



Weekly Management Report

July 2, 2026

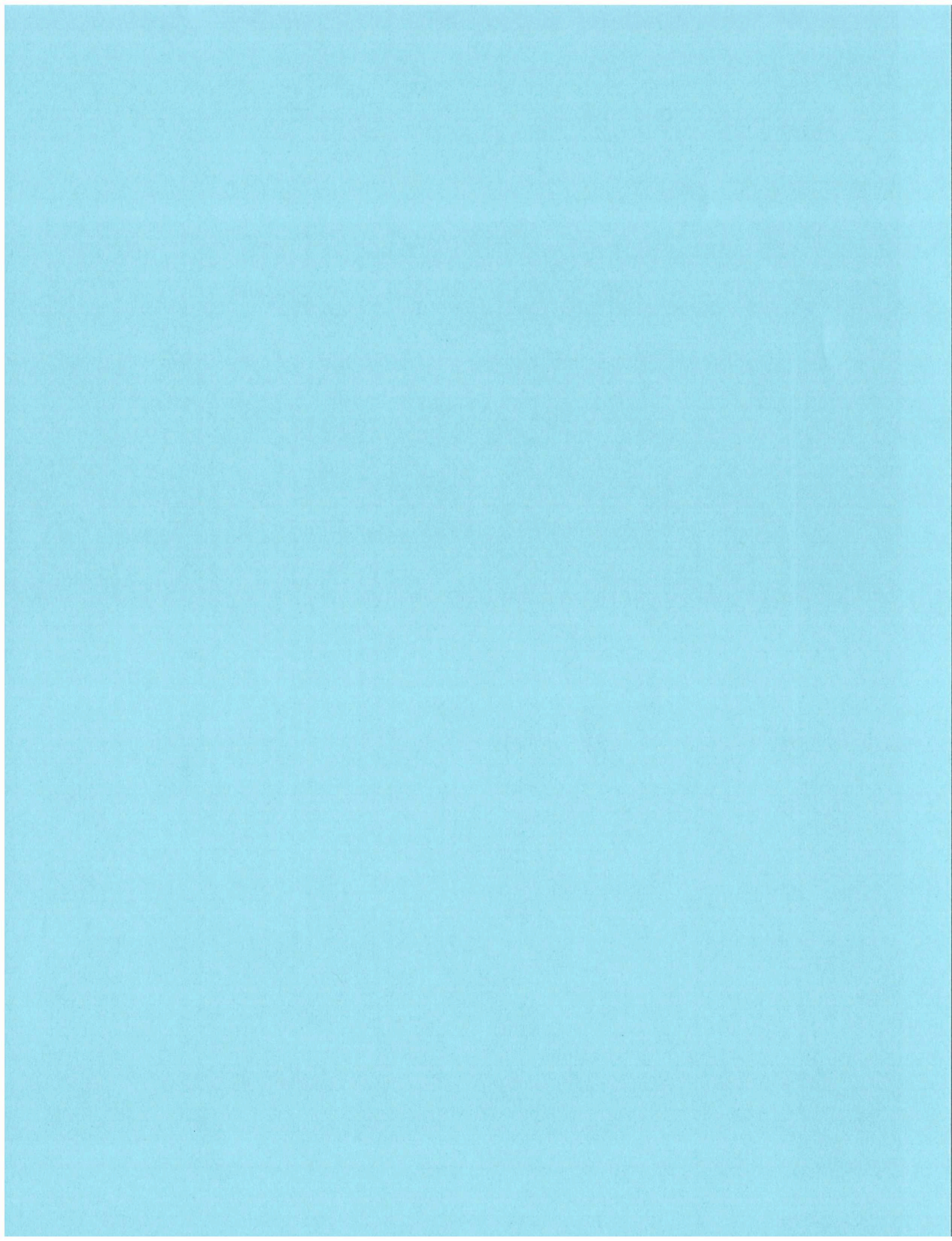
- 1. Minutes** Infrastructure Oversight Board
Meeting on March 26, 2026
Public Works Department

- 2. Summary** Parks and Recreation Board
Meeting on June 11, 2026
Parks and Recreation Department

- 3. Synopsis** Downtown Burbank Partnership (PBID)
Meeting on June 4, 2026
Community Development Department

- 4. Synopsis** Landlord-Tenant Commission
Meeting on June 1, 2026
Community Development Department

- 5. Memo** Overview of the Burbank Fire Department's Hazardous
Materials Program – Tracking List # 2717
Fire Department



CITY OF BURBANK
Infrastructure Oversight Board
Regular Meeting Minutes
March 26, 2026

A regular meeting of the Infrastructure Oversight Board (IOB) was held in Room 104 of the Community Services Building, 150 North Third Street, Burbank, California 91502 on the above date. Armen Avazian, Chair, called the meeting to order at 6:01 p.m.

