



Weekly Management Report

June 27, 2025

- 1. Synopsis** Transportation Commission
Meeting on May 28, 2025
Community Development Department
- 2. Summary** Parks and Recreation Board
Meeting on June 12, 2025
Parks and Recreation Department
- 3. Synopsis** Heritage Commission
Meeting on June 5, 2025
Community Development Department
- 4. Memo** Downtown Burbank Partnership (PBID)
Meeting on May 15, 2025
Community Development Department
- 5. Memo** Media District, Downtown Burbank TOD, Golden State
and Burbank Rancho Neighborhood Specific Plan
Community Development Department
- 6. Minutes** Civil Service Board Meeting
on June 4, 2025
Management Services Department


MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: June 25, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Natalie Burns, Intermediate Clerk

COUNCIL MEMBER LIASIONS PRESENT: None

SUBJECT: Transportation Commission Meeting Synopsis – May 28, 2025

The Commission received a presentation on the latest Fiscal Year 2024-2025 Local Return BurbankBus Performance Figures. The Commission discussed increased ridership without increased service, transit fund sources, insurance, utilities, and the possibility of Measure M funding going towards active transportation projects instead of street repair.

The Commission received a brief report discussing transportation connections to the new Hollywood Burbank Airport Terminal – the Commission was asked to note and file.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board (Board)

Date: Thursday, June 12, 2025

Staff Present: Kristen Smith, Assistant Park, Recreation and Community Services Director; Grace Coronado, Assistant Park, Recreation and Community Services Director; Erin Barrows, Recreation Services Manager; Megan Wilke, Administrative Analyst II; Chad Thompson, Executive Assistant; Derrick Baker, Recreation Coordinator.

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

Board Members Absent: None.

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti (Alternate).

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Baker provided announcements for the P&R programs and facilities.	
2 Presentations	Ms. Barrows provided an update on the Starlight on Tour program, which consists of music and movies in the Park events, and shared the upcoming tour schedule.	
3 Department Director Report	None.	
4 Oral Communications	Ms. Raskin would like to see the City of Burbank use goats and sheep for brush clearance.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	Mr. DePalo thanked staff for their support with the Veterans Day Ceremony. Mr. Brody recognized the Burbank Animal Shelter for hosting a successful adoption event. Mr. Messerlian shared that the Parks and Recreation Department was recognized by FIFA for its contributions to adaptive sports.	
8 Request for feedback on the Conceptual Design of the Starlight Bowl Amphitheater Transformation Project	Ms. Smith presented an overview of the Starlight Bowl Amphitheater Transformation Project. John Bwarie from Stratiscope shared details on the City's community outreach efforts, and Erik Alden from Lehrer Architects presented the proposed conceptual design. Ms. Gamiño inquired about ADA improvements planned for the venue. Park Board members expressed appreciation for the presentation and enthusiasm for the proposed design.	Discussed and provided feedback on the proposed conceptual design for the Starlight Bowl Amphitheater Transformation Project.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

9	Update of Facility or Future Park Naming in Honor of Dewey Kruckerberg	Ms. Wilke provided an update on the efforts to identify a suitable facility or future park to be named in honor of Dewey Kruckeberg. She presented a few potential options for the Park Board to review and discuss.	Reviewed and provided input on updated options for naming an existing facility or future park in honor of Dewey Kruckeberg. It was motioned by Mr. DePalo, seconded by, Ms. Ramsey and carried 4-0 to move forward with the Facility Naming Application and recommend to City Council the renaming of McCambridge Park Pool to the Dewey Kruckeberg Aquatic Facility as part of a larger redevelopment project.
10	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the May 08, 2025 meetings 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 April was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	It was motioned by Mr. Brody, seconded by, Mr. DePalo and carried 4-0 to approve the Consent Calendar.
11	Tabled Items	None.	
12	Additional Comments from the Board and staff	None.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting adjourned at 7:25 pm.	

