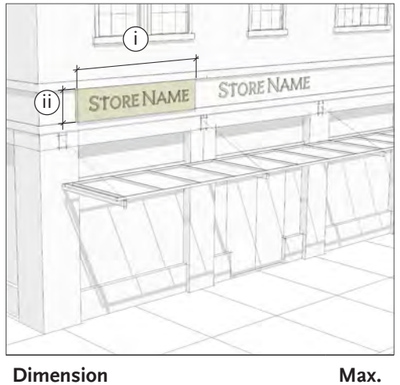
☐ 4. WALL SIGN

	Complies? Y	N	N/A
a. Maximum one sign allowed per business along frontage. In multi-tenant buildings, only businesses with ground floor frontage along the sidewalk, internal plaza, or pedestrian passage shall be allowed a wall sign.	☐	☐	☐
b. Signs shall be located above the storefront and at least 12 inches from any eave, edge of building, or top of parapet.	☐	☐	☐
c. Minimum 24 inches between sign and any windows or doors.	☐	☐	☐
e. If illuminated, external illumination required and shall be mounted to maintain visual integrity of the sign.	☐	☐	☐
f. Wall sign square footage shall not be transferred to other businesses or other building frontages.	☐	☐	☐
g. Dimensions. See Figure 9-9-4.			

FIGURE 9-9-4.



	Dimension	Max.
i	Max. width as % of storefront width	60%
ii	Max. height	3 ft.
iii	Max. thickness measured from wall	9 in.
iv	Max. area	none

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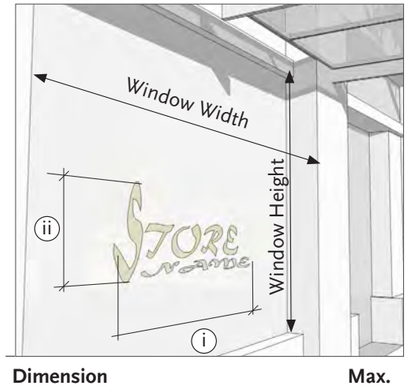
☐ 5. WINDOW SIGN

	Complies? Y	N	N/A
a. Maximum one (1) window sign allowed per window or door.	☐	☐	☐
b. Signs only permitted on ground floor windows/doors and expressly prohibited on upper story windows.	☐	☐	☐
c. Permanent signs shall be individually painted, etched, or otherwise applied to the interior surface of the glass and surrounded by clear glass.	☐	☐	☐
d. Temporary window signs such as event posters may include an opaque background.	☐	☐	☐
e. Holiday window painting is exempt from these sign limitations, but shall contain no reference to named goods or services, and shall be removed within 14 days after the applicable holiday.	☐	☐	☐
f. Dimensions. See Figure 9-9-5.			

FIGURE 9-9-5.



	Dimension	Max.
i	Max. width as % of window / door width	50%
ii	Max. height as % of window / door height	50%
iii	Max. area as % of total window / door area	25%

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9.9. SIGNAGE STANDARDS (CONTINUED)

Select one (1) or more of eleven (11) applicbale signage type(s) shown on pages 9:71 – 9:78

☐ 1. BUILDING IDENTIFICATION SIGN

Complies? Y N N/A

a. Multi-story commercial buildings may provide one (1) sign per building frontage. . . . . ☐ ☐ ☐

b. Sign shall be located above the windows on the uppermost story of the building. . . . . ☐ ☐ ☐

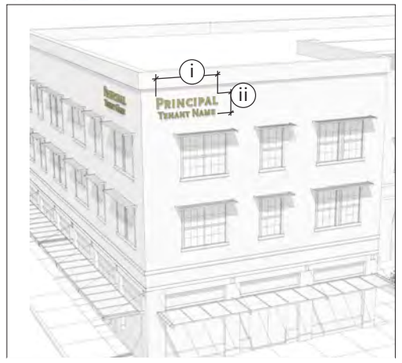
c. Signs may be low-relief, engraved into the building's material, or made of illuminated individual letters applied to the building face. ☐ ☐ ☐

d. Signs may contain the building name, function, or tenant name, but may not identify products sold. ☐ ☐ ☐

e. One (1) tenant may provide only one (1) sign per frontage. Multiple tenants shall not be placed on the same frontage, nor may sign area be allocated to different tenants. . . ☐ ☐ ☐

f. Sign square footage shall not be transferred to other building frontages. . . . . ☐ ☐ ☐

FIGURE 9-9-6.



	Dimension	Max.
(i)	Width	16 ft.
(ii)	Height	4 ft.
(iii)	Thickness	18 in.
(iv)	Area	48 sf.

☐ 2. DIRECTORY SIGN

Complies? Y N N/A

a. Ground level signs shall be located adjacent to upper floor entry. . . . . ☐ ☐ ☐

b. There shall be no more than one (1) Sign per ground level entrance. ☐ ☐ ☐

c. Letter height shall not exceed two (2) inches in height . . . . . ☐ ☐ ☐

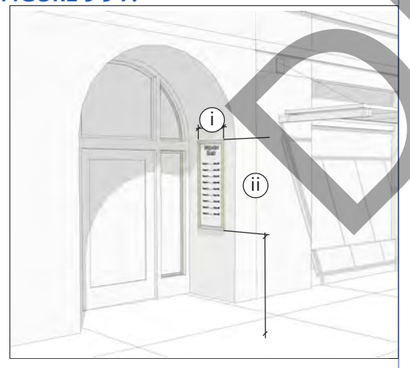
d. When tenancies are accessed via a building lobby or outdoor court, Sign shall be located within the lobby or court. . . . . ☐ ☐ ☐

e. Signs on street-facing facades shall be located within an entry alcove on the wall that is perpendicular to the sidewalk. Sidewalk-facing signs may be approved by the Director upon a finding of special circumstances. . .

f. Signs on street-facing facade shall be externally illuminated. . . . . ☐ ☐ ☐

g. Dimensions. See Figure 9-9-7.

FIGURE 9-9-7.



	Dimension	Max.
(i)	Width	30 in.
(ii)	Height	36 in.
(iii)	Thickness	18 in.
(iv)	Area	6 sf.

☐ 3. MARQUEE

Complies? Y N N/A

a. Maximum one Sign per site. . . . . ☐ ☐ ☐

b. Signs permitted for movie theaters, performance theaters, concert halls, convention centers, and similar uses characterized by human assembly and periodically changing programs. . . . . .. ☐ ☐ ☐

c. Sign shall be professionally designed and fabricated of durable, high quality materials. . . . . ☐ ☐ ☐

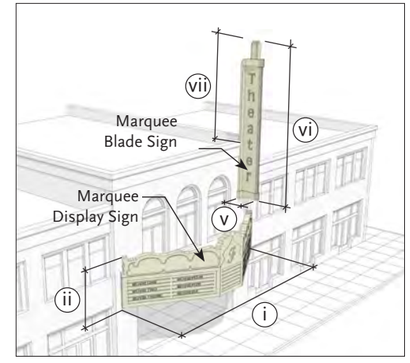
d. Signage (including any changeable copy) on a marquee shall be commensurate with the nature of the establishment it identifies. . . . . ☐ ☐ ☐

e. Changeable copy may occupy up to 75 percent of the area of a marquee display sign. . . . . ☐ ☐ ☐

f. No portion of the changeable copy section of the marquee sign shall be located higher than the eave line or parapet wall of a building. . . . . ☐ ☐ ☐

g. Dimensions. See Figure 9-9-8.

FIGURE 9-9-8.



Dimension	Min.	Max.
Marquee Display		
Width	none	35 ft.
Height	none	8 ft.
Area	none	200 sf
Encroachment	within 2 ft. of curb	
Marquee Blade		
Width	none	10 ft.
Height	none	20 ft.
Height above eave or parapet	none	15 ft.
Clear height above sidewalk	8 ft.	none
Thickness	none	2 ft.
Area	none	200 sf

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DT UC UG COR

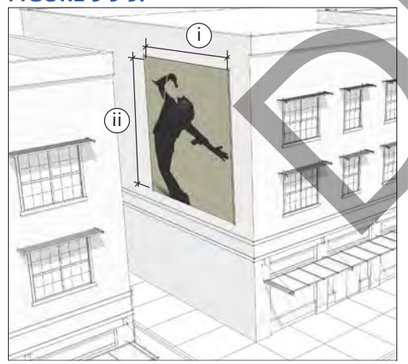
9.9. SIGNAGE STANDARDS (CONTINUED)

Select one (1) or more of eleven (11) applicbale signage type(s) shown on pages 9:71 – 9:78

☐ 4. MURAL

	Complies? Y	N	N/A
a. Mural placement and content shall be at the discretion of the artists and the building owner.	☐	☐	☐
b. Mural placement, design, and content should be mindful of surrounding businesses and residents.	☐	☐	☐
c. Murals are prohibited from including off-site advertising, product placement, or business identification.	☐	☐	☐
d. A written contract between all parties involved, i.e. artist, building owner or leaser, and the funder if appropriate is highly recommended. The contract should, at the very least:	☐	☐	☐
i. Designate the lifetime of the mural to be left undisturbed, after which the mural can be painted over; and	☐	☐	☐
ii. State who will maintain the mural if the work is damaged or needs touch-up.	☐	☐	☐
e. In order to ensure a long life for the mural, it is recommended that the wall surface be properly prepared prior to mural application and that durable paints be used.	☐	☐	☐
f. All murals are subject to Cultural Arts Commission review. the design of the sign and not simply applied.	☐	☐	☐
g. Dimensions. See Figure 9-9-9.			

FIGURE 9-9-9.



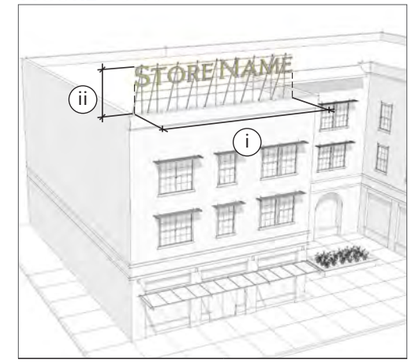
	Dimension	Max.
i	Width	16 ft.
ii	Height	2 ft.
iii	Thickness	9 in.
iv	Area	—

DT UC UG COR CW FI

☐ 5. ROOF SIGN

	Complies? Y	N	N/A
a. Maximum one Roof Sign within the Downtown and Olive Avenue Districts as shown in Specific Plan Figure 9-27.	☐	☐	☐
b. Roof signs shall not project beyond the face of the building.	☐	☐	☐
c. No roof sign may cover, wholly or partially, any window or door openings.	☐	☐	☐
d. If illuminated, Roof Signs may be only lit by one of the following methods:	☐	☐	☐
i. **External Illumination.** Externally illuminated with concealed flood lighting.	☐	☐	☐
ii. **Exposed Neon.** Individual letters may be internally illuminated with exposed neon tubes or a similar light source, but shall not have a translucent panel, lens, or face.	☐	☐	☐
iii. **Halo.** The illumination of a sign by projecting light behind an opaque letter or emblem which results in the appearance of ring of light around the unlit letter or emblem.	☐	☐	☐
e. Dimensions. See Figure 9-9-10.			

FIGURE 9-9-10.



	Dimension	Max.
i	Width	12 ft.
ii	Height	20 ft.
iii	Area	240 sf.

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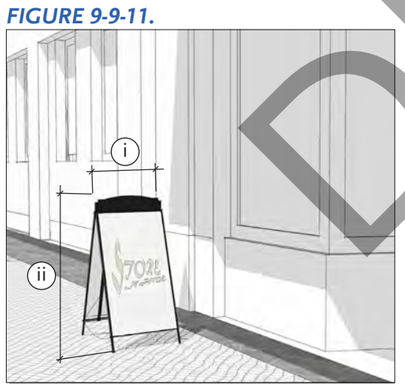
9.9. SIGNAGE STANDARDS (CONTINUED)

Select one (1) or more of eleven (11) applicbale signage type(s) shown on pages 9:71 – 9:78

☐ 9. SIDEWALK SIGN

	Complies? Y	N	N/A
a. Limit of one (1) sign per ground floor business.	☐	☐	☐
b. Signs shall be placed in front of building/business identified on sign.	☐	☐	☐
c. Sign shall be constructed of durable materials such as wood, wrought iron, fiberglass, and metal. Vinyl, plastic, breakable materials such as glass, and internal lighting are prohibited.	☐	☐	☐
d. The design, graphics, colors and materials shall complement the design of the shopfront and business and present a finished appearance. Graphic symbols, utilizing images that convey the goods or services offered, are encouraged.	☐	☐	☐
e. Sharp/jagged edges/corners and projectionists that extend beyond 1/2 inch from the sign face are prohibited.	☐	☐	☐
f. Signs shall be of sufficient weight so as to withstand being overturned by wind or contact. Weights, if required, shall be concealed or incorporated into the design of the sign and not simply applied.	☐	☐	☐
g. Attention getting attachments such as posters, flyers, balloons, pennants, flags, are prohibited.	☐	☐	☐
h. Sign must be stored indoors overnight and / or when business is closed.	☐	☐	☐
i. Dimensions. See Figure 9-9-11.			

FIGURE 9-9-11.



Dimension	Max.			
(i) Width	30 in.	☐	☐	☐
(ii) Height	36 in.	☐	☐	☐
(iii) Horizontal clearance from curb	24 in.	☐	☐	☐
(iv) Pedestrian clear along sidewalk	5 ft.	☐	☐	☐
(v) Area	6 sf.	☐	☐	☐

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D. MISCELLANEOUS SIGN TYPES.

	Complies? Y	N	N/A
1. EXISTING HISTORIC SIGNS			
a. Consistent with Division 7 (Historic Sign Regulations of the *Burbank Municipal Code*.	☐	☐	☐
2. SERVICE ENTRY WALL SIGNS			
a. Must be located adjacent to the ground level service entrance.	☐	☐	☐
b. No more than one service entry wall sign per business.	☐	☐	☐
c. The area of the service entry sign shall not exceed four square feet.	☐	☐	☐
3. TEMPORARY SIGNS			
a. Temporary signs are permitted per Section _____ (_____) of the *City of Burbank Municipal Code*.	☐	☐	☐
4. CREDIT CARD AND TRADING STAMP SIGNS			
a. Signs announcing credit card acceptance or trading stamps shall comply with the following:			
i. No more than three such signs are allowed for each businesss	☐	☐	☐
ii. Such signs shall not exceed six inches by six inches (6" x 6") individually nor one (1) square feet collectively ☐	☐	☐	
iii. Such signs are permitted only in ground level windows ☐	☐	☐	
5. INFORMATIONAL SIGNS			
a. Signs that display time and temperature or similar public service displays (which are not considered signs), and rotating barber poles, shall comply with the following .			
i. No more than one (1) sign per building	☐	☐	☐
ii. Must be permanently attached to the building and follow the same standards for Marquee Signs and Projecting Signs.	☐	☐	☐

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9.10. UTILITY AND MECHANICAL EQUIPMENT PLACEMENT STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards to minimize the visual impacts of utility and mechanical equipment on buildings and properties.

B. DESIGN STANDARDS. Utility and mechanical equipment shall be located and designe per the following design standards:

	Complies? Y	N	N/A
1. MECHANICAL AND ELECTRICAL EQUIPMENT			
a. Location and Placement.			
i. Mechanical equipment should be located on the roof or within the building whenever feasible.	☐	☐	☐
ii. Roof equipment should be placed away from the roof edge.	☐	☐	☐
iii. When equipment must be located on the ground, it should be located along the rear facade or interior side facades to the maximum extent feasible.	☐	☐	☐
iv. Heaters and air conditioning units within window openings are prohibited.	☐	☐	☐
v. Air intake and exhaust systems, or other mechanical equipment that generates noise, smoke or odors, shall not be located on or within 10 feet of the Primary Street property line, public open space, or any on-site common open spaces.	☐	☐	☐
b. Screening.			
i. All roof mounted equipment, including air-conditioning units and garage door motors, shall be screened from view from adjacent streets, alleys, open spaces, and neighboring properties with parapets, sloped roofs, or architectural screening that is visually integrated into the building design in terms of color, material and form.	☐	☐	☐
ii. Equipment located on the ground shall be screened from the view from adjacent streets, alleys, open spaces, and neighboring properties with equipment enclosures, landscaping, and/or fencing that is consistent with the overall building design.	☐	☐	☐
2. SATELLITE DISHES.			
a. Satellite dishes shall be limited to a diameter of 18 inches.	☐	☐	☐
b. For all buildings:			
i. Applicants shall work with satellite providers to locate satellite dishes on roofs behind screening and away from view of adjacent streets, open spaces, and neighboring properties.	☐	☐	☐
ii. Internal conduits shall be provided from satellite dish locations to each unit.	☐	☐	☐
3. SOLAR PANELS			
a. For all new buildings:			
i. Solar panels shall be lcoated on roofs and to the extent possible screened from view from adjacent streets, open spaces, and neighboring properties.	☐	☐	☐
ii. Solar panels that are visible from djacent streets, open spaces, and neighboring properties shall be incorporated into the building's architectural design.	☐	☐	☐

4. TRANSFORMERS AND UTILITY METERS.

	Complies? Y	N	N/A
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.	☐	☐	☐

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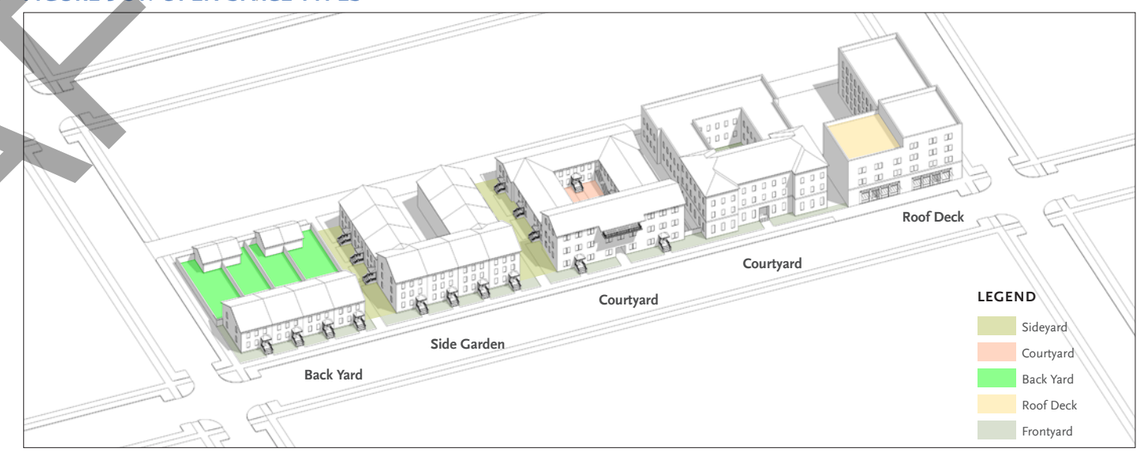
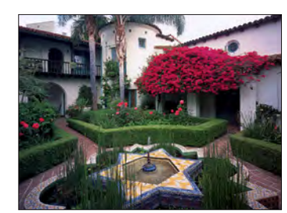
9.11. ON-SITE OPEN SPACE STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards for private and common on-site open space for the use enjoyment of residents, employees, and visitors and also provides comfortable spaces through which pedestrian access is provided from the street to any buildings (or portions of buildings) that lack direct street frontage.

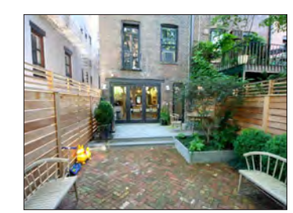
B. ON-SITE OPEN SPACE TYPES. This Section identifies a series of open space types, including the configuration and design characteristics of each type. Refer to the Zone that applies to a particular parcel to determine which open space type may be applied toward meeting the required amount of on-site open space, and the size and configuration criteria that apply. Common open space may be provided in the form of a Side Garden, Courtyard, and Roof Deck(see Figure 9-31). Private open space may be provided in backyards, patios, balconies, dooryards/terraces, and Roof-top Patio or Garden

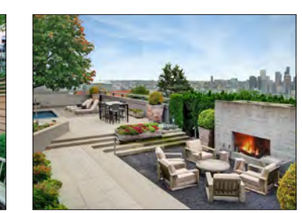
FIGURE 9-31: OPEN SPACE TYPES



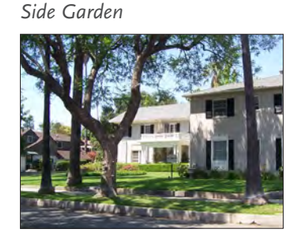

Courtyard

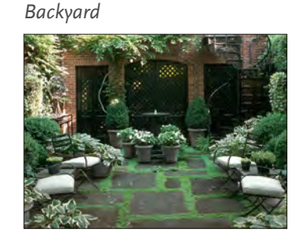
Side Garden

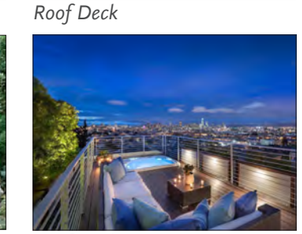

Backyard


Roof Deck

Courtyard


Side Garden


Backyard


Roof Deck

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9.11. ON-SITE OPEN SPACE STANDARDS (CONTINUED)

C. COMMON OPEN SPACE DESIGN STANDARDS.

On-site common open space shall be designed in compliance with the following design standards.

Complies? Y N N/A

☐ **1. SIDE GARDEN STANDARDS**

a. Size. See Table 9-7.I for required open space size requirements by Zone. . . . . ☐ ☐ ☐

b. Configuration.

i. Side Garden.

(a) Side Gardens are located between the building and the Side Yard property line and should have a basic rectangular shape (see Figure 9-32). . . . . ☐ ☐ ☐

(b) For Multi-family buildings, the Side Garden provides access to ground floor units. . . ☐ ☐ ☐

ii. Courtyard. Courtyards – particularly the portion of the courtyard(s) that is intended to meet the minimum Required On-Site Open Space area requirements of each individual Zone – may be placed in the following ways:

(a) Side Court. The Court is placed along the side yard of the parcel (see Figures 9-33, 9-34, and 9-35). . . . . ☐ ☐ ☐

(b) Open to Street. The Court adjoins the minimum Primary Street setback line creating a deep, combined garden/terrace facing the street (see Figures 9-33 and 9-36). . . . . ☐ ☐ ☐

(c) Internal Courtyard. The Court is an internal courtyard, entirely contained within the site (see Figures 9-36). . . . . ☐ ☐ ☐

(d) Special Circumstances. When a site contains an exceptional feature, such as a large, healthy tree or topography, the Court is placed to retain and take advantage of that special feature. . . . . ☐ ☐ ☐

c. Encroachments. Dooryards, porches, stoops, and architectural elements may encroach into Side Gardens and Courtyards as indicated in Table 9-7.G and H for the applicable Zone. . . .

FIGURE 9-33: SIDE COURT OPEN TO STREET

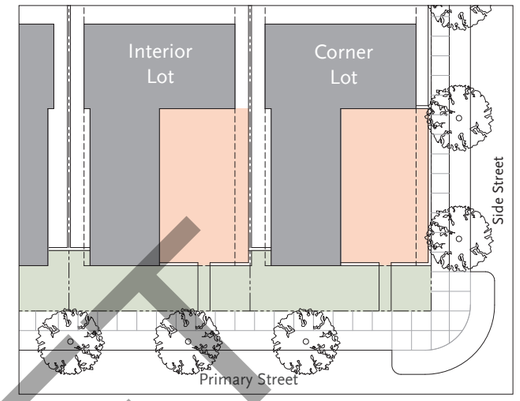


FIGURE 9-34: INTERNAL SIDE COURT

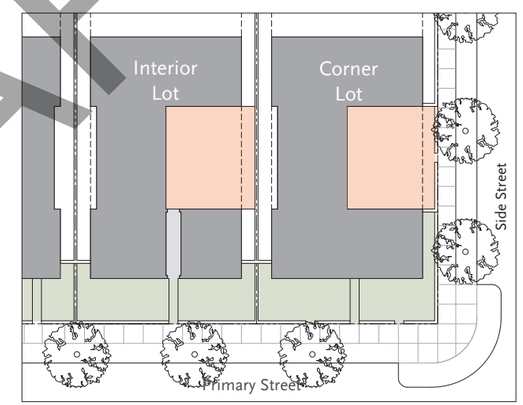


FIGURE 9-36: COURT OPEN TO STREET

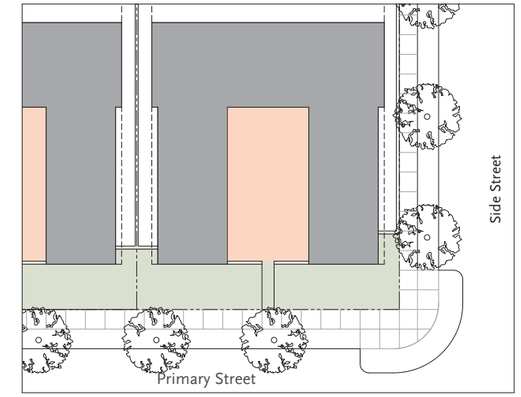


FIGURE 9-37: INTERNAL COURT

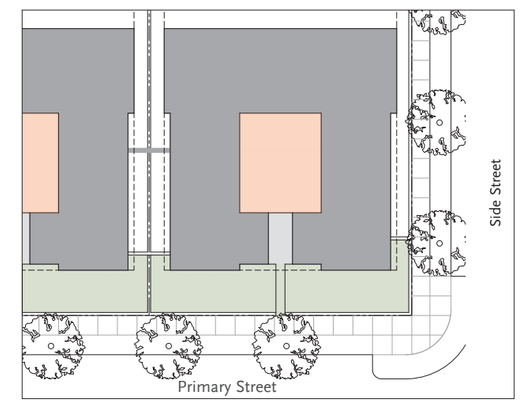


FIGURE 9-32: MULTI-FAMILY SIDE GARDEN

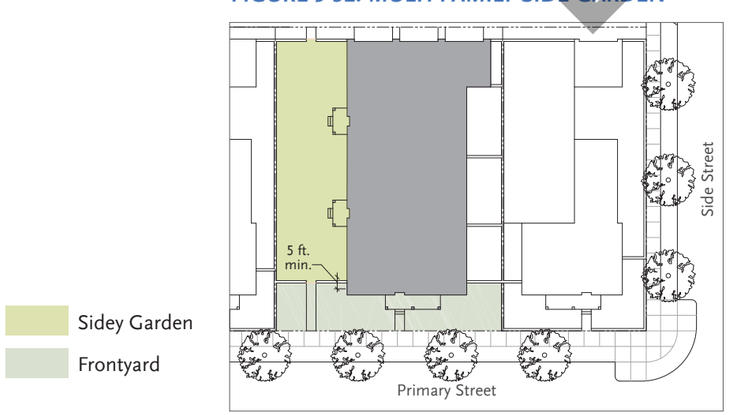
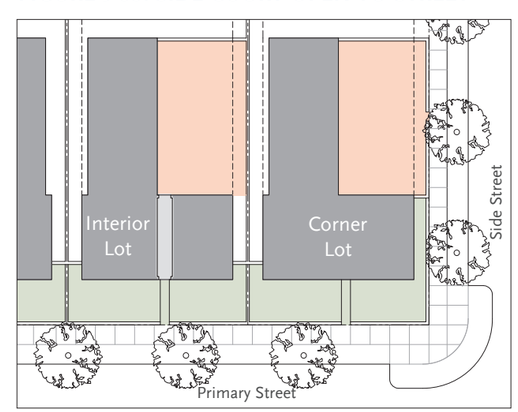


FIGURE 9-35: SIDE COURT OPEN TO STREET



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9.11. ON-SITE OPEN SPACE STANDARDS (CONTINUED)

Complies? Y N N/A

d. Design Standards

i. General. On-Site Common Open Spaces shall be designed as inviting outdoor rooms that provide a central, flat area that encourages human activity and interaction. This area may be paved, landscaped with a surface that can be walked on (grass, decomposed granite), or a combination of the two. . . . . ☐ ☐ ☐

ii. Amenities. On-Site Common Open Spaces shall provide amenities per Section 10-1-628 L (Amenities) of the *City of Burbank Municipal Code*. Additional amenities may include outdoor fireplaces or fire pits. . . . . ☐ ☐ ☐

iii. Finishes. On-Site Open Space materials, finishes, fixtures, and colors shall be designed in a manner that is consistent with the architectural language of the building. . . . . ☐ ☐ ☐

iv. Landscape.

(a) Common open spaces shall include a combination of paved surfaces and landscaped areas. At least 35 percent of the area shall be planted with trees, shrubs, ground cover, and water conserving plant materials. . . . . ☐ ☐ ☐

(b) The top of walls of planters shall be no taller than eighteen (18) inches, but some may be up to forty-two (42) inches if required to support the health of plantings. . . . ☐ ☐ ☐

(c) Appropriate irrigation and drainage shall be provided to all planted areas, including pots. . . . . ☐ ☐ ☐

(d) Trees scaled to the space are recommended for shade and to screen views to and from neighboring buildings. . . . . ☐ ☐ ☐

(e) Common open space areas shall be designed to mitigate the effects of building glare and heat by incorporating trees and shade structures, such as arbors and gazebos. . . . . ☐ ☐ ☐

(f) Community gardens and/or orchard trees are allowed in common open space areas.

☐ **2. ROOF DECK DESIGN STANDARDS**

a. Configuration. Roof Decks may be located on a portion or all of a building, subject to the California Building Code (CBC). . . . . ☐ ☐ ☐

b. Size. Refer to each individual zone for minimum and maximum size requirements. Roof decks can meet the minimum open space requirements in certain zones. . . . . ☐ ☐ ☐

c. Amenities. Roof Decks designated to meet the minimum on-site open space requirements shall include design elements such as seating areas, fountains, and/or outdoor fireplaces to encourage their use as outdoor rooms or gathering places. . . . . ☐ ☐ ☐

d. Finishes. Roof Deck materials, finishes, fixtures, and colors visible from the street and Required On-Site Open Spaces – including trellises, railings, and walls – shall be designed in a manner that is consistent with the architectural language of the building. . . . . ☐ ☐ ☐

D. PRIVATE OPEN SPACE DESIGN STANDARDS.
On-site private and common open space shall be designed in compliance with the following design standards.

Complies? Y N N/A

☐ **1. FRONT YARD.**

☐ **a. Commercial Ground Floors with Shopfront frontages.**

i. Primary Street and Side Street setbacks, when present, shall be paved with a paving material that is consistent with or matches the adjacent sidewalk. . . . . ☐ ☐ ☐

☐ **b. Residential Ground Floor.**

i. Landscape

(a) Front yards and parkways between the curb and sidewalk along the primary and side streets shall be landscaped . . . . . ☐ ☐ ☐

(b) Paved areas shall be limited to walks and driveways (where allowed). . . . . ☐ ☐ ☐

(c) Landscaped surfaces shall occupy at least 70 percent of each front yard. Parts of the yard that are occupied by a porch or stoop (including stairs or a wheel chair lift) shall be excluded from the total area of the yard. . . . . ☐ ☐ ☐

(d) Street-facing side yards may be landscaped or designed as an extension of the adjacent unit's front yard. . . . . ☐ ☐ ☐

(e) Landscaped surfaces shall occupy at least 90 percent of street-facing side yards. . . . .

(f) See Section 9.12 (On-Site Landscape and Lighting Standards) for additional requirements. . . . . ☐ ☐ ☐

ii. Fences, walls, and hedges

(a) Front yards may be enclosed by a fence, low wall, or hedge. . . . . ☐ ☐ ☐

(b) Front yards may be designed as individual yards for each unit that are defined by a fence, wall, hedge, or shrubs. . . . . ☐ ☐ ☐

(c). Hedges, fences, and walls within front and side yards shall not exceed a height of 36" (as measured from the nearest grade). This standard does not apply to guardrails required to meet Building Code requirements and entry arbors. . . . . ☐ ☐ ☐

(d) Fence posts, wall columns, and gates may exceed the maximum height of the fence, wall, or hedge by an additional four (4) inches. . . . . ☐ ☐ ☐

(e) Front yard fence and wall design and materials shall be compatible with the architectural style or character of the building. . . . . ☐ ☐ ☐

iii. Elevated Front Yards

(a). Front yards and street-facing side yards may be elevated above the grade of the sidewalk in response to existing topography. Subterranean or podium garages are not allowed beneath front yards. . . . . ☐ ☐ ☐

(b) If only way to provide ADA access to a unit(s) is from the Primary or Side Street frontage, ADA ramps providing access from the sidewalk may be located in the front or side yards. . . . . ☐ ☐ ☐

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9.11. ON-SITE OPEN SPACE STANDARDS (CONTINUED)

Complies? Y N N/A

(c). Retaining walls, regardless of their location, shall not exceed an exposed height of 42" as measured from the nearest grade. . . . . .

(d). Within front and street-facing side yards, only one retaining wall is allowed. . . . . .

(e) Walls and solid fences are prohibited in front and street-facing side yards that are elevated above the grade of the sidewalk and supported by a retaining wall. A fence that is at least 50 percent open is allowed in elevated yards if it is set back from the outer edge of the retaining wall by at least 24". This setback shall be landscaped. . . .

(f) As an alternative to Standard (f), if the retaining wall for the elevated yard is set back from the sidewalk by at least 24", a fence that is at least 50 percent open may be located directly above the retaining wall. The retaining wall setback shall be landscaped with a hedge that is equal to the height of the retaining wall. . . . . .

iv. Entry Arbors

(a) Entry arbors shall be limited to a maximum height of nine (9) feet (as measured from the highest abutting finished ground surface), a maximum width of six (6) inches, and a maximum depth of three (3) feet. . . . . .

☐ **c. Live-Work Ground Floor.**

i. Landscape

(a) Front yards shall be designed as individual patio yards for each unit or as a common patio yard for multiple units. . . . . .

(b) Landscaped surfaces shall occupy at least 30 percent of each patio yard (individual or common). . . . . .

(c) Street-facing side yards may be landscaped or designed as an extension of the adjacent unit's front patio yard. . . . . .

(d) Landscaped surfaces shall occupy at least 30 percent of street-facing side yards. . . . .

(e) Low fences, walls, and hedges amy be provided per the requirements of Section 9.11.D.1.b.ii. . . . . .

(f) Front yards and side yards may be elevated above the grade of the sidewalk per the requirements of Section 9.11.D.1.b.iii. . . . . .

(g) Entry arbors may be provided per the requirements of Section 9.11.D.1.b.iv. . . . . .

☐ **2. PRIVATE OPEN SPACE STANDARDS**

a. Private open space areas shall be provided for each residential unit in the form of a patio, balcony, or roof-top garden. . . . . .

b. At least 50 square feet of private open space is required per unit. . . . . .

c. The minimum dimension of any private open space area shall be 5'. . . . . .

E. PUBLICLY ACCESSIBLE OPEN SPACE STANDARDS.

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.[

Complies? Y N N/A

1. **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.
2. **LOCATION.** Publicly accessible open space shall be outdoors with a minimum of 75 percent open to the sky.
3. **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.
4. **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.[JR4.1][BL4.2]
5. **MAINTENANCE.** Publicly accessible open space shall be privately owned and operated.
6. **HARDSCAPE.** A maximum of 25 percent of the required common residential open space shall be paved.
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 3624-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.
9. **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 decorative water feature. Swimming pools shall not be considered decorative water features.
10. **SEATING.** A minimum of one seat per150 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.
11. **SIGNAGE.** Signage pursuant to BMC Section 5-3-501 - Trespass and Unlawful Entry, shall be installed in the publicly accessible open space.

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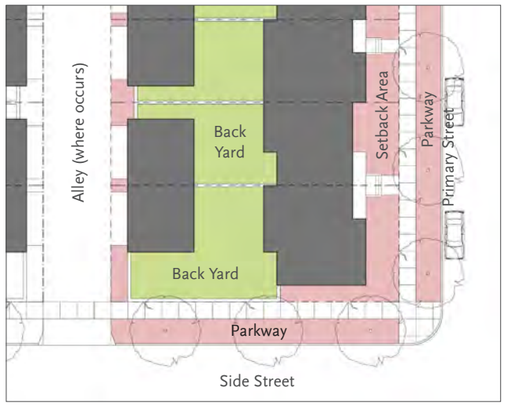
9.12. ON-SITE LANDSCAPE AND LIGHTING STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards for the provision of context-appropriate landscaping that incorporates plant materials, hardscape, and lighting that enhances the character of new buildings, addresses and mitigates the climate, and facilitates sustainable water use and drainage strategies.

B. DESIGN STANDARDS. On-site landscape and lighting shall be designed in compliance with the applicable standards contained in Section 10-1-628.N (Landscape) and 10-1-2713 (Landscape Standards) of the *City of Burbank Municipal Code* except as modified by this Section 9.12

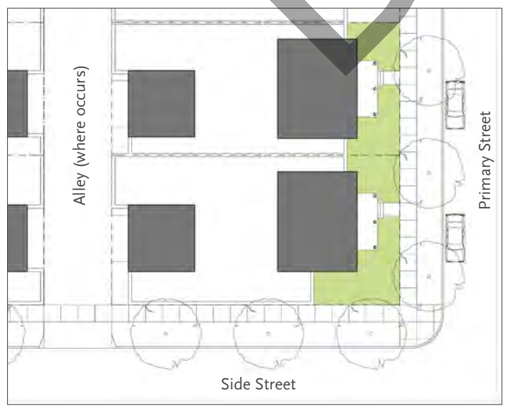
	Complies? Y	N	N/A
1. GENERAL LANDSCAPE REQUIREMENTS			
a. All exposed ground surfaces (areas of the site that are not paved or occupied by a building) shall be landscaped.	☐	☐	☐
b. Variety. A variety of planting materials and plant heights shall be provided in landscaped areas. Appropriate planting materials include, but are not limited to, trees (deciduous, evergreen, and ornamental), shrubs, groundcovers, and accent plants.	☐	☐	☐
c. Drought Tolerant Plants. Unless irrigated by recycled water, plant materials shall consist of drought tolerant and/or native species.	☐	☐	☐
d. No artificial trees, shrubs, turf or plants shall be used as landscape within front yards, parkways, or within on-site common open space areas visible from the public right of way	☐	☐	☐
e. Mowed Turf: Mowed turf and artificial turf in Primary Street or Side Street setback areas between the sidewalk and building facade and in parkways is discouraged (see in Figure 9-38).	☐	☐	☐
f. Mulch: Planting beds and pots shall be finished with professional grade mulch with a minimum 2-inch depth.	☐	☐	☐
g. Landscaped berms along Primary Street and Side Street frontages are prohibited.	☐	☐	☐

FIGURE 9-38: AREAS WHERE TURF PERMITTED



Turf Discouraged *Turf Permitted*

FIGURE 9-39: FENCE HEIGHT



Front Yard

	Complies? Y	N	N/A
h. Decorative water features shall use re-circulating water and, where available, shall use recycled water	☐	☐	☐
h. Parkway Landscape. See Section 9.16.B.3 (Street Trees) and Section 9.16.B.4 (Tree Wells and Parkways).	☐	☐	☐
i. Landscaped Buffer.			
(a) A landscaped buffer shall be required along the edges of all lot lines that are shared with a residential-zoned lot (UG1, UG2, R-1, R-2, R-3, or R-4).	☐	☐	☐
(b) The landscaped buffer shall be at least 5' wide and shall contain a decorative masonry wall along the common lot line and a row of evergreen trees to screen views to and from the adjacent lots.	☐	☐	☐
(c) The decorative masonry wall shall be at least 6' tall.	☐	☐	☐
(d) The requirement for the evergreen trees and the decorative wall may be waived by the Community Development Director if those features are already provided on the adjacent site.	☐	☐	☐
2. GENERAL HARDSCAPE REQUIREMENTS			
a. Paving Materials. Paving materials used in yards, setbacks, common open space areas, walkways, and patios may include cast-in-place concrete, stamped concrete, concrete unit pavers, stone, brick, tile, aggregate recycled paving materials, and decomposed granite.	☐	☐	☐
b. Decomposed granite and recycled aggregate. Decomposed granite and recycled aggregate shall be retained at the edge by concrete, wood, steel, or recycled headers and shall be designed to minimize transference of these materials onto adjacent streets, alleys, sidewalks, and the public right-of-way.	☐	☐	☐
c. Permeable Surfaces. Permeable paving materials are encouraged to be used to reduce the impervious surface area of the site and minimize stormwater runoff.	☐	☐	☐
3. IRRIGATION			
a. All landscape areas shall include automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data.	☐	☐	☐
b. Sensors, either integral or auxiliary, shall be installed to suspend or alter irrigation operation during wet weather conditions.	☐	☐	☐
c. Drip irrigation and other low water use technologies should be used to the maximum extend feasible to reduce water consumption	☐	☐	☐
d. Pots.			
i. Pots located in public or semi-public open paces shall be irrigated by automatic irrigation systems or irrigation bladders.	☐	☐	☐
ii. Pots shall be positively drained through an underground drainage system or shall use a waterproof tray to avoid staining the pavement. If an irrigation bladder is used no drainage system is required.	☐	☐	☐

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9.12. ON-SITE LANDSCAPE AND LIGHTING STANDARDS (CONTINUED)

Complies? Y N N/A

4. WALLS, FENCES, AND HEDGES

a. Fence, Wall, and Hedge Measurement.

i. 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.

b. Fence, Wall, and Hedge Heights.

i. Within the front and side street-facing setbacks, 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.

ii. 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.

iii. 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).

iv. 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.

v. 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.

c. Fence and Wall Materials.

i. 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.

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

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

iv. Fences and walls shall have a quality design that is compatible with the architecture of the buildings on the site.

Complies? Y N N/A

5. SITE FURNISHINGS

a. Materials. Site furniture shall be designed of recycled composite materials or durable materials to extend the life of the product and/or minimize the use of natural resources. Plastic tables and chairs are discouraged. . . . . .

b. Consistency. Each business shall have a consistent and unified theme for all site furnishings. . . .

6. SITE LIGHTING

a. Lighting Locations: Lighting is required in all surface parking lots, parking structures, outdoor seating and dining areas, outdoor walkways, outdoor trash/recycling storage area, and other areas routinely used by pedestrians. . . . . .

b. Pedestrian-Scaled Lighting. Pedestrian-scaled lighting, such as lighted bollards, light posts below 14 feet in height, and light fixtures mounted on buildings or walls, shall be used throughout the site. . . . . .

c. Energy Efficiency. Lighting should be energy-efficient, and/or use alternative energy sources when feasible. . . . . .

d. Shielding. Lighting shall be directed and/or shielded to illuminate only the intended area of illumination. Lights that spill into residential units or lots or create off-site glare are prohibited.

e. Light Colors. Lighting shall emit a white light that renders true colors. Sodium vapor, or other lights casting a colored glow, should not be used. This standard does not apply to colored accent lighting for special building elements, signs, or landscape or water features. . . . . .

7. MAINTENANCE

a. All landscaped areas, including planters and pots and associated irrigation systems, shall be regularly maintained by the property owner or the homeowners' association (HOA). . . . . .

b. Front yard landscape and landscape strips (parkways) along the front and side streets shall be maintained in an orderly and neat condition and shall remain free of weeds, debris, or high grass (with the exception of purposely cultivated native species, which shall be allowed). . . . . .

c. Parkways between the curb and sidewalk along the primary and side streets shall be maintained by the adjacent property owner or homeowners' association (HOA) . . . . . .

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9.13. ON-SITE PARKING AND TRASH DESIGN STANDARDS

A. PURPOSE AND INTENT. This Section establishes standards to ensure that proposed on-site parking is accommodated and designed in a manner that is consistent with the City's goals for generating a multi-modal, pedestrian-oriented public realm.

B. SURFACE PARKING LOT DESIGN STANDARDS. Surface parking lots shall be designed in compliance with the following design standards.

Complies? Y N N/A

1. GENERAL STANDARDS.

a. Surface parking lots, including parking lot landscaping, shall be designed in compliance with Divisions 1 and 4 of Article 14 (General Off Street Parking Standards) with the following exceptions:

i. Section 10-1-1417.1 (Setbacks and Walls) shall not apply

ii. Section 10-1-1417.2 (Parking Lots Abutting and Adjacent to Residential Zones) shall not apply. . . . . ☐ ☐ ☐

b. Shared driveways that provide access to multiple lots within a block are encouraged to minimize curb cuts along sidewalks. . . . . ☐ ☐ ☐

2. PLACEMENT.

a. All surface parking lots shall be located per the setback requirements of the applicable zone as shown in Table 9-7, Section D. . . . . ☐ ☐ ☐

b. Surface parking lots are prohibited between front facades and sidewalks and between street-facing side facades and sidewalks. . . . . ☐ ☐ ☐

3. SCREENING

a. **Street-Adjacent Parking Lots**

i. All surface parking lots shall be screened from the view of the street and sidewalk by buildings and/or low walls or hedges up to three (3) feet in height . . . . . ☐ ☐ ☐

ii. Screen walls shall be made of or clad in brick, stone, or stucco and shall be compatible in design with the design of the principal building . . . . . ☐ ☐ ☐

iii. Walls shall be a minimum of eight (8) inches thick and shall be capped by a smooth mortar cap or a brick, terra cotta, or similar cap that overlaps the wall below by a minimum of one half inch on each side of the wall. . . . . ☐ ☐ ☐

b. **Neighboring Parcels**

i. Views from neighboring properties shall be screened with trees or hedges. . . . . ☐ ☐ ☐

4. SHADE STRUCTURES.

a. **Shade Structures.**

i. Shade may be provided with the following structures: arbors, trellises, pergolas, mesh and overhead canopies. . . . . ☐ ☐ ☐

ii. Shade structure shall match the architectural character of the adjacent structures. . . . . ☐ ☐ ☐

b. **Solar Shade Structures.** For lots without public frontage and out of public view, standalone solar structures may be used. For lots within public view, individual solar panel may be applied to shade structures . . . . . ☐ ☐ ☐

Complies? Y N N/A

C. PARKING STRUCTURE DESIGN STANDARDS. Parking structures shall be designed in compliance with the following design standards:

1. PLACEMENT. All subterranean, semi-subterranean, and above-grade parking structures shall be located per the setback requirements of the applicable zone as shown in Table 9-7, Section D. . . . ☐ ☐ ☐

2. UPPER FLOOR PARKING. Above ground structured parking on upper floors permitted with the approval of a Conditional Use Permit. . . . . ☐ ☐ ☐

4. FACADE DESIGN. Parking structure facades that are visible from streets and surrounding properties shall be designed to minimize the appearance of the structure's internal function as a parking structure. Design approaches that may be considered to comply with this standard include, but are not limited to:

a. Defining stair wells and elevator cores as tower elements to create variety in the height and mass of the structure. . . . . ☐ ☐ ☐

b. Where feasible, internalizing ramps to avoid an angular geometry along the perimeter of the structure or partially concealing the angular geometry with facade treatments. . . . . ☐ ☐ ☐

c. Disrupting the monotony of the underlying structure by incorporating patterns of openings and variations in color, material, and/or texture. . . . . ☐ ☐ ☐

d. Incorporating facade projections, shade structures, cornice treatments, and other architectural details. . . . . ☐ ☐ ☐

e. Minimizing the glare and visibility of external and internal lights. ☐ ☐ ☐

i. Pole mounted light fixtures on the upper deck of the parking structure shall be located between internal parking rows (rather than at the structure's perimeter). . . . . ☐ ☐ ☐

ii. Exterior and interior lighting shall be directed and shielded to prevent spill-over lighting and off-site glare. . . . . ☐ ☐ ☐

5. Garage Entry Design

a. Parking garage entrances shall be designed as an integral part of the building facade as doorways or gateways that are consistent with the design of the rest of the building . . . . . ☐ ☐ ☐

b. Garages doors and gates shall be recessed a minimum of twelve (12) inches behind the facade wall. . . . . ☐ ☐ ☐

3. New parking garage entries shall not be located adjacent to parking entrances of existing adjacent buildings . . . . . ☐ ☐ ☐

4. To the extent possible, parking entrances shall be located to avoid conflict with existing street trees and utilities infrastructure. . . . . ☐ ☐ ☐

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9.13. ON-SITE PARKING AND TRASH DESIGN STANDARDS (CONTINUED)

Complies? Y N N/A

D. SOLID WASTE DESIGN DESIGN STANDARDS. A well-planned solid waste collection and removal strategy is a necessary and integral component of all development projects within the Downtown TOD Specific Plan. A successful solid waste collection and removal strategy shall include appropriate accommodations for the collection, storage, access, and removal of solid waste and recyclable materials from the project site.

1. GENERAL REQUIRMENTS.

a. 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.

b. A well-designed and successful solid waste program that is of sufficient size to meet solid waste, recycling, and composting storage space requirements for the proposed development, and effectively addresses removal of such materials from the site with the fewest number of truck solid waste collection trips to the site as possible. Everyday pick-up will not be considered an option for an insufficiently designed program.

c. In mixed-use developments, where developments may have retail and/or office space on the ground floor and several stories of residences above, coordination of solid waste collection point(s) is crucial. When practical, explore opportunities for residents to make use of recycling amenities installed for businesses.

2. DEVELOPER/OWNER RESPONSIBILITY. For new projects, the applicant shall be responsible for completing the following steps:

a. Contact the City's Solid Waste contracted-provider to ascertaindetermine all necessary information and/or specifications regarding the collection, storage, and removal of solid waste and recyclable materials associated with a proposed development project. The solid waste haulers will be able to assist in determining the types, sizes, and numbers of containers needed and other services provided; and

b. Develop a written Solid Waste Disposal and Recycling Plan (SWDRP) describing the solid waste and recycling strategy for a project to submit for City and Solid Waste contractor review and approval. Written proof of acceptance of the SWDRP from the City and/or solid waste provider is a requirement of a formally submitted Development Review application.

3. LOCATION AND ACCESS CRITERIA

a. Collection/Storage locations shall be located on the lot of the structure it serves and as close as possible to the intended users and/or convenience of residents, employees, and waste hauler personnel.

b. To the extent possible, collection/storage locations shall be accessed from an alley. Where an alley is not present, collection/storage locations may be accessed from the street. Collection/storage locations for corner lots shall be accessed from the Side Street.

c. The collection/storage space shall be located to minimize visual, noise, and odor impacts to adjacent building occupants both on the subject lot and on adjacent lots.

d. Outdoor trash enclosures or collection rooms within a structure shall not be located on a street-facing facade of the structure. Outdoor trash enclosures shall not be located between the building facade and the street.

e. Avoid locating large trash enclosures or collection/storage rooms in underground parking areas or within parking structures as access by waste collection vehicles is impeded, and the manual moving of full waste bins to a secondary outdoor location for pick up is not practical or desirable.

f. Collection/storage areas shall not be located in any required driveways, parking aisles, or occupy required parking spaces. Enclosures or outdoor pick-up areas shall not be located within alleyways or other City rights-of way, where they may disrupt circulation patterns.

g. The collection/storage space shall not block or impede any fire exits, any public rights-of-way, or any pedestrian or vehicular access ways.

h. Access for service providers to the storage space from the collection location shall be placed no more than 50 feet from an approved collection location.

i. Collection/storage areas shall be located to allow direct access to waste hauler vehicles from an alley or approved collection point no more than 50 feet away from said collection/storage area.

j. Buildings three-stories or taller shall incorporate trash chutes or other similar means for conveying solid waste and recyclables to approved storage area(s).

k. The use of compactors as part of a solid waste and recycling plan is highly encouraged to save space and reduce collection trips to the site.[JR5.1][BL5.2]

4. DESIGN STANDARDS.

a. The design of outdoor trash enclosures and exterior facing elements of a collection/storage area attached to, or within a building/structure, shall complement the architectural features of the building or development that they serve. The incorporation of landscaping around trash enclosures is encouraged as part of a successful design.

b. All outdoor trash enclosures shall include a solid roof to minimize or prevent spilled or trash contaminants from entering the stormwater system.

c. All required or proposed exterior light fixtures affixed to, or installed, to illuminate a trash enclosure shall be fully shielded and located in a manner that minimizes light and glare impacts to the street or adjacent uses.

d. The floor of an outdoor collection/storage space and approach apron shall be constructed of black colored concrete to minimize the appearance of unsightly stains.

e. Collection/storage spaces including outdoor trash enclosures shall be for solid waste and recyclable materials storage and access only.

f. The storage of used fats, oils, or grease (FOG) is prohibited within any collection/storage area including outdoor trash enclosures. Food/ restaurant uses shall plan to store any used fats, oils, or grease in an approved container within their respective tenant spaces and contract with the appropriate recycler for regular removal from the premises.

g. A minimum of two feet of interior clearance shall be provided between the top of an opened container lid and a finished ceiling for interior storage spaces, or from the bottom of the roof for outdoor trash enclosures.

5. MAINTENANCE. The property owner or manager shall routinely inspect trash and recycling areas to verify:

a. The appearance and condition of these areas are in good order and properly functioning.

b. Proper maintenance of both the interior spaces and surrounding exterior areas are clean and free of graffiti, trash, residue, debris, and leaks. When deficiencies are discovered, the property owner or manager shall take immediate action to correct the noncompliance.

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9.13. ON-SITE PARKING AND TRASH DESIGN STANDARDS (CONTINUED)

Complies? Y N N/A

E. PARKING REQUIREMENTS.

1. REQUIRED PARKING.

2. OFF-STREET LOADING SPACES. Off-street loading spaces shall be required in compliance with Article 15 (General Off-Street Loading Standards) with the following exception:

a. The off-street loading standards may be waived or reduced by the Community Development Director if:

i. An on-street delivery zone is provided adjacent to the lot. . . . . .

ii. The on-street delivery zone shall have a yellow curb and signage that restricts regular parking during daytime business hours (7:00 a.m. to 6:00 p.m.). . . . . .

iii. Street trees shall be pruned to maintain at least 14' of vertical clearance above the on-street delivery zone. . . . . .

iii. The businesses and/or property owners that utilize the on-street delivery zone shall reimburse the City for related maintenance expenses, such as curb painting, the replacement of signs, and tree pruning. . . . . .

3. BICYCLE PARKING.

a. Bicycle parking, in the form of a secure bike rack or bike locker, shall be provided at a minimum rate of one (1) bicycle space for every four (4) units (including apartment, condominium, and live work units). . . . . .

b. A minimum of two (2) bicycle spaces are required if less than eight (8) units are provided. Fractions are subject to normal rounding procedures (a fraction 0.5 or greater counts as an additional space). . . . . .

4. UNBUNDLED PARKING. Parking may be unbundled from rental/lease agreements. . . . . .

5. AFFORDABLE HOUSING. If affordable housing units are provided in compliance with the California State Density Bonus Law, the City of Burbank shall reduce the residential parking requirements for both market and affordable units in accordance with State Law. . . . . .

F. SHARED PARKING:

1. Purpose and Intent. The purpose and intent of this section is to:

a. Provide a flexible method for property owners to meet their off-street commercial parking requirements. . . . . .

b. Reduce the amount of land required to meet off-street parking requirements by reducing the total number of parking spaces required among shared uses. . . . . .

c. Reduce the cost to construct and maintain parking facilities by reducing the total number of parking spaces required among shared uses. . . . . .

Complies? Y N N/A

2. With the approval of an Administrative Use Permit, the City of Burbank may approve shared parking arrangements for commercial uses (including uses on separate properties) if the shared parking complies with all of the following standards:

a. **Shared Parking Analysis.** Applicants wishing to use shared parking as a means of satisfying off-street parking requirements shall submit a shared parking analysis to the City of Burbank that clearly demonstrates the feasibility of shared parking. The study must be provided in a form established by the City of Burbank and made available to the public. The study must address, at a minimum, the size and type of the proposed developments utilizing shared parking, the composition of tenants, the anticipated rate of parking turnover, the anticipated peak parking and traffic loads for all uses that will be sharing off-street parking spaces, and the times at which anticipated peak parking and traffic loads for all uses will occur. Based on parking demand at peak parking periods, the study must clearly justify a reduction in parking. . . . . .

b. **Approval of Shared Parking.** The Community Development Director may approve a shared parking arrangement and a reduction in the total number of off street parking spaces when he/she finds that there shall not be a substantial overlap of peak parking periods for the uses and that a sufficient number of spaces exists to accommodate the peak parking periods of all uses. Opposing peak parking periods may occur during daytime and evening, weekday and weekend, or during other times judged to be sufficient to accommodate shared parking. . . . .

c. Off-street parking shall be provided based on the peak parking demand for all uses (as determined by the shared parking analysis) plus an additional 10 percent for contingency purposes. . . . . .

d. **Distance from Primary Entrance.** Shared parking spaces, including those located on separate parcels, must be located within 600 feet of the primary entrances of all uses served.

e. **Covenant for Shared Parking.** A shared parking plan will be enforced through an irrevocable, written covenant among all owners of record. An attested copy of the irrevocable covenant between the owners of record must be submitted to the City of Burbank for recording on forms made available by the City. The covenant must be recorded in the County Recorder's office before any building permits may be issued for any use to be served by the shared parking area. The shared parking covenant must guarantee long-term access to and use of the shared parking spaces by the recipient uses. A shared parking covenant may be cancelled, but only if it is shown that all required off-street parking spaces can otherwise be provided for the properties that were involved in the covenant. . . . . .

f. The number of required parking spaces for all uses, including fractions of a space, shall be added together before rounding. The sum total is subject to normal rounding procedures (a fraction 0.5 or greater counts as an additional space). . . . . .

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9.14. SUSTAINABLE STORMWATER MANAGEMENT GUIDELINES

A. PURPOSE AND INTENT. This section provides guidance for the provision of stormwater treatment facilities that are functional and visually attractive and that avoid the use of surface infiltration basins, which are not conducive to an urban setting..

B. DESIGN STANDARDS. In preparing mandated Water Quality Management Plans (WQMPs) the following design guidelines shall be considered and implemented to the greatest extent possible:

Complies? Y N N/A

1. SUSTAINABMLE STORMWATER MANAGEMENT

a. **Best Management Practices (BMP).** Consider the full range of BMP alternatives for addressing drainage, infiltration, and stormwater quality for the site, including drainage from roofs, plazas, courtyards, and surface parking areas. . . . . ☐ ☐ ☐

b. **Low Impact Design (LID).** Utilize Low Impact Development (LID) design principles and practices to address infiltration of runoff through the use of:

i. Pervious surfaces in lieu of impermeable surfaces in plazas, courtyards, and surface parking areas where technically feasible. Acceptable pervious surfaces include: landscaping; pervious pavers including pervious interlocking pavers and permeable concrete; etc.; as approved by the Director of Development Services and Public Works Director . . . . . ☐ ☐ ☐

ii. Landscaped areas integrated into the drainage design where runoff can be directed into planters with subsurface features to further enhance storage or towards permeable surfaces . . . . . ☐ ☐ ☐

iii. Amended soils can be utilized where technically feasible to enhance infiltration, to provide water quality improvement, and to maintain healthy plant life in an urban setting where plants are subject to additional stresses and restricted growing areas . . . . . ☐ ☐ ☐

c. **Infiltration Basins.** On-site surface infiltration basins are not allowed, unless:

i. They are not located within the Primary Street or Side Street setback, are not visible from a street or public open space, and they are not located within the On-Site Open Space required by Table 9-7.I. . . . . ☐ ☐ ☐

ii. They are incorporated into an active or passive park or open space. . . . . ☐ ☐ ☐

9.15. SPECIAL LOT DESIGN STANDARDS

A. PURPOSE. This Section establishes standards to ensure new development on sites over certain sizes is designed as carefully conceived groups of separate buildings that contribute to the overall urban, pedestrian-friendly character envisioned by this Specific Plan.

B. SPECIAL LOT DESIGN STANDARDS. This Section provides a description and design standards for the following special site conditions:

- Sites two (2) acres or more in area;
- Sites over 150 feet in length in the Urban Corridor (COR), Creative Workforce (CW), Urban Neighborhood 1 (UN1), and Urban Neigborhood 2 (UN2) zones;
- Sites over 200 feet in length in the Downtown (DT), Urban Center (UC), Urban General (UG), and Flex Industrial (FI);
- Through sites that extend from one street to a second, parallel street.

Complies? Y N N/A

☐ 1. **SITES TWO (2) ACRES OR MORE IN AREA**

Contiguous sites 2.00 acres or more in area are subject to the following development and design standards:

a. **Buildings.** Buildings shall be introduced per the development standards in Table 3-1. Buildings may be multiple buildings, or depending on the zone, single buildings that appear to be comprised of multiple buildings . . . . . ☐ ☐ ☐

b. **Building Differentiation.** Individual buildings and their open spaces shall be differentiated according to the following design standards:

i. Vary the design of each open space (plant species, path and landscape placement, amenities, etc.), per Section 9.11 (On-Site Open Space). . . . . ☐ ☐ ☐

ii. Use varied articulation and massing strategies for each building, per Section 9.5 (Building Massing and Articulation Standards). . . . . ☐ ☐ ☐

iii. Vary each building's frontage type, design, and/or detailing, per Section 9.7 (Frontage Standards). . . . . ☐ ☐ ☐

iv. Assign unique architectural styles or design treatments to individual buildings. . . . . ☐ ☐ ☐

v. Accentuate corner buildings and/or provide corner plazas, per Section 9.8 (Building Design Standards). . . . . ☐ ☐ ☐

c. **Relate to Public Realm and Neighbors.** Design buildings to be compatible with the massing and scale of neighboring buildings and building across the street, especially historic character buildings. . . . . ☐ ☐ ☐

d. **Residential Types.** A minimum of 30% of residential buildings must be designed with direct access to each ground floor dwelling unit via a stoop or porch frontage type, per Section 9.7 (Frontage Standards). Remaining residential buildings units may be accessed via common lobbies. . . . . ☐ ☐ ☐

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9.15. SPECIAL LOT DESIGN STANDARDS (CONTINUED)

Complies? Y N N/A

☐ **2. LONG SITES**

Continuous development sites over 150 feet in length in the Urban Corridor (COR), Victory Creative (VC), Urban Neighborhood 1 (UN1), and Urban Neigborhood (UN2) zones, and over 200 feet in length in the Downtown (DT), Urban Center (UC), and Urban General (UG) zones are subject to the following development and design standards, as illustrated in Figure 9-40 and Figure 9-41.

a. **Multiple Buildings.** Introduce multiple buildings and opens spaces according to the development standards of Sections 9.3 – 9.8. . . . . ☐ ☐ ☐

b. **Building Differentiation.** Differentiate individual buildings and their open spaces. Appropriate strategies include:

i. Vary the design of each open space (plant species, path and landscape placement, amenities, etc.), per Section 9.11 (On-Site Open Space). . . . . ☐ ☐ ☐

ii. Use varied articulation and massing strategies for each building, per Section 9.5 (Building Articulation and Massing Standards). . . . . ☐ ☐ ☐

iii. Vary each building's frontage element type, design, and/or detailing, per Section 9.7 (Frontage Standards). . . . . ☐ ☐ ☐

iv. Assign unique architectural styles or design treatments to each building. .. . . . . ☐ ☐ ☐

v. Accentuate corner buildings and/or provide corner plazas, per Section 9.8 (Building Design Standards). . . . . ☐ ☐ ☐

c. **Relate to Public Realm and Neighbors.** Ensure buildings are compatible with prevalent setbacks and respectful of the massing and scale of neighboring buildings, especially historic character buildings. . . . . .

Complies? Y N N/A

☐ **3. THROUGH PARCELS**

Sites that extend from one street to a second, parallel street are subject to the following development and design standards as illustrated in Figure 9-42 and Figure 9-43):

a. **Relate to Public Realm and Neighbors.** Ensure buildings are compatible with prevalent setbacks and respectful of the massing and scale of neighboring buildings, especially historic character buildings. . . . . ☐ ☐ ☐

b. **Building Differentiation.** Differentiate individual buildings and their open spaces. Appropriate strategies include:

i. Vary the design of each open space (plant species, path and landscape placement, amenities, etc.), per Section 9.11 (On-Site Open Space). . . . . ☐ ☐ ☐

ii. Use different articulation and massing strategies for each building, per Section 9.5 (Building Articulation and Massing Standards). . . . . ☐ ☐ ☐

iii. Vary each building's frontage element type, design, and detailing, per Section 9.7 (Frontage Standards). . . . . ☐ ☐ ☐

iv. Assign unique architectural styles or design treatments to each building, and in response to frontage types on neighboring buildings. . . . . ☐ ☐ ☐

v. Accentuate corner buildings and/or provide corner plazas, per Section 9.8 (Building Design Standards).. . . . . ☐ ☐ ☐

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FIGURE 9-40. A LONG SITE

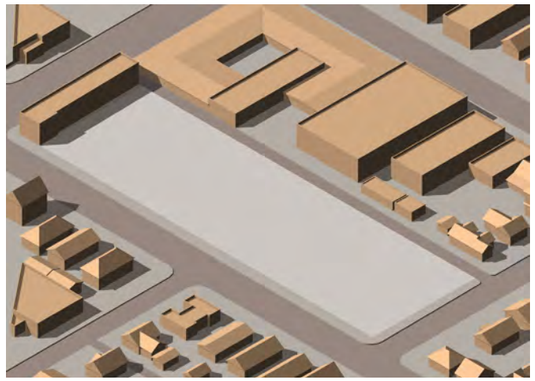


FIGURE 9-41. LONG SITE WITH DEVELOPMENT

FIGURE 9-42. THROUGH PARCEL

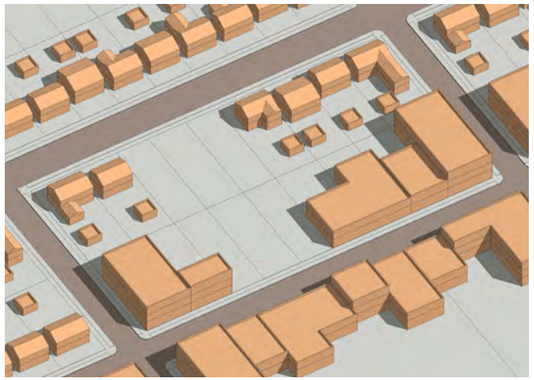
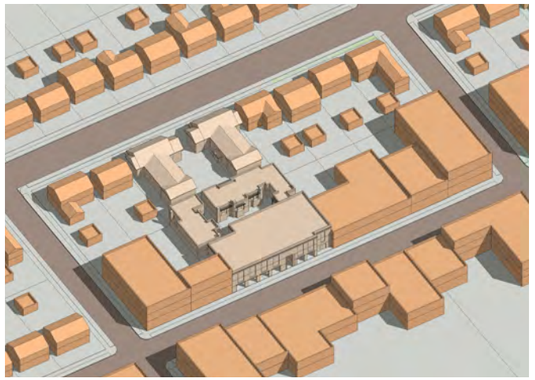


FIGURE 9-43. THROUGH PARCEL WITH DEVELOPMENT



9.16. BLOCK AND NEW STREET STANDARDS

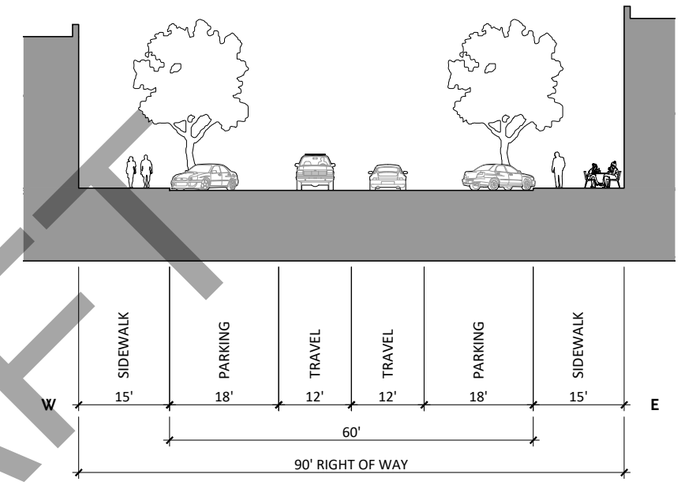
A. PURPOSE. This Section establishes standards for the introduction of new streets and pedestrian passages in blocks and/or parcels over 4.0 acres in area in order to improve pedestrian, bicycle, and vehicular connectivity and restore Downtown's original street and block pattern.

B. BLOCK AND STREET DESIGN STANDARDS. Blocks (whether containing a single parcel or multiple parcels) or sites 4.0 acres in area or larger are subject to the following development and design standards.

	Complies? Y	N	N/A
1. NEW STREETS AND ALLEYS.			
a. New streets, curbs, gutters, sidewalks, and street trees shall be introduced per the requirements of this Section 9.16	☐	☐	☐
b. Alleys may be introduced to provide access to parking and services per the requirements of this Section 9.16.	☐	☐	☐
c. New streets shall be developed as through streets. Cul-de-sac, hammer-head, and dead-end streets are prohibited.	☐	☐	☐
d. Each development site on the new block shall have a front lot line along a street and a rear lot line that is either shared with an adjacent lot or an alley. When new blocks are created, rear lot lines shall not be allowed along streets.	☐	☐	☐
e. New streets shall be designed to comply with one of the street sections shown in Figure 9-44.	☐	☐	☐
f. Gates preventing public access onto new private or public streets and alleys are prohibited.	☐	☐	☐
g. Unless the City elects to acquire the street right-of-way, new streets and alleys shall be privately owned and maintained	☐	☐	☐
h. New streets (public or private) shall be designed to comply with the Department of Public Works Standard Plans. The Public Works Director may waive or modify certain standards to create privately-owned and maintained streets with unique design features, such as pervious pavers and low-impact development features for stormwater runoff.	☐	☐	☐
2. BLOCK SIZE.			
a. All new and modified blocks shall be designed per the following size requirements:			
i. Length: 500 ft. max	☐	☐	☐
ii. Width: 375 ft. max	☐	☐	☐
iii. Maximum Area: 4.3 acres	☐	☐	☐

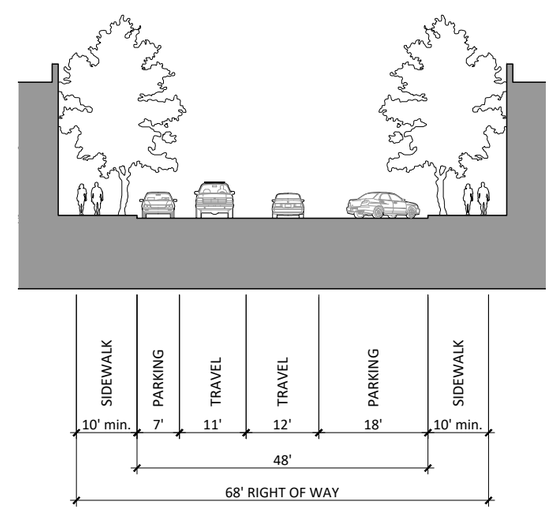
FIGURE 9-44. NEW STREETS

1 SAN FERNANDO BLVD. DOWNTOWN MAGNOLIA BLVD. TO GRINNELL DR.

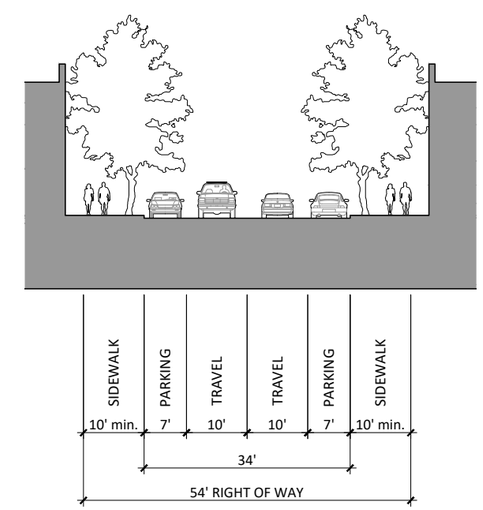


2 ALLEY

3 NEW STREET ANGLED PARKING ONE SIDE



4 NEW STREET PARALLEL PARKING BOTH SIDES



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9.16. BLOCK AND NEW STREET STANDARDS (CONT.)

Complies? Y N N/A

3. STREET TREES. Proposed development shall include street trees as follows:

a. Selected tree species shall be approved by the Park, Recreation, and Community Services Director. . . . . .

b. Street trees at initial planting shall be a minimum 24 inch box size. . . . . .

c. Street tree spacing shall average 30 feet on center with adjustments in spacing according to particular tree species and City standards . . . . . .

d. Street trees shall be planted according to the following location requirements:

Streetscape Element	Distance from Element
i. Curb line of perpendicular street at intersection	25 ft. min.
ii. Street Light	Midway between adjacent trees but 10 ft. min.
iii. Stop or yield sign	20 ft. min.
iv. Directional Signage	10 ft. min.
v. Fire Hydrant	10 ft. min.
vi. Alley margins and driveway	5 ft. min.
vii. Underground utilities	5 ft. min.

4. TREE WELLS

a. Street trees shall be located in landscaped strips (parkways) between the sidewalk and curb or tree wells that are placed along the curb. . . . . .

b. Tree wells.

i. Tree wells shall be a minimum of 4 ft. x 6 ft. with the long side oriented parallel to the curb. Tree well widths may be reduced to ensure that the sidewalk between the edge of the tree well and the adjacent building face is a minimum of 5 ft. wide . . . . . .

ii. Tree wells shall be landscaped with drought tolerant plants, filled with decomposed granite or professional-grade mulch, or covered with a tree grate.

c. Parkways.

i. Landscape strips (parkways) shall be at least 4.5 ft. wide (as measured from the back of curb) and shall be improved with drought tolerant plants and professional grade mulch. . . .

ii. Landscape strips (parkways) in front of commercial uses may be paved with pavers. Trees shall be accommodated in tree wells . . . . . .

iii. Parkway landscape materials.

(a) Plant materials shall not be installed within 24 inches of public street trees as measured from the base of the street trunk. Only mulch or decomposed granite is allowed within this area. . . . . .

(b) Plant materials shall not present a danger to the public; they shall not be poisonous, noxious, or invasive. . . . . .

(c) Plant materials shall not have exposed, rigid spines; spikes; barbs; or thorns. . . . . .

(d) Plant materials shall be maintained to keep their height at 24 inches maximum. . . . . .

(e) Edible plant materials are prohibited. . . . . .

(f) No boulder, or any rock over six inches in height is allowed. . . . . .

(g) Non-vegetative groundcover and/or paving materials shall provide uniform, firm, even, and reasonably walkable surface. Examples include bark chips, mulch, decomposed granite, gravels, flat stone, or decorative pavers . . . . . .

(h) Bark, mulch, or decomposed granite is only permitted in parkway areas with a slope less than 5% in any direction. They shall not run off into the street. . . . . .

(i) Decorative pavers are not allowed within three feet of any public streetlight pole, pull box, or other utility facilities. . . . . .

(j). Mowed turf and synthetic (artificial turf) is discouraged in Parkways. However, if provided, synthetic turf must be maintained, cleaned, re-brushed and replenished with new approved infill per the manufacturer's recommendations. . . . . .

iv. Irrigation to parkways and tree wells shall be provided as an extension of the on-site system and is the responsibility of the property owner. . . . . .

5. STREET LIGHTS

a. New streets shall be improved with pedestrian-scaled street light as approved by the Burbank Water and Power Director (or designee). . . . . .

b. New pedestrian-scaled street lighting shall be provided along sidewalks and public park pathways. The spacing of streetlights shall be determined based on the City's lighting requirements for public streets and the specifications for the selected street light. . . . . .

b. Light posts shall be below 14 feet in height above the sidewalk. This standard does not restrict the use of taller roadway safety lights at intersections. . . . . .

6. STREET FURNISHINGS

a. Street furnishings are allowed within the public right-of-way (R.O.W.) as pedestrian amenities within the Downtown (DT) zone, the Urban Center (UC) zone, and the Urban General (UG) zone, Urban Corridor (COR) and within all parks and public or publicly accessible open spaces.

b. Street furnishings include but are not limited to: benches, waste receptacles, bicycle racks and similar items that help to define pedestrian use areas. Additional and optional amenities include: tables, chairs, umbrellas, kiosks, and planters. . . . . .

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9.16. BLOCK AND NEW STREET STANDARDS (CONT.)

Complies? Y N N/A

c. The following materials shall be used for street furnishings, subject to approval of the Community Development Director:

i. Benches shall be made of wood, metal, stone, terra cotta, cast stone, cast concrete, hand-sculpted concrete, or composite materials that resemble wood. . . . . .

ii. Trash cans and bike racks shall be made of metal. . . . . .

iii. Planters and pots shall be made of metal, stone, terra cotta, cast stone, cast concrete, hand-sculpted concrete, or composite material that resemble wood. . . . . .

iv. Outdoor restaurant chairs and tables may be wood, metal, stone, or high quality plastic. . . .

d. Advertising on street furnishings within the public right-of-way is prohibited. . . . . .

e. The following street furnishings are not permitted within the public right-of-way or open space area(s): Vending machines, except newspaper vending machines; Photo booths; Automated machines such as, but not limited to, penny crunching machines, blood pressure machines, fortune-telling machines, video games, animated characters and other such machines that are internally illuminated, or have moving parts, or make noise, or have flashing lights. . . . . .

7. OUTDOOR SEATING AREAS, CAFES, AND RESTAURANTS

a. Outdoor seating areas, cafes, and restaurants on private property are encouraged provided they do not interfere with pedestrian flow and circulation along adjacent sidewalks, from public ways to building entries, or with other amenities, such as bicycle racks and benches. . . . . .

b. Required or proposed railings for outdoor areas, sidewalk cafés, and outdoor restaurants shall be designed to complement the adjoining buildings. . . . . .

8. CROSSWALKS AND CURB EXTENSIONS

a. Crosswalks and curb extensions, as applicable, shall be installed per Section 5C (Crossing Improvements) of the City of Burbank *Complete Streets Plan*. . . . . .

6. PUBLIC ART

a. Public art elements, in coordination with the Section 10-1-1114 (Art in Public Places) of the *Burbank Municipal Code*, may be installed in on-site locations that are dedicated for public use and/or are visible from public streets and/or open spaces . . . . . .

9.17. PUBLIC OPEN SPACE DESIGN STANDARDS

A. PURPOSE AND INTENT. This Section provides standards for the design of parks, plazas, and open spaces that are safe, accessible from adjacent public streets and transit, conveniently-located, and are compatible with the urban form of adjacent buildings and land uses .

B. PARK AND PLAZA DESIGN STANDARDS. New public open spaces, including parks and plazas, shall comply with the following design standards:

Complies? Y N N/A

1. LOCATION AND SIZE

a. Parks, plazas, and open spaces shall remain open to the public year-round and in perpetuity, and shall be accessible to pedestrians. All such spaces shall comply with ADA accessibility standards. . . . . .

c. Parks, plazas, and open spaces shall have a minimum width of 125 ft. and a minimum length of 125 ft. . . . . .

d. The size and location of parks, plazas, and open spaces may deviate per the requirements of Section 9.1.C.1 (Minor Deviations). . . . . .

2. ACCESS FROM PUBLIC STREETS

a. Access shall be provided from the adjacent sidewalk(s) by accessible paths that are consistent with the design theme for the particular park, plaza, or open space. . . . . .

b. Adjacent pedestrian crossings shall coordinate with the access points of the park, plaza, or open space. . . . . .

3. FRONTAGE

a. Parks, plazas, and open spaces shall front at least one (1) public street. . . . . .

b. Visibility from one side of the plaza, park, or open space to the other is required. Hedges and low walls shall not exceed 36 inches in height. . . . . .

c. Adjacent buildings shall front parks, plazas, and other open spaces with windows, doors, and appropriate frontage types. . . . . .

4. PARKING

a. On-street parking is permitted along park, plaza, or open space street frontages. . . . . .

b. On-site parking is prohibited. . . . . .

5. LANDSCAPE AND LIGHTING

a. The majority of plant materials shall consist of drought tolerant and/or native plants with minimum water requirements. Ease of maintenance should also be considered. . . . . .

b. The use of canopy trees for shading and cooling is encouraged to mitigate the urban heat island effect. Sufficiently sized tree pits or planting beds and appropriate planting medium to provide for healthy tree growth should be provided. . . . . .

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9.17. PUBLIC OPEN SPACE DESIGN STANDARDS (CONT.)

	Complies? Y	N	N/A
d. Artificial trees, shrubs, turf, or plants are prohibited.	☐	☐	☐
e. Pedestrian scaled light fixtures are required along paths within all parks, plazas, and open spaces.	☐	☐	☐
f. Paving materials.			
i. Paving materials shall be permanent in nature (such as brick, stone, permeable pavers, and scored concrete).	☐	☐	☐
ii. Asphalt is not permitted.	☐	☐	☐
iii. Unnecessarily complicated and distracting paving patterns are discouraged.	☐	☐	☐
g. Water features shall use re-circulating water and, where available, shall use recycled water.	☐	☐	☐
h. Public art, in coordination with the City's "Art in Public Places" program, is encouraged as an integral part of the design approach to these spaces.	☐	☐	☐
6. BUILDING AND IMPROVEMENTS			
a. Plazas:			
i. Permitted amenities: pedestrian and bicycle amenities such as benches, tables, garbage cans, drinking fountains, bike racks, public art or a water features.	☐	☐	☐
ii. Permitted buildings and structures: kiosks, a bandstand, an informal stage (a raised area that could be used as a stage).	☐	☐	☐
b. Parks:			
i. Amenities: Pedestrian amenities (benches, tables, drinking fountains, etc.), bike racks, playground equipment, informal athletic courts, water features that provide a focus to the park may be provided.	☐	☐	☐
ii. Buildings and structures: pergolas, picnic shelters may be provided.	☐	☐	☐

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9.23. GLOSSARY

A. BUILDING TYPES.

Bungalow Court. Four or more detached houses arranged around a shared courtyard, with pedestrian access to the building entrances from the courtyard and/or fronting street. The courtyard is wholly open to the street.

Court. A group of attached dwelling units arranged to share one or more common courtyards, with pedestrian access to each unit directly from the courtyard, Primary Street, and/or Side Street through porch or stoop frontage types. The courtyard is intended to be a shared outdoor area that is visible from and accessed from the Primary Street. Courtyard buildings may accommodate housing, office, retail, or live-work uses. Parking, hidden from the view of the street, is accommodated in tuck-under, podium, or subterranean garages.

Duplex/Quadplex. Duplexes, triplexes, and quadplexes are buildings surrounded on all four sides by setbacks (front yard, side yard, rear yard) and share similar setbacks, massing, scale, and frontage types as surrounding buildings.

House. A building that is surrounded on all four sides by setbacks (front yard, side yards, rear yard) and shares similar setbacks, massing, scale, and frontage types as surrounding houses.

Liner. A building designed for occupancy by retail, service, office, and/or residential uses that conceals a blank-faced building such as a public garage, theater, or "big box" store. Parking for retail uses is accommodated on the street or in a park-once garage. Parking for office and residential uses is typically accommodated in a nearby or adjacent garage.

Mixed-Use Building. A building designed for occupancy by retail, service, and/or office uses on the ground floor, with upper floors configured for residential uses. Ground floor uses are accessed directly from the sidewalk through a shopfront. Upper floors are accessed from the street through a street-level lobby, an elevator, and corridors. Parking, hidden from the view of the street, is accommodated in podium or subterranean garages or in surface lots. Parking for retail uses may also be accommodated on the street.

A variation of the Mixed-Use Block building (retail, service, or office ground floors accessed directly from the adjacent sidewalk with upper floors accessed through a lobby), but with upper floors occupied by offices, which tend to have taller upper story floor to floor heights.

Residential Building. A building typically surrounded on all four sides by small setbacks and designed for occupancy by residential uses on all floors. Residential blocks typically have a central lobby that provides access to individual units via elevators and corridors. Ground floor dwellings facing the street may additionally take direct access via stoops, porches, or dooryards (terraces or patios enclosed by a low wall or hedge). Parking, hidden from the view of the street, is accommodated in podium or subterranean garages.

Rowhouse. Two or more attached dwelling units arrayed side by side, with the ground floor typically raised above grade to promote privacy. The building is located at the front of the lot, with parking at the rear of the lot in tuck-under garages or standalone garages separated from the primary building by a rear yard. Rowhouses are typically set back behind a small front yard and are accessed directly from the sidewalk through a stoop or porch frontage.

Rowhouse (Live/Work). Rowhouses in a Live-Work configuration consist of an integrated housing unit and working space, occupied and utilized by a single household in a structure, either single-family or multi-family, that has been designed or structurally modified to accommodate joint residential occupancy and work activity.

9.18. GLOSSARY (CONT.)

Tower. A building for occupancy by residential or office uses of at least 10 stories in height organized around a central core. The ground floor may be occupied by retail and service uses. Parking is located beneath the building or in a nearby garage.

B. FRONTAGE TYPES

Arcade. Arcades are facades with a ground floor colonnade that supports the upper stories of the building or, for one-story buildings, the roof. Arcades contain ground-floor shopfronts, making them ideal for retail or restaurant use, as the arcade shelters the pedestrian while shading the storefront glass, preventing glare that might obscure views of merchandise.

Awning. A cloth cover fastened to a building or structure and supported by a frame that is used to protect pedestrians from the sun or rain.

Balcony. A platform enclosed by a wall or balustrade on the outside of a building, with access from an upper-floor door.

Bay Window. A large window or series of windows projecting from the outer wall of a building and forming a recess within.

Canopy. A flat, metal awning that extends perpendicular from the building and parallel to the sidewalk. The canopy's frame is connected to the wall and spanned by a variety of materials, including metal lattice, glass, and metal slats.

Cantilevered Room. An upper floor room or rooms that projects from the building facade providing additional upper floor square footage and contributing to the articulation of the facade.

Dooryard An elevated or at-grade garden or terrace that is located in the front yard setback and that is enclosed by a low wall located at or near the property line. For elevated Door Yards, access from the sidewalk to the Door Yard is via a stair or ramp. The Door Yard can accommodate a variety of activities, ranging from dining patios for commercial uses to patios for residential uses. In addition, the interior building spaces are separated from the adjacent sidewalk by the depth of the Door Yard and in the case of raised Door Yards, by the terrace height.

Front Yard. The area between the building facade and the property line. Front Yards may be visually continuous with adjacent yards with a common landscape, or enclosed by a low fence, wall, or hedge. On sloping sites, front yards may be raised above the level of the adjacent sidewalk and supported by a low retaining wall at the property line with steps providing access between the sidewalk and the yard. Porches, stoops, balconies, and bay windows may encroach into Front Yards.

Gallery. Galleries are facades with ground floor colonnades that support a cantilevered shed roof or a deck that covers the sidewalk. Galleries contain ground floor storefronts, making them ideal for retail use. Railing on top of the gallery is only required if the gallery roof is accessible as a deck. shopfronts include large windows, doors with glass, transom windows, and a solid base (bulkhead). Optional elements include awnings, canopies, signage, lighting, and cornices.

Porch. A roofed, unenclosed room attached to the exterior of a building that provides a physical transition between the sidewalk and the building. Porches may be provided on buildings that are set back from the Primary and/or Side Street property lines and may encroach into the front yard and side street yard.

Stoop. A stair and landing leading directly from the sidewalk to a building entrance. The ground floor of the building is typically raised to provide increased privacy for the rooms facing the public street. Accordingly, stoops are ideal frontage types for ground floor housing that is near the street.

Storefront. Shopfronts are large openings in a building facade that are enclosed with large transparent windows and doors that provide direct, at-grade access to ground floor commercial/retail uses. The basic required architectural elements of shopfronts include large windows, doors with glass, transom windows, and a solid base (bulkhead). Optional elements include awnings, canopies, signage, lighting, and cornices.

C. LAND USE

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.

Advanced Manufacturing. Use of innovative technologies to create existing products and the creation of new products. Advanced manufacturing can include production activities that depend on information, robotics, automation, computation, software, sensing, and networking.

Animal Shelter. A facility used to house or contain stray, homeless, abandoned, or unwanted animals and that is owned, operated, or maintained by a public body, an established humane society, animal welfare society, society for the prevention of cruelty to animals, or other nonprofit organization devoted to the welfare, protection, and humane treatment of animals.

Animal Training Facility. a facility where domestic animals are provided with training on an appoint-based basis. This use does not include medical services or overnight stay.

Amusement Enterprise. A 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, or their substantial equivalent. 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.

Artisanal Production. The on-site production of hand-fabricated or hand-manufactured parts and custom or craft consumer goods, food, or beverages based on the skill and knowledge of the artisan and the use of hand tools or small-scale, light mechanical equipment. The artisanal production category includes apparel manufacturing, bakeries, breweries and brewpubs, cabinetry, chocolatiers, confectionery, furniture making, glass working, jewelry making, metal working, pottery, sculpture, wood working, and their substantial equivalents. The ancillary sales of goods or service of food or beverages produced on-site or customarily found in association with the type of business are permitted. The production of offensive noise, vibration, smoke, dust or other particulate matter, heat, humidity, glare, or other objectionable effect is prohibited.

Artist Studios or Creative Incubators. Shared workspace facilities provided to multiple other arts & creative enterprises including, but not limited to, arts centers, artist studios, media studios, creative incubators, culinary incubators, design & fabrication centers, and their substantial equivalents.

Arts Education. The general or specialized non-degree instruction or training and personal enrichment courses in the arts & creative enterprises. Tertiary education services are an Educational Services use and not included in this principal use category.

Arts Exhibition. The production, rehearsal, or live performance of cultural entertainment or artistic expression such as singing, dancing, comedy, literary readings, performance art, musical theater, live plays, and concerts. The arts exhibition category includes venues such as assembly halls, auditoriums, cinemas, concert

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9.18. GLOSSARY (CONT.)

halls, dinner theaters, gallery space, performance halls, rehearsal & preproduction studios, broadcast & recording studios, live theaters, and their substantial equivalents along with the administrative offices, booking agencies, and ticket sales of performing arts organizations. The ancillary sales of goods or service of food or beverages customarily found in association with the type of business are permitted.

Arts Sales and Services. The display and retail sale, lease, or rental of finished artwork, art supplies, musical instruments, multi-media, or publications and activities that provide various arts related services to individuals, groups, or businesses including body art services, galleries, supply stores, printing shops, set design studios, and their substantial equivalents.

Automobile Dealer. Any business establishment that sells or leases new or used automobiles, vans, motorcycles or other similar motorized transportation vehicles. An automobile dealership may maintain an inventory of the vehicles for sale or lease either on-site or at a nearby location and may provide on-site facilities for the repair and service of the vehicles sold or leased by the dealership. This use does not include auto dealer-brokers with no onsite storage of vehicles, or other similar office uses.

Automobile Dealer – Support Facility. A facility which serves as a support facility to an existing Automobile Dealer, where the following uses may occur:

- Auto service including routine maintenance, tires, diagnostic and milage services, etc. and minor non-mechanical reconditioning, including paint-less dent repair, scratch removal, windshield chip repair, wiper blade replacements, upholstery repair. All work will be conducted inside completely enclosed buildings. No major mechanical services, such as transmission replacement, engine replacement, frame, or major body work, and/or painting conducted onsite.
- Detailing, including extensive cleaning/vacuuming of the interior and light cosmetic exterior work including waxing/polishing.
- Vehicle Sales, limited to the pick-up of vehicles sold to at the associated Automobile Dealer, or online.
- Vehicle Purchasing, limited to the drop-off of vehicles purchased from customers at the associated Automobile Dealer, or online.
- Incidental Vehicle Storage, limited to the ancillary short-term storage of vehicles which are awaiting service, reconditioning, detailing, or awaiting pick-up/drop off after a transaction.

Banquet Hall. An indoor gathering place which may also include incidental outdoor areas and on-site kitchen/catering facilities. The banquet hall's primary purpose is a location for indoor activities/gatherings such as weddings and other such events made by appointment. Banquet halls may include live entertainment as an incidental use only.

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.

Brewery/Distillery. An establishment which produces ales, beers, meads, hard ciders, wine, various hard liquor spirits, and/or similar beverages on site. Breweries may also serve beverages on site as part of instructional tastings and sell alcoholic beverages for off site consumption in keeping with the regulations of the Alcohol Beverage Control (ABC) and Bureau of Alcohol, Tobacco, and Firearms (ATF). Breweries and distilleries may include food components as an incidental use.

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.

Catering Services – Incidental To Restaurant. Restaurants may offer catering services incidental to the main restaurant use. However, the catered food cannot be consumed on-site. This use primarily caters to events and parties where a large quantity of food is ordered. Patrons may pick up the catering order onsite for off-site consumption.

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 – 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.

Community Center. A place for recreational, social, educational, or cultural activities operated by a non-profit or public agency.

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.

Computer / Cyber Café. A facility that charges for the use of a computer and/or other electronic devices/ personal use and/or entertainment purposes. The sale of food and/or beverages is not a required component but may be incidental to the use. Businesses where personal computer access incidental to the primary permitted use are not considered computer/cyber cafés.

Creators Hub. Shared workspace facilities provided to creative enterprises including, but not limited to, content creators, musicians, gaming, podcasting, or their substantial equivalents.

Crematorium. A facility that provides cremation services for human or animal remains. Crematoriums may offer incidental services such as memorial ceremonies, urn sales, and the handling of ashes for final disposition.

Data Center. A facility that houses computer systems and associated components, such as communications and storage systems, including, but not limited to servers and transmittal equipment. Data centers may include incidental office operations.

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9.18. GLOSSARY (CONT.)

Department Store. A business which is conducted under a single store wherein a variety of unrelated merchandise and services are displayed and sold directly to the customer for whom the goods and services are furnished.

Design Services. Individuals and firms that provide design services to individuals, groups, or businesses including architectural design, fashion design, graphic design, interior design, industrial design, experiential design, landscape architecture, product development, advertising, urban design, and their substantial equivalents.

Distribution / Fulfillment Center. A business that solely operates to distribute, mail, and ship goods and products to stores or directly to customers. The vehicles or trucks used to transport the products and goods may be stored on-site. Alternatively known as "warehouse distribution centers."

Hardware Store. An establishment primarily specializing in the sale of various basic hardware lines, such as tools, builders' hardware, plumbing and electrical supplies, paint and glass, housewares and household appliances, furniture, garden supplies, and cutlery.

High And Medium Bay Labs. Any establishment, building or structure, or portion thereof, used for the assembly, packaging, fabrication, testing and processing of materials into large and bulky finished products, such as spacecraft. The process may also include the research and development and prototype production of a product. The interior of the building, or portion thereof used for high and medium bay labs, shall be a minimum of twenty feet (20') in height as measured from the floor to the lowest projection.

Home Center. An establishment that engages in the sale of home and office furniture.

Incidental Arts Activity. Performance, exhibition, or participation in arts and culture (including music, theater, spoken word, and visual arts) that is secondary to the primary permitted use of the business, where the event area occupies less than 50% of the gross floor area. No additional parking shall be required for Incidental Arts Activity occurring within an existing permitted business if the event occurs during non-peak hours or if the arts occupancy load does not exceed the occupancy load of the primary use.

Kennel. Means any lot, building, enclosure, or premises (except an animal hospital) wherein four (4) or more domestic animals with registered ownership, four (4) months of age or older, are kept for a limited term not to exceed 30 consecutive days. May include incidental uses such as grooming and training. No medical services shall be performed on the premises.

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.

Live-Work. An integrated dwelling unit and working space, in which the work component is the primary use and the residential component is secondary, within a unit of a structure that has been designed or structurally modified to accommodate joint residential occupancy and work activity, and which includes: (1) Complete kitchen space and sanitary facilities in compliance with the Building Code; and (2) Working space reserved for and regularly used by one or more occupants of the unit.

Market, Farmer's. Temporary outdoor retail sales of farm produce from vehicles or temporary stands, located within a City facility, a publicly accessible gathering area, a private or public parking lot, or within the public right-of-way (where authorized by encroachment permit).

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.

Funeral Home / Mortuary. An establishment that provides a comprehensive range of services related to the funeral and burial of the deceased, such as preparing the human dead for burial, arranging and managing funerals, offering support o grieving families, and providing burial products like caskets. Funeral homes may have facilities for onsite viewings and memorial services. This classification excludes cemeteries, crematoriums, and columbariums.

Library. A facility providing physical or digital access to information resources for reference or borrowing by the general public and often providing areas for study, research, and collaboration.

Major Utility Facility. Infrastructure services that have substantial land use impacts on surrounding areas. Typical uses include but are not limited to water and wastewater treatment facilities, major water storage facilities and electric generation plants.

Minor Utility Facility. Public and quasi-public facilities and services that need to be located in the area where the service is to be provided, such as water and sewer pump stations; electrical transforming substations; wind energy conversion systems; solar collector systems; water conveyance systems; gas regulating stations; storm water facilities and conveyance systems; telephone switching equipment; emergency communication warning/broadcast facilities; and central heating facilities.

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.

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9.18. GLOSSARY (CONT.)

Museum. A repository for a collection or collections of historical, natural, scientific, or literary objects of interest. Ancillary sales and the holding of meetings and special/social events are permitted.

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.

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.

Pet Café. An indoor commercial establishment where patrons can interact with various animals, such as cats, dogs in a café setting. Such facility may, but is not required to, include the service of food and drinks. Animals may be kept on the premises overnight.

Pet Shop. A retail sales establishment primarily involved in the sale of domestic animals, such as fish, birds, and reptiles, excluding dogs, cats, exotic animals and farm animals such as horses, goats, sheep, and poultry; may include the sale of pet supplies and adoption of cats and dogs. Pet shops shall not include the Humane Society, animal shelters, animal research facilities, zoos, veterinarians duly licensed under the law, breeders, and commercial breeding kennels.

Personal or Physical Arts Studio. Means a studio providing instructional services or facilities in a personal or physical art such as art, crafts, music, dance, acting, martial arts or fencing. Personal or Physical Arts Studio does not include a Rehearsal Studio or a School, but may include a tutoring center, where supplemental educational instruction in specific subjects and skills is provided by appointment to school-age children in small groups or one-on-one.

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 general 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.

Private Non-Profit Club or Lodge. An organization, which is open to people upon invitation, nomination, or payment of fees or dues for social, recreational, or entertainment activities.

Public Service. Essential public services provided to the community at large including municipal operations of the City of Burbank, such as departmental offices, social service facilities, and public works facilities; county, state, and federal operations such as courthouses, post offices, and social service facilities; public safety services, such as police and firefighting headquarters and substations; civic spaces; and their substantial equivalents.

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 – Facility. A staffed facility consisting of a building or enclosed area used for the collection, processing, and temporary storage of recyclable materials prior to delivery to a permanent disposal site or shipment others for reuse into new products. Processing means the preparation of material for shipment, or an end user's specifications, by such means as baling, briquetting, compacting, flattening, grinding, crushing, mechanical sorting, shredding, cleaning, and remanufacturing. Processing facilities include storage and loading areas located entirely on the processing center site.

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 – Market or Food Hall. A location which houses two or more food and beverage vendors, cafes, restaurants, or automated food and beverage vending machines and provide shared seating and restroom facilities. Otherwise known as a food court.

Restaurant – Microbrewery or Microdistillery. A food establishment where beer, malt, hard cider, and distilled spirits are produced and sold for on-site or off-site consumption.

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. Means 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

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9.18. GLOSSARY (CONT.)

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 – Trade/Vocational. An establishment or facility used as an institution of learning that provides specialized training and education in various trades and technical fields that provide may provide a degree in conjunction with certification. These schools focus on practical, hands-on skills that prepare students for specific careers, such as plumbing, electrical, automotive repair, culinary arts, healthcare, and more.

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.

Smoking Lounge. A facility wherein the primary use is the sale and onsite consumption of tobacco products, including, but not limited to hookah and cigars.

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.

Special Events Center. An enclosed building designed for indoor public assembly. Such facility may be used as a Conference Center, Exhibition Hall, or other similar uses.

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.

Swimming Pool – Commercial. A recreation facility designed and intended for water contact activities that is operated as a business or as a club unless such club is associated with a neighborhood club or similar organization. A commercial swimming pool may include swimming instruction as part of the business operation.

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.

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.

D. ADDITIONAL LAND USE/ZONING DEFINITIONS TO CONSIDER

Adjusted Gross Floor Area. Means Gross Residential or Non-residential Floor Area, less the area occupied by the following permanent construction: exterior and interior wall depths, columns, stair shafts, elevator shafts, duct shafts, and in the case of commercial buildings, mechanical equipment rooms. Atriums, foyers, courtyards, and other open space which are not necessary to satisfy any requirement of this Code may be deducted from Adjusted Gross Floor Area upon recordation of a covenant between the property owner and the City limiting the use or occupancy of such space. Except as otherwise provided in this definition, no areas or spaces within a building or structure shall be deducted from Gross Floor Area.

Non-Residential 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.

Residential Floor Area. See "FLOOR AREA" in BMC Section 10-1-203.

Gross Residential Floor Area. See "FLOOR AREA" in BMC Section 10-1-203.

Gross Non-Residential Floor Area. Means that horizontal 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.

Non-Residential Floor Area. Means the total usable horizontal 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 and/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 stall dimensions, backup areas, and aisle widths. Such areas are exempt whether

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9.18. GLOSSARY (CONT.)

they are provided in a separate structure on the same property, or within the building footprint.

- In buildings that include residential uses as part of mixed-use development, all areas associated with the residential use exclusively.

Principal Use. Means the primary or main land use that operates/occupies on the lot, premises, tenant space, structure, or address. Unless preempted by state or federal law, the principal use must be authorized by the City as an allowable land use on the premises and must be registered with the Business License Division of the City before it is engaged or commenced.

Use, Accessory and Accessory Use. Means a use that is subordinate, ancillary, or incidental to the principal use that occupies/operates the subject lot, premise, tenant space, structure, or address. The incidental use supports the principal use in its daily operation.

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.

E. OPEN SPACE TYPES

Backyard. A private, landscaped open space located behind a single family or multi-family building that is for the use of the residents of one or more dwellings. For buildings with two or more units, Backyards may be divided into separated private yards, provided each private yard is located directly adjacent to the dwelling unit.

Roof Deck. A rooftop open space that may be assigned to individual units or a shared open space available for use by all residents or tenants. Amenities can include trellises, landscaping, seating areas, BBQ islands, and/or outdoor fireplaces, and the like.

Side Garden. A landscaped open space along one side of a lot. Side Gardens may be semi-private spaces through which occupant and visitor access is provided to one or more buildings or dwellings. Side Gardens of single-family dwellings are private, primarily landscaped open spaces. For multi-family buildings, Side Gardens may be designed for the shared use of all residents. Note that Side Gardens strongly defined by buildings on two or more sides – particularly if they include significant hardscape areas – may also be classified as Side Courts (see Section 9.11.C.1).

Courtyard. A semi-public, shared open space within a lot, for use by more than one resident or tenant. It is a well-defined, coherent area that is an essential component of the project's design, not merely space left over after the building mass is placed. Courtyards generally provide visitor access from the street to dwellings, retail or office spaces, and/or buildings within the lot that lack direct frontal access from the street. The degree of enclosure or openness may vary according to the requirements of each zone and the design intent of the project designer.

F. SIGN TYPES

Awning Sign. A sign in which a tenant's name and/or logo that is applied to the lower vertical portion ("valance") of a canvas awning projecting from a facade.

Building Identification Sign. A wall sign placed at the top floor of a multi-story commercial building on the parapet or just below the eve. Building identification signs identify the building name or the principal tenant.

Canopy Sign. A pedestrian-oriented sign that is mounted on top of a horizontal awning parallel to the sidewalk.

Directory Sign. Directory signs are small wall signs mounted at pedestrian eye level on building walls that face adjacent public sidewalks and open spaces and are intended to identify multiple tenants within a building or complex, particularly those that do not have a ground floor street frontage or that are located on upper floors of a building. Apartment intercom call boxes are considered directory signs.

Marquee. A sign that projects from the facade to express a figural design and message to motorists and pedestrians. Marquees may be configured as a Marquee Blade Sign, a Marquee Display Sign, or a combination of the two.

Mural. A sign or graphic that is mounted to or painted on facades fronting an alley, pedestrian passage, or street.

Porch Sign. A pedestrian-oriented sign that is attached to the porch and hangs or is otherwise suspended between columns supporting the porch roof. The sign is prominent within a bay created by the porch columns without obstructing view from inside the building or from the porch.

Projecting Sign. A double-sided sign that projects perpendicular to the building facade from a mounted wall brace or from the ceiling of a balcony or arcade. Projecting signs typically project into the public right-of-way, plaza, or pedestrian passageway, and are intended for viewing by pedestrians approaching the shop.

Roof Sign. A sign erected upon, against, or directly above a roof or above the parapet of a building. Roof signs are intended to help emphasize the identity and presence of the particular Station Area and Downtown, especially to rail passengers and passing motorists.

Sidewalk Sign. A two-sided, non-illuminated, portable and temporary sign placed outside a storefront on the adjacent sidewalk for viewing at close range. The sidewalk sign is intended for use by retailers, office tenants, theaters, restaurants, cafes, and other food-oriented businesses.

Wall Sign. A sign painted or applied directly to the wall, typically above the storefront or more creatively as approved by the City. This type consists of a single externally illuminated panel or individual letters and/or logo and does not include cabinet signs. This type of sign is intended for viewing from across the street, along the sidewalk, or from an internal plaza or pedestrian passageway.

Window Sign. A temporary or permanent sign painted or applied directly to the storefront window(s) and/or door(s). Window signs also include posters for advertisements and sales, product merchandise posters, open and closed signs, and painted or etched business names and logos.

Yard Sign. A pedestrian-oriented sign that is located within the front yard and is supported by a post or posts.

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10. IMPLEMENTATION

10.1. OVERVIEW

This chapter identifies the actions and information needed to implement the *Downtown TOD Specific Plan's (DTSP)* vision, goals, and policies, including facilitating streamlined housing production and contextual, transit-oriented development through a by-right permit process.

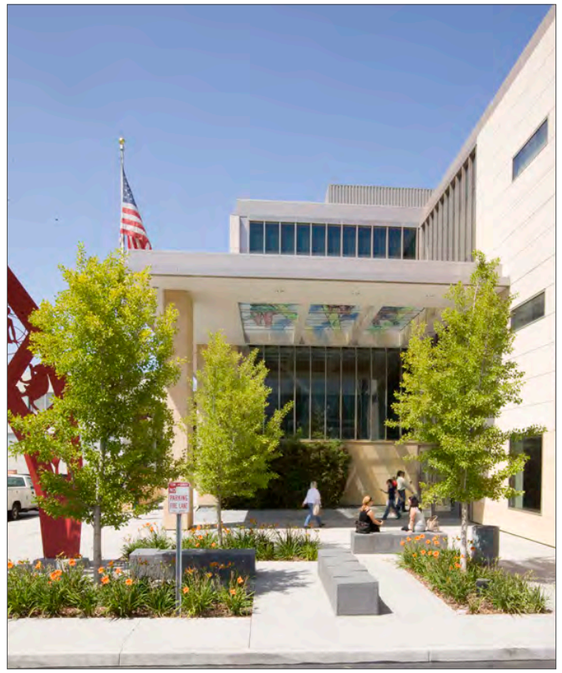
There are two categories of actions necessary to implement the goals and provisions of this *Downtown TOD Specific Plan*:

- The land use regulations and development standards, which are addressed in *Chapter 9 (Development Standards)*.
- 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 DTSP.

In this way, the community benefits accruing from changes to the DTSP area will be institutionalized as a part of the ongoing operation of the City.

This Implementation Chapter is comprised of the following sections:

10.1. Overview 10:1
10.2. Plan Administration 10:2
10.3. Lot Consolidation Incentives 10:2
10.4. Community Benefits 10:2
10.5. Transfer of Development Rights 10:4
10.6. Implementation Actions and Programs . . . 10:6
10.7. Funding and Financing Sources and Mechanisms 10:7



10.2. PLAN ADMINISTRATION

The overarching goals of the DTSP align with the Burbank2035 Housing Element's objective to remove constraints and facilitate the maintenance, improvement, and development of housing, including affordable and workforce housing. The DTSP aims to create greater certainty for development and streamline the development review and permitting approval process, especially for projects on sites evaluated in the DTSP EIR.

All development projects shall be reviewed by the Planning Division for conformance with the standards of the DTSP as follows:

Ministerial Review. If a development project is in compliance with the DTSP and meets certain eligibility criteria, it shall be reviewed for approval through a ministerial review.

Discretionary Review. All other development projects shall be considered as discretionary projects and must undergo the Development Review process identified in the Zoning Regulations of the BMC.

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

CRITERIA FOR MINISTERIAL REVIEW AND APPROVAL

The exact eligibility criteria will be established through a subsequent regulatory action but will generally consists of:

- Located on a Housing Element Opportunity Site or Specific Plan Redevelopment Site as identified in the *Figure 10.1 (Sites Eligible for Ministerial Review)*.
- A housing development project containing no more than 150 units.
- A housing development project located on a property within the area of the DTSP designated for a maximum density of 87 dwelling units per acre, or greater.
- 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 DTSP.

10.3. LOT CONSOLIDATION INCENTIVES

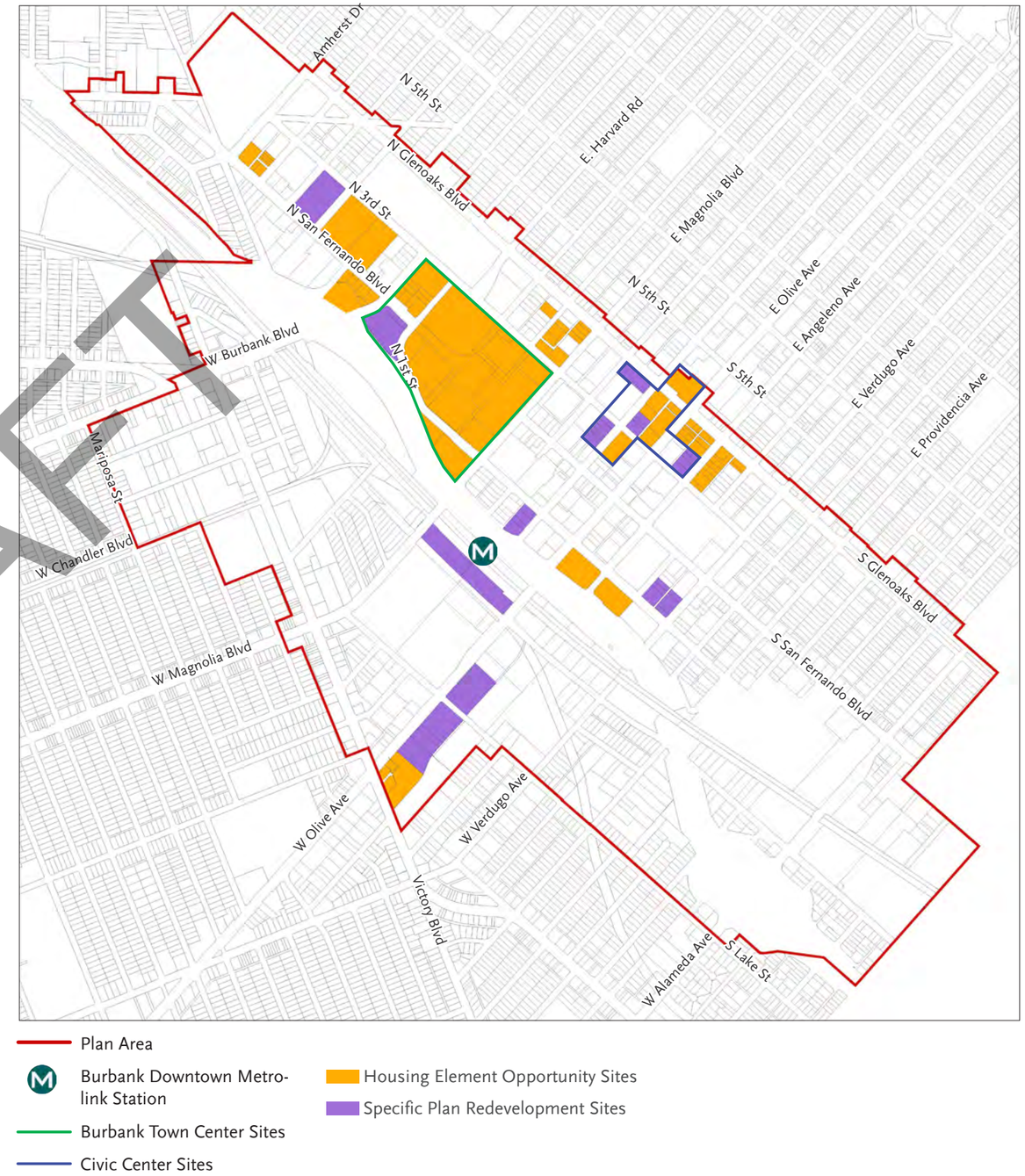
The City should pursue the development of a Lot Consolidation Program that will encourage the assemblage of existing smaller lots into larger lots by providing a selection of incentives. Owner initiated lot mergers will be ministerial upon adoption of local regulations. These incentives should be developed 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 DTSP). Within the context of the DTSP "Community Benefits" may include dedication to public open space, public parking.

FIGURE 10.1. SITES ELIGIBLE FOR MINISTERIAL REVIEW



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10.5. TRANSFER OF DEVELOPMENT RIGHTS

A Transfer of Development Rights (TDR) program allows property owners to transfer unused development potential from one parcel (the "sending" site) to another (the "receiving" site) within specified areas. This tool is designed to help guide development in ways that support city planning goals while preserving or limiting development on certain properties. It is one of the land-use tools cities use to manage density and direct growth without changing overall development capacity. TDR within the Downtown TOD Specific Plan area will be subject to the following general guidelines:

- During the TDR application process, the City will seek to determine whether the development will promote the goals of the DTSP; will be at a scale which is consistent with the land use and urban design goals of the plan; will be compatible with surrounding development; and that the project proposed at the receiving site is appropriate *and* that the transfer is not detrimental to the sending site.
- 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 on other designated sites.
- 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.A (TDR Sites)*.
- Landowners of vacant parcels that sell all development rights shall be required to transfer the undevelopable parcel to the City of Burbank.
- 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.

A. TDR SITES

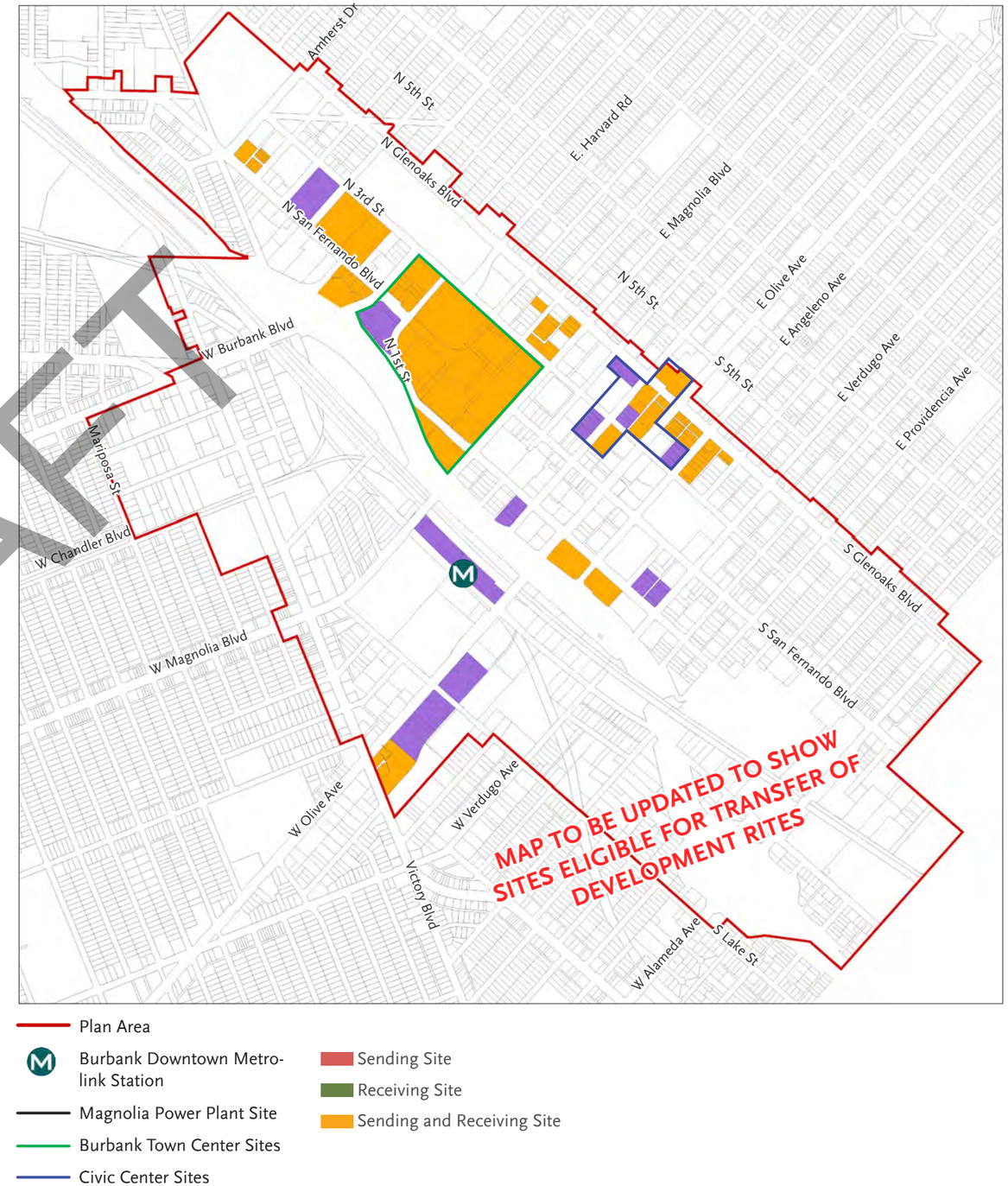
Parcels within the DTSP will be identified as suitable sending, receiving, or sending/receiving sites to minimize impacts on the adjacent residential neighborhoods and depedning on referencing underlying land use designations and zoning, potential for development, and surrounding development. A property owner may transfer development rights from one qualifying parcel (sending site) under its ownership to any other qualifying parcel (receiving site) within DTSP area as approved by the City per the CUP process.

- **Sending site:** A site that has been identified as appropriate for transfer of residential and/or commercial development capacity to another site. Any development opportunity transferred will be deducted from the sending parcel's development opportunity and 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 identified as appropriate for addition of residential and/or commercial development capacity from another site, allowing it to be developed 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 DTSP area.

B. TDR FEES

Upon approval of a TDR by the City, a TDR mitigation fee will be charged to the owner or developer of the receiving site 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. As part of the CUP process, the City will determine the application of the fee, which may be used to fund infrastructure or amenity improvements—such as public art, streetscape enhancements, landscaping, or other public improvements 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.

FIGURE 10.2. SITES ELIGIBLE FOR TRANSFER OF DEVELOPMENT RITES



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10.6. IMPLEMENTATION ACTIONS AND PROGRAMS

Table 10-1, Implementation Plan identifies the actions proposed to be taken to achieve DTSP programs or projects, 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 the DTSP's vision, goals, and policies in order to guide the 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 DTSP over time with generalized time frames 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, time frame, 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.

IMPLEMENTATION TABLES TO BE ADDED

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10.7. FUNDING AND FINANCING SOURCES AND MECHANISMS

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

A. GRANT PROGRAMS

Local, regional, state, and federal grant funding sources can be utilized to support improvements in the DTSP area. 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** issues government bonds 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.

B. DEVELOPMENT IMPACT FEES

Development impact fees are another potential funding source that could pay for improvements within the DTSP area. 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.

C. 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. Special assessment districts that may be considered for the DTSP area include:

- **Infrastructure Financing Districts (IFD) and Enhanced Infrastructure Financing Districts (EIFD)** 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 DTSP area, 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.

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- **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 DTSP 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).

D. 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.)

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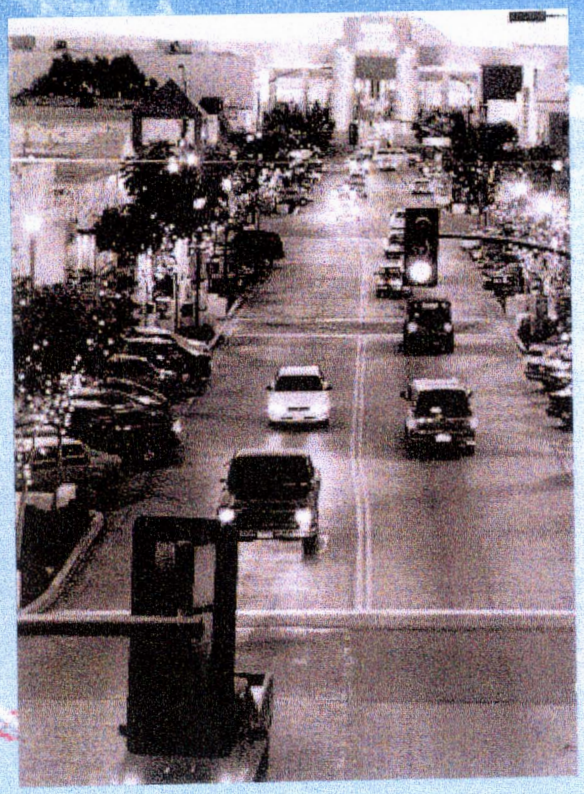
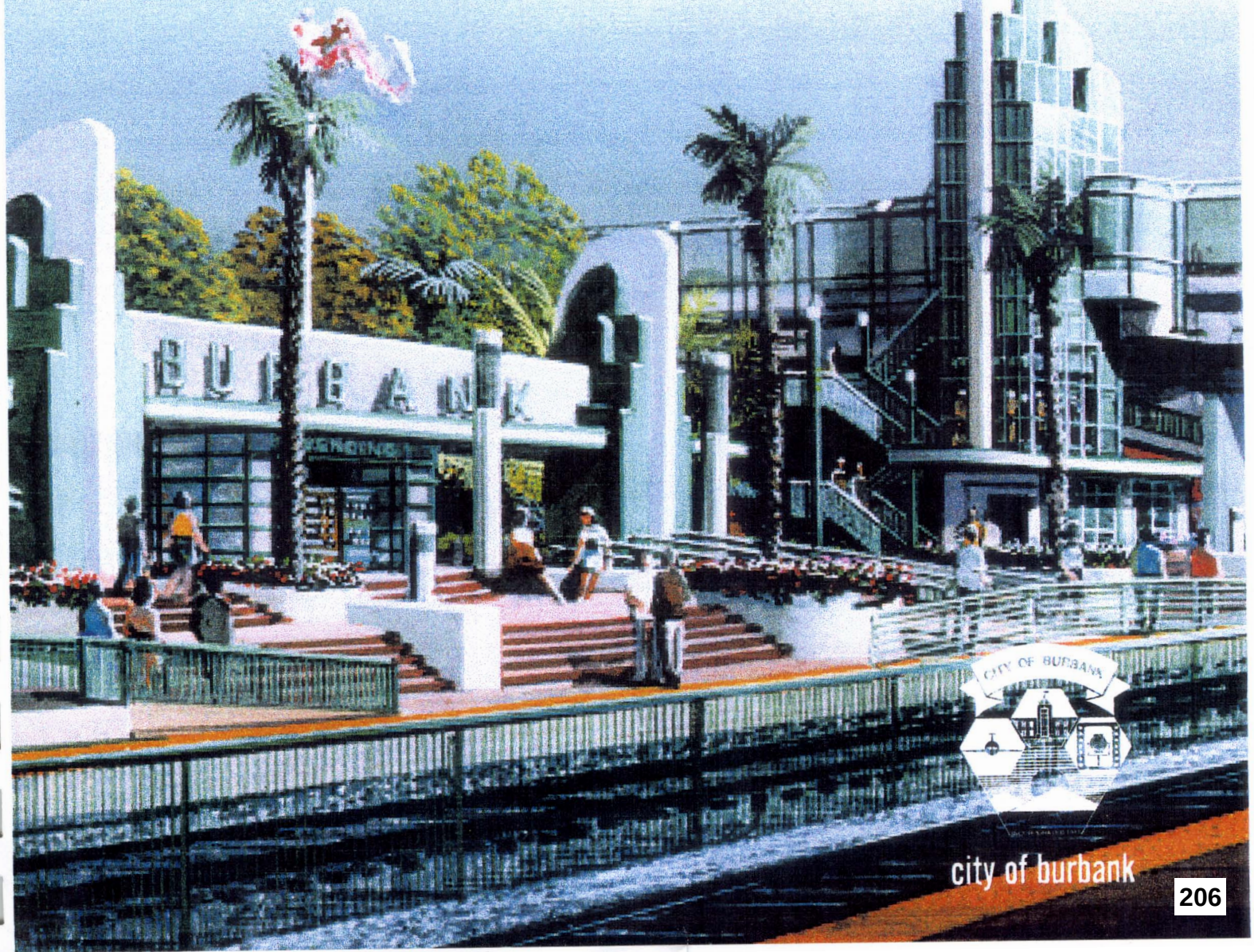
ATTACHMENT 2 - 1



burbank center plan

june 1997



city of burbank

BURBANK CENTER PLAN

City of Burbank
Community Development Department

Adopted June 10, 1997

BURBANK CENTER PLAN

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

What is the Burbank Center Plan?

The Burbank Center Plan is an economic revitalization plan that addresses long range land use and transportation planning of the downtown area. The Plan also focuses on several major "opportunity sites" which are currently vacant or contain inappropriate uses for the area and are expected to recycle in the next few years. The opportunity sites are viewed as catalysts for future development within the Burbank Center Plan area based on their strategic location and the potential for recycling. To create the maximum potential for each of the opportunity sites, future development must be considered in the context of the surrounding land uses and the existing and proposed transportation facilities in the project area.

The Plan also contains land use and development standards designed to encourage mixed-use projects that would minimize the volume of vehicular traffic by encouraging the development of a variety of compatible uses within close proximity, and the use of public transit, carpooling, and pedestrian traffic within the Plan area. This land use plan capitalizes on transportation opportunities, such as the existing Regional Intermodal Transportation Center (RITC), and other potential future intermodal transportation centers (ITCs), in order to minimize traffic volumes and meet Southern California Air Quality Management District (AQMD) standards.

Background

In August of 1993, the Burbank City Council participated in a study session to determine the planning options for the Burbank Center Planning area and to discuss the formation of a citizens advisory committee for each of the three planning subareas. However, the Council later decided that a single committee would be a more effective planning tool which would guide the Burbank Center Plan as a unified plan. In January of 1994, the City Council appointed a nine-member Burbank Center Plan Citizens Advisory Steering Committee composed primarily of Plan area property and business owners. In the initial phase of the planning process, the Committee met monthly beginning in May 1994 to aide in the formulation of a Plan that focused on a new Land Use Plan, formulation and implementation of corresponding land use regulations and development standards, and the framework of public improvements and services including public transportation. It was the intention of the Committee that the Plan is to be used as a guideline for revitalization and development of the three Plan subareas. In July of 1994, a public workshop was held in order to introduce the concepts of the Plan and to solicit comments from residents, property owners, business owners and the development community. Elements of the Plan were amended

appropriately to reflect Committee and public input and the direction of the Plan was solidified. The recommendations of the Burbank Center Plan Citizens Advisory Steering Committee, the public and staff were presented to the City Council and Planning Board in November 1994 during a joint study session. Two residential public workshops and a development community workshop were held in January 1995. Based on the input of all public workshops, Planning Board and City Council input, the draft of the Plan was completed in April 1995 and distributed to the City staff and Committee members for review for compatibility with Citywide projects. Following receipt of comments and appropriate revisions, City Council considered the draft Plan and options for implementation and directed City staff to commence with Phase Two of project options including:

- Certification of the EIR
- General Plan Amendment
- Zone Text Amendment
- Zone Map Amendment
- Formation of a Redevelopment Project Area

As part of the second phase of the Plan, the Committee continued to meet throughout the remainder of 1995. This phase involved environmental review as mandated by the CEQA, completion of a redevelopment feasibility analysis and redevelopment project area formation procedures, Planning Board and City Council public hearings and review and final consideration of the Burbank Center Plan.

A draft environmental impact report (DEIR) including a traffic study, and the draft Burbank Center Plan and the draft documents were released for public review and comment for a 45-day period. A final environmental impact report (FEIR), which responded to all the comments made on the DEIR, was released on May 15, 1997. The Planning Board held a public hearing on May 19, 1997, and adopted Resolution No. 2556, recommending certification of the FEIR and adoption of the general plan amendment and zone text and zone map amendments by the City Council. The City Council held a public hearing on June 3, 1997, at which time the City Council directed staff to make further revisions to the draft Burbank Center Plan, general plan amendment, zone text amendment, and zone map amendment, and adopted City Council Resolution No. 25,059 approving General Plan Amendment No. 97-1 and City Council Resolution No. 25,058 certifying the EIR. The second reading and adoption by the City Council of Ordinance No. 3466, approving Zone Map Amendment No. 97-1 and Ordinance No. 3467, approving Zone Text Amendment No. 97-2, took place on June 10, 1997, and the ordinances became effective on July 19, 1997.

What is the Purpose of the Plan?

The Burbank Center Plan's new land use designations, zoning classifications and City policies are attainable through the implementation of the following objectives.

1. Protect the existing compatible manufacturing and service industrial employment in the central area of Burbank.

2. Coordinate land use and transportation facilities and services in order to reduce the need for private vehicle transportation in accordance with regional congestion management and clean air goals.

3. Establish a specific location and implementation program to develop a major pedestrian linkage across Interstate 5 from the downtown area to the RITC and a major parking facility to serve the RITC and the Civic Center area.

4. Formalize the City's land use policy in the downtown commercial district by establishing guidelines for the coordination of land uses, pedestrian circulation, transit and parking.

5. Set forth a program for how areas with obsolete land uses and structures can be upgraded or recycled to uses more responsive to current market conditions.

6. Create new land use designations and zoning classifications which encourage mixed use development with wide potential to recycle declining commercial and industrial areas and to decrease dependency on the use of private automobiles.

7. Provide for the development of residential uses in commercial zones, where adjacent to existing residential development, as a means of recycling obsolete commercial strip areas.

8. Recognize the potential to develop a major multi-functional center in the South San Fernando subarea. This center could include a mix of many potential activities including retail, residential, high technological research and development, educational, cultural, sports and uses such as a public park.

What is the Land Use Concept of the Plan?

The Burbank Center Plan sets forth a pattern of general land uses for the Burbank Center in addition to land use regulations and development standards to achieve

the goals and policies of the Plan. The land uses are based on the concept of preserving uses that have historically operated within the planning area, such as light industry and downtown retail/entertainment, and concentrating height and density within a one-quarter mile radius of ITCs. The placement of land use designations is based on the volume of traffic that is anticipated and the proximity to residential neighborhoods and public transit. The circulation system within the planning area should function efficiently and should be capable of accommodating projected growth with the introduction of the concentration of Mixed Commercial integrated with Office and Residential and Mixed Commercial integrated with Office and Industrial land use designations. These new mixed use land use designations are to replace existing single use land use designations of Commercial and Industrial within the Burbank Center area to facilitate the recycling of vacant or obsolete structures and to encourage the use of public transit and alternative modes of commuting.

How Does the Plan Control Density?

The Plan draws on existing General Plan policies and Zoning Code classifications for controlling density. Current commercial zoning classifications and commercial land use polices allow medium density residential use within mixed developments as a conditional use and a residential density bonus of up to 25 percent for low or moderate income housing throughout the City, policies which are reiterated in this plan.

Non-residential density is restricted by existing code standards for height, setbacks and parking. The Burbank Center Plan allows for additional development within the front yard setbacks of commercial property for open air restaurants, pedestrian plazas, and certain retail uses. Additional commercial density is permitted within a quarter-mile radius of the RITC through allowances for increased building height through the conditional use and planned development processes.

What is the Maximum Building Height Allowed by the Plan?

The Zoning Section of the Burbank Center Plan, Chapter 3 (Land Use Regulations and Development Standards), utilizes stair-step height requirements similar to those in the Burbank Municipal Code and the Media District Specific Plan, in which additional building height is permitted based on increased distance from R-1 or R-2 zoned properties. The Plan allows for an exception to the Code requirement for a conditional use permit for building height greater than 35 feet, permitting up to 50 feet by right for buildings between 150 and 300 feet from R-1 or R-2 zoned properties, and up to 70 feet (90 feet in the Civic Center) by right for buildings more than 300 feet away from R-1 or R-2 zoned properties.

Properties within one-quarter mile of a transit center may be permitted additional structure height through the conditional use permit process up to 12 stories or 164 feet. The 12-story (164 foot) height limit may be exceeded up to 15 stories or 205 feet through the City's planned development process for projects that help meet the goals of the Plan, such as exceptional pedestrian linkages to passenger rail stations (see definition of "transit center" under Section 31-2502).

How Does the Plan Encourage Preferred Uses?

The Plan encourages preferred uses by allowing for multiple family residential development in certain commercial areas through the conditional use permit process, and by permitting retail uses in the Mixed Use Commercial Manufacturing zone where commercial uses were not previously permitted. The Plan also encourages higher density development in the vicinity of ITCs by providing the opportunity to obtain approval of additional building height within one-quarter mile of an ITC as described above.

How does the Plan Provide for Transportation Needs?

One of the main driving forces behind the commitment to prepare this Plan was the City's desire to capture the variety of present and future transportation opportunities. The existing Regional Intermodal Transportation Center (RITC) on Front Street has tremendous potential to accommodate the integration of a large volume of rail, bus, shuttle, bicycle and pedestrian traffic. Continued expansion of the RITC will provide direct access for employees and shoppers to the Burbank Center and the entire City and simultaneously lessen the single occupancy use of private vehicles.

The transportation improvements which are necessary to accommodate the present and future needs within the Burbank Center Plan area generally fall into three categories:

- Improvement and expansion of the regional and local ITCs;
- Improvement and expansion of public transit service;
- Improvement and expansion of pedestrian and bicycle facilities.

In addition to improving the transportation opportunities, the Plan also recognizes the access limitations that have restricted development within the planning area. The Plan proposes the following street improvements to contribute to the implementation of the land use goals and objectives of the Plan.

1. Expand east-west pedestrian, bicycle and vehicle access between the City Center and City Center West subareas to improve circulation around the

RITC, the downtown area and the industrial areas of the City Center West subarea:

- Realign Front Street and improve the intersections of Front Street at Verdugo Avenue, the Interstate 5 access ramp and Burbank Boulevard to improve the access and reduce travel time among the RITC, the downtown area and the industrial area of the City Center West subarea;
- Extend Flower Street north to Cypress Avenue to provide access to the west side of the SPRR tracks;
- Widen both the Magnolia and Olive avenue bridges to accommodate an improved pedestrian lane;
- Construct a pedestrian bridge across the Interstate 5 between the Magnolia and Olive avenue bridges linking the RITC to a future development at First Street and Palm Avenue.

2. Promote the extension of First Street to Providencia Avenue and further into the transitional industrial area south and east of Cedar Street. This extension will improve circulation within the downtown area and provide improved access to Interstate 5.

3. Extend Verdugo Avenue westerly across the Southern Pacific railroad tracks to provide an additional east-west access across the Interstate 5 and the Southern Pacific railroad tracks.

In summary, these goals, objectives and implementation programs will guide and coordinate the future development within the central business district and its vicinity in the City of Burbank, and seize the future transportation opportunities that are presented to the City.

CHAPTER 1

BACKGROUND INFORMATION

1.0 BACKGROUND INFORMATION

1.1 WHAT IS THE BURBANK CENTER PLAN?

The Burbank Center Plan is an economic revitalization plan that addresses long range land use and transportation planning of the downtown area. The Plan also focuses on several major "opportunity sites" which are currently vacant or contain inappropriate uses for the area and are expected to recycle in the next few years. The opportunity sites are viewed as catalysts for future development within the Burbank Center Plan area based on their strategic location and the potential for recycling. Future development of the opportunity sites must be considered in the context of the surrounding land uses and the existing and proposed transportation facilities in the project area.

The Plan contains land use and development standards designed to encourage mixed-use projects that would minimize the volume of vehicular traffic by encouraging the use of public transit and carpooling, and pedestrian traffic within the Plan area. This land use plan capitalizes on transportation opportunities, such as the existing Regional Intermodal Transportation Center (RITC), and other proposed intermodal transportation centers (ITCs), in order to minimize traffic volumes and meet Southern California Air Quality Management District (AQMD) standards.

In addition, the Burbank Center Plan contains a neighborhood protection program to preserve the character and quality of the single family and multiple family residential neighborhoods within and surrounding the Plan area by minimizing traffic on the local streets in these neighborhoods.

The Burbank Center Plan's new land use designations, zoning classifications and city policies are attainable through the implementation of the following objectives.

1. Protect the existing compatible manufacturing and service industrial employment in the central area of Burbank.

2. Coordinate land use and transportation facilities and services in order to reduce the need for private vehicle transportation in accordance with regional congestion management and clean air goals.

3. Establish a specific location and implementation program for a major pedestrian linkage across Interstate 5 from the downtown area to the RITC and a major parking facility to serve the RITC and the Civic Center area.

4. Formalize the City's land use policy in the downtown commercial district by establishing guidelines for the coordination of land uses, pedestrian circulation, transit and parking.

5. Set forth a program for how areas with obsolete land uses and structures can be upgraded or recycled to uses more responsive to current market conditions.

6. Create new land use designations and zoning classifications which encourage mixed use development with wide potential to recycle declining commercial and industrial areas, and to decrease dependency on the use of private automobiles.

7. Provide for the development of residential uses in commercial zones, where adjacent to existing residential development, as a means of recycling obsolete commercial strip areas.

8. Recognize the potential to develop a major multi-functional center in the South San Fernando subarea. This center could include a mix of many potential activities including retail, residential, high technological research and development, educational, cultural, sports and uses such as a public park.

1.2 LOCATION

The City of Burbank is located in the eastern San Fernando Valley, within Los Angeles County and is located approximately eight miles northeast of downtown Los Angeles (see Figure 1.2.1). The Burbank Center Plan area is located in the central southeastern portion of the City (see Figure 1.2.1). The Burbank Center Plan area is approximately bounded by Burbank Boulevard on the north, Glenoaks and San Fernando boulevards on the east, the Burbank/Glendale city boundaries on the south, and Victory Boulevard and Lake Street on the west (see Figure 1.2.2). The Plan area is bisected by Interstate 5 and the Southern Pacific railroad right-of-way, which act as a boundary and divide the eastern City Center and South San Fernando subareas from the western City Center West subarea.

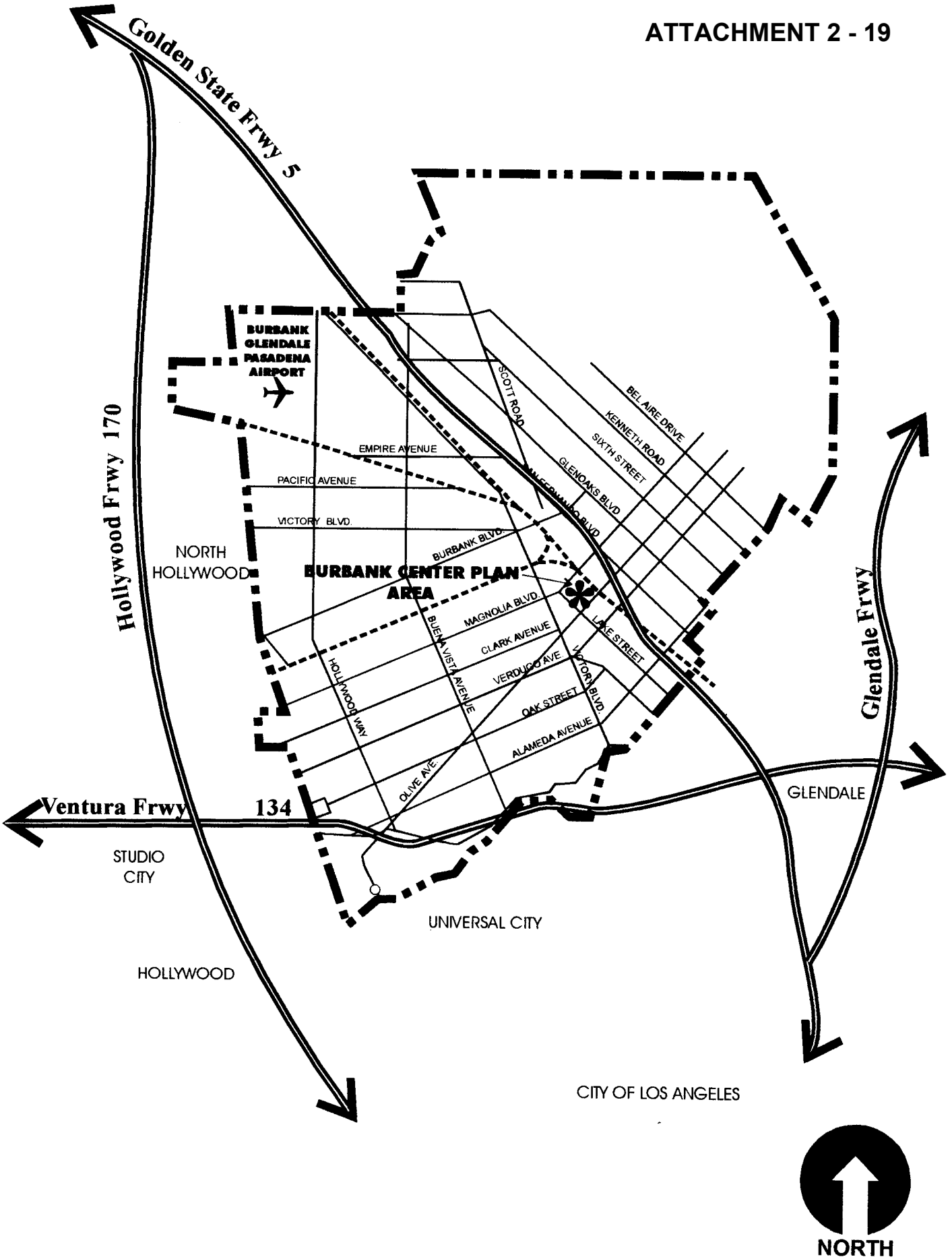


Figure 1.2.1 Regional Location Map

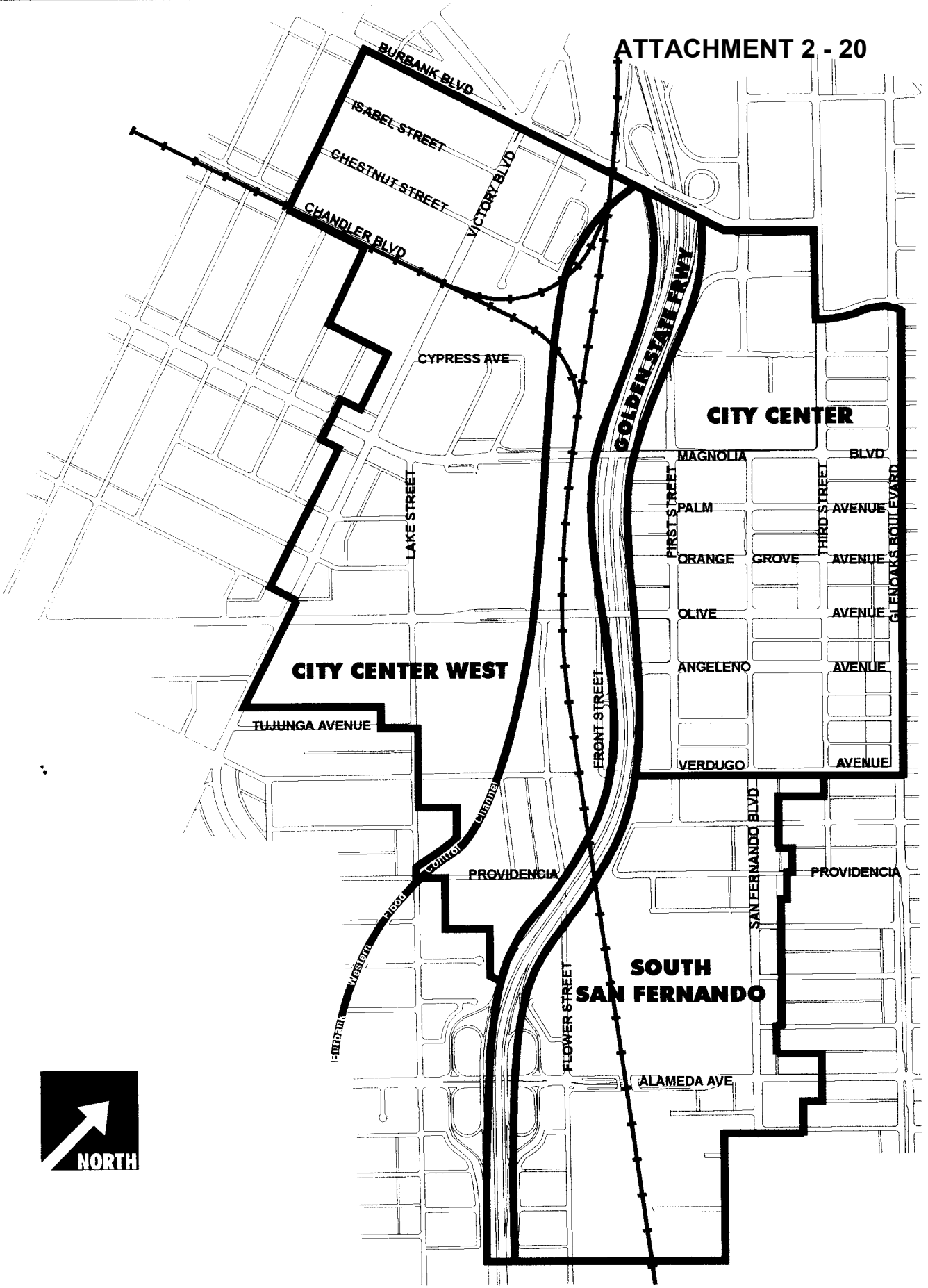


Figure 1.2.2 Burbank Center Plan Subarea Map

1.3 HISTORY

The City of Burbank was founded in 1887. At that time, population and commerce were centralized in an area later to be known as the downtown. City incorporation in 1911 was followed by a dramatic increase in industrial development during and after World War II concentrated northwest and southwest of downtown and west of downtown adjacent to the Southern Pacific railroad. Industrial reliance on rail transportation for raw materials and goods fostered an expansion to the north and south following these rail lines.

As the popularity of the automobile grew, San Fernando Boulevard, which runs parallel to the Southern Pacific railroad, became the primary travel route between the San Fernando Valley and downtown Los Angeles. The Southern Pacific railroad continued to service the City's industry and functioned as a passenger railway while San Fernando Boulevard enjoyed commercial and industrial prosperity. Service and retail establishments flourished serving the Burbank community as well as the commuter.

However, in the 1950s, with the completion of Intestate 5, the character of the City changed. This transportation link divided the downtown area's industrial properties and replaced San Fernando Boulevard as the primary access to downtown Los Angeles. The popularity of passenger rail was all but replaced by automobile or air travel. The character of the once financially healthy retail and service center located in downtown Burbank and the strip commercial and industry along San Fernando Boulevard began to experience an economic stagnation and decline. Gradually commercial and industrial businesses began to move to locations outside of City Center.

In the 1960s, in order to attract business, vehicle access to a portion of San Fernando Boulevard was discontinued in order to construct the Golden Mall--a pedestrian mall. However, the efforts of the City and the business community did not produce the desired results, so the Golden Mall (a pedestrian mall) was eliminated and vehicular access was restored in November 1989. Since vehicle access has been restored and a central business district downtown parking area was established, the Media Center Mall was constructed and entertainment/commercial establishments--such as AMC Movie Theatres, upscale restaurants, coffee houses and entertainment related commercial retailers--have located within the downtown which now attracts patrons on a regional basis.

With the introduction of Metrolink commuter rail in October of 1992, the City designated the RITC, located west of downtown, adjacent Interstate 5, as a full service component of an integrated transportation program that includes transportation management organizations, Metrolink and Amtrak service, vanpooling and carpooling programs, public transit, bike paths and transit shuttles.

The Burbank Center Plan area was proposed in 1993 to address three concerns:

- Long range planning for the emerging downtown regional commercial/ entertainment area;
- Economic revitalization of the surrounding industrial areas which are experiencing the loss of long standing industries; and
- The comprehensive development of several major "opportunity sites".

The City Council approved the formation of the Burbank Center Area in 1993 and directed staff to begin long range planning for the area with a two-phase program. The first phase was the development of a draft plan and blight analysis which included the participation of a City Council-appointed steering committee. The concept for the Plan was developed after a review of existing conditions and an evaluation of the constraints and opportunities within the project area. Several public workshops with residents, property and business owners, and the development community were conducted. In addition, two joint study sessions with the City Council, Planning Board and the School Board were held prior to the completion of the preliminary draft of this Plan.

Noted in the Plan are a number of large sites which are likely to recycle in the next 10 to 20 years. The Plan highlights these major opportunity sites, which are currently vacant or contain older existing uses which are now nonconforming or inappropriate for the site or area, and are about to recycle. The opportunity sites noted in the Plan are considered in the context of the surrounding land uses and the existing and proposed transportation facilities within the project area. Several mixed use development scenarios are offered for each opportunity site as examples of the type of development the Plan seeks to encourage.

The Burbank Center Plan area consists of three subareas, each with distinct geographic and land use issues (Figure 1.2.2). Though each of these three subareas has unique land use concerns, the subareas are required to be considered as one planning area due to existing and future transportation links and their economic relationship.

- City Center The downtown area includes the Burbank Village and is roughly bounded by Glenoaks Boulevard, Burbank Boulevard, Interstate 5 and Verdugo Avenue. This subarea has recently experienced substantial revitalization with office, retail and entertainment uses.

- South San Fernando The industrial and commercial area east of Interstate 5, abutting the City Center subarea to the south, extends to the Glendale City boundary. The focus of the South San Fernando subarea is the recycling of vacant or underutilized industrial properties to mixed-use and transit-oriented development.

- City Center West The industrial and commercial retail area west of the City Center subarea across Interstate 5 extends west roughly to Mariposa Avenue, Victory Boulevard and Lake Street, between Burbank Boulevard and Cedar Avenue. The focus of this subarea is similar to that of the South San Fernando subarea, i.e., recycling of heavy industrial uses to mixed use developments with an emphasis on transit-oriented development. This subarea includes the existing RITC, which is a major regional transportation link.

The second phase of preparing the Burbank Center Plan consists of the environmental review as mandated by the California Environmental Quality Act (CEQA), a redevelopment feasibility analysis, commencement of a redevelopment project area formation process, and final consideration of the Burbank Center Plan through Planning Board and City Council public hearings on the following:

- Certification of the EIR
- General Plan Amendment
- Zone Text Amendment
- Zone Map Amendment
- Formation of a Redevelopment Project Area

1.4 NEED FOR A PLAN

The City Council initiated the Burbank Center Plan program in response to a number of events that occurred in the late 1980s and early 1990s. These events include:

- Transition of the economic base of the City away from aerospace and other heavy industries;
- The departure of several major industrial firms from the planning area;

- Potential recycling of several major development sites within the next 10 years;
- Potential expansion possibilities of the RITC and the potential to develop a second ITC at Alameda Avenue;
- New regional Metropolitan Transit Authority Los Angeles County Congestion Management Plan initiatives for transportation and mandated AQMD clean air standards; and
- Development and transportation opportunities presented by a revitalized downtown core anchored by a new regional retail center.

These events will bring about change with or without City action. By taking positive steps through the Plan, the City can influence change in ways that are beneficial to the City, its residents, and the business community.

1.5 RELATIONSHIP TO THE GENERAL PLAN, ZONING AND CODE SECTIONS

The City of Burbank City Council has adopted Chapters 1, 2, 4, and 5 of the booklet entitled "The Burbank Center Plan" as the "General Plan" for the Burbank Center planning area. That adoption, by City Council resolution, expands upon the goals and polices found in the City of Burbank General Plan.

In addition to the goals and policies as stated in Chapter 2 of this Plan, this Plan amends the City's General Plan and establishes specific requirements regarding land uses for future development within the Burbank Center planning area as stated in Chapter 2 of the "Burbank Center Plan". No codes may be adopted or future development proposals be approved by City Council which are inconsistent with the goals, polices and requirements found in the General Plan as amended by adoption of the Burbank Center Plan. Some of the policies found in Chapter 2 are specifically implemented by zoning code requirements found in Chapter 3. Other policies will be implemented by evaluating the consistency of specific development proposals with these policies in the process of processing discretionary approvals.

The City Council adopted portions of Chapter 3, which contains development standards and permitted, conditional and prohibited uses, of this Plan as Article 25 the "Burbank Center Overlay Zone", as a component of Chapter 31 (Zoning Code) of the City of Burbank Municipal Code. The Burbank Center Overlay Zone is consistent with the General Plan goals, policies and requirements as mandated by state law.

Development proposed within the Burbank Center Plan Area shall comply with the development standards of the Burbank Center Overlay Zone. The variance and planned development processes are available as development tools for projects that propose to make exceptions to the Zoning Code including the Overlay Zone. The planned development process allows for flexibility beyond Code requirements and restrictions for large, comprehensive developments. Both the variance and planned development processes require that public hearings be held before the Planning Board and the planned development process requires an additional public hearing before City Council. In the planned development process, the City has the discretion to approve with conditions or deny requests based on criteria found in the Planned Development Ordinance. Planned developments in the BCP area will have to comply with Chapter 2 of the BCP as well as the General Plan; however, the PD process can be used to adopt zoning requirements that are different from those in Chapter 3 as long as they are consistent with Chapter 2.

In addition, any future development project must be consistent with the goals and policies of both the General Plan and the Burbank Center Plan. Projects that are not consistent with these plans may not be approved.

1.6 THE PLANNING PROCESS

In August of 1993, the Burbank City Council participated in a study session to determine the planning options for the Burbank Center Planning area and to discuss the formation of a citizens advisory committee for each of the three planning subareas. However, the Council later decided that a single committee would be a more effective planning tool which would guide the Burbank Center Plan as a unified plan. In January of 1994, the City Council appointed a nine-member Burbank Center Plan Citizens Advisory Steering Committee composed primarily of Plan area property and business owners. In the first phase of the planning process, the Committee met monthly beginning in May 1994 to aide in the formulation of a Plan that focused on a new Land Use Plan, formulation and implementation of corresponding land use regulations and development standards, and the framework of public improvements and services including public transportation. It was the intention of the Committee that the Plan is to be used as a guideline for revitalization and development of the three Plan subareas. In July of 1994, a public workshop was held in order to introduce the concepts of the Plan and to solicit comments from residents, property owners, business owners and the development community. Elements of the Plan were amended appropriately to reflect Committee and public input

and the direction of the Plan was solidified. The recommendations of the Burbank Center Plan Citizens Advisory Steering Committee, the public and staff were presented to the City Council and Planning Board in November 1994 during a joint study session. Two residential public workshops and a development community workshop were held in January 1995. Based on the comments received at the joint study session held in November 1994 and the workshops held in January 1995, a draft of the Plan was completed in April 1995 and distributed to the City staff and Committee members for review. Following receipt of comments and appropriate revisions, City Council considered a revised draft Plan and methods for implementation at a joint workshop with the Planning Board, Burbank School Board, and the Steering Committee on November 8, 1995. The City Council directed staff to schedule consideration of the draft Plan and commencement of the second phase as an agenda item at a regular City Council meeting for their consideration. On March 12, 1996, the City Council directed staff to begin Phase Two of the project.

- CEQA review
- General Plan Amendment
- Zone Text Amendment
- Zone Map Amendment
- Redevelopment Project area formation

As part of the second phase of the Plan, the Committee continued to meet throughout the remainder of 1996. This phase involved environmental review as mandated by the CEQA, completion of a redevelopment feasibility analysis, redevelopment project area formation procedures, Planning Board and City Council public hearings, and review and adoption of this Plan.

A final environmental impact report (FEIR), which responded to all the comments made on the DEIR, was released in May 1997. The Planning Board held a public hearing and adopted Resolution No. 2556, recommending certification of the FEIR and adoption of the general plan amendment and zone text and zone map amendments by the City Council. The City Council held a public hearing on June 3, 1997, at which time the City Council directed staff to make further revisions to the draft Burbank Center Plan, general plan amendment, zone text amendment, and zone map amendment, and adopted City Council Resolution No. 25,059 approving General Plan Amendment No. 97-1 and City Council Resolution No. 25,058 certifying the EIR. The second reading and adoption by the City Council of Ordinance No. 3466, approving Zone Map Amendment No. 97-1 and Ordinance No. 3467, approving Zone Text Amendment No. 97-2, took place on June 10,

1997.

1.7 ORGANIZATION OF THE PLAN

The Burbank Center Plan is intended to provide only that level of direction needed to achieve public purposes sought by the Plan, and no more. Portions of the Land Use Element of the Burbank General Plan and the Burbank Municipal Code were amended in order to adopt the Burbank Center Plan. Chapter 2, Land Use Plan, supplements the Land Use Element of the General Plan for the Burbank Center area. Chapter 3, Land Use Regulations and Development Standards, is adopted as a zone text amendment and supplements existing Code requirements in the Zoning Code for development within the Burbank Center area; the body of the Zoning Code continues to apply for those land use/development issues that are not adopted as part of this Plan. Chapter 4, Public Improvements and Services, contains some components that will be incorporated into the Transportation Element of the General Plan and other appropriate documents. Chapter 1, Background Information, and Chapter 5, Implementation, are for information purposes and are not formally included in either the General Plan or the Zoning Code.

1.8 INVENTORY OF EXISTING STRENGTHS AND NEEDS WITHIN THE BURBANK CENTER PLAN AREA

To provide additional background for the planning effort, this section lists the assets which the Burbank Center Planning area already has, referred to as "existing strengths"; these strengths were mentioned often during the numerous public workshops and meetings held on the Plan. It should be noted that some of the items on this list are not located within the Burbank Center; nevertheless, they represent strengths for the downtown as well as the City as a whole. At these workshops and meetings, comments were also made about conditions in the Burbank Center Plan area which could use improvement; the most frequently mentioned concerns are listed below as "needs".

1.8.1 Existing Strengths

- Adequate but underutilized parking to meet current needs in the Burbank Village
- Availability of City-owned land available for development
- RITC provides a major regional transportation hub

- City Center Redevelopment Project area provides an economic development tool
- Citywide business retention and attraction program
- City Center streetscape plan in place
- Strong entertainment concentration in downtown
- Minimal traffic congestion throughout Plan area
- Emerging Civic Center
- Excellent infrastructure and community services
- Starlight Bowl
- Close proximity to Interstate 5 and Ventura Freeway
- Metrolink service supported by buses and shuttles
- Burbank-Glendale-Pasadena Airport
- National name recognition associated with the media and motion picture and recording industry
- Low crime rate and excellent police response time
- Excellent emergency vehicle response time
- Climate
- Housing stock is in good condition
- Excellent senior citizen services with large, active senior citizen population
- Active Burbank Village Stakeholder Association and active Burbank Chamber of Commerce

1.8.2 Present and Future Needs

- Provide additional access across Interstate 5, particularly to RITC
- Recycle vacant and obsolete industrial properties in South San Fernando and City Center West subareas
- Provide more public open space in Plan area
- Encourage child care facilities to meet existing needs
- Supplement shuttle service within Plan area
- Remediate soil contamination on former industrial sites in Plan area

Suggested Future Planning Area Improvements in Response to the List of Present and Future Needs

Following is a list of projects, including both physical improvements and programs, mentioned as potential projects for the Burbank Center Plan area. This list was prepared from five sources: the Burbank Center Plan Citizens Steering Committee, public workshops on the Burbank Center Plan, the "Update of the 21st Century Committee Report" of May 11, 1992, the City's draft Capital Improvements Plan and comments from the City Council/Planning Board November 1994 workshop.

Physical Improvements
- Civic plaza/amphitheater
- Civic auditorium/performing arts center
- Downtown park
- Downtown child care facility possibly at RITC
- Conference center
- Expansion of the RITC
- Telecommuting center located in close proximity to the RITC (connected to main offices by fiber optics)
- Public parking
- Improved Burbank Unified School District facilities
- Computer/media arts/industrial school/college/university satellite center
- Coordinated civic center with new library and City offices
- Improve east-west access
- Streetscape plan which may include:
  - Pedestrian paseos with decorative paving
  - Decorative paving at major intersections
  - Improved and decorative street lighting
  - Decorative sidewalks
  - Pedestrian furniture
  - Standardized bicycle and news racks
  - Street tree planting plan

Programs to Implement
- Industrial school/college/university satellite center using existing vacant space
- Expanded shuttle service

1.9 OPPORTUNITY SITES

Opportunity sites are large, vacant or underutilized properties which are strategically located and will recycle in the near future. These parcels create an opportunity to develop large comprehensive projects which will be the catalyst for future development in the surrounding areas.

In October 1994, staff identified 10 opportunity sites in the Burbank Center Plan area (see Figure 1.9.1). For each opportunity site, staff created alternative development scenarios and illustrated one alternative with a computer aided design (CAD) drawing. The development alternatives for these 10 opportunity sites were presented to City Council and Planning Board at a joint study session on November 3, 1994. The purpose of this presentation was to demonstrate the wide range of opportunity available in the Burbank Center, to illustrate the

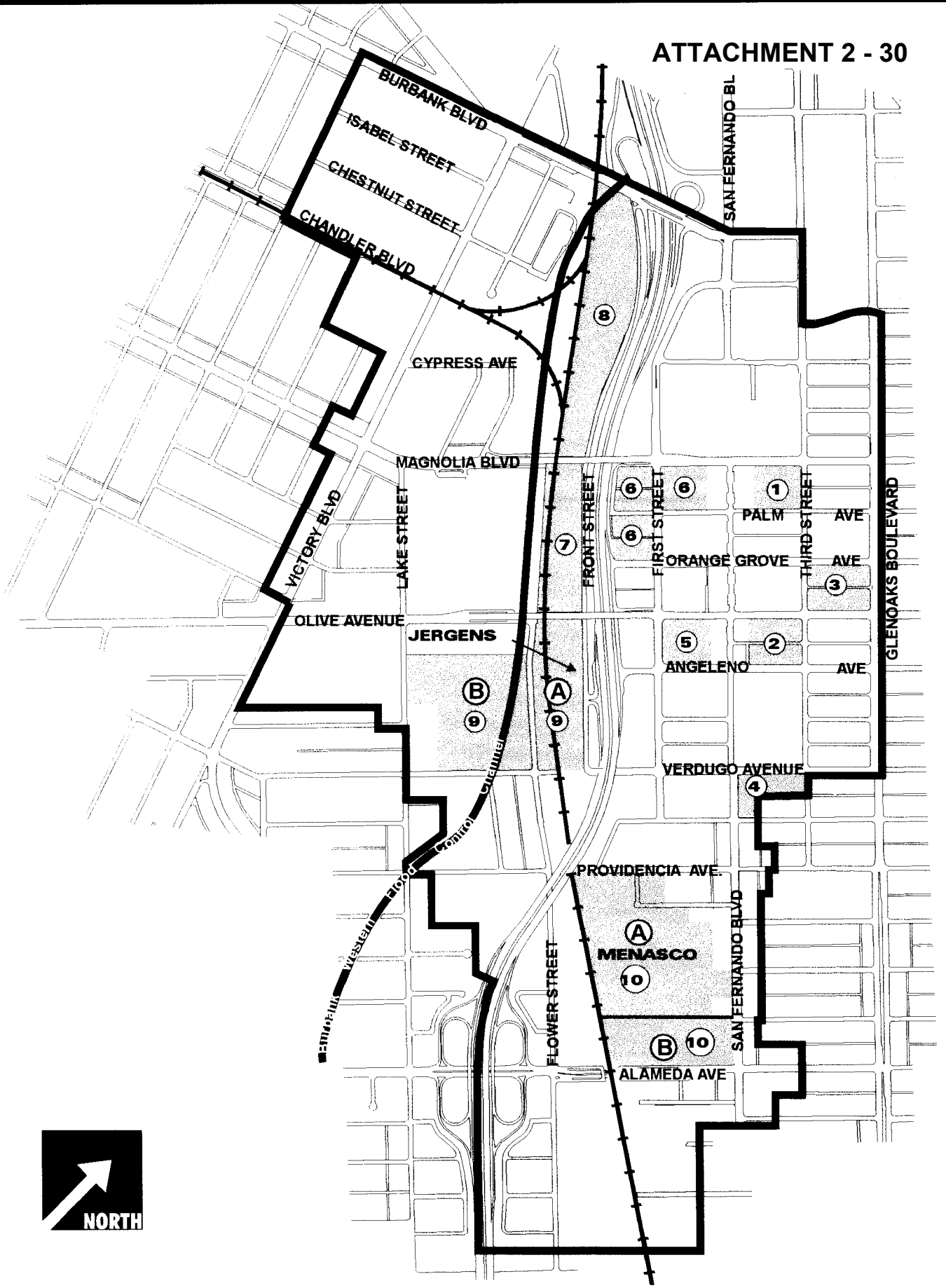


Figure 1.9.1 Opportunity Sites

optional ways of dealing with these opportunities, and to explain how the Plan could promote the implementation of many of these potential developments. A list of these 10 opportunity sites is presented in the following chart. A summary of the alternative development scenarios presented in November 1994 can also be found in Appendix A.

The following list of opportunity sites and the summary of development options for each site is for purposes of analysis only. The alternative development scenarios for each opportunity site are intended to encourage large, comprehensive mixed use projects. Future development on any of these 10 sites is not required to conform to the illustrative alternative developments shown.

OPPORTUNITY SITE	LOCATION	AREA	POTENTIAL USE OPTIONS
1	Magnolia Blvd. at Third St.	2.42 acres (105,600 sf)	Mixed Commercial/Office/ Residential with First Floor Retail
2	West Side of Third St., Olive Ave. to Angeleno Ave.	2.57 acres (112,000 sf)	Mixed Commercial/Office/ Residential with First Floor Retail
3	East Side of Third St., Orange Grove Ave. to Olive Ave.	3.49 acres (152,000 sf)	Mixed Commercial/Office/ Residential
4	East side of San Fernando Blvd., Verdugo Ave. to Santa Anita Ave.	2.33 acres (101,350 sf)	Mixed Commercial/Office/ Residential
5	East side of First St., Olive Ave. to Angeleno Ave.	3.05 acres (133,000 sf)	Mixed Commercial/Office/ Residential with First Floor Retail
6	First St. at Magnolia Blvd.	6.73 acres (293,200 sf)	Mixed Commercial/Office/ Residential with First Floor Retail
7	RITC: west of I-5 and Front St., between Magnolia and Olive	7.19 acres (313,000 sf)	Public Transportation Facility with Mixed Commercial/Office
8	Front St., south side Burbank Blvd., SPRR, north side of Magnolia Blvd.	8.26 acres (359,805.6 sf)	Mixed Commercial/Office/ Industrial
9 A & B	West of the I-5 Freeway and Front St., between Olive Ave. and Verdugo Ave.	5 acres (217,800 sf) 15 acres (653,400 sf)	Public Transportation Facility Mixed Commercial/Office/ Industrial
10 A & B	Between Providencia Ave. and Alameda Ave., west of San Fernando Blvd. and abutting the east side of the SPRR tracks	45 acres (1,960,200 sf)	Mixed Commercial/Office/ Industrial

CHAPTER 2

LAND USE PLAN

2.0 LAND USE PLAN

2.1 INTRODUCTION

The function of the Land Use Plan component of the Burbank Center Plan is to establish the overall pattern of future land uses for the Burbank Center Plan area. The distribution, intensity and location of these land uses together with the Zoning Code shapes all future development within the Burbank Center Plan planning area. The Land Use Plan component will provide the context for developing new or modifying existing commercial, industrial and residential land use regulations and development standards. It encourages specific types of development and is to be used as a guide by the City, property owners and the development community in order to execute the goals and policies of the Burbank Center Plan and the City of Burbank's General Plan. The Land Use Plan, together with adopted Burbank Center Plan development standards are used as a guide by staff to make recommendations to the Planning Board and City Council on any discretionary project including a zone map amendment, general plan amendment, planned development or variance. Table 2.1 lists the acreage in each land use designation in the Burbank Center Plan area, and the proportion of each major land use category represented by each land use designation. Table 2.1 also lists the proportion of the entire Plan area represented by each land use designation. Figure 2.1.1 illustrates distribution of land uses within the Burbank Center Plan area. Figure 2.1.2 illustrates the areas where the existing land use designations were not changed. Figure 2.1.3 illustrates the areas where the existing land use designations were changed.

TABLE 2.1 DISTRIBUTION OF LAND USES IN BCP

LAND USE CATEGORY	LAND USE CATEGORY		PERCENT OF ENTIRE PLAN AREA
	Acres	Percent	
RESIDENTIAL			
Medium Density Residential	15.87	100.0%	3.6%
Total Acres & Percent of Residential	15.87	100.0%	3.6%
COMMERCIAL			
Limited Commercial	2.10	1.7%	0.5%
Shopping Center Commercial	38.30	30.6%	8.7%
Mixed Commercial/Office/Residential	39.26	31.3%	8.9%
City Center Commercial	45.58	36.4%	10.3%
Total Acres & Percent of Commercial	125.24	100.0%	28.4%

LAND USE CATEGORY	LAND USE CATEGORY		PERCENT OF ENTIRE PLAN AREA
	Acres	Percent	
INDUSTRIAL			
General Manufacturing	98.10	38.8%	22.2%
Restricted Industry	31.61	12.5%	7.2%
Mixed Commercial/Office/Industrial	123.08	48.7%	27.9%
Total Acres & Percent of Industrial	252.79	100.0%	57.3%
Public Facility Total	47.20	100.0%	10.7%
ACRES IN BURBANK CENTER PLAN AREA*	**441.10**		100.0%

* Note: The acres used in the above table do not include land area occupied by streets and alleys.

2.2 PLAN GOALS, OBJECTIVES AND POLICIES

The long term goals of the Burbank Center Plan provide the focus for land use recommendations, development standards and implementation measures.

The General Plan has been amended to include the following goals, objectives and policies of the Burbank Center Plan as follows.

Goal

The goal of the BCP is a city center with mixed use development that integrates multiple forms of public transportation.

Objectives

- Employer participation in a non-profit transportation management organization (TMO) which is essential to support and expand the employment base and to attain clean air goals.
- Establish cohesive design and development standards to improve the appearance of arterial streets which would enhance the image of quality design in the commercial, industrial and residential Plan areas.
- Establish a streetscape plan for the entire Burbank Center Plan area which may include:
  - Pedestrian paseos with decorative paving;
  - Decorative paving at major intersections;
  - Decorative street lighting;
  - Improved and decorative sidewalks;
  - Pedestrian furniture;
  - Standardized bike racks and news racks; and

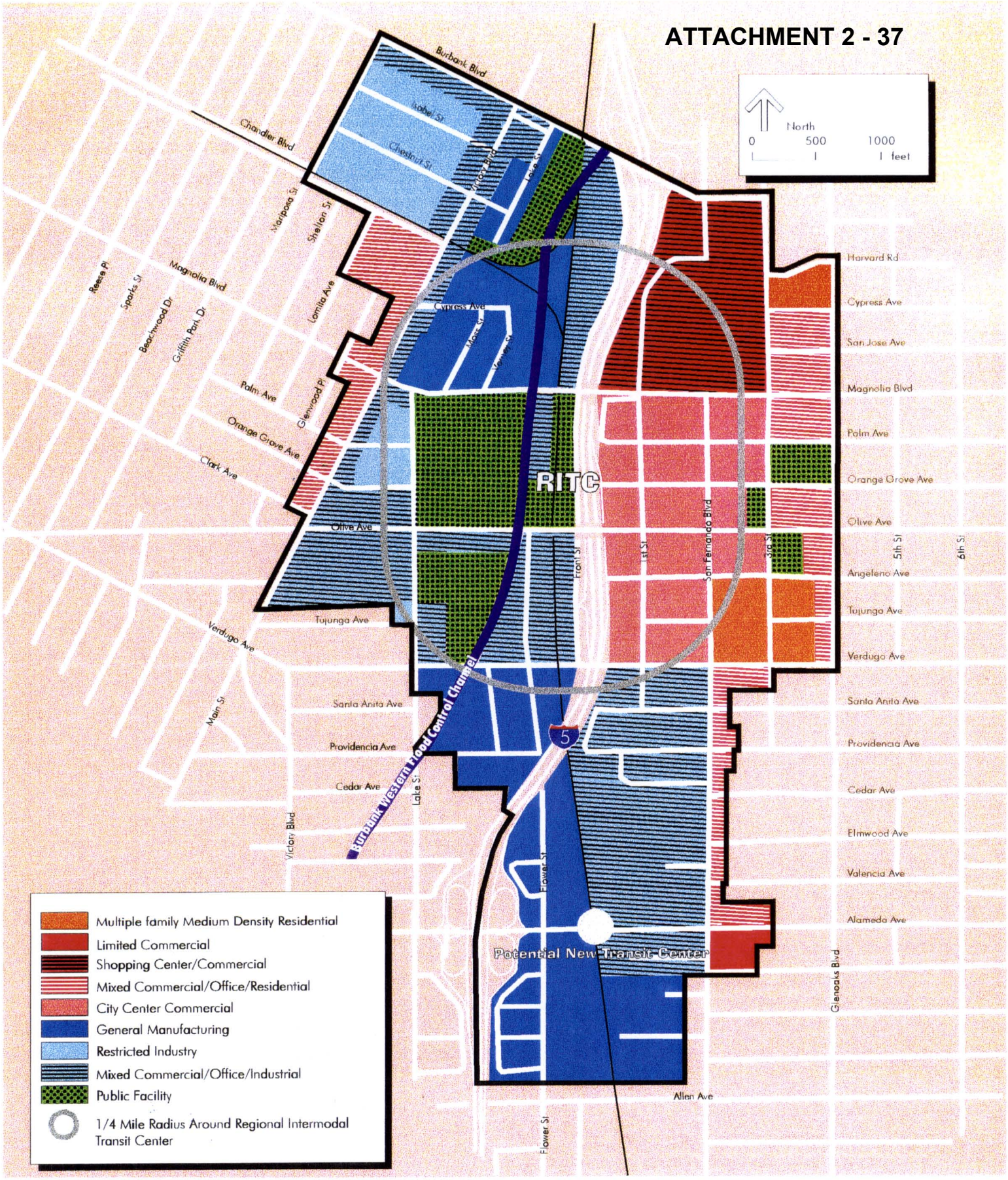


Figure 2.1.1 Burbank Center Plan Land Use Map Showing General Plan Land Use Designations

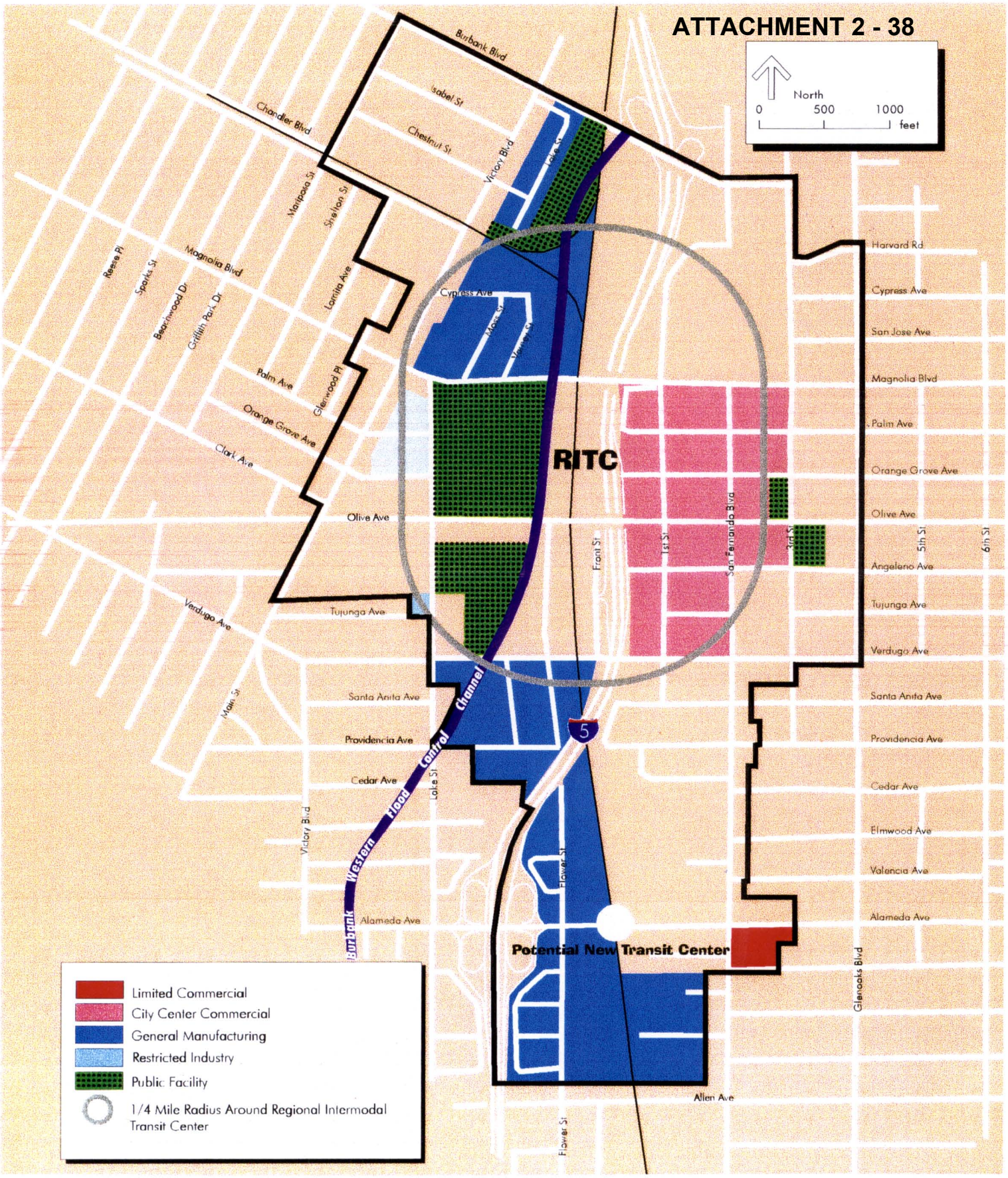


Figure 2.1.2 Burbank Center Plan Land Use Map Showing Where Land Use Designations Were Not Changed

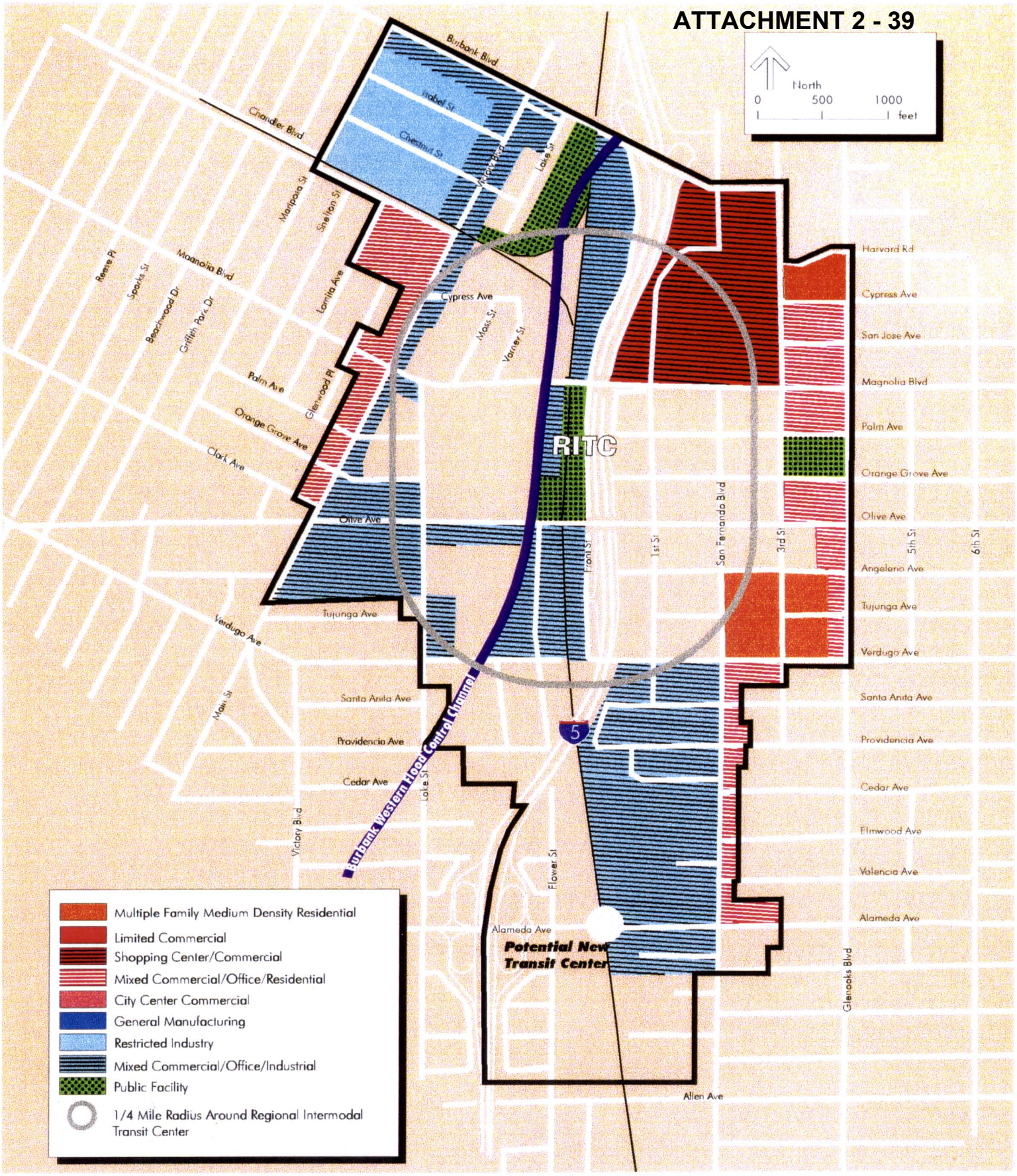


Figure 2.1.3 Burbank Center Plan Land Use Map Showing Where Land Use Designations Were Changed

- A street tree planting plan, including standardized decorative tree well covers.
- Provide a new intermodal transportation center (ITC) on the Alameda Avenue frontage of Opportunity Site 10 B shown on Figure 1.9.1.
- Provide a primary level public school within the South San Fernando subarea.
- Provide a neighborhood park on the southwest corner of Verdugo Avenue and San Fernando Boulevard.
- Provide for a new electrical substation within the South San Fernando subarea.

Policies

- Preserve manufacturing land uses and maintain employment and small business opportunities in the Burbank Center Plan area.
- Support the conversion of declining commercial strip development to uses which have stronger market support and are suitable along arterial streets, such as mixed uses and medium density residential uses.
- Encourage mixed use commercial/industrial and mixed use commercial/residential projects to minimize the need for motor vehicle travel and encourage the renewal of economically declining areas.
- Encourage increased intensity, massing and height adjacent Interstate 5 in the City Center subarea.
- Encourage the continued development of entertainment and restaurant uses in the downtown area to maximize the area's potential as a daytime, evening and weekend activity center. Support these uses with parking, transportation and land use policies.
- Require creation of small exposed public and private open space areas, pedestrian plazas and pocket parks within development on each of the opportunity sites shown on Figure 1.9.1.
- Support new mixed use land uses which incorporate interaction with an integrated multimodal Citywide transportation system including light rail, commuter rail, bus, local and circulator shuttle services, bicycle and pedestrian facilities. This system of facilities and services should minimize dependence on the automobile in support of regional land use and transportation strategies to meet clean air regulations.
- Encourage incorporation of on-site public transit facilities within the development on each of the opportunity sites shown on Figure 1.9.1. Each on-site transit facility should at a minimum accommodate on-site stopping areas for public and private shuttles adjacent a major street frontage to facilitate passenger transfer between shuttles and MTA buses.

- Provide a strong pedestrian link between the Regional Intermodal Transportation Center (RITC) and the downtown commercial area. Continue the downtown landscape and hardscape improvements across Interstate 5 in support of this link.
- Actively promote public-private partnerships in joint development opportunities at the RITC.
- Encourage mixed land uses within one-quarter mile of ITCs.
- Permit increased density, reduced on-site parking and other appropriate incentives for development that maximize job creation and revenue generation within one-quarter mile of ITCs and which are designed to facilitate vehicle trip reduction programs.
- Ensure well designed access for pedestrians and cyclists at ITCs.
- Encourage incorporation of child care facilities within all major development within the BCP area and specifically the development an each of the opportunity sites shown on Figure 1.9.1, or developer participation in a Citywide child care program which funds and provides alternative child care facilities.

2.3 LAND USE CONCEPT, OBJECTIVES AND POLICIES FOR SUBAREAS

The Burbank Center Plan sets forth a pattern of general land uses and a number of policies for the different areas of the Burbank Center Plan, in addition to land use regulations and development standards, to meet the objectives and achieve the goals of the Plan. The land uses are based on the concept of preserving uses that have historically operated within the planning area such as light industry and downtown retail/entertainment and concentrating height and density within one-quarter mile radius of ITCs. The placement of land use designations is based on the volume of traffic that is anticipated and the proximity to residential neighborhoods and public transit. The circulation system within the planning area should function efficiently and should be capable of accommodating projected growth with the introduction of the concentration of Mixed Commercial integrated with Office and Residential, and Mixed Commercial integrated with Office and Industrial land use designations. These new mixed use land use designations replace existing single land use designations of Commercial and Industrial within the Burbank Center area and facilitate recycling of vacant or obsolete structures and encourage use of public transit and alternative modes of commuting.

The following is an analysis of the physical characteristics and the land use concept and objectives for each of the three Burbank Center Plan subareas (see Figure 1.2.2).

2.3.1 City Center Subarea

Description

The City Center subarea is the focal point of retail and entertainment activities in the City of Burbank. This subarea should be generally developed with mixed use low to mid-rise commercial, office and residential structures. Height exceptions to high-rise standards should also be encouraged adjacent the freeway in order to facilitate the desired types of development projects. The Burbank Village is currently developed with ground floor retail and entertainment uses that are small in scale and therefore, pedestrian friendly. Office and residential uses are encouraged above ground floor retail. A higher density for mixed-use projects can be requested through the planned development process for those projects proposed within one-quarter mile of an RITC. The granting of a higher density for mixed commercial, retail and office projects would be based on criteria which would include the provision of amenities such as a public plaza, a child care facility, additional public parking, an amphitheater, public meeting and recreational space, or a telecommuting center. Olive Avenue is the main gateway entrance into the City Center subarea and main corridor to the Media District. Olive Avenue is the main corridor in the City of Burbank and should act as a gateway to the City Center subarea. Future development on Olive Avenue should reflect its importance as the main corridor in the City.

Magnolia and Burbank boulevards are the major corridor entry ways into a regional retail area which includes the Media City Center Mall and its parking facilities, and surrounding retailers and restaurants. Future development on Magnolia Boulevard should include a major City Center signature project at the intersection of First Street, incorporating residential units and service retail.

San Fernando Boulevard is the major north/south corridor linking the City Center and South San Fernando subareas. This linkage is a pedestrian as well as a vehicular corridor within the City Center subarea. Development along this corridor, within City Center, should promote the existing character of the Burbank Village focusing on entertainment, restaurants, retail, theaters and outdoor cafes.