ROLL CALL

Present: Armen Avazian, Lori Stearns, Maria Coronado, Marcus Davis, Duanne Gilmore, Colin Hoffmeister, Shane Weber

Absent: None.

Also Present: Damian Skinner, Public Works Director
Lifan Xu, Chief Assistant Public Works Director – City Engineer
Marisa Garcia, Parks and Recreation Director
David Kriske, Assistant Community Development Director – Transportation and Planning
Catherine Kim, Assistant City Attorney
Matthew De Vera, Recording Secretary

ANNOUNCEMENTS

Chair Avazian introduces IOB's newest board member, Marcus Davis.

PUBLIC COMMENT

None.

BOARD MEMBER RESPONSE TO PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. Approval of Minutes of the IOB meeting held on January 22, 2026

It was moved by Board Member Coronado and seconded by Board Member Weber to approve the January 22, 2026, meeting minutes. The motion was approved 7-0.

REPORTS TO BOARD

1. Fiscal Year 2026-2027 Capital Improvement Program (CIP) Projects Presentation

Staff presented the proposed Fiscal Year 2026-2027 Capital Improvement Program Projects.

DISCUSSION ITEMS

None.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None.

FUTURE AGENDA ITEMS

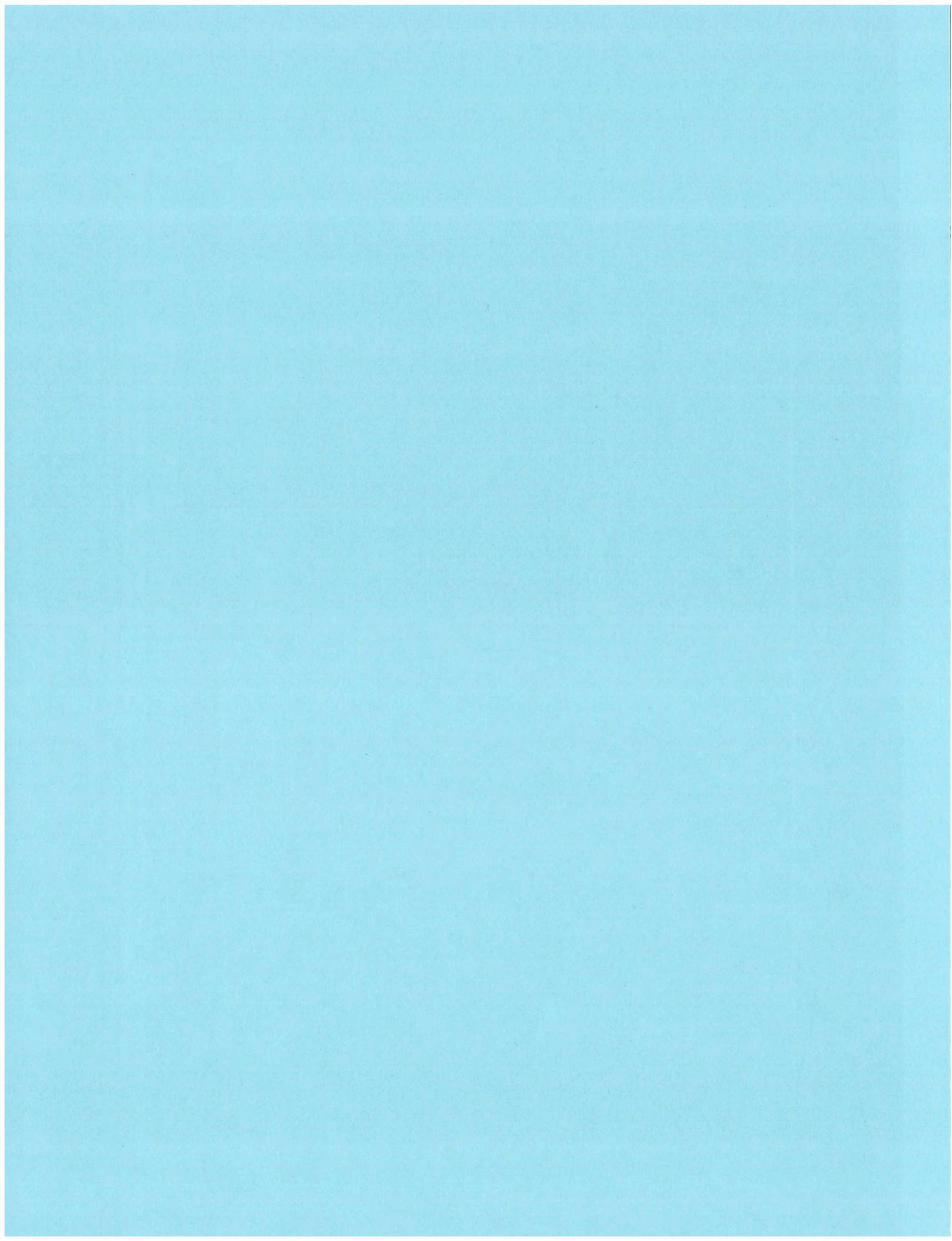
None.

