



Weekly Management Report

November 14, 2025

- 1. Memo** City Manager Tracking List Item No. 2666 – Informational
Memo on Feasible Construction Mitigation for Projects in the
Burbank Rancho Neighborhood
Community Development Department

- 2. Memo** Update Regarding the Burbank Cultural Market and the
AMC Walkway/Palm Paseo Beautification Project
Community Development Department

- 3. Memo** Proposed Long-Term Water Agreement with the San
Diego County Water Authority
Water and Power

- 4. Notice** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting on November 17, 2025
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: October 25, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: City Manager Tracking List #2666 – Informational Memo on Feasible Construction Mitigation for Projects in the Burbank Rancho Neighborhood

BACKGROUND

On November 26, 2024, Council Member Mullins requested information regarding the implementation of possible construction measures to reduce potential construction impacts to equestrian uses and equines. This request followed a public hearing that took place at the November 26, 2024 Council Meeting confirming the Community Development Director's approval of the streamlined ministerial design review for a multi-family residential project at 910 South Mariposa Street.

Council was previously provided with a staff report and presentation on October 24, 2023 about potential temporary effects that construction may have on equestrian activity resulting from the approved development of the SB 35 Multifamily Housing Project at 910 S. Mariposa Street (Report) (Attachment 1). The Report included a discussion about possible construction measures that the City could consider to reduce possible impacts to equestrian uses and equines during construction activity.

The analysis in that Report was based on outreach to other jurisdictions with equestrian communities as well as feedback from consultants with expertise in preparing measures to address potential impacts during construction. The Report noted that the research conducted did not identify any established standards or measures to address potential construction impacts to equines or equestrian activity. However, staff did identify potential construction measures that could be considered as part of the development of a Burbank Rancho Neighborhood Specific Plan (RNSP), which the Council subsequently authorized and funded in 2024, and is now currently underway.

Focus of Community Concerns:

Based on public input at the City Council public hearings on July 25, 2023, and November 26, 2024 for the proposed SB 35 projects at 910 S. Mariposa Street, the following areas of concern were highlighted as they relate to construction activity:

- Noise - Abrupt and loud noises from construction equipment during construction hours.
- Vibration - Caused by construction equipment during grading, foundation, and transport of material by construction vehicles.
- Light - Light and glare from lights during construction as well as security lighting for the site.
- Traffic - Potential conflicts between construction vehicles entering and exiting the site as well as the hauling of material to and from the site.
- Access - Potential limitations to access on adjacent streets and horse trails impacting equines, riders, pedestrian and vehicles during construction activity.
- Construction Debris - Potential of construction debris (i.e., nails) spilling into the public right-of-way and posing a hazard to pedestrians, cyclists, and/or animals like horses. If nails or other sharp objects are left on the ground, they could cause injuries to horses' hooves, leading to damage, infection, or even long-term health issues.

The listed community concerns are not meant to be exhaustive, but instead show potential areas of focused concern with proposed construction activity on equine and equestrian uses that occur adjacent to the subject site and in the greater Rancho Neighborhood. In response, staff focused on the following strategies for identifying potential construction measures. These included:

- Notification and Communication - Increased notification of the surrounding community well in advance of construction project initiation, including notice of potential disruptions resulting from construction vehicle access, noise, limited access, and roadway or trail closures.
- Temporary Trail Closures and Alternate Routes - Consideration of temporary closure of trails affected by construction activity and identification of alternate routes for equine and equestrian users.
- Noise Management – Implementation of noise reduction measures like sound walls and other barriers and sound muffling materials for construction vehicles, and noise dampening floor materials.
- Visual Barriers - Identification of construction screens or fencing to shield construction activities from the view of horses and equestrians.
- Construction Workers Education and Training - Provide pre-construction training for construction worker to increase understanding of horses in the area and potential startling of horses resulting from related activity; design entries to

construction site to limit potential access of the site by horses; and use flagmen to manage construction traffic.

- Ongoing Monitoring and Feedback - Use of posted signage at site and along trails to allow equestrian uses and residents to report issues and concerns from ongoing construction. This includes monitoring the public right-of-way to ensure it is clear of construction debris. Activities may also include sweeping (checking for nails, broken glass, or other sharp objects that could pose a risk to pedestrians and animals) and assigning personnel to conduct regular inspections of the public right-of-way around the construction site.

Construction Measures

Although the Report concluded that the above measures were not feasible or enforceable at that time, staff noted they could be a consideration as objective development standards are developed and considered by the community and City Council as part of the proposed RNSP. The RNSP has since commenced and the Project Team has received a significant amount of information from the community, including clarification about construction related concerns, and suggestions for possible solutions to address those concerns. A detailed summary of the community outreach and additional background research related to the RNSP will be provided to the City Council in January 2026.

In addition, based on Council feedback at the October 24, 2023 meeting, and in response to the SB 35 Projects at 910 S. Mariposa Street, staff will be engaging with the developer of the subject parcel when they submit plans for building plan check review. Furthermore, as previously noted in the report to Council, implementation of any construction measures at this time that are not currently adopted standards would be limited by the developer's voluntary implementation or alternatively borne by the City to implement, which would also be limited to implementation on public owned land and public right-of-way. However, construction measures that existed in the City's Municipal Code at the time of project submittal can and will be enforced on the project per the project's Conditions of Approvals, should this project move forward.

CONCLUSION

Objective development standards that have the potential to address construction activity impacts to equine and equestrian users are currently being evaluated as part of the development of the RNSP. The RNSP's development will allow for robust public input from all community stakeholders on this and other topics related to the long-term vision of the Burbank Rancho Neighborhood. Furthermore, the cost implications of any required objective development standards for land development and associated capital improvement projects would also be evaluated as part of the future specific plans fiscal impact analysis.

ATTACHMENT

1. October 24, 2023, Staff Report

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: October 24, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Discussion on Possible Construction Measures to Reduce Potential Construction Impacts to Equestrian Uses and Equines

RECOMMENDATION

1. Note and file.
2. Provide City staff with further direction regarding any drafted measures including their potential incorporation into the City's Objective Standards and Conditions of Approval for future construction projects in the R-1-H (Single Family Residential Horsekeeping) Zone.

