



# Weekly Management Report

## July 18, 2025

- 1. Minutes**      Burbank Police Commission  
Meeting on June 18, 2025  
**Police Department**
  
- 2. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on July 21, 2025  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Memo**      City Manager Tracking List Item No. 2644 – Update on  
Olive Avenue/Verdugo Avenue/ Sparks Street Intersection  
Project  
**Community Development Department**



## **JUNE 18, 2025**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Coomes.

### **CALL TO ORDER**

Present: Commissioners Chapman, Coomes, Elman, Hacobian, McKenna, and Wenzel

Also Present: Deputy Chief Cornils, Sergeant Turner, Senior Assistant City Attorney Johal, Executive Assistant Nakamura; Liaison Rizzotti

### **FLAG SALUTE**

The flag salute was led by Chair Coomes.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

### **FIRST PERIOD OF ORAL COMMUNICATIONS**

None

### **RESPONSE TO ORAL COMMUNICATIONS**

Commissioner McKenna conveyed the concerns of a resident (received via text) regarding the dangerous driving activity in her neighborhood, around Riverside Drive.

### **APPROVAL OF MINUTES FROM MAY 21, 2025, MEETING**

Commissioner Hacobian made a motion, seconded by Commissioner Elman, to approve the minutes from the May 21<sup>st</sup> meeting. Motion carried.

### **ITEMS OF BUSINESS**

#### **1. Discussion and recommendations (if applicable) on the year-end review of Police Commission presentations and community activities**

Commissioners reviewed the comprehensive list of topics discussed by the Commission during the last fiscal year, as prepared by Chair Coomes. They then generated a list of their participation in community engagement activities, such as National Night Out, the LA County homeless count, Shop with a Cop, Police/Fire Service Day, Drive Right/Save Lives campaign, and Academy graduations. Moving forward, Commissioners were encouraged to do preparatory homework for meetings and suggestion of agenda topics; conduct outreach to community members not affiliated with established organizations in the City; look for further opportunities to engage the youth of the community.

#### **2. General announcements by Deputy Chief Cornils - brief announcements regarding upcoming events and/or items of note related to the police department**

|      |  |
|------|--|
| 6/21 | Burbank Police Foundation is hosting Take a Scoop Out of Crime event at Foster's Freeze  |
| 8/5  | National Night Out – Johnny Carson Park  |
| 9/18 | Boards and Commissions Dinner (conflict with regularly scheduled meeting – decision regarding the cancellation or rescheduling to be determined at a future meeting) |



## **INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Previously agendaized for July: Presentation on the preparations to address traffic safety and parking for the upcoming school year

Chair Coomes made a motion, seconded by Commissioner Elman, for a presentation on crime statistics in July. Motion carried.

Commissioner Hacobian made a motion, seconded by Commissioner McKenna, to discuss the interest of Commissioners to attend the annual NACOLE conference, October 26-30, in Minneapolis (July meeting). Motion carried.

Commissioner Chapman made a motion, seconded by Commissioner Hacobian, to conduct the election of new officers in August. Motion carried.

Chair Coomes made a motion, seconded by Commissioner McKenna, to begin preparation for the upcoming joint City Council/Police Commission where the annual OIR report will be presented (August meeting). Motion carried.

Commissioner Chapman made a motion, seconded by Commissioner Wenzel, for a presentation on the role and interaction of BPD officers in public protests, both in the city of Burbank and outside the city, including mutual aid requests since 2020 (August meeting). Motion carried.

**NEXT MEETING DATE –** Wednesday, July 16, 2025  
6:00 p.m., City Council Chamber

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 6:55 pm.

Paul McKenna  
Secretary, Burbank Police Commission





July 17, 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, July 21, 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 July 21, 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.*

## AGENDA

Monday, July 21, 2025

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. 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.)
5. 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 *[See page 1]*
      - (i) June 9, 2025
    - 2) Operations and Development Committee *[See page 3]*
      - (i) May 19, 2025
    - 3) Finance and Administration Committee *[See page 6]*
      - (i) June 2, 2025
    - 4) Legal, Government and Environmental Affairs Committee *[See page 8]*
      - (i) May 5, 2025
  - b. Commission Minutes *[See page 10]*
    - 1) June 16, 2025
  - c. Treasurer's Reports *[See page 15]*
    - 1) April 2025 *[See page 44]*
    - 2) March 2025 *[See page 76]*
  - d. Woodward & Associates Professional Services Agreement  
Replacement Passenger Terminal Project *[See page 76]*



