



Weekly Management Report

May 23, 2025

- 1. Memo** Consideration to Update ADA Ramp Policy to Favor
Directional Curb Cuts Where Possible
Public Works Department

- 2. Minutes** Sustainable Burbank Commission
Meeting on April 21, 2025
Public Works Department

- 3. Synopsis** Burbank Housing Authority
Meeting on April 16, 2025
Community Development Meeting

- 4. Memo** Downtown Burbank Broker Open House
Event Wrap-Up on April 9, 2025
Community Development Department


MEMORANDUM



PUBLIC WORKS

DATE: May 22, 2025

TO: Justin Hess, City Manager

FROM: Ken Berkman, Public Works Director 

SUBJECT: Consideration to Update ADA Ramp Policy to Favor Directional Curb Cuts Where Possible

Council Member Anthony previously requested a memorandum to City Council to consider prioritizing the installation of directional curb cuts over traditional diagonal curb cuts for American with Disabilities Act (ADA) ramps, where possible. This memorandum provides information related to that request.

Directional curb cut ADA ramps are sloped pathways built into sidewalks at intersections or crossings to provide accessible routes for people with disabilities. Unlike traditional diagonal ramps, directional ramps are aligned to face directly toward the crosswalk or desired path of travel.

Traditional Diagonal Ramp



Directional Curb Cut



In general, there are several considerations at a policy level as well as at individual locations when considering installation of a directional curb ramp versus a traditional ramp, including:

- *Improved Safety and Navigation*
Directional ramps guide wheelchair users, visually impaired individuals, and others directly into the crosswalk, minimizing risk of veering into traffic. Additionally, warning surfaces are more effective when aligned with the path of travel or crossing direction.
- *Compliance with ADA Guidelines*
Directional ramps meet updated ADA best practices, which recommend ramps perpendicular to the curb at crossings.
- *Enhanced Pedestrian Flow*
Directional ramps clear alignment improves overall sidewalk usability for all pedestrians, especially those pushing strollers, carts, or using mobility aids.
- *Reduced Ambiguity*
Directional ramps make it easier for all users to determine the intended path of travel, especially at complex intersections or wide corners.
- *Increased Installation Cost*
Directional ramps require more curb space and additional construction (and potentially design) costs to install two separate ramps per corner, rather than one diagonal ramp.
- *Space Constraints*
In urban areas there may be insufficient space to construct two fully compliant directional ramps without significant design efforts or additional right-of-way acquisition or permissions.
- *Drainage Issues*
Directional ramps could impact existing drainage patterns in the street and require redesign and reconstruction of the adjacent roadway areas to ensure water is properly conveyed to the storm drain system.
- *Maintenance*
More ADA ramps would increase long-term maintenance needs and costs.

CONCLUSION

While directional curb cut ramps may require in-depth design analysis at each location as well as additional construction and maintenance funding, they can provide additional benefits related to safety and ease of use for the disabled.

Staff will seek opportunities to install directional ramps as part of the Council-approved Complete Our Streets Plan and Vision Zero Program, as well as the Safer Streets Burbank Plan (that is in development), which will seek to address enhanced safety and mobility for all users on specific City roadways in a prioritized manner. By using these guiding principles, staff can maximize the benefits of directional ramps by deploying them at the most appropriate and cost-beneficial locations.

**SUSTAINABLE BURBANK COMMISSION
APRIL 21, 2025, MINUTES**

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:01 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Adrine Der-Tavitian (Vice Chair)
Kevin O'Brien
Jenny Deahl
Limor Zimskind
Jared Cavagnuolo
Charles Wilson – arrived at 5:06 p.m.
Alissandra Valdez
Robin Gemmill
Jared Cavagnuolo

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk, Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power
Michelle Hoffmann – Senior Admin. Analyst, Burbank Recycle Center

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

There were no comments from the public.

B. Commission Member Communication

Chair Kirschenbaum attended another Strong Towns meeting and informed the Commission on an article about utility owned solar.

Commissioner Deahl provided an update from the latest Parks and Recreation Board meeting.

Commissioner Valdez attended workshops and panels on eco anxiety and climate change.

C. Staff Communication

Amber Duran provided updates on the Earth Day event as well as the RISE program. She also informed the Commission on the Fix It clinic hosted at the Joslyn Center.

Drew Johnstone provided an update on the Petal Party event and informed that the staff report on rebates was postponed. He also informed that Burbank Water and Power (BWP) proposed rate adjustments and will be hosting three town hall meetings.

John Molinar informed that Public Works (PW) will also be present at the town hall due to sewer and refuse rate adjustments.

IV. APPROVAL OF MINUTES

Ms. Valdez moved, and Ms. Deahl seconded a motion to approve the March 24, 2025, draft minutes. The motion was approved by Ms. Kirschenbaum, Ms. Gemmill, Ms. Zimskind, Ms. Der-Tavitian, Mr. Cavagnuolo, Mr. Wilson, and Mr. O'Brien.

V. TRANSPARENCY LAW BASICS

City attorney's staff provided an annual presentation to the Commission on their roles and obligations as public officials.