BACKGROUND

On July 25, 2023, the City Council confirmed the Community Development Director's determination for Project Number 23-0002305, a 23-unit residential condominium development pursuant to Senate Bill (SB) 35 (California Government Code Section 65913.4) at 910 South Mariposa Street (project). The City Council confirmed that the project is consistent with all the objective zoning, subdivision, and design review standards applicable to the project as well as approved the project's SB 35 streamlined ministerial design review and vesting tentative tract map. At the meeting, members of the adjacent City of Burbank's Rancho community voiced concerns about potential temporary effects that construction may have on equestrian activity. In response to these concerns, the City Council directed staff to return with a report detailing possible construction measures that the City can consider to reduce potential impacts to equestrian use and equines during construction activity.

RESEARCH

Staff contacted other jurisdictions with significant equestrian communities¹, and engaged a private consultant to identify potential best practices to address possible impacts. Staff's research did not identify any established standards pertaining to specific measures that address construction impacts to equines or equestrian activity. Staff notes, however, that there is extensive research and literature on measures to address the impact of equestrian activity on residential neighborhoods.

Given the limited reliable data concerning measures to address construction impacts to equines or equestrian activity, the identified measures provided in this staff report fall into two categories. The first are those that are incorporated into the required construction means and method plan (Burbank Municipal Code (BMC) Section 9-1-1-107) as preexisting objective standards applicable to the project, which are required to address impacts from noise, dust, vibrations, utility shutoffs, and other construction impacts on adjacent properties and the immediate surrounding neighborhood. The second category of measures are those that have not been proven to have any effect on equestrian safety, are not a part of the City's objective standards, and therefore cannot currently be imposed on ministerial projects including the City-approved SB 35 project at 910 South Mariposa Street.

Based on the discussions with the consultant and other jurisdictions, several areas of focus, such as noise, light, vibration, and access were identified and merit further discussion when considering the development of possible construction measures and their efficacy for projects that are in close proximity to equestrian trails, bridges, and similar pathways in the R-1-H Zone. The areas of focus are listed below along with the significance, general strategies, and considerations for minimizing potential effects of construction on equine and equestrian activity.

1. Notification and Communication:

- a. Notify local equestrian communities well in advance of upcoming construction projects, their timelines (e.g., start date, construction hours, etc.), and potential disruptions resulting from construction vehicle access, construction noise, and limited access and any potential roadway and/or trail closures. The intent of providing enough lead time is so that equestrians can plan the appropriate times to ride as well as their alternate routes accordingly, allowing them to gain access to trails and/or bridges that connect the equestrian neighborhoods to the equestrian facilities in the surrounding area and avoid to the extent possible any activities that may impact their equines.

Communicate early and often by providing clear information in the form of mailers, flyers, and signage at the project site perimeters and at entryways to horse trails. This information will prompt equine users about the ongoing construction activity as well as provide information on possible alternative routes and access points to equestrian trails or facilities during construction.

¹ Staff engaged several jurisdictions with equestrian communities such as Thousand Oaks, Woodland Hills, Avocado Heights, Chino Hills and La Puente. Staff also engaged De Novo Town Planning, an environmental consultant.

2. Temporary Trail Closures and Alternate Routes:

- a. Establish temporary closures of equestrian trails or routes whenever possible that are directly affected by construction activities. Clearly mark closure areas with signage.
- b. Provide well-marked and safe alternative routes for equestrian users to navigate around construction zones.

3. Noise Management:

- a. Implement noise reduction measures such as barriers or sound walls (e.g., eight-foot-tall fencing with sound blankets), rubberized mats on the bed of trucks picking up construction debris and materials, and rubberized mats as flooring in areas where construction materials are being staged onsite. This would minimize construction-noise that may startle horses.
- b. Use construction vehicles with noise reducing mufflers and preclude the use of construction vehicles with loud exhausts.
- c. Equip construction equipment with more effective mufflers, sound-insulating hoods or enclosures, vibration dampers, and other best available control technology (BACT).

4. Visual Barriers:

- a. Use visual barriers, like construction screens or fencing (e.g., screen and fencing that is a minimum of 8 feet in height), to shield construction activities from the view of horses and equestrians to the greatest extent possible.

5. Construction Worker Training and Education:

- a. Provide a pre-construction educational meeting for construction workers so that they are informed about the presence of horses and the potential startling of animals from construction activities around equestrian trails or areas.
- b. Implement safety measures, such as secure fencing and signage, to prevent horses from accidentally entering construction zones.
- c. Providing flagmen as required by the City Engineer and/or their designee at the entrances to the construction site to be able to monitor construction, vehicle staging, and access to the site, as well as monitor neighborhood pedestrian, equestrian, and vehicular traffic that may be entering the immediate vicinity of the construction site.

6. Monitoring and Feedback:

- a. Establish a feedback mechanism such as a dedicated phone line or email address for equestrian users and residents to report issues or concerns during construction

to onsite supervisory personnel and City inspectors to respond promptly to address any emerging problems.

- b. Post signs with pertinent contact information on the construction site and along trails to report issues to the onsite superintendent as well as the City building and code inspectors.

CONSTRUCTION MEASURES

Citywide Objective Standards and Conditions of Approval

The previously noted measures are not incorporated into Citywide objective standards and therefore cannot be required of any construction project including the current developer/applicant for the 910 South Mariposa Street project. Staff recommends the previously noted measures be evaluated as part of a future planning effort such as the City of Burbank Rancho Neighborhood Specific Plan which will include public input from the various community stakeholders in the City (e.g., residents, contractors, architects and real estate agents). If the noted measures are supported through that effort, the specific plan formulation and adoption process will allow future consideration of these types of measures as possible objective development standards for construction projects that are in proximity to established horse trails or bridle paths in the specific plan area including the existing R-1-H Zone.

