



Weekly Management Report

February 20, 2026

- 1. Notice** Citizen's Advisory Committee of the Burbank-Glendale-Pasadena Airport Authority Meeting on February 26, 2026
Burbank-Glendale-Pasadena Airport Authority

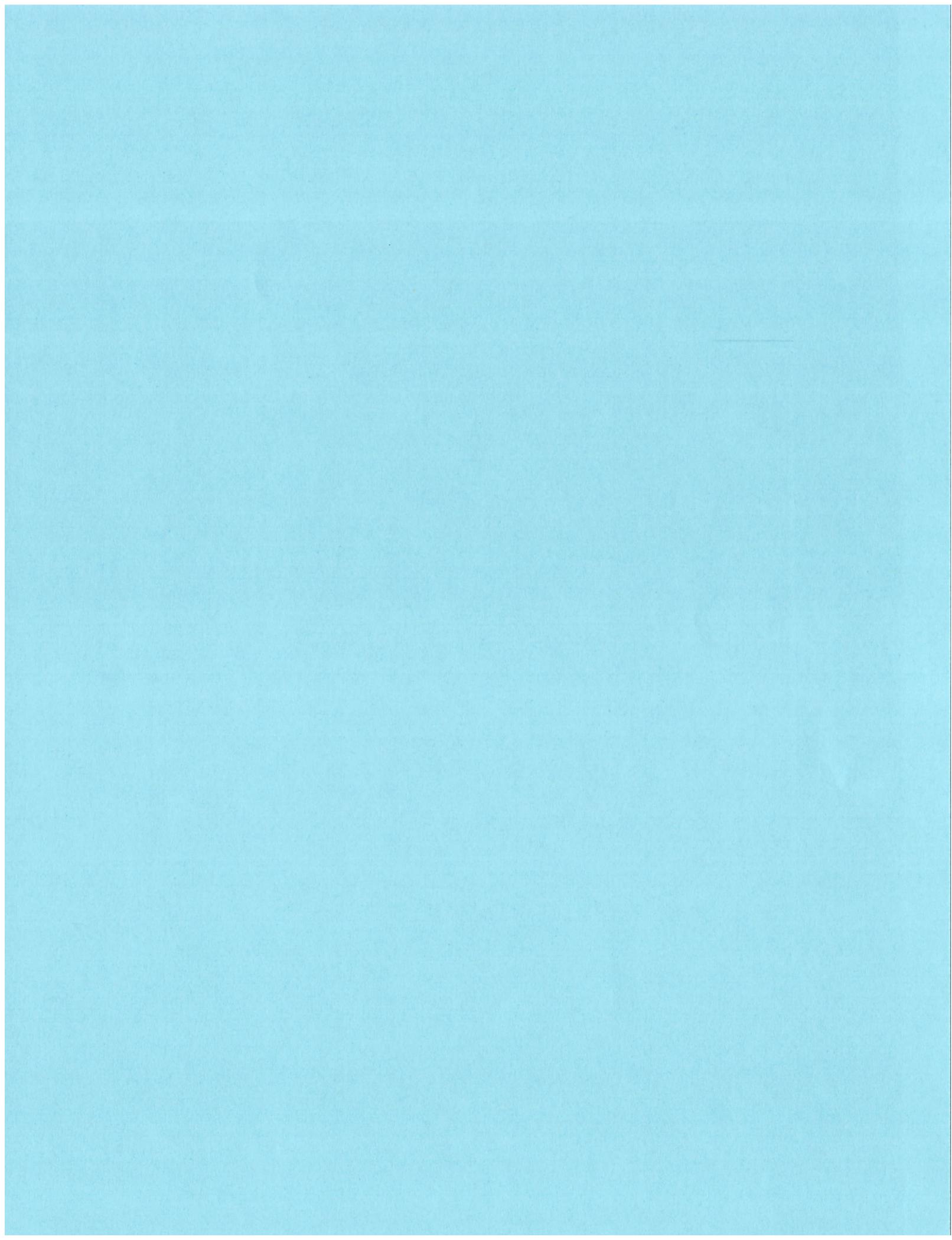
- 2. Synopsis** Burbank Hospitality Association Meeting on January 21, 2026
Community Development Department

- 3. Synopsis** Planning Commission Meeting on February 12, 2026
Community Development Department

- 4. Synopsis** Heritage Commission Meeting on February 5, 2026
Community Development Department

- 5. Summary** Parks and Recreation Board Meeting on February 12, 2026
Parks and Recreation Department

- 6. Memos** Evaluation and Discontinuation of CALEA Accreditation
Police Department





February 26, 2026

CALL AND NOTICE OF A REGULAR MEETING OF THE
CITIZEN'S ADVISORY COMMITTEE
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Citizen's Advisory Committee (CAC) for the Hollywood Burbank Airport Part 150 Study will be held Thursday, February 26, 2026, from 4:00 p.m. to 6:00 p.m. at the Elks Lodge, 2232 North Hollywood Way, Burbank California 91505

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

REGULAR MEETING OF THE
CITIZEN'S ADVISORY COMMITTEE (CAC)
FOR THE HOLLYWOOD BURBANK AIRPORT PART 150 STUDY
Elks Lodge
Thursday, February 26, 2026
4:00 p.m.

