



# Weekly Management Report

## August 15, 2025

- 1. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on July 21, 2025  
**Burbank-Glendale-Pasadena Airport Authority**
- 2. Synopsis**      Burbank Hospitality Association (BHA)  
Meeting on June 25, 2025  
**Community Development Department**
- 3. Synopsis**      Downtown Burbank Partnership (PBID)  
Meeting on July 9, 2025  
**Community Development Department**
- 4. Minutes**      Sustainable Burbank Commission  
Meeting on June 16, 2025  
**Public Works Department**
- 5. Minutes**      Burbank Police Commission  
Meeting on July 16, 2025  
**Police Department**





August 14, 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, August 18, 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 August 18, 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, August 18, 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) Operations and Development Committee *[See page 1]*
      - (i) June 16, 2025
    - 2) Finance and Administration Committee *[See page 3]*
      - (i) June 16, 2025
    - 3) Legal, Government and Environmental Affairs Committee *[See page 5]*
      - (i) June 16, 2025
  - b. Commission Minutes
    - 1) July 21, 2025 *[See page 7]*
  - c. Award of Lease Extension *[See page 14]*  
Vehicle Effects, Inc.
  - d. Award of Professional Services Agreement *[See page 23]*  
Replacement Passenger Terminal – Phase 2 Support
6. ITEMS FOR COMMISSION APPROVAL
  - a. Eighth Amendment to Fixed Base Operator Lease *[See page 25]*  
and Concession Agreement – Van Nuys Skyways, Inc.
  - b. Award of Professional Services Agreement *[See page 28]*  
Transportation Coordinator Support Services

- c. Master Services Agreement  
City of Burbank for Internet Service *[See page 30]*
- d. Award of Contract - Virtual Ramp Control Room - Operator *[See page 32]*
- e. Approval of Task Order Amendments  
Replacement Passenger Terminal Project *[See page 36]*
- f. Approval of Aid-in-Construction Deposits to City of Burbank  
Replacement Passenger Terminal Project *[See page 42]*
- g. Approval of Electrical Services Agreement  
City of Burbank *[See page 47]*
- h. Approval of Aid-in-Construction Deposit to City of Burbank  
Replacement Passenger Terminal Project *[See page 69]*
- i. Approval of Airport History Book Commission Agreement  
Establishment of Airport History Book Ad Hoc Committee *[See page 75]*

7. ITEMS FOR COMMISSION INFORMATION

- a. Q2 2025 Passenger Activity Report
- 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
- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(California Government Code Section 54956.9(d)(1))  
Name of Case: SSP America, Inc., SSP America BUR, LLC v. Burbank-Glendale-Pasadena Airport Authority (FAA Docket No. 16-25-04)
- c. CONFERENCE WITH LABOR NEGOTIATOR  
California Government Code Section 54957.6)  
Authority Representative: Terence Boga, General Counsel  
Unrepresented Employee: Executive Director

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.)

## COMMISSION NEWSLETTER

Monday, August 18, 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 Operations and Development Committee meeting of June 16, 2025; a copy of the approved minutes of the Finance and Administration Committee meeting of June 16, 2025, and a copy of approved minutes of the June 16, 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 July 21, 2025, Commission minutes are included in the agenda packet for review and approval.
- c. AWARD OF LEASE EXTENSION – VEHICLE EFFECTS, INC. A copy of the staff report is included in the agenda packet. At its meeting on July 21, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Second Amendment to Ground Lease with Vehicle Effects, Inc. ("Vehicle Effects"), to extend the term of the Lease for an additional three years to September 30, 2028. Vehicle Effects currently occupies a 5,000 square-foot lot located on the northwest quadrant of the Airport at 7604 Wheatland Avenue in Sun Valley.
- d. AWARD OF PROFESSIONAL SERVICES AGREEMENT – REPLACEMENT PASSENGER TERMINAL – PHASE 2 SUPPORT. A copy of the staff report is included in the agenda packet. At its meeting on July 21, 2025, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a Professional Services Agreement to Macias Gini & O'Connell LLP for Phase 2 of the Replacement Passenger Terminal project support work to assist the Authority in monitoring federal compliance of eligible project expenditures. The contract will have a not-to-exceed amount of \$175,000 beginning August 1, 2025, through June 30, 2026.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. EIGHTH AMENDMENT TO FIXED BASE OPERATOR LEASE AND CONCESSION AGREEMENT – VAN NUYS SKYWAYS, INC. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of a proposed Eighth Amendment ("Amendment") to the Fixed Base Operator ("FBO") Lease and Concession Agreement with Van Nuys Skyways, Inc ("VNS"). The proposed Amendment allows VNS to operate its FBO Concession at Hollywood Burbank Airport under the trade name "Hollywood Burbank Jet Center."

- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – TRANSPORTATION COORDINATOR SUPPORT SERVICES. A staff report is included in the agenda packet. At its meeting on July 21, 2025, the Legal, Government and Environmental Affairs Committee voted (2–0, 1 absent) to recommend that the Commission award a Professional Services Agreement (“PSA”) to Steer, Davies & Gleave, Inc., for employee transportation coordinator support services for a two-year period. The services and fees under the proposed PSA will be for implementation and support for the Airport’s Employee Trip Reduction Program for the Replacement Passenger Terminal, which is a requirement of the Development Agreement with the City of Burbank. The PSA will have a not-to-exceed amount of \$33,760, for the first year and \$35,449 for the second year.
- c. MASTER SERVICES AGREEMENT, CITY OF BURBANK FOR INTERNET SERVICE. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission enter into a proposed Master Services Agreement (“Agreement”) with the City of Burbank for internet service using the ONE Burbank fiber optic core network.

This Agreement will make Burbank Water and Power the primary internet service provider (“ISP”) supporting the operations of the Replacement Passenger Terminal and the Airport. Similar contracts with other ISPs for redundant backup internet services will be brought to the Committee and the Commission for consideration at a later date.

- d. AWARD OF CONTRACT - VIRTUAL RAMP CONTROL ROOM – OPERATOR. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission award a contract to Dynamic Science, Inc. (“DSI”) in the amount of \$5,623,899.77 for a five-year term to serve as the operator of a Virtual Ramp Control Room that will commence operations with the opening of the Replacement Passenger Terminal. Under the proposed contract, DSI will provide the qualified personnel to conduct ramp control operations for all air carrier operations at Hollywood Burbank Airport. The proposed contract includes two 1-year extension options at the Authority’s discretion.
- e. APPROVAL OF TASK ORDER AMENDMENTS – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee (“Committee”) voted (2–0, 1 absent) to recommend that the Commission approve two Task Order Amendments to Holder, Pankow, TEC – a Joint Venture (“HPTJV”) for the Replacement Passenger Terminal (“RPT”) Project: 1) \$727,605 - Terminal Automated Exit Lane System and 2) \$994,278 - Food Service Concessions HVAC ductwork installation.
- f. APPROVAL OF AID-IN-CONSTRUCTION DEPOSITS TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is included in the agenda packet. At its August 6, 2025, meeting, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission approve two Aid-In-Construction (“AIC”) deposit requests from the City of Burbank on behalf of Burbank Water and Power for the Replacement Passenger Terminal electrical power infrastructure:
1. \$712,570 for Phase 1 & 2 – represents the final funding requirement for these two phases of the program. Specifically, this AIC will fund the 17 MVA temporary power, engineering, substructure inspection and Clybourn substation 12kV conversion cost for engineering, labor, material and equipment; and

2. \$2,050,000 for Phase 3 – is the initial funding for the development of the permanent power community substation costs for engineering, procurement of equipment, and construction contract award deposits.

g. APPROVAL OF ELECTRICAL SERVICES AGREEMENT – CITY OF BURBANK.

A staff report is included in the agenda packet. At its meeting on August 6, 2025, the Executive Committee voted (2-0, 1 absent) to recommend that the Commission approve an Electrical Services Agreement ("Agreement") with the City of Burbank for the development of a community substation to provide the permanent electrical power to the Replacement Passenger Terminal. The Federal Aviation Administration Los Angeles Airports District Office ("FAA") recommended one clarification to the Agreement, which has been incorporated, but there were no concerns regarding compliance with FAA grant assurances and revenue use policy. Upon execution of the Agreement, Burbank Water and Power will issue Aid-In-Construction deposit requests for the final design and construction of the substation.

h. APPROVAL OF AID IN CONSTRUCTION DEPOSIT REQUEST TO CITY OF BURBANK – REPLACEMENT PASSENGER TERMINAL PROJECT.

A staff report is included in the agenda packet. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval of an Aid-In-Construction deposit request (copy attached) from the City of Burbank on behalf of Burbank Water and Power ("BWP") for the Replacement Passenger Terminal electrical power infrastructure in the amount of \$6,000,000 to support the development of a community substation permanent power solution. As part of BWP's development of a community substation with redundant power feeds to provide permanent long-term electrical power to the airport, it is necessary to upgrade the line voltage capacity of sub transmission electrical lines on Clybourn Ave and Sherman Way, from 4kV to 12kV.

i. APPROVAL OF AIRPORT HISTORY BOOK COMMISSION AGREEMENT - ESTABLISHMENT OF AIRPORT HISTORY BOOK AD HOC COMMITTEE.

A staff report is included in the agenda packet. Staff seeks Commission approval of an Airport History Book Commission Agreement with Martin M. Cooper of Cooper Communications, Inc., to research, write, and supervise production of a book on the history of Hollywood Burbank Airport to coincide with the opening of the Replacement Passenger Terminal in October 2026. Additionally, Staff seeks Commission establishment of an Airport History Book Ad Hoc Committee to review Cooper's submittals and provide feedback and direction on behalf of the Authority.

7. ITEMS FOR COMMISSION INFORMATION

a. Q2 2025 PASSENGER ACTIVITY REPORT. No staff report attached. Staff will review revenue passenger numbers for April - June (Q2) of 2025.

b. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. An updated video will be shown.