Construction Measures for 910 South Mariposa Street

It is important to note that the Construction Management Plan (CMP), referred to in Condition 27 of Exhibit A to the approved Resolution (23-29,451) is a reference to the construction means and method plan identified in BMC Section 9-1-1-107 and discussed previously (Attachment 2). Condition 27 requires the applicant to provide a CMP that addresses, among other things, construction staging, traffic coordination, construction haul routes information, and the identification of a construction contractor/subcontractor. Though the previously listed are items generally covered in BMC Section 9-1-1-107(B)(1), the BMC does not provide specific measures nor objective standards to address these types of construction impacts. Additionally, under the current BMC, the developer must create the plan and submit it to the City. Therefore, the City is unable to require any specific measures but can make suggestions to the developer for how to mitigate noise, dust, vibrations, utility shutoffs, and other construction impacts on the immediate surrounding neighborhood.

Based on the previously discussed research on possible measures to alleviate construction activities' potential affects to equine uses around this project, and with City Council approval, staff would propose presenting the following construction measures to the developer for their consideration. To the extent the developer objects, they may do so unless the construction measure is also a preexisting objective standard that applied to this project when the developer submitted its Notice of Intent (NOI) to submit an SB 35 application. Additionally, if the developer objects, the City can only implement measures that are completely within the City's control (i.e., measures that are completely within City-owned right-of-way or do not otherwise encroach on the developer's private property or impede their ability to undertake the construction activity for which a building permit is issued. Anything beyond an objective standard that existed as of the date of the NOI submittal must be paid for by the City. Staff has included estimated costs associated with each of the voluntary construction measures.

1. Required Construction Measures per Existing Objective Standards

- a. Post signs on the construction site visible from adjacent right-of-way with pertinent contact information to report issues to the onsite Superintendent as well as the City building and code inspectors (BMC Section 9-1-1-105(C)(1)(m)).
- b. Condition of Approval Numbers 32 and 33: Designate a Superintendent or similar position (Noise Disturbance Coordinator) and create a telephone hotline and email address to reach this person, with contact information conspicuously posted around the project site, in adjacent public spaces, and in construction notifications. If the Superintendent hotline is not staffed 24-hours per day, the hotline shall provide an automatic answering feature, with date and time stamp recording, to answer calls when the phone is unattended. The Superintendent shall be responsible for responding to any local complaints about construction activities associated with the proposed project.

The Superintendent shall investigate, evaluate, and attempt to resolve noise complaints related to construction activities of the proposed project. The Superintendent shall coordinate with a designated construction contractor representative to implement the following:

1. Document and respond to each noise complaint.
2. Attempt to contact the person(s) making the noise complaint as soon as feasible and no later than one construction day following receipt of the complaint.
3. Conduct a prompt investigation to attempt to determine if construction activities related to the project contribute a substantial amount of noise related to the complaint.

2. Voluntary Construction Measures for Consideration

- a. Distribution of a mailer (at least 30-days in advance of any construction activity) notifying all R-1-H zoned property owners and Rancho residents of the imminent construction at 910 South Mariposa Street, the projected construction schedule including estimated start and end dates, as well as recommended alternative routes (noted on an accompanying map) for equestrian activity to occur (Attachment 1). *Estimated cost for mailer preparation and distribution: \$10,000 to \$15,000*
- b. Ensure that construction workers are educated about the presence of horses and are cautious around equestrian trails or areas.

- c. Implement safety measures at all times to prevent horses from accidentally entering construction zones such as secure fencing, signage, and monitoring.
- d. Installation of signage at the intersections of Riverside Drive and South Mariposa Street, Dincara Road, and South Mariposa Street, Morningside Drive and South Mariposa Street, Beachwood Drive and West Valley Heart Drive as well as the Mariposa Bridge and West Valley Heart Drive (Attachment 2) indicating construction at 910 South Mariposa Street. *Estimated cost: staff, employee, and/or consultant time to install signage at designated locations: \$2,000 to \$4,000*
 - 1. The signage would inform riders that they are entering an area where construction activity is occurring and loud and abrupt noises from construction equipment and vehicles can occur at any time and prompt equestrian to proceed with caution and encourage them to use an alternative route/detour as noted on an accompanying map.
 - 2. Install signage on Mariposa between Dincara Road and Valley Heart Drive to encourage riders to dismount and walk their horses while in this vicinity during the duration of construction activities.
- e. Install signage at the rear property line facing the Los Angeles Equestrian Center informing approaching equestrians of ongoing construction activities and encouraging them to take an alternative route or to dismount and walk their horse until they have passed the construction activities area. This measure would be installed on the project site, and therefore requires project owner's approval. *Estimated cost: staff, employee, and/or consultant time to install signage at designated locations: \$2,000 to \$4,000*
- f. Provide information to the City of Los Angeles Parks and Recreation staff overseeing the Los Angeles Equestrian Center of the ongoing construction activity so they can proactively inform equestrians on their property of alternative routes or to use caution during the anticipated construction period. *Estimated cost: staff and employee time: \$1,000*
- g. Installation of Sound Transmission Class (STC) rated Sound Blankets and perimeter fencing or similar support barrier with a minimum height of eight feet along the perimeter/property line of the construction site. This measure would be installed on the project site, and therefore requires project owner's approval. *Estimated cost: \$80 per linear foot or a total cost of approximately \$160,000*
- h. Installation of rubberized mats inside the dump trucks to be used during demolition to avoid metal clanking/abrupt sound from debris hitting dump trailer. This measure affects construction operations, and therefore requires project owner approval. *Estimated cost: \$6.43/square foot or \$198/rubberized mat*

- i. Installation of rubber mats at staging of construction material including metal piping in the event pipes or other material fall onto the ground to reduce the resultant instantaneous noise. This measure affects construction operations, and therefore requires project owner approval. *Estimated cost: \$6.43/square foot or \$198/rubberized mat*
- j. Installation of aftermarket mufflers on motorized construction vehicles to further reduce the heavy equipment noise levels. This measure affects construction operations, and therefore requires project owner approval. *Estimated cost: \$250/vehicle*
- k. Provision of quiet rated generators or generators that have temporary sound barriers surrounding them during their operation. This measure would be installed on the project site, and therefore requires project owner's approval. *Estimated cost: \$11,000*
- l. Providing for flagmen at the entrances to the construction site to be able to monitor construction and neighborhood traffic in addition to being able to monitor equestrian traffic that may be entering the immediate vicinity of the construction site so as to eliminate potential conflicts between pedestrian, equestrian, and vehicles. Ensure consistency between this measure and the truck haul route plan reviewed and approved by the City Engineer and City Traffic Engineer. *Estimated cost: \$30/hour for one flagman.*