The public comment period is the opportunity for members of the public to address the Committee on agenda items and on airport-related non-agenda matters that are within the Committee'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 of the public are requested to observe the following decorum when attending or participating in meetings of the Committee:

- 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 Committee during the public comment period, fill out a speaker request card and present it to a project team member.*
- Confine remarks to agenda items or to airport-related non-agenda matters that are within the Committee'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 Committee 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.

AGENDA

Thursday, February 26, 2026

1. Roll Call
 - A brief acknowledgement of Committee members in attendance to confirm quorum and document participation for the meeting.
2. Approval of Agenda
3. Approval of Minutes – October 9, 2025
4. Re-Introductions
 - Re-Introduction of the study team and Citizen's Advisory Committee members.
5. Public Comment
 - Opportunity for members of the public to address the Committee.
6. Roles and Responsibilities
 - Brief overview of the roles and responsibilities of stakeholders and the Committee.
7. Part 150 Overview
 - Summary of Part 150 regulation and technical elements.
8. Noise Compatibility Program Implementation Status
 - Overview of the existing Noise Compatibility Program (NCP) implementation status.
9. Noise Compatibility Program Potential Measures
 - A review of the goals for potential alternatives and abatement measures.
10. Next Steps, Schedule, and Project Contacts
 - Summary of the next steps, project schedule, and list of contact information for the Part 150 study.
11. Discussion
 - Opportunity for Committee members to ask questions regarding agenda-related items.
12. Adjournment

MINUTES OF THE CITIZENS ADVISORY COMMITTEE MEETING

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Thursday, October 9, 2025

The regular meeting of the Citizens' Advisory Committee (CAC) for the Hollywood Burbank Airport Part 150 Study, scheduled for Thursday, October 9, 2025, was cancelled. No meeting was held and no actions were taken.

**MINUTES OF THE CITIZENS ADVISORY COMMITTEE MEETING
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

Thursday, May 22, 2025

The Airport Authority held its second Part 150 Study Citizen's Advisory Committee meeting that was called to order on this date at the Sky Room at 4:02 PM by Gene Reindel, Vice President with HMMH. Stevie Espinoza, Deputy Project Manager Arellano Associates, announced a roll call and with a total of seven members of the committee present, a quorum was declared.

1.Roll Call Present:

Raymond Scholl, Laura Ioanou, Aurora Abracia, Carl Povilaitis, Phlunte Riddle, Dino Barajas, Rey Rodriguez, Justin Dickerson, Lauren Rittenberg

Absent:

Martin Perlmutter, Maria Serna, Adrian Fieda

Also Present:

Authority Staff: Patrick Lammerding, Aaron Galinis, Maggie Martinez; HMMH Staff: Gene Reindel, Timothy Middleton; Mead&Hunt Staff: Corbett Smith, Ryk Dunkelberg; Arellano Associates Staff: Stevie Espinoza, Stacey Falcioni, Eric Davidian

2.Approval of Agenda

Gene Reindel, HMMH, called for the approval of the meeting agenda, and the agenda was unanimously approved.

3.Approval of Minutes March 27,2025

Gene Reindel, HMMH called for the approval of meeting minutes from the previous Citizens Advisory Committee Meeting. Carl Povilaitis (Glendale), motioned to approve the previous meeting minutes, Aurora Abracia (Glendale), seconded the motion for approval.

4.Introductions

Gene Reindel, HMMH, introduced the study team and New Members, welcomed the three new ex-officio CAC members that would be representing the City of Los Angeles.

5.Public Comment

Stacey Falcioni, Arellano Associates, facilitated a public comment discussion. Twelve members of the public provided public comments, including: Susan Hamar, Lee McNeill, Laurie Geer, Molly Newman, Cynthia, Sabrina Solver, Eric Robinson, Mathew Yedlin, Alex Izbicki, Jeanie Love, Michelle Allen, Linda Clarke

6.Committee Chair Selection

Gene Reindel, HMMH, called for the citizens advisory committee members to select a committee chair. A roll call vote was announced and Justin Dickerson, City of Los Angeles was selected as the Part 150 Study Citizens Advisory Committee Chair by majority vote.

7.Roles and Responsibilities

The Citizen's Advisory Committee (CAC) serves as an advisory body for the Hollywood Burbank Airport Part 150 Noise Compatibility Study focused on gathering public input on aircraft noise issues and assisting in the update of the Noise Exposure Map (NEM) and Noise Compatibility Program (NCP). Members are responsible for reviewing technical materials, analyzing aircraft noise data, and providing community perspectives on land use compatibility. While CAC members represent their respective cities and contribute insights, the Authority Commission retains the discretion to accept or reject their recommendations and is responsible for submitting the final study to the FAA, which holds ultimate decision-making authority.

8.Part 150 Overview

Gene Reindel, HMMH provided an BGPAA Commission overview of what took place during the March 17th BGPAA Airport Commission meeting. Mr. Reindel announced that the BGPAA Commission approved the City of Los Angeles to have three ex-officio members be added to the Citizens Advisory Committee. Members were nominated by the City of Los Angeles and approved by the BGPAA Commission.