City Center Subarea Land Use Objectives and Policies

This subarea can be divided into seven smaller areas (see Figure 2.3.1). Each of these smaller areas have their own distinct characteristics and

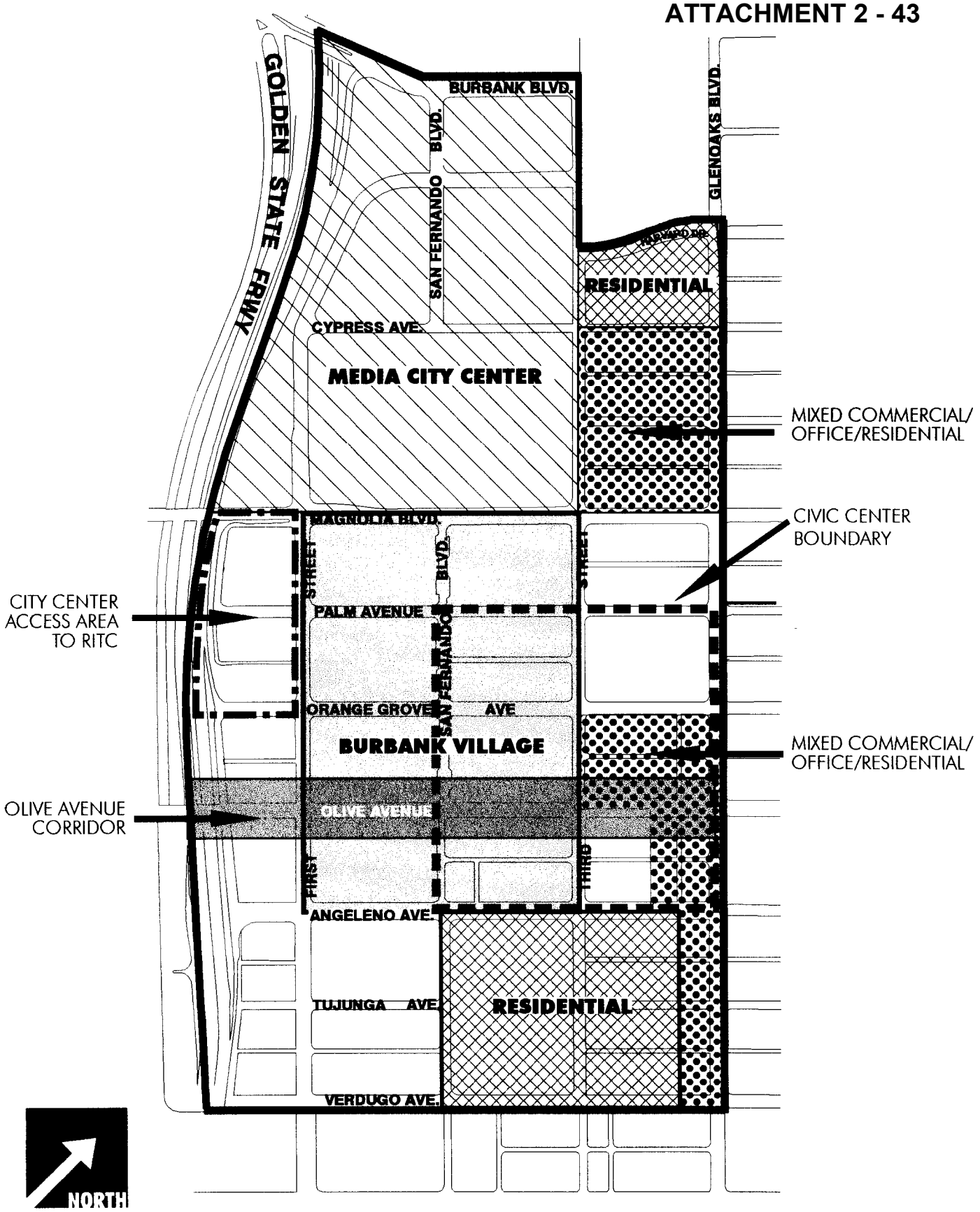


Figure 2.3.1 City Center Interior Areas

land use objectives which are described in the following sections by area.

Media City Center

The Media City Center area consists of 41 acres that include the Media City Center Mall and adjacent retail and restaurant establishments (see Figure 2.3.1). The Media Center Mall is a regional shopping center and a gateway into the City Center subarea from north San Fernando Boulevard. A diverse selection of merchandise as well as a wide selection of dining opportunities, movie theaters and cultural opportunities are provided in this area. The development standards for this property were approved under Planned Development No. 89-4, and no changes were made as part of the Burbank Center Plan.

Media City Center Area Land Use Policies

- To retain regional draw through the provision of diverse shopping and entertainment activities;
- To maintain a pedestrian friendly environment that is inviting to the patrons of the adjacent Burbank Village area;
- To encourage the development of outdoor dining in a unique atmosphere;
- To encourage pedestrian nightlife between the Burbank Village and the Media City Center Mall.

Burbank Village

The Burbank Village is an area bounded by Magnolia Boulevard, Third Street, Angeleno Avenue and First Street (see Figure 2.3.1), with a focus of pedestrian oriented activity along San Fernando Boulevard. Residential uses are conditionally permitted in this area on upper floors. Ground floor retail and entertainment uses that are small in scale, and therefore pedestrian friendly, are required on the San Fernando Boulevard frontage from Magnolia Boulevard to Olive Avenue.

Burbank Village Land Use Policies

- Encourage new businesses which are pedestrian-oriented and are retail or entertainment in nature;
- Continue to foster an inviting pedestrian environment through appropriate streetscape elements, which may include decorative sidewalks and crosswalks, street furniture, landscaping, bike racks, news racks, street trees and tree well covers, and lighting;

- Require site designs for mixed use development that have ground floor retail, restaurant or entertainment with second floor office and/or multi-family residential;
- Encourage the continued development of entertainment and restaurant uses in the Burbank Village area to maximize the area's potential as a daytime, evening and weekend activity center;
- Support future development of retail, restaurant and entertainment uses with parking, transportation and land use policies;
- Allow retail and restaurant establishments at or near sidewalks and pedestrian alleys;
- Promote landscaped setbacks in front of Burbank Village buildings when possible;
- Encourage innovative and creative facades and signage which are designed to attract pedestrians.

City Center Access to the RITC

The corner of First Street, south of Magnolia Boulevard, identified as Opportunity Site No. 6 on Figure 1.9.1, provides the potential to access the RITC on the opposite side of the freeway. The RITC is a regional transportation link for the entire City of Burbank (Figure 2.3.1). Therefore, mixed-use projects with residential above office and retail uses, as well as higher intensity office and commuter-oriented uses, are encouraged in this area. Properties within one-quarter mile radius of the RITC may be permitted additional building height, to take advantage of the vehicle trip reduction potential due to proximity to the RITC if approved through the conditional use permit or planned development process (depending on height).

This location is appropriate for the development of a large mixed commercial/office/residential mid to high-rise complex with ground floor retail that would act as a gateway from the RITC into the City Center subarea. This development should incorporate a pedestrian bridge from the RITC over Interstate 5 to and through the development over First Street and ending near San Fernando Boulevard and the Burbank Village. In addition, this location would be ideal for the development of a major project which would include a child care facility and a telecommuting center to serve commuters, City Center employees and residents.

City Center Land Use Policies

- Encourage the construction of a gateway mid to high-rise mixed use complex if a public amenity such as a public plaza were provided;
- Permit increased density, reduced on-site parking and other appropriate incentives for development that maximize job creation if direct physical access were provided to the RITC which is designed to facilitate vehicle trip reduction programs;
- Encourage the construction of a child care facility;
- Encourage the construction of a telecommuting center;
- Encourage well designed pedestrian access over Interstate 5.

Civic Center

The Civic Center area encompasses a six-block area bounded by San Fernando Boulevard, north to Palm Avenue, east to Glenoaks Boulevard, and south to Angeleno Avenue, then west to San Fernando Boulevard (see Figure 2.3.1). This area is to be developed with office, commercial, residential projects, and major municipal facilities in the City. These land uses are to be linked together with a pedestrian friendly streetscape plan. Residential uses are permitted in this area on upper floors, and residential-only projects are permitted in the BCC-3 zone, located along the west side of Glenoaks Boulevard, if more than 300 feet from the intersection of Olive Avenue and Glenoaks Boulevard (see Figure 3.2.2). All residential development in the Civic Center must be approved through either the conditional use permit or planned development process. No other land use regulations were included as part of this Plan for this area. However, concentration of governmental and supporting commercial and office uses are encouraged. A number of land use policies are included in the Burbank Center Plan to meet the goals and objectives of the Plan.

Civic Center Land Use Objectives

- Create a Civic Center focus at the intersection of Third Street and Orange Grove Avenue, including the construction of a new Police and Fire Department facility with a public plaza component oriented towards this intersection.
- Construct a new Municipal Services Building which would allow all City government satellite offices to be relocated back to the City Hall complex. This building should also provide a public plaza component facing the Third Street and Orange Grove intersection.
- Construct a new and larger Central Library.

Civic Center Land Use Policies

- Assemble large parcels for community facilities and municipal structures in order to centralize City services close to the City Hall.
- Provide public open space such as multi-use plazas and courtyards to encourage a pleasant and friendly pedestrian environment.
- Link Civic Center structures and community facilities together and unify the City Center area through the use of:
  - Pedestrian paseos with decorative paving;
  - Decorative paving at major intersections;
  - Decorative street lighting;
  - Decorative sidewalks;
  - Pedestrian furniture;
  - A street tree planting plan, including decorative street tree well covers.

Olive Avenue Corridor

Olive Avenue is the main gateway entrance into the City Center and a main corridor across the City to the Media District. Within the Burbank Center Plan area, this corridor should be developed with Municipal and retail services that support the City Center and the entire City. This street should exhibit the characteristics of a grand avenue lined with mature street trees to create a pedestrian environment while retaining the character of a major vehicular thoroughfare. No additional setback for residential uses is required for upper floors fronting on Olive Avenue.

Olive Avenue Corridor Land Use Objectives

- Create a gateway into City Center through the use of public open space and special design considerations for properties at the intersections of Olive Avenue and First Street, Olive Avenue and San Fernando Boulevard, Olive Avenue and Third Street, and Olive Avenue and Glenoaks Boulevard;
- Implement a comprehensive street tree program, including decorative tree well covers;

Olive Avenue Corridor Land Use Policies

- Encourage architectural design that enhances the image of this gateway corridor especially at the intersections of First Street and Olive Avenue, and Third Street and Olive Avenue;
- Encourage retail and service retail uses that enhance the image of this gateway corridor;
- Encourage multi-purpose open space that is well lit for night activities.

2.3.2 South San Fernando Subarea

Description

San Fernando Boulevard is the main corridor within this subarea. San Fernando Boulevard is also the pedestrian, shuttle and vehicular corridor connecting this subarea to the City Center subarea. Although San Fernando Boulevard will have two distinct development characteristics on opposite sides, this corridor should be developed with distinctive public streetscape improvements that unify both sides of San Fernando Boulevard and link this subarea with the City Center subarea. Verdugo Avenue permits access to and from southbound Interstate 5. Alameda Avenue is the east/west access to the Rancho neighborhood and the Media District. In addition, First Street could be extended south, and this would increase interior access into this subarea which in turn would increase development options.

Future development within the South San Fernando subarea should emphasize mixed use projects which include ground floor retail with office and/or residential above the ground floor on the east side of San Fernando Boulevard, and large, comprehensive mixed use commercial/ office/residential and industrial development located on the west side of the boulevard, south of Providencia Avenue. On Alameda Avenue, at the intersection of the Southern Pacific Railroad, an ITC could be developed in the future. A pedestrian village is envisioned surrounding the future ITC which links the ITC with the adjacent mixed use development.

In addition to these future development scenarios, a primary level public school facility is needed within this subarea to both relieve existing overcrowded conditions and accommodate demand created from future development.

South San Fernando Subarea Land Use Objectives and Policies

The South San Fernando subarea contains obsolete or underutilized structures interspersed within vital businesses. This area is a candidate for economic revitalization and large parcel assemblage, which is the key element necessary to successfully recycle this subarea to accommodate large comprehensive developments which can incorporate a variety of amenities. This subarea can be divided into three distinct smaller areas (see Figure 2.3.2).

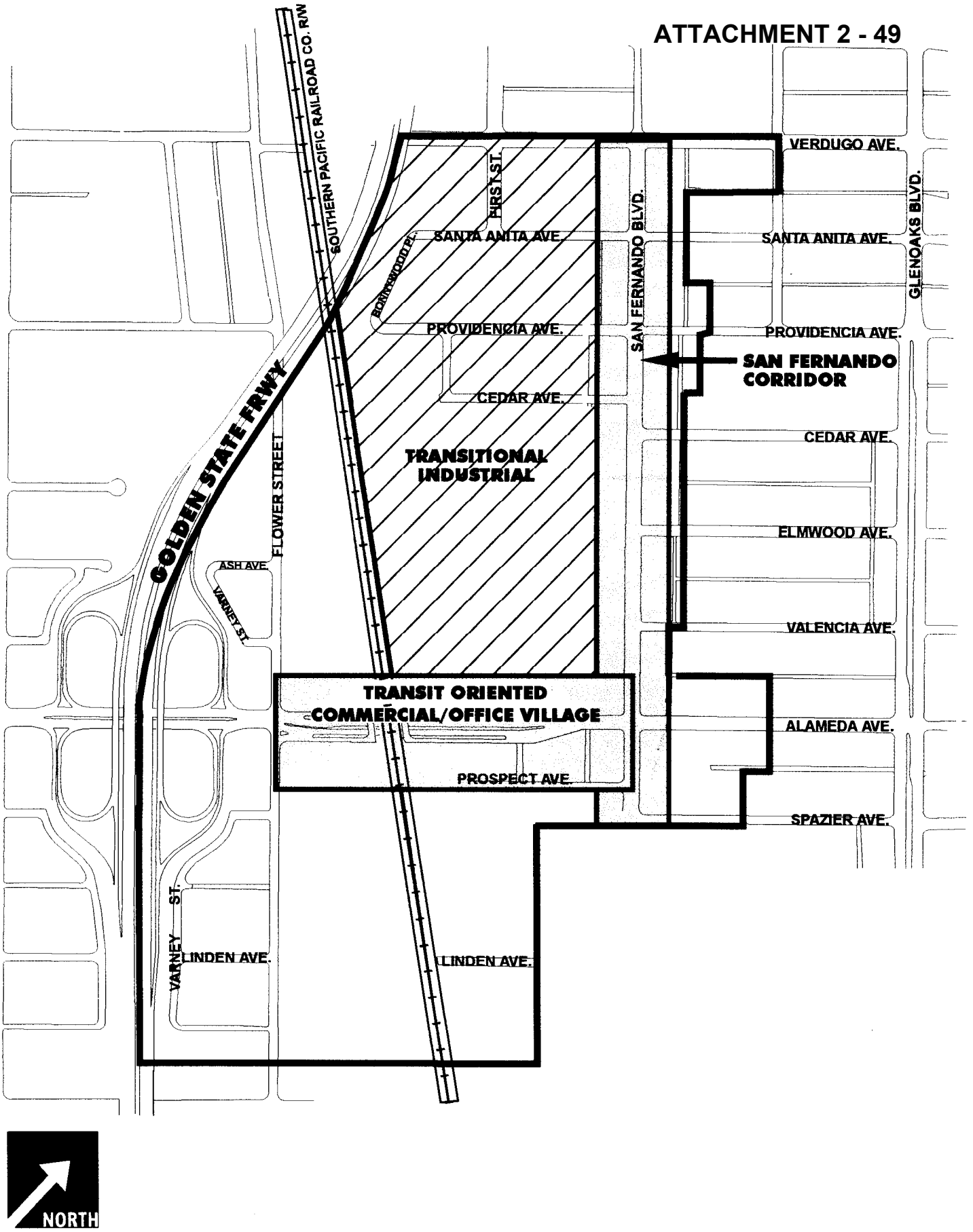


Figure 2.3.2 South San Fernando Interior Areas

San Fernando Corridor

This corridor currently contains many obsolete structures and uses located on both the east and west sides of the street (see Figure 2.3.2). On the east side of the street, existing compatible small business are to be retained while encouraging the conversion of existing commercial structures to accommodate work/live residential units for professionals and the development of new mixed commercial/office/residential projects. Residential-only projects are allowed by conditional use permit on the east side of San Fernando Boulevard if more than 300 feet from the intersection of two arterials (see Figure 3.2.2). At the intersection of San Fernando Boulevard and Verdugo Avenue, the existing concentration of senior housing should be complemented with additional senior housing which incorporates a small amount of convenience retail on the southeasterly corner, and a small neighborhood park near the southwesterly corner. Residential units incorporated into any future development within the San Fernando corridor of the South San Fernando subarea must conform to the requirements of Section 2.5 of this chapter.

San Fernando Corridor Land Use Objectives

- The establishment and implementation of subarea-wide economic revitalization programs;
- Develop a small neighborhood park near the southwesterly corner of San Fernando Boulevard and Verdugo Avenue.

San Fernando Corridor Land Use Policies

- Encourage retention of existing compatible small business and employment base;
- Encourage mixed use projects which would include residential units that would accommodate subarea employees and provide work/live space for professionals;
- Require buffers between residential and commercial or light industry land uses;
- Promote an inviting pedestrian environment with a streetscape plan that includes landscape elements and street furniture;
- Encourage conversion of existing commercial structures to accommodate work/live residential units.

Transit-Oriented Commercial/Office Village

This area contains the property on both sides of Alameda Avenue from San Fernando Boulevard to Flower Street which is currently occupied with storage and light manufacturing land uses. Future development in

this area is to include pedestrian oriented mixed commercial/office which has a majority of ground floor retail surrounded by a large mixed use, high intensity office/retail development transitioning to uses such as R & D, general offices, multiple family housing for career professionals and light manufacturing along the railroad tracks. Approval of a planned development and general plan amendment is required for the inclusion of multiple family residential units in any development in the Transit-Oriented Commercial/Office Village area. Future development shall incorporate a public transit facility that includes a parking and transfer area for public and private shuttles, pedestrian furniture and restrooms. The village may be served by a future ITC located on Alameda Avenue at the intersection of the Southern Pacific railroad that serves commuters as well as subarea employees and residents (see Figure 2.3.2). A future ITC should be designed to integrate the MTA bus routes on Alameda Avenue and San Fernando Boulevard, public and private shuttles, and a light rail stop. This large mixed use development could also include a telecommuting center and child care facilities that would serve commuters and area employees. The uses that are encouraged within the village area are designed to facilitate vehicle trip reduction.

Transit-Oriented Commercial/Office Village Area Land Use Objectives

- Develop a comprehensive transit facility within the Commercial/Office Village area, which at minimum provides for the parking and transfer between MTA buses, and private and public shuttles, and also includes amenities such as public restrooms and covered waiting areas.

Transit-Oriented Commercial/Office Village Area Land Use Policies

- Encourage mixed land uses within one-quarter mile of the ITC;
- Permit increased density, reduced on-site parking and other appropriate incentives for development which are designed to maximize job creation and revenue generation and facilitate vehicle trip reduction programs. The provision for increased density and reduced parking is contingent on the incorporation of a comprehensive transit facility within the commercial/office village area.
- Ensure well designed access for pedestrians and cyclists to the ITC;
- Promote safe, convenient and attractive pedestrian routes to adjacent areas;
- Encourage the construction of a child care facility;
- Encourage the construction of a telecommuting Center.

Transitional Industrial

The transitional industrial area includes the property from the west side of San Fernando Boulevard to the Southern Pacific railroad (SPRR) tracks, between Verdugo and Prospect avenues, which is to be designated Mixed/Commercial/Office/Industrial (see Figure 2.3.2). With the assemblage of parcels, a large mixed use development is anticipated for the area. One of the primary land use objectives for this area is the incorporation of work/live development in the transitional industrial area, possibly combining residential units with digital sound stages in a studio campus environment. Future development within this portion of the South San Fernando subarea should also provide a primary level public school facility and an electrical substation. Both of these facilities should be provided at the northerly end of the transitional industrial area. When the potential future ITC is constructed in the Transit-Oriented Commercial/Office Village, a higher density of mixed office, retail and industrial uses would be encouraged through the Planned Development process, to take advantage of the MTA Congestion Management Plan trip reduction credits. Incorporation of work/live residential units for career professionals into a large mixed use development in the Transitional Industrial area of the South San Fernando subarea may also be considered if the entire mixed use development is proposed as a planned development and conforms to the requirements of Section 2.5 of this chapter. The provision of residential units as part of a mixed use project is limited to work/live housing units and an R-4 medium density, and requires a general plan amendment and discretionary consideration of a planned development.

Transitional Industrial Area Land Use Objectives

- Provide a primary level public school facility within the northern portion of the transitional industrial area;
- Develop an electrical substation at the northerly end of the transitional industrial area;
- Incorporate a work/live development, possibly combining residential units with digital sound states in a studio campus environment.

Transitional Industrial Area Land Use Policies

- Retain existing compatible commercial and industrial businesses west of the SPRR tracks when possible;
- Require the use of landscaped setbacks and pedestrian plazas within the development in conjunction with streetscape to promote an inviting pedestrian environment on San Fernando Boulevard and Alameda Avenue;
- Require utility lines to be underground for large comprehensive developments;

- Require sufficient on-site parking to meet all of the needs of the employees and visitors for any future development within this area;
- Encourage media and medical support industries;
- Discourage industries that produce hazardous waste or use toxic materials.

2.3.3 City Center West Subarea

Description

City Center West subarea contains the RITC, which is the focal point of the convergence of regional and local transportation in Burbank. This subarea, however, is characterized by a declining industrial base with strip commercial located on Victory Boulevard and Olive Avenue. The retention of existing industrial land use designations is designed to retain established industry within the core of this subarea. The placement of the new Mixed Use Commercial/Office/Industrial land use designation surrounding the core industrial area provides for a mixed use transition on major street frontages. The Mixed Commercial/ Office/Residential land use designation is applied mainly on the west side of Victory Boulevard. The expansion of permitted land uses with the introduction of these mixed use land use designations and zoning classifications is intended to improve development opportunity and encourage the recycling of property within this subarea.

Victory Boulevard is the major north/south commercial corridor within the City Center West subarea. Flower Street parallels Victory Boulevard and is, and should remain, an industrial corridor. Circulation within the City Center West subarea is primarily characterized at present by vehicular traffic rather than pedestrian activities. In order to increase pedestrian activity, pedestrian corridors should be landscaped and exhibit decorative sidewalk and intersection paving, and improved lighting, and should be accented with street furniture. This type of streetscape treatment should be throughout the Burbank Center Plan area.

City Center West Subarea Land Use Objectives and Policies

The City Center West subarea is characterized by a declining core of industrial land uses surrounded by strip commercial. The retention of the existing industrial land use designations is designed to retain established industry, while the placement of the new Mixed Com-

mercial/Office/Industrial land use designation encourages a transition to Mixed Use Commercial/Office/Industrial on the main arterial street frontages. The Mixed Commercial/Office/Residential land use designation on the west side of Victory Boulevard provides for expanded mixed commercial and residential opportunities within established commercial areas adjacent to residential neighborhoods.

The City Center West subarea contains the RITC and several City facilities including the Water Reclamation Plant, the Public Works Yard, the Public Service Department general offices, yard and Electric Generation Plant and the Burbank Recycling Center. The majority of private land is presently developed with industrial uses. This subarea can be divided into five smaller areas (see Figure 2.3.3).

Mariposa Street Industrial Enclave

This area is a traditional industrial area within Burbank (see Figure 2.3.3). A primary objective of this sector is the preservation of the light industrial base while encouraging the development of clean industries that are compatible with the adjacent residential neighborhoods. Included in the required development standard is an industrial buffer area which prohibits hazardous material to be stored within 150 feet from a residential zone.

Mariposa Street Industrial Enclave Land Use Policies

- Retain existing commercial and industrial businesses when possible;
- Discourage industries that produce hazardous waste;
- Require landscape buffers between commercial/industrial uses and adjacent residential properties;
- Require that all new industrial structures that are adjacent residential properties be designed so that no major building openings face residential neighborhoods and that a six-foot block wall be constructed to separate these uses when they are adjacent;
- Maintain a minimum 150-foot separation between residential uses and uses which use toxic materials or produce high noise levels.

RITC Corridor

The RITC corridor is a narrow strip of land bounded by Interstate 5 on the east, Flower and Front streets on the west, Verdugo Avenue on the

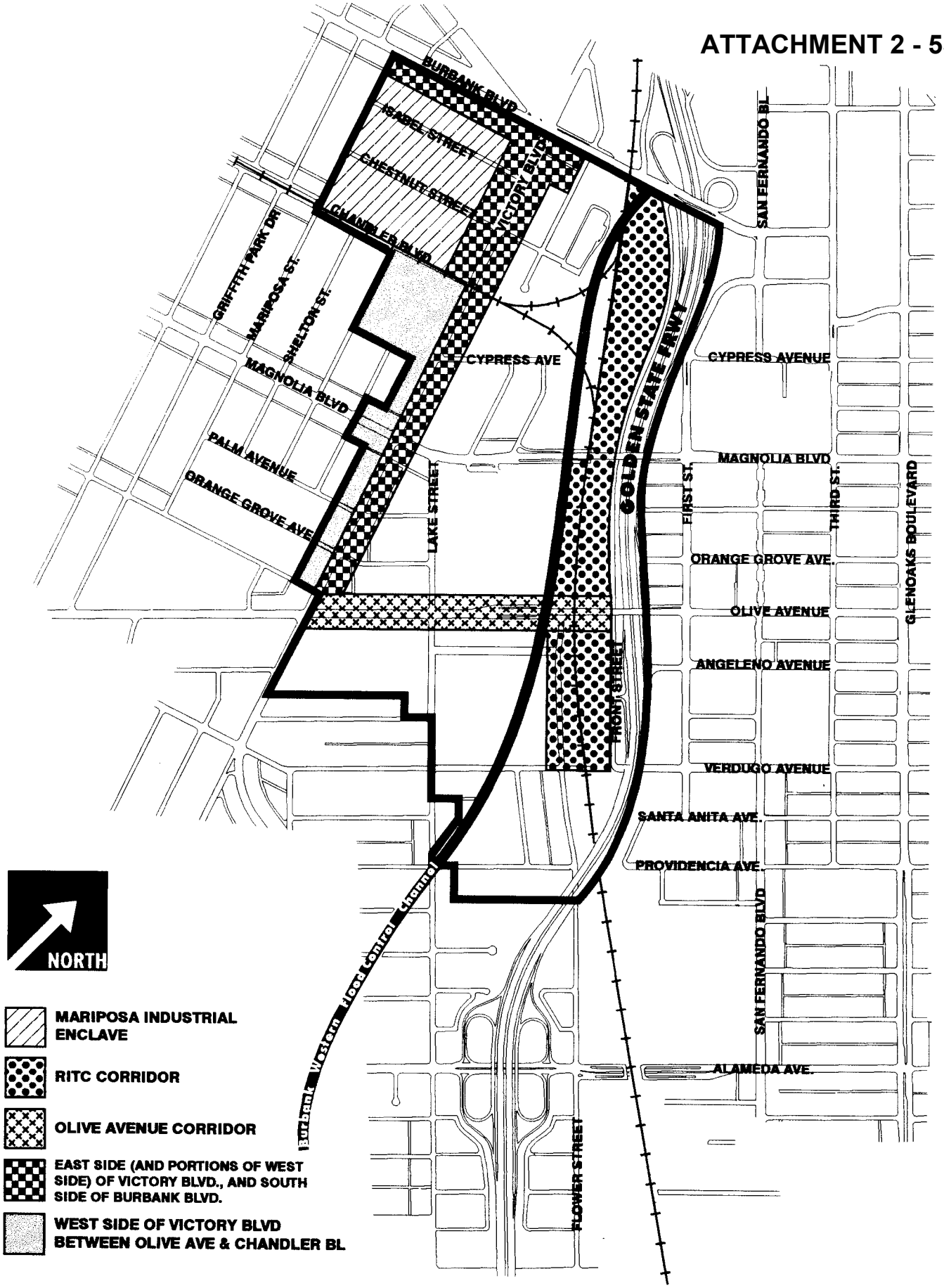


Figure 2.3.3 City Center West Interior Areas

south, and Burbank Boulevard on the north (see Figure 2.3.3). The RITC is located in approximately the center of this area. The remaining land surrounding the RITC within the described corridor is intended to be developed with mixed commercial/office/light industrial use projects that integrate a high level of public transportation features.

The surrounding development should also accommodate the needs of the public transit patrons to expand the attractiveness of the RITC. The development immediately north of the RITC should also be designed to incorporate a pedestrian bridge across Interstate 5.

RITC Corridor Land Use Objectives

- Develop direct north, south and west vehicle access to the RITC;
- Develop a pedestrian bridge across Interstate 5 linking the RITC to the City Center.

RITC Corridor Land Use Policies

- Encourage land uses which will attract public transit patrons;
- Encourage an integrated development surrounding the RITC between Olive Avenue and Magnolia Boulevard;
- Encourage development of child care facilities near the RITC;
- Encourage development of a telecommuting center near the RITC with fiber optic connections.

Olive Avenue Corridor

Olive Avenue is the main avenue from the Media District to the Civic Center. This portion of Olive Avenue between Victory Boulevard and Interstate 5 is a transition area from the industrial uses to the north and south and was previously designated for industrial use. This portion of Olive Avenue also provides a transitional gateway into the commercially-oriented City Center subarea, is in immediate proximity to the RITC, and should accommodate mixed commercial/office/light industrial development.

Olive Avenue Corridor Land Use Policies

- Create mixed commercial/office/light industrial land use opportunities;
- Require the use of landscaped setbacks in conjunction with streetscape elements to promote an inviting pedestrian environment and create a gateway into the City Center.

East (and portion of West) Side of Victory Boulevard; and the South Side of Burbank Boulevard

The east side of Victory Boulevard between Olive Avenue and Burbank Boulevard, the west side of Victory Boulevard between Chandler and Burbank boulevards, and the south side of Burbank Boulevard, provide a great deal of flexibility for future development of mixed commercial, office and light industrial uses. These portions of Victory and Burbank boulevards are transition areas that buffer the adjacent industrial uses that are located east, west, and south, of this mixed commercial/ office/light industrial strip. The intent of this area is to retain the existing commercial and light industrial uses and allow more flexibility for future mixed use development to include ground floor retail and office area.

East (and portion of West) Side of Victory Boulevard Land Use Policies

- Encourage future development by providing mixed use opportunities;
- Promote an inviting pedestrian environment by providing appropriate landscape and street furniture elements.

West Side of Victory Boulevard

The west side of Victory Boulevard between Olive Avenue and Chandler Boulevard provides flexibility for future development of either mixed use projects with a residential component, or residential-only projects.

West Side of Victory Boulevard Land Use Policies

- Retain existing small business and employment base;
- Encourage mixed use projects which would include residential units that would accommodate subarea employees;
- Provide for the orderly transition of declining commercial strips to other suitable uses, such as mixed commercial/residential, or multi-family residential development as a single use, where appropriate;
- Promote an inviting pedestrian environment through appropriate streetscape elements, including landscaping and street furniture;
- Encourage ground floor retail uses at the intersection of Victory and Magnolia boulevards.

2.4 LAND USE DESIGNATIONS

2.4.1 Mixed Commercial/Office/Residential

Description

The new Mixed Commercial/Office/Residential land use designation is intended to encourage recycling of vacant or obsolete property with mixed use development (see Figure 2.4.1). Residential units can be added to a mixed use project or developed as a medium density multiple family residential-only project as a conditional use. Residential units incorporated into a mixed use project or units developed as a residential-only project cannot exceed the R-4 Medium Density limit, and residential-only projects must comply with all of the R-4 Medium Density Residential development standards and be approved through the conditional use permit process.

To retain the commercial character at the intersections of arterial streets, residential-only projects are not permitted within 300 feet of the intersection of two arterial streets. Residential-only development is encouraged in areas where existing strip commercial has lost its economic vitality.

The housing provided in the area designated mixed commercial/office/residential is intended to be conveniently located for those who live and work within the Burbank Center area and take advantage of regional and local transportation offered at the RITC or the potential future light rail station on Alameda Avenue. This goal will assist in the reduction of the use of single occupant automobiles within the Burbank Center, further improving traffic circulation while creating an inviting pedestrian environment.

Mixed Commercial/Office/Residential and Land Use Policies

- Encourage mixed use development with residential on the upper floors.
- Maintain and enhance the pedestrian circulation system linking retail uses to parking and offices through paseos and pedestrian-oriented streets.
- Encourage architecture which promotes a pedestrian environment.
- Create a visual identity through the use of public space and special design considerations.
- Support retail uses which serve the local community without diluting demand for the downtown area.

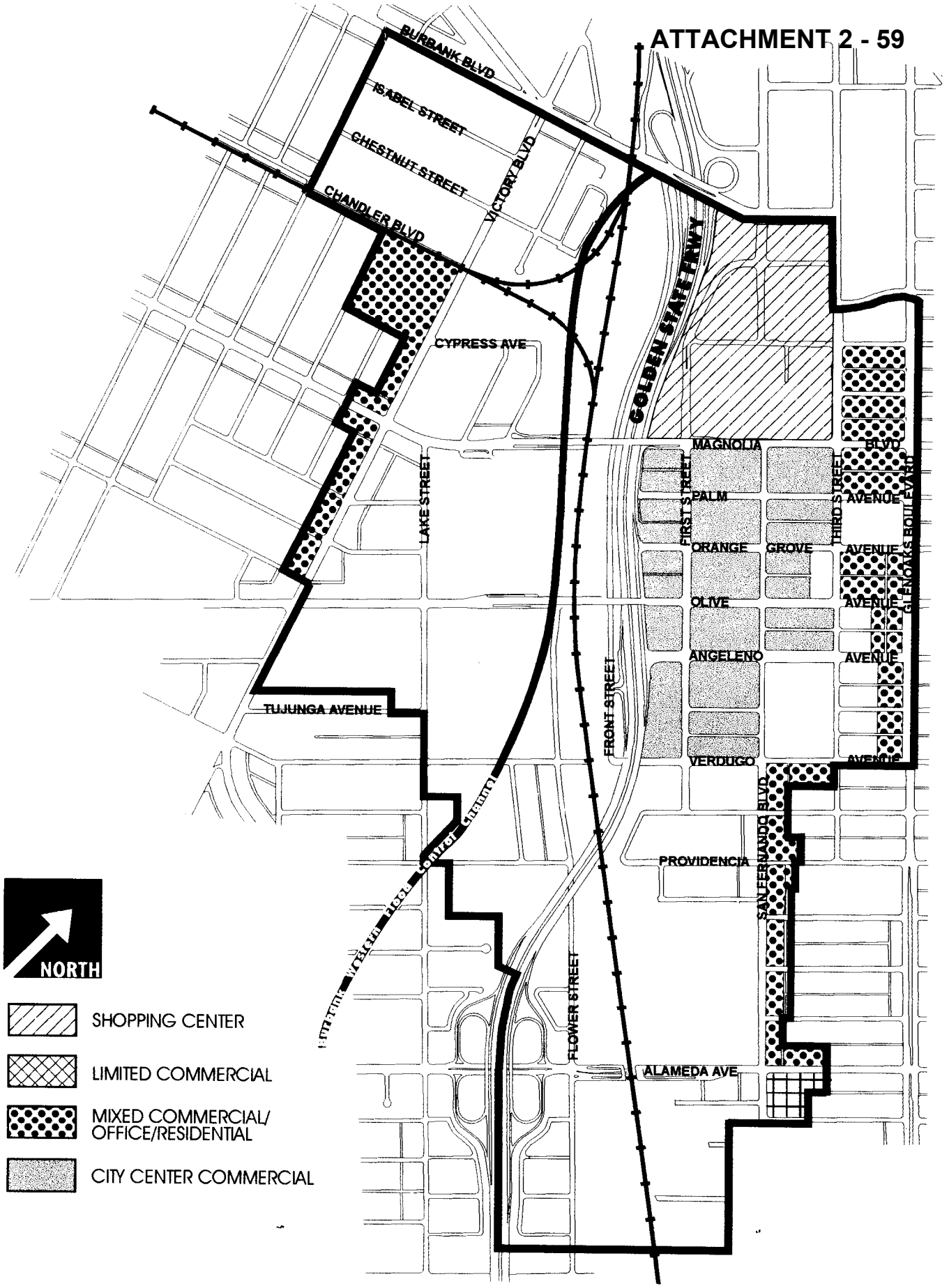


Figure 2.4.1 Commercial Areas

- Support retail uses which serve adjacent senior residential uses.
- Promote a higher quality of development by encouraging lot assemblage and promoting shared parking between nearby parcels.

Intent of the Mixed Commercial/Office/Residential Land Use Category

The Mixed Commercial/Office/Residential areas in the Burbank Center Plan are intended to provide for a variety of mixed commercial and medium density residential uses ranging from retail and service shops serving an immediate area, to regional retail/entertainment and offices serving regional employment needs. This land use designation also allows, by conditional use permit, the development of projects that are entirely medium density residential that will allow people to live within walking distance of both employment and public transportation. In general, the intent of these areas is to provide for necessary growth of an established employment base, to encourage revitalization of economically and physically blighted strip commercial and to encourage the inclusion of residential units in the downtown. Mixed use projects which include residential should also be in close proximity to public transit. Therefore, the need of commuters to use the single occupant automobile would decrease and alternative modes of transportation such as the Metrolink, MTA buses, car/van pooling and walking would be advantageous.

2.4.2 City Center Commercial

Description

The City Center Commercial land use designation is entirely confined to the City Center subarea and presently allows mixed use development which may include residential. The adopted Land Use Element contains the following definition of the City Center Commercial land use designation:

> *City Center Commercial is the land use designation given to the downtown City Centre Redevelopment Project area. The predominant use of land designated as City Center Commercial is for those activities which support the role of the City Center as the primary business, financial, retailing and government core of the community. This area will be the focal point of commercial enterprises of Citywide importance, such as retail shopping, hotels, offices, public and quasi-public buildings and institutions, and places for recreation and amusement. Medium and high density residential*

development are considered a compatible land use in this area. All development occurring in the area designated for City Center Commercial use must be in strict conformance with adopted development plans and standards.

The area designated City Center Commercial within the City Center subarea has been reduced in size to exclude areas that are and will remain exclusively residential, and areas used for City and county facilities (see Figure 2.4.1). The remaining area designated City Center Commercial is meant to accommodate all the land uses identified in the existing definition. The goals, objectives and policies contained in this Plan and the policies listed below are designed to supplement the land use goals, objectives and policies of the Land Use Element of the Burbank General Plan for the Burbank Center Plan area.

City Center Commercial Land Use Policies

- Encourage ground floor retail, restaurant or entertainment uses on San Fernando Boulevard from Magnolia Boulevard to Angeleno Avenue.
- Encourage mixed use development with residential on the upper floors.
- Maintain and enhance the pedestrian circulation system linking retail uses to parking and offices through paseos and pedestrian oriented streets.
- Encourage architecture that promotes pedestrian involvement and is pedestrian friendly.

Intent of the City Center Commercial Land Use Category

The areas that retain the City Center Commercial land use designation remain entirely confined to the City Center subarea and are intended to accommodate a variety of land uses in a complementary and integrated manner. There are definite pedestrian routes and concentrations of restaurants, entertainment, retail and government services. Future development should expand and strengthen these land use patterns. The objective of the implementation of a streetscape plan for the entire Burbank Center Plan area, plus a more intense streetscape plan for the City Center subarea and the smaller Civic Center, is to strengthen and unify the identity of the commercial core of the City Center subarea.

2.4.3 Limited Commercial

Description

The Limited Commercial land use designation is currently applied throughout the City. The adopted land use element defines Limited Commercial as follows:

> *This designation is intended to provide land primarily for general commercial uses such as business and professional offices, retail sales and commercial services. Appropriate uses in the Limited Commercial areas include groupings of professional and business offices and the related commercial uses associated with this type of office development; the miscellaneous collection of individual stores located along street frontages; commercial enterprises providing food, goods and services to the surrounding residential areas; and mixed-use developments which combine compatible retail, office and residential uses.*
>
> *Limited Commercial areas can also be considered appropriate for multiple family residential structures or mixed-use projects with commercial and multi-family residential if approved under the City's Planned Development Ordinance.*

There were several locations within the Burbank Center Plan area where this land use designation existed, on Burbank Boulevard, Victory Boulevard, Olive Avenue, Verdugo Avenue and Alameda Avenue prior to this plan. The Limited Commercial designation was changed to Mixed Commercial/ Office/Industrial on all of the areas, except the southeast corner of Alameda Avenue and San Fernando Boulevard where the Hughes Market is located (see Figure 2.4.1).

2.4.4 Shopping Center

Description

The only property within the Burbank Center Plan area that had a Shopping Center land use designation at the time this Plan was drafted was the property on the southwest corner of Chandler and Victory boulevards. However, this Plan changed the land use designation of this property to Mixed Commercial/Office/Residential due to its proximity to residential development. In addition, the Plan changed the land use designation of the area bounded by Magnolia Boulevard, Third Street, Burbank Boulevard, and Interstate 5, which contains the Media

City Center Mall, from City Center Commercial to Shopping Center (see Figure 2.4.1). The following is the description of the Shopping Center land use designation as set forth in the adopted Land Use Element of the General Plan:

> *The Shopping Center land use designation is intended for grouped commercial facilities which are primarily related to and dependent upon the adjacent and surrounding areas for the majority of their customers. A shopping center is usually planned, developed, owned and/or managed as a unit and the location, size and type of shops relate directly to the trade area. The shopping center provides on-site parking in proportion to the types and sizes of the stores it includes. The predominant uses would be those types of commerce which provide essential goods and services related to the needs and requirements of the surrounding area.*

2.4.5 Mixed Commercial/Office/Industrial

Description

The new Mixed Commercial/Office/Industrial land use designation is a combination of the existing Unlimited Commercial and Restricted Manufacturing land use designations and is intended to introduce a variety of mixed commercial/light industrial land use alternatives. The Burbank Center Plan applies this new land use designation to several areas that were previously designated for industrial or commercial land use only but front major streets or are adjacent the RITC.

This land use designation is similar to the General Plan land use designation of Restricted Industry which would require an environment free from nuisances such as odors, noise, vibration or smoke, and which would permit uses that would be considered non-obtrusive to surrounding commercial and residential land uses. Media-related industries, wholesale and warehousing, and light manufacturing are permitted in this land use designation.

This Plan applies the Mixed Commercial/Office/Industrial land use designation to property found in the South San Fernando and City Center West subareas (see Figure 2.4.5). The main properties with this designation in the South San Fernando subarea are the Menasco site (see Figure 1.9.1) and adjacent properties. The properties located in the City Center West subarea are the Zero site (see Figure 1.9.1, Opportunity Site No. 8), the large parcels to the west and to the south

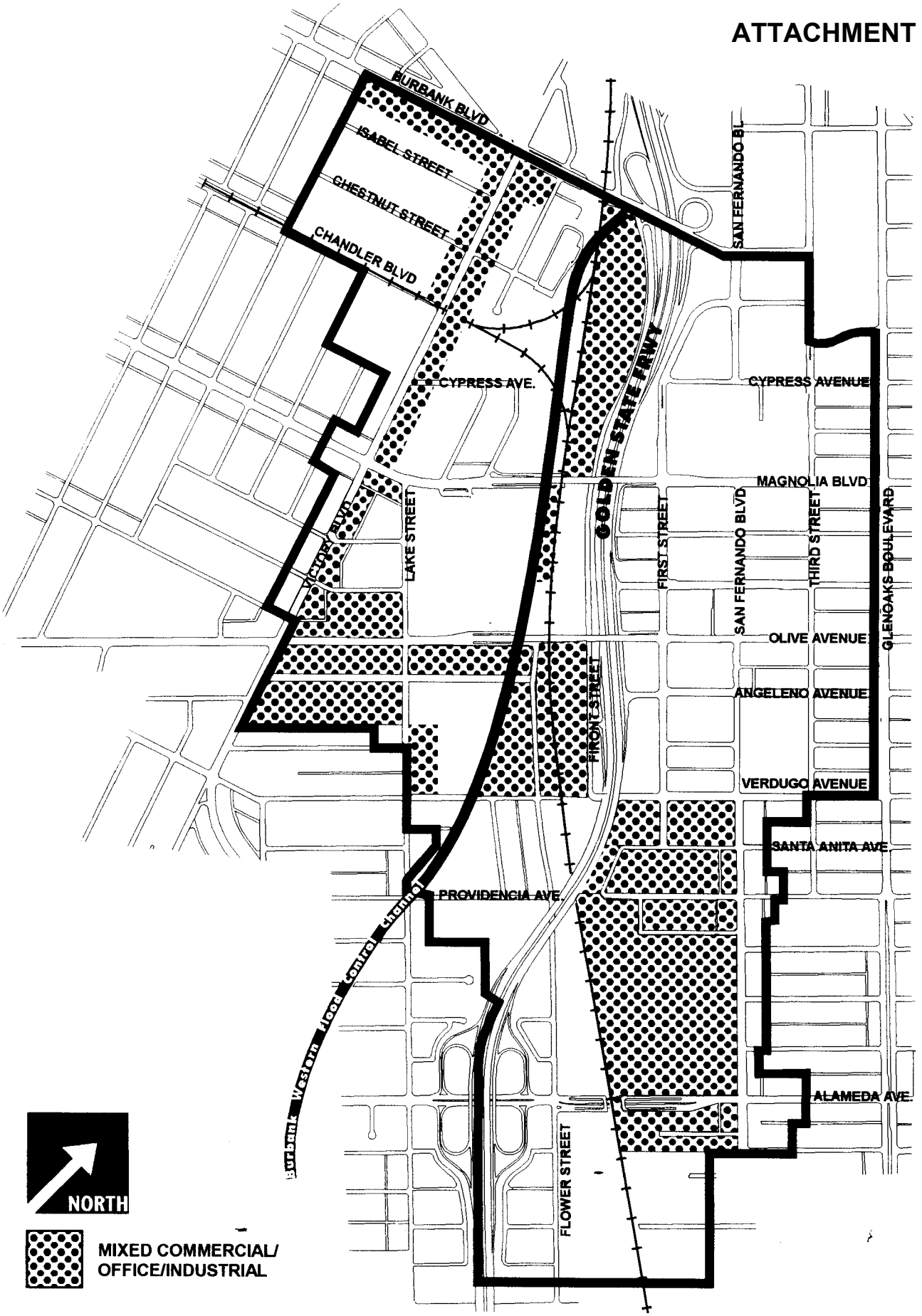


Figure 2.4.5 Mixed Commercial/Office/Industrial Areas

of the RITC, and parcels on the east side of Victory Boulevard south of Cypress Avenue, and north of Verdugo Avenue to Lake Street back to Orange Grove Avenue. This land use designation is adjacent to rail and freeway access and/or located on a major corridor. The mixed use nature of this designation is designed to preserve the existing employment base while encouraging the introduction of commercial and office components into light-industrial based areas to accomplish the objective of economic revitalization and the optimum use of land that is adjacent to multi-modal transportation centers such as the RITC and the light rail station to be developed on Alameda Avenue.

Mixed Commercial/Office/Industrial Land Use Objective

- Develop a new transportation center at Alameda Avenue and the Southern Pacific right-of-way.

Mixed Commercial/Office/Industrial Land Use Policies

- Retain and preserve the industrial base within the planning area while encouraging the future development of mixed use projects to support the surrounding business and residential community.
- Preserve local light industrial employment and business opportunities, particularly in support of the media and entertainment industry.
- Provide for the transition of obsolescent industrial areas to appropriate new uses.
- Provide for mixed commercial/industrial where appropriate to minimize the need to use private vehicles to travel between uses.
- Require utility lines, including those leading to the project site, to be underground.
- Provide for the orderly transition of declining commercial strips to other suitable uses.

Intent of the Mixed Commercial/Office/Industrial Objectives

The areas with the land use designation of Mixed Commercial/Office/Industrial are designed to retain the light industrial employment base while encouraging future development of mixed use commercial/office projects. This use encourages the recycling of obsolete industrial properties and offers a mixed use opportunity to facilitate economically successful development.

2.4.6 General Manufacturing

Description

The General Manufacturing land use designation was historically applied along both sides of the railroad tracks and surrounding the airport. The adopted Land Use Element defines General Manufacturing as follows:

> *The intent of the General Manufacturing classification of land use is to provide land for manufacturing, assembly and fabrication, including large scale or specialized industrial operations and airport-related industrial uses. Convenient access by arterial streets, freeways and/or railroad is to be provided for these areas. Much of the land designated for General Manufacturing use lies within the Golden State Redevelopment Project area.*

Only a portion of the areas previously designated General Manufacturing within the Burbank Center Plan area are retained. The retained portion is the core of the General Manufacturing area as shown on Figure 2.4.6. The remaining areas previously designated General Manufacturing were changed to either Restricted Industry or Mixed Commercial/Office/Industrial depending on their proximity to residential and a major arterial street, as shown on Figures 2.4.6 and 2.4.1, respectively.

2.4.7 Restricted Industry

Description

There were two areas previously designated Restricted Industry in the Burbank Center Plan area: the frontage on Olive Avenue between Lake Street and the flood control channel, and the northwest corner of Lake Street and Tujunga Avenue. The frontage on Olive Avenue has been redesignated Mixed Commercial/Office/Industrial as shown on Figure 2.4.5, and the northwest corner of Lake Street and Tujunga Avenue remained Restricted Industry, as shown on Figure 2.4.6. The interior area bounded by Victory Boulevard, Chandler Boulevard, Mariposa Street and Burbank Boulevard was previously designated General Manufacturing in the adopted Land Use Element. This Plan redesignates this area as Restricted Industry because of its proximity to neighboring residential uses and the impacts caused by odors, noise, vibration and hazardous materials. The change is shown on Figure 2.4.6. The adopted Land Use Element defines Restricted Industry as follows:

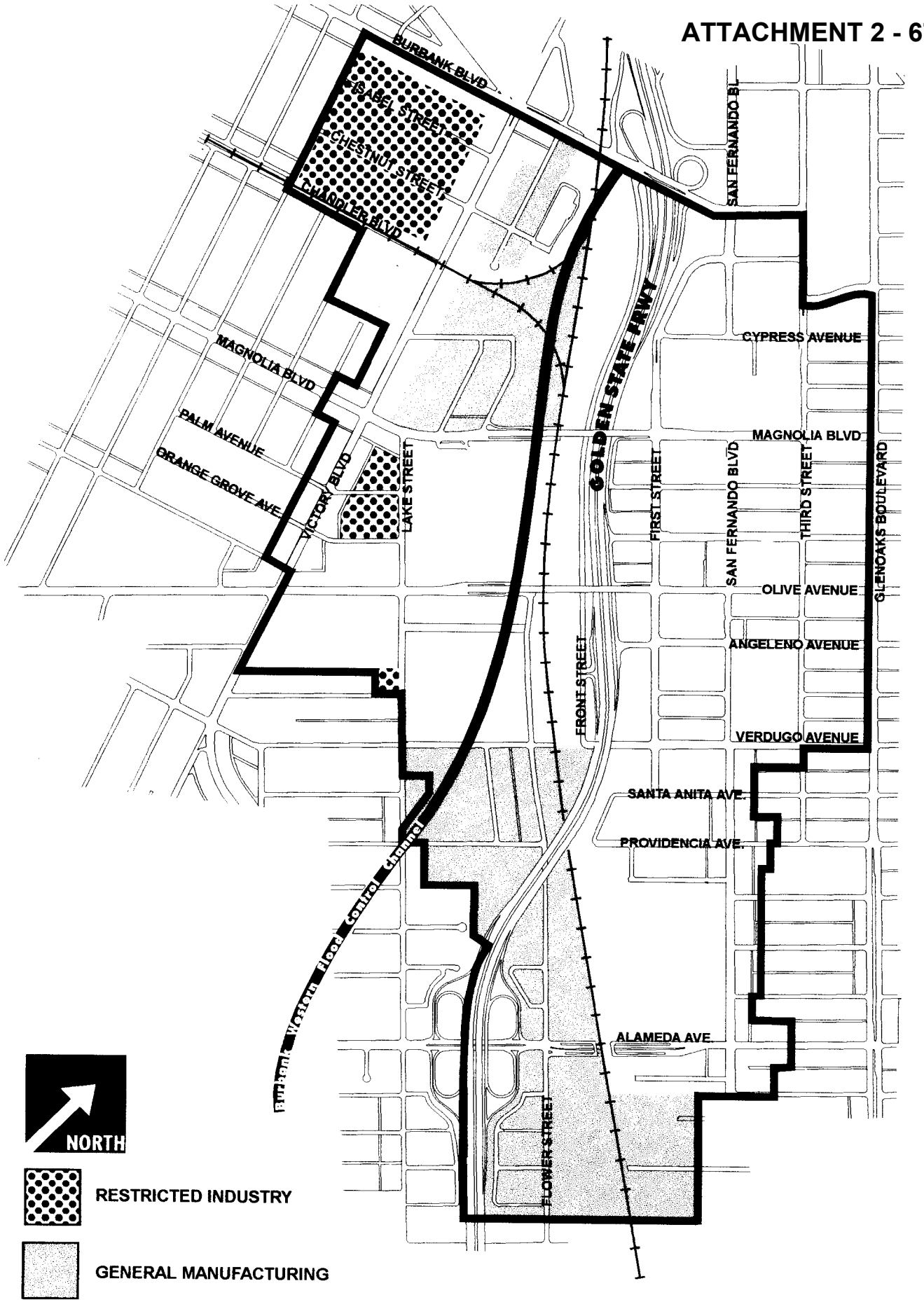


Figure 2.4.6 General Manufacturing and Restricted Industrial

The intent of the Restricted Industry land use classification is to provide land for those industrial operations which require an environment free from nuisances such as odors, noise, vibration or smoke, and which themselves are relatively non-obtrusive. Included in this category are non-manufacturing industries, hospitals, media-related industry, wholesale and warehousing enterprises engaged in the business of storage, supply and distribution of products.

2.4.8 Residential Areas

Description

Several areas within the City Center subarea, which were previously designated City Center Commercial, are zoned R-4 and R-5 and are developed with multiple family structures. This Plan designates these areas as Multiple Family Medium Density.

The two areas designated as Medium Density Multiple Family by this Plan are located in the northeast and southeast portion of the City Center subarea and are bounded by San Fernando Boulevard to the west, Angeleno Avenue to the north, the alley parallel to Glenoaks Boulevard to the east, and Verdugo Avenue to the south and by Harvard Road to the north, Glenoaks Boulevard to the east, Cypress Avenue to the south and Third Street to the west (see Figure 2.4.8). The second medium density area is developed with two senior citizen housing projects: Harvard Towers with 150 units and Pacific Manor with 169 units. This Plan designates all the property within both areas as Multiple Family Medium Density Residential.

There are two senior citizen housing Projects located on the north side of Verdugo Avenue at the intersection of San Fernando Boulevard: Wesley Towers (northeast corner) contains 98 units and Verdugo Towers (northwest corner) contains 121 units. Wesley Towers is permitted as a conditional use in the R-4 zone and Verdugo Towers was permitted as a planned development and therefore this Plan does not designate them as Multiple Family High Density Residential. The goals, objectives and policies contained in this Plan and the policies listed below are designed to supplement the land use goals, objectives and policies of the Land Use Element of the Burbank General Plan for the Burbank Center Plan area.

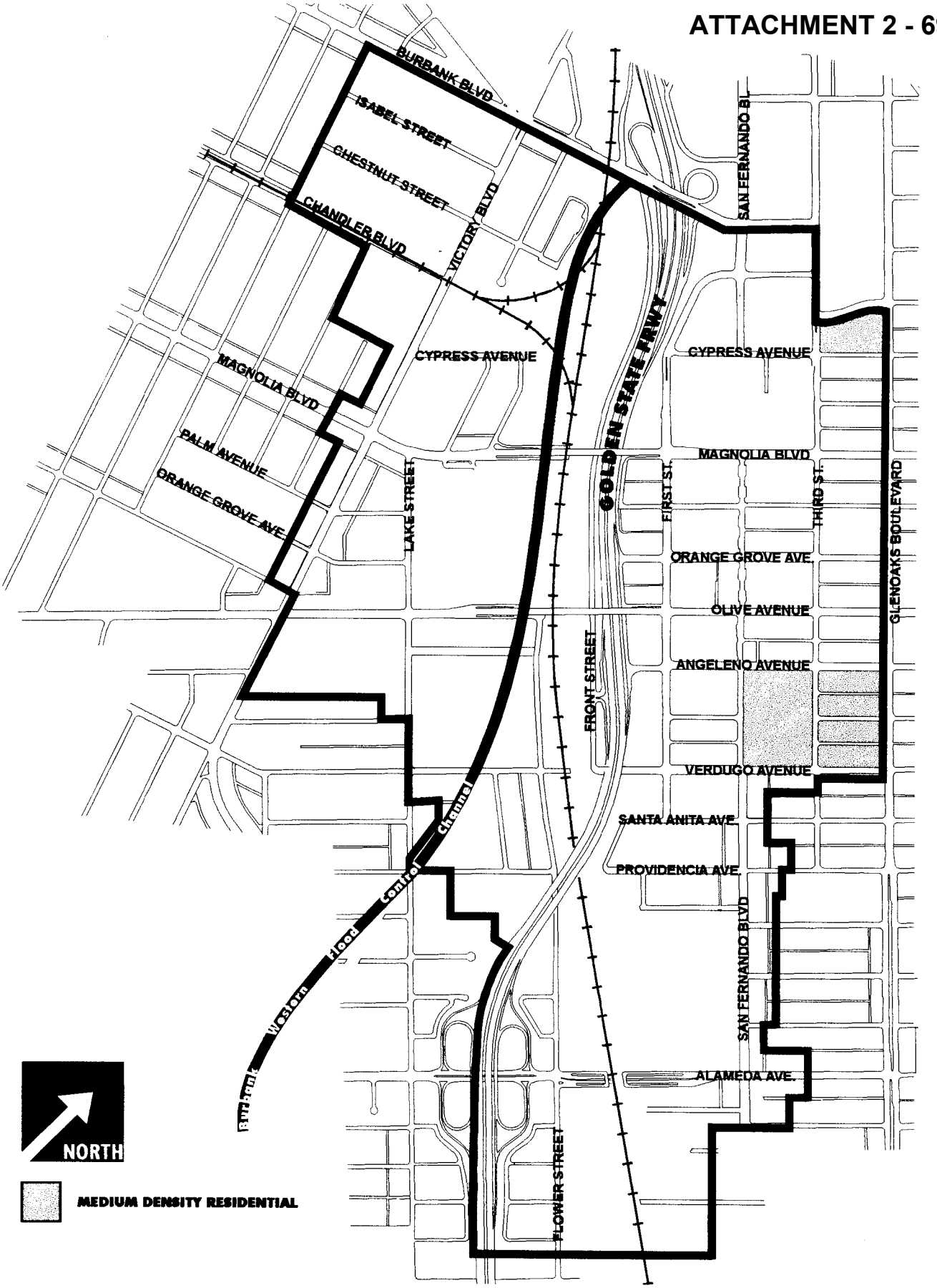


Figure 2.4.8 Residential Area

Overall Residential Policies

- Provide for a proper transition between the mixed commercial and Public Facilities uses, and the multiple family residential areas.
- Require residential property owners to maintain their structures, parking and landscaping to a high standard.
- Create a safe pleasant residential pedestrian environment via provisions for landscaping, shaded sidewalks, street furniture, lighting and other appropriate amenities.

2.5 RESIDENTIAL GROWTH MANAGEMENT

On February 28, 1989, the voters approved a referendum known as "Measure One" which defines the residential capacity of the City. These requirements are contained in Article 20 of Chapter 31 of the Burbank Municipal Code.

Article 20 (Section 31-2002 of Chapter 31) also establishes the process necessary to amend the Land Use Element of the General Plan after 1994. To consider an amendment, this process includes the submission of a report by the Community Development Director to the City Council which contains an analysis of the City's ability to serve any additional residential units and the cost and benefit they would provide the City.

The Plan identifies several areas in the City Center subarea that were zoned R-4 and R-5 and developed with multiple family projects. These areas were previously designated City Center Commercial which permitted multiple family residential development. Since these areas are almost entirely developed with multiple family residential projects, the BCP changes the land use designation from City Center Commercial to Medium Density Residential, reflecting the existing development. This change of land use designation does not increase the number of dwelling units permitted in the City.

The Plan encourages the inclusion of residential units as part of mixed-use development, or as a single use, within areas designated Mixed Commercial/Office/Residential, which were previously and are presently commercially zoned. This provision for residential units is limited to an R-4 medium density. The commercial zone classifications in the Burbank Municipal Code have historically permitted residential units as part of a mixed-use development at a medium (R-4) density as a conditional use, and this Plan retains the conditional use permit require-

ment. Therefore, this provision does not increase the number of dwelling units permitted in the City.

South San Fernando Subarea

The Plan proposes several development alternatives for the Transitional Industrial area of the South San Fernando subarea (see Figure 1.2.2). One of these development alternatives recommends incorporation of medium density residential units, as work-live housing for professional and career people, into a mixed-use project as a planned development. The Plan also stipulates that an overcrowded situation already exists at the Joaquin Miller Elementary School which serves the South San Fernando subarea, and that no additional residential units can be added until additional school facilities can be constructed to accommodate any additional students that multiple family residential development in the Transitional Industrial area could generate. Multiple family development in the Transit-Oriented Commercial/Office Village area, or in the Transitional Industrial area, requires discretionary approval of a planned development and a general plan amendment, and provides the City with authority to confine the design of any residential units to specifically create a work-live environment for professional and career people and to condition any approval to mitigate any school facility deficiencies. Restructured design features such as the limitation of bedrooms, provision of open loft or work space areas, fiber optic connections, and the design of common open space and common amenities to complement the unique needs of professional and career people should be required of any future development in this portion of the South San Fernando subarea. If multiple family units were approved in the transitional industrial area, they would need to be offset with a density savings from another area to meet the requirements of Measure One by ensuring there was not an increase in the total number of dwelling units permitted in the City. In addition, a portion of the proposed units could be offset through consideration of the number of multiple family units that could have been constructed with the provision for medium density multiple family development included in the C-3 Commercial zone, that existed on the west side of San Fernando Boulevard prior to the adoption of this Plan as shown on Figure 3.1.3.

The intent of these provisions making the development of multiple family housing within the BCP area less cumbersome is to cause new housing units to be built in a pedestrian environment near employment, commercial services and public transportation to lessen the dependency on private automobile use for transportation. This would then improve the level of service of our entire transit system within the City while simultaneously accommodating additional housing.

2.6 PUBLIC USES/CIVIC CENTER PLAN

The Burbank Center Plan includes a substantial amount of land that is designated for public facilities. Several City facilities are located in the City Center West subarea. The Water Reclamation Plant and Power Generation Plant are both located north of Olive Avenue on Lake Street. In addition, the City Public Works Yard that houses street maintenance, refuse, forestry, vehicle maintenance and warehouse storage is located on Lake Street south of Olive Avenue. The RITC is located at the border of the City Center and City Center West subareas. Within the City Center subarea, three sites have the land use designation of Public Facility; these are the City Hall complex located on the northwest corner of Third Street and Olive Avenue; the Courthouse and public parking structure located on the southeast corner of Third Street and Olive Avenue; and the site of the new Police/Fire Facility which encompasses the entire block of Third Street, Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue. The public facilities located in the City Center subarea are components of the Civic Center Plan.

CHAPTER 3

LAND USE REGULATIONS AND DEVELOPMENT STANDARDS

3.0 LAND USE REGULATIONS AND DEVELOPMENT STANDARDS

3.1 INTRODUCTION

The entire Burbank Center Plan (BCP) was adopted on June 10, 1997. Chapter 2 of the Plan describes the changes made to the City's General Plan, which were approved through the adoption of City Council Resolution No. 25,059. Chapter 3 outlines the changes made to the Burbank Municipal Code (BMC) to implement the land use policies in Chapter 2 by creating the zoning regulations for the BCP area. The commercial and industrial zone changes within the BCP area are shown on Figures 3.1.1, 3.1.2 and 3.1.3.

The changes to the BMC are presented in Section 3.2 below as *Article 25: Burbank Center Overlay Zone*, of Chapter 31 of the Burbank Municipal Code, and were approved through the City Council adoption of Ordinance No. 3466 (approving Zone Map Amendment No. 97-1) and 3467 (approving Zone Text Amendment No. 97-2). Article 25 specifies the development standards which future developments must follow within the BCP area. These development standards were designed to be consistent with the changes in the General Plan outlined in Chapter 2 of this Plan document.

To avoid duplication and facilitate ease of reference, Article 25, *Burbank Center Overlay Zone* is presented in the following pages exactly as it appears in Chapter 31 of the Burbank Municipal Code (BMC), complete with section numbers and graphics which appear in the Code. Several additional graphics have been included for illustrative purposes which are <u>not</u> a part of the Code and are indicated as such in the caption below each graphic. The Plan incorporates a number of transportation demand management goals and strategies, which are presented in Section 3.3 of this chapter. The intent of the goals and strategies established in Section 3.3 is to reduce the traffic impacts of future development by decreasing the dependency of future employees on private vehicles by providing viable public transit alternatives.

3.2 ARTICLE 25. BURBANK CENTER OVERLAY ZONE.

DIVISION 1. PURPOSE AND DEFINITIONS.

<u>Section 31-2501. Purpose.</u>

This Article creates a Burbank Center Overlay Zone which contains a series of zoning classifications for the Burbank Center as defined

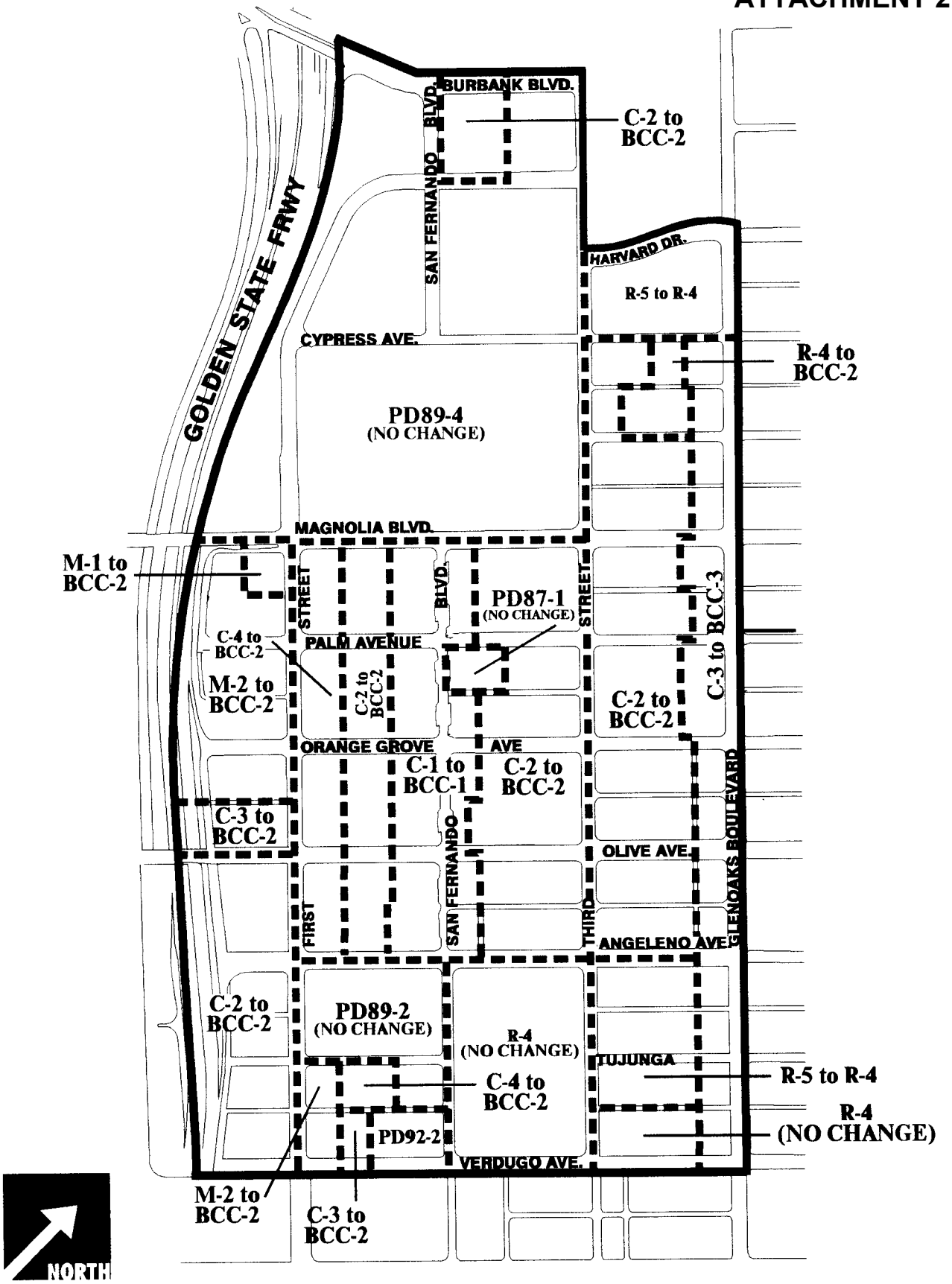


Figure 3.1.1 Zoning Changes--City Center
(Not a part of the Burbank Municipal Code)

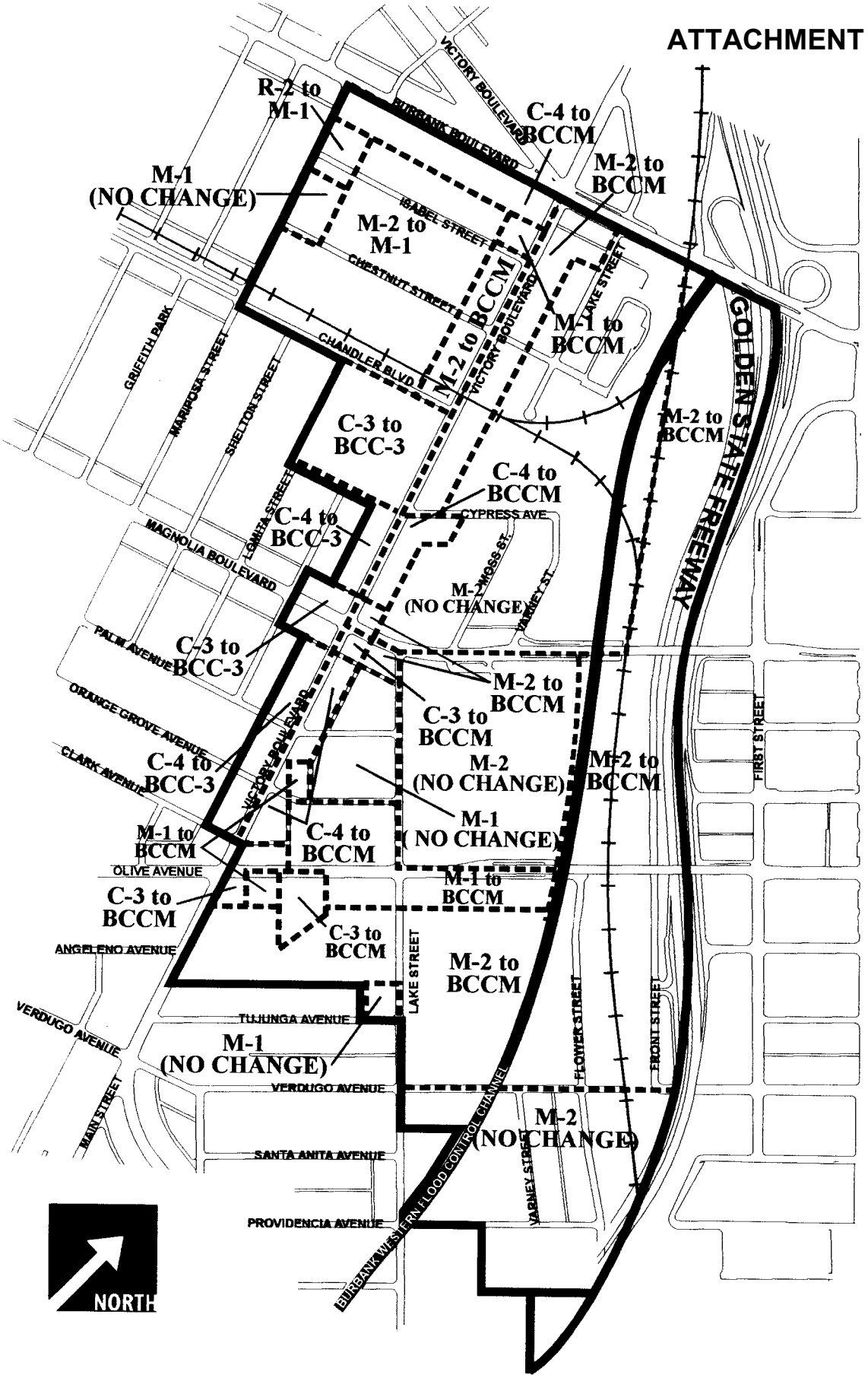


Figure 3.1.2 Zoning Changes--City Center West
(Not a part of the Burbank Municipal Code)

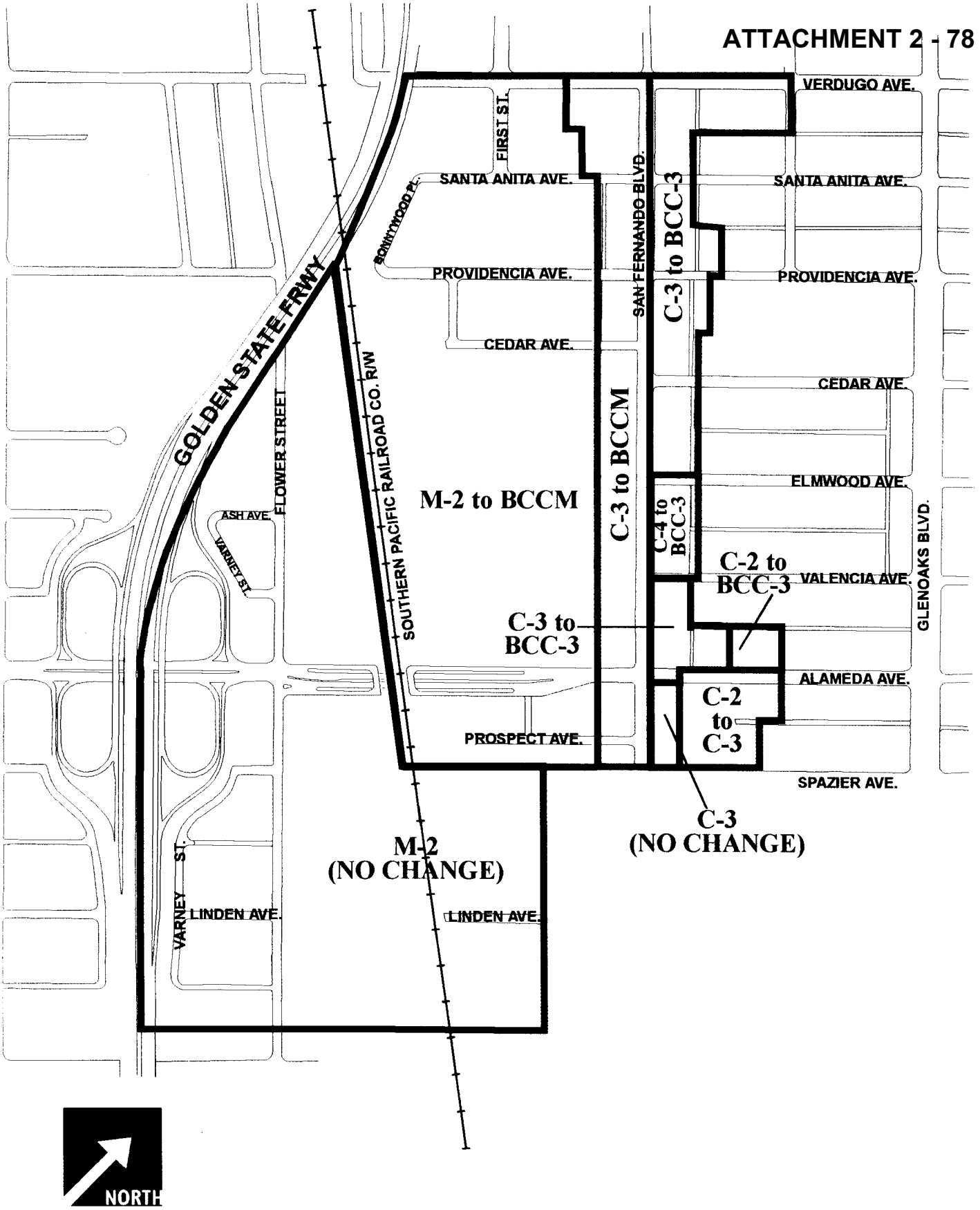


Figure 3.1.3 Zoning Changes--South San Fernando
(Not a part of the Burbank Municipal Code)

in Ordinance No. 3467 which amended the General Plan and Land Use Element to reflect this district. All land use regulations and development standards for the Burbank Center Overlay Zone augment the land use regulations and development standards of the BMC.

The Burbank Center Overlay Zone regulates commercial and industrial land in the Burbank Center for land use, density, height, and setbacks, as well as specific aspects of parking, landscaping and signs. When an issue, condition or situation occurs which is not covered or provided for in the Burbank Center Overlay Zone Ordinance, the development regulations of the Burbank Municipal Code that are the most applicable shall apply.

Section 31-2502. Definitions.

For the purposes of this article, the following definitions shall apply. Words or phrases not defined in this section shall be construed as defined in the Burbank Municipal Code. This section only includes words or phrases which are not defined elsewhere in this Plan or in the Zoning Code.

"Civic Center" encompasses a six-block area bounded by San Fernando Boulevard, north to Palm Avenue, east to Glenoaks Boulevard, south to Angeleno Avenue, then west to San Fernando Boulevard.

"Overlay Zone" refers to a set of land use regulations and standards for areas having special sensitivity. These regulations shall take precedence over all other regulations established by the Burbank Municipal Code.

"Transit Center," as defined by the 1993 Congestion Management Plan (CMP) for Los Angeles County, is a fixed facility that consolidates and supports passenger loading, and includes:

- Passenger rail stations such as those along the Metro Red Line, Blue Line and Metrolink, and
- Major bus transfer centers served by at least eight bus lines, including fixed route shuttles, and providing a sheltered waiting area, signage with a listing of bus routes to the Center, and bus bays restricted to bus use.

Per the Los Angeles County Congestion Management Plan, if a transit center is planned but not yet constructed, the Center must

have received funding for construction prior to claiming development credit.

For purposes of the Burbank Center plan, any change in the definition of a transit center in subsequent editions amendments or supplements of the CMP shall also apply to the Burbank Center Plan definition.

"Transportation Demand Management" (TDM) refers to measures designed to reduce peak-hour vehicular trips including ridesharing, carpooling, work hour changes, and use of public transportation.

DIVISION 2. BCC-1 BURBANK CENTER COMMERCIAL RETAIL-PROFESSIONAL ZONE (Downtown Commercial)

Section 31-2503. Purpose.

The BCC-1 or Burbank Center Commercial Retail Professional Zone is entirely confined to within the Burbank Village area. It allows for commercial retail and office uses geared towards a downtown village concept, including an allowance for residential uses above commercial uses on the same property.

Section 31-2504. Permitted Uses.

The following uses are permitted in a BCC-1 Zone:

(a) RETAIL SALES:
Antique shop
Art gallery
Art shop
Bakery
Beauty supply store
Bicycle sales
Book store
Camera shop--incidental film developing
Candy store
Clothing store
Department store
Drapery shop
Dressmaking shop
Drugstore
Dry goods store
Film store
Florist shop

Foodstore--specialty
Furniture sales--new only
Furrier--sales, cleaning and storage
Garden supply shop--no growing stock
Gift shop
Hardware store
Household appliances store
Ice cream shop
Interior decorating store
Jewelry store
Leather goods shop
Liquor store--packaged
Luggage store
Music store
Notions store
Novelty store
Orthopedic and medical appliances store
Paint store
Picture frame store
Radio-T.V. store--incidental servicing
Restaurant, with the following two restrictions: (1) no fast food restaurant, operating between the hours of midnight and 6:00 a.m., within 150 feet of a residential zone or an entirely residential planned development, and (2) only a restaurant with no alcohol service or a restaurant with incidental alcohol, if permitted by and in accordance with Section 31-1116 of this Code.
Shoe store
Sporting goods store
Stationery store
Tobacco shop
Toy store;

(b) SERVICES:
Arcades, pursuant to Section 31-1115
Auditorium
Barber shop
Beauty shop
Child Day Care Facility
Church
Collection agency
Computer service center
Fire station--municipal
Fortune telling
Hotel--including permitted retail sales within structure
Library--municipal

Library--rental
Lodge hall
Messenger service
Motel--including permitted retail sales within structure
Museum
Off-street parking lot or structure
Park and recreational facility
Payroll check cashing service
Photocopying services--not to include printing
Photographer
Police--private
Police station--municipal
Post office
Public utility facility
School--public or private
Shoeshine stand
Studio--art and photograph
Studio--broadcasting or recording
Telephone answering service
Theater--except drive-in;

(c) COMMERCIAL AND PROFESSIONAL OFFICES:
Bail bond broker
Bank
Employment agency
Loan office--except pawnshop
Newspaper office--no printing
Offices--business or professional (prohibited on the ground floor of property fronting San Fernando Boulevard between Magnolia Boulevard and Angeleno Avenue)
Ticket agency
Travel agency

Section 31-2505. Conditional Uses.

The following are permitted in a BCC-1 Zone upon the granting of a conditional use permit:

Uses permitted by Section 31-2509, excluding uses already permitted
under Section 31-2504.
Alcoholic beverages, sale of, for consumption on and/or off-premises at all permitted or conditionally permitted establishments and temporary special events, pursuant to Section 31-1116 of this Code
Amusement enterprise--in completely enclosed building

Auction--new merchandise only
Billiard parlor
Cocktail lounge/bar, pursuant to Section 31-1116 of this Code
Dance hall--in completely enclosed building
Fast-food restaurant, operating between the hours of midnight and 6:00 a.m., within 150 feet of a residential zone or an entirely residential planned development
Helistop
Multiple family dwellings as part of a mixed use project, as specified in Division 7 of this Article (until residential design standards are adopted)
Newsstand
Nightclub, pursuant to Section 31-1116 of this Code
Outdoor play lot in conjunction with eating establishment
Restaurant/drinking establishment, pursuant to Section 31-1116 of this Code
Restaurants with incidental alcohol, within 150 feet of a residential zone and/or with alcohol sales for off-premises consumption, pursuant to Section 31-1116 of this Code

Section 31-2506. Prohibited Uses.

The following are prohibited uses in the BCC-1 Zone:

Any advertising structure or sign not expressly permitted
Agricultural use
Airport use
Automobile detailing
Cemetery use
Industrial use

Section 31-2507. Property Development Standards.

All development shall comply with the development standards outlined in Division 7 of this Article.

DIVISION 3. BCC-2 BURBANK CENTER COMMERCIAL LIMITED BUSINESS ZONE.

Section 31-2508. Purpose.

The BCC-2 or Burbank Center Commercial Limited Business Zone is intended for the development of retail centers and commercial and professional office complexes in the Burbank Center Plan area

serving the shopping and personal service needs of both the surrounding residential areas and the region.

Section 31-2509. Permitted Uses.

The following uses are permitted in a BCC-2 Zone:

(a) RETAIL SALES:
Retail sales permitted by Section 31-2504(a)
Automobile parts and accessories--no installation of parts, in completely enclosed building
Bicycle repair shop
Butcher shop--no slaughtering
Food market--in completely enclosed building
Ice machine--coin operated
Pet shop--sales only
Rummage sales--in completely enclosed building
Surplus store--new merchandise only, in completely enclosed building
Wholesale sales when incidental to retail sales

(b) SERVICES:
Services permitted by Section 31-2504(b), except Child Day Care Facility if residentially adjacent, and except School--public or private if residentially adjacent
Billiard parlor
Club--nonprofit
Dry cleaning agency--no dry cleaning
Film editing
Fortune-telling
Gymnasium--in completely enclosed building
Household appliance repair--incidental sales
Laboratory--dental
Laboratory--medical
Labor union meeting hall
Laundromat
Laundry agency--no washing
Masseur or masseuse
Radio and television repair--incidental sales
Reducing salon
Shoe repair shop
Telephone exchange
Wedding chapel

(c) COMMERCIAL AND PROFESSIONAL OFFICES:
Commercial and professional offices permitted by Section 31-2504(c)

Clinic--dental
Clinic--medical
Laboratory, X-ray, treatment and clinic
Wholesale merchandise broker office

Section 31-2510. Conditional Uses.

The following are permitted in a BCC-2 Zone upon the granting of a conditional use permit:

Uses permitted by Section 31-2515, excluding uses already permitted under Section 31-2509, Child Day Care Facility, and School--public or private
Commercial, retail and services permitted by Section 31-721(a)
Conditional uses listed in Section 31-2505
Automobile dealer
Bus terminal
Convalescent home
Dance hall--in completely enclosed building
Erotic entertainment facility as defined in Section 31-203 of this chapter
Health facilities for inpatient and outpatient psychiatric care and treatment
Hospital--except animal
Multiple family dwellings as part of a mixed use project, as specified in Division 7 of this Article (until residential design standards are adopted)
Racquetball and handball courts
Service station, automobile.

Section 31-2511. Administrative Uses.

The following uses are permitted in the BCC-2 zone upon the granting of an administrative use permit:

Child Day Care Facility - if residentially adjacent
Schools--public or private - if residentially adjacent

Section 31-2512. Prohibited Uses.

The following are prohibited uses in the BCC-2 Zone:

Agricultural use
Airport use
Alcoholic beverages--sale of, for consumption off-premises when in

conjunction with a service station
Any advertising structure or sign not expressly permitted
Cemetery use
Industrial use

Section 31-2513. Property Development Standards.

All development shall comply with the development standards outlined in Division 7 of this Article.

DIVISION 4. BCC-3 BURBANK CENTER COMMERCIAL GENERAL BUSINESS ZONE.

Section 31-2514. Purpose.

The BCC-3 or Burbank Center Commercial General Business Zone is intended for limited types of general business establishments, mixed use commercial/office/residential development, and other commercial uses in the Burbank Center Plan area which are compatible with mixed-use residential projects and which rely on the traffic on abutting arterials, and on residents living in mixed-use projects in this zone and in adjacent residential areas, for patronage.

Section 31-2515. Permitted Uses.

The following uses are permitted in a BCC-3 Zone:

(a) RETAIL SALES:
Retail sales permitted by Section 31-2509(a)
Auction--in completely enclosed building
Burglar alarm sales or service
Furniture sales
Greenhouse
Pet shop--including grooming
Secondhand store
Ventilation--heating, sales or service--in completely enclosed building
Wholesale sales when incidental to retail sales;
(b) SERVICES:
Services permitted by Section 31-2509(b)
Addressograph service
Air conditioning installation and service--incidental sales, in completely enclosed building
Awning shop

Baths, public
Blueprinting
Bookbinding
Catering service
Clay products manufacturing--kiln not to exceed eight (8) cubic feet
Dog grooming
Engraver
Fix-it shop
Funeral home
Glass shop--in completely enclosed building
Household goods storage--within completely enclosed building
Janitorial service
Linen or towel supply, no on-site laundry
Mailing service
Motion picture studio--no outdoor sets
Parcel delivery service
Plumbing shop--in completely enclosed building
Print shop--except newspaper printing
Recording studio
Refrigeration installation and service--incidental sales, in completely enclosed building
Rescue mission
Sign painting shop--in completely enclosed building
Studio, broadcasting or recording
Swimming pool, commercial
Taxidermist
Upholstering shop;

(c) COMMERCIAL AND PROFESSIONAL OFFICES:
Commercial and professional offices permitted by Section 31-2509(c)
Publishing office;

(d) WHOLESALE:
Wholesale business.

Section 31-2516. Conditional Uses.

The following are permitted in a BCC-3 Zone upon the granting of a conditional use permit:

Conditional uses listed in Section 31-2510
Ambulance service
Amusement enterprise--in completely enclosed building
Animal hospital, no boarding
Archery range--in completely enclosed building

Assembly--electrical appliances, electronic instruments and devices, scientific equipment--including manufacture of small parts only
Auto painting--in completely enclosed building
Auto top shop--in completely enclosed building
Auto towing, no outside storage
Automobile detailing--in completely enclosed building
Automobile rental--in completely enclosed building
Automobile repair garage--in completely enclosed building
Battery service--in completely enclosed building
Batting cages
Boat dealer--in completely enclosed building
Bowling alley--in completely enclosed building
Boxing arena--in completely enclosed building
Building material sales--in completely enclosed building
Carnival
Circus--transient
Dielectric laminating--testing
Dry cleaner
Equipment rental--light, no trucks, in completely enclosed building
Frozen food locker rental
Gas storage and distribution--acetylene, helium, hydrogen, oxygen, etc., in ICC approved cylinder
Ice skating rink--in completely enclosed building
Miniature golf course
Motorcycle dealer--including go-carts and trail bikes, in completely enclosed building, no repairing or testing
Multiple family dwellings as part of a mixed use project, as specified in Division 7 of this Article (until residential design standards are adopted)
Paint spray booth
Pawnshop
Sharpening of tools
Shooting gallery
Skating rink--in completely enclosed building
Trailer sales--in completely enclosed building
Warehouse.

Section 31-2517. Administrative Uses.

The following uses are permitted in the BCC-3 zone upon the granting of an administrative use permit:

Child Day Care Facility--if residentially adjacent
Schools--public or private--if residentially adjacent

Section 31-2518. Prohibited Uses.

The following are prohibited uses in the BCC-3 Zone:

Agricultural use
Airport use
Alcoholic beverages--sale of, for consumption off-premises when in conjunction with a service station
Any advertising structure or sign not expressly permitted
Automobile body or fender repair--in completely enclosed building
Automobile detailing--when not in a completely enclosed building
Car wash
Cemetery use
Dry cleaning plant
Industrial use
Laundry
Moped (motorized bicycle) dealer, including service, repair and testing--in completely enclosed building
Motor scooter (motor-driven cycle) dealer, including service, repair and testing--in completely enclosed building
Pest control
Recreational vehicle storage yard
Truck rental--except tractor and trailer

Section 31-2519. Property Development Standards.

All development shall comply with the development standards outlined in Division 7 of this Article.

DIVISION 6. BCCM BURBANK CENTER COMMERCIAL MANUFACTURING ZONE.

Section 31-2520. Purpose.

The BCCM or Burbank Center Commercial Manufacturing Zone is intended to merge the provisions of the C-4 Commercial Zone and most of the provisions of the M-1 Industrial Zone to provide for the development of mixed commercial and light industrial uses, such as office/industrial parks.

Section 31-2521. Permitted Uses.

The following uses are permitted in a BCCM zone:

(a) COMMERCIAL, RETAIL AND SERVICES:

Commercial, retail, and service uses permitted in the C-4 zone by Section 31-721(a)

(b) WHOLESALE, WAREHOUSE AND DISTRIBUTION:

Wholesale, warehouse and distribution uses permitted in the C-4 zone by Section 31-721(b).

Greenhouse

Wholesale business

(c) PROCESSING, PACKAGING OR TREATING THE FOLLOWING PRODUCTS:

Beverages

Coffee

Film

(d) OTHER USES:

Other uses permitted in the C-4 zone by Section 31-721©

Equipment rental

Golf driving range -- pitch and putt course

Ice manufacturing

Ice storage

Motion picture studio

Motorcycle dealer -- including go-carts and trail bikes

Packaging business

Print shop

Publishing establishment

Racquetball and handball courts

Recording studio

Storage building

Studio, broadcasting or recording

Section 31-2522. Conditional Uses.

The following uses are permitted in an BCCM Zone upon the granting of a conditional use permit:

Conditional uses permitted in the C-4 zone by Section 31-722(a) and 31-722(b), except as prohibited by Section 31-2523

Bazaar, fair, auction or benefit conducted by church service club or nonprofit association or corporation

Bicycle manufacturing

Boat manufacturing

Clay products manufacturing

Dielectric laminating

Dyestuff manufacturing

Electric or electronic equipment manufacturing

Eligible on-site hazardous waste facility

Furniture manufacturing

Glass blowing
Machinery repair
Outdoor play lot in conjunction with eating establishment
Paper storage and treatment
Pharmaceuticals manufacturing
Public storage facility--including housing facilities for caretakers on the premises
Rehearsal studios - except if residentially adjacent

Section 31-2523. Prohibited Uses.

The following are prohibited uses in the BCCM Zone:

Airport use
Cemetery use
Drive-in theater
Fiberglass manufacturing or fabrication
Multiple family dwelling above commercial use
Rehearsal studios - residentially adjacent
Residential, except as permitted in the M-1 Zone by Sections 31-508, 31-802, and 31-803
Tire retreading or recapping

Section 31-2524. Property Development Standards.

All development shall comply with the C-4 Commercial Zone development standards outlined in Article 7.

DIVISION 7. PROPERTY DEVELOPMENT STANDARDS FOR BURBANK CENTER PLAN AREA.

Section 31-2525. Applicability of Standards.

All development of industrially or commercially zoned properties shall comply with the development standards of the respective division of Article 7, except as specified in this Division.

Section 31-2526. M-1 Restricted Industry.

The following additional development standards shall be required:

- All properties abutting or adjacent residentially-zoned property shall maintain a 150 foot buffer area on-site, measured from the industrial property line, within which no hazardous materials as defined by the Burbank Fire Department may be used or stored (Figure 3.2.1).

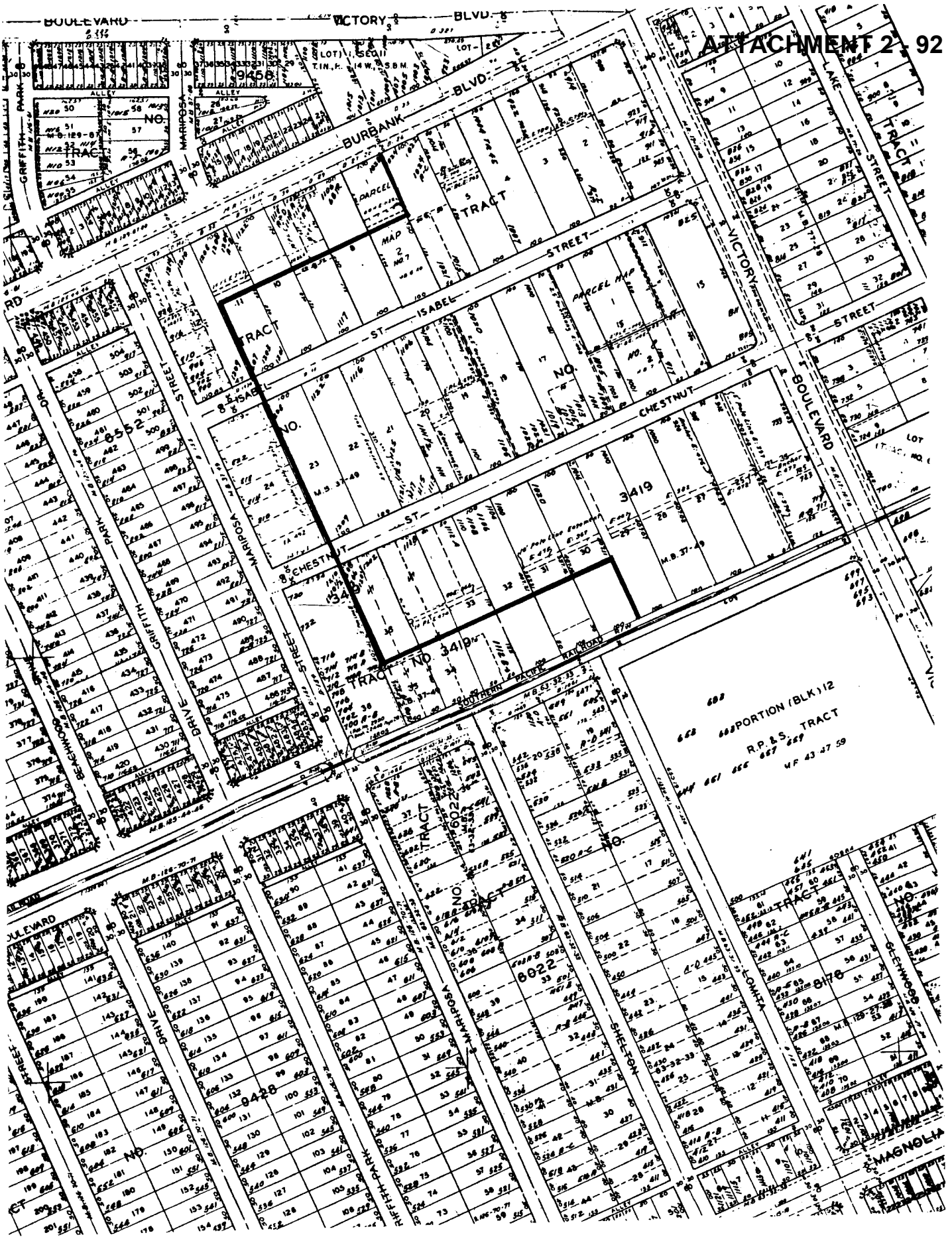


Figure 3.2.1 150-Foot Hazardous Materials Buffer Zone

- A five-foot landscaped setback shall also be provided for those portions of the property fronting a public right of way adjacent to residentially zoned property. Landscaping for this area shall be provided as required by Section 31-806 of the BMC. In addition, a six foot high masonry wall shall be constructed along the industrial property line behind the aforementioned five-foot setback along the entire length of the property abutting or adjacent to the residential zone, except for those points necessary for ingress and egress.

- For all industrial properties abutting or adjacent to residentially-zoned property, no deliveries or pick-ups of products and supplies may be conducted between the hours of 10:00 p.m. to 7:00 a.m. (definition of nighttime hours per BMC Section 21-202).

- All loading zones and docks must be located as far as possible from the residential property line.

Section 31-2527. Residential Development as Part of a Commercial Mixed Use Project.

In the BCC-1, BCC-2 and BCC-3 zones residential uses shall be allowed by conditional use permit on the levels above the ground floor, with an allowable density based on the R-4 Zone. All R-4 development standards shall apply, with the exception of setbacks and landscaping of setbacks, which shall conform to the development standards of the respective C-1 or C-2 zone classification.

Section 31-2528. Residential-Only Development in Commercial Zones.

Residential-only development shall be permitted by conditional use permit exclusively in certain specific areas zoned BCC-3, located on the west side of Glenoaks Boulevard between Verdugo and Cypress avenues, and on the east side of San Fernando Boulevard between Verdugo Avenue and Alameda Avenue if more than 300 feet from any intersections of two arterial roadways. Residential-only development shall not be permitted in the BCC-3 zone located on the west side of Victory Boulevard between Chandler Boulevard and Clark Avenue (Figure 3.2.2). Any residential-only development shall comply with all R-4 Residential Zone development standards, including setbacks and landscaping of setbacks. The allowable density is based on the R-4 zone.

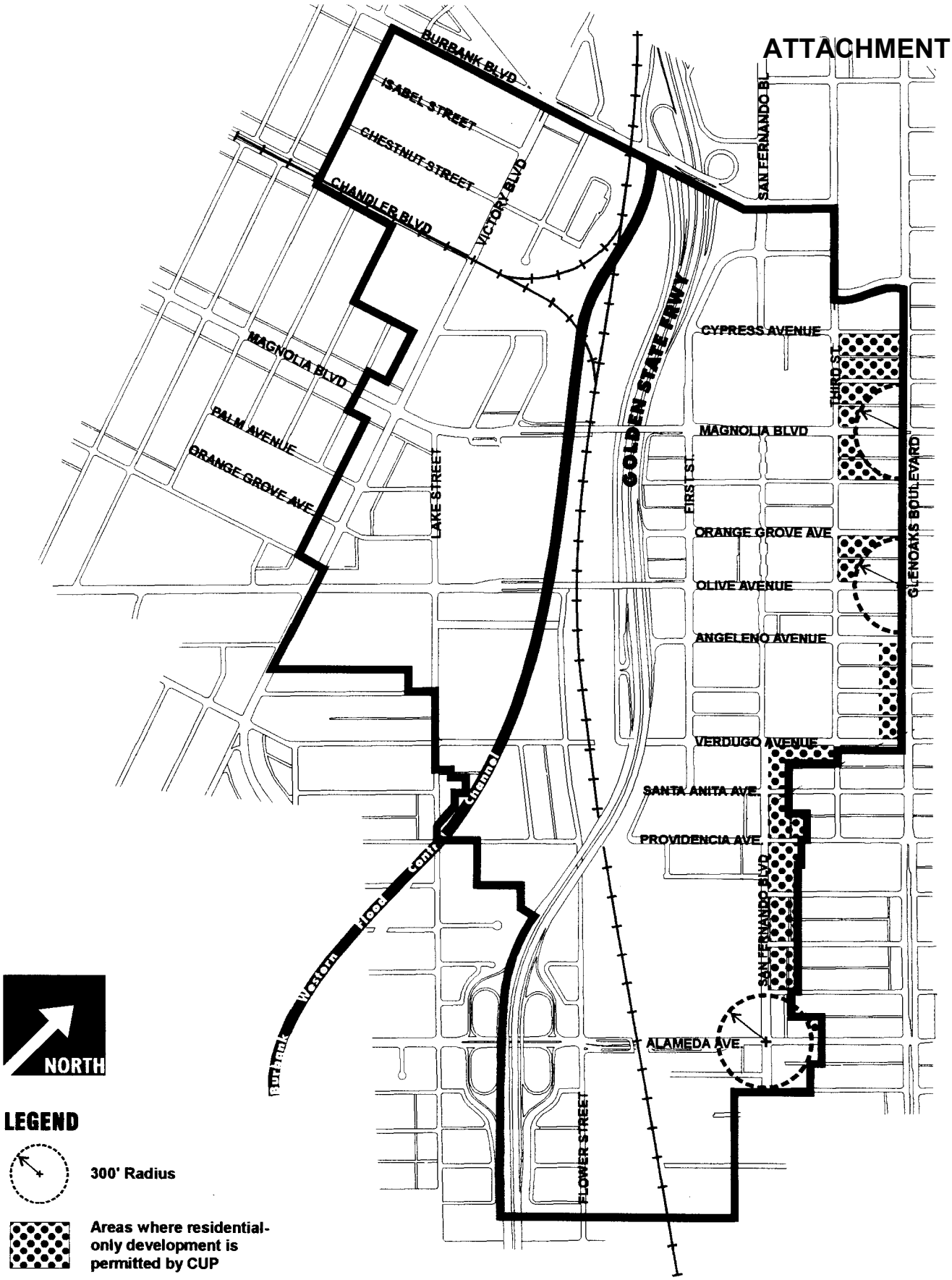


Figure 3.2.2 Locations Where Multiple Family Residential-Only Development is Permitted in Commercial Zones
(Not a part of the Burbank Municipal Code)

Section 31-2529. Residential Density Bonus.

A residential density bonus of up to 25 percent shall be permitted (up to the maximum density permitted under the General Plan) for low and moderate income housing, as specified in Sections 31-631(l), 31-638 (l), 31-645(l), and 31-652(l).

Section 31-2530. Structure Height.

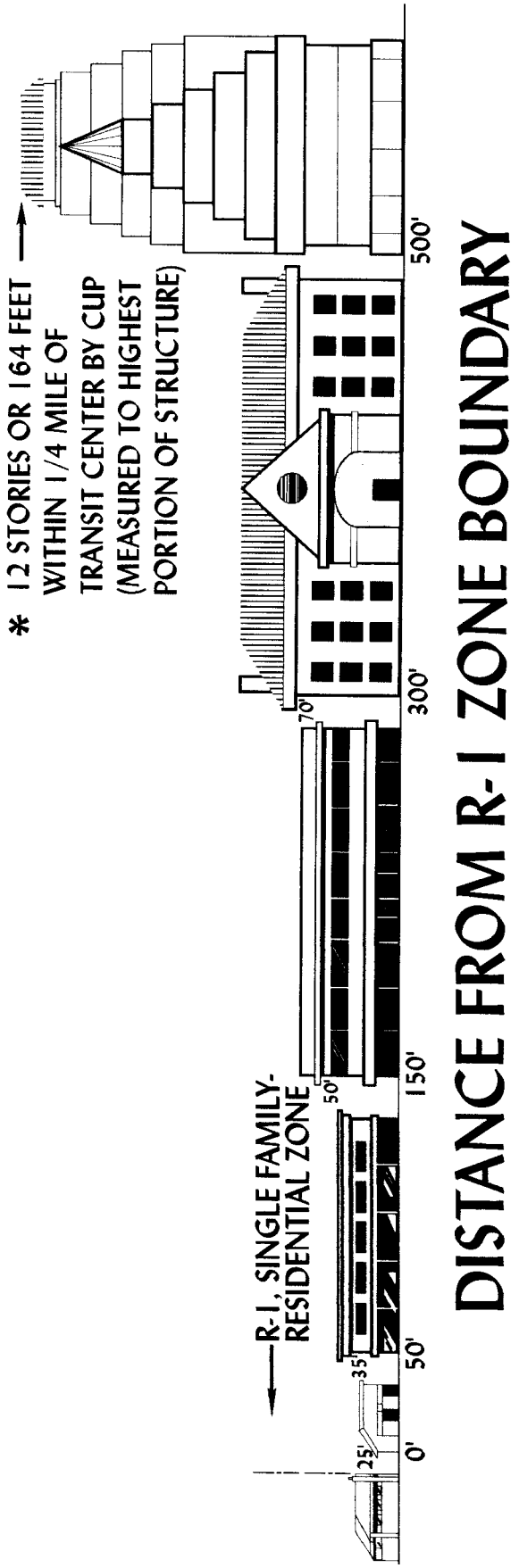
1. The maximum allowable height for all structures within the BCP area shall be as follows (Figure 3.2.3):

Distance from R-1 or R-2 Zoned Lot Line	Maximum Allowable Height
0-25 feet	1 foot height for each 1 foot of distance from R-1 or R-2 lot line for any part of structure
25-50 feet	25 feet (roof and architectural features may exceed the maximum height, up to 35 feet, if a 45° is maintained)
50-150 feet	35 feet
150-300 feet	50 feet
Greater than 300 feet	70 feet (90 feet within the Civic Center)
Greater than 500 feet	164 feet (or 12 stories) via conditional use permit
Greater than 500 feet	205 feet (or 15 stories) via planned development

2. Maximum height shall be measured from the average of the natural grade elevations of the corners of the property. For buildings up to 70 feet (90 feet in the Civic Center), maximum height shall be measured to the ceiling height of the highest room permitted for human occupancy. For all other buildings, height shall be measured to the highest portion of the structure.

3. Rooftop mechanical, storage and building circulation facilities are excluded from height limits, provided that these facilities do not occupy more than one-third (1/3) the area of the roof and are located in the interior of the roof area.

4. A conditional use permit is not required for buildings in the Burbank Center Plan area to exceed 35 feet in height up to a maximum height of 70 feet (90 feet in the Civic Center), if in compliance with the above distance requirements from R-1 and R-2 zoned properties. Properties within one-quarter mile of the Regional Intermodal Transportation Center (RITC) and more than 500 feet from an R-1 or R-2 property may exceed the 70 foot (90 foot in the Civic Center) height limit if approved through the conditional use permit process up to twelve (12) stories or 164 feet in height (Figure 3.2.4).



DISTANCE FROM R-1 ZONE BOUNDARY

*12 Stories may be exceeded up to a height of 15 stories or 205 feet through the Planned Development process for projects that meet the goals of the Plan, such as exceptional pedestrian linkages to passengers rail stations.

Note: The height of structures up to 70 feet shall be measured to the ceiling height of the highest room permitted for human occupancy.

Figure 3.2.3 Building Height Restrictions
(Not a part of the Burbank Municipal Code)

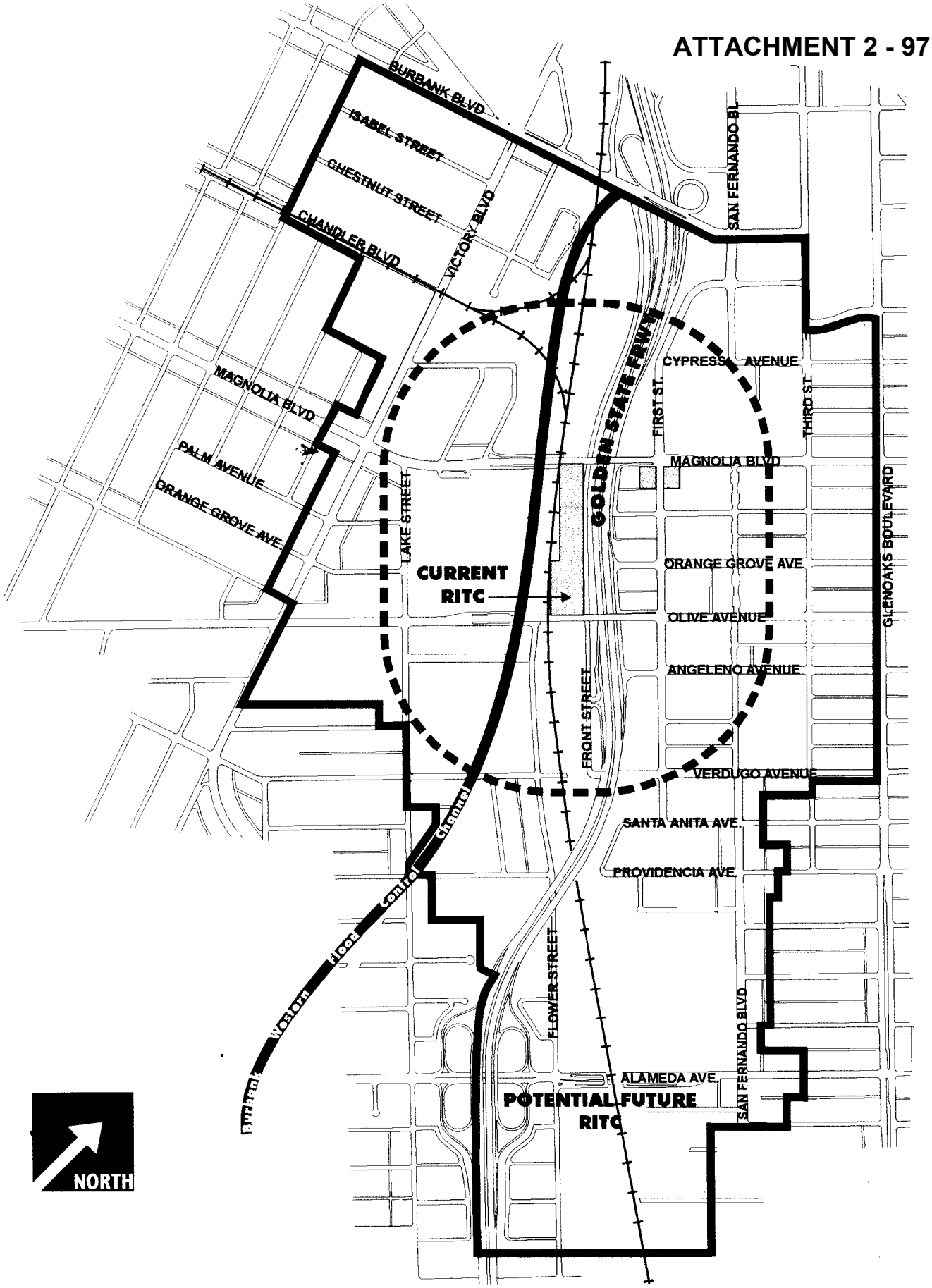


Figure 3.2.4 Properties within One-Quarter Mile of Transit Center
(Not a part of the Burbank Municipal Code)

5. Properties within one-quarter mile of a regional intermodal transit center and more than 500 feet from an R-1 or R-2 zoned property may exceed the 12-story (164 foot) height limit up to a height of 15 stories or 205 feet through the City's planned development process if the goals of the Plan, such as exceptional pedestrian linkages to passenger rail stations, are met (see definition of "transit center" under Section 31-2502). Exceptions to the above stairstep height limits may be specifically requested through either a variance or a planned development.

Section 31-2531. Building Setbacks.

a. All structures shall provide the setbacks established in the respective C-1, C-2, C-3, M-1 and M-2 zone. Structures in the BCCM Zone shall provide the setbacks established in the C-4 Zone.

b. Uses within Setbacks in Commercial Zones
The entire setback within the BCC-1, BCC-2, BCC-3, C-3 and CM Commercial zones may be used for an open air restaurant, or half the required setback may be occupied by a one story structure reserved exclusively by covenant for retail uses. Open air seating may be located on top of this single story retail structure, as shown in Figure 3.2.5.

c. Parking Lot Design Standards
- The required setback shall not be used for surface parking
- Surface parking shall not be located between the structure that it serves and any primary or secondary pedestrian route, as shown in Figure 3.2.6.

Section 31-2532. Landscape Maintenance in Required Setback Areas.

Any required front setback area shall have an automatic irrigation system and the planted material required by Code shall be continuously maintained.

Section 31-2533. Development Review.

Unless specifically exempted by this Code, no structure shall be erected within the Burbank Center Plan Area until plans have been submitted for development review and approved by the Director as provided in Division 2, Article 19 of Chapter 31 of the Burbank Municipal Code.

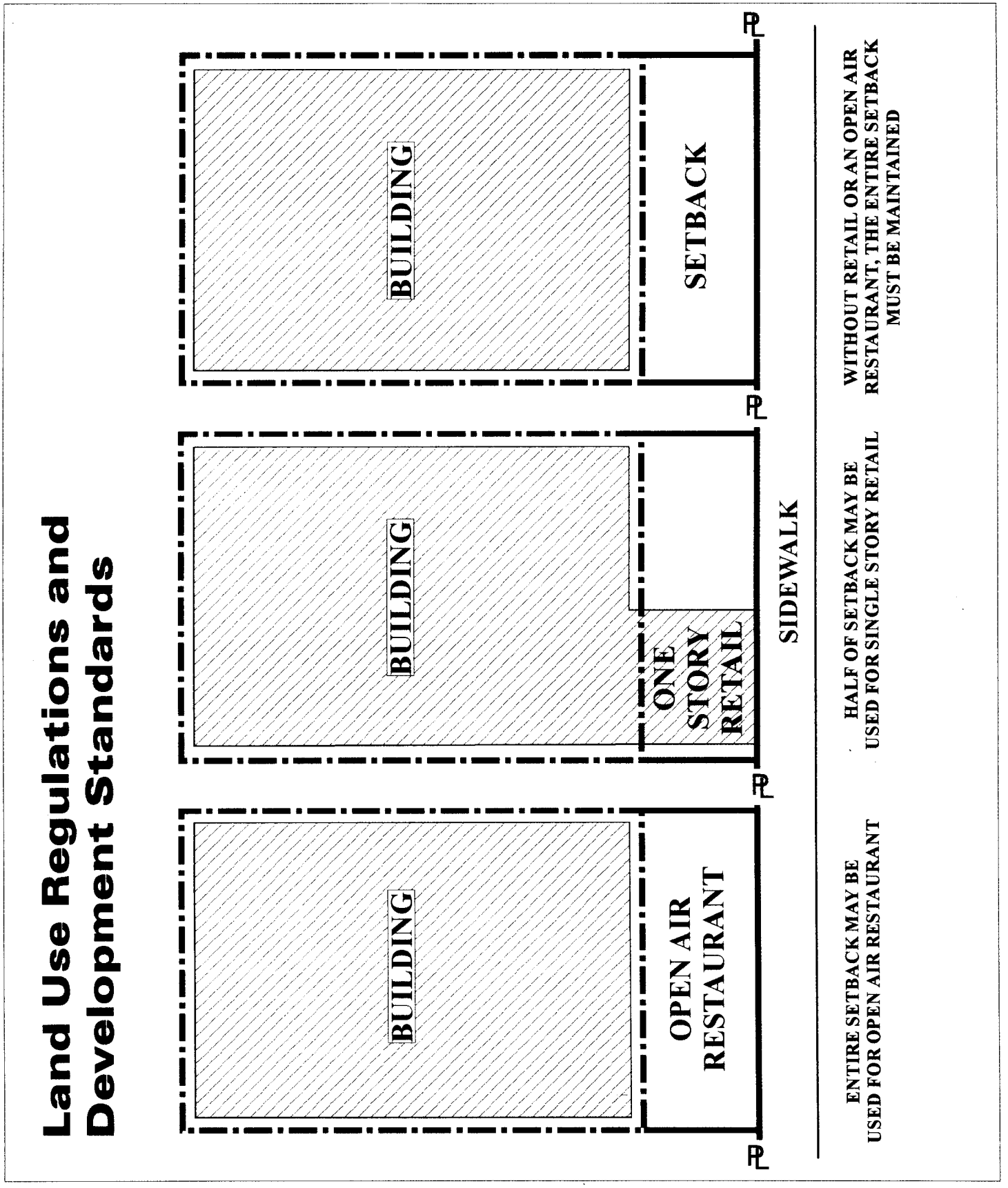
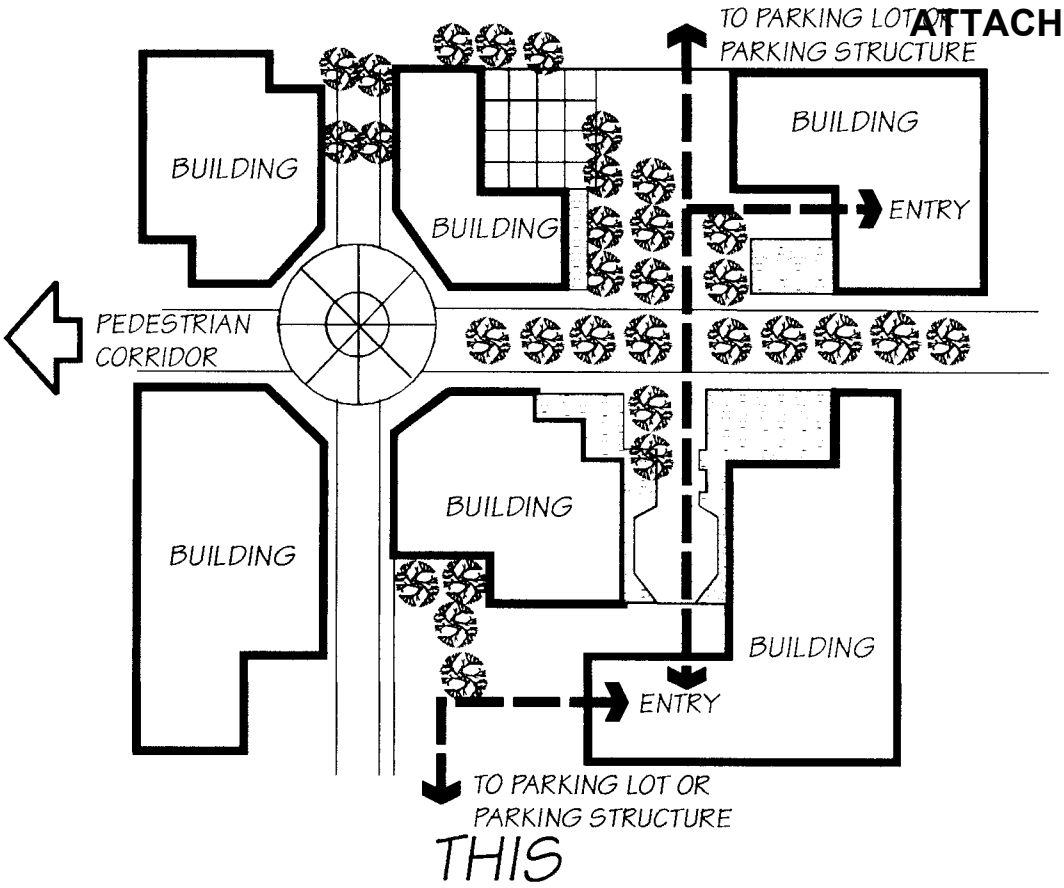


Figure 3.2.5 Options for Meeting Requirement for Setback from Street
(Not a part of the Burbank Municipal Code)



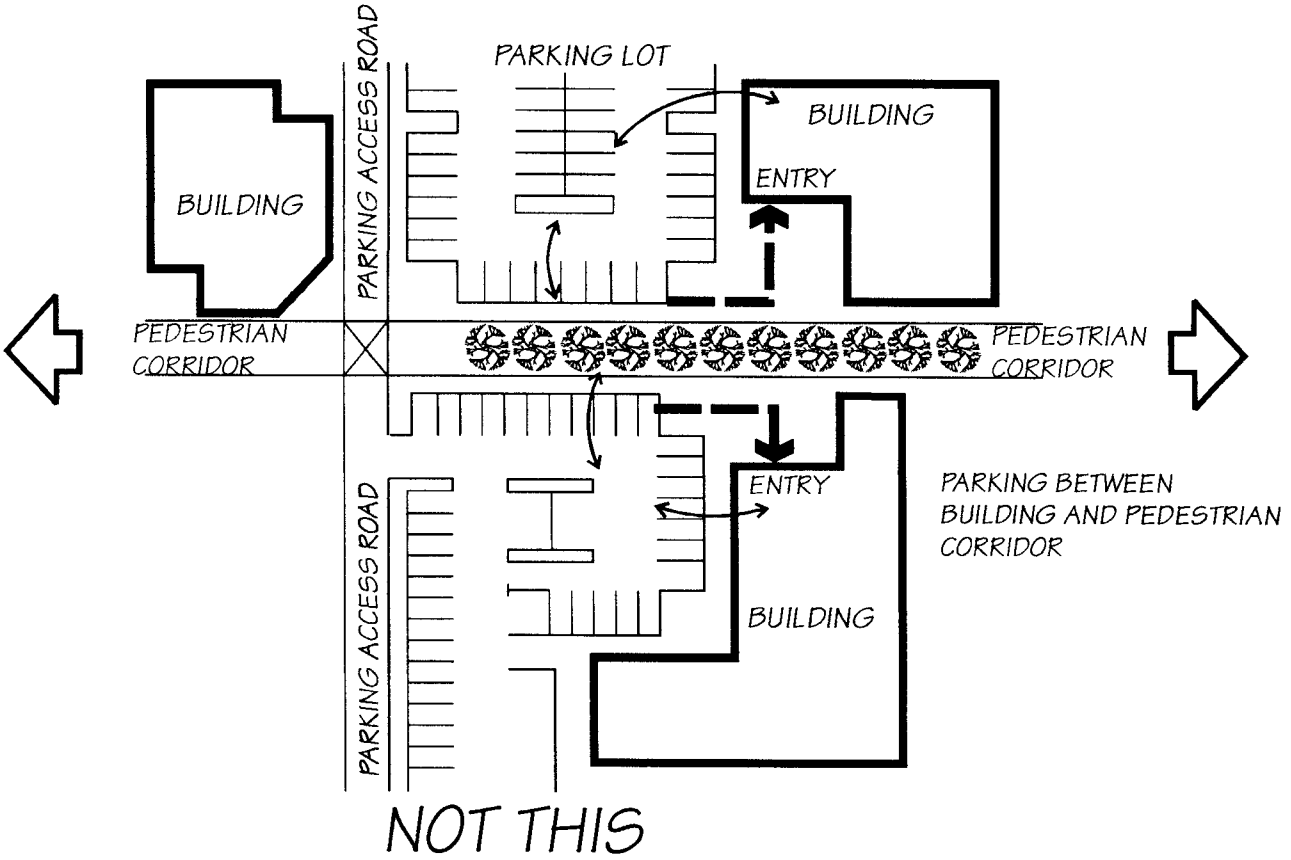


Figure 3.2.6 Surface Parking Design Relative to Pedestrian Corridors
(Not a part of the Burbank Municipal Code)

3.3 TRANSPORTATION DEMAND MANAGEMENT

DIVISION 8.
Section 31-2534. Purpose.

A significant number of the work trips projected in the Burbank Center will be accommodated not by increasing the capacity of the street system, but by reducing the demand for additional street capacity through transportation demand management (TDM). TDM is defined as "measures designed to reduce peak-hour vehicle trips, including ridesharing, carpooling, work hour changes, and use of public transportation".

The purposes of requiring TDM efforts to reduce employee dependency on single occupancy automobile transit and the related impacts, are as follows.

- Minimize private vehicle peak-hour commute trips from new and existing employer development.

- Reduce the traffic impacts within the community and region with a reduction in the number of vehicles and total vehicle miles traveled.

- Reduce the vehicular emissions, energy use and ambient noise levels by a reduction in the number of vehicular trips, total vehicle miles traveled, and traffic congestion through a decrease in peak-hour commute trips, as well as maintain a level of service (LOS) D or better on streets, arterials and highways.

- Minimize the percentage of employees traveling to and from work at the same time and during peak-hour schedules by encouraging modified work schedules.

- Promote or increase work-related transit use, ridesharing, and bicycling to minimize parking needs and to keep critical intersections from severe overload.

- Decrease the governmental economic costs of transportation improvements.

- Maximize the use of commute modes other than single occupancy vehicle through use of TDM, transportation systems management (TSM), and transportation facilities development (new and existing).

- To assist employers in meeting the requirements of Rule 2202 of the Air Quality Management District (AQMD) and any subsequent federal, state or regional requirements, which mandate a diversion of employee dependency on the automobile.

3.3.1 Transportation Management Organization (TMO)

Section 31-2535.

Transportation Demand Management programs are largely implemented through the combined effort of members in an area-wide non-profit transportation management organization (TMO), a proactive organization formed so that employers, building owners, local government representatives and others can work together and collectively establish policies, programs and services to address local transportation problems. All developments and employers subject to the trip reduction requirements of this Plan shall be members of a non-profit TMO.

The TMO would provide :

- Promotion of shuttle service
- Metrolink ticket and pass sales
- Computerized rideshare matching services
- Vanpool coordination
- Guaranteed ride home program
- Rule 2202 compliance assistance

The TMO shall work with its membership to achieve the trip reduction goals of this plan. The TMO shall report to the Community Development Director at least annually on the status of the programs and strategies of the TMO and its membership, and on p.m. peak-hour trip generation for all employees and developments subject to the TDM goals of this Plan, all to the satisfaction of the Director of Community Development. In addition to reporting the results of the trip reduction efforts of individual employers, the TMO shall report cumulative p.m. peak-hour trip generation for all employers and development subject to the TDM requirements of this plan to the satisfaction of the Director of Community Development.

Multi-family residential dwelling unit owners shall not be included in a TMO, unless units are contained within a mixed-use commercial residential project, in which the commercial development is subject to the TDM requirements of this plan.

3.3.2 Transportation Management Strategies

Section 31-2536.

The following paragraphs describe some of the transportation management strategies which may be used by the TMO and Burbank Center developers and firms located within the Burbank Center Plan area to reduce peak-hour commute trips as required by this plan.

a) Flex Time and Modified Work Schedules.

Employers in the Burbank Center may set up programs to modify work schedules that require commuter travel between 7-9 a.m. and 4-6 p.m. An analysis of office requirements should be undertaken to determine what staff functions are best served before 8:00 a.m. and those that are needed after 5:00 p.m. to handle deliveries, late mail-outs, contact with the public, etc.

b) Vanpool Programs.

Employers located within the Burbank Center Plan area, with possible assistance from the TMO, can implement vanpool programs. Van procurement, vanpool matching, and vanpool fare subsidies are all examples of incentives and services employers could offer employees in their vanpool programs.

c) Carpools.

Employers may actively foster and monitor carpool formation. To encourage carpooling among its employees, the employer could provide matching information, free parking or preferential parking locations and other incentives to its employees who carpool. The TMO can also assist employers in this effort. All employers who operate a carpool program shall report program results to the TMO for its annual report to the City.

d) Transit Ridership and Bus Operations.

Employers and/or the TMO may choose to promote programs to increase public transportation ridership. Such programs can include: transit route and schedule information, individual route planning and on-site transit pass sales.

Employers may also provide transit shelters or actual shuttle connections to various public transportation centers to make commuting by public transportation more convenient.

e) Satellite Parking.

Employers and/or the TMO may choose to provide required parking outside of the Burbank Center at satellite locations linked to the

Burbank Center by a reliable shuttle service. The Community Development Director will process applications for satellite parking according to procedures prepared by the Director. The Director's decision shall be appealable according to the provisions of the development review section of the Burbank Municipal Code.

The land costs to create satellite parking lots and structures could pose a significant hurdle to the use of this option. Consequently, a portion of the transportation fees charged to future development may assist in the funding of land acquisitions at transit centers in Burbank's downtown and in the Golden State project area in order to assist those employers who can assign their employees to park at these locations and take the shuttle around the Burbank Center.

f) Non-Vehicular Commuting.

Employers may encourage their employees to walk or bicycle to work by providing secure bike storage facilities, showers, lockers and offering monetary and other incentives for those non-vehicular means of commuting. Such other incentives include bicycle safety seminars, helmets, bicycle lights, free bicycle maintenance checks, and bicycle magazine subscriptions.

g) Parking Management.

Parking management includes various strategies in which parking policies and management are used as an incentive to rideshare or disincentive to commute alone. One of the simplest strategies is to provide carpools and vanpools with the most desirable parking spaces at a reduced rate or for free. A more comprehensive parking management plan, however, might discourage driving alone through relatively high parking fees. Furthermore, instead of directly subsidizing parking costs, employers could offer an equivalent cash incentive if employees use another form of commuting, such as carpooling, vanpooling or public transportation.

Reductions in the amount of on-site parking required by Code may be permitted through the conditional use permit process, with the applicant demonstrating sufficient vehicle trip reduction measures incorporated into the project to justify a decrease in required on-site parking including the use of satellite parking as discussed above.

h) Merchant Transit Incentives.

Burbank Center merchants can offer merchandise discounts, parking validation, transit coupons, valet parking for ridesharers, secure bike parking or other incentives to customers who arrive by public transportation, in carpools, vanpools or by non-vehicular modes.

i) Telecommuting.

Burbank Center Plan area employers can institute telecommuting programs which allow certain employees to work at home or from off-site work centers at least one or two days a week. The Southern California Air Quality Management Plan proposes that telecommuting even one or two days a week could account for significant work trip reductions in the near future.

3.3.3 Existing Development

Section 31-2537.

As of July 1, 1998, firms employing more than 25 employees shall report to the TMO at least once per year the efforts made to reduce p.m. peak employee trips and the actual reduction achieved. For the purpose of the Burbank Center Plan, p.m. peak hour is from 4:00 p.m. to 6:00 p.m. The goal for all firms of 25 or more employees shall be a 2.2 percent reduction from the base rate in the peak hour employee trips by the year 2015. The base rate is the generation rate which corresponds with the appropriate land use in the City's Development Fee Ordinance. Applicants may also propose base trip generation rates using the procedure found in BMC 31-2221.

3.3.4 New Development

Section 31-2538.

The goal of the Burbank Center Plan is for new developments containing one or more firms with 25 or more employees to achieve a reduction in peak hour (4:00 to 6:00 p.m.) trip generation required of pre-overlay zone development in the year the building is occupied. For example, 10 years after adoption of the Overlay Zone, existing firms should have reduced peak hour trips by 2.2 percent annually for a total peak hour trip reduction of 22 percent. Therefore, any new development of a 25-employee or greater firm must achieve a peak hour reduction in employee trip generation 22 percent lower than the base rates in the first year of occupancy. Thereafter, these new developments shall achieve the average 2.2 percent annual employee trip reduction in order to meet the 38 percent reduction goal by the year 2015.

3.3.5 Applicable Developments

Section 31-2539.

Firms which employ fewer than 25 employees which are located in a single development owned and occupied by firms with over 25 employees will be considered as part of the larger firm and subject to the trip reduction and reporting requirements of this plan.

Buildings receiving a building permit after the effective date of this plan shall be subject to the same trip reduction and reporting requirements as any firm of 25 or more people.

3.3.6 TDM Coordinator

Section 31-2540.

All employers or developments subject to the requirements of this plan should have an on-site, trained transportation coordinator. This coordinator will be responsible for implementing all trip reduction efforts.

CHAPTER 4

PUBLIC IMPROVEMENTS AND SERVICES

4.0 PUBLIC IMPROVEMENTS AND SERVICES

This chapter of the Burbank Center Plan describes both the current status of public improvements and the additional public improvements necessary to accommodate present and future requirements within the planning area. The categories of additional public improvements necessary are:

- Citywide and regional transportation
- Street improvements
- Neighborhood protection
- Streetscape
- Community facilities

4.1 TRANSPORTATION

One of the main driving forces behind the commitment to prepare this Plan was the City's desire to capture the variety of present and future transportation opportunities. The existing Regional Intermodal Transportation Center (RITC) on Front Street has tremendous potential to accommodate the integration of a large volume of rail, bus, shuttle, bicycle and pedestrian traffic. Continued expansion of the RITC will provide direct access for employees and shoppers to the Burbank Center and the entire City and simultaneously lessen the single occupancy use of private vehicles.

The transportation improvements which are necessary to accommodate the present and future needs within the Burbank Center Plan area generally fall into three categories:

- Improvement and expansion of the regional and local intermodal transportation centers (ITCs);
- Improvement and expansion of public transit service;
- Improvement and expansion of pedestrian and bicycle facilities.

4.1.1 Regional and Local Transit Centers

The RITC on Front Street is currently an open air facility and vehicle access is from Front Street only. Pedestrian and bicycle access is presently difficult. As part of the implementation of this Plan, a variety of expansion proposals are to be considered, each of which improve pedestrian and bicycle access and regional and local shuttle transit interconnections.

Long-term plans for the RITC include expansion of the facilities to the west side of the railroad tracks and north and south expansion in partnership with private development. The westerly expansion would include an extension of Flower Street, as discussed in the east-west access study in Appendix B, to accommodate regional bus, shuttle, bicycle and pedestrian access directly from the west. Northerly expansion would incorporate a pedestrian bridge access across Interstate 5 directly into the downtown area.

Long-term plans for the RITC prescribe a comprehensive facility combining both public and private development to provide a focal point of public transportation with direct, easy access to a variety of land uses and amenities. Potential amenities include retail services, child care facilities and a telecommunications center which would all be directly accessible within an enclosed and controlled environment. Simultaneously direct access would be provided to the adjoining private employment facilities and the downtown area east of the freeway.

The Plan also recognizes the long-term potential for the creation of a local ITC at Alameda Avenue and the Southern Pacific crossing to serve the immediate area. This facility would be integrated directly into the neighboring mixed-use developments and provide direct access for residents, employees and shoppers.

4.1.2 Public Transportation

Public transportation consists of a range of services, including regional rail, regional express bus, local bus, and local shuttle. All of these public transit services will converge at the RITC, and possibly in the future at the potential ITC on Alameda Avenue. The regional public transportation systems will bring people to and from Burbank and the local bus and shuttle service would provide access within the City and adjacent areas.

The local bus should be a Citywide system linking the Media District, airport and City Center areas together with neighboring centers in Universal City, North Hollywood and Glendale. In addition, a local shuttle service would operate entirely within the City Center area connecting public parking facilities, retail and entertainment centers and restaurants.

The City Center Transportation Management Association (TMA) is based on voluntary participation and currently provides service to the entire City, with the exception of the Media District, and will continue

in this Citywide capacity. The TMA facilitates employer access to the variety of public transit services available, and the TMA will provide information on services, rideshare connections and bus pass subsidies.

4.1.3 Bicycle/Pedestrian Oriented Projects

The Burbank Bikeways Master Plan was adopted on March 30, 1993. The Bikeways Master Plan identifies a number of capital improvement projects, including the provision of a bicycle route along Chandler Boulevard linking the residential areas west of downtown to the RITC, the City Center West area and downtown. The existing bikeways in this area include Sixth Street and Verdugo Avenue. An update of the Bicycle Master Plan is part of the new Transportation Element; preliminary review indicates that the updated Master Plan is likely to recommend Class II bikeways (which are separate painted travel lanes) along Glenoaks Boulevard, East Palm Avenue, Magnolia Boulevard, and Olive Avenue east of Glenoaks Boulevard.

Another major pedestrian project is to improve the pedestrian access from the downtown area east of Interstate 5 to the RITC on the west side of Interstate 5. The preferred method of accomplishing this task is to construct a pedestrian bridge from the RITC over Interstate 5, passing through and integrated into a major development at the corners of Palm Avenue, First Street and Magnolia Boulevard. The bridge would then continue across First Street and descend to grade on Palm Avenue, midway between First Street and San Fernando Boulevard.

There should also be a primary bike system that connects ITCs and other activity hubs. This bike system should conform to the standards and recommendations of the Los Angeles County Metropolitan Transit Authority (MTA) Bikeway Master Plan. Burbank bikeways, facilities, policies and programs should be coordinated with the Arroyo Verdugo Transportation Coalition's Bikeways Task Force.

4.2 STREET SYSTEM IMPROVEMENTS

The City's street system is classified in the Circulation Element of the General Plan. Major arterial streets in the City Center subarea include Olive Avenue, Glenoaks Boulevard and Burbank Boulevard. Secondary Arterials include Alameda Avenue, Magnolia Boulevard, Third Street and Verdugo Avenue. Collector Streets include Chandler Boulevard, First Street, and Third Street. The City's *Infrastructure Blueprint for the 21st Century* identifies the Citywide improvements to the street system

that are necessary to accommodate the development expected to occur by the year 2015. The *Infrastructure Blueprint* identifies several major street improvements within the planning area, including the following:

- (5.10) Widen Glenoaks Boulevard to six lanes;
- (5.12) Five Points intersection;
- (5.13 Victory Boulevard/Magnolia Boulevard intersection improvements; and
- (5.15) First Street/Olive Avenue intersection improvements.
- (5.16) San Fernando Boulevard/Alameda Avenue intersection improvements.

In addition to the *Infrastructure Blueprint*, the City prepared an analysis of potential additional east-west and north-south access routes within the Burbank Center planning area which was incorporated into the traffic analysis contained in the environmental impact report (EIR) prepared for the BCP. A copy of the East-West Access Study is included as Appendix B.

The East-West Access Study made the following recommendations, as shown in Figure 4.2, which should be incorporated into the *Infrastructure Blueprint for the 21st Century*.

1. (5.1) Realign Front Street and improve the intersections of Front Street at Verdugo Avenue, the Interstate 5 access ramp and Burbank Boulevard to improve the access and reduce travel time among the RITC, the downtown area and the industrial area of the City Center West subarea.
2. (5.2) Extend Verdugo Avenue westerly across the Southern Pacific railroad tracks to provide an additional east-west access across the Interstate 5 and the Southern Pacific railroad tracks.
3. (5.3) Extend Flower Street north to Cypress Avenue to provide access to the west side of the SPRR tracks.
4. (5.4) Widen the Olive Avenue bridge for both vehicle and pedestrian uses.
5. (5.5) Widen the Magnolia Boulevard bridge for both vehicle and pedestrian uses.
6. (5.6) Construct a pedestrian bridge across the Interstate 5 between the Magnolia and Olive avenue bridges linking the RITC to a future development at First Street and Palm Avenue.
7. (5.9) Promote the extension of First Street to Providencia Avenue and further into the industrial area south and east of Cedar Street. This extension will improve circulation into the downtown area from this transition area and could improve access to the future transit center at Alameda Avenue.

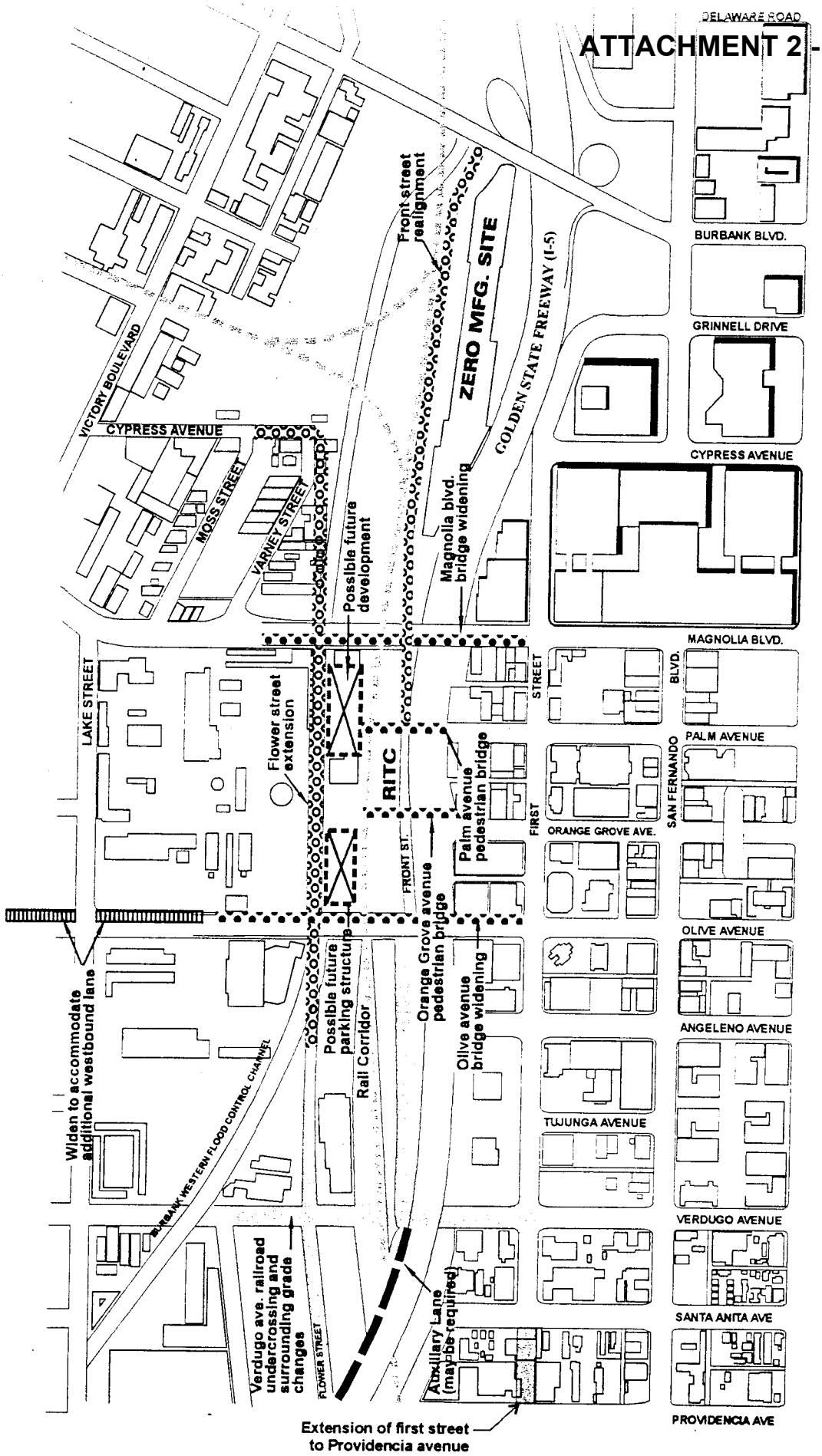


Figure 4.2 East-West Access Study

The traffic analysis contained in the EIR recommended the following additional improvements which should be incorporated into the *Infrastructure Blueprint for the 21st Century*:

- (5.11) Widen First Street roadway, Olive Avenue to Magnolia Boulevard;
- (5.14) San Fernando Boulevard/Burbank Boulevard intersection improvements.

4.3 NEIGHBORHOOD PROTECTION PROGRAM

The draft of this Plan recognized the likelihood that some local residential streets would need protection from non-residential street parking and traffic. In this section, the Plan outlines the initial traffic and parking-related concerns and the streets which may be affected in each of the residential neighborhoods which are adjacent the Burbank Center Plan area as shown on Figure 4.3. A detailed analysis will be conducted in each of the affected neighborhoods simultaneous with the traffic study to identify specific mitigation measures.

4.3.1 The City Center Subarea is entirely surrounded by commercial and public land uses on the north and east sides and Interstate 5 borders this subarea on the west side. On the south side there is a combination of commercial and medium density residential land uses adjacent this subarea. The residential neighborhoods adjacent the south side of the City Center subarea are confined to the southeasterly corner and are compatible with similar residential developments within the adjoining portion of this subarea.

The residential neighborhoods in this subarea are not in the path of any major transportation routes. The primary concern in this subarea is to ensure that all commercial development provides sufficient on-site parking to eliminate any possibility of overflow parking from the commercial uses encroaching into the adjacent multiple family residential neighborhoods. Structure parking for mixed use development shall provide controlled and separate parking areas for residential uses.

4.3.2 The South San Fernando Subarea is surrounded on the north and south by commercial and industrial land uses, and on the west by Interstate 5. On the east side, however, multiple family medium density residential

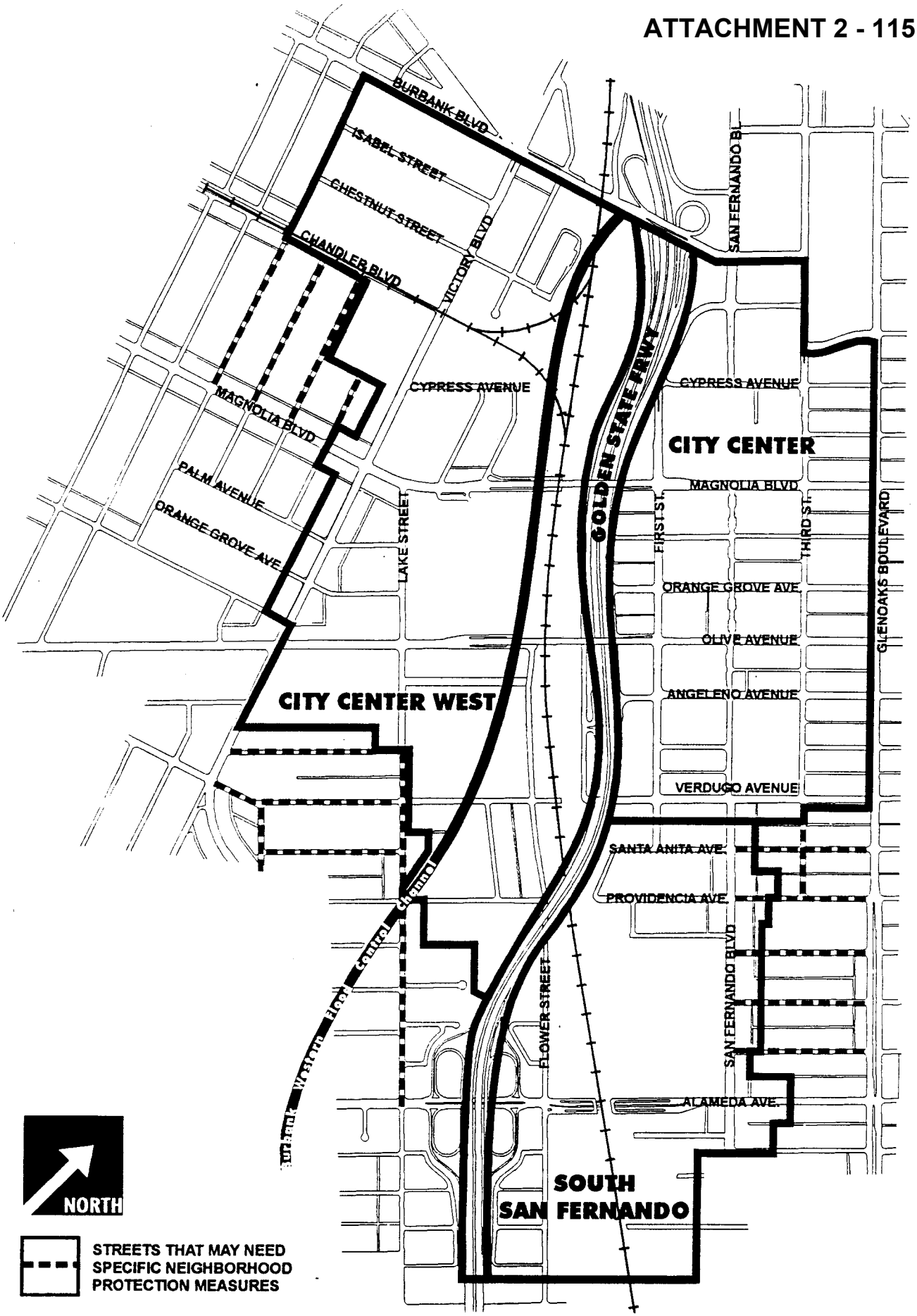


Figure 4.3 Streets within the Neighborhood Protection Plan

land uses are located directly adjacent the commercial development on the east side of San Fernando Boulevard.

The residential neighborhoods in this subarea are not in the path of any major transportation routes, however, the primary concern within this neighborhood is to ensure that all commercial development provides sufficient on-site parking to eliminate any possibility of overflow parking from the commercial uses encroaching into the adjacent multiple family residential neighborhood. Structure parking for mixed use development shall provide controlled and separate access to any parking areas for residential uses. In addition, a traffic study of potential "cut-through" traffic should be required for any major project.

4.3.3 The City Center West Subarea is surrounded by commercial and industrial uses on the north, Interstate 5 on the east and a mixture of single family, multiple family and commercial land uses on the south and west sides.

The following measures are recommended to protect the residential neighborhoods located on the south and west sides of this subarea.

- Ensure all surrounding commercial and industrial development has sufficient on-site parking to eliminate the possibility of overflow parking from the commercial and industrial uses encroaching into the adjacent residential neighborhoods. Structure parking for mixed use development shall provide controlled and separate access to any parking areas for residential uses.

- Require a traffic study of potential "cut-through" traffic for any major future project.

- Ensure that sufficient traffic control signals and stop signs on Lake Street and on Verdugo Avenue between Lake Street and Victory Boulevard are installed if and when Verdugo Avenue is extended under the railroad tracks, to guarantee the additional traffic does not adversely affect this residential neighborhood.

4.4 STREETSCAPE PLAN

Streetscape is the most visible component of the City's direct contribution to the downtown environment. It announces the importance of major commercial streets. It is the component with which pedestrians come into closest visual and tactile contact and which has

the potential to establish a unified identity and continuity to the entire planning area.

A Master Plan of Public Improvements (MPPI) for the City Center subarea has been prepared by the Redevelopment Agency and a copy of the study is included as Appendix F. The MPPI contains an entire streetscape plan and establishes a unified streetscape identity linking the entertainment, retail, government and parking facilities within the City Center subarea. Examples from the MPPI of the highest quality level of an intersection, sidewalk, crosswalk and street furniture are shown in Figures 4.4.2, 4.4.3 and 4.4.4. The Burbank Center Streetscape Plan will incorporate the MPPI for the City Center subarea and add a variety of additional improvements within the South San Fernando and City Center West subareas as shown on Figure 4.4.1.

Streetscape features will include street trees, unique signage, street furniture, decorative sidewalks and crosswalks, unique street pavement and streetlights. Enhanced streetscape may also include extra-wide sidewalks to encourage pedestrian activity, district and City entry signage, and other improvements as appropriate to a specific street, block or intersection. The "level of quality" for these public improvements may vary between streets, blocks and intersections, with such considerations as intensity of use, type of use, and appropriate visual character. Thus, the highest level of quality should be applied to those streets, blocks or intersections which will have important symbolic roles, those which will have high pedestrian activity, and those which will have a high level of visual involvement by users, both on foot and within vehicles.

The following major access corridors in the Burbank Center Plan area, which are part of the Burbank Center Streetscape Plan, have the following additional requirements.

- Remove overhead power lines and poles and underground all utilities on:
  - Olive Avenue from Victory Boulevard to Glenoaks Boulevard
  - Magnolia Boulevard from Victory Boulevard to Glenoaks Boulevard
  - Burbank Boulevard from Victory Boulevard to Glenoaks Boulevard
  - Victory Boulevard from Burbank Boulevard to Olive Avenue
  - San Fernando Boulevard from Verdugo Avenue to southern City boundary

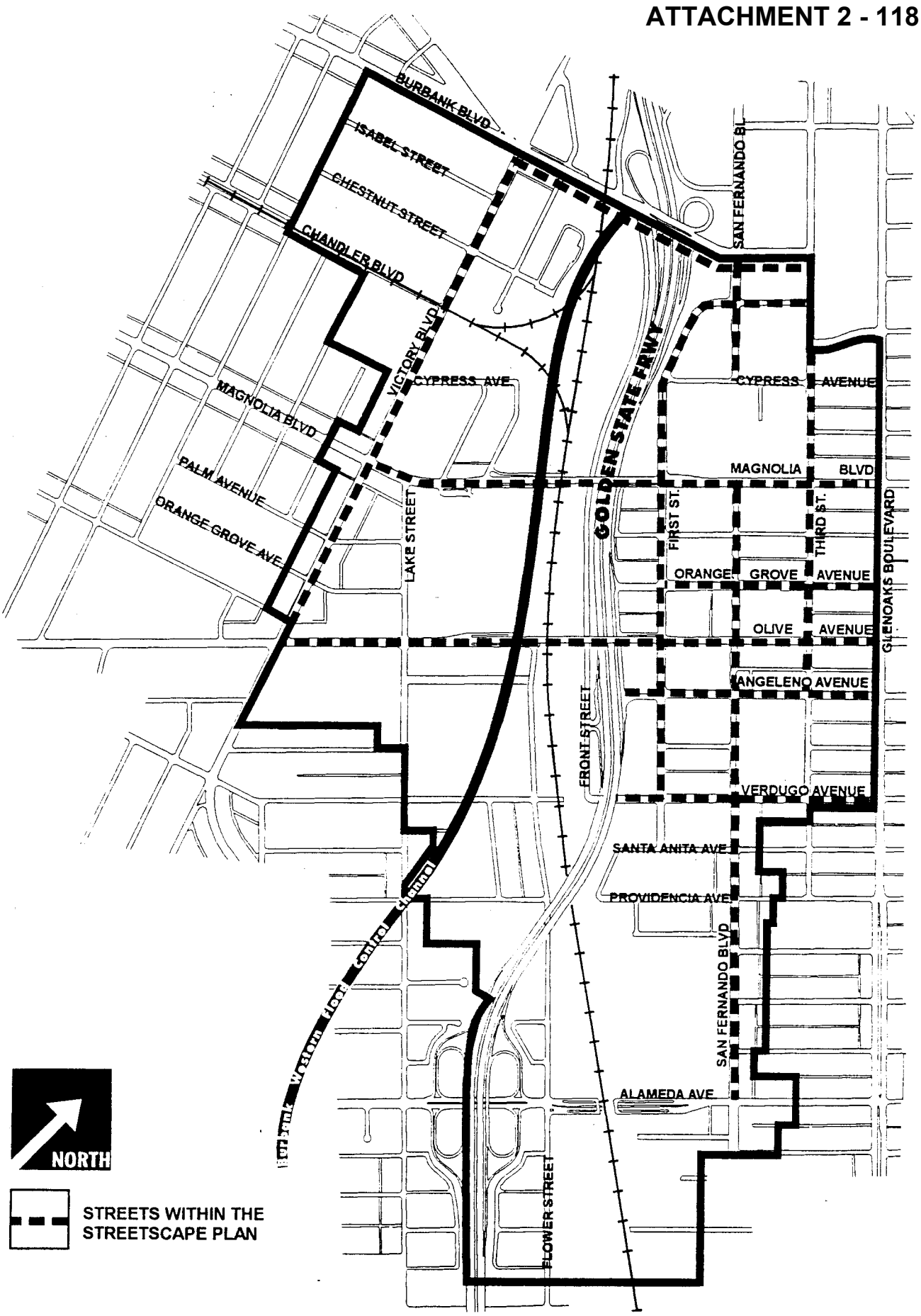


Figure 4.4.1 Map of Burbank Center Streetscape Plan

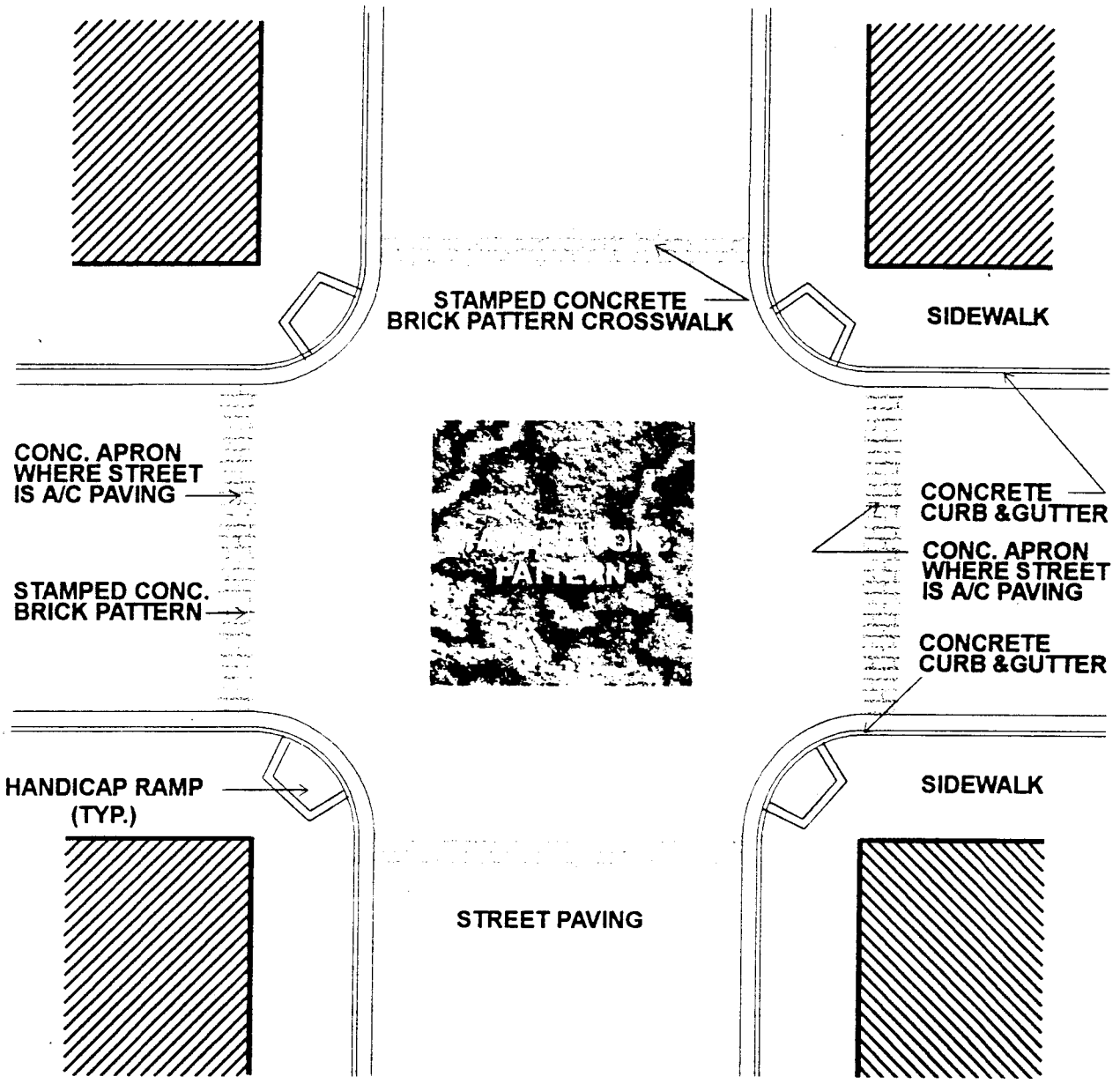


Figure 4.4.2 Streetscape; Illustration of an Intersection

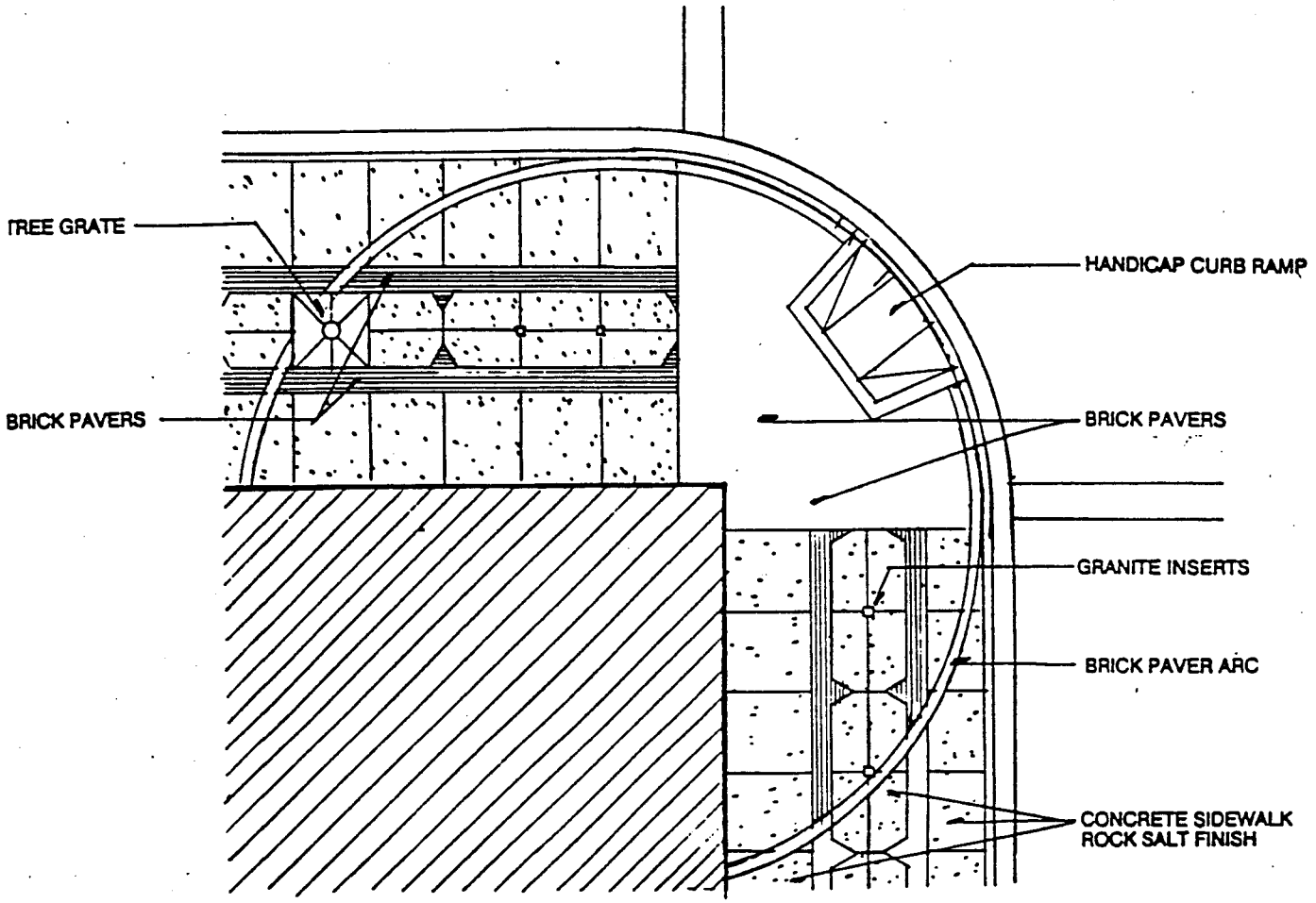


Figure 4.4.3 Streetscape; Illustration of Sidewalks

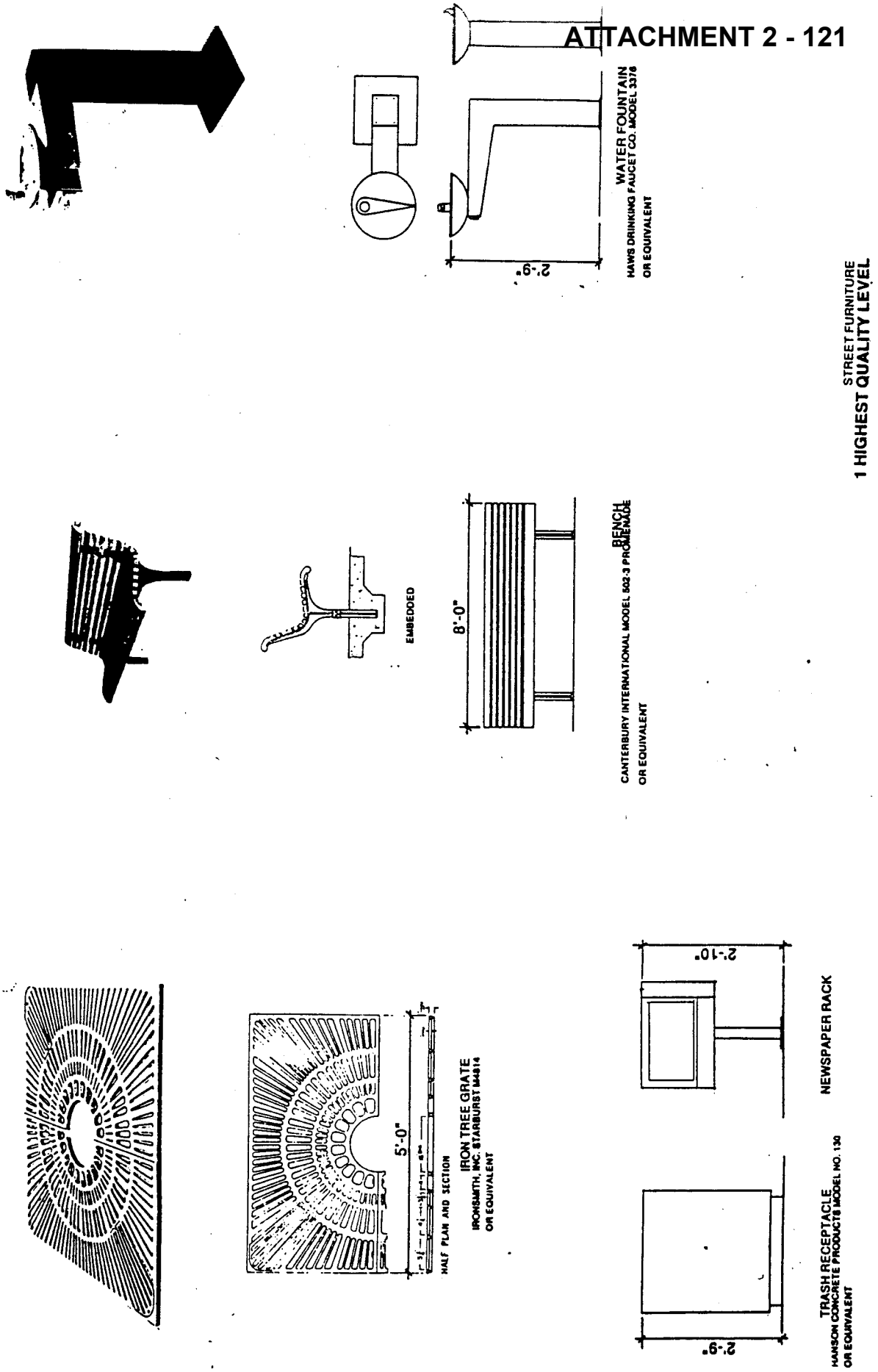


Figure 4.4.4 Streetscape; Illustration of Street Furniture

- Widen San Fernando Boulevard between Angeleno and Verdugo avenues to the same width as north of Angeleno. Consider providing angled street parking between Olive and Angeleno avenues.

- Provide City entrance monument on San Fernando Boulevard at the southern City limit.

4.5 COMMUNITY FACILITIES

This section contains several lists of community facilities which are to be incorporated into future municipal and private developments. The items on these lists were taken from Section 1.8.2 in the first chapter which identifies present and future needs.

4.5.1 Burbank Center Plan Area

The community facilities listed in this section are general needs for the planning area and could be placed anywhere within the larger area:

- Computer/media arts work center
- Industrial school/college/university satellite center
- Public parking
- Improved Burbank Unified School District facilities
- All of the overhead utilities in the commercial areas should be underground

4.5.2 City Center Subarea

The City of Burbank is the focal point of the media industry in Southern California; while the City as a whole has substantial public facilities which include an excellent park system, good libraries and unique facilities like the Starlight Bowl, the downtown area itself could support additional public open space and other amenities listed below. Therefore a major emphasis should be placed on incorporating as many of the following as possible into future development projects within this subarea:

- Civic plaza/amphitheater
- Civic auditorium/performing arts center
- Conference center
- Downtown park
- Downtown child care facility, possibly at the RITC

- Public parking
- Coordinated civic center with new library and City offices

4.5.3 South San Fernando Subarea

There is presently a critical need for additional elementary school facilities within this area. The Menasco property is the largest single parcel under one ownership in the South San Fernando subarea. It is recommended that a special emphasis be placed on encouraging the incorporation of an elementary school facility within any major redevelopment which includes residential units and incorporates the Menasco property.

It is also recommended that a public park be developed within the South San Fernando subarea. Ideally this facility would be located near the intersection of Verdugo Avenue and San Fernando Boulevard.

4.5.4 City Center West Subarea

As previously indicated in Section 4.1.1, the specific improvements identified for this subarea are concentrated in the immediate area surrounding the RITC with the express intent of improving practical attractiveness for commuters with better physical access and amenities.

- Expansion of the RITC to the west side of the Southern Pacific rail lines to accommodate additional bus and shuttle access from surface streets west of the RITC.

- Provide a telecommuting center located/incorporated within or in close proximity to the RITC (connected to main offices by fiber optics).

- Provide child care facilities within or in close proximity to the RITC.

CHAPTER 5

IMPLEMENTATION

5.0 IMPLEMENTATION

5.1 INTRODUCTION

There are two categories of actions necessary to implement the goals and provisions of the Burbank Center Plan. The first category is the set of zoning actions necessary to implement the land use regulations and development standards outlined in Chapter 3. The second category is the set of related programs and facilities that are discussed within the Plan and are noted as meeting the goals and objectives of the Plan, but which are implemented under separate actions. The purpose of this chapter is to summarize the programs and facilities within the second category and identify the implementation actions.

5.2 FURTHER ACTIONS

5.2.1 Burbank Center Facilities

Several capital facilities have been recognized as necessary to help create a strong identity for the Civic Center and to accommodate anticipated growth needs within the City Center subarea. Development of these facilities will necessitate identification of funding sources and programming within the City's Capital Improvement Program (CIP).

The proposed facilities include the following:

- New and larger Central Library
- Expanded Municipal Services Building
- Expanded Regional Intermodal Transportation Center (RITC) with a pedestrian bridge across Interstate 5

Additional capital facilities in the Burbank Center Plan area present an opportunity for joint development with the private sector and include the following:

- Performing arts center/civic plaza
- Child care facilities near the RITC
- School site along San Fernando Boulevard (joint with BUSD)
- Satellite university campus/computer college--develop action plan with major City employers
- Telecommuting center near the RITC with fiber optic connections to main offices
- Development of a future transit center at Alameda Avenue and SPRR tracks

5.2.2 Comprehensive Parking Plan

Parking management will become a critical issue in the City Center subarea as the area continues to grow. To ensure an adequate supply of parking spaces and to control the demand for these spaces, a parking management plan should be developed for the City Center, which includes the following features:

- Directional signage
- Time limits for parking based on proximity to uses
- Carpool incentives for commuters
- Identification of employee parking

The main emphasis of the comprehensive parking plan is to ensure the provision of sufficient shared use parking with convenient access for retail and entertainment uses.

5.2.3 Shuttle Service

As discussed in Chapters 3 and 4, a comprehensive shuttle program would provide a vital linkage among major economic areas of the City. A Citywide shuttle system would link the Burbank Center area with the airport and the Media District. A comprehensive City Center shuttle program should be developed which will link the RITC and public parking areas with major employers and retail and entertainment use in the downtown area. Implementation of a shuttle system, however, will require identification of funding sources and inclusion in the CIP and an administrative plan to coordinate ongoing operation and maintenance.

5.2.4 Streetscape Plan

As discussed in Chapters 3 and 4, a streetscape plan should be prepared which will increase pedestrian activity by visually enhancing the pedestrian environment of the Burbank Center area. A streetscape plan should include elements such as enhanced landscaping and street trees, decorative sidewalks and crosswalks, attractive pedestrian furniture, newsracks, lighting and bicycle racks. Undergrounding of utilities will further enhance the Burbank Center area. The Master Plan of Public Improvements for the City Center Project area should be amended to include specifications for improvements to those rights-of-way shown on Figure 4.4 which are in the South San Fernando and City Center West subareas. Preparation of a plan should also require the identification of funding sources and the inclusion of the

improvements in the CIP and an administrative plan to coordinate implementation and ongoing maintenance.

5.2.5 Street System Improvements

Additional north-south access and linkages across Interstate 5 were identified in the East-West Access Study and are necessary to improve circulation from the City Center to the rest of the City. The following street system improvements should be added to the *Infrastructure Blueprint for the 21st Century*.

1. (5.1) Realign Front Street and improve the intersections of Front Street at Verdugo Avenue, the Interstate 5 access ramp and Burbank Boulevard to improve the access and reduce travel time among the RITC, the downtown area and the industrial area of the City Center West subarea.
2. (5.2) Extend Verdugo Avenue westerly across the Southern Pacific railroad tracks to provide an additional east-west access across the Interstate 5 and the Southern Pacific railroad tracks.
3. (5.3) Extend Flower Street north to Cypress Avenue to provide access to the west side of the SPRR tracks.
4. (5.4) Widen the Olive Avenue bridge for both vehicle and pedestrian uses.
5. (5.5) Widen the Magnolia Boulevard bridge for both vehicle and pedestrian uses.
6. (5.6) Construct a pedestrian bridge across the Interstate 5 between the Magnolia and Olive avenue bridges linking the RITC to a future development at First Street and Palm Avenue.
7. (5.9) Promote the extension of First Street to Providencia Avenue and further into the industrial area south and east of Cedar Street. This extension will improve circulation into the downtown area from this transition area and could improve access to the future transit center at Alameda Avenue.

The traffic analysis contained in the EIR recommended the following additional improvements which should be incorporated into the *Infrastructure Blueprint for the 21st Century*:

- (5.11) Widen First Street roadway, Olive Avenue to Magnolia Boulevard;
- (5.14) San Fernando Boulevard/Burbank Boulevard intersection improvements.

Each of these roadway improvements listed above should also be incorporated into the City's CIP.

5.3 COMPREHENSIVE SIGN ORDINANCE

A comprehensive sign ordinance is necessary to fully implement the goals and objectives of the Burbank Center Plan and fulfill the intent of the Streetscape Plan.

5.4 CODE ENFORCEMENT

- The Community Development Director shall have the duty to enforce the provisions of this Plan.

- The Community Development Director shall have the duty to interpret the provisions of this Plan. All such interpretations shall be reduced to written form and be permanently maintained. Any person aggrieved by such an interpretation may request that such interpretation be reviewed by the Planning Board.

- If any regulation, condition, program or portion thereof of the Plan is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and the invalidity of such provision shall not affect the validity of the remaining provisions thereof.

- Additional Code enforcement activity may be appropriate in certain areas to encourage upgrading of appearance and to minimize problems of mixed use areas and areas in land use transition.

5.5 REDEVELOPMENT

Creation of a redevelopment project area in the South San Fernando and City Center West subareas would provide a financial tool and additional implementation powers for the City to influence change in transitioning areas of physical and economic blight. Redevelopment is particularly useful in the following cases.

- Areas where substantial blight exists, and individual owners do not have an incentive to upgrade their properties because of the remaining blight.

- Areas where expensive infrastructure improvements are required to support new development, and where individual projects cannot support the major infrastructure improvements needed early in the transition phase.

- Areas where small or poorly configured parcels or a large number of individual ownerships prevent assembly of adequately-sized parcels in the private development market. Modern development often requires larger sites in order to meet parking, landscaping, and vehicular circulation requirements.

BURBANK CENTER PLAN

ACKNOWLEDGMENTS

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Bob Kramer, Vice Mayor
Dave Golonski
Ted McConkey
Susan Spanos

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Jim Rogers, City Treasurer

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ATTACHMENT 3 - 1

North San Fernando Boulevard Master Plan

NORTH SAN FERNANDO BOULEVARD MASTER PLAN

ADOPTED: SEPTEMBER 25, 2012

Prepared for:

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1.0 INTRODUCTION

This Master Plan is a policy document that provides a strategy to guide future development and streetscape improvements along the segment of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard (see Figure 1-1). It also includes recommendations to improve the surrounding residential and commercial streets (see Figure 1-1).

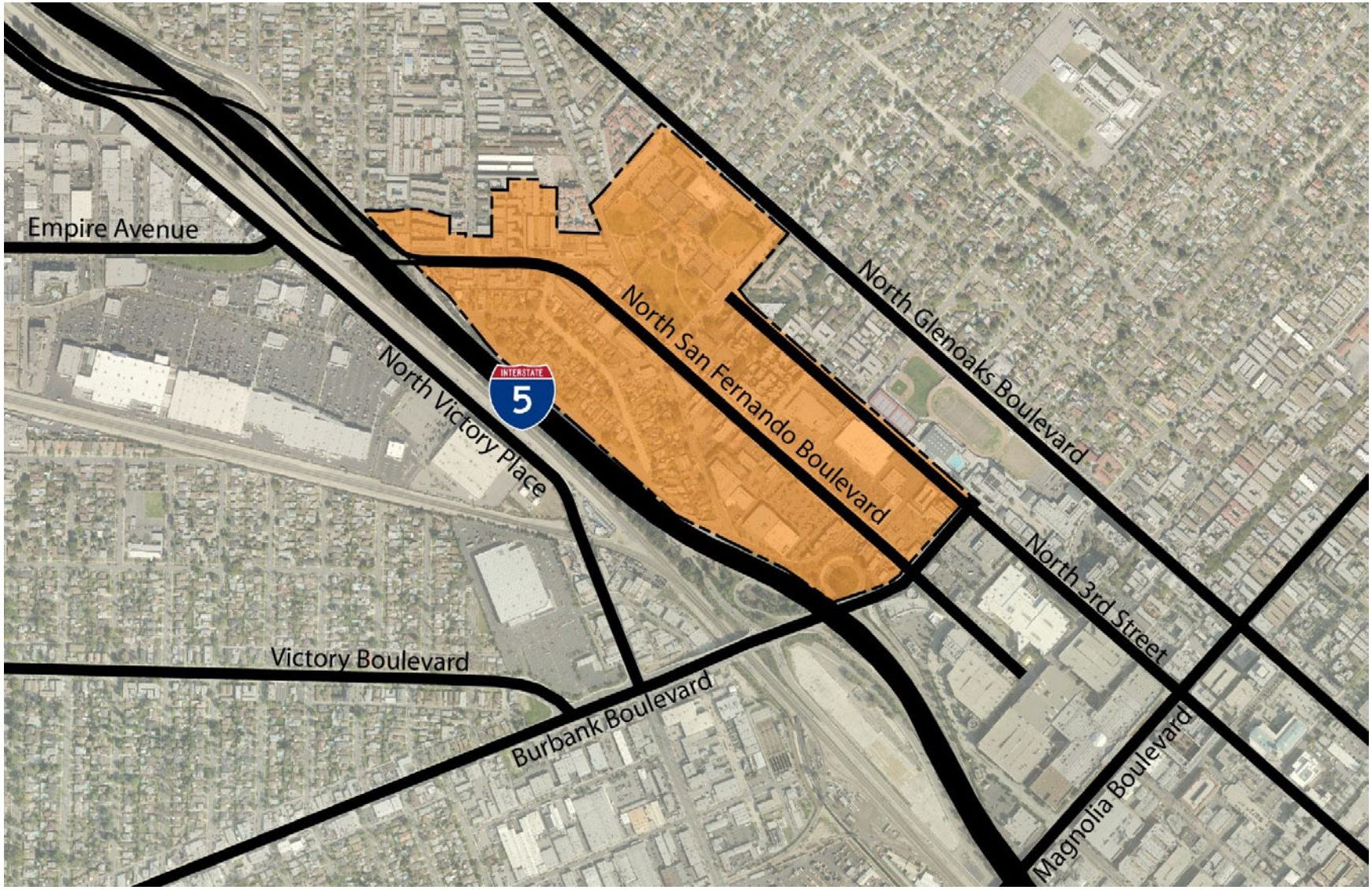
Today, North San Fernando Boulevard is characterized as an auto-oriented commercial corridor that primarily serves the surrounding residential neighborhoods. Overtime, the community of Burbank envisions this area to be improved with new commercial and mixed-use developments and streetscape enhancements. All improvements are intended to create an attractive boulevard that links the Empire Center to the Burbank Town Center and Downtown Burbank. The corridor will contain a mix of commercial, hotel, and mixed-use developments that provide convenient services to local residents and visitors. The corridor will include amenities that encourage walking, bicycling, and transit ridership.

The residential and commercial streets near North San Fernando Boulevard will also be improved with streetscape enhancements to improve pedestrian and bicycle access between residential neighborhoods, North San Fernando Boulevard, and Burbank High School. Neighborhood gateway monuments and neighborhood protection features that help reduce vehicle speeds will also be installed in the neighborhood between North San Fernando Boulevard and Interstate 5. These features will also discourage commercial traffic from entering the neighborhood.

This document is divided into the following sections:

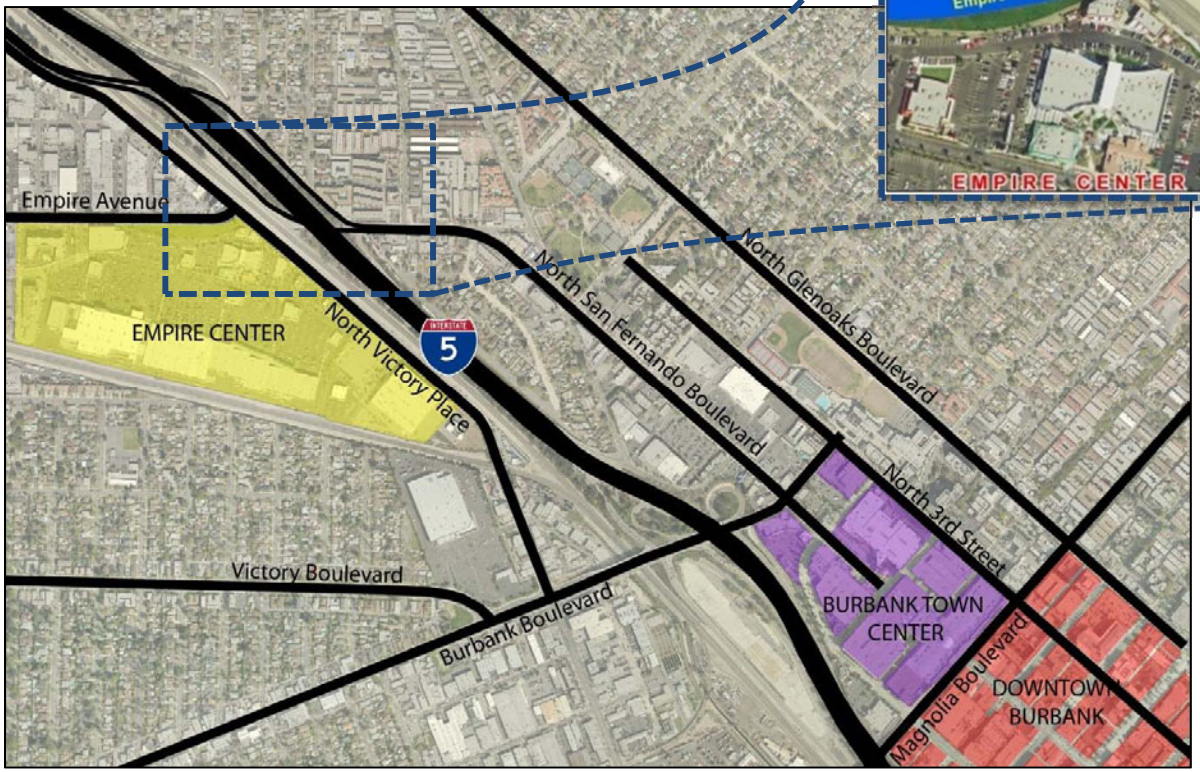
- **2.0: Background:** An overview of why this plan was created and a description of the community-based visioning process that was used to guide the development of the plan.
- **3.0: Urban Design Principles:** A description of the key urban design principles that were developed to guide future improvements along and near North San Fernando Boulevard.
- **4.0: Streetscape Improvement Concepts**: An overview of the general streetscape improvement concepts for North San Fernando Boulevard and surrounding streets.
- **5.0: Implementation Strategy:** A description of a phased strategy to implement the planned improvements for the North San Fernando Boulevard Planning Area.

Figure 1-1: North San Fernando Boulevard Planning Area



2.0: BACKGROUND

In the summer of 2011, Caltrans began the construction of the Interstate 5 Empire Avenue Interchange Project. This project will link Interstate 5, Empire Avenue, and North San Fernando Boulevard by creating a full freeway interchange. When completed, the interchange will likely create new economic development opportunities along the segment of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard, as the corridor will become a major route between the City's main shopping and entertainment districts: the Empire Center, the Burbank Town Center, and Downtown Burbank.



North San Fernando Boulevard

In anticipation of future development applications and changes along North San Fernando Boulevard, the City of Burbank Planning and Transportation Division, in partnership with Jones Planning + Design and MindMixer, initiated a community-based visioning process to brainstorm opportunities to enhance the segment of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard. The purpose of the process was to be proactive and to define what the community would like the area to become in the future, rather than having to react to a variety of development proposals that may or may not be appropriate for the area.

To promote the visioning process, City staff created a webpage, mailed 2,800 fliers to community members, issued a press release, posted fliers at City Hall, conducted briefing meetings with the Chamber of Commerce and the Kiwanis Club, and hand-delivered posters and fliers to businesses along the corridor.

The community-based visioning process began in January of 2011. Residents, property and business owners, and real estate professionals participated in a variety of visioning events, including a property owner briefing, a community workshop, walking tours, focus group meetings with residents and business owners, and interviews with real estate professionals. The visioning efforts concluded with an open house, where City staff and the consultant team gave a report of what they heard from the community and presented a draft vision for the future of North San Fernando Boulevard. The major themes of the draft vision were:

- Add bicycle lanes to North San Fernando Boulevard
- Create a more pedestrian-friendly environment
- Improve access to bus transit
- Plant larger street trees that provide more shade for pedestrians
- Install landscaped island planters
- Enhance crosswalks at intersections
- Maintain a neighborhood scale (2 to 3 story buildings)
- Encourage neighborhood-oriented businesses, entertainment uses, and boutique hotels
- Install streetscape furniture and amenities
- Place new buildings closer to the sidewalk with parking behind buildings
- Install signs and neighborhood protection features that help reduce vehicle speeds in residential neighborhoods and discourage commercial cut-through traffic and parking
- Enhance parking lots with landscaping
- Improve traffic flow
- Allow mixed-use developments
- Improve wayfinging signage

Photographs of community visioning activities

Following the initial visioning efforts, the City and MindMixer launched an on-line outreach program to gain additional input from community members. The City's on-line Townhall discussion program (www.BurbankTownHall.com) was used to give community members an opportunity to post and discuss ideas to improve North San Fernando Boulevard and the surrounding residential neighborhoods. After several weeks of on-line discussion, participants voted on their favorite ideas, and a prioritized list of ideas was generated. The top ten ideas for improving North San Fernando Boulevard were consistent with the major ideas generated during the visioning workshops, focus group discussions, and walking tour:

- More Street Trees (Score: 31)
- Bike Racks (Score: 23)
- More Access to Burbank Transportation (Score: 21)
- More and Better Crosswalks (Score: 21)
- Lighting and Streetscape Furniture (Score: 20)
- Wider Sidewalks (Score: 17)
- Bus Stops Need Shade (Score: 16)
- Paint the Town Red With Wild Flowers (Score: 16)
- Nicer Looking Buildings (Score: 15)
- Eliminate Urban Blight (Score: 13)

In addition, community members participated in an on-line visual preference survey to express their ideas on the types of buildings and urban design improvements that they would like to see along the Boulevard. Bike lanes, mixed-use buildings with a neighborhood scale and character (one to three stories), street trees, outdoor patios and cafes, sidewalk dining, and improved pedestrian crosswalks were the concepts that gained the most support from the community.

Images from the visual preference survey with favorable scores

After the in-person and on-line visioning efforts, a double-sided poster was developed by Jones Planning + Design and William Block Architect to graphically illustrate and describe the community-based vision for North San Fernando Boulevard (see Figure 2-1a and Figure 2-1b). The vision poster was presented to the community, Planning Board, and City Council at workshops and public hearings in March and April of 2011. At the City Council public hearing, the Council authorized City staff to move forward with Phase II of the project: the preparation of a Master Plan and Regulating Code to implement the vision.