# MEMORANDUM






## COMMUNITY DEVELOPMENT



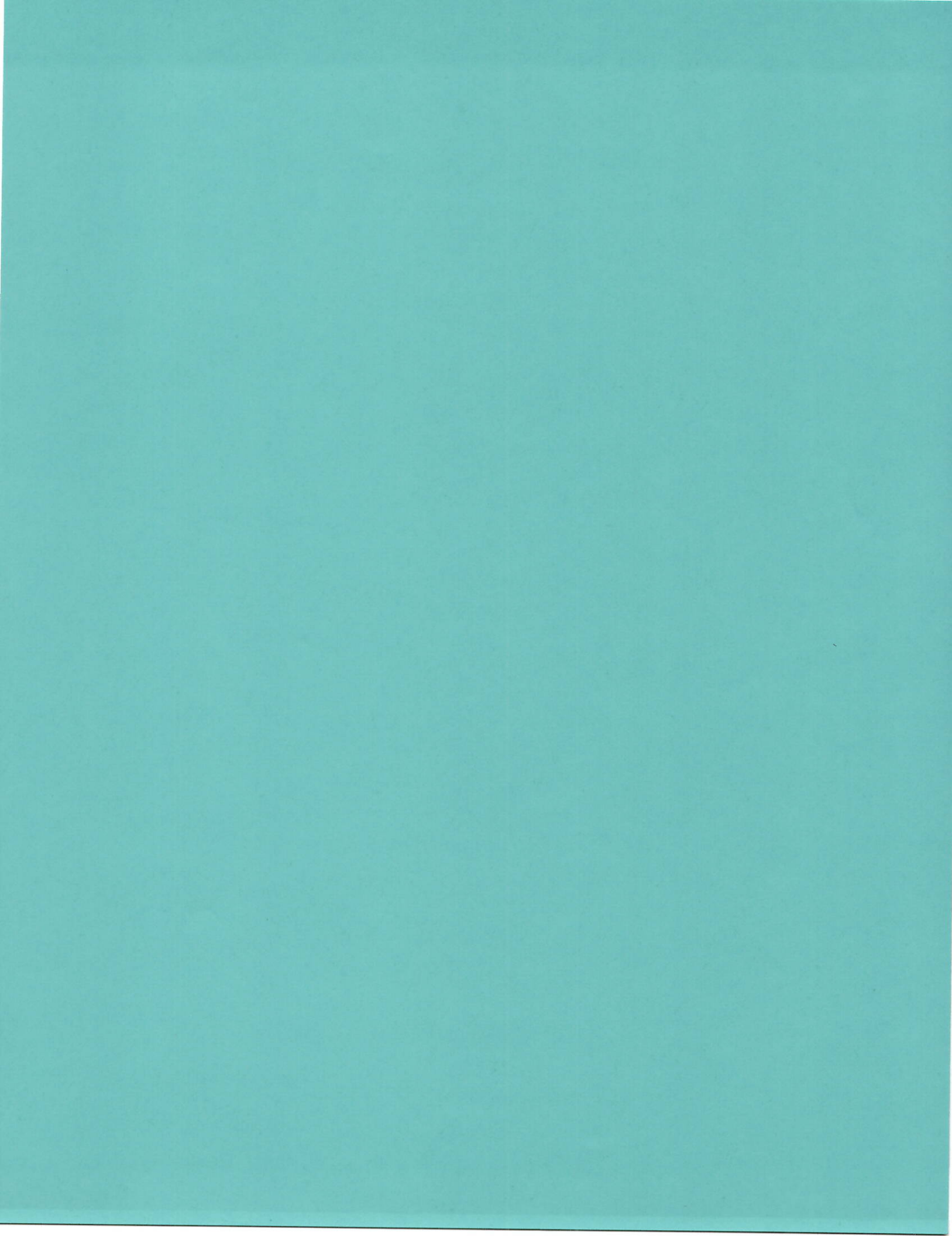
**DATE:** August 12, 2025

**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 – June 25, 2025

- Visit Burbank's new marketing agency, Verdin, presented their marketing plan for FY 2025-2026. They will focus on promoting Burbank as a top LA travel destination, room night generation, positioning Burbank as "Media Capital of the World," and leveraging partner media assets to drive tourism engagement.
- A draft of the FY 2025-2026 budget was presented to the Board. The estimated budget for the year will be \$1.3 million. That number will change once the final budget is presented in August as the City's books have not closed yet.
- Staff provided an update on the International PowWow (IPW) conference that took place in Chicago June 16-18. Visit Burbank has a booth at the conference with 6,000 tour operators and travel representatives from over 70 countries in attendance. Visit Burbank held over 50 meetings with top leads including Delta Vacations, Flight Centre, Go West, and Hotelplanner.