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: June 23, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Robert Keatinge, Associate Planner
By: Diana Arias, Clerical Worker

6/25/25

SUBJECT: Heritage Commission Meeting – June 5, 2025

This memorandum recaps the Heritage Commission meeting that was held on June 5, 2025:

- Commissioner Solis was absent.
- Commissioner Schmidt made a motion to approve the minutes from April 6, 2025. Seconded by Vice Chair Kronzek. Commissioner Hardy abstained, carried by a 3-0 vote.
- Item was presented by Associate Planner Keatinge an application for designation of an Eligible Historic Resource at 808 North Ford Street. The proposed Designation has been evaluated under the California Environmental Quality Act (CEQA) and required no further CEQA review. Staff recommended that the Heritage Commission recommend to the City Council that the application for the Designation of an Eligible Historic Resource at 808 North Ford Street be approved as described in the Resolution attached to the Staff Report.
- After Staff presentation and Commission discussion, Chair Baldaseroni made a motion to approve an application for designation of the Eligible Historic Resource at 808 North Ford Street, seconded by Commissioner Schmidt. Motion passed by a 4-0 vote.
- For Staff Communication Associate Planner Keatinge let the Commission know that staff will be contacting the current owner(s) of 638 North Bel Air Drive to confirm if they wish to proceed with the Historic Designation application submitted by the previous owner
- Staff also provided update of the City Hall fountain, Public Work Department is currently undertaking modernization of the fountain infrastructure. The date of completion is July 31, 2025.
- Commission was also provided information about the Burbank Rancho Specific Plan and the success of the recent public outreach event and staff is working with consultants to draft a historic context report; it will be shared with the Commission once available.

- Board asked Staff to put on the next agenda a discussion of Commissioner Solis' attendance record.
- Chair Baldaseroni made a motion to cancel the scheduled meeting on July 3rd and the Commission will meet on August 7th. Seconded by Commissioner Hardy motion passed by 4-0 vote.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 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: Aida Ofsepian, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – May 15, 2025

- The Board approved the 2025 Downtown Burbank Annual Report, which outlines the PBID's key accomplishments in 2024 and strategic goals for 2025.

The PBID has elected to transition from its current ambassador service provider, Streetplus, to Allied Universal - due to the company's strong working relationships with various City departments and long standing industry reputation. Allied Universal presented a comprehensive proposal to the Board, detailing a dynamic Ambassador Program tailored for Downtown Burbank with additional hours of service. The Board approved the proposal from Allied to begin work as of July 1, 2025.

- The Board approved a three percent (3%) PBID assessment increase effective January 2026 to offset rising service costs and inflation. This marks the first adjustment in 22 years, increasing the annual budget from \$1,024,415 to approximately \$1,055,148.
- Staff provided a wrap up of the Broker Open House event at Palma Ristorante that took place on April 9, 2025. The event attracted over 50 brokers and developers, highlighting Downtown's new retail and residential growth. Guests enjoyed presentations from Board members, property owners and developers, networking, and business insights that reinforced PBID's efforts to support leasing, attract investment, and maintain low vacancy rates.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 24, 2025

TO: Justin Hess, City Manager
Patrick Prescott, Community Development Director

FROM: Fred Ramirez, Asst. Community Development Director - Planning

VIA: Scott Plambaeck, Planning Manager

Amanda Landry, Principal Planner

Leonard Bechet, Principal Planner

Daniel Villa, Principal Planner

Greg Mirza-Avakyan, Senior Planner

BY: Alyssa Meredith, Senior Administrative Analyst

A handwritten signature in black ink, likely belonging to Fred Ramirez, the Asst. Community Development Director - Planning.

SUBJECT: Project Status: Media District, Downtown Burbank TOD, Golden State and Burbank Rancho Neighborhood Specific Plan

PURPOSE

The purpose of this memo is to ensure consistent communication with Executive Leadership regarding the Planning Division's progress toward achieving the City's goals for completing the Media District, Downtown Burbank TOD, Golden State, and Burbank Rancho Neighborhood Specific Plans. In this first memorandum, we are providing a brief background on the purpose of the Specific Plan and its consistency with the City's General Plan Land Use and Housing Element goals as well as this effort's alignment with City Council goals to facilitate new residential units to meet the diverse housing needs of the community.

This memo will provide regular updates on the status of major milestones that are necessary to be met in order to meet the established timelines set forth in Winter 2024 (Attachment A) and will help maintain accountability in meeting these strategic planning milestones in a timely manner.

BACKGROUND

Specific Plans for Future Residential Growth

In 2019, the City Council established a housing goal to build 12,000 new dwelling units through 2035, mainly along the I-5 freeway corridor, which includes the Downtown area, Airport District (Golden State), and parts of the Media District.

