BURBANK CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 15, 2026
5:00 p.m. – Closed Session
6:00 p.m. – Open Session
Council Chamber
275 E. Olive Avenue, Second Floor

NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that a Regular City Council Meeting will be held in the Council Chamber – 275 East Olive Avenue, Second Floor, on Tuesday, September 15, 2026, at 5:00 p.m., to discuss matters on the attached agenda.

Members of the public have the option to participate in the meeting in-person or remotely. 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. **Written comments:** Submit comments through eComment on the City website (https://www.burbankca.gov/web/city-clerks-office/ecomment) from the time the agenda is posted until 4:00 p.m. the day of the meeting. eComments will be distributed to the City Council in advance of the meeting.
2. **In-person**: Attend and provide comments in the Council Chamber.
3. **Remote participation via Zoom (Audio Only, No Video):**
   Option A – Telephone
   Call (818) 238-3335
   - Press *9 to raise or lower your hand
   - The City Clerk will identify callers by the last four digits of their phone number
   - When allowed to speak, you may be prompted to unmute by pressing *6

Option B – Web Browser or Mobile Device

- Click HERE to join via Zoom.com
- Enter Meeting ID: 824 4125 6228
- To request to speak during public comment, use the Raise Hand feature in Zoom.
- For instructions on how to raise your hand during the meeting, please click HERE.

Speaker time limits will be determined by the Presiding Officer, depending on how many public comment cards are received and how many remote participants are in the queue at the commencement of each public comment period (as shown below). Additional public comment cards and remote comments 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

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

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

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

A. **Public Comment**: (On Closed Session only) To comment in person, a **PINK** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the “raise hand” feature in Zoom 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: Teri Eileen Desmarais v. City of Burbank
   c. Case No.: 26NNCV00936
   d. Brief description and nature of case: Trip and fall on sidewalk

2. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: Friends of the Equestrian Bridge v. City of Burbank, et al.
   c. Case No.: 25STCP00645
   d. Brief description and nature of case: Development project at 910 S. Mariposa St.

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

D. **Moment of Reflection**:

E. **Flag Salute**:

F. **Roll Call**:

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

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

1. Presentation of a Proclamation Declaring September 15, 2026, as "National Voter Registration Day" in the City of Burbank – City Council

2. Presentation of a Proclamation Declaring September 20–26, 2026, as “National Forensic Science Week” in the City of Burbank – City Council

3. Presentation of a Proclamation Declaring September 20, 2026, as “National Crime and Intelligence Analyst Appreciation Day” in the City of Burbank – City Council

4. Presentation of a Proclamation Declaring October 4–10, 2026, as “Fire Prevention Week” in the City of Burbank – City Council

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. **General Public Comment**: To comment in person, a **YELLOW** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the “raise hand” feature in Zoom 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 August 25, 2026, and the Dark Meetings of September 1 and September 8, 2026.

MOTION: Approved 4-0 (Perez, absent)

Attachments:

Council Minutes
Dark Meeting Minutes 9.1
Dark Meeting Minutes 9.8

2. Adoption of a Resolution Approving Contract Documents, Plans and Specifications, Authorizing Execution of a Contract for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project to International Line Builders, Inc., and Finding of CEQA Exemption (14 CCR §15301) – Public Works Department

Recommendation:
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONSTRUCTION CONTRACT FOR BID SCHEDULE NO. 1537 - I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 PROJECT [METRO MR310.55] TO INTERNATIONAL LINE BUILDERS, INC., AND FINDING OF CEQA EXEMPTION.

MOTION: Adopted 4-0 (Perez, absent)

Attachments:
SR - BS 1537
Att1 - Resolution
Att2 - Funding Agreement
Att3 - CIP Budget
Att4 - Location Map
Att5 - Bid Summary
Resolution No. 26-29,737

3. Adoption of a Resolution Authorizing the Execution of the 2025 Grant Agreement with the United States Department of Justice for Law Enforcement Equipment, Acceptance of Grant Funds in the Amount of $20,918, and Amending the Fiscal Year 2026-27 Budget by Appropriating Funds – Police Department

Recommendation:
Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2025 GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE FOR LAW ENFORCEMENT EQUIPMENT, AND ANY FUTURE AMENDMENTS, ACCEPTANCE OF $20,918 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS.

MOTION: Adopted 3-1 (Anthony, dissent; Perez, absent)

Attachments:
SR - JAG Grant Agreement
Att1 - Resolution
Att2 - Agreement
Resolution No. 26-29,738

4. Adoption of a Resolution Designating the City Manager or Assistant City Manager as the Authorized Agent for the State of California Governor's Office of Emergency Services – Fire Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DESIGNATING THE CITY MANAGER OR ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT FOR THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES.

   MOTION: Adopted 4-0 (Perez, absent)

   Attachments:
   SR - Authorized Agent for Cal OES
   Att1 - Resolution
   Att2 - Cal OES Form 89
   Att3 - Cal OES Form 130
   Resolution No. 26-29,739

5. Adoption of a Resolution Acknowledging Receipt of the Fiscal Year 2025-26 Fire Inspection Performance Report – Fire Department

   Recommendation:
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACKNOWLEDGING RECEIPT OF THE FISCAL YEAR 2025-26 FIRE INSPECTION PERFORMANCE REPORT REGARDING REQUIRED ANNUAL INSPECTIONS IN OCCUPANCIES PURSUANT TO SECTIONS 13146.2, 13146.3, AND 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

   MOTION: Adopted 4-0 (Perez, absent)

   Attachments:
   SR - Fire Inspection Performance Report
   Att1 - Resolution
   Att2 - Performance Report
   Resolution No. 26-29,740

6. Authorization to Accept a Donation in the Amount of $5,000 from The Strickland Family Foundation and Amend the Fiscal Year 2026-27 Budget by Appropriating Funds Towards the Burbank Fire Department's Health and Wellness Program – Fire Department

   Recommendation:
   Accept a monetary donation in the amount of $5,000 from The Strickland Family Foundation and amend the Fiscal Year 2026-27 Budget to appropriate funds towards the Burbank Fire Department's Health and Wellness Program.

   MOTION: Accepted 4-0 (Perez, absent)

   Attachments:
   SR - Strickland Family Donation

7. Approval of a Support Position on a Resolution to be Considered at the 2026 League of California Cities Conference Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Ensure Final Local Authority Over Housing and Land Use Decisions – City Manager's Office

   Recommendation:
   Direct the City of Burbank's voting delegate to vote in support of a resolution of the General Assembly of the League of California Cities calling for a working group to consider a state constitutional amendment or other form of initiative to ensure final local authority over housing and land use decisions at the 2026 League of California Cities Conference.

   MOTION: Adopted 3-0-1 (Anthony, abstain; Perez, absent)

   Attachments:
   SR - Cal Cities Resolution
   Att1- Cal Cities Resolution Packet

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

1. Update on the City of Burbank Greenhouse Gas Reduction Plan Implementation and 2024 Greenhouse Gas Inventory – Burbank Water and Power Department

   Recommendation:
   1. Provide input and/or policy direction on the findings from the Greenhouse Gas Inventory Update and the Greenhouse Gas Reduction Plan Status Report; and
   2. Note and file.

   Public Comment: To comment in person, a **YELLOW** Public Comment Card must be completed and submitted to the City Clerk prior to the comment period. To comment remotely, participants may join via Zoom (using the link on the agenda or by calling 818-238-3335). Remote commenters must join the queue to speak using the "raise hand" feature in Zoom prior to the comment period.

   Council Action: Provided Input and Noted and Filed 5-0

   Attachments:
   SR - GGRP Status Update
   Att1 - 2024 GHG Inventory Update
   Att2 - GGRP Status Report
   PowerPoint Presentation

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

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

1. Council Member Perez's request to agendize a discussion on banning Flock and Automated License Plate Reader systems in Burbank (August 25, 2026)

   MOTION: Approved 3-2 (Rizzotti and Mullins, dissent)

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

R. **Adjournment**: To Tuesday, September 29, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

CITY OF BURBANK
CITY COUNCIL MINUTES
JOINT MEETING WITH THE HOUSING AUTHORITY
AND PARKING AUTHORITY
TUESDAY, AUGUST 25, 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 5:03 p.m. by Mayor Takahashi.

Closed Session Public Comment:
There being no response to the Mayor's invitation for Public Comment on Closed Session matters, the City Council recessed at this time to the City Hall First Floor Conference Room to hold a Closed Session on the following:

1. Conference with Legal Counsel – Existing Litigation
   a. Pursuant to Govt. Code §54956.9(d)(1)
   b. Name of Case: 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

Call to Order:
A Joint Meeting of the City Council and the Housing Authority and the Parking 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 6:05 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, Vice Mayor Mullins, and Mayor Takahashi
Absent: None
Also Present: City Attorney McDougall, City Manager Hess, and City Clerk Clark

Mayor Takahashi indicated there would be four (4) periods of Public Comment at this evening's meeting and those who wish to participate in the public comment periods may join via Zoom or call in at (818) 238-3335. Members of the public may comment in person or remotely for all public comment periods.

Announcements:
Mayor Takahashi displayed a PowerPoint presentation announcing the following: (1) Downtown Transit-Oriented Development Open Houses; (2) Clear the Shelters Pet Adoption Campaign; (3) Earthquake Multi-Unit Retrofit Program; and (4) eComment.

Council Presentations/Recognitions:

1. Presentation of a Proclamation Declaring August 26, 2026, as "Women's Equality Day" in the City of Burbank
   Mayor Takahashi presented a proclamation declaring August 26, 2026, as "Women's Equality Day" in the City of Burbank and welcomed Britt Vaughan and Janet Diel, who made remarks.

City Manager Report:
City Manager Hess indicated there were no items to report.

Reporting on Closed Session:
City Attorney McDougall reported that the City Council met in Closed Session regarding the agendized Closed Session item and City Council took no reportable action.

Joint General Public Comment:
Appearing to comment were: Eddy Polon, Mark Scroggs, Gerry Flores, Ron Bax, Diana Pulver, Mike Van Gorder, Kristen Gish, Britta Romanov, Thom Davis, John Lehman, Tobey Bays, Carole Nolls, Andrea Padilla, Louie Meza, Rachel Hobbs, Jo Pimienta, Maxine, Jorge Negrete, Valerie Taylor, Janet Diel, Gloria Salas, Cameron Tennyson, David James Henry, Dan Kleiman, Corey Mensing, JoMo, and Emily Hunter.

One (1) speaker commented remotely.

Antonio Mendez submitted a comment card but did not wish to speak.

Council, City Manager, and/or City Attorney Comment:
Council Members and Staff responded to Public Comment.

Consent Calendar:
It was moved by Council Member Anthony, seconded by Vice Mayor Mullins, to approve the Consent Calendar. For Item Nos. 1–5 and 8–10, the motion carried 5-0 with the following roll call vote: AYES: Anthony, Perez, Rizzotti, Mullins, and Takahashi. NOES: None. For Item Nos. 6 and 7, the motion carried 4-0-1 with the following roll call vote: AYES: Perez, Rizzotti, Mullins, and Takahashi. NOES: None. ABSTAIN: Anthony.

1. Council Minutes

   Approve the City Council Minutes of the Regular Meeting of August 11, 2026, and the Dark Meeting of August 18, 2026.

2. Housing Authority Minutes

   Approve the Housing Authority Minutes of the Joint Meeting of June 16, 2026.

3. Parking Authority Minutes

   Approve the Parking Authority Minutes of the Joint Meeting of June 30, 2026.

4. Adoption of Resolutions Continuing Appropriations from Fiscal Year 2025-26 to Fiscal Year 2026-27 (with Housing Authority and Parking Authority)

   1. RESOLUTION NO. 26-29,733
      Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2026-2027 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM FISCAL YEAR 2025-2026.

   2. RESOLUTION NO. H-26-284
      Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2026-2027 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2025-2026.

   3. RESOLUTION NO. P-26-131
      Adopt A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF BURBANK AMENDING THE FISCAL YEAR 2026-2027 BUDGET FOR THE PURPOSE OF CONTINUING APPROPRIATIONS FROM THE FISCAL YEAR 2025-2026.

5. Adoption of a Resolution Authorizing the Execution of a Grant Agreement with Firehouse Subs Public Safety Foundation Grant, Acceptance of Grant Funds in the Amount of $14,928.55, and Amending the Fiscal Year 2026-27 Budget by Appropriating Funds Towards the Burbank Fire Department's Wildland Program

   RESOLUTION NO. 26-29,734
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION, ACCEPTANCE OF GRANT FUNDS IN THE AMOUNT OF $14,928.55, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS TOWARDS THE BURBANK FIRE DEPARTMENT'S WILDLAND PROGRAM.

6. Adoption of a Resolution Authorizing Acceptance of the Department of California Highway Patrol Cannabis Tax Fund Grant for $131,650 and Amending the Fiscal Year 2026-27 Budget by Appropriating Funds

   RESOLUTION NO. 26-29,735
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CANNABIS TAX FUND

GRANT PROGRAM AGREEMENT AND ANY FUTURE AMENDMENTS, ACCEPTING $131,650 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR (FY) 2026-27 BUDGET BY APPROPRIATING FUNDS.

7. Adoption of a Resolution Enabling Property Assessed Clean Energy Financing Options for Eligible Energy Efficiency, Renewable Energy, Water Conservation, and Seismic Improvements

   RESOLUTION NO. 26-29,736
   Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY OF THE CITY IN THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY (CSCDA) OPEN PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAMS; AUTHORIZING THE CSCDA TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY; AND AUTHORIZING RELATED ACTIONS.

8. Approval of a Joint Powers Agreement Establishing the Southern California Regional Water Authority and Authorizing the Burbank Water and Power General Manager to Designate a Governing Board Representative

   Approve the Joint Powers Agreement (Agreement) establishing the Southern California Regional Water Authority and authorizing the Burbank Water and Power (BWP) General Manager, as the City Manager's designee, to execute the Agreement and any ancillary documents necessary to implement the Agreement, including minor amendments, in a form acceptable to the City Attorney's Office and authorizing the BWP General Manager to appoint a Governing Board Representative to serve on the board of the newly formed Authority.

9. Approval of the Exchange Water Delivery Agreement between the San Diego County Water Authority and the City of Burbank

   Approve the Exchange Water Delivery Agreement (Agreement) between the San Diego County Water Authority and the City of Burbank and authorize the Burbank Water and Power General Manager, as the City Manager's designee, to execute the Agreement and any other ancillary documents, including amendments, in form and substance satisfactory to the City Attorney's Office.

10. Approval of an Eighth Amendment to a Professional Services Agreement with Elizabeth Moule & Stefanos Polyzoides, Architects and Urbanists, for the Downtown Burbank Transit Oriented Development Specific Plan; and Amending the Fiscal Year 2025-26 Budget

    1. Approve an Eighth Amendment to Professional Services Agreement with Elizabeth Moule & Stefanos Polyzoides, Architects and Urbanists for the

Downtown Burbank Transit Oriented Development Specific Plan.

2. Amend Fiscal Year 2025-26 Budget by appropriating $249,834.

Public Hearing:

1. Adoption of a Resolution Approving an Amendment to the Burbank Public Housing Agency Fiscal Year 2026-2027 Annual Plan and Updates to the Section 8 Administrative Plan to Implement Housing Opportunities Through Modernization Act Requirements (with Housing Authority)

   The Public Hearing was opened at 7:34 p.m. There were no Conflict-of-Interest disclosures. City Clerk Clark affirmed receipt of Proof of Publication; confirmed there was a complete file of exhibits and correspondence including emails and other documents, and indicated that no written correspondence was received.

   Odet Ayvazyan, Housing Development Manager, presented the PowerPoint Presentation and responded to City Council inquiries. Alejandro Mendoza, Housing Assistant, also responded to Council inquiries.

   Joint Public Hearing Public Comment:
   Appearing to comment was: None.

   Commenting remotely was: None.

   The Public Hearing was closed at 7:46 p.m.

   Council Action:
   It was moved by Council Member Anthony, seconded by Vice Mayor Mullins, to:

   RESOLUTION NO. H-26-285
   Adopt A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF BURBANK APPROVING: 1) THE PUBLIC HOUSING AGENCY REVISED ANNUAL PLAN FOR FISCAL YEAR 2026-2027; 2) UPDATES TO THE SECTION 8 ADMINISTRATIVE PLAN TO IMPLEMENT HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT; AND 3) AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE CERTIFICATIONS REQUIRED BY THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

   The motion carried 4-0-1 with the following roll call vote: AYES: Anthony, Rizzotti, Mullins, and Takahashi. NOES: None. ABSTAIN: Perez.

Reports to Council:

1. Appointment to Fill One Vacancy on the Community Development Block Grant Committee for an Unexpired Term

   Kimberley Clark, City Clerk, presented the report and responded to City Council inquiries.

Public Comment:
Appearing to comment was: Eric McBride and Erick Mora.

Commenting remotely was: None.

Council Action:
It was unanimously approved 5-0 by a show of hands vote to appoint Eric McBride to the Community Development Block Grant Committee to fill an unexpired term ending July 31, 2028.

2. Overview and Evaluation of Project Labor Agreements Related to the City of Burbank's Capital Improvement Program

Damian Skinner, 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 Comment:
Appearing to comment were: Jerry Vlach, Terry Norton, Malakhi Simmons, Matthew Gaines, Chris Robins, Rene Palacios, Kyle Budrick, Matthew Duran, Diana Limon, Greg Lewis, Eddie Alvarez, Cameron Tennyson, Josh Christensen, Dustin Blankenship, Joe Sullivan, Julio Parra, Robert Skaggs, and Hovhannes Demirchyan.

Council Member Anthony left the dais at 8:23 p.m. and returned to the dais at 8:41 p.m.

Commenting remotely was: None.

Council Action:
It was moved by Council Member Perez, seconded by Council Member Anthony to direct staff to negotiate a community work force agreement with the Los Angeles/Orange County Building Trades and provide a comprehensive outline of the process and potential timeline; an option sheet or option package for thresholds, trades involved, and types of projects; and information regarding the City's resource need and potential impacts.

Vice Mayor Mullins offered a substitute motion, seconded by Council Member Rizzotti, to direct staff to return with a second step report including parameters for negotiations and information regarding other cities. The motion failed 2-3 with the following roll call vote: AYES: Rizzotti and Mullins. NOES: Anthony, Perez, and Takahashi.

Mayor Takahashi offered a friendly amendment to include the Western States Regional Council of Carpenters in the community work force agreement.

Council Member Perez accepted the friendly amendment.

It was moved by Council Member Perez, seconded by Council Member Anthony to direct staff to negotiate a community work force agreement with the Los Angeles/Orange County Building Trades and Western States Regional Council of Carpenters and provide a comprehensive outline of the process and potential timeline; an option sheet or option package for thresholds, trades involved, types of projects; and information regarding the City's resource need and potential impacts.

The motion carried 3-2 with the following roll call vote: AYES: Anthony, Perez, and Takahashi. NOES: Rizzotti and Mullins.

Council Member Anthony left the meeting at 10:34 p.m.

Council Comments:

Council Members reported out on Council committee assignments and attendance at conferences, regional meetings, and community events.

Consideration of Previously Introduced Additional Agenda Items:

1. Mayor Takahashi's request for a letter of support from the Council for Assembly Bill 1267, which would enact a minimum age of 18 for marriage in California (August 11, 2026).

   Council Action:
   It was approved by Council consensus to approve a letter of support from the Council for Assembly Bill 1267, which would enact a minimum age of 18 for marriage in California.

Introduction of Additional Agenda Items:

Council Member Perez requested a first step report on banning Flock and automatic license plate reader (ALPR) systems in Burbank.

Adjournment:

There being no further business to come before the City Council, the meeting was adjourned at 10:43 p.m. to Tuesday, September 15, 2026 for a Regular Meeting in the Council Chamber – 275 East Olive Avenue, Second Floor.

_____ _____

Kimberley Clark
City Clerk

Tamala Takahashi
Mayor

APPROVED DATE:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, SEPTEMBER 1, 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:

CITY COUNCIL REGULAR MEETING MINUTES
DARK MEETING
TUESDAY, SEPTEMBER 8, 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:

STAFF REPORT

PUBLIC WORKS

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Damian Skinner, Public Works Director
VIA: Lifan Xu, Chief Assistant Public Works Director - City Engineer
BY: Vikki Davtian, Principal Traffic Engineer

SUBJECT: Adoption of a Resolution Approving Contract Documents, Plans and Specifications, Authorizing Execution of a Contract for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project to International Line Builders, Inc., and Finding of CEQA Exemption (14 CCR §15301)

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONSTRUCTION CONTRACT FOR BID SCHEDULE NO. 1537 - I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 PROJECT [METRO MR310.55] TO INTERNATIONAL LINE BUILDERS, INC., AND FINDING OF CEQA EXEMPTION (Attachment 1).

BACKGROUND

On January 23, 2020, the Los Angeles Metropolitan Transportation Authority (LACMTA) Board programmed $1,400,000 in Measure R funds for the City of Burbank to complete Plans, Specifications, and Estimates (PS&E) and construct the I-5 Corridor Arterial Signal Improvements – Phase 3 [Metro MR310.55] (Project) (Attachment 2). On July 25, 2024, the LACMTA Board increased the Project funding from $1,400,000 to $2,900,000. In June 2025, City Council (Council) continued appropriations for the Project in the Fiscal Year 2025-26 Capital Improvement Program Adopted Budget (Attachment 3).

The Project is located within the City of Burbank, with project limits on Magnolia Boulevard between Screenland Drive and Victory Boulevard, and on Victory Boulevard between

Magnolia Boulevard and Alameda Avenue (Attachment 4). The Project will upgrade traffic signals to alleviate congestion and improve traffic progression along Magnolia Boulevard and Victory Boulevard.

The Project will benefit bicyclists, pedestrians, and motorists at four signalized intersections through the following improvements:

- Installation of new traffic signal poles;
- Installation of bicycle, pedestrian, and vehicle detection to reduce user delays and improve signal efficiency;
- Installation of light-emitting diode (LED) intersection lighting to enhance pedestrian visibility;
- Installation of accessible pedestrian signal (APS) buttons to improve accessibility;
- Installation of new intersection wiring and electrical cabinets to improve electrical reliability;
- Installation of traffic cameras to monitor traffic conditions in real time; and
- Construction of new curb ramps to improve pedestrian mobility.

The Project achieves several of the City's goals for transportation, including the following Burbank2035 General Plan Mobility Element Policy items:

- Policy 1.6: Use technology and intelligent transportation systems to increase street system capacity and efficiency as an alternative to street widening;
- Policy 5.1: Maximize pedestrian and bicycle safety, accessibility, connectivity, and education throughout Burbank to create neighborhoods where people choose to walk or ride between nearby destinations; and
- Policy 9.2: Address the needs of people with disabilities and comply with the requirements of the Americans with Disabilities Act during the planning and implementation of transportation improvement projects.

DISCUSSION

On April 29 and May 6, 2026, the City advertised Bid Schedule No. 1537 in the Los Angeles Times. Additionally, on April 29, 2026, the City issued the bid documents on the City's PlanetBids online platform. Bids were opened on June 3, 2026. The City received six responsive bids ranging from $1,597,169 to $1,927,707 (Attachment 5). International Line Builders, Inc. of Corona, California, submitted the lowest responsive and responsible bid in the amount of $1,597,169. International Line Builders, Inc. previously completed similar work for the City with satisfactory results.

If approved by Council, construction is anticipated to begin in January 2027 and be completed in June 2027. The contractor will be responsible for coordinating with

potentially affected businesses, schools, and residents. Additionally, the contractor must provide written notice at least five working days before beginning construction in each specific area.

Project plans and specifications are available for review at the Public Works Department located at 150 N. Third Street, Burbank, California 91502 and the City Council Office located in Burbank City Hall, 275 E. Olive Avenue, Burbank, California 91502.

ENVIRONMENTAL REVIEW

Staff recommends Council find the Project Categorically Exempt from environmental review under California Code of Regulations, Title 14, Section 15301(c). Section 15301 that exempts the operation, repair, maintenance, permitting, leasing, licensing, and minor alteration of existing public structures, facilities, mechanical equipment, or topographical features, when the work involves negligible or no expansion of an existing or former use. The Project consists of maintaining and upgrading existing traffic signal equipment for continued use within the public right-of-way and making alterations to accommodate bicycle and pedestrian uses without adding vehicle lanes. No exceptions or unique circumstances apply that would preclude the use of this exemption. The Project will involve negligible or no expansion of capacity.

FISCAL IMPACT

The City of Burbank Fiscal Year 2025-26 Capital Improvement Program identifies this project, Bid Schedule No.1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project, with a total expenditure plan of $2,900,000. The Project is 100% funded by Metro Measure R funds.

International Line Builders, Inc.'s bid is $1,597,169. Staff recommends a 15% contingency of $239,575.35, resulting in a total construction cost of $1,836,744.35. The remaining $1,063,255.65 of the Project expenditure plan is allocated for construction support services and reimbursement of City staff costs associated with project management and administration. Any unexpended Project funds remaining upon completion and closeout of the Project will be returned to Metro in accordance with Measure R funding requirements. Sufficient funds are available in the following project accounts:

- 370.PW22A.70002.0000.23779 (General City Capital Projects Fund, Traffic Section, Interstate 5-Arterial Phase 3)
- 107.CD33A.70002.0000.23779 (Measure R Transportation Fund, Public Improvements-Transportation, Interstate 5-Arterial Phase 3)

CONCLUSION

Staff respectfully recommends that Council adopt the attached resolution approving the

contract documents, plans, and specifications and authorizing execution of a construction contract with International Line Builders, Inc. for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Metro Measure R Funding Agreement and Attachments
Attachment 3 – CIP Budget FY 2025-26
Attachment 4 – Project Location Map
Attachment 5 – Bid Summary

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONSTRUCTION CONTRACT FOR BID SCHEDULE NO. 1537 - I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 PROJECT [METRO MR310.55] TO INTERNATIONAL LINE BUILDERS, INC., AND FINDING OF CEQA EXEMPTION

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Under the Charter for the City of Burbank Section 1205 and Burbank Municipal Code Section 2-2-116, public works construction contracts are awarded by the City Council after a formal bidding procedure and after compliance with the California Environmental Quality Act ("CEQA").

B. Pursuant to notice provided according to law, bids for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55] ("Project") have been received, publicly opened, declared, and evaluated.

C. The City Manager reports that the lowest responsive and responsible bid for the Project was received from International Line Builders Inc., that the bid is as set forth below, and recommends that the bid be accepted.

D. The Plans and Specifications for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55], are on file at the Public Works Department and the City Council Office. The City Council has reviewed and considered the Plans and Specifications for the Project and approves the Plans and Specifications (hereafter "Plans and Specifications").

E. Under the California CEQA Guidelines, 14 CCR §15301 exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, and minor alteration of existing public facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, that involve negligible or no expansion of existing or former use. This project qualifies for this exemption because it updates existing traffic signals, streets, and similar facilities to current state codes and standards and alterations to accommodate bicycle and pedestrian uses that do not create additional automobile lanes, and additional traffic safety devices that do not change the existing use of the facilities. In addition, there are no exceptions or unique circumstances that apply that would affect the application of this exemption.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The Contract Documents consisting of all the documents within Bid

Schedule No. 1537, including but not limited to the Notice Inviting Bids, Instructions to Bidders, Bidder's Proposal, Bidder's Performance and Payment Bonds, Agreement, City of Burbank Additions and Amendments to the Standard Specifications for Public Works Construction, Special Provisions, Plans and Specifications, and Appendices for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55], all of which Contract Documents are on file in the Public Works Department and City Council Office, are approved and adopted as the Contract Documents, Bid Schedule No. 1537 with such non-substantive changes as may be approved by the City Attorney. Reference is made to these Contract Documents for further particulars.

2. The lowest responsive and responsible bidder for the Project is International Line Builders Inc., whose address is 3955 Temescal Canyon Road, Corona, California 92883, and whose total lump sum price of $1,597,169 is set forth in the Bidder's Proposal included in the Contract Documents, on file in the Purchasing Division. This bid is accepted, and the City Manager or his designee is authorized to reject all other bids once the lowest responsive and responsible bidder has executed and forwarded all the necessary Contract Documents to the City.

3. The City Council has reviewed and considered the Plans and Specifications for the Project, Bid Schedule No. 1537, and approves the Plans and Specifications. The Public Works Director, or his designee, is authorized to approve any changes to the Plans and Specifications.

4. This Project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to 14 CCR §15301, which exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, and minor alteration of existing public facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, that involve negligible or no expansion of existing or former use. Staff is authorized to file a notice of exemption (NOE) in accordance with applicable law.

5. The total construction budget for Bid Schedule No. 1537 shall be $1,836,744.35, which includes a construction cost of $1,597,169 for Bid Schedule No. 1537 and a 15% construction contingency in the amount of $239,575.35.

6. The City Manager or his designee is further authorized to execute all necessary Contract Documents under Bid Schedule No. 1537 and future change orders (if any) up to the amount budgeted for the Project with such non-substantive changes as may be approved by the City Attorney and the City Clerk is authorized to attest.

PASSED and ADOPTED this ____day of September, 2026.

_____
Tamala Takahashi
Mayor

Attest:

Approved as to Form:
Office of the City Attorney

_____
Kimberley Clark, City Clerk

By: _____
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 September, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

MEASURE R FUNDING AGREEMENT
HIGHWAY PROGRAM (General)

This Funding Agreement ("FA") is made and entered into effective as of September 1, 2024 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of Burbank ("GRANTEE") for I-5 Corridor Arterial Signal Improvements-Phase 3, LACMTA Project ID# MR310.55 and FTIP#LA9918844 (the "Project"). This Project is eligible for funding under Line 31 of the Measure R Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #08-01, the Traffic Relief and Rail Expansion Ordinance, on July 24, 2008 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 4, 2008 as "Measure R" and became effective on January 2, 2009.

WHEREAS, the funding set forth herein is intended to fund only Construction of the Project.

WHEREAS, the LACMTA Board, at its January 23, 2020 meeting, programmed $1,400,000 in Measure R Funds to GRANTEE for Plans, Specifications, and Estimates (PS&E) and Construction, subject to the terms and conditions contained in this FA.

WHEREAS, the LACMTA Board, at its July 22, 2021 reprogrammed the Measure R Funds to Fiscal Years (FY)2022-23 and FY2023-24 for Project Approval/Environmental Document (PAED), Plans, Specifications, and Estimates (PS&E) and Construction.

WHEREAS, the LACMTA Board, at its June 23, 2022 reprogrammed the Measure R Funds to FY2022-23 and FY2023-24 for Project Approval/Environmental Document (PAED), Plans, Specifications, and Estimates (PS&E) and Construction.

WHEREAS, the LACMTA Board, at its July 25, 2024 meeting approved the increase of the Measure R funds by $1,500,000, from $1,400,000 to $2,900,000 for Construction.

WHEREAS, the LACTMA Board, at its July 25, 2024 meeting reprogrammed the Measure R Funds to FY2024-25 and FY2025-26 for Design and Construction; and

WHEREAS, the funds are currently programmed as follows: $1,000,000 in FY2024-25 and $1,900,000 in FY2025-26. The total designated amount for Design and Construction of the Project is $2,900,000.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA
2. Part II – General Terms of the FA

3. Attachment A – Project Funding
4. Attachment B – Measure R Expenditure Plan Guidelines
5. Attachment B-1 – Expenditure Plan Cost & Cash Flow Budget
6. Attachment C – Scope of Work
7. Attachment D – Project Reporting and Expenditure Guidelines
8. Attachment D-2 – Quarterly Progress/Expenditure Report
9. Attachment E – Federal Transportation Improvement Program (FTIP) Sheet
10. Attachment F – Bond Requirements
11. Attachment G-1 – Los Angeles County Regional ITS Architecture (CONNECT-IT) Consistency Self-certification Policy Form
12. Attachment G-2 – Special Grant Conditions: Signal Synchronization, Intelligent Transportation Systems (ITS), And Transportation Technology Improvements
13. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

FTIP #: LA9918844
Subregion ID: Arroyo Verdugo

Project#: MR310.55
FA# 9200000000MR31055

IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: Fanny Pan Digitally signed by Fanny Pan Date: 2025.05.07 14:42:32 -07'00' Date: 05/07/2025

for Stephanie N. Wiggins
Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: Ellen Eggers Date: 3/3/25

Deputy

GRANTEE:

City of Burbank

By: Date: 4/9/25

Justin Hess
City Manager

APPROVED AS TO FORM:

~~By:~~ ~~Date:~~

~~Joseph McDougall~~
~~City Attorney~~

Approved as to Form
Office of the City Attorney
By: Catherine Kim
Title: Assistant City Attorney
Date: 4/7/25

CITY OF BURBANK
ATTEST DATE: 5.8.2025
Kimberly Clark
CITY CLERK

PART I
SPECIFIC TERMS OF THE FA

1. Title of the Project (the "Project"): I-5 Corridor Arterial Signal Improvements - Phase 3. LACMTA Project ID# MR310.55, FTIP# 9918844.