9. Noise Compatibility Program Implementation Status

Gene Reindel, HMMH outlined progress for implementing noise Implementation Status reduction strategies for the Hollywood Burbank Airport. Strategies include establishing a Fly Quiet program, revising noise abatement procedures, and making operational changes to reduce community noise impacts. The presentation also addressed ongoing collaborations with the FAA and airlines, the status and effectiveness of residential sound insulation programs, and challenges faced such as procedural delays and community feedback. The program's role is to mitigate noise, foster collaboration, and continuously adapt strategies to address evolving concerns.

10.Noise Modeling Summary

Gene Reindel, HMMH reviewed the noise modeling summary and the findings of the updated Noise Exposure Maps (NEMs) section presented revised data delineating current and projected noise contours around Hollywood Burbank Airport. Using updated modeling and operational data, the maps reflect changes in flight activity and aircraft types. Key differences in noise impact distribution were highlighted, what data components were incorporated in the modeling, along with explanations of the technical methodology, regulatory compliance, and the importance of the NEMs in informing future mitigation efforts.

11.Draft Noise Exposure Maps

Gene Reindel, HMMH analyzed the preliminary results of the Draft Noise Exposure Maps (NEMs) section outlining a detailed review of the updated noise contours for both 2025 existing conditions and 2030 forecast conditions around Hollywood Burbank Airport. These maps were created using updated data on flight activity, runway usage, and aircraft types,

reflecting changes in operations and community noise impacts. The presentation highlighted the differences between current and projected contours, showing how future noise levels are expected to change based on forecasted operations. It also explained the technical methodology including modeling assumptions, FAA compliance, and land use assessment identifying areas of potential conflict between noise levels and existing land uses. Community feedback was emphasized as an essential part of finalizing these updates and informing future mitigation strategies

12.NEM Public Open House #2

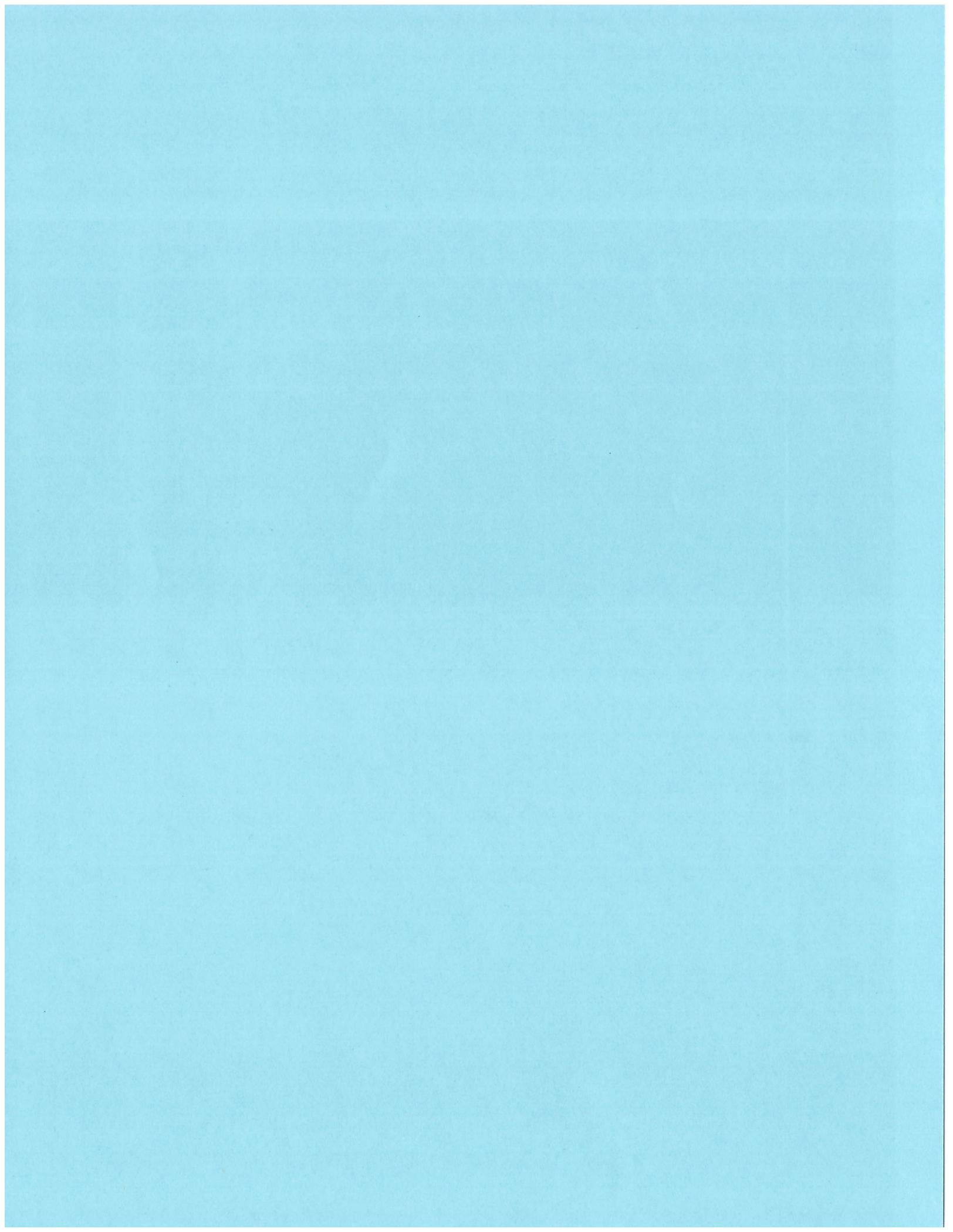
Gene Reindel, HMMH discussed the upcoming NEM Public Open House #2, scheduled for later that evening on May 22, 2025, that would offer an opportunity for community members to review and provide feedback on the updated Draft Noise Exposure Maps. This second open house event served as a forum for stakeholders to engage directly with the project team, ask questions, and share input on the revised maps and the Noise Compatibility Program process.