ENVIRONMENTAL REVIEW

Review of this report and any direction to seek implementation of voluntary measures 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. Furthermore, the review of construction management plan measures and any voluntary measures that could be undertaken as part of the development project located at 910 South Mariposa is not subject to CEQA because CEQA does not apply to projects qualifying for the Streamlined Ministerial Approval Process pursuant to CEQA Guidelines Section 15268, or the ministerial review and approval of a subdivision application pursuant to Government Code 65913.4(d)(2).

FISCAL IMPACT

Except for the required measures that are part of the City's objective standards and Conditions of Approval for a project, all other voluntary-noted measures will only be possible if volunteered by the developer for inclusion in the project's CMP. Item number 2a involves the distribution of a mailer notifying all R-1-H zoned property owners and Rancho residents of the imminent construction and is estimated to cost approximately \$10,000 to \$15,000. Item number 2d involves the installation of signage in the public right of way and onsite with the cost estimate for the development of the flyer, signage and the mobilization of personnel to install sign posts and the signage itself are estimated to cost approximately \$2,000 to \$4,000 in addition to staff and employee time. Item number 2e, the installation of signage at the rear property line facing

the Los Angeles Equestrian Center is estimated to cost \$2,000 to \$4,000 in addition to staff and employee time. Item number 2f which recommends providing information to the City of Los Angeles Parks and Recreation staff overseeing the Los Angeles Equestrian Center construction activity is estimated to cost \$1,000 in addition to staff and employee time. Item number 2g related to the installation of sound blankets and perimeter fencing is approximately \$80 per linear foot or a total of \$160,000. Item number 2h recommends the installation of rubberized mats on the ground in the construction material staging area and on dump trucks and is estimated to cost \$6.43 per square foot or \$198 per rubberized mat. The use of construction vehicles with aftermarket mufflers, recommended in item number 2j, is estimated to cost \$250 per vehicle. This would be a one-time cost to purchase the mufflers. The cost of installation is currently unavailable. Finally, item number 2k related to the provision of quiet rated generators to be installed on the site is estimated to cost approximately \$11,000.

It is important to note that all the above costs are estimates only. Final costs would be established following a procurement process.

CONCLUSION

Clear communication with equine owners about the temporary construction impacts associated with the approved project, coupled with encouragement to avoid the area and use alternative access points to equestrian facilities and trails and paths will ensure that owners will be able to make appropriate choices to protect their equines and limit the equine exposure to any construction related activities. Any measures identified herein that the City Council would like to implement for future projects could be considered as part of a future Burbank Rancho Neighborhood Specific Plan. As previously noted, this future planning process would include public engagement with all stakeholders and consider future impacts to property owners, residents, and associated construction activity that could be affected in the form of feasibility to implement, added costs, and potential extended time to complete as a result of any adopted City objective standards.

Furthermore, City staff has identified construction measures in this report that may help address potential construction impacts on equestrians and equestrian activity from projects that are in proximity to trails and other equine pathways in the Burbank Rancho Neighborhood, which includes the previously approved SB 35 project located at 910 South Mariposa Street. Based on City Council direction, staff can approach the project developer for possible consideration of these construction measures into the future Construction Management Plan. If agreed to by the developer, such measures would be included and implemented at the City's expense.

ATTACHMENTS

Attachment 1 – Conceptual Map of Alternative Routes
Attachment 2 – Resolution No. 23-29,451

MEMORANDUM



DATE: November 14, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
BY: Mary Hamzoian, Economic Development Manager

SUBJECT: Update Regarding the Burbank Cultural Market and the AMC Walkway/Palm Paseo Beautification Project

BACKGROUND

Since 2020, as part of the City's ongoing efforts to enhance the vibrancy and accessibility of Downtown Burbank for residents, visitors, and businesses, staff has worked to reimagine and repurpose the AMC Walkway, a highly-used, densely populated plaza in the heart of downtown. The AMC Walkway was formerly the continuation of Palm Avenue and was converted to a closed plaza when additional development along Palm Avenue occurred in the early 2000s. The AMC Walkway from San Fernando Boulevard to the edge of The Collection and AMC properties is owned by the City and is anchored by those two projects and retail/restaurant establishments on either side.

To facilitate placemaking, utilize open space, and provide amenities for a growing residential and visitor population in Downtown Burbank, staff are working with a landscape architect to design and reimagine the large, underutilized open concrete plaza with artwork, landscaping, seating, and shade, adding amenities to attract visitors and encourage more shopping and dining in the neighborhood. The proposed revitalization project is known as the AMC Walkway/Palm Paseo Beautification Project (Project), and a preliminary schematic of the project is included as Attachment 1. The Project will improve not only the AMC Walkway area but also the Palm Paseo alley adjacent to the Orange Grove parking structure behind Kabuki and Kalaveras, unifying both spaces and providing an inviting point of entry for visitors exiting from the Orange Grove Parking Garage, which will also undergo improvements in 2026. Together both projects will work to elevate the profile of Downtown Burbank and further attract new private investment into the area, creating jobs and boosting economic vitality.

Placemaking projects work to activate underutilized zones and make use of local resources to better manage public spaces. The Project aims to elevate and transform the current concrete laden plaza by providing much needed enhancements to the area, in return creating a neighborhood feel and year-round community gathering space for residents, visitors and employees.