North San Fernando Boulevard

Figure 2-1a: North San Fernando Boulevard Vision Poster (Front)

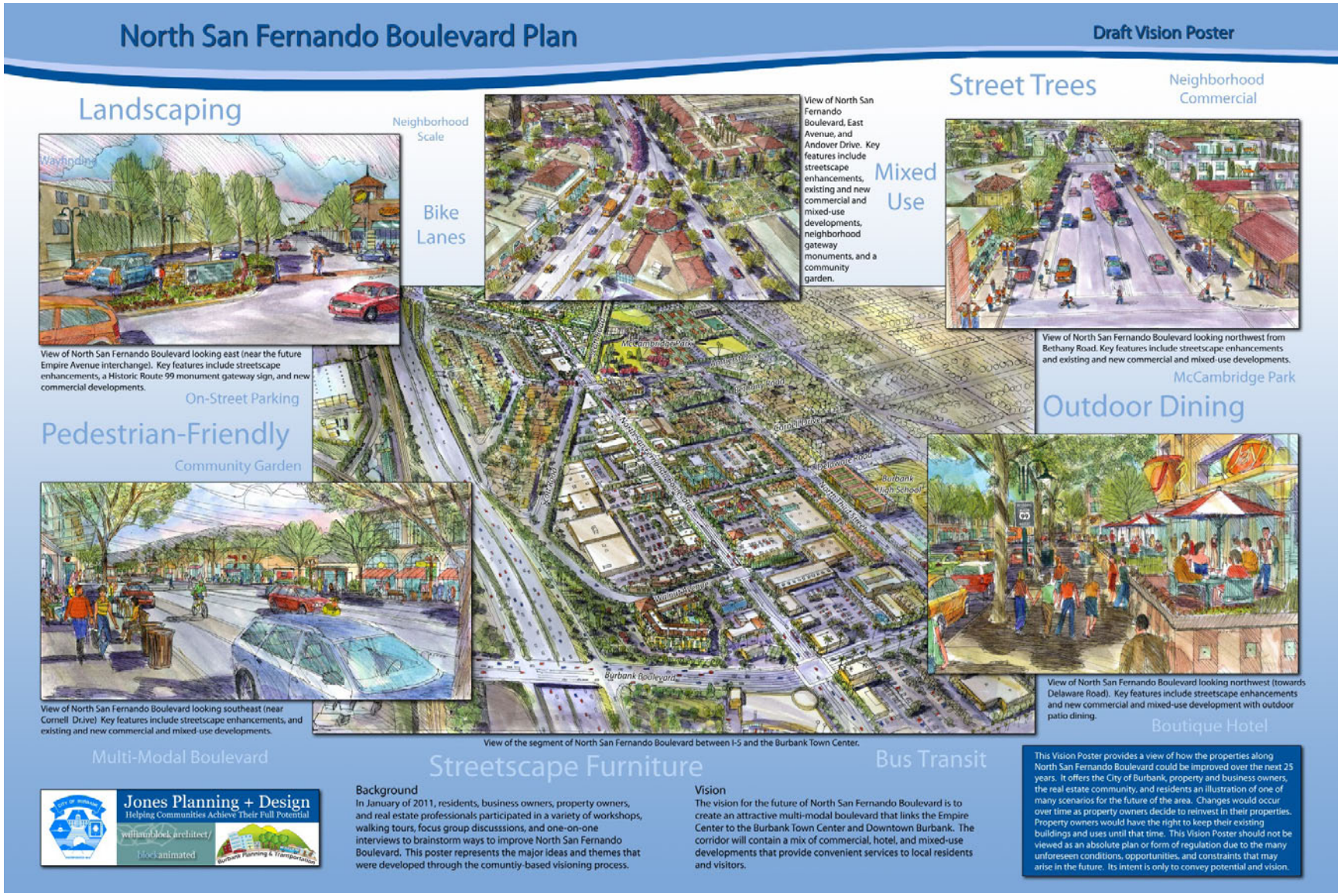
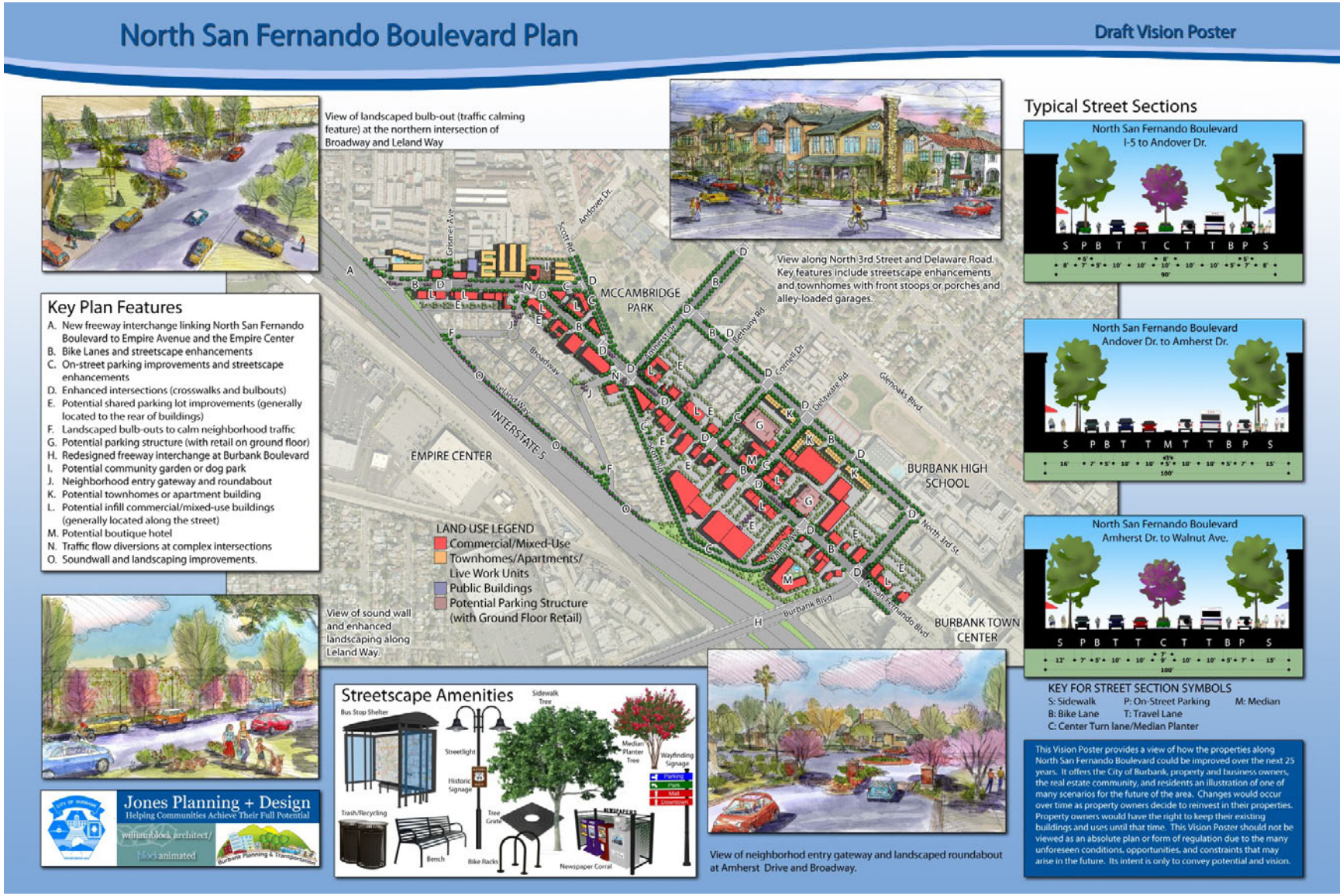


Figure 2-1b: North San Fernando Boulevard Vision Poster (back)



3.0 URBAN DESIGN PRINCIPLES

This chapter describes and illustrates the key urban design principles that will guide future changes to the North San Fernando Boulevard corridor.

Create an attractive boulevard that encourages walking, bicycling, and transit

North San Fernando Boulevard is envisioned to be transformed from an auto-oriented commercial corridor to a multi-modal Boulevard that encourages walking, bicycling, and bus transit. In compliance with the bicycle Master Plan, the street will be improved with dedicated bike lanes, enhanced bus stops, and a variety of sidewalk and crosswalk improvements to encourage alternative modes of transportation. These improvements will not reduce the number of vehicle lanes on North San Fernando Boulevard.

Illustrations by William Block Architect

Accommodating Bike Lanes on North San Fernando Boulevard

To add bike lanes to North San Fernando Boulevard, 10' of the existing right-of-way will need to be reconfigured to create 5' bike lanes in each direction. There are a variety of ways to reconfigure the street to add bike lanes, including:

- Option 1: Reduce the width of the parking lanes, travel lanes, and center left-turn lane.
- Option 2: Eliminate parallel parking on one side of the street and slightly reduce the width of the travel lanes.
- Option 3: Eliminate the center left turn lane.
- Option 4: Reduce the width of the existing sidewalks and slightly reduce the width of travel lanes and the center left-turn lane.

All of the above solutions should be considered for various segments of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard. In general, Option 1 is the preferred approach, as it would maintain the existing number of parking lanes and travel lanes and it would not reduce the width of the existing sidewalks. To implement this approach, vehicle lanes will need to be reduced to 10' in most locations and the center left-turn lane will need to be reduced to 9' to 10'. While these lane widths are narrower than what is commonly practiced in Burbank, they are not uncommon in communities throughout the United States. A study by the Transportation Research Board found that "Four percent of highway agencies have used 8 ft lanes on urban arterials, while 42 percent of the agencies have used lanes of 9 ft or narrower, and 88 percent of the agencies have used lanes of 10 ft or narrower."[1] The same study also found that "Projects involving narrower lanes nearly always reduce accident rates".

[1] Harwood, Douglas W., "Effective Utilization of Street Width on Urban Arterials," National Cooperative Highway Research Program Report 330, Transportation Research Board, August 1990.

Option 2 would eliminate on-street parking on one side of the street and slightly decrease parking, travel, and center left-turn lane widths. Many merchants along North San Fernando Boulevard rely on on-street parking to meet their customer needs. On-street parking also creates a barrier between moving traffic and the sidewalk, which helps create a safer and more enjoyable environment for pedestrians. Therefore, eliminating on-street parking is not an ideal solution and should only be used when absolutely necessary.

Option 3 would eliminate the center left-turn lane. This would essentially prevent left turn access to driveways along the street. The elimination of center left-turns could have a negative impact on businesses, as access to parking lots would be reduced. Therefore, this option is not an ideal solution and should only be used when absolutely necessary.

Option 4 would narrow the widths of the existing sidewalk to increase the width of the roadway. One of the Urban Design Principles of the project is to encourage walking. Reducing sidewalk widths would generally conflict with this principal. In addition, this option would be very expensive because of the costs required to demolish the existing sidewalks, re-grade the street, install new stormdrain infrastructure, and reconstruct curbs, gutters and sidewalk. Therefore, this option is less than ideal and should only be used when absolutely necessary.

The streetscape concept for North San Fernando Boulevard (presented in Chapter 4) shows how the street could be improved by utilizing the above options for various segments of the street. In general, option 1 is used in most locations. When engineering plans are prepared for the North San Fernando Boulevard streetscape improvements, design engineers may elect to use other options or solutions to accommodate bikes along the corridor.

North San Fernando Boulevard

Enhance pedestrian comfort and safety

The sidewalks and crosswalks along North San Fernando Boulevard are envisioned to be improved to create a safer and more desirable pedestrian environment. Street trees, pedestrian-scaled streetlights, benches, trash and recycle receptacles, bike racks and newspaper corrals will be installed along sidewalks. Curb extensions at intersections and striped crosswalks will make pedestrian crossing shorter and safer. Storefronts, cafes, and outdoor dining areas are also envisioned along the corridor to generate pedestrian activity.

Maintain neighborhood scale and character

North San Fernando Boulevard will primarily be developed with neighborhood-serving commercial and mixed-use buildings. Larger commercial developments that have a regional draw are not anticipated. One to three story buildings that create the image and character of a neighborhood town center are envisioned along the corridor.

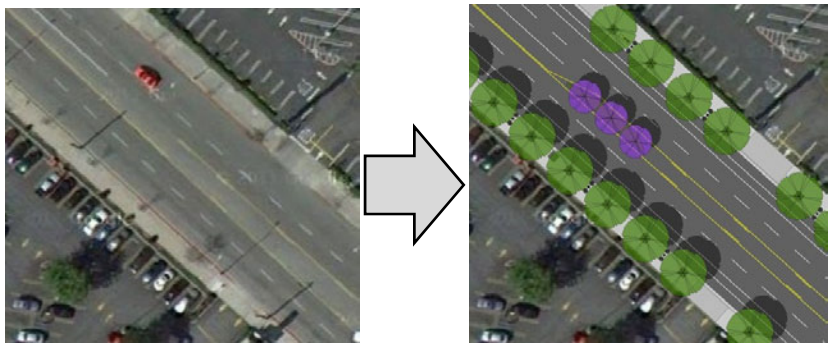
Place new buildings along North San Fernando Boulevard and orient storefront entrances towards the sidewalk

Properties along North San Fernando Boulevard are envisioned to be developed with new buildings that are oriented towards the street and placed close to the sidewalks along North San Fernando Boulevard. Parking will be located to the rear or the side of these buildings. This will create a more desirable street to walk along, as pedestrians will primarily have views of storefronts and buildings rather than parking lots.

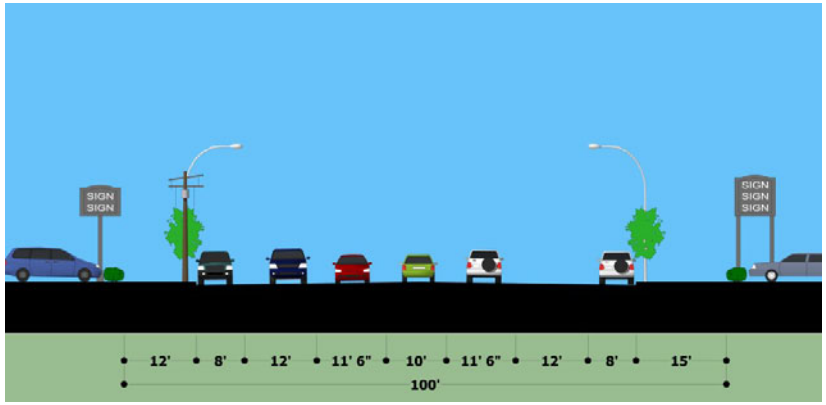
North San Fernando Boulevard

Improve the visual character of North San Fernando Boulevard
Views along North San Fernando Boulevard will be improved by removing overhead utility lines and installing new streetscape amenities along the corridor, including pedestrian-scaled streetlights, tree grates, benches, trash and recycle receptacles, bike racks, and newspaper corrals. In addition, sign clutter along the corridor will also be reduced by removing illegal commercial signs, and by replacing pole mounted signs with new monument signs and building signs.

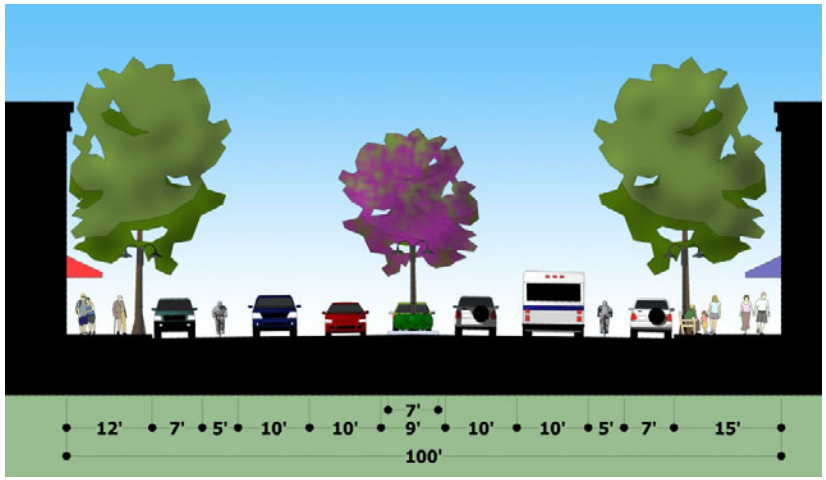
Expand the tree canopy
North San Fernando Boulevard is envisioned to be enhanced by expanding the number of street trees along the corridor. A tree species with a tall canopy will be selected to provide shade for pedestrians, to maintain views of storefronts and commercial signs, and to provide adequate clearance for buses and commercial delivery vehicles. Landscaped median islands with smaller accent trees will also be constructed in select locations to enhance the visual character of the street. Streets that intersect with North San Fernando Boulevard will also be enhanced with new trees. Recycled water lines will be installed to irrigate trees and planted areas.



Existing Envisioned



Existing Street Section of North San Fernando Boulevard (Typical)

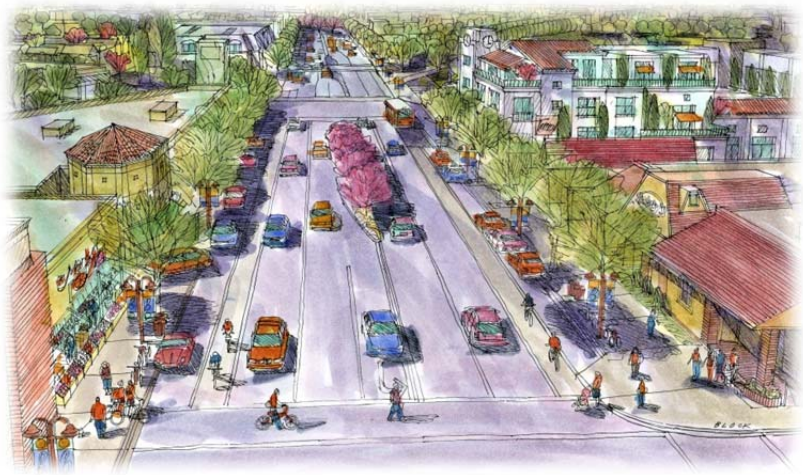


Envisioned Street Section of North San Fernando Boulevard

Allow mixed-use developments

Property owners along North San Fernando Boulevard will have the opportunity to construct mixed-use developments along North San Fernando Boulevard. Both vertical mixed-use and horizontal mixed use projects could be developed. Vertical mixed-use incorporates residential or office uses above ground floor commercial uses. Horizontal mixed-use projects would provide residential units behind the commercial buildings along North San Fernando Boulevard. New residential uses will increase the resident population that patronizes commercial uses along the corridor.

Commercial and vertical mixed-use buildings along North San Fernando Boulevard at East Avenue and Andover Drive



Commercial and vertical mixed-use buildings along North San Fernando Boulevard between Bethany Road and McCambridge Park

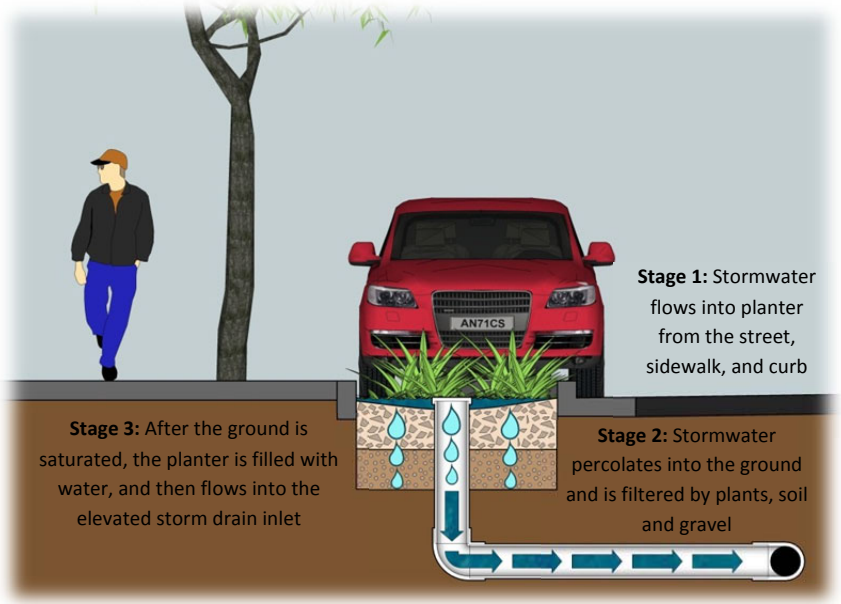
Townhomes that are located behind commercial buildings along North San Fernando Boulevard as part of a horizontal mixed-use development

Illustrations by William Block Architect

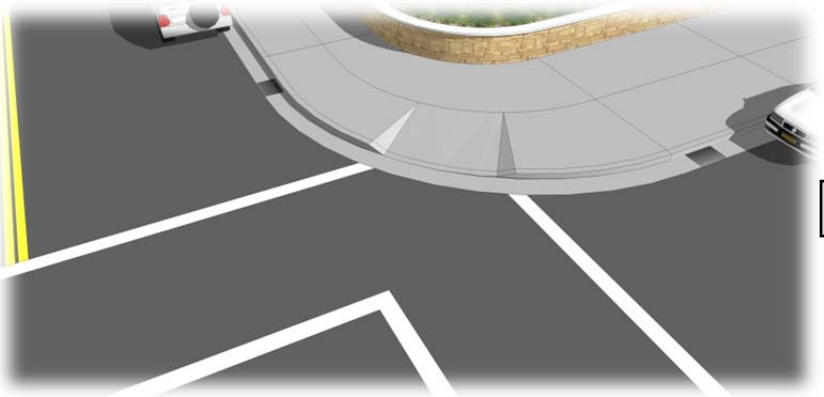
North San Fernando Boulevard

Improve stormwater infrastructure

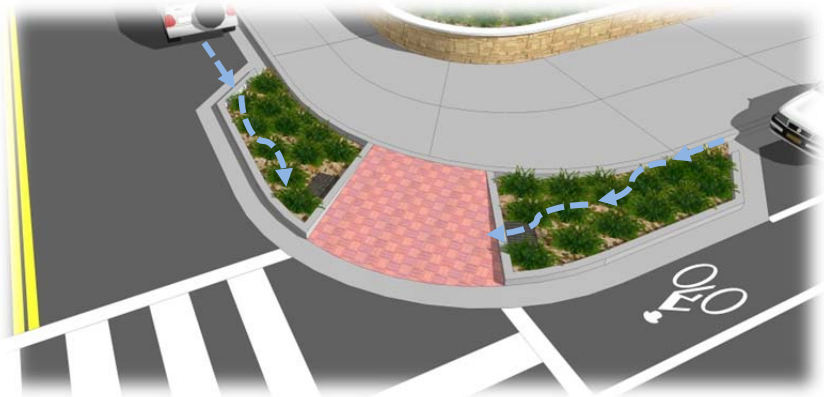
North San Fernando Boulevard and several intersecting streets are envisioned to be improved with stormwater curb-extensions. Stormwater curb extensions are landscaped areas along sidewalks that capture and filter stormwater runoff. The filtration process removes oil, grease, and sediment from runoff and improves the water quality of downstream creeks and rivers. Stormwater curb extensions are primarily constructed at intersections (where parking is not allowed) or along wide streets that can be narrowed without reducing the number of vehicle lanes. When located at intersections, they also function as pedestrian bulb-outs. Bulb-outs increases pedestrian safety and comfort by reducing the length of the crosswalk and the time required to cross the street. On North San Fernando Boulevard, stormwater curb extensions/bulb-outs will be constructed at most intersections. Stormwater curb extensions will also be constructed along several surrounding streets to remove excess asphalt and to add landscaping and street trees.



Stormwater curb extension



Existing Intersection along North San Fernando Boulevard (Typical)



Intersection improved with stormwater curb extensions/bulb-outs. The blue lines show the direction of stormwater flow through the planted area to the drainage inlet.

Allow commercial uses to share parking

Property owners along North San Fernando Boulevard will have the opportunity to institute shared parking systems. Under a shared parking system, each business does not have to provide all of their required parking spaces on-site. Rather, a pooled supply of parking is provided for all businesses that are within the shared parking system. Shared parking systems can reduce the total amount of parking required for the businesses because different types of businesses have peak parking demands that vary based on the time of day or week. Table 2-1 provides a simple example of how two businesses (an office and a restaurant) would benefit from a shared parking approach. In this example, the office business needs 30 parking spaces to meet its peak parking demand, which occurs midday on weekdays. Conversely, the restaurant needs 50 parking spaces to meet its peak parking demand, which occurs during evenings on the weekend. Under a conventional parking approach (where parking is not shared), 80 spaces would be required for both businesses (30 for the office and 50 for the restaurant). Under a shared parking approach, the total number of parking spaces could be reduced to accommodate peak demand (54 spaces), the most parking needed at any given time for both uses). This would result in a parking reduction of 32.5 percent. The reduction could occur because the peak parking demands for each business occurs at completely different times: the peak demand for office occurs during the midday on weekdays, and the peak demand for restaurants occurs during evenings on weekends.

By allowing shared parking, the overall cost of development can be reduced, as each parking space constructed can cost between $1,500 to $2,000 for surface parking, and $18,000 to $30,000 for structured or underground parking.

All shared parking solutions will be based on a Shared Parking Study prepared in compliance with City requirements. Shared parking solutions and agreements will require approval of a Conditional Use Permit.

Table 2-1: Example Table Showing the Benefits of Shared Parking

Business	Weekday Parking Demand (Spaces)		Weekend Parking Demand (Spaces)		Parking Required (Conventional Approach)
	Midday	Evening	Midday	Evening	
Office	30	4	2	1	30
Restaurant	24	30	34	50	50
TOTAL	54	34	36	51	80
Parking Required (Shared Approach)	**54 (Highest Total from above: Weekday during the midday)**				
Reduction in parking requirements under shared approach: 32.5% (80 spaces – 54 spaces)/80 spaces x 100 = 32.5%					

North San Fernando Boulevard

Reduce vehicle speeds in the adjacent residential neighborhoods
The residential streets that intersect with North San Fernando Boulevard will be improved to reduce vehicle speeds and improve pedestrian safety in residential neighborhoods. Neighborhood protection features, including lane chokers, island planters, stormwater curb extensions/bulb-outs, and lane diverters, will be installed at various locations to help reduce vehicle speeds through neighborhoods. Neighborhood entry monuments, roundabouts, and “No Commercial Parking” signs will also be installed at the entrances to the neighborhood between Interstate 5 and North San Fernando Boulevard.

Conceptual view of lane chokers, island planter, neighborhood entry monuments and roundabout at the intersection of Amherst Drive and Broadway.

Conceptual view of landscaped curb extensions at the northern intersection of Broadway and Leland Way

Illustrations by William Block Architect

4.0 Streetscape Improvement Concepts

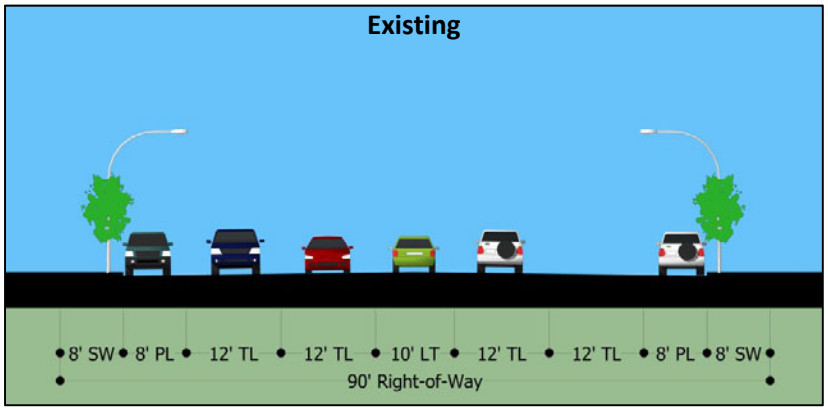
This section provides descriptions and conceptual illustrations of the proposed streetscape improvement concepts within the North San Fernando Boulevard Planning Area.

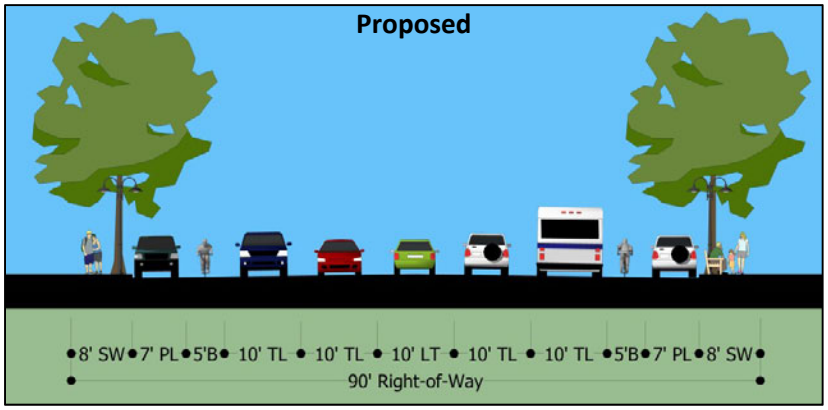
4.1 North San Fernando Boulevard

The segment of North San Fernando Boulevard between Interstate 5 and Burbank Boulevard will be enhanced with a variety of streetscape improvements. The corridor will be improved with new street trees, tree grates, streetlights, streetscape furniture, bus shelters, stormwater curb extensions/bulb-outs, bicycle lanes (Class II), and crosswalks with a highly-visible striping pattern. Island planters, medians, and pedestrian refuge islands will also be installed in a few locations. Recycled water lines will be installed within the street and will be used to irrigate street trees and landscaping in medians, island planters, and stormwater curb-extensions/bulb-outs. Parallel parking will remain on both sides of the street between Interstate 5 and Walnut Avenue. Parallel parking will be eliminated between Walnut Avenue and Burbank Boulevard to provide an additional travel lane to access Interstate 5.

The following figures compare the existing conditions to the conceptual improvements for North San Fernando Boulevard. The conceptual improvements are illustrated with typical street sections (see Figure 4-1a through 4-1e) and plan view graphics (Figures 4-2a through 4-2x). The street section and plan view graphics are for illustrative purposes only and are subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-1a: North San Fernando Boulevard: Typical Section from Interstate 5 to Andover Drive (Looking West)

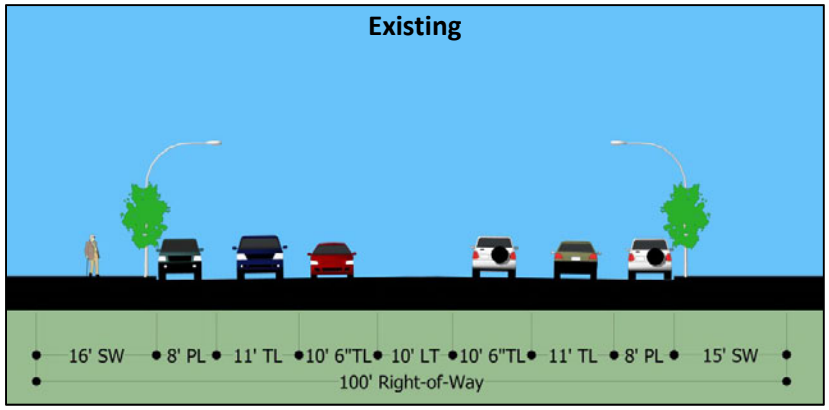


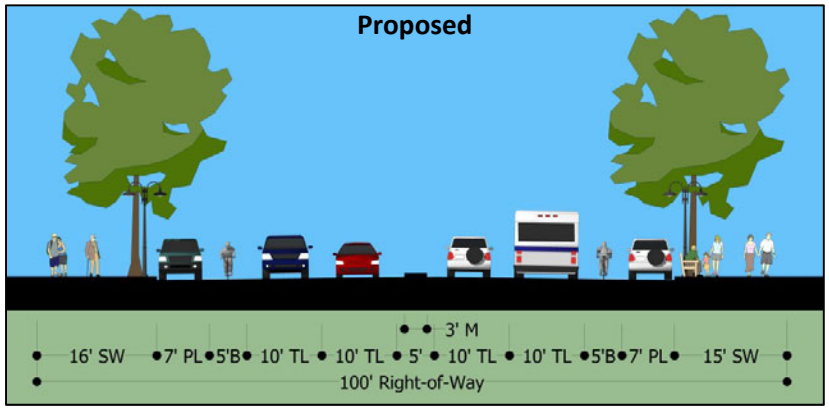


Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
LT: Left-Turn Lane B: Bike Lane

North San Fernando Boulevard

Figure 4-1b: North San Fernando Boulevard: Typical Section from Andover Drive to Scott Road (Looking Northwest)

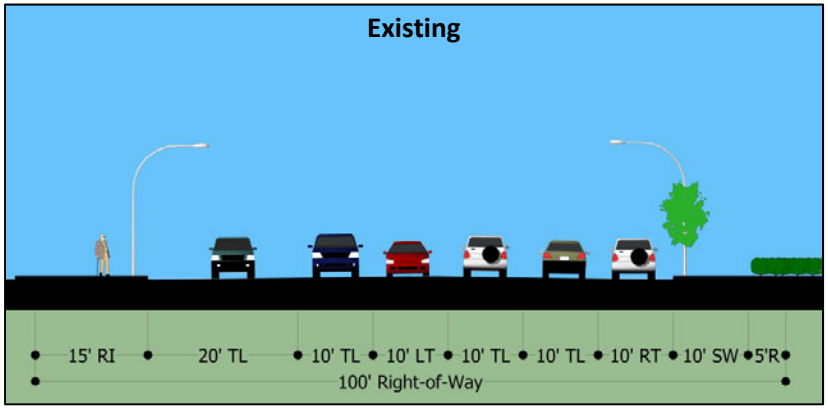


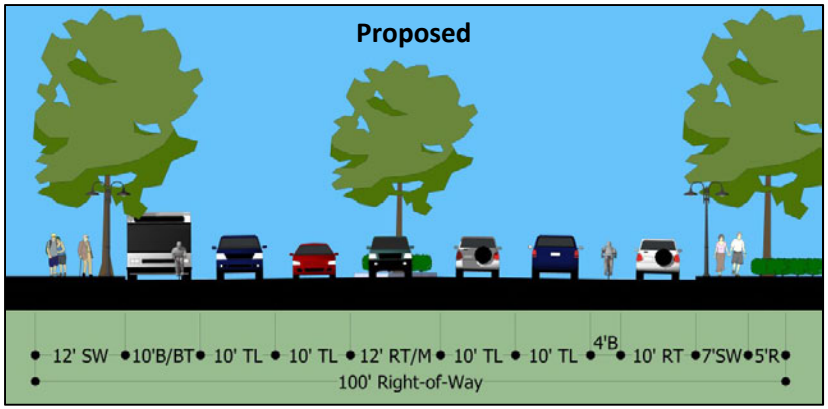


Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
LT: Left-Turn Lane B: Bike Lane M: Median

Note: When North San Fernando Boulevard turns near Andover Drive and East Avenue, travel lane would be 12' wide.

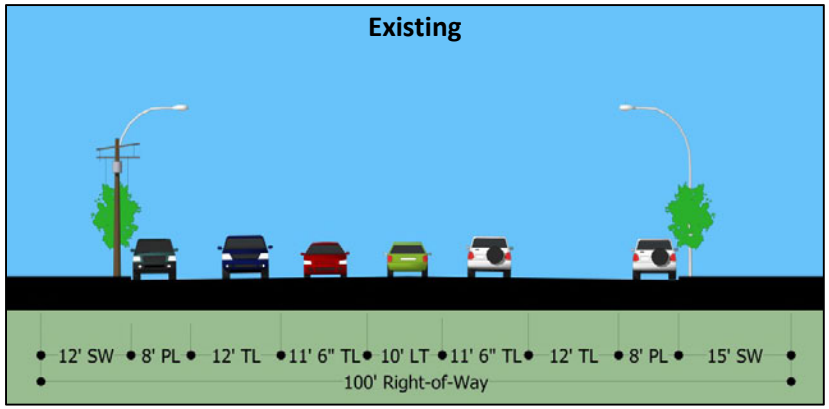
Figure 4-1c: North San Fernando Boulevard: Typical Section from Scott Road to Amherst Drive (Looking Northwest)

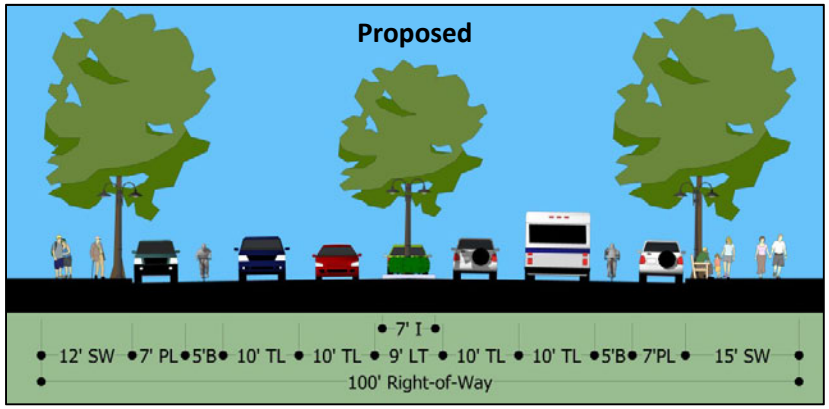




Key: SW: Sidewalk TL: Travel Lane TR: Right-Turn Lane
LT: Left-Turn Lane B: Bike Lane M: Median
RI: Refuge Island BT: Bus Turn-out
R: Rose Garden in McCambridge Park

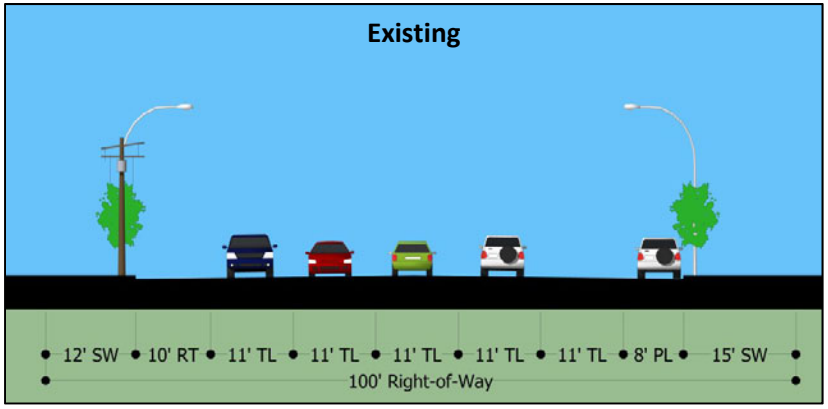
Figure 4-1d: North San Fernando Boulevard: Typical Section from Scott Road to Walnut Avenue (Looking Northwest)

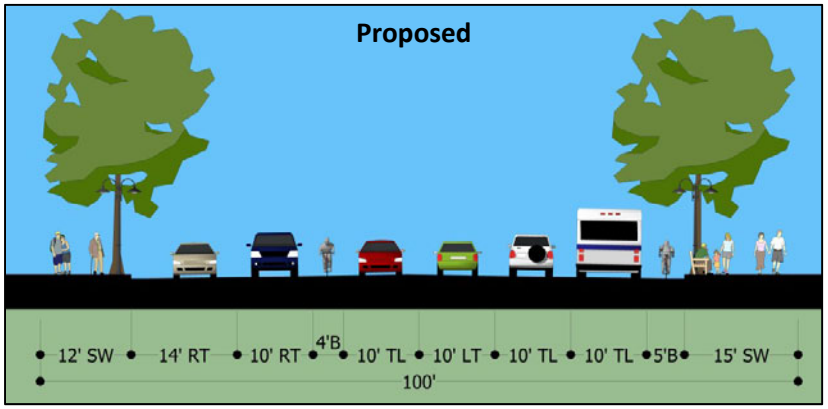




Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
LT: Left-Turn Lane B: Bike Lane I: Island Planter
(Island planters are only provided in select locations)

Figure 4-1e: North San Fernando Boulevard: Typical Section from Walnut Avenue to Burbank Boulevard (Looking Northwest)

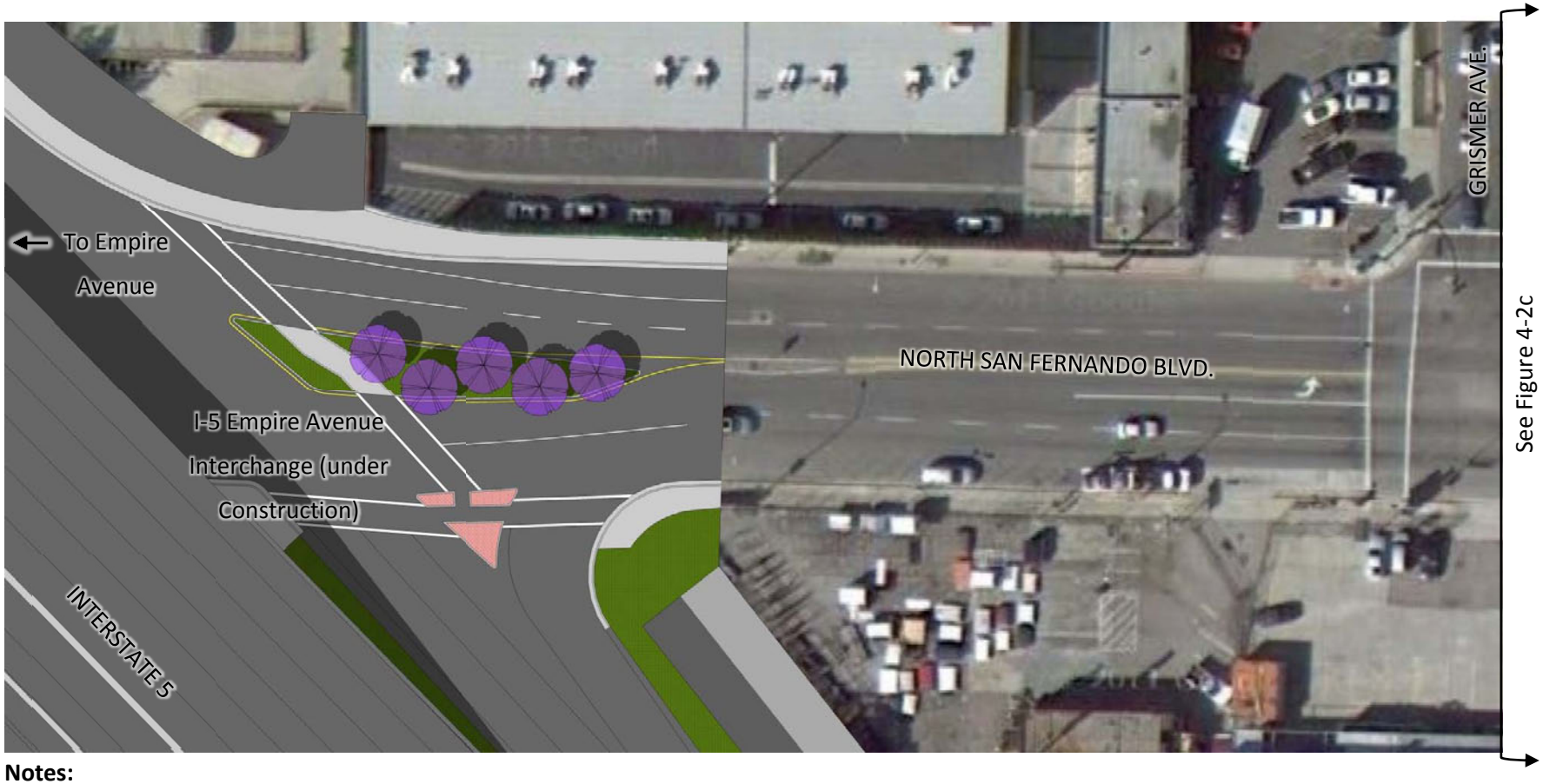




Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
LT: Left-Turn Lane B: Bike Lane I: Island Planter
RT: Right Turn Lane

North San Fernando Boulevard

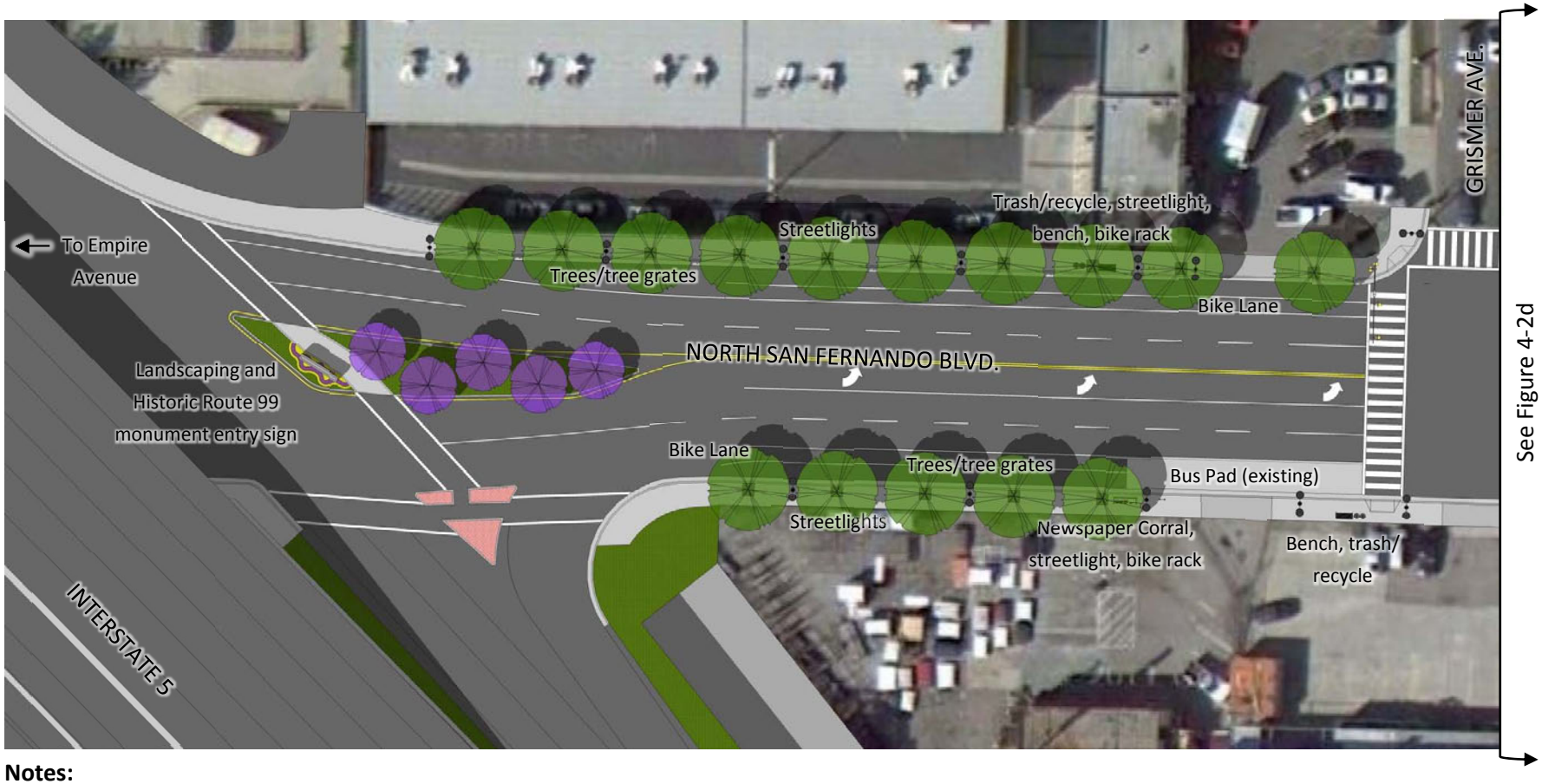
Figure 4-2a: North San Fernando Boulevard: Existing Conditions



Notes:

1. The above graphic shows the I-5 Empire Avenue Interchange improvements, as they would be constructed prior to the improvements on North San Fernando Boulevard.

Figure 4-2b: North San Fernando Boulevard: Concept Plan



Notes:

1. The above graphic shows the I-5 Empire Avenue Interchange improvements, as they would be constructed prior to the improvements on North San Fernando Boulevard.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2c: North San Fernando Boulevard: Existing Conditions

Figure 4-2d: North San Fernando Boulevard: Concept Plan

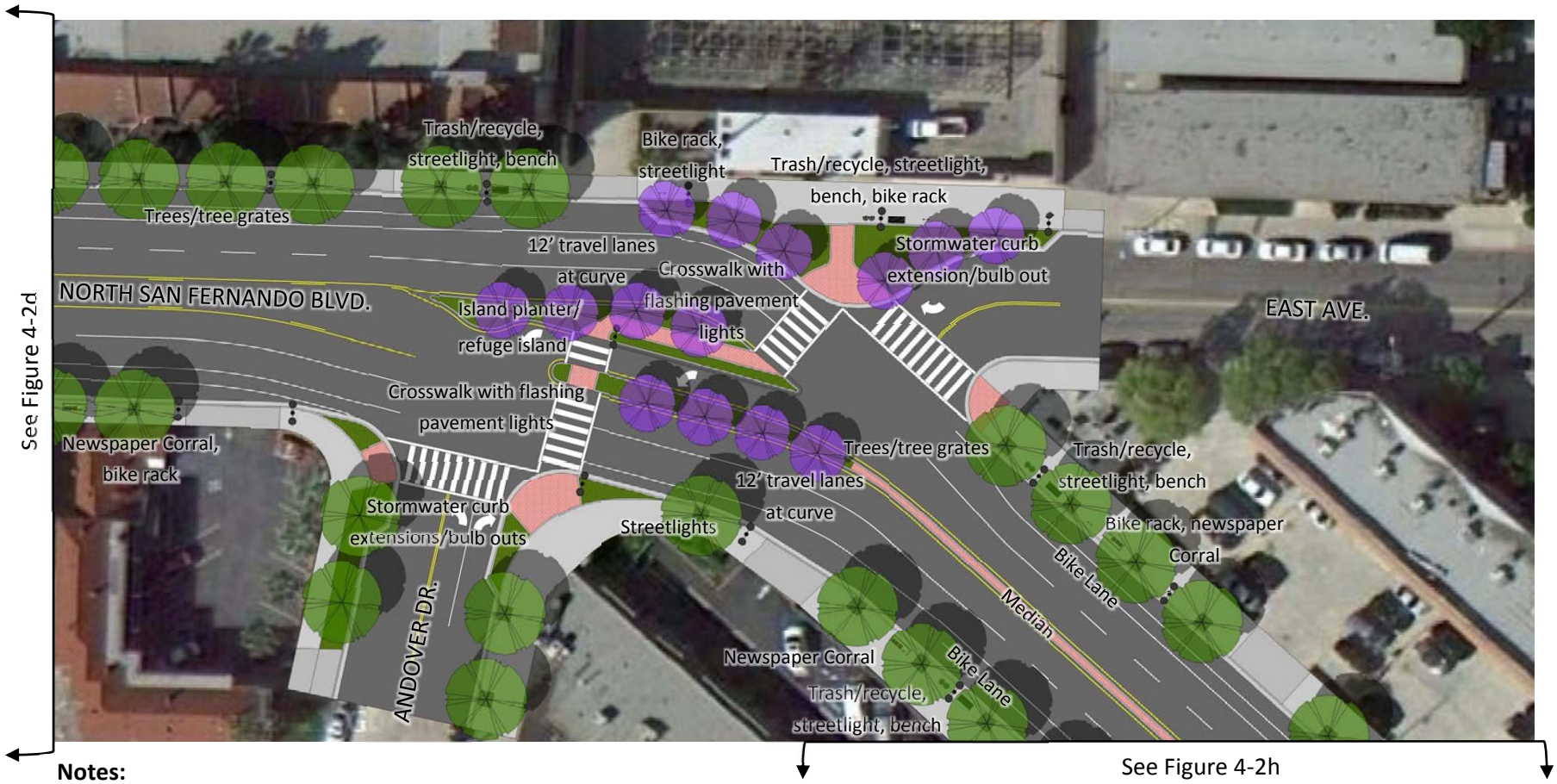
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2e: North San Fernando Boulevard: Existing Conditions

Figure 4-2f: North San Fernando Boulevard: Concept Plan



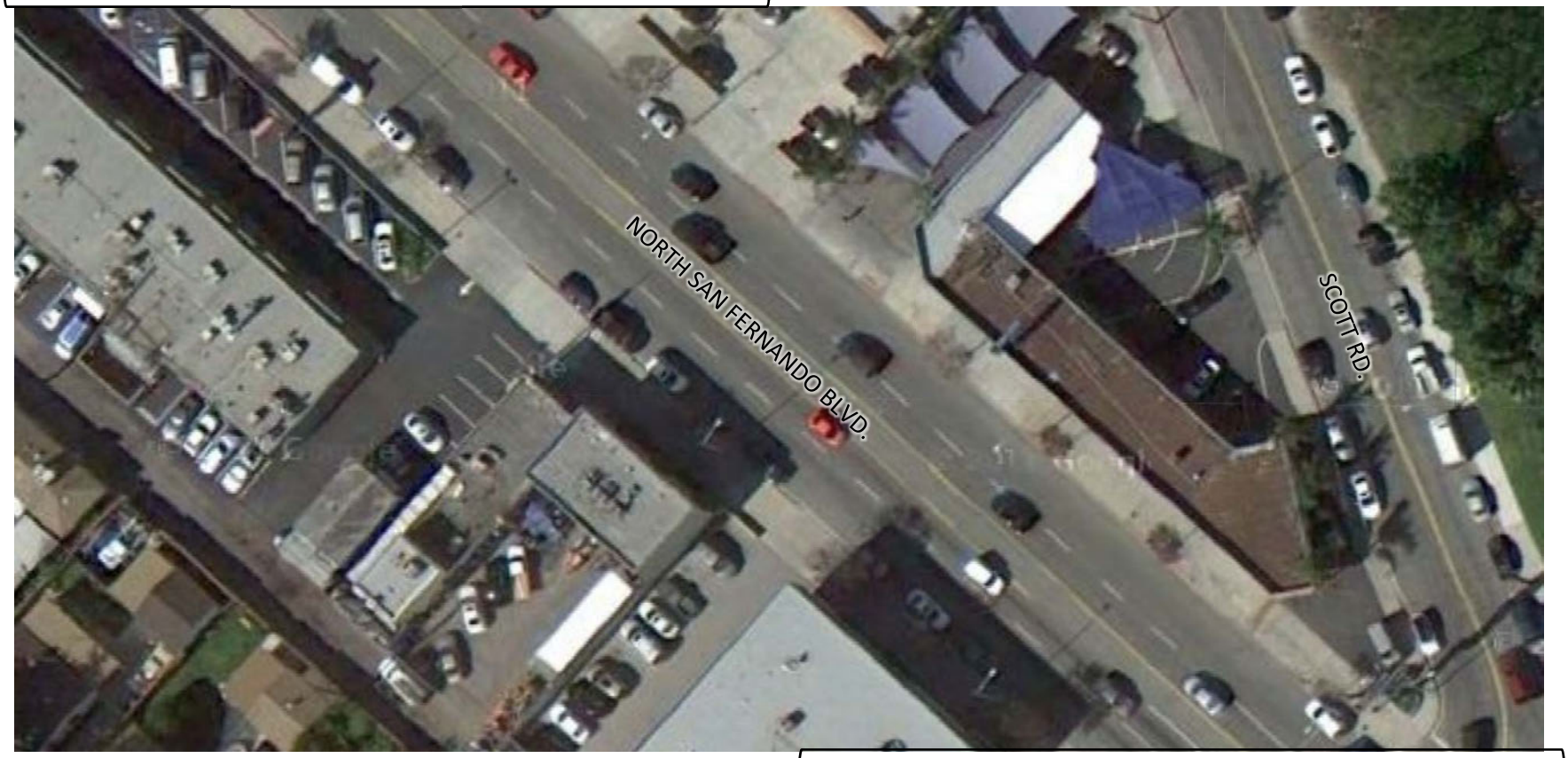
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2g: North San Fernando Boulevard: Existing Conditions

See Figure 4-2e



See Figure 4-2i

Figure 4-2h: North San Fernando Boulevard: Concept Plan

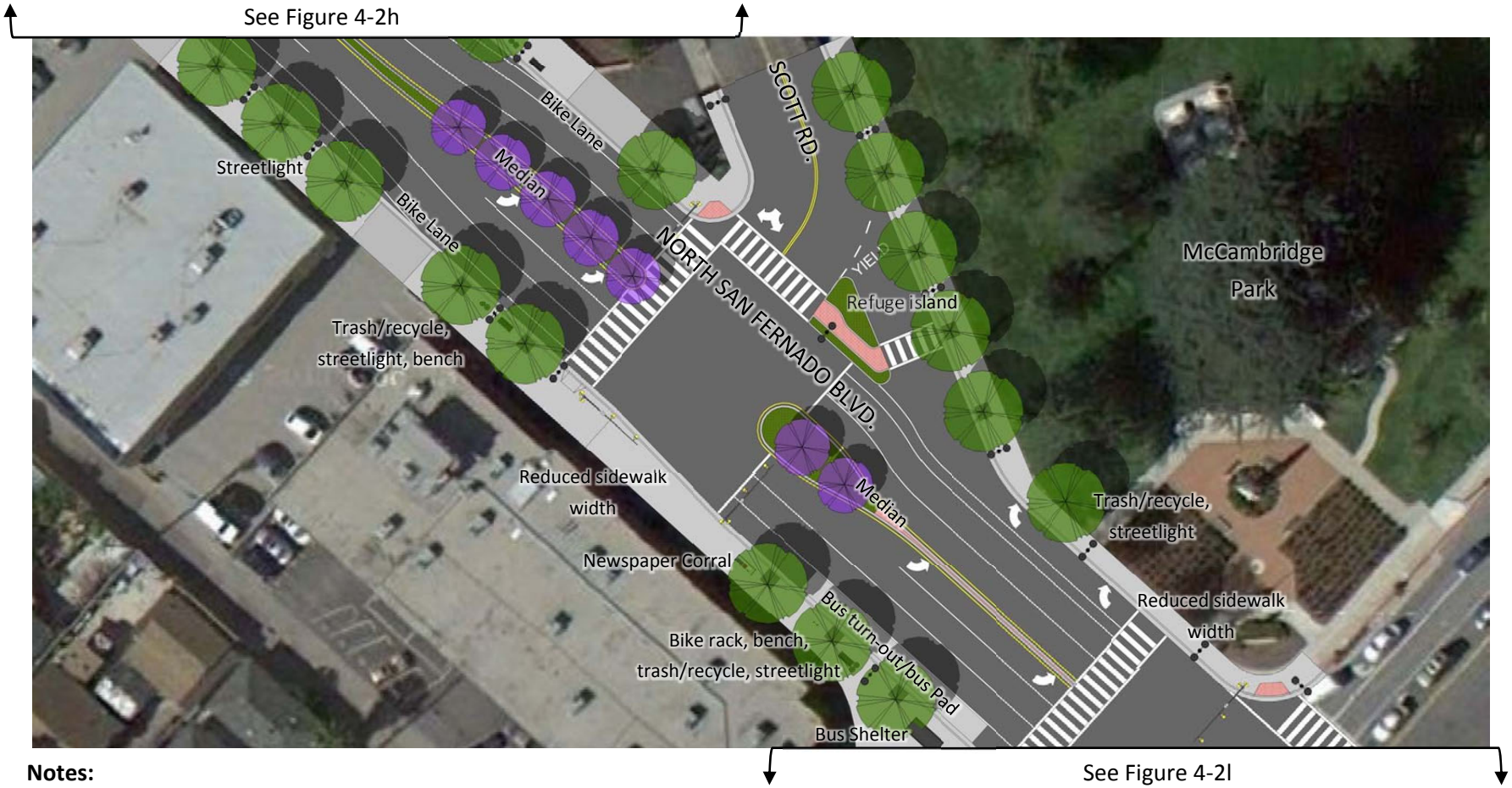
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2i: North San Fernando Boulevard: Existing Conditions

Figure 4-2j: North San Fernando Boulevard: Concept Plan



Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

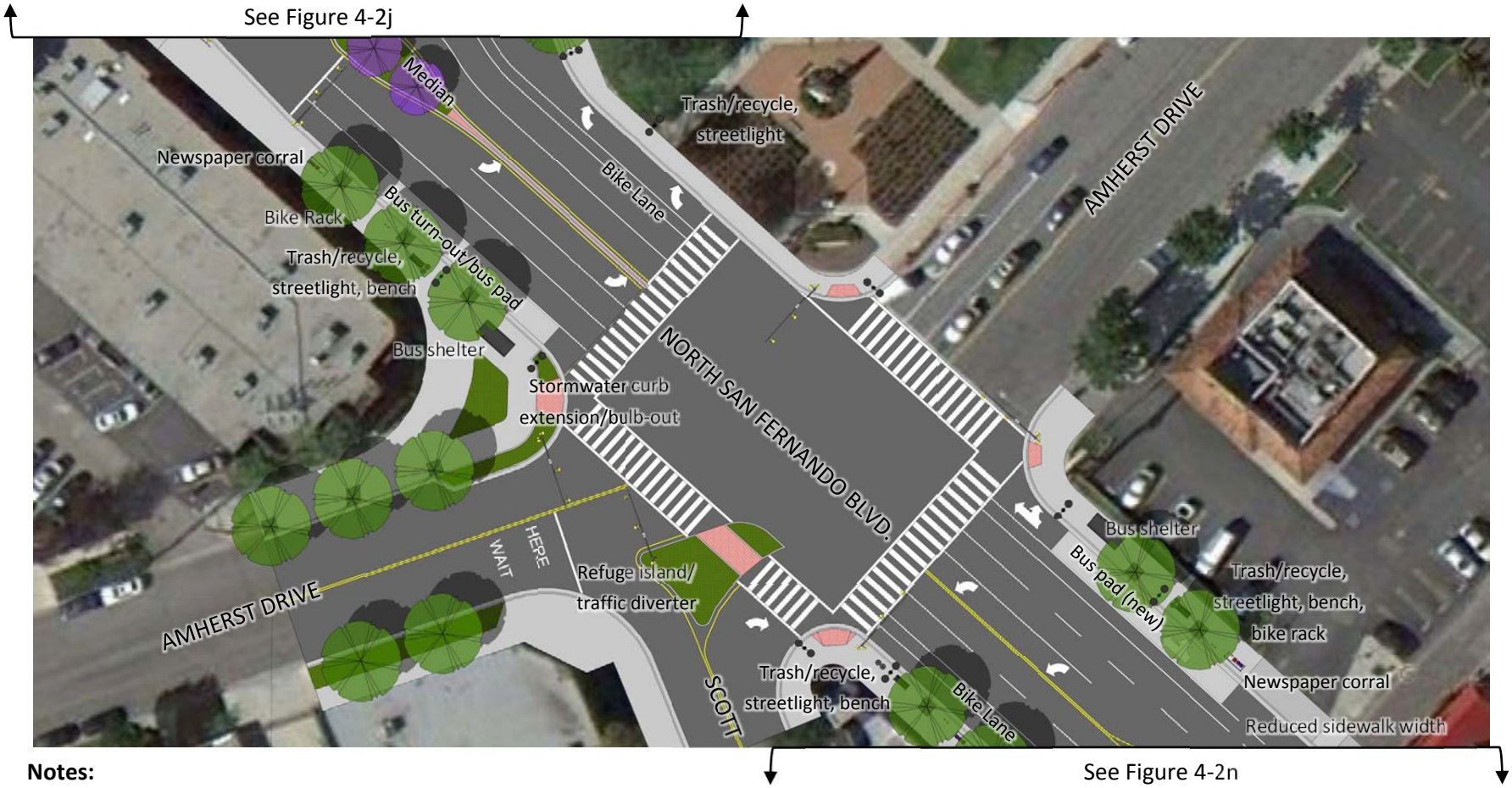
North San Fernando Boulevard

Figure 4-2k: North San Fernando Boulevard: Existing Conditions

See Figure 4-2i

See Figure 4-2m

Figure 4-2l: North San Fernando Boulevard: Concept Plan



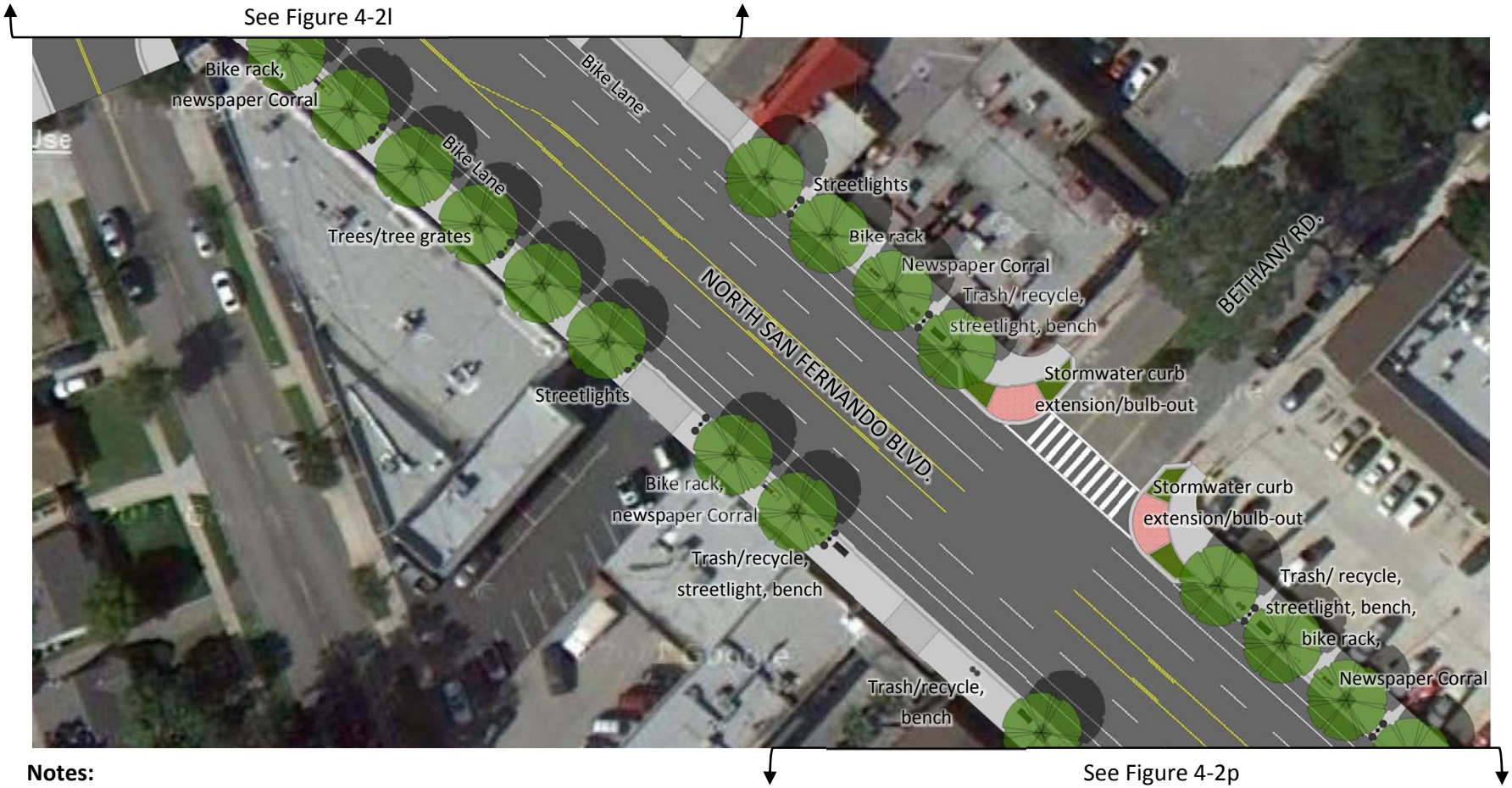
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2m: North San Fernando Boulevard: Existing Conditions

Figure 4-2n: North San Fernando Boulevard: Concept Plan



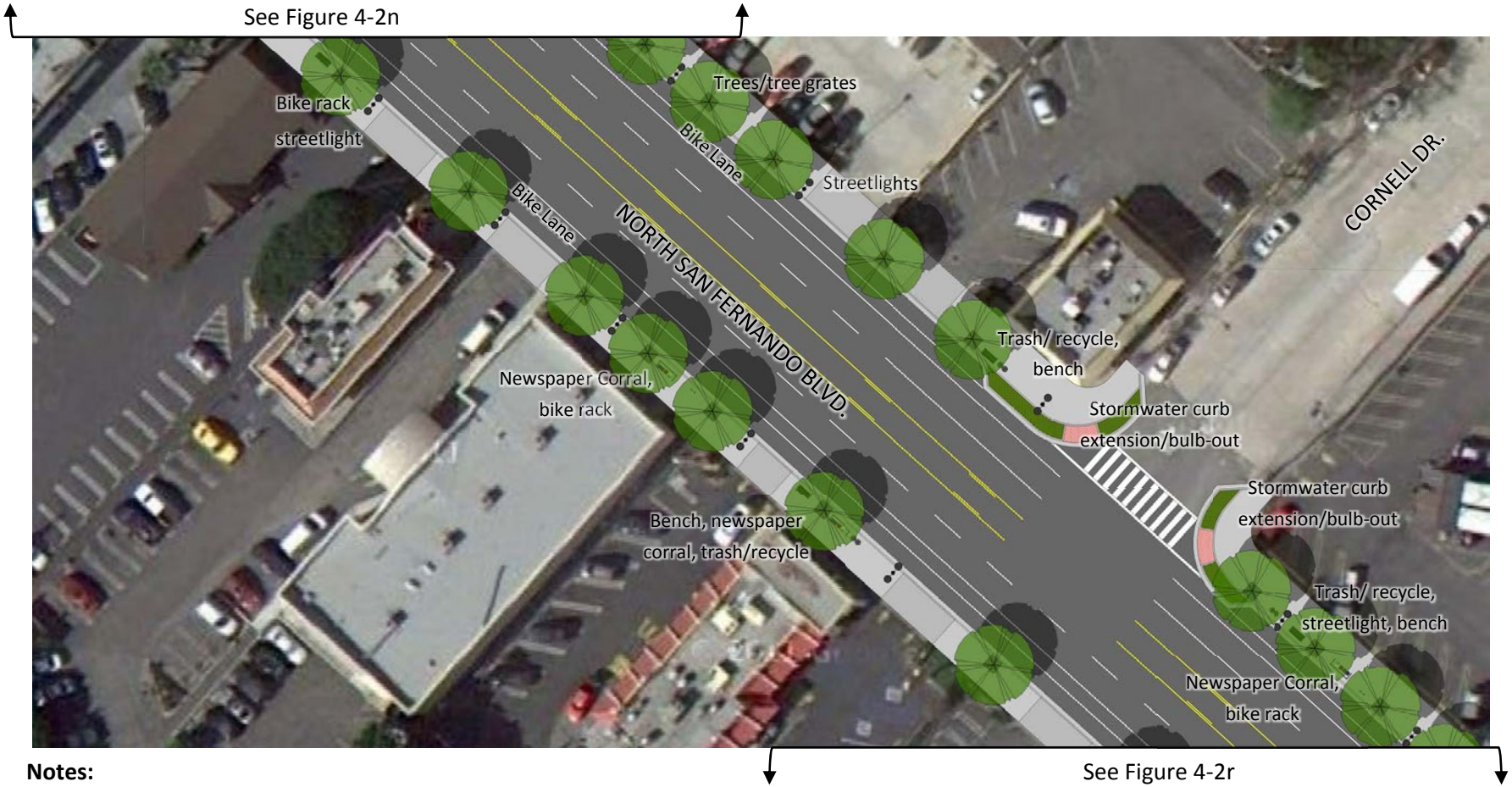
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2o: North San Fernando Boulevard: Existing Conditions

Figure 4-2p: North San Fernando Boulevard: Concept Plan



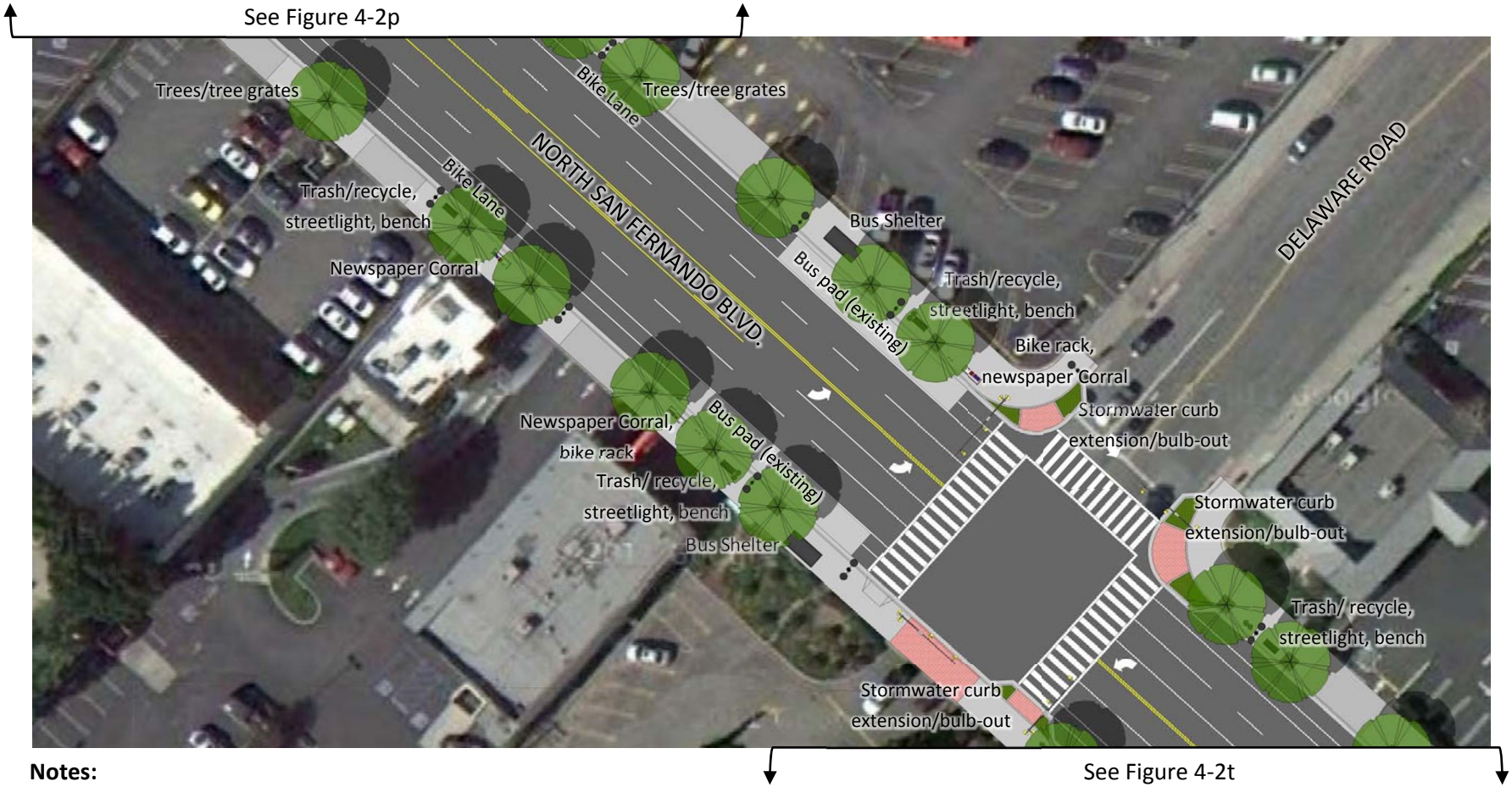
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2q: North San Fernando Boulevard: Existing Conditions

Figure 4-2r: North San Fernando Boulevard: Concept Plan



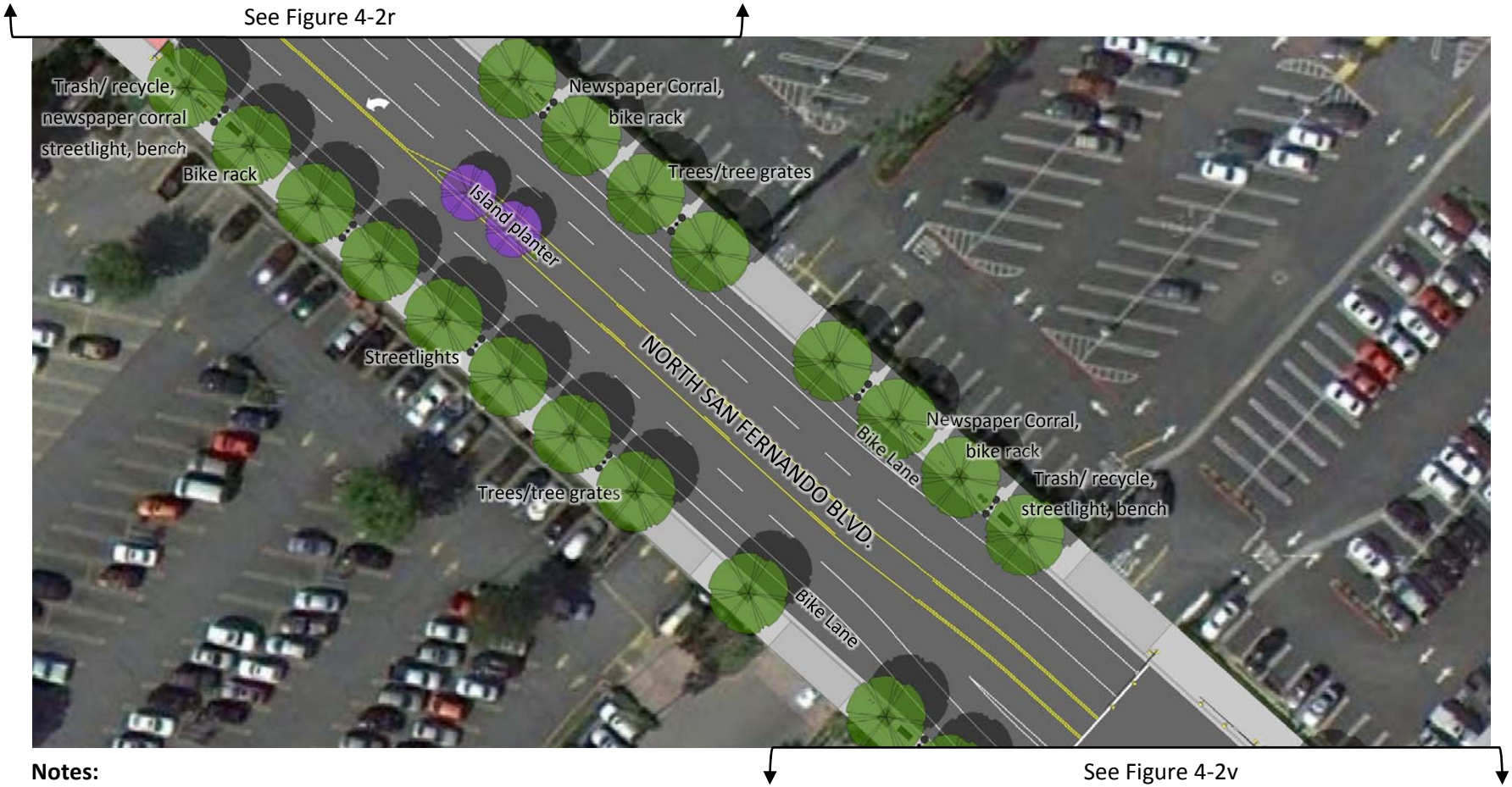
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2s: North San Fernando Boulevard: Existing Conditions

Figure 4-2t: North San Fernando Boulevard: Concept Plan



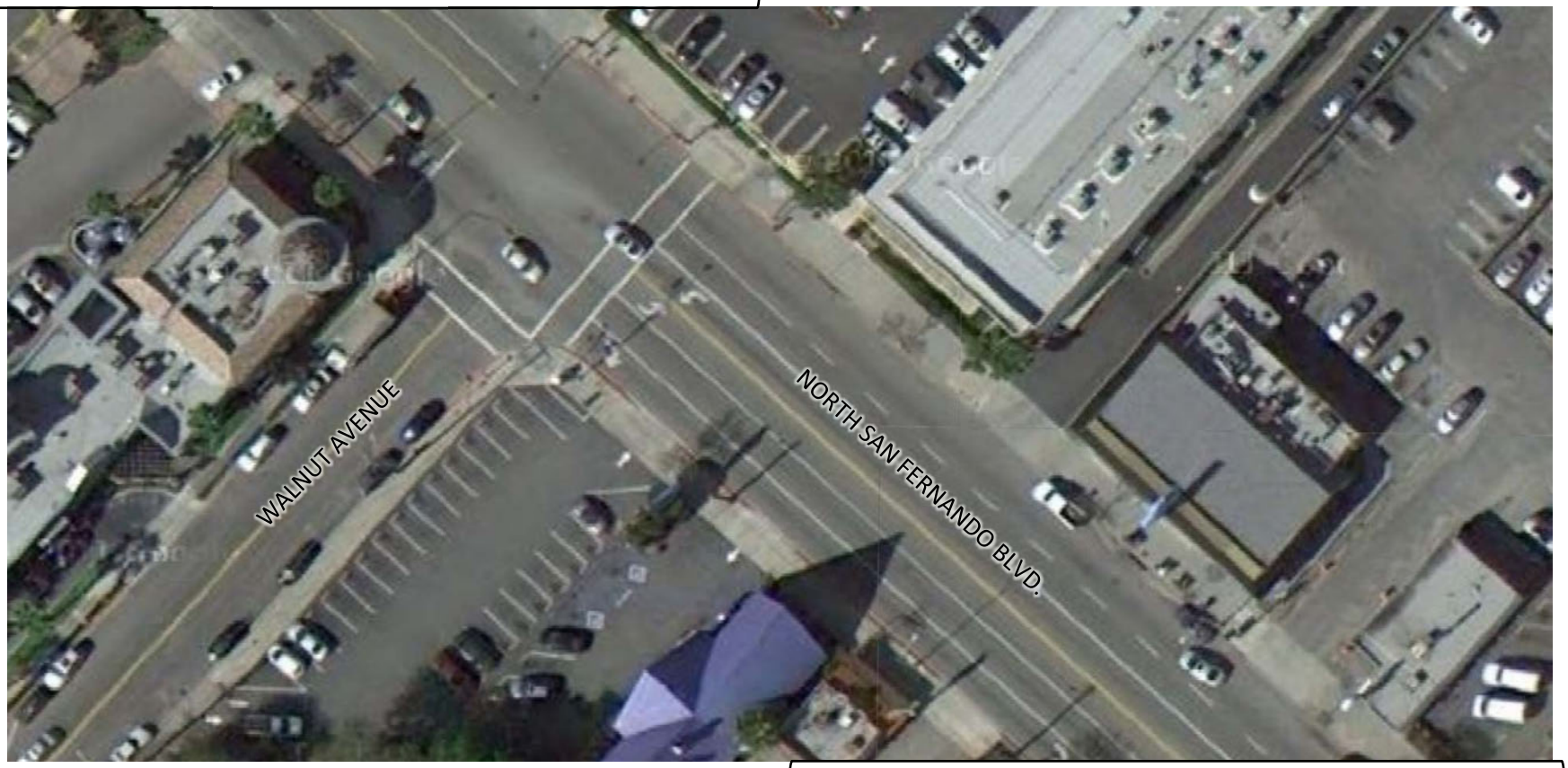
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

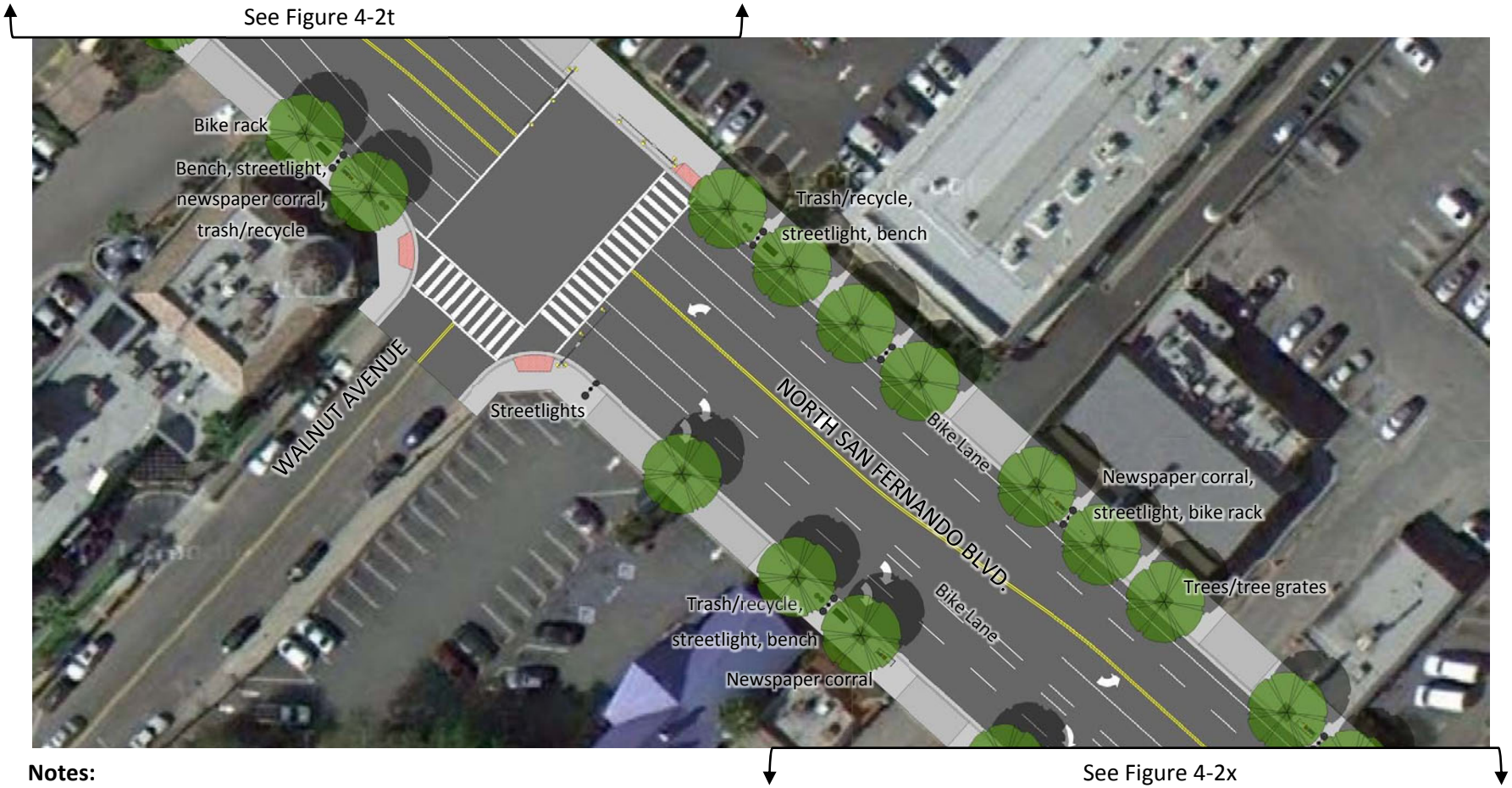
Figure 4-2u: North San Fernando Boulevard: Existing Conditions

See Figure 4-2s



See Figure 4-2w

Figure 4-2v: North San Fernando Boulevard: Concept Plan



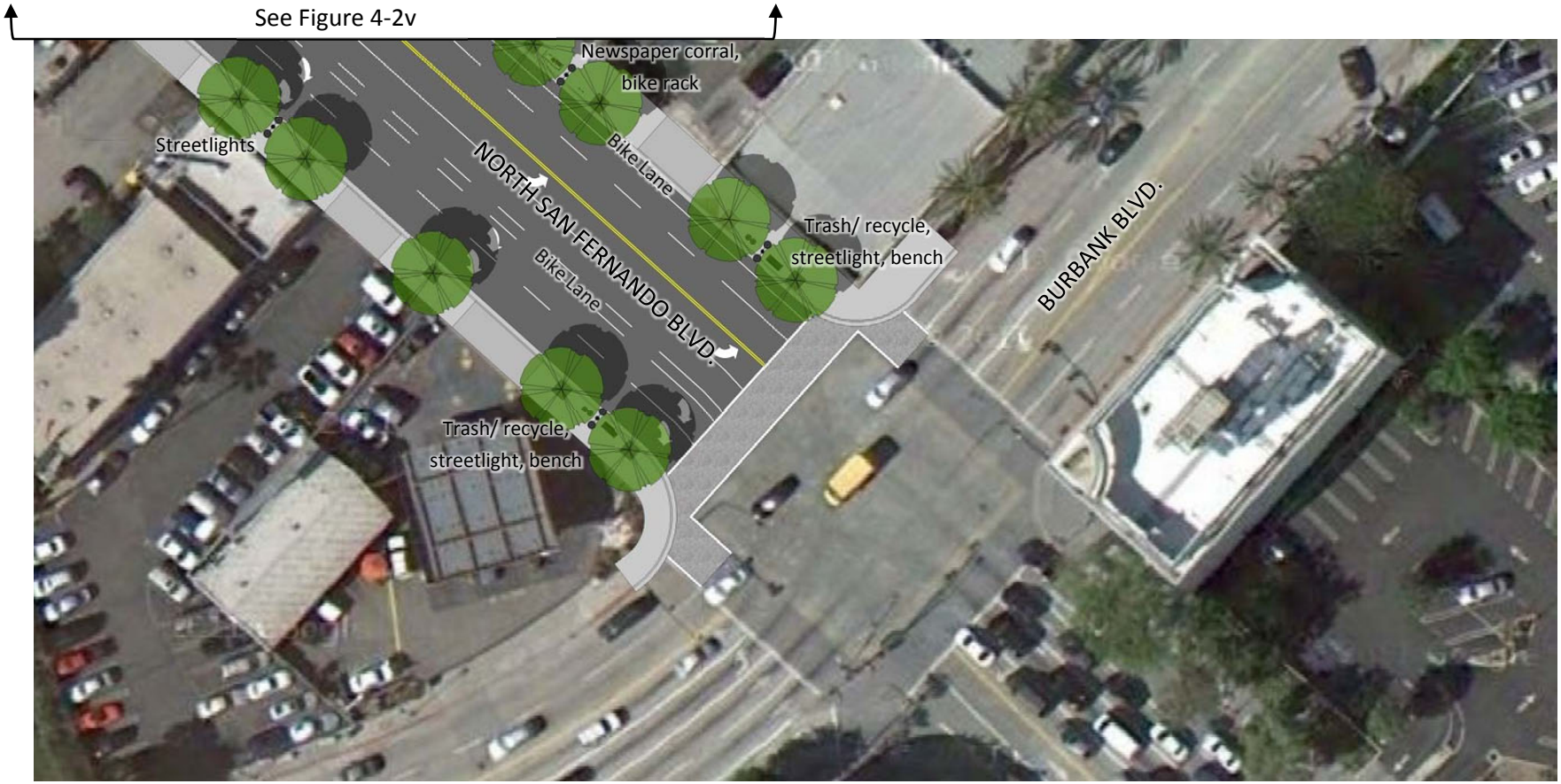
Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-2w: North San Fernando Boulevard: Existing Conditions

Figure 4-2x: North San Fernando Boulevard: Concept Plan



Notes:

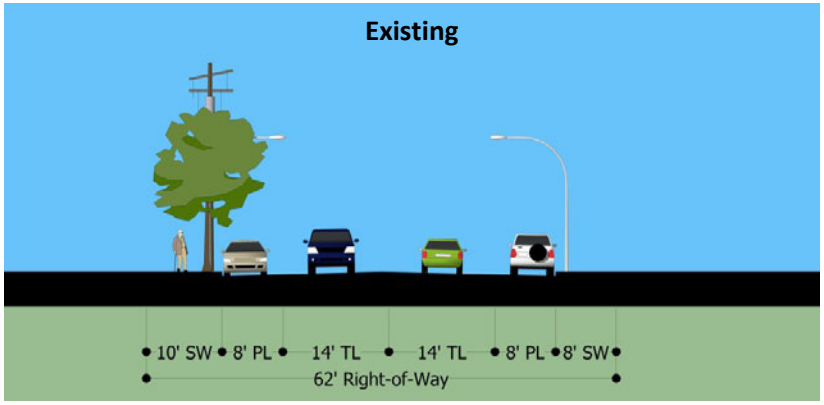
1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

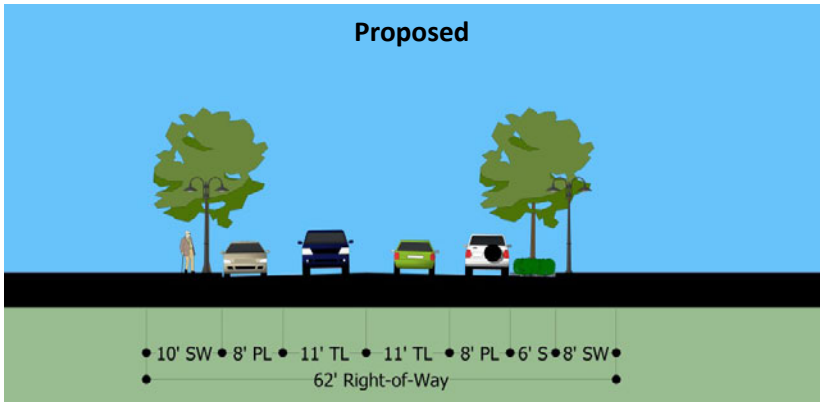
4.2 East Avenue and Scott Road

The segment of East Avenue between North San Fernando Boulevard and Scott Road and the segment of Scott Road between North San Fernando Boulevard and East Avenue will be improved with stormwater curb extensions, bulb-outs, street trees, tree grates, streetlights, and crosswalks with a highly-visible striping pattern. Recycled water lines will be installed within the streets and will be used to irrigate street trees and landscaping in the stormwater curb-extensions and bulb-outs. Parallel parking will remain on both sides of the streets. To implement part of the Bicycle Master Plan, Scott Road will function as a bicycle boulevard, which is a bicycle route (Class III) with neighborhood protection features that help to reduce vehicle speeds. "Sharrow" pavement markings (reminding drivers to share the road with bikes) will be provided on Scott Road.

The following figures compare the existing conditions to the conceptual improvements for East Avenue and Scott Road. The conceptual improvements are illustrated with typical street sections (see Figure 4-3a through 4-3b) and plan view graphics (Figures 4-4a through 4-4d).

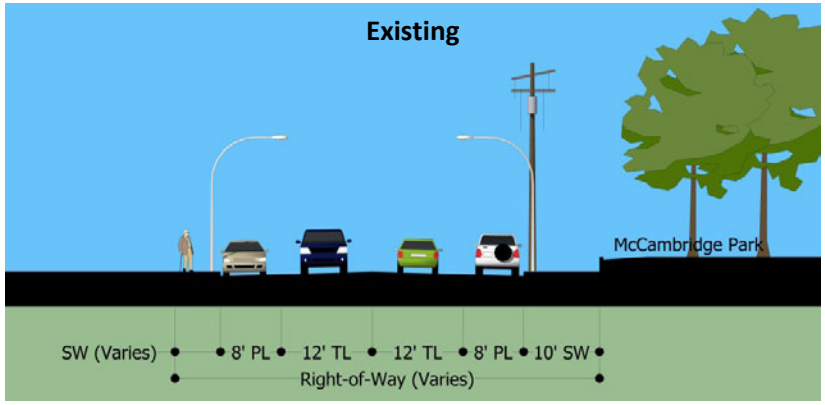
Figure 4-3a: East Avenue: Typical Section from North San Fernando Boulevard to Scott Road (Looking West)

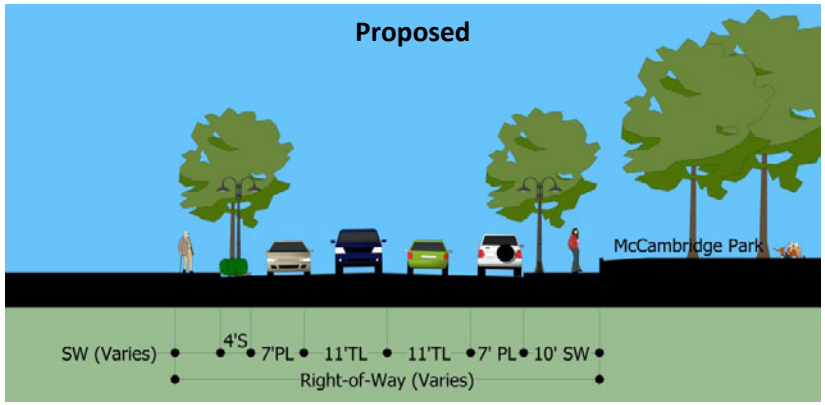




Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
S: Stormwater Curb Extension

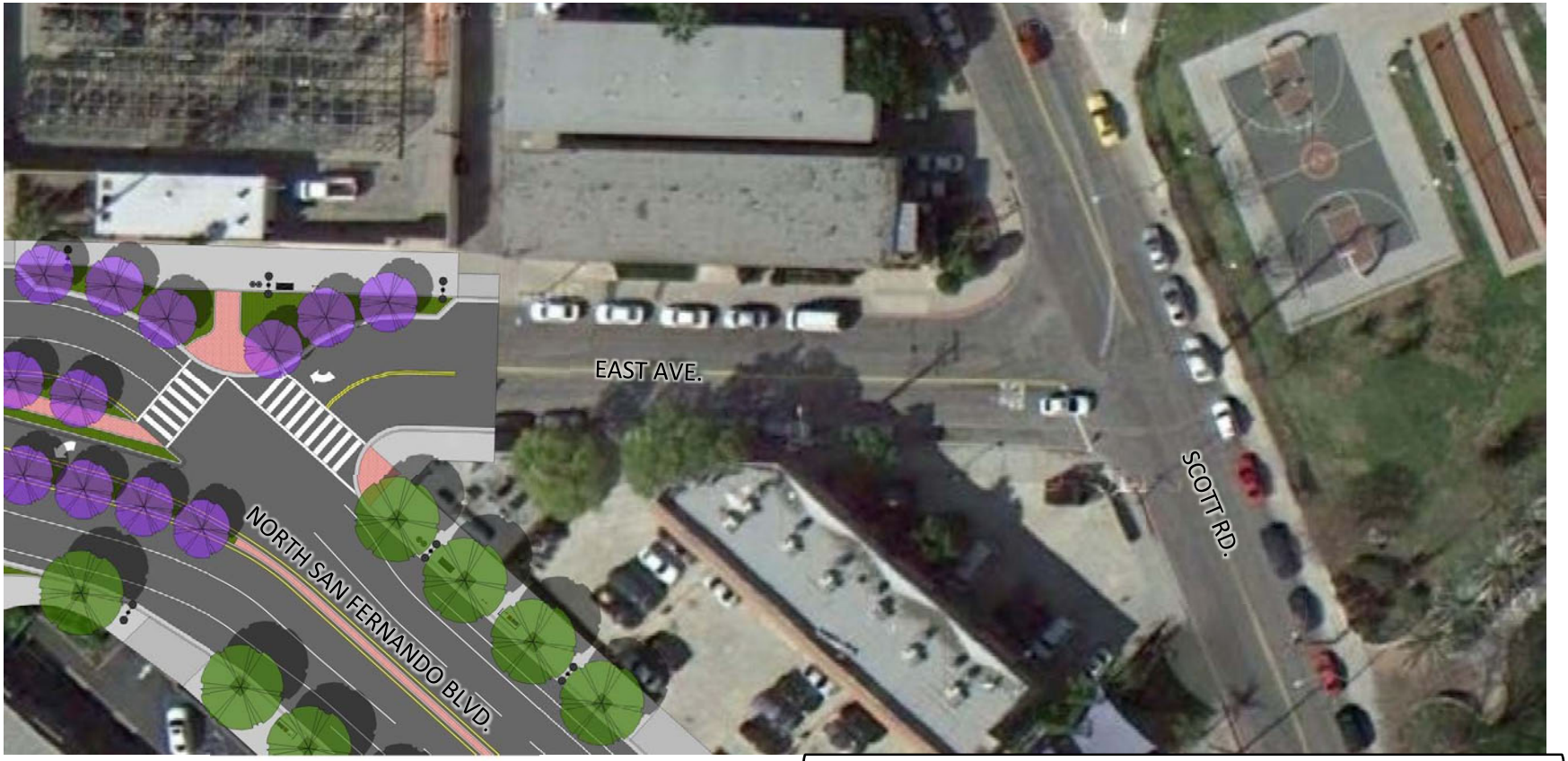
Figure 4-3b: Scott Road: Typical Section from East Avenue to North San Fernando Boulevard (Looking Northwest)





Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
S: Stormwater Curb Extension

Figure 4-4a East Avenue and Scott Road: Existing Conditions

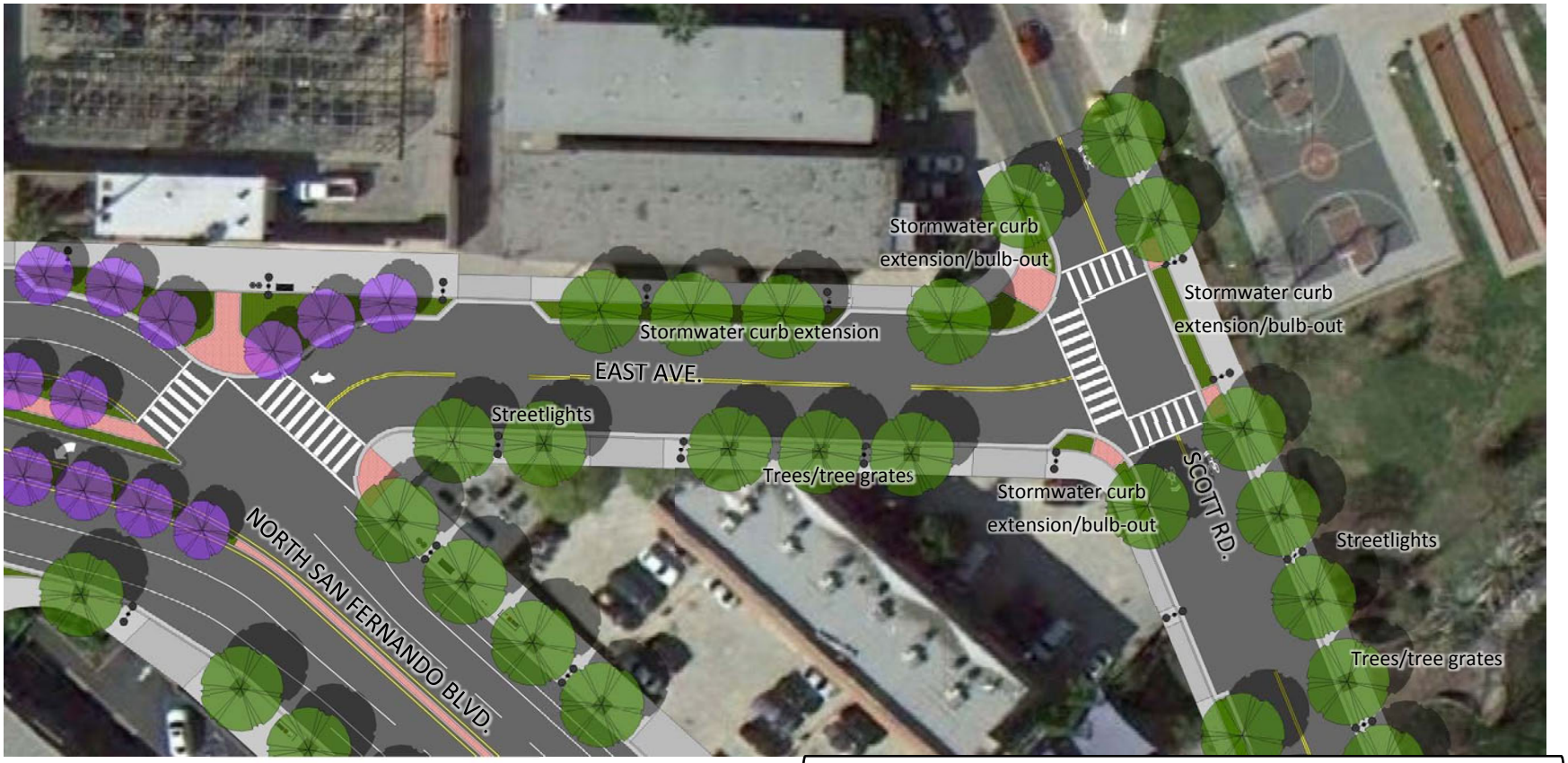


See Figure 4-4c

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on East Avenue and Scott Road.

Figure 4-4b East Avenue and Scott Road: Concept Plan



See Figure 4-4d

Notes:

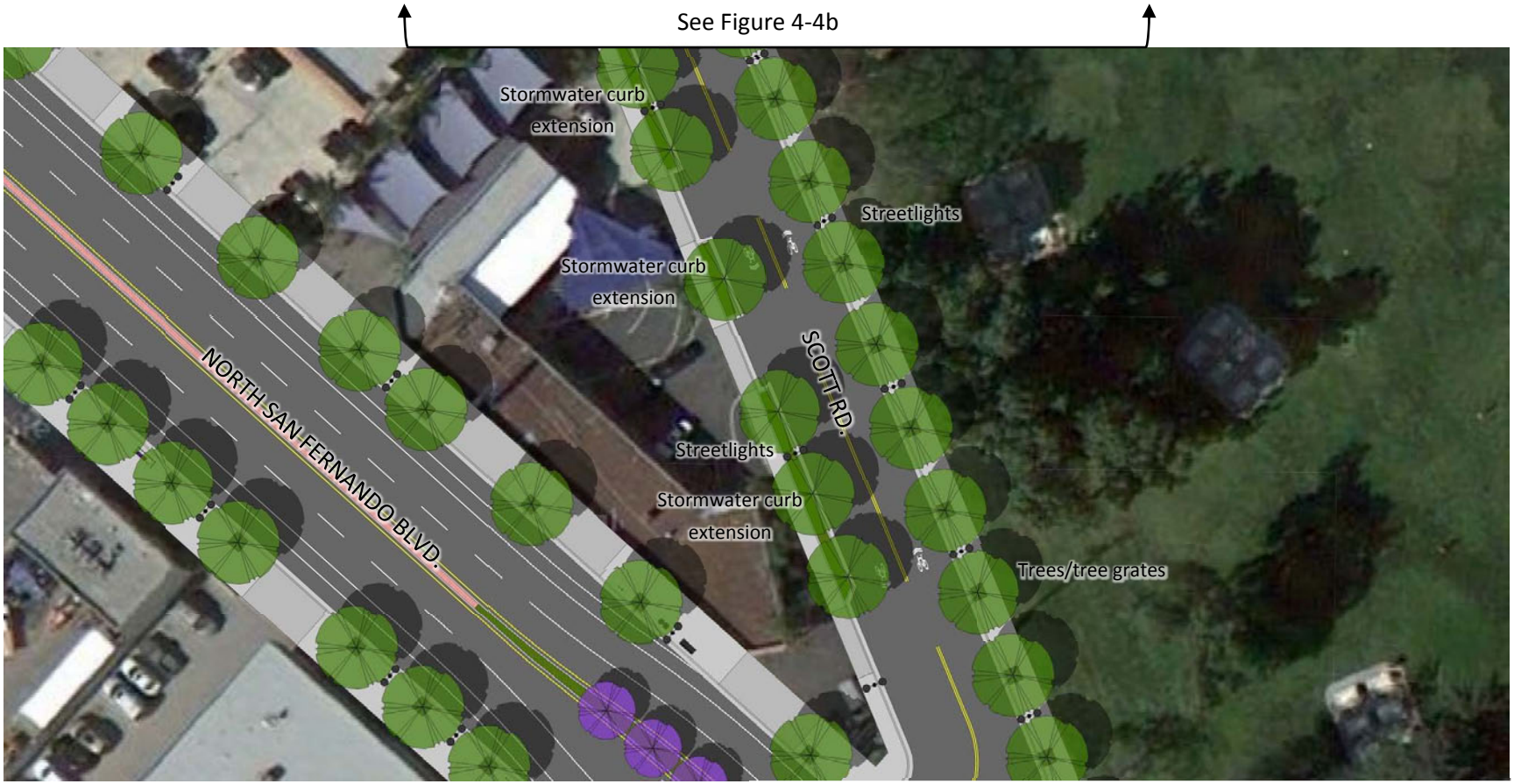
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on East Avenue and Scott Road.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-4c East Avenue and Scott Road: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on East Avenue and Scott Road.

Figure 4-4d East Avenue and Scott Road: Concept Plan



Notes:

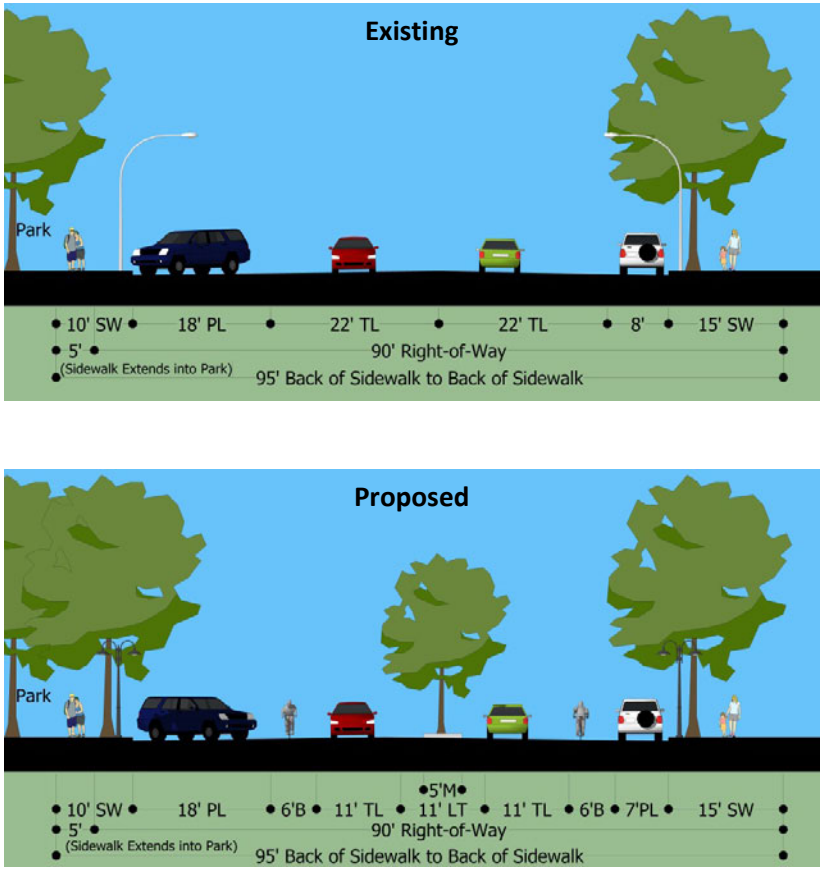
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on East Avenue and Scott Road.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

4.3 Amherst Drive

The segment of Amherst Drive between North San Fernando Boulevard and Glenoaks Boulevard will be improved with new streetlights, street trees, tree grates, bicycle lanes, landscaped medians, and crosswalks with a highly-visible striping pattern. Mature and healthy trees on the east side of Amherst Drive would remain. To implement the Bicycle Master Plan, this segment of Amherst Drive will also be improved with bike lanes (Class II). To create a safer bicycling environment, back-in/front-out angled parking will be provided along McCambridge Park. Island planters/traffic diverters and bulb-outs will also be provided at the Amherst Drive/North Third Street, and East Avenue intersection. Recycled water lines will be installed within the street and will be used to irrigate street trees and landscaping in medians, island planters, traffic diverters, and stormwater curb-extensions/bulb-outs.

The following figures compare the existing conditions to the conceptual improvements for Amherst Drive. The conceptual improvements are illustrated with typical street sections (see Figure 4-5) and plan view graphics (Figures 4-6a through 4-6h).

Figure 4-5: Amherst Drive: Typical Section from North San Fernando Boulevard to Glenoaks Boulevard (Looking Northeast)



Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
B: Bike Lane M: Landscaped Median
LT: Left-Turn Lane

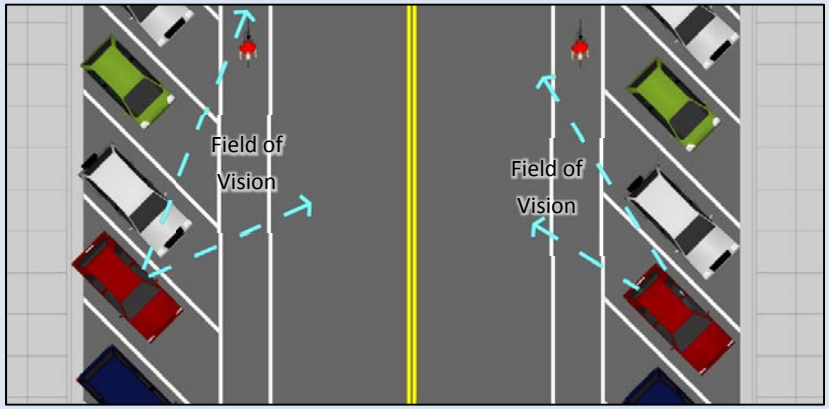
Back-In/Front-Out Angled Parking

When backing out of an angled on-street parking space, the driver's view of bicyclists can often be blocked by parked cars and the vehicle's blind spots. As a result, on-street angled parking can create dangerous conditions for bicyclists.

To eliminate this problem, small towns and big cities throughout the nation have reversed the typical direction of the on-street parking spaces to create back-in/front-out angled parking.
Back-in/front-out angled parking is safer because drivers have a straight and clear view of bicyclist, as well as on-coming vehicles, when they are exiting the parking space. Back-in/front-out angled parking is also safer for people that are accessing the trunk of their car, as they can do so from the safety of the sidewalk rather than the street.

Back-in/front out angled parking can be confusing when it is fist implemented. Signage should be used to clearly explain how people should back-in and pull out of the parking spots. Essentially, drivers will pull past the parking space, signal, and back-in, just as if they were parallel parking. The only difference is that they do not have to make the final turning movement to parallel park.

Signage explaining back-in/front out angled



Back-In/Front-out Angled Parking: The driver in the red car has greater field of vision and can see the on-coming bicyclist and vehicle traffic sooner.

Standard Angled Parking: The field of vision of the driver in the red car is limited by the adjacent vehicle and the blind spots in their car, making it harder to see on-coming bicyclist and vehicle traffic.

Conceptual View of Amherst Drive: Driver's view of on-coming bike and vehicle traffic.

North San Fernando Boulevard

Figure 4-6a Amherst Drive: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Amherst Drive.

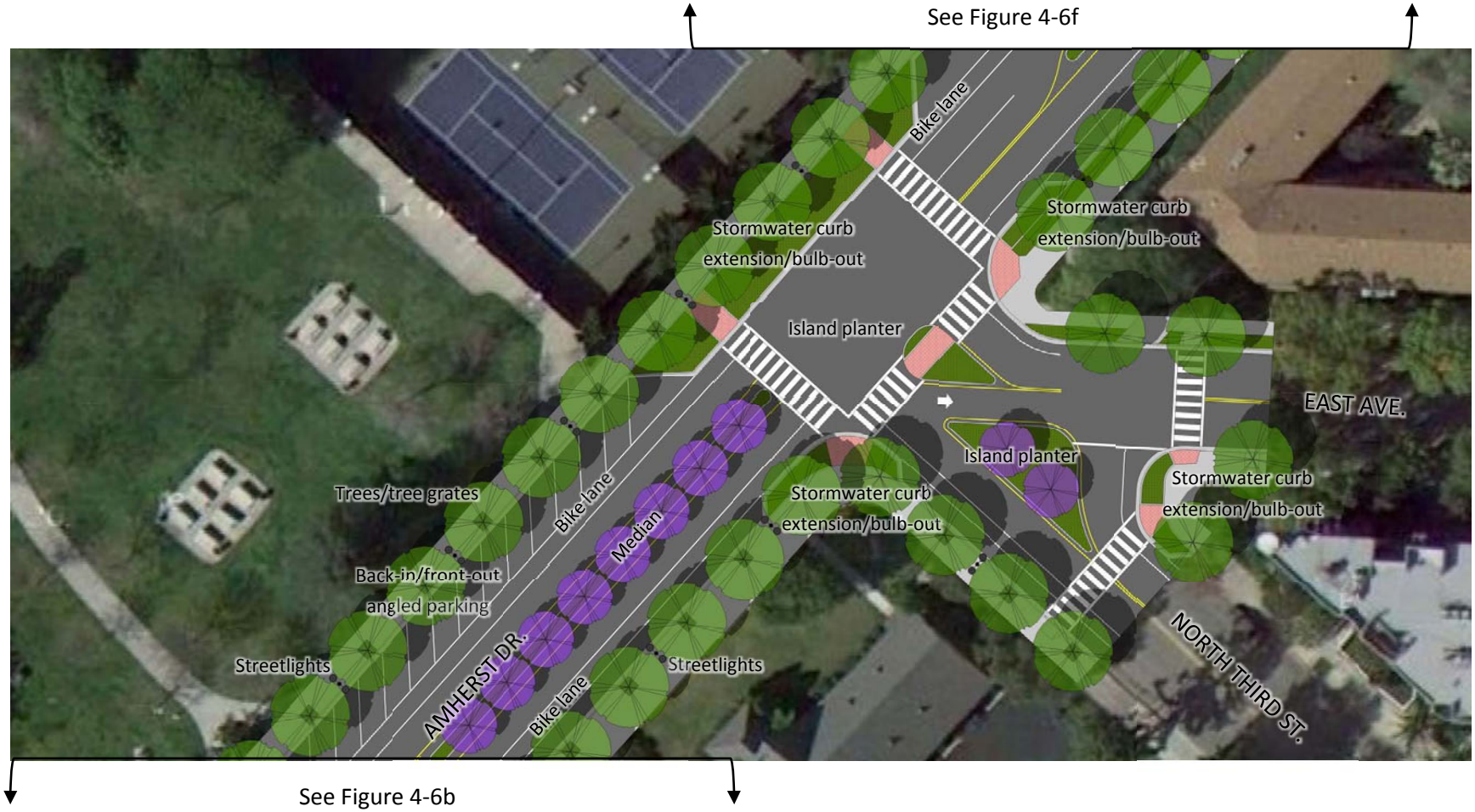
Figure 4-6b Amherst Drive: Concept Plan

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Amherst Drive.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-6c Amherst Drive: Existing Conditions

Figure 4-6d Amherst Drive: Concept Plan

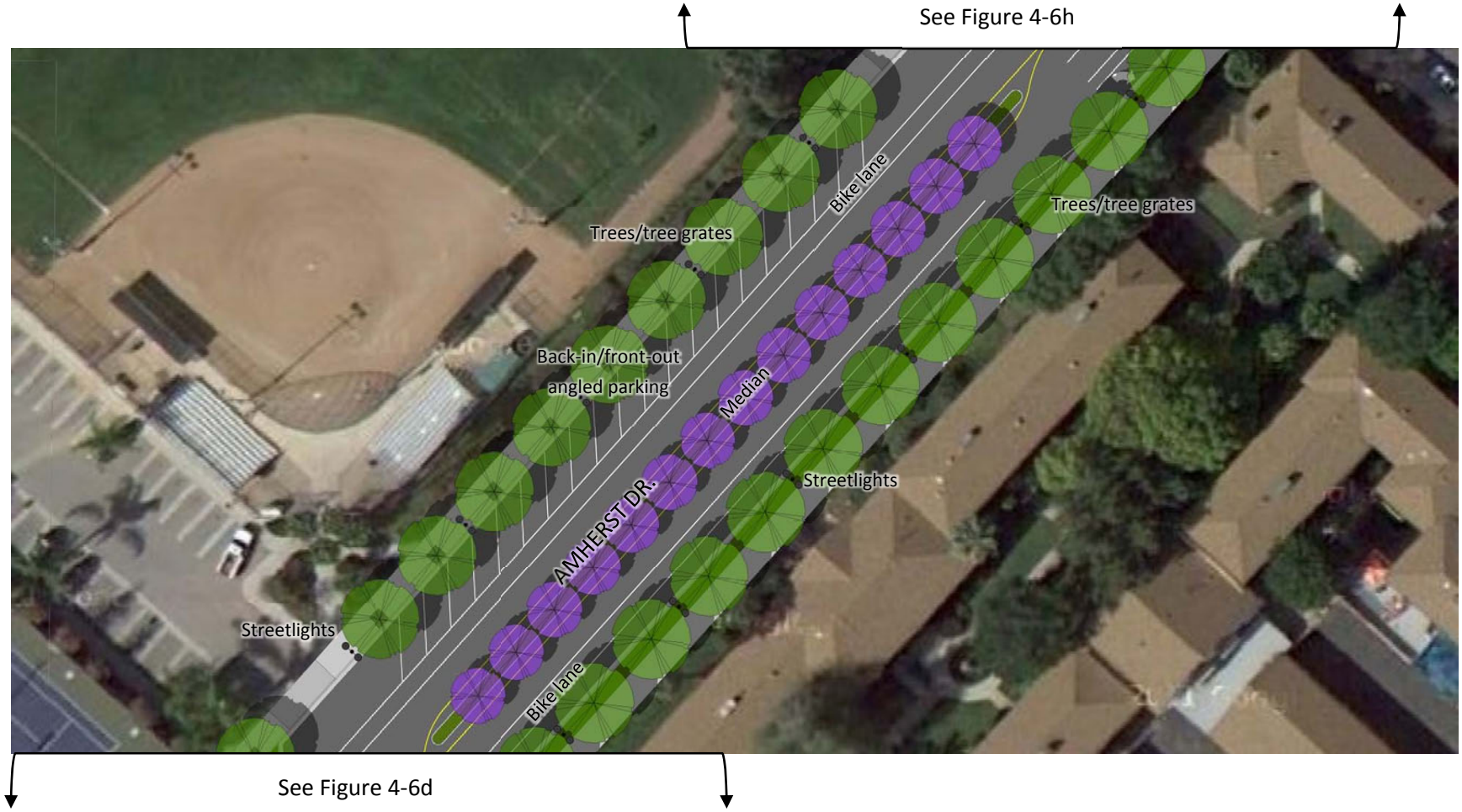


Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-6e Amherst Drive: Existing Conditions

Figure 4-6f Amherst Drive: Concept Plan



Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-6g Amherst Drive: Existing Conditions

See Figure 4-6e

Figure 4-6h Amherst Drive: Concept Plan

See Figure 4-6f

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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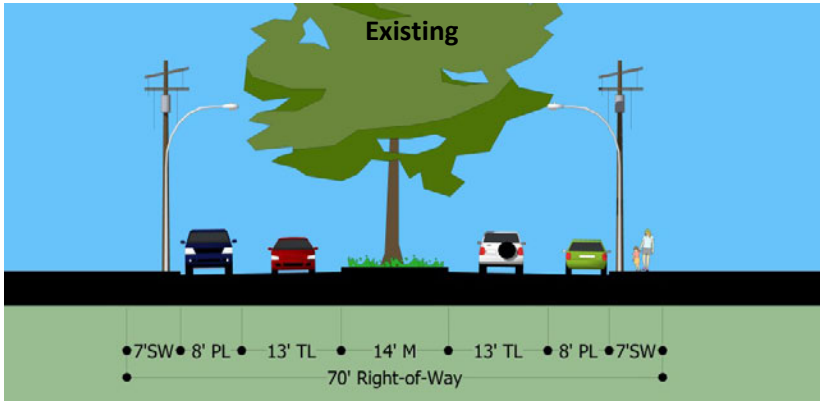
4.4 Bethany Road

The segment of Bethany Road between North San Fernando Boulevard and North Third Street will be improved with new streetlights and crosswalks with a highly-visible striping pattern. The existing median will also be replanted with new plants (ground cover only). The existing trees in the median will remain. Recycled water lines will be installed within the street and will be used to irrigate street trees and landscaping in the medians.

The following figures compare the existing conditions to the conceptual improvements for Bethany Road. The conceptual improvements are illustrated with typical street sections (see Figure 4-7) and plan view graphics (Figures 4-8a through 4-8d).

Figure 4-7: Bethany Road: Typical Section from North San Fernando Boulevard to north Third Street (Looking Northeast)



Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
M: Median

Figure 4-8a Bethany Road: Existing Conditions

Notes:

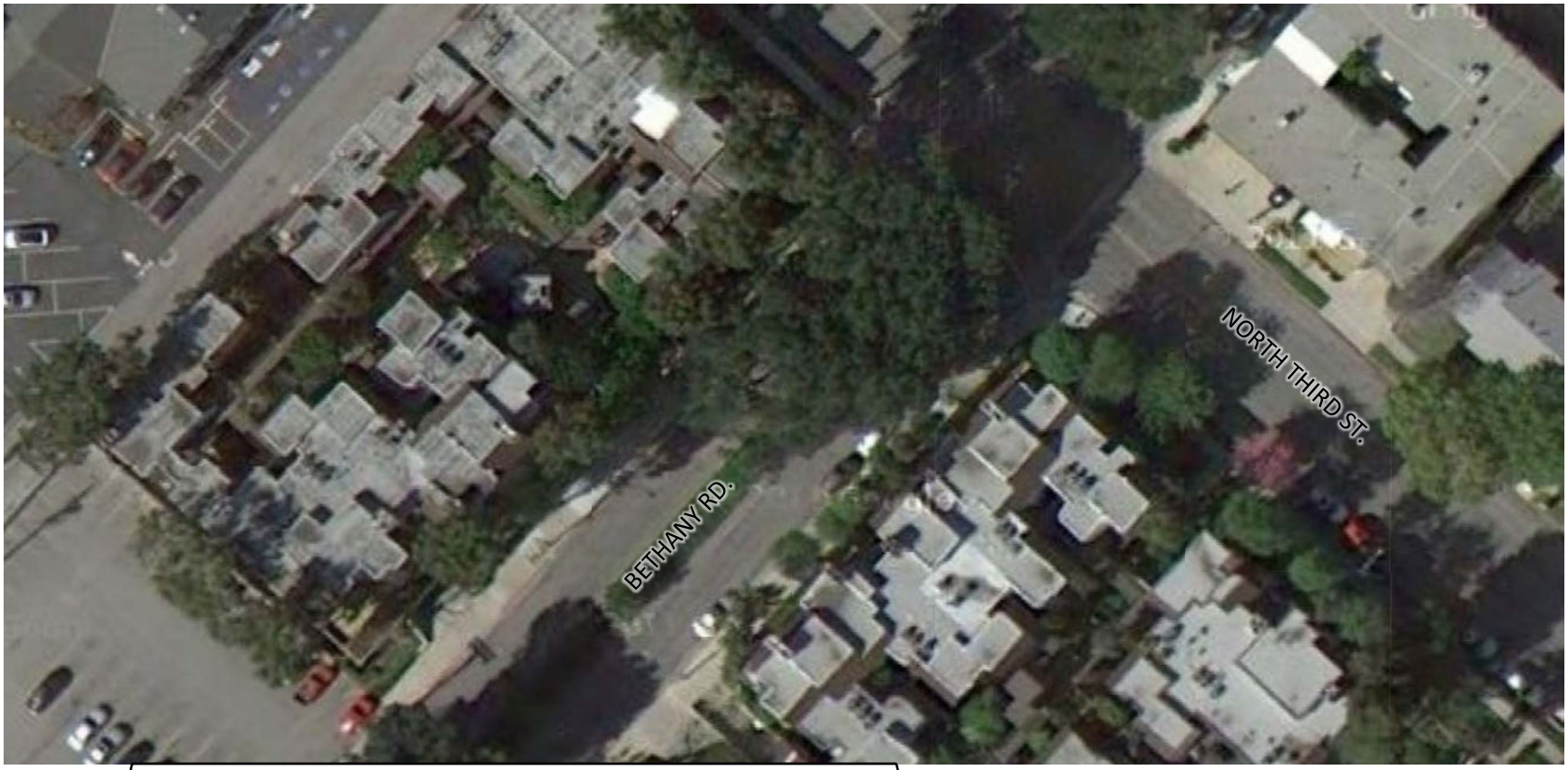
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Bethany Road.

Figure 4-8b Bethany Road: Concept Plan

Notes:

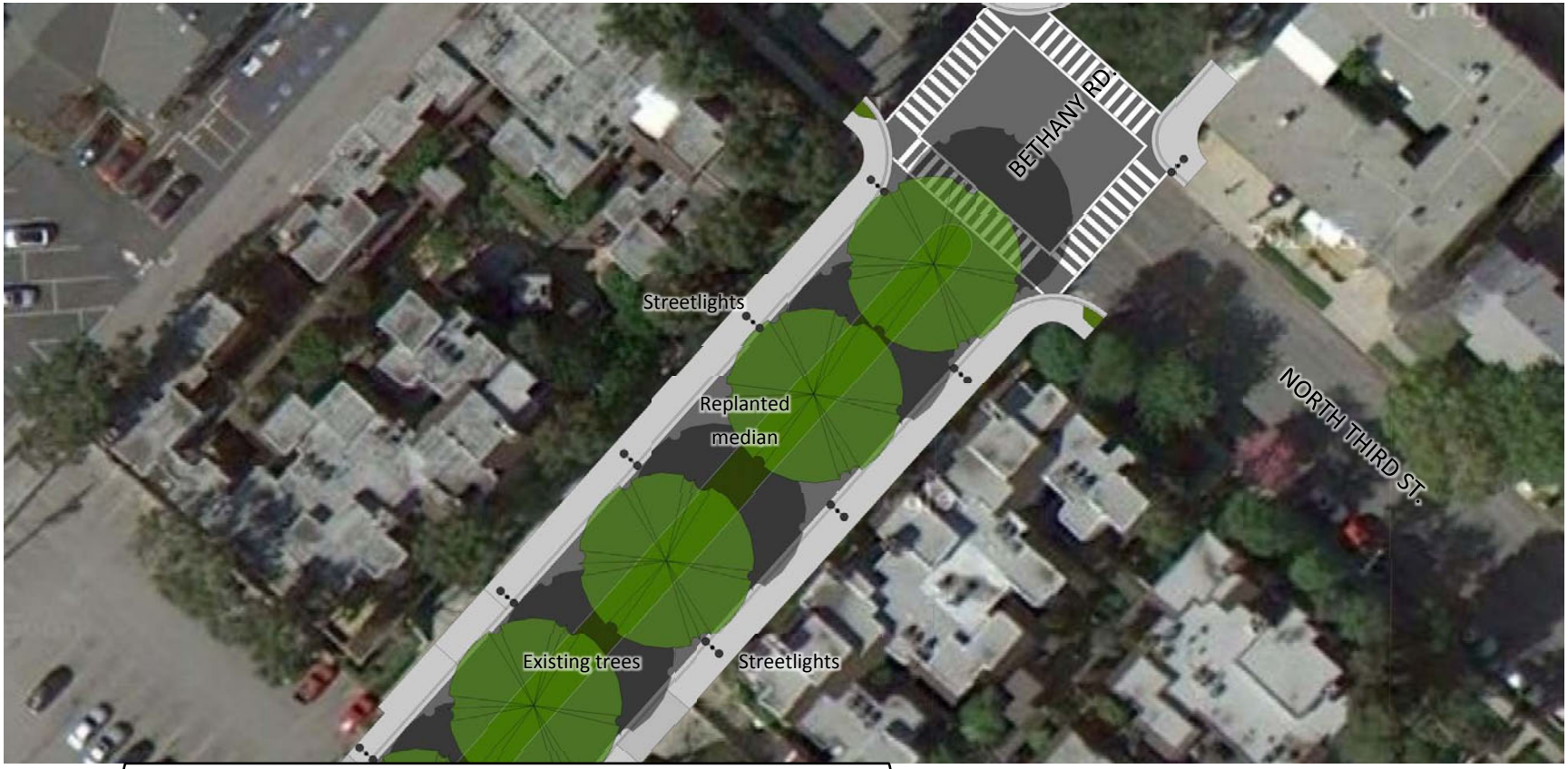
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Bethany Road.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-8c Bethany Road: Existing Conditions



See Figure 4-8a

Figure 4-8d Bethany Road: Concept Plan



See Figure 4-8b

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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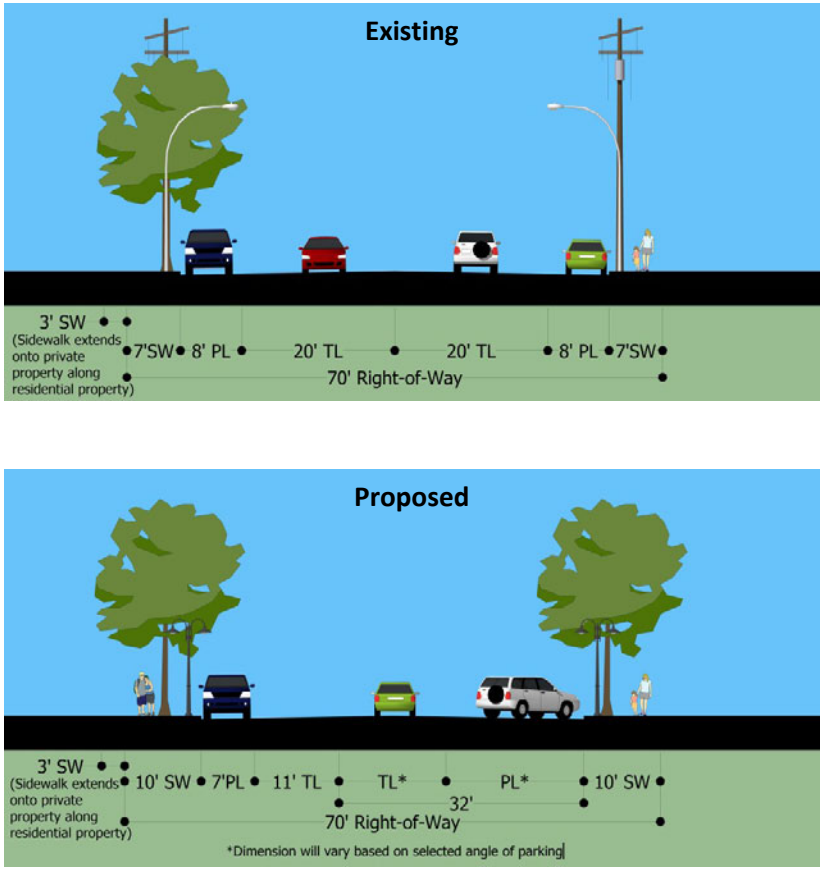
4.5 Cornell Drive

The segment of Cornell Drive between North San Fernando Boulevard and North Third Street will be improved with wider sidewalks, street trees and tree grates, street lights, angled and parallel parking and crosswalks with a highly-visible striping pattern. Sidewalks will be widened from 7' to 10'. Angled parking will be located on the east side of the street and parallel parking will be provided on the west side of the street. The east side of the street will be planted with new trees. The healthy and mature trees on the west side of the street will remain to the extent feasible. Recycled water lines will be installed within the street and will be used to irrigate street trees.

The following figures compare the existing conditions to the conceptual improvements for North San Fernando Boulevard. The conceptual improvements are illustrated with typical street sections (see Figure 4-9) and plan view graphics (Figures 4-10a through 4-10d).

Figure 4-9: Cornell Drive: Typical Section from North San Fernando Boulevard to North Third Street (Looking Northeast)



Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane

North San Fernando Boulevard

Figure 4-10a Cornell Drive: Existing Conditions

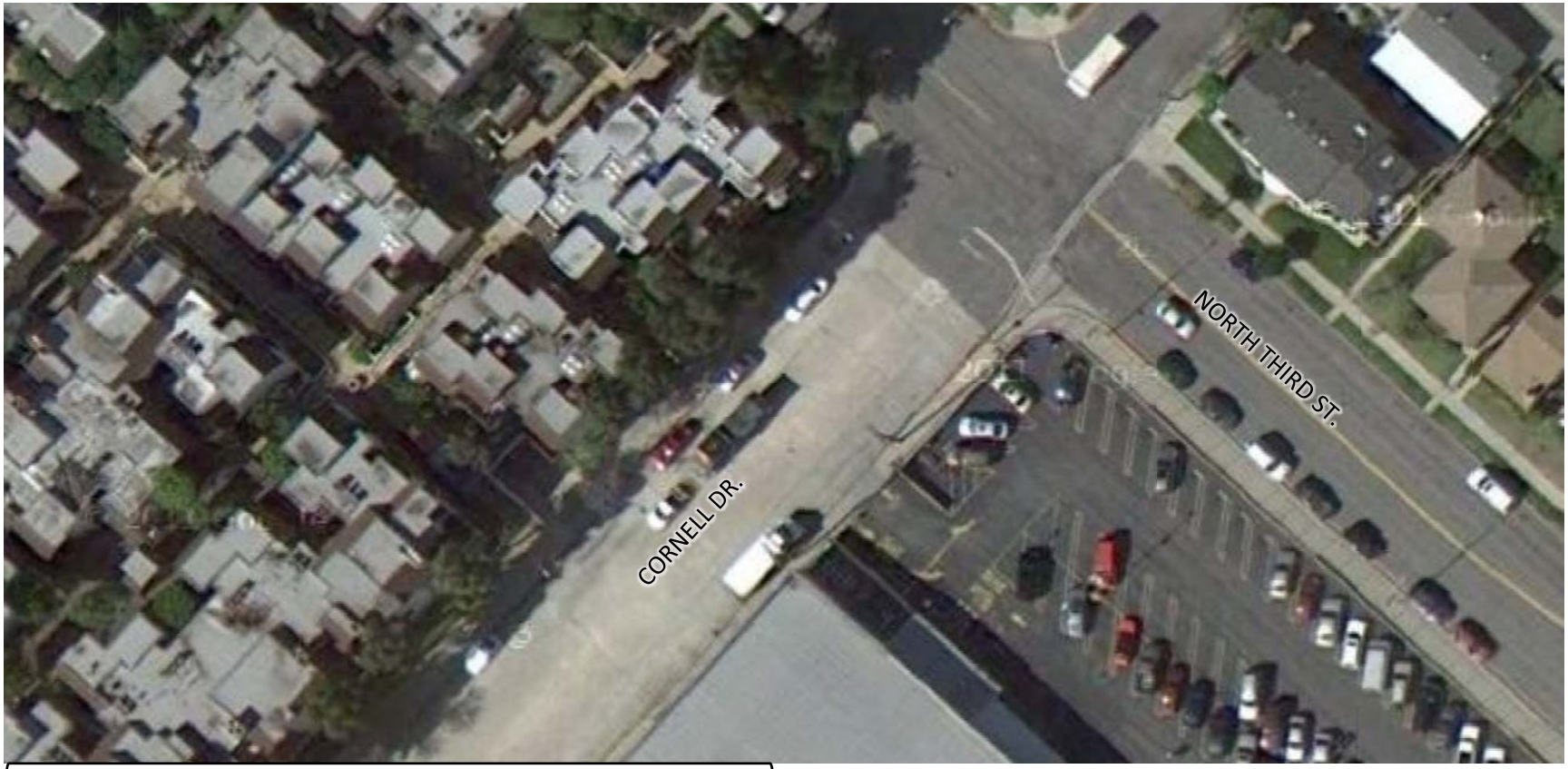
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Cornell Drive.

Figure 4-10b Cornell Drive: Concept Plan

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Cornell Drive.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-10c Cornell Drive: Existing Conditions



See Figure 4-10a

Figure 4-10d Cornell Drive: Concept Plan

See Figure 4-10b

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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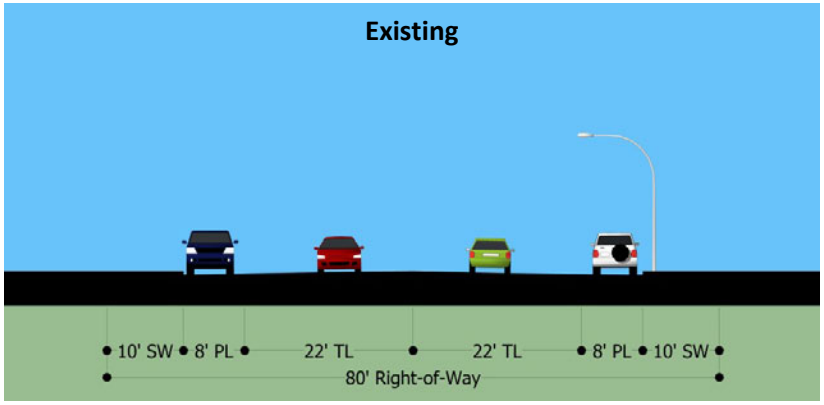
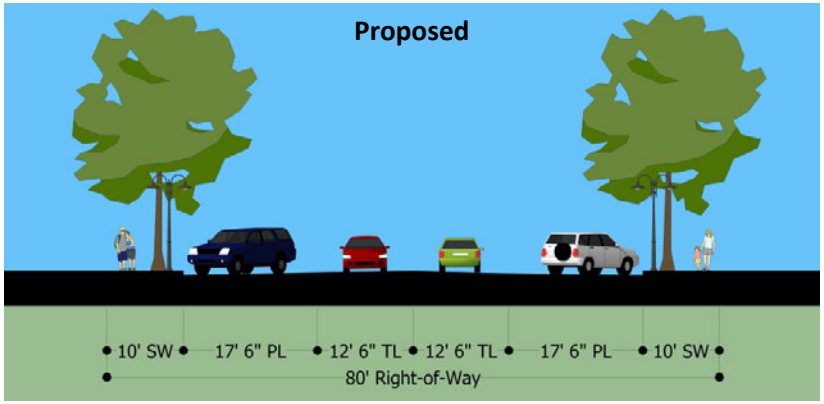
4.6 Delaware Road

The segment of Delaware Road between North San Fernando Boulevard and North Third Street will be improved with street trees and tree grates, street lights, angled parking, and crosswalks with a highly-visible striping pattern. Recycled water lines will be installed within the street and will be used to irrigate street trees.

The following figures compare the existing conditions to the conceptual improvements for Delaware Road. The conceptual improvements are illustrated with typical street sections (see Figure 4-11) and plan view graphics (Figures 4-12a through 4-12d).

Figure 4-11: Delaware Road: Typical Section from North San Fernando Boulevard to north Third Street (Looking Northeast)





Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane

Figure 4-12a Delaware Road: Existing Conditions

Notes:

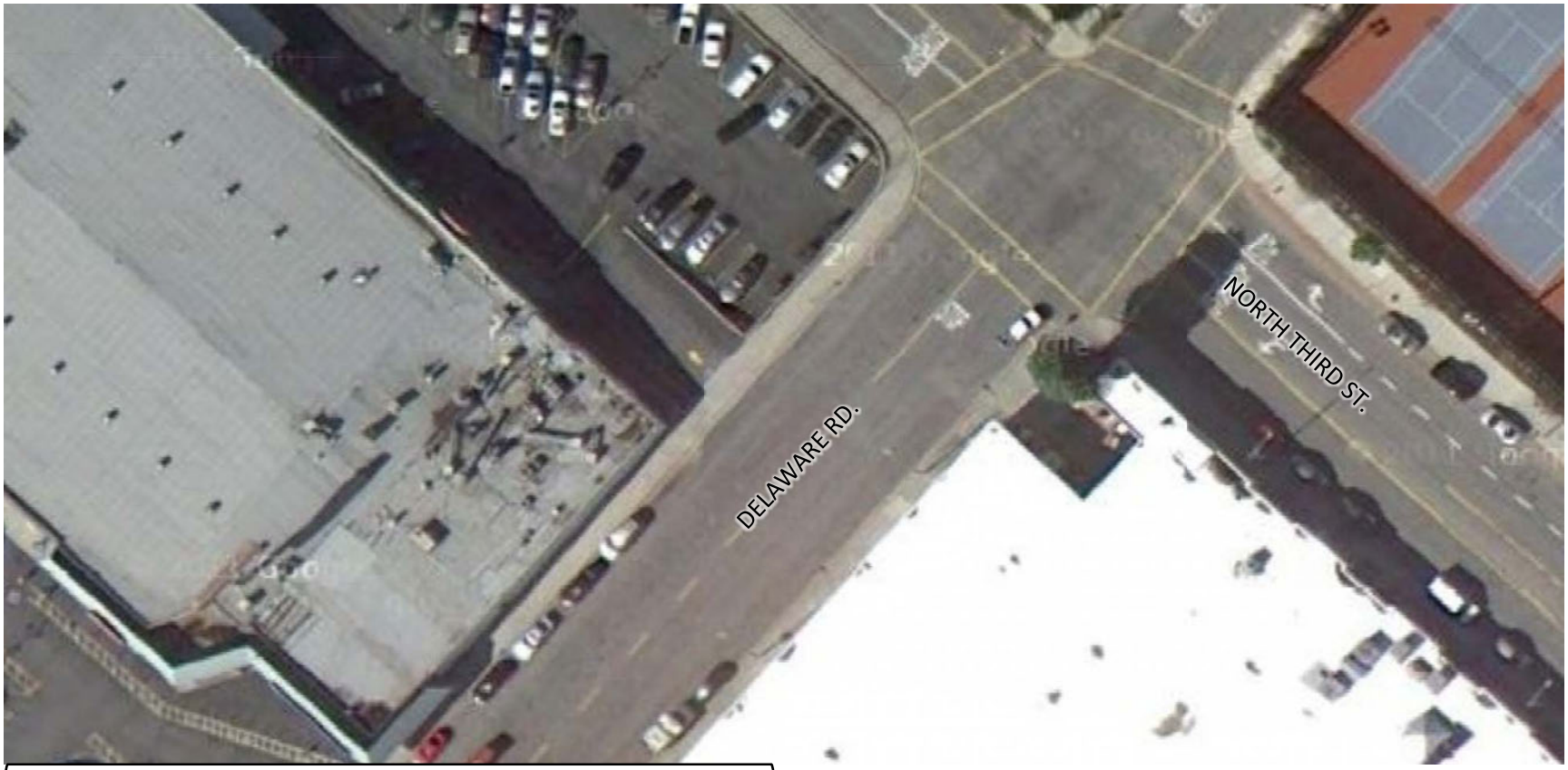
1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Delaware Road.

Figure 4-12b Delaware Road: Concept Plan

Notes:

1. The above graphic shows the proposed improvements on North San Fernando Boulevard, as they would be constructed prior to the improvements on Delaware Road.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-12c Delaware Road: Existing Conditions



See Figure 4-12a

Figure 4-12d Delaware Road: Concept Plan

See Figure 4-12b

Notes:

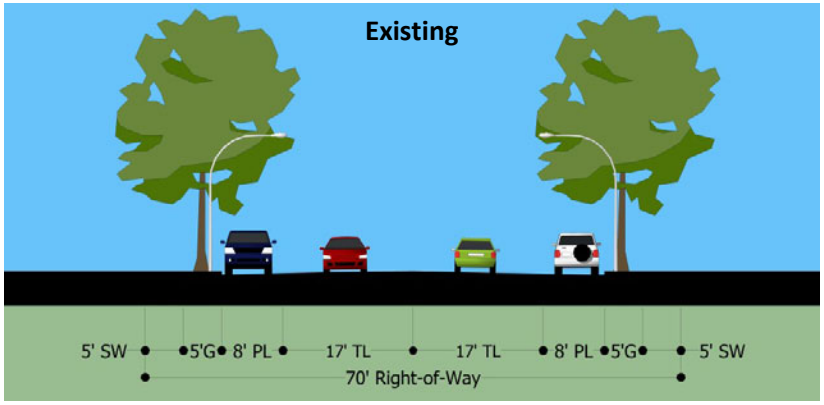
1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

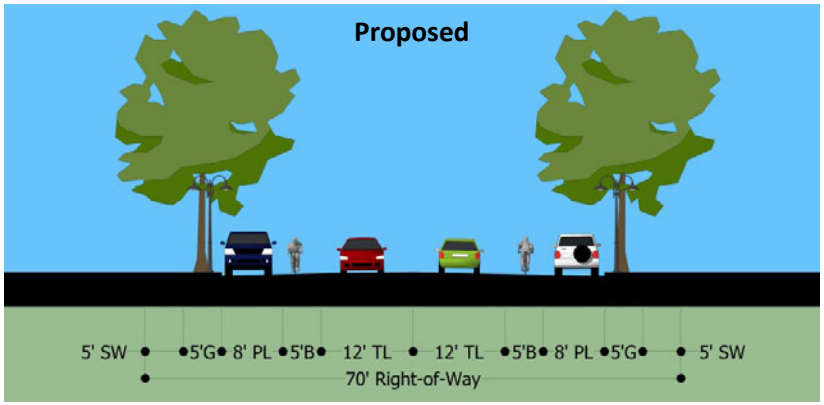
4.7 North Third Street

The segment of North Third Street between Amherst Drive and Burbank Boulevard will be improved with street trees and tree grates, street lights, bicycle lanes (Class II), and crosswalks with a highly-visible striping pattern. Parallel parking will remain on both sides of the street. Healthy and mature trees along the street will remain. Recycled water lines will be installed within the street and will be used to irrigate street trees.

The following figures compare the existing conditions to the conceptual improvements for North San Fernando Boulevard. The conceptual improvements are illustrated with typical street sections (see Figure 4-13a through 4-13b) and plan view graphics (Figures 4-14a through 4-14l).

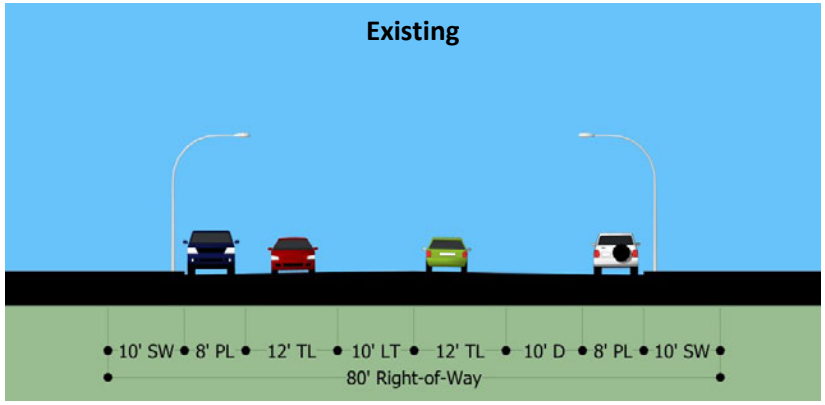
Figure 4-13a: North Third Street: Typical Section from Amherst Drive to Delaware Road (Looking Northwest)

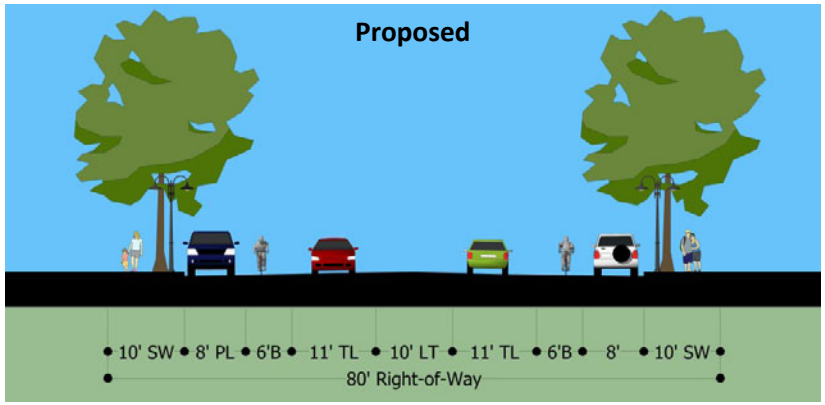




Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
B: Bike Lane G: Grass Parkway

Figure 4-13b: North Third Street: Typical Section from Delaware Road to Burbank Boulevard (Looking Northwest)





Key: SW: Sidewalk PL: Parking Lane TL: Travel Lane
B: Bike Lane LT: Left Turn Lane

Figure 4-14a North Third Street: Existing Conditions

See Figure 4-14c

Notes:

1. The above graphic shows the proposed improvements on Amherst Drive and Bethany Road, and the improvements to the North Third Street/Amherst Drive/East Avenue intersection, as they would likely be constructed prior to the improvements on North Third Street.

Figure 4-14b North Third Street: Concept Plan

Note:

1. The above graphic shows the proposed improvements on Amherst Drive and Bethany Road, and the improvements to the North Third Street/Amherst Drive/East Avenue intersection, as they would likely be constructed prior to the improvements on North Third Street.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-14c North Third Street: Existing Conditions

Notes:

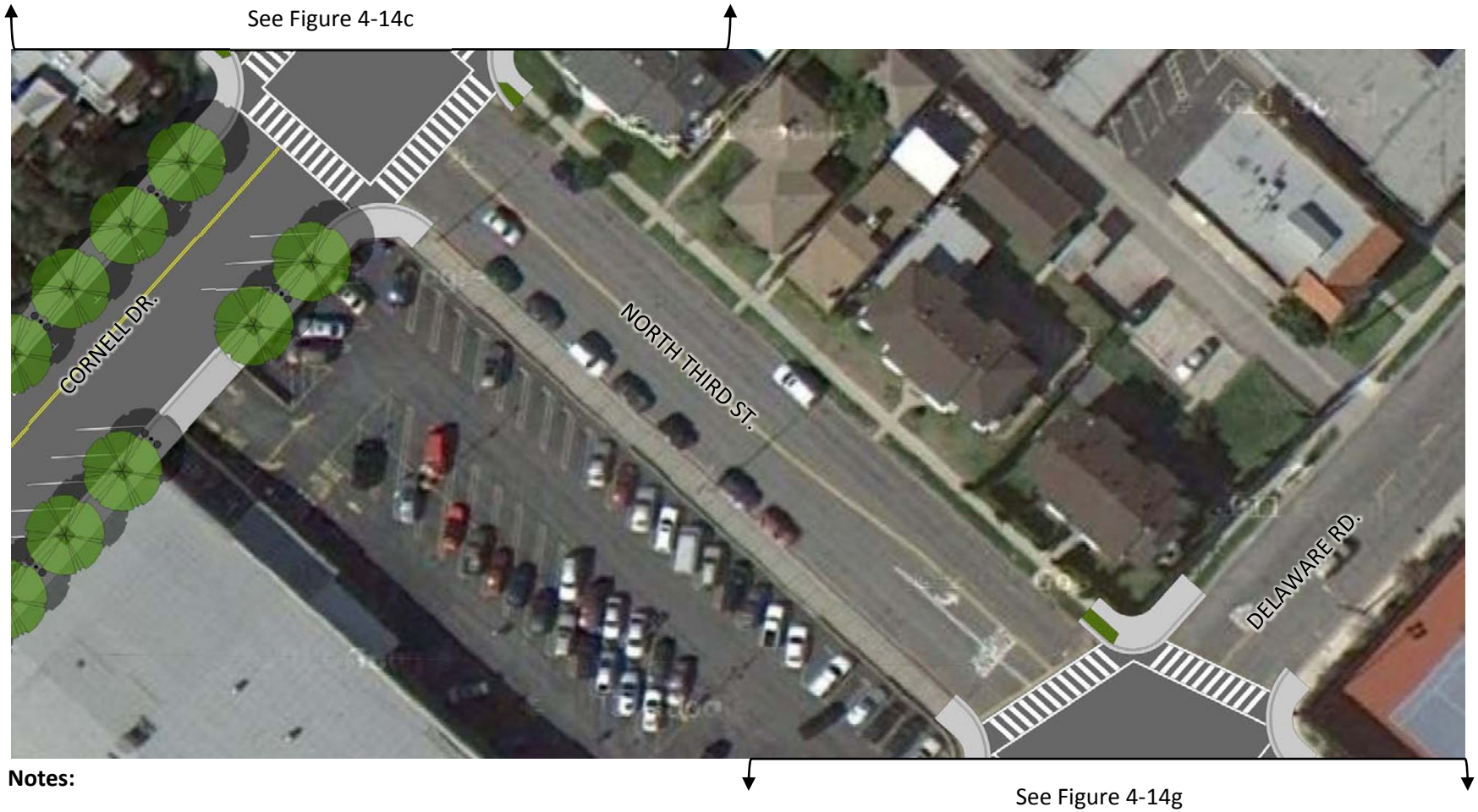
1. The above graphic shows the proposed improvements on Bethany Road and Cornell Drive, as they would likely be constructed prior to the improvements on North Third Street.

Figure 4-14d North Third Street: Concept Plan

Notes:

1. The above graphic shows the proposed improvements on Bethany Road and Cornell Drive, as they would likely be constructed prior to the improvements on North Third Street.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-14e North Third Street: Existing Conditions



Notes:

1. The above graphic shows the proposed improvements on Cornell Drive and Delaware Road, as they would likely be constructed prior to the improvements on North Third Street.

Figure 4-14f North Third Street: Concept Plan

See Figure 4-14d

See Figure 4-14h

Notes:

1. The above graphic shows the proposed improvements on Cornell Drive and Delaware Road, as they would likely be constructed prior to the improvements on North Third Street.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-14g North Third Street: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements on Delaware Road, as they would likely be constructed prior to the improvements on North Third Street.

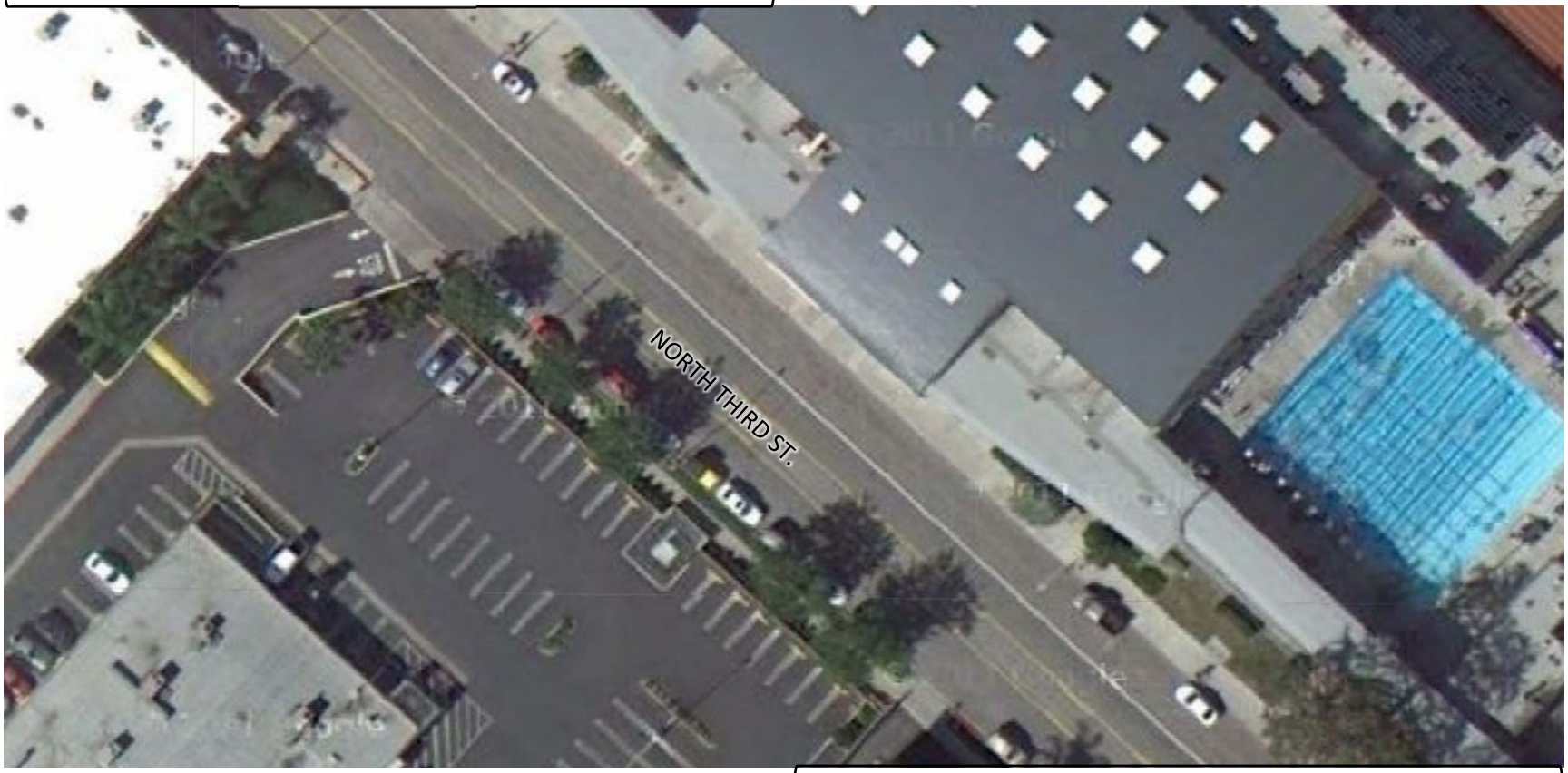
Figure 4-14h North Third Street: Concept Plan

Notes:

1. The above graphic shows the proposed improvements on Delaware Road, as they would likely be constructed prior to the improvements on North Third Street.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-14i North Third Street: Existing Conditions

See Figure 4-14g



See Figure 4-14k

Figure 4-14j North Third Street: Concept Plan

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

North San Fernando Boulevard

Figure 4-14k North Third Street: Existing Conditions

Figure 4-14l North Third Street: Concept Plan

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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4.8 Leland Way

The construction of the improvements along Interstate 5 will cover the existing drainage culvert along Leland Way and construct a new sound wall and landscaped planter along the south side of Leland Way. Leland Way will be slightly narrowed to accommodate the Interstate 5 improvements, the new sound wall, and landscaped planter. Parallel parking will be maintained on both sides of the street. Tree planters will be provided within the parallel parking lane on the freeway side of the street to soften views of the sound wall. A stripe will be painted along the edge of the parking lane and tree planters to discourage drivers from accidentally veering off into the parking lane and hitting the tree planters. Recycled water lines will be installed within the street and will be used to irrigate street trees and landscaping in the medians.

Figures 4-15a and 4-15h compare the existing conditions to the conceptual improvements for Leland Way.

Conceptual view of landscaping and trees/tree planters along Leland Way sound wall

Close-up view of trees/tree planters within the parking lane along Leland Way.

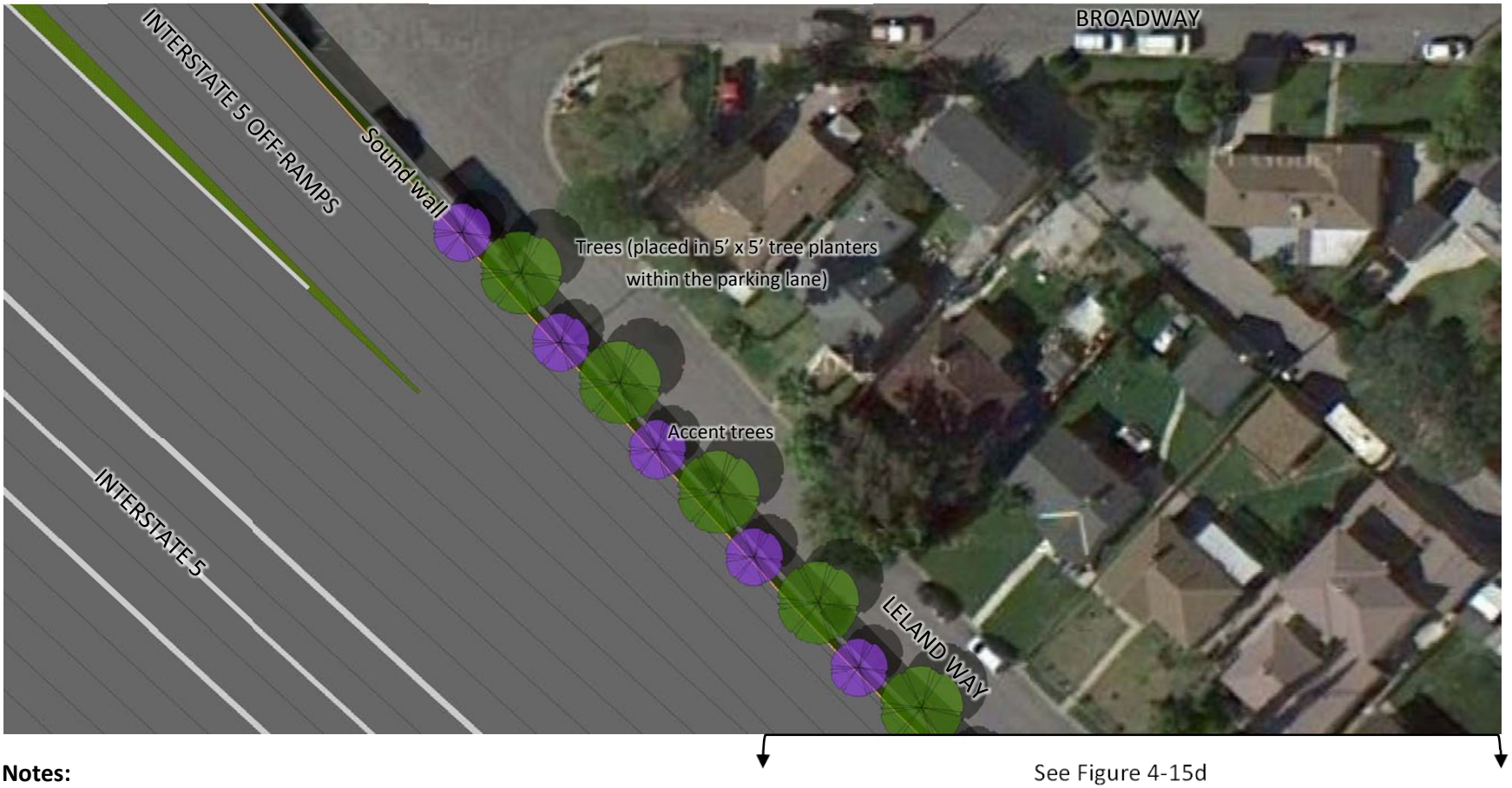
Figure 4-15a: Leland Way: Existing Conditions

See Figure 4-15c

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.

Figure 4-15b: Leland Way: Concept Plan

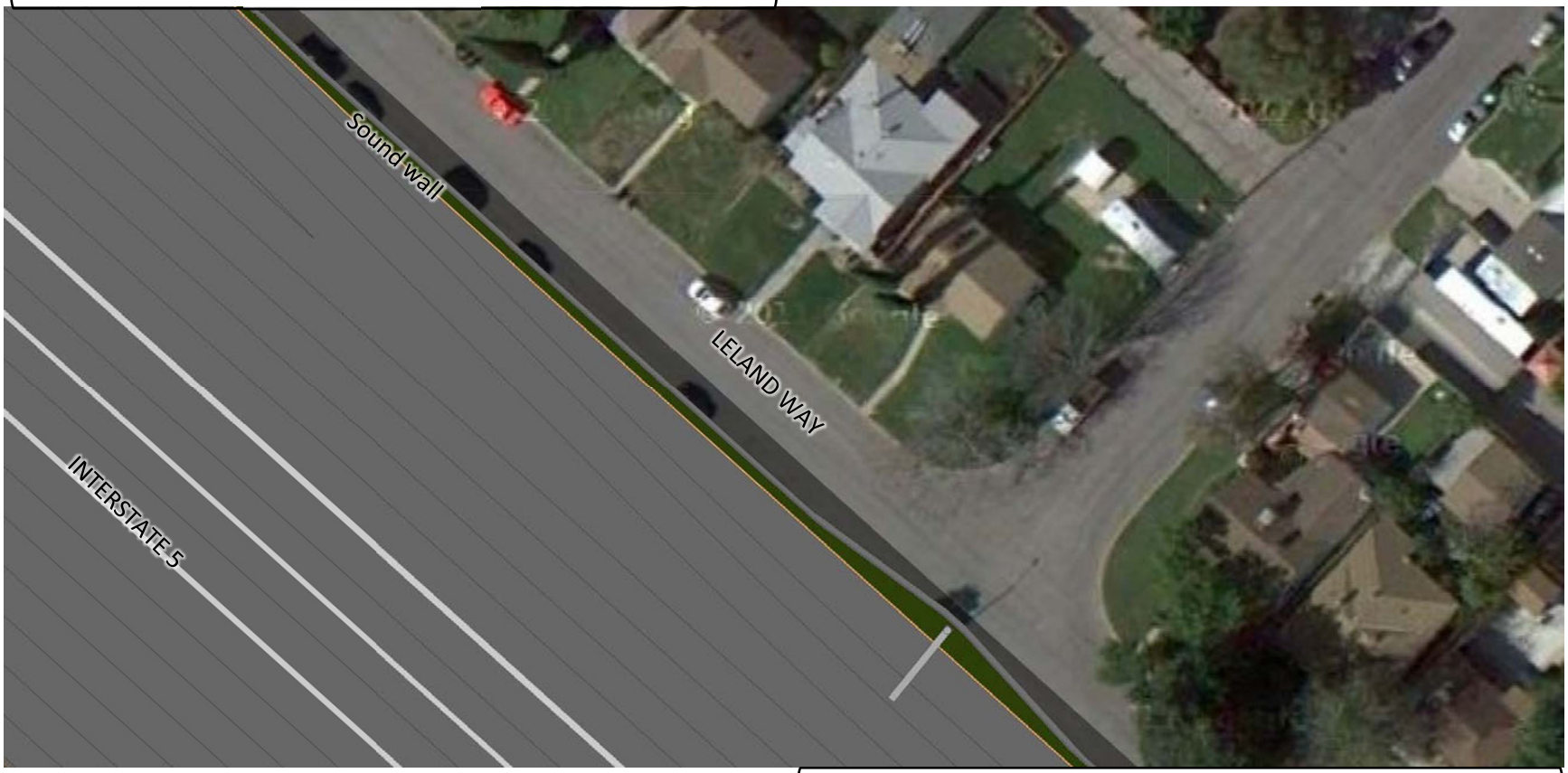


Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-15c: Leland Way: Existing Conditions

See Figure 4-15a

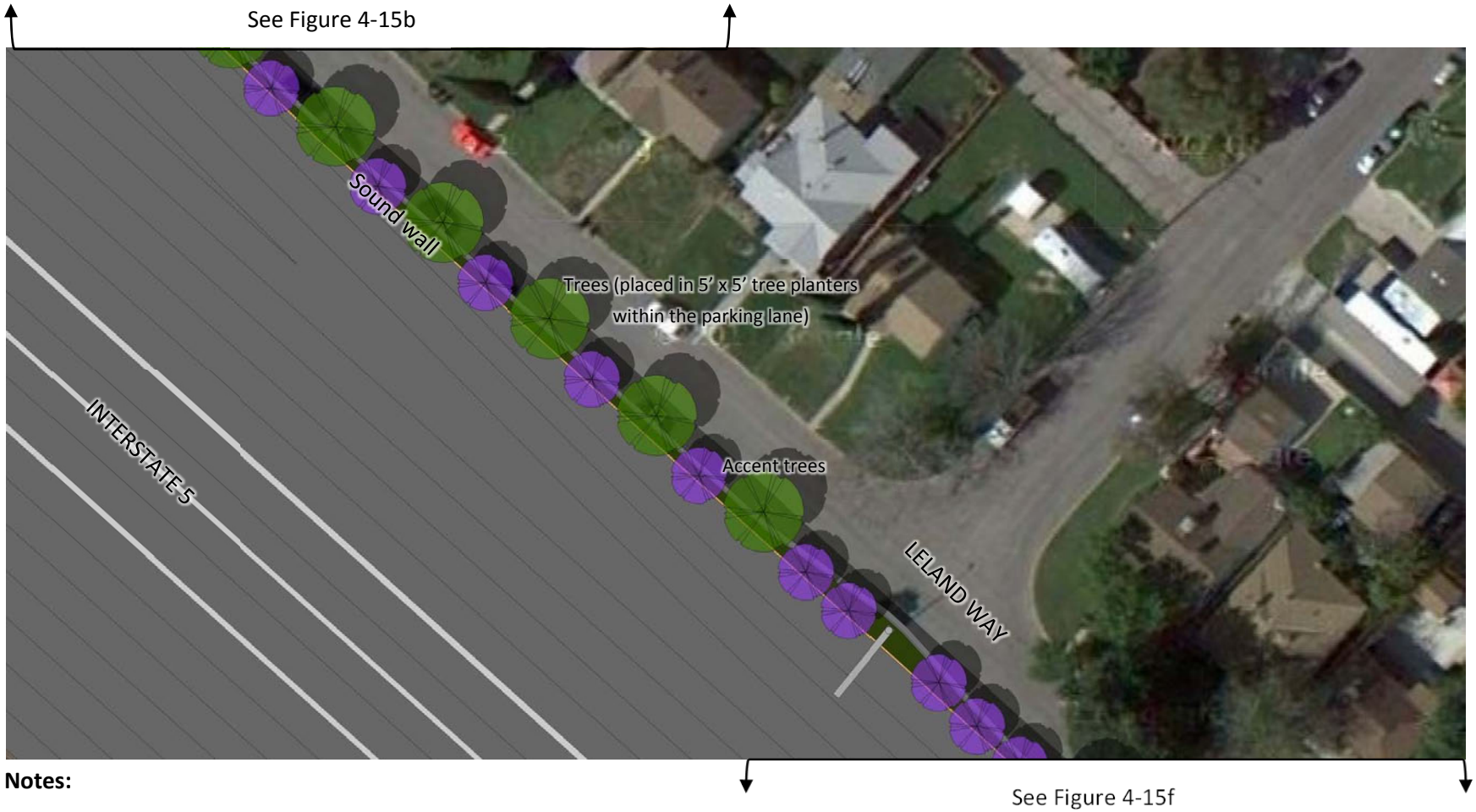


See Figure 4-15e

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.

Figure 4-15d: Leland Way: Concept Plan



Notes:

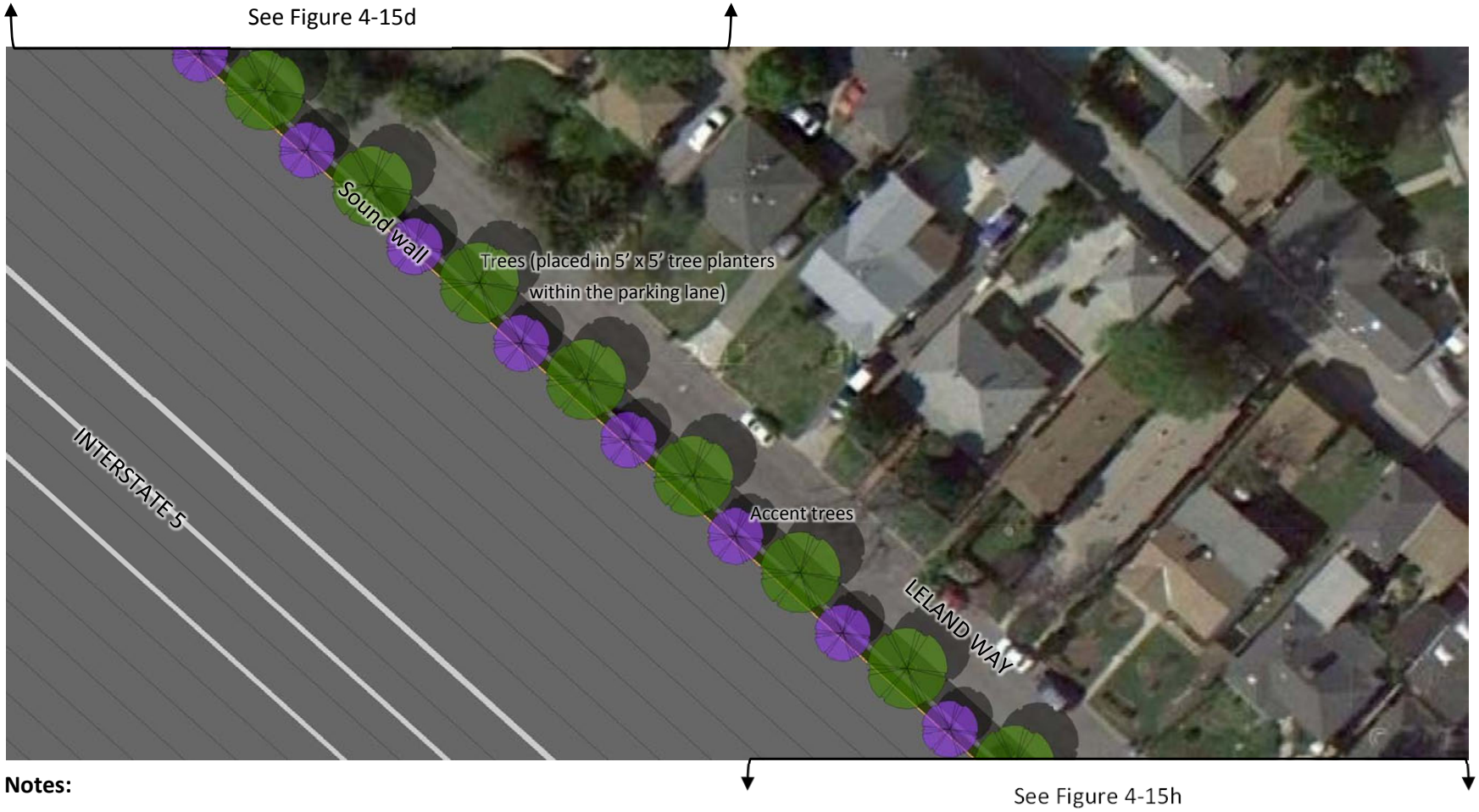
1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-15e: Leland Way: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.

Figure 4-15f: Leland Way: Concept Plan



Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

Figure 4-15g: Leland Way: Existing Conditions

Note:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.

Figure 4-15h: Leland Way: Concept Plan

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the landscaping improvements along Leland Way.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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4.9 Andover Drive and Broadway Intersection

The Andover Drive and Broadway Intersection will be improved with stormwater curb-extensions, medians, neighborhood gateway monuments, and a roundabout with a mountable curb. The gateway monuments will create an entrance to the residential neighborhood and will discourage commercial-bound traffic from entering and driving through the residential neighborhood. The roundabout will calm vehicle traffic and provide a safe way for commercial-bound traffic to make a U-turn if they accidentally enter the neighborhood. The gateway monuments and roundabout will be landscaped with drought tolerant plants and accent trees.

Figures 4-16a and 4-16b compare the existing conditions to the conceptual improvements for the intersection.

Figure 4-16a: Andover Drive and Broadway Intersection: Existing Conditions

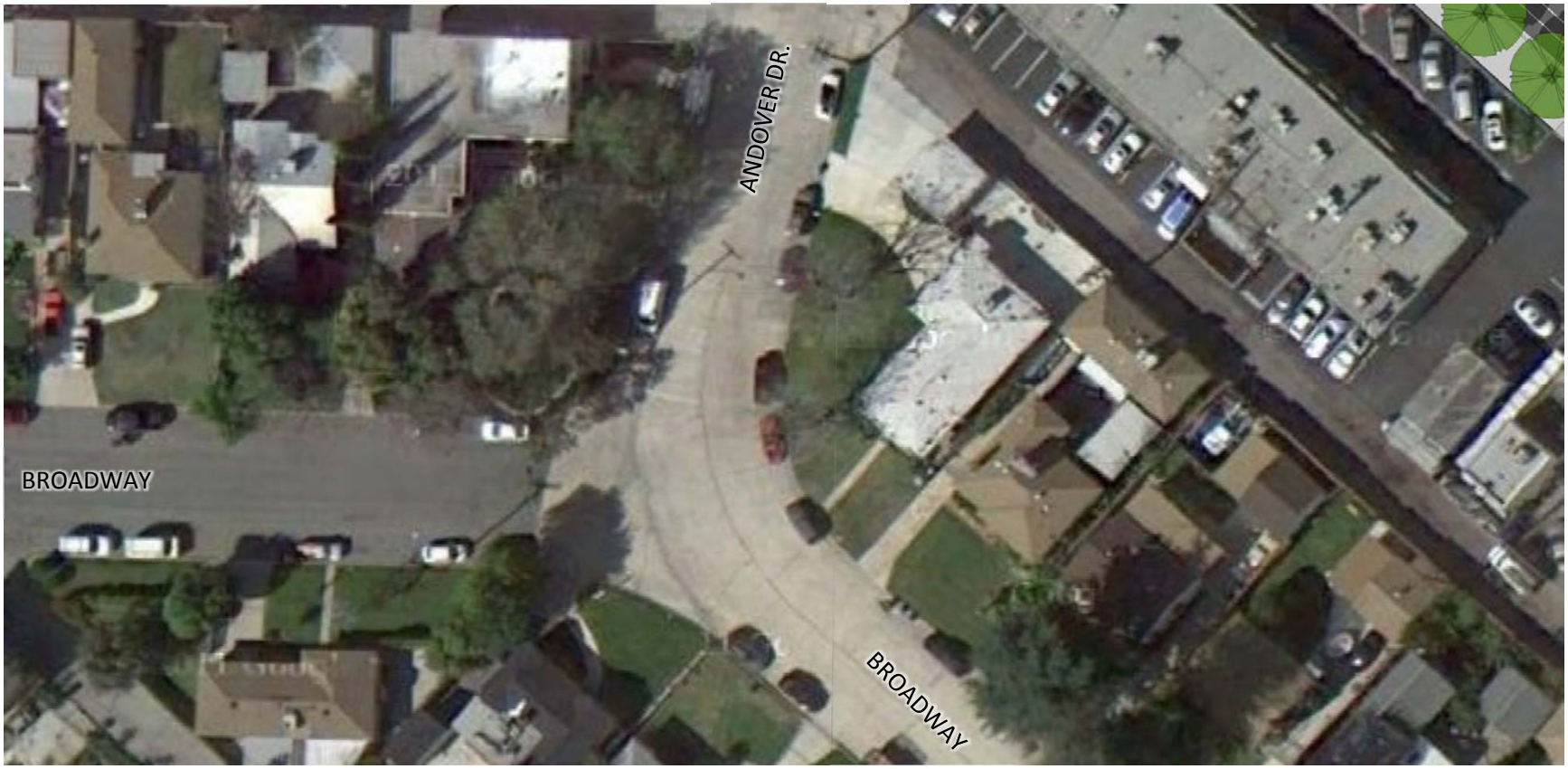
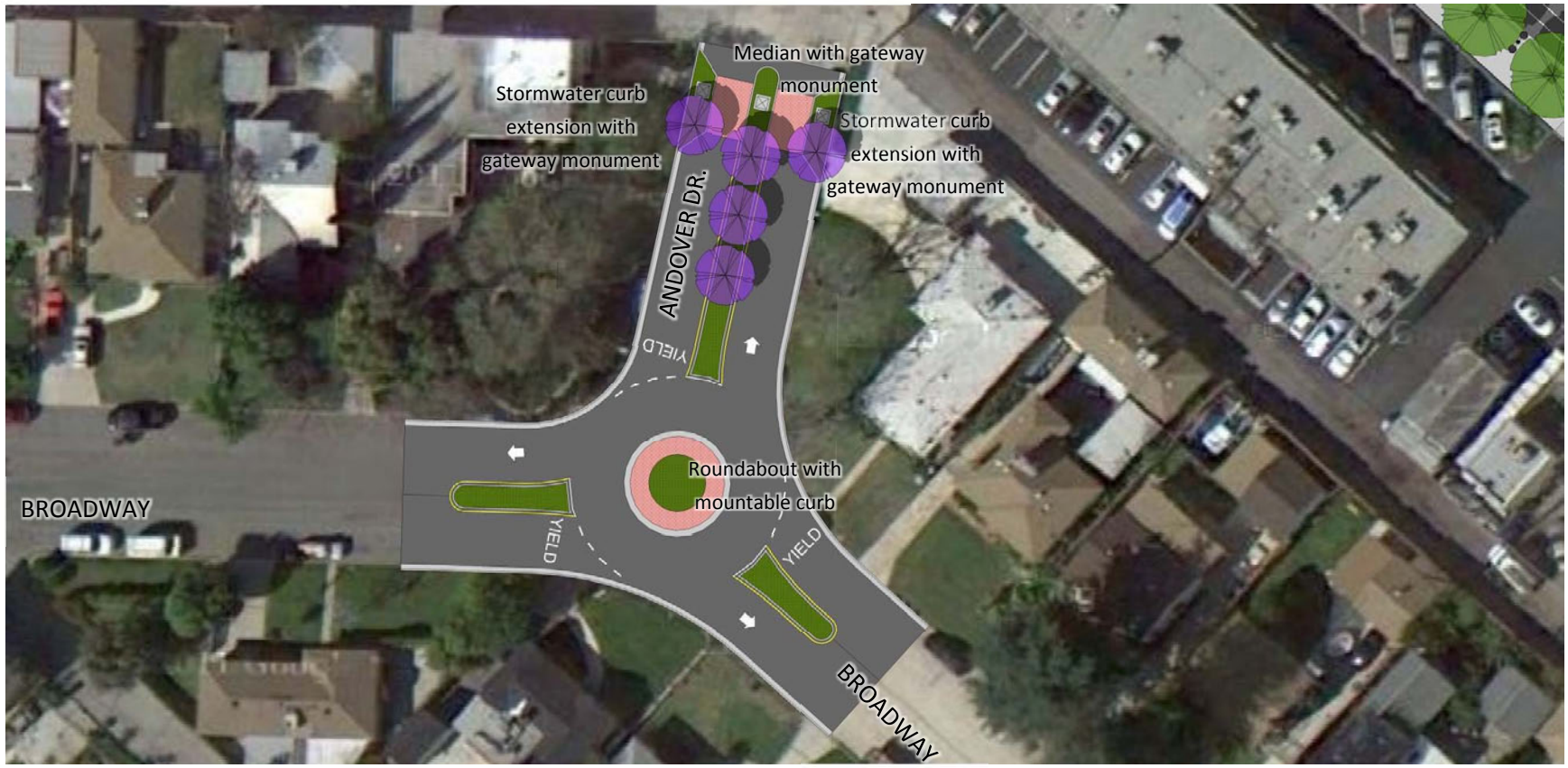


Figure 4-16b: Andover Drive and Broadway Intersection: Concept Plan



Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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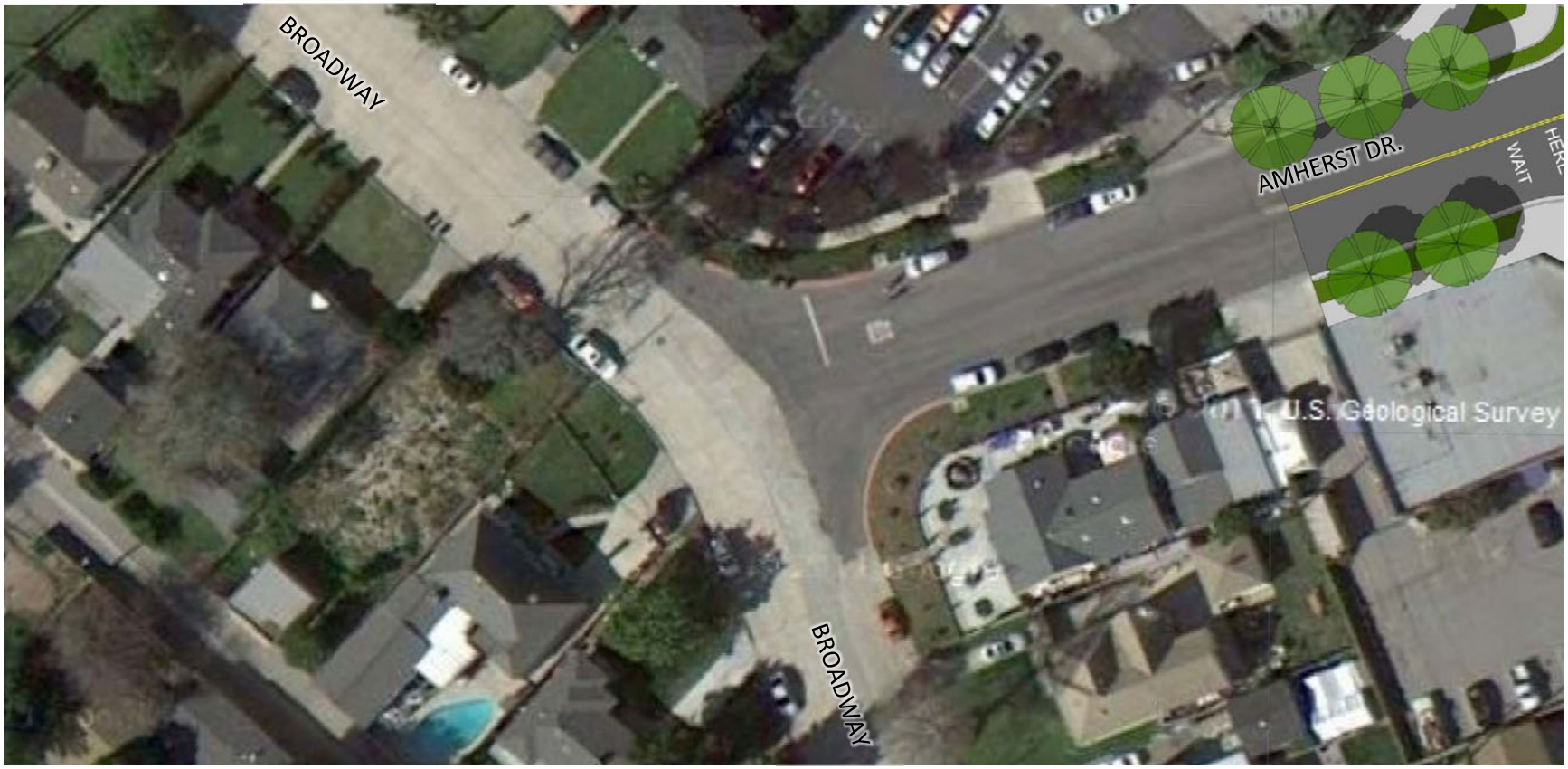
4.10 Amherst Drive and Broadway Intersection

The Amherst Drive and Broadway Intersection will be improved with stormwater curb-extensions, medians, neighborhood gateway monuments, and a roundabout with a mountable curb. The gateway monuments will create an entrance to the residential neighborhood and will discourage commercial-bound traffic from entering and driving through the residential neighborhood. The roundabout will calm vehicle traffic and provide a safe way for commercial-bound traffic to make a U-turn if they accidentally enter the neighborhood. The gateway monuments and roundabout will be landscaped with drought tolerant plants and accent trees.

Figures 4-17a and 4-17b compare the existing conditions to the conceptual improvements for the intersection.

Figure 4-17a: Amherst Drive and Broadway Intersection: Existing Conditions



Notes:

1. The above graphic shows the proposed improvements at the North San Fernando Boulevard and Amherst Drive intersection, as they would likely be constructed prior to the improvements at the Broadway and Amherst Drive intersection.

Figure 4-17b: Amherst Drive and Broadway Intersection: Concept Plan

Notes:

1. The above graphic shows the proposed improvements at the North San Fernando Boulevard and Amherst Drive intersection, as they would likely be constructed prior to the improvements at the Broadway and Amherst Drive intersection.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

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4.11 Northern Intersection of Leland Way and Broadway

The northern intersection of Leland Way and Broadway will be improved with stormwater curb extensions to create an intersection with stop signs. This improvement will help calm vehicle traffic and reduce the speed of vehicles at the intersection. Groundcover, shrubs, and trees will be located in the stormwater curb extensions.

Figures 4-18a and 4-18b compare the existing conditions to the conceptual improvements for the intersection.

Figure 4-18a: Northern Intersection of Leland Way and Broadway: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the improvements at the northern intersection of Broadway and Leland Way.

Figure 4-18b: Northern Intersection of Leland Way and Broadway: Concept Plan

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the improvements at the northern intersection of Broadway and Leland Way.