2. Grant Funds:

2.1 Programmed Funds for this Project consist of the following: Measure R Funds.

2.2 To the extent the Measure R Funds are available; LACMTA shall make to GRANTEE a grant of the Measure R funds in the amount of $2,900,000 (the "Funds") for the Project. LACMTA Board of Directors' action of January 23, 2020, granted the Measure R Funds for the Project. LACMTA Board of Directors' action of July 22, 2021 and June 23, 2022 reprogrammed the Measure R Funds. LACMTA Board of Directors' action on July 25, 2024 approved additional Measure R Funds and reprogrammed the Funds for the Project. The funds have been reprogrammed over two Fiscal Years FY2024-25 and FY2025-26.

3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Quarterly Progress/Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.

4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.

5. **Attachment B-1** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Executive Officer of Countywide Planning, Complete Streets & Highway in writing. If the LACMTA's Executive Officer of Countywide Planning, Complete Streets & Highway concurs with such updated Expenditure Plan in writing, Attachment B-1 shall be replaced with the new Attachment B-1 setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B-1 as revised from time to time. Any change to the final milestone date must be made by a fully executed amendment to this FA.

6. **Attachment C** is the "Scope of Work". The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits, if applicable. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the parties in writing in an amendment to this FA. If GRANTEE fails to meet milestones or fails to deliver the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE'S ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Quarterly Progress/Expenditure Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Quarterly Progress/Expenditure Reports Attachment D-2. In no event can the final milestone date be amended by a Quarterly Progress/Expenditure Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the "Project Reporting & Expenditure Guidelines". GRANTEE shall complete the "Quarterly Progress/Expenditure Report". The Quarterly Progress/ Expenditure Report which are attached to this FA as Attachment D-2 in accordance with Attachment D – Project Reporting and Expenditure Guidelines.

9. **Attachment E**, the "FTIP PROJECT SHEET (PDF)", is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at https://programmetro.ecointeractive.com/secure2/login.asp. All projects that receive funding through Measure R must be programmed into the FTIP, which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project information as necessary during a scheduled FTIP amendment or adoption. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect GRANTEE's ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.

10. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes and/or Build America Bonds as defined in the American Reinvestment and Recovery Act of 2009 or similar types of bonds (collectively, the 'Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds

disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, the Federal subsidy payment or the tax credit, as applicable, as specified in the Bond Requirements attached as **Attachment F** to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such bonds tax status.

11. GRANTEE shall comply with the "Special Grant Conditions" attached as **Attachment G**, if any.

12. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, or the Scope of Work, including the Work schedule.

13. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Eva Moir
LACMTA Project Manager
Mail Stop 99-18-2
Phone (213) 922-2961
E-mail: MoirE@metro.net

14. GRANTEE's Address:

City of Burbank
275 E Olive Ave Burbank CA, 91502
Vikki Davtian
Title: Principal Engineer-Traffic
Phone: (818)238-3915
Email: VDavtian@burbankca.gov

PART II
GENERAL TERMS OF THE FA

1. TERM

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. SUSPENSION OR TERMINATION

Should LACMTA determine there are insufficient Measure R Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) to return any facilities modified by the Project construction to a safe and operable state; and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Quarterly Progress/ Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Quarterly Progress/ Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)
or
mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
All invoice material must contain the following information:
Re: LACMTA Project ID#MR310.55 and FA# FA9200000000MR31055
[Eva Moir; Mail Stop 99-18-2]

4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the specifications for use for the transportation purposes described in the Ordinance.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE's contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.6 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

4.7 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. Attachment G-1, the Los Angeles County Regional ITS

Architecture (CONNECT-IT) Consistency Self-Certification Form, must be completed and signed for planned ITS projects and/or ITS projects that use local, state, or federal funds programmed or administered through LACMTA. Refer to www.laconnect-it.com to find information about the CONNECT-IT Service Packages.

4.8 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see www.metro.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://media.metro.net/projects_studies/call_projects/images/09%20Appendix%20D%20Parking%20Policy.pdf

5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Progress/Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must register in LACMTA's iSupplier portal and submit an application before grant payments can be made. The link to the portal can be found at http://media.metro.net/uploads/EBB/Vendor Portal Registration.pdf. GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Quarterly Progress/Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress/Expenditure Reports within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Quarterly Progress/Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds $500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable

within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement.

6.2 GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.

6.3 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six (6) months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants and suppliers expenditures submitted to LACMTA through GRANTEE's Quarterly Progress/Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.4 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.5 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.2 and 6.3 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE'S records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.8 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service (IRS), as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.9 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance.

6.10 GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.11 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.12 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

7. GRANT

This is a one-time only grant of the Measure R Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure R Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the Grantee Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE may request additional Measure R funds from its sub-region earmark pending support of the sub-region's Governing Board. A particular sub-region's Measure R funds are limited to the amount specified in the Ordinance and is still subject to approval of the LACMTA Board. Nothing in this FA shall obligate, or be construed to obligate, the LACMTA Board to approve such request for additional funds. If the Funds are still insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

(i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the first Fiscal Year in which the Funds are programmed, whichever date is later; and

(ii) Beginning Project Design, Preliminary Engineering-(PE) within **six (6) months** from completion of environmental clearance, if appropriate.

(iii) Executing Contracts for Construction or Capital purchase within **twelve (12) months** from the date of completion of design; and

(iv) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C (Scope of Work) of this FA; and

(v) Submitting the Quarterly Progress/Expenditure Reports as described in Part II, Section 6.1 of this FA; and

(vi) Expending the Funds granted under this FA for allowable costs within **three years or 36 months** from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY2024-25 are subject to lapse by June 30, 2027. All Funds programmed for FY2025-26 are subject to lapse by June 30, 2028.

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further

disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at http://metro.net/partners-civic. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.

13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 GRANTEE will advise LACMTA prior to any key Project staffing changes. Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

13.12 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

FTIP #: LA9918844

ATTACHMENT A - PROJECT FUNDING

Measure R Program - Funding Agreement Projects - FA# 9200000000MR310.55

Project Title: I-5 Corridor Arterial Signal Improvements - Phase 3 Project#: MR310.55

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2020-21	FY2021-22	FY2022-23	FY20223-24	FY2024-25	FY2025-26	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING									
MEASURE R FUNDS						$ 1,000,000	$ 1,900,000	$ 2,900,000	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,900,000	$ 2,900,000	**100%**
OTHER SOURCES OF FUNDING:									
LOCAL:								$ -	0%
STATE:								$ -	0%
FEDERAL:								$ -	0%
PRIVATE OR OTHER:								$ -	0%
OTHER FUNDING SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0%**
TOTAL PROJECT FUNDS	$ -	$ -	$ -	$ -	$ -	$ 1,000,000	$ 1,900,000	$ 2,900,000	**100%**

ATTACHMENT B
MEASURE R EXPENDITURE PLAN GUIDELINES
PROJECT DEVELOPMENT AND RIGHT OF WAY

State Law Requires All Measure R Project and Program Sponsors to Submit an Expenditure Plan

To be eligible to receive Measure R revenues, an agency sponsoring a capital project or program must by state law (AB 2321) submit an expenditure plan that is acceptable to the Los Angeles County Metropolitan Transportation Authority (LACMTA). Pursuant to this law, LACMTA cannot release Measure R funds to capital project or program sponsors until an expenditure plan containing the following elements is submitted, reviewed and deemed satisfactory by LACMTA. LACMTA staff will request that an expenditure plan be submitted before making a recommendation to the LACMTA Board to program funds to that project:

- The estimated total cost for each project and program and/or each project or program activity;
- Funds other than Measure R that the project or program sponsor anticipates will be expended on the projects and programs and/or each project or program activity;
- The schedule during which the project sponsor anticipates funds will be available for each project and program and/or each project or program activity; and,
- The expected completion dates for each project and program and/or project or program activity.

Each of the above elements must be provided in enough detail to determine consistency with Measure R, the Long Range Transportation Plan for Los Angeles County, and the Los Angeles County Transportation Improvement Program (also a statutorily mandated function), as follows:

- Project or program scope of work, including sufficient information to determine funding eligibility, including, but not limited to, the anticipated proportional use of current rail rights-of-way, state highways, and below-ground subways versus any other rights-of-way or above-ground work;
- A current-year cost estimate breakdown of the major sub-elements of the project such as overhead, environmental and permit work, design and engineering, right-of-way, construction/installation (including maintenance facilities, rail yard, equipment and other major components), construction/installation support, interest costs, rolling stock, and other supporting components;
- Any extraordinary project cost escalation issues, such as extraordinary commodity, right-of-way, surety, energy costs, etc.;
- A specific and accurate description of the source, commitment, and anticipated annual availability of any federal, state, local, or private funding identified for the project if applicable including a 3% local funding contribution to rail projects if indicated in Measure R and necessary to meet project expenses, and if the source funds are in current or year-of-expenditure dollars;

- An annual schedule, in current dollars, of anticipated costs by the cost estimate categories described above; and;
- The expected completion by month and year of project or program completion.

Below is an excerpt of AB 2321 (2008, Feuer), the state legislation that requires the expenditure plan.

What AB 2321 (2008, Feuer) Says About the Expenditure Plan:

Section b (3) B

(f) Prior to submitting the ordinance to the voters, the MTA shall adopt an expenditure plan for the net revenues derived from the tax. The expenditure plan shall include, in addition to other projects and programs identified by the MTA, the specified projects and programs listed in paragraph (3) of subdivision (b), the estimated total cost for each project and program, funds other than the tax revenues that the MTA anticipates will be expended on the projects and programs, and the schedule during which the MTA anticipates funds will be available for each project and program. The MTA shall also identify in its expenditure plan the expected completion dates for each project described in subparagraph (A) of paragraph (3) of subdivision (b). To be eligible to receive revenues derived from the tax, an agency sponsoring a capital project or capital program shall submit to te MTA an expenditure plan for its project or program containing the same elements as the expenditure plan that MTA is required by this subdivision to prepare.

(k) No later than 365 days prior to the adoption of an amendment described in paragraph (1) to an expenditure plan adopted pursuant to subdivision (f), including, but not limited to, the expenditure plan adopted by the MTA board as "Attachment A" in Ordinance #08-01 adopted by the board on July 24, 2008, and in addition to any other notice requirements in the proposing ordinance, the board shall notify the Members of the Legislature representing the County of Los Angeles of all of the following:
(1) A description of the proposed amendments to the adopted expenditure plan that would do any of the following:
(A) Affect the amount of net revenues derived from the tax imposed pursuant to this act that is proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(B) Affect the schedule for the availability of funds proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(C) Affect the schedule for the estimated or expected completion date of a capital project or projects identified in the adopted expenditure plan.
(2) The reason for the proposed amendment.
(3) The estimated impact the proposed amendment will have on the schedule, cost, scope, or timely availability of funding for the capital project or projects contained in the adopted expenditure plan.

ATTACHMENT B-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR310.55
Project Title: I-5 Corridor Arterial Signal Improvements - Phase 3 Project#: MR310.55
PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2024-25 Qtr 1	FY 2024-25 Qtr 2	FY 2024-25 Qtr 3	FY 2024-25 Qtr 4	FY 2025-26 Qtr 1	FY 2025-26 Qtr 2	FY 2025-26 Qtr 3	FY 2025-26 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction (labor, material, inspection)	$250,000	$250,000	$250,000	$250,000	$600,000	$600,000	$600,000	$100,000	$2,900,000
SUM PROG LACMTA FUNDS:	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY24-25 and FY25-26	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**
SUMMARY OF ALL FUNDS									
PAED	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PS&E	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
RW Support	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Const. Support	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
RW	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Construction (labor, material, inspection)	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**
TOTAL MILESTONES	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**
SUM PROG LACMTA FUNDS	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**
SUM NON-LACMTA FUNDS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL PROJECT FUNDING	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$600,000**	**$600,000**	**$600,000**	**$100,000**	**$2,900,000**

ATTACHMENT C
SCOPE OF WORK

PROJECT TITLE:

I-5 Corridor Arterial Signal Improvements - Phase 3

PROJECT LOCATION:

The Project is located within the City of Burbank in the Arroyo Verdugo Subregion.

PROJECT LIMITS:

The Project limits are on:

- Magnolia Boulevard between Screenland Drive and Victory Boulevard
- Victory Boulevard between Magnolia Boulevard and Alameda Avenue

NEXUS TO HIGHWAY OPERATION, DEFINITION/PROJECT PURPOSE:

This Project is a traffic signal upgrade Project aimed at alleviating congestion and improving progression along Magnolia Boulevard and Victory Boulevard. These streets are within one mile of the I- 5 freeway and connect the I-5 to North Hollywood and the North Rancho neighborhood. This is an eligible highway operational improvement Project which will enhance traffic operations by upgrading traffic signals and installing traffic surveillance infrastructure along 4 existing signalized intersections. Upon completion, the Project will synchronize and dynamically operate traffic signals to reduce vehicle hours of delay and improve traffic flow, public transit efficiency, and pedestrian safety.

PROJECT BACKGROUND:

The Magnolia Boulevard and Victory Boulevard are key corridors connecting to the I-5 freeway that serve residential and commercial centers in North Hollywood and the North Rancho neighborhood. The current Average Daily Traffic (ADT) on these corridors range from 19,000 to 26,000 vehicles a day. The City of Burbank will reconstruct these traffic signals to enable real time signal synchronization plans and monitoring of traffic.

The City has finished PS&E for the four traffic signals within the Project. The Project is ready to advertise for construction.

FTIP #: LA9918844 Project#: MR310.55
Subregion ID: Arroyo Verdugo Funding Agreement#: 920000000MR310.55

PROJECT BUDGET:

COMPONENT	AMOUNT
PA/ED	$0
PS and E	$0
R/W Support	$0
R/W Capital	$0
Construction	$2,900,000
Total Budget	$2,900,000

A detailed budget breakdown is provided below.

DESCRIPTION	QTY	UNIT	ESTIMATE
Mobilization	1	LS	$90,000
Temporary Traffic Control	1	LS	$60,000
Environmental (Best Management Practices)	1	LS	$8,000
Public Notification	1	LS	$6,000
Civil Work (surveying, utility location, concrete, AC pavement, restoration, signing and striping)	1	LS	$400,000
Material (long lead items)	1	LS	$380,000
Magnolia/Mariposa Signal Upgrade	1	LS	$320,000
Magnolia/Reese Signal Upgrade	1	LS	$320,000
Magnolia/Screenland Signal Upgrade	1	LS	$320,000
Victory/Elmwood Signal Upgrade	1	LS	$320,000
Construction Engineering and Support	1	LS	$180,000
Utility Coordination and Support	1	LS	$220,000
		SUBTOTAL	$2,624,000
		CONTINGENCY	$276,000
		TOTAL	$2,900,000

SCOPE:

The Project will reconstruct four traffic signals on Magnolia Boulevard and Victory Boulevard. Upgrades to the traffic signal infrastructure include traffic signal poles, signal gears, signal cabinets, controllers, safety lighting, signal wiring, electrical cabinets, and ADA ramps. Cameras and vehicle detectors will be installed for real-time traffic surveillance and monitoring. The 4 traffic signals to be upgraded along the Project limits are listed below:

Intersection ID	Intersection
206	MAGNOLIA & MARIPOSA
208	MAGNOLIA & REESE
209	MAGNOLIA & SCREENLAND

Intersection ID	Intersection
161	VICTORY & ELMWOOD

DESIGN:

Design is complete. Funding will not be used for Design.

CONSTRUCTION:

Grantee expects to provide construction oversight, procure a consultant for construction management, award a contract for construction, and to perform the following tasks:

A. Procure long lead items for construction use.
B. Contract with a professional engineering firm to provide Construction Management for the Project as needed. This will be accomplished through an RFP/RFQ.
C. Contract with a Contractor for construction.

Meetings expected between the Consultant and Grantee shall include, but not be limited to, Pre-Construction Meeting, progress meetings and preparation of responses to RFIs.

MILESTONES:

The implementation schedule for this Project will be as follows.

	START DATE	COMPLETION DATE
Construction Solicitation (Bid/Proposal)		
Develop Solicitation Package	Jan-25	July-25
Solicitation Response	July-25	Aug-25
Evaluations	Aug-25	Sep-25
Selection	Sep-25	Sep-25
Board Approval Process	Oct-25	Oct-25
Contract Award		Oct-25
Fully Executed Contract		Nov-25
Construction		
Materials Procurement	Nov-24	Feb-25
Utility Research	Nov-25	Dec-25
Excavation	Nov-25	Dec-25
Underground Work	Dec-25	Mar-26
Electrical Work	Mar-26	May-26
Civil Work	May-26	Jun-26
Notice Of Completion (NOC)		July-26
Project Close Out		
Balancing Change Order		Aug-26
Final Payment		Sep-26
Release of Retention		Nov-26

FTIP #: LA9918844 Project#: MR310.55
Subregion ID: Arroyo Verdugo Funding Agreement#: 920000000MR310.55

ATTACHMENT C - Location Map



FTIP #: LA9918844 Project#: MR310.55
Subregion ID: Arroyo Verdugo FA# 9200000000MR31055

FA ATTACHMENT D
PROJECT REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment D-2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager's acceptance of the draft report, at ACCOUNTSPAYABLE@METRO.NET or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296.** Please note that letters or other forms of documentation may **not** be substituted for this form.

- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.

- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.

- The draft Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

Quarter	*Report Due Date*
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

LACMTA Project Manager shall review and respond in writing to the draft Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

- Any expense charged to the grant must be clearly and directly related to the project.

- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.

- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- Excessive Cost: Any expense deemed "excessive" by LACMTA staff would be adjusted to reflect a "reasonable and customary" level. For detail definition of "reasonable cost", please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.

- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

Grantee To Complete
Invoice #
Invoice Date
FA#900000003105
Quarterly Report #

LACMTA FA MEASURE R ATTACHMENT D-2

QUARTERLY PROGRESS / EXPENSE REPORT

GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO
ACCOUNTSPAYABLE@METRO.NET
or submit by mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, California 90051-0296
after the close of each quarter, but no later than November 30, February 28, May 31 and August 31. Please note that letters or other forms of documentation may **not** be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Measure R Grant $
Project Quarter Expenditure	
This Quarter Expenditure	
Retention Amount	
Net Invoice Amount (Less Retention)	$ -
Project-to-Date Expenditure	
Funds Expended to Date (Include this Quarter)	
Total Project Budget	
% of Project Budget Expended to Date	
Balance Remaining	

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: I-5 Corridor Arterial Signal Improvements-Phase 3

FA #: 90000000031055

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year :

☐ 2020-2021 ☐ 2021-2022 ☐ 2022-2023
☐ 2023-2024 ☐ 2024-2025 ☐ 2025-2026

Quarter :

☐ Q1: Jul - Sep ☐ Q2: Oct - Dec
☐ Q3: Jan - Mar ☐ Q4: Apr - Jun

DATE SUBMITTED: _____

LACMTA MODAL CATEGORY:

☐ RSTI ☐ Pedestrian ☐ Signal Synchronization
☐ TDM ☐ Bicycle ☐ Goods Movement
☐ Transit ☐ Highways

LACMTA Project Manager	Name:	
	Phone Number:	
	E-mail:	

Project Sponsor Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	E-mail:	

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. ***DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.***

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental Clearance				
Design Bid & Award				
Design				
Right-of-Way Acquisition				
Construction Bid & Award				
Ground Breaking Event				
Construction				
Ribbon Cutting Event				
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

☐ On schedule per original FA schedule
☐ Less than 12 months behind original schedule
☐ Between 12-24 months behind original schedule
☐ More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

☐ Yes ☐ No ☐ Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

☐ Yes ☐ No ☐ Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

	ITEM	INVOICE #		TOTAL EXPENSES CHARGED TO LACMTA MEASURE R GRANT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
TOTAL				

Note:
All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.
ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
ACH Request Forms can be found at www.metro.net/callforprojects.
Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

_____ _____
Signature *Date*

_____ _____
Name *Title*

ATTACHMENT 2

Los Angeles Metropolitan Transportation Authority

2025 Federal Transportation Improvement Program ($000)

TIP ID **LA9918844** Implementing Agency **Burbank, City of**

Project Description: 4 TRAFFIC SIGNALS UPGRADED TO ENABLE REAL TIME SIGNAL SYNCHRONIZATION PLANS AND MONITORING TRAFFIC. MAGNOLIA/MARIPOSA, MAGNOLIA/REESE, MAGNOLIA/SCREENLAND & VICTORY/ELMWOOD.

SCAG RTP Project #: 1ITS04
Study:N/A Is Model: YES Model #:
PM: Vikki Davtian - (818)238-3922

LS: N LS GROUP#:
Conformity Category: TCM Committed

System :Local Hwy | Route : | Postmile: | Distance: | Phase: Bid/Advertise Phase | Completion Date 10/31/2026

Lane # Extd: 4 Lane # Prop: 4 Imprv Desc: Signal synchronization

Air Basin: SCAB Envir Doc: CATEGORICALLY EXEMPT - 06/30/2021

Toll Rate: 0.00 | Toll Colc Loc: | Toll Method: | Hov acs eg loc:

Uza: Los Angeles-Long Beach-Santa Ana | Sub-Area: | Sub-Region: Arroyo Verdugo

CTIPS ID: | EA #: | PPNO:

Program Code: ITS02 - SIGNAL SYNCHRONIZATION Stop Loc:

	PHASE	PRIOR	24/25	25/26	26/27	27/28	28/29	29/30	BEYOND	PROG TOTAL
MR20H - Measure R 20% Highway	PE		$0	$0						$0
	RW		$0	$0						$0
	CON		$1,000	$1,900						$2,900
	SUBTOTAL		$1,000	$1,900						$2,900
	TOTAL		**$1,000**	**$1,900**						**$2,900**

TOTAL PE: $0 **TOTAL RW: $0** **TOTAL CON: $2,900** **TOTAL PROGRAMMED: $2,900**

- **General Comment:**
- **Modeling Comment: .**
- **TCM Comment: .**
- **Amendment Comment:**
- **CMP Comment:**
- **Narrative:**

Last Revised **Amendment 25-03 - Submitted** **Change reason**:MINOR CHANGE **Total Project Cost** **$2,900**

FTIP #: LA9918844
Subregion ID: Arroyo Verdugo

Project#: MR310.55
FA# 9200000000MR31055

ATTACHMENT F
BOND REQUIREMENTS

The provisions of this Attachment F apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes or with respect to which LACMTA receives a Federal subsidy for a portion of the interest cost or the investor receives a tax credit. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA' s approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by the LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment F and notify LACMTA of such designations.

ATTACHMENT G-1
SPECIAL GRANT CONDITIONS
LOS ANGELES COUNTY REGIONAL ITS ARCHITECTURE (CONNECT-IT)
CONSISTENCY SELF-CERTIFICATION POLICY FORM

This Los Angeles County Regional ITS Architecture (CONNECT-IT) consistency self-certification form should be completed and executed for all ITS Projects or Projects with ITS elements. The form should be sent to LACMTA for any planned ITS projects or proposed funding involving Local, State or Federal funds programmed or administered through the LACMTA.

1. Project Title: I-5 Corridor Arterial Signal Improvements - Phase 3
2. Name of Sponsoring Agency: City of Burbank
3. Contact Name: Vikki Davtian, Principal Engineer-Traffic
4. Contact Phone: 818-238-3922
5. Contact Email: vdavtian@burbankca.gov

6. Project Description:
The Project will reconstruct four (4) traffic signals on Magnolia Boulevard and Victory Boulevard. Upgrades to the traffic signal infrastructure include traffic signal poles, signal gears, signal cabinets, controllers, safety lighting, new conduits, new electrical wiring, vehicle detections, surveillance cameras, sidewalk, ADA ramps, landscape restoration, and striping.

7. Identify the ITS elements being implemented and the relevant CONNECT-IT Service Package(s), see Exhibit A.
TM02, TM03 Traffic Signal Control

8. Outline of the concept of operations for the project.
This Project is a traffic signal upgrade Project aimed at alleviating congestion and improving progression along Magnolia Boulevard and Victory Boulevard. Project which will enhance traffic operations by upgrading traffic signals and installing traffic surveillance infrastructure along 4 existing signalized intersections. Cameras and vehicle detectors will be installed for real-time traffic surveillance and monitoring. Upon completion, the Project will synchronize and dynamically operate traffic signals to reduce vehicle hours of delay and improve traffic flow, public transit efficiency, and pedestrian safety.

9. Identify participating agencies roles and responsibilities.
City of Burbank (Grantee) expects to provide construction oversight, procure a consultant for construction management, award a contract for construction, and to perform the following tasks:

a. Procure long lead items for construction use.
b. Contract with a professional engineering firm to provide Construction Management for the Project as needed. This will be accomplished through an RFP/RFQ.
c. Contract with a Contractor for construction.
d. Pre-Construction Meeting, progress meetings and preparation of responses to RFIs.

By signing and self-certifying this form, the agency commits itself to follow the ITS requirements listed below during project design and implementation. Please be advised that your project may be subject to further review and documentation by Metro and the CONNECT-IT Maintenance Team during project design and implementation phases:

- Perform a lifecycle analysis for the ITS project elements and incorporate these costs into the Operations and Maintenance plan as part of the system engineering process,
- Maintain and operate the system according to the recommendations of the operations and Maintenance plan upon project completion,
- Use the systems engineering process and document the system engineering steps, and
- Use the CONNECT-IT interface standards, if required, and conform to the regional configuration management process.

Signature:

5/28/25

_____ _____

Agency Representative Date

Vikki Davtian, Principal Traffic Engineer

Exhibit A

Architecture Reference for CONNECT-IT Service Packages

The table below is the architecture reference for the CONNECT-IT service packages. For additional information on the service packages below, to view interconnect diagrams for each service package or to suggest updates to CONNECT-IT, visit www.laconnect-it.com.

Service Package Area	Short Name	Name
Commercial Vehicle Operations	CVO01	Carrier Operations and Fleet Management
	CVO02	Freight Administration
	CVO03	Electronic Clearance
	CVO04	CV Administrative Processes
	CVO05	International Border Electronic Clearance
	CVO06	Freight Signal Priority
	CVO07	Roadside CVO Safety
	CVO08	Smart Roadside and Virtual WIM
	CVO09	Freight-Specific Dynamic Travel Planning
	CVO11	Freight Drayage Optimization
	CVO12	HAZMAT Management
	CVO14	CV Driver Security Authentication
	CVO15	Fleet and Freight Security
Data Management	DM01	ITS Data Warehouse
	DM02	Performance Monitoring
Maintenance and Construction	MC01	Maintenance and Construction Vehicle and Equipment Tracking
	MC02	Maintenance and Construction Vehicle Maintenance
	MC05	Roadway Maintenance and Construction
	MC06	Work Zone Management
	MC07	Work Zone Safety Monitoring
	MC08	Maintenance and Construction Activity Coordination
Parking Management	PM01	Parking Space Management
	PM02	Smart Park and Ride System
	PM03	Parking Electronic Payment
	PM04	Regional Parking Management
	PM05	Loading Zone Management
Public Safety	PS01	Emergency Call-Taking and Dispatch
	PS02	Routing Support for Emergency Responders
	PS03	Emergency Vehicle Preemption
	PS04	Mayday Notification
	PS05	Vehicle Emergency Response
	PS06	Incident Scene Pre-Arrival Staging Guidance for Emergency Responders
	PS07	Incident Scene Safety Monitoring

Service Package Area	Short Name	Name
	PS08	Roadway Service Patrols
	PS10	Wide-Area Alert
	PS11	Early Warning System
	PS12	Disaster Response and Recovery
	PS13	Evacuation and Reentry Management
	PS14	Disaster Traveler Information
Public Transportation	PT01	Transit Vehicle Tracking
	PT02	Transit Fixed-Route Operations
	PT03	Dynamic Transit Operations
	PT04	Transit Fare Collection Management
	PT05	Transit Security
	PT06	Transit Fleet Management
	PT07	Transit Passenger Counting
	PT08	Transit Traveler Information
	PT09	Transit Signal Priority
	PT10	Intermittent Bus Lanes
	PT11	Transit Pedestrian Indication
	PT14	Multi-modal Coordination
	PT16	Route ID for the Visually Impaired
	PT17	Transit Connection Protection
	PT18	Integrated Multi-Modal Electronic Payment
Support	SU01	Connected Vehicle System Monitoring and Management
	SU02	Core Authorization
	SU03	Data Distribution
	SU04	Map Management
	SU05	Location and Time
	SU06	Object Registration and Discovery
	SU07	Privacy Protection
	SU08	Security and Credentials Management
	SU09	Center Maintenance
	SU10	Field Equipment Maintenance
	SU11	Vehicle Maintenance
	SU12	Traveler Device Maintenance
Sustainable Travel	ST01	Emissions Monitoring
	ST02	Eco-Traffic Signal Timing
	ST03	Eco-Traffic Metering
	ST04	Roadside Lighting
	ST05	Electric Charging Stations Management
	ST06	HOV/HOT Lane Management
	ST08	Eco-Approach and Departure at Signalized Intersections
	ST09	Connected Eco-Driving
Traffic Management	TM01	Infrastructure-Based Traffic Surveillance

Service Package Area	Short Name	Name
	TM02	Vehicle-Based Traffic Surveillance
	TM03	Traffic Signal Control
	TM04	Connected Vehicle Traffic Signal System
	TM05	Traffic Metering
	TM06	Traffic Information Dissemination
	TM07	Regional Traffic Management
	TM08	Traffic Incident Management System
	TM09	Integrated Decision Support and Demand Management
	TM10	Electronic Toll Collection
	TM11	Road Use Charging
	TM12	Dynamic Roadway Warning
	TM13	Standard Railroad Grade Crossing
	TM14	Advanced Railroad Grade Crossing
	TM15	Railroad Operations Coordination
	TM16	Reversible Lane Management
	TM17	Speed Warning and Enforcement
	TM19	Roadway Closure Management
	TM20	Variable Speed Limits
	TM21	Speed Harmonization
	TM22	Dynamic Lane Management and Shoulder Use
Traveler Information	TI01	Broadcast Traveler Information
	TI02	Personalized Traveler Information
	TI03	Dynamic Route Guidance
	TI04	Infrastructure-Provided Trip Planning and Route Guidance
	TI05	Travel Services Information and Reservation
	TI06	Dynamic Ridesharing and Shared Use Transportation
	TI07	In-Vehicle Signage
Vehicle Safety	VS01	Autonomous Vehicle Safety Systems
	VS02	V2V Basic Safety
	VS03	V2V Situational Awareness
	VS04	V2V Special Vehicle Alert
	VS05	Curve Speed Warning
	VS08	Queue Warning
	VS09	Reduced Speed Zone Warning / Lane Closure
	VS10	Restricted Lane Warnings
	VS11	Oversize Vehicle Warning
	VS12	Pedestrian and Cyclist Safety
	VS13	Intersection Safety Warning and Collision Avoidance
	VS14	Cooperative Adaptive Cruise Control
	VS15	Infrastructure Enhanced Cooperative Adaptive Cruise Control
	VS16	Automated Vehicle Operations
	VS17	Traffic Code Dissemination

Service Package Area	Short Name	Name
Note: CONNECT-IT service packages may differ from service packages identified in the National ITS Reference Architecture (ARC-IT). For any service packages not represented in CONNECT-IT, refer to ARC-IT by accessing www.arc-it.net. Contact the administrator at sharmas@metro.net for questions regarding CONNECT-IT.		