13. Next Steps, Schedule, and Project Contacts

Gene Reindel, HMMH outlined the process for finalizing the updated Noise Exposure Maps, incorporating community feedback from the public open house, and submitting the updated maps to the FAA for review and approval. This phase also includes preparing the updated Noise Compatibility Program, which will build upon the finalized maps to develop future noise mitigation strategies aimed at reducing the impacts of airport noise on surrounding communities. He also mentioned the project contacts for the Part 150 Study included a dedicated project website for updates, resources, an email contact BURPart150Study@arellanoassociates.com for inquires, and Timothy Middleton, C.M., as the Project Manager for direct communication. The next Citizens Advisory Committee Meeting is tentatively scheduled for fall 2025.

14.Discussion

Committee members engaged in a robust discussion, raising a total of nineteen questions and comments to the study team. Following the final question, the meeting was adjourned at 6:02 PM.



MEMORANDUM



COMMUNITY DEVELOPMENT



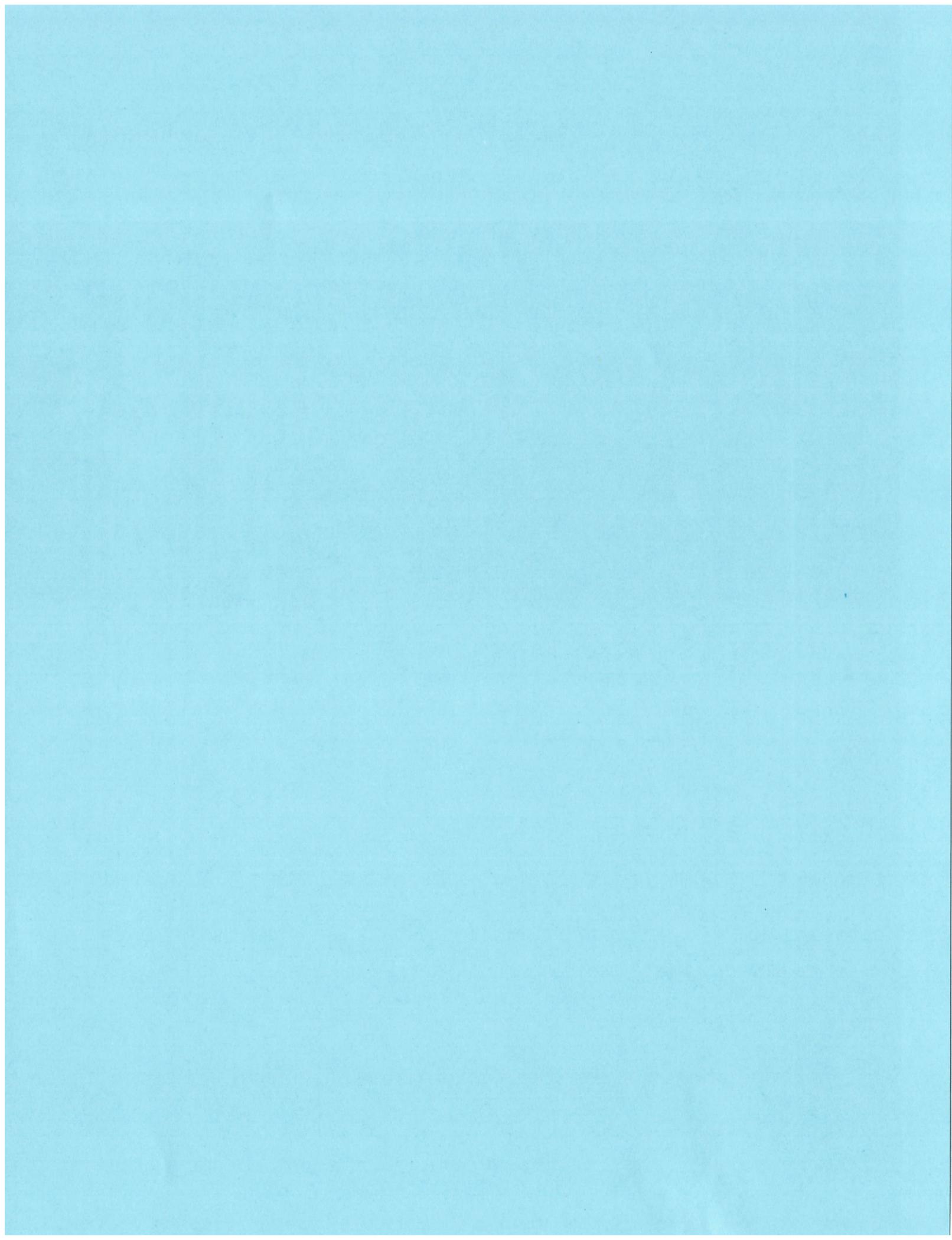
DATE: February 10, 2026