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4.12 Southern Intersection of Leland Way and Broadway

The southern intersection of Leland Way and Broadway will be improved with stormwater curb extensions to create an intersection with stop signs. This improvement will help calm vehicle traffic and reduce the speed of vehicles at the intersection. Groundcover, shrubs, and trees will be located in the stormwater curb extensions.

Figures 4-19a and 4-19b compare the existing conditions to the conceptual improvements for the intersection.

Figure 4-19a: Southern Intersection of Leland Way and Broadway: Existing Conditions

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the improvements at the southern intersection of Broadway and Leland Way.

Figure 4-19b: Southern Intersection of Leland Way and Broadway: Concept Plan

Notes:

1. The above graphic shows the proposed improvements to Interstate 5 and the proposed sound wall and landscaping along Leland Way, as they would likely be constructed prior to the improvements at the southern intersection of Broadway and Leland Way.
2. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

4.13 Alternative 1 and 2: Wider Travel Lanes on North San Fernando Boulevard

As described on page 9, to accommodate bike lanes along North San Fernando Boulevard within the existing curb-to-curb widths, the travel lanes, parking lanes, and center left-turn lane will have to be narrowed. Along most of the corridor, travel lanes would be 10' wide and the center left turn-lane would be 9' to 10' wide. If wider lanes are recommended by the design engineers, than one of the following alternatives would need to be implemented:

- Alternative 1: Remove parallel parking from one side of the street to increase the center left turn lane width by 2' to 3' and the travel lane widths by 1' to 1.25' each.
- Alternative 2: Eliminate the bike lanes and designate North San Fernando Boulevard as a designated Bike Route. This would essentially maintain the existing lane widths on North San Fernando Boulevard. The center left-turn lane between Scott Road and East Avenue could also remain.

4.14 Alternative 3: Installation of Additional Crosswalks with Pedestrian Activated Pavement Lights

Additional pedestrian crossings may be desired along North San Fernando Boulevard if a substantial number of properties redevelop and the area becomes more of a pedestrian destination in the future. Crosswalks with pedestrian-activated pavement lights could be installed at Bethany Drive and Cornell Drive to provide additional crossings.

4.15 Alternative 3: Installation of Additional Signalized Intersections

If warranted by future traffic and pedestrian volumes, traffic signals could be installed at Bethany Drive and Cornell Drive.

4.16 Alternative 5: Realignment of Scott Road

Scott Road could be realigned to join North San Fernando Boulevard at a 90 degree angle (see Figure 4-20). This improvement would require vehicles to reduce speeds when turning onto Scott Road from North San Fernando Boulevard. It would also reduce the length of the pedestrian crossing at the intersection and increase the size of McCambridge Park.

Figure 4-20: Realignment of Scott Road: Concept Plan

Notes:

1. The above graphic is for illustrative purposes only and is subject to change based on more detailed drawings and specifications prepared by a licensed engineer.

5.0 Implementation Strategy

Significant investment will be needed to realize the vision for the North San Fernando Boulevard Area. In general, the City of Burbank will be responsible for establishing an underground utility district, preparing and adopting new zoning regulations, promoting economic development opportunities, and implementing the planned improvements to the public streets in the area (see Chapter 4). Private property owners and the real estate development community will determine if and when new developments occur along the corridor. Investment decisions will be made based on property owner interest, economic conditions, and market demand. Public and private Improvements will be phased and occur over a long-term period (15 to 20 years). The key implementation strategies are described in Section 5.1 through 5.5. Opinions of probable costs for the proposed streetscape improvements are provided in Section 5.6. Sections 5.7, 5.8 and 5.9 provide an overview of the potential financing mechanisms and incentives that should be considered to assist in the implementation of this Master Plan.

5.1 Establish an Underground Utility District

The City of Burbank is currently in the process of establishing an underground utility district for the North San Fernando Boulevard Area. The Underground Utility District will require utility providers to cover the costs of undergrounding their utility lines, including their share of trenching, installing conduits, and repairing the street surface.

- *Implementation Leader: City of Burbank, Burbank Water and Power*
- *Timing: Summer/Fall of 2012*

5.2 Prepare and Adopt New Zoning Regulations

To realize the vision for the North San Fernando Boulevard Area, new zoning regulations and design standards for the area will need to be prepared and adopted. The commercial properties within the area are currently zoned C-3. The regulations within the C-3 Zone would not allow the private sector to implement the types of buildings and uses that are envisioned for the area. Therefore, new zoning regulations should be prepared to give property owners the ability and incentive to construct the types of buildings and uses that are envisioned and desired. The regulations should be developed to address the design of buildings and site features while providing more flexibility to develop mixed-use buildings, live-work units, and residential townhomes per the design principles in this Master Plan (see Section 3.0: Urban Design Principles).

- *Implementation Leader: City of Burbank, Community Development Department, Planning and Transportation Division*
- *Timing: Summer of 2012*

5.3 Promote Economic Development Opportunities

The completion of the I-5 Empire Avenue Interchange and the adoption of new zoning regulations will give property owners and real estate developers new economic development opportunities within the North San Fernando Boulevard Area. The City of Burbank should promote these opportunities to property owners and real estate developers. Promotion opportunities to be considered include (but are not limited to) press releases, marketing brochures, presentations to business groups, City-sponsored development forums, and meetings with property owners and developers.

- *Implementation Leader: City of Burbank, Community Development Department, Housing and Economic Development Division*

- *Timing: Strategies should be developed and implemented on an annual basis.*

5.4 Public Streetscape Projects

Since public funds are limited, the streetscape improvements to the North San Fernando Boulevard Area will be phased and occur over several years. The initial phase of streetscape improvements to North San Fernando Boulevard should occur after the completion of the I-5 improvements between Burbank Boulevard and the future Empire Avenue Interchange. These improvements are scheduled to be complete in the year 2015. Streetscape projects should be programed for funding and implementation through the City's Capital Improvement Program based on the following priorities:

- North San Fernando Boulevard (see Section 4.1)[2]
- Leland Way (see Section 4.8)
- The northern and southern intersections of Leland Way and Broadway (see Section 4.11 and 4.12)
- The intersections of Andover Drive and Broadway (see Section 4.9) and Amherst Drive and Broadway Intersection (see Section 4.10)
- Delaware Road (see Section 4.6)
- Cornell Drive (see Section 4.5)
- Amherst Drive (see Section 4.3)
- East Avenue and Scott Road (see Section 4.2)
- Bethany Road *(see Section 4.4)*
- North Third Street (see Section 4.7)

For each of the above phase, the City will need to prepare engineering plans, construction documents, and cost estimates. A public bid process will be conducted to award the construction contracts.

- *Implementation Leader: City of Burbank, Public Works Department*
- *Timing: Initial construction of the North San Fernando Boulevard Streetscape Improvements should occur in 2015 after the completion of the I-5 improvements between Burbank Boulevard and the new Empire Avenue Interchange. The implementation of other streetscape projects will be determined based on available funding as determined through the Capital Improvement Program.*

5.5 New Development Projects

Private property owners and the real estate development community will determine if and when new developments occur along the corridor. Most of the properties within the corridor are developed with relatively viable commercial uses. Therefore, many existing developments within the area will likely remain until there is a financial rationale for improving properties. Property owner interest, economic conditions, and market demand will dictate if and when properties are developed with new buildings and uses. Change to private properties along the corridor will occur incrementally over a long period of time.

- *Implementation Leader: Property Owners/Real Estate Development Community*
- *Timing: To be determined based on property owner interest and economic and market conditions.*

[2] If the initial funding for the North San Fernando Boulevard improvements is limited, this project could be divided into two or more phases. Roadway striping to incorporate bike lanes and the installation of streetscape amenities (benches, trash/recycle containers, bikes racks, bus shelters, newspaper corrals, streetlights, and street trees) should be prioritized for the initial phase, and major hardscape improvements , such as stormwater curb extensions/bulb outs, island planters, and medians, should occur at later times.

North San Fernando Boulevard

Catalyst Projects

Several properties within the area could serve as catalyst projects for new development in the area. A catalyst project is a pioneering development in an area that encourages other nearby property owners to reinvest in their properties. Potential properties that could serve as catalyst projects include:

1. 1719 North San Fernando Boulevard: This property was formerly occupied by Vern's Camper Shells. It is currently vacant and listed for sale. Once the I-5 Empire Avenue Interchange is complete, this property will have excellent freeway access and visibility, making it a likely site for new investment.

2. Burbank Water and Power Substation: In the future, Burbank Water and Power may decommission the substation at the intersection of North San Fernando Boulevard and East Avenue. This 21,649 square foot site is located within a block of McCambridge Park, making it an ideal site for a mixed-use development with residential uses on upper floors. Commercial uses and a boutique hotel could also be located on the site. The vision for North San Fernando Boulevard also contemplates the incorporation of a community garden on part of the site. Since the site is publicly owned, the City should consider a private-public partnership for the redevelopment of the property.

3. Northbound Interstate 5 Off-Ramp at Burbank Boulevard: The improvements to Interstate 5 will result in a new diamond interchange at Burbank Boulevard. The new diamond interchange will occupy less space than the current interchange, and as a result, Caltrans will vacate a 2.4 acre site. This site will be available for purchase and development. Given its proximity to the freeway, the site could be developed with commercial uses or a hotel.

5.6 Opinions of Probable Costs for Streetscape Improvements

This section provides opinions of probable costs for the public improvements outlined within this Master Plan. Opinions of probable cost are provided for the purpose of identifying the potential range of costs for budgetary and planning purposes only. They were prepared based on schematic urban design concepts, and are not based on preliminary engineering drawings. The opinions of probable costs were prepared prior to site due diligence and do not take into account survey, subsurface investigation, legal and administrative fees, property acquisition, utility coordination, or property identification. The opinions of probable costs should in no way be used for:

- Detailed budgeting in capital improvement program.
- Qualified engineer's cost estimates supplied during the design phase.
- Contractor's cost estimates supplied during construction bidding.

The following items are not included as part of the opinions of probable costs:

- Architect and engineer design fees
- Consultant fees
- Legal and administrative fees
- Land acquisition
- Utility coordination and relocation/undergrounding
- Property identification
- Subsurface and geotechnical investigations
- Surveying
- Record drawings

Table 5-1 (located on the following pages) provides the opinions of probable costs for the Streetscape improvements described in Section 4.0.

Table 5-1: Opinions of Probable Costs for Streetscape Improvement Projects			
Streetscape Improvement Project	**Opinion of Probable Costs (2012 dollars)**		**Other Cost Considerations and Alternatives**
	Low	**High**	
North San Fernando Boulevard (see Section 4.1)	$2,898,000	$3,382,000	• Asphalt resurfacing would increase the costs by an additional $1,095,000 to $1,277,000. • Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $936,000 to $1,092,000. • Eliminating the tree grates from the improvements would reduce the costs by $241,000 to $280,736. • Removing the stormwater curb extensions/bulb-outs at Bethany, Cornell, and Delaware would reduce the costs by $24,000 to $28,000. • Alternative 1 (see Section 4.13): Providing wider travel lanes by eliminating a parking lane on one side of the street would not substantially change the costs. • Alternative 2 (see Section 4.13): Eliminating the bike lanes and maintaining the existing lane widths would reduce the costs by $153,000 to $178,000. • Alternative 3 (see Section 4.14): adding pedestrian activated crosswalks with pavement lighting at Bethany Drive and Cornell Drive would increase the costs by $147,000 to $171,000 ($74,000 to $86,000 per crossing). • Alternative 4 (see Section 4.15): Signalizing the intersections of Bethany Drive and Cornell Drive would increase the costs by $1,195,000 to $1,395,000 ($598,000 to $698,000 per intersection). • Alternative 5 (see Section 4.16): The realignment of Scott Road would increase the costs by $377,000 to $439,000.

Table 5-1: Opinions of Probable Costs for Streetscape Improvement Projects			
Streetscape Improvement Project	**Opinion of Probable Costs (2012 dollars)**		**Other Cost Considerations and Alternatives**
	Low	**High**	
East Avenue and Scott Road (see Section 4.2)	$318,000	$371,000	• Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $174,000 to $202,000. • Eliminating the tree grates from the improvements would reduce the costs by $30,000 to $35,000. • Removing the stormwater curb extensions/bulb-outs at the East Avenue and Scott Road intersection would reduce the costs by $40,000 to $47,000.
Amherst Drive (see Section 4.3)	$743,000	$867,000	• Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $295,000 to $344,000. • Eliminating the tree grates from the improvements would reduce the costs by $96,000 to $112,000. • Removing the stormwater curb extensions/bulb-outs and island planters at North Third Street would reduce the costs by $44,000 to $52,000.
Bethany Drive (see Section 4.4)	$224,000	$262,000	• Asphalt resurfacing would increase the costs by an additional $93,000 to $109,000. • Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $145,000 to $169,000.
Cornell Drive (see Section 4.5)	$942,000	$1,100,000	• Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $130,000 to $152,000. • Eliminating the tree grates from the improvements would reduce the costs by $41,000 to $48,000.

Table 5-1: Opinions of Probable Costs for Streetscape Improvement Projects			
Streetscape Improvement Project	**Opinion of Probable Costs (2012 dollars)**		**Other Cost Considerations and Alternatives**
	Low	**High**	
Delaware Road (see Section 4.6)	$235,000	$275,000	• Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $124,000 to $144,000. • Eliminating the tree grates from the improvements would reduce the costs by $38,000 to $44,000.
North Third Street (see Section 4.7)	$780,000	$910,000	• Asphalt resurfacing would increase the costs by an additional $407,000 to $475,000. • Eliminating the pedestrian-scaled street lights from the improvements would reduce the costs by $124,000 to $144,000. • Eliminating the tree grates from the improvements would reduce the costs by $457,000 to $534,000.
Leland Way (see Section 4.8)	$80,000	$93,000	• Not Applicable
Andover Drive and Broadway Intersection (see Section 4.9)	$160,000	$187,000	• If the project includes the complete restoration of the intersection pavement, the costs would be $476,000 to $555,000.
Amherst Drive and Broadway Intersection (see Section 4.10)	$127,000	$149,000	• If the project includes the complete restoration of the intersection pavement, the costs would be $398,000 to $464,000.
Northern Intersection of Leland Way and Broadway (See Section 4.11)	$70,000	$82,000	• If the project includes the complete restoration of the intersection pavement, the costs would be $303,000 to $353,000.
Southern Intersection of Leland Way and Broadway (see Section 4.12)	$102,000	$119,000	• If the project includes the complete restoration of the intersection pavement, the costs would be $395,000 to $460,000.

5.7 Potential Financing Mechanisms for Public Improvements

Financial resources for implementing the streetscape improvements are limited. Therefore, a broad set of financial strategies will be considered and pursued to leverage the limited public resources from the City's General Fund. While all sources merit further consideration, some funding sources are more difficult to establish than others. Especially challenging are funding sources that would require approval by voters, property owners, or business owners. Below is a list of funding mechanisms that should be considered by the City.

Special Revenue Funds

The City of Burbank has a variety of special revenue funds that could be allocated to fund portions of the public streetscape improvements within the North San Fernando Boulevard Area. These funds include:

- Fund 107 (Measure R Transportation): This fund provides public improvements through the use of Local Return money generated by a ½ cent sales tax that was approved by the Los Angeles County voters in 2008.
- Fund 122 (Community Development Block Grant): Community Development Block Grant (CDBG) monies go to fund both public service projects designed to benefit persons of low to moderate income, as well as capital improvement projects. CDBG funds could be allocated to streetscape projects within the North San Fernando Boulevard Area.
- Fund 125 (Gas Tax Fund): The City of Burbank can appropriate Gas Tax Funds for the purpose of resurfacing and reconstructing streets, alleys and sidewalks, as well as the upgrade of traffic signals and the replacement of regulatory and guide signs throughout the City.
- Fund 127 (Public Improvements Fund): This program funds public improvements through the receipt of Development Impact Fees.
- Fund 129 (Street Lighting): This fund provides for citywide street lighting improvements and maintenance through the use of a 1.5 percent electric Utility Users Tax.

Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The City of Burbank currently has five Enterprise Funds: Electric, Water, Golf, Water Reclamation and Sewer, and Refuse. Money from the Water Fund, which is administered by Burbank Water and Power, is used to build the City's Recycled Water System. Water Funds could be used to finance recycled water line extensions within the North San Fernando Boulevard Area.

Grants for Public Improvements

Grant funding is obtained through competitive applications to non-profit organizations, foundations, and government agencies. The streetscape improvement projects within the North San Fernando Boulevard Area may compete well since they address objectives found in many grants, such as enhancing pedestrian and bicycle routes to transit, improving public health through active transportation, promoting stormwater quality, and revitalizing urban corridors. Funding from other sources (or "matching funds") is typically needed to receive grants. The City has had some success over the years in applying for such funds, including grants from the following programs:

- Safe Routes to School (SRTS or SR2S)
- California Bicycle Transportation Account (BTA)
- Metro Call for Projects

- Proposition 84 Urban Greening Grant
- Highway Safety Improvement Program (HSIP)

Developer Funding for Adjacent Improvements

If project financing cannot be obtained to construct streetscape improvements for an entire street segment, the City could require developers to construct the streetscape improvements that are adjacent to their property. This approach is less than ideal, as the improvements would be completed in a piece-meal fashion because they would only be constructed along adjacent properties that are being redeveloped. Nonetheless, it should be considered given the fact that public resources are scarce.

Impact Fees

Impact fees are one time fees that are imposed by local governments on new developments to help pay for capital facilities. They are mainly used to extend utilities or put in traffic or pedestrian enhancements that serve the area. A fee is typically assessed on the square footage of the planned development or building, or based on the linear feet of street frontage. In some cases, the granting of a building permit is made contingent on payment of the fee. To implement impact fees, it must be demonstrated that improvements are necessary and are caused by the new development.

Business Improvement District

A Business Improvement District (BID) is a revitalization tool for commercial districts, such as downtowns, shopping malls, and commercial corridors. BIDs are public/private sector partnerships that levy an annual assessment on businesses within the boundaries of the district. The annual assessment can be used to fund a variety of improvements and services to improve the image of a district. BIDs are difficult to establish because they require approval by the majority of the business owners within the proposed district. Therefore, a BID is an unlikely source of funding for the streetscape improvements within the North San Fernando Boulevard Area.

5.8 Potential Financing Mechanisms for Private Development

Private capital and construction loans from investors, banks, and financial institutions will likely fund the majority of the private-sector improvements within the North San Fernando Boulevard Area. Others potential funding sources that could be utilized and should be considered are discussed below:

SBA 504 Loans

The U. S. Small Business Administration (SBA) created the 504 loan program in 1980 to provide financing for successful, growing small and medium-sized businesses. 504 loans can be used to purchase, renovate, or construct commercial real estate properties. 504 loans are made available through Certified Development Companies (CDCs), which are nonprofit corporations that promote economic development through 504 Loans. CDCs are certified and regulated by the SBA, and work with SBA and participating lenders (typically banks) to provide financing to small businesses. There are over 260 CDCs nationwide each having a defined Area of Operations covering a specific geographic area. The area of operation for most CDCs is the state in which they are incorporated. Several CDCs work in California and the Los Angeles region.

SBA 7(a) Loans

The SBA 7(a) Loan Program includes financial help for businesses with special requirements. For example, funds are available for loans to businesses that handle exports to foreign countries, businesses that operate in rural areas, and for other very specific purposes. SBA 7(a) loans can be used by qualifying businesses to purchase land or buildings and finance building expansions and new construction.

Grants for Private Development

Grant funding is obtained through competitive applications to non-profit organizations, foundations, and government agencies. Some grant programs could partially fund development projects within the North San Fernando Boulevard Area if they provide a community benefit that aligns with the goals of the grant program, such as low income housing, child care facilities, senior housing, or environmental stewardship.

Affordable Housing Funds

Due to passage of Assembly Bill (AB) 1X 26, Redevelopment Agencies across California, including the Burbank Redevelopment Agency, were eliminated on February 1, 2012. This removed the primary local tool for financing the construction of affordable housing projects in local communities. However, in the event that the State of California passes legislation to establish new funding sources for affordable housing, future funding sources could be used to finance mixed-use development projects within the North San Fernando Boulevard Area that include affordable housing.

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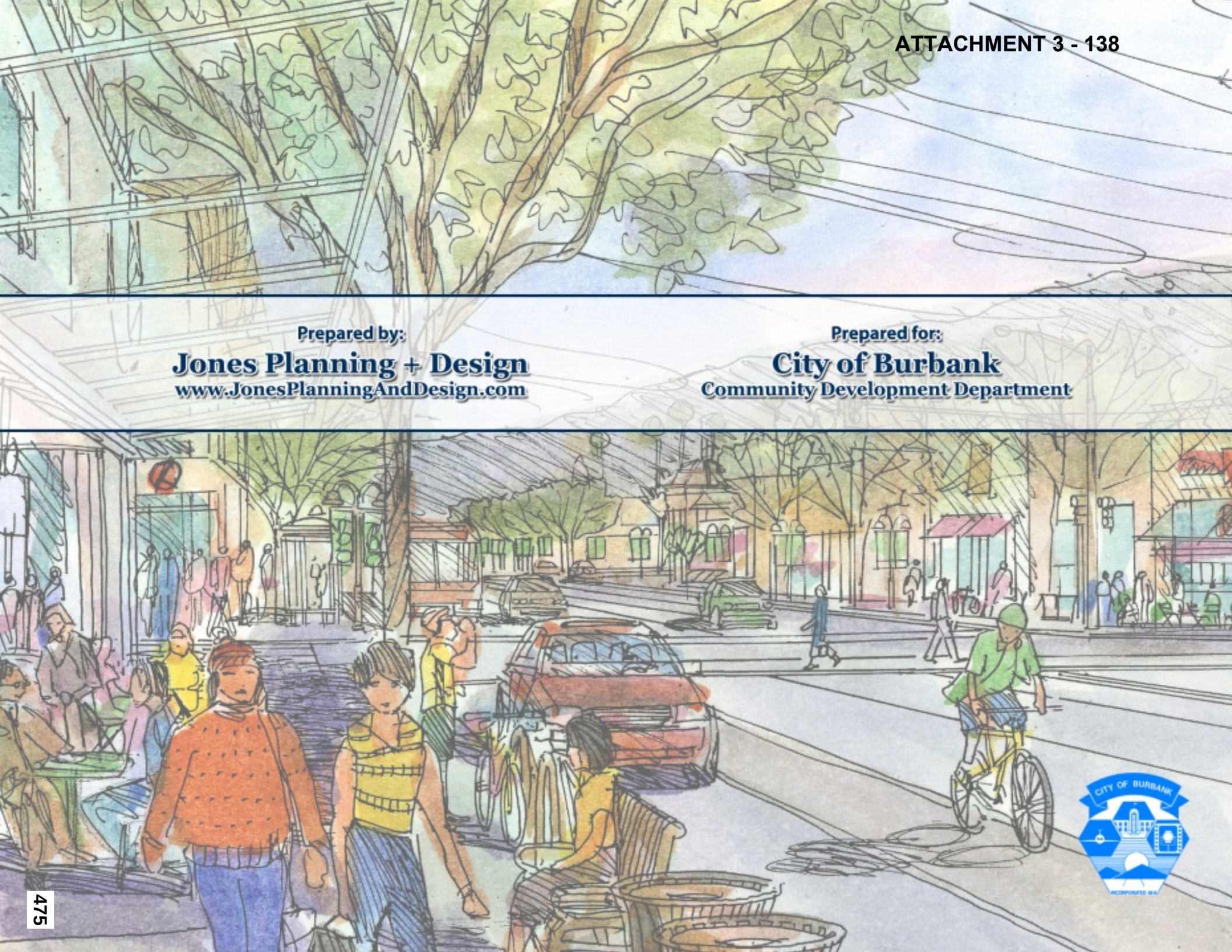

Prepared by:

Jones Planning + Design

www.JonesPlanningAndDesign.com

Prepared for:

City of Burbank

Community Development Department

PROJECT SCHEDULE

DISCOVERY
Research and Analysis
Stakeholder Meetings
Discovery Workshop

Summer 2020 - Winter 2021

2021 - 2022

VISIONING
Vision
Guiding Principles
Visioning Workshop

ALTERNATIVES
Land Use Alternatives
Third NOP Release
Development Potential

Winter - Fall 2023

Summer 2024 - Summer 2026

PLAN PREPARATION
Plan Area Walking Tours
Community Workshops
Draft Specific Plan
Draft Program EIR

WE ARE HERE

PUBLIC REVIEW
Draft Specific Plan and
Program EIR

Summer/Fall 2026

Late Fall 2026

ADOPTION
Specific Plan Adoption
Program EIR Certification
Final Plan

ATTACHMENT 4 – 1

CITY OF BURBANK
CITY COUNCIL MINUTES
JOINT MEETING WITH THE HOUSING AUTHORITY
TUESDAY, JUNE 16, 2026

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 5:33 p.m. by Mayor Takahashi.

Present: Council Member(s) Anthony, Perez, Rizzotti, and Mayor Takahashi
Absent: Vice Mayor Mullins
Also Present: City Manager Hess, City Attorney McDougall, and Assistant City Clerk Thai

Closed Session Public Comment:
There being no further 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: Marine Bezhanyan v. City of Burbank
    c. Case No.: 25STCP03832
    d. Brief description and nature of case: Civil Rights

Call to Order:
A Joint Meeting of the City Council and the Housing Authority 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 6:03 p.m. by Mayor Takahashi.

Moment of Reflection:
Mayor Takahashi 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 Takahashi.

Roll Call:
Present: Council Member(s) Anthony, Perez, Rizzotti, and Mayor Takahashi
Absent: Vice Mayor Mullins
Also Present: City Manager Hess, City Attorney McDougall, and Assistant City Clerk Thai

Mayor Takahashi indicated there would be five (5) periods of Public Comment at this evening's meeting and those who wish to participate in the General Public Comment and Public Hearing Public Comment periods may call in at (818) 238-3335. The Reports

to Council Public Comment period will only be taken in person.

Memorial Adjournment:
Mayor Takahashi announced that tonight Council will adjourn in memory of Douglas Remington, Longtime Burbank resident and Rotarian.

Announcements:
Mayor Takahashi displayed a PowerPoint presentation announcing the following: (1) Richard Orlinski Art Exhibition; (2) Senior Citizen Board Vacancy; (3) Housing Rights Workshop; and (4) Election Nomination Period.

Council Presentations/Recognitions:

1. Presentation of a Proclamation Declaring June 1-30, 2026, as “Pride Month” in the City of Burbank
   Mayor Takahashi presented a proclamation declaring June 1-30, 2026, as "Pride Month" in the City of Burbank and introduced Tracy Tabb, Burbank Pride, who made remarks.

City Manager Report:
City Manager Hess introduced Mary Hamzoian, Economic Development Manager-Community Development Department, who presented an update on the FIFA Fan Zone and responded to City Council inquiries.

Presentations:

1. Update on the Activities of the Burbank-Glendale-Pasadena Regional Housing Trust
   Dima Galkin, Trust Manager from the Burbank-Glendale-Pasadena Regional Housing Trust, provided an update.

Reporting on Closed Session:
City Attorney McDougall reported that the City Council met in Closed Session regarding the agendized Closed Session item and that City Council took no reportable action.

Joint General Public Comment:
Appearing to comment were: Rox Bax, Jim Lane, Narine Khachatryan, Mark Scroggs, Cameron Tennyson, Linda Rosoff, Jo Pimienta, Susan O'Carroll, Diana Pulver, Cameron Hunter, Harry Timuryan, Daniel K., and Mike Stage.

Calling to comment were: Emily Gabel-Luddy, Anonymous, Cate, and Kyle.

Council, City Manager, and/or City Attorney Comment:
Council Members and Staff responded to Public Comment.

Consent Calendar:
It was moved by Council Member Rizzotti, seconded by Council Member Perez, to approve the Consent Calendar. The motion carried 4–0 for Item Nos. 1–4, and 7–11 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins.

For Items Nos. 5 and 6, the motion carried 3–0–1 with the following roll call vote: AYES: Perez, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins. ABSTAIN: Anthony.

Mayor Takahashi had a question on Item No. 7. David Kriske, Assistant Community Development Director–Transportation and Planning, responded to City Council inquiries.

Council Member Anthony had a question on Item No. 9. Marisa Garcia, Parks and Recreation Director, responded to City Council inquiries.

1. Council Minutes

   Approve the City Council Minutes of the Joint Meeting of June 2, 2026, and the Dark Meeting of June 9, 2026.

2. Housing Authority Minutes

   Approve the Housing Authority Minutes of the Joint Meeting of June 2, 2026.

3. Adoption of a Resolution Appropriating $2,300,000 of the Burbank Housing Authority Unappropriated Fund Balance for Fiscal Year 2025-26 to Support Housing Assistance Payments Under the Section 8 Housing Choice Voucher Program

   RESOLUTION NO. H-26-283
   Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK APPROVING AN APPROPRIATION OF TWO MILLION THREE HUNDRED THOUSAND DOLLARS ($2,300,000.00) FROM THE BURBANK HOUSING AUTHORITY'S UNAPPROPRIATED FUND BALANCE TO SUPPORT HOUSING ASSISTANCE PAYMENTS UNDER THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

4. Adoption of a Resolution Approving a Cooperative Agreement with Express Energy Services, Inc., for the Ralph Foy Park Lighting Upgrade Project

   RESOLUTION NO. 26-29,711
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A COOPERATIVE AGREEMENT WITH EXPRESS ENERGY SERVICES, INC. AND AUTHORIZING THE PUBLIC WORKS DIRECTOR OR HIS DESIGNEE TO APPROVE ANY CHANGES TO FINAL PLANS AND SPECIFICATIONS FOR THE RALPH FOY PARK LIGHTING UPGRADE PROJECT.

5. Adoption of a Resolution Approving Contract Documents, Plans and Specifications, Authorizing Execution of a Contract for Bid Schedule 1534 – Jail Door Control System Modernization, to Ace Construction & Maintenance Inc, and

Finding of CEQA Exemption (14 CCR § 15302)

RESOLUTION NO. 26-29,712
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONTRACT FOR BID SCHEDULE NO. 1534 – JAIL DOOR CONTROL SYSTEM MODERNIZATION PROJECT TO ACE CONSTRUCTION & MAINTENANCE INC., AND FINDING OF CEQA EXEMPTION (14 CCR §15302).

6. Adoption of a Resolution Approving a Cooperative Agreement with Vincor Construction, Inc. for the Police Department Forensic Services Area Modernization Project

   RESOLUTION NO. 26-29,713
   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 POLICE DEPARTMENT FORENSIC SERVICES AREA MODERNIZATION PROJECT.

7. Adoption of a Resolution Approving an Entry and Construction Agreement with Burbank Empire Center, LLC to Construct Public Sidewalk Improvements Near Empire Interchange and Dispensing with Competitive Bidding

   RESOLUTION NO. 26-29,714
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING AN ENTRY AND CONSTRUCTION AGREEMENT WITH BURBANK EMPIRE CENTER, LLC TO CONSTRUCT PUBLIC SIDEWALK IMPROVEMENTS NEAR EMPIRE INTERCHANGE AND DISPENSING WITH COMPETITIVE BIDDING.

8. Adoption of a Resolution Approving the Fiscal Year 2026-27 Measure A Subrecipient Agreement Between the Burbank-Glendale-Pasadena Regional Housing Trust and the City of Burbank to Receive Measure A Funds and Authorize the City Manager or His Designee to Execute the Agreement and Any Future Amendments

   RESOLUTION NO. 26-29,715
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING THE FISCAL YEAR 2026-27 MEASURE A SUBRECIPIENT AGREEMENT BETWEEN THE BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST AND THE CITY OF BURBANK TO RECEIVE MEASURE A FUNDS AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT AND ANY FUTURE AMENDMENTS.

9. Approval to Dispense with Competitive Bidding and Execute a First Amendment to the Professional Services Agreement with All Animals Veterinary Care and Consulting to Increase Total Compensation for Veterinary Services for the Burbank Animal Shelter

   Approve to dispense with competitive bidding and execute a First Amendment to the Professional Services Agreement with All Animals Veterinary Care and Consulting, PC, increasing total compensation from $100,000 to $250,000 for veterinary services for the Burbank Animal Shelter and authorize the Parks and Recreation Director, as designee of the City Manager, to execute the First Amendment.

10. Approval of a Multi-Year Reimbursement Agreement with Boys and Girls Club for the Drop-In Middle School Program

    Approve a multi-year reimbursement agreement with the Boys & Girls Club of Burbank and Greater East Valley for the Drop-In Middle School Program, to be paid for by annual expenditures up to $25,000 for a period of three years from the youth services holding account.

11. Acceptance of an Additional $87,500 from the Los Angeles County Aging and Disabilities Department - Funding for the Contracted Elderly Nutrition Program and Related Amendment of the Fiscal Year 2025-26 Adopted Budget

    1. Accept $87,500 from the Los Angeles County Aging and Disabilities Department Modernizing Older Californians Act (MOCA) Funding to extend the Contracted Elderly Nutrition Program (ENP) Older Americans Act Title III C-1 and Title III C-2 Services and Approve the Executed Elderly Nutrition Program Amendment Three.

    2. Amend the FY 2025-26 Adopted Budget as follows upon receipt of the grant funds in FY 2025-26 by appropriating $45,500 MOCA Funding from revenue account 001.PR000.48010.1007.000000 (General Fund, Other Intergovernmental Revenue, Los Angeles County Aging and Disabilities Department Nutrition State C1) to expenditure account 001.PR42A.62300.0000.000000 (General Fund, Supplemental Nutrition Program, Special Department Supplies) and appropriating $42,000 MOCA Funding from revenue account 001.PR000.48010.1008.000000 (General Fund, Other Intergovernmental Revenue, Los Angeles County Aging and Disabilities Department Nutrition State C2 to account number 001.PR42A.62300.0000.000000 (General Fund, Supplemental Nutrition Program, Special Department Supplies).

Public Hearing:

1. Adoption of a Resolution to Approve the Annual Action Plan for the Fiscal Year 2026-2027 Community Development Block Grant Program

   The Public Hearing was opened at 7:42 p.m. There were no Conflict of-Interest disclosures. Assistant City Clerk Thai affirmed receipt of Proof of Publication; confirmed there was a complete file of exhibits and correspondence including emails and other documents, and that no written correspondence was received.

   Melania Kuredjian, Administrative Analyst II–Community Development Department, presented the PowerPoint Presentation and responded to City Council inquiries. Kasey Lee, Housing Development Manager–Community Development Department; and Joseph McDougall, City Attorney, also responded to Council inquiries.

   Public Hearing Public Comment:
   Appearing to comment was: None.

   Calling in to comment was: None.

   The Public Hearing was closed at 8:01 p.m.

   Council Action:
   It was moved by Council Member Perez, seconded by Council Member Anthony, to:

   RESOLUTION NO. 26-29,716
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING AND APPROVING:

   1. THE SUBMISSION OF THE FISCAL YEAR 2026-2027 ANNUAL ACTION PLAN UNDER THE FIVE-YEAR CONSOLIDATED PLAN FOR FISCAL YEARS 2025-2029 TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD);
   2. THE FILING OF APPLICATIONS AND CERTIFICATIONS FOR FEDERAL FUNDS FOR FISCAL YEAR 2026-2027 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS; AND
   3. THE CITY MANAGER OR DESIGNATED OFFICIAL TO EXECUTE CDBG AGREEMENTS AND AMENDMENTS WITH SUBRECIPIENTS

      The motion carried 4-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins.

2. Adoption of a Resolution Approving and Adopting the 2025 Urban Water Management Plan and Water Shortage Contingency Plan

The Public Hearing was opened at 8:03 p.m. There were no Conflict of-Interest disclosures. Assistant City Clerk Thai affirmed receipt of Proof of Publication; confirmed there was a complete file of exhibits and correspondence including emails and other documents, and that no written correspondence was received.

Asif Sheikh, Manager of Water Engineering–Planning with Burbank Water and Power, presented the PowerPoint Presentation and responded to City Council inquiries. Joseph McDougall, City Attorney; and Justin Hess, City Manager, also responded to Council inquiries.

Public Hearing Public Comment:
Appearing to comment was: None.

Calling in to comment was: None.

The Public Hearing was closed at 8:12 p.m.

Council Action:
It was moved by Council Member Anthony, seconded by Council Member Rizzotti, to:

RESOLUTION NO. 26-29,717
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING AND ADOPTING THE 2025 URBAN WATER MANAGEMENT PLAN AND THE WATER SHORTAGE CONTINGENCY PLAN.

The motion carried 4-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins.

Reports to Council:

1. Adoption of a Resolution Calling for the Placement of a General Tax Measure on the November 3, 2026 General Municipal Election Ballot for the Submission to Qualified Voters of a Proposed Ordinance Amending the City's Transient Occupancy Tax ("TOT") by Increasing the Maximum Rate from Ten Percent (10%) to Twelve Percent (12%) Effective January 1, 2027; Directing the City Attorney to Prepare an Impartial Analysis; and Directing the City Clerk to Set Rules and Deadlines for Arguments and Rebuttals for and Against the Measure

   Mary Hamzoian, Economic Development Manager–Community Development Department, presented the report and responded to City Council inquiries. Justin Hess, City Manager, made a comment.

   Public Comment:
   Appearing to comment was: Arno Dionysian.

   Council Member Perez left the City Council Meeting at 8:28 p.m.

Council Action:
It was moved by Council Member Rizzotti, seconded by Council Member Anthony, to:

RESOLUTION NO. 26-29,718

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CALLING FOR THE PLACEMENT OF A GENERAL TAX MEASURE ON THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION BALLOT FOR THE SUBMISSION TO QUALIFIED VOTERS OF A PROPOSED ORDINANCE AMENDING THE CITY'S TRANSIENT OCCUPANCY TAX ("TOT") BY INCREASING THE MAXIMUM RATE FROM TEN PERCENT (10%) TO TWELVE PERCENT (12%) EFFECTIVE JANUARY 1, 2027; DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS; AND DIRECTING THE CITY CLERK TO SET RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE; and

2. Authorize the City Council to create an Ad-Hoc Subcommittee consisting of the Mayor and Vice-Mayor, to prepare an argument in favor of the measure and if necessary, submit a rebuttal argument.

   The motion carried 3-0 with the following roll call vote: AYES: Anthony, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins and Perez.

2. Consideration of the Art in Public Places Committee Recommendation to Not Excuse the Absences of Committee Member

   Linda Thai, Assistant City Clerk, presented the report and responded to City Council inquiries. Marisa Garcia, Parks and Recreation Director, also responded to City Council inquiries.

   Public Comment:
   Appearing to comment was: Monica Caram.

   Council Action:
   It was moved by Council Member Anthony, seconded by Council Member Rizzotti, to excuse the absences of Art in Public Places Committee Member Monica Caram.

   The motion carried 3-0 with the following roll call vote: AYES: Anthony, Rizzotti, and Takahashi. NOES: None. ABSENT: Mullins and Perez.

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 Anthony's request for a letter of opposition to proposed statewide ballot initiative 25-0006A1, which would limit the ability of voters to raise revenues for local government services, and encouraging Governor Newsom to seek a negotiated legislative resolution to remedy the inconsistencies of transferred taxes across California.

Council Member Rizzotti requested to invite California State Senator Menjivar and Assembly Member Schultz to attend a meeting to state their position or comment on SB 79 and SB 1361.

Adjournment:
There being no further business to come before the City Council, the meeting was adjourned at 8:55 p.m. in memory of Douglas Remington, Longtime Burbank resident and Rotarian, to Tuesday, June 30, 2026, for a Regular Meeting in the Council Chamber - 275 East Olive Avenue, Second Floor.

_____	_____
Linda Thai	Tamala Takahashi
Assistant City Clerk	Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, JUNE 23, 2026

A Regular Meeting of the Council of the City of Burbank was not held on the above date.

Kimberley Clark City Clerk	Tamala Takahashi Mayor

APPROVED DATE:

PARKING AUTHORITY MINUTES
A JOINT MEETING WITH THE CITY COUNCIL
TUESDAY, JUNE 2, 2026

Call to Order:
A Joint Meeting of the Parking Authority and 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 6:15 p.m. by Chair Takahashi.

Moment of Reflection:
Chair Takahashi 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 Chair Takahashi.

Roll Call:
Present: Member(s) Anthony, Rizzotti, Vice Chair Mullins, and Chair Takahashi
Absent: Member Perez
Also Present: City Attorney McDougall, Executive Director Hess, and Secretary Clark

Member Perez arrived at 6:18 p.m.

Closed Session, Announcements, Council Presentations/Recognitions, City Manager Report, Presentations, Reporting on Closed Session, Reports to Council, Council Comments, Consideration of Previously Introduced Additional Agenda Items, and Introduction of Additional Agenda Items were City Council items only and can be found in the City Council Meeting Minutes.

Vice Chair Mullins left the dais at 6:38 p.m.

Joint General Public Comment:
Appearing to comment were: Ron Bax, Raven Flynn, Kenneth Sperling, Jim Lane, Romik Hacobian, Paul McKenna, Mark Scroggs, Lydia McLaughlin, Karen Frost, Narbeh Hartoonian, Cameron Mencuri, Kristy Maloof, Jo Pimienta, Kit O., Ashley R., Ali, Abdullah Kassem, David Donahue, Susan O'Carroll, April F., Sadako Leong-Suzuki, Frankie Glass, Mike Stage, Kyle Anderson, David Bolog, Jomo, Elizabeth Bax, and Dustin Blankenship.

Vice Chair Mullins returned to the dais at 6:49 p.m.

Calling in to comment were: Jonathan Wilder, Mercedes Cooper, Leah Harrison, Anonymous, Sean K., Chad Quandt, Anonymous, and Gary Bric.

Council, City Manager, and/or City Attorney Comment:
Members and Staff responded to Public Comment.

Member Perez left the dais at 7:53 p.m.

Consent Calendar:
It was moved by Vice Chair Mullins, seconded by Member Rizzotti, to approve the Consent Calendar. The motion carried 4-0 with the following roll call vote: AYES: Anthony, Rizzotti, Mullins, and Takahashi. NOES: None. ABSENT: Perez.

Member Anthony had a question on Item No. 5 and Mandip Samra, General Manager – BWP, responded to Authority inquiries.

Consent Calendar Item Nos. 1–3 and 5–9 were City Council items only and can be found in the City Council Meeting minutes.

4. Parking Authority Minutes

   Approve the Parking Authority Minutes of the Joint Meeting of May 19, 2026.

Public Hearing:

1. Adoption of Resolutions Adopting the Fiscal Year 2026-27 Annual Budget, Citywide Fee Schedule, and Appropriations Limit (with Successor Agency, Housing Authority, and Parking Authority)

   The Public Hearing was opened at 8:08 p.m. There were no Conflict of-Interest disclosures. Secretary Clark affirmed receipt of Proof of Publication; confirmed there was a complete file of exhibits and correspondence including emails and other documents, and that no written correspondence was received.

   Jennifer Becker, Financial Services Director, presented the PowerPoint Presentation and responded to Parking Authority inquiries. Rafael Quintero, Burbank Police Chief; Viviana Garzon, Police Administrator; Jose Calderon, Chief Information Officer; Joseph McDougall, City Attorney; and Justin Hess, Executive Director, also responded to Authority inquiries.

   Public Hearing Public Comment:
   Appearing to comment were: Braeden Day, Daria Rountree, Maxine Hillman, David Donahue, and Arno Dionysian.

   Member Perez returned to the dais at 8:25 p.m.

   Calling in to comment was: Ben Hillman.

   The Public Hearing was closed at 9:24 p.m.

   Council Action:
   It was moved by Vice Chair Mullins, seconded by Member Rizzotti, to:

1. Provide further direction regarding the budget follow-up requests.

2. RESOLUTION NO. 26-29,704
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2026-2027 AND MAKING APPROPRIATIONS FOR AMOUNTS BUDGETED.

3. RESOLUTION NO. 26-29,705
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DETERMINING AND ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT FOR THE FISCAL YEAR 2026-2027.

4. RESOLUTION NO. H-26-282
   Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2026-2027.

5. RESOLUTION NO. P-26-129
   Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK ADOPTING THE BUDGET FOR THE FISCAL YEAR 2026-2027.

6. RESOLUTION NO. 26-29,706
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ADOPTING THE FISCAL YEAR 2026-2027 CITYWIDE FEE SCHEDULE.

The motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None.

Members voted by consensus to continue with City business past 11:00 p.m.

Adjournment:
There being no further business to come before the Parking Authority, the meeting was adjourned at 11:57 p.m. to Tuesday, June 16, 2026 for a Joint Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

Kimberley Clark Secretary	Tamala Takahashi Chair

APPROVED DATE:

STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: June 30, 2026

TO: Justin Hess, Executive Director

FROM: Patrick Prescott, Community Development Director
VIA: David Kriske, Assistant Community Development Director, Transportation
BY: Dulce Gomez, Parking Services Manager

SUBJECT: Adoption of a Resolution of the Parking Authority of the City of Burbank Approving Implementation Agreements for Temporary Paid Parking During the Fan Zone Event in Downtown Burbank, and Providing Other Parking-Related Services

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RECOMMENDATION

Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING IMPLEMENTATION AGREEMENTS FOR TEMPORARY PAID PARKING DURING THE FAN ZONE EVENT IN DOWNTOWN BURBANK, AND PROVIDING OTHER PARKING-RELATED SERVICES.

BACKGROUND

The City of Burbank (City) is hosting a two-day special event Fan Zone during the 2026 FIFA World Cup tournament on July 18, 2026, and July 19, 2026, throughout Downtown Burbank. In order to manage available parking for event attendees and to facilitate safe and efficient traffic circulation throughout Downtown Burbank during the event, the City, in coordination with the Parking Authority of the City of Burbank (Authority) and various private garage owners, will implement temporary paid parking in public parking garages in Downtown Burbank.

The City and Authority plan to implement paid parking at six Downtown parking structures to accommodate the number of visitors expected to attend the Fan Zone. These facilities are identified and included (Attachment 5). To implement paid parking at these facilities,

the Authority needs to enter into agreements with the separate garage owners for facilities that are privately owned, issue temporary regulations outlining the paid parking arrangement to users who have various rights to park in Authority-owned garages, and agree to provide paid parking services on behalf of the City in garages that are owned by the City. These actions are detailed in the proposed Resolution (Attachment 1).

DISCUSSION

The proposed temporary paid parking program during the Fan Zone event is intended to ensure available parking for event attendees and facilitate safe and efficient traffic circulation throughout Downtown Burbank. Staff has collaborated with all parties involved in ownership or operation of each of the public parking garages in Downtown Burbank to outline the parking services that will be implemented during the Fan Zone event.

Predetermined rates will be charged for entry to each public garage, ranging from $20 to $30 based on proximity and inventory, and will remain valid until 11:59 p.m. on the same day, with no in-and-out privileges. During the event, the Authority will hire a parking operator, and the City will provide staff who will be available on the day of the event to ensure seamless operation. The overall plan incorporates parking management at all six of the Downtown Burbank garages that offer public parking, with approvals issued in accordance with the existing agreements that govern the operation and maintenance of those garages. The purpose of the proposed Resolution is to issue the requisite approvals from the Authority for the Burbank Village Walk Garage, Media Village Garage, and Collection Garage. Temporary paid parking in the other public parking garages in Downtown Burbank has been approved by separate administrative actions.

Burbank Village Walk (201 East Angeleno Avenue)

The Burbank Village Walk garage is owned by Burbank Village Walk Corporation and was developed with assistance from the former Redevelopment Agency of the City of Burbank (RDA). Pursuant to an easement, the garage includes private and public parking spaces and requires the garage to be operated consistently with other public parking lots and structures owned by the Authority or the City. Paid parking may be implemented in the garage upon approval by the Authority if access must be restricted to facilitate the parking goals established in the easement, including safe and efficient garage operation.

The Burbank Village Walk implementation agreement (Attachment 2) memorializes the Authority's approval of temporary paid parking in the Village Walk garage during the FIFA Fan Zone event and authorizes the Authority to enter the parking garage to operate the paid parking program. The Authority will take all actions necessary to implement the temporary paid parking arrangement in the garage, including posting temporary signage, regulating vehicle entry, staffing, parking fee collection and remittance, parking controls, and post-event cleaning.

Media Village Garage (255 Palm Avenue)

The Media Village Garage is owned by Media Village Development Corporation (formerly Gangi Development Co.). The garage was built with assistance from the former RDA and includes public parking spaces pursuant to a lease and operating agreement that was assigned by the RDA to the Authority. The lease gives the Authority the right to establish reasonable operational rules and standards to ensure efficient and safe operation of the public parking spaces, including the right to manage the spaces with paid parking.

The Media Village implementation agreement (Attachment 3) outlines the temporary paid parking arrangement that will be implemented by the Authority in the garage during the event. The Authority will be responsible for taking all actions necessary to implement the paid parking arrangement, including posting temporary signage, regulating vehicle entry, staffing, parking fee collection and remittance, parking controls, and post-event cleaning, and will share costs with the owner to provide security services that will be available on-site during the event.

Collection Garage (250 North First Street)

The parking spaces within the Collection Garage are owned and controlled by several parties including the City. This garage was constructed with assistance from the former RDA and includes both public, commercial, and residential parking spaces that are governed by Covenants, Conditions, Restrictions, and Reciprocal Easements (CCRRs). The CCRRs allow the City to implement temporary paid parking and related controls, consistent with the temporary paid parking implemented by the Authority in other Downtown Burbank garages, to improve safe and efficient operation of the garage. The City consulted with the other parties owning commercial and residential parking spaces within the Collection Garage and have memorialized the temporary paid parking arrangement in a Letter of Understanding (Attachment 4) where the City will operate temporary paid parking for 278 public parking spaces, and 159 of the commercial parking spaces in the Collection Garage. The City desires to engage the Authority to implement and operate the temporary paid parking arrangement outlined in the Letter of Understanding, consistent with the Authority's implementation of temporary paid parking in the Burbank Village Walk and Media Village garages.

ENVIRONMENTAL REVIEW

Adoption of this Resolution, and approval of the various agreements, have 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 §§ 15378(b) and 15060(c)(2)-(3) of Title 14 of the California Code of Regulations (CEQA Guidelines). Furthermore, even if these actions constitute a "project" subject to CEQA review, it is exempt from environmental review pursuant to CEQA Guidelines § 15301, as the implementation, operation, and management of temporary paid parking during the

Fan Zone event constitutes operation of existing parking structures involving negligible or no expansion of existing or former use, and there are no unusual circumstances that would preclude the use of this exemption.

FISCAL IMPACT

There is no fiscal impact to the City's General Fund. The parking management services will be paid by an existing budget within the Parking Authority Fund. Any parking revenues received will be utilized to offset the costs of implementing the paid parking operations, including parking attendants, parking controls, signage, credit card fees, equipment rental, and operational-related contracts for parking management and cleaning costs. Current projections indicate the Parking Authority may be revenue neutral at the conclusion of the event. Any revenues or impacts to the Parking Authority Fund will be borne by the Parking Authority Fund.

CONCLUSION

Adoption of the Resolution will approve necessary actions to implement temporary paid parking during the FIFA Fan Zone event in Downtown Burbank at three of the Downtown parking garages. It will approve two necessary implementation agreements, authorize the Authority to provide related parking services on behalf of the City as described in the Letter of Understanding, and authorize the Executive Director to execute and administer the agreements and implement the related services, subject to City Attorney review and approval as to form.

ATTACHMENTS

Attachment 1 – Parking Authority Resolution
Attachment 2 – Implementation Agreement for Temporary Paid Parking Regulations with Burbank Village Walk Corporation
Attachment 3 – Implementation Agreement for Temporary Paid Parking Regulations with Media Village Development Corporation
Attachment 4 – Letter of Understanding
Attachment 5 – Map of Downtown Parking Garages Providing FIFA Fan Zone Parking

ATTACHMENT 1

PARKING AUTHORITY
OF THE
CITY OF BURBANK, CALIFORNIA

RESOLUTION NO. P- _____

A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK APPROVING IMPLEMENTATION AGREEMENTS FOR TEMPORARY PAID PARKING DURING THE FAN ZONE EVENT IN DOWNTOWN BURBANK, AND PROVIDING OTHER PARKING-RELATED SERVICES

THE PARKING AUTHORITY OF THE CITY OF BURBANK FINDS:

A. The City of Burbank ("City") is hosting a two-day special event "fan zone" during the 2026 FIFA World Cup tournament on July 18, 2026 and July 19, 2026 throughout Downtown Burbank.

B. To ensure available parking exists for event attendees and to facilitate safe and efficient traffic circulation throughout Downtown Burbank during the event, the City and the Parking Authority of the City of Burbank ("Authority") will implement or approve temporary, paid parking in public parking garages in Downtown Burbank during the event.

THE PARKING AUTHORITY OF THE CITY OF BURBANK RESOLVES:

1. The Parking Authority of the City of Burbank ("Authority") hereby approves the Implementation Agreement for Temporary Paid Parking Regulations between the Authority and Burbank Village Walk Corporation, attached as Attachment 2 to the Staff Report dated June 30, 2026.

2. The Authority hereby approves the Implementation Agreement for Temporary Paid Parking Regulations between the Authority and Media Village Development Corporation, attached as Attachment 3 to the Staff Report dated June 30, 2026.

3. The Authority hereby agrees to provide parking-related services on behalf of the City in connection with the implementation of temporary, paid parking as described in the Letter of Understanding dated June ____, 2026, and attached as Attachment 4 to the Staff Report dated June 30, 2026.

4. The Executive Director is authorized to execute all agreements described in Sections 1 and 2 above, on behalf of the Chairperson of the Authority, with minor amendments as may be approved by the City Attorney, and administratively enter into any amendments to those agreements, subject to review and approval as to form by the City Attorney, or issue any other approvals or take any other actions necessary to implement the above described agreements as well as the services described in Section 3, above.

PASSED and ADOPTED this ____ day of June, 2026.

_____
Tamala Takahashi
Chairperson of the Parking
Authority of the City of Burbank

Attest:

_____
Kimberley Clark, Secretary

Approved as to Form:
Office of the City Attorney

By: _____
Lisa Kurihara
Senior Assistant City Attorney

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

I, Kimberley Clark, Secretary of the Parking Authority of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a majority vote of the Members of the Parking Authority of the City of Burbank, at its regular meeting held on the ____ day of _____ 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, Secretary

ATTACHMENT 1-2

IMPLEMENTATION AGREEMENT FOR
TEMPORARY PAID PARKING REGULATIONS

This Implementation Agreement for Temporary Paid Parking Regulations ("Agreement") is entered into as of **_____, 2026**, by and between the Parking Authority of the City of Burbank ("Authority") and Burbank Village Walk Corporation ("Owner"). The parties may be referred to individually as a "Party" and collectively as the "Parties."

Recitals

A. Owner entered into a Grant of Easement and Agreement Containing Covenants Affecting Real Property (Commercial Component) dated February 19, 2004 ("Easement"), which established certain covenants, easements, and other obligations for real property owned by Owner and redeveloped with assistance from the former Redevelopment Agency of the City of Burbank, California. Such real property includes the parking garage now located at 201 East Angeleno Avenue ("Parking Garage").

B. Pursuant to the Easement, the Parking Garage includes both private parking spaces and public parking spaces, and requires that the Parking Garage be operated in a manner consistent with other public parking lots and structures owned by the Authority or the City of Burbank ("City"). (Easement, § H.2).

C. Owner may request permission from the Authority for the right to impose reasonable operational rules and standards to ensure efficient and safe operation of the Parking Garage, which will be approved if consistent with rules and standards implement by the Authority or the City for its other public parking lots and structures in Downtown Burbank. (Easement, § H.3).

D. Owner may also request permission from the Authority to impose parking fees in the Parking Garage if it is reasonably determined that unrestricted access to the Parking Garage will not facilitate the goals stated in the Easement, including the safe and efficient operation of the Parking Garage. (Easement, § H.3).

E. The City is hosting a two-day special event "fan zone" during the 2026 FIFA World Cup tournament ("Event") on July 18, 2026 and July 19, 2026.

F. The Event will take place throughout areas of Downtown Burbank, within the City.

G. The public parking lots and structures owned by the City and the Parking Authority in Downtown Burbank will be managed during the Event with temporary, special event paid parking to ensure available parking exists for Event attendees, and improve safe and efficient traffic circulation throughout the Event location.

H. The Parties desire to enter into this Agreement to allow temporary, paid parking regulations to be implemented in the Parking Garage during the Event consistent with other parking lots and structures in Downtown Burbank, by authorizing the Authority to enter the Parking Garage to operate and manage such temporary, paid parking, pursuant to the terms and conditions outlined below.

Agreement

1. Defined Terms. The following words shall have the following meanings:

- "Collection Hours" means up to two hours before the scheduled start of the event and 30-minutes after the scheduled end time on the Event Dates.
- "Event Date" means July 18, 2026 and July 19, 2026.
- "Event Revenues" means all Parking Rates collected during the temporary paid parking arrangement authorized by this Agreement during the Collection Hours on the Event Dates.
- "Parking Expiration" means the time at which the right to park in the Parking Garage upon payment of the Parking Rate expires, which shall be 11:59 p.m. on the date of entry.
- "Parking Rate" means a flat rate of flat rate of Thirty Dollars ($30.00) per vehicle per Event Date.

2. Temporary Paid Parking. Pursuant to Section H.3 of the Easement, the Parties hereby agree to the following temporary, paid parking arrangement in the Parking Garage:

2.1. On the Event Dates only, Authority shall be authorized to enter the Parking Garage to implement a temporary paid parking arrangement for up to 70 parking spaces ("Maximum Occupancy") in the Parking Garage. Such spaces shall only be within the Parking Garage's public spaces as described in Section H.2 of the Easement, and shall not include any spaces designated by Owner for private use. Prior to the start of the Collection Hours on the Event Dates, Authority shall post temporary signs at the entrance to the Parking Garage giving vehicles advance notice of the Parking Rates, Collection Hours, Parking Expiration, and Parking Garage closure time.

2.2. During the Collection Hours, Authority shall collect the Parking Rate from each vehicle entering the Parking Garage, up to the Maximum Occupancy.

2.3. During the Event Dates, the Parking Rate shall be charged as a flat daily rate and shall give vehicles the right to park in the Parking Garage from the time of entry until 11:59 p.m. on the same day, provided no in-and-out privileges shall be allowed. Vehicles exiting the Parking Garage on the Event Date and re-entering the Parking Garage on the same Event Date shall be charged the Parking Rate upon re-entry.

3. Authority Responsibilities. Unless otherwise provided in this Agreement, Authority shall be responsible for taking all actions necessary to implement and operate all aspects of the temporary paid parking arrangement during the Event Dates as approved under this Agreement, including but not limited to the following:

3.1. Authority shall hire, schedule, direct, and pay for all necessary parking attendants to successfully implement the temporary paid parking arrangement outlined in this Agreement.

3.2. Authority or its contractor shall implement and administer all collection and remittance procedures, including but not limited to collecting all Parking Rates.

3.3. Authority or its contractor shall implement and administer all parking controls, signage, traffic control measures, and other operational procedures reasonably necessary for the temporary paid parking arrangement.

3.4. Following the conclusion of the Event Dates, Authority or its contractor shall provide all maintenance and cleaning necessary to return the public spaces within the Parking Garage to the Owner in the same condition in which they existed at the beginning of the Event Dates, normal wear and tear excepted. Authority shall also conduct regular, day-to-day cleaning during the Event Dates to ensure the Parking Garage remains clean and reasonably free of litter and trash during the Event.

4. Use of Event Revenues. Event Revenues shall be collected by the Authority and will remain the sole property of the Authority. Event Revenues may be used by the Authority for any proper purpose, including but not limited to, paying the operating costs of any parking attendants engaged for the temporary paid parking arrangement, including all parking controls, signage, traffic control measures, or other operational procedures reasonably necessary to implement the temporary paid parking arrangement, and paying the costs to clean the Parking Garage after the conclusion of the Event.

5. Approvals. The Parties acknowledge that the Easement requires Authority approvals for certain paid parking regulations within the Parking Garage. The Parties intend that this Agreement serve as the written implementation document evidencing Authority's approval of the temporary paid parking arrangement outlined herein.

6. Counterparts and Execution. This Agreement may be executed in counterparts and each such duplicate counterpart shall constitute an original, any one of which may be used for any purpose without the production of its duplicate counterpart. Moreover, each counterpart shall be deemed for all purposes to be an original, and all such counterparts together shall constitute one and the same instrument, binding on all Parties hereto. Transmission by facsimile, electronic mail, and/or other validated instantaneous electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart, and shall be valid, binding and effective for all purposes. Notwithstanding the foregoing, the authority under this Section to execute this Agreement with an electronic signature shall be limited to a physical ("wet ink") signature placed on a counterpart to this Agreement by a Party, and transmitted electronically as described in this Section to the other Party.

[Signatures on following page]

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"OWNER" Burbank Village Walk Corporation	"AUTHORITY" The Parking Authority of the City of Burbank
Signature	Signature
Name (Please Print)	Justin Hess Name (Please Print)
Title	Executive Director Title

Approved as to Form
Burbank City Attorney's Office

By: _____
Signature

_____
Name

_____
Title

IMPLEMENTATION AGREEMENT FOR
TEMPORARY PAID PARKING REGULATIONS

This Implementation Agreement for Temporary Paid Parking Regulations ("Agreement") is entered into as of **_____, 2026**, by and between the Parking Authority of the City of Burbank ("Authority") and Media Village Development Corporation ("Owner"). The parties may be referred to individually as a "Party" and collectively as the "Parties."

Recitals

A. Gangi Development Co., Inc. ("Gangi") entered into a Lease and Operating Agreement dated January 3, 1996 ("Lease"), with the former Redevelopment Agency of the City of Burbank ("RDA"), which governed the construction and long-term use and operation of real property owned by Gangi and redeveloped with assistance from the RDA, which included the parking garage now located at 255 East Palm Avenue ("Parking Garage"). Gangi's rights and obligations under the Lease were subsequently assigned to Owner. RDA's rights and obligations under the Lease were subsequently assigned to the Authority.

B. Pursuant to the Lease, the Parking Garage includes a minimum amount of public parking spaces, and requires that the Parking Garage be operated in a manner consistent with other public parking lots and structures owned by the Authority or the City of Burbank ("City"). (Lease, Art. 5, § 1).

C. Authority has the right to establish reasonable operational rules and standards to ensure efficient and safe operation of the Parking Garage, when such rules and standards are consistent with rules and standards implemented by the Authority in its other public parking lots and structures in Downtown Burbank. (Lease, Art. 5, § 2).

D. Authority may also impose parking fees in the Parking Garage if it is reasonably determined that unrestricted access to the Parking Garage will not facilitate the goals stated in the Lease, including the safe and efficient operation of the Parking Garage, subject to Owner's right to receive sufficient free parking validations or other vouchers to continue providing free parking to Owner's designees as specified in the Lease. (Lease, Art. 5 § 2).

E. The City is hosting a two-day special event "fan zone" during the 2026 FIFA World Cup tournament ("Event") on July 18, 2026 and July 19, 2026.

F. The Event will take place throughout areas of Downtown Burbank, within the City.

G. The public parking lots and structures owned by the City and the Authority in Downtown Burbank will be managed during the Event with temporary, special event paid parking to ensure available parking exists for Event attendees, and improve safe and efficient traffic circulation throughout the Event location.

H. The Parties desire to enter into this Agreement to allow the Authority to manage and operate temporary, paid parking regulations in the Parking Garage during the Event consistent with other parking lots and structures in Downtown Burbank, pursuant to the terms and conditions outlined below.

Agreement

1. Defined Terms. The following words shall have the following meanings:

- "Collection Hours" means up to two hours before the scheduled start of the event and 30-minutes after the scheduled end time on the Event Dates.
- "Event Date" means July 18, 2026 and July 19, 2026.
- "Event Revenues" means all Parking Rates collected during the temporary paid parking arrangement authorized by this Agreement during the Collection Hours on the Event Dates.
- "Parking Expiration" means the time at which the right to park in the Parking Garage upon payment of the Parking Rate expires, which shall be 11:59 p.m. on the date of entry.
- "Parking Rate" means a flat rate of Thirty Dollars ($30.00) per vehicle per Event Date.

2. Temporary Paid Parking. Pursuant to Article 5 of the Lease, the Parties hereby agree to the following temporary, paid parking arrangement in the Parking Garage:

2.1. On the Event Dates only, Authority shall be authorized to enter the Parking Garage to implement a temporary paid parking arrangement for up to 281 parking spaces ("Maximum Occupancy") in the Parking Garage. The Maximum Occupancy represents the total number of spaces within the Parking Garage that will be subject to paid parking and the Parties agree that the remainder of spaces in the Parking Garage will provide sufficient free parking to Owner's designees as required by the Lease. Prior to the start of the Collection Hours on the Event Dates, Authority shall post temporary signs at the entrance to the Parking Garage giving vehicles advance notice of the Parking Rates, Collection Hours, Parking Expiration, and Parking Garage closure time.

2.2. During the Collection Hours, Authority shall collect the Parking Rate (or otherwise require proof of pre-payment of the Parking Rate) from each vehicle entering the Parking Garage, up to the Maximum Occupancy.

2.3. During the Event Dates, the Parking Rate shall be charged as a flat daily rate and shall give vehicles the right to park in the Parking Garage from the time of entry until 11:59 p.m. on the same day, provided no in-and-out privileges shall be allowed. Vehicles exiting the Parking Garage on the Event Date and re-entering the Parking Garage on the same Event Date shall be charged the Parking Rate upon re-entry.

3. Authority Responsibilities. Unless otherwise provided in this Agreement, Authority shall be responsible for taking all actions necessary to implement and operate all aspects of the temporary paid parking arrangement during the Event Dates as approved under this Agreement, including but not limited to the following:

3.1. Authority shall hire, schedule, direct, and pay for all necessary parking attendants to successfully implement the temporary paid parking arrangement outlined in this Agreement.

3.2. Authority or its contractor shall implement and administer all collection and remittance procedures, including but not limited to collecting all Parking Rates.

3.3. Authority or its contractor shall implement and administer all parking controls, signage, traffic control measures, and other operational procedures reasonably necessary for the temporary paid parking arrangement.

3.4. Following the conclusion of the Event Dates, Authority or its contractor shall provide all maintenance and cleaning necessary to return the public spaces within the Parking Garage to the Owner in the same condition in which they existed at the beginning of the Event Dates, normal wear and tear excepted. Authority shall also conduct regular, day-to-day cleaning during the Event Dates to ensure the Parking Garage remains clean and reasonably free of litter and trash during the Event.

4. Owner Responsibilities. During the temporary paid parking arrangement, Owner shall continue to operate and maintain the Parking Garage in good order, condition, and repair in accordance with the Lease. This obligation includes, but is not necessarily limited to, providing sufficient security for the Parking Garage on the Event Dates. Owner shall furnish Authority with an invoice for Parking Garage security costs during the Event, and Authority shall reimburse owner for such costs as outlined in Section 5, below.

5. Use of Event Revenues. Event Revenues shall be collected by the Authority and will remain the sole property of the Authority. Event Revenues may be used for any proper purpose as determined by the Authority, subject to Authority's first obligation to use Event Revenues to reimburse the Owner for 50% of the cost of providing security on the Event Dates as provided in Section 4, above.

6. Approvals. The Parties acknowledge that the Lease requires Authority approvals for certain paid parking regulations within the Parking Garage. The Parties intend that this Agreement serve as the written implementation document evidencing Authority's approval of the temporary paid parking arrangement outlined herein.

7. Counterparts and Execution. This Agreement may be executed in counterparts and each such duplicate counterpart shall constitute an original, any one of which may be used for any purpose without the production of its duplicate counterpart. Moreover, each counterpart shall be deemed for all purposes to be an original, and all such counterparts together shall constitute one and the same instrument, binding on all Parties hereto. Transmission by facsimile, electronic mail, and/or other validated instantaneous electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart, and shall be valid, binding and effective for all purposes. Notwithstanding the foregoing, the authority under this Section to execute this Agreement with an electronic signature shall be limited to a physical ("wet ink")

signature placed on a counterpart to this Agreement by a Party, and transmitted electronically as described in this Section to the other Party.

[Signatures on following page]

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"OWNER" Media Village Development Corporation	"AUTHORITY" The Parking Authority of the City of Burbank
Signature	Signature
Name (Please Print)	Justin Hess Name (Please Print)
Title	Executive Director Title

Approved as to Form
Burbank City Attorney's Office

By: _____
Signature

_____
Name

_____
Title

June 24, 2026

SENT VIA E-MAIL

Burbank Collection Associates LLC
9311 Cherokee Lane
Beverly Hills, CA 90210
py@marketblock.com

The Collection at Downtown Burbank Property Owners' Association ("Association")
13743 Ventura Blvd, Suite #200
Sherman Oaks, CA 91423
karen@coro4myhoa.com

RE: TEMPORARY PAID PARKING IN PARKING GARAGE DURING FIFA FAN ZONE

Dear Mr. Yedidsion and Ms.Kokowicz:

This Letter of Understanding ("Letter") memorializes discussions between the City of Burbank ("City"), Burbank Collection Associates LLC and the Association regarding City's implementation of temporary, paid parking for the 278 public parking spaces in the Public Parking Garage and 159 spaces in the Commercial Parking Garage, all located within the Parking Garage located at 250 North First Street ("Parking Garage"), during the planned "fan zone" event ("Event") in Downtown Burbank taking place during the 2026 FIFA World Cup tournament on July 18, 2026 and July 19, 2026. In accordance with Section 12 of the Declaration of Establishment of Covenants, Conditions, Restrictions and Reciprocal Easements dated August 7, 2008 ("Declaration"), the Parties have reasonably consulted regarding the paid parking arrangement outlined in this Letter. The temporary paid parking arrangement outlined herein is consistent with the temporary paid parking arrangement that will be implemented by the Parking Authority of the City of Burbank ("Authority") in other public parking garages in Downtown Burbank during the Event, and is intended to facilitate available parking for Event attendees and improve safe and efficient traffic circulation in the Parking Garage and throughout Downtown Burbank during the Event.

For purposes of this Letter, the following words have the following meanings:

- "Collection Hours" means up to two hours before the scheduled start of the event and 30-minutes after the scheduled end time on the Event Dates.
- "Event Date" means July 18, 2026 and July 19, 2026.
- "Event Revenues" means all Parking Rates collected during the temporary paid parking arrangement described by this Letter during the Collection Hours on the Event Dates.
- "Parking Expiration" means the time at which the right to park in the Parking Garage upon payment of the Parking Rate expires, which shall be 11:59 p.m. on the date of entry.
- "Parking Rate" means a flat rate of Twenty-Five Dollars ($25.00) per vehicle per Event Date.

I. Temporary Special Event Paid Parking:

a. On the Event Dates only, City, with assistance from the Authority, will implement and operate a temporary paid parking arrangement for up to 367 total parking spaces ("Maximum Occupancy") in the Parking Garage. The Maximum Occupancy represents the total number of spaces within the Parking Garage that will be subject to paid parking and the Parties agree that the remainder of spaces in the Parking Garage will provide sufficient free parking to Burbank Collection Associates LLC's tenants in accordance with Declaration Section 11.
b. Prior to the start of the Collection Hours on the Event Dates, Authority will post temporary signs at the entrance to the Parking Garage on Orange Grove Avenue giving vehicles advance notice of the Parking Rates, Collection Hours, Parking Expiration, and Parking Garage closure time. During the Collection Hours, all other entrances to the Parking Garage will be closed to vehicular traffic, except by residents using the Residential Parking Garage and Burbank Collection Associates LLC's tenants who are entitled to free parking.
c. During the Collection Hours, Authority will collect the Parking Rate from each vehicle entering the Parking Garage (other than the vehicles entitled to free parking described in subsection (b) above), up to the Maximum Occupancy.
d. During the Event Dates, the Parking Rate will be charged as a flat daily rate and will give vehicles the right to park in the Parking Garage from the time of entry until 11:59 p.m. on the same day, provided no in-and-out privileges will be allowed. Vehicles exiting the Parking Garage on the Event Date and re-entering the Parking Garage on the same Event Date will be charged the Parking Rate upon re-entry.

II. City Implementation:

Unless otherwise stated in this Letter, City will direct the Authority to take all actions necessary to implement and operate all aspects of the temporary paid parking arrangement during the Event Dates as described in this Letter, including but not limited to the following:

a. Authority will hire, schedule, direct, and pay for all necessary parking attendants to successfully implement the temporary paid parking arrangement outlined in this Letter.
b. Authority or its contractor will implement and administer all collection and remittance procedures, including but not limited to collecting all Parking Rates and remitting Event Revenues in accordance with the Authorized Use described below.
c. Authority or its contractor will implement and administer all parking controls, signage, traffic control measures, and other operational procedures reasonably necessary for the temporary paid parking arrangement.
d. Following the conclusion of the Event Dates, Authority or its contractor shall provide all maintenance and cleaning necessary to return the Parking Garage to the Parties in the same condition in which it existed at the beginning of the Event Dates, normal wear and tear excepted. Authority will also conduct regular, day-to-day cleaning during the Event Dates to ensure the Parking Garage remains clean and reasonably free of litter and trash during the Event.
e. City or Authority shall provide a contact person for the Parties to contact on the Event Dates for questions or concerns relating to the Parking Garage during the Event.

III. Authorized Use of Event Revenues:

Event Revenues will be collected by the Authority and used in the following order:

(1) First, to pay any operating costs incurred by the City or Authority to implement the temporary paid parking arrangement at the Parking Garage on the Event Dates, including but not limited to, payment for parking attendants at the Parking Garage and any other parking controls, signage, traffic control measures, or other operational procedures reasonably necessary to implement the temporary paid parking arrangement at the Parking Garage.

(2) Second, to pay any cleaning costs to clean the Public Parking Garage and Commercial Parking Garage during and at the conclusion of the Event.

(3) Finally, any remaining Event Revenues left over after payment of items (1) and (2), if any, shall be considered "net revenues" as described in Declaration Section 11 and will be paid to the City and the Burbank Collection Associates LLC in the same proportions as the total number of parking spaces in the Public Parking Garage and the Commercial Parking Garage that are subject to paid parking as described in this Letter (278 Public Garage parking spaces; 159 Commercial Garage parking spaces). The City and Burbank Collection Associates LLC acknowledge that due to the short time period for implementation of the temporary paid parking described herein, net revenues may be nominal or none at all.

This Letter constitutes the Parties' collective and complete understanding of the temporary, paid parking arrangement implemented by the City for public parking in the Parking Garage in accordance with Declaration Sections 11 and 12, as discussed among the Parties prior to the date of this Letter. This Letter does not otherwise amend or modify the Declaration in any way. Please feel free to contact the City with any questions or concerns by calling or emailing Dulce Gomez, Parking Services Manager at (818) 238-5256 or dgomez@burbankca.gov.

Sincerely,

Dulce Gomez
Parking Services Manager

Acknowledged by:

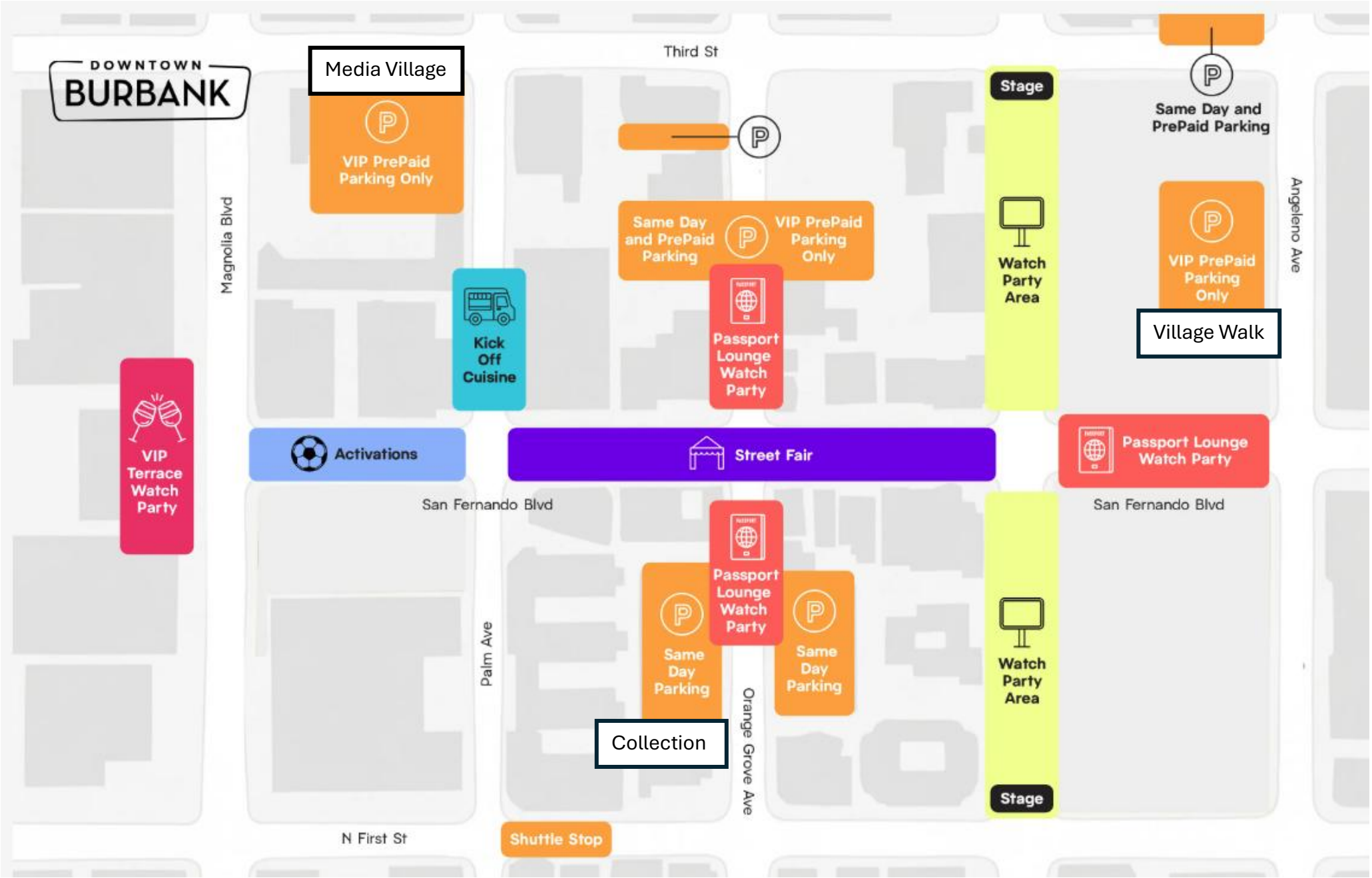
Burbank Collection Associates LLC

_____

Collection at Downtown Burbank Property Owners' Association

_____

ATTACHMENT 5
Map of Downtown Parking Garages Providing FIFA Fan Zone Parking



STAFF REPORT

PUBLIC WORKS

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Damian Skinner, Public Works Director
VIA: Lifan Xu, Chief Assistant Public Works Director – City Engineer
BY: Edward Yu, Traffic Engineering Manager

SUBJECT: Adoption of a Resolution Authorizing an Agreement with Sterndahl Enterprises, Inc. to Provide As-Needed Roadway Signing and Striping Services for Motorist, Bicyclist, and Pedestrian Safety; Consideration of CEQA Exemption (14 CCR § 15301)

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING AN AGREEMENT WITH STERNDAHL ENTERPRISES, INC. AND ENTER INTO A MULTI-YEAR AGREEMENT WITH STERNDAHL ENTERPRISES, INC. TO PROVIDE AS-NEEDED ROADWAY SIGNING AND STRIPING SERVICES FOR MOTORIST, BICYCLIST, AND PEDESTRIAN SAFETY. (Attachment 1)

BACKGROUND

The Public Works Department is responsible for the installation and maintenance of all City pavement markings and traffic control signs within the public right-of-way. These activities include the installation of new thermoplastic high visibility crosswalks, lane lines, bike lanes, protective bollards, turn arrows and other pavement markings, as well as parking lot and parking stall markings within City-owned facilities.

Roadway signing, striping and pavement markings need to be reinstalled immediately following street improvement projects such as when streets are repaved. In addition, restriping is also required periodically to repaint faded markings and remove conflicting striping and markings and replace damaged or worn signs. While Public Works

maintenance staff performs the majority of routine striping and signage maintenance, larger paving efforts, street reconfiguration, and Complete Streets projects typically require specialized equipment, materials, and labor provided by licensed contractors.

To ensure timely response to operational needs and support the City's annual $8 million street paving program, Public Works requires the availability of an experienced, as-needed signing and striping contractor.

Sterndahl Enterprises, Inc. (Sterndahl) has served as the City's striping vendor for several years and has demonstrated consistent professionalism, technical expertise, and reliability. They have a detailed understanding of the City's requirements and projects and have responded effectively to on-call service requests. Their performance includes the successful delivery of high-profile projects on short notice, such as temporary closure signing and striping for both the Alameda North Neighborhood Protection Plan and the Rancho Providencia Neighborhood Protection Plan.

In prior years, Public Works executed "piggy-back" agreements[1] with Sterndahl leveraging the City of Los Angeles' (LA) Agreement that went through LA's competitive solicitation process. Recently, LA approved a new contract with Sterndahl and extended the term through 2030 (Attachment 2) and subsequently a first amendment (Attachment 3). The LA Agreement included a cooperative purchasing provision allowing other public agencies, including Burbank, to procure roadway signing and striping services from Sterndahl, pursuant to the same prices, terms and conditions of the LA Agreement. The unit rates offer the best value than what the City could negotiate on its own. Additionally, inquiries with other traffic signing and striping contractors confirmed that the pricing available through the LA negotiated agreement is the most advantageous to the City.

DISCUSSION

It is critical that a highly qualified contractor be procured to perform roadway striping and pavement marking services to ensure installations are completed correctly, on time, and at a competitive price. Public Works has several key requirements when selecting a contractor for these services:

- The ability to accurately follow engineering plans and notes and adhere to California Department of Transportation and local City regulatory guidelines and standards.
- The ability to perform and complete the work quickly and safely as roadway segments must often be blocked during installation and curing of striping.
- Pavement striping and signs are critical safety elements for the City of Burbank, and

[1] Allows the City to purchase goods or services through a contract that has been competitively bid and awarded by another public agency.

their optimal installation is of paramount importance.

- An aggressive paving program with complex scheduling coordination must be delivered each fiscal year.
- Several Complete Streets “quick-build” transportation projects must be completed, including the improvements identified as part of the City’s upcoming implementation of the Safer Streets program.
- The contractor must be regionally qualified to work in Burbank and experienced in completing large projects with complex scheduling requirements.

Staff compared Sterndahl’s new pricing for the proposed Blanket Purchase Order (BPO) to the unit prices of striping work included in the last few roadway paving bids that required striping work. Staff found that Sterndahl’s prices offered through the LA Agreement were lower than all the reviewed subcontractor prices, and in some cases, by more than 50 percent.

Based on staff’s price comparison, contracting directly with Sterndahl is fiscally responsible and in the best interest of the City to continue to maintain safe roadways, complete critical street repaving projects, and implement the City Council’s Complete Streets plan and Safer Streets programs. By “piggy-backing” on the LA Agreement with Sterndahl, the City can efficiently secure a qualified contractor to perform critical functions at a fiscally responsible rate.

ENVIRONMENTAL REVIEW

Work related to the operation, repair, maintenance, or minor alterations of existing public facilities are categorically exempt from the California Environmental Quality Act (14 CCR § 15301). The work subject to this purchase order will implement street maintenance projects that do not expand any existing use of the public facilities, and no exceptions apply. For this reason, staff recommends that the City Council find adoption of this resolution categorically exempt from CEQA as set forth in the resolution.

FISCAL IMPACT

Staff has estimated that the signing and striping needs over the next year for street repaving, Complete Streets capital improvement projects, and Vision Zero programs, is approximately $900,000 annually. Approval of the agreement will have no fiscal impact since payments for the signing and striping services will come from funds budgeted for each project, which have all been approved by City Council as part of the annual budget process.

CONCLUSION

Staff respectfully recommends that the City Council adopt the attached resolution that approves an agreement with Sterndahl and enter into a multi-year agreement with Sterndahl to provide as-needed roadway signing and striping services.

ATTACHMENTS

Attachment 1 – Resolution

Attachment 2 – City of Los Angeles Agreement

Attachment 3 – City of Los Angeles Agreement First Amendment

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING AN AGREEMENT WITH STERNDAHL ENTERPRISES, INC. AND ENTER INTO A MULTI-YEAR AGREEMENT WITH STERNDAHL ENTERPRISES, INC. TO PROVIDE AS-NEEDED ROADWAY SIGNING AND STRIPING SERVICES FOR MOTORIST, BICYCLIST, AND PEDESTRIAN SAFETY

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The City's Public Works Department is responsible for the installation and maintenance of all the City pavement markings and signs that regulate traffic and parking within the public right-of-way.

B. Sterndahl Enterprises, Inc. (Sterndahl) has been the City's striping contractor that provides such maintenance services for several years. Their services were provided under a previously approved agreement that incorporated competitively solicited services provided to other public agencies, including the City of Los Angeles. On or about February 27, 2024, the City of Los Angeles' City Council issued a Request for Proposals CF 24-0096 and approved a contract with Sterndahl for the provision of pavement markings, striping, slurry sealing, and other pavement preservation program services (LA Agreement). The City of Los Angeles extended the LA Agreement through 2030 and permitted other government agencies, such as the City of Burbank, to make purchases using the prices, terms, and conditions of the LA Agreement. Staff finds that the LA Agreement's negotiated unit rates are more favorable than what the City could negotiate on its own.

C. Under the Charter Section 1205 and the Burbank Municipal Code Section 2-2-116, the City Council may approve contracts greater than $220,000 and waive the requirement for competitive bidding by a resolution finding that doing so provides the City the best value and is in the best interest of the City.

D. Based upon the staff report and the evidence provided to the City Council, the City Council finds a "piggy-back" of the LA Agreement with Sterndahl to be the best value and in the best interest of the City, due to the contractor's competitive pricing and the City's need for immediate work to maintain public facilities and streets in a safe and orderly condition. The City Council desires to approve and authorize the City Manager and the Public Works Director to finalize, award, and execute a multi-year agreement with Sterndahl.

E. The work subject to the multi-year agreement is related to the operation, repair, maintenance, or minor alterations of existing public facilities, and no exceptions to categorical exemptions appear to apply. As street maintenance projects that do not

expand any existing use of the public facilities, such activity is categorically exempt under the California Environmental Quality Act (CEQA) (14 CCR § 15301.).

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. Pursuant to Burbank Municipal Code Section 2-2-116, the City Council hereby authorizes and approves the LA Agreement with Sterndahl to perform the installation and maintenance of all the City pavement markings and signs that regulate traffic and parking within the public right-of-way. Accordingly, the City Council hereby waives the traditional competitive bidding requirement as outlined in Burbank Municipal Code Section 2-2-116 as it finds that the LA Agreement accompanied by a competitive proposal solicitation process provides the City the best value and is in the best interest of the City.

2. That the City Manager or the Public Works Director may: (a) finalize, award, and execute the City's Agreement with Sterndahl, subject to approval from the City Attorney's Office; and (b) award and execute any ancillary documents and amendments as may be approved by the City Attorney's Office, but only to the extent the applicable funds are available and budgeted.

3. That the Public Works Director, or their designee, is authorized to review and in their discretion, to approve the project plans and specifications, if necessary for the project.

4. That the City Clerk be the custodian of all documents and records which constitute the record of proceedings for the project, and such documents and records shall be maintained in the office of the City Clerk at 275 East Olive Avenue, Burbank California, 91503.

5. That City staff is directed to file a notice of exemption (NOE) with the California State Clearinghouse, as permitted under CEQA Guidelines Sections 15061 and 15062, that reflects the finding above that this action is exempt from CEQA.

PASSED and ADOPTED this ____ day of _____, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

_____
Catherine Kim
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 _____ 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

AGREEMENT NO. C-200173

BETWEEN

THE CITY OF LOS ANGELES AND STERNDAHL ENTERPRISES LLC

FOR PAVEMENT MARKINGS, STRIPING, SLURRY SEALING AND OTHER PAVEMENT PRESERVATION PROGRAM SERVICES

This Agreement (the "Agreement" or "Contract") is made and entered into by and between the City of Los Angeles (hereinafter referred as the "City"), a municipal corporation, acting by and through the Department of Transportation (hereinafter referred to as "LADOT") and Sterndahl Enterprises LLC ("hereinafter referred to as "Contractor") for the provision of Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services. The City and the Contractor are collectively referred to as "Parties" and individually as "Party."

WHEREAS, since 2011, LADOT utilized a contract procured by the Department of General Services (GSD) for the provision of pavement markings, striping, slurry sealing and other pavement preservation program work.

WHEREAS, GSD informed LADOT that it will no longer be administering the contract, which is set to expire on August 31, 2024.

WHEREAS, in July 2020, LADOT submitted a Notice of Intent to Contract to the CAO and a 1022 Information Form to the Personnel Department.

WHEREAS, in accordance with Charter Section 1022, the Personnel Department determined that City classifications could perform the work being proposed. LADOT contacted 41 City Departments: 18 Departments did not have sufficient staff to perform the project scope and 23 did not respond by the deadline date. Consequently, the City Administrative Officer (CAO) concluded that LADOT has an existing need to continue contracting out the work and does not currently have the ability to pay for and fill the additional positions and procure the capital equipment necessary to take over the tasks currently performed by the contractor.

WHEREAS, on January 26, 2024, the City of Los Angeles Transportation Committee received an LADOT request to release an RFP for the provision of pavement markings, striping, slurry sealing and other pavement preservation program services (CF 24-0096).

WHEREAS, the RFP was released on February 27, 2024 on the Regional Alliance Marketplace for Procurement at Los Angeles (RAMPLA) website. In accordance with Charter Section 10.15, RAMPLA advertised the RFP and sent notifications to vendors who previously expressed interest in providing the type of work outlined in the RFP.

WHEREAS, On March 12, 2024, LADOT held a mandatory pre-proposal conference to provide an overview of the RFP and answer questions from potential bidders.

WHEREAS, the RFP closed on April 2, 2024. Sterndahl Enterprises LLC was the sole bidder for the RFP. LADOT convened a RFP Evaluation Committee consisting of three panelists with expertise in Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services. The RFP Evaluation Committee determined that Sterndahl Enterprises LLC has work experience, human resources, and financial stability necessary to meet city requirements and perform all of the specifications outlined in the RFP.

NOW, THEREFORE, In consideration of the promises and of the covenants, representations, and agreements set forth herein, the parties hereby covenant, represent, and agree as follows:

1. SECTION HEADINGS / DEFINITIONS / PARTIES TO THE AGREEMENT

1.1. Section Headings

The section headings appearing herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning, or intent of the provisions of this document.

1.2. Definitions

Words and phrases used herein shall have the same meaning as set forth opposite the same:

AGREEMENT / CONTRACT	The written agreement covering the performance of services and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Agreement shall include the specifications, together with any special provisions thereof including addendums. Also, any and all supplements amending or extending the service to be performed and which may be required to supply acceptable services specified herein.
APPLICABLE LAW	All statutes, rules, regulations, permits, requirements, or orders of the United States, State of California, City and County of Los Angeles and all other federal, state, regional, county, geographic area known as the City of Los Angeles, the City Council, other City Departments, or any person employed by the

	City of Los Angeles who is authorized to represent the City of Los Angeles in manners concerning this Agreement.
CITY	The City of Los Angeles, Department of Transportation, or its subordinate Bureaus. The term CITY may refer to the geographic area known as the City of Los Angeles, the City Council, other City Departments, or any person employed by the City of Los Angeles who is authorized to represent the City of Los Angeles in manners concerning this Agreement.
CITY PROJECT MANAGER	A representative of the CITY or its assigned staff to monitor the Agreement.
CONTRACTOR PROJECT MANAGER	CONTRACTOR'S designated representative for all issues related to this Agreement.
CONTRACTOR	Sterndahl Enterprises LLC. Also, see PRIME CONTRACTOR.
CONTRACTUAL SERVICES	All services to be provided by the CONTRACTOR under this Agreement.
DIRECTOR	Executive Director and General Manager of the Los Angeles Department of Transportation.
HOLIDAYS	The CITY recognizes the following holidays: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Cesar Chavez Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day Indigenous Peoples' Day; Veterans' Day; Thanksgiving; the day after Thanksgiving; and Christmas Day.
MBE / WBE / OBE	Minority / Women / Other Business Enterprise.

PRIME CONTRACTOR	Sterndahl Enterprises LLC will be utilized to perform all the tasks defined in this Agreement. Also, see CONTRACTOR.
SUBCONTRACTOR	An individual or company having a contract with the CONTRACTOR to provide services, equipment, or materials to the CONTRACTOR.

1.3. Introduction

The Los Angeles Department of Transportation (LADOT) Field Operations Bureau is committed to providing safe, efficient and accessible transportation to Angelenos and visitors to the City of Los Angeles. The LADOT Field Operations Bureau consists of two divisions; the Paint and Sign division manages the installation and maintenance of traffic signs and street markings, while the Signal Systems Division manages the installation and maintenance of traffic signal devices and related activities.

The LADOT Field Operations, Paint & Sign Section requires a contractor for the provision of Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services. The CONTRACTOR will be required to provide all necessary equipment and staff to properly perform the scope of work outlined in Exhibit B and will also be required to provide a safe working environment for their employees, subcontractors, LADOT employees and the equipment used to complete the task.

1.4. Parties to the Agreement

The parties to this Agreement are:

1.4.1. CITY – The City of Los Angeles, acting by and through the Los Angeles Department of Transportation, having its principal office at Caltrans Building, 100 S. Main St, Los Angeles, CA 90012.

1.4.2. CONTRACTOR – Sterndahl Enterprises LLC, having its principal office at 11861 Branford Street, Sun Valley, CA 91352.

1.5. Representatives of the Parties

The representatives of the parties who are authorized to administer this Agreement and to whom formal notices, demands, and communications will be given are as follows:

1.5.1. Contractor's Representative
Dennis Sterndahl
Vice President
Sterndahl Enterprises LLC
11861 Branford Street
Sun Valley, CA 91352
Email: denny@sterndahl.com
Phone: (818) 612-4595

1.5.2. City's Representatives
Laura Rubio-Cornejo
General Manager
Los Angeles Department of Transportation
100 S. Main St, 10th Floor
Los Angeles, CA 90012
Email: laura.cornejo@lacity.org

With copy to:

Linda Evans
Chief Management Analyst
Los Angeles Department of Transportation
100 S. Main St, 10th Floor
Los Angeles, CA 90012
Email: linda.evans@lacity.org
Phone: (213) 334-0000

1.6. Formal Notices

Formal notices, demands and communications to be given hereunder by either party must be made in writing and may be effectuated by personal delivery, electronic mail, or by registered or certified mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

1.7. Notices of Change

If the name of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice will be given in accord with this Section within five (5) working days of said change.

2. TERM OF AGREEMENT

2.1. Term of Agreement

The contract shall be for a one (1) year term from the date of attestation of the City Clerk, unless terminated earlier by the CITY. At the discretion of the City, the contract may be renewed and renegotiated for a period of up to four (4) additional years in one-year increments, depending on the availability of funds, the contractors' performance, and the best interests of the City.

2.2. Ratification Clause

Due to the need for the CONTRACTOR'S services to be provided upon commencement of the Term, the CONTRACTOR may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Agreement, those services are hereby ratified and accepted.

3. STATEMENT OF WORK

3.1. Contractor's Performance of Work

3.1.1. CONTRACTOR shall perform all work as required in accordance with the terms and conditions specified in this Agreement.

All work, tasks, and/or deliverables are subject to LADOT approval in accordance with the Statement of Work. Failure to receive approval may result in the withholding of compensation for such work pursuant to Section 5 Compensation and Method of Payment, of this Agreement.

3.1.2. Notwithstanding any other provisions of this Agreement, the CONTRACTOR will perform such other work and deliver such other items within the Statement of Work as are necessary to ensure that the deliverables provided under this Agreement and all Attachments.

3.1.3. In the event that the CITY requires services in addition to those specified in this Agreement, CONTRACTOR shall provide a written quote for such additional services. Prior to performance of additional work, this Agreement will be amended to include the additional services and payment therefor.

3.1.4. CONTRACTOR'S performance of the work under this Agreement must not interfere unnecessarily with the operation of LADOT or any other Department.

3.2. Pavement Markings, Striping, Slurry Sealing And Other Pavement Preservation Program Services

Unless otherwise specified, the CONTRACTOR will be responsible for, but not limited to, furnishing all labor, materials, water, fuel, equipment, vehicles, supplies, energy sources, tools, monitoring, supervision, and incidentals necessary for providing Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services.

CONTRACTOR shall provide all labor, materials, and equipment to complete the work in a satisfactory manner.

Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services could be required at any time, including nights and weekends. CONTRACTOR shall provide services when requested.

It is essential that the CONTRACTOR perform Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services at the time and date specified. Failure to perform the work in a satisfactory or timely manner may result in cancellation of contract.

LADOT will attempt to give the CONTRACTOR a minimum of one (1) day advance notice on service requests, but shorter notice will be given in event of emergencies.

CONTRACTOR is required to perform work in accordance with CITY rules and regulations and is subject to inspection and approval by the CITY.

3.3. Billable Hours

Billable hours begin when actual work assignment begins at the work location and end for the day when actual work assignment is completed or at the end of the designated shift. Travel time, before or after work assignment is NOT billable.

Billing at overtime (time-and-a-half) rate will only be approved when the same employee of the CONTRACTOR works in excess of eight (8) hours in one day or 40 hours per week on the same work assignment for the CITY per work order or location, regardless of hours worked on different work assignments on non-CITY assignments during the same period. Work assignments scheduled on CITY approved holidays will be billed and paid at time-and-a-half.

3.4. Traffic Control Devices

CONTRACTOR shall provide and use traffic control devices and follow the standards and guidelines for temporary traffic control zones outlined in the most

recent Work Area Traffic Control Handbook (WATCH) and adhere to the California Manual on Uniform Traffic Control Devices (CA-MUTCD).

3.5. Contractor's Equipment

All equipment must be maintained in a good state of repair, i.e.; no excessive oil leaks that could damage existing asphalt, concrete, or landscaped areas. All equipment safety guards shall be in place; hydraulic hoses shall be in good condition. No equipment shall pose a potential danger to the crews, passing pedestrians and motorists. Failure to comply with this provision shall have the work stopped and equipment removed from the job site at the CONTRACTOR'S expense.

3.6. Administrative Costs

CONTRACTOR may be required to provide additional non-standard plans and/or other administrative requests. CONTRACTOR may charge an administrative cost for such requests.

3.7. Mandatory Meetings

CONTRACTOR is required to attend mandatory meetings with CITY personnel as needed.

3.8. Accident Prevention

CONTRACTOR shall exercise caution at all times for the protection of person (including employees) and property. The safety provisions of all applicable laws shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with accepted safety provisions.

3.9. Emergency Service

Emergency or other as-needed Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services may be requested.

4. KEY PERSONNEL

4.1. Key Personnel

4.1.1. Project Manager

CONTRACTOR will assign a full-time project manager with full authority to administer the Agreement for CONTRACTOR and with relevant experience in implementing the services required in this Agreement. CONTRACTOR'S Project Manager is listed below:

Chris Cook
Project Manager
Sterndahl Enterprises LLC
11861 Branford Street
Sun Valley, CA 91352
Email: chris@sterndahl.com
Phone: (818) 612-6093

4.1.2. Staff Size

The size of the staff employed by CONTRACTOR in the performance of the services must be kept consistent with Section 3. Statement of Work. CONTRACTOR shall employ a qualified number of staff to sufficiently operate, maintain, and manage Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services in accordance with standards and practices of the industry, and to perform its obligations under this Agreement, which shall include, without limitation, Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services and other as-needed related services.

4.1.3. Contractor's Key Personnel

CONTRACTOR'S Key Personnel will be available to perform under the terms and conditions of this Agreement immediately upon commencement of the term of this Agreement and shall include the following:

Steve Perkins
Operations
11861 Branford St.
Sun Valley, CA 91352
Email: steve@sterndahl.com
Phone: (661) 916-1141

Denny Sterndahl
Vice President
11861 Branford St.
Sun Valley, CA 91352
Email: denny@sterndahl.com
Phone: (818) 612-4595

The CITY considers the services of CONTRACTOR'S key personnel essential to CONTRACTOR'S performance under this Agreement. CONTRACTOR will not reassign any key personnel without the CITY'S prior written consent. The CITY will have the right to approve or disapprove the

reassignment of CONTRACTOR'S key personnel for any reason at its sole discretion.

Notwithstanding the above, the CITY'S consent for removal/reassignment of CONTRACTOR'S key personnel will not be required when such key personnel: 1) is dismissed by CONTRACTOR for misconduct; 2) fails, in CONTRACTOR'S sole discretion, to perform his or her duties and responsibilities pursuant to this Agreement; or 3) is unable to work.

4.2. Changes to Key Personnel

CONTRACTOR agrees to minimize changes to its key project personnel. CITY will have the right to request key project personnel changes and to review and approve key project personnel changes by CONTRACTOR. The CITY'S approval of key project personnel assignments and changes will not be unreasonably withheld.

4.3. Subcontractors

4.3.1. There are no subcontractors assigned to this Agreement.

4.3.2. With prior written approval by the CITY, CONTRACTOR may enter into subcontracts with other vendors for the performance of portions of this Agreement.

4.3.3. All work, tasks, and deliverables of Subcontractors are subject to LADOT's approval and must be performed in accordance with the Statement of Work. Failure to receive approval may result in the withholding of compensation for such deliverable(s) pursuant to Section 5: Compensation and Method of Payment, of this Agreement.

4.3.4. CONTRACTOR will at all times be responsible for the acts and errors or omissions of its Subcontractors in the performance of this Agreement. Nothing in this Agreement will constitute any contractual relationship between any Subcontractor and the CITY or any obligation on the part of the CITY to pay, or to be responsible for the payment of, any sums to any Subcontractors.

4.3.5. Provisions Bind on Subcontracts. CONTRACTOR shall require compliance by all Subcontractors with the provisions of this Agreement.

5. COMPENSATION AND METHOD OF PAYMENT

5.1. Compensation

The CITY will pay the CONTRACTOR for satisfactory services provided under this Agreement, in accordance with the fee schedule specified in Exhibit B - Summary of Work and Prices, which shall not exceed eight million dollars ($8,000,000) over one year from the date of attestation. The CONTRACTOR will only invoice for actual work performed.

The CITY'S obligation to make payments under this Agreement will be limited to the current appropriation(s) for that purpose. The CONTRACTOR will not provide any services, goods or equipment, and the CITY will not pay for any services, goods, or equipment provided in excess of the funds appropriated by the CITY for this Agreement.

5.2. Invoice Procedures

5.2.1. CONTRACTOR will submit invoices that detail the services performed and the total amount due to the appropriate Department entity listed below:

Attn: Linda Evans
Los Angeles Department of Transportation
Field Operations Bureau
100 S. Main St, 10th Floor
Los Angeles, CA 90012
Email: linda.evans@lacity.org
Phone: (213) 334-0000

And

Manuel Viramontes
Los Angeles Department of Transportation
Field Operations Bureau, Paint & Sign Division
Email: manuel.viramontes@lacity.org
Phone: (213) 216-6239

5.2.2. The CITY will approve invoices for payment only after all services described are delivered to the satisfaction of the CITY, and upon presentation of a proper invoice from CONTRACTOR. The CITY shall review CONTRACTOR'S invoice and notify CONTRACTOR of exemptions or disputed items and their dollar value. The CITY'S payment terms are payment within thirty (30) days. Payment may be made sooner where cash discounts are offered for early payment.

5.2.3. To ensure that services provided under personal services contracts are measured against services as detailed in the Agreement, the Controller of

the City of Los Angeles has developed a policy requiring that specific supporting documentation be submitted with invoices.

5.2.4. CONTRACTOR is required to submit invoices that conform to CITY standards and include, at a minimum, the following information:

5.2.4.1. Name and address of CONTRACTOR
5.2.4.2. Name and address of CITY department being billed
5.2.4.3. Date of invoice and the period covered
5.2.4.4. Reference to Contract number
5.2.4.5. Description of completed task and amount and amount due for the task
5.2.4.6. Payment terms, total due, and due date
5.2.4.7. Discount and terms (if applicable)
5.2.4.8. Remittance Address (if different from CONTRACTOR'S address)

5.2.5. All invoices shall be submitted on CONTRACTOR'S letterhead, contain CONTRACTOR'S official logo, or contain other unique and identifying information such as name and address of CONTRACTOR. Invoices shall be submitted within 30 days of service, or monthly. Invoices are considered complete when appropriate documentation or services provided are signed off as satisfactory by the CITY manager.

5.2.6. Invoices and supporting documentation shall be prepared at the sole expense and responsibility of the CONTRACTOR. The CITY will not compensate the CONTRACTOR for any costs incurred for invoice preparation. The CITY may request, in writing, changes to the content and format of the invoice and supporting documentation at any time. The CITY reserves the right to request additional supporting documentation to substantiate costs at any time.

5.2.7. Failure to adhere to these policies may result in nonpayment or non-approval of demands, pursuant to Charter 262(a), which requires the Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, or equipment received by any CITY office or department, and approve demands before they are drawn on the Treasury.

6. STANDARD PROVISIONS

6.1. Standard Provisions for City Contracts

6.1.1. CONTRACTOR acknowledges and agrees to comply with the requirements of the "Standard Provisions for City Contracts" (Rev. 6/24) [v.1]" attached hereto as Exhibit A and incorporated herein by this reference.

6.1.2. CONTRACTOR must access insurance information on the Internet through the City Administrative Offer (CAO) Risk Management website. For information, go to: http://cao.lacity.org/risk/, or email at cao.insurance.bonds@lacity.org, or call at (213) 978-7475.

6.1.3. CONTRACTOR will obtain and keep current a Business Tax Registration Certificate (BTRC) Number and all such certificates required of it and will not allow any such certificate(s) to be revoked or suspended while this Contract is in effect. For compliance details, contact the Office of Finance, Tax and Permit Customer Service Center at (844) 663-4411 or write to: Finance.CustomerService@lacity.org or refer questions to the:

Office of Finance
Special Desk Unit
200 North Spring Street, Room 101
Los Angeles, CA 90012

7. ENTIRE AGREEMENT

7.1. Complete Agreement

This Agreement contains the full and complete Agreement between the parties. No verbal agreement or conversation with any offer or employee of either party will affect or modify any of the terms and conditions of this Agreement.

7.2. Counterparts and Electronic Signatures

This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument. The Parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

7.3. Number of Originals and Attachments

This Agreement is executed in three (3) duplicate originals, each of which is deemed to be an original. Exhibits A and B listed below are incorporated herein by this reference:

Exhibit A – Standard Provisions for City Contracts (Rev.6/24 [v.1])

Exhibit B – Summary of Work and Prices

7.4. Order of Precedence

This Agreement, and any attachments or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the CITY and the CONTRACTOR. In the event of any inconsistency between the body of this Agreement and the Exhibits, the order of precedence will be as follows:

Exhibit A – Standard Provisions for City Contracts (Rev.6/24) [v.1]
Exhibit B – Summary of Work and Prices

Notwithstanding any other language in this Agreement, this Agreement will be enforced and interpreted under the laws of the State of California.

8. GENERAL PROVISIONS

8.1. Governing Law and Venue

This Agreement and any action related thereto will be governed and interpreted by and under the laws of the State of California, without giving effect to any conflicts of laws principles that require the application of the law of a different jurisdiction. Each Party hereby expressly consents to the exclusive personal jurisdiction and venue in the state and federal courts of Los Angeles County, California for any lawsuit filed there against it by the Party arising from related to this Agreement.

8.2. Export

Contractor agrees not to export, report, or transfer, directly or indirectly, any City Data, or any products utilizing such data, in violation of United States export laws or regulations. Without limiting the foregoing, Contractor agrees that (a) it is not, and is not acting on behalf of, any person who is a citizen, national, or resident of, or who is controlled by the government of any country to which the United States or other applicable government body has prohibited export transactions (e.g., Iran, North Korea, etc.); (b) is not, and is not acting on behalf of, any person or entity listed on a relevant list of persons to whom export is prohibited (e.g., the U.S. Treasury Department list of Specially Designated Nationals and Blocked Persons, the U.S. Commerce Department Denied Persons List or Entity List, etc.); and (c) it will not use any City Data for, and will not permit any City Data to be used for, any purpose prohibited by applicable law.

8.3. No Assignment

This Agreement is not to be assigned to a substitute contractor, a successor in interest, or a purchaser of the contract without express permission of the City. If the City does not approve or grant permission to be a subsequent contractor to assume the services outlined in this Agreement, then the contract will be terminated.

8.4. No Third-Party Beneficiaries

Nothing herein is intended to create a third-party beneficiary in any subcontractor. City has no obligation to any subcontractor. No privity is created with any subcontractor by this Agreement. Even if Contractor uses subcontractors, Contractor remains responsible for complete and satisfactory performance of the terms of this Agreement.

8.5. Amendments.

This Agreement may be amended by mutual agreement of the Parties. No amendment or modification to this Agreement or its attachments will be effective unless in writing and signed by an authorized signatory of each Party.

8.6. Severability

If any provision of this Agreement is, for any reason, held to be invalid or unenforceable, the other provisions of this Agreement will remain enforceable, and the invalid or unenforceable provision(s) will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law.

8.7. No Waiver

Any waiver or failure to enforce any provision of this Agreement or its attachments on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion.

SIGNATURE PAGE

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

For: THE CITY OF LOS ANGELES,
a Municipal Corporation

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this contract.

By: _____
Laura Rubio-Cornejo
General Manager
Department of Transportation

Date: 1/22/2025
[mm/dd/yyyy]

Sterndahl Enterprises LLC
**Approved Signature Methods:*
1) Two signatures: One of the Chairman of the Board of Directors, President, or Vice-President, and one of the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

2) One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign

By: _____
Name: Dennis Sterndahl
Title: Vice President

By: _____
Name: Ronald Holder
Title: Secretary

Date: 01/17/2025
[mm/dd/yyyy]

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: Michael Nagle
Michael Nagle
Deputy City Attorney

Date: 1/23/2025
[mm/dd/yyyy]

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By: _____
Name:
Deputy City Clerk

Date: Jan 30, 2025
[mm/dd/yyyy]

Exhibit B – Summary of Work and Prices			
Pavement Markings / Stripings, including installation and removal. Additional services include: Minimum Call Out; Mobilization; Traffic Control; High Pressure Water Blasting; and Miscellaneous Labor Related to Striping, Marking and Application.			
Line Item	**Description**	**Unit of Measure**	**Unit Price**
1	Pavement Striping, broken 4" yellow centerline striping in accordance with CA MUTCD Fig 3A-101 Detail 1, measured on machine mile	Linear Feet	$ 0.48
2	Pavement Striping, double 4" yellow centerline striping, in accordance with CA MUTCD Fig 3A-104 Detail 21, measured on machine mile	Linear Feet	$1.44
3	Pavement Striping, double 4" yellow centerline striping with two-way yellow retroreflective markers, in accordance with CA MUTCD Fig 3A-104 Detail 22, measured on machine mile	Linear Feet	$2.00
4	Pavement Striping, solid/broken 4" yellow two-way left-turn lane striping, in accordance with CA MUTCD Fig 3A-108 Detail 31, measured on machine mile	Linear Feet	$1.75
5	Pavement Striping, solid 4" yellow median edge line striping, in accordance with CA MUTCD Fig 3A-105 Detail 24, measured on machine mile	Linear Feet	$0.72
6	Pavement Striping, broken white 4" lane line striping, in accordance with CA MUTCD Fig 3A-102 Detail 8, measured on machine mile	Linear Feet	$0.56
7	Pavement Striping, broken white 4" lane line striping with one-way clear retroreflective markers, in accordance with CA MUTCD Fig 3A-102 Detail 9, measured on machine mile	Linear Feet	$0.81
8	Pavement Striping, solid white 4" right edge line striping, in accordance with CA MUTCD Fig 3A-106 Detail 27B, measured on machine mile	Linear Feet	$0.72
9	Pavement Striping, solid white 6" bike lane line striping, in accordance with CA MUTCD Fig 3A-112 Detail 39, measured on machine mile	Linear Feet	$1.05
10	Pavement Striping, broken white 6" bike lane intersection line striping, in accordance with CA MUTCD Fig 3A-112 Detail 39A, measured on machine mile	Linear Feet	$1.05
11	Pavement Striping, solid white 8" channelizing line striping, in accordance with CA MUTCD Fig 3A-112 Detail 38A, measured on machine mile	Linear Feet	$1.44
12	Pavement Striping, broken white line 8" lane drop marking striping without pavement markers, in accordance with CA MUTCD Fig 3A-111 Detail 37B, measured on machine mile	Linear Feet	$1.44

13	Pavement Striping, broken white 4" lane line extension through intersections (cat-tracks) striping, in accordance with CA MUTCD Fig 3A-112 Detail 40, measured on machine mile	Linear Feet	$3.00
14	Pavement Striping, broken yellow 4" lane line extension through intersections (cat-tracks) striping, in accordance with CA MUTCD Fig 3A-112 Detail 41, measured on machine mile	Linear Feet	$3.00
15	Install two-way yellow retroreflective markers	Each	$6.00
16	Install one-way clear retroreflective markers	Each	$6.00
17	Pavement Marking, bike lane, symbol and arrow, in accordance with CA MUTCD Fig 9C-3 A-Bike Symbol	Each	$432.00
18	Pavement Marking, Bicycle Detector Marking in accordance with CA MUTCD Fig 9C-7	Each	$250.00
19	Pavement Marking, Bike Shared Lane Marking (Sharrow) in accordance with CA MUTCD Fig 9C-9	Each	$400.00
20	Pavement Marking, HUMP, word, 8' letters per CA MUTCD	Each	$300.00
21	Pavement Marking, BUS LANE, words, 8' letters per CA MUTCD	Each	$325.00
22	Pavement Marking, BUS ONLY, words, 8' letters per CA MUTCD	Each	$325.00
23	Pavement Marking, DIP, word, 8' letters per CA MUTCD	Each	$80.00
24	Pavement Marking, END, word, 8' letters per CA MUTCD	Each	$80.00
25	Pavement Marking, HORSE XING, words, 8' letters per CA MUTCD	Each	$400.00
26	Pavement Marking, KEEP CLEAR, words, 8' letters per CA MUTCD	Each	$800.00
27	Pavement Marking, LEFT TURN ONLY, words, 8' letters per CA MUTCD	Each	$80.00
28	Pavement Marking, NO LEFT TURN, words, 8' letters per CA MUTCD	Each	$325.00
29	Pavement Marking, NO RIGHT TURN, words, 8' letters per CA MUTCD	Each	$160.00
30	Pavement Marking, OK, word, 8' letters, per CA MUTCD	Each	$20.00
31	Pavement Marking, ONLY, word, 8' letters per CA MUTCD	Each	$160.00
32	Pavement Marking, PED XING, words, 8' letters per CA MUTCD	Each	$525.00
33	Pavement Marking, PED XINGS, words, 8' letters per CA MUTCD	Each	$525.00
34	Pavement Marking, RXR (not including bars), symbol, (adv mrk), per CA MUTCD	Each	$400.00
35	Pavement Marking, RIGHT TURN ONLY, words, 8' letters per CA MUTCD	Each	$40.00

36	Pavement Marking, SCHOOL XING, words, 8' letters per CA MUTCD	Each	$800.00
37	Pavement Marking, SIGNAL AHEAD, words, 8' letters per CA MUTCD	Each	$640.00
38	Pavement Marking, SLOW, word, 8' letters per CA MUTCD	Each	$240.00
39	Pavement Marking, SLOW CURVE, words, 8' letters per CA MUTCD	Each	$880.00
40	Pavement Marking, SLOW SCHOOL XING, words, yellow in color, words, 8' letters per CA MUTCD	Each	$880.00
41	Pavement Marking, STOP, word, 8' letters per CA MUTCD	Each	$350.00
42	Pavement Marking, STOP AHEAD, words, 8' letters per CA MUTCD	Each	$600.00
43	Pavement Marking, WAIT HERE, words, 8' letters per CA MUTCD	Each	$560.00
44	Pavement Marking, Yield Line marking, 24" x 36" CA MUTCD Fig 3B-16	Each	$100.00
45	Pavement Striping, solid white line @ 12" equivalent	Linear Feet	$4.25
46	Pavement Striping, solid yellow line @ 12" equivalent	Linear Feet	$4.25
47	Pavement Marking, 10' arrow, CA MUTCD Fig 3B-24 Type I Thru Arrow	Each	$175.00
48	Pavement Marking, 8' arrow, CA MUTCD Fig 3B-24 Type IV Left or Right Arrow	Each	$225.00
49	Pavement Marking, CA MUTCD Fig 3B-24 Type V Arrow	Each	$500.00
50	Pavement Marking, CA MUTCD Fig 3B-24 Type VI Lane Drop Arrow	Each	$630.00
51	Pavement Marking, CA MUTCD Fig 3B-24 Type VII Left/Thru or Right/Thru Arrow	Each	$150.00
52	Pavement Marking, CA MUTCD Fig 3B-24 Type VIII Triple Head Arrow	Each	$150.00
53	Pavement marking, parking tee per LADOT S-404.1	Each	$125.00
54	Remove 4" solid single line	Linear Feet	$1.12
55	Remove 4" broken single line	Linear Feet	$1.00
56	Remove 6" solid single line	Linear Feet	$1.68
57	Remove 6" broken single line	Linear Feet	$1.50
58	Remove double 4" solid line	Linear Feet	$2.24
59	Remove 8" solid single line	Linear Feet	$2.24

60	Remove 8" broken single line	Linear Feet	$2.10
61	Remove 12" solid line	Linear Feet	$2.50
62	Remove 24" solid line	Linear Feet	$5.00
63	Remove word message (per letter)	Each	$50.00
64	Remove, bike lane, symbol and arrow, (CA MUTCD Fig 9C-3 A-Bike Symbol)	Each	$150.00
65	Remove, Bicycle Detector Marking (CA MUTCD Fig 9C-7)	Each	$150.00
66	Remove, Bike Shared Lane Marking (Sharrow) (CA MUTCD Fig 9C-9)	Each	$150.00
67	Remove, 10' arrow, CA MUTCD Fig 3B-24 Type I Thru Arrow	Each	$75.00
68	Remove, 8' arrow, CA MUTCD Fig 3B-24 Type IV Left or Right Arrow	Each	$25.00
69	Remove, CA MUTCD Fig 3B-24 Type V Arrow	Each	$150.00
70	Remove, CA MUTCD Fig 3B-24 Type VI Lane Drop Arrow	Each	$200.00
71	Remove, CA MUTCD Fig 3B-24 Type VII Left/Thru or Right/Thru Arrow	Each	$150.00
72	Remove, CA MUTCD Fig 3B-24 Type VIII Triple Head Arrow	Each	$150.00
73	Remove parking tee	Each	$150.00
74	Remove Yield Line marking, 24" x 36" CA MUTCD Fig 3B-16	Each	$150.00
75	Install temp striping - Paint	HUR	$125.00
76	Install temp striping - Chip Seal/Overlay Markers (not associated with striping removal work)	HUR	$125.00
77	Fog Seal emulsified asphalt grade SS-1 (cut 50/50)	HUR	$125.00
78	Minimum Call Out - applies to all jobs if individual charges do not exceed the minimum stated	LO	$6,000.00
79	Mobilization charge, Mobilization, Equipment, Initial Move, Per Job	Each	$5,000.00
80	Traffic Control Charge, Per Hour of Actual Hours Worked	HUR	$450.00
81	Service: High Pressure Water Blasting, Removal/Surface Prep	FTK	$12.50
82	Miscellaneous Labor Related to Striping, Marking and Application: Ennis Flint CycleGrip, MMAX or various City Approved Products	HUR	$125..00

83	Street Markings, Bike Lane, Dark Green & additional colors, Endurablend by Pavement Surface Coating Price includes : A finished installed marking on city roads inclusive of all labor, materials including tax and necessary equipment and traffic control during performance of the work.	FTK	$16.00

STANDARD PROVISIONS FOR CITY CONTRACTS

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Exhibit 1 Insurance Contractual Requirements **16**

PSC-4. Integrated Contract

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter of this Contract, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in the provisions of PSC-5 hereof.

PSC-5. Amendment

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of PSC-3.

PSC-6. Excusable Delays

Neither party shall be liable for its delay or failure to perform any obligation under and in accordance with this Contract, if the delay or failure arises out of fires, floods, earthquakes, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by the party or any of the party's Subcontractors), freight embargoes, terrorist acts, insurrections or other civil disturbances, or other similar events to those described above, but in each case the delay or failure to perform must be beyond the control and without any fault or negligence of the party delayed or failing to perform (these events are referred to in this provision as "Force Majeure Events").

Notwithstanding the foregoing, a delay or failure to perform by a Subcontractor of **CONTRACTOR** shall not constitute a Force Majeure Event, unless the delay or failure arises out of causes beyond the control of both **CONTRACTOR** and Subcontractor, and without any fault or negligence of either of them. In such case, **CONTRACTOR** shall not be liable for the delay or failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit **CONTRACTOR** to perform timely. As used in this Contract, the term "Subcontractor" means a subcontractor at any tier.

In the event **CONTRACTOR'S** delay or failure to perform arises out of a Force Majeure Event, **CONTRACTOR** agrees to use commercially reasonable best efforts to obtain the goods or services from other sources, and to otherwise mitigate the damages and reduce the delay caused by the Force Majeure Event.

PSC-7. Waiver

A waiver of a default of any part, term or provision of this Contract shall not beconstrued as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

services. **CONTRACTOR** shall not recommence performance until **CONTRACTOR** is fully insured and in compliance with **CITY'S** requirements.

3. If a federal or state proceeding for relief of debtors is undertaken by or against **CONTRACTOR**, or if **CONTRACTOR** makes an assignment for the benefit of creditors, then **CITY** may immediately terminate this Contract.

4. If **CONTRACTOR** engages in any dishonest conduct related to the performance or administration of this Contract or violates **CITY'S** laws, regulations or policies relating to lobbying, then **CITY** may immediately terminate this Contract.

5. Acts of Moral Turpitude

   a. **CONTRACTOR** shall immediately notify **CITY** if **CONTRACTOR** or any Key Person, as defined below, is charged with, indicted for, convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local laws ("Act of Moral Turpitude").

   b. If **CONTRACTOR** or a Key Person is convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, an Act of Moral Turpitude, **CITY** may immediately terminate this Contract.

   c. If **CONTRACTOR** or a Key Person is charged with or indicted for an Act of Moral Turpitude, **CITY** may terminate this Contract after providing **CONTRACTOR** an opportunity to present evidence of **CONTRACTOR'S** ability to perform under the terms of this Contract.

   d. Acts of Moral Turpitude include, but are not limited to: violent felonies as defined by Penal Code Section 667.5, crimes involving weapons, crimes resulting in serious bodily injury or death, serious felonies as defined by Penal Code Section 1192.7, and those crimes referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2); in addition to and including acts of murder, rape, sexual assault, robbery, kidnapping, human trafficking, pimping, voluntary manslaughter, aggravated assault, assault on a peace officer, mayhem, fraud, domestic abuse, elderly abuse, and child abuse, regardless of whether such acts are punishable by felony or misdemeanor conviction.

Subcontractor. **CITY** does not have any obligation to pay **CONTRACTOR'S** Subcontractors, and nothing herein creates any privity of contract between **CITY** and any Subcontractor.

PSC-12. Assignment and Delegation

CONTRACTOR may not, unless it has first obtained the written permission of **CITY**:

A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or

B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

PSC-13. Permits

CONTRACTOR and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications and other documents necessary for **CONTRACTOR'S** performance of this Contract. **CONTRACTOR** shall immediately notify **CITY** of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to **CONTRACTOR'S** performance of this Contract.

PSC-14. Claims for Labor and Materials

CONTRACTOR shall promptly pay when due all amounts owed for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against any **CITY** property (including reports, documents, and other tangible or intangible matter produced by **CONTRACTOR** hereunder), and shall pay all amounts due under the Unemployment Insurance Act or any other applicable law with respect to labor used to perform under this Contract.

PSC-15. Current Los Angeles City Business Tax Registration Certificate Required

For the duration of this Contract, **CONTRACTOR** shall maintain valid Business Tax Registration Certificate(s) as required by **CITY'S** Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.

PSC-16. Retention of Records, Audit and Reports

CONTRACTOR shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form or as otherwise approved by **CITY**. These records shall be retained for a period of no less than three years from the later of the following: (1) final payment made by **CITY**, (2) the expiration of this Contract or (3) termination of this Contract. The records will be subject to examination and audit by authorized **CITY** personnel or **CITY'S** representatives at any time. **CONTRACTOR** shall provide any reports requested by **CITY** regarding

and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

PSC-20. Intellectual Property Warranty

CONTRACTOR represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

PSC-21. Ownership and License

Unless otherwise provided for herein, all finished and unfinished works, tangible or not, created under this Contract including, without limitation, documents, materials, data, reports, manuals, specifications, artwork, drawings, sketches, blueprints, studies, memoranda, computation sheets, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas, matters and combinations thereof, and all forms of intellectual property originated and prepared by **CONTRACTOR** or its Subcontractors under this Contract (each a "Work Product"; collectively "Work Products") shall be and remain the exclusive property of **CITY** for its use in any manner **CITY** deems appropriate. **CONTRACTOR** hereby assigns to **CITY** all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared under this Contract. **CONTRACTOR** further agrees to execute any documents necessary for **CITY** toperfect, memorialize, or record **CITY'S** ownership of rights provided herein.

CONTRACTOR agrees that a monetary remedy for breach of this Contract may be inadequate, impracticable, or difficult to prove and that a breach may cause **CITY** irreparable harm. **CITY** may therefore enforce this requirement by seeking injunctive relief and specific performance, without any necessity of showing actual damage or irreparable harm. Seeking injunctive relief or specific performance does not preclude **CITY** from seeking or obtaining any other relief to which **CITY** may be entitled.

For all Work Products delivered to **CITY** that are not originated or prepared by **CONTRACTOR** or its Subcontractors under this Contract, **CONTRACTOR** shall secure a grant, at no cost to **CITY**, for a non-exclusive perpetual license to use such Work Products for any **CITY** purposes.

CONTRACTOR shall not provide or disclose any Work Product to any third partywithout prior written consent of **CITY**.

Any subcontract entered into by **CONTRACTOR** relating to this Contract shall include this provision to contractually bind its Subcontractors performing work under this Contract such that **CITY'S** ownership and license rights of all Work Products are preserved and protected as intended herein.

PSC-25. Warranty and Responsibility of Contractor

CONTRACTOR warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within **CONTRACTOR'S** profession, doing the same or similar work under the same or similar circumstances.

PSC-26. Mandatory Provisions Pertaining to Non-Discrimination in Employment

Unless otherwise exempt, this Contract is subject to the applicable non-discrimination, equal benefits, equal employment practices, and affirmative action program provisions in LAAC Section 10.8 et seq., as amended from time to time.

A. **CONTRACTOR** shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and **CITY**. In performing this Contract, **CONTRACTOR** shall not discriminate in any of its hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.

B. The requirements of Section 10.8.2.1 of the LAAC, the Equal Benefits Ordinance, and the provisions of Section 10.8.2.1(f) are incorporated and made a part of this Contract by reference.

C. The provisions of Section 10.8.3 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Equal Employment Practices" provisions of this Contract.

D. The provisions of Section 10.8.4 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Affirmative Action Program" provisions of this Contract.

Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-27. Child Support Assignment Orders

CONTRACTOR shall comply with the Child Support Assignment Orders Ordinance, Section 10.10 of the LAAC, as amended from time to time. Pursuant to Section 10.10(b) of the LAAC, **CONTRACTOR** shall fully comply with all applicable State and Federal employment reporting requirements. Failure of **CONTRACTOR** to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment or Notices of Assignment, or the failure of any principal owner(s) of **CONTRACTOR** to comply with any Wage and Earnings Assignment or Notices of Assignment applicable to them personally, shall constitute a default by the **CONTRACTOR** under this Contract. Failure of **CONTRACTOR** or principal owner to cure

PSC-31. Contractor Responsibility Ordinance

CONTRACTOR shall comply with the Contractor Responsibility Ordinance, LAAC Section 10.40 *et seq.*, as amended from time to time.

PSC-32. Business Inclusion Program

Unless otherwise exempted prior to bid submission, **CONTRACTOR** shall comply with all aspects of the Business Inclusion Program as described in the Request for Proposal/Qualification process, throughout the duration of this Contract. **CONTRACTOR** shall utilize the Business Assistance Virtual Network ("BAVN") at https://www.labavn.org/, to perform and document outreach to Minority, Women, and Other Business Enterprises. **CONTRACTOR** shall perform subcontractor outreach activities through BAVN. **CONTRACTOR** shall not change any of its designated Subcontractors or pledged specific items of work to be performed by these Subcontractors, nor shall **CONTRACTOR** reduce their level of effort, without prior written approval of **CITY**.

PSC-33. Slavery Disclosure Ordinance

CONTRACTOR shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-34. First Source Hiring Ordinance

CONTRACTOR shall comply with the First Source Hiring Ordinance, LAAC Section 10.44 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-35. Local Business Preference Ordinance

CONTRACTOR shall comply with the Local Business Preference Ordinance, LAAC Section 10.47 *et seq.*, as amended from time to time. Any subcontract entered into by **CONTRACTOR** for work to be performed under this Contract must include an identical provision.

PSC-36. Iran Contracting Act

In accordance with California Public Contract Code Sections 2200-2208, all contractors entering into, or renewing contracts with **CITY** for goods and services estimated at $1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

PSC-37. Restrictions on Campaign Contributions and Fundraising in City Elections

Unless otherwise exempt, if this Contract is valued at $100,000 or more and requires approval by an elected **CITY** office, **CONTRACTOR**, **CONTRACTOR'S** principals, and **CONTRACTOR'S** Subcontractors expected to receive at least $100,000 for performance under the Contract, and the principals of those Subcontractors (the "Restricted Persons")

provide any equipment or incur any expenses in excess of the appropriated amount(s) until **CITY** appropriates additional funds for this Contract.

PSC-40. Compliance with Identity Theft Laws and Payment Card Data Security Standards

CONTRACTOR shall comply with all identity theft laws including without limitation, laws related to: (1) payment devices; (2) credit and debit card fraud; and (3) the Fair and Accurate Credit Transactions Act ("FACTA"), including its requirement relating to the content of transaction receipts provided to Customers. **CONTRACTOR** also shall comply with all requirements related to maintaining compliance with Payment Card Industry Data Security Standards ("PCI DSS"). During the performance of any service to install, program or update payment devices equipped to conduct credit or debit card transactions, including PCI DSS services, **CONTRACTOR** shall verify proper truncation of receipts in compliance with FACTA.

PSC-41. Compliance with California Public Resources Code Section 5164

California Public Resources Code Section 5164 prohibits a public agency from hiring a person for employment or as a volunteer to perform services at any park, playground, or community center used for recreational purposes in a position that has supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes as referenced in the Penal Code, and articulated in California Public Resources Code Section 5164(a)(2).

If applicable, **CONTRACTOR** shall comply with California Public Resources Code Section 5164, and shall additionally adhere to all rules and regulations that have been adopted or that may be adopted by **CITY**. **CONTRACTOR** is required to have all employees, volunteers and Subcontractors (including all employees and volunteers of any Subcontractor) of **CONTRACTOR** working on premises to pass a fingerprint and background check through the California Department of Justice at **CONTRACTOR'S** sole expense, indicating that such individuals have never been convicted of certain crimes as referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2), if the individual will have supervisory or disciplinary authority over any minor.

PSC-42. Possessory Interests Tax

Rights granted to **CONTRACTOR** by **CITY** may create a possessory interest. **CONTRACTOR** agrees that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, **CONTRACTOR** shall pay the property tax. **CONTRACTOR** acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.

Form Gen. 133 (Rev.10/17)

EXHIBIT 1

INSURANCE CONTRACTUAL REQUIREMENTS

CONTACT For additional information about compliance with City Insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978-RISK (7475) or go online at www.lacity.org/cao/risk. The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low cost alternative for contractors who are unable to obtain City-required insurance.

CONTRACTUAL REQUIREMENTS

CONTRACTOR AGREES THAT:

1. **Additional Insured/Loss Payee.** The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interests May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

2. **Notice of Cancellation.** All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

3. **Primary Coverage.** CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

4. **Modification of Coverage.** The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

5. **Failure to Procure Insurance.** All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

6. **Workers' Compensation.** By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake

Form Gen. 146 (Rev. 6/12)

Required Insurance and Minimum Limits

Name: _____ Date: _____

Agreement/Reference: _____

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

____ **Workers' Compensation (WC) and Employer's Liability (EL)**

WC *Statutory*

EL _____

☐ Waiver of Subrogation in favor of City

☐ Longshore & Harbor Workers
☐ Jones Act

____ **General Liability** _____ _____

☐ Products/Completed Operations
☐ Fire Legal Liability _____
☐

☐ Sexual Misconduct

____ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work)

____ **Professional Liability** (Errors and Omissions)

Discovery Period _____

____ **Property Insurance** (to cover replacement cost of building - as determined by insurance company) _____

☐ All Risk Coverage
☐ Flood
☐ Earthquake _____

☐ Boiler and Machinery
☐ Builder's Risk
☐

____ **Pollution Liability**

☐

____ **Surety Bonds** - Performance and Payment (Labor and Materials) Bonds _____
____ **Crime Insurance**

Other:

FIRST AMENDMENT

TO

AGREEMENT C-200173

BETWEEN

THE

CITY OF LOS ANGELES

AND

STERNDAHL ENTERPRISES, LLC

For the provision of Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services

FIRST AMENDMENT TO AGREEMENT C-200173

BETWEEN

THE CITY OF LOS ANGELES

AND

STERNDAHL ENTERPRISES, LLC.

This Agreement (the "Agreement" or "Contract") is made and entered into by and between the City of Los Angeles (hereinafter referred to as the "City"), a municipal corporation, acting by and through the Department of Transportation (hereinafter referred to as "LADOT") and Sterndahl Enterprises (hereinafter referred to as "Contractor") for the provision of Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services. The City and the Contractor are collectively referred to as "Parties" and individually as "Party," is entered into with reference to the following:

WHEREAS, since 2011, LADOT utilized a contract procured by the Department of General Services (GSD) for the provision of pavement markings, striping, slurry sealing and other pavement preservation program work; and

WHEREAS, GSD informed LADOT that it will no longer be administering the contract, which is set to expire on August 31, 2024; and

WHEREAS, in July 2020, LADOT submitted a Notice of Intent to Contract to the CAO and a 1022 Information Form to the Personnel Department; and

WHEREAS, in accordance with Charter Section 1022, the Personnel Department determined that City classifications could perform the work being proposed. LADOT contacted 41 City Departments: 18 Departments did not have sufficient staff to perform the project scope and 23 did not respond by the deadline date. Consequently, the City Administrative Officer (CAO) concluded that LADOT has an existing need to continue contracting out the work and does not currently have the ability to pay for and fill the additional positions and procure the capital equipment necessary to take over the tasks currently performed by the contractor; and

WHEREAS, on January 26, 2024, the City of Los Angeles Transportation Committee received an LADOT request to release an RFP for the provision of pavement markings, striping, slurry sealing and other pavement preservation program services (CF 24-0096); and

WHEREAS, the RFP was released on February 27, 2024 on the Regional Alliance Marketplace for Procurement at Los Angeles (RAMPLA) website. In accordance with Charter Section 10.15, RAMPLA advertised the RFP and sent notifications to vendors who previously expressed interest in providing the type of work outlined in the RFP; and

WHEREAS, On March 12, 2024, LADOT held a mandatory pre-proposal conference to provide an overview

of the RFP and answer questions from potential bidders; and

WHEREAS, the RFP closed on April 2, 2024. Sterndahl Enterprises was the sole bidder for the RFP. LADOT convened a RFP Evaluation Committee consisting of three panelists with expertise in Pavement Markings, Striping, Slurry Sealing and other Pavement Preservation Program services. The RFP Evaluation Committee determined that Sterndahl Enterprises has work experience, human resources, and financial stability necessary to meet city requirements and perform all of the specifications outlined in the RFP; and

WHEREAS, the City Council approved LADOT's contract with Sterndahl Enterprises, LLC on December 10, 2024 (CF 24-0096-S1) and the subsequent contract (C-200173) was executed on January 30, 2025; and

WHEREAS, the contract contains four (4) one-year renewal options, Sterndahl Enterprises, LLC has met all of its contractual obligations in the performance of their contract with LADOT, and it is more efficient and cost effective for LADOT to execute the remaining four renewals and extend the contract to January 29, 2030; and

WHEREAS, In consideration of the promises and of the covenants, representations, and agreements set forth herein, the parties hereby covenant, represent, and agree as follows:

NOW, THEREFORE, in consideration of the above premises, and the mutual covenants and agreements herein contained, the parties agree as follows:

1. SECTION 2. TERM OF AGREEMENT, Subsection 2.1 is hereby amended to read as follows:

2.1 Term of Agreement

The term of this Agreement shall commence effective January 30, 2025 and will terminate on January 29, 2030 unless otherwise terminated in accordance with the termination provisions herein.

2. SECTION 5. COMPENSATION AND METHOD OF PAYMENT, Subsection 5.1 is hereby amended to read as follows:

5.1 Compensation

The CITY will pay the CONTRACTOR for satisfactory services provided under this Agreement, in accordance with the fee schedule specified in Exhibit B - Summary of Work and Prices, which shall not exceed Forty million dollars ($40,000,000) over five (5) years from January 30, 2025 (the date of attestation of the original agreement) as outlined in the table below. The CONTRACTOR will only invoice for actual work performed.

Contract Year	Contract Dates	Contract Amount

1 2 3	January 30, 2025 - January 29, 2026 January 30, 2026 - January 29, 2027 January 30, 2027 - January 29, 2028	$8,000,000 $8,000,000 $8,000,000
4	January 30, 2028 - January 29, 2029	$8,000,000

5	January 30, 2029 - January 29, 2030	$8,000,000
Total		$40,000,000

The CITY'S obligation to make payments under this Agreement will be limited to the current appropriation(s) for that purpose. The CONTRACTOR will not provide any services, goods or equipment, and the CITY will not pay for any services, goods, or equipment provided in excess of the funds appropriated by the CITY for this Agreement.

3. SECTION 6. STANDARD PROVISIONS, Subsection 6.1 is hereby amended to read as follows:

6.1 Standard Provisions for City Contracts

6.1.1 CONTRACTOR acknowledges and agrees to comply with the requirements of the "Standard Provisions for City Contracts" (Rev. 6/24 [v.1]) attached hereto as Exhibit A and incorporated herein by this reference.

4. SECTION 8. GENERAL PROVISIONS, Subsection 8.8. is hereby added immediately after Subsection 8.7. to read as follows:

8.8 Other Government Agency Purchases
Other government agencies may make purchases using the prices, terms and conditions of this contract.

5. Exhibit B: SUMMARY OF WORK AND PRICES, Line Items 53 and 68 are hereby amended as follows:

Exhibit B – Summary of Work and Prices
Pavement Markings / Stripings, including installation and removal. Additional services include: Minimum Call Out; Mobilization; Traffic Control; High Pressure Water Blasting; and Miscellaneous Labor Related to Striping, Marking and Application.

Line Item	Description	Unit of Measure	Unit Price
53	Pavement marking, parking tee per LADOT S-404.1	Each	$175.00
68	Remove, 8' arrow, CA MUTCD Fig 3B-24 Type IV Left or Right Arrow	Each	$75.00

6. Except as herein amended, all other terms and conditions of this Agreement shall remain in full force and effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

For: THE CITY OF LOS ANGELES,
a Municipal Corporation

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this contract.

By: _____
Laura Rubio-Cornejo
General Manager
Department of Transportation

Date: 4/1/2026
[mm/dd/yyyy]

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: Michael Nagle
Michael Nagle
Deputy City Attorney

Date: March 26, 2026
[mm/dd/yyyy]

STERNDAHL ENTERPRISES, LLC.

**Approved Signature Methods:*
1) Two signatures: One of the Chairman of the Board of Directors, President, or Vice-President, and one of the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

2) One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign

By: _____
Name: Dennis Sterndahl
Title: Vice President

By: _____
Name: Ronald Holder
Title: Secretary

Date: 3-23-26
[mm/dd/yyyy]

ATTESTED:
PATRICE Y. LATTIMORE, City Clerk

By: Rita Ramirez
Name:
Deputy City Clerk

Date: Apr 3, 2026
[mm/dd/yyyy]

C-200173

STAFF REPORT

PARKS AND RECREATION

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks and Recreation Director
VIA: Diego Cevallos, Parks and Recreation Assistant Director
BY: Noah Altman, Recreation Services Manager

SUBJECT: Approval of a Multi-Year Reimbursement Agreement with Family Service Agency for the Youth-Focused Counseling Services Program

RECOMMENDATION

Approve a multi-year reimbursement agreement with the Family Service Agency (FSA) of Burbank for the Youth-Focused Counseling Services Program, to be funded annually from the Youth Services Holding Account. Expenditures would be up to $245,000 in Fiscal Year (FY) 2026–27, $272,500 in FY 2027–28, and $300,000 in FY 2028–29.

BACKGROUND

At the March 18, 2014 City Council (Council) meeting, Parks and Recreation (P&R) staff presented a report outlining the history of the former Burbank Youth Task Force and the annual youth services funding recommendation process. Following the disbandment of the Youth Task Force, staff recommended that Council continue a multi-year reimbursement agreement with FSA for the School-Based Counseling Program. Council subsequently approved recurring funding in the amount of $245,000 for a three-year term covering FY 2014–15 through FY 2016–17. At the conclusion of that term, Council approved one-year agreements for FY 2017–18, FY 2018–19, and FY 2019–20, followed by a three-year agreement covering FY 2020–21 through FY 2022–23. Most recently, Council approved a three-year agreement for FY 2023–24 through FY 2025–26. The current reimbursement agreement with FSA is set to expire on June 30, 2026.

Per previous Council direction, the agreement includes provisions requiring FSA to report performance metrics to evaluate program effectiveness. P&R staff work closely with FSA

to ensure compliance with all contractual requirements. FSA's FY 2024–25 Annual Report is included as Attachment 1.

DISCUSSION

Since 2002, the School-Based Counseling Program has operated and provides individual, family, and group counseling services to elementary, middle, and high school students within the Burbank Unified School District (BUSD). Students may be referred for counseling by teachers, counselors, administrative staff and/or through self-referral. During the 2024-25 school year, FSA serviced more than 1,600 students directly through the School-Based Counseling Program. FSA also operated mental health and wellness centers at Burbank High School and John Burroughs High School, which provide students with immediate support and guidance.

As required under the existing agreement, FSA provides the City with an annual report that includes financial information and qualitative and quantitative data evaluating program outcomes. This data demonstrates that FSA provides a valuable and necessary service to Burbank youth. The program is well established in the community and relies on a combination of FSA fundraising and City funding.

The current reimbursement agreement between FSA and the City is contingent on FSA and BUSD's agreement to provide counseling services on BUSD school campus. The agreement between FSA and BUSD will expire on June 30, 2026. FSA and BUSD are expected to renew their agreement, but under a different service delivery model. As a result, the City is entering into its own agreement with FSA with services eligible for reimbursement transitioning from school-based sites to City-operated facilities. Under the proposed agreement between FSA and the City, FSA will be reimbursed for counseling services provided within the City, ensuring continued access to individual, family, and group counseling services for Burbank youth. This new model maintains service continuity while transitioning oversight and delivery to the City. The City and FSA are proposing a new program that will be available to all youth in Burbank with referrals that can originate from school staff (public and private), parents, coaches, and/or City staff.

If approved by Council, the P&R Director will be authorized to enter into a new three-year reimbursement agreement with FSA covering FY 2026-27 through FY 2028-29 (Attachment 2). Consistent with prior agreements, the City will reimburse FSA based upon submitted invoices, up to $245,000 in FY 2026–27. The agreement includes increased reimbursement amounts of up to $272,500 in FY 2027–28 and $300,000 in FY 2028–29 to account for rising operating costs. The agreement allows the City to amend or terminate funding, pending respective budget constraints. As part of this approval, the Park & Recreation Director is authorized to establish any conditions for FSA's temporary use of City property and attach those conditions to this agreement, consistent with Burbank Municipal Code § 2-2-214.

The agreement also includes a termination provision stating that if FSA ceases to provide program services, the agreement will automatically terminate and no further reimbursement will be issued.

Under the proposed agreement, FSA will be required to:

- Quarterly provide the City with itemized financial reports for the youth-focused program, which may include but are not limited to, administrative costs, labor costs, and program costs per child; and
- Annually provide the City with FSA's most recent approved budget, audited annual statement, and IRS 990 form;
- Annually provide the City with a variety of information to indicate the program's effectiveness. Information will include:
    - Statistics on the actual number and percentage of youth served at elementary, middle, and high school levels;
    - The average number of hour(s) spent counseling per youth in individual and group counseling sessions;
    - The total number of youths referred and the manner in which the student was referred to the youth-focused counseling program (ex. court, police/probation, teacher/school counselor, etc.);
    - General issues/topics of counseling provided.

FSA will also continue to submit an annual report summarizing program outcomes. These assessments include input from participating youths (when age-appropriate), parents, and referring staff such as teachers, counselors, administrators, and City staff.

ENVIRONMENTAL REVIEW

This is governmental fiscal activity for an existing program. The additional funding 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

The Youth Services Holding Account (001.PR31F.62970.000) has an annual budget of $270,000. Under a separate agreement between the City and Boys and Girls Club (BGC), $25,000 is allocated for the Drop-In Middle School Program. Under the proposed reimbursement agreement, FSA will receive up to $245,000 for FY 2026-27. To support the planned reimbursement increases in subsequent years, additional budget requests of $27,500 will be included in FY 2027-28 and FY 2028-29, subject to Council approval through the budget process. If approved, the holding account would increase to $297,500 in FY 2027-28 and $325,000 in FY 2028-29.

CONCLUSION

FSA counseling programs have had a significant positive impact on Burbank youth, and the City's continued financial contribution remains an important component of their success. Should the Council approve the proposed reimbursement agreement, staff will continue to work closely with FSA to monitor program effectiveness and overall impact.

Based on the program's long-standing success and positive community outcomes, staff recommends continued City funding of the FSA Youth-Focused Counseling Program and approval of the multi-year reimbursement agreement.

ATTACHMENTS

Attachment 1 - FSA 2024-2025 Annual Report
Attachment 2 - Proposed Reimbursement Agreement with Family Service Agency

Family Service Agency of Burbank
Since 1953

Board of Directors

Joel Shapiro, President
Superintendent of Schools
Retired
South Pasadena

Mary Alvord, Vice President
City Manager of Burbank
Retired

Thomas Engman, CPA Treasurer
King, King, Alleman & Jensen

Teri Stein, Secretary
Deputy Director Park
& Recreation Retired

Andrew Eick
Director-Postproduction
MSG Sphere Studios

Brian Miller, Vice President
CEO, Pat & Mike Productions

Jim O'Neil
Executive Vice President
Crown Realty & Development

Yasmine Wolfe
Real Estate Broker

Laurie Bleick
Executive Director

July 2025

Dear Mr. Altman,

Enclosed is the annual report for the Youth (School-based) Counseling Program for the 2024-25 fiscal year.

The report includes the following elements:

- Focus of Treatment
- Quarterly Activity Report
- Program Budget
- Survey Report
- Organizational Budget
- Annual Audit

Please do not hesitate to reach out with any inquiries or recommendations.

With our greatest appreciation,

Taylor Foxhall

LMFT #122008
Clinical Director

2721 West Burbank Blvd. Burbank 91505
818 845.7671 familyserviceagencyofburbank.org

Family Service Agency of Burbank
School Based Counseling Program 2024-25

Focus of Treatment

Anger/Impulse Control
Anxiety
Child Abuse
Dating Violence
Depression
Divorce
Emotional Regulation
Family Violence
Eating Disorder
Family/Parent Relationship
Loss & Grief
Relationships/Bullying
Identity Exploration
Substance Use & Abuse
Self-Harm
Suicidal/Ideations

PARKS AND RECREATION

City of Burbank
Parks and Recreation
Contract Compliance Form – Burbank Family Service Agency
2024-25

FIRST QUARTER : JULY-SEPTEMBER

SCHOOL(S)	STUDENTS SERVED	RESIDENTS NON-RESIDENTS	UNITS OF CARE INDIVIDUAL THERAPY	UNITS OF CARE GROUP			**UNITS OF CARE OTHER	TOTAL UNITS OF CARE
Elementary	168	100%	154	540			131	825
Middle School	65	100%	336	0			107	443
High School	79	100%	226	0			100	326
1st Q Total	312	100%	716	540			*338	*1594

SECOND QUARTER: OCTOBER-DECEMBER

SCHOOL(S)	STUDENTS SERVED	RESIDENTS NON-RESIDENTS	UNITS OF CARE INDIVIDUAL THERAPY	UNITS OF CARE GROUP			**UNITS OF CARE OTHER	TOTAL UNITS OF CARE
Elementary	194	100%	391	1092			180	1663
Middle School	82	100%	607	0			130	737
High School	102	100%	635	0			134	769
2nd Q Total	378	100%	1633	1092			*444	*3169

THIRD QUARTER : JANUARY-MARCH

SCHOOL(S)	STUDENTS SERVED	RESIDENTS NON-RESIDENTS	UNITS OF CARE INDIVIDUAL THERAPY	UNITS OF CARE GROUP			**UNITS OF CARE OTHER	TOTAL UNITS OF CARE
Elementary	238	100%	465	1347			152	1964
Middle School	85	100%	611	0			122	733
High School	134	100%	570	0			138	708
3rd Q Total	457	100%	1646	1347			*412	*3405

FOURTH QUARTER : APRIL-JUNE

SCHOOL(S)	STUDENTS SERVED	RESIDENTS NON-RESIDENTS	UNITS OF CARE INDIVIDUAL THERAPY	UNITS OF CARE GROUP			**UNITS OF CARE OTHER	TOTAL UNITS OF CARE
Elementary	238	100%	350	1676			127	2153
Middle School	113	100%	607	0			110	717
High School	142	100%	590	0			123	713
4th Q Total	493	100%	1362	1400			*360	*3583
2024-25 ANNUAL TOTALS	493	100%	5,357	4,379			1,554	11,751

- Specialized support services for students attending alternative High Schools discontinued per BUSD

** Student Support/Advocacy

YOUTH MENTAL HEAlth COUNSELING PROGRAM BUDGET 2024-25

FUNDING SECURED	1st Q	2nd Q	3rd Q	4th Q	YTD
CITY OF BURBANK					
High School	20,416	20,416	20,416	20,418	81,666.00
Middle School	20,416	20,416	20,416	20,419	81,667.00
Elementary	20,416	20,416	20,416	20,419	81,667.00
TOTAL/CITY CONTRIBUTION	**61,248**	**61,248**	**61,248**	**61,256**	**245,000.00**
TOTAL/BUSD	**32,500**	**32,500**	**32,500**	**32,500**	**130,000.00**
FSABURBANK	**75,000**	**75,000**	**75,000**	**75,000**	**315,000.00**
ANNUAL INCOME (2024-25)	**172,500**	**172,500**	**172,500**	**172,500**	**690,000.00**
EXPENSES					
TOTAL PERSONNEL	**163,765**	**163,765**	**163,765**	**163,765**	**655,060.00**
NON-PERSONNEL					
Awareness/Fund - Raising	200.00	200.00	200.00	200.00	800.00
Program Equip, Supplies, ETC	400.00	400.00	400.00	1,400.00	2,600.00
Training Expenses	400.00	400.00	400.00	400.00	1,600.00
Misc	500.00	500.00	500.00	500.00	2,000.00
TOTAL NON-PERSONNEL	**1,500.00**	**1,500.00**	**1,500.00**	**2,500.00**	**7,000.00**
TOTAL FIXED	**5,975.00**	**5,975.00**	**5,975.00**	**5,975.00**	**23,900.00**
TOTAL ANNUAL EXPENSES	171,240	171,240	171,240	172,240	**685,960.00**

	1st Q	2nd Q	3rd Q	4th Q	YTD
TOTAL ANNUAL FUNDS SECURED	**172,500**	**172,500**	**172,500**	**172,500**	**690,000.00**
TOTAL ANNUAL EXPENSES	171,240	171,240	171,240	172,240	**685,960.00**
RESOURCES REMAINING (PROJ)	**1,260**	**1,260**	**1,260**	**260**	**4,040.00**

Family Service Agency of Burbank

Youth Mental Health (School-based)

Counseling Program

A Survey

2024-25

In partnership with the City of Burbank and the Burbank Unified School District (BUSD) Family Service Agency of Burbank (FSA) has offered on-campus mental health care individually, in groups, and preventative workshops for youth grades K-12 since 2002. Each year both quantitative and qualitative data has been offered as measurement of the effectiveness of program services to affect positive change in the lives of Burbank's youth. In 2023-2024 the Burbank City Council granted FSA a three-year service contract. As part of the contract Burbank's City Council requested that FSA include a survey as part of their annual reporting practices. In response FSA researched and developed a pre and post survey designed to determine if parents, referring professionals, and age-appropriate clients had observed positive change because of receiving interventions offered through FSA's Youth Mental Health (School-based)Counseling Program.

Methods: This contract year a pre and post instrument was offered to a random sample of age-appropriate youth clients (grades 8-12), their parent(s), and BUSD referring professionals.

The objectives:

1. To measure overall general program effectiveness in affecting positive change as observed by age-appropriate students (grades 8-12), their parents, and BUSD referring professionals.
2. To measure effectiveness, for clinical purposes only, in affecting positive change in the individual youth's specific referring behaviors through pre and post surveying of parents and referring BUSD professionals.

Pre-surveys (Exhibit 1) consisted of a 20-point social, emotional, and behavioral scale reflecting such issues as depression, anxiety, verbal conflicts, impulsive behaviors, excessive absences, etc. The referred youth's parent(s) and the referring BUSD professional were asked to identify and rate on a 6-point scale the specific referred youth's issue(s) and the severity of the issue(s).

(0) - Not at all

(1) - Once or Twice

(2) - Several Times

(3) - Often

(4) - Most of the Time

(5) - All of the Time

Post-surveys (Exhibit 2) consisted of 3 parts. The first part was a duplicate of the pre-survey 20-point social, emotional, and behavioral scale. The referred youth, their parent(s) and the referring BUSD professional were asked to answer the post question: Please rate the degree to which you believe school-based counseling has/has not benefited from counseling. Participants were offered the following 6-point scale.

(0) - Not at all

(1) - Hardly at all

(2) - Little change

(3) - Notable change

(4) - Life changing

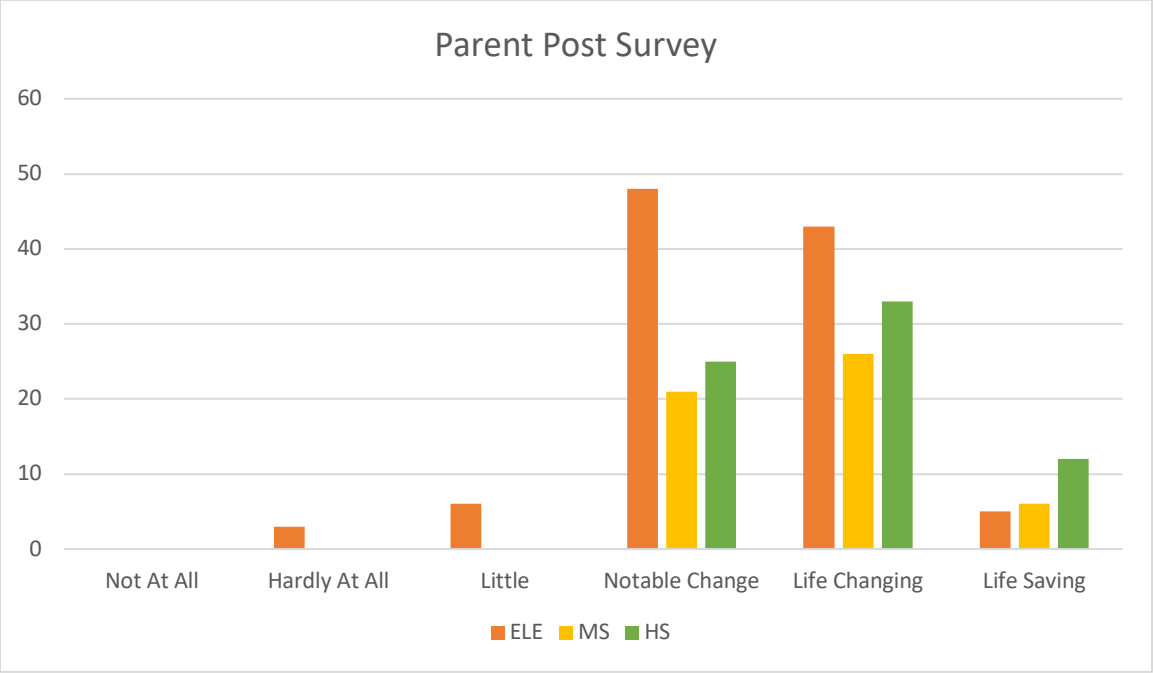
(5) - Life saving

A space was also offered for comments.

Pre-surveys were prepared and offered by mail, email, or in person to a random sample size of 493 of new individual referrals and returning clients throughout the contract year. *Post surveys were prepared and offered by mail, email, or in person to a random sample size of 454 to parents and BUSD referring professionals participating in care during the program's 1 - 4 quarters (Sept. 2024-May 2025). Post surveys were prepared and offered at the school site/and at FSA to a random sample size of 142 age-appropriate clients (grades 8 -12) participating individually during the program's 1 – 3 quarters (Sept.-May 2025). Students and parents were offered two submission options; to self-identify or submit anonymously.

**The Middle School and High School Post Professional Surveys this year were completed by a professional group not best prepared to evaluate impact. This error in distribution and collection will be adjusted in the 25/26 survey. However, we have included the data collected this year.*

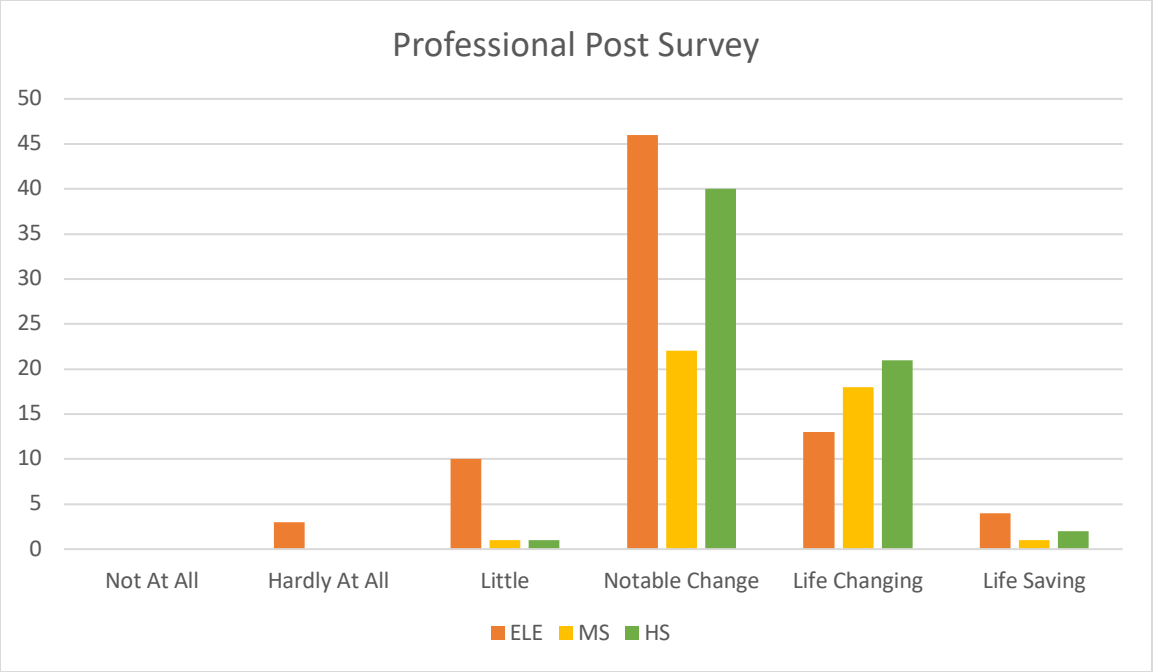
Results of the survey measuring overall program effectiveness in affecting positive change gathered through post survey program parents, and of age-appropriate students (grades 8 - 12) are as follows:



Responding elementary school parents found therapy to have affected positive change at the **life-saving** level in 5% of the cases. Participating parents of elementary school children grades K-5 found program interventions to have affected positive change at **life changing** levels in 41% of the cases. In 46% of the cases, they reported program services to have made **notable change** in the lives of their child and 6% reported **little change**. Additionally, 2% of parents reported change to have happened **hardly at all**, and 0% reported **no change at all.**

Responding middle school parents found individual therapy found to have affected positive change at the **life-saving** level in 11% of the cases. Participating parents of middle school children (grades 6-8) found program interventions to have affected positive change at **life-changing** levels in 49% of cases. In 40% of cases, they reported care to have made **notable change**. Additionally, 0% reported **little change**, **hardly at all** or **no change at all.**

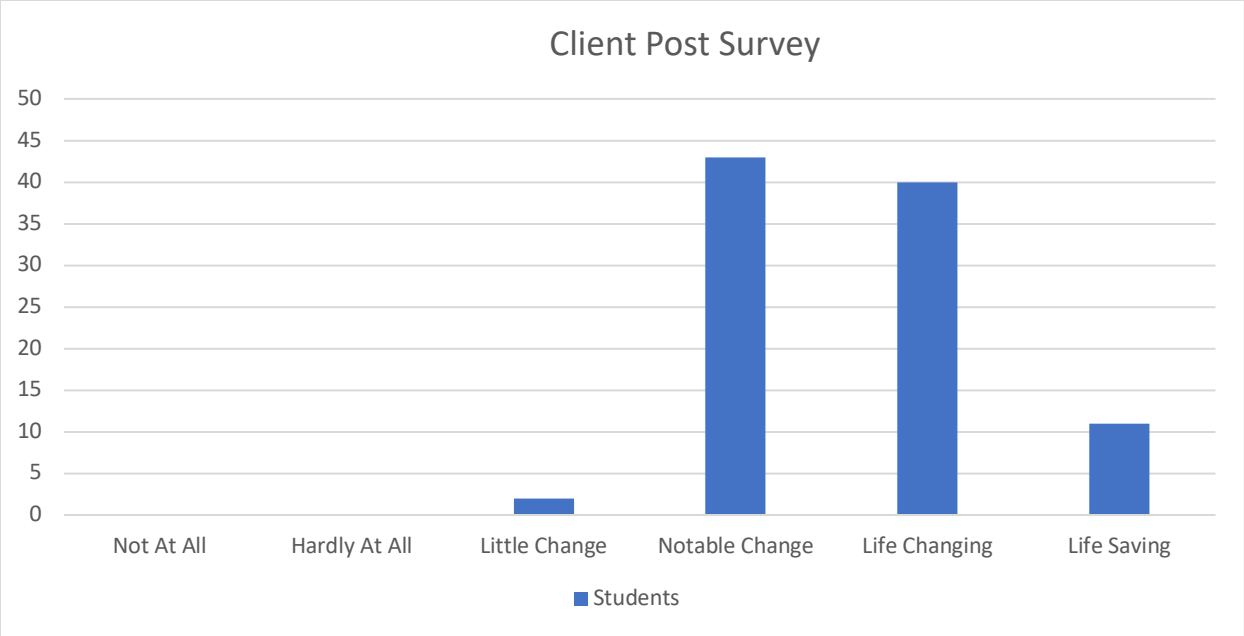
Responding high school parents found individual therapy to have affected positive change at the **life-saving** level at 17% of the cases. Participating parents of high school children grades 9-12 reported **life changing** levels in 47% of the cases. In 36% of the cases, they reported care to have made **notable change**. 0% of parents responded, **little change, hardly at all,** or **no change at all**.



Responding BUSD professionals of elementary school youth therapy to have affected positive change at the **life-saving** level in 5% of cases. 17% responders reported services to have affected positive change at the **life-changing** levels. In 61% of the cases they reported that program services have made **notable change.** Additionally, 13% reported **little change,** and 4% reported **hardly at all.** 0% reported **no change at all.**

*Responding BUSD professionals of middle school youth found individual therapy to have affected positive change at the **life-saving** level in 2% of the cases. They report program interventions to have affected positive change at **life changing** levels in 43% of the cases. In 52% of the cases, they reported program services to have made **notable change** in the lives of their students and 2% reported **little change**. 0% reported **hardly at all**, or **no change** at all

*Responding BUSD professionals of high school youth found individual therapy to have affected positive change at the **life-saving** level in 3% of the cases. They report program interventions to have affected positive change at **life changing** levels in 32% of the cases. In 62% of the cases, they reported program services to have made **notable change** in the lives of their students. 1% reported **little change** , and 0% reported **hardly at all**, or **no change** at all.



Responding school students (grades 8-12) participating in the program reported that in 11% of the cases found individual therapy to have affected positive change at **life-saving levels**. In 42% of the cases, they reported care provided proved **life changing**. 45% reported experiencing **notable change**. 2% observed **little change** and 0% reported **hardly any change** or **no change** at all in case evaluations submitted.

Conclusion/Discussion: The survey's quantitative results support previous years' qualitative reports that FSA's individual school-based counseling services continue to have a significant positive impact in the lives of Burbank's youth, schools, families, schools, and community. The survey offered strong, reliable results reporting significant positive change offered from the client and parent perspectives. In the coming service year (2025-26) distribution of approximately 150 pre-surveys will begin mid-September. Post surveys will be presented to a random sample of age-appropriate student clients (grades 8-12), all parents, and *referring BUSD professionals who have demonstrated the capacity and willingness to participate in the study.

The data necessary to measure FSA's school-based counseling services overall effectiveness will be gathered through the post survey instrument throughout the year and reported at the end of the third quarter, with fourth quarter (summer program) projections noted. Due to limited resources the pre-survey/post survey of individuals will continue to be collected for clinical purposes only.

Acknowledgements

FSA would like to thank the office of the City Manager, Justin Hess and the Office of Park & Recreation for your continued support. FSA would also like to thank the Burbank City Council, past and present, for your vision and enduring commitment to the good health and safety of our community's youth. Together we are changing – saving – young lives.

Family Service Agency of Burbank ~ Budget (2024-25)

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
3010 · Agency Based Fee-for-Service	
3012 · Clinical Revenue	170,000.00
3013 · C.A.R.E. Prog / Perpetrator Svc	30,000.00
3902 · Training Services	46,000.00
Total 3010 · Agency Based Services	**246,000.00**
3020 · Outreach Programs	
3021 · High School Programs/Allocated	125,000.00
3022 · Middle School Program/Allocated	125,000.00
3024 · Elementary Schools/allocated	125,000.00
3025 · Care Cottages-Allocated (CDBG)	20,000.00
3031 - CARE Centers	100,000.00
3032 - SPED	363,000
3032-OUD	100,000.00
	958,000.00
Total 3020 · Outreach Programs	
3040 · Fundraising	
3041 · Grants & Foundations	100,000.00
3043 · Special Events	
3043-D · Care Walk	28,000.00
3043-O · Oct / Nov Event	100,000.00
3043-W · Storytelling	5,000.00
Total 3043 · Special Events	**233,000.00**
3044 · Donations/Contributions Receive	
3044-O · Other Donations	2,000.00
Total 3044 · Donations/Contributions Receive	2,000.00
Total 3040 · Fundraising	**319,000.00**
3600 · Restricted Donations	
3605 · Howard Foundation-Shelter	25,000.00
Total 3600 · Restricted Donations	**25,000.00**
Total Income	**1,781,000.00**
Expenses	
4000AA- Support Staff	56,000.00
4000B · Program Direct Services	704,500.00
4000C · Program Development, & Evaluation	65,000.00
4000D · Clinical Staff Contractors	45,000.00
4004 · Financial/Contractor	22,000.00
4005 · Workers Comp Ins	16,000.00
4006 · Employee Benefits	90,000.00
4091 · Pension Expenses	18,000.00
4100 · Employer Payroll Taxes	85,000.00
Total 4000 · Personnel Exp	**1,101,500.00**
4102-A · Membership Dues	120.00
4103 · Office	16,500.00

4105 · Permits and Licenses	610.00
4106 · Training Expense	2,400.00
4106Z · Program Expenses	**19,630.00**
4107 · Program Supplies-Agency Program	6,550.00
4108 · Program Expense - Schools	10,320.00
4110 · Outreach Exp - Home F Residental Progs.	5,500.00
4115 ·CARE Center	2,500.00
4106Z · Program Expenses - Other	2,000.00
Total 4106Z · Program Expenses	**26,870.00**
4200 · Fundraising Expenses	
4203 · Special Event Expenses	
4204 · Care Walk	3,600.00
4205 · Oct/Nov Event	16,000.00
4205-a · Oct/Nov Event - 1099 vendor	16,890.00
4206 · Donor Development	4,500.00
Total 4205 · SPECIAL Events	**40,990.00**
Total 4203 · Special Event Expenses	**40,990.00**
4207 · Fundraising Exp - Misc	500.00
Total 4200 · Fundraising Expenses	**41,490.00**
4220 · Advertising	530.00
4500 · Fixed Expenses	
4230 · Travel Reinbursement	7,800.00
4502 · Utilities	18,000.00
4503 · Repairs & Maintenance	9,500,00
4504 · Telephone	18,000.00
4505 · Internal Audit Administrator - Other	3,750.00
	47,550.00
Total 4505 · Data Processing	3,500.00
4506 · Insurance	34,000.00
4720 · Rent	12,000.00
	49,500.00
Total Expense 4520 · Miscellaneous	
4555 · Annual Outside Audit	**22,000.00**

Other Income/Expense

3950-Interest Income	45,000
4680 · Legal Fees	1,000.00
5945 · Tax Expense	400.00
5950 · Depreciation	27,000.00
	73,400.00
5101 · Interest & Finance Charge	150.00
5104-Merchant Fees (Clients)	14,000.00
Net Other Income	3,500.00
	17,650.00

Total Income	**1,781,000.00**
Total Expenses	**1,381,590.00**
Reserve	**399,410**

FAMILY SERVICE AGENCY OF BURBANK

FINANCIAL STATEMENTS
For the year ended June 30, 2024

STERN, KORY, SREDEN & MORGAN
An Accountancy Corporation

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FAMILY SERVICE AGENCY OF BURBANK
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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS & CALIFORNIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Family Service Agency of Burbank
Burbank, California

Opinion

We have audited the accompanying financial statements of Family Service Agency of Burbank (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses and cash flows, for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Service Agency of Burbank as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Family Service Agency of Burbank and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Service Agency of Burbank's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

To the Board of Directors of
Family Service Agency of Burbank

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Family Service Agency of Burbank's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Family Service Agency of Burbank's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Stern, Kory, Sreden and Morgan

Stern, Kory, Sreden and Morgan, AAC

Stevenson Ranch, California
January 27, 2025

FAMILY SERVICE AGENCY OF BURBANK
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024

ASSETS

Current Assets	
Cash and cash equivalents	$ 1,179,429
Certificate of deposits	629,855
Accounts receivable, net of allowance for credit losses of $2,000	215,234
Prepaid expenses	15,794
Total Current Assets	2,040,312
Property and Equipment	
Building	781,522
Building improvements	50,238
Furniture	28,968
Equipment	63,691
Total property and equipment	924,419
Less: accumulated depreciation	(439,440)
Property and Equipment, net	484,979
Operating lease right-of-use asset	35,127
Total Assets	$ 2,560,418

LIABILITIES AND NET ASSETS

Current Liabilities	
Accrued expenses	$ 14,073
Current portion of operating lease liability	10,981
Deferred revenue	220,000
Total Current Liabilities	245,054
Long-Term Liabilities	
Operating lease liabilites	24,146
Total Long-Term Liabilities	24,146
Total Liabilities	269,200
Net Assets	
Net assets without donor restrictions	2,291,218
Total Net Assets	2,291,218
Total Liabilities and Net Assets	$ 2,560,418

See accompanying notes and independent auditor's report

FAMILY SERVICE AGENCY OF BURBANK
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenues			
Government contributions and grants	$ 928,439	$ -	$ 928,439
Program services fees	262,665	-	262,665
Direct public support	307,391	-	307,391
Fundraising	171,647	-	171,647
Safe house rental income	3,200	-	3,200
Interest income	45,571	-	45,571
Miscellaneous income	832	-	832
Total Support and Revenues	1,719,745	-	1,719,745
Expenses			
Program services	1,064,171	-	1,064,171
Support services			
Administrative	481,267	-	481,267
Fundraising	49,326	-	49,326
Total Expenses	1,594,764	-	1,594,764
Change in Net Assets	124,981	-	124,981
Net Assets, Beginning of the Year	2,166,237	-	2,166,237
Net Assets, End of the Year	$ 2,291,218	$ -	$2,291,218

See accompanying notes and independent auditor's report

FAMILY SERVICE AGENCY OF BURBANK
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED
JUNE 30, 2024

	Program Activities	Administrative	Fundraising	Total
Salaries and related expenses	$ 733,059	$ 377,637	$ -	$ 1,110,696
Payroll tax	58,137	29,949	-	88,086
Other program expenses	14,581	-	-	14,581
Employee benefits	49,412	25,454	-	74,866
Depreciation	18,870	4,355	968	24,193
Repairs and maintenance	16,744	3,864	859	21,467
Professional services	26,184	6,042	1,343	33,569
Direct fundraising	-	-	38,609	38,609
Pension	17,940	4,140	920	23,000
Data processing	17,697	4,084	908	22,689
Utilities	16,095	3,714	825	20,634
Office	13,826	3,191	709	17,726
Rent	9,360	2,160	480	12,000
Insurance	26,364	6,084	1,352	33,800
Bad debt	5,468	1,262	280	7,010
Automotive	6,084	1,404	312	7,800
Public relations	16,848	3,888	864	21,600
Bank charges	16,265	3,754	834	20,853
Other	1,237	285	63	1,585
TOTAL	$ 1,064,171	$ 481,267	$ 49,326	$ 1,594,764

See accompanying notes and independent auditor's report

FAMILY SERVICE AGENCY OF BURBANK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED
JUNE 30, 2024

Cash Flows From Operating Activities	
Increase in net assets	$ 124,981
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Depreciation	24,193
Bad debt expense	7,010
(Increase) decrease in assets	
Accounts receivable	(122,476)
Prepaid expenses	(6,784)
Increase (decrease) in liabilities	
Accounts payable	(2,267)
Accrued expenses	3,944
Deferred revenue	(256,668)
Net Cash Used in Operating Activities	(228,067)
Cash Flows From Investing Activities	
Net change in certificate of deposits	(222,749)
Net Cash Used in Investing Activities	(222,749)
Net Decrease in Cash and Cash Equivalents	(450,816)
Cash and Cash Equivalents, Beginning of Year	1,630,245
Cash and Cash Equivalents, End of Year	$ 1,179,429
Supplemental disclosure of cash flow information:	
Cash paid during the year for:	
Interest	$ -
Taxes	$ -

See accompanying notes and independent auditor's report

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The accompanying financial statements of the Family Service Agency of Burbank (the "Agency") have been prepared on the accrual basis of accounting. Founded in 1953, the Agency is a non-profit, community-based service agency staffed by experienced administrators, licensed mental health professionals, educators, certified facilitators, case managers, and interns.

Funding for the Agency's services are generated through private supporters, fundraising efforts, private foundations, the City of Burbank based grants and client participation. All paying clients are provided services on a sliding scale basis, determined by family income.

Women and Children Care program funds have been established to account for those resources available for use but expendable only for the purposes specified by the donor. The Agency is an exempt organization for federal income tax purposes under Section 501(c)(3) of the Internal Revenue Code.

Description of Programs

Clinic and psycho-education services are provided by the Agency's professional staff, contracted clinicians, educators, certified domestic violence advocates and clinical interns and trainers.

Basis of Presentation

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"), which requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates, and such differences could be material.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and Cash Equivalents

The Agency considers all highly liquid investments with maturities of three months or less at the date of acquisition to be cash equivalents.

Accounts Receivable

Accounts receivable resulting from fees charged for services provided by the Agency are stated net of allowance for credit losses. The allowance is based on experience and other circumstances, which may affect the ability of clients to meet their obligations. Receivables are considered impaired if full principal payments are not received in accordance with the contractual terms. It is the Agency's policy to charge off uncollectible accounts receivable when management determines the receivables will not be collected.

For the year ended June 30, 2024, the allowance for credit losses was $2,000.

Property and Equipment

Property and Equipment are reported at cost. The costs for additions and betterments are capitalized and expenditures for repairs and maintenance are expensed as incurred. Donations of property and equipment are recorded as contributions at estimated fair market value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives. When items of property and equipment are sold or retired, the related costs and accumulated depreciation are removed from the accounts and any gain or loss is included in earnings in the period of disposition.

The estimated useful lives of property and equipment are as follows:

Building	39 years
Improvements	5-7 years
Furniture, fixtures, and equipment	3-7 years

For the year ended June 30 2024, depreciation expense totaled $24,193.

Long-Lived Assets

The Agency assesses the impairment of its long-lived assets, including property and equipment whenever economic events or changes in circumstances indicate that the carrying amounts of these assets may not be recoverable. Long-lived assets are considered to be impaired when the sum of the expected future operating cash flows, undiscounted and without interest charges, is less than the carrying amounts of the related assets. As of June 30, 2024, the Agency determined that no impairment loss needed to be recognized for any applicable assets.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributed Services and Materials

Contributed services are reported in the financial statements for voluntary donations of services when those services: (1) Create or enhance non-financial assets; or (2) Require specialized skills provided by individuals possessing those skills and are services that would be typically purchased if not provided by donation. Donated services and materials are recorded at fair value at the date of the gift. No amount was reported at year ended June 30, 2024.

Functional Allocation of Expenses

All materials purchased are allocated to program services. Salaries and related expenses are allocated based on job description and the best estimates of management.

Advertising

The Agency expenses advertising costs as they are incurred. There were no advertising costs for the year ended June 30, 2024.

Revenue Recognition

The Financial Accounting Standards Board (FASB) issued new guidance that created Topic 606, Revenue from Contracts with Customers, in the Accounting Standards Codification (ASC). Topic 606 supersedes the revenue recognition requirements in FASB ASC 605, Revenue Recognition, and requires the recognition of revenue when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled in exchange for those goods or services.

The new guidance also added Subtopic 340-40, Other Assets and Deferred Costs-Contracts with Customers, to the ASC to require the deferral of incremental costs of obtaining a contract with a customer. Collectively, we refer to the new Topic 606 and Subtopic 340-40 as the "new guidance." Adoption of the new guidance resulted in no significant changes to our accounting policies for revenue and cost recognition, as previously described.

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively. Contributions are recognized when the donor makes a promise to give to the Agency that is, in substance, unconditional. Contributions are considered to be net assets without donor restrictions unless specifically restricted by the donor.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition (continued)

Contributions that are restricted by the donor are reported as increases in net assets with donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenues are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Income Taxes

The Agency is exempt from federal and state income taxes under the provisions of the Internal Revenue Code (IRC) Section 501(c)(3) and similar provisions of the California Revenue and Taxation Code. In addition, the Agency qualifies for the charitable contribution deduction under IRC Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under IRC Section 509(a)(2).

The Agency follows the authoritative guidance on accounting for and disclosure of uncertainty in tax positions, which requires a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken in an organization's tax return. The Agency believes that all tax positions are more likely than not to be sustained upon examination.

The Agency files tax returns as prescribed by the tax laws of the jurisdictions in which it operates. In the normal course of business, the Agency is subject to examination by federal and state jurisdictions. As of June 30, 2024, the tax years that remain subject to examination by the major tax jurisdictions under the statute of limitations are from the year ended June 30, 2021 and forward (with limited exceptions).

Financial Statement Presentation

The Agency reports its assets, liabilities, support, revenues, and expenses according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

> Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency's management and board of directors.
>
> Net assets with donor restrictions: Net assets consisting of resources restricted by donors either for a particular purpose or stipulated time. When a donor restriction expires, that is, when the stipulated purpose restriction is accomplished or time expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fair Values of Financial Instruments

The Agency's financial instruments consist of the cash and cash equivalents, receivables, payables, and accrued expenses. The carrying amounts reported in the statement of financial position approximate fair values based on quoted market prices or due to the short-term maturities of those instruments.

Right-of-Use Assets and Lease Liabilities

Effective July 1, 2022, the Agency elected to adopt FASB ASU 842, Leases. The Agency elected to adopt the package of practical expedients available under the transition guidance with the new standard.

This package includes the following: relief from determination of lease contracts included in existing or expiring leases at the point of adoption, relief from having to reevaluate the classification of leases in effect at the point of adoption, and relief from reevaluating existing leases that have initial direct cost associated with the execution of the lease contract. The Agency also elected to adopt the practical expedient to use hindsight to determine the lease term and assess the impairment of the right of use assets.

As a lessee, the Agency records a right-of-use (ROU) asset and a lease liability on the balance sheet for all leases with terms of longer than 12 months. The Agency has one operating lease for a rental lease that has a ten-year lease agreement (see Note 4).

Operating lease is included in operating lease ROU assets. Operating lease liabilities are included in the current and long-term maturities of long-term debt. For operating lease, lease expense is recognized on a straight-line basis over the term of the lease. Interest is calculated using a risk-free discount rate for a period comparable with the lease term. Certain lease contracts include obligations to pay for other services, such as operations and maintenance. These services are accounted for separately and are expensed as incurred.

Recently Adopted Accounting Guidance

Allowance for Credit Losses

The FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that aren't measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the organization that are subject to the guidance in FASB ASC 326 were accounts receivable. The Organization adopted the standard effective July 1, 2023. The impact of the adoption was not considered material to the financial statements and primarily resulted in new/enhanced disclosures only.

NOTE 2 – AVAILABILITY AND LIQUIDITY

The Agency's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

Financial assets at year end:	
Cash and cash equivalents	$ 1,179,429
Certificate of deposits	629,855
Accounts receivable	215,234
Prepaid expenses	15,794
Total financial assets	2,040,312
Less amounts not available to be used within one year:	
Net assets with donor restrictions	-
Less net assets with purpose restrictions to be met in less than a year	-
	-
Total financial assets available to meet general expenditures over the next twelve months	$ 2,040,312

The Agency regularly monitors the liquidity required to meet its operating needs. The Agency has various sources of liquidity including cash and accounts receivable. For the purpose of analyzing resources available to meet general expenditures over a 12-month period, the Agency considers all expenditure related to its ongoing activities and the pattern of income from fundraising and operations. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposit.

NOTE 3 – CONCENTRATIONS OF CREDIT RISK

Cash and cash equivalents

The Agency has cash in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 at each institution. At various times throughout the year, the Agency may have cash balances in financial institutions that exceed the FDIC insurance limit. Management reviews the financial condition of these financial institutions on a periodic basis and does not believe this concentration of cash results in a high level of risk for the Agency.

NOTE 3 – CONCENTRATIONS OF CREDIT RISK (continued)

Major sources of revenue

During the year ended June 30, 2024, the Agency had revenues from the City of Burbank ("City") which represented 16% of the Agency total revenues. The Agency earned $270,000 from contracts with the City, related to services provided to Burbank schools and community outreach programs. The accounts receivable from the City were $25,000 and there was no deferred income as of June 30, 2024. The Agency also leases its facility from this major customer. The City leases the facility to the Agency at a rate that is substantially below prevailing market rates. As a condition of the lease agreement, the Agency must continue to provide services for the benefit of the City, its programs, and its residents. Additionally, the Agency must be in compliance with the other provisions of the lease agreement.

During the year ended June 30, 2024, the Agency had revenues from the Burbank Unified School District which represented 34% of the Agency's total revenues. The Agency earned $593,000 from the contracts with the Burbank Unified School District, related to services provided to Burbank Schools and community outreach programs. The accounts receivable from Burbank Unified School District were $194,000 and there was $220,000 of deferred income as of June 30, 2024, respectively.

NOTE 4 – LEASE COMMITMENTS

During the year ended June 30, 2024, the Agency was in the fifth year of a ten-year lease agreement for its operating space. The Lease was renewed in August 2017 for a ten-year period. After the ten-year period, the lease is renewable for an additional ten-year period. Rent expense for the year ended June 30, 2024 was $12,000. As noted in Note 3, the Agency leases its operating space from the City at a rate that is substantially less than the prevailing market rate. As a condition of the discounted rate, the Agency must continue to provide services for the benefit of the City, its programs and its residents. Additionally, the Agency must be in compliance with other provisions within the lease agreement.

Right-Of-Use Assets and Lease Liabilities

The Company adopted FASB ASC 842, Leases. As a lessee, the Company records a right-of-use (ROU) asset and a lease liability on the balance sheet for all leases with terms of longer than 12 months. Leases are classified as either finance or operating. The Company does not have any financing with terms in excess of twelve months.

NOTE 4 – LEASE COMMITMENTS (continued)

Right-Of-Use Assets and Lease Liabilities (continued)

The components of the lease were as follows:

	For the Year Ending June 30, 2024
Lease expense	
Operating lease expense	$ 12,000
Total	$ 12,000
Other Information	
Cash paid for amounts included in the measurement of lease liabilities	
Operating cash flows from operating leases	$ 12,000
Weighted-average remaining lease term in years for operating leases	3.08
Weighted-average discount rate for operating leases	3.50%

Maturity Analysis

	Operating
Year ending June 30,	
2025	$ 12,000
2026	12,000
2027	12,000
2028	1,000
Total undiscounted cash flows	37,000
Less: present value discount	(1,873)
Total lease liabilities	$ 35,127

NOTE 5 – DONOR RESTRICTED NET ASSETS

For the year ended June 30, 2024, the Agency did not receive donor restricted grants. There were no donor restricted net assets as of June 30, 2024.

NOTE 6 – LINE OF CREDIT

The Agency maintains a line of credit with Citizen's Business Bank. The line of credit has a maximum borrowing amount of $250,000 and bears interest at a variable rate. The interest rate was 8.50% at June 30, 2024. This line is secured by substantially all of the assets of the Agency. As of June 30, 2024, there was no outstanding balance. The line of credit matures on June 15, 2025.

NOTE 7 – DEFERRED COMPENSATION PLAN

The Agency has established a deferred compensation Plan ("Plan") for the executive director in accordance with the Employee Retirement Income Security Act of 1974 (ERISA). Under the Plan, the Agency has established a reserve and defers amounts on a yearly basis. In order to fully vest, the executive director must actively be employed by the Agency until she reaches the age of 65. If the executive director does not satisfy the vesting requirements, the total reserve amounts will revert back to the Agency. During the fiscal year ending June 30, 2024, the pension expenses were $23,000.

NOTE 8 – COMPENSATED ABSENCES

The Agency provides for compensated absences of employees for vacation, illness, and various reasons. Because the amounts related to these absences cannot be reasonably determined, no expense or related liability has been reflected in the financial statements.

NOTE 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 27, 2025, which is the date the financial statements were available to be issued. No events were identified that would merit disclosure.

YOUTH-FOCUSED COUNSELING REIMBURSEMENT AGREEMENT BETWEEN CITY OF BURBANK AND FAMILY SERVICE AGENCY OF BURBANK

This Reimbursement Agreement is made as of this 1st day of July, 2026 ("Effective Date"), between the City of Burbank ("City") and the Family Service Agency of Burbank ("FSA") regarding reimbursements for counseling services provided within the City as described in the attached Exhibit "A".

RECITALS

A. FSA provides youth-focused counseling to Burbank youths pursuant to the Scope of Work

B. The youth-focused counseling program provides individual and group counseling sessions to elementary, middle, and high school youth.

C. Since September 9, 2014, the City Council has approved reimbursement agreements with FSA to contribute towards funding FSA's school-based counseling program.

D. In 2020, the City Council approved a three-year reimbursement agreement with FSA to contribute towards funding FSA's school-based counseling program. The current agreement will expire June 30, 2023.

E. On May 23, 2023, City Council approved the use of City funds up to $245,000 annually for a period of three years, to continue contributing towards FSA's school-based counseling program.

F. On June 2, 2026, City Council approved the use of City funds up to $245,000 annually for a period of three years, to continue contributing towards FSA's youth-focused counseling and staff training development and approved this Reimbursement Agreement.

G. City now desires to enter into this Reimbursement Agreement, consistent with the direction of City Council.

TERMS

1. Purpose

The purpose of this Reimbursement Agreement is to reimburse FSA for certain youth focused counseling program services for all elementary, middle, and high school youth within the City ("Program").

2. Responsibilities and Costs

A. FSA will provide individual and group counseling to youth within the City of Burbank, as provided for in Exhibit A. At a minimum, FSA agrees to provide the

following services as part of the Program to be eligible for reimbursement under this agreement:

(1) FSA shall provide individual and group counseling, as may be required, to Burbank youth at program sites within the City that are mutually agreed upon by FSA and the CITY.