FTIP#: LA9918844 Project#: MR310.55
Subregion ID: Arroyo Verdugo FA# 9200000000MR31055

ATTACHMENT G-2
SPECIAL GRANT CONDITIONS
SIGNAL SYNCHRONIZATION, INTELLIGENT TRANSPORTATION SYSTEMS (ITS), AND TRANSPORTATION TECHNOLOGY IMPROVEMENTS

1. Grantee is required to attend the LACMTA Arterial ITS Committee Meetings quarterly. Grantee shall coordinate through the Arterial ITS Committee, the Coalition for Transportation Technology and/or other appropriate and recognized forums to ensure consistency with local, subregional and regional ITS plans. Grantee shall provide the opportunity to LACMTA staff and other affected agencies to review, comment and participate on all aspects of the Project implementation to achieve multi-jurisdictional consensus, including, but not limited to, scope of work, consultant selection, PS&E, system design, bid documents and Project deliverables.

2. Grantee shall coordinate with LA County Public Works when applicable and shall not advertise the Project for bid to begin construction before all affected agencies have fully executed an agreement regarding the maintenance and operation of traffic signal synchronization system(s) along multi-jurisdictional corridor(s). Grantee shall deliver or email a copy of the fully executed agreement to LACMTA within seven (7) days from the date of full execution.

3. Grantee shall commit and/or secure non-LACMTA funds to maintain and operate the Project improvements. Operations and maintenance plans shall be developed for all ITS projects. For multi-jurisdictional projects, multi-agency agreements shall be executed committing to the long-term operations and maintenance of shared project elements.

4. Grantee's Project shall not make major equipment or timing-plan changes on other Metro funded projects, within the first two years of Grantee's Project implementation/system operation without LACMTA or lead agency prior written approval.

5. For all central traffic control system projects, Grantee shall coordinate the system design through LACMTA staff to allow communication with the Regional Integration of ITS (RIITS) to facilitate multi-jurisdictional traffic management and data sharing.

6. Grantee shall ensure Countywide Signal Priority (CSP) capabilities are maintained when Grantee's Project is in an existing and planned CSP corridor.

7. Grantee shall ensure Integrated Corridor Management (ICM) capabilities are maintained when Grantee's Project is in an existing and planned corridor.

8. Grantee shall make available all data from the Project, including, without limitation, improvements and inventory data, to LACMTA upon request.

   Grantee shall:

   a. provide real-time traffic data from the Project, if available, to the Regional Integration of ITS (RIITS)

b. allow for archiving through the Regional Integration of ITS (RIITS) Network or any regional ITS software to support regional transportation planning and operations
c. populate ITS Field Inventory Resource Sharing Tool (ITS FIRST) with data upon completion of project

9. Grantee shall ensure that the project uses a generally accepted system engineering approach to maintain the integrity and quality of completed projects.

10. Grantee's project shall adhere to existing Metro guidelines for specific subprograms as applicable.

The obligations set forth in this section shall survive the expiration or termination of this Agreement.

FY 2025-26 City of Burbank CIP
Traffic, Transportation, and Pedestrian Access

Project Name: Interstate-5 Arterial Phase 3

Managing Department: Public Works

Project Number: 23779

Project Status: Ongoing

Estimated Completion Date: June 2026

Funding Source: 370.PW22A.70002.0000.23779.00000

107.CD33A.70002.0000.23779.00000

Expenditure Plan

Funding Source	Prior Years	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Years 6-11	Totals
Measure R Highway Operations	700,000	1,500,000	-	-	-	-	-	2,200,000
Measure R Local Return	700,000	-	-	-	-	-	-	700,000
Totals	**$1,400,000**	**$1,500,000**	**-**	**-**	**-**	**-**	**-**	**$2,900,000**

Project Description

This project will reconstruct four of the eight traffic signals that were designed in FY 2023-24 as a part of the Alameda Signal Sync Project. The four signals to be reconstructed are: Victory Boulevard/Elmwood Avenue, Magnolia Boulevard/Reese Place, Magnolia Boulevard/Mariposa Street, and Magnolia Boulevard/Screenland Drive. The project is 100 percent funded by Metro Measure R Highway funds.

Project Status

The design is complete as part of the MR310.55 Alameda Signal Sync Project. Traffic signal equipment procurement (for signal poles, controllers, cabinets, etc.) began in December 2024. Construction is scheduled to begin in November 2025 and be completed by June 2026. In July 2024, the Los Angeles Metro approved a project funding increase from $1.4 million to $2.9 million. The project cost for traffic signal improvements increased from $1.4 million to $2.9 million due to inflation that impacted material and labor costs. In addition, workforce shortages and high contractor demand have caused bids to increase.

Prioritization Score	N/A

Estimated Annual O&M Impact/(Savings)	-

Project Location Map



BID SUMMARY

BID SCHEDULE NO. 1537

I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 [METRO MR310.55]

Bid Schedule No. 1537 advertised in the Los Angeles Times on April 29 & May 6, 2026. Fifty-Nine (59) copies of the bid were downloaded, of which Eighteen (18) identified themselves as Prime Contractors and Nine (9) were received at the bid opening. There were no responses from the following Prime Contractors:

- All American Asphalt
- Allied Solutions
- Calpromax Engineering
- Comet Electric, Inc.
- Construction Software Technologies
- Hart Design Build Inc.
- Macadee Electrical
- PTM General Engineering Services, Inc.
- Taft Electric Company

Bid opening was held on June 3, 2026. The six (6) bids that were received at bid opening are listed in the table below.

BIDDER	TOTAL LUMP SUM BID
International Line Builders, Inc.	$1,597,169.00
Alfaro Communications Construction, Inc.	$1,701,430.63
Crosstown Electrical & Data, Inc.	$1,769,857.00
Elecnor Belco Electric, Inc.	$1,817,818.00
California Professional Engineering, Inc.	$1,838,322.50
Select Electric, Inc.	$1,927,707.00
Baker Electric & Renewables LLC	NON-RESPONSIVE
Ferreira Construction co., Inc. dba Ferreira Coastal Construction	NON-RESPONSIVE
DBX, Inc.	NON-RESPONSIVE

RESOLUTION NO. 26-29,737

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK APPROVING CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONSTRUCTION CONTRACT FOR BID SCHEDULE NO. 1537 - I-5 CORRIDOR ARTERIAL SIGNAL IMPROVEMENTS – PHASE 3 PROJECT [METRO MR310.55] TO INTERNATIONAL LINE BUILDERS, INC., AND FINDING OF CEQA EXEMPTION

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. Under the Charter for the City of Burbank Section 1205 and Burbank Municipal Code Section 2-2-116, public works construction contracts are awarded by the City Council after a formal bidding procedure and after compliance with the California Environmental Quality Act ("CEQA").

B. Pursuant to notice provided according to law, bids for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55] ("Project") have been received, publicly opened, declared, and evaluated.

C. The City Manager reports that the lowest responsive and responsible bid for the Project was received from International Line Builders Inc., that the bid is as set forth below, and recommends that the bid be accepted.

D. The Plans and Specifications for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55], are on file at the Public Works Department and the City Council Office. The City Council has reviewed and considered the Plans and Specifications for the Project and approves the Plans and Specifications (hereafter "Plans and Specifications").

E. Under the California CEQA Guidelines, 14 CCR §15301 exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, and minor alteration of existing public facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, that involve negligible or no expansion of existing or former use. This project qualifies for this exemption because it updates existing traffic signals, streets, and similar facilities to current state codes and standards and alterations to accommodate bicycle and pedestrian uses that do not create additional automobile lanes, and additional traffic safety devices that do not change the existing use of the facilities. In addition, there are no exceptions or unique circumstances that apply that would affect the application of this exemption.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The Contract Documents consisting of all the documents within Bid

Schedule No. 1537, including but not limited to the Notice Inviting Bids, Instructions to Bidders, Bidder's Proposal, Bidder's Performance and Payment Bonds, Agreement, City of Burbank Additions and Amendments to the Standard Specifications for Public Works Construction, Special Provisions, Plans and Specifications, and Appendices for Bid Schedule No. 1537 - I-5 Corridor Arterial Signal Improvements – Phase 3 Project [Metro MR310.55], all of which Contract Documents are on file in the Public Works Department and City Council Office, are approved and adopted as the Contract Documents, Bid Schedule No. 1537 with such non-substantive changes as may be approved by the City Attorney. Reference is made to these Contract Documents for further particulars.

2. The lowest responsive and responsible bidder for the Project is International Line Builders Inc., whose address is 3955 Temescal Canyon Road, Corona, California 92883, and whose total lump sum price of $1,597,169 is set forth in the Bidder's Proposal included in the Contract Documents, on file in the Purchasing Division. This bid is accepted, and the City Manager or his designee is authorized to reject all other bids once the lowest responsive and responsible bidder has executed and forwarded all the necessary Contract Documents to the City.

3. The City Council has reviewed and considered the Plans and Specifications for the Project, Bid Schedule No. 1537, and approves the Plans and Specifications. The Public Works Director, or his designee, is authorized to approve any changes to the Plans and Specifications.

4. This Project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to 14 CCR §15301, which exempts activities involving the operation, repair, maintenance, permitting, leasing, licensing, and minor alteration of existing public facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, that involve negligible or no expansion of existing or former use. Staff is authorized to file a notice of exemption (NOE) in accordance with applicable law.

5. The total construction budget for Bid Schedule No. 1537 shall be $1,836,744.35, which includes a construction cost of $1,597,169 for Bid Schedule No. 1537 and a 15% construction contingency in the amount of $239,575.35.

6. The City Manager or his designee is further authorized to execute all necessary Contract Documents under Bid Schedule No. 1537 and future change orders (if any) up to the amount budgeted for the Project with such non-substantive changes as may be approved by the City Attorney and the City Clerk is authorized to attest.

PASSED and ADOPTED this 15th day of September, 2026.

s/Tamala Takahashi
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

s/Kimberley Clark
Kimberley Clark, City Clerk

By: s/Catherine Kim
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 15th day of September, 2026, by the following vote:

AYES: Anthony, Rizzotti, Mullins, and Takahashi.

NOES: None.

ABSENT: Perez.

s/Kimberley Clark
Kimberley Clark, City Clerk

STAFF REPORT

POLICE DEPARTMENT

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Rafael Quintero, Chief of Police
VIA: Viviana Garzon, Police Administrator
BY: Nazeli Ekimyan, Administrative Analyst II

SUBJECT: Adoption of a Resolution Authorizing the Execution of the 2025 Grant Agreement with the United States Department of Justice for Law Enforcement Equipment, Acceptance of Grant Funds in the Amount of $20,918, and Amending the Fiscal Year 2026-27 Budget by Appropriating Funds

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2025 GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE FOR LAW ENFORCEMENT EQUIPMENT, AND ANY FUTURE AMENDMENTS, ACCEPTANCE OF $20,918 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS.

BACKGROUND

The U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) provides grants, training, technical assistance, and other resources to enhance the nation's ability to prevent and reduce crime, support victims, and improve processes within the criminal justice system. The BJA Edward Byrne Memorial Justice Assistance Grant (JAG) program serves as the primary source of federal criminal justice funding for state and local jurisdictions. JAG funds support various components of the criminal justice system, including multi-jurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, and justice information-sharing initiatives. JAG-funded projects focus on improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

DISCUSSION

The Police Department (Department) has been awarded $20,918 in grant funding to be used exclusively for the purchase and deployment of thirty-five (35) replacement anti-ballistic helmets and associated accessories to ensure that officers are prepared for potential threats as they participate in tactical operations and respond to dangerous calls for service.

Sworn officers within the Department are assigned anti-ballistic helmets, which are critical personal protective equipment used during high-risk incidents, tactical operations, active threat responses, warrant service, civil disturbances, and other dangerous calls for service. Head injuries caused by ballistic threats, fragmentation, or blunt force trauma can be catastrophic or fatal. Proper protective headgear is essential to reducing these risks. The helmets currently being used by officers must be replaced before they exceed their recommended service life.

Replacing these helmets will improve officer safety, readiness, and operational effectiveness, while ensuring personnel have reliable ballistic head protection consistent with modern law enforcement needs. The new helmets will meet recognized safety standards and provide reliable protection against handgun rounds, shrapnel, and impact hazards. They will also include modern retention systems, adjustable suspension components, and are compatible with communications equipment, hearing protection, and mounted accessories such as lights and face shields.

ENVIRONMENTAL REVIEW

Approval to accept this grant 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

This is a reimbursement grant with no requirement for matching funds. Staff is requesting Council authority to accept $20,918 in United States Department of Justice 2025 JAG funding and amend the Fiscal Year (FY) 2026-27 Adopted Budget to appropriate the funds as follows:

- $20,918 from revenue account number 121.PD000.48010.1037.25403 (General City Grants, Police Department General, Other Intergovernmental Revenues, DOJ Block Grant, JAG 2025) to expenditure account 121.PD91B.62300.0000.25403 (General City Grants, Police Department Grants – DOJ, Special Departmental Supplies, JAG 2025).

Funds will initially be drawn from account 121.ND000.30011.0000.00000 (General City Grant Fund, Non-Departmental, Assigned Fund Balance) until reimbursed.

CONCLUSION

The acceptance of the JAG grant will enhance officer safety during dangerous calls for service and ensure that their assigned anti-ballistic helmets meet current safety and comfort standards. This investment provides substantial value to the Burbank community by ensuring that officers are fully prepared and protected as they, in turn, protect the residents of the City during high-risk situations. Approval of this resolution will allow the Department to allocate resources strategically by investing in personnel protection and community safety.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – 2025 Justice Assistance Grant Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2025 GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE FOR LAW ENFORCEMENT EQUIPMENT, AND ANY FUTURE AMENDMENTS, ACCEPTANCE OF $20,918 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The Burbank Police Department has been notified that its grant application through the Department of Justice, Bureau of Justice Assistance - Justice Assistance Grant (JAG) Program was approved in the amount of $20,918.

B. Grant funds will be used for the purchase and deployment of thirty-five (35) replacement anti-ballistic helmets and associated accessories to ensure that officers are prepared for potential threats as they participate in tactical operations and respond to dangerous calls for service.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. City Council hereby approves the execution of the 2025 JAG Grant Agreement between the Department of Justice, Bureau of Justice Assistance, and the City of Burbank.

2. The City Manager, or designee, is hereby authorized to execute the 2025 JAG Grant agreement between the Department of Justice, Bureau of Justice Assistance and the City of Burbank.

3. The City accepts the 2025 JAG grant in the amount of $20,918. This grant is retroactive, allowing the Department to reimburse expenses incurred for approved equipment.

4. The City's Fiscal Year 2026-27 Annual Budget is amended by appropriating $20,918 from revenue account number 121.PD000.48010.1037.25403 (General City Grants, Police Department General, Other Intergovernmental Revenues, DOJ Block Grant, JAG 2025) to expenditure account 121.PD91B.62300.0000.25403 (General City Grants, Police Department Grants – DOJ, Special Departmental Supplies, JAG 2025).

5. The Financial Services Director, or designee, is authorized to make such revisions, changes in summaries, fund amounts, totals, and other portions of the budget document as necessary to reflect and implement the appropriations specified in this resolution.

6. The City Manager, or designee, is authorized to execute all necessary documents and other matters relating to this grant.

PASSED and ADOPTED this ____ day of September, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By: _____
Jina Oh
Chief Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the ___ day of September, 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF BURBANK 200 N 3RD ST
City, State and Zip:	BURBANK, CA 91502
Recipient UEI:	M6MJVWJ4RF89

Project Title: Anti-Ballistics Helmets for Police Officers.	**Award Number:** 15PBJA-25-GG-03008-JAGX

Solicitation Title: BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

Federal Award Amount: $20,918.00	**Federal Award Date:** 7/31/26

Awarding Agency:	Office of Justice Programs Bureau of Justice Assistance
Award Type:	Initial
Funding Instrument Type:	Grant

Opportunity Category: M
Assistance Listing:
16.738 - Edward Byrne Memorial Justice Assistance Grant Program

Project Period Start Date: 10/1/24	**Project Period End Date:** 9/30/27
Budget Period Start Date: 10/1/24	**Budget Period End Date**: 9/30/27

Project Description:

The Burbank Police Department respectfully is requesting $20,918 in funding through the Bureau of Justice Assistance (BJA) to replace aging and outdated anti-ballistic helmets currently assigned to sworn officers. These helmets are critical personal protective equipment used during high-risk incidents, tactical operations, active threat responses, warrant service, civil disturbances, and other dangerous calls for service.

Several currently issued helmets have exceeded recommended service life, show signs of wear, or no longer meet current safety and comfort standards. Replacement of these helmets will improve officer safety, readiness, and operational effectiveness while ensuring personnel have reliable ballistic head protection consistent with modern law enforcement needs.

Funding will be used exclusively for the purchase and deployment of replacement anti-ballistic helmets and associated fitment accessories.

Award Letter

July 31, 2026

Dear Viviana Garzon,

On behalf of the Attorney General, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved

the application submitted by CITY OF BURBANK for an award under the funding opportunity entitled 2025 BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula. The approved award amount is $20,918.
Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Maureen A. Henneberg
Deputy Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees

or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

All BJA awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. 4321 et seq.) and other related federal laws (including the National Historic Preservation Act), if applicable. Award recipients (and subrecipients, as applicable) must support BJA's compliance with NEPA by providing details about their project, its location, and any resources that might be affected. BJA complies with NEPA (and other related federal laws) for an award-funded activity by evaluating the environmental impacts of the activity in one of three levels of analysis: a Categorical Exclusion (CATEX), an Environmental Assessment (EA), or an Environmental Impact Statement (EIS). See https://bja.ojp.gov/funding/nepa-guidance for additional information regarding NEPA implementation.

Carefully review the conditions on this award for information about any requirements specific to NEPA compliance for this award.

After completion of any required environmental analysis, throughout the term of this award the recipient must inform BJA of (1) any change(s) that it is considering making to the previously assessed activity that may be relevant to environmental impact; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient may not implement a proposed change or new activity until BJA, with the assistance of the recipient, has determined whether the proposed change or new activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an approved environmental impact review process.

Questions about NEPA compliance may be directed to your grant manager.

NEPA Coordinator

First Name	Middle Name	Last Name
Chris	no value	Casto

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

UEI

M6MJVWJ4RF89

Street 1

200 N 3RD ST

Street 2

City

BURBANK

State/U.S. Territory

California

Zip/Postal Code
91502

Country
United States

County/Parish

Province

Award Details

Federal Award Date
7/31/26

Award Type
Initial

Award Number
15PBJA-25-GG-03008-JAGX

Supplement Number
00

Federal Award Amount
$20,918.00

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.738	Edward Byrne Memorial Justice Assistance Grant Program

Statutory Authority

Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a)

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title
2025 BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula

Awarding Agency
OJP

Program Office
BJA

Application Number
GRANT14618906

Grant Manager Name
Erin Feeley

Phone Number
202-598-6508

E-mail Address
Erin.R.Feeley@usdoj.gov

Project Title
Anti-Ballistics Helmets for Police Officers.

Performance Period Start Date
10/01/2024

Performance Period End Date
09/30/2027

Budget Period Start Date	Budget Period End Date
10/01/2024	09/30/2027

Project Description

The Burbank Police Department respectfully is requesting $20,918 in funding through the Bureau of Justice Assistance (BJA) to replace aging and outdated anti-ballistic helmets currently assigned to sworn officers. These helmets are critical personal protective equipment used during high-risk incidents, tactical operations, active threat responses, warrant service, civil disturbances, and other dangerous calls for service.

Several currently issued helmets have exceeded recommended service life, show signs of wear, or no longer meet current safety and comfort standards. Replacement of these helmets will improve officer safety, readiness, and operational effectiveness while ensuring personnel have reliable ballistic head protection consistent with modern law enforcement needs.

Funding will be used exclusively for the purchase and deployment of replacement anti-ballistic helmets and associated fitment accessories.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Condition 1
Compliance with general appropriations-law restrictions on the use of federal funds (FY 2025)
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at https://ojp.gov/funding/Explore/FY25AppropriationsRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 2
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that recipients may not use direct Federal financial assistance from the

Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment to the U.S. Constitution and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice or in outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations. In addition, Part 38 states that a faith-based organization that participates in a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

Recipients and subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, see “Nondiscrimination provisions and the Religious Freedom Restoration Act,” accessible at https://www.ojp.gov/funding/explore/legaloverview2025/civilrightsrequirements.

Condition 3
Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

Condition 4
All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP website at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

Condition 5
Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold, as set forth in the Federal Acquisition Regulations (FAR). See the definition of simplified acquisition threshold in the FAR at 48 CFR part 2, subpart 2.1. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed Simplified Acquisition Threshold)), and are incorporated by reference here.

Condition 6
Federal Civil Rights and Nondiscrimination Laws (certification)

The recipient agrees that its compliance with all applicable Federal civil rights and nondiscrimination laws is material to the government's decision to make this award and any payment thereunder, including for purposes of the False Claims Act (31 U.S.C. 3729-3730 and 3801-3812), and, by accepting this award, certifies that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

Condition 7
Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that a legal notice regarding award requirements is necessary or that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such notice or exception regarding enforcement, including any such notice or exception made during the period of performance, is (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

Condition 8
Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits,

investigations, or reviews of DOJ awards.

Condition 9
Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), including, without limitation, the provisions regarding termination in 2 C.F.R. 200.340, apply to this award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Condition 10
Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants.htm (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Fraud Detection Office, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

Condition 11
Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

Condition 12
Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

Condition 13
Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Condition 14
Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at https://ojp.gov/financialguide/DOJ/index.htm), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

Condition 15
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f), which contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 16
Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at https://ojp.gov/funding/Explore/Interact-Minors.htm (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Condition 17
Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Condition 18
Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-

VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

Condition 19
Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Condition 20
Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

Condition 21
Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds

(whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Condition 22
OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees.

Condition 23
Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

Condition 24
Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2022, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2022, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at https://onlinegfmt.training.ojp.gov/. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

Condition 25
Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41

U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

Condition 26
Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

Condition 27
Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Condition 28
Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at https://ojp.gov/funding/Explore/SAM.htm (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Condition 29
Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any

subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 30
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 31
The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

Condition 32
Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has changed, the award recipient’s Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at https://justicegrants.usdoj.gov/training/training-entity-management.

Condition 33
FFATA reporting: Subawards and executive compensation
The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of $30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are set forth in 2 C.F.R. part 170, Appendix A (“Award Term”) and are incorporated by reference here.
This condition, including its reporting requirement, does not apply to-- (1) an award of less than $30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
Note: In early March 2025, the reporting system that had been used for subaward reporting, the FFATA (Federal Funding Accountability and Transparency Act) Subaward Reporting System (FSRS) was retired and functionality moved to SAM.gov. For more information, including steps on how to connect your FSRS account to SAM.gov, visit https://sam.gov/fsrs.

Condition 34
The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents.

Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

Condition 35
Any publication (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials) funded in whole or in part under this award, (with the exception of press releases, websites, and mobile applications), shall contain the following statement: “This project was supported by Grant No. <Award_Number> awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Any website or mobile application that is funded in whole or in part under this award must include the following statement where most practicable: "This website [or application] was supported by Grant No. <Award_Number> awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this website [or application] (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible. The statement may also be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Upon specific request by BJA, the recipient must submit to BJA for review and approval (or, for recipients or subrecipients that are institutions of higher education, review and comment) any publication or product developed under this award at least 30 working days prior to the targeted dissemination date.

The current edition of the DOJ Grants Financial Guide provides additional guidance on allowable printing and publication activities.

Condition 36
Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23 for any applicable project.

Condition 37
The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

Condition 38
Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

Condition 39
Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

Condition 40
Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://bja.ojp.gov/program/it/gsp-grant-condition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Condition 41
Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems that involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

Condition 42
Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

Condition 43
Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to determine if any of the following activities will be funded by the grant prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA, and follow instructions regarding NEPA compliance.

The activities covered by this condition are:

a. New construction;
b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or

education environments;
e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories; and
f. Any extraordinary or unusual project with potential to have a significant environmental impact.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA.

Condition 44
The recipient shall ensure that each DNA analysis conducted under this award will be performed either (1) by accredited government-owned laboratories, or (2) through an accredited fee-for-service vendor. The accreditation must be by an accrediting body that is a signatory to an internationally recognized arrangement and that offers accreditation to forensic science conformity assessment bodies using an accreditation standard that is recognized by that internationally recognized arrangement. Any laboratory conducting STR, Y-STR, or mitochondrial DNA testing undergo external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

If award funds are used for DNA testing of evidentiary materials, recipients shall ensure that any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS, and, where applicable, uploaded to the National DNA Index System (NDIS). Award funds may be used for forensic genetic genealogy in accordance with United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and program requirements. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

The recipient shall ensure that each DNA analysis conducted and each DNA profile generated under this award, and each stored DNA sample that results from this award, are maintained in accordance with any applicable federal privacy requirements and restrictions on disclosure.

Condition 45
Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (https://www.justice.gov/olp/page/file/1204386/download), and must collect and report the metrics identified in Section IX of that document to BJA.

Condition 46
Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(11)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

Condition 47
As of the first day of the period of performance for the award, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from expending or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-

risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

Condition 48
Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

Condition 49
Compliance with trauma kit standards
If the recipient uses funds under this award to purchase trauma kits or trauma kit components, the recipient must ensure that the trauma kits purchased meet the performance standards established consistent with 34 U.S.C. § 10202(d), as such standards are in effect at the time of purchase.

Condition 50
Initial period of performance; requests for extension.

The recipient understands that for award amounts of less than $25,000 under JAG, the initial period of performance of the award will be less than four years. The recipient further understands that any requests for an extension of the period of performance for an award of less than $25,000 will be approved automatically for up to a total period of performance of four years, pursuant to 34 U.S.C. 10152(f) and in accordance with the Notice of Funding Opportunity (NOFO) associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of OJP.

Condition 51
Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: No public disclosure of certain law-enforcement-sensitive information
SCOPE. This condition applies throughout the entire award period of performance. Its provisions must be among those included in any subaward (at any tier).
1. No use of funds to interfere: No public disclosure of federal law-enforcement information in order to conceal, harbor, or shield.
Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no State or local government entity, agency, or official (including a government-contracted correctional facility) may use funds under this award to make any public disclosure of any federal law-enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12—without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Noninterference: No public disclosure of federal law-enforcement information in order to conceal, harbor, or shield within the funded “program or activity.”
With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), and consistent with federal law as cited in para. 1 of this condition, no State or local government entity, agency, or official (including a government-contracted correctional facility) within the funded program or activity may make any public disclosure of any federal law-enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12—without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).
3. Monitoring. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
4. Allowable costs. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.
5. Rules of construction.
A. For purposes of this condition—
(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));
(2) the term "federal law-enforcement information" means law-enforcement-sensitive information communicated or made available, by the federal government, to a State or local government entity, agency, or official, through any means, including, without limitation—
(a) through any database,
(b) in connection with any law enforcement partnership or task-force,
(c) in connection with any request for law enforcement assistance or -cooperation, or
(d) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;
(3) the term "law-enforcement-sensitive information" means records or information compiled for any law-enforcement purpose; and
(4) the term "public disclosure" means any communication or release other than one—
(a) within the recipient, or
(b) to any subrecipient (at any tier) that is a government entity.
B. This condition shall be enforceable to the extent that it does not otherwise contravene any express requirement of any federal law, or of any judicial ruling, governing or applicable to the award.
C. The "Rules of Construction" set out in the "Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: information-communication restrictions; ongoing compliance" award condition are incorporated by reference as though set forth here in full.

Condition 52
Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: information-communication restrictions
SCOPE. This condition applies throughout the entire award period of performance. Its provisions must be among those included in any subaward (at any tier).
1. Throughout the entire award period of performance, no State or local government entity, -agency, or -official may use funds under this award (including under any subaward, at any tier) to prohibit or in any way restrict—
(1) any government entity or -official from sending or receiving information regarding citizenship or immigration status to or from DHS; or
(2) a government entity or agency from sending, requesting or receiving, or exchanging information regarding immigration status to, from, or with DHS, or from maintaining such information.
Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.
2. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the entire award period of performance, no State or local government entity, agency, or official may implement an “information-communication restriction.”
3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.
4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State or local government incurs to implement this condition.

5. Rules of Construction.
A. For purposes of this condition:
(1) "State" and "local government" include any agency or other entity thereof, but not any public institution of higher education or Indian tribe.
(2) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).
(3) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.
(4) “DHS” means the U.S. Department of Homeland Security.
B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.
C. This condition shall be enforceable to the extent that it does not otherwise contravene any express requirement of any federal law, or of any judicial ruling, governing or applicable to the award.

Condition 53
Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: Notice of scheduled release
SCOPE. This condition applies throughout the entire award period of performance. Its provisions must be among those included in any subaward at any tier.
1. No use of funds to interfere with "removal" process: Notice of scheduled release date and time.
Consonant with federal law enforcement statutes—including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual report to Congress on "the number of illegal alien[felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens")—no State or local government entity, agency, or official (including a government-contracted correctional facility) may use funds under this award to interfere with the "removal" process by failing to provide (as early as practicable (see para. 5.B. below)) advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.
2. Noninterference with "removal" process: Notice of scheduled release date and time within the funded “program or activity.”
With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), and consonant with federal law enforcement statutes as cited in para. 1 of this condition, no State or local government entity, agency, or official (including a government-contracted correctional facility) within the funded program or activity may interfere with the "removal" process by failing to provide (as early as practicable (see para. 4.B. below)) advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.
3. Monitoring. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
4. Allowable costs. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.
5. Rules of construction
A. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity or individual to maintain (or detain) any individual in custody beyond the date and time the individual otherwise would have been released.
B. Applicability.
(1) Current DHS practice is ordinarily to request advance notice of scheduled release "as early as practicable (at least 48 hours, if possible)." (See DHS Form I-247A (3/17)). If (e.g., in light of the date DHS made such request) the scheduled release date and time for an alien are such as not to allow for the advance notice that DHS has requested, it shall NOT be a violation of this condition to provide only as much advance notice as, in fact, practicable.
(2) Current DHS practice is to use the same form for a second, distinct purpose—to request that an individual be detained for up to 48 hours AFTER the scheduled release. This condition does NOT encompass such DHS requests for detention.
C. This condition shall be enforceable to the extent that it does not otherwise contravene any express requirement of

any federal law, or of any judicial ruling, governing or applicable to the award.
D. The "Rules of Construction" set out in the "Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens" award condition are incorporated by reference as though set forth here in full.

Condition 54
Noninterference (with award funds and within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens
SCOPE. This condition applies throughout the entire award period of performance. Its provisions must be among those included in any subaward (at any tier).
1. No use of funds to interfere with statutory law enforcement access to correctional facilities.
Consonant with federal law enforcement statutes and regulations—including 8 U.S.C. 1357(a) (under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain" in the United States), and 8 C.F.R. 287.5(a) (under which that power may be exercised "anywhere in or outside" the United States)—no State or local government entity, agency, or official within the funded program or activity may use funds under this award to interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."
2. Noninterference with statutory law enforcement access to correctional facilities within the funded "program or activity."
With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), and consonant with federal law enforcement statutes and regulations as cited in para. 1 of this condition, no State or local government entity, agency, or official within the funded program or activity may interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."
3. Monitoring. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
4. Allowable costs. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.
5. Rules of construction
A. For purposes of this condition:
(1) The term "alien" means what it means under sec. 101 of the Immigration and Nationality Act (INA) (8 U.S.C. 1101(a)(3)), except that, with respect to a juvenile offender, it means "criminal alien."
(2) The term "juvenile offender" means what it means under 28 C.F.R. 31.304(f) (as in effect on Jan. 1, 2026.)
(3) The term "criminal alien" means, with respect to a juvenile offender, an alien who is deportable on the basis of—
(a) conviction described in 8 U.S.C. 1227(a)(2), or
(b) conduct described in 8 U.S.C. 1227(a)(4).
(4) The term "conviction" means what it means under 8 U.S.C. 1101(a)(48). (Adjudication of a juvenile as having committed an offense does not constitute "conviction" for purposes of this condition.)
(5) The term "correctional facility" means what it means under 34 U.S.C. 10251(a)(7)) as of Jan. 1, 2026.
(6) The term "impede" includes taking or continuing any action, or implementing or maintaining any law, policy, rule, or practice, that—
(a) is designed to prevent or to significantly delay or complicate, or
(b) has the effect of preventing or of significantly delaying or complicating.
(7) "State" and "local government" include any agency or other entity thereof, but not any public institution of higher education or Indian tribe.
(8) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).
B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.
C. This condition shall be enforceable to the extent that it does not otherwise contravene any express requirement of any federal law, or of any judicial ruling, governing or applicable to the award.