The Burbank 2035 General Plan Realization Element calls for the city to review and update its existing specific plans through a public process to ensure they reflect the current vision for each of the areas. The General Plan update of the Burbank Center Plan and Media District Specific Plans as well as the preparation of a new specific plan for the Golden State Commercial/Industrial Area are intended to provide a framework for future development in the area consistent with the Land Use Element.

Housing Element Housing Plan Program No. 5

This Housing Element goal and program objective is intended to provide adequate sites to accommodate Burbank's RHNA allocation through adoption and update of Specific Plans and provide incentives for site development. Further, this housing goal is intended to facilitate responsible development that results in new housing for all economic segments, including much needed workforce housing. To achieve this goal, the city is undertaking the noted Specific Plans to provide the necessary zoning, objective development standards and processing procedures to facilitate the production of housing.

Specific Plan Standards

The proposed Specific Plans in Downtown, Golden State and the Media District are the primary mechanism to implement the Housing Element policies and programs to facilitate the development of housing to meet the diverse housing needs of the community. Through a collaborative effort with the community the Specific Plans will include land use and development standards and incentives to encourage housing development to the fullest potential to meet State-mandated housing production goals while also protecting existing residential neighborhoods to the full extent possible.

CEQA Streamlining

The Program EIRs that will be prepared for all three specific plans will include analysis and mitigation measures that will help accommodate future housing production and assist developers by streamlining the environmental review and permitting process for individual housing and mixed-use projects. The City intends to take full advantage of the CEQA streamlining provisions in order to encourage housing production more quickly and efficiently consistent with objective development standards.

The following four specific plans will provide for the majority of housing growth opportunities in Burbank during the Housing Element planning period and through 2035.

Media District Specific Plan (Project Planner Amanda Landry)

Project Status: In Process

Next Milestone: Release Draft EIR

Milestone Status: In Process

EIR Section	Status	Notes
Executive Summary	Outstanding	
1 Introduction	Submitted and reviewed by city/MBI	City Attorney's Office (CAO) Review
2 Project Description	Submitted and reviewed by city/MBI	CAO Review
3 Environmental Setting	Submitted and reviewed by city/MBI	CAO Review
4 Environmental Analysis	Submitted and reviewed by city/MBI	CAO Review
4.1 Aesthetics	Submitted and reviewed by city/MBI	CAO Review
4.2 Air Quality/Health Risk Assessment (HRA)	Submitted May 2025 – pending review	Michael Baker Int. (MBI)/City Review in process
4.3 Biological Resources	Submitted – Comments pending	MBI/City Review In Process
4.4 Cultural Resources/Tribal Cultural Resources (CR/TCR)	Outstanding – to be submitted by 6/2	
4.5 Energy	Outstanding – to be submitted by 6/5	
4.6 Geology/Soils (Geo/Paleo)	Submitted and reviewed by city/MBI	

4.7 Greenhouse gas (GHG) Emissions	Submitted May 2025 – pending review	MBI/City Review in process
4.8 Hazards	Submitted and reviewed by city/MBI	
4.9 Hydrology	Submitted May 2025 – pending review	MBI/City Review in process
4.10 Land Use	Outstanding – to be submitted by 6/5	
4.11 Noise	Submitted May 2025 – pending review	MBI/City Review in process
4.12 Population/Housing	Submitted May 2025 – pending review	MBI/City Review in process
4.13 Public Services	Submitted May 2025 – pending review	MBI/City Review in process
4.14 Recreation	Submitted May 2025 – pending review	MBI/City Review in process
4.15 Transportation	Submitted May 2025 – pending review	MBI/City Review in process
4.16 Utilities/Service Systems	Outstanding – to be submitted by 6/5	Waiting for revised Technical Memorandum (TM) from Public Works Consultant (HDR)
4.17 Effect Found to be Less Than Significant (LTS)	Submitted and reviewed by City/MBI	
5 Other CEQA	Outstanding – to be submitted by 6/5	
6 Alternatives	Outstanding – to be submitted by 6/5	

Status of Critical Components to Achieve Project Milestones:

1. Awaited updated Technical Memorandum (TM) from Public Works' consultant HDR since mid-May, with latest draft provided on June 3, 2025. Latest draft included additional questions from the consultant for Planning and Public Works staff updates and direction. The revised TM is critical component on determining the Specific Plan's projected growth impacts on the Sewer Capacity. The TM and associated Sewer Capacity Analysis is needed before Rincon (Media District EIR consultant) can complete section 4.16 (Utilities/Service Systems) of the draft EIR and provide that draft section for City/CAO review. Once the TM/Sewer Capacity Analysis is completed, Rincon still needs to review the information and incorporate into the draft EIR. A similar effort was recently completed to understand capacity and systems constraints with BWP Electrical and work is also under way to complete Water Supply Assessment analysis with BWP Water.
2. CAO staffing updates – new CAO assigned to the project, with Senior City Attorney Lisa Kurihara and City Attorney Joe McDougall reviewing all sections. Per CAO they may need until the end of June 2025 to provide comments (once the sections are available), after which Rincon will have to respond. This will delay the release to late July 2025. CAO has requested that they be provided the draft sections after the City's peer review consultant (MBI), has reviewed them.

Looking Ahead to Next Milestones:

1. Late July 2025 – Release Draft EIR
2. Late July 2025 – Release revised Admin Draft of MDSP Policy Document
3. August/September – City Council and Planning Commission Study Sessions
4. Mid-September 2025 – prepare responses to Comments
5. Late October 2025 – Recirculation of Draft EIR
6. November 2025 – Review Period for Recirculated Draft EIR
7. December 2025 – Public Hearings before Planning Commission and then City Council

Downtown Burbank TOD Specific Plan (Project Planner, Leonard Bechet)

Project Status: In Process

Next Milestone: Internal Review of Draft Specific Plan

Milestone Status: In Process

Status of Critical Components to Achieve Project Milestones:

1. The Project Team has received a revised Technical Memorandum (TM) on the Sewer Capacity Analysis of the Specific Plans, which addresses comments from the Planning Division, City Attorney's Office (CAO), and the respective specific plan consultant teams that were provided to Public Works and the Consultant,

HDR, on May 2, 2025. The revised TM was expected to be complete and submitted the Planning Division by May 15, 2025. It was submitted to the Planning Division on Tuesday, June 3, 2025. The Project Team is working to review the TM, while also gathering additional information requested by HDR to finalize the TM document. Once the Technical Memorandum is finalized it will be used to complete analysis of all Project and cumulative alternatives being considered in the DEIR. A similar effort was recently completed to understand capacity and systems constraints with BWP Electrical Division and work is also under away to complete Water Supply Assessment analysis with BWP Water Division.

2. The Downtown TOD and Media District Specific Plan Projects have the same environmental consultant (Rincon) under contract as part of their respective project consultant teams. Given the urgency of completing the Media District DEIR for public review, as listed above, Rincon is prioritizing work on that Project. The Downtown TOD DEIR includes similar EIR sections as noted in the prior section under the Media District Specific Plan update.
3. Several chapters of the DEIR for the Downtown TOD Specific Plan have been completed; however, they will need to be revised to incorporate changes made to the Project scope as a result of the decrease in development potential in response to City utility constraints. These City utility constraints have necessitated further analysis to ensure that there is a Project alternative studied in the Project DEIR that considers future growth that is sustainable and within the capacity limits of our city utilities infrastructure. The Project Team anticipates receiving a revised scope of work and budget increase from Rincon to undertake this additional work once the Media District Specific Plan DEIR is released for public review. Once provided, the Project Team will (1) understand the level of work necessary to complete all chapters of the DEIR for internal review, and (2) will be able to update the Professional Services Agreement (PSA) to account for this work. This will also allow the Project Team to prepare a revised Project schedule.

Looking Ahead to Next Milestones:

1. October 2025 – Internal Review of DEIR
2. November 2026 – Public Review of Draft Specific Plan Document
3. December 2025 – January 2026 – Public Review of DEIR
4. December 2025 – January 2026 – City Council/Planning Commission Study Sessions
5. February 2026 – Prepare Responses to Comments
6. February – April 2026 – Public Hearings before the Planning Commission and then City Council.

Golden State Specific Plan (Project Planner, Daniel Villa)

Project Status: In Process

Next Milestone: Release Draft Specific Plan for public review and completion of Draft EIR.