# MEMORANDUM



**DATE:** July 21, 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 Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – July 9, 2025

- The Downtown Burbank Arts Festival, held from May 31 through June 1, drew an estimated 17,000 attendees and featured more than 170 artisans along San Fernando Blvd. between Magnolia Blvd. and Olive Ave. Following the event, staff sent out a survey to businesses requesting feedback on the festival and seventeen (17) replies were received:
  - 18% reported an increase of 10%-20% in sales during the event.
  - 18% reported an increase of 10%-20% in customers during the event.
  - 76% agree The Arts Festival helps attract more customers to Downtown.
  - 53% agree The Arts Festival helps attract more customers to their store.
  - 41% agree The Arts Festival benefits their business and Downtown.
  - 53% agree The Arts Festival positively affects their business.
  - 65% would like The Arts Festival to return next year.
- Staff updated the Board on the annual ICSC Las Vegas Conference. At the conference, Burbank was represented at the Team CA booth providing a showcase for promotional materials and marketing outreach. During the conference, staff met with several companies that expressed interest in Burbank, and prior to the event, staff conducted targeted outreach, sending more than 75 emails with information on available commercial spaces in Downtown Burbank to expanding businesses.
- As of July 1, 2025, Ambassador services have transitioned to Allied Universal, with expanded coverage of 144 hours per week. The program is staffed by four ambassadors, and the hours are as follows:  
Monday–Wednesday: 8 a.m. – 9 p.m.  
Thursday–Sunday: 8 a.m. – 11 p.m.



**SUSTAINABLE BURBANK COMMISSION  
JUNE 16, 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. Interim Chair Adrine Der-Tavitian called the meeting to order at 5:01 p.m.

**II. ROLL CALL**

**Members Present:**

Adrine Der-Tavitian (Interim Chair)  
Alissandra Valdez (Interim Vice Chair)  
Limor Zimskind  
Jenny Deahl  
Jared Cavagnuolo  
Charles Wilson  
Robin Gemmill

**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  
Andrew Puchniarz – Intermediate Clerk, Recycle Center, Recording Secretary  
Tamala Takahashi – City Council Member

**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**

Scout Raskin brought awareness to the Commission on the restrictions to use goats and sheep for fire mitigation in Burbank.

**B. Commission Member Communication**

Commissioner Gemmill expressed support for alternative measures for fire mitigation.

Commissioner O'Brien announced that he would not be returning to the Commission and expressed gratitude for the other commissioners and staff.

**C. Staff Communication**

Amber introduced Andrew Puchniarz, Burbank Recycle Center staff, as the new Recording Secretary for the Commission. She also informed the Commission that staff is to provide an update on the 2025-2026 fiscal year budget at a future meeting.

Drew Johnstone informed that Burbank Water & Power (BWP) is working with American Green Zone Alliance (AGZA) to facilitate a community workshop on electrification of

landscape equipment. He informed the Commission on Assembly Bill 306. Drew also announced that City Council approved BWP's solar project, Milford Solar.

**IV. APPROVAL OF MINUTES**

Mr. Wilson moved, and Ms. Valdez seconded a motion to approve the June 16, 2025, draft minutes with the amendment to include the Sustainable Burbank Commission as a co-host for the 2025 Earth Day event. The motion was approved by Ms. Gemmill, Ms. Deahl, Mr. O'Brien, Ms. Der-Tavitian, Mr. Cavagnuolo. Ms. Zimskind abstained.

**V. UPDATE ON SUSTAINABLE BURBANK COMMISSION PRODUCE BAG DISTRIBUTION**

Staff announced that they will bring the Commission produce bags to the August meeting for the Commission to take and distribute. Burbank Recycle Center staff continues to distribute bags at community events.

**VI. LIAISON UPDATES**

- A. Parks, Recreation and Community Services Board (Commissioner Deahl)
- B. Drought Tolerance Task Force (Commissioner Deahl)
- C. Community Gardens (Commissioner Gemmill)
- D. Monarch Mile (Commissioner Gemmill)

**VII. UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

- 1. Fill vacancies on Burbank BCC's – Appointment (July 15, 2025)
- 2. Options and Impacts of a Potential Citywide Gas-powered Leaf Blower Ban – Discussion (July 15, 2025)

**VIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

- 1. Discuss revision of Burbank Municipal Code 5-1-301: Keeping of Certain Nondomestic Animals Prohibited

**FUTURE AGENDA ITEMS**

- 1. Urban Forestry Update (TBD)
- 2. Plant Based Treaty Presentation (September 2025)

**IX. ADJOURNMENT**

The meeting was adjourned at 5:56 p.m. The next meeting will be held on Monday, August 18, 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