(2) Individual sessions shall focus on specific youth needs, as determined by FSA, which may include, but are not limited to, depression, self-esteem, isolation and alienation, substance abuse, dating violence, family communication and relationships, and anger management.

(3) FSA shall provide intervention services for at-risk youth who have been determined appropriate for interventions by FSA staff, BUSD (Burbank Unified School District) educators, and/or CITY staff, subject to any required parental consent.

(4) All Program services shall be provided within the City of Burbank, with the exception of special clinical circumstances as determined by FSA.

(5) The Program services shall generally be provided in the BUSD school year calendar.

B. The City shall reimburse FSA for July 1, 2026 to June 30, 2027 up to $245,000; for July 1, 2027 to June 30, 2028 up to $272,500; and for July 1, 2028 to June 30, 2029 up to $300,000 for the services provided by FSA in conducting the Program. Notwithstanding the foregoing, the City reserves the right to administratively reduce the maximum payment of $245,000 for FY 2026-2027, $272,500 for FY 2027-2028, and $300,000 for FY 2028-2029. If the maximum payment is reduced, the City shall notify FSA of the reduced amount in writing.

C. FSA shall submit monthly invoices directly to the City's Director of Parks and Recreation ("Parks Director"), or designee, as outlined on Exhibit "B". The Parks Director, or designee, shall determine whether such invoices are consistent with the scope of the Program, and upon approval, such invoices shall be payable 30 days after approval.

3. Independent Contractor

While engaged in carrying out and complying with the terms and conditions of this Reimbursement Agreement, FSA is an independent contractor and not an officer, employee, or agent of City.

4. Indemnification

FSA shall, at its own expense and cost, defend, hold harmless, and indemnify, City and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services this Reimbursement Agreement.

In addition, should FSA need to enter or use City property to provide program services, FSA agrees to defend, hold harmless, and indemnify, City and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or

injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with FSA and its affiliated persons, including its agents, employees, volunteers, and invitees, and the program services. FSA will also comply with any additional insurance requirements as required by the City's Management Services Department, and any specific conditions as may required by the City department that controls the specific City property. Such specific conditions should be listed and attached as an exhibit to this agreement for any City property to be used by FSA.

5. Insurance

During the entire term of this Reimbursement Agreement and any extension or modification thereof, FSA shall keep in effect a policy or policies of comprehensive general liability insurance, in the amount of $2,000,000 combined single limit. Prior to the Effective Date of this Reimbursement Agreement, FSA shall provide City with satisfactory evidence of insurance, including a provision for thirty (30) calendar day's prior written notice to City before cancellation or material change, evidencing the above specified coverage. The comprehensive general liability policy will name the City of Burbank, its officers, employees, agents, and representatives, as Additional Insureds, in a form satisfactory to the City. FSA shall at its own cost and expense, procure and maintain insurance under Worker's Compensation Law, if applicable.

Sexual Abuse and Molestation Insurance: Because FSA's services involve contact with minors or vulnerable populations, FSA must maintain coverage with limits no less than $1,000,000 per occurrence and $3,000,000 aggregate for damages arising out of actual or alleged acts of sexual abuse or molestation. This coverage may be provided as part of the Commercial General Liability policy or through a standalone Sexual Abuse and Molestation Liability policy. If included within the Commercial General Liability policy, coverage shall be provided on ISO Form CG 20 10 11 85 or an equivalent form.

6. Inspection and Audit

A. FSA shall provide reasonable access to any relevant books, documents, papers, reports, records, or other matter relating to this Reimbursement Agreement upon reasonable request by City. FSA will adhere to all state and federal confidentiality laws regulating the provision of mental health services.

B. FSA agrees to accept responsibility for receiving, replying to, and/or complying with any related audit exceptions by appropriate state or federal audit agencies occurring as a result of FSA's performance pursuant to this Reimbursement Agreement. FSA also agrees to pay City within thirty (30) days of demand by City, the full amount of City's liability to the state, or to the federal government, if any, resulting from any audit exceptions, to the extent such are attributable to the FSA's failure to meet its obligations for reimbursement under this Reimbursement Agreement. The audit conducted by any appropriate state or federal audit agency shall conform to generally accepted accounting standards and principles.

C. FSA shall provide to City the following reports on an annual basis:
(1) Total approved budget for FSA;
(2) Prior year audited financial statements for FSA;
(3) Most recent IRS 990 form.

D. FSA shall provide to City the following reports on a quarterly basis:

(1) Itemized financial statements for the Program, including a breakdown of all Program costs, including but not limited to, administrative costs, labor costs, and Program costs per youth;

(2) Statistics on the actual number of youths served at elementary, middle, and high school levels;

(4) The average number of hour(s) spent counseling per youth in individual and group counseling sessions;

(5) The total number of youths referred and the manner in which the youths was referred to the Program (ex. court, police/probation, teacher/school counselor, etc.); and

(6) General issues/topics of counseling.

E. To continue to evaluate the effectiveness of the Program, FSA will provide the City with an Annual Report at the culmination of each fiscal year that will include a variety of assessment results. Assessments will be completed by the youths receiving counseling services (when age appropriate), parents, and referring agents such as teachers, counselors and administrators. FSA shall collect and document the following items:

(1) Assessments of *Problem Severity* and *Youth Functioning*:

(a) Problem Severity – youths, parents and referring agents will be asked to report their observations on the severity of the referring issue before counseling begins and again at the conclusion of school year/counseling services. This will assist with program evaluation;

(b) Youth Functioning – youths, parents and referring agents will be asked to provide their observations before counseling begins and again at the conclusion of counseling services (or the school year) regarding how the referring issue may be affecting their health or safety. This will assist with program evaluation;

(2) Assessments of Client Satisfaction – youths, parents and referring agents will be asked to provide reports of overall satisfaction level with the Program.

7. Notices

All notices provided for by this Reimbursement Agreement shall be in writing and may be delivered by certified or registered mail, postage prepaid or by electronic mail to the addresses listed in this Section.

Notices to City shall be addressed to the Director of Parks and Recreation at 150 North Third Street Burbank, CA 91510, mgarcia@burbankca.gov cc: naltman@burbankca.gov.

Notices to FSA shall be addressed to: Laurie Bleick, Executive Director, 2721 N Burbank Blvd, Burbank, CA 91505, lauriebjb@yahoo.com.

The effective date of notice shall be the date of the notice was received by mail or email during regular business hours. If the notice was received after regular business hours, the effective date will be the next business day.

8. Term

The term of this Reimbursement Agreement is July 1, 2026 to June 30, 2029. The City shall not reimburse for the cost of any services provided by FSA after the expiration of the term of this Reimbursement Agreement.

9. Termination Provisions

A. This Reimbursement Agreement may be terminated by either party upon thirty (30) days' written notice.

B. If FSA ceases to provide Program services, this Reimbursement Agreement shall automatically terminate and FSA shall not be entitled to any further reimbursement by City.

C. Upon termination of this Reimbursement Agreement, all outstanding debts for Program services performed prior to the termination date are to be paid in accordance with Section 2.

D. Non-Appropriation of Funds. This Reimbursement Agreement is contingent upon the sufficient appropriation of funds by the City Council. Notwithstanding any other provision in this Reimbursement Agreement, the Parks and Recreation Director or designee may administratively terminate or amend this Reimbursement Agreement immediately at no additional cost or penalty by providing FSA notice at any time upon the termination, suspension, discontinuation, substantial reduction in, or non-appropriation of City funding for youth services. In such event, FSA shall be compensated for all services rendered and all necessary incurred costs performed in accordance with the terms of this Reimbursement Agreement which have not been previously reimbursed up to the date of said termination.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by the proper officers thereunto duly authorized.

"CITY"

CITY OF BURBANK, a municipal corporation

By: _____
Marisa Garcia, Parks and Recreation Director

Attest:

_____
Kimberely Clark, MMC, City Clerk

Approved as to Form
Office of the City Attorney

By: _____
Kane Thuyen, Senior Assistant City Attorney

"FSA"

FAMILY SERVICE AGENCY OF BURBANK

By: _____
Name: _____
Title: _____

EXHIBIT A
DESCRIPTION OF PROGRAM AND SERVICES ELIGIBLE FOR REIMBURSEMENT

The Youth-Focused Counseling program, also known as the Youth Mental HealthCARE Program, defines its mission in the Burbank community to protect our youth from adversity, promote socio-emotional learning and psychological well-being, and ensure access for our youth to quality community-focused, community-based mental health care, which has proven critical for their overall healthy development and well-being.

Beginning in 2004, the CITY partnered with FSA. Over time, this collaboration has grown to provide both individual and group counseling services for youth. Services are available to Burbank youth as allowed by program design and available resources.

Care is provided Individually and/or in groups as deemed site and age appropriate. Sessions provide support for a range of issues, including depression, anxiety, self-harm, grief and loss, social isolation and alienation, substance use & abuse, all types of violence- bullying, communication challenges, conflict resolution, relationship dynamics, and emotional regulation.

Accessing Program Services

Referrals will be initiated by designated Youth MH CARE Program site personnel; upon submission of a youth referral an FSA Director is responsible for conducting a comprehensive assessment of the youth involving their parent(s)/guardian(s). Following this assessment, an FSA therapist is assigned to the youths for weekly care in-person. Virtual care is available to age-appropriate youth upon request and when deemed clinically appropriate. This process is typically completed within a three-week period.

If a site leadership deems a youth's need immediate, they may access care by calling FSA's clinical director on the dedicated youth CARE line provided.

For optimal care, when a youth with an IEP or 504 plan is referred to the Youth MH CARE Program, the parent or referring site will include a copy with the referral. All Youth MH CARE Program referrals will be directed to FSA's Clinical Director.

Costs and Additional Resources

The available resources ultimately determine the design and capacity for each Youth MH CARE Program site. FSA depends on the Youth MH CARE Program site support, grants, and hosts fundraisers annually to support these critical community-based youth services.

Program Impact

The Youth MH CARE Program will deliver a minimum of 6,000 units of CARE annually to a minimum of 600 Burbank's youth. This initiative has proven in past years to positively affect thousands of young individuals directly, while also offering indirect advantages for their families, neighborhoods, schools, and the greater Burbank community.

Youth will engage in the program at scheduled intervals. While the primary focus of treatment will be on the youth, parental involvement is incorporated whenever necessary to reinforce and support the therapeutic process.

Program Location

Services will be offered within various locations in the City of Burbank and may be expanded to include community-based afterschool-sites clinically appropriate for care. Each Youth MH CARE Program site will collaborate with FSA to arrange suitable space for individual and/or group care within the program.

Dates of Implementation and Completion

The program aligns with each Youth MH CARE Program site calendars, which generally corresponds with the BUSD school.

Staffing

The program will employ the required clinical, educational, and administrative staff to accomplish the scope of work.

FSA is highly regarded as a leading institute for mental health training in the region, operating with the same level of excellence as a distinguished teaching hospital. FSA's comprehensive training program is nurturing the professional growth of approximately 45 master's and/or doctoral-level graduate youths each year.

FSA's team includes a diverse group of gifted licensed clinicians and individuals working towards a clinical license in the state of California. These individuals provide quality mental health services under the close guidance/supervision of a diverse group of highly experienced clinicians. FSA's team is fiercely committed to this dual mission – providing quality mental health services and developing the next generation of mental health providers. It is this unique model, in partnership, that allows FSA to provide unobstructed access to high-quality, community-driven mental healthcare services.

Equipment and Supplies

All program equipment and supplies will be supplied by FSA.

EXHIBIT "B"
SCHEDULE OF REIMBURSEMENT

The City may reimburse services based upon invoices detailing any units of care performed, at the following rates:

- Clinical Assessment: $150 per unit of care
- Individual Session: $125 per unit of care
- Group Session: $100 per unit of care
- Advocacy/Case Management: $125 per unit of care
- Program Administration: $125 per unit of care
- Program Development: $100 per unit of care

STAFF REPORT

WATER AND POWER

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Joseph Lillio, Chief Financial Officer *Bhakti Sheth* for Joseph Lillio
BY: Wayne Smith, Warehouse Manager, Burbank Water and Power

SUBJECT: Approval to Authorize the General Manager of Burbank Water and Power to Award the Multi-Year Alliance Agreement with Okonite for Various Material Categories to Support the Burbank Water and Power Warehouse

RECOMMENDATION

Approve the General Manager of Burbank Water and Power (BWP), as designee of the City Manager, to execute a multi-year Alliance Agreement (Agreement) with The Okonite Company (Okonite) for various large electrical distribution wire and cable supplies supporting the BWP Warehouse operations.

BACKGROUND

In 2009, the City of Burbank's (City) Purchasing Division worked with the BWP Warehouse to develop a plan to reduce inventory shortages. The joint effort was named the Material Process Improvement (MPI) Program. The ultimate goal of reducing the inventory shortages was two-fold: to increase the efficiency of the field crews and reduce schedule delays, thereby improving service to the community. A key element of the MPI Program was the use of Alliance Agreements. An Alliance Agreement is typically a long-term contract that creates a partnership between an organization and a selected vendor to streamline the flow of materials. The selected vendor will work with the organization to monitor inventory levels, maintain inventory at the facility, and collaborate with City staff to assess problems and identify solutions. This agreement focused on improving organizational performance while reducing the total cost of doing business. This broader approach considers not only the initial acquisition cost of materials, but also factors such as product durability and functionality, inventory carrying cost, product obsolescence, and labor efficiency.

Okonite was last selected through a competitive Request for Proposal (RFP) process in 2017 as part of this Agreement. The Agreement was subsequently approved by City Council (Council). The Agreement was effective for four years and included options to extend it for up to three additional one-year terms. With the agreement term exhausted, it was necessary to conduct a new competitive procurement process for purchase of Class 25 wire and cable.

DISCUSSION

The results of using long-term Alliance Agreements have been favorable to the utility. Prior to using the Alliance Agreements, inventory shortages occurred often, whereas now, inventory shortages have decreased significantly. This decrease has enabled field crews to be more efficient, with fewer schedule disruptions and project delays.

The proposed Agreement includes several provisions that minimize risk. The City may terminate the Agreement with or without cause, at any time after giving 30 days' advance notice. The vendor must maintain three months of common inventory at no charge to the City. The contract is subject to price increases or decreases every six months, based on a commodity index and based on the current market. Material pricing can fluctuate widely, particularly when influenced by commodity markets.

The PlanetBids E-Procurement System was used to issue the RFP solicitation for various underground Class 25 copper and aluminum utility wires and cables. Ultimately, Okonite was the only company that submitted a bid to the City. Okonite is one of the original insulators of electrical wire and cable in the United States. They have a factory in California and manufacture medium and high-voltage underground cable. Okonite meets BWP's specifications for medium and high voltage cable and maintains competitive pricing. Okonite maintains appropriate inventory levels to ensure reliable material availability, improve operational efficiency, and provide timely project support to field crews. By entering into this contract, BWP will continue to maintain appropriate inventory levels, thereby providing consistent reliability to the Burbank community.

ENVIRONMENTAL REVIEW

Executing this Alliance Agreement with Okonite for various Class 25 electrical distribution wire and cables is not considered a "project" under the California Environmental Quality Act, and no further environmental review is necessary (see 14 CCR § 15378).

FISCAL IMPACT

There are sufficient funds in the Fiscal Year 2026-27 Council-approved Budget for this contract. Staff anticipates this contract will be $3,700,000 based on the unit prices of the materials needed. This agreement establishes pricing for materials that are purchased as needed throughout the year. Material quantities are based on operational and project

requirements and may vary from initial estimates.

CONCLUSION

This Agreement was the result of a competitive RFP process and awards the selected vendor, Okonite, who will streamline the flow of materials and assist BWP in acquiring various material Class 25 copper and aluminum utility wire and cable utilized for undergrounding applications. The initial contract term is for four years to secure favorable pricing and material availability, with the option to renew for up to three additional one-year terms, subject to mutual agreement. . The BWP Warehouse should be able to maintain part shortages below 1% and provide the inventory of Class 25 wire and cable needed to keep field crews efficient. The placement of this Agreement will lower product acquisition costs, ensure BWP field crews remain efficient, and enable BWP to satisfy its customers by completing projects without delay.

ATTACHMENT

Attachment 1 – RFP No. BWP-2025-002

ALLIANCE AGREEMENT FOR LARGE ELECTRICAL DISTRIBUTION WIRE AND CABLE SUPPLIES - (CLASS 25)

RFP NO. BWP-2025-002

PROPOSAL DUE DATE:

JANUARY 07, 2026

CITY OF BURBANK WATER AND POWER

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REQUEST FOR PROPOSALS ("RFP")

The City of Burbank is soliciting competitive proposals from qualified vendors to contract for: an alliance agreement that can provide BWP Warehouse personnel with reliable and continuous support and supply the equipment and materials – large electrical distribution wire and cable supplies needed for our Power, Electric, and Water divisions.

The purpose of this alliance agreement is to create a partnership between the vendor and BWP Warehouse to meet the material needs of the Utility and to reduce costs associated with inefficient redundancies.

ALLIANCE AGREEMENT FOR LARGE ELECTRICAL DISTRIBUTION WIRE AND CABLE SUPPLIES - (CLASS 25)

BURBANK WATER AND POWER
RFP BWP-2025-002

PROCUREMENT SCHEDULE

The anticipated schedule for this competitive selection process is listed below. The schedule is subject to change at the sole discretion of the City. Please check our PlanetBids website for the latest schedule.

Procurement Phase	Date
RFP Release	**December 10, 2025**
Deadline for submission of written questions or requests for clarification	**December 17, 2025 @ 2:00 PM PST**
Proposals Due	**January 7, 2026 @ 2:00 PM PST**
Evaluation Period	**January 8 – January 14, 2026**
Interviews and Negotiation Period	**January 15- January 20, 2026**
Notice of Intent to Award published	**No later than January 21, 2026**
Service Commencement Date Target	**February 2, 2026**

PROPOSALS MUST REMAIN VALID FOR 120 DAYS FROM DUE DATE.

ATTACHMENT 1

ACKNOWLEDGEMENT OF TERMS OF RFP

By submitting a proposal, Respondent acknowledges receipt of all content of the RFP package as delivered electronically and hereby attests to non-collusion regarding the competitive opportunity and any price submitted. Respondent acknowledges and accepts the terms of this solicitation, including any addenda, which will become part of any resultant agreement, and agrees that the terms as listed will supersede any conflicting contractual terms and/or conditions specified elsewhere. Respondent certifies that the information provided in its submission is complete, including the full disclosure of all sub-contractors, suppliers, joint-ventures, teaming agreements and the like, and that the information submitted is true and accurate to the best of its personal knowledge. Respondent confirms that the signing party is an authorized representative of the entity submitting the proposal and has the individual authority to submit this proposal electronically on behalf of the entity and to bind the entity to all information set forth herein.

* Subject to included changes in certain provisions

Date: 1-06-2026	Company Name: The Okonite Company	
Tony Larkin	Tony Larkin	Vice President, Western Region
*Authorized Signature	Name	Title
David A. Mitchell	David A. Mitchell	VP Finance
*Authorized Signature	Name	Title

*If the contracting party is a corporation, two (2) signatures are required: one (1) signature by either the Chairman of the Board, the President or any Vice President; and one (1) signature by either the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

RETURN THIS COVER PAGE WITH YOUR PROPOSAL – LATE, EMAILED, MAILED, HAND DELIVERED, OR FAXED SUBMISSIONS WILL NOT BE ACCEPTED.

REQUEST FOR PROPOSALS ("RFP")

ALLIANCE AGREEMENT FOR LARGE ELECTRICAL DISTRIBUTION WIRE AND CABLE SUPPLIES - (CLASS 25)

BURBANK WATER AND POWER
RFP BWP-2025-002

The City of Burbank is soliciting competitive proposals from qualified vendors to contract for: an alliance agreement that can provide BWP Warehouse personnel with reliable and continuous support and supply the equipment and materials – large electrical distribution wire and cable supplies needed for our Power, Electric, and Water divisions.

1. CITY INFORMATION

The City of Burbank was incorporated in 1911 and currently has a population of approximately 105,000 residents. The City operates under the Council-Manager form of government. The City's fiscal year begins on July 1 and ends on June 30.

Burbank is the fourteenth largest city in Los Angeles County and is located northeast of Los Angeles in the foothills of the Verdugo Mountains. Burbank is traversed by the Golden State (5) and Ventura (134) freeways and home to Hollywood Burbank Airport. Burbank is noted for its excellent residential areas, schools, shopping facilities, libraries, parks, hospitals, business environment, and motion picture production companies.

Burbank is one of the most livable cities in Southern California, with beautiful well-established residential neighborhoods, a walkable downtown district, a top-rated school system, and numerous parks and recreational facilities located all within the 17.3 square miles of the City. The Burbank Town Center mall offers a choice of more than 170 retail shops, restaurants, entertainment venues and lifestyle choices. The Empire Shopping Center is one of Los Angeles' highest grossing shopping centers and is the go-to destination for major national retailers and great restaurants. Burbank offers a variety of other banking, financial, entertainment and business institutions that increase the daytime population to well over 250,000.

2. BACKGROUND

The City of Burbank Water and Power (BWP) is a municipal utility that provides electric and water services to over 45,000 households and 6,000 businesses. BWP maintains and operates four (4) power generating units – Olive Nos. 1 and 2, Lake One, and Magnolia Power Plant, a joint adventure between the cities of Burbank, Anaheim, Glendale, Pasadena, Cerritos and Colton.

3. OBJECTIVE

Proposals are being requested to establish an alliance agreement with a vendor who can provide BWP Warehouse personnel with reliable and continuous support and supply the equipment and materials needed for our Power, Electric, and Water divisions.

The purpose of this alliance agreement is to create a partnership between the vendor and BWP Warehouse to meet the material needs of the Utility and to reduce costs associated with inefficient redundancies.

The successful vendor will provide high levels of customer service, restocking services; stock high volume items used by BWP to ensure the BWP divisions have timely access to required material, and conduct meetings with BWP personnel to discuss product improvement.

4. QUESTIONS/REQUESTS FOR CLARIFICATIONS

No interpretation or clarification regarding this RFP will be made verbally to any firm. Any inquiries or requests for clarification concerning this procurement must be in writing and submitted through the City's e-procurement website portal, PlanetBids, via the Q&A tab. Any substantive replies will be issued as a written addendum and posted on PlanetBids. **No questions or requests for clarifications will be accepted after 2:00 p.m. PST on December 17, 2025.**

When submitting a request for interpretation via the Q&A tab, Respondents are encouraged to reference the RFP or Attachment page and section pertinent to the question(s). Respondents shall not rely upon any oral instructions given by the City.

5. PROHIBITED COMMUNICATIONS

No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of the City, other than the designated Buyer/Procurement Services contact named in this RFP. Neither proposers, nor anyone representing a proposer, are to discuss this RFP with any proposer engaged by the City for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the proposer and termination of agreement, even if the agreement has already been awarded.

6. ADDENDA AND NOTICES

It shall be the Respondent's responsibility to check the PlanetBids website to obtain any addenda that may be issued and to receive any information/notices for this project.

7. BIDDING GENERAL CONDITIONS

A. <u>SCOPE</u>

To provide wire and cable to the City of Burbank Water and Power Department (BWP) Warehouse and provide services as follows:

1. Seller will keep a three (3) month supply of "common" inventory at their facility for their items to reduce the risk of inventory stock outs. Common inventory is defined as inventory that is used by both the City of Burbank and other customers of Seller. This stocking provision does not include "specialty" inventory which is unique to Buyer and cannot be sold to other customers of Seller.

    a) Seller shall provide an inventory report for these items to the BWP Warehouse Manager monthly.

b) Buyer will not pay for this stock until such time as it is delivered and inspected by the BWP Warehouse. In the event of early termination or anniversary date of this contract, Buyer aggress to purchase any specialty stock purchased by Seller on behalf of Buyer, in support of the three (3) month requirement, provided that the contract is not terminated due to Seller's non-performance

c) Seller will reserve quarterly production slots for BWP to allow for rapid release of orders and reduce lead times. Quarterly production slots shall be sufficient for the average 3-month cable order based on the proceeding 2 years unless BWP notifies of increased needs at least 9 months in advance. BWP estimates for cable needs will be discussed in the quarterly meetings so Seller can prepare for expected volume. Estimated cable needs shall not require the city to purchase the cable until an order is released to Seller. Seller shall deliver cable no later than 4 months after order release

2. Seller will meet with a core group of Buyer representatives on a quarterly basis, to discuss proposed changes in the type or brand of material being purchased to reduce lead times, improve functionality, reduce cost, etc. Through the meetings the Buyer will provide the Seller with a manufacturing estimate for quarterly release.

3. Seller will provide engineering support to the BWP Engineering group.

4. The base prices submitted by Seller may be adjusted based on the Producer Price Index most appropriate for the given commodity. (See Paragraph III.D for specific PPI and frequency of potential adjustment.). Commodities shall be set monthly and sent to BWP for orders released in the following month.

B. QUANTITIES

1. This alliance agreement is intended to cover approximately 20-line items.
2. The Bidder's Proposal Sheets contain 10 of the major items purchased within the last year for bid evaluation purposes. Pricing for the balance of this commodity group will be required by the successful Bidder prior to Purchasing going to Council for approval of the contract.
3. Quantities given are estimates.
4. No guarantee can be given that specific quantities listed will be reached or that it will not be exceeded. Vendor agrees to furnish more or less at the unit prices quoted in accordance with the City's actual requirements throughout the Contract period.
5. The City reserves the right to split this contract and award to more than one vendor, if it is to the City's advantage.
6. The City reserves the right to purchase from other vendors as operationally necessary.

C. PRICES AND DISCOUNTS

1. It shall be understood that the unit prices bid shall include the cost for services and will be firm for the first year of the contract.

2. All unit prices shall be stated in figures. If the unit prices and the extended total amount for any item are not in agreement, the unit price alone will be considered as representing the bidder's intention and the base bid will be corrected to conform thereto.

3. When there is more than one item in the Bidder's Proposal Sheet, Bidders may quote on any one or more item. The bidder must state "**NO BID**" on items not offering in the proposal. The City reserves the right to accept a bid on each separate item or on any of them offered in any proposal received, except when otherwise provided by specific limitation by the City

4. An increase or decrease may be made to the bid item amounts for subsequent extensions in the term of the contract.

5. The net increase or decrease in the bid item prices shall not be greater than the ceiling amount defined in the United States Department of Labor's Bureau of Labor Statistics (BLS), **Producer Price Index (PPI) Commodities for Metals and Metal Products (WPU10).** The data used for any adjustments will be the most current BLS information available at time of renewal notice. **Exception to using the BLS PPI Index must be clearly noted on the Bidder's Proposal Sheets and an alternate index or method must be identified.**

6. Price adjustments must be mutually agreed upon and incorporated into an extension agreement.

7. Prices shall be quoted in United States dollars, and no allowance will be made for any foreign currency rate exchange.

8. Bidder shall comply with all the requirements within this request for proposal. All instructions shall be fulfilled and all spaces filled in to present a complete bid for the work described in this specification. Incomplete bids may be rejected.

9. All prices shall be FOB delivered within the City of Burbank.

10. Reel deposits: Reel charges may be invoiced at ship date, BWP will pay the reel deposit as stated in the bidders documents and escalated per PPI on an annual basis at contract renewal. BWP shall receive full credit for Reels returned within 24 months of ship date and 60% credit for any reels returned outside of that date within the contract period including any extensions. Reel charges shall be based on total Reels held by BWP, and BWP may return any equivalent Vendor Reel and receive credit against the oldest Reel charge. BWP will forfeit any Reel credit more than 12 months after the end of the agreement or the last shipment received under this agreement, whichever is later. BWP will make a good faith effort to notify and return all empty reels as soon as operationally feasible. The Vendor shall be responsible for picking up empty Reels and any associated Vendor costs.

D. TERM OF CONTRACT

1. This Contract will be for four (4) consecutive years beginning the first day of the month after all required documents and approval from City Council has been received.
2. The City is requesting the option to renew the contract on a year-by-year basis for a maximum of three (3) years after the initial four (4) years. This Contract may be renewed yearly pending appropriation of expenditures in the City's budget and approval by City Council of the budget yearly. If such option is exercised, the terms and conditions quoted herein are to remain firm for the extended period of the agreement.
3. The seller shall accept and deliver all orders released during the term of the contract, delivery of such orders placed before the end of the agreement may be delivered after the end of the agreement, subject to all the same requirements in this agreement. The City shall not be bound to accept delivery of orders more than 2 months past the quoted delivery date at time of order.

E. TERMINATION OF AGREEMENT

The City may terminate this agreement, with or without cause, at any time by the city after giving thirty (30) days written notice to the vendor.

F. DELIVERY

Common stock Items placed on order must be delivered the following week. Failure to adhere to weekly services and delivery may be cause for immediate termination of the contract. All items are to be delivered to 320 N. Lake Street, Burbank, CA 91502. Non-common stock shall be delivered no less than 4 months after order per the quarterly production slot detailed under scope of services. All other orders shall be delivered no later than 2 weeks past the quoted lead time at time of order.

G. ORDERING METHOD

It is the intent of the City to issue one (1) purchase order with a total estimated lump sum to adequately cover the costs of items ordered for the specified period. The City reserves the right to split this contract and award to more than one vendor, if it is to the City's advantage.

H. FORM OF BIDDER'S PROPOSAL AND SIGNATURES

Bidder shall submit their bid electronically via Planetbids. Additional forms provided by the City shall be executed by the Bidder's authorized representative and submitted electronically as an attachment via Planetbids.

Note: Failure to use the City's form, provide a signature, or provide all requested forms, will disqualify the bidder. Providing additional quotes, and/or terms and conditions other than those forms provided by the City will disqualify your bid. Any clarifications of terms must be requested via the online Q&A prior to bid closing.

I. PREPARATION OF BIDDER'S PROPOSAL

A. Bidder **must** provide pricing and additional forms **electronically** via Planet Bids.
B. All bids and additional forms must be submitted electronically via Planet Bids by the deadline.
C. All blank spaces in the additional forms shall be properly completed. The text of the proposal must not be changed, and no additions shall be made to the terms contained therein. Unauthorized conditions, limitations or provisions attached to a proposal will render it informal and may cause its rejection.
D. The Bidder shall state in figures the unit prices. **If the unit prices and the extended total amount stated by the Bidder for any items are not in agreement, then the unit price alone will be considered as representing the Bidder's intention, and the base bid will be corrected to conform thereto.**
E. A Bidder may withdraw a quotation, without prejudice, before the hour fixed for opening of bids, by submitting a written request to the Purchasing Manager for its withdrawal. In such event, the proposal will be returned to the Bidder unopened. No quotation may be withdrawn after the hour fixed for opening bids without approval of the City.
F. No proposal received after the specified deadline or at any place other than the Planet Bids website will be considered.
G. Bidders shall submit the applicable notarized affidavit in addition to the Bidder's Proposal.

All forms must be downloaded electronically via the PlanetBids website. Hard copies will not be available. If you are having technical issues downloading bid documents, please contact PlanetBids directly at (818) 992-1771. Computers are available for public access at your local library, or any City of Burbank Public Library. For more information regarding City of Burbank Public Libraries, please visit https://burbanklibrary.org/workforce.

J. BIDDERS INTERESTED IN MORE THAN ONE BID

A person, firm or corporation shall NOT make or file, or be interested in more than one bid, for each proposal or bid request (except an alternative bid when specifically requested) provided, however, a person, firm or corporation who has submitted a sub quotation to a prime Bidder, or who has quoted prices on materials to such prime bidder, is not thereby disqualified from submitting a sub quotation or from quoting prices to other bidders submitting quotation.

K. ALTERNATE PRODUCT

Alternate products will not be accepted at this time.

L. INSURANCE

The Contractor shall assume all liability for injuries to persons or damages to property during the performance of the Contract caused by any equipment or materials furnished or work done under the Contract or the operation thereof during the life of the contract and shall furnish and maintain Worker's Compensation Insurance, General Liability and Property Damage Insurance as herein provided, whether performance be by the Contractor, their Subcontractors, or anyone directly or indirectly employed by him, and such insurance shall be obtained from an insurance company authorized to do business in the State of California or at least an A- rating and found to be acceptable to the City of Burbank. Said insurance shall provide that it will not be modified, canceled or terminated until at least thirty (30) days' prior written notice thereof has been filed with the City's Purchasing Division.

Before delivering any equipment, materials, or the performance of any work by the Contractor, Subcontractors or any agent, servant, employee or representative of any of them, at the jobsite under the Contract, the Contractor must file with the Purchasing Division a policy or an acceptable Certificate of Insurance subject to approval of the City Attorney, indicating the requisite insurance is in full force and effect.

A. **Worker's Compensation Insurance.**

1) The Contractor shall furnish satisfactory evidence that he has secured in the manner required by law the payment of Worker's Compensation provided for in the California Labor Code and all amendments thereto and shall maintain such insurance during the life of this Contract. The policy shall be endorsed to waive all rights of recovery against the City, members of the City Council, and officers, employees and agents of the City. The Contractor shall require each and every Subcontractor to secure similar Worker's Compensation Insurance unless already covered by the Contractor.

2) If the Contractor is a sole proprietor, the Contractor must furnish a letter stating that he is a sole proprietor and is not required to carry Worker's Compensation Insurance.

B. **General Liability and Property Damage.** During the life of this Contract, the Contractor shall secure, pay for and maintain General Liability and Property Damage Insurance protecting the Contractor and any subcontractors from any and all claims and actions for damage, for personal injury, including accidental death and for property damage which may directly or indirectly arise from, grow out of, or be attributable to, their operations or performance under this Contract, whether such operations by the Contractor or by a Subcontractor, or by any person directly or indirectly employed by either or any of them, and said insurance shall indemnify and save harmless the City, its officers, employees, agents and representatives from all actions, causes of action, claims, debts or demands of any and every kind or nature whatsoever, by reason of, growing of, out of, or attributable to the work to be performed under said Contract, and the amount of such insurance shall be in an amount of not less than One Million Dollars ($1,000,000) combined single limit for injuries, including accidental death and property damage on account of any one occurrence. The policy shall provide for coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy.

The following **ENDORSEMENTS** are required to be placed on a Separate Endorsement to the policy furnished:

1) The City of Burbank, 275 East Olive Avenue, Burbank, CA 91502, its officers, employees, agents and representatives are named as additional insureds ("additional insureds") with regard to liability and defense of suits arising from the operations and uses performed by or on behalf of the named insured.

2) With respect to claims arising out of the operations and uses performed by or on behalf of the named insured, such insurance as is afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the additional insureds.

3) This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

4) With respect to the additional insureds, this insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days written notice has been given to the City of Burbank, Purchasing Division, 301 E. Olive Ave. Room 305, Burbank, CA 91502.

If the Contractor's insurance company will not use the City's Separate Endorsement Form, it may submit standard endorsement forms for review and approval by the City. The City requires coverage for both "ongoing operations" and "products-completed operations hazard." In order to satisfy the requirement, the Contractor's insurance company shall submit an ISO Form CG 20 10 11 85 or an ISO Form CG 20 10 (or a substitute form providing equivalent coverage as approved by the City) and an ISO Form CG 20 37 (or a substitute form providing equivalent coverage as approved by the City) endorsement.

C. **Automobile Insurance.** Automobile Liability Insurance in an amount of not less than Five Million Dollars ($5,000,000) combined single limit for bodily injuries and property damage, including all owned, hired and non-owned vehicles.

D. **Damage and Theft.** The Contractor may insure the equipment, materials and work to cover Contractor's interest in the same from time to time, as required. The City will not, under any circumstances, be liable, answerable or accountable for any theft, loss or damage, however and by whatever cause, to said equipment, materials and work, or any part or parts thereof, used or employed in fully completing the Contract, until after the contract is completed and formal acceptance of the work by the City.

E. **Blanket Insurance Policies.** Blanket insurance policies complying with the above requirements carried by the Contractor, or acceptable and approved certificates thereof, may be substituted for specific policies upon approval by the City Attorney.

M. SAFETY PRACTICES

The Contractor is fully responsible for the safe performance of all work for which they are contractually committed, whether performed by themselves or by their Subcontractors. The Contractor must provide adequate protection for the health and safety of City employees, the general public and their own personnel. The Contractor must have in place their own **Injury and Illness Prevention Program** as required by Labor Code § 6401.7 and Title 8 § 1509 and § 3203 of the California Code of Regulations. **The Contractor must submit the Vendor/Contractor Certification Form with their bid. Failure to submit WILL disqualify your bid.** By signing the certification form the contractor has certified, under penalty of perjury, such a program is in place. Subcontractors will be required to sign prior to commencing work. California law also requires that the aforementioned program cover all employees and personnel controlled, directed or supervised by the Contractor to the extent that they are exposed to worksite and job assignment specific hazards.

The program shall be written and shall include but not be limited to the following elements:

1. Identification of the person or persons responsible for implementing the Contractor's safety program. List name of the Contractor's on-site Safety Representative.
2. The Contractor's system for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices.
3. The Contractor's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner. The Contractor shall correct unsafe and unhealthy conditions and work practices in a timely manner based on the severity of the hazard.
4. The Contractors occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.
5. The Contractor's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the Contractor of hazards at the worksite without fear of reprisal.
6. The Contractor's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.
7. The Contractor shall keep appropriate records of steps taken to implement and maintain the program such as inspection and training documentation. Contract shall include inspection checklist and training documentation form.
8. The Contractor shall include procedures to investigate occupational injury or occupational illness.

9. For Construction projects the Contractor shall adopt a written code of safe practices which relates to the employer's operations. Tailgate meetings shall be held at least every ten (10) working days with employees/crews.

N. FEDERAL, STATE AND LOCAL TAXES

Municipalities are exempt from Federal Excise Taxes, and prices quoted are to EXCLUDE Federal taxes. Exemption Certificate will be furnished upon request. Unless otherwise indicated, prices will be considered to EXCLUDE State and City Sales or Use Tax, which is payable by the City.

O. TAX DOCUMENTATION

The successful Bidder shall submit the City of Burbank Payee Registration Form prior to a Purchase Order being issued:

The Internal Revenue Code requires us to issue Form 1099 for certain payments made to Payees other than Corporations. Each failure to furnish a TAXPAYER IDENTIFICATION NUMBER COULD RESULT IN A PENALTY BEING ASSESSED by the I.R.S. In addition, we will be required to withhold 20 percent from payments subject to 1099 Reporting, if you fail to furnish us your IDENTIFICATION NUMBER.

P. ELECTRONIC FUNDS TRANSFER

The City is requiring all vendors of goods and services to use Electronic Funds Transfer (EFT) as a primary payment method. The successful bidder will be provided with set up instructions for EFT payments.

Q. INVOICES

It is understood that partial invoicing is acceptable; however, all invoices shall contain applicable the purchase order number, BWP Warehouse stock number, and shipped date. All invoices shall be Net 30 unless otherwise specified on the bidder's proposal. The earliest the City can pay an invoice is Net 20 days. All invoices shall be addressed to BWP Warehouse and sent to 320 N. Lake Street, Burbank, CA 91502.

All payments made to California Non-Residents (not qualified with the Secretary of State) for services provided in the State of California are subject to a 7% withholding which will be paid directly to the State of California. For more information see California Federal Tax Board (FTB) Publication 1017.

R. INTERPRETATION OF DOCUMENTS

If a prospective Bidder is in doubt as to the true meaning or intent of any part of the RFP Documents including the Specifications, or discovers discrepancies in, or omissions from the Technical Specifications, he may submit to the Purchasing Manager an electronic request for an interpretation or a correction thereof via the Q & A of the PlanetBids website. Interpretations or corrections of the RFP including the Specifications and Drawings shall be made by addendum or response of the Q&A issued by the Purchasing Manager, and a copy of such addendum or Q&A response will be via PlanetBids. Such addendum and Q&A shall be considered a part of, and incorporated in, the RFP.

S. ERRORS AND OMISSIONS

The Contractor will not be allowed to take advantage of any error or omission in the Specifications. It shall be the Contractor's obligation, upon discovering any error or omission, to promptly call it to the attention of the Burbank Inspector or Project Manager (hereinafter referred to as COB representative) who shall issue written instructions regarding such error or omission. If the Contractor fails to inform the COB representative of any error or omission that was found, the work shall be corrected upon order of the COB representative at the Contractor's sole expense.

T. INDEMNITY

The City, its officers, employees and/or agents shall not be answerable or accountable in any manner for any loss or damage that may occur to the work or any part thereof, or for any of the materials or other things used or employed in performing the work or for injury or damage to any person or persons, either workmen, employees of the Contractor or its Subcontractors or the public, or for damage to adjoining or other property, from any cause whatsoever arising out of, or in connection with, the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever arising out of, or in connection with, the performance of the work, except for negligence or willful misconduct of city, or of its agents, servants, or independent contractors. The Contractor will indemnity the City, its officers, employees and agents against and will hold and save them and each of them harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of or in connection with the work, operation or activities of the Contractor, its agents, employees, Subcontractors, or invitees, provided for herein, whether or not there is concurrent passive or active negligence on the part of the City, its officers, agents, or employees (but excluding such actions, claims, damages to persons or property, penalties, obligations, or liability arising from the negligence or willful misconduct of the City, its Council, agents, servants, or independent contractors who are directly responsible to the City) and in connection therewith:

1. The Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees incurred in connection therewith.
2. The Contractor will promptly pay any judgment rendered against the Contractor or the City, its officers, employees and agents covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations, or activities of the Contractor hereunder; and the Contractor agrees to save and hold the City, its officers, employees and agents harmless therefrom.
3. In the event the City is made a part of any action or proceeding filed or prosecuted against the Contractor for such damages or other claims arising out of or in connection with the work, operation or activities of the Contractor hereunder, the Contractor agrees to pay to the City any and all costs and expenses incurred by the City in such action or proceeding together with the reasonable attorneys' fees. So much of the money due to the Contractor under and by virtue of the Contract as shall be considered necessary by the City may be retained by the City until disposition has been made of such actions or claims for damages as aforesaid

U. EXECUTION OF CONTRACT

In the discretion of the City, if a Bidder, whose Proposal is accepted, fails or refuses to enter into the Contract as herein provided, or to conform to any of the stipulated requirements in connection therewith, an award may be made to the Bidder whose quotation is next most acceptable to the City, and such second Bidder shall fulfill each stipulation embraced herein as if he were the party to whom the first award was made. A corporation to which an award is made may be required, before the Contract is finally signed, to furnish evidence of its corporate existence, of its right to do business in California.

V. RESERVATIONS

The City reserves the right to reject any and all bids, or any item or items of the bid, and to waive any informalities or technical defects as the interests of the City may require.

W. CHARTER CITY STATUS

Except as provided for in this Code or pursuant to agreement approved by the City Council, the City of Burbank, as a Charter City, is exempt from the provisions of the California Public Contract Code.

X. PERSONAL LIABILITY

No member of the City Council or other officer, employee, or agent of the City, or their consultants shall be personally responsible for any liability arising under or by virtue of the Contract.

Y. EXTENSION OF CONTRACT TO OTHER LOCAL PUBLIC AGENCIES

The prices, terms and conditions of this bid may be extended to other governmental agencies at the mutual agreement of both the agency and the bidding contractor. All requirements of the specifications, purchase orders, invoices and payments with other agencies would be handled directly with the successful Bidder. The City of Burbank does not warrant any additional use of the contract by such agencies. The Bidder's response as requested on the Bidder's Proposal will in no way affect the City of Burbank's consideration of this bid. Exception to this must be clearly noted on the Bidder's Proposal.

Z. COMPLIANCE WITH LAWS

The successful bidder shall perform all of its obligations under these Contract Documents in accordance with all applicable federal, state and local laws, rules, regulations and orders. This obligation includes, but is not limited to, compliance with any applicable workplace safety requirements issued in connection with COVID-19, and any updates thereto.

For Federally funded purchases, disbarment in the SAM (System for Award Management) list will be grounds for immediate rescission of City's contractual obligation.

AA. GUARANTEE

The Contractor shall guarantee, for a period of one year after acceptance, all equipment and appurtenances furnished by him/her to be free from defects or flaws of material, workmanship, design or construction. Within thirty (30) days after notice thereof by the City, the Contractor shall replace, repair, or correct, free of all expense to the City, any defective material or equipment which shall develop flaws or faults during said period of one year from the date the apparatus is accepted to the satisfaction of the Engineer.

BB. SELLER'S GUARANTEE

The Contractor guarantees the material or equipment furnished under the contract meets all the requirements of the specification.

CC. MISCELLANEOUS

1. **Severability.** If any part, term, or provision of the Contract Documents shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over the Contract Documents, the validity of the remaining portions or provisions shall not be affected by such holding.

2. **Governing Law.** The terms of the Contract Documents shall be interpreted according to the laws of the State of California. Should litigation occur, the venue shall be in the Superior Court of Los Angeles County.

3. **Equipment**
All equipment and/or material referred to in this quotation shall in all respects be in full compliance with all CAL / OSHA Safety and Health Orders.

4. **Full Agreement**
This Request for Proposal, when returned to the City as an offer for material and/or services will constitute the full agreement between the City and Vendor if a purchase order is awarded. Any changes to the documents for proposal must be made at the time the bid is submitted. Any changes and/or amendments to this agreement presented after the successful vendor receives a purchase order will not be accepted. Unless the City includes a stipulation for a separate agreement to be executed, the City will not execute any other agreement or contract in conjunction with this quotation request.

8. PROPOSAL EVALUATION CRITERIA AND REVIEW PROCESS

The City reserves the right to reject all bids for any reason whether or not said bids are responsive or non-responsive. The City reserves the right to reject any bid that is non-responsive to this RFP. The City may, but shall not be required to, solicit additional information, orally or in writing, from one or more of the applicants relating to the content of their proposal(s). The City may, but shall not be required to, meet with one or more of the applicants prior to a preliminary selection of one or more applicants with which the City may choose to negotiate.

In selecting the most responsive Bidder, a Bidder may be required to present evidence that the Bidder has successfully performed similar work of comparable magnitude and complexity, or submit other evidence satisfactory to the City that the Bidder is competent to manage the proposed undertaking and to carry it forward to a successful conclusion. A showing of adequate financial resources may be required, but, unless otherwise stated, it will not be used as the only

factor to determine whether a Bidder is able to undertake the proposed work. Respondents will be evaluated/scored using the following Selection Criteria and based on the information contained in a complete proposal (100 Points):

SC-1 Responsiveness to RFP: Ability to meet general requirements and follow instructions of this RFP for the term of the contract.
(20 points)

SC-2 Experience and References:
a) A track record of success in supporting other customers in similar Alliance Agreements.
b) Have sufficient industry experience (years in business) and product knowledge to provide superior product support.
c) Possess the financial strength to maintain support without interruption.
d) Possess updated technology and systems.
e) Ability to deliver quality product on an ongoing basis in a timely manner.
(30 Points)

SC-3 Customer Support: Ability to provide on-line ordering for BWP Warehouse personnel and conformance with BWP Reel deposit policy.
(10 points)

SC-4 Price Proposal: All costs and fees for each year have been identified and listed. Once proposed fee has been evaluated for completeness and technical soundness, proposed prices will be rank ordered and allocated points accordingly.
(40 points)

The City may contact recent clients and references for information and verification of experience and past performance, and Respondent expressly consents, releases from all liability and holds the City harmless in all respects, with respect to the City making such contacts. The City may obtain background information from other sources, such as Dunn and Bradstreet.

9. REQUIRED DOCUMENTS

a. Bidder's Proposal Pages and Affidavit
b. Acknowledgement of Terms of RFP, provided on page 3.
c. Contractor's References
d. Vendor/Contractor IIPP Certification
e. Cable Specifications (Cable Specification - UG15K-AL0020S-FCN-16A - Stock No. 25.551100, Cable Specification - UG15K-AL0020T-16A - Stock No. 25.551200, Cable Specification - UG15K-CU0002T-16A - Stock No. 25.540000, Cable Specification - UG15K-CU1000S-175MIL-16A - Stock No. 25.654400, Cable Specification - UG15K-CU1000S-220MIL-16A - Stock No. 25.654300, Cable Specification - UG15K-CU1000T-16A - Stock No. 25.654100, Cable Specification - UG35K-CU1000S-16A - Stock No. 25.654000, Cable Specification - UG35K-CU1250S-16A - Stock No. 25.655000, Cable Specification - UG69K-CU1000S-16A - Stock No. 25.711000, Cable Specification - UG69K-CU1250S-16A - Stock No. 25.710000)

Failure to submit information in accordance with this RFP's requirements shall be cause for rejection of the proposal.

10. OPENING OF PROPOSALS; CONFIDENTIALITY

The proposals will be opened in confidence by the responsible Buyer, who will review the proposals for responsiveness. The City will endeavor to keep the proposal documents confidential within the City until such time a contract is awarded.

11. COMPLIANCE WITH LAWS AND REGULATIONS

The selected proposer(s) are required to comply with all relevant local, state, and federal laws, codes, ordinances, and orders. If the selected proposer outsources any work or job to a subcontractor it will be the proposer's responsibility to ensure that all subcontractors meet the requirements set forth in this RFP and the resulting agreement.

12. TITLE VI SOLICITATION NOTICE

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all firms that it will affirmatively ensure that for any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

13. CONTRACT AWARD/PERFORMANCE TERM

It is the intent of the City to issue one (1) purchase order for a total estimated lump sum to adequately cover the cost of the services for the period of the agreement.

The City intends to award to a primary and alternate vendor to ensure delivery of required supplies and reserves the right to split this contract and award to more than one vendor, if it is to the City's advantage. The award, if made by the City, will be to the Respondent offering the proposal deemed to be the best value to the City, with price and other factors listed in the Selection Criteria considered.

14. PUBLIC RECORD

a. All records, documents, drawings, plans, specifications, and other materials submitted by proposers in its proposal and during the course of any work awarded shall become the exclusive property of the City and may be deemed public records and subject to the provisions of the California Public Records Act (Government Code, sections 6250 et seq.). The City's use and disclosure of its records are governed by this law.

b. The City will accept information clearly labeled "TRADE SECRET", "CONFIDENTIAL," or "PROPRIETARY" as determined by the submitting party in accordance with the California Public Records Act. The City will endeavor to inform the submitter of any request for the disclosure of such information. Under no circumstances, however, will the City be responsible or liable to the submitter or any other party for the public disclosure of any such labeled information. Proposers that indiscriminately identify all or most of their proposal as exempt from disclosure without justification shall, at the City's discretion, be deemed non-responsive.

c. The City will not advise as to the nature or content of documents entitled to protection from disclosure under the California Public Records Act, including interpretations of the Act or the definitions of "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY".

d. If litigation is brought under the Public Records Act concerning documents submitted in response to this RFP, the proposer(s) who submitted such documents shall indemnify, defend and hold harmless the City in such litigation.

15. OTHER SOLICITATION TERMS

a. The City reserves the right to negotiate and may request clarifications on all associated items as part of its evaluation prior to contract award.

b. The City reserves the right to evaluate the qualifications of any Respondent, based on experience and past performance, technical ability, suitable and appropriate credentials, and the overall capability of the company to perform the required scope as it deems in its best interest.

c. The City reserves the right to cancel this RFP process, or to reject any and all proposals, for any reason at its sole discretion, at any time prior to contract award, and/or to waive any informalities or technical defects as the interests of the City may require.

d. Respondents shall bear their own proposal preparation and, if required, interview-related costs.

e. Proposals shall be valid for acceptance by the City for 120 days from the proposal due date.

f. This solicitation is not a commitment to contract, nor a promise or an authorization to purchase required resources, nor does it require commencement of any order or project.

g. Each proposer shall include in the proposed price any patent fees, royalties, licenses and charges on any patented article or process to be furnished or used in the prosecution of the Work.

h. Proposed prices shall include all federal, state, local and other taxes.

i. Approve or disapprove the use of any subcontractors.

16. PROPOSAL SUBMISSION

Proposals shall be submitted electronically to the City by uploading to the PlanetBids website (https://pbsystem.planetbids.com/portal/14210/portal-home) by 2:00 p.m. on **January 07**, **2026**. Late, emailed, faxed, or hand delivered submissions will not be accepted.

Proposals shall be addressed to:

City of Burbank, Procurement Services Division
Attention: Michael DeGrey
Ref: RFP BWP-2025-002 - ALLIANCE AGREEMENT FOR LARGE ELECTRICAL DISTRIBUTION WIRE AND CABLE SUPPLIES - (CLASS 25)
301 E. Olive Avenue
Burbank, CA 91502

Select "Place e-Bid" to enter bid information. All information is visible only to the Respondent. Data may be "saved" (preliminary) or "submitted" (final), revised and withdrawn up to the closing deadline. Respondent will receive a confirmation after final "submitting" of an e-bid.

Proposals must be successfully and completely uploaded and e-bid confirmation received by submitting party prior to deadline. Therefore, plan response time accordingly. Respondents are cautioned to completely check their proposal for accuracy prior to submission. The City strongly recommends that each Respondent research the “Place E-bid” tab prior to submission in order to understand how the components of the response (i.e., proposal) are to be uploaded in the General Attachments and Response File tabs.

Please contact PlanetBids directly at 818-992-1771 for technical assistance with your submission, as the City does not have access to the Vendor Portal.

17. BIDDER'S PROPOSAL PAGES

A. Bidder agrees to furnish services and product as described in the Scope of Services for the items listed below. Bidder **must** indicate manufacturer and part number being **provided if different** from description. **Caution: Alternate products will not be accepted at this time.**

ITEM NO	STOCK NO	DESCRIPTION	UOM	QTY	UNIT PRICE	EXTENDED
1	N/A	REEL DEPOSIT COST	REEL	1	6,000	6,000
2	25.540000	#2 COPPER, 15,000 VOLT, SINGLE CONDUCTOR (TRIPLEXED), EPR INSULATED, 1/3 CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-CU0002T-16A**	FT	1,000	Make & Hold $ Make & Ship $ 19.633	Make & Hold $ Make & Ship $ 19,633
3	25.551100	2/0 ALUMINUM, 15,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED, FULL CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-AL0020S-FCN-16A**	FT	500	Make & Hold $ Make & Ship $ 7.113	Make & Hold $ Make & Ship $ 3,556.50
4	25.551200	2/0 ALUMINUM, 15,000 VOLT, SINGLE CONDUCTOR (TRIPLEXED), EPR INSULATED, 1/3 CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-AL0020T-16A**	FT	2,000	Make & Hold $ Make & Ship $ 16.163	Make & Hold $ Make & Ship $ 32,326
5	25.654000	1000 MCM COPPER, 35,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED (345 MILS), SHIELDED, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG35K-CU1000S-16A**	FT	3,000	Make & Hold $ Make & Ship $ 44.293	Make & Hold $ Make & Ship $ 132,879
6	25.654100	1000 KCMIL COPPER, 15,000 VOLT, SINGLE CONDUCTOR (TRIPLEXED), EPR INSULATED, 1/3 CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-CU1000T-16A**	EA	15,000	Make & Hold $ Make & Ship $ 143.104	Make & Hold $ Make & Ship $ 2,146,560

7	25.654300	1000 KCMIL COPPER, 15,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED (220 MIL), 1/3 CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-CU1000S-16A**	FT	1,000	Make & Hold $ Make & Ship $ 51.923	Make & Hold $ Make & Ship $ 51,923
8	25.654400	1000 KCMIL COPPER, 15,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED (175 MIL), 1/3 CONCENTRIC NEUTRAL, PE JACKETED UNDERGROUND DISTRIBUTION CABLE. **PER BWP SPEC NO. UG15K-CU1000S-175MIL-16A**	FT	1,000	Make & Hold $ Make & Ship $ 46.964	Make & Hold $ Make & Ship $ 46,964
9	25.710000	1250 MCM COPPER, 69,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED (650 MILS), SHIELDED, PE JACKETED UNDERGROUND TRANSMISSION CABLE. **PER BWP SPEC NO. UG69K-CU1000S-16A.**	FT	15,000	Make & Hold $ Make & Ship $ 73.003	Make & Hold $ Make & Ship $ 1,125,045
10	25.711000	1000 MCM COPPER, 69,000 VOLT, SINGLE CONDUCTOR, EPR INSULATED (650 MILS), SHIELDED, PE JACKETED UNDERGROUND TRANSMISSION CABLE. **PER BWP SPEC NO. UG69K-CU1250S-16A.**	FT	2,000	Make & Hold $ Make & Ship $ 65.109	Make & Hold $ Make & Ship $ 130,218
		TOTAL SUM BID				MAKE & HOLD $ MAKE & SHIP $ $3,695,104.50

17. BIDDER'S PROPOSAL PAGES (Continued)

B. Supplier Contact for questions regarding this bid.

Name: Matt Sharp Title: District Manager

Phone: (408) 206-3015 Email: M.Sharp@Okonite.com

C. After the initial four (4) year contract, the City may exercise its option to
may or may not

renew this agreement as stipulated under Bidding General Conditions (7.D.2) for the period of: 3 (Indicate one (1) additional year; two (2) additional years; or three (3) additional years.)

D. Vendor agrees that the **Producer Price Index (PPI) Commodities for Metals and Metal Products (WPU10)** will be used to determine possible adjustments to the unit pricing.

YES ____ NO X

If no, which **Consumer or Producer Price Index (CPI / PPI)** should be used?

We offer annual adjustments using CPI-W and metals adjustments using COMEX (Copper) and Platt's (Aluminum) - See Proposal

E. Vendor offers online ordering? YES X NO ____

If no, how will vendor comply with RFP?

F. Cash Discount Terms of _____% Net 30 days/prox. for prompt payment will apply to all orders. (A minimum of 20 days is required.) Unless otherwise stated, net 30 days shall apply.

G. Please indicate if this bid will be extended to other public agencies: YES ___ NO X

17. BIDDER'S PROPOSAL PAGES (Continued)

The undersigned certifies that the Bidder has examined and is familiar with Request for Proposal **No. BWP-2025-002** including the specifications, and other attachments hereto and understands that the City of Burbank will not be responsible for any errors or omissions on the Bidder's part in making up this bid.

The bidder further agrees to sign the Contract Documents in accordance with the Proposal as accepted and furnish the required insurance, within fifteen (15) working days from date of mailing of said notice of acceptance to bidder at the address as given below. The Purchasing Manager may provide in writing additional time for cause not to exceed a total of five (5) working days

Bidder agrees that his Proposal shall remain open and not withdrawn for a period of not less than One Hundred Twenty (120) calendar days from the date of opening bids, or until rejected by the City, whichever period is shorter.

Before a purchase order is issued or delivering of any equipment, materials, or the performance of any work by the Contractor, Subcontractors or any agent, servant, employee or representative of any of them, at the jobsite under the Contract, the Contractor must file with the Purchasing Division an insurance policy or an acceptable Certificate of Insurance subject to approval of the City Attorney, indicating the requisite is in full force and effect.

It is understood by the undersigned that the contract, when awarded, will incorporate the following:

1. General Conditions of Bid Request
2. Data submitted in proposal by Bidder

COMPANY NAME: The Okonite Company

AUTHORIZED SIGNATURE: Matt Sharp DATE: 1.06.2026

PRINT NAME: Matt Sharp TITLE District Manager

ADDRESS: 340 Golden Shore Suite #230 Long Beach, CA 90802

TELEPHONE NUMBER: (562) 590-3070 FAX NUMBER: ( )

TAXPAYER I.D. NO. 22-2279445

BIDDERS SHALL EXECUTE THE APPLICABLE AFFIDAVIT ON THE FOLLOWING PAGES.

STATE OF CALIFORNIA) ATTACHMENT 1
: SS
COUNTY OF LOS ANGELES)

CORPORATION AFFIDAVIT

Matt Sharp being first duly sworn, deposes and says:

That he is the District Manager (Title) of The Okonite Company (Name) a corporation, which is the party making the foregoing quotation or bid; that such a bid is genuine and not collusive or sham; that said bidder has not conspired or agreed, directly or indirectly, that another person refrain from bidding, nor by such means sought to secure any advantage for itself or for any other party; that said bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the Bylaws, Rules or Regulations of which prohibit or prevent the contractor from considering any bid from any subcontractor or materialman which is not processed through said bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities or accept from or through such depository.

That he is duly authorized to execute the within the Bid Quotation on behalf of said corporation and that such corporation executed the same pursuant to its bylaws or a resolution of its Board of Directors.

STATE OF CALIFORNIA)
: SS
COUNTY OF LOS ANGELES)

LIMITED LIABILITY COMPANY AFFIDAVIT

_____ being first duly sworn, deposes and says:

That he is the _____ (Title) of _____ (Name) a limited liability company, which is the party making the foregoing quotation or bid; that such a bid is genuine and not collusive or sham; that said bidder has not conspired or agreed, directly or indirectly, that another person refrain from bidding, nor by such means sought to secure any advantage for itself or for any other party; that said bidder has not accepted any bid from any subcontractor or materialman through any bid depository, the Operating Agreement or Limited Liability Company Agreement of which prohibit or prevent the contractor from considering any bid from any subcontractor or materialman which is not processed through said bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities or accept from or through such depository.

That he is duly authorized to execute the within the Bid Quotation on behalf of said corporation and that such corporation executed the same pursuant to its operating agreement/limited liability company agreement or a resolution of its Manager Members or its Members.

SUBSCRIBED and SWORN to before me this 6 day JANUARY, 2026

My commission expires: AUGUST 1. 2027

Notary Public in and for the said County/State

(Seal)

MEGAN DANIELLE POLYACHENKO
Notary Public - California
Los Angeles County
Commission # 2456717
My Comm. Expires Aug 1, 2027

RFP #BWP-2025-002
BURBANK WATER AND POWER

CONTRACTOR'S REFERENCES

Contractor shall have a minimum of five (5) years' experience providing similar services. The bidder has been engaged in similar projects for 100+ years

Please provide a list of at least three (3) agencies or companies for whom you have successfully provided work on projects of similar scope.

Attaching a reference list in lieu of completing this form will deem the bid non-responsive.

Contact Person	Vince Nguyen
Name of Agency or Company	Los Angeles Dept. of Water and Power
Name and Year of Project	Multiple Blanket Contracts over 20+ Years
Scope of Work	Supply of Medium Voltage Cable
Address	600 Wilshire Blvd. Los Angeles, Ca
Telephone No.	(213) 367 - 3684
Total Contract Amount	Approx. $17,000,000 since 2021
Contact Person	Lem Reyes
Name of Agency or Company	City of Anaheim Public Utility
Name and Year of Project	Multiple Substation and Distribution
Scope of Work	Supply of Medium Voltage Cable
Address	201 S Anaheim Blvd. Anaheim, Ca
Telephone No.	(714) 765 - 5020
Total Contract Amount	Approx. $13,500,000 since 2021
Contact Person	Matthew Perez
Name of Agency or Company	Pacific Gas and Electric
Name and Year of Project	Blanket Customer Since Early 1990's
Scope of Work	Supply of Medium Voltage Cable
Address	300 Lakeside Dr. Oakland, Ca
Telephone No.	(415) 973 - 5628
Total Contract Amount	$40M Annually

Contact Person	Brandon Robinson
Name of Agency or Company	City of Banning Public Utility
Name and Year of Project	Various Projects 2010 - 2025
Scope of Work	Supply of Medium Voltage Cable
Address	99 E Ramsey St, Banning, CA 92220
Telephone No.	951-922-3263
Total Contract Amount	$2.5M+

VENDOR/CONTRACTOR CERTIFICATION

This Form MUST be Returned with Bidder's Proposal.

Failure to submit will disqualify your bid.

The undersigned certifies that it has in place an **Injury and Illness Prevention Program** as required by Labor Code § 6401.7 and Title 8 § 1509 and § 3203 of the California Code of Regulations. (Note: If you believe that you are exempt from the state mandate, on a separate sheet please explain why you are exempt.)

The undersigned further certifies that its IIPP is in written form and includes, at a minimum, the following elements:

1. Identification of the person or persons responsible for implementing the Contractor's safety program and the name of the Contractor's on-site Safety Representative.

2. The Contractor's system for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices:

   a) whenever new substances, processes, procedures or equipment is introduced into the workplace and represents a new hazard; and
   b) whenever the Contractor is made aware of a new or previously unrecognized hazard.

3. The Contractor's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner. The Contractor shall correct unsafe and unhealthy conditions and work practices in a timely manner based on the severity of the hazard:

   a) when observed or discovered; and
   b) when an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct hazardous conditions shall be provided with the necessary safeguards.

4. The Contractors occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment:

   a) to all new employees;
   b) to all employees given new job assignments for which training has not been previously received;
   c) whenever new substance, processes, procedures or equipment are introduced into the Project and represent a new hazard;
   d) whenever the employer is made aware of a new or previously unrecognized hazard; and
   e) for supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

VENDOR/CONTRACTOR CERTIFICATION

5. The Contractor's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the Contractor of hazards at the Job Site without fear of reprisal.

   Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

6. The Contractor's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.

7. The Contractor shall keep appropriate records of steps taken to implement and maintain the program such as inspection, training documentation, included but not limited to, inspection checklist and training documentation form.

8. The Contractor shall include procedures to investigate occupational injury or occupational illness. *See form ART-21 attached with Proposal*

9. For construction projects the Contractor shall adopt a written code of safe practices that specifically relates to the employer's operations. Tailgate meetings shall be held at least every ten (10) working days with employees and subcontractors.

10. A pre-job meeting may be required with the Environmental Health and Safety Officer, or their designee, prior to the job start date.

11. A workplace violence prevention plan conforming to the requirements of Labor Code 6401.7. For more information, please visit https://www.dir.ca.gov/dosh/Workplace-Violence.html

The foregoing is made herein are made under penalty of perjury.

FULL AND CORRECT NAME

COMPANY NAME: The Okonite Company

SIGNED: _____ DATE: 1/07/2026

PRINT NAME: James J. Groome TITLE: Director of Safety and Environmental Programs

ADDRESS: P.O. Box 340 Ramsey, NJ 07446

TELEPHONE NUMBER: (201) 825-0300 FAX NUMBER: (_____) _____

The City reserves the right to review the IIPP and to inspect the Job Site while the Work is in progress for safety and health requirements, per current Federal or State/OSHA regulations. Any violations discovered shall immediately be corrected by the Contractor at its sole expense or the City shall correct such violations and deduct the expenses from monies due the Contractor.

ATTACHMENT 1

DRAFT AGREEMENT

THIS AGREEMENT made and entered into this 6th day of January 2026, by and between the CITY OF BURBANK, a municipal corporation, hereinafter designated as "City", and The Okonite Company hereinafter designated as "Contractor".

WITNESSETH, that the parties hereto mutually agree as follows:

ARTICLE I. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the City, the Contractor agrees to furnish materials and perform all work **in accordance with Proposal No.** BWP-2025-002 and to comply with the terms, conditions and provisions of all Contract Documents hereto attached and incorporated herein by reference.

ARTICLE II. For full performance of this agreement the City will pay and the Contractor shall accept as full consideration the prices and the amount named in the Contractor's attached proposal. Said consideration shall be paid as provided in the proposal submitted by the Contractor.

ARTICLE III. The General Conditions of the **Request for Proposal No.** BWP- 2025-002 and the Data submitted in the proposal by the Contractor are hereby incorporated in and made a part of this agreement, and the said parties for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to full performance of the covenant therein contained.

IN WITNESS WHEREOF, the parties hereto have executed this instrument in duplicate on the day and year first above written.

CITY OF BURBANK, a municipal corporation

By: _____

City Manager

Matt Sharp

Contractor

By: District Manager - The Okonite Company

Title

By: _____

Title

ATTEST:

_____

STAFF REPORT

WATER AND POWER

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Riad Sleiman, Chief Assistant General Manager
Drew Johnstone, Sustainability Officer
BY: Drew Kidd, Marketing Associate

SUBJECT: Approval of an Agreement with the American Public Power Association for the Demonstration of Energy and Efficiency Development Program Grant for the Development of Power-Efficient Design in Utility Customer Electrification Programs in the Amount of $77,750

RECOMMENDATION

Approve the agreement with the American Public Power Association (APPA) accepting grant funds for the Demonstration of Energy and Efficiency Development (DEED) program grant in the amount of $77,750 for the development of Power Design in Utility Customer Electrification Programs (Agreement), and authorize the General Manager of Burbank Water and Power (BWP), as designee to the City Manager, to execute the Agreement and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office.

BACKGROUND

APPA is a not-for-profit group of approximately 2,000 community-owned utilities throughout the United States, of which BWP is a member. APPA advocates for public power, provides education to member utilities, and awards grants for research and development to projects submitted by member agencies.

The DEED grant is APPA's primary grant offered for member agencies. DEED grants fund research, pilot projects, and education, with a focus on grants for projects that can be replicated at utilities nationwide. Previously, BWP received a DEED grant for the Iron-Flow Battery Demonstration Project.

BWP staff applied for a DEED grant on February 15, 2026, for the development of a program for Power Efficient Design in Utility Customer Electrification Programs, in collaboration with the POWER Group. The POWER Group is a not-for-profit network of 200+ collaborators working on residential electrification.

DISCUSSION

APPA approved BWP's DEED grant application for Power-Efficient Design in Utility Customer Electrification Programs on April 23, 2026. Power-efficient design is an emerging practice in electrification that enables residential projects to be completed without upgrading the main panel or utility service. This practice results in greater affordability for customers and reduces the electric utility's need for service planning, labor, and capital upgrades to support electrification.

There are three main phases for the grant. First, working with the POWER Group's experts in power-efficient design, BWP will develop a guide for implementing utility electrification programs that promotes power-efficient design. Second, BWP and the POWER Group will develop a spreadsheet to estimate utility expenditure savings from power-efficient design projects vs. traditional electrification projects. Finally, BWP will complete demonstration electrification projects to explore the efficacy of power-efficient design principles and demonstrate the customer and utility cost savings.

The DEED grant and related implementation program may be used for future residential projects, including both market-rate and affordable units. This project aligns with the following three measures in the Council-adopted Greenhouse Gas Reduction Plan (2022):

1. Measure BE.1.3b - Continue to perform outreach for smart grid integration and promotion of smart grid-compatible technologies.
2. Measure C-1.1c - Establish a program with Burbank Housing Corporation to provide discounted electric appliances and equipment, as well as technical assistance with installation and electrical panel and circuit upgrades for retrofits and time of replacement upgrades of appliances and equipment in affordable housing units.
3. Measure C1.1f - Implement a pilot project for retrofitting of an entire building of affordable housing units, as determined feasible.

The total project budget is $155,000 from the Public Benefits Fund, with the grant covering 50% of the cost at $77,750. The project is estimated to begin in July 2026 and be completed by October 2027.

COMMUNITY OUTREACH

The demonstration projects are currently planned to be part of BWP's ongoing efforts to electrify low-income units in the City of Burbank (City). Outreach to the residents of those units is planned to educate them on the operation and benefits of the new, power-efficient electrical appliances.

At the June 4, 2026 BWP Board (Board) meeting, staff informed the Board of APPA's grant approval during the Sustainability Update.

ENVIRONMENTAL REVIEW

Staff has reviewed this item in accordance with the California Environmental Quality Act (CEQA) and believes that approval of this item is not a project under CEQA. This project is designed to promote and complete electrification projects that reduce emissions and environmental impacts. Accordingly, this item involves government fiscal activities unrelated to any specific project with the potential for an environmental impact. (See 14 CCR § 15378 (fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment are not projects). As such, this item is not a project under CEQA, and no further environmental review is necessary. However, to the extent any future demonstration projects fall within the definition of a project subject to CEQA, such projects are statutorily exempt from CEQA pursuant to 14 CCR § 15301 (Class 1 – Existing Facilities) as they will involve minor alteration of existing private residential structures involving no expansion of existing or former use and there are no unusual circumstances that would preclude the use of this exemption. Future demonstration projects will involve retrofitting of existing residential structures to promote electrification and reduce emissions.

FISCAL IMPACT

The overall project is estimated to cost $155,000, and will be funded by restricted funds budgeted for Public Benefits programs. APPA will reimburse 50% of the cost ($77,500) through the grant. Public Benefits funds consist of restricted cash that may be used only for eligible purposes and are segregated from other cash within the Electric Fund. Furthermore, Public Benefits expenditures are excluded from rate studies; therefore, the use of Public Benefits funds for this project will have no direct impact on electric rates. This project is an eligible use of Public Benefits funds because it supports research and development activities.

CONCLUSION

The approval of this grant will benefit the community by improving BWP's electrification programs. Power-efficient design allows customers to electrify at a much lower cost, and the reduction in panel upgrades reduces BWP's capital expenditure needs. Staff recommends that Council approve the Agreement accepting the DEED program grant in the amount of $77,750, and authorize the General Manager of BWP, as designee to the

City Manager, to execute the Agreement and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office.

ATTACHMENT

Attachment 1 – Demonstration of Energy and Efficiency Development Grant Agreement

Demonstration of Energy & Efficiency Developments (DEED) Grant Agreement
Burbank Water and Power
CG-2824: Power Efficient Design in Utility Customer Electrification Programs

This Grant Agreement ("Agreement") is made and entered into as of the date of last signature below ("Effective Date") by and between the American Public Power Association ("APPA") and the City of Burbank ("Grantee"), each a "Party" and collectively the "Parties".

WHEREAS, the Board of Directors of APPA has established the Demonstration of Energy & Efficiency Developments ("DEED") program that is dedicated to improving the operations and services of public power utilities by supporting and demonstrating its members' innovative activities through research, funding, and education;

WHEREAS, Grantee has submitted a proposed demonstration project, in a DEED proposal submitted on February 15, 2026, which is incorporated herein by reference, with information including a project description, the rationale, schedule, and estimated cost of the project, together with a statement of why the project is widely applicable to members of APPA, and supporting technical material;

WHEREAS, the DEED Board has found the proposed project to be meritorious and worthy of a DEED grant;

WHEREAS Grantee has agreed to the DEED grant terms as described below:

NOW, THEREFORE, the Parties agree as follows:

1. **Funding.** APPA will supply a DEED grant in the amount of $77,750 to Grantee ("DEED Grant"). Payment shall be made within 30 days of receipt of invoice at APPA, as further described in Sections 9 and 10.

2. **Project and Project Personnel.** The project to be undertaken by Grantee is as follows:

The project will be executed in two parallel steps with feedback loops via a demonstration project to transfer on-the-ground learnings. The first step is designing a program guide to implement power efficient design (PED) in residential buildings – both single and multifamily – with accompanying guides for key audiences. The second step is developing a simulation model to analyze the cost benefits, such as reduced infrastructure upgrades, and staff time, from implementing PED on a utility grid vs. traditional electrification. Finally, a demonstration

project on residential units will be performed, informed by this simulation model and the program guide.

In the first step, a residential electrification program will be designed centered on PED that promotes using existing electrical panels wherever possible to maximize resources, increase affordability, and shorten timelines. In this new program, a new cost-effective incentive structure and implementation path for PED will be designed, which includes multi-function appliances (e.g. combination washer and dryer), power efficient appliances (e.g. heat pumps without resistance strip heat), thoughtful sizing (e.g. EV charger), load controls (e.g. circuit sharing or circuit pausing), strategic use of the National Electrical Code, and solutions to save panel space. Program guides will be developed for key audiences – utility planners, service planners, homeowners/building owners, contractors, and city departments like building and safety. The guides will be tailored to the audience, but will have core content detailing the program structure, the concept of PED and its implementation, and key check points to measure success. Then, outreach and training will be conducted with the guides to introduce the new program to different audiences.

In the second step, a simulation model will be developed to measure the value of PED implementation on a utility's grid. This simulation model design will happen at the same time as the first step. The simulation model will be developed in Excel and use BWP's labor, material, and equipment costs to estimate the cost savings in avoided capital upgrades from implementing PED. Once this model is built, neighborhoods will be identified to run simulations across three scenarios: (1) electrifying all customers connected to a single transformer, (2) electrifying an entire residential feeder lateral, and (3) electrifying a mixed neighborhood of single-family and multifamily buildings. From these simulations, the impacts of PED will be analyzed in contrast to business-as-usual electrification for both cost and time savings for the utilities and customers.

Next, the simulation model will be used to identify sites to carry out a demonstration project with PED. In this demonstration project, the program guides developed in the first step will be piloted to carry out PED electrification. The demonstration project's electrification implementation impacts (including loads, costs, labor, and time) will be measured to contrast with the simulation model's prediction. Surveys will be conducted to understand the experiences of the property owner, contractor, residents, and utility staff in undertaking the PED electrification. The information, learnings, and results from this demonstration project will be used to update the program design and guides, as well as, the simulation model.

Project scope is more fully described in the Grantee's proposal CG-2824: Power Efficient Design in Utility Customer Electrification Programs. The proposal, as well as the document DEED Grant Requirements containing instructions related to preparing and submitting Quarterly Reports, Final Reports, and Summary Abstracts, are incorporated herein by reference and made a part of this Agreement. It is understood that the key personnel of this project are:

- Drew Kidd, Marketing Associate, City of Burbank - Burbank Water and Power
- Jenny Low, Senior Program Manager, POWER Group

3. **Term.** The Agreement shall commence as of the Effective Date. The Grantee is required to complete the project as approved by the DEED Board by October 29, 2027, as noted in the proposal. Any changes to the completion date must be addressed as further described in Section 6.

4. **Subcontractors.** If Grantee proposes to hire a subcontractor to work on the project and such subcontractor is not identified in Grantee's original project proposal, Grantee shall request APPA's written permission to do so. In addition, Grantee shall ensure that APPA's rights under this Agreement are not diminished by the use of a subcontractor. Any agreement between Grantee and a subcontractor shall incorporate the terms and conditions of this Agreement, as necessary. At a minimum, any such agreement between Grantee and a subcontractor shall require a subcontractor:

(a) to maintain books, records, and other documents and appropriate accounting procedures and practices sufficient to reflect receipt and disposition of project funds and total costs (direct and indirect) of the project, to retain such books, records, and other documents until the expiration of three years from the date of final payment or completion of the project, and permit inspection and audit of such books, records, or other documents by APPA or its contractors;

(b) not to delegate or transfer to another party the responsibility for carrying out the project or the use of project funds unless approved in writing by APPA and Grantee;

(c) to notify the Grantee and APPA of all proposed major project changes (such as those identified in Section 6 of this Agreement) in a manner consistent with the provisions of that Section, and to provide an opportunity for APPA and Grantee to disapprove any such changes in a manner consistent with the provisions of Section 6 of this Agreement;

(d) not to terminate the project except for the material breach of APPA that remains uncured after advance written notice to APPA and a reasonable opportunity to cure the

breach, and if APPA or Grantee finds, in their reasonable discretion, that the subcontractor has terminated the project work for any other reason, all funds paid by Grantee to the subcontractor shall be returned, at the discretion of APPA, to Grantee or to APPA;

(e) to return unexpended funds to Grantee or APPA, as determined by APPA, in the event that the work is terminated for APPA's material breach or the work is completed prior to expenditure of all funds; and

(f) to expressly agree that APPA owns all intellectual property rights in the project by having each subcontractor sign Attachment A, which acknowledges that all information, materials, and work product, including reports, abstracts, videos, guidebooks, software programs, documentation, and other deliverables created by a subcontractor pursuant to this Agreement ("Subcontractor Work Product") shall be considered a "Work Made for Hire" as defined in the Copyright Act of 1976, as amended, and the property of APPA.

No project shall be commenced without an agreement in the form of Attachment A signed by a subcontractor, if Subcontractor Work Product will be delivered to APPA as part of this Agreement. Grantee shall provide APPA with a copy of the agreement between Grantee and the subcontractor (including Attachment A) before any payment of the DEED Grant will be made.

5. **Accounting and Records.** Accounting for project funds (including receipts, Grantee or other contributions, and expenditures) will be in accordance with generally accepted accounting principles and practices, consistently applied, regardless of the source of funds.

Grantee shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly (a) the amount, receipt, and disposition by Grantee of all assistance received for the project and (b) the total cost of the project, including all direct and indirect costs of whatever nature incurred for the performance of the project.

Grantee's facilities or such facilities as may be engaged in the performance of the project for which the DEED Grant has been awarded, and records shall be subject at all reasonable times to inspection and audit by APPA.

Grantee shall preserve and make its records available to APPA until the expiration of three (3) years from the date of final payment or completion of the project under this Agreement, whichever is later.

All APPA assistance received by Grantee pursuant to this Agreement shall be expended by Grantee solely for carrying out the approved project. Grantee may not delegate or transfer responsibility for the use of such funds. Grantee shall comply with all terms and conditions this Agreement, to use grant funds efficiently and effectively within the approved budget, and to supervise completion of the project in a diligent and professional manner. This responsibility may be neither delegated nor transferred without written permission from APPA.

6. **Project Changes.** Grantee shall promptly notify APPA in writing by email to DEED@PublicPower.org or by certified mail (return receipt requested) of all proposed major project changes, including, but not limited to:

(a) major changes in the technical plans or specifications for the project;

(b) acceleration or deceleration in the time of performance of the project, or any major phase thereof;

(c) major changes that may increase or decrease the total cost of a project;

(d) major changes that may affect the approved scope of a project; and

(e) major changed site conditions affecting the project.

Approved project changes that do not substantially alter the objective or scope of a project may give rise to grant amendments to increase or decrease the dollar amount, the term, or other provisions of this Agreement. Changes to this Agreement shall be effected only by a written amendment signed by both Parties. Requests for modifications from this Agreement shall be

submitted as far in advance as the exigencies of the situation will permit. Each request for a modification shall contain at a minimum:

(a) A full description of the modification and the circumstances in which it will be used;

(b) A description of the intended effect of the modification; and

(c) Detailed reasons supporting the request, including any pertinent background information that will contribute to a better understanding of the modification sought.

Failure to execute a written amendment to this Agreement signed by both parties shall result in disallowance of costs incurred that are attributable to the change.

7. **Termination.** If, without written notification to, and approval of, APPA, the project has not been initiated within six (6) months of the Effective Date of this Agreement, the project will be subject to termination by the DEED Board. Grantee shall not terminate the project except for the material breach of this Agreement by APPA that remains uncured after advanced written notice to APPA and a reasonable opportunity to cure the breach. If APPA determines, in its sole reasonable discretion, that Grantee has terminated the project work for any other reason, then it shall terminate this Agreement, and all APPA grant funds previously paid to Grantee shall be returned as final settlement. In the event the project is terminated for APPA's material breach or completed prior to expenditure of all funds provided by APPA, Grantee shall refund to APPA any amounts of the Deed Grant that has been paid to Grantee that has not been expended under this Agreement. Notwithstanding anything to the contrary in this Agreement, APPA may terminate this Agreement at its option with or without cause by providing written notice to Grantee. Unless otherwise stated in the termination notice, termination shall be effective upon receipt of the notice. After the effective date of termination, neither Party shall have any further obligation to the other under this Agreement except as provided herein, and APPA's obligation to pay Grantee a portion of the Agreement's fixed price equal to the percentage of work required by the Agreement that is actually completed.

Upon any termination of the Agreement, Grantee shall deliver to APPA or its designee(s) upon request all information and work in tangible form created or compiled by Grantee or its subcontractor(s) in performing services under this Agreement.

8. **Press Release.** Press releases and other public dissemination of information by the Grantee shall acknowledge APPA support of the project through a DEED Grant.

9. **Report and Other Deliverables.** Grantee shall prepare and submit to APPA quarterly project reports according to directions in the document DEED Grant Requirements. These reports will be posted to the DEED project library, located on APPA's website for viewing by DEED members. Sharing published articles about the DEED funded project and capturing the project in photos is encouraged. Electronic copies of project photos taken during the course of the project term may be uploaded by Grantee using APPA's grant management system along with project reporting or to DEED@PublicPower.org. By submitting project photos to APPA, Grantee grants to APPA a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to publish, display, reproduce, distribute, make derivative works from, or otherwise make use of the project photos in print, electronic, or other known or unknown formats. According to instructions in the document DEED Grant Requirements, Grantee also shall submit to APPA: (1) a detailed final report relating to the conduct and results of the approved project, describing activities, lessons learned, project costs, bibliography, achievements, problems, results, and recommendations, to be submitted within six (6) months of project completion; and (2) a completed "DEED Project Summary Abstract;" and (3) any other deliverable as described in Grantee's original proposal or grant approval letter.

APPA will withhold twenty-five (25) percent of the DEED Grant pending satisfactory completion of said report and abstract. In the event the final report and abstract are not provided by the Grantee by the due date, APPA may, in its discretion, complete the final report and/or abstract itself or hire a third party to do so. APPA may utilize up to the 25 percent withheld to pay

for the costs of production and reduce the amount otherwise available to Grantee in the same amount.

10. **Payment.** The standard method of project payment shall be based on invoices for work completed to date. Payment will be made within 30 days of receipt of the invoice.

(a) No more than twenty-five (25) percent of the total DEED Grant may be provided to Grantee at the inception of the project except in rare instances when the DEED program administrator may increase this amount up to a total of fifty (50) percent due to special circumstances.

(b) No more than ten (10) percent of a DEED Grant may be spent on indirect costs (facilities and administrative costs/overhead).

11. **Work Made for Hire and Limited License.** Grantee acknowledges that all information, materials, and work product, including but not limited to reports, abstracts, videos, guidebooks, software programs, source code, object code, system specifications, documentation, abstracts, and summaries and derivatives thereof, and other deliverables, created pursuant to this Grant (the "Work") shall be deemed a "Work Made for Hire," as defined in the Copyright Act of 1976, as amended. The Work and all intellectual property contained therein, including but not limited to copyrights, trademarks, designs, logos, trade names, creative concepts, patents, mask-work, trade secrets, moral rights, artwork, and proprietary information, which is conceived, reduced to practice, authored, developed, or created by Grantee or any of its subcontractors under this Agreement, is and shall remain the exclusive property of APPA. To the extent that any portion of the Work may not, by operation of law, be a Work Made for Hire, in accordance with the terms of this Agreement, Grantee hereby irrevocably assigns to APPA all right, title, and interest worldwide, including the copyright and all renewals, in the Work and agrees to execute any additional necessary paperwork to effectuate such assignment. Any software programs especially developed by Grantee or its subcontractors during the course of the project, or

substantially modified for use in the project, shall be supplied to APPA in a form that may be used by others independently of Grantee's proprietary programs or computer configurations. Equipment purchased in support of this Agreement may be retained by Grantee after acceptable conclusion of the project, unless otherwise directed.

Limited License. APPA grants to Grantee a nonexclusive, non-transferable, royalty-free, limited license to use, reproduce, and distribute the final work product and abstract delivered to APPA by Grantee under the Agreement for noncommercial, educational purposes, which must be marked with the phrase "© American Public Power Association. All Rights Reserved." This license does not convey to Grantee any other right, title, or interest in the Work nor in any portion of the Work.

12. **Representations and Warranties.** Grantee represents and warrants for itself and any subcontractors that:

(a) The Work and Subcontractor Work Product are original and do not infringe on the intellectual property rights of any third party, or constitute defamation, invasion of privacy, or the violation of any right of publicity or any other right of any party; (b) Grantee and subcontractor have obtained all necessary licenses and/or permissions to use third-party content that may appear in the Work and/or Subcontractor Work Product; (c) Grantee and any subcontractors shall maintain in strict confidence any confidential or proprietary information shared by APPA during the course of this Agreement, and such information shall not be disclosed to any third party, either directly or indirectly; and (d) Grantee has the unencumbered right to enter into this Agreement.

13. **Fees.** Grantee also warrants that no person or agency has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide offices established and maintained by Grantee for the purpose of securing grants or business. For breach or violation of this warranty, APPA shall have the right to terminate this Agreement without liability or in its

discretion to deduct from the grant award, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

14. **Indemnifications.** It is understood that this Agreement is not a joint venture, and that Grantee is not an agent of APPA. APPA assumes no liability with respect to accidents, bodily injury, illness, breach of contract, or any other damages or loss, or with respect to any claims arising out of any activities undertaken with the financial support of the DEED Grant, whether with respect to persons or property of Grantee or third parties. Grantee shall defend, indemnify, and hold harmless APPA, its officers, directors, employees, and agents, from and against any and all suits, claims, damages or losses, including reasonable attorneys' fees and costs ("Claims"), resulting from any acts or omissions connected with this Agreement by Grantee or its officers, directors, employees, agents, or subcontractors, except to the extent such Claim arises from the gross negligence or intentional misconduct of APPA, its officers, directors, employees, or agents.

15. **Taxes.** Except with respect to taxes, which may be due as a result of income to APPA, Grantee and any subcontractor shall be responsible for payment of all taxes for which Grantee, subcontractor, or APPA may be liable in connection with this Agreement, including any sales, use, or other tax owed for work products delivered or services performed by Grantee or a subcontractor in connection with this Agreement. Except as required by law, APPA shall not withhold federal, state, or local income tax, or any other tax, from any payment to Grantee pursuant to this Agreement.

16. **Miscellaneous.** This Agreement constitutes the entire agreement between the Parties regarding its subject matter, and supersedes all prior writings or oral agreements. This Agreement may be amended only by a writing clearly setting forth the amendments and signed by the Parties. Either Party's waiver of or failure to exercise any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement. If any feature or provision of this Agreement is determined by a court of competent jurisdiction to be void or

unenforceable, the balance of the Agreement shall survive and remain in effect. The provisions of this Agreement which by their nature should survive, shall survive the expiration or termination of this Agreement. This Agreement is binding on the Parties, their successors, and assigns, provided that no party may assign this Agreement without the prior written consent of the other Party. All notices required or permitted under this Agreement shall be in writing and sent to the addresses designated by the parties. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.

American Public Power Association

Name: _____

Signature: _____

Title: _____

Date: _____

City of Burbank

Name: _____

Signature: _____

Title: _____

Date: _____

ATTACHMENT A

IP and Confidentiality Agreement:

Agreement made by and between POWER Group [a corporation located and doing business at 1111 Broadway, Suite 300, Oakland, CA 94607] (hereinafter referred to as the "Subcontractor") and, American Public Power Association, a nonprofit corporation of the District of Columbia, located and doing business at 2451 Crystal Drive, suite 1000, Arlington, Virginia, 22202 (hereinafter referred to as "Commissioning Party").

WHEREAS, the Subcontractor is not an employee of the Commissioning Party; and

WHEREAS, the Subcontractor was commissioned by the Commissioning Party to create CG-2824: Power Efficient Design in Utility Customer Electrification Programs (hereinafter the "Subcontractor Work Product") at the request of and for the benefit of the Commissioning Party under the Grant Agreement to which this IP and Confidentiality Agreement is appended to, and which is hereby incorporated by reference.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. All Subcontractor Work Product is considered a "Work Made for Hire" as defined in the Copyright Act of 1976, as amended. The Subcontractor Work Product and all intellectual property contained therein, including, but not limited to, copyrights, trademarks, designs, logos, trade names, creative concepts, artwork, software, and proprietary information, which is conceived or authored by Subcontractor under the Grant Agreement, whether or not developed for APPA, is and shall remain the exclusive property of APPA. To the extent that any portion of the Subcontractor Work Product may not, by operation of law, be a Work Made for Hire in accordance with the terms of this Agreement, Subcontractor hereby assigns to APPA all right, title, and interest in and to the Subcontractor Work Product.

2. Subcontractor represents and warrants to the Commissioning Party the following:

a) that the Subcontractor Work Product is original and does not infringe the intellectual property rights of any third party, or constitute defamation, invasion of privacy, or the violation of any right of publicity or any other right of any party;

b) Subcontractor has obtained all necessary licenses and/or permissions to the third-party content that may appear in the Subcontractor Work Product;

c) Subcontractor shall maintain in strict confidence all confidential or proprietary information shared by the Commissioning Party during the course of this Agreement, and such information shall not be disclosed to any third party, either directly or indirectly; and

d) Subcontractor has the unencumbered right to enter into this Agreement.

3. Subcontractor shall defend, indemnify, and hold harmless the Commissioning Party, its officers, directors, employees, and agents, from and against any and all suits, claims, damages or losses, including reasonable attorneys' fees and costs ("Claims"), resulting from any acts or omissions of Subcontractor under this Agreement or its officers, directors, employees, or agents except to the extent such Claims arise from the gross negligence or intentional misconduct of APPA, its officers, directors, employees, or agents.

4. Subcontractor hereby acknowledges that Subcontractor is an independent contractor for purposes of this Agreement.

5. This Agreement may not be modified or amended unless it is in writing and signed by both parties.

The parties hereto have executed this Agreement as of the date indicated below.

Subcontractor: POWER Group

Name:_____

Signature:_____

Title: _____

Date: _____

Commissioning Party: American Public Power Association

Name:_____

Signature:_____

Title: _____

Date: _____.

STAFF REPORT

WATER AND POWER

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Richard Wilson, Assistant General Manager, Water Systems
BY: Drew Johnstone, Sustainability Officer

SUBJECT: Introduction of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308)

RECOMMENDATION

Introduce AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE (Attachment 1).

BACKGROUND

The Sustainable Water Use Ordinance (SWUO) was first adopted by the Burbank City Council (Council) on April 22, 2008, to comply with State Water Resources Control Board drought-related requirements. Since 2008, the SWUO has been presented to Council approximately 10 times for consideration of ordinance amendments and resolutions to move the community to various stages of water conservation. The most recent presentation to Council was on August 22, 2023, during which Council voted to remain at Stage III (which restricts outdoor irrigation to 1-2 days depending on the season) and directed staff to consider potential revisions to the SWUO.

The existing SWUO has a baseline set of measures that are applicable at all times to discourage water waste. The baseline set of measures are best practices to ensure that water is used wisely and sustainably, and to reduce waste and unreasonable use. The policy also has six stages to mitigate the effects of water shortages, with stage one including the baseline set of measures, and as the stage number increases, additional

restrictions to discourage wasteful water use also increase. Each increasing stage reflects the water supply situation of the times, often responding to executive orders or emergency declarations from the state or region.

Since 2013, the City of Burbank (City) has reduced its per capita water usage from 162 gallons per day to 113 gallons per day. This can be attributed to a variety of factors, including consistent marketing and outreach about conservation, community workshops and programs, tiered rates, generous rebates for water-saving devices and landscapes, mandatory conservation practices in the SWUO, increased use of recycled water, advanced leak detection, and a retrofit-upon-resale policy that requires installation of efficient water fixtures when buildings are sold.

DISCUSSION

The existing SWUO includes six water conservation stages with escalating levels of restrictions based on drought severity. While the SWUO does not clearly establish the criteria for transitioning between conservation stages, such changes have historically been prompted by a Governor's executive order and implemented through adoption of a City Council resolution.

Historically, Burbank has been in Stages I, II, and III at different times. The City adopted the SWUO in 2008, moved to Stage II in 2009, returned to Stage I in 2011, moved to Stage II again in 2014, and finally moved to Stage III in 2022. In August 2023, staff reported to the Burbank Water and Power (BWP) Board (Board) and Council that the City had sufficient water to return to Stage II, thanks to above-average precipitation and sufficient storage levels. However, the Board was split on its recommendation, and the Council decided to remain at Stage III (which restricts outdoor irrigation to 1-2 days depending on the season). Council also directed staff to revise the SWUO to account for the unpredictability of the seasons and new irrigation control technologies.

Since 2023, there have been advancements in state water policy, and BWP conducted extensive community engagement, which shaped the proposed SWUO updates. The proposed SWUO update has a new section to comply with Assembly Bill 1572 (2023), which requires public water systems to update local ordinances and regulations relating to restrictions on the use of potable water to irrigate nonfunctional turf by January 1, 2027. See Section 8-2-305 of Attachment 1 for definitions, compliance effective dates for varying property types, as well as exemptions.

The proposed SWUO has also been greatly simplified to expand to a single set of permanent conservation measures in place year-round, aligning with the Making Conservation a California Way of Life regulations from the State of California. Each measure targets either highly visible waste, high-volume waste, or easy behavioral changes with high compliance potential. The health of Burbank trees is consistently

considered throughout the SWUO, and attended hand-watering or drip irrigation of trees is encouraged. The table below lists the permanent measures and their proposed updates.

Measure	Current SWUO (existing ordinance)	Proposed SWUO Update
Overall Structure	Six-stage drought response framework (Stage I–VI) with escalating restrictions	Removes staged drought framework, transitions core conservation measures into permanent requirements, year-round conservation messaging, and BWP authority to request customers to voluntarily conserve when conditions warrant
Irrigation Watering Days	Fixed watering days based on drought stage (currently Tue/Sat in summer; Sat in winter under Stage III)	Removes assigned irrigation days
Hand-Watering Exception	Allowed under certain stages and conditions	Expanded to all conditions year-round
Pool / Spa Covered When Not in Use	Required under Stage III	Expanded to all conditions year-round
Public Median Turf Irrigation	Irrigation of ornamental turf on street medians prohibited	Expanded to all non-functional turf areas

The table below lists the permanent measures that remain unchanged. All of the measures in the SWUO are detailed in Attachment 2.

Measure	Current SWUO (existing ordinance)
Irrigation Runtime Limits	Maximum 15 minutes per station per day
Low-Volume Irrigation Exception	Drip/low-volume systems exempt from 15-minute runtime limit
Watering During Rainfall	Irrigation prohibited during rain and for at least two days afterward
Time-of-Day Irrigation Restrictions	Irrigation prohibited between 9:00 a.m. and 6:00 p.m. (or daylight hours Nov–Mar)
Overspray / Runoff Prohibition	Irrigation runoff onto sidewalks, streets, alleys, and paved surfaces prohibited
Hardscape Washing Restrictions	Washing sidewalks, driveways, patios, and paved areas prohibited except for health/safety purposes

Leak Repair Requirement	Prompt repair of plumbing and irrigation leaks required
Vehicle Washing Requirements	Hose shut-off nozzle or bucket required for vehicle washing
Restaurant Water Service	Drinking water served only upon customer request
Hotel Linen/Towel Program	Hotels must offer towel and linen reuse option
Non-Conserving Dish Spray Valves	Prohibited in food preparation establishments
Decorative Water Features	Non-recirculating decorative fountains prohibited
Single-Pass Cooling Systems	Prohibited in new buildings requesting water service
Commercial Conveyor Car Wash Systems	Recirculating water systems required
Commercial Laundry Systems	Recirculating water systems required

During community meetings and surveys, residents expressed a commitment to water conservation, a willingness to reduce use during drought, and a desire for more flexibility in how they use water. In response, BWP is proposing to move away from prescriptive conservation stages and assigned watering days. Instead, permanent conservation measures would remain year-round, and when water supply circumstances support additional conservation efforts, the General Manager of BWP would establish conservation targets and voluntary measures and communicate them to customers through a comprehensive public outreach campaign. Historically, the Burbank community has responded effectively to voluntary conservation requests during severe drought conditions, notably the billion-gallon challenge in 2015, and infrastructure upgrades such as the Metropolitan Water District's (MWD) pipeline repair in 2022 that reduced water supplies for two weeks in the middle of a drought.

Prior to communicating recommended targets, the General Manager of BWP will determine the timing and scope of targets based on key indicators of water supply reliability such as the amount of locally stored water, operational conditions on the State Water Project and Colorado River that reduce imported water supplies, MWD's operational needs, Sierra Nevada and Rocky Mountain Snowpack and run-off levels. This is similar to how staff would recommend changing stages under the existing SWUO.

Enforcement continues to be an option by issuance of an administrative citation. The proposed Ordinance update would remove the requirement for two courtesy notices before issuing the citation for violations of the SWUO. While the City may continue to provide courtesy notices when appropriate, this change would provide greater flexibility to address violations based on the circumstances of each situation, including the ability to issue citations when the situation warrants immediate action. Staff will prioritize education over enforcement, starting by identifying property cohorts (organized by number of residents and landscaped area square footage) and above-average users to

be sent saving tips and resources. Enforcement will be reserved for confirmed violations of the SWUO that can be consistently identified and cited.

COMMUNITY OUTREACH

Extensive research, internal and external stakeholder interviews, a survey (in English, Armenian, and Spanish), and community meetings were held to garner insights that helped shape the proposed SWUO update. Stakeholder interviews were conducted with various organizations and included representatives from Master Gardeners, MWD, Theodore Payne Foundation, Burbank-Valley Garden Club, and the Monarch Mile. BWP staff presented to the Development Oversight Committee, Sustainable Burbank Commission, BWP Board, Chamber of Commerce Board, and hosted three dedicated community meetings. On March 9, 2026, the Sustainable Burbank Commission recommended that the City Council adopt the proposed Ordinance. On June 4, 2026, the BWP Board considered the proposed ordinance and following discussion, a motion to recommend adoption to City Council was not passed on a 3-3 tie vote. The Board's concerns generally were related to removing watering day restrictions and difficulty enforcing the remaining restrictions, and therefore no formal recommendation was forwarded to the Council.

Staff provided public notice of the Council's public hearing to consider the proposed Ordinance in a newspaper of general circulation in the City on June 13, 2026, in accordance with California Water Code section 376(b)(1). An additional notification was published on the City's Newsroom website.

If the updated SWUO is adopted by the Council, BWP will inform customers of the change via in-person presentations, bill inserts, digital newsletters, and online marketing. Focus will shift from subjective watering day calendars to Making Conservation a CA Way of Life – a year-round pursuit. Although the official SWUO stages are removed in the proposed Ordinance, BWP will ensure that the ordinance's flexible provisions are framed within a broader conservation imperative, not as a relaxation of conservation goals.

BWP's Marketing, Communications, and Outreach team has two robust marketing plans, one with year-round messages and the other to be executed in conjunction with a call for voluntary conservation. The plans have audience-specific messages to reinforce the importance of responding to water supply conditions, responsible water use, best practices for outdoor landscaping, and how to participate in BWP's portfolio of programs, workshops, and how to apply for generous rebates for both outdoor and indoor water conservation measures. The measures of particular importance are weather-responsive smart irrigation controllers, soil moisture sensors, rotating sprinkler nozzles, and turf replacement designs and incentives.

ENVIRONMENTAL REVIEW

Adoption of the proposed Ordinance is exempt from the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, and following) because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment (CEQA Guidelines section 15061(b)(3)). Adoption of the proposed Ordinance is further exempt from CEQA as it includes regulations to protect water resources and the ability to provide water resources, and consists of regulations and restrictions on certain water use-related activities to ensure the maintenance, restoration, or enhancement of a natural resource. (CEQA Guidelines sections 15301 (Existing Facilities), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions for Protection of Natural Resources) and 15308 (Actions for Protection of Environment).) In addition, there are no unusual circumstances under CEQA Guidelines, section 15300.2(c) that would preclude the use of these exemptions.

FISCAL IMPACT

There is no immediate fiscal impact associated with this report. The Water Fund remains financially stable, and future rate studies will continue to evaluate the impacts of conservation trends to ensure adequate revenue and reserve levels.

CONCLUSION

Staff recommends these proposed amendments to maintain and expand permanent conservation measures while simplifying the Ordinance, making it easier for the community to comply and the City to enforce, while incorporating state requirements related to nonfunctional turf. The proposed changes to the SWUO prepare the community for a water-irrigation budget mindset and to get ahead of future state efficiency mandates, rather than relying on older drought-era restrictions like watering days. Staff requests that the Council adopt the amendments to the SWUO, which will amend and restate Burbank Municipal Code Title 8, Chapter 2, Article 3.

ATTACHMENTS

Attachment 1 – Proposed Ordinance
Attachment 2 – Summary of Proposed Changes
Correspondences

ATTACHMENT 1

Eff.: ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE

City Attorney's Synopsis

This Ordinance amends the City's existing Sustainable Water Use Ordinance makes permanent the City's existing stage-based conservation measures processes, incorporates recent state law limiting irrigation of nonfunctional turf, and provides for other procedural changes.

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare.

B. California Water Code, sections 375 and following, empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program.

C. The City has made the appropriate findings of necessity, adopted a water conservation program and codified such program in Article 3 of Title 8 of the Burbank Municipal Code (BMC).

D. The City further finds that making the existing water conservation program measures permanent, and incorporating state law related to nonfunctional turf, is necessary to ensure a sufficient water supply and to prevent unreasonable use or waste of water.

E. In addition, the state legislature has found and has declared that the use of potable water to irrigate nonfunctional turf is wasteful and incompatible with state policy relating to climate change, water conservation, and reduced reliance on the Sacramento-San Joaquin Delta ecosystem.

F. On [date City Council public hearing was held], the City held a duly noticed public hearing and made appropriate findings for the adoption of this ordinance.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

ATTACHMENT 1

1. Environment Review. Adoption of this ordinance is exempt from the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, and following) because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment as it includes regulations for water use on existing properties to protect water resources, and consists of regulations and restrictions on certain water use-related activities to ensure the maintenance, restoration, or enhancement of a natural resource. (CEQA Guidelines sections 15301 (Existing Facilities), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions for Protection of Natural Resources) and 15308 (Actions for Protection of Environment).) In addition, there are no unusual circumstances under CEQA Guidelines, section 15300.2(c).

2. Amendment and Restatement. BMC Title 8, Article 3, is amended and restated as set forth in Exhibit A.

3. Effective Date. In accordance with Water Code section 376, this ordinance is effective immediately, and the City Clerk must certify to the passage of this ordinance and publish this ordinance in full in a newspaper of general circulation within 10 days after its adoption.

4. Severability. 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.

5. Implementation. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this ordinance into the Burbank Municipal Code, including any modifications or nonsubstantive changes consistent with this approval, subject to the review and approval by the City Attorney.

PASSED AND ADOPTED this ____ day of July 2026.

_____
Tamala Takahashi
Mayor

Attest:

_____
Kimberley Clark, City Clerk

Approved as to Form
Office of the City Attorney

By: _____
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. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of July 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

EXHIBIT A

ARTICLE 3. SUSTAINABLE WATER USE ORDINANCE

8-2-301: SHORT TITLE:
This article shall be known and may be cited as the "Sustainable Water Use Ordinance."

8-2-302: STATEMENT OF POLICY AND PURPOSE:
A. Policy. It is desirable and in the general welfare of the City that the water resources available to the City be put to maximum beneficial use to the extent possible, and that waste or unreasonable use be prevented, and that conservation of such water resources be exercised in a reasonable and beneficial manner for the residents and businesses of Burbank.
B. Purpose. Climate change, weather whiplash, and aridification have been more frequent and intense. California is facing increasingly variable weather patterns in both intensity and frequency, from record dry periods to intense storms. The City is adapting to climate change by strengthening our water resiliency and sustainability to prepare for increased uncertainty in both short and long-term weather patterns. This article provides guidance to use water wisely and sustainably to reduce wasteful water use. Water conservation is one of the tools that we can use to adapt to climate change and mitigate the impact of water supply shortages. This article provides water use best practices to reduce water consumption. Additionally, this article empowers the General Manager of Burbank Water and Power to establish incremental water use reduction targets and provide voluntary water conservation recommendations, as needed, based on prevailing conditions.

8-2-303: APPLICATION:
A. The provisions of this article shall apply to all users of potable water service in the City, with the exceptions set forth in subsections (B) and (C) of this section.
B. This article shall not apply to uses of water necessary to protect public health and safety or for essential public services such as police, fire, or sanitation.
C. This article shall not apply to use of recycled water.

8-2-304: PERMANENT WATER CONSERVATION REQUIREMENTS:
All applicable users must comply with the following permanent water conservation (Making Water Conservation a California Way of Life or MCCWL) requirements:

A. Limitation to Duration of Irrigation: Users may not water outdoor landscaped areas more than fifteen (15) minutes per day, per station. Areas watered with low-flow

drip irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement.

B. Limitation to Irrigation Times: Users may not water outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. or during daylight hours from November through March except by use of attended hand-watering, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

C. Hand-Watering Permitted: Users may use attended hand-watering any day of the week at any time of day. Deep watering of trees by hand is permitted and encouraged to maintain their health.

D. Limitation Related to Rain: Users may not water outdoor landscaped areas on rainy days and at least two days after such rainy days.

E. Limitation on Hose Washing: Users may not hose or wash driveways, patios, sidewalks, or other hard or paved surfaces except when necessary to alleviate safety or sanitary hazards, and then only by a hand-held hose equipped with a water shut-off device or a hand-held bucket.

F. Limitation on Overspray or Runoff: Users must adjust sprinklers and irrigation systems to eliminate overspray and avoid run-off into streets, sidewalks, parking lots, alleys, or other paved surfaces.

G. Limitation on Leaks: Users must promptly repair all leaks, including leaks from plumbing fixtures, irrigation systems, and sprinkler systems. Repairing leaks on the customer's side of the meter, including the pipe between the meter and the building, is the responsibility of the customer.

H. Limitation on Washing Vehicles: Users must use a hand-held bucket or similar container or a hand-held hose equipped with a self-closing water shut-off device when washing vehicles. This subsection does not apply to any commercial car washing facility.

I. Dining Establishment Requirements: Dining establishments may not serve drinking water, unless specifically requested by the customer. This applies to all restaurants, hotels, cafes, cafeterias or other public places where food is sold, served, or offered for sale.

J. Food Preparation Establishment Requirements: Food preparation establishments, such as restaurants or cafes, must use water-conserving dishwash spray valves.

K. Hotels, Motels, and other Commercial Lodging Establishments-related Requirements: Hotels, motels, and other commercial lodging establishments must provide customers with the option of not having towels and linens laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.

L. Decorative Fountain Requirements: Water fountains or other decorative water features must use re-circulated water.

M. Limitation on Single-Pass Cooling System: Installation of single-pass cooling systems is prohibited in buildings requesting new water service.

N. Commercial Car Wash and Laundry Systems Requirements: Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems. All commercial conveyor car wash systems and commercial laundry systems must have operational re-circulating water systems installed.

O. Swimming Pools Requirements: Users must cover all swimming pools, wading pools, or spas when not in use with acceptable protection designed to decrease water evaporation.

8-2-305: NONFUNCTIONAL TURF REQUIREMENTS:

A. Purpose: The purpose of this section is to comply with the irrigation restrictions related to nonfunctional turf, as set forth in Assembly Bill 1572 (2023) and as may be amended from time to time.

B. Definitions: The following words, as used in this section, are defined as follows:

"Common area" means that portion of a common interest development or of a property owned or managed by a homeowners' association or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property.

"Common interest development" means any of the following: (a) A community apartment project. (b) A condominium project. (c) A planned development. (d) A stock cooperative.

"Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent community common area or facilities are available to the public. "Community service organization or similar entity" does not include an entity that has been organized solely to raise money and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance.

"Community space" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings.

"Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.

"Functional turf" means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.

"Homeowners' association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

"Nonfunctional turf" means any turf that is not functional turf, and includes turf located within street rights-of-way, decorative lawn along sidewalks, building edges, or fences, lawn between buildings with no seating access, or activity, sloped or oddly shaped areas, and narrow lawn strips in or around parking lots.

"Potable water" means water that is suitable for human consumption.

"Recreational use area" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to, sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal.

C. Restriction: No user may use potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery

D. Effective Dates. These irrigation restrictions are effective immediately, except for the following:

(1) For all properties owned by the Department of General Services, irrigation restrictions are effective beginning January 1, 2027.

(2) For all properties owned by local governments, local or regional public agencies, and public water systems, irrigation restrictions are effective beginning January 1, 2027.

(3) For all other institutional properties and all commercial and industrial properties, irrigation restrictions are effective beginning January 1, 2028.

(4) For all common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, irrigation restrictions are effective beginning January 1, 2029.

(5) Notwithstanding section 8-2-305.D(2), for all properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, irrigation restrictions are effective beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later.

E. Exceptions:

(1) The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial nonturf plantings, or to the extent necessary to address an immediate health and safety need.

(2) The use of potable water in situations where the compliance deadlines outlined in Section 8-2-304.D are postponed in accordance with California Water Code section 10608.14(c).

8-2-306: SUSTAINABLE WATER USE RECOMMENDED TARGETS OR MEASURES:
The General Manager of Burbank Water and Power may determine the timing and scope of water use reduction targets based on key indicators of water supply reliability such as the amount of water Burbank has stored in the ground, operational conditions on the State Water Project and Colorado River that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term weather patterns. In addition to developing any recommended water use targets, the General Manager may communicate such recommended measures to Burbank Water and Power customers.

8-2-307: ENFORCEMENT:
Any violation of this article is subject to enforcement by issuance of an administrative citation pursuant to section 1-1-108.1 of this Code. The General Manager of Burbank Water and Power, or their designee, may enter into a written agreement with a customer to resolve any violation provided that such agreement is consistent with the purpose and intent of this article.

ATTACHMENT 2

SUMMARY OF PROPOSED CHANGES
SUSTAINABLE WATER USE ORDINANCE (SWUO)
MARCH 2026

Previous Section No. & New Section No.	**Reason**	**Revision**
8-2-302 (B)	Added context to the purpose of the SWUO, removed mention of six conservation stages, and added General Manager authority to develop additional recommended measures and communicate such measures to the customers.	~~Purpose. Conditions may arise from time to time that will limit the water supply to the City. This article provides procedures to reduce water use citywide and thereby mitigate the effect of a shortage of water resources. Through the use of incremental stages, as appropriate for prevailing conditions, this article provides for increasing levels of water use restrictions and penalties in order to discourage wasteful water use practices and achieve reduced water consumption.~~ Purpose. Climate change, weather whiplash, and aridification have been more frequent and intense. California is facing increasingly variable weather patterns in both intensity and frequency, from record dry periods to intense storms. The City is adapting to climate change by strengthening our water resiliency and sustainability to prepare for increased uncertainty in both short and long-term weather patterns. This article provides guidance to use water wisely and sustainably to reduce wasteful water use. Water conservation is one of the tools that we can use to adapt to climate change and mitigate the impact of water supply shortages. This article provides water use best practices to reduce water consumption. Additionally, this article empowers the General Manager of Burbank Water and Power to establish incremental water use reduction targets and provide voluntary water conservation recommendations, as needed, based on prevailing conditions.
8-2-304	Stages removed and replaced with permanent water conservation requirements. The majority of these measures are carried over from stage one of the existing SWUO, which were also in place at all times since the SWUO was enacted.	~~SUSTAINABLE WATER USE STAGES:~~ ~~The water use restrictions imposed by this article shall be implemented in six stages. Stage I, consisting of sustainable water use measures that will be in place at all times, shall take effect immediately on the effective date of the ordinance enacting this article. Stages II, III, IV, V and VI shall require subsequent action of the City Council pursuant to section8-2-305. The six stages are as follows:~~ **PERMANENT WATER CONSERVATION REQUIREMENTS:** All applicable users must comply with the following permanent water conservation (Making Water Conservation a California Way of Life or MCCWL) requirements:
8-2-304 (A)(1) 8-2-304 (A) 8-2-304 (C) 8-2-304 (D)	Removed stages and split sub-section A into three separate subsections for irrigation times, attended hand-watering, and limitations on irrigating after rain.	A. ~~Stage I. In Stage I, water users shall follow these sustainable water use practices:~~ ~~(1) Do not water outdoor landscaped areas more than fifteen (15) minutes per day per station and no more than three (3) days per week, year-round. Areas watered with low volume irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement, but must comply with the three (3) days per week watering limit. The three allowable irrigation days are Tuesdays,~~

	These irrigation practices avoid over-watering and runoff, emphasize the importance and encouragement of attended hand-watering for the health of trees, and prevent irrigation during rainfall. Recognizes that attending hand watering allows precise application and promotes water stewardship through personal engagement with landscaping. Encourages deep watering of trees, which is critical for urban forest health and canopy preservation. The two-day follow-up after rain accounts for soil saturation and prevents unnecessary watering when natural precipitation has occurred.	~~Thursdays and Saturdays. With the exception of attended hand- watering, irrigation will not be allowed any day outside of the requirement listed here. Attended hand-watering is allowed any day of the week. Do not water outdoor landscaped areas on rainy days and at least two days thereafter.~~ A. Limitation to Duration of Irrigation: Users may not water outdoor landscaped areas more than fifteen (15) minutes per day, per station. Areas watered with low-flow drip irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement. C. Hand-Watering Permitted: Users may use attended hand-watering any day of the week at any time of day. Deep watering of trees by hand is permitted and encouraged to maintain their health. D. Limitation Related to Rain: Users may not water outdoor landscaped areas on rainy days and at least two days after such rainy days.
8-2-304 (A)(2) 8-2-304 (B)	Edited for clarity and formatting. Limiting irrigation times reduces evaporation loss during peak heat hours—up to 30% of water can evaporate before reaching plant roots during midday. Evening/early morning watering is more efficient and prevents water waste.	~~(2) Do not water outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. or during daylight hours from November through March except by use of attended hand-watering, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.~~ B. Limitation to Irrigation Times: Users may not water outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. or during daylight hours from November through March except by use of attended hand-watering, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.
8-2-304 (A)(3) 8-2-304 (F)	Edited for clarity and formatting. Addresses both waste and water quality. Runoff	~~(3) Adjust sprinklers and irrigation systems to eliminate overspray and avoid run-off into streets, sidewalks, parking lots, alleys or other paved surfaces.~~

	carries pollutants into storm drains. Properly adjusted systems save money for customers and water for the community.	F. Limitation on Overspray or Runoff: Users must adjust sprinklers and irrigation systems to eliminate overspray and avoid run-off into streets, sidewalks, parking lots, alleys, or other paved surfaces.
8-2-304 (A)(4) 8-2-304 (E)	Edited for clarity and formatting. Hard surfaces don't need water for cleaning except for health/safety reasons. This prevents a highly visible form of water waste that undermines community conservation efforts.	~~(4) Do not hose or wash driveways, patios, sidewalks, or other hard or paved surfaces except when necessary to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a high pressure, low volume spray hose using only potable water with no cleaning agents at an average water usage of 0.006 gallons per square feet of sidewalk area in accordance with Resolution No. 98-08 issued by the Los Angeles Regional Water Quality Control Board, or a low-volume, high-pressure cleaning machine equipped to recycle any water used.~~ E. Limitation on Hose Washing: Users may not hose or wash driveways, patios, sidewalks, or other hard or paved surfaces except when necessary to alleviate safety or sanitary hazards, and then only by a hand-held hose equipped with a water shut-off device or a hand-held bucket.
8-2-304 (A)(5) 8-2-304 (G)	Edited for clarity and formatting. A single dripping faucet wastes 3,000 gallons annually; a running toilet wastes 200 gallons daily. This measure addresses one of the easiest and most cost-effective conservation opportunities.	~~(5) Promptly repair all leaks from plumbing fixtures and irrigation systems, including but not limited to sprinkler systems.~~ G. Limitation on Leaks: Users must promptly repair all leaks, including leaks from plumbing fixtures, irrigation systems, and sprinkler systems. Repairing leaks on the customer's side of the meter, including the pipe between the meter and the building, is the responsibility of the customer.
8-2-304 (A)(6) 8-2-304 (H)	Edited for clarity and formatting. Prevents continuous water flow during washing. A running hose uses 10 gallons per minute; a shut-off nozzle reduces this by 70%.	~~(6) When washing vehicles, use a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off device. This subsection does not apply to any commercial car washing facility.~~ H. Limitation on Washing Vehicles: Users must use a hand-held bucket or similar container or a hand-held hose equipped with a self-closing water shut-off device when washing vehicles. This subsection does not apply to any commercial car washing facility.
8-2-304 (A)(7) 8-2-304 (I)	Edited for clarity and formatting. Eliminates waste from untouched water glasses. Restaurants pour significant water down drains annually. This simple practice change costs nothing and	~~(7) Do not serve drinking water, unless specifically requested by the customer, in all restaurants, hotels, cafes, cafeterias or other public places where food is sold, served, or offered for sale.~~ I. Dining Establishment Requirements: Dining establishments may not serve drinking water, unless specifically requested by the customer. This applies to all restaurants, hotels, cafes, cafeterias or other public places where food is sold, served, or offered for sale.

	respects customer choice.	
8-2-304 (A)(8) 8-2-304 (K)	Edited for clarity and formatting. Recognizes that daily laundering is unnecessary and wasteful. Guests appreciate the environmental option, and hotels save on water, energy, and labor costs.	~~(8) Hotels, motels and other commercial lodging establishments must provide customers the option of not having towels and linen laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.~~ K. Hotels, Motels, and other Commercial Lodging Establishments-related Requirements: Hotels, motels, and other commercial lodging establishments must provide customers with the option of not having towels and linens laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.
8-2-304 (A)(9) 8-2-304 (J)	Edited for clarity and formatting. Commercial kitchens are high-volume water users. Modern spray valves reduce water use by 30-50% with no loss in sanitation effectiveness, paying for themselves quickly.	~~(9) Food preparation establishments, such as restaurants or cafes, are prohibited from using nonwater conserving dish wash spray valves.~~ J. Food Preparation Establishment Requirements: Food preparation establishments, such as restaurants or cafes, must use water-conserving dishwash spray valves.
8-2-304 (A)(10) 8-2-304 (L)	Edited for clarity and formatting. Recirculation maintains aesthetic value while eliminating continuous potable water consumption.	~~(10) Operating a water fountain or other decorative water feature that does not use re-circulated water is prohibited~~. L. Decorative Fountain Requirements: Water fountains or other decorative water features must use re-circulated water.
8-2-304 (A)(11) 8-2-304 (M)	Edited for clarity and formatting. Single-pass cooling systems have historically been used in commercial settings and waste enormous amounts of water by using water once and then discarding it. They use roughly 40 times more water to remove the same amount of heat as a modern cooling tower operating with multiple cycles.	~~(11) Installation of single pass cooling systems is prohibited in buildings requesting new water service.~~ M. Limitation on Single-Pass Cooling System: Installation of single-pass cooling systems is prohibited in buildings requesting new water service.
8-2-304 (A)(12)	Edited for clarity and formatting. High-volume operations	~~(12) Installation of non-re-circulating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems.~~

8-2-304 (N)	must use best practices. Recirculating systems reduce water use by 80-90% and have become the industry standard.	N. Commercial Car Wash and Laundry Systems Requirements: Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems. All commercial conveyor car wash systems and commercial laundry systems must have operational re-circulating water systems installed.
8-2-304 (A)(13)	Combined with 8-2-304-N.	~~(13) Effective January 1, 2010, all commercial conveyor car wash systems and commercial laundry systems must have installed operational re-circulating water systems.~~
8-2-304 (A)(14)	Nonfunctional turf requirements are set forth in 8-2-305 to better segregate the items required for state law compliance.	~~(14) Do not irrigate ornamental turf on public street medians.~~
8-2-304 (O)	New section added. Uncovered pools lose 1,000 or more gallons monthly to evaporation in Burbank's climate. Covers are inexpensive, reduce chemical use, and save both water and heating costs.	O. Swimming Pools Requirements: Users must cover all swimming pools, wading pools, or spas when not in use with acceptable protection designed to decrease water evaporation.
8-2-304 (B)(C)(D)(E)(F)	The water conservation stages and watering days have been removed, as they caused confusion in the community and were difficult to enforce. The proposed SWUO replaces stages with recommended conservation targets and voluntary measures determined by the General Manager of Burbank Water and Power and based on key indicators of water supply reliability such as the amount of water Burbank has stored	~~B. Stage II. In Stage II, the conservation measures applicable in Stage I shall be augmented with the following additional mandatory measures: (1) Do not water outdoor landscaped areas more than fifteen (15) minutes per day per station and no more than three (3) days per week during the months of April through October. Do not water outdoor landscaped areas more than fifteen (15) minutes per day per station and no more than one (1) day per week during the months of November through March. Regardless of month, areas watered with low volume irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement, but must comply with the number of days per week watering limit. (2) During the months of April through October, the three allowable irrigation days are Tuesdays, Thursdays and Saturdays. During the months of November through March, the one allowable irrigation day is Saturday. Irrigation will not be allowed any day outside of the requirement listed here. (3) The filling or refilling of an artificial or ornamental body of water that does not use recycled water is prohibited.~~ ~~C. Stage III. In Stage III, all conservation measures applicable in Stage II shall apply, along with the following additional measures: (1) During the months of April through October do not water outdoor landscaped areas more than fifteen (15) minutes per station and no more than two (2) days per week.~~

	in the ground, operational conditions on the State Water Project and Colorado River that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term weather patterns.	~~Areas watered with low volume irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement, but must comply with the limit of two days per week watering requirement. The two allowable irrigation days are Tuesdays and Saturdays. Irrigation will not be allowed any day outside of Tuesday or Saturday. (2) Do not use outdoor evaporative cooling devices (for example, misters). (3) The prohibition on watering outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. extends to include attended hand-watering. (4) Cover all swimming pools, wading pools, or spas when not in use with acceptable protection designed to decrease water evaporation.~~ ~~D. Stage IV. In Stage IV, all conservation measures applicable in Stage III shall apply, along with the following additional measures: (1) Do not water outdoor landscaped areas more than fifteen (15) minutes per station and no more than one (1) day per week. Areas watered with low volume irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement, but must comply with the limit of one day per week watering requirement. The one allowable irrigation day is Saturday. Irrigation will not be allowed any day outside of Saturday.~~ ~~E. Stage V. In Stage V, all conservation measures applicable in Stage IV shall apply, along with the following additional measures: (1) Deep irrigation of trees and shrubs only, two (2) days per month, 20 minutes per watering station. The two allowable deep irrigation days are the first and third Saturdays of each calendar month. Irrigation will not be allowed any day outside of these two Saturdays. (2) No new or upgraded potable water service will be permitted, excepting R-1 and R-2 zones, unless a building permit has already been issued.~~ ~~F. Stage VI. In Stage VI, all conservation measures applicable in Stage V shall apply, along with the following additional measures: (1) Do not water outdoor landscaped areas at any time.~~
8-2-305 8-2-305 (A) 8-2-305 (B) 8-2-305 (C) 8-2-305 (D) 8-2-305 (E)	Replaced section 8-2-305, with new content to comply with AB 1572 (2023) regarding irrigation restrictions related to nonfunctional turf, including definitions, effective dates for varying customer sectors, and exemptions.	8-2-305: NONFUNCTIONAL TURF REQUIREMENTS: A. Purpose: The purpose of this section is to comply with the irrigation restrictions related to nonfunctional turf, as set forth in Assembly Bill 1572 (2023) and as may be amended from time to time. B. Definitions: The following words, as used in this section, are defined as follows: "Common area" means that portion of a common interest development or of a property owned or managed by a homeowners' association or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property. "Common interest development" means any of the following: (a) A community apartment project. (b) A condominium project. (c) A planned development. (d) A stock cooperative.

		"Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent community common area or facilities are available to the public. "Community service organization or similar entity" does not include an entity that has been organized solely to raise money and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance. "Community space" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings. "Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income. "Functional turf" means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf. "Homeowners' association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development. "Nonfunctional turf" means any turf that is not functional turf, and includes turf located within street rights-of-way, decorative lawn along sidewalks, building edges, or fences, lawn between buildings with no seating access, or activity, sloped or oddly shaped areas, and narrow lawn strips in or around parking lots. "Potable water" means water that is suitable for human consumption. "Recreational use area" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to, sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal. C. Restriction: No user may use potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery D. Effective Dates. These irrigation restrictions are effective immediately, except for the following:

		(1) For all properties owned by the Department of General Services, irrigation restrictions are effective beginning January 1, 2027. (2) For all properties owned by local governments, local or regional public agencies, and public water systems, irrigation restrictions are effective beginning January 1, 2027. (3) For all other institutional properties and all commercial and industrial properties, irrigation restrictions are effective beginning January 1, 2028. (4) For all common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, irrigation restrictions are effective beginning January 1, 2029. (5) Notwithstanding section 8-2-305.D(2), for all properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, irrigation restrictions are effective beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later. E. Exceptions: (1) The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial nonturf plantings, or to the extent necessary to address an immediate health and safety need. (2) The use of potable water in situations where the compliance deadlines outlined in Section 8-2-304.D are postponed in accordance with California Water Code section 10608.14(c).
8-2-305 8-2-306	The proposed Section 8-2-306 includes recommended conservation targets and voluntary measures determined by the General Manager of Burbank Water and Power and based on key indicators of water supply reliability such as the amount of water Burbank has stored in the ground, operational conditions on the State Water Project and Colorado River	~~8-2-305: IMPLEMENTATION OF SUSTAINABLE WATER USE STAGES: The sustainable water use practices provided for in section 8-2-304 shall be declared by resolution of the City Council. Before adopting any such resolution, the City Council shall hold a public hearing when required by Water Code section350 or other applicable law. Any such resolution shall contain findings in support of the City Council's decision to impose any sustainable water use practices, and such findings or other determinations as may be required to comply with the California Environmental Quality Act.~~ 8-2-306: SUSTAINABLE WATER USE RECOMMENDED TARGETS OR MEASURES: The General Manager of Burbank Water and Power may determine the timing and scope of water use reduction targets based on key indicators of water supply reliability such as the amount of water Burbank has stored in the ground, operational conditions on the State Water Project and Colorado River that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term

	that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term weather patterns.	weather patterns. In addition to developing any recommended water use targets, the General Manager may communicate such recommended measures to Burbank Water and Power customers.
8-2-306 8-2-307	Enforcement continues to be an option by issuance of an administrative citation. However, the proposed Section 8-2-307 removes the requirement for two courtesy notices before issuing a citation. While the City may continue to issue courtesy notices, removal of the two courtesy notice requirements will allow the City to proceed directly to citations if the situation warrants immediate action.	~~8-2-306: ENFORCEMENT: Any violation of this article shall be subject to enforcement by issuance of an administrative citation pursuant to section 1-1-108.1 of this Code. Prior to issuance of an administrative citation, the City shall give one courtesy notice requesting voluntary correction of the violation. The General Manager of Burbank Water and Power, or his or her designee, may enter into a written agreement with a customer to resolve any violation provided that such agreement is consistent with the purpose and intent of this article~~ Any violation of this article is subject to enforcement by issuance of an administrative citation pursuant to section 1-1-108.1 of this Code. The General Manager of Burbank Water and Power, or their designee, may enter into a written agreement with a customer to resolve any violation provided that such agreement is consistent with the purpose and intent of this article.

Correspondences

Please Note: If additional Documents/Correspondences are submitted for this item, they will be periodically posted to the City website for public viewing.

MEMORANDUM

WATER AND POWER

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
VIA: Richard Wilson, Assistant General Manager, Water Systems
BY: Drew Johnstone, Sustainability Officer

SUBJECT: June 30, 2026 City Council Meeting Public Hearing Agenda Item No. 1 – Introduction of an Ordinance Amending and Restating Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code, Relating to the Sustainable Water Use Practices, and Finding of a CEQA Exemption (14 CCR 15061, 15301, 15305, 15307, 15308)

During a review of the posted materials, staff identified that the version of Attachment 1 included in the agenda packet was an earlier draft and not the final version of the Ordinance. This memo outlines the differences between the version that was posted/distributed and the updated version to ensure that the Council and the public have access to the accurate, final ordinance.

Summary of Corrections:

- Revised City Attorney's Synopsis, including detailed references to AB 1572 and updates to enforcement processes.
- Additional findings required under state law, including mandatory ordinance updates by January 1, 2027, proper noticing under Water Code section 376, and consideration of the General Manager's report.
- Expanded CEQA analysis, including additional exemptions such as CEQA Guidelines §15061(b)(3).
- Updated signature block reflecting the correct Senior Assistant City Attorney, Lisa Kurihara.
- Updated publication requirement, changing from publication of the full ordinance to publication of a summary.
- Substantive additions to Exhibit A, including:

- Expanded scope of nonfunctional turf prohibitions to include HOAs, CIDs, and community service organizations.
- Added comments and clarifications regarding hand-watering and alignment with state law.
- Revised enforcement language ("could be subject to" vs. "is subject to").Additional state-law-aligned effective dates for irrigation restrictions consistent with Water Code section 10608.14.
- Action Taken section updated.

ATTACHMENT

Updated Attachment 1 – Ordinance

ATTACHMENT 1

Eff.: ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING AND RESTATING TITLE 8, CHAPTER 2, ARTICLE 3 (SUSTAINABLE WATER USE ORDINANCE) OF THE BURBANK MUNICIPAL CODE

City Attorney's Synopsis

This Ordinance amends the City's existing Sustainable Water Use Ordinance by converting the City's existing stage-based conservation measures to permanent conservation processes, incorporating recent state law requirements limiting irrigation of nonfunctional turf (AB 1572 (2023)), and providing for other procedural changes to the enforcement of the sustainable water use practices.

THE COUNCIL OF THE CITY OF BURBANK FINDS AS FOLLOWS:

A. Article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare.

B. California Water Code, sections 375 and following, empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program.

C. The City has made the appropriate findings of necessity, adopted a water conservation program and codified such program in Article 3 of Chapter 2 of Title 8 of the Burbank Municipal Code (BMC).

D. The City further finds that making the existing water conservation program measures permanent, and incorporating state law related to nonfunctional turf, is necessary to ensure a sufficient water supply and to prevent unreasonable use or waste of water.

E. In addition, the state legislature has found and has declared that the use of potable water to irrigate nonfunctional turf is wasteful and incompatible with state policy

relating to climate change, water conservation, and reduced reliance on the Sacramento-San Joaquin Delta ecosystem.

F. By January 1, 2027, public water systems, including the City, must revise their ordinances, regulations and policies to prohibit the use of potable water for the irrigation of nonfunctional turf in accordance with California Water Code section 10608.14.

G. On [date City Council public hearing was held], the City Council at its regular meeting, held a duly noticed public hearing and made appropriate findings for the adoption of this Ordinance.

H. Said hearing was properly noticed in accordance with California Water Code section 376.

I. The City Council considered the report and recommendations of the General Manager, and the evidence and testimony presented at such hearing.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

1. Incorporation of Findings. The findings above are true and correct, and incorporated herein as if restated in their entirety.

2. Environment Review. Adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, and following) because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment (CEQA Guidelines section 15061(b)(3)). Adoption of this Ordinance is further exempt from CEQA as it includes regulations for water use on existing properties to protect water resources, and consists of regulations and restrictions on certain water use-related activities to ensure the maintenance, restoration, or enhancement of a natural resource. (CEQA Guidelines sections 15301 (Existing Facilities), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions for Protection of Natural Resources) and 15308 (Actions for Protection of Environment).) In addition, there are no unusual circumstances under CEQA Guidelines, section 15300.2(c) that would preclude the use of these exemptions.

3. Amendment and Restatement. BMC Title 8, Chapter 2, Article 3, is amended and restated in its entirety as set forth in Exhibit A.

4. Effective Date. In accordance with California Water Code section 376, this Ordinance is effective immediately upon adoption, and the City Clerk must certify to the

passage of this Ordinance and publish a summary of this Ordinance in a newspaper of general circulation within 10 days after its adoption.

5. Severability. 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.

6. Implementation. The City Manager, City Clerk, or their designee, is authorized to execute any action necessary to codify this Ordinance into the Burbank Municipal Code, including any modifications or nonsubstantive changes consistent with this approval, subject to the review and approval by the City Attorney.

PASSED AND ADOPTED this ____ day of July, 2026.

_____
Tamala Takahashi
Mayor

Attest:

Approved as to Form
Office of the City Attorney

_____
Kimberley Clark, City Clerk

By: _____
Lisa Kurihara
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. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the ____ day of July, 2026, by the following vote:

AYES:

NOES:

ABSENT:

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 10 days following the Ordinance's adoption on _____.

_____
Kimberley Clark, City Clerk

EXHIBIT A
ARTICLE 3. SUSTAINABLE WATER USE ORDINANCE

8-2-301: SHORT TITLE:

This article shall be known and may be cited as the "Sustainable Water Use Ordinance."

8-2-302: STATEMENT OF POLICY AND PURPOSE:

A. Policy. It is desirable and in the general welfare of the City that the water resources available to the City be put to maximum beneficial use to the extent possible, and that waste or unreasonable use be prevented, and that conservation of such water resources be exercised in a reasonable and beneficial manner for the residents and businesses of Burbank.

B. Purpose. Climate change, weather whiplash, and aridification have been more frequent and intense. California is facing increasingly variable weather patterns in both intensity and frequency, from record dry periods to intense storms. The City is adapting to climate change by strengthening our water resiliency and sustainability to prepare for increased uncertainty in both short and long-term weather patterns. This article provides guidance to use water wisely and sustainably to reduce wasteful water use. Water conservation is one of the tools that may be used to adapt to climate change and mitigate the impact of water supply shortages. This article provides water use best practices to reduce water consumption. Additionally, this article empowers the General Manager of Burbank Water and Power to establish incremental water use reduction targets and provide voluntary water conservation recommendations, as needed, based on prevailing conditions.

8-2-303: APPLICATION:

A. The provisions of this article shall apply to all users of potable water service in the City, with the exceptions set forth in subsections (B) and (C) of this section.

B. This article shall not apply to uses of water necessary to protect public health and safety or for essential public services such as police, fire, or sanitation.

C. This article shall not apply to use of recycled water.

8-2-304: PERMANENT WATER CONSERVATION REQUIREMENTS:

Except as provided in Section 8-2-303, all potable water users must comply with the following permanent water conservation (Making Water Conservation a California Way of Life or MCCWL) requirements:

A. Limitation to Duration of Irrigation: Users may not water outdoor landscaped areas more than fifteen (15) minutes per day, per station. Areas watered with low-flow drip irrigation systems that require additional spray time are exempt from the 15-minute time restriction of this requirement.

B. Limitation to Irrigation Times: Users may not water outdoor landscaped areas between the hours of 9:00 a.m. to 6:00 p.m. or during daylight hours from November through March except by use of attended hand-watering, or for very short periods of time for the express purpose of adjusting or repairing an irrigation system.

C. Hand-Watering Permitted: Users may use attended hand-watering any day of the week at any time of day without limitation on duration. Deep watering of trees by hand is permitted and encouraged to maintain their health.

D. Limitation Related to Rain: Users may not water outdoor landscaped areas on rainy days and at least two days after such rainy days.

E. Limitation on Hose Washing: Users may not hose or wash driveways, patios, sidewalks, or other hard or paved surfaces except when necessary to alleviate safety or sanitary hazards, and then only by a hand-held hose equipped with a water shut-off device or a hand-held bucket.

F. Limitation on Overspray or Runoff: Users must adjust sprinklers and irrigation systems to eliminate overspray and avoid run-off into streets, sidewalks, parking lots, alleys, or other paved surfaces.

G. Limitation on Leaks: Users must promptly repair all leaks, including leaks from plumbing fixtures, irrigation systems, and sprinkler systems. Repairing leaks on the customer's side of the meter, including the pipe between the meter and the building, is the responsibility of the customer.

H. Limitation on Washing Vehicles: Users must use a hand-held bucket or similar container or a hand-held hose equipped with a self-closing water shut-off device when washing vehicles. This subsection does not apply to any commercial car washing facility.

I. Dining Establishment Requirements: Dining establishments may not serve drinking water, unless specifically requested by the customer. This applies to all restaurants, hotels, cafes, cafeterias or other public places where food is sold, served, or offered for sale.

J. Food Preparation Establishment Requirements: Food preparation establishments, such as restaurants or cafes, must use water-conserving dishwash spray valves.

K. Hotels, Motels, and other Commercial Lodging Establishments-related Requirements: Hotels, motels, and other commercial lodging establishments must provide customers with the option of not having towels and linens laundered daily. Commercial lodging establishments must prominently display notice of this option in each bathroom using clear and easily understood language.

L. Decorative Fountain Requirements: Water fountains or other decorative water features must use re-circulated water.

M. Limitation on Single-Pass Cooling System: Installation of single-pass cooling systems is prohibited in buildings requesting new water service.

N. Commercial Car Wash and Laundry Systems Requirements: Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems. All commercial conveyor car wash systems and commercial laundry systems must have operational re-circulating water systems installed.

O. Swimming Pools Requirements: Users must cover all swimming pools, wading pools, or spas when not in use with acceptable protection designed to decrease water evaporation.

8-2-305: NONFUNCTIONAL TURF REQUIREMENTS:

A. Purpose: The purpose of this section is to comply with the irrigation restrictions related to nonfunctional turf, as set forth in Assembly Bill 1572 (2023) and as may be amended from time to time.

B. Definitions: The following words, as used in this section, are defined as follows:

"Common area" means that portion of a common interest development or of a property owned or managed by a homeowners' association or a community service organization or similar entity that is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property.

"Common interest development" means any of the following: (a) A community apartment project; (b) A condominium project; (c) A planned development; (d) A stock cooperative.

"Community service organization or similar entity" means a nonprofit entity, other than an association, that is organized to provide services to residents of the common interest development or to the public in addition to the residents, to the extent community common area or facilities are available to the public.

"Community service organization or similar entity" does not include an entity that has been organized solely to raise money and contribute to other nonprofit organizations that are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and that provide housing or housing assistance.

"Community space" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for civic, ceremonial, or other community events or social gatherings.

"Disadvantaged community" means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.

"Functional turf" means a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.

"Homeowners' association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

"Nonfunctional turf" means any turf that is not functional turf, and includes turf located within street rights-of-way, decorative lawn along sidewalks, building edges, or fences, lawn between buildings with no seating access, or activity, sloped or oddly shaped areas, and narrow lawn strips in or around parking lots.

"Potable water" means water that is suitable for human consumption.

"Recreational use area" means an area designated by a property owner or a governmental agency to accommodate human foot traffic for recreation, including, but not limited to, sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas. This recreation may be either formal or informal.

C. Restriction: No user may use potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery, or

on properties of homeowners' associations, common interest developments, community service organizations, or similar entities, as of the effective dates listed in this section.

D. Effective Dates. These irrigation restrictions are effective immediately, except for the following as provided in California Water Code section 10608.14, as may be amended:

(1) For all properties owned by the Department of General Services, irrigation restrictions are effective beginning January 1, 2027.

(2) For all properties owned by local governments, local or regional public agencies, and public water systems, irrigation restrictions are effective beginning January 1, 2027.

(3) For all other institutional properties and all commercial and industrial properties, irrigation restrictions are effective beginning January 1, 2028.

(4) For all common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, irrigation restrictions are effective beginning January 1, 2029.

(5) Notwithstanding Subsection D(2), for all properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, irrigation restrictions are effective beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate-appropriate landscapes, whichever is later.

E. Exceptions:

(1) The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial nonturf plantings, or to the extent necessary to address an immediate health and safety need.

(2) The use of potable water in situations where the compliance deadlines outlined in Subsection D are postponed in accordance with California Water Code section 10608.14(c).

8-2-306: SUSTAINABLE WATER USE RECOMMENDED TARGETS OR MEASURES: The General Manager of Burbank Water and Power may determine the timing and scope of water use reduction targets based on key indicators of water supply reliability such as the amount of water Burbank has stored in the ground, operational conditions on the State

Water Project and Colorado River that reduce imported water supplies, the Metropolitan Water District's operational needs and both short-term and long-term weather patterns. In addition to developing any recommended water use targets, the General Manager may communicate such recommended measures to Burbank Water and Power customers.

8-2-307: ENFORCEMENT:

Any violation of this article is subject to enforcement by issuance of an administrative citation pursuant to section 1-1-108.1 of this Code. The General Manager of Burbank Water and Power, or their designee, may enter into a written agreement with a customer to resolve any violation provided that such agreement is consistent with the purpose and intent of this article.

STAFF REPORT

CITY ATTORNEY'S OFFICE

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Joseph H. McDougall, City Attorney
BY: Jill Vander Borght, Chief Assistant City Attorney

SUBJECT: Review of Potential Options for Sequencing of Elections in Map 130; Adoption of a Resolution Assigning Sequence of Elections in Districts Depicted in Map 130; and Direction to Staff

RECOMMENDATION

1. Review potential options for sequencing of elections in Map 130 (Attachment 1).

2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK SETTING THE SEQUENCE OF ELECTIONS FOR AN ORDINANCE ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS AND ESTABLISHING DISTRICT BOUNDARIES TO BE SUBMITTED TO THE VOTERS OF BURBANK AT THE NOVEMBER 3, 2026 CONSOLIDATED STATEWIDE ELECTION, AND MAKING CERTAIN FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (Attachment 2a or 2b[1]).

BACKGROUND

2022 CVRA Demand

On August 23, 2022, the City received notice of a potential violation of the California Voting Rights Act (CVRA) on behalf of a Latino voter (Plaintiff) in the City of Burbank. (Elec. Code §§14027-14032.) On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections and authorized staff to retain National

[1] There are two versions of this Resolution to accommodate Council's choice in assigning sequencing.

Demographics Corporation (NDC), proven expert demographers serving local governments in California in successful districting, to guide the process.

In consultation with NDC, staff developed a robust timeline of workshops and public hearings for the districting process. Also directed by Council, staff and a communications partner delivered substantial and wide-reaching outreach to the community regarding the process and opportunities to engage.

Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8. Prior to the initial June 2nd deadline, 26 draft maps were submitted along with 14 submissions in a "Draw Your Neighborhood" tool. On June 14, 2023, Council held its first public hearing to consider maps submitted by the June 2 deadline. At that hearing, Council considered the maps submitted and provided direction to staff and the demographer on specific focus maps. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate Council's five "focus" maps and other direction provided at the June 14 hearing. The City received thirteen additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

Council held a fourth public hearing July 18, 2023 at which it considered the additional submissions. At that hearing, Council directed the demographer to create two variations of Map 130. The demographer created four variations, two more than Council requested to allow for discussion of the potential consequences of Council's directions. Each variation included a proposed sequencing in which the districts depicted in the map would be up for election, either in the presidential election year or in the gubernatorial election year. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023. (Additional information on the districting process, community forums, public hearings, and more is available on the City's districting website at https://burbankcouncildistricting.squarespace.com/.)

August 23, 2023 Public Hearing And Consideration of Map 130

Council considered Map 130 and its variants at a public hearing on August 23, 2023. Council did not assign a final sequencing of elections in the districts of Map 130 or of any of its variations. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case. On August 24, 2023 the Court issued its opinion.

Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the City Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and

impact of cumulative voting within the City's existing at-large election system. A unanimous motion gave the following instructions to staff:

a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
b. Direct the Charter Review Committee to consider the size and composition of the City Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.
c. Invite the prospective plaintiff who sent the City the August 23, 2022 notice of a potential violation of the CVRA to participate in the future discussion to ensure any potential outcome address the concerns posed by the initial notice.

Before staff could execute the direction, the plaintiff filed litigation.

2023 CVRA Lawsuit & Settlement

Plaintiff filed a lawsuit against the City on October 19, 2023, alleging two causes of action, for violation of the CVRA and for violation of the Equal Protection Clause of the California Constitution. The cause of action for violation of the Equal Protection Clause of the California Constitution was subsequently dismissed with prejudice.

On February 23, 2026, the City participated in court-ordered pretrial mediation, resulting in a settlement of the CVRA lawsuit. Relative to the actions that are the subject of this report, the terms of the agreement include:

1. Place a charter amendment measure on the November 2026 ballot to permit the Council or the voters to determine by ordinance the method of election of council members. (Council will consider such resolution July 21, 2026.)
2. Place an ordinance to enact Map 130 from the 2023 districting process on the November 2026 ballot. Map 130 is depicted in Attachment 1 to this report.
3. Council to decide sequencing of elections for Map 130 districts.
4. Provide that if voters approve ***both*** the charter amendment measure ***and*** the ordinance for district elections using Map 130, district elections will be held for City Council members in 2028 and 2030. Thereafter, Council or the voters have the authority to change the method of election to any legally permissible system.
5. Relieve City of further obligations under the settlement if the voters reject either measure, and bars this plaintiff from suing Burbank again under the CVRA.

DISCUSSION – PUBLIC HEARING & SEQUENCING OF ELECTIONS IN MAP 130

Settlement Requirements Regarding Sequencing

On July 21, 2026, Council will consider resolutions placing the measures in #1 and #2, above, on the November 2026 ballot for voter approval or rejection. Voters must approve ***both*** the Charter amendments ***and*** the Ordinance adopting Map 130 for district elections to become the system for Burbank Council member elections in 2028 and 2030.

The CVRA settlement requires the Ordinance for by-district elections with Map 130 (Item #2, above) to include a sequence in which the districts will appear on the ballot when the Ordinance is submitted to voters. Sequencing is at Council's discretion. This agenda item permits Council to assign a sequence of elections in the districts of Map 130.

Considerations in Assigning the Sequence of Elections in Map 130 Districts

Elections Code § 10010(b) specifies two criteria for "consideration" in setting sequencing. Those criteria are giving 1) "consideration to the purposes of the California Voting Rights Act" and 2) "tak[ing] into account the preferences expressed by members of the districts." There is no judicial guidance about either. CVRA advocates contend the first provision requires the district with the highest percent of citizens of voting age who are Latino be placed on the ballot in the presidential election cycle. However, assigning an election cycle based predominantly on the race of voters in the district presents potential constitutional issues. In practice, cities transitioning to by-district elections have not followed a uniform approach. Some cities have considered the length of time since a resident of those neighborhoods has been elected to the City Council. The second criterion is similarly ambiguous but probably means the City Council should take into consideration the views of the public expressed at a public hearing.

In addition to the considerations required by section 10010(b), cities commonly consider:

a. Completion of the terms of incumbents elected at-large. For example, a council member whose term ends in 2030 serves out the full four-year term even if that member resides in the same district as an incumbent whose term ends in 2028 and that district is placed on the 2028 ballot.

b. Scheduling elections in a particular district based on the expiration of the term of office of the incumbent who resides in the district. For example, a district in which an incumbent resides with a term ending in 2028 could be on the ballot in 2028. A district in which two incumbents reside with respective terms ending in 2028 and in 2030 could be placed on the ballot in 2028 or 2030. If in 2030, the incumbent with a term ending in 2028 would be out of office after the 2028 elections but could run again in 2030 for the district seat in which he or she resides. If the district is placed on the ballot in 2028, the incumbent with a term ending in 2030 would serve out the term of office but could also run in 2028 and resign an at-large spot if elected to the district.

c. Scheduling elections in a district in which no current incumbent resides in the earlier election cycle consistent with maintaining the appropriate number of council

members. For example, if two seats are up for election and a district has two incumbents with terms ending in 2028 and that district is assigned an election cycle starting with 2028, and there are also two districts that do not have a resident incumbent, only one of the latter would be placed on the ballot in 2028.

d. Some cities have required all incumbents to run in the first by-district elections and adopted a method to assign short and long terms to maintain staggered terms of office thereafter.

Examples of Sequencing

The following schematics demonstrate the impact of alternative sequencing in Map 130. Again, sequencing is at the discretion of the City Council, it is not bound by proposed sequencing published with draft Map 130 in 2023.

In the schematics below, the name & number in parentheses = Council member residing in district and year term ends. X = district up for election in year indicated at left. In sum, Council Member Anthony's and Council Member Rizzotti's terms end in 2028. They reside respectively in District 3 and District 4 in Map 130. Council Member Perez and Mayor Takahashi have terms ending in 2030[2]. Both reside in District 4. Vice Mayor Mullins's term also ends in 2030; she resides in District 5.

Sequencing Option 1 – Districts on Ballot When First Incumbent's Term Ends.

Election	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Council Members after Elect.	Notes
2028 Presidential 2 seats open			X (Anthony 28)	X (Rizzotti 28) (Perez 30) (Takahashi 30)		D3 – New D4 – New Perez, Takahashi, and Mullins complete at-large terms to 2030.	Perez and Takahashi can choose to run for D4 seat in 2028. If elected, that person can resign from at-large seat and thereafter serve as CM for D4. The vacancy would then be filled by appointment.
2030 Gubernatorial	X	X			X (Mullins 30)	D1 – New D2 – New D3 – Filled in 2028	

[2] 2030 assumes for the sake of discussion that each of Perez, Takahashi and Mullins is reelected in November 2026.

						D4 – Filled in 2028 D5 – New	

Sequencing Option 2 – Diversifying Geographic Representation.

Election	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Council Members after Elect.	Notes
2028 Presidential		X	X (Anthony 28)			D2 – New D3 – New Perez, Mullins &Takahashi complete at-large terms to 2030.	Rizzotti whose term ends in 2028 resides in D4, which is not on the ballot in 2028. Rizzotti may run again in 2030.
2030 Gubernatorial	X			X (Perez 30) (Takahashi 30)	X (Mullins 30)	D1 – New D2 – Filled in 2028 D3 – Filled in 2028 D4 – New D5 – New	

Sequencing Option 3 – No Incumbents on Ballot in 2028.

Election	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Council Members after Elect.	Notes
2028 Presidential	X	X				D1 – New D2 – New Perez, Mullins &Takahashi complete at-large terms to 2030.	Anthony resides in D3. His at-large term ends 2028. Rizzotti resides in D4. His at-large term ends 2028.
2030 Gubernatorial			X	X (Perez 30) (Takahashi 30)	X (Mullins 30)	D1 – Filled in 2028 D2 – Filled in 2028 D3 –New D4 – New D5 – New	

Sequencing Option 4 – All Districts on Ballot in 2028.

Election	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Dist. 5	Council Members after Elect.	Notes
2028 Presidential	X	X	X (Anthony 28)	X (Rizzotti 28) (Perez 30) (Takahashi 30)	X (Mullins 30)	D1 – New D2 – New D3 – New D4 – New D5 – New	All incumbents can run but only one can be elected per district. District term lengths staggered.
2030 Gubernatorial	X			X		D1 – New D2 – Filled in 2028 D3 – Filled in 2028 D4 – New D5 – Filled in 2028	Districts with initial short terms on ballot again in 2030.

ENVIRONMENTAL REVIEW

This activity involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

None.

CONCLUSION

The Ordinance for by-district elections using Map 130 (Attachment 1) will include a section for specifying the sequence of elections in the map's districts. Council should proceed as follows:

- Hold public hearing to hear public comment on sequencing.
- Council discussion.
- Adopt a Resolution (Attachment 2a or 2b) specifying the sequence of elections and direct staff to add selected sequencing to the Ordinance for by-district elections using Map 130.

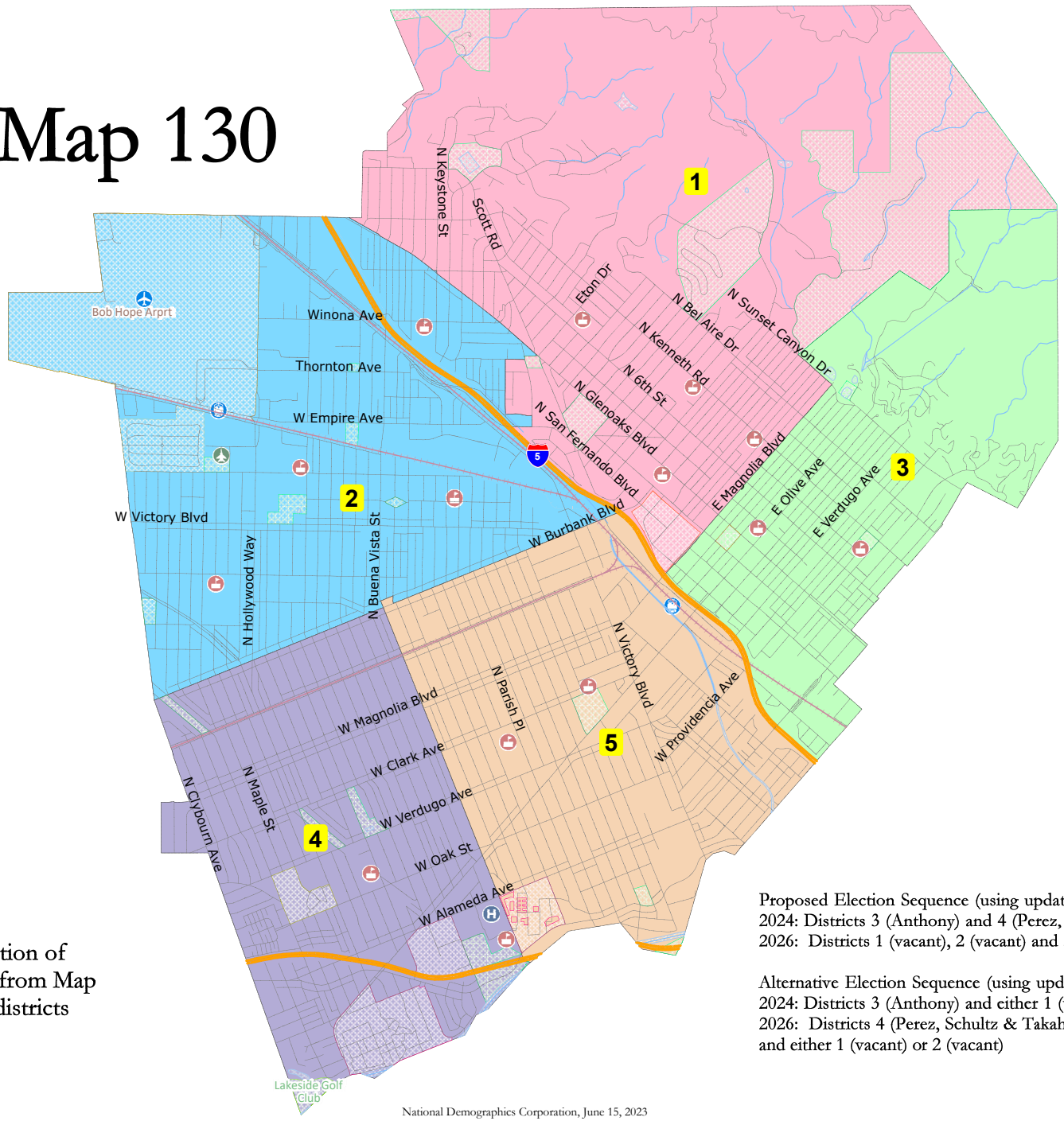
ATTACHMENTS

Attachment 1 – Map 130
Attachment 2a – Resolution Assigning Sequencing of Elections in Districts of Map 130
Attachment 2b – Resolution Assigning Sequencing of Elections in Districts of Map 130
Correspondence

City of Burbank
2023 Districting

Attachment 1

Map 130



This map is a combination of the western 3 districts from Map 127 and the eastern 2 districts from Map 123.

Proposed Election Sequence (using updated Council locations):
2024: Districts 3 (Anthony) and 4 (Perez, Schultz & Takahashi)
2026: Districts 1 (vacant), 2 (vacant) and 5 (Mullins)

Alternative Election Sequence (using updated Council locations):
2024: Districts 3 (Anthony) and either 1 (vacant) or 2 (vacant)
2026: Districts 4 (Perez, Schultz & Takahashi), 5 (Mullins) and either 1 (vacant) or 2 (vacant)

National Demographics Corporation, June 15, 2023

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Map 130

District		1	2	3	4	5	Total
	Total Pop	21,760	21,724	21,308	21,348	21,410	107,550
	Deviation from ideal	250	214	-202	-162	-100	452
	% Deviation	1.16%	0.99%	-0.94%	-0.75%	-0.46%	2.10%
Total Pop	% Hisp	17.0%	37%	15%	21%	31%	24%
	% NH White	62%	43%	66%	59%	50%	56%
	% NH Black	3%	3%	4%	4%	4%	3%
	% Asian-American	16%	14%	13%	12%	12%	13%
Citizen Voting Age Pop	Total	14,511	15,351	14,288	15,239	15,576	74,965
	% Hisp	16%	32%	13%	18%	27%	21%
	% NH White	68%	49%	74%	62%	56%	62%
	% NH Black	3%	3%	4%	6%	3%	4%
	% Asian/Pac.Isl.	12%	15%	8%	13%	11%	12%
Voter Registration (Nov 2020)	Total	14,160	14,786	13,163	15,422	15,138	72,669
	% Latino est.	14%	33%	14%	16%	24%	21%
	% Spanish-Surnamed	13%	31%	13%	15%	22%	19%
	% Asian-Surnamed	6%	4%	5%	3%	4%	4%
	% Filipino-Surnamed	2%	3%	2%	2%	2%	2%
	% NH White est.	75%	58%	76%	73%	68%	70%
	% NH Black	3%	3%	3%	6%	3%	4%
Voter Turnout (Nov 2020)	Total	11,248	11,747	9,856	12,912	12,190	57,953
	% Latino est.	15%	33%	14%	16%	23%	20%
	% Spanish-Surnamed	14%	30%	14%	15%	21%	19%
	% Asian-Surnamed	6%	3%	5%	3%	5%	4%
	% Filipino-Surnamed	6%	3%	5%	3%	5%	4%
	% NH White est.	75%	59%	75%	74%	69%	70%
	% NH Black	3%	3%	3%	5%	2%	3%
Voter Turnout (Nov 2018)	Total	7,681	7,865	6,069	9,506	8,502	39,623
	% Latino est.	24%	58%	26%	24%	40%	35%
	% Spanish-Surnamed	14%	30%	14%	14%	20%	18%
	% Asian-Surnamed	5%	3%	4%	3%	4%	4%
	% Filipino-Surnamed	1%	3%	1%	1%	2%	2%
	% NH White est.	76%	60%	75%	76%	71%	72%
	% NH Black est.	3%	3%	3%	5%	2%	3%
ACS Pop. Est.	Total	21,668	21,241	20,114	21,645	22,643	107,311
Age	age0-19	21%	22%	17%	22%	22%	21%
	age20-60	53%	57%	57%	63%	59%	58%
	age60plus	26%	21%	26%	16%	20%	22%
Immigration	immigrants	35%	26%	43%	18%	23%	29%
	naturalized	74%	73%	71%	52%	70%	70%
Language spoken at home	english	52%	61%	46%	75%	63%	60%
	spanish	10%	21%	9%	10%	19%	14%
	asian-lang	8%	8%	6%	8%	7%	8%
	other lang	30%	10%	38%	7%	10%	19%
Language Fluency	Speaks Eng. "Less than Very Well"	18%	13%	21%	7%	12%	14%
Education (among those age 25+)	hs-grad	50%	53%	48%	44%	52%	49%
	bachelor	28%	30%	28%	34%	32%	30%
	graduatedegree	16%	9%	14%	19%	12%	14%
Child in Household	child-under18	28%	28%	21%	23%	27%	25%
Pct of Pop. Age 16+	employed	64%	69%	61%	71%	71%	67%
Household Income	income 0-25k	19%	18%	24%	12%	15%	18%
	income 25-50k	10%	14%	16%	11%	17%	14%
	income 50-75k	13%	16%	14%	15%	13%	14%
	income 75-200k	38%	41%	35%	45%	40%	40%
	income 200k-plus	19%	11%	11%	17%	15%	14%
Housing Stats	single family	52%	67%	26%	51%	57%	50%
	multi-family	48%	33%	74%	49%	43%	50%
	rented	46%	53%	74%	58%	53%	57%
	owned	54%	47%	26%	42%	47%	43%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK SETTING THE SEQUENCE OF ELECTIONS FOR AN ORDINANCE ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS AND ESTABLISHING DISTRICT BOUNDARIES TO BE SUBMITTED TO THE VOTERS OF BURBANK AT THE NOVEMBER 3, 2026 CONSOLIDATED STATEWIDE ELECTION, AND MAKING CERTAIN FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. On August 23, 2022, the City received a notice of a potential violation of the California Voting Rights Act (CVRA) from a potential plaintiff (Plaintiff) on behalf of a Latino voter in the City of Burbank. (Elec. Code §§14027-14032.)

B. On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections in accordance with Elections Code § 10010 and authorized staff to retain National Demographics Corporation (NDC) to guide the process.

C. Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8.

D. Prior to the initial June 2nd deadline for submission of draft districting maps, 26 draft maps were submitted with 14 submissions in the "Draw Your Neighborhood" tool.

E. On June 14, 2023, Council held its first public hearing to consider draft maps submitted by the June 2 deadline.

F. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate five "focus" maps selected by Council.

G. The City received 13 additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

H. Council held a fourth public hearing July 18 at which it considered the additional submissions. At that hearing, Council directed NDC to create variations of draft Map 130.

I. Map 130 and the four variations created by NDC each included a proposed sequencing in which the districts depicted in the map would be up for election either in the presidential or in the gubernatorial election year.

J. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023.

K. Council considered Map 130 and its variants at a public hearing August 23 but did not assign final sequencing of elections in the districts of Map 130 or any of its variations.

L. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case.

M. On August 24, 2023 the California Supreme Court issued its opinion in *Pico Neighborhood Ass'n v. City of Santa Monica* (2023) 15 Cal.5th 292.

N. Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the Burbank City Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and impact of cumulative voting within the City's existing at-large election system.

O. On October 3, 2023, by unanimous motion, Council directed staff to:

a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
b. Direct the Charter Review Committee to consider the size and composition of the City Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.
c. Invite the Plaintiff who sent the City the August 23, 2022 notice of a potential violation of the CVRA to participate in future discussion to ensure any potential outcome address the concerns posed by the initial notice.

P. On October 19, 2023, the Plaintiff filed a lawsuit against the City alleging two causes of action, for violation of the CVRA and for violation of the Equal Protection Clause of the California Constitution (the second was subsequently dismissed with prejudice).

Q. On February 23, 2026, the City participated in court-ordered pretrial mediation which resulted in a settlement of the CVRA lawsuit.

R. The settlement agreement included a provision for placing an Ordinance for enactment of Map 130 from the 2023 districting process on the November 2026 ballot including a sequencing of the elections in the districts depicted in Map 130.

S. The settlement agreement reserved to Council full discretion to decide the sequencing of elections in the districts depicted in Map 130.

T. On June 30, 2026, the Council held a public hearing on sequencing of elections in the districts depicted in Map 130.

U. Elections Code § 10010(b) specifies two criteria for "consideration" in setting sequencing: (1) giving "consideration to the purposes of the California Voting Rights Act" and (2) "tak[ing] into account the preferences expressed by members of the districts."

V. Council considered the criteria set forth in Elections Code § 10010(b).

W. The proposed Ordinance involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above recitals are true and correct.

2. The sequence of elections in the districts depicted in Map 130 shall be the following:

Districts ____ and ____ on the ballot in 2028 and every four years thereafter.

Districts _____, _____, and _____ on the ballot in 2030 and every four years thereafter.

3. Staff are instructed to include language in the Ordinance for enactment of Map 130 reflecting the above sequencing of elections in the districts of Map 130.

4. The Council determines that this activity involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

PASSED and ADOPTED this _____ day of June, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Jill Vander Borght
Chief 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 June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK SETTING THE SEQUENCE OF ELECTIONS FOR AN ORDINANCE ADDING A NEW ARTICLE 3 TO TITLE 2 OF THE BURBANK MUNICIPAL CODE TO CHANGE THE CITY'S ELECTORAL SYSTEM FROM AT-LARGE TO BY-DISTRICT ELECTIONS WITH RESPECT TO ELECTING CITY COUNCIL MEMBERS AND ESTABLISHING DISTRICT BOUNDARIES TO BE SUBMITTED TO THE VOTERS OF BURBANK AT THE NOVEMBER 3, 2026 CONSOLIDATED STATEWIDE ELECTION, AND MAKING CERTAIN FINDINGS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

THE COUNCIL OF THE CITY OF BURBANK FINDS:

1. On August 23, 2022, the City received a notice of a potential violation of the California Voting Rights Act (CVRA) from a potential plaintiff (Plaintiff) on behalf of a Latino voter in the City of Burbank. (Elec. Code §§14027-14032.)

2. On January 24, 2023, Council adopted a Resolution of Intent to Initiate a Transition to District Elections in accordance with Elections Code § 10010 and authorized staff to retain National Demographics Corporation (NDC) to guide the process.

3. Council held two pre-map public hearings on March 14, 2023, and April 11, 2023, with three community forums on March 30, April 6, and April 8.

4. Prior to the initial June 2nd deadline for submission of draft districting maps, 26 draft maps were submitted with 14 submissions in the "Draw Your Neighborhood" tool.

5. On June 14, 2023, Council held its first public hearing to consider draft maps submitted by the June 2 deadline.

6. At Council's direction, the City hosted five additional community forums on June 15, 22 (one virtual and one live), 24 and 29 to allow constituents multiple opportunities to discuss and debate five "focus" maps selected by Council.

7. The City received 13 additional maps and one more "Draw Your Neighborhood" submission by the second July 7 deadline.

8. Council held a fourth public hearing July 18 at which it considered the additional submissions. At that hearing, Council directed NDC to create variations of draft Map 130.

9. Map 130 and the four variations created by NDC each included a proposed sequencing in which the districts depicted in the map would be up for election either in the presidential or in the gubernatorial election year.

10. Map 130 and its variations with corresponding sequencing proposals were posted on Burbank's redistricting website on July 28, 2023.

11. Council considered Map 130 and its variants at a public hearing August 23 but did not assign final sequencing of elections in the districts of Map 130 or any of its variations.

12. Rather, Council directed staff to return for future discussion following the outcome of the California Supreme Court decision in the *Pico Neighborhood Ass'n v. City of Santa Monica* case.

13. On August 24, 2023 the California Supreme Court issued its opinion in *Pico Neighborhood Ass'n v. City of Santa Monica* (2023) 15 Cal.5th 292.

14. Considering the Supreme Court's expansive discussion of alternative electoral systems as remedial options in a CVRA case, on October 3, 2023, the Burbank City Council unanimously declined to adopt a districting ordinance and directed staff to evaluate the availability and impact of cumulative voting within the City's existing at-large election system.

15. On October 3, 2023, by unanimous motion, Council directed staff to:
    a. Contact the Los Angeles County Clerk regarding the feasibility of cumulative voting for residents and return with a first-step report on cumulative voting that addresses any expected impact on voter representation in Burbank.
    b. Direct the Charter Review Committee to consider the size and composition of the City Council, consider various iterations of districts, the possibility of a separately elected Mayor, and a re-districting process.
    c. Invite the Plaintiff who sent the City the August 23, 2022 notice of a potential violation of the CVRA to participate in future discussion to ensure any potential outcome address the concerns posed by the initial notice.

16. On October 19, 2023, the Plaintiff filed a lawsuit against the City alleging two causes of action, for violation of the CVRA and for violation of the Equal Protection Clause of the California Constitution (the second was subsequently dismissed with prejudice).

17. On February 23, 2026, the City participated in court-ordered pretrial mediation which resulted in a settlement of the CVRA lawsuit.

18. The settlement agreement included a provision for placing an Ordinance for enactment of Map 130 from the 2023 districting process on the November 2026 ballot including a sequencing of the elections in the districts depicted in Map 130.

19. The settlement agreement reserved to Council full discretion to decide the sequencing of elections in the districts depicted in Map 130.

20. On June 30, 2026, the Council held a public hearing on sequencing of elections in the districts depicted in Map 130.

21. Elections Code § 10010(b) specifies two criteria for "consideration" in setting sequencing: (1) giving "consideration to the purposes of the California Voting Rights Act" and (2) "tak[ing] into account the preferences expressed by members of the districts."

22. Council considered the criteria set forth in Elections Code § 10010(b).

23. The proposed Ordinance involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above recitals are true and correct.

2. The sequence of elections in the districts depicted in Map 130 shall be the following:

Commencing with the general municipal election in November of 2028, members of the City Council shall be elected by-district. All districts in Map

130 shall be on the ballot in the November 2028 general municipal election. The three (3) newly elected City Council members who receive the highest percentage of all votes cast for the office of City Council member in the district in which that new member was elected at the November 2028 general municipal election shall each have four (4)-year terms of office commencing on the Council Reorganization Meeting date in 2028. The remaining two (2) newly elected City Council members shall each have initial two (2)-year terms of office commencing on the Council Reorganization Meeting date in 2028. Thereafter, the term of office of each member elected to the City Council by-district shall be four (4) years commencing on the Council Reorganization Meeting date in that election year.

3. Staff are instructed to include language and modify language in the Ordinance for enactment of Map 130 reflecting the above sequencing of elections in the districts of Map 130 and such other changes as are necessary to implement the above sequencing.

4. The Council determines that this activity involves organizational and administrative activities of the government related to election procedures and eligibility requirements, and such internal procedural and eligibility changes have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

PASSED and ADOPTED this _____ day of June, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

By: _____
Jill Vander Borght
Chief Assistant City Attorney

Attest:

_____
Kimberley Clark, City Clerk

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 June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

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

CITY CLERK'S OFFICE

DATE: June 30, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Maria Sanchez, Administrative Analyst I

SUBJECT: Consideration of the Burbank Cultural Arts Commission Recommendation to Excuse the Absences of Commissioner

RECOMMENDATION

Approve the recommendation of the Burbank Cultural Arts Commission (Commission) to excuse the absences of Commissioner Jackie Brenneman.

BACKGROUND

Burbank Municipal Code (BMC) § 2-1-403 requires review of the attendance record of a member who is absent for three meetings during a 12-month period. The Board, Commission, or Committee (BCC) on which they serve 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. Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or other such action as Council deems appropriate. 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.

DISCUSSION

Commissioner Jackie Brenneman was originally appointed to the Commission by Council on July 13, 2021, and was reappointed on July 15, 2025 to serve a term ending on July 31, 2029. Commissioner Brenneman missed the following three regularly scheduled meetings:

- September 11, 2026
- February 12, 2026
- May 14, 2026

The table below details Commissioner Brenneman's attendance from August 1, 2025 to present.

MEETING DATE	ATTENDANCE
1. August 14, 2025	Present
2. September 11, 2025	Absent
3. October 9, 2025	Present
4. November 13, 2025	Present
5. December 11, 2025 (Dark)	N/A
6. January 8, 2026	Present
7. February 12, 2026	Absent
8. March 12, 2026	Present
9. April 9, 2026	Present
10. May 14, 2026	Absent
11. June 11, 2026	Present

On June 11, 2026, the Commission reviewed the absences of Commissioner Brenneman and voted to recommend that Council excuse them. The reasons for Commissioner Brenneman's absences and rationale for the Commission's decision are outlined in the recommendation letter from Vice Chair Eric Conner (Attachment 1).

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 for this item.

CONCLUSION

The Burbank Cultural Arts Commission recommends that Council excuse Commissioner Jackie Brenneman's absences.

ATTACHMENT

Attachment 1 – Recommendation Letter from Vice Chair Eric Conner

June 15, 2026

RE: Burbank Cultural Arts Commission Member Brenneman Attendance

Dear Honorable Mayor Takahashi, Vice Mayor Mullins, and City Council Members,

Between August 2025 and June 2026, Burbank Cultural Arts Commission (BCAC) Member Jackie Brenneman was absent from three regularly scheduled meetings: September 11, 2025, February 12, 2026, and May 14, 2026. Pursuant to Burbank Municipal Code Section 2-1-403, when a member is absent from three regularly scheduled meetings, the member's attendance record must be reviewed by the Board, Commission, or Committee.

At the June 11, 2026, BCAC meeting, the Commission had agendized and discussed Commissioner Brenneman's attendance record. Commissioner Brenneman addressed the Commission and explained that her absences were the result of professional obligations related to arts and entertainment industry advocacy. She noted that these commitments involved participation in significant industry events and activities that support and promote the arts.

Following discussion, the Commission voted to recommend that the City Council excuse Commissioner Brenneman's absences. The motion was approved by a vote of 5-0, with two abstentions. Commissioner Monica Pa Moye was absent from the meeting, and Commissioner Brenneman did not participate in the vote.

During the discussion, the Commission considered several factors in reaching its recommendation:

1. Commissioner Brenneman's absences were attributable to professional responsibilities directly related to arts advocacy and the entertainment industry.
2. Since Commissioner Brenneman's re-appointment, attendance provisions governing boards, commissions, and committees have been modified. Initially, the rule was being absent for three consecutive meetings or failing to meet the 75% of the regularly scheduled BCAC meetings during a 12-month period. Since then, the rule now states that three absences during a 12-month period could result in a vote for removal.
3. The Commission acknowledged the challenges that a weekday morning meeting schedules can present for working professionals who serve in a volunteer capacity.
4. Commissioner Brenneman's absences were attributable to professional responsibilities directly related to arts and film advocacy. As Chief Executive Officer of the Independent Film & Television Alliance and the American Film Market, she

was required to travel internationally to attend industry events, including the film markets in Cannes and Berlin. The Commission recognized that these professional obligations support the arts and entertainment industries and align with the expertise and perspective she brings to the Commission. The Commission also noted that, had remote participation been permitted for Commission members, Commissioner Brenneman may have been able to participate in at least one of the meetings from which she was absent.

The Commission recognizes the importance of regular attendance and active participation by all appointed members. However, after considering the circumstances surrounding Commissioner Brenneman's absences and her ongoing contributions to the arts community and the Commission, the BCAC respectfully recommends that the City Council excuse the absences referenced above.

Thank you for your consideration of this matter.

Respectfully submitted,

[redacted]

Eric Conner

Vice-Chair, Burbank Cultural Arts Commission

STAFF REPORT

MANAGEMENT SERVICES

DATE: June 30, 2026

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
VIA: Julie Chaidez, Human Resources Manager
BY: Joy Casucci, Senior Administrative Analyst

SUBJECT: Adoption of a Resolution Approving a Memorandum of Understanding with the City of Burbank and the Burbank City Employees' Association from July 1, 2026 – June 30, 2027; and Adoption of a Resolution Approving a Citywide Salary Schedule.

RECOMMENDATION

1. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF BURBANK AND THE BURBANK CITY EMPLOYEES' ASSOCIATION (BCEA) FROM JULY 1, 2026 – JUNE 30, 2027.

2. Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A CITYWIDE SALARY SCHEDULE.

BACKGROUND

The BCEA represents approximately 821 miscellaneous employees citywide who perform a wide variety of duties and responsibilities. The most recent contract between the City and the BCEA was effective July 1, 2024, through June 30, 2026. Negotiations for a successor agreement began in October 2025. Since that time, the City and the BCEA have held 17 negotiation meetings and have reached a tentative agreement covering the period of July 1, 2026, through June 30, 2027.

Because the tentative agreement includes changes to employee salaries, the California Public Employees' Retirement System (PERS) requires the City, as a public agency, to

adopt a publicly available salary schedule (approved by Council at a public meeting) in accordance with Government Code § 20636 and California Code of Regulations § 570.5. This requirement applies to special compensation and salary changes used by CalPERS to determine pensionable compensation and earnable compensation for BCEA employees.

DISCUSSION

The tentative agreement reached between the City and the BCEA aligns with the Council's adopted financial policy of balancing fiscal responsibility with the City's goal to remain competitive in the labor market in order to recruit and retain a well-qualified workforce to provide exceptional services. Although the City enters the new fiscal year with slower projected revenue growth and increased economic uncertainty compared to prior years, the City Council's longstanding commitment to fiscal discipline, including maintaining strong reserves and setting aside funds for future liabilities, has positioned the City to better manage financial challenges while continuing to provide competitive compensation in a fiscally responsible manner. The agreement includes adjustments to compensation and benefits, as outlined in the Summary of Contract Changes (Attachment 4). Notable modifications include adjustments in salary and the City's contribution toward employees' medical premiums.

Salary Adjustments

Burbank's relevant labor market includes comparable classifications in similar Southern California municipalities. A salary survey was conducted as part of negotiations to evaluate how BCEA salaries compare to relevant market rates. Survey results showed that the majority of BCEA classifications currently fall below the market average. As of July 2026, BCEA classifications are, on average, 5.66% below the market average, reflecting substantial increases provided by other agencies over the last year to remain competitive in a challenging labor market.

To bring BCEA salaries in line with the Council's financial policy of balancing fiscal responsibility while staying competitive to recruit and retain a well-qualified workforce, staff recommends a salary increase of 2% for most BCEA classifications and its incumbent employees, except for two certain classifications to address salary compaction, effective June 21, 2026 (the beginning of the pay period containing July 1, 2026). This increase maintains the City's fiscal responsibility while reducing the gap between BCEA and the relevant labor market.

The City recognizes the value each employee brings to the City's reputation for delivering high-quality public services and maintaining operational effectiveness. Despite current economic uncertainty, the proposed salary increase reflects the City's commitment to retaining and recruiting qualified employees, maintaining competitive compensation, and supporting continued service delivery to the community. All salary changes effective June

21, 2026, including exceptions for certain classifications, are listed in Exhibit N of the BCEA MOU (Attachment 3).

Medical Contribution

The City of Burbank is among other public agencies in Southern California who contract with PERS to provide medical insurance to its employees. To address anticipated average increases in PERS premiums based on historical trends, the Council previously approved 5% annual increases to the City's monthly maximum medical contributions for other City employee groups, effective December 1, 2026. To maintain equity and alignment with those adjustments, staff recommends increasing the City's monthly maximum medical contributions for BCEA employees by 5% effective December 1, 2026, as shown in Table 1, Column 1.

Table 1: BCEA Medical Contributions

Column 1

	Effective 12/01/2025
1 Party	From $767 to $805
2 Party	From $1,532 to $1,609
Family	From $$1,990 to $2,089

Finally, the proposed BCEA MOU contains revisions and clean-up language, as detailed in the Redline MOU (Attachment 3). Notably, the revision to the language in Article VII, Section B – Leave-Death in Family expands the eligible "family member" applicable to this provision.

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

The total cost of the compensation and benefit changes associated with the proposed BCEA MOU for the one-year contract period is $1,949,607 ($1,236,794 General Fund, $712,813 Non-General Fund). The ongoing fiscal impact of the changes associated with the proposed BCEA MOU is $1,949,607 ($1,236,794 General Fund, $712,813 Non-General Fund) in FY 2026-27, which will be incorporated into the Five-Year Financial Forecast.

CONCLUSION

The proposed MOU between the City of Burbank and the BCEA reflects a collaborative

effort to align employee compensation and benefits with the Council's adopted financial policies, address current market conditions, and support the City's goals for recruitment and retention of a well-qualified workforce. Staff recommends that the Council adopt the resolutions to approve the new BCEA MOU and the updated citywide salary schedule.

ATTACHMENTS

Attachment 1 – Resolution Approving the BCEA MOU Effective 7/1/26 – 6/30/27
Attachment 2 – Resolution Approving a Citywide Salary Schedule
Attachment 3 – BCEA Redline MOU Effective 7/1/26 – 6/30/27
Attachment 4 – Summary of Contract Changes

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF BURBANK AND THE BURBANK CITY EMPLOYEES' ASSOCIATION (BCEA) FROM JULY 1, 2026 – JUNE 30, 2027

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The terms and provisions of the Memorandum of Understanding (MOU) in relation to conditions of employment between the City of Burbank and the BCEA for July 1, 2026 – June 30, 2027, with such non-substantive changes as may be approved by the City Attorney, are hereby approved. Total compensation may be reviewed and adjusted as necessary on a case-by-case basis by the affected employees' Department Director, after consultation with Management Services and with City Manager approval, to correct for inequities relative to market surveys; correct internal inequities; address recruitment and retention issues; and compensate for new and/or increased services and/or duties.

2. The Financial Services Director is authorized to make such revisions, changes in summaries, fund amounts, totals, and grand totals of the Annual Budget, and other budget documents as deemed necessary or prudent to reflect and implement the terms and provisions of the MOU as amended.

3. The City Manager, or his/her designee, is authorized to execute the MOU on behalf of the City, to enter into any agreement necessary to implement the benefit provisions of the MOU, and to enter into any non-financial amendments ("side letters") to the MOU.

PASSED and ADOPTED this ____ day of _____, 2026.

_____
Tamala Takahashi
Mayor

Attest:

_____
Kimberley Clark, City Clerk

Approved as to Form
Office of the City Attorney

By:_____
Joseph H. McDougall
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 _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING A CITYWIDE SALARY SCHEDULE

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

In accordance with Government Code Section 20636 and Title 2 of California Code of Regulations Section 570.5 and as required by the California Public Employees' Retirement System ("CalPERS"), the citywide salary schedule, attached as Exhibit A, is hereby approved.