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 – January 21, 2026

- Elizabeth Hennes from the Afriat Consulting Group presented an overview of a proposed digital wayfinding and tourism kiosk program for the City of Burbank called IKE Smart City and requested a letter of support from the BHA. The Board agreed to provide a letter of support for the IKE Wayfinding and Tourism kiosks in Burbank.
- Visit Burbank entered a \$5,000 annual partnership with Los Angeles Equestrian Center. The partnership will allow cross-promotion across digital and social channels, the inclusion of Visit Burbank's hotel booking widget on the LAEC website, and an opportunity for more Burbank hotels to become LAEC partner hotels.
- The Board approved the updated City Services Agreement between the City and the BHA. The Agreement will go be presented to City Council in March for final approval.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: February 18, 2026

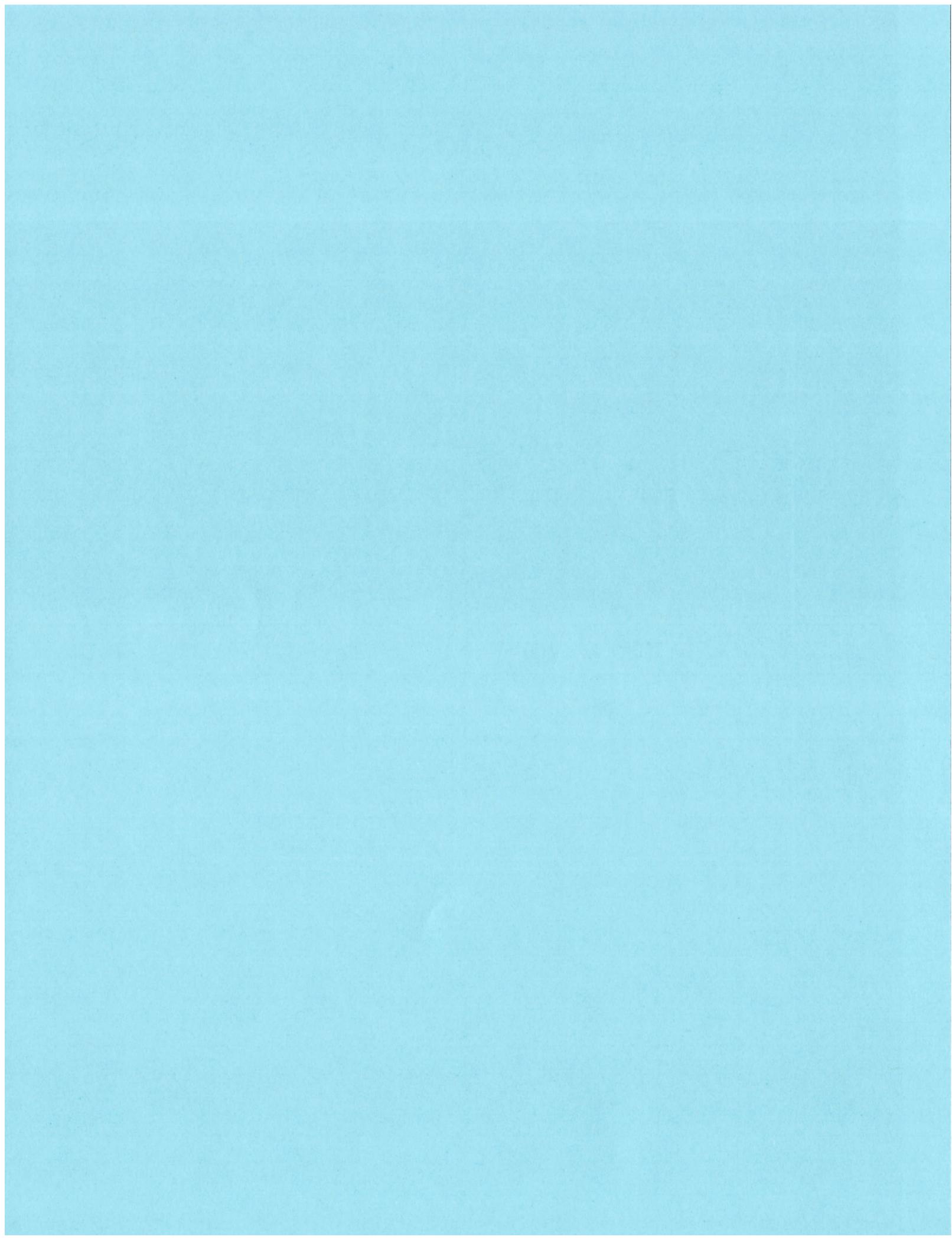
TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Fred Ramirez, Assistant Community Development Director – Planning
By: Diana Arias, Intermediate Clerk