DISCUSSION

In 2022, Economic Development staff worked with the Community Development Department Transportation Division to obtain grant funding for the improvements to both the AMC Walkway and the San Fernando Reconfiguration Project from Assembly Member Friedman's Office. Funding in the amount of \$1 million was awarded toward both projects. In Fiscal Year (FY) 2022/2023 staff requested a mid-year funding appropriation to onboard a consultant to begin the initial design work for the Project. In FY 24/25, the Project was included in the Capital Improvement Project (CIP) (Attachment 2) program, and the Infrastructure Oversight Board (IOB) recommended \$500,000 in funding for the construction of the project and \$60,000 annually for ongoing maintenance. During the FY 25/26 budget City Council approved the appropriation for the Project and shortly thereafter a landscape architect was hired to initiate design work, with a proposed completion date of mid to late 2026. Once construction begins and improvements are installed, the AMC Walkway will no longer be able to accommodate private use of the walkway, including recurring events such as the Market.

Cultural Market

Since December 2021, the Cultural Market (Market) has utilized the AMC Walkway. First as a weekly occurrence, every Friday, and currently as a three-day-per-week occurrence, Friday through Sunday. When the Market initially approached the City in late 2021 during the peak of the COVID-19 pandemic, the Market was seen as an opportunity to create an outdoor activation that would help increase visitation to Downtown Burbank. As there were already plans for the proposed revitalization of the AMC Walkway, from the onset of the Market's operations in the City staff informed the operators that the AMC Walkway location would be a temporary location.

To utilize the City owned public right of way known as the AMC Walkway, the Market obtained a permit from the Public Works Department. Each year, staff assisted the Market in obtaining a permit from Public Works for use of the AMC Walkway for the entire year. The Permit (Attachment 3) language clearly states that the use of the public right of way is temporary and that no long-term use entitlement to the space is granted. Specifically, the Permit states: *"Permittee agrees this permit shall not, nor shall be construed to, create a vested interest for the Permittee/Contractor to use the Public Right-of-Way indefinitely. City may terminate the permit for this event for any reason after proper advance written notification, at the sole discretion of the Public Works Director or Designee."*

Recognizing the Market's interest to continue operating in Burbank, staff began formal relocation discussions with the Market team in early 2024. Market representatives were informed that relocation would be necessary once the CIP funding was approved. Following funding approval, staff reconvened with the Market to explore several alternative sites, including City parks, the City Hall parking lot, and privately owned properties. Staff connected the Market with the Burbank Town Center leasing team to

potentially utilize the outdoor dining terrace as a potential location for the Market. While the Town Center ultimately did not elect to move forward with the Market, staff remains actively engaged in identifying a new location that meets the operational needs of the Market and aligns with the City's broader goals for downtown accessibility and placemaking.

Over the past four years, staff has worked diligently to support the success of the Market, while actively mitigating on-going concerns raised by adjacent businesses and property owners. These concerns have included trash accumulation, property damage, visibility obstruction due to the tent placement, congestion, noise, and potential impact on business patronage. Of note is that several property owners in the area have agreed to refrain from submitting additional complaints regarding the Market with the understanding that the Market would relocate in alignment with the Project.

Additionally, during the holiday season, the Market's physical footprint (operating each week Friday through Sunday from 3:00 pm to 10:00 pm) fully obstructs the holiday decorations installed annually on the AMC Walkway. These include the 36-foot walk-through holiday tree and nutcracker displays that are funded by the Downtown Burbank Property Based Business Improvement District (PBID). The Market's presence limits public access to these features, impeding photo opportunities, walk-through experiences, and overall enjoyment of the décor. The Market's operating hours coincide with peak times for visitation, with Friday through Sunday generating the highest number of visitors to Downtown Burbank.

The Market also previously operated in Glendale (from 2021–2023) and in Pasadena (for a brief time in 2023), however both locations ceased operations. In Glendale, the Market was relocated from Artsakh Street to the Central Library and shortly thereafter shut down due to construction at the library. In Pasadena the Market operated at the Paseo Colorado, but was shut down due to logistical issues.

CONCLUSION

With the approved AMC Walkway Project advancing through design and construction, the City is preparing to activate this public space in new ways that reflect long-term goals for Downtown enhancement. The physical improvements, featuring landscaping and pedestrian-oriented features planned for the area will create an environment that is more appealing for residents, visitors and employees on a year-round basis. This effort will revitalize a largely concrete open space into a community gathering area that enhances the quality of life for residents, visitors and employees while elevating the overall appearance of Downtown Burbank. As part of this transformation, the public-right-of-way will no longer be conducive for ongoing private business use, including the Market.

Downtown Burbank attracts 4.1 million visitors annually yet has seen limited investment in infrastructure improvements over the last 25 years. The investment and revitalization of the AMC Walkway and Palm Paseo demonstrates the City's commitment to enhancing the aesthetics and overall visitor experience for the area. The City's investment is also expected to enhance investment from the private property owners, as several have expressed interest in extending the City's improvements down the length of the AMC

Walkway onto their properties to ensure that the aesthetics of the area are cohesive and appealing for the visitor.

The AMC Walkway Project is a transformative project that will help evolve and enhance Downtown Burbank. Throughout this transition, staff remains dedicated to supporting the Market and is actively working to help identify a new location that allows the Market to continue as part of the Burbank community.

ATTACHMENTS

Attachment 1 -AMC Walkway/Palm Paseo Beautification Project Draft Design

Attachment 2- Palm Paseo Approved CIP Project Sheet

Attachment 3 - Burbank Cultural Market 2025 Permit

FY 2025-26 City of Burbank CIP

PUBLIC WORKS TRAFFIC

Project Name: AMC Walkway/Palm Avenue Pedestrian Upgrades
Managing Department: Community Development
Project Number: TBD
Project Status: New: New Project Requesting an Appropriation
Estimated Completion Date:
Funding Source: 534.CD23B.62450.0000.XXXXX



Expenditure Plan

Funding Source	Prior Years	FY 2025-26	FY 2026-27	FY 2028-29	FY 2029-30	Years 6 - 10	Totals
Municipal Infrastructure		500,000					500,000
							-
							-
							-
Totals	-	500,000	-	-	-	-	500,000

Project Description

Quick-built improvements to the highly trafficked outdoor AMC Walkway/Palm Paseo (Paseos adjacent to 107-180 E Palm Avenue) with landscaping, art, furniture, and various landscape elements intended to beautify the space, and add amenities for residents, visitors, and employees. Staff is in the process of retaining Robert Nava, Landscape Architect, to create site plan options for the space.

