



Weekly Management Report

November 21, 2025

- 1. Synopsis** Burbank Hospitality Association (BHA) Meeting on
October 15, 2025
Community Development Department

- 2. Memo** City Manager Tracking List #2702 - Update on Live
Ammunition Regulations in Film and Television Production
Police Department

- 3. Synopsis** Heritage Commission Meeting on
November 6, 2025
Community Development Department

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 17, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – October 15, 2025

- With the TBID approaching its final stages for renewal, BHA Legal Counsel reviewed the proposed changes to the City Services Agreement with the Board. The Board recommended their final amendments, and the proposed revisions will be sent to the City Attorney's Office after the final TBID renewal hearing on November 18th.
- Staff presented a new project for the Board's consideration, a bronze Superman statue. This project would be part of the ongoing partnership with DC. Early concept art and potential locations are being considered.

MEMORANDUM



POLICE DEPARTMENT

DATE: November 21, 2025

TO: Justin Hess, City Manager

FROM: Rafael Quintero, Chief of Police
VIA: Mark Stohl, Police Captain
BY: Gina Kozai, Administrative Analyst II

A handwritten signature in blue ink, followed by the date "11/18/25" written in blue ink.

SUBJECT: City Manager Tracking List #2702 – Update on Live Ammunition Regulations in Film and Television Production

BACKGROUND

At the July 15, 2025, Council meeting, Council Member Anthony requested a memorandum providing an update on any recent developments at the state, county, or local level related to legislation or ordinances prohibiting the use of live ammunition in film and television production.

DISCUSSION

Senate Bill No. 132 (SB 132), which was signed into law in July 2023 and became effective January 1, 2025, prohibits the use of live ammunition on motion picture productions except in the most limited circumstances. "Motion picture production" refers to motion pictures, television programs, streaming productions, commercial advertisements, music videos, or any other moving images, including but not limited to, productions made for entertainment, commercial, religious, or educational purposes. SB 132 established the first regulatory structure to protect employees on film and television productions by codifying enforceable safety measures, requiring specific permits and training qualifications, creating a funded safety advisor position to exclusively oversee safety on production sets, and granting Cal OSHA the authority to cite violators.

SB 132 permits the use of firearms and blanks for specified purposes like rehearsals, training, filming, or content development in compliance with the safety requirements and procedures outlined in the bill. The motion picture production employer must have sufficient staffing to ensure that the designated property master, armorer, or assistant

property master shall not have any other duties and maintains sole custody of the firearm while the firearm is in use. The designated property master, armorer, or assistant property master are the only personnel allowed to hand and collect the firearm from any cast or crew until the firearm is no longer in use and locked away. The bill requires the qualified property master, armorer, or assistant property master to complete a certified entertainment industry-specific training course on firearm safety, to obtain a state permit, and to possess a federal document authorizes legal possession and custody of the firearm for the entire duration of the motion picture production.

SB 132 prohibits the use of live ammunition on motion picture productions, except in prescribed circumstances when there is no viable alternative, subject to certain safety rules and laws. Live ammunition can only be used in the controlled and supervised environment of a shooting range or military/police facility when ammunition is the essential subject matter of the work, such as educational and safety training production purposes, postproduction gunfire audio footage, or competitive reality shows. The assigned property master, armorer, or qualified assistant property master must supervise and ensure compliance with all range safety rules, federal, state, and local laws, and both Industry-Wide Labor Management Safety Committee Safety Bulletins.

SB 132 introduced specific operational procedures to promote on-set safety. Productions are required to conduct a safety meeting to inform all cast and crew of the intended action plan, discuss possible deviations and emergency procedures, and identify a chain of command consistent with the Industry-Wide Labor-Management Safety Committee guidelines. The employer is also required to appoint a safety compliance contact for all cast, crew, labor organization representatives, and Cal OSHA to report concerns or violations. SB 132 authorizes Cal OSHA to investigate, inspect, and cite employers for any violations.