for P. Prescott
2/18/2026
[Signature]
2/18/2026

SUBJECT: Planning Commission Meeting – January 12, 2026

- This memorandum goes over the general information of the Planning Commission meeting that was held on January 12, 2026. There was one public hearing item presented to the Planning Commission.
- Vice Chair Safarian was absent.
- Project No. 25-0002550 was presented to the Commission by Principal Planner, Daniel Villa. The Project included a request for an appeal of the City of Burbank Community Development Director's Decision to approve, as conditioned, a Development Review and Density Bonus Application that allows for the construction of an 11-unit residential development at 257 West Linden Avenue.
- The Commission heard responses from City Planning Staff and the Appellants rebuttal. Finally, the Commission heard comments from the public on the proposed development and requested appeal.
- After Commission deliberation and discussion Commissioner Van Gorder made a motion to adopt a Resolution denying the appeal and upholding the Director's Decision approving the Development Review and Density Bonus application for an 11-unit residential development at 257 West Linden Avenue, subject to all Conditions of Approval, seconded by Commissioner Mendez. Motion carried by a 4-0 vote. Motion passed.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: February 18, 2026

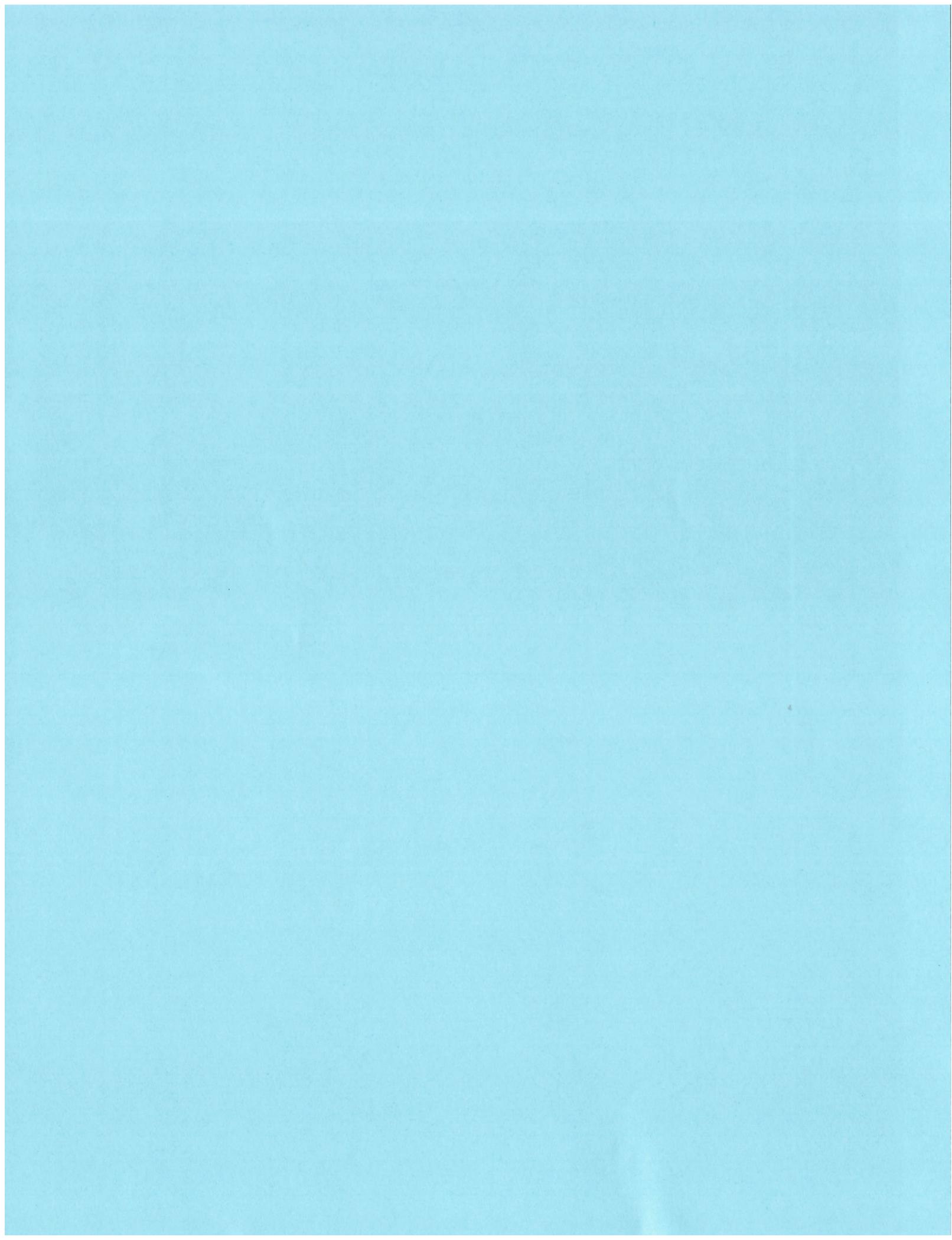
TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Scott Plambaeck, Planning Manager *SP* 2/18/2026
Ryan Allen-Esquivel, Assistant Planner
By: Diana Arias, Intermediate Clerk

SUBJECT: Heritage Commission Meeting – February 5, 2026

This memorandum recaps the Heritage Commission meeting that was held on February 5, 2026:

- Chair Baldaseroni welcomed and introduced new Commissioner Mensing.
- Chair Baldaseroni made a motion to move the Public Comment on Non-Agenda Items to the beginning of the meeting. Seconded by Commissioner Schmidt motion passed by a 5-0 vote.
- Gary Hubbard, owner of 902 East Olive Avenue, requested that the Commission and City staff assist in the preparation of a Permit to Alter a Designated Historic Resource for the rehabilitation and restoration of the roof at the subject property.
- Assistant Planner Allen-Esquivel presented: an overview to the Heritage Commission on the community outreach program with implementation, action items, and future steps.
- Commissioner Schmidt asked to agendize the preparation for the May events, for example reviewing the historic site list.
- Commissioner Mensing asked staff to consult with the Public Information Office to research the feasibility of preparing short, historic preservation promotional videos.