## **CITY COUNCIL EXPECTATIONS OF BOARD, COMMISSION, AND COMMITTEE MEMBERS**

### EXPECTATIONS:

- Personal agendas must be set aside, and decisions must be made in the best interest of the Burbank community.
- Go "through the Chair" to facilitate orderly discussion. Give all members an opportunity to state their opinion or position and encourage healthy deliberation and openness to consider all ideas.
- Work together efficiently, even when disagreements arise on an issue. Demonstrate respect, friendliness, and remain polite to effectively make decisions.
- Refrain from making comments that may be seen as divisive, unnecessary, or inappropriate.
- Avoid lengthy conversations on an agenda item once it has been voted on. If necessary, briefly articulate the reasoning behind your vote.
- Unanimous votes are not necessary. It is encouraged to express your personal opinions or positions.
- Share any relevant information and documents received from the public with designated City staff as soon as possible so it can be properly distributed to all members.
- Form connections with fellow members before, during, and after meetings, but be sure to do so in a manner not in violation of California's open meeting law, the Brown Act.
- Members will conduct themselves within the confines of the law, including the Brown Act and Political Reform Act, to ensure transparency and accountability to members of the public.
- Members shall disclose any bias, conflicts of interest or potential conflicts of interest, and must recuse themselves from participating in any matter that could significantly impact (positively or negatively) their personal interests.
- Requests that are consistent with the duties, scope, or agenda of the Board, Commission, or Committee shall be made to the appropriate staff or staff liaison at a relevant period during the meeting. Members will not otherwise direct work to other department staff members.

- Once the Council has taken a position and voted on an item, it should be considered a non-issue for further discussion by Members, unless the item is being brought back to Council for review.
- Members shall not step down from the dais during meetings to speak during public comment on matters not appearing on the agenda and shall instead reserve any non-agenda comments to areas of the agenda that allow for this type of discussion in compliance with the Brown Act exceptions listed in Government Code section 54954.2(a)(3).
- When presenting individual opinions and positions, members must speak only for themselves as an individual and explicitly state that they are presenting on their own behalf and are not representing the Board, Commission, or Committee, or other members, especially if approached by the media. Best practice is to direct any media inquiries to the Board, Commission, or Committee's staff liaison.
- Members shall be responsible for conducting themselves in a professional manner that best represents the City when in attendance of events or gatherings outside of regular meetings.
- Members are encouraged to wear respectful attire at public meetings and when on official City business.
- Violation of these expectations may result in a member's dismissal.

COUNCIL EXPECTATIONS OF THE CHAIR/VICE CHAIR:

- The Chair should work with City staff to ensure that agenda topics are within the scope of the Board, Commission, or Committee's mission, have a clear purpose, and align with the City Council's goals.
- The Chair and Vice Chair shall work with City staff to receive training on how to effectively facilitate a meeting.
- The Chair should meet with City staff as needed to discuss matters related to conduct of the meeting.
- The Chair shall apply a two-hour initial time limit to meetings. In the event that a meeting may exceed two hours, the Chair shall confer with the staff liaison to review the status of the remaining items and determine the best manner to proceed.
- The Chair shall follow City Council meeting guidelines where applicable (e.g., guidelines for respectful engagement, public comment speaking time limits, etc.).

COUNCIL EXPECTATIONS OF CITY STAFF:

- Staff should clearly communicate the City Council's goals and priorities as established during the annual City Council Goal Setting Meeting.
- Staff should assist the Chair with conducting the meeting in an efficient and effective manner and advise regarding proceeding with the Board, Commission, and Committee's business in accordance with the Brown Act.
- Council Expectations shall be agendized and reviewed with Members at the first meeting following biennial August appointments.
- Reports and presentations on agenda items will provide an objective analysis on the issue and will not favor a particular point of view. Alternatives and options on item actions should be presented.
- Staff will remain impartial and strive to maintain cooperative and supportive relationships with all members, regardless of any differences in opinion that may exist or arise.
- Staff will take requests from the Board, Commission, or Committee as a body, and not from individual members, if such request is relevant to the duties, scope or agenda of the Board, Commission, or Committee.
- Staff will work with the Board, Commission, or Committee to obtain a vote on advisory matters being presented to the City Council.

CERTIFICATION:

As a member of a City of Burbank Board, Commission, or Committee, I certify that:

I have read and acknowledge the City Council's Expectations for Board, Commission, and Committee Members and will ensure its application for the entirety of my term while serving in my capacity.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Board, Commission, or Committee:** \_\_\_\_\_

# City of Burbank Council Priorities 2025-26



## City Services

Support efforts to ensure the City is a top-rated employer, maintain and enhance the City's financial health, develop and enhance streamlined approaches to online services and applications, evaluate and enhance the 311 app, and collaborate with community partners and the school district.



## Economic Development

Support long term prosperity, stability, and opportunity by diversifying the City's economic base, supporting media and industry companies, and continuing to attract and retain high quality businesses. Focus on the completion of various specific plans in the City and engage in preparation for large scale events, such as the 2028 Olympics, and anticipated 2026 opening of the replacement passenger terminal at Hollywood Burbank Airport (Elevate BUR).



## Housing

Facilitate the increased supply of housing. Encourage options such as mixed-use developments and rezoning of vacant commercial properties. Implement the Housing Enforcement Program and continue to explore tenant protections. Continue to collaborate with community partners in addressing and reducing homelessness.



## Public Safety

Prioritize public safety through programs and initiatives that assist internal safety departments and the community prepare for a major disaster. Maintain appropriate levels of police and fire personnel and support services provided by the Mental Health Evaluation Team and Community Service Officers.