Condition 55
The recipient understands and agrees that no award funds may be used for any expenses related to public awareness campaigns for an extreme risk protection program.

Condition 56
Extreme risk protection order (ERPO) programs funded under this award must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.
Recipients who plan to use funding to support ERPO programs must submit a Certification Relating to Pub. L. No. 90-351, Title I, Sec. 501(a)(1)(I)(iv), signed by the principal legal officer, certifying that the ERPO program to be funded satisfies each of the listed requirements prior to the use of award funds for ERPO programs. Funds proposed for ERPO programs may be withheld, pending confirmation of compliance with the terms of this award.

Condition 57
No funds may be used for C-UAS except with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit to BJA a written certification that, among other things, certifies that any C-UAS purchased with award funds will only be procured and used in compliance with all applicable federal, state, and local laws and regulations, including criminal, surveillance, aviation, and communications laws. Any C-UAS purchased with award funds will be included on the list of technologies established by subsection (d)(2)(A)(iii) section 210G of the Homeland Security Act of 2002 (6 U.S.C. 124n(d)(2)(A)(iii)) to exercise the authority granted under subsection (a)(2) of such section. The certification also requires that the award recipient consult qualified legal counsel to review the proposed purchase and operation of C-UAS, and that the recipient will complete required trainings and obtain all required approvals, certifications, licenses, and authorizations prior to deployment, and will coordinate with relevant authorities as required. The recipient (or subrecipient) also must assure BJA that it has sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to the operation of the C-UAS. Finally, the recipient (or subrecipient) may be required to provide additional documentation to verify purchase and the related policies for the C-UAS. Funds proposed for the purchase of C-UAS may be withheld, pending confirmation of compliance with the terms of this award. Additional information and the required certification form may be found here: https://bja.ojp.gov/funding/uas.

Condition 58
Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order. Funds proposed for the purchase of prohibited items may be withheld, pending confirmation of compliance with the terms of this award.

Condition 59
No funds may be used for UAS except with express prior approval from BJA. To request such approval, the recipient (or subrecipient, at any tier) must submit to BJA a written certification that, among other things, certifies that only UAS verified by the Defense Contract Monitoring Agency's “Blue UAS Cleared List” or any successor list (available at https://bluelist.appsplatformportals.us/) as not manufactured by a “covered foreign entity” may be purchased or operated

under the federal award and, further, that no modifications or additional accessories may be introduced to the UAS funded by the award. The purchased UAS may not be used to process, store, or transmit Federal information. The recipient (or subrecipient) also must assure BJA that it has sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to the operation of the UAS. Finally, the recipient (or subrecipient) may be required to provide additional documentation to verify purchase and the related policies for the UAS. Funds proposed for the purchase of UAS may be withheld, pending confirmation of compliance with the terms of this award. Additional information and the required certification form may be found here: https://bja.ojp.gov/funding/uas.

Condition 60
In accepting this award, the recipient agrees not to use award funds for purchases of body-worn cameras (BWCs) or related expenses for any agency unless that agency has submitted a certification to BJA that it has policies and procedures in place that reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for BWCs or related expenses. Funds proposed for the purchase of BWCs or related expenses may be withheld, pending confirmation of compliance with the terms of this award.

Condition 61
Certification of body armor "mandatory wear" policies, and compliance with NIJ standards

If the recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. Funds proposed for the purchase of body armor may be withheld, pending confirmation of compliance with the terms of this award.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor

Condition 62
Withholding of funds for Required certification from the chief executive of the applicant government

The recipient may not expend or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and an Award Condition Modification (ACM) has been issued to remove this condition.

Condition 63
The recipient agrees to promptly provide, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements. The recipient understands that it will be subject to additional financial and programmatic in-depth or on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring. The recipient agrees to develop or maintain effective internal controls to manage federal awards (see 2 C.F.R. 200.303) and effective financial management policies and procedures to manage federal awards (see 2 C.F.R. 200.302).

Condition 64
Withholding of funds: Completion of "OJP financial management and grant administration training" required

The recipient may not obligate, expend, or draw down more than 10% of the award funds until-- (1) OJP determines that the recipient's Grant Award Administrator and all Financial Managers for this award have successfully completed

an "OJP financial management and grant administration training" on or after January 1, 2022, and (2) OJP issues an Award Condition Modification (ACM) to modify or remove this condition.

Once both the Grant Award Administrator and Financial Manager have successfully completed the training required by this condition, the recipient may contact the designated grant manager for the award to request initiation of an ACM to remove this condition. Obligations, expenditures, and drawdowns prior to the ACM are made at the recipient's risk and may be disallowed if not in compliance with program requirements or approved budget.

A list of the OJP trainings that OJP will consider an "OJP financial management and grant administration training" for purposes of this condition is available at https://onlinegfmt.training.ojp.gov/. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Deputy Assistant Attorney General	Maureen A. Henneberg	7/30/26 2:37 AM

Authorized Representative

☐ Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official
no value

Signed Date And Time

no value

RESOLUTION NO. 26-29,738

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE 2025 GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE FOR LAW ENFORCEMENT EQUIPMENT, AND ANY FUTURE AMENDMENTS, ACCEPTANCE OF $20,918 IN GRANT FUNDS, AND AMENDING THE FISCAL YEAR 2026-27 BUDGET BY APPROPRIATING FUNDS

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. The Burbank Police Department has been notified that its grant application through the Department of Justice, Bureau of Justice Assistance - Justice Assistance Grant (JAG) Program was approved in the amount of $20,918.

B. Grant funds will be used for the purchase and deployment of thirty-five (35) replacement anti-ballistic helmets and associated accessories to ensure that officers are prepared for potential threats as they participate in tactical operations and respond to dangerous calls for service.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. City Council hereby approves the execution of the 2025 JAG Grant Agreement between the Department of Justice, Bureau of Justice Assistance, and the City of Burbank.

2. The City Manager, or designee, is hereby authorized to execute the 2025 JAG Grant agreement between the Department of Justice, Bureau of Justice Assistance and the City of Burbank.

3. The City accepts the 2025 JAG grant in the amount of $20,918. This grant is retroactive, allowing the Department to reimburse expenses incurred for approved equipment.

4. The City's Fiscal Year 2026-27 Annual Budget is amended by appropriating $20,918 from revenue account number 121.PD000.48010.1037.25403 (General City Grants, Police Department General, Other Intergovernmental Revenues, DOJ Block Grant, JAG 2025) to expenditure account 121.PD91B.62300.0000.25403 (General City Grants, Police Department Grants – DOJ, Special Departmental Supplies, JAG 2025).

5. The Financial Services Director, or designee, is authorized to make such revisions, changes in summaries, fund amounts, totals, and other portions of the budget document as necessary to reflect and implement the appropriations specified in this resolution.

6. The City Manager, or designee, is authorized to execute all necessary documents and other matters relating to this grant.

PASSED and ADOPTED this 15th day of September, 2026.

_s/Tamala Takahashi_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

By: _s/Jina Oh_____
Jina Oh
Chief Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by a vote of the Council of the City of Burbank at its regular meeting held on the 15th day of September, 2026, by the following vote:

AYES: Rizzotti, Mullins, and Takahashi.

NOES: Anthony.

ABSENT: Perez.

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

STAFF REPORT

FIRE DEPARTMENT

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief
VIA: Eric Baumgardner, Emergency Management Administrator
BY: Brigitte Le, Administrative Analyst I

SUBJECT: Adoption of a Resolution Designating the City Manager or Assistant City Manager as the Authorized Agent for the State of California Governor's Office of Emergency Services

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DESIGNATING THE CITY MANAGER OR ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT FOR THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES. (Attachment 1)

BACKGROUND

The State of California Governor's Office of Emergency Services (Cal OES) is responsible for the coordination of the state response to major disasters and assuring the State's readiness to respond and recover from all hazards. In addition, Cal OES assists local governments in their emergency preparedness, response, recovery, and hazard mitigation efforts.

As part of the recovery efforts, Cal OES receives state and federal assistance, as a pass-through agency, and allocates financial assistance to local agencies, as a subrecipient, on a project-by-project basis.

In order to become eligible for disaster-related public assistance from Cal OES or the federal government under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and/or the California Disaster

Assistance Act, local agencies in the State of California must designate an Authorized Agent and submit Cal OES Forms 89 (Attachment 2) and 130 (Attachment 3). The Authorized Agent must be designated by a Resolution of the governing body. The Authorized Agent will be the person allowed to provide assurances and complete forms as required by Cal OES and the Federal Emergency Management Agency for all matters pertaining to state and federal disaster assistance.

DISCUSSION

On October 17, 2023, the City Council adopted Resolution 23-29,475, which designated the City Manager as the Authorized Agent for the State of California Governor's Office of Emergency Services (Cal OES). This designation is effective until October 16, 2026, and must be renewed every three years. This designation applies to any disaster such as the COVID-19 pandemic, a wildfire, or a mudslide.

Cal OES has notified the City of the need to update its authorized agent list. Such authorization is accomplished through the adoption of the attached resolution and the execution of the standard Cal OES forms. If approved, the designation is effective for all open and future disasters for three years, from September 15, 2026, through September 14, 2029.

Approval of the proposed resolution will allow for timely processing of current and future projects related to disaster preparedness, response, recovery, and mitigation.

ENVIRONMENTAL REVIEW

Designating the Authorized Agent 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 directly related to this report.

CONCLUSION

Staff recommends adoption of the Resolution for the City to be eligible for disaster-related public assistance from Cal OES or the federal government.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – Cal OES Form 89
Attachment 3 – Cal OES Form 130

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DESIGNATING THE CITY MANAGER OR ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT FOR THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

THE COUNCIL OF THE CITY OF BURBANK FINDS:

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) is responsible for the coordination of the state response to major disasters and aids local governments in recovery efforts following emergencies including recovery operations, hazard mitigation, and interagency recovery coordination.

WHEREAS, Cal OES receives state and federal financial assistance as a pass-through agency and allocates funds to local governments as a subrecipient for disaster relief and emergency services in accordance with the California Disaster Assistance Act and Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

WHEREAS, to be eligible and apply for disaster or emergency related financial assistance from Cal OES, a public agency must designate an Authorized Agent by resolution of the governing body and submit forms OES-FPD-89 and OES-FPD-130 to Cal OES every three years.

WHEREAS, the Authorized Agent shall have the authority to engage with the Federal Emergency Management Agency and Cal OES regarding declared disasters and financial assistance.

WHEREAS, the City of Burbank (City), by Resolution 23-29,475, designated the City Manager as the Authorized Agent for Cal OES for the period of October 17, 2023 through October 16, 2026.

WHEREAS, a resolution designated the City Manager or Assistant City Manager as an Authorized Agent for Cal OES will allow for timely processing of existing and future projects related to disaster preparedness, response, recovery, and mitigation.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above findings are true and correct and incorporated herein as if restated in its entirety

2. The City of Burbank is a public agency established under the laws of the State of California.

3. The City Manager or Assistant City Manager is hereby designated as the Authorized Agent to execute, for and on behalf of the City of Burbank, applications with the California Office of Emergency Services (Cal OES) for the purposes of obtaining state financial assistance under California Disaster Assistance Act and federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

4. The City Manager or Assistant City Manager is hereby authorized to execute Cal OES forms OES-FPD-89, OES-FPD-130, and may execute any other forms required by Cal OES to receive financial assistance related to all existing and future declared disasters, subject to City Attorney approval.

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: _____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly 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

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
PROJECT ASSURANCES FOR FEDERAL ASSISTANCE
OES-FPD-089 (Rev. 10-2022)

RECOVERY DIRECTORATE
FINANCIAL PROCESSING DIVISION

Disaster No: _____
Cal OES ID No: _____
UEI No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: City of Burbank
(Name of Organization)

PRIMARY MAILING ADDRESS: 275 East Olive Avenue
CITY: Burbank STATE: CA ZIP CODE: 91502
TELEPHONE: (818) 238-5800 FAX NUMBER: (818) 238-5804
CA ASSEMBLY DIST: 44th CA SENATE DIST: 20th U.S. CONGRESSIONAL DIST: 30th
Visit sos.ca.gov/elections/who-are-my-representatives to find your district number.
AUTHORIZED AGENT: Justin Hess
TITLE: City Manager
EMAIL ADDRESS: jhess@burbankca.gov

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.

8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd- 3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of

1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other non-discrimination statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $5,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).

13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.

16. Subrecipients expending $750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.

17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.

18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.

19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:

    a. The state warrant covering federal financial assistance will be deposited in a special and separate account and will be used to pay only eligible costs for projects described above.

    b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.

    c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly

authorized by _____
(Name of Organization)

to enter into this agreement for and on behalf of said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

_____
PRINTED NAME

_____
SIGNATURE OF AUTHORIZED AGENT

_____
TITLE DATE

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DESIGNATION OF APPLICANT'S AGENT RESOLUTION
NON-STATE AGENCIES
OES-FPD-130 (Rev. 10-2022)

RECOVERY DIRECTORATE
FINANCIAL PROCESSING DIVISION

Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Burbank (Name of Applicant)

THAT City Manager (Title of Authorized Agent), OR

Assistant City Manager (Title of Authorized Agent), OR

_____ (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Burbank (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Burbank (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

DESIGNATION OF APPLICANT'S AGENT RESOLUTION NON-STATE AGENCIES

OES-FPD-130 (Rev. 10-2022)

Please check the appropriate box below

☑ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.

☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s):_____

Passed and approved this___day of _____, 20 26

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kimberley Clark (Name), duly appointed and City Clerk (Title) of City of Burbank (Name of Applicant), do hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council (Governing Body) of the City of Burbank (Name of Applicant) on the_____ day of _____, 20 26.

_____ City Clerk

(Signature) (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. Titles Only: The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

RESOLUTION NO. 26-29,739

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK DESIGNATING THE CITY MANAGER OR ASSISTANT CITY MANAGER AS THE AUTHORIZED AGENT FOR THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

THE COUNCIL OF THE CITY OF BURBANK FINDS:

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) is responsible for the coordination of the state response to major disasters and aids local governments in recovery efforts following emergencies including recovery operations, hazard mitigation, and interagency recovery coordination.

WHEREAS, Cal OES receives state and federal financial assistance as a pass-through agency and allocates funds to local governments as a subrecipient for disaster relief and emergency services in accordance with the California Disaster Assistance Act and Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

WHEREAS, to be eligible and apply for disaster or emergency related financial assistance from Cal OES, a public agency must designate an Authorized Agent by resolution of the governing body and submit forms OES-FPD-89 and OES-FPD-130 to Cal OES every three years.

WHEREAS, the Authorized Agent shall have the authority to engage with the Federal Emergency Management Agency and Cal OES regarding declared disasters and financial assistance.

WHEREAS, the City of Burbank (City), by Resolution 23-29,475, designated the City Manager as the Authorized Agent for Cal OES for the period of October 17, 2023 through October 16, 2026.

WHEREAS, a resolution designated the City Manager or Assistant City Manager as an Authorized Agent for Cal OES will allow for timely processing of existing and future projects related to disaster preparedness, response, recovery, and mitigation.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above findings are true and correct and incorporated herein as if restated in its entirety

2. The City of Burbank is a public agency established under the laws of the State of California.

3. The City Manager or Assistant City Manager is hereby designated as the Authorized Agent to execute, for and on behalf of the City of Burbank, applications with the California Office of Emergency Services (Cal OES) for the purposes of obtaining state financial assistance under California Disaster Assistance Act and federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

4. The City Manager or Assistant City Manager is hereby authorized to execute Cal OES forms OES-FPD-89, OES-FPD-130, and may execute any other forms required by Cal OES to receive financial assistance related to all existing and future declared disasters, subject to City Attorney approval.

PASSED and ADOPTED this 15th day of September 2026.

_s/Tamala Takahashi_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

By: _s/Ray Johal_____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the 15th day of September 2026 by the following vote:

AYES: Anthony, Rizzotti, Mullins, and Takahashi.

NOES: None.

ABSENT: Perez.

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

STAFF REPORT

FIRE DEPARTMENT

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief
VIA: James Moye, Fire Marshal/Battalion Chief
BY: Brigitte Le, Administrative Analyst I

SUBJECT: Adoption of a Resolution Acknowledging Receipt of the Fiscal Year 2025-26 Fire Inspection Performance Report

RECOMMENDATION

Adopt A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACKNOWLEDGING RECEIPT OF THE FISCAL YEAR 2025-26 FIRE INSPECTION PERFORMANCE REPORT REGARDING REQUIRED ANNUAL INSPECTIONS IN OCCUPANCIES PURSUANT TO SECTIONS 13146.2, 13146.3, AND 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE (Attachment 1).

BACKGROUND

California Health and Safety Code §§13146.2 and 13146.3 require local fire departments to complete annual inspections of certain occupancies, including public and private schools, hotels, motels, lodging houses, apartments, and certain residential care facilities (Health and Safety Code §13235) for compliance with building standards. In response to the deadly Ghost Ship Fire in Oakland, California in 2016[1], the State Legislature passed Senate Bill (SB) 1205 which added § 13146.4 to the California Health and Safety Code. Effective January 1, 2019, the law requires fire departments to annually report their performance of state-mandated fire inspections to their administering authority, which then acknowledges receipt of the report in a resolution.

[1] A warehouse was unlawfully converted into living spaces and hosted a concert the night of the incident. The building was zoned only for industrial purposes; residential and entertainment uses were prohibited.

DISCUSSION

The Burbank Fire Department (BFD) is dedicated to protecting lives, property, and the environment through vital community risk reduction initiatives. Initiatives include life safety inspections for commercial and residential structures, permitting and inspection of production facilities, hazardous materials management, and brush clearance inspections, all of which are conducted or overseen by the Fire and Life Safety Division.

BFD provides City Council with its Fiscal Year (FY) 2025-26 Fire Inspection Performance Report (Attachment 2), which summarizes inspection activities for the following categories of occupancies:

- **Educational Group E Occupancies:** These occupancies are generally defined as public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. During FY 2025-26, BFD completed the annual inspection of 43 of the 49 Group E occupancies in the City, resulting in a compliance rate of 87.76%. Six inspections were completed outside of the fiscal year window in September 2026.

- **Residential Group R Occupancies:** These occupancies are generally defined as structures containing sleeping units. This includes hotels, motels, apartments (three units or more), and newly licensed prospective community care, elderly residential care, and child day care facilities. These residential care facilities have different sub-classifications and may house residents with needs relating to custodial care, mobility impairments, and cognitive disabilities. During FY 2025-26, BFD completed the annual inspection of all 2,228 Group R occupancies (including sub-categories of new residential care facilities requiring a pre-inspection and clearance) in the City of Burbank, resulting in a 100% compliance rate.

ENVIRONMENTAL REVIEW

This report 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 report.

CONCLUSION

BFD will continue to evaluate the performance, staffing, and workflow of the Fire and Life Safety Division to ensure continued compliance with state and local inspection and reporting requirements. Staff recommends that Council adopt a resolution acknowledging

receipt of the FY 2025-26 Fire Inspection Performance Report regarding required annual inspections in occupancies pursuant to §§ 13146.2 and 13146.3 of the California Health and Safety Code.

ATTACHMENTS

Attachment 1 – Resolution
Attachment 2 – FY 2025-26 Fire Inspection Performance Report

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACKNOWLEDGING RECEIPT OF THE FISCAL YEAR 2025-26 FIRE INSPECTION PERFORMANCE REPORT REGARDING REQUIRED ANNUAL INSPECTIONS IN OCCUPANCIES PURSUANT TO SECTIONS 13146.2, 13146.3, AND 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. California Health and Safety Code Section 13146.4, effective on January 1, 2019, requires all city fire departments that provide fire protection services, which includes the Burbank Fire Department, to report annually to its administering authority on compliance with mandated inspections pursuant to Health and Safety Code Sections 13146.2 and 13146.3.

B. Pursuant to California Health and Safety Code Section 13146.4(d), the administering authority for the City of Burbank is the City Council.

C. California Health and Safety Code Sections 13146.2 and 13146.3 require annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided.

D. Pursuant to Health and Safety Code Section 13235, a local fire department shall conduct only a pre-inspection and final clearance approval of a newly licensed community care facility, residential care facility for the elderly, or child day care facility.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above findings are true and correct and incorporated herein as if restated in its entirety.

2. The Burbank Fire Department's Fiscal Year 2025-26 Fire Inspection Performance Report regarding required annual inspections in occupancies pursuant to California Health and Safety Code Sections 13146.2 and 13146.3 is hereby submitted to, and received by, City Council.

PASSED and ADOPTED this ___ day of September, 2026.

_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_____
Kimberley Clark, City Clerk

By:_____
Ray Johal
Senior Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk 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 September 2026, by the following vote:

AYES:

NOES:

ABSENT:

_____
Kimberley Clark, City Clerk

Burbank Fire Department

FY 2025-26 Fire Inspection Performance Report

Type	# of Annual Inspections for FY 2025-26	# of Inspections Completed	% of Inspections Completed	Description
Educational* (Annual State Mandate)	49	43	87.76%	Public and private schools, used by more than 6 persons at any one time for educational purposes *(California Senate Bill 1205 (SB 1205); HSC §13146.2, Group E)*
Residential* (Annual State Mandate)	2,228	2,228	100.00%	Hotels, motels, apartments (3 units or more), newly licensed prospective community care, elderly residential care, and child day care facilities *(California Senate Bill 1205 (SB 1205); HSC §13146.3, Group R-1/R-2)*
Total	**2,277**	**2,271**	**99.74%**	

*Senate Bill 1205 requires that inspections of this occupancy type must be annually reported to the administering authority.

RESOLUTION NO. 26-29,740

A RESOLUTION OF THE COUNCIL OF THE CITY OF BURBANK ACKNOWLEDGING RECEIPT OF THE FISCAL YEAR 2025-26 FIRE INSPECTION PERFORMANCE REPORT REGARDING REQUIRED ANNUAL INSPECTIONS IN OCCUPANCIES PURSUANT TO SECTIONS 13146.2, 13146.3, AND 13146.4 OF THE CALIFORNIA HEALTH AND SAFETY CODE

THE COUNCIL OF THE CITY OF BURBANK FINDS:

A. California Health and Safety Code Section 13146.4, effective on January 1, 2019, requires all city fire departments that provide fire protection services, which includes the Burbank Fire Department, to report annually to its administering authority on compliance with mandated inspections pursuant to Health and Safety Code Sections 13146.2 and 13146.3.

B. Pursuant to California Health and Safety Code Section 13146.4(d), the administering authority for the City of Burbank is the City Council.

C. California Health and Safety Code Sections 13146.2 and 13146.3 require annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided.

D. Pursuant to Health and Safety Code Section 13235, a local fire department shall conduct only a pre-inspection and final clearance approval of a newly licensed community care facility, residential care facility for the elderly, or child day care facility.

THE COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The above findings are true and correct and incorporated herein as if restated in its entirety.

2. The Burbank Fire Department's Fiscal Year 2025-26 Fire Inspection Performance Report regarding required annual inspections in occupancies pursuant to California Health and Safety Code Sections 13146.2 and 13146.3 is hereby submitted to, and received by, City Council.

PASSED and ADOPTED this 15th day of September, 2026.

_s/Tamala Takahashi_____
Tamala Takahashi
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

By:_s/Ray Johal_____
Ray Johal
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 15th day of September 2026, by the following vote:

AYES: Anthony, Rizzotti, Mullins, and Takahashi.

NOES: None.

ABSENT: Perez.

_s/Kimberley Clark_____
Kimberley Clark, City Clerk

STAFF REPORT

FIRE DEPARTMENT

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief
BY: Channing Reyes, Administrative Analyst II

SUBJECT: Authorization to Accept a Donation in the Amount of $5,000 from The Strickland Family Foundation and Amend the Fiscal Year 2026-27 Budget by Appropriating Funds Towards the Burbank Fire Department's Health and Wellness Program

RECOMMENDATION

Accept a monetary donation in the amount of $5,000 from The Strickland Family Foundation and amend the Fiscal Year 2026-27 Budget to appropriate funds towards the Burbank Fire Department's Health and Wellness Program.

BACKGROUND

On July 30, 2026, the Burbank Fire Department (Department) received a generous donation of $5,000 from The Strickland Family Foundation for the purpose of firefighter support. The funds will be utilized for the Department's Health and Wellness Program, which focuses on firefighter peer support and training, psychological assistance, and critical incident stress management.

DISCUSSION

The Burbank Fire Department operates a Health and Wellness Program (Program) under the Emergency Medical Services (EMS) Division to provide mental, emotional, and spiritual care for Department personnel and their families, as well as surrounding fire agencies as needed. The Program is managed by the Peer Support Team, which is composed of 25 active Department members.

The Chaplain Program was established as a component of these health and wellness initiatives to provide non-denominational spiritual care and guidance for personnel and

their families in times of crisis. There are currently three designated Department Chaplains: two active-duty members and one retired member. These personnel provide family notifications, visit sick or injured personnel, and offer invocations and benedictions at Department functions. During the 2025 Eaton Fire, the Chaplains were requested to provide care to those affected by the incident. More recently, they provided support to the Glendale Fire Department for a significant incident that occurred within their membership. The Chaplains continue to complete education and training specifically related to crisis intervention and critical stress incident management.

The Program also includes professional services administered by Psychological Consulting Associates, Inc., which includes training and consultation services, psychological evaluations, psychotherapy, and emergency on-call assistance for Critical Incident Stress Debriefings. Personnel have utilized these services for advanced peer support training, scheduling one-on-one consultations for assistance, and debriefing after a critical incident to ensure mental and emotional well-being. This monetary donation will be used to subsidize the professional services agreement with Psychological Consulting Associates, Inc. and continue the efforts in serving the total health and wellness of fire personnel, including training for new Peer Support Team members.

ENVIRONMENTAL REVIEW

The acceptance of this Donation has no potential for resulting in either a direct physical change in the environment, or a reasonable foreseeable indirect physical change in the environment, and as such, is not a “project” subject to the requirement of the California Environmental Quality Act 9CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

Staff is requesting City Council authority to accept the funds and amend the Fiscal Year 2026-27 Adopted Budget by appropriating $5,000 from revenue account number 001.FD000.58999.0000.00000 (General Fund, Fire Department General, Miscellaneous Revenue) to expenditure account number 001.FD03A.62300.1018.00000 (General Fund, Emergency Medical Services, Special Department Supplies, Wellness).

CONCLUSION

Staff recommends City Council authorize staff to accept this monetary donation and appropriate funds to support the Department’s Health and Wellness Program.

ATTACHMENT

None.

STAFF REPORT

CITY MANAGER'S OFFICE

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Courtney Padgett, Assistant City Manager
BY: Cathryn LaBrado, Assistant to the City Manager

SUBJECT: Approval of a Support Position on a Resolution to be Considered at the 2026 League of California Cities Conference Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Ensure Final Local Authority Over Housing and Land Use Decisions

RECOMMENDATION

Direct the City of Burbank's voting delegate to vote in support of a resolution of the General Assembly of the League of California Cities calling for a working group to consider a state constitutional amendment or other form of initiative to ensure final local authority over housing and land use decisions at the 2026 League of California Cities Conference.

BACKGROUND

The City of Burbank is a member of the League of California Cities, a nonprofit advocacy organization that represents the interests of over 400 municipalities across the state. The Cal Cities 2026 Annual Conference is scheduled for September 23-25, 2026, at the Anaheim Convention Center and presents an opportunity for city officials to attend informative sessions, learn about the challenges that California's cities face, collaborate on solutions, and celebrate the accomplishments of Cal Cities and member jurisdictions. The Annual Business Meeting occurs during the General Assembly on the last day of the conference where member cities take action on conference resolutions. Resolutions serve as policy guidance for Cal Cities and are meant to improve the quality, responsiveness, and vitality of local government in California. This year, one resolution has been submitted for consideration along with background materials, supporting letters, and analyses (Attachment 1).

DISCUSSION

Per Cal Cities bylaws, proposed resolutions are referred to an appropriate policy committee for review and recommendation to the General Resolutions Committee before being presented to the General Assembly for a vote. This year's resolution was referred to the Cal Cities Housing, Community, and Economic Development Policy Committee (Policy Committee). The Policy Committee will meet virtually on September 17 at 10:00 a.m. to review the resolution and make a recommendation that will be sent to the Cal Cities Resolutions Committee. The Resolutions Committee will meet on September 24 at 1:00 p.m. to review the resolution and the recommendation from the Policy Committee.

The following resolution was submitted for consideration at the Cal Cities 2026 Annual Conference by the City of Murrieta:

A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER HOUSING AND LAND USE DECISIONS

The resolution aims to address concerns related to the large number of state laws enacted since 2010 that increasingly shift housing and land use authority away from local governments. Specifically, the resolution calls for Cal Cities to consider pursuing a state constitutional amendment or legislative, policy, or ballot-based strategy to address these concerns. The resolution also recommends establishing a working group or other committee to develop a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority. This approach would allow cities to determine how statewide housing objectives should be implemented in a manner that reflects local conditions and community priorities, while continuing to support responsible housing production.

Letters of concurrence with the resolution were submitted by the cities of Banning, Calimesa, Canyon Lake, Moreno Valley, Norco, Torrance, the Mayor of San Jacinto, and the Mayor of Temecula.

Burbank Voting Delegate

Cal Cities encourages each City Council to consider the proposed resolution, determine a city position, and direct the appointed voting delegate to represent the City accordingly at the General Assembly set to convene on Friday, September 25, 2026, at 8:30 a.m. Each member city has the right to cast one vote per resolution. At the January 13, 2026, Burbank City Council meeting, Council appointed Mayor Takahashi as the annual statewide voting delegate for Cal Cities, followed by Vice Mayor Mullins as the primary alternate, and Council Members Anthony, Perez, and Rizzotti as second alternates. The

voting delegate and alternate must be registered to attend the conference and attend the Annual Business Meeting. As of September 15, 2026, Mayor Takahashi, Vice Mayor Mullins, and Council Member Perez are scheduled to attend this year's annual conference.

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 associated with this action.

CONCLUSION

The City of Burbank is an active member of Cal Cities and utilizes the Annual Conference to advocate on behalf of the community. It is vital that the City of Burbank be represented at the Annual Business Meeting and cast a vote on the proposed resolution in accordance with City Council direction. Staff recommends, through City Council's approval of this report, the voting delegate submit a support position on the proposed resolution in alignment with the majority decision of City Council. Abstaining, opposing, or supporting this resolution will not commit Burbank into adopting or implementing any of Cal Cities' policy positions.

ATTACHMENT

Attachment 1 – League of California Cities 2026 Resolution Packet

LEAGUE OF CALIFORNIA CITIES

2025-2026 CAL CITIES OFFICERS

President
Gabe Quinto
Mayor
El Cerrito

First Vice President
Teresa Acosta
Council Member
Carlsbad

Second Vice President
David Cohen
Council Member
San Jose

Immediate Past President
Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

Executive Director and CEO
Carolyn M. Coleman

August 10, 2026

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

Sixty days before the Cal Cities Annual Conference and Expo, Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

Voting Delegates: City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. The voting delegate packet contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the Annual Conference and Expo.

For questions about resolutions, voting delegates, or the General Assembly, please contact Zach Seals.

ATTACHMENT 1-1

LEAGUE OF CALIFORNIA CITIES

2026 Resolution Packet

Information on 2026 Resolutions Process

Consideration by Policy Committee (pre-conference)
Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the Housing, Community, and Economic Development Committee. The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting here.

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

Consideration by Resolutions Committee (during conference)
On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

Consideration by the General Assembly (during conference)
The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

Petitioned Resolutions (during conference)
The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.

Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

Policy Committee Actions	Resolutions Committee Actions
Approve	Approve
Disapprove*	Disapprove*
No Action	No Action
Amend and approve	Amend and approve
Refer to appropriate policy committee for further study*	Approve as amended
Refer as amended to appropriate policy committee for further study*	Refer to appropriate policy committee for further study*
	Refer as amended to appropriate policy committee for further study*
	Approve with additional amendment(s)
	Additional amendments and refer to appropriate policy committee for further study*

**If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

General Assembly Voting and Discussion Procedures

Discussion Procedures:
Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

Policy Committee Recommendation	Resolutions Committee Recommendation	Calendar
Approve	Approve	Consent Calendar
Approve	Disapprove or refer	Regular Calendar
Disapprove or refer	Approve	Regular Calendar
Disapprove or refer	Disapprove or refer	Does not proceed to General Assembly

For Petitioned Resolutions:

Policy Committee Recommendation	Resolutions Committee Action	Calendar
N/A	Approve	Regular Calendar
	Disapprove or Refer	Regular Calendar
	Disqualified	Does not proceed to General Assembly

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

Voting Procedures:
Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

2026 Resolution

1. Resolution No. 1 submitted by City of Murrieta
    - Letters of concurrence submitted by:
        i. City of Banning;
        ii. City of Calimesa;
        iii. City of Canyon Lake;
        iv. City of Moreno Valley;
        v. City of Norco;
        vi. City of Torrance;
        vii. Crystal Ruiz, Mayor, City of San Jacinto;
        viii. Jessica Alexander, Mayor, City of Temecula
    - Referred to Housing, Community, and Economic Development Committee
    - Policy Committee Recommendation:
    - Resolutions Committee Recommendation:

Resolution No. 1
Submitted by City of Murietta

1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER HOUSING AND LAND USE DECISIONS

Source: City of Murrieta
Concurrence of five or more cities/city officials
Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula
Referred to: Housing, Community, and Economic Development Policy Committee

WHEREAS, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

WHEREAS, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

WHEREAS, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

WHEREAS, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

WHEREAS, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

BE IT FURTHER RESOLVED, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

BE IT FURTHER RESOLVED, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Resolution No. 1: Background Information

Background Information for Resolution

Source: City of Murrieta

Background:
California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing

objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Resolution No. 1: Letters of Concurrence

City of Banning
Office of the Mayor

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

Richard Royce, Mayor
District 4, City of Banning

Colleen Wallace, City Council Member
District 5, City of Banning
President, Riverside County Division
League of California Cities

City of Calimesa
908 Park Avenue, Calimesa, California 92320
Telephone 909.795.9801 Facsimile 909.795.4399
www.calimesa.gov
"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"

July 21, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez
Mayor
City of Calimesa

www.canyonlakeca.gov
Ⓟ 951.244.2955
Ⓕ 951.246.2022

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown
City Manager
City of Canyon Lake

ATTACHMENT 1-16

Brian Mohan
City Manager

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan
City Manager
City of Moreno Valley

CITY OF
NORCO
HORSETOWN USA

July 22, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash
City Council Member
(951) 768-8981

CITY OF
TORRANCE

SHARON KALANI
MAYOR

CITY COUNCIL MEMBERS
DAVID KARTSONIS – District 1
BRIDGETT LEWIS – District 2
ASAM SHEIKH – District 3
VACANT – District 4
BETTY LIEU – District 5
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.

When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.

- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at CHuizar@TorranceCA.gov.

Sincerely,

Sharon Kalani
Mayor, City of Torrance

cc:
Ron Holiday, Mayor Pro Tem, City of Murrieta
Lori Stone, City Councilmember, City of Murrieta
Jeff Kiernan, Los Angeles County Division, jkiernan@cacities.org
League of California Cities, cityletters@cacities.org
Joe A. Gonsalves & Sons, gonsalvi@gonsalvi.com

595 S San Jacinto Ave, San Jacinto, CA 92583
Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

Subject: Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,



Crystal Ruiz

Mayor

City of San Jacinto

595 S San Jacinto Ave, San Jacinto, CA 92583

Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

City of Temecula
41000 Main Street ▪ Temecula, CA 92590
(951) 694-6416 ▪ Fax (951) 694-6499 ▪ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Printed on Recycled Paper

Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,



Jessica Alexander
Mayor, City of Temecula
Signing in her individual capacity
and not on behalf of the City of Temecula
or the Temecula City Council.

Resolution No. 1: Staff Analysis

League of California Cities Staff Analysis on Resolution No. 1

Staff: Brady Guertin, Legislative Advocate
Committee: Housing, Community, and Economic Development

Summary:
Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

   Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

Background:
As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.

Discussion:
The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent $8-$18 million to qualify for the ballot and spent nearly $700 million for the full election cycle, averaging out to about $100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

Fiscal Impact
The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

Existing Cal Cities Policy

Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

Encourage Full Community Participation
Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

Well-Planned New Growth
Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

Support:
The following letters of concurrence were received:
City of Banning
City of Calimesa
City of Canyon Lake
City of Moreno Valley
City of Norco
City of Torrance
Crystal Ruiz, Mayor, City of San Jacinto
Jessica Alexander, Mayor, City of Temecula

STAFF REPORT

WATER AND POWER

DATE: September 15, 2026

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power
BY: Drew Johnstone, Sustainability Officer

SUBJECT: Update on the City of Burbank Greenhouse Gas Reduction Plan Implementation and 2024 Greenhouse Gas Inventory

RECOMMENDATION

1. Provide input and/or policy direction on the findings from the Greenhouse Gas (GHG) Inventory Update (Attachment 1) and the Greenhouse Gas Reduction Plan (GGRP) Status Report (Attachment 2); and
2. Note and file.

BACKGROUND

The City of Burbank's (City) GGRP Update was adopted by the City Council (Council) at the May 3, 2022, Council meeting. The GGRP is a long-range planning document that guides the City toward long-term greenhouse gas emission reductions in accordance with the State's goals, such as Senate Bill (SB) 32 (California Global Warming Solutions Act of 2006: emissions limit), which established a statewide target to reduce GHG emissions by 40% below 1990 levels by 2030.

The GGRP estimates timeframes for implementation of each action, from 1-3 years, 4-6 years, to 7-9 years. The Implementation section of the GGRP Update directs staff to establish a mechanism to monitor the plan's progress and regularly analyze the status of emissions-reduction actions to confirm targets are being met. As part of the GGRP implementation, staff prepares an annual status report and community-wide greenhouse gas inventory. The City has a publicly accessible online dashboard called CAPDash, which allows the public to easily find the status of GGRP measures and GHG inventory results that interest them. Additionally, Table 3 of the GGRP Status Report has qualitative updates from staff for each GGRP measure and action.

Tracking emission reductions and the progress of actions provides a regular mechanism to monitor successes and find areas for improvement that will feed into future GGRP updates. If it is determined that specific measures are not feasible, new or revised measures can be included in future updates to incorporate best practices and meet the City's long-term targets.

DISCUSSION

Between the adoption of the GGRP Update in May 2022 and the development of the Status Report in mid-2026, the City has made meaningful strides in implementing the GGRP. The City has completed 14 measures, is currently implementing 54, and has 55 pending initiation. The GHG Inventory Update and Status Report, with key accomplishments, highlights progress on the GGRP strategies, measures, and actions across all City departments.

A few highlights include:

- Energizing Burbank's largest solar and battery storage system. The 2-megawatt solar project owned and operated by Burbank Water and Power (BWP) is located at the Regional Intermodal Transit Center and consists of 4,260 American-made solar panels paired with a 2-megawatt/8-megawatt-hour battery system.
- BWP launched a rebate program offering incentives to residents and businesses installing batteries paired with solar.
- BWP completed the conversion of 100% of the City's streetlights to light-emitting diode lamps, reducing maintenance activities and the amount of energy BWP must generate or purchase during peak evening hours.
- The City adopted an ordinance prohibiting the use of gas leaf-blowers to promote public health by reducing local air and noise pollution. Multiple organic waste diversion measures have been implemented in alignment with SB 1383, including the adoption of an Edible Food Recovery Ordinance and an organic waste collection ordinance.

The implementation of the adopted GGRP measures and the preparation of the Status Report required collaboration and communication among departments to ensure the measures are addressed with the best use of available City resources. Aside from implementing the adopted measures and actions, developing the GGRP Status Report and GHG Inventory Update requires significant staff time and consultant resources. The City utilized Rincon Consultants to collect and review calendar year 2024 data to update the GHG inventory and prepare a summary of results memorandum. Rincon also entered the verified results into the City's public CAPDash dashboard.

City emissions are the lowest they've been in over 30 years, but significant work remains to meet the stated goal of 40% below 1990 emissions by 2030. The City's communitywide

GHG emissions for 2024 were estimated at 1,067,347 metric tons of carbon dioxide equivalent (MT CO2e), approximately 2.3% below the 2022 levels, and about 13% below the 1990 baseline of 1,223,465 MT CO2e. The City's 2030 target is to reduce emissions 40% below 1990 levels, requiring further substantial reductions in the years ahead. Attachment 1 summarizes community GHG emissions across key inventory years and sectors and compares performance against City climate targets.

COMMUNITY OUTREACH

The development of the initial GGRP Update was a citywide collaborative effort between City staff, Council, Boards, Commissions, and the public. The 2026 GGRP Status Report and 2024 Greenhouse Gas Inventory Update have been shared with the public through presentations at City Boards and Commissions, posted on the City's website, and will be shared in digital newsletters and on social media. A public online dashboard called CAPDash is now available to view the quantitative status of Burbank's community-wide greenhouse gas inventory and the status of the GGRP's measures and actions. Attachment 2, Table 3, highlights the qualitative progress made by applicable City departments on the GGRP strategies, measures, and actions.

During the presentation at the August 17, 2026, Sustainable Burbank Commission meeting, commissioners recommended launching an educational "Save a Ton" campaign to encourage individual action and highlight ways residents can reduce emissions. At the September 3, 2026, Burbank Water and Power Board meeting, Board members expressed support for recent accomplishments and next steps. They also highlighted that, when future costs for citywide GHG inventories and GGRP reports require consulting services, the associated costs should be shared with multiple City departments.

Staff will continue outreach and education to enhance community awareness of the individual measures in the GGRP. These efforts will include providing monthly updates to the Sustainable Burbank Commission, enhancing the City's website content, increasing the frequency of updates on social media and in newsletters, and hosting community workshops.

ENVIRONMENTAL REVIEW

This report is for informational purposes only and does not have a 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.

Further, pursuant to CEQA and the CEQA Guidelines (Public Resources Code, Division 13 and California Code of Regulations, Title 14, Division 6, Chapter 3), the City has evaluated potential environmental effects of the GGRP Update through the preparation

of an Initial Study. The Initial Study found that there would be either no impact or a less than significant impact on all resource categories with the implementation of the GGRP Update. In addition, projects implemented in support of the GGRP Update would be reviewed for consistency with the Burbank2035 General Plan and other applicable regulatory land use actions, and would be subject to any required environmental assessment that would be completed prior to approval of the project. Therefore, the City Council determined that the GGRP Update would not create a substantial environmental effect as defined by CEQA and adopted a Negative Declaration on May 7, 2022.

FISCAL IMPACT

There is no fiscal impact associated with this report. Funding to support the preparation of the GHG Inventory and ongoing implementation of the GGRP was included in the Fiscal Year 2025-26 Adopted Budget.

As indicated during the adoption of the GGRP Update on May 3, 2022, implementing the full GGRP Update is estimated to cost $2 billion over 20-plus years. The estimated investment reflects large-scale transformations of the City's energy supplies and public infrastructure projects. Half of the total investment includes Burbank Water and Power's pre-planned investments in renewable and carbon-free electricity projects to reduce emissions from electricity generation while meeting state mandates. Other major investments, such as those for water and civil infrastructure, were also pre-planned before the GGRP Update and are included in the GGRP because they are synergistic.

Some measures will be funded through various impact fees, state and federal funds, and grant programs, which will offset the actual cost to the City. The implementation of each strategy, measure, and action item is reviewed and considered by the Council as part of its overall consideration of each annual budget and the department's work plans. City staff will continue to seek funding for opportunities when available.

CONCLUSION

Burbank is making progress toward meeting the goals established in the GGRP to reduce GHG emissions to achieve a safe, beautiful, and thriving community, particularly those associated with resource use and development, and to incorporate resilience and adaptation strategies into planning for smart growth. The 2024 GHG Inventory Update and accompanying Status Report reflect the ongoing commitment of all City departments to advance climate action in alignment with the GGRP's strategies and the State's long-term decarbonization goals.

ATTACHMENTS

Attachment 1 – City of Burbank 2024 Greenhouse Gas Emissions Inventory
Attachment 2 – GGRP Status Report

Rincon Consultants, Inc.

250 East 1st Street, Suite 1400
Los Angeles, California 90012
213-788-4842

2/27/2026
Project No: 25-18398

Drew Johnstone, PMP, CEM
City of Burbank
275 East Olive Avenue
Burbank, California 91502
Via email: DJohnstone@burbankca.gov

Subject: City of Burbank 2024 Greenhouse Gas Inventory Update, Summary of Results
275 East Olive Avenue, Burbank, California 91502

Dear Drew:

This memorandum provides a summary of the results for the City of Burbank (the City) 2024 community greenhouse gas (GHG) emissions inventory update. In accordance with established GHG accounting protocols and state guidance, the GHG inventory focuses on community-wide emissions from residents and commercial operations within the city and is organized by sector. The inventory includes sources within each sector that are under some degree of jurisdictional control by the City. Additionally included is a comparison of GHG inventory results for the years 2010, 2019, 2022, and 2024 and an analysis of observed GHG emission trends for each sub sector. In general, this inventory update was completed following the same methodology as deployed for all past City inventories. A brief section on the inventory methodology and any updates made to previous GHG inventories are detailed below. Rincon developed the 2024 GHG inventory so the City can track the trajectory of their GHG emissions and accurately compare the changes across different GHG emission sectors and track progress with GHG reduction strategies over time.

Methodology

The following sections describe the framework used to calculate and report communitywide GHG emissions and any updates to calculation methodologies used in current or prior GHG inventories.

ICLEI Community Protocol Calculation and Reporting Framework

Consistent with state guidance and in alignment with previous GHG emissions inventories, the 2024 GHG inventory, follows the calculation and reporting standards outlined in Local Governments for Sustainability (ICLEI) United States Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol).[1] Under the Community Protocol, GHG emissions from community activities can be classified into the following six sectors:

- Building Energy
- On-road Transportation
- Off-road Equipment
- Water
- Wastewater

[1] ICLEI. July 2019. U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions. Available at: https://icleiusa.org/us-community-protocol/

- Solid Waste

GHG emissions were calculated by multiplying the activity data in each GHG emissions sector by an associated emission factor. Activity data refers to the relevant measured or estimated level of GHG-generating activity (e.g., energy consumption, vehicle miles traveled). Emission factors are observation-based conversion factors used to equate activity data to generated GHG emissions. Additionally, the inventory used global warming potential (GWP) values for methane (CH_4) and nitrous oxide (N_2O) consistent with the latest version of the Intergovernmental Panel on Climate Change Assessment Report 5 (IPCC AR5).

The 2024 GHG inventory covers the relevant emissions sources within the boundary of the City of Burbank (i.e., city limits). Sectors not present in the city, like agriculture, have not been included. The GHG inventory, therefore, reflects emissions sectors the community contributes to and over which the City has some degree of jurisdictional control and influence. Sectors where the City's jurisdiction has limited influence are excluded from the 2024 GHG Inventory, as the City does not have the authority to develop GHG reduction measures to impact those associated GHG emissions. This method of exclusion for the emissions boundary aligns with Community Protocol standards and is recommended by state guidance for inventory, forecast, and targets setting.[2] Exclusions include sectors such as industrial energy use and oil and gas equipment which are regulated by county, state, federal, and/or other governing bodies and not by the City.

Previous GHG Inventories

The following sections describe updates made to prior inventory calculation methodologies to ensure alignment with the best available data, models, and analytical approaches applied in the 2024 GHG inventory.

On-road Vehicles Factors – EMFAC2025 Update and Revised Bus VMT

The California Air Resources Board (CARB) recently released an updated version of the on-road emission factor model[3] (EMFAC), the model used to develop emissions factors for different vehicle types. In alignment with the 2024 GHG inventory update, the 2010, 2019, and 2022 GHG inventories were updated to leverage the latest on-road emission factor model EMFAC2025. Previous GHG inventories used CARB's EMFAC2021. Major changes between models included updates to underlying data that is used to estimate electric vehicle EV share, electricity per mile for EVs, and emission factors (MT CO_2e/vehicle mile traveled [VMT]) for passenger, commercial, and bus vehicle types. Model changes occur because CARB continuously incorporates the latest data on fleet composition, vehicle turnover rates, technology improvements, regulatory standards, fuel carbon intensity, and real-world performance. EMFAC2025 reflects updated assumptions about accelerated EV adoption, improvements in internal combustion engine efficiency, revised heavy-duty vehicle activity data, and changes to California's regulatory environment.

The on-road emission factors used in the inventory represent a weighted average of the vehicle fleet operating within the region. For passenger vehicles, this fleet includes a mix of gasoline-powered internal combustion engine (ICE) vehicles, hybrid vehicles, plug-in hybrid vehicles, and battery electric vehicles (EVs). While EV adoption has increased significantly in recent years, ICE vehicles still comprise the

[2] Governor's Office of Land Use and Climate Innovation (LCI). 2023. Chapter 8, Climate Change. Available at: https://www.opr.ca.gov/docs/OPR_C8_final.pdf.

[3] California Air and Resources Board (CARB). 2025. EMission FACtor (EMFAC2025 v2) Model. Available at: https://ww2.arb.ca.gov/our-work/programs/msei/on-road-emfac

majority of the on-road fleet. Emission factors are calculated as a blended average across all vehicles in operation, and therefore the growing share of EVs results in gradual reductions to the overall emission factor. Even where EV adoption increases substantially in a given year, the continued dominance of ICE vehicles in the total fleet moderates the magnitude of emission factor reductions.

For commercial vehicles, particularly medium- and heavy-duty trucks, EV penetration remains limited relative to passenger vehicles. Although zero-emission truck deployments are beginning to expand, most commercial vehicle activity is still powered by diesel or gasoline engines. As a result, commercial vehicle emission factors reflect minimal influence from electrification at this time, and reductions are driven primarily by improvements in engine efficiency, turnover to newer model-year vehicles, and cleaner fuel standards rather than large-scale fleet electrification.

As a result, an increase in GHG emissions attributable to the net rise in emission factors across all vehicle types was approximately 12 percent in 2010, 13 percent in 2019, and 16 percent in 2022.

Table 1 below depicts the level of change to all on-road vehicle factors derived from updates between EMFAC2021 and EMFAC2025 models.

Table 1 On-road Vehicle Factor Changes Resulting from Updates between EMFAC2021 and EMFAC2025

Vehicle Type	Year	EV Share Change	EPM Change (kWh/VMT)	EF Change (MT CO_2e/VMT)
Passenger	2010	-11.00%	-12.46%	11.56%
Passenger	2019	12.31%	-1.66%	11.89%
Passenger	2022	1.43%	-2.19%	13.06%
Commercial	2010	–	–	-1.03%
Commercial	2019	–	–	1.96%
Commercial	2022	–	–	7.36%
Bus	2010	-39.52%	0.00%	1.55%
Bus	2019	-1.45%	0.00%	-1.30%
Bus	2022	601.25%	-11.44%	-5.54%

Notes: EV = electric vehicles; EPM = electricity per mile; EF = emission factor; kWh = kilowatt-hour; VMT = vehicle miles traveled; MT = metric tons; CO_2e = carbon dioxide equivalents.

Additionally, bus VMT for all prior GHG inventory years (i.e., 2010, 2019, and 2022) was revised to correct an undercount in previous analyses and use of updated data from Replica[4]. Using revised data to update 2010 and 2019 bus VMT, and interpolating between 2019 and 2024 values to estimate 2022 bus VMT, the updated methodology increased estimated bus activity across all inventory years. Specifically, bus VMT for 2010 and 2019 approximately tripled relative to prior estimates, while 2022 bus VMT increased by approximately 176 percent. These revisions resulted in corresponding increases in on-road transportation GHG emissions for each inventory year. Despite this adjustment, GHG emissions associated with bus VMT continue to represent a relatively small share of the communitywide inventory—on average

[4] Rincon has used Replica to estimate VMT in the city in previous and current GHG inventories because it provides a comprehensive, behavior-based travel dataset derived from anonymized mobile device location data, census information, and transportation network data that captures real-world trip patterns across all modes. Replica's modeled outputs reflect locally specific travel behavior allowing for more geographically precise and activity-based VMT estimates than traditional regional growth-factor methods. The platform also enables consistent year-over-year comparisons using a standardized methodology, making it a reliable data source for estimating communitywide on-road activity in GHG inventories.

accounting for less than two percent of total community GHG emissions across the 2010-2024 GHG inventories. Table 3 shows the updated activity data and GHG emissions from the on-road transportation sector for all years.

Off-road Vehicles and Equipment Fuel Usage – OFFROAD Update

Recently CARB released on updated version of the off-road vehicles and equipment model[5], the model used to estimate activity data associated with offroad equipment. In alignment with the 2024 GHG inventory update, the 2010, 2019, and 2022 GHG inventories were updated to leverage the latest OFFROAD v1.1.2. Previous GHG inventories used CARB's OFFROAD v1.0.5. Major changes between models included updates to the level of fuel consumption for several off-road sectors. Model updates occur because CARB periodically incorporates improved activity data, revised equipment population estimates, updated load factors and usage assumptions, and enhanced methodologies for estimating fuel consumption and emissions. OFFROAD v1.1.2 reflects refinements to statewide equipment inventories, updated regulatory assumptions (e.g., turnover and emissions standards), and improved calibration using more recent survey and fuel data. In addition to the OFFROAD model update, prior GHG inventories were revised to better align emissions attribution with the defined community boundary.

As a result of these changes, GHG emissions from the off-road vehicles and equipment sector decreased by approximately 130 percent in 2010, 104 percent in 2019, and 62 percent in 2022. While OFFROAD model updates contributed to these changes, the main driver of these GHG emission reductions was the exclusion of industrial equipment fuel consumption. Table 3 shows the updated activity data and GHG emissions from the off-road vehicles and equipment sector for all years.

Wastewater Processing – Activity Data and Allocation Updates

During preparation of the 2024 GHG inventory, the City of Burbank's wastewater systems team provided updated information regarding wastewater service allocation for the City of Burbank. The majority of influent treated at the Burbank Water Reclamation Plant (BWRP) originates from the Burbank community; however, the facility also treats flows from other jurisdictions within Los Angeles County.

In the 2010, 2019, and 2022 GHG inventories, GHG emissions associated with wastewater activity data (e.g., Biological Oxygen Demand, BOD_5) were allocated to the City of Burbank using a population-based methodology. For the 2024 inventory update, The City provided refined allocation data based on measured influent flow volumes, disaggregated between the Burbank service area and other contributing jurisdictions. Burbank's percentage share of total influent flow in 2024 was used to improve the allocation of wastewater treatment GHG emissions attributed to the City. To ensure methodological consistency, this updated flow-based allocation approach was also applied to prior inventory years. Historical influent flow splits were not available, therefore it is assumed that Burbank's proportional share of total plant influent in earlier years was comparable to the 2024 distribution.

Similarly, in the 2010, 2019, and 2022 inventories, Burbank's residential population was used as the primary activity metric for estimating separate wastewater processing and effluent discharge emissions. For the 2024 update, this metric was revised to use service population (i.e., residential population plus employment) to better reflect the total wastewater-generating population. This approach aligns with system demand by accounting for non-residential wastewater contributions associated with commercial activity. For consistency, this revised service population metric was also applied to prior inventory years.

[5] California Air and Resources Board (CARB). 2025. EMission FACtor (EMFAC2025 v2) Model. Available at: https://ww2.arb.ca.gov/our-work/programs/msei/on-road-emfac

As a result of the updated allocation methodology and activity data revisions, wastewater sector GHG emissions increased by approximately 69 percent in 2010, 107 percent in 2019, and 148 percent in 2022. Although the percentage changes are significant, wastewater-related emissions continue to represent a relatively small share of the communitywide inventory, averaging less than 0.5 percent of total community GHG emissions across the 2010–2024 inventories. Table 3 shows the updated activity data and GHG emissions from the wastewater sector for all years.

Solid Waste Generation – 2022 Tonnage Update

During preparation of the 2024 GHG inventory, the City of Burbank's Public Works department provided a revised 2022 landfilled solid waste generation value (short tons). This value is used to estimate methane generation and processing emissions from landfilled solid waste. The 2022 activity data (short tons of landfilled solid waste) was revised from 90,483 to 95,680 short tons, resulting in a six percent increase in total GHG emissions from the solid waste sector in 2022. Table 3 shows the updated activity data and GHG emissions from the solid waste sector in 2022.

Summary of Results

In 2024, the City of Burbank emitted a total of 1,067,347 MT of CO_2e from the sectors depicted in Table 2 and Figures 1 through 2 through below. The majority of GHG emissions, 50 percent, are attributed to on-road transportation sources. The main driver of GHG emissions from on-road transportation is fuel combustion from internal combustion vehicles, specifically passenger vehicles (89 percent of on-road GHG emissions), commercial vehicles (seven percent of all on-road GHG emissions), and buses (two percent of all on-road GHG emissions). GHG emissions from electricity used to charge EVs, predominately passenger EVs, make up about two percent of all on-road GHG emissions and about one percent of communitywide GHG emissions. Off-road vehicles and equipment make up four percent of communitywide GHG emissions, driven particularly by commercial end-uses such as construction equipment, portable engines, and generators.

The second-largest contributor to communitywide GHG emissions is building energy use, including electricity and natural gas consumption. Combined, these sources account for approximately 42 percent of total communitywide GHG emissions, with electricity use making up 31 percent and natural gas making up 11 percent. Of total building energy emissions, approximately 52 percent are attributable to commercial electricity use, followed by 19 percent from residential electricity use, 16 percent from residential natural gas consumption, 10 percent from commercial natural gas consumption, and three percent from municipal electricity use.

GHG emissions from the solid waste, water, and wastewater sectors emitted about four percent of communitywide GHG emissions. The major driver of GHG emissions from these sectors includes landfilled solid waste methane generation and processing, or 86 percent of all waste, water, and wastewater GHG emissions. The next driver of GHG emissions from these sectors includes fugitive nitrous oxide emissions from wastewater discharge, which contributed emitted 11 percent of all waste, water, and wastewater GHG emissions. The remaining three percent of GHG emissions from these subsectors is attributed to wastewater treatment and processing, and energy used for importing potable water.

Table 2 2024 Burbank GHG Emissions (MT CO_2e)

Sector	Subsector	GHG Emissions (MT CO_2e)	Percent of Total
Building Energy[1]	Residential Electricity	85,273	8%
	Commercial Electricity	233,640	22%
	Municipal Electricity	14,095	1%
	Sub Total	**333,008**	**31%**
	Residential Natural Gas	73,157	7%
	Non-residential Natural Gas	44,818	4%
	Sub Total	**117,976**	**11%**
On-road Transportation	On-road Passenger ICE	469,198	44%
	On-road Commercial ICE	36,425	3%
	On-road Bus ICE	11,419	1%
	Sub Total	**517,042**	**49%**
	On-road Passenger EV	12,020	1%
	On-road Commercial EV	64	<1%
	On-road Bus EV	143	<1%
	Sub Total	**12,227**	**1%**
Off-road Vehicles & Equipment	Off-road Diesel	25,696	2%
	Off-road Gasoline	13,387	1%
	Off-road Natural Gas	630	<1%
	Sub Total	**39,713**	**4%**
Solid Waste	Landfilled Waste[2]	40,912	4%
	Waste to Energy	26	<1%
	Sub Total	**40,939**	**4%**
Wastewater[3]	Lagoon Treatment Process	46	<01%
	Centralized Process w/o Nit/DeNit	231	<1%
	Effluent Discharge	5,291	<1%
	Collection and Treatment	-	-
	Sub Total	**5,568**	**<1%**
Water[4]	Ground Water	-	-
	Imported Water	1,016	<1%
	Recycled Water	-	-
	Sub Total	**875**	**<1%**
	Total	**1,067,347**	**100%**

Notes: Percentages may not add as expected due to rounding. MT = metric tons; CO_2e = carbon-dioxide equivalents; ICE = internal combustion engine; EV = electric vehicle; nit/deNit = nitrification/denitrification.

1. Building energy includes electricity transmission and distribution losses and removes EV charging electricity emissions; EV charging electricity emissions are captured under the transportation sector.

2. Landfilled waste includes processing emissions.
3. Collection and treatment emissions are assumed to be captured under building energy to avoid double counting.
4. Ground water and recycled water emissions are assumed to be captured under building energy to avoid double counting.

Figure 1 2024 Burbank GHG Emissions (MT CO_2e)

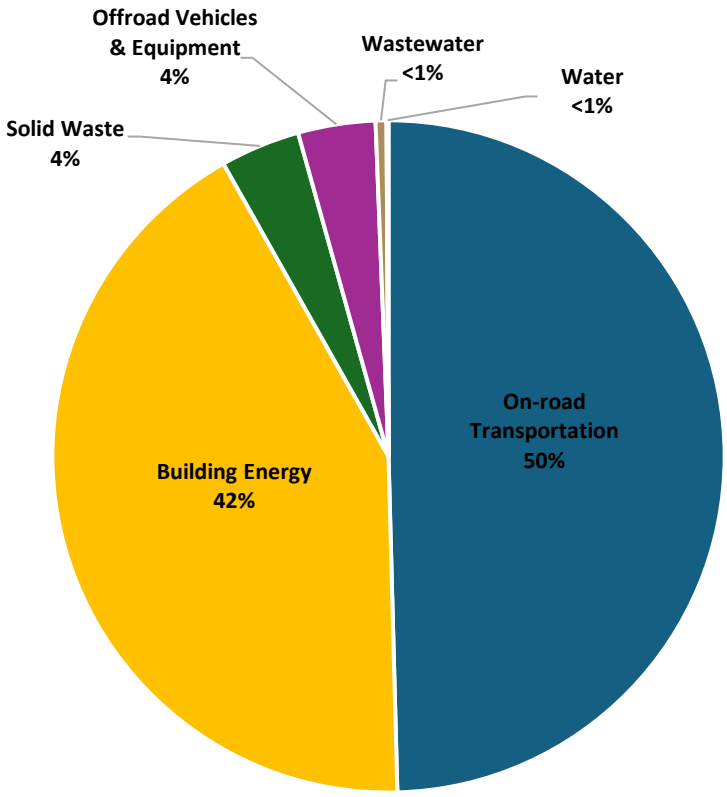
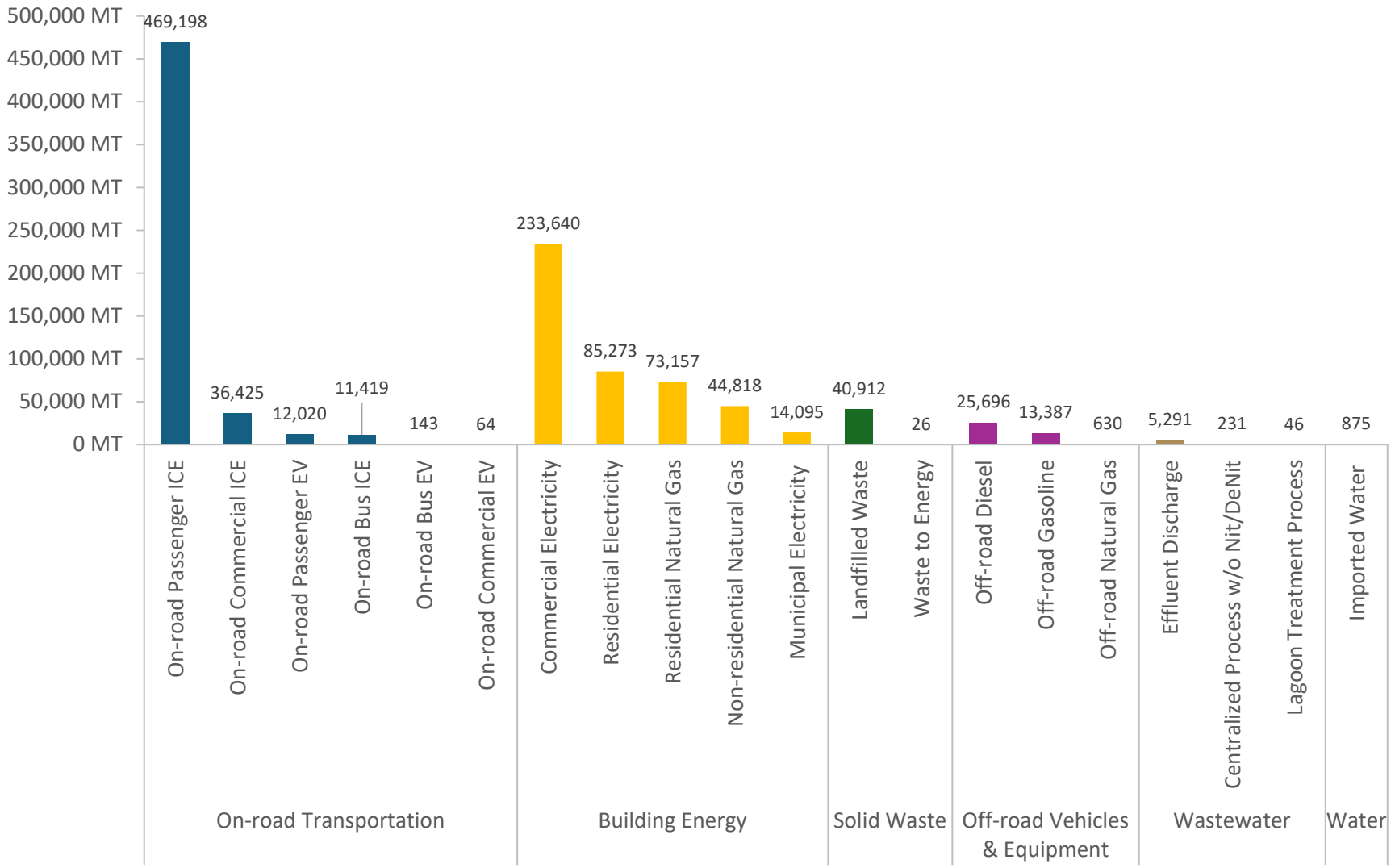


Figure 2 2024 Burbank GHG Emissions (MT CO_2e)



Historical Comparison

Activity data and GHG emissions from the 2010, 2019, 2022, and 2024 GHG emissions inventories are presented in Table 3 below. 1990 GHG emission levels are assumed to be 15 percent below 2010 levels in alignment with the methodology used for setting targets in the City's Greenhouse Gas Reduction Plan Update.