6. ITEMS FOR COMMISSION APPROVAL

- a. Election of Officers *[See page 84]*
- b. Committee Assignments
- c. Replacement Passenger Terminal Program Manager  
Jacobs Project Management Company  
Task Order Authorization *[See page 85]*
- d. Professional Services Agreement Conway Consulting *[See page 93]*
- e. Award of Contract – Airport Communication Center  
Computer Aided Dispatch Services *[See page 95]*
- f. Award of Professional Services Agreement  
Airport Marketing Consultant Services *[See page 98]*

7. ITEMS FOR COMMISSION INFORMATION

- a. Airport Academy Class of 2025
- b. Replacement Passenger Terminal Project – Construction Update

8. CLOSED SESSION

- a. THREAT TO PUBLIC SERVICES OR FACILITIES  
(California Government Code Section 54957(a))  
Consultation with Director of Public Safety

9. ITEMS PULLED FOR DISCUSSION

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

12. PUBLIC COMMENT

13. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, July 21, 2025

*[Regarding agenda items]*

### 5. 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 regular meeting of June 9, 2025; a copy of the approved minutes of the Operations and Development Committee meeting of May 19, 2025; a copy of the approved minutes of the Finance and Administration Committee special meeting of June 2, 2025, and a copy of approved minutes of the May 5, 2025 meeting of the Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the June 16, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. TREASURER'S REPORTS. The Treasurer's Reports for April 2025 and March 2025 are included in the agenda packet. At its meeting on June 16, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file these reports.
- d. WOODWARD & ASSOCIATES PROFESSIONAL SERVICES AGREEMENT – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on July 2, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve the proposed Professional Services Agreement with Woodward & Associates for continued outreach and support services working with the Federal Aviation Administration for financial assistance towards completion of the Replacement Passenger Terminal Project.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.
- b. COMMITTEE ASSIGNMENTS. No staff report attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she may wish to make.

- c. REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER – JACOBS PROJECT MANAGEMENT COMPANY - TASK ORDER AUTHORIZATION. A staff report is included in the agenda packet. At its meeting on July 2, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission authorize Task Order #5 in the amount of \$13,765,895 with Jacobs Project Management Co., for Replacement Passenger Terminal Project program management services.
- d. PROFESSIONAL SERVICES AGREEMENT – CONWAY CONSULTING, LTD. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of the proposed Professional Services Agreement with Conway Consulting, Ltd. for an amount not-to-exceed \$150,000 to provide continued support services to the Replacement Passenger Terminal Project and other related Airport projects.
- e. AWARD OF CONTRACT – AIRPORT COMMUNICATION CENTER COMPUTER AIDED DISPATCH SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee (“Committee”) at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a Shared Services Agreement with Versaterm, Inc. for Computer Aided Dispatch (“CAD”) services in the amount of \$274,485. On February 18, 2025, Staff provided a briefing to the Committee for a proposed acquisition of a CAD system to support the operations of the Airport Communications Center. In conjunction with this proposed project, on May 19, 2025, the Commission approved a revised Law Enforcement Cooperative Agreement with the City of Burbank to continue mutual aid between the Airport Police Department and the Burbank Police Department, a copy of which is attached.
- f. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT MARKETING CONSULTANT SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Professional Services Agreement to Anyone Collective, LLC for airport marketing consulting services, including website support and media purchases. These services are in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport. These services, as detailed below, are for a not-to-exceed amount of \$995,000 inclusive of media purchases and a task order-based program for airline, destination and Replacement Passenger Terminal marketing.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. AIRPORT ACADEMY CLASS OF 2025. No staff report attached. Staff will present a recap of this year’s “Airport Academy.” High school students from Burbank, Glendale and Pasadena were introduced to jobs and careers in the airport and aviation industries. Along with onsite visits, students heard from guest speakers including Staff members and representatives from local colleges, TSA, and partner airlines.
- b. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.





# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** July 17, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Department Director   
VIA: David Kriske, Assistant Community Development Director,  
Transportation  
BY: Chris Buonomo, Senior Transportation Planner

**SUBJECT:** City Manager Tracking List #2644 – Update on Olive Avenue / Verdugo Avenue / Sparks Street Intersection Project

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At the October 15, 2024, City Council meeting, Vice Mayor Takahashi requested an update on the Olive Avenue / Verdugo Avenue / Sparks Street Intersection Project (Project). The purpose of the Project is to reconfigure and improve this complex six-leg intersection with minor roadway realignments, traffic signal improvements, and new pedestrian and bicycle infrastructure. The Project was derived with three main goals: 1) enhance safety for all users, 2) reduce vehicle and pedestrian delay, and 3) improve neighborhood character around the intersection by providing opportunities for landscaping and public space. The Project is being funded by a \$3.6 million grant from Metro Measure R Highway Operations Improvements assigned to the Arroyo Verdugo Cities Subregion.

### Project Design History

The Project commenced in 2015 and began with staff and an engineering consultant team performing an iterative design process that included extensive community outreach with residents. Based on this initial work, staff developed three design options that met the Project's three main goals, but each varied in cost and the level of roadway reconfiguration needed to meet those goals.

On June 26, 2018, staff presented the recommended project alignment to the City Council (Attachment 1). Staff's recommendation was to reconfigure each leg of Verdugo Avenue so that they intersected Olive Avenue at a more direct, right angle, thereby converting the



single six-leg intersection into two three-leg intersections that were signalized as a coordinated system. The recommended alternative also restricted through movements on Sparks Street so that vehicles travelling north or south on Sparks Street were required to turn onto Olive Avenue and could not proceed straight. This reconfiguration also introduced new public open space areas on both sides of Olive Avenue that would be improved with street trees and expanded sidewalk areas for outdoor dining or other activities.

At the June 26, 2018, Council Meeting, residents were divided on whether to restrict turn movements on Sparks Street or whether to close Sparks Street altogether. Residents who lived on other nearby streets expressed their concerns that restricting or closing Sparks Street could divert traffic onto other local streets like Reese Place and Beachwood Drive. Based on the public comments received during the Council Meeting, City Council directed staff to revise the City's recommended Project Design Alternative by eliminating turn restrictions from Sparks Street to Olive Avenue and to incorporate eight additional active transportation, traffic calming, and public space improvements into the design. The City Council requested that staff update the conceptual design to include as many of the elements as possible, conduct additional outreach, and return to the City Council.

To develop a revised Project Design Alternative that included the eight additional active transportation, neighborhood protection, and urban design elements, staff procured specialized, professional design services to complete the work as requested. A revised draft conceptual design was prepared in Fall 2020, but the Project was suspended due to limited staff resources associated with the COVID-19 Pandemic.

#### Current Status

In Spring 2025, staff resumed work on the Project and is currently updating grant funding documents and re-evaluating the project alternative from 2020. For funding, staff has submitted the requisite documentation to Metro to re-obligate the funds (\$3.6M from Measure R) and will be informed of approval by Fall 2025. Concurrently, staff is reviewing the 2020 concept plan and analyzing whether the updated alternative still meets all three project goals.

Once funding has been re-obligated and staff have completed their analysis, public outreach will be resumed to solicit input on the revised project design. The Project will also be presented to the Transportation Commission in Winter 2026. Following the completion of community outreach and presentation to the Transportation Commission, staff will return to Council to present the Project and the revised project alternative. Based on Council's input, staff expects to retain new project design consultants to further develop project design plans and cost estimates that can then be used for construction.



If directed to proceed with the Project, staff expects that construction could be complete by 2030.

#### Possibility of a Roundabout

Multi-leg intersections such as the one at Olive Avenue / Verdugo Avenue / Sparks Street are sometimes converted into roundabouts as an alternative to reconstructing a signalized intersection to improve vehicle safety and reduce delay. A roundabout was not included as a project alternative when the Project began and therefore was not analyzed when project alternatives were developed. The intersection at Olive Avenue / Verdugo Avenue / Sparks Street would not be a good candidate for a roundabout for the following reasons:

- The skew of Olive Avenue and Verdugo Avenue would likely require street and private driveway realignment into the roundabout, requiring significant and costly property acquisition.
- High vehicular volumes on Olive Avenue would likely require a complex multi-lane roundabout, which increases potential conflicts for pedestrians and motorists.
- High pedestrian volumes from nearby schools are more safely and efficiently accommodated at a traffic signal.

Based on the reason listed above, staff does not plan to introduce the option of a roundabout in the updated project development unless requested by the City Council.

#### Attachments

Attachment 1: June 26, 2018 City Council Meeting Staff Report