## Quality of Life

Support Burbank's strong sense of community, well-maintained public services, and vibrant cultural scene. Provide and enhance the City's community spaces and events, artistic and creative endeavors, and access to vital city services.



## Sustainability

Enhance sustainable practices, including increased usage of solar power and additional electrification requirements. Support innovative measures to conserve water and power, enhance the City's tree canopy, and combat the effects of urban heat. Develop policies that support electrification and high air quality.



## Transportation/Traffic

Encourage integration and enhancement of transportation solutions related to auto, bus, and rail. Consider new modes of transportation while enhancing the community's access to safe bike and walking paths. Continue to evaluate parking availability and solutions within the City.

# Priority Action Plan 2025-26

Attachment 2



## CITY SERVICES

- 1) Recruit and retain high caliber employees, 2) Maintain a balanced general fund budget, 3) Develop long term financial goals, 4) Streamline/standardize online applications, 5) Prioritize information accessibility, 6) Maintain and enhance the 311 app, and 7) Collaborate with community partners and school district.*

- A** Maintain the City's status as a top rated employer by negotiating new contracts with labor groups in alignment with Council's compensation policy, creating a comprehensive marketing plan to showcase the City as an employer, implementing AB 2561 related to providing Council with the City's employment vacancy rate, and providing employees with ongoing training opportunities.
- B** Reduce the length of the Pipefitter Apprentice program in Burbank Water and Power (three years instead of four) and assess/implement new training across all apprentice programs to improve retention.
- C** Expand Council's pension funding plan, adopt a balanced General Fund budget and a formal debt policy, develop a 10-15 year financial plan to prioritize and fund key capital projects and information technology projects.
- D** Implement online tools including a vendor registration portal, business tax application/renewal, Special Events Permit, and interactive chatbot on the City's website, and upgrade online applications, plan check software, capital projects webpage, and public records software.
- E** Collaborate with the Burbank Unified School District (BUSD) to expand sustainable initiatives, improve facilities via the Joint Use Agreement, increase capacity of internet connections on campuses, and prioritize and expand initiatives to enhance safety on school campuses.
- F** Assess usage of the 311 app through data analysis and user feedback, and continue to offer new features and enhancements to engage the community and improve operational efficiency.
- G** Collaborate with Los Angeles County and BUSD to provide Vote Centers for the 2026 General Municipal Election and provide civics related field trips to City Hall for local students.
- H** Streamline Council meetings by developing a revised public comment card, implementing strategies to manage the length of council discussion, and enhancing the City's agenda management software and e-comment feature.



## ECONOMIC DEVELOPMENT

- 1) Diversify economic base, 2) Create incentives to attract, retain, and support media and studio industries and enhance relationships with existing companies, 3) Complete outstanding specific plans, 4) Expand concierge services, 5) Improve business retention and encourage the addition of high quality retail and restaurants, 6) Increase visitor serving amenities to attract tourism associated with Elevate BUR, 2028 Olympics, World Cup, and Super Bowl.*

- A** Engage in support efforts for the entertainment industry by considering establishment of an Entertainment Industry Task Force and/or Local Film Commission, and providing space for job connections, workshops, and networking via the Media Industry Job Fair.
- B** Continue to support businesses via the Business Visitation Program and by providing ultra-reliable, high-speed fiber optic and internet services through the ONE Burbank enterprise.
- C** Complete Specific Plans and Environmental Impact Reports for Downtown Burbank, Golden State District, Media District, and the Rancho Neighborhood, including a detailed analysis and design of utility systems needed to support the specific plans (utility technical studies).
- D** Complete the Inclusionary Housing and Density Bonus Ordinances, and initiate analysis of Development Impact Fees, which fund infrastructure and public services needed to support new developments.
- E** Prioritize the City's Business Concierge service and enhance efforts to ensure business owners are able to effectively navigate the permitting process when establishing and developing their businesses. Develop and enhance the City's internal Business Assistance Cabinet, which will consist of a team of staff from various departments tasked with ensuring efficiency in permitting for businesses.
- F** Convene Tourism Business Improvement District (TBID) Steering Committee for the 2026 World Cup and the 2028 Olympics (LA28).
- G** Facilitate the development of entitled and proposed hotels to increase local amenities and options for future visitors.

# Priority Action Plan 2025-26

Attachment 2



## HOUSING

*1) Review and analyze reasonable renter protections and disseminate effective public information to the community, 2) Increase supply of housing, 3) Analyze opportunities to rezone vacant commercial properties, 4) Encourage and incentivize mixed-use development and for sale housing units, 5) Collaborate with partners to effectively address and reduce homelessness, 6) Review and analyze the use of city property for housing.*

- A** Facilitate programs with the potential to end the cycle of homelessness, such as connecting homeless victims and defendants to supportive services while in court, and enhance pre-filing criminal diversion programs and continue forward progress on projects related to sheltering the homeless.
- B** Develop new partnerships and maintain existing partnerships with homeless services providers. Increase homeless outreach staffing levels and research/identify funding for current and new programs/services related to reducing homelessness.
- C** Coordinate and share available tenant resources, receive and investigate housing complaints, and administratively and civilly enforce housing complaints and habitability concerns where there are identified violations of law via the newly implemented Housing Enforcement Program.
- D** Continue to explore tenant protections and possible rent cap options. Assess additional options for enhanced renter relocation assistance and the development a multi-family unit database.
- E** To potentially accelerate housing development, explore options for establishing streamline review procedures that will create a more efficient process from entitlement through issuance of building permits.
- F** Facilitate the building of for-sale housing by establishing small lot subdivision regulations and other land use regulations.
- G** Engage in the RFP/RFQ process to solicit proposals for prospective housing projects and mixed-use developments for underutilized ground level (surface) parking lot sites and other opportunity sites.