Table 3 Historical GHG Emissions Comparison

Sector	Subsector	1990	2010	2019	2022	2024	Units
Building Energy[1]	Residential Electricity	N/A	285,906,370	263,186,383	289,732,969	247,579,004	kWh
	Commercial Electricity		333,581,170	760,893,045	713,274,904	678,340,689	kWh
	Municipal Electricity			34,217,652	34,352,833	40,922,852	kWh
	Residential Natural Gas		16,669,699	15,542,432	13,680,650	13,773,526	therms
	Non-residential Natural Gas		12,602,381	9,931,959	8,419,662	8,438,070	therms
	Sub Total		**738,809**	**578,995**	**535,396**	**450,983**	**MT CO_2e**
On-road Transportation	On-road Passenger		1,119,823,456	1,143,186,523	1,064,180,526	1,283,260,384	VMT
	On-road Commercial		48,301,964	49,309,696	25,278,878	31,010,499	VMT
	On-road Bus		11,741,997	11,986,973	8,271,211	5,794,037	VMT
	Sub Total		**623,875**	**558,773**	**469,806**	**529,269**	**MT CO_2e**
Off-road Vehicles & Equipment	Off-road Diesel		1,069,775	2,120,049	2,666,934	2,469,710	gallons
	Off-road Gasoline		745,628	1,145,212	1,544,162	1,457,771	gallons
	Off-road Natural Gas		69,337	89,444	118,276	107,541	gallons
	Sub Total		**18,389**	**33,103**	**42,622**	**39,713**	**MT CO_2e**
Solid Waste	Landfilled Waste[2]		85,254	90,932	95,680	103,733	tons
	Waste to Energy		43	80	80	81	tons
	Sub Total		**33,638**	**35,890**	**37,762**	**40,939**	**MT CO_2e**
Wastewater[3]	Lagoon Treatment Process		1,991	2,032	2,199	2,339	kg BOD/day

	Centralized Process w/o Nit/DeNit		189,021	237,496	286,976	272,556	service population
	Effluent Discharge		189,021	237,496	286,976	272,556	service population
	Collection and Treatment		687,184	863,415	1,043,630	1,188,006	kWh
	Sub Total		**3,908**	**4,892**	**5,868**	**5,568**	**MT CO_2e**
Water[4]	Ground Water		8,796	9,778	12,450	11,877	AF
	Imported Water		7,852	5,865	3,419	2,442	AF
	Recycled Water		NA	NA	2,907	3,151	AF
	Sub Total		**20,752**	**2,576**	**1,422**	**875**	**MT CO_2e**
	Total	**1,223,465**	**1,439,371**	**1,214,228**	**1,092,878**	**1,067,347**	**MT CO_2e**

Notes: Percentages may not add to 100 due to rounding. MT = metric tons; CO_2e = carbon-dioxide equivalents; ICE = internal combustion engine; EV = electric vehicle; nit/deNit = nitrification/denitrification.

1. Building energy includes electricity transmission and distribution losses and removes EV charging electricity emissions; EV charging electricity emissions are captured under the transportation sector.
2. Landfilled waste includes processing emissions.
3. Collection and treatment emissions are assumed to be captured under building energy to avoid double counting. Activity data for lagoon treatment (kg BOD_5/day) and wastewater collection and treatment (kWh) are attributed to the City using the City's % share of influent into the BWRP.
4. Ground water and recycled water emissions are assumed to be captured under building energy to avoid double counting.

GHG Emissions Trends

Changes in communitywide GHG emissions among the years 1990, 2010, 2019, 2022, and 2024 are depicted in Table 4 and Figure 3 below. Communitywide GHG emissions in Burbank have declined overall since peaking in 2010, despite fluctuations in certain sectors.

Total GHG emissions increased between 1990 and 2010, reflecting population growth, economic expansion, and increased transportation activity. Since 2010, however, communitywide emissions have trended downward, with the most notable reductions occurring between 2010 and 2022. Emissions declined further by 2024, reaching about 13 percent below 1990 levels. While this reflects meaningful progress, additional reductions will be necessary for the City to achieve its state-aligned target of 40 percent below 1990 levels by 2030.

While overall emissions have decreased over time, sector-level trends vary and reflect changes in energy supply, transportation behavior, economic activity, and waste generation patterns.

Transportation

By 2024, passenger vehicle travel rebounded as economic and social activity normalized following the pandemic. This rebound in VMT contributed to an increase in transportation emissions compared to 2022 levels. At the same time, EVMT has grown steadily as EV adoption increases, while ICE VMT remains the dominant share of total passenger travel. Although the share of EVMT is rising and contributing to lower per-mile emissions, overall passenger VMT growth continues to outpace the rate of fleet electrification. As a result, total transportation emissions remain sensitive to increases in driving activity. Emphasizing the shift from ICE to EVMT is critical, as sustained electrification, paired with reductions in total VMT, will be necessary to achieve deeper long-term reductions.

Bus VMT, in contrast, has declined since the onset of the pandemic and has not returned to pre-2020 levels. Reduced ridership, service adjustments, and sustained remote work patterns have contributed to lower transit activity. While increased public transit use and active transportation are expected to increase mode share and reduce reliance on personal vehicles over time, current trends show bus VMT decreasing even as overall passenger VMT rises. This divergence underscores the importance of strengthening transit recovery and expanding active transportation options to offset continued growth in personal vehicle travel.

Overall transportation emissions reflect the interplay between post-pandemic travel recovery, increasing EV adoption, and shifting mode share patterns across the community.

Building Energy

Emissions from building energy use (electricity and natural gas) have declined steadily since 2010 and represent one of the most significant sources of long-term reductions in the community inventory.

A primary driver of these reductions has been the continued decarbonization of Burbank Water and Power's electricity generation and procurement. Increased renewable energy generation and procurement—such as solar and wind—has lowered the carbon intensity of delivered electricity. As a result, even where electricity consumption has remained stable or grown modestly, associated emissions have declined.

In contrast, natural gas use in residential and commercial buildings has increased slightly since 2022 most likely influenced by weather variability, occupancy patterns, and economic activity. Since natural gas combustion remains carbon-intensive relative to electricity, sustained reductions in gas use will be critical to achieving deeper emissions cuts. Continued electrification of buildings, including space

heating, water heating, and appliances, is expected to increase electricity demand over time. However, this increase in consumption is anticipated to be balanced by ongoing efficiency improvements and a progressively cleaner electricity supply, allowing overall building-sector emissions to continue declining even as electrification accelerates.

Off-Road Vehicles and Equipment

Emissions from off-road vehicles and equipment increased between 2010 and 2022, reflecting growth in construction activity, landscaping, and other fuel-consuming equipment uses. Slight declines by 2024 may reflect fuel efficiency improvements or normalization of activity levels following peak construction or recovery periods.

Although smaller in magnitude than the on-road transportation and building energy sectors, this sector remains a meaningful contributor due to its heavy reliance on gasoline and diesel fuel. Continued electrification of off-road vehicles and equipment will be essential to achieving further emissions reductions, particularly as zero-emission technologies become more widely available and commercially viable.

Solid Waste

Solid waste emissions have increased modestly over time, primarily due to increases in landfilled waste tonnage. Growth in population and commercial activity has contributed to higher overall waste generation, resulting in greater methane emissions from landfill decomposition.

While diversion programs and recycling efforts reduce the volume of landfilled material, overall disposal tonnage trends indicate that landfill emissions have risen in recent years. State requirements under Senate Bill 1383 are intended to significantly increase organic waste diversion and reduce methane emissions from landfills. However, without detailed annual tracking of organic waste diversion and disposal composition, it is difficult to fully quantify the extent to which these requirements are reducing landfill-related GHG emissions in the inventory

Water

Emissions associated with the water sector have declined significantly over time due to decreasing reliance on imported water combined with the declining carbon intensity of electricity used to extract, convey, treat, and distribute imported water. Together, these factors have driven substantial declines in water-sector GHG emissions even as total water demand fluctuates from year to year.

Wastewater

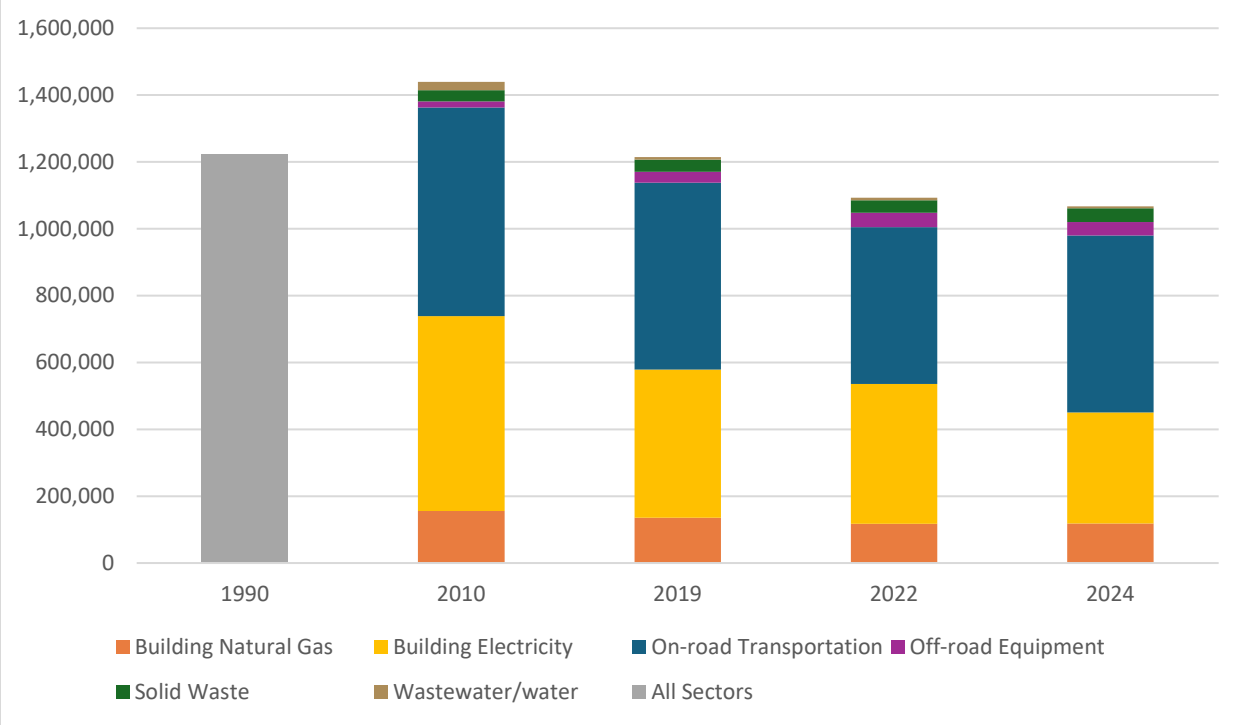
Wastewater emissions have remained a small share of the total inventory. Emissions are generally driven by the City's service population, or population plus employment, and organic loading in wastewater. Changes over time are consistent with population and employment growth.

Table 4 Communitywide GHG Emissions (MT CO_2e)

Emission Sector	1990	2010	2019	2022	2024
Total Annual GHG Emissions [MT CO_2e]	**1,223,465**	**1,439,371**	**1,214,228**	**1,092,878**	**1,067,347**
Change since 1990 [%]	-	17.65%	-0.75%	-10.67%	-12.76%
Change since 2010 [%]	-	-	-15.64%	-24.07%	-25.85%
Change since 2019 [%]	-	-	-	-10.0%	-12.1%
Change since 2022 [%]	-	-	-	-	-2.34%

MT = metric tons; CO_2e = carbon dioxide equivalents.

Figure 3 Communitywide GHG Emissions (MT CO_2e)



Sincerely,
Rincon Consultants, Inc.

Nico Kent, M.S.
Project Manager

Erik Feldman, M.S.
Principal

City of Burbank Greenhouse Gas Reduction Plan Key Highlights and Status Report

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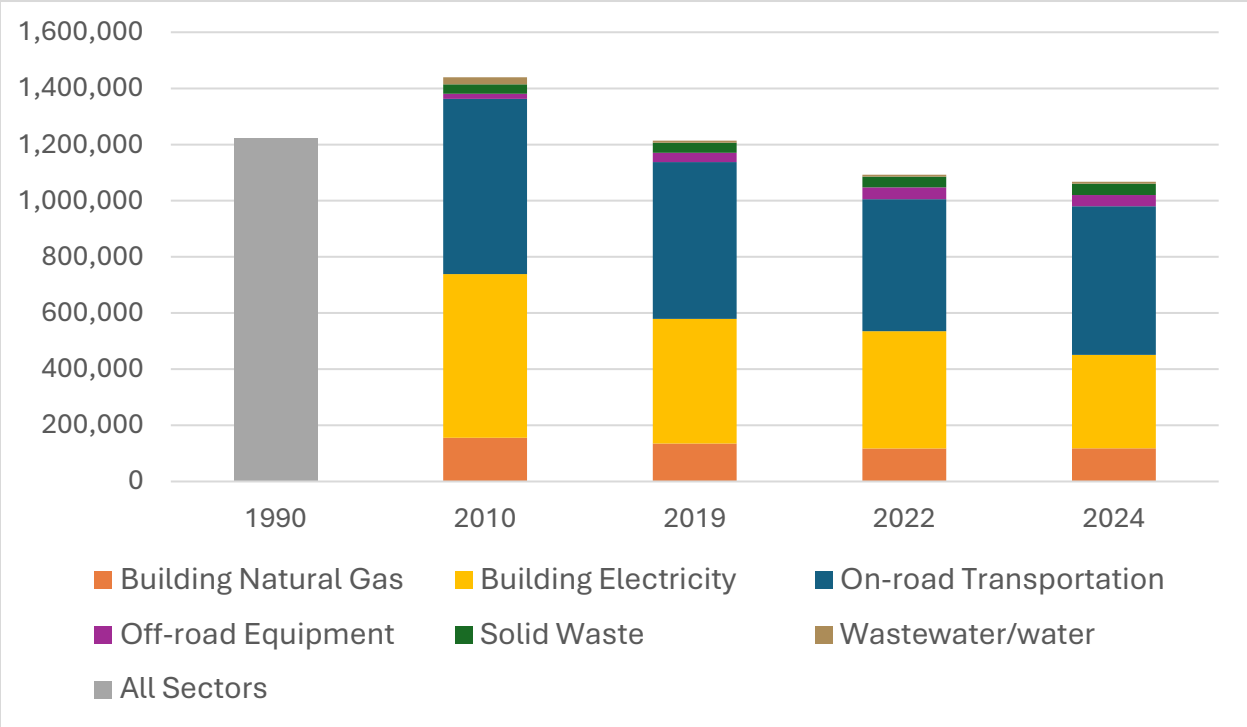
City emissions are the lowest they've been in over 30 years, but significant work remains to meet goals. The City's communitywide GHG emissions for 2024, the most recent full calendar year of data available at the time of the analysis, were estimated at 1,067,347 metric tons of carbon dioxide equivalent (MT CO2e) or about 10 MT C02e per capita, approximately 2.3 percent below the updated 2022 inventory result of 1,092,878 MT CO2e, and about 13 percent below the 1990 baseline of 1,223,465 MT CO2e. The City's 2030 target is to reduce GHG emissions 40 percent below 1990 levels, down to 734,000 MT CO2e total or 7 MT C02e per capita, requiring further significant reductions in the years ahead.

Table 1: Communitywide GHG Emissions

Inventory Year	Total Emissions (MT CO2e)	% Change from 1990 Baseline (2030 goal of -40% vs 1990)	% Change from Prior Inventory
1990 Baseline	1,223,465	—	—
2010	1,439,371	+17.7%	—
2019	1,214,228	−0.8%	−15.6% from 2010
2022	1,092,878	−10.7%	−10.0% from 2019
2024 (this report)	**1,067,347**	**−12.8%**	**−2.3% from 2022**

Note: 2010, 2019, and 2022 figures have been updated from prior inventories to reflect revised methodology, including EMFAC2025 emission factors and updated wastewater allocation. Source: Rincon Consultants, February 2026.

Figure 1: Communitywide GHG Emissions (MT CO_2e)



To reduce emissions and improve the quality of life in Burbank, the City has completed 14 GGRP measures to date. There are 54 additional GGRP measures currently being implemented, with another 55 pending initiation. A public online dashboard called CAPDash (https://www.burbankca.gov/web/community-development/climate-action-plan) is available to view the quantitative status of Burbank's community-wide greenhouse gas inventory and the status of the GGRP's measures and actions. Key accomplishments from this reporting period, 2025-2026, are highlighted below with brief descriptions and photos.

Table 2: GGRP Accomplishments from 2025-2026

GGRP Measure #	Notes
C-1.1.d C-1.1.f	The GGRP's Cornerstone measure is to leverage BWP's expertise to develop an Affordable Housing Electrification Program. BWP is actively collaborating with Burbank Housing Corporation to pilot a full electrification and rooftop solar retrofit at an affordable housing building in support of the City's GGRP cornerstone equity goals. To date, the project has been awarded $73,000 in state incentives.





BE-1.2	BWP launched an enhanced building electrification rebate program in July 2025, including elevated incentives for low-income customers and affordable housing providers, and doubled the rebate cap for commercial customers installing efficiency or electrification measures from $100,000 to $200,000.





BE-1.3.a **BWP reports annual energy savings from conservation programs. During fiscal year 24-25, savings of over 5,800 MWh were achieved, equivalent to 930 homes' usage for a year.**





EG-1.1.f **BWP launched a Solar Battery Energy Storage System rebate program in February 2026, offering incentives to residents and businesses installing batteries paired with solar.**



EG-1.1 **BWP completed the largest solar and battery storage project in the City, a 2.1 MW solar and 2 MW/8 MWh battery storage project at the Hollywood/Burbank Airport's Regional Intermodal Transit Center, known as the "RITC."**

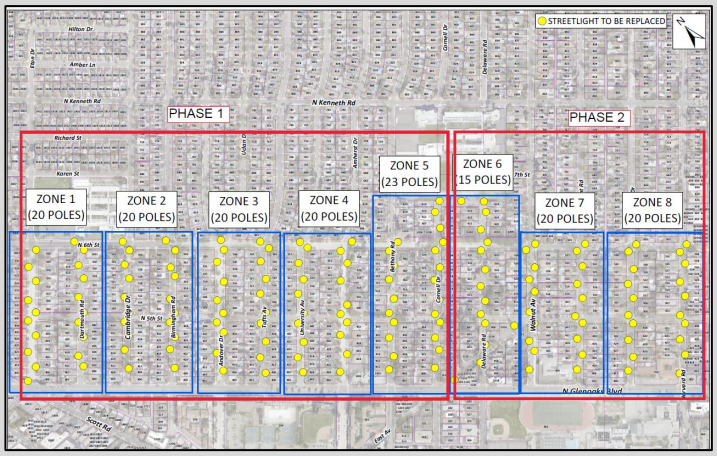




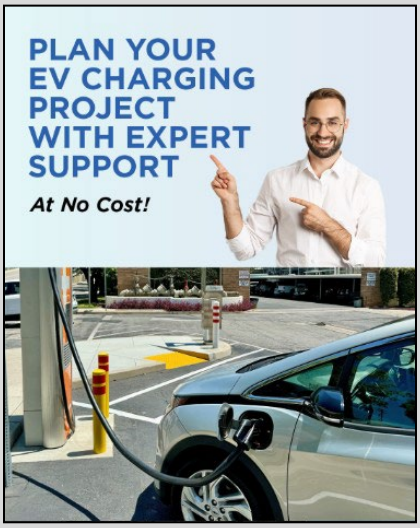


CG-1.2.a **BWP converted 100% of all streetlights citywide to highly efficient light-emitting diode (LED) lamps, saving maintenance and costs.**





T-3.1 **BWP launched an EV Technical Assistance Program to help local businesses and municipal departments evaluate the suitability of sites for EV charger installation. Fleet Level 2 EV charging stations have been installed at Admin Services and City Hall parking lots**



T-3.1.c **A Municipal Fleet Optimization Study was completed to understand the potential to replace fossil-fuel vehicles with zero-emission vehicles. The fleet continues to add zero-emission vehicles.**

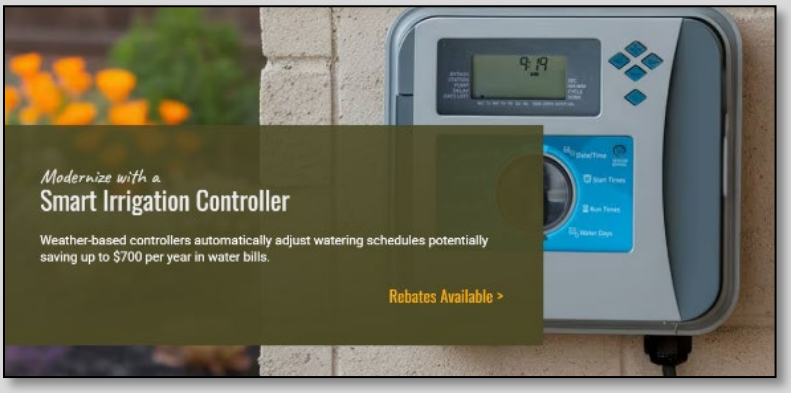




W-1.1.g **In March 2025, Transportation staff implemented a paid parking program in Downtown Burbank in alignment with the City's Parking Management Principles.**



W-1.1.g **All City-owned irrigation controllers have been modernized to reduce water usage.**





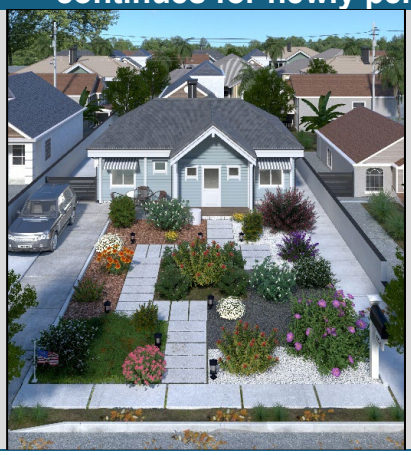
CS-1.1.b **The City's in-lieu fee program for tree removal of public trees has been implemented.**

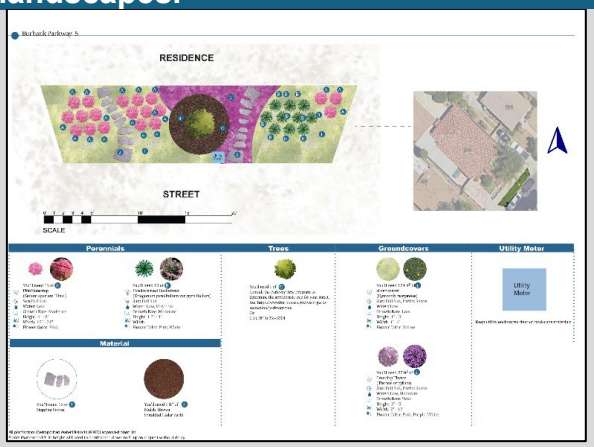


CS-1.1.f **Parks and Recreation, in partnership with Davey Resource Group, is developing a citywide Urban Forest Master Plan, including a completed tree inventory as of November 2024 and an urban canopy analysis prioritizing low-income and disadvantaged communities.**



W-1.1 **Enforcement of the Model Water Efficient Landscape Ordinance continues for newly permitted landscapes.**





T-3.1.d **Evaluate alternative options to gas-powered landscape and forestry maintenance equipment when replacing city-owned equipment. BWP Hosted a Landscape Equipment Electrification Workshop and Hands-On Expo on January 17, 2026. It was attended by 42 people, including local landscapers, vendors, and residents.**

Parks staff have expanded the use of Stihl battery-powered equipment for light-duty tasks at City facilities. Chainsaws and backpack blowers still lack the power needed for larger park work, but new models are being evaluated as technology improves. The Department remains committed to sustainable equipment transitions where feasible.



SW1.1.b SW-1.1.h SW 1.1.i	**Multiple organic waste diversion measures have been implemented in alignment with SB1383, including the adoption of an Edible Food Recovery Ordinance and an organic waste collection ordinance.**



Careit App



Food Recovery



La County's Food Drop

Table 3: GGRP Measures with Staff Updates (on the following pages)

Table 3: GGRP Measures with Staff Updates

Measure Type	GGRP ID	Action	Department Lead(s)	Phasing	Progress	Notes (Updated 2026)
City Government	CG-1.2.a	Continue to implement the 2019 Streetlighting Master Plan for conversion of existing High-Pressure Sodium streetlights to Light-emitting Diode (LED).	Water and Power	Short- to Long-term	Completed	In 2026, BWP replaced the last 158 deteriorated decorative fiberglass streetlight standards in the Benmar Hills neighborhood between N. Glenoaks and N. 6th St. The project also converts the remaining non-LED streetlights in the area and will complete BWP's citywide transition to LED lighting. 100% of streetlights have been converted to LEDs.
City Government	CG-1.2.b	Continue with annual reporting of BWP's streetlight replacements, with the number of replacements and estimated annual energy savings associated with replacements.	Water and Power	Short- to Long-term	Completed	100% of streetlights have been converted to LEDs.
Carbon Sequestration	CS-1.1.a	Implement a tree removal in-lieu fee which provides funding for the City to plant a new tree equivalent to every tree removed from private property.	Community Development	Short-term	Completed	Process was completed for public trees in 2022.
Electricity Generation	EG-1.1.f	Develop a battery storage program in which BWP provides battery storage incentives in return for a commitment to operate (CTO) distributed battery storage projects for a set amount of time (i.e. 5-10 years), consistent with BWP rules and regulations.	Water and Power	Mid-term	Completed	Drew Johnstone: BWP's battery energy storage incentive was approved by the council, and BWP implemented the rebate program in February 2026. The program requires batteries to discharge daily during peak times.
Solid Waste	SW-1.1.c	Adopt an Edible Food Recovery Ordinance for edible food generators, food recovery services, or organization that are required to comply with SB 1383.	Public Works	Short-term	Completed	Amber Duran: Adopted March, 2022. https://burbank.granicus.com/MetaViewer.php?view_id=6&event_id=7514&meta_id=392739
Solid Waste	SW-1.1.e	Adopt an ordinance requiring all residential and commercial customers to subscribe to an organic waste collection program and/or report self-hauling or backhauling of organics.	Public Works	Short-term	Completed	Amber Duran: Adopted March, 2022. https://burbank.granicus.com/MetaViewer.php?view_id=6&event_id=7514&meta_id=392739
Solid Waste	SW-1.1.f	Conduct a Feasibility Study and prepare an action plan to ensure edible food reuse infrastructure is sufficient to accept capacity needed to recover 20% of edible food disposed or identify proposed new or expanded food recovery capacity.	Public Works	Short-term	Completed	Amber Duran: The law requires the City to recover 100% of edible food that would have otherwise been disposed from tier 1 and 2 entities. Burbank reports capacity and recovery to LA County for their County-wide study.
Solid Waste	SW-1.1.h	Establish an edible food recovery program to minimize food waste.	Public Works	Short-term	Completed	Amber Duran: https://www.burbankca.gov/web/public-works/sb1383-food-donation

Solid Waste	SW-1.1.j	Partner with all waste haulers within the City to: - Ensure organic waste collection from mixed waste containers are transported to a high diversion organic waste processing facility - Provide quarterly route reviews to identify prohibited contaminants potentially found in containers that are collected along route. - Clearly label all new containers indicating which materials are accepted in each container, and by January 1, 2025 place or replace labels on all containers.	Public Works	Short- to Mid-term	Completed	Completed. Amber: We do not allow for high diversion facilities as there is no way to identify them as high diversion. Staff conduct annual route reviews per the SB1383 regulation. If container breaks, they must be replaced with compliant colors, but otherwise not until 2036.
Transportation and Parking	T-1.2.c	Apply for California Transit and Intercity Rail Capital Program (TIRCP), Low Carbon Transit Operations Program, or other Greenhouse Gas Reduction Fund grants, to facilitate electrification of bus fleet.	Community Development	Mid-term	Completed	City applied and submitted the application on May 18, 2026. CDD Transportation staff continue to review grant opportunities.
Transportation and Parking	T-3.1.c	Conduct a City Municipal Fleet Optimization Study to understand the potential to replace fossil-fuel powered vehicles with zero-emission vehicles as they are replaced, with a goal of replacing 25% of light-duty fleet vehicles by 2030.	Public Works	Short-term	Completed	Completed. Drew Johnstone: On January 21, 2022, a Fleet Optimization Study was completed for the City of Burbank by Longobart-Ross Consulting (fleet management consultants).
Transportation and Parking	T-3.1.h	Adopt an EV Reach Code requiring new commercial and multifamily construction to install the minimum number of EV chargers based on Tier 2 CalGreen requirements (20% of total).	Building and Safety/Water and Power	Mid-term	Completed	Completed. State code has caught up to goal.

Water-Energy	W-1.1.b	Continue to enforce MWELO requirements.	Community Development/Parks/Public Works	Short-term	Completed	PARKS - This continues to be done through the regular building plan-check process, which requires all new landscaping projects with an irrigated area of 500 square feet or more to submit MWELO calculations at that time. Building and Safety enforces the requirements of the Model Water Efficient Landscape Ordinance through the regular building permit process. The scope of the requirements is based strictly on the amount of new landscape or rehabilitated existing landscape area. Here is the criteria for when a full MWELO review is required: Residential & Commercial: 1)The lot has more than 2,500 SF of landscape rehabilitated, 2)The lot has identified 500 SF of new landscape area, and/or 3)They have demolished all structures on-site and are building new. The applicant is asked to fill out and submit the MWELO form. The applicant may provide either a performance approach or a prescriptive compliance approach. B&S sends all MWELO reviews to a landscape consultant, Jeff Maxwell.
Water-Energy	W-1.1.g	Modernize at least three City-owned irrigation controllers each year to reduce water usage and maximize watering efficiencies, upgrading systems throughout the entire City by 2030.	Parks	Short- to Long-term	Completed	Completed
City Government	CG-1.1.d	Update progress on GHG Reduction Measures annually in reporting tool.	Water and Power/ Community Development	Short-term	Ongoing	Rincon Consultants, in collaboration with the City, has measured progress on GHG reduction measures for the 2024 inventory year. Staff have provided qualitative updates that are tracked in this document which is presented and posted online.
City Government	CG-1.1.a	Update community-wide GHG emissions inventory annually in the monitoring tool.	Water and Power/ Community Development	Short-term	Ongoing	2024 community-wide GHG Inventory completed by Rincon Consultants. The pace at which inventories can be completed and presented has necessitated biannual updates.
Adaptation and Resilience	A-1.1.a	Review and update the City's Emergency Preparedness website to reflect ways to prepare for events that may be likely to increase due to climate change.	Community Development/Burbank Fire	Short- to Mid-term	Ongoing	Fire: This remains ongoing. These hazards are identified on the current stand alone Ready Burbank website and will continue on the Ready Burbank page when rolled into the new Fire Department website.