PASSED and ADOPTED this _____day of _____, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Joseph H. McDougall
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 _____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Exhibit A

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Account Clerk	B.1205	06/21/26	Financial	Monthly	4198.85	4303.80	4411.40	4521.68	4634.74	4750.59	4869.37	4991.09	5115.87	5243.77	5374.87	5509.25	5646.96	5788.14
	BCEA		Non Exempt	Bi-Weekly	1937.93	1986.37	2036.03	2086.93	2139.11	2192.58	2247.40	2303.58	2361.17	2420.20	2480.71	2542.73	2606.29	2671.45
	0009		8810	40 HRLY	24.22	24.83	25.45	26.09	26.74	27.41	28.09	28.79	29.51	30.25	31.01	31.78	32.58	33.39
				40 O.T.	36.33	37.25	38.18	39.14	40.11	41.12	42.14	43.19	44.27	45.38	46.52	47.67	48.87	50.09
Accountant	B.1620	06/21/26	Financial	Monthly	6624.87	6790.49	6960.24	7134.25	7312.61	7495.43	7682.81	7874.88	8071.77	8273.55	8480.38	8692.41	8909.70	9132.46
	BCEA		Non Exempt	Bi-Weekly	3057.63	3134.07	3212.42	3292.73	3375.05	3459.43	3545.91	3634.56	3725.43	3818.56	3914.02	4011.88	4112.17	4214.98
	0011		9410	40 HRLY	38.22	39.18	40.16	41.16	42.19	43.24	44.32	45.43	46.57	47.73	48.93	50.15	51.40	52.69
				40 O.T.	57.33	58.77	60.24	61.74	63.29	64.86	66.48	68.15	69.86	71.60	73.40	75.23	77.10	79.04
Accounting and Audit Manager	M.1992	06/21/26	Financial	Monthly	12224.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16075.54
	BMA		Non Exempt	Bi-Weekly	5642.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7419.48
	0012		9410	40 HRLY	70.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.74
				40 O.T.	105.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.11
Administrative Analyst I (M)	M.1417	06/21/26	Rec/Gen Admin	Monthly	6706.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8818.46
	BMA		Non Exempt	Bi-Weekly	3095.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4070.06
	0017		9410	40 HRLY	38.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.88
				40 O.T.	58.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.32
Administrative Analyst I (Z)	Z.1442	06/21/26	Rec/Gen Admin	Monthly	6706.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8818.46
	Z-Group		Exempt	Bi-Weekly	3095.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4070.06
	5017		9410	40 HRLY	38.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.88
				40 O.T.	58.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.32
Administrative Analyst II (M)	M.1666	06/21/26	Rec/Gen Admin	Monthly	7451.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9799.23
	BMA		Non Exempt	Bi-Weekly	3439.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4522.72
	0014		9410	40 HRLY	42.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.53
				40 O.T.	64.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.80

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Administrative Analyst II (Z)	Z.1715	06/21/26	Rec/Gen Admin	Monthly	7451.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9799.23
	Z-Group		Exempt	Bi-Weekly	3439.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4522.72
	5014		9410	40 HRLY	42.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.53
				40 O.T.	64.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.80
Administrative Officer	Z.1932	06/21/26	Rec/Gen Admin	Monthly	10325.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13578.46
	Z-Group		Exempt	Bi-Weekly	4765.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6266.98
	0020		9410	40 HRLY	59.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.34
				40 O.T.	89.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.51
Administrative Officer-BWP	Z.2023	06/21/26	Rec/Gen Admin	Monthly	11490.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15110.53
	Z-Group		Exempt	Bi-Weekly	5303.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6974.09
	0018		9410	40 HRLY	66.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.18
				40 O.T.	99.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.77
Administrative Technician	M.1563	06/21/26	Rec/Gen Admin	Monthly	6702.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8813.44
	BMA		Non Exempt	Bi-Weekly	3093.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4067.74
	0022		8810	40 HRLY	38.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.85
				40 O.T.	58.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.28
Animal Control Officer	B.1382	06/21/26	Safety/Inspection	Monthly	5326.27	5459.44	5595.92	5735.82	5879.21	6026.19	6176.84	6331.26	6489.56	6651.80	6818.09	6988.54	7163.24	7342.34
	BCEA		Non Exempt	Bi-Weekly	2458.28	2519.74	2582.73	2647.30	2713.48	2781.32	2850.85	2922.12	2995.18	3070.06	3146.81	3225.48	3306.11	3388.77
	0026		7720	40 HRLY	30.73	31.50	32.28	33.09	33.92	34.77	35.64	36.53	37.44	38.38	39.34	40.32	41.33	42.36
				40 O.T.	46.10	47.25	48.42	49.64	50.88	52.16	53.46	54.80	56.16	57.57	59.01	60.48	62.00	63.54
Animal Shelter Superintendent	M.1990	06/21/26	Safety/Inspection	Monthly	10139.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13333.97
	BMA		Non Exempt	Bi-Weekly	4679.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6154.14
	0027		8810	40 HRLY	58.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.93
				40 O.T.	87.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.40

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Applications Development	B.1466	06/21/26	Info Sys	Monthly	5651.27	5792.56	5937.36	6085.80	6237.94	6393.90	6553.73	6717.58	6885.52	7057.66	7234.11	7414.96	7600.32	7790.34
Analyst I	BCEA		Non Exempt	Bi-Weekly	2608.28	2673.49	2740.32	2808.83	2879.05	2951.03	3024.80	3100.42	3177.93	3257.38	3338.82	3422.29	3507.84	3595.54
	0031		9410	40 HRLY	32.60	33.42	34.25	35.11	35.99	36.89	37.81	38.76	39.72	40.72	41.74	42.78	43.85	44.94
				40 O.T.	48.90	50.13	51.38	52.67	53.99	55.34	56.72	58.14	59.58	61.08	62.61	64.17	65.78	67.41
Applications Development	M.1633	06/21/26	Info Sys	Monthly	7386.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9713.41
Analyst II	BMA		Non Exempt	Bi-Weekly	3409.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4483.11
	0032		9410	40 HRLY	42.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.04
				40 O.T.	63.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.06
Applications Development	M.1855	06/21/26	Info Sys	Monthly	9219.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12123.67
Analyst III (M)	BMA		Non Exempt	Bi-Weekly	4255.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5595.54
	0033		9410	40 HRLY	53.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.94
				40 O.T.	79.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.91
Applications Development	Z.1856	06/21/26	Info Sys	Monthly	9219.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12123.67
Analyst III (Z)	Z-Group		Exempt	Bi-Weekly	4255.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5595.54
	5033		9410	40 HRLY	53.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.94
				40 O.T.	79.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.91
Applications Development	M.2044	06/21/26	Info Sys	Monthly	10926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14368.36
Analyst IV	BMA		Non Exempt	Bi-Weekly	5043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6631.55
	0034		9410	40 HRLY	63.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.89
				40 O.T.	94.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.34
Aquatics Supervisor	B.1300	06/21/26	Recreation	Monthly	7206.77	7386.95	7571.61	7760.91	7954.92	8153.80	8357.64	8566.59	8780.74	9000.27	9225.28	9455.92	9692.30	9934.62
	BCEA		Non Exempt	Bi-Weekly	3326.20	3409.36	3494.59	3581.96	3671.50	3763.29	3857.37	3953.81	4052.65	4153.97	4257.82	4364.27	4473.37	4585.21
	0028		9410	40 HRLY	41.58	42.62	43.68	44.77	45.89	47.04	48.22	49.42	50.66	51.92	53.22	54.55	55.92	57.32
				40 O.T.	62.37	63.93	65.52	67.16	68.84	70.56	72.33	74.13	75.99	77.88	79.83	81.83	83.88	85.98

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant Chief Information Officer	Z.1446	06/21/26	Info Sys	Monthly	15505.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20389.35
	Z-Group		Exempt	Bi-Weekly	7156.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9410.47
	0035		9410	40 HRLY	89.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.63
				40 O.T.	134.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.45
Assistant City Attorney	Z.2364	06/21/26	Legal	Monthly	13719.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18040.82
	Z-Group		Exempt	Bi-Weekly	6331.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8326.53
	0041		9410	40 HRLY	79.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.08
				40 O.T.	118.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.12
Assistant City Clerk	Z.1936	06/21/26	Rec/Gen Admin	Monthly	9994.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13142.26
	Z-Group		Exempt	Bi-Weekly	4612.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6065.66
	0264		9410	40 HRLY	57.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.82
				40 O.T.	86.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113.73
Assistant City Engineer	Z.1430	06/21/26	Engineering	Monthly	14516.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19089.22
	Z-Group		Exempt	Bi-Weekly	6699.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8810.41
	0043		9410	40 HRLY	83.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.13
				40 O.T.	125.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.20
Assistant City Manager	E.0096	06/21/26	Rec/Gen Admin	Monthly	20216.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26585.33
	Exec		Exempt	Bi-Weekly	9330.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12270.15
	0051		9410	40 HRLY	116.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.38
				40 O.T.	174.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.07
Assistant City Treasurer	Z.1931	06/21/26	Financial	Monthly	10239.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13465.34
	Z-Group		Exempt	Bi-Weekly	4726.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6214.77
	0054		9410	40 HRLY	59.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.68
				40 O.T.	88.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.52

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant Community Development Director - Business & Economic Development	Z.2398 Z-Group 0058	06/21/26	Comm Dev Exempt 9410	Monthly	14534.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19112.54
				Bi-Weekly	6708.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8821.17
				40 HRLY	83.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.26
				40 O.T.	125.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.39
Assistant Community Development Director-Building Official	Z.2319 Z-Group 0057	06/21/26	Engineering Exempt 9410	Monthly	14307.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18813.95
				Bi-Weekly	6603.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8683.36
				40 HRLY	82.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.54
				40 O.T.	123.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162.81
Assistant Community Development Director- Transportation & Planning	Z.2397 Z-Group 0063	06/21/26	Comm Dev Exempt 9410	Monthly	14534.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19112.54
				Bi-Weekly	6708.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8821.17
				40 HRLY	83.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.26
				40 O.T.	125.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.39
Assistant Financial Services Director	Z.2363 Z-Group 0065	06/21/26	Financial Exempt 9410	Monthly	14673.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19294.99
				Bi-Weekly	6772.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8905.38
				40 HRLY	84.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.32
				40 O.T.	126.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.98
Assistant Fire Marshal	M.1917 BMA 0391	06/21/26	Safety/Inspection Non Exempt 9410	Monthly	10261.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13493.76
				Bi-Weekly	4736.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6227.89
				40 HRLY	59.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.85
				40 O.T.	88.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.78
Assistant General Manager-BWP	Z.2517 Z-Group 0067	06/21/26	Rec/Gen Admin Exempt 9410	Monthly	19151.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25184.25
				Bi-Weekly	8839.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11623.50
				40 HRLY	110.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.29
				40 O.T.	165.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	217.94

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant General Manager-	Z.2379	06/21/26	Financial	Monthly	17236.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22666.04
Customer Service & Marketing	Z-Group		Exempt	Bi-Weekly	7955.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10461.25
	0068		9410	40 HRLY	99.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.77
				40 O.T.	149.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.16
Assistant General Manager-	Z.2076	06/21/26	Rec/Gen Admin	Monthly	13789.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18132.79
Utility Administrative	Z-Group		Exempt	Bi-Weekly	6364.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8368.98
Services	0013		9410	40 HRLY	79.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.61
				40 O.T.	119.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.92
Assistant Information	Z.2283	06/21/26	Info Sys	Monthly	12292.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16164.66
Technology Director-	Z-Group		Exempt	Bi-Weekly	5673.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7460.61
Application Services	0573		9410	40 HRLY	70.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.26
				40 O.T.	106.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.89
Assistant Information	Z.2284	06/21/26	Info Sys	Monthly	12292.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16164.66
Technology Director-	Z-Group		Exempt	Bi-Weekly	5673.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7460.61
Operations	0563		9410	40 HRLY	70.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.26
				40 O.T.	106.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.89
Assistant Library Services	Z.2147	06/21/26	Library	Monthly	12076.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15880.52
Director	Z-Group		Exempt	Bi-Weekly	5573.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7329.47
	0070		9410	40 HRLY	69.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.62
				40 O.T.	104.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.43
Assistant Management Services	Z.2212	06/21/26	Rec/Gen Admin	Monthly	13351.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17557.32
Director	Z-Group		Exempt	Bi-Weekly	6162.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8103.38
	0069		9410	40 HRLY	77.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.29
				40 O.T.	115.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.94

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant Management Services Director-Labor & Human Resources	Z.2233	06/21/26	Rec/Gen Admin	Monthly	13351.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17557.32
	Z-Group		Exempt	Bi-Weekly	6162.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8103.38
	0072		9410	40 HRLY	77.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.29
				40 O.T.	115.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.94
Assistant Management Services Director-Risk Management & Safety	Z.2075	06/21/26	Safety/Inspection	Monthly	13076.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17195.19
	Z-Group		Exempt	Bi-Weekly	6035.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7936.24
	0073		9410	40 HRLY	75.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.20
				40 O.T.	113.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.80
Assistant Manager Customer Service Operations	M.1966	06/21/26	Financial	Monthly	10172.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13377.07
	BMA		Non Exempt	Bi-Weekly	4695.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6174.03
	0071		9410	40 HRLY	58.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.18
				40 O.T.	88.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.77
Assistant Parks and Recreation Director	Z.2311	06/21/26	Recreation	Monthly	13841.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18201.43
	Z-Group		Exempt	Bi-Weekly	6388.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8400.66
	0076		9420	40 HRLY	79.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.01
				40 O.T.	119.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.52
Assistant Planner	B.1646	06/21/26	Comm Dev	Monthly	6869.37	7041.10	7217.12	7397.56	7582.49	7772.05	7966.36	8165.52	8369.66	8578.90	8793.37	9013.20	9238.54	9469.50
	BCEA		Non Exempt	Bi-Weekly	3170.48	3249.74	3330.98	3414.26	3499.61	3587.10	3676.78	3768.70	3862.92	3959.49	4058.48	4159.94	4263.94	4370.54
	0074		9410	40 HRLY	39.63	40.62	41.64	42.68	43.75	44.84	45.96	47.11	48.29	49.49	50.73	52.00	53.30	54.63
				40 O.T.	59.45	60.93	62.46	64.02	65.63	67.26	68.94	70.67	72.44	74.24	76.10	78.00	79.95	81.95
Assistant Power Production Superintendent	M.2184	06/21/26	Utilities	Monthly	15339.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20171.52
	BMA		Non Exempt	Bi-Weekly	7079.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9309.93
	0075		9410	40 HRLY	88.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.37
				40 O.T.	132.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174.56

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant Public Works Director-Fleet & Buildings	Z.2237 Z-Group 0077	06/21/26	Fac/Grounds Exempt 9410	Monthly	14162.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18623.56
				Bi-Weekly	6536.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8595.49
				40 HRLY	81.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.44
				40 O.T.	122.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.16
Assistant Public Works Director-Streets & Waste Management	Z.2236 Z-Group 0078	06/21/26	Streets/Refuse Exempt 9410	Monthly	14162.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18623.56
				Bi-Weekly	6536.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8595.49
				40 HRLY	81.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.44
				40 O.T.	122.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.16
Assistant Public Works Director-Traffic	Z.2339 Z-Group 0079	06/21/26	Engineering Exempt 9410	Monthly	14620.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19226.09
				Bi-Weekly	6747.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8873.58
				40 HRLY	84.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.92
				40 O.T.	126.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.38
Assistant Public Works Director-Wastewater Systems	Z.2338 Z-Group 0080	06/21/26	Engineering Exempt 9410	Monthly	14620.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19226.09
				Bi-Weekly	6747.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8873.58
				40 HRLY	84.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.92
				40 O.T.	126.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.38
Assistant Traffic Signal Technician	B.1491 BCEA 0087	06/21/26	Utilities Non Exempt 9410	Monthly	5194.30	5324.15	5457.27	5593.68	5733.54	5876.87	6023.79	6174.39	6328.75	6486.98	6649.15	6815.38	6985.77	7160.40
				Bi-Weekly	2397.37	2457.30	2518.74	2581.70	2646.25	2712.40	2780.21	2849.72	2920.96	2993.99	3068.84	3145.56	3224.20	3304.80
				40 HRLY	29.97	30.72	31.48	32.27	33.08	33.91	34.75	35.62	36.51	37.42	38.36	39.32	40.30	41.31
				40 O.T.	44.96	46.08	47.22	48.41	49.62	50.87	52.13	53.43	54.77	56.13	57.54	58.98	60.45	61.97
Assistant Transportation Planner	B.1647 BCEA 0086	06/21/26	Comm Dev Non Exempt 9410	Monthly	6869.37	7041.10	7217.12	7397.56	7582.49	7772.05	7966.36	8165.52	8369.66	8578.90	8793.37	9013.20	9238.54	9469.50
				Bi-Weekly	3170.48	3249.74	3330.98	3414.26	3499.61	3587.10	3676.78	3768.70	3862.92	3959.49	4058.48	4159.94	4263.94	4370.54
				40 HRLY	39.63	40.62	41.64	42.68	43.75	44.84	45.96	47.11	48.29	49.49	50.73	52.00	53.30	54.63
				40 O.T.	59.45	60.93	62.46	64.02	65.63	67.26	68.94	70.67	72.44	74.24	76.10	78.00	79.95	81.95

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Assistant to the City Manager	Z.2032	06/21/26	Rec/Gen Admin	Monthly	11220.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14755.00
	Z-Group		Exempt	Bi-Weekly	5178.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6810.00
	0085		9410	40 HRLY	64.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.13
				40 O.T.	97.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.70
Associate Planner	B.1745	06/21/26	Comm Dev	Monthly	7575.23	7764.62	7958.73	8157.70	8361.64	8570.68	8784.95	9004.56	9229.68	9460.43	9696.94	9939.37	10187.84	10442.53
	BCEA		Non Exempt	Bi-Weekly	3496.26	3583.67	3673.26	3765.09	3859.22	3955.70	4054.59	4155.95	4259.85	4366.35	4475.51	4587.40	4702.08	4819.63
	0089		9410	40 HRLY	43.70	44.80	45.92	47.06	48.24	49.45	50.68	51.95	53.25	54.58	55.94	57.34	58.78	60.25
				40 O.T.	65.55	67.20	68.88	70.59	72.36	74.18	76.02	77.93	79.88	81.87	83.91	86.01	88.17	90.38
Associate Transportation Planner	B.1650	06/21/26	Comm Dev	Monthly	7575.23	7764.62	7958.73	8157.70	8361.64	8570.68	8784.95	9004.56	9229.68	9460.43	9696.94	9939.37	10187.84	10442.53
	BCEA		Non Exempt	Bi-Weekly	3496.26	3583.67	3673.26	3765.09	3859.22	3955.70	4054.59	4155.95	4259.85	4366.35	4475.51	4587.40	4702.08	4819.63
	0021		9410	40 HRLY	43.70	44.80	45.92	47.06	48.24	49.45	50.68	51.95	53.25	54.58	55.94	57.34	58.78	60.25
				40 O.T.	65.55	67.20	68.88	70.59	72.36	74.18	76.02	77.93	79.88	81.87	83.91	86.01	88.17	90.38
Benefits Coordinator	B.1584	06/21/26	Rec/Gen Admin	Monthly	6388.85	6548.58	6712.29	6880.08	7052.09	7228.39	7409.11	7594.32	7784.18	7978.79	8178.26	8382.73	8592.29	8807.09
	BCEA		Non Exempt	Bi-Weekly	2948.70	3022.42	3097.98	3175.42	3254.81	3336.18	3419.59	3505.07	3592.70	3682.52	3774.58	3868.95	3965.67	4064.81
	0099		9410	40 HRLY	36.86	37.78	38.72	39.69	40.69	41.70	42.74	43.81	44.91	46.03	47.18	48.36	49.57	50.81
				40 O.T.	55.29	56.67	58.08	59.54	61.04	62.55	64.11	65.72	67.37	69.05	70.77	72.54	74.36	76.22
Budget Manager	Z.2077	06/21/26	Financial	Monthly	11748.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15449.68
	Z-Group		Exempt	Bi-Weekly	5422.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7130.62
	0111		9410	40 HRLY	67.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.13
				40 O.T.	101.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.70
Building Administration Manager	M.1020	06/21/26	Safety/Inspection	Monthly	10522.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13836.85
	BMA		Non Exempt	Bi-Weekly	4856.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6386.24
	0113		9410	40 HRLY	60.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.83
				40 O.T.	91.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.75

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Building Inspection Manager	M.1902	06/21/26	Safety/Inspection	Monthly	9456.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12434.76
	BMA		Non Exempt	Bi-Weekly	4364.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5739.12
	0115		9410	40 HRLY	54.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.74
				40 O.T.	81.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.61
Building Inspector I	B.1552	06/21/26	Safety/Inspection	Monthly	6277.53	6434.46	6595.31	6760.20	6929.22	7102.44	7280.00	7462.00	7648.55	7839.76	8035.76	8236.65	8442.57	8653.62
	BCEA		Non Exempt	Bi-Weekly	2897.32	2969.75	3043.99	3120.09	3198.10	3278.05	3360.00	3444.00	3530.10	3618.35	3708.81	3801.53	3896.57	3993.98
	0117		9410	40 HRLY	36.22	37.12	38.05	39.00	39.98	40.98	42.00	43.05	44.13	45.23	46.36	47.52	48.71	49.92
				40 O.T.	54.33	55.68	57.08	58.50	59.97	61.47	63.00	64.58	66.20	67.85	69.54	71.28	73.07	74.88
Building Inspector II	M.1636	06/21/26	Safety/Inspection	Monthly	7198.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9466.28
	BMA		Non Exempt	Bi-Weekly	3322.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4369.05
	0116		9410	40 HRLY	41.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.61
				40 O.T.	62.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.92
Building Inspector III	M.1739	06/21/26	Safety/Inspection	Monthly	7983.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10498.19
	BMA		Non Exempt	Bi-Weekly	3684.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4845.32
	0760		9410	40 HRLY	46.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.57
				40 O.T.	69.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.86
Buyer I	B.1558	06/21/26	Financial	Monthly	6243.25	6399.32	6559.30	6723.30	6891.37	7063.66	7240.24	7421.25	7606.78	7796.97	7991.88	8191.67	8396.46	8606.39
	BCEA		Non Exempt	Bi-Weekly	2881.50	2953.53	3027.37	3103.06	3180.63	3260.15	3341.65	3425.19	3510.82	3598.60	3688.56	3780.77	3875.29	3972.18
	0123		9410	40 HRLY	36.02	36.92	37.84	38.79	39.76	40.75	41.77	42.81	43.89	44.98	46.11	47.26	48.44	49.65
				40 O.T.	54.03	55.38	56.76	58.19	59.64	61.13	62.66	64.22	65.84	67.47	69.17	70.89	72.66	74.48
Buyer II	B.1698	06/21/26	Financial	Monthly	7179.92	7359.41	7543.40	7731.99	7925.28	8123.42	8326.50	8534.67	8748.03	8966.73	9190.89	9420.67	9656.18	9897.59
	BCEA		Non Exempt	Bi-Weekly	3313.81	3396.65	3481.57	3568.61	3657.82	3749.27	3843.00	3939.08	4037.55	4138.49	4241.95	4348.00	4456.70	4568.12
	0124		9410	40 HRLY	41.42	42.46	43.52	44.61	45.72	46.87	48.04	49.24	50.47	51.73	53.02	54.35	55.71	57.10
				40 O.T.	62.13	63.69	65.28	66.92	68.58	70.31	72.06	73.86	75.71	77.60	79.53	81.53	83.57	85.65

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Capital Projects Program Manager	Z.1443 Z-Group 0128	06/21/26	Engineering Exempt 9410	Monthly Bi-Weekly 40 HRLY 40 O.T.	13124.45 6057.44 75.72 113.58	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	17258.67 7965.54 99.57 149.36
Carpenter	B.1464 BCEA 0130	06/21/26	Fac/Grounds Non Exempt 9420	Monthly Bi-Weekly 40 HRLY 40 O.T.	5435.24 2508.57 31.36 47.04	5571.13 2571.29 32.14 48.21	5710.40 2635.57 32.94 49.41	5853.16 2701.46 33.77 50.66	5999.50 2769.00 34.61 51.92	6149.48 2838.22 35.48 53.22	6303.22 2909.18 36.36 54.54	6460.81 2981.91 37.27 55.91	6622.31 3056.45 38.21 57.32	6787.86 3132.86 39.16 58.74	6957.58 3211.19 40.14 60.21	7131.52 3291.47 41.14 61.71	7309.79 3373.75 42.17 63.26	7492.55 3458.10 43.23 64.85
Carpenter Leadworker	B.1512 BCEA 0133	06/21/26	Fac/Grounds Non Exempt 9420	Monthly Bi-Weekly 40 HRLY 40 O.T.	5879.88 2713.79 33.92 50.88	6026.87 2781.63 34.77 52.16	6177.54 2851.17 35.64 53.46	6331.98 2922.45 36.53 54.80	6490.27 2995.51 37.44 56.16	6652.53 3070.40 38.38 57.57	6818.85 3147.16 39.34 59.01	6989.32 3225.84 40.32 60.48	7164.04 3306.48 41.33 62.00	7343.16 3389.15 42.36 63.54	7526.72 3473.87 43.42 65.13	7714.89 3560.72 44.51 66.77	7907.77 3649.74 45.62 68.43	8105.46 3740.98 46.76 70.14
Cement Finisher	B.1478 BCEA 0141	06/21/26	Streets/Refuse Non Exempt 9420	Monthly Bi-Weekly 40 HRLY 40 O.T.	5758.22 2657.64 33.22 49.83	5902.17 2724.08 34.05 51.08	6049.72 2792.18 34.90 52.35	6200.98 2861.99 35.77 53.66	6356.00 2933.54 36.67 55.01	6514.89 3006.87 37.59 56.39	6677.78 3082.05 38.53 57.80	6844.72 3159.10 39.49 59.24	7015.84 3238.08 40.48 60.72	7191.23 3319.03 41.49 62.24	7371.00 3402.00 42.53 63.80	7555.28 3487.05 43.59 65.39	7744.17 3574.23 44.68 67.02	7937.78 3663.59 45.79 68.69
Chief Assistant City Attorney	Z.1445 Z-Group 0148	06/21/26	Legal Exempt 9410	Monthly Bi-Weekly 40 HRLY 40 O.T.	18212.76 8405.89 105.07 157.61	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	23949.77 11053.74 138.17 207.26
Chief Assistant Community Development Director	Z.2467 Z-Group 0150	06/21/26	Comm Dev Exempt 9410	Monthly Bi-Weekly 40 HRLY 40 O.T.	15442.66 7127.38 89.09 133.64	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	20307.08 9372.50 117.16 175.74

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Chief Assistant General Manager-BWP	Z.1316	06/21/26	Utilities	Monthly	23988.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31544.89
	Z-Group		Exempt	Bi-Weekly	11071.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14559.18
	0152		8810	40 HRLY	138.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.99
				40 O.T.	207.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	272.99
Chief Assistant Public Works Director-City Engineer	Z.2417	06/21/26	Engineering	Monthly	15390.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20237.99
	Z-Group		Exempt	Bi-Weekly	7103.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9340.61
	0151		9410	40 HRLY	88.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.76
				40 O.T.	133.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.14
Chief Financial Officer	Z.2465	06/21/26	Engineering	Monthly	18193.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23924.98
	Z-Group		Exempt	Bi-Weekly	8397.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11042.30
	0149		9410	40 HRLY	104.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.03
				40 O.T.	157.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.05
Chief Information Officer	E.0076	06/21/26	Info Sys	Monthly	16446.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21627.28
	Exec		Exempt	Bi-Weekly	7590.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9981.82
	0422		9410	40 HRLY	94.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.77
				40 O.T.	142.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.16
City Attorney	E.0094	03/15/26	Legal	Monthly	23422.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30800.45
	Exec		Exempt	Bi-Weekly	10810.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14215.59
	0155		9410	40 HRLY	135.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.69
				40 O.T.	202.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.54
City Clerk	E.0070	06/21/26	Rec/Gen Admin	Monthly	17459.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17459.78
	Exec		Exempt	Bi-Weekly	8058.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8058.36
	0159		9410	40 HRLY	100.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.73
				40 O.T.	151.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.10

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
City Council	C.0000	08/17/25	Equipment	Monthly	1995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1995.00
	Council		Non Exempt	Bi-Weekly	920.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	920.77
	0161		9410	40 HRLY	11.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.51
				40 O.T.	17.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.27
City Manager	E.0099	06/21/26	Rec/Gen Admin	Monthly	27120.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35663.36
	Exec		Exempt	Bi-Weekly	12517.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16460.01
	0171		9410	40 HRLY	156.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205.75
				40 O.T.	234.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	308.63
City Treasurer	E.0072	06/21/26	Financial	Monthly	17719.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17719.78
	Exec		Exempt	Bi-Weekly	8178.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8178.36
	0179		9410	40 HRLY	102.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.23
				40 O.T.	153.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.35
Civil Engineer-BWP	M.1788	06/21/26	Utilities	Monthly	10234.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13458.90
	BMA		Non Exempt	Bi-Weekly	4723.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6211.80
	0190		9410	40 HRLY	59.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.65
				40 O.T.	88.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.48
Civil Engineering Assistant	B.1756	06/21/26	Engineering	Monthly	7543.71	7732.31	7925.60	8123.74	8326.85	8535.02	8748.39	8967.10	9191.28	9421.06	9656.60	9898.01	10145.46	10399.09
	BCEA		Non Exempt	Bi-Weekly	3481.71	3568.76	3657.97	3749.42	3843.16	3939.24	4037.72	4138.66	4242.13	4348.18	4456.89	4568.31	4682.52	4799.58
	0188		9410	40 HRLY	43.52	44.61	45.72	46.87	48.04	49.24	50.47	51.73	53.03	54.35	55.71	57.10	58.53	59.99
				40 O.T.	65.28	66.92	68.58	70.31	72.06	73.86	75.71	77.60	79.55	81.53	83.57	85.65	87.80	89.99
Civil Engineering Assistant-BWP	B.1759	06/21/26	Engineering	Monthly	7543.71	7732.31	7925.60	8123.74	8326.85	8535.02	8748.39	8967.10	9191.28	9421.06	9656.60	9898.01	10145.46	10399.09
	BCEA		Non Exempt	Bi-Weekly	3481.71	3568.76	3657.97	3749.42	3843.16	3939.24	4037.72	4138.66	4242.13	4348.18	4456.89	4568.31	4682.52	4799.58
	0189		9410	40 HRLY	43.52	44.61	45.72	46.87	48.04	49.24	50.47	51.73	53.03	54.35	55.71	57.10	58.53	59.99
				40 O.T.	65.28	66.92	68.58	70.31	72.06	73.86	75.71	77.60	79.55	81.53	83.57	85.65	87.80	89.99

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Civil Engineering Associate	B.1910	06/21/26	Engineering	Monthly	8771.77	8991.08	9215.85	9446.26	9682.40	9924.46	10172.57	10426.89	10687.56	10954.75	11228.62	11509.33	11797.07	12091.99
	BCEA		Non Exempt	Bi-Weekly	4048.51	4149.73	4253.47	4359.81	4468.80	4580.52	4695.03	4812.41	4932.72	5056.04	5182.44	5312.00	5444.80	5580.92
	0191		9410	40 HRLY	50.61	51.87	53.17	54.50	55.86	57.26	58.69	60.16	61.66	63.20	64.78	66.40	68.06	69.76
				40 O.T.	75.92	77.81	79.76	81.75	83.79	85.89	88.04	90.24	92.49	94.80	97.17	99.60	102.09	104.64
Civil Engineering Associate-BWP	B.1912	06/21/26	Engineering	Monthly	8771.77	8991.08	9215.85	9446.26	9682.40	9924.46	10172.57	10426.89	10687.56	10954.75	11228.62	11509.33	11797.07	12091.99
	BCEA		Non Exempt	Bi-Weekly	4048.51	4149.73	4253.47	4359.81	4468.80	4580.52	4695.03	4812.41	4932.72	5056.04	5182.44	5312.00	5444.80	5580.92
	0192		9410	40 HRLY	50.61	51.87	53.17	54.50	55.86	57.26	58.69	60.16	61.66	63.20	64.78	66.40	68.06	69.76
				40 O.T.	75.92	77.81	79.76	81.75	83.79	85.89	88.04	90.24	92.49	94.80	97.17	99.60	102.09	104.64
Clerical Worker	B.1016	06/21/26	Rec/Gen Admin	Monthly	3790.74	3885.51	3982.64	4082.20	4184.27	4288.87	4396.08	4506.00	4618.64	4734.10	4852.47	4973.78	5098.12	5225.57
	BCEA		Exempt	Bi-Weekly	1749.57	1793.31	1838.14	1884.09	1931.20	1979.48	2028.96	2079.69	2131.68	2184.97	2239.60	2295.59	2352.98	2411.80
	0196		8810	40 HRLY	21.87	22.42	22.98	23.55	24.14	24.74	25.36	26.00	26.65	27.31	28.00	28.69	29.41	30.15
				40 O.T.	32.81	33.63	34.47	35.33	36.21	37.11	38.04	39.00	39.98	40.97	42.00	43.04	44.12	45.23
Client Technology Specialist	B.0621	06/21/26	Info Sys	Monthly	5653.81	5795.14	5940.03	6088.53	6240.74	6396.76	6556.68	6720.59	6888.61	7060.82	7237.34	7418.28	7603.74	7793.83
	BCEA		Non Exempt	Bi-Weekly	2609.45	2674.68	2741.55	2810.09	2880.34	2952.35	3026.16	3101.81	3179.36	3258.84	3340.31	3423.82	3509.42	3597.15
	0195		9410	40 HRLY	32.62	33.43	34.27	35.13	36.00	36.90	37.83	38.77	39.74	40.74	41.75	42.80	43.87	44.96
				40 O.T.	48.93	50.15	51.41	52.70	54.00	55.35	56.75	58.16	59.61	61.11	62.63	64.20	65.81	67.44
Client Technology Supervisor	M.1017	06/21/26	Info Sys	Monthly	11304.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14865.70
	BMA		Non Exempt	Bi-Weekly	5217.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6861.09
	0197		9410	40 HRLY	65.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.76
				40 O.T.	97.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.64
Code Compliance Inspector I	B.1459	06/21/26	Safety/Inspection	Monthly	5876.54	6023.44	6174.03	6328.38	6486.59	6648.76	6814.97	6985.36	7159.99	7338.98	7522.45	7710.52	7903.29	8100.86
	BCEA		Non Exempt	Bi-Weekly	2712.25	2780.05	2849.55	2920.79	2993.81	3068.66	3145.37	3224.01	3304.61	3387.22	3471.90	3558.70	3647.67	3738.86
	0495		9410	40 HRLY	33.90	34.75	35.62	36.51	37.42	38.36	39.32	40.30	41.31	42.34	43.40	44.48	45.60	46.74
				40 O.T.	50.85	52.13	53.43	54.77	56.13	57.54	58.98	60.45	61.97	63.51	65.10	66.72	68.40	70.11

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Code Compliance Inspector II	B.1525	06/21/26	Safety/Inspection	Monthly	6277.53	6434.46	6595.31	6760.20	6929.22	7102.44	7280.00	7462.00	7648.55	7839.76	8035.76	8236.65	8442.57	8653.62
	BCEA		Non Exempt	Bi-Weekly	2897.32	2969.75	3043.99	3120.09	3198.10	3278.05	3360.00	3444.00	3530.10	3618.35	3708.81	3801.53	3896.57	3993.98
	0496		9410	40 HRLY	36.22	37.12	38.05	39.00	39.98	40.98	42.00	43.05	44.13	45.23	46.36	47.52	48.71	49.92
				40 O.T.	54.33	55.68	57.08	58.50	59.97	61.47	63.00	64.58	66.20	67.85	69.54	71.28	73.07	74.88
Code Compliance Manager	M.1026	06/21/26	Safety/Inspection	Monthly	10557.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13883.44
	BMA		Non Exempt	Bi-Weekly	4872.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6407.74
	0492		9410	40 HRLY	60.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.10
				40 O.T.	91.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.15
Collection Systems Journeyman	B.1469	06/21/26	Equipment	Monthly	5718.44	5861.40	6007.95	6158.14	6312.09	6469.88	6631.65	6797.44	6967.37	7141.55	7320.08	7503.10	7690.67	7882.94
	BCEA		Non Exempt	Bi-Weekly	2639.28	2705.26	2772.90	2842.22	2913.27	2986.10	3060.76	3137.28	3215.71	3296.10	3378.50	3462.97	3549.54	3638.28
	0200		9420	40 HRLY	32.99	33.82	34.66	35.53	36.42	37.33	38.26	39.22	40.20	41.20	42.23	43.29	44.37	45.48
				40 O.T.	49.49	50.73	51.99	53.30	54.63	56.00	57.39	58.83	60.30	61.80	63.35	64.94	66.56	68.22
Collection Systems Leadworker	B.1668	06/21/26	Streets/Refuse	Monthly	7015.84	7191.25	7371.02	7555.30	7744.19	7937.78	8136.22	8339.63	8548.13	8761.83	8980.88	9205.41	9435.53	9671.42
	BCEA		Non Exempt	Bi-Weekly	3238.08	3319.04	3402.01	3487.06	3574.24	3663.59	3755.18	3849.06	3945.29	4043.92	4145.02	4248.65	4354.86	4463.73
	0202		9420	40 HRLY	40.48	41.49	42.53	43.59	44.68	45.79	46.94	48.11	49.32	50.55	51.81	53.11	54.44	55.80
				40 O.T.	60.72	62.24	63.80	65.39	67.02	68.69	70.41	72.17	73.98	75.83	77.72	79.67	81.66	83.70
Collection Systems Supervisor	M.1465	06/21/26	Streets/Refuse	Monthly	8460.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11125.44
	BMA		Non Exempt	Bi-Weekly	3904.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5134.82
	0205		9420	40 HRLY	48.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.19
				40 O.T.	73.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.29
Collection Systems Worker	B.1337	06/21/26	Streets/Refuse	Monthly	5039.82	5165.81	5294.97	5427.33	5563.03	5702.08	5844.65	5990.77	6140.53	6294.04	6451.40	6612.69	6778.01	6947.44
	BCEA		Non Exempt	Bi-Weekly	2326.07	2384.22	2443.83	2504.92	2567.55	2631.73	2697.53	2764.97	2834.09	2904.94	2977.57	3052.01	3128.31	3206.51
	0203		9420	40 HRLY	29.08	29.80	30.55	31.31	32.09	32.90	33.72	34.56	35.43	36.31	37.22	38.15	39.10	40.08
				40 O.T.	43.62	44.70	45.83	46.97	48.14	49.35	50.58	51.84	53.15	54.47	55.83	57.23	58.65	60.12

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Collections Specialist	B.1438	06/21/26	Financial	Monthly	5657.45	5798.89	5943.86	6092.47	6244.77	6400.90	6560.93	6724.94	6893.06	7065.39	7242.02	7423.07	7608.66	7798.87
	BCEA		Non Exempt	Bi-Weekly	2611.13	2676.41	2743.32	2811.91	2882.20	2954.26	3028.12	3103.82	3181.41	3260.95	3342.47	3426.03	3511.69	3599.48
	0201		9410	40 HRLY	32.64	33.46	34.29	35.15	36.03	36.93	37.85	38.80	39.77	40.76	41.78	42.83	43.90	44.99
				40 O.T.	48.96	50.19	51.44	52.73	54.05	55.40	56.78	58.20	59.66	61.14	62.67	64.25	65.85	67.49
Communications Manager	Z.1952	06/21/26	Rec/Gen Admin	Monthly	11608.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15265.81
	Z-Group		Exempt	Bi-Weekly	5357.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7045.76
	0694		9410	40 HRLY	66.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.07
				40 O.T.	100.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.11
Communications Network Engineer	M.2462	06/21/26	Utilities	Monthly	11460.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15070.03
	BMA		Non Exempt	Bi-Weekly	5289.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6955.40
	0206		9410	40 HRLY	66.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.94
				40 O.T.	99.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.41
Communications Operator	B.1420	06/21/26	Rec/Gen Admin	Monthly	5723.92	5867.03	6013.69	6164.04	6318.15	6476.10	6638.00	6803.94	6974.05	7148.40	7327.10	7510.30	7698.04	7890.50
	BCEA		Non Exempt	Bi-Weekly	2641.81	2707.86	2775.55	2844.94	2916.07	2988.97	3063.69	3140.28	3218.79	3299.26	3381.74	3466.29	3552.94	3641.77
	0209		8810	40 HRLY	33.02	33.85	34.69	35.56	36.45	37.36	38.30	39.25	40.23	41.24	42.27	43.33	44.41	45.52
				40 O.T.	49.53	50.78	52.04	53.34	54.68	56.04	57.45	58.88	60.35	61.86	63.41	65.00	66.62	68.28
Communications Supervisor	B.1619	06/21/26	Rec/Gen Admin	Monthly	6983.41	7158.00	7336.94	7520.35	7708.37	7901.08	8098.61	8301.06	8508.59	8721.31	8939.34	9162.83	9391.89	9626.70
	BCEA		Non Exempt	Bi-Weekly	3223.11	3303.69	3386.28	3470.93	3557.71	3646.65	3737.82	3831.26	3927.04	4025.22	4125.85	4229.00	4334.72	4443.09
	0210		8810	40 HRLY	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09	50.32	51.57	52.86	54.18	55.54
				40 O.T.	60.44	61.95	63.50	65.09	66.71	68.37	70.08	71.84	73.64	75.48	77.36	79.29	81.27	83.31
Communications Technician	I.6001	06/21/26	Utilities	Monthly	9125.98	0.00	9582.28	0.00	10061.39	0.00	10564.45	0.00	11092.68	0.00	11647.31	0.00	12229.69	0.00
	IBEW		Non Exempt	Bi-Weekly	4211.99	0.00	4422.59	0.00	4643.72	0.00	4875.90	0.00	5119.70	0.00	5375.68	0.00	5644.47	0.00
	0211		7539	40 HRLY	52.65	0.00	55.28	0.00	58.05	0.00	60.95	0.00	64.00	0.00	67.20	0.00	70.56	0.00
				40 O.T.	78.98	0.00	82.92	0.00	87.08	0.00	91.43	0.00	96.00	0.00	100.80	0.00	105.84	0.00

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Communications Technician Supervisor	I.1961	06/21/26	Utilities	Monthly	11224.37	0.00	11785.58	0.00	12374.87	0.00	12993.61	0.00	13643.28	0.00	14325.46	0.00	15041.74	0.00
	IBEW		Non Exempt	Bi-Weekly	5180.48	0.00	5439.50	0.00	5711.48	0.00	5997.05	0.00	6296.90	0.00	6611.75	0.00	6942.34	0.00
	0208		7539	40 HRLY	64.76	0.00	67.99	0.00	71.39	0.00	74.96	0.00	78.71	0.00	82.65	0.00	86.78	0.00
				40 O.T.	97.14	0.00	101.99	0.00	107.09	0.00	112.44	0.00	118.07	0.00	123.98	0.00	130.17	0.00
Communications Technician Trainee	I.1571	06/21/26	Utilities	Monthly	7582.40	7949.28	8316.19	8683.07	9172.26	9661.45	10150.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3499.57	3668.90	3838.24	4007.57	4233.35	4459.13	4684.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0207		7539	40 HRLY	43.74	45.86	47.98	50.09	52.92	55.74	58.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	65.61	68.79	71.97	75.14	79.38	83.61	87.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Assistance Coordinator	Z.1701	06/21/26	Rec/Gen Admin	Monthly	7309.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9611.49
	Z-Group		Exempt	Bi-Weekly	3373.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4436.07
	0217		9410	40 HRLY	42.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.45
				40 O.T.	63.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.18
Community Development Director	E.0090	06/21/26	Comm Dev	Monthly	17288.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22734.86
	Exec		Exempt	Bi-Weekly	7979.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10493.01
	0204		9410	40 HRLY	99.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.16
				40 O.T.	149.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.74
Community Service Officer	B.1021	06/21/26	Safety/Inspection	Monthly	4836.93	4957.85	5081.81	5208.84	5339.08	5472.55	5609.37	5749.60	5893.33	6040.67	6191.68	6346.47	6505.14	6667.77
	BCEA		Non Exempt	Bi-Weekly	2232.43	2288.24	2345.45	2404.08	2464.19	2525.79	2588.94	2653.66	2720.00	2788.00	2857.70	2929.14	3002.37	3077.43
	0025		9410	40 HRLY	27.91	28.60	29.32	30.05	30.80	31.57	32.36	33.17	34.00	34.85	35.72	36.61	37.53	38.47
				40 O.T.	41.87	42.90	43.98	45.08	46.20	47.36	48.54	49.76	51.00	52.28	53.58	54.92	56.30	57.71
Conduit Mechanic	I.6002	06/21/26	Utilities	Monthly	9237.24	0.00	9699.08	0.00	10184.05	0.00	10693.24	0.00	11227.91	0.00	11789.31	0.00	12378.77	0.00
	IBEW		Non Exempt	Bi-Weekly	4263.34	0.00	4476.50	0.00	4700.33	0.00	4935.34	0.00	5182.11	0.00	5441.22	0.00	5713.28	0.00
	0219		7539	40 HRLY	53.29	0.00	55.96	0.00	58.75	0.00	61.69	0.00	64.78	0.00	68.02	0.00	71.42	0.00
				40 O.T.	79.94	0.00	83.94	0.00	88.13	0.00	92.54	0.00	97.17	0.00	102.03	0.00	107.13	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Conduit Mechanic-G	I.6102	06/21/26	Utilities	Monthly	9792.66	0.00	10282.31	0.00	10796.41	0.00	11336.24	0.00	11903.04	0.00	12498.20	0.00	13123.11	0.00
	IBEW		Non Exempt	Bi-Weekly	4519.69	0.00	4745.68	0.00	4982.96	0.00	5232.11	0.00	5493.71	0.00	5768.40	0.00	6056.82	0.00
	0220		7539	40 HRLY	56.50	0.00	59.32	0.00	62.29	0.00	65.40	0.00	68.67	0.00	72.11	0.00	75.71	0.00
				40 O.T.	84.75	0.00	88.98	0.00	93.44	0.00	98.10	0.00	103.01	0.00	108.17	0.00	113.57	0.00
Construction & Maintenance Leadworker	B.1535	06/21/26	Fac/Grounds	Monthly	6016.62	6167.03	6321.21	6479.24	6641.22	6807.26	6977.43	7151.86	7330.66	7513.94	7701.79	7894.32	8091.68	8293.98
	BCEA		Non Exempt	Bi-Weekly	2776.90	2846.32	2917.48	2990.42	3065.18	3141.81	3220.35	3300.86	3383.38	3467.97	3554.67	3643.53	3734.62	3827.99
	0222		9420	40 HRLY	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35	44.43	45.54	46.68	47.85
				40 O.T.	52.07	53.37	54.71	56.07	57.47	58.91	60.38	61.89	63.44	65.03	66.65	68.31	70.02	71.78
Construction Inspector I	B.1635	06/21/26	Safety/Inspection	Monthly	6430.95	6591.72	6756.51	6925.43	7098.56	7276.01	7457.93	7644.37	7835.49	8031.38	8232.14	8437.95	8648.90	8865.13
	BCEA		Non Exempt	Bi-Weekly	2968.13	3042.33	3118.39	3196.35	3276.26	3358.16	3442.12	3528.17	3616.38	3706.79	3799.45	3894.44	3991.80	4091.60
	0213		9410	40 HRLY	37.10	38.03	38.98	39.95	40.95	41.98	43.03	44.10	45.20	46.33	47.49	48.68	49.90	51.15
				40 O.T.	55.65	57.05	58.47	59.93	61.43	62.97	64.55	66.15	67.80	69.50	71.24	73.02	74.85	76.73
Construction Inspector II	B.1310	06/21/26	Safety/Inspection	Monthly	6839.34	7010.32	7185.58	7365.22	7549.36	7738.08	7931.54	8129.83	8333.07	8541.39	8754.94	8973.81	9198.15	9428.10
	BCEA		Non Exempt	Bi-Weekly	3156.62	3235.53	3316.42	3399.33	3484.32	3571.42	3660.71	3752.23	3846.03	3942.18	4040.74	4141.76	4245.30	4351.43
	0048		9410	40 HRLY	39.46	40.44	41.46	42.49	43.55	44.64	45.76	46.90	48.08	49.28	50.51	51.77	53.07	54.39
				40 O.T.	59.19	60.66	62.19	63.74	65.33	66.96	68.64	70.35	72.12	73.92	75.77	77.66	79.61	81.59
Construction Inspector Manager	M.1832	06/21/26	Safety/Inspection	Monthly	9128.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12003.49
	BMA		Non Exempt	Bi-Weekly	4212.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5540.07
	0932		9410	40 HRLY	52.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.25
				40 O.T.	78.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.88
Construction Superintendent	M.1941	06/21/26	Fac/Grounds	Monthly	9191.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12086.32
	BMA		Non Exempt	Bi-Weekly	4242.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5578.30
	0225		9410	40 HRLY	53.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.73
				40 O.T.	79.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.60

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Construction and Maintenance Worker	B.1414	06/21/26	Fac/Grounds	Monthly	5170.40	5299.67	5432.16	5567.94	5707.15	5849.83	5996.08	6145.97	6299.63	6457.12	6618.54	6784.01	6953.61	7127.45
	BCEA		Non Exempt	Bi-Weekly	2386.34	2446.00	2507.15	2569.82	2634.07	2699.92	2767.42	2836.60	2907.52	2980.21	3054.71	3131.08	3209.36	3289.59
	0226		9420	40 HRLY	29.83	30.58	31.34	32.12	32.93	33.75	34.59	35.46	36.34	37.25	38.18	39.14	40.12	41.12
				40 O.T.	44.75	45.87	47.01	48.18	49.40	50.63	51.89	53.19	54.51	55.88	57.27	58.71	60.18	61.68
Contracts Administrator	M.1467	06/21/26	Financial	Monthly	10584.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13919.14
	BMA		Non Exempt	Bi-Weekly	4885.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6424.22
	0223		9410	40 HRLY	61.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.30
				40 O.T.	91.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.45
Crime Analyst	M.1605	06/21/26	Police/Fire	Monthly	7108.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9348.13
	BMA		Non Exempt	Bi-Weekly	3281.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4314.52
	0231		8810	40 HRLY	41.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.93
				40 O.T.	61.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.90
Cross Connection Control Specialist	B.1649	06/21/26	Utilities	Monthly	8640.67	8856.68	9078.10	9305.05	9537.69	9776.13	10020.53	10271.04	10527.81	10791.02	11060.79	11337.30	11620.74	11911.25
	BCEA		Non Exempt	Bi-Weekly	3988.00	4087.70	4189.89	4294.64	4402.01	4512.06	4624.86	4740.48	4858.99	4980.47	5104.98	5232.60	5363.42	5497.50
	0233		7520	40 HRLY	49.85	51.10	52.37	53.68	55.03	56.40	57.81	59.26	60.74	62.26	63.81	65.41	67.04	68.72
				40 O.T.	74.78	76.65	78.56	80.52	82.55	84.60	86.72	88.89	91.11	93.39	95.72	98.12	100.56	103.08
Crossing Guard	B.0633	06/21/26	Safety/Inspection	40 HRLY	19.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.81
	BCEA		Non Exempt	40 O.T.	29.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.72
	0234		9410															
Cultural Affairs Supervisor	M.1607	06/21/26	Rec/Gen Admin	Monthly	7628.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10031.06
	BMA		Non Exempt	Bi-Weekly	3520.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4629.72
	0180		8810	40 HRLY	44.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.87
				40 O.T.	66.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.81

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Custodial Leadworker	B.1107	06/21/26	Fac/Grounds	Monthly	3902.45	4000.01	4100.03	4202.53	4307.59	4415.28	4525.65	4638.79	4754.77	4873.64	4995.47	5120.35	5248.38	5379.57
	BCEA		Non Exempt	Bi-Weekly	1801.13	1846.16	1892.32	1939.63	1988.12	2037.82	2088.76	2140.98	2194.51	2249.37	2305.60	2363.24	2422.33	2482.88
	0244		9420	40 HRLY	22.51	23.08	23.65	24.25	24.85	25.47	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04
				40 O.T.	33.77	34.62	35.48	36.38	37.28	38.21	39.17	40.14	41.15	42.18	43.23	44.31	45.42	46.56
Custodial Supervisor	M.1576	06/21/26	Fac/Grounds	Monthly	6326.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8318.77
	BMA		Non Exempt	Bi-Weekly	2919.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3839.43
	0243		9420	40 HRLY	36.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.99
				40 O.T.	54.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.99
Custodian	B.1019	06/21/26	Fac/Grounds	Monthly	3574.09	3663.44	3755.03	3848.91	3945.13	4043.76	4144.86	4248.49	4354.70	4463.55	4575.13	4689.53	4806.75	4926.94
	BCEA		Non Exempt	Bi-Weekly	1649.58	1690.82	1733.09	1776.42	1820.83	1866.35	1913.01	1960.84	2009.86	2060.10	2111.60	2164.40	2218.50	2273.97
	0250		9420	40 HRLY	20.62	21.14	21.66	22.21	22.76	23.33	23.91	24.51	25.12	25.75	26.40	27.06	27.73	28.42
				40 O.T.	30.93	31.71	32.49	33.32	34.14	35.00	35.87	36.77	37.68	38.63	39.60	40.59	41.60	42.63
Customer Service Representative I	B.1125	06/21/26	Rec/Gen Admin	Monthly	4221.88	4327.42	4435.60	4546.49	4660.15	4776.66	4896.08	5018.48	5143.95	5272.54	5404.36	5539.47	5677.95	5819.91
	BCEA		Non Exempt	Bi-Weekly	1948.56	1997.27	2047.20	2098.38	2150.84	2204.61	2259.73	2316.22	2374.13	2433.48	2494.32	2556.68	2620.59	2686.11
	0246		8810	40 HRLY	24.36	24.97	25.59	26.23	26.89	27.56	28.25	28.95	29.68	30.42	31.18	31.96	32.76	33.58
				40 O.T.	36.54	37.46	38.39	39.35	40.34	41.34	42.38	43.43	44.52	45.63	46.77	47.94	49.14	50.37
Customer Service Representative II	B.1249	06/21/26	Rec/Gen Admin	Monthly	4730.68	4848.94	4970.16	5094.42	5221.78	5352.32	5486.13	5623.28	5763.88	5907.96	6055.66	6207.07	6362.24	6521.30
	BCEA		Non Exempt	Bi-Weekly	2183.39	2237.97	2293.92	2351.27	2410.05	2470.30	2532.06	2595.36	2660.25	2726.75	2794.92	2864.80	2936.42	3009.83
	0247		8810	40 HRLY	27.29	27.97	28.67	29.39	30.13	30.88	31.65	32.44	33.25	34.08	34.94	35.81	36.71	37.62
				40 O.T.	40.94	41.96	43.01	44.09	45.20	46.32	47.48	48.66	49.88	51.12	52.41	53.72	55.07	56.43
Customer Service Representative III	B.1362	06/21/26	Rec/Gen Admin	Monthly	5432.57	5568.38	5707.59	5850.28	5996.53	6146.44	6300.10	6457.62	6619.06	6784.53	6954.13	7127.99	7306.20	7488.85
	BCEA		Non Exempt	Bi-Weekly	2507.34	2570.02	2634.27	2700.13	2767.63	2836.82	2907.74	2980.44	3054.95	3131.32	3209.60	3289.84	3372.09	3456.39
	0248		8810	40 HRLY	31.34	32.13	32.93	33.75	34.60	35.46	36.35	37.26	38.19	39.14	40.12	41.12	42.15	43.20
				40 O.T.	47.01	48.20	49.40	50.63	51.90	53.19	54.53	55.89	57.29	58.71	60.18	61.68	63.23	64.80

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Customer Service Supervisor	B.1685	06/21/26	Rec/Gen Admin	Monthly	7460.03	7646.54	7837.68	8033.63	8234.48	8440.34	8651.35	8867.63	9089.32	9316.56	9549.45	9788.20	10032.90	10283.74
	BCEA		Non Exempt	Bi-Weekly	3443.09	3529.17	3617.39	3707.83	3800.53	3895.54	3992.93	4092.75	4195.07	4299.95	4407.44	4517.63	4630.57	4746.34
	0254		8810	40 HRLY	43.04	44.11	45.22	46.35	47.51	48.69	49.91	51.16	52.44	53.75	55.09	56.47	57.88	59.33
				40 O.T.	64.56	66.17	67.83	69.53	71.27	73.04	74.87	76.74	78.66	80.63	82.64	84.71	86.82	89.00
Data Engineer	M.1312	06/21/26	Info Sys	Monthly	9967.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13107.06
	BMA		Non Exempt	Bi-Weekly	4600.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6049.41
	0042		9410	40 HRLY	57.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.62
				40 O.T.	86.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113.43
Database Administrator I	M.1882	06/21/26	Info Sys	Monthly	9480.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12467.28
	BMA		Non Exempt	Bi-Weekly	4375.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5754.13
	0277		9410	40 HRLY	54.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.93
				40 O.T.	82.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.90
Database Administrator II	M.2013	06/21/26	Info Sys	Monthly	10809.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14214.48
	BMA		Non Exempt	Bi-Weekly	4988.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6560.53
	0278		9410	40 HRLY	62.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.01
				40 O.T.	93.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.02
Database Administrator Ill	M.2161	06/21/26	Info Sys	Monthly	12292.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16164.35
	BMA		Non Exempt	Bi-Weekly	5673.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7460.47
	0279		9410	40 HRLY	70.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.26
				40 O.T.	106.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.89
Deputy Building Official	M.2189	06/21/26	Engineering	Monthly	13075.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17194.56
	BMA		Non Exempt	Bi-Weekly	6034.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7935.95
	0256		9410	40 HRLY	75.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.20
				40 O.T.	113.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.80

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Deputy City Attorney	Z.2117	06/21/26	Legal	Monthly	10736.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14118.87
	Z-Group		Exempt	Bi-Weekly	4955.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6516.40
	0258		9410	40 HRLY	61.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.46
				40 O.T.	92.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.19
Deputy City Manager (E)	E.0098	06/21/26	Rec/Gen Admin	Monthly	17350.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22816.43
	Exec		Exempt	Bi-Weekly	8008.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10530.66
	5266		9410	40 HRLY	100.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.63
				40 O.T.	150.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.45
Deputy City Manager (Z)	Z.2343	06/21/26	Rec/Gen Admin	Monthly	14024.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18441.63
	Z-Group		Exempt	Bi-Weekly	6472.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8511.52
	0266		9410	40 HRLY	80.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.39
				40 O.T.	121.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.59
Deputy City Manager-Public Works & Capital Projects	E.0086	06/21/26	Engineering	Monthly	18164.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23886.59
	Exec		Exempt	Bi-Weekly	8383.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11024.58
	0268		9410	40 HRLY	104.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.81
				40 O.T.	157.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.72
Deputy Director-Park, Recreation, and Community Services	Z.2130	06/21/26	Recreation	Monthly	12213.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16060.09
	Z-Group		Exempt	Bi-Weekly	5636.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7412.35
	0285		9420	40 HRLY	70.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.65
				40 O.T.	105.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.98
Deputy Financial Services Director	Z.2276	06/21/26	Financial	Monthly	13809.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18160.00
	Z-Group		Exempt	Bi-Weekly	6373.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8381.54
	0269		9410	40 HRLY	79.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.77
				40 O.T.	119.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.16

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Deputy Fire Chief	Y.2457	06/21/26	Police/Fire	Monthly	18335.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24110.73
	BFFCOU		Non Exempt	Bi-Weekly	8462.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11128.03
	0363		7706	40 HRLY	105.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.10
				40 O.T.	158.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.65
				56 HRLY	75.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.36
				56 O.T.	113.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.04
Deputy Fire Marshal	F.2045	06/21/26	Police/Fire	Monthly	9239.77	9470.76	9707.53	9950.22	10198.98	10453.95	10715.29	10983.18	11257.76	11539.19	11827.68	12123.37	12426.46	0.00
	BFF		Non Exempt	Bi-Weekly	4264.51	4371.12	4480.40	4592.41	4707.22	4824.90	4945.52	5069.16	5195.89	5325.78	5458.93	5595.40	5735.29	0.00
	0257		7706	40 HRLY	53.31	54.64	56.01	57.41	58.84	60.31	61.82	63.36	64.95	66.57	68.24	69.94	71.69	0.00
				40 O.T.	79.97	81.96	84.02	86.12	88.26	90.47	92.73	95.04	97.43	99.86	102.36	104.91	107.54	0.00
				56 HRLY	38.08	39.03	40.00	41.00	42.03	43.08	44.16	45.26	46.39	47.55	48.74	49.96	51.21	0.00
				56 O.T.	57.12	58.55	60.00	61.50	63.05	64.62	66.24	67.89	69.59	71.33	73.11	74.94	76.82	0.00
Diversity, Equity, and Inclusion Manager	Z.2024	06/21/26	Rec/Gen Admin	Monthly	10346.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13605.09
	Z-Group		Exempt	Bi-Weekly	4775.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6279.27
	0263		9410	40 HRLY	59.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.49
				40 O.T.	89.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.74
Duplicating Machine Operator	B.1145	06/21/26	Rec/Gen Admin	Monthly	4004.52	4104.62	4207.26	4312.43	4420.24	4530.74	4644.01	4760.10	4879.12	5001.10	5126.12	5254.28	5385.64	5520.28
	BCEA		Non Exempt	Bi-Weekly	1848.24	1894.44	1941.81	1990.35	2040.11	2091.11	2143.39	2196.97	2251.90	2308.20	2365.90	2425.05	2485.68	2547.82
	0267		9420	40 HRLY	23.10	23.68	24.27	24.88	25.50	26.14	26.79	27.46	28.15	28.85	29.57	30.31	31.07	31.85
				40 O.T.	34.65	35.52	36.41	37.32	38.25	39.21	40.19	41.19	42.23	43.28	44.36	45.47	46.61	47.78
EMS Nurse Specialist	M.1989	06/21/26	Rec/Gen Admin	Monthly	9792.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12876.72
	BMA		Non Exempt	Bi-Weekly	4519.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5943.10
	0318		8810	40 HRLY	56.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.29
				40 O.T.	84.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.44
Economic Development Manager	M.2465	06/21/26	Comm Dev	Monthly	11909.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15661.64
	BMA		Non Exempt	Bi-Weekly	5496.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7228.45
	0286		9410	40 HRLY	68.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.36
				40 O.T.	103.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.54

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Electrical Engineer	M.1789	06/21/26	Utilities	Monthly	10408.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13687.79
	BMA		Non Exempt	Bi-Weekly	4804.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6317.44
	0288		9410	40 HRLY	60.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.97
				40 O.T.	90.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.46
Electrical Engineering Associate I	B.1757	06/21/26	Engineering	Monthly	8093.63	8295.95	8503.37	8715.94	8933.84	9157.18	9386.11	9620.76	9861.28	10107.83	10360.52	10619.53	10885.01	11157.14
	BCEA		Non Exempt	Bi-Weekly	3735.52	3828.90	3924.63	4022.74	4123.31	4226.39	4332.05	4440.35	4551.36	4665.15	4781.78	4901.32	5023.85	5149.45
	0287		9410	40 HRLY	46.69	47.86	49.06	50.28	51.54	52.83	54.15	55.50	56.89	58.31	59.77	61.27	62.80	64.37
				40 O.T.	70.04	71.79	73.59	75.42	77.31	79.25	81.23	83.25	85.34	87.47	89.66	91.91	94.20	96.56
Electrical Engineering Associate II	B.1909	06/21/26	Engineering	Monthly	9411.20	9646.48	9887.65	10134.84	10388.21	10647.91	10914.11	11186.98	11466.65	11753.30	12047.14	12348.31	12657.02	12973.46
	BCEA		Non Exempt	Bi-Weekly	4343.63	4452.22	4563.53	4677.62	4794.56	4914.42	5037.28	5163.22	5292.30	5424.60	5560.22	5699.22	5841.70	5987.75
	0290		9410	40 HRLY	54.30	55.65	57.04	58.47	59.93	61.43	62.97	64.54	66.15	67.81	69.50	71.24	73.02	74.85
				40 O.T.	81.45	83.48	85.56	87.71	89.90	92.15	94.46	96.81	99.23	101.72	104.25	106.86	109.53	112.28
Electrical Service Planner	B.1806	06/21/26	Engineering	Monthly	8104.29	8306.89	8514.57	8727.44	8945.63	9169.27	9398.50	9633.46	9874.30	10121.15	10374.17	10633.55	10899.37	11171.85
	BCEA		Non Exempt	Bi-Weekly	3740.44	3833.95	3929.80	4028.05	4128.75	4231.97	4337.77	4446.21	4557.37	4671.30	4788.08	4907.79	5030.48	5156.24
	0271		9410	40 HRLY	46.76	47.92	49.12	50.35	51.61	52.90	54.22	55.58	56.97	58.39	59.85	61.35	62.88	64.45
				40 O.T.	70.14	71.88	73.68	75.53	77.42	79.35	81.33	83.37	85.46	87.59	89.78	92.03	94.32	96.68
Electrical Supervisor	I.6003	06/21/26	Utilities	Monthly	11514.23	0.00	12089.96	0.00	12694.46	0.00	13329.18	0.00	13995.63	0.00	14695.42	0.00	15430.18	0.00
	IBEW		Non Exempt	Bi-Weekly	5314.26	0.00	5579.98	0.00	5858.98	0.00	6151.93	0.00	6459.52	0.00	6782.50	0.00	7121.62	0.00
	0298		7539	40 HRLY	66.43	0.00	69.75	0.00	73.24	0.00	76.90	0.00	80.74	0.00	84.78	0.00	89.02	0.00
				40 O.T.	99.65	0.00	104.63	0.00	109.86	0.00	115.35	0.00	121.11	0.00	127.17	0.00	133.53	0.00
Electrician	I.6004	06/21/26	Utilities	Monthly	9359.72	0.00	9827.70	0.00	10319.08	0.00	10835.02	0.00	11376.78	0.00	11945.61	0.00	12542.90	0.00
	IBEW		Non Exempt	Bi-Weekly	4319.87	0.00	4535.86	0.00	4762.65	0.00	5000.78	0.00	5250.82	0.00	5513.36	0.00	5789.03	0.00
	0312		7539	40 HRLY	54.00	0.00	56.70	0.00	59.53	0.00	62.51	0.00	65.64	0.00	68.92	0.00	72.36	0.00
				40 O.T.	81.00	0.00	85.05	0.00	89.30	0.00	93.77	0.00	98.46	0.00	103.38	0.00	108.54	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Electrician Apprentice	I.8980	06/21/26	Utilities	Monthly	7024.03	7651.17	8278.31	8905.46	9532.60	10159.76	10786.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3241.86	3531.31	3820.76	4110.21	4399.66	4689.12	4978.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0314		7539	40 HRLY	40.52	44.14	47.76	51.38	55.00	58.61	62.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	60.78	66.21	71.64	77.07	82.50	87.92	93.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electrician Apprentice	I.9980	06/21/26	Utilities	Monthly	7776.60	8278.31	8780.03	9281.74	9783.48	10285.19	10786.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3589.20	3820.76	4052.32	4283.88	4515.45	4747.01	4978.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0314		7539	40 HRLY	44.87	47.76	50.65	53.55	56.44	59.34	62.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	67.31	71.64	75.98	80.33	84.66	89.01	93.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Management Administrator	Z.2689	06/21/26	Police/Fire	Monthly	11067.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14553.11
	Z-Group		Exempt	Bi-Weekly	5107.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6716.82
	0315		9410	40 HRLY	63.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.96
				40 O.T.	95.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.94
Energy Services and Utility Rates Manager	M.1025	06/21/26	Utilities	Monthly	12758.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16778.08
	BMA		Non Exempt	Bi-Weekly	5888.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7743.73
	0978		9410	40 HRLY	73.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.80
				40 O.T.	110.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.20
Energy Trader-Scheduler	M.2418	06/21/26	Utilities	Monthly	13912.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18295.01
	BMA		Non Exempt	Bi-Weekly	6421.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8443.85
	0675		9410	40 HRLY	80.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.55
				40 O.T.	120.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.33
Engineering Aide	B.1606	06/21/26	Engineering	Monthly	6480.11	6642.11	6808.17	6978.38	7152.84	7331.65	7514.95	7702.83	7895.40	8092.78	8295.08	8502.48	8715.03	8932.91
	BCEA		Non Exempt	Bi-Weekly	2990.82	3065.59	3142.23	3220.79	3301.31	3383.84	3468.44	3555.15	3644.03	3735.13	3828.50	3924.22	4022.32	4122.88
	0323		9410	40 HRLY	37.39	38.32	39.28	40.26	41.27	42.30	43.36	44.44	45.55	46.69	47.86	49.05	50.28	51.54
				40 O.T.	56.09	57.48	58.92	60.39	61.91	63.45	65.04	66.66	68.33	70.04	71.79	73.58	75.42	77.31

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Engineering Assistant-Traffic	B.1569	06/21/26	Engineering	Monthly	7543.71	7732.31	7925.60	8123.74	8326.85	8535.02	8748.39	8967.10	9191.28	9421.06	9656.60	9898.01	10145.46	10399.09
	BCEA		Non Exempt	Bi-Weekly	3481.71	3568.76	3657.97	3749.42	3843.16	3939.24	4037.72	4138.66	4242.13	4348.18	4456.89	4568.31	4682.52	4799.58
	0326		9410	40 HRLY	43.52	44.61	45.72	46.87	48.04	49.24	50.47	51.73	53.03	54.35	55.71	57.10	58.53	59.99
				40 O.T.	65.28	66.92	68.58	70.31	72.06	73.86	75.71	77.60	79.55	81.53	83.57	85.65	87.80	89.99
Engineering Associate-Traffic	B.1904	06/21/26	Engineering	Monthly	8771.77	8991.08	9215.85	9446.26	9682.40	9924.46	10172.57	10426.89	10687.56	10954.75	11228.62	11509.33	11797.07	12091.99
	BCEA		Non Exempt	Bi-Weekly	4048.51	4149.73	4253.47	4359.81	4468.80	4580.52	4695.03	4812.41	4932.72	5056.04	5182.44	5312.00	5444.80	5580.92
	0328		9410	40 HRLY	50.61	51.87	53.17	54.50	55.86	57.26	58.69	60.16	61.66	63.20	64.78	66.40	68.06	69.76
				40 O.T.	75.92	77.81	79.76	81.75	83.79	85.89	88.04	90.24	92.49	94.80	97.17	99.60	102.09	104.64
Engineering Technician	B.1758	06/21/26	Engineering	Monthly	7543.71	7732.31	7925.60	8123.74	8326.85	8535.02	8748.39	8967.10	9191.28	9421.06	9656.60	9898.01	10145.46	10399.09
	BCEA		Non Exempt	Bi-Weekly	3481.71	3568.76	3657.97	3749.42	3843.16	3939.24	4037.72	4138.66	4242.13	4348.18	4456.89	4568.31	4682.52	4799.58
	0324		9410	40 HRLY	43.52	44.61	45.72	46.87	48.04	49.24	50.47	51.73	53.03	54.35	55.71	57.10	58.53	59.99
				40 O.T.	65.28	66.92	68.58	70.31	72.06	73.86	75.71	77.60	79.55	81.53	83.57	85.65	87.80	89.99
Environmental & Safety Manager	M.2201	06/21/26	Safety/Inspection	Monthly	12010.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15793.57
	BMA		Non Exempt	Bi-Weekly	5543.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7289.34
	0327		9410	40 HRLY	69.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.12
				40 O.T.	103.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.68
Environmental Engineer	M.2004	06/21/26	Safety/Inspection	Monthly	11618.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15278.12
	BMA		Non Exempt	Bi-Weekly	5362.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7051.44
	0325		9410	40 HRLY	67.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.14
				40 O.T.	100.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.21
Environmental, Health, and Safety Coordinator	M.1786	06/21/26	Safety/Inspection	Monthly	8331.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10956.03
	BMA		Non Exempt	Bi-Weekly	3845.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5056.63
	0730		9410	40 HRLY	48.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.21
				40 O.T.	72.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.82

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Environmental, Health, and Safety Officer	M.1957	06/21/26	Safety/Inspection	Monthly	9885.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12998.94
	BMA		Non Exempt	Bi-Weekly	4562.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5999.51
	0735		9410	40 HRLY	57.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.99
				40 O.T.	85.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.49
Executive Assistant	Z.1485	06/21/26	Rec/Gen Admin	Monthly	6222.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8182.98
	Z-Group		Exempt	Bi-Weekly	2872.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3776.76
	0275		9410	40 HRLY	35.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.21
				40 O.T.	53.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.82
Facilities Maintenance Manager	M.1940	06/21/26	Fac/Grounds	Monthly	9285.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12209.86
	BMA		Non Exempt	Bi-Weekly	4285.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5635.32
	0337		9410	40 HRLY	53.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.44
				40 O.T.	80.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.66
Facility Attendant I	B.0435	06/21/26	Fac/Grounds	40 HRLY	18.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.35
	BCEA		Exempt	40 O.T.	27.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.53
	0338		9410															
Facility Attendant II	B.0685	06/21/26	Fac/Grounds	Monthly	3315.35	3398.22	3483.18	3570.26	3659.52	3751.00	3844.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	1530.16	1568.41	1607.62	1647.81	1689.01	1731.23	1774.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0339		9410	40 HRLY	19.13	19.61	20.10	20.60	21.11	21.64	22.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	28.70	29.42	30.15	30.90	31.67	32.46	33.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facility Technology Coordinator	B.1938	06/21/26	Engineering	Monthly	9694.36	9936.72	10185.13	10439.76	10700.76	10968.27	11242.49	11523.55	11811.63	12106.92	12409.61	12719.85	13037.83	13363.78
	BCEA		Non Exempt	Bi-Weekly	4474.32	4586.18	4700.83	4818.35	4938.81	5062.28	5188.84	5318.56	5451.52	5587.81	5727.51	5870.70	6017.46	6167.90
	0340		9410	40 HRLY	55.93	57.33	58.76	60.23	61.74	63.28	64.86	66.48	68.14	69.85	71.59	73.38	75.22	77.10
				40 O.T.	83.90	86.00	88.14	90.35	92.61	94.92	97.29	99.72	102.21	104.78	107.39	110.07	112.83	115.65

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fiber Services Supervisor	B.1889	06/21/26	Engineering	Monthly	9199.17	9429.14	9664.87	9906.50	10154.17	10408.02	10668.21	10934.93	11208.30	11488.51	11775.73	12070.11	12371.86	12681.15
	BCEA		Non Exempt	Bi-Weekly	4245.77	4351.91	4460.71	4572.23	4686.54	4803.70	4923.79	5046.89	5173.06	5302.39	5434.95	5570.82	5710.09	5852.84
	0322		9410	40 HRLY	53.07	54.40	55.76	57.15	58.58	60.05	61.55	63.09	64.66	66.28	67.94	69.64	71.38	73.16
				40 O.T.	79.61	81.60	83.64	85.73	87.87	90.08	92.33	94.64	96.99	99.42	101.91	104.46	107.07	109.74
Field Service Representative	B.1343	06/21/26	Rec/Gen Admin	Monthly	5771.98	5916.28	6064.18	6215.78	6371.17	6530.46	6693.72	6861.05	7032.59	7208.41	7388.62	7573.32	7762.67	7956.74
	BCEA		Non Exempt	Bi-Weekly	2663.99	2730.59	2798.85	2868.82	2940.54	3014.06	3089.41	3166.64	3245.81	3326.96	3410.13	3495.38	3582.77	3672.34
	0282		9410	40 HRLY	33.30	34.13	34.99	35.86	36.76	37.68	38.62	39.58	40.57	41.59	42.63	43.69	44.78	45.90
				40 O.T.	49.95	51.20	52.49	53.79	55.14	56.52	57.93	59.37	60.86	62.39	63.95	65.54	67.17	68.85
Field Service Representative II	B.1230	06/21/26	Rec/Gen Admin	Monthly	4845.77	4966.91	5091.08	5218.37	5348.83	5482.53	5619.60	5760.11	5904.10	6051.70	6202.99	6358.06	6517.03	6679.94
	BCEA		Non Exempt	Bi-Weekly	2236.51	2292.42	2349.73	2408.48	2468.69	2530.40	2593.66	2658.51	2724.97	2793.09	2862.92	2934.49	3007.86	3083.05
	0281		9410	40 HRLY	27.96	28.66	29.37	30.11	30.86	31.63	32.42	33.23	34.06	34.91	35.79	36.68	37.60	38.54
				40 O.T.	41.94	42.99	44.06	45.17	46.29	47.45	48.63	49.85	51.09	52.37	53.69	55.02	56.40	57.81
Financial Accounting Manager-BWP	M.2110	06/21/26	Financial	Monthly	12758.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16778.08
	BMA		Non Exempt	Bi-Weekly	5888.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7743.73
	0345		9410	40 HRLY	73.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.80
				40 O.T.	110.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.20
Financial Analyst (M)	M.1971	06/21/26	Financial	Monthly	9480.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12467.11
	BMA		Non Exempt	Bi-Weekly	4375.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5754.05
	0343		9410	40 HRLY	54.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.93
				40 O.T.	82.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.90
Financial Analyst (Z)	Z.1444	06/21/26	Financial	Monthly	9633.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12668.20
	Z-Group		Exempt	Bi-Weekly	4446.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5846.86
	0341		9410	40 HRLY	55.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.09
				40 O.T.	83.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.64

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Financial Planning & Risk Manager	M.2245	06/21/26	Rec/Gen Admin	Monthly	14162.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18623.71
	BMA		Non Exempt	Bi-Weekly	6536.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8595.56
	0347		9410	40 HRLY	81.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.44
				40 O.T.	122.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.16
Financial Services Director	E.0082	06/21/26	Financial	Monthly	16977.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22324.88
	Exec		Exempt	Bi-Weekly	7835.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10303.79
	0344		9410	40 HRLY	97.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.80
				40 O.T.	146.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	193.20
Financial Systems Manager	M.2080	06/21/26	Financial	Monthly	12224.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16075.54
	BMA		Non Exempt	Bi-Weekly	5642.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7419.48
	0348		9410	40 HRLY	70.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.74
				40 O.T.	105.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.11
Fire Administrator	Z.2688	06/21/26	Police/Fire	Monthly	12450.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16372.42
	Z-Group		Exempt	Bi-Weekly	5746.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7556.50
	0358		9410	40 HRLY	71.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.46
				40 O.T.	107.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.69
Fire Battalion Chief	Y.2356	06/21/26	Police/Fire	Monthly	13966.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18366.14
	BFFCOU		Non Exempt	Bi-Weekly	6446.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8476.68
	0346		7706	40 HRLY	80.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.96
				40 O.T.	120.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.94
				56 HRLY	57.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.68
				56 O.T.	86.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113.52
Fire Captain	F.2164	06/21/26	Police/Fire	Monthly	10243.57	10499.65	10762.14	11031.19	11306.99	11589.65	11879.40	12176.39	12480.78	12792.80	13112.62	13440.44	13776.47	0.00
	BFF		Non Exempt	Bi-Weekly	4727.80	4845.99	4967.14	5091.32	5218.61	5349.07	5482.80	5619.87	5760.36	5904.37	6051.98	6203.28	6358.37	0.00
	0349		7706	40 HRLY	59.10	60.57	62.09	63.64	65.23	66.86	68.54	70.25	72.00	73.80	75.65	77.54	79.48	0.00
				40 O.T.	88.65	90.86	93.14	95.46	97.85	100.29	102.81	105.38	108.00	110.70	113.48	116.31	119.22	0.00
				56 HRLY	42.21	43.27	44.35	45.46	46.59	47.76	48.95	50.18	51.43	52.72	54.04	55.39	56.77	0.00
				56 O.T.	63.32	64.91	66.53	68.19	69.89	71.64	73.43	75.27	77.15	79.08	81.06	83.09	85.16	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fire Chief	E.0088	06/21/26	Police/Fire	Monthly	20976.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27584.55
	Exec		Exempt	Bi-Weekly	9681.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12731.33
	0352		7706	40 HRLY	121.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.14
				40 O.T.	181.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.71
Fire Engineer	F.2003	06/21/26	Police/Fire	Monthly	8721.48	8939.52	9163.01	9392.07	9626.87	9867.54	10114.24	10367.09	10626.27	10891.92	11164.23	11443.34	11729.42	0.00
	BFF		Non Exempt	Bi-Weekly	4025.30	4125.93	4229.08	4334.80	4443.17	4554.25	4668.11	4784.81	4904.43	5027.04	5152.72	5281.54	5413.58	0.00
	0356		7706	40 HRLY	50.32	51.57	52.86	54.19	55.54	56.93	58.35	59.81	61.31	62.84	64.41	66.02	67.67	0.00
				40 O.T.	75.48	77.36	79.29	81.29	83.31	85.40	87.53	89.72	91.97	94.26	96.62	99.03	101.51	0.00
				56 HRLY	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	44.88	46.01	47.16	48.34	0.00
				56 O.T.	53.91	55.26	56.64	58.05	59.51	60.99	62.52	64.08	65.69	67.32	69.02	70.74	72.51	0.00
Fire Equipment Mechanic	B.1422	06/21/26	Equipment	Monthly	5701.61	5844.15	5990.25	6140.01	6293.52	6450.84	6612.13	6777.42	6946.85	7120.53	7298.55	7481.00	7668.03	7859.74
	BCEA		Non Exempt	Bi-Weekly	2631.51	2697.30	2764.73	2833.85	2904.70	2977.31	3051.75	3128.04	3206.24	3286.40	3368.56	3452.77	3539.09	3627.57
	0350		7706	40 HRLY	32.89	33.72	34.56	35.42	36.31	37.22	38.15	39.10	40.08	41.08	42.11	43.16	44.24	45.34
				40 O.T.	49.34	50.58	51.84	53.13	54.47	55.83	57.23	58.65	60.12	61.62	63.17	64.74	66.36	68.01
Fire Equipment Specialist	B.1572	06/21/26	Equipment	Monthly	6653.14	6819.48	6989.97	7164.71	7343.83	7527.43	7715.61	7908.51	8106.22	8308.86	8516.58	8729.50	8947.75	9171.44
	BCEA		Non Exempt	Bi-Weekly	3070.68	3147.45	3226.14	3306.79	3389.46	3474.20	3561.05	3650.08	3741.33	3834.86	3930.73	4029.00	4129.73	4232.97
	0351		7706	40 HRLY	38.38	39.34	40.33	41.33	42.37	43.43	44.51	45.63	46.77	47.94	49.13	50.36	51.62	52.91
				40 O.T.	57.57	59.01	60.50	62.00	63.56	65.15	66.77	68.45	70.16	71.91	73.70	75.54	77.43	79.37
Fire Fighter	F.1840	06/21/26	Police/Fire	Monthly	7410.00	7595.25	7785.12	7979.75	8179.25	8383.72	8593.33	8808.15	9028.35	9254.07	9485.43	9722.55	9965.63	0.00
	BFF		Non Exempt	Bi-Weekly	3420.00	3505.50	3593.13	3682.96	3775.04	3869.41	3966.15	4065.30	4166.93	4271.11	4377.89	4487.33	4599.52	0.00
	0359		7706	40 HRLY	42.75	43.82	44.91	46.04	47.19	48.37	49.58	50.82	52.09	53.39	54.72	56.09	57.49	0.00
				40 O.T.	64.13	65.73	67.37	69.06	70.79	72.56	74.37	76.23	78.14	80.09	82.08	84.14	86.24	0.00
				56 HRLY	30.54	31.30	32.08	32.88	33.71	34.55	35.41	36.30	37.20	38.13	39.09	40.07	41.07	0.00
				56 O.T.	45.81	46.95	48.12	49.32	50.57	51.83	53.12	54.45	55.80	57.20	58.64	60.11	61.61	0.00
Fire Fighter Recruit	U.1600	06/21/26	Police/Fire	Monthly	6669.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6669.00
	Unrep		Exempt	Bi-Weekly	3078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3078.00
	0353		7706	40 HRLY	38.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.48
				40 O.T.	57.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.72

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fire Inspector I	B.1671	06/21/26	Safety/Inspection	Monthly	6235.41	6391.30	6551.07	6714.85	6882.72	7054.80	7231.16	7411.93	7597.24	7787.17	7981.85	8181.40	8385.93	8595.58
	BCEA		Non Exempt	Bi-Weekly	2877.88	2949.83	3023.57	3099.16	3176.64	3256.06	3337.46	3420.89	3506.42	3594.08	3683.93	3776.03	3870.43	3967.19
	0371		9410	40 HRLY	35.97	36.87	37.79	38.74	39.71	40.70	41.72	42.76	43.83	44.93	46.05	47.20	48.38	49.59
				40 O.T.	53.96	55.31	56.69	58.11	59.57	61.05	62.58	64.14	65.75	67.40	69.08	70.80	72.57	74.39
Fire Inspector II	B.1675	06/21/26	Safety/Inspection	Monthly	7326.15	7509.30	7697.04	7889.46	8086.69	8288.87	8496.09	8708.48	8926.19	9149.36	9378.09	9612.53	9852.85	10099.18
	BCEA		Non Exempt	Bi-Weekly	3381.30	3465.83	3552.48	3641.29	3732.32	3825.63	3921.27	4019.30	4119.78	4222.78	4328.35	4436.55	4547.47	4661.16
	0357		9410	40 HRLY	42.27	43.32	44.41	45.52	46.65	47.82	49.02	50.24	51.50	52.78	54.10	55.46	56.84	58.26
				40 O.T.	63.41	64.98	66.62	68.28	69.98	71.73	73.53	75.36	77.25	79.17	81.15	83.19	85.26	87.39
Fire Marshal	Y.2456	06/21/26	Police/Fire	Monthly	14030.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18449.54
	BFFCOU		Non Exempt	Bi-Weekly	6475.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8515.17
	0354		7706	40 HRLY	80.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.44
				40 O.T.	121.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.66
				56 HRLY	57.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.03
				56 O.T.	86.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114.05
Fleet Maintenance Apprentice	B.1247	06/21/26	Equipment	Monthly	4791.54	4911.31	5034.10	5159.96	5288.96	5421.17	5556.72	5695.63	5838.02	5983.97	6133.57	6286.91	6444.08	6605.19
	BCEA		Exempt	Bi-Weekly	2211.48	2266.76	2323.43	2381.52	2441.06	2502.08	2564.64	2628.75	2694.47	2761.83	2830.88	2901.65	2974.19	3048.55
	0369		9420	40 HRLY	27.64	28.33	29.04	29.77	30.51	31.28	32.06	32.86	33.68	34.52	35.39	36.27	37.18	38.11
				40 O.T.	41.46	42.50	43.56	44.66	45.77	46.92	48.09	49.29	50.52	51.78	53.09	54.41	55.77	57.17
Fleet Maintenance Technician	B.1421	06/21/26	Equipment	Monthly	5701.61	5844.15	5990.25	6140.01	6293.52	6450.84	6612.13	6777.42	6946.85	7120.53	7298.55	7481.00	7668.03	7859.74
	BCEA		Non Exempt	Bi-Weekly	2631.51	2697.30	2764.73	2833.85	2904.70	2977.31	3051.75	3128.04	3206.24	3286.40	3368.56	3452.77	3539.09	3627.57
	0370		9420	40 HRLY	32.89	33.72	34.56	35.42	36.31	37.22	38.15	39.10	40.08	41.08	42.11	43.16	44.24	45.34
				40 O.T.	49.34	50.58	51.84	53.13	54.47	55.83	57.23	58.65	60.12	61.62	63.17	64.74	66.36	68.01
Fleet Manager-BWP	M.2001	06/21/26	Equipment	Monthly	10621.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13966.81
	BMA		Non Exempt	Bi-Weekly	4902.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6446.22
	0365		9410	40 HRLY	61.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.58
				40 O.T.	91.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.87

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fleet Services Supervisor	M.1900	06/21/26	Equipment	Monthly	9049.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11899.53
	BMA		Non Exempt	Bi-Weekly	4176.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5492.09
	0361		9410	40 HRLY	52.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65
				40 O.T.	78.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.98
Fleet Superintendent	M.1983	06/21/26	Fac/Grounds	Monthly	10621.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13966.81
	BMA		Non Exempt	Bi-Weekly	4902.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6446.22
	0355		9410	40 HRLY	61.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.58
				40 O.T.	91.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.87
Fleet Utility Worker	B.1082	06/21/26	Equipment	Monthly	4058.95	4160.41	4264.43	4371.03	4480.32	4592.32	4707.13	4824.82	4945.44	5069.07	5195.80	5325.69	5458.83	5595.31
	BCEA		Non Exempt	Bi-Weekly	1873.36	1920.19	1968.20	2017.40	2067.84	2119.53	2172.52	2226.84	2282.51	2339.57	2398.06	2458.01	2519.46	2582.45
	0368		9420	40 HRLY	23.42	24.00	24.60	25.22	25.85	26.49	27.16	27.84	28.53	29.24	29.98	30.73	31.49	32.28
				40 O.T.	35.13	36.00	36.90	37.83	38.78	39.74	40.74	41.76	42.80	43.86	44.97	46.10	47.24	48.42
Food Services Aide	B.0853	06/21/26	Recreation	Monthly	3180.45	3259.97	3341.46	3425.00	3510.63	3598.38	3688.34	3780.55	3875.06	3971.96	4071.25	4173.02	4277.35	4384.29
	BCEA		Non Exempt	Bi-Weekly	1467.90	1504.60	1542.21	1580.77	1620.29	1660.79	1702.31	1744.87	1788.49	1833.21	1879.04	1926.01	1974.16	2023.52
	0360		9420	40 HRLY	18.35	18.81	19.28	19.76	20.25	20.76	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.29
				40 O.T.	27.53	28.22	28.92	29.64	30.38	31.14	31.92	32.72	33.54	34.38	35.24	36.12	37.02	37.94
Food Services Supervisor	B.1333	06/21/26	Recreation	Monthly	4914.82	5037.70	5163.64	5292.73	5425.05	5560.69	5699.70	5842.20	5988.26	6137.95	6291.39	6448.69	6609.92	6775.15
	BCEA		Non Exempt	Bi-Weekly	2268.38	2325.09	2383.22	2442.80	2503.87	2566.47	2630.63	2696.40	2763.81	2832.90	2903.72	2976.32	3050.73	3126.99
	0362		9420	40 HRLY	28.35	29.06	29.79	30.54	31.30	32.08	32.88	33.71	34.55	35.41	36.30	37.20	38.13	39.09
				40 O.T.	42.53	43.59	44.69	45.81	46.95	48.12	49.32	50.57	51.83	53.12	54.45	55.80	57.20	58.64
Forensic Specialist	B.1537	06/21/26	Police/Fire	Monthly	6293.65	6450.99	6612.26	6777.57	6947.01	7120.69	7298.70	7481.18	7668.20	7859.91	8056.40	8257.82	8464.26	8675.85
	BCEA		Non Exempt	Bi-Weekly	2904.76	2977.38	3051.81	3128.11	3206.31	3286.47	3368.63	3452.85	3539.17	3627.65	3718.34	3811.30	3906.58	4004.24
	0366		9410	40 HRLY	36.31	37.22	38.15	39.10	40.08	41.08	42.11	43.16	44.24	45.35	46.48	47.64	48.83	50.05
				40 O.T.	54.47	55.83	57.23	58.65	60.12	61.62	63.17	64.74	66.36	68.03	69.72	71.46	73.25	75.08

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Forensic Specialist Supervisor	B.1766	06/21/26	Police/Fire	Monthly	7913.17	8111.00	8313.76	8521.61	8734.66	8953.01	9176.85	9406.26	9641.43	9882.45	10129.51	10382.75	10642.32	10908.39
	BCEA		Non Exempt	Bi-Weekly	3652.23	3743.54	3837.12	3933.05	4031.38	4132.16	4235.47	4341.35	4449.89	4561.13	4675.16	4792.04	4911.84	5034.64
	0367		9410	40 HRLY	45.65	46.79	47.96	49.16	50.39	51.65	52.94	54.27	55.62	57.01	58.44	59.90	61.40	62.93
				40 O.T.	68.48	70.19	71.94	73.74	75.59	77.48	79.41	81.41	83.43	85.52	87.66	89.85	92.10	94.40
Forestry Services Supervisor	B.1579	06/21/26	Fac/Grounds	Monthly	6996.10	7171.00	7350.27	7534.04	7722.39	7915.44	8113.32	8316.17	8524.06	8737.17	8955.59	9179.50	9408.97	9644.20
	BCEA		Non Exempt	Bi-Weekly	3228.97	3309.69	3392.43	3477.25	3564.18	3653.28	3744.61	3838.23	3934.18	4032.54	4133.35	4236.69	4342.60	4451.17
	0967		9420	40 HRLY	40.36	41.37	42.41	43.47	44.55	45.67	46.81	47.98	49.18	50.41	51.67	52.96	54.28	55.64
				40 O.T.	60.54	62.06	63.62	65.21	66.83	68.51	70.22	71.97	73.77	75.62	77.51	79.44	81.42	83.46
GIS Specialist	B.0384	06/21/26	Utilities	Monthly	7881.47	8078.50	8280.46	8487.48	8699.67	8917.16	9140.08	9368.58	9602.80	9842.89	10088.95	10341.18	10599.70	10864.69
	BCEA		Non Exempt	Bi-Weekly	3637.60	3728.54	3821.75	3917.30	4015.23	4115.61	4218.50	4323.96	4432.06	4542.87	4656.44	4772.85	4892.17	5014.47
	0029		9410	40 HRLY	45.47	46.61	47.77	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66	61.15	62.68
				40 O.T.	68.21	69.92	71.66	73.46	75.29	77.18	79.10	81.08	83.10	85.19	87.32	89.49	91.73	94.02
General Manager-Burbank Water & Power	E.0097	06/21/26	Engineering	Monthly	26653.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35049.86
	Exec		Exempt	Bi-Weekly	12301.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16176.86
	0372		9410	40 HRLY	153.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.21
				40 O.T.	230.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.32
Grants Coordinator	M.1907	06/21/26	Financial	Monthly	9411.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12376.04
	BMA		Non Exempt	Bi-Weekly	4343.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5712.02
	0389		9410	40 HRLY	54.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.40
				40 O.T.	81.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.10
Graphics Media Designer	B.1570	06/21/26	Rec/Gen Admin	Monthly	7597.94	7787.89	7982.59	8182.14	8386.69	8596.36	8811.27	9031.56	9257.34	9488.77	9725.99	9969.14	10218.37	10473.84
	BCEA		Non Exempt	Bi-Weekly	3506.74	3594.41	3684.27	3776.37	3870.78	3967.55	4066.74	4168.41	4272.62	4379.43	4488.92	4601.14	4716.17	4834.08
	0392		9410	40 HRLY	43.83	44.93	46.05	47.20	48.38	49.59	50.83	52.11	53.41	54.74	56.11	57.51	58.95	60.43
				40 O.T.	65.75	67.40	69.08	70.80	72.57	74.39	76.25	78.17	80.12	82.11	84.17	86.27	88.43	90.65

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Groundskeeper	B.1303	06/21/26	Fac/Grounds	Monthly	4898.21	5020.67	5146.18	5274.84	5406.70	5541.88	5680.42	5822.44	5968.00	6117.19	6270.12	6426.88	6587.56	6752.24
	BCEA		Non Exempt	Bi-Weekly	2260.71	2317.23	2375.16	2434.54	2495.40	2557.79	2621.73	2687.28	2754.46	2823.32	2893.90	2966.25	3040.41	3116.42
	0396		9420	40 HRLY	28.26	28.97	29.69	30.43	31.19	31.97	32.77	33.59	34.43	35.29	36.17	37.08	38.01	38.96
				40 O.T.	42.39	43.46	44.54	45.65	46.79	47.96	49.16	50.39	51.65	52.94	54.26	55.62	57.02	58.44
Groundskeeper Helper	B.0918	06/21/26	Fac/Grounds	Monthly	3899.39	3996.87	4096.80	4199.22	4304.21	4411.81	4522.12	4635.15	4751.05	4869.82	4991.57	5116.35	5244.27	5375.37
	BCEA		Non Exempt	Bi-Weekly	1799.72	1844.71	1890.83	1938.10	1986.56	2036.22	2087.13	2139.30	2192.79	2247.61	2303.80	2361.39	2420.43	2480.94
	0397		9420	40 HRLY	22.50	23.06	23.64	24.23	24.83	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.01
				40 O.T.	33.75	34.59	35.46	36.35	37.25	38.18	39.14	40.11	41.12	42.15	43.20	44.28	45.39	46.52
Heavy Equipment Operator	B.1506	06/21/26	Streets/Refuse	Monthly	5439.07	5575.05	5714.43	5857.28	6003.73	6153.81	6307.67	6465.36	6626.99	6792.65	6962.48	7136.55	7314.95	7497.82
	BCEA		Non Exempt	Bi-Weekly	2510.34	2573.10	2637.43	2703.36	2770.95	2840.22	2911.23	2984.01	3058.61	3135.07	3213.45	3293.79	3376.13	3460.53
	0401		9420	40 HRLY	31.38	32.16	32.97	33.79	34.64	35.50	36.39	37.30	38.23	39.19	40.17	41.17	42.20	43.26
				40 O.T.	47.07	48.24	49.46	50.69	51.96	53.25	54.59	55.95	57.35	58.79	60.26	61.76	63.30	64.89
Heavy Truck Driver	B.1279	06/21/26	Streets/Refuse	Monthly	4525.89	4639.03	4755.01	4873.90	4995.73	5120.64	5248.64	5379.86	5514.36	5652.21	5793.52	5938.36	6086.82	6238.98
	BCEA		Non Exempt	Bi-Weekly	2088.87	2141.09	2194.62	2249.49	2305.72	2363.37	2422.45	2483.01	2545.09	2608.71	2673.93	2740.78	2809.30	2879.53
	0406		9420	40 HRLY	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04	31.81	32.61	33.42	34.26	35.12	35.99
				40 O.T.	39.17	40.14	41.15	42.18	43.23	44.31	45.42	46.56	47.72	48.92	50.13	51.39	52.68	53.99
Helicopter Mechanic	B.1626	06/21/26	Equipment	Monthly	6991.86	7166.64	7345.80	7529.45	7717.69	7910.63	8108.40	8311.12	8518.88	8731.86	8950.15	9173.91	9403.27	9638.33
	BCEA		Non Exempt	Bi-Weekly	3227.01	3307.68	3390.37	3475.13	3562.01	3651.06	3742.34	3835.90	3931.79	4030.09	4130.84	4234.11	4339.97	4448.46
	0402		9420	40 HRLY	40.34	41.35	42.38	43.44	44.53	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61
				40 O.T.	60.51	62.03	63.57	65.16	66.80	68.46	70.17	71.93	73.73	75.57	77.46	79.40	81.38	83.42
Household Hazardous Waste Leadworker	B.0617	06/21/26	Streets/Refuse	Monthly	6992.48	7167.31	7346.50	7530.14	7718.40	7911.37	8109.14	8311.88	8519.68	8732.66	8950.98	9174.75	9404.11	9639.22
	BCEA		Non Exempt	Bi-Weekly	3227.30	3307.99	3390.69	3475.45	3562.34	3651.40	3742.68	3836.25	3932.16	4030.46	4131.22	4234.50	4340.36	4448.87
	0413		9420	40 HRLY	40.34	41.35	42.38	43.44	44.53	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61
				40 O.T.	60.51	62.03	63.57	65.16	66.80	68.46	70.17	71.93	73.73	75.57	77.46	79.40	81.38	83.42

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Household Hazardous Waste Technician	B.0614	06/21/26	Streets/Refuse	Monthly	4800.42	4920.44	5043.44	5169.52	5298.76	5431.23	5567.01	5706.18	5848.83	5995.06	6144.93	6298.57	6456.02	6617.43
	BCEA		Non Exempt	Bi-Weekly	2215.58	2270.97	2327.74	2385.93	2445.58	2506.72	2569.39	2633.62	2699.46	2766.95	2836.12	2907.03	2979.70	3054.20
	0407		9420	40 HRLY	27.69	28.39	29.10	29.82	30.57	31.33	32.12	32.92	33.74	34.59	35.45	36.34	37.25	38.18
				40 O.T.	41.54	42.59	43.65	44.73	45.86	47.00	48.18	49.38	50.61	51.89	53.18	54.51	55.88	57.27
Housing Assistant	B.1665	06/21/26	Safety/Inspection	Monthly	6770.27	6939.53	7113.02	7290.83	7473.12	7659.95	7851.44	8047.74	8248.91	8455.14	8666.52	8883.18	9105.27	9332.90
	BCEA		Non Exempt	Bi-Weekly	3124.74	3202.86	3282.93	3365.00	3449.13	3535.36	3623.74	3714.34	3807.19	3902.37	3999.93	4099.93	4202.43	4307.49
	0409		9410	40 HRLY	39.06	40.04	41.04	42.06	43.11	44.19	45.30	46.43	47.59	48.78	50.00	51.25	52.53	53.84
				40 O.T.	58.59	60.06	61.56	63.09	64.67	66.29	67.95	69.65	71.39	73.17	75.00	76.88	78.80	80.76
Housing Authority Manager	M.2463	06/21/26	Comm Dev	Monthly	12316.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16195.96
	BMA		Non Exempt	Bi-Weekly	5684.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7475.06
	0412		9410	40 HRLY	71.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.44
				40 O.T.	106.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140.16
Housing Development Manager	M.2087	06/21/26	Comm Dev	Monthly	10653.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14009.45
	BMA		Non Exempt	Bi-Weekly	4917.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6465.90
	0411		9410	40 HRLY	61.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.82
				40 O.T.	92.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.23
Housing Services Assistant	B.1427	06/21/26	Safety/Inspection	Monthly	5336.89	5470.31	5607.07	5747.24	5890.93	6038.20	6189.15	6343.89	6502.47	6665.04	6831.67	7002.45	7177.52	7356.96
	BCEA		Non Exempt	Bi-Weekly	2463.18	2524.76	2587.88	2652.57	2718.89	2786.86	2856.53	2927.95	3001.14	3076.17	3153.08	3231.90	3312.70	3395.52
	0408		9410	40 HRLY	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60	37.51	38.45	39.41	40.40	41.41	42.44
				40 O.T.	46.19	47.34	48.53	49.74	50.99	52.26	53.57	54.90	56.27	57.68	59.12	60.60	62.12	63.66
Housing Specialist	B.1888	06/21/26	Safety/Inspection	Monthly	8452.45	8663.74	8880.34	9102.36	9329.91	9563.17	9802.24	10047.29	10298.47	10555.94	10819.84	11090.34	11367.59	11651.79
	BCEA		Non Exempt	Bi-Weekly	3901.13	3998.65	4098.62	4201.09	4306.11	4413.77	4524.11	4637.21	4753.14	4871.97	4993.77	5118.62	5246.58	5377.75
	0410		9410	40 HRLY	48.76	49.98	51.23	52.51	53.83	55.17	56.55	57.97	59.41	60.90	62.42	63.98	65.58	67.22
				40 O.T.	73.14	74.97	76.85	78.77	80.75	82.76	84.83	86.96	89.12	91.35	93.63	95.97	98.37	100.83

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Human Resources Manager	Z.1933	06/21/26	Rec/Gen Admin	Monthly	10681.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14046.31
	Z-Group		Exempt	Bi-Weekly	4929.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6482.91
	0403		8810	40 HRLY	61.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.04
				40 O.T.	92.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.56
Human Resources Specialist	B.1367	06/21/26	Recreation	Monthly	5143.52	5272.11	5403.91	5539.00	5677.47	5819.41	5964.90	6114.01	6266.87	6423.54	6584.13	6748.73	6917.45	7090.40
	BCEA		Non Exempt	Bi-Weekly	2373.93	2433.28	2494.11	2556.46	2620.37	2685.88	2753.03	2821.85	2892.40	2964.71	3038.83	3114.80	3192.67	3272.49
	0521		8810	40 HRLY	29.67	30.42	31.18	31.96	32.75	33.57	34.41	35.27	36.16	37.06	37.99	38.94	39.91	40.91
				40 O.T.	44.51	45.63	46.77	47.94	49.13	50.36	51.62	52.91	54.24	55.59	56.99	58.41	59.87	61.37
Human Resources Technician I	B.1309	06/21/26	Rec/Gen Admin	Monthly	4848.76	4969.99	5094.25	5221.60	5352.12	5485.94	5623.09	5763.66	5907.74	6055.44	6206.83	6362.01	6521.06	6684.08
	BCEA		Non Exempt	Bi-Weekly	2237.89	2293.84	2351.19	2409.97	2470.21	2531.97	2595.27	2660.15	2726.65	2794.82	2864.69	2936.31	3009.72	3084.96
	0404		8810	40 HRLY	27.97	28.67	29.39	30.12	30.88	31.65	32.44	33.25	34.08	34.94	35.81	36.70	37.62	38.56
				40 O.T.	41.96	43.01	44.09	45.18	46.32	47.48	48.66	49.88	51.12	52.41	53.72	55.05	56.43	57.84
Human Resources Technician II	B.1385	06/21/26	Rec/Gen Admin	Monthly	5237.01	5367.94	5502.14	5639.68	5780.69	5925.21	6073.32	6225.16	6380.79	6540.30	6703.82	6871.41	7043.21	7219.27
	BCEA		Non Exempt	Bi-Weekly	2417.08	2477.51	2539.45	2602.93	2668.01	2734.71	2803.07	2873.15	2944.98	3018.60	3094.07	3171.42	3250.71	3331.97
	0405		8810	40 HRLY	30.21	30.97	31.74	32.54	33.35	34.18	35.04	35.91	36.81	37.73	38.68	39.64	40.63	41.65
				40 O.T.	45.32	46.46	47.61	48.81	50.03	51.27	52.56	53.87	55.22	56.60	58.02	59.46	60.95	62.48
Information Security Analyst	M.2045	06/21/26	Info Sys	Monthly	10926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14368.36
	BMA		Non Exempt	Bi-Weekly	5043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6631.55
	0421		9410	40 HRLY	63.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.89
				40 O.T.	94.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.34
Information Systems Analyst I	B.1465	06/21/26	Info Sys	Monthly	5651.27	5792.56	5937.36	6085.80	6237.94	6393.90	6553.73	6717.58	6885.52	7057.66	7234.11	7414.96	7600.32	7790.34
	BCEA		Non Exempt	Bi-Weekly	2608.28	2673.49	2740.32	2808.83	2879.05	2951.03	3024.80	3100.42	3177.93	3257.38	3338.82	3422.29	3507.84	3595.54
	0426		9410	40 HRLY	32.60	33.42	34.25	35.11	35.99	36.89	37.81	38.76	39.72	40.72	41.74	42.78	43.85	44.94
				40 O.T.	48.90	50.13	51.38	52.67	53.99	55.34	56.72	58.14	59.58	61.08	62.61	64.17	65.78	67.41

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Information Systems Analyst II	M.1632	06/21/26	Info Sys	Monthly	7386.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9713.41
	BMA		Non Exempt	Bi-Weekly	3409.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4483.11
	0427		9410	40 HRLY	42.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.04
				40 O.T.	63.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.06
Information Systems Analyst III	M.1854	06/21/26	Info Sys	Monthly	9219.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12123.67
	BMA		Non Exempt	Bi-Weekly	4255.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5595.54
	0428		9410	40 HRLY	53.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.94
				40 O.T.	79.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.91
Information Systems Analyst IV	M.2043	06/21/26	Info Sys	Monthly	10926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14368.36
	BMA		Non Exempt	Bi-Weekly	5043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6631.55
	0429		9410	40 HRLY	63.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.89
				40 O.T.	94.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.34
Information Technology Security Manager	M.1301	06/21/26	Info Sys	Monthly	14863.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19545.26
	BMA		Non Exempt	Bi-Weekly	6859.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9020.89
	0431		9410	40 HRLY	85.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.76
				40 O.T.	128.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.14
Instrument Controls Supervisor	I.6029	06/21/26	Utilities	Monthly	12260.95	0.00	12873.99	0.00	13517.70	0.00	14193.57	0.00	14903.27	0.00	15648.43	0.00	16430.83	0.00
	IBEW		Non Exempt	Bi-Weekly	5658.90	0.00	5941.84	0.00	6238.94	0.00	6550.88	0.00	6878.43	0.00	7222.35	0.00	7583.46	0.00
	0425		7539	40 HRLY	70.74	0.00	74.27	0.00	77.99	0.00	81.89	0.00	85.98	0.00	90.28	0.00	94.79	0.00
				40 O.T.	106.11	0.00	111.41	0.00	116.99	0.00	122.84	0.00	128.97	0.00	135.42	0.00	142.19	0.00
Instrument Controls Technician	I.6005	06/21/26	Utilities	Monthly	9968.27	0.00	10466.69	0.00	10990.03	0.00	11539.54	0.00	12116.50	0.00	12722.34	0.00	13358.45	0.00
	IBEW		Non Exempt	Bi-Weekly	4600.74	0.00	4830.78	0.00	5072.32	0.00	5325.94	0.00	5592.23	0.00	5871.85	0.00	6165.44	0.00
	0424		7539	40 HRLY	57.51	0.00	60.38	0.00	63.40	0.00	66.57	0.00	69.90	0.00	73.40	0.00	77.07	0.00
				40 O.T.	86.27	0.00	90.57	0.00	95.10	0.00	99.86	0.00	104.85	0.00	110.10	0.00	115.61	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Intelligent Transportation Systems Specialist	B.1810	06/21/26	Streets/Refuse	Monthly	7576.25	7765.64	7959.79	8158.78	8362.75	8571.81	8786.12	9005.77	9230.91	9461.68	9698.22	9940.69	10189.21	10443.94
	BCEA		Non Exempt	Bi-Weekly	3496.73	3584.14	3673.75	3765.59	3859.73	3956.22	4055.13	4156.51	4260.42	4366.93	4476.10	4588.01	4702.71	4820.28
	0430		9410	40 HRLY	43.71	44.80	45.92	47.07	48.25	49.45	50.69	51.96	53.26	54.59	55.95	57.35	58.78	60.25
				40 O.T.	65.57	67.20	68.88	70.61	72.38	74.18	76.04	77.94	79.89	81.89	83.93	86.03	88.17	90.38
Intermediate Clerk	B.1026	06/21/26	Rec/Gen Admin	Monthly	3829.63	3925.37	4023.50	4124.10	4227.19	4332.88	4441.19	4552.23	4666.03	4782.68	4902.24	5024.80	5150.43	5279.19
	BCEA		Non Exempt	Bi-Weekly	1767.52	1811.71	1857.00	1903.43	1951.01	1999.79	2049.78	2101.03	2153.55	2207.39	2262.57	2319.14	2377.12	2436.55
	0423		8810	40 HRLY	22.09	22.65	23.21	23.79	24.39	25.00	25.62	26.26	26.92	27.59	28.28	28.99	29.71	30.46
				40 O.T.	33.14	33.98	34.82	35.69	36.59	37.50	38.43	39.39	40.38	41.39	42.42	43.49	44.57	45.69
Irrigation Specialist	B.1028	06/21/26	Fac/Grounds	Monthly	4964.77	5088.89	5216.12	5346.51	5480.17	5617.19	5757.61	5901.55	6049.10	6200.33	6355.33	6514.21	6677.06	6844.00
	BCEA		Non Exempt	Bi-Weekly	2291.43	2348.72	2407.44	2467.62	2529.31	2592.55	2657.36	2723.79	2791.89	2861.69	2933.23	3006.56	3081.72	3158.77
	0415		9420	40 HRLY	28.64	29.36	30.09	30.85	31.62	32.41	33.22	34.05	34.90	35.77	36.67	37.58	38.52	39.48
				40 O.T.	42.96	44.04	45.14	46.28	47.43	48.62	49.83	51.08	52.35	53.66	55.01	56.37	57.78	59.22
Jail Manager	M.1962	06/21/26	Police/Fire	Monthly	10403.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13681.20
	BMA		Non Exempt	Bi-Weekly	4801.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6314.40
	0453		7720	40 HRLY	60.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.93
				40 O.T.	90.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.40
Jailer	B.1304	06/21/26	Police/Fire	Monthly	5197.14	5327.08	5460.24	5596.74	5736.66	5880.10	6027.08	6177.77	6332.21	6490.51	6652.77	6819.09	6989.58	7164.32
	BCEA		Non Exempt	Bi-Weekly	2398.68	2458.65	2520.11	2583.11	2647.69	2713.89	2781.73	2851.28	2922.56	2995.62	3070.51	3147.27	3225.96	3306.61
	0433		7720	40 HRLY	29.98	30.73	31.50	32.29	33.10	33.92	34.77	35.64	36.53	37.45	38.38	39.34	40.32	41.33
				40 O.T.	44.97	46.10	47.25	48.44	49.65	50.88	52.16	53.46	54.80	56.18	57.57	59.01	60.48	62.00
Junior Engineering Aide-BWP	B.1371	06/21/26	Utilities	Monthly	5263.05	5394.61	5529.49	5667.72	5809.42	5954.65	6103.52	6256.10	6412.51	6572.82	6737.14	6905.58	7078.22	7255.17
	BCEA		Non Exempt	Bi-Weekly	2429.10	2489.82	2552.07	2615.87	2681.27	2748.30	2817.01	2887.43	2959.62	3033.61	3109.45	3187.19	3266.87	3348.54
	0434		9410	40 HRLY	30.36	31.12	31.90	32.70	33.52	34.35	35.21	36.09	37.00	37.92	38.87	39.84	40.84	41.86
				40 O.T.	45.54	46.68	47.85	49.05	50.28	51.53	52.82	54.14	55.50	56.88	58.31	59.76	61.26	62.79

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Kennel Attendant	B.1149	06/21/26	Fac/Grounds	Monthly	4216.29	4321.70	4429.75	4540.49	4654.00	4770.35	4889.60	5011.85	5137.15	5265.59	5397.21	5532.15	5670.45	5812.21
	BCEA		Non Exempt	Bi-Weekly	1945.98	1994.63	2044.50	2095.61	2148.00	2201.70	2256.74	2313.16	2370.99	2430.27	2491.02	2553.30	2617.13	2682.56
	0460		9410	40 HRLY	24.32	24.93	25.56	26.20	26.85	27.52	28.21	28.91	29.64	30.38	31.14	31.92	32.71	33.53
				40 O.T.	36.48	37.40	38.34	39.30	40.28	41.28	42.32	43.37	44.46	45.57	46.71	47.88	49.07	50.30
Laborer	B.1051	06/21/26	Streets/Refuse	Monthly	3791.73	3886.52	3983.68	4083.28	4185.35	4290.00	4397.25	4507.17	4619.85	4735.34	4853.72	4975.08	5099.45	5226.93
	BCEA		Non Exempt	Bi-Weekly	1750.03	1793.78	1838.62	1884.59	1931.70	1980.00	2029.50	2080.23	2132.24	2185.54	2240.18	2296.19	2353.59	2412.43
	0468		9420	40 HRLY	21.88	22.42	22.98	23.56	24.15	24.75	25.37	26.00	26.65	27.32	28.00	28.70	29.42	30.16
				40 O.T.	32.82	33.63	34.47	35.34	36.23	37.13	38.06	39.00	39.98	40.98	42.00	43.05	44.13	45.24
Land Surveyor	M.2274	06/21/26	Engineering	Monthly	9723.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12786.02
	BMA		Non Exempt	Bi-Weekly	4487.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5901.24
	0469		9410	40 HRLY	56.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.77
				40 O.T.	84.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.66
Landfill Leadworker	B.1617	06/21/26	Streets/Refuse	Monthly	6992.48	7167.31	7346.50	7530.14	7718.40	7911.37	8109.14	8311.88	8519.68	8732.66	8950.98	9174.75	9404.11	9639.22
	BCEA		Non Exempt	Bi-Weekly	3227.30	3307.99	3390.69	3475.45	3562.34	3651.40	3742.68	3836.25	3932.16	4030.46	4131.22	4234.50	4340.36	4448.87
	0473		9420	40 HRLY	40.34	41.35	42.38	43.44	44.53	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61
				40 O.T.	60.51	62.03	63.57	65.16	66.80	68.46	70.17	71.93	73.73	75.57	77.46	79.40	81.38	83.42
Landfill Supervisor	M.1904	06/21/26	Streets/Refuse	Monthly	9049.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11899.53
	BMA		Non Exempt	Bi-Weekly	4176.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5492.09
	0474		9410	40 HRLY	52.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65
				40 O.T.	78.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.98
Landscape Services Supervisor	B.1580	06/21/26	Fac/Grounds	Monthly	6996.10	7171.00	7350.27	7534.04	7722.39	7915.44	8113.32	8316.17	8524.06	8737.17	8955.59	9179.50	9408.97	9644.20
	BCEA		Non Exempt	Bi-Weekly	3228.97	3309.69	3392.43	3477.25	3564.18	3653.28	3744.61	3838.23	3934.18	4032.54	4133.35	4236.69	4342.60	4451.17
	0478		9420	40 HRLY	40.36	41.37	42.41	43.47	44.55	45.67	46.81	47.98	49.18	50.41	51.67	52.96	54.28	55.64
				40 O.T.	60.54	62.06	63.62	65.21	66.83	68.51	70.22	71.97	73.77	75.62	77.51	79.44	81.42	83.46

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Landscape and Forestry Services Superintendent	Z.2132	06/21/26	Fac/Grounds	Monthly	12213.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16060.09
	Z-Group		Exempt	Bi-Weekly	5636.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7412.35
	0259		9410	40 HRLY	70.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.65
				40 O.T.	105.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.98
Law Office Administrator	Z.1572	06/21/26	Rec/Gen Admin	Monthly	6426.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8450.35
	Z-Group		Exempt	Bi-Weekly	2965.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3900.16
	0479		8810	40 HRLY	37.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.75
				40 O.T.	55.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.13
Lead Client Technology Specialist	M.1033	06/21/26	Info Sys	Monthly	7754.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10197.72
	BMA		Non Exempt	Bi-Weekly	3579.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4706.64
	0450		9410	40 HRLY	44.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.83
				40 O.T.	67.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.25
Lead Data Engineer	M.1313	06/21/26	Info Sys	Monthly	11364.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14943.96
	BMA		Non Exempt	Bi-Weekly	5245.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6897.21
	0043		9410	40 HRLY	65.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.22
				40 O.T.	98.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.33
Lead Jailer	B.1017	06/21/26	Police/Fire	Monthly	5550.37	5689.13	5831.35	5977.14	6126.58	6279.74	6436.73	6597.65	6762.58	6931.64	7104.93	7282.56	7464.62	7651.24
	BCEA		Non Exempt	Bi-Weekly	2561.71	2625.75	2691.39	2758.68	2827.65	2898.34	2970.80	3045.07	3121.19	3199.22	3279.20	3361.18	3445.21	3531.34
	0037		8810	40 HRLY	32.02	32.82	33.64	34.48	35.35	36.23	37.14	38.06	39.01	39.99	40.99	42.01	43.07	44.14
				40 O.T.	48.03	49.23	50.46	51.72	53.03	54.35	55.71	57.09	58.52	59.99	61.49	63.02	64.61	66.21
Lead Network Engineer	M.1035	06/21/26	Info Sys	Monthly	10289.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13530.57
	BMA		Non Exempt	Bi-Weekly	4748.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6244.88
	0552		9410	40 HRLY	59.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.06
				40 O.T.	89.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.09

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Lead Systems Engineer	M.1082	06/21/26	Info Sys	Monthly	10435.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13723.17
	BMA		Non Exempt	Bi-Weekly	4816.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6333.77
	0082		9410	40 HRLY	60.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.17
				40 O.T.	90.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.76
Lead Technology Product Manager	M.1318	06/21/26	Info Sys	Monthly	10257.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13488.93
	BMA		Non Exempt	Bi-Weekly	4734.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6225.66
	0046		9410	40 HRLY	59.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.82
				40 O.T.	88.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.73
Legal Assistant	B.1031	06/21/26	Legal	Monthly	5820.01	5965.53	6114.66	6267.52	6424.21	6584.83	6749.45	6918.17	7091.13	7268.41	7450.13	7636.37	7827.28	8022.97
	BCEA		Non Exempt	Bi-Weekly	2686.16	2753.32	2822.15	2892.70	2965.02	3039.15	3115.13	3193.00	3272.83	3354.65	3438.52	3524.48	3612.59	3702.91
	0024		8810	40 HRLY	33.58	34.42	35.28	36.16	37.06	37.99	38.94	39.91	40.91	41.93	42.98	44.06	45.16	46.29
				40 O.T.	50.37	51.63	52.92	54.24	55.59	56.99	58.41	59.87	61.37	62.90	64.47	66.09	67.74	69.44
Legal Secretarial Clerk	B.1266	06/21/26	Rec/Gen Admin	Monthly	4602.00	4717.05	4834.98	4955.86	5079.75	5206.74	5336.91	5470.34	5607.10	5747.28	5890.95	6038.24	6189.19	6343.91
	BCEA		Non Exempt	Bi-Weekly	2124.00	2177.10	2231.53	2287.32	2344.50	2403.11	2463.19	2524.77	2587.89	2652.59	2718.90	2786.88	2856.55	2927.96
	0481		8810	40 HRLY	26.55	27.21	27.89	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60
				40 O.T.	39.83	40.82	41.84	42.89	43.97	45.06	46.19	47.34	48.53	49.74	50.99	52.26	53.57	54.90
Legal Secretary	B.1365	06/21/26	Rec/Gen Admin	Monthly	5080.03	5207.02	5337.19	5470.64	5607.40	5747.58	5891.28	6038.54	6189.52	6344.26	6502.86	6665.43	6832.06	7002.86
	BCEA		Non Exempt	Bi-Weekly	2344.63	2403.24	2463.32	2524.91	2588.03	2652.73	2719.05	2787.02	2856.70	2928.12	3001.32	3076.35	3153.26	3232.09
	0480		8810	40 HRLY	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60	37.52	38.45	39.42	40.40
				40 O.T.	43.97	45.06	46.19	47.34	48.53	49.74	50.99	52.26	53.57	54.90	56.28	57.68	59.13	60.60
Legislative Analyst	M.1938	06/21/26	Rec/Gen Admin	Monthly	9239.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12149.30
	BMA		Non Exempt	Bi-Weekly	4264.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5607.37
	0483		9410	40 HRLY	53.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.09
				40 O.T.	79.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.14

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Liability Claims Coordinator	M.1629	06/21/26	Rec/Gen Admin	Monthly	7071.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9299.38
	BMA		Non Exempt	Bi-Weekly	3263.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4292.02
	0485		9410	40 HRLY	40.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.65
				40 O.T.	61.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.48
Librarian	B.1490	06/21/26	Library	Monthly	5927.55	6075.75	6227.63	6383.33	6542.90	6706.48	6874.14	7046.00	7222.15	7402.70	7587.75	7777.45	7971.88	8171.19
	BCEA		Non Exempt	Bi-Weekly	2735.79	2804.19	2874.29	2946.15	3019.80	3095.30	3172.68	3252.00	3333.30	3416.63	3502.04	3589.59	3679.33	3771.32
	0486		8838	40 HRLY	34.20	35.05	35.93	36.83	37.75	38.69	39.66	40.65	41.67	42.71	43.78	44.87	45.99	47.14
				40 O.T.	51.30	52.58	53.90	55.25	56.63	58.04	59.49	60.98	62.51	64.07	65.67	67.31	68.99	70.71
Library Assistant	B.1290	06/21/26	Library	Monthly	4853.79	4975.12	5099.51	5227.00	5357.67	5491.61	5628.89	5769.62	5913.87	6061.71	6213.26	6368.59	6527.80	6690.99
	BCEA		Non Exempt	Bi-Weekly	2240.21	2296.21	2353.62	2412.46	2472.77	2534.59	2597.95	2662.90	2729.48	2797.71	2867.66	2939.35	3012.83	3088.15
	0488		8838	40 HRLY	28.00	28.70	29.42	30.16	30.91	31.68	32.47	33.29	34.12	34.97	35.85	36.74	37.66	38.60
				40 O.T.	42.00	43.05	44.13	45.24	46.37	47.52	48.71	49.94	51.18	52.46	53.78	55.11	56.49	57.90
Library Associate	B.1029	06/21/26	Rec/Gen Admin	Monthly	4045.08	4146.20	4249.85	4356.11	4465.00	4576.63	4691.05	4808.33	4928.54	5051.76	5178.03	5307.49	5440.18	5576.18
	BCEA		Non Exempt	Bi-Weekly	1866.96	1913.63	1961.47	2010.51	2060.77	2112.29	2165.10	2219.23	2274.71	2331.58	2389.86	2449.61	2510.85	2573.62
	0489		8838	40 HRLY	23.34	23.92	24.52	25.13	25.76	26.40	27.06	27.74	28.43	29.14	29.87	30.62	31.39	32.17
				40 O.T.	35.01	35.88	36.78	37.70	38.64	39.60	40.59	41.61	42.65	43.71	44.81	45.93	47.09	48.26
Library Division Manager	M.1691	06/21/26	Library	Monthly	8827.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11608.63
	BMA		Non Exempt	Bi-Weekly	4074.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5357.83
	0929		8838	40 HRLY	50.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.97
				40 O.T.	76.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.46
Library Monitor	B.0875	06/21/26	Safety/Inspection	Monthly	3469.35	3556.09	3645.01	3736.11	3829.52	3925.26	4023.39	4123.97	4227.08	4332.75	4441.08	4552.10	4665.90	4782.55
	BCEA		Exempt	Bi-Weekly	1601.24	1641.27	1682.31	1724.36	1767.47	1811.66	1856.95	1903.37	1950.96	1999.73	2049.73	2100.97	2153.49	2207.33
	0490		8838	40 HRLY	20.02	20.52	21.03	21.55	22.09	22.65	23.21	23.79	24.39	25.00	25.62	26.26	26.92	27.59
				40 O.T.	30.03	30.78	31.55	32.33	33.14	33.98	34.82	35.69	36.59	37.50	38.43	39.39	40.38	41.39

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Library Operations Supervisor	B.0682	06/21/26	Library	Monthly	5390.67	5525.43	5663.56	5805.15	5950.27	6099.04	6251.51	6407.81	6567.99	6732.20	6900.49	7073.02	7249.84	7431.08
	BCEA		Non Exempt	Bi-Weekly	2488.00	2550.20	2613.95	2679.30	2746.28	2814.94	2885.31	2957.45	3031.38	3107.17	3184.84	3264.47	3346.08	3429.73
	0494		8838	40 HRLY	31.10	31.88	32.67	33.49	34.33	35.19	36.07	36.97	37.89	38.84	39.81	40.81	41.83	42.87
				40 O.T.	46.65	47.82	49.01	50.24	51.50	52.79	54.11	55.46	56.84	58.26	59.72	61.22	62.75	64.31
Library Page/PT	B.0681	06/21/26	Rec/Gen Admin	Monthly	3348.15	3431.85	3517.65	3605.59	3695.73	3788.11	3882.82	3979.89	4079.38	4181.36	4285.91	4393.05	4502.88	4615.46
	BCEA		Non Exempt	Bi-Weekly	1545.30	1583.93	1623.53	1664.12	1705.72	1748.36	1792.07	1836.87	1882.79	1929.86	1978.11	2027.56	2078.25	2130.21
	0493		8838	40 HRLY	19.32	19.80	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.73	25.34	25.98	26.63
				40 O.T.	28.98	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30	36.18	37.10	38.01	38.97	39.95
Library Section Manager	M.1038	06/02/26	Library	Monthly	8156.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10725.93
	BMA		Non Exempt	Bi-Weekly	3764.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4950.43
	0487		8838	40 HRLY	47.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.88
				40 O.T.	70.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.82
Library Services Director	E.0074	06/21/26	Library	Monthly	15573.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20478.55
	Exec		Exempt	Bi-Weekly	7187.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9451.64
	0491		8838	40 HRLY	89.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.15
				40 O.T.	134.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.23
Lifeguard	B.0704	06/21/26	Recreation	Monthly	3691.29	3783.59	3878.16	3975.12	4074.50	4176.36	4280.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	1703.67	1746.27	1789.92	1834.67	1880.54	1927.55	1975.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0507		9410	40 HRLY	21.30	21.83	22.37	22.93	23.51	24.09	24.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	31.95	32.75	33.56	34.40	35.27	36.14	37.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lifeguard-Instructor	B.0753	06/21/26	Recreation	Monthly	4060.59	4162.10	4266.17	4372.81	4482.14	4594.20	4709.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	1874.12	1920.97	1969.00	2018.22	2068.68	2120.40	2173.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0508		9410	40 HRLY	23.43	24.01	24.61	25.23	25.86	26.51	27.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	35.15	36.02	36.92	37.85	38.79	39.77	40.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Line Mechanic	I.6006	06/21/26	Utilities	Monthly	10741.51	0.00	11278.61	0.00	11842.52	0.00	12434.65	0.00	13056.38	0.00	13709.22	0.00	14394.66	0.00
	IBEW		Non Exempt	Bi-Weekly	4957.62	0.00	5205.51	0.00	5465.78	0.00	5739.07	0.00	6026.02	0.00	6327.33	0.00	6643.69	0.00
	0515		7539	40 HRLY	61.97	0.00	65.07	0.00	68.32	0.00	71.74	0.00	75.33	0.00	79.09	0.00	83.05	0.00
				40 O.T.	92.96	0.00	97.61	0.00	102.48	0.00	107.61	0.00	113.00	0.00	118.64	0.00	124.58	0.00
Line Mechanic Apprentice	I.8990	06/21/26	Utilities	Monthly	8061.02	8780.74	9500.49	10220.21	10939.96	11659.68	12379.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3720.47	4052.65	4384.84	4717.02	5049.21	5381.39	5713.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0516		7539	40 HRLY	46.51	50.66	54.81	58.96	63.12	67.27	71.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	69.77	75.99	82.22	88.44	94.68	100.91	107.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line Mechanic Apprentice	I.9990	06/21/26	Utilities	Monthly	9500.49	10076.26	10652.05	11227.84	11803.63	12379.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	4384.84	4650.58	4916.33	5182.08	5447.83	5713.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0516		7539	40 HRLY	54.81	58.13	61.45	64.78	68.10	71.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	82.22	87.20	92.18	97.17	102.15	107.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line Mechanic Apprentice-G	I.8994	06/21/26	Utilities	Monthly	8544.62	9307.52	10070.45	10833.36	11596.28	12359.19	13122.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3943.67	4295.78	4647.90	5000.01	5352.13	5704.24	6056.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0518		7539	40 HRLY	49.30	53.70	58.10	62.50	66.90	71.30	75.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	73.95	80.55	87.15	93.75	100.35	106.95	113.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line Mechanic Apprentice-G	I.9994	06/21/26	Utilities	Monthly	10070.45	10680.78	11291.11	11901.44	12511.76	13122.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	4647.90	4929.59	5211.28	5492.97	5774.66	6056.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0518		7539	40 HRLY	58.10	61.62	65.14	68.66	72.18	75.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	87.15	92.43	97.71	102.99	108.27	113.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line Mechanic Supervisor	I.6007	06/21/26	Utilities	Monthly	13212.38	0.00	13872.99	0.00	14566.65	0.00	15294.98	0.00	16059.72	0.00	16862.71	0.00	17705.85	0.00
	IBEW		Non Exempt	Bi-Weekly	6098.02	0.00	6402.92	0.00	6723.07	0.00	7059.22	0.00	7412.18	0.00	7782.79	0.00	8171.93	0.00
	0517		7539	40 HRLY	76.23	0.00	80.04	0.00	84.04	0.00	88.24	0.00	92.65	0.00	97.28	0.00	102.15	0.00
				40 O.T.	114.35	0.00	120.06	0.00	126.06	0.00	132.36	0.00	138.98	0.00	145.92	0.00	153.23	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Line Mechanic Supervisor-G	I.6107	06/21/26	Utilities	Monthly	14005.10	0.00	14705.36	0.00	15440.62	0.00	16212.65	0.00	17023.28	0.00	17874.46	0.00	18768.17	0.00
	IBEW		Non Exempt	Bi-Weekly	6463.89	0.00	6787.09	0.00	7126.44	0.00	7482.76	0.00	7856.90	0.00	8249.75	0.00	8662.23	0.00
	0519		7539	40 HRLY	80.80	0.00	84.84	0.00	89.08	0.00	93.53	0.00	98.21	0.00	103.12	0.00	108.28	0.00
				40 O.T.	121.20	0.00	127.26	0.00	133.62	0.00	140.30	0.00	147.32	0.00	154.68	0.00	162.42	0.00
Line Mechanic-G	I.6106	06/21/26	Utilities	Monthly	11385.94	0.00	11955.23	0.00	12553.00	0.00	13180.66	0.00	13839.69	0.00	14531.66	0.00	15258.25	0.00
	IBEW		Non Exempt	Bi-Weekly	5255.05	0.00	5517.80	0.00	5793.69	0.00	6083.38	0.00	6387.55	0.00	6706.92	0.00	7042.27	0.00
	0513		7539	40 HRLY	65.69	0.00	68.97	0.00	72.42	0.00	76.04	0.00	79.84	0.00	83.84	0.00	88.03	0.00
				40 O.T.	98.54	0.00	103.46	0.00	108.63	0.00	114.06	0.00	119.76	0.00	125.76	0.00	132.05	0.00
Litigation Paralegal	Z.1912	06/21/26	Legal	Monthly	8748.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11504.29
	Z-Group		Exempt	Bi-Weekly	4037.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5309.67
	0520		9410	40 HRLY	50.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.37
				40 O.T.	75.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.56
Locker Room Attendant	B.0434	06/21/26	Recreation	40 HRLY	20.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.85
	BCEA		Exempt	40 O.T.	31.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.28
	0523		9410															
Mail Room Assistant	B.0383	06/21/26	Rec/Gen Admin	Monthly	3393.50	3478.32	3565.29	3654.43	3745.78	3839.42	3935.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	1566.23	1605.38	1645.52	1686.66	1728.82	1772.04	1816.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0524		9410	40 HRLY	19.58	20.07	20.57	21.08	21.61	22.15	22.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	29.37	30.11	30.86	31.62	32.42	33.23	34.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Management Intern (M)	M.1022	06/21/26	Rec/Gen Admin	Monthly	3914.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5147.33
	BMA		Non Exempt	Bi-Weekly	1806.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2375.69
	0527		9410	40 HRLY	22.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.70
				40 O.T.	33.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.55

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Management Secretary	Z.1432	06/21/26	Rec/Gen Admin	Monthly	5884.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7737.86
	Z-Group		Exempt	Bi-Weekly	2715.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3571.32
	0528		8810	40 HRLY	33.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.64
				40 O.T.	50.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.96
Management Services Director	E.0078	06/21/26	Rec/Gen Admin	Monthly	16363.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21517.71
	Exec		Exempt	Bi-Weekly	7552.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9931.25
	0529		9410	40 HRLY	94.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.14
				40 O.T.	141.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186.21
Manager Communication Systems	M.2120	06/21/26	Utilities	Monthly	14421.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18964.36
	BMA		Non Exempt	Bi-Weekly	6656.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8752.78
	0537		9410	40 HRLY	83.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.41
				40 O.T.	124.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164.12
Manager Customer Service Operations	M.2027	06/21/26	Financial	Monthly	11525.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15156.22
	BMA		Non Exempt	Bi-Weekly	5319.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6995.18
	0540		9410	40 HRLY	66.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.44
				40 O.T.	99.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.16
Manager Electrical Distribution	M.2347	06/21/26	Utilities	Monthly	17045.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22414.43
	BMA		Non Exempt	Bi-Weekly	7867.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10345.12
	0541		9410	40 HRLY	98.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.31
				40 O.T.	147.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	193.97
Manager Electrical Distribution-G	M.2400	06/21/26	Utilities	Monthly	18067.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23758.61
	BMA		Non Exempt	Bi-Weekly	8338.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10965.51
	0530		9410	40 HRLY	104.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.07
				40 O.T.	156.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205.61

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Manager Electrical Equipment	M.2219	06/21/26	Utilities	Monthly	15196.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19982.80
	BMA		Non Exempt	Bi-Weekly	7013.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9222.83
	0538		9410	40 HRLY	87.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.29
				40 O.T.	131.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.94
Manager Energy Control Center	M.2225	06/21/26	Utilities	Monthly	18233.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23976.46
	BMA		Non Exempt	Bi-Weekly	8415.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11066.06
	0542		9410	40 HRLY	105.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.33
				40 O.T.	157.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.50
Manager Security Systems	M.1023	06/21/26	Info Sys	Monthly	14863.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19545.65
	BMA		Non Exempt	Bi-Weekly	6860.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9021.07
	0545		9410	40 HRLY	85.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.76
				40 O.T.	128.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.14
Manager Technology	M.1024	06/21/26	Utilities	Monthly	14863.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19545.26
	BMA		Non Exempt	Bi-Weekly	6859.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9020.89
	0546		9410	40 HRLY	85.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.76
				40 O.T.	128.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.14
Manager Telecommunications	M.2268	06/21/26	Engineering	Monthly	13482.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17729.42
	BMA		Non Exempt	Bi-Weekly	6222.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8182.81
	0532		9410	40 HRLY	77.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.29
				40 O.T.	116.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.44
Manager Transmission & Distribution Engineering	M.2461	06/21/26	Engineering	Monthly	16013.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21058.16
	BMA		Non Exempt	Bi-Weekly	7390.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9719.15
	0531		9410	40 HRLY	92.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.49
				40 O.T.	138.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.24

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Manager Water Engineering-	M.2372	06/21/26	Engineering	Monthly	15207.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19998.27
Planning	BMA		Non Exempt	Bi-Weekly	7018.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9229.97
	0533		9410	40 HRLY	87.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.37
				40 O.T.	131.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.06
Manager Water Production-	M.2203	06/21/26	Utilities	Monthly	14797.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19458.75
Operations	BMA		Non Exempt	Bi-Weekly	6829.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8980.96
	0536		9410	40 HRLY	85.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.26
				40 O.T.	128.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.39
Marketing Associate	M.2155	06/21/26	Engineering	Monthly	10576.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13908.46
	BMA		Non Exempt	Bi-Weekly	4881.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6419.29
	0543		9410	40 HRLY	61.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.24
				40 O.T.	91.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.36
Marketing Manager	M.2226	06/21/26	Engineering	Monthly	11925.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15681.38
	BMA		Non Exempt	Bi-Weekly	5503.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7237.56
	0245		9410	40 HRLY	68.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.47
				40 O.T.	103.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.71
Metal Worker	B.1714	06/21/26	Fac/Grounds	Monthly	6960.94	7134.96	7313.35	7496.17	7683.59	7875.66	8072.55	8274.37	8481.22	8693.25	8910.59	9133.35	9361.69	9595.73
	BCEA		Non Exempt	Bi-Weekly	3212.74	3293.06	3375.39	3459.77	3546.27	3634.92	3725.79	3818.94	3914.41	4012.27	4112.58	4215.39	4320.78	4428.80
	0544		9420	40 HRLY	40.16	41.16	42.19	43.25	44.33	45.44	46.57	47.74	48.93	50.15	51.41	52.69	54.01	55.36
				40 O.T.	60.24	61.74	63.29	64.88	66.50	68.16	69.86	71.61	73.40	75.23	77.12	79.04	81.02	83.04
Motor Sweeper Operator	B.1425	06/21/26	Streets/Refuse	Monthly	5313.56	5446.39	5582.55	5722.10	5865.17	6011.79	6162.09	6316.14	6474.04	6635.89	6801.80	6971.84	7146.12	7324.79
	BCEA		Non Exempt	Bi-Weekly	2452.41	2513.72	2576.56	2640.97	2707.00	2774.67	2844.04	2915.14	2988.02	3062.72	3139.29	3217.77	3298.21	3380.67
	0560		9420	40 HRLY	30.66	31.42	32.21	33.01	33.84	34.68	35.55	36.44	37.35	38.28	39.24	40.22	41.23	42.26
				40 O.T.	45.99	47.13	48.32	49.52	50.76	52.02	53.33	54.66	56.03	57.42	58.86	60.33	61.85	63.39

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Municipal Records Clerk	B.1360	06/21/26	Rec/Gen Admin	Monthly	5229.97	5360.70	5494.73	5632.10	5772.89	5917.21	6065.15	6216.77	6372.19	6531.50	6694.78	6862.16	7033.72	7209.54
	BCEA		Non Exempt	Bi-Weekly	2413.83	2474.17	2536.03	2599.43	2664.41	2731.02	2799.30	2869.28	2941.01	3014.54	3089.90	3167.15	3246.33	3327.48
	0561		8810	40 HRLY	30.17	30.93	31.70	32.49	33.31	34.14	34.99	35.87	36.76	37.68	38.62	39.59	40.58	41.59
				40 O.T.	45.26	46.40	47.55	48.74	49.97	51.21	52.49	53.81	55.14	56.52	57.93	59.39	60.87	62.39
Network Engineer	M.1034	06/21/26	Info Sys	Monthly	8947.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11765.72
	BMA		Non Exempt	Bi-Weekly	4129.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5430.33
	0551		9410	40 HRLY	51.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.88
				40 O.T.	77.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.82
Network Support Analyst I	B.1416	06/21/26	Info Sys	Monthly	5643.13	5784.20	5928.80	6077.02	6228.95	6384.69	6544.29	6707.91	6875.59	7047.50	7223.69	7404.28	7589.38	7779.11
	BCEA		Non Exempt	Bi-Weekly	2604.52	2669.63	2736.37	2804.78	2874.90	2946.78	3020.44	3095.96	3173.35	3252.69	3334.01	3417.36	3502.79	3590.36
	0554		9410	40 HRLY	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88
				40 O.T.	48.84	50.06	51.30	52.59	53.91	55.25	56.64	58.05	59.51	60.99	62.52	64.08	65.67	67.32
Network Support Analyst II	M.1579	06/21/26	Info Sys	Monthly	7386.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9713.38
	BMA		Non Exempt	Bi-Weekly	3409.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4483.10
	0555		9410	40 HRLY	42.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.04
				40 O.T.	63.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.06
Network Support Analyst III	M.1799	06/21/26	Info Sys	Monthly	9219.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12123.67
	BMA		Non Exempt	Bi-Weekly	4255.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5595.54
	0556		9410	40 HRLY	53.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.94
				40 O.T.	79.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.91
Network Support Analyst IV	M.1923	06/21/26	Info Sys	Monthly	10926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14368.34
	BMA		Non Exempt	Bi-Weekly	5043.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6631.54
	0557		9410	40 HRLY	63.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.89
				40 O.T.	94.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.34

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Offset Press Operator	B.1220	06/21/26	Rec/Gen Admin	Monthly	4316.39	4424.31	4534.92	4648.28	4764.50	4883.60	5005.69	5130.84	5259.11	5390.60	5525.35	5663.49	5805.09	5950.21
	BCEA		Non Exempt	Bi-Weekly	1992.18	2041.99	2093.04	2145.36	2199.00	2253.97	2310.32	2368.08	2427.28	2487.97	2550.16	2613.92	2679.27	2746.25
	0571		9420	40 HRLY	24.90	25.52	26.16	26.82	27.49	28.17	28.88	29.60	30.34	31.10	31.88	32.67	33.49	34.33
				40 O.T.	37.35	38.28	39.24	40.23	41.24	42.26	43.32	44.40	45.51	46.65	47.82	49.01	50.24	51.50
Operating Systems Analyst I	M.1614	06/21/26	Info Sys	Monthly	6978.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9176.40
	BMA		Non Exempt	Bi-Weekly	3220.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4235.26
	0576		9410	40 HRLY	40.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.94
				40 O.T.	60.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.41
Operating Systems Analyst II	M.1745	06/21/26	Info Sys	Monthly	7953.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10458.89
	BMA		Non Exempt	Bi-Weekly	3670.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4827.18
	0577		9410	40 HRLY	45.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.34
				40 O.T.	68.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.51
Operating Systems Analyst III	M.1881	06/21/26	Info Sys	Monthly	8933.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11747.88
	BMA		Non Exempt	Bi-Weekly	4123.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5422.10
	0578		9410	40 HRLY	51.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.78
				40 O.T.	77.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.67
Painter	B.1460	06/21/26	Fac/Grounds	Monthly	5394.81	5529.68	5667.91	5809.61	5954.87	6103.74	6256.32	6412.73	6573.06	6737.38	6905.82	7078.46	7255.43	7436.80
	BCEA		Non Exempt	Bi-Weekly	2489.91	2552.16	2615.96	2681.36	2748.40	2817.11	2887.53	2959.72	3033.72	3109.56	3187.30	3266.98	3348.66	3432.37
	0575		9420	40 HRLY	31.12	31.90	32.70	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	40.84	41.86	42.90
				40 O.T.	46.68	47.85	49.05	50.28	51.54	52.82	54.14	55.50	56.88	58.31	59.76	61.26	62.79	64.35
Painter Leadworker	B.1539	06/21/26	Fac/Grounds	Monthly	6019.76	6170.26	6324.52	6482.62	6644.69	6810.81	6981.09	7155.61	7334.49	7517.86	7705.79	7898.45	8095.90	8298.31
	BCEA		Non Exempt	Bi-Weekly	2778.35	2847.81	2919.01	2991.98	3066.78	3143.45	3222.04	3302.59	3385.15	3469.78	3556.52	3645.44	3736.57	3829.99
	0580		9420	40 HRLY	34.73	35.60	36.49	37.40	38.33	39.29	40.28	41.28	42.31	43.37	44.46	45.57	46.71	47.87
				40 O.T.	52.10	53.40	54.74	56.10	57.50	58.94	60.42	61.92	63.47	65.06	66.69	68.36	70.07	71.81

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Parking Analyst	M.1714	06/21/26	Engineering	Monthly	7713.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10142.67
	BMA		Non Exempt	Bi-Weekly	3559.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4681.23
	0588		9410	40 HRLY	44.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.52
				40 O.T.	66.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.78
Parking Control Officer	B.1231	06/21/26	Safety/Inspection	Monthly	4525.11	4638.23	4754.19	4873.03	4994.86	5119.75	5247.73	5378.92	5513.39	5651.23	5792.52	5937.32	6085.76	6237.90
	BCEA		Non Exempt	Bi-Weekly	2088.51	2140.72	2194.24	2249.09	2305.32	2362.96	2422.03	2482.58	2544.64	2608.26	2673.47	2740.30	2808.81	2879.03
	0591		9410	40 HRLY	26.11	26.76	27.43	28.11	28.82	29.54	30.28	31.03	31.81	32.60	33.42	34.25	35.11	35.99
				40 O.T.	39.17	40.14	41.15	42.17	43.23	44.31	45.42	46.55	47.72	48.90	50.13	51.38	52.67	53.99
Parking Control Supervisor	B.1380	06/21/26	Safety/Inspection	Monthly	5395.00	5529.88	5668.13	5809.83	5955.08	6103.96	6256.55	6412.97	6573.28	6737.62	6906.06	7078.72	7255.67	7437.06
	BCEA		Non Exempt	Bi-Weekly	2490.00	2552.25	2616.06	2681.46	2748.50	2817.21	2887.64	2959.83	3033.82	3109.67	3187.41	3267.10	3348.77	3432.49
	0590		9410	40 HRLY	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.92	38.87	39.84	40.84	41.86	42.91
				40 O.T.	46.70	47.85	49.05	50.28	51.54	52.83	54.15	55.50	56.88	58.31	59.76	61.26	62.79	64.37
Parking Permit Technician	B.0618	06/21/26	Comm Dev	Monthly	5504.48	5642.09	5783.16	5927.72	6075.92	6227.82	6383.52	6543.10	6706.68	6874.34	7046.20	7222.37	7402.92	7587.99
	BCEA		Non Exempt	Bi-Weekly	2540.53	2604.04	2669.15	2735.87	2804.27	2874.38	2946.24	3019.89	3095.39	3172.77	3252.09	3333.40	3416.73	3502.15
	0592		9410	40 HRLY	31.76	32.55	33.36	34.20	35.05	35.93	36.83	37.75	38.69	39.66	40.65	41.67	42.71	43.78
				40 O.T.	47.64	48.83	50.04	51.30	52.58	53.90	55.25	56.63	58.04	59.49	60.98	62.51	64.07	65.67
Parking Services Manager	M.1715	06/21/26	Comm Dev	Monthly	10867.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14290.16
	BMA		Non Exempt	Bi-Weekly	5015.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6595.46
	0593		9410	40 HRLY	62.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.44
				40 O.T.	94.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.66
Parks and Recreation Director	E.0080	06/21/26	Recreation	Monthly	17363.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22833.53
	Exec		Exempt	Bi-Weekly	8014.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10538.55
	0598		9410	40 HRLY	100.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.73
				40 O.T.	150.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.60

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Payroll Technician I	B.1308	06/21/26	Financial	Monthly	4968.41	5092.62	5219.93	5350.43	5484.20	5621.31	5761.84	5905.88	6053.54	6204.86	6359.99	6518.98	6681.96	6849.01
	BCEA		Non Exempt	Bi-Weekly	2293.11	2350.44	2409.20	2469.43	2531.17	2594.45	2659.31	2725.79	2793.94	2863.78	2935.38	3008.76	3083.98	3161.08
	0602		8810	40 HRLY	28.66	29.38	30.12	30.87	31.64	32.43	33.24	34.07	34.92	35.80	36.69	37.61	38.55	39.51
				40 O.T.	42.99	44.07	45.18	46.31	47.46	48.65	49.86	51.11	52.38	53.70	55.04	56.42	57.83	59.27
Payroll Technician II	B.1363	06/21/26	Financial	Monthly	5238.91	5369.89	5504.14	5641.74	5782.79	5927.35	6075.53	6227.43	6383.11	6542.68	6706.27	6873.90	7045.76	7221.91
	BCEA		Non Exempt	Bi-Weekly	2417.96	2478.41	2540.37	2603.88	2668.98	2735.70	2804.09	2874.20	2946.05	3019.70	3095.20	3172.57	3251.89	3333.19
	0603		8810	40 HRLY	30.22	30.98	31.75	32.55	33.36	34.20	35.05	35.93	36.83	37.75	38.69	39.66	40.65	41.66
				40 O.T.	45.33	46.47	47.63	48.83	50.04	51.30	52.58	53.90	55.25	56.63	58.04	59.49	60.98	62.49
Permit Coordinator	M.1488	06/21/26	Safety/Inspection	Monthly	6363.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8367.88
	BMA		Non Exempt	Bi-Weekly	2936.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3862.10
	0604		8810	40 HRLY	36.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.28
				40 O.T.	55.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.42
Permit Technician	B.1428	06/21/26	Safety/Inspection	Monthly	5504.48	5642.09	5783.16	5927.72	6075.92	6227.82	6383.52	6543.10	6706.68	6874.34	7046.20	7222.37	7402.92	7587.99
	BCEA		Non Exempt	Bi-Weekly	2540.53	2604.04	2669.15	2735.87	2804.27	2874.38	2946.24	3019.89	3095.39	3172.77	3252.09	3333.40	3416.73	3502.15
	0605		8810	40 HRLY	31.76	32.55	33.36	34.20	35.05	35.93	36.83	37.75	38.69	39.66	40.65	41.67	42.71	43.78
				40 O.T.	47.64	48.83	50.04	51.30	52.58	53.90	55.25	56.63	58.04	59.49	60.98	62.51	64.07	65.67
Pipefitter	B.1630	06/21/26	Utilities	Monthly	7375.07	7559.46	7748.43	7942.16	8140.71	8344.22	8552.83	8766.64	8985.82	9210.46	9440.71	9676.72	9918.65	10166.63
	BCEA		Non Exempt	Bi-Weekly	3403.88	3488.98	3576.20	3665.61	3757.25	3851.18	3947.46	4046.14	4147.30	4250.98	4357.25	4466.18	4577.84	4692.29
	0614		7520	40 HRLY	42.55	43.61	44.70	45.82	46.97	48.14	49.34	50.58	51.84	53.14	54.47	55.83	57.22	58.65
				40 O.T.	63.83	65.42	67.05	68.73	70.46	72.21	74.01	75.87	77.76	79.71	81.71	83.75	85.83	87.98
Pipefitter Apprentice	B.7999	06/21/26	Utilities	Monthly	6608.31	7116.63	7624.96	8133.30	8641.62	9149.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	3049.99	3284.60	3519.21	3753.83	3988.44	4223.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0613		7520	40 HRLY	38.12	41.06	43.99	46.92	49.86	52.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	57.18	61.59	65.99	70.38	74.79	79.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Pipefitter-Operator	B.1703	06/21/26	Utilities	Monthly	7964.82	8163.94	8368.04	8577.25	8791.66	9011.47	9236.74	9467.66	9704.35	9946.97	10195.64	10450.53	10711.81	10979.58
	BCEA		Non Exempt	Bi-Weekly	3676.07	3767.97	3862.17	3958.73	4057.69	4159.14	4263.11	4369.69	4478.93	4590.91	4705.68	4823.32	4943.91	5067.50
	0616		7520	40 HRLY	45.95	47.10	48.28	49.48	50.72	51.99	53.29	54.62	55.99	57.39	58.82	60.29	61.80	63.34
				40 O.T.	68.93	70.65	72.42	74.22	76.08	77.99	79.94	81.93	83.99	86.09	88.23	90.44	92.70	95.01
Plan Check Engineer	M.1752	06/21/26	Engineering	Monthly	8337.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10964.16
	BMA		Non Exempt	Bi-Weekly	3848.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5060.38
	0617		9410	40 HRLY	48.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.25
				40 O.T.	72.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.88
Plan Check Manager	M.1753	06/21/26	Engineering	Monthly	11673.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15350.16
	BMA		Non Exempt	Bi-Weekly	5387.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7084.69
	0618		9410	40 HRLY	67.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.56
				40 O.T.	101.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.84
Planning Manager	M.2150	06/21/26	Comm Dev	Monthly	12935.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17010.26
	BMA		Non Exempt	Bi-Weekly	5970.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7850.89
	0265		9410	40 HRLY	74.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.14
				40 O.T.	111.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.21
Planning Technician	B.0619	06/21/26	Safety/Inspection	Monthly	5287.06	5419.25	5554.73	5693.59	5835.92	5981.82	6131.36	6284.66	6441.76	6602.81	6767.89	6937.08	7110.50	7288.28
	BCEA		Non Exempt	Bi-Weekly	2440.18	2501.19	2563.72	2627.81	2693.50	2760.84	2829.86	2900.61	2973.12	3047.45	3123.64	3201.73	3281.77	3363.82
	0619		8810	40 HRLY	30.50	31.26	32.05	32.85	33.67	34.51	35.37	36.26	37.16	38.09	39.05	40.02	41.02	42.05
				40 O.T.	45.75	46.89	48.08	49.28	50.51	51.77	53.06	54.39	55.74	57.14	58.58	60.03	61.53	63.08
Police Administrator	Z.2209	06/21/26	Police/Fire	Monthly	13569.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17844.15
	Z-Group		Exempt	Bi-Weekly	6262.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8235.76
	0638		9410	40 HRLY	78.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.95
				40 O.T.	117.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154.43

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Police Cadet	B.0936	06/21/26	Police/Fire	Monthly	3529.87	3618.12	3708.55	3801.29	3896.32	3993.71	4093.57	4195.90	4300.79	4408.32	4518.52	4631.49	4747.28	4865.97
	BCEA		Exempt	Bi-Weekly	1629.17	1669.90	1711.64	1754.44	1798.30	1843.25	1889.34	1936.57	1984.98	2034.61	2085.47	2137.61	2191.05	2245.83
	0639		9410	40 HRLY	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07
				40 O.T.	30.54	31.31	32.10	32.90	33.72	34.56	35.43	36.32	37.22	38.15	39.11	40.08	41.09	42.11
Police Captain	Z.2388	06/21/26	Police/Fire	Monthly	17396.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22876.95
	Z-Group		Non Exempt	Bi-Weekly	8029.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10558.59
	0641		7720	40 HRLY	100.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.98
				40 O.T.	150.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.97
Police Chief	E.0092	06/21/26	Police/Fire	Monthly	21498.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28269.91
	Exec		Exempt	Bi-Weekly	9922.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13047.65
	0644		7720	40 HRLY	124.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.10
				40 O.T.	186.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.65
Police Communications Manager	M.1021	06/21/26	Police/Fire	Monthly	10480.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13781.26
	BMA		Non Exempt	Bi-Weekly	4836.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6360.58
	0036		8810	40 HRLY	60.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.51
				40 O.T.	90.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.27
Police Lieutenant	P.2164	06/21/26	Police/Fire	Monthly	13357.87	13691.82	14034.13	14384.98	14744.60	15113.22	15491.04	15878.31	16275.29	16682.16	17099.20	17526.69	17964.85	0.00
	BPOA		Non Exempt	Bi-Weekly	6165.17	6319.30	6477.29	6639.22	6805.20	6975.33	7149.71	7328.45	7511.67	7699.46	7891.94	8089.24	8291.47	0.00
	0648		7720	40 HRLY	77.06	78.99	80.97	82.99	85.07	87.19	89.37	91.61	93.90	96.24	98.65	101.12	103.64	0.00
				40 O.T.	115.59	118.49	121.46	124.49	127.61	130.79	134.06	137.42	140.85	144.36	147.98	151.68	155.46	0.00
Police Officer	P.1761	06/21/26	Police/Fire	Monthly	9104.81	9332.42	9565.75	9804.88	10050.00	10301.24	10558.77	10822.76	11093.31	11370.65	0.00	0.00	0.00	0.00
	BPOA		Non Exempt	Bi-Weekly	4202.22	4307.27	4414.96	4525.33	4638.46	4754.42	4873.28	4995.12	5119.99	5247.99	0.00	0.00	0.00	0.00
	0651		7720	40 HRLY	52.53	53.84	55.19	56.57	57.98	59.43	60.92	62.44	64.00	65.60	0.00	0.00	0.00	0.00
				40 O.T.	78.80	80.76	82.79	84.86	86.97	89.15	91.38	93.66	96.00	98.40	0.00	0.00	0.00	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Police Officer - Detective Assignment	P.1893	06/21/26	Police/Fire	Monthly	9424.63	9660.26	9901.75	10149.30	10403.03	10663.10	10929.69	11202.92	11483.01	11770.07	12064.33	12365.95	12675.09	0.00
	BPOA		Non Exempt	Bi-Weekly	4349.83	4458.58	4570.04	4684.29	4801.40	4921.43	5044.47	5170.58	5299.85	5432.34	5568.15	5707.36	5850.04	0.00
	0637		7720	40 HRLY	54.37	55.73	57.13	58.55	60.02	61.52	63.06	64.63	66.25	67.90	69.60	71.34	73.13	0.00
				40 O.T.	81.56	83.60	85.70	87.83	90.03	92.28	94.59	96.95	99.38	101.85	104.40	107.01	109.70	0.00
Police Records Manager	M.2002	06/21/26	Rec/Gen Admin	Monthly	10506.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13816.68
	BMA		Non Exempt	Bi-Weekly	4849.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6376.93
	0649		8810	40 HRLY	60.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.71
				40 O.T.	90.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.57
Police Records Technician	B.1281	06/21/26	Rec/Gen Admin	Monthly	4981.77	5106.31	5233.97	5364.82	5498.94	5636.41	5777.33	5921.76	6069.81	6221.54	6377.09	6536.51	6699.92	6867.42
	BCEA		Non Exempt	Bi-Weekly	2299.28	2356.76	2415.68	2476.07	2537.97	2601.42	2666.46	2733.12	2801.45	2871.48	2943.27	3016.85	3092.27	3169.58
	0652		8810	40 HRLY	28.74	29.46	30.20	30.95	31.72	32.52	33.33	34.16	35.02	35.89	36.79	37.71	38.65	39.62
				40 O.T.	43.11	44.19	45.30	46.43	47.58	48.78	50.00	51.24	52.53	53.84	55.19	56.57	57.98	59.43
Police Records Technician Supervisor	B.1480	06/21/26	Rec/Gen Admin	Monthly	6077.50	6229.45	6385.19	6544.81	6708.43	6876.13	7048.04	7224.25	7404.84	7589.96	7779.72	7974.22	8173.58	8377.92
	BCEA		Non Exempt	Bi-Weekly	2805.00	2875.13	2947.01	3020.68	3096.20	3173.60	3252.94	3334.27	3417.62	3503.06	3590.64	3680.41	3772.42	3866.73
	0650		8810	40 HRLY	35.06	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	44.88	46.01	47.16	48.33
				40 O.T.	52.59	53.91	55.26	56.64	58.05	59.51	60.99	62.52	64.08	65.69	67.32	69.02	70.74	72.50
Police Recruit	U.1400	06/21/26	Police/Fire	Monthly	8194.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8194.33
	Unrep		Exempt	Bi-Weekly	3782.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3782.00
	0653		7720	40 HRLY	47.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.28
				40 O.T.	70.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.92
Police Sergeant	P.2008	06/21/26	Police/Fire	Monthly	10949.60	11223.33	11503.92	11791.52	12086.30	12388.46	12698.18	13015.62	13341.01	13674.55	14016.41	14366.82	14725.99	0.00
	BPOA		Non Exempt	Bi-Weekly	5053.66	5180.00	5309.50	5442.24	5578.29	5717.75	5860.70	6007.21	6157.39	6311.33	6469.11	6630.84	6796.61	0.00
	0654		7720	40 HRLY	63.17	64.75	66.37	68.03	69.73	71.47	73.26	75.09	76.97	78.89	80.86	82.89	84.96	0.00
				40 O.T.	94.76	97.13	99.56	102.05	104.60	107.21	109.89	112.64	115.46	118.34	121.29	124.34	127.44	0.00

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Police Technician	B.1189	06/21/26	Police/Fire	Monthly	4544.43	4658.05	4774.49	4893.85	5016.20	5141.61	5270.16	5401.91	5536.96	5675.37	5817.26	5962.69	6111.76	6264.55
	BCEA		Non Exempt	Bi-Weekly	2097.43	2149.87	2203.61	2258.70	2315.17	2373.05	2432.38	2493.19	2555.52	2619.40	2684.89	2752.01	2820.81	2891.33
	0646		8810	40 HRLY	26.22	26.87	27.55	28.23	28.94	29.66	30.40	31.16	31.94	32.74	33.56	34.40	35.26	36.14
				40 O.T.	39.33	40.31	41.33	42.35	43.41	44.49	45.60	46.74	47.91	49.11	50.34	51.60	52.89	54.21
Power Plant Maintenance Supervisor	I.6008	06/21/26	Utilities	Monthly	9548.37	0.00	10025.77	0.00	10527.08	0.00	11053.42	0.00	11606.10	0.00	12186.40	0.00	12795.73	0.00
	IBEW		Non Exempt	Bi-Weekly	4406.94	0.00	4627.28	0.00	4858.65	0.00	5101.58	0.00	5356.66	0.00	5624.49	0.00	5905.72	0.00
	0656		7539	40 HRLY	55.09	0.00	57.84	0.00	60.73	0.00	63.77	0.00	66.96	0.00	70.31	0.00	73.82	0.00
				40 O.T.	82.64	0.00	86.76	0.00	91.10	0.00	95.66	0.00	100.44	0.00	105.47	0.00	110.73	0.00
Power Plant Maintenance Trainee	I.8993	06/21/26	Utilities	Monthly	5825.95	0.00	6866.30	0.00	7906.67	0.00	8426.84	0.00	8426.84	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	2688.90	0.00	3169.06	0.00	3649.23	0.00	3889.31	0.00	3889.31	0.00	0.00	0.00	0.00	0.00
	0659		7539	40 HRLY	33.61	0.00	39.61	0.00	45.62	0.00	48.62	0.00	48.62	0.00	0.00	0.00	0.00	0.00
				40 O.T.	50.42	0.00	59.42	0.00	68.43	0.00	72.93	0.00	72.93	0.00	0.00	0.00	0.00	0.00
Power Plant Maintenance Trainee	I.9993	06/21/26	Utilities	Monthly	6866.30	0.00	7490.51	0.00	8322.80	0.00	8322.80	0.00	8322.80	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3169.06	0.00	3457.16	0.00	3841.29	0.00	3841.29	0.00	3841.29	0.00	0.00	0.00	0.00	0.00
	0659		7539	40 HRLY	39.61	0.00	43.21	0.00	48.02	0.00	48.02	0.00	48.02	0.00	0.00	0.00	0.00	0.00
				40 O.T.	59.42	0.00	64.82	0.00	72.03	0.00	72.03	0.00	72.03	0.00	0.00	0.00	0.00	0.00
Power Plant Mechanic	I.6011	06/21/26	Utilities	Monthly	7763.25	0.00	8151.41	0.00	8558.98	0.00	8986.92	0.00	9436.27	0.00	9908.08	0.00	10403.49	0.00
	IBEW		Non Exempt	Bi-Weekly	3583.04	0.00	3762.19	0.00	3950.30	0.00	4147.81	0.00	4355.20	0.00	4572.96	0.00	4801.61	0.00
	0658		7539	40 HRLY	44.79	0.00	47.03	0.00	49.38	0.00	51.85	0.00	54.44	0.00	57.16	0.00	60.02	0.00
				40 O.T.	67.19	0.00	70.55	0.00	74.07	0.00	77.78	0.00	81.66	0.00	85.74	0.00	90.03	0.00
Power Plant Operator	I.6012	06/21/26	Utilities	Monthly	8155.53	0.00	8563.32	0.00	8991.47	0.00	9441.06	0.00	9913.11	0.00	10408.75	0.00	10929.21	0.00
	IBEW		Non Exempt	Bi-Weekly	3764.09	0.00	3952.30	0.00	4149.91	0.00	4357.41	0.00	4575.28	0.00	4804.04	0.00	5044.25	0.00
	0660		7539	40 HRLY	47.05	0.00	49.40	0.00	51.87	0.00	54.47	0.00	57.19	0.00	60.05	0.00	63.05	0.00
				40 O.T.	70.58	0.00	74.10	0.00	77.81	0.00	81.71	0.00	85.79	0.00	90.08	0.00	94.58	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Power Plant Operator Trainee	I.8991	06/21/26	Utilities	Monthly	6120.36	0.00	7213.27	0.00	8306.20	0.00	9399.11	0.00	9399.11	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	2824.78	0.00	3329.20	0.00	3833.63	0.00	4338.05	0.00	4338.05	0.00	0.00	0.00	0.00	0.00
	0665		7539	40 HRLY	35.31	0.00	41.62	0.00	47.92	0.00	54.23	0.00	54.23	0.00	0.00	0.00	0.00	0.00
				40 O.T.	52.97	0.00	62.43	0.00	71.88	0.00	81.35	0.00	81.35	0.00	0.00	0.00	0.00	0.00
Power Plant Operator Trainee	I.9991	06/21/26	Utilities	Monthly	7213.27	0.00	8743.37	0.00	9508.40	0.00	9508.40	0.00	9508.40	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3329.20	0.00	4035.40	0.00	4388.49	0.00	4388.49	0.00	4388.49	0.00	0.00	0.00	0.00	0.00
	0665		7539	40 HRLY	41.62	0.00	50.44	0.00	54.86	0.00	54.86	0.00	54.86	0.00	0.00	0.00	0.00	0.00
				40 O.T.	62.43	0.00	75.66	0.00	82.29	0.00	82.29	0.00	82.29	0.00	0.00	0.00	0.00	0.00
Power Plant Shift Supervisor	I.6009	06/21/26	Utilities	Monthly	10169.71	0.00	10678.18	0.00	11212.09	0.00	11772.69	0.00	12361.33	0.00	12979.40	0.00	13628.36	0.00
	IBEW		Non Exempt	Bi-Weekly	4693.71	0.00	4928.39	0.00	5174.81	0.00	5433.55	0.00	5705.23	0.00	5990.49	0.00	6290.01	0.00
	0655		7539	40 HRLY	58.67	0.00	61.60	0.00	64.69	0.00	67.92	0.00	71.32	0.00	74.88	0.00	78.63	0.00
				40 O.T.	88.01	0.00	92.40	0.00	97.04	0.00	101.88	0.00	106.98	0.00	112.32	0.00	117.95	0.00
Power Production Engineer	M.2265	06/21/26	Engineering	Monthly	13350.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17556.20
	BMA		Non Exempt	Bi-Weekly	6161.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8102.86
	0669		9410	40 HRLY	77.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.29
				40 O.T.	115.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.94
Power Production Manager	M.2224	06/21/26	Utilities	Monthly	17874.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23504.93
	BMA		Non Exempt	Bi-Weekly	8249.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10848.43
	0662		9410	40 HRLY	103.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.61
				40 O.T.	154.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.42
Power Resources Manager	M.2199	06/21/26	Engineering	Monthly	16361.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21515.80
	BMA		Non Exempt	Bi-Weekly	7551.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9930.37
	0663		9410	40 HRLY	94.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.13
				40 O.T.	141.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186.20

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Power Resources Planning Associate I	B.1190	06/21/26	Utilities	Monthly	8001.65	8201.68	8406.73	8616.90	8832.31	9053.14	9279.44	9511.43	9749.22	9992.95	10242.79	10498.84	10761.31	11030.35
	BCEA		Non Exempt	Bi-Weekly	3693.07	3785.39	3880.03	3977.03	4076.45	4178.37	4282.82	4389.89	4499.64	4612.13	4727.44	4845.62	4966.76	5090.93
	0059		9410	40 HRLY	46.16	47.32	48.50	49.71	50.96	52.23	53.54	54.87	56.25	57.65	59.09	60.57	62.08	63.64
				40 O.T.	69.24	70.98	72.75	74.57	76.44	78.35	80.31	82.31	84.38	86.48	88.64	90.86	93.12	95.46
Power Resources Planning Associate II	B.1191	06/21/26	Utilities	Monthly	9304.25	9536.87	9775.29	10019.66	10270.15	10526.92	10790.09	11059.84	11336.33	11619.75	11910.23	12208.00	12513.19	12826.02
	BCEA		Non Exempt	Bi-Weekly	4294.27	4401.63	4511.67	4624.46	4740.07	4858.58	4980.04	5104.54	5232.15	5362.96	5497.03	5634.46	5775.32	5919.70
	0060		9410	40 HRLY	53.68	55.02	56.40	57.81	59.25	60.73	62.25	63.81	65.40	67.04	68.71	70.43	72.19	74.00
				40 O.T.	80.52	82.53	84.60	86.72	88.88	91.10	93.38	95.72	98.10	100.56	103.07	105.65	108.29	111.00
Power Supply Scheduler	B.1911	06/21/26	Engineering	Monthly	9411.20	9646.48	9887.65	10134.84	10388.21	10647.91	10914.11	11186.98	11466.65	11753.30	12047.14	12348.31	12657.02	12973.46
	BCEA		Non Exempt	Bi-Weekly	4343.63	4452.22	4563.53	4677.62	4794.56	4914.42	5037.28	5163.22	5292.30	5424.60	5560.22	5699.22	5841.70	5987.75
	0612		9410	40 HRLY	54.30	55.65	57.04	58.47	59.93	61.43	62.97	64.54	66.15	67.81	69.50	71.24	73.02	74.85
				40 O.T.	81.45	83.48	85.56	87.71	89.90	92.15	94.46	96.81	99.23	101.72	104.25	106.86	109.53	112.28
Power System Operator	I.6027	06/21/26	Utilities	Monthly	12265.85	0.00	12879.14	0.00	13523.10	0.00	14199.25	0.00	14909.22	0.00	15654.69	0.00	16437.42	0.00
	IBEW		Non Exempt	Bi-Weekly	5661.16	0.00	5944.22	0.00	6241.43	0.00	6553.50	0.00	6881.18	0.00	7225.24	0.00	7586.50	0.00
	0664		7539	40 HRLY	70.76	0.00	74.30	0.00	78.02	0.00	81.92	0.00	86.01	0.00	90.32	0.00	94.83	0.00
				40 O.T.	106.14	0.00	111.45	0.00	117.03	0.00	122.88	0.00	129.02	0.00	135.48	0.00	142.25	0.00
Power System Operator Supervisor	I.5026	06/21/26	Utilities	Monthly	15087.00	0.00	15841.37	0.00	16633.44	0.00	17465.09	0.00	18338.34	0.00	19255.28	0.00	20218.03	0.00
	IBEW		Non Exempt	Bi-Weekly	6963.23	0.00	7311.40	0.00	7676.97	0.00	8060.81	0.00	8463.85	0.00	8887.05	0.00	9331.40	0.00
	0670		7539	40 HRLY	87.04	0.00	91.39	0.00	95.96	0.00	100.76	0.00	105.80	0.00	111.09	0.00	116.64	0.00
				40 O.T.	130.56	0.00	137.09	0.00	143.94	0.00	151.14	0.00	158.70	0.00	166.64	0.00	174.96	0.00
Power System Operator Trainee	I.5025	06/21/26	Utilities	Monthly	9204.95	0.00	10848.70	0.00	12492.44	0.00	13478.68	0.00	14300.54	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	4248.44	0.00	5007.09	0.00	5765.74	0.00	6220.93	0.00	6600.25	0.00	0.00	0.00	0.00	0.00
	0920		7539	40 HRLY	53.11	0.00	62.59	0.00	72.07	0.00	77.76	0.00	82.50	0.00	0.00	0.00	0.00	0.00
				40 O.T.	79.67	0.00	93.89	0.00	108.11	0.00	116.64	0.00	123.75	0.00	0.00	0.00	0.00	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Power System Operator Trainee	I.6025	06/21/26	Utilities	Monthly	11670.56	0.00	12328.05	0.00	12821.19	0.00	13478.68	0.00	14300.54	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	5386.41	0.00	5689.87	0.00	5917.47	0.00	6220.93	0.00	6600.25	0.00	0.00	0.00	0.00	0.00
	0920		7539	40 HRLY	67.33	0.00	71.12	0.00	73.97	0.00	77.76	0.00	82.50	0.00	0.00	0.00	0.00	0.00
				40 O.T.	101.00	0.00	106.68	0.00	110.96	0.00	116.64	0.00	123.75	0.00	0.00	0.00	0.00	0.00
Principal Accountant	M.1899	06/21/26	Financial	Monthly	9561.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12573.97
	BMA		Non Exempt	Bi-Weekly	4413.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5803.37
	0668		9410	40 HRLY	55.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.54
				40 O.T.	82.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.81
Principal Civil Engineer (M)	M.2272	06/21/26	Engineering	Monthly	13825.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18180.48
	BMA		Non Exempt	Bi-Weekly	6380.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8390.99
	0679		9410	40 HRLY	79.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.89
				40 O.T.	119.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.34
Principal Civil Engineer (Z)	Z.2310	06/21/26	Engineering	Monthly	13825.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18180.48
	Z-Group		Exempt	Bi-Weekly	6380.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8390.99
	0678		9410	40 HRLY	79.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.89
				40 O.T.	119.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.34
Principal Civil Engineer-BWP	M.2271	06/21/26	Engineering	Monthly	13825.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18180.22
	BMA		Non Exempt	Bi-Weekly	6380.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8390.87
	0680		9410	40 HRLY	79.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.89
				40 O.T.	119.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.34
Principal Clerk	B.1361	06/21/26	Rec/Gen Admin	Monthly	5603.00	5743.08	5886.66	6033.82	6184.66	6339.28	6497.77	6660.20	6826.71	6997.38	7172.32	7351.63	7535.41	7723.80
	BCEA		Non Exempt	Bi-Weekly	2586.00	2650.65	2716.92	2784.84	2854.46	2925.82	2998.97	3073.94	3150.79	3229.56	3310.30	3393.06	3477.88	3564.83
	0667		8810	40 HRLY	32.33	33.13	33.96	34.81	35.68	36.57	37.49	38.42	39.38	40.37	41.38	42.41	43.47	44.56
				40 O.T.	48.50	49.70	50.94	52.22	53.52	54.86	56.24	57.63	59.07	60.56	62.07	63.62	65.21	66.84

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Principal Client Technology Specialist	M.1032	06/21/26	Info Sys	Monthly	8990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11821.85
	BMA		Non Exempt	Bi-Weekly	4149.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5456.24
	0687		9410	40 HRLY	51.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.20
				40 O.T.	77.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.30
Principal Communications Network Engineer	M.1027	06/21/26	Utilities	Monthly	13482.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17729.42
	BMA		Non Exempt	Bi-Weekly	6222.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8182.81
	0050		9410	40 HRLY	77.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.29
				40 O.T.	116.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.44
Principal Data Engineer	M.1314	06/21/26	Info Sys	Monthly	12923.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16993.88
	BMA		Non Exempt	Bi-Weekly	5964.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7843.33
	0044		9410	40 HRLY	74.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.04
				40 O.T.	111.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.06
Principal Electrical Engineer	M.2200	06/21/26	Engineering	Monthly	13344.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17548.44
	BMA		Non Exempt	Bi-Weekly	6159.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8099.28
	0790		9410	40 HRLY	76.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.24
				40 O.T.	115.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.86
Principal Engineer-Traffic	M.2273	06/21/26	Engineering	Monthly	13825.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18180.22
	BMA		Non Exempt	Bi-Weekly	6380.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8390.87
	0685		9410	40 HRLY	79.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.89
				40 O.T.	119.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.34
Principal Engineering Technician	M.1302	06/21/26	Engineering	Monthly	10408.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13687.79
	BMA		Non Exempt	Bi-Weekly	4804.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6317.44
	0791		9410	40 HRLY	60.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.97
				40 O.T.	90.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.46

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Principal GIS Specialist	M.1991	06/21/26	Utilities	Monthly	10108.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13293.13
	BMA		Non Exempt	Bi-Weekly	4665.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6135.29
	0040		9410	40 HRLY	58.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.69
				40 O.T.	87.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.04
Principal Network Engineer	M.1036	06/21/26	Info Sys	Monthly	11832.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15560.16
	BMA		Non Exempt	Bi-Weekly	5461.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7181.61
	0553		9410	40 HRLY	68.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.77
				40 O.T.	102.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.66
Principal Plan Check Engineer	M.1986	06/21/26	Engineering	Monthly	10861.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14283.08
	BMA		Non Exempt	Bi-Weekly	5013.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6592.19
	0683		9410	40 HRLY	62.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.40
				40 O.T.	93.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.60
Principal Planner	M.2031	06/21/26	Comm Dev	Monthly	10682.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14047.80
	BMA		Non Exempt	Bi-Weekly	4930.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6483.60
	0676		9410	40 HRLY	61.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.05
				40 O.T.	92.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.58
Principal Power Engineer	M.2221	06/21/26	Engineering	Monthly	13344.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17548.44
	BMA		Non Exempt	Bi-Weekly	6159.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8099.28
	0672		9410	40 HRLY	76.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.24
				40 O.T.	115.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.86
Principal Power Resources Planner	M.1316	06/21/26	Utilities	Monthly	13634.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17929.80
	BMA		Non Exempt	Bi-Weekly	6293.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8275.29
	0062		9410	40 HRLY	78.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.44
				40 O.T.	117.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.16

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Principal Power System Operator	M.2195	06/21/26	Utilities	Monthly	15764.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20730.91
	BMA		Non Exempt	Bi-Weekly	7276.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9568.11
	0681		9410	40 HRLY	90.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.60
				40 O.T.	136.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.40
Principal Systems Engineer	M.1083	06/21/26	Info Sys	Monthly	12196.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16038.27
	BMA		Non Exempt	Bi-Weekly	5629.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7402.28
	0083		9410	40 HRLY	70.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.53
				40 O.T.	105.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.80
Principal Technology Product Manager	M.1319	06/21/26	Info Sys	Monthly	12156.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15986.38
	BMA		Non Exempt	Bi-Weekly	5610.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7378.33
	0047		9410	40 HRLY	70.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.23
				40 O.T.	105.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.35
Principal Transportation Planner	M.1029	06/21/26	Comm Dev	Monthly	10682.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14047.80
	BMA		Non Exempt	Bi-Weekly	4930.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6483.60
	0016		9410	40 HRLY	61.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.05
				40 O.T.	92.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.58
Principal Utility Accounting Analyst	M.1972	06/21/26	Financial	Monthly	9480.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12467.11
	BMA		Non Exempt	Bi-Weekly	4375.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5754.05
	0682		9410	40 HRLY	54.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.93
				40 O.T.	82.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.90
Principal Utility Business Systems Analyst	M.1019	06/21/26	Utilities	Monthly	10760.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14149.85
	BMA		Non Exempt	Bi-Weekly	4966.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6530.70
	0686		9410	40 HRLY	62.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.63
				40 O.T.	93.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.45

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Program Specialist	B.1370	06/21/26	Recreation	Monthly	4886.27	5008.42	5133.64	5261.97	5393.53	5528.36	5666.57	5808.23	5953.44	6102.27	6254.84	6411.21	6571.48	6735.78
	BCEA		Non Exempt	Bi-Weekly	2255.20	2311.58	2369.37	2428.60	2489.32	2551.55	2615.34	2680.72	2747.74	2816.43	2886.85	2959.02	3032.99	3108.82
	0684		9410	40 HRLY	28.19	28.89	29.62	30.36	31.12	31.89	32.69	33.51	34.35	35.21	36.09	36.99	37.91	38.86
				40 O.T.	42.29	43.34	44.43	45.54	46.68	47.84	49.04	50.27	51.53	52.82	54.14	55.49	56.87	58.29
Property and Evidence Technician	B.1020	06/21/26	Police/Fire	Monthly	4887.89	5010.09	5135.33	5263.72	5395.30	5530.20	5668.46	5810.16	5955.41	6104.30	6256.90	6413.33	6573.67	6738.01
	BCEA		Non Exempt	Bi-Weekly	2255.95	2312.35	2370.15	2429.41	2490.14	2552.40	2616.21	2681.61	2748.65	2817.37	2887.80	2960.00	3034.00	3109.85
	0039		8810	40 HRLY	28.20	28.90	29.63	30.37	31.13	31.91	32.70	33.52	34.36	35.22	36.10	37.00	37.93	38.87
				40 O.T.	42.30	43.35	44.45	45.56	46.70	47.87	49.05	50.28	51.54	52.83	54.15	55.50	56.90	58.31
Public Information Specialist	M.1717	06/21/26	Rec/Gen Admin	Monthly	8663.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11392.40
	BMA		Non Exempt	Bi-Weekly	3998.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5258.03
	0697		9410	40 HRLY	49.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.73
				40 O.T.	74.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.60
Public Safety Facility Technician	B.1482	06/21/26	Fac/Grounds	Monthly	5709.19	5851.93	5998.22	6148.18	6301.88	6459.42	6620.92	6786.43	6956.11	7130.00	7308.25	7490.95	7678.23	7870.18
	BCEA		Non Exempt	Bi-Weekly	2635.01	2700.89	2768.41	2837.62	2908.56	2981.27	3055.81	3132.20	3210.51	3290.77	3373.04	3457.36	3543.80	3632.39
	0645		9410	40 HRLY	32.94	33.76	34.61	35.47	36.36	37.27	38.20	39.15	40.13	41.13	42.16	43.22	44.30	45.40
				40 O.T.	49.41	50.64	51.92	53.21	54.54	55.91	57.30	58.73	60.20	61.70	63.24	64.83	66.45	68.10
Public Works Director	E.0084	06/21/26	Engineering	Monthly	17784.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23387.15
	Exec		Exempt	Bi-Weekly	8208.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10794.07
	0695		9410	40 HRLY	102.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.93
				40 O.T.	153.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.40
Public Works Journeyman	B.1418	06/21/26	Streets/Refuse	Monthly	5416.86	5552.28	5691.08	5833.36	5979.20	6128.68	6281.88	6438.94	6599.91	6764.92	6934.03	7107.38	7285.07	7467.20
	BCEA		Non Exempt	Bi-Weekly	2500.09	2562.59	2626.65	2692.32	2759.63	2828.62	2899.33	2971.82	3046.11	3122.27	3200.32	3280.33	3362.34	3446.40
	0698		9420	40 HRLY	31.25	32.03	32.83	33.65	34.50	35.36	36.24	37.15	38.08	39.03	40.00	41.00	42.03	43.08
				40 O.T.	46.88	48.05	49.25	50.48	51.75	53.04	54.36	55.73	57.12	58.55	60.00	61.50	63.05	64.62

CITY OF BURBANK
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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Public Works Supervisor	M.1903	06/21/26	Streets/Refuse	Monthly	9049.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11899.53
	BMA		Non Exempt	Bi-Weekly	4176.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5492.09
	0703		9420	40 HRLY	52.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65
				40 O.T.	78.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.98
Purchasing Manager	M.2061	06/21/26	Financial	Monthly	11894.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15641.10
	BMA		Non Exempt	Bi-Weekly	5489.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7218.97
	0701		9410	40 HRLY	68.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.24
				40 O.T.	102.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.36
Purchasing Manager	Z.1934	06/21/26	Financial	Monthly	11894.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15641.10
	Z-Group		Exempt	Bi-Weekly	5489.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7218.97
	0704		9410	40 HRLY	68.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.24
				40 O.T.	102.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.36
Rangemaster	B.1489	06/21/26	Police/Fire	Monthly	6321.23	6479.27	6641.25	6807.28	6977.47	7151.91	7330.70	7513.96	7701.81	7894.36	8091.72	8294.02	8501.37	8713.90
	BCEA		Non Exempt	Bi-Weekly	2917.49	2990.43	3065.19	3141.82	3220.37	3300.88	3383.40	3467.98	3554.68	3643.55	3734.64	3828.01	3923.71	4021.80
	0710		7720	40 HRLY	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35	44.43	45.54	46.68	47.85	49.05	50.27
				40 O.T.	54.71	56.07	57.47	58.91	60.38	61.89	63.44	65.03	66.65	68.31	70.02	71.78	73.58	75.41
Real Estate and Project Manager	M.2464	06/21/26	Comm Dev	Monthly	10334.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13590.09
	BMA		Non Exempt	Bi-Weekly	4769.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6272.35
	0702		9410	40 HRLY	59.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.40
				40 O.T.	89.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.60
Records Manager (M)	M.1756	06/21/26	Rec/Gen Admin	Monthly	7435.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9777.63
	BMA		Non Exempt	Bi-Weekly	3431.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4512.75
	0709		9420	40 HRLY	42.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.41
				40 O.T.	64.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.62

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Records Manager (Z)	Z.1795	06/21/26	Rec/Gen Admin	Monthly	9398.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12358.93
	Z-Group		Exempt	Bi-Weekly	4337.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5704.12
	0708		9420	40 HRLY	54.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.30
				40 O.T.	81.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.95
Records Technician	B.1030	06/21/26	Rec/Gen Admin	Monthly	5229.97	5360.70	5494.73	5632.10	5772.89	5917.21	6065.15	6216.77	6372.19	6531.50	6694.78	6862.16	7033.72	7209.54
	BCEA		Non Exempt	Bi-Weekly	2413.83	2474.17	2536.03	2599.43	2664.41	2731.02	2799.30	2869.28	2941.01	3014.54	3089.90	3167.15	3246.33	3327.48
	0025		8810	40 HRLY	30.17	30.93	31.70	32.49	33.31	34.14	34.99	35.87	36.76	37.68	38.62	39.59	40.58	41.59
				40 O.T.	45.26	46.40	47.55	48.74	49.97	51.21	52.49	53.81	55.14	56.52	57.93	59.39	60.87	62.39
Recreation Coordinator	B.1445	06/21/26	Recreation	Monthly	5273.28	5405.10	5540.23	5678.75	5820.71	5966.22	6115.37	6268.25	6424.97	6585.61	6750.23	6918.99	7091.96	7269.28
	BCEA		Non Exempt	Bi-Weekly	2433.82	2494.66	2557.03	2620.96	2686.48	2753.64	2822.48	2893.04	2965.37	3039.51	3115.49	3193.38	3273.21	3355.05
	0720		9410	40 HRLY	30.42	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.07	37.99	38.94	39.92	40.92	41.94
				40 O.T.	45.63	46.77	47.94	49.14	50.37	51.63	52.92	54.24	55.61	56.99	58.41	59.88	61.38	62.91
Recreation Leader	B.1124	06/21/26	Recreation	Monthly	3689.60	3781.85	3876.38	3973.30	4072.64	4174.45	4278.82	4385.79	4495.42	4607.81	4723.01	4841.07	4962.10	5086.16
	BCEA		Exempt	Bi-Weekly	1702.89	1745.47	1789.10	1833.83	1879.68	1926.67	1974.84	2024.21	2074.81	2126.68	2179.85	2234.34	2290.20	2347.46
	0712		9410	40 HRLY	21.29	21.82	22.36	22.92	23.50	24.08	24.69	25.30	25.94	26.58	27.25	27.93	28.63	29.34
				40 O.T.	31.94	32.73	33.54	34.38	35.25	36.12	37.04	37.95	38.91	39.87	40.88	41.90	42.95	44.01
Recreation Services Manager	M.1816	06/21/26	Recreation	Monthly	9738.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12806.56
	BMA		Non Exempt	Bi-Weekly	4494.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5910.72
	0715		9410	40 HRLY	56.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.88
				40 O.T.	84.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.82
Recreation Supervisor	B.1571	06/21/26	Recreation	Monthly	6996.86	7171.78	7351.07	7534.84	7723.21	7916.29	8114.21	8317.05	8524.99	8738.10	8956.57	9180.47	9409.99	9645.24
	BCEA		Non Exempt	Bi-Weekly	3229.32	3310.05	3392.80	3477.62	3564.56	3653.67	3745.02	3838.64	3934.61	4032.97	4133.80	4237.14	4343.07	4451.65
	0721		9410	40 HRLY	40.37	41.38	42.41	43.47	44.56	45.67	46.81	47.98	49.18	50.41	51.67	52.96	54.29	55.65
				40 O.T.	60.56	62.07	63.62	65.21	66.84	68.51	70.22	71.97	73.77	75.62	77.51	79.44	81.44	83.48

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Recycling Coordinator	M.1928	06/21/26	Streets/Refuse	Monthly	9529.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12531.61
	BMA		Non Exempt	Bi-Weekly	4398.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5783.82
	0718		9410	40 HRLY	54.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.30
				40 O.T.	82.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.45
Recycling Specialist	M.1774	06/21/26	Streets/Refuse	Monthly	7310.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9613.11
	BMA		Non Exempt	Bi-Weekly	3374.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4436.82
	0719		9410	40 HRLY	42.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.46
				40 O.T.	63.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.19
Redevelopment Project Manager	M.2108	06/21/26	Comm Dev	Monthly	11503.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15127.41
	BMA		Non Exempt	Bi-Weekly	5309.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6981.88
	0726		9410	40 HRLY	66.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.27
				40 O.T.	99.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.91
Release Train Engineer	Z.1433	06/21/26	Info Sys	Monthly	12208.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16054.59
	Z-Group		Exempt	Bi-Weekly	5634.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7409.81
	0160		9410	40 HRLY	70.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.62
				40 O.T.	105.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.93
Revenue Manager	Z.2389	06/21/26	Financial	Monthly	11748.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15449.68
	Z-Group		Exempt	Bi-Weekly	5422.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7130.62
	0390		9410	40 HRLY	67.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.13
				40 O.T.	101.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.70
Right of Way Specialist	B.1805	06/21/26	Engineering	Monthly	7906.08	8103.72	8306.33	8513.98	8726.84	8945.00	9168.62	9397.85	9632.78	9873.61	10120.46	10373.46	10632.79	10898.62
	BCEA		Non Exempt	Bi-Weekly	3648.96	3740.18	3833.69	3929.53	4027.77	4128.46	4231.67	4337.47	4445.90	4557.05	4670.98	4787.75	4907.44	5030.13
	0728		9410	40 HRLY	45.61	46.75	47.92	49.12	50.35	51.61	52.90	54.22	55.57	56.96	58.39	59.85	61.34	62.88
				40 O.T.	68.42	70.13	71.88	73.68	75.53	77.42	79.35	81.33	83.36	85.44	87.59	89.78	92.01	94.32

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Security Guard	B.1201	06/21/26	Safety/Inspection	Monthly	4635.17	4751.05	4869.82	4991.57	5116.37	5244.27	5375.39	5509.77	5647.50	5788.71	5933.42	6081.75	6233.80	6389.63
	BCEA		Non Exempt	Bi-Weekly	2139.31	2192.79	2247.61	2303.80	2361.40	2420.43	2480.95	2542.97	2606.54	2671.71	2738.50	2806.96	2877.14	2949.06
	0748		9410	40 HRLY	26.74	27.41	28.10	28.80	29.52	30.26	31.01	31.79	32.58	33.40	34.23	35.09	35.96	36.86
				40 O.T.	40.11	41.12	42.15	43.20	44.28	45.39	46.52	47.69	48.87	50.10	51.35	52.64	53.94	55.29
Senior Accountant	B.1849	06/21/26	Financial	Monthly	8327.56	8535.74	8749.13	8967.86	9192.06	9421.86	9657.42	9898.85	10146.31	10399.98	10659.98	10926.48	11199.63	11479.63
	BCEA		Non Exempt	Bi-Weekly	3843.49	3939.57	4038.06	4139.01	4242.49	4348.55	4457.27	4568.70	4682.91	4799.99	4919.99	5042.99	5169.06	5298.29
	0749		9410	40 HRLY	48.04	49.24	50.48	51.74	53.03	54.36	55.72	57.11	58.54	60.00	61.50	63.04	64.61	66.23
				40 O.T.	72.06	73.86	75.72	77.61	79.55	81.54	83.58	85.67	87.81	90.00	92.25	94.56	96.92	99.35
Senior Administrative Analyst (M)	M.1817	06/21/26	Rec/Gen Admin	Monthly	8261.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10863.52
	BMA		Non Exempt	Bi-Weekly	3812.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5013.93
	0750		9410	40 HRLY	47.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.67
				40 O.T.	71.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.01
Senior Administrative Analyst (Z)	Z.1865	06/21/26	Rec/Gen Admin	Monthly	8261.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10863.52
	Z-Group		Exempt	Bi-Weekly	3812.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5013.93
	5750		9410	40 HRLY	47.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.67
				40 O.T.	71.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94.01
Senior Animal Control Officer	B.1531	06/21/26	Safety/Inspection	Monthly	6182.61	6337.15	6495.58	6657.97	6824.44	6995.04	7169.91	7349.16	7532.89	7721.22	7914.25	8112.11	8314.91	8522.78
	BCEA		Non Exempt	Bi-Weekly	2853.51	2924.84	2997.96	3072.91	3149.74	3228.48	3309.19	3391.92	3476.72	3563.64	3652.73	3744.05	3837.65	3933.59
	0751		7720	40 HRLY	35.67	36.56	37.47	38.41	39.37	40.36	41.36	42.40	43.46	44.55	45.66	46.80	47.97	49.17
				40 O.T.	53.51	54.84	56.21	57.62	59.06	60.54	62.04	63.60	65.19	66.83	68.49	70.20	71.96	73.76
Senior Assistant City Attorney	Z.2511	06/21/26	Legal	Monthly	15906.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20916.83
	Z-Group		Exempt	Bi-Weekly	7341.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9653.92
	0753		9410	40 HRLY	91.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.67
				40 O.T.	137.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.01