## PUBLIC SAFETY

*1) Encourage neighborhood specific emergency preparedness and resiliency throughout the community, 2) Enhance regional coordination with partner agencies to be prepared for a major disaster, 3) Maintain staffing of police and fire departments and increase appropriately as the City grows, 4) Launch Community Service Officers program, 5) Enhance Mental Health Evaluation Team Services.*

- A** Evaluate staffing levels on fire engines to support optimal staffing and address the growing demand for Emergency Medical Services (EMS). Additionally, assess the expansion of the Fire Department's response model with additional rescue ambulance coverage staffed by firefighter paramedics around the clock to further improve emergency response capabilities.
- B** Explore collaborative efforts with Glendale and Pasadena to utilize the same emergency notification platform for external and internal messaging during a disaster.
- C** Enhance recruitment, hiring, and retention of sworn and non-sworn safety personnel through contemporary strategies and best practices.
- D** Continue implementation of the Soft-Story Seismic Retrofit program, promote home hardening wildfire preparedness permits, establish instant online residential emergency generator permits, and launch a Neighborhood Preparedness Program to organize and train Burbank residents on how to prepare for and respond to potential emergencies like natural disasters, fires, or other crises.
- E** Finalize implementation of the Community Service Officer program to enhance public safety, support the Police Department in non-enforcement duties, and improve community relations by engaging in a variety of critical community service roles.
- F** Expand Mental Health Evaluation Team Services to include additional hours per day and days per week.

# Priority Action Plan 2025-26

Attachment 2



## QUALITY OF LIFE

*1) Increase safety for residents by adding lighting and security cameras in public spaces, 2) Increase number of community events and community spaces for all ages, 3) Increase visibility, support, and access to arts and creative endeavors, 4) Support increasing child care opportunities.*

- A** Utilize the Park Patrol Program to report maintenance issues, address vandalism, and monitor parks, all aimed at improving overall safety. Deploy portable security cameras in local parks to deter illegal activity and minimize vandalism.
- B** Complete construction of the Dick Clark Dog Park.
- C** Secure project management services for Civic Center/Library project to refine project scope and complete RFP/RFQ for design/builder.
- D** Achieve significant progress on the schematic design, design development and CEQA analysis for the Olive Recreation Center and Performing Arts Center building replacement and McCambridge Pool replacement project. Engage the community and stakeholders on the Starlight Bowl Amphitheater transformation plans.
- E** Promote community engagement, literacy, and social inclusion through the launch of the Library Services Book Mobile.
- F** Complete the second phase of the Community Arts Grant and Phase 9 of the Burbank Arts Beautification Program, secure an artist for the Johnny Carson Park Shade Structure Project, and support the Burbank Cultural Arts Commission in hosting events to support local artists and art organizations.
- G** Continue funding (through PBID and TBID) for the installation of an additional mural in Downtown Burbank and an additional Super Hero statue in the City.
- H** Extend full-day summer camp opportunities and evaluate incorporating child care as a facility serving use/community benefit option for new housing and mixed-use development projects through the proposed density bonus regulations update and the specific plans development process.
- I** Explore additional community event offerings and continue sponsoring the Downtown Burbank Arts Festivals and the Winter Wine Walk event through the Downtown Property Based Improvement District (PBID).



## SUSTAINABILITY/RESILIENCY

*1) Integrate solar power in new developments, 2) Consider restrictions on the use of landscape equipment, 3) Require 100% electrification of new construction, 4) Encourage installation of additional EV charging stations, 5) Implement strategies to address urban heat, 6) Explore innovative solutions related to water and power usage and conservation, 7) Maintain and enhance the City's tree canopy and green space.*

- A** Increase rebates for EV charging station installations and establish instant online EV charger permits for residential use.
- B** Complete the Urban Forest Master Plan.
- C** Focus on increasing public and private tree canopy consistent with the GGRP, continue to offer shade trees to residents free of charge, and coordinate consistent DIG and Plant for a Greener Burbank events.
- D** Establish a reach code (local building energy code that goes beyond or "reaches" past the state minimum requirements) via an energy performance requirement or CalGreen amendment for new construction which incentivizes completely electric new buildings, with limited exceptions.
- E** Complete Planning and Permitting Study for Potable Reuse Alternatives, participate in the Feasibility Study for OceanWell's Desalination Study, and consider expanding BWP's Demand Response Program.
- F** Promote the South Coast AQMD Commercial Electric Lawn and Garden Equipment Incentive and Exchange Program and enhance BWP's Commercial Landscape Battery Rebate Program.
- G** Continue to enforce the "cool roof" reach code, which requires all new and replacement roofs in Burbank to meet reflectivity requirements.
- H** Explore innovative Water Exchange and Transfer Programs through the Metropolitan Water District of Southern California to enhance water supply reliability and sustainability for the City of Burbank.