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, February 12, 2026

Staff Present: Marisa Garcia, Parks and Recreation Director; Diego Cevallos, Assistant Parks and Recreation Director; Grace Coronado, Assistant Park Parks and Recreation Director; Kris Smith, Assistant Parks and Recreation Director; Jon McGinley, Recreation Services Manager; Noah Altman, Recreation Services Manager; Roxana Tabibj, Social Services Program Supervisor; Sandra Allen; Social Services Coordinator, Emin Yusuf, Administrative Analyst I; Chad Thompson, Executive Assistant; Rena Ghamelian, Recreation Supervisor; Lissette Rojo, Administrative Analyst II.

Board Members Present: Mr. DePalo, Mr. Brody, Ms. Assadi, Ms. Gamiño, and Mr. Messerlian

Board Members Absent: None.

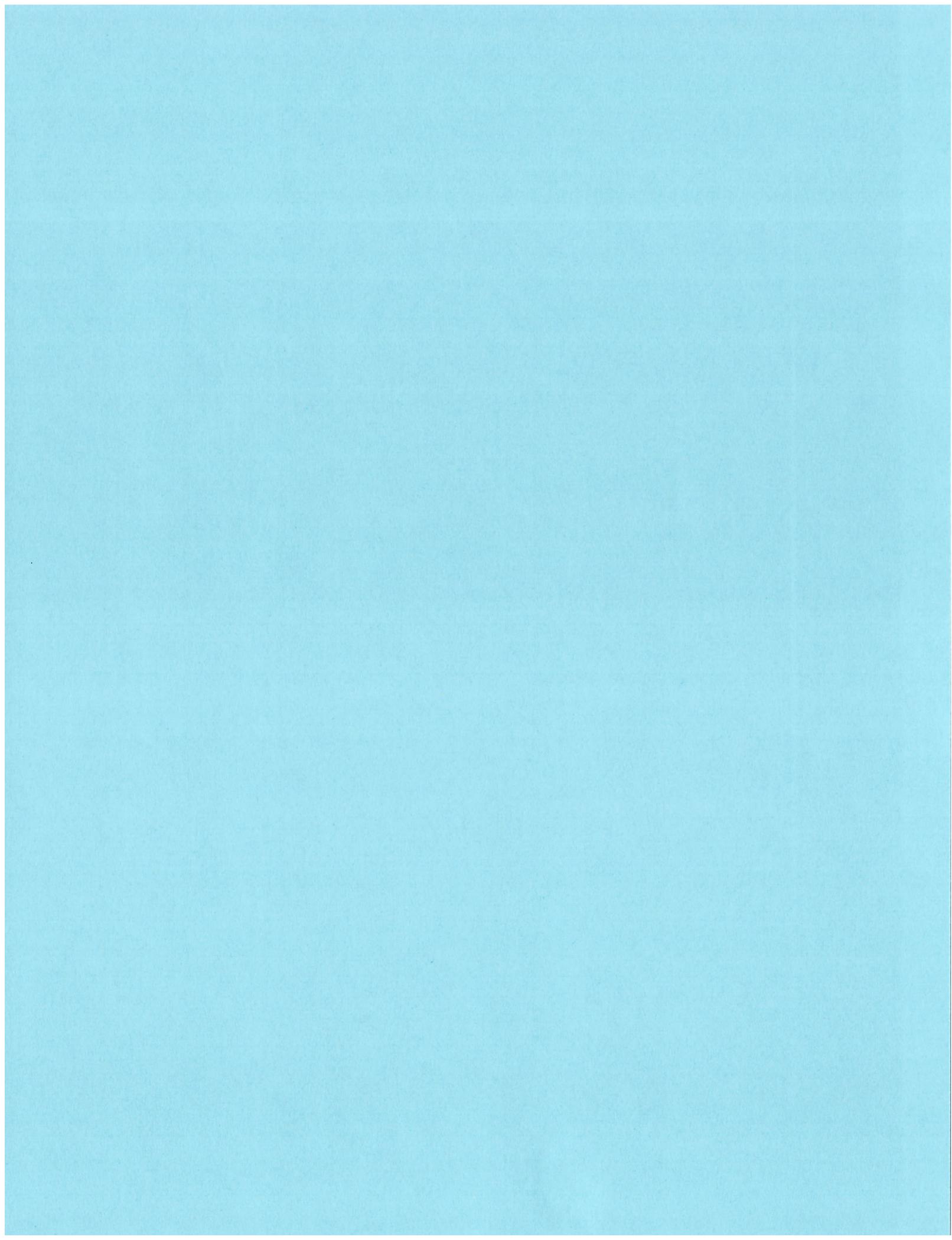
Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Vacant (Alternate)

| Item Discussed | Summary | Direction or Action, if any |
|----------------|---|-----------------------------|
| 1 | Announcements | |
| 2 | Presentations | |
| 3 | Department Director Report | |
| 4 | Oral Communications | |
| 5 | Response to Oral Communications | |
| 6 | Written Communications | |
| 7 | Park Board Comments | |
| 8 | Fall 2025 Parks and Recreation Programming Update | Noted and Filed |
| 9 | Roller Hockey Rink Annual Report | Noted and Filed. |