PASEO PROJECT TIMELINE:

- The Consultant is available to begin work starting January 27, 2025
- Schematic Design: 6 weeks
- City review: 1 week
- Implement comments: 2 weeks
- Design Development: 4 weeks
- City review: 1 week
- Implement comments: 2 weeks
- Construction Documents: 6 weeks
- City review: 1 week
- Implement comments: 2 weeks
- Estimated Total Project Time: 25 weeks

This project will modernize and improve the Palm Paseo's infrastructure, increasing usability and aesthetics for the 4 million annual Downtown Burbank visitors.

Project Status

Project design will begin in 2025 and is estimated to be completed by end of October 2025. Construction is estimated to begin in mid- 2026 and the estimated project completion is end of 2026.

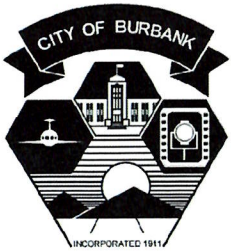
Prioritization Score		Estimated Annual O&M Impact/(Savings)	\$60,000
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For Internal Use Only:

IOB COMMENTS

FY 2025-26 City of Burbank CIP
PUBLIC WORKS TRAFFIC

Prioritization Score	HS	JL	CO	CI	Total
					0



Community Development Department
PUBLIC WORKS - PERMITS
275 East Olive Ave.
Burbank, Calif. 91510

Permit No : **PW2311585**
Permit Status : Pending
Plan Check Status :
Page 1 of 2
12/01/2023

INVOICE

Job Address:

PRE :
Entered By : efigueroa

Project No 100002321
Activity Type Right of Way Usage
Project Name Public Works
Parcel Number
Project Description
Applicant Hilda Avanessian
Applicant Address 4330 Acampo Ave La Crescenta CA 91214
Applicant Phone (818)823-5863

Applied : 11/21/2023
Issued :
Completed :
To Expire : 12/28/2024

Base Address

Valuation \$0.00

Job Description *****Downtown Burbank Cultural Marketplace 2024***** Staging of booths only for open air market in the Palm Paseo. Event Organizer: Hilda and Harry 818-823-5863 Event times from 5pm to 9pm only on: - **Fridays & Saturdays: from January 5 to December 28** (See Comments) Cleanup ending at 10:30pm. Call AMC Security at 818-451-5408 to unlock bollards *****PERMIT CONDITIONS***** - Event organizer shall follow all recycling plan requirements, including a written recycling/clean up plan during and after event and location of recycling and trash containers. Failure to provide adequate cleanup will incur cost recovery charges for cleanup or repair of City property (PW Field Services). - All surrounding catch basins shall be covered with screens during the event and removed/cleaned afterwards. - If rain occurs, screens must be temporarily removed to prevent flooding. - All encroachments shall be removed by the end of the event. Any materials, trash or other objects not removed will result in permit revocation or cancellation. - All sound must be under 65 DBA at all times(BMS 9-3-208) - Contractor shall maintain a 20' fire lane clear from obstacles at all times. - Permittee agrees this permit shall not, nor shall be construed, to create a vested interest for the Permittee/Contractor to use the Public Right-of-Way indefinitely. City may terminate permit for this event for any reason after proper advance written notification to the event organizers to the complete discretion of the Public Works Director or Designee. - Per PW director, we will impose a refundable deposit. Any damage, impacts, or deterioration of public property, any additional City inspector time spent, or if City forces are needed to clean trash or addresses issues from these events, we will subtract from deposit and/or require complete replacement of damaged property. - Any impacts to the Public Right-of-Way shall be restored in kind, to the discretion of the Public Works director or designee.

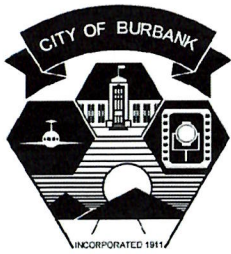
Applicant Hilda Avanessian Lic. (818)823-5863
4330 Acampo Ave La Crescenta CA 91214

Contractor Hye Noor Inc DBA Glendale Artsakh Farmers Market and Downtown Burbank Cultural Market Lic.
(818)823-8563
4330 Acampo Ave Burbank CA 91214

Fees

Fee Description	Account	Units	Fee/Units	Amount	Paid
Permit Fee				\$8,860.80	
Inspection Fee - Regular Time (7AM-3:30PM)		26	\$100.00	\$2,600.00	
Inspection Fee - After Hours Time 3:30PM-7AM)		26	\$150.00	\$3,900.00	
Inspection Fee - Saturdays (Min. 4hrs)		104	\$150.00	\$15,600.00	

Plan Check	Development Fee	Permit	Total
Fees: \$0.00	Fees: \$0.00	Fees: \$30,960.80	Fees: \$30,960.80
Payments: \$0.00	Payments: \$0.00	Payments: \$0.00	Adjustments: \$0.00
			Payments: \$0.00
			Extend Credit: \$0.00



Community Development Department
PUBLIC WORKS - PERMITS
275 East Olive Ave.
Burbank, Calif. 91510

Permit No : **PW2311585**
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Page 2 of 2
12/01/2023