To evaluate the impact and effectiveness of these new safety regulations, SB 132 instituted the Safety on Productions Pilot Program to implement and oversee safety practices and procedures on production sets. Any motion picture production employer who receives a motion picture tax credit from July 1, 2025 to June 30, 2030 is required to hire a qualified safety advisor to exclusively oversee and evaluate safety procedures on each motion picture production. The safety advisor must be an independent entity who would be on-site daily, participate in daily safety meetings, and perform risk assessments, whether a firearm or live ammunition is used or not, to mitigate all potential risks. The safety advisor must submit a final safety evaluation report assessing actual risks and compliance to the Industry-Wide Labor-Management Safety Committee and the California Film Commission within 60 days of completion of filming. At the conclusion of the pilot program, the Safety Committee and California Film Commission will jointly select a firm to review all safety evaluations and provide non-binding recommendations to the

California Legislature and ultimately determine if the safety program and its provisions should be adopted permanently in California.

SB 132 marks a historic advancement in worker safety for California's motion picture industry by transforming long-standing voluntary safety guidelines into enforceable regulations. Through strict firearm and ammunition protocols, mandatory training and permitting, on-site safety oversight, and Cal OSHA enforcement authority, the bill establishes a comprehensive framework to prevent on-set injuries and promote accountability. By launching the Safety on Productions Pilot Program, SB 132 also ensures that these standards are continually evaluated for effectiveness. This landmark legislation not only protects workers but sets a national precedent for safety in film and television production.

City of Burbank Film Permits

In the City of Burbank, a request to use live ammunition on a production set requires review by the Burbank Fire Department and subsequent issuance of a pyrotechnic permit. Issuance of this type of permit includes an additional set of rules and regulations and would require a State Fire Marshall Certified Fire Safety Officer to be on-site. SB 132 established standardized regulations enforceable on a statewide level and precludes the need for a separate Burbank Municipal Code or City ordinance addressing firearm use and live ammunition. Since the Pilot Program funds a trained safety advisor to assess the safety conditions, minimize risks, and report out on any violations from every production set in California, the City of Burbank would defer to Cal OSHA staff, who are trained and equipped to audit, investigate, and enforce safety provisions in the workplace, to handle any SB 132 violations.

CONCLUSION

Pursuant to Councilmember Anthony's initial request for review of regulations on the use of live ammunition in television and film production in 2023, there have not been any requests to use live ammunition or reports of any firearms-related injuries on a production set in the City of Burbank.

ATTACHMENT

Attachment 1 – Senate Bill 132, Chapter 56

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: November 18, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Amanda Landry, Principal Planner 
Ryan Allen-Esquivel, Assistant Planner 11/18/2025
By: Diana Arias, Clerical Worker

SUBJECT: Heritage Commission Meeting – November 6, 2025

This memorandum recaps the Heritage Commission meeting that was held on November 6, 2025:

- Commissioner Art Solis was absent.
- Assistant Planner Rendon conveyed to the Commission the City Council's decision from September 30th to excuse all absences of delinquent Board Members and their instructions that any additional absence between the date of the meeting and July 31st, 2026, would result in the Commissioner being removed from their position.
- Staff acknowledged Chair Baldaseroni's recent award for their 25 years of service during the BCC Recognition event on September 17th.
- Assistant Planner Ryan Allen-Esquivel presented an update on the status of the City's Mills Act Program and the ongoing City efforts to streamline the program.
- Commissioner Donald Baldaseroni was elected Chair, and Commissioner Lynn Kronzek was elected Vice-Chair
- Assistant Planner Allen-Esquivel informed the commission that the proposed designation of 1515 E. Alameda Ave as a historic resource will be presented to the City Council on January 13, 2026
- Staff will provide the Commission an overview of Certified Local Government (CLG) annual reporting to the California State Office of Historic Preservation (OHP) on local preservation efforts and activities at the next regular meeting.