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

| | | | |
|----|--|--|---|
| 10 | Consent Calendar | <p>of hosting exhibition matches featuring professional roller hockey teams and whether such events could help draw additional interest and attendance to the rink. Ms. Gamiño shared her appreciation for the accessibility of roller hockey.</p> <p><u>Established Budget Parameters for Fiscal Year 2026-27</u> Fiscal Year 2026-27 Budget Planning process update.</p> <p><u>Approval of Minutes</u> Minutes of the January 08, 2026, meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Police Park Patrol Reports</u> The Police Park Patrol Report for December was noted and filed.</p> <p><u>Dick Clark Dog Park Progress Report</u> Monthly Dick Clark Dog Park update.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p> | <p>It was motioned by Mr. Brody, seconded by Mr. DePalo, and carried 5-0 to approve the Consent Calendar.</p> |
| 11 | Tabled Items | None. | |
| 12 | Additional Comments from the Board and staff | None. | |
| 13 | Introduction of New Agenda Items | None. | |
| 14 | Adjournment | The meeting was adjourned at 7:32. | |



MEMORANDUM



POLICE DEPARTMENT

DATE: February 20, 2026

TO: Justin Hess, City Manager

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

A handwritten signature in blue ink, followed by the date "2/19/26".

SUBJECT: Evaluation and Discontinuation of CALEA Accreditation

BACKGROUND

The Burbank Police Department (Department) first achieved accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) in 2014. CALEA was established to provide law enforcement agencies with a structured framework for developing professional standards. For agencies seeking to build or modernize internal systems, CALEA has traditionally offered a baseline of best practices in areas such as policy management, training, and organizational accountability.

The Department has successfully maintained this status through three subsequent four-year accreditation cycles. As part of the accreditation process, the Department participated in annual web-based compliance reviews and underwent comprehensive on-site assessments every four years. During the most recent cycle, the Department addressed minor compliance items, including enhanced use-of-force data analysis and improved training documentation practices. The Department received its most recent accreditation award in November 2025, following the successful completion of its fourth cycle, which began in August 2021 and concluded in July 2025.

While CALEA has historically provided a respected framework for professional standards, the Department has determined that continued participation no longer provides sufficient value to justify maintaining accreditation. This conclusion is the result of a thorough evaluation of the Department's internal oversight systems, operational performance, and existing state-mandated standards.

DISCUSSION

Although CALEA played a useful role in formalizing the Department's early policy and accountability structures, the Department's internal systems have evolved significantly over the past decade and now exceeds the program's requirements. The Department's commitment to excellence, transparency, and continuous improvement is supported by multiple layers of oversight and policy development mechanisms that exceed the expectations established by CALEA. In recent years, maintaining accreditation has required repetitive documentation processes that duplicate existing Department procedures. As the Department's internal infrastructure has matured, the value added by external accreditation has diminished.

The Department's accountability and quality-assurance framework now fully aligns with—and exceeds—CALEA standards. This framework includes a dedicated Transparency and Accountability Office within the Professional Standards Bureau, which reinforces public trust and open communication. Additional safeguards include routine internal audits, comprehensive policy reviews, annual independent assessments conducted by the Office of Independent Review (OIR), and strict compliance with California Peace Officer Standards and Training (POST) mandates. POST requirements already establish rigorous statewide standards governing training, emergency preparedness, evidence management, use-of-force oversight, and other critical operational areas.

Many of CALEA's administrative requirements have become increasingly duplicative of existing City and Department procedures, including annual policy reviews, documentation of training and personnel standards, and analysis of complaints and grievances. CALEA's administrative requirements now overlap with existing City policies, state regulations, and the Department's own robust documentation systems. As a result, the accreditation process has become heavily oriented toward compiling and uploading documents rather than driving meaningful operational improvement.

Discontinuing participation in CALEA will allow the Department to redirect staff time and resources toward initiatives that deliver clear community and organizational benefits. These efforts include modernizing technology, expanding professional development opportunities, enhancing data-driven decision-making, and strengthening community engagement.

CONCLUSION

CALEA played an important role in strengthening the Department's foundational policy and accountability framework. However, the Department's current systems—shaped by POST mandates, OIR oversight, internal auditing processes, and the Transparency and Accountability Office—now exceed CALEA standards and render continued accreditation unnecessary.

The Department remains firmly committed to transparency, accountability, and professionalism. These values are embedded in its daily operations, independent of any external accreditation program. Moving forward, the Department will continue to evaluate and enhance its practices, engage with community stakeholders, and pursue innovations that directly support public safety and organizational excellence. Ending participation in CALEA allows the Department to focus its resources on initiatives that provide meaningful and measurable value to the community.