ADJOURNMENT

The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Matthew De Vera
Recording Secretary



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, June 11, 2026

Staff Present: Marisa Garcia, Parks and Recreation Director, Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Diego Cevallos, Assistant Parks and Recreation Director; Dena Moon, Senior Administrative Analyst; Megan Wilke, Administrative Analyst II, Chad Thompson, Executive Assistant; Jerardo Ruiz, Recreation Leader.

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

Board Members Absent: None.

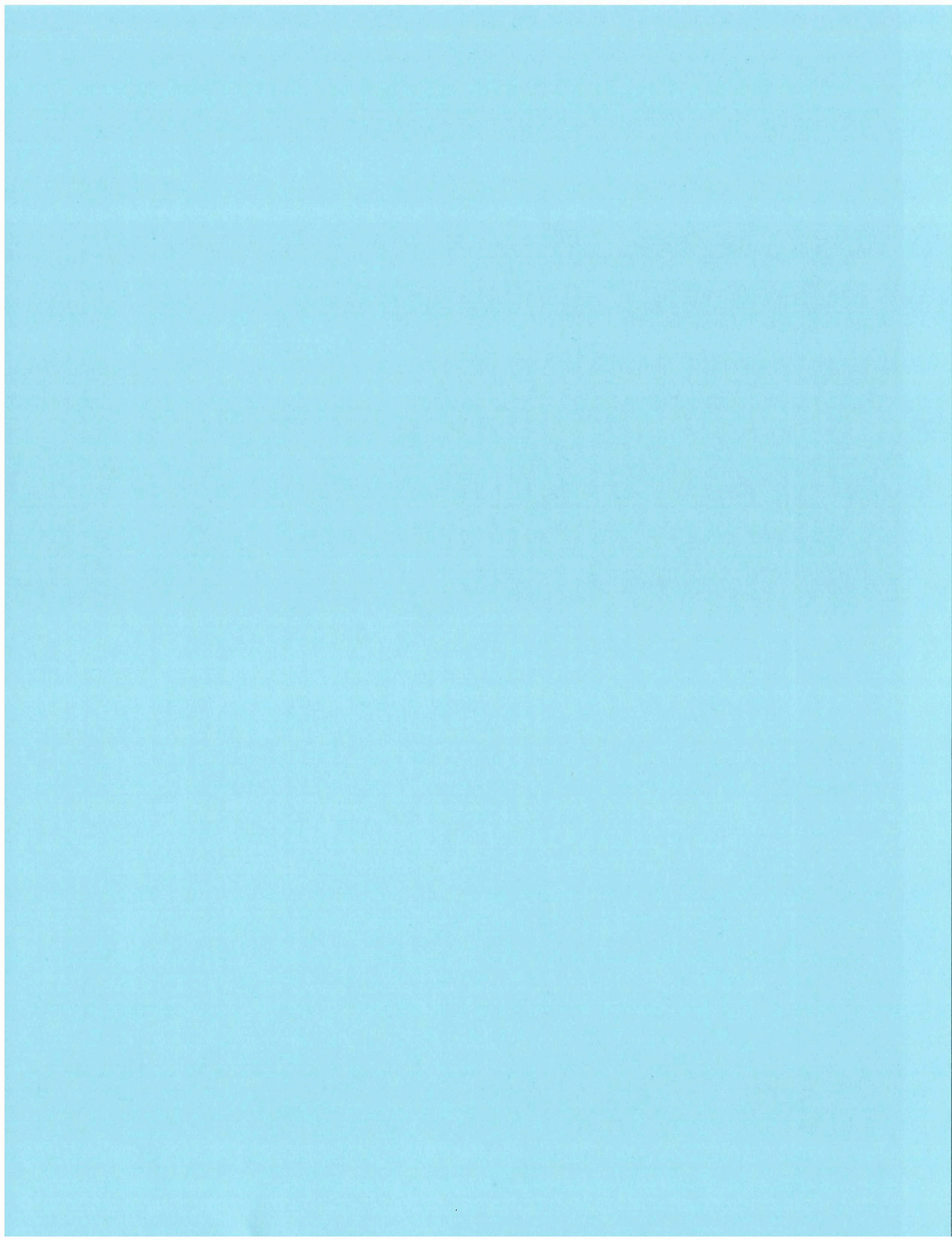
Council Liaison Present: Christopher Rizzotti