Adaptation and Resilience	A-1.1.c	Identify low-cost mechanisms to reduce the impact of extreme heat on the community, especially on the most vulnerable members of society (i.e. children, the elderly, economically disadvantaged groups, and those with chronic health conditions made worse by heat exposure), and review grant opportunities to fund and implement.	Parks	Short- to Mid-term	Ongoing	PARKS - The City installed shade structures over picnic areas and bleachers and planted trees in parks to reduce heat impacts and provide relief for vulnerable community members.
Adaptation and Resilience	A-1.2.a	Work with the Burbank Fire Department to review and update the Local Hazard Mitigation Plan to confirm that it aligns with the Federal requirements, including identification of hazards and a climate risk assessment.	Community Development/Public Works/ Burbank Fire	Short-term	Ongoing	Fire: The current FEMA approved, and City Council adopted, LHMP is valid through January 2028 and does contain language in accordance with the guidance that was current prior to February 2024. The Emergency Management Division will begin looking into updates to the 2028 revision beginning sometime in calendar year 2026 and begin an 18-24 month update to the plan in accordance with FEMA guidance at that time.
Building and Efficiency	BE-1.1.c	Provide technical resources, including hosting workforce development trainings for installers and building owners/operators to discuss benefits and technical requirements of electrification.	Building and Safety	Mid-term	Ongoing	Building Division website ties in with California Energy Commission energy efficiency standards, which include compliance forms, energy videos, training events and opportunities, handouts, and an online resource center. BWP staff worked with a local water heater showroom located in Burbank to provide installer training on heat-pump water heaters.
Building and Efficiency	BE-1.1.d	Building and Safety Division and BWP will promote the cost and environmental benefits of electrification to builders, property owners, and contractors on the website and at the City permit counters.	Building and Safety	Mid-term	Ongoing	An A-frame informational sign has been placed at the Building Division check-in counter. In the absence of an all-electric code requirement, BWP promotes the electrification of home appliances through incentive programs. BWP is also in the process of promoting an electrification technical assistance program for homeowners via a partnership with QuitCarbon. BWP is bringing on BuildSmart Group to lead workshops for staff and the building community on the practical guide to all-electric construction.

Building and Efficiency	BE-1.1.f	Conduct an electrification infrastructure and capacity feasibility study to identify expected increases in electricity demand due to building and vehicle electrification, ensure capacity to meet that demand, and identify any infrastructure improvements.	Water and Power	Mid- to Long-term	Ongoing	BWP is in the processess of conducting a capacity study. Estimated completion is in 2024/25. BWP recently completed its Integrated Resources Plan (IRP) which includes a forward looking estimation on the increase in electricity demand from building and vehicle electrification.
Building and Efficiency	BE-1.2.a	Build upon the success of BWP's retrofit package and rebate and incentive programs with an All-Electric Building Initiative, or tariffed on-bill financing program which expands rebates and incentives to electric heat-pump water heating, HVAC units, and electrical panel upgrades and expands the business retrofit packages to include electric heat-pump water heaters and HVAC units.	Water and Power/ Community Development	Short-term	Ongoing	Drew Johnstone: BWP designed and launched a new Building Electrification Program with a primary focus on offering rebates for the replacement of gas appliances with efficient electric alternatives. This incentive is available for residential customers. The program includes rebates for heat pump heating and cooling equipment, heat pump water heaters, heat pump clothes dryers, and electric cooking appliances. Additionally, BWP offers rebates for electric panel upgrades to facilitate the transition to beneficial electrification. BWP is still undergoing an upgrade to its customer billing platform and this needs to be implemented prior to an on-bill financing program can be designed. As of July 1, 2025, rebate enhancements were launched to provide additional funding for low-income customers or affordable housing providers of low-income customers to install heat pumps. In addition, new rebates were introduced for business customers to install heat pumps. As of February, 2026, BWP is in the process of contracting with QuitCarbon to provide residential customers with technical assistance on electrification and assistance with applying for incentives. As of September, 2026, BWP staff drafted a Staff Report and Council executed a Resolution allowing for Open PACE financing through the CA Statewide Communities Development Authority (CSCDA). CSCDA's Open PACE program is a turnkey resource for residential and commercial property owners to finance energy efficiency, renewable energy, water conservation and seismic improvements. Provides up to 100% financing with repayment through property tax bills.

Building and Efficiency	BE-1.2.c	Review incentives and rebates for procedural equity and ensure that existing and updated incentive programs are being equitably distributed to the community. Hurdles to equitable implementation could include credit checks, excessive procedural hurdles and lack of targeted outreach.	Water and Power	Short-term	Ongoing	BWP staff updated rebate amounts and streamlined applications effective July 2025. As of 2026, staff are in the process of implementing an online rebate application processing software which should cut down on turnaround time and eliminate the need for paper/PDF applications. Drew Johnstone has the ability to edit the City's Sustainability webpage, and on July 1, 2025, updated the page to include updates on BWP programs and Recycling Center programs. On August 25, 2026, Council adopted a resolution allowing for Open PACE financing through the CA Statewide Communities Development Authority (CSCDA). CSCDA's Open PACE program is a turnkey resource for residential and commercial property owners to finance energy efficiency, renewable energy, water conservation and seismic improvements. Provides up to 100% financing with repayment through property tax bills. No credit check required.
Building and Efficiency	BE-1.2.f	Work with a non-profit organization, such as Building Decarbonization Coalition or Rocky Mountain Institute, to develop a best practices model based on the progress electrifying existing buildings to significantly increase electrification post-2030.	Building and Safety	Mid- to Long-term	Ongoing	Drew Johnstone: BWP has made connections with the Building Decarbonization Coalition. In 2024 BWP is added BWP's residential electrification rebates to the Switch is On website.
Building and Efficiency	BE-1.3.b	Continue to perform outreach for smart grid integration and promotion of smart grid-compatible technologies.	Water and Power	Short- to Mid-term	Ongoing	As of 2026, staff sunset the Cool Rewards pilot because it was not cost-effective. Staff are going back to the drawing board and working through Southern CA Public Power Authority to issue an RFP for engineering services to design and implement a more robust virtual power plant concept that will integrate additional consumer devices, such as stationary battery storage, EVs, and smart thermostats.
Building and Efficiency	BE-1.3.c	Maintain BWP's current rebate and incentive programs, ENERGY STAR appliance program, and Energy Conservation Programs, with continued public outreach and promotion.	Water and Power	Short- to Mid-term	Ongoing	Drew Johnstone: As of July 1, 2025, new rebates were launched for the business community and the cap for rebates was doubled from $100k to $200k because business rebate programs are cost-effective. Later in 2025, BWP will propose a Green Choice Program offering for business customers, enabling BWP to procure renewable energy credits on behalf of large business customers.

Building and Efficiency	BE-1.3.d	Continue collaboration between BWP and Burbank Unified School District to provide 6th graders with a “Resource Action Kit,” which contains energy and water saving devices for the student to install in their home, and information to complete a home audit report. Use this opportunity to teach students about the energy-water nexus as well.	Water and Power	Short- to Mid-term	Ongoing	BWP continues to collaborate with Burbank Unified School District and provides 6th graders with "Conservation Kits," containing energy-water saving devices for the students to install in their homes, in addition to information to complete a home audit report. In 2026, BWP expanded its program to include high school students.
Building and Efficiency	BE-1.3.e	Provide information to Community Development staff regarding annual energy savings from energy conservation programs for GGRP implementation tracking.	Water and Power	Short- to Mid-term	Ongoing	BWP provides information to Community Development staff regarding annual energy savings from energy conservation programs for GGRP implementation tracking.
Building and Efficiency	BE-1.3.f	Update the BWP Home Upgrade Program to include electrification with a focus on heat pump hot water heaters and HVAC systems which can be up to 400% efficient.	Water and Power	Short- to Mid-term	Ongoing	BWP designed and launched a new Building Electrification Program with a primary focus on offering rebates for the replacement of gas appliances with efficient electric alternatives. The program includes rebates for various electric appliances such as heat pump heating and cooling equipment, heat pump water heaters, heat pump clothes dryers, and electric cooking appliances. Additionally, BWP offers rebates for electric panel upgrades to facilitate the transition to beneficial electrification. Due to the complexity of fuel switching appliances, such as the need for permits, adding water heaters and HVAC systems to the program, additional time is required to find a path to expand the program.

Cornerstone	C-1.1.e	Conduct targeted outreach to low-income housing developments to engage building owners, building managers, landlords and residents to communicate benefits of electrification, discuss potential for retrofitting buildings, gain buy-in from community members, and providing education and trainings on incentives, technical requirements, and available resources.	Water and Power	Mid- to Long-term	Ongoing	BWP staff drafted a template letter tenants can send to their housing provider to educate and persuade them to take advantage of BWP efficiency and electrification programs. This letter was shared with the Sustainable Burbank Commission. BWP staffs a table at the 55 & Beyond Resource Fair to highlight rate discounts such as the Lifeline Rate, the Burbank Utility Service Subsidy, and ProjectShare. Drew Johnstone: BWP staff are preparing educational materials for developers/builders to educate them about the CA building code which requires electrification readiness and some amounts of electric equipment in new construction projects. BWP held a community workshop with Burbank Housing Corp residents to educate them about forthcoming electrification projects.
Cornerstone	C-1.1.f	Implement a pilot project for retrofitting of an entire building of affordable housing units, as determined feasible.	Water and Power	Mid- to Long-term	Ongoing	In April 2025, BWP filled a vacant position, and this person is dedicated to working with BHC to provide two types of benefits: the first being a direct install program with a third-party contractor to design/build electrification retrofits, and the second is to implement enhanced rebates for efficiency and electrification upgrades. As of 2026, BWP is in the process of contracting with the vendor to retrofit a six-unit BHC building at 199 Elmwood.
City Government	CG-1.1.b	Obtain annual progress updates from BWP on energy efficiency program implementation and city-wide energy consumption.	Water and Power/ Community Development	Short-term	Ongoing	BWP: City-wide energy consumption and savings estimates are published in BWP's monthly Operations and Financials Report to the BWP Board as well as during GHG emissions inventories.
City Government	CG-1.1.c	Establish reporting of annual volumes of landfill gas captured and methane fraction of landfill gas at Burbank Landfill Site No. 3 for better understanding of future landfill emissions.	Water and Power/ Community Development	Short-term	Ongoing	Drew Johnstone: Would recommend Public Work invovlement
City Government	CG-1.1.e	Regularly update the GGRP webpage to include updates on ordinances, programs, and policies implemented as part of the GGRP.	Water and Power/ Community Development	Short-term	Ongoing	Karen Pan: City webpage has been created, and it is updated on a regular basis. www.burbankca.gov/sustainability.
City Government	CG-1.2.d	Implement plan for converting all outdoor lighting at City facilities, City parking areas, and parks to LED by 2030.	Public Works	Long-term	Ongoing	The Facilities Maintenance/Construction team converts outdoor lighting to LEDs on an ongoing basis.

City Government	CG-1.3.d	Identify and install battery energy storage systems at appropriate City facilities, and leverage projects to further promote benefits of distributed energy storage, which are directly connected to a renewable resource.	Water and Power/Public Works	Mid- to Long-term	Ongoing	BWP commissioned the City's largest solar and battery storage project. The 2-megawatt solar project owned and operated by Burbank Water and Power (BWP) is located at the Regional Intermodal Transit Center and consists of 4,260 American-made solar panels paired with a 2-megawatt/8-megawatt-hour battery system. Drew Johnstone: BWP assessed solar feasibility and estimate sizing for solar and battery storage at multiple BWP sites and are awaiting budget approval and staff capacity to proceed with new projects.
City Government	CG-1.4.c	Allow 25% of employees located at the City of Burbank to telecommute or utilize flexible schedules through 2030 to reduce travel time, vehicle miles traveled (VMT), and GHG emissions.	Community Development	Mid- to Long-term	Ongoing	Some City departments allow employees to work from home. Each City department has various policies and work schedules.
Carbon Sequestration	CS-1.1.b	Identify funding to expand BWP's Free Shade Tree Program to include targeted outreach to multi-family and low-income housing.	Water and Power	Short- to Mid-term	Ongoing	BWP's shade tree program is now called "Energy Saving Trees" and it is administered by the Arbor Day Foundation. The program's website is a one-stop shop allowing residential and non-residential customers to select shade trees for their property and have them delivered to Burbank at no-cost. BWP will be considering how to market the program to multi-family and low-income housing. Drew Johnstone: BWP's Energy Saving Trees Program has an annual budget of $50,000. To date, the program has remained under budget. Funding comes from BWP's electric public benefits funds, which is an eligible use for these funds which are restricted for efficiency, low-income, clean tech or R&D projects/programs.
Carbon Sequestration	CS-1.1.d	Develop an Urban Forest Plan to identify City's potential capacity for new tree planting, identify a timeframe for implementation and provide a management plan for existing trees.	Parks/ Community Development	Mid-term	Ongoing	PARKS - In partnership with Davey Resource Group (DRG), the Department is developing the Urban Forest Master Plan (UFMP). A Citywide tree inventory was completed in November 2024, with data analysis ongoing.
Carbon Sequestration	CS-1.1.f	Conduct an urban canopy study and identify low income and/or disadvantaged communities with lower than average tree canopy coverage in order to prioritize planting in these areas to ensure equitable access to the health and resiliency benefits of trees.	Community Development/Public Works/Parks	Mid-term	Ongoing	PARKS - As part of the UFMP, DRG is conducting an urban canopy analysis to identify areas with low tree coverage. The study will prioritize low-incomce and disadvantaged communities to support equitable tree planting and access to environmental benefits.

Electricity Generation	EG-1.1.e	Direct BWP to continue to work with businesses (especially the studios) on partnerships designed to maximize the use of renewable energy including solar/ storage, appropriate tariff changes and microgrid opportunities	Water and Power	Mid-term	Ongoing	BWP staff are available to meet with large businesses (key accounts) as requested. BWP also hosts quarterly Key Accounts meetings to discuss utility updates and rates.
Electricity Generation	EG-1.1.h	Install 5 MW of local solar capacity, utilizing parking structure roofs and buildings around City as means to increase load capacity, including in areas where high loads from electric vehicle charging is likely.	Water and Power	Mid-term	Ongoing	Drew Johnstone: BWP completed a 2.1MW solar and 2MW/8MWh battery storage project at the Hollywood/Burbank Airport's Regional Intermodal Transit Center (RITC). An additional rooftop solar project at the BWP EcoCampus is in the pre-proposal phase, totaling ~700 kW.
Electricity Generation	EG-1.1.i	Expand renewable energy generation at BWP facilities, with a goal of installing renewable energy generation at all feasible locations by 2040.	Water and Power	Mid- to Long-term	Ongoing	Drew Johnstone: BWP completed a 2.1MW solar and 2MW/8MWh battery storage project at the Hollywood/Burbank Airport's Regional Intermodal Transit Center (RITC). An additional rooftop solar project at the BWP EcoCampus is in the pre-proposal phase, totaling ~700 kW.
Solid Waste	SW-1.1.a	Engage with all waste haulers operating within the City to discuss SB 1383 requirements for waste haulers (i.e. organics receptacles and labeling requirements).	Public Works	Short-term	Ongoing	Amber Duran: Speaking with haulers. Sharing updated rules and regulations.
Solid Waste	SW-1.1.d	Partner with all City waste haulers, to provide organic waste collection and recycling services to all commercial and residential generators of organic waste.	Public Works	Short-term	Ongoing	Amber: Working with municipal and permitted haulers to roll-out recycling and organics as automatic enrollment. Conducting waiver inspections for accounts that don't need services.
Solid Waste	SW-1.1.g	Establish an education and outreach program for school children and adults around food waste prevention, nutrition education, and the importance of edible food recovery.	Public Works	Short-term	Ongoing	Amber: Education on food waste prevention and edible food recovery is required under SB 1383. Due to limited resources, staff recommend removing nutrition education from this action.
Solid Waste	SW-1.1.i	Adopt an ordinance or enforceable mechanism to regulate haulers collecting organic waste, including collection program requirements and identification of organic waste receiving facilities.	Public Works	Short-term	Ongoing	Amber: Speaking with haulers. Sharing updated rules and regulations.

Transportation and Parking	T-1.1.a	Implement all policy recommendations included in the Complete Our Streets Plan to improve pedestrian and bicycle networks and increase transit ridership based on the established timeframes.	Community Development/ Public Works	Short- to Long-term	Ongoing	The Complete Our Streets Plan policies and goals continue to be implemented citywide via current and long range planning efforts, as well as through capital projects. Additionally, these goals and policies are being integrated into the development of three separate specific area plans currently under development. (timeframes established in the Complete Our Streets Plan)
Transportation and Parking	T-1.1.b	Integrate the Complete Our Streets "Checklist for New Projects" into the City's Development Review process and Capital Improvement Program to ensure new projects include Complete Our Streets measures.	Community Development/ Public Works	Short-term	Ongoing	In June 2023, City Council adopted the Citywide Complete Streets Objective Standards, which apply to the review of minesterial and discretionary projects, requiring them to implement the goals and policies of the Complete Our Streets Plan. PW - this is being integrated into GGRP Checklist
Transportation and Parking	T-1.1.c	Continually work to identify grant funding opportunities to implement Complete Our Streets projects included in the Complete Our Streets Plan.	Community Development/ Public Works	Short- to Long-term	Ongoing	Transportation: CDD Transportation staff continues identifying and applying for grants to implement Complete Our Streets Capital Projects. Staff is currently seeking funding to design and replace the Olive Ave and Magnolia Blvd bridges for Complete Street improvements. PW - No New Updates (timeframes established in the Complete Our Streets Plan)
Transportation and Parking	T-1.1.e	Develop and implement a bicycle safety program as part of the Citywide Safe Routes to School Plan focused on educating bicycle riders of all ages and skill levels to encourage ridership by offering bicycle safety resources and classes.	Community Development	Short-term	Ongoing	Transportation: CDD Transportation staff is developing a bicycle education program to be offered through Parks & Rec to residents of all ages and riding abilities.
Transportation and Parking	T-1.1.f	Evaluate and update the City's existing Zoning Code, Transportation Demand Management Ordinance, and California Green Building Code to ensure the City requires installation of bicycle parking areas in instances where off-street parking is required. Also, providing technical assistance to developers seeking to comply with the ordinance	Community Development	Short-term	Ongoing	CDD Transportation is working with CDD Planning to update TDM and TMO policies and goals through specific plans under developement.
Transportation and Parking	T-1.1.g	Utilize performance measures included in Complete Our Streets Plan to monitor and track realized mode shift from plan implementation.	Community Development	Mid- to Long-term	Ongoing	CDD Transportation staff is routinely tracking trip generation related to new projects, and reporting annually multi-modal safety and collisions numbers.

Transportation and Parking	T-1.2.a	Work with Metro to expand use of Metro's LIFE low-income EZ Pass transit subsidy by Burbank low-income households who ride BurbankBus, and expand Burbank Pass program transit subsidy program to BurbankBus fixed-route service to cover gaps in the Metro LIFE program.	Community Development	Short-term	Ongoing	BurbankBus now accepts LIFE participants, allowing income eligible LA County residents to ride BurbankBus for free.
Transportation and Parking	T-1.2.e	Electrify the Burbank Bus fleet in accordance with California Air Resources Board mandates and the City's Transit Fleet Electrification Study.	Community Development	Long-term	Ongoing	In July 2023, City Council approved the BurbankBus Electrification Plan and it was submitted to California Air Resources Board. Staff is looking at grant opportunities to purchase electric buses in 2027.
Transportation and Parking	T-2.1.a	Work with the Burbank TMO to update the TMO website annually to provide program information to current and potential members.	Community Development	Short-term	Ongoing	CDD Transportation staff works collectively with Burbank TMO on updates such as BurbankBus service changes, upcoming surveys, events, and any new updates.
Transportation and Parking	T-2.1.b	Work with the Burbank TMO to continue to implement TMO outreach strategy to increase membership and active participation in TMO programs	Community Development	Short-term	Ongoing	CDD Transportation staff continues to work with Burbank TMO with program to increase membership and active participation. Collectively, both groups attend meetings together to provide information to employers.
Transportation and Parking	T-2.1.c	Update the Burbank Center Plan, Media District Specific, Golden State Specific Plan, Plan Transportation Management Organization requirements to reflect TDM best practices. The update should evaluate which businesses are subject to TMO requirements, membership requirements and fees, TDM strategies offered by the TMO, reporting requirements and performance measures, and funding requirements. Utilize lessons learned from COVID-19 on transportation habits, impacts on transit, and potential hurdles and opportunities connected to these changes.	Community Development	Short-term	Ongoing	GSSP/TOD and MDSP updates underway
Transportation and Parking	T-2.1.d	Expand geographic boundary of TMO to Golden State /Airport areas by 2025 as part of the Golden State Specific Plan, and citywide by 2035.	Community Development	Short- to Long-term	Ongoing	Ongoing as part of the GSSP

Transportation and Parking	T-2.2.c	Update the Burbank Center Plan and, the Media District Specific Plan, adopt the Golden State Specific Plan, and update the Plan Transportation Management Organization requirements to reflect TDM best practices. Collectively, these updates should evaluate which businesses are subject to TMO requirements, membership requirements and fees, TDM strategies offered by the TMO, reporting requirements and performance measures, and funding requirements. Utilize lessons learned from COVID-19 on transportation habits, impacts on transit, and potential hurdles and opportunities connected to these changes.	Community Development	Mid- to Long-term	Ongoing	GSSP/TOD and MDSP updates underway, TDM and TMO will be bifurcated out to a separate effort as a programmatic/implementation action from all three specific plans
Transportation and Parking	T-3.1.a	Adopt an EV Charging Retrofits in Existing Commercial and Multifamily Buildings Reach Code requiring major retrofits, with either a building permit with square footage larger than 10,000 square feet or including modification of electric service panels, to meet CalGreen requirements for “EV Ready” charging spaces and infrastructure.	Building and Safety	Short-term	Ongoing	Effective Jan 1, 2026, several measures have been included in the CALGreen code to encourage the use of Clean Air Vehicles. In new projects or additions or alterations that add 10 or more vehicular parking spaces, the project must provide designated parking spaces for clean air vehicles. For multifamily and hotels, when parking facilities are altered or new parking spaces added and the work requires a building permit, each parking space added or altered shall have access to either a Level 2 or low power Level 2 charger.
Transportation and Parking	T-3.1.d	Evaluate alternative options to gas powered landscape and forestry maintenance equipment when replacing city-owned equipment.	Parks	Short-term	Ongoing	PARKS - Staff have expanded use of Stihl battery-powered equipment for light-duty tasks at City facilities. Chainsaws and backpack blowers still lack the power needed for larger park work, but new models are being evaluated as technology improves. The Department remains committed to sustainable equipment transitions where feasible. BWP - Hosted a Landscape Equipment Electrification Workshop and Hands-On Expo January 17, 2026. It was attended by 42 people, including local landscapers, vendors, and residents.
Transportation and Parking	T-3.1.e	Implement the BWP Transportation Electrification Plan to facilitate installation of EV chargers through customer rebates and direct installation of charging stations.	Water and Power/ Community Development/Public Works	Short- to Mid-term	Ongoing	PW - No New Updates Drew Johnstone: Staff continues to plan and install public and fleet EV charging infrastructure. BWP staff are preparing a Transportation Electrification Plan Update and expect to present to the BWP Board in Oct/Nov, 2026.

Transportation and Parking	T-3.1.f	Investigate opportunities to help fund additional EV charging infrastructure by leveraging public/private partnerships and ensuring the City is charging for EV infrastructure use at City owned facilities.	Water and Power	Short- to Mid-term	Ongoing	BWP staff are actively identifying grants and other funding opportunities to leverage. BWP was a recipient of $1 million to help fund ten DC fast chargers. BWP utilizes Low-Carbon Fuel Standard Credit sales revenues to fund EV charging infrastructure, not ratepayer funds. BWP launched an EV Technical Assistance Program to help local businesses and municipal departments analyse sites for EV charger potential. City sites are also eligible for BWP rebates to offset costs for EV charger deployment. Fleet staff are procuring zero emissions vehicles when available. BWP, Public Works, and CDD are collaborating to prepare EV charging stations at locations throughout the city. Fleet level 2 EV charging stations have been installed at the ASB and City Hall Parking Lots as of 6/15/25 - AA
Transportation and Parking	T-4.1.a	Implement managed parking at the Downtown Burbank Metrolink Station, the Burbank Airport North Metrolink Station, and the Burbank Airport South Metrolink Station through parking pricing so that at least 20 percent of station parking supply is available for transit users at any time of the day.	CDD	Short-term	Ongoing	Transportation: In March 2025, Transportation staff implemented paid parking program in Downtown. Staff will evaluate the performance of the program and provide periodical updates to the City Council. Additionally, staff will continue working to expand the plan to transit stops such as the Downtown Burbank Metrolink Stations and Burbank Airport North Metrolink Station.
Transportation and Parking	T-4.1.b	By 2025, implement the City's 6 Parking Management Principles in the Burbank Center Plan area. This would include: 1) pricing all public parking (streets and structures) so that at least 20 percent of parking supply (one or two spaces per block) is available at any time of day 2) updating BMC Zoning rules to improve flexibility of off-street parking requirements for new development	CDD	Short-term	Ongoing	Transportation: In March 2025, Transportation staff implemented paid parking program in Downtown. Staff will evaluate the performance of the program and provide periodical updates to the City Council. Additionally, staff will continue working to expand the plan to transit stops such as the Downtown Burbank Metrolink Stations and Burbank Airport North Metrolink Station.

Water-Energy	W-1.1.a	Continue to implement 2020 UWMP water conservation programs.	Water and Power	Short-term	Ongoing	BWP's water conservation programs are active. BWP continues to implement water conservation programs in alignment with the 2025 UWMP. BWP offers monetary rebates for replacing turf grass with drought-tolerant landscaping and for installing water-saving devices. Drew Johnstone: BWP led an effort, in collaboration with Public Works and Parks and Rec, to develop a Parkway Landscape Guide that highlights the city's parkway policy, CA native plants, appropriate ground cover, and maintenance tips. Completed February 2026.
Water-Energy	W-1.1.c	Continue enforcement of large irrigation customers required to use recycled water.	Water and Power/Community Development	Short-term	Ongoing	CDD - Planning has incorporated objective development standards
Water-Energy	W-1.1.e	Install a new Advanced Metering Infrastructure (AMI) system in the next four years that will include easy-to-use web-based tools that allow customers to track and monitor water use. Promote the availability of Home Water Reports and provide materials on how to utilize the available information.	Water and Power	Short- to Mid-term	Ongoing	BWP has an active contract with a vendor to upgrade the utility's advanced metering infrastructure. BWP's customers can monitor water usage via a web-based tool called WaterSmart.
Adaptation and Resilience	A-1.1.b	Work with Ready LA County to continue public education regarding the symptoms of extreme heat exposure in English, Spanish, and Armenian.	Community Development/Burbank Fire	Short- to Mid-term	Pending	Fire: The LA County Emergency Survival Guide (an all-hazards preparedness tool that includes guidance on extreme weather incidents) is available in multiple languages, including Spanish and Armenian. The City of Burbank Fire Department Emergency Management Division plans to create a similar Burbank-specific guide in the future. BPD: In conjunction with PIO distribute seasonal information
Adaptation and Resilience	A-1.1.d	Identify three new community locations that are either owned by the City or a trusted private entity that can serve as shelter, evacuation, and/or clean air centers for future climate emergency events in centralized areas throughout the City.	Community Development	Mid-term	Pending	Housing and Econ Dev to be tasked with this responsibility.
Adaptation and Resilience	A-1.2.b	Identify grant funding opportunities and/or earmark additional funding opportunities to complete and implement a robust city-wide Vulnerability Assessment and Adaptation Plan.	Community Development/Public Works	Short-term	Pending	Staff willl seek funding for FY25-26 to initiate, currently in the process of reaching out to other cities to get a sense of an approximate budget.

Adaptation and Resilience	A-1.2.c	Provide information on the City's website about updated climate vulnerability information and information on how the community can increase the City's adaptive capacity.	Community Development/Water and Power/Public Works	Short-term	Pending	PW - No New Updates
Adaptation and Resilience	A-1.2.d	Upon acquisition of funding, complete a Vulnerability Assessment and Adaptation Plan that focuses on the City's most vulnerable communities and establishes specific goals to reduce the vulnerability of those most susceptible to the impacts of climate change.	Community Development/Public Works/Fire Department	Mid-term	Pending	Fire: No such funding has been acquired to conduct such studies. CD: Staff will seek funding for FY25/26 to initiate
Adaptation and Resilience	A-1.3.a	Consider investigating a partnership with researchers and/or students at the University of California, Los Angeles (UCLA) to utilize the Biodiversity Atlas of Los Angeles to understand best practices on how to track, interpret, update, and maintain data associated with biodiversity throughout the City.	Community Development/Parks	Short-term	Pending	
Adaptation and Resilience	A-1.3.b	Provide a direct link on the City's website to the Biodiversity Atlas of Los Angeles in addition to any updated biodiversity inventories, which should be completed regularly. In addition, provide an avenue for citizen scientists to participate in reporting and tracking of species, when possible.	Community Development	Short-term	Pending	
Adaptation and Resilience	A-1.3.c	Work with Trails LA County and/or the Stough Canyon Nature Center to design and implement a program that invites all residents to visit the local natural ecosystems and utilize the local hiking trails, that also provides a multi-lingual educational component, with an emphasis on low-income and disadvantaged community members.	Parks	Short-term	Pending	
Adaptation and Resilience	A-1.3.d	Review and identify funding opportunities to update and maintain a tracking mechanism to regularly evaluate biodiversity in the City.	Parks	Mid-term	Pending	Parks: This would also be in the Urban Forest Plan

Building and Efficiency	BE-1.1.a	Adopt an Electrification Reach Code for all new buildings which bans the piping of natural gas. In doing so the City will: - Engage with stakeholders, both internal stakeholders, such as City staff and officials, and external stakeholders, such as local developers regarding the purpose and impact of the reach code - Conduct a cost effectiveness study - Develop and draft an ordinance - Conduct public hearings, public notices, and formally adopt the ordinance - Submit the adopted ordinance to the California Energy Commission (CEC) and California Building Standards Commission (CBSC)	Building and Safety	Short-term	Pending	Natural gas appliance ban strategy put on hold after federal court overturns Berkeley's ban on natural gas appliances. The 2025 state energy code has baseline standards for electrification, renewables, battery storage, and EV readiness. Legislation was passed (AB 130), which restricts residential reach codes, with some exemptions for jurisdictions that had previous reach codes or have reach codes in their general plans. The next step is to confirm Burbank's eligibility for exemptions and the Building Standards Commission's ability to approve reach codes.
Building and Efficiency	BE-1.1.b	Provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants.	Community Development	Short-term	Pending	For FY 25-26, BWP staff are in the process of partnering with QuitCarbon to launch a marketing campaign for residential electrification and a technical assistance program. Drew Johnstone: Recommended next steps are to connect with the Building Decarbonization Coalition's Kitchen Electrification Working Group and Chefluencer program.
Building and Efficiency	BE-1.1.e	Establish a partnership with the Building Decarbonization Coalition, or a similar organization, to engage with local building industry stakeholders in development of an Electrification Reach Code.	Building and Safety	Mid- to Long-term	Pending	Natural gas appliance ban strategy put on hold after federal court overturns Berkeley's ban on natural gas appliances. The 2025 state energy code has baseline standards for electrification, renewables, battery storage, and EV readiness. Legislation was passed (AB 130), which restricts residential reach codes, with some exemptions for jurisdictions that had previous reach codes or have reach codes in their general plans. The next step is to confirm Burbank's eligibility for exemptions and the Building Standards Commission's ability to approve reach codes.
Building and Efficiency	BE-1.1.g	Work with SoCal Gas to identify opportunities for natural gas infrastructure pruning to reduce the chance of stranded assets, provide potential funding, and establish an efficient transition to carbon neutral buildings.	Water and Power	Long-term	Pending	Staff will be looking at the gas infrastructure pruning feasibility studies conducted in other jurisdictions.