VI. FISCAL YEAR 25-26 SUSTAINABLE BURBANK COMMISSION BUDGET PROPOSAL

The Commission discussed the potential 25-26 budget allocations. The Ad Hoc Sustainable Burbank Commission Budget Subcommittee is to draft a detailed budget proposal to propose to the Commission for approval.

VII. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE

The subcommittee received the Sustainable Burbank Commission reusable produce bags and will distribute at the Earth Day event. Staff informed that the Burbank Recycle Center contributed to the purchase of the 2,000 reusable bags. They also informed that staff is continuing to develop the microgrants program and the waiver process.

VIII. AD HOC SUSTAINABLE BURBANK COMMISSION BUDGET SUBCOMMITTEE

The subcommittee discussed the fiscal year 25-26 budget proposal during agenda item VI.

IX. AD HOC OUTREACH SUBCOMMITTEE

The subcommittee provided details on tabling and organizations that will be participating at the Earth Day event.

X. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

1. BWP's Proposed Changes to Incentives – Approval (May 6, 2025)

XI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS

1. Letter of Support for Burbank Water and Power's Solar Rebates

FUTURE AGENDA ITEMS

1. Fiscal Year 25-26 Sustainable Burbank Commission Budget Proposal Discussion (May)

XII. ADJOURNMENT

The meeting was adjourned at 6:39 p.m. The next meeting will be held on Monday, April 21, 2025, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

DRAFT

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 14, 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 – April 16, 2025

- BHA completed their audit review for FY 2022-2023. The reports were approved by the Board and sent over to the City Manager's office and the City's Finance Director for final review.
- This meeting was primarily dedicated to selecting a new marketing agency and social media manager for Visit Burbank. The top three finalists from each category presented to the Board for final consideration. Verdin, a San Luis Obispo based agency with DMO and tourism experience was selected as the new marketing agency, and Lady Muse, a Los Angeles based content creator who currently manages social media for Downtown Burbank was selected as the new social media manager.

Downtown Burbank Broker Open House

Event Wrap-Up Memo



On April 9, 2025 The Downtown Burbank Business Improvement District (PBID) held a Broker Open House at the newly opened Palma Ristorante. The evening event welcomed brokers representing retail tenants and developers from across the SoCal region to hear exciting updates on Downtown's newest retail and residential offerings and gain valuable insights from established local colleagues.

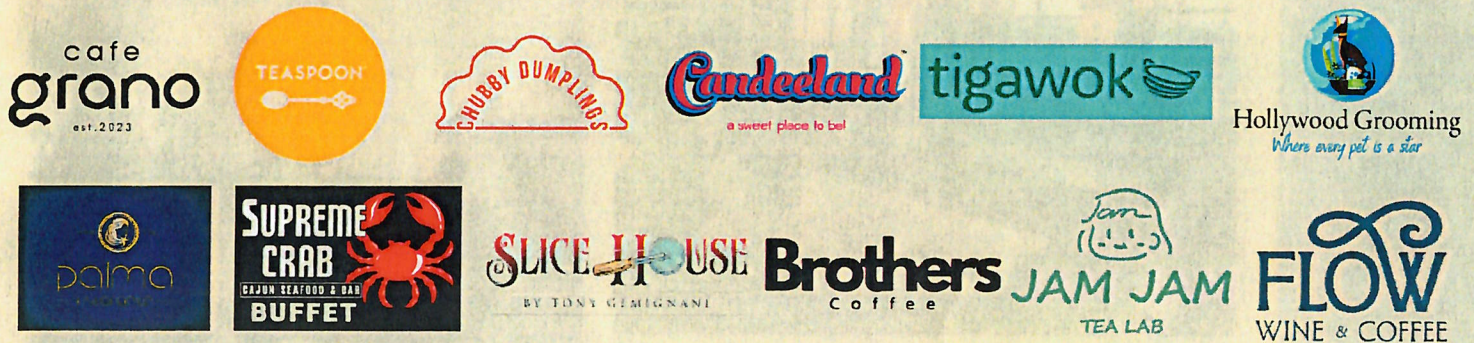
The program included a presentation from a representative at La Terra Development who shared details of the new *Intro Burbank mixed-use project* which is set to open in summer 2025. PBID Board members including brokers and property owners also spoke sharing insights into the evolution of Downtown Burbank. The event was a great success, showcasing the vibrant growth and exciting development happening in Downtown Burbank. The Broker Open House is one of many tools used by the PBID to attract interest from retailers and developers.

Leasing Support and Advocacy



The PBID works diligently to attract new shopping and dining experiences to Downtown Burbank. One of the goals of the Economic Development Team and the PBID is to increase visitation and revenue for Downtown Burbank, programs such as the broker open house event have proven to be successful in strategically supporting this goal.

Recent Attraction Efforts Include:



Event Results:



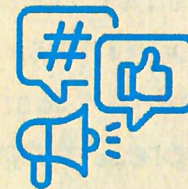
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Featured Event
Speakers



50

Event Attendees



275+

Targeted Digital
Impressions
on LinkedIn

Event Funding Summary

Burbank Economic Development manages the efforts of Downtown Burbank by developing strategies and initiatives that enhance visitation and increase consumer spending.

The Broker Open House was funded and initiated by Downtown Burbank.



\$2,600
Investment

For more information, please visit: www.DTNBUR.com/broker