Council Liaison Absent: Konstantine Anthony

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Ruiz provided announcements for the P&R programs and facilities.	
2	Presentations	None	
3	Department Director Report	Ms. Garcia reported that more than 100 athletes, families, community members, volunteers, coaches, and staff gathered at McCambridge Recreation Center to recognize the City's Power Soccer athletes. Through the Los Angeles World Cup 2026 Host Committee's Community Champions Legacy Initiative, several athletes received tickets to attend a FIFA World Cup 2026 match at SoFi Stadium. Ms. Garcia announced that at the upcoming Civitan Jamboree, one registered participant will be randomly selected to receive three FIFA World Cup 2026 match tickets, extending the World Cup legacy to the community.	
4	Oral Communications	Ms. Walton recognized Parks and Recreation staff for their continued efforts in maintaining the pool temperatures at 81 degrees. She noted that the Verdugo Aquatic Facility and McCambridge Pool consistently remained at that temperature, which she finds comfortable for swimming.	
5	Response to Oral Communications	Mr. Messerlian thanked Ms. Walton for bringing forward her concerns and for following the appropriate process by working collaboratively with staff to address them. Mr. Cevallos added that pool covers have been purchased for the Verdugo Aquatic Facility and will be used to help maintain a consistent water temperature.	
6	Written Communications	None.	
7	Park Board Comments	Ms. Assadi provided an update on the Youth Board, sharing that members successfully collected a significant amount of donations for the Burbank Animal Shelter. Mr. DePalo expressed his appreciation to staff for their hard work in organizing the Veterans Day Ceremony. Mr. Brody reported attending the gallery opening at the Betsy Lueke Creative Arts Center and also participated in the Burbank Animal Shelter's no-cost adoption day.	

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

8	Budget Update for Fiscal Year 2026-27	Ms. Moon presented the Fiscal Year 2026–27 Budget and Capital Improvement Projects update.	Noted and Filed.
9	Facility Tour Proposed Meeting Date and Locations	Ms. Wilke provided the Board with proposed dates and locations for the annual Park Facility Tour. Mr. Messerlian suggested adding Earthwalk Park to the tour list. The Board approved holding a special meeting on September 17, 2026, to conduct the tour planning.	It was motioned by Mr. Brody, seconded by Mr. DePalo, and carried 5-0 to hold a special meeting on September 17, 2026, and add Earthwalk Park as an additional location.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the May 14, 2026, meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Police Park Patrol Reports</u> The Police Park Patrol Report for April was noted and filed. <u>Dick Clark Dog Park Progress Report – June 2026 Update</u> Noted and Filed. <u>Departmental Operations Update</u> Noted and Filed.	It was motioned by Mr. Messerlian, seconded by Ms. Gamiño and carried 5-0 to approve the Consent Calendar.
11	Tabled Items	None.	
12	Additional Comments from the Board and staff	Mr. Messerlian noted he won't be in attendance for the August Parks and Recreation Board meeting. He would like to follow the standard procedure for Elections of Officers.	
13	Introduction of New Agenda Items	None.	
14	Adjournment	The meeting was adjourned at 6:35p.m.	