Building and Efficiency	BE-1.2.b	Partner with BWP to develop an education campaign to promote the All-Electric Building Initiative that builds upon the success of other BWP programs. The program would include: - Utility bill inserts to advertise the incentive programs and the cost and health benefits of electric appliances - Targeted outreach to builders and property managers with an informational brochure describing the financial benefits of replacing natural gas appliances with all electric appliance when they apply for permits - Targeted outreach to local property managers to address appliance energy use and benefits of all electric appliances in multi-family units - Provide informational webinars and an updated website to advertise and promote All-Electric Building Initiative rebates and incentives	Building and Safety	Short-term	Pending	The 2025 state energy code now includes electrification standards, which require heat pumps as the standard for space and water heating. The recommended next steps are to draft an all-electric new-construction guide and host webinars. BWP is in the early stages of selecting a vendor to provide technical assistance/concierge services for electrification. Drew Johnstone: BWP staff are preparing educational materials for developers/builders to educate them about the CA building code, which requires electrification readiness, solar, and some amounts of electric equipment in new construction projects.
Building and Efficiency	BE-1.2.d	Initiate separate application process for electric conversions in the building permit system to track the number of permitted natural gas fueled water heaters and HVAC equipment replaced with electric fueled equipment, as well as if this has resulted in a building becoming all-electric, with indication of whether or not BWPs incentive and rebate programs are being utilized to pay for new equipment.	Building and Safety	Short-term	Pending	July 2025: BWP and B/S are collaborating to track installations of heat-pumps to track this KPI. The process could be improved by adopting a more deliberate approach to tracking electrification projects within the permitting system. Next step is to work with Building and Safety and IT department to create specific Electric-Conversion permit.
Building and Efficiency	BE-1.2.e	Partner with Building and Safety to perform an electrification feasibility study to identify costs, benefits, potential hurdles, and policy strategies for electrifying existing buildings in Burbank. Strategies could include time of replacement, time of sale, and building performance policies.	Water and Power	Mid-term	Pending	Drew Johnstone: In 2026, staff are researching the possibility of an A/C to Heat-pump (AC2HP) code for existing buildings to install a heat-pump at the time of AC/Furnace burnout.
Building and Efficiency	BE-1.3.a	Implement a retrofit package tracking system for BWP's energy efficiency retrofit incentive program, which includes tracking of the number of pre-defined packages installed.	Water and Power/ Building and Safety	Short-term	Pending	As of 2026, BWP does not have any retrofit packages to track. BWP does track particiaption in rebate programs for efficiency and electrification.
Cornerstone	C-1.1.a	Expand upon BWP's low-income Refrigerator Exchange Program by identifying funding to provide electric heat-pump water heaters and HVAC units to low-income households.	Water and Power	Short-term	Pending	In Sept 2026, BWP relaunched the refrigerator exchange program for low-income residents. BWP is in discussions with the vendor to expand to other appliances.

Cornerstone	C-1.1.b	Explore a partnership with non-profit organizations, such as GRID Alternatives, to implement a low-income solar installation program, which includes a workforce installation training program for groups not typically represented in the solar workforce.	Community Development	Short-term	Pending	As of June, 2026, BWP is actively seeking bids for rooftop solar installation at the pilot project at 199 Elmwood for the Affordable Housing Electrification Program. The project was awarded funding from LWIP and includes a solar workforce development component.
Cornerstone	C-1.1.c	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.	Water and Power	Mid-term	Pending	In April 2025, BWP filled a vacant position and this person is dedicated to work with BHC to provide two types of benefits, the first being a direct install program with a third party contractor to design/build electrification retrofits and the second is to implement enhanced rebates for efficiency and electrification upgraded. In July of 2025, BWP introduced enhanced efficiency and electrification rebates for low-income customers and affordable housing providers.
Cornerstone	C-1.1.d	Partner with Burbank Housing Corporation to perform an electrification needs and existing building retrofit cost assessment for all affordable housing units owned and managed by the Burbank Housing Corporation to identify an electrification retrofit pilot project that includes retrofitting of an entire building of affordable housing units.	Community Development– Housing Division	Mid-term	Pending	In April 2025, BWP filled a vacant position, and this person is dedicated to working with BHC to provide an electrification needs assessment and develop an agreement with a third-party contractor to retrofit an entire building in 2026.
Cornerstone	C-1.1.g	Perform an existing buildings analysis specifically targeted towards lowincome neighborhoods to identify neighborhoods or building blocks for larger-scale electrification projects in partnership with BWP.	Building and Safety	Long-term	Pending	No update
Cornerstone	C-1.1.h	Identify and implement a pilot project for electrification of a complete neighborhood composed of low-income and affordable housing, including energy bill protections in case energy bills exceed costs to residents prior to project implementation and pursuing opportunities for natural gas infrastructure pruning.	Community Development– Housing/ Economic Division	Long-term	Pending	BWP and BHC are collaborating to retrofit a pilot building at 199ELmwood to all-electric and add rooftop solar to reduce tenant bills. It is located in a cul-de-sac of mostly affordable housing buildings, which would be a good site for potential gas line pruning.

Cornerstone	C-1.1.i	Develop a tariffed on-bill financing program or other incentive program to allow for equitable electrification of buildings within BWP service area.	Water and Power	Long-term	Pending	As of June, 2026, BWP staff drafted a Staff Report and Council executed a Resolution allowing for Open PACE financing through the CA Statewide Communities Development Authority (CSCDA). CSCDA's Open PACE program is a turnkey resource for residential and commercial property owners to finance energy efficiency, renewable energy, water conservation, and seismic improvements. Provides up to 100% financing with repayment through property tax bills. BWP is still undergoing an upgrade to its customer billing platform and this needs to be implemented prior to an on-bill financing program can be designed.
Cornerstone	C-1.1.j	Evaluate opportunities to provide technical and financial assistance to low-income property owners and low-income homeowners looking to electrify.	Water and Power	Long-term	Pending	Drew Johnstone: BWP was awarded funding from the LIWP program to receive no-cost technical assistance and construction management services. BWP was also awarded a TECH incentive to lower the cost of installing heat-pump HVAC. These state funds help lower the costs of retrofitting BHC properties. BWP now offers higher rebates for low-income customers to electrify their appliances and home systems.
City Government	CG-1.1.f	Earmark funding for triennial GGRP updates.	Water and Power/ Community Development	Short-term	Pending	Drew Johnstone: I would recommend updating every 5 to 7 years instead of every 3, as staff are focusing on implementing the plan.
City Government	CG-1.2.c	Establish a plan for converting outdoor lighting at City facilities, City parking areas, and parks to LED.	Public Works	Short-term	Pending	The Facilities Maintenance/Construction team maintain a list of outdoor light assets with bulb types. PW to contact KSG to see if there is a spreadsheet or inventory of all outdoor lights - AA PW plans to convert outdoor lights at tennis courts to LEDs soon. Timeline TBD - AA
City Government	CG-1.3.a	Partner with Building and Safety to conduct an electrification opportunity assessment for all City buildings and facilities and establish a replacement plan for replacing natural gas fueled equipment with electric where practical and technologically feasible.	Public Works	Short-term	Pending	Drew Johnstone: As a precursor to a policy, Public Works is initiating a facilities assessment report. PW - No New Updates

City Government	CG-1.3.b	Establish a City owned building equipment policy to replace natural gas fueled equipment at the end of useful life with electric or other alternative equipment when practical and technology is feasible and the same consideration for all newly constructed City facilities and buildings.	Public Works	Short-term	Pending	Drew Johnstone: As a precursor to a policy, Public Works is initiating a facilities assessment report. PW - No New Updates
City Government	CG-1.3.c	In partnership with BWP, install photovoltaic at all City buildings where feasible to offset at least 80% of energy consumption and use excess generation to contribute to City-wide renewable energy sources.	Water and Power/Public Works	Mid- to Long-term	Pending	Drew Johnstone: BWP worked with a consultant to assess solar feasibility and estimate sizing for solar and battery storage at BWP and other municipal sites. Next step is to budget and assign project management resources. PW - No New Updates
City Government	CG-1.4.a	Establish a subsidized transit commute program and expand the employee carpool program to reduce employee commute miles in single occupancy vehicles.	Community Development	Short-term	Pending	CDD Transportation staff is working with Metro to brainstorm ideas about bus fares. Transportation staff will also look at opportunities for the transit commuter program. Once established, staff will start providing education programs.
City Government	CG-1.4.b	Expand employee use of carbon-free and low carbon transportation by providing education programs on the benefits of commute options including public transportation, EV/ZEV options, and vanpools.	Community Development	Short- to Mid-term	Pending	CDD Transportation staff is working with Metro to brainstorm ideas about bus fares. Transportation staff will also look at opportunities for the transit commuter program. Once established, staff will start providing education programs.
Carbon Sequestration	CS-1.1.c	Adopt a Greenscaping Ordinance that has a street tree requirement for all zoning districts; has a shade tree requirement for new development; requires greening of parking lots; and increases permeable surfaces in new development.	Community Development	Mid-term	Pending	The effort to commence after the reforestation planning effort currently underway is complete.
Carbon Sequestration	CS-1.1.e	Adopt a standard policy and set of practices for expanding the urban tree canopy and placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	Community Development/Public Works	Mid-term	Pending	PW - No New Updates
Electricity Generation	EG-1.1.a	Implement programs, similar to BWP's Residential Green Rate Premium Program, to facilitate access for customers to adopt more renewable energy.	Water and Power	Short-term	Pending	As of Nov. 2025, the program is paused, however, BWP staff aim to re-launch the program with updated rates in 2027. Staff is researching the safety and efficacy of plug-in solar. BWP's Green Choice Program allows customers to voluntarily pay a premium to support renewable energy. BWP procures renewable energy credits (RECs) to offset the non-renewable portion of customers' usage.

Electricity Generation	EG-1.1.b	Conduct a feasibility study to understand potential for installation of renewable energy generation at BWP water facilities.	Water and Power	Short-term	Pending	In 2024, BWP hired a consultant to conduct a solar and battery energy storage sizing assessment of BWP's water reservoirs, BWP ecocampus rooftops, Police/Fire building, Public Works Yard, City Service Building, McCambridge Rec Center, Verdugo Rec Center. The sites identified in the 2024 report are on BWP's mid-term plan to solarize. BWP is moving ahead with rooftop sites on the EcoCampus first.
Electricity Generation	EG-1.1.c	Conduct analysis on risks and benefits associated with relying on battery storage to achieve carbon neutral electricity and grid resiliency goals and set a MW capacity goal for installed battery storage by 2030 and 2040 consistent with BWP rules and regulations.	Water and Power	Short- to Mid-term	Pending	BWP's 2024 Integrated Resources Plan provides an outlook on renewable energy pathways, including the use of battery storage. Regarding on-site renewable energy, BWP is planning a new program called Solar Net Billing that will replace the existing solar net energy metering program. Solar Net Billing will require new solar systems to be on a time-of-use rate, which will increase the customer value proposition for battery storage. In addition, BWP is planning to offer a rebate for battery storage. As of February 2026, BWP launched a battery energy storage rebate program to help lower upfront costs for residents and businesses installing batteries with their solar systems.
Electricity Generation	EG-1.1.d	Conduct a feasibility study to identify locations in the City for installation of local renewable energy generation and energy storage projects.	Water and Power	Mid-term	Pending	In 2024, BWP hired a consultant to conduct a solar and battery energy storage sizing assessment of BWP's water reservoirs, BWP ecocampus rooftops, Police/Fire building, Public Works Yard, City Service Building, McCambridge Rec Center, Verdugo Rec Center.
Electricity Generation	EG-1.1.g	Identify grant funding opportunities to increase landfill gas capture rate at Burbank Landfill Site No. 3 to the maximum extent practicable.	Public Works	Mid-term	Pending	Drew Johnstone: Public Works maintains the landfill gas collection system (wells and header) and Burbank Water & Power operates and maintains the flare and microturbines (landfill gas-to-energy plant). Staff will continue to take note of and consider grants that benefit the landfill. PW - No New Updates
Solid Waste	SW-1.1.b	Adopt procurement policies to comply with SB 1383 requirements for jurisdictions to purchase recovered organic waste products.	Public Works	Short-term	Pending	Amber: Delayed due to waste reduction ordinance which we wanted to include in the procurement policies.

Transportation and Parking	T-1.1.d	Complete and implement the Citywide Safe Routes to School Plan consistent with the Complete Our Streets Plan upon identification of funding.	Public Works	Short-term	Pending	PW - No New Updates
Transportation and Parking	T-1.2.b	Adopt an ordinance to allow and manage shared-use mobility devices, including but not limited to e-scooters and bikes.	Community Development	Short-term	Pending	CDD Transportation is working to include policies to introduce bike share programs through the Media District Specific Plan Update and the Golden State Specific Plan, but would exclude e-scooters.
Transportation and Parking	T-1.2.d	Use electric bus fleet to generate revenue through programs, such as the California's Low Carbon Fuel Standards, to pay for increased bus service frequencies and/or other supportive infrastructure.	Community Development	Long-term	Pending	CDD Transportation staff are at the initial phase and will be purchasing electric fleet in 2027.
Transportation and Parking	T-2.2.a	To enhance the Burbank community's ability to telecommute, partner with telecom companies to perform a Broadband Access Study to identify areas of the City have limited access to broadband service due to infrastructure and financial limitations.	Community Development	Short-term	Pending	Transportation: No new updates
Transportation and Parking	T-2.2.b	Identify grant funding opportunities to help bridge the broadband access gap in the City by helping to fund installation of infrastructure or subsidize broadband service for low-income households.	Community Development	Mid-term	Pending	Transportation: No new updates
Transportation and Parking	T-2.2.d	Direct TMO fees towards expanded BurbankBus transit services, employee rideshare subsidies, and active transportation infrastructure.	Community Development	Mid- to Long-term	Pending	CDD Transportation staff will work on this item as a mid- to long-term goal.
Transportation and Parking	T-3.1.g	Adopt an electric and alternative fueled vehicles and equipment purchasing policy for light-duty vehicles for all City departments, including BWP, allowing for exceptions for heavy-duty and emergency response vehicles.	Public Works/ Water and Power	Short- to Mid-term	Pending	City fleets are subject to, and focus on meeting, the Advanced Clean Fleets regulation administered by the California Air Resources Board. This regulation requires fleets to procure zero-emission vehicles starting in 2024.
Transportation and Parking	T-3.1.i	Update the BWP Transportation Electrification plan by 2026 to reflect changes in state goals, consumer behavior, technology and lessons learned.	Water and Power	Mid- to Long-term	Pending	The BWP Transportation Electrification Plan is updated to reflect changes in state goals, consumer behavior, technologies, and lessons learned. Staff plans to present to the BWP Board in Oct/Nov, 2026

Transportation and Parking	T-3.1b	Coordinate with BWP to enhance promotion of public and private conversion to zero-emission vehicles; including use of City events, social media, and the City website to educate on benefits of zero-emission vehicles and available incentives.	Public Information /Water and Power/ Community Development	Short-term	Pending	BWP offers a suite of incentives to help reduce the upfront costs of purchasing a used EV and installing EV chargers. BWP owns and maintains ~108 public EV chargers. BWP has social media assets.
Transportation and Parking	T-4.1.c	By 2030, implement the City's 6 Parking Management Principles in the Golden State Specific Plan area and Media District Specific Plan area. This would include: 1) pricing all public parking (streets and structures) so that at least 20 percent of parking supply (one or two spaces per block) is available at any time of day 2) updating BMC Zoning rules to improve flexibility of off-street parking requirements for new development	CDD	Mid-term	Pending	CDD Transportation staff are currently working on a proposed Parking Management Plan for Downtown Burbank. The goal is to work on areas such has the Golden State Specific Plan and Media District Specific Plan area.
Transportation and Parking	T-4.1.d	By 2040, implement the City's 6 Parking Management Principles citywide. This would include: 1) pricing all public parking (streets and structures) so that at least 20 percent of parking supply (one or two spaces per block) is available at any time of day 2) updating BMC Zoning rules to improve flexibility of off-street parking requirements for new development	CDD	Long-term	Pending	CDD Transportation staff is currently working on a proposed Parking Management Plan for Downtown Burbank. The goal is to implement this citywide as a long-term goal.
Water-Energy	W-1.1.d	Coordinate with BWP to implement a public education campaign that highlights water conservation practices and promotes and provides demonstrations of graywater and rainwater systems, with focus on low-income households with high utility bill burdens.	Community Development/Public Works	Short-term	Pending	BWP has significant information on water conservation practices on its website, including a dedicated webpage called Graywater 101.

Water-Energy	W-1.1.f	Update BWP's 2010 Recycled Water Master Plan to identify success since 2010 and feasible opportunities for expanding recycled water use. Work with developers to expand recycled water system and develop a recycled water expansion program.	Water and Power	Short- to Mid-term	Pending	BWP: Three consulting firms submitted proposals for the potable reuse feasibility study. After careful consideration, Woodard & Curan was identified as the highest-ranked consultant. Concurrently, BWP received Lockheed's groundwater hydraulic model; coordinated with CAO to discuss regulatory requirements; conducted a Public Outreach Brainstorming session on February 19; coordinated with LASAN to discuss options for bringing disposal; and performed an Environmental Impact Assessment. The feasibility study is scheduled to be completed by August 2026. Burbank City Hall fountain was retrofitted to use recycled water as of 6/15/26

UPDATE ON THE GREENHOUSE GAS REDUCTION PLAN ANNUAL REPORT & GREENHOUSE GAS INVENTORY

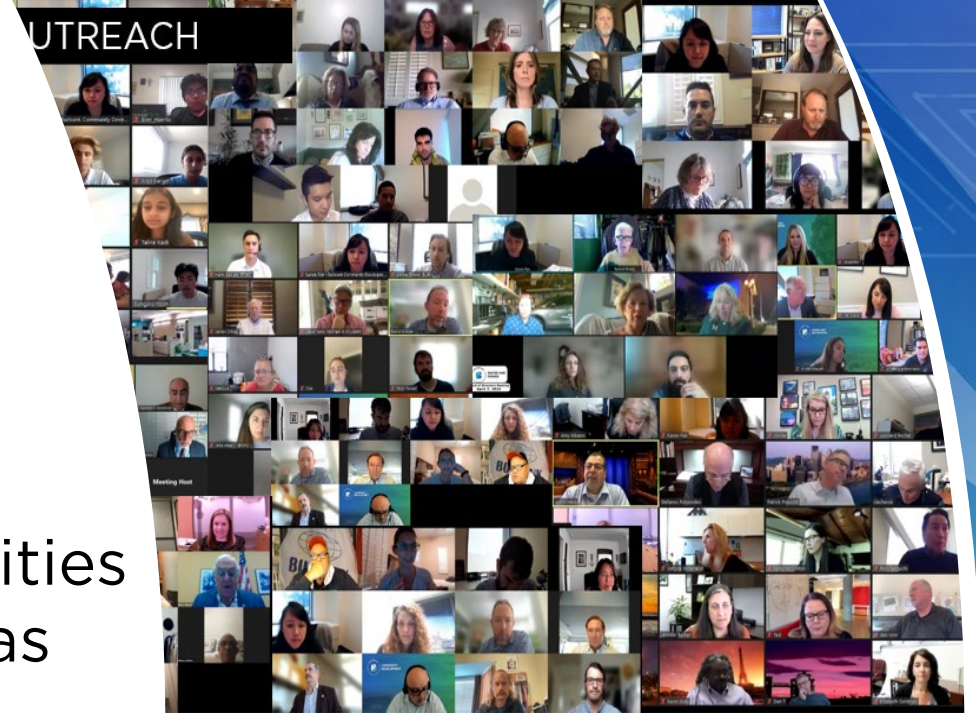
City Council
September 15, 2026

WATER AND POWER

1. Recap of the Greenhouse Gas Reduction Plan

2. Progress and priorities
   - Greenhouse Gas Inventory
   - Council Priorities
   - Staff updates

3. Feedback/questions



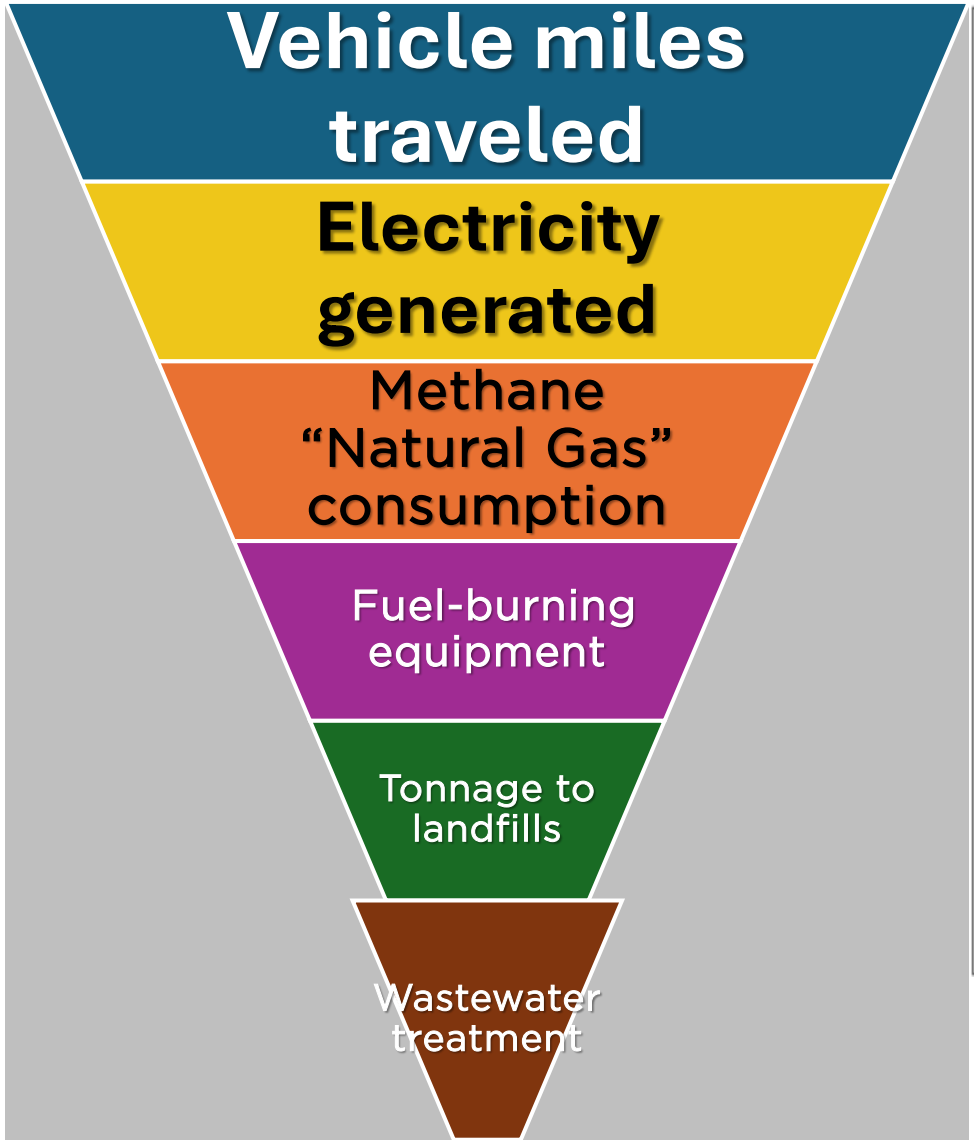


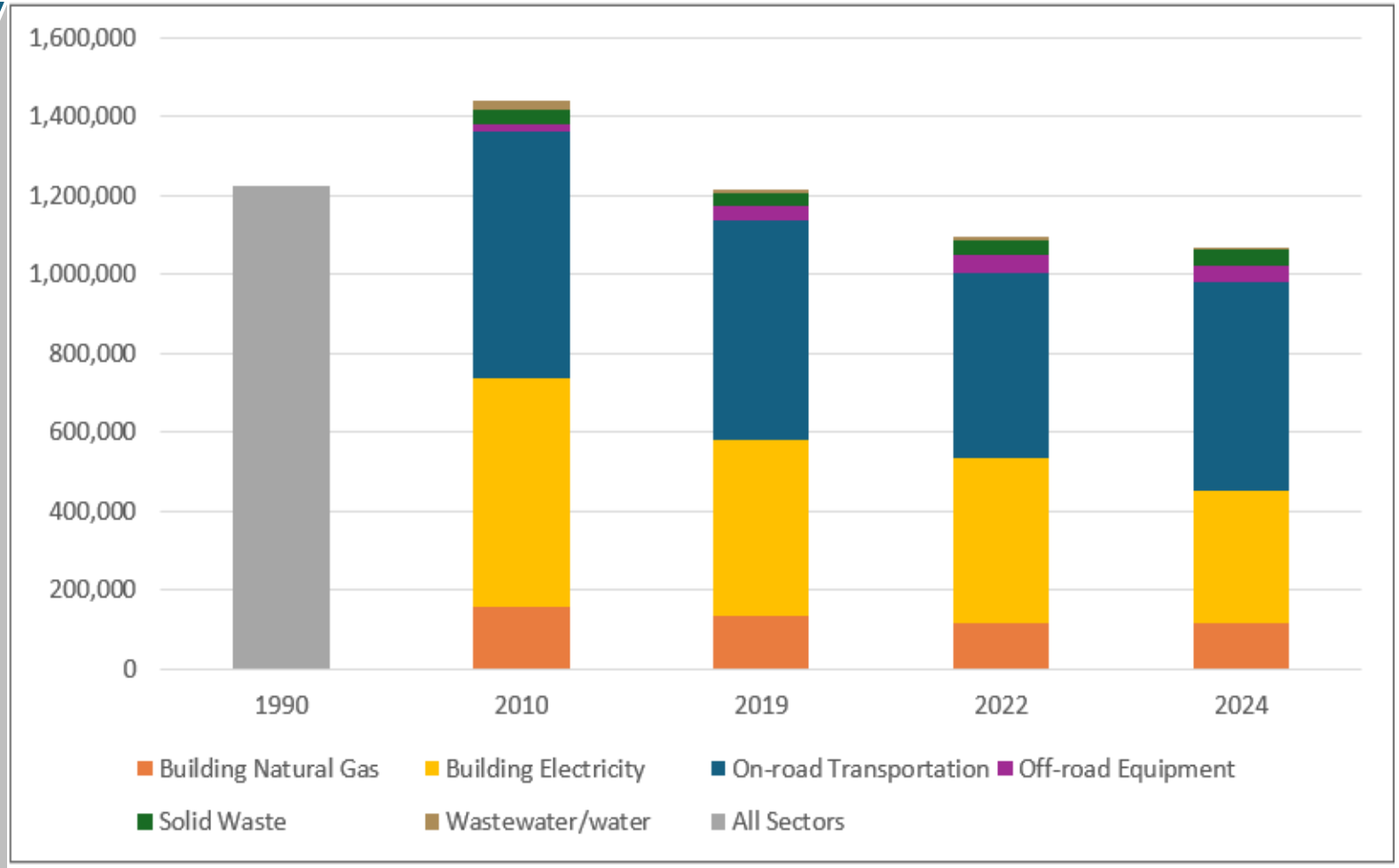
City of Burbank Greenhouse Gas Reduction Plan Update

GREENHOUSE GAS EMISSIONS INVENTORY RESULTS

Inventory Year	Total Emissions (MT CO2e)	% Change from 1990 Baseline (2030 goal of -40% vs 1990)	% Change from Prior Inventory
1990 Baseline	1,223,465		
2010	1,439,371	+17.7%	
2019	1,214,228	−0.8%	−15.6% from 2010
2022	1,092,878	−10.7%	−10.0% from 2019
2024 (this report)	1,067,347	−12.8%	−2.3% from 2022
2030 goal	734,000	-40%	

GREENHOUSE GAS EMISSIONS SOURCES







1) Integrate **solar power** in new developments

2) Require 100% **electrification of new construction**

3) Encourage installation of additional **EV charging** stations

4) Implement strategies to **address urban heat**

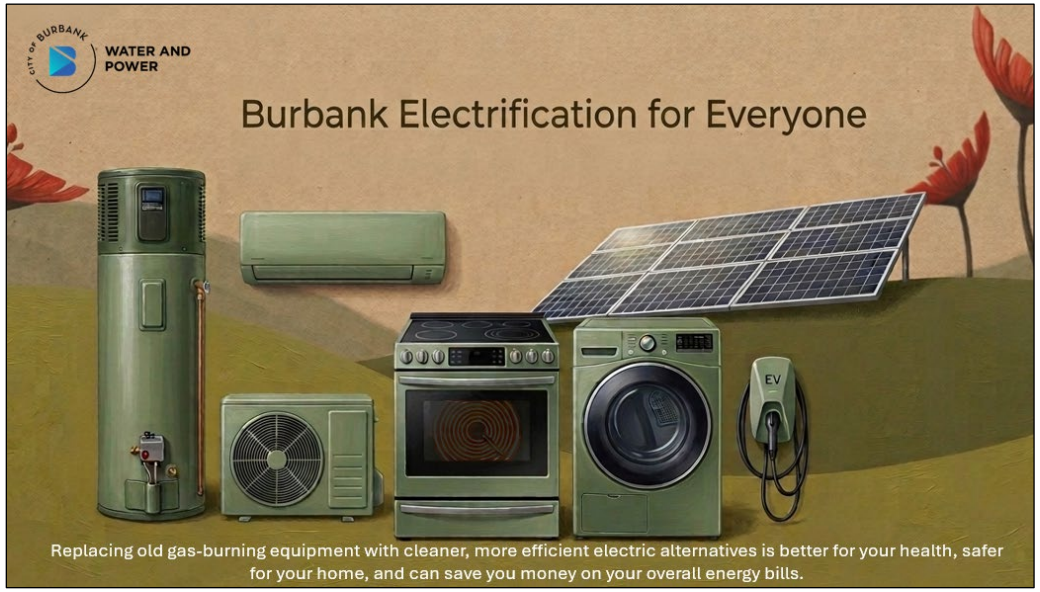
5) Maintain and enhance the City's **tree canopy and green space**

6) Consider restrictions on the use of **landscape equipment**

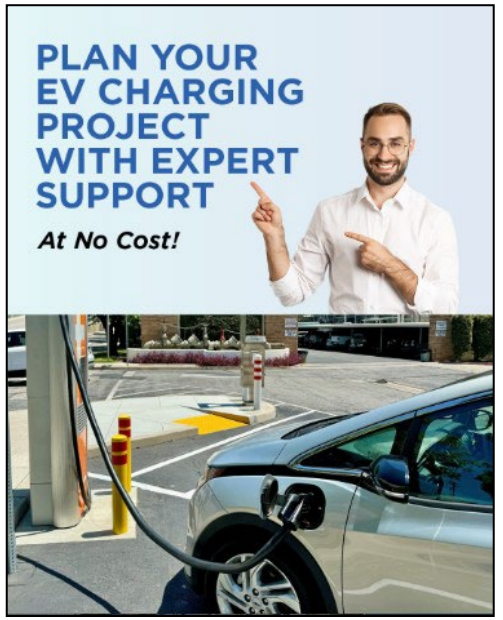
7) Explore innovative solutions related to **water and power** usage and **conservation**



GHG Emission Reduction Measures


WATER AND POWER
Burbank Electrification for Everyone
EV
Replacing old gas-burning equipment with cleaner, more efficient electric alternatives is better for your health, safer for your home, and can save you money on your overall energy bills.




PLAN YOUR EV CHARGING PROJECT WITH EXPERT SUPPORT
At No Cost!


Solar batteries give you peace of mind.
A rebate from BWP gets you them for less.
APPLY NOW!
burbankwaterandpower.com
SOLAR BATTERY BENEFITS:
BACKUP POWER
SAVE MONEY OVER TIME
ENERGY INDEPENDENCE




Current Streetlight
Replacement streetlight



Residential Parkway Landscaping Guidelines

January 2026



CITY OF BURBANK





Careit App



Food Recovery

LOS ANGELES COUNTY FOOD DROP

La County's Food Drop



NEXT STEPS

- Presentations and outreach
- Municipal and community implementation
- Staff to propose programs and projects and associated budget
- Seek out grants and other funding opportunities
- Encourage individual action



CONTACT

Drew Johnstone
Sustainability Officer
(818) 238-3791 office
DJohnstone@burbankca.gov

CITY OF BURBANK
WATER AND POWER