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Buyer	M.1944	06/21/26	Financial	Monthly	10584.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13919.14
	BMA		Non Exempt	Bi-Weekly	4885.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6424.22
	0761		9410	40 HRLY	61.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.30
				40 O.T.	91.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.45
Senior Civil Engineer	M.2147	06/21/26	Engineering	Monthly	11918.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15672.61
	BMA		Non Exempt	Bi-Weekly	5500.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7233.51
	0767		9410	40 HRLY	68.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.42
				40 O.T.	103.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.63
Senior Civil Engineer-BWP	M.2148	06/21/26	Engineering	Monthly	11918.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15672.61
	BMA		Non Exempt	Bi-Weekly	5500.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7233.51
	0768		9410	40 HRLY	68.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.42
				40 O.T.	103.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.63
Senior Civil Engineering Assistant	B.1809	06/21/26	Engineering	Monthly	7921.40	8119.43	8322.41	8530.47	8743.74	8962.33	9186.39	9416.03	9651.44	9892.72	10140.04	10393.54	10653.39	10919.72
	BCEA		Non Exempt	Bi-Weekly	3656.03	3747.43	3841.11	3937.14	4035.57	4136.46	4239.87	4345.86	4454.51	4565.87	4680.02	4797.02	4916.95	5039.87
	0774		9410	40 HRLY	45.70	46.84	48.01	49.21	50.44	51.71	53.00	54.32	55.68	57.07	58.50	59.96	61.46	63.00
				40 O.T.	68.55	70.26	72.02	73.82	75.66	77.57	79.50	81.48	83.52	85.61	87.75	89.94	92.19	94.50
Senior Civil Engineering Associate	M.1980	06/21/26	Engineering	Monthly	9830.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12926.66
	BMA		Non Exempt	Bi-Weekly	4536.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5966.15
	0775		9410	40 HRLY	56.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.58
				40 O.T.	85.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.87
Senior Clerk	B.1204	06/21/26	Rec/Gen Admin	Monthly	4570.78	4685.05	4802.18	4922.23	5045.28	5171.42	5300.71	5433.22	5569.05	5708.28	5850.98	5997.25	6147.18	6300.86
	BCEA		Non Exempt	Bi-Weekly	2109.59	2162.33	2216.39	2271.80	2328.59	2386.81	2446.48	2507.64	2570.33	2634.59	2700.45	2767.96	2837.16	2908.09
	0778		8810	40 HRLY	26.37	27.03	27.70	28.40	29.11	29.84	30.58	31.35	32.13	32.93	33.76	34.60	35.46	36.35
				40 O.T.	39.56	40.55	41.55	42.60	43.67	44.76	45.87	47.03	48.20	49.40	50.64	51.90	53.19	54.53

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Code Compliance Inspector	B.1779	06/21/26	Safety/Inspection	Monthly	8091.24	8293.52	8500.87	8713.38	8931.22	9154.49	9383.36	9617.94	9858.40	10104.86	10357.47	10616.41	10881.82	11153.87
	BCEA		Non Exempt	Bi-Weekly	3734.42	3827.78	3923.48	4021.56	4122.10	4225.15	4330.78	4439.05	4550.03	4663.78	4780.37	4899.88	5022.38	5147.94
	0819		9410	40 HRLY	46.68	47.85	49.04	50.27	51.53	52.81	54.13	55.49	56.88	58.30	59.75	61.25	62.78	64.35
				40 O.T.	70.02	71.78	73.56	75.41	77.30	79.22	81.20	83.24	85.32	87.45	89.63	91.88	94.17	96.53
Senior Collections Specialist	M.1658	06/21/26	Financial	Monthly	7578.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9965.37
	BMA		Non Exempt	Bi-Weekly	3497.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4599.40
	0779		9410	40 HRLY	43.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.49
				40 O.T.	65.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.24
Senior Communications Technician	I.6014	06/21/26	Utilities	Monthly	9845.01	0.00	10337.25	0.00	10854.11	0.00	11396.82	0.00	11966.67	0.00	12565.00	0.00	13193.25	0.00
	IBEW		Non Exempt	Bi-Weekly	4543.85	0.00	4771.04	0.00	5009.59	0.00	5260.07	0.00	5523.08	0.00	5799.23	0.00	6089.19	0.00
	0780		7539	40 HRLY	56.80	0.00	59.64	0.00	62.62	0.00	65.75	0.00	69.04	0.00	72.49	0.00	76.11	0.00
				40 O.T.	85.20	0.00	89.46	0.00	93.93	0.00	98.63	0.00	103.56	0.00	108.74	0.00	114.17	0.00
Senior Conduit Mechanic	I.6015	06/21/26	Utilities	Monthly	10205.76	0.00	10716.05	0.00	11251.85	0.00	11814.44	0.00	12405.16	0.00	13025.44	0.00	13676.69	0.00
	IBEW		Non Exempt	Bi-Weekly	4710.35	0.00	4945.87	0.00	5193.16	0.00	5452.82	0.00	5725.46	0.00	6011.74	0.00	6312.32	0.00
	0783		7539	40 HRLY	58.88	0.00	61.82	0.00	64.91	0.00	68.16	0.00	71.57	0.00	75.15	0.00	78.90	0.00
				40 O.T.	88.32	0.00	92.73	0.00	97.37	0.00	102.24	0.00	107.36	0.00	112.73	0.00	118.35	0.00
Senior Conduit Mechanic-G	I.6115	06/21/26	Utilities	Monthly	10816.61	0.00	11357.43	0.00	11925.31	0.00	12521.58	0.00	13147.66	0.00	13805.03	0.00	14495.28	0.00
	IBEW		Non Exempt	Bi-Weekly	4992.28	0.00	5241.89	0.00	5503.99	0.00	5779.19	0.00	6068.15	0.00	6371.55	0.00	6690.13	0.00
	0782		7539	40 HRLY	62.40	0.00	65.52	0.00	68.80	0.00	72.24	0.00	75.85	0.00	79.64	0.00	83.63	0.00
				40 O.T.	93.60	0.00	98.28	0.00	103.20	0.00	108.36	0.00	113.78	0.00	119.46	0.00	125.45	0.00
Senior Construction Inspector	B.1311	06/21/26	Safety/Inspection	Monthly	7511.57	7699.36	7891.85	8089.14	8291.36	8498.64	8711.11	8928.90	9152.11	9380.91	9615.45	9855.82	10102.21	10354.78
	BCEA		Non Exempt	Bi-Weekly	3466.88	3553.55	3642.39	3733.45	3826.78	3922.45	4020.51	4121.03	4224.05	4329.65	4437.90	4548.84	4662.56	4779.13
	0049		9410	40 HRLY	43.34	44.42	45.53	46.67	47.83	49.03	50.26	51.51	52.80	54.12	55.47	56.86	58.28	59.74
				40 O.T.	65.01	66.63	68.30	70.01	71.75	73.55	75.39	77.27	79.20	81.18	83.21	85.29	87.42	89.61

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Control Operator	I.6020	06/21/26	Utilities	Monthly	8853.00	0.00	9295.65	0.00	9760.42	0.00	10248.44	0.00	10760.88	0.00	11298.91	0.00	11863.87	0.00
	IBEW		Non Exempt	Bi-Weekly	4086.00	0.00	4290.30	0.00	4504.81	0.00	4730.05	0.00	4966.56	0.00	5214.88	0.00	5475.63	0.00
	0837		7539	40 HRLY	51.08	0.00	53.63	0.00	56.31	0.00	59.13	0.00	62.08	0.00	65.19	0.00	68.45	0.00
				40 O.T.	76.62	0.00	80.45	0.00	84.47	0.00	88.70	0.00	93.12	0.00	97.79	0.00	102.68	0.00
Senior Electrical Engineer	M.2162	06/21/26	Engineering	Monthly	12010.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15793.61
	BMA		Non Exempt	Bi-Weekly	5543.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7289.36
	0789		9410	40 HRLY	69.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.12
				40 O.T.	103.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.68
Senior Electrical Service Planner	B.1887	06/21/26	Engineering	Monthly	8809.02	9029.24	9254.98	9486.36	9723.50	9966.60	10215.77	10471.15	10732.93	11001.25	11276.29	11558.19	11847.16	12143.32
	BCEA		Non Exempt	Bi-Weekly	4065.70	4167.34	4271.53	4378.32	4487.77	4599.97	4714.97	4832.84	4953.66	5077.50	5204.44	5334.55	5467.92	5604.61
	0799		9410	40 HRLY	50.82	52.09	53.39	54.73	56.10	57.50	58.94	60.41	61.92	63.47	65.06	66.68	68.35	70.06
				40 O.T.	76.23	78.14	80.09	82.10	84.15	86.25	88.41	90.62	92.88	95.21	97.59	100.02	102.53	105.09
Senior Electrician	I.6016	06/21/26	Utilities	Monthly	10063.28	0.00	10566.44	0.00	11094.76	0.00	11649.50	0.00	12231.98	0.00	12843.57	0.00	13485.75	0.00
	IBEW		Non Exempt	Bi-Weekly	4644.59	0.00	4876.82	0.00	5120.66	0.00	5376.69	0.00	5645.53	0.00	5927.80	0.00	6224.19	0.00
	0798		7539	40 HRLY	58.06	0.00	60.96	0.00	64.01	0.00	67.21	0.00	70.57	0.00	74.10	0.00	77.80	0.00
				40 O.T.	87.09	0.00	91.44	0.00	96.02	0.00	100.82	0.00	105.86	0.00	111.15	0.00	116.70	0.00
Senior Engineer-Traffic	M.2006	06/21/26	Engineering	Monthly	11918.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15672.61
	BMA		Non Exempt	Bi-Weekly	5500.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7233.51
	0804		9410	40 HRLY	68.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.42
				40 O.T.	103.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.63
Senior Engineering Technician	B.1832	06/21/26	Engineering	Monthly	8157.74	8361.67	8570.71	8784.99	9004.60	9229.72	9460.47	9696.98	9939.41	10187.88	10442.58	10703.64	10971.24	11245.52
	BCEA		Non Exempt	Bi-Weekly	3765.11	3859.23	3955.71	4054.61	4155.97	4259.87	4366.37	4475.53	4587.42	4702.10	4819.65	4940.14	5063.65	5190.24
	0800		8810	40 HRLY	47.06	48.24	49.45	50.68	51.95	53.25	54.58	55.94	57.34	58.78	60.25	61.75	63.30	64.88
				40 O.T.	70.59	72.36	74.18	76.02	77.93	79.88	81.87	83.91	86.01	88.17	90.38	92.63	94.95	97.32

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Environmental Engineer	M.1787	06/21/26	Utilities	Monthly	13405.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17628.69
	BMA		Non Exempt	Bi-Weekly	6187.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8136.32
	0802		9410	40 HRLY	77.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101.70
				40 O.T.	116.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.55
Senior Executive Assistant to the City Manager	Z.1635	06/21/26	Rec/Gen Admin	Monthly	7205.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9475.16
	Z-Group		Exempt	Bi-Weekly	3325.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4373.15
	0745		8810	40 HRLY	41.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.66
				40 O.T.	62.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.99
Senior Fleet Maintenance Technician	B.1499	06/21/26	Equipment	Monthly	6164.08	6318.17	6476.15	6638.04	6803.98	6974.09	7148.44	7327.15	7510.34	7698.08	7890.55	8087.80	8289.99	8497.26
	BCEA		Non Exempt	Bi-Weekly	2844.96	2916.08	2988.99	3063.71	3140.30	3218.81	3299.28	3381.76	3466.31	3552.96	3641.79	3732.83	3826.15	3921.81
	0801		8810	40 HRLY	35.56	36.45	37.36	38.30	39.25	40.24	41.24	42.27	43.33	44.41	45.52	46.66	47.83	49.02
				40 O.T.	53.34	54.68	56.04	57.45	58.88	60.36	61.86	63.41	65.00	66.62	68.28	69.99	71.75	73.53
Senior Food Services Aide	B.1108	06/21/26	Recreation	Monthly	3851.49	3947.78	4046.47	4147.63	4251.33	4357.62	4466.56	4578.21	4692.68	4809.98	4930.23	5053.49	5179.83	5309.33
	BCEA		Exempt	Bi-Weekly	1777.61	1822.05	1867.60	1914.29	1962.15	2011.21	2061.49	2113.02	2165.85	2219.99	2275.49	2332.38	2390.69	2450.46
	0803		9420	40 HRLY	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63
				40 O.T.	33.33	34.17	35.03	35.90	36.80	37.71	38.66	39.62	40.61	41.63	42.66	43.73	44.82	45.95
Senior GIS Specialist	B.0385	06/21/26	Utilities	Monthly	8910.07	9132.83	9361.15	9595.17	9835.04	10080.92	10332.94	10591.27	10856.06	11127.46	11405.64	11690.79	11983.05	12282.64
	BCEA		Non Exempt	Bi-Weekly	4112.34	4215.15	4320.53	4428.54	4539.25	4652.73	4769.05	4888.28	5010.49	5135.75	5264.14	5395.75	5530.64	5668.91
	0030		9410	40 HRLY	51.40	52.69	54.01	55.36	56.74	58.16	59.61	61.10	62.63	64.20	65.80	67.45	69.13	70.86
				40 O.T.	77.10	79.04	81.02	83.04	85.11	87.24	89.42	91.65	93.95	96.30	98.70	101.18	103.70	106.29
Senior Groundskeeper	B.1403	06/21/26	Fac/Grounds	Monthly	5869.63	6016.38	6166.79	6320.97	6478.98	6640.96	6806.97	6977.17	7151.58	7330.38	7513.63	7701.48	7894.01	8091.37
	BCEA		Non Exempt	Bi-Weekly	2709.06	2776.79	2846.21	2917.37	2990.30	3065.06	3141.68	3220.23	3300.73	3383.25	3467.83	3554.53	3643.39	3734.48
	0805		9420	40 HRLY	33.86	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35	44.43	45.54	46.68
				40 O.T.	50.79	52.07	53.37	54.71	56.07	57.47	58.91	60.38	61.89	63.44	65.03	66.65	68.31	70.02

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Instrument Controls Technician	I.6026	06/21/26	Utilities	Monthly	11262.44	0.00	11825.56	0.00	12416.84	0.00	13037.68	0.00	13689.56	0.00	14374.06	0.00	15092.76	0.00
	IBEW		Non Exempt	Bi-Weekly	5198.05	0.00	5457.95	0.00	5730.85	0.00	6017.39	0.00	6318.26	0.00	6634.18	0.00	6965.89	0.00
	0808		7539	40 HRLY	64.98	0.00	68.22	0.00	71.64	0.00	75.22	0.00	78.98	0.00	82.93	0.00	87.07	0.00
				40 O.T.	97.47	0.00	102.33	0.00	107.46	0.00	112.83	0.00	118.47	0.00	124.40	0.00	130.61	0.00
Senior Librarian	B.1567	06/21/26	Library	Monthly	6501.78	6664.32	6830.92	7001.69	7176.74	7356.16	7540.07	7728.57	7921.79	8119.82	8322.82	8530.88	8744.17	8962.76
	BCEA		Non Exempt	Bi-Weekly	3000.82	3075.84	3152.73	3231.55	3312.34	3395.15	3480.03	3567.03	3656.21	3747.61	3841.30	3937.33	4035.77	4136.66
	0815		8838	40 HRLY	37.51	38.45	39.41	40.39	41.40	42.44	43.50	44.59	45.70	46.85	48.02	49.22	50.45	51.71
				40 O.T.	56.27	57.68	59.12	60.59	62.10	63.66	65.25	66.89	68.55	70.28	72.03	73.83	75.68	77.57
Senior Library Assistant	B.1381	06/21/26	Library	Monthly	5343.37	5476.94	5613.88	5754.21	5898.08	6045.52	6196.67	6351.58	6510.38	6673.14	6839.95	7010.97	7186.23	7365.89
	BCEA		Non Exempt	Bi-Weekly	2466.17	2527.82	2591.02	2655.79	2722.19	2790.24	2860.00	2931.50	3004.79	3079.91	3156.90	3235.83	3316.72	3399.64
	0816		8838	40 HRLY	30.83	31.60	32.39	33.20	34.03	34.88	35.75	36.64	37.56	38.50	39.46	40.45	41.46	42.50
				40 O.T.	46.25	47.40	48.59	49.80	51.05	52.32	53.63	54.96	56.34	57.75	59.19	60.68	62.19	63.75
Senior Lifeguard	B.0900	06/21/26	Recreation	Monthly	4514.01	4626.87	4742.53	4861.09	4982.62	5107.20	5234.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	2083.39	2135.48	2188.86	2243.58	2299.67	2357.17	2416.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0821		9410	40 HRLY	26.04	26.69	27.36	28.04	28.75	29.46	30.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	39.06	40.04	41.04	42.06	43.13	44.19	45.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Line Mechanic	I.6017	06/21/26	Utilities	Monthly	11546.06	0.00	12123.37	0.00	12729.54	0.00	13365.99	0.00	14034.30	0.00	14736.02	0.00	15472.82	0.00
	IBEW		Non Exempt	Bi-Weekly	5328.95	0.00	5595.40	0.00	5875.17	0.00	6168.92	0.00	6477.37	0.00	6801.24	0.00	7141.30	0.00
	0822		7539	40 HRLY	66.61	0.00	69.94	0.00	73.44	0.00	77.11	0.00	80.97	0.00	85.02	0.00	89.27	0.00
				40 O.T.	99.92	0.00	104.91	0.00	110.16	0.00	115.67	0.00	121.46	0.00	127.53	0.00	133.91	0.00
Senior Line Mechanic-G	I.6117	06/21/26	Utilities	Monthly	12239.85	0.00	12851.84	0.00	13494.43	0.00	14169.16	0.00	14877.61	0.00	15621.49	0.00	16402.58	0.00
	IBEW		Non Exempt	Bi-Weekly	5649.16	0.00	5931.62	0.00	6228.20	0.00	6539.61	0.00	6866.59	0.00	7209.92	0.00	7570.42	0.00
	0823		7539	40 HRLY	70.61	0.00	74.15	0.00	77.85	0.00	81.75	0.00	85.83	0.00	90.12	0.00	94.63	0.00
				40 O.T.	105.92	0.00	111.23	0.00	116.78	0.00	122.63	0.00	128.75	0.00	135.18	0.00	141.95	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Litigation Paralegal	Z.1866	06/21/26	Legal	Monthly	10060.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13229.93
	Z-Group		Exempt	Bi-Weekly	4643.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6106.12
	0824		9410	40 HRLY	58.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.33
				40 O.T.	87.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114.50
Senior Manager - BWP Water Systems	M.1037	06/21/26	Rec/Gen Admin	Monthly	17236.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22665.83
	BMA		Non Exempt	Bi-Weekly	7955.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10461.15
	0825		9410	40 HRLY	99.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.76
				40 O.T.	149.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.14
Senior Plan Check Engineer	M.1847	06/21/26	Engineering	Monthly	10151.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13348.66
	BMA		Non Exempt	Bi-Weekly	4685.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6160.92
	0832		9410	40 HRLY	58.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.01
				40 O.T.	87.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115.52
Senior Planner	M.1961	06/21/26	Comm Dev	Monthly	9487.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12476.40
	BMA		Non Exempt	Bi-Weekly	4378.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5758.34
	0833		9410	40 HRLY	54.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.98
				40 O.T.	82.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.97
Senior Power Plant Mechanic	I.6019	06/21/26	Utilities	Monthly	8345.31	0.00	8762.59	0.00	9200.71	0.00	9660.73	0.00	10143.77	0.00	10650.97	0.00	11183.51	0.00
	IBEW		Non Exempt	Bi-Weekly	3851.68	0.00	4044.27	0.00	4246.48	0.00	4458.80	0.00	4681.74	0.00	4915.83	0.00	5161.62	0.00
	0836		7539	40 HRLY	48.15	0.00	50.55	0.00	53.08	0.00	55.74	0.00	58.52	0.00	61.45	0.00	64.52	0.00
				40 O.T.	72.23	0.00	75.83	0.00	79.62	0.00	83.61	0.00	87.78	0.00	92.18	0.00	96.78	0.00
Senior Power Resources Planner	B.1192	06/21/26	Utilities	Monthly	11486.82	11773.99	12068.36	12370.06	12679.31	12996.30	13321.19	13654.23	13995.58	14345.48	14704.11	15071.70	15448.51	15834.72
	BCEA		Non Exempt	Bi-Weekly	5301.61	5434.15	5570.01	5709.26	5851.99	5998.29	6148.24	6301.95	6459.50	6620.99	6786.51	6956.17	7130.08	7308.33
	0061		9410	40 HRLY	66.27	67.93	69.63	71.37	73.15	74.98	76.85	78.77	80.74	82.76	84.83	86.95	89.13	91.35
				40 O.T.	99.41	101.90	104.45	107.06	109.73	112.47	115.28	118.16	121.11	124.14	127.25	130.43	133.70	137.03

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Property and Evidence Technician	B.1018	06/21/26	Police/Fire	Monthly	5376.65	5511.07	5648.85	5790.07	5934.80	6083.18	6235.26	6391.15	6550.92	6714.70	6882.57	7054.62	7230.99	7411.76
	BCEA		Non Exempt	Bi-Weekly	2481.53	2543.57	2607.16	2672.34	2739.14	2807.62	2877.81	2949.76	3023.50	3099.09	3176.57	3255.98	3337.38	3420.81
	0038		8810	40 HRLY	31.02	31.79	32.59	33.40	34.24	35.10	35.97	36.87	37.79	38.74	39.71	40.70	41.72	42.76
				40 O.T.	46.53	47.69	48.89	50.10	51.36	52.65	53.96	55.31	56.69	58.11	59.57	61.05	62.58	64.14
Senior Rangemaster-Armorer	M.1850	06/21/26	Police/Fire	Monthly	8119.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10676.49
	BMA		Non Exempt	Bi-Weekly	3747.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4927.61
	0840		9410	40 HRLY	46.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.60
				40 O.T.	70.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.40
Senior Recreation Leader	B.1272	06/21/26	Recreation	Monthly	4329.02	4437.25	4548.18	4661.89	4778.43	4897.88	5020.34	5145.83	5274.49	5406.35	5541.51	5680.05	5822.05	5967.61
	BCEA		Non Exempt	Bi-Weekly	1998.01	2047.96	2099.16	2151.64	2205.43	2260.56	2317.08	2375.00	2434.38	2495.24	2557.62	2621.56	2687.10	2754.28
	0847		9410	40 HRLY	24.98	25.60	26.24	26.90	27.57	28.26	28.96	29.69	30.43	31.19	31.97	32.77	33.59	34.43
				40 O.T.	37.47	38.40	39.36	40.35	41.36	42.39	43.44	44.54	45.65	46.79	47.96	49.16	50.39	51.65
Senior Secretary	B.1348	06/21/26	Rec/Gen Admin	Monthly	5340.79	5474.32	5611.17	5751.46	5895.24	6042.62	6193.70	6348.53	6507.24	6669.93	6836.68	7007.59	7182.78	7362.36
	BCEA		Non Exempt	Bi-Weekly	2464.98	2526.61	2589.77	2654.52	2720.88	2788.90	2858.63	2930.09	3003.34	3078.43	3155.39	3234.27	3315.13	3398.01
	0846		8810	40 HRLY	30.81	31.58	32.37	33.18	34.01	34.86	35.73	36.63	37.54	38.48	39.44	40.43	41.44	42.48
				40 O.T.	46.22	47.37	48.56	49.77	51.02	52.29	53.60	54.95	56.31	57.72	59.16	60.65	62.16	63.72
Senior Security Guard	B.1299	06/21/26	Safety/Inspection	Monthly	5194.93	5324.80	5457.92	5594.38	5734.24	5877.58	6024.53	6175.13	6329.51	6487.76	6649.93	6816.18	6986.59	7161.27
	BCEA		Non Exempt	Bi-Weekly	2397.66	2457.60	2519.04	2582.02	2646.57	2712.73	2780.55	2850.06	2921.31	2994.35	3069.20	3145.93	3224.58	3305.20
	0849		9410	40 HRLY	29.97	30.72	31.49	32.28	33.08	33.91	34.76	35.63	36.52	37.43	38.37	39.32	40.31	41.32
				40 O.T.	44.96	46.08	47.24	48.42	49.62	50.87	52.14	53.45	54.78	56.15	57.56	58.98	60.47	61.98
Senior Survey Aide	B.1807	06/21/26	Engineering	Monthly	7982.30	8181.88	8386.41	8596.08	8810.97	9031.25	9257.04	9488.46	9725.67	9968.81	10218.02	10473.47	10735.31	11003.70
	BCEA		Non Exempt	Bi-Weekly	3684.14	3776.25	3870.65	3967.42	4066.60	4168.27	4272.48	4379.29	4488.77	4600.99	4716.01	4833.91	4954.76	5078.63
	0853		9410	40 HRLY	46.05	47.20	48.38	49.59	50.83	52.10	53.41	54.74	56.11	57.51	58.95	60.42	61.93	63.48
				40 O.T.	69.08	70.80	72.57	74.39	76.25	78.15	80.12	82.11	84.17	86.27	88.43	90.63	92.90	95.22

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Test Technician	I.6021	06/21/26	Utilities	Monthly	10336.32	0.00	10853.14	0.00	11395.80	0.00	11965.59	0.00	12563.87	0.00	13192.08	0.00	13851.67	0.00
	IBEW		Non Exempt	Bi-Weekly	4770.61	0.00	5009.14	0.00	5259.60	0.00	5522.58	0.00	5798.71	0.00	6088.65	0.00	6393.08	0.00
	0861		7539	40 HRLY	59.63	0.00	62.61	0.00	65.75	0.00	69.03	0.00	72.48	0.00	76.11	0.00	79.91	0.00
				40 O.T.	89.45	0.00	93.92	0.00	98.63	0.00	103.55	0.00	108.72	0.00	114.17	0.00	119.87	0.00
Senior Transportation Planner	M.1030	06/21/26	Comm Dev	Monthly	9487.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12476.40
	BMA		Non Exempt	Bi-Weekly	4378.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5758.34
	0019		9410	40 HRLY	54.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.98
				40 O.T.	82.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.97
Senior Tree Trimmer	B.1402	06/21/26	Fac/Grounds	Monthly	5869.63	6016.38	6166.79	6320.97	6478.98	6640.96	6806.97	6977.17	7151.58	7330.38	7513.63	7701.48	7894.01	8091.37
	BCEA		Non Exempt	Bi-Weekly	2709.06	2776.79	2846.21	2917.37	2990.30	3065.06	3141.68	3220.23	3300.73	3383.25	3467.83	3554.53	3643.39	3734.48
	0865		9420	40 HRLY	33.86	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29	43.35	44.43	45.54	46.68
				40 O.T.	50.79	52.07	53.37	54.71	56.07	57.47	58.91	60.38	61.89	63.44	65.03	66.65	68.31	70.02
Senior Utility Accounting Analyst	M.1880	06/21/26	Financial	Monthly	8609.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11321.09
	BMA		Non Exempt	Bi-Weekly	3973.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5225.12
	0867		9410	40 HRLY	49.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.31
				40 O.T.	74.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.97
Senior Utility Business Systems Analyst	M.1018	06/21/26	Utilities	Monthly	9146.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12027.36
	BMA		Non Exempt	Bi-Weekly	4221.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5551.09
	0866		9410	40 HRLY	52.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.39
				40 O.T.	79.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.09
Senior Utility Locator	B.1089	06/21/26	Utilities	Monthly	6271.98	6428.78	6589.48	6754.24	6923.09	7096.16	7273.57	7455.41	7641.79	7832.83	8028.65	8229.37	8435.12	8645.98
	BCEA		Non Exempt	Bi-Weekly	2894.76	2967.13	3041.30	3117.34	3195.27	3275.15	3357.03	3440.96	3526.98	3615.15	3705.53	3798.17	3893.13	3990.45
	0987		9410	40 HRLY	36.18	37.09	38.02	38.97	39.94	40.94	41.96	43.01	44.09	45.19	46.32	47.48	48.66	49.88
				40 O.T.	54.27	55.64	57.03	58.46	59.91	61.41	62.94	64.52	66.14	67.79	69.48	71.22	72.99	74.82

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Senior Video Production Associate	B.1587	06/21/26	Rec/Gen Admin	Monthly	6496.56	6658.97	6825.46	6996.08	7171.00	7350.27	7534.02	7722.37	7915.44	8113.32	8316.14	8524.06	8737.15	8955.59
	BCEA		Non Exempt	Bi-Weekly	2998.41	3073.37	3150.21	3228.96	3309.69	3392.43	3477.24	3564.17	3653.28	3744.61	3838.22	3934.18	4032.53	4133.35
	0127		9410	40 HRLY	37.48	38.42	39.38	40.36	41.37	42.41	43.47	44.55	45.67	46.81	47.98	49.18	50.41	51.67
				40 O.T.	56.22	57.63	59.07	60.54	62.06	63.62	65.21	66.83	68.51	70.22	71.97	73.77	75.62	77.51
Senior Water Plant Mechanic	B.1667	06/21/26	Utilities	Monthly	8407.64	8617.83	8833.26	9054.11	9280.46	9512.47	9750.28	9994.03	10243.89	10499.97	10762.48	11031.54	11307.34	11590.02
	BCEA		Non Exempt	Bi-Weekly	3880.45	3977.46	4076.89	4178.82	4283.29	4390.37	4500.13	4612.63	4727.95	4846.14	4967.30	5091.48	5218.77	5349.24
	0869		7520	40 HRLY	48.51	49.72	50.96	52.24	53.54	54.88	56.25	57.66	59.10	60.58	62.09	63.64	65.23	66.87
				40 O.T.	72.77	74.58	76.44	78.36	80.31	82.32	84.38	86.49	88.65	90.87	93.14	95.46	97.85	100.31
Senior Water Plant Operator	B.1669	06/21/26	Utilities	Monthly	8407.64	8617.83	8833.26	9054.11	9280.46	9512.47	9750.28	9994.03	10243.89	10499.97	10762.48	11031.54	11307.34	11590.02
	BCEA		Non Exempt	Bi-Weekly	3880.45	3977.46	4076.89	4178.82	4283.29	4390.37	4500.13	4612.63	4727.95	4846.14	4967.30	5091.48	5218.77	5349.24
	0868		7520	40 HRLY	48.51	49.72	50.96	52.24	53.54	54.88	56.25	57.66	59.10	60.58	62.09	63.64	65.23	66.87
				40 O.T.	72.77	74.58	76.44	78.36	80.31	82.32	84.38	86.49	88.65	90.87	93.14	95.46	97.85	100.31
Sign Language Interpreter	B.1141	06/21/26	Rec/Gen Admin	40 HRLY	50.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.10
	BCEA		Exempt	40 O.T.	75.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.15
	0875		9410															
Skilled Worker	B.1287	06/21/26	Streets/Refuse	Monthly	4800.42	4920.44	5043.44	5169.52	5298.76	5431.23	5567.01	5706.18	5848.83	5995.06	6144.93	6298.57	6456.02	6617.43
	BCEA		Non Exempt	Bi-Weekly	2215.58	2270.97	2327.74	2385.93	2445.58	2506.72	2569.39	2633.62	2699.46	2766.95	2836.12	2907.03	2979.70	3054.20
	0882		9420	40 HRLY	27.69	28.39	29.10	29.82	30.57	31.33	32.12	32.92	33.74	34.59	35.45	36.34	37.25	38.18
				40 O.T.	41.54	42.59	43.65	44.73	45.86	47.00	48.18	49.38	50.61	51.89	53.18	54.51	55.88	57.27
Social Services Coordinator	B.1316	06/21/26	Recreation	Monthly	4629.54	4745.26	4863.91	4985.50	5110.13	5237.90	5368.85	5503.05	5640.64	5781.64	5926.20	6074.34	6226.20	6381.85
	BCEA		Non Exempt	Bi-Weekly	2136.71	2190.12	2244.88	2301.00	2358.52	2417.49	2477.93	2539.87	2603.37	2668.45	2735.17	2803.54	2873.63	2945.47
	0884		9410	40 HRLY	26.71	27.38	28.06	28.76	29.48	30.22	30.97	31.75	32.54	33.36	34.19	35.04	35.92	36.82
				40 O.T.	40.07	41.07	42.09	43.14	44.22	45.33	46.46	47.63	48.81	50.04	51.29	52.56	53.88	55.23

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Social Services Program Supervisor-Nutrition	B.1707	06/21/26	Recreation	Monthly	7754.72	7948.59	8147.30	8350.98	8559.76	8773.77	8993.10	9217.93	9448.38	9684.59	9926.69	10174.86	10429.23	10689.97
	BCEA		Non Exempt	Bi-Weekly	3579.10	3668.58	3760.29	3854.30	3950.66	4049.43	4150.66	4254.43	4360.79	4469.81	4581.55	4696.09	4813.49	4933.83
	0879		9410	40 HRLY	44.74	45.86	47.00	48.18	49.38	50.62	51.88	53.18	54.51	55.87	57.27	58.70	60.17	61.67
				40 O.T.	67.11	68.79	70.50	72.27	74.07	75.93	77.82	79.77	81.77	83.81	85.91	88.05	90.26	92.51
Social Services Supervisor	B.1518	06/21/26	Recreation	Monthly	6415.87	6576.27	6740.67	6909.20	7081.92	7258.98	7440.44	7626.45	7817.12	8012.55	8212.86	8418.19	8628.64	8844.36
	BCEA		Non Exempt	Bi-Weekly	2961.17	3035.20	3111.08	3188.86	3268.58	3350.30	3434.05	3519.90	3607.90	3698.10	3790.55	3885.32	3982.45	4082.01
	0881		9410	40 HRLY	37.01	37.94	38.89	39.86	40.86	41.88	42.93	44.00	45.10	46.23	47.38	48.57	49.78	51.03
				40 O.T.	55.52	56.91	58.34	59.79	61.29	62.82	64.40	66.00	67.65	69.35	71.07	72.86	74.67	76.55
Solid Waste Leadworker	B.1616	06/21/26	Streets/Refuse	Monthly	6992.48	7167.31	7346.50	7530.14	7718.40	7911.37	8109.14	8311.88	8519.68	8732.66	8950.98	9174.75	9404.11	9639.22
	BCEA		Non Exempt	Bi-Weekly	3227.30	3307.99	3390.69	3475.45	3562.34	3651.40	3742.68	3836.25	3932.16	4030.46	4131.22	4234.50	4340.36	4448.87
	0736		9420	40 HRLY	40.34	41.35	42.38	43.44	44.53	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61
				40 O.T.	60.51	62.03	63.57	65.16	66.80	68.46	70.17	71.93	73.73	75.57	77.46	79.40	81.38	83.42
Solid Waste Supervisor	M.1795	06/21/26	Streets/Refuse	Monthly	9049.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11899.53
	BMA		Non Exempt	Bi-Weekly	4176.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5492.09
	0738		9410	40 HRLY	52.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65
				40 O.T.	78.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.98
Solid Waste Truck Operator	B.1219	06/21/26	Streets/Refuse	Monthly	4691.98	4809.29	4929.51	5052.75	5179.09	5308.55	5441.28	5577.30	5716.73	5859.66	6006.15	6156.30	6310.20	6467.96
	BCEA		Non Exempt	Bi-Weekly	2165.53	2219.67	2275.16	2332.04	2390.35	2450.10	2511.36	2574.14	2638.49	2704.46	2772.07	2841.37	2912.40	2985.21
	0737		9420	40 HRLY	27.07	27.75	28.44	29.15	29.88	30.63	31.39	32.18	32.98	33.81	34.65	35.52	36.41	37.32
				40 O.T.	40.61	41.63	42.66	43.73	44.82	45.95	47.09	48.27	49.47	50.72	51.98	53.28	54.62	55.98
Solid Waste Utility Worker	B.1481	06/21/26	Streets/Refuse	Monthly	5766.26	5910.41	6058.17	6209.62	6364.87	6523.99	6687.09	6854.25	7025.61	7201.26	7381.29	7565.83	7754.96	7948.85
	BCEA		Non Exempt	Bi-Weekly	2661.35	2727.88	2796.08	2865.98	2937.63	3011.07	3086.35	3163.50	3242.59	3323.66	3406.75	3491.92	3579.21	3668.70
	0725		9420	40 HRLY	33.27	34.10	34.95	35.82	36.72	37.64	38.58	39.54	40.53	41.55	42.58	43.65	44.74	45.86
				40 O.T.	49.91	51.15	52.43	53.73	55.08	56.46	57.87	59.31	60.80	62.33	63.87	65.48	67.11	68.79

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Special Activity Leader	B.1126	06/21/26	Recreation	Monthly	3787.01	3881.69	3978.74	4078.21	4180.15	4284.65	4391.77	4501.58	4614.11	4729.47	4847.70	4968.88	5093.12	5220.43
	BCEA		Non Exempt	Bi-Weekly	1747.85	1791.55	1836.34	1882.25	1929.30	1977.53	2026.97	2077.65	2129.59	2182.83	2237.40	2293.33	2350.67	2409.43
	0886		9410	40 HRLY	21.85	22.39	22.95	23.53	24.12	24.72	25.34	25.97	26.62	27.29	27.97	28.67	29.38	30.12
				40 O.T.	32.78	33.59	34.43	35.30	36.18	37.08	38.01	38.96	39.93	40.94	41.96	43.01	44.07	45.18
Special Project Crew Leader	B.1106	06/21/26	Fac/Grounds	Monthly	4178.01	4282.46	4389.54	4499.26	4611.75	4727.04	4845.21	4966.35	5090.50	5217.77	5348.22	5481.93	5618.97	5759.43
	BCEA		Non Exempt	Bi-Weekly	1928.31	1976.52	2025.94	2076.58	2128.50	2181.71	2236.25	2292.16	2349.46	2408.20	2468.41	2530.12	2593.37	2658.20
	0890		9420	40 HRLY	24.10	24.71	25.32	25.96	26.61	27.27	27.95	28.65	29.37	30.10	30.86	31.63	32.42	33.23
				40 O.T.	36.15	37.07	37.98	38.94	39.92	40.91	41.93	42.98	44.06	45.15	46.29	47.45	48.63	49.85
Storekeeper	B.1248	06/21/26	Financial	Monthly	4740.28	4858.79	4980.26	5104.75	5232.39	5363.19	5497.27	5634.70	5775.58	5919.96	6067.97	6219.66	6375.16	6534.54
	BCEA		Non Exempt	Bi-Weekly	2187.82	2242.52	2298.58	2356.04	2414.95	2475.32	2537.20	2600.63	2665.65	2732.29	2800.60	2870.61	2942.38	3015.94
	0913		9420	40 HRLY	27.35	28.03	28.73	29.45	30.19	30.94	31.72	32.51	33.32	34.15	35.01	35.88	36.78	37.70
				40 O.T.	41.03	42.05	43.10	44.18	45.29	46.41	47.58	48.77	49.98	51.23	52.52	53.82	55.17	56.55
Stores Helper	B.1150	06/21/26	Financial	Monthly	4293.68	4401.02	4511.04	4623.82	4739.43	4857.91	4979.35	5103.84	5231.44	5362.22	5496.27	5633.68	5774.54	5918.88
	BCEA		Non Exempt	Bi-Weekly	1981.70	2031.24	2082.02	2134.07	2187.43	2242.11	2298.16	2355.62	2414.51	2474.87	2536.74	2600.16	2665.17	2731.79
	0917		9420	40 HRLY	24.77	25.39	26.03	26.68	27.34	28.03	28.73	29.45	30.18	30.94	31.71	32.50	33.31	34.15
				40 O.T.	37.16	38.09	39.05	40.02	41.01	42.05	43.10	44.18	45.27	46.41	47.57	48.75	49.97	51.23
Street Maintenance Leadworker	B.1618	06/21/26	Streets/Refuse	Monthly	6992.48	7167.31	7346.50	7530.14	7718.40	7911.37	8109.14	8311.88	8519.68	8732.66	8950.98	9174.75	9404.11	9639.22
	BCEA		Non Exempt	Bi-Weekly	3227.30	3307.99	3390.69	3475.45	3562.34	3651.40	3742.68	3836.25	3932.16	4030.46	4131.22	4234.50	4340.36	4448.87
	0916		9420	40 HRLY	40.34	41.35	42.38	43.44	44.53	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61
				40 O.T.	60.51	62.03	63.57	65.16	66.80	68.46	70.17	71.93	73.73	75.57	77.46	79.40	81.38	83.42
Supervising Account Clerk	B.1353	06/21/26	Financial	Monthly	4873.27	4995.10	5119.96	5247.97	5379.16	5513.65	5651.49	5792.78	5937.60	6086.04	6238.18	6394.14	6553.99	6717.86
	BCEA		Non Exempt	Bi-Weekly	2249.20	2305.43	2363.06	2422.14	2482.69	2544.76	2608.38	2673.59	2740.43	2808.94	2879.16	2951.14	3024.92	3100.55
	0922		8810	40 HRLY	28.12	28.82	29.54	30.28	31.03	31.81	32.60	33.42	34.26	35.11	35.99	36.89	37.81	38.76
				40 O.T.	42.18	43.23	44.31	45.42	46.55	47.72	48.90	50.13	51.39	52.67	53.99	55.34	56.72	58.14

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Supervising Clerk	B.1256	06/21/26	Rec/Gen Admin	Monthly	4819.47	4939.96	5063.46	5190.06	5319.80	5452.79	5589.11	5728.84	5872.06	6018.87	6169.35	6323.57	6481.67	6643.69
	BCEA		Non Exempt	Bi-Weekly	2224.37	2279.98	2336.98	2395.41	2455.29	2516.67	2579.59	2644.08	2710.18	2777.94	2847.39	2918.57	2991.54	3066.32
	0933		8810	40 HRLY	27.80	28.50	29.21	29.94	30.69	31.46	32.24	33.05	33.88	34.72	35.59	36.48	37.39	38.33
				40 O.T.	41.70	42.75	43.82	44.91	46.04	47.19	48.36	49.58	50.82	52.08	53.39	54.72	56.09	57.50
Supervising Offset Press Operator	B.1294	06/21/26	Rec/Gen Admin	Monthly	4647.78	4763.98	4883.08	5005.17	5130.30	5258.54	5390.02	5524.76	5662.89	5804.46	5949.56	6098.30	6250.77	6407.03
	BCEA		Non Exempt	Bi-Weekly	2145.13	2198.76	2253.73	2310.08	2367.83	2427.02	2487.70	2549.89	2613.64	2678.98	2745.95	2814.60	2884.97	2957.09
	0937		9420	40 HRLY	26.81	27.48	28.17	28.88	29.60	30.34	31.10	31.87	32.67	33.49	34.32	35.18	36.06	36.96
				40 O.T.	40.22	41.22	42.26	43.32	44.40	45.51	46.65	47.81	49.01	50.24	51.48	52.77	54.09	55.44
Sustainability Officer	Z.1431	06/21/26	Utilities	Monthly	13788.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18132.01
	Z-Group		Exempt	Bi-Weekly	6363.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8368.62
	0010		9410	40 HRLY	79.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.61
				40 O.T.	119.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.92
Systems Engineer	M.1081	06/21/26	Info Sys	Monthly	8990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11821.85
	BMA		Non Exempt	Bi-Weekly	4149.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5456.24
	0081		9410	40 HRLY	51.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.20
				40 O.T.	77.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.30
Technical Support Analyst I	B.1338	06/21/26	Info Sys	Monthly	4977.85	5102.31	5229.86	5360.62	5494.62	5631.99	5772.78	5917.10	6065.04	6216.67	6372.08	6531.37	6694.65	6862.03
	BCEA		Non Exempt	Bi-Weekly	2297.47	2354.91	2413.78	2474.13	2535.98	2599.38	2664.36	2730.97	2799.25	2869.23	2940.96	3014.48	3089.84	3167.09
	0942		9410	40 HRLY	28.72	29.44	30.17	30.93	31.70	32.49	33.30	34.14	34.99	35.87	36.76	37.68	38.62	39.59
				40 O.T.	43.08	44.16	45.26	46.40	47.55	48.74	49.95	51.21	52.49	53.81	55.14	56.52	57.93	59.39
Technical Support Analyst II	B.1468	06/21/26	Info Sys	Monthly	5667.74	5809.42	5954.67	6103.52	6256.12	6412.53	6572.84	6737.16	6905.58	7078.22	7255.17	7436.56	7622.46	7813.04
	BCEA		Non Exempt	Bi-Weekly	2615.88	2681.27	2748.31	2817.01	2887.44	2959.63	3033.62	3109.46	3187.19	3266.87	3348.54	3432.26	3518.06	3606.02
	0943		9410	40 HRLY	32.70	33.52	34.35	35.21	36.09	37.00	37.92	38.87	39.84	40.84	41.86	42.90	43.98	45.08
				40 O.T.	49.05	50.28	51.53	52.82	54.14	55.50	56.88	58.31	59.76	61.26	62.79	64.35	65.97	67.62

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Technical Support Analyst III	M.1623	06/21/26	Info Sys	Monthly	7041.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9259.06
	BMA		Non Exempt	Bi-Weekly	3249.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4273.41
	0945		9410	40 HRLY	40.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.42
				40 O.T.	60.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.13
Technical Support Analyst IV	M.1819	06/21/26	Info Sys	Monthly	8564.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11261.97
	BMA		Non Exempt	Bi-Weekly	3952.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5197.83
	0947		9410	40 HRLY	49.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.97
				40 O.T.	74.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.46
Technology Product Manager	M.1317	06/21/26	Info Sys	Monthly	8492.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11167.50
	BMA		Non Exempt	Bi-Weekly	3919.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5154.23
	0045		9410	40 HRLY	48.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.43
				40 O.T.	73.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.65
Test Technician	I.6023	06/21/26	Utilities	Monthly	9614.84	0.00	10095.61	0.00	10600.37	0.00	11130.38	0.00	11686.91	0.00	12271.26	0.00	12884.82	0.00
	IBEW		Non Exempt	Bi-Weekly	4437.62	0.00	4659.51	0.00	4892.48	0.00	5137.10	0.00	5393.96	0.00	5663.66	0.00	5946.84	0.00
	0950		7539	40 HRLY	55.47	0.00	58.24	0.00	61.16	0.00	64.21	0.00	67.42	0.00	70.80	0.00	74.34	0.00
				40 O.T.	83.21	0.00	87.36	0.00	91.74	0.00	96.32	0.00	101.13	0.00	106.20	0.00	111.51	0.00
Test Technician Apprentice	I.8970	06/21/26	Utilities	Monthly	7215.50	7859.74	8503.99	9148.23	9792.47	10436.70	11080.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3330.23	3627.57	3924.92	4222.26	4519.60	4816.94	5114.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0951		7539	40 HRLY	41.63	45.34	49.06	52.78	56.50	60.21	63.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	62.45	68.01	73.59	79.17	84.75	90.32	95.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Test Technician Apprentice	I.9970	06/21/26	Utilities	Monthly	7988.59	8503.99	9019.38	9534.76	10050.17	10565.56	11080.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	IBEW		Exempt	Bi-Weekly	3687.04	3924.92	4162.79	4400.66	4638.54	4876.41	5114.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0951		7539	40 HRLY	46.09	49.06	52.03	55.01	57.98	60.96	63.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	69.14	73.59	78.05	82.52	86.97	91.44	95.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Test Technician Supervisor	I.6022	06/21/26	Utilities	Monthly	11827.18	0.00	12418.53	0.00	13039.46	0.00	13691.43	0.00	14376.01	0.00	15094.82	0.00	15849.56	0.00
	IBEW		Non Exempt	Bi-Weekly	5458.70	0.00	5731.63	0.00	6018.21	0.00	6319.12	0.00	6635.08	0.00	6966.84	0.00	7315.18	0.00
	0949		7539	40 HRLY	68.23	0.00	71.65	0.00	75.23	0.00	78.99	0.00	82.94	0.00	87.09	0.00	91.44	0.00
				40 O.T.	102.35	0.00	107.48	0.00	112.85	0.00	118.49	0.00	124.41	0.00	130.64	0.00	137.16	0.00
Tire Maintenance Worker	B.1221	06/21/26	Equipment	Monthly	4668.56	4785.26	4904.90	5027.51	5153.20	5282.03	5414.09	5549.44	5688.17	5830.39	5976.14	6125.56	6278.68	6435.65
	BCEA		Non Exempt	Bi-Weekly	2154.72	2208.58	2263.80	2320.39	2378.40	2437.86	2498.81	2561.28	2625.31	2690.95	2758.22	2827.18	2897.85	2970.30
	0952		9420	40 HRLY	26.93	27.61	28.30	29.00	29.73	30.47	31.24	32.02	32.82	33.64	34.48	35.34	36.22	37.13
				40 O.T.	40.40	41.42	42.45	43.50	44.60	45.71	46.86	48.03	49.23	50.46	51.72	53.01	54.33	55.70
Traffic Control Journeyman	B.1389	06/21/26	Streets/Refuse	Monthly	5040.53	5166.55	5295.70	5428.11	5563.81	5702.91	5845.47	5991.61	6141.40	6294.95	6452.31	6613.62	6778.96	6948.44
	BCEA		Non Exempt	Bi-Weekly	2326.40	2384.56	2444.17	2505.28	2567.91	2632.11	2697.91	2765.36	2834.49	2905.36	2977.99	3052.44	3128.75	3206.97
	0954		9420	40 HRLY	29.08	29.81	30.55	31.32	32.10	32.90	33.72	34.57	35.43	36.32	37.22	38.16	39.11	40.09
				40 O.T.	43.62	44.72	45.83	46.98	48.15	49.35	50.58	51.86	53.15	54.48	55.83	57.24	58.67	60.14
Traffic Engineering Manager	M.2466	06/21/26	Engineering	Monthly	14680.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19304.65
	BMA		Non Exempt	Bi-Weekly	6775.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8909.84
	0955		9410	40 HRLY	84.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.37
				40 O.T.	127.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.06
Traffic Signal Maintenance Supervisor	M.1905	06/21/26	Streets/Refuse	Monthly	9049.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11900.03
	BMA		Non Exempt	Bi-Weekly	4176.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5492.32
	0956		8810	40 HRLY	52.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.65
				40 O.T.	78.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.98
Traffic Signal Operations Specialist	B.1808	06/21/26	Streets/Refuse	Monthly	7576.25	7765.64	7959.79	8158.78	8362.75	8571.81	8786.12	9005.77	9230.91	9461.68	9698.22	9940.69	10189.21	10443.94
	BCEA		Non Exempt	Bi-Weekly	3496.73	3584.14	3673.75	3765.59	3859.73	3956.22	4055.13	4156.51	4260.42	4366.93	4476.10	4588.01	4702.71	4820.28
	0957		9410	40 HRLY	43.71	44.80	45.92	47.07	48.25	49.45	50.69	51.96	53.26	54.59	55.95	57.35	58.78	60.25
				40 O.T.	65.57	67.20	68.88	70.61	72.38	74.18	76.04	77.94	79.89	81.89	83.93	86.03	88.17	90.38

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Traffic Signal Technician	B.1666	06/21/26	Utilities	Monthly	6199.92	6354.90	6513.78	6676.63	6843.55	7014.63	7190.00	7369.74	7554.00	7742.84	7936.41	8134.82	8338.20	8546.66
	BCEA		Non Exempt	Bi-Weekly	2861.50	2933.03	3006.36	3081.52	3158.56	3237.52	3318.46	3401.42	3486.46	3573.62	3662.96	3754.53	3848.40	3944.61
	0968		9420	40 HRLY	35.77	36.66	37.58	38.52	39.48	40.47	41.48	42.52	43.58	44.67	45.79	46.93	48.11	49.31
				40 O.T.	53.66	54.99	56.37	57.78	59.22	60.71	62.22	63.78	65.37	67.01	68.69	70.40	72.17	73.97
Transportation Management Center Manager	M.2081	06/21/26	Streets/Refuse	Monthly	9908.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13029.58
	BMA		Non Exempt	Bi-Weekly	4573.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6013.65
	0959		8810	40 HRLY	57.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.17
				40 O.T.	85.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.76
Transportation Operations Supervisor	B.1517	06/21/26	Recreation	Monthly	5867.66	6014.36	6164.71	6318.85	6476.82	6638.73	6804.70	6974.80	7149.18	7327.91	7511.12	7698.88	7891.37	8088.64
	BCEA		Non Exempt	Bi-Weekly	2708.15	2775.86	2845.25	2916.39	2989.30	3064.03	3140.63	3219.14	3299.62	3382.11	3466.67	3553.33	3642.17	3733.22
	0963		9410	40 HRLY	33.85	34.70	35.57	36.45	37.37	38.30	39.26	40.24	41.25	42.28	43.33	44.42	45.53	46.67
				40 O.T.	50.78	52.05	53.36	54.68	56.06	57.45	58.89	60.36	61.88	63.42	65.00	66.63	68.30	70.01
Transportation Planning Manager	M.1028	06/21/26	Comm Dev	Monthly	12935.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17010.26
	BMA		Non Exempt	Bi-Weekly	5970.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7850.89
	0015		9410	40 HRLY	74.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.14
				40 O.T.	111.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.21
Transportation Scheduler	B.1383	06/21/26	Recreation	Monthly	5127.14	5255.32	5386.68	5521.36	5659.40	5800.88	5945.90	6094.55	6246.91	6403.09	6563.16	6727.24	6895.42	7067.80
	BCEA		Non Exempt	Bi-Weekly	2366.37	2425.53	2486.16	2548.32	2612.03	2677.33	2744.26	2812.87	2883.19	2955.27	3029.15	3104.88	3182.50	3262.06
	0970		8810	40 HRLY	29.58	30.32	31.08	31.85	32.65	33.47	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.78
				40 O.T.	44.37	45.48	46.62	47.78	48.98	50.21	51.45	52.74	54.06	55.41	56.79	58.22	59.67	61.17
Transportation Services Driver	B.1148	06/21/26	Recreation	Monthly	4058.71	4160.17	4264.17	4370.77	4480.06	4592.06	4706.85	4824.52	4945.14	5068.77	5195.49	5325.36	5458.51	5594.96
	BCEA		Non Exempt	Bi-Weekly	1873.25	1920.08	1968.08	2017.28	2067.72	2119.41	2172.39	2226.70	2282.37	2339.43	2397.92	2457.86	2519.31	2582.29
	0962		9420	40 HRLY	23.42	24.00	24.60	25.22	25.85	26.49	27.15	27.83	28.53	29.24	29.97	30.72	31.49	32.28
				40 O.T.	35.13	36.00	36.90	37.83	38.78	39.74	40.73	41.75	42.80	43.86	44.96	46.08	47.24	48.42

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Transportation Services Manager	M.1857	06/21/26	Recreation	Monthly	10867.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14290.16
	BMA		Non Exempt	Bi-Weekly	5015.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6595.46
	0960		9410	40 HRLY	62.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.44
				40 O.T.	94.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.66
Treasurer Technician	B.1364	06/21/26	Financial	Monthly	5238.91	5369.89	5504.14	5641.74	5782.79	5927.35	6075.53	6227.43	6383.11	6542.68	6706.27	6873.90	7045.76	7221.91
	BCEA		Non Exempt	Bi-Weekly	2417.96	2478.41	2540.37	2603.88	2668.98	2735.70	2804.09	2874.20	2946.05	3019.70	3095.20	3172.57	3251.89	3333.19
	0964		8810	40 HRLY	30.22	30.98	31.75	32.55	33.36	34.20	35.05	35.93	36.83	37.75	38.69	39.66	40.65	41.66
				40 O.T.	45.33	46.47	47.63	48.83	50.04	51.30	52.58	53.90	55.25	56.63	58.04	59.49	60.98	62.49
Tree Trimmer	B.1305	06/21/26	Fac/Grounds	Monthly	4898.21	5020.67	5146.18	5274.84	5406.70	5541.88	5680.42	5822.44	5968.00	6117.19	6270.12	6426.88	6587.56	6752.24
	BCEA		Non Exempt	Bi-Weekly	2260.71	2317.23	2375.16	2434.54	2495.40	2557.79	2621.73	2687.28	2754.46	2823.32	2893.90	2966.25	3040.41	3116.42
	0965		9420	40 HRLY	28.26	28.97	29.69	30.43	31.19	31.97	32.77	33.59	34.43	35.29	36.17	37.08	38.01	38.96
				40 O.T.	42.39	43.46	44.54	45.65	46.79	47.96	49.16	50.39	51.65	52.94	54.26	55.62	57.02	58.44
Tree Trimmer Helper	B.0919	06/21/26	Fac/Grounds	Monthly	3899.39	3996.87	4096.80	4199.22	4304.21	4411.81	4522.12	4635.15	4751.05	4869.82	4991.57	5116.35	5244.27	5375.37
	BCEA		Non Exempt	Bi-Weekly	1799.72	1844.71	1890.83	1938.10	1986.56	2036.22	2087.13	2139.30	2192.79	2247.61	2303.80	2361.39	2420.43	2480.94
	0966		9410	40 HRLY	22.50	23.06	23.64	24.23	24.83	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.01
				40 O.T.	33.75	34.59	35.46	36.35	37.25	38.18	39.14	40.11	41.12	42.15	43.20	44.28	45.39	46.52
Urban Forester	M.1858	06/21/26	Rec/Gen Admin	Monthly	7477.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9833.31
	BMA		Non Exempt	Bi-Weekly	3451.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4538.45
	0969		8810	40 HRLY	43.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.73
				40 O.T.	64.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.10
Utility Accounting Analyst	B.1670	06/21/26	Financial	Monthly	6616.42	6781.82	6951.38	7125.15	7303.29	7485.88	7673.01	7864.85	8061.45	8263.00	8469.57	8681.31	8898.35	9120.80
	BCEA		Non Exempt	Bi-Weekly	3053.73	3130.07	3208.33	3288.53	3370.75	3455.02	3541.39	3629.93	3720.67	3813.69	3909.03	4006.76	4106.93	4209.60
	0972		9410	40 HRLY	38.17	39.13	40.10	41.11	42.13	43.19	44.27	45.37	46.51	47.67	48.86	50.08	51.34	52.62
				40 O.T.	57.26	58.70	60.15	61.67	63.20	64.79	66.41	68.06	69.77	71.51	73.29	75.12	77.01	78.93

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Utility Business Systems Analyst	B.0620	06/21/26	Utilities	Monthly	7501.87	7689.41	7881.64	8078.70	8280.65	8487.68	8699.86	8917.37	9140.30	9368.80	9603.04	9843.10	10089.17	10341.41
	BCEA		Non Exempt	Bi-Weekly	3462.40	3548.96	3637.68	3728.63	3821.84	3917.39	4015.32	4115.71	4218.60	4324.06	4432.17	4542.97	4656.54	4772.96
	0971		9410	40 HRLY	43.28	44.36	45.47	46.61	47.77	48.97	50.19	51.45	52.73	54.05	55.40	56.79	58.21	59.66
				40 O.T.	64.92	66.54	68.21	69.92	71.66	73.46	75.29	77.18	79.10	81.08	83.10	85.19	87.32	89.49
Utility Facilities Supervisor	I.6031	06/21/26	Utilities	Monthly	8442.68	0.00	8864.83	0.00	9308.07	0.00	9773.47	0.00	10262.14	0.00	10775.25	0.00	11314.01	0.00
	IBEW		Non Exempt	Bi-Weekly	3896.62	0.00	4091.46	0.00	4296.03	0.00	4510.83	0.00	4736.37	0.00	4973.19	0.00	5221.85	0.00
	0657		9420	40 HRLY	48.71	0.00	51.14	0.00	53.70	0.00	56.39	0.00	59.20	0.00	62.16	0.00	65.27	0.00
				40 O.T.	73.07	0.00	76.71	0.00	80.55	0.00	84.59	0.00	88.80	0.00	93.24	0.00	97.91	0.00
Utility Line Mechanic	I.6024	06/21/26	Utilities	Monthly	9237.24	0.00	9699.08	0.00	10184.05	0.00	10693.24	0.00	11227.91	0.00	11789.31	0.00	12378.77	0.00
	IBEW		Non Exempt	Bi-Weekly	4263.34	0.00	4476.50	0.00	4700.33	0.00	4935.34	0.00	5182.11	0.00	5441.22	0.00	5713.28	0.00
	0974		7539	40 HRLY	53.29	0.00	55.96	0.00	58.75	0.00	61.69	0.00	64.78	0.00	68.02	0.00	71.42	0.00
				40 O.T.	79.94	0.00	83.94	0.00	88.13	0.00	92.54	0.00	97.17	0.00	102.03	0.00	107.13	0.00
Utility Line Mechanic-G	I.6124	06/21/26	Utilities	Monthly	9792.66	0.00	10282.31	0.00	10796.41	0.00	11336.24	0.00	11903.04	0.00	12498.20	0.00	13123.11	0.00
	IBEW		Non Exempt	Bi-Weekly	4519.69	0.00	4745.68	0.00	4982.96	0.00	5232.11	0.00	5493.71	0.00	5768.40	0.00	6056.82	0.00
	0973		7539	40 HRLY	56.50	0.00	59.32	0.00	62.29	0.00	65.40	0.00	68.67	0.00	72.11	0.00	75.71	0.00
				40 O.T.	84.75	0.00	88.98	0.00	93.44	0.00	98.10	0.00	103.01	0.00	108.17	0.00	113.57	0.00
Utility Locator	B.1087	06/21/26	Utilities	Monthly	5674.33	5816.18	5961.58	6110.63	6263.40	6419.99	6580.47	6744.99	6913.62	7086.45	7263.62	7445.21	7631.33	7822.12
	BCEA		Non Exempt	Bi-Weekly	2618.92	2684.39	2751.50	2820.29	2890.80	2963.07	3037.14	3113.07	3190.90	3270.67	3352.44	3436.25	3522.15	3610.21
	0977		9410	40 HRLY	32.74	33.55	34.39	35.25	36.14	37.04	37.96	38.91	39.89	40.88	41.91	42.95	44.03	45.13
				40 O.T.	49.11	50.33	51.59	52.88	54.21	55.56	56.94	58.37	59.84	61.32	62.87	64.43	66.05	67.70
Utility Project Manager	M.1303	06/21/26	Utilities	Monthly	10682.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14047.22
	BMA		Non Exempt	Bi-Weekly	4930.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6483.33
	0961		9410	40 HRLY	61.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.04
				40 O.T.	92.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.56

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Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Utility Worker	B.1086	06/21/26	Equipment	Monthly	3978.95	4078.45	4180.39	4284.91	4392.03	4501.84	4614.37	4729.73	4847.98	4969.19	5093.40	5220.74	5351.26	5485.05
	BCEA		Exempt	Bi-Weekly	1836.44	1882.36	1929.41	1977.65	2027.09	2077.77	2129.71	2182.95	2237.53	2293.47	2350.80	2409.57	2469.81	2531.56
	0975		9420	40 HRLY	22.96	23.53	24.12	24.72	25.34	25.97	26.62	27.29	27.97	28.67	29.39	30.12	30.87	31.64
				40 O.T.	34.44	35.30	36.18	37.08	38.01	38.96	39.93	40.94	41.96	43.01	44.09	45.18	46.31	47.46
Veterinarian	M.2109	06/21/26	Police/Fire	Monthly	12841.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16886.57
	BMA		Non Exempt	Bi-Weekly	5926.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7793.80
	0976		9410	40 HRLY	74.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.42
				40 O.T.	111.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.13
Veterinary Technician	B.1271	06/21/26	Safety/Inspection	Monthly	4767.06	4886.22	5008.38	5133.59	5261.95	5393.48	5528.32	5666.53	5808.18	5953.39	6102.22	6254.78	6411.17	6571.44
	BCEA		Non Exempt	Bi-Weekly	2200.18	2255.18	2311.56	2369.35	2428.59	2489.30	2551.53	2615.32	2680.70	2747.72	2816.41	2886.82	2959.00	3032.97
	0984		9410	40 HRLY	27.50	28.19	28.89	29.62	30.36	31.12	31.89	32.69	33.51	34.35	35.21	36.09	36.99	37.91
				40 O.T.	41.25	42.29	43.34	44.43	45.54	46.68	47.84	49.04	50.27	51.53	52.82	54.14	55.49	56.87
Video Production Associate	B.1252	06/21/26	Rec/Gen Admin	Monthly	4648.30	4764.52	4883.62	5005.72	5130.86	5259.13	5390.60	5525.37	5663.52	5805.11	5950.23	6098.97	6251.46	6407.74
	BCEA		Non Exempt	Bi-Weekly	2145.37	2199.01	2253.98	2310.33	2368.09	2427.29	2487.97	2550.17	2613.93	2679.28	2746.26	2814.91	2885.29	2957.42
	0700		9410	40 HRLY	26.82	27.49	28.17	28.88	29.60	30.34	31.10	31.88	32.67	33.49	34.33	35.19	36.07	36.97
				40 O.T.	40.23	41.24	42.26	43.32	44.40	45.51	46.65	47.82	49.01	50.24	51.50	52.79	54.11	55.46
Video Production Supervisor	M.1704	06/21/26	Rec/Gen Admin	Monthly	7533.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9906.72
	BMA		Non Exempt	Bi-Weekly	3477.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4572.33
	0126		9410	40 HRLY	43.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.15
				40 O.T.	65.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.73
Warehouse Manager-BWP	M.2005	06/21/26	Financial	Monthly	10900.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14333.58
	BMA		Non Exempt	Bi-Weekly	5030.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6615.50
	0979		9410	40 HRLY	62.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.69
				40 O.T.	94.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.04

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Water Maintenance-	M.2202	06/21/26	Utilities	Monthly	14797.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19458.75
Construction Superintendent	BMA		Non Exempt	Bi-Weekly	6829.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8980.96
	0990		9410	40 HRLY	85.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.26
				40 O.T.	128.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.39
Water Meter Mechanic	B.1679	06/21/26	Utilities	Monthly	7744.23	7937.82	8136.27	8339.67	8548.17	8761.87	8980.92	9205.45	9435.57	9671.48	9913.26	10161.08	10415.12	10675.49
	BCEA		Non Exempt	Bi-Weekly	3574.26	3663.61	3755.20	3849.08	3945.31	4043.94	4145.04	4248.67	4354.88	4463.76	4575.35	4689.73	4806.98	4927.15
	0989		7520	40 HRLY	44.68	45.80	46.94	48.11	49.32	50.55	51.81	53.11	54.44	55.80	57.19	58.62	60.09	61.59
				40 O.T.	67.02	68.70	70.41	72.17	73.98	75.83	77.72	79.67	81.66	83.70	85.79	87.93	90.14	92.39
Water Plant Mechanic	B.1540	06/21/26	Utilities	Monthly	7375.07	7559.46	7748.43	7942.16	8140.71	8344.22	8552.83	8766.64	8985.82	9210.46	9440.71	9676.72	9918.65	10166.63
	BCEA		Non Exempt	Bi-Weekly	3403.88	3488.98	3576.20	3665.61	3757.25	3851.18	3947.46	4046.14	4147.30	4250.98	4357.25	4466.18	4577.84	4692.29
	0997		7520	40 HRLY	42.55	43.61	44.70	45.82	46.97	48.14	49.34	50.58	51.84	53.14	54.47	55.83	57.22	58.65
				40 O.T.	63.83	65.42	67.05	68.73	70.46	72.21	74.01	75.87	77.76	79.71	81.71	83.75	85.83	87.98
Water Plant Operator	B.1538	06/21/26	Utilities	Monthly	7375.07	7559.46	7748.43	7942.16	8140.71	8344.22	8552.83	8766.64	8985.82	9210.46	9440.71	9676.72	9918.65	10166.63
	BCEA		Non Exempt	Bi-Weekly	3403.88	3488.98	3576.20	3665.61	3757.25	3851.18	3947.46	4046.14	4147.30	4250.98	4357.25	4466.18	4577.84	4692.29
	0991		7520	40 HRLY	42.55	43.61	44.70	45.82	46.97	48.14	49.34	50.58	51.84	53.14	54.47	55.83	57.22	58.65
				40 O.T.	63.83	65.42	67.05	68.73	70.46	72.21	74.01	75.87	77.76	79.71	81.71	83.75	85.83	87.98
Water Quality Analyst	B.1835	06/21/26	Utilities	Monthly	8562.54	8776.60	8996.00	9220.90	9451.43	9687.71	9929.92	10178.16	10432.61	10693.43	10960.76	11234.77	11515.66	11803.55
	BCEA		Non Exempt	Bi-Weekly	3951.94	4050.74	4152.00	4255.80	4362.20	4471.25	4583.04	4697.61	4815.05	4935.43	5058.81	5185.28	5314.92	5447.79
	0992		7520	40 HRLY	49.40	50.63	51.90	53.20	54.53	55.89	57.29	58.72	60.19	61.69	63.24	64.82	66.44	68.10
				40 O.T.	74.10	75.95	77.85	79.80	81.80	83.84	85.94	88.08	90.29	92.54	94.86	97.23	99.66	102.15
Water Quality Manager	M.1031	06/21/26	Utilities	Monthly	11589.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15240.51
	BMA		Non Exempt	Bi-Weekly	5349.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7034.08
	0994		7520	40 HRLY	66.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.93
				40 O.T.	100.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.90

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Water Service Planner	B.1804	06/21/26	Utilities	Monthly	8104.29	8306.89	8514.57	8727.44	8945.63	9169.27	9398.50	9633.46	9874.30	10121.15	10374.17	10633.55	10899.37	11171.85
	BCEA		Non Exempt	Bi-Weekly	3740.44	3833.95	3929.80	4028.05	4128.75	4231.97	4337.77	4446.21	4557.37	4671.30	4788.08	4907.79	5030.48	5156.24
	0993		9410	40 HRLY	46.76	47.92	49.12	50.35	51.61	52.90	54.22	55.58	56.97	58.39	59.85	61.35	62.88	64.45
				40 O.T.	70.14	71.88	73.68	75.53	77.42	79.35	81.33	83.37	85.46	87.59	89.78	92.03	94.32	96.68
Water Supervisor	I.6028	06/21/26	Utilities	Monthly	10421.58	0.00	10942.64	0.00	11489.79	0.00	12064.28	0.00	12667.48	0.00	13300.86	0.00	13965.90	0.00
	IBEW		Non Exempt	Bi-Weekly	4809.96	0.00	5050.45	0.00	5302.98	0.00	5568.13	0.00	5846.53	0.00	6138.86	0.00	6445.80	0.00
	0995		7520	40 HRLY	60.12	0.00	63.13	0.00	66.29	0.00	69.60	0.00	73.08	0.00	76.74	0.00	80.57	0.00
				40 O.T.	90.18	0.00	94.70	0.00	99.44	0.00	104.40	0.00	109.62	0.00	115.11	0.00	120.86	0.00
Welder	B.1648	06/21/26	Fac/Grounds	Monthly	6505.59	6668.22	6834.92	7005.81	7180.96	7360.47	7544.49	7733.09	7926.43	8124.59	8327.71	8535.89	8749.30	8968.03
	BCEA		Non Exempt	Bi-Weekly	3002.58	3077.64	3154.58	3233.45	3314.29	3397.14	3482.07	3569.12	3658.35	3749.81	3843.56	3939.64	4038.14	4139.09
	0999		9420	40 HRLY	37.53	38.47	39.43	40.42	41.43	42.46	43.53	44.61	45.73	46.87	48.04	49.25	50.48	51.74
				40 O.T.	56.30	57.71	59.15	60.63	62.15	63.69	65.30	66.92	68.60	70.31	72.06	73.88	75.72	77.61
Work Trainee I	B.0615	06/21/26	Recreation	Monthly	3180.45	3259.97	3341.48	3425.00	3510.63	3598.40	3688.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BCEA		Exempt	Bi-Weekly	1467.90	1504.60	1542.22	1580.77	1620.29	1660.80	1702.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0944		8810	40 HRLY	18.35	18.81	19.28	19.76	20.25	20.76	21.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	27.53	28.22	28.92	29.64	30.38	31.14	31.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers' Compensation Administrator	M.1965	06/21/26	Safety/Inspection	Monthly	10488.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13792.29
	BMA		Non Exempt	Bi-Weekly	4840.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6365.67
	0988		9410	40 HRLY	60.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.57
				40 O.T.	90.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.36
Workers' Compensation Representative II	B.1217	06/21/26	Safety/Inspection	Monthly	6834.71	7005.57	7180.70	7360.23	7544.23	7732.83	7926.17	8124.31	8327.43	8535.61	8749.00	8967.73	9191.91	9421.71
	BCEA		Non Exempt	Bi-Weekly	3154.48	3233.34	3314.17	3397.03	3481.95	3569.00	3658.23	3749.68	3843.43	3939.51	4038.00	4138.95	4242.42	4348.48
	0985		8810	40 HRLY	39.43	40.42	41.43	42.46	43.52	44.61	45.73	46.87	48.04	49.24	50.48	51.74	53.03	54.36
				40 O.T.	59.15	60.63	62.15	63.69	65.28	66.92	68.60	70.31	72.06	73.86	75.72	77.61	79.55	81.54

CITY OF BURBANK
Salary Listing by Title As of June 21, 2026

Job Title	Grade Group/Unit CTC#	Effective Date	Job Series Civ Serv Exempt WC Code		SALARY STEPS 1	2	3	4	5	6	7	8	9	10	11	12	13	14
Workers' Compensation Representative III	M.1705 BMA 0986	06/21/26	Safety/Inspection Non Exempt 9410	Monthly	7686.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10107.18
				Bi-Weekly	3547.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4664.85
				40 HRLY	44.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.31
				40 O.T.	66.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.47
Workers' Compensation and Risk Management Representative I	B.1334 BCEA 0023	06/21/26	Safety/Inspection Non Exempt 8810	Monthly	5166.74	5295.92	5428.30	5564.02	5703.12	5845.69	5991.83	6141.63	6295.16	6452.55	6613.86	6779.22	6948.70	7122.42
				Bi-Weekly	2384.65	2444.27	2505.37	2568.01	2632.21	2698.01	2765.46	2834.60	2905.46	2978.10	3052.55	3128.87	3207.09	3287.27
				40 HRLY	29.81	30.55	31.32	32.10	32.90	33.73	34.57	35.43	36.32	37.23	38.16	39.11	40.09	41.09
				40 O.T.	44.72	45.83	46.98	48.15	49.35	50.60	51.86	53.15	54.48	55.85	57.24	58.67	60.14	61.64
Youth Employment Assistant	B.0495 BCEA 0980	06/21/26	Rec/Gen Admin Exempt 8810	Monthly	3387.43	3472.13	3558.92	3647.89	3739.10	3832.57	3928.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Bi-Weekly	1563.43	1602.52	1642.58	1683.64	1725.74	1768.88	1813.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 HRLY	19.54	20.03	20.53	21.05	21.57	22.11	22.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				40 O.T.	29.31	30.05	30.80	31.58	32.36	33.17	33.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Youth Employment Coordinator	B.1027 BCEA 0981	06/21/26	Rec/Gen Admin Exempt 9410	40 HRLY	29.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.28
				40 O.T.	43.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.92
Youth Employment Junior Team Leader	B.0616 BCEA 0982	06/21/26	Rec/Gen Admin Exempt 9420	40 HRLY	20.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.35
				40 O.T.	30.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.53
Youth Employment Team Leader	B.0845 BCEA 0983	06/21/26	Rec/Gen Admin Exempt 9420	40 HRLY	24.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.42
				40 O.T.	36.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.63
Youth Services Worker	B.0382 BCEA 0977	06/21/26	Recreation Exempt 8810	40 HRLY	19.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.27
				40 O.T.	28.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.91

Memorandum of Understanding

between the

City of Burbank

and the

Burbank City Employees' Association

July 1, 2026~~4~~ through June 30, 2027~~6~~

Attachment 3

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ARTICLE I
RECOGNITION

SECTION A RECOGNIZED-EMPLOYEES' ORGANIZATION

The Burbank City Employees' Association, affiliated with the American Federation of State, County, and Municipal Employees, as Local 3143, (hereinafter referred to as "BCEA") is the recognized employee organization for all personnel (hereinafter referred to as "affected employees") employed by the City of Burbank (hereinafter referred to as "City"), in the classifications listed in Exhibits A, B, and C to this memorandum. The City will meet and confer with the BCEA as to changes to existing and newly created classifications and appropriate rate of pay for such new classifications within the bargaining unit.

SECTION B TERM OF AGREEMENT

This Agreement is effective July 1, 2026~~4~~. This Agreement shall continue in effect until the 30th day of June 2027~~6~~. The parties, during the term of this Agreement, may mutually agree to consider other specific proposals. The intent of the parties is to start and complete negotiations for the 27~~6~~/28~~7~~ MOU as soon as practical.

SECTION C CONFIDENTIAL-RESTRICTED

The parties hereto recognize that affected employees who hold positions in the classifications enumerated in Exhibit C of this Memorandum of Understanding are recipients of confidential and sensitive information. As a result, the parties agree that no such employee shall (I) serve as a board member, officer, or steward of the BCEA; (II) serve on a team which either consults, or meets and confers, with City management over issues related to wages or the terms and conditions of City employment; or (III) serve as designated employee representative in any grievance or disciplinary procedure.

SECTION D PART TIME

Part-time employees, except those having temporary or seasonal status, are covered by this Memorandum of Understanding and are represented by the BCEA.

SECTION E TEMPORARY STATUS

Full or part-time employees having temporary status are not represented by the BCEA; such employees shall have no rights, privileges or benefits under this Memorandum of Understanding. However, should a current exempt, probationary, or permanent employee accept a temporary position, they may be temporarily classified as "Exempt" for the sole purpose of allowing the employee to accept the temporary position without loss of benefits.

SECTION F LIMITATIONS ON LENGTH OF TEMPORARY EMPLOYMENT

The City shall notify the BCEA in writing prior to the employment of, or the intention of temporary appointments, and the expected duration of each appointment. No person shall be employed by the City under temporary appointment to one or more positions in the Civil Service System for a total of more than six (6) months in any twelve (12) month period unless approved by the Civil Service Board and the BCEA.

SECTION G AS-NEEDED STATUS

The City and the BCEA agree to allow individuals in titles represented by the BCEA to be hired as “as-needed” employees Citywide.

An as-needed employee is defined as a regular part-time employee that has no set number of hours, no set work schedule, and no expectation of a number of work hours and is at will. As-needed employees’ initial hourly rate and movement within the salary range will solely be at the discretion of the department.

As-needed employees are expected to be available on short notice and for only the hours required by a Department. As-needed employees must meet all minimum requirements listed on the City’s job specifications for their job title.

As-needed employees will not be utilized to fill permanent positions. The purpose of as-needed employees is to cover temporary, difficult-to-fill vacancies or employee absences only when all other possibilities of having current unit members fill these vacancies have been exhausted. City, in its discretion, will determine the necessity to utilize as-needed employees. As-needed employees will be limited to working no more than 700 hours in a fiscal year. The City and the BCEA agree to meet and confer if it becomes necessary for an as needed employee to go over the fiscal year 700-hour limit, but in no event shall such an employee exceed 1000 hours in a fiscal year.

As-needed employees may not be transferred into a regular full-time or part-time position. In order to be placed in a regular full-time or part-time position, employees in an as-needed status will be required to compete in a competitive recruitment process as “open competitive” candidates.

The City and the BCEA further agree to exempt **ONLY** the as-needed employees from the following Articles of the BCEA MOU:

BCEA MOU Article II and III (Salary and Compensation, Fringe Benefits)
BCEA MOU Articles V, VI, VII (Vacation and Holidays, Sick Leave, Other Leaves of Absence)
BCEA MOU Article VIII (Hours of Work and OT)
BCEA MOU Article IX (Probationary Period)
BCEA MOU Article X (Layoff, Displacement, and Recall)
BCEA MOU Article XIII (Grievance Procedure)
BCEA MOU Article XIV (Discipline and Discharge)
BCEA MOU Article XVII (Employee Rights)
BCEA MOU Article XIX, Sections J and L (Burbank Employee Retiree Medical Trust and 457 Contribution)
Exhibit E (Employment Examination and Lists)

The City will provide BCEA with a monthly status report regarding all as-needed employees. This provision will be reviewed by the City and BCEA on a yearly basis

from the time of adoption to discuss any concerns with the use of as-needed employees.

SECTION H EXEMPT STATUS

Full or part-time employees having "exempt" status as listed in Exhibit B are not covered by the Civil Service System of the City of Burbank but are represented by the BCEA. "Exempt" employees listed in Exhibit B are covered by this Memorandum of Understanding except for **Article IX and Exhibit E**, and may file grievances and take such grievance to and through the third step of the grievance procedure per **Article XIII Section C.3,** not to include appeal to the Civil Service Board or to arbitration.

Employees in an as-needed status pursuant to Article I, Section G, above, will be exempt from Civil Service, but will be represented by the BCEA as described in said Section.

SECTION I SELECTED HOUSING TITLES

The layoff procedures in Article X do not have to be followed by the City in the case of:

HOUSING ASSISTANT
HOUSING SERVICES ASSISTANT
HOUSING SPECIALIST

Except for the above-cited limitations, these employees are entitled to full BCEA representational rights.

SECTION J HEALTH, WELFARE AND SAFETY CLAUSE

Prior to and during any job action, the union agrees to maintain sufficient number of critical employees to ensure that the City of Burbank supplies the necessary services to maintain the health, safety and welfare of the community.

ARTICLE II
SALARY AND COMPENSATION

SECTION A SALARY SCHEDULE

~~1. Effective May 25, 2025, the salaries for the BCEA classifications listed in Exhibit N, Table 1, and incumbent employees, will be increased by 2%-15%, distributed based on survey. Exhibit N, Table 1, lists the salary increases (Column 3) and new top step biweekly salaries (Column 4) designed to match most classifications to their 7/1/24 survey average.~~

~~2.~~1. Effective June 21~~2~~, 2026~~5~~, the salaries for the BCEA classifications listed in Exhibit O~~N~~, ~~Table 1~~, and incumbent employees, will be increased by 2~~4~~%, which includes most titles, with the exception~~s~~ ~~for certain~~of two classifications noted in Exhibit O~~that were more than 15% under their 7/1/24 survey average~~. Exhibit O~~N, Table 1,~~ lists the salary increases (Column 3~~5~~) and new top step biweekly salaries (Column 4~~6~~).

~~3. Classifications established after July 1, 2024, will receive one salary increase, effective June 22, 2025, as listed in Exhibit N, Table 2.~~

~~4. Classifications that were more than 30% under their 7/1/24 survey average will receive a third salary increase, effective December 21, 2025, as listed in Exhibit N, Table 3.~~

~~In preparation for FY 26/27 contract negotiations, the City will provide a salary survey to BCEA no later than February 1, 2026.~~

SECTION B 14-STEP SALARY PLAN

1. MAINTENANCE OF 14-STEP RANGE

Salary ranges for affected employee classifications shall remain as a fourteen-step salary plan, effective October 18, 2011. There shall be a difference of two and one-half percent (2 1/2%) between steps.

Notwithstanding the foregoing, the following classifications are exempt from the 14-Step Salary Plan: Crossing Guard, Facility Attendant I, Facility Attendant II, Lifeguard, Lifeguard-Instructor, Mail Room Assistant, Pipefitter Apprentice, Senior Lifeguard, Sign Language Interpreter, Locker Room Attendant, Work Trainee I, Youth Employment Assistant, Youth Employment Coordinator, Youth Employment Jr. Team Leader, Youth Employment Team Leader, and Youth Services Worker. These classifications are either less than 14 steps or have a flat rate. These classifications retain the two and one-half percent (2 1/2%) between steps except for the classifications with a flat rate and Pipefitter Apprentice.

SECTION C INITIAL SALARY

The initial compensation, fixed by reference to the fourteen-step salary schedule, shall be Step 1, except that:

1. INCREASED COMPENSATION TO ATTRACT QUALIFIED PERSONNEL
The City Manager may recruit personnel at a step higher than Step No. 1 should it be found that it is impracticable to obtain qualified personnel for such position at Step No. 1.

2. PAY INCREASE WITH ADVANCEMENT SENIORITY (PROMOTIONAL)
The City and the BCEA agree that any employee, in steps 1-14, who is promoted to a new classification, shall move to the next highest salary in the new classification plus two (2) steps. The next step advancement date for this employee shall be twelve (12) months from the date of promotion.

3. INCREASED PAY FOR COMPARABILITY PURPOSES
The City Manager may fix initial compensation at a step higher than Step No. 1 when it is found that an appointee to a supervisory position will receive compensation at a rate equal to or lower than one or more of his or her subordinates, provided that such initial compensation shall not exceed the rate of pay next higher than that of the highest subordinate other than those subordinates who are being paid at a "Y" rate, are on a temporary service, or are being paid a salary differential to which the supervisor is not entitled.

SECTION D ADVANCEMENT IN SALARY

1. CLASSIFICATION COMMENCEMENT
With respect to all appointments including transfers, made after December 16, 2007, classification shall be deemed to commence on the exact date of the employee's hire date.

2. MOVEMENT WITHIN THE 14-STEP RANGE
Affected employees below the 14th step of the salary range shall be considered for salary adjustment on an annual basis and may receive an adjustment of zero to three steps within a year.

A. The department head shall have the authority to grant step increases.

B. Initial adjustments for employees starting service at step one in any affected classification shall be made at six months of service if the employee's job performance at the six-month period is achieves expectations or above. A zero to three step adjustment may be given based on one evaluation for these employees only. Subsequent evaluations for affected employees shall be made effective on the anniversary date of the employee's sixth month of service.

C. The department head shall have the authority to grant salary adjustments based on evaluations more than once annually only to the extent that an employee not exceed an increase of three steps within a one-year period.

D. Salary increases within the salary range shall be based upon

satisfactory job performance. In no case will an employee receive less than two steps if their current and immediate prior evaluations are achieves expectations or above.

E. All employees may be evaluated every six months at the department head's discretion.

F. The performance evaluation shall be conducted on forms agreed upon between representatives of the City and the BCEA. Evaluations shall be conducted by the employee's supervisor, subject to review and concurrence by the department head. Proper notice of 48 hours prior to meeting shall be given to the employee. Employees shall be allowed to retain evaluation for 48 hours to review and compose comments.

G. Salary increases shall only be given based upon a performance evaluation.

3. FAILURE TO PERFORM EMPLOYEE EVALUATIONS

If the Department fails to process an employee's performance evaluation by the Personnel Action Form on the due date, it is assumed that the employee meets expectations and shall be given a two (2) step salary increase, not to exceed step 14, retroactive to the due date. This will require the department to process a Personnel Action Form.

The following provisions regarding the 1% payment for two consecutive missed evaluations are suspended for the term of the contract. Effective July 1, 2005, if an employee has two consecutive missed evaluations the employee shall be given a check equal to one percent (1%) of annual salary. Although this 1% will be provided to employees as a lump sum, it will be reported on an annualized basis to the Public Employee Retirement System (PERS) in accordance with State regulations. This acknowledges that an employee was precluded from having goals and objectives set for the BCEA Merit Pay of up to five percent (5%) that all BCEA employees are eligible for. This failure by management shall not warrant accelerating an employee's next scheduled evaluation. The parties agree that this rule will not be applicable to employees in the following circumstance, unless otherwise mutually agreed to in writing:

C. If the employee has been off work at least 30 days prior to the date that the employee was supposed to be given the evaluation and the employee continues to be off duty, the 1% provision will not apply until at least 30 consecutive days after the employee returns to duty (i.e., the supervisor must give the employee the performance evaluation within 30 days of the date that the employee returns to work). Should the supervisor fail to give the employee the performance evaluation within this time frame, the above 1% provision will be applicable.

D. Employees must have occupied the same position (excluding title changes only) for two consecutive years. As such, an employee who is continually promoted on or prior to their evaluation due date to another position will not be eligible for the 1% until they have occupied a position for long enough that they have missed two consecutive evaluations.

4. DENIAL OF STEP INCREASE

An employee who receives two consecutive overall performance evaluation ratings of Needs Improvement or below shall not be advanced to the next salary step. The department head may reduce the monthly salary of an employee by up to two (2) steps in any twelve (12) month period on the basis of two consecutive overall performance evaluation ratings of Needs Improvement or below. Furthermore, no employee shall receive a reduction in salary exceeding two (2) steps in a five-year period.

5. DOCUMENTATION & PROGRESSIVE DISCIPLINE

A Needs Improvement or below performance evaluation will not be used for denial of a step increase, unless documentation and justification for the evaluation exists. A reduction of a step or steps shall be treated as a disciplinary action and shall fall under the rules of progressive discipline. Such documentation and justification shall be consistent with the principles of progressive discipline.

6. APPEALS

All denials and reductions are fully appealable through the grievance procedure and the procedures outlined in this agreement.

7. ELIGIBILITY AFTER STEP INCREASE DENIAL AND SALARY REDUCTIONS

An employee who has had a step increase denied or salary reduced shall be reconsidered for a future step increase no later than six months following the denial/reduction. Any increase shall be based upon satisfactory job performance.

8. OBJECTION TO SALARY INCREASE

Step increases shall be automatic unless the department head of such employee, or the City Manager if there is no department head, objects in writing to such increase, detailing the reasons therefore, and serves such objection on the Management Services Department not later than the 25th day of the month preceding the date on which the salary increase is to take effect. It shall be the duty of the Management Services Department to notify the department head or City Manager, as the case may be, of any impending step number salary increase at least ten (10) days, but not sooner than thirty (30) days, prior to the date on which such increase is to take effect. Whenever objection to any increase is filed with it, the Management Services Department shall notify the employee affected that his or her step advancement has not been approved.

9. ELIGIBILITY AFTER STEP INCREASE DENIAL

Failure to receive a salary increase as herein provided shall not preclude any employee from thereafter receiving such increase. Any employee so affected shall receive such increase after he or she shall have been classified in his or her current step number for an additional six (6) months, and, in the event the increase is again successfully opposed as herein provided, the employee shall be eligible for such increase yearly thereafter, subject, however to objection and denial as herein provided.

Satisfactory job performance may be determined by a performance evaluation or a memo outlining in detail the progress the employee has made with the issues that precipitated the salary reduction.

10. ACCELERATION OF STEP INCREASES

An employee's advancement through the 14-step range may be accelerated by the Department Manager, after consultation with Management Services and with City Manager approval, for reason(s) deemed appropriate and/or operationally necessary. The requested advancement may be for any number of steps, not to exceed the top salary step.

A. Acceleration may be requested when a supervisor's rate of pay is equal to or less than one or more of his/her subordinates. Requests for acceleration based on supervisory/subordinate pay must follow the guidelines set forth below.

1. The Department Manager in his or her written request for acceleration certifies that the employee has regular, full-time responsibilities of supervision whose rate of pay is equal to or less than one or more of his or her subordinates;

2. In making the request, the Department Manager has already exhausted the assignment resources which would have placed a senior supervisor over a senior subordinate;

3. The acceleration will not result in a rate of pay which shall exceed the rate of pay next higher than that of the highest paid subordinate, other than those subordinates who are being paid at a "Y" rate, are on temporary service, or are being paid a salary differential to which the supervisor is not entitled;

4. Requests for acceleration on the basis of supervisory/subordinate relationship shall use such references as the class specifications and the most recent organization chart approved by the City Manager, or in case these are not conclusive, the Department Manager shall include a written statement setting forth the duties and the

place of the position in the department organization.

5. The anniversary date of the supervisor whose salary is accelerated as herein provided shall not be changed by such accelerations.

B. For any other reason, the Department Manager must provide written justification for the basis of the acceleration request, such as for parity, and certify that the employee has performed their work in an outstanding, meritorious manner.

11. MERIT PAY JOINT LABOR / MANAGEMENT COMMITTEE
The merit pay plan has been suspended for the term of this MOU.

SECTION E "Y" RATE

Whenever the salary of any employment is lowered such change shall not affect any person then holding such employment. Such person shall continue to receive this current rate of pay together with any step advancements to which he or she may be entitled in accordance with the provisions of this article. Additional increases may be prescribed by the Council if recommended by the City Manager. Rate of pay established under this section shall be distinguished by the addition of the letter "Y". This designation shall be removed whenever the rate of pay for the employment shall be increased to an amount that equals or exceeds the "Y" rate at the then current step.

SECTION F PAY DATES

The City and the BCEA agree that the pay dates shall be every other Thursday starting with the pay period beginning on December 16, 2007.

SECTION G SHIFT PAY

1. Full-time employees working a second shift assignment shall receive a $1.50 per hour shift differential for each hour worked. "Second shift" shall mean a regularly scheduled work period starting between the hours of 2 PM and 8 PM.

2. Full-time employees working a third shift assignment shall receive a $1.75 per hour shift differential for each hour worked. "Third shift" shall mean a regularly scheduled work period starting between the hours of 8 PM and 4:59 AM.

3. Any full-time employee who works the next shift by a total of hours that is one hour less than their full work day shall receive for those hours the shift differential of that shift (i.e., an employee who starts a 12-hour shift at 7 PM shall receive one hour at "second shift" and eleven hours at "third shift".

SECTION H DIFFERENTIAL PAY

The following classifications shall receive a "differential pay" added to the base

salary whenever the assignment, work week or certification of any employee consists of one of the following:

ASSIGNMENT AND DIFFERENTIALS

1. 40-hour workweek with no time off for 12.5 holidays for Senior Water Plant Operator, Water Plant Operator, Senior Security Guard, Security Guard, Solid Waste Truck Operator, and Solid Waste Leadworker classifications.
   Effective May 25, 2025: 10%

2. Fire Equipment Mechanic, Fire Equipment Specialist, Tire Maintenance Worker and employees assigned to the Heavy-Duty Section of the Public Works, Fire, or Burbank Water and Power Equipment Maintenance Division.
   5%

3. Fire Equipment Specialist who obtains a certificate indicating completion of training on fire equipment apparatus. Helicopter Mechanics who have attained airworthiness certificates. (AMP each Certificate)
   2.5%

4. Fire Equipment Specialist or Fire Equipment Mechanic assigned to carry a cell phone.
   10%

5. Asphalt spraying assignment performed by Laborer classification.
   5%

6. Spraying with pesticides for pest and weed control by: a) employees in the Landscape and Forestry Services Section of the Parks and Recreation Department, and b) employees in the Street Maintenance section of the Public Works Department.
   $ 5.00/day for four hours or $ 10.00/day for over four hours

7. An employee who possesses a California Department of Pesticide Regulation Agricultural Pest Control Advisor License and a California Department of Pesticide Regulation Qualified Applicator Certificate OR License, that provides a written advisement during a pay period, shall receive only a differential under this section.
   10%

8. Employees in the title of Building Inspector I assigned by the department to perform services requiring a Certified Access Specialist (CASp) certification.
   10%

9. Refuse collection assignment performed by Solid Waste Truck Operator or Solid Waste Leadworker classification.
   Effective May 25, 2025: 7.5%

10. Employees in the titles of Solid Waste Truck Operator and Solid Waste Leadworker as of November 7, 2015, will be eligible for this differential anytime they are assigned to a “one-man” refuse collection truck. A list of these eligible employees will be kept by the Management Services Department. Any employee appointed to the title of Solid Waste Truck Operator or Solid Waste Leadworker, on or after November 8, 2015, will not be eligible for this differential.
5%

11. Regular assignment to refuse collection truck or bin repair service performed by Solid Waste Utility Worker and Welder.
5%

12. An employee in the Solid Waste Truck Operator classification who is assigned to supervise refuse crews in the field. After one year of cumulative, but not necessarily continuous satisfactory performance in such an assignment.
2.5%

13. Effective June 28, 2020, all employees in the Maintenance Section of the Public Works Street & Sanitation Division holding the position of Street Maintenance Leadworker, Public Works Journeyman, Skilled Worker, Laborer became eligible for the Hazard Premium upon execution of a side letter due to expanded job responsibilities related to cleanup of encampments in public areas throughout the city causing increased potential exposure to hazardous substances.

    All employees in the classifications of Motor Sweeper Operator, or Heavy Truck Driver assigned to the sweeper crew, shall receive a Hazard Premium for exposure to hazardous substances.

    Effective May 25, 2025, employees in the classifications of Landscape Services Supervisor, Senior Groundskeeper, Groundskeeper, Groundskeeper Helper, and Utility Worker, who are assigned to perform landscape maintenance of parks and other municipal properties, will receive a Hazard Premium for routinely and consistently cleaning up biological hazards that pose an immediate risk to the health or safety of the public and cannot wait to be removed. Examples of biological hazards include needles, syringes, and other sharp objects that pose a danger to the public, and human or animal waste. Whenever possible, employees should follow standard department protocols for safe removal of hazardous materials to minimize direct exposure. **5%**

14. Effective May 25, 2025, any clerical employee who is assigned to take minutes at any official City Council-appointed Board Committee, or

Commission, and whose job description does not include this duty.
5%

15. Any person, who in the course of his or her duties, is called upon to speak a second language. This language shall not be construed as to modify existing description of duties for those affected classifications. A bilingual bonus will be paid to qualified employees who are assigned to speak a second language. Such assignment shall not be arbitrary and capricious.
    A. Individuals desiring to receive the bonus must have their proficiency in a second language evaluated through the standard method already mutually agreed upon between the City and BCEA.

    B. Employees may be required to select their shifts in such a manner to allow utilization of their expertise on all shifts. Such shift selection shall be made on the basis of seniority.
    $46.16/pay period - Full Time Employees
    $29.08/pay period - Part Time Employees (Including Crossing Guards)

16. Construction & Maintenance Workers, Water Operations Personnel, Carpenters, and Cement Finishers in Burbank Water and Power that have been trained and certified in the operation of a backhoe and other heavy equipment, excluding forklift and dump trucks.
5%

17. Employees in refuse that are assigned to the landfill for training including all solid waste classifications, or any employee who performs work at the Landfill for a pay period or more.
5%

18. Employees shall receive a differential when performing lead abatement assignments.
5%

19. All Water Division Personnel who are assigned the responsibility of a troubleshooter or assigned to the power shift shall receive a differential when performing such assignment.
5%

20. All Storekeepers when assigned full time supervisory responsibility in the absence of any other on-site supervisors.
5%

21. **Stand-By/Call-Out Pay**

    a. Employees in the classifications and/or Divisions/Sections listed below will receive two (2) hours of straight time pay for the days they are regularly scheduled to work and are assigned to stand-by/call-out duty, three (3) hours of straight time pay for the days they are not regularly

scheduled to work (days off) but are assigned to stand-by/call-out duty, and, effective May 25, 2025, four (4) hours of straight time pay for Sundays when they are not regularly scheduled to work but are assigned to stand-by/call-out duty. This extra stand-by/call-out duty pay will only be provided when assigned to perform stand-by/call-out duty, including situations in which an employee is covering for another employee who was scheduled for stand-by/call-out duty.

i. Employees in the following classifications in the Wastewater Systems Division of Public Works: Collection Systems Leadworker, Collection Systems Journeyman, and Collection Systems Worker.
ii. For the Traffic Signal Section in Public Works Engineering: As assigned.
iii. For the Water Division in Burbank Water and Power: As assigned.
iv. Forensic Specialist and Forensic Specialist Supervisors: As assigned.
v. Employees in the following classifications in Building Maintenance in Public Works: Construction & Maintenance Workers, Construction & Maintenance Leadworkers, Carpenters, and Carpenter Leadworkers. See Exhibit F.
vi. For the Landscape and Forestry Services Division in Parks and Recreation: Eligible titles include, but are not limited to: Forestry Services Supervisors, Landscape Services Supervisors, Senior Tree Trimmers, and Senior Groundskeepers. See Exhibit G.
vii. Senior Animal Control Officers and Animal Control Officers: As assigned.
viii. Security Guards and Senior Security Guards in Burbank Water and Power: As assigned.

b. As stated in **Article VIII, Section A**, employees who are assigned to perform stand-by/call-out duty, including employees who cover for another employee on stand-by/call-out duty, will only receive a minimum overtime payment of two (2) hours when called back to work during their non-regularly scheduled work hours.

c. Effective May 25, 2025, employees on stand-by/call-out duty who are called in to work will be paid overtime for up to one hour of travel time, starting from when they receive the call until they arrive at the worksite. This travel time will count toward the two-hour minimum payment. Employees will not be compensated for travel time after completing their work duty.

d. It is the intent for all stand-by/call-out crews to be filled on a volunteer basis. However, if a stand-by/call-out crew is not fully staffed, the Department will assign employees specified in Section H.21.a. above, on a rotational basis that is equitable for all employees as determined by the Department, and participation will be mandatory in order to fill the operational need.

22. When an employee in the Water Division who is being paid a differential under (21), above, to work stand-by duty responds to a call using the computer or mobile device and is not required to respond to the job site.
Two (2) hours of overtime for each incident.

23. When an employee in the Security Guard or Senior Security Guard classification in the BWP security office section, who is being paid a differential under (21) above to work stand-by duty, responds to a call using the computer or mobile device and is not required to respond the job site.
Two (2) hours of overtime for each incident.

24. Carpenters and Carpenter Leadworkers, who are being paid a differential under (21) above, will receive an additional 5% for being called in to perform, and actually performing, plumbing duties.

25. Any affected employee required to handle, work with, or remove asbestos.
5% for the hours actually working with or removing asbestos.

26. Utility Worker assigned full time to the handling of hazardous material at the Recycling Center.
10%

27. Employees designated by their department and certified by the State to operate a mobile crane. Management has the right to determine the number of employees who will receive this differential. In the Parks and Recreation Department, employees currently certified and trained will receive this pay at least until the time of their next certification.
2%

28. In order to maintain a qualified work force and retain employees in hard to fill positions, the City will provide a retention bonus under the following guidelines.
    A. Management will have the option at its discretion to offer a retention bonus to any class represented by BCEA. The selection of the class and the amount of the bonus will be totally at the option of management, but BCEA will be consulted prior to the implementation of a retention bonus.

    B. Management may at its option discontinue the retention bonus for any class, but must first discuss the reasons for the discontinuance with BCEA.
    Effective May 25, 2025: Up to 8%

29. One person, either a Senior Water Plant Mechanic, Senior Water Plant Operator, Water Plant Mechanic or Water Plant Operator to be assigned as a Hazardous Materials Trainer in the Water Division.
5%

30. Pipefitters, Pipefitter Operators and Water Meter Mechanics who are assigned by the department to serve as a trainer for the Pipefitter Apprentice Program.
7.5%

31. All employees in the classifications of Jailer, Communications Operator, Police Technician, Senior Property and Evidence Technician, Property and Evidence Technician, Police Records Technician, Forensic Specialist, Parking Control Officer, and Senior Clerk who are assigned by the Police Department the responsibility of supervising and training newly hired employees in their respective Department Section shall receive compensation when performing such assignment.
$2.00/hour

32. Employees specified in this section may be eligible to receive a maximum of 7.875% of base pay for any combination of the following certifications:
    a. Professional Engineer (PE) Certification – 2.625%
    Burbank Water & Power (BWP) employees and Public Works Department employees in titles with minimum qualifications that do not require a PE certification, who have taken and passed a California engineering proficiency exam, and who are registered and active with the State of California will receive the differential.

    b. Project Management Professional (PMP) Certification* – 2.625%
    BWP employees who hold a PMP certification are eligible to receive the differential at the discretion of the department.
    c. Lean Six Sigma Black Belt* – 2.625%
    BWP employees who have earned a Lean Six Sigma Black Belt are eligible to receive the differential at the discretion of the department.

    ***Note**: except for the Professional Engineer (PE) certification differential, the department will have the discretion to grant or remove each differential based on whether employees are actually using the certification in their work. **Up to 7.875%**

33. **Pool Technician:** Upon completion of the Los Angeles County Pool Service Technician certification (Certified Technician), one employee in the Building Maintenance Section of the Public Works Fleet & Building Division holding the position of Carpenter Leadworker, Carpenter, Construction & Maintenance Leadworker, or Construction & Maintenance Worker will be assigned as a Certified Technician and will receive $200 biweekly. Should there be more than one Certified Technician, the assignment will be rotated based on the operational needs of the Department such that only one employee will receive the $200 biweekly amount at any given time. Upon completion of the Los Angeles County Technician Apprentice certification (Apprentice), all other employees in the listed titles who are not Certified Technicians will receive an additional $2 per hour when assigned to perform pool duties. In addition, in the event that there are multiple Certified

Technicians, employees who are not assigned to the role will only receive the additional $2 per hour when performing pool duties until they are assigned to the Certified Technician role, based on the Department-designated rotation.

34. Employees assigned to operate specialized equipment to perform welding duties on bins in the Solid Waste Section of Public Works, or welding on sweepers, solid waste vehicles, and bins in the Fleet Section of Public Works will receive $12 per hour when operating such equipment as assigned by the Department.

35. A $200 biweekly differential will be provided to a maximum of four employees who become Certified Arborists in the Forestry Section of Parks and Recreation. Should more than four employees become Certified Arborists, the Department will identify and assign employees on a rotating basis such that only a maximum of four employees will receive the differential at any given time.

36. A $200 biweekly differential will be provided to a maximum of four employees in the Landscape Services Supervisor, Senior Groundskeeper, and Groundskeeper classifications who become Certified Playground Safety Inspectors in the Landscape Section of Parks and Recreation. Should more than four employees become Certified Playground Safety Inspectors, the Department will identify and assign employees on a rotating basis such that only a maximum of four employees will receive the differential at any given time.

37. Employees in the Senior Water Plant Mechanic, Water Plant Mechanic, Water Plant Operator, Senior Water Plant Operator, Pipefitter Apprentice, Pipefitter, Pipefitter Operator, Cross Connection Control Specialist, and Water Meter Mechanic classifications will be eligible to receive the differentials listed below for obtaining any combination of additional certification levels of Water Distribution Operator or Water Treatment Operator certifications issued by the State of California Department of Public Health above the certificate levels required of the minimum qualifications of their classification. Employees may only receive up to 5% even if more than five certification levels are obtained.

- Level 1 Distribution (D1): 1% of base pay.
- Level 2 Distribution (D2): 1% of base pay.
- Level 3 Distribution (D3): 1% of base pay.
- Level 4 Distribution (D4): 1% of base pay.
- Level 5 Distribution (D5): 1% of base pay.
- Level 1 Treatment (T1): 1% of base pay.
- Level 2 Treatment (T2): 1% of base pay.
- Level 3 Treatment (T3): 1% of base pay.
- Level 4 Treatment (T4): 1% of base pay.
- Level 5 Treatment (T5): 1% of base pay.

Example: If an employee has achieved Level 5 Distribution and their classification does not require any certifications as a minimum qualification, then the employee is entitled to a 5% differential because Levels 1 through 4 Distribution are superseded by Level 5. If the same employee achieves additional Levels of certification in the Treatment series, the employee still only receives a 5% differential since the differential is capped at 5%.

38. Employees in the Collection Systems Worker, Collection Systems Journeyman, and Collection Systems Leadworker classifications will receive 1% of base pay for each California Water Environmental Association (CWEA) grade level starting at the first level in the Collection System Maintenance certificate program. Employees in the Collections Systems Worker and Collection Systems Journeyman classifications are eligible to earn a maximum of 3%; employees in the Collection Systems Leadworker classification are eligible to earn a maximum of 4%.

39. Forensic Specialist Differentials:
    - 5% of Forensic Specialist top step salary: employees in the classification of Forensic Specialist and/or Forensic Specialist Supervisor who possesses a current International Association for Identification certificate for Crime Scene Investigator, Crime Scene Analyst, or Senior Crime Scene Analyst.
    - 7.5% of Forensic Specialist top step salary: employees in the classification of Forensic Specialist and/or Forensic Specialist Supervisor who meet the requirements above and have been recognized as a court-qualified expert and latent print examiner, and who have demonstrated the ability to perform complex latent print comparisons, as determined by their supervisor (i.e., Forensic Specialist Supervisor and/or Investigation Division Lieutenant). This differential will be provided instead of, not in addition to, the 5% differential above.

    Up to 7.5% total

40. Communications Operators and Communications Supervisors in the Police Department are eligible to receive POST pay as follows:
    - Intermediate POST Certificate: 3%
    - Advanced POST Certificate: 4%
    - Supervisory POST Certificate: 5%

    Up to 5% total (percentages do not add together as employees obtain additional POST Certificates)

41. Effective May 25, 2025, Public Works employees in the Traffic Control Journeyman title with current International Municipal Signal Association (IMSA) certifications listed below shall receive additional compensation as follows:
    - IMSA Work Zone Temporary Traffic Control Technician: 2%

- IMSA Signs & Pavement Markings Technician I: 2%
- IMSA Signs & Pavement Markings Technician II: 2%

Up to 6% total

42. Effective May 25, 2025, employees in the classifications of Accountant, Sr. Accountant, and BWP Utility Accounting Analyst, with a current Certified Public Accountant (CPA) license shall receive additional compensation.
5%

43. Effective May 25, 2025, Community Development Department employees in the classifications of Assistant Planner, Associate Planner, Planning Technician, Assistant Transportation Planner, Associate Transportation Planner, with a current American Institute of Certified Planners (AICP) certification shall receive additional compensation.
2.5%

44. Effective May 25, 2025, Community Development Department employees in the classifications of Assistant Planner, Associate Planner, Planning Technician, Assistant Transportation Planner, Associate Transportation Planner, with a current Professional Transportation Planner (PTP) certification from the Institute of Transportation Engineers (ITE) shall receive additional compensation.
2.5%

45. Effective May 25, 2025, Community Development Department employees in the Building Inspector I title, with a current International Code Council (ICC) Residential Building Inspector, Zoning Inspector, Property Maintenance Inspector certification, or equivalent certification per state requirements *and* who maintain current ICC certifications listed below shall receive additional compensation as follows:
    - ICC California Commercial Electrical Inspector: 2%
    - ICC California Commercial Mechanical Inspector: 2%
    - ICC California Commercial Plumbing Inspector: 2%

    Up to 6% total

46. Effective May 25, 2025, employees in the Fire Inspector I and Fire Inspector II titles with a current International Code Council (ICC) Underground Storage Tank Inspector certification shall receive additional compensation.
2.5%

47. Effective May 25, 2025, non-supervisory employees in the Forestry and Landscape divisions of Parks and Recreation with a Class A Driver's License and a Tanker Endorsement are eligible for an additional 2.5% of their base pay when assigned to water trees using a water truck. This additional compensation is only provided while actively assigned to the task on a one-month rotating schedule, determined by seniority. Assignments

occur during the department-designated hot season, which lasts approximately four months on average.

48. Effective December 16, 2007, to enhance their ability to complete their job duties, employees in the classifications of Fleet Maintenance Apprentice, Fleet Maintenance Technician, and Senior Fleet Maintenance Technician who maintain current Automotive Service Excellence (ASE) certifications will receive additional monthly compensation as listed below; employees must provide certification documentation to their department for verification before compensation begins; payments shall commence the pay period following submission of a PAF from the department once proof of certification has been verified.

Monthly Compensation (amounts do not compound):

Number of ASE Certificates	Fleet Maintenance Apprentice	Fleet Maintenance Technician	Senior Fleet Maintenance Technician
One	$38.00	$38.00	$38.00
Two	$75.00	$75.00	$75.00
Three	N/A	$113.00	$113.00
Four	N/A	$150.00	$150.00
Five	N/A	N/A	$188.00
Six	N/A	N/A	$225.00

SECTION I WORKING OUT-OF-CLASS

1. OUT-OF-CLASS

The City shall pay employees for working out-of-class because of a temporary position vacancy. Except for exclusions contained within this section, the following provisions apply:

A. When the temporary job assignment for employees is one “normal” working day or longer, payment will be effective beginning the first day.

B. Work performed for less than eight (8) hours on the first day of such assignment shall not be eligible for out-of-class pay, except for the classification of Solid Waste Truck Operator which shall be entitled to working out-of-class pay commencing with the first hour of work and part-time employees shall be entitled to working out-of-class pay commencing with the completion of one “scheduled” work day.

C. Any person assigned to working out of class shall receive 7.5% or the bottom of the range of the classification in which the person is working out-of-class, whichever is greater. If 7.5% exceeds the top of the range of the classification in which the person is working out-of-class, the person will receive a flat 5% or the top of the range of the classification in which the person is working out-of-class, whichever is greater.

D. Part-time employees shall be eligible for working out-of-class on the same basis, as a full-time employee, except that their "work day" shall be their hours worked at the out-of-class position.

E. There will be **no** out-of-class pay when filling in for an Executive Assistant on "N" days and vacation days. The City **will** pay out of class for a Senior Secretary who works as an Executive Assistant for at least fourteen days as a result of vacations, catastrophic illness, return from IOD, FMLA or CFRA time off, pending recruitment, approved leave of absence, administrative leave or suspension, jury duty, etc.

F. Time spent working out-of-class in a classification to which an employee is subsequently promoted will not be deducted from the employee's probationary period for that classification.

2. "CLASS" OR "CLASS OF POSITION" DEFINITION
A group of positions which is substantially so similar with respect to difficulty, responsibility, and character of work as to require the same kind and amount of training and experience for proper performance and to merit equal pay. The class specifications are to be considered descriptive and explanatory and not necessarily inclusive or exclusive.

3. "WORKING OUT-OF-CLASSIFICATION" DEFINITION
An employee who spends at least 51% or more of his or her time performing duties of a higher level which are not generally included in his or her class specification.

4. DETERMINING WHETHER A VACANT POSITION SHOULD BE FILLED

A. Department managers will first determine whether the position must be filled.

B. The department manager will then determine whether the more responsible functions of the position can be assumed by the next higher level.

C. The department manager will then determine whether the balance of duties may be dispersed to a number of other positions.

D. If it is not possible to accommodate the work load using items A, B, and C above, the department manager may recommend that an employee be assigned to work out-of-classification.

E. If an employee feels he or she is working out-of-class, he or she should discuss it with his or her immediate supervisor.

5. STANDARDS

A. Employees whose job specifications require that they act in the absence of the next level of supervision are not included under this policy. When in the past this standard has been waived, it will continue to be waived and the employee will receive the out-of-class pay as provided in this Article.

B. Individuals hired specifically to temporarily fill a position vacancy due to illness, vacation, or leave of absence are excluded.

C. Individuals appointed to work out-of-classification will be selected using the same standards as a promotion and must meet the minimum qualifications of the position to be filled. The City will rotate out-of-classification opportunities of longer than two (2) pay periods duration when more than one interested employee, within the chain of command and where the opportunity arises, meets the minimum qualifications (the parties agree that, if the assignment is longer than two (2) pay periods, the assignment shall be rotated from the beginning). It is agreed by the parties that the phrase “within the chain of command” means those traditional classifications in one or more work units and in one or more divisions from which the City has drawn employees when an out-of-class opportunity arose in the past. Working out-of-classification for two (2) pay periods or longer will require a Personnel Action Form (PAF).

D. If a Senior Recreation Leader or a Recreation Coordinator is teaching a class or supervising a seasonal program and/or conducting a scheduled activity, the City may exempt such parties from this rotation during the life of the class, activity, and/or program, as long as such exemption does not exceed nine (9) weeks. When such an exemption is made by the City, then the employee(s) exempted shall be given priority to rotate at the next available opportunity.

E. In those rare instances when no employee within the department meets minimum qualifications for the position, eligibility will be based upon possession of the greatest number of standards related to minimum qualifications. Appointments in this case shall be limited to temporary vacancies due to leave, illness, etc., and shall be limited to two (2) pay periods.

F. The employee must be capable of handling the major duties of the position without any more supervision or instruction than that which would be necessary if the person being replaced was working.

G. The mere doing of certain portions of the higher position or only performing the less difficult parts until the position is filled is not work out-of-class.

SECTION J OUT-OF-CLASS/UPGRADE APPEAL

1. If an employee feels that he or she is improperly classified he or she should obtain a Position Information Questionnaire from his or her immediate supervisor or the Management Services Department, fill it out, and present it to the supervisor with a brief memo requesting a position audit. The supervisor will review the request.

2. The supervisor will discuss the request with the department manager within ten (10) working days.

3. If the department manager determines that the employee is working within the proper classification, he or she will notify the employee within ten (10) working days.

4. If the department manager feels that a classification change is necessary for a more efficient operation, he or she will prepare a Position Audit Request form and submit this form with the employees' memo and Position Information Questionnaire to the Management Services Department. The Management Services Department shall notify the BCEA upon initial receipt and subsequent findings of all audit request originally initiated by the employee.

5. The Management Services Department will audit the position and make a recommendation to the City Manager within thirty (30) working days of receipt of a completed Position Information Questionnaire.

6. If the City Manager determines that an employee has been working out-of-classification, the employee will be compensated at the higher rate from the period of time the Position Information Questionnaire and the brief memo requesting a position audit was submitted to the immediate supervisor (with a copy to the department manager) to the time when the employee is either returned to duties that no longer constitute WOC or is promoted.

7. An employee may appeal the decision of his or her department manager or the Management Services Department by filing a written grievance with his or her department manager within fifteen (15) working days of the decision.

SECTION K UNIFORMS

1. POLICE,FIRE, AND ANIMAL SHELTER UNIFORM ALLOWANCE
   A. For the below listed police, fire, and Animal Shelter classifications, the City shall provide annual uniforms as determined by the department head with the notification and input of BCEA. The City will administer this Section in good faith so that employees will continue to receive quality uniforms in proper quantities. The uniforms will be of a quality and style mutually agreed upon between

the City and the BCEA and will be no less than the quantity previously provided by the BCEA under the 1986/88 Memorandum of Understanding. For all such employees, replacement uniforms shall be provided as needed except employees will bear the replacement cost if a uniform is lost or is deliberately damaged by the employee. Also, the cost of changing uniform sizes more than four (4) times in any eighteen (18) month period shall be borne by the employee except when such changes are due to pregnancy or medical conditions:

POLICE CADET
POLICE RANGE PERSONNEL
POLICE TECHNICIAN
CROSSING GUARD
PARKING CONTROL PERSONNEL
CLERICAL PERSONNEL
POLICE RECORDS TECHNICIAN
POLICE RECORDS TECHNICIAN SUPERVISOR
KENNEL ATTENDANT
ANIMAL CONTROL PERSONNEL
FIRE PREVENTION PERSONNEL
FIRE SAFETY ANALYST
FORENSIC SPECIALIST
FORENSIC SPECIALIST SUPERVISOR
JAILER
LEAD JAILER
PROPERTY AND EVIDENCE TECHNICIAN
SENIOR PROPERTY AND EVIDENCE TECHNICIAN

B. The employee will be responsible for the cleaning and normal maintenance of such City purchased uniforms.

C. The City shall provide reimbursement to Crossing Guards and Field Service Representative II of up to $50 per pair of shoes not to exceed $100 annually.

The City and the BCEA agree to transition from providing uniforms on an as-needed basis to providing a uniform allowance for eligible Police Department classifications, contingent upon the City's ability to ensure the change is cost-neutral to the Department's uniform budget.

2. COMMUNICATION OPERATORS

The City shall provide department issued polo shirts and a jacket or sweater. Employees will provide agreed upon pants, shoes, and belt. The quantity, quality and style will be mutually agreed upon between the City and the BCEA as outlined in **Exhibit K**. Replacement polo shirts, jackets and sweaters shall be provided as needed during the year except that employees will bear the replacement cost if the item is lost or is deliberately

damaged or significantly faded by the employee. Employees will report damage to City issued polo shirts, jackets and/or sweaters in a timely manner.

3. UNIFORMS PROVIDED THROUGH LAUNDRY SERVICE
All employees who are currently provided uniforms including all Burbank Water and Power field personnel, shall receive no less than eleven (11) clean sets of uniforms per ten (10) working days. The City shall continue its policy of providing uniforms as required. The uniforms will be of a quality and style no less than that agreed to in the past.

4. FIELD EMPLOYEES
All City field employees will be issued uniform jackets and hats.
   A. The City and BCEA agree that a Joint Labor Management Committee will convene to discuss any proposed changes to the jackets and hats policy. The parties further agree that the deadline for reaching agreement on these issues will be no later than one hundred twenty (120) days from the date that the committee is convened to discuss any proposed changes.

5. EQUIPMENT DAMAGE
Employees whose uniforms or personal equipment are damaged as a result of on duty accidents or incidents shall be entitled to indemnification for the losses involved, provided the loss or damage is not the result of unreasonable abuse or neglect by the employee. Also, in the case of "personal equipment" as mentioned in this section, the City will indemnify the employee only if:
   A. The equipment was being utilized for the benefit of the City;

   B. The employee took reasonable safeguards to protect the equipment, and;

   C. The cost of the equipment was reasonably related to its use.

6. RETURN OF UNIFORMS AND PATCHES
All uniforms (including patches) will be returned to the City upon the employee's separation from City employment.

7. UNIFORM VALUE
All employees who receive uniforms, as described in this Section, shall have the value of those uniforms, as determined by the City, reported (on a bi-weekly basis) to the Public Employees' Retirement System (PERS) for retirement purposes to the extent required by law.

SECTION L DRESS CODE

1. Employees will be subject to the City's **Administrative Procedure II-55** regarding City Uniform and Dress Code.

2. SAFETY STANDARDS AND CAL-OSHA REGULATIONS
All safety standards and/or regulations are to be observed at all times. If in doubt whether or not an article of clothing or jewelry is hazardous to the safety of the employee or his/her co-workers, the City Safety Office shall be consulted.

SECTION M TOOL ALLOWANCE

Effective May 25, 2025, the City shall provide a tool allowance not to exceed $805 annually for the purpose of purchase, maintenance and/or replacement of normally used tools. The payments shall be made in two equal payments on the first pay date in December and the first pay date in June of each year. An employee who has not worked continuously the previous six months shall be given a pro rata share
of the tool allowance. This tool allowance shall be available to employees in the following classifications:

ASSISTANT TRAFFIC SIGNAL TECHNICIAN
FLEET MAINTENANCE TECHNICIAN
FLEET MAINTENANCE APPRENTICE
FLEET UTILITY WORKER
FIRE EQUIPMENT MECHANIC
FIRE EQUIPMENT SPECIALIST
HELICOPTER MECHANIC
SENIOR FLEET MAINTENANCE TECHNICIAN
TRAFFIC SIGNAL ASSOCIATE
TRAFFIC SIGNAL TECHNICIAN

1. The City shall provide a tool allowance not to exceed $100 annually for Tire Maintenance Worker for the purpose of purchase, maintenance and/or replacement of normally used tools. The payment shall be made in two equal payments on the first pay date in December and the first pay date in June of each calendar year. An employee who has not worked continuously the previous six (6) months shall be given a pro rata share of tool allowance.

SECTION N MILEAGE REIMBURSEMENT

1. Employees who are required to use a personal vehicle for performance of their duties shall be reimbursed at the Internal Revenue Service mileage rate.

2. Approved out-of-area travel shall be reimbursed according to the cost of most economical mode of transportation reasonably available.

ARTICLE III
FRINGE BENEFITS

SECTION A §125 FLEXIBLE BENEFIT PLAN CONTRIBUTION

1. The City shall make a monthly contribution to each eligible member of the unit to be used toward the § 125 Flexible Benefit Plan. These funds shall only be used for qualified benefits as provided for in 26 USC § 125. All excess benefit dollars shall be added to each employee's taxable earnings. Discussion of new flexible benefits to be covered like Long Term Care and other possible options.
   A. Insurance Committee - The BCEA reserves the right, during the term of this agreement, to call for the establishment of a union/management committee to meet and confer to explore alternatives to current, and/or new insurance plans. The committee will convene within thirty (30) calendar days of the BCEA's written request to the City to establish said committee.

2. All employees must enroll in one of the PERS health program plans, unless they:
   A. Submit to the City both proof of health coverage, and

   B. Sign a health insurance waiver.

   C. Employees who fail to complete both requirements shall not be allowed to utilize their § 125 Flexible Benefit Plan contributions for any other eligible plans.

   D. Employees who meet both requirements shall be allowed to utilize their § 125 Flexible Benefit Plan contributions for any of the other qualified benefits as provided for in 26 USC § 125.

3. The definition of eligible employee for this article shall be as follows:
   A. Employees who regularly work 30 to 40 hours a week are defined as full-time employees.

   B. Employees who regularly work 20 to less than 30 hours a week are defined as part-time employees.

4. For purposes of this section, employees that were hired for less than forty (40) hours a week shall have their actual hours worked audited June 30th of each calendar year. This audit shall cover the previous twelve (12) month period of July 1st to June 30th. Affected employees will be notified of the result of this audit at least three working days prior to the annual health fair. New employees will be audited every six months. The City will provide the BCEA Quarterly Reports of the Part-Time Hours of Work and Benefit Status. Such audits shall be used to adjust the employee's fringe benefit status compared to their original hiring condition. This adjustment will be effective

for the twelve (12) month period beginning January 1st through December 31st of the following year. In addition, the parties agree that in order to comply with the current PERS contract, this section will not be applicable to the part-time classifications of Crossing Guard, Library Page, or Messenger-Bill Deliverer. However, these three classifications will continue to be audited for the purpose of adjusting floating holidays (**Article V, Section B.4**) and personal leave time (**Article VII, Section G.5.**) Furthermore, part-time employees that have a permanent change in established work hours (added or deleted) shall, upon certification of the Department Head and processing of a PAF indicating such change, move immediately into the appropriate fringe benefit status level.

SECTION B CITY § 125 FRINGE BENEFIT CONTRIBUTION

1. Effective January 1, 2008 or upon implementation of the Oracle Payroll software, whichever is later, this monthly contribution will be distributed to employees in equal amounts over the 26 pay periods throughout each year.

   A. The City will contribute the statutory minimum for employees and retirees under the Public Employees' Medical & Hospital Care Act (PEMHCA).

   B. Active full-time employees hired prior to January 1, 2006 will receive a base cafeteria amount of $515.19 per month. The PEMHCA minimum is included in the base cafeteria amount.

   C. Active full-time employees hired on or after January 1, 2006 will receive a base cafeteria amount of $300 per month. The PEMHCA minimum is included in the base cafeteria amount.

   D. Active part-time employees hired prior to January 1, 2006 will receive a base cafeteria amount of $257.60 per month. The PEMHCA minimum is included in the base cafeteria amount.

   E. Active part-time employees hired on or after January 1, 2006 will receive a base cafeteria amount of $150 per month. The PEMHCA minimum is included in the base cafeteria amount.

2. In addition to the §125 fringe benefit contribution as provided in **Section B.1.** of this Article, the City will make additional §125 contributions towards the cost of medical premiums for full time eligible employees as shown on the chart below. Such medical premium contributions above the §125 fringe benefit contribution amounts will be for premium cost only.

   Effective December 1, 2026~~4~~, the Total Potential Allowance for eligible employees will be as follows:

FOR FULL-TIME EMPLOYEES HIRED PRIOR TO 01-01-06

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	$ 515.19	$ ~~214.81~~289.81	$ ~~730~~805.00
2 PARTY	$ 515.19	$ ~~943.81~~1,093.81	$ ~~1,459~~1,609.00
FAMILY	$ 515.19	$ ~~1,379.81~~1,573.81	$ ~~1,895~~2,089.00

FOR FULL-TIME EMPLOYEES HIRED ON OR AFTER 01-01-06

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	$ 300.00	$ ~~430~~505.00	$ ~~730~~805.00
2 PARTY	$ 300.00	$ ~~1,1,159~~1,309.00	$ ~~1,459~~1,609.00
FAMILY	$ 300.00	$ ~~1,595~~1,789.00	$ ~~1,895~~2,089.00

~~**EFFECTIVE 12-01-25**~~
~~**FOR FULL-TIME EMPLOYEES HIRED PRIOR TO 01-01-06**~~

~~PLAN OPTION~~	~~CAFETERIA~~	~~ADDITIONAL "UP TO" MEDICAL~~	~~TOTAL POTENTIAL ALLOWANCE~~
~~1 PARTY~~	~~$ 515.19~~	~~$ 251.81~~	~~$ 767.00~~
~~2 PARTY~~	~~$ 515.19~~	~~$ 1,016.81~~	~~$ 1,532.00~~
~~FAMILY~~	~~$ 515.19~~	~~$ 1,474.81~~	~~$ 1,990.00~~

~~**FOR FULL-TIME EMPLOYEES HIRED ON OR AFTER 01-01-06**~~

~~PLAN OPTION~~	~~CAFETERIA~~	~~ADDITIONAL "UP TO" MEDICAL~~	~~TOTAL POTENTIAL ALLOWANCE~~
~~1 PARTY~~	~~$ 300.00~~	~~$ 467.00~~	~~$ 767.00~~
~~2 PARTY~~	~~$ 300.00~~	~~$ 1,232.00~~	~~$ 1,532.00~~
~~FAMILY~~	~~$ 300.00~~	~~$ 1,690.00~~	~~$ 1,990.00~~

3. In addition to the §125 fringe benefit contribution as provided in **Section B.1.** of this Article, the City will make additional §125 contribution towards the cost of medical premiums for part time eligible employees as shown on the chart below. Such medical premium contributions above the §125 fringe benefit contribution amounts will be for medical premium cost only.

   Crossing Guards, Library Pages and Messenger-Bill Deliverers are not eligible for contributions as provided in Section B.1 of this Article, nor the

contributions shown on the chart below.

EFFECTIVE 12-01-2~~64~~

FOR PART-TIME EMPLOYEES HIRED PRIOR TO 01-01-06

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	$ 257.60	$ ~~107.40~~144.90	$ ~~365.00~~402.50
2 PARTY	$ 257.60	$ ~~472.40~~546.90	$ ~~730.00~~804.50
FAMILY	$ 257.60	$ ~~690.40~~786.90	$ ~~948.00~~1,044.50

FOR PART-TIME EMPLOYEES HIRED ON OR AFTER 01-01-06

PLAN OPTION	CAFETERIA	ADDITIONAL "UP TO" MEDICAL	TOTAL POTENTIAL ALLOWANCE
1 PARTY	$ 150.00	$ ~~215.00~~252.50	$ ~~365.00~~402.50
2 PARTY	$ 150.00	$ ~~580.00~~654.50	$ ~~730.00~~804.50
FAMILY	$ 150.00	$ ~~798.00~~894.50	$ ~~948.00~~1,044.50

~~**EFFECTIVE 12-01-25**~~

~~**FOR PART-TIME EMPLOYEES HIRED PRIOR TO 01-01-06**~~

~~PLAN OPTION~~	~~CAFETERIA~~	~~ADDITIONAL "UP TO" MEDICAL~~	~~TOTAL POTENTIAL ALLOWANCE~~
~~1 PARTY~~	~~$ 257.60~~	~~$ 126.40~~	~~$ 384.00~~
~~2 PARTY~~	~~$ 257.60~~	~~$ 508.40~~	~~$ 766.00~~
~~FAMILY~~	~~$ 257.60~~	~~$ 737.90~~	~~$ 995.00~~

~~**FOR PART-TIME EMPLOYEES HIRED ON OR AFTER 01-01-06**~~

~~PLAN OPTION~~	~~CAFETERIA~~	~~ADDITIONAL "UP TO" MEDICAL~~	~~TOTAL POTENTIAL ALLOWANCE~~
~~1 PARTY~~	~~$ 150.00~~	~~$ 234.00~~	~~$ 384.00~~
~~2 PARTY~~	~~$ 150.00~~	~~$ 616.00~~	~~$ 766.00~~
~~FAMILY~~	~~$ 150.00~~	~~$ 845.50~~	~~$ 995.00~~

4. Effective July 1, 2007, the City will provide dental insurance for all employees working 30 or more hours per week. The insurance will have a composite rate not to exceed $118.00 and the employees will have a co-pay of $26.25 per month. Effective December 16, 2007 the co-pay will be $12.11 each pay period. Effective September 7, 2008, the City will pay the entire premium. Spouses and dependents will be covered if economically feasible under the financial provisions of this Section.

5. The City shall provide benefits for an Employee Assistance Program (EAP) at no premium cost to the affected employees. Effective July 1, 2008 mandatory EAP shall be on City time up to ten (10) hours. Any change within benefit levels shall be subject to meet and confer.

6. The City shall provide satisfactory short (STD) and long (LTD) term disability insurance coverage for all employees, at no premium cost to employees.

7. The City offers PERS sponsored health plans and a City sponsored dental plan. Delta Dental currently provides the dental program.

8. The medical premiums as provided in **Sections B.2.** and **B.3.** of this Article may only be applied towards health plans offered by the City or a plan recognized by the City.

9. The City and BCEA agree to add additional health care programs if approved by PERS.

10. Effective July 1, 2009 the City will provide VSP vision coverage (or a comparable plan) for full-time employees. Coverage is for the employee only; additional coverage for dependents may be purchased on a voluntary basis.

SECTION C LIFE INSURANCE

1. AMOUNT
   Effective as soon as practical following Council adoption, the life insurance policy for employees represented by the Association shall be $50,000.

2. POLICY
   This policy will carry an accidental death and dismemberment (AD&D) rider. Effective as soon as practical following Council adoption, the AD&D rider provides a benefit of up to $52,000 subject to the terms and conditions of the policy.

3. In addition to the AD&D benefit provided in **Article III Section C.2.** above: the City will provide up to $50,000 Accidental Death and Dismemberment insurance subject to the terms and conditions of the policy. This benefit will be provided at no cost to the employees.

SECTION D MEDICARE

All employees hired on or after April 1, 1986, must be covered under Medicare. All newly hired employees will have a deduction from their paycheck to cover the cost of Medicare. The deduction and salary requirements are determined by federal regulations. In the event that any or all of the provisions of Medicare are no longer applicable to local government due to legislation or judicial action(s), the benefit set forth in this section shall be declared null and void, and the City's requirement

to provide this benefit shall cease.

SECTION E EDUCATIONAL TUITION REIMBURSEMENT

1. Effective as soon as practical following Council adoption, the City shall reimburse employees covered by this Agreement for seventy-five percent (75%) of the cost, up to $5,000 per individual in any one fiscal year, of tuition, fees, books (including computer software and audio tapes that are required for class participation), and other supplies (except drafting equipment, tools, etc., which are retained by the employee following completion of the course) for courses which are directly related to the employee's present position or promotion within the City, subject to the following conditions:

   A. Criteria

      (1) Eligibility for this program is limited to employees regularly employed for twenty (20) or more hours per week;

      (2) The course for which reimbursement is requested must be approved as job-related or promotion-related by the department manager on a form available in the Management Services Department office, prior to course enrollment;

      (3) The employee must receive a grade no lower than "pass", "C", or their equivalents as reported by the institution giving the course;

      (4) A completion certificate may be substituted for a grade report in pass-fail or other non-graded courses;

      (5) The cost of tuition, fees, book, and other supplies must have not been previously paid by the City;

      (6) Applications for reimbursement will be accepted no later than two months after course grades have been distributed.

      (7) The educational reimbursement as provided for in this Section shall be subject to an annual cap of $150,000.

      (8) Notwithstanding any provision of **Administrative Procedure, II-3**, which may be in conflict, the parties agree that eligible educational expenses incurred in one fiscal year may be "carried-over" in subsequent years until the full 75% reimbursement has been fulfilled.

SECTION F WELLNESS PROGRAM

Effective the beginning of the pay period containing July 1, 2021 (which is 06/27/21), the City shall provide the applicable lump sum amount listed in Section F.1. and Section F.2. below per fiscal year to each employee with ten (10) or more

years of service as a “Wellness” benefit. Such lump sum amount will be paid to employees on the pay period containing July 1 of each year.

1. **Full Time Employees:** $225.00

2. **Part-Time Employees:** $112.50. For purposes of this section, part-time employees are defined as those employees whose number of scheduled hours per week are between 20 and 39 hours.

ARTICLE IV
RETIREMENT

SECTION A PERS EMPLOYEE CONTRIBUTION

1. Effective June 19, 2016, BCEA employees who became members of PERS prior to January 1, 2013 ("Classic Members") began contributing the full 8% member contribution. The City does not pay any portion of the Employer Paid Member Contribution (EPMC).

   As a result of and in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA), employees who became members of PERS on or after January 1, 2013, and are not considered Classic Members under PERS, shall be considered "New Members" and pay one-half of the normal cost rate, as set by PERS. The City shall not pay for any portion of the member contribution in accordance with Section 7522.30 (c) of the California Government Code. As of the date of Council adoption of this contract, the member contribution for New Members is 6.5% and is subject to change by PERS.

2. In implementing the provisions of paragraph 1 of this section, each affected employee shall be obligated to contribute any increase in employee contributions that should hereafter result from any state or federal enactment or action, which increases the total employee contribution rate above its current level of 8.0% for Classic Members and 6.5% for New Members.

3. The City currently has a contract with the Public Employees Retirement System (PERS) to provide miscellaneous Classic Members with a 2.5% at 55 retirement benefit, Section 21354.4 of the California Government Codes.

   As a result of PEPRA, the City is mandated to provide a 2% @ age 62 retirement plan to New Members in accordance with Section 7522.25 (a) through (d) of the California Government Code.

4. **CalPERS Cost Sharing.** Effective the beginning of the last full pay period in fiscal year 2021/22 (which is 06/12/22), Classic Member employees will pay half the normal cost of their pensions, as determined annually by the CalPERS Actuarial Valuation Report, with a total employee contribution cap of 9.14%. The total employee contribution, including any cost sharing, will continue to be in effect beyond expiration of this MOU.

   Effective the beginning of the last full pay period in fiscal year 2021/22 (which is 06/12/22), each Classic Member employee shall contribute an amount equal to 1.14% of compensation earnable towards the employer PERS contribution, which is separate from, and in addition to, the 8% employee contribution described in **Section A.1.** above, for a total contribution of 9.14%.

SECTION B SURVIVOR BENEFITS

Effective July 16, 2003, the retirement benefits shall include Fourth Level of 1959 Survivor Benefits under Section 21574 of the California Government Code and Post-Retirement Survivor Allowance to Continue After Remarriage under Section 21266 of the California Government Code. The cost of this benefit will be paid by employees. To the extent that the miscellaneous employees' surplus, held at PERS, is available to abate the cost payment, then this cost will be made from such funds. (Move from First Level to Fourth Level July 2003)

Effective July 16, 2003, the PERS Pre-Retirement Optional Settlement 2 Death Benefit under Section 21548 will be implemented. This will be implemented at no cost to the employee.

The spouse of a deceased member, who was eligible to retire from service at the time of death, may elect to receive the Pre-Retirement Optional Settlement 2 Death Benefit in lieu of the lump sum Basic Death Benefit. The benefit is a monthly allowance equal to the amount the member would have received if he/she had retired from service on the date of death and elected Optional Settlement 2, the highest monthly allowance a member can leave a spouse.

SECTION C FINAL COMPENSATION

Effective May 1, 1977, the City's contract with PERS was amended to provide that employees' retirement benefits are calculated to be predicated upon the employee's highest one year (twelve months) pursuant to the provisions of Section 20042 of the California Government Code. This provision is applicable for Classic Members.

For employees who become New Members of PERS on or after January 1, 2013, the final compensation for each employee's retirement benefits shall be calculated based upon the employee's highest thirty-six months compensation pursuant to the provisions of Section 7522.32 of the California Government Code.

ARTICLE V
VACATION AND HOLIDAYS

SECTION A VACATIONS

1. FIRST VACATIONS
   An employee shall be eligible to use his or her vacation time after it is accrued.

2. SUBSEQUENT VACATIONS (FULL TIME EMPLOYEES)
   Thereafter, each employee shall be allowed an annual vacation with pay upon accrual, as follows:
   A. Two (2) calendar weeks per year;

   B. Upon the completion of five (5) years of continuous service, an additional calendar week shall be added to the allowance currently available and the annual allowance thereafter shall be three (3) calendar weeks per year;

   C. Upon completion of fifteen (15) years of continuous service, an additional calendar week shall be added to the allowance currently available and the annual allowance thereafter shall be four (4) calendar weeks per year.

   D. Vacation accrued in any current year may be taken in the year in which it is accrued.

   E. Employees absent without pay (excluding FMLA) in excess of 40 hours in any one pay period shall not receive vacation accrual for that same pay period. This includes the additional week allowance at the completion of their 5th and 15th year of continuous service. Employees shall be entitled to a pro-rated share of this additional week upon their return to a paid status. At that time, the additional week shall be pro-rated in the same manner as personal leave.

3. VACATIONS/HOLIDAYS
   Whenever a legal holiday occurs during an employee's vacation period, it shall not be charged as vacation.

4. VACATIONS/TERMINATION OF EMPLOYMENT
   Upon resignation, death, or other termination of employment, all vacation leave accrued to the employee shall be granted and a cash payment shall be made.

5. VACATION SCHEDULING
   The Department is responsible for scheduling the vacations of City personnel so that the vacation absenteeism does not interfere with productivity or require relief personnel. Scheduling of vacations for each year should be completed during the first of the year well before summer.

In case of situations in which personnel vacation preferences may conflict, there are three prerogatives available:

A. A system in which personnel alternate each year in receiving mutually preferred vacation dates.

B. A system of definite priorities based on the rank or seniority of the personnel with conflicting requests.

C. A system whereby the individuals with the conflicting requests informally get together and work out a solution to the conflict with the approval of the department or division head.

The department manager will decide which systems or combination of systems is appropriate for her/his particular department.

6. VACATION ACCUMULATION

Effective December 20, 2015, total vacation accumulation shall be limited to the following amounts based on years of employment:

Through completion of five years – 240 hours
Five years through completion of fifteen years – 360 hours
Fifteen years and over – 480 hours

Once an employee reaches their accumulation limit, Vacation Leave will stop accruing until their balance falls below the limit.

7. VACATION-PART-TIME EMPLOYEES

A. ACCUMULATION

Total vacation accumulation for part-time employees shall be prorated based on the employee's number of scheduled hours per week. Therefore, a part-time employee's vacation accumulation shall be limited to the following amounts based on years of employment:

Through the completion of five years - the number of scheduled hours per week multiplied by 6.

Five years through completion of fifteen years - the number of scheduled hours per week multiplied by 9.

Fifteen years and over - the number of scheduled hours per week multiplied by 12.

B. VACATION ACCRUAL

A part-time employee is entitled to the equivalent number of vacation accrual as a full-time employee; however, the manner of computation shall be based on the number of hours actually worked and paid leave hours (excluding overtime) per pay period. Therefore, a part-

time employee will be entitled to vacation as follows:

Through the completion of five years - the number of hours actually worked and paid leave hours (excluding overtime) per pay period multiplied by .0384615.

Five years through completion of fifteen years - the number of hours actually worked and paid leave hours (excluding overtime) per pay period multiplied by .0576923.

Fifteen years and over - the number of hours actually worked and paid leave hours (excluding overtime) per pay period multiplied by .076923.

SECTION B HOLIDAYS

1. Holidays will be compensated at the actual number of hours regularly scheduled.
   a. Employees assigned to a 4-10 work schedule shall be compensated ten hours of holiday leave when a City-observed holiday falls on their regular ten-hour workday.
   b. Pursuant to Article VIII.A.4.B.1., the City agreed to a 3-12 schedule for certain employees with the contingency that it shall not result in any additional cost to the City; as such, employees assigned to a 3-12 work schedule shall be compensated nine hours of holiday leave when a City-observed holiday falls on their regular workday.

2. HOLIDAY SCHEDULES
   A. Legal holidays shall be as follows:
      ☼January 1st, known as “New Year’s Day”
      ☼Third Monday in January, known as “Martin Luther King Day”
      ☼Third Monday in February, known as “Presidents’ Day”
      ☼ March 31st, known as “Dolores Huerta Day”
      ☼Last Monday in May, known as “Memorial Day”
      ☼June 19th, known as “Juneteenth National Independence Day”
      ☼July 4th, known as “Independence Day”
      ☼First Monday in September, known as “Labor Day”
      ☼November 11th, known as “Veterans Day”
      ☼Fourth Thursday in November, known as “Thanksgiving Day”
      ☼Friday following the fourth Thursday in November, known as “ Day after Thanksgiving”
      ☼December 25th, known as “Christmas Day”
      ☼Four hours on the afternoon of December 24th (known as Christmas Eve) or four hours on the afternoon of December 31st (known as New Year’s Eve). *

* **NOTE:** If an employee works **both** Christmas Eve and New Year’s Eve, the employee shall be entitled to overtime as provided for in Article VIII, Section F. for the four (4) hours

holiday worked. Alternatively, instead of receiving overtime for working on both Eves, all Library Services Department staff and Community & Recreation Services staff in the Parks & Recreation Department may voluntarily, and at the discretion of their department, utilize the four hours of "Eve Leave" any time between December 1st – January 31st. The department and the employee must mutually agree in advance on the specific date that the employee will take the four hours of Eve Leave; the agreed upon date can only be scheduled once. If the operational needs of the department prevent the employee from taking the Eve Leave on the agreed date, or if the supervisor approves the employee working on that full day, the employee shall be entitled to overtime as provided for in Article VIII, Section F. for the four (4) hours holiday worked.

Any such other days as may be authorized by resolution of the City Council.

B. If a legal holiday falls on a day on which a provisional, probationary, permanent, or exempt employee would normally work, he or she shall be entitled to the day off with pay. If he or she works, the employee will be entitled to additional compensation for time worked at one and one-half (1½) times the base pay, with the exception of those employees in the BCEA professional/supervisory unit who will receive their normal rate of pay.

C. If any of the legal holidays under **Article V, Section B** fall on an employee's day off, the nearest preceding or following work day, respectively, shall be the employee's day off. If he or she works, the employee shall be entitled to additional compensation as provided in the rule on overtime, except if the employee is part of the BCEA professional/supervisory unit, except if the employee is part of the BCEA professional/supervisory unit.

D. Employees will only receive overtime compensation, as provided in Article VIII Section F, if they are required to work on a City designated holiday. If an employee is required to work on a Federal or State holiday that is not designated as a City holiday, the employee will not receive overtime pay for working on the Federal or State holiday.

For Example: Independence Day is a federally designated holiday that occurs on Saturday, July 4, 2015; the City designates Friday, July 3, 2015, as the City holiday. An employee will only receive overtime compensation for working on the holiday if they work on Friday, July 3, 2015.

E. Notwithstanding subsection D. above, employees in the Solid Waste Section receiving differential pay in Article II, Section H.1, shall be entitled to Christmas off. Should employees be required to work on Christmas, they shall be paid under the provisions of overtime. Solid Waste Truck Operators shall be entitled to leave work at 12pm, as long as they have completed their routes on City-observed holidays.

3. HOLIDAYS – PART-TIME EMPLOYEES

A. Regular part-time employees are subject to the provisions contained in this section in lieu of the provisions in **Article V, Section B.1 and B.2**. Part-time employees will continue to receive Floating Holidays in accordance with **Article V, Section B.4**.

B. Part-time employees receive a differential in lieu of the holidays provided to other BCEA employees in Article V, Section B, Subsection 2. The maximum total potential annual differential is equivalent to the value of eight hours for twelve holidays plus four hours, for a total of 100 hours, at straight time. The value of these 100 hours is paid at the regular rate of pay over 26 pay periods, or at the value of 3.846 hours per pay period, and is prorated each pay period based on the number of hours actually worked and paid leave hours (excluding overtime) in that pay period. The per pay period prorated value is calculated each pay period by multiplying 0.0480769 by the number of paid hours during that pay period. The bi-weekly pro-rated hours resulting from the part-time Holiday differential calculation will be included in the bi-weekly part-time vacation and sick leave accrual.

C. Part-time employees that work on a City designated holiday are compensated at the overtime rate of one and one half (1 ½) time for the hours worked.

4. FLOATING HOLIDAYS

A. Full time employees are entitled to 16 hours of floating holiday time with pay, during the fiscal year.

Employees in the classification of Solid Waste Truck Operator are entitled to two and a half floating holidays (20 hours), for each contract year.

Floating holidays shall be pro-rated in a manner identical to personal leave in **Article VII, Section G** for part-time employees.

B. Total floating holiday hours are available for use at the beginning of each fiscal year.

C. Employees who are not in a pay status at the beginning of each fiscal year (not including FMLA or CFRA time) will have their floating holiday hours pro-rated in a manner identical to personal leave in **Article VII, Section G** upon their return to a paid status.

D. Employees will be compensated at their regular hourly rate for unused floating holiday leave under this Section, not to exceed sixteen (16) hours, at the end of each fiscal year. Due to staffing

needs it is difficult for employees in certain sections or job titles to be given Christmas Eve or New Years' Eve off. This includes employees in the classification of Solid Waste Truck Operator, and employees in the titles of Water Operators, Sr. Water Operators, Security Guards or Sr. Security Guards. Because of this, these employees will be compensated for unused floating holiday leave not to exceed twenty (20) hours (see **Article V, Section B.4.A** above).

ARTICLE VI
SICK LEAVE

SECTION A USE

Sick leave shall not be considered as a right that an employee may use at his or her discretion. Sick leave is intended to provide protection against loss of earnings due to illness or injury, illness in the immediate family or for medical or dental appointments. Sick leave shall be granted by a Department Manager if an employee is disabled from a job incurred injury after exhausting his or her industrial accident leave.

SECTION B COMPENSATION FOR UNUSED PORTION AT RETIREMENT OR DEATH

1. If an employee with unused sick leave credit
   A. dies;

   B. resigns at the age of 50 or older with five (5) years of service and retires from CalPERS;

   C. resigns to enter a City elective office without a break in continuity of City service and serves in such office or other City employment until retired under the PERS retirement system;

   D. is laid off because of the abolition of his or her position or employment or because of the absence of funds;

   He or she or his or her estate shall be entitled to receive one-half (½) the value of his or her accrued sick leave computed from the value of his or her accrued sick leave computed from his or her last base salary as an employee. Payment shall be made as soon as practicable following the occurrence of any of the foregoing events. Employees separated from City employment as a result of disciplinary action are not eligible for payment of any accrued sick leave.

2. Upon separation, Crossing Guards shall be entitled to payment of one-half the value of accrued sick leave, if they would have been eligible to retire if they were members of the PERS Retirement System. Crossing Guards do not become members of the City's Retirement System by virtue of this agreement.

SECTION C SICK LEAVE-ACCRUAL

1. An employee shall be entitled to 3.693 hours of sick leave for each pay period or major portion thereof, during which he or she is employed by the City with pay.

2. Part-time employees having provisional, probationary, permanent, or exempt status shall accrue sick leave on a pro rata basis, that is, the ratio

of the average number of hours actually worked and paid leave hours (excluding overtime) to the 40-hour week.

3. In computing compensation payable for sick leave, the compensation paid shall be the amount the employee would earn during the sick leave period if working at his or her current rate of pay and work schedule without the inclusion of overtime earnings.

4. This subsection is not applicable to temporary employees working on an hourly basis.

SECTION D SICK LEAVE NOTICE

The employee shall notify the head of his or her department either prior to, or within two (2) hours after the time set for beginning his or her daily duties, or as may be specified by the head of his or her department. The City shall use the progressive disciplinary policy in order to police this section (and shall not use an automatic reduction in pay policy).

SECTION E SICK LEAVE-MEDICAL/DENTAL APPOINTMENTS

Sick leave may be used for medical and dental appointments and examinations. The employee shall notify his or her supervisor not later than the workday prior to that appointment except in the case of emergency.

SECTION F SICK LEAVE-REVOKED

The City Manager shall revoke sick leave, if the employee or family member is not, in fact, sick or incapacitated from performing his or her duty, or if he or she has engaged in private or other public work while on such sick leave.

SECTION G SICK LEAVE-MEDICAL CERTIFICATE

When an employee is absent more than five (5) consecutive work days, the employee, upon their return to work, shall file with the department a physician's or practitioner's certificate or a personal affidavit form stating that the absence was medically necessary and any work restrictions, if applicable. If the employee is given work restrictions by their medical provider upon their return to work, the employee will be referred to the City of Burbank's ADA Coordinator in the Management Services Department.

SECTION H SICK LEAVE-WITHOUT PAY

If an employee has not recovered by the time he or she has exhausted his or her accumulated sick leave, upon application the City Manager may grant him or her sick leave without pay. Such application shall not be unreasonably denied. If granted, usage shall be approved only in time increments not to exceed 30 days each, except for maternity and FMLA leave.

SECTION I SICK LEAVE CONVERSION

On January 1 of each year, an employee may convert up to a maximum of 30 hours accumulated sick leave at fifty percent (50%) cash value for the sole purpose

of reimbursing the employee for medical costs. This conversion is subject to the following:

1. Only employees who have served a minimum of two (2) full-time continuous years of service shall be eligible.

2. Reimbursement shall be made only for medical and hospital costs not otherwise covered by the City's medical insurance plan which are incurred by the employee and any of his or her dependents covered by the City's medical insurance program. Reimbursement shall not be made for any dental or medical costs not eligible for coverage by the City's medical insurance plan.

3. An employee is not eligible for this conversion policy unless he or she has in excess of 96 accumulated sick leave hours on the books as of the date of the conversion; no employee may convert accumulated sick leave hours so as to drop his or her total accumulated hours below 96 hours as of January 1 of each year.

4. An employee's request for reimbursement will not be considered other than during the month of January.

5. Part-time employees, upon completion of two (2) continuous years of service, shall be allowed to convert sick leave in a pro rata manner.

SECTION J SICK LEAVE TIME BANK

In the event that an employee dies who has had a time bank established in his name, the remaining value of the time left in the bank will be treated in accordance with **Administrative Procedure II-29** (Catastrophic Illness, Injury) or **Administrative Procedure II-49** (Employee Assistance).

ARTICLE VII
OTHER LEAVES OF ABSENCE

SECTION A LEAVES OF ABSENCE WITHOUT PAY

The City Manager may grant a leave of absence without pay to any employee, upon recommendation of the department manager. The department manager may grant a leave of absence without pay for a maximum of five (5) continuous days. An employee desiring a leave of absence without pay for more than eighteen (18) consecutive hours shall file a written request therefore on forms provided by the Management Services Department. The request shall state the title of his or her position and the name of the employing department, the beginning and ending dates of the desired leave of absence, and a full statement of the reasons supporting the request. The department manager's approval of a leave of absence without pay for a continuous period up to a maximum of eighteen (18) hours may be reported by noting on the time report. Such leaves of absence as described in this section will not be unreasonably denied.

SECTION B LEAVE-DEATH IN FAMILY

Any employee shall be entitled to take up to five days of bereavement leave in the event of the death of a member of their immediate family, provided a written leave request is filed. The City Manager may in his or her discretion, authorize pay for all or any portion not to exceed three (3) days. The additional two days of bereavement leave may be taken as authorized unpaid leave or the employee may use their own accrued leave. Any absence in excess of five (5) regularly scheduled workdays shall be in accordance with the existing provisions. For purpose of this Section the term "member of the immediate family" is limited to:

1. Any relative by blood or marriage who is a member of the employee's household; and

2. Parents, step-parents, spouse, registered domestic partner, children, step-children, brother, sister, grandparents, grandfather/grandmother-in-law, grandchildren, great-grandparent and great-grandchild, son/daughter-in-law, father/mother-in-law, sister/brother-in-law, or responsible guardian or person who has acted in that capacity, regardless of place of residence.

~~2.~~3. "Family member" may also include one designated person per year with a significant personal relationship to the employee, and living in the same household, to be defined as related by blood or whose association with the employee is equivalent to a family relationship. City may require proof of residency, reasonable verification of the death, and reasonable verification of the relationship of the designated person to the employee. Misrepresentation of such relationship for purpose of obtaining bereavement leave may result in disciplinary action.

SECTION C JURY LEAVE AND SUBPOENAS

1. Any employee in a pay status ordered to perform jury service or subpoenaed to court shall be entitled to leave of absence with pay, and without deduction from leave, at an amount equal to the employee's regular

earnings. In the case of subpoenas, the employee is eligible if the appearance time occurs during his or her normal working hours, and the employee is neither a party to the suit nor an expert witness.

2. All employees will receive regular pay during time actually lost from work due to jury duty or subpoenaed time. Employees will be excused from night shift assignments if they are scheduled for jury duty on the current day, or if the subpoena is for City related business.

3. The term regular earnings in (1) above means full pay for regularly scheduled work, which the employee would have received had he or she not been called to jury service or subpoenaed, including shift premium or schedule differentials that would have resulted from regularly scheduled work.

4. All time spent on jury duty or subpoena leave must be accounted for. If an employee is excused from jury service or subpoena on a normal workday, he or she is expected to report for work. Employees must account to their departments for any time off for illness or other reasons, while on jury duty or subpoena leave.

5. Upon completion of jury service or subpoenaed time, the employee shall submit to the City the warrant for jury fees, witness fees and/or mileage. When an employee is served with a subpoena, the employee shall request witness fees.

6. Provisions of this section do not apply to part-time employees except that part time employees will be given 1 (one) day **only** of jury leave each fiscal year.

SECTION D EMERGENCY LEAVE

An employee may be excused from work without loss of pay for emergencies or special circumstances not covered by this Article. Such leave of absence may be granted by the department head for not to exceed one (1) day. For longer periods of time, approval of the City Manager is required.

SECTION E RELIGIOUS SERVICES

An employee who desires leave from work to attend religious services may be excused by the department head, or the City Manager, for not to exceed three (3) hours per fiscal year. This absence shall be leave without pay unless the employee chooses to use accrued vacation or in-lieu time or paid personal leave time. Unless the services of employees are required by public necessity or convenience, they shall be allowed to absent themselves as herein provided.

SECTION F MILITARY LEAVE OF ABSENCE

An employee may be absent on military leave as authorized in Sections 395 through 395.8 of the Military and Veterans Code of California. An employee shall

receive their City pay for a maximum of thirty (30) calendar days each fiscal year as authorized in Sections 395 through 395.8 or the Military and Veterans Code of California. The thirty (30) calendar days shall be those shown on the official orders. The employee shall furnish to their department satisfactory proof of his or her orders to report for duty and of his or her actual service pursuant to such orders. He or she shall be returned to City Service thereafter as provided in said Code.

SECTION G PERSONAL LEAVE

1. Employees are eligible for one personal leave day with pay, during the fiscal year.

2. The purpose of personal leave is to provide employees with time throughout the year to take care of personal business that may arise.

3. Total personal leave hours are available for use at the beginning of each fiscal year.

4. Employees who are not in a pay status at the beginning of each fiscal year (not including FMLA or CFRA time) will have their personal leave hours pro-rated in accordance with Table 1 in this Section upon their return to a paid status.

5. The following table defines the amount of personal leave hours an employee may receive:

Table 1

YEARLY HOURS WORKED	PERSONAL LEAVE TIME	FLOATING HOLIDAY TIME
2,080	8 hours	16 hours
1,820-2,079	7 hours	14 hours
1,560-1,819	6 hours	12 hours
1,300-1,559	5 hours	10 hours
1,040-1,299	4 hours	8 hours
780-1,039	3 hours	6 hours
520-779	2 hours	4 hours
260-519	1 hour	2 hours

6. Employees hired during the year will receive personal leave in accordance with the preceding schedule, as it corresponds to the number of projected work hours remaining in that fiscal year.

7. Personal leave does not accumulate from fiscal year to fiscal year.

8. The employee is not required to state any reason for utilizing personal leave.

9. Personal leave must be taken in increments of no less than one hour unless a smaller increment is approved at the discretion of the supervisor, upon request by the employee.
10. Personal leave shall be granted only upon prior request and approval of the division head and/or department manager.

SECTION H FAMILY MEDICAL LEAVE

1. Maternity Leave shall be subject to the City's **Administrative Procedure II-23** regarding Maternity Leave and **Administrative Procedure II-31** regarding Family Care and Medical Leave.

SECTION I ELECTION LEAVE

1. Employees registered to vote in a local, state or county election will be given time off to vote only if they do not have enough time to vote before reporting for work or after finishing work.

2. The employee requiring time off to vote shall notify his or her department manager via his or her supervisor at least one (1) working day before the election. The reason shall be stated.

3. If the employee does not have enough time to vote before reporting for work or after finishing work, he or she may take off as much working time as will enable him or her to vote.

4. Whether the time off is at the beginning or end of the working shift depends on whichever allows the employee the most free time for voting and the least time off from his or her regular working shift.

5. Employees who take time off to vote will be paid for no more than two (2) Hours of regular working time.

SECTION J INDUSTRIAL ACCIDENT LEAVE

1. ACCIDENTS IN THE LINE OF DUTY
   If an employee is compelled to be absent from duty due to any injury or disease which comes under the State of California Workers' Compensation Insurance and Safety Act, he or she shall receive compensation from the City for each such accident as follows: During the first twenty-six (26) calendar weeks of such absence, he or she shall receive compensation equivalent to his or her normal gross salary. After the first twenty-six (26)

weeks, he or she shall receive compensation in accordance with and under the provisions of the Workers' Compensation Insurance and Safety Act. He or she shall be entitled to all of sick leave or vacation benefits while she/he is receiving temporary disability indemnity under the provisions of the Workers' Compensation Insurance and Safety Act at the discretion of the City Manager.

2. At the conclusion of the twenty-six-week (26) period as referenced above, he or she may be permitted to take as much of her/his accumulated sick leave or vacation, when added to his or her temporary disability indemnity will result in the payment to her/him, not to exceed 100% of normal gross salary.

3. "Normal Gross Salary" shall include differential pay that the employee would have otherwise been entitled. However, it shall not include any overtime pay.

4. Provisions of this section do not apply to temporary employees who do not have probationary or permanent status with the City.

SECTION K SENIORITY STATUS WHILE ON LEAVE

Industrial Accident or Illness leave will not constitute a break in service.

SECTION L EXPIRATION OF LEAVES

1. RETURN AT EXPIRATION OF LEAVE
   Upon the expiration of any leave, other than a military leave, the employee shall be returned to the same class of position or to any position to which he or she has been eligible to transfer at the time his or her leave of absence was granted.

2. RETURN FROM TEMPORARY ASSIGNMENT
   Upon the termination of a temporary assignment, a permanent employee shall be returned to his or her permanent position.

SECTION M REFUSAL OF LEAVES OF ABSENCE

No leave of absence shall be granted, and if granted it shall be revoked, where the Civil Service Board determines, after investigation instituted upon its own motion or upon complaint of any resident of the City, that the request for such leave of absence was for any of the following purposes.

1. Of accepting private employment;

2. Of enabling employment of a temporary employee to the same position;

3. Because of political pressure or other improper influence, or;

4. For a purpose contrary to the good of the service. The order revoking such leave of absence shall specify the effective date thereof and the employee

shall be informed of the contents of such order forthwith.

SECTION N UNAUTHORIZED ABSENCE

Absence without prior approval for not less than one (1) day nor more than four (4) days during any calendar year shall be sufficient grounds for suspension without pay; absence without prior approval for five (5) days or more during any calendar year shall be sufficient grounds for dismissal.

SECTION O PAID BENEFITS WHILE ON UNPAID LEAVE

Employees will be allowed a maximum of three (3) months paid benefits when on any combination of leaves without pay.

SECTION P PARENTAL LEAVE

The City shall provide six weeks of paid parental leave, as set forth in the City's policy regarding Paid Parental Leave.

ARTICLE VIII
HOURS OF WORK AND OVERTIME

SECTION A HOURS OF WORK - FULL TIME EMPLOYEES

Eight (8) hours of work shall constitute a workday. The workweek shall consist of five (5) consecutive workdays followed by two (2) consecutive days off. Unless otherwise specified, the workweek shall begin on Monday with Saturday as the first day off and Sunday the second day off. The City Manager may authorize deviations from the workweek, to include:

1. A workweek beginning other than on Monday the last two (2) days of which shall be considered as the "first day off" and "second day off" respectively.

2. A workweek beginning on Monday or any other day of the week depending upon shift assignment. Whenever a change in shift assignment results in an employee's having more than two (2) consecutive days off before beginning his or her new workweek, his or her "second day off" shall be the second and fourth days off, respectively. Over a period of four (4) weeks or more, no employee shall be required as a part of his or her regular workweek to work more than an average of forty (40) hours per week under this deviation.

3. Such additional hours, including work on holidays, as may be required by public necessity or convenience.

4. It is acknowledged that both parties understand that the City must comply with the regulations issued by the Air Quality Management District (AQMD). The implementation of a 4-10 or a 3-12 workweek will be at the discretion of the department head with the concurrence of the City Manager. The City and the BCEA agree to meet and confer on the rules under which a 4-10 or a 3-12 Plan would be implemented or removed.

   A. **4-10 Schedule:** The City of Burbank and the BCEA agree that the Helicopter Mechanic will be allowed to work a 4-10 schedule to be consistent with the Glendale Airport personnel. The City of Burbank and the BCEA agree that the Forensic Specialist, fire prevention & fire clerical support staff, and Parking Control Officers will be allowed to work a 4-10 schedule. Both parties agree that the implementation and continuation of this alternate work schedule is solely at the discretion of the Police Chief/Fire Chief. With five (5) working days' notice, the Police Chief/Fire Chief can unilaterally change the schedule.

   B. **3-12 Schedule:** Personnel assigned to the Police Department Communications Center, Police Department Records Bureau, and the jail will be allowed to work a 3-12 schedule.

      3-12 Schedule Maintenance: The 3-12 schedule is contingent upon the following components:

1. Schedule shall result in no additional cost to the City.

2. There shall be no working-out-of-class for scheduled vacant supervisory positions on payback Sundays. All other working-out-of-class will be paid based upon one "normal" working day (8 hours) or longer pursuant to **Article II, Section I.1.A.**

3. In-lieu time off will not be allowed on any payback day. Communications Operators, Police Records Technicians, and Supervisors are encouraged to take vacations during weeks that do not involve a payback. Trades on payback days are permissible; however, the supervisors assigned on the days being traded may only approve these trades.

4. Manpower does not decrease by 25% or more. This schedule is based on authorized staffing levels of four (4) supervisors and twelve (12) operators in the Communications Center and one (1) Supervisor and eleven (11) Records Technicians in the Records Bureau.

5. Sunday "double time" days are defined as follows:
   WEDNESDAY for employees working **TFS** and **FSS**.
   SATURDAY for employees working **MTW** and **SMT**. In the Communications Center and **WEDNESDAY** for employees working **TFS** and **FSS**. **SATURDAY** for employees working **MTW** and **SMT** in the Record Bureau.

6. **Overtime:**
   a. In accordance with FLSA, employees assigned to the Police Department Communications Center, Police Department Records Bureau, and the Jail will be allowed to work a 3-12 schedule, with a normal full-time work schedule consisting of three weeks with thirty-seven (37) hours and a fourth week with forty-nine (49) hours. In the week where the regular schedule consists of forty-nine (49) hours, premium pay (half-time) will be paid as special compensation on the nine hours over forty (40) hours. Any work performed outside an employee's regular schedule shall be considered overtime and compensated pursuant to Article VIII, Section F – Overtime Pay.
   b. In accordance with Article VIII, Section A.5.E. and Section F, any hours worked in excess of regularly scheduled hours shall constitute overtime, except when shifts to the employee's schedule within the employee's FLSA period are made by mutual agreement as provided for in this Article VIII, Section A.5.E and Section F below.

This schedule is subject to immediate discontinuation, at the sole discretion of the Police Chief, if the components cannot be met.

3-12 Time-Entry System Change: As soon as practical following Council adoption, the City will implement a payroll system change to move employees from a biweekly wage to an hourly wage for hours worked within their designated seven-day work period. In addition, the overtime provisions in this MOU will continue to be in effect.

5. A. The 9-80 alternate workweek schedule will be offered to unit members where operationally feasible, as determined by the Department Director. A Department may be exempt from offering an employee a 9-80 alternate workweek when doing so will create an operational hardship, as determined by the Department Director.

B. Once an employee's schedule is in place, the employee will adhere to their selected schedule for a reasonable time period of no less than three (3) months, unless there is a demonstrated hardship related to the work schedule.

C. Departments shall make reasonable attempts to grant an employee's request for a specific 9/80 day off, regardless of department.

D. Any leave time will be charged on an hour for hour basis. This will include vacation, sick, in lieu, personal, etc. Accrual rates will remain unchanged as it equalizes within the 80-hour week.

E. Overtime shall constitute any time worked outside the normal defined work schedule. However, a Department Manager (or their designee) and an employee may mutually agree to shift the employee's schedule within the individual employee's seven-day FLSA period, which will **not** result in MOU overtime

- Example 1: If the Department has an operational need for an employee to arrive early for a meeting, the Department and the employee can mutually agree for the employee to leave early.

- Example 2: If the employee has to leave work early for an appointment, the Department and the employee can mutually agree to have the employee start their workday earlier.

- Example 3: A~~n individual~~ 5/40 employee's FLSA cycle ends on ~~Friday~~Saturday. If the employee asks to leave work early on Friday and work late on the following Monday to make up the hours, this shift to the employee's schedule cannot be

made up because it is not within the employee's FLSA cycle and would result in overtime being owed for Monday.

- Example 4: A 9/80 employee's FLSA cycle ends on Friday mid-day. If the employee asks to leave work early on Friday and work late on the following Monday to make up the hours, this shift to the employee's schedule can be made up because it is within the employee's FLSA cycle and would not result in overtime being owed for Monday.

- Example 5: A 4/10 employee's FLSA cycle ends on Saturday. If the employee asks to leave work early on Friday and work late on the following Monday to make up the hours, this shift to the employee's schedule cannot be made up because it is not within the employee's FLSA cycle and would result in overtime being owed for Monday

- Example 6: A 3/12 employee's FLSA cycle ends on Saturday. If the employee asks to leave work early on Wednesday and work late on the following Monday to make up the hours, the shift to the employee's schedule CAN be made up if:
  - The following week is a thirty-seven (37) hour work week, AND
  - The hours to be made up do not exceed three (3) hours, which would not result in overtime being owed for Monday.

  The shift to the employee's schedule CANNOT be made up if:
  - The following week is a forty-nine (49) hour work week, which would result in overtime for the hours made up, OR
  - If the following week is a thirty-seven (37) hour work week AND the hours to be made up exceed three (3) hours, resulting in overtime.

- Example 7: A 3/12 employee's FLSA cycle ends on Saturday. If the employee asks to leave work one (1) hour early on Wednesday and come in one (1) hour late on Thursday to make up the hours, the shift to the employee's schedule can be made up because it is within the employee's FLSA cycle and would not result in overtime being owed for Thursday.

F. Holiday scheduling for the 9/80 program shall be as follows:

1. A holiday falls on a regularly scheduled day off it shall be observed on the nearest preceding or following workday;

2. A holiday falls on a weekend the holiday shall be observed on the nearest preceding or following work day;

3. Holidays will be compensated as regularly scheduled hours of pay;

G. Bereavement leave shall be implemented as provided in **Article VII, Section B**. This provides three regularly scheduled days for a total of 27-hour bereavement leave benefit.

H. The workweek shall be defined in writing to each employee.

I. Returning all schedules to a 5 day - 40-hour week will require the City to meet & confer with the BCEA.

J. Employees represented by the Association shall have a minimum 1/2-hour duty-free lunch, which will not be reduced, except those employees currently on a straight shift.

K. Employees on the 9/80 workweek will not be entitled to overtime pay prior to the completion of the 9th hour worked, on 9-hour workdays. Employees working an 8-hour day will be compensated as provided in **Article VIII, Section F.**

L. Out of class opportunities will exist, as is current practice, acting in the absence of supervision on a non 9/80 day off shall constitute WOC pay. Employees on their 9/80 day off shall have the duties of the higher classification assumed by Management without compensation. Employees spending a majority of his/her time performing the duties of the higher-level classification which are not included in his/her class specification shall be entitled to WOC pay.

M. Every effort shall be made by the City to accommodate members of the BCEA to utilizing the Metrolink train. The use of the train shall be considered a substantial mitigating factor in any tardiness.

SECTION B HOURS OF WORK - PART TIME EMPLOYEES

1. Part-time employees may be assigned a work day of less than eight (8) hours a day and/or a work week aggregating less than forty (40) hours per week.

2. The employee shall be informed as to when his or her workweek begins and ends.

SECTION C ROTATING SHIFTS AND WEEKDAYS OFF

Schedules for employees on rotating shifts or whose days off are other than Saturday and Sunday shall be changed by department heads at periodic intervals so as to equalize holiday benefits. (However, both the City and the BCEA agree that this section should not normally be used to rotate days off

in departments where they are not now being rotated). Such changes shall be effected insofar as possible to avoid overtime that would not have occurred except for the shift change.

SECTION D REST PERIODS

Employees shall be entitled to rest periods consisting of fifteen (15) minutes for every regular four (4) hour work period. Part time employees in the Parks and Recreation Department are exempt from this section unless they are scheduled or their hours are extended to work six or more hours in a single day.

1. The department manager will determine when a rest period can be taken.

2. Employees are encouraged to take breaks on the premises.

3. Rest periods or coffee breaks taken in the field should conform to this policy.

4. Rest periods should not be taken in either the first or last working hour of the work periods unless specifically authorized by the department manager.

SECTION E LUNCH PERIOD

Each employee who has a non-paid lunch period shall have an uninterrupted, duty-free lunch at or near the mid-point of the work shift. Length of lunch period shall not be changed except in an emergency. The department manager shall schedule lunch periods based on the customary practices of the department. If an emergency arises, employees may be assigned to work during their lunch period. Employees unable to take lunch due to assigned work shall be compensated at the appropriate overtime rate. Customary and reasonable delays in lunch periods shall not cause the application of overtime.

SECTION F OVERTIME PAY

Employees shall be compensated for overtime work at the rate of one and on-half (1½) times their regular compensation, or, with the consent of the employee, given time off with pay in lieu thereof. Notwithstanding the foregoing, any work performed on Sunday shall be paid at two (2) times the hourly rate. If a department determines to offer overtime for pay only or in lieu only, the department shall notify eligible employees prior to working the overtime.

1. DEFINITION OF OVERTIME WORK

   Overtime work is work performed by an employee of the City in excess of regularly scheduled hours, or on a holiday as defined in **Article V, Section B**, or at times other than those normally required for his or her employment, except as follows:

   A. Part-time Personnel

      Overtime for part-time personnel is work in excess of forty (40) hours per week, ten (10) hours per day. In addition, overtime work for part-time personnel includes work on holidays, or added hours as outlined in **Article VIII, Section I.2**. Notwithstanding the foregoing, a Department Manager and an employee may mutually agree to shift

the employee's schedule within the FLSA period thus removing the overtime trigger pursuant to **Article VII, Section A.5.E**.

B. Pursuant to **Article VIII, Section A.5.E**., a Department Manager and an employee may mutually agree to shift the employee's schedule within the FLSA period which will not result in overtime.

2. DISPUTE AS TO NORMAL HOURS OF EMPLOYMENT

Any dispute or question of fact as to what time or times are normally required for the employment of any employee shall be decided by the City Manager and his or her decision shall be final.

3. POLICY

A. In case of an emergency, (an emergency meaning an unforeseen circumstance requiring immediate action, a sudden unexpected happening, or unforeseen occurrence or condition, or a pressing necessity), a department head may require an employee in his or her department, bureau or division, to perform overtime work.

B. No one shall be entitled to pay for overtime work unless such work was performed with the prior approval of management, except in an emergency to prevent loss of life or injury or damage to persons or property.

C. Except in an emergency, no employee shall be required to work more than sixteen (16) hours in one (1) day.

D. When practical, overtime work shall be performed by the bargaining unit employee normally assigned the work on a daily basis.

4. RATE

Employees shall be paid overtime at one and one-half (1½) times the hourly rate except for Sunday which will be paid at two (2) times the hourly rate for the step in which employed. Employees who receive differential pay under **Article II** shall be paid one and one-half (1½) times the hourly rate for the monthly rate they are paid under said section and two (2) times the hourly rate for the monthly rate they are paid under said section for overtime worked on Sunday.

A. All time worked between the hours of 2200 - 0500 on a call back or holdovers that are not prearranged shall be compensated at the rate of two (2) times the regular hourly compensation.

5. OVERTIME PAY - MINIMUM PAYMENT

A. **Minimum Overtime for Stand-By/Call-Out Crews:**

1. Employees who are assigned to stand-by/call-out duty, including when an employee is covering for another employee who was assigned to stand-by/call-out, will receive a minimum

overtime payment of two (2) hours of pay at the overtime rate even if the employee works less than two (2) hours.

2. The overtime payment for employees who are assigned to stand-by/call-out duty will begin upon receiving the call to report to work (i.e., upon contact).

3. The two (2) hour minimum overtime payment applies when the employee is assigned to stand-by/call-out duty and is called back to work during their non-regularly scheduled work hours, including days the employee would normally be off duty or called to work on a shift to which the employee was not assigned.

4. If an employee is called back to work again, after having been released from call-back work, the employee will again be paid a minimum of two (2) hours of pay at the overtime rate provided the employee worked at least two (2) hours during the previous call to overtime duty, or two (2) hours had elapsed since the beginning of the previous call to duty.

5. When not assigned to stand-by/call-out duty, but the employee is called out and responds, the employee is entitled to the minimum overtime provisions in Section B below.

6. When an employee receives a phone call and completes work at home, but is not called back to work, the employee will instead be compensated in accordance with Article VIII, Section F. regarding overtime.

7. The provisions of this section shall not be applicable to holdovers (a continuation of the scheduled shift in which employees work additional hours beyond that scheduled shift).

B. **Minimum Overtime for All Others:**

1. When an employee is called back to work during their non-regularly scheduled work hours, including days the employee would normally be off duty or called to work on a shift to which the employee was not assigned, the employee shall be paid a minimum of four (4) hours of pay at the overtime rate even if the employee works less than four (4) hours.

2. The overtime payment for employees who are not assigned to stand-by/call-out duty will begin upon arrival to the worksite.

3. If an employee is called back to work again, after having been

released from call-back work, the employee will again be paid a minimum of four (4) hours of pay at the overtime rate provided the employee worked at least four (4) hours during the previous call to overtime duty, or two (2) hours had elapsed since the beginning of the previous call to duty.

4. When an employee receives a phone call and completes work at home, but is not called back to work, the employee will instead be compensated in accordance with Article VIII, Section F. regarding overtime.

5. The provisions of this section shall not be applicable to holdovers (a continuation of the scheduled shift in which employees work additional hours beyond that scheduled shift).

C. Overtime shall be considered prearranged if employee receives a minimum of twelve (12) {or sixteen (16) for 3-12 schedules} hours advanced notice. In this case Sections **F.5.A** and **F.5.B** above shall not apply. Prearranged overtime shall be paid at a minimum of two (2) hours.

Should an employee's prearranged overtime be canceled or rescheduled without at least twelve (12) {or sixteen (16) for 3-12 schedules} hours advanced notice, the employee shall be paid two (2) hours of pay at the overtime rate.

6. OVERTIME PAY - ON CALL FOR COURT
Affected employees shall receive three (3) hours of straight time for the period from 8:00 a.m. to 12:00 p.m. and three (3) hours of straight time for the period from 1:00 p.m. to 5:00 p.m. when the affected employee is placed on an "on-call" status for court either on a workday or day off, except for those employees who are actually working during the time the "on-call" subpoena is in effect.

7. TIME OFF WITH PAY IN LIEU OF OVERTIME
A department head may, with consent of the employee, authorize time off with pay in lieu of overtime pay. Time off with pay shall be given for a period equal to one and one-half (1½) times the number of hours of overtime worked and double time the number of hours of overtime worked on Sunday.

8. IN LIEU ACCUMULATION
All employees shall be allowed to accumulate in lieu time not to exceed a total of 240 hours. Each department will have the option of cashing out the accumulated in lieu time down to 120 hours, to be paid on the first paycheck in December.

9. TERMINATION OF EMPLOYMENT

Any employee who tenders his or her written resignation from the service of the City, or who is laid off for lack of work or funds, or who withdraws from active service of the City with a retirement allowance granted under the provisions of the Public Employees' Retirement Law or who has performed compensable overtime work and who upon the effective date of such resignation, layoff or retirement has not been compensated for such work by payment or time off in lieu of pay, shall be paid for all such overtime work on the basis of the salary being received by him or her at the time of termination of his or her employment, unless such overtime was worked in violation of **Subsection 3,** above. In the case of any employee whose service to the City is terminated by his or her death, such payment may be made to the person who would be entitled thereto by law, upon written application by such person and approval thereof by the City Manager.

10. FLSA EXEMPTION (BCEA PROFESSIONAL/SUPERVISORY UNIT)

A. Any BCEA job title found to be exempt from the Fair Labor Standards Act (FLSA) shall be exempt from **Article VIII Section F.1 through 9** and shall be placed in a separate subunit called the BCEA Professional/Supervisory Unit, as outlined in Exhibit L. Exhibit L is not an inclusive list, and as titles are created or as the FLSA status of existing titles change, titles will be added to or removed from the BCEA Professional/Supervisory Unit as appropriate. The City may, for operational reasons, exclude titles that are FLSA exempt from the BCEA Professional/Supervisory Unit and Exhibit L. FLSA titles that the City excludes from the Professional/Supervisory Unit and Exhibit L shall not be subject to **Article VIII, Section F.10** and shall instead be subject to **Article VIII, Sections F.1 through 9**. The City shall notify the BCEA when titles are added or removed to the BCEA Professional/Supervisory Unit and Exhibit L and the reason for such change.

B. Full-Time Employees

BCEA full-time employees within the classifications listed in **Exhibit L** will be eligible for up to forty (40) hours of Professional Leave at the beginning of the pay period containing January 1st of each calendar year.

1. In order to be eligible for forty (40) hours of Professional Leave at the beginning of the pay period containing January 1st, an employee's Professional Leave balance must be lower than forty (40) hours by the end of the last full pay period of the previous calendar year.

2. If an employee's Professional Leave balance is zero (0) through thirty-nine (39) hours at the beginning of the pay period

containing January 1st, the employee will receive additional hours equal to the difference between forty (40) hours and the balance of their Professional Leave.

3. If an employee's Professional Leave balance is forty (40) hours or more at the beginning of the pay period containing January 1st, the employee will not be eligible to receive any portion of the forty (40) additional hours of Professional Leave within that calendar year.

4. Employees who are not in a paid status at the beginning of the pay period containing January 1st (excluding protected leave) will have their professional leave hours pro-rated in accordance with the table below upon their return to a paid status. Additionally, BCEA employees newly hired or initially promoted/transferred into a BCEA classification listed in Exhibit L during the year will receive the following pro-rated amounts of Professional Leave:

HOURS REMAINING IN THE CALENDAR YEAR	ADDITIONAL PROFESSIONAL LEAVE HOURS
2080	40 hours
1,820-2,079	35 hours
1,560-1,819	30 hours
1,300-1,559	25 hours
1,040-1,299	20 hours
780-1,039	15 hours
520-779	10 hours
260-519	5 hours

For the purposes of initial implementation, employees within the classifications listed in **Exhibit L** will receive a prorated amount of 5 hours of Professional Leave for the remainder of the 2015 calendar year, effective November 8, 2015.

5. Additionally, once a year annually, a Department Executive may authorize up to an additional 20 hours of Professional Leave.

6. At no time may an employee's Professional Leave balance exceed 60 hours.

7. Any existing balance shall be paid out to the employee at the time he/she terminates from the City.

C. Part-time Employees (Work Schedules that are Seventeen (17) Hours or More)

BCEA part-time employees who are scheduled to work seventeen (17) hours or more within the classifications listed in Exhibit M will be eligible for up to twenty (20) hours of Professional Leave at the beginning of the pay period containing January 1st of each calendar year.

1. In order to be eligible for twenty (20) hours of Professional Leave at the beginning of the pay period containing January 1st, an employee's Professional Leave balance must be lower than twenty (20) hours by the end of the last full pay period of the previous calendar year.

2. If an employee's Professional Leave balance is zero (0) through nineteen (19) hours at the beginning of the pay period containing January 1st, the employee will receive additional hours equal to the difference between twenty (20) hours and the balance of their Professional Leave.

3. If an employee's Professional Leave balance is twenty (20) hours or more at the beginning of the pay period containing January 1st, the employee will not be eligible to receive any portion of the twenty (20) additional hours of Professional Leave within that calendar year.

4. Employees who are not in a paid status at the beginning of the pay period containing January 1st (excluding protected leave) will receive professional leave following the next pay period containing January 1st.

5. Additionally, once a year annually, a Department Executive may authorize up to an additional 10 hours of Professional Leave.

6. At no time may an employee's Professional Leave balance exceed thirty (30) hours.

7. Any existing balance shall be paid out to the employee at the time he/she terminates from the City.

D. Part-time Employees (Work Schedules that are Sixteen (16) Hours or Less)

BCEA part-time employees who are scheduled to work sixteen hours (16) hours or less within the classifications listed in Exhibit L will be eligible for up to three (3) hours of Professional Leave at the beginning of the pay period containing January 1st of each calendar year.

1. In order to be eligible for three (3) hours of Professional Leave at the beginning of the pay period containing January 1st, an employee's Professional Leave balance must be lower than twenty (3) hours by the end of the last full pay period of the previous calendar year.

2. If an employee's Professional Leave balance is zero (0) through two (2) hours at the beginning of the pay period containing January 1st, the employee will receive additional hours equal to the difference between three (3) hours and the balance of their Professional Leave.

3. If an employee's Professional Leave balance is three (3) hours or more at the beginning of the pay period containing January 1st, the employee will not be eligible to receive any portion of the three (3) additional hours of Professional Leave within that calendar year.

4. Employees who are not in a paid status at the beginning of the pay period containing January 1st (excluding protected leave) will receive professional leave following the next pay period containing January 1st.

5. Employees shall not be eligible to receive any additional hours of Professional Leave.

6. At no time may an employee's Professional Leave balance exceed three (3) hours.

7. Any existing balance shall be paid out to the employee at the time he/she terminates from the City.

E. Usage of professional leave must be pre-approved by supervisor.

F. BCEA full-time and part-time employees within the classifications listed in Exhibit L shall receive a Professional Development Pay amount of $18.46/pay period.

SECTION G ATTENDANCE

Employees shall be in attendance at their work during the regular hours of work and shall not absent themselves during working hours for any reason without the prior approval of the department head.

SECTION H OVERTIME MEAL POLICY

The employees of the City of Burbank are occasionally called from their homes, or held over beyond their regular work hours, to perform emergency work for the

benefit of the City. When an employee is asked to accept such assignments, the City recognizes that inconvenience is caused the employee regarding the normal scheduling of meal periods. Therefore, it shall be the policy of the City to provide meals and the time to eat such meals, in accordance with the following regulations:

1. SHIFT PERSONNEL
   - A. When called in with less than two (2) hours' notice, to replace an employee on shift or to perform overtime for a full shift, two (2) meals.
   - B. When held over for six (6) hours or more, two (2) meals.
   - C. When held over for more than two (2) hours but less than six (6) hours, one (1) meal.

2. NON-SHIFT PERSONNEL
   - A. When called in or held over for two (2) hours or more, one (1) meal. Additional meals at intervals of four (4) hours.
   - B. When called and work continues into a regularly scheduled work day, a minimum of two (2) meals. This rule shall also apply when less than two (2) free hours are made available to the employee between the end of the overtime period and the start of the regular workday.
   - C. When called back less than two (2) hours after the end of a regular shift, one (1) meal. Additional meals at intervals of four (4) hours.
   - D. For prearranged overtime the first eight (8) hours will be treated as a normal workday in respect to meals, and anytime worked thereafter will follow the hold-over meal policy. Overtime will only be considered as prearranged if there is a minimum of twelve (12) hours {or sixteen (16) hours for 3-12 shift} advanced notice. Prearranged overtime will be a minimum of two (2) hours.

3. GENERAL CONDITIONS
   - A. Time to eat overtime meals will be at City expense, not to exceed one-half (½) hour.
   - B. It is intended that meals be provided at intervals of approximately four (4) hours, however, during periods of unusual or difficult circumstances, adjustments will be made by agreement with the department heads.
   - C. Receipts shall be furnished to the Department for all meals. Reimbursement shall be made to the employee for actual costs incurred, not to exceed $13.00. It is agreed by and between the parties that this overtime meal policy will not be charged to the BCEA.
   - D. One-half (½) hour at the applicable overtime rate may be taken by

the employee in lieu of the last overtime meal authorized.

SECTION I CUTTING OR ADDING HOURS FOR PART - TIME EMPLOYEES

1. When scheduled hours are cut by supervisory decision, with less than 24-hour notice, from what the part-time employee had been scheduled, then those “cut” hours shall be credited and compensated to the employee.

   All part-time employees in the Sports Office (except clerical and office staff), Special Events, Starlight Bowl, and Skate Park programs of the Parks and Recreation Department are exempt from **Article VIII Section I.1**.

2. With regard to adding hours, this shall be treated in a manner similar to an overtime pay situation. Should a part-time employee be asked to work more hours than scheduled for that day or shift, the employee shall be compensated for those hours on an overtime basis at the appropriate rate of pay.

   All part-time employees in the Parks and Recreation Department are exempt from **Article VIII Section I.2** except for clerical and office staff in the Sports Office.

3. **Article VIII Section I** does not apply to part-time employees in the Transportation Office of the Community Development Department (except clerical and office staff) and the Customer Service Division of Burbank Water & Power (BWP).

ARTICLE IX
PROBATIONARY PERIOD

SECTION A PURPOSE OF PROBATION

The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his or her new position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

SECTION B ONE YEAR PERIOD

All original appointments of affected employees to positions in the Civil Service System shall be a normal probationary period of twelve (12) months.

SECTION C OTHER PROBATIONARY PERIODS

All probationary periods for promotions shall be for six (6) months. Also, probationary periods for voluntary demotions, other than in layoffs, shall be for six (6) months.

SECTION D EXTENSION OF PROBATION

1. When the Department Manager to whom any affected employee is assigned reasonably concludes that extension of the employee's probationary period will improve the performance of the employee, the department manager may recommend extension of the employee's probationary period for up to six (6) months in two-month increments.

2. If the employee has successfully completed probation except for obtaining a special required certificate or license needed to perform the work, the department head shall extend the probation period, solely for the purpose of allowing the employee to obtain this certificate or license. When such license or certificate is obtained by the employee, he or she shall automatically pass probation. Extensions shall not exceed 12 months.

SECTION E TERMINATION OF APPOINTMENT

Probationary employees do not have property or vested rights in their position with the City. A probationary employee may be discharged or rejected at any time by the appointing power without cause and without right of appeal. Notification in writing of discharge or rejection shall be serviced on the probationary employee and a copy shall be filed with the Management Services Director.