MEMORANDUM



COMMUNITY DEVELOPMENT



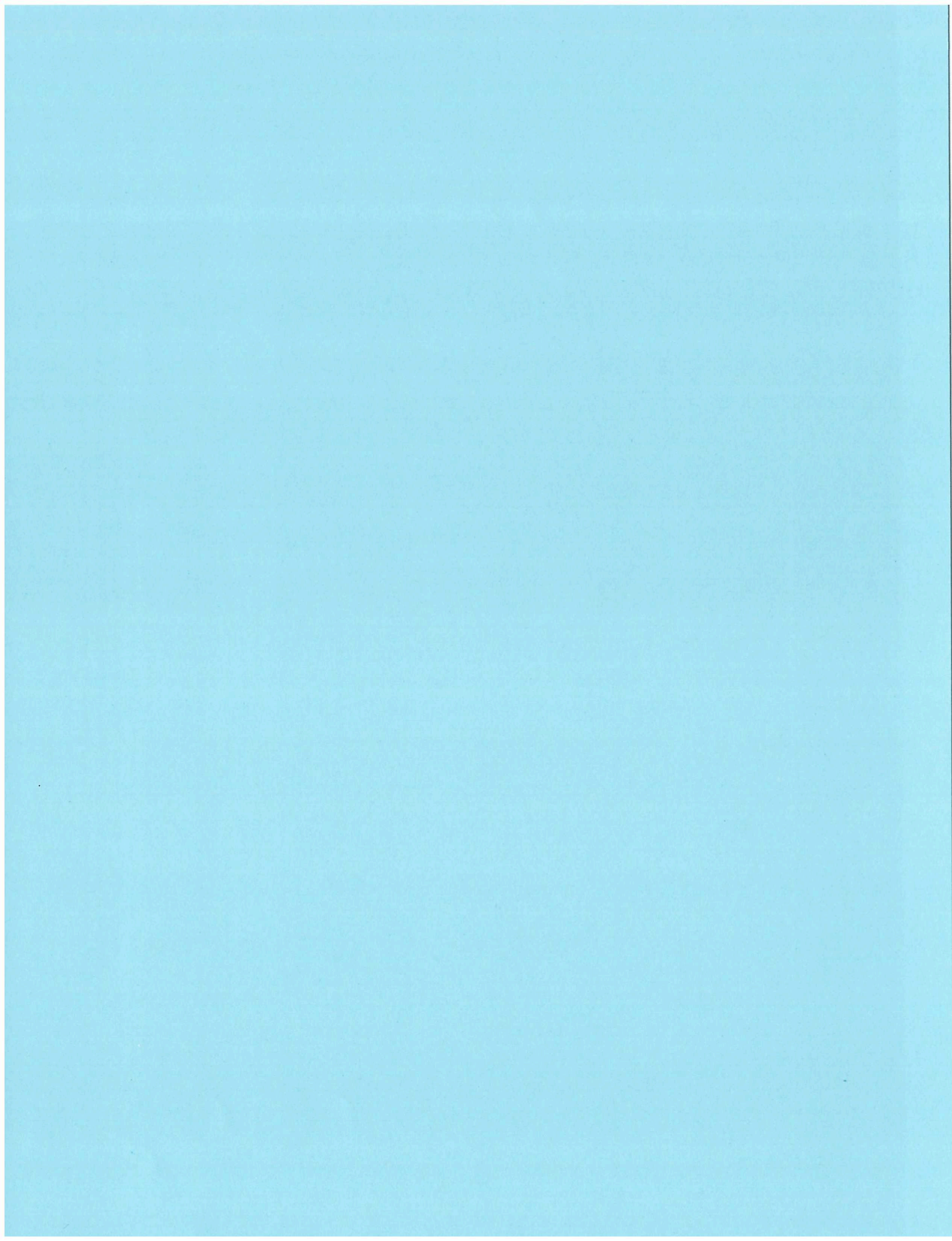
DATE: June 29, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepan, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – June 4, 2026

- Staff provided an update on the Los Angeles World Cup 26 Fan Zone in Downtown Burbank, scheduled for July 18–19, 2026. The update included details on event programming, infrastructure, family-friendly activations, and major post-game concerts. Staff also reviewed the marketing campaign and community outreach efforts to notify Downtown businesses, residents, and visitors. Attendance is projected at approximately 10,000 ticketed guests per day, with an additional 10,000 to 15,000 non-ticketed visitors.
- The Board approved receipt of a \$7,500 community grant funding from Verizon to be allocated to the City of Burbank for use in support of the Los Angeles World Cup Fan Zone 26 at Downtown Burbank.