# Priority Action Plan 2025-26



## TRANSPORTATION & TRAFFIC

*1) Coordinate improvements and integration with the development of high-speed rail and transportation hubs, 2) Encourage bus rapid transit systems, 3) Prioritize multi-modal transportation systems including bike lanes and safe walking paths, 4) Consider parking availability and solutions associated with new developments, 5) Analyze new and alternate modes of transportation and potential impacts to the City.*

- |          |   |
|----------|---|
| <b>A</b> | Complete Olive Avenue Bridge Feasibility Study including Connection to Downtown Burbank Metrolink Station.  |
| <b>B</b> | Complete Design of Chandler Bikeway Extension and award construction of San Fernando Bikeway Project.   |
| <b>C</b> | Complete construction of First Street Class IV Bikeway and design of Third Street and Angeleno Avenue Class IV Protected Bike Lanes.  |
| <b>D</b> | Assess parking management strategies related to the Golden State Neighborhood Protection Plan and evaluate on-street parking utilization and parking fee in Downtown Burbank in alignment with the City Council's Parking Management Strategies for Downtown Burbank. |
| <b>E</b> | Complete 100 Percent Design of Metro NoHo to Pasadena BRT (bus rapid transit).  |
| <b>F</b> | Complete Design of a "Mobility Hub" in Downtown Burbank, including expanded pedestrian improvements between Downtown hotels and transit connections at the Downtown Metrolink Station.  |

Attachment 3

**Proposed 2025-2026  
Sustainable Burbank Commission Budget**

Proposed 2025-26 Budget:

<b>Activity</b>	<b>Budgeted Amount</b>
Earth Day	\$6,000
Micro-grants to restaurants	\$5,000
Community Outreach	\$1,500 (ie. Cooking demo, round table, garden events, etc)
Habitat Restoration	\$1,000
Contingency	\$1,500
<b>Total</b>	<b>\$15,000</b>



**JULY 16, 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, Forouzan, Hacobian, McKenna, and Wenzel

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

**FLAG SALUTE**

The flag salute was led by Commissioner Forouzan.

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

Commissioners reported out on events/meetings attended.

Chair Coomes recognized and thanked Commissioner Forouzan for her service on the Commission.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

Commissioner Wenzel reported on a conversation with a neighbor regarding their concerns on crime and interest in press releases describing PD arrests.

**APPROVAL OF MINUTES FROM JUNE 18, 2025, MEETING**

Commissioner Elman made a motion, seconded by Commissioner Hacobian, to approve the minutes from the June 18<sup>th</sup> meeting. Motion carried, with an abstention by Commissioner Forouzan.

**ITEMS OF BUSINESS**

**1. Presentation, discussion, and recommendations (if applicable) on the preparations to address traffic safety and parking for the start of the school year**

Lieutenant Barcus described the Traffic Bureau's responsibilities at the start of the school year, including contact with school officials about traffic flow and valet program, education for parents and students, and eventually enforcement for violators. Motor Officers will now be joined by contract parking company LAZ Parking and a newly hired Community Service Officer to assist with education and enforcement.

**2. Presentation, discussion, and recommendations (if applicable) on the review of the 2024 crime statistics**

Crime Analyst Panu described the National Incident Based Reporting System (NIBRS) for crime statistics. Statistics are collected in three categories: Crimes against Person (e.g. assault), Property (e.g. robbery), and Society (e.g. drugs, weapons). Stats were provided for total crimes for the year, crimes by category, and retail theft (main crime in city).

**3. Discussion to determine Commissioners interested in attending the annual NACOLE Conference, October 26-30, 2025, in Minneapolis**

Chair Coomes and Commissioners Hacobian and Wenzel expressed interest in attending.

**4. General announcements by Chief Quintero - brief announcements regarding upcoming events and/or items of note related to the police department**

Chief Quintero announced the following:

- 7/17 Recruit graduation
- 7/22 BHRC Meet and Greet with Chief Quintero
- 8/2 Boys and Girls Club Back to School event
- 8/5 National Night Out

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Already agendized for August:

- Election of officers
- Role and interaction of BPD during involvement in protests
- Preparation for Joint City Council meeting / review of OIR report

Chair Coomes made a motion, seconded by Commissioner Hacobian, to discuss the selection of Commissioners to attend the annual NACOLE conference, October 26-30, in Minneapolis. Motion carried.

**NEXT MEETING DATE –** Wednesday, August 20, 2025  
6:00 p.m., City Council Chamber

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 7:43 pm.

Paul McKenna  
Secretary, Burbank Police Commission