SECTION F REINSTATEMENT OF REJECTED PROBATIONARY EMPLOYEE TO FORMER POSITION

An employee rejected during the probationary period from a position to which he or she has been promoted shall be reinstated to the position from which he or she was promoted, (this shall include an employee rejected under **Section D**, because of not obtaining a certificate or license) unless the employee is discharged for cause as provided in this Agreement. In exceptional cases and by mutual

agreement of the parties to this agreement, an employee who voluntarily demotes from a promotion may be returned to the promotion list.

SECTION G DISPLACEMENT BY REINSTATEMENT OF ANOTHER TO FORMER POSITION

Any employee, though he or she may have attained permanent status in his or her present position, who is displaced as a result of another employee's being returned to his or her former position under **Section E**, above, or under this section, shall likewise be reinstated to his or her former position. If an employee so affected has permanent status but no former position, he or she shall be placed on the appropriate layoff list.

ARTICLE X
LAYOFF, DISPLACEMENT, AND RECALL

SECTION A PURPOSE

The purpose of this Article is to provide a fair and equitable basis for the reduction of personnel when this becomes necessary in a department or in the total work force. In such circumstances, the City will make every effort to assist those employees who may be subject to layoff due to lack of work or similarly compelling reason. Assistance will be made available through utilizing existing vacancies to the fullest extent possible to relocate affected employees. In addition, contacts will be made with other employers to refer those employees who are unable to be placed in other City vacancies.

SECTION B SENIORITY

1. Seniority is defined as the status attained by the length of Civil Service in employment for the City of Burbank.

2. Seniority shall accrue based on the present date of Civil Service employment. When an employee voluntarily terminates for a stated reason, except layoff, seniority shall cease and not be reinstated in the event of re-employment. Seniority shall be reinstated in the case of layoffs where the employee is recalled within three years of date of layoff. Such seniority shall include credits for prior time worked only and will not include any time while on layoff.

3. Seniority shall be implemented in accordance with the provisions as set forth in **Sections C and D** below of this Article.

4. An employee who has served the City under any federally funded manpower training program and has subsequently moved to a position in the Civil Service system, shall not have any seniority under the training program credited to his or her total service at the time of probationary appointment.

SECTION C LAYOFF

1. Layoff of employees shall be determined by length of Civil Service with the City using the present date of hire except as otherwise provided in this Article.

2. Except as outlined below in **Section D-4**, layoffs should be affected within departments and general displacement of employees across departmental lines shall not be permitted.

3. An employee with unique skills or body of knowledge for the performance of his or her duties as determined by the department manager with the concurrence of the City Manager, may be retained out of his or her seniority with the City as long as such employee has a minimum of two (2) years total

employment. There shall be a limit of ten (10) employees, citywide, who may be designated under this paragraph during any given layoff. Standards for defining retention of such employees shall be limited to:

A. Special schooling provided or required by the City for an employee following his or her initial employment to fill a unique position or meet a specific program need where the schooling lasts for six (6) months or longer.

B. Special experience provided or required by the City for a unique position or special program need where the experience requires at least one (1) year of training on the job.

C. Possession of a unique craft, artistic endeavor or professional level skill not available in other City employees.

4. An employee who has been previously appointed to provisional status in a higher classification at time of layoff considerations shall revert back to his or her permanent classification for purposes of determining his or her layoff.

5. An employee in a probationary status as a result of a promotion within the Civil Service System cannot displace a permanent employee in the same classification at time of layoff.

6. An employee may voluntarily request layoff in lieu of reassignment should his or her seniority be sufficient to be retained on the payroll.

7. An employee on layoff shall be recalled to his or her previous classification based on the minimum qualification requirements that existed at the time of his or her layoff.

8. An exempt employee shall have no rights relative to layoff or reassignment except the employee who at some time, during the same period of employment, served in a position under the Civil Service System and shall have the right to return to the System under the provisions of B.M.C. 2-1-513, provided time spent in the exempt position shall not be accrued toward Civil Service seniority.

9. Part-time employees shall be considered for layoff only with other part-time employees and may not be retained by displacing full-time employees.

SECTION D DISPLACEMENT

1. Except as stated in **items 2 and 5** of this section below, an employee whose position has been eliminated shall be permitted, in total seniority order within the respective job classification, to transfer to a lateral or lower classification within the employee's department. This transfer shall occur only when a position in such classification is either vacant or occupied by another employee with less total seniority as calculated from their present

date of hire. On taking a lower classification, the employee shall be paid at the highest rate of the lower classification that is not greater than the rate earned prior to the displacement.

2. In such instances as outlined in **Subsection 1** immediately above, employees must meet the minimum qualifications of the newly assigned position.

3. Additionally, an employee must be medically fit to perform the duties of the newly assigned position. However, where an employee can reasonably fill a position in spite of age or a previously acknowledged preexisting medical condition, this subsection (3) shall be waived.

4. An employee displaced from a job because the position has been deleted or replaced by a higher classified employee with more seniority, shall be eligible to transfer to the same or lower title in another department, where the employee last served prior to his or her current assignment, if:
   A. He or she served in that title and in that department where a vacancy or employee with lesser seniority exists, and

   B. The department manager of the department to which the transfer is to be made approves such transfer if said department is any of the following: City Council, City Manager, City Attorney, and Management Services Department.

5. An employee who is reduced in classification shall be returned to his or her previous higher classification and department when a vacancy occurs within a three-year period of the reduction. Such return will not require qualifying through testing or placement on an employment list. Where the return involves returning to probationary status within six (6) months following demotion, the time spent in probationary status before the demotion occurred shall be applied toward permanent status.

6. An employee in a provisional status in higher classification shall be returned to his or her permanent classification prior to layoff in order to determine his or her availability for displacement or reassignment.
7. Where three (3) or more employees exist in a classification within a department, the department shall not be required to lose more than fifty (50) percent of its employees in any given classification through displacement by higher classified, longer seniority employees.

8. An employee with greater seniority than other employees in the same classification and department may request voluntary transfer or demotion to another position under the provisions of **Article X, Section B.**

9. A part-time employee may displace another part-time employee only under the provisions that apply to full-time employees.

10. A full-time employee may displace a part-time employee with lesser seniority only if the latter is in a position budgeted for thirty (30) hours per week or more.

11. An employee designated by the City as a manager may or may not be reduced to a lower classification which would result in the employee having to work for another employee whom he or she formerly supervised when in a management position.

12. As used in this Article, “higher classification” or similar phrases are synonymous and interchangeable.

SECTION E PROCEDURE

Departments anticipating a possible reduction in staff shall notify the City Manager and the Management Services Director as soon as possible in order for appropriate action to be taken.

1. An immediate determination should be made as to which positions will be involved and the number of employees to be affected.

2. The Management Services Director shall determine what openings exist in the same and other departments so that affected employees may be considered for transfer prior to layoff.

3. Employees to be affected by a layoff will be given written notice thirty (30) calendar days in advance.

4. Efforts will begin immediately to relocate affected employees into comparable positions of responsibility and pay or lower rated positions where practicable as outline in **Section D** of this Article. First priority for filling open positions will be given to affected employees as opposed to other employees or job applicants under consideration.

SECTION F RECALL

The City will establish and make available to affected employees a Recall List showing all employees on demotion or layoff status along with the date of appointment. In utilizing the list, the following shall apply:

1. Persons on the Recall List shall have absolute rights over regular employment, transfer or reinstatement lists.

2. Names shall be listed in the inverse order of their layoff or demotion according to seniority. An employee shall be recalled to his or her last classification or lower classified position in any Department of the City should he or she be the most senior on the recall list or lists for the positions available. Should a lower classified position first become available and no recall list exists for such position, then the most senior employee on the recall list for the next higher classified position shall be recalled in

accordance with **Subsection 3** of this Section.

3. Employees on the Recall List will hold reinstatement rights for period of three years from date of layoff and be considered for openings as they arise and are determined to be medically fit, as provided in **Section D.3** above.

4. Upon reinstatement, the employee will receive his or her old salary step or, if in a lower classification, the step nearest to, but not exceeding the old classification. In addition, if recalled within three years of layoff, previous seniority will be reinstated less any time spent on layoff.

5. If an employee is recalled from layoff and had been (1) serving in a probationary status and (2) never in a permanent status in the Civil Service System, then his or her past seniority shall not be reinstated for purposes of satisfying the probationary period unless recalled to the former position with six (6) months following the layoff.

6. An employee on layoff status shall be responsible for keeping the City's Management Services Department aware of the most current address and telephone number for purposes of contact at time of recall. Absences from the home for over two (2) weeks should also be reported if the employee on layoff desires to safeguard against being passed over should notice of recall be given. On notifying employees of recall, the City of Burbank shall send notice by certified mail and the employee shall have fourteen (14) calendar days to respond from receipt of such notice. Where the employee fails to respond, the City shall contact the next most senior employee on the Recall List, and the same procedures, shall apply. Failure of an employee to respond to notices sent as a result of three (3) opportunities during the permitted recall period shall cause removal of his or her name from the said list. In addition, employees must be available to return to work within two (2) weeks of receiving the above stated notification.

SECTION G BENEFIT CONSIDERATIONS

1. For layoffs under thirty (30) days, all benefits will be retained except for pro rata reduction in the retirement plan and reduction of seniority for days on layoffs.

2. For layoffs of thirty (30) days up to three years, there is no accrual of seniority, vacation, sick leave or other benefits for the period of the layoff. Sick leave and vacation benefits not previously paid the employee at the time of layoff shall be paid at the end of the first month of layoff unless at the time of layoff, an employee elects to leave all sick leave and vacation credits on account and have such credits reinstated upon recall. If the employee elects to leave all sick leave and vacation credits on accounts, such employee, or his or her heirs, representatives or assigns, may, at any time within three (3) years after the effective date of such employee's layoff, demand payment for such benefits in such sum or sums as would otherwise

have been payable at time of layoff, without interest. The City shall have up to thirty (30) days to make such payment after time of demand. Failure to demand such payment during such three-year period and one year thereafter shall constitute a waiver thereof. Payments of the cash value of accrued sick leave and vacation credits shall terminate all further obligation by the City to reinstate such past credits should the employee be returned to work.

3. For layoffs of three years or more, recall privileges cease at three years.

4. Any employee recalled following a layoff shall be entitled to receive at least the same level of benefits which he or she was receiving at the time the layoff occurred, provided, however, any reduction or increase in benefits for all employees in the recalled employee's represented group during the layoff period shall apply to the recalled employee.

ARTICLE XI
CONTRACTING OUT

SECTION A CONTRACTING OUT

1. The City shall meet and confer with the BCEA on any impact of proposed contracting out.

2. The City and the BCEA agree that for any plan to contract out for services within the scope work of BCEA represented classifications, the City shall give the BCEA written notice of intended action and an opportunity to communicate orally or in writing for the purpose of presenting and obtaining views regarding the intended actions.

3. Contract extensions for "time only" within a fiscal year with no scope or monetary changes do not require a second meet and confer process. However, BCEA will be notified if this should occur.

SECTION B ENFORCEMENT

The City will actively enforce the terms of this Article during the life of this Agreement. The City Manager will direct the managers and executives to comply with these contracting out procedures. Part of the managers'/executives' annual evaluation will include their record relative to compliance with this contracting out procedure and the City Manager's directive.

SECTION C IMPLEMENTATION

1. Contracts, Department Purchase Orders, Direct Purchase Orders or Professional Services Agreements (PSAs) for services within the scope of work of BCEA represented classifications.
   A. The Department will fax or personally deliver a proposed contract to BCEA to inform BCEA of the Department's intent to contract out.

   B. BCEA will have five working days to present its views on the proposed contract.

   C. The Department will consider the Union's views if presented by BCEA but will not be obligated to meet and confer on the contract in question.

   D. Five working days from the date that the BCEA is notified of the Department's intended action, the Department may proceed with the contract at its discretion.

   E. In case of an emergency the Department may proceed with the contract without delay and discuss the contract with the BCEA as soon as possible but no later than within two (2) working days.

2. Contracts, Direct Purchase Orders or PSAs that **have** an impact on the work performed by employees represented by BCEA.

   A. The Department will fax or personally deliver a proposed contract to BCEA. The Department will maintain copies of the delivery method.

   B. The Department will also send a copy of the delivery method and contract to Management Services.

   C. The BCEA will have five (5) working days to contact the Department to indicate that it wishes to meet and confer about the contract in question.

   D. Failure of BCEA to respond to the Department's notification within five (5) working days will cause the BCEA to have waived its right to meet and confer on the proposed contract. The Department may proceed with the contract.

   E. The five (5) working days limitation may be extended with the mutual agreement of the Department and the BCEA.

   F To initiate the meet and confer process, the BCEA must deliver its request to meet and confer to the Department with a copy to Management Services, within five (5) working days from the time that it was notified that the Department intended to contract out the work.

   G. If the BCEA notifies the Department that it wishes to meet and confer on a contract, the Department will suspend the processing of the contract until the meet and confer process is completed.

   H. Upon notification by BCEA that it wishes to meet and confer on a proposed contract, Management Services and the applicable Department will represent the City in the negotiations.

   I. In case of an emergency, the Department may proceed with the contract without delay and meet with the BCEA as soon as possible but no later than within two (2) working days.

SECTION D DEFINITION OF EMERGENCY

For purposes of this Article, *emergency* is defined as an unforeseen circumstance requiring immediate action, a sudden unexpected happening, or an unforeseen occurrence or condition, or a pressing necessity.

SECTION E JOINT LABOR / MANAGEMENT COMMITTEE

1. The parties agree to establish a Joint Labor/Management Committee, upon request by either party, for the limited purpose of discussing items of interest to one or both parties, including but not limited to the review of the following issues:

- Restructure Wellness Program
- Update the Panel of Arbitrators listed in Article XIII, Section C.5.A
- Clarify the calculation of days served for major discipline in Article XIV, Section C.3.C
- Workers' Compensation rates savings
- Review evaluation process

If the parties reach agreement on an issue under review, and implementation will not increase the cost of the contract, then the parties shall reduce such agreement in the form of a side-letter to this MOU, and the City Manager or designee may execute such side letter on behalf of the City.

ARTICLE XII
NON-DISCRIMINATION

SECTION A NON-DISCRIMINATION

The City and BCEA will not discriminate in the treatment of an employee on any basis (prohibited by Federal and State Law), union activity or union membership. The City and BCEA also will not discriminate in the treatment of an employee on the basis of part-time status, unless such treatment is directly based upon a level of benefit or right for part-timers which is codified in this agreement. These complaints are not subject to the grievance procedure and are under the jurisdiction of the Civil Service Board.

ARTICLE XIII
GRIEVANCE PROCEDURE

SECTION A STATEMENT

The purpose of the Grievance Procedure is to establish channels of communications between employees, supervisors and management. The City encourages any employee having a grievance related to his or her working conditions to discuss the matter informally with his or her immediate supervisor without undue delay. The informal discussion need not be reduced to writing and no records need be kept. The purpose of informal discussion is to settle grievances fairly and as quickly as possible. Management may limit an employee to a maximum of three employee representatives on the clock, unless management has a higher number of representatives. The employee may have his or her designated BCEA/AFSCME representative present during any step of this procedure.

SECTION B DEFINITIONS

1. GRIEVANCE

   A grievance is a dispute or difference of opinion raised by an employee, a group of employees (with respect to a single common issue), or the Union covered by this Agreement involving the meaning, interpretation or application of the provisions of this Agreement.

2. IMMEDIATE SUPERVISOR

   Immediate supervisor is defined as the employee's closest superior whose position has been designated a supervisory management or management by the City.

3. TIME LIMIT FOR FILING

   Effective May 25, 2025, no grievance shall be considered and/or processed unless it is submitted within twenty (20) working days after the employee concerned has become aware or should have become aware, through the use of reasonable diligence, of the occurrence of the event giving rise to the alleged grievance. If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any mutually agreed extension thereof, it shall be considered settled on the basis of the Department's last answer. If the Department does not answer a grievance or an appeal thereof within the specified time limits, the Union and/or the employee may elect to treat the grievance as denied at that step and immediately appeal to the next step of the grievance procedure. The time limit(s) in each step may be extended by mutual written agreement of the City and the Union representative and/or the employee involved in each step. The term working days as used in this Article shall mean the days Mondays through Fridays inclusive and excludes Saturdays, Sundays, holidays and/or other days on which City Hall is closed.

SECTION C PROCEDURE

1. STEP 1:
Effective May 25, 2025, if an employee feels that he or she has a grievance concerning his or her working conditions or some action taken against him/her, he or she should contact his or her supervisor within twenty (20) working days to discuss the matter informally. The supervisor will verbally respond to that employee within five (5) business days.

Note: Grievances involving discipline, up to and including discharge and grievances filed by the Union, shall be initially heard at Step 3 of the grievance procedure, i.e., department manager level.

2. STEP 2:
Grievances not resolved at Step 1 shall be referred, in writing, to the employee's division manager within fifteen (15) working days after the designated supervisor's answer to Step 1. Copies of grievances must also be simultaneously submitted to the Management Services Director. This statement shall set forth in detail the exact condition or conditions as to which the grievance is made. The division manager shall conduct a grievance hearing within five (5) working days or at a time mutually agreeable to the parties. The division manager shall respond in writing with his or her decision to the Union within ten (10) working days following the hearing.

3. STEP 3:
If the grievance is not settled in Step 2 and the Union and/or the employee desires to appeal, the grievance shall be referred by the Union and/or the employee, in writing, to the department manager or his or her designated representative within ten (10) working days after the division manager's answer in Step 2.

Grievances involving discipline shall be referred by the Union and/or the employee, in writing, to the department manager or his or her designated representative within fifteen (15) working days after the Final Discipline is served.

At this level, the employee through the union may, at time of submittal of the grievance to the Department Manager, revise the written grievance to include additional conditions and/or additional requests, as long as such corrections do not substantially cause the City to be faced with a new grievance. A meeting between the department manager, the employee(s), and the Union representative shall be held within five (5) working days of the receipt of the employee's and/or the Union's appeal or at a time mutually agreeable to the parties. The BCEA President shall be notified at least three (3) days prior to the meeting if the department manager will be sending a designee. If the grievance is settled as a result of this meeting, the settlement shall be reduced to writing and signed by the department manager or his or her representative, the employee(s), and the Union. If no

settlement is reached the department manager or his or her representative shall give the department's written response to the Union within ten (10) working days following the date of the meeting.

4. MEDIATION

A. Initiation of Mediation

Prior to requesting arbitration for a grievance, the BCEA may request that the grievance be submitted to mediation, pursuant to the provisions of this section of the MOU.

B. Appointment of Mediator

The parties shall appoint a mediator from the list of names and in the same manner as provided for arbitrators in **Article XIII, Section C.5.A.**

C. Qualifications of Mediator

Prior to accepting an appointment, the prospective mediator shall disclose any circumstance likely to create a presumption of bias or prevent a prompt meeting with the parties.

D. Vacancies

If any mediator shall become unwilling or unable to serve, the parties will appoint another mediator as provided for in **Article XIII, Section C.5.A.**

E. Representation

Persons of the party's choice may represent any party.

F. Date, Time and Place of Mediation

The mediator shall fix the date and the time of each mediation session. The mediation shall be held in the City of Burbank.

G. Identification of Matters in Dispute

At least ten (10) days prior to the first scheduled mediation session, each party shall provide the mediator with a brief memorandum setting forth its position with regard to the issues that need to be resolved. At the discretion of the mediator, the parties may mutually exchange such memoranda.

At the first session, the parties will be expected to produce all information reasonably required for the mediator to understand the issues presented.

The mediator may require any party to supplement such information.

H. Authority of Mediator

The mediator does not have the authority to impose a settlement on

the parties but will attempt to help them reach a satisfactory resolution of their dispute. The mediator is authorized to conduct joint and separate meetings with the parties and to make oral and written recommendations for settlement. Whenever necessary, the mediator may also obtain expert advice concerning technical aspects of the dispute, provided that the parties agree and assume the expenses of obtaining such advice. Arrangements for obtaining such advice shall be made by the mediator or the parties, as the mediator shall determine.

The mediator is authorized to end the mediation whenever, in the judgment of the mediator, further efforts at mediation would not contribute to a resolution of the dispute between the parties.

I. Privacy

Mediation sessions are private. The parties and their representatives may attend mediation sessions. Other persons may attend only with the permission of the parties and with the consent of the mediator.

J. Confidentiality

The mediator shall not divulge confidential information disclosed to a mediator by the parties or by witnesses in the course of the mediation. All records, reports, or other documents received by a mediator while serving in that capacity shall be confidential, and shall not be subject to discovery or release, except as provided for in **Section K**. The mediator shall not be compelled to divulge such records or to testify in regard to the mediation in any adversary proceeding or judicial forum. Matters discussed in mediation shall be considered confidential and privileged to the maximum extent of California law.

The parties shall maintain the confidentiality of the mediation and shall not rely on or introduce as evidence in any arbitral, judicial, or other proceeding:

1. Views expressed or suggestions made by another party with respect to a possible settlement of the dispute;

2. Admissions made by another party in the course of the mediation proceedings;

3. Proposals made or views expressed by the mediator; or

4. The fact that another party had or had not indicated willingness to accept a proposal for settlement made by the mediator.

K. Written Agreement

A written agreement reached by the parties in the course of the mediation is admissible in any subsequent proceeding to enforce its terms.

L. No Stenographic Record
There shall be no stenographic record of the mediation process.

M. Termination of Mediation
The mediation shall be terminated:

1. By the execution of a settlement agreement by the parties;

2. By a written declaration of the mediator to the effect that further efforts at mediation are no longer worthwhile; or

3. By a written declaration of a party or parties to the effect that the mediation proceedings are terminated.

N. Exclusion of Liability
The mediator is not a necessary party in judicial proceedings relating to the mediation.

The mediator shall not be liable to any party for any act or omission in connection with any mediation conducted under these rules.

O. Interpretation and Application of Rules
The mediator shall interpret and apply these rules insofar as they relate to the mediator's duties and responsibilities.

P. Expenses
The party producing any witness shall pay that witness' expenses. All other expenses of the mediation (including required traveling and other expenses of the mediator and the cost of any proofs or expert advice produced at the direct request of the mediator) shall be borne equally by the parties unless they agree otherwise.

5. STEP 4 ARBITRATION:

A. If the grievance is not settled in accordance with the foregoing procedure, the Union, or employee in the case of a discipline, may refer the grievance within fifteen (15) working days to the Management Services Director to schedule the matter for an arbitration hearing within twenty (20) calendar days of receipt of the request. The Union, or employee in the case of a discipline, and the Management Services Director shall attempt to mutually agree upon an arbitrator, and, if they cannot agree, shall strike names from a panel of nine (9) arbitrators until one name remains. The final arbitrator’s name remaining on the list shall arbitrate the dispute. The order of striking shall be determined by a coin toss. The arbitrator

shall be notified of his or her selection by a joint letter from the parties requesting that he or she set a time and place, subject to the availability of the City and Union representatives.

PANEL OF ARBITRATORS:

Norman Brand	Michael Prihar	Guy Prihar
Walter Daugherty	Joe Gentile	Christopher Cameron
Mark Burstein	Charles Askin	Bob Bergensen

B. Ten (10) days prior to the hearing by an arbitrator representatives of the parties shall meet and prepare a submission statement setting forth the issues to be submitted to the arbitrator and exchange evidentiary documents. In the event the parties cannot jointly agree on a submission statement then at the hearing each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issues to be resolved.

C. If there is a dispute between the parties as to the question of arbitrability, that question shall be submitted separately to the arbitrator for resolution prior to addressing the merits of the grievance.

D. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this memorandum of understanding. The decision of the arbitrator shall be solely advisory in nature. The arbitrator's written award shall be submitted within thirty (30) calendar days from the last day of the hearing. The arbitrator's decision shall be forwarded to the City Manager, who shall review the award and make the final decision within thirty (30) days of its receipt.

E. Employees called as witnesses during the course of the arbitration hearing shall be released for that purpose without loss of compensation or benefits. Witnesses will be subject to subpoena issued by the arbitrator, at the request of either the BCEA or the City, and enforceable by the City.

F. The fee and expenses of the arbitrator and the cost of a written transcript shall be borne equally by the parties.

SECTION D ALTERNATIVE ARBITRATION RESOLUTION

1. This is an alternate to the procedure set forth in **Article XIII, Section C/**Grievance Procedure. Individual members of the bargaining unit (BCEA) may have access to this procedure with the approval of the BCEA.

2. A written joint submission statement setting forth the issue(s) to be determined will be prepared by the parties prior to the hearing by an

arbitrator. In the event the parties cannot jointly agree on a submission statement then at the hearing, each party shall present to the arbitrator its own submission statement in which case the arbitrator shall determine the issues to be resolved.

3. Only those grievances that directly concern and/or involve the interpretation and/or application of the specific terms and provisions of this Memorandum of Understanding may be submitted to arbitration. In no event shall such arbitration extend to:
   A. The interpretation, application, merits or legality of any state or local law or ordinance; unless the arbitrator, in his or her discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

   B. The arbitrator will be compensated at the contracted flat daily rate and the costs related to the hearing will be borne entirely by the grievant. If a stenographic record of the hearing is made, it will be at the expense of the requesting party. A true copy of the stenographic record, if any, shall be forwarded to both the City and BCEA. The grievant can be represented by legal counsel, or a party of their own choosing. The BCEA shall be afforded the opportunity to be present during the course of the hearing as an observer.

4. The arbitrator selected shall hear the grievance (s) within thirty (30) working days of his or her selection, or by mutual agreement.

5. Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved.

6. The arbitrator shall issue a “letter award” within ten (10) days of the hearing, if a stenographic record is utilized. If no record is used the arbitrators “written award” shall be submitted within thirty (30) calendar days from the last day of the hearing. The arbitrator’s decision shall be forwarded to the City Manager, who shall review the award and make the final decision within thirty (30) days of its receipt. The decision of the arbitrator shall be solely advisory in nature to the City Manager.

7. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of the Memorandum of Understanding.

8. The decision of the arbitrator shall be binding upon the grievant, but only advisory respective to the City, and subject to review by the City Manager.

SECTION E JURISDICTION OF CIVIL SERVICE BOARD

Disciplinary actions including, but not limited to, suspensions, demotions, and termination shall be subject to the grievance procedure set forth above and shall not be subject to the jurisdiction of the Civil Service Board. Further, it is agreed the grievance provisions and the Civil Service Appeals procedure are mutually exclusive and that no relief shall be available under the Civil Service Appeals process on matters covered by this agreement with the exception of matters related to discrimination and sexual harassment.

ARTICLE XIV
DISCIPLINE AND DISCHARGE

SECTION A REASONS FOR DISCIPLINE AND DISCHARGE

1. DISMISSAL FOR REFUSAL TO TESTIFY BEFORE LOS ANGELES COUNTY GRAND JURY OR OTHER LEGALLY CONSTITUTED OFFICIAL PUBLIC BODY

   The refusal of any City employee to testify under oath before the Los Angeles County grand Jury or other legally constituted official public body in a legally authorized investigation of government bribery or other misconduct in public office shall be sufficient cause for the immediate discharge of such City employee.

2. REASONS FOR SUSPENSION, DEMOTION, OR DISMISSAL

   Suspension, demotion, or dismissal of an employee may be accomplished for any one or more of the following reasons:

   A. Violation of any official regulation or order or failure to obey any proper direction made and given by a superior, or failure to comply with any condition of employment or to maintain any necessary qualification in the course of municipal employment;

   B. Neglect of duty;

   C. Unjustified failure or refusal to properly perform the duties assigned;

   D. Gross carelessness in the discharge of assigned duties;

   E. Conviction or forfeiture of bail for any job-related misdemeanor or felony involving moral turpitude;

   F. Having one's privilege to operate a motor vehicle on the public highway in the State of California suspended or revoked by the Department of Motor Vehicles where a driver's license is required for the performance of your job;

   G. One or more days' unauthorized absence;

   H. Repeated tardiness;

   I. Inability to establish and maintain proper working relationships with fellow officers or employees;

   J. Reporting for duty, or being on duty, under the influence of alcohol, drugs or any combination thereof; or rendering oneself unfit to perform fully one's duties for reasons attributable to, or produced by, indulgence in alcohol, drugs, or any combination thereof;

   K. Absence from the job during the working hours without permission;

L. Unauthorized use of City tools, equipment or property;

M. Abuse or gross negligence in the care or operation of City tools, equipment or property;

N. Use of sick leave for unauthorized purposes;

O. Receiving gratuities or any personal favor in exchange for the performance or for the non-performance of an assigned duty;

P. Discussion with unauthorized persons of City business known to the employee to be confidential;

Q. Willful refusal to respond to an official call in an emergency;

R. Willfully making any false statements, certificates, or reports or in any manner committing or attempting fraud;

S. Violation of administrative rules and regulations;

T. Illegal possession or use of drugs or narcotics;

U. Incompetence or inefficiency in the performance of required duties;

V. Discrimination against, or harassment of, co-workers or the public based on race, religion, national origin, sex, age, handicap, or other unlawful consideration;

W. The consumption of alcohol or the use of drugs during the workday.

SECTION B LIE-DETECTOR TESTS

No employee shall be subjected to a lie-detector test as a condition of employment.

SECTION C PRE-DISCIPLINARY HEARINGS AND PROCEDURES

1. STATEMENT

Employees of the City with permanent civil service status shall be assured of fair and consistent treatment and no arbitrary actions will be taken for disciplinary time off or termination of any employee without just cause and due process.

2. PROCEDURE

A. Minor discipline shall be all discipline administered where the punishment imposed is a written reprimand, suspension from work for not more than three days or similar discipline.

B. In minor disciplinary matters the statement of charges should be specific and factual and enumerate violations of **Section A** of this

article. All evidence requested by the employee or the Union, and relied upon for disciplinary actions, shall be supplied to the employee or his or her representative. Any evidence discovered after the initial request by the employee or the Union shall be supplied to the employee or the Union. Failure to provide all evidence relied upon for disciplinary action shall result in the exclusion of such evidence from any disciplinary hearing.

C. The employee shall receive by a written or oral notice to the employee of the date and time of the informal hearing at least two calendar days prior to the hearing.

D. The department manager or supervisor shall document only the problem, significant facts and the results (statements made by the parties at the hearing shall not be included). A copy will be placed in the employee's personnel file and the employee shall be given a copy.

E. If, during the course of the hearing, it becomes apparent that more than minor discipline is in order, the department manager shall terminate the hearing and then proceed in accordance with the procedure set forth below applicable to major discipline. The employee will be informed as to why the hearing is being terminated.

It is understood by the parties that **Subsections D and E** above do not prevent the City from:

1) taking action against an employee who goes beyond the norm for behavior in a grievance or pre-disciplinary hearing, it being clear that behavior beyond the norm by a supervisor or leadworker can justify similar behavior by an employee, and

2) considering additional discipline for admissions made during the informal hearing, as long as the admissions go to new issues or are major in scope.

F. For purposes of clarification, the definition of a 1-day suspension will mean eight (8) hours of work time when used as part of a discipline. A "day" for a part-time employee will be their regularly scheduled hours or at the discretion of the Department head for non-regularly scheduled part-time employees.

3. MAJOR DISCIPLINE

A. Major discipline shall be all discipline administered, where the punishment imposed may result in suspension without pay or more than three days, or in the dismissal or demotion of the employee. Major discipline shall not be imposed for minor infractions that have occurred infrequently.

B. The employee shall receive notice at least ten calendar days prior to a pre-disciplinary hearing. The notice shall contain the time, date and place of the hearing and shall also contain a brief statement of all charges against the employee. An earlier date may be established if the employee agrees, or with department approval, the date may be extended by five calendar days.

C. Further, major suspensions of 15 days or more will be calculated as follows:
15 days= 11 days of suspension as defined above
20 days= 15 days of suspension as defined above
30 days =22 days of suspension as defined above

4. STATEMENT OF CHARGES
In major disciplinary matters the statement of charges should be specific and factual and enumerate violations of **Section A** of this article. All evidence requested by the employee or the Union, and relied upon for disciplinary actions, shall be supplied to the employee or his or her representative. Any evidence discovered after the initial request by the employee or the Union shall be supplied to the employee or the Union. Failure to provide all evidence relied upon for disciplinary action shall result in the exclusion of such evidence from any disciplinary hearing.

5. EMPLOYEE'S RIGHT TO RESPOND
In major disciplinary matters, the employee's rights include calling witnesses, presenting testimony and evidence, inspection of City evidence, and representation by BCEA/AFSCME or an attorney.

6. THE HEARING
A. The department manager, or his or her authorized representatives in his or her absence, shall preside at major disciplinary hearings.

B. The person conducting the hearing may decide on the facts and render a decision at the immediate conclusion of the hearing or advise the employee within ten calendar days. A summary of the decision will be sent to the employee and to the BCEA (Statements made by the parties at the hearing shall not be included).

7. EMERGENCY DISCIPLINARY SITUATIONS
A. Emergency disciplinary situations exist when the continuation on the job by the employee shall constitute an immediate adverse effect on the function of the department in which the employee works.

B. In such situations the employee may be placed upon suspension with pay for a period of time no more than ten calendar days from the employee's receipt of notice of the hearing.

C. At the discretion of the department manager, the employee may not be permitted to come to his or her regular place of employment or may be assigned a task where the department's function is not jeopardized by his or her presence.

8. IMPLEMENTATION
In implementing the disciplinary procedure, a full trial type evidentiary hearing is not required in pre-disciplinary hearings.

SECTION D MEDIATION

Prior to requesting a post disciplinary hearing, BCEA may request that a discipline be submitted to mediation subject to the provisions **of Article XIII, Section C.4.** of this MOU.

SECTION E FORMAL DISCIPLINARY PROCEDURES AND POST DISCIPLINARY HEARINGS

1. SUSPENSION
Any person holding a position or employment in the Civil Service System shall be subject to suspension without pay by the appointing power, but such suspensions shall not exceed a total of thirty (30) days in any fiscal year; provided, however, any person suspended without pay shall have the right of appeal in the manner provided by this Article.

2. EXCEPTION
Neither the provisions of this Section nor this Article shall apply to reductions in pay which are part of a general plan to reduce salaries and wages as an economy measure or as part of a general curtailment program.

3. Right of Appeal is defined in **Section E of Article XIII.**

4. Verbal and written reprimands will be processed only in accordance with the provisions in **Article XIV**. Such reprimands may not be processed through the grievance procedure or appealed to the Civil Service Board.

ARTICLE XV
INFORMAL DISCUSSION OF DEPARTMENTAL PROBLEMS

SECTION A DEPARTMENTAL MEETINGS

Departmental Managers will implement the following policy:

1. The BCEA may request, monthly, that a meeting be scheduled between the Department Steward or Stewards, the Department Head, and his or her representatives, to discuss items of mutual interest. Advance notification of at least three (3) working days of such meeting(s) shall be sent to the BCEA President. At the option of the BCEA, the President of the BCEA may be present at such meetings. The Department Head shall make every effort to comply with this request.

2. Department Managers are encouraged to consult with employee representatives on departmental problems, future actions, and related matters. Union representatives cannot enter into binding agreements on meet and confer matters without the expressed written permission of the President of BCEA or his or her designated representative.

3. In addition to the monthly meeting, Department Managers are encouraged to meet with department representatives when it would be to everyone's advantage to meet immediately.

4. Department managers shall permit short meetings for employees held by the Steward during business hours in order to discuss departmental problems so long as it does not interfere with the orderly and efficient operations of the Department.

ARTICLE XVI
HEALTH AND SAFETY

SECTION A SAFETY IN THE WORK PLACE

The City and the BCEA reaffirm their joint commitment to ensure safety and reasonable health in the work place and to maintain a continuous awareness of safety procedures and accident prevention guidelines. In order to reinforce these objectives, a Citywide Safety Coordinators Committee has been established to broaden the base of participation in safety activities. The Burbank City Employees Association (BCEA) will have two representatives on the Safety Coordinators Committee. Each representative will serve one (1) year. The representatives will be appointed six (6) months apart.

SECTION B SAFETY SHOES

1. Every two years the City shall provide to full-time and part-time employees three (3) pairs of department approved safety shoes to each affected employee at no cost to the employee. Approved safety shoes shall mean such styles as may be approved by the affected department and which provide, in the opinion of the City's Safety Officer, adequate safety.

2. For this section, the term "employee" shall mean a person on active status at the time of request for safety shoes.

SECTION C SAFETY GLASSES

1. It is the policy of the City to require the use of safety glasses or other eye protection in all classifications of employment in which there is a significant threat of eye injury. This policy is in accord with the California Occupational Health Act of 1973. The Safety Officer shall reasonably determine which employees are eligible and are required to wear safety glasses.

2. For those employees, the City will pay for the cost of frames, prescription lens, and fitting or other eye protection as referenced in **Section C1** above. The cost of eye examinations to obtain the prescription will be paid by the employee. The City will provide plain safety glasses to qualifying employees not requiring prescription lens.

3. Broken or badly damaged glasses will be replaced by the same method as the glasses were originally obtained. Damaged safety glasses will be required to be turned in. Lost glasses will be replaced at the expense of the employee.

SECTION D RAINGEAR

The City shall provide raingear for Crossing Guards and Field personnel.

SECTION E VDT SAFETY COMMITTEE

The City & the BCEA agree that the issue of VDT (Video Display Terminal) safety is worthy of study. The parties agree to establish a joint committee to review the

information available, and formulate recommendations, and a plan including a time frame for implementation by the City.

SECTION F SPECIAL MEDICAL EXAMINATIONS AND DRUG AND ALCOHOL PROGRAMS

1. The City Manager or a Department Manager may require an employee to have a special medical examination at City expense, if it appears to the department manager that the employee has or is developing a condition that may impair his or her ability to perform his or her work. If the examination confirms that the employee has or is developing such a disabling condition, the employee will be advised of it and directed to seek attention under the direction of his or her personal physician. The employee will be evaluated for retention in his or her present position, transfer to another position, or rehabilitation training depending on specific conditions in each case. Evidence developed by this procedure shall not be used for discipline, discharge, or termination except when the disabling condition is due to alcohol or an illicit drug, and then only upon properly following the rules and standards in **"2" and "3"** below.

2. When there is reasonable cause to believe that an employee, while on the job, is unfit for duty because of alcohol or illicit drugs, or is using alcohol or illicit drugs on the job, the employer may direct such employee to submit to medical examination. Where the results of the medical examination shows that the employee's disabling condition on the job was due to the influence of alcohol or an illicit drug, the employee will be evaluated for retention in his or her present position, transfer to another position, rehabilitation training or imposition of discipline pursuant to **Article XIV - Discipline & Discharge.**

3. In administering **"2"** above the following rules shall be adhered to by the City:
   A. The City will take every reasonable step, directly and through clinics, medical personnel and other agents and contractors, to preserve the chain of custody of the urine or blood sample given and do so in a manner which eliminates or practically eliminates the opportunity for samples to be lost, switched, confused, mixed or otherwise compromised. Employee shall receive promptly upon request part of the urine or blood sample given by the employee and may, at their own initiative and expense, have such sample sent to an independent laboratory for testing. The union or the employee shall submit the sample jointly with the employer to the independent laboratory and do so in a manner in which the employer is given ample opportunity to observe the union's sample at all times prior to it being released to the independent laboratory.

   B. Employees will not be subjected to unusual or unprofessional observation techniques when they provide samples.

C. The City will train employees to become Drug Recognition Experts to the extent that this is possible. If this is not possible the Department will seek to obtain appropriate training for employees in the recognition and identification of alcohol and drug use. Such alternate training must be acceptable to the union.

D. It is the intent of the City that whenever there is a vehicle accident involving a "third party", a police officer and/or a Drug Recognition Expert will respond to the accident. The police officer or the DRE will determine if a drug screen is necessary based on a determination that there is reasonable cause to believe that an employee, while on the job, is unfit for duty because of alcohol or drugs.

SECTION G U.S. DEPARTMENT OF TRANSPORTATION, ALCOHOL AND DRUG ABUSE POLICY

This agreement supplements the City of Burbank Alcohol and Drug Abuse Policy. The provisions of this agreement apply only to those employees who are subject to the U.S. Department of Transportation Drug Testing Regulations pertaining to holders of commercial driver's license when required by the City of Burbank. All other employees remain subject to the City's existing policies, Administrative Procedures, and the provisions of their applicable agreements.

As with all employees, employees subject to the U.S. Department of Transportation Drug Testing Regulations are expected to report to work free of drugs and/or alcohol.

The BCEA shall have access, upon request, to review any documents generated by the HEIDI Random Computer Program, including who has accessed the Program and when random tests were generated.

When a random test is generated, a hard copy of the randomly selected names, including a listing of the entire pool, will be printed and retained with the permanent drug testing records. (See Exhibit H).

ARTICLE XVII
EMPLOYEE RIGHTS

SECTION A PAYROLL DEDUCTION AND DUES

1. UNION MEMBER DEDUCTION AND DUES

   A. The City shall deduct BCEA dues on the bi-weekly payroll basis, and remit to the Union, subject to the provisions outlined in this section. Such deductions shall be made only when the employees' earnings for a pay period are sufficient after other legally required deductions are made. Both parties are aware that the amount of dues deductions are subject to the limitations of the computer-based payroll system.

   B. BCEA hereby certifies that it has and will maintain authorizations for individual employees. The City shall rely on representations made by BCEA regarding the authorization to make, revoke, cancel, or change deductions for employees represented by BCEA.

   C. The City shall deduct dues for employees represented by BCEA following receipt of written notice from BCEA that written authorization has been provided to the Association by the employee.

   D. If a BCEA represented employee desires to revoke, cancel, or change prior dues deduction authorization, such requests shall be directed in writing to the Association, which shall promptly provide written notice to the City. ~~The City shall stop or change dues effective the beginning of the pay period following April 1 of each calendar year.~~ A copy of the processed cancellation forms shall be forwarded to the Union.

   E. Should there be a dispute regarding the deduction of dues, the BCEA shall provide the City with a copy of the authorization(s) signed by the BCEA represented employee.

   F. At BCEA's request, the City will provide copies of dues deduction records in the City's possession as well as a list of employees with dues deductions in place.

   G. The BCEA, in consideration for and as a condition of the City withholding and transmitting payroll and benefit deductions authorized by this MOU and in compliance with Senate Bill 866, shall hold harmless the City, its officers, and employees from any liability that may result from making, canceling, or changing requested deductions certified by the BCEA.

2. COMMUNICATIONS WITH BCEA REPRESENTED EMPLOYEES

   A. The City shall not deter or discourage employees or applicants represented by BCEA from becoming or remaining members of the

Association, or from authorizing dues or fee deductions to the Association.

B. If the City chooses to disseminate mass communications to employees or applicants represented by BCEA concerning their right to join or support an employee organization, or to refrain from joining or supporting an employee organization, it shall meet and confer with the BCEA concerning the content of the mass communication.

C. If the City and the BCEA do not agree on the content of the City's mass communication as referenced above in Section B, the City shall distribute to the employees, in addition to, and at the same time as, its own mass communication, a communication of reasonable length provided to the City by the BCEA. The Association shall provide the City with adequate copies of its own mass communication prior to distribution.

SECTION B MEMBERSHIP LIST

The City shall furnish the BCEA a listing each September 1st, December 1st, March 1st and June 1st of member employees in classifications represented by the BCEA. The City shall furnish the BCEA a listing each September 1st of non-member employees in classifications represented by the BCEA. In addition, the City shall provide the BCEA a listing by the 20th of each month of all new employees hired on a non-temporary basis during the preceding month into classifications represented by the BCEA.

SECTION C ACCESS TO WORK LOCATIONS

Reasonable access to employee work locations shall be granted to officers of the Association and its authorized representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Such officers or representatives shall not enter any work locations without the consent of the City or its authorized representative, and such consent shall not be unreasonably denied. Access shall be restricted so as to not interfere with the normal operations of the department or with established safety or security requirements. Solicitation of membership and activities concerned with the internal management of an employee organization, such as collecting dues or campaigning for office, will not be permitted during working hours.

SECTION D MEETING WITH NEW EMPLOYEES

The City shall notify the BCEA of the dates and times of the new employees' orientation not less than 10 days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The structure, time, and manner of BCEA access shall be determined through mutual agreement between the City and the BCEA, subject to the requirements of Section 3557 of the Government Code. BCEA will be allowed to speak to new employees

at the conclusion of the orientation by Management Services staff. The City shall only give notice of the orientation to the effected employees, their supervisors and/or Department Directors, or to a vendor that is contracted to provide service for purposes of the orientation. In addition, the City agrees to notify BCEA when employees become newly represented by BCEA as soon as practical.

SECTION E PERSONNEL FILES

The City acknowledges that an employee is entitled to review the contents of their "official" file located in the office of the Management Services Department at reasonable intervals. An employee may request a Union representative to assist him or her in reviewing said folder.

SECTION F TIME OFF FOR CIVIL SERVICE BOARD MEETINGS

1. Employees shall be granted time off without loss of pay to attend meetings of the Civil Service Board which are scheduled during the employees regular working hours, if the employee is (1) president of an employee organization and/or vice president, if the president cannot attend; (2) chairperson of the civil service committee or salary committee chairperson of an employee organization, if the salaries are being discussed; (3) present on official business before the Board including an appeal by the employee or representation of an employee by another for the purpose of appeal; or (4) present because, in the opinion of his or her department manager, the interests of the City are served by having the employee present.

2. Employees shall request permission from their department manager to attend at least twenty-four (24) hours prior to the meeting. Unless otherwise authorized, employees must return to work as soon as the business for which they are attending is completed.

SECTION G RIGHT OF REPRESENTATION

The BCEA may, at the employee's option, represent the employee at disciplinary hearings, investigatory interviews, counseling, evaluations (only overall evaluations below achieves expectations), meetings to mete out discipline, safety meetings (accident review), any discussion or meeting concerning layoff or retirement, grievance meetings, arbitration proceedings, or Civil Service Board meetings or hearings. If an employee requests union representation and is not provided with it, admissions obtained by interrogation shall not be used against an employee in any proceeding or action by the City. Interrogation shall mean either express questioning or behavior by a manager or supervisor that is reasonably likely to elicit an incriminating response.

SECTION H CITY BULLETIN BOARDS

Adequate space shall be made available to the BCEA on City bulletin boards throughout the City provided the material posted is not derogatory to the City, of a political nature, or commercial advertising designed for purposes other than employee benefit or morale, or not endorsed by the BCEA. Notice shall be dated and signed by the authorized representative of the union responsible for its

issuance.

SECTION I UNION LEAVE

1. An aggregate of two thousand and eighty (2080) working hours per fiscal year shall be available without loss of pay for use by the BCEA President.
2. Effective May 25, 2025, An aggregate of 1,100 hours per calendar year of release time with pay shall be available to BCEA employees for any meetings initiated by the BCEA not involving City staff, including but not limited to Stewards and Executive Board meetings, preparation for City related union appearances, to provide counsel to employees on labor relations subjects, to attend union conferences and conventions held by labor or professional organizations, and to serve on the union election committee. Unused hours accrued annually during the contract may be rolled over to the following year and utilized at any time until the expiration of the contract.

3. BCEA employees may use City time to attend meetings initiated by the City, including but not limited to the following:

   Safety Committee meetings
   Accident Investigation Committee meetings
   Deferred Compensation Committee meetings
   Civil Service Board meetings
   Investigative interviews
   Monthly department meetings pursuant to Article XV
   Pre-disciplinary meetings
   BERMT meetings

5. Department managers may make efforts to arrange the hours of day shift employees on the day in question so as to adjust the hours of the employee in order to allow such employee to finish his or her shift before the start of a Steward's Council or Executive Board meeting. Evening and night shift employees shall attend these meetings with pay and without adjustment of their hours.

ARTICLE XVIII
MANAGEMENT RIGHTS AND PAST PRACTICES

SECTION A MANAGEMENT RIGHTS

The rights of the City include, but are not limited to, the exclusive right to:

1. Determine the mission of its constituent departments, divisions, commissions, and boards;

2. Set standards of service and municipal fees and charges;

3. Determine the procedures and standards of selection for employment, assignment, transfer, and promotion;

4. Direct its employees;

5. Take disciplinary action for just cause;

6. Relieve its employees from duty because of lack of work or for other legitimate reasons;

7. Maintain the efficiency of governmental operations;

8. Determine the methods, means, and personnel by which governmental operations are to be conducted;

9. Determine the content of job classifications;

10. Take all necessary actions to carry out its mission in emergencies;

11. Exercise complete control and discretion over its organization and technology of performing its work.

SECTION B ALL RIGHTS RETAINER

All rights held by the City, or vested in the City, on the effective date of this Article and not mentioned in **Section A** of this Article are retained by the City unless altered by this Memorandum of Understanding or by a past practice covered by **Section C** of this Article.

SECTION C PAST PRACTICES

Past practices concerning rights, wages, hours, and working conditions will be continued unless specifically altered by this agreement.

SECTION D CONTROL

If any rule or regulation conflicts with this document or is superseded by this document, this Memorandum of Understanding is controlling.

ARTICLE XIX
MISCELLANEOUS

SECTION A ARBITRATION TRAINING

The City agrees to provide American Arbitration Association training to **new** BCEA Executive Board members and stewards. The City agrees that the BCEA will be advised of Civil Service Board openings and be afforded the opportunity to provide the City Council with a list of names for consideration for appointments.

SECTION B CONTRACT TRAINING

The parties agree that every manager and supervisor shall be provided with a copy of the current contract and receive formal training as to its application. This training is to be completed within six (6) months from City Council approval of this agreement

SECTION C MOU COPIES

The City will provide to the BCEA, at no cost, up to 400 printed copies of this collective bargaining agreement. The printed copies will be 8½ inches by 11 inches. The City will provide the copies no later than 60 days after the new Memorandum of Understanding is approved.

SECTION D CRAFT AND PROFESSIONAL LICENSES

The City will pay for or reimburse fees for all licenses, certificates, examinations or training that it requires of employees in their present positions. This includes but is not limited to professional fees, Class A or B Driver's licenses, water treatment certificates, Engineer-In-Training certificates, FCC licenses, toxic materials certificates, smog certificates, continuing education units for required licenses and certificates, and back-flow valve certificates. This provision does not include remedial training or preparation for advancement. All employees as above who need to maintain and renew their licenses for work which they do for the City shall be given adequate time off with pay in order to take such renewal examinations or required seminars.

SECTION E NOTICE OF RESIGNATION

A permanent employee, who leaves City employment for reasons other than as stated herein, shall give reasonable notice of not less than two (2) weeks and shall submit in writing his or her resignation from the position. Permanent employees who do not submit a resignation but voluntarily leave the service of the City without notice to the City Manager may be deemed discharged.

SECTION F RENEGOTIATION

If any term or provision of this Agreement is found to be in violation of any City, County, State, or Federal law, the parties agree to meet promptly, and as often as necessary, to expeditiously renegotiate this term or provision. All other terms and provisions of this agreement shall remain in full force and effect during the period of such negotiations and thereafter until their normal expiration date.

SECTION G FAIR LABOR STANDARD ACT

The parties understand that many of the employees covered by this agreement may also be covered by the Fair Labor Standards Act of 1938, as amended, 29 U.S.C., Section 201 et seq. (FLSA). To the extent that any provision herein conflicts with the FLSA, employees covered by the FLSA shall receive benefits required there under and any additional benefits set forth herein if compatible with FLSA.

SECTION H PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable federal and state laws, ordinances and regulations and any lawful ordinances and regulations enacted by the City of Burbank. If any part or provisions of this Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of federal and state laws, regulations or ordinances or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended or superseded by such applicable law, regulation, or ordinance and the remainder of the Memorandum of Understanding shall not be affected thereby.

SECTION I TRADES COMMITTEE

The parties will continue with the joint Union/Management Committee known as the "Trades Committee". The purpose of the committee will be to meet and confer to determine whether inequities exist between BCEA trade classifications and comparable classifications within the IBEW trade series and other outside agencies.

SECTION J BURBANK EMPLOYEE RETIREE MEDICAL TRUST (BERMT)

The City provided $20,000.00 to set up a Retiree Medical Trust Coalition in 2003. In addition, the City deposited the sum of $2.4 million for three years' worth of monthly payments for the prospective retirees. The employer rates were established as $50.00 per month effective April 1, 2003, $60.00 per month effective April 1, 2004, and $65.00 per month effective April 1, 2005. Upon implementation, employees contributed $20 per pay period to the trust.

Effective April 1, 2006 the City and each eligible employee will both contribute $26.25 per pay period to the BERMT.

Effective December 16, 2007 the City and each eligible employee will both contribute $30.00 per pay period to the BERMT. Effective September 7, 2008 the City and each eligible employee will both contribute $40.00 per pay period to the BERMT. Effective August 1, 2010 the City and each eligible employee will both contribute $50.00 per pay period to the BERMT.

SECTION K CLASSIFICATION VACANCIES

The City shall notify the BCEA quarterly as to any open position and the expected time frame to fill said position.

SECTION L 457 CONTRIBUTION (DEFERRED COMPENSATION)

Effective May 25, 2025, the City will match employee contributions to the City's 457 Deferred Compensation Plan up to $30.00 per pay period for employees identified by the Public Employee Retirement System (PERS) as Classic Members.

Effective May 25, 2025, employees who are either (1) identified by PERS as New Members, or (2) non-PERS, Regular (non-temporary) employees in the Library Page or Crossing Guard classification may select for the City to match their contributions to the City's 457 Deferred Compensation Plan either up to 2% of base pay, or up to $30.00 per pay period

Effective June 22, 2025, employees who are either (1) identified by PERS as New Members, or (2) non-PERS, Regular (non-temporary) employees in the Library Page or Crossing Guard classification may select for the City to match their contributions to the City's 457 Deferred Compensation Plan either up to 3% of base pay, or up to $30.00 per pay period.

SECTION M END OF "INCENTIVE PROGRAM"

Effective December 31, 2025, BCEA and the City agreed to end the practice of allowing Solid Waste Truck Operators to end their shift early upon completion of their designated routes. In exchange, the City agreeds to the following provisions contained in this MOU:
Article II, Section H.1. - Holiday Pay will increased to 10%, effective May 25, 2025
Article II. Section H.9. - Refuse Collection Assignment differential will increased from 5% to 7.5%, effective May 25, 2025.
Employees in the Solid Waste Truck Operator classification will continued to receive 5.25% retention pay until the end of this contract (June 30, 2026).

Article V, Section 2.E. – Solid Waste Truck Operators may continue to leave work at 12pm, if they have satisfactorily finished their routes on City-observed holidays.

SECTION N REOPENER PROVISIONONGOING DISCUSSION ITEMS

The City agrees to meet monthly with BCEA, beginning no later than six weeks following Council adoption, to continue discussions limited to the subjects and provisions specified below (listed in no particular order):

1. Class & Compensation:
    a. Duties, responsibilities, and qualifications of the following titles:
        1. Forensic Specialist
        2. Heavy Equipment Operator
        3. Human Resources Specialist

Human Resources Technician

        4. Intermediate Clerk
        5. Laborer

~~6. Recreation Leader~~
~~7.~~5. Senior Recreation Leader
6. Social Services Coordinator

~~c.~~b. Compensation for the following titles:
1. Heavy Equipment Operator
2. Motor Sweeper Operator
3. Construction Inspector Series

~~2. Article II, Section H.5. - Asphalt Spray Differential~~
~~3.~~2. ~~Article III, Section A.4. – 4-10 Schedule Discuss the addition of Library Pages to the PERS system.~~
~~4.~~3. Article VIII, Section F.3.C. 16-Hour Rule & Rest Periods
~~5.~~4. Article VIII, Section F.8. - In Lieu Accumulation
~~6.~~5. Article XII, Section C.5. – Panel of Arbitrators
~~7.~~6. Exhibit A - Expedited Hiring
~~8.~~7. Exhibit B - Civil Service Exempt Employees

In witness whereof, the parties hereto have caused their authorized representatives to execute this Memorandum of Understanding on this date to be effective the 1st day of July 2024, and as provided herein.

ON BEHALF OF THE CITY OF BURBANK:

_____
JUSTIN HESS
City Manager

_____
BETSY MCCLINTON
Management Services Director

_____
JULIE CHAIDEZ
Human Resources Manager

_____
JOY CASUCCI
Senior Administrative Analyst

ON BEHALF OF THE BURBANK CITY EMPLOYEES' ASSOCIATION:

_____
GRISELDA SANDOVAL
BCEA President

_____
Erik Sartuche
BCEA Vice President

EXHIBIT A

AFFECTED EMPLOYEES CIVIL SERVICE CLASSIFICATION TITLES

Note: Any classification marked with a plus (+) sign is exempted from layoff rights per **Article I and Article X.** Any classification marked with an asterisk (*) sign, although Civil Service, is subject to "expedited hiring" "Expedited hiring" means the City does not have to post, advertise, recruit, or select in accordance Civil Service Rules or Exhibit E of this MOU.

ACCOUNT CLERK	ENGINEERING TECHNICIAN
ACCOUNTANT	ELECTRICAL ENGINEERING ASSOCIATE II
ANIMAL CONTROL OFFICER	ELECTRICAL SERVICE PLANNER
APPLICATIONS DEVELOPMENT ANALYST I	ENGINEERING AIDE
AQUATICS SUPERVISOR	ENGINEERING ASSISTANT – TRAFFIC
ASSISTANT PLANNER	ENGINEERING ASSOCIATE – TRAFFIC
ASSISTANT TRAFFIC SIGNAL TECHNICIAN	
ASSISTANT TRANSPORTATION PLANNER	FACILITY TECHNOLOGY COORDINATOR
ASSOCIATE TRANSPORTATION PLANNER	FIBER SERVICES SUPERVISOR
ASSOCIATE PLANNER	FIELD SERVICE REPRESENTATIVE
	FIELD SERVICE REPRESENTATIVE II
BENEFITS COORDINATOR	FIRE EQUIPMENT MECHANIC
BUILDING INSPECTOR I	FIRE EQUIPMENT SPECIALIST
BUYER I	FIRE INSPECTOR I
BUYER II	FIRE INSPECTOR II
	FLEET MAINTENANCE TECHNICIAN
CARPENTER	FLEET UTILITY WORKER
CARPENTER LEADWORKER	FOOD SERVICES AIDE *
CEMENT FINISHER	FOOD SERVICES SUPERVISOR
CIVIL ENGINEERING ASSISTANT	FORENSIC SPECIALIST
CIVIL ENGINEERING ASSISTANT-BWP	FORENSIC SPECIALIST SUPERVISOR
CIVIL ENGINEERING ASSOCIATE	FORESTRY SERVICES SUPERVISOR
CIVIL ENGINEERING ASSOCIATE- BWP	
CLIENT TECHNOLOGY SPECIALIST	GIS SPECIALIST
CODE COMPLIANCE INSPECTOR I	GRAPHICS MEDIA DESIGNER
CODE COMPLIANCE INSPECTOR II	GROUNDSKEEPER
COLLECTIONS SPECIALIST	GROUNDSKEEPER HELPER
COLLECTION~~S~~ SYSTEMS JOURNEYMAN	
COLLECTION~~S~~ SYSTEMS LEADWORKER	HEAVY EQUIPMENT OPERATOR
COLLECTION~~S~~ SYSTEMS WORKER	HEAVY TRUCK DRIVER
COMMUNICATIONS OPERATOR	HELICOPTER MECHANIC
COMMUNICATIONS SUPERVISOR	HOUSEHOLD HAZARDOUS WASTE LEADWORKER
COMMUNITY SERVICE OFFICER	HOUSEHOLD HAZARDOUS WASTE TECHNICIAN
CONSTRUCTION INSPECTOR I	HOUSING ASSISTANT + *
CONSTRUCTION INSPECTOR II	HOUSING SERVICES ASSISTANT + *
CONSTRUCTION & MAINTENANCE LEADWORKER	HOUSING SPECIALIST + *
CONSTRUCTION & MAINTENANCE WORKER	HUMAN RESOURCES SPECIALIST
CROSS CONNECTION CONTROL SPECIALIST	HUMAN RESOURCES TECHNICIAN I
CROSSING GUARD *	HUMAN RESOURCES TECHNICIAN II
CUSTODIAL LEADWORKER	
CUSTODIAN	INFORMATION SYSTEMS ANALYST I
CUSTOMER SERVICE REPRESENTATIVE I	INTELLIGENT TRANSPORTATION SYS SPECIALIST
CUSTOMER SERVICE REPRESENTATIVE II	INTERMEDIATE CLERK
CUSTOMER SERVICE REPRESENTATIVE III	IRRIGATION SPECIALIST
CUSTOMER SERVICE SUPERVISOR	
	JAILER
DUPLICATING MACHINE OPERATOR	JUNIOR ENGINEERING AIDE - BWP
	KENNEL ATTENDANT
ELECTRICAL ENGINEERING ASSOC. I	

LABORER
LANDFILL LEADWORKER
LANDSCAPE SERVICES SUPERVISOR
LEAD JAILER
LEGAL ASSISTANT
LEGAL SECRETARIAL CLERK
LEGAL SECRETARY
LIBRARIAN*
LIBRARY ASSISTANT
LIBRARY ASSOCIATE
LIBRARY OPERATIONS SUPERVISOR
LIBRARY PAGE/PT

METAL WORKER
MOTOR SWEEPER OPERATOR
MUNICIPAL RECORDS CLERK

NETWORK SUPPORT ANALYST I

OFFSET PRESS OPERATOR

PAINTER
PAINTER LEADWORKER
PARKING CONTROL OFFICER
PARKING CONTROL SUPERVISOR
PARKING PERMIT TECHNICIAN
PAYROLL TECHNICIAN I
PAYROLL TECHNICIAN II
PERMIT TECHNICIAN
PIPEFITTER
PIPEFITTER-OPERATOR
PLANNING TECHNICIAN
POLICE RECORDS TECHNICIAN
POLICE RECORDS TECHNICIAN SUPERVISOR
POLICE TECHNICIAN
POWER RESOURCES PLANNING ASSOC. I
POWER RESOURCES PLANNING ASSOC. II
POWER SUPPLY SCHEDULER
PRINCIPAL CLERK
PROGRAM SPECIALIST
PROPERTY AND EVIDENCE TECHNICIAN
PUBLIC SAFETY FACILITY TECHNICIAN
PUBLIC WORKS JOURNEYMAN

RANGEMASTER
RECORDS TECHNICIAN
RECREATION COORDINATOR
RECREATION SUPERVISOR
RIGHT OF WAY SPECIALIST

SECURITY GUARD
SENIOR ACCOUNTANT
SENIOR ANIMAL CONTROL OFFICER
SENIOR CIVIL ENGINEERING ASSISTANT
SENIOR CLERK
SENIOR CODE COMPLIANCE INSPECTOR
SENIOR ELECTRIC SERVICE PLANNER
SENIOR ENGINEERING TECHNICIAN
SENIOR FLEET MAINTENANCE TECHNICIAN
SENIOR FOOD SERVICES AIDE
SENIOR GROUNDSKEEPER
SENIOR LIBRARIAN*
SENIOR LIBRARY ASSISTANT
SENIOR CONSTRUCTION INSPECTOR
SENIOR GIS SPECIALIST
SENIOR PROPERTY AND EVIDENCE TECHNICIAN
SENIOR POWER RESOURCES PLANNER
SENIOR RECREATION LEADER
SENIOR SECRETARY
SENIOR SECURITY GUARD
SENIOR SURVEY AIDE
SENIOR TREE TRIMMER
SENIOR UTILITY LOCATOR
SENIOR VIDEO PRODUCTION ASSOCIATE
SENIOR WATER PLANT MECHANIC
SENIOR WATER PLANT OPERATOR
SIGN LANGUAGE INTERPRETER
SKILLED WORKER
SOCIAL SERVICES COORDINATOR *
SOCIAL SERVICES SUPERVISOR
SOCIAL SERVICES PROGRAM SUPERVISOR/NUT
SOLID WASTE LEADWORKER
SOLID WASTE TRUCK OPERATOR
SOLID WASTE UTILITY WORKER
SPECIAL ACTIVITY LEADER *
SPECIAL PROJECT CREW LEADER *
STOREKEEPER
STORES HELPER
STREET MAINTENANCE LEADWORKER
SUPERVISING ACCOUNT CLERK
SUPERVISING CLERK
SUPERVISING OFFSET PRESS OPERATOR

TECHNICAL SUPPORT ANALYST I
TECHNICAL SUPPORT ANALYST II
TIRE MAINTENANCE WORKER
TRAFFIC CONTROL JOURNEYMAN
TRAFFIC SIGNAL OPERATIONS SPECIALIST
TRAFFIC SIGNAL TECHNICIAN
TRANSPORTATION OPERATIONS SUPERVISOR
TRANSPORTATION SCHEDULER *
TRANSPORTATION SERVICES DRIVER *
TREASURER TECHNICIAN
TREE TRIMMER
TREE TRIMMER HELPER

UTILITY ACCOUNTING ANALYST
UTILITY BUSINESS SYSTEMS ANALYST
UTILITY LOCATOR

VETERINARY TECHNICIAN
VIDEO PRODUCTION ASSOCIATE

WATER METER MECHANIC
WATER PLANT MECHANIC
WATER PLANT OPERATOR
WATER QUALITY ANALYST
WATER SERVICE PLANNER
WELDER
WORKER'S COMP. REP. II
WORKERS' COMP. AND RISK MGMT REP. I

EXHIBIT B

AFFECTED CIVIL SERVICE EXEMPT EMPLOYEES
CLASSIFICATION TITLES
BCEA

CLERICAL WORKER
FACILITY ATTENDANT I
FACILITY ATTENDANT II
FLEET MAINTENANCE APPRENTICE
LIBRARY MONITOR
LIFEGUARD
LIFEGUARD-INSTRUCTOR
LOCKER ROOM ATTENDANT
MAIL ROOM ASSISTANT
PIPEFITTER APPRENTICE
POLICE CADET
RECREATION LEADER
~~SENIOR FOOD SERVICES AIDE~~
SENIOR LIFEGUARD
UTILITY WORKER
WORK TRAINEE I
YOUTH EMPLOYMENT ASSISTANT
YOUTH EMPLOYMENT COORDINATOR
YOUTH EMPLOYMENTJR TEAM LEADER
YOUTH EMPLOYMENT TEAM LEADER
YOUTH SERVICES WORKER

NOTE: These positions may be temporarily classified as Exempt on a limited basis, only for the purpose of allowing current employees to accept these positions without loss of benefits.

EXHIBIT C

AFFECTED CONFIDENTIAL EMPLOYEES

The following classifications (positions) are designated as “confidential employees” per the City’s Employer/Employee Relations Ordinance:

BENEFITS COORDINATOR
HUMAN RESOURCES TECHNICIAN I
HUMAN RESOURCES TECHNICIAN II
INTERMEDIATE CLERK (MANAGEMENT SERVICES DEPARTMENT ONLY)
LEGAL SECRETARY
LEGAL SECRETARIAL CLERK
SENIOR CLERK (EMPLOYEE RELATIONS & CITY ATTORNEY’S OFFICE)

EXHIBIT D

DEFINITIONS

Arbitration: A system for resolving a grievance where the parties agree on an independent third party to resolve the dispute.

Civil Service System: The employment system based on merit and fitness established pursuant to Section 37 of the City Charter.

Class/Class of Position: A group of positions which is substantially so similar with respect to difficulty, responsibility, and character of work as to require the same kind and amount of training and experience for proper performance and to merit equal pay. The class specifications are to be considered descriptive and explanatory and not necessarily inclusive or exclusive.

Continuous Service: Employment in a regular position which has not been interrupted by resignation, discharge, retirement, or layoff.

Department: A principal branch of City government that includes the offices of elected City officials and Council appointed employees.

Differential Pay: Compensation in addition to an employee's base pay for performing the duties prescribed in Article II, Section H.

Displacement: A complex system of transfers and/or terminations utilized during a layoff or the return of a permanent employee to his/her former position.

Emergency: An unforeseen circumstance requiring immediate action, a sudden unexpected happening, or unforeseen occurrence or condition, or a pressing necessity. This definition does not apply to Emergency Leave.

Employee: Any officer or person represented by the BCEA and holding a position in the Classification Plan.

Exempt Employee/ Status: An employee whose classification is listed in Exhibit B and who is not covered by the Civil Service System but is represented by the BCEA.

Full-Time Employee: An employee who regularly works an average of forty (40) hours a week exclusive of overtime (See Article III for benefit

exception).

Grievance: A dispute or difference of opinion raised by an employee, a group of employees (with respect to a single common issue), or the Union covered by this Agreement involving the meaning, interpretation, or application of the provisions of this Agreement.

Hours of Work:

5/40 Workweek: A workweek that consists of five (5) consecutive eight (8) hour work days followed by two (2) consecutive days off.

9/80 Workweek: A work schedule in which an employee works nine (9) days/eighty (80) hours in a fourteen (14) calendar day period.

Just Cause: The arbitration standard for upholding discipline and/or discharge. The "just cause" standard must include the following: (1) the employee must have advance notice either expressed or implied, of the probable or possible consequences of poor performance or misconduct; (2) the employer's policies, practices, and performance rules must be reasonable and related to the employer's legitimate business interest; (3) before discipline is imposed, the employer must fairly investigate the suspected violation; (4) there must be substantial proof that the employee was guilty of poor performance or misconduct; (5) rules must be applied evenhandedly in comparable circumstances; and (6) the degree of discipline must be reasonable in light of the seriousness of the offense, the kind of employment involved, and the employee's record.

Layoff: A non-disciplinary termination of a regular appointment due to a reduction in personnel or an elimination of a position.

Leadworker: An employee who, under direction, assigns or directs other employees (i.e., a crew) to do routine work.

Meet and Confer (in Good Faith): Meet and confer in good faith means performance by duly authorized City representatives and duly authorized representatives of an employee organization recognized as the majority representative of their mutual obligation to meet at reasonable times and to confer in good faith regarding matters within the scope of representation, including wages, hours, and other terms and conditions of employment, in an effort to: (1) reach agreement on those matters within the authority of such representatives and (2) reach agreement on what will be recommended to the City Council on those

matters within the decision making authority of the City Council; but without requiring either party to agree to a proposal or to make a concession.

Meet and Consult: Consult or consultation in good faith means to communicate verbally or in writing for the purpose of presenting and obtaining views or advising of intended actions.

Overtime Work: Work that is performed by an employee of the City in excess of regularly scheduled hours, or on a holiday as defined in Article V, or at times other than those normally required for his/her employment.

Part-time Employee: An employee who regularly works less than forty (40) hours a week (See Article III for benefit exception).

Past Practice: There are generally four elements which should be present in order to cite a past practice: (1) a clear course of conduct; (2) a consistent activity or practice over a reasonable duration; (3) full knowledge and agreement concerning the activity or practice by the City and the Union; and (4) silence or ambiguity in the Memorandum of Understanding concerning the activity or practice.

Permanent Employee/ Status: An employee who has satisfactorily completed his probationary period and has received an appointment for an indefinite period.

Personnel File: Those official individual employee files maintained by the Management Services Department.

Position: The permanent movement of an employee from one classification to another classification where the maximum step of the new salary range is higher than the maximum step of the old salary range.

Provisional Employee/ Status: A non-permanent appointment to fill openings for an interim period of time.

Recall: A system utilized to reinstate employees who have been laid off or displaced.

Seasonal Appointment/ Status: An employee who is appointed to a temporary position which may offer recurring periodic employment.

Seniority: The status attained by the length of Civil Service is employment for the City of Burbank.

Shift Pay: Compensation in addition to an employee's base pay for working hours as specified in Article II, Section G.

Supervisor: An employee, regardless of job description, with the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to adjust their grievances, or effectively recommend such actions. The exercise of this authority is not of a merely routine or clerical nature but requires independent judgment. A supervisor is also responsible for evaluating employees' performances.

Temporary Appointment: An employee who is appointed to a position for a short duration for which no rights or privileges accrue.

Title: A position in the Classification Plan.

Transfer: A movement from one department or title to another. Transfer to another title must be to a position of the same or comparable class and character or work, and where the same general type of examination is given for such position.

Working Out-of-Class: An employee who spends at least 51% or more of his/her time performing duties of a higher level which are not generally included in his/her class specification.

EXHIBIT E

EMPLOYMENT EXAMINATIONS AND LISTS

The City of Burbank and the Burbank City Employee's Association (BCEA) agree to the following provisions relating to employment examinations and employment lists. This Agreement shall apply to all recruitment commenced from December 1, 1993.

I: EXAMINATIONS

1. **Examinations Impartial -** All examinations shall be competitive, impartial, and suitable, as determined by the Management Services Director, for testing fairly the relative merit and fitness of the person examined to perform the duties of the positions to which they seek appointment.

2. **Ordering of Examinations -** The Management Services Director shall schedule examinations whenever necessary. The Department Managers shall anticipate future personnel needs of their departments as far as possible.

3. **Public Announcement -** Notice announcing an examination, setting forth the title of the position, the period for submitting applications, and other descriptive material as deemed necessary by the Management Services Director, shall be posted on the official bulletin board in the Management Services Department in the City Hall, and other conspicuous places. Public notice shall be given at least five (5) working days prior to final filing date.

4. **Competitive Examinations**
   A. All examinations shall be competitive and examinations shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities, or when a single applicant is scored against a fixed standard.

   B. All competitive examinations shall consist of one or more parts carrying a specific or numerical percentage weight as announced at the time of the examination. Such weights are designed to qualify an applicant in terms of the relative fitness to perform the duties of the position for which the examination was ordered. Any part of an examination may be deemed as qualifying.

   C. Any recruitment posted as Open Competitive shall also be posted as Interdepartmental and Departmental Promotional. Any recruitment posted as interdepartmental shall also be posted as Departmental Promotional. Current employees competing in Interdepartmental Promotional or Departmental Promotional recruitment, meeting the minimum qualifications as posted in the bulletin, shall be admitted to the next level of the competitive process beyond application screening.

5. **Promotional Examinations**
   A. Promotional examination means an examination given for the purpose of establishing priority among applicants who have status as permanent

employees and for exempt Utility Workers, Clerical Workers, Library Monitors, Recreational Leaders, Pipefitter Apprentices, Mail Room Assistant, and Work Trainee I, who have completed at least one full year of service. Police Cadets may participate in any Police Departmental examination for any BCEA classification after three months of service as long as they have successfully completed the Police Department required background process.

B. Any promotion to a vacant position shall be based on competitive examinations, an evaluation of records of efficiency, merit, character, seniority in service, or such other measures of merit and fitness as may be necessary.

C. The method of examination, the rules governing the same, and the method of certifying shall be the same as provided for applicants for original appointment. The Management Services Director shall provide the Civil Service Board with a report each month of the promotional competitions which have been scheduled for fewer than four (4) eligible employees and the reasons therefore.

6. **Method of Examining -** Examinations may consist of one or more of the following parts, to which weights shall be assigned according to their relative value in ascertaining the fitness of candidates:

A. Written Tests;

B. Oral test of knowledge or ability;

C. Performance tests, including physical tests of strength, training, or experience;

D. Interviews covering general qualifications, education, training, or experience;

E. Evaluation of education, training, experience, or other qualifications as shown by the application, or by other information submitted, including questionnaires submitted to references; and any other measure of fitness as deemed appropriate.

7. **Continuous Examinations**

A. For classes of positions for which the Management Services Director finds it difficult to maintain adequate eligible lists, he may receive applications, conduct examinations, and create eligible lists continuously. (The Management Services Director shall prepare a list of these titles and send it to the Civil Service Board.)

The names of eligible candidates who took the same or a comparable examination on different dates may be ranked for purposes of certification in the order of final earned ratings, except as such order may be modified by the applications of veterans' preferences. Eligibility from a continuous

examination may be deemed to be established as of the date of the examination.

B. No unsuccessful applicant taking a continuous type of examination may reapply for the same position within (90) days, unless the position is removed from open continuous examination.

8. **Postponement or Cancellation of Examinations -** Any examination or any part thereof may be postponed or canceled at any time. Notice of such postponement or cancellation shall be posted on the official bulletin board in the Management Services Department in the City Hall, and mailed or telephoned to the applicants. In an emergency, when time does not permit such notice, and examination may be postponed or canceled, or the place of examination changed, by posting a notice on the official bulletin board in the City Hall, in the Personnel location at the place where the examination was to be held originally.

9. **Preparation -** The Management Services Director shall prepare, or have prepared under his direction, all examinations. He may call upon other persons to draw up, conduct, or grade examinations.

II: SCORING & REPORTING OF EXAMINATIONS

1. **Subjects, Weights, and General Averages -** An examination shall consist of one or more parts. Each part is to be weighted to represent its relative value in the whole examination. The method of obtaining the average percentage of the examination is as follows: Multiply the rating obtained in each part by the relative weight of that part, add the products, and divide the sums of the products by the relative weights. The results thus obtained will be the average percentage for the examination. The final average scores will be calculated and rounded up or down to the nearest whole score. The scores will be rounded down if below .5 and rounded up if .5 or above. Normally the general average passing score shall be seventy percent (70%) in any part of an examination.

   Any portion of an examination may be deemed as qualifying. When an examination consists of two or more parts, the Management Services Director shall determine whether all applicants who have received grades below seventy percent (70%) on one part will or will not be allowed to proceed to the next part of the examination. This decision is to be based on a consideration of the difficulty of the examination, the quality of the competition, and the needs of the service. Such determination is to be made before the identification of the competitor's examination papers.

   In attempts to improve the competitive process for selection, where an open and promotional examination is given, the Management Services Director may require a higher general average score for those in the promotional category. This minimum shall in no case exceed seventy-seven percent (77%).
   In written tests, the seventy percent (70%) used to represent the minimum score need not be the arithmetic seventy percent (70%) of the total possible score. It can be an adjusted score based on consideration of the difficulty of the test, the

quality of the competition, and the needs of the service.
However, if an applicant fails in a part of the examination with a weight sufficiently great to make it impossible for him to attain a general average of seventy percent (70%) or more, he shall be excluded from further examination and shall be considered as having failed in the entire examination.

2. **Veteran's Preference**

   A. When and if a veteran earns a passing grade in an Open Competitive examination, an additional one and one-half percent (1½%) of such grade scored shall be added to his grade for each six (6) months of active service, up to a maximum of six percent (6%).

   B. A veteran entitled to a disability pension who has been honorably discharged because of wounds or other service incurred disabilities shall be entitled the full six percent (6%) regardless of length of service. Wives of veterans who were wounded, crippled, or otherwise physically or mentally incapacitated to an extent preventing them from engaging in any remunerative occupation, and widows of veterans who died while in such service, shall be accorded the same preference credit as provided for veterans.

   C. The veteran should submit with his application his original discharge (or certificate of active service) or a photostatic copy or certified thereof, or, if this is not possible, an official record of his military or naval service based upon records of the Department of Defense. Such document must show the period of active service.

3. **Seniority -** When and if an applicant earns a passing grade in a Promotional examination there shall be added to his grade a seniority credit. Credit for seniority shall be determined from the record of the employee's service. For the completion of six (6) months of service, there shall be given a credit of one fourth (¼) point, and a like amount shall be added for each additional six (6) months of service thereafter, provided, however, that the total credit for the seniority shall not exceed five (5) points.

4. **Inspection of Examination**

   A. Any applicant in an examination may inspect a copy of the question booklet and the correct answers in the Management Services Department during the five (5) working days immediately following a written test. Standardized tests shall not be subject to review, and continuous tests, if not standardized, shall be open to review only after the end of the testing period.

   B. Examination papers of applicants are not subject to inspection by the public nor by other applicants, and the references and oral rating sheets shall be deemed confidential and shall not be open to inspection by the applicant nor by the public.

5. **Preservation of Examination Papers -** Application forms and examination papers for each examination shall be preserved for a period of not less than forty

days after the date of the establishment of the resulting employment list. The examination papers written by an applicant certified for an appointment shall be open to the inspection of the appointing officer during this period.

After the requirements of this section have been fulfilled, all papers relating to an examination must be destroyed, except as provided elsewhere in these rules.

6. **Retaking of Examinations -** Any person who has been disqualified in any part of an examination may take the next scheduled examination for the same classification under either of the following conditions:
   A. When at least three (3) months have elapsed since the date of the part of the previous examination in which the applicant was disqualified.

   B. When less than three (3) months have elapsed since the date of the part of the previous examination in which the applicant was disqualified, but that part has since then been substantially revised or charged.

7. **Reuse of Test Scores -** Test scores of applicants are considered in effect for a period of three (3) months. If an applicant takes a test for an examination for one (1) classification and then is accepted within three (3) months for another examination in which the same test is to be used, either as part or all of the current examination, his previous raw score on that test will be used in computing his converted score on that portion of the current examination.

8. **Results of Examination and Establishment of Employment List**
   A. No examination shall be deemed to have been completed until the markings and results thereof have been determined and an employment list has been established there from.

   B. The employment list may be promulgated by the City Manager and shall set forth in writing the names of the successful applicants in the numerical order in which they have been rated, giving their ratings and other data deemed to be pertinent for the purpose.
   C. After reviewing the results of the examination and before establishing a list, the City Manager may reject the examination and notify the Civil Service Board at their next meeting, giving the reasons there for. If the examination is rejected, no employment list shall be established there from.

   D. No person taking an examination shall acquire any rights by reason of the outcome thereof until an employment list has been established there from. Such employment list, however, may be revised or canceled as the result of any appeal involving the examination or the employment list. See Rule III, 4 below.

III: CIVIL SERVICE RULES

1. **Examination Appeals** - Any applicant who has competed in an examination may appeal any part of the examination according to the following provisions:

A. **Written Part**: Appeals on a written test may be made only on the basis of the following:

(1) Clerical or machine error
(2) Ambiguity
(3) Factual error

B. **Other Parts:** Appeals on other parts of an examination, including but not limited to performance, physical, or oral examinations or application review or rating from records, may be made only on the basis of any of the following:

(1) Mechanical errors in rating or scoring
(2) Fraud
(3) Prejudice
(4) Unfair or unreasonable conduct of examination

C. All appeals on any part of an examination must be submitted within five (5) working days of the test date and prior to the issuance of the scores. All appeals must state specific reasons and supporting evidence for the appeal. The Management Services Director may deny consideration to appeals that do not meet the requirements described above.

D. Appeals on the written test meeting the requirements described above may be referred for consideration to an Appeal Review Board consisting of at least two members. The Board shall be appointed by the Management Services Director. Evidence submitted in appeals may be summarized before presentation to the Appeal Review Board. The results of decisions made by the Appeal Review Board will either be posted in a conspicuous place or will be sent to appellants by mail.

E. Appeals on parts of the examination other than the written test will be referred to the Management Services Director for consideration and decision. The results of these decisions will be sent to appellants by mail.

F. Appellants who are not satisfied with the decisions made by the Appeal Review Board or the Management Services Director may notify the Management Services Director in writing within five days of the date on the Notice of Results of Appeal (exclusive of Saturdays, Sundays, and holidays). The Management Services Director will then make arrangements for the appellant to present his appeal in person to the Civil Service Board. The Board, after hearing the appellant, will make their recommendations to the City Manager and his decision shall be final. Results of such will be mailed to the applicant.

IV: EMPLOYMENT LISTS

1. **Employment List Created -** The Management Services Director shall, when necessary, prepare in accordance with this Agreement and the Civil Service Rules, employment lists for classifications.

2. **Order of Names on Employment Lists -** The names of applicants who received a passing score shall be placed on an employment list within whole score ranks and in alphabetical order within the ranks. Candidates will be listed on the employment list in descending order of the whole score ranks, from highest to lowest.

3. **Disclosure of Names of Eligible Candidates -** The employment list, including the names and final scores of all those who passed the examination shall be open to public inspection.

4. **Termination of Employment Lists -** An employment list may be terminated by the City Manager whenever fewer than three (3) names remain on the list or when a certification of at least three (3) names is impossible because the eligible candidates on the list have either refused appointment or failed to reply to a written inquiry regarding availability.

5. **Duration of Employment Lists -** An employment list shall be in effect for one (1) year from the date of the establishment, except for Promotional lists for safety members (Fire and Police) which shall be in effect for two (2) years from the date of establishment. The Civil Service Board, at its discretion, may designate a shorter period of time for the duration of an employment list.

   An employment list may be extended by the City Manager for an additional year. A person eligible for certification may retain such rights beyond the life of the employment list as provided in III, 9 and 10 below.

6. **Automatic Cancellation of Employment List -** An employment list which has been in effect for six (6) months shall be canceled upon promulgation of a new employment list for the same position or group of positions, unless otherwise ordered by the Board.

7. **Employment List, Several Departments -** If an employment list is used for several departments, a refusal to accept a position in one department shall not preclude certification to a similar position in another department.

8. **Effect of Appointment from Employment List -** Whenever a person accepts a permanent appointment for a full-time position, his name shall be removed from the employment list for such a position. If he is appointed to a permanent part-time position, his name shall remain on such list. If he is appointed to a lower-level position from an employment list pertaining to a higher position, his name shall remain on such list. (Any person declining to accept a full-time appointment on account of salary shall be removed from the list.)

9. **Restoration of Probationers to Employment List -** Upon the expiration of a military vacancy, any person having been appointed to fill such vacancy from an employment list shall have his name restored to the current and succeeding lists like the one on which his name previously appeared and in the place corresponding to his general average in the examination, to remain for the balance of the time that his name would have appeared on the original list until it expired, except where he has voluntarily resigned from the City service or been dismissed there from for cause.

10. **Veterans -** Upon written request, any person entitled to a veteran's preference with respect to any position and (1) not physically incapacitated to hold such position, or (2) who was prevented from accepting a prior appointment by such military service, may have his name restored to the same employment list on which his name previously appeared, or on the current list, in the same corresponding to his general average plus his veteran's preference.

V. CERTIFICATION FROM EMPLOYMENT LISTS & APPOINTMENT

1. **Requisition for Appointment -** Upon receipt of a signed and authorized requisition to fill one vacancy, the Personnel Division will certify the names of all eligible candidates whose scores, at the time of certification, represent the three (3) highest whole percentage score ranks on the employment list. If more than one vacancy exists, the Personnel Division will provide two (2) ranks more than the number of vacancies. All eligible candidates certified to the department will be considered equally qualified and the appointing authority may appoint any eligible candidate from the certified list of names. The department shall be required to interview all eligible candidates. Whenever an employment list from which certification is to be made contains fewer than three (3) ranks, the appointing authority may make an appointment from such list or may make a temporary appointment until at least three (3) ranks of eligible candidates are certified.

2. **Canvas of Employment List -** Whenever the Management Services Director is notified that proficiency in a special subject is needed in the position to be filled, he or she may ascertain the names of all those on the list who possess such qualifications and shall certify them, with the approval of the City Manager, in order of standing, or shall, in his discretion, conduct a new examination.

3. **Appointments -** The appointing power may, with the approval of the City Manager and in accordance with the provisions of the Municipal Code and Civil Service Rules as to certification and appointment, fill a vacancy by making an appointment from an employment list established for a comparable or higher-level position, provided:
   A. The duties or qualifications of the comparable or higher-level classification include those of the position being filled; and

   B. No employment list exists for the position being filled; and

   C. There are not sufficient persons eligible for and wanting promotion to give a promotional examination for the position being filled.

4. **Priority of Lists -** When Open, Interdepartmental, or Departmental Competitive lists exists in some combination, the top three (3) ranks of each list shall be provided to the department from the Personnel Division. The department shall interview all candidates submitted from the Personnel Division. The department may select a candidate from any of the certified lists.

5. **Withholding Names & Certification or Removal from the Employment List**

The name of an eligible may be withheld from certification or removed from the employment list for any of the reasons set forth in Civil Service Rule II, 4 or for any of the following:

A. He expresses unwillingness or inability to accept appointment;

B. He fails to respond within five (5) working days next succeeding the mailing of written inquiry regarding availability for permanent employment or request to appear for interview regarding such employment;

C. He fails to present himself for duty at the time agreed upon after having accepted the appointment;

D. He fails to present his license, registration, certificate, or any other credential required of the position.

6. **Temporary Appointments -** The acceptance or declination of an appointment for less than six (6) months shall not affect the certification of an eligible's name for permanent appointment. The name of an eligible that accepts a temporary appointment shall remain on the employment list.

7. **Objections and Substitutions -** If a person has been certified three times from an Open Competitive List or five (5) times from a Departmental or Interdepartmental List without receiving an appointment, his name shall be removed from the employment list, unless the City Manager approves the retention. The Department Manager may object to any person certified on any of the grounds herein above set forth or under Rule II, 4 as disqualifications for applicants. If such person's name shall be struck from the employment lists, the Management Services Director shall certify the next name on the employment list.

8. **Appointment to a Seasonal Position -** Appointees to seasonal positions shall be by temporary appointment only.

EXHIBIT F

PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE DIVISION
EMERGENCY CALL-OUT PROCEDURE

An emergency call-out crew for the Building Maintenance Division of the Public Works Department has been established to provide a guarantee that, in the event there is a problem, there will be qualified personnel available.

During the first week of January each year, all Construction & Maintenance Leadworkers, Construction & Maintenance Workers, Carpenter Leadworkers, and Carpenters in the Building Maintenance Division will be asked if they are interested in participating in the program. All employees who elect to participate (hereinafter referred to as “participants”) in January, will be required to remain in the program for a one-year period. In accordance with Article II, Section H.21.c., if the stand-by/call-out crew is not fully staffed, the Department will assign employees specified in Article II, Section H.21.a., on a rotational basis that is equitable for all employees as determined by the Department, and participation will be mandatory in order to fill the operational need.

Assignment to the call-out crew will be rotated each payroll period among all participants. Participants will receive the stand-by/call-out duty pay as set forth under Article II, Section H.21.

Work hours for the Building Maintenance Division are Monday through Friday from 6:00 a.m. to 3:30 p.m. Participants are required to be available for emergency calls during all after-hour periods including, but not limited to, evenings, weekends, and holidays. Participants, who are scheduled to be on call, shall make themselves available to respond to emergency calls from the Police Department Dispatch Center, Burbank Water and Power Department, Verdugo Dispatch, and the Fire Department.

Effective May 25, 2025, the participant who is called will answer the call or return the emergency voicemail message within fifteen (15) minutes of receiving the notification and, if required, shall respond to the site of the emergency within sixty (60) minutes of the call.

When a call is received and answered, each participant shall use their best judgment when responding, and if in question, contact the Facilities Maintenance Manager for approval to respond to the emergency. If unable to contact the Facilities Maintenance Manager, the participant shall use their best judgment to determine whether or not the situation warrants an emergency response. If the participant is uncertain, they shall contact the Assistant Public Works Director - Fleet & Building to determine if the situation warrants an emergency call-out. For this purpose, an emergency is defined as a situation which could cause hardship to the public or employees, damage to property, or injury to persons.

EXHIBIT G

PARKS AND RECREATION DEPARTMENT
LANDSCAPE AND FORESTRY SERVICES DIVISION
EMERGENCY CALL-OUT PROCEDURE

An emergency call-out program for the Landscape and Forestry Services Division has been established to provide a guarantee that, in the event of an emergency situation, there will be a qualified person available to respond and remedy the situation.

Prior to the first week of January each year, the Landscape and Forestry Services Superintendent will ask the appropriate personnel in the Landscape and Forestry Services Division in the Parks and Recreation Department if they are interested in participating in the program. Eligible titles include, but are not limited to: Forestry Services Supervisors, Landscape Services Supervisors, Senior Tree Trimmers, and Senior Groundskeepers. All employees who elect to participate (hereinafter referred to as "participants"), will be required to remain in the program for a one (1) year period. In accordance with Article II, Section H.21.c., if the stand-by/call-out crew is not fully staffed, the Department will assign employees specified in Article II, Section H.21.a., on a rotational basis that is equitable for all employees as determined by the Department, and participation will be mandatory in order to fill the operational need.

There are two separate programs dealt with by this call-out program. Forestry Services personnel will deal with all park and parkway tree related issues while Landscape Services personnel will deal with all park and median issues, particularly as they relate to irrigation issues. Participants will receive the stand-by/call-out duty pay as set forth under Article II, Section H.21.

Participants will be required to carry a City issued cell phone (referred to as the call-out phone).

Assignment to the call-out program will be rotated every pay period among all the participants, changing on the Monday following the end of the pay period unless there is a Monday holiday in which case the rotation will take place on the Tuesday.

In the event a participant needs to change the dates of being on-call, it is the responsibility of the assigned participant to find appropriate replacement personnel. The replacement personnel will receive the stand-by/call-out duty pay while covering for the participant. The replacement personnel will carry the call-out phone.

In the event the participant has an emergency and needs to have someone fill in for a partial day, the participant will continue to hold the call-out phone. If the participant receives a call-out, the participant will contact the replacement. When the replacement responds to the call-out information provided from the participant, the replacement will receive the differential pay. The participant will not receive the stand-by/call-out duty pay when the replacement responds to the call-out.

Forestry and Landscape personnel are on the 9/80 schedule work week. Work hours are Monday through Thursday from 6:30 a.m. to 4:00 p.m. Friday work hours are from 6:30 a.m. to 3:00 p.m. Participants are required to be available for emergency calls during all after-hour periods including, but not limited to, evenings, weekends, and holidays. Participants, who are scheduled to be on call, shall make themselves available to respond to emergency calls from the Burbank Parks and Recreation Department, Burbank Police Dispatch Center, Burbank Water and Power Department, Verdugo Dispatch, and the Burbank Fire Department.

The participant who is on-call shall have the call-out phone in their possession or in close proximity to hear the phone ring. In case of a missed call(s), the participant should check the phone for any missed calls or voicemail messages.

When a call is received from one of the above listed departments or dispatch centers, it is to be presumed that the need for a response is necessary. Participants shall be required to respond within one (1) hour from receiving the call. For this purpose, an emergency is defined as a situation which could cause hardship to the public or employees, damage to public/private property, injury to persons, or impairment of public right-of-way access.

Once the participant receives a call-out, they are to respond to the site of the emergency and assess the situation. The participant shall resolve or make safe the immediate problem without doing any further damage or causing injury to any persons. The participant may request assistance, and utilize any equipment needed to resolve the situation safely (i.e., Forestry personnel and equipment, or Landscape personnel and equipment). This does not mean that the participant should attempt to make any repairs of systems or equipment or perform any work that is not normally within their scope of duties. If the participant is able to resolve the immediate problem (i.e., shutting off water) but it is believed that the related devices, equipment, or associated systems will be affected by these actions or is unable to resolve the immediate problem, the participant is authorized and shall call out the appropriate personnel from the appropriate department to handle the situation. If the participant is able to effectively resolve the immediate situation and no additional assistance is needed, the participant shall notify the appropriate department or individual at the beginning of the next workday.

EXHIBIT H

CITY OF BURBANK
U.S. DEPARTMENT OF TRANSPORTATION

ALCOHOL AND DRUG ABUSE POLICY
STATEMENT OF PURPOSE AND POLICY

Drivers of commercial vehicles are an extremely valuable resource for the City of Burbank. Their health and safety are a serious City concern. Drug or alcohol use may pose a serious threat to drivers and to the public's health and safety. It is, therefore, the policy of the City to prevent substance use or abuse from having an adverse effect in our drivers. The City maintains that the work environment is safer and more productive without the presence of alcohol, illegal, or inappropriate drugs in the body or on City property. Furthermore, all employees have a right to work in alcohol and drug-free environment and to work with drivers free from the effects of alcohol and drugs. Drivers who abuse alcohol and use illicit drugs are a danger to themselves, their co-workers, and the City's assets.

The adverse impact of substance abuse by drivers has been recognized by the federal government. The Federal Highway Administration ("FHWA") has issued regulations that require the City to implement a controlled substance testing program for employees required to operate commercial vehicles. The City will comply with these regulations and is committed to maintaining a drug-free workplace. All drivers are advised that remaining drug free and medically qualified to drive are conditions of continued employment with the City.

Specifically, it is the policy of the City that the use, sale, purchase, transfers, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver while on City premises, engaged in City business, while operating City equipment, or while under the authority of the City is strictly prohibited. The FHWA states the mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the Commercial Driver's License ("C.L.") licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and/or test all driver applicants for alcohol and drug use, and those suspected of violating this policy who are involved in a U.S. Department of Transportation ("DOT") reportable accident or who are periodically and/or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but also to ensure fairness to each driver. Every effort will be made to maintain the dignity of drivers or driver applicants involved. Appropriate disciplinary action will, however, be taken as necessary. Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. This policy is effective immediately and will supersede any prior conflicting policies and statements relating to alcohol or drug as those pertain to operators of commercial motor vehicles. This policy will be administered in cooperation with the terms of the alcohol/drug testing procedures set forth in the Administrative Procedures or in any applicable Memorandum of Understanding.

ADMINISTRATION GUIDE TO THE CITY OF BURBANK ALCOHOL & DRUG TESTING PROCEDURES

I. PURPOSE

The purpose of this Administrative Guide is to set forth the procedure for the implementation of controlled substance and alcohol use and testing of commercial driver applicants and current commercial drivers pursuant to the City of Burbank Alcohol and Drug Abuse Policy. These procedures are intended as a guide only and are in no way intended to alter any existing relationship between the City and any driver, except as mandated by enforcement of the Department of Transportation /Omnibus Transportation Employee Testing Act of 1991 ("The Act").

The City's Alcohol and Drug Program Administrator designated to monitor, facilitate, and answer questions pertaining to these procedures shall be the Management Services Department, safety Office at Extension 5050.

II. DEFINITIONS

When interpreting or implementing these procedures, or the procedures required by the Federal Highway Administration ("FWHA") controlled substance testing regulations, the following definitions apply.

"**Alcohol"** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol concentration (or content)" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (EBT) under this part.

"Collection site" means a place where individuals present themselves for the purpose of providing breath, body fluid, or tissue samples to be analyzed for specified controlled substances. The site must possess all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and transportation on shipment of the samples to a laboratory.

"Commercial Driver's License (CDL)" refers to Class A or Class B Licenses.

"Commercial motor vehicle" means a motor vehicle or combination of motor vehicles which requires a CDL to operate and is used in commerce to transport persons or property if the motor vehicle:

1. Has a gross combination rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

2. Has a gross vehicle weight rating of 26,001 or more pound; or

3. Is designed to transport 16 or more passengers, including the driver; or

4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR par 172, subpart F).

"Controlled substance" has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308).

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner operated contractors, who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term "driver' includes a person applying to drive a commercial motor vehicle.

"Drug" means any substance (other than alcohol) that is a controlled substance as defined in this section and 49 CFR Part 40.

"FHWA" means the Federal Highway Administration, U.S. Department of Transportation.

"Owner-operator" means a driver who has been contracted for services with the City. For the purposes of this procedure and the City's Alcohol and Drug Abuse Policy, owner-operators are not to be considered employees, but will be required to participate in the City's Alcohol and Drug Abuse Policy like all City employee drivers.

"Medical Review Officer (MRO)" means a licensed M.D. or D.O. with knowledge of drug abuse disorders, employed or used by the City to review drug results in accordance with this procedure.

"On duty time" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility to perform work. "On duty time" shall include:

1. All time at a facility, or other property, or on any public property, waiting to be dispatched unless the driver has been relieved from duty by the City;
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;

3. All driving time;

4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;

5. All time loading and unloading a vehicle, supervising, or assisting in the

loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;

6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

"Performing a safety sensitive function" means a driver is considered to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform a safety sensitive function.

"Premises" means buildings, property, work and rest areas, vehicles, parking lots and any place the employee happens to be during the course and scope of City employment during regular working hours, breaks or any pay status.

"Prescription drugs" means any drug or medication prescribed by a licensed physician for a medical condition.

"Random selection process" means that alcohol and drug tests are unannounced; that every driver is subject to testing; and that tests are conducted annually equaling or exceed twenty five percent (25%) for alcohol tests and fifty percent (50%) for drug testing of the total number of drivers subject to said testing.

"Reasonable cause" means that the supervisor believes the actions or appearance or conduct of a commercial motor vehicle driver who is on duty as defined below, are indicative of the use of alcohol or of a controlled substance.

"Safety sensitive function" means any of those on-duty functions set forth in CFR 49 Section 395.2.

"Substance Abuse Professional (SAP)" means a licensed physician, license or certified psychologist, social worker, employee assistance professional, or an alcohol and drug counselor certified by the National Association of Alcohol and Drug Abuse Counselors (NAADAC) Certification Commission. SAP's must have specific knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

III. SUBSTANCES PROHIBITED/PRESCRIPTION MEDICATIONS

1. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication containing alcohol which, when consumed, causes an alcohol concentration in excess of those prescribed by Section IV of this policy.

2. Controlled Substances: In accordance with FHWA rules, urinalysis will be conducted to detect the following substances:

Marijuana
Cocaine
Opiates

Amphetamines
Phencyclidine (PCP)

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FHWA and in accordance with the recommendations established by the City of Burbank Alcohol and Drug Abuse Policy.

3. Prescription Medications: Commercial vehicle drivers taking legally prescribed medication issued by a licensed health care professional familiar with the driver's work-related responsibilities must report such to their immediate supervisor or dispatcher, and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

   In the sole discretion of the Alcohol and Drug Program Administrator, a driver may be temporarily removed, with pay, from a safety sensitive position if deemed appropriate.

IV. PROHIBITIONS

1. Alcohol Prohibitions

   The new alcohol rule prohibits any alcohol misuse that could affect performance of a safety sensitive function, including:

   A. Use while performing safety-sensitive functions.

   B. Use during the four (4) hours before performing safety sensitive functions.

   C. Reporting for duty or remaining on duty to perform safety sensitive functions with an alcohol concentration of 0.04 or greater.

   E. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken.

   E. Use during eight (8) hours following an accident or until he/she undergoes a post-accident test.

   F. Refusal to take required test.

   Note: A driver tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety sensitive functions for at least twenty-four (24) hours. However, documentation of this test constitutes written warning that City policy has been violated and the next occurrence could result in disciplinary action up to and including termination.

2. Drug Prohibitions

The regulations prohibit any drug use that could affect performance of safety sensitive functions, including:

A. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate the commercial motor vehicle:

B. Testing positive for drugs; and

C. Refusing to take a required test.

All drivers will inform the Alcohol and Drug Program Administrator of any therapeutic drug use prior to performing a safety sensitive function.

V. DRIVER APPLICANT AND CURRENT DRIVER TESTING

1. Pre-employment testing:

All commercial driver applicants will be required to submit to and pass a urine drug test as a condition of employment. Job applicants who are denied employment because of a positive test may reapply for employment after six months.

Offers of employment are made contingent upon passing the City's medical review, including the drug test. Driver applicants who have received firm employment offers are to be cautioned against giving notice at their current place of employment or incurring any costs associated with accepting employment with the City until after medical clearance has been received. **Under no circumstances may a driver perform safety sensitive functions until a confirmed negative test is received.**

Driver applicant drug testing shall follow the collection, chain-of-custody and reporting procedures as set forth in CFR 49 part 40.

2. Employees: Under all circumstances, when a commercial vehicle operator is directed to provide either a breath test or urine sample in accordance with these procedures, he/she must immediately comply as instructed. Refusal will constitute a positive result, the driver will be immediately removed from the safety sensitive function, and will be subject to further discipline or termination as appropriate.

3. The Alcohol and Drug Program Administrator will be responsible for designating the appropriate Substance Abuse Professional (SAP) who, in conjunction with the City's designated MRO, will diagnose the potential drug or substance abuse problem and recommend treatment.

   A. The driver's successful completion of the approved treatment program is a condition of continued employment as driver.

   B. Following successful completion of any approved treatment program, the driver will be required to submit to at least six random tests during the first year and follow-up testing may be conducted for up to 60 months. Failure to adhere to this condition is grounds for immediate termination.

C. All supervisors will receive training to assist them in identifying alcohol and drug use behavioral characteristics.

4. Reasonable Suspicion Testing:

A. If a driver is having work performance problems or displaying behavior that may be alcohol or drug-related or is otherwise demonstrating conduct that may be in violation of this Policy where immediate management action is necessary, a supervisor with the concurrence of the Alcohol and Drug Program Administrator, will require that driver to submit to a breath test or urinalysis.

B. Supervisors must take action if they have reason to believe one or more of the above-listed conditions is indicated and that the substance abuse is affecting a driver's job performance or behavior in any manner. A supervisor observing such conditions will take the following actions immediately:

1) Confront the employee involved immediately and keep under observation until the situation is resolved.

2) Secure the Alcohol and Drug Administrator's concurrence to observe the employee's behavior. Job performance and City policy violations must be specific.

3) If the supervisor believes, after observing or talking to the driver, that the conduct or performance problem could be due to substance abuse, the driver will be immediately required to submit to a breath test or urinalysis. If the driver refuses to submit to testing for any reason, the driver will be informed that continued refusal will result in immediate removal from performing any safety sensitive functions and may result in discipline up to and including termination.

4) As a condition of employment, urine and breath may be subjected to testing. Failure to comply may subject the employee to subsequent discipline and/or suspension from driving duties. The drug testing/breath alcohol testing facility will receipt for all confiscated evidence.

5) If prior to confrontation by the supervisor, the driver admits to use but requests assistance, the Alcohol and Drug Program Administrator will arrange for assessment by the Substance Abuse Professional (SAP). Reassignment to the employee's safety sensitive function, if offered, is conditional to completing the SAP's guidelines and is conditioned upon return-to-work testing.

C. The supervisor shall immediately but no later than within 24 hours - document the particular facts related to the behavior or performance

problems, and present such documentation to the Alcohol and Drug Program Administrator.

D. The supervisor or the Alcohol and Drug Program Administrator will remove or cause the removal of the driver from the City-owned vehicle and ensure that the driver is transported to an appropriate collection site. Under no circumstances will the driver/employee be allowed to continue to drive a City vehicle until a confirmed negative test result is received.

E. If during the course of employment, the driver acknowledges a substance abuse problem and requests assistance, the problem may be treated as if it were an illness, subject to the provisions set forth below:

1) The decision to seek diagnosis and accept treatment for the substance abuse problem is the responsibility of the driver;

2) The diagnosis and prescribed treatment of the driver's condition will be determined by the Medical Review Officer and Substance Abuse Professional designated by the Alcohol and Drug Program Administrator in conjunction with the City of Burbank Management Services Director; and

3) The driver must be placed on Medical Leave for a predetermined period recommended by those medical professionals if the SAP determines that such action is appropriate.

5. Post-Accident Testing:

Currently, federal regulations place the burden of compliance with post-accident alcohol and drug testing regulations on the driver. Therefore, all drivers are required to provide a breath test and a urine specimen to be tested for the use of controlled substances "as soon as practicable" after an accident (where driver performance could have contributed to the accident as determined by a citation for a moving traffic violation). The driver shall remain readily available for such testing or may be deemed by the Alcohol and Drug Program Administrator to have refused to submit to testing. No alcohol may be consumed for eight (8) hours after the accident or until a test is conducted. If the driver is seriously injured and cannot provide a specimen at that time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in his/her system. Adherence by drivers to post-accident specimen collection requirements to a condition of continued employment (the failure of owner-operator or contract employee to comply with DOT post-accident and specimen collection rules will be considered a breach of his/her contract with the City, and the contract is invalid until appropriate substance abuse professional counseling

has been completed.

6. Random Testing:
The City will conduct random testing for all covered drivers as follows:
   A. A citywide selection process, which removes discretion in selection from any supervisor personnel, will be adopted by the City. This process will select covered drivers through the use of a computerized program.

   B. The random testing, once begun, will provide for breath alcohol testing of at least twenty-five percent (25%) and for urine drug testing of at least fifty percent (50%) of all covered drivers.

   C. The random testing will be reasonably spaced over any twelve (12) month period.

7. Return-To-Duty Testing:
Before a driver returns to duty requiring the performance of a safety sensitive function after engaging in conduct prohibited by this policy, the driver shall undergo one of the following return-to-duty tests:
   A. If the original violation was alcohol related: a return to duty alcohol test with a result of less than a 0.02 BAC (Blood Alcohol Content); or
   B. If the original violation was substance abuse related: a return to duty test with a negative urinalysis test for controlled substance.

VI. COLLECTION OF SPECIMENS AND LABORATORY ANALYSIS

1. Breath Alcohol Testing: Breath alcohol testing will be conducted either on site or at a prearranged location by a qualified Breath Alcohol Technician according to CFR 49 Part 40 procedures. Refusal to complete and sign the testing form or refusal to provide any or adequate breath will be considered a positive test, and the driver will be removed from a safety sensitive function until the issue is resolved.

2. Specimen Collection: Specimen collection will be conducted in accordance with applicable state and federal law. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each driver, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each driver submitting a specimen for analysis in accordance with these procedures.

3. Laboratory Analysis: As required by FHWA regulations, only a laboratory certified by the Department of Health and Human Services (DHHS) to perform urinalysis for the detection of the presence of controlled substances will be retained by the City. The laboratory will be required to maintain strict

compliance with federally approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.

VII. CONSEQUENCES AND RETESTING PROCEDURES

1. Alcohol and drug abuse not only threatens the safety and productivity of all employees, but also causes serious individual health consequences to those who use them. Any confirmed actions prohibited by Part IV above, while performing a safety sensitive function, or refusing to take a breath or urine test, may be grounds for discipline as outlined in the following Disciplinary Policy:

DISCIPLINARY POLICY

The following guidelines may be followed for violations of the City of Burbank DOT Alcohol and Drug Abuse Policy. As stated above, these guidelines shall apply only to those commercial drivers licensed employees covered by the DOT regulations and other applicable laws.

FIRST POSITIVE TEST: Ten (10) day suspension. If the employee does not test clean at the conclusion of the ten (10) day suspension, the employee will be on leave without pay until he/she tests "clean" pursuant to DOT regulations. The employee will be subject to mandatory counseling and may be tested for drugs and alcohol at any time.

SECOND POSITIVE TEST: Thirty (30) day suspension. If the employee does not test clean at the conclusion of the thirty (30) day suspension, the employee will be on leave without pay until he/she tests "clean" pursuant to DOT regulations. The employee will be subject to mandatory counseling and may be tested for drugs and alcohol at any time. Employees will be offered a last chance agreement that provides for termination if the employee subsequently tests positive for drugs or alcohol. Employees who refuse to sign the agreement will be terminated.

THIRD POSITIVE TEST: Termination

2. A driver-applicant testing positive for alcohol or drug use is subject to disqualification. Refusal to submit to testing will also be considered a positive test.

3. Refusal may be defined as not providing an adequate breath or urine sample as directed, neglecting to sign appropriate control forms, using alcohol within eight (8) hours of an accident, or engaging in conduct that

clearly obstructs the testing process.

4. Any employee testing positive for the presence of a controlled substance will be contacted by the City's MRO. The employee will be allowed to present medical documentation and explain any permissible use of a drug. All such discussion between the employee and the MRO will be confidential, to be shared only with the Alcohol and Drug Program Administrator or the Management Services Director. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the City as a negative.

5. Within seventy-two (72) hours after the employee has been notified of a positive test result for drugs, he/she may request a retest of the split sample. A written, signed request will be provided to the MRO, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO, and the City's Alcohol and Drug Program Administrator will be notified. A retest may be initiated as appropriate.

VIII. CONFIDENTIALITY

1. Under no circumstance, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written authorization from the applicable employee.

2. Drivers are entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

3. Collection of breath and urine samples must always be documented and sealed with a tamper proof sealing system in the presence of the driver, to ensure that all tests be correctly traced to the driver.

4. Drug test analysis from the DHHS approved laboratory will be forwarded directly to the MRO assigned by the Alcohol and Drug Program Administrator.

5. Alcohol and drug test results will be forwarded by the MRO to the Alcohol and Drug Program Administrator for confidential record keeping.

OBSERVED BEHAVIOR - REASONABLE SUSPICION RECORD

This form applies only to employees with Commercial drivers Licenses who are covered under DOT regulations. Attach other sheets as necessary:

Employee: Name:_____ Title: _____
Dept:_____

Observation:
Date: _____ Time: (from) _____am/pm (to):_____am/pm

Location: (Be specific)

_____
Street City

CAUSE FOR SUSPICION:

1. Presence of Drugs and/or Drug paraphernalia (specify):

2. Appearance:
   - ☐ Normal
   - ☐ Flushed
   - ☐ Puncture marks
   - ☐ Disheveled
   - ☐ Bloodshot eyes
   - ☐ Inappropriate
   - ☐ Tremors
   - ☐ Profuse sweating
   - ☐ Dilated/constricted pupils
   - ☐ Runny nose/eyes
   - ☐ Dry-mouth symptoms
   - ☐ Inappropriate wearing of sunglasses

   Other (specify)

3. Behavior/Speech:
   - ☐ Normal
   - ☐ Incoherent
   - ☐ Slurred
   - ☐ Silent
   - ☐ Confused
   - ☐ Slowed
   - ☐ Whispering

   Other (specify)

4. Awareness:
   - ☐ Normal
   - ☐ Confused
   - ☐ Mood Swings
   - ☐ Euphoria
   - ☐ Lethargic
   - ☐ In-coordination
   - ☐ Paranoid
   - ☐ Disoriented

   Other (specify)

5. Motor Skills/Balance:
   - ☐ Normal
   - ☐ Swaying
   - ☐ Falling
   - ☐ Staggering

   Other: (specify)

6. Walking and Turning:
   - ☐ Normal
   - ☐ Swaying
   - ☐ Stumbling
   - ☐ Falling

   Other (specify)

7. Cause for Suspicion:
   - ☐ Unusual or distinct pattern of absenteeism and/or tardiness
   - ☐ Frequent complaints of illness negatively affecting work performance
   - ☐ Increased high/low periods of productivity
   - ☐ Frequent lapses in concentration and/or judgment
   - ☐ Repeated difficulty in recalling instructions
   - ☐ Frequent accidents, mistakes
   - ☐ Frequently misses deadlines or takes more time than necessary to complete job

- ☐ Takes needless risks
- ☐ Disregard for safety of others
- ☐ Frequent complaints from co-workers
- ☐ Frequently borrowing money from co-workers
- ☐ Constantly complaining
- ☐ Bringing domestic or personal problems to work

8. Incidents Observed:

Date: _____ Time: _____am/pm Location:

Comments:

Name: _____ Signature: _____ Date: _____
Print Name

Supervisor's Comments:

Name: _____ Signature: _____ Date: _____
Print Name

Employee's Response:

Name: _____Signature: _____ Date: _____
Print Name

CITY OF BURBANK

U.S. DEPARTMENT OF TRANSPORTATION

ALCOHOL & DRUG TESTING PROCEDURES

ACKNOWLEDGMENT OF RECEIPT

Name of Employee: _____I hereby acknowledge that I have received the City of Burbank Alcohol and Drug Abuse Policy for Employees with Commercial Driver's Licenses, and I fully understand that I will be expected to comply with its provisions.

Dated: _____ _____
Employee Signature

_____
Employee Name Print/Type

_____
Witness Signature

_____
Department and Division

TESTING PROCEDURES

If a supervisor has reasonable cause to believe that either an employee has consumed drugs and/or alcohol on City premises or reported to work under the influence of drugs and/or alcohol, the supervisor must request a urine/breath test **even** though the employee is not believed to be impaired. The drug/alcohol test is not intended to prove impairment, but to confirm the presence of the drug and/or alcohol. Whether or not impairment is suspected, if the supervisor has reason to consider requiring a drug/alcohol test, use the following procedure to validate the reasons for considering a drug/alcohol test:

1. The supervisor should personally escort the employee to an office or other private area and have another supervisor present as a witness, if possible.

2. Confront the employee with reasons for suspecting drug and/or alcohol policy violations. Use the Reasonable Suspicion Record to record your observations and discussion, including information given by the employee. Complete the form and, in conversation with the employee, determine whether or not the employee has either consumed drugs and/or alcohol on City premises or during work duty, is under the influence, or whether the employee's off duty abuse of drugs and/or alcohol has resulted in work-related problems.

3. If the employee does not appear to be under the influence of drugs, including prescription drugs, has not consumed drugs during work duty or on City premises, and the employee is able to perform regular work duties, have him/her return to the work unit and resume work.

4. If it is believed that the employee is under the influence of, or has consumed drugs and/or alcohol on City premises or during work duty, or that the employee's off-duty abuse of drugs and/or alcohol has resulted in work-related problems, advise the employee that the City rules have been violated and that he/she is being requested to provide a urine sample for drug testing and/or breath sample for alcohol. Personally escort the employee (with another supervisor, whenever possible) to the City approved drug/alcohol testing site (presently Burbank Urgent Care during normal working hours and St. Joseph's Medical Center after hours). **The employee shall not be permitted to drive him/herself to the testing facility.**
   A. Burbank Urgent Care is located at 1130 W. Olive. The telephone number is (818) 843-8555. Advise the person that you are bringing a City of Burbank employee for a drug/alcohol screen and they will have the appropriate forms ready upon arrival.

   B. St. Joseph's Medical Center is located at Buena Vista/Alameda. After hours, an Occupational Health Staff member will be on-call and available for drug testing at the Emergency Department of the hospital. When drug testing is necessary, call beeper # (818) 953-5909 and the on-call staff member will make prompt arrangements.

   C. Every traffic accident involving a commercial drivers licensed employee will result in a drug and alcohol test screen.

5. Require the employee to read and sign a consent form available at the testing location agreeing to the urinalysis test. Advise the employee that refusal to sign the form or give a specimen will be treated as a refusal to obey a direct order, and will constitute an admission that the suspicion is reasonable and may be grounds for discipline, up to and including termination. Once the specimen is taken and initialed by the employee, the employee should be placed on Administrative Leave with pay pending test results and a review of the circumstances.
   A. If an employee is ordered to test at the end of or after their duty day, continue the employee on the payroll (on an overtime basis) and issue a direct order for them to attend testing. A refusal to test will be treated as in paragraph 5 above.

   B. Tampering with a test will be considered a failed test result.

6. Whenever an employee is required to provide specimens for testing, two (2) specimens shall be collected at the same time in order to facilitate the testing procedures described herein.

7. In testing for the presence of illegal drugs, the testing facility shall submit the first specimen for testing. If the initial test is positive for an illegal drug, the same specimen shall be subjected to a confirmatory test for verification.

8. The MRO will report the result to the City via a signed, written communication, within three (3) business days of completion of the MRO review. In the event of an initial positive test result, the City will direct the employee to contact the MRO for additional screening information. At the time the employee contacts the MRO, he/she may request that a second specimen be tested at another laboratory.
   A. All positive tests will be treated administratively in the following manner:

      1) The employee may be subject to discipline as outlined in the Disciplinary Policy.

      2) The employee will immediately be removed from the safety sensitive duty.

   B. The employee will be placed on either Administrative Leave or other leave as determined by the department. Placing the employee on Administrative Leave in no way confers and actual or inferred right on the employee. He or she is still subject to discipline up to and including termination.

   C. A follow-up test will immediately be arranged. If alcohol-related, the follow-up test will be the next day. If drug-related, the employee will be referred to the Substance Abuse Professional, who will determine the date of the follow test.
9. If the employee fails to contact the MRO or the employee does not request the testing of the second specimen, or if the employee does request the testing of the second specimen and it also tests positive for an illegal drug, rehabilitative or corrective action shall be taken as specified in this policy.

10. At any time within twenty-four (24) hours of being notified of a positive test result, the employee may present bona fide verification of a current valid prescription in the employee's name for any potentially impairing drug or medication identified in the positive drug screen.

11. If it is believed that the employee is impaired, make arrangements to have the employee taken home. Do not permit him/her to leave the premises or drive alone. If the employee refuses any assistance, make sure the witnessing supervisor can verify that the **employee refused such assistance.** If the employee cannot control his/her actions and departs without assistance, immediately call the Police Department to inform them of the employee's condition and refusal for assistance. Advise the Police of the employee's name, description (ethnicity, hair, eyes, height, weight, clothing, etc.) direction and mode of travel including a full description of any vehicle involved.

12. Each employee who has engaged in conduct prohibited under this Policy will be advised by the City of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances.
    A. Substance Abuse Recovery Program: Only those employees who identify themselves as users of drugs or alcohol or being under the influence prior to the day of testing, will be eligible for the Substance Abuse Recovery Program. Any employee who attempts to self-identify on the day of testing will be ineligible for the Substance Abuse Recovery Program.

    B. The employee will bear the cost of Substance Abuse Recovery Program.

13. Before an employee returns to duty requiring the performance of a safety sensitive function, the employee shall undergo a return-to-duty drug or alcohol test. In addition, the employee shall be evaluated by the Substance Abuse Professional to determine that he/she has properly followed any prescribed rehabilitation program.
    A. The employee may use sick leave to attend the meeting with the SAP.

14. The employee shall be subject to unannounced follow-up alcohol and controlled substances tests following the employee's return to duty, consisting of at least six (6) tests in the first 12 months following the employee's return to duty.
    A. The SAP may determine that the employee should be subjected to follow up testing for up to five (5) years.

EXHIBIT I

EVALUATION OF VEHICLE ACCIDENTS

I. STATEMENT:

In accordance with **Administrative Procedure IV-4** (Evaluation of Vehicle Accidents), it is the policy of the City to review all accidents involving City vehicles. The purpose of this procedure is to determine whether or not the accident may have been prevented by defensive driving techniques.

The National Safety Council defines a preventable accident as "any accident involving an organizational vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident."

This Administrative Procedure does not apply to accidents involving equipment operation and/or malfunction, unless one of the involved parties is in a moving vehicle. This Administrative Procedure does not apply to the Police or Fire Department, as these departments have their own procedure in place.

II. PROCEDURE:

A. All vehicle accidents, regardless of what was damaged, the amount of damage, the location of the accident, or who was injured, must be reported in accordance with **Administrative Procedure IV-3** (Reporting City Property Damage). All vehicular accidents must be reported in writing to the driver's immediate supervisor in accordance with **Administrative Procedure IV-7** (Incident Analysis). Additionally, the applicable department must report all vehicular accidents to the Risk Management & Safety Division of the Management Services Department via the "Accident Notification" e-mail immediately, but not later than twenty-four (24) hours after the accident.

All correspondence related to a vehicular accident shall be confidential and noted as such on any report and/or paperwork generated (i.e., CONFIDENTIAL PERSONNEL MATTERS GOVT. CODE #54957).

B. The applicable department manager or designated representative shall convene and chair an Accident Investigation Committee no later than thirty (30) working days after the vehicular accident. The Accident Investigation Committee is separate from any of the safety committees described in **Administrative Procedure V-1** (Accident Prevention and Safety). An Accident Investigation Committee must evaluate all vehicular accidents.

The Accident Investigation Committee shall consist of:

1. The applicable department manager or designated representative (Committee chairperson);
2. The City's Safety Officer or designated representative;
3. The driver's immediate supervisor or a supervisor within the same chain of command;
4. The Assistant Management Services Director/Risk Management & Safety or designated representative;
5. Any other personnel as deemed necessary by the Committee Chairperson;

C. The employee(s) involved in the vehicular accident and his/her appropriate union representative shall receive notification of the date, time, and location of the Accident Investigation Committee meeting in order to attend.

D. The purpose of the Accident Investigation Committee is to determine if the accident was preventable and to make appropriate reports and recommendations regarding safe driving procedures. This determination shall be based on the Incident Analysis report, any Police investigation reports, any witness statements, any diagrams, photographs, and any other available evidence, and the Guidelines for Determining Motor Vehicle Accident Preventability, which can be found in **Administrative Procedure IV-4** (Evaluation of Vehicle Accidents).

The Committee shall complete its final report within ten (10) working days of the Committee's meeting unless the Committee Chairperson decides to extend the time limit based on unforeseen or extenuating circumstances. The findings of the Committee may be used as evidence in any disciplinary action(s) that are taken as a result of a vehicular accident.

A copy of the final report shall be provided to:

1. The applicable department manager (Committee Chairperson);
2. The employee(s) involved in the vehicular accident;
3. The appropriate union;
4. The Risk Management & Safety Division of the Management Services Department;
5. The employee(s)' department personnel file.

F. The Risk Management & Safety Division of the Management Services Department shall be responsible to create a historical record of employee vehicular accidents. It shall also be responsible to create and distribute a quarterly Vehicular Accident Report to the City Manager and all department managers. This report shall also contain a summary of any disciplinary actions taken as a result of the vehicular accidents.

NOTE: Disciplines resulting from the application of this administrative guide would expire at the end of three years, unless there were disciplines for subsequent preventable accidents within the three (3) year time frame.

ACCIDENT INVESTIGATION COMMITTEE FINAL REPORT & RECOMMENDATIONS

EMPLOYEE NAME: _____

EMPLOYEE CLASSIFICATION: _____

ACCIDENT DATE: _____

ACCIDENT INVESTIGATION COMMITTEE MEETING DATE: _____

MEETING ATTENDEES: _____

_____

_____

DATE OF FINAL REPORT: (DUE 10 DAYS AFTER COMMITTEE MEETING. PROVIDE JUSTIFICATION IF EXTENSION IS NEEDED) _____

_____

_____

ACCIDENT INVESTIGATION COMMITTEE FINDINGS: (INCLUDE SYNOPSIS OF ACCIDENT FACTS, ANY MITIGATING FACTORS CONSIDERED, DETERMINATION OF PREVENTABILITY, AND ANY RECOMMENDATIONS) _____

_____

_____

_____

_____

_____

DISTRIBUTION:

Employee
Employee's Union
Risk Management & Safety Division of Management Services Department
Labor Relations & Human Resource Division of Management Services Department
Department Manager ____ (Initial here to approve placement in employee's department personnel file)

FOR EMPLOYEE'S DEPARTMENT USE ONLY: (WITHIN 5 WORKING DAYS OF THIS FINAL REPORT, THE EMPLOYEE'S SUPERVISOR MUST CHOOSE TO RECOMMEND OR NOT RECOMMEND ANY DISCIPLINARY ACTION AND COMMUNICATE THIS RECOMMENDATION TO HIS/HER DEPARTMENT MANAGER)

EXHIBIT J

BENCHMARK POSITIONS AND CLASSIFICATIONS TIED TO THE BENCHMARKS

This exhibit memorializes the benchmarks and tied titles used to analyze market data through a salary survey during negotiations. The survey was used as a tool to inform discussions pertaining to the salary increases provided in this contract. This exhibit does not establish any agreement for specific salary increases for any title (salary increases are set forth in Exhibit O~~N~~) nor does it bind either BCEA or the City to these benchmarks and tied titles in future negotiations.

GENERAL GOVERNMENT SURVEY

ACCOUNT CLERK
Supervising Account Clerk

ACCOUNTANT
Senior Accountant

ASSOCIATE PLANNER
Assistant Planner
Assistant Transportation Planner
Associate Transportation Planner
Graphics Media Designer
Planning Technician

BUYER I
Buyer II

CARPENTER LEADWORKER
Const & Maintenance Leadworker
Painter Leadworker
Carpenter
Construction & Maintenance Worker
Painter
Public Safety Facility Tech

CODE COMPLIANCE INSPECTOR II
Building Inspector I
Code Compliance Inspector I
Parking Permit Technician
Permit Technician
Senior Code Compliance Inspector

COLLECTION SYSTEMS WORKER
Collection Systems Journeyman

Collection Systems Leadworker

COMMUNICATIONS OPERATOR
Communications Supervisor
Police Cadet
Police Records Technician
Police Records Tech Supervisor
Police Technician

COMMUNITY SERVICES OFFICER
Parking Control Officer
Crossing Guard

CONSTRUCTION INSPECTOR I
Construction Inspector II
Senior Construction Inspector

CUSTODIAN
Custodial Leadworker

FIRE INSPECTOR I
Fire Inspector II

FLEET MAINTENANCE TECHNICIAN
Fire Equipment Mechanic
Fire Equipment Specialist
Fleet Maintenance Apprentice
Fleet Utility Worker
Helicopter Mechanic
Sr Fleet Maintenance Technician
Tire Maintenance Worker
Metal Worker
Welder

FORENSIC SPECIALIST
Forensic Specialist Supervisor
Property and Evidence Technician
Sr Property and Evidence Technician

HEAVY EQUIPMENT OPERATOR

HOUSING SERVICES ASSISTANT

Housing Assistant
Housing Specialist

HUMAN RESOURCES TECHNICIAN II
Benefits Coordinator
Human Resources Specialist
Human Resources Technician I

INFORMATION SYSTEMS ANALYST I
Applications Development Analyst I
Network Support Analyst I
Technical Support Analyst I
Technical Support Analyst II

INTERMEDIATE CLERK
Clerical Worker
Mail Room Assistant
Municipal Records Clerk
Principal Clerk
Records Technician
Senior Clerk
Senior Secretary
Supervising Clerk
Youth Employment Assistant
Youth Employment Coordinator
Youth Employment Jr Team Leader
Youth Employment Team Leader
Youth Services Worker

IRRIGATION SPECIALIST

JAILER
Lead Jailer
~~Public Safety Facility Technician~~
Rangemaster

LABORER
Cement Finisher
Utility Worker
Public Works Journeyman
Skilled Worker
Household Hazardous Waste Technician

LEGAL SECRETARY
Legal Assistant
Legal Secretarial Clerk

MOTOR SWEEPER OPERATOR

GENERAL GOVERNMENT SURVEY (continued)

OFFSET PRESS OPERATOR
Duplicating Machine Operator
Supervising Offset Press Operator

PARKING CONTROL SUPERVISOR

PAYROLL TECHNICIAN II
Collections Specialist
Payroll Technician I
Treasurer Technician

RECREATION COORDINATOR
Program Specialist
Social Services Coordinator
Facility Attendant I
Facility Attendant II
Food Services Aide
Sign Language Interpreter
Work Trainee I
Senior Food Services Aide
Special Activity Leader

RECREATION LEADER

RECREATION SUPERVISOR
Social Services Program Spv-Nutrition
Social Services Supervisor
Aquatics Supervisor
Food Services Supervisor

SENIOR ANIMAL CONTROL OFFICER
Animal Control Officer
Kennel Attendant
Veterinary Technician

SENIOR LIBRARIAN
Library Assistant
Library Associate
Library Monitor
Library Page/PT
Librarian
Senior Library Assistant
Library Operations Supervisor

SENIOR LIFEGUARD
Lifeguard
Lifeguard-Instructor
Locker Room Attendant

SENIOR RECREATION LEADER

SR VIDEO PRODUCTION ASSOCIATE
Video Production Associate

SOLID WASTE TRUCK OPERATOR
Landfill Leadworker
Solid Waste Leadworker
Solid Waste Utility Worker
Street Maintenance Leadworker
Heavy Truck Driver
Household Haz Waste Leadworker

TRAFFIC CONTROL JOURNEYMAN
Assistant Traffic Signal Technician
Traffic Signal Technician

TRANSPORTATION SERVICES DRIVER
Transportation Operations Supervisor
Transportation Scheduler

TREE TRIMMER
Senior Tree Trimmer
Special Projects Crew Leader
Tree Trimmer Helper
Groundskeeper
Groundskeeper Helper
Senior Groundskeeper
Landscape Services Supervisor
Forestry Services Supervisor

WORKERS' COMP REP II
Worker Comp & Risk Mgt Rep I

UTILITY SURVEY

CIVIL ENGINEERING ASSOCIATE-BWP
Civil Engineering Assistant-BWP
Junior Engineering Aide-BWP
Senior Engineering Technician
Senior Survey Aide
Civil Engineering Associate
Civil Engineering Assistant
Engineering Aide
Engineering Assistant-Traffic
Engineering Associate-Traffic
Engineering Technician
Intelligent Trans Systems Specialist
Right of Way Specialist
Senior Civil Engineering Assistant
Traffic Signal Operations Specialist

CUSTOMER SERVICE REP II
Customer Service Representative I
Customer Service Representative III
Customer Service Supervisor
Security Guard
Senior Security Guard

ELECTRICAL ENGINEERING ASSC II
Electrical Engineering Associate I
Power Supply Scheduler
Facility Technology Coordinator

FIELD SERVICES REPRESENTATIVE II
Field Services Representative

GIS SPECIALIST
Senior GIS Specialist

PIPEFITTER
Cross Connection Control Specialist
Pipefitter Apprentice
Pipefitter-Operator
Water Meter Mechanic
Water Plant Operator
Senior Water Plant Mechanic
Senior Water Plant Operator
Water Plant Mechanic
Water Quality Analyst

PWR RESOURCES PLANNING ASSC II
Power Resources Planning Associate I
Senior Power Resources Planner

SR ELECTRICAL SERVICE PLANNER
Electrical Service Planner
Water Service Planner
Fiber Services Supervisor

STOREKEEPER
Stores Helper

UTILITY ACCOUNTING ANALYST

SENIOR UTILITY LOCATOR (TBD)
UTILITY LOCATOR (TBD)

EXHIBIT K

UNIFORMS FOR COMMUNICATION OPERATORS

CITY PROVIDED

POLO SHIRTS

The City will provide the employee with four (4) polo shirts per year of the style already specified and agreed upon (e.g., blue, black, and gray). Employees may purchase additional shirts (beyond the allowed 4) at their own expense. Employees may wear any of the styles/colors agreed upon or any combination thereof (i.e., gray short sleeve one day, long black sleeve on another day, blue short sleeve another day, etc.) Polo shirts are not required to be tucked in and no belt is required when shirts are worn outside the plain black twill style pants.

SWEATER/JACKET

The City will provide one (1) sweater or jacket per year of the specified style agreed upon. The parties agreed that the sweater will be identical to that worn by the Police Records Technicians. The parties further agree that the jacket will be selected no later than September 30, 2008. Should the employees require a jacket prior to the final selection of the Communication Operator jacket; the parties agree that the sweater issued to the Police Records Technician will be worn.

EMPLOYEE PAID

PANTS

Employees will purchase and wear basic black twill style pants at their own expense. The quantity purchased will be determined by the employee. Black twill style pants are defined as clean, plain, full coverage pants. No low-rise pants are permissible. Employees will be allowed to wear jeans on Sundays and for special City events such as “Casual for a Cure”.

BELT

When wearing a polo shirt that is tucked in, a plain black belt will be worn. Employees will purchase this belt at their own expense. Polo shirts are not required to be tucked in and no belt is required when shirts are worn outside the plain black twill style pants.

SHOES

Employees will purchase and wear plain black shoes at their own expense. Tennis shoes, thongs, “flip flops”, or overly casual sandals are generally prohibited unless given direct authorization.

EXHIBIT L

BCEA PROFESSIONAL/SUPERVISORY UNIT

Exhibit L is not an inclusive list, and as titles are created or as the FLSA status of existing titles change, those titles will be subject to Article VIII Section F.10 and will be added to the BCEA Professional/Supervisory Unit.

Accountant
Aquatics Supervisor
Facility Technology Coordinator
Librarian
Recreation Supervisor
Senior Accountant
Senior Librarian
Social Services Program Supervisor – Nutrition
Social Services Supervisor
Workers' Compensation Representative II

EXHIBIT M
PARKS AND RECREATION DEPARTMENT
SENIOR AND HUMAN SERVICES SECTION
NUTRITION STAFF UNIFORMS AND DRESS CODE

Per **Article II.K.3 Uniforms Provided through Laundry Services** and **Article II.L. Dress Code,** the Parks and Recreation Department strives to maintain a workplace environment that presents a professional, businesslike image to clients, visitors, customers, and the public. As part of that effort, employees are required to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Below outlines the uniform and dress code standards for assignments related to working a kitchen and the Home Delivery Meal Program.

ASSIGNMENT - KITCHEN

Employees who are primarily assigned to work in a kitchen (i.e., including, but not limited to: Food Services Supervisor, Senior Food Services Aide, Food Services Aide, Work Trainee I, or any job title the immediate supervisor deems as operationally necessary) are required to comply with the following uniform and dress code standards:

- Top:
  - White cookware uniform shirt (City provided – Article II. Section K.3); or
  - For special or as-needed occasions, as specified by a supervisor, the Parks and Recreation Department staff shirt (City provided - One per employee each year), including the name badge.
- Bottom:
  - Uniform jeans (City provided - Article II. Section K.3); or
  - Personal jeans, shorts, skirts, or capris. Note:
    - Jeans must not be baggy or excessively loose fitting, and may not have holes.
    - Shorts must be of walking length or longer. Shorts may not be baggy, excessively loose fitting, tight, and may not have anything hanging from them.
    - Skirts must be at knee length. Skirts must not be free-flowing and may not have anything hanging from them.
- Shoes:
  - Closed-toe shoes (City-provided – one per employee).

Note: If the employee chooses to wear the City-provided uniforms, such as jeans, the employee must wear the City provided-uniforms for the duration of their employment. Any other changes to uniform selection may be authorized by the immediate supervisor.

The City will provide the aforementioned uniform to those employees whose primary assignment is to work in a kitchen, per Article II. Section K.3. Replacement of City-

provided uniforms shall be provided as needed during the year except that employees will bear the replacement cost if the item is lost or is deliberately damaged or significantly faded by the employee. Employees will report damage to City-provided uniforms in a timely manner.

ASSIGNMENT – HOME DELIVERED MEAL PROGRAM

Employees who are primarily assigned work in the operations of the Home Delivered Meals Program (including, but not limited to: Food Services Aide, Work Trainee I, or any job title the immediate supervisor deems as operationally necessary, delivering food to clients' doors, driving vehicle, etc.) are required to comply with the following uniform and dress code standards:

- Top:
  - Option 1: White cookware uniform shirt (City provided – Article II. Section K.3) AND the Parks and Recreation Department staff shirt (One per employee each year); or
  - Option 2: The Parks and Recreation Department staff shirt (Two per employee each year), including the name badge.
- Bottom:
  - Uniform jeans (City provided - Article II. Section K.3); or
  - Personal jeans, shorts, skirts, or capris. Note:
    - Jeans must not be baggy or excessively loose fitting, and may not have holes.
    - Shorts must be of walking length or longer. Shorts may not be baggy, excessively loose fitting, tight, and may not have anything hanging from them.
    - Skirts must be at knee length. Skirts must not be free-flowing, and may not have anything hanging from them.
- Shoes:
  - Closed-toe shoes (City-provided – one per employee).

Note: If the employee chooses to wear the City-provided uniforms, such as the jeans, the employee must wear the City provided-uniforms for the duration of their employment. Any other changes to uniform selection may be authorized by the immediate supervisor.

Replacement of City-provided uniforms shall be provided as needed during the year except that employees will bear the replacement cost if the item is lost or is deliberately damaged or significantly faded by the employee. Employees will report damage to City-provided uniforms in a timely manner.

ASSIGNMENT - SOCIAL SERVICES COORDINATORS IN THE HOME DELIVERED MEAL PROGRAM AND/OR IN A KITCHEN

Social Services Coordinators who work in a kitchen and/or the Home Delivered Meal Program are required to wear appropriate professional attire, which includes:

- Short or long sleeves shirt, blouse, or Parks and Recreation Department staff shirt;
    - Note: Tank tops are prohibited;
- Parks and Recreation Department name badge;
- Personal jeans, shorts, skirts, or capris. Note:
    - Jeans must not be baggy or excessively loose fitting, and may not have holes.
    - Shorts must be of walking length or longer. Shorts may not be baggy, excessively loose fitting, tight, and may not have anything hanging from them.
    - Skirts must be at knee length. Skirts must not be free-flowing, and may not have anything hanging from them; and
- Personal closed-toed shoes.

EXHIBIT N

ONGOING CANDIDATE POOL (OCP) PROGRAM PROCEDURE

Job Postings:

1. Ongoing Recruitment: Recruitments for the specified classifications will be posted and removed after one month, at which point the Management Services Department (MSD) staff will review the candidates. Candidates who meet the classification Minimum Qualifications (MQs) and pass the recruitment examination(s) determined by the City will be added to the OCP.

   MSD may repost the job every four months or sooner if:
   a. The number of candidates on the OCP falls below five; or
   b. MSD receives feedback from two or more departments indicating their inability to select from the OCP due to the caliber of candidates.

2. Recruitment Verbiage: The job posting, both electronic and physical paper bulletin, will prominently display information regarding the recruitment process and reapplication period.

3. Reapplication Period: Candidates who fail any portion of the recruitment process (up to placement in the OCP, not including the departmental examination process) will be required to reapply when the job is reposted.

4. Department Preferences: All recruitments will include a question asking candidates to indicate any or all the department(s) for which they wish to apply.

Candidate Placement In the OCP:
This section does not apply to recruitments for the Lateral Communications Operator and Lateral Jailer classifications.

1. Screening of MQs: Candidates who do not meet the MQs will be notified and informed that they can reapply when the job is reposted. Candidates who pass the MQs screening will proceed to the examination phase.

2. Examination Phase: Candidates will be required to take the applicable examination(s) using a secure remote exam proctoring platform. The examination(s) will be selected by the City, and candidates will be provided with their appeal rights under the Civil Service Rules in regard to the examination results only.

3. Examination Deadline: Candidates will be given a specific deadline (e.g., two weeks) to complete the examination. Failure to meet the deadline will result in

a notification informing them that they have been disqualified and they can reapply when the job is reposted.

4. Passing and Failing Candidates: Candidates who meet or exceed the predetermined passing score set by the City will be notified and placed in the OCP. Candidates who do not meet the predetermined passing score will be notified that they have been disqualified and informed that they can reapply when the job is reposted.

5. OCP Removal: After six months in the OCP, candidates will be removed and they can reapply for any currently open or future recruitments.

Lateral Candidate Placement In the OCP:

This section only applies to recruitments for the Lateral Communications Operator and Lateral Jailer classifications. Lateral Candidates are applicants who have already completed all applicable state-mandated training and possess the required certifications for the position.

Lateral recruitments shall be placed in a separate OCP from non-lateral recruitments.

1. Screening of MQs: Candidates who do not meet the MQs will be notified and informed that they may reapply when the job is reposted. Candidates who pass the MQs screening will advance to the second phase of the MQ screening.

2. Secondary MQ Screening: Certification Requirement
    a. Lateral Communications Operator: Candidates must submit with their application a valid Peace Officer Standards and Training (POST)–certified Public Safety Dispatch Basic Course Certificate.
    b. Lateral Jailers: Candidates must submit with their application a California Board of State and Community Corrections (BSCC) approved Adult Corrections Officer Core Training Course Certificate.

    Candidates who do not submit the required certification with their application will be notified that they may apply through the regular OCP.

3. Passing and Failing Candidates: Candidates who meet or exceed the predetermined MQs and certification requirements set by the City will be notified and placed in the lateral OCP. Candidates who do not meet the MQs will be notified that they have been disqualified and informed that they can reapply when the job is reposted or apply through the regular OCP.

4. OCP Removal: After six months in the lateral OCP, candidates will be removed and they can reapply for any currently open or future recruitments.

OCP Provision to Hiring Departments:

1. Personnel Requisitions and Application Review: When Personnel Requisitions are submitted to fill vacancies, MSD staff will provide the hiring department with all candidates in the OCP who have expressed interest in their department. Applications will be provided to the department with no personal identification (also known as "blind"). The candidate blind applications and the candidates' examination scores will be pulled from the OCP, and both will be provided to the hiring department in order of their examination scores, although departments are not required to move any candidates to the departmental examination based on their individual scores or to interview any candidates in order of scores. For lateral recruitments, the hiring department will not be provided examination scores, as placement in OCP is determined by pass/fail basis rather than by score. Departments will select candidates to move to departmental examination based on review of the blind applications and, if applicable, the examination scores. Departments must move at least three candidates from the OCP to the departmental examination.

2. OCP Hiring Checklist: After the screening of blind applications and, if applicable, scores, and selection of candidates to move to the departmental examination, MSD staff will provide the hiring department with an OCP Hiring Checklist, which will include the names of the candidates selected to move to the departmental examination, along with the corresponding applications, and if applicable, examination scores, which the department previously reviewed without the personal identification.

3. Simultaneous Candidate Access: Candidates in the OCP will be made available to any department that submits a Personnel Requisition (based on the department(s) the candidate selected on their application). This means that multiple departments may be interviewing the same candidate simultaneously.

Departmental Examinations:

Hiring departments have the option to conduct additional departmental examinations, such as departmental supplemental questions or practical examinations. At a minimum, departments must conduct oral interviews for at least three candidates from the OCP, or all candidates if there are less than three on the OCP.

Interdepartmental Promotional (IDP):

If the department requests to conduct an IDP recruitment, the OCP protocol outlined herein will not apply. Such recruitment will follow the standard IDP process as established in the MOU, including but not limited to any recruitment posted as IDP shall also be posted as DP. The IDP recruitment will be conducted and a list will be established. For future recruitments, departments will have the option to utilize the OCP or the established IDP list.

Departmental Promotional (DP):

If the department requests to conduct a DP recruitment, the OCP protocol outlined herein will not apply. Such recruitment will follow the standard DP process as established in the MOU. The DP recruitment will be conducted and a list will be established. For future recruitments, departments will have the option to utilize the OCP or the established DP list.

Candidate Selection and Notification:

1. Notification: Once a candidate has been selected, the hiring department will notify MSD staff, who will subsequently inform candidates who participated in oral interviews and/or other departmental examinations, but were not selected, that they will not be moving forward. Candidates not selected will remain in the OCP pursuant to the section above regarding Candidate Placement In and Removal from the OCP.

2. Candidate Selection: If more than one department selects the same candidate for a position, the candidate may choose which department they wish to work in.

3. Candidate Decision: The selected candidate can accept or decline the offered position from the department. If they accept the position, they are automatically removed from the OCP and will need to apply for future recruitments of specified classifications to reenter the OCP. If the candidate declines an offered position, they will remain in the OCP for potential consideration and selection. All remaining provisions of the MOU in regard to hiring remain in effect.

Onboarding:

The hiring department will follow the steps outlined in the OCP Hiring Checklist for the selected candidate's onboarding process (i.e., conditional offer of employment letter, background and medical, etc.).

Reporting and Review Schedule:

MSD staff will provide BCEA with a quarterly report detailing the number of times the OCP was provided to departments for each classification, the number of candidates in each OCP, and the number of candidates hired from each OCP.

The City and BCEA will meet at six months to assess the program and address any concerns or questions raised by either party.

Termination of the Program:

Either the City or BCEA can decide to terminate the program. In the event the

program terminates, the existing OCPs will remain active for two months, and affected candidates will be notified about the expiration date of the OCPs. During this two-month period, departments with new vacancies will have the authority to either review and pull candidates from the OCP or initiate a new recruitment process following the recruitment rules outlined in the BCEA MOU.

EXHIBIT ON
BCEA CLASSIFICATIONS' BIWEEKLY SALARIES
(Hourly salaries where noted)

Column 1	*Column 2*	*Column 3*	*Column 4*
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE EFFECTIVE 7/1/26**	**NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26**
ACCOUNT CLERK	$2,619.07	2.00%	$2,671.45
ACCOUNTANT	$4,132.33	2.00%	$4,214.98
ANIMAL CTRL OFCR	$3,322.32	2.00%	$3,388.77
APPLS DEV ANALYST I	$3,525.04	2.00%	$3,595.54
AQUATICS SUPV	$4,495.30	2.00%	$4,585.21
ASSOC PLNER	$4,725.13	2.00%	$4,819.63
ASSOC TRANS PLNER	$4,725.13	2.00%	$4,819.63
AST PLNER	$4,284.84	2.00%	$4,370.54
AST TRAF SIGNL TECH	$3,240.00	2.00%	$3,304.80
AST TRANS PLNER	$4,284.84	2.00%	$4,370.54
BENEFITS CORD	$3,985.11	2.00%	$4,064.81
BLDG INSP I	$3,915.67	2.00%	$3,993.98
BUYER I	$3,894.29	2.00%	$3,972.18
BUYER II	$4,478.55	2.00%	$4,568.12
CARPENTER	$3,390.29	2.00%	$3,458.10
CARPENTER LEADWKR	$3,667.63	2.00%	$3,740.98
CEMENT FINISHER	$3,591.75	2.00%	$3,663.59
CIVIL ENGNRG ASSOC	$5,471.49	2.00%	$5,580.92
CIVIL ENGNRG ASSOC-BWP	$5,471.49	2.00%	$5,580.92
CIVIL ENGNRG AST	$4,705.47	2.00%	$4,799.58
CIVIL ENGNRG AST-BWP	$4,705.47	2.00%	$4,799.58
CLERICAL WKR	$2,364.51	2.00%	$2,411.80
CLIENT TECHNOLOGY SPECIALIST	$3,526.62	2.00%	$3,597.15
CODE COMPLIANCE INSP I	$3,665.55	2.00%	$3,738.86
CODE COMPLIANCE INSP II	$3,915.67	2.00%	$3,993.98
COLLECTION SYS JOURNEYMAN	$3,566.94	2.00%	$3,638.28
COLLECTION SYS LEADWKR	$4,376.21	2.00%	$4,463.73
COLLECTION SYS WKR	$3,143.64	2.00%	$3,206.51
COLLECTIONS SPECIALIST	$3,528.90	2.00%	$3,599.48
COMITY SERV OFCR	$3,017.09	2.00%	$3,077.43
COMM OP	$3,570.36	2.00%	$3,641.77

continued

CLASSIFICATION	CURRENT TOP (BIWEEKLY)	% INCREASE EFFECTIVE 7/1/26	NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26
COMM SUPV	$4,355.97	2.00%	$4,443.09
CONST & MAINT LEADWKR	$3,752.93	2.00%	$3,827.99
CONST AND MAINT WKR	$3,225.09	2.00%	$3,289.59
CONST INSP I	$4,011.37	2.00%	$4,091.60
CONST INSP II	$4,266.11	2.00%	$4,351.43
CROSS CONN CTRL SPECIALIST	$5,389.71	2.00%	$5,497.50
CROSSING GUARD *(hourly)*	$19.42	2.00%	$19.81
CUST SERV REP I	$2,633.44	2.00%	$2,686.11
CUST SERV REP II	$2,950.81	2.00%	$3,009.83
CUST SERV REP III	$3,388.62	2.00%	$3,456.39
CUST SERV SUPV	$4,653.27	2.00%	$4,746.34
CUSTODIAL LEADWKR	$2,434.20	2.00%	$2,482.88
CUSTODIAN	$2,229.38	2.00%	$2,273.97
DUPLICATING MACHINE OP	$2,497.86	2.00%	$2,547.82
ELEC ENGNRG ASSOC I	$5,048.48	2.00%	$5,149.45
ELEC ENGNRG ASSOC II	$5,870.34	2.00%	$5,987.75
ELEC SERV PLNER	$5,055.14	2.00%	$5,156.24
ENGNRG AIDE	$4,042.04	2.00%	$4,122.88
ENGNRG ASSOC-TRAF	$5,471.49	2.00%	$5,580.92
ENGNRG AST-TRAF	$4,705.47	2.00%	$4,799.58
ENGNRG TECH	$4,705.47	2.00%	$4,799.58
FACILITY ATTENDANT I *(hourly)*	$17.99	2.00%	$18.35
FACILITY ATTENDANT II	$1,739.72	2.00%	$1,774.51
FACILITY TECHNOLOGY CORD	$6,046.96	2.00%	$6,167.90
FIBER SRVS SUPV	$5,738.08	2.00%	$5,852.84
FIELD SERV REP	$3,600.33	2.00%	$3,672.34
FIELD SERV REP II	$3,022.60	2.00%	$3,083.05
FIRE EQUIP MECH	$3,556.44	2.00%	$3,627.57
FIRE EQUIP SPECIALIST	$4,149.97	2.00%	$4,232.97
FIRE INSP I	$3,889.40	2.00%	$3,967.19
FIRE INSP II	$4,569.76	2.00%	$4,661.16
FLEET MAINT APPRENTICE	$2,988.77	2.00%	$3,048.55
FLEET MAINT TECH	$3,556.44	2.00%	$3,627.57
FLEET UTILITY WKR	$2,531.81	2.00%	$2,582.45
FOOD SRVS AIDE	$1,983.84	2.00%	$2,023.52
FOOD SRVS SUPV	$3,065.68	2.00%	$3,126.99
FORENSIC SPECIALIST	$3,925.73	2.00%	$4,004.24
FORENSIC SPECIALIST SUPV	$4,935.92	2.00%	$5,034.64

continued

CLASSIFICATION	CURRENT TOP (BIWEEKLY)	% INCREASE EFFECTIVE 7/1/26	NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26
FORESTRY SRVS SUPV	$4,363.89	2.00%	$4,451.17
GIS SPECIALIST	$4,916.15	2.00%	$5,014.47
GRAPHICS MEDIA DESIGNER	$4,739.29	2.00%	$4,834.08
GROUNDSKEEPER	$3,055.31	2.00%	$3,116.42
GROUNDSKEEPER HELPER	$2,432.29	2.00%	$2,480.94
HEAVY EQUIP OP	$3,392.68	2.00%	$3,460.53
HEAVY TRUCK DRIVER	$2,823.07	2.00%	$2,879.53
HELICOPTER MECH	$4,361.24	2.00%	$4,448.46
HH HAZ WASTE LEADWKR	$4,361.64	2.00%	$4,448.87
HH HAZ WASTE TECH	$2,994.31	2.00%	$3,054.20
HR SPECIALIST	$3,208.32	2.00%	$3,272.49
HR TECH I	$3,024.47	2.00%	$3,084.96
HR TECH II	$3,266.64	2.00%	$3,331.97
HSG AST	$4,223.03	2.00%	$4,307.49
HSG SPECIALIST	$5,272.30	2.00%	$5,377.75
HSG SRVS AST	$3,328.94	2.00%	$3,395.52
INFO SYS ANALYST I	$3,525.04	2.00%	$3,595.54
INTELLIGENT TRANS SYS SPECIALIST	$4,725.76	2.00%	$4,820.28
INTERMEDIATE CLK	$2,388.77	2.00%	$2,436.55
IRRIGATION SPECIALIST	$3,096.83	2.00%	$3,158.77
JAILER	$3,241.77	2.00%	$3,306.61
JR ENGNRG AIDE-BWP	$3,282.88	2.00%	$3,348.54
KENNEL ATTENDANT	$2,629.96	2.00%	$2,682.56
LABORER	$2,365.13	2.00%	$2,412.43
LANDFILL LEADWKR	$4,361.64	2.00%	$4,448.87
LANDSCAPE SRVS SUPV	$4,363.89	2.00%	$4,451.17
LEAD JAILER	$3,462.10	2.00%	$3,531.34
LEGAL AST	$3,630.30	2.00%	$3,702.91
LEGAL SEC	$3,168.72	2.00%	$3,232.09
LEGAL SECRETARIAL CLK	$2,870.55	2.00%	$2,927.96
LIB OPERATIONS SUPV	$3,362.48	2.00%	$3,429.73
LIBRARIAN	$3,697.37	2.00%	$3,771.32
LIBRARY ASSOC	$2,523.16	2.00%	$2,573.62
LIBRARY AST	$3,027.60	2.00%	$3,088.15
LIBRARY MONITOR	$2,164.05	2.00%	$2,207.33
LIBRARY PAGE/PT	$2,088.44	2.00%	$2,130.21
LIFEGUARD	$1,937.00	2.00%	$1,975.74
LIFEGUARD-INSTRUCTOR	$2,130.79	2.00%	$2,173.41

continued

CLASSIFICATION	CURRENT TOP (BIWEEKLY)	% INCREASE EFFECTIVE 7/1/26	NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26
LOCKER RM ATTENDANT *(hourly)*	$20.44	2.00%	$20.85
MAIL RM AST	$1,780.73	2.00%	$1,816.34
METAL WKR	$4,341.96	2.00%	$4,428.80
MOTOR SWEEPER OP	$3,314.38	2.00%	$3,380.67
MUNICIPAL RCRDS CLK	$3,262.24	2.00%	$3,327.48
NETWORK SUPPORT ANALYST I	$3,519.96	2.00%	$3,590.36
OFFSET PRESS OP	$2,692.40	2.00%	$2,746.25
PAINTER	$3,365.07	2.00%	$3,432.37
PAINTER LEADWKR	$3,754.89	2.00%	$3,829.99
PARKING CTRL OFCR	$2,822.58	2.00%	$2,879.03
PARKING CTRL SUPV	$3,365.19	2.00%	$3,432.49
PARKING PERMIT TECH	$3,433.48	2.00%	$3,502.15
PAYROLL TECH I	$3,099.10	2.00%	$3,161.08
PAYROLL TECH II	$3,267.83	2.00%	$3,333.19
PERMIT TECH	$3,433.48	2.00%	$3,502.15
PIPEFITTER	$4,600.28	2.00%	$4,692.29
PIPEFITTER APPRENTICE	$4,140.26	2.00%	$4,223.07
PIPEFITTER-OP	$4,968.14	2.00%	$5,067.50
PLNG TECH	$3,297.86	2.00%	$3,363.82
POL CADET	$2,201.79	2.00%	$2,245.83
POL RCRDS TECH	$3,107.43	2.00%	$3,169.58
POL RCRDS TECH SUPV	$3,790.91	2.00%	$3,866.73
POL TECH	$2,834.64	2.00%	$2,891.33
PRIN CLK	$3,494.93	2.00%	$3,564.83
PROG SPECIALIST	$3,047.86	2.00%	$3,108.82
PROPERTY AND EVIDENCE TECH	$3,048.87	2.00%	$3,109.85
PUBLIC SFTY FACILITY TECH	$3,561.17	2.00%	$3,632.39
PW JOURNEYMAN	$3,378.82	2.00%	$3,446.40
PWR RESOURCES PLNG ASSOC I	$4,991.11	2.00%	$5,090.93
PWR RESOURCES PLNG ASSOC II	$5,803.63	2.00%	$5,919.70
PWR SUPPLY SCHEDULER	$5,870.34	2.00%	$5,987.75
RANGEMASTER	$3,942.94	2.00%	$4,021.80
RCRDS TECH	$3,262.24	2.00%	$3,327.48
REC CORD	$3,289.26	2.00%	$3,355.05
REC LDR	$2,301.43	2.00%	$2,347.46
REC SUPV	$4,364.36	2.00%	$4,451.65
RIGHT OF WAY SPECIALIST	$4,931.50	2.00%	$5,030.13
SECURITY GUARD	$2,891.24	2.00%	$2,949.06

continued

CLASSIFICATION	CURRENT TOP (BIWEEKLY)	% INCREASE EFFECTIVE 7/1/26	NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26
SIGN LANG INTERPRETER *(hourly)*	$49.12	2.00%	$50.10
SKILLED WKR	$2,994.31	2.00%	$3,054.20
SOC SRVS CORD	$2,887.72	2.00%	$2,945.47
SOC SRVS PROG SUPV-NUTR	$4,837.09	2.00%	$4,933.83
SOC SRVS SUPV	$4,001.97	2.00%	$4,082.01
SOLID WASTE LEADWKR	$4,361.64	2.00%	$4,448.87
SOLID WASTE TRUCK OP	$2,926.68	2.00%	$2,985.21
SOLID WASTE UTILITY WKR	$3,596.76	2.00%	$3,668.70
SPECIAL ACTIVITY LDR	$2,362.19	2.00%	$2,409.43
SPECIAL PROJ CREW LDR	$2,428.47	9.46%	$2,658.20
SR ACCOUNTANT	$5,194.40	2.00%	$5,298.29
SR ANIMAL CTRL OFCR	$3,856.46	2.00%	$3,933.59
SR CIVIL ENGNRG AST	$4,941.05	2.00%	$5,039.87
SR CLK	$2,851.07	2.00%	$2,908.09
SR CODE COMPLIANCE INSP	$5,047.00	2.00%	$5,147.94
SR CONST INSP	$4,685.42	2.00%	$4,779.13
SR ELEC SERV PLNER	$5,494.72	2.00%	$5,604.61
SR ENGNRG TECH	$5,088.47	2.00%	$5,190.24
SR FLEET MAINT TECH	$3,844.91	2.00%	$3,921.81
SR FOOD SRVS AIDE	$2,402.41	2.00%	$2,450.46
SR GIS SPECIALIST	$5,557.75	2.00%	$5,668.91
SR GROUNDSKEEPER	$3,661.25	2.00%	$3,734.48
SR LIB AST	$3,332.98	2.00%	$3,399.64
SR LIBRARIAN	$4,055.55	2.00%	$4,136.66
SR LIFEGUARD	$2,368.72	2.00%	$2,416.09
SR PROPERTY AND EVIDENCE TECH	$3,353.74	2.00%	$3,420.81
SR PWR RESOURCES PLNER	$7,165.03	2.00%	$7,308.33
SR REC LDR	$2,700.27	2.00%	$2,754.28
SR SECRETARY	$3,331.38	2.00%	$3,398.01
SR SECURITY GUARD	$3,240.39	2.00%	$3,305.20
SR SURVEY AIDE	$4,979.05	2.00%	$5,078.63
SR TREE TRIMMER	$3,661.25	2.00%	$3,734.48
SR UTILITY LOCATOR	$3,912.21	2.00%	$3,990.45
SR VIDEO PROD ASSOC	$4,052.30	2.00%	$4,133.35
SR WTR PLT MECH	$5,244.35	2.00%	$5,349.24
SR WTR PLT OP	$5,244.35	2.00%	$5,349.24
STOREKEEPER	$2,956.80	2.00%	$3,015.94
STORES HELPER	$2,678.23	2.00%	$2,731.79

continued

CLASSIFICATION	CURRENT TOP (BIWEEKLY)	% INCREASE EFFECTIVE 7/1/26	NEW TOP (BIWEEKLY) EFFECTIVE 7/1/26
STR MAINT LEADWKR	$4,361.64	2.00%	$4,448.87
SUPVG ACCOUNT CLK	$3,039.75	2.00%	$3,100.55
SUPVG CLK	$3,006.20	2.00%	$3,066.32
SUPVG OFFSET PRESS OP	$2,899.11	2.00%	$2,957.09
TECHNL SUPPORT ANALYST I	$3,104.99	2.00%	$3,167.09
TECHNL SUPPORT ANALYST II	$3,535.31	2.00%	$3,606.02
TIRE MAINT WKR	$2,912.06	2.00%	$2,970.30
TRAF CTRL JOURNEYMAN	$2,887.08	11.08%	$3,206.97
TRAF SIGNL OPERATIONS SPECIALIST	$4,725.76	2.00%	$4,820.28
TRAF SIGNL TECH	$3,867.26	2.00%	$3,944.61
TRANS OPERATIONS SUPV	$3,660.02	2.00%	$3,733.22
TRANS SCHEDULER	$3,198.10	2.00%	$3,262.06
TRANS SRVS DRIVER	$2,531.66	2.00%	$2,582.29
TREASURER TECH	$3,267.83	2.00%	$3,333.19
TREE TRIMMER	$3,055.31	2.00%	$3,116.42
TREE TRIMMER HELPER	$2,432.29	2.00%	$2,480.94
UTILITY ACCTG ANALYST	$4,127.06	2.00%	$4,209.60
UTILITY BUSINESS SYS ANALYST	$4,679.37	2.00%	$4,772.96
UTILITY LOCATOR	$3,539.42	2.00%	$3,610.21
UTILITY WKR	$2,481.92	2.00%	$2,531.56
VETERINARY TECH	$2,973.50	2.00%	$3,032.97
VIDEO PROD ASSOC	$2,899.43	2.00%	$2,957.42
WELDER	$4,057.93	2.00%	$4,139.09
WK TRAINEE I	$1,668.94	2.00%	$1,702.32
WORKERS' COMP AND RK MGT REP I	$3,222.81	2.00%	$3,287.27
WORKERS' COMP REP II	$4,263.22	2.00%	$4,348.48
WTR METER MECH	$4,830.54	2.00%	$4,927.15
WTR PLT MECH	$4,600.28	2.00%	$4,692.29
WTR PLT OP	$4,600.28	2.00%	$4,692.29
WTR QUALITY ANALYST	$5,340.97	2.00%	$5,447.79
WTR SERV PLNER	$5,055.14	2.00%	$5,156.24
YOUTH EMPLOYMT AST	$1,777.55	2.00%	$1,813.10
YOUTH EMPLOYMT CORD *(hourly)*	$28.71	2.00%	$29.28
YOUTH EMPLOYMT JR TEAM LDR *(hourly)*	$19.95	2.00%	$20.35
YOUTH EMPLOYMT TEAM LDR *(hourly)*	$23.94	2.00%	$24.42
YOUTH SRVS WKR *(hourly)*	$18.89	2.00%	$19.27

TABLE 1

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
ACCOUNT CLERK	$2,426.61	3.78%	$2,518.34	4.00%	$2,619.07
ACCOUNTANT	$3,693.43	7.58%	$3,973.39	4.00%	$4,132.33
ANIMAL CTRL OFCR	$3,041.26	5.04%	$3,194.54	4.00%	$3,322.32
APPLS DEV ANALYST I	$3,173.95	6.79%	$3,389.46	4.00%	$3,525.04
AQUATICS SUPV	$3,950.64	9.41%	$4,322.40	4.00%	$4,495.30
ASSOC PLNER	$4,231.92	7.36%	$4,543.39	4.00%	$4,725.13
ASSOC TRANS PLNER	$4,231.92	7.36%	$4,543.39	4.00%	$4,725.13
AST PLNER	$3,837.59	7.36%	$4,120.04	4.00%	$4,284.84
AST TRAF SIGNL TECH	$2,997.86	3.92%	$3,115.38	4.00%	$3,240.00
AST TRANS PLNER	$3,837.59	7.36%	$4,120.04	4.00%	$4,284.84
BENEFITS CORD	$3,515.77	8.99%	$3,831.84	4.00%	$3,985.11
BLDG INSP I	$3,375.23	11.55%	$3,765.07	4.00%	$3,915.67
BUYER I	$3,557.05	5.27%	$3,744.51	4.00%	$3,894.29
BUYER II	$4,090.72	5.27%	$4,306.30	4.00%	$4,478.55
CARPENTER	$3,115.34	4.64%	$3,259.89	4.00%	$3,390.29
CARPENTER LEADWKR	$3,370.19	4.64%	$3,526.57	4.00%	$3,667.63
CEMENT FINISHER	$3,154.56	9.48%	$3,453.61	4.00%	$3,591.75
CIVIL ENGNRG ASSOC	$4,932.54	6.66%	$5,261.05	4.00%	$5,471.49
CIVIL ENGNRG ASSOC-BWP	$4,932.54	6.66%	$5,261.05	4.00%	$5,471.49
CIVIL ENGNRG AST	$4,241.97	6.66%	$4,524.49	4.00%	$4,705.47
CIVIL ENGNRG AST-BWP	$4,241.97	6.66%	$4,524.49	4.00%	$4,705.47
CLERICAL WKR	$2,159.34	5.29%	$2,273.57	4.00%	$2,364.51
CODE COMPLIANCE INSP I	$3,159.63	11.55%	$3,524.57	4.00%	$3,665.55
CODE COMPLIANCE INSP II	$3,375.23	11.55%	$3,765.07	4.00%	$3,915.67
COLLECTION SYS JOURNEYMAN	$3,223.15	6.41%	$3,429.75	4.00%	$3,566.94
COLLECTION SYS LEADWKR	$3,954.41	6.41%	$4,207.89	4.00%	$4,376.21
COLLECTION SYS WKR	$2,840.64	6.41%	$3,022.73	4.00%	$3,143.64
COLLECTIONS SPECIALIST	$3,186.37	6.49%	$3,393.17	4.00%	$3,528.90

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
COMITY SERV OFCR	$2,702.42	7.35%	$2,901.05	4.00%	$3,017.09
COMM OP	$3,258.39	5.36%	$3,433.04	4.00%	$3,570.36

COMM SUPV	$3,975.35	5.36%	$4,188.43	4.00%	$4,355.97
CONST & MAINT LEADWKR	$3,448.58	4.64%	$3,608.59	4.00%	$3,752.93
CONST AND MAINT WKR	$2,963.54	4.64%	$3,101.05	4.00%	$3,225.09
CONST INSP I	$3,710.17	3.96%	$3,857.09	4.00%	$4,011.37
CONST INSP II	$3,945.78	3.96%	$4,102.03	4.00%	$4,266.11
CROSS CONN CTRL SPECIALIST	$4,792.32	8.14%	$5,182.41	4.00%	$5,389.71
CROSSING GUARD (*hourly*)	$17.39	7.35%	$18.67	4.00%	$19.42
CUST SERV REP I	$2,399.23	5.54%	$2,532.15	4.00%	$2,633.44
CUST SERV REP II	$2,688.38	5.54%	$2,837.32	4.00%	$2,950.81
CUST SERV REP III	$3,087.26	5.54%	$3,258.29	4.00%	$3,388.62
CUST SERV SUPV	$4,239.44	5.54%	$4,474.30	4.00%	$4,653.27
CUSTODIAL LEADWKR	$2,276.16	2.83%	$2,340.58	4.00%	$2,434.20
CUSTODIAN	$2,084.63	2.83%	$2,143.63	4.00%	$2,229.38
DUPLICATING MACHINE OP	$2,281.77	5.26%	$2,401.79	4.00%	$2,497.86
ELEC ENGNRG ASSOC I	$4,519.00	7.42%	$4,854.31	4.00%	$5,048.48
ELEC ENGNRG ASSOC II	$5,254.66	7.42%	$5,644.56	4.00%	$5,870.34
ELEC SERV PLNER	$4,386.13	10.82%	$4,860.71	4.00%	$5,055.14
ENGNRG AIDE	$3,643.90	6.66%	$3,886.58	4.00%	$4,042.04
ENGNRG ASSOC-TRAF	$4,932.54	6.66%	$5,261.05	4.00%	$5,471.49
ENGNRG AST-TRAF	$4,241.97	6.66%	$4,524.49	4.00%	$4,705.47
ENGNRG TECH	$4,241.97	6.66%	$4,524.49	4.00%	$4,705.47
FACILITY ATTENDANT I (*hourly*)	$16.50	4.83%	$17.30	4.00%	$17.99
FACILITY ATTENDANT II	$1,595.74	4.83%	$1,672.81	4.00%	$1,739.72
FACILITY TECHNOLOGY CORD	$5,412.75	7.42%	$5,814.38	4.00%	$6,046.96
FIBER SRVS SUPV	$4,978.69	10.82%	$5,517.38	4.00%	$5,738.08
FIELD SERV REP	$3,301.10	4.87%	$3,461.86	4.00%	$3,600.33
FIELD SERV REP II	$2,771.38	4.87%	$2,906.35	4.00%	$3,022.60
FIRE EQUIP MECH	$3,116.99	9.71%	$3,419.65	4.00%	$3,556.44
FIRE EQUIP SPECIALIST	$3,637.19	9.71%	$3,990.36	4.00%	$4,149.97
FIRE INSP I	$3,666.48	2.00%	$3,739.81	4.00%	$3,889.40
FIRE INSP II	$4,307.84	2.00%	$4,394.00	4.00%	$4,569.76
FLEET MAINT APPRENTICE	$2,619.47	9.71%	$2,873.82	4.00%	$2,988.77
FLEET MAINT TECH	$3,116.99	9.71%	$3,419.65	4.00%	$3,556.44
FLEET UTILITY WKR	$2,218.97	9.71%	$2,434.43	4.00%	$2,531.81

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
FOOD SRVS AIDE	$1,819.65	4.83%	$1,907.54	4.00%	$1,983.84
FOOD SRVS SUPV	$2,694.24	9.41%	$2,947.77	4.00%	$3,065.68

FORENSIC SPECIALIST	$3,551.69	6.28%	$3,774.74	4.00%	$3,925.73
FORENSIC SPECIALIST SUPV	$4,465.64	6.28%	$4,746.08	4.00%	$4,935.92
FORESTRY SRVS SUPV	$3,806.29	10.24%	$4,196.05	4.00%	$4,363.89
GIS SPECIALIST	$4,081.06	15.00%	$4,693.22	4.75%	$4,916.15
GRAPHICS MEDIA DESIGNER	$4,244.61	7.36%	$4,557.01	4.00%	$4,739.29
GROUNDSKEEPER	$2,664.91	10.24%	$2,937.80	4.00%	$3,055.31
GROUNDSKEEPER HELPER	$2,121.50	10.24%	$2,338.74	4.00%	$2,432.29
HEAVY EQUIP OP	$3,198.23	2.00%	$3,262.19	4.00%	$3,392.68
HEAVY TRUCK DRIVER	$2,499.07	8.62%	$2,714.49	4.00%	$2,823.07
HELICOPTER MECH	$3,822.35	9.71%	$4,193.50	4.00%	$4,361.24
HH I HAZ WASTE LEADWKR	$3,861.06	8.62%	$4,193.88	4.00%	$4,361.64
HH I HAZ WASTE TECH	$2,629.83	9.48%	$2,879.14	4.00%	$2,994.31
HR SPECIALIST	$2,830.46	8.99%	$3,084.92	4.00%	$3,208.32
HR TECH I	$2,668.26	8.99%	$2,908.14	4.00%	$3,024.47
HR TECH II	$2,881.92	8.99%	$3,141.00	4.00%	$3,266.64
HSG AST	$3,882.04	4.60%	$4,060.61	4.00%	$4,223.03
HSG SPECIALIST	$4,846.58	4.60%	$5,069.52	4.00%	$5,272.30
HSG SRVS AST	$3,060.13	4.60%	$3,200.90	4.00%	$3,328.94
INFO SYS ANALYST I	$3,173.95	6.79%	$3,389.46	4.00%	$3,525.04
INTELLIGENT TRANS SYS SPECIALIST	$4,260.27	6.66%	$4,544.00	4.00%	$4,725.76
INTERMEDIATE CLK	$2,181.49	5.29%	$2,296.89	4.00%	$2,388.77
IRRIGATION SPECIALIST	$2,792.31	6.64%	$2,977.72	4.00%	$3,096.83
JAILER	$2,924.92	6.57%	$3,117.09	4.00%	$3,241.77
JR ENGNRG AIDE-BWP	$2,959.52	6.66%	$3,156.62	4.00%	$3,282.88
KENNEL ATTENDANT	$2,407.47	5.04%	$2,528.81	4.00%	$2,629.96
LABORER	$2,077.24	9.48%	$2,274.16	4.00%	$2,365.13
LANDFILL LEADWKR	$3,861.06	8.62%	$4,193.88	4.00%	$4,361.64
LANDSCAPE SRVS SUPV	$3,806.29	10.24%	$4,196.05	4.00%	$4,363.89
LEAD JAILER	$3,123.71	6.57%	$3,328.94	4.00%	$3,462.10
LEGAL AST	$3,280.09	6.42%	$3,490.67	4.00%	$3,630.30
LEGAL SEC	$2,863.04	6.42%	$3,046.85	4.00%	$3,168.72
LEGAL SECRETARIAL CLK	$2,593.63	6.42%	$2,760.14	4.00%	$2,870.55
LIB OPERATIONS SUPV	$2,975.75	8.65%	$3,233.15	4.00%	$3,362.48
LIBRARIAN	$3,272.12	8.65%	$3,555.16	4.00%	$3,697.37

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
LIBRARY ASSOC	$2,232.97	8.65%	$2,426.12	4.00%	$2,523.16
LIBRARY AST	$2,679.38	8.65%	$2,911.15	4.00%	$3,027.60

LIBRARY MONITOR	$1,915.16	8.65%	$2,080.82	4.00%	$2,164.05
LIBRARY PAGE/PT	$1,848.25	8.65%	$2,008.12	4.00%	$2,088.44
LIFEGUARD	$1,564.07	15.00%	$1,798.68	7.69%	$1,937.00
LIFEGUARD-INSTRUCTOR	$1,720.55	15.00%	$1,978.63	7.69%	$2,130.79
LOCKER RM ATTENDANT (*hourly*)	$16.50	15.00%	$18.98	7.69%	$20.44
MAIL RM AST	$1,626.21	5.29%	$1,712.24	4.00%	$1,780.73
METAL WKR	$3,805.45	9.71%	$4,174.96	4.00%	$4,341.96
MOTOR SWEEPER OP	$3,124.41	2.00%	$3,186.90	4.00%	$3,314.38
MUNICIPAL RCRDS CLK	$2,979.17	5.29%	$3,136.77	4.00%	$3,262.24
NETWORK SUPPORT ANALYST I	$3,169.38	6.79%	$3,384.58	4.00%	$3,519.96
OFFSET PRESS OP	$2,459.48	5.26%	$2,588.85	4.00%	$2,692.40
PAINTER	$3,092.16	4.64%	$3,235.64	4.00%	$3,365.07
PAINTER LEADWKR	$3,450.37	4.64%	$3,610.47	4.00%	$3,754.89
PARKING CTRL OFCR	$2,528.20	7.35%	$2,714.02	4.00%	$2,822.58
PARKING CTRL SUPV	$2,934.13	10.28%	$3,235.76	4.00%	$3,365.19
PAYROLL TECH I	$2,798.29	6.49%	$2,979.90	4.00%	$3,099.10
PAYROLL TECH II	$2,950.64	6.49%	$3,142.14	4.00%	$3,267.83
PERMIT TECH	$2,959.59	11.55%	$3,301.42	4.00%	$3,433.48
PIPEFITTER	$4,090.39	8.14%	$4,423.35	4.00%	$4,600.28
PIPEFITTER APPRENTICE	$3,681.35	8.14%	$3,981.02	4.00%	$4,140.25
PIPEFITTER-OP	$4,417.48	8.14%	$4,777.06	4.00%	$4,968.14
PLNG TECH	$2,953.63	7.36%	$3,171.02	4.00%	$3,297.86
POL CADET	$2,009.41	5.36%	$2,117.11	4.00%	$2,201.79
POL RCRDS TECH	$2,835.91	5.36%	$2,987.91	4.00%	$3,107.43
POL RCRDS TECH SUPV	$3,459.67	5.36%	$3,645.11	4.00%	$3,790.91
POL TECH	$2,586.96	5.36%	$2,725.62	4.00%	$2,834.64
PRIN CLK	$3,191.67	5.29%	$3,360.51	4.00%	$3,494.93
PROG SPECIALIST	$2,795.60	4.83%	$2,930.63	4.00%	$3,047.86
PROPERTY AND EVIDENCE TECH	$2,758.38	6.28%	$2,931.61	4.00%	$3,048.87
PUBLIC SFTY FACILITY TECH	$3,213.10	6.57%	$3,424.20	4.00%	$3,561.17
PW JOURNEYMAN	$2,967.55	9.48%	$3,248.87	4.00%	$3,378.82
PWR RESOURCES PLNG ASSOC I	$4,364.84	9.95%	$4,799.14	4.00%	$4,991.11
PWR RESOURCES PLNG ASSOC II	$5,075.41	9.95%	$5,580.41	4.00%	$5,803.63
PWR SUPPLY SCHEDULER	$5,254.66	7.42%	$5,644.56	4.00%	$5,870.34

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
RANGEMASTER	$3,557.56	6.57%	$3,791.29	4.00%	$3,942.94
RCRDS TECH	$2,979.17	5.29%	$3,136.77	4.00%	$3,262.24

REC CORD	$3,017.03	4.83%	$3,162.75	4.00%	$3,289.26
REC LDR	$2,169.52	2.00%	$2,212.91	4.00%	$2,301.43
REC SUPV	$3,835.57	9.41%	$4,196.50	4.00%	$4,364.36
RIGHT OF WAY SPECIALIST	$4,445.74	6.66%	$4,741.83	4.00%	$4,931.50
SECURITY GUARD	$2,634.11	5.54%	$2,780.04	4.00%	$2,891.24
SIGN LANG INTERPRETER (*hourly*)	$45.05	4.83%	$47.23	4.00%	$49.12
SKILLED WKR	$2,629.83	9.48%	$2,879.14	4.00%	$2,994.31
SOC SRVS CORD	$2,648.72	4.83%	$2,776.65	4.00%	$2,887.72
SOC SRVS PROG SUPV-NUTR	$4,251.03	9.41%	$4,651.05	4.00%	$4,837.09
SOC SRVS SUPV	$3,517.09	9.41%	$3,848.05	4.00%	$4,001.97
SOLID WASTE LEADWKR	$3,861.06	8.62%	$4,193.88	4.00%	$4,361.64
SOLID WASTE TRUCK OP	$2,590.79	8.62%	$2,814.12	4.00%	$2,926.68
SOLID WASTE UTILITY WKR	$3,183.96	8.62%	$3,458.42	4.00%	$3,596.76
SPECIAL ACTIVITY LDR	$2,166.69	4.83%	$2,271.34	4.00%	$2,362.19
SPECIAL PROJ CREW LDR	$2,118.17	10.24%	$2,335.07	4.00%	$2,428.47
SR ACCOUNTANT	$4,642.70	7.58%	$4,994.62	4.00%	$5,194.40
SR ANIMAL CTRL OFCR	$3,530.21	5.04%	$3,708.13	4.00%	$3,856.46
SR CIVIL ENGNRG AST	$4,454.35	6.66%	$4,751.01	4.00%	$4,941.05
SR CLK	$2,603.68	5.29%	$2,741.41	4.00%	$2,851.07
SR CODE COMPLIANCE INSP	$4,350.41	11.55%	$4,852.88	4.00%	$5,047.00
SR CONST INSP	$4,333.60	3.96%	$4,505.21	4.00%	$4,685.42
SR ELEC SERV PLNER	$4,767.53	10.82%	$5,283.38	4.00%	$5,494.72
SR ENGNRG TECH	$4,587.25	6.66%	$4,892.76	4.00%	$5,088.47
SR FLEET MAINT TECH	$3,369.82	9.71%	$3,697.03	4.00%	$3,844.91
SR FOOD SRVS AIDE	$2,203.58	4.83%	$2,310.01	4.00%	$2,402.41
SR GIS SPECIALIST	$4,613.68	15.00%	$5,305.73	4.75%	$5,557.75
SR GROUNDSKEEPER	$3,193.42	10.24%	$3,520.43	4.00%	$3,661.25
SR LIB AST	$2,949.65	8.65%	$3,204.79	4.00%	$3,332.98
SR LIBRARIAN	$3,589.11	8.65%	$3,899.57	4.00%	$4,055.55
SR LIFEGUARD	$1,912.67	15.00%	$2,199.57	7.69%	$2,368.72
SR PROPERTY AND EVIDENCE TECH	$3,034.20	6.28%	$3,224.75	4.00%	$3,353.74
SR PWR RESOURCES PLNER	$6,265.98	9.95%	$6,889.45	4.00%	$7,165.03
SR REC LDR	$2,545.50	2.00%	$2,596.41	4.00%	$2,700.27
SR SECRETARY	$3,042.31	5.29%	$3,203.25	4.00%	$3,331.38

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
SR SECURITY GUARD	$2,952.21	5.54%	$3,115.76	4.00%	$3,240.39
SR SURVEY AIDE	$4,488.61	6.66%	$4,787.55	4.00%	$4,979.05

SR TREE TRIMMER	$3,193.42	10.24%	$3,520.43	4.00%	$3,661.25
SR VIDEO PROD ASSOC	$3,459.81	12.62%	$3,896.44	4.00%	$4,052.30
SR WTR PLT MECH	$4,663.07	8.14%	$5,042.64	4.00%	$5,244.35
SR WTR PLT OP	$4,663.07	8.14%	$5,042.64	4.00%	$5,244.35
STOREKEEPER	$2,700.24	5.29%	$2,843.08	4.00%	$2,956.80
STORES HELPER	$2,445.84	5.29%	$2,575.22	4.00%	$2,678.23
STR MAINT LEADWKR	$3,861.06	8.62%	$4,193.88	4.00%	$4,361.64
SUPVG ACCOUNT CLK	$2,816.38	3.78%	$2,922.84	4.00%	$3,039.75
SUPVG CLK	$2,745.35	5.29%	$2,890.58	4.00%	$3,006.20
SUPVG OFFSET PRESS OP	$2,648.31	5.26%	$2,787.61	4.00%	$2,899.11
TECHNL SUPPORT ANALYST I	$2,795.74	6.79%	$2,985.57	4.00%	$3,104.99
TECHNL SUPPORT ANALYST II	$3,183.20	6.79%	$3,399.34	4.00%	$3,535.31
TIRE MAINT WKR	$2,552.24	9.71%	$2,800.06	4.00%	$2,912.06
TRAF CTRL JOURNEYMAN	$2,671.32	3.92%	$2,776.04	4.00%	$2,887.08
TRAF SIGNL OPERATIONS SPECIALIST	$4,260.27	6.66%	$4,544.00	4.00%	$4,725.76
TRAF SIGNL TECH	$3,578.25	3.92%	$3,718.52	4.00%	$3,867.26
TRANS OPERATIONS SUPV	$3,120.46	12.78%	$3,519.25	4.00%	$3,660.02
TRANS SCHEDULER	$2,726.64	12.78%	$3,075.10	4.00%	$3,198.10
TRANS SRVS DRIVER	$2,158.44	12.78%	$2,434.29	4.00%	$2,531.66
TREASURER TECH	$2,950.64	6.49%	$3,142.14	4.00%	$3,267.83
TREE TRIMMER	$2,664.91	10.24%	$2,937.80	4.00%	$3,055.31
TREE TRIMMER HELPER	$2,121.50	10.24%	$2,338.74	4.00%	$2,432.29
UTILITY ACCTG ANALYST	$3,696.63	7.35%	$3,968.33	4.00%	$4,127.06
UTILITY WKR	$2,179.81	9.48%	$2,386.46	4.00%	$2,481.92
VETERINARY TECH	$2,721.94	5.04%	$2,859.13	4.00%	$2,973.50
VIDEO PROD ASSOC	$2,475.50	12.62%	$2,787.91	4.00%	$2,899.43
WELDER	$3,556.52	9.71%	$3,901.86	4.00%	$4,057.93
WK TRAINEE I	$1,530.81	4.83%	$1,604.75	4.00%	$1,668.94
WORKERS' COMP & RK MGT REP I	$2,139.70	15.00%	$2,460.66	15.00%	$2,829.76
WORKERS' COMP REP II	$2,830.46	15.00%	$3,255.03	15.00%	$3,743.28
WTR METER MECH	$4,295.13	8.14%	$4,644.75	4.00%	$4,830.54
WTR PLT MECH	$4,090.39	8.14%	$4,423.35	4.00%	$4,600.28
WTR PLT OP	$4,090.39	8.14%	$4,423.35	4.00%	$4,600.28
WTR QUALITY ANALYST	$4,748.98	8.14%	$5,135.55	4.00%	$5,340.97

TABLE 1 (*continued*)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
CLASSIFICATION	**CURRENT TOP (BIWEEKLY)**	**% INCREASE Effective 5/25/25**	**NEW TOP (BIWEEKLY) Effective 5/25/25**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
WTR SERV PLNER	$4,386.13	10.82%	$4,860.71	4.00%	$5,055.14
YOUTH EMPLOYMT AST	$1,623.31	5.29%	$1,709.18	4.00%	$1,777.55

YOUTH EMPLOYMT CORD (*hourly*)	$26.22	5.29%	$27.61	4.00%	$28.71
YOUTH EMPLOYMT JR TEAM LDR (*hourly*)	$18.22	5.29%	$19.18	4.00%	$19.95
YOUTH EMPLOYMT TEAM LDR (*hourly*)	$21.86	5.29%	$23.02	4.00%	$23.94
YOUTH SRVS WKR (*hourly*)	$17.25	5.29%	$18.16	4.00%	$18.89

TABLE 2

Column 1	Column 2	Column 3	Column 4	Column 5
CLASSIFICATIONS ESTABLISHED AFTER JULY 1, 2024	**DATE EST.**	**BEGINNING TOP (BIWEEKLY)**	**% INCREASE Effective 6/22/25**	**NEW TOP (BIWEEKLY) Effective 6/22/25**
CLIENT TECHNOLOGY SPECIALIST	2/25/2025	$3,390.98	4.00%	$3,526.62
PARKING PERMIT TECH	1/14/2025	$2,959.59	4.00%	$3,077.97
SR UTILITY LOCATOR	7/16/2024	$3,761.74	4.00%	$3,912.21
UTILITY BUSINESS SYS ANALYST	2/25/2025	$4,499.39	4.00%	$4,679.37
UTILITY LOCATOR	7/16/2024	$3,403.29	4.00%	$3,539.42

TABLE 3

Column 1	Column 2	Column 3	Column 4
CLASSIFICATIONS WITH ADDITIONAL INCREASE	**TOP (BIWEEKLY) AS OF 6/22/25**	**% INCREASE Effective 12/21/25**	**NEW TOP (BIWEEKLY) Effective 12/21/25**
WORKERS' COMP & RK MGT REP I	$2,829.76	13.89%	$3,222.81
WORKERS' COMP REP II	$3,743.28	13.89%	$4,263.22

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SUMMARY OF BCEA CONTRACT CHANGES
Term of Agreement: July 1, 2026 through June 30, 2027

Salary
Effective June 22, 2026, provide a flat 2% in-pocket salary increase to all incumbent employees, and the range for all classifications, with the exceptions for certain classifications (see chart).

Medical Contribution
Effective December 1, 2026, increase the monthly Total Potential Allowance for medical premium costs only.

Full-Time Employees	Part-Time Employees
1 Party: up to $805	1 Party: up to $402.50
2 Party: up to $1,609	2 Party: up to $804.50
Family: up to $2,089	Family: up to $1044.50

Article II, Section K – Uniforms
Effective as soon as practical, transition from providing uniforms on an as-needed basis to an annual uniform allowance for eligible Police Department classifications, contingent upon the City's ability to ensure the change is cost-neutral. Specific details will be provided following completion of the City's analysis and subject to meeting and conferring in good faith prior to implementation.

Article VII. Section B – Leave-Death in Family
The following language is added:
"Family member" may also include one designated person per year with a significant personal relationship to the employee, and living in the same household, to be defined as related by blood or whose association with the employee is equivalent to a family relationship. City may require proof of residency, reasonable verification of the death, and reasonable verification of the relationship of the designated person to the employee. Misrepresentation of such relationship for purpose of obtaining bereavement leave may result in disciplinary action.