MEMORANDUM



COMMUNITY DEVELOPMENT

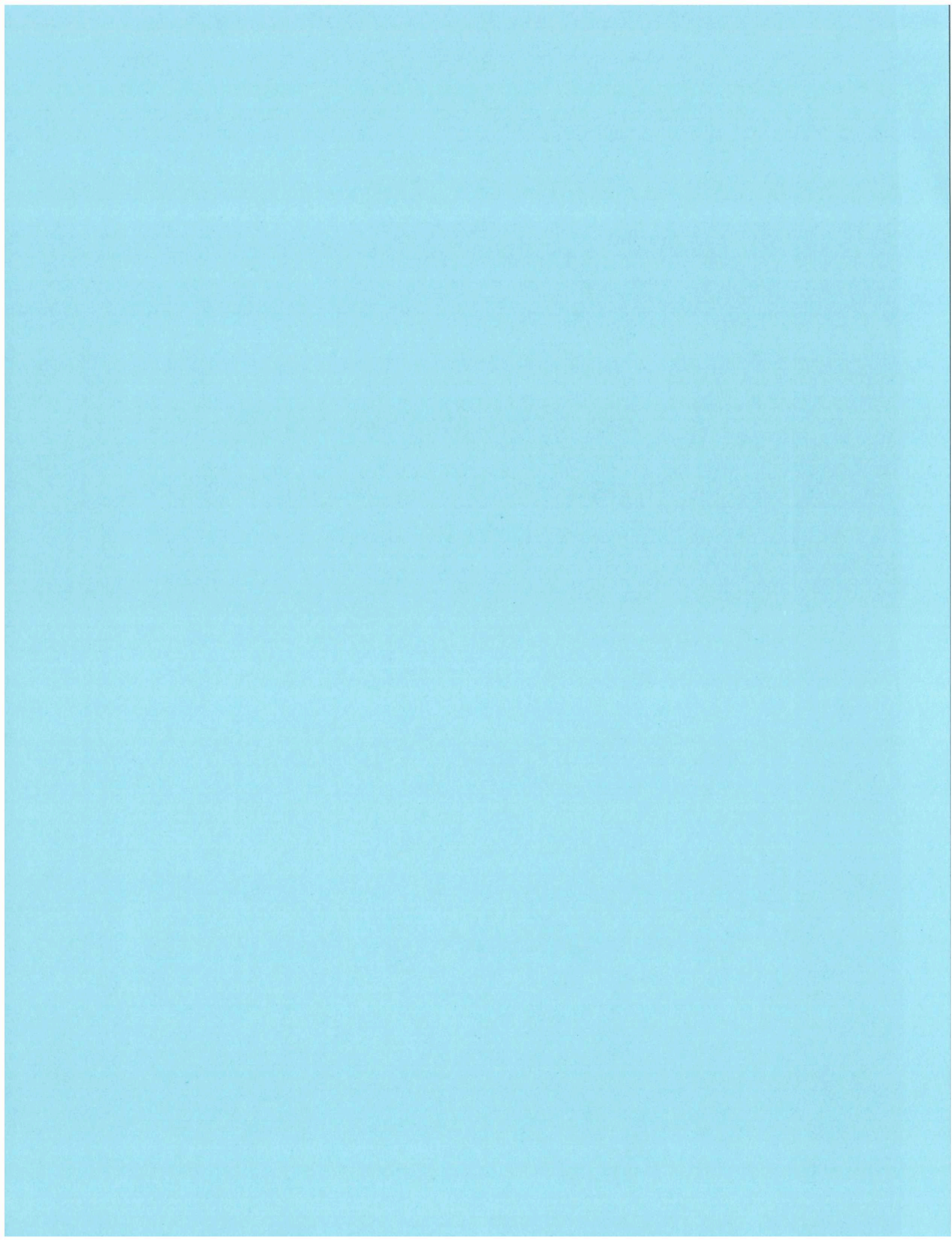
DATE: June 29, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Maribel Leyland, Assistant Community Development Director