Milestone Status: In Process

Status of Critical Components to Achieve Project Milestones:

1. The Project Team has received a revised Technical Memorandum (TM) on the Sewer Capacity Analysis of the Specific Plans, which addresses comments from the Planning Division, City Attorney's Office (CAO), and the respective specific plan consultant teams that were provided to Public Works and the Consultant, HDR, on May 2, 2025. The revised TM was expected to be complete and submitted to the Planning Division by May 15, 2025. It was submitted to the Planning Division on Tuesday, June 3, 2025. The Project Team is working to review the TM, while also gathering additional information requested by HDR to finalize the TM document. Once the Technical Memorandum is finalized it will be used to complete analysis of all Project and cumulative alternatives being considered in the DEIR. A similar effort was recently completed to understand capacity and systems constraints with BWP Electrical Division and work is also under away to complete Water Supply Assessment analysis with BWP Water Division.
2. Several chapters of the DEIR for the Golden State Specific Plan have been completed; however, they will need to be revised to incorporate changes made to the Project scope as a result of the decrease in development potential in response to City utility constraints. These City utility constraints have necessitated further analysis to ensure that there is a Project alternative studied in the Project DEIR that considers future growth that is sustainable and within the capacity limits of our city utilities infrastructure. The Project Team anticipates receiving a revised scope of work and budget increase from Rincon to undertake this additional work once the Media District Specific Plan DEIR is released for public review. Once provided, the Project Team will (1) understand the level of work necessary to complete all chapters of the DEIR for internal review, and (2) will be able to update the Professional Services Agreement (PSA) to account for this work. This will also allow the Project Team to prepare a revised Project schedule.

Looking Ahead to Next Milestones:

1. Late September 2025 – Release of Draft Specific Plan Document
2. Late November 2025 – Release Draft EIR
3. September/December 2025 – City Council and Planning Commission Study Sessions
4. January 2026 – Prepare Responses to Comments

5. February/April 2026 – Public Hearings before the Planning Commission and then the City Council.

Burbank Rancho Neighborhood Specific Plan (Project Planner, Greg Mirza-Avakyan)

Progress to date:

1. The RFP release, submission, and review process for the RNSP took place between May – August 2024.
2. The PSA with City Consultant, Dudek was signed on September 1, 2024, and the PO processed on September 19, 2024.
3. Project Kick-off with Dudek took place on November 4, 2024, with subsequent administrative coordination and project planning, including coordination with PIO with the release of the BurbankRNSP.com website in April 2025.
4. Meetings held with subconsultants on matters related to Transportation, Historic Resources, Project Visual Identity/Branding, Outreach Plan, and Market Data/Economics.
5. The First Community event held on May 10, 2025, at two locations in the Rancho (West and East Rancho), with over 100 residents in attendance.
6. In May 2025, Dudek submitted three draft documents for City review:
 - Draft Outline of Historic Context Statement (South Environmental);
 - Draft Economic Baseline Report with jobs report (Pro Forma Advisors LLC); and
 - Draft Existing Mobility Conditions (Fehr & Peers)
7. Outreach and communication efforts with residents are ongoing.

Next Steps (Short-term):

1. Stakeholder interviews/focus groups (Summer 2025)
2. Existing Conditions Report: Land Use, Urban Design, Neighborhood Conditions, Mobility Conditions, Economic Conditions, Infrastructure Conditions (Summer 2025).
3. Summary Report describing visioning process and outcomes including consensus on goals and expected outcomes (Summer/Fall 2025).

**June 4, 2025
4:30 p.m.**

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present: Matthew Doyle, Chairperson
Linda Barnes, Vice-Chairperson
Jacqueline Waltman, Secretary
Brady Griffin
Iveta Ovsepyan

Also present: Daniel Amaya, Administrative Analyst II
David Kiske, Ast CD Director – Transportation & Planning
Betsy McClinton, Management Services Director
Jina Oh, Chief Assistant City Attorney
Katie Picha, Administrative Officer
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

Ms. McClinton asked the Board if they are planning on attending the July 2, 2025, Civil Service Board meeting, noting that at least three members will be present.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes (with Mr. Griffin abstaining) and carried 4-0-1 to approve the minutes of the regular meeting of May 7, 2025.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – May 2025

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of June 2025, there was one temporary assignment extension. The extension was being sought on behalf of the Community Development Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 5-0 to approve the Appointments and Assignments for the month of June 2025.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:45 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Matthew Doyle, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____