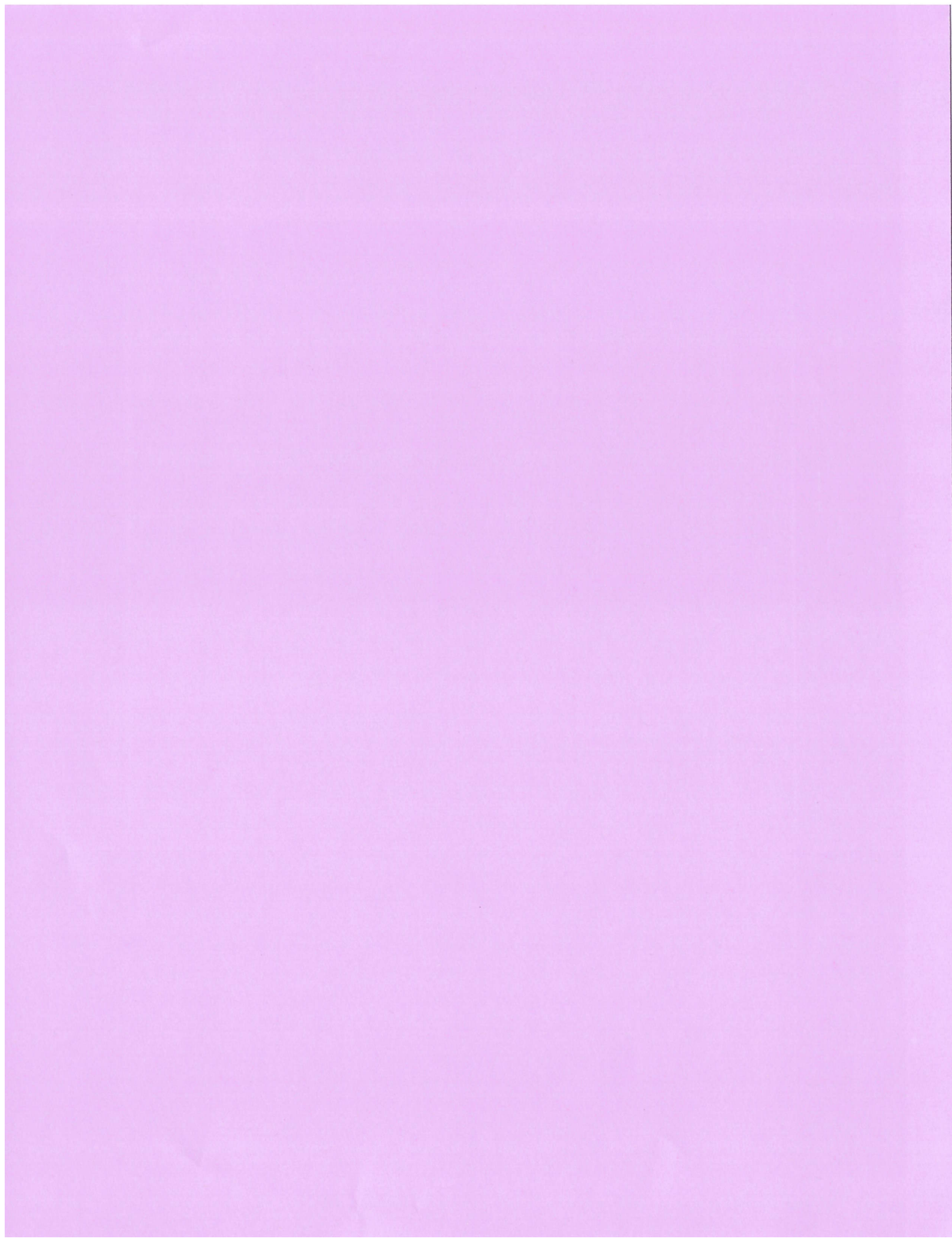
Transaction Receipt

Job Address:

PRE :
Entered By : efigueroa

Balance Due:	\$0.00	Balance Due:	\$0.00	Balance Due:	\$30,960.80	Balance Due:	\$30,960.80
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<u>Date</u>	Transaction Type	Method	Amount
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MEMORANDUM



WATER AND POWER

DATE: November 10, 2025

TO: Justin Hess, City Manager

FROM: Mandip Kaur Samra, General Manager, Burbank Water and Power *MS*
VIA: Richard Wilson, Assistant General Manager, Water Systems *RW*
BY: Jason Maruca, Legislative Analyst *11/10/25*

SUBJECT: Proposed Long-Term Water Agreement with the San Diego County Water Authority

The purpose of this memo is to update the Burbank City Council (Council) on discussions of a possible long-term water agreement with the San Diego County Water Authority (SDCWA).

The City of Burbank (City) faces two intertwined water issues:

1. Water Reliability: The City does not have any naturally occurring water rights; we are 100% dependent on imported water. The water comes from outside the region via the State Water Project and the federal Colorado River Aqueduct. Disruptions in these water sources could force water use reductions for our residents and businesses.
2. Meeting Future Demand: The City plans to build between 10,000 to 16,000 new housing units over the next ten years. The City also needs to accommodate other development and growth (businesses, data centers, etc.). Burbank Water and Power (BWP) is exploring ways to diversify our water supplies through several innovative initiatives, such as a regional desalination project and a potable reuse facility in the City.

This year, the SDCWA settled a long-running dispute with the Metropolitan Water District of Southern California (MWD) over fees. Part of the settlement allows SDCWA to sell its excess water from the Colorado River. This water supply is

unique; SDCWA has a long-term water contract directly with the Department of the Interior. This water is not subject to the terms of the Colorado River Compact, which can be reduced. In essence, this water supply is a stable and predictable drought-proof supply that can be delivered using existing infrastructure.

Over the years, SDCWA has made long-term investments in conservation and new water supplies (reservoirs, Carlsbad Desalination Plant). In a rarity for a California water agency, they have excess water, which is a cost to their ratepayers. SDCWA is interested in partnering with a local agency to "sell" its excess water.

BWP is currently negotiating the structure of this agreement. From a total water cost perspective, the early years of the agreement are likely to reflect a higher cost per acre-foot than what we would pay directly to MWD. These upfront cost impacts, however, must be evaluated in the context of MWD's long-term rate trajectory, which is driven by the need to adapt to the effects of climate change. While early years may be incrementally higher, the long-term cost profile of the SDCWA agreement will be lower than MWD's anticipated escalating rate structure. This potentially lowers water rates for Burbank residents and businesses. Also, having a stable and predictable long-term water rate, guaranteed by contract, is an attractive incentive for developers who are considering doing business in Burbank.

Staff anticipates bringing this agreement to Council for approval in early 2026.



November 13, 2025

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, November 17, 2025, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of November 17, 2025

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

A G E N D A

Monday, November 17, 2025

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. CALIFORNIA LEGISLATIVE UPDATE. Presentation of a Legislative Update from Assembly Member Nick Schultz, Assembly District 44.
5. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
6. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) October 1, 2025 *[See page 1]*
 - 2) Operations and Development Committee
 - (i) September 15, 2025 *[See page 4]*
 - 3) Finance and Administration Committee
 - (i) October 6, 2025 *[See page 6]*
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) October 6, 2025 *[See page 8]*
 - b. Commission Minutes
 - 1) October 20, 2025 *[See page 10]*
 - c. Treasurer's Report
 - 1) July 2025 *[See page 17]*
 - d. Supplemental Resolution for Declaration of Intent to Use Bond Proceeds for Reimbursement of Project Expenditures Pursuant to U.S. Treasury Regulations Section 1.150-2 *[See page 42]*

- e. Passenger Loading and Unloading Fee Increase
Transportation Network Company *[See page 50]*
- 7. ITEMS FOR COMMISSION APPROVAL
 - a. Approval of Aid-In-Construction to City of Burbank
Replacement Passenger Terminal Project *[See page 52]*
 - b. Award of Contract
Airport Pavement Management System *[See page 56]*
 - c. Award of Contract Advertising Concession
Replacement Passenger Terminal *[See page 59]*
- 8. ITEMS FOR COMMISSION DISCUSSION
 - a. Hollywood Burbank Airport Brand Refresh
- 9. ITEMS FOR COMMISSION INFORMATION
 - a. Passenger Activity Overview
 - b. Air Service Update
 - c. Replacement Passenger Terminal Construction Update
- 10. CLOSED SESSION
 - a. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Chief E. Skvarna
Employee Organization: Burbank Airport Police Officers Association
- 11. ITEMS PULLED FOR DISCUSSION
- 12. EXECUTIVE DIRECTOR COMMENTS
- 13. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)
- 14. PUBLIC COMMENT
- 15. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, November 17, 2025

[Regarding agenda items]

6. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. A copy of the approved minutes of the Executive Committee meeting of October 1, 2025; a copy of the approved minutes of the Operations and Development Committee meeting of September 15, 2025; a copy of the approved minutes of the Finance and Administration Committee meeting of October 6, 2025; and a copy of the approved minutes of the Legal, Government and Environmental Affairs Committee meeting of October 6, 2025, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the October 20, 2025, Commission minutes is included in the agenda packet for review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for July 2025 is included in the agenda packet. At its meeting on October 20, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.
- d. SUPPLEMENTAL RESOLUTION FOR DECLARATION OF INTENT TO USE BOND PROCEEDS FOR REIMBURSEMENT OF PROJECT EXPENDITURES PURSUANT TO U.S. TREASURY REGULATIONS SECTION 1.150-2. A staff report is included in the agenda packet. Before the Authority issued bonds on May 30, 2024, for the Replacement Passenger Terminal ("RPT") project, the Commission adopted Resolution No. 509. Pursuant to U.S. Treasury Regulations Section 1.150-2, this allowed the Authority to incur certain expenditures before bond issuance and later use the 2024 bond proceeds to make reimbursements.

It is anticipated that the Authority will issue additional bonds for the RPT project in the first half of 2026. The attached resolution supplements Resolution No. 509, to give the Authority the option of using available cash for certain expenditures and then be reimbursed with proceeds of the 2026 bonds.

At its meeting on October 20, 2025, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve the adoption of proposed Resolution No. 519 to declare the intent to reimburse for RPT project expenditures incurred before bond issuance date.

- e. PASSENGER LOADING AND UNLOADING FEE INCREASE – TRANSPORTATION NETWORK COMPANY. A staff report is included in the agenda packet. At its meeting on October 20, 2025, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve a fee increase of \$0.50 for the

loading and unloading of passengers by authorized Transportation Network Companies ("TNCs") serving Hollywood Burbank Airport. The proposed increase will offset additional costs incurred to date related to the now-closed TNC staging lot and costs that will be incurred for the reassessment of safe and secure TNC service.

7. ITEMS FOR COMMISSION APPROVAL

- a. APPROVAL OF AID-IN-CONSTRUCTION TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on November 5, 2025, the Executive Committee voted (3–0) to recommend that the Commission approve an Aid-In-Construction deposit request from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure in the amount of \$17,689,970 for the 69kV sub-transmission lines including the substructure & cable installation, inspections, and Clybourn substation conversion.
- b. AWARD OF CONTRACT – AIRPORT PAVEMENT MANAGEMENT SYSTEM. A staff report is included in the agenda packet. At its meeting on November 5, 2025, the Executive Committee voted (3–0) to recommend that the Commission: 1) Award a contract in the amount of \$799,091.43 to Kimley-Horn and Associates ("Kimley-Horn"), and 2) Authorize a 15% project contingency of \$120,000.00 resulting in a total of a not-to-exceed amount of \$919,091.43 for the development of an Airport Pavement Management System.
- c. AWARD OF CONTRACT ADVERTISING CONCESSION – REPLACEMENT PASSENGER TERMINAL. At its meeting on November 5, 2025, the Executive Committee voted (3–0) to recommend that the Commission award an Advertising Program and Internet Protocol Television Concession for the Replacement Passenger Terminal to Clear Channel Outdoor, Airport Division.

8. ITEMS FOR COMMISSION DISCUSSION

- a. HOLLYWOOD BURBANK AIRPORT BRAND REFRESH. No staff report attached. The Authority's marketing and branding agency will present additional brand concepts for Commission consideration.

9. ITEMS FOR COMMISSION INFORMATION

- a. PASSENGER ACTIVITY OVERVIEW. No staff report attached. A representative from Ricondo & Associates, the Authority's Airport and Feasibility Consultant, will present an overview of Hollywood Burbank Airport's Air Service Trends and Passenger Activity Outlook for FY 2026.
- b. AIR SERVICE UPDATE. No staff report attached. Staff will review the recent Air Service changes to/from Hollywood Burbank Airport.
- c. REPLACEMENT PASSENGER TERMINAL CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.