SUBJECT: Landlord-Tenant Commission Meeting – June 1, 2026

- One person attended the in-person meeting, with no Zoom attendees.
- One person participated during oral communications, requesting that the flag salute be included in the Landlord Tenant Commission meetings and advocating for accommodating small claims court and the unlawful detainer cases in the Burbank Courthouse, to improve access for seniors. The Commission Chair thanked the attendee for the comments and stated those items had been previously addressed by the commission. With regard to the Burbank Courthouse, that request is outside the purview of the Commission.
- The Commission reported on one previous form from the prior month regarding a security deposit dispute.
- After unsuccessful attempts to obtain a response from the property management team, Housing staff provided the tenant with information on Housing Rights Clinic and Low Income Legal Grant Service to assist with the matter. The case has been closed.
- The meeting adjourned at 6:35 P.M.




MEMORANDUM



FIRE DEPARTMENT

DATE: July 1, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief 

SUBJECT: City Manager Tracking List #2717 - Overview of the Burbank Fire Department's Hazardous Materials Program

BACKGROUND

At the June 2, 2026, City Council meeting, Council Member Rizzotti requested a memo providing information on the City's oversight of hazardous materials sites in the City of Burbank. The Burbank Fire Department (Department) is responsible for implementing a hazardous materials program under the direction of Los Angeles County's Certified Unified Program Agency (CUPA). As a Participating Agency (PA) of CUPA, the Department is responsible for conducting inspections, enforcing local and state regulations, reviewing plans for new or modified facilities, and permitting such facilities to store hazardous materials. The Department conducts the Hazardous Materials Business Plan Program (HMBP) under the California Environmental Reporting System (CERS), the Underground Storage Tank (UST) Program, and the California Accidental Release Prevention Program (CalARP). In conjunction with CUPA, the UST Program is also regulated by the California State Water Resources Control Board to protect public health and safety and the environment from underground releases. The hazardous materials program is supported and staffed by the Assistant Fire Marshal, a Fire Inspector II, and a Senior Clerk.

Garden Grove Incident

On May 21, 2026, a hazardous materials chemical leak occurred at a GKN Aerospace manufacturing facility in Garden Grove, prompting the evacuation of approximately 50,000 residents. The chemical tank contained approximately 7,000 gallons of methyl methacrylate (MMA) and began to overheat and off gas due to excessive pressure. The resulting pressure buildup and an apparent cooling system failure created concerns about a potential tank rupture, explosion, or large-scale chemical release. Over several days,

specialized hazardous materials teams and fire personnel worked to cool and stabilize the tank, ultimately preventing a catastrophic outcome.

GKN Aerospace (Bandy Manufacturing) has a site located in Burbank; however, this facility manufactures latches and hinges and does not store MMA onsite. There are no such reactive chemicals reported through CERS in Burbank at any hazardous materials facility. There are no such reactive chemicals reported through CERS at quantities at or above the required reporting threshold of 55 gallons at any hazardous materials facility in Burbank.

DISCUSSION

The Department has been a CUPA PA since 1996 and conducts local inspections and enforcement on behalf of CUPA and in accordance with the Burbank Municipal Code (BMC) and state regulations. The hazardous materials program is applicable to all facilities in Burbank that store, produce, or manufacture hazardous materials. Hazardous material may include liquids, gases, or solids, and reportable types and quantities are determined by the California Health and Safety Code (HSC) and the California Environmental Protection Agency (CalEPA).

Program	Number of Facilities in Burbank
Hazardous Materials Business Plan (HMBP) Program	425
Underground Storage Tank (UST) Program	61
California Accidental Release Prevention Program (CalARP)	6

HMBP Program

The HMBP Program (California Fire Code [CFC], Title 24, Part 9) requires all facilities that handle certain quantities of hazardous materials to submit information electronically each January through the CERS online portal. This includes facilities that are applicable to the UST Program and CalARP. Facilities are required to submit general facility information, a list of all hazardous materials and quantities, a site map indicating the location of the chemicals and other requirements, and an emergency response and training plan. All CERS submittals are reviewed by Department staff, and the information is accessible to all fire personnel.

Hazardous Material	Reportable Quantity
Solids	500 pounds or more
Liquids	55 gallons or more
Gases (argon, helium, carbon dioxide, oxygen)	1,000 cubic feet or more
Gases (others)	200 cubic feet or more

UST Program

The UST Program (HSC, Division 20, Chapter 6.7, § 25289 and California Code of Regulations [CCR] Title 23) is applicable to facilities that store hazardous materials in underground storage tanks, such as gas stations with gasoline and diesel fuel. This program is led statewide by CalEPA. The UST Program enforces proper design, installation, operation, and maintenance of tanks and piping to prevent spills as such potential threats could contaminate groundwater.

CalARP

CalARP (HSC, Division 20, Chapter 6.95, Article 2) is a risk management program for facilities that handle specific hazardous substances in large quantities. The list of hazardous materials and quantities regulated by CalARP are set by CCR Title 19. The City has six CalARP facilities, with four being City facilities. CalARP requires a Risk Management Plan (RMP) to be submitted to the Department at least once every five years. The RMP documents detailed information on the hazardous materials, offsite consequences of an accidental release, accident history, an emergency response plan, a process hazard analysis, operating procedures, staff training, and mechanical integrity of the facility. The RMP is thoroughly reviewed by the Fire Inspector II and includes a detailed inspection of the facility.

Inspection and Enforcement

Inspection and enforcement of hazardous materials facilities is determined by CUPA according to the Inspection and Enforcement Plan (I&E Plan). The I&E Plan details the responsibilities of the PAs according to each applicable program and requires enforcement for violations with escalation at the discretion of the PA. The Department's enforcement actions are scalable based on risk and corrective actions, and include a notice of violations, monetary fines, formal legal action through liens, and criminal charges pursued by the County of Los Angeles.

Program	CERS	Inspection Frequency
Hazardous Materials Business Plan Program	Annual submittal	At least once every three years
Underground Storage Tank (UST) Program	Annual submittal	At least once every year
California Accidental Release Prevention Program (CalARP)	Annual submittal	At least once every three years

CUPA conducts an annual audit of the Department's inspection and enforcement activities for all hazardous materials facilities within the City across all programs. This audit includes facility tracking and documentation, CERS submittal compliance,

inspection frequency, and enforcement actions in response to violations. The last audit conducted by CUPA in September 2025 noted 100% compliance with no deficiencies or corrective actions needed by the Department.

The California State Water Resources Control Board also conducts a separate annual audit of the Department for the UST Program, which includes data reporting of facilities and permitting and enforcement procedures. The last audit conducted in January 2026 reflects the Department's high rate of compliance and fulfillment of inspection and enforcement obligations.

Hazardous Materials Response Team

The Department operates a California Office of Emergency Services (CalOES) Type 1 Hazardous Materials Response Team to mitigate incidents in Burbank and provide hazardous materials resources throughout the regional mutual aid system. Under California's resource typing system, Type 1 is the highest classification of hazardous materials response units as personnel are specialized and certified to handle large-scale and complex incidents. The Department maintains a Hazardous Materials Response Vehicle (HazMat 12) located at Fire Station 12. HazMat 12 is staffed daily by four Hazardous Materials Specialists and cross-staffed by personnel assigned to Truck 12. This team responds to a wide range of incidents involving chemical, biological, radiological, and other hazardous substances.

While hazardous materials incidents are low frequency compared to other emergency calls, they have the potential to create a significant impact on public safety, the environment, and regional infrastructure. The Department operates within the California mutual aid system and regularly coordinates with neighboring agencies for training and response to regional incidents. The Department also stores hazardous materials pre-plan information specific to each facility in the agency's records management system and mobile data terminal. All fire personnel can access this information, as well as the chemical information and site map submitted into CERS.

CONCLUSION

The Department recognizes the benefit of maintaining operational control and oversight of hazardous materials facilities in Burbank. All facilities are subject to oversight by CUPA; however, the Department provides an additional safeguard to the community by maintaining the hazardous materials program to ensure first responders have immediate awareness of the risks within the City for the safety of the community and environment. The Department maintains constant communication with CUPA to confirm all regulations are being met and continues to strengthen professional partnerships with local businesses to preserve compliance and